



# **City of Urbana Budget Fiscal Year 2000-01**

**Mayor:**

**Tod Satterthwaite**

**Council Members:**

**Esther Patt**

**Ruth E. Wyman**

**James H. Hayes, Jr.**

**Carolyn Kearns**

**Laura Huth**

**Joseph A. Whelan**

**John C. Taylor**

**Chief Administrative Officer:**

**Bruce K. Walden**

**Comptroller:**

**Ronald C. Eldridge**

**Finance Department Staff**



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# Mayor's Message

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To the Citizens of Urbana and the Urbana City Council:

I hereby submit to the citizens of Urbana and the Urbana City Council my recommended budget for FY 2000-2001. Expenditures are recommended at \$31,130,000 with revenues of \$ 28,668,000. This budget maintains and improves service levels for the Library and City Departments and provides significant resources for capital projects including the Library expansion project.

I am very pleased that through the efforts of the City Council, the Library Board and the Library Foundation Board it appears there will be a Library construction project in 2002. I appreciate the hard work and dedication of those involved. This budget contains \$750,000 for the Library building fund, which will bring the fund balance at the end of the fiscal year to \$2.75 million. I anticipate contributions to the fund of \$750,000 in each of the next two fiscal years, which will bring the fund to \$4.25 million plus accumulated interest.

I am also very pleased at the results of City staff and Council in improving our financial position. By carefully executing our long-term financial plan we have achieved much in the last 6 years. The basic principles of avoiding debt, improving efficiency through technology, allocating one time dollars for capital projects and closely managing expenses in tandem with a strong economic development effort has produced many dividends for our citizens. We have reduced the property tax rate by over 12% during this period while at the same time undertaking City building and Library expansion projects without debt financing. We have expanded city services such as public safety, increased maintenance and replacement of our City infrastructure and positioned ourselves for future growth. I can not be more pleased with our current position and our prospects for future improvements to the quality of life for all Urbana citizens as we enter the new millennium.

A few additional budget highlights include:

- Infrastructure improvements to North Cunningham Avenue to promote economic development in the area,
- The second year of multi-family recycling,
- A continuation of our streetlight replacement program,
- An additional sewer maintenance position to improve our response to calls and to provide service to the increasing number of households in Urbana,
- \$300,000 for participation with Champaign in the creation of the University research park.

Sincerely,

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Tod Satterthwaite  
Mayor



# Chief Administrative Officer's Message

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## To The Mayor Of The City Of Urbana:

The City of Urbana is well positioned to fulfill the mission of enhancing the quality of life of all citizens as we go forward into the next century. Today, as a municipal corporation, we are stronger, more productive and more successful than we have been in the past. We have achieved moderate growth in our assessed value, bolstered our financial resources and executed on a number of key management strategies- including controlling operational expenses. Management was successful in negotiating long term labor contracts with the Fraternal Order of Police and the American Federation of State, County and Municipal Employees. Costs for ongoing operations were contained through careful cost controls and increased productivity. In the case of worker's compensation costs, operating costs were reduced. Significant progress was made in intergovernmental cooperation related to tax base sharing agreements including married student housing and University Research Park initiatives. Last year the City also undertook a number of significant operational initiatives to improve services to the community. The Urbana Police Department converted to 12-hour shifts allocating more personnel on the streets at peak times. The Public Works Department initiated multi-family recycling services and billing which has proven successful. Information Services converted all computer programming for Y2k compliance, expanded network capabilities and developed internally, a professionally appearing City web page. The citywide street lighting replacement project is moving ahead with great popularity with our resident customers.

Over the last six years we have carefully executed on our financial plan which has resulted in the near elimination of City debt, an expansion in City services, increased street and sewer construction and a reduction in the tax rate. During this period the tax rate has been reduced 12% (from \$1.58 to \$1.39). Major Urbana economic development projects coming on the tax rolls in 1999 included the Canterbury at the Stone Creek development, the Flex-n-Gate expansion project, as well as the Capstone and Melrose apartment projects. The increase in assessed value from these economic development projects and annexations will lower the overall tax rate by the Urbana School District, Park District, City and Township by \$.24 with an overall tax rate reduction from \$9.09 last year to under \$8.80 projected for this year. The tax rate reduction should help promote new home construction and greater investment in Urbana.

While very successful in our fiscal approach to date, several threats to our financial stability exist, despite our best efforts to mitigate such risks. The potential for our largest taxpayer, Carle Clinic, to obtain tax exemption is still a possibility. The risk of losing a major retailer remains. The University of Illinois and the City may not be successful in tax base replacement efforts for the North Campus area. Rising interest rates or inflation could have a deleterious impact on municipal tax revenues or operational expenses. State legislation regarding increases in public safety pension benefits may also have a negative impact on the operating budget. With this in mind and known facility and capital improvement needs the upcoming budget will include limited operational service cost increases.

Multi-Year Context

General operating revenues are projected to exceed general operating expenditures in the current year (FY 1999-2000) in the amount of \$967,000. This is approximately 5% of the budget and is more than was projected last year due to higher revenues and spending less than estimated. General operating revenues are projected to exceed expenditures next year (FY 2000-2001) by \$777,000. Revenues over expenditures will decrease steadily until FY 2004-2005 at which time a deficit of \$283,000 is projected. A chart indicating these financial projections is included in the Summaries Section. The financial plan during this period is to hold steady the tax rate, fund capital projects on a cash basis without debt and maintain adequate financial reserves to stabilize the tax rate in the event of a financial threat being realized.

Carry Forward Allocation

Carry forward from FY 1998-1999 plus the projected revenues over expenses for FY 1999-2000 total \$1,232,700. Revenues are projected to exceed expenses in FY 2000-2001 by \$777,000. Adding these amounts means that the total to be allocated for non-recurring expenditures in this budget is \$2,039,700. The funds have been budgeted as follows;

1. \$116,400 to the Vehicle and Equipment Replacement Fund for public safety and public works equipment
2. \$150,000 for incentive payment for University of Illinois southern research park
3. \$750,000 to C.I.P for Rt 45 corridor and fringe road improvements
4. \$750,000 to building fund for Library
5. \$160,000 to C.I.P for HVAC repairs to "old" City Building
6. \$63,300 Reserves
7. \$50,000 set aside for future Lincoln Trails system upgrade at Library

The City reserve funds are projected to have the following expenditures and fund balances:

General Reserve Fund: (formerly Tax Stabilization)

Balance 7/1/00	\$2,435,814
Transfer from General Fund	+ 63,300
Interest	+ 113,240
Recycling Toter Repayment	+ 30,000
Loan Repayment, TIF	+ 94,000
City Newsletter	- 6,000
Balance, 7/1/01	\$2,730,354

Economic Development Reserve Fund:

Balance, 7/1/00	\$ 128,271
Interest	+ 8,000
Transfer General Fund	+ 152,000
Loan Repayments from TIFs	+ 157,000
Misc. Development Costs	- 25,000
Research Park Incentives	- 300,000



Loan, TIF 3	- 120,000
Balance, 7/1/01	\$ 271

Does not includes \$28,200 in revenues and expenses for Farmer's Market.

Other Special Funds:

**Social Services**

\$130,800 is available for agency funding, up \$2,510 from last year. This funding level can be maintained until FY2003-2004 when excess cash will be distributed. Assuming inflationary increases each year, the General Fund contribution at that time will then equal \$130,800. This amount includes \$5,000 for Fighting Back and \$7,500 for the domestic violence initiative as in last year's budget.

**Workers' Compensation**

The record of City employees is still very good. It is estimated the fund balance will approach \$2,600,000 by June 30, 2001. During the next year we will determine an appropriate fund balance to maintain and the point at which it is possible to for the fund to sustain expenses without further City General Fund assistance.

**Capital Improvement Fund**

Major projects and additions in the budget include a continuation of the street lighting program, moving up the construction of Harvey and Gregory Streets, HVAC repairs for the City Building, Cunningham and Anthony Drive improvements and significant street and sewer improvements. Capital improvement expenditures total approximately \$6.3 million.

**TIF Funds**

TIF Two includes a proposed expenditure of \$30,000 to assist with possible relocation of the Elite Diner. \$500,000 in streetscape projects in and around the new County Courthouse is also included in TIF's and Capital Improvement Fund budgets.

**Total Revenue And Expenditures, All Funds**

Total revenues for all City funds for FY 00-01 is \$29,236,000. This amount is \$117,000 higher than current. In addition, the current year included the following non-recurring items: FEMA grants \$427,000; State grant for Subgrantee Boys and Girls Club \$150,000; and Supportive Housing Grant of \$206,000. Given these items, the actual increase is \$900,000 or 3.2%.

Total expenditures for all City funds for FY 00-01 is \$31,521,000, with the difference of \$2,285,000 being funded by a reduction of fund balance carried forward. This amount is \$110,000 less than the total expenditures in current FY 99-00. After factoring out \$783,000 in non-recurring expenditures matched to grants above, the increase is \$673,000, or 2.2% increase.

## Chief Administrative Officer's Message

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### FY 2000-2001 General Operating Budget:

#### Expenses

The general operating budget including the Library is up 3.7% over FY 1999-2000. This is a decline over previous year budget increases. General Operating Fund expenditures total \$20,000,626. Of this amount, approximately 75% are personnel costs.

#### Revenues

Utility and State income tax growth has been robust over the last three years. Local sales tax growth has diminished since we have not enjoyed new store openings in the last 24 months. We believe the large 1999 growth in utility tax was related to cell phone usage.

	98	99	00	01
Normal Recurring	+2.5%	+2.5%	+2.5%	+3.1%
Unusual Revenue Changes	+2.6%	+3.0%	+0.3%	+0.4%
Total Revenues	+4.2%	+5.5%	+3.2%	+3.5%
Sales Taxes	+5.6%	+0.6%	+3.3%	+2.4%
Utility Tax	+2.3%	+10.3%	+3.5%	+2.5%
State Income	+9.0%	+5.9%	+3.8%	+2.0%

#### Property Tax Rate

The property tax levy rate is proposed at no increase at \$1.39. Assessed value due to new construction and annexations is projected to grow at 3.5%. Therefore, the levy amount will increase by 3.5% to \$4,452,400.

#### Personnel and Salary Adjustments

The budget contains 1.56 additional full time equivalents as follows:

- 1 FTE Public Works Sewer Crew
- .16 FTE Public Works part-time at LRC
- .15 FTE Public Works part-time maintenance
- .25 FTE legal part-time

The budget contains a 4% cost of living salary increase for non-bargaining unit employees. Increases for bargaining unit members are as agreed to in the bargaining contracts. The IAFF contract expires June 30, 2001. AFSCME and FOP expire June 30, 2003. Health insurance costs rose 12% or \$83,000 annually.

Retaining and attracting employees to positions in the fields of computer science, urban planning and engineering has been particularly challenging. Some necessary adjustments made in FY 1999-2000 in salaries for these positions are reflected in the budget. The labor market is very competitive for positions requiring advanced education.

#### Department Highlights

All City departments have done very well in controlling costs and increasing productivity. As has been our recent history, the bulk of service enhancements are derived through

purchases of equipment and technology as opposed to the recurring costs associated with personnel additions.

### **Police Department**

The Police Department budget is up less than 2%. Important or new items are as follows:

- Upgrade in Animal Control vehicle \$9,500 one time and \$1,720 recurring in VERF
- Replace K-9 dog and officer training expenses \$21,530
- Mugshot imaging hardware and software \$5,000

It is worth noting that the Police Department has benefited from obtaining federal grant dollars to fund the bulk of our technology purchases. The installation of mobile data computers in each squad car should be accomplished this summer. Urbana is the lead agency for Champaign County in this effort. This year also saw the conversion to the Tiberon dispatch and Cad software at METCAD requiring a significant dedication of resources. The overall METCAD budget increases by only .5%.

### **Fire Department**

The Fire Department's budget is increased 2.9%. Additions are as follows:

- Additional ILS training \$4,750 - one time expense
- Emergency support team costs \$1000 - recurring expense
- Two additional gas monitors \$4,000 and \$1,600 - recurring expense
- Trailer for emergency rescue equipment \$10,000 and \$1,000 - recurring expense
- Upgrade van to extended cab truck \$3,700 and \$530 - recurring expense
- Equipment purchases for ISO rating \$8,500
- Main station remodel work \$2,000

Based upon the contract for services with the University of Illinois, Urbana will receive a contract payment next year of \$1,021,625.

### **Public Works Department**

The total increase for the Public Works Department budget is 4.5%. There are several items of interest including the following:

- New crack sealing machine \$14,920 and \$4,450 - recurring expenses
- Dump truck tarps \$10,000 and 3,300 - recurring expenses
- Loader attachments \$14,174
- Increase in equipment services overtime of \$3,430 - recurring
- LRC tractor upgrade \$51,320 and \$4,500 - recurring (paid for by LRC)
- LRC material delivery to residents, increase of .16 FTE and \$ 3,000
- Upgrade sewer TV van \$10,000
- Salt purchase increases \$4,500
- Addition of full-time Sewer Maintenance worker \$34,000 annually
- Addition of part-time .15 FTE maintenance worker at city hall
- Additional U-CYCLE promotion \$2,000

**Executive Department**

The Executive Department budget is up 4.2%. There is an increase of .25 F.T.E. or \$4,680 for additional part-time clerical assistance in the Legal Division.

**City Clerk**

The City Clerk's budget is up 3%. There are no significant operational budget changes.

**Finance Department**

The Finance Department budget is up 3.9%. There are no significant operational budget changes.

**Community Development**

The Community Development Department budget is up 5.3%. There are no significant operational budget changes. RPC membership costs are up by \$8000.

**Library**

The budget includes an increase of 4.2% in expenditures and a 4.6% increase in the Library tax levy. Other revenues include a \$4,500 increase in payments by the University of Illinois via the Married Student Housing Agreement. An area of future need is the upgrade to the Lincoln Trails System for which a \$50,000 one-time set-aside to VEF has been made. Additional contributions in future years may be required. The budget includes \$750,000 transfer to the Building Fund with an additional \$750,000 to be added in each of the next two fiscal years.

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Bruce K. Walden  
Chief Administrative Officer

# Adopting Ordinance

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ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE  
APPROVING THE ANNUAL BUDGET

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WHEREAS, the City of Urbana, Illinois, is a home rule unit pursuant to the provisions of Section 6, Article VII of the 1970 Constitution of the State of Illinois, and 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; and

WHEREAS, the proposed Annual Budget for the City of Urbana for the fiscal year beginning July 1, 2000, and ending June 30, 2001, has been prepared by the Budget Director in accordance with the provision of Division 2, entitled "Budget", of Article VI, entitled "Finances and Purchases", of Chapter 2, entitled "Administration", of the Code of Ordinances, City of Urbana, Illinois; and

WHEREAS, the proposed Annual Budget was made conveniently available for public inspection by the Mayor at least fourteen (14) days prior to a public hearing on said proposed Annual Budget duly held at 7:30 p.m. on Monday, May 22, 2000, after due and proper notice of the availability for inspection of the proposed Annual Budget and the said public hearing having been given by publication in the News-Gazette, a newspaper having a general circulation in the City of Urbana on a date at least fourteen (14) days prior to the date of said public hearing; and

WHEREAS, the City Council of the City of Urbana, Illinois, hereby desires to pass, approve and adopt the proposed Annual Budget as heretofore further changed, modified and amended by the City Council.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

That the City of Urbana Budget 2000-01, a complete copy of which such document including all relevant elements thereof has been presented to and is now before this meeting, be and the same is hereby passed, approved and adopted as the Annual Budget Ordinance of and for the City of Urbana, Champaign County, Illinois, for the fiscal year beginning July 1, 2000, and ending June 30, 2001.

This ordinance is hereby passed by the affirmative vote, the "ayes" and nays" being called, of a majority of the members of the Council of the City of Urbana, Illinois, at a regular meeting of said City Council.

**Adopting Ordinance**

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AYES:

NAYS:

ABSTAINED:

PASSED by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2000.

\_\_\_\_\_  
Phyllis D. Clark, City Clerk

APPROVED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2000.

\_\_\_\_\_  
Tod Satterthwaite, Mayor



## Staff Goals

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Urbana's municipal services are important to people in the community because they:

- Fulfill essential public needs that citizens are generally unable to provide for themselves; and
- Protect the public health, safety and welfare for present and future generations in areas not addressed by special service districts; and
- Enhance the quality of life we all enjoy in ways that are affordable and cost-effective.

In providing services, our staff reflects and promotes the following:

### Enthusiasm

Everything we do is aimed at providing service to the public, either directly or indirectly. Each person has an important job to do and helps build an effective team. We can be justifiably proud of what we do for the community and how we do it.

### Progress

Urbana is a leader. Innovation and creativity are encouraged, and we are not afraid to be first. We are also sensible and careful, and well prepared to back up new ideas with facts. Being a leader involves more responsibility for actions, not less.

### Respect

Everyone and everything has a value and on that basis deserves to be treated with respect. Corrective actions are steps necessary to achieve positive results. There is a strength in legitimate diversity, and we accept and appreciate such factors that distinguish between different segments of our population. Equal opportunity is more than a law, it is an attitude.

*Everyone has a role in our success. Thanks for your contribution!*

### Effectiveness-Efficiency

We need to be effective in achieving results and prioritizing our efforts and efficient at the same time to stretch our resources. In doing things, we take pride in a personalized approach in which we are ever mindful of the human aspects of service delivery.

### Quality

It is better to do fewer things and do them all well than to try to do too much and do everything poorly. Our concern for quality is reflected in every aspect of our work, which in turn affects our community and our environment.

### Safety

We strive to provide a safe community for citizens and a safe work place for ourselves and co-workers. All the benefits of other efforts are lost to someone who suffers an injury as a result of violence or accident. Safety is a concern in all we do.





# General Information:

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## Organization Structure - Program Budgeting

The City of Urbana budget organizes costs for general operations into departments, divisions and programs (cost centers). Following is a listing of these departments and programs:

- City Council
- Executive Department
  - Administration
  - Legal
  - Human Relations
  - Personnel
  - C.A.T.V. P.E.G. (in special fund)
- Finance Department
  - Administration
  - Parking Tickets, Permits and Licenses
  - Financial Services
  - Information Services
  - Police Records Management System (in special fund)
- Community Development Services Department
  - Administration
  - Economic Development
  - Planning and Zoning
  - Building Safety Division
    - New Construction
    - Housing
  - Community Development Block Grant and other H.U.D. housing development and rehabilitation programs (in various special funds)
- Police Department
  - Administration
  - Patrol
  - Criminal Investigations
  - Support Services

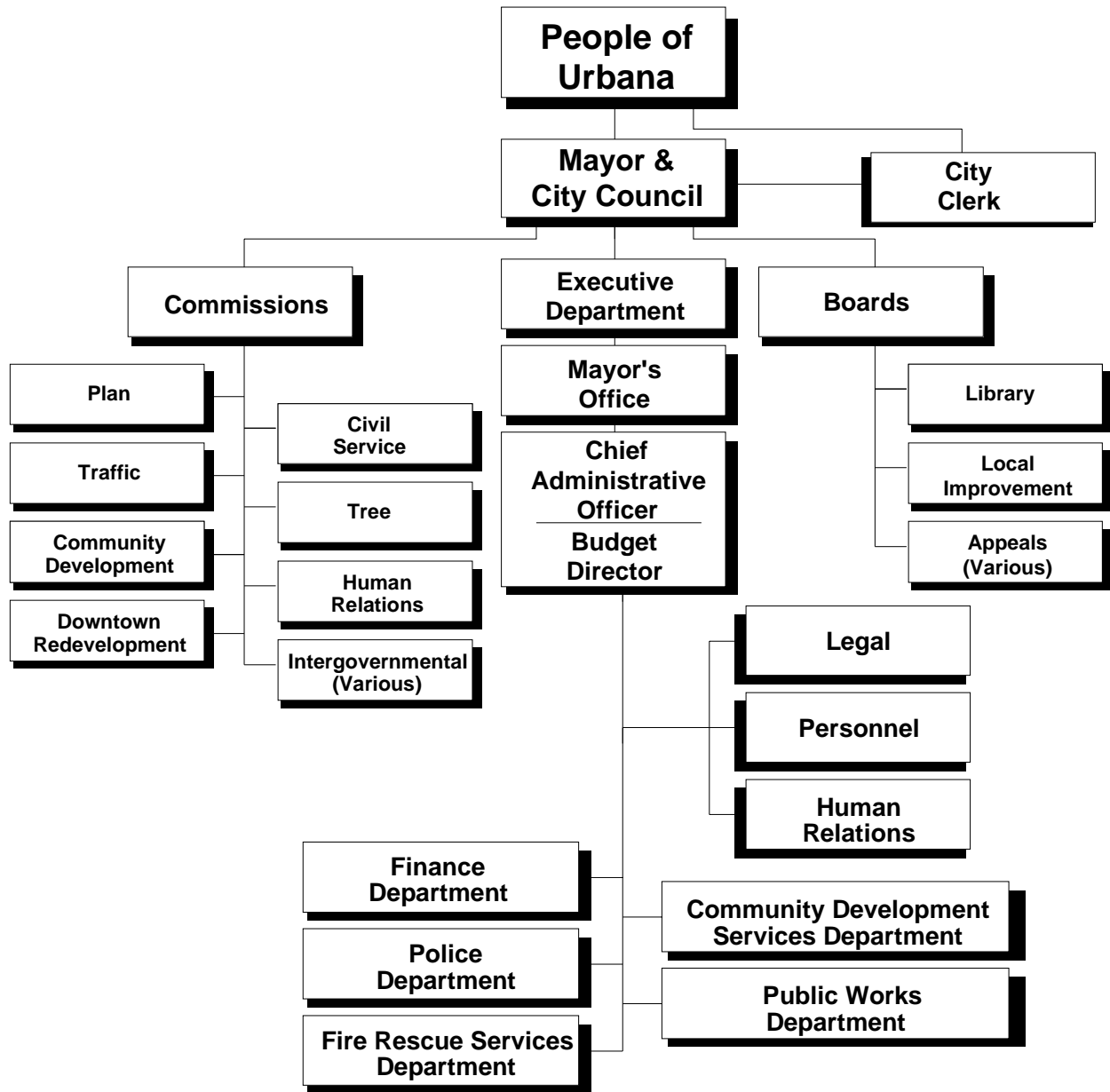
## General Information


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- School Crossing Guards
- Meter Enforcement
- Animal Control
- Fire Rescue Services Department
- Public Works Department
  - Administration
  - Arbor Division
    - Urban Forestry
    - Landscape Management
    - Landscape Recycling Center (in special fund)
  - Public Facilities Division
    - Facilities Maintenance
    - Civic Center
    - Parking System Maintenance (M.V.P.S. Special Fund)
    - Parking Garage (M.V.P.S. Special Fund)
  - Operations Division
    - Tool room
    - Snow and Ice Removal
    - Traffic Control
    - Street Lighting
    - Street Maintenance and Construction
    - Concrete Repair
    - Sewer Maintenance and Construction
    - Traffic Signals
    - Right of Way and Technical Support
  - Engineering Division
    - Planning and Mapping
    - Transportation Improvements
    - Sewer Improvements
  - Environmental Management Division
    - Environmental Planning
    - Environmental Control
    - U-Cycle (in special fund)

- Equipment Services (in special fund)
- Urbana Free Library (in special fund)
  - Centralized Costs
  - Administration
  - Adult Division
  - Children's Division
  - Archives Division
  - Maintenance Division
  - Acquisitions Division
  - Circulation Division
  - Documents Project

# Organizational Chart



	<p><b>City of Urbana</b> <b>Organization Chart</b> <b>Structure And Major Service Functions</b></p>
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## FINANCIAL AND ACCOUNTING INFORMATION

The City of Urbana was chartered in 1855, and operates under a mayor/city council form of government. The legislative authority of the City is vested in a seven-member council, each elected from their respective districts. The Mayor is elected at large. Each member and the Mayor serve a four-year term. Major City services are police and fire rescue protection, public works, library, and general administration. Public parking facilities are provided as an enterprise activity. Urbana's population is estimated at 38,450 and 9.9 square miles are within the City boundaries.

This document has been prepared on a program budgeting basis. Program budgeting provides that costs necessary to provide specific services will be accounted for in cost centers, or programs. Program budgeting has been acknowledged as the preferred method of budgeting by various municipal financial associations.

This document is only one part of the financial reporting information system for the City of Urbana. Described below are the 5 major financial documents which comprise the public reporting part of the City's financial reporting system:

- This document, the Annual Budget, is the mechanism that the elected authorities and the public use to (1) legally control the level of monies being collected and being spent by the City for the immediate upcoming fiscal year. The emphasis of this document is to present information that will allow the public and elected officials to make informed decisions on services and the financing of these services for the short term future.
- A Multi-Year Financial Plan is normally published approximately 2 months before this document. The multi-year financial plan describes and explains financial policies and assumptions that are used in compiling this budget document and in financial decision making. The multi-year plan presents the impacts that current financial decisions will have on a longer-term picture.
- The 10 year Capital Improvement and Replacement Plan (C.I.P.) is published approximately 30 days before the release of this document. This plan presents the impacts that current financial decisions concerning major capital infrastructure (streets, lighting, storm and sanitary sewers, and sidewalks) improvements will have on a long-term perspective . It also details information that the City has gathered concerning the current conditions of these assets and explains the decision making process used to prioritize certain capital improvement projects.
- The City also publishes a detailed line item expenditure report. The information presented in this report is probably too detailed to be very useful to elected officials and the public in making financial policy decisions. It is very useful to the City staff in managing the budget on a daily basis.

## General Information

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- The Comprehensive Annual Financial Report is published annually in the first week of December. It presents a historical financial picture of operations of the City for the immediately preceding fiscal year. This information in this report is reviewed by external auditors to assure it is accurate and prepared with acceptable methods. A comparison of actual results to the budget or expected results is a part of this report.

All funds are balanced from all perspectives.

Included in this document are all funds of the City except for special assessments and the Champaign-Urbana Solid Waste Disposal System (C.U.S.W.D.S.). Budgetary authority for special assessments is controlled by the original Court order and assessment ordinance. C.U.S.W.D.S., which is the joint venture agency with the City of Champaign that manages the old regional landfill, has a separate annual budget which is approved by each City Council.

The Capital Improvements Section of this budget authorizes costs and reports estimated revenues for the 1 year period July 1, 2000 to June 30, 2001. Because the construction season runs approximately from April to November, it is important to view these one year expenditures in conjunction with the City's long-range or 10 year Capital Improvements Plan, which is issued separately from this budget document. Many projects that are approved and included in the city's fiscal year budget (ends June 30) will not be completed until near the end of the construction season (fall). Therefore, unspent monies for these projects will be carried over and rebudgeted in the following year.

It is often necessary to amend this budget during the year. All changes which increase the departmental total authorized expenditure level or transfer monies from one major category level to another (major categories are defined as personnel services, supplies, contractual and operations, and capital outlay) require Council approval. In special funds, all changes above 10% and those which change the basic nature of the project require Council approval. Other changes are approved administratively.

The City passes its annual tax levy ordinance on or before the 1st Tuesday in December. The first half of the tax bills are due and payable to the County in May and the balance in July. Amounts are remitted to the City from the County Treasurer within a short period after collection. The amount of property tax revenue reported in 2000-01 is the proposed amount to be levied in December 2000 and collected by the City approximately ½ in June of 2001 and ½ in Jul-Sep. 2001. Increases in the amount proposed to be levied after the budget is adopted, will require a budget amendment to be approved by the City Council. Decreases may mean a deficit spending position.

City bonds continue to receive an AA2 rating from Moody's. This rating can be considered as very good for a city the size and nature of Urbana. There is currently no debt being retired from general property taxes. All outstanding debt is being retired from other dedicated revenue sources. A description of each outstanding individual bond issue is included in the Multi-Year Financial Plan.

Cash temporarily idle during the year is invested in bank certificates of deposit, U.S. Government securities and the Illinois Public Treasurer's Fund. Investments above insured limits are collateralized by the bank pledging U.S. Government securities to the City.

This budget is presented to the City Council and the public during the first week of May. Public hearings and study sessions are conducted to obtain citizen comments prior to adoption, which occurs sometime before July 1.

The City of Urbana is a home-rule unit under provisions of the Illinois Constitution; thus no statutory limit exists on the issuance of debt or the levying of property taxes.

The City maintains three employee pension plans as follows. Financial information concerning the property tax levy for each plan is contained in the budget document under each fund:

- All employees, except sworn police and fire personnel, that meet certain minimum hourly standards participate in the Illinois Municipal Retirement Fund (IMRF). IMRF is a multiple employer retirement system that acts as a common investment and administrative agent for local government in Illinois. Employees contribute 4.5% of their annual salary and the City is required to contribute the remaining amounts necessary to fund the system, based on an actuarially determined amount that accumulates sufficient assets to pay benefits when due.
- Sworn police personnel are covered by the Police Pension Plan, which is a defined benefit, single employer plan, whose benefits and contribution levels are established by state statute. Members are required to contribute 9% of their salary and the City is required to contribute an amount actuarially determined, such that sufficient assets will be available to pay benefits when due.
- Sworn fire personnel are covered by the Firemen's Pension Plan, which is a defined benefit, single employer plan, whose benefits and contribution levels are established by state statute. Members are required to contribute 8.25% of their salary and the City is required to contribute an amount actuarially determined, such that sufficient assets will be available to pay benefits when due.

The City of Urbana utilizes conventional outside insurance to cover its exposure to liability claims with standard retention levels. These costs are reported in each department in the general fund. The City on November 1, 1993, became self-insured with standard minimum stop-loss limits for worker's compensation coverage. A financial summary of this fund is included in the Allocated Reserve Section, Worker's Compensation Retained Risk Fund in this document.





# REVENUE ANALYSIS

## PROPERTY TAX, \$4,452,400 (16% OF TOTAL REVENUES):

The levy rate is projected to be the same as the current rate of \$1.39. This rate when extended against an estimated equalized assessed value of \$316,055,401 (3.5% increase) will produce the amount of \$4,452,400. This amount is an increase of 3.5% over the amount levied in the current year. It is estimated that this levy will cause current homeowners to pay an additional 1%, which is reflected in the average increase in the value of their property. On a home valued at \$75,000, the additional taxes will be \$4. The balance of 2.5% of this increase is due to new construction and annexations that will add to the assessed value base that the rate is multiplied by. With pension funding consuming 42% of the total property tax and library funding consuming 38%, the amount utilized by the city general fund is only 20%. Only 16% of the total property tax paid by an Urbana homeowner is received by the City for services (School District responsible for 53%).

Of major significance is the estimated increase in assessed value for property taxes in the current year FY99-00. Preliminary estimates are that this value will increase 9%, 5.5% of this increase due to new construction and annexations and the remaining 3.5% due to inflationary adjustments to current property values. This increase means that the levy for the city will be reduced to \$1.39 from \$1.48 last year (6% reduction). Over the last 7 years, the city's levy rate has been reduced 12% (from \$1.59 in 1993). A homeowner of a \$75,000 home will pay \$6 less in property taxes to the city in 2000 than last year.

	PROPOSED 2000-01		ESTIMATED 1999-2000		ACTUAL 1998-99	
	\$	%INC	\$	%INC	\$	%INC
GENERAL FUND	\$1,354,820	-0.18%	\$1,357,264	-1.43%	\$1,376,927	151.12%
PENSIONS *	1,399,280	6.00%	1,320,090	8.91%	1,212,123	-38.41%
LIBRARY	1,698,300	4.54%	1,624,494	5.00%	1,547,150	5.91%
TOTAL	\$4,452,400	3.50%	\$4,301,848	4.00%	\$4,136,200	4.00%
ASSESSED VALUE	\$316,055,401	3.50%	\$305,367,537	8.97%	\$280,219,696	4.50%
% ANNEX/CONST		2.50%		5.50%		3.01%
% CURRENT TAXPAYERS		1.00%		3.47%		1.49%
CITY TAX RATE	1.3905	0.00%	1.3905	-5.80%	1.4761	-0.48%
HOMEOWNER PAYS:						
\$50,000 HOME	\$259	1.00%	\$256	-2.32%	\$262	1.01%
\$75,000 HOME	\$387	1.00%	\$383	-2.32%	\$392	1.01%
OVERALL TAX RATE	UNK.		UNK.		9.0981	-0.80%
CHAMPAIGN:						
ASSESSED VALUE	UNK.		UNK.		\$723,400,000	7.44%
CITY TAX RATE	1.3120	0.00%	1.3120	0.00%	1.3120	2.92%
OVERALL TAX RATE	UNK.		UNK.		7.9579	-0.83%

Each 1% in total levy amount = \$43,016

Each 1% in library levy = \$16,243

Each 1 cent increase in tax rate = \$29,283

**SALES AND USE TAX, \$5,042,300 (18% OF TOTAL REVENUES):**

The current sales tax rate on general retail sales in Urbana is 7.5%. Of this rate, the State's share is 5.0%, the City's share is 2.0%, and the County's share is .5%. The City's 2% is comprised of 1% statutory tax on most retail sales and an additional 1% local sales tax under home-rule authority. The local sales tax exempts sales of food, drugs, medicine and licensed personal property such as automobiles. All sales tax revenue is allocated to the general operating fund. Sales taxes have increased an average annual amount of 2.9% over the last 3 years. An increase of 2.5% is projected for year 2000-01.

**STATE INCOME TAX, \$3,059,000 (11% TOTAL REVENUES):**

The State of Illinois taxes the incomes of individuals at the rate of 3% and corporations at the rate of 4.8%. Ten percent of these collections are returned to cities and counties based on population. All income tax revenue is allocated to the general operating fund. Income taxes have increased an average annual amount of 5.1% over the last 4 years due to the strong state economy which has resulted in above average income growths, especially in corporations. I have projected an increase of 2.0% for next year, based on estimates from the Illinois Department of Revenue.

**UTILITY TAXES, \$3,281,000 (11% OF TOTAL REVENUES):**

The City imposes a tax on utility company charges for the sales of electricity, natural gas, water, and telecommunications. Because of changes in State law, in August 1998 the City changed its tax on electricity from a 5% tax on "gross receipts" to a kilowatt/hour "consumption" tax. The tax on natural gas and water remains at 5% of gross receipts. In January 1998, the City changed its utility tax on telephones to a telecommunications tax, at the same 5% rate. This change expanded the base taxed to include long distance calls. All utility tax revenue is allocated to the general operating fund. The change in electricity tax from "gross receipts" to "consumption" based will mean that increases in the future will be limited to increased usage only. Utility taxes have increased an average annual amount of 4.6% over the last 4 years. An increase of 2.5% is projected for year 2000-01.

**SERVICE CHARGES AND FEES, \$2,903,000 (10% OF REVENUES):**

The City charges fees to users of certain services, where it is deemed in the best interest of the public that these users pay an amount directly for this service. An example of some of the most significant of these charges are:

- The University of Illinois reimburses the City for costs incurred to provide fire safety services to a portion of the campus. Revenues from this service charge are reported in the general operating fund, along with the expenses related to providing the service. The amount of this charge for FY2000-01 will be \$1,021,625. The amount paid by the University will increase annually in the future, similar to the inflationary increase in the costs incurred in providing the service.
- Users of the Landscape Recycling Center pay fees for this service. The amount expected to be raised in FY2000-01 is \$289,000. Revenues from this service charge are reported in the Landscape Recycling Special Fund, along with the

- expenses related to providing the service. It is expected that this fee will increase annually similar to the inflationary increase in the costs incurred in providing the service
- The City rents various spaces and utilizes parking meters to receive revenues that are used to maintain and construct parking facilities. Revenues from these parking services are allocated to the Motor Vehicle Parking System Fund, where expenses of maintaining parking services are reported. The amount expected to be raised in FY2000-01 is \$740,100. Approximately 50% of the amount is collected from spaces in the University campus area. It is expected that this amount will increase annually similar to the inflationary increase in the costs incurred in providing the service, although meter and rental rates may only increase every 4-5 years.
  - The Urbana Free Library charges a fee for certain services it provides such as non-resident fees, photo-copying, and book fines. Revenues from these library charges are allocated to the Urbana Free Library Special Fund, where expenses of library services are reported. The amount expected to be raised in FY2000-01 is \$121,630.
  - The City charges a franchise fee for companies that utilize the City right of way in their business. Franchise fees are charged to Ameritech based on State Statute approved charge per telephone line (\$164,700), University of Illinois for telephone service, per contractual agreement (\$32,900), cable television at the rate of 7% of gross receipts (\$323,000), and Northern Il. Water Company, per contractual agreement (\$58,000). Revenues from these franchise fees except for the 2% P.E.G. fee, are allocated to the General Fund. Revenues from the P.E.G. fee are accounted for in a separate fund. It is expected that this amount will increase annually similar to the inflationary increase in the costs incurred in providing the service.

**COMMUNITY DEVELOPMENT BLOCK GRANT AND OTHER FEDERAL ENTITLEMENTS AND GRANTS, \$2,198,000 (8% OF TOTAL REVENUES):**

The City of Urbana receives monies from the U.S. Housing and Urbana Development Department for programs administered by the City to improve the quality of life of low income persons and for grants to sub recipients and other community agencies, in accordance with the City's Consolidated Plan. The majority of these monies are in the form of the Community Development Block Grant entitlement and HOME Investment Partnership Act. These revenues are allocated to the City's Community Development Special Funds and restricted for uses under the plan and HUD program guidelines. C.D.B.G. and HOME funding has remained relatively at the same level over the past 3 years. The amounts reported for next year, based on awards from HUD are \$840,000 C.D.B.G., \$988,000 HOME and \$109,000 Shelter Plus program.

**TAX INCREMENT FINANCING DISTRICT PROPERTY TAXES, \$1,448,000 (5% TOTAL REVENUES):**

All incremental property taxes in the three tax increment financing districts of the City above the base level when the district was established are reported in

## Revenues

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the City's Tax Increment Special Funds. These revenues are restricted to pay for development improvements within the district boundaries. The property tax element in T.I.F. One will end in 2003, T.I.F. Two in 2009, and T.I.F. Three in 2013. The amounts estimated to be received in FY2000-01 are \$590,000 T.I.F. One, \$519,000 T.I.F. Two, and \$340,000 in T.I.F. Three. Increases in the future will be dependent upon new projects that will add to the assessed value.

### **MOTOR FUEL TAX, \$1,040,000 (4% TOTAL REVENUES):**

A portion of the 10 cents/gallon gasoline tax imposed by the State is returned to local government based on population. Motor fuel tax revenues are allocated to the Motor Fuel Tax Capital Improvement Fund and are restricted for street maintenance and improvements. The state changed the formula for distribution to local governments in 2000, thus eventually increasing the city's receipts 18% or an additional \$164,000 annually (impact to Urbana received over 2 fiscal years). Usually, motor fuel tax will only increase if gasoline consumption increases in the state and if Urbana's population increases equally to the state population.

### **SEWER BENEFIT TAX, \$645,000 (2% TOTAL REVENUES):**

The city imposes a tax on all property owners to pay for sanitary sewer improvements. This tax is based on the amount of water that is used and returned to the city's sanitary sewer system. The amount charged per cubic foot of water used is determined annually by the City Council. Revenues from this tax is allocated to the City's Sanitary Sewer Capital Improvement Fund. The amounts raised from the tax have averaged annual increases approximating inflation over the past 4 years. An increase of 4% was included in the recent proposed fee schedule that was presented to the City Council.

### **HOTEL/MOTEL TAX, \$498,600 (2% OF TOTAL REVENUES):**

The City taxes hotel and motel room rental receipts at a rate of 5%. All hotel/motel tax revenue is allocated to the general operating fund. Approximately 26% of this revenue is being paid to the C-U Economic Partnership to support their economic development efforts. Hotel/motel taxes have increased an average annual amount of 9% over the last 4 years. This increase is due to additional hotels and motels that have opened. Without additional motels, future increases will approximate inflation. An increase of 3% is projected for next year.

### **LICENSES AND PERMITS, \$705,500 (3% OF REVENUES):**

The City requires that persons involved in certain activities obtain an annual license and/or permit. Usually these licenses and permits involve an inspection of the activity in some manner and registration of persons responsible for the activity. An example of some of the major license/permit revenue that is received by the city are liquor licenses and various building permits. All license/permit revenue is allocated to the general operating fund. Generally, license/permit revenue can be expected to increase annually similar to inflationary increases in expenses incurred by the City in administering these

activities. However, building permits can fluctuate depending on the level of construction. An increase of 4% is projected for next year.

**FINES AND TICKETS, \$688,200 (2% OF TOTAL REVENUES):**

The City receives revenue in the form of fines from certain violations of ordinances and laws and from parking ticket violations. All fines/ticket revenue is allocated to the general operating fund to offset the costs of administering the violation and collection of the fine. Generally, fine/ticket revenue will remain fairly steady from one year to the next, unless a change occurs in fine amounts or collection methods.

**RECYCLING TAXES, \$396,000 (1% TOTAL REVENUES):**

The City imposes a annual \$24/dwelling unit tax on property owners to raise monies to pay for the city's curbside recycling program. Revenues from these taxes is allocated to the City's Recycling Special Fund. The single-family tax is projected to raise \$186,280 and the multi-family tax \$210,000.

**LOCAL FOOD AND BEVERAGE TAX, \$275,900 (1% TOTAL REVENUES):**

The City imposes an additional ½ % on the sales of prepared food and beverages. This sales tax revenue is allocated to the general operating fund. Food and beverage sales taxes have increased an average annual amount of 5.4% over the last 4 years mainly due to new businesses. I have projected an increase of 3% for next year.

**INTEREST ON INVESTMENTS, \$992,300 (3% TOTAL REVENUES):**

The City invests all its monies that is not needed to immediately pay expenses, in various interest earning accounts and securities. The length of maturity and the type of account depend upon the amount available and when it is projected that these invested amounts will be needed. The amount projected for next year is approximately 4% less than current year, due to a projected lower cash balance available for investing.

**REVENUE DETAILS AND PROJECTIONS, ALL FUNDS**

	1998-99	1999-00	% CHG.	2000-01	% CHG.	% CHG. 2 YRS
UTILITY TAXES	\$3,092,749	\$3,200,995	3.5%	\$3,281,020	2.5%	3.0%
SALES TAX	4,846,550	4,838,630	-0.2%	5,042,350	4.2%	2.0%
PROPERTY TAXES	4,136,200	4,301,848	4.0%	4,452,400	3.5%	3.8%
U.S. GOVERNMENT	560,366	2,533,202	352.1%	2,197,778	-13.2%	169.4%
LICENSE/PERMITS/FEES	788,534	788,464	0.0%	832,997	5.6%	2.8%
FINES/TICKETS	688,281	688,200	0.0%	688,200	0.0%	0.0%
PARKING FEES	724,500	740,100	2.2%	740,100	0.0%	1.1%
REIMB., CAP. IMPR. PROJ.	1,278,303	257,896	-79.8%	725,750	181.4%	50.8%
FRANCHISE FEES	595,926	595,908	0.0%	603,582	1.3%	0.6%
L.R.C. FEES	288,177	289,000	0.3%	289,000	0.0%	0.1%
LIBRARY FEES	119,036	119,544	0.4%	121,631	1.7%	1.1%
U/I REIMB., FIREFIGHTING	886,349	982,332	10.8%	1,021,625	4.0%	7.4%
STATE INCOME TAX	2,866,406	3,001,041	4.7%	3,059,040	1.9%	3.3%
STATE T.I.F. GRANT	199,632	153,607	-23.1%	163,600	6.5%	-8.3%
STATE M.F.T.	876,416	963,000	9.9%	1,040,000	8.0%	8.9%
STATE GRANTS	438,901	799,369	82.1%	122,684	-84.7%	-1.3%
SEWER BENEFIT TAX	613,517	623,000	1.5%	645,000	3.5%	2.5%
INTEREST INCOME	846,169	1,036,311	22.5%	992,307	-4.2%	9.1%
HOTEL/MOTEL TAX	407,056	484,111	18.9%	498,634	3.0%	11.0%
LOCAL FOOD/BEV. TAX	260,039	267,840	3.0%	275,875	3.0%	3.0%
RECYCLING TAX	192,090	390,380	103.2%	396,090	1.5%	52.3%
PROPERTY SALES	331,307	130,000	-60.8%	30,000	-76.9%	-68.8%
T.I.F. TAXES	1,409,097	1,393,500	-1.1%	1,448,000	3.9%	1.4%
<b>TOTAL REVENUES</b>	<b>\$26,445,601</b>	<b>\$28,578,278</b>	<b>8.1%</b>	<b>\$28,667,663</b>	<b>0.3%</b>	<b>4.2%</b>

## REVENUE DETAILS AND PROJECTIONS, GENERAL OPERATING FUNDS

	ACTUAL 1998-99	% CHG.	ACTUAL 1999-00	% CHG.	PROJECTED 2000-01	% CHG.
<b>SALES TAXES:</b>						
<b>STATE SALES TAX:</b>						
RECURRING STATE SALES TAX	\$3,180,629	-2.0%	\$3,244,242	2.0%	\$3,309,126	2.0%
NON-RECURRING STATE SALES TAX	0	0.0%	0	0.0%	0	0.0%
SUBTOTAL, STATE SALES TAX	\$3,180,629	-2.0%	\$3,244,242	2.0%	\$3,309,126	2.0%
<b>LOCAL SALES TAX:</b>						
RECURRING LOCAL SALES TAX	\$1,665,921	2.0%	\$1,699,239	2.0%	\$1,733,224	2.0%
NON-RECURRING LOCAL SALES TAX	0	0.0%	0	0.0%	0	0.0%
SUBTOTAL, LOCAL SALES TAX	\$1,665,921	2.0%	\$1,699,239	2.0%	\$1,733,224	2.0%
<b>SUBTOTAL STATE/LOCAL SALES TAX:</b>						
RECURRING SALES TAX	\$4,846,550	-0.6%	\$4,943,481	2.0%	\$5,042,350	2.0%
NON-RECURRING SALES TAX	0	0.0%	0	0.0%	0	0.0%
SUBTOTAL, SALES TAX	\$4,846,550	-0.6%	\$4,943,481	2.0%	\$5,042,350	2.0%
<b>LOCAL FOOD &amp; BEV. SALES TAX:</b>						
RECURRING F&B SALES TAX	\$245,839	3.9%	\$267,840	3.0%	\$275,875	3.0%
NON-RECURRING F&B SALES TAX	14,200	6.0%	0	0.0%	0	0.0%
SUBTOTAL, F&B SALES TAX	\$260,039	9.9%	\$267,840	3.0%	\$275,875	3.0%
<b>HOTEL/MOTEL TAX:</b>						
RECURRING HOTEL/MOTEL TAX	\$481,426	14.7%	\$421,303	-12.5%	\$498,634	3.0%
NON-RECURRING HOTEL/MOTEL TAX	(74,370)	-20.4%	62,808	15.4%	0	0.0%
SUBTOTAL, HOTEL/MOTEL TAX	\$407,056	11.6%	\$484,111	0.6%	\$498,634	3.0%
<b>SUBTOTAL, ALL SALES TAXES:</b>						
RECURRING SALES TAXES	\$5,573,815	1.7%	\$5,632,624	2.2%	\$5,816,859	2.1%
NON-RECURRING SALES TAXES	(60,170)	-1.1%	62,808	1.1%	0	0.0%
SUBTOTAL, SALES TAXES	\$5,513,645	0.6%	\$5,695,432	3.3%	\$5,816,859	2.1%
LESS TRANSFER TIF/GRANT	(185,951)		(186,000)		(186,000)	
<b>UTILITY TAX:</b>						
NORMAL, RECURRING UTILITY TAX	\$2,942,749	4.9%	\$3,200,995	3.5%	\$3,281,020	2.5%
NON-RECURRING UTILITY TAX	150,000	5.3%	0	0.0%	0	0.0%
SUBTOTAL, UTIL. TAX	\$3,092,749	10.3%	\$3,200,995	3.5%	\$3,281,020	2.5%
<b>STATE INCOME TAX:</b>						
REGULAR, RECURRING	\$2,694,538	4.2%	\$2,844,945	3.8%	\$2,902,944	2.0%
ADD'L, SURCHARGE TAX	45,000	1.7%	0	0.0%	0	
SUBTOTAL, INCOME TAX	\$2,739,538	5.9%	\$2,844,945	3.8%	\$2,902,944	2.0%
<b>FRANCHISE FEES:</b>						
<b>NORMAL, RECURRING FEES:</b>						
IL. BELL	158,539	-0.4%	159,200	0.4%	164,772	3.5%
UNIV. IL. TELEPHONE	31,947	-24.1%	32,888	2.9%	32,888	0.0%
CABLE T.V.	212,726	13.8%	223,360	5.0%	236,762	6.0%
N. IL. WATER	55,320	3.7%	56,000	1.2%	57,960	3.5%
NON-RECURRING FEES	56,877		31,000		25,000	
<b>INTEREST ON INVESTMENTS</b>	143,680	24.2%	143,680	0.0%	143,680	0.0%
<b>TICKETS AND FINES:</b>						
<b>NORMAL, RECURRING:</b>						
PARKING TICKETS	455,997	0.6%	512,000	12.3%	512,000	0.0%
DOG CONTROL	2,550	-40.2%	2,600	2.0%	2,600	0.0%
CITY COURT	148,132	4.3%	158,000	6.7%	158,000	0.0%
QUASI-FINES	15,602	28.6%	15,600	0.0%	15,600	0.0%
NON-RECURRING TICKETS/FINES	66,000		0		0	
<b>LICENSES AND PERMITS (SEE DETAIL)</b>	388,921	15.3%	400,589	3.0%	408,349	1.9%

Revenues

**REVENUE DETAILS AND PROJECTIONS, GENERAL OPERATING FUNDS (CONTINUED)**

	ACTUAL 1998-99	% CHG.	ACTUAL 1999-00	% CHG.	PROJECTED 2000-01	% CHG.
OTHER REVENUES (SEE DETAIL)	233,667	5.5%	243,441	4.2%	253,452	4.1%
DONATIONS., DARE	0		0	#DIV/0!	0	
FED. POLICE GRANT (AD ASST)	17,646		20,080	13.8%	22,000	9.6%
HOSP. REIMB, COMM. POLICING	0		0	#DIV/0!	0	
C.U.S.W.D.S. REIMB., ADMIN.	12,592		13,096	4.0%	13,620	4.0%
FED. GRANT, COMMUNITY POLICING	41,414		50,000	20.7%	50,000	0.0%
UI FIREFIGHTING REIMBURSEMENT	886,349		982,332	10.8%	1,021,625	4.0%
<b>RECURRING TRANSFERS IN FROM</b>						
<b>OTHER CITY FUNDS:</b>						
BLDG. LEASE, Y/W SITE	0		0		0	
OVERHEAD, Y/W SITE	28,040	3.5%	28,881	3.0%	30,036	4.0%
SEWER TAX TRANSFER	334,000	3.7%	347,360	4.0%	359,520	3.5%
REIMB., FEMA AND CDAP	31,723		0		0	
OVERHEAD, C.D. HOME FUND	20,518		10,000		15,680	56.8%
COST REIMB. TIF FUND	78,440	5.1%	30,000	-61.8%	31,000	3.3%
INTEREST, RESERVE FUNDS	0		0	#DIV/0!	0	
INS. RESERVE TRANS., TIF SALES TAX	185,951		186,000		186,000	
M.V.P.S. PILOT/OPERATING	0		38,800	#DIV/0!	40,350	4.0%
M.V.P.S. PILOT/OPERATING	0		0	#DIV/0!	0	#DIV/0!
M.V.P.S. PILOT/OPERATING	275,130	8.7%	286,135	4.0%	296,740	3.7%
<b>SUBTOTAL, RECURRING TRANSFERS</b>	<b>953,802</b>	<b>12.8%</b>	<b>927,176</b>	<b>-2.8%</b>	<b>959,326</b>	<b>3.5%</b>
<b>NON-RECURRING TRANSFERS IN</b>						
<b>FROM OTHER FUNDS:</b>						
INS. RESERVE FUND	0		0		0	
RESERVE FUNDS, U-CYCLE	0		0		0	
<b>SUBTOTAL, NON-RECURRING TRANSFERS</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	
<b>TOTAL</b>	<b>\$15,041,742</b>	<b>11.0%</b>	<b>\$15,526,414</b>	<b>3.2%</b>	<b>\$15,892,457</b>	<b>2.4%</b>
<b>RECAP OF REVENUES AND TRANSFERS:</b>						
RECURRING REVENUES	\$12,912,161		\$14,505,430		\$14,908,131	
RECURRING TRANSFERS IN	953,802		927,176		959,326	
<b>SUBTOTAL, REC. REV. &amp; TRANSFERS</b>	<b>\$13,865,963</b>		<b>\$15,432,606</b>	<b>2.6%</b>	<b>\$15,867,457</b>	<b>2.2%</b>
NON-RECURRING REVENUES	1,144,056		93,808		25,000	
NON-RECURRING TRANSFERS	31,723		0		0	
<b>SUBTOTAL, NON-REC. REV. &amp; TRANS.</b>	<b>\$1,175,779</b>		<b>\$93,808</b>	<b>0.6%</b>	<b>\$25,000</b>	<b>0.2%</b>
<b>TOTAL</b>	<b>\$15,041,742</b>		<b>\$15,526,414</b>	<b>3.2%</b>	<b>\$15,892,457</b>	<b>2.4%</b>



## PERMITS AND LICENSES DETAIL

	ACTUAL 1998-99	ACTUAL 1999-00	PROJECTED 2000-01
PERMITS AND LICENSES:			
BUILDING PERMITS	\$60,333	\$62,143	\$64,629
MECHANICAL PERMITS	42,841	44,126	45,891
ELECTRICAL PERMITS	48,800	50,264	52,275
PLUMBING PERMITS	50,432	51,945	45,760
ENGINEERING PERMITS	2,110	2,173	2,260
FOOD HANDLER'S LICENSE	7,710	7,941	8,259
SIDEWALK CAFE LICENSE	60	62	64
LIQUOR LICENSE	131,642	135,591	141,015
N.I.L. WATER EXCAVATIONS	4,080	4,202	4,370
AMUSEMENT DEVICE LICENSE	5,657	5,827	6,060
TAXI CAB COMPANY LICENSE	3,250	3,348	3,481
MOBILE HOME PARK LICENSE	1,072	1,104	1,148
SOLICITOR LICENSE	29	30	31
TAXI CAB DRIVER LICENSE	1,012	1,042	1,085
FIRE PREVENTION LICENSE	6,530	6,726	6,995
ELECTRICIAN LICENSE	9,125	9,399	9,775
SANITARY HAULERS LICENSE	7,600	7,828	8,141
BICYCLE LICENSE	18	19	19
RAFFLE LICENSE	290	299	311
AMBULANCE LICENSE	200	206	214
HAZARDOUS MAT'L HANDLING LICENSE	2,000	2,060	2,142
ELEVATOR LICENSE	4,130	4,254	4,424
TOTAL, LICENSES AND PERMITS	\$388,921	\$400,589	\$408,349

## OTHER REVENUES DETAIL

OTHER REVENUES:			
VARIOUS SERVICE FEES	\$14,743	\$15,185	\$15,893
U/I HOUSING INSPECTIONS FEE	15,365	15,826	16,459
STATE-FIRE INS. FEE	17,413	20,700	21,700
SEIZED/FORFEITED MONIES	21,797	22,451	23,349
TOWNSHIP REIMB., MAINTENANCE	4,140	4,264	4,435
POLICE TRAINING REIMB.	0	0	0
DAMAGE REIMB./CITY PROP.	14,017	14,438	15,015
HOMESTEAD LIEU OF TAX	1,286	1,325	1,378
DATA PROCESSING CONTRACTS	17,058	17,570	18,273
CIVIC CENTER RENTAL	49,346	50,826	52,859
SALE CODE BOOKS	298	307	319
ZONING REVIEW FEES	2,110	2,173	2,260
PLAN REVIEW FEES	20,910	21,537	22,399
SALE ZONING BOOKS	430	443	461
SALE ZONING MAPS	206	212	221
COPY FEES	4,935	5,083	5,286
3-10 AREA PARKING PERMITS	49,613	51,101	53,145
TOTAL, OTHER REVENUES	\$233,667	\$243,441	\$253,452



# SUMMARIES

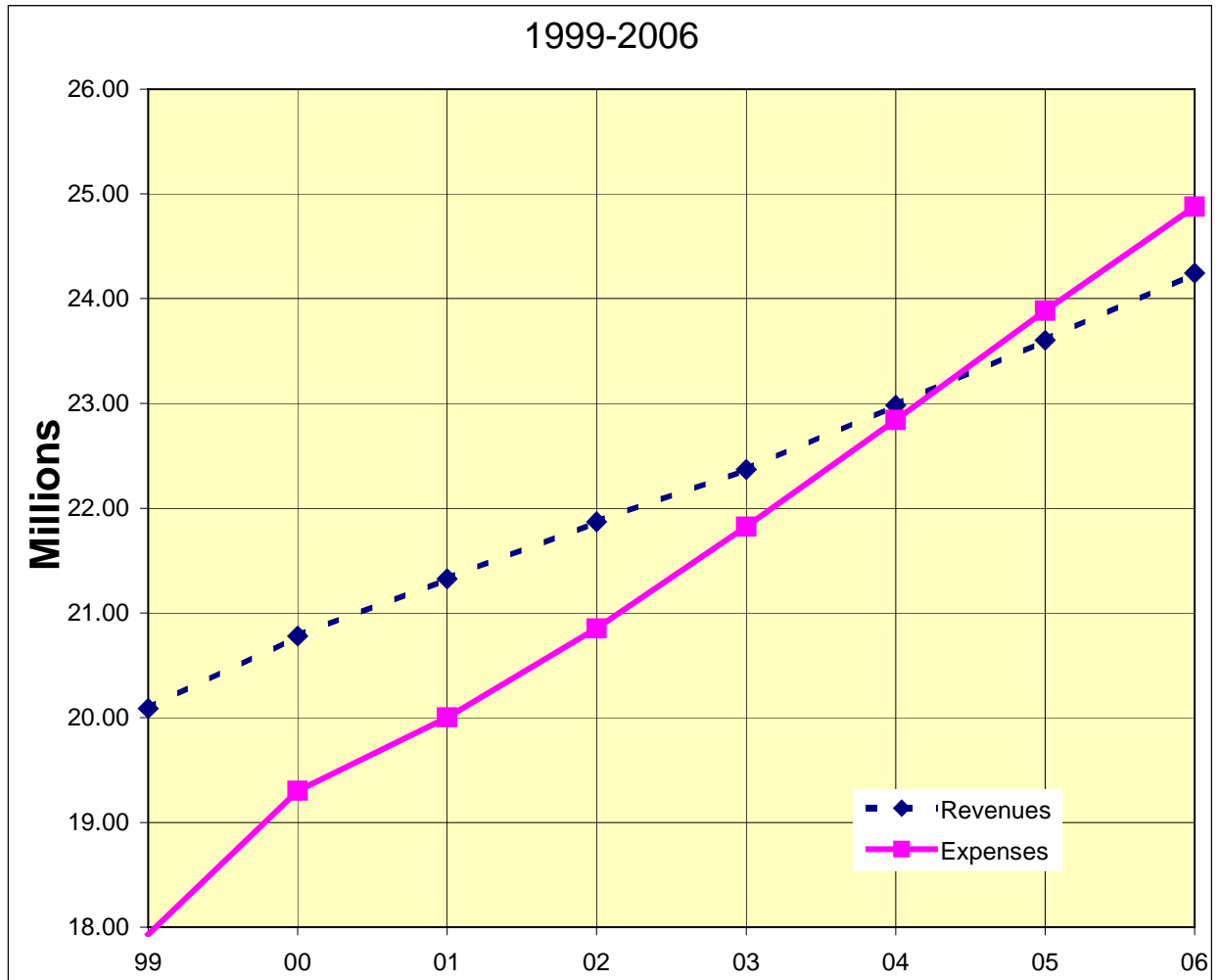
## REVENUES, EXPENSES AND FUND BALANCES: ALL FUNDS SUMMARY

	1998-99	1999-00	% CHG.	2000-01	% CHG.	% CHG.
<b>FUND BAL., BEG. YEAR</b>	\$18,316,812	\$19,525,863		\$17,014,081		2 YR. AVE
<b>REVENUES, PER DETAIL</b>						
<b>IN REVENUES SECTION</b>	\$26,445,601	\$28,578,278	8.1%	\$28,667,663	0.3%	4.2%
<b>EXPENSES:</b>						
<b>POLICE</b>	\$4,801,781	\$5,099,158	6.2%	\$5,328,670	4.5%	5.3%
<b>FIRE</b>	3,771,411	3,918,491	3.9%	4,147,465	5.8%	4.9%
<b>CAPITAL IMPROVEMENTS</b>	4,863,591	6,237,206	28.2%	6,291,113	0.9%	14.6%
<b>PUBLIC WORKS</b>	4,667,149	5,073,808	8.7%	5,373,926	5.9%	7.3%
<b>EXECUTIVE</b>	885,274	952,261	7.6%	982,368	3.2%	5.4%
<b>FINANCE</b>	772,380	814,656	5.5%	835,523	2.6%	4.0%
<b>COMMUNITY DEVELOPMENT</b>	1,132,373	4,674,141	312.8%	3,845,323	-17.7%	147.5%
<b>CITY CLERK</b>	135,483	137,979	1.8%	139,919	1.4%	1.6%
<b>LIBRARY</b>	2,084,713	2,089,241	0.2%	2,151,278	3.0%	1.6%
<b>CITY COUNCIL</b>	35,810	37,203	3.9%	36,987	-0.6%	1.7%
<b>EQUIPMENT PURCHASES</b>	1,678,905	1,543,646	-8.1%	1,535,410	-0.5%	-4.3%
<b>DEBT SERVICE</b>	874,997	843,670	-3.6%	837,000	-0.8%	-2.2%
<b>SOCIAL SERVICES</b>	186,666	193,190	3.5%	195,700	1.3%	2.4%
<b>AMOUNTS NOT SPENT</b>	(653,983)	(524,590)	-19.8%	(570,734)	8.8%	-5.5%
<b>TOTAL EXPENSES</b>	\$25,236,550	\$31,090,060	23.2%	\$31,129,948	0.1%	11.7%
<b>FUND BALANCE, END YR</b>	\$19,525,863	\$17,014,081		\$14,551,796		

**OPERATING FUNDS SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01	% CHANGE
NORMAL CARRYOVER, PREV. YEAR	\$476,000	\$508,900	\$526,200	\$547,300	
<b>REVENUES AND TRANSFERS IN:</b>					
<b>CITY, PER DETAIL INCLUDED</b>					
IN REVENUES SECTION	\$13,632,549	\$15,041,742	\$15,526,414	\$15,892,457	2.4%
LIBRARY	331,463	336,999	331,530	340,191	2.6%
FIRE/POLICE PENSION	64,000	64,000	93,000	93,000	0.0%
SUBTOTAL	\$14,028,012	\$15,442,741	\$15,950,944	\$16,325,648	2.3%
PROPERTY TAX	3,977,138	4,136,200	4,301,648	4,452,400	3.5%
SUBTOTAL	18,005,150	19,578,941	20,252,592	20,778,048	
<b>BUDGET EXPENSES:</b>					
<b>GENERAL FUND:</b>					
CITY COUNCIL	\$35,837	\$35,810	\$35,810	\$35,810	0.0%
EXECUTIVE	735,742	768,034	807,911	841,590	4.2%
FINANCE	640,819	730,797	777,365	807,810	3.9%
CITY CLERK	173,307	179,065	183,980	189,430	3.0%
POLICE	3,944,377	4,040,554	4,271,227	4,351,013	1.9%
FIRE RESCUE	2,787,998	3,498,300	3,631,281	3,735,127	2.9%
PUBLIC WORKS	3,885,110	3,909,673	4,100,600	4,285,925	4.5%
COMMUNITY DEVELOPMENT	745,115	813,205	845,487	890,370	5.3%
SUBTOTAL, BEFORE TRANSFERS	\$12,948,305	\$13,975,438	\$14,653,661	\$15,137,075	3.3%
<b>RECURRING TRANSFERS OUT:</b>					
TRANSFER, SOCIAL SERVICES	108,580	112,380	123,640	128,090	3.6%
TRANSFER, MERIT PAY PLAN	33,675	15,899	25,163	23,160	-8.0%
TRANSFER, UNEMPLOYMENT COMP.	8,931	5,550	18,000	18,000	0.0%
TRANSFER, ANNEXATIONS FUND	130,426	28,817	35,000	35,000	0.0%
TRANSFER, UCYCLE (DROPOFF SITE)	30,900	30,900	7,800	0	-100.0%
TRANSFER, I.M.R.F.	0	0	400,000	450,000	12.5%
TRANSFER, CAP. IMPR. PLAN	558,000	580,000	633,200	658,530	4.0%
TRANSFER, PUBLIC SAFETY O/T	20,800	20,000	20,000	20,000	0.0%
NET TOTAL GEN. FUND EXPENSES	\$13,839,617	\$14,768,984	\$15,916,464	\$16,469,855	3.5%
PENSION COSTS	2,032,000	1,276,123	1,413,090	1,492,280	5.6%
LIBRARY COSTS	1,792,291	1,884,149	1,956,024	2,038,491	4.2%
NET TOTAL OPERATING EXPENSES	17,663,908	17,929,256	19,285,578	20,000,626	3.7%
REV. OVER (UNDER) EXPENSES, END YEAR	341,242	1,649,685	967,014	777,422	
AMOUNT UNSPENT /UNDER BUDGET	541,151	653,983	450,790	470,732	
REV. OVER (UNDER) EXPENSES, END YEAR, AFTER UNSPENT AMOUNT	882,393	2,303,668	1,417,804	1,248,154	
NON-RECURRING CARRYOVER, PREV. YEAR	384,610	573,263	1,034,031	813,877	
NON-RECURRING, TRANSFER TO STABILIZATION FUND	(269,040)	(970,100)	(673,583)	(63,300)	
NON-RECURRING, TRANSFER TO DEVELOPMENT FUND	0	0	0	(152,000)	
TRANSFER PW. FACILITY RESERVE	0	0	(15,000)	0	
TRANSFER, CAP. IMPR. FUND	(200,000)	(300,000)	(300,000)	(910,000)	
TRANSFER, VERT FUND	(191,800)	(55,500)	(128,275)	(164,790)	
TRANSFER, BLDG. RES., LIBRARY	0	(500,000)	(500,000)	(750,000)	
NORMAL CARRYOVER, END YEAR	(\$508,900)	(\$526,200)	(\$547,300)	(\$569,200)	

**GENERAL OPERATING FUNDS LONG-TERM FINANCIAL PROJECTIONS**



**PERSONNEL SUMMARY**

**EXECUTIVE DEPARTMENT:**

<b>FULL-TIME POSITIONS:</b>	<b>1997-98</b>	<b>1998-99</b>	<b>1999-00</b>	<b>2000-01</b>
MAYOR	1.00	1.00	1.00	1.00
CHIEF ADMINISTRATIVE OFFICER	1.00	1.00	1.00	1.00
EXECUTIVE SECRETARY	1.00	1.00	1.00	1.00
ADMINISTRATIVE SECRETARY	1.00	1.00	1.00	1.00
CITY ATTORNEY	1.00	1.00	1.00	1.00
ASST. CITY ATTORNEY	1.00	1.00	1.00	1.00
LEGAL SECRETARY	1.00	1.00	1.00	1.00
HUMAN RELATIONS OFFICER	1.00	1.00	1.00	1.00
PERSONNEL MANAGER	1.00	1.00	1.00	1.00
PERSONNEL REPRESENTATIVE	1.00	1.00	1.00	1.00
C.A.T.V. P.E.G. COORDINATOR	1.00	1.00	1.00	1.00
SECRETARY	1.00	1.00	1.00	1.00
INFORMATION SPECIALIST	0.00	0.00	0.00	0.00
<b>SUBTOTAL, FULL-TIME</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>
<b>PART-TIME POSITIONS:</b>				
INFORMATION SPECIALIST P-T	0.65	0.75	0.00	0.00
LEGAL INTERN P-T	1.00	1.33	1.33	1.33
LEGAL CLERK-TYPIST P-T	0.25	0.25	0.50	0.75
FARMER'S MARKET SPEC. P-T	0.30	0.30	0.30	0.30
CATV CAMERA OPERATORS	0.15	0.15	0.15	0.15
P.E.G. PRODUCTION INTERN P-T	0.00	0.00	0.40	0.40
EXECUTIVE INTERN	0.00	0.00	0.50	0.50
PERSONNEL REPR. P-T	0.00	0.00	0.00	0.00
<b>SUBTOTAL, PART-TIME</b>	<b>2.35</b>	<b>2.78</b>	<b>3.18</b>	<b>3.43</b>
<b>EXECUTIVE DEPARTMENT TOTAL</b>	<b>14.35</b>	<b>14.78</b>	<b>15.18</b>	<b>15.43</b>

**FINANCE DEPARTMENT:**

<b>FULL-TIME POSITIONS:</b>	<b>1997-98</b>	<b>1998-99</b>	<b>1999-00</b>	<b>2000-01</b>
COMPTROLLER	1.00	1.00	1.00	1.00
SECRETARY	1.00	1.00	1.00	1.00
OFFICE SUPERVISOR	1.00	1.00	1.00	1.00
CLERK-CASHIER	2.00	2.00	2.00	2.00
ACCOUNT CLERK SUPV.	1.00	1.00	1.00	1.00
ACCOUNT CLERK II	1.00	1.00	1.00	1.00
ACCOUNT CLERK I	1.00	1.00	1.00	1.00
DATA PROCESSING SUPV.	1.00	1.00	1.00	1.00
COMPUTER PROGRAMMER II	0.50	1.00	1.00	1.00
PC ANALYST/NETWORK COORD.	1.00	1.00	1.00	1.00
POLICE RECORDS PROGRAMMER	1.00	1.00	1.00	1.00
COMPUTER SYSTEM TECHNICIAN	1.00	1.00	1.00	1.00
<b>SUBTOTAL, FULL-TIME</b>	<b>12.50</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>
<b>PART-TIME POSITIONS:</b>				
PERSONAL COMPUTER TECH.	0.00	0.30	0.30	0.30
<b>FINANCE DEPARTMENT TOTAL</b>	<b>12.50</b>	<b>13.30</b>	<b>13.30</b>	<b>13.30</b>

**CITY CLERK'S OFFICE:**

<b>FULL-TIME POSITIONS:</b>	<b>1997-98</b>	<b>1998-99</b>	<b>1999-00</b>	<b>2000-01</b>
CITY CLERK	1.00	1.00	1.00	1.00
ADMINISTRATIVE SECRETARY	1.00	1.00	1.00	1.00
SECRETARY	1.00	1.00	1.00	1.00
<b>CITY CLERK'S OFFICE TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

**POLICE DEPARTMENT:**

<b>FULL-TIME POSITIONS:</b>	<b>1997-98</b>	<b>1998-99</b>	<b>1999-00</b>	<b>2000-01</b>
POLICE CHIEF	1	1	1	1
ASSISTANT CHIEF	1	1	1	1
LIEUTENANT	4	4	4	4
SERGEANT	7	7	7	7
OFFICER	35	36	36	36
EVIDENCE/PHOTO TECHNICIAN	1	1	1	1
AD. ASSISTANT (GRANT)	0	1	1	1
SUPPORT SERVICES SUPV.	1	1	1	1
SUPPORT SERVICES CLERK	7	7	7	7
SECRETARY	1	1	1	1
ANIMAL CONTROL OFFICER	1	1	1	1
METER PATROL SUPERVISOR	1	1	1	1
<b>SUBTOTAL, FULL-TIME</b>	<b>60.00</b>	<b>62.00</b>	<b>62.00</b>	<b>62.00</b>
<b>PART-TIME POSITIONS:</b>				
P-T METER PATROL	4.00	4.00	4.00	4.00
P-T SCHOOL X-GUARD	3.75	3.75	3.75	3.75
<b>SUBTOTAL, PART-TIME</b>	<b>7.75</b>	<b>7.75</b>	<b>7.75</b>	<b>7.75</b>
<b>POLICE DEPARTMENT TOTAL</b>	<b>67.75</b>	<b>69.75</b>	<b>69.75</b>	<b>69.75</b>

**FIRE DEPARTMENT:**

<b>FULL-TIME POSITIONS:</b>	<b>1997-98</b>	<b>1998-99</b>	<b>1999-00</b>	<b>2000-01</b>
FIRE CHIEF	1.00	1.00	1.00	1.00
ASSISTANT CHIEF	0.00	0.00	0.00	0.00
SHIFT DIVISION OFFICER	3.00	3.00	3.00	3.00
PREV/ED. DIVISION OFFICER	1.00	1.00	1.00	1.00
PREV/ED. INSPECTOR	1.00	1.00	1.00	1.00
COMPANY OFFICER	15.00	15.00	15.00	15.00
FIREFIGHTER	37.00	37.00	37.00	37.00
SECRETARY	1.00	1.00	1.00	1.00
<b>SUBTOTAL, FULL-TIME</b>	<b>59.00</b>	<b>59.00</b>	<b>59.00</b>	<b>59.00</b>
<b>PART-TIME POSITIONS:</b>				
<b>PART-TIME</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>FIRE DEPARTMENT TOTAL</b>	<b>59.00</b>	<b>59.00</b>	<b>59.00</b>	<b>59.00</b>

**PUBLIC WORKS DEPARTMENT:**

<b>FULL-TIME POSITIONS:</b>	<b>1997-98</b>	<b>1998-99</b>	<b>1999-00</b>	<b>2000-01</b>
PUBLIC WORKS DIRECTOR	1.00	1.00	1.00	1.00
SECRETARY	2.00	2.00	2.00	2.00
ASSISTANT TO THE DIRECTOR	1.00	1.00	1.00	1.00
P.W. CLERK	1.00	1.00	1.00	1.00
CITY ARBORIST	1.00	1.00	1.00	1.00
FORESTRY SUPERVISOR	1.00	1.00	1.00	1.00
LANDSCAPE SUPERVISOR	1.00	1.00	1.00	1.00
ARBOR TECHNICIAN	2.00	2.00	3.00	3.00
EQUIPMENT OPERATOR	8.00	8.00	8.00	8.00
PUBLIC FACILITIES MANAGER	1.00	1.00	1.00	1.00
BUILDING MAINTENANCE WORKER	1.00	1.00	1.00	1.00
OPERATIONS MANAGER	1.00	1.00	1.00	1.00
OPERATIONS SUPERVISOR	3.00	3.00	3.00	3.00
MAINTENANCE WORKER	9.00	9.00	9.00	10.00
ELECTRICIAN	2.00	2.00	2.00	2.00
TRAFFIC SIGNAL TECHNICIAN	2.00	2.00	1.00	1.00
R.O.W. TECHNICIAN	1.00	1.00	1.00	1.00
ASSISTANT CITY ENGINEER	1.00	1.00	1.00	1.00
CIVIL ENGINEER	2.00	2.00	2.00	2.00
PROJECT COORDINATOR	1.00	1.00	2.00	2.00
ENGINEERING TECHNICIAN	3.00	3.00	3.00	3.00
ENGINEERING DRAFTER	2.00	2.00	2.00	2.00
ENVIRONMENTAL CONTROL MANAGER	1.00	1.00	1.00	1.00
ENVIRONMENTAL CONTROL OFFICER	1.00	1.00	1.00	1.00
FLEET MANAGER	1.00	1.00	1.00	1.00
MECHANIC	3.00	3.00	3.00	3.00
METER MAINTENANCE TECHNICIAN	2.00	2.00	2.00	2.00
<b>SUBTOTAL, FULL-TIME</b>	<b>55.00</b>	<b>55.00</b>	<b>56.00</b>	<b>57.00</b>
<b>PART-TIME POSITIONS:</b>				
CLERK-TYPIST	0.75	0.75	0.75	0.75
SEASONAL, ARBOR	1.09	1.14	4.37	4.37
L.R.C. LABORERS	2.00	2.00	2.00	2.15
BUILDING MAINT., SEASONAL	0.34	0.34	0.34	0.50
CIVIC CENTER	2.00	2.00	2.00	2.00
SEASONAL, OPERATIONS	4.34	3.26	3.26	3.26
TOOL ROOM CLERK	1.00	1.00	1.00	1.00
ENGINEERING AIDE	1.10	1.10	1.10	1.10
U-CYCLE/ENV. AIDE	0.00	0.00	0.58	0.58
ENV. CONTROL OFFICER	0.50	0.50	0.50	0.50
FLEET SERVICES PARTS CLERK	0.50	0.50	0.50	0.50
SEASONAL, MVPS	2.30	2.30	0.28	0.28
SEASONAL, GARAGE	2.50	2.50	2.50	2.50
<b>SUBTOTAL, PART-TIME</b>	<b>18.42</b>	<b>17.39</b>	<b>19.18</b>	<b>19.49</b>
<b>PUBLIC WORKS DEPARTMENT TOTAL</b>	<b>73.42</b>	<b>72.39</b>	<b>75.18</b>	<b>76.49</b>



**COMMUNITY DEVELOPMENT DEPARTMENT:**

<b>FULL-TIME POSITIONS:</b>	<b>1997-98</b>	<b>1998-99</b>	<b>1999-00</b>	<b>2000-01</b>
COMM. DEV. DIRECTOR/CITY PLANNER	1.00	1.00	1.00	1.00
EC. DEV. COORDINATOR	1.00	1.00	1.00	1.00
SENIOR PLANNER	1.00	1.00	1.00	1.00
PLANNER	1.00	2.00	2.00	2.00
BUILDING SAFETY MANAGER	1.00	1.00	1.00	1.00
BUILDING INSPECTOR	1.00	1.00	1.00	1.00
HOUSING INSPECTOR	1.00	1.00	1.00	1.00
PLUMBING & MECH. INSPECTOR	1.00	1.00	1.00	1.00
ELECTRICAL INSPECTOR	1.00	1.00	1.00	1.00
ADMIN. SECRETARY	1.00	1.00	1.00	1.00
BLDG. SAFETY SECRETARY	1.00	1.00	1.00	1.00
C.D.B.G. CLERK-TYPIST	1.00	1.00	1.00	1.00
PLANNING CLERK-TYPIST	0.00	1.00	1.00	1.00
C.D.B.G. MANAGER	1.00	1.00	1.00	1.00
GRANTS COORDINATOR I	1.00	1.00	1.00	1.00
GRANTS COORDINATOR II	1.00	1.00	1.00	1.00
C.D. PROJECT MGR.	0.00	0.00	0.00	0.00
C.D.B.G. REHAB SPECIALIST	2.00	1.00	1.00	1.00
TIF SPECIALIST	1.00	1.00	1.00	1.00
TRANS. HOUSING COORDINATOR	1.00	1.00	1.00	1.00
<b>SUBTOTAL, FULL-TIME</b>	<b>19.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>
<b>PART-TIME POSITIONS:</b>				
C.D. INTERN	0.50	0.50	0.50	0.50
C.D.B.G. REHAB SPECIALIST	0.00	0.00	0.00	0.00
PLANNING CLERK-TYPIST	0.00	0.00	0.00	0.00
CLERK-TYPIST	0.50	0.50	0.50	0.50
GRAPHICS TECHNICIAN	0.50	0.50	0.50	0.50
<b>SUBTOTAL, PART-TIME</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>
<b>COMMUNITY DEVELOPMENT DEPARTMENT TOTAL</b>	<b>20.50</b>	<b>21.50</b>	<b>21.50</b>	<b>21.50</b>

**CITY TOTAL, BEFORE LIBRARY:**

	<b>1997-98</b>	<b>1998-99</b>	<b>1999-00</b>	<b>2000-01</b>
<b>FULL-TIME POSITIONS</b>	<b>220.50</b>	<b>224.00</b>	<b>225.00</b>	<b>226.00</b>
<b>PART-TIME POSITIONS</b>	<b>30.02</b>	<b>29.72</b>	<b>31.91</b>	<b>32.47</b>
<b>CITY TOTAL (BEFORE LIBRARY)</b>	<b>250.52</b>	<b>253.72</b>	<b>256.91</b>	<b>258.47</b>

**LIBRARY:**

	<b>1997-98</b>	<b>1998-99</b>	<b>1999-00</b>	<b>2000-01</b>
<b>FULL-TIME POSITIONS</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>
<b>PART-TIME, REG</b>	<b>19.50</b>	<b>20.50</b>	<b>20.50</b>	<b>20.50</b>
<b>PART-TIME, SUBSTITUTE</b>	<b>3.20</b>	<b>2.70</b>	<b>2.70</b>	<b>2.70</b>
<b>LIBRARY TOTAL</b>	<b>42.70</b>	<b>43.20</b>	<b>43.20</b>	<b>43.20</b>

Summaries

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**CITY TOTAL, INCLUDING LIBRARY:**

	<b>1997-98</b>	<b>1998-99</b>	<b>1999-00</b>	<b>2000-01</b>
<b>FULL-TIME POSITIONS</b>	240.50	244.00	245.00	246.00
<b>PART-TIME POSITIONS</b>	52.72	52.92	55.11	55.67
<b>CITY TOTAL (INCLUDING LIBRARY)</b>	293.22	296.92	300.11	301.67

## BUDGET EXPENDITURE SUMMARIES

DEPARTMENT	PERSONNEL SERVICES	% CHG.	MATERIALS & SUPPLIES	% CHG.	OPERATIONS & CONTRACTUAL	% CHG.	CAPITAL OUTLAY	% CHG.	SUBTOTAL	% CHG.
CITY COUNCIL	\$26,600	0.0%	\$750	0.0%	\$8,460	0.0%	\$0	#DIV/0!	\$35,810	0.0%
EXECUTIVE DEPT.:										
ADMINISTRATIVE	\$211,480	5.1%	\$3,210	0.0%	\$77,830	0.7%	\$0	#DIV/0!	\$292,520	3.8%
LEGAL	206,490	7.2%	11,500	5.5%	35,500	0.7%	0	#DIV/0!	253,490	6.2%
HUMAN RELATIONS	61,560	2.8%	350	0.0%	17,730	-0.4%	0	#DIV/0!	79,640	2.0%
PERSONNEL	122,560	5.7%	1,200	0.0%	84,110	-0.4%	0	#DIV/0!	207,870	3.1%
SUBTOTAL EXECUTIVE	\$602,090	5.7%	\$16,260	3.8%	\$215,170	0.2%	\$0	#DIV/0!	\$833,520	4.2%
FINANCE DEPT.:										
ADMINISTRATION	\$102,390	5.8%	\$5,160	0.0%	\$86,180	4.0%	\$0	#DIV/0!	\$193,730	4.8%
PARKING TICKETS, PERMITS & LICENSES	129,910	4.7%	14,300	0.0%	18,850	0.2%	0	#DIV/0!	163,060	3.7%
FINANCIAL SERVICES	106,090	6.0%	34,620	0.0%	63,690	0.4%	0	#DIV/0!	204,400	3.2%
INFORMATION SERVICES	208,500	4.2%	0	#DIV/0!	11,340	-1.7%	0	#DIV/0!	219,840	3.8%
TOTAL FINANCE	\$546,890	5.0%	\$54,080	0.0%	\$180,060	1.9%	\$0	#DIV/0!	\$781,030	3.9%
CITY CLERK	\$105,030	3.1%	\$2,180	0.0%	\$23,640	0.3%	\$0	#DIV/0!	\$130,850	2.5%
COMMUNITY DEVELOPMENT:										
ADMINISTRATION	\$116,650	6.1%	\$7,220	4.6%	\$47,240	1.4%	\$0	#DIV/0!	\$171,110	4.7%
ECONOMIC DEVELOPMENT	54,430	6.7%	0	#DIV/0!	143,640	2.6%	0	#DIV/0!	198,070	3.7%
PLANNING AND ZONING	148,120	6.9%	1,490	0.0%	39,030	42.3%	0	#DIV/0!	188,640	12.6%
NEW CONSTRUCTION	214,460	5.2%	4,280	0.0%	22,900	-9.7%	0	#DIV/0!	241,640	3.5%
HOUSING	60,190	4.7%	710	0.0%	14,330	-14.9%	0	#DIV/0!	75,230	0.3%
SUBTOTAL (CD)	\$593,850	5.9%	\$13,700	2.4%	\$267,140	4.3%	\$0	#DIV/0!	\$874,690	5.3%
POLICE DEPARTMENT:										
ADMINISTRATION	\$118,660	5.7%	\$180	0.0%	\$20,760	0.0%	\$0	#DIV/0!	\$139,600	4.8%
PATROL	2,165,680	4.5%	10,220	5.1%	584,355	-5.3%	0	#DIV/0!	2,760,255	2.3%
CRIMINAL INVEST.	377,628	-2.3%	0	#DIV/0!	101,331	-9.8%	0	#DIV/0!	478,959	-4.0%
SUPPORT SERVICES	363,640	3.2%	28,320	0.0%	132,799	3.7%	0	#DIV/0!	524,759	3.2%
SCHOOL CROSS GUARD	39,520	4.0%	360	0.0%	1,810	-7.2%	0	#DIV/0!	41,690	3.4%
METER PATROL	95,520	4.2%	1,230	0.0%	13,640	-1.3%	0	#DIV/0!	110,390	3.4%
ANIMAL CONTROL	30,570	1.5%	360	0.0%	42,810	-0.1%	0	#DIV/0!	73,740	0.5%
SUBTOTAL POLICE	\$3,191,218	3.5%	\$40,670	1.2%	\$897,505	-4.2%	\$0	#DIV/0!	\$4,129,393	1.7%
FIRE RESCUE DEPARTMENT	\$3,039,020	2.6%	\$58,935	1.8%	\$465,612	3.5%	\$0	#DIV/0!	\$3,563,567	2.7%
PUBLIC WORKS:										
ADMINISTRATIVE	\$223,770	-10.4%	\$11,700	-4.1%	\$73,430	3.3%	\$0	#DIV/0!	\$308,900	-7.2%
URBAN FORESTRY	154,530	4.5%	3,210	0.0%	55,820	7.3%	0	#DIV/0!	213,560	5.2%
LANDSCAPE MANAGEMENT	133,480	0.7%	5,120	0.0%	40,730	5.3%	0	#DIV/0!	179,330	1.7%
FACILITY MAINT.	107,010	6.0%	18,320	0.0%	256,210	1.5%	0	#DIV/0!	381,540	2.7%
CIVIC CENTER	38,480	4.0%	2,140	0.0%	10,370	-4.2%	0	#DIV/0!	50,990	2.1%
TOOLROOM	34,780	4.8%	21,140	0.0%	14,560	13.4%	0	#DIV/0!	70,480	4.9%
SNOW & ICE REMOVAL	33,405	10.0%	39,600	16.2%	27,960	6.5%	0	#DIV/0!	100,965	11.3%
TRAFFIC CONTROL	107,940	4.0%	35,525	5.3%	23,020	-1.2%	0	#DIV/0!	166,485	3.5%
ST. LIGHTING	160,460	3.9%	53,300	0.0%	246,290	0.9%	0	#DIV/0!	460,050	1.8%
ST. MAINT. & CONST.	274,070	35.5%	39,180	2.7%	197,130	6.4%	0	#DIV/0!	510,380	19.9%
CONCRETE REPAIR	219,390	-19.2%	83,480	3.4%	59,760	7.3%	0	#DIV/0!	362,630	-11.1%
SEWER MAINT. & CONST.	221,780	24.5%	25,330	4.1%	47,920	-8.3%	0	#DIV/0!	295,030	15.8%
TRAFFIC SIGNALS	55,350	5.4%	9,050	0.0%	12,670	1.3%	0	#DIV/0!	77,070	4.0%
ROW/TECH. SUPPORT	29,140	6.5%	2,310	0.0%	13,900	0.4%	0	#DIV/0!	45,350	4.2%
SUBTOTAL, OPN. DIV.	\$1,136,315	7.9%	\$308,915	4.1%	\$643,210	2.7%	\$0	#DIV/0!	\$2,088,440	5.7%
ENGINEERING DIV:										
PLANNING AND MAPPING	\$273,720	20.6%	\$2,500	-13.8%	\$27,880	5.5%	\$0	#DIV/0!	\$304,100	18.7%
TRANSPORTATION IMPR.	105,540	8.0%	1,000	-16.7%	10,590	-20.0%	0	#DIV/0!	117,130	4.4%
SEWER IMPR.	97,160	-0.8%	950	0.0%	10,050	0.8%	0	#DIV/0!	108,160	-0.6%
SUBTOTAL, ENG. DIV.	\$476,420	12.7%	\$4,450	-11.9%	\$48,520	-2.2%	\$0	#DIV/0!	\$529,390	10.9%
ENV. MGT. PLANNING	52,520	4.3%	1,500	0.0%	92,820	-0.5%	0	#DIV/0!	\$146,840	1.2%
ENV. CONTROL	38,245	-1.3%	300	0.0%	8,340	-0.1%	0	#DIV/0!	46,885	-1.1%
SUBTOTAL, ENV. CONTROL	\$90,765	1.8%	\$1,800	0.0%	\$101,160	-0.5%	\$0	#DIV/0!	\$193,725	0.6%
SUBTOTAL PUBLIC WORKS	\$2,360,770	5.7%	\$355,655	3.2%	\$1,229,450	2.3%	\$0	#DIV/0!	\$3,945,875	4.4%
SUBTOTALS	\$10,465,468	4.0%	\$542,230	2.5%	\$3,287,037	0.6%	\$0	#DIV/0!	\$14,294,735	3.2%
PERCENTAGE OF BUDGET	73.21%		3.79%		22.99%		0.00%		100.00%	

Summaries

**BUDGET EXPENDITURE SUMMARIES (CONTINUED)**

DEPARTMENT	PERSONNEL SERVICES	% CHG.	MATERIALS & SUPPLIES	% CHG.	OPERATIONS & CONTRACTUAL	% CHG.	CAPITAL OUTLAY	% CHG.	SUBTOTAL	% CHG.
SOCIAL SERVICE AGENCIES	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!
TRANSFER, MERIT PAY	23,160	-8.0%	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$23,160	-8.0%
UNEMPLOYMENT REIMB.	18,000	0.0%	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$18,000	0.0%
ANNEXATIONS/REBATES	0	#DIV/0!	\$0	#DIV/0!	\$35,000	0.0%	\$0	#DIV/0!	\$35,000	0.0%
TRANSFER IMRF	0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!
UCYCLE DROP OFF SITE	0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!
TRANSFER, CAP. IMPR.	0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!
TRANSFER, PUB. SAFETY OT	20,000	0.0%	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$20,000	0.0%
<b>SUBTOTAL, OP. FUNDS</b>	<b>\$10,526,628</b>	<b>4.0%</b>	<b>\$542,230</b>	<b>2.5%</b>	<b>\$3,322,037</b>	<b>0.6%</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$14,390,895</b>	<b>3.1%</b>
<b>PERCENTAGE OF BUDGET</b>	<b>73.15%</b>		<b>3.77%</b>		<b>23.08%</b>		<b>0.00%</b>		<b>100.00%</b>	
EQUIPMENT SERVICES	\$225,780	3.9%	\$302,400	7.2%	\$148,095	-1.0%	\$13,630	-61.6%	\$689,905	0.8%
SOCIAL SERVICES	0	#DIV/0!	0	#DIV/0!	143,300	1.8%	0	#DIV/0!	143,300	1.8%
LANDSCAPE RECYCLING	141,840	8.7%	32,620	58.2%	62,651	5.9%	82,390	149.8%	319,501	31.3%
UCYCLE	16,480	11.0%	0	-100.0%	386,600	7.3%	0	-100.0%	403,080	-12.1%
VEH./EQ. REPL.	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	1,429,390	2.8%	1,429,390	2.8%
CABLE T.V. P.E.G.	43,420	1.0%	3,000	0.0%	7,570	0.1%	0	#DIV/0!	53,990	0.8%
POLICE RECORDS PROG.	55,860	0.8%	0	#DIV/0!	4,320	-3.8%	0	#DIV/0!	60,180	0.5%
FEMA TORNADO GRANT	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	10,113	239.4%	10,113	239.4%
WORKERS COMP.	0	#DIV/0!	0	#DIV/0!	389,700	78.8%	0	#DIV/0!	389,700	78.8%
C.D.B.G.	119,269	-11.3%	4,400	-2.2%	486,627	-24.1%	239,553	-41.8%	849,849	-28.7%
C.D. SPECIAL	0	#DIV/0!	0	#DIV/0!	9,000	-70.3%	0	#DIV/0!	9,000	-70.3%
HUD SMALL BUS. LOAN	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
CRYSTAL LAKE PARK NGBHD	0	#DIV/0!	0	#DIV/0!	22,000	-72.3%	0	#DIV/0!	22,000	-72.3%
TRANSITIONAL HOUSING	34,705	3.6%	200	426.3%	17,495	-12.1%	30,000	#DIV/0!	82,400	54.2%
DOWNTOWN LOANS	0	#DIV/0!	0	#DIV/0!	33,000	4.4%	0	#DIV/0!	33,000	4.4%
LOCAL HOUSING LOANS	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
STATE TRUST HOUSING	0	#DIV/0!	0	#DIV/0!	25,000	-66.7%	0	#DIV/0!	25,000	-66.7%
TORNADO GRANT	0	#DIV/0!	0	#DIV/0!	0	-100.0%	0	-100.0%	0	-100.0%
HOME CONSORTIUM	65,105	20.6%	0	#DIV/0!	1,148,807	25.6%	0	#DIV/0!	1,213,912	25.3%
HOME SUPPORTIVE	0	-100.0%	0	-100.0%	0	-100.0%	0	#DIV/0!	0	-100.0%
SHELTER PLUS	1,700	3.9%	0	#DIV/0!	107,670	-4.9%	0	#DIV/0!	109,370	-4.8%
TIF ONE	0	#DIV/0!	0	#DIV/0!	40,000	-16.7%	200,000	-63.4%	240,000	-59.6%
TIF TWO	40,460	12.4%	0	#DIV/0!	293,080	-59.3%	120,000	-72.6%	453,540	-62.0%
TIF THREE	0	#DIV/0!	0	#DIV/0!	192,000	-25.9%	120,000	-11.1%	312,000	-20.9%
TIF FOUR	0	#DIV/0!	0	#DIV/0!	0	-100.0%	0	#DIV/0!	0	-100.0%
MOTOR VEHICLE PARKING	131,910	-0.5%	42,460	2.1%	122,660	12.0%	625,570	-35.8%	922,600	-26.7%
LIBRARY	1,355,566	3.9%	221,165	4.0%	373,183	5.7%	88,577	3.2%	2,038,491	4.2%
CAP. IMPROV./REPLACEMENT	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	3,504,138	86.4%	3,504,138	86.4%
MOTOR FUEL TAX	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	1,815,500	-1.0%	1,815,500	-1.0%
SANITARY SEWER CONST.	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	254,000	-48.6%	254,000	-48.6%
STONECREEK DEV.	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	-100.0%	0	-100.0%
BUILDING RESERVE	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	-100.0%	0	-100.0%
TAX STABILIZATION	0	#DIV/0!	0	#DIV/0!	6,000	0.0%	0	#DIV/0!	6,000	0.0%
U.D.A.G. RESERVE	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
EC. DEVELOPMENT RESERVE	0	#DIV/0!	0	#DIV/0!	337,800	164.7%	0	#DIV/0!	337,800	164.7%
SALES TAX GRANT RESERVE	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
I.M.R.F. PENSION	742,800	-12.8%	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	742,800	-12.8%
POLICE PENSION	1,009,380	5.7%	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	1,009,380	5.7%
FIRE PENSION	482,900	5.3%	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	482,900	5.3%
1994C DEBT SERVICE	0	#DIV/0!	0	#DIV/0!	126,000	-2.3%	0	#DIV/0!	126,000	-2.3%
1992 TIF 3 DEBT SERVICE	0	#DIV/0!	0	#DIV/0!	134,000	0	0	#DIV/0!	134,000	0.0%
<b>TOTALS</b>	<b>\$14,993,804</b>	<b>3.0%</b>	<b>\$1,148,475</b>	<b>4.9%</b>	<b>\$7,938,595</b>	<b>-4.0%</b>	<b>\$8,532,861</b>	<b>-0.5%</b>	<b>\$32,613,735</b>	<b>0.4%</b>
<b>PERCENTAGE OF BUDGET</b>	<b>45.97%</b>		<b>3.52%</b>		<b>24.34%</b>		<b>26.16%</b>		<b>100.00%</b>	



# URBANA CITY COUNCIL

## MISSION OF THE CITY COUNCIL

The City Council establishes laws for citizen welfare, determines policies that govern providing municipal services and approves certain Mayoral appointments.

## COUNCIL ORGANIZATION

The City Council is composed of seven members, each elected from a different ward. The Council meets twice a month on the 1st and 3rd Mondays to hear citizen input and to enact legislation. There are two committees of the whole (all Council members are members of the committees) established, the Committee on Administration and Finance which meets the 2nd Monday of the month and the Committee on Environment and Public Safety which meets the 4th Monday of the month. These committees also hear citizen input and forward legislation to the Council for action.

## CITY COUNCIL

### EXPENDITURES BY CATEGORY

	ACTUAL 1997-98	ACTUAL 1998-99	BUDGET 1999-00	PROPOSED 2000-01	% CHG.
PERSONNEL SERVICES	\$26,600	\$26,600	\$26,600	\$26,600	0.0%
MATERIALS AND SUPPLIES	321	39	750	750	0.0%
OPERATIONS AND CONTRACTUAL	4,092	0	8,460	8,460	0.0%
<b>TOTAL</b>	<b>\$31,013</b>	<b>\$26,639</b>	<b>\$35,810</b>	<b>\$35,810</b>	<b>0.0%</b>





# EXECUTIVE DEPARTMENT

## DEPARTMENT MISSION

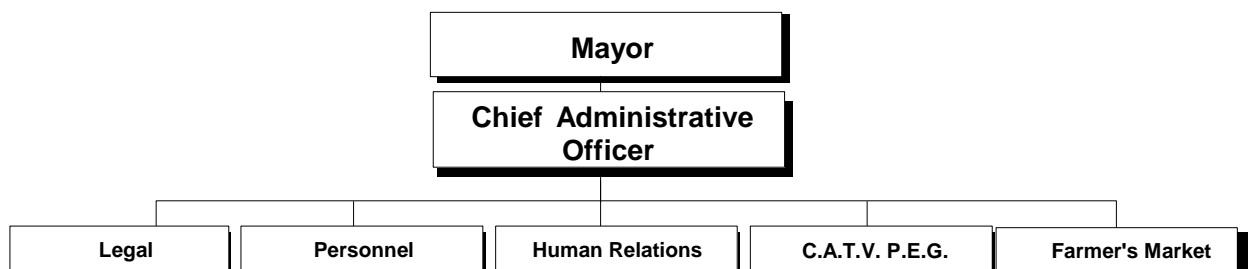
To provide professional management and leadership to ensure municipal services are delivered consistent with approved policies of the Mayor and City Council.

## DEPARTMENT ORGANIZATION

The Executive Department is organized into four divisions:

- **Administration** - provide overall administration of the City and the department.
- **Legal** - provide legal services to the City and other department personnel under Illinois home-rule statutes.
- **Human Relations** - enforce State and local equal opportunity laws, promote community relations and enforce the Americans with Disabilities Act.
- **Personnel** - provide professional personnel services to the City and other departments in accordance with State and Federal laws, policies and procedures and applicable labor agreements.
- **Additional Programs** - personnel for two additional programs are reported in the Executive section, but their activities and financial results are reported in the special funds section of the budget document. These are the C.A.T.V. P.E.G. Fund (reported in "Special Funds that Support General Operations") and the Farmer's Market Program (reported in Economic Development Reserve Fund).

## EXECUTIVE DEPARTMENT ORGANIZATIONAL CHART



**Executive Department**

**EXECUTIVE DEPARTMENT  
EXPENDITURES BY DIVISION**

DIVISION	ACTUAL 1997-98	ACTUAL 1998-99	BUDGET 1999-00	BUDGET 2000-01	% CHG
ADMINISTRATION	\$280,635	\$275,339	\$289,536	\$300,590	3.8%
LEGAL	194,933	209,964	238,703	253,490	6.2%
HUMAN RELATIONS	63,442	67,479	78,065	79,640	2.0%
PERSONNEL	169,270	185,645	201,607	207,870	3.1%
<b>TOTAL</b>	<b>\$708,280</b>	<b>\$738,427</b>	<b>\$807,911</b>	<b>\$841,590</b>	<b>4.2%</b>

**EXECUTIVE DEPARTMENT  
EXPENDITURES BY CATEGORY**

CATEGORY	ACTUAL 1997-98	ACTUAL 1998-99	BUDGET 1999-00	BUDGET 2000-01	% CHG
PERSONNEL SERVICES	\$513,202	\$538,508	\$569,756	\$602,090	5.7%
MATERIALS AND SUPPLIES	11,321	13,610	15,660	16,260	3.8%
OPERATIONS AND CONTRACTUAL SERVICES	176,617	178,919	214,735	215,170	0.2%
CAPITAL OUTLAY	7,140	7,390	7,760	8,070	4.0%
<b>DEPARTMENT TOTAL</b>	<b>\$708,280</b>	<b>\$738,427</b>	<b>\$807,911</b>	<b>\$841,590</b>	<b>4.2%</b>

**EXECUTIVE DEPARTMENT  
PERSONNEL SUMMARY (FTE'S)**

FULL-TIME POSITIONS:	1997-98	1998-99	1999-00	2000-01
MAYOR	1.00	1.00	1.00	1.00
CHIEF ADMINISTRATIVE OFFICER	1.00	1.00	1.00	1.00
EXECUTIVE SECRETARY	1.00	1.00	1.00	1.00
ADMINISTRATIVE SECRETARY	1.00	1.00	1.00	1.00
CITY ATTORNEY	1.00	1.00	1.00	1.00
ASST. CITY ATTORNEY	1.00	1.00	1.00	1.00
LEGAL SECRETARY	1.00	1.00	1.00	1.00
HUMAN RELATIONS OFFICER	1.00	1.00	1.00	1.00
PERSONNEL MANAGER	1.00	1.00	1.00	1.00
PERSONNEL REPRESENTATIVE	1.00	1.00	1.00	1.00
C.A.T.V. P.E.G. COORDINATOR	1.00	1.00	1.00	1.00
SECRETARY	1.00	1.00	1.00	1.00
INFORMATION SPECIALIST	0.00	0.00	0.00	0.00
<b>SUBTOTAL, FULL-TIME</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>
PART-TIME POSITIONS:				
INFORMATION SPECIALIST P-T	0.65	0.75	0.00	0.00
LEGAL INTERN P-T	1.00	1.33	1.33	1.33
LEGAL CLERK-TYPIST P-T	0.25	0.25	0.50	0.75
FARMER'S MARKET SPEC. P-T	0.30	0.30	0.30	0.30
CATV CAMERA OPERATORS	0.15	0.15	0.15	0.15
P.E.G. PRODUCTION INTERN P-T	0.00	0.00	0.40	0.40
EXECUTIVE INTERN	0.00	0.00	0.50	0.50
PERSONNEL REPR. P-T	0.00	0.00	0.00	0.00
<b>SUBTOTAL, PART-TIME</b>	<b>2.35</b>	<b>2.78</b>	<b>3.18</b>	<b>3.43</b>
<b>EXECUTIVE DEPARTMENT TOTAL</b>	<b>14.35</b>	<b>14.78</b>	<b>15.18</b>	<b>15.43</b>



**EXECUTIVE DEPARTMENT  
ADMINISTRATION DIVISION ACTIVITIES**

- Plan and implement department goals, plans, standards and policies
- Manage resources for achievement of City and Executive Department goals and objectives and organizational improvement
- Oversee hiring, the regular review of compensation, benefits and working conditions, and the discipline of all City personnel
- Develop and organize work plan and guide the work of department heads and Executive Division heads through work goals and the measurement of results.
- Represent the City in various intergovernmental activities, in matters with the news media and at public relations meetings and events
- Develop the annual budget proposal and administer the approved budget
- Coordinate special projects (solid waste) and economic development activities
- Coordinate and direct labor relations including union contract negotiations and grievances
- Administer the City's emergency services and disaster efforts (ESDA)

**EXECUTIVE DEPARTMENT  
ADMINISTRATION DIVISION (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
<b>FULL-TIME</b>	3.60	3.60	3.60	3.60
<b>PART-TIME</b>	0.65	0.75	0.50	0.50
<b>TOTAL</b>	4.25	4.35	4.10	4.10

**EXECUTIVE DEPARTMENT, ADMINISTRATION DIVISION  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	% CHG
	1997-98	1998-99	1999-00	2000-01	
PERSONNEL SERVICES	\$195,012	\$197,928	\$201,306	\$211,480	5.1%
MATERIALS AND SUPPLIES	2,231	2,342	3,210	3,210	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	76,252	67,679	77,260	77,830	0.7%
CAPITAL OUTLAY	7,140	7,390	7,760	8,070	4.0%
<b>DIVISION TOTAL</b>	<b>\$280,635</b>	<b>\$275,339</b>	<b>\$289,536</b>	<b>\$300,590</b>	<b>3.8%</b>

**EXECUTIVE DEPARTMENT  
LEGAL DIVISION ACTIVITIES**

- Represent the City, its officers and staff in all legal matters before the courts and in administrative proceedings
- Prosecute and enforce all municipal ordinance violations
- Prepare and review all ordinances and resolutions presented to the City Council and all other legal documents to which the City is a signatory
- Provide written legal opinions and advice to City elected officials, boards and commissions and staff
- Prepare and process all legal matters for the acquisition and disposition of real and personal property of the City
- Prepare and process claims for collection from damage to City property and other debts owed to the City
- Review legal documents and provide legal opinions with respect to the issuance of municipal bonds and other financial matters

**EXECUTIVE DEPARTMENT, LEGAL DIVISION  
FTE'S**

	1997-98	1998-99	1999-00	2000-01
<b>FULL-TIME</b>	3.00	3.00	3.00	3.00
<b>PART-TIME</b>	1.25	1.58	1.83	2.08
<b>TOTAL</b>	4.25	4.58	4.83	5.08

**EXECUTIVE DEPARTMENT, LEGAL DIVISION  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL 1997-98	ACTUAL 1998-99	BUDGET 1999-00	BUDGET 2000-01	% CHG
<b>PERSONNEL SERVICES</b>	\$158,594	\$172,787	\$192,553	\$206,490	7.2%
<b>MATERIALS AND SUPPLIES</b>	7,573	\$9,820	10,900	11,500	5.5%
<b>OPERATIONS AND CONTRACTUAL SERVICES</b>	28,766	\$27,357	35,250	35,500	0.7%
<b>DIVISION TOTAL</b>	\$194,933	\$209,964	\$238,703	\$253,490	6.2%

**EXECUTIVE DEPARTMENT  
HUMAN RELATIONS DIVISION ACTIVITIES**

- Investigate and respond to discrimination and fair housing claims under State laws and the City of Urbana Human Rights Ordinance
- Implement affirmative action for City contractors and vendors to include on-site inspections of construction sites
- Assist the Personnel Division with recruitment of minorities, women and handicapped persons
- Implement internal programs, assist other departments (Police) and represent the City with various community related programs to improve community relations among diverse ethnic and racial segments of the City
- Monitor programs that make citizens aware of their fair housing rights using printed and electronic media and group forums
- Monitor the City's compliance with federal A.D.A. laws to ensure equal access to city employment, services, activities, and physical structures for handicapped persons

**EXECUTIVE DEPARTMENT, HUMAN RELATIONS DIVISION  
FTE'S**

	1997-98	1998-99	1999-00	2000-01
<b>FULL-TIME</b>	1.40	1.40	1.40	1.40
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	1.40	1.40	1.40	1.40

**EXECUTIVE DEPARTMENT, HUMAN RELATIONS DIVISION  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	1997-98	1998-99	1999-00	2000-01	CHG
<b>PERSONNEL SERVICES</b>	\$56,272	\$60,112	\$59,905	\$61,560	2.8%
<b>MATERIALS AND SUPPLIES</b>	338	243	350	350	0.0%
<b>OPERATIONS AND CONTRACTUAL SERVICES</b>	6,832	7,124	17,810	17,730	-0.4%
<b>DIVISION TOTAL</b>	\$63,442	\$67,479	\$78,065	\$79,640	2.0%

**EXECUTIVE DEPARTMENT  
PERSONNEL DIVISION ACTIVITIES**

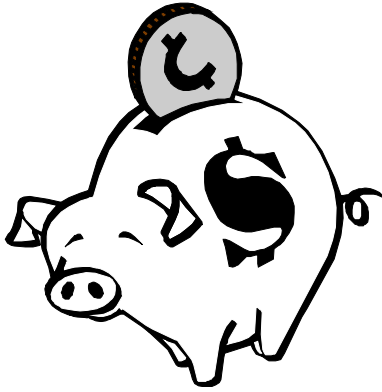
- Establish and recommend personnel and payroll policies and procedures
- Establish and recommend sound non-discriminatory recruiting, selection and promotion procedures for all non-elected positions
- Administer a salary and benefits and a merit-based employee performance evaluation program
- Construct and employ valid testing procedures for the evaluation and selection of employees
- Design and coordinate training and professional development of the City's human resources to enhance their individual and collective effectiveness
- Develop, administer and assist other departments in employee safety programs
- Develop EEO and affirmative action programs for other departments
- Administer the City's civil service rules and procedures
- Promote and maintain effective employee relations through the administration of labor contracts, personnel policies and constructive conflict resolution

**EXECUTIVE DEPARTMENT, PERSONNEL DIVISION  
FTE'S**

	1997-98	1998-99	1999-00	2000-01
<b>FULL-TIME</b>	3.00	3.00	3.00	3.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	3.00	3.00	3.00	3.00

**EXECUTIVE DEPARTMENT, PERSONNEL DIVISION  
EXPENDITURES BY CLASSIFICATION**

	ACTUAL 1997-98	ACTUAL 1998-99	BUDGET 1999-00	BUDGET 2000-01	% CHG
<b>PERSONNEL SERVICES</b>	\$103,324	\$107,681	\$115,992	\$122,560	5.7%
<b>MATERIALS AND SUPPLIES</b>	1,179	1,205	1,200	1,200	0.0%
<b>OPERATIONS AND CONTRACTUAL SERVICES</b>	64,767	76,759	84,415	84,110	-0.4%
<b>DIVISION TOTAL</b>	\$169,270	\$185,645	\$201,607	\$207,870	3.1%



# FINANCE DEPARTMENT

## DEPARTMENT MISSION

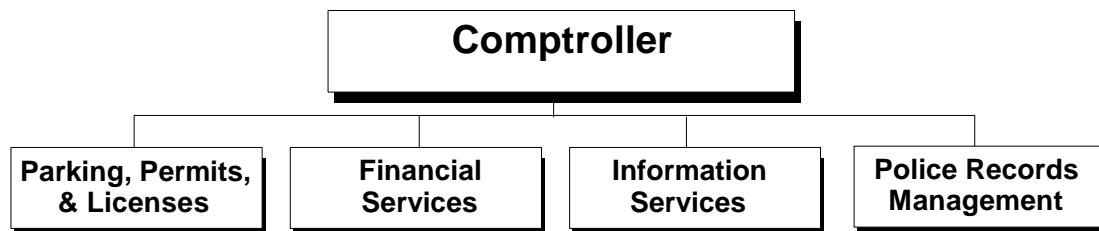
To manage the City's financial resources and information systems.

## DEPARTMENT ORGANIZATION

The Finance Department is organized into five programs:

- **Administration** - provides overall administration of the department. This program utilizes 1 Comptroller and .5 Secretary.
- **Parking, Permits and Licenses** - manages the parking ticket, licenses and permit systems. This program utilizes 1 Office Supervisor, 2 Clerk-Cashiers and .5 Secretary.
- **Financial Services** - provides various financial and accounting services to other departments, vendors, employees and the public including the collection of City revenues other than parking tickets, permits and licenses. This program utilizes 1 Account Clerk Supervisor, 2 Account Clerks.
- **Information Services** - manages the City's various electronic data and information systems. This program utilizes 1 Information Services Manager, 1 Computer Systems Programmer/Analyst II, 1 P.C. Analyst/Network Coordinator, 1 Computer Systems Specialist, and .3 P.C. Specialist.
- **Police Records Management (A.R.M.S.)** - manages a centralized records information system for local police departments in the area, on a cost reimbursement basis. This program utilizes 1 A.R.M.S. Programmer/Analyst. Financial information on this program is reported in a special fund in the Special Funds that Support General Operations section.

## FINANCE DEPARTMENT ORGANIZATIONAL CHART



**Finance Department**

**FINANCE DEPARTMENT  
EXPENDITURES BY PROGRAM**

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	1997-98	1998-99	1999-00	2000-01	CHG.
ADMINISTRATION	\$175,015	\$193,658	\$210,350	\$220,510	4.8%
PARKING, PERMITS, & REV. COLLECTION	132,579	139,980	157,199	163,060	3.7%
FINANCIAL SERVICES	172,167	177,164	198,102	204,400	3.2%
INFORMATION SERVICES	108,374	147,475	211,714	219,840	3.8%
<b>DEPARTMENT TOTAL</b>	<b>\$588,135</b>	<b>\$658,277</b>	<b>\$777,365</b>	<b>\$807,810</b>	<b>3.9%</b>

**FINANCE DEPARTMENT  
EXPENDITURES BY CATEGORY**

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	1997-98	1998-99	1999-00	2000-01	CHG.
PERSONNEL SERVICES	\$382,963	\$442,179	\$521,062	\$546,890	5.0%
MATERIALS AND SUPPLIES	39,434	44,985	54,080	54,080	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	142,218	146,773	176,663	180,060	1.9%
CAPITAL OUTLAY	23,520	24,340	25,560	26,780	4.8%
<b>DEPARTMENT TOTAL</b>	<b>\$588,135</b>	<b>\$658,277</b>	<b>\$777,365</b>	<b>\$807,810</b>	<b>3.9%</b>

**FINANCE DEPARTMENT  
PERSONNEL SUMMARY (FTE'S)**

FULL-TIME POSITIONS:	1997-98	1998-99	1999-00	2000-01
COMPTROLLER	1.00	1.00	1.00	1.00
SECRETARY	1.00	1.00	1.00	1.00
OFFICE SUPERVISOR	1.00	1.00	1.00	1.00
CLERK-CASHIER	2.00	2.00	2.00	2.00
ACCOUNT CLERK SUPV.	1.00	1.00	1.00	1.00
ACCOUNT CLERK II	1.00	1.00	1.00	1.00
ACCOUNT CLERK I	1.00	1.00	1.00	1.00
DATA PROCESSING SUPV.	1.00	1.00	1.00	1.00
COMPUTER PROGRAMMER II	0.50	1.00	1.00	1.00
PC ANALYST/NETWORK COORD.	1.00	1.00	1.00	1.00
POLICE RECORDS PROGRAMMER	1.00	1.00	1.00	1.00
COMPUTER SYSTEM TECHNICIAN	1.00	1.00	1.00	1.00
<b>SUBTOTAL, FULL-TIME</b>	<b>12.50</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>
<b>PART-TIME POSITIONS:</b>				
PERSONAL COMPUTER TECH.	0.00	0.30	0.30	0.30
<b>FINANCE DEPARTMENT TOTAL</b>	<b>12.50</b>	<b>13.30</b>	<b>13.30</b>	<b>13.30</b>

**FINANCE DEPARTMENT  
ADMINISTRATION PROGRAM ACTIVITIES**

- Plan and implement department goals, plans, standards and policies
- Manage resources for efficient achievement of department goals and objectives
- Develop staff through training and evaluation procedures
- Manage personnel through work directives and rules
- Assist in the development and implementation of long-term City financial plans and policies
- Monitor revenues and expenditures such that significant variations from the Annual Budget are resolved in a timely manner
- Prepare an annual financial report (audit) in accordance with State laws and generally accepted accounting principles
- Assist C.A.O. in preparing an annual budget in accordance with directives from the Mayor
- Perform duties of Treasurer of the Police and Firemen's Pension Funds
- Invest idle cash for the City, Firemen's Pension Fund, and Policemen's Pension Fund in accordance with State laws and internal board policies
- Prepare various reports to oversight agencies
- In coordination with the Personnel Director, manage the City's insurance and risk retention program, to include the City's self-insured worker's compensation fund and conventional third-party liability insurance
- Prepare annual property tax levy and supporting documents in accordance with the approved Annual Budget
- Monitor and approve the selection of vendors the City is purchasing from, in accordance with State laws and internal policies governing E.E.O. standards and competitiveness
- Prepare quarterly interim financial reports

**FINANCE DEPARTMENT  
ADMINISTRATION PROGRAM  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
FULL-TIME	1.50	1.50	1.50	1.50
PART-TIME	0.00	0.00	0.00	0.00
<b>TOTAL</b>	1.50	1.50	1.50	1.50

**FINANCE DEPARTMENT  
ADMINISTRATION PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	1997-98	1998-99	1999-00	2000-01	CHG.
PERSONNEL SERVICES	\$86,953	\$92,291	\$96,736	\$102,390	5.8%
MATERIALS AND SUPPLIES	4,105	4,219	5,160	5,160	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	60,437	72,808	82,894	86,180	4.0%
CAPITAL OUTLAY	23,520	24,340	25,560	26,780	4.8%
<b>PROGRAM TOTAL</b>	<b>\$175,015</b>	<b>\$193,658</b>	<b>\$210,350</b>	<b>\$220,510</b>	<b>4.8%</b>



**FINANCE DEPARTMENT  
PARKING TICKETS, PERMITS  
AND LICENSES PROGRAM ACTIVITIES**

- Process and account for approximately 174,000 parking tickets that are issued and paid (combined total) annually, to include various follow-up collection procedures of second and third notices, collection letters, court summons and driver's license suspensions
- Process and account for approximately 2,900 permits and licenses
- Process, resolve and account for approximately 3,300 parking ticket dispute notices
- Process payments and maintain records for approximately 500 parking rental spaces

**FINANCE DEPARTMENT  
PARKING TICKETS, PERMITS AND LICENSES PROGRAM  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
FULL-TIME	3.50	3.50	3.50	3.50
PART-TIME	0.00	0.00	0.00	0.00
TOTAL	3.50	3.50	3.50	3.50

**FINANCE DEPARTMENT  
PARKING TICKETS, PERMITS, AND LICENSES PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL 1997-98	ACTUAL 1998-99	BUDGET 1999-00	BUDGET 2000-01	% CHG.
PERSONNEL SERVICES	\$110,256	\$116,825	\$124,090	\$129,910	4.7%
MATERIALS AND SUPPLIES	4,207	11,036	14,300	14,300	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	18,116	12,119	18,809	18,850	0.2%
PROGRAM TOTAL	\$132,579	\$139,980	\$157,199	\$163,060	3.7%

**FINANCE DEPARTMENT  
FINANCIAL SERVICES PROGRAM ACTIVITIES**

- Process and disburse approximately 5,000 payments to vendors and other entities following appropriate procedures
- Process and disburse approximately 6,000 payroll checks
- Maintain and manage various financial (manual and computerized) record-keeping systems for the City
- On a daily basis, ensure that all available City cash is deposited and invested
- Perform centralized purchasing for certain office products that are utilized by all City departments such as letterhead, computer paper, copy paper, printer supplies, office product maintenance contracts and computer supplies
- Collect and account for special assessment annual billings in accordance with State law and Court order
- Bill, collect and account for approximately 10,000 sewer tax billings
- Bill, collect and account for approximately 8,000 single-family and 200 multi-family recycling tax billings
- Collect and account for monthly locally imposed food and beverage tax remittances and hotel/motel tax remittances
- Perform certain data processing and financial services for other local governments (Library, Park District and Cunningham Township) on a cost-reimbursement basis

**FINANCE DEPARTMENT  
FINANCIAL SERVICES PROGRAM  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
<b>FULL-TIME</b>	3.00	3.00	3.00	3.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	3.00	3.00	3.00	3.00

**FINANCE DEPARTMENT  
FINANCIAL SERVICES PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL 1997-98	ACTUAL 1998-99	BUDGET 1999-00	BUDGET 2000-01	% CHG.
PERSONNEL SERVICES	\$88,817	\$92,846	\$100,062	\$106,090	6.0%
MATERIALS AND SUPPLIES	31,122	29,730	34,620	34,620	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	52,228	54,588	63,420	63,690	0.4%
<b>PROGRAM TOTAL</b>	<b>\$172,167</b>	<b>\$177,164</b>	<b>\$198,102</b>	<b>\$204,400</b>	<b>3.2%</b>

**FINANCE DEPARTMENT  
INFORMATION SERVICES PROGRAM ACTIVITIES**

- Provide user support and training for installed software and hardware for other City departments
- Assist all departments in identifying new electronic information technologies that may assist them in performing their duties
- Prepare and recommend an annual and long-term City data processing plan to efficiently manage the City's data-processing resources
- Design, purchase and install new personal computer systems for all City departments
- Represents the City in meetings with outside agencies regarding connectivity of computerized information systems
- Perform in-house programming on the City's AS/400 Computer System software

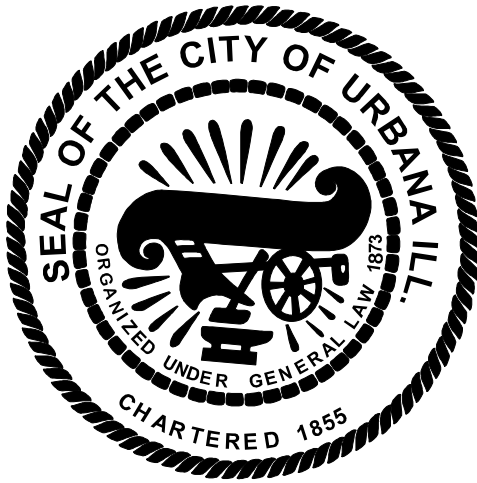
**FINANCE DEPARTMENT  
INFORMATION SERVICES PROGRAM  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
<b>FULL-TIME</b>	3.50	4.00	4.00	4.00
<b>PART-TIME</b>	0.00	0.30	0.30	0.30
<b>TOTAL</b>	3.50	4.30	4.30	4.30

**FINANCE DEPARTMENT  
INFORMATION SERVICES PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	1997-98	1998-99	1999-00	2000-01	
<b>PERSONNEL SERVICES</b>	\$96,937	\$140,217	\$200,174	\$208,500	4.2%
<b>OPERATIONS AND CONTRACTUAL SERVICES</b>	11,437	7,258	11,540	11,340	-1.7%
<b>PROGRAM TOTAL</b>	\$108,374	\$147,475	\$211,714	\$219,840	3.8%



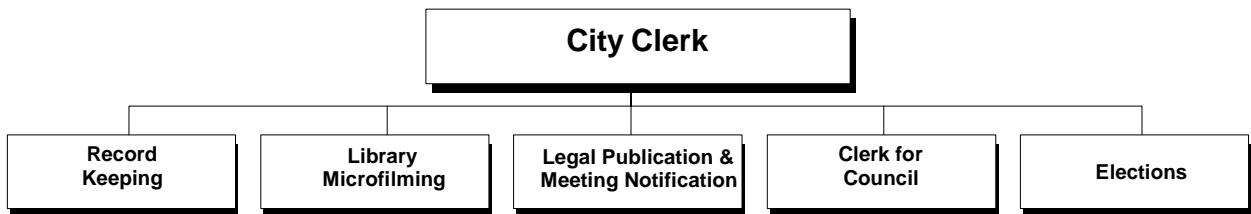


# CITY CLERK

## DEPARTMENT MISSION

To provide professional records management, meet all legal notice requirement for meetings, serve as clerk to the City Council and to assist the County Clerk in conducting elections.

## CITY CLERK DEPARTMENT ORGANIZATIONAL CHART



## EXPENDITURES BY CATEGORY

CATEGORY	ACTUAL 1997-98	ACTUAL 1998-99	BUDGET 1999-00	BUDGET 2000-01	% CHG.
PERSONNEL SERVICES	\$95,899	\$98,272	\$101,890	\$105,030	3.1%
MATERIALS AND SUPPLIES	1,568	1,719	2,180	2,180	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	69,454	71,638	79,910	82,220	2.9%
<b>TOTAL</b>	<b>\$166,921</b>	<b>\$171,629</b>	<b>\$183,980</b>	<b>\$189,430</b>	<b>3.0%</b>

## CITY CLERK'S OFFICE PERSONNEL SUMMARY (FTE'S)

FULL-TIME POSITIONS:	1997-98	1998-99	1999-00	2000-01
CITY CLERK	1.00	1.00	1.00	1.00
ADMINISTRATIVE SECRETARY	1.00	1.00	1.00	1.00
SECRETARY	1.00	1.00	1.00	1.00
<b>CITY CLERK'S OFFICE TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

## **ACTIVITIES OF THE CITY CLERK'S OFFICE**

- Preserve and maintain the official permanent record of all City documents
- Develop and implement record retention schedules in cooperation with the Illinois Local Records Commission
- Work with the Urbana Free Library to insure the continuation of systematic filming of important documents and maintenance of an index for these microfiche records
- Act as keeper of the City seal and to certify and attest official signatures on municipal documents
- To meet all required legal notification and publication requirements to include publication of legal advertising, ordinances and other documents and legal notification and official filing of municipal documents with the County and other governmental entities
- Act as the clerk for the City Council to include preparing and distributing meeting agendas and packets, recording minutes, preparing calendars and making travel arrangements
- Provide certain services to the City administration to include retrieving documents and records, distributing in-coming mail, post out-going mail, coordinate applications for solicitors, receive claims against the City, coordinate and retain subdivision construction bonds, register relocators, issue raffle licenses, and administer updates of the City code and zoning book
- Provide certain services to the general public and news-media to include maintaining copies of various documents for public inspection and responding to "Freedom of Information" requests
- Participate in election process to include monitoring of ward boundaries, processing nominating petitions, and being deputy registrar



# POLICE DEPARTMENT

## DEPARTMENT MISSION

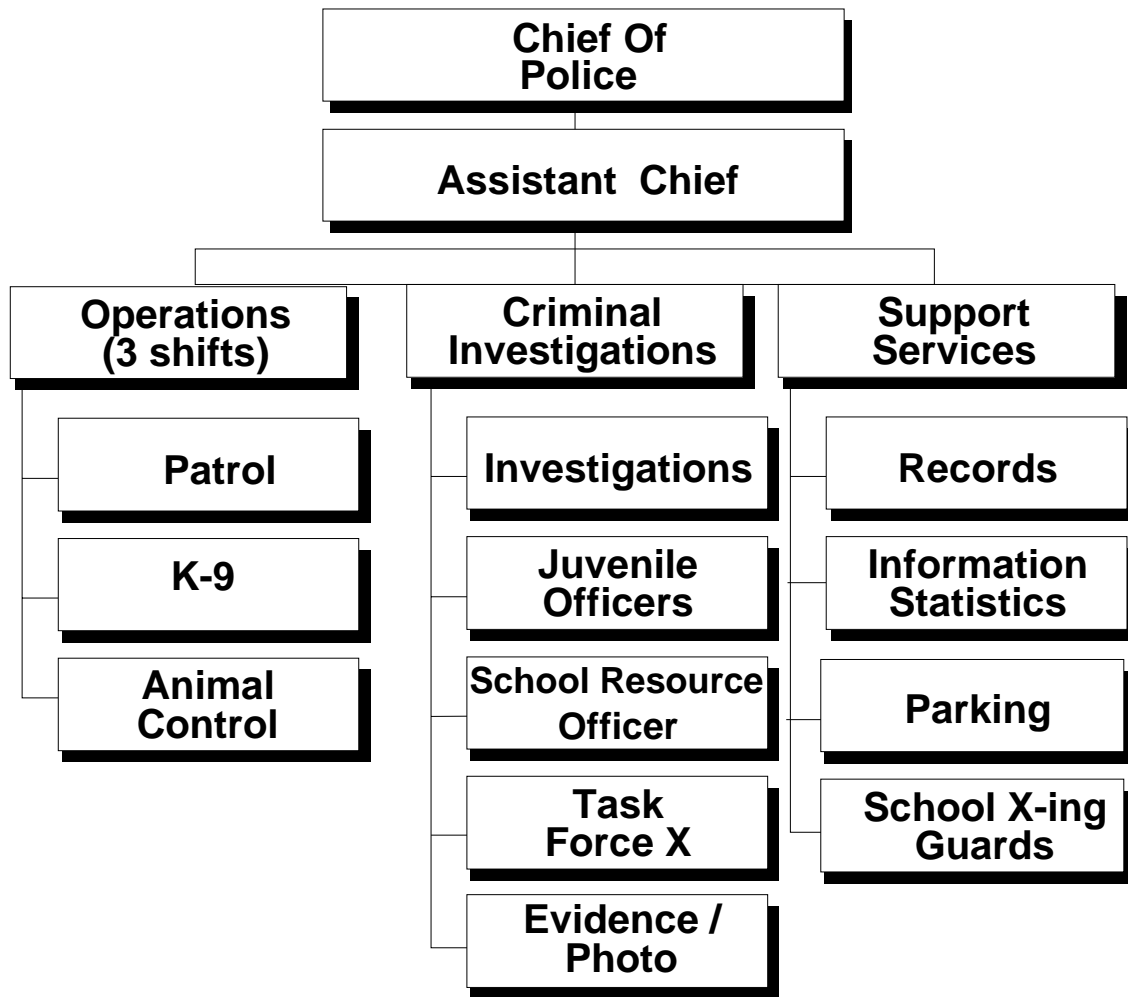
To protect life, property and the constitutional rights of all citizens within our jurisdiction; to serve our citizens by enforcing the law, preserving the peace, and reducing the fear of crime; to help create a safer environment in which to live, work and recreate through problem solving and collaboration with our citizens; to continually strive for excellence in the performance of our duty through education and training.

## DEPARTMENT ORGANIZATION

The Police Department is organized into three divisions:

- **Administration** - provide overall administration of the department to insure effective and efficient management and to perform those duties necessary to preserve the safety, peace and security of the citizens of Urbana. This division utilizes 1 Chief of Police, 1 Assistant Chief, and 1 Secretary.
- **Operations** – responds to and investigates citizen requests for police services such as crime prevention, enforcing local, state and federal criminal laws and the apprehension of violators, in the City of Urbana. The Operations Division is separated into two programs, Uniform Patrol and Criminal Investigations. This division authorized complement is 47 sworn police positions and 1 clerical position.
- **Support Services** - provide supporting services to the Operations Division, such as record keeping, evidence storage and retrieval, and photography; and to report certain other community public safety related services such as parking control, animal control, and school crossing guards. This division utilizes 10 full-time clerical and supervisory positions and 7.75 (FTE) part-time positions.

**POLICE DEPARTMENT  
ORGANIZATION CHART**



**POLICE DEPARTMENT  
EXPENDITURES BY PROGRAM**

PROGRAM	ACTUAL	ACTUAL	BUDGET	BUDGET	% CHG
	1997-98	1998-99	1999-00	2000-01	
ADMINISTRATION PROGRAM	\$299,304	\$312,125	\$344,177	\$361,220	5.0%
PATROL PROGRAM	2,350,372	2,391,636	2,699,188	2,760,255	2.3%
CRIMINAL INVESTIGATIONS PROGRAM	443,707	433,730	498,748	478,959	-4.0%
INTERNAL SERVICES PROGRAM	427,437	460,959	508,707	524,759	3.2%
SCHOOL X-GUARDS PROGRAM	37,157	33,998	40,310	41,690	3.4%
PARKING PROGRAM	92,014	98,425	106,750	110,390	3.4%
ANIMAL CONTROL PROGRAM	60,685	54,200	73,347	73,740	0.5%
<b>DEPARTMENT TOTAL</b>	<b>\$3,710,676</b>	<b>\$3,785,073</b>	<b>\$4,271,227</b>	<b>\$4,351,013</b>	<b>1.9%</b>



**POLICE DEPARTMENT  
EXPENDITURES BY CATEGORY**

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	% CHG
	1997-98	1998-99	1999-00	2000-01	
PERSONNEL SERVICES	\$2,670,845	\$2,811,961	\$3,083,361	\$3,191,218	3.5%
MATERIALS AND SUPPLIES	31,656	32,156	40,170	40,670	1.2%
CONTRACTUAL SERV.	829,129	754,136	936,736	897,505	-4.2%
CAPITAL OUTLAY	179,046	186,820	210,960	221,620	5.1%
<b>DEPARTMENT TOTAL</b>	<b>\$3,710,676</b>	<b>\$3,785,073</b>	<b>\$4,271,227</b>	<b>\$4,351,013</b>	<b>1.9%</b>

**POLICE DEPARTMENT  
PERSONNEL SUMMARY (FTE'S)**

FULL-TIME POSITIONS:	1997-98	1998-99	1999-00	2000-01
POLICE CHIEF	1	1	1	1
ASSISTANT CHIEF	1	1	1	1
LIEUTENANT	4	4	4	4
SERGEANT	7	7	7	7
OFFICER	35	36	36	36
EVIDENCE/PHOTO TECHNICIAN	1	1	1	1
AD. ASSISTANT (GRANT)	0	1	1	1
SUPPORT SERVICES SUPV.	1	1	1	1
SUPPORT SERVICES CLERK	7	7	7	7
SECRETARY	1	1	1	1
ANIMAL CONTROL OFFICER	1	1	1	1
METER PATROL SUPERVISOR	1	1	1	1
<b>SUBTOTAL, FULL-TIME</b>	<b>60.00</b>	<b>62.00</b>	<b>62.00</b>	<b>62.00</b>
<b>PART-TIME POSITIONS:</b>				
P-T METER PATROL	4.00	4.00	4.00	4.00
P-T SCHOOL X-GUARD	3.75	3.75	3.75	3.75
<b>SUBTOTAL, PART-TIME</b>	<b>7.75</b>	<b>7.75</b>	<b>7.75</b>	<b>7.75</b>
<b>POLICE DEPARTMENT TOTAL</b>	<b>67.75</b>	<b>69.75</b>	<b>69.75</b>	<b>69.75</b>

**POLICE DEPARTMENT  
ADMINISTRATION PROGRAM ACTIVITIES**

- Plan and implement department goals, plans, standards and policies
- Manage resources for efficient achievement of department goals and objectives
- Develop staff through training and evaluation procedures
- Manage personnel through work directives and rules
- Represent the department at various law enforcement and public meetings and events

**POLICE DEPARTMENT  
ADMINISTRATION PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL	BUDGET	PROJECTED	BUDGET	%
	1997-98	1998-99	1999-00	2000-01	CHG
PERSONNEL SERVICES	\$100,913	\$107,136	\$112,277	\$118,660	5.7%
MATERIALS AND SUPPLIES	147	20	180	180	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	19,198	18,149	20,760	20,760	0.0%
CAPITAL OUTLAY	179,046	186,820	210,960	221,620	5.1%
<b>PROGRAM TOTAL</b>	<b>\$299,304</b>	<b>\$312,125</b>	<b>\$344,177</b>	<b>\$361,220</b>	<b>5.0%</b>

**POLICE DEPARTMENT  
ADMINISTRATION PROGRAM  
PERSONNEL SUMMARY FTE'S**

	1997-98	1998-99	1999-00	2000-01
<b>FULL-TIME</b>	2.00	2.00	2.00	2.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	2.00	2.00	2.00	2.00

**POLICE DEPARTMENT  
PATROL PROGRAM ACTIVITIES**

- Respond to citizen calls for police service
- Investigate all offenses
- Apprehend criminal offenders
- Investigate accidents
- Enforce traffic laws and parking regulations
- Provide on-call conflict management and crisis intervention services
- Provide initial field training for probationary officers
- Provide annual training to all personnel assigned to patrol as required by state regulations
- Participate in the centralized dispatching system (METCAD)
- Implement community policing strategy through fixed beat assignment, foot patrols, bike patrol, special details, advisory committee, citizen survey and problem solving with citizens

**POLICE DEPARTMENT  
PATROL PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL 1997-98	BUDGET 1998-99	PROJECTED 1999-00	BUDGET 2000-01	% CHG
PERSONNEL SERVICES	\$1,786,984	\$1,883,657	\$2,072,503	\$2,165,680	4.5%
MATERIALS AND SUPPLIES	8,812	7,994	9,720	10,220	5.1%
OPERATIONS AND CONTRACTUAL SERVICES	554,576	499,985	616,965	584,355	-5.3%
<b>PROGRAM TOTAL</b>	<b>\$2,350,372</b>	<b>\$2,391,636</b>	<b>\$2,699,188</b>	<b>\$2,760,255</b>	<b>2.3%</b>

**POLICE DEPARTMENT  
PATROL PROGRAM  
PERSONNEL SUMMARY FTE'S**

	1997-98	1998-99	1999-00	2000-01
<b>FULL-TIME</b>	40.00	41.00	41.00	41.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	40.00	41.00	41.00	41.00

**POLICE DEPARTMENT  
CRIMINAL INVESTIGATIONS PROGRAM ACTIVITIES**

- Investigate serious crimes
- Apprehend and assist in the prosecution of criminal suspects
- Provide covert operations in areas where criminal activity is suspected
- Perform periodic checks for alcohol and tobacco violations
- Assist local school officials in prevention of juvenile crimes and illegal substance abuse through the school resource officer program
- Participate in the state-wide SHO-CAP through the juvenile officer program.
- Participate in the county-wide inter-agency task force for drug traffic
- Cooperate and assist other law enforcement agencies in joint investigations
- Provide annual training to all personnel assigned to criminal investigations as required by state regulations

**POLICE DEPARTMENT  
CRIMINAL INVESTIGATIONS PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL	BUDGET	PROJECTED	BUDGET	%
	1997-98	1998-99	1999-00	2000-01	CHG
PERSONNEL SERVICES	\$346,962	\$355,538	\$386,387	\$377,628	-2.3%
OPERATIONS AND CONTRACTUAL SERVICES	96,745	78,192	112,361	101,331	-9.8%
<b>PROGRAM TOTAL</b>	<b>\$443,707</b>	<b>\$433,730</b>	<b>\$498,748</b>	<b>\$478,959</b>	<b>-4.0%</b>

**POLICE DEPARTMENT  
CRIMINAL INVESTIGATIONS PROGRAM  
PERSONNEL SUMMARY FTE'S**

	1997-98	1998-99	1999-00	2000-01
<b>FULL-TIME</b>	7.00	7.00	7.00	7.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	7.00	7.00	7.00	7.00

**POLICE DEPARTMENT  
INTERNAL SERVICES PROGRAM ACTIVITIES**

- Maintain accurate and complete record systems involving department activities
- Control and disseminate evidence according to procedures
- Prepare all necessary reports to oversight agencies

**POLICE DEPARTMENT  
INTERNAL SERVICES PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL 1997-98	BUDGET 1998-99	PROJECTED 1999-00	BUDGET 2000-01	% CHG
PERSONNEL SERVICES	\$302,120	\$328,942	\$352,377	\$363,640	3.2%
MATERIALS AND SUPPLIES	20,922	22,612	28,320	28,320	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	104,395	109,405	128,010	132,799	3.7%
<b>PROGRAM TOTAL</b>	<b>\$427,437</b>	<b>\$460,959</b>	<b>\$508,707</b>	<b>\$524,759</b>	<b>3.2%</b>

**POLICE DEPARTMENT  
INTERNAL SERVICES PROGRAM  
PERSONNEL SUMMARY FTE'S**

	1997-98	1998-99	1999-00	2000-01
<b>FULL-TIME</b>	9.00	10.00	10.00	10.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	9.00	10.00	10.00	10.00

**POLICE DEPARTMENT  
SCHOOL CROSSING GUARD PROGRAM ACTIVITIES**

- Provide trained personnel at designated intersections to assist school children across busy streets

**POLICE DEPARTMENT  
SCHOOL CROSSING GUARD PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL	BUDGET	PROJECTED	BUDGET	%
	1997-98	1998-99	1999-00	2000-01	CHG
PERSONNEL SERVICES	\$33,508	\$32,455	\$38,000	\$39,520	4.0%
MATERIALS AND SUPPLIES	283	76	360	360	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	3,366	1,467	1,950	1,810	-7.2%
<b>PROGRAM TOTAL</b>	<b>\$37,157</b>	<b>\$33,998</b>	<b>\$40,310</b>	<b>\$41,690</b>	<b>3.4%</b>

**POLICE DEPARTMENT  
SCHOOL CROSSING GUARD PROGRAM  
PERSONNEL SUMMARY FTE'S**

	1997-98	1998-99	1999-00	2000-01
FULL-TIME	0.00	0.00	0.00	0.00
PART-TIME	3.75	3.75	3.75	3.75
<b>TOTAL</b>	<b>3.75</b>	<b>3.75</b>	<b>3.75</b>	<b>3.75</b>

**POLICE DEPARTMENT  
PARKING ENFORCEMENT PROGRAM ACTIVITIES**

- To effectively enforce parking ordinances, to include parking meters, City parking lots and 3 am to 10 am zones

**POLICE DEPARTMENT  
PARKING ENFORCEMENT PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL	BUDGET	PROJECTED	BUDGET	%
	1997-98	1998-99	1999-00	2000-01	CHG
PERSONNEL SERVICES	\$80,224	\$88,422	\$91,700	\$95,520	4.2%
MATERIALS AND SUPPLIES	1,146	732	1,230	1,230	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	10,644	9,271	13,820	13,640	-1.3%
<b>PROGRAM TOTAL</b>	<b>\$92,014</b>	<b>\$98,425</b>	<b>\$106,750</b>	<b>\$110,390</b>	<b>3.4%</b>

**POLICE DEPARTMENT  
PARKING ENFORCEMENT PROGRAM  
PERSONNEL SUMMARY FTE'S**

	1997-98	1998-99	1999-00	2000-01
<b>FULL-TIME</b>	1.00	1.00	1.00	1.00
<b>PART-TIME</b>	4.00	4.00	4.00	4.00
<b>TOTAL</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

**POLICE DEPARTMENT  
ANIMAL CONTROL PROGRAM ACTIVITIES**

- Enforce the City's dog and animal control ordinances to include responding to complaints of animals running at large, enforcing the quarantine of animals that have bitten people and assisting injured animals

**POLICE DEPARTMENT  
ANIMAL CONTROL PROGRAM ACTIVITIES  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL	BUDGET	PROJECTED	BUDGET	% CHG
	1997-98	1998-99	1999-00	2000-01	
PERSONNEL SERVICES	\$20,134	\$15,811	\$30,117	\$30,570	1.5%
MATERIALS AND SUPPLIES	346	722	360	360	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	40,205	37,667	42,870	42,810	-0.1%
<b>PROGRAM TOTAL</b>	<b>\$60,685</b>	<b>\$54,200</b>	<b>\$73,347</b>	<b>\$73,740</b>	<b>0.5%</b>

**POLICE DEPARTMENT  
ANIMAL CONTROL PROGRAM  
PERSONNEL SUMMARY FTE'S**

	1997-98	1998-99	1999-00	2000-01
FULL-TIME	1.00	1.00	1.00	1.00
PART-TIME	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>





# FIRE RESCUE SERVICES DEPARTMENT

## DEPARTMENT MISSION

To serve our community by providing effective emergency response services and quality prevention and education programs that will minimize the loss of life and property resulting from fires, medical emergencies and other hazardous conditions.

## DEPARTMENT ORGANIZATION

The Fire Rescue Services Department is organized into four divisions. Each division is responsible for the accomplishment of specific functional goals and objectives. The department is also organized around a number of different program teams, project teams and committees. A team based organization provides the opportunity for each member of the department to reach their potential and to contribute toward the success of the department. The functional divisions of the Fire Rescue Services Department include:

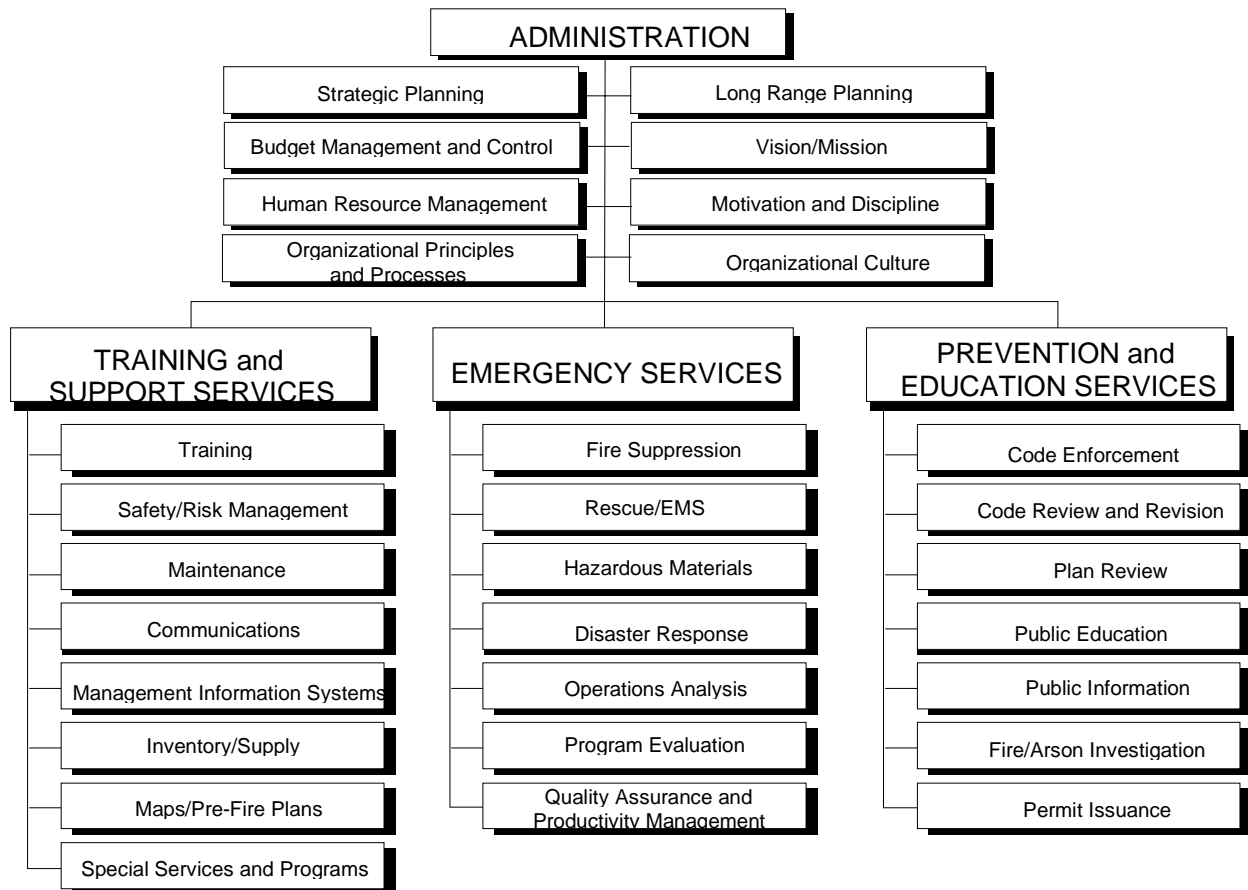
- **Administration** - functions include planning, organizing, coordinating, and controlling the services and programs provided by the department. These functions are accomplished by establishing an organizational vision, mission, long range plan, and strategic plan. In addition, the administration is responsible for budget management and control, human resource management, establishing organizational principles and processes, and providing motivation and discipline.
- **Training and Support Services** - provides support services for the emergency Services, Prevention and Education Services, and Administrative Divisions of the department. These support services include training, safety and risk management, facilities and equipment maintenance, radio communications, management information systems, inventory and supply, maps and pre-fire planning, and special services and programs. The functions of this division are carried out by the Training Program Team, Safety/Accident Review Board, Maintenance Project Team, Risk Management Team, and various other project teams and committees.
- **Emergency Services** - the short term priority of the department. The Emergency Services Division provides fire suppression, rescue/emergency medical, hazardous materials, and disaster response services. In addition, this division is responsible for operations analysis, program evaluation, and quality

## Fire Rescue Services Department

assurance and productivity management. Operations analysis is the process of reviewing each services provided by the division to improve the efficiency, effectiveness, and quality of services. Program evaluation is the process of evaluating the worth and value of each service provided by the division, and determining if the service should be continued, terminated, or modified. This division is staffed by 37 Firefighters, 15 Company Officers and 3 Division Officers.

- Prevention and Education Services** - the long term priority of the department. The Prevention and Education Services Division conducts fire code enforcement, review, and revision. This division also conducts plan reviews and issues permits required by the BOCA fire code. In addition, this division provides public education programs, public information and relations services, and fire/arson investigations. This division is staffed by 1 Division Officer and 1 Prevention/Education Inspector.

### FIRE RESCUE SERVICES DEPARTMENT FUNCTIONAL ORGANIZATIONAL CHART



**FIRE RESCUE SERVICES DEPARTMENT  
EXPENDITURES BY CATEGORY**

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	% CHG
	1997-98	1998-99	1999-00	2000-01	
PERSONNEL SERVICES	\$2,110,993	\$2,580,914	\$2,962,458	\$3,039,020	2.6%
MATERIALS AND SUPPLIES	44,024	57,761	57,870	58,935	1.8%
OPERATIONS AND CONTRACTUAL SERVICES	418,792	420,164	449,960	465,612	3.5%
CAPITAL OUTLAY	117,575	134,920	160,993	171,560	6.6%
<b>TOTAL</b>	<b>\$2,691,384</b>	<b>\$3,193,759</b>	<b>\$3,631,281</b>	<b>\$3,735,127</b>	<b>2.9%</b>

**FIRE RESCUE SERVICES DEPARTMENT  
PERSONNEL SUMMARY FTE'S**

FULL-TIME POSITIONS:	1997-98	1998-99	1999-00	2000-01
FIRE CHIEF	1.00	1.00	1.00	1.00
ASSISTANT CHIEF	0.00	0.00	0.00	0.00
SHIFT DIVISION OFFICER	3.00	3.00	3.00	3.00
PREV/ED. DIVISION OFFICER	1.00	1.00	1.00	1.00
PREV/ED. INSPECTOR	1.00	1.00	1.00	1.00
COMPANY OFFICER	15.00	15.00	15.00	15.00
FIREFIGHTER	37.00	37.00	37.00	37.00
SECRETARY	1.00	1.00	1.00	1.00
<b>SUBTOTAL, FULL-TIME</b>	<b>59.00</b>	<b>59.00</b>	<b>59.00</b>	<b>59.00</b>
PART-TIME POSITIONS:				
PART-TIME	0.00	0.00	0.00	0.00
<b>FIRE DEPARTMENT TOTAL</b>	<b>59.00</b>	<b>59.00</b>	<b>59.00</b>	<b>59.00</b>

**FIRE RESCUE SERVICES DEPARTMENT ACTIVITIES**

- Plan, organizes, coordinate, and control department goals, objectives, activities, standards and policies
- Manage resources for efficient and effective achievement of department goals and objectives
- Develop the knowledge, skill, and ability of staff through a program of administrative, technical, and interpersonal training, educational opportunities, and constructive performance review procedures
- Manage personnel through leadership, effective problem solving, participate in decision making, and constructive conflict resolution.
- Represent the department at various fire, life safety, and public relations meetings and events.
- Ensure that the City's E.S.D.A. center responds to all natural disasters and emergencies
- Enforce fire and life safety codes to include field inspections, approving new building plans, coordinating activities with the Office of the State Fire Marshall,

## **Fire Rescue Services Department**

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and witnessing the installation and testing of fire suppression and detection systems and underground tanks

- Provide fire and life safety education programs, news releases, and information distribution
- Investigate fires to determine origin and cause, to include interviewing witnesses, collecting evidence, assisting the police in prosecution for arson and counseling juvenile firesetters
- Maintain accurate and complete management information and records management systems involving department services and programs
- Prepare all necessary reports to oversight agencies
- Respond to all fire alarms and extinguish all uncontrolled fires
- Respond to rescue and emergency medical situations and assist the injured until ambulance services arrives (if needed)
- Respond to uncontrolled spills or leaks of hazardous materials, control and contain the incident until clean up can be accomplished by other local, State or Federal agencies
- Maintain all firefighting vehicles and equipment
- Prepare pre-fire plans for buildings
- Represent the department in the centralized dispatching system (METCAD)
- Participate in school and community based career programs promoting fire service as a career choice
- Solicit women and minorities to consider fire service as an employment opportunity



# PUBLIC WORKS DEPARTMENT

## DEPARTMENT MISSION

To provide Urbana citizens a healthy, desirable and safe environment through responsible management and maintenance of public works facilities, infrastructure and services.

## DEPARTMENT ORGANIZATION

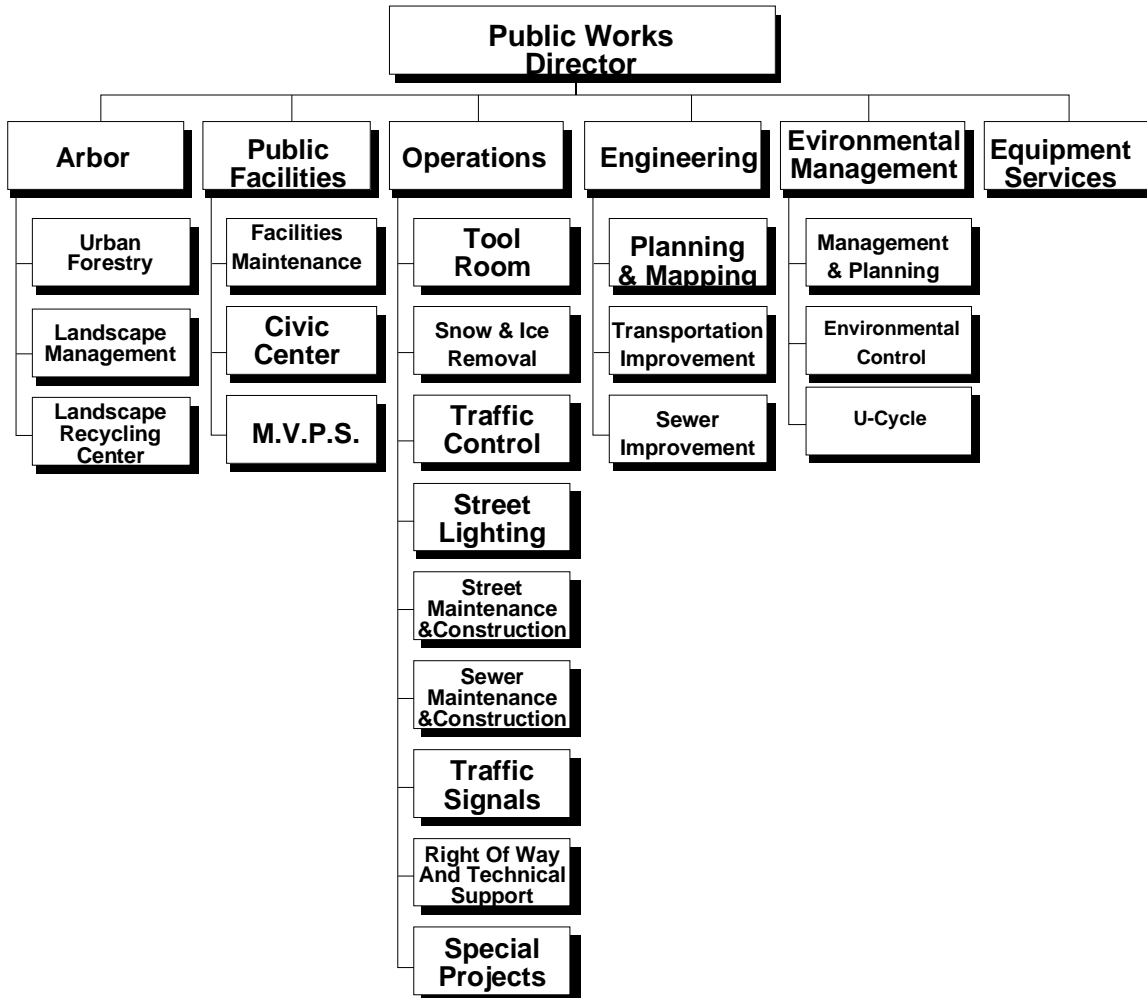
The Public Works Department is organized into seven divisions:

- **Administration** - This division is headed by the Public Works Director and provides overall direction and supervision for all public works activities.
- **Arbor** - This division is headed by the City Arborist and provides certain services for the maintenance and planting of trees and green spaces and for operation of a county-wide landscape recycling center.
- **Public Facilities** - This division is headed by the Public Facilities Manager and provides a comprehensive program of management and maintenance for all municipal buildings and grounds and manages a low-cost community meeting center (Civic Center). The Public Facilities Manager also supervises the municipal parking system, as reported in the M.V.P.S. section of the budget.
- **Operations** - This division is headed by the Operations Manager and provides for the following public works services:
  - Snow and Ice Removal from municipal streets and parking lots
  - Maintenance and repair of street and traffic control signs and lane markings
  - Maintenance and repair of street and municipal parking lot lighting systems
  - Maintenance and repair of streets, sidewalks, municipal parking lots and right of way
  - Maintenance and repair of municipal storm and sanitary sewer systems
  - Maintenance and repair of municipal traffic signal systems
  - Management of the municipal right of way, and graphic and training support for the Public Works Department

**Public Works Department**

- **Engineering** - This division is headed by the Assistant City Engineer (Public Works Director serves as City Engineer) and provides support for the Public Works and other City departments to include mapping, infrastructure design and construction management, street maintenance coordination, and subdivision/private development plan review.
- **Environmental Management** - This division is headed by the Environmental Manager and provides certain solid waste coordination and environmental control services. Costs of the U-Cycle program are reported in the U-Cycle Special Fund.
- **Equipment Services** - This division is headed by the Fleet Manager and provides maintenance of and coordination for replacement of the City's fleet of vehicles and major equipment. Costs are reported in the Equipment Services Special Fund.

**PUBLIC WORKS DEPARTMENT  
ORGANIZATIONAL CHART**



**PUBLIC WORKS DEPARTMENT  
EXPENDITURES BY PROGRAM**

PROGRAM	ACTUAL 1997-98	ACTUAL 1998-99	BUDGET 1999-00	BUDGET 2000-01	% CHG.
ADMINISTRATION	\$578,825	\$613,639	\$653,420	\$648,950	-0.7%
<b>ARBOR DIVISION:</b>					
URBAN FORESTRY	304,988	189,776	203,066	213,560	5.2%
LANDSCAPE MANAGEMENT	0	111,638	176,361	179,330	
<b>PUBLIC FACILITIES DIVISION:</b>					
FACILITIES MAINTENANCE	353,006	326,952	371,581	381,540	2.7%
CIVIC CENTER	43,390	43,346	49,960	50,990	2.1%
<b>OPERATIONS DIVISION:</b>					
TOOL ROOM	58,640	63,937	67,160	70,480	4.9%
SNOW AND ICE REMOVAL	71,044	117,860	90,713	100,965	11.3%
TRAFFIC CONTROL	159,071	157,908	160,819	166,485	3.5%
STREET LIGHTING	376,622	382,947	451,755	460,050	1.8%
STREET MAINT. AND CONST.	400,427	418,143	425,752	510,380	19.9%
CONCRETE REPAIR	386,646	365,654	407,825	362,630	-11.1%
SEWER MAINT. AND CONST.	186,976	219,405	254,765	295,030	15.8%
TRAFFIC SIGNALS	71,550	66,809	74,081	77,070	4.0%
R.O.W. AND TECHNICAL SUPPORT	37,435	36,552	43,513	45,350	4.2%
<b>ENGINEERING DIVISION:</b>					
PLANNING AND MAPPING	190,068	229,745	256,216	304,100	18.7%
TRANSPORTATION IMPROVEMENTS	152,167	103,670	112,193	117,130	4.4%
SEWER IMPROVEMENTS	85,421	103,600	108,840	108,160	-0.6%
<b>ENVIRONMENTAL MANAGEMENT:</b>					
MGT. AND PLANNING	135,881	138,952	145,170	146,840	1.2%
ENVIRONMENTAL CONTROL	43,806	41,176	47,410	46,885	-1.1%
<b>DEPARTMENT TOTAL</b>	<b>\$3,635,963</b>	<b>\$3,731,709</b>	<b>\$4,100,600</b>	<b>\$4,285,925</b>	<b>4.5%</b>

**PUBLIC WORKS DEPARTMENT  
EXPENDITURES BY CATEGORY**

CATEGORY	ACTUAL 1997-98	ACTUAL 1998-99	BUDGET 1999-00	BUDGET 2000-01	% CHG.
PERSONNEL SERVICES	\$1,940,035	\$2,060,739	\$2,233,205	\$2,360,770	5.7%
MATERIALS AND SUPPLIES	319,109	313,707	344,665	355,655	3.2%
CONTRACTUAL SERVICES	1,087,289	1,057,603	1,202,300	1,229,450	2.3%
CAPITAL OUTLAY	289,530	299,660	320,430	340,050	6.1%
<b>DEPARTMENT TOTAL</b>	<b>\$3,635,963</b>	<b>\$3,731,709</b>	<b>\$4,100,600</b>	<b>\$4,285,925</b>	<b>4.5%</b>

**PUBLIC WORKS DEPARTMENT  
PERSONNEL SUMMARY (FTE'S)**

<b>FULL-TIME POSITIONS:</b>	<b>1997-98</b>	<b>1998-99</b>	<b>1999-00</b>	<b>2000-01</b>
PUBLIC WORKS DIRECTOR	1.00	1.00	1.00	1.00
SECRETARY	2.00	2.00	2.00	2.00
ASSISTANT TO THE DIRECTOR	1.00	1.00	1.00	1.00
P.W. CLERK	1.00	1.00	1.00	1.00
CITY ARBORIST	1.00	1.00	1.00	1.00
FORESTRY SUPERVISOR	1.00	1.00	1.00	1.00
LANDSCAPE SUPERVISOR	1.00	1.00	1.00	1.00
ARBOR TECHNICIAN	2.00	2.00	3.00	3.00
EQUIPMENT OPERATOR	8.00	8.00	8.00	8.00
PUBLIC FACILITIES MANAGER	1.00	1.00	1.00	1.00
BUILDING MAINTENANCE WORKER	1.00	1.00	1.00	1.00
OPERATIONS MANAGER	1.00	1.00	1.00	1.00
OPERATIONS SUPERVISOR	3.00	3.00	3.00	3.00
MAINTENANCE WORKER	9.00	9.00	9.00	10.00
ELECTRICIAN	2.00	2.00	2.00	2.00
TRAFFIC SIGNAL TECHNICIAN	2.00	2.00	1.00	1.00
R.O.W. TECHNICIAN	1.00	1.00	1.00	1.00
ASSISTANT CITY ENGINEER	1.00	1.00	1.00	1.00
CIVIL ENGINEER	2.00	2.00	2.00	2.00
PROJECT COORDINATOR	1.00	1.00	2.00	2.00
ENGINEERING TECHNICIAN	3.00	3.00	3.00	3.00
ENGINEERING DRAFTER	2.00	2.00	2.00	2.00
ENVIRONMENTAL CONTROL MANAGER	1.00	1.00	1.00	1.00
ENVIRONMENTAL CONTROL OFFICER	1.00	1.00	1.00	1.00
FLEET MANAGER	1.00	1.00	1.00	1.00
MECHANIC	3.00	3.00	3.00	3.00
METER MAINTENANCE TECHNICIAN	2.00	2.00	2.00	2.00
<b>SUBTOTAL, FULL-TIME</b>	<b>55.00</b>	<b>55.00</b>	<b>56.00</b>	<b>57.00</b>
<b>PART-TIME POSITIONS:</b>				
CLERK-TYPIST	0.75	0.75	0.75	0.75
SEASONAL, ARBOR	2.55	3.51	2.51	2.51
L.R.C. LABORERS	2.00	2.00	2.00	2.15
BUILDING MAINT., SEASONAL	0.34	0.34	0.34	0.50
CIVIC CENTER	2.00	2.00	2.00	2.00
SEASONAL, OPERATIONS	4.34	3.26	3.26	3.26
TOOL ROOM CLERK	1.00	1.00	1.00	1.00
ENGINEERING AIDE	1.10	1.10	1.10	1.10
U-CYCLE/ENV. AIDE	0.50	0.00	0.60	0.60
ENV. CONTROL OFFICER	0.50	0.40	0.40	0.40
FLEET SERVICES PARTS CLERK	0.00	0.50	0.50	0.50
SEASONAL, MVPS	2.30	2.30	2.30	2.30
SEASONAL, GARAGE	2.50	2.50	2.50	2.50
<b>SUBTOTAL, PART-TIME</b>	<b>19.88</b>	<b>19.66</b>	<b>19.26</b>	<b>19.57</b>
<b>PUBLIC WORKS DEPARTMENT TOTAL</b>	<b>74.88</b>	<b>74.66</b>	<b>75.26</b>	<b>76.57</b>



**PUBLIC WORKS DEPARTMENT  
ADMINISTRATION PROGRAM ACTIVITIES**

- Plan and implement department goals, plans, standards and policies
- Manage resources for efficient achievement of City and department goals and objectives
- Develop department staff through training and evaluation procedures
- Manage personnel through work directives and rules
- Develop and administer the annual department budget
- Represent the department and City in various intergovernmental activities, in matters with the news media and at public relations meetings and events
- Participate in the planning and preparation of certain long-term plans such as the Capital Improvements Plan, CUUATS, CUTEK, and the Campustown 2000 Task Force
- Place professional engineer's seal on project plans and specifications as required by law

**PUBLIC WORKS DEPARTMENT  
ADMINISTRATION PROGRAM  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
<b>FULL-TIME</b>	5.00	5.00	4.30	4.30
<b>PART-TIME</b>	0.75	0.75	0.75	0.75
<b>TOTAL</b>	5.75	5.75	5.05	5.05

**PUBLIC WORKS DEPARTMENT  
ADMINISTRATION PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL 1997-98	ACTUAL 1998-99	BUDGET 1999-00	BUDGET 2000-01	% CHG.
<b>PERSONNEL SERVICES</b>	\$223,665	\$238,824	\$249,700	\$223,770	-10.4%
<b>MATERIALS AND SUPPLIES</b>	10,071	10,733	12,200	11,700	-4.1%
<b>CONTRACTUAL SERVICES</b>	55,559	64,422	71,090	73,430	3.3%
<b>CAPITAL OUTLAY</b>	289,530	299,660	320,430	340,050	6.1%
<b>PROGRAM TOTAL</b>	\$578,825	\$613,639	\$653,420	\$648,950	-0.7%

**PUBLIC WORKS DEPARTMENT  
URBAN FORESTRY PROGRAM ACTIVITIES**

- Establish and supervise a long-range tree maintenance, removal, and planting program which includes removal/pruning of dead or hazardous trees on City right-of-way, preventative maintenance on healthy City trees, and emergency response
- Provide certain services for City owned trees and plant resources such as planting, watering, pest control, clearance trimming, and nuisance abatement
- Provide technical information concerning the management of trees and plant resources and ordinance enforcement to the public, news media, and at public relations meetings and events

**PUBLIC WORKS DEPARTMENT  
URBAN FORESTRY PROGRAM  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
<b>FULL-TIME</b>	4.65	4.65	3.34	3.34
<b>PART-TIME</b>	2.40	2.55	2.55	2.55
<b>TOTAL</b>	7.05	7.20	5.89	5.89

**PUBLIC WORKS DEPARTMENT  
URBAN FORESTRY PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	1997-98	1998-99	1999-00	2000-01	
<b>PERSONNEL SERVICES</b>	\$211,013	\$118,430	\$147,846	\$154,530	4.5%
<b>MATERIALS AND SUPPLIES</b>	7,022	3,355	3,210	3,210	0.0%
<b>CONTRACTUAL SERVICES</b>	86,953	67,991	52,010	55,820	7.3%
<b>PROGRAM TOTAL</b>	\$304,988	\$189,776	\$203,066	\$213,560	5.2%

**PUBLIC WORKS DEPARTMENT  
LANDSCAPE MANAGEMENT PROGRAM ACTIVITIES**

- Provide design and project implementation assistance for environmental improvement projects including City owned mini-parks, entryway corridors, right-of-way streetscapes, facilities and parking lots
- Provide technical information concerning the management of trees and plant resources and ordinance enforcement to the public, news media, and at public relations meetings and events
- Manage landscape maintenance for all City owned facilities, parks, designated parkways and medians, parking lots, and green space projects
- Maintain, in a groom quality appearance, 5 acres of lawn grass adjacent to city facilities, parking lots and various street medians

**PUBLIC WORKS DEPARTMENT  
LANDSCAPE MANAGEMENT PROGRAM  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
<b>FULL-TIME</b>	0.00	0.00	2.13	2.13
<b>PART-TIME</b>	0.00	0.00	1.37	1.37
<b>TOTAL</b>	0.00	0.00	3.50	3.50

**PUBLIC WORKS DEPARTMENT  
LANDSCAPE MANAGEMENT PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL 1997-98	ACTUAL 1998-99	BUDGET 1999-00	BUDGET 2000-01	% CHG.
<b>PERSONNEL SERVICES</b>	\$0	\$71,511	\$132,561	\$133,480	0.7%
<b>MATERIALS AND SUPPLIES</b>	0	5,715	5,120	5,120	0.0%
<b>CONTRACTUAL SERVICES</b>	0	34,412	38,680	40,730	5.3%
<b>PROGRAM TOTAL</b>	\$0	\$111,638	\$176,361	\$179,330	1.7%

**PUBLIC WORKS DEPARTMENT  
FACILITIES MAINTENANCE PROGRAM ACTIVITIES**

- Provide maintenance services for all municipal facilities to include administering contracts for elevator services, architectural and mechanical services, boiler inspection, custodial services, and local, long-distance and cellular telephone service
- Manage various maintenance agreements for township facilities at 205 West Green Street
- Coordinate various construction and remodeling projects for City facilities to include safety, accessibility, and code improvement projects

**PUBLIC WORKS DEPARTMENT  
FACILITIES MAINTENANCE PROGRAM  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
FULL-TIME	2.00	2.00	2.00	2.00
PART-TIME	0.34	0.34	0.34	0.50
<b>TOTAL</b>	<b>2.34</b>	<b>2.34</b>	<b>2.34</b>	<b>2.50</b>

**PUBLIC WORKS DEPARTMENT  
FACILITIES MAINTENANCE PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL 1997-98	ACTUAL 1998-99	BUDGET 1999-00	BUDGET 2000-01	% CHG.
PERSONNEL SERVICES	\$91,099	\$95,762	\$100,961	\$107,010	6.0%
MATERIALS AND SUPPLIES	25,309	21,545	18,320	18,320	0.0%
CONTRACTUAL SERVICES	236,598	209,645	252,300	256,210	1.5%
<b>PROGRAM TOTAL</b>	<b>\$353,006</b>	<b>\$326,952</b>	<b>\$371,581</b>	<b>\$381,540</b>	<b>2.7%</b>

**PUBLIC WORKS DEPARTMENT  
CIVIC CENTER PROGRAM ACTIVITIES**

- Provide a low-cost community meeting place which is supported by operating fees
- Provide meeting and training facilities for City programs and departments
- Provide emergency shelter facilities in cooperation with the Red Cross and ESDA

**PUBLIC WORKS DEPARTMENT  
CIVIC CENTER PROGRAM  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
FULL-TIME	0.00	0.00	0.00	0.00
PART-TIME	2.00	2.00	2.00	2.00
<b>TOTAL</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

**PUBLIC WORKS DEPARTMENT  
CIVIC CENTER PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	% CHG.
	1997-98	1998-99	1999-00	2000-01	
PERSONNEL SERVICES	\$30,231	\$34,209	\$37,000	\$38,480	4.0%
MATERIALS AND SUPPLIES	3,145	1,111	2,140	2,140	0.0%
CONTRACTUAL SERVICES	10,014	8,026	10,820	10,370	-4.2%
<b>PROGRAM TOTAL</b>	<b>\$43,390</b>	<b>\$43,346</b>	<b>\$49,960</b>	<b>\$50,990</b>	<b>2.1%</b>

**Public Works Department**

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**PUBLIC WORKS DEPARTMENT  
TOOLROOM PROGRAM ACTIVITIES**

- Provide centralized toolroom inventory and purchasing services for the Public Works Department

**PUBLIC WORKS DEPARTMENT  
TOOLROOM PROGRAM  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
<b>FULL-TIME</b>	0.00	0.25	0.25	0.25
<b>PART-TIME</b>	1.00	1.00	1.00	1.00
<b>TOTAL</b>	1.00	1.25	1.25	1.25

**PUBLIC WORKS DEPARTMENT  
TOOLROOM PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	1997-98	1998-99	1999-00	2000-01	CHG.
PERSONNEL SERVICES	\$29,510	\$30,189	\$33,180	\$34,780	4.8%
MATERIALS AND SUPPLIES	14,252	18,274	21,140	21,140	0.0%
CONTRACTUAL SERVICES	14,878	15,474	12,840	14,560	13.4%
<b>PROGRAM TOTAL</b>	<b>\$58,640</b>	<b>\$63,937</b>	<b>\$67,160</b>	<b>\$70,480</b>	<b>4.9%</b>

**PUBLIC WORKS DEPARTMENT  
SNOW AND ICE REMOVAL PROGRAM ACTIVITIES**

- Plow City streets and parking lots when a snowfall exceeds two inches in depth
- Apply certain de-icing materials to City streets and parking lots
- Remove snow and ice from sidewalks around municipally owned facilities

**PUBLIC WORKS DEPARTMENT  
SNOW AND ICE REMOVAL PROGRAM  
PERSONNEL SUMMARY (FTE'S)**

No specific personnel positions are assigned to the snow and ice removal program. Many positions in other programs work on snow and ice removal when required. Overtime for the department is reported in this program.

**PUBLIC WORKS DEPARTMENT  
SNOW AND ICE REMOVAL PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL 1997-98	ACTUAL 1998-99	BUDGET 1999-00	BUDGET 2000-01	% CHG.
PERSONNEL SERVICES	\$17,762	\$48,044	\$30,373	\$33,405	10.0%
MATERIALS AND SUPPLIES	32,781	32,310	34,080	39,600	16.2%
CONTRACTUAL SERVICES	20,501	37,506	26,260	27,960	6.5%
<b>PROGRAM TOTAL</b>	<b>\$71,044</b>	<b>\$117,860</b>	<b>\$90,713</b>	<b>\$100,965</b>	<b>11.3%</b>

**PUBLIC WORKS DEPARTMENT  
TRAFFIC CONTROL PROGRAM ACTIVITIES**

- Provide maintenance on street and traffic control signs to include replacement of damaged or missing signs
- Annually repaint or reapply street traffic control markings
- Place curblines delineators on City streets to aid snowplowing and install snow fencing and salt barrels
- Mow right-of-ways
- Provide traffic control support for community events

**PUBLIC WORKS DEPARTMENT  
TRAFFIC CONTROL PROGRAM  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
FULL-TIME	2.64	2.70	2.70	2.70
PART-TIME	0.98	1.10	1.10	1.10
TOTAL	3.62	3.80	3.80	3.80

**PUBLIC WORKS DEPARTMENT  
TRAFFIC CONTROL PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL 1997-98	ACTUAL 1998-99	BUDGET 1999-00	BUDGET 2000-01	% CHG.
PERSONNEL SERVICES	\$98,431	\$99,352	\$103,794	\$107,940	4.0%
MATERIALS AND SUPPLIES	32,961	37,928	33,725	35,525	5.3%
CONTRACTUAL SERVICES	27,679	20,628	23,300	23,020	-1.2%
PROGRAM TOTAL	\$159,071	\$157,908	\$160,819	\$166,485	3.5%



**PUBLIC WORKS DEPARTMENT  
STREET LIGHTING PROGRAM ACTIVITIES**

- Maintain street and parking lot lighting systems to include replacing poles and globes, painting and straightening poles, repairing and replacing cables, repairing and replacing lamps and controllers
- Provide construction supervision assistance to street light replacement program
- Install banners on street light poles
- Install and maintain downtown holiday lighting

**PUBLIC WORKS DEPARTMENT  
STREET LIGHTING PROGRAM  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
FULL-TIME	2.64	4.00	4.00	4.00
PART-TIME	0.00	0.00	0.00	0.00
TOTAL	2.64	4.00	4.00	4.00

**PUBLIC WORKS DEPARTMENT  
STREET LIGHTING PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL 1997-98	ACTUAL 1998-99	BUDGET 1999-00	BUDGET 2000-01	% CHG.
PERSONNEL SERVICES	\$135,014	\$151,182	\$154,395	\$160,460	3.9%
MATERIALS AND SUPPLIES	45,216	40,540	53,300	53,300	0.0%
CONTRACTUAL SERVICES	196,392	191,225	244,060	246,290	0.9%
PROGRAM TOTAL	\$376,622	\$382,947	\$451,755	\$460,050	1.8%

**PUBLIC WORKS DEPARTMENT  
STREET MAINTENANCE AND CONSTRUCTION PROGRAM ACTIVITIES**

- Maintain municipal asphalt streets, alleys, parking lots, ditch lines and install culverts
- Mechanically collect leaves on City streets
- Sweep gutters, parking lots and medians to remove leaves and silted material

**PUBLIC WORKS DEPARTMENT  
STREET MAINTENANCE AND CONSTRUCTION PROGRAM  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
FULL-TIME	7.43	4.65	4.65	4.65
PART-TIME	1.94	2.00	2.00	2.00
TOTAL	9.37	6.65	6.65	6.65

**PUBLIC WORKS DEPARTMENT  
STREET MAINTENANCE AND CONSTRUCTION PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL 1997-98	ACTUAL 1998-99	BUDGET 1999-00	BUDGET 2000-01	% CHG.
PERSONNEL SERVICES	\$213,044	\$206,222	\$202,262	\$274,070	35.5%
MATERIALS AND SUPPLIES	34,033	46,739	38,160	39,180	2.7%
CONTRACTUAL SERVICES	153,350	165,182	185,330	197,130	6.4%
PROGRAM TOTAL	\$400,427	\$418,143	\$425,752	\$510,380	19.9%

**PUBLIC WORKS DEPARTMENT  
CONCRETE REPAIR AND REPLACEMENT PROGRAM ACTIVITIES**

- Replace or repair concrete sidewalks, curbs and gutters, streets, A.D.A. ramps and alley approaches
- Crackseal bituminous surface streets
- Repair or replace manholes and inlets

**PUBLIC WORKS DEPARTMENT  
CONCRETE REPAIR AND REPLACEMENT PROGRAM  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
<b>FULL-TIME</b>	0.00	7.15	7.15	7.15
<b>PART-TIME</b>	0.00	0.41	0.41	0.41
<b>TOTAL</b>	0.00	7.56	7.56	7.56

**PUBLIC WORKS DEPARTMENT  
CONCRETE REPAIR AND REPLACEMENT PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	1997-98	1998-99	1999-00	2000-01	
<b>PERSONNEL SERVICES</b>	\$243,417	\$246,332	\$271,395	\$219,390	-19.2%
<b>MATERIALS AND SUPPLIES</b>	84,013	69,530	80,730	83,480	3.4%
<b>CONTRACTUAL SERVICES</b>	59,216	49,792	55,700	59,760	7.3%
<b>PROGRAM TOTAL</b>	\$386,646	\$365,654	\$407,825	\$362,630	-11.1%

**PUBLIC WORKS DEPARTMENT  
SEWER MAINTENANCE AND CONSTRUCTION PROGRAM ACTIVITIES**

- Clean the City's storm and sanitary sewer systems to include systematic cleaning with high pressure water and chemicals, responding to emergency blockages, and inspection of lines via television unit
- Repairing storm and sanitary sewer lines
- Provide support services and limited installation for new storm and sanitary sewer construction
- Identify infiltration via televising and dye water testing
- Coordinate with the Engineering Division to televise storm and sanitary sewers to identify deficiencies prior to capital improvement projects

**PUBLIC WORKS DEPARTMENT  
SEWER MAINTENANCE AND CONSTRUCTION PROGRAM  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
<b>FULL-TIME</b>	9.29	4.45	4.15	5.15
<b>PART-TIME</b>	1.34	0.46	0.32	0.32
<b>TOTAL</b>	10.63	4.91	4.47	5.47

**PUBLIC WORKS DEPARTMENT  
SEWER MAINTENANCE AND CONSTRUCTION PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL 1997-98	ACTUAL 1998-99	BUDGET 1999-00	BUDGET 2000-01	% CHG.
<b>PERSONNEL SERVICES</b>	\$121,937	\$165,252	\$178,175	\$221,780	24.5%
<b>MATERIALS AND SUPPLIES</b>	17,551	14,543	24,330	25,330	4.1%
<b>CONTRACTUAL SERVICES</b>	47,488	39,610	52,260	47,920	-8.3%
<b>PROGRAM TOTAL</b>	\$186,976	\$219,405	\$254,765	\$295,030	15.8%

**PUBLIC WORKS DEPARTMENT  
TRAFFIC SIGNALS PROGRAM ACTIVITIES**

- Maintain and operate traffic signals, school crosswalk signals, and opticom signal system to include responding to emergency situations
- Coordinate traffic signal operation with CUTEC and the Illinois Department of Transportation

**PUBLIC WORKS DEPARTMENT  
TRAFFIC SIGNALS PROGRAM  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
<b>FULL-TIME</b>	2.00	1.25	1.25	1.25
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	2.00	1.25	1.25	1.25

**PUBLIC WORKS DEPARTMENT  
TRAFFIC SIGNALS PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	1997-98	1998-99	1999-00	2000-01	CHG.
<b>PERSONNEL SERVICES</b>	\$48,931	\$51,497	\$52,521	\$55,350	5.4%
<b>MATERIALS AND SUPPLIES</b>	8,272	5,640	9,050	9,050	0.0%
<b>CONTRACTUAL SERVICES</b>	14,347	9,672	12,510	12,670	1.3%
<b>PROGRAM TOTAL</b>	\$71,550	\$66,809	\$74,081	\$77,070	4.0%

**PUBLIC WORKS DEPARTMENT  
RIGHT OF WAY AND TECHNICAL SUPPORT PROGRAM ACTIVITIES**

- Provide technical assistance to the Public Works Department to include surveying, data collection, preparation of project design and cost estimates
- Coordinate project reviews, bid openings and awards, and execution of contracts
- Enforce right-of-way ordinances (visibility triangle, moving permits)
- Provide skill, safety and quality control training for Public Works Department
- Inspect utility cuts and in-house construction projects

**PUBLIC WORKS DEPARTMENT  
RIGHT OF WAY AND TECHNICAL SUPPORT PROGRAM ACTIVITIES  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
<b>FULL-TIME</b>	1.00	0.55	0.55	0.55
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	1.00	0.55	0.55	0.55

**PUBLIC WORKS DEPARTMENT  
RIGHT OF WAY AND TECHNICAL SUPPORT PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	1997-98	1998-99	1999-00	2000-01	
<b>PERSONNEL SERVICES</b>	\$26,017	\$26,173	\$27,353	\$29,140	6.5%
<b>MATERIALS AND SUPPLIES</b>	301	807	2,310	2,310	0.0%
<b>CONTRACTUAL SERVICES</b>	11,117	9,572	13,850	13,900	0.4%
<b>PROGRAM TOTAL</b>	\$37,435	\$36,552	\$43,513	\$45,350	4.2%

**PUBLIC WORKS DEPARTMENT  
SPECIAL PROJECTS PROGRAM ACTIVITIES**

- This program reports special projects and grants that are non-recurring in nature. There has been nothing to report for the last four years.

**PUBLIC WORKS DEPARTMENT  
ENGINEERING PLANNING AND MAPPING PROGRAM ACTIVITIES**

- Coordinate various aspects of City sewer, transportation, and other construction projects
- Monitor and approve engineering aspects of subdivision and private development plans
- Administer the City's capital improvement plan
- Maintain a computerized map and data inventory system to provide information concerning right-of-way vacations, City easements, annexation records, parcel and street addressing, street, sanitary and storm sewer systems, and City limit boundaries
- Administer the process of assigning addresses and legal descriptions for annexations, boundary determinations, and property vacations
- Maintain and coordinates the City's G.I.S. (Geographical Information System) program

**PUBLIC WORKS DEPARTMENT  
ENGINEERING PLANNING AND MAPPING PROGRAM  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
FULL-TIME	4.00	4.00	5.70	5.70
PART-TIME	0.71	0.60	0.60	0.60
<b>TOTAL</b>	4.71	4.60	6.30	6.30

**PUBLIC WORKS DEPARTMENT  
ENGINEERING PLANNING AND MAPPING PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	1997-98	1998-99	1999-00	2000-01	
PERSONNEL SERVICES	\$159,883	\$204,173	\$226,886	\$273,720	20.6%
MATERIALS AND SUPPLIES	1,384	2,295	2,900	2,500	-13.8%
CONTRACTUAL SERVICES	28,801	23,277	26,430	27,880	5.5%
<b>PROGRAM TOTAL</b>	<b>\$190,068</b>	<b>\$229,745</b>	<b>\$256,216</b>	<b>\$304,100</b>	<b>18.7%</b>



**PUBLIC WORKS DEPARTMENT  
ENGINEERING TRANSPORTATION IMPROVEMENTS PROGRAM ACTIVITIES**

- Perform certain engineering design and management services for transportation improvement construction projects (including motor fuel street maintenance program) to include field surveying, construction inspection, preparing pay estimates and administering field changes
- Review land development plans for new subdivisions and other developments, perform field inspections during construction, and prepare final inspection reports and bond releases

**PUBLIC WORKS DEPARTMENT  
ENGINEERING TRANSPORTATION IMPROVEMENTS PROGRAM  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
FULL-TIME	3.00	3.00	2.00	2.00
PART-TIME	0.24	0.25	0.25	0.25
TOTAL	3.24	3.25	2.25	2.25

**PUBLIC WORKS DEPARTMENT  
ENGINEERING TRANSPORTATION IMPROVEMENTS PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	1997-98	1998-99	1999-00	2000-01	
PERSONNEL SERVICES	\$136,319	\$95,346	\$97,763	\$105,540	8.0%
MATERIALS AND SUPPLIES	606	1,115	1,200	1,000	-16.7%
CONTRACTUAL SERVICES	15,242	7,209	13,230	10,590	-20.0%
PROGRAM TOTAL	\$152,167	\$103,670	\$112,193	\$117,130	4.4%

**PUBLIC WORKS DEPARTMENT  
ENGINEERING SEWER IMPROVEMENTS PROGRAM ACTIVITIES**

- Perform certain engineering design and management services for sanitary and storm sewer construction projects to include field surveying, construction inspection, preparing pay estimates and administering field changes
- Perform required bridge and tunnel inspections and report inspection results to the Illinois Department of Transportation as required by law

**PUBLIC WORKS DEPARTMENT  
ENGINEERING SEWER IMPROVEMENTS PROGRAM  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
<b>FULL-TIME</b>	2.00	2.00	2.00	2.00
<b>PART-TIME</b>	0.23	0.25	0.25	0.25
<b>TOTAL</b>	2.23	2.25	2.25	2.25

**PUBLIC WORKS DEPARTMENT  
ENGINEERING SEWER IMPROVEMENTS PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL 1997-98	ACTUAL 1998-99	BUDGET 1999-00	BUDGET 2000-01	% CHG.
PERSONNEL SERVICES	\$72,107	\$95,309	\$97,920	\$97,160	-0.8%
MATERIALS AND SUPPLIES	252	232	950	950	0.0%
CONTRACTUAL SERVICES	13,062	8,059	9,970	10,050	0.8%
<b>PROGRAM TOTAL</b>	<b>\$85,421</b>	<b>\$103,600</b>	<b>\$108,840</b>	<b>\$108,160</b>	<b>-0.6%</b>

**PUBLIC WORKS DEPARTMENT  
ENVIRONMENTAL MANAGEMENT AND PLANNING PROGRAM ACTIVITIES**

- Administer environmental, solid waste and recycling plans and programs
- Provide technical services to assist the C.U.S.W.D.S. in monitoring the closed Urbana landfill as required by Illinois EPA regulations and certain agreements with neighboring landowners
- Coordinate the encephalitis prevention program with other cooperating agencies
- Administer refuse collection contracts for all municipal facilities and disposal of recycling wastes generated from City operation

**PUBLIC WORKS DEPARTMENT  
ENVIRONMENTAL MANAGEMENT AND PLANNING PROGRAM  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
<b>FULL-TIME</b>	1.00	1.00	1.00	1.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	1.00	1.00	1.00	1.00

**PUBLIC WORKS DEPARTMENT  
ENVIRONMENTAL MANAGEMENT AND PLANNING PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	% CHG.
	1997-98	1998-99	1999-00	2000-01	
<b>PERSONNEL SERVICES</b>	\$46,758	\$48,411	\$50,360	\$52,520	4.3%
<b>MATERIALS AND SUPPLIES</b>	1,579	1,280	1,500	1,500	0.0%
<b>CONTRACTUAL SERVICES</b>	87,544	89,261	93,310	92,820	-0.5%
<b>PROGRAM TOTAL</b>	\$135,881	\$138,952	\$145,170	\$146,840	1.2%

**PUBLIC WORKS DEPARTMENT  
ENVIRONMENTAL CONTROL PROGRAM ACTIVITIES**

- Provide certain environmental protection services through enforcement of health, safety, and welfare codes
- Investigating complaints and initiating abatement procedures concerning health hazards, noxious weeds, excessive vegetation, obstructions to the visibility triangle, garbage, and refuse regulations

**PUBLIC WORKS DEPARTMENT  
ENVIRONMENTAL CONTROL PROGRAM  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
FULL-TIME	1.00	1.00	1.00	1.00
PART-TIME	0.65	0.65	0.65	0.65
TOTAL	1.65	1.65	1.65	1.65

**PUBLIC WORKS DEPARTMENT  
ENVIRONMENTAL CONTROL PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL 1997-98	ACTUAL 1998-99	BUDGET 1999-00	BUDGET 2000-01	% CHG.
PERSONNEL SERVICES	\$34,897	\$34,521	\$38,760	\$38,245	-1.3%
MATERIALS AND SUPPLIES	361	15	300	300	0.0%
CONTRACTUAL SERVICES	8,548	6,640	8,350	8,340	-0.1%
PROGRAM TOTAL	\$43,806	\$41,176	\$47,410	\$46,885	-1.1%



# COMMUNITY DEVELOPMENT SERVICES DEPARTMENT

## DEPARTMENT MISSION

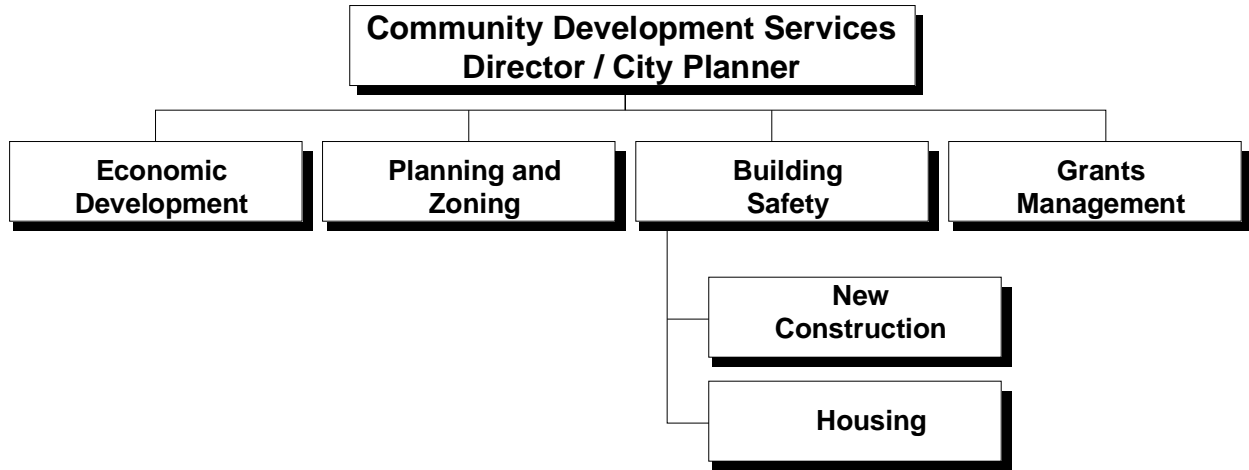
To maintain and improve the quality of life for Urbana citizens by providing programs of economic development, housing, planning, zoning enforcement, building safety code enforcement, and community block grant.

## DEPARTMENT ORGANIZATION

The Community Development Services Department is organized into three divisions:

- **Planning and Economic Development** - provide overall administration of the department to insure effective and efficient management, to administer economic development programs, and to provide professional land use and general planning services in accordance with the Comprehensive Plan. This division includes 3 separate programs: Administration, Economic Development, and Planning and Zoning.
- **Building Safety** - maintain the public safety and welfare of the City's physical structures by enforcing building construction, property maintenance, life safety accessibility and zoning codes. This division includes 2 separate programs: New Construction and Housing.
- **Grants Management** - manages federal and state housing grants and programs. Activities and costs are reported in the Community Development Special and Community Development Block Grant special funds.

**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT  
ORGANIZATIONAL CHART**



**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT  
EXPENDITURES BY PROGRAM**

	ACTUAL 1997-98	ACTUAL 1998-99	BUDGET 1999-00	BUDGET 2000-01	% CHG.
ADMINISTRATION	\$155,865	\$160,733	\$178,511	\$186,790	4.6%
ECON. DEV.	175,410	182,244	191,041	198,070	3.7%
PLANNING AND ZONING	103,215	141,699	167,510	188,640	12.6%
NEW CONSTRUCTION	203,047	211,976	233,395	241,640	3.5%
HOUSING	66,424	56,312	75,030	75,230	0.3%
<b>DEPARTMENT TOTAL</b>	<b>\$703,961</b>	<b>\$752,964</b>	<b>\$845,487</b>	<b>\$890,370</b>	<b>5.3%</b>

**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT  
EXPENDITURES BY CATEGORY**

CATEGORY	ACTUAL 1997-98	ACTUAL 1998-99	BUDGET 1999-00	ACTUAL 2000-01	% CHG.
PERSONNEL SERVICES	\$460,915	\$507,550	\$560,787	\$593,850	5.9%
MATERIALS AND SUPPLIES	10,134	9,960	13,380	13,700	2.4%
OPERATIONS AND CONTRACTUAL SERVICES	219,107	221,094	256,240	267,140	4.3%
CAPITAL OUTLAY	13,805	14,360	15,080	15,680	4.0%
<b>DEPARTMENT TOTAL</b>	<b>\$703,961</b>	<b>\$752,964</b>	<b>\$845,487</b>	<b>\$890,370</b>	<b>5.3%</b>

**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT  
PERSONNEL SUMMARY (FTE'S)**

<b>FULL-TIME POSITIONS:</b>	<b>1997-98</b>	<b>1998-99</b>	<b>1999-00</b>	<b>2000-01</b>
COMM. DEV. DIRECTOR/CITY PLANNER	1.00	1.00	1.00	1.00
EC. DEV. COORDINATOR	1.00	1.00	1.00	1.00
SENIOR PLANNER	1.00	1.00	1.00	1.00
PLANNER	1.00	2.00	2.00	2.00
BUILDING SAFETY MANAGER	1.00	1.00	1.00	1.00
BUILDING INSPECTOR	1.00	1.00	1.00	1.00
HOUSING INSPECTOR	1.00	1.00	1.00	1.00
PLUMBING & MECH. INSPECTOR	1.00	1.00	1.00	1.00
ELECTRICAL INSPECTOR	1.00	1.00	1.00	1.00
ADMIN. SECRETARY	1.00	1.00	1.00	1.00
BLDG. SAFETY SECRETARY	1.00	1.00	1.00	1.00
C.D.B.G. CLERK-TYPIST	1.00	1.00	1.00	1.00
PLANNING CLERK-TYPIST	0.00	1.00	1.00	1.00
C.D.B.G. MANAGER	1.00	1.00	1.00	1.00
GRANTS COORDINATOR I	1.00	1.00	1.00	1.00
GRANTS COORDINATOR II	1.00	1.00	1.00	1.00
C.D. PROJECT MGR.	0.00	0.00	0.00	0.00
C.D.B.G. REHAB SPECIALIST	2.00	1.00	1.00	1.00
TIF SPECIALIST	1.00	1.00	1.00	1.00
TRANS. HOUSING COORDINATOR	1.00	1.00	1.00	1.00
<b>SUBTOTAL, FULL-TIME</b>	<b>19.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>
<b>PART-TIME POSITIONS:</b>				
C.D. INTERN	0.50	0.50	0.50	0.50
C.D.B.G. REHAB SPECIALIST	0.00	0.00	0.00	0.00
PLANNING CLERK-TYPIST	0.00	0.00	0.00	0.00
CLERK-TYPIST	0.50	0.50	0.50	0.50
GRAPHICS TECHNICIAN	0.50	0.50	0.50	0.50
<b>SUBTOTAL, PART-TIME</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>
<b>COMMUNITY DEVELOPMENT DEPARTMENT TOTAL</b>	<b>20.50</b>	<b>21.50</b>	<b>21.50</b>	<b>21.50</b>

**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT  
ADMINISTRATION PROGRAM ACTIVITIES**

- Plan and implement department goals, plans, standards and policies
- Manage resources for efficient achievement of City and department goals and objectives
- Develop department staff through training and evaluation procedures
- Manage personnel through work directives and rules
- Represent the department and City in various intergovernmental activities, in matters with the news-media and at public relations meetings and events
- Participate in the planning and preparation of the City's capital improvements long-term plan and budget

**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT  
ADMINISTRATION PROGRAM  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
FULL-TIME	2.00	2.00	2.00	2.00
PART-TIME	0.25	0.25	0.25	0.25
TOTAL	2.25	2.25	2.25	2.25

**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT  
ADMINISTRATION PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL 1997-98	ACTUAL 1998-99	BUDGET 1999-00	ACTUAL 2000-01	% CHG.
PERSONNEL SERVICES	\$99,455	\$102,206	\$109,951	\$116,650	6.1%
MATERIALS AND SUPPLIES	5,294	5,537	6,900	7,220	4.6%
OPERATIONS AND CONTRACTUAL SERVICES	37,311	38,630	46,580	47,240	1.4%
CAPITAL OUTLAY	13,805	14,360	15,080	15,680	4.0%
PROGRAM TOTAL	\$155,865	\$160,733	\$178,511	\$186,790	4.6%



**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT  
ECONOMIC DEVELOPMENT PROGRAM ACTIVITIES**

- Generate and coordinate economic development activities that will expand the City's commercial and industrial tax base to include annexation agreements, site development reviews, and development agreements
- Assist new and existing business development
- Manage certain special economic funds and programs including the Tax Increment Financing Districts, enterprise zone, and the Economic Development Fund
- Represent the department and City in economic development matters with the County Chamber, Economic Development Corporation, and Urbana Promotion Corporation

**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT  
ECONOMIC DEVELOPMENT PROGRAM  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
FULL-TIME	1.00	1.00	1.00	1.00
PART-TIME	0.00	0.00	0.00	0.00
TOTAL	1.00	1.00	1.00	1.00

**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT  
ECONOMIC DEVELOPMENT PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL 1997-98	ACTUAL 1998-99	BUDGET 1999-00	ACTUAL 2000-01	% CHG.
PERSONNEL SERVICES	\$45,705	\$48,525	\$50,991	\$54,430	6.7%
OPERATIONS AND CONTRACTUAL SERVICES	129,705	133,719	140,050	143,640	2.6%
PROGRAM TOTAL	\$175,410	\$182,244	\$191,041	\$198,070	3.7%

**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT  
PLANNING AND ZONING PROGRAM ACTIVITIES**

- Assure implementation of the goals, objectives and policies of the Comprehensive Plan
- Generate housing development initiatives
- Provide planning coordination and recommendations to the Plan Commission and City Council in their consideration of zoning and subdivision cases, neighborhood planning and long-range community plans
- Coordinate planning policies and case reviews with other government entities to ensure the City's planning interests are considered in community-wide planning efforts

**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT  
PLANNING AND ZONING PROGRAM  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
FULL-TIME	3.00	4.00	4.00	4.00
PART-TIME	0.75	0.75	0.75	0.50
TOTAL	3.75	4.75	4.75	4.50

**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT  
PLANNING AND ZONING PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL 1997-98	ACTUAL 1998-99	BUDGET 1999-00	ACTUAL 2000-01	% CHG.
PERSONNEL SERVICES	\$78,596	\$115,971	\$138,600	\$148,120	6.9%
MATERIALS AND SUPPLIES	1,351	1,238	1,490	1,490	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	23,268	24,490	27,420	39,030	42.3%
PROGRAM TOTAL	\$103,215	\$141,699	\$167,510	\$188,640	12.6%

**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT  
NEW CONSTRUCTION BUILDING SAFETY PROGRAM ACTIVITIES**

- To ensure the construction and remodeling of facilities are in compliance with various BOCA, State and local codes and ordinances which includes inspection of all building construction
- To provide technical assistance to developers, contractors, and property owners on zoning and construction requirements and methods
- Issue annual elevator permits, electrical contractor licenses and sign permits
- Issue permits for all construction activities covered by model codes
- Inspect sanitary sewer installations for properties within the City limits and within 1½ miles of City limits per agreement with the Sanitary District

**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT  
NEW CONSTRUCTION BUILDING SAFETY PROGRAM  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
FULL-TIME	5.00	5.00	5.00	5.00
PART-TIME	0.00	0.00	0.00	0.00
TOTAL	5.00	5.00	5.00	5.00

**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT  
NEW CONSTRUCTION BUILDING SAFETY PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL 1997-98	ACTUAL 1998-99	BUDGET 1999-00	ACTUAL 2000-01	% CHG.
PERSONNEL SERVICES	\$184,725	\$193,051	\$203,765	\$214,460	5.2%
MATERIALS AND SUPPLIES	3,090	3,104	4,280	4,280	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	15,232	15,821	25,350	22,900	-9.7%
PROGRAM TOTAL	\$203,047	\$211,976	\$233,395	\$241,640	3.5%

**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT  
HOUSING BUILDING SAFETY PROGRAM ACTIVITIES**

- Upgrade or eliminate substandard housing and preserve existing housing properties from deterioration through enforcement of the City's zoning, property maintenance and building codes
- Perform annual inspections for U/I certified housing
- Issue mobile home certificate of occupancy permits and mobile home park licenses
- Inspect all rental housing units in the City and certain housing units in support of the Community Development Rehabilitation Program

**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT  
HOUSING BUILDING SAFETY PROGRAM  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
<b>FULL-TIME</b>	1.50	1.50	1.50	1.50
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	1.50	1.50	1.50	1.50

**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT  
HOUSING BUILDING SAFETY PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL 1997-98	ACTUAL 1998-99	BUDGET 1999-00	ACTUAL 2000-01	% CHG.
PERSONNEL SERVICES	\$52,434	\$47,797	\$57,480	\$60,190	4.7%
MATERIALS AND SUPPLIES	399	81	710	710	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	13,591	8,434	16,840	14,330	-14.9%
<b>PROGRAM TOTAL</b>	<b>\$66,424</b>	<b>\$56,312</b>	<b>\$75,030</b>	<b>\$75,230</b>	<b>0.3%</b>

# SPECIAL FUNDS THAT SUPPORT GENERAL OPERATIONS

## SOCIAL SERVICE AGENCIES FUND

Accounts for payments to social service agencies. A transfer from the general operating fund provides funding. Specific allocations will be decided prior to adoption.

## SOCIAL SERVICE AGENCIES FUND FINANCIAL SUMMARY

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01	% CHG.
BEGINNING FUND BALANCE	\$0	\$16,607	\$49,692	\$32,542	
REVENUES:					
TRANSFER, GEN. FUND RECURRING	\$86,480	\$107,380	\$111,140	\$115,590	4.0%
TRANSFER, GEN. FUND PROJECT 18	5,000	5,000	5,000	5,000	0.0%
TRANSFER, GEN. FUND, ANTI VIOLENCE INIT.	0	0	7,500	7,500	0.0%
REFUND, URBAN LEAGUE, FY97	0	5,250	0	0	#DIV/0!
TRANSFER, TRANS. HOUSING, NON-RECURRING	17,100	48,680	0	0	#DIV/0!
SUBTOTAL, REVENUES	\$108,580	\$166,310	\$123,640	\$128,090	
EXPENSES:					
FRANCIS NELSON HEALTH CENTER	\$23,175	\$26,600	\$21,500	\$0	
FAMILY SERVICES	0	0	43,000	0	
PLANNED PARENTHOOD	12,000	15,000	0	0	
GREATER COMMUNITY AIDS PROJECT	0	5,000	0	0	
CANNAN FOUNDATION	0	0	5,000	0	
CHAMPAIGN COUNTY HEALTH CARE CONS.	0	0	5,600	0	
CHAMPAIGN COUNTY FAMILY SERVICE	0	43,000	0	0	
CHAMPAIGN COUNTY YMCA	0	0	10,000	0	
COMMUNITY GROUP EC. DEV.	0	0	5,000	0	
EL CENTRO POR LOS TRABADOR	5,000	5,500	0	0	
REGIONAL PLANNING COMM.	19,355	2,000	3,000	0	
CHILDREN'S HOME/AID SOCIETY	12,500	0	0	0	
COOP NURSERY	0	0	1,680	0	
RED CROSS, PRAIRIE CHAPTER	0	2,500	0	0	
THE MENTAL HEALTH CENTER	0	13,000	0	0	
SAFE HARBOR CLUB	0	2,500	3,000	0	
RENT ASSISTANCE	0	1,125	0	0	
UNIVERSITY Y.W.C.A.	0	6,000	0	0	
PRAIRIE CENTER HEALTH SYSTEM	0	6,000	6,410	0	
A WOMAN'S FUND	3,450	0	17,600	0	
HOMESTEAD CORP.	0	0	3,500	0	
DOMESTIC VIOLENCE INITIATIVE	0	0	7,500	7,500	
FIGHTING BACK/PROJECT 18	5,000	5,000	5,000	5,000	
PROJECT READ	0	0	2,000	0	
VICTIM RECON. PROGRAM	0	0	1,000	0	
TO BE ALLOCATED	0	0	0	130,800	
SUBTOTAL, SOCIAL SERVICE AGENCIES	\$ 80,480	\$ 133,225	\$ 140,790	\$ 143,300	1.8%
CITY CONT., TRANS. HOUSING	11,493	0	0	0	
TOTAL EXPENSES	\$ 91,973	\$ 133,225	\$ 140,790	\$ 143,300	
ENDING FUND BALANCE	\$16,607	\$49,692	\$32,542	\$17,332	

**Special Funds That Support  
General Operations**

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**UNEMPLOYMENT COMPENSATION FUND**

Accounts for payments to the State of Illinois for unemployment compensation as required by law. The City of Urbana reimburses the State directly for benefits paid out rather than as a percentage of payroll. Therefore amounts paid may fluctuate widely from one year to another.

**UNEMPLOYMENT COMPENSATION FUND  
FINANCIAL SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
<b>REVENUES:</b>				
TRANSFER, GEN. FUND	\$8,931	\$5,550	\$12,000	\$18,000
<b>EXPENDITURES:</b>				
UNEMPLOYMENT COMP. PAYMENTS	\$8,931	\$5,550	\$12,000	\$18,000

**ANNEXATIONS / REBATE FUND**

Accounts for payments as required under various annexation and development agreements.

**ANNEXATIONS / REBATE FUND  
FINANCIAL SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
<b>REVENUES:</b>				
TRANSFER, GEN. FUND	\$30,426	\$28,817	\$35,000	\$35,000
<b>EXPENDITURES:</b>				
UNEMPLOYMENT COMP. PAYMENTS	\$30,426	\$28,817	\$35,000	\$35,000

**EQUIPMENT SERVICES FUND**

Accounts for costs of maintaining the City's fleet of vehicles and major equipment. Funding is provided by charges to each program and department based on actual maintenance costs.

**EQUIPMENT SERVICES FUND  
FINANCIAL SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	ESTIMATED 1999-00	BUDGET 2000-01	% CHG
CASH BAL., BEG. YEAR	\$171,880	\$162,270	\$146,616	\$105,761	
<b>RECEIPTS:</b>					
<b>TRANSFER FROM OTHER FUNDS</b>					
<b>FOR SERVICE FEES</b>	\$502,268	\$521,012	\$540,700	\$568,300	5.1%
<b>OTHER</b>	0	9,587	0	0	
<b>INTEREST</b>	1,466	0	2,000	2,000	
<b>TOTAL RECEIPTS</b>	\$503,734	\$530,599	\$542,700	\$570,300	
<b>EXPENDITURES:</b>					
<b>PERSONNEL SERVICES</b>	\$189,623	\$211,315	\$217,260	\$225,780	3.9%
<b>SUPPLIES</b>	211,475	232,996	282,000	302,400	7.2%
<b>CONTRACTUAL AND OPERATING</b>	96,814	111,311	149,575	148,095	-1.0%
<b>EQUIPMENT</b>	25,021	1,124	35,540	13,630	
<b>SUBTOTAL, EXPENDITURES</b>	\$522,933	\$556,746	\$684,375	\$689,905	
<b>ADJUST FOR DEPRECIATION</b>	(9,589)	(10,493)	(20,820)	(20,820)	
<b>DEDUCT EST. UNSPENT BUDGET</b>	0	0	(80,000)	(100,000)	
<b>NET CASH EXPENDITURES</b>	\$513,344	\$546,253	\$583,555	\$569,085	
<b>CASH BAL., END YEAR:</b>					
<b>RESERVED FOR EQ. REPL.</b>	\$39,723	\$55,999	\$41,959	\$50,829	
<b>RESERVED FOR PARTS INV.</b>	\$47,883	\$56,119	\$56,119	\$56,119	
<b>RESERVED FOR SOIL CLEANUP</b>	\$22,000	\$20,420	\$0	\$0	
<b>RESERVED FOR OPERATING</b>	\$52,664	\$14,078	\$7,683	\$28	

**ACTIVITIES OF THE EQUIPMENT SERVICES FUND**

- Perform preventive maintenance and repairs on all City vehicles and major equipment at proper intervals
- Evaluate, rehab and modify vehicles and major equipment to include minor accident damage
- Oversee outside fueling services for fleet
- Administer a fleet repair record system in order to charge City departments for work performed
- Evaluate City vehicles and major equipment for replacement and administer bidding process for purchasing
- Train City personnel on proper operation of new vehicles and equipment
- Administer and maintain public works two-way radio system

**Special Funds That Support  
General Operations**

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**EQUIPMENT SERVICES FUND  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
<b>FULL-TIME</b>	4.00	4.00	4.00	4.00
<b>PART-TIME</b>	0.50	0.50	0.50	0.50
<b>TOTAL</b>	4.50	4.50	4.50	4.50

**VEHICLE AND EQUIPMENT REPLACEMENT FUND**

Accounts for the purchase of major equipment. Funding is provided by an annual charge to each department, based on average annual funding needs. Funds are set aside annually in order to meet equipment purchase needs over the next 10 years, based on a detailed inventory purchase schedule. The purpose is to avoid significant fluctuations in the amount the City needs to continue current operations each year.



**VEHICLE AND EQUIPMENT REPLACEMENT FUND  
FINANCIAL SUMMARY**

	ACTUAL	ACTUAL	PROJECTED	BUDGET
	1997-98	1998-99	1999-00	2000-01
<b>FUND BAL., BEG. YEAR</b>	\$1,713,022	\$2,118,625	\$1,725,463	\$759,017
<b>REVENUES:</b>				
TRANSFER FROM GEN. FUND	\$630,616	\$667,490	\$740,783	\$783,760
EQUIPMENT SALES	22,655	38,904	90,000	20,000
INSURANCE PROCEEDS	44,860	135,882	0	0
METRO AGENCY CONTRIBUTIONS	6,000	4,000	4,000	4,000
TRANSFER, NON-RECURRING GEN.FUND	191,800	55,500	128,275	0
TRANSFER, FEMA GRANT FUND	0	12,969	0	0
POLICE FED. GRANT (EQ.)	13,521	8,034	23,592	0
TRANSFER, FIRE INTERCOM SYSTEM	0	4,500	0	0
TRANSFER, L09 SALT TANKS	0	0	7,000	0
TRANSFER, GEN., LIBRARY LINCOLN				
TRAILS SYSTEM UPGRADE	0	0	0	50,000
TRANSFER, GEN., NEW EQ.	0	0	0	114,790
STATE REIMB., POLICE TRAINING	24,218	0	20,000	15,000
STATE REIMB., FIRE TRAINING	2,048	4,265	2,100	3,300
TRANSFER, P.E.G. FUND	31,000	61,000	33,000	40,500
INTEREST	124,965	88,121	50,000	50,000
<b>TOTAL REVENUES</b>	<b>\$1,091,683</b>	<b>\$1,080,665</b>	<b>\$1,098,750</b>	<b>\$1,081,350</b>
<b>EXPENDITURES:</b>				
MAJOR EQUIPMENT	\$456,280	\$1,317,371	\$1,578,845	\$488,500
POLICE EQUIPMENT	79,488	75,338	177,181	93,010
FIRE EQUIPMENT	101,806	19,180	55,430	62,180
PUBLIC WORKS EQUIPMENT	23,807	18,192	186,033	54,730
OTHER DEPT. EQUIPMENT	1,274	4,746	51,127	57,970
PEG EQUIPMENT	23,425	39,000	16,580	8,000
<b>SUBTOTAL, EXPENDITURES</b>	<b>\$686,080</b>	<b>\$1,473,827</b>	<b>\$2,065,196</b>	<b>\$764,390</b>
<b>FUND BAL., END YEAR, P.E.G.</b>	<b>\$77,403</b>	<b>\$99,403</b>	<b>\$115,823</b>	<b>\$148,323</b>
<b>FUND BAL., END YEAR, METCAD</b>	<b>\$42,916</b>	<b>\$58,566</b>	<b>\$74,996</b>	<b>\$92,086</b>
<b>FUND BAL., LINCOLN TRAILS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>
<b>FUND BAL., END YEAR, REG.</b>	<b>\$1,998,306</b>	<b>\$1,567,494</b>	<b>\$568,198</b>	<b>\$785,568</b>

**Special Funds That Support  
General Operations**

**VEHICLE AND EQUIPMENT REPLACEMENT FUND  
GENERAL FUND TRANSFERS BY DEPARTMENT**

DEPARTMENT	ACTUAL	ACTUAL	PROJECTED	BUDGET
	1997-98	1998-99	1999-00	2000-01
EXECUTIVE	\$7,140	\$7,390	\$7,760	\$8,070
FINANCE	23,520	24,340	25,560	26,780
POLICE:				
REG.	163,930	171,170	194,530	204,530
METCAD	15,116	15,650	16,430	17,090
FIRE	117,575	134,920	160,993	171,560
PUBLIC WORKS	289,530	299,660	320,430	340,050
COMMUNITY DEV.	13,805	14,360	15,080	15,680
<b>TOTAL</b>	<b>\$630,616</b>	<b>\$667,490</b>	<b>\$740,783</b>	<b>\$783,760</b>

**LANDSCAPE RECYCLING CENTER**

Accounts for costs of countywide self-sustaining landscape recycling center.  
Revenues are provided from service fees charged users of the center.

**LANDSCAPE RECYCLING CENTER  
FINANCIAL SUMMARY**

	ACTUAL	ACTUAL	ESTIMATED	BUDGET	%
	1997-98	1998-99	1999-00	2000-01	CHG
<b>FUND BAL., BEG. YEAR</b>	\$14,460	\$13,833	\$49,210	\$96,895	
<b>RECEIPTS:</b>					
L.R.C. SERVICE FEES	\$203,821	\$288,177	\$289,000	\$289,000	0.0%
OTHER REVENUES	0	141,908	0	0	
INTEREST	127	1,686	2,000	2,000	
<b>TOTAL RECEIPTS</b>	<b>\$203,948</b>	<b>\$431,771</b>	<b>\$291,000</b>	<b>\$291,000</b>	
<b>EXPENDITURES:</b>					
PERSONNEL SERVICES	\$96,574	\$104,268	\$130,534	\$141,840	8.7%
SUPPLIES	10,482	24,409	20,620	32,620	58.2%
CONTRACTUAL AND OPERATING	97,519	74,219	59,181	62,651	5.9%
SET ASIDE FOR EQ. REPL.	0	0	47,300	54,900	
<b>SUBTOTAL, OP. EXPENDITURES</b>	<b>\$204,575</b>	<b>\$202,896</b>	<b>\$257,635</b>	<b>\$292,011</b>	
DEDUCT EST. UNSPENT BUDGET	0	0	0	0	
<b>NET REV. OVER (UNDER) OP. EXP.</b>	<b>(\$627)</b>	<b>\$228,875</b>	<b>\$33,365</b>	<b>(\$1,011)</b>	
EQUIPMENT	0	193,498	32,980	82,390	
<b>CASH BAL., END YEAR:</b>					
RESERVED FOR EQ. REPL.	\$13,833	\$49,210	\$63,530	\$36,040	
RESERVED FOR OPERATING	\$0	\$0	\$33,365	\$32,354	

**LANDSCAPE RECYCLING CENTER ACTIVITIES**

- Operate a county-wide, self-sustaining landscape recycling facility

**Special Funds That Support  
General Operations**

- Coordination with local governments participating in the site's operations
- Maintaining required records concerning the amount of materials received and processed and submission of required reports to oversight agencies
- Process landscape waste materials by grinding and composting to produce materials that can be marketed to the public

**LANDSCAPE RECYCLING CENTER  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
<b>FULL-TIME</b>	1.35	1.35	1.83	1.83
<b>PART-TIME</b>	2.00	2.00	2.00	2.15
<b>TOTAL</b>	3.35	3.35	3.83	3.98

**U-CYCLE FUND**

Accounts for costs of residential single-family and multi-family recycling programs. Revenues from recycling taxes fund curbside contractual pickup. A transfer from the general fund provides funding for drop-off site.

**U-CYCLE FUND  
FINANCIAL SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	ESTIMATED 1999-00	BUDGET 2000-01	% CHG
<b>CASH BAL., BEG. YEAR</b>	\$0	\$2,160	\$11,044	\$32,544	
<b>RECEIPTS:</b>					
<b>RECYCLING TAX:</b>					
<b>RESIDENTIAL</b>	\$183,150	\$192,090	\$183,760	\$186,280	1.4%
<b>MULTI-FAMILY</b>	0	0	206,620	209,810	
<b>TRANSFER, RESERVE FUNDS:</b>					
<b>MATERIAL RESALE</b>	1,170	9	0	0	
<b>LOAN RPC, TOATERS</b>	0	0	81,950	0	
<b>DROP OFF SITE</b>	30,900	30,900	7,800	0	
<b>TOTAL RECEIPTS</b>	\$215,220	\$222,999	\$480,130	\$396,090	
<b>EXPENDITURES:</b>					
<b>RESIDENTIAL PROGRAM</b>	\$213,060	\$213,641	\$191,550	\$191,700	
<b>MULTI-FAMILY PROGRAM</b>	0	474	185,130	212,380	
<b>PURCHASE TOATERS, MFAM.</b>	0	0	81,950	0	
<b>TOTAL EXPENDITURES</b>	\$213,060	\$214,115	\$458,630	\$404,080	
<b>CASH BAL., END YEAR,:</b>					
<b>RESERVED RESIDENTIAL</b>	\$2,160	\$11,518	\$11,528	\$6,108	
<b>CASH BAL., END YEAR,:</b>					
<b>RESERVED MULTI FAMILY</b>	\$0	(\$474)	\$21,016	\$18,446	

**Special Funds That Support  
General Operations**

**U-CYCLE PROGRAM ACTIVITIES**

- The residential program now provides curbside recycling collection for six dwelling units or less, under a contract with the private sector, which will expire in March 2002. Funding is provided entirely from the residential recycling tax.
- A citywide recycling drop-off site has been provided under contract paid from reserve funds for three months July-Sep. This site will cease with the start of the multifamily program.
- The multifamily program will provide on-site collection to apartment buildings of seven or more units under a private sector contract to expire in March 2002. The program is estimated to begin August 1, 1999, and will be funded from a new multifamily recycling tax.

**WORKER'S COMPENSATION RETAINED RISK FUND**

Accounts for the transfer of monies from the general operating funds and costs for worker's compensation claims. Amounts transferred represent the cost of conventional worker's compensation insurance and are charged to various programs and departments. Expenditure amounts included in the financial summary that follows would be the maximum or worst case level. It is anticipated that substantially lower payments will actually be made, but it is impossible to predict the amount. Unspent amounts will be accumulated in the fund to pay for future claims.

**WORKER'S COMPENSATION RETAINED RISK FUND  
FINANCIAL SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
<b>FUND BAL., BEG. YEAR</b>	\$1,674,868	\$2,132,681	\$2,343,904	\$2,581,569
<b>REVENUES:</b>				
<b>INTEREST</b>	\$97,368	\$107,450	\$126,000	\$138,000
<b>TRANSFER, GEN. FUND</b>	567,760	304,890	315,570	315,570
<b>TRANSFER, L.R.C.</b>	3,500	3,600	1,800	900
<b>TRANSFER, ARMS PROG.</b>	100	200	200	100
<b>TRANSFER, P.E.G. FUND</b>	1,240	620	700	310
<b>TRANSFER, EQ. SERV. FUND</b>	8,440	4,220	4,200	2,100
<b>TRANSFER, M.V.P.S. FUND</b>	14,420	7,220	7,200	3,600
<b>TOTAL REVENUES</b>	\$692,828	\$428,200	\$455,670	\$460,580
<b>EXPENDITURES:</b>				
<b>BENEFIT PAYMENTS</b>	\$102,720	\$105,962	\$105,000	\$262,700
<b>EMPLOYEE INCENTIVES/TRAINING</b>	111,550	90,270	92,200	105,000
<b>ADMINISTRATOR FEE</b>	20,745	20,745	20,805	22,000
<b>TOTAL EXPENDITURES</b>	\$235,015	\$216,977	\$218,005	\$389,700
<b>LESS EST. UNSPENT BUDGET</b>	\$0	\$0	\$0	\$0
<b>FUND BAL., END YEAR:</b>	\$2,132,681	\$2,343,904	\$2,581,569	\$2,652,449

**CABLE TV P.E.G. FUND**

Accounts for receipts from the 2% P.E.G. franchise fee that was assessed with the new cable TV franchise ordinance. This program will report costs of televising public meetings. Non-recurring equipment purchases are reported in the city vehicle and equipment replacement fund and are funded by an annual transfer from the p.e.g. fund.

**CABLE TV P.E.G. FUND  
FINANCIAL SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
<b>FUND BAL., BEG. YEAR</b>	\$25,382	\$29,620	\$10,839	\$8,129
<b>REVENUES:</b>				
<b>2% P.E.G. FEE</b>	\$74,773	\$80,217	\$83,260	\$86,000
<b>MEMBERSHIP FEES</b>	270	300	200	200
<b>INTEREST</b>	850	380	400	400
<b>TOTAL REVENUES</b>	\$75,893	\$80,897	\$83,860	\$86,600
<b>EXPENDITURES:</b>				
<b>Personnel Costs:</b>				
<b>P.E.G. Coordinator</b>	\$24,215	\$24,998	\$25,900	\$26,940
<b>Camera Operators</b>	2,859	3,677	3,410	3,550
<b>Production Intern</b>	0	0	6,100	6,340
<b>Employee Insurance</b>	2,210	2,166	2,490	2,750
<b>I.M.R.F.</b>	4,130	4,130	5,110	3,840
<b>Subtotal, Personnel</b>	\$33,414	\$34,971	\$43,010	\$43,420
<b>Supplies</b>	\$1,454	\$1,469	\$3,000	\$3,000
<b>Contractual and Operating:</b>				
<b>Transfer, Worker's Comp.</b>	\$1,240	\$620	\$700	\$310
<b>Dues and Subscriptions</b>	40	60	60	60
<b>City Insurance</b>	840	850	1,180	1,080
<b>Training &amp; Education</b>	1,116	267	1,600	1,600
<b>Consultant</b>	867	0	1,500	1,500
<b>Promotional Costs</b>	0	0	0	500
<b>Eq. Maintenance</b>	1,684	441	2,000	2,000
<b>City Telephone</b>	0	0	520	520
<b>Transfer, VERF (Eq.)</b>	31,000	61,000	33,000	40,500
<b>Subtotal, Contractual and Op.</b>	\$36,787	\$63,238	\$40,560	\$48,070
<b>TOTAL EXPENDITURES</b>	\$71,655	\$99,678	\$86,570	\$94,490
<b>FUND BAL., END YEAR:</b>	\$29,620	\$10,839	\$8,129	\$239

**ACTIVITIES OF THE CABLE TV P.E.G. FUND**

- Coordinate the operation of the Urbana Public Television access channel
- Supervise the cable camera operators and the telecast of public meetings
- Produce programming for UPTV in conjunction with city departments, the Urbana Park District and the Urbana School District

**Special Funds That Support  
General Operations**

- Coordinate with the Urbana Public Television Commission to develop and promote Urbana public television
- Support and develop Urbana public television public access membership, equipment and facilities for use by Urbana residents, non-profit corporations and other qualified individuals

**CABLE TV P.E.G. FUND  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
<b>FULL-TIME</b>	1.00	1.00	1.00	1.00
<b>PART-TIME</b>	0.15	0.15	0.55	0.55
<b>TOTAL</b>	1.15	1.15	1.55	1.55

**F.E.M.A. EMERGENCY GRANT FUND**

Accounts for certain charges made to the Federal and State F.E.M.A. agencies for costs incurred from the tornado disaster in April of 1996. These charges are in the form of a transfer from the FEMA Emergency C.D. Special Fund

**F.E.M.A. EMERGENCY GRANT FUND  
FINANCIAL SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
<b>FUND BAL., BEG. YEAR</b>	\$2,396	\$46,664	\$11,993	\$9,613
<b>REVENUES:</b>				
F.E.M.A. GRANT	\$2,062	\$0	\$0	\$0
TRANSFER, FEMA CD FUND	58,872	3,293	0	0
U/I REIMB., SIRENS	0	6,945	0	0
INTEREST	2,293	1,881	600	500
<b>TOTAL REVENUES</b>	<b>\$63,227</b>	<b>\$12,119</b>	<b>\$600</b>	<b>\$500</b>
<b>EXPENDITURES:</b>				
Tornado Siren Installation	\$0	\$22,950	\$0	\$10,113
Disaster Mitigation Supplies	7,459	3,420	0	0
Contractual Cleanup	0	0	0	0
Mobile Field Command Unit	0	10,120	2,980	0
Emergency Training, Fire Personnel	11,500	10,300	0	0
Transfer, Veh/Eq. Fund	0	0	0	0
Reimbursement, Other Agencies	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$18,959</b>	<b>\$46,790</b>	<b>\$2,980</b>	<b>\$10,113</b>
<b>FUND BAL., END YEAR:</b>	<b>\$46,664</b>	<b>\$11,993</b>	<b>\$9,613</b>	<b>\$0</b>

**F.E.M.A. PROJECT IMPACT GRANT FUND**

Accounts for a grant the City expects to receive from F.E.M.A. to finance certain hazard mitigation contractual services and certain construction projects to lessen the impact of natural and weather related emergencies.

**F.E.M.A. PROJECT IMPACT GRANT FUND  
FINANCIAL SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
<b>FUND BAL., BEG. YEAR</b>	\$0	\$0	\$0	\$0
<b>REVENUES:</b>				
F.E.M.A. GRANT	\$0	\$0	\$304,000	\$0
MATCHING REVENUES	0	0	73,700	0
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$377,700</b>	<b>\$0</b>
<b>EXPENDITURES:</b>				
<b>Contractual:</b>				
School Hazard Mitigation Ed.	\$0	\$0	\$8,375	\$0
Wind Resistance Design (U/I)	0	0	36,575	0
Partnership Dev. (RPC)	0	0	0	0
Subtotal, Contractual	\$0	\$0	\$44,950	\$0
<b>Construction Projects:</b>				
Courtesy Ave. Bridge	\$0	\$0	\$28,750	\$0
Ejector Sewers	0	0	102,650	0
Rain and Stream Gauges	0	0	53,400	0
Florida Ave. Ext. Storm Sewers	0	0	45,000	0
St. Joe Drainage Dist. Transfer	0	0	34,500	0
Wind Resistance Demonstration	0	0	12,700	0
Storm Shelter Demonstration	0	0	10,100	0
Underground El. Service Rebates	0	0	41,650	0
Mentoring Costs	0	0	4,000	0
Subtotal, Construction	\$0	\$0	\$332,750	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$377,700</b>	<b>\$0</b>
<b>FUND BAL., END YEAR:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**POLICE AREA-WIDE RECORDS MANAGEMENT SYSTEM (A.R.M.S.) FUND**

Accounts for data-processing costs of a multi-agency computerized police records information system. A cooperative venture between METCAD, the City of Champaign, the University of Illinois and the City of Urbana police departments, these agencies share common access to police records utilizing software developed by the City of Urbana police department. Sharing of police records will greatly enhance the ability of the participating agencies to effectively perform their crime fighting duties. Revenues are provided by contributions from the participating agencies.

**Special Funds That Support  
General Operations**

**POLICE AREA-WIDE RECORDS MANAGEMENT SYSTEM (A.R.M.S.) FUND  
FINANCIAL SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
<b>REVENUES:</b>				
CONTRIBUTIONS, OTHER AGENCIES	\$31,537	\$28,551	\$48,019	\$48,240
CONTRIBUTIONS, URBANA	19,325	7,284	11,081	11,140
INTEREST	0	779	800	800
<b>TOTAL REVENUES</b>	<b>\$50,862</b>	<b>\$36,614</b>	<b>\$59,900</b>	<b>\$60,180</b>
<b>EXPENDITURES:</b>				
PERSONNEL SERVICES	\$48,452	\$27,965	\$55,410	\$55,860
SUPPLIES AND MATERIALS	0	0	0	0
OPERATING AND CONTRACTUAL	2,410	8,649	4,490	4,320
CAPITAL OUTLAY	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$50,862</b>	<b>\$36,614</b>	<b>\$59,900</b>	<b>\$60,180</b>

**ACTIVITIES OF THE AREA-WIDE RECORDS MANAGEMENT SYSTEM (A.R.M.S.) FUND**

- Maintain and update a data base of over 350,000 names of victims, criminals and witnesses to crimes
- Maintain and update a data base of over 290,000 individual criminal cases, with over 15 years of historical criminal records available for crime trend analysis and historical statistical research
- Maintain current software and develop new software for user access to the data base

**POLICE AREA-WIDE RECORDS MANAGEMENT SYSTEM (A.R.M.S.) FUND  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
<b>FULL-TIME</b>	1.00	1.00	1.00	1.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	1.00	1.00	1.00	1.00



# COMMUNITY DEVELOPMENT SPECIAL FUNDS

## COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The following is a description of proposed program objectives and use of funds for the coming year to provide services to residents of parts of Census Tracts 53, 54, and 55 in north and east-central Urbana.

## COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FINANCIAL SUMMARY

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
FUND BAL., BEG. YEAR	\$0	\$0	\$0	\$40,730
<b>REVENUES:</b>				
FEDERAL GRANT-CURRENT	\$566,000	\$524,000	\$528,000	\$530,000
FEDERAL GRANT-CARRYOVER	(92,181)	(105,460)	653,987	309,849
<b>SUBTOTAL, FED. GRANT</b>	<b>\$473,819</b>	<b>\$418,540</b>	<b>\$1,181,987</b>	<b>\$839,849</b>
<b>PROGRAM INCOME:</b>				
TRANSFER, BUS. LOAN FUND	4,430	4,078	18,210	18,210
SAN. DIST. REIMB., HICKORY	82,340	0	0	0
TRANSFER, LOCAL HOUSING	35,101	53,669	32,220	35,000
OTHER PROGRAM INCOME	5,029	15	0	0
<b>TOTAL REVENUES</b>	<b>\$600,719</b>	<b>\$476,302</b>	<b>\$1,232,417</b>	<b>\$893,059</b>
<b>EXPENDITURES BY PROGRAM</b>				
ADMINISTRATION	\$89,463	\$96,977	\$103,256	\$94,850
HOUSING	264,284	219,488	522,124	391,696
PUBLIC SERVICES	88,388	108,998	101,623	89,500
PUBLIC FACILITIES	76,218	19,044	411,764	239,553
ECONOMIC DEVELOPMENT	41,357	0	0	0
INTERIM ASSISTANCE	41,009	31,795	52,920	34,250
<b>TOTAL EXPENDITURES</b>	<b>\$600,719</b>	<b>\$476,302</b>	<b>\$1,191,687</b>	<b>\$849,849</b>
FUND BAL., END YEAR	\$0	\$0	\$40,730	\$83,940

## COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM EXPENDITURE SUMMARY

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01	% CHG.
PERSONNEL SERVICES	\$120,778	\$114,658	\$134,527	\$119,269	-11.3%
MATERIALS AND SUPPLIES	3,857	3,632	4,500	4,400	-2.2%
OPERATIONS AND CONTRACTUAL SERVICES	399,866	338,968	640,896	486,627	-24.1%
CAPITAL IMPROVEMENTS	76,218	19,044	411,764	239,553	-41.8%
<b>TOTAL</b>	<b>\$600,719</b>	<b>\$476,302</b>	<b>\$1,191,687</b>	<b>\$849,849</b>	<b>-28.7%</b>

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
PERSONNEL SUMMARY**

	1997-98	1998-99	1999-00	2000-01
<b>FULL-TIME</b>	3.00	3.00	3.00	3.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	3.00	3.00	3.00	3.00

**CDBG PROGRAM OBJECTIVES**

1. To maintain and improve the quality of life in the City through design and delivery of programs that either benefit low-income persons or eliminate slum and blight.
2. To eliminate deficient housing conditions through loans and grants, which principally benefit very low-income persons and, in cases of extreme deterioration, through property clearance and resident relocation.
3. To further achievement of affordable housing goals established by the City in its Consolidated Plan.
4. To increase the number of low- and moderate-income homeowners in the City through use of down-payment assistance and tax credits.
5. To increase the number of rental housing units affordable to very low-income persons through tenant-based rent assistance and through use of tax credits for investors in low-income housing.
6. To improve the appearance and safety of the CD Target Area through capital improvements and cleanup activities.
7. To increase the number of accessible housing units available to persons with disabilities.
8. To prevent housing deterioration through grants for minor home repair targeted toward elderly persons and persons with disabilities.
9. To provide social services designed to promote personal growth, independent living, and self-sufficiency.
10. To promote involvement by residents in planning, design, and implementation of neighborhood services through development of viable, representative, non-profit neighborhood and housing organizations.

**PROPOSED USE OF CDBG FUNDS**

1. Funds will be used to rehabilitate owner-occupied housing and to make accessibility modifications to both owner- and renter-occupied housing.
2. A home maintenance repair program for homeowners 62 years old or older and for homeowners with disabilities will be funded.
3. Funds will be contributed to the City's Transitional Housing Program for families with children.
4. Funds will be contributed to the Consolidated Social Service Fund.
5. Fund will be used to establish a community center in the vicinity of King School and King Park.

6. Special neighborhood cleanup programs will be held in the fall and the spring in the Community Development Target Area.
7. Funds will be used to remove deteriorated accessory buildings from owner- and renter-occupied residential properties in the Community Development Target Area.
8. Grants will be made available to non-profit neighborhood organizations to assist them in organizing and in providing services, including acquisition and rehabilitation of blighted housing.
9. Funds will be contributed to street lighting improvements in Census Tract 55, Area 3B.
10. Funds will be used to reconstruct Maple, Grove, and Anderson streets between Illinois and Oregon streets.
11. Funds will be contributed to development of a new emergency and transitional housing facility in Champaign to replace McKinley Men's Emergency Shelter.
12. Funds will be granted to Urban League of Champaign County for a house painting / job training program.
13. Funds will be contributed to Canaan Development Foundation for establishment of a Women's SAFE House transitional housing facility in Champaign and for accessibility and energy conservation improvements to the Men's SAFE House in Urbana.
14. Funds will be used to acquire property in the target area for housing construction and for elimination of blighting conditions.
15. Funds will be used to renovate the maintenance facility at Lakeside Terrace public housing for use by Don Moyer's Boys and Girls Club as a satellite recreational facility.
16. Funds will be contributed to relocation of Crisis Nursery from its existing structure on West Park Street in Urbana to either a new or rehabilitated structure in the vicinity of Provena Covenant Medical Center.
17. Funds will be used by AMBUCS to construct wheelchair ramps for persons with disabilities.
18. Funds will be used to maintain properties purchased through the community development program until they are needed for community development projects.

### **COMMUNITY DEVELOPMENT SINK**

This Fund was originally established to cover CDBG expenditures while awaiting receipt of entitlement drawdowns. In recent years, this Fund has been used to help fund site development, architectural services and property acquisitions in connection with the Eads at Lincoln development. It is recommended that the Fund will continue to be used for miscellaneous community development-related expenditures not otherwise eligible for funding under CDBG but that a minimum balance of \$50,000 be maintained in this Fund as a reserve for emergencies such as sudden unanticipated loss of CDBG funds. Interest revenues accrue to the Fund.

**COMMUNITY DEVELOPMENT SINK  
FINANCIAL SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
FUND BAL., BEG. YEAR	\$65,211	\$71,801	\$74,316	\$52,996
<b>REVENUES:</b>				
INTEREST	4,534	3,860	3,000	3,000
EADS LOT SALES	0	0	6,000	6,000
MISCELLANEOUS	3,510	36	0	0
TRANSFER, STATE TRUST HOUSING	0	0	0	0
<b>EXPENDITURES:</b>				
EADS HOMEOWNER ASST.	0	0	23,700	6,000
COMM. DEV.-MISC.	1,454	1,381	6,620	3,000
FUND BAL., END YEAR	\$71,801	\$74,316	\$52,996	\$52,996

**HUD SMALL BUSINESS LOAN PROGRAM**

This Fund was originally capitalized with CDBG funds to purchase participation notes in connection with Small Business Loans. No business loans are being originated from this Fund at this time due to burdensome Federal guidelines and to a shift in local funding priorities toward housing. Revenue received by this Fund includes loan payments and interest. This revenue is considered CDBG program income subject to CDBG guidelines. Per these guidelines, all revenues are transferred into CDBG for immediate expenditure in accordance with the CDBG final statement. Once the last Small Business Loan matures (in approximately 6 years) this Fund will be closed.

**HUD SMALL BUSINESS LOAN PROGRAM  
FINANCIAL SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
FUND BAL., BEG. YEAR	\$81	\$1	\$1	\$1
<b>REVENUES:</b>				
INTEREST	8	6	10	10
LOAN REPAYMENTS	4,342	4,072	18,200	18,200
<b>EXPENDITURES:</b>				
TRANSFER, C.D.B.G.	4,430	4,078	18,210	18,210
FUND BAL., END YEAR	\$1	\$1	\$1	\$1

**CRYSTAL LAKE PARK NEIGHBORHOOD FUND**

New in 1997, this fund accounts for contributions from Carle and the City toward a Crystal Lake Park Neighborhood Fund. The money will be used for affordable housing, housing rehabilitation, crime prevention, social services, job training, neighborhood beautification, and marketing of Carle owned rental properties targeted for home ownership.

**CRYSTAL LAKE PARK NEIGHBORHOOD FUND  
FINANCIAL SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
FUND BAL., BEG. YEAR	\$20,000	\$42,830	\$39,188	\$1,106
<b>REVENUES:</b>				
INTEREST	550	2,655	2,000	1,000
ANNUAL CARLE PAYMENT	10,000	10,000	10,000	10,000
ANNUAL CITY, CARLE	10,000	10,000	10,000	10,000
REPAYMENTS	2,280	2,451	0	0
CITY PAYMENT, D.P. ASSIST.	0	0	19,423	0
<b>EXPENDITURES:</b>				
CARLE DOWN PAYMENTS	0	0	24,155	0
NEIGHBORHOOD PROJECTS	0	28,748	55,350	22,000
FUND BAL., END YEAR	\$42,830	\$39,188	\$1,106	\$106

**TRANSITIONAL HOUSING FUND**

This Fund is used for revenues and expenditures related to the operation of three dwelling units acquired and renovated with assistance from HUD and two units leased from Carle at no cost. The City is contractually committed to operate this program until June 30, 2001, unless the City can show no current need to continue the program.

**TRANSITIONAL HOUSING FUND  
FINANCIAL SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
FUND BAL., BEG. YEAR	\$31,739	\$46,093	\$0	\$30,042
<b>REVENUES:</b>				
FED./STATE GRANT	\$31,748	\$2,587	\$0	\$0
RENT/CONTRIBUTIONS	10,515	10,810	7,500	7,500
TRANSFER, C.D.B.G.	11,493	42,631	44,942	44,900
INS. PROCEEDS, HOUSE FIRE	0	0	30,000	0
TRANSFER, SOCIAL SERV.	11,493	0	0	0
<b>TOTAL REVENUES</b>	<b>\$65,249</b>	<b>\$56,028</b>	<b>\$82,442</b>	<b>\$52,400</b>
<b>EXPENDITURES:</b>				
<b>PERSONNEL SERVICES:</b>				
TRANS. HOUSING CORR DINATOR	\$18,340	\$23,401	\$24,287	\$24,287
GRANTS COORDINATOR I (.25 TO .05)	6,355	1,321	1,367	1,367
SECRETARY (.15 TO .1)	2,943	2,335	2,502	2,502
IMRF/FICA	4,369	4,081	4,209	4,209
EMPL. INSURANCE	2,356	2,351	2,340	2,340
SUBTOTAL, PERSONNEL	\$34,363	\$33,489	\$34,705	34,705
SUPPLIES	3	38	200	200
OPERATIONAL COSTS	16,529	19,794	17,105	17,105
RESIDENT SERVICES	0	120	390	390
HOUSE REBUILD	0	0	0	30,000
TRANSFER TO SOCIAL SERVICE FUND	0	48,680	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$50,895</b>	<b>\$102,121</b>	<b>\$52,400</b>	<b>\$82,400</b>
FUND BAL., END YEAR	\$46,093	\$0	\$30,042	\$42

**Community Development Special Funds**

**DOWNTOWN LOAN PROGRAM**

This Fund accounts for a city-administered program that, in conjunction with local banks, subsidizes qualified businesses that make physical improvements to downtown structures. Costs are financed by transfers from TIF 1 and TIF 2 funds and interest from the Economic Development Reserve Funds.

**DOWNTOWN LOAN PROGRAM  
FINANCIAL SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
FUND BAL., BEG. YEAR	\$1,528	\$1,555	\$1,593	\$0
<b>REVENUES:</b>				
INTEREST	27	39	30	0
TRANSFER, EC. DEV. FUND	0	3,314	7,500	15,000
TRANSFER, TIF ONE	0	0	7,500	8,000
TRANSFER, TIF TWO	0	2,459	15,000	10,000
TRANSFER, U.D.A.G.	0	0	0	0
<b>EXPENDITURES:</b>				
DOWNTOWN LOANS	0	5,774	31,623	33,000
FUND BAL., END YEAR	\$1,555	\$1,593	\$0	\$0

**HUD LOCAL HOUSING LOAN PROGRAM**

Similar to the Small Business Loan Program, this Fund is used to account for repayment of housing rehabilitation loans originated through CDBG. Loan payments and interest earnings deposited in the Local Housing Loan Program account represent CDBG program income. This Fund's revenue is routinely transferred to CDBG for expenditure in accordance with the CDBG final statement.

**HUD LOCAL HOUSING LOAN PROGRAM  
FINANCIAL SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
FUND BAL., BEG. YEAR	(\$701)	\$1	(\$2,840)	\$0
<b>REVENUES:</b>				
INTEREST	80	63	60	0
STATE GRANT	5,000	0	0	0
LOAN REPAYMENTS	30,729	65,765	35,000	35,000
<b>EXPENDITURES:</b>				
I.H.D.A. REPAYMENT	6	15,000	0	0
HOUSING REHAB.	0	0	0	0
TRANSFER, C.D.B.G.	35,101	53,669	32,220	35,000
FUND BAL., END YEAR	\$1	(\$2,840)	\$0	\$0

**STATE TRUST HOUSING**

This Fund was used as a revolving construction fund for the Eads at Lincoln development, as well as a second source of housing rehabilitation funds. This Fund was also used to account for a \$135,000 grant from I.H.D.A. made in 1994 for housing rehabilitation. A \$75,000 grant is expected to be received in fiscal year 1999-2000 from I.H.D.A. for rehabilitation of 15 housing units by December 31, 2000. These funds are used in conjunction with C.D.B.G. and HOME funds.

**STATE TRUST HOUSING  
FINANCIAL SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
FUND BAL., BEG. YEAR	\$0	\$0	\$0	\$0
REVENUES:				
STATE GRANT	0	0	75,000	25,000
EXPENDITURES:				
HOUSING REHAB.	0	0	75,000	25,000
FUND BAL., END YEAR	\$0	\$0	\$0	\$0

**C.D. TORNADO GRANT FUND**

This fund was created to account for a C.D.B.G. grant to make certain improvements in the city's disaster preparedness system.

**C.D. TORNADO GRANT FUND  
FINANCIAL SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
FUND BAL., BEG. YEAR	\$0	\$0	\$0	\$0
REVENUES:				
FEDERAL GRANT	172,037	308,217	15,585	0
STATE GRANT	33,302	37,405	53,509	0
EXPENDITURES:				
SIREN UPGRADE	377	293,040	15,585	0
EM. GENERATOR UPGRADE	112,788	0	0	0
REIMB TO CITY, SUPPLIES	58,872	0	0	0
GENERAL ADMINISTRATION	0	15,175	0	0
PERSONNEL SERVICES	2,742	4,355	575	0
SUPPLIES	25	0	0	0
OPERATING AND CONT.	887	261	546	0
PAYMENT TO BLDG. COUNCIL	0	3,641	0	0
ENGINEERING SERVICES	16,050	150	0	0
CONSTRUCTION RETROFIT	7,120	14,500	13,170	0
VIDEO PRODUCTION	6,478	14,500	39,218	0
FUND BAL., END YEAR	\$0	\$0	\$0	\$0

**Community Development Special Funds**

**HOME PROGRAM**

New in 1995-96, this Fund accounts for federal HOME investment partnership funds granted to the Urbana Consortium for affordable housing activities. For ease of accounting and reporting, each of the annual grants is reported in a separate fund.

**HOME PROGRAM  
FINANCIAL SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
<b>FUND BAL., BEG. YEAR</b>	\$0	\$0	\$0	\$0
<b>REVENUES:</b>				
<b>FEDERAL GRANT</b>	\$449,024	\$590,441	\$2,796,118	\$988,394
<b>C.H.D.O. MATCH</b>	\$0	\$0	\$34,913	\$36,900
<b>PROGRAM INCOME</b>	1,756	5,000	0	0
<b>CITY OF CHAMPAIGN MATCH</b>	0	0	101,262	98,127
<b>CHAMPAIGN COUNTY MATCH</b>	0	0	19,332	18,733
<b>RANTOUL MATCH</b>	0	0	0	10,205
<b>URBANA MATCH (TRANSFER CIP)</b>	26,317	30,169	63,519	61,553
<b>TOTAL REVENUES</b>	<b>\$477,097</b>	<b>\$625,610</b>	<b>\$3,015,144</b>	<b>\$1,213,912</b>
<b>EXPENDITURES:</b>				
<b>GENERAL ADMINISTRATION</b>	\$29,312	\$67,246	\$1,471,890	\$78,194
<b>COMMUNITY HOUSING DEV.</b>	65,000	83,436	316,139	192,635
<b>SR. CITIZEN INVOLVEMENT</b>	18,197	0	0	0
<b>HOMESTEAD CORP.</b>	102,853	0	0	0
<b>CITY OF CHAMPAIGN</b>	118,612	246,259	506,308	490,634
<b>CHAMPAIGN COUNTY</b>	26,569	77,372	96,659	93,665
<b>RANTOUL</b>	0	0	0	51,022
<b>CITY OF URBANA</b>	116,554	151,297	624,148	307,762
<b>TOTAL EXPENDITURES</b>	<b>\$477,097</b>	<b>\$625,610</b>	<b>\$3,015,144</b>	<b>\$1,213,912</b>
<b>FUND BAL., END YEAR</b>	\$0	\$0	\$0	\$0

**HOME PROGRAM  
EXPENDITURE SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
<b>PERSONNEL SERVICES</b>	\$51,319	\$62,569	\$1,479,104	\$65,105
<b>SUPPLIES</b>	252	0	0	0
<b>CONTRACTUAL/OPERATIONS</b>	425,526	436,372	1,536,040	1,148,807
<b>CAPITAL OUTLAY</b>	0	0	0	0
<b>TOTAL</b>	<b>\$477,097</b>	<b>\$498,941</b>	<b>\$3,015,144</b>	<b>\$1,213,912</b>



**SUPPORTIVE HOUSING PROGRAM**

Created in 1995-96, this Fund is used to account for a six year HUD supportive housing program grant for expansion of transitional housing shelters. The City's role in this project is limited to fund management and oversight. For ease of reporting and accounting, each grant year has been reported in a separate fund.

**SUPPORTIVE HOUSING PROGRAM  
FINANCIAL SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
FUND BAL., BEG. YEAR	\$0	\$0	\$0	\$0
REVENUES:				
FED. GRANT	145,069	218,338	266,484	0
EXPENDITURES (PROGRAM):				
ADMINISTRATION	1,860	8,898	12,863	0
WOMAN'S PLACE CENTER FOR WOMEN IN TRANSITION	28,770	66,117	54,554	0
SALVATION ARMY	96,759	112,299	125,838	0
TOTAL EXPENDITURES	17,680	31,024	73,229	0
TOTAL EXPENDITURES	\$145,069	\$218,338	\$266,484	\$0
FUND BAL., END YEAR	\$0	\$0	\$0	\$0

**SUPPORTIVE HOUSING PROGRAM  
EXPENDITURE SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
PERSONNEL SERVICES	\$961	\$8,122	\$11,763	\$0
SUPPLIES	272	132	450	0
CONTRACTUAL/OPERATIONS	143,836	210,084	254,271	0
CAPITAL OUTLAY	0	0	0	0
TOTAL	\$145,069	\$218,338	\$266,484	\$0

**SHELTER PLUS PROGRAM**

New in 1997-98, this Fund is used to account for a HUD program grant to provide tenant-based rent assistance targeted toward homeless persons with disabilities and their families/caregivers. Expenditures for rent subsidies are expected to commence in the first quarter of FY98-99.

**SHELTER PLUS PROGRAM  
FINANCIAL SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
FUND BAL., BEG. YEAR	\$0	\$0	\$0	\$0
REVENUES:				
FEDERAL GRANT	\$6,945	\$40,675	\$114,849	\$109,370
EXPENDITURES:				
GRANTS COORD./BENEFITS	\$3,134	\$3,251	\$1,636	\$1,700
RENT ASSISTANCE	3,649	34,725	91,617	107,670
H.A.C.C. CONTRACT	162	2,699	21,596	0
TOTAL EXPENDITURES	\$6,945	\$40,675	\$114,849	\$109,370
FUND BAL., BEG. YEAR	\$0	\$0	\$0	\$0

**Community Development Special Funds**

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**BOYS & GIRLS CLUB SUBGRANTEE FUND**

This fund accounts for a state grant received by the Boys and Girls Club through the City.

**BOYS & GIRLS CLUB SUBGRANTEE FUND**

**FINANCIAL SUMMARY**

	<b>ACTUAL 1997-98</b>	<b>ACTUAL 1998-99</b>	<b>PROJECTED 1999-00</b>	<b>BUDGET 2000-01</b>
<b>REVENUES:</b>				
<b>STATE GRANT</b>	\$0	\$0	\$150,000	\$0
<b>EXPENDITURES:</b>				
<b>PAYMENT TO SUBGRANTEE     BOYS AND GIRLS CLUB</b>	\$0	\$0	\$150,000	\$0

# TAX INCREMENT FINANCING DISTRICT FUNDS

The City of Urbana maintains four tax increment financing districts, as outlined below. These funds account for incremental property and sales taxes in accordance with the Tax Increment Allocation Redevelopment Act of the State and the individual plans adopted for each district. Financial summaries are contained on the following pages:

- TIF 1 was established in 1980. The property tax increment revenue will terminate in 2003, and revert to the various government taxing bodies. The sales tax increment was extended to 2013, with issuance of the 1994A debt issue (used to refinance the original 1982 issue, which was used to construct the parking garage and related streetscape improvements). A significant cost of this fund is this debt service. Current debt service requirements are reported in the following pages.
- TIF 2 was established in 1986. The property tax increment revenue will terminate in 2009 and revert to the various government taxing bodies. The sales tax increment was extended to 2013, with issuance of the 1994B debt issue (used to refinance the original 1990 issue, which was used to construct parking improvements in and around Lincoln Square and City Hall). A significant cost of this fund is this debt service. Current debt service requirements are reported in the following pages.
- TIF 3 was established in 1990 and will terminate in 2013. It is a property tax increment TIF only, without a sales tax component. A significant cost of this fund is debt service on the 1992 debt issue (originally \$1,000,000), which is being used for land acquisition and infrastructure improvements. Current debt service requirements for the 1992 debt are reported in the following pages.
- TIF 4 District is yet to be legally established. The Fund was established in 2000 to account for consultant costs in connection with studying the possible creation of the district. Since there are no monies yet generated, the fund has borrowed money from the Economic Development Fund. When the fund is created, the money can be repaid.

**Tax Increment Financing District Funds**

**T I F 1 FUND  
FINANCIAL SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
CASH BAL., BEG. YEAR	\$716,649	\$714,504	\$1,006,657	\$193,357
<b>REVENUES:</b>				
INCREMENTAL PROP. TAX	\$534,278	\$568,000	\$582,000	\$597,000
TAX COLLECTIONS, PRIOR YR.	4,035	(6,320)	(5,000)	(7,500)
SUBTOTAL, PROP. TAX REC'D	\$538,313	\$561,680	\$577,000	589,500
INTEREST	36,108	41,294	50,000	0
STATE GRANT	1,887	0	3,607	3,600
TOTAL REVENUES	\$576,308	\$602,974	\$630,607	\$593,100
<b>EXPENDITURES:</b>				
<b>PERSONNEL SERVICES:</b>				
TIF SPECIALIST, SALARY	\$22,071	\$0	\$0	\$0
TIF SPECIALIST, BENEFITS	3,428	0	0	0
SUBTOTAL, PERSONNEL	\$25,499	\$0	\$0	\$0
<b>CONTRACTUAL/OPERATIONS:</b>				
AUDIT \$	400	\$ 500	\$ 500	\$ 500
MARKETING/DUES	10,021	2,206	17,225	9,500
JUMER'S DEVELOPMENT INCENT.	3,025	0	0	0
JUMERS DEV. PAYMENT	0	19,694	30,306	30,000
VOCATIONAL TRAINING	75,000	0	0	0
SUBTOTAL, CONTRACTUAL \$	\$ 88,446	\$ 22,400	\$ 48,031	\$ 40,000
<b>CAPITAL IMPROVEMENTS:</b>				
PARKING LOT 8 REDEVEL.	\$0	\$0	\$0	\$0
PHASE 2 DEVELOPMENT	3,520	8,652	4,554	0
GOOSE ALLEY STREETScape	0	461	9,539	0
DOWNTOWN CONSULTANT	0	0	54,000	0
DOWNTOWN EXPANSION COSTS	0	180	18,220	0
RACE ST. STREETScape	0	0	0	200,000
DOWNTOWN LIGHTING IMPR.	0	0	100,000	0
BROADWAY AVE. STREETScape	6,653	0	229,823	0
BROADWAY AVE. LIGHTING	0	178	130,000	0
CROSSWALK IMPROVEMENTS	6,880	3,120	0	0
SUBTOTAL, CAP. IMPROVEMENTS \$	\$ 17,053	\$ 12,591	\$ 546,136	\$ 200,000
<b>TRANSFERS:</b>				
SUPPORT SERVICES, TRANSFER TO GENERAL FUND	\$36,200	\$38,500	\$15,000	\$15,500
TRANSFER, DOWNTOWN LOANS	0	1,392	7,500	8,000
TRANSFER, TIF 2	167,642	0	596,240	27,600
TRANSFER MVPS, DEBT SERVICE	243,613	235,938	231,000	225,000
SUBTOTAL, TRANSFERS	\$447,455	\$275,830	\$849,740	\$276,100
TOTAL EXPENDITURES	\$578,453	\$310,821	\$1,443,907	\$516,100
FUND BAL., END YEAR	\$714,504	\$1,006,657	\$193,357	\$270,357

**TIF 1 BONDS  
CURRENT DEBT SERVICE**

	PRINCIPAL	INTEREST	TOTAL
<b>FY 00-01</b>	155,000	67,725	222,725
<b>FY 01-02</b>	165,000	59,588	224,588
<b>FY 02-03</b>	50,000	50,925	100,925
<b>FY 03-04</b>	55,000	48,300	103,300
<b>FY 04-05</b>	60,000	45,413	105,413
<b>FY 05-06</b>	70,000	42,263	112,263
<b>FY 06-07</b>	75,000	38,588	113,588
<b>FY 07-08</b>	85,000	34,650	119,650
<b>FY 08-09</b>	95,000	30,188	125,188
<b>FY 09-10</b>	105,000	25,200	130,200
<b>FY 10-11</b>	115,000	19,688	134,688
<b>FY 11-12</b>	125,000	13,650	138,650
<b>FY 12-13</b>	135,000	7,088	142,088
<b>TOTALS</b>	1,290,000	483,266	1,773,266

**Tax Increment Financing District Funds**

**T I F 2 FUND  
FINANCIAL SUMMARY**

	<b>ACTUAL 1997-98</b>	<b>ACTUAL 1998-99</b>	<b>PROJECTED 1999-00</b>	<b>BUDGET 2000-01</b>
<b>CASH BAL., BEG. YEAR</b>	(\$9,756)	\$0	\$303,254	\$9
<b>REVENUES:</b>				
<b>INCREMENTAL PROP. TAXES</b>	\$296,105	\$500,000	\$513,000	\$525,000
<b>TAX COLLECTED PRIOR YR.</b>	121,926	23,910	(6,500)	(6,500)
<b>SUBTOTAL, PROP. TAX REC'D</b>	\$418,031	\$523,910	\$506,500	\$518,500
<b>INTEREST</b>	0	8,752	20,000	1,000
<b>LOCAL SALES TAX (GRANT MATCH)</b>	158,802	185,951	81,149	214,000
<b>STATE GRANT</b>	173,038	199,632	150,000	160,000
<b>TRANSFER IN, TIF 1</b>	167,642	0	596,240	27,600
<b>TOTAL REVENUES</b>	\$917,513	\$918,245	\$1,353,889	\$921,100
<b>EXPENDITURES:</b>				
<b>PERSONNEL/BENEFITS:</b>				
<b>TIF SPECIALIST</b>	\$0	\$27,716	\$36,000	\$40,460
<b>AUDIT</b>	\$400	\$500	\$500	\$500
<b>MARKETING/DUES</b>	545	8,940	30,014	9,880
<b>LINCOLN SQ. PAYMENT</b>	69,988	89,377	90,000	92,700
<b>UNIV. AUTO. DEV. PAYMENT</b>	0	0	0	0
<b>ELITE DINER RELOCATION</b>	0	0	0	30,000
<b>COSTS/DEV. PROJECT</b>	10,000	8,617	279,003	0
<b>SCHNUCK'S DEV. PAYMENT</b>	0	0	320,000	160,000
<b>SUBTOTAL, CONTRACTUAL</b>	\$80,933	\$107,434	\$719,517	\$293,080
<b>CAPITAL IMPROVEMENTS:</b>				
<b>MAIN/VINE ST. IMPR.</b>	\$400,000	\$0	\$10,000	\$0
<b>LOT 25 EXPANSION</b>	32,822	2,249	67,751	0
<b>BONEYARD IMPROVEMENTS</b>	11,500	0	178,500	0
<b>SPRINGFIELD AVE. IMPR.</b>	363	91	6,866	0
<b>STRATFORD PROP. IMPR.</b>	0	0	175,000	120,000
<b>SUBTOTAL, CAP. IMPROVEMENTS</b>	\$444,685	\$2,340	\$438,117	\$120,000
<b>TRANSFERS:</b>				
<b>SUPPORT SERVICES, TRANSFER TO GENERAL FUND</b>	\$38,400	\$39,940	\$15,000	\$15,500
<b>REPAY, EC. DEV. LOAN</b>	95,000	95,000	95,000	95,000
<b>REPAY, TAX STAB. LOAN</b>	0	98,000	98,000	94,000
<b>DOWNTOWN LOAN FUND</b>	0	1,067	7,500	15,000
<b>MVPS, DEBT SERVICE</b>	248,739	243,494	248,000	248,000
<b>SUBTOTAL, TRANSFERS</b>	\$382,139	\$477,501	\$463,500	\$467,500
<b>TOTAL EXPENDITURES</b>	\$907,757	\$614,991	\$1,657,134	\$921,040
<b>CASH BAL., END YEAR</b>	\$0	\$303,254	\$9	\$69

**TIF 2 BONDS  
CURRENT DEBT SERVICE**

	PRINCIPAL	INTEREST	TOTAL
<b>FY 00-01</b>	185,000	61,100	246,100
<b>FY 01-02</b>	195,000	51,480	246,480
<b>FY 02-03</b>	200,000	41,340	241,340
<b>FY 03-04</b>	210,000	30,940	240,940
<b>FY 04-05</b>	225,000	20,020	245,020
<b>FY 05-06</b>	20,000	8,320	28,320
<b>FY 06-07</b>	20,000	7,280	27,280
<b>FY 07-08</b>	20,000	6,240	26,240
<b>FY 08-09</b>	20,000	5,200	25,200
<b>FY 09-10</b>	20,000	4,160	24,160
<b>FY 10-11</b>	20,000	3,120	23,120
<b>FY 11-12</b>	20,000	2,080	22,080
<b>FY 12-13</b>	20,000	1,040	21,040
<b>TOTAL \$</b>	<b>1,175,000 \$</b>	<b>242,320 \$</b>	<b>1,417,320 \$</b>

**TIF 3  
FINANCIAL SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
BAL., BEG. YEAR	\$258,132	\$423,935	\$204,931	\$90,334
<b>REVENUES:</b>				
PROPERTY TAX:				
CURRENT YEAR'S INCREMENT	\$302,240	\$304,464	\$320,000	\$360,000
PREVIOUS YEAR'S INCREMENT	1,136	19,043	(10,000)	(20,000)
SUBTOTAL, PROP. TAX	\$303,376	\$323,507	\$310,000	\$340,000
INTEREST				
WEISEGER REPAYMENT	243,800	0	0	0
LOAN FROM EC. DEV. FUND	0	0	0	120,000
LOAN FROM TAX STAB. FUND	115,000	0	120,000	0
TOTAL REVENUES	\$680,298	\$339,568	\$440,000	\$466,000
<b>EXPENDITURES:</b>				
PERSONNEL SERVICES:				
PART-TIME INTERN	6,733	0	0	0
CONTRACTUAL/OPERATIONS:				
AUDIT	\$0	\$0	\$0	\$0
MARKETING/DUES	0	0	29,000	12,000
LEGAL/ENGIN./APPRAISALS	0	0	10,200	0
VOCATIONAL PAYMENT	0	50,000	50,000	50,000
CORRIDOR PROP. SUBSIDY	265,000	117,679	158,321	130,000
MOBILE HOME RELOCATIONS	113,554	4,947	11,676	0
HARVEY/GREGORY IMPR.	0	0	120,000	120,000
GOODWIN AVE. BIKEPATH	0	0	0	0
CAPSTONE IMPROVEMENT	0	135,000	15,000	0
SUBTOTAL, CONTRACTUAL	\$378,554	\$307,626	\$394,197	\$312,000
TRANSFERS:				
INTEREST., EC. DEV. FUND	\$0	\$0	\$26,400	\$62,000
LOAN REPAY., TAX STAB. FUND	0	121,900	0	0
DEBT SERVICE	129,208	129,046	134,000	134,000
SUBTOTAL, TRANSFERS	\$129,208	\$250,946	\$160,400	\$196,000
TOTAL EXPENDITURES	\$514,495	\$558,572	\$554,597	\$508,000
FUND BAL., END YEAR	\$423,935	\$204,931	\$90,334	\$48,334

**TIF 3 BONDS  
CURRENT DEBT SERVICE**

	PRINCIPAL	INTEREST	TOTAL
FY 99-00	110,000	23,101	133,101
FY 01-02	115,000	16,913	131,913
FY 01-02	120,000	10,450	130,450
FY 02-03	130,000	3,575	133,575
TOTALS	\$475,000	\$54,039	\$529,039



**TIF 4  
FINANCIAL SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
<b>REVENUES:</b>				
LOAN FROM EC. DEV. FUND	0	0	18,000	0
<b>EXPENDITURES:</b>				
CONSULTANT FEES	0	0	18,000	0





# URBANA FREE LIBRARY

## LIBRARY MISSION

This fund reports revenues and expenditures for the Urbana Free Library. The main source of funding for the Library is the City's property tax levy. Other revenues are the Library's share of state personal property replacement tax, State and other grants, fines and fees. Detailed expenditures are included in the Budget Supplementary Expenditure Report. Library costs are divided into nine cost centers, as explained below:

## LIBRARY ORGANIZATION

- **Centralized Costs** - reports all expenses that are not directly related to another specific cost center or that could be spread across all other centers. Examples are building operations, property and employee insurance, office supplies, and equipment.
- **Administration** - reports personnel costs of the Executive Director and staff.
- **Adult Division** - reports costs of new materials for the Adult Department collection and personnel costs for adult services.
- **Children's Division** - reports costs of new materials for the Children's Department collection and personnel costs for children's services.
- **Archives Division** - reports costs of new materials for the Archives collection and personnel costs for the Archives.
- **Maintenance Division** - reports personnel costs for janitorial staff.
- **Acquisitions Division** - reports personnel costs for staff that are responsible for purchasing and processing new materials for the Library's collections.
- **Circulation Division** - reports personnel costs for staff that are responsible for checking materials in and out of the Library.
- **Documents Center** - reports personnel, materials and contractual costs to operate a program to assist the City in filming, classifying, and retaining important City documents.

**URBANA FREE LIBRARY  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
FULL-TIME	20.00	20.00	20.00	20.00
PART-TIME, REG.	19.50	20.50	20.50	20.50
PART-TIME, SUB.	3.20	2.70	2.70	2.70
<b>TOTAL</b>	<b>42.70</b>	<b>43.20</b>	<b>43.20</b>	<b>43.20</b>

**URBANA FREE LIBRARY  
FINANCIAL SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	BUDGET 1999-00	BUDGET 2000-01	% CHG.
<b>BEG. BALANCE</b>	\$484,194	\$485,069	\$431,285	\$431,285	
<b>REVENUES:</b>					
PROPERTY TAX LEVY	\$1,420,708	\$1,494,402	\$1,624,294	\$1,698,300	4.6%
LESS UNCOLLECTED AMOUNT	0	0	0	0	
STATE INCOME TAXES	59,290	62,868	63,096	63,096	0.0%
TRANSFER, DOC. CENTER	50,800	54,420	56,330	58,580	4.0%
INTEREST	14,465	15,815	17,500	17,500	0.0%
STATE OF IL.	45,479	45,060	44,884	44,884	0.0%
UI PAYMENT (ORCH. DOWNS)	30,000	30,000	30,000	34,500	15.0%
COUNTY GRANT (ARCHIVES)	9,800	9,800	9,800	9,800	0.0%
FINES AND FEES	121,629	119,036	109,920	111,831	1.7%
<b>TOTAL REVENUES</b>	<b>\$1,752,171</b>	<b>\$1,831,401</b>	<b>\$1,955,824</b>	<b>\$2,038,491</b>	<b>4.2%</b>
<b>EXPENDITURES:</b>					
CENTRALIZED COSTS	\$393,052	\$426,612	\$439,080	\$461,760	5.2%
ADMINISTRATION	125,242	142,494	143,858	149,673	4.0%
ADULT DIVISION	383,106	404,268	422,047	435,835	3.3%
CHILDREN'S DIVISION	203,337	220,092	223,165	231,356	3.7%
ARCHIVES DIVISION	124,812	134,795	138,755	145,368	4.8%
MAINTENANCE DIVISION	62,544	67,980	68,307	71,086	4.1%
ACQUISITION DIVISION	101,656	110,636	120,650	120,407	-0.2%
CIRCULATION DIVISION	304,967	323,888	343,632	364,426	6.1%
DOCUMENTS PROJECT	52,580	54,420	56,330	58,580	4.0%
<b>TOTAL RECURRING EXPEND.</b>	<b>\$1,751,296</b>	<b>\$1,885,185</b>	<b>\$1,955,824</b>	<b>\$2,038,491</b>	<b>4.2%</b>
<b>NON-RECURRING PROJECT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$1,751,296</b>	<b>\$1,885,185</b>	<b>\$1,955,824</b>	<b>\$2,038,491</b>	
<b>ENDING BALANCE</b>	<b>\$485,069</b>	<b>\$431,285</b>	<b>\$431,285</b>	<b>\$431,285</b>	

**URBANA FREE LIBRARY  
RECURRING EXPENDITURE RECAP BY MAJOR CATEGORY**

	ACTUAL 1997-98	ACTUAL 1998-99	BUDGET 1999-00	BUDGET 2000-01	% CHG.
<b>CENTRAL COSTS:</b>					
PROGRAM/PUBLIC RELATIONS	\$9,852	\$14,084	\$19,108	\$19,167	0.3%
TRAVEL/TRAINING	9,714	12,682	12,083	12,432	2.9%
BUILDING COSTS	69,641	71,192	71,124	73,490	3.3%
UTILITY COSTS	78,416	68,383	73,433	76,182	3.7%
CONTRACTUAL COSTS	46,774	55,022	55,116	56,510	2.5%
MATERIALS HANDLING COSTS	20,758	19,561	24,249	24,930	2.8%
SUPPLY COSTS	23,607	24,954	26,028	26,809	3.0%
EMPLOYEE INSURANCE	57,577	58,924	72,073	83,663	16.1%
EQUIPMENT COSTS	76,713	101,810	85,866	88,577	3.2%
CONTINGENCY	0	0	0	0	#DIV/0!
<b>SUBTOTAL, CENTRAL COSTS</b>	<b>\$393,052</b>	<b>\$426,612</b>	<b>\$439,080</b>	<b>\$461,760</b>	<b>5.2%</b>
<b>ELECTRONIC ACCESS</b>	<b>\$7,161</b>	<b>\$8,323</b>	<b>\$7,518</b>	<b>\$7,818</b>	<b>4.0%</b>
<b>MATERIALS</b>	<b>\$188,700</b>	<b>\$197,907</b>	<b>\$205,140</b>	<b>\$213,347</b>	<b>4.0%</b>
<b>WAGES:</b>					
SALARIED	\$888,344	\$958,535	\$971,016	\$1,054,582	8.6%
HOURLY	221,459	239,388	276,740	242,404	-12.4%
<b>SUBTOTAL, WAGES</b>	<b>\$1,109,803</b>	<b>\$1,197,923</b>	<b>\$1,247,756</b>	<b>\$1,296,986</b>	<b>3.9%</b>
<b>DOCUMENTS PROJECT</b>	<b>\$52,580</b>	<b>\$54,420</b>	<b>\$56,330</b>	<b>\$58,580</b>	<b>4.0%</b>
<b>TOTAL, EXPENDITURES</b>	<b>\$1,751,296</b>	<b>\$1,885,185</b>	<b>\$1,955,824</b>	<b>\$2,038,491</b>	<b>4.2%</b>



# MOTOR VEHICLE PARKING SYSTEM

## MOTOR VEHICLE PARKING SYSTEM FUND MISSION

Administer a parking system to provide an adequate amount of on and off-street parking spaces. The Public Facilities Division provides operating support with assistance from Arbor and Operations Divisions of the Public Works Department. Daily supervision is assigned to the Public Facilities Manager. The fund is organized into two programs: the Parking Garage and Parking System Maintenance.

Revenues are mainly provided by meter, garage and contractual parking fees. Costs include operating and maintenance costs of street, lot and garage parking systems. Also reported in this fund is debt service on the 1994A, 1994B and a portion of the 1994C bonds, all of which were used to construct parking improvements. A transfer is made from the TIF 1 fund to pay the debt service on the 1994A bonds (100%) and from the TIF 2 fund to pay debt service on the 1994B bonds (100%). Charges are also made to this fund and monies transferred to the general fund to account for:

- A payment in lieu of taxes
- A payment to reimburse the general fund for operating support (personnel and other costs that are not specifically assigned 100% to the M.V.P.S.)

**M. V. P. S. FUND  
FINANCIAL SUMMARY**

	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>PROJECTED</b>	<b>BUDGET</b>
	<b>1997-98</b>	<b>1998-99</b>	<b>1999-00</b>	<b>2000-01</b>
<b>CASH BAL., BEG. YEAR</b>	\$1,511,575	\$1,661,014	\$1,427,893	\$1,098,150
<b>REVENUES:</b>				
<b>CAMPUS METERS</b>	\$359,194	359,843	\$350,000	\$350,000
<b>OTHER METERS</b>	134,006	130,583	150,000	150,000
<b>LINCOLN SQ. CONTRACT</b>	70,865	71,932	76,100	76,100
<b>OTHER RENTALS</b>	82,698	80,038	86,000	86,000
<b>PARKING GARAGE</b>	83,244	82,104	78,000	78,000
<b>INTEREST</b>	79,790	69,826	50,000	50,000
<b>TRANSFER, TIF 1 DEBT</b>	243,613	235,938	231,000	225,000
<b>TRANSFER, TIF 2 DEBT</b>	248,739	243,494	248,000	248,000
<b>TOTAL REVENUES</b>	\$1,302,149	\$1,273,758	\$1,269,100	\$1,263,100
<b>EXPENSES:</b>				
<b>PARKING SYSTEM OPERATIONS</b>	\$306,573	\$330,790	\$357,039	\$401,070
<b>PARKING GARAGE OPERATIONS</b>	70,867	91,330	96,860	102,230
<b>DEBT SERVICE, 1994A BONDS</b>	243,613	231,950	231,000	225,000
<b>DEBT SERVICE, 1994B BONDS</b>	248,739	240,812	248,000	248,000
<b>DEBT SERVICE, 1994C BONDS</b>	116,543	147,332	104,000	104,000
<b>DEPRECIATION</b>	199,091	198,486	220,000	220,000
<b>MISCELLANEOUS</b>	2,000	1,480	16,000	16,000
<b>CITY BLOCK IMPR. (INCL.</b>				
<b>ART IN PARK PROJECT</b>	0	182	207,154	0
<b>LIGHTING REHAB.</b>	19,775	230,225	0	0
<b>TRANSFER, GEN., P.I.L.O.T.</b>	144,600	162,340	168,800	174,700
<b>LIBRARY LOT IMPR.</b>	0	0	0	5,000
<b>STRATFOR LOT IMPR.</b>	0	0	0	15,000
<b>GARAGE REHAB.</b>	0	0	159,990	0
<b>OTHER LOT IMPROVEMENTS</b>	0	70,438	10,000	20,000
<b>SUBTOTAL, EXPENSES</b>	\$1,351,801	\$1,705,365	\$1,818,843	\$1,531,000
<b>ADD BACK DEPRECIATION</b>	\$199,091	\$198,486	\$220,000	\$220,000
<b>CASH REV. OVER (UNDER) EXP.</b>	\$149,439	(\$233,121)	(\$329,743)	(\$47,900)
<b>CASH BAL., END YEAR:</b>				
<b>RESERVED, CITY BLOCK IMPR.</b>	\$207,336	\$207,154	\$0	\$0
<b>RESERVED, EQ. REPLACEMENT</b>	\$35,000	\$56,500	\$72,000	\$44,320
<b>RESERVED GARAGE RECONSTRUCTION</b>	\$200,000	\$240,000	\$280,000	\$315,000
<b>UNRESERVED</b>	\$1,218,678	\$924,239	\$746,150	\$690,930



**M.V.P.S. PARKING SYSTEM  
EXPENDITURES BY CLASSIFICATION**

	ACTUAL	ACTUAL	PROJECTED	BUDGET
	1997-98	1998-99	1999-00	2000-01
PERSONNEL SERVICES	\$144,716	\$160,270	\$132,550	\$131,910
SUPPLIES	39,731	42,580	41,580	42,460
OPERATIONS/CONTRACTUAL	285,684	300,628	591,424	383,010
CAPITAL OUTLAY	0	6,000	14,164	59,880
CAPITAL IMPROVEMENTS	628,670	920,757	752,990	617,000
<b>SUBTOTAL</b>	<b>\$1,098,801</b>	<b>\$1,430,235</b>	<b>\$1,532,708</b>	<b>\$1,234,260</b>
TRANSFERS	253,000	275,130	286,135	296,740
<b>TOTAL EXPENDITURES</b>	<b>\$1,351,801</b>	<b>\$1,705,365</b>	<b>\$1,818,843</b>	<b>\$1,531,000</b>

**ACTIVITIES OF THE M.V.P.S. PARKING SYSTEM MAINTENANCE PROGRAM**

- Collect money in parking meters weekly; sort, count and deliver to bank
- Collect ticket fine boxes daily and deliver to Finance
- Identify and manage parking lot maintenance and repairs and maintain records thereof
- Research parking ticket complaints and respond to the person filing complaint as to disposition of ticket
- Develop long-range landscaping and reconstruction plans for parking lots
- Install new meters and repair or replace inoperable meters as necessary

**M.V.P.S. PARKING SYSTEM MAINTENANCE PROGRAM  
PERSONNEL SUMMARY (FTE'S)**

	1997-98	1998-99	1999-00	2000-01
<b>FULL-TIME</b>	2.00	2.00	2.00	2.00
<b>PART-TIME</b>	2.30	2.30	0.27	0.27
<b>TOTAL</b>	<b>4.30</b>	<b>4.30</b>	<b>2.27</b>	<b>2.27</b>

**ACTIVITIES OF THE PARKING GARAGE**

- Collect ticket monies from persons utilizing parking garage
- Perform certain maintenance functions including painting, vandalism abatement, snow removal and landscaping
- Monitor Jumer's Hotel contractual agreement for use of parking garage for hotel patrons and employees
- Maintain specialized electronic equipment needed in operation of parking garage

**PARKING GARAGE**

**PERSONNEL SUMMARY (FTE's)**

	<b>1997-98</b>	<b>1998-99</b>	<b>1999-00</b>	<b>2000-01</b>
<b>FULL-TIME</b>	0.00	0.00	0.00	0.00
<b>PART-TIME</b>	2.50	2.50	2.50	2.50
<b>TOTAL</b>	2.50	2.50	2.50	2.50

# CAPITAL IMPROVEMENT FUNDS

The City publishes an annual long-range Capital Improvements Plan (CIP, separate document). The purpose of the CIP is to provide a planned and coordinated approach to the maintenance and replacement of the City's infrastructure. Examples of this infrastructure are lighting systems, sidewalks, curbs and gutters, traffic signals, storm sewers, street maintenance and construction, and sanitary sewers. The three main funds that are included in the City's CIP are the M.F.T. Fund, the Sanitary Sewer Construction Fund and the Capital Improvements and Replacement Fund.

- **Motor Fuel Tax (M.F.T.)** - accounts for allocations of the State collected gasoline tax. A portion of this tax is returned to municipalities based on population. Costs are restricted for street improvements and related projects and are closely monitored by the Illinois Department of Transportation (IDOT).
- **Sanitary Sewer Construction** - accounts for the City imposed sewer benefit tax. The proceeds are restricted to maintenance and construction of sanitary and related storm sewers.
- **Capital Improvements and Replacement** - accounts for infrastructure improvements (typically those not paid for in the M.F.T. or Sanitary Sewer Construction funds). Revenues for this fund come from a transfer from the City's general revenues and sales of City property. Many projects also involve State and Federal funding and/or contributions from the private sector.

In addition to the three funds that are included in the long-range Capital Improvements Plan, the City also maintains three other capital improvement funds:

- **Stone Creek** – accounted for infrastructure improvements connected with the Stone Creek/S.E. Urbana development. Monies were provided by loans from the Tax Stabilization and Economic Development Funds. Final amounts were spent in FY99-2000 and the fund is inactive for FY2000-01.
- **Library Building Reserve** - established in 1991, to set aside funds to address certain facility improvements. Monies have accumulated from transfers from operating surpluses and advance refunding of the City's mortgage bonds (\$2,250,000). Expenditures thus far have been for architectural studies, public works facility expansion, construction of the new City Hall/Police complex and to acquire the Winkelmann property for future Library expansion. Interest remains in the fund to maintain purchasing power. With final payment of the City Hall/Police complex, monies left in the fund have been allocated for future Library facility expansion.
- **Public Works Facility Reserve** - established in FY99-2000, this fund will be used to set aside funds to address certain facility improvements to the city public works facilities and site. Fifteen thousand dollars has been allocated for the initial feasibility study.

Capital Improvement Funds

**MOTOR FUEL TAX**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
<b>FUND BAL., BEG. YEAR</b>	\$1,647,345	\$1,181,904	\$1,503,674	\$714,800
<b>REVENUES:</b>				
STATE MOTOR FUEL TAX	\$851,642	\$876,416	\$963,000	\$1,040,000
STATE REIMB., (LINCOLN/FAIRVIEW)	0	0	0	255,000
STATE REIMB., (LINCOLN/SPRING.)	0	144,000	0	0
STATE REIMB., (LINCOLN/ILLINOIS)	0	0	0	72,000
UNIV. REIMB., (LINCOLN/ILLINOIS)	0	0	0	107,750
REIMB., N.I.W.	0	4,950	0	0
REIMB., CARLE/ST. PAT. (ALLEY)	0	63,813	0	0
REIMB., PARK DIST. (CRYSTAL LAKE PARK)	0	66,458	0	0
INTEREST	65,701	64,208	82,000	95,000
<b>TOTAL REVENUES</b>	<b>\$917,343</b>	<b>\$1,219,845</b>	<b>\$1,045,000</b>	<b>\$1,569,750</b>
<b>EXPENDITURES:</b>				
LINCOLN AVE. STUDY	\$17,582	\$729	\$5,050	\$0
ANNUAL ST. MAINT.	968,288	416,203	640,569	800,000
OLYMPIA DR./TR151 STUDY	11,914	4,315	0	0
SIGNALS (UNIV./SMITH RD)	0	0	5,000	0
LINCOLN/FAIRVIEW IMPR.	225,000	53,521	0	0
LINCOLN/FLORIDA IMPR.	0	0	261,562	405,500
SIGNALS (SPRFLD, LINCOLN, GOODWIN)	160,000	75,000	0	0
ST. LIGHTING REPLACEMENT	0	348,307	651,693	150,000
G. HUFF/BURLSON/BOUDREAU AREA IMP.	0	0	0	420,000
SIGNALS, (RT. 45/AIRPORT RD)	0	0	20,000	0
OLYMPIA DR/TR151 IMPR.	0	0	0	0
SIGNALS, (LINCOLN/ILLINOIS)	0	0	250,000	40,000
WINDSOR/PHILO WIDENING	0	0	0	0
<b>EXPENDITURES TOTAL</b>	<b>\$1,382,784</b>	<b>\$898,075</b>	<b>\$1,833,874</b>	<b>\$1,815,500</b>
<b>FUND BAL., END YEAR</b>	<b>\$1,181,904</b>	<b>\$1,503,674</b>	<b>\$714,800</b>	<b>\$469,050</b>

**SANITARY SEWER CONSTRUCTION**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
<b>FUND BAL., BEG. YEAR</b>	\$884,077	\$643,028	\$396,027	\$215,431
<b>REVENUES:</b>				
<b>SEWER BENEFIT TAX</b>	\$588,003	\$613,517	\$623,000	\$645,000
<b>SANITARY DISTRICT REIMB.</b>	0	0	10,000	0
<b>INTEREST</b>	32,540	27,709	28,000	28,000
<b>TOTAL REVENUES</b>	\$620,543	\$641,226	\$661,000	\$673,000
<b>EXPENDITURES:</b>				
<b>TRANSFER-MAINTENANCE</b>	\$322,000	\$334,000	\$347,360	\$359,520
<b>SEWER TAX BILLING COSTS</b>	3,315	2,779	4,000	4,000
<b>INFLOW/INFILTRATION REMEDIATION</b>	221,938	364,944	339,825	200,000
<b>RPC SEWER DEV. PROGRAM</b>	0	0	1	0
<b>SEWER DATA BASE S/W AND H/W</b>	0	22,434	45,566	0
<b>TAWNEY TRACT SAN. SEWERS</b>	12,784	0	0	0
<b>WASHINGTON SAN. SEWER</b>	56,239	0	0	0
<b>MISC. SAN. SEWER IMPR.</b>	45,316	21,188	58,811	50,000
<b>KINCH, FLORIDA TO VERMONT</b>	0	0	40,000	0
<b>LOAN TO CAP. IMPR. FUND @</b>	200,000	0	0	0
<b>N. CUNNINGHAM SEWER IMPR.</b>	0	112,882	6,033	0
<b>BEVERLY DR. SAN. SEWER</b>	0	30,000	0	0
<b>EXPENDITURES TOTAL</b>	861,592	888,227	841,596	613,520
<b>FUND BAL., END YEAR</b>	\$643,028	\$396,027	\$215,431	\$274,911

@ LOAN TO CAP. IMPR. IN THE AMOUNT OF \$270,000 (INCL. INTEREST) WILL BE PREPAID TO THIS FUND IN 2004-2005

Capital Improvement Funds

**CAPITAL REPLACEMENT AND IMPROVEMENT**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
FUND BAL., BEG. YEAR	\$2,031,763	\$2,241,083	\$2,198,275	\$269,525
<b>REVENUES:</b>				
INTEREST	\$203,540	\$73,570	\$107,000	\$88,000
SALE OF PROPERTY	31,064	14,604	10,000	10,000
CHAMPAIGN REIMB. - BONEYARD	21,726	125,048	17,980	32,000
CHAMP. REIMB. - B.Y. CONSULTANT	0	0	13,333	0
U/I REIMB. - B.Y. CONSULTANT	0	0	13,333	0
U/I REIMB., ORCHARD/FLA.	0	5,000	0	0
DONATIONS - GREENSCAPES	0	100	8,800	0
TREE TRAIL GRANT/DONATIONS	0	360	1,838	0
R.R. PROP., SPECIAL ASSESS.	16,449	17,127	8,000	8,000
IDOT REIMB., SIGNAL MAINT.	8,608	13,954	10,000	10,000
PARK DIST. REIMB., ST. LIGHTING	0	2,050	0	0
SCHOOL DIST. REIMB., ST. LIGHTING	0	16,388	0	0
MELROSE REIMBURSEMENT	0	211,425	0	0
F.E.M.A. PROJECT IMPRACT GRANT	0	0	36,000	106,000
LIERMAN BIKEPATH GRANT	0	0	0	135,000
STATE REIMB., FLEXNGATE	0	639,171	33,250	0
DONATIONS - PLANTING GUIDE	11,602	208	1,500	0
STATE REIMB., PHILO/WINDSOR BIKEPATH)	0	0	170,000	0
LOAN, SAN. SEWER FUND	200,000	0	0	0
TRANSFER, GEN. NON-RECUR.	200,000	300,000	300,000	910,000
TRANSFER FROM GEN. FUND	558,000	580,000	633,200	658,530
<b>TOTAL REVENUES</b>	<b>\$1,250,989</b>	<b>\$1,999,005</b>	<b>\$1,364,234</b>	<b>\$1,957,530</b>
<b>EXPENDITURES (SEE BELOW)</b>	<b>\$1,041,669</b>	<b>\$2,041,813</b>	<b>\$3,292,984</b>	<b>\$2,079,138</b>
FUND BAL., END YEAR	\$2,241,083	\$2,198,275	\$269,525	\$147,917

EXPENDITURE DETAIL

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
HVAC REPAIRS	\$11,820	\$25,903	\$80,120	\$0
BONEYARD/BRIDGES MAINT.	43,514	155,481	46,779	59,000
BONEYARD CONSULTING	21,160	7,807	84,340	0
SIGNAL MAINTENANCE	938	0	79,061	0
MISC. APPRAISALS	7,500	7,000	12,315	7,500
TREE TRAIL BROCHURE GUIDE	0	912	7,140	0
REHAB., SHED S. SIDE FIRE STATION	0	0	0	2,000
PUBLIC FAC. REHAB	71,949	35,296	51,749	30,000
CAMPUS AREA TRANS. STUDY	5,029	5,308	1,663	30,000
C.D. "HOME" CAP. IMPR. TRANSFER	26,318	30,169	154,156	65,000
CONTRACTUAL TREE TRIMMING	25,000	21,058	28,942	25,000
TREE TRIMMING, LITING PROJECT	0	0	45,000	0
REPLACE HVAC SYSTEM, CITY HALL	0	0	0	160,000
GOODWIN BIKEPATH (SPFL/EADS)	0	0	30,000	0
WINDSOR RD. ENC.	0	1,999	0	0
GOODWIN AVE. STORM SEWERS	0	0	75,000	0
NEIGHBORHOOD ST./WALKS	6,186	0	5,000	0
WINDSOR/PHILO RD. BIKE PATH	6,000	99,751	314,249	0
COTTAGE GR. (N.END/UNIV.)	9,000	0	0	0
MISC. STORM SEWER REPAIRS	35,880	160,465	152,845	35,000
MICHIGAN AVE. SIDEWALK	17,500	0	0	0
PAVEMENT MAINTENANCE	35,567	36,982	352,432	230,000
N. GOODWIN DETENTION BASIN	354,258	23,022	0	0
TAWNEY TRACT STORM SEWER	1,210	0	0	0
BROADWAY AVE. SIDEWALK	8,000	0	0	0
COTTAGE GROVE SIDEWALK	8,500	0	0	0

**Capital Improvement Funds**

**EXPENDITURE DETAIL (CONT.)**

	<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>BUDGET</b>
	<b>1997-98</b>	<b>1998-99</b>	<b>1999-00</b>	<b>2000-01</b>
STREET LIGHTING REPL.	151,554	387,895	927,402	0
G.I.S. PROFESSIONAL SERVICES	12,516	24,239	56,761	0
RPC SEWER DEV. PROG	0	0	46,840	0
TREE PLANTING GUIDE (GRANT)	7,311	614	8,683	0
TREE PLANTING PROGRAM	26,938	15,321	20,075	16,000
PFEFFER ROAD TREE PLANTING	0	0	2,000	0
TREE INV., CONTRACTUAL	5,875	0	0	0
GREENSCAPE, ENDOWMENT PROG.	1,226	0	0	8,800
TREE TRAIL BROCHURE COSTS	0	0	0	1,838
ARBOR COSTS, GRANT	500	0	0	0
MAIN ST., (C.G. TO R.R. TRACKS)	18,000	0	0	0
UNIV. (WRIGHT/CUNN.)	4,435	194,430	1,135	0
BOUDREAU AREA STORM SEWERS	0	0	50,000	0
TRANSFER, STONECREEK FUND	0	300,000	13,650	0
KINCH/FLORIDA CONNECTION	0	0	175,000	0
FLEXNGATE PROJECT	88,192	508,161	435,647	0
NORTH LINCOLN AVE. IMPR.	0	0	0	200,000
CUNNINGHAM & ANTHONY DRIVE	0	0	35,000	300,000
MICHIGAN @ RACE/VINE IMPR	0	0	0	50,000
S. RACE ST. BRIDGE IMPR.	0	0	0	50,000
GLOVER AVE. STORM SEWER	0	0	0	125,000
LIERMAN AVE. BIKEPATH	0	0	0	169,000
MISC. TRAFFIC SIGNALS IMPR.	0	0	0	20,000
FLA. AVE. DRAINAGE DITCH	0	0	0	45,000
PROP AQ./ROAD IMPR., FRASCA DEV.	0	0	0	450,000
ABANDONED R.R. PROP. IMPR.	29,793	0	0	0
<b>TOTAL</b>	<b>\$1,041,669</b>	<b>\$2,041,813</b>	<b>\$3,292,984</b>	<b>\$2,079,138</b>



**STONE CREEK DEVELOPMENT**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJ. 1999-2000	BUDGET 2000-01
BEG. BALANCE, CARRIED OVER	\$0	\$315,093	\$2,499	\$0
ADVANCE FROM TAX. STAB. FUND	1,857,000	216,149	33,851	0
C.I.P. CONTRIBUTION	0	300,000	13,650	0
ADVANCE FROM EC. DEV. FUND	925,217	60,000	-	\$0
SUBTOTAL, REVENUES	\$2,782,217	\$576,149	\$47,501	\$0
PROJECT COSTS:				
CAPITAL IMPR. COSTS	\$2,467,124	\$888,743	\$50,000	\$0
BALANCE, CARRIED OVER	\$315,093	\$2,499	\$0	\$0

**LIBRARY BUILDING RESERVE**

	ACTUAL 1997-98	ACTUAL 1998-99	ACTUAL 1999-00	BUDGET 2000-01
FUND BAL., BEG. YEAR	\$1,663,172	\$1,023,161	\$1,347,861	\$1,945,861
REVENUES:				
INTEREST	\$63,345	\$37,882	\$98,000	\$140,000
FOUNDATION DONATIONS	0	0	0	0
STATE GRANT	0	0	0	0
TRANSFER, GEN. FUND	0	500,000	500,000	750,000
TOTAL REVENUES	\$63,345	\$537,882	\$598,000	\$890,000
EXPENDITURES:				
CONTRACTUAL SERVICES-ARCH.	\$0	\$0	\$0	\$0
POLICE IMPR.CONSTRUCTION	703,356	153,482	0	0
LIBRARY CONSTRUCTION	0	0	0	0
JACQUES HOUSE RELOCATION	0	50,000	0	0
LIBRARY DESIGN/CONSULTANT	0	9,700	0	0
TOTAL EXPENDITURES	\$703,356	\$213,182	\$0	\$0
FUND BAL., END YEAR, RESERVED				
COMPLETE POLICE FACILITY	\$153,482	\$0	\$0	\$0
FUTURE LIBRARY EXPANSION:	\$869,679	\$1,347,861	\$1,945,861	\$2,835,861

**PUBLIC WORKS FACILITY RESERVE**

	ACTUAL 1997-98	ACTUAL 1998-99	ACTUAL 1999-00	BUDGET 2000-01
REVENUES:				
TRANSFER, GEN. FUND	0	0	15,000	0
EXPENDITURES:				
CONTRACTUAL SERVICES-DESIGN	\$0	\$0	\$15,000	\$0



# RESERVE FUNDS

The City of Urbana maintains certain funds in which monies are accumulated and allocated for certain future specific purposes or contingencies. A description of these funds and financial summaries follows:

- **General Reserve (formerly Tax Stabilization)** - a reserve to provide stability in delivering services or in raising revenues when fluctuations are occurring in the City's financial situation. These fluctuations are most often caused by economic changes or changes in State and Federal laws.
- **Economic Development Reserve** - established in 1988, with the proceeds of the sale of property to the University of Illinois, in conjunction with the Beckman project. Monies in this fund are designated for revenue enhancing economic development activities, where the investment will normally be repaid in 5 years or less. Interest earned is used for downtown renovation loans and other small economic development activities. With the Jumer's bonds being refinanced and the City being removed from guarantee obligations, the balance in the UDAG fund was transferred to this fund.
- **Sales Tax Grant/Insurance Reserve** - used for two purposes:
  - To retire the general obligation portion of the 1994C debt issue (used to refinance a portion of the 1990 debt issue). The last debt service payment will be made in 2005.
  - To replace sales tax monies in the general fund that are required to be transferred to the TIF's in order to receive the State sales tax grant. The proceeds to accomplish this originated from the sale of land now occupied by the Federal Courthouse. It is contemplated that monies are available in this fund to continue this transfer until 2006.

Reserve Funds

**FINANCIAL SUMMARY**

**GENERAL RESERVE (FORMERLY TAX STABILIZATION) FUND**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJ. 1999-00	BUDGET 2000-01
<b>FUND BAL., BEG. YEAR</b>	\$2,409,725	\$852,287	\$1,855,955	\$2,435,814
<b>REVENUES:</b>				
INTEREST	\$78,744	\$41,917	\$80,000	\$113,240
LOAN REPAYMENT, TIF 2	0	98,000	98,000	94,000
LOAN REPAYMENT, TIF 3	0	121,900	0	0
REPAYMENT, RECYCLING TOTERS	0	0	0	30,000
TRANSFER , CLOSEOUT I.S.W.D.A.	81,659	0	0	0
TRANSFER, GEN. FUND	269,040	970,100	673,583	63,300
<b>TOTAL REVENUES</b>	<b>\$429,443</b>	<b>\$1,231,917</b>	<b>\$851,583</b>	<b>\$300,540</b>
<b>EXPENDITURES:</b>				
TRANSFER, GEN. FUND, INT.	0	0	0	0
LOAN TIF 2 (PUB. FACILITIES)	0	0	0	0
LOAN STONE CREEK DEV.	1,857,000	216,149	33,851	0
LOAN TIF 3, LINCOLN PARK REL.	115,000	0	0	0
LOAN TIF 3, HARVEY IMPR.	0	0	120,000	0
TRANSFER VERF, SALT TANKS	0	0	7,000	0
TELECOMMUNICATIONS CONSULTANT	12,401	0	0	0
TRANSFER, RECYCLING PROM.	0	0	3,500	0
WASTE INCIN. CONSULTANT	2,480	0	0	0
CITY-WIDE NEWSLETTER	0	0	6,000	6,000
LOAN TO MF RECY., TOATERS	0	0	81,950	0
CUSWDS, WELL INSTALLATION	0	7,600	0	0
FIRE VEHICLE INTERCOM SYSTEM	0	4,500	0	0
TRANSFER, CARLE D/P PROGRAM	0	0	19,423	0
<b>TOTAL EXPENDITURES</b>	<b>\$1,986,881</b>	<b>\$228,249</b>	<b>\$271,724</b>	<b>\$6,000</b>
<b>FUND BAL., END YEAR</b>	<b>\$852,287</b>	<b>\$1,855,955</b>	<b>\$2,435,814</b>	<b>\$2,730,354</b>

**ECONOMIC DEVELOPMENT RESERVE**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1990-00	BUDGET 2000-01
FUND BAL., BEG. YEAR	\$445,669	\$93,590	\$133,681	\$128,271
<b>REVENUES:</b>				
INTEREST	\$5,730	\$5,238	\$6,000	\$8,000
INTEREST REPAYMENT, TIF 3 LOAN	0	0	26,400	62,000
REPAYMENT TIF 2 LOAN	95,000	95,000	95,000	95,000
TRANSFER, UDAG RESERVE	465,416	0	0	0
TRANSFER, GENERAL FUND	0	0	0	152,000
FARMER'S MARKET FEES	22,418	22,077	22,800	22,800
TOTAL REVENUES	\$588,564	\$122,315	\$150,200	\$339,800
<b>EXPENDITURES:</b>				
TRANSFER, DOWNTOWN LOANS	\$0	\$3,314	\$10,000	\$10,000
RESEARCH PARK INCENTIVES	0	0	0	300,000
RETAIL DEV. COSTS	0	0	29,814	10,000
OPTIONS, TITLES, MARKETING	0	7,500	24,996	5,000
LOAN, TIF 4 FUND, CONSULTANT	0	0	18,000	0
METRO ZONE INCENTIVE PAYMENT	0	0	50,000	0
LOAN, STONE CREEK GOLF DEV.	925,217	60,000	0	0
FARMER'S MARKET COSTS	9,426	11,410	22,800	22,800
CONT., RAILS TO TRAILS	5,000	0	0	0
CONT., PARK DIST. LITTER FREE	1,000	0	0	0
LOAN TIF3, GOODWIN IMPR.	0	0	0	120,000
TOTAL EXPENDITURES	\$940,643	\$82,224	\$155,610	\$467,800
<b>FUND BAL., END YEAR, RESERVED FOR</b>				
ECONOMIC DEVELOPMENT PROJECTS	\$93,590	\$133,681	\$128,271	\$271

**SALES TAX GRANT/ INSURANCE RESERVE**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
FUND BAL., BEG. YEAR	\$1,953,490	\$1,955,645	\$1,694,825	\$1,524,385
REVENUES-INTEREST	208,434	50,988	142,230	89,177
REFUND, BOND ESCROW	77,030	0	0	0
TOTAL REVENUES	\$285,464	\$50,988	\$142,230	\$89,177
<b>EXPENSES:</b>				
TRANSFER, DEBT SERVICE	\$108,608	\$125,857	\$126,670	\$126,000
TRANSFER, GEN/TIF GRANT	174,701	185,951	186,000	214,000
TOTAL EXPENSES	\$283,309	\$311,808	\$312,670	\$340,000
<b>FUND BAL., END YEAR, RESERVED:</b>				
FOR 1994C DEBT SERVICE	\$880,084	\$753,084	\$626,414	\$500,414
FOR FUTURE TIF GRANT MATCH	\$1,075,561	\$941,741	\$897,971	\$773,148



# PENSION FUNDS

The City and its employees are required by State law to participate in three pension programs:

- **Illinois Municipal Retirement Fund (IMRF)** - All employees except sworn police and fire personnel that meet certain minimum hourly standards must participate in the IMRF. Benefit provisions and funding requirements are established by State statute. Employees are required to contribute a percentage of their annual salary and the City is required to contribute the remaining amount that is necessary to fund the system, as calculated by the IMFR Board. Administration of assets and benefit payments are performed by the IMRF Board, which is made up of elected representatives of all the local governments in Illinois. Currently, 52% of the City's employees participate in this pension plan.
- **Police Pension Fund** - Sworn police personnel that are accepted by the Police Pension Board must participate in the Police Pension Fund. Benefit provisions and funding requirements are established by State statute. Police officers are required to contribute a percentage of their annual salary and the City is required to contribute the remaining amount that is necessary to fund the system, as calculated by an annual actuarial study. Administration of assets and benefit payments are performed by the Police Pension Board, which is made up of elected representatives of active and retired officers and 2 City appointees. The City Comptroller serves as Fund Treasurer. Currently, 23% of the City's employees participate in this pension plan.
- **Firemen's Pension Fund** - Sworn fire personnel that are accepted by the Firemen's Pension Board must participate in the Firemen's Pension Fund. Benefit provisions and funding requirements are established by State statute. Firefighters are required to contribute a percentage of their annual salary and the City is required to contribute the remaining amount that is necessary to fund the system, as calculated by an annual actuarial study. Administration of assets and benefit payments are performed by the Firemen's Pension Board, which is made up of elected representatives of active and retired firefighters and 3 City officers. The City Comptroller serves as the Fund Treasurer. Currently, 20% of the City's employees participate in this pension plan.

Pension Funds

**IMRF  
FINANCIAL SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01	% CHG.
CASH BAL., BEG. YEAR	\$1,214,728	\$1,330,718	\$997,797	\$679,737	
<b>REVENUES:</b>					
<b>PROPERTY TAX :</b>					
LEVY	\$808,430	\$0	\$0	\$0	#DIV/0!
INTEREST	56,909	42,309	15,000	15,000	
TRANSFER, GEN. FUND	0	0	400,000	450,000	
CASH ADJUSTMENT, TAXES	(957)	393,055	0	0	
<b>SUBTOTAL, REVENUES</b>	<b>\$864,382</b>	<b>\$435,364</b>	<b>\$415,000</b>	<b>\$465,000</b>	
<b>TRANSFERS IN:</b>					
C.D.B.G. FUND	27,404	16,534	16,900	17,580	
PEG, CATV FUND	4,130	4,130	4,410	4,590	
HOME FUND	0	10,300	10,660	11,090	
A.R.M.S. FUND	6,173	3,532	6,360	6,620	
L.R.C.	11,970	13,020	13,480	13,940	
WORK. COMP. FUND	10,240	8,118	10,600	11,020	
REIMB., U/I FIRE	1,668	5,604	5,200	5,400	
TIF FUNDS	4,341	3,266	3,100	3,220	
EQ. SERVICES FUND	24,300	24,440	25,300	26,310	
AD. ASST REIM., POLICE	0	978	2,330	2,420	
M.V.P.S. FUND	19,060	19,410	20,100	20,900	
<b>TOTAL REVENUES</b>	<b>\$973,668</b>	<b>\$544,696</b>	<b>\$533,440</b>	<b>\$588,090</b>	
<b>EXPENSES:</b>					
I.M.R.F. PAYMENTS	\$855,922	\$875,382	\$849,000	\$740,000	-12.8%
SECTION 125 ADMIN.	\$1,756	\$2,235	\$2,500	\$2,800	
<b>TOTAL EXPENSES</b>	<b>\$857,678</b>	<b>\$877,617</b>	<b>\$851,500</b>	<b>\$742,800</b>	
FUND BAL., END YEAR	\$1,330,718	\$997,797	\$679,737	\$525,027	

**POLICE PENSION FUND  
FINANCIAL SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01	% CHG.
<b>REVENUES:</b>					
PROPERTY TAX	\$845,170	\$848,966	\$913,569	\$968,380	6.0%
STATE REPLACEMENT TAX	28,000	28,000	41,000	41,000	
<b>TOTAL REVENUES</b>	<b>\$873,170</b>	<b>\$876,966</b>	<b>\$954,569</b>	<b>\$1,009,380</b>	
PAYMENT TO PENSION BOARD	\$873,170	\$876,966	\$954,569	\$1,009,380	5.7%

**FIRE PENSION FUND  
FINANCIAL SUMMARY**

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01	% CHG.
<b>REVENUES:</b>					
PROPERTY TAX	\$314,400	\$363,157	\$406,521	\$430,900	6.0%
STATE REPLACEMENT TAX	36,000	36,000	52,000	52,000	
<b>TOTAL REVENUES</b>	<b>\$350,400</b>	<b>\$399,157</b>	<b>\$458,521</b>	<b>\$482,900</b>	
PAYMENT TO PENSION BOARD	\$350,400	\$399,157	\$458,521	\$482,900	5.3%



# DEBT SERVICE FUNDS

As described in the introductory section of this budget document, the City is retiring two non-parking outstanding debt issues (parking debt is reported in the M.V.P.S. fund). Although the authority to pay debt service on these issues is included in the original bond issue, below are listed future debt service requirements for the 1994C Bonds. The portion reported in this fund is the table entitled general. Future debt requirements for the 1992 TIF Bonds are reported with the TIF 3 Financial Summary in the Tax Increment Financing District Funds Section.

## GENERAL OBLIGATION PORTION OF THE 1994C BONDS

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
TRANSFER-INS. RESERVE	\$108,608	\$125,857	\$129,000	\$126,000
<b>DEBT SERVICE:</b>				
PRINCIPAL	\$67,050	\$88,480	\$94,010	\$96,775
INTEREST	41,558	37,377	34,990	29,225
<b>TOTAL DEBT SERVICE</b>	<b>\$108,608</b>	<b>\$125,857</b>	<b>\$129,000</b>	<b>\$126,000</b>

## 1992 TIF 3 BONDS

	ACTUAL 1997-98	ACTUAL 1998-99	PROJECTED 1999-00	BUDGET 2000-01
TRANSFER-TIF 3	\$129,311	\$129,046	\$134,000	\$134,000
<b>DEBT SERVICE:</b>				
PRINCIPAL	\$90,000	\$100,000	\$110,000	\$110,000
INTEREST	39,311	29,046	24,000	24,000
<b>TOTAL DEBT SERVICE</b>	<b>\$129,311</b>	<b>\$129,046</b>	<b>\$134,000</b>	<b>\$134,000</b>

## 1994C BONDS (PRINCIPAL & INTEREST) DEBT SERVICE SCHEDULE

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
1999-00	94,010	32,655	126,665
2000-01	96,775	27,954	124,729
2001-02	102,305	23,019	125,324
2002-03	107,835	17,801	125,636
2003-04	113,365	12,194	125,559
2004-05	118,895	6,242	125,137
<b>TOTALS</b>	<b>\$633,185</b>	<b>\$119,865</b>	<b>\$753,050</b>

