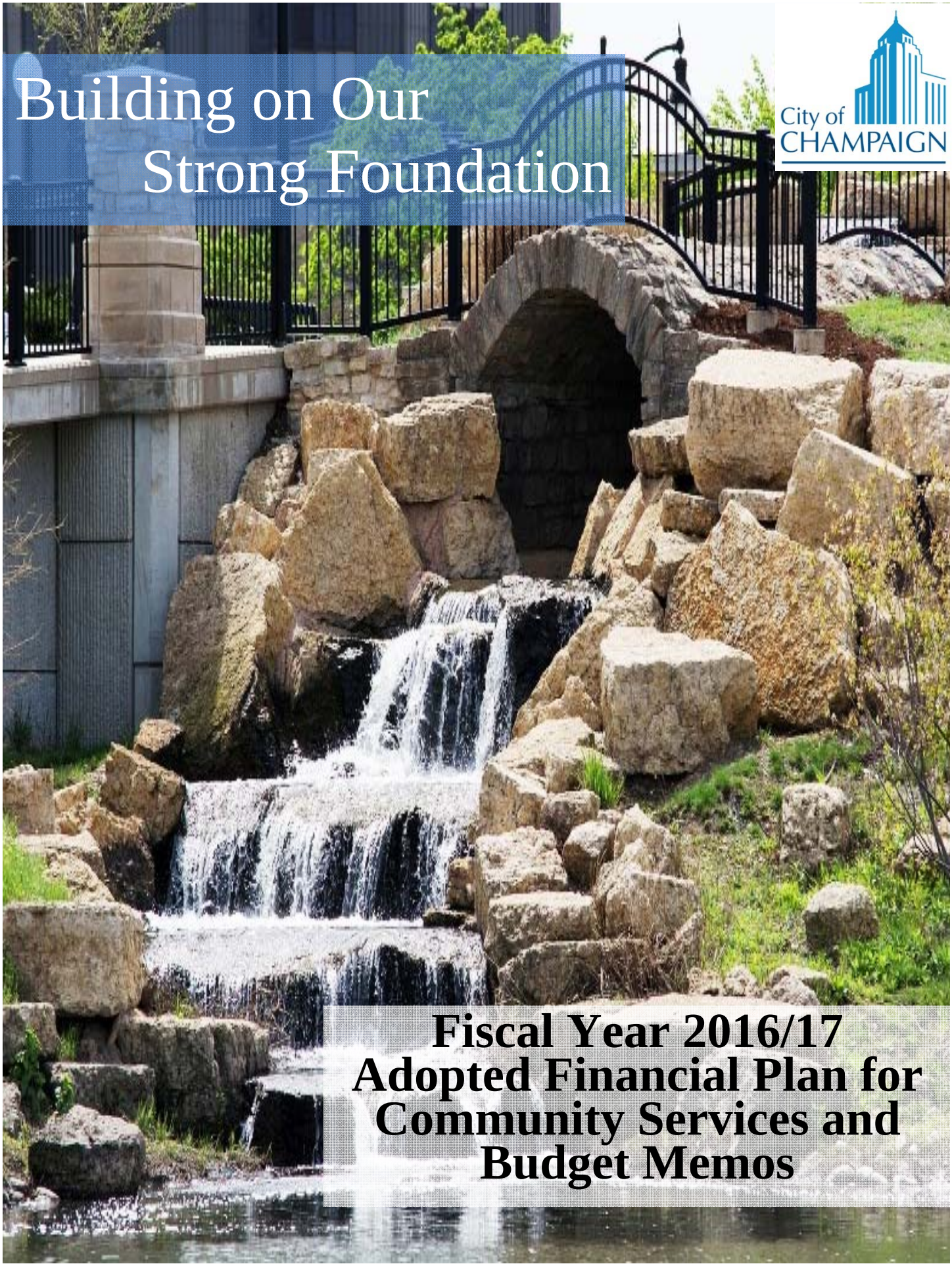

Building on Our Strong Foundation

City of CHAMPAIGN

Fiscal Year 2016/17 Adopted Financial Plan for Community Services and Budget Memos

City of
CHAMPAIGN

Adopted Financial Plan
For Community Services

Fiscal Year 2016/2017

City of
CHAMPAIGN

Mayor

Deborah Frank Feinen

Council Members

Michael LaDue

Angie Brix

Paul Faraci

Will Kyles

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Clarissa Nickerson Fourman

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Account Clerk III

City of CHAMPAIGN

OUR MISSION

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

These values guide our work

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

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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, 2015

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, 2015. 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

City of
CHAMPAIGN

REPORT TO THE CITY COUNCIL

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

DATE: **July 1, 2016**

SUBJECT: **BUILDING ON OUR STRONG FOUNDATION**

Introduction

The Fiscal Year (FY) 2016/17 Financial Plan, or Annual Budget, establishes direction for the implementation of all City of Champaign programs and services for the upcoming year. The Financial Plan outlines the Administration's recommendation on how to meet the needs of our growing community in a fiscally responsible manner and in keeping with the City Council's goals and policies. The Financial Plan is developed by carefully evaluating available resources, following established financial policies, and applying sound administrative decisions and practices. Review and approval of the Financial Plan is one of the City Council's most important roles.

The FY 2016/17 Financial Plan builds upon the City's long history of fiscal planning and discipline. The budget allows for the continued delivery of essential City services, and builds upon the City's strong fiscal foundation. The City of Champaign proudly maintains a AAA bond rating, a testament to our responsible financial practices and fiscal strength. Good financial planning and sound decisions allows the City the flexibility to adjust to unexpected changes in revenues or expenses while maintaining the high quality services our residents expect. The adopted budget is balanced and supports the budget message's theme: Building on our Strong Foundation.

Businesses are eager to set up shop in Champaign and families are excited to move here. Commercial, single- and multi-family residential construction remains strong and the City continues to grow in a planned, coordinated manner. These new residential developments attract persons from around the globe, including students and professionals, adding to the diversity and vibrancy of our micro-urban community. New developments also add to the City's strong revenue base, ensuring the future funding needed for the City to continue the high quality, essential City services appreciated by our residents and visitors.

As our community grows, the Administration looks for creative and more efficient ways to meet increasing demands on City services. By implementing adopted staffing changes and adding personnel at the Fire Department, the City will reduce mandatory overtime costs and achieve long-standing service and efficiency goals. Personnel and other changes in the Neighborhood Services and Legal Departments will enable the City to be more responsive to concerns about vacant and nuisance properties, which in turn will improve the quality of life for entire neighborhoods. In addition, continued support for the Champaign Community Coalition will

improve the lives of youth and families across our community and continue a successful intergovernmental and community partnership that leverages community resources.

Thanks to proactive planning, sound decisions, and solid fiscal management, the City of Champaign is "building on our strong foundation" to enrich the lives of those who live, work, and play in our growing and diverse community.

Adopted Fiscal Year 2016/17 Financial Plan

Financial Plan development begins well before the presentation of the proposed budget for adoption. Annually, in the fall, a Financial Forecast is developed. The Financial Forecast provides City Council with a high level look at the current year and the trends for future years. The City Council established a budget strategy based on the Financial Forecast prepared by staff in October 2015. The strategy provided the framework for the development of the adopted budget, and had the following components:

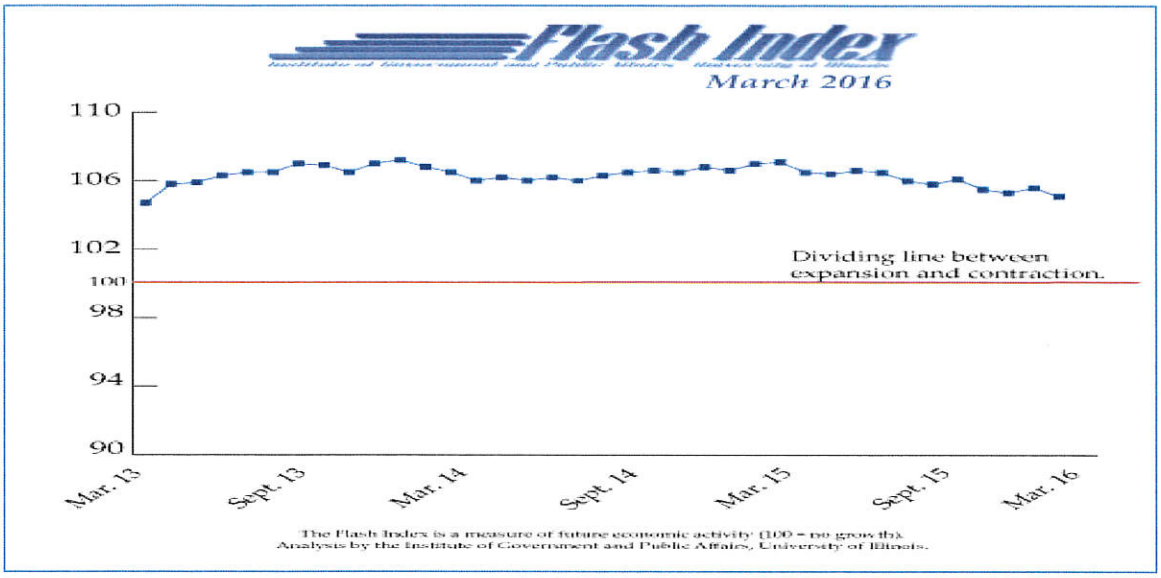
- Prepare the adopted budget consistent with the City's financial policies.
- Assume continuation of services currently funded on a recurring basis in the General Fund.
- Establish a $2 million reserve pending the outcome of the State budget.

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

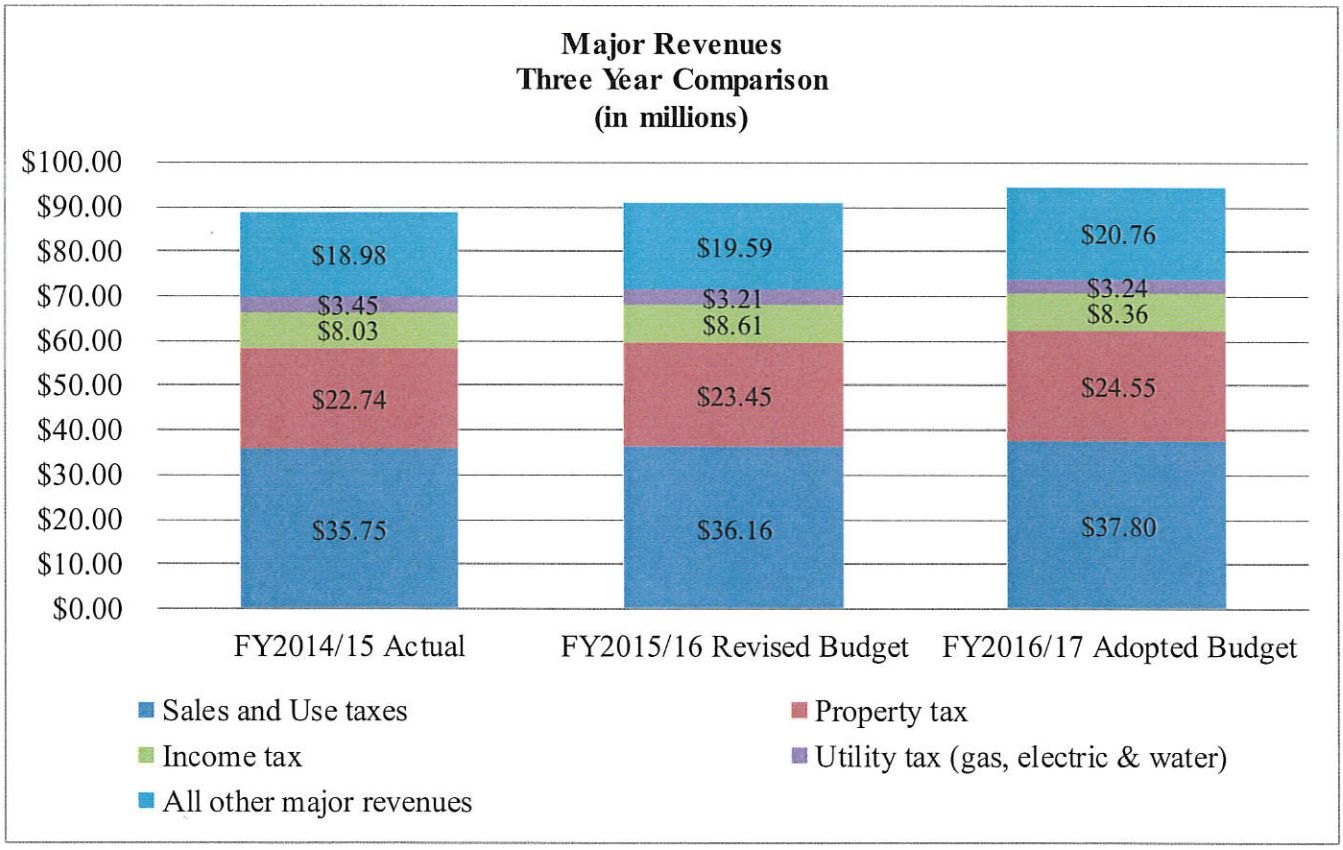
Economic Climate and Revenue Outlook

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 will likely continue to be slow. Even slow growth has a positive effect on job growth, household income, real estate prices, construction, and retail sales.

Closer to home, the Illinois state economy is improving but at a lower rate than most other states. University of Illinois Professor Fred Giertz created the Flash Index to provide a quick reading of the state's economy. He issues the index the first of each month using the prior month's data. An index reading above 100 indicates an expanding economy and a reading below 100 indicates a contracting economy.
For the first ten months of FY 2014/15, the index increased and peaked at 107.1 in April 2015. The March 2016 index reading shows moderate growth rate of 105.1 as shown in 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 5.9% is currently greater than the national rate of 4.9% but lower than the State of Illinois' rate of 6.4%. Champaign's rate is typically below the state's rate.



As shown in the chart on the previous page, staff projected the City's fourteen major revenues for FY 2015/16 ended the fiscal year 2.4% ($2.09 million) above FY 2014/15 actual receipts. Likewise, staff projects overall continued increases in major revenues for FY 2016/17 of 4.0% ($3.68 million) above FY 2015/16 estimated year-end receipts. Increases in sales, hotel/motel, and food & beverage taxes quickly reflect positive trends in the economy. Sales tax, the largest revenue for the City, has shown steady progress with average recurring growth of 2.8% over the past four fiscal years.

Council adopted a 2% increase in the hotel/motel tax rate (from 5% to 7%) effective July 1, 2016. This will generate approximately an additional $1.0 million, which the City will use primarily to fund asphalt street improvements. Additionally, projected income tax revenue for this fiscal year (FY 2015/16) year is at $105.00 per capita according to updated projections by the Illinois Municipal League (IML). This is 3% above the budgeted revenue at $99.00 per capita. The IML anticipates further growth in receipts for the upcoming fiscal year with estimated revenues of $102.00 per capita.

Other revenues take longer to reflect changes in 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 2015 property tax levy (collected in calendar year 2016) reflects EAV growth of 1.6% over the 2014 extended levy. The increase resulted in a projected $649,777 increase in revenues for FY 2016/17. Annually City staff from Finance, Planning and Development, and Legal meet with the Township Assessor, Unit 4 School District officials, Library staff and Board Member, and the Park District to discuss the Board of Review decisions, development, and any other relevant information for that year. The information obtained in this meeting tends to drive City Finance staff's estimate for the change in EAV. For the 2015 levy, City staff's estimate was a 2.7% increase which is greater than the actual increase of 1.6%. As new construction values are added to the EAV, property values will likely continue to increase with the 2016 levy. 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 other City services. Additional information on Library funding can be found under the Public Library section (pages 240-242) of the adopted budget.

The State of Illinois has operated in FY 2015/16 without an adopted budget. Many people who follow State affairs closely believe that the State will adopt a 2-year budget (FY 2015/16 and FY 2016/17 combined) during FY 2016/17. Because of the uncertainty of State action, the City has adopted its budget without reflecting any revenue reduction by the State, requiring a budget amendment if the State cuts City revenues at a later time. Detailed information on major revenues can be found on pages 44 to 51 of the FY 2016/17 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 2016/17 adopted budget. These safeguards include:

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

b. **Fund Balances and Reserves:** City policy calls for an unassigned General Operating Fund balance at a minimum of 10% of operating expenditures, not including transfers. It allows additional time for careful examination and planning in the event of a significant revenue shortfall, and provides contingency funds in the event of a natural disaster or other unforeseen funding need. For the FY 2016/17 budget, the unassigned General Fund balance is 12.4% ($7.07 million) $1.38 million greater than target. In light of the State of Illinois' budget difficulties, the Administration recommended including a $2 million reserve to allow time to enact budget balancing measures in the event of State-shared revenue reductions.

c. **Long Term Financial Forecasting:** Annually, the City prepares a 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 includes a $2 million reserve pending the outcome of budget decisions by the State of Illinois. The Administration based its budget recommendations on fiscal discipline, maintaining existing service levels, and setting the stage for future growth and development through continued capital improvement funding.

Revenues. Staff expects revenues for FY 2016/17 for all funds to total $128.2 million excluding transfers. General Fund revenues account for $81.2 million of the total revenues. Staff anticipates that economic growth will result in a modest increase in General Fund revenues of 3.9%, a $3.1 million increase over year-end estimates. Additionally, one-time funding for the Multi-Modal Corridor Enhancement (MCORE) Project has bolstered revenues in capital improvement funds beginning in FY 2016/17. The MCORE project is funded by $15.7 million in TIGER grant dollars, and partner agencies' contributions toward the local match of $19.1 million, for an overall MCORE budget of $34.8 million. The Capital Improvements Overview, later in the message, provides more information on the MCORE project.

Expenditures. Total adopted expenditures for all funds for FY 2016/17 are $140.5 million excluding interfund transfers. In total, expenditures exceed revenues by $12.3 million as part of a planned draw down of fund balance mainly in the Capital Improvement Funds. Fund balance is often used on a one-time basis for major purchases, such as equipment and vehicles, avoiding 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. The FY 2016/17 budget includes funding of $1.4 million for the 27th pay date, which occurs every 11 years.

Total adopted expenditures increased $13.6 million (10.7%) from year-end expenditures for the current year, FY 2015/16. The increase results primarily from certain capital projects that were not completed or substantially completed during FY 2015/16 and remaining funding was rebudgeted into the FY 2016/17 year.

Adopted FY 2016/17 expenditures for the General Fund, which supports most basic municipal services, are $85.2 million. Adopted General Fund expenditures exceed revenues by $4.0 million.

Reserves and Fund Balances. The financial plan includes General Fund balances and reserves of about $10.2 million, representing 18.0% of expenditures excluding transfers. These include an unassigned fund balance of 12.4% ($7.1 million), less than two month's General Fund expenditures. It provides a set aside for emergency and unforeseen needs that may arise during the fiscal year. In addition, the adopted budget includes the following designated reserves:

- $2,000,000 pending State of Illinois budget decisions,
- $664,200 for City facilities,
- $406,616 for the CORE software project, and
- $100,000 for trust liquidation.

The balances in the Financial Plan are smaller than the figures presented in the City's Comprehensive Annual Financial Report (CAFR). Aside from 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 table on the following page summarizes revenues, expenditures, and reserves, and fund balances for all funds:

	General Operating	All Funds[1]
Revenues & Expenditures		
Beginning balance	$14,256,537	$137,079,245
Revenues	$81,173,010	$128,178,464
Available resources	$95,429,547	$265,257,709
Expenditures	$85,188,206	$140,487,565
Reserves & Balances		
Pension reserves[2]	$0	$84,019,163
10% unassigned target[3]	$7,070,525	$7,070,525
Other reserves & balances[4]	$3,170,816	$33,680,456
Total reserves & balances	$10,241,341	$124,770,144

(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.

Similar to 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 52 to 57 of the FY 2016/17 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 such as Parking, Sanitary Sewer, METCAD, and Library funds, excluding the General Fund, are $7,952,018.

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, the 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 May 3, 2016 Budget Memo entitled "Vehicle Replacement Schedule - Information Only." Total projected reserves for all Internal Services funds (Retained Risk, Workers' Compensation, and Fleet Services) are $6,770,700, and for Equipment Replacement funds are $6,128,639.

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 $5,752,422.

d. **Debt Service Funds.** The Debt Service funds have reserves of $3,905,860. 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 $84,019,163for the Fire 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. The Administration considers these additional funding requests according to Council Goals and criteria adopted in the City's Financial Policies. Supplemental budget recommendations in the budget are included based upon available funding and level of priority.

The Administration believes that the adopted supplemental budget recommendations for FY 2016/17 continue to support Council's Vision and Goals. Emphasis was placed on finding creative and more efficient ways to meet increasing demands on City services as highlighted below:

a. More effective management and oversight of personnel resources and additional manpower while reducing mandatory overtime at the Fire Department,
b. Improve quality of life for neighborhoods through personnel and other changes in the Neighborhood Services and Legal Departments, and

c. Continued support for the Champaign Community Coalition to improve the lives of residents across our community.

The budget includes one-time supplemental budget recommendations of $595,853 for all funds, leaving $1.4 million unallocated to increase fund balance. Recurring supplemental budget recommendations in the General Fund will increase expenditures by $794,232 leaving an additional $205,768 to increase fund balance. In the other funds, recurring expenditures will increase by $12,896. The Administration has included the cost of these supplemental recommendations in the adopted FY 2016/17 budget. A complete listing of all recommendations by Council Goal is located in the May 3, 2016 "Budget Memo 2016/17 Supplemental Budget Recommendations – Information Only" and in Major Budgetary Changes found on pages xii to xx.

Salary and Staffing Overview

Most of the position changes for FY 2016/17 represent reallocation of resources to better address priority services or addition of positions to meet new or increased service demands to advance City Council goals. The adopted Salary and Staffing Ordinance includes 495.935 full-time equivalent positions (FTE), an 8.200 FTE increase from the FY 2015/16 staffing level (a 1.000 FTE increase in temporary positions and a 7.200 FTE increase in recurring positions). The changes to City staffing levels are described in detail in the May 3, 2016 Budget Memo entitled "Proposed FY 2016/17 Salary and Staffing Changes - Information Only" and in Major Salary and Staffing Changes found on pages 271 to 273.

The figures above do not include the Library, which presents a separate Salary and Staffing Ordinance. For FY 2015/16, the Library has a total personnel complement of 82.475 FTE and plans to hold 11.625 FTE vacant. At this vacancy level, the Library has reduced its overall work force by about 14% over the last seven years. The Library's proposed staffing levels are described in the Budget Memo entitled "Proposed Library Budget" (SS 2016-024).

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. The adopted CIP includes expenditures of approximately $51.6 million in FY 2016/17 and over $338.0 million from FY 2016/17 to FY 2025/26. Further detail on the Capital Improvements Plan can be found in the Capital Improvements Section of the budget document (pages 247 to 264).

Highlighted below are key projects included in the CIP:

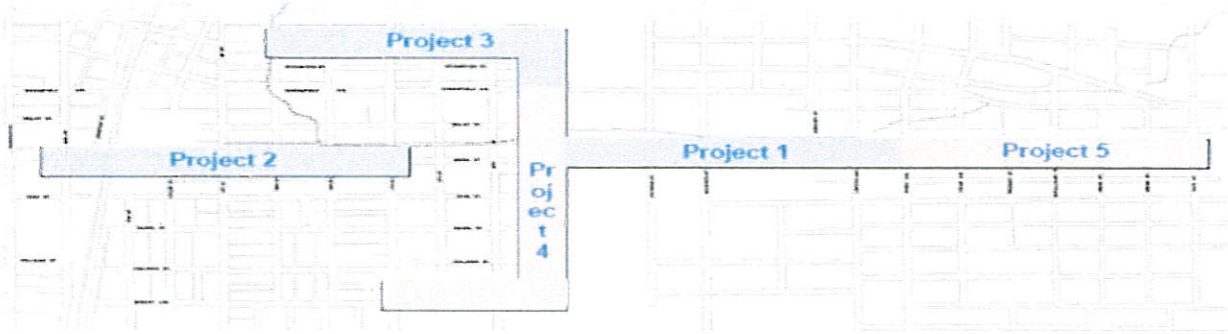
a. **Bristol Place Neighborhood Implementation Plan:** This project funds implementation of the Bristol Place Neighborhood Plan. The expenditures for FY 2016/17 are $2.9 million and $9.1 million over the ten-year CIP. The Neighborhood Plan identified five goal areas: housing/land use, human development, parks/open space, public safety, and transportation.

Bristol Place – Before and After

Current Development | Conceptual Redevelopment

b. **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. Based on design work that has been completed to date, an overall estimated cost of $41.8 million is projected for all five projects, $7 million the estimate for the grant application. Champaign's share of this additional amount is $4.5M. Proposed MCORE expenditures for FY 2016/17 total $11.1 million, much of which paid by reimbursements for partner agencies. The adopted CIP includes the following projects for next fiscal year, shown on the map on the following page:

- $5.7 million for Green Street (Wright to Race #0477),
- $3.0 million for Green Street (Fourth to Neil #0507),
- $2.1 million for White Street (Second to Wright #0614), and
- $0.4 million for Wright and Armory (#0693).



Conclusion

The adopted budget is balanced, provides the resources for existing recurring services, and recommends additional investment to further support the Council's Vision and Goals. 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 adopts budgets for FY 2015/16 and FY 2016/17 that cut City revenues. Going forward, the City will continue to look for ways to improve, enhance and support City services for the overall wellbeing of the citizens.

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 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:

Molly Talkington
Financial Services Manager/Budget Officer

Reviewed by:

Richard Schnuer
Finance Director

MAJOR BUDGETARY CHANGES

Each year, as part of the budget preparation process, departments submit budget changes to the City Manager for consideration. When departments identify service needs that they cannot accommodate within their authorized target levels, they can request that the City Manager recommend that Council increase department operating budgets to fund these increased expenditures based on Council goals. The following are major budgetary changes approved by Council with the adopted budget:

1) **$192,922 Donation and Grant Funded for Public Safety (Cost Neutral to the General Fund).** The Police and Fire Departments have been very successful in obtaining grants and donations to fund public outreach and education and expand prevention and enforcement efforts. These departments anticipate receiving grants and donations next year in the amount of $192,922. These programs are cost-neutral; the program expenditures and anticipated revenue have both been included in the budget so the net impact on the adopted budget is $0. Staff considers them one-time revenues and expenditures since there is no guarantee that the City will continue to receive the funding in the future:
    - $50,000 - 2016 Edward Byrne Memorial Justice Assistance
    - $17,374 - Drug Enforcement Agency
    - $10,500 - Emergency Support Services Team
    - $17,548 - Federal Bureau of Investigations
    - $6,000 - Immigrations and Customs Enforcement Agreement
    - $17,000 - Roadside Safety and Seatbelt
    - $47,500 - Strategic Traffic Enforcement Patrol (STEP)
    - $24,000 - United States Marshals Fugitive Task Force
    - $3,000 - University of Illinois Fire and Life Safety Education

2) **$329,077 Recurring Funding and $267,194 One-time Funding for Staffing Cost Associated with Existing Services.** The City is at a point where workload is continuing to increase while staffing has decreased or remained at the same level in many departments. Some of this staffing gap was created during the years when positions had to be eliminated due to revenue shortfalls from the economic downturn. In an effort to better address the needs of the City, the budget recommendations include the restoration, addition and/or reallocation of various positions. To minimize the cost of these staffing changes, staff has identified offsetting expenditure reductions and/or corresponding revenue, totally $979,728. The offsets have been included in the budget so the net impact on the adopted General Fund budget from these staffing recommendations is $329,077 recurring funding and $267,194 one-time funding:

    - **Fire Department.** The Fire Department has evaluated the current organizational structure and has established operational, safety, training, and administrative priorities that will increase opportunities for safety, reduce overtime, and improve administrative oversight. Effectively meeting safety, operational, and administrative goals will require some organizational restructuring and addition of

positions. Further information on these requests can be found in Budget Memo 2016/2017, SS 2016-025: Fire Department Staffing. In total, the Fire Department reorganization will increase one-time expenditures by $54,360 and recurring expenditures by $51,651 in the General Fund.

- **Legal Department.** The Legal Department is currently staffed by a City Attorney and three Assistant City Attorneys. Each Assistant City Attorney is assigned to different departments and areas of specialty. Legal Department workload has increased in recent years including increased code enforcement, Freedom of Information Act (FOIA) requests, and civil litigation defense work. The Legal Department has continued operating at the same staffing level for the Attorney position since 1985, which was the last time an Attorney was added to staff. The budget recommendations include the addition of one 1.00 FTE Assistant City Attorney to address this growing workload. This SBR increases General Fund recurring expenditures by $107,683 but is partially offset by $25,000 in revenues for a net increase of $82,683 annually.

  The Paralegal position was created in 2000 to staff the City Court further. In 2011 it was reduced to 0.75 FTE and in 2014 it was reduced to 0.50 FTE. The position, however, until 2014 was increasingly involved in court litigation, discovery and all other phases of this more complex litigation. When the position was reduced, the civil litigation functions were instead performed by outside counsel. The cost savings are estimated in an average year to be $20,000-$30,000. With the adopted changes, the Legal Department will retain its current 0.50 full time equivalent (FTE) Paralegal and gain a temporary two-year Paralegal position at 1.00 FTE. One paralegal will focus primarily on civil litigation and the other will focus primarily on City Court. This adopted change would allow the City to save a considerable sum of money that would otherwise be paid to outside counsel to assist in defending the City against civil claims. This change would increase one-time expenditures in the General Fund by $77,308 annually for two years.

  Additionally, enforcement of the vacant nuisance residential buildings ordinance by the Neighborhood Services Department has increased the need for legal services to process structures for demolitions. The adopted budget includes a $4,000 increase in recurring funds for legal notices in the Legal Department.

- **Neighborhood Services Department.** With the implementation of the Vacant Nuisance Residential Buildings Ordinance, the number of vacant structures evaluated and processed for demolition increased. Staff expects the numbers to remain high in FY 2016/17. The adopted budget includes one-time funds of $60,000 to pay for the increased of demolitions.

  Due to a decrease in Community Development Block Grant (CDBG) funding, staff recommends discontinuing the transfer of $40,000 from the CDBG to the General Fund for code enforcement activity. This transfer was instituted in FY 2010/11 as a budget balancing measure for the General Fund during the economic

downturn, but the General Fund now has the ability to resume funding of this activity. By discontinuing the transfer, recurring expenditures in the General Fund would increase by $40,000.

In an effort to increase capacity within the Code Compliance team, a position upgrade for the existing Environmental Inspector to a Property Maintenance Inspector is recommended. This position would then be able to respond to the full breadth of requests (e.g. tenant inspection requests, and certified housing inspections) that are not appropriate under the Environmental Inspector position classification. This recommendation increases General Fund recurring expenditures by $25,490.

- **Human Resources Department.** Similar to the Legal Department, workload of the Human Resources (HR) has increased steadily in recent years. HR staffing was also reduced during the economic downturn, offset by hiring freezes and the elimination of certain baseline services. While the reduction in HR services was necessary to accommodate the staff reduction, they are not sustainable over the long term if the City wants to maintain its goal of recruiting, hiring, training, and retaining a top-quality workforce. This recommendation would add a two- year Human Resources Specialist to support baseline services and to restore employee training, mentoring, and succession planning programs. The change is adopted for a limited term to allow the City Administration sufficient time to evaluate service demands on an ongoing basis. The two-year appointment also allows for implementation of the CORE software project which may creates some efficiencies in the HR work program. The General Fund expenditures would increase $90,246 annually for two years.

- **Information Technologies.** Staff recommends adding a new full-time recurring position of Information Technology (IT) Technician to meet the increased demand on IT resources by the Police and Public Works Departments as they implement new technology. In the Police Department, Police Officers currently are being used to address technical support voids that cannot be addressed within existing IT staff levels.

  As a result available policing hours are being reduced. The addition of this IT Technician position will allow several officers, currently covering IT gaps, to focus their time on police work. Additionally, the Public Works Department has unique IT needs, programs such as Cityworks and See-Click-Fix, and necessary general computer maintenance needs. The new position will facilitate an overall restructuring of duties within the IT Department and provide an opportunity for other IT staff members to focus on purchasing and inventory of hardware/software. This recommendation will increase General Fund recurring expenditures by $66,525.

  IT also proposes to implement an enhancement to network security would provide a level of separation between the City's internal network and Internet traffic beyond the City's current capabilities. The enhanced service should prevent a

successful malicious denial of service attack. The security enhancement will be a one-time cost of $30,000.

- **Police Department.** In addition to the IT support requested above, the Police Department requires staff to process the data collected through new technology. The Department currently manages thousands of hours of in-car video evidence from 35 squad car cameras. This includes burning CDs and DVDs for the State's Attorney's office, reviewing, cataloging, and tagging digital evidence, and making sure it is properly saved and capable of retrieval. The Police Department also has released a Request for Proposals to procure body cameras for each police officer. After conducting research on body worn cameras, this addition of 125 cameras the department expects the cameras to increase its volume of digital evidence approximately ten times. Staff recommends adding a full-time Evidence Technician to handle the increase in data. This recommendation would increase General Fund recurring expenditures by $71,327.

  To address a significant increase in gun violence, the Police Department was part of the multi-jurisdictional Champaign County Street Crimes Task Force this past summer. Beginning in February 2016, Champaign Police, along with the City of Urbana and University of Illinois Police Departments continued to focus on violent offenders in our community with special focus on those involved with gun violence. To fully support this special unit on an ongoing basis, the Police Department repurposed three positions from the former Narcotics Unit. With approval of this budget recommendation, the Police Department would transfer two positions from the Patrol Division to Investigations beginning July 1, 2016 to further expand this unit. Additionally, this unit will require the purchase of two vehicles, workstations and other equipment, and specialized training for the five officers and Sergeant involved. This budget recommendation will increase General Fund recurring expenditures by $31,401 and one-time expenditures by $45,280.

3) **$20,000 Recurring Funding for the High Tech Crimes Unit.** This proposal would allow two Officers to obtain and maintain high tech crimes certifications, providing the department two certified Cell Phone Examiners and training and certification for recovery, analysis, and reporting of internet history and social media artifacts on computers and cellular devices. The two Detectives assigned to the High Tech Crimes Unit require on-going training as the technology used to solve these cases changes continually. Certifications are necessary to allow credible testimony regarding methods used when harvesting information from these devices. This technology will greatly aid investigations of certain types of criminal cases, likely leading to more successful case resolutions. This proposal would increase recurring funding in the General Fund by $20,000 for training, equipment, and supplies.

4) **$68,000 One-time Funding for Investigations Overtime.** Over the past four years, the Investigations Unit in the Police Department has experienced a significant increase in the amount of overtime hours. This results from circumstances largely

outside the control of the Police Department, particularly concerning the significant increase in gun violence and homicide investigations. Much of this work is done during the regular workday, but many crimes occur outside of the regular work schedule. The Police Department must bring Detectives in to start their investigations as soon as a crime is disclosed. This recommendation would increase overtime funding in the General Fund by $68,000 on a one-time basis.

5) **$46,005 Recurring Funding for Public Works for Increased Utility Costs and Various Other Fees.**

- **Champaign Urban Urbanized Area Transportation Study (CUUATS).** CUUATS is the transportation entity of the Champaign County Regional Planning Commission responsible for administering the federally mandated transportation planning process for the County, The annual increase for FY 2016/17 participation in CUUATS is 5% plus an additional $500 fee for a GIS data.

- **Light Emitting Diodes (LED) Streetlights.** The City installed eight additional LED streetlights as part of the South Mattis construction project. Staff estimates the additional streetlights will cost the City approximately $500 annually.

- **Electricity Contract.** The City entered into an agreement for electricity used by City facilities on September 24, 2015 with Champion Energy, LLC for the period June, 2016 through May, 2018. The new contract rate ($0.05501), approximately 22 percent higher than the current rate ($0.04522 per kWh), results in an estimated cost increase of $35,453.

- **Tipping Fee.** The tipping fee at the Urbana Transfer Station has increased to $70 per ton from $68.50 per ton, a $1.50 per ton increase. Since the Public Works Department took 1,573 tons of waste to the Urbana Transfer Station in FY 2014/15, staff estimates increased tipping fees of $2,360 annually.

6) **$28,500 One-time Funding for On-Street Trash Collection.** During FY 2014/15 and FY 2015/16, the Public Works Department reallocated existing funds to cover an annual budget shortfall of approximately $28,500 for on-street trash collection. The City currently contracts for trash collection with Allied Waste Transportation, Inc., with the contract term of July 1, 2015, through June 30, 2016 with 2 one-year contract extension options with 3% rate increases for each option year. This recommendation is for one year of the existing annual shortfall. Public Works requested one-time funding because the department will evaluate whether to complete this service with "in house" forces instead of contractual forces in the future.

7) **$16,400 One-time Funding for Annual Commercial Fire Inspections.** Currently, the Fire Department has two existing firefighters devoting a portion of their time as Assistant Deputy Fire Marshals that conduct inspections of businesses within the City. This proposal would allow two more firefighters to serve as Assistant Deputy Fire Marshals, increasing the number of inspections conducted in FY 2016/17 and increasing General Fund one-time expenditures by $16,400.

8) **$10,000 Recurring Funding for Special Weapons and Tactics (SWAT) Team Medics Training.** Fire Department medics provide medical support to the Police Department's SWAT Team. Training is used to prepare for possible injuries sustained while the Police Department's SWAT team is deployed. This proposal would increase the recurring funds by $10,000 in the General Fund, bringing the total funding for medics to $20,000 annually. The funds are used for training and to facilitate adequate levels of support during SWAT deployments.

9) **$15,000 One-time Funding for Hazardous Materials Response Team Training.** The members of the Hazardous Materials Response Team receive specialized training in the prevention and mitigation of incidents involving hazardous materials. These firefighters provide this service in addition to their usual firefighting duties. This proposal will increase General Fund one-time funding by $15,000 to provide training and conduct needed equipment maintenance and repair.

10) **$25,000 One-Time Funding for Fire Peer Fitness Training Program.** This would provide one-time General Fund funding to certify six firefighters as Peer Fitness Trainers and provide support equipment per the International Association of Fire Fighters (IAFF) contract. As a cost saving measure, the IAFF Local 1260 would hold the certification class in Champaign to eliminate travel expenses.

11) **$20,000 Recurring Funding for Fleet Inventory.** Motor vehicle parts availability and remains an integral part of providing timely customer service to City vehicles and other equipment needed for rapid responses to a variety of work activities and emergencies. This proposal would increase current funding for parts to keep current levels of response and customer service. Since the Fleet Services Fund is an internal services fund, the City charges the Fund's expenses to the departments receiving its services. Since the Fire and Police Departments use most of the equipment that use these parts, General Fund expenditures in these departments would increase by $20,000.

12) **$55,701 Recurring Funding for JULIE Locating Services.** In FY 2015/16, Public Works brought JULIE locating services "in-house" to avoid increasing contractual costs by the only locating vendor in the region. The contractual cost for this service in FY 2014/15 was approximately $221,000 and projected to increase. Staff brought the work "in-house" to generate a recurring savings of approximately $38,600. However, JULIE locating work hours have been averaging approximately 122 hours per week requiring the addition of one Maintenance Worker I locator to supplement the program (bringing the total to two). This increases the General Fund recurring expenditures overall by $55,701 as shown on the following page:

Fund – Description	Revenue	Expenditure
General Fund: a) Maintenance Worker I and program materials		100,301
b) Illinois Department of Transportation Reimbursement	6,000	
c) Transfer in from Sewer Fund	20,567	
d) Transfer in from Stormwater Fund	20,567	
e) Use of expenditure savings from bringing program "in house"		(38,600)
Subtotal	47,134	61,701
Sewer Fund: Transfer out to General Fund		20,567
Stormwater Fund: Transfer out to General Fund		20,567
Total All Funds	**$47,134**	**$102,835**

Even with the addition of another locator, taking this service in-house remains the most cost effective and efficient manner of performing locating services.

13) **$57,000 One-time Funding for Parking Services Staffing Reorganization to Result in $28,238 Recurring Funding Savings.** The parking maintenance section is responsible for 1,700+ parking meters, nine Downtown parking lots (450 spaces), and 1,075 University District permit spaces (on street and in lots). The staffing for this section has been at 3.55 FTEs for several years. With a vacancy in the Meter Worker I (0.55FTE) position, Public Works Administration re-evaluated the current staffing needs and recommends increasing the Meter Worker I position to full-time at 1.00 FTE and eliminating a 1.00 FTE Parking Enforcement Officer and the 0.25 FTE Parking Intern. This will allow staff to maintain routine meter collections in addition to increasing planned maintenance activities since the City has aging meter infrastructure. In addition, the position can maintain parking facility cleanliness and landscaping needs, and address changing parking needs due to continuing development of the City.

Additionally, the parking enforcement vehicles are scheduled for replacement. The current vehicles are compact pick-up trucks for which the City does not receive competitive prices. Therefore, additional funding is recommended to provide suitable replacement vehicles, resulting in a one-time funding need of $57,000 for the initial purchase. This proposal reduces recurring funds by $28,238 in the Parking Fund since the cost of the eliminated 1.25 FTE position costs exceed that of the 0.45 FTE Meter Worker I increase, and recurring vehicle costs should decrease as well.

14) **$167,730 Recurring Funding in FY 2016/17 for Police and Fire Pension Funding Assumption Changes.** Best practices for pension funds include periodic reviews of the underlying factors used to determine the appropriate funding for the funds. Staff recommends changing the demographic assumptions for the Fire Pension Fund and decreasing the rate of return assumption for both Police and Fire Pension from 7.0%

to 6.75% annually. The recurring expenditure increase to the General Fund for FY 2016/17 is $167,730 for six months of the first year's normal costs. Future years' expenditure increases will be greater as the full normal and unfunded liabilities are added. Further detailed information can be found in Budget Memo 2016/2017, SS 2016-026: Police and Fire Pension Funding.

15) **$105,853 Recurring Funding for Staffing and Program Costs for the Community Coalition, Offset by a One-time Savings of $24,641.** This recommendation would continue Community Coalition program activities by increasing General Fund expenditures by $51,500, offset by the partner agency contributions of the same amount. In addition, staff recommends continuing the Community Relations Manager for the Community Coalition position (1.00 FTE) on a recurring basis. General Fund recurring expenditures will increase by $105,853, offset in FY 2016/17 by the reduction of previously approved one-time funding of $24,641 to support this position. This full-time position provides community-wide coordination and support to the Champaign Community Coalition launched in 2012 to improve police-community relations and opportunities for youth and their families.

16) **$17,000 of One-time Funding for Footing and Foundation Inspections.** The increase in economic development translates to increased inspections for Building Safety. Our City's ability to complete plan review and inspections in an expeditious manner has historically provided a competitive advantage over other cities. A number of large commercial and multi-family projects have started since 2014 and are continuing into FY 2016/2017. To maintain our high level of responsive service and keep up with the increased demand, this proposal would provide continued funding for outside services to conduct additional footing and foundation inspections in the General Fund.

17) **$5,000 Recurring Funding for Council Document Preservation.** This provides funds to preserve and improve accessibility to Council documents (minutes, resolutions, ordinances, and any attached Council reports) since the City's inception. The project includes the following:
    - scan newly-created documents to digital format and make them available to the public online,
    - microfilm them in the event of any loss of the paper documents, and
    - store the original paper Council documents at a facility that meets archival standards.

18) **$6,000 Recurring Funding and $2,400 One-time Funding for Digital Asset Management.** A digital management solution would provide one location to store, catalog and implement a search system for digital images and assets for use in City presentations, reports, communications and the City's website. General Fund recurring expenditures would increase by $6,000 for the annual subscription for the software and one-time expenditures by $2,400 for staffing to complete initial workload to gather, catalog and input the City's digital assets into the new system.

19) **$30,000 Recurring Funding and $30,000 One-time Funding for Web Support Services from the General Fund.** Outsourcing web support has proven to be effective and efficient over the past year, but was only funded on a one-time basis. Continued work is needed to complete the City's website refresh, requiring additional one-time expenditures of $30,000. The recommended increase in recurring expenditure of $30,000 would provide for web page development and updates, support issues, WordPress support, and other issues as they arise.

20) **Establish a Reserve Pending State of Illinois Budget Decisions.** The State of Illinois has operated in FY 2015/16 without an adopted budget. Many people who follow State affairs closely believe that the State will adopt a 2-year budget (FY 2015/16 and FY 2016/17 combined) during FY 2016/17. Because of the current uncertainties, the City will likely adopt its budget without reflecting any revenue reduction, requiring an amendment to the budget at a later time in the event of a cut in the City's State-shared revenues.

    The Administration recommends maintaining a $2 million reserve in the General Fund pending State of Illinois budget decisions. This amount is approximately one-fourth of the City's Income Tax revenue. 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 and the reserve provides funding to allow Council to use that same method, if needed. 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. In the event the State does not significantly reduce the City's revenues, then the reserve funding would be available for other one-time City services and/or would increase the General Fund's unassigned balance.

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[3]**	**84,513**

Total Area[3]	22.43 Sq. Miles

Gender Information of Champaign as of 2010[3]:

Male	50.9%
Female	49.1%

Median age[4]	26.3

Age Breakdown of Champaign as of 2010[3]:

0-18	17.3%
19-64	75.1%
65+	7.6%

Married[4]	36.16%
Divorced[4]	7.63%

Financial Data

Median Household Income[3]	$42,077
Overall Sales Tax	9.00%
Food & Beverage Tax	9.50%
Job Growth %[4]	3.49%

Housing

Median Home Price[5]	$154,900
Housing Units[3] (2010)	34,434

Health[3]

Has Health Plan	88.6%

Business/Industry[3]

Number of Firms	5,767
Per Capita Income	$25,651

Employment Data[1]

Employment Data for Champaign/Urbana as of 12/2015:

Labor Force	122,600
Employed	115,900
Unemployed	6,600
Unemployment Rate	5.4%

Industry Employment of Champaign/Urbana as of 2015:

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[2]

Annual Precipitation	41.38 in.
High Temperature in July	85.0° F
Low Temperature in January	16.7° F

*Information is taken from Census and Department of Labor Websites:
(1)http://www.bls.gov/regions/midwest/il_champaign_msa.htm#eag_il_champaign_msa.f.P;
(2)http://www.isws.illinois.edu/atmos/statecli/cuweather/cu-averages.htm;
(3)http://www.census.gov/quickfacts/table/PST045215/1712385;
(4) http://www.bestplaces.net/city/illinois/champaign
(5) MLS Data Source: Champaign County Association of Realtors Closed Sales
**Population estimate prepared by the U.S. Census Bureau as of 7/1/2014.

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 (2014) reveals that Champaign's population is 84,513 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 2015, construction values decreased to $182 million as compared to $243 million in 2014. This is still below the City's peak year, 2007, at $305 million but considerably higher than 2013 and 2012 construction values of $139 million and $113 million, respectively.

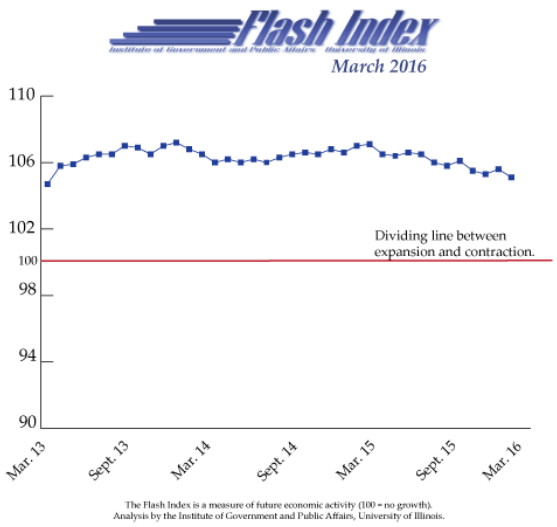
The City's top ten principal employers for 2015 were:

Name of Company	2015 Employment	Percent of Total City Employment
University of Illinois at Urbana-Champaign (1)	10,349	24.60%
Champaign Unit 4 School District	1,814	4.30%
Kraft Foods, Inc. (2)	1,350	3.20%
Parkland College	950	2.30%
PlastiPak Packaging, Inc. (2)	810	1.90%
Christie Clinic Association	750	1.80%
Hobbico, Inc.	700	1.70%
Busey Bank	524	1.20%
City of Champaign	516	1.20%
Horizon Hobby, Inc.	396	.90%
Total	*18,159*	*43.10%*

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

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

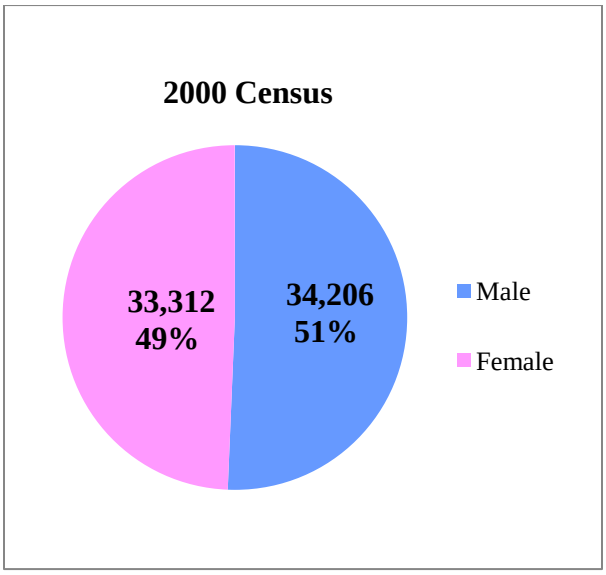
The Flash Index, compiled by the Institute of Government and Public Affairs (IGPA), measures economic activity based upon receipts for personal income, corporate income and retail sales taxes. The University of Illinois Flash Index hit a 26-year low in September 2009 of 90.0. For the first ten months of FY2014/15, the index increased and peaked at 107.1 in April 2015. The current reading from March 2016 of 105.1 shows a moderate growth rate. While the economy is still growing the state of Illinois continues to lag behind the rest of the nation. The pre-recession high was 107.4 in April 2007.

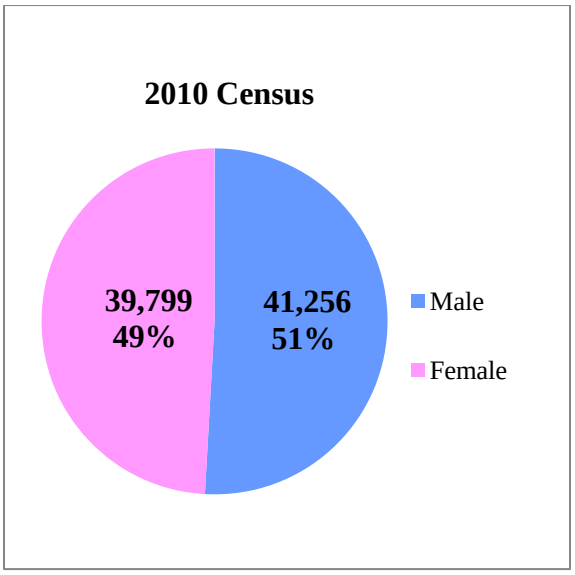


Population

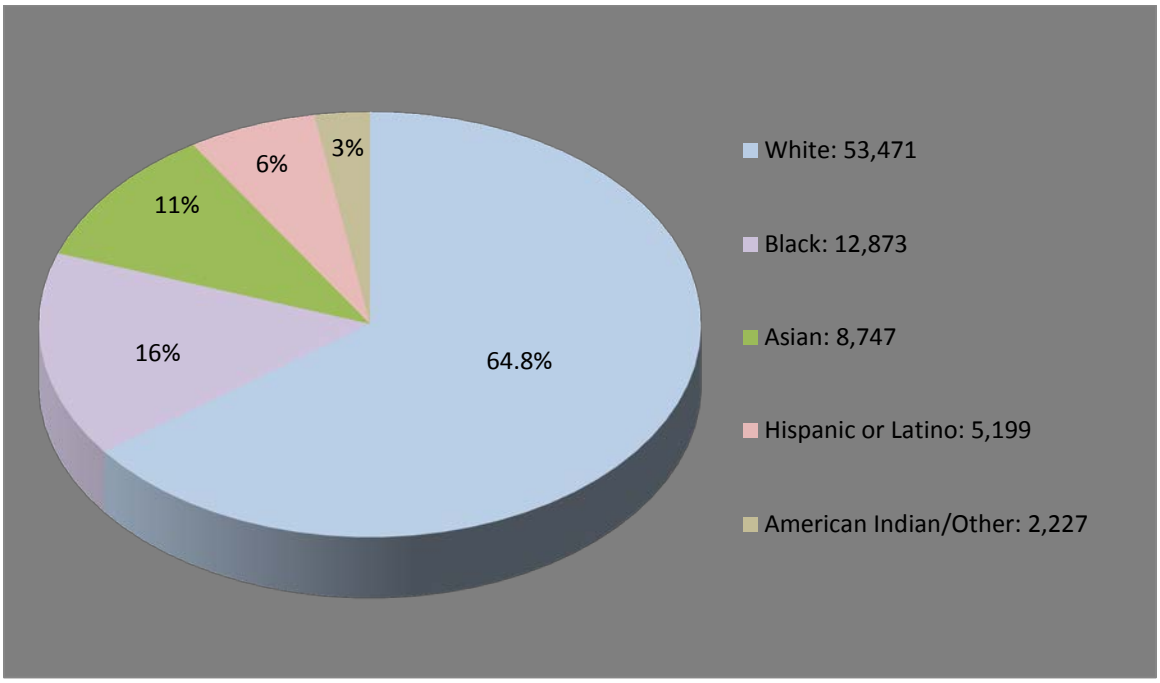
Year	Population	% +/-	Year	Population	% +/-
1860	1,727	0%	1950	39,563	69.8%
1870	4,625	167.8%	1960	49,583	25.3%
1880	5,103	10.3%	1970	56,837	14.6%
1890	5,839	14.4%	1980	58,133	2.3%
1900	9,098	55.8%	1990	63,502	9.2%
1910	12,421	36.5%	2000	67,518	6.3%
1920	15,873	27.8%	2010	81,055	20.0%
1930	20,348	28.2%	***2014***	***84,513***	4.3%
1940	23,302	14.5%			

Gender Breakdown



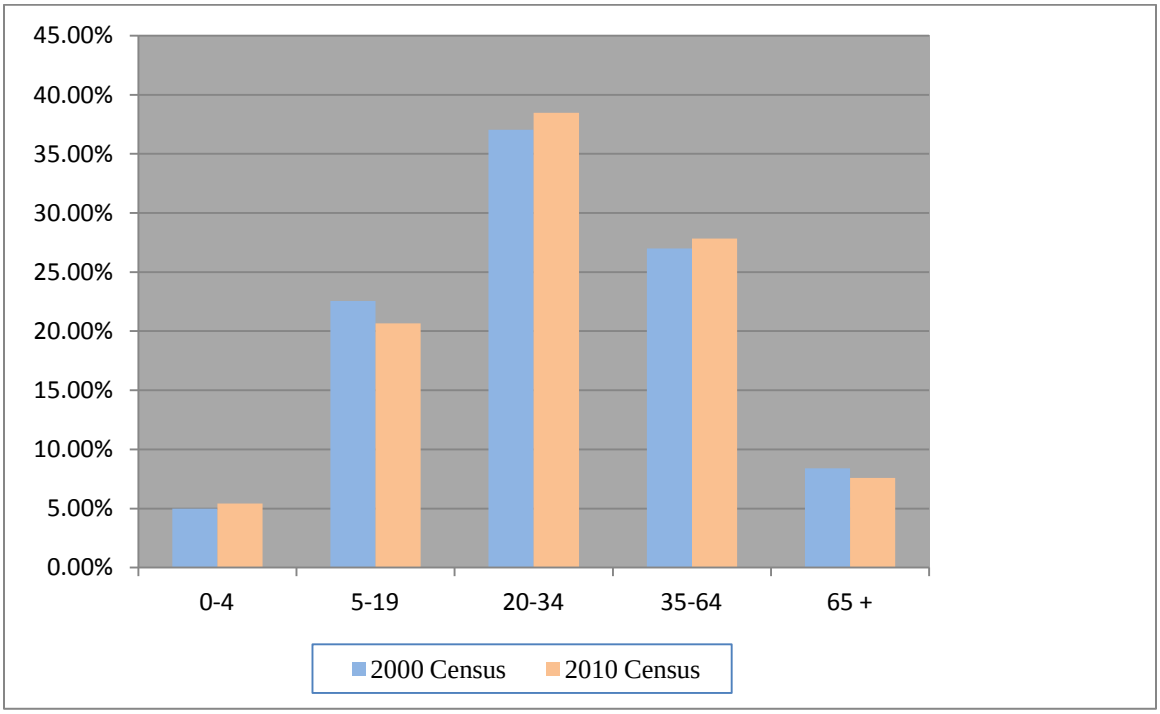


Population Diversity*



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

Age Information



Principal Property Taxpayers

	2014			2005		
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	1.55%	6,867,030	6	0.58%
Campus Property Management	19,135,820	2	1.26%	17,567,410	1	1.48%
Bankier Family	12,991,030	3	0.86%	8,725,850	3	0.73%
Shapland Realty, LLC	10,221,940	4	0.67%	8,663,000	4	0.73%
Regency Consolidated	9,326,410	5	0.62%			
Dan Hamelburg	7,741,620	6	0.51%			
Baytowne Apartments, LLC	7,247,410	7	0.48%	5,962,900	7	0.50%
Edward Rose Development Co.	7,122,890	8	0.47%			
Pickus Companies	6,925,510	9	0.46%			
Christie Management Co Inc.	6,590,160	10	0.44%			
Champaign Market Place				14,435,960	2	1.21%
Peter Holstein				7,395,340	5	0.62%
Christie Building, Inc.				5,680,570	8	0.48%
Fox/Atkins Development, LLC				4,990,920	9	0.42%
JSM Apartments				4,983,950	10	0.42%
Total	**$110,811,180**		**7.32%**	**$85,272,930**		**7.16%**

*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	$3,260,710	$39,086	26	9,477
2015	$3,475,611	$41,662	26.5	9,589

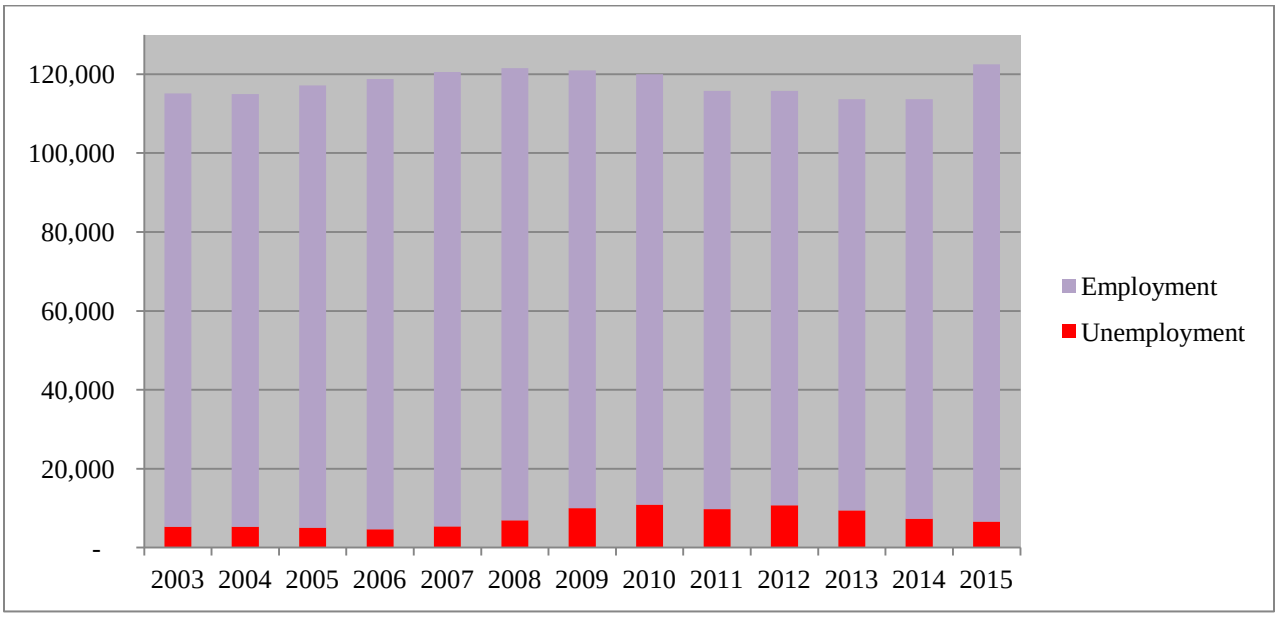
(1) U.S. Department of Commerce Bureau of Economic Analysis
(2) U.S. Census Bureau
(3) Champaign Unit 4 School District

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%
2015	122,600	115,900	6,600	5.4%

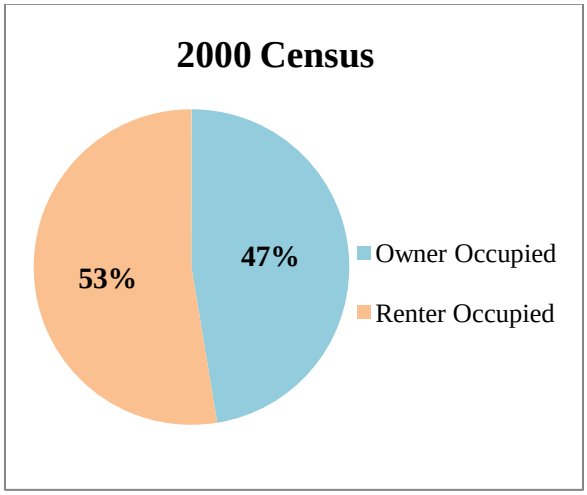
2015-2016	Labor		Unemployment	
Month	Force	Employment	Number	Rate
August	113,995	108,368	5,627	4.9%
September	121,963	116,557	5,406	4.4%
October	123,856	117,613	6,243	5.0%
November	124,498	117,423	7,075	5.7%
December	122,552 (P)	115,938(P)	6,614	5.4%(P)
January	119,758	111,932	7,826	6.5%

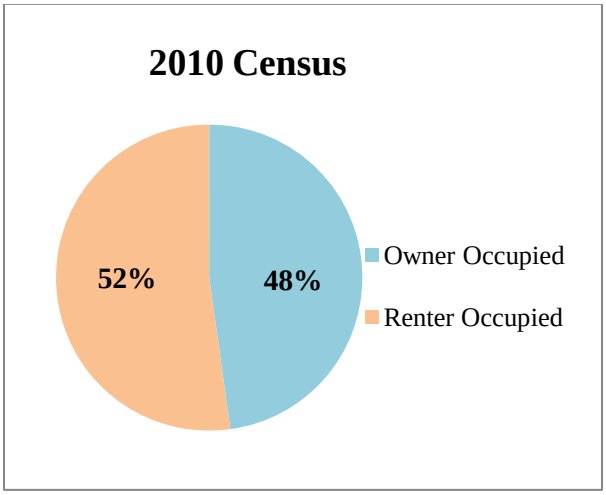
*Bureau of Labor Statistics for Champaign-Urbana/ (P) Projected numbers



Housing Information

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





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

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

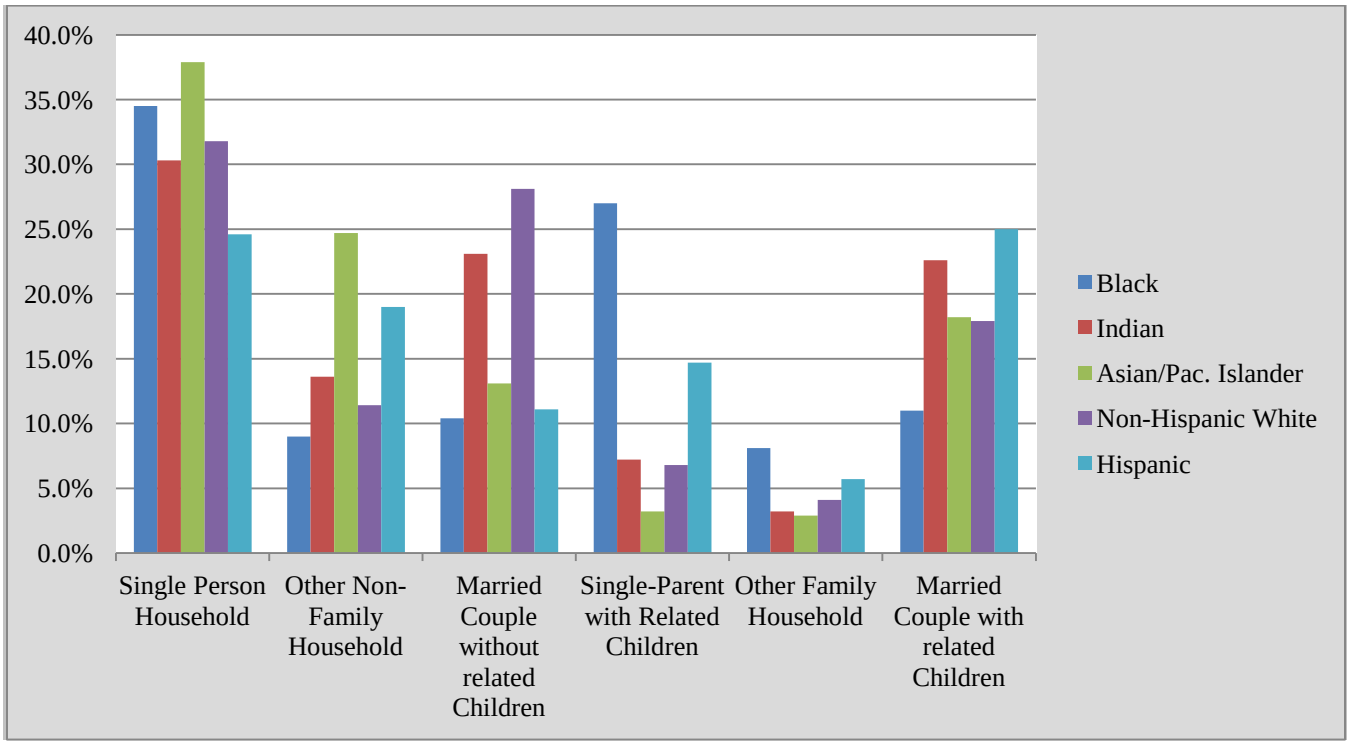
Source: diversitydata.sph.harvard.edu

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

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

Source: diversitydata.sph.harvard.edu

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



CHAMPAIGN VISION 2020

CHAMPAIGN IS AN INCLUSIVE COMMUNITY THAT WELCOMES ALL

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

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

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

COUNCIL GOALS & ACTION PLANS

Strategic Initiatives:

- Strengthen community service partnerships.
- Promote an inclusive, open-minded, and progressive community.
- Expand the arts and entertainment.
- Expand local athletics.
- Support the U of I to maintain its flagship campus at Champaign-Urbana.
- Partner with local schools and Parkland College to strengthen educational opportunities.

Key Projects:

- Prepare a beautification plan for the Neil Street Corridor from I-74 to Downtown.
- Serve as lead agency and coordinate the Community Coalition and support the Champaign County Juvenile Assessment Center.

Strategic Initiatives:

- Initiate and support programs to reduce gun violence.
- Continue to strengthen Police – Community relations.
- Encourage development of affordable housing.
- Assure a safe community while respecting the rights of citizens.
- Support neighborhood development and economic stability in historically underdeveloped areas.

Key Projects:

- Implement the Garden Hills Action Plan including a pilot rental property inspection program.
- Support community efforts to establish a reentry program for offenders exiting the criminal justice system.
- Implement the Bristol Place Redevelopment Plan.
- Support commercial revitalization in low-to-moderate income neighborhoods.
- Complete the Fire Station #3 Relocation Study and begin planning for station relocation.
- Work with community members to implement programs intended to reduce gun violence.

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:

- Support the Unit 4 School District with their future facility planning.
- Adopt a stable funding model for VCC and 40N.
- Manage potential revenue decreases due to state budget cuts.
- Continue to advance the CORE software project.

Strategic Initiatives:

- Market the City.
- Expand programs for job creation and employment growth.
- Attract, retain, and grow workforce talent in the community.
- Maintain a vibrant downtown.
- Maintain the City's positive business environment.
- Increase minority and women-owned business opportunities.
- Promote local business development.

Key Projects:

- Structure an economic development strategy around the availability of broadband internet.
- Develop incentives to support small businesses.
- Support existing workforce development initiatives including workforce development and matchmaking.
- Develop a strategy to promote the reinvestment of the commercial area at Country Fair.

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.
- Promote infill development at the core of the City.

Key Projects:

- Continue to utilize Ameren's Act on Energy Program to incentivize residential energy efficiency projects.
- Update the Infill Redevelopment Incentive Policy to promote infill development at strategic locations.
- Continue to implement strategies of the Sustainability Plan, Champaign Growing Greener.
- Continue to implement the strategies of the Pedestrian Plan, Walk Champaign.

Strategic Initiatives:

- Engage the community in their City government.
- Provide timely and accurate information about City actions, events, and decisions.
- Improve availability and public's access to City information.
- Recruit and retain an inclusive City workforce that reflects our diverse community.

Key Projects:

- Update the City's Public Communications Plan.
- Complete the refresh of the City's website.
- Complete the update of the 1992 ADA Transition Plan.
- Continue to digitize old City documents to improve ease of public access.

Strategic Initiatives:

- Aggressively address infrastructure needs.
- Maintain public safety responsiveness.
- Support and respond to neighborhood needs.
- Strengthen the partnership between the City and the Public Library.

Key Projects:

- Support the Library in hiring a new Executive Director and updating their strategic plan.
- Complete construction of Washington Street West Phase II drainage improvements.
- Complete design, construction plans, and specifications for Washington Street West Phase III drainage improvements.
- Complete preliminary design of drainage improvements for the Boneyard Creek (Neil Street to University Avenue).
- Complete the Garden Hills drainage study.
- Complete the annual concrete and asphalt street maintenance projects and an evaluation of additional funding alternatives for arterial asphalt street maintenance.
- Complete construction of the MCORE Green Street and White Street projects and complete design, construction plans, and specifications for the Wright Street project.
- Update the Curtis Road Interchange Master Plan and development regulations.
- Update the zoning regulations pertaining to the City Center and neighborhood commercial areas.

CITIZENS OF CHAMPAIGN

Population: 81,055

CITY COUNCIL

9 Council Members (Includes Mayor)

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

CITY MANAGER'S OFFICE

- Communications Manager
- Community Relations
- Deputy Liquor Commissioner

METCAD Policy Board

METCAD
Director
- Operations
- Technical Support

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

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

HUMAN RESOURCES
Director
- Risk Manager
- Benefits Administration

INFORMATION TECHNOLOGIES
Director

LEGAL
City Attorney

LIBRARY
Director
- Administration Services Group
- Public Services Group

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

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

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

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

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
- 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.

FY2016/2017 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.

Item No. 10: A hotel/motel tax is imposed upon the use and privilege of renting a hotel or motel room within the City at a tax rate of seven percent (7%) of the rental or leasing charge as outlined in the City's Municipal Code, Section 32-82. In March 2016, Council directed allocation of the hotel/motel tax rate to specific purposes as follows:

i. Five percent (5%) of the tax rate is allocated to the General Operating Fund.

ii. One and one-quarter percent (1.25%) of the tax rate is allocated to asphalt arterial street resurfacing less the incremental economic development agreement incentive payments. Additionally, $255,000 annually will be allocated to asphalt arterial street resurfacing from the General Operating Fund.

iii. Three-quarters of one percent (0.75%) of the tax rate is allocated toward the local convention and visitor's bureau, currently known as Visit Champaign County. The base funding level for the local convention and visitor's bureau is set at $255,000. If hotel/motel tax revenue is insufficient, then other General Operating Fund revenues will provide funding up to the base amount.

The agreement with the local convention and visitor's bureau will be on a three-year agreement cycle. The agreement sets a base funding amount and the hotel/motel tax rate percentage allocation as outlined above.

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.

Unfunded Liability Payment Schedule Attachment A

For Police and Firefighters' Pension Funds

Actuarial Valuation date as of July 1,	Annual Payments for Amortization of Unfunded Liabilities as of July 1, 2012		
	Firefighters' Pension	Police Pension	Total
2012	2,134,893	3,592,346	5,727,239
2013	2,134,893	3,736,040	5,870,933
2014	2,134,893	3,885,482	6,020,375
2015	2,134,893	4,040,901	6,175,794
2016	2,134,893	4,202,537	6,337,430
2017	2,134,893	4,370,639	6,505,532
2018	2,134,893	4,545,464	6,680,357
2019	2,134,893	4,727,283	6,862,176
2020	1,366,629	-	1,366,629
2021	571,931	-	571,931
2022	571,931	-	571,931
2023	571,931	-	571,931
2024	571,931	-	571,931
2025	571,931	-	571,931
2026	571,931	-	571,931
2027	571,931	-	571,931
2028	571,931	-	571,931
2029	571,931	-	571,931
Total	23,593,151	33,100,692	56,693,843

FY 2016/17 Budget Process

December 2: Budget kickoff, which is an overview of the budget process, including deadlines, deliverables, and budget balancing strategies.

January 8: 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 29-April 14: Preliminary Information Exchange meetings were held with Council to inform Council of funding needs and obtain detail direction on budget strategies.

March 14: Departmental service plans are submitted.

May 3: Staff presents the proposed FY 2016/2017 budget to City Council.

June 21: City Council is scheduled to adopt the budget by ordinance, reflecting any modifications from the proposed budget.

City of
CHAMPAIGN

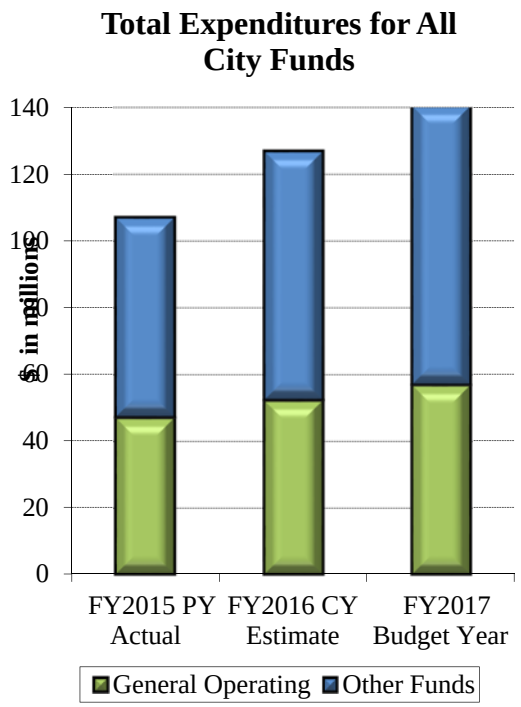
The City of Champaign
Fiscal Year 2016/17
Summary

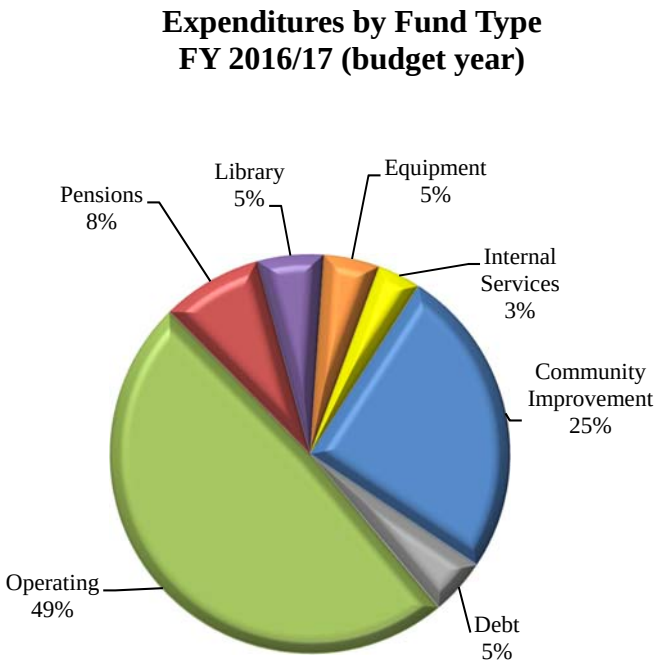
The Financial Plan (adopted budget) establishes the direction for all City government programs and services for the coming fiscal year. It represents the synthesis of Council guidance and staff recommendations on how to best achieve the City's goals and respond to community needs. The Financial Plan 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) 2016/17 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. Council supported not allocating all the one-time funding available for supplemental budget requests 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 2016/17 total expenditures for all funds, excluding transfers from one fund to another, are $140,487,565. Fund to fund transfers are $54,021,174 and are included in the adopted budget for legal purposes, making total proposed expenditures $194,508,739. The adopted budget is balanced and meets the City's financial policies.



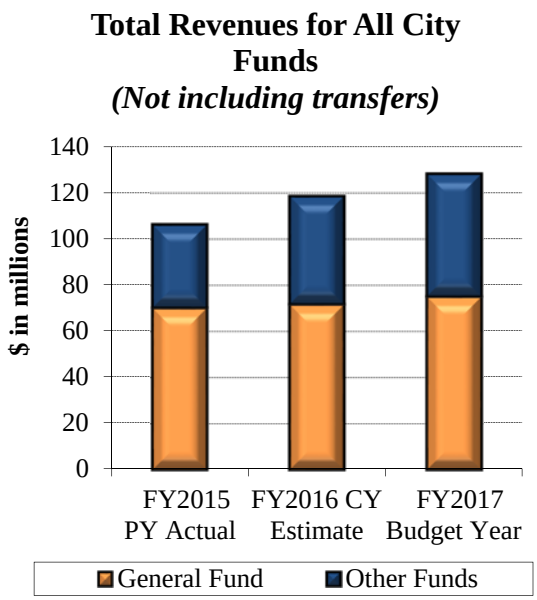


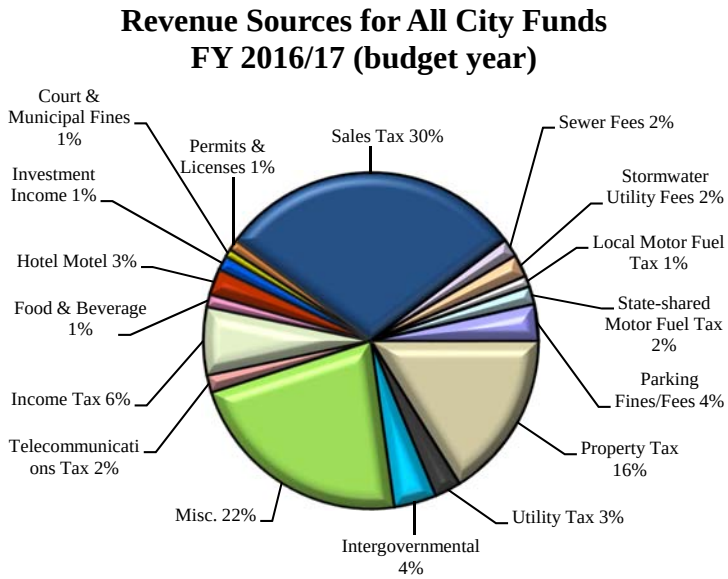
Operating costs incurred for basic municipal services represent 49% of the budgeted expenditures for FY 2016/17. The next largest category, community improvement funds, represents 25% of all City expenditures. Expenditures in this category fulfill the City's commitment to infrastructure maintenance and expansion, neighborhood conservation, and economic development. FY 2016/17 expenditures increased by $2.1 million (6.41%) from project delays from the MCORE project. These expenditures were rebudgeted to FY 2016/17. In FY 2015/16, significant progress made and/or completion of major capital improvements projects including the following:

- First Street (Gregory to Kirby) - $2.3 million
- West Washington Street Watershed Drainage - $2.2 million
- Fourth Street (Kirby to Saint Mary's) - $1.7 million
- Mattis Ave Ext (South of Curtis Rd)- $1.2 million
- Wright / Armory Project - $1.1 million
- Boneyard - North Branch Improvements - $0.8 million
- LMFT Local Street Reconstruction - $0.7 million
- Storm Sewer Rehabilitation- $0.7 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.





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 30% of the City's total revenues. Property taxes are next at 16%. "Miscellaneous" revenue includes grants, bond proceeds, smaller fines and fees, other relatively small revenues and revenues that are not received every year.

Staff projects sales tax revenue for FY 2016/17 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. The 2015 extended EAV reflects stabilization of existing property values and an increase from new development and other building improvements. While the extended 2015 levy increased by 1.6%, 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.

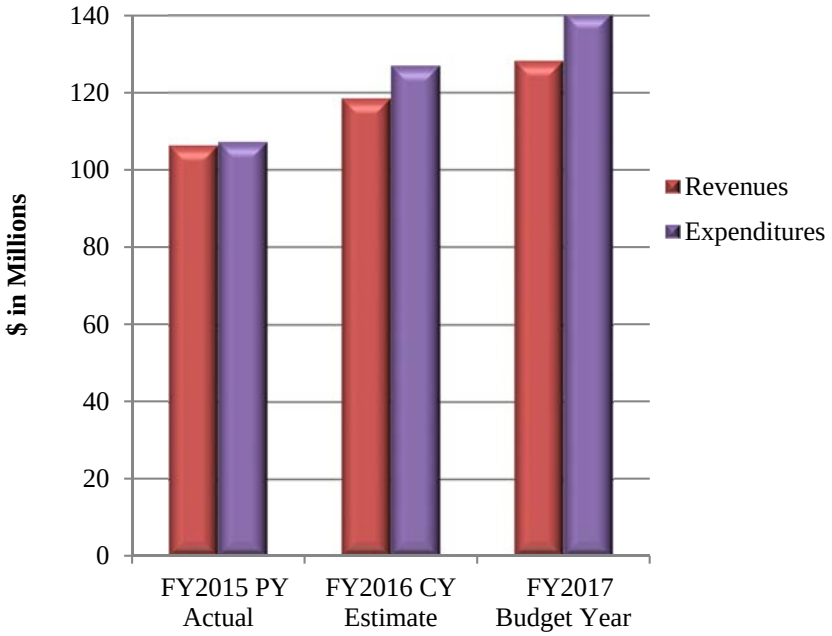
Summary of Revenues, Expenditures, and Balances by Fund Type for FY 2016/17

City Fund Type	**Beginning Balance** *($ millions)*	**Budgeted Revenues** *($ millions)*	**Budgeted Expenditures** *($ millions)*	**Reserves & Balances** *($ millions)*
City Operating Funds	21.41	96.88	101.31	16.98
Internal Service Funds	6.55	6.14	5.92	6.77
Community Improvement Funds	13.17	37.37	44.79	5.75
Equipment Funds	10.20	5.87	9.94	6.13
Debt Service Funds	4.41	4.98	5.49	3.91
Agency Funds	0.00	8.20	8.20	0.00
City Pension Funds	79.83	15.52	11.34	84.02
Champaign Public Library Funds	1.49	7.24	7.53	1.21
Total All Funds*	**$137.08**	**$182.20**	**$194.51**	**$124.77**

*Due to rounding, some totals may not correspond with the sum of the separate figures.

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	**FY2015 Actual** *($ millions)*	**FY2016 Estimate** *($ millions)*	**FY2017 Budget** *($ millions)*
Sales Tax	35.75	36.16	37.80
Property Tax	19.67	19.98	20.60
Income Tax	8.03	8.61	8.36
Parking Fines/Fees	4.52	4.33	4.48
Utility Tax	3.48	3.22	3.23
Food & Beverage/Hotel Motel	3.35	3.64	4.75
Intergovernmental	2.16	7.04	5.47
Stormwater Utility Fees	2.72	2.77	2.77
Telecommunications Tax	2.07	2.11	2.11
State-shared Motor Fuel Tax	2.37	2.18	2.19
Sewer Fees	2.09	2.14	2.22
Permits & Licenses	1.12	1.33	1.32
Investment Income	1.75	1.74	1.79
Local Motor Fuel Tax	1.33	1.32	1.35
Court & Municipal Fines	0.81	0.91	0.98
Other*	15.02	20.98	28.75
Total Revenues**	**$106.24**	**$118.46**	**$128.18**

*Other includes grants, miscellaneous fees, fines, and other revenue
**Due to rounding, some totals may not correspond with the sum of the separate figures.

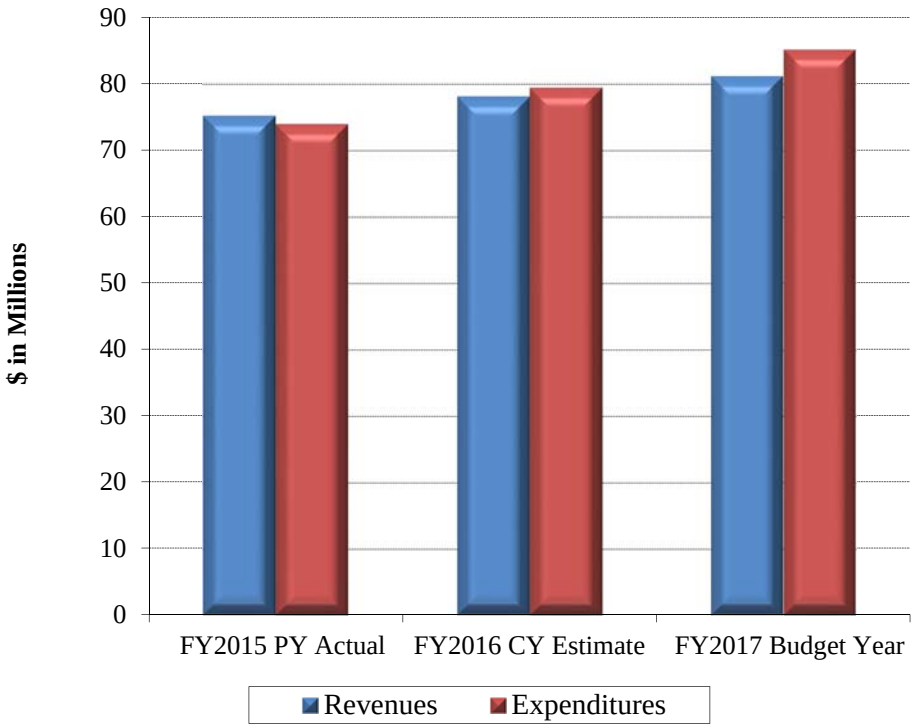
Expenditures by Classification	FY2015 Actual ($ millions)	FY2016 Estimate ($ millions)	FY2017 Budget ($ millions)
Personnel	54.12	57.41	63.12
Commodities	3.79	3.16	3.32
Contractual	31.18	38.91	40.61
Capital	18.05	27.44	33.43
Total Expenditures*	**$107.14**	**$126.93**	**$140.49**

*Due to rounding, some totals may not correspond with the sum of the separate figures.

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 expenditures in all funds exceed revenues for FY 2014/15 actual, FY 2015/16 estimate and adopted for FY 2016/17 but still meet the City's financial policy targets because revenues have exceeded expenditures in preceding fiscal years.

General Operating Fund:

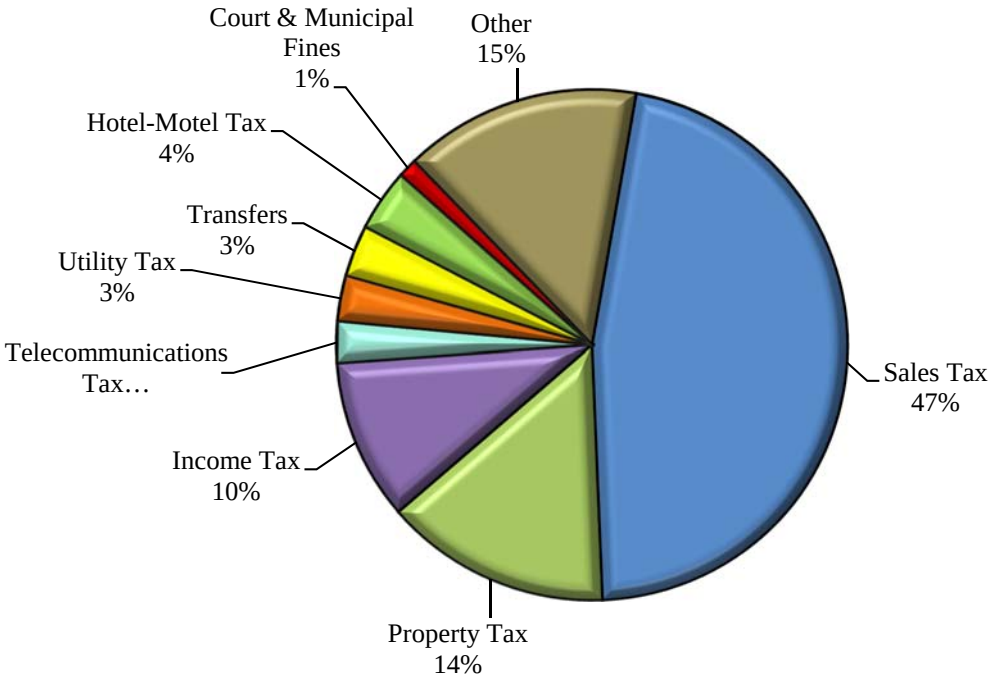
The General Operating Fund accounts for the majority of City operations. This is in contrast to special purpose funds, such as capital improvements or pension funds. Interfund transfers are shown in this fund, which include revenues (generally reimbursements for services provided to other funds) as well 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 2016/17 are greater than revenue. This 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.

Staff expects projected revenues for FY 2016/17 to increase from FY 2015/16. The adopted FY 2016/17 budget includes recommended recurring and one-time supplemental budget requests (SBRs). The SBRs focus on maintaining existing services and efficiencies and leveraging funding from grants or other sources to offset an increase in expenditures. Additionally, the Council supported not allocating all available one-time funding in light of the State of Illinois' budget difficulties. If the State implements significant revenue cuts to the City, then the unallocated funding can be used to allow time to enact thoughtful recurring budget balancing measures.

General Operating Fund Revenues by Source



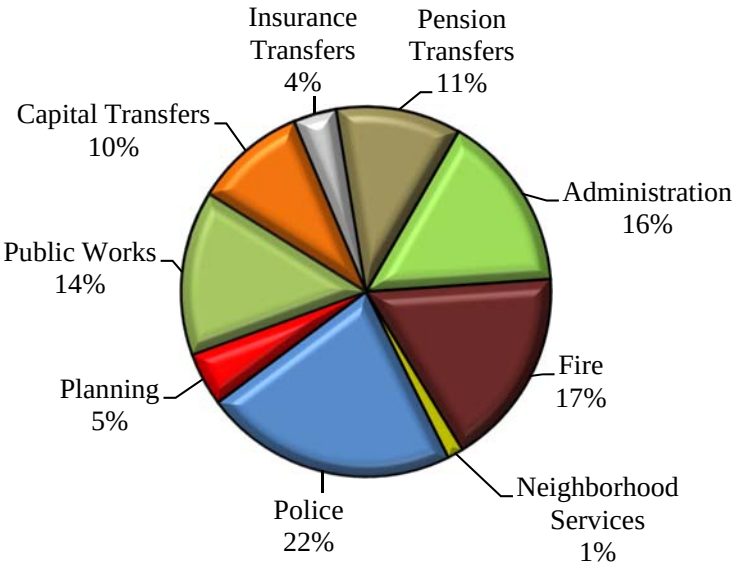
Sales tax is the major revenue source for the General Operating Fund, providing 47% of its resources. The State levies a little more than half of the City's sales tax revenues pursuant to State statute, with the remaining portion levied by the City as a home-rule community.

Sales tax revenue is directly affected by economic conditions, and is currently growing after suffering losses during the economic downturn. Projected sales tax recurring growth for FY 2016/17 is 4.5% over FY 2015/16.

Police & Fire services are 39% of total General Fund Expenses, and if pension costs are included, the total cost of Police and Fire services amounts to half of the General Operating Fund expenditures. Community Improvement activities are provided by Public Works, Planning, and Neighborhood Services, which include capital improvements. Altogether, Community Improvement expenditures comprise 20% of total General Fund expenditures.

FY 2016/17 General Operating Fund Expenditures

By Category (budget year)



The General Fund budget includes over $28 million in transfers, most of which go to the Capital Improvements and Stormwater Management Funds.

Conclusion:

The FY 2016/17 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). Additionally, a $2 million reserve has been designated in the General Fund as a safeguard in the event of significant revenue cuts by the State of Illinois. The projected General Operating Fund balance is $7.10 million, representing 12.4% of expenditures excluding transfers. That equates to General Fund expenditures for about two months. Total reserves for all funds are budgeted at $124.77 million, including $84.02 million in the Firefighters Pension Fund and $10.24 million for operating funds.

Revenue Analysis

Introduction

The total projected revenues for FY 2016/17 are $127.04 million, excluding inter-fund transfers. This section of the document provides explanations of each of the City's fourteen major sources of revenue and FY 2016/17 projections. These revenues total $93.6 million, which is 74% of total revenues. Interest and investment income is expected to be $1.79 million or 1.5% of total revenues. The remaining 24.5% 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	**FY2014/15 Actual**	**FY2015/16 Revised**	**FY2016/17 Adopted**
state sales and use tax	17,760,062	17,759,108	18,541,039
local sales tax (home-rule)	17,958,619	18,403,027	19,258,412
property tax	19,674,127	19,983,049	20,632,826
motor fuel tax	3,692,880	3,505,624	3,540,509
income tax (not including PPRT)	8,032,046	8,606,551	8,355,783
community development block grant	2,136,626	2,579,248	2,350,800
utility tax (gas, electric & water)	3,480,250	3,215,691	3,238,817
telecommunication tax	2,071,114	2,110,003	2,110,003
sanitary sewer fee	2,094,596	2,142,527	2,215,023
stormwater utility fee	2,722,041	2,771,137	2,771,137
parking fines, fees & meter income	4,520,380	4,326,725	4,489,121
hotel-motel taxes	2,022,012	2,182,746	3,199,915
food & beverage	1,326,305	1,463,978	1,553,239
building related permits	1,115,011	1,296,200	1,319,500
Total Major Revenues	$88,606,069	$90,345,614	$93,576,124
Other Revenues	**$26,125,448**	**$28,277,556**	**$33,465,846**
Total All Revenues	**$114,731,518**	**$118,623,170**	**$127,041,969**

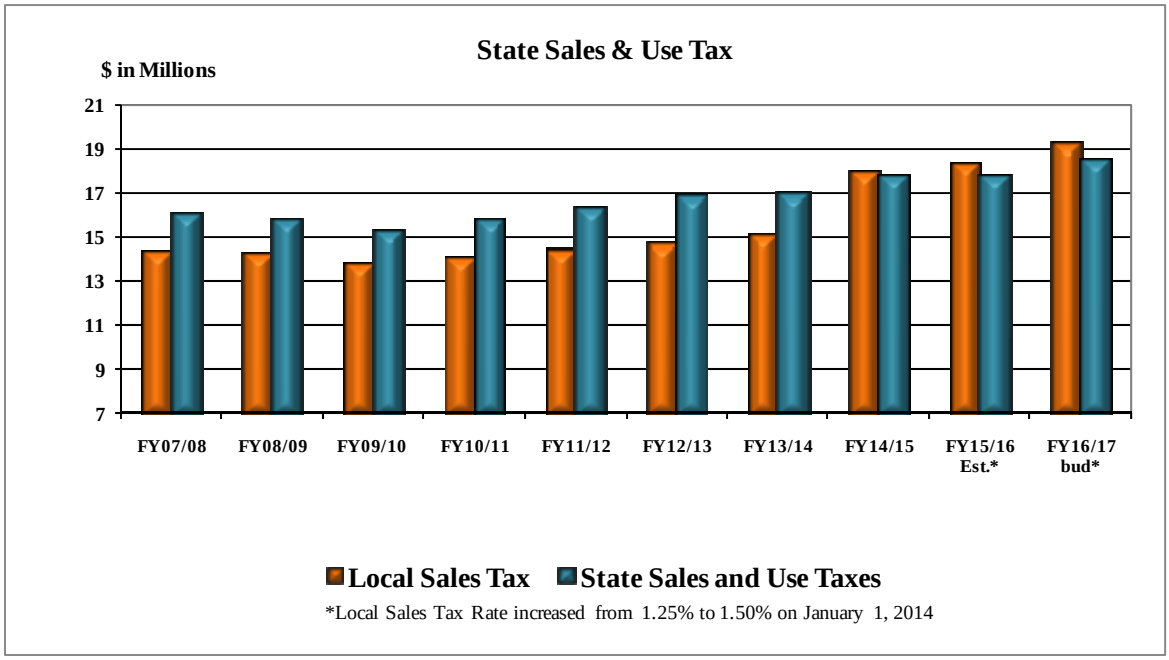
Local Economy

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: $18,541,039
Local Sales Tax (Home-Rule): $19,258,412

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 30% of total City revenue.

Statutory and Home Rule Sales tax for FY 2016/17 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.

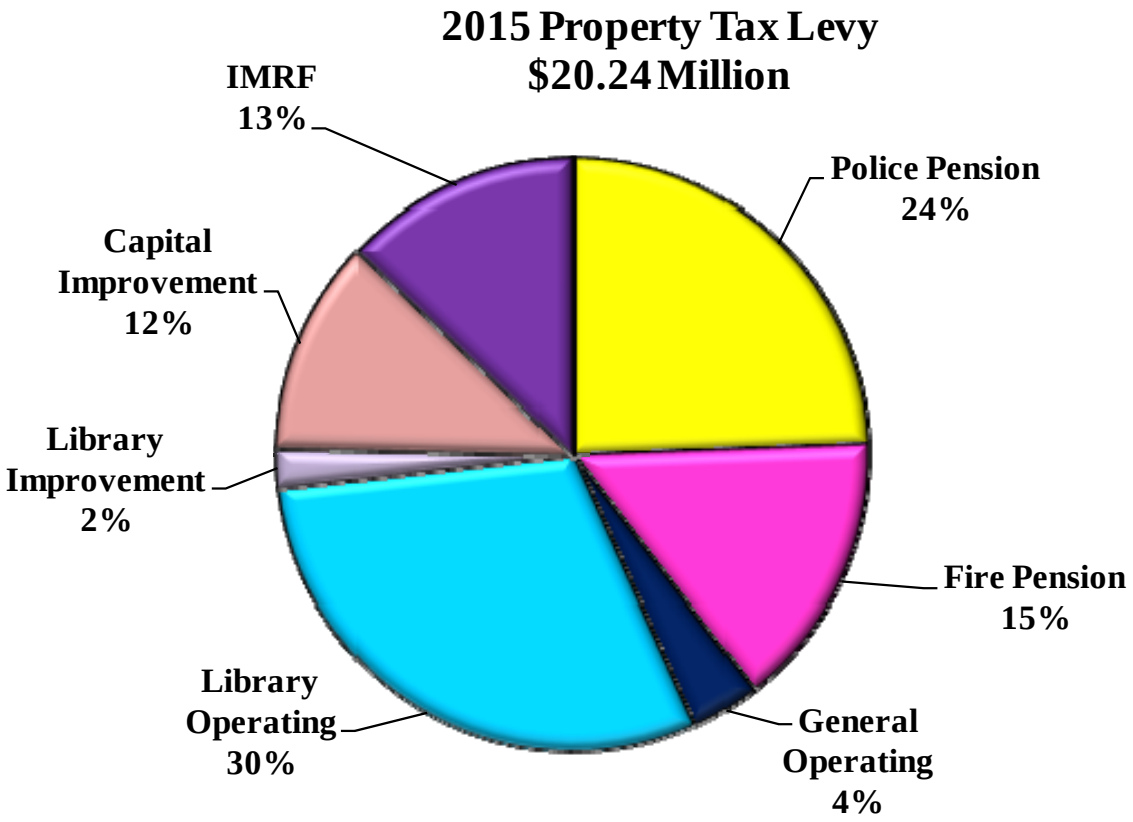


Property Tax: $19,983,049

The tax rate resulting from the 2015 levy is 1.3152. Starting with the 2014 extended levy, property values in the City of Champaign have stabilized for existing residential property and have shown growth in commercial development. This trend continued with the 2015 extended levy where the City experienced an increase of 1.6% in the Equalized Assessed Valuation (EAV) over the prior year. 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 by an increase in EAV.

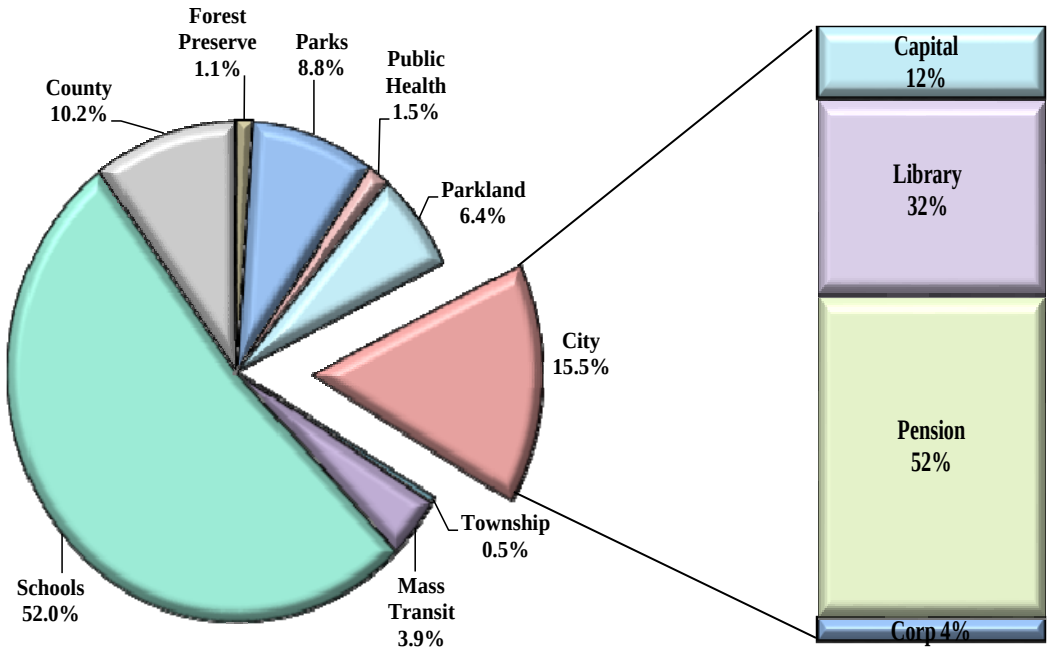
Property taxes are used for a variety of purposes and the amounts levied are governed by various policies. In 2015, pension funding needs make up 52% of the levy, and this amount is based on actuarial recommendations for the Pension Funds. The Library levies are based on a specific rate, therefore this levy increased by the same rate as the EAV at 1.6% and it presently makes up 32% of the total. Capital Improvement expenditures are 12% of the total. The corporate purpose levy, which is allocated to the General Operating Fund, after all other obligations are satisfied, is 4% 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. Revenues for FY 2016/17 are higher ($20.6 million) because they include a portion of the 2015 levy and a portion of the estimated 2016 levy.



The following chart shows the overall property tax distribution among the various districts.

2015 Tax Levy for All Taxing Districts



State-Shared Motor Fuel Tax: $2,187,051

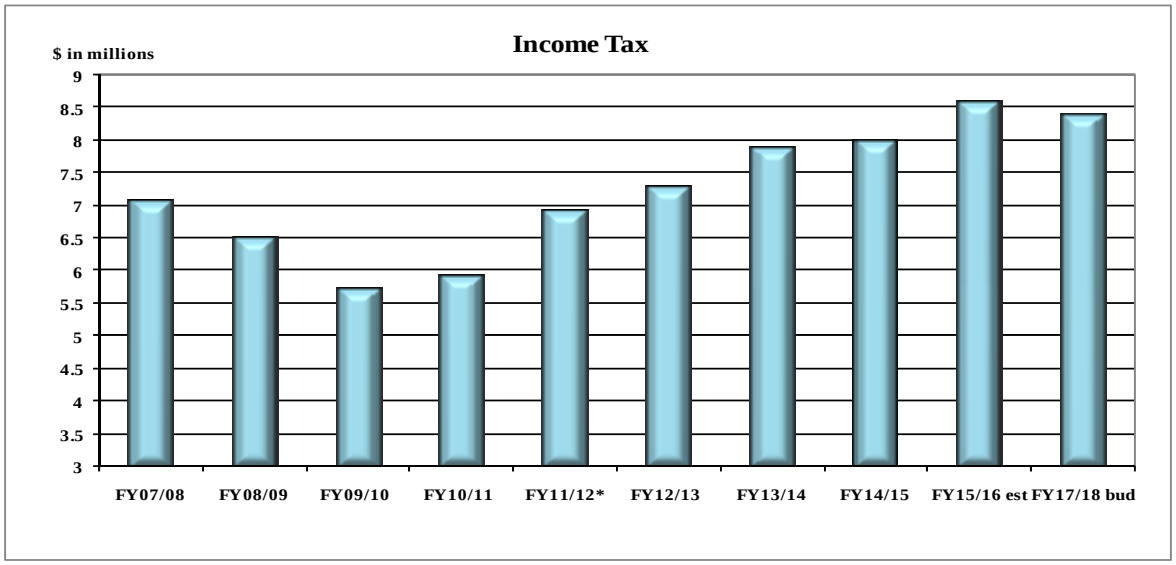
The Motor Fuel tax is collected by the State and is assessed on a per-gallon basis. The motor fuel tax rates are 19 cents per gallon on motor fuel and 21.5 cents per gallon on diesel fuel. Revenues are allocated to the Motor Fuel Tax Fund where they are used to pay for street maintenance and improvements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

Local Motor Fuel Tax: $1,353,458

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: $8,355,783

Income tax revenues for FY 2015/16 are up from FY 2014/15, showing signs of economic recovery in the State. However, due to the State of Illinois budget impasse the FY 2016/2017 projection reflects a slight decline due to uncertainty. 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 $102.00 per capita for FY 2016/17.

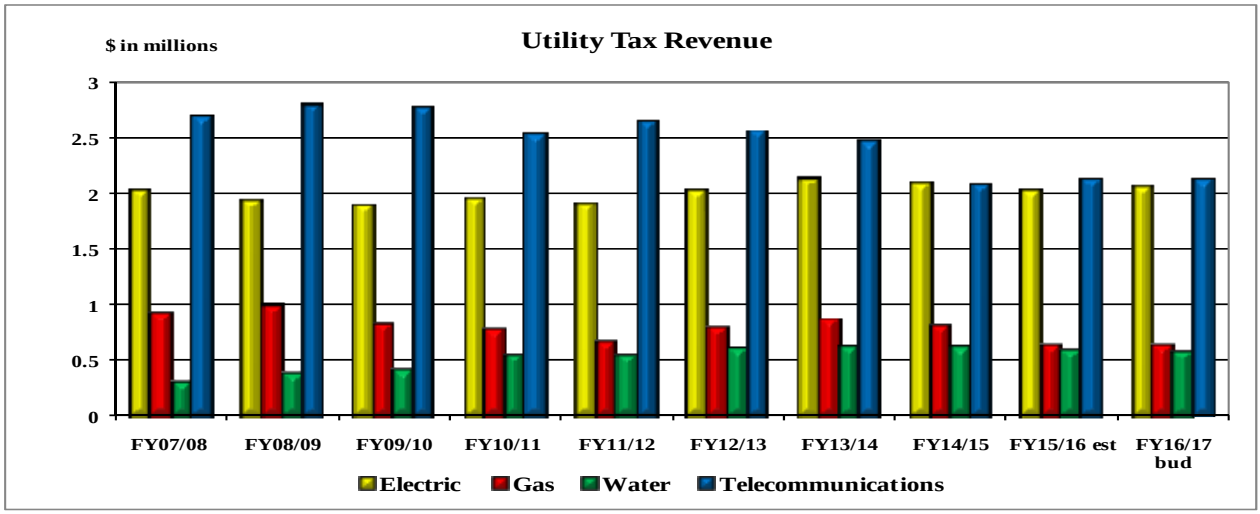


Community Development Block Grant: $2,350,800

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: $3,238,817
Telecommunications Taxes: $2,110,003

The City assesses 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. FY 2015/16 shows a slight reduction in revenue for natural gas due to an unusually warm winter. Next year projections include an increase of 1.00% for electric and 0.50% for water revenues, while gas is projected to remain stagnant.



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 2015/16 shows a slight increase 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 due to shifts from landline phones to cell phones. Staff projects this trend will cause this revenue to remain stagnant for FY 2016/17.

Sanitary Sewer Fee: $2,215,023

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 billing and collections (no graph).

Stormwater Utility Fee: $2,771,137

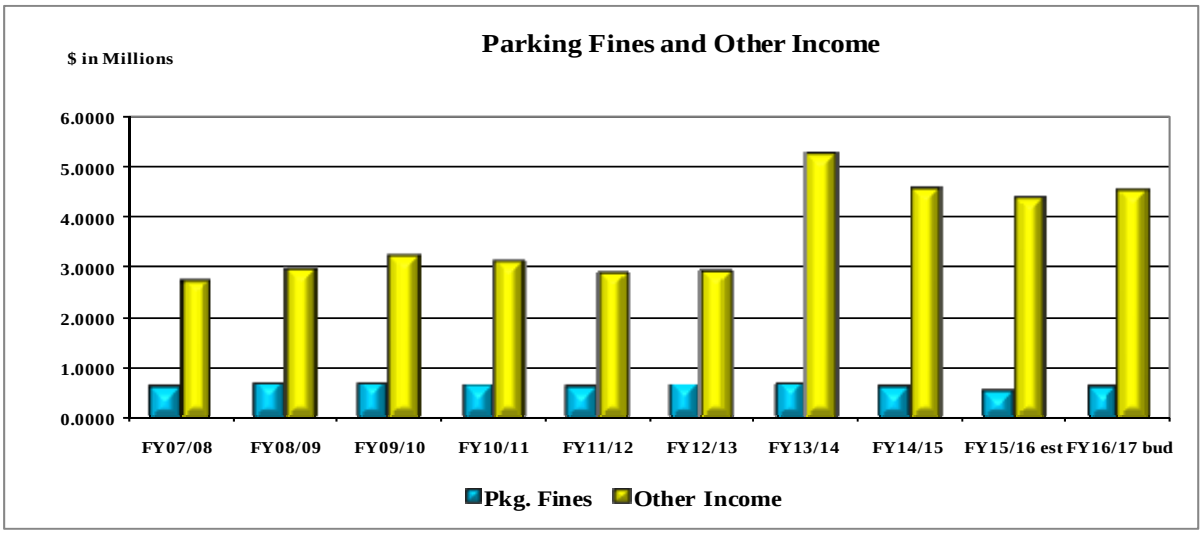
Revenues from this fee are allocated to the Stormwater Management Fund to support the operation, maintenance, and rehabilitation of the City stormwater detention basins, channels, outlets, and storm sewers. Effective January 2012, the City contracted with Urbana Champaign Sanitary District to provide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

Parking Fines and Other Income: $4,489,121

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.

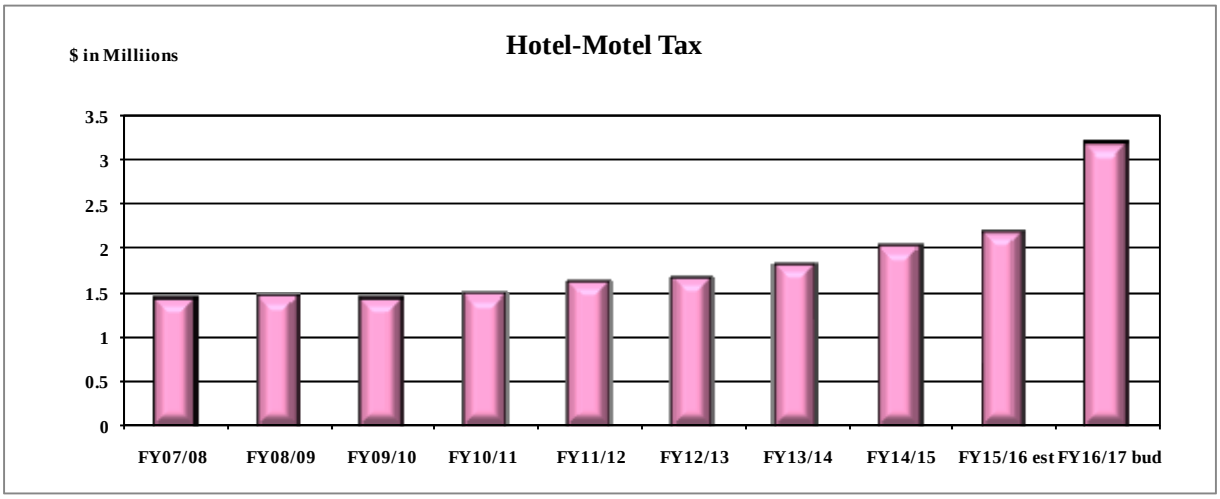
In FY 2013/14, the City initiated a volume discount program for customers purchasing multiple permits in the Downtown and University District. To receive a discount, the customers assist the Public Works staff with issuing the permits and managing the permit information. The discounts range from 2% (10-25 permits) up to 10% (100+ permits). In FY 2016/17, $17,000 in permit discounts are projected to be passed on to bulk permit holders. Another new initiative, Pay By Cell, started in the Spring of 2015. The FY 2015/16 annual revenues are estimated at $200,000 for this program.

There were changes in parking meter fines, late fees, and parking (prohibited) violation fines (effective January 1, 2015). It was estimated these changes would provide an additional $157,000 annually in revenue. Lastly, transfers from the Downtown Tax Increment Financing (TIF) Fund ($722,561) and the Food and Beverage Fund ($800,000) help cover debt service on the Hill Street Parking Deck. The Parking Fund will receive its last Downtown TIF transfer in FY 2017/18 and its final Food and Beverage transfer ($800,000) will occur in FY 2016/17.



Hotel-Motel Taxes: $3,199,915

The City currently taxes hotel and motel room receipts at a rate of 5%. Beginning July 1, 2016, the rate will increase to 7%. The Hotel-Motel tax rate is allocated as follows: 5% to the General Operating Fund; 1.25% to asphalt arterial street resurfacing; and 0.75% towards the local convention and visitor's bureau. 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 45% in Hotel-Motel tax revenues for FY 2016/17 largely due to the rate increase.

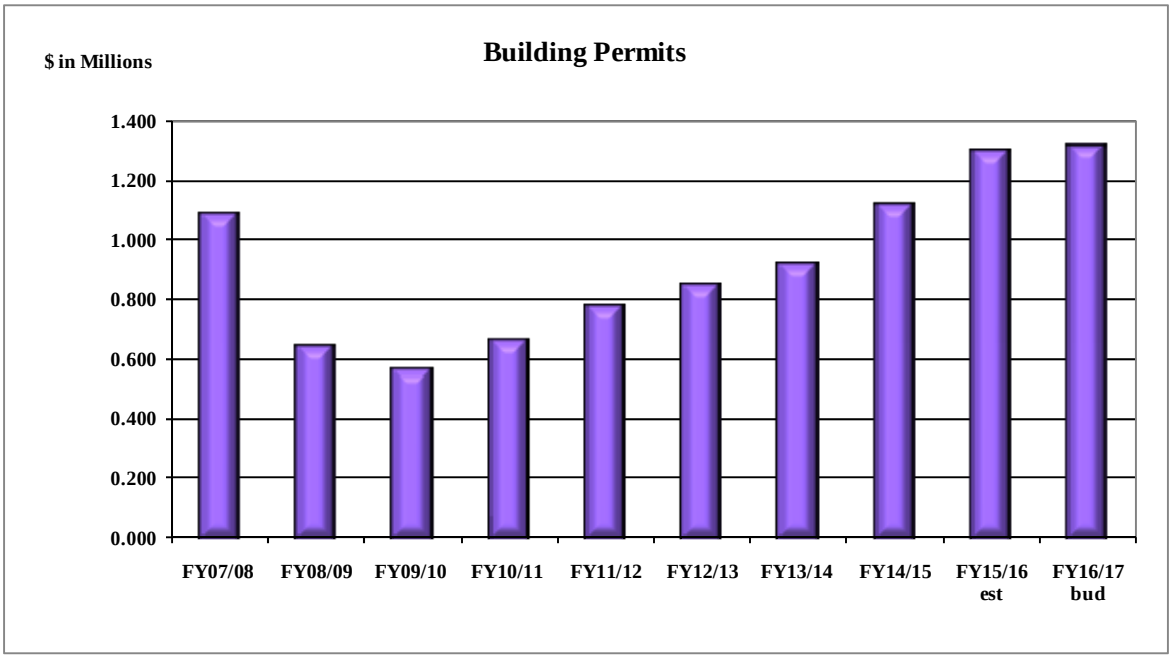


Food & Beverage Tax $1,553,239

In 1998, Champaign City Council adopted the Food & Beverage tax. This tax is imposed upon the privilege of purchasing prepared food items for immediate consumption or alcoholic at the rate of one-half of one (0.5) percent of the purchase price, exclusive of any other tax, charged for such food item or alcoholic liquor. Food & Beverage tax revenues have consistently grown over the past several years. Staff expects to see an increase of 6% in Food & Beverage tax revenues for FY 2016/17.

Building Permits: $1,319,500

The City charges a fee for all building-related permits. This includes general building permits, as well as electrical, plumbing, mechanical, sign, demolition, excavation, sewer connection, driveway & sidewalk, and sprinkler 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.



Summary of Revenues, Expenditures, Reserves and Balances by Fund

City Fund	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimate	FY 16/17 Budget
City Operating Funds				
General Operating Fund (02)**				
Beginning Balance	$14,357,121	$15,564,756	$15,564,756	$14,256,537
Revenues	$75,209,998	$78,607,342	$78,101,543	$81,173,010
Expenditures	$73,937,060	$84,020,346	$79,409,762	$85,188,206
Reserves & Balances	$15,630,058	$10,151,752	$14,256,537	$10,241,341
Parking Fund (03)				
Beginning Balance	$3,482,076	$5,847,383	$5,847,383	$5,478,059
Revenues	$4,112,697	$4,054,067	$3,968,520	$4,531,843
Expenditures	$4,085,659	$4,954,126	$4,337,844	$4,896,890
Reserves & Balances	$3,509,114	$4,954,126	$5,478,059	$5,113,012
Sanitary Sewer Fund (04)				
Beginning Balance	$370,890	$451,293	$451,293	$28,121
Revenues	$2,741,465	$2,740,797	$2,741,112	$2,805,900
Expenditures	$2,661,063	$3,072,518	$3,164,284	$2,833,132
Reserves & Balances	$451,293	$119,572	$28,121	$889
Community Development Fund (05)				
Beginning Balance	$151,098	$190,681	$190,681	($77,230)
Revenues	$869,023	$2,250,474	$2,693,095	$2,459,648
Expenditures	$830,186	$2,268,195	$2,961,006	$2,393,057
Reserves & Balances	$189,934	$172,960	($77,230)	($10,639)
Environmental Services Fund (06)				
Beginning Balance	$236,651	$364,402	$364,402	$283,619
Revenues	$549,184	$549,756	$554,676	$560,223
Expenditures	$421,432	$644,933	$635,459	$651,806
Reserves & Balances	$364,403	$269,225	$283,619	$192,036
UC2B Operations Fund (08)				
Beginning Balance	$168,263	$50,225	$50,225	$50,225
Revenues	$239	$0	$0	$0
Expenditures	$145,238	$0	$0	$0
Reserves & Balances	$23,264	$50,225	$50,225	$50,225
METCAD Fund (09)				
Beginning Balance	$1,307,453	$1,353,989	$1,353,989	$1,394,359
Revenues	$4,698,072	$5,241,529	$5,132,655	$5,347,056
Expenditures	$4,651,536	$5,544,170	$5,092,285	$5,342,747
Reserves & Balances	$1,353,989	$1,051,348	$1,394,359	$1,398,668
Total City Operating Funds				
Beginning Balance	$20,073,552	$23,822,729	$23,822,729	$21,413,690
Revenues	$88,180,678	$93,443,965	$93,191,601	$96,877,680
Expenditures	$86,732,174	$100,504,288	$95,600,640	$101,305,838
Reserves & Balances	$21,522,055	$16,769,208	$21,413,690	$16,985,532

City Fund	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimate	FY 16/17 Budget
Internal Service Funds				
Fleet Services Fund (10)				
Beginning Balance	($288,057)	($147,797)	($147,797)	($62,717)
Revenues	$2,081,248	$1,978,419	$1,981,391	$1,962,005
Expenditures	$1,971,308	$2,006,017	$1,896,311	$2,078,028
Reserves & Balances	($178,117)	($175,395)	($62,717)	($178,740)
Retained Risk Fund (15)				
Beginning Balance	$3,770,357	$3,906,481	$3,906,481	$3,803,736
Revenues	$1,144,085	$1,158,166	$1,172,467	$1,213,273
Expenditures	$1,007,961	$1,279,145	$1,275,212	$1,310,963
Reserves & Balances	$3,906,481	$3,785,502	$3,803,736	$3,706,045
Workers' Compensation Insurance Fund (16)				
Beginning Balance	$1,970,237	$2,313,576	$2,313,576	$2,811,736
Revenues	$2,550,267	$2,861,120	$2,866,478	$2,962,805
Expenditures	$2,206,928	$2,441,818	$2,368,318	$2,531,146
Reserves & Balances	$2,313,576	$2,732,878	$2,811,736	$3,243,395
Total Internal Service Funds				
Beginning Balance	$5,452,537	$6,072,260	$6,072,260	$6,552,755
Revenues	$5,775,600	$5,997,705	$6,020,336	$6,138,083
Expenditures	$5,186,197	$5,726,980	$5,539,841	$5,920,137
Reserves & Balances	$6,041,940	$6,342,985	$6,552,755	$6,770,700
Community Improvement Funds				
Stormwater Management Fund (21)				
Beginning Balance	$4,690,793	$4,474,092	$4,474,092	$223,037
Revenues	$8,357,306	$8,557,306	$8,469,181	$8,614,089
Expenditures	$8,574,008	$12,570,741	$12,720,236	$8,762,499
Reserves & Balances	$4,474,091	$460,657	$223,037	$74,628
Motor Fuel Tax Fund (22)				
Beginning Balance	$4,471,351	$2,131,846	$2,131,846	$1,191,696
Revenues	$2,442,595	$2,051,346	$2,263,171	$2,209,145
Expenditures	$4,782,100	$3,203,148	$3,203,321	$2,395,908
Reserves & Balances	$2,131,847	$980,044	$1,191,696	$1,004,933
Capital Improvements Fund (23)				
Beginning Balance	$4,268,724	$4,826,783	$4,826,783	$617,815
Revenues	$6,549,700	$8,793,613	$8,959,294	$7,950,368
Expenditures	$5,991,641	$13,912,991	$13,168,262	$8,755,739
Reserves & Balances	$4,826,783	($292,595)	$617,815	($187,556)
Library Improvement Fund (24)				
Beginning Balance	$137,487	$136,591	$136,591	$114,131
Revenues	$420,278	$426,594	$423,048	$429,675
Expenditures	$421,174	$425,391	$445,508	$445,508
Reserves & Balances	$136,591	$137,794	$114,131	$98,298
Local Motor Fuel Tax Fund (29)				
Beginning Balance	$1,558,399	$1,026,204	$1,026,204	$1,464,397
Revenues	$1,337,740	$1,404,521	$1,974,208	$2,040,008
Expenditures	$1,869,936	$1,548,409	$1,536,015	$822,191
Reserves & Balances	$1,026,204	$882,316	$1,464,397	$2,682,214

City Fund	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimate	FY 16/17 Budget
Urban Renewal Fund (41)				
Beginning Balance	$2,234,786	$1,588,695	$1,588,695	$1,565,717
Revenues	$1,016,609	$2,857,745	$3,716,091	$2,896,029
Expenditures	$1,662,699	$4,234,632	$3,739,069	$3,715,966
Reserves & Balances	$1,588,696	$211,808	$1,565,717	$745,780
Urban Development Action Grant Fund (43)				
Beginning Balance	$867,850	$657,829	$657,829	$832,134
Revenues	$161,867	$186,205	$292,081	$272,111
Expenditures	$371,888	$602,976	$117,776	$964,723
Reserves & Balances	$657,830	$241,058	$832,134	$139,522
Downtown TIF District Fund (44)				
Beginning Balance	$1,571,351	$1,166,279	$1,166,279	$1,325,849
Revenues	$1,986,770	$1,833,676	$2,061,255	$2,102,287
Expenditures	$2,391,843	$2,283,933	$1,901,685	$2,831,143
Reserves & Balances	$1,166,279	$716,022	$1,325,849	$596,993
East University Ave TIF District Fund (45)				
Beginning Balance	$1,497,974	$1,916,389	$1,916,389	$1,970,597
Revenues	$480,312	$174,953	$246,214	$251,496
Expenditures	$61,897	$424,750	$192,006	$2,131,594
Reserves & Balances	$1,916,389	$1,666,592	$1,970,597	$90,499
Food & Beverage Tax Fund (47)				
Beginning Balance	$5,140,902	$5,107,359	$5,107,359	$3,684,451
Revenues	$779,040	$1,823,170	$1,636,779	$8,557,920
Expenditures	$812,583	$4,673,894	$3,059,687	$11,114,608
Reserves & Balances	$5,107,359	$2,256,635	$3,684,451	$1,127,763
North Campus Redevelopment Area TIF Fund (48)				
Beginning Balance	$398,544	$684,669	$684,669	$169,312
Revenues	$955,783	$796,559	$787,000	$1,306,010
Expenditures	$669,658	$1,647,954	$1,302,357	$2,108,623
Reserves & Balances	$684,669	($166,726)	$169,312	($633,301)
North Mattis AvenueTIF Fund (49)				
Beginning Balance	$0	$10,526	$10,526	$10,649
Revenues	$10,526	$278,145	$376,703	$740,642
Expenditures	$0	$278,145	$376,580	$738,642
Reserves & Balances	$10,526	$10,526	$10,649	$12,649
Total Community Improvement Funds				
Beginning Balance	$26,838,161	$23,727,262	$23,727,262	$13,169,785
Revenues	$24,498,526	$29,183,833	$31,205,025	$37,369,780
Expenditures	$27,609,427	$45,806,964	$41,762,502	$44,787,144
Reserves & Balances	$23,727,264	$7,104,131	$13,169,785	$5,752,422
Equipment Funds				
Vehicle Replacement Fund (60)				
Beginning Balance	$3,355,903	$3,038,596	$3,038,596	$3,292,668
Revenues	$1,790,116	$1,829,115	$1,764,604	$2,141,418
Expenditures	$2,107,423	$2,269,381	$1,510,532	$3,144,332
Reserves & Balances	$3,038,595	$2,598,330	$3,292,668	$2,289,754

City Fund	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimate	FY 16/17 Budget
Capital Equipment Replacement Fund (61)				
Beginning Balance	$4,249,587	$4,365,050	$4,365,050	$3,248,046
Revenues	$969,319	$1,016,498	$1,024,681	$996,607
Expenditures	$853,855	$2,905,374	$2,141,685	$1,758,745
Reserves & Balances	$4,365,051	$2,476,174	$3,248,046	$2,485,908
METCAD Emergency Telephone Fund (62)				
Beginning Balance	$0	$0	$0	$75,000
Revenues	$1,902,599	$1,855,577	$1,855,578	$1,855,578
Expenditures	$1,902,390	$1,855,577	$1,780,578	$1,655,578
Reserves & Balances	$209	$0	$75,000	$275,000
Foreign Fire Insurance Tax Fund (63)				
Beginning Balance	$195,784	$225,574	$225,574	$191,298
Revenues	$120,105	$111,155	$123,446	$112,158
Expenditures	$90,315	$157,722	$157,722	$170,595
Reserves & Balances	$225,573	$179,007	$191,298	$132,861
Narcotics Forfeitures Fund (64)				
Beginning Balance	$129,427	$218,210	$218,210	$224,694
Revenues	$214,635	$151,000	$151,000	$151,000
Expenditures	$125,852	$146,255	$144,516	$187,895
Reserves & Balances	$218,210	$222,955	$224,694	$187,799
METCAD Equipment Replacement Fund (65)				
Beginning Balance	$2,728,128	$2,732,511	$2,732,511	$3,172,732
Revenues	$386,147	$532,322	$463,947	$613,132
Expenditures	$381,764	$1,644,075	$23,726	$3,028,547
Reserves & Balances	$2,732,511	$1,620,758	$3,172,732	$757,317
Total Equipment Funds				
Beginning Balance	$10,658,829	$10,579,941	$10,579,941	$10,204,438
Revenues	$5,382,921	$5,495,667	$5,383,256	$5,869,893
Expenditures	$5,461,599	$8,978,384	$5,758,759	$9,945,692
Reserves & Balances	$10,580,149	$7,097,224	$10,204,438	$6,128,639
Debt Service Funds				
Bond and Interest Fund (70)				
Beginning Balance	$4,397,657	$3,796,322	$3,796,322	$4,412,785
Revenues	$4,922,953	$5,793,852	$6,147,464	$4,980,334
Expenditures	$5,524,289	$5,531,002	$5,531,002	$5,487,258
Reserves & Balances	$3,796,322	$4,059,173	$4,412,785	$3,905,860

City Fund	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimate	FY 16/17 Budget
Total Debt Service Funds				
Beginning Balance	$4,397,657	$3,796,322	$3,796,322	$4,412,785
Revenues	$4,922,953	$5,793,852	$6,147,464	$4,980,334
Expenditures	$5,524,289	$5,531,002	$5,531,002	$5,487,258
Reserves & Balances	$3,796,322	$4,059,173	$4,412,785	$3,905,860
Agency Funds				
Emergency Telephone System Fund (80)				
Beginning Balance	$0	$0	$0	$0
Revenues	$1,906,876	$1,855,000	$1,855,000	$1,855,000
Expenditures	$1,901,616	$1,855,000	$1,855,000	$1,855,000
Reserves & Balances	$5,260	$0	$0	$0
Champaign Public Library Tax Account Fund (81)				
Beginning Balance	$0	$0	$0	$0
Revenues	$5,961,671	$6,055,778	$5,937,623	$6,345,235
Expenditures	$5,961,671	$6,055,778	$5,937,623	$6,345,235
Reserves & Balances	$0	$0	$0	$0
Total Agency Funds				
Beginning Balance	$0	$0	$0	$0
Revenues	$7,868,547	$7,910,778	$7,792,623	$8,200,235
Expenditures	$7,863,287	$7,910,778	$7,792,623	$8,200,235
Reserves & Balances	$5,260	$0	$0	$0
City Pension Funds				
Police Pension Fund (96)				
Beginning Balance	$0	$0	$0	$0
Revenues	$5,071,859	$5,243,046	$5,153,096	$5,658,102
Expenditures	$5,071,859	$5,243,046	$5,153,096	$5,658,102
Reserves & Balances	$0	$0	$0	$0
Fire Pension Fund (97)***				
Beginning Balance	$74,438,298	$75,730,923	$75,730,923	$79,832,658
Revenues	$6,260,698	$8,127,232	$9,375,957	$9,865,484
Expenditures	$4,979,712	$5,200,700	$5,274,222	$5,678,979
Reserves & Balances	$75,719,285	$78,657,455	$79,832,658	$84,019,163
Total City Pension Funds				
Beginning Balance	$74,438,298	$75,730,923	$75,730,923	$79,832,658
Revenues	$11,332,557	$13,370,278	$14,529,053	$15,523,586
Expenditures	$10,051,571	$10,443,746	$10,427,318	$11,337,081
Reserves & Balances	$75,719,285	$78,657,455	$79,832,658	$84,019,163
Champaign Public Library Funds				
Library Operating Fund				
Beginning Balance	$939,602	$893,482	$893,482	$644,824
Revenues	$6,368,863	$6,438,002	$6,327,473	$6,857,825
Expenditures	$6,414,983	$6,798,480	$6,576,131	$6,829,951
Reserves & Balances	$893,482	$533,004	$644,824	$672,698
Library Capital Fund				
Beginning Balance	$1,155,812	$752,914	$784,856	$646,052
Revenues	$197,447	$198,555	$195,117	$167,066
Expenditures	$568,403	$476,680	$333,921	$344,882
Reserves & Balances	$784,856	$474,789	$646,052	$468,236

City Fund		FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Estimate	FY 16/17 Budget
Library Other Funds					
	Beginning Balance	$152,805	$134,021	$136,323	$202,258
	Revenues	$275,440	$257,519	$250,810	$215,156
	Expenditures	$291,922	$383,271	$184,875	$350,521
	Reserves & Balances	$136,323	$8,269	$202,258	$66,893
Total Champaign Public Library Funds					
	Beginning Balance	$2,248,219	$1,780,417	$1,814,661	$1,493,134
	Revenues	$6,841,750	$6,894,076	$6,773,400	$7,240,047
	Expenditures	$7,275,308	$7,658,431	$7,094,927	$7,525,354
	Reserves & Balances	$1,814,661	$1,016,062	$1,493,134	$1,207,827
Total All Funds (including transfers)					
	Beginning Balance	$144,107,253	$145,509,854	$145,544,098	$137,079,245
	Revenues	$154,803,532	$168,090,154	$171,042,758	$182,199,638
	Expenditures	$155,703,852	$192,560,573	$179,507,612	$194,508,739
	Reserves & Balances	$143,206,936	$121,046,238	$137,079,245	$124,770,143
Less Transfers and Interfund Charges					
	Revenues	$48,565,042	$52,598,002	$52,578,575	$54,021,174
	Expenditures	$48,565,087	$52,598,002	$52,578,576	$54,021,174
Grand Total All Funds (not including transfers)					
	Beginning Balance	$144,107,253	$145,509,854	$145,544,098	$137,079,245
	Revenues	$106,238,490	$115,492,152	$118,464,183	$128,178,464
	Expenditures	$107,138,765	$139,962,571	$126,929,036	$140,487,565
	Reserves & Balances	$143,206,978	$121,039,435	$137,079,245	$124,770,144

Summary of Personnel

Department	FY2014/2015	FY2015/2016	FY2016/2017
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	7.000	6.000	6.000
Community Relations Office	2.000	2.000	3.000
Communications	0.000	1.000	2.000
	9.000	**9.000**	**11.000**
Legal			
Legal	9.225	9.225	10.850
	9.225	**9.225**	**10.850**
Finance			
Finance	15.025	15.025	15.025
	15.025	**15.025**	**15.025**
Human Resources			
Human Resources	5.100	5.100	6.100
Risk Management Administration	1.000	1.000	1.000
	6.100	**6.100**	**7.100**
Planning			
Planning	11.050	10.050	10.050
Economic Development	1.300	1.000	1.000
	12.350	**11.050**	**11.050**
Public Works			
Administration	10.800	10.800	8.800
Traffic & Lighting	5.500	6.000	6.000
Building Services	3.000	3.000	3.000
Environmental Management	2.000	2.000	2.000
Operations	2.250	3.250	5.500
Streets	7.000	7.000	7.000
Concrete	6.000	5.000	5.000
Engineering	20.750	20.750	21.750
Asphalt	5.000	5.000	5.000
Forestry	5.500	6.000	7.000
	67.800	**68.800**	**71.050**

Summary of Personnel

Department	FY2014/2015	FY2015/2016	FY2016/2017
Police			
Administration	10.000	10.000	10.000
Investigations	26.000	26.000	27.000
Patrol	99.000	96.000	96.000
Training & Development	2.000	2.000	1.000
Records	20.360	20.360	20.360
	157.360	**154.360**	**154.360**
Fire			
Administration	3.000	3.000	3.000
Building Safety	9.000	9.000	9.000
Training & Safety	1.000	1.000	2.000
Suppression	103.250	100.250	106.250
Prevention	3.000	3.000	2.000
Emergency Management	0.100	0.100	0.100
	119.350	**116.350**	**122.350**
Neighborhood Services			
Administration	3.500	3.000	3.000
Property Maintenance	7.000	7.000	7.000
	10.500	**10.000**	**10.000**
Information Technologies			
Information Technologies	6.450	6.450	9.450
GIS	1.500	1.500	1.500
	7.950	**7.950**	**10.950**
Parking Fund			
Public Works			
Parking Programs	15.000	15.000	14.200
	15.000	**15.000**	**14.200**
Sewer Improvement Fund			
Public Works			
Sewer Operations	8.000	8.000	8.000
	8.000	**8.000**	**8.000**

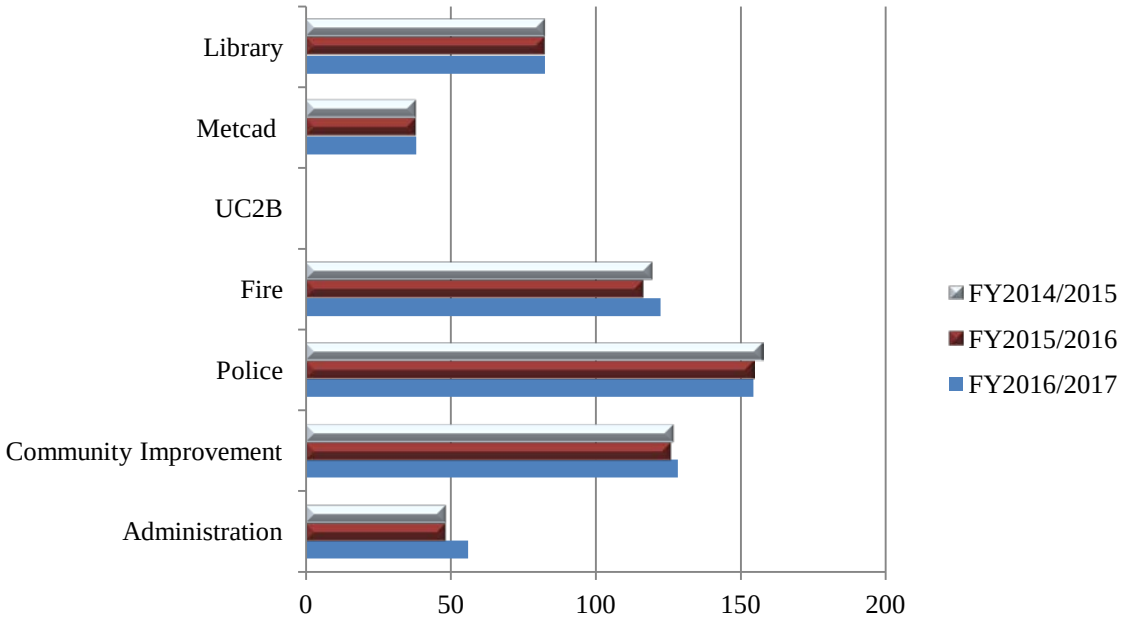
Summary of Personnel

Department	FY2014/2015	FY2015/2016	FY2016/2017
Community Development Grant Block Fund			
Neighborhood Services			
Community Development Block Grant Rehab	4.500	4.500	4.500
	4.500	**4.500**	**4.500**
Environmental Services Fund			
Public Works			
Environmental Services	1.500	1.500	2.500
	1.500	**1.500**	**2.500**
UC2B Fund			
UC2B Operations	0.000	0.000	0.000
	0.000	**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	**572.135**	**565.335**	**581.410**
Population**	**82,517**	**83,424**	**83,424**

* Only 70.85 FTE's are funded for FY17

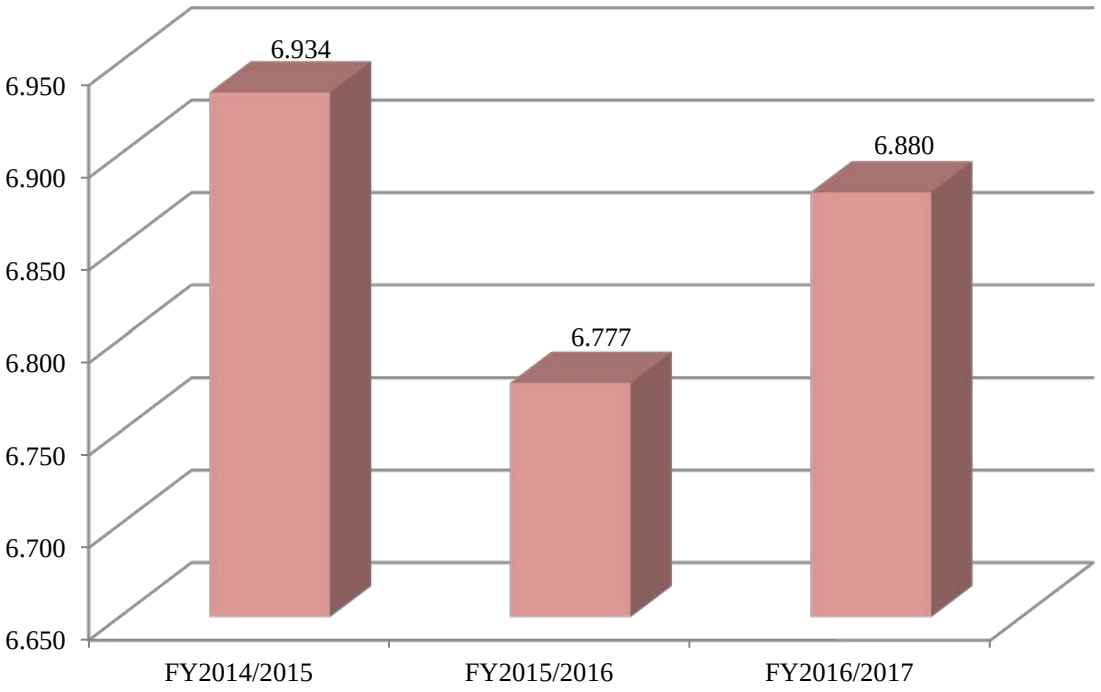
** Source: Adopted Financial Plan for Community Services for the corresponding year

Summary of Budgeted Personnel



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

Budgeted Personnel per 1,000 Population*



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

City of
CHAMPAIGN

General Operating Fund Statement 02

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**14,357,121**	**15,564,756**	**15,564,756**	**14,256,537**
Revenues				
Revenue Transfers	5,166,920	6,772,856	6,483,973	6,254,071
Revenues	70,043,077	71,834,861	71,617,570	74,918,939
Total Revenues	**75,209,998**	**78,607,717**	**78,101,543**	**81,173,010**
Expenditures				
Capital Expenses	0	3,469,353	1,322,623	2,450,997
Commodities	2,101,850	2,409,694	2,067,348	1,935,120
Contractual Services	4,913,485	10,237,190	7,833,337	8,568,712
Expenditure Transfers	26,837,016	26,871,118	27,117,173	28,313,102
Personnel Services	40,084,709	41,196,746	41,069,281	43,920,275
Total Expenditures	**73,937,060**	**84,184,101**	**79,409,762**	**85,188,206**
Total Ending Balance	**15,630,058**	**9,988,372**	**14,256,537**	**10,241,341**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	1,339,708	2,459,153	2,184,153	3,140,816
Assigned	0	0	0	0
Unassigned	**14,290,350**	**7,529,219**	**12,072,384**	**7,100,525**

Comments:

Committed Balances Detail:				
State of Illinois Budget Decisions				2,000,000
CORE Software Project				376,616
27th Pay Date	1,030,438	1,139,656	1,139,656	
Trust Liquidation		507,448	507,448	100,000
City Facilities	309,270	662,049	387,049	664,200
Departmental Savings Incentive		150,000	150,000	

Revenue Detail

General Operating Fund

02

Account Description	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
PROPERTY TAXES	11017875.49	11245691	11632010
SALES TAXES	35,753,971	36,157,123	37,799,451
INCOME TAXES	7,938,089	8,510,775	8,267,610
PERSONAL PROPERTY REPLACEMENT TAX	947,696	966,044	889,351
OTHER TAXES	75,145	60,100	49,700
FOOD & BEVERAGE TAX/CAMPUSTOWN SSA	590,004	658,790	685,142
VIDEO GAMING TAXES	441,054	616,532	625,000
HOTEL- MOTEL TAX	2,022,012	2,182,746	3,199,915
UTILITY TAXES	2,531,185	2,338,685	2,355,503
TELECOMMUNICATIONS TAX	2,071,084	2,110,003	2,110,003
COURT AND MUNICIPAL FINES	810,116	910,835	976,552
DUI FINES	15,072	31,000	18,000
ANIMAL CONTROL FINES	11,150	12,000	12,000
LIQUOR VIOLATION FINES	27,420	25,000	25,000
EXCESS FALSE ALARM FINES	5,425	15,000	15,000
RIGHT-OF-WAY OCCUPANCY PERMITS	10,955	10,000	10,000
BUILDING PERMITS	521,765	529,700	540,200
BUILDING PERMITS-AFTER HR INSPECTIONS	1,050	1,000	1,100
ELECTRICAL PERMITS	132,271	178,500	182,100
PLUMBING PERMITS	132,270	206,800	211,000
MECHANICAL PERMITS	241,949	276,000	281,500
SIGN PERMITS	5,613	5,000	5,000
DEMOLITION PERMITS	17,493	7,800	8,000
EXCAVATION PERMITS	8,100	8,000	8,000
SEWER CONNECTION PERMITS	19,295	17,000	17,000
DRIVEWAY & SIDEWALK PERMITS	8,610	10,000	8,000
SPRINKLER PERMITS	26,595	56,400	57,600
RESTAURANT LICENSES	4,920	5,100	5,100
ALARM USER REGISTRATIONS	4,755	50,000	60,000
MISC LICENSES	10,075	6,300	6,300
VEHICLE LICENSES	10,880	11,250	11,250
OCCUPATIONAL LICENSES	11,169	9,250	9,250
LIQUOR LICENSES	570,567	575,000	550,000
PLANNING & DEVELOPMENT FEES	2,371	3,000	3,000
PUBLIC SAFETY SERVICE FEES	847,780	838,150	858,063
OTHER SERVICE FEES	232,326	236,567	240,620
OTHER SERVICE FEES - TIPS	0	2,150	0
VACANT STRUCTURE REGISTRATION FEES	3,600	16,693	3,600
CITY RENTAL INCOME	70,976	70,994	70,994
CITY FRANCHISE FEES	1,040,309	1,058,807	1,058,807
SALE OF CITY PROPERTY	10,822	8,000	8,000
SALARY & TRAINING REIMBURSEMENT	1,200	1,200	1,200
CITY EXPENSE REIMBURSEMENTS	664,354	347,473	970,625
CITY EXPENSE RIBE - SPECIFIC	0	254,492	254,492
U OF I PASS-THROUGH	94,000	107,000	107,000
DAMAGED PROPERTY REIMBURSEMENT	45,791	47,000	47,000
DAMAGED PROPERTY REIMBURSEMENT-SPECIFIC	131,816	40,000	40,000
REFUNDS	1,071	3,000	3,000

Account Description	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
MISCELLANEOUS	(125)	46,000	0
TOWING IMPOUND FEES	190,825	172,500	172,500
TOWING PROCESSING FEE	69,150	78,500	78,500
INTEREST & INVESTMENT INCOME	134,841	146,000	147,460
INTERGOVERNMENTAL REVENUES-STATE	40,312	44,138	23,000
INTERGOVERNMENTAL REVENUES - FEDERAL	423,403	254,147	165,703
INTERGOVERNMENTAL REVENUES	20,880	31,200	41,200
DONATIONS AND CONTRIBUTIONS	21,744	7,135	17,500
Total External Sources	**70,043,077**	**71,617,570**	**74,943,901**
TFR FROM PARKING FUND	734,831	752,376	759,521
TFR FROM PARKING (ENG)	25,101	0	0
TFR FROM SEWER IMPROVEMENT FUND	427,834	457,364	402,931
TFR FROM SEWER IMPROVEMENT FUND (ENG)	375,865	383,099	401,660
TFR FROM COMMUNITY DEVELOPMENT FUND	40,000	40,000	0
TFR FROM ENVIRONMENTAL SERVICES FUND	46,511	121,688	121,688
TFR FROM METCAD FUND	203,750	228,774	232,552
TFR FROM FLEET SERVICES FUND	270,758	322,732	322,732
TFR FROM RETAINED RISK FUND	46,045	48,035	49,476
TFR FROM WORKERS COMPENSATION FUND	338,522	435,590	521,765
TFR FROM STORMWATER MANAGEMENT FUND	0	0	402,931
TFR FROM STORMWATER MGMT FUND (ENG)	988,604	1,149,651	1,132,104
TFR FROM MOTOR FUEL TAX FUND (ENG)	240,788	237,759	249,504
TFR FROM CAPITAL IMPROVEMENTS FUND (ENG)	166,436	229,244	147,905
TFR FROM LIBRARY IMPROVEMENT FUND	420,514	445,508	445,508
TFR FROM LOCAL MOTOR FUEL TAX FUND (ENG)	120,776	48,431	61,681
TFR FROM URBAN RENEWAL FUND	373,005	397,176	380,849
TFR FROM DOWNTOWN TIF FUND	172,602	169,749	196,692
TFR FROM E. UNIVERSITY AVE TIF FUND	6,500	0	0
TFR FROM E. UNIVERSITY AVE TIF FUND(ENG)	0	6,561	20,175
TFR FROM FOOD & BEVERAGE TAX FUND	54,200	51,347	53,291
TFR FROM FOOD & BEVERAGE TAX FUND (ENG)	34,428	127,327	326,963
TFR FROM NORTH CAMPUSTOWN TIF	0	1,061	0
TFR FROM NORTH MATTIS AVE TIF	0	12,072	24,143
TFR FROM EQUIPMENT REPLACEMENT FUND	79,852	818,429	0
Total Interfund Transfers	**5,166,920**	**6,483,973**	**6,254,071**
Total	**75,209,998**	**78,101,543**	**81,197,972**

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

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

- Recommends policy direction for the City and chairs all City Council meetings.
- Recommends board and commission appointments for City Council approval.
- Serves as Liquor Commissioner and provides general direction to the administrative staff regarding the City's liquor licensing and enforcement activities.
- Represents the City on a variety of intergovernmental boards, such as the Metropolitan Intergovernmental Council (MIC) and Champaign County First.
- Represents the City in Legislative initiatives at the State and Federal level.

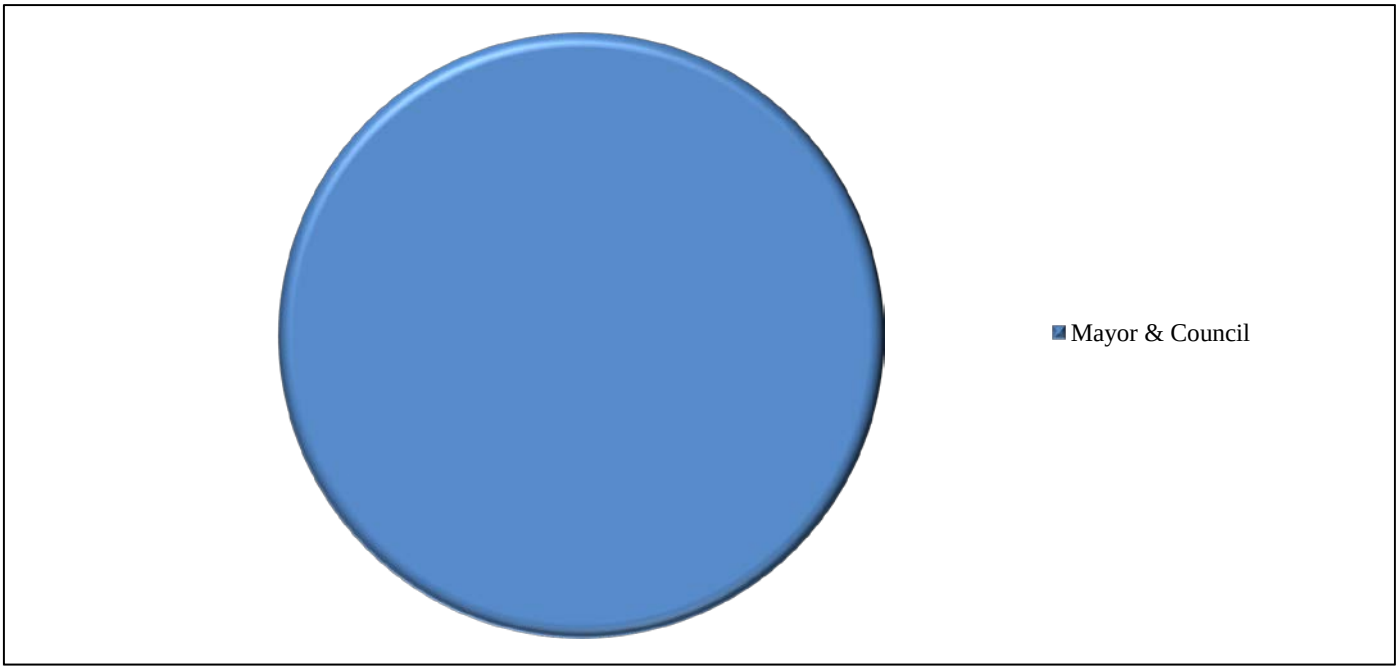
Council (02-0000-01001-0000)

Current Service Levels

- Serves as representatives for citizen concerns by attending neighborhood meetings and meeting with individual citizens.
- Biennially updates the City's Strategic Plan, including a vision, goals, key projects, and metrics.
- Sets policies for the City by reviewing and approving City ordinances.
- Reviews and adopts the Annual Financial Plan and Capital Improvements Plan.
- Represents the City in Legislative initiatives at the State and Federal level.
- Represents the City on various community boards including the Library Board, Economic Development Corporation (EDC), Visit Champaign County (VCC), Regional Planning Commission (RPC), 40 North|88 West, and the Champaign Center Partnership.

Mayor & Council Exenditures by Activity

Program	2016 Budget	2017 Budget	Change	% Change
Expenditures				
Mayor & Council	200,120	199,956	(164)	-0.08%
Total	**200,120**	**199,956**	**(164)**	**-0.08%**



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 Promotes Quality of Life for All Citizens

- Serve as lead agency and coordinate the Community Coalition and support the Champaign County Juvenile Assessment Center (JAC).

Our City Promotes First-Rate Services

- Support the Library in hiring a new Executive Director and updating their strategic plan.

Our City Promotes Safe and Healthy Neighborhoods

- Support community efforts to establish a reentry program for offenders exiting the criminal justice system.
- Work with community members to implement programs intended to reduce gun violence.

Our City Promotes Fiscal Responsibility

- Support Unit 4 School District with their future facility planning.

Our City Promotes Honest, Transparent, and Inclusive Government

- Update the City's Public Communications Plan.
- Complete the refresh of the City's website.
- Complete the update of the 1992 ADA Transition Plan.

Department Baseline Service Levels, Goals, and Initiatives by Activity

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

Current Service Levels:

- Provide organizational leadership by communicating and implementing the City Council's vision, goals, strategic initiatives, and key projects. Work with departments to develop metrics to measure progress toward achieving the vision and goals.
- Set clear performance expectations for City employees and model behaviors that are consistent with the City's core values.
- Oversee the preparation of City Council agendas and supporting information to ensure that information is accurate, thorough, and provides reasonable alternatives for Council consideration.
- Provide direction for the preparation and submission of an Annual Financial Plan and Capital Improvements Plan based upon Council direction.
- Promote positive customer service throughout the City organization; be a responsive point of contact and assistance for citizens seeking information about City services.
- Administer the City's liquor licensing and enforcement activities under the general direction of the Liquor Commissioner.
- Represent the City's interests in intergovernmental activities and on various community boards and commissions such as the Metropolitan Intergovernmental Council and the METCAD Policy Board.

- Maintain positive, cooperative, and effective working relationships with privately owned water and electric utility companies by scheduling regular opportunities for interagency communication, working with the Legal and Public Works departments to monitor utility franchise agreements, and coordinating City activities to assure the public receives reliable, cost-effective utility services.
- Provide leadership to the City organization in preparing for and responding to emergency events within the City.

Community Relations (02-0000-02002-0000)

Current Service Levels:

- Prevent discrimination and ensure fair and equal treatment of all persons within the City through enforcement of the City's Human Rights Ordinance, including receiving, investigating, and conciliating complaints of ordinance violations, and educating the public about civil and human rights.
- Work with Police Department to review citizen police complaints.
- Enforce the Human Rights Ordinance by conducting public hearings on those complaints unresolved through conciliation.
- Provide staff support to the Human Relations Commission by serving as secretary to the Commission and handling related administrative duties.
- Cooperate with federal, state, and local civil rights enforcement agencies and organizations in promoting equal opportunity and human rights.
- Educate the public on the Human Rights Ordinance by planning and carrying out public information programs.
- 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.

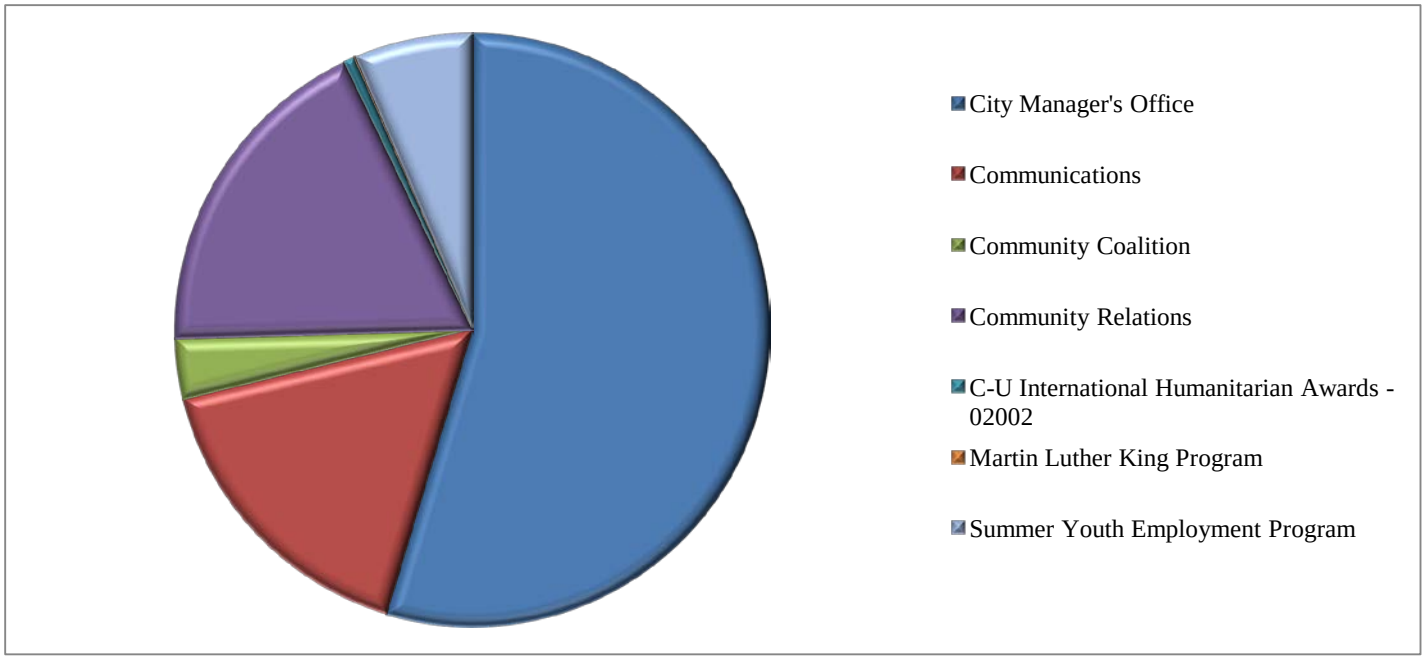
Communications (02-0000-02008-0000)

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).

City Manager's Office Expenditures by Activity

Program	2016 Budget	2017 Budget	Change	% Change
Expenditures				
City Manager's Office	915,667	855,086	(60,581)	-6.62%
Communications	237,668	259,680	22,012	8.48%
Community Coalition	14,500	51,500	37,000	255.17%
Community Relations	328,610	287,019	(41,591)	-12.66%
C-U International Humanitarian Awards - 02002	12,500	9,500	(3,000)	-24.00%
Martin Luther King Program	1,500	1,500	0	0.00%
Summer Youth Employment Program	75,000	100,000	25,000	33.33%
Total	**1,585,445**	**1,564,285**	**(21,160)**	**-1.33%**



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 four 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. Two Legal Assistants are assigned to work with two attorneys each, as well as carry out administrative assignments. One Legal Assistant coordinates the City's ordinance prosecution system. A part-time Legal Associate assists in the prosecution and small claims areas. A Paralegal assists the Attorneys with City Court, and in property maintenance cases. Another part-time Paralegal works in the area of civil litigation and other attorney supportive assignments. 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@champaignil.gov.

Key Projects in Support of City Council Goals

Our City promotes quality of life for all citizens

- Work with City Manager's Office on revisions to the City's liquor ordinance.
- Support efforts to study governance models for Willard Airport.

Our City promotes first-rate services

- Support property acquisition activities for next phase of Boneyard Creek improvements, Bristol Place, and Washington Street Drainage Projects.

Our City promotes fiscal responsibility

- 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 legal support in all labor negotiations.
- 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 the community.
- Provide legal support for economic development initiatives and supports opportunities for small minority owned businesses.

Our City promotes environmental sustainability

- Work with partners to protect the Mahomet Aquifer.

Our City promotes safe and healthy neighborhoods

- Provide legal support and property acquisition legal services for the Bristol Place Project.
- Work on legal aspects of the comprehensive Zoning revision.

Our City promotes honest, transparent, and inclusive 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.
- Develop more ethics material for on-line "ethics corner" and internal class.

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 25 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 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.

- Prosecute 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 resulting in approximately $600,000 in fines 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 Planning and Development Department.

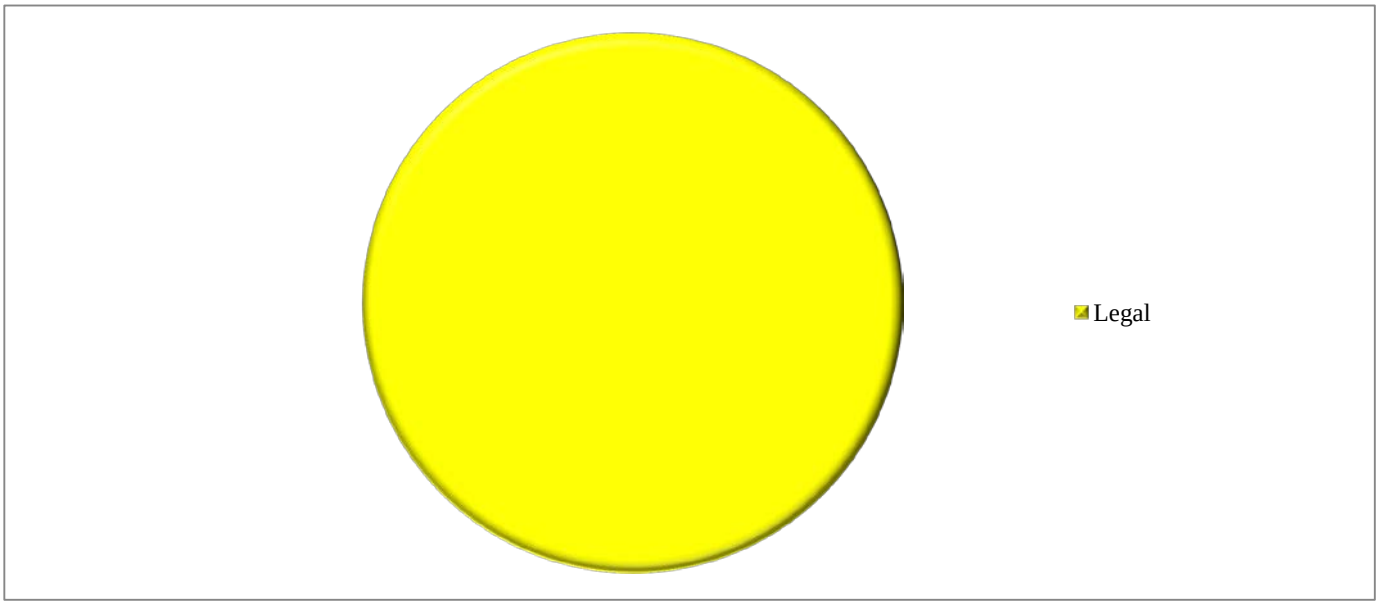
Departmental Goals and New Initiatives:

- Work with City Clerk to develop materials related to the City Council district elections scheduled for 2017.
- Work with public works on property acquisition and agreements supporting the Glenn Park/Washington Street detention area.
- Work with intergovernmental group on the MCORE project and with project implementation.
- Work with City Manager's Office and Public Works on Mahomet Aquifer legislative initiatives to protect the area's water supply from potential contamination.
- Develop background materials for and work with the City Manager's Office to prepare or update Council orientation materials.
- Work with City Manager's Office on revisions to the City's liquor ordinance.
- Work with 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 AFSCME
- 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 on internal City web site to allow ease of use and better understanding by staff.
- 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, 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 Finance to provide training on compliance with Purchasing Ordinance.
- Work with Human Resources on issues related to competitive process for health insurance.
- Work on revisions and updates to Non-Bargaining Unit Policy.
- Assist new Library Director in acclimating to the new role.
- Assist in the legal aspects of the Curtis Road planning process.
- Assist in the CORE implementation process.
- Assist in negotiations regarding the franchise renewal for Ameren.

Legal Expenditures by Activity

Program	2016 Budget	2017 Budget	Change	% Change
Expenditures				
Legal	1,133,954	1,244,788	110,834	9.77%
Total	**1,133,954**	**1,244,788**	**110,834**	**9.77%**



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 on the second floor 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 promotes first-rate services

- Develop a financing plan for the following key projects:
  - Construction of the Glenn Park detention basins and storm sewers (Washington Street West-Phase II).
  - Design, construction plan, and specifications for the storm sewers from Russell/Washington Street intersection to University Avenue/Flora Court area (Washington Street West-Phase III).
  - Preliminary design of drainage improvements for the Boneyard Creek (Neil Street to University Avenue).
  - Garden Hills drainage study.

Our City promotes safe and healthy neighborhoods

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

Our City promotes fiscal responsibility

- Adopt a stable funding model for Visit Champaign County and 40 North.
- Manage potential revenue decreases due to State budget cuts.
- Continue to advance the CORE software project in partnership with Information Technologies.

Our City promotes honest, transparent, and inclusive government

- Complete the refresh of the Finance Department Website...
- Continue to digitize old City documents to improve ease of public access.

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 3,700 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-in 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 599 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 92 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

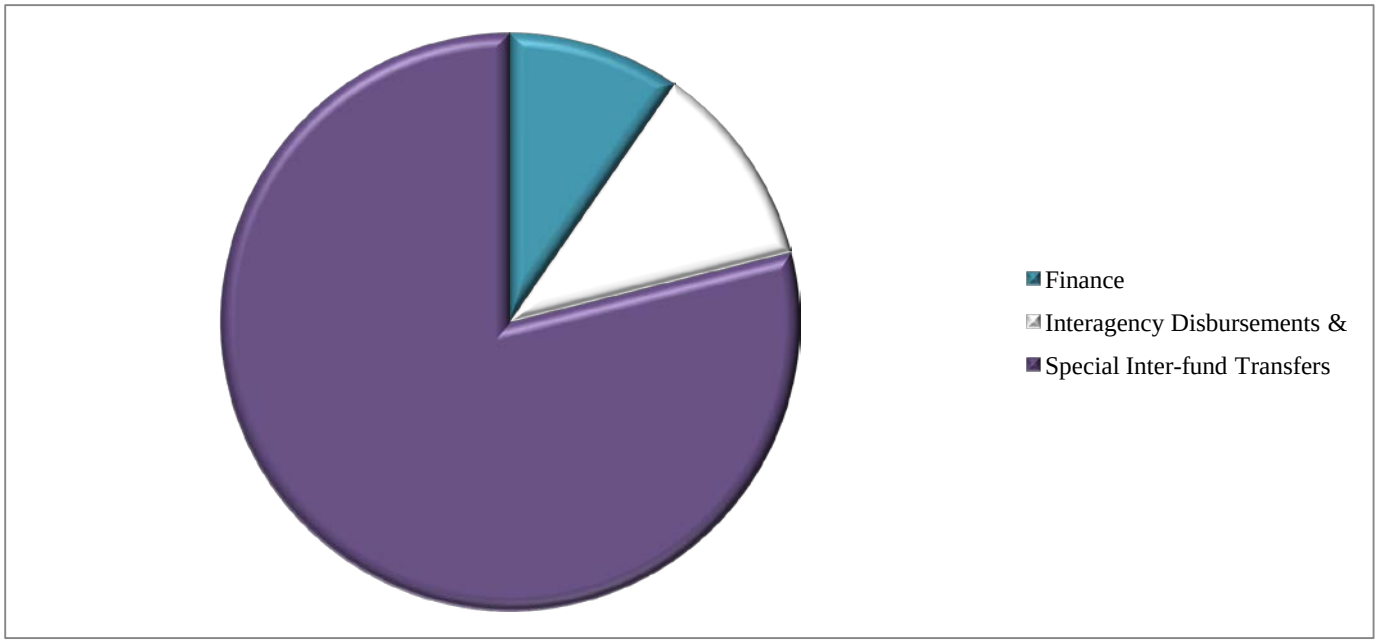
- Distribute and process information and forms pertaining to City Council elections.
- Provide various services prescribed in the City Code to provide transparency and accountability to the residents, including the following:
  - Take minutes of Council meetings and process Council Bills.
  - Work with 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 2016/17 that meets all Financial Policies. Continue to monitor and implement reductions and revenue increases approved by Council.
- Review the assumptions used in the pension valuation reports, prepared by the City's actuary for the Firefighters and Police Pension Funds, to ensure that recommendations for pension funding are sound.
- Complete the Cost of Services Study, recommend policies regarding cost recovery, and propose fees to recover service costs in accordance with Council direction.
- Complete a review and update of the City's investment policy to ensure continued security of the City's investments while providing flexibility in investment options.
- Complete a review and update of the current record retention schedule by working with the State Records Division and all departments to create a schedule reflective of current records maintained and appropriate retention periods.
- Continue implementing, in conjunction with the IT department, a City-wide financial and human resource software system to improve the processing of transactions and reporting.

Finance Expenditures by Activity

Program	2016 Budget	2017 Budget	Change	% Change
Expenditures				
Finance	1,854,397	1,647,471	(206,926)	-11.16%
Interagency Disbursements &	(369,273)	1,966,023	2,335,296	-632.40%
Special Inter-fund Transfers	12,568,661	13,498,067	929,406	7.39%
Total	**14,053,785**	**17,111,561**	**3,057,776**	**21.76%**



Human Resources Department

It is our mission to partner with and provide support to other City Departments in an effort to focus on leveraging 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@champaignil.gov.

Key Projects in Support of City Council Goals

Our City is fiscally responsible.

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

Our City is committed to honest, transparent government

- To assist with implementation of the Public Communications Plan, enhance use of social media in recruitment of new employees.
- Utilize the City's website to inform the public of City employee salaries and benefits, bargaining unit agreements, and job opportunities.

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

Current Level Services

- 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 (Health Care Reform).

- Lead in the negotiations of the new labor contract with AFSCME..

- 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.

- Explore the creation of an employee mentoring program.

- Explore the creation of new employee training and other training programs

- Explore the creation of Departmental Succession Plans.

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 (ADA) and Family and Medical Leave Act (FMLA) requirements.

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

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

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

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

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

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

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

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

- Respond to any IDOL investigations or complaints.

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

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

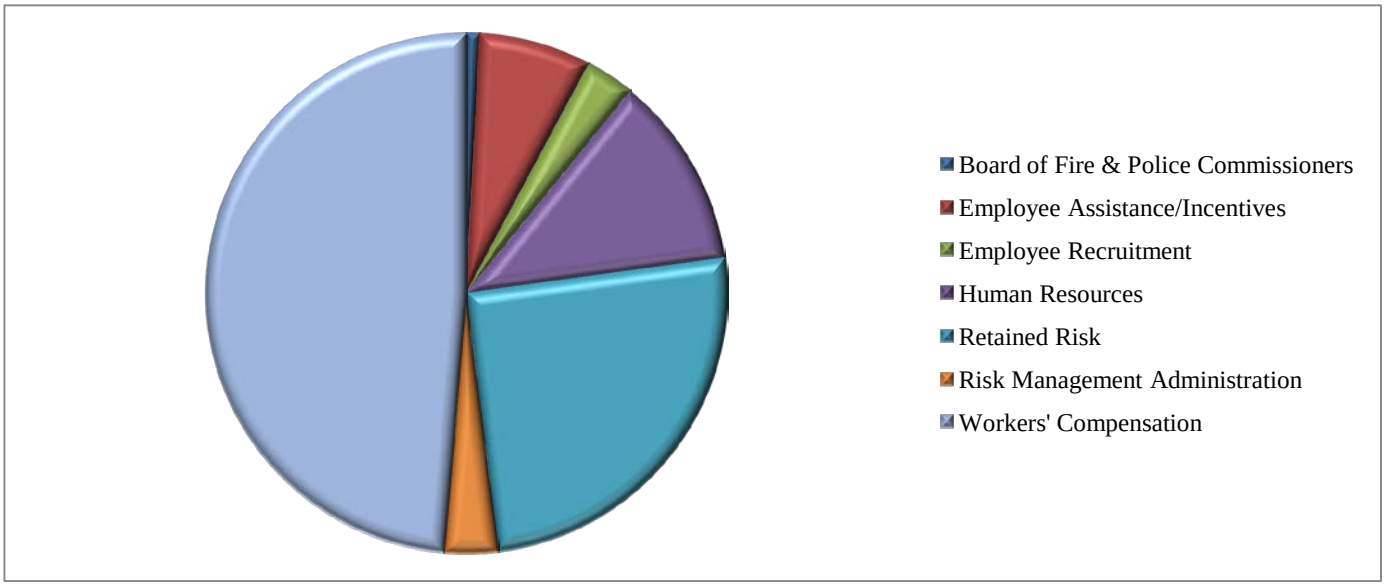
Retained Risk (15-0000-05005-0000)

Current Level Services

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

Human Resources Expenditures by Activity

Program	2016 Budget	2017 Budget	Change	% Change
Expenditures				
Board of Fire & Police Commissioners	39,266	42,315	3,049	7.76%
Employee Assistance/Incentives	191,000	363,300	172,300	90.21%
Employee Recruitment	170,992	157,792	(13,200)	-7.72%
Human Resources	647,686	624,326	(23,360)	-3.61%
Retained Risk	1,279,145	1,310,963	31,818	2.49%
Risk Management Administration	157,167	173,554	16,387	10.43%
Workers' Compensation	2,441,818	2,531,146	89,328	3.66%
Total	**4,927,074**	**5,203,396**	**276,322**	**5.61%**



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 promotes quality of life for all citizens

- Prepare a beautification plan for the Neil Street corridor from I-74 to downtown

Our City promotes first rate services

- Complete construction of the MCORE Green Street (Fourth Street to Neil Street) and White Street (Wright Street to Second Street) projects and complete design, construction plans, and specifications for the Wright Street (Springfield Avenue to Armory Street) project
- Update the Curtis Road interchange master plan and development regulations
- Update the zoning regulations pertaining to the City center and neighborhood commercial areas

Our City promotes safe and healthy neighborhoods

- Encourage development of affordable housing
- Support neighborhood development and economic stability in historically underdeveloped areas

Our City promotes fiscal responsibility

- Support Unit 4 school district with their future facility planning
- Adopt a stable funding model for VCC and 40N

Our City promotes economic opportunity

- Structure an economic development strategy around the availability of broadband internet
- Develop incentives to support small businesses
- Support existing workforce development initiatives including workforce development and matchmaking
- Develop a strategy to promote the reinvestment of the commercial area at Country Fair
-

Our City promotes environmental sustainability

- Continue to utilize the Ameren Act on Energy Program to incentivize residential energy efficiency projects

- Update the infill incentive policy to promote infill development at strategic locations
- Continue to implement the strategies of the sustainability plan, Champaign Growing Greener
- Continue to implement the strategies of the Pedestrian Plan, Walk Champaign

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.

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 a beautification plan for the Neil Street Corridor from I-74 to downtown.
- Begin implementation of the Pedestrian Plan, Walk Champaign.
- Initiate a process to create a redevelopment strategy for the Country Fair Shopping Center.

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.

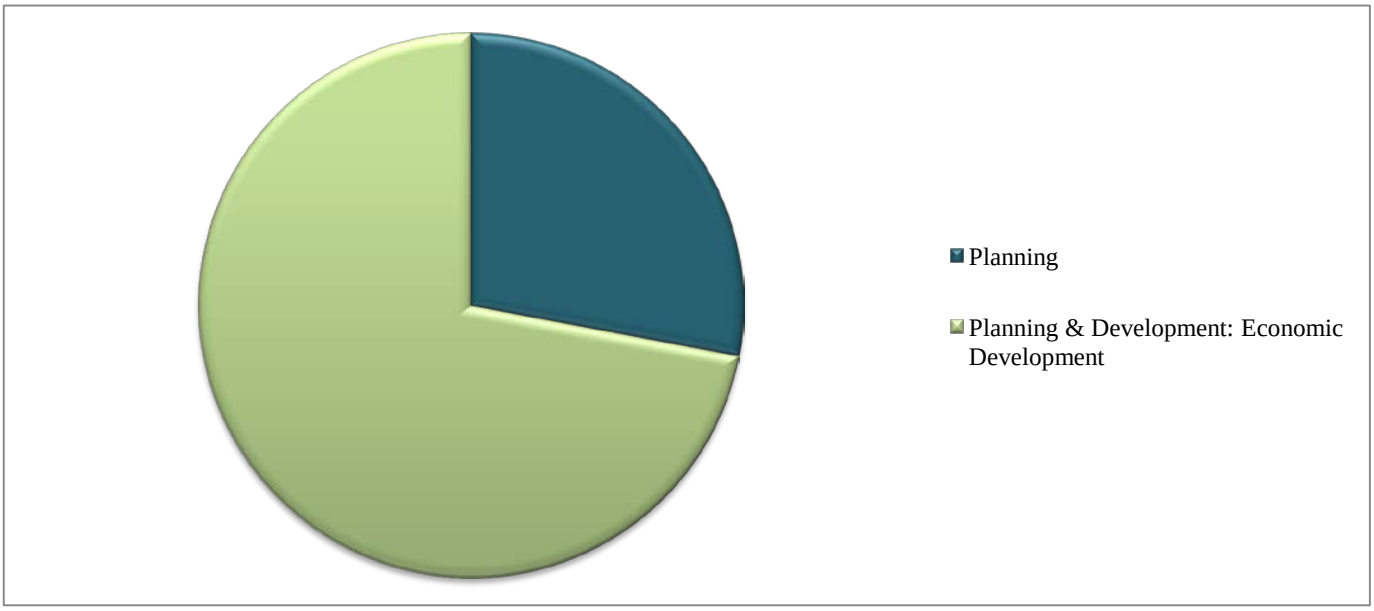
- Provide financial and staff support for the Champaign County Economic Development Corporation to promote new business growth and expansion and participate in EDC activities.
- Act as the City's primary contact for all potential economic development projects and initiatives and provide assistance that meets the goals and objectives of the City's economic development programs:
  - Industrial Development Incentive Program: this program provides financial assistance for necessary infrastructure improvements for industrial expansions or new facilities that result in a significant number of new or retained jobs,
  - 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: this incentive assists with new technology in a research park or development of new technology space for locations other than the Research Park at the University of Illinois,
  - 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:

- Work with the Small Business Development Center (SBDC) to implement the Bridge, Champaign County's virtual incubator to promote small business development, the small business incentive program, and to create 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.
- Create a TIF District for the Bristol Park Neighborhood.
- Create a Downtown Fringe TIF District.
- Update the Infill Incentive Policy to promote infill development at strategic locations

Planning and Development Expenditures by Activity

Program	2016 Budget	2017 Budget	Change	% Change
Expenditures				
Planning	1,193,527	1,110,703	(82,824)	-6.94%
Planning & Development: Economic Development	4,121,717	2,860,976	(1,260,741)	-30.59%
Total	**5,315,244**	**3,971,679**	**(1,343,565)**	**-25.28%**



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@champaignil.gov. .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 promotes first-rate services

- Continue work on Washington Street West drainage improvements including completing final design of Phase 2, Glenn Park Basins, completing Glenn Park Drive property acquisition, and identify construction funding to allow for construction to begin in 2017.
- Begin the design of the storm sewers from the Russell and Washington intersection to the Flora Court and University Avenue intersection area. This project is known as Washington Street West - Phase III.
- Begin preliminary design and complete property acquisition for the next phase of Boneyard Creek improvements from Neil Street to University Avenue. This includes completing consultant selection and beginning preliminary design, and initiating stakeholder input on the project.
- Complete the Garden Hills Drainage Study.
- Address infrastructure maintenance by prioritizing concrete street repairs and asphalt overlays. Asphalt project locations include Bloomington Road (Prospect to Bradley), Prospect Avenue (Ventura to Devonshire), Garden Hills Neighborhood Streets (Hedge, Hedge Court, Holly Hill, Garden Hills, Williamsburg, Summerlin) and Elmwood Area Streets (Flora, Clark, Union, Elmwood). Concrete project locations include William (Mattis to Crescent), Holiday (William to south of Stonegate) and Stonegate (Mattis to Holiday). Also complete an evaluation of additional funding alternatives for Asphalt Arterial Street Maintenance.

  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).

Our City promotes safe & healthy neighborhoods

- Assist with the Bristol Place 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.

Our City promotes fiscal responsibility

- In cooperation with the City of Urbana, complete the construction of Olympian Drive (Apollo to Lincoln). This project will utilize a combination of Federal Surface

Transportation Urban funds, Illinois Commerce Commission 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 promotes environmental sustainability

- 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 Promotes Honest, Transparent, and Inclusive Government

- Complete the update of the 1992 ADA Transition Plan.

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 resourcesto provide 24-hour response to traffic signal problems.
    - Provide maintenance to 42 IDOT-owned intersections and twoUniversity 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 streetlights 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 ensurestudent 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.
    - Replacing 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 50traffic 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 totraffic service requests for pavement markings.

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

♦ Maintain LED traffic signals.

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

Departmental Goals and New Initiatives:

♦ Replace the preemption system on North Prospect from Marketview to Interstate.

♦ Re-establish a preventative maintenance program for traffic cabinets and traffic signals.

♦ Re-lamp illuminated City street signs throughout the City instead of re-lamping 442 City streetlights.

♦ Replace City traffic control signs in the following areas:

- North of Bradley, south of I-74 between Mattis and the Canadian National Railroad.
- North of Springfield and east of the Canadian National Railroad.

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.
- Oversee the contract with the Developmental Services Center for Boneyard Linear Park and Downtown litter collections, and Campus poster removal programs.

Departmental Goals and New Initiatives:

- Reevaluate options and alternatives for the mail-run.
- 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 permanent 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 13,000 cubic yards of materials are collected each year from the three collections.
- Provide City staff assistance with activities related to the post-closure care plan for the closed Champaign-Urbana Solid Waste Disposal System 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 170on-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:

- 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.
- Implement Phase II of the AVL system to integrate with CityWorks. Re-organize the Operations Division in an effort to continue consolidating sections (including budgets) and improving services.Hire and train an additional MWI for the JULIE locating program in order to maintain required response time.

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. An average of 4,800 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 20 hours per week from 3 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, 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 1,900 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, streetfests, 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. 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.
- Maintain Second Street Reach, Boneyard Creek, and Washington Street Detention basins as requested.

- Continue to assist in administering the JULIE program for locating all City-owned underground utilities and prepare for additional staffing.

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.
- Continue supporting the City-wide Yard Waste Collection Program for four weeks in the month of April and eight weeks in the months of October through December.

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 and retrofit of private overhead sanitary sewers.
- 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 ofcompleted 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 reportingthe 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.
- Continue Post Closure Care Plan for the old Champaign Landfill.
- Complete final design and right-of-way acquisition for West Washington Phase 2 Glenn Park Drive detention basin improvements.Work with the Finance Department to develop a plan of finance to fund the construction. Options to consider include the IEPA Revolving Loan Program and debt financing. Present plan of finance to City Council in October 2016. Constructionwork could begin by early 2017 if funding is secured.
- Continue study and stakeholder input for the next phases of the Boneyard Creek improvement project between University Avenue and Neil Street. Work with the Finance Department to develop a plan of finance to fund final design, land acquisition, and construction. Present plan of finance to City Council in October 2016.
- Continue study and stakeholder input phase for the Garden Hills Drainage Improvements. Work with the Finance Department to develop a plan of finance to fund final design, land acquisition, and construction. Present plan of finance to City Council in October 2016.
- 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 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.
- 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 upto 375dead, declining, and hazardous trees from City rights-of-way each year. Removals are done through in-house resources and contractual services. Approximately 1,600 ash trees will require removal by FY22.
- 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.

- Respond 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 for two weeks in the month of January.
- 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.
- Clear cul-de-sacs and dead-end streets within 24 hours of primary streets.
- Clear sidewalks on City property 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:

- Begin Phase II of the AVL system to include integration into CityWorks.
- Install tablet and tablet mounts on all primary snow route equipment.

Parking Programs (03-0000-07013-0000)

Current Service Levels:

- Operate a multi-faceted public parking system with short-term and long-term options for visitors, residents, and businesses.
- Maintain a current database of parking violations and their status. This entails processing 45,000 parking ticket payments annually within three days of paymentand 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. Collection efforts include the following:

- Booting or towing vehicles that have accumulated five or more outstanding tickets for a period of more than thirty days.
- Submitting unpaid parking accounts to the Illinois Office of the Treasurer for collection through the Local Debt Recovery Program.
- Submitting customers to the Illinois Secretary of State that have accumulated ten or more outstanding tickets for a period of more than thirty days.
- Submitting ten customers per month to the Legal Department that have accumulated account balances of $200 or more.

♦ Respond to complaints and inquiries from citizens and visitors. Process 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 areas of the City that are not part of the public parking system.

♦ 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 3,800 City-owned parking spaces, including 1,700-metered spaces, 1,500 permit spaces, and 600spaces in the Hill Street Parking Deck.

♦ Provide pay-by-cell option (MobileMeter) for customers to pay for parking at a meter. This includes approximately 100,000 transactions.

♦ 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:
  - Work with parking staff at the City of Urbana to implement the MobileMeter program at Urbana meters and develop additional marketing strategies to encourage usage.
- 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 or methods used above.
- Work with Planning Department on potential developments that will affect Downtown Parking lots, including the lots at Hill & Neil and Walnut & Washington. Determine transitional parking locations for current permit holders if potential developments move forward.
- Determine feasibility of marketing other City lots (405-407 East Springfield and Main & Market) where excess parking supply exists, with goal of obtaining market rate. This will reduce capital maintenance costs and provide an additional source of revenue.
- Complete evaluation of software for parking deck access system and implement recommendation.
- Meet quarterly with Public Works staff to monitor and manage Parking Fund revenues and expenditures. Hire and train an additional Meter Collector/Meter Repair worker in the Parking Operations Section in order to provide proactive maintenance to the City's parking equipment and facilities.

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, 32manholes (plus an additional 25 every six months) 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. The Engineering Division, on an annual basis, provides the Sewer Section with a list of problem sites 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.
- Continue discussions related to solid waste issues including increasing curbside recycling, commercialrecycling, zoning, and plastic bags based on Council and hauler feedback after the April study session.

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; obtain 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 Program, which generates $3 million annually to support stormwater improvements. Stormwater fees arebilled to 22,000 parcels, including 18,000 residential and 4,000 non-residential parcels.
- Administer the Stormwater Utility Fee 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.
- Support Public Works Operations staff in storm sewer utility locates.
- Respond to storm drainage concerns by providing investigation, education, and problem solving assistance.
- Manage the private sump pump cost share program.
- 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.
- Provide assistance and advice to Homeowner and Lake Owner Associations in the management of private stormwater infrastructure repairs.
- Manage native vegetation and rain garden areas at Boneyard, Second Street, John Street, West Washington Street Drainage projects and stream fringe areas.
- Manage stormwater pump stations at Healey Street Basin, Boneyard, Second Street, and Washington Street viaducts.
- Implement repair plan on stormwater infrastructure that was detached from the Fountainhead Drainage District in 2014.

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

Current Service Levels:

- Purchasevehicles 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.

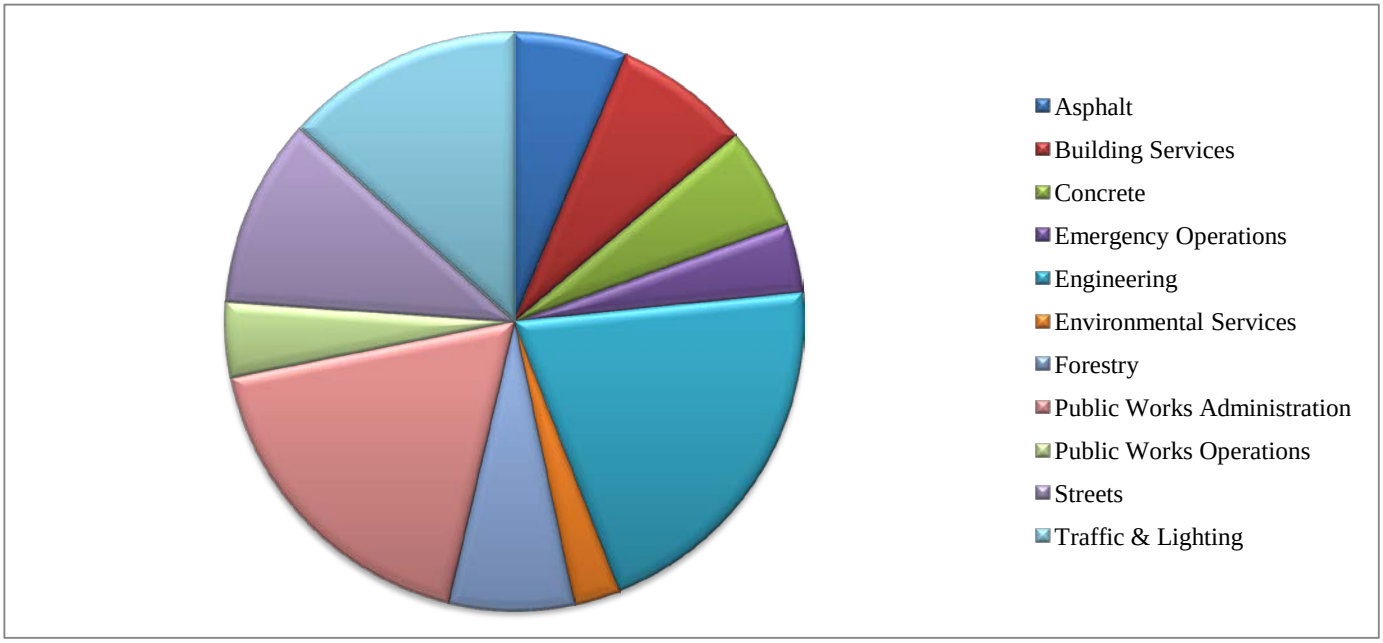
- Make recommendations regarding appropriate replacement vehicles and equipment and specifications for new vehicles.
- Continue to evaluate options to incorporate more alternative fuel and hybrid vehicles into the City's fleet.
- Regularly review take-home vehicle assignments for compliance with policies.

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 presentation/document for department heads and City Manager.
- Begin process/evaluation of exhaust extraction system for Fleet facility.

Public Works Expenditures by Activity

Program	2016 Budget	2017 Budget	Change	% Change
Expenditures				
Asphalt	727,494	777,918	50,424	6.93%
Building Services	991,371	936,534	(54,837)	-5.53%
Concrete	708,083	699,561	(8,522)	-1.20%
Emergency Operations	566,553	473,115	(93,438)	-16.49%
Engineering	2,412,959	2,553,719	140,760	5.83%
Environmental Services	399,291	319,147	(80,144)	-20.07%
Forestry	823,177	861,265	38,088	4.63%
Public Works Administration	2,447,714	2,245,902	(201,812)	-8.24%
Public Works Operations	465,380	518,958	53,578	11.51%
Streets	1,273,136	1,304,120	30,984	2.43%
Traffic & Lighting	1,649,768	1,645,411	(4,357)	-0.26%
Total	**12,464,926**	**12,335,650**	**(129,276)**	**-1.04%**



Police Department

The mission of the Champaign Police Department is to service our public by the unwavering protection of all citizens, through unconditional respect and collaborative efforts with our community.

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, and monitoring of Champaign County Animal Control contractual obligations.

The Operational Support Division supplies activities necessary to support Field Operations. This includes proactive street crimes enforcement, investigations, juvenile services, school resource officers, evidence, and fiscal administration.

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. It also includes records, front desk, crime analysis, traffic services, training, grants, special events, background investigations, computer services and Freedom of Information Act requests.

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@champaignil.gov. 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 Promotes Safe and Healthy Neighborhoods

- Support community efforts to establish a reentry program for offenders exiting the Criminal Justice System to reduce the social and financial impact of recidivism

- Work with community members to implement programs intended to reduce gun violence to improve the quality of life of all neighborhoods in the City. This will include helping the community identify offenders who could be offered additional social services, and providing appropriate warning for further criminal conduct.

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 and programs:
  - C-U Autism Network Walk and Safety Fair - an annual event to celebrate Autism Awareness Month.
  - Risk Watch - an injury prevention school curriculum.
  - Angel Tree Project - a holiday event to provide gifts to children in need.
  - Explorer's Program - a program to give youth the opportunity to learn about the law enforcement profession.
  - Shop with a Cop - a program sponsored by the Champaign Meijer Store 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.
- Citizen Police Academy - a program designed to give citizens the opportunity to have instruction and discussion on law enforcement related topics and training.
- 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
- Communication Advisory Committee
- Community Coalition
- Risk Watch Advisory Team
- North First Street Business Association
- National Night Out Planning Committee

Fiscal Administration (Operational Support Division)

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

♦ 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 (Professional Standards)

♦ Review and process special event applications in order to regulate community events to facilitate safety. In 2015, there were 270 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.

Departmental Goals and New Initiatives:

Chief and Deputy Chiefs

- Continue implementation of 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.
- 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.
- 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.
- 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.
- 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.
- Monitor and examine the impact of officers carrying Tasers in relation to use of force issues.

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

-
- Replace the Department's in-car camera systems and deploy body cameras and a digital storage system based on Council direction to increase transparency and improve the quality of evidence for criminal prosecutions and citizen complaint investigations.
- 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 reported crimes for solvability and coordinate 1,550 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 15,200 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.
- Continue to utilize and develop the High Tech Crimes Unit (HTCU) volunteer position to maximize efficiency and analysis of technological devices during criminal investigations.
- Continue to 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.
- Continue to improve the case management system to process reports more efficiently and ensure appropriate accountability.
- Continue to evaluate and improve the case review process to ensure consistency and timeliness of case assignments.
- Research available methods and processes to address increases in gun violence.

- Continue to work with the Youth Assessment Center (YAC) to provide social service and outreach opportunities to juveniles suspected of minor criminal offenses in lieu of entering the Criminal Justice System.
- Continue to enhance 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.
- Continue to improve communications and working relationships with the United States Attorney's Office (USAO).
- Research methods to dispose of old evidence to ensure adequate evidence storage for the future.
- Continue to assist with the development and operational support of the new Street Crimes Task Force (SCTF), including transferring two additional patrol positions into this unit, in an effort to proactively address gun violence within the community.
- Hire an additional 1.0 FTE Property Evidence Technician to adequately process the additional video which will be generated from the deployment of body cameras.

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 68,900 emergency and non-emergency calls for police service, resulting in the investigation of 8,200 reported crimes, 1,850 traffic accidents, and 4,775 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 and body camera 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 7050 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 and assist with the deployment of body cameras 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 21,800 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.
- 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.
- Ensure officers receive mental health first aid training to assist officers with appropriately interacting with subjects who are impacted by mental health issues.

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 2,550 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 1,000 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 60,750 callers.
- Process 3,600 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.

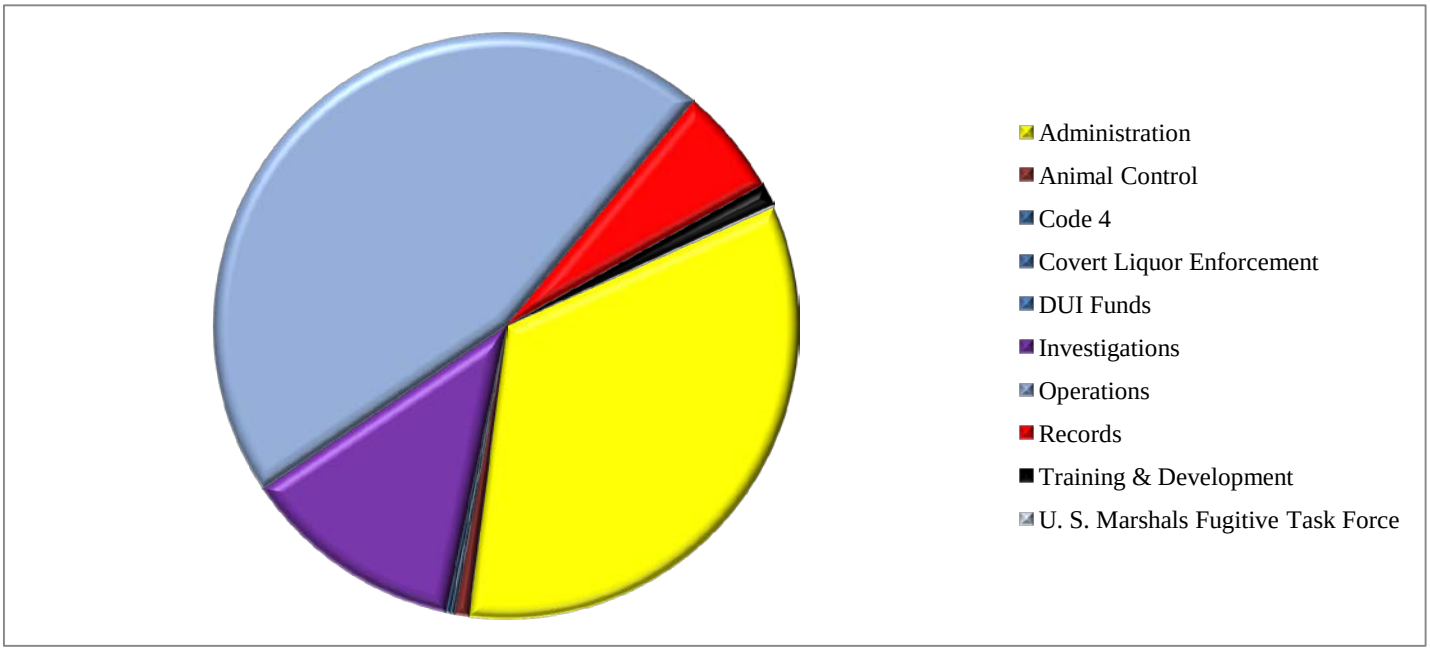
Departmental Goals and New Initiatives:

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	2016 Budget	2017 Budget	Change	% Change
Expenditures				
Administration	7,837,305	8,191,130	353,825	4.51%
Animal Control	189,772	189,772	0	0.00%
Code 4	3,654	3,500	(154)	-4.21%
Covert Liquor Enforcement	79,515	51,815	(27,700)	-34.84%
DUI Funds	52,351	76,463	24,112	46.06%
Investigations	2,893,119	2,984,456	91,337	3.16%
Operations	11,212,324	11,052,083	(160,241)	-1.43%
Records	1,449,319	1,443,106	(6,213)	-0.43%
Training & Development	456,219	301,723	(154,496)	-33.86%
U. S. Marshals Fugitive Task Force	24,000	24,000	0	0.00%
Grants	414,342	448,197	33,855	8.17%
Total	**24,611,920**	**24,766,245**	**154,325**	**0.63%**



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. It works through the Executive Management Team to develop, exercise and update the Emergency Operations Plan for the City, and coordinates community-wide emergency preparedness by partnering with Champaign County EMA, the City of Urbana, the University of Illinois and other public agencies, private businesses and volunteer organizations.

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, equipment and training 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 Division supports delivery of a wide range of community fire education programs. Safety is programmed into all department operations through the utilization of a Health and Safety Officer, Incident Safety Officer and Safety Task Force.

The Training Battalion Chief manages the training of all Operations Division Personnel to provide fire ground operations, emergency medical, hazardous material response, technical rescue, and leadership training to 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 Division 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@champaignil.gov.

The Building Safety Division is on the second floor of Headquarters. The phone number is 217-403-6100, the fax number is 217-403-6114, and email address is buildingsafety@champaignil.gov.

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 promotes 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 a strong county group and media campaign focusing on Champaign Fire Department's renewed Y-Fire Unit working with FEMA Youthful Fire Setting initiatives and tie 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 promotes 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 Training Battalion Chief by recommending goals and assist in the establishment of objectives for a professional development program specific to each rank.
- Continue to partner with Champaign County EMA to provide a high level of disaster and emergency preparedness to the citizens of our community.
- Deliver fire and emergency medical services.
- 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.
- Complete a GIS based map and database to monitor and ensure contracts are up to date.
- Use social media to communicate to our customers any relevant events affecting the City of Champaign and the Champaign Fire Department.

Our City promotes fiscal responsibility

- 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.
- Review and update runcards for University of Illinois contract areas responses utilizing Deccan response analysis software.

Our City promotes environmental sustainability

- Replace aging video conferencing system to facilitate response crew and apparatus readiness and decrease operational costs while facilitating up to date technology to department personnel. .

Our City promotes honest, transparent, and inclusive 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 ensuring 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.
- Provide fire safety education to Private Certified Housing units, on-site consultations and code reviews, fire inspections, football tent inspections, public education trainings and courses, fire drills and coordination of semi-annual Fire Factor academies.
- In cooperation with the Mayor, City Manager's Office, and Champaign Police, conducts 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.
- Increase the Assistant Deputy Fire Marshal Program to assist in inspections of buildings to keep the public safe.

Training (02-0000-09003-0000)

Current Service Levels:

- Provide leadership and direction facilitating ISO and NFPA compliant 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 Blue Card Incident Management System training to new hires and support on going training for all Suppression personnel.
- Partner with community educational facilities to provide leadership and communication training to supervisors and potential supervisors.
- Create a Training Battalion Chief position to lead this division.

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 4.5 minutes wheel start to wheel stop.
- 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 defects and/or 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.
- 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.
- Continue to participate in and further 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.

Departmental Goals and New Initiatives:

- Utilize CAD Analyst to analyze past and current response time shortfalls and identify opportunities to improve emergency response performance.
- Prioritize Pre-Plan activities and explore opportunities to integrate Trak-It information into the Fire House Occupancy Database in order to illuminate Data silos as it relates to new and existing commercial and multi-family occupancies.
- Create Fire Battalion Chiefs to lead each shift and manage individual areas of responsibilities.
- Increase manning on each shift to increase safety and efficiency during emergency operations and daily activities.

Emergency Management (02-0000-09006-0000)

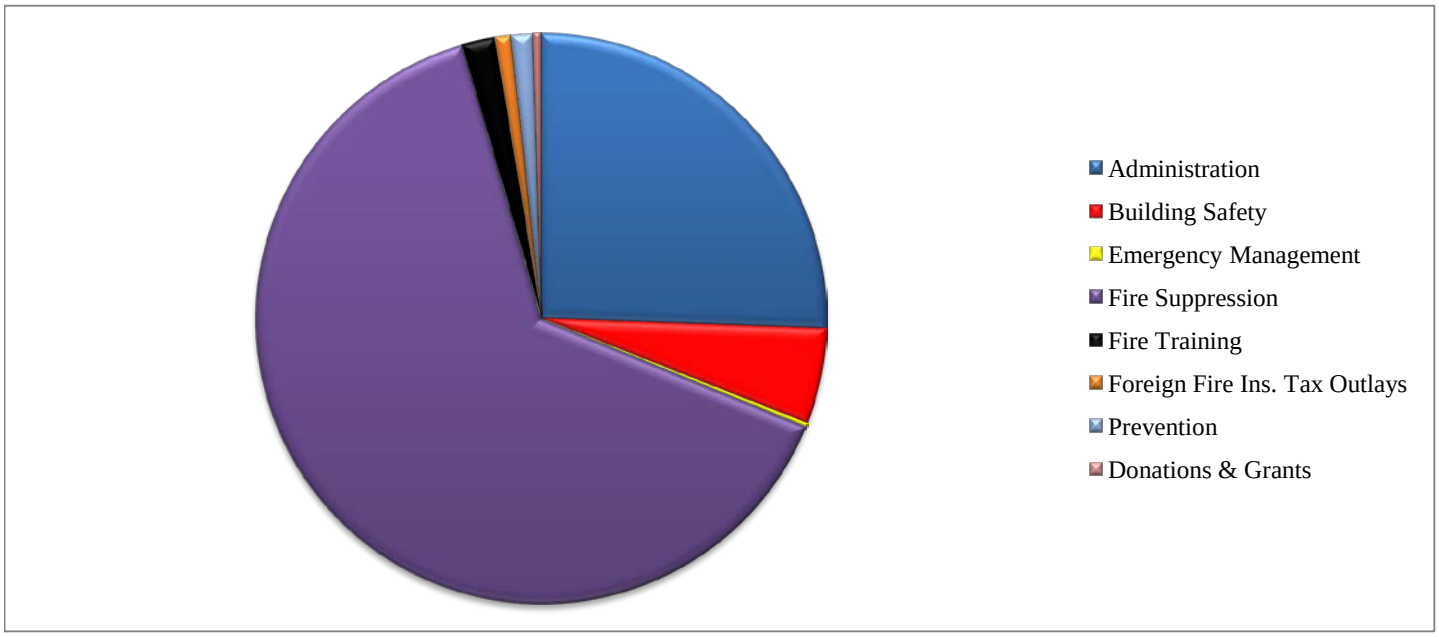
Current Service Levels:

- 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	2016 Budget	2017 Budget	Change	% Change
Expenditures				
Administration	4,450,096	4,754,956	304,860	6.85%
Building Safety	985,671	1,002,761	17,090	1.73%
Emergency Management	47,123	46,562	(561)	-1.19%
Fire Suppression	11,794,464	11,982,071	187,607	1.59%
Fire Training	195,803	350,966	155,163	79.24%
Foreign Fire Ins. Tax Outlays	157,722	170,595	12,873	8.16%
Prevention	393,630	227,465	(166,165)	-42.21%
Donations & Grants	169,454	84,485	(84,969)	-50.14%
Total	**18,193,963**	**18,619,861**	**425,898**	**2.34%**



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

- Implement the Garden Hills Action Plan, including a pilot rental property inspection program.
- Advance the Bristol Place Housing Strategy, including property acquisition, demolition, and planning for the new neighborhood development.

Our City promotes economic opportunity

- Support commercial revitalization in low- to moderate- income neighborhoods.

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 75 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 5 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 beautification and neighborhood engagement efforts.
- 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.
- City Government 101: Continue to implement City Government "101" academies for the City Organization.
- Provide staff support to the Neighborhood Services Advisory Board.

Departmental Goals and New Initiatives:

- Neighbors of Champaign Website: Complete development of the project, implement the 2.0 version of 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.
- Neighborhood Coordination Review: Complete review of the Neighborhood Watch Program and neighborhood registration requirements.
- Regional Neighborhood Network Conference (RNNC): Coordinate organizing, planning, and implementation of 2016 Champaign – Urbana RNNC for 300 elected officials, neighborhood leaders, volunteers, and community development professionals from a five state region of IL, IN, KY, OH, TN.
- 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 1,100 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 195 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 175 - 200 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 3,350 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 50 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:

- Property Maintenance Code (Chapter 22) Review: Conduct a comprehensive review of the City's Property Maintenance Code, and make suggested text amendments, additions and deletions.
- Garden Hills Code Strategies: Continue 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: Assist with creation and implementation of a developer agreement program to address abandoned properties and 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 to the 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 projects to bring homes up to code for Bristol Place displaced homeowners who are low income.
  - In partnership with Habitat for Humanity Attorney General Grant, rehabilitate approximately 2-3 properties to provide affordable housing to households at or below 100% MFI, with a preference for Bristol Place displaced homeowners
  - 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 20-30 households annually.
- 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.

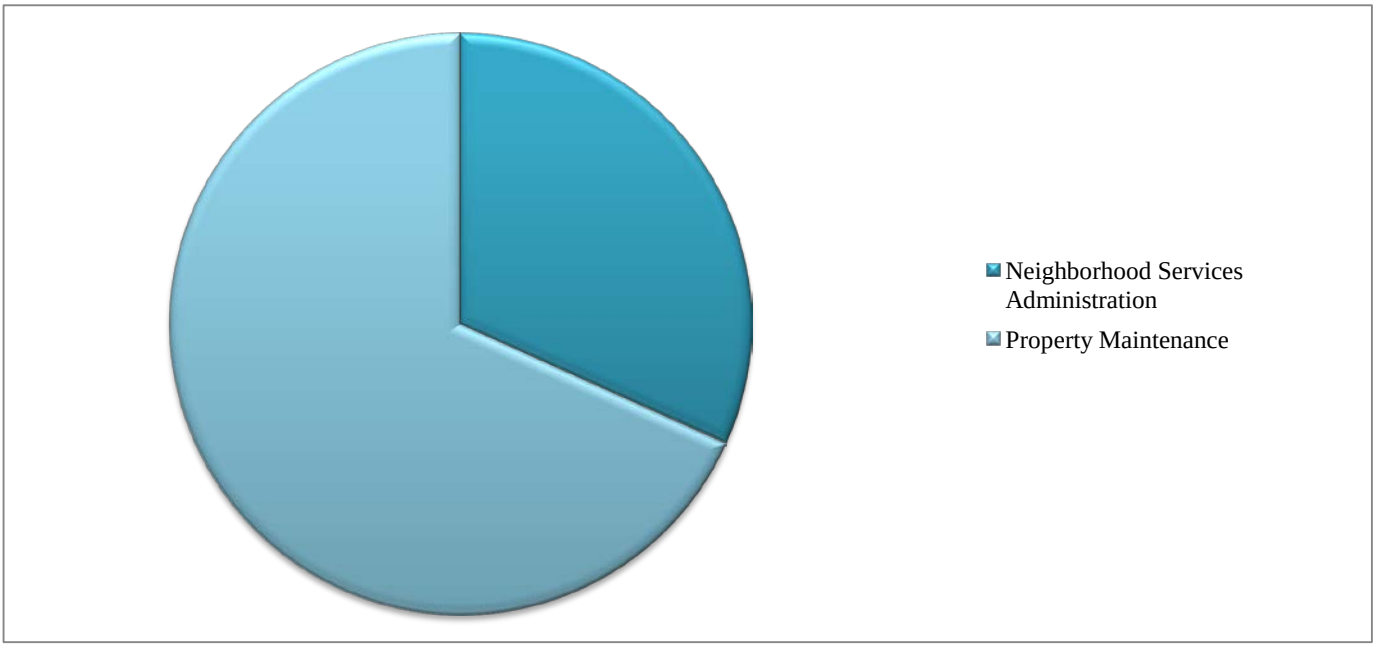
Departmental Goals and New Initiatives:

- 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. Continue relocation for occupied properties in accordance with the Council-adopted Relocation Plan and ensure case management services continue.

- Assist the Planning and Development Department with the implementation of a TIF district encompassing Bristol Place, Garwood Area Addition, former Gateway site, Neil/Bradley site, and the neighborhood commercial at Market/Bradley.
- Coordinate developer selection through an RFQ process for the reconstruction phase of Bristol Place. Team members include Planning and Development, Public Works, Housing Authority of Champaign County, Champaign Park District, Human Kinetics and residents from Bristol Place, Garwood Area Addition and Beardsley Park.
- Assist the Planning and Development Department on creating a neighborhood economic development policies and procedures.
- Beardsley Park Neighborhood Plan: Prepare and issue an RFP 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.

Neighborhood Services Expenditures by Activity

Program	2016 Budget	2017 Budget	Change	% Change
Expenditures				
Neighborhood Services Administration	429,299	378,391	(50,908)	-11.86%
Property Maintenance	725,313	814,286	88,973	12.27%
Total	**1,154,612**	**1,192,677**	**38,065**	**3.30%**



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, computer operations, telephone systems, Geographic Information Systems,), and the City's website...

Contact Information

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

Key Projects in Support of City Council Goals

Our City Promotes Fiscal Responsibility

- Continue to Advance the CORE Software Project.

Our City Promotes Honest, Transparent, and Inclusive Government

- Complete the refresh of the City's website.

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 and implement long and short-range plans for computer equipment, software, telecommunications, and use of the Internet 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 to support existing City systems including Trak-it and CityWorks.
- 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 as soon as is possible with available staff.
- 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.

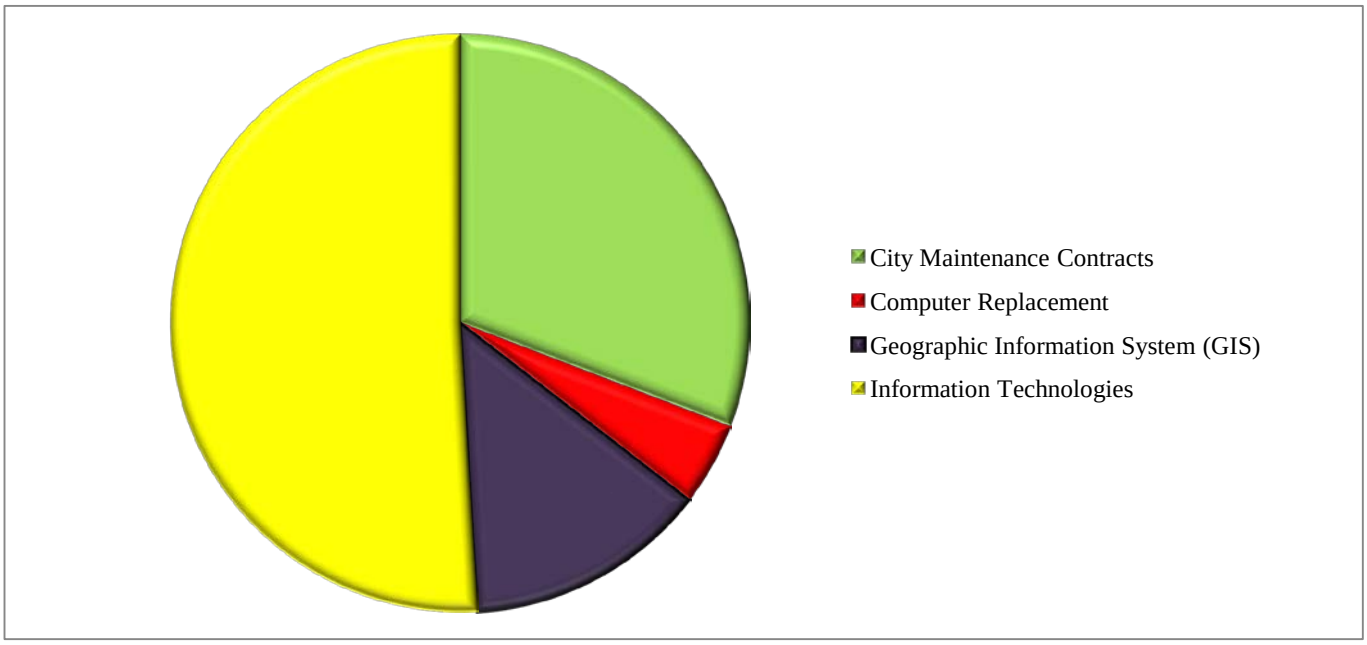
Departmental Goals and New Initiatives:

- Maintain a robust wireless access network for staff and public access throughout all City facilities.
- Implement a virtualized disaster recovery plan. This is a plan for processing critical applications in the event of a failure or destruction of facilities or communications at an alternate site after an emergency.
- Continue to maintain a strong security strategy covering network and widespread mobile device usage.
- Work with the City Manager's Office and the Legal Department to explore automated systems for the review and posting of City Council agenda items.
- Move forward with the CORE Project including; completion of contract negotiations, complete refurbishing of EC1 as a multi-purpose training room, begin implementation phase I, CORE Financials, with a target go live date of 7/1/17, determine future direction for Community Development and Asset Management software and upgrade TRAKiT to version 9 if appropriate. Complete migration of email/calendaring systems to Microsoft.
- Continue to support website refresh project to its completion while continuing to provide web development and troubleshooting support.

- Continue expansion of web-based mapping applications including update of base map application.
- Replace phone system.

Information Technologies Expenditures by Activity

Program	2016 Budget	2017 Budget	Change	% Change
Expenditures				
City Maintenance Contracts	690,161	1,071,537	381,376	55.26%
Computer Replacement	1,225,183	161,690	(1,063,493)	-86.80%
Geographic Information System (GIS)	440,843	471,974	31,131	7.06%
Information Technologies	3,214,148	1,770,744	(1,443,404)	-44.91%
Total	**5,570,335**	**3,475,945**	**(2,094,390)**	**-37.60%**



Parking
Fund Statement
03

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**3,482,076**	**5,847,383**	**5,847,383**	**5,478,059**
Revenues				
Revenue Transfers	1,200,000	1,208,331	1,308,331	1,630,892
Revenues	2,912,697	2,845,736	2,660,189	2,900,951
Total Revenues	**4,112,697**	**4,054,067**	**3,968,520**	**4,531,843**
Expenditures				
Capital Expenses	551,872	585,297	178,108	174,498
Commodities	56,754	137,691	75,157	179,999
Contractual Services	1,558,908	2,064,203	2,163,823	2,353,962
Expenditure Transfers	926,292	1,042,310	1,028,766	1,069,493
Personnel Services	991,833	1,124,626	891,990	1,118,939
Total Expenditures	**4,085,659**	**4,954,126**	**4,337,844**	**4,896,890**
Total Ending Balance	**3,509,114**	**4,947,324**	**5,478,059**	**5,113,012**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	3,509,114	4,947,324	5,478,059	5,113,012
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Deck Maintenance Reserve	270,000	315,000	315,000	235,000

Parking Fund Overview

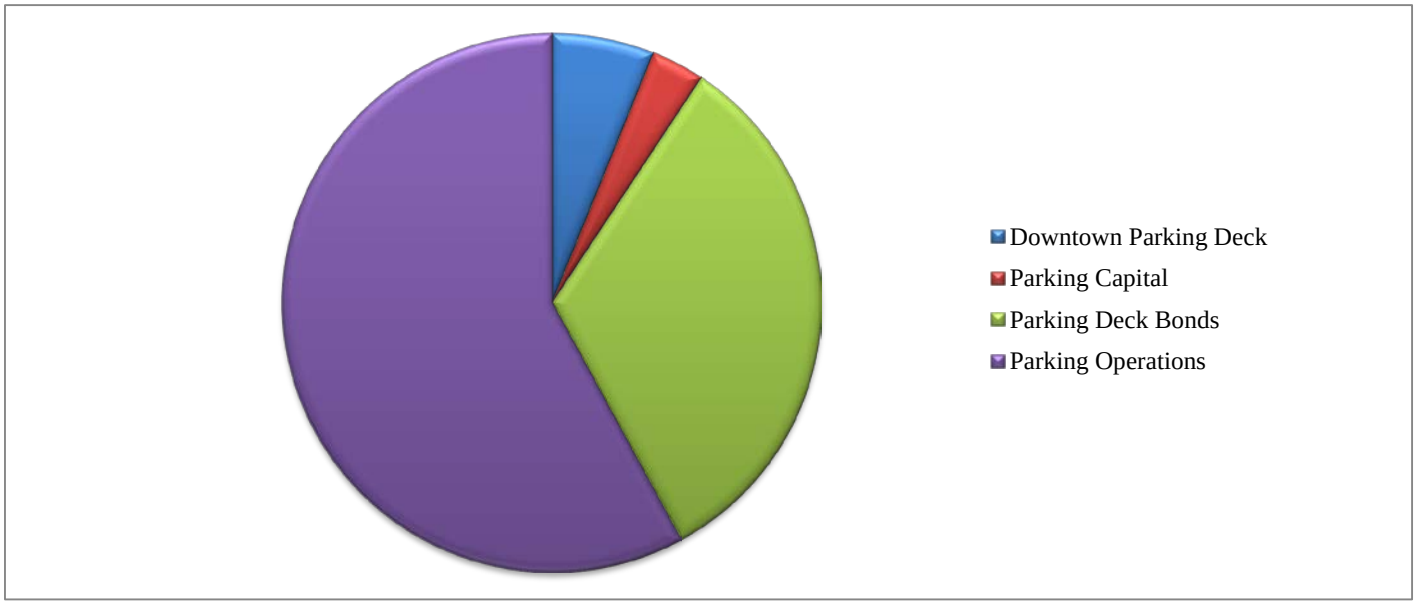
The Parking Fund is used to account for the provision of public parking facilities in the downtown and campus areas. Revenues are generated primarily from parking meter charges, meter violation fines, parking space rental charges, and the downtown parking deck. All activities necessary to provide such 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	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
PARKING FINES	505,529	471,984	553,000
PARKING FINES - CAMPUS INCREMENT	55	510	0
PARKING FINES - BACK COLLECTIONS	37,359	12,851	10,000
OTHER SERVICE FEES	7,780	45,000	60,000
GATED LOT INCOME	177,301	193,792	203,482
METER INCOME	1,116,092	1,001,387	1,056,153
METER INCOME: CASH KEY SALES	140,151	70,000	50,000
SPACE RENTAL	492,623	428,160	435,420
SPACE RENTAL: ON-STREET PERMITS	323,851	327,182	333,726
OTHER PARKING INCOME	56,133	67,748	50,000
SALE OF CITY PROPERTY	0	0	111,410
CITY EXPENSE REIMBURSEMENTS	9,058	0	0
INTEREST & INVESTMENT INCOME	46,766	41,575	37,760
Total External Sources	**2,912,698**	**2,660,189**	**2,900,950**
Interfund Transfers			
TFR FROM GENERAL OPERATING FUND	0	100,000	100,000
TFR FROM WORKERS COMPENSATION FUND	0	8,331	8,331
TFR FROM DOWNTOWN TIF FUND	1,200,000	1,000,000	722,561
TFR FROM FOOD & BEVERAGE TAX FUND	0	200,000	800,000
Total Interfund Transfers	**1,200,000**	**1,308,331**	**1,630,892**
Total	**4,112,698**	**3,968,520**	**4,531,842**

Parking Programs Expenditures by Activity

Program	2016 Budget	2017 Budget	Change	% Change
Expenditures				
Downtown Parking Deck	438,627	299,000	(139,627)	-31.83%
Parking Capital	254,176	157,300	(96,876)	-38.11%
Parking Deck Bonds	1,067,451	1,603,369	535,918	50.21%
Parking Operations	2,685,739	2,837,221	151,482	5.64%
Total	**4,445,993**	**4,896,890**	**450,897**	**10.14%**



Sanitary Sewer
Fund Statement
04

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**370,890**	**451,293**	**451,293**	**28,121**
Revenues				
Revenue Transfers	592,956	592,318	590,787	583,155
Revenues	2,148,510	2,148,479	2,150,325	2,222,745
Total Revenues	**2,741,465**	**2,740,797**	**2,741,112**	**2,805,900**
Expenditures				
Capital Expenses	384,497	597,529	828,061	478,832
Commodities	72,081	81,697	81,697	87,604
Contractual Services	452,842	348,900	349,355	320,571
Expenditure Transfers	1,158,461	1,283,059	1,193,487	1,174,356
Personnel Services	593,182	761,333	711,684	771,769
Total Expenditures	**2,661,063**	**3,072,518**	**3,164,284**	**2,833,132**
Total Ending Balance	**451,293**	**119,572**	**28,121**	**889**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	451,293	119,572	28,121	889
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Sanitary Sewer Fund Overview

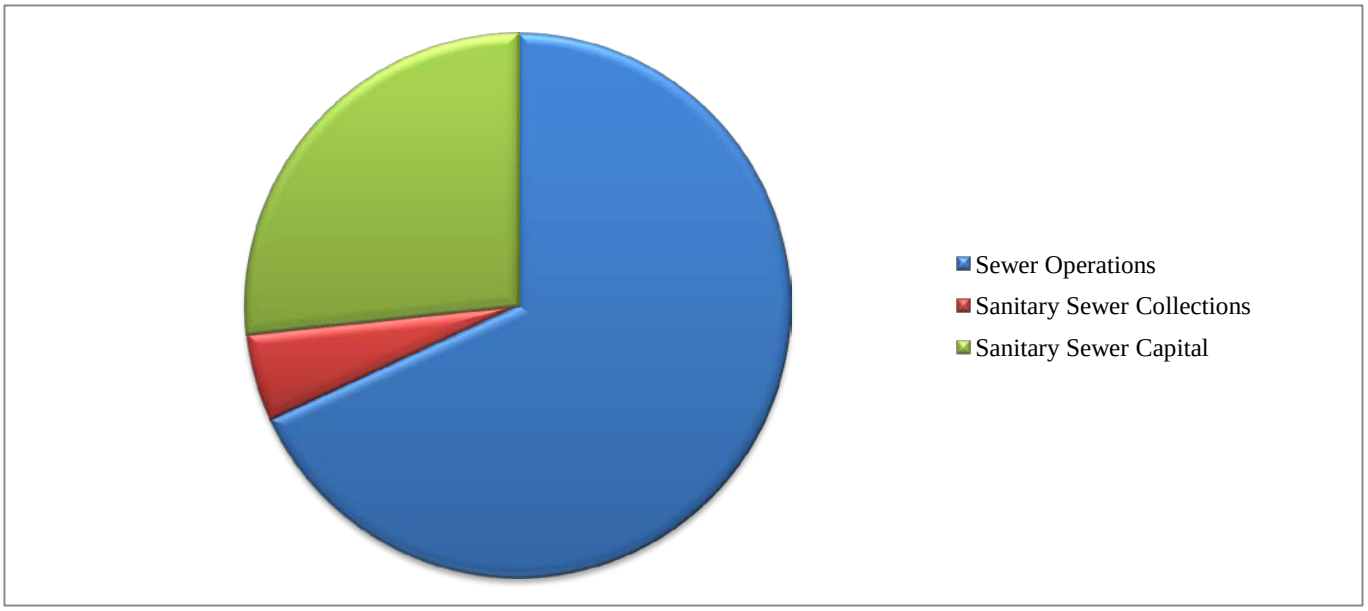
The Sewer Fund is used to account for the provision of sanitary sewer repair and improvement services to the residents of the City. Revenues are derived from a sanitary sewer user fee. All activities necessary to provide such services are accounted for in this fund, including but not limited to, administration,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

Revenue Detail
Sewer Improvement Fund
04

Account Description	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
SEWER USE FEES	**2,094,596**	**2,142,527**	**2,215,023**
CITY EXPENSE REIMBURSEMENTS	**26,082**	**80**	**0**
REFUNDS	**26,415**	**6,250**	**6,250**
INTEREST & INVESTMENT INCOME	**1,417**	**1,468**	**1,472**
Total External Sources	**2,148,510**	**2,150,325**	**2,222,745**
TFR FROM GENERAL OPERATING FUND	**79,825**	**69,477**	**69,910**
TFR FROM WORKERS COMPENSATION FUND	**0**	**5,832**	**5,832**
TFR FROM STORMWATER MANAGEMENT FUND	**513,131**	**515,478**	**507,413**
Total Interfund Transfers	**592,956**	**590,787**	**583,155**
Total	**2,741,466**	**2,741,112**	**2,805,900**

Sanitary Sewer Expenditures by Activity

Program	2016 Budget	2017 Budget	Change	% Change
Expenditures				
Sewer Operations	1,929,075	1,930,888	1,813	0.09%
Sanitary Sewer Collections	218,982	146,338	(72,644)	-33.17%
Sanitary Sewer Capital	1,166,192	755,906	(410,286)	-35.18%
Total	**3,314,249**	**2,833,132**	**(481,117)**	**-14.52%**



Community Development
Fund Statement
05

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**151,098**	**190,681**	**190,681**	**(77,230)**
Revenues				
Revenue Transfers	80,236	92,048	92,048	87,048
Revenues	788,786	2,158,426	2,601,047	2,372,600
Total Revenues	**869,023**	**2,250,474**	**2,693,095**	**2,459,648**
Expenditures				
Capital Expenses	0	0	0	0
Commodities	4,396	6,650	6,200	5,573
Contractual Services	301,046	331,902	403,871	316,577
Expenditure Transfers	86,871	1,520,761	2,159,153	1,660,145
Personnel Services	437,873	408,882	391,782	410,762
Total Expenditures	**830,186**	**2,268,195**	**2,961,006**	**2,393,057**
Total Ending Balance	**189,934**	**172,960**	**(77,230)**	**(10,639)**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	189,934	172,960	0	0
Assigned	0	0	0	0
Unassigned	**0**	**0**	**(77,230)**	**(10,639)**

Comments:

Community Development Fund Overview

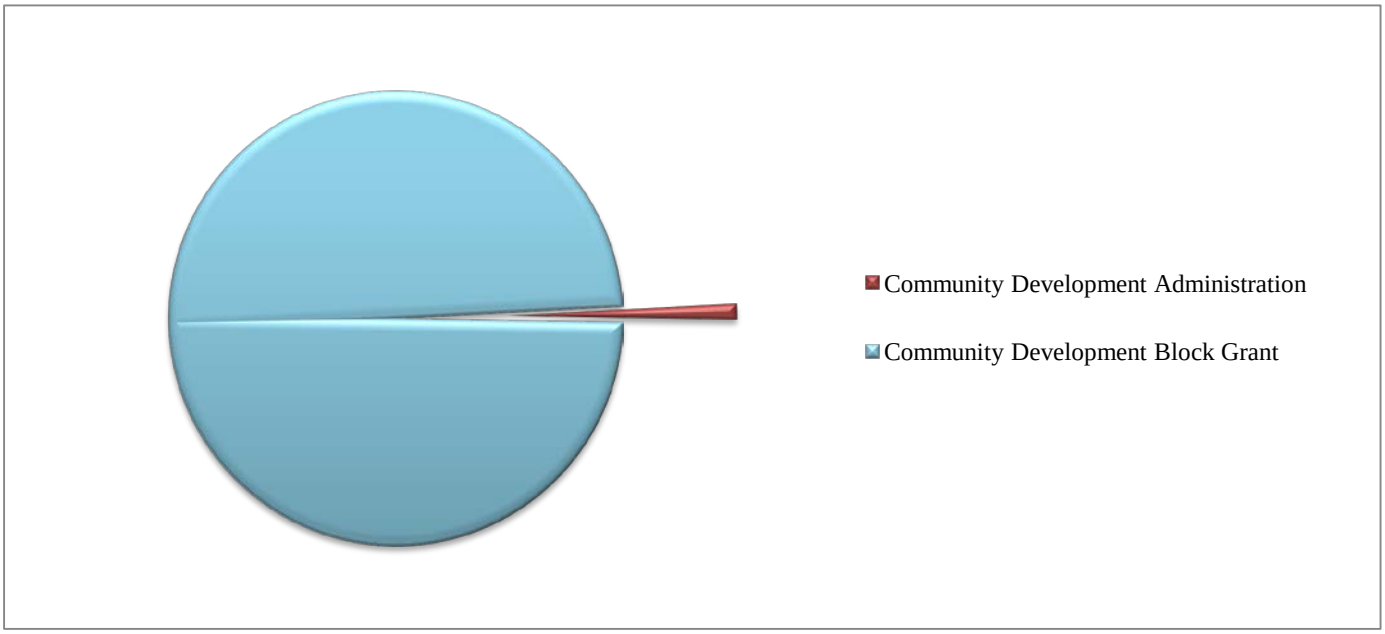
The Community Development Fund is used to account for the federal revenue received under the Community Development Block Grant Program. These funds are used to preserve the City's housing stock and to eliminate blight, primarily for the benefit of citizens with low to moderate incomes. The Community 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	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
SALE OF CITY PROPERTY	1,425	0	0
REFUNDS	10,268	20,000	20,000
INTERGOVERNMENTAL REVENUES-CDBG	774,650	2,579,247	2,350,800
TERM PAYMENTS-PRINCIPAL	2,443	1,700	1,700
TERM PAYMENTS-INTEREST	0	100	100
Total External Sources	**788,786**	**2,601,047**	**2,372,600**
TFR FROM URBAN RENEWAL FUND	75,274	80,000	75,000
TFR FROM ARRA GRANT FUND 42 (CLOSED)	0	0	0
TFR FROM UDAG	4,962	12,048	12,048
Total Interfund Transfers	**80,236**	**92,048**	**87,048**
Total	**869,023**	**2,693,095**	**2,459,648**

Community Development Block Grant Expenditures by Activity

Program	2016 Budget	2017 Budget	Change	% Change
Expenditures				
Community Development Administration	26,794	25,960	(834)	-3.11%
Community Development Block Grant	2,241,401	2,367,097	125,696	5.61%
Total	**2,268,195**	**2,393,057**	**124,862**	**5.50%**



Environmental Services
Fund Statement
06

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**236,651**	**364,402**	**364,402**	**283,619**
Revenues				
Revenues	549,184	549,756	554,676	560,223
Total Revenues	**549,184**	**549,756**	**554,676**	**560,223**
Expenditures				
Commodities	2,016	6,250	2,050	6,250
Contractual Services	299,601	498,297	440,542	360,505
Expenditure Transfers	50,950	51,381	124,706	123,920
Personnel Services	68,865	89,004	68,161	161,131
Total Expenditures	**421,432**	**644,933**	**635,459**	**651,806**
Total Ending Balance	**364,403**	**269,225**	**283,619**	**192,036**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	364,403	269,225	283,619	192,036
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Environmental Services Fund Overview

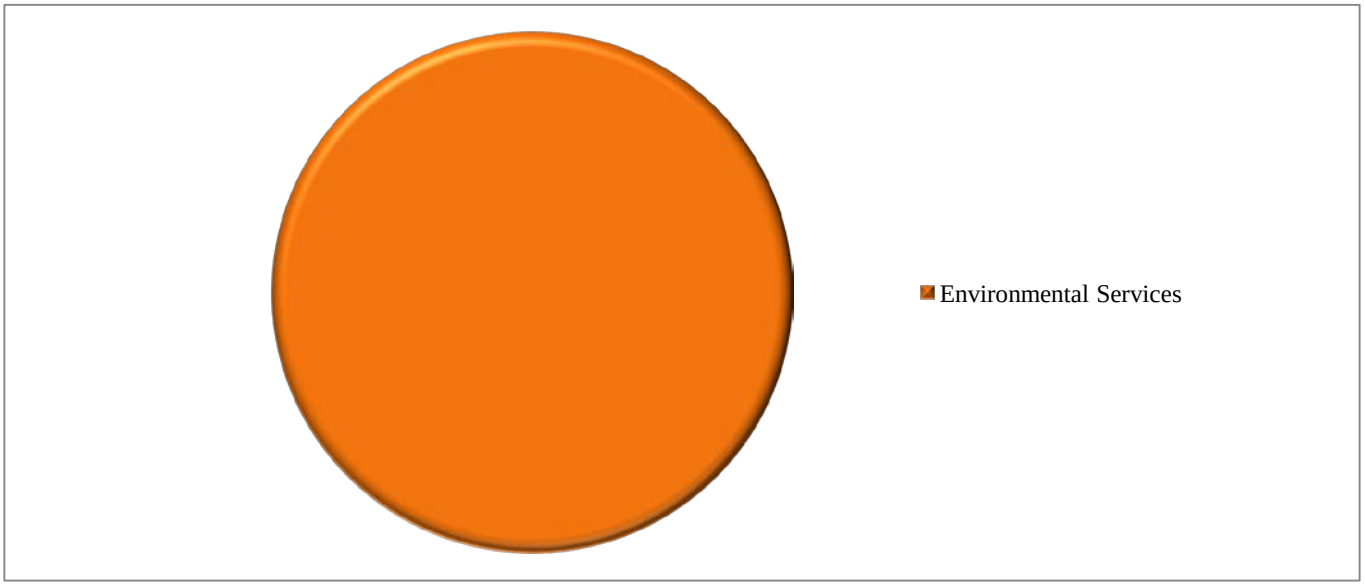
The Environmental Services Fund is used to account for the revenues and expenses related to the City's multi-family recycling program.

Revenue Detail
Environmental Services Fund
06

Account Description	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
OTHER SERVICE FEES	545,100	550,551	556,057
PENALTIES	1,785	1,803	1,821
INTEREST & INVESTMENT INCOME	2,299	2,322	2,345
Total External Sources	**549,184**	**554,676**	**560,223**
Total	**549,184**	**554,676**	**560,223**

Environmental Services Expenditures by Activity

Program	2016 Budget	2017 Budget	Change	% Change
Expenditures				
Environmental Services	644,933	651,806	6,873	1.07%
Total	**644,933**	**651,806**	**6,873**	**1.07%**



UC2B Operations
Fund Statement
08

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**168,263**	**50,225**	**50,225**	**50,225**
Revenues				
Revenue Transfers	0	0	0	0
Revenues	239	0	0	0
Total Revenues	**239**	**0**	**0**	**0**
Expenditures				
Capital Expenses	0	0	0	0
Commodities	0	0	0	0
Contractual Services	(944)	0	0	0
Expenditure Transfers	146,181	0	0	0
Personnel Services	0	0	0	0
Total Expenditures	**145,238**	**0**	**0**	**0**
Total Ending Balance	**23,264**	**50,225**	**50,225**	**50,225**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	23,264	50,225	50,225	50,225
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	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
OTHER SERVICE FEES - UC2B	0	0	0
CITY EXPENSE REIMBURSEMENTS	0	0	0
MISCELLANEOUS - SPECIFIC	0	0	0
INTEREST & INVESTMENT INCOME	239	0	0
ARRA GRANT FUNDS	0	0	0
Total External Sources	239	0	0
TFR FROM GENERAL OPERATING FUND	0	0	0
Total Interfund Transfers	0	0	0
Total	239	0	0

METCAD
Fund Statement
09

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**1,307,453**	**1,353,989**	**1,353,989**	**1,394,359**
Revenues				
Revenue Transfers	2,994,508	3,147,976	3,072,777	3,016,732
Revenues	1,703,564	2,093,553	2,059,878	2,330,324
Total Revenues	**4,698,072**	**5,241,529**	**5,132,655**	**5,347,056**
Expenditures				
Commodities	60,458	68,500	56,500	56,500
Contractual Services	833,115	1,208,318	842,254	1,010,422
Expenditure Transfers	616,462	795,734	720,467	875,887
Personnel Services	3,141,501	3,471,618	3,473,064	3,399,938
Total Expenditures	**4,651,536**	**5,544,170**	**5,092,285**	**5,342,747**
Total Ending Balance	**1,353,989**	**1,051,348**	**1,394,359**	**1,398,668**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	1,353,989	1,051,348	1,394,359	1,398,668
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Revenue Detail
METCAD Fund
09

Account Description	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
CITY EXPENSE REIMBURSEMENTS	12,924	12,924	12,924
REFUNDS	93	0	0
DISPATCHING PAYMENTS	1,680,889	2,041,685	2,312,131
INTEREST & INVESTMENT INCOME	7,481	5,269	5,269
DONATIONS AND CONTRIBUTIONS	2,177	0	0
Total External Sources	1,703,564	2,059,878	2,330,324
TFR FROM GENERAL OPERATING FUND	1,092,118	1,268,038	1,336,993
TFR FROM WORKERS COMPENSATION FUND	0	24,161	24,161
TFR FROM METCAD EMERGENCY TELEPHONE SYS	1,902,390	1,780,578	1,655,578
Total Interfund Transfers	2,994,508	3,072,777	3,016,732
Total	4,698,072	5,132,655	5,347,056

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

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:

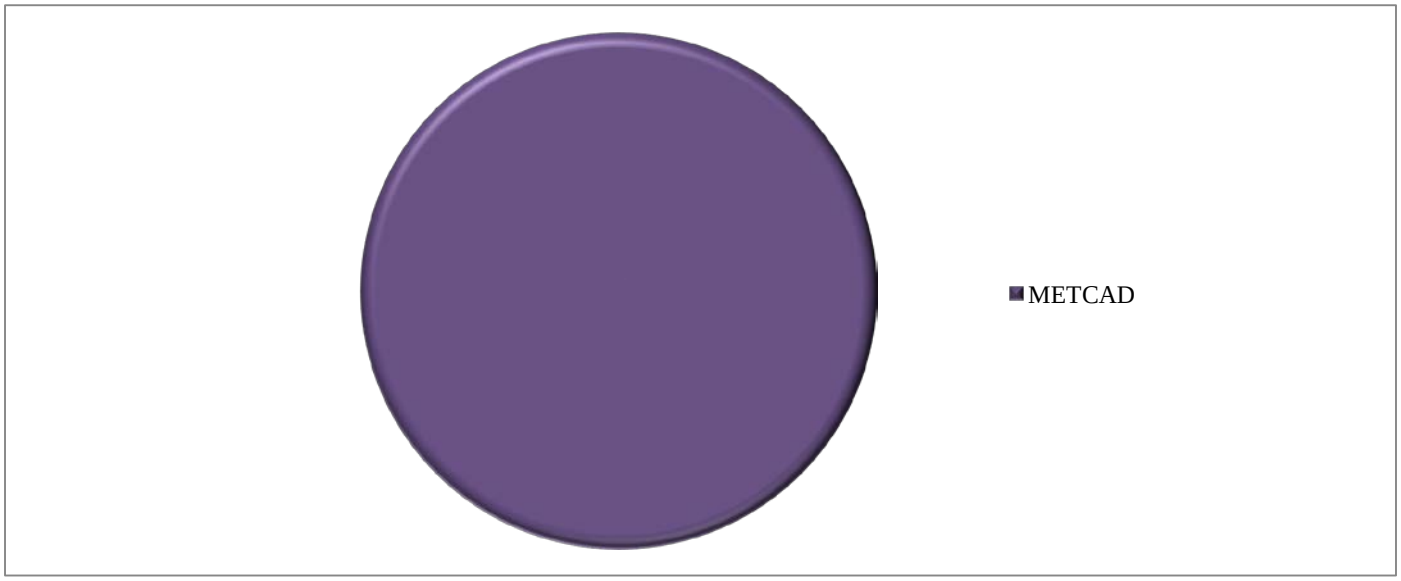
- Serve as the 9-1-1 Public Safety Answering Point for all of Champaign County.
- Provide responsive customer service by answering approximately 300,677 calls including 98,258 emergency and 202,419 non-emergency calls and dispatching 160,249 of those calls to 36 police and/or fire departments in Champaign County.
- Provide 2-way voice radio system infrastructure, operation, and maintenance for the use of public safety and other subscribing agencies county-wide.
- Process requests from the State's Attorney's Office for digital recordings of calls.
- Respond to subpoenas and Freedom of Information Act requests for reproduction of radio/telephone communications.
- Answer formal and informal requests for information from member agencies.
- Represent METCAD at community activities by providing speakers for groups, attending public safety fairs, conducting tours of METCAD and by providing other services to citizens.
- Maintain accurate and up-to-date databases for Enhanced 9-1-1 and Computer Aided-Dispatch systems. This includes Geobase and Master Street Address Guide (MSAG).
- Continue to explore new technologies and procedures to further reduce the dispatch time and enhance the accuracy of the delivery of emergency services to citizens.

Departmental Goals and New Initiatives:

- 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 CAD upgrade.
- 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	2016 Budget	2017 Budget	Change	% Change
Expenditures				
METCAD	5,543,870	5,342,747	(201,123)	-3.63%
Total	**5,543,870**	**5,342,747**	**(201,123)**	**-3.63%**



Fleet Services
Fund Statement
10

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**(288,057)**	**(147,797)**	**(147,797)**	**(62,717)**
Revenues				
Revenue Transfers	2,065,777	1,960,943	1,982,367	1,962,981
Revenues	15,472	17,476	(976)	(976)
Total Revenues	**2,081,248**	**1,978,419**	**1,981,391**	**1,962,005**
Expenditures				
Capital Expenses	0	96,871	0	103,810
Commodities	799,699	775,033	694,795	741,189
Contractual Services	196,585	115,102	179,940	135,246
Expenditure Transfers	350,625	359,162	403,831	409,418
Personnel Services	624,399	659,849	617,745	688,364
Total Expenditures	**1,971,308**	**2,006,017**	**1,896,311**	**2,078,028**
Total Ending Balance	**(178,117)**	**(175,395)**	**(62,717)**	**(178,740)**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**(178,117)**	**(175,395)**	**(62,717)**	**(178,740)**

Comments:

Fleet Services Fund Overview

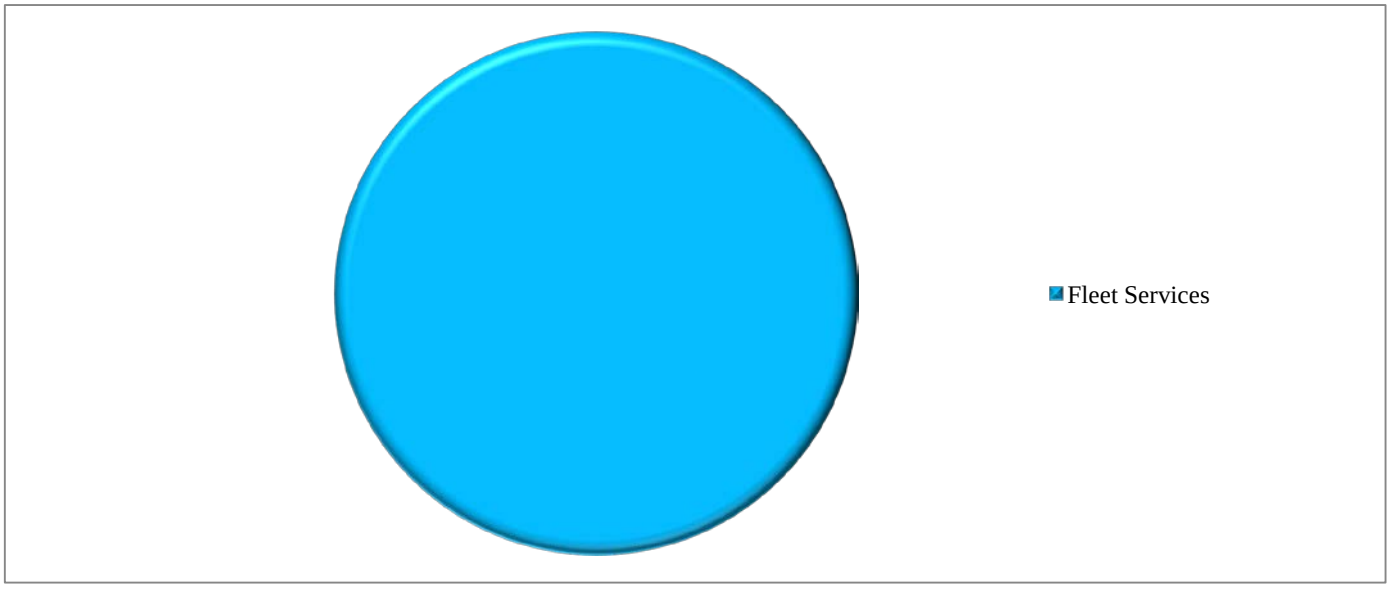
The Fleet Services Fund is used to account for the goods and services provided by the City's municipal garage to other departments of the City on a cost-reimbursement basis. The Fleet Services Fund is a non-major fund.

Revenue Detail
Fleet Services Fund
10

Account Description	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
REFUNDS	14,045	0	0
MISCELLANEOUS	2,719	0	0
INTEREST & INVESTMENT INCOME	(1,292)	(976)	(976)
Total External Sources	**15,472**	**(976)**	**(976)**
TFR FROM GENERAL OPERATING FUND	1,813,699	1,743,479	1,694,833
TFR FROM PARKING FUND	40,092	36,000	41,004
TFR FROM SEWER IMPROVEMENT FUND	131,604	96,248	120,130
TFR FROM COMMUNITY DEVELOPMENT FUND	3,187	7,932	2,923
TFR FROM ENVIRONMENTAL SERVICES FUND	610	1,036	250
TFR FROM RETAINED RISK FUND	2,124	5,596	1,949
TFR FROM WORKERS COMPENSATION FUND	0	4,166	4,166
TFR FROM VEHICLE REPLACEMENT FUND	33,341	47,669	60,896
TFR FROM NARCOTICS FORFEITURES FUND	41,120	40,241	36,830
Total Interfund Transfers	**2,065,776**	**1,982,367**	**1,962,981**
Total	**2,081,248**	**1,981,391**	**1,962,005**

Fleet Services Expenditures by Activity

Program	2016 Budget	2017 Budget	Change	% Change
Expenditures				
Fleet Services	2,006,017	2,078,028	72,011	3.59%
Total	**2,006,017**	**2,078,028**	**72,011**	**3.59%**



Retained Risk
Fund Statement
15

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**3,770,357**	**3,906,481**	**3,906,481**	**3,803,736**
Revenues				
Revenue Transfers	996,354	1,026,329	1,025,679	1,071,245
Revenues	147,731	131,837	146,788	142,028
Total Revenues	**1,144,085**	**1,158,166**	**1,172,467**	**1,213,273**
Expenditures				
Contractual Services	952,317	1,213,365	1,209,581	1,247,538
Expenditure Transfers	55,644	65,780	65,631	63,425
Total Expenditures	**1,007,961**	**1,279,145**	**1,275,212**	**1,310,963**
Total Ending Balance	**3,906,481**	**3,785,502**	**3,803,736**	**3,706,045**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	3,906,481	3,785,502	3,803,736	3,706,045
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	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
CITY EXPENSE REIMBURSEMENTS	30,750	28,974	20,600
REFUNDS	85,898	88,515	92,899
INTEREST & INVESTMENT INCOME	31,083	29,299	28,529
Total External Sources	**147,731**	**146,788**	**142,028**
TFR FROM GENERAL OPERATING FUND	726,515	747,822	779,626
TFR FROM PARKING FUND	65,123	67,107	70,431
TFR FROM SEWER IMPROVEMENT FUND	71,043	73,208	76,834
TFR FROM COMMUNITY DEVELOPMENT FUND	35,522	36,604	38,416
TFR FROM ENVIRONMENTAL SERVICES FUND	198	0	0
TFR FROM METCAD FUND	45,209	46,587	48,894
TFR FROM FLEET SERVICES FUND	52,744	54,351	57,043
Total Interfund Transfers	**996,354**	**1,025,679**	**1,071,244**
Total	**1,144,085**	**1,172,467**	**1,213,272**

Workers' Compensation
Fund Statement
16

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**1,970,237**	**2,313,576**	**2,313,576**	**2,811,736**
Revenues				
Revenue Transfers	2,391,547	2,463,292	2,463,292	2,537,190
Revenues	158,720	397,828	403,186	425,615
Total Revenues	**2,550,267**	**2,861,120**	**2,866,478**	**2,962,805**
Expenditures				
Commodities	0	0	0	0
Contractual Services	1,868,406	1,890,238	1,890,238	1,966,891
Expenditure Transfers	338,522	551,580	478,080	564,255
Total Expenditures	**2,206,928**	**2,441,818**	**2,368,318**	**2,531,146**
Total Ending Balance	**2,313,576**	**2,732,878**	**2,811,736**	**3,243,395**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	2,313,576	2,732,878	2,811,736	3,243,395
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	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
CITY EXPENSE REIMBURSEMENTS	112,265	355,915	373,711
REFUNDS	29,047	29,919	30,816
INTEREST & INVESTMENT INCOME	17,408	17,352	21,088
Total External Sources	**158,720**	**403,186**	**425,615**
TFR FROM GENERAL OPERATING FUND	2,299,564	2,368,551	2,439,607
TFR FROM PARKING FUND	14,524	14,959	15,408
TFR FROM SEWER IMPROVEMENT FUND	53,253	54,851	56,497
TFR FROM COMMUNITY DEVELOPMENT FUND	4,841	4,986	5,136
TFR FROM METCAD FUND	4,841	4,986	5,136
TFR FROM FLEET SERVICES FUND	14,524	14,959	15,408
Total Interfund Transfers	**2,391,547**	**2,463,292**	**2,537,190**
Total	**2,550,267**	**2,866,478**	**2,962,805**

Stormwater Management
Fund Statement
21

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**4,690,793**	**4,474,092**	**4,474,092**	**223,037**
Revenues				
Revenue Transfers	3,819,214	3,967,238	3,859,231	3,964,301
Revenues	4,538,092	4,590,069	4,609,950	4,649,788
Total Revenues	**8,357,306**	**8,557,306**	**8,469,181**	**8,614,089**
Expenditures				
Capital Expenses	3,309,551	4,615,987	4,996,202	3,279,186
Commodities	0	1,010	1,010	1,020
Contractual Services	1,215,929	3,709,840	3,517,182	1,644,055
Expenditure Transfers	4,048,527	4,243,904	4,205,842	3,838,238
Total Expenditures	**8,574,008**	**12,570,741**	**12,720,236**	**8,762,499**
Total Ending Balance	**4,474,091**	**460,657**	**223,037**	**74,628**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	4,474,091	460,657	223,037	74,628
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	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
PROPERTY TAXES	1,335,446	1,359,832	1,391,744
STORMWATER FEES	24,550	16,000	16,000
STORMWATER UTILITY FEE	2,722,041	2,771,137	2,771,137
CITY EXPENSE REIMBURSEMENTS	32,885	23,300	22,462
CITY EXPENSE RIBE - SPECIFIC	0	0	0
CITY EXPENSE RIBE - OTHER SPECIFIC	0	0	0
REFUNDS	380,667	405,681	400,145
INTEREST & INVESTMENT INCOME	34,626	34,000	34,100
INTERGOVERNMENTAL REVENUES	7,876	0	14,200
Total External Services	**4,538,092**	**4,609,950**	**4,649,788**
TFR FROM GENERAL OPERATING FUND	3,819,214	3,859,231	3,964,301
Total Interfund Transfers	**3,819,214**	**3,859,231**	**3,964,301**
Total	**8,357,306**	**8,469,181**	**8,614,089**

Motor Fuel Tax
Fund Statement
22

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**4,471,351**	**2,131,846**	**2,131,846**	**1,191,696**
Revenues				
Revenue Transfers	0	0	0	0
Revenues	2,442,595	2,051,346	2,263,171	2,209,145
Total Revenues	**2,442,595**	**2,051,346**	**2,263,171**	**2,209,145**
Expenditures				
Capital Expenses	4,179,126	2,592,918	2,592,918	1,697,200
Commodities	0	0	0	0
Contractual Services	362,186	375,305	372,644	449,204
Expenditure Transfers	240,788	234,925	237,759	249,504
Total Expenditures	**4,782,100**	**3,203,148**	**3,203,321**	**2,395,908**
Total Ending Balance	**2,131,847**	**980,044**	**1,191,696**	**1,004,933**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	2,131,847	980,044	1,191,696	1,004,933
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	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
MOTOR FUEL TAX	2,367,168	2,178,704	2,187,051
CITY EXPENSE REIMBURSEMENTS	4,713	0	0
INTEREST & INVESTMENT INCOME	22,300	12,000	22,094
INTERGOVERNMENTAL REVENUES-STATE	29,509	72,467	0
INTERGOVERNMENTAL REVENUES	18,906	0	0
Total External Sources	**2,442,596**	**2,263,171**	**2,209,145**
Total	**2,442,596**	**2,263,171**	**2,209,145**

Capital Improvements
Fund Statement
23

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**4,268,724**	**4,826,783**	**4,826,783**	**617,815**
Revenues				
Revenue Transfers	4,742,567	3,913,217	3,913,217	4,286,279
Revenues	1,807,133	4,880,396	5,046,077	3,664,089
Total Revenues	**6,549,700**	**8,793,613**	**8,959,294**	**7,950,368**
Expenditures				
Capital Expenses	3,967,594	9,589,140	9,299,937	6,146,731
Commodities	15,211	105,093	54,729	120,973
Contractual Services	1,324,500	3,294,730	3,040,171	1,577,130
Expenditure Transfers	684,336	924,028	773,425	910,905
Total Expenditures	**5,991,641**	**13,912,991**	**13,168,262**	**8,755,739**
Total Ending Balance	**4,826,783**	**(292,595)**	**617,815**	**(187,556)**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	4,826,783	0	747,020	730,300
Assigned	0	0	0	0
Unassigned	**0**	**(292,595)**	**(129,205)**	**(917,856)**

Comments:

Reserve for Fire Station #3 Relocation	747,020	730,300

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	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
PROPERTY TAXES			
SALE OF CITY PROPERTY	0	0	0
CITY EXPENSE REIMBURSEMENTS	4,500	0	0
INTEREST & INVESTMENT INCOME	38,592	28,283	28,354
INTERGOVERNMENTAL REVENUES-STATE	101,989	4,055,509	2,650,867
INTERGOVERNMENTAL REVENUES	697,677	0	0
Total External Sources	**1,807,133**	**5,046,077**	**3,664,089**
TFR FROM GENERAL OPERATING FUND	4,742,567	3,913,217	4,286,279
Total Interfund Transfers	**4,742,567**	**3,913,217**	**4,286,279**
Total	**6,549,700**	**8,959,294**	**7,950,368**

Library Improvement
Fund Statement
24

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**137,487**	**136,591**	**136,591**	**114,131**
Revenues				
Revenue Transfers	0	0	0	0
Revenues	420,278	426,594	423,048	429,675
Total Revenues	**420,278**	**426,594**	**423,048**	**429,675**
Expenditures				
Capital Expenses	0	0	0	0
Commodities	0	0	0	0
Contractual Services	660	0	0	0
Expenditure Transfers	420,514	425,391	445,508	445,508
Total Expenditures	**421,174**	**425,391**	**445,508**	**445,508**
Total Ending Balance	**136,591**	**137,794**	**114,131**	**98,298**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	136,591	137,794	114,131	98,298
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Library Improvement Fund Overview

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

Revenue Detail
Library Improvement Fund
24

Account Description	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
PROPERTY TAXES	419,150	421,845	428,469
INTEREST & INVESTMENT INCOME	1,127	1,203	1,206
Total External Sources	**420,277**	**423,048**	**429,675**
Total	**420,277**	**423,048**	**429,675**

Local Motor Fuel Tax
Fund Statement
29

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**1,558,399**	**1,026,204**	**1,026,204**	**1,464,397**
Revenues				
Revenues	1,337,740	1,404,521	1,974,208	2,040,008
Total Revenues	**1,337,740**	**1,404,521**	**1,974,208**	**2,040,008**
Expenditures				
Capital Expenses	1,091,082	963,118	973,118	760,510
Contractual Services	658,078	533,807	514,466	0
Expenditure Transfers	120,776	51,484	48,431	61,681
Total Expenditures	**1,869,936**	**1,548,409**	**1,536,015**	**822,191**
Total Ending Balance	**1,026,204**	**882,316**	**1,464,397**	**2,682,214**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	1,026,204	882,316	1,464,397	2,682,214
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	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
MOTOR FUEL TAX	1,325,711	1,326,920	1,353,458
CITY EXPENSE REIMBURSEMENTS	0	633,288	672,450
INTEREST & INVESTMENT INCOME	12,029	14,000	14,100
Total External Sources	**1,337,740**	**1,974,208**	**2,040,008**
Total	**1,337,740**	**1,974,208**	**2,040,008**

Urban Renewal
Fund Statement
41

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**2,234,786**	**1,588,695**	**1,588,695**	**1,565,717**
Revenues				
Revenue Transfers	0	1,606,632	2,096,042	1,874,647
Revenues	1,016,609	1,251,113	1,620,049	1,021,382
Total Revenues	**1,016,609**	**2,857,745**	**3,716,091**	**2,896,029**
Expenditures				
Capital Expenses	900,167	1,828,229	1,822,229	1,242,890
Commodities	69,339	65,500	76,262	63,000
Contractual Services	244,915	1,832,869	1,363,402	1,954,227
Expenditure Transfers	448,279	508,034	477,176	455,849
Total Expenditures	**1,662,699**	**4,234,632**	**3,739,069**	**3,715,966**
Total Ending Balance	**1,588,696**	**211,808**	**1,565,717**	**745,780**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	1,588,696	211,808	1,565,717	745,780
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	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
UTILITY TAXES	949,064	877,006	883,314
CITY EXPENSE REIMBURSEMENTS	600	717,232	124,670
INTEREST & INVESTMENT INCOME	15,772	13,365	13,398
INTERGOVERNMENTAL REVENUES-STATE	44,554	5,446	0
DONATIONAS AND CONTRIBUTIONS	6,618	0	0
Total External Sources	**1,016,608**	**1,613,049**	**1,021,382**
TFR FROM COMMUNITY DEVELOPMENT FUND	0	2,065,042	1,609,758
TFR FROM UDAG	0	31,000	264,889
Total Interfund Transfers	**0**	**2,096,042**	**1,874,647**
Total	**1,016,608**	**3,709,091**	**2,896,029**

Urban Development Action Grant
Fund Statement
43

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**867,850**	**657,829**	**657,829**	**832,134**
Revenues				
Revenue Transfers	0	0	0	0
Revenues	161,867	186,205	292,081	272,111
Total Revenues	**161,867**	**186,205**	**292,081**	**272,111**
Expenditures				
Contractual Services	366,926	412,165	74,728	687,786
Expenditure Transfers	4,962	190,811	43,048	276,937
Total Expenditures	**371,888**	**602,976**	**117,776**	**964,723**
Total Ending Balance	**657,830**	**241,058**	**832,134**	**139,522**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	657,830	241,058	832,134	139,522
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	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
CITY RENTAL INCOME	2,400	2,400	2,400
SALE OF CITY PROPERTY	0	0	0
REFUNDS	0	10,000	10,000
INTEREST & INVESTMENT INCOME	6,389	5,292	5,305
I/G REVENUES--HOME CONSORTIUM	149,086	264,889	244,906
TERM PAYMENTS-PRINCIPAL	0	1,000	1,000
HOMEOWNER REHAB LOAN PAYMENTS-PRINCIPAL	3,976	8,000	8,000
HOMEOWNER REHAB LOAN PAYMENTS-INTEREST	16	500	500
Total External Sources	**161,867**	**292,081**	**272,111**
Total	**161,867**	**292,081**	**272,111**

Downtown TIF
Fund Statement
44

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**1,571,351**	**1,166,279**	**1,166,279**	**1,325,849**
Revenues				
Revenues	1,986,770	1,833,676	2,061,255	2,102,287
Total Revenues	**1,986,770**	**1,833,676**	**2,061,255**	**2,102,287**
Expenditures				
Capital Expenses	0	0	0	169,433
Commodities	0	0	0	1,000
Contractual Services	749,241	1,114,184	731,936	1,738,626
Expenditure Transfers	1,642,602	1,169,749	1,169,749	922,084
Total Expenditures	**2,391,843**	**2,283,933**	**1,901,685**	**2,831,143**
Total Ending Balance	**1,166,279**	**716,022**	**1,325,849**	**596,993**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	1,166,279	716,022	1,325,849	596,993
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	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
PROPERTY TAXES	1,975,538	2,050,272	2,091,277
INTEREST & INVESTMENT INCOME	11,233	10,983	11,010
Total External Sources	**1,986,771**	**2,061,255**	**2,102,287**
Total	**1,986,771**	**2,061,255**	**2,102,287**

E. University Ave. TIF
Fund Statement
45

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**1,497,974**	**1,916,389**	**1,916,389**	**1,970,597**
Revenues				
Revenue Transfers	270,000	0	0	0
Revenues	210,312	174,953	246,214	251,496
Total Revenues	**480,312**	**174,953**	**246,214**	**251,496**
Expenditures				
Capital Expenses	2,739	200,000	0	1,225,169
Commodities	0	0	0	0
Contractual Services	52,658	224,750	185,445	386,250
Expenditure Transfers	6,500	0	6,561	520,175
Total Expenditures	**61,897**	**424,750**	**192,006**	**2,131,594**
Total Ending Balance	**1,916,389**	**1,666,592**	**1,970,597**	**90,499**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	1,916,389	1,666,592	1,970,597	90,499
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	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
PROPERTY TAXES	196,528	235,214	240,346
INTEREST & INVESTMENT INCOME	13,784	11,000	11,150
TFR FROM DOWNTOWN TIF FUND	270,000	0	0
Total External Sources	**480,312**	**246,214**	**251,496**
Total	**480,312**	**246,214**	**251,496**

Food & Beverage Tax
Fund Statement
47

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**5,140,902**	**5,107,359**	**5,107,359**	**3,684,451**
Revenues				
Revenue Transfers	0	0	0	0
Revenues	779,040	1,823,170	1,636,779	8,557,920
Total Revenues	**779,040**	**1,823,170**	**1,636,779**	**8,557,920**
Expenditures				
Capital Expenses	0	657,554	657,554	6,870,033
Commodities	0	0	0	2,000
Contractual Services	723,955	3,538,011	2,023,459	3,062,321
Expenditure Transfers	88,628	478,329	378,674	1,180,254
Total Expenditures	**812,583**	**4,673,894**	**3,059,687**	**11,114,608**
Total Ending Balance	**5,107,359**	**2,256,635**	**3,684,451**	**1,127,763**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	5,107,359	2,256,635	3,684,451	1,127,763
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	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
OTHER TAXES			
CITY EXPENSE REIMBURSEMENTS			
INTEREST & INVESTMENT INCOME			
Total External Sources	**779,040**	**1,636,779**	**8,557,920**
TFR FROM NORTH CAMPUSTOWN TIF			
Total Interfund Transfers	**0**	**0**	**0**
Total	**779,040**	**1,636,779**	**8,557,920**

North Campustown Redevelopment TIF
Fund Statement
48

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**398,544**	**684,669**	**684,669**	**169,312**
Revenues				
Revenue Transfers	0	0	0	500,000
Revenues	955,783	796,559	787,000	806,010
Total Revenues	**955,783**	**796,559**	**787,000**	**1,306,010**
Expenditures				
Capital Expenses	325,389	0	0	702,042
Contractual Services	44,220	818,779	507,761	803,131
Expenditure Transfers	300,050	829,175	794,596	603,450
Total Expenditures	**669,658**	**1,647,954**	**1,302,357**	**2,108,623**
Total Ending Balance	**684,669**	**(166,726)**	**169,312**	**(633,301)**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	684,669	0	169,312	0
Assigned	0	0	0	0
Unassigned	**0**	**(166,726)**	**0**	**(633,301)**

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	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
PROPERTY TAXES	951,787	781,000	800,000
INTEREST & INVESTMENT INCOME	3,996	6,000	6,010
Total External Resources	**955,783**	**787,000**	**806,010**
TFR FROM E. UNIVERSITY AVE TIF FUND	0	0	500,000
Total Interfund Transfers	**0**	**0**	**500,000**
Total	**955,783**	**787,000**	**1,306,010**

North Mattis Avenue TIF
Fund Statement
49

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**0**	**10,526**	**10,526**	**10,649**
Revenues				
Revenues	10,526	278,145	376,703	740,642
Total Revenues	**10,526**	**278,145**	**376,703**	**740,642**
Expenditures				
Contractual Services	0	278,145	364,508	714,499
Expenditure Transfers	0	0	12,072	24,143
Total Expenditures	**0**	**278,145**	**376,580**	**738,642**
Total Ending Balance	**10,526**	**10,526**	**10,649**	**12,649**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	10,526	10,526	10,649	12,649
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	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
PROPERTY TAXES	10,516	376,578	738,642
INTEREST & INVESTMENT INCOME	11	125	2,000
Total External Resources	**10,527**	**376,703**	**740,642**
Total	**10,527**	**376,703**	**740,642**

Vehicle Replacement
Fund Statement
60

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**3,355,903**	**3,038,596**	**3,038,596**	**3,292,668**
Revenues				
Revenue Transfers	1,556,646	1,643,756	1,645,518	1,857,822
Revenues	233,470	185,359	119,086	283,596
Total Revenues	**1,790,116**	**1,829,115**	**1,764,604**	**2,141,418**
Expenditures				
Capital Expenses	2,074,082	2,243,106	1,462,863	3,083,436
Expenditure Transfers	33,341	26,275	47,669	60,896
Total Expenditures	**2,107,423**	**2,269,381**	**1,510,532**	**3,144,332**
Total Ending Balance	**3,038,595**	**2,598,330**	**3,292,668**	**2,289,754**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	3,038,595	2,598,330	3,292,668	2,289,754
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	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
SALE OF CITY PROPERTY	201,679	97,685	262,141
CITY EXPENSE REIMBURSEMENTS	5,000	0	0
INTEREST & INVESTMENT INCOME	26,790	21,401	21,455
Total External Sources	233,469	119,086	283,596
TFR FROM GENERAL OPERATING FUND	1,401,687	1,474,159	1,677,702
TFR FROM PARKING FUND	21,622	21,138	83,687
TFR FROM SEWER IMPROVEMENT FUND	96,499	108,901	108,901
TFR FROM COMMUNITY DEVELOPMENT FUND	2,669	3,911	3,911
TFR FROM ENVIRONMENTAL SERVICES FUND	2,402	1,982	1,982
TFR FROM FLEET SERVICES FUND	7,875	8,787	8,787
TFR FROM RETAINED RISK FUND	7,475	12,000	12,000
TFR FROM NARCOTICS FORFEITURES FUND	16,417	14,640	14,640
Total Interfund Transfers	1,556,646	1,645,518	1,911,610
Total	1,790,115	1,764,604	2,195,206

Capital Equipment Replacement Fund Statement
61

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**4,249,587**	**4,365,050**	**4,365,050**	**3,248,046**
Revenues				
Revenue Transfers	934,993	989,790	998,973	970,835
Revenues	34,326	25,708	25,708	25,772
Total Revenues	**969,319**	**1,015,498**	**1,024,681**	**996,607**
Expenditures				
Capital Expenses	774,003	2,089,156	1,323,256	1,758,745
Contractual Services	0	0	0	0
Expenditure Transfers	79,852	816,218	818,429	0
Total Expenditures	**853,855**	**2,905,374**	**2,141,685**	**1,758,745**
Total Ending Balance	**4,365,051**	**2,475,174**	**3,248,046**	**2,485,908**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	4,365,051	2,475,174	3,248,046	2,485,908
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	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
SALE OF CITY PROPERTY	0	0	0
INTEREST & INVESTMENT INCOME	34,326	25,708	25,772
Total External Sources	34,326	25,708	25,772
TFR FROM GENERAL OPERATING FUND	896,035	837,291	854,709
TFR FROM PARKING FUND	25,000	137,186	99,442
TFR FROM SEWER IMPROVEMENT FUND	2,363	19,816	7,405
TFR FROM COMMUNITY DEVELOPMENT FUND	652	678	0
TFR FROM ENVIRONMENTAL SERVICES FUND	1,229	0	0
TFR FROM FLEET SERVICES FUND	4,724	3,002	5,448
TFR FROM STORMWATER MANAGEMENT FUND	4,990	1,000	1,000
TFR FROM DOWNTOWN TIF FUND	0	0	2,831
Total Interfund Transfers	934,993	998,973	970,835
Total	969,319	1,024,681	996,607

METCAD Emergency Telephone Fund Statement 62

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**0**	**0**	**0**	**75,000**
Revenues				
Revenue Transfers	1,901,616	1,855,000	1,855,000	1,855,000
Revenues	983	577	578	578
Total Revenues	**1,902,599**	**1,855,577**	**1,855,578**	**1,855,578**
Expenditures				
Expenditure Transfers	1,902,390	1,855,577	1,780,578	1,655,578
Total Expenditures	**1,902,390**	**1,855,577**	**1,780,578**	**1,655,578**
Total Ending Balance	**209**	**0**	**75,000**	**275,000**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	209	0	75,000	275,000
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Revenue Detail
METCAD Emergency Telephone Fund
62

Account Description	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
INTEREST & INVESTMENT INCOME	983	578	578
Total External Sources	**983**	**578**	**578**
TFR FROM EMERGENCY TELEPHONE SYSTEM FUND	1,901,616	1,855,000	1,855,000
Total Interfund Transfers	**1,901,616**	**1,855,000**	**1,855,000**
Total	**1,902,599**	**1,855,578**	**1,855,578**

Foreign Fire Insurance
Fund Statement
63

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**195,784**	**225,574**	**225,574**	**191,298**
Revenues				
Revenues	120,105	111,155	123,446	112,158
Total Revenues	**120,105**	**111,155**	**123,446**	**112,158**
Expenditures				
Capital Expenses	0	0	0	0
Commodities	63,037	101,832	103,717	79,325
Contractual Services	25,288	41,750	38,725	51,970
Personnel Services	1,991	14,140	15,280	39,300
Total Expenditures	**90,315**	**157,722**	**157,722**	**170,595**
Total Ending Balance	**225,573**	**179,007**	**191,298**	**132,861**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	225,573	179,007	191,298	132,861
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	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
OTHER TAXES	**118,221**	**122,291**	**111,000**
INTEREST & INVESTMENT INCOME	**1,883**	**1,155**	**1,158**
Total External Sources	**120,104**	**123,446**	**112,158**
Total	**120,104**	**123,446**	**112,158**

Local Narcotics Forfeitures
Fund Statement
64

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**129,427**	**218,210**	**218,210**	**224,694**
Revenues				
Revenues	214,635	151,000	151,000	151,000
Total Revenues	**214,635**	**151,000**	**151,000**	**151,000**
Expenditures				
Commodities	30,384	29,033	34,033	37,479
Contractual Services	37,930	60,583	55,602	98,946
Expenditure Transfers	57,537	56,639	54,881	51,470
Total Expenditures	**125,852**	**146,255**	**144,516**	**187,895**
Total Ending Balance	**218,210**	**222,955**	**224,694**	**187,799**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	218,210	222,955	224,694	187,799
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	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
LOCAL NARCOTICS FORFEITURES	**120,838**	**86,000**	**75,000**
FEDERAL EQUITABLE SHARED FUNDS	**92,471**	**64,000**	**75,000**
INTEREST & INVESTMENT INCOME	**1,326**	**1,000**	**1,000**
Total External Sources	**214,635**	**151,000**	**151,000**
Total	**214,635**	**151,000**	**151,000**

METCAD Equipment Replacement Fund Statement
65

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**2,728,128**	**2,732,511**	**2,732,511**	**3,172,732**
Revenues				
Revenue Transfers	362,662	515,468	440,120	589,305
Revenues	23,485	16,854	23,827	23,827
Total Revenues	**386,147**	**532,322**	**463,947**	**613,132**
Expenditures				
Capital Expenses	381,764	1,644,075	23,726	3,028,547
Commodities	0	0	0	0
Total Expenditures	**381,764**	**1,644,075**	**23,726**	**3,028,547**
Total Ending Balance	**2,732,511**	**1,620,758**	**3,172,732**	**757,317**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	2,732,511	1,620,758	3,172,732	757,317
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Revenue Detail
METCAD Equipment Replacement Fund
65

Account Description	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
INTEREST & INVESTMENT INCOME	23,485	23,827	23,827
Total External Sources	**23,485**	**23,827**	**23,827**
TFR FROM METCAD FUND	362,662	440,120	589,305
Total Interfund Transfers	**362,662**	**440,120**	**589,305**
Total	**386,147**	**463,947**	**613,132**

Bond & Interest
Fund Statement
70

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**4,397,657**	**3,796,322**	**3,796,322**	**4,412,785**
Revenues				
Revenue Transfers	4,891,072	5,762,182	6,115,784	4,943,584
Revenues	31,881	31,670	31,680	36,750
Total Revenues	**4,922,953**	**5,793,852**	**6,147,464**	**4,980,334**
Expenditures				
Contractual Services	5,524,289	5,531,002	5,531,002	5,487,258
Expenditure Transfers	0	0	0	0
Total Expenditures	**5,524,289**	**5,531,002**	**5,531,002**	**5,487,258**
Total Ending Balance	**3,796,322**	**4,059,173**	**4,412,785**	**3,905,860**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	3,796,322	4,059,173	4,412,785	3,905,860
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Revenue Detail
Bond & Interest Fund
70

Account Description	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
INTEREST & INVESTMENT INCOME	6,389	5,580	5,600
2005 INTEREST & INVESTMENT INCOME	6,379	3,900	0
2007A INTEREST & INVESTMENT	6,506	7,440	9,170
2010 INTEREST & INVESTMENT INCOME	10,295	8,840	10,860
2012 INTEREST & INVESTMENT INCOME	938	920	960
2013 INTEREST & INVESTMENT INCOME	1,373	5,000	10,160
Total External Sources	31,880	31,680	36,750
TFR FROM GENERAL OPERATING FUND	1,531,319	2,238,355	1,782,344
TFR FROM STORMWATER MANAGEMENT FUND	2,541,803	2,539,713	1,794,790
TFR FROM CAPITAL IMPROVEMENTS FUND	517,900	544,181	763,000
TFR FROM NORTH CAMPUSTOWN TIF	300,050	793,535	603,450
Total Interfund Transfers	4,891,072	6,115,784	4,943,584
Total	4,922,952	6,147,464	4,980,334

Emergency Telephone System
Fund Statement
80

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**0**	**0**	**0**	**0**
Revenues				
Revenues	1,906,876	1,855,000	1,855,000	1,855,000
Total Revenues	**1,906,876**	**1,855,000**	**1,855,000**	**1,855,000**
Expenditures				
Contractual Services	0	0	0	0
Expenditure Transfers	1,901,616	1,855,000	1,855,000	1,855,000
Total Expenditures	**1,901,616**	**1,855,000**	**1,855,000**	**1,855,000**
Total Ending Balance	**5,260**	**0**	**0**	**0**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	5,260	0	0	0
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Revenue Detail
Emergency Telephone System Fund
80

Account Description	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
UTILITY TAXES	1,906,876	1,855,000	1,855,000
Total External Sources	**1,906,876**	**1,855,000**	**1,855,000**
Total	**1,906,876**	**1,855,000**	**1,855,000**

Library Tax Account
Fund Statement
81

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**0**	**0**	**0**	**0**
Revenues				
Revenue Transfers	0	0	0	76,000
Revenues	5,961,671	6,055,778	5,937,623	6,269,235
Total Revenues	**5,961,671**	**6,055,778**	**5,937,623**	**6,345,235**
Expenditures				
Expenditure Transfers	5,961,671	6,055,778	5,937,623	6,345,235
Total Expenditures	**5,961,671**	**6,055,778**	**5,937,623**	**6,345,235**
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:

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	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
PROPERTY TAXES	5,867,714	5,841,847	6,181,062
INCOME TAXES	93,957	95,776	88,173
Total External Sources	**5,961,671**	**5,937,623**	**6,269,235**
TFR FROM GENERAL OPERATING FUND	0	0	76,000
Total Interfund Transfers	**0**	**0**	**76,000**
Total	**5,961,671**	**5,937,623**	**6,345,235**

Police Pension
Fund Statement
96

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**0**	**0**	**0**	**0**
Revenues				
Revenue Transfers	5,071,859	5,243,046	5,153,096	5,658,102
Total Revenues	**5,071,859**	**5,243,046**	**5,153,096**	**5,658,102**
Expenditures				
Expenditure Transfers	5,071,859	5,243,046	5,153,096	5,658,102
Total Expenditures	**5,071,859**	**5,243,046**	**5,153,096**	**5,658,102**
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	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
TFR FROM GENERAL OPERATING FUND	5,071,859	5,153,096	5,658,102
Total Interfund Transfers	**5,071,859**	**5,153,096**	**5,658,102**
Total	**5,071,859**	**5,153,096**	**5,658,102**

Fire Pension
Fund Statement
97

	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
Beginning Balance	**74,438,298**	**75,730,923**	**75,730,923**	**79,832,658**
Revenues				
Revenue Transfers	4,057,382	4,169,002	4,064,457	4,395,484
Revenues	2,203,316	3,958,230	5,311,500	5,470,000
Total Revenues	**6,260,698**	**8,127,232**	**9,375,957**	**9,865,484**
Expenditures				
Commodities	0	0	0	0
Contractual Services	4,979,712	5,200,700	5,274,222	5,678,979
Total Expenditures	**4,979,712**	**5,200,700**	**5,274,222**	**5,678,979**
Total Ending Balance	**75,719,285**	**78,657,455**	**79,832,658**	**84,019,163**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	75,719,285	78,657,455	79,832,658	84,019,163
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	FY2014/15 Actual	FY2015/16 Revised	FY2016/17 Budget
MISCELLANEOUS	678	1,500	0
INTEREST & INVESTMENT INCOME	1,211,123	1,250,000	1,288,000
INVESTMENT APPRECIATION/(DEPRECIATION)	991,516	4,060,000	4,182,000
Total External Sources	**2,203,317**	**5,311,500**	**5,470,000**
TFR FROM GENERAL OPERATING FUND	3,362,615	3,344,457	3,646,484
RETIREMENT & INSURANCE CONTRIBUTIONS	694,767	720,000	749,000
Total Interfund Transfers & Contributions	**4,057,382**	**4,064,457**	**4,395,484**
Total	**6,260,698**	**9,375,957**	**9,865,484**

Champaign Public Library

The Champaign Public Library connects our community with the power of knowledge, the world of culture and ideas, and the joy of reading. We support the essential role of reading for success in life and work, the need for easy and equal access to lifelong learning, and the value of enriching and inspiring experiences.

Departmental Overview

Organization

The Champaign Public Library is a semi-autonomous administrative agency of the City of Champaign established in 1876. The Library is governed by the Board of Trustees of the Champaign Public Library, comprised of nine residents of Champaign, one of whom is a current member of the City Council. The trustees are appointed by the Mayor and approved by the City Council for staggered terms of three years. The Board of Trustees establishes policy for the Library and appoints the Library Director, who serves as the Library's chief executive officer.

The Library receives more than 92% of its operating funding from the property tax levy. This levy is set by the City Council, which has final approval of the Library's operating budget.

Administration

The Library Director is responsible for the overall administration of the Library and provides direction for all Library functions. The Library Director supervises eleven department managers.

Departments

The Accounting Manager manages Accounting Services, Purchasing Services, and Administrative Assistant Services, and assists with personnel matters.

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, serves as staff liaison to the Library Friends, and assists with other Library administrative duties

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 computers, 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.

Contact Information

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

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

Key Projects in Support of Council Goals

Our City promotes 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.
- Reinstitute free meeting rooms for Champaign-based non-profit groups.

Our City promotes first-rate services

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

Our City promotes fiscal responsibility

- Maintain a balanced budget by keeping staff positions vacant and continuing reduced hours open to the public at both Main Library and Douglass Branch
- 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 promotes 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 promotes honest, transparent, and inclusive government

- Continue public access to Library board and committee meetings by ensuring that 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 15,000 individuals and is available on the Library's website.
- Post information and news on social media sites, including Facebook and Twitter.

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 items 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, 30 iPads for public use, 29 catalog stations, 25 circulating Kindles, and 15 support computers and iPads.
- 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.
- Use feedback provided by focus group participants in the Library's visioning process in planning programs and services for community members.
- 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 90,000 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.
  - Supplement Library collections by providing library users with approximately 6,000 items borrowed annually from Illinois Heartland Library System libraries and other libraries throughout the United States.
  - Provide approximately 20 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, including eBooks, digital magazines, and streaming media.
- 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 approximately 400 periodical and newspaper subscriptions so that they are available for use on the day of arrival.
  - Processing approximately 170,000 reserved materials annually.
- Introduce the community to the diversity of collections and services available at the Library by providing programming attended by approximately 4,000 adults, 6,000 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 providing assistance to users with their devices and selections.
- Bring excitement about books and reading into the schools with visits by children's librarians to every K-5 classroom in Unit 4.
- 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.
- Offer technology-related programs for older adults.

Douglass Branch Library (Performance Center 15-00)

Current Service Levels:

- Respond annually to approximately 2,000 informational questions and requests for service and address the concerns of the public before the Library closes each day, or as arranged with each customer, referring questions that cannot be answered at the Douglass Branch Library to the appropriate resource.
- Maintain a well-balanced collection of materials for all ages, purchasing to satisfy the interest of Branch customers.
- Circulate approximately 40,000 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 5,000 children and adults each year.

Departmental Goals and New Initiatives:

- Initiate a program to generate excitement about books and reading in third-grade classrooms at Stratton Elementary with grant funding from Rotary Club of Champaign.
- Continue Project Next Generation program in which mentors work with middle school students to develop technology skills. Funding for this program comes from a $6,250 grant from the Illinois Secretary of State.
- Continue to provide basic technology instruction and assistance for library users

Champaign Public LIBRARY
A library for life.

REPORT TO CITY COUNCIL

FROM: Donna Pittman, Library Director

DATE: July 1, 2016

SUBJECT: LIBRARY BUDGET FY2016/2017

A. Introduction: The purpose of this memo is to present a FY2016/17 Library Budget that reflects current property tax revenue projections. It includes a rebalancing of debt service payments between the Library Improvement and Library Operating Funds and a one-time transfer from the City's General Fund in the amount of $76,000, as recommended by the City Manager and City Finance Director.

B. Action Taken: The Library Administration and Library Board of Trustees approved the Library's 2016/2017 annual budget.

C. Prior Council Action:

- At the August 16, 2005 Council meeting, Council adopted CB2005-222, 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 FY2012/13 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 SS2013-024, the Council directed $500,000 in General Fund revenue to the Library's Operating Fund in FY2013/14 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 SS2014-007 , the Council directed approximately $277,000 in City General Fund revenue to pay the Library Operating Fund debt service for one year.
- At the May 12, 2015 Council meeting, the Council approved the Library's FY2015/16 proposed budget including a 2.60 FTE reduction in the Library's workforce achieved by reducing weekly hours of operation by seven hours at the Main Library and four hours at the Douglass Branch.

D. Background: Property taxes are the primary source of funding for the Library's Operating Fund providing 92% of revenues. A decline in property values starting in 2009 followed by slow growth and coupled with rising costs resulted in the Library facing annual funding gaps since FY2009/10. With reduced property revenues, the Library balanced its budget each year by reducing costs including a cumulative 12.875 FTE staff reduction (20 positions) and assistance from the City's General Fund for FY2013/14 and FY2014/ 15.

The Library received $500,000 in supplemental funding from the City Council for FY2013/14 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 City Council agreed to provide funding in FY2014/15 for the Library's Operating Fund portion of debt service or approximately $277,000. To achieve a balanced budget in FY2015/16 the Library further reduced its workforce by 2.60 FTE. With this staff reduction it was necessary for the Library to decrease the hours of operation at both the Main Library and the Douglass Branch Library.

E. Budget Preparation: This budget is based on current service levels and includes:

a) 2015 Property Tax Levy Extension: The 2015 extended levy exceeded the 2014 extended levy due to a 1.6% increase in the equalized assessed valuation (taxable property). Annually, City staff from Finance, Planning and Development, and Legal Departments meet with the Township Assessor, Unit 4 School District officials, Library staff and Board Members, and the Park District to discuss the Board of Review decisions, development, and any other relevant information for that year. The information obtained in this meeting tends to drive City Finance staff's estimate for the change in EAV. For the 2015 levy, City staff's estimate was a 2.7 percent increase which is greater than the actual increase of 1.6 percent. This reduced the Library 's anticipated revenue for operations by $31,000 in FY2015/16 and $63,000 in FY2016/17.

b) State of Illinois Library Per Capita Grant: Annually, the Library has been fortunate to receive a per capita grant originally estimated at $1.25 per capita or $101,319 for FY2016/17. The State has reduced library funding in their budget and the per capita grant is now estimated at $0.77 or $62,481 for FY2016/17.

c) New Munis Software Maintenance: Includes $14,400 for Library's share of annual maintenance for the City's new financial software which the Library will use for accounting, payroll and other HR functions.

d) Reduce Library Capital Fund Transfer: Reduce the Library Operating Fund transfer to the Library Capital Fund for FYI 7-20 from 3% of revenues to 2.5% to provide the Library with an additional estimated $30,000 in operating funds each year. This change will maintain an adequate fund balance for the Capital Fund and assist the Library Operating Fund with expenses while sustaining an adequate fund balance.

e) Continue Reduced Hours of Operation: Continue FY2015/16 reduction in hours of operation at the Main Library and Douglass Branch Library by 7 hours and 4 hours per week, respectively.

F. Main Library Building Debt Service Obligation: The City issued a General Obligation Bond Series in FY 2005/06 for $24.02 million to finance construction of the new main library combined with about $6 million in cash. In 2012 and 2013, the City refunded (refinanced) portions of the 2005 bond series, reducing debt service payments. Debt service payments for the main Library Building are split among the City's Library Improvement Fund, the City's General Fund, and the Library's Operating Fund. The City's General Fund will cover Library debt service payments averaging $1.1 million annually over the remaining life of the bonds. In accordance with the Governance Ordinance between the City Council and the Library Board, the City's Library Improvement Fund and the Library's Operating Fund combined will cover $700,000 annually.

a) Rebalancing of Debt Service Payments: Restructure payments between the City's Library Improvement Fund and the Library Operating Fund beginning in FY2015/16 and ending in FY2025/26 to keep annual payments from Library Operating Fund more consistent as recommended by City Manager and City Finance Director.

b) One-time Funding from the City's General Fund: As recommended by City Manager and City Finance Director, the Library Operating Fund will receive a one- time payment of $76,000 for the Library Operating and Library Improvement Funds portion of the debt refunding savings from previous years.

G. Impact on Library Personnel and Service: The FY2016/17 library budget includes a personnel complement of 69.90 FTE, up from 69.60 FTE funded in FY2015/16. This 0.30 FTE increase brings seven 19-hour employees to 20-hour per week with benefits and gives the Library an additional seven hours of staff time per week with increased flexibility in scheduling to better meet public service needs. However, to balance service needs and funding available, the FY2016/17 budget delays the hiring of the Children's Services Manager until January 2017 and not filling the Assistant Director position until the start of FY2017/18.

H. Conclusion: The Library Board of Trustees budget plan for FY2016/17 maintains current service levels and creates a solid foundation for the Library's budget going forward. The Library Board and Administration appreciate the assistance of the City Manager and City Finance Staff in creating this plan and will continue to work closely with City Administration on budget planning beyond FY20I6/17.

Prepared by:

Donna Pittman

Donna Pittman
Library Director

LIBRARY BUDGET SUMMARY
2016 - 2017

	PROPOSED EXPENDITURES	PROPOSED CONTINGENCY	FUND TOTALS
LIBRARY OPERATING FUND	6,829,951	672,698	7,502,649
LIBRARY CAPITAL FUND	344,882	468,236	813,118
27TH PAY DATE FUND	139,200	146	139,346
GIFT AND ENDOWMENT FUND	132,300	0	132,300
SPECIAL PROGRAMS FUND	10,250	3,194	13,444
PER CAPITA GRANT FUND	62,481	62,481	124,962
GRANT FUND	6,290	1,072	7,362
TOTALS	7,525,354	1,207,827	8,733,181

STATEMENT OF REVENUES, EXPENDITURES AND BALANCES
2016 - 2017

CHAMPAIGN PUBLIC LIBRARY
LIBRARY OPERATING FUND
FUND 01

REVENUES	ACTUAL FY 2014/15	ADOPTED BUDGET FY 2015/16	REVISED BUDGET FY 2015/16	ADOPTED BUDGET FY 2016/17
Beginning Balance	939,602	893,482	893,482	644,824
3000 Internal Transfer - 27th PayDate	0	133,702	0	139,200
3001 City General Fund Transfer	0	0	0	76,000
3010 Property Tax	5,867,668	5,794,434	5,841,847	6,181,062
3020 Corporate Replacement Tax	93,957	92,779	95,776	88,173
3050 General Fines and Fees	279,097	286,340	265,000	248,000
3080 Materials Rental Income	77,440	80,890	75,000	76,500
3100 Photocopy Income	23,871	23,575	23,500	23,970
3110 Interest Income	968	1,000	750	1,000
3920 Miscellaneous Income	647	500	2,600	700
3930 Urbana Free Library	12,000	12,000	12,000	12,000
3960 Leased Property	13,215	12,782	11,000	11,220
TOTAL REVENUES	6,368,863	6,438,002	6,327,473	6,857,825
EXPENDITURES				
PERSONNEL SERVICES (100)	4,683,802	4,688,732	4,423,863	4,722,994
COMMODITIES (200)	893,194	930,298	999,994	966,893
CONTRACTUAL SERVICES (300)	636,112	701,743	697,522	714,506
FUND TRANSFERS	201,875	203,098	200,260	171,066
DEBT SERVICE PAYMENT	0	274,609	254,492	254,492
TOTAL EXPENDITURES	6,414,983	6,798,480	6,576,131	6,829,951
RESERVES	893,482	533,004	644,824	672,698
GRAND TOTAL	7,308,465	7,331,484	7,220,955	7,502,649

STATEMENTS OF REVENUES, EXPENDITURES AND BALANCES
2016 - 2017

CHAMPAIGN PUBLIC LIBRARY
LIBRARY CAPITAL FUND
FUND 02

REVENUES	ACTUAL FY 2014/15	ADOPTED BUDGET FY 2015/16	REVISED BUDGET 2015/2016	ADOPTED BUDGET FY 2016/17
Beginning Balance	1,155,812	752,914	784,856	646,052
3001 Operating Fund Transfer	192,375	193,598	190,760	166,066
3110 Interest Income	1,115	1,300	700	1,000
3920 Miscellaneous Income	300	0	0	0
3030 Urbana Free Library Reimb.	3,657	3,657	3,657	0
TOTAL REVENUES	197,447	198,555	195,117	167,066
EXPENDITURES				
CONTRACTUAL SERVICES (300)	13,800	12,128	12,417	12,705
CAPITAL (400)	554,603	464,552	321,504	332,177
TOTAL EXPENDITURES	568,403	476,680	333,921	344,882
RESERVES	784,856	474,789	646,052	468,236
GRAND TOTAL	1,353,259	951,469	979,973	813,118

STATEMENT OF REVENUES, EXPENDITURES AND BALANCES
2016 - 2017

CHAMPAIGN PUBLIC LIBRARY
LIBRARY OTHER FUNDS
FUNDS 03 - 15

REVENUES	ACTUAL FY 2014/15	ADOPTED BUDGET FY 2015/16	REVISED BUDGET FY 2015/16	ADOPTED BUDGET FY 2016/17
Beginning Balance	152,805	134,021	136,323	202,258
3001 Operating Fund Transfer	9,500	9,500	9,500	5,000
3007 Gift Fund Transfer - Foundation	65,451	61,000	99,455	67,300
3008 Gift Fund Transfer - Friends	86,505	73,000	73,000	74,000
3040 State Per Capita Grant	101,319	101,319	62,481	62,481
3110 Interest Income	165	200	124	125
3800 LSTA Grant	12,500	12,500	6,250	6,250
TOTAL REVENUES	275,440	257,519	250,810	215,156
EXPENDITURES				
PERSONAL SERVICES (100)	7,646	8,250	4,910	3,910
COMMODITIES (200)	238,512	221,669	154,195	190,441
CONTRACTUAL SERVICES (300)	45,764	19,650	25,770	16,970
FUND TRANSFERS (700)	0	133,702	0	139,200
TOTAL EXPENDITURES	291,922	383,271	184,875	350,521
RESERVES	136,323	8,269	202,258	66,893
GRAND TOTAL	428,245	391,540	387,133	417,414

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 $39.4 million for Fiscal Year 2016/17 and $336 million from 2016 to 2026. 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 Project.

- Replacement of the Hill Street Parking Deck parking/revenue control system (0703)

2) Overview. The fund utilizes revenues from the fines and fees generated in the parking system to fund operation and maintenance of existing parking facilities, parking enforcement activities, and administration of the Parking Division. Also included in the FY 2016/17 Parking Fund budget are transfers from the Downtown TIF ($722,561) and the Food and Beverage Fund ($800,000) to help cover debt service on the Hill Street Parking Deck. The Parking Fund will receive its last Downtown TIF transfer in FY 2017/18 ($577,439) and it will receive its final Food and Beverage transfer ($800,000) in FY 2016/17. Per the Hill Street Parking Deck Plan of Finance, the Parking

Fund was to receive $5.7 million in revenue transfers. At the end of FY 2017/18, $4.7 million will be transferred from the Downtown TIF and $1 million will be transferred from the Food and Beverage Fund. The FY 2016/17 principal and interest payment for the Hill Street Parking Deck is $1,225,000 and $377,669 respectively. Principal and interest payments on the bonds for the deck continue through FY 2027/28.

The FY 2016/17 Parking Fund budget includes the annual JSM payments for Parking Lot "J". At the closing for Lot "J", the City received a payment of $2,000,348 (FY 2013/14). The City will also receive annual installments for Lot "J" ($111,410) including interest starting in FY 2016/17 with a final lump sum payment ($1,399,433) in FY26. Also included in the FY 2016/17 Parking Fund budget is the Public Parking Cost Reimbursement for the 131 public parking spaces in the JSM parking deck. The City's annual obligation (up to $100,000) is to reimburse JSM when annual expenses exceed annual revenue for the 131 public parking spaces. The City's first payment was in FY 2015/16 and City's obligation is for 15 years. The Parking Fund is reimbursed for this annual obligation from hotel/motel taxes collected by the City from the hotel on the Parking Lot "J" site.

All City parking meters accept payment by coin, CashKey, and MobileMeter. The City implemented the pay by cell program in April 2015. As of March 29, 2016, MobileMeter had 12,487 registered users, over 105,000 individual transactions, and provided approximately $200,000 of parking revenue. In October 2016, the City of Urbana also implemented MobileMeter (same vendor as the City of Champaign). At this time, the University of Illinois does not have any plans to change from its current pay by cell vendor to MobileMeter.

The City has discontinued the sale of new or refurbished CashKeys. Duncan (the vendor for CashKey) no longer sells or provides support services for CashKey. Public Works will continue to load time on existing CashKeys as long as City equipment continues to function. Like the City, both the University and Urbana no longer sell keys but will continue to load time as long as they are able.

The FY 2016/17 Parking Fund budget includes replacement of the Hill Street Parking Deck parking/revenue control system at $125,000. The system controls the operation of the entry and exit gates, distributes the parking ticket upon deck entry, manages credit card payments, and manages deck entry/exit using encoded cards. In FY 2015/16, the existing parking/revenue control system has not worked a total of 90 or more days. When not operating, the parking deck gates are up and revenue is not collected from deck users. The vendor for the parking/revenue control system has assisted the City in getting the equipment back on-line as quickly as possible when it goes down; however

the software/hardware for the system is obsolete, spare parts are difficult to locate, and the equipment is at the end of its useful life.

The Parking Fund starts a negative fund balance in FY 2020/21 ($414,851) which grows to a peak in FY 2025/26 ($1,768,518). The negative balance is due to the Hill Street Parking Deck annual bond and interest payments. Once the parking deck is paid for, its projected Parking Fund annual revenue and expenditures will be equal. Eliminating the negative Parking Fund balance will require revenue to the fund of approximately $2.1 million.

There are a number of activities under way that could help eliminate the Parking Fund deficit. The City has requested proposals to re-develop the surface parking lot at the northwest corner of Hill Street and Neil Street. Additionally, the City is negotiating a development agreement to re-develop the surface parking lots at the southwest corner of Washington Street and Walnut Street, and at the southwest corner of Washington Street and Fremont Street. The sale of these three surface parking lots for their appraised value could result in one-time revenue of $1.9 million. If the City does not realize the one-time revenue from the sale of the surface parking lots then provisions will need to be made to direct a portion of the revenue increment from the re-development to the Parking Fund.

Additionally, Public Works will fill the remaining parking enforcement officer vacancy by the end of FY 2015/16. Over the last three years, Parking has had at least one, and sometimes two, parking enforcement officer vacancies. Full staffing would increase recurring revenue in the Parking Fund.

a. Sanitary Sewer Fund (04)

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. This Fund also repays the State's low interest loans used to construct the North and South Interceptor Sewers. The most significant project is the Annual Sanitary Sewer Rehabilitation project with funding ranging from around $390,000 to just over $650,000 each year. Council Policy is to consider fee increases every other year. No fee increase was adopted for this year.

b. 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, which staff projects at $3.2 million for FY 2016/17. Starting in FY 2013/14, approximately $2.7 million annually in revenues from the Stormwater Utility Fee (SWUF) support the Fund as well as a transfer from the General Fund and property tax revenues each year.

The SWUF 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 used for larger scale improvements to address flooding in the City. That currently includes the Boneyard Creek North, West Washington Street Watershed and Garden Hills Drainage Improvement projects.

Currently, funding is programmed in the 10-Year CIP to advance these three projects through preliminary design. No funding is programmed in the adopted10-Year CIP for construction of these projects, but a project reserve has been established to set aside revenues for that purpose at $2.6 million annually, increasing to $3.1 million annually starting in FY 2021/22. Attachment B to this report is a draft 4-Year Project Plan for these three projects, which projects an initial discussion of a Plan of Finance in a City Council Study Session prior to the end of the 2016 calendar year, and an update to that discussion during the summer of 2018.

c. Motor Fuel Tax Fund (22)

1) Key Projects.

- Annual Local Street Rehab (asphalt): 2016 construction season work locations include the following streets in the Elmwood Neighborhood: Clark Street, Union Street, Elmwood Drive and Flora Drive.
- Annual Asphalt Overlay: 2016 construction season work locations consist of Prospect Avenue (from Ventura Road to Devonshire Drive) and Bloomington Road (from Prospect Avenue to State Street).
- Annual PCC Patching: 2016 construction season work locations consist of William Street (from Mattis Avenue to Crescent Drive)
- Prospect Avenue, Windsor to Savoy: $700,000 scheduled for FY 2017/18 (0366). This is a joint project with the Village of Savoy.

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 PCC patching. Additionally the Prospect Avenue, Windsor to Savoy complete streets improvement was moved to this fund to free up funding in the Capital Improvement Fund for changes to address the MCORE projects. The Prospect Avenue project is a joint project with the Village of Savoy resulting in complete street improvements from Windsor Road in Champaign to Curtis Road in Savoy.

d. Capital Improvements Fund (23)

1) Key Projects.

- First Street – Gregory to Kirby – FY 2016/17 (0682)
- Fourth Street – Kirby to St. Mary's Road – FY 2016/17 (0683)
- Mattis and Sangamon Pedestrian Crossing – FY 2018/19 (0681)
- Prospect Avenue – Windsor to Savoy – FY 2019/20 (0366)
- Randolph and Clark Pedestrian Crossing – FY 2017/18 (0701)
- Interstate Drive – dead-end to Market Street – FY 2021/22 (0482)
- Mattis Avenue Complete Street Improvement (Windsor to Curtis) – FY 2023/24 (0561)
- Duncan Road – Curtis to Windsor – FY 2025/26 (0461)

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. With the debt service for the Clearview extension of Olympian Drive being paid off in FY 2018/19, approximately $900,000 annually in additional funding is available for some larger projects in the remaining seven years of the CIP. As a result, the Interstate Drive extension to Market Street project, and the Mattis Avenue Complete Street from Windsor to Curtis project, were included in the Plan last year. This year the Taylor and Walnut Pedestrian Improvement project has been added as a shared cost with the Downtown TIF, and Duncan Road from Curtis to Windsor in FY 2025/26.

e. Library Improvement Fund (24).

1) Key Project.

- Library Building Debt Service (0532)

2) Overview. The City Council established this Fund to finance the construction and major maintenance of capital improvements for library buildings. While dedicated to library purposes, the Library Board does not manage this Fund; rather it is included in the City's budget process and adopted Financial Plan. Further information on the Library Improvement Fund can be found under the Champaign Public Library tab.

f. 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) FY 2017/18 (0693)
- Bradley Avenue I-57 Bridge Approaches FY 2018/19 (0674)
- Duncan – Springfield to Kirby Complete Street FY 2023/24 (0142)
- I-57/I-74 Complete Street Side Bridges FY 2016/17 (0692)
- Local Street Reconstruction (0640)

2) Overview. This fund was established to manage the proceeds of the approximately $1.4 million annual receipts 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 being used to implement the Multi-Modal Corridor Enhancement (MCORE) projects. The MCORE projects in this Fund include: White Street – Second to Wright (jointly funded with the North Campustown TIF District); 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 in FY 2017/18. Also included in this Fund is 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 2024/25; and an annual Local Street Reconstruction project with $400,000 included annually. In FY 2016/17 and 2017/18, funds for local street reconstruction are budgeted to cover 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 planned reconstruction of the I-57/I-74 interchange.

When CB 2011-231 adopting the Local Motor Fuel Tax was approved by Council in February 2012, the Council Bill included a provision stating that "ten years following the effective date of this Council Bill, an evaluation of the continuing need for this funding shall be conducted. Such evaluation shall consider the available revenues for street improvements, the backlog of arterial street improvement needs, and the backlog of street reconstruction and maintenance needs." Although this language provides for evaluation of the Local Motor Fuel Tax 10 years after its adoption, staff believes it advisable to conduct an evaluation prior to next year's CIP, at the five year anniversary of adoption, and to consider then whether to end the tax at 10 years, or extend it by five years to keep a full 10 year planning period for this use of these revenues. This will ensure adequate time to plan for and construct any projects to be funded from the LMFT prior to its termination.

g. Urban Renewal Fund (41).

1) Key Projects.

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

2) Overview. This Fund receives 3/11ths of the City's taxes on gas, water, and electric utility costs. Consistent with the Financial Policies, the Fund is used primarily to provide infrastructure improvements and programs in the Neighborhood Wellness Preservation and Restoration areas of the City. Two projects are included in the Fund: the Bristol Place Neighborhood Plan Implementation project with approximately $6 million programmed for property acquisition, clearance and development activities over the next 10 years; and the Annual Infrastructure Maintenance project generally funded at $130,000 per year, except for the budget year when the funds are allocated to the Bristol Place project. That is a $70,000 per year reduction in funding to infrastructure maintenance from what was shown in prior years.

h. Downtown TIF District Fund (44).

1) Key Projects.

- Taylor-Walnut Pedestrian Improvement Project – FY 2016/17 (0601)
- Walnut-Logan-Neil-Clark Improvement Project – FY 2016/17 and 2017/18 (0700)

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 wide variety of capital improvements and economic development activities within the City's downtown area. The Downtown TIF Fund expires in December 2017 and cannot be extended further. The majority of the resources in the remaining years of this fund are dedicated to incentive payments for the M2 on Neil and Hyatt Place Hotel projects and helping pay

for the Downtown Parking Deck debt service. Two capital projects have been added to use the ending balance of the TIF prior to its termination. The first is the Taylor-Walnut Pedestrian Improvement which is a shared expense with the Capital Improvement Fund and will provide an enhanced pedestrian crossing of Walnut Street at its intersection with Taylor Street. The second will improve the Walnut/Logan-Neil/Clark intersections with traffic signals and enhanced pedestrian features to improve safety for the many pedestrians that cross at this location.

i. East University Avenue TIF District Fund (45).

1) Key Projects.

- Marshall, Chester and Water Street Improvements FY 2016/17 (0618)
- University and Second Parking Lot Improvement FY 2016/17 (0702)
- E. University TIF Close-Out Project FY 2022/23 (0705)

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. Two capital projects are scheduled in this Fund, a project to reconstruct Marshall Street to provide public parking and to reconstruct Chester and Water Streets to support new development and address damage caused by heavy transit traffic in the corridor; and a reconstruction of the University and Second Parking lot to improve its appearance and facilitate evening public parking. A close-out project has also been added to anticipate construction of a high priority improvement prior to the end of this TIF District.

j. Food and Beverage Fund (47).

1) Key Projects.

- Green Street Streetscape – Neil to Fourth FY 2016/17 (0507)
- Green Street - Wright to Race FY 2016/17 (0477)
- Wright and Armory Streets (Springfield to Fourth) FY 2017/18 & 2018/19 (0693)
- Town Center Boulevard Prospect to Target Entrance FY 2025/26 (0133)

2) Overview. This fund receives most 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 being used to fund the MCORE projects. The ten-year plan includes the additional funding to meet the increased local match needed for the three MCORE projects. As a result, the Neil Street (Church/Main to Chester Streets) streetscape project has been

moved to unfunded, and the Town Center Boulevard traffic signal project delayed six years.

k. North Campus Redevelopment Area TIF Fund (48).

1) Key Projects.

- Burnham Project Debt Service through FY 2022/23 (0548)
- White Street – Second to Wright FY 2016/17 (0614)

2) Overview. This TIF District was established in 2002 to finance redevelopment of the former Burnham City Hospital site into a mixed-use urban development, including related infrastructure improvements. The City issued debt to finance site acquisition, environmental remediation, demolition, and related costs. Debt service payments are included for two different bonds, and funded from the increment generated by development of the Burnham 310 project.

This Fund is also contributing approximately $1.8 million to the White Street portion of the MCORE project, which has been programmed for construction in FY 2016/17. This project is also funded out of the Local Motor Fuel Tax Fund in addition to the Federal TIGER grant funding. The other project included is the North Campus TIF Street and Alley Reconstruction project, which is programmed for FY 2024/25. This project will reconstruct alleys and streets within the TIF District boundaries.

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, 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. In addition, several local street reconstruction projects have been completed. None of these projects would have been possible without this funding source. The addition of revenues for the increase in the Hotel-Motel Tax for asphalt street improvements will, in future years, allow further reduction of this backlog.

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. A discussion of a Plan of Finance is projected to occur before the end of the 2016 calendar year.
2)
3) New City facilities, in particular construction of a new Fire Station 3 consistent with the Fire Station Location Study, and a new Vehicle Maintenance Facility for Public Works. Improvements to existing arterial street intersections including Bradley and Staley ($2.5 million), Walnut and Main ($1.0 million), Bradley Avenue and McKinley Avenue ($500,000), Kirby Avenue and Crescent Drive ($500,000) and Prospect Avenue and Devonshire Drive ($500,000).
4) Projects to fill sidewalk gaps on arterial streets at approximately $2 million.
5) Projects to implement the recommendations of Walk Champaign.

b) Underfunded.

6) Parking lot rehabilitation and maintenance currently funded at approximately $10,000 per year for the last 9 years of the Plan. This is a level of funding that only provides for emergency repairs to the City's surface parking lots. The needed funding level is $200,000 per year for parking lot rehabilitation and maintenance.
7) 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.

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. The Town Center Boulevard safety improvements are programmed in FY 2025/26 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	FY15 ACT	FY16 BUD	FY16 EST	FY17 BUD
03 - Parking Fund					
ANNUAL PARKING LOT REHABILITATION	0200	18,164	115,000	115,000	**10,000**
BUILDING MAINTENANCE	0051	0	10,600	10,600	**5,300**
HEALEY STREET RECONSTRUCTION (FIFTH TO SIXTH)	0645	221,120	117,187	0	**0**
HEALEY STREET RECONSTRUCTION (FOURTH TO FIFTH)	0646	407,511	375,887	96,941	**0**
HILL ST PARKING DECK SOFTWARE & HARDWARE REPLACEMENT	0703	0	0	0	**125,000**
TRADITIONAL LANDSCAPE MAINT SERVICES	0612	7,423	33,635	31,635	**17,000**
TOTAL 03 - Parking Fund		654,218	652,309	254,176	**157,300**
04 -Sanitary Sewer Fund					
CONCRETE SAN SEWER LINING-IEPA L17-3962 DEBT	0616	29,810	29,810	29,810	**29,810**
KENWOOD/JACKSON - IEPA DEBT SERV	0615	30,894	30,894	30,894	**30,895**
NW SEWER DEBT SERVICE	0009	75,275	49,081	49,081	**24,541**
SAN SEWER SERV R-O-W RESTORATION	0014	1,850	35,918	35,918	**19,733**
SANITARY SEWER BACKUP RELIEF ASST	0286	63,040	29,574	29,574	**25,000**
SANITARY SEWER REHABILTATION	0254	393,714	611,249	852,980	**487,993**
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		732,515	924,460	1,166,192	**755,906**
21 - Stormwater Management Fund					
BONEYARD - LOWER SECOND STREET REACH	0290	1,367	38,998	38,998	**0**
BONEYARD - NORTH BRANCH IMPROVEMENTS	0664	7,902	843,723	842,130	**70,493**
BONEYARD / EMBARRAS GENERAL ISSUES	0019	600	134,216	134,216	**20,500**
BONEYARD 2nd STREET REACH DEBT SERVICE	0554	1,681,428	1,681,750	1,681,750	**1,794,790**
BONEYARD ROW ACQUISITION	0015	9,940	115,900	115,900	**0**
BONEYARD SECOND ST MAINT (ANNUAL)	0613	134,481	383,011	247,490	**167,199**
CHANNEL MAINTENANCE	0020	530,818	443,817	435,803	**403,858**
CONTRACTUAL STORM SEWER MAINTENANCE	0427	433,501	763,144	1,025,150	**551,156**
COPPER SLOUGH STORMWATER MASTER	0120	0	38,693	0	**0**
DETENTION BASIN COST SHARES	0489	0	6,180	6,180	**1,545**
GARDEN HILLS DRAINAGE IMPROVEMENTS	0689	60,398	298,766	297,721	**51,861**
JOHN ST STORM SEWER IMPROV - IEPA DEBT	0607	25,112	75,112	25,112	**75,112**
PHINNEY BRANCH MASTER PLAN UPDATE	0144	215	25,053	25,053	**0**
RESERVE-WASHINGTON ST, BONEYARD CREEK, GARDEN	0670	0	1,859,454	1,467,217	**2,600,000**
SERIES 2009 REFUND BONDS (CHANNEL)	0585	860,375	857,963	857,963	**0**
STORM SEWER INVENTORY	0429	3,267	0	0	**0**
STORM SEWER REHABILITATION	0182	1,479,724	1,000,507	1,541,980	**840,351**
STORM SPECIAL OPERATING CONTINGENCY	0264	0	26,603	26,603	**0**
STORMWATER QUALITY	0413	58,272	196,101	163,545	**280,038**
SUMP PUMP COST SHARES	0696	0	0	40,000	**40,000**
WEST WASHINGTON STREET WATERSHED DRAINAGE PHASE	0594	2,115,990	2,338,640	2,336,706	**114,253**
TOTAL 21 - Stormwater Management Fun		7,403,390	11,127,631	11,309,517	**7,011,156**
22 - Motor Fuel Tax Fund					
2013 LOCAL STREET REHAB - ASPHALT	0648	80,208	0	0	**0**
2014 LOCAL STREET REHAB - ASPHALT	0649	257,388	0	0	**0**
2015 LOCAL STREET REHAB - ASPHALT	0650	0	365,040	359,293	**0**
2016 LOCAL STREET REHAB - ASPHALT	0672	0	323,718	323,718	**318,082**
2017 LOCAL STREET REHAB - ASPHALT	0688	0	0	0	**55,771**
2018 LOCAL STREET REHAB - ASPHALT	0697	0	0	0	**0**
ASPHALT OVERLAY - 2014	0622	1,345,241	0	0	**0**
ASPHALT OVERLAY - 2015	0623	500,645	1,231,491	1,237,600	**0**
ASPHALT OVERLAY - 2016	0624	0	239,978	243,990	**909,340**
ASPHALT OVERLAY - 2017	0625	0	0	0	**247,550**

CAPITAL IMPROVEMENTS PLAN EXPENDITURES BY FUND

FUND - DESCRIPTION	PROJECT	FY15 ACT	FY16 BUD	FY16 EST	FY17 BUD
22 - Motor Fuel Tax Fund (continued)					
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**
ASPHALT OVERLAY - 2026	0698	0	0	0	**0**
FOURTH STREET (JOHN TO ARMORY)	0539	233,090	0	0	**0**
LOCAL STREET REHAB - ASPHALT (ANNUAL)	0590	0	0	0	**0**
MARKET STREET IMPROVEMENTS	0609	971,486	0	0	**0**
MFT SPECIAL OPERATING CONTINGENCY	0271	0	50,580	50,580	**0**
PCC PATCHING - 2011	0578	14,833	0	0	**0**
PCC PATCHING - 2014	0661	597,674	34,868	34,868	**0**
PCC PATCHING - 2015	0676	459,849	662,387	659,540	**0**
PCC PATCHING - 2016	0690	2,076	203,508	204,815	**632,407**
PCC PATCHING - 2017	0632	0	0	0	**232,758**
PCC PATCHING - 2018	0633	0	0	0	**0**
PCC PATCHING - 2020-2026	0611	0	0	0	**0**
PROSPECT AVENUE (WINDSOR TO SAVOY)	0366	0	0	0	**0**
SOUTH 4TH STREET EXTENSION	0587	301,130	90,061	88,917	**0**
STRATTON SRTS GRANT PROJECT	0643	18,481	1,517	0	**0**
WRIGHT / ARMORY PROJECT	0693	0	0	0	**0**
TOTAL 22 - Motor Fuel Tax Fund		4,782,101	3,203,148	3,203,321	**2,395,908**
23 - Capital Improvements Fund					
2015 LOCAL STREET REHAB - ASPHALT	0650	32,476	637,302	637,302	**0**
ASH TREE REMOVAL & REPLACEMENT	0566	49,111	75,889	75,889	**100,000**
ASPHALT OVERLAY - 2017	0625	0	0	0	**575,749**
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**
ASPHALT OVERLAY - 2026	0698	0	0	0	**0**
BICYCLE PLAN IMPLEMENTATION	0551	15,031	0	0	**0**
BRADLEY & MARKET COMPLETE ST STUDY	0654	0	0	0	**0**
BRIDGE MAINTENANCE (ANNUAL)	0247	9,672	818,056	742,280	**0**
BUILDING MAINTENANCE	0051	424,885	671,395	671,395	**313,611**
CAPITAL IMP SPECIAL OP CONTINGENCY	0265	0	138,252	138,252	**0**
CITY BUILDING FIRE ALARM CONTROL PANEL REPLACEMENT	0687	0	150,000	150,000	**0**
CITY BUILDING WINDOW REHAB	0691	6,757	101,819	101,819	**0**
CITY BUILDING, POLICE & FIRE STATION #1 ENERGY COST REDUCTION MEASURES (ECRM)	0658	229,831	248,679	248,679	**0**
CLEARVIEW DEBT SERVICE	0529	517,900	617,700	544,181	**763,000**
CURTIS ROAD-WYNSTONE TO WESLEY	0408	899,038	0	0	**0**
DUNCAN ROAD FROM CURTIS TO WINDSOR	0461	0	0	0	**0**
EMERGENCY INFRASTRUCTURE REPAIR	0470	867,575	387,947	387,947	**357,175**
FIRE STATION # 6 HVAC REHAB	0659	518	148,288	148,288	**0**
FIRE STATION #1 KITCHEN REMODEL	0678	46,886	0	0	**0**
FIRE STATION #3 TRUCK BAY REMODEL	0679	91,037	31,063	31,063	**0**

CAPITAL IMPROVEMENTS PLAN EXPENDITURES BY FUND

FUND - DESCRIPTION	PROJECT	FY15 ACT	FY16 BUD	FY16 EST	FY17 BUD
23 - Capital Improvements Fund (continued)					
FIRST STREET (GREGORY TO KIRBY)	0682	645	1,694,551	1,669,424	**501,279**
FOURTH STREET (KIRBY TO SAINT MARY'S)	0683	645	2,099,551	2,074,424	**366,279**
INFRASTRUCTURE ENHANCEMENT MAINT	0549	0	75,100	25,200	**95,000**
INFRASTRUCTURE MAINTENANCE (ANNUAL)	0655	1,003,376	781,515	781,515	**677,816**
INTERSTATE DR (WEST FROM MARKET ST)	0482	0	0	0	**0**
INTERSTATE RESEARCH PARK SIDEWALKS	0704	0	0	0	**80,000**
KEYLESS ACCESS & SECURITY CAMERAS FOR CITY FACILITIES	0699	0	0	0	**150,000**
LOCAL STREET REHAB - ASPHALT (ANNUAL)	0590	0	0	0	**0**
LOCAL STREET REHAB - CONCRETE (ANNUAL)	0445	796,173	1,283,372	1,283,372	**767,863**
MATTIS AVE (CURTIS-WINDSOR) COMPLETE STREET	0561	0	0	0	**0**
MATTIS AVE EXT (SOUTH OF CURTIS RD)	0602	71,319	1,180,741	1,179,808	**0**
MATTIS-SANGAMON PEDESTRIAN IMPROVEMENTS	0681	0	110,000	0	**0**
NEIGHBORHOOD STREET LIGHT PROGRAM	0392	1,500	50,364	0	**60,973**
OLYMPIAN DRIVE (APOLLO - LINCOLN)	0134	30,219	0	0	**0**
OLYMPIAN DRIVE PHASE 3 - WEST EXTENSION	0598	16,725	52,710	41,719	**0**
PAVEMENT MARKING (ANNUAL)	0124	92,676	415,432	415,432	**266,975**
PENNSYLVANIA AVE (FOURTH TO CITY LIMIT)	0684	0	313,826	311,661	**1,783,309**
PLANNING & DEVELOPMENT DEPARTMENT REMODEL	0706	0	0	0	**30,000**
PROSPECT AVENUE (WINDSOR TO SAVOY)	0366	0	0	0	**0**
RAILROAD CROSSING IMPROVEMENT	0499	80,292	193,908	193,908	**120,620**
RANDOLPH & CLARK PEDESTRIAN IMPROVEMENTS	0701	0	0	0	**85,000**
RAPID RESPONSE ENGINEERING CONTRACT	0503	38,998	103,124	103,124	**53,044**
REPLACEMENT OF FUELING SYSTEMS	0665	0	5,000	5,000	**100,000**
SLURRY SEAL (ANNUAL)	0129	384,541	343,947	317,847	**378,924**
SOUTH 4TH STREET EXTENSION	0587	7,886	0	0	**0**
STRATTON SRTS GRANT PROJECT	0643	3,689	0	0	**0**
STREET PAVEMENT SYSTEM PLAN	0049	104,094	423,611	223,611	**330,000**
SUBDIVISION SIDEWALK ASSMENT PRJ	0358	0	94,727	0	**0**
SUBDVSION PAVMNT EXP REMEDIATION	0573	0	125,000	125,000	**125,000**
SUSTAINABLE LIGHTING & ENERGY UPGRADES	0637	0	32,874	32,874	**0**
TAYLOR & WALNUT PED IMPR	0601	0	0	0	**98,067**
TRAFFIC SAFETY & MANAGEMENT (ANNUAL)	0330	22,449	24,635	24,635	**25,000**
TRAFFIC SIGNAL - FIRE STATION # 4	0517	0	0	0	**136,749**
TRAFFIC SIGNAL UPGRADES (ANNUAL)	0087	50,018	389,802	389,802	**101,017**
TREE MAINTENANCE CONTRACT	0052	54,217	92,811	92,811	**68,957**
UC2B-FIBER OPTIC CONNECTION	0328	41,461	0	0	**0**
WRIGHT / ARMORY PROJECT	0693	0	0	0	**244,332**
TOTAL 23 - Capital Improvements Fund		5,991,640	13,912,991	13,168,262	**8,755,739**
24 - Library Improvement Fund					
LIBRARY DEBT SERVICE	0532	420,514	425,391	445,508	**445,508**
MAIN LIBRARY BUILDING PROGRAM	0116	660	0	0	**0**
TOTAL 24 - Library Improvement Fund		421,174	425,391	445,508	**445,508**
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	118,000	0	0	**0**
GREEN STREET (WRIGHT TO RACE) - URBANA	0477	284,970	231,652	231,652	**0**
I57 & I74 COMPLETE STREET SIDE BRIDGES	0692	0	0	0	**0**
LMFT LOCAL STREET RECONSTRUCTION	0640	395,140	745,824	745,824	**0**
WHITE STREET (SECOND TO WRIGHT)	0614	155,410	257,815	245,421	**822,191**
WINDSOR ROAD BRIDGE APPROACHES	0639	811,177	313,118	313,118	**0**
WRIGHT / ARMORY PROJECT	0693	105,239	0	0	**0**
TOTAL 29 - Local Motor Fuel Tax Fund		1,869,936	1,548,409	1,536,015	**822,191**

CAPITAL IMPROVEMENTS PLAN EXPENDITURES BY FUND

FUND - DESCRIPTION	PROJECT	FY15 ACT	FY16 BUD	FY16 EST	FY17 BUD
41 - Urban Renewal Fund					
BRADLEY & MARKET COMPLETE ST STUDY	0654	12,712	2,452	2,245	**0**
BRISTOL PARK NEIGH IMPLEMENT PLAN	0641	802,661	3,198,966	2,961,525	**2,905,083**
INFRASTRUCTURE MAINTENANCE (ANNUAL)	0655	263,356	119,048	119,048	**0**
TOTAL 41 - Urban Renewal Fund		1,078,729	3,320,466	3,082,818	**2,905,083**
44 - Downtown TIF Fund					
TAYLOR & WALNUT PED IMPR	0601	0	0	0	**251,433**
WALNUT-LOGAN-NEIL-CLARK IMPROVEMENTS	0700	0	0	0	**136,000**
TOTAL 44 - Downtown TIF Fund		0	0	0	**387,433**
45 - E. University Ave. TIF Fund					
E. UNIVERSITY TIF CLOSEOUT PROJECT	0705	0	0	0	**0**
MARSHALL , CHESTER & WATER ST. IMPROVEMENTS	0618	0	0	110,756	**995,344**
UNIVERSTIY & SECOND PARKING LOT IMPROVEMENTS	0702	0	0	0	**170,000**
TOTAL 45 - E. University Ave. TIF Fund		0	0	110,756	**1,165,344**
47 - Food & Beverage Tax Fund					
GREEN STREET (FOURTH TO NEIL)	0507	353,226	2,010,885	1,751,345	**2,984,636**
GREEN STREET (WRIGHT TO RACE) - URBANA	0477	894	777,532	777,532	**5,710,199**
NEIL STREETSCAPE (CHURCH TO UNIVERSITY)	0680	0	0	0	**0**
TOWN CENTER (PROSPECT TO TARGET ENTRANCE) SAFETY IMPROVEMENTS	0133	0	0	0	**0**
TRADITIONAL LANDSCAPE MAINT SERVICES	0612	52,532	117,494	111,494	**55,000**
WRIGHT / ARMORY PROJECT	0693	251,838	1,340,639	1,255,484	**115,144**
TOTAL 47 - Food & Beverage Tax Fund		658,490	4,246,550	3,895,855	**8,864,979**
48 - North Campustown Redevelopment TIF Fund					
2004A BOND REPAYMENTS	0527	0	508,650	556,418	**307,700**
BURNHAM REFUNDING-2007A BONDS	0548	300,050	297,450	237,117	**295,750**
NORTH CAMPUS INFRASTRUCTURE REPAIR	0668	368,818	0	0	**0**
NORTH CAMPUS TIF STREET AND ALLEY RECONSTRUCTION	0695	0	0	0	**0**
WHITE STREET (SECOND TO WRIGHT)	0614	0	501,454	468,422	**1,239,773**
TOTAL 48 - North Campustown Redevelop		668,868	1,307,554	1,261,957	**1,843,223**

City of Champaign
CIP - Impact on Operating Budget

Description	Fiscal Year 2016/17	Recurring (✓ for recurring)
Engineering overtime - Additional funds are needed to help manage a very busy construction year, which includes several large projects like the MCORE Federal Grant Projects; UIUC Campus Street Projects on First St., Fourth St., and Pennsylvania Ave.; West Washington Phase 2 Detention at Glenn Park; the Annual PCC Street, Infrastructure Maintenance (IM), Asphalt Street, Storm and Sanitary Sewer Maintenance Projects.	$ 48,000	
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	
On-street trash collection - Funding for the trash collection. The request funds one year of the existing annual shortfall. Public Works will be evaluating whether or not to complete this service long-term with "in house" forces instead of with contractual forces. "In-house" may be more cost effective if the City purchases a garbage truck and provides staffing for the yard waste collection program.	$ 28,500	
TOTAL IMPACT ON OPERATING	$ 86,500	

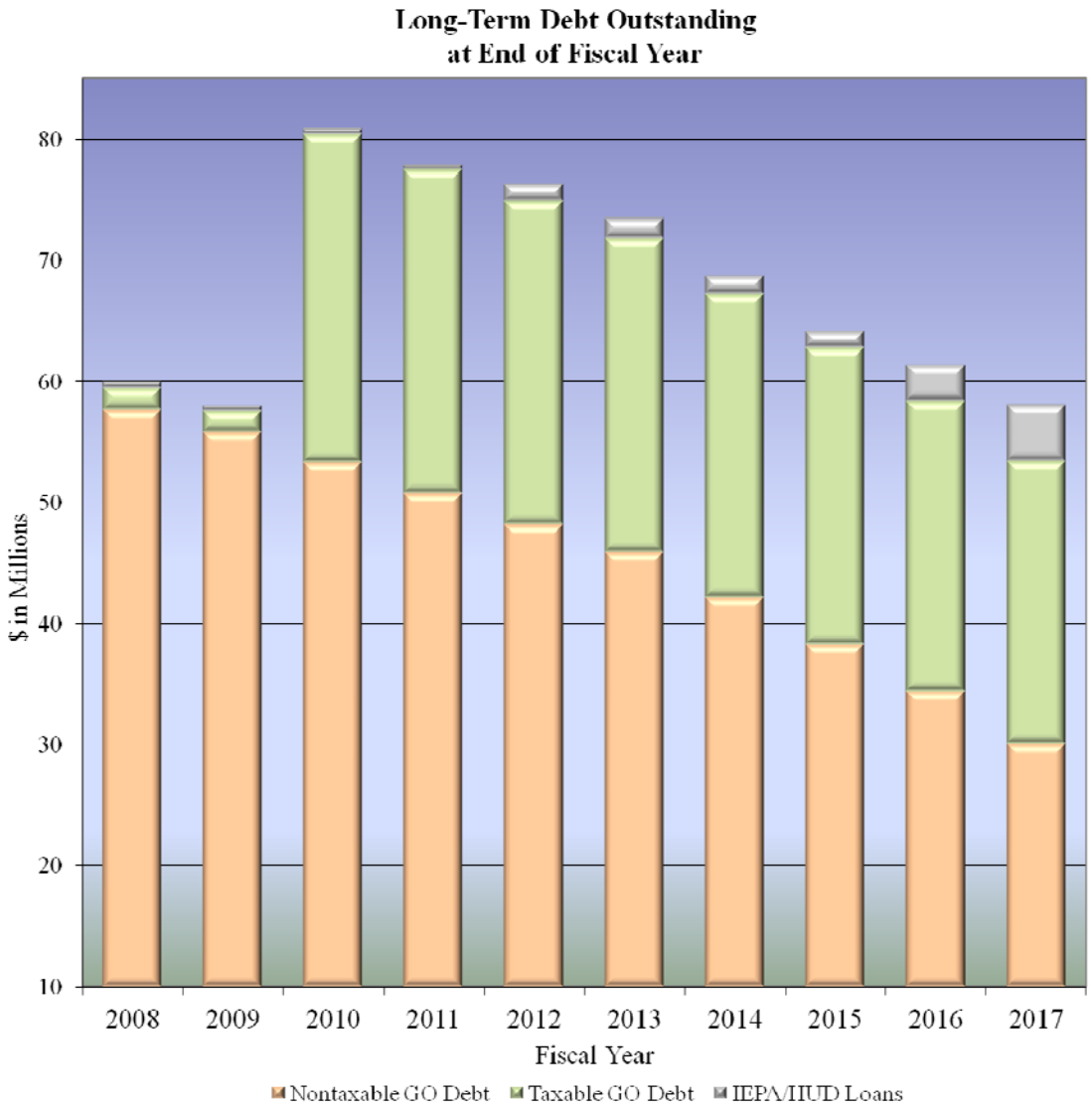
Note - The City's Capital Improvements Review Team (CIRT) is a cross-departmental team that determines the guidelines for the CIP annually. This team also reviews the submitted projects prior to recommendation of the CIP to the City Manager. As part of the Fiscal Year (FY) 2016/17 guidance and in conjunction with operating budget preparations, a process for identifying the impact on the operating budget was implemented. Prior to starting the FY 2017/18 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, 2017 will be $8.625 million.

- $8.835 million in 2013 to refinance a portion of the 2005 bonds (that the City issued to finance a majority of the costs of the new Main Library building). The principal amount outstanding at June 30, 2017 will be $7.500 million.

- $9.90 million in 2012 to refinance the 2004A bonds (that the City 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, 2017 will be $8.990 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, 2017 will be $23.420 million.

- $7.025 million in 2007 to finance the extension of Olympian Drive and to refinance $3.15 million of the $4.90 million bonds issued in 2004 (series 2004B bonds). The principal amount outstanding at June 30, 2017 will be $4.90 million.

All bonds 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 6.8% and is effective from October 1, 2015 to Sept 30, 2016 – 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, Stormwater Utilities Fee, and the 35% Build America Bonds tax credits mentioned above. The City Council adopted a Stormwater Utility Fee to provide additional revenue in the Stormwater Management Fund, but the revenues received will not be used for debt service payments.

- 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 Tax 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. 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 a portion of the 2012 bonds) is repaid from the General Fund, Library Improvement Fund, and Library Operating Fund.

Revenue Debt (not bonded)

In the 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:

- $685,941 ($514,456 after the loan forgiveness) used to line 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, 2017 will be $381,774.
- $710,892 ($533,169 after the loan forgiveness) used to construct sanitary sewers in two areas. One is located north and south of John Street and west of Kenwood Road, and the other is located on 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, 2017 will be $408,555.
- $577,833 ($433,375 after the loan forgiveness) used to replace existing storm sewer, doubling the stormwater sewer capacity in the areas where the old pipes are replaced, and install a rain garden (a "green" stormwater management solution). The City pays the debt service on this loan from Stormwater Fee Revenue. The principal amount outstanding at June 30, 2017 will be $352,851.

The City expects to finalize a Section 108 Loan Guarantee in the spring of 2016 with the U.S. Department of Housing and Urban Development for the financing of $3,524,000 of Phase I of the Bristol Place Project, which includes acquisition, relocation and demolition work for the Bristol Park Neighborhood. 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. 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 $1,797,148 by June 30, 2016 and $1,726,852 by June 30, 2017. The loan terms are flexible and can allow for interest-only payments in the early repayment stage of the 20-year repayment schedule.

Debt Financing Plans

The City might issue debt for the construction of Phases II and III of the West Washington Street drainage improvement project, the Boneyard Creek North improvement project, and Garden Hills Drainage improvement project. The City may be able to finance some of these improvements

through the Illinois Environmental Protection Agency revolving loan fund. Otherwise, the City will 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 2016/17 assuming no new debt issuance except for refunding outstanding debt:

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[(1)]	$115.5	$53.4
General Obligation Debt Per Capita[(2)]	$134.1	$53.4
% of General Fund expenditures	$12.2	$10.2

[(1)] The market value guideline reflects the 2015 equalized assessed value from the County, which is the most recent available. The assessment reflects values as of January 1, 2015, and actual market values at the end of FY 2016/17 will vary from that.
[(2)]The per capita guideline reflects inflation since the policy was initially adopted.

Property Tax Summary - City of Champaign

	2013			2014			2015		
	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	0.0697	0.0667	994,816	0.0649	0.0611	925,473	0.0488	0.0493	758,909
Pension Funds									
IL Municipal Retirement Fund	0.1764	0.1771	2,642,535	0.1722	0.1722	2,608,288	0.1686	0.1703	2,621,547
Police Pension Fund	0.2862	0.2873	4,286,528	0.3018	0.3018	4,571,319	0.3178	0.3211	4,942,918
Fire Pension Fund	0.2068	0.2075	3,096,765	0.2058	0.2058	3,117,222	0.1967	0.1987	3,058,729
subtotal	0.6694	0.6719	10,025,828	0.6798	0.6798	10,296,828	0.6831	0.6901	10,623,194
Champaign Public Library									
Library Improvement Fund	0.0282	0.0282	420,800	0.0283	0.0282	427,141	0.0279	0.0282	434,102
Operations	0.3940	0.3940	5,879,100	0.3957	0.3940	5,967,859	0.3900	0.3940	6,065,118
subtotal	0.4222	0.4222	6,299,900	0.4240	0.4222	6,395,000	0.4179	0.4222	6,499,220
Capital Improvements	0.1539	0.1544	2,304,256	0.1521	0.1521	2,303,836	0.1520	0.1536	2,364,473
Totals	1.3152	1.3152	19,624,800	1.3208	1.3152	19,921,137	1.3018	1.3152	20,245,796
Equalized 1 Assessed Valuation	1,497,700,000	1,492,156,913		1,514,684,970	1,514,684,970		1,555,300,000	1,539,370,157	
Township Multiplier		0.980			1.000			1.000	

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

Property Tax Summary - Overlapping Tax Districts

	2013			2014			2015		
Taxing Agency or District	RATE	PERCENT	AMOUNT	RATE	PERCENT	AMOUNT	RATE	PERCENT	AMOUNT
Unit 4 School District	4.3014	51.56%	$79,364,171	4.3884	52.17%	$84,537,762	4.4117	51.99%	$86,600,888
Champaign County	0.8511	10.20%	$28,833,209	0.8636	10.27%	$30,580,132	0.8672	10.22%	$31,281,287
Champaign Park District	0.7645	9.16%	$10,839,415	0.7264	8.63%	$11,093,505	0.7443	8.77%	$11,546,606
Parkland College	0.5253	6.30%	$24,996,321	0.5259	6.25%	$25,649,643	0.5460	6.43%	$27,172,231
C-U Mass Transit District	0.3198	3.83%	$6,709,368	0.3282	3.90%	$7,218,920	0.3332	3.93%	$7,584,453
City of Champaign Township	0.0467	0.56%	$588,644	0.0414	0.49%	$599,412	0.0419	0.49%	$614,999
C-U Public Health District	0.1259	1.51%	$2,364,838	0.1290	1.53%	$2,543,570	0.1307	1.54%	$2,602,083
Champaign County Forest Preserve	0.0931	1.12%	$3,138,349	0.0944	1.12%	$3,359,197	0.0947	1.12%	$3,429,164
Subtotal	7.0278	84.24%	$156,834,314	7.0973	84.37%	$165,582,141	7.1697	84.50%	$170,831,711
City of Champaign	1.3152	15.76%	$19,624,800	1.3152	15.63%	$19,921,137	1.3152	15.50%	$20,245,796
	8.343	100.00%	$176,459,114	8.4125	100.00%	$185,503,278	8.4849	100.00%	$191,077,507

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.

MAJOR SALARY AND STAFFING CHANGES

City staffing levels are established to provide quality public service in a fiscally sustainable manner. Major salary and staffing changes represent a reallocation of resources to better address priority services or the addition of positions necessary to meet new or increased service demands in order to advance City Council goals. The following are major salary and staffing changes approved by Council with the adopted budget:

1. **Reallocation of Resources and Positions.** Several position changes are adopted in order to better address service needs:

   - Add 3.000 FTE Fire Battalion Chiefs and reduce 3.000 FTE Fire Lieutenants. Currently, the Fire Department does not have a management-level commander on each shift. This position is needed to maintain operational consistency in the areas of personnel management, facility and equipment/apparatus management, and emergency scene coordination. More details about this change are provided in the Fire Department Staffing Study Session memo (SS 2016-025).

   - Add 1.000 FTE Battalion Chief of Training and reduce 1.000 FTE Fire Marshal. The Fire Marshal position has been vacant since August 2015, and the responsibilities of that position have been reassigned. The addition of a Battalion Chief of Training will provide leadership and command in the areas of safety and training. More details about this change are provided in Fire Department Staffing Study Session memo (SS 2016-025).

   - Add 3.000 FTE Fire Fighters. The purpose of adding these positions is to reduce overtime and adequately staff all fire apparatus. More details about this change are provided in the Fire Department Staffing Study Session memo (SS 2016-025).

   - Move 1.000 FTE Police Network Administrator from the Police Department Training and Development budget activity (08004) to the Information Technologies (IT) Department (14001). This position is currently supervised by a Police Lieutenant. Moving this position under the direction of the IT Director will allow for better communication and more functional management, and will ensure more centralized administration of IT systems and resources.

   - Reclassify 1.000 FTE Environmental Inspector to Property Maintenance Inspector in the Neighborhood Services Department. The Environmental Inspector position is limited in inspection responsibilities to property maintenance and nuisance conditions. Replacing this position with a Property Maintenance Inspector would allow the position to also respond to tenant inspection requests, apartment common area inspections, and certified housing inspections. Demand for these services has steadily increased and this position would allow for a more equitable distribution of case assignments among all the inspectors, allowing adequate response to the increase in inspection demand.

   - Add 0.450 FTE Meter Collector/Repair Worker I in the Public Works Parking Fund (03-07013). This addition is offset by a reduction of 1.000 FTE Parking Enforcement Officer and a 0.250 FTE Grounds Maintenance Intern. The increase in this position will allow

staff to maintain routine meter collections while increasing planned maintenance activities to keep up with aging meter infrastructure, changing parking needs due to development, and the need for maintaining parking facility cleanliness and landscaping. The existing Parking Enforcement Officer positions are determined to be sufficient to support enforcement activities.

- Move 1.000 FTE Environmental Sustainability Specialist from the Public Works Administration budget activity (07001) to the Environmental Services budget activity (06-07014). This position will research best practices on solid waste issues, including curbside recycling, commercial recycling, and issues related to solid waste zoning. This position was initially created to support the municipal electrical aggregation program. This program does not require a fulltime position, and the position will be better utilized in support of the solid waste programs.

2. **Increases to Staffing Levels to Support Specific Projects and Services.** The following changes reflect increases to recurring staffing levels that are adopted to better support specific projects or initiatives:

- Change 1.000 FTE Community Relations Manager from one-time funding to recurring. This position manages and provides community-wide coordination and support to the Champaign County Community Coalition.

- Add 1.000 FTE Assistant City Attorney on a recurring basis and 1.000 FTE Paralegal for a two-year period, and reclassify the Paralegal position from G-22 to G-25 on the non-bargaining unit salary schedule. There is an increasing backlog of legal work related to FOIA responses, code enforcement, personnel issues, ethics training, updates to standard contract documents, litigation intake processes, and supervision of outside litigation. Also, there has been an increase in civil litigation, for which the City frequently retains outside counsel. An additional Assistant City Attorney will alleviate the backlog and provide needed attention to issues critical to the operation of the City. An additional Paralegal will reduce expenses from the use of outside counsel by providing litigation support services in-house. The Paralegal position is recommended for reclassification based on the outcome of a compensation study comparing the position to others both within the City and in the external labor market. The position has added significant responsibility in the area of civil litigation since it was created and originally classified. G-25 better reflects the nature and level of these duties and also provides greater internal equity to other comparable City positions. The Paralegal position will be authorized for a two-year period in order to support the current high caseload of civil litigation.

- Add 1.000 FTE Human Resources (HR) Specialist for a two-year period. This position will support the creation of employee training, mentoring, and succession planning programs, while providing additional support to HR baseline service programs, including recruitment and affirmative action functions, Affordable Care Act compliance, and general reporting and response to information requests.

- Add 1.000 FTE Network Technician in the Information Technologies (IT) Department. This position is needed to provide trained IT resources for the Police Department. Many technology systems in use by the Police Department are specific to law enforcement functions. In many cases, IT support for these systems is provided by Police Officers. This reduces the availability of officers to perform other duties and can create problems for the officer who may not have training in system support. This position will also enable existing IT staff to address more complex issues that frequently are deferred due to workload constraints.

- Add 1.000 FTE Utility Locating Maintenance Worker I in the Public Works Operations budget activity. In FY 2015/16, the City brought JULIE utility locating services in-house as a result of increasing contractual costs. The demand for location services exceeds the capacity of the current existing staff. The addition of this position will allow the City to meet the demand for utility locating services while maintaining a high level of service to citizens.

- Add 1.000 FTE Property/Evidence Technician in the Police Department. There are currently two Property/Evidence Technicians - one full-time and one part-time - processing all physical and digital evidence, including in-car video evidence. The increase in digital evidence and the addition of different digital systems in law enforcement, including the potential addition of body-worn cameras, is expected to expand the volume of digital evidence by approximately ten (10) times. The existing resources are not sufficient to review, catalog, tag, store, and retrieve this volume of evidence. In addition, this position will assist in the evaluation of existing property/evidence to determine the ability to release or destroy in order to control the limited storage space available.

3. FY 2016/17 Salary and Wage Changes. The following changes to salary ranges and employee wages are adopted in the FY 2016/17 salary schedules, included on page 274.

- Schedule C – FOP Salaries – 3.25 percent across-the-board increase.

- Schedule D – IAFF Salaries – 2.50 percent across-the-board increase.

- Schedule E – AFSCME Salaries – no changes at this time, pending contract negotiations.

- Schedule F – Plumbers Salaries – 0.00 percent (Individuals not at or moving to the highest merit step receive 1.50 percent).

- Schedule G – Non-Bargaining Unit Employees and Department Heads – 2.50 percent increase.

SALARY AND STAFFING ORDINANCE

SALARY SCHEDULES

FISCAL YEAR 2016-2017

Schedule A

SALARY SCHEDULE C
FOP
FISCAL YEAR 2016-17

3.25%

POSITION	PAY GRADE		HOURLY	ANNUAL
Probationary Police Officer	C-05	0-15 months	$ 28.0785	$ 58,403.28
Police Officer	C-15	16-36 months	$ 30.5701	$ 63,585.81
	C-20	37-59 months	$ 33.0580	$ 68,760.64
Assigned Police Officer	C-22		$ 34.0888	$ 70,904.70
Senior Police Officer	C-30	5-9 years	$ 35.2354	$ 73,289.63
		10-14 years	$ 36.6280	$ 76,186.24
		15-19 years	$ 38.4057	$ 79,883.86
		20+ years	$ 39.8429	$ 82,873.23
Assigned Senior Police Officer	C-35	5-9 years	$ 36.2934	$ 75,490.27
		10-14 years	$ 37.7281	$ 78,474.45
		15-19 years	$ 39.5589	$ 82,282.51
		20+ years	$ 41.0392	$ 85,361.54
Police Sergeant	C-40	16-59 months	$ 40.7899	$ 84,842.99
		5-9 years	$ 41.8098	$ 86,964.38
		10-14 years	$ 43.4625	$ 90,402.00
		15-18 years	$ 45.1516	$ 93,915.33
		18-19 years	$ 45.7713	$ 95,204.30
		20+ years	$ 47.0699	$ 97,905.39

SALARY SCHEDULE C
FOP
FISCAL YEAR 2016-17

3.25%

POSITION	PAY GRADE		HOURLY	ANNUAL
Assigned Police Sergeant	C-45	16-59 months	$ 41.8098	$ 86,964.38
		5-9 years	$ 42.8550	$ 89,138.40
		10-14 years	$ 44.5491	$ 92,662.13
		15-18 years	$ 46.2805	$ 96,263.44
		18-19 years	$ 46.9156	$ 97,584.45
		20+ years	$ 48.2468	$ 100,353.34

SALARY SCHEDULE D
IAFF
FISCAL YEAR 2016-2017
2.50%
Effective July 1, 2016

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		$21.5321	$58,223	D-16		$26.8141	$55,773
Fire Fighter	D-21	1	$22.6329	$61,199	D-25	1	$28.1548	$58,562
		2	$23.7338	$64,176		2	$29.4955	$61,351
		3	$24.8344	$67,152		3	$30.8362	$64,139
		4	$25.9355	$70,130		4	$32.2272	$67,033
Fire Fighter (10 years)			$26.0651	$70,480			$32.3883	$67,368
Fire Lieutenant	D-40		$31.0008	$83,826	D-45		$38.5281	$80,138
Fire Captain	D-50		$36.5794	$98,911	D-55		$45.4428	$94,521
Deputy Fire Marshal					D-37	A	$32.7956	$68,215
						B	$34.3044	$71,353
						C	$35.8947	$74,661
						D	$37.5542	$78,113

SALARY SCHEDULE E
AFSCME
FISCAL YEAR 2016-17
-Pending Contract Negotiations-

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
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 2016-17
-Pending Contract Negotiations-

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
		E	30.8700	31.6418	32.4135	33.1853	33.9570

SALARY SCHEDULE E
AFSCME
FISCAL YEAR 2016-17
-Pending Contract Negotiations-

			EMPLOYMENT SENIORITY				
POSITION CLASSIFICATION	**PAY GRADE**	**MERIT STEP**	**(0) 0-5**	**(.025) 6-10**	**(.050) 11-15**	**(.075) 16-20**	**(.10) Over 20**
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 2016-17

0.00%

POSITION CLASSIFICATION	PAY GRADE	MERIT STEP	HOURLY	ANNUAL SALARY
Permit Clerk	F-21	A	$ 19.8432	$41,274
		B	$ 20.7439	$43,147
		C	$ 21.7052	$45,147
		D	$ 22.6820	$47,179
		E	$ 23.7027	$49,302
Environmental Inspector	F-24	A	$ 22.2014	$46,179
		B	$ 23.2005	$48,257
		C	$ 24.2446	$50,429
		D	$ 25.3355	$52,698
		E	$ 26.4756	$55,069
Engineering Technician	F-27	A	$ 24.5614	$51,088
		C	$ 26.8329	$55,812
		D	$ 28.0442	$58,332
		E	$ 29.3062	$60,957
Engineering Technician I	F-29	A	$ 26.8329	$55,812
		B	$ 28.0442	$58,332
		C	$ 29.3215	$60,989
		D	$ 30.6679	$63,789
		E	$ 32.0480	$66,660
Engineering Technician II	F-31	A	$ 29.3215	$60,989
		B	$ 30.6679	$63,789
		C	$ 32.0632	$66,691
		D	$ 33.5383	$69,760
		E	$ 35.0475	$72,899
Building Safety Inspector	F-33	A	$ 32.0632	$66,691
Property Maintenance Inspector		B	$ 33.5383	$69,760
Engineering Technician III		C	$ 35.0931	$72,994
Electrical Inspector		D	$ 36.7155	$76,368
Plumbing and Mechanical Systems Inspector		E	$ 38.3677	$79,805
Plan Reviewer	F-34	A	$ 33.5383	$69,760
		B	$ 35.0931	$72,994
		C	$ 36.7155	$76,368
		D	$ 38.4213	$79,916
		E	$ 40.1503	$83,513

NON-EXEMPT
SALARY SCHEDULE G
NON-BARGAINING UNIT EMPLOYEES
FISCAL YEAR 2016-17
2.50%

POSITION CLASSIFICATION	GRADE	SALARY RANGE		
	G-8	$25,375	---	$32,399
	G-9	$26,638	---	$34,015
	G-10	$27,971	---	$35,713
	G-11	$29,364	---	$37,497
	G-12	$30,861	---	$39,401
Coop Engineering Technician	G-13	$32,363	---	$41,315
	G-14	$34,023	---	$43,427
Clerk Typist II	G-17	$39,376	---	$50,279
Secretary I	G-18	$41,316	---	$52,755
GIS Technician	G-19	$43,447	---	$55,470
Secretary II Property Evidence Technician Purchasing Technician Administrative Assistant	G-20	$45,577	---	$58,193
Multimedia Producer Legal Assistant	G-21	$47,855	---	$61,103
Planner I Environmental Sustainability Specialist Lead Legal Assistant	G-22	$50,220	---	$64,111
Finance Technician	G-23	$52,522	---	$67,529
Rehabilitation Technician Buyer/Procurement Specialist Civil Engineer Apprentice	G-24	$55,370	---	$70,695

NON-EXEMPT
SALARY SCHEDULE G
NON-BARGAINING UNIT EMPLOYEES
FISCAL YEAR 2016-17
2.50%

POSITION CLASSIFICATION	GRADE	SALARY RANGE		
Network Technician	G-25	$58,180	---	$74,287
Telecommunications/A-V Technician				
Webmaster				
Paralegal				

EXEMPT
SALARY SCHEDULE G
NON-BARGAINING UNIT EMPLOYEES
FISCAL YEAR 2016-17
2.50%

POSITION CLASSIFICATION	GRADE	SALARY RANGE		
	G-17	$37,862	---	$48,345
	G-22	$50,220	---	$64,111
	G-23	$52,522	---	$67,529
Police Records Supervisor Telecommunicator Supervisor Associate Planner	G-24	$55,370	---	$70,695
Community Development Specialist Human Resources Specialist Records Manager Police Network Administrator METCAD Database Administrator METCAD Communicaton Systems Specialist	G-25	$58,180	---	$74,286
Accountant Administrative Services Supervisor Financial Analyst Assistant to the City Manager Management Analyst	G-26	$61,054	---	$77,957
Senior Planner Zoning Administrator IS Network Administrator Civil Engineer Database Administrator GIS Administrator	G-27	$64,099	---	$81,841
Engineer I Building and Grounds Supervisor	G-28	$67,307	---	$85,938

EXEMPT
SALARY SCHEDULE G
NON-BARGAINING UNIT EMPLOYEES
FISCAL YEAR 2016-17
2.50%

POSITION CLASSIFICATION	GRADE	SALARY RANGE		
Fleet Services Supervisor	G-29	$70,685	---	$90,246
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	$74,228	---	$94,775
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	$77,930	---	$99,510
Assistant Planning and Development Director				
Traffic & Lighting Supervisor				
Risk Manager				
Engineer III				
Assistant City Attorney	G-32	$81,944	---	$104,517
Assistant City Engineer				
Financial Services Manager/Budget Officer				
Operations Manager (PW)				
Financial Services Manager/City Accountant				
Administrative Services Manager				
	G-33	$85,954	---	$109,742
Fire Marshal	G-34	$90,252	---	$115,230
Police Lieutenant				
	G-35	$94,741	---	$120,971

EXEMPT
SALARY SCHEDULE G
NON-BARGAINING UNIT EMPLOYEES
FISCAL YEAR 2016-17
2.50%

POSITION CLASSIFICATION	GRADE	SALARY RANGE		
City Engineer Deputy Chief of Police Deputy Fire Chief	G-36	$99,501	---	$127,043
Information Technologies Director Human Resources Director Planning and Development Director Neighborhood Services Director METCAD Director	G-39	$110,329	---	$148,945
City Attorney Police Chief Fire Chief Public Works Director Finance Director Deputy City Manager	G-40	$123,059	---	$166,132

SALARY SCHEDULE G
TEMPORARY POSITION CLASSIFICATIONS
FISCAL YEAR 2016-17
2.50%

POSITION CLASSIFICATION	HOURLY	
Laborer	$ 9.48	
Data Entry Clerk I	$ 12.68	
Field Survey Worker A-V Technician	$ 11.98	
Adult Crossing Guard Police Service Aide	$ 13.76	
Intern (Level 1)	$ 8.25	*
Intern (Level 2)	$ 10.00	*
Law Clerk	$ 12.00	*
Project Administrator Development Inspector	$ 18.35	
Data Entry Clerk II Laborer II Research Assistant	$ 14.94	
Temporary Account Clerk	$ 17.87	
Temporary Clerical	$ 13.86	
Temporary Secretary	$ 17.87	
Substitute Telecommunicator	$ 19.68	
Project Specialist	$ 20.91	
A/V Operator	$ 22.08	
Programmer I Project Specialist II	$ 24.73	
Programmer II	$ 29.86	

*No fiscal year increase applied to these rates

CHAMPAIGN PUBLIC LIBRARY
Salary Scale L for 2016 - 2017
Effective July 1, 2016

Classification	GRADE	Annual Salary (Full Time)			Hourly Salary		
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
Library Director	L-40	116,906.4832	137,365.9872	157,825.4912	59.1632	69.5172	79.8712
	L-39	104,812.5728	123,154.9904	141,497.6056	53.0428	62.3254	71.6081
	L-38	101,274.9400	117,178.3808	133,081.8216	51.2525	59.3008	67.3491
	L-37	97,850.1368	112,297.4632	126,744.5920	49.5193	56.8307	64.1420
	L-36	94,525.7144	107,608.2176	120,690.5232	47.8369	54.4576	61.0782
	L-35	90,003.6384	102,462.9112	114,921.9864	45.5484	51.8537	58.1589
Assistant Library Director	L-34	85,739.6280	97,603.9272	109,468.0288	43.3905	49.3947	55.3988
	L-33	81,655.8288	92,955.1896	104,254.5504	41.3238	47.0421	52.7604
	L-32	77,846.4960	88,568.8648	99,291.4312	39.3960	44.8223	50.2487
	L-31	74,033.2112	84,283.9088	94,534.6064	37.4662	42.6538	47.8414
Librarian III Library Technology Manager Library Accounting Manager	L-30	70,516.1288	80,276.3832	90,036.8352	35.6863	40.6257	45.5652
	L-29	67,150.8032	76,442.3504	85,733.8976	33.9832	38.6854	43.3876
Library Service Manager	L-28	63,941.3840	72,791.2952	81,641.2064	32.3590	36.8377	41.3164
Librarian II	L-27	60,894.3920	69,321.8344	77,749.0792	30.8170	35.0819	39.3467
	L-26	58,001.3304	66,030.4112	74,059.4920	29.3529	33.4162	37.4795
Librarian I Lib'y Promotional Serv. Manager	L-25	55,271.0912	62,921.3728	70,571.6544	27.9712	31.8428	35.7144
Maintenance Manager Security Manager	L-24	52,600.9224	59,880.7040	67,160.4856	26.6199	30.3040	33.9881
Library Page Supervisor	L-23	49,895.9760	57,024.1984	64,152.6184	25.2510	28.8584	32.4659
Library Administrative Secretary	L-22	47,708.9392	54,307.0008	60,905.0624	24.1442	27.4833	30.8224
Library Associate	L-21	45,286.3632	51,557.1992	57,828.2328	22.9182	26.0917	29.2653
Network Technician Library Technical Assistant	L-20	43,297.7168	49,290.7272	55,283.7376	21.9118	24.9447	27.9776
Library Assistant III	L-19	41,274.2928	46,985.3280	52,696.3632	20.8878	23.7780	26.6682
	L-18	39,249.8808	44,683.4856	50,116.8928	19.8633	22.6131	25.3628
Library Assistant II Library Maintenance	L-17	37,407.6560	42,586.5544	47,765.4528	18.9310	21.5519	24.1728
	L-16	35,631.6272	40,564.7112	45,497.7952	18.0322	20.5287	23.0252
Library Asst. I	L-15	33,899.0704	38,590.6872	43,282.3040	17.1554	19.5297	21.9040
Security Officer, Janitor	L-14	32,321.6296	36,788.7728	41,255.9160	16.3571	18.6178	20.8785
	L-13	30,745.1768	34,997.1336	39,248.8928	15.5593	17.7111	19.8628
	L-12	29,317.7144	33,374.2448	37,430.9728	14.8369	16.8898	18.9428
	L-11	27,895.9824	31,758.8648	35,621.7472	14.1174	16.0723	18.0272
	L-10	26,572.6552	30,249.9912	33,927.3272	13.4477	15.3087	17.1697
	L-09	25,305.8416	28,809.8824	32,313.9232	12.8066	14.5799	16.3532
	L-08	24,106.2120	27,442.6880	30,779.3616	12.1995	13.8880	15.5766
Library Page	------				9.2500		13.3456

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 REPORT

FISCAL YEAR 2016 – 2017

Schedule B

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 MANAGERâS OFFICE: CITY MANAGERâS 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 MANAGERâS OFFICE: COMMUNITY RELATIONS
ACTIVITY NUMBER: 02-02002
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Community Relations Manager and Compliance Officer	2.000	
Administrative Assistant	1.000	
	3.000	TOTAL

DEPARTMENT AND ACTIVITY: CITY MANAGERõS OFFICE: COMMUNICATIONS
ACTIVITY NUMBER: 02-02008
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Communications Manager	1.000	
Multimedia Producer	1.000	
	2.000	TOTAL

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
City Attorney	1.000	
Assistant City Attorney	4.000	
Legal Assistant	2.000	
Lead Legal Assistant	1.000	
Secretary I	0.500	
Paralegal	1.500*	
	10.000	
TEMPORARY:		
Law Clerk	0.850	
	10.850	TOTAL

*1.000 FTE Paralegal authorized only for two years from start date.

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
Finance Director	1.000	
Financial Services Manager/Budget Officer	1.000	
Financial Services Manager/City Accountant	1.000	
Accountant	1.000	
Financial Analyst	1.000	
Records Manager/City Clerk	1.000	
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	3.000*	
Administrative Assistant	1.000	
	5.000	
TEMPORARY:		
Project Administrator	0.100	
	5.100	TOTAL

*1.000 FTE Human Resources Specialist authorized only for two years from start date.

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	
Administrative Services Supervisor	0.800	
Buyer/Procurement Specialist	1.000	
	8.800	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 I	1.000	
Sign Maintenance Worker II	1.000	
	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	2.000	
Secretary I	1.000	
	4.000	
TEMPORARY		
Laborer II	1.250	
Research Intern	0.250	
	5.500	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	5.000	
	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	
GIS Technician	1.000	
Engineer I	1.000	
Engineer III	3.000	
Engineering Technician III	5.000	
Engineering Technician II	5.000	
	19.000	
TEMPORARY:		
Engineering Intern	1.500	
Project Specialist	0.250	
Engineer III	1.000*	
	21.750	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	
TEMPORARY:		
Laborer II	1.000*	
	7.000	TOTAL

*1.000 FTE Laborer II authorized for one year from date of hire only.

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	3.000	
Police Lieutenant	1.000	
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	2.500	
	26.500	
TEMPORARY:		
Project Specialist	0.500	
	27.000	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	
	1.000	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	5.000	
Police Services Representative I	6.000	
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	
Battalion Chief of Training	1.000	
	2.000	TOTAL

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
Deputy Fire Chief	1.000	
Battalion Chief	3.000	
Fire Captain	6.000	
Fire Lieutenant	21.000	
Fire Engineer	27.000	
Fire Fighter	45.000*	
	103.000	
TEMPORARY:		
Laborer	0.250	
	103.250	TOTAL

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
Deputy Fire Marshal	2.000	
	2.000	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	5.000	
Administrative Assistant	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	
Database Administrator	1.000	
Administrative Assistant	1.000	
Police Network Administrator	1.000	
Network Technician	2.000	
	8.000	
TEMPORARY:		
Management Analyst	1.000*	
Research Intern	0.450	
	9.450	TOTAL

*1.000 FTE Management Analyst authorized through June 30, 2018 only.

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
GIS Administrator	1.000	
Research Intern/GIS	0.500	
	1.500	TOTAL

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
Parking Operations Supervisor	1.000	
Administrative Services Supervisor	1.200	
Meter Collector/Meter Repair Worker I	3.000	
Meter Collector/Meter Repair Worker II	1.000	
Parking Enforcement Officer I	4.000	
Parking Enforcement Officer II	1.000	
Customer Services Representative	2.000	
Account Clerk II	1.000	
	14.200	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	2.000	
	2.000	
TEMPORARY		
Research Intern	0.500	
	2.500	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

2016-2017 Personnel-Classifications, Grades, Full-Time Equivalents

Effective 1 July 2016

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-40	0.9500	
Assistant Library Director	L-34	0.9500	
Librarian III	L-30	0.9500	
Sub-Total Full-Time Personnel			2.8500
Part-Time Personnel			
Librarian III (22)	L-30	0.5500	
Subtotal Part-Time Personnel			0.5500
Subtotal			3.4000

Administration Services (Management Services) 11-01			
Classification	Grade	FTE	Total
Full-Time Personnel			
Library Administrative Secretary	L-22	0.9500	
Library Administrative Secretary	L-22	0.9500	
Sub-Total Full-Time Personnel			1.9000
Part-Time Personnel			
Library Accounting Manager (30)	L-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
Full-Time Personnel			
Library Promotional Serv. Manager	L-25	0.9500	
Sub-Total Full-Time Personnel			0.9500
Part-Time Personnel			
Library Associate (20)	L-21	0.5000	
Subtotal Part-Time Personnel			0.5000
Subtotal			1.4500

CHAMPAIGN PUBLIC LIBRARY

2016-2017 Personnel-Classifications, Grades, Full-Time Equivalents

Administration Services (Maintenance Services) 11-04			
Classification	Grade	FTE	Total
Full-Time Personnel			
Maintenance Manager	L-24	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 (20)	L-14	0.5000	
Library Janitor (17)	L-14	0.4250	
Library Janitor (12)	L-14	0.3000	
Subtotal Part-Time Personnel			2.2750
Subtotal			7.9750

Administration Services (Security Services) 11-05			
Full-Time Personnel			
Security Manager	L-24	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			21.2750

Technical Services 12-00			
Classification	Grade	FTE	Total
Full-Time Personnel			
Library Technical Assistant	L-20	0.9500	
Library Assistant II	L-17	0.9500	
Library Assistant II	L-17	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

2016-2017 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	
Library Associate	L-21	0.9500	
Subtotal Full-Time Personnel			8.5500
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 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			5.7500
Adult Services			14.3000

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

2016-2017 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 (20)	L-15	0.5000	
Library Assistant I (20)	L-15	0.5000	
Library Pages (420)	-----	10.5000	
Subtotal Part-Time Personnel			16.5000
Circulation Services			21.2500

Childrens Services 13-03			
Classification	Grade	FTE	Total
Full-Time Personnel			
Librarian III	L-30	0.9500	
Librarian II	L-27	0.9500	
Librarian II	L-27	0.9500	
Librarian II	L-27	0.9500	
Library Associate	L-21	0.9500	
Library Associate	L-21	0.9500	
Library Assistant II	L-17	0.9500	
Subtotal Full-Time Personnel			6.6500
Part-Time Personnel			
Library Associate (20)	L-21	0.5000	
Subtotal Part-Time Personnel			0.5000
Childrens Services			7.1500

CHAMPAIGN PUBLIC LIBRARY

2016-2017 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			2.4000
Part-Time Personnel			
Library Associate (20)	L-21	0.5000	
Library Assistant I (20)	L-15	0.5000	
Library Assistant I (20)	L-15	0.5000	
Subtotal Part-Time Personnel			1.0000
Douglass Branch Library			3.4000

Grand Total FTEs (at full staffing)	82.4750
Budgeted FY 2015-16 FTEs	
Main Library	67.4500
Douglass Branch Library	3.4000
Total Vacant Positions	**11.6250**
Total Funded Positions	**70.8500**

* Includes Library Assistant Director - .95 FTE which will not be filled until July 1, 2017

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 adopted 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.

CORE – Comprehensive Organizational Research Evaluation software project.

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.