



City of Urbana Budget Fiscal Year 2002-03

Mayor:

Tod Satterthwaite

City Clerk:

Phyllis D. Clark

Council Members:

Esther Patt

Ruth E. Wyman

James H. Hayes, Jr.

Danielle Chynoweth

Laura Huth

Joseph A. Whelan

Milton E. Otto

Chief Administrative Officer:

Bruce K. Walden

Comptroller:

Ronald C. Eldridge

Finance Department Staff

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Mayor's Message

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 2002-2003. Expenditures are recommended at \$39,388,982 with revenues of \$32,231,787 with the difference being the draw down of the fund balance that has been saved for the library expansion project.

The City of Urbana has enjoyed financial success in recent years due to economic development in the City and good financial management. Revenues have exceeded expenses by as much as \$2.8 million in recent years, including the 2000-2001 fiscal year which showed revenues exceeding expenses by \$2.1 million. Unfortunately, the City has not been immune to the general economic downturn that that has affected the entire country. Generally speaking, City revenues have been flat, while expenses continue to grow at a rate of nearly 5% annually. This trend results in a rapidly declining budget surplus, which is projected at under \$500,000 for the fiscal year 2002-2003. This sharp decline in our surplus is a cause for considerable concern. If this trend continues, we could well be facing a deficit in the 2003-2004 budget.

I am pleased that through the efforts of the City Council, the Library Board and the Library Foundation Board there will be a library expansion project in 2002. I appreciate the hard work and dedication of all those involved whose efforts have produced a project plan that will meet the needs of the citizens of Urbana for many years to come and which have resulted in private donations and pledges to the project of nearly \$2 million to date. This budget contains a contribution of over \$1.5 million for the library building fund, which will bring the total contributions from the City to \$5.25 million. This budget contains the first major expenditures from the library building fund for construction, with the groundbreaking for the project scheduled for the fall of 2002.

The City continues to invest in economic development projects in order to strengthen our tax base. Currently, construction is underway on the road improvements at Cunningham Ave. and Anthony Drive, which will serve the new Farm & Fleet and the O'Brien Auto Park. The City has many other infrastructure projects that it is obligated to fund including Airport Road and Windsor Road improvements.

Funding obligations for the library expansion project and infrastructure improvements have reduced the City's general reserve fund considerably. The unobligated portion of the general reserve fund, approximately \$500,000, stands at the lowest level it has been at in many years. The general reserve fund has had a balance of between \$2 million and \$3 million in recent years.

Mayors's Message

There are a few added service enhancements in this year's budget, they include:

- Funding for additional staffing at the library
- Funding for an additional police officer to better maintain manning levels
- Improvements to neighborhood streets, streetlights and sewers
- Funding for installation of defibrillator units in the squad cars and the necessary training

This budget provides for the same property tax rate as last year, \$1.33 per \$100 equalized assessed valuation. It shows that we can fund major capital projects and provide the services our citizens expect without borrowing or raising taxes if we adhere to sound financial management policies.

Sincerely,

Tod Satterthwaite
Mayor

Chief Administrative Officer's Message

To The Mayor Of The City Of Urbana:

The 2002-03 budget continues the mission of maintaining and improving the quality of life for all Urbana citizens. Today, as a municipal corporation we face the challenges of a post 9/11 economy. In the recent past, we achieved modest growth in our revenues, committed new resources to the library and infrastructure and executed on a number of key management strategies- including controlling operational expenses and developing the tax base. We face the future with uncertainty as to the length and duration of the present economic downturn.

The 2002-03 Budget Focuses on the Following Themes:

1. Maintaining core city services to Urbana citizens,
2. Increasing funding for the library expansion project to meet the approved design,
3. Fulfilling economic development agreement commitments to infrastructure on city boundaries and in the downtown area,
4. Maintaining the city's infrastructure of neighborhood streets, sewers, sidewalks, and streetlights and
5. No property tax rate increase.

Major Changes in Our Financial Position:

While the Urbana 2002-03 budget maintains all core services, funds priority projects, and provides for modest service enhancements, the events and economic influences of the last 12 months have negatively impacted our financial position and future financial forecasts. The following factors contribute to this downturn:

1. A significant decline (and delays) in State of Illinois income tax receipts.
2. Greater than forecast reductions in local sales tax receipts due to the closing of Bergner's and a flat economy.
3. Greater than forecast cost increases for health care (15%) and pensions (10%)
4. Greater than forecast costs for the Library addition and the draw down of reserve funds

Negative Impacts on Citizens "Cushioned:"

Fortunately, the impacts of these negative factors on service delivery is postponed in the short term in that revenues (while reduced) will still exceed operating costs this year. Without this "cushion", coupled with reserve funds, Urbana would otherwise be reducing municipal services *this year* as in surrounding communities. This circumstance allows us one year to determine if the economy and revenues will bounce back or whether tough decisions will be required in the future regarding taxes and or service levels.

Decline in Revenues Over Expenses:

In the simplest of terms, the operating fund expenditures grew by 5.4% while revenues were flat. Revenue growth was projected to increase by 2.7%. Revenues were below estimates by \$500,000.

Chief Administrator Officer's Message

Revenues Over Expenses:

FY 2000-01	FY 2001-02	FY 2002-03	FY 2003-04
\$2,101,285	\$987,000	\$434,000	\$139,000

Revenues over expenses have funded capital projects during the period noted. The precipitous decline, if unabated, will impact decision-making in the near term in the General Operating Fund.

No Property Tax Tax Rate Increase:

Over the last eight years we have carefully executed 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 16% (from \$1.58 to \$1.33). The increase in assessed value from inflation, economic development projects and annexations has resulted in an average annual increase in the assessed valuation of 5.5% over each of the last 5 years. This increase in assessed value has allowed the Urbana taxing districts to lower the overall tax rate by \$.66 (from \$9.25 to \$8.59) over the last 4 years. Urbana will maintain a property tax rate of 1.33, which is approximately equal to the City of Champaign rate.

Modest Service Improvements Proposed:

As a result of our success in the above areas, this budget proposes increasing expenditures and expanding services as follows:

1. General operations spending is increased 5.4% overall
2. 1.75 personnel are added (.5 for library, 1.0 police, .15 community development, and .1 in PW LRC)
3. Full funding for Library addition
4. Planned \$1,500,000 for contractual committed capital improvements on North 45.

Multi-Year Context

General operating revenues are projected to exceed general operating expenditures in the current year (FY 2001-02) in the amount of \$987,000. This is approximately 5% of the budget and is approximately \$500,000 below the amount that was projected last year. General operating revenues are projected to exceed expenditures next year (FY 2002-03) by \$434,000. A chart indicating future financial projections is included in the Summaries Section. Assuming modest future revenue growth, operating revenues should continue to exceed expenditures until FY 04-05. 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. With this approach and with modest success in current economic development initiatives, additional revenues will available for allocation in future budgets.

Carry Forward Allocation:

Carry forward from FY 2001-2002 in addition to the projected revenues over expenses for FY2002-03 results in a total to be allocated for non-recurring expenditures in this budget of \$851,710. The funds have been budgeted as follows:

1. \$793,810 is being transferred to the General Reserve Fund which in turn will transfer \$1,567,000 to the building fund for the Library
2. \$57,900 for non-recurring new equipment

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

General Reserve Fund: (formerly Tax Stabilization)

Balance 7/1/02		\$ 3,617,791
Transfer from General Fund	+	793,810
Interest	+	185,653
Recycling Toter Repayment	+	26,000
Non-recurring costs	-	24,000
Transfer to Cap. Impr. Fund	-	1,500,000
Transfer to Library Bldg.	-	1,567,653
Balance, 7/1/03		\$ 1,530,601**

**** \$1,000,000 transfer is committed to the CIP for FY 03-04**

Economic Development Reserve Fund:

Balance, 7/1/02		\$ 812,607
Interest	+	50,000
Loan Repayments from TIFs/Other	+	151,700
2 nd University Payment	+	725,000
Development Costs	-	103,900
Balance, 7/1/03		\$ 1,635,407

Does not include matching revenues and expenses for Farmer's Market or Build Urbana property tax programs. Includes \$50,000 to the Urbana Business Alliance.

Other Special Funds:

Social Services

\$157,050 is available for agency funding, which is 2.25% more than the city allocation of last year plus an additional \$20,400, which is being reduced from the CDBG share. Total allocation is \$267,575 (\$157,090 from City, \$90,000 from Township, and \$20,485 from CDBG.) The City funding level can be increased approximately 2% each year until FY2005-2006 when all excess cash will be distributed. At that time, the allocation will be able to be increased annually for inflation. Included in this fund is \$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 good although last year's claims were higher than the previous few years. It is estimated the fund balance will approach \$2.9 million by June 30, 2003. Due to the success of this initiative by management and employees the

Chief Administrator Officer's Message

amount charged to the general operating funds has been decreased 75% since the inception of the program, saving \$486,000 annually. At the level of claims experienced the last 2 years, the program is now self-sustaining with contributions from the general fund at 25% of previous levels and interest now approximating the annual costs of the program.

Capital Improvement Fund

Capital improvement expenditures total approximately \$14.4 million (\$7.6 million due to Library Building). Otherwise, amounts are similar to previous years at 20-25% of the entire city budget. Projects highlights include:

1. North Cunningham improvements
2. Annual street maintenance
3. Neighborhood street and sidewalk projects
4. Broadway neighborhood storm sewer improvements
5. Increased street pavement patching

TIF Funds

Included in the above total for capital improvements are \$1.9 million in downtown infrastructure improvements and improvements related to the County Courthouse.

Vehicle and Equipment Replacement

New equipment scheduled for the coming year are a backlot sewer cleaner for \$25,000; \$26,000 for defibrillator units to install in squad cars, \$24,140 for the city's second electric hybrid vehicle for Nuisance Enforcement Program, and trench rescue equipment for Fire Dept. \$20,000. Major scheduled equipment replacements in the coming year are the Lucas Tool in the Fire Dept. \$22,900 and the street sweeper in Public Works \$130,950.

Total Revenue And Expenditures, All Funds

Total revenues for all City funds for FY 02-03 is \$32.2 million (almost identical with the current year).

Total expenditures for all City funds for FY 02-03 is \$39.4 million, with the difference of \$7.2 being funded by a reduction of fund balance carried forward for the Library Building. Otherwise, total expenditures would be approximately the same level as the current year.

FY 2002-2003 General Operating Budget:

Expenses

The general operating budget including the Library is up 5.4%. General Operating Fund expenditures total \$21,837,746. Of this amount, approximately 75% are personnel costs.

Revenues

State income tax and sales tax growth has definitely slowed dramatically due to the general decline in the state economy and specific local retail changes.

	00	01	02	03
Normal Recurring	+4.1%	+4.6%	+0.3%	+0.9%
Unusual Revenue Changes	+1.7%	+1.9%	- 0.8%	+1.3%
Total Revenues	+5.8%	+6.5%	- 0.5%	+2.2%
Sales Taxes	+7.7%	+3.3%	+0.4%	+1.3%
Utility Tax	+6.6%	+11.5%	- 3.0%	+5.8%
State Income	+5.3%	+0.2%	- 5.0%	+2.0%

Property Tax Rate

The property tax levy rate is proposed at \$1.33 (same rate as last year). Assessed value due to new construction and annexations is projected to grow at 4.25%. Therefore, the levy amount will also increase 4.25% to \$4,659,600.

Personnel and Salary Adjustments

The budget contains 1.75 additional full time equivalents as follows:

- + 1 FTE Police Officer
- + .5 FTE Librarian
- + .15 FTE Interns in the Community Development Department
- + .1 FTE Part-time at the Landscape Recycling Center

The budget contains a 3.5% cost of living salary increase for non-bargaining unit employees (approximately equal to bargaining unit increases). The IAFF contract expires June 30, 2004. AFSCME and FOP expire June 30, 2003. Health insurance costs rose 14% or \$95,000 annually. Pension costs are estimated to increase 10%.

Department Highlights

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

Police Department

The Police Department budget is up 5.1%. Important or new items are as follows:

- Additional full-time Officer patrol (school officer grant not awarded)
- Additional electric hybrid vehicle for Nuisance Control
- New defibrillator units for squad cars and initial training

Fire Department

The Fire Department's budget is up 5.8%. Additions are as follows:

- Additional testing air packs, \$1,900
- Major rehab of Fire Truck, \$8,000

Chief Administrator Officer's Message

- Additional trench rescue equipment \$20,000

Based upon the contract for services with the University of Illinois, Urbana will receive a contract payment next year of \$1,080,670.

Public Works Department

The total increase for the Public Works Department budget is 4.0%. There are several items of interest including the following:

- Additional \$10,000 for employee training
- Additional \$3,000 for environmental abatement program
- Additional \$35,500 in landscape recycling center services
- New back lot sewer cleaner costs \$25,000

Executive Department

The Executive Department budget is up 3.8%. This is due to the reorganization of the Legal Division. Otherwise, the increase is 2.8%. A para-legal is added to legal in lieu of interns and contract services (Jack Waaler) increased.

City Clerk

The City Clerk's budget is up 2.9%. There are no significant operational budget changes.

Finance Department

The Finance Department budget is up 2.8%. There are no significant operational budget changes.

Community Development

The Community Development Department budget is up 2.5%. There are no significant operational budget changes.

Library

The budget includes an increase of 4.7% in expenditures. This is due to additional .5 F.T.E. Librarians. Otherwise, increase is 3.7%. The Levy amount is up 6.1% due to shortfalls in other library fees and state revenues (extra amount is absorbed by general fund). Budget includes an additional \$20,000 set aside in the City's Vehicle and Equipment Replacement Fund for future upgrade to the Lincoln Trails System. Total amount designated at 6/02 is \$92,500. The budget includes \$1.5 million transfer to the Building Fund as per agreement.

Bruce K. Walden
Chief Administrative Officer

Adopting Ordinance

ORDINANCE NO. _____

AN ORDINANCE
APPROVING THE ANNUAL BUDGET

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, 2002, and ending June 30, 2003, 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 20, 2002, 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 2002-03, 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, 2002, and ending June 30, 2003.

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

AYES:

NAYS:

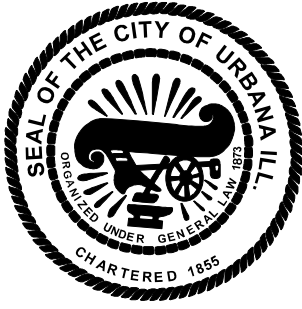
ABSTAINED:

PASSED by the City Council this _____ day of _____, 2002.

Phyllis D. Clark, City Clerk

APPROVED by the Mayor this _____ day of _____, 2002.

Tod Satterthwaite, Mayor



Staff Mission And Principles

Our Mission

The staff of the City of Urbana recognizes its primary mission is to effectively deliver municipal services to its citizens.

Our staff is committed to:

1. Fulfilling essential public needs that citizens are generally unable to provide for themselves.
2. Protecting public health, safety and welfare for present and future generations.
3. Enhancing the quality of life in ways that are well planned and cost-effective.

We seek to accomplish our mission guided by the following principles:

Vision

The City of Urbana is a strong and effective government. Our staff is committed to maintaining the City's leadership status by continuing to implement long range planning strategies and innovative programs that will positively influence and shape the future growth and development of the City and positively impact the lives of our citizens.

Responsibility

Providing reliable, quality service to the public is an essential function of city staff. Therefore, it is the goal of all staff members to take a proactive and resourceful approach in the performance of their job and to take personal responsibility for the success of our City.

Mutual Understanding

The City of Urbana is a culturally diverse community. As staff it is our goal to foster an environment that recognizes the value in differences and mutual responsibility – an environment of inclusion and unity, not exclusion. The City is committed to having a workforce that reflects the community in which we serve. Each staff member's behavior should reflect the City's commitment to mutual respect, acceptance and understanding of others.

Integrity

In order to maintain effectiveness, staff recognizes the importance of maintaining a high degree of integrity. It is our goal to execute our responsibilities in an honest, polite, respectful, trustworthy and knowledgeable manner.

Creative Cooperation/Collaboration

City staff recognizes that only through working together in collaboration and cooperation with our citizens, businesses other governments and agencies can we achieve our mission. It is our goal to reach out to others to provide quality results for our community and environment.

Mutual Benefit/Safety

It is the City's goal to identify solutions, which create a safe environment for the work place and our community as a whole. Each staff member must take personal responsibility for the safety of his or her self as well as others.

Progress

It is an ongoing goal of city staff to continuously explore new and innovative ideas in an effort to better serve our community and its citizens.

January 2002

General Information:

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:

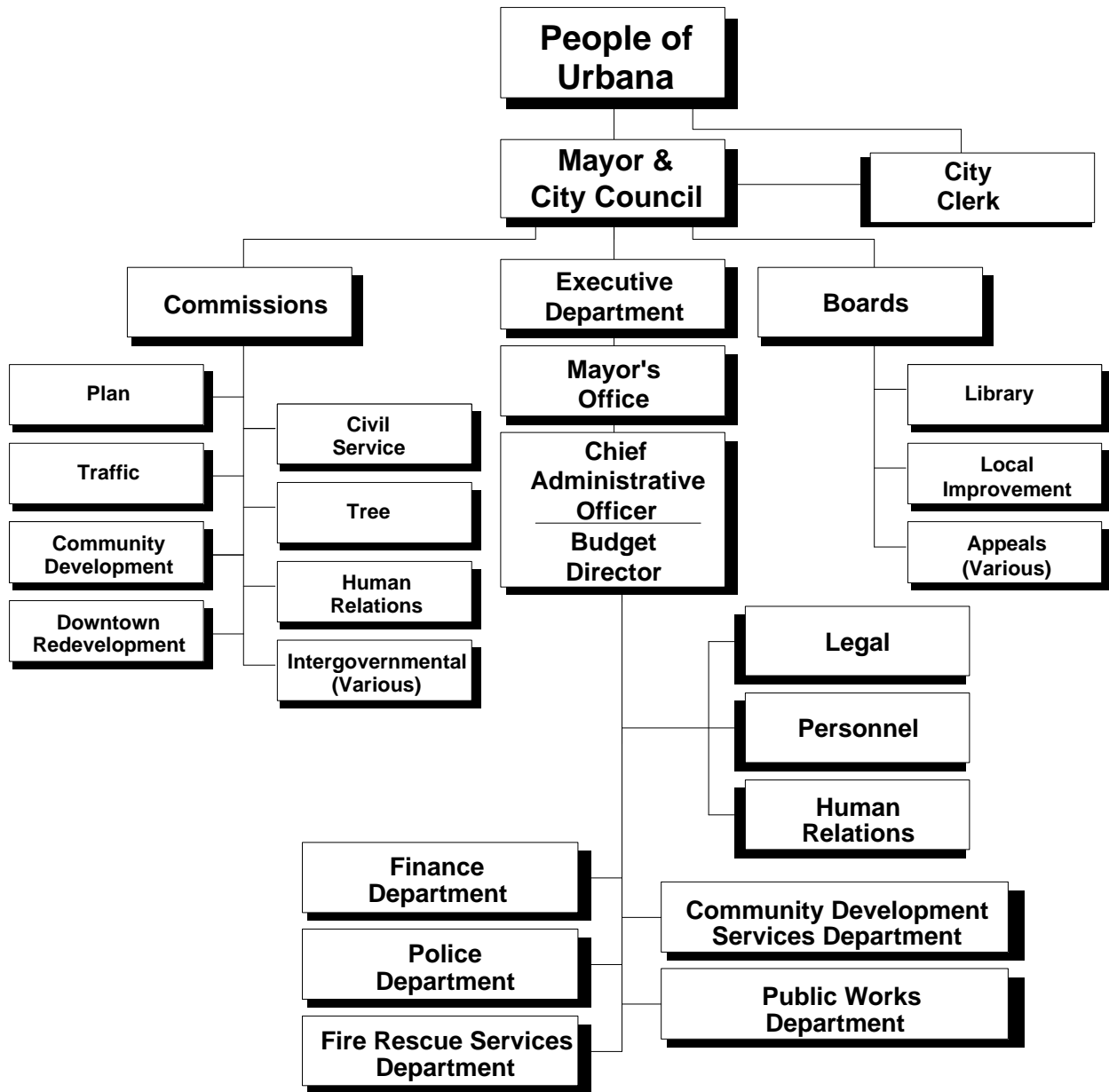
- City Council
- Executive Department
 - Administration
 - Legal
 - Human Relations
 - Personnel
- Finance Department
 - Administration
 - Parking Tickets, Permits and Licenses
 - Financial Services
 - Information Services
 - Police Records Management System (in special fund)
 - C.A.T.V. P.E.G. (in special 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

- 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>City of Urbana Organization Chart Structure And Major Service Functions</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 38,600 and 10.2 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

- 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 to June 30. 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 is 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 2002-03 is the proposed amount to be levied in December 2002 and collected by the City approximately ½ in June of 2003 and ½ in Jul-Sep. 2003. 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, the Illinois Public Treasurer's Fund and in common stocks and mutual funds. 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, who 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 9.9% 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 8.455% 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, \$4,659,600 (14% OF TOTAL REVENUES):

The levy rate is recommended to be \$1.33 (same as last year). This rate when extended against an estimated equalized assessed value of \$349,979,130 (4.25% increase) will produce the amount of \$4,659,600. This amount is an increase of 4.25% over the amount levied in the current year. It is estimated that this levy will cause current homeowners to pay 2% more in property tax (additional \$6.50 on a \$75,000 home and \$10.90 on a \$125,000 home) than last year. This is the levy that the City Council will approve before the 2nd Tuesday in December 2002 and will be paid by homeowners in the spring and fall of 2003. Approximately 16% of the total property tax paid by an Urbana homeowner is received by the City (School District responsible for 55%). The total tax rate last year was \$8.59. This is the lowest rate in the last 10 years and has been reduced 65 cents or about 7% in the last 5 years.

	PROPOSED 2002-03		ESTIMATED 2001-02		ACTUAL 2000-01	
	\$	%INC	\$	%INC	\$	%INC
GENERAL FUND	\$1,070,876	-6.99%	\$1,151,300	-15.02%	\$1,354,820	-0.18%
PENSIONS *	1,653,200	10.62%	1,494,500	6.80%	1,399,280	6.00%
LIBRARY	1,935,524	6.13%	1,823,800	7.39%	1,698,300	4.54%
TOTAL	\$4,659,600	4.25%	\$4,469,600	0.39%	\$4,452,400	3.50%
ASSESSSED VALUE	\$349,979,130	4.25%	\$335,711,396	3.47%	\$324,448,007	4.88%
% ANNEX/CONST		2.25%		2.50%		3.50%
% CURRENT TAXPAYERS		2.00%		0.97%		1.38%
CITY TAX RATE	1.3314	0.00%	1.3314	-2.98%	1.3723	-1.31%
HOMEOWNER PAYS:						
\$75,000 HOME	\$373	2.00%	\$366	-2.01%	\$373	0.07%
\$125,000 HOME	\$621	1.84%	\$610	-2.01%	\$622	0.07%
OVERALL TAX RATE	UNK.		UNK.		8.5936	-2.48%
CHAMPAIGN:						
ASSESSSED VALUE	UNK.		\$814,582,125	5.00%	\$775,792,500	5.10%
CITY TAX RATE	1.2879	0.00%	1.2879	0.00%	1.2879	-1.84%
OVERALL TAX RATE	UNK.		UNK.		7.6784	-1.91%

Each 1% in total levy amount = \$44,700

Each 1% in library levy = \$18,240

Each 1 cent increase in tax rate = \$35,515

SALES AND USE TAX, \$5,354,718 (17% 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. Since sales taxes are based on point of sale, a new retail store can have a significant impact. Sales taxes have increased an average annual amount of

Revenue Analysis

2.8% over the last 3 years and 5.8% over the last 5 years. I have projected a sales tax increase of only 0.1% for fiscal year 01-02 and 1.1% for fiscal year 02-03. Sales tax revenue will be significantly reduced due to the impact of the Bergner's store closing. Before the impact of the store closing, sales tax was projected to increase 3.2% in 01-02 and 2.0% in 02-03.

STATE INCOME TAX, \$2,956,192 (9% 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. The income tax is a revenue that is most affected by general economic fluctuations. Income taxes have increased an average annual amount of 3.8% over the last 3 years and 5.5% over the last 5 years, due to the strong state economy, which has resulted in above average income growths, especially in corporations. However, this growth has definitely slowed in the last year (0% growth last year). I have projected a decrease of 4.7% for 01-02 and a 1.9% increase for 02-03, based on estimates from the Illinois Department of Revenue.

UTILITY TAXES, \$3,769,997 (12% OF TOTAL REVENUES):

The City imposes a tax on utility company charges for the sales of electricity (45% of total utility tax), natural gas (16% of total), water (6% of total), and telecommunications (33% of total). 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. 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 for utility tax on electricity which accounts for 45% of total will be limited to increased usage only. Since utility tax is also based on point of sale, annexations and new development has significantly increased this revenue. Utility taxes have increased an average annual amount of 9.5% over the last 3 years and 6.5% over the last 5 years. Factoring out annexations and new development, this increase was 7.7% for 3 years and 5.0% for 5 years. These increases are significantly higher than normal because of the growth in cellular telephone usage in 99 and 2000 and the price increase in natural gas in 2000 and 2001. To ease the abnormal burden on taxpayers due to the abnormal prices for natural gas last winter, the City reduced the tax rate on natural gas to 3.25% for a 12-month period, beginning in July of 2001. Since natural gas prices have returned to normal levels, it anticipated that the tax rate would return to 5% in July 2002. Because of the rate decrease, total utility tax is projected to decrease 3% in 01-02, and then increase 5.8% in 02-03, as detailed in the following chart:

	97-98	98-99	99-00	00-01	01-02	02-03
Electricity	-9.4%	3.7%	6.6%	2.6%	4.5%	3.0%
Telecomm.	38.9%	27.7%	7.4%	2.3%	6.0%	3.0%
Nat. Gas	-5.7%	1.1%	5.7%	79.5%	-59.6%	38.4%
Water	2.0%	3.6%	3.6%	0.6%	5.0%	2.5%
Total	2.3%	10.3%	6.6%	11.5%	-3.0%	5.8%

SERVICE CHARGES AND FEES, \$3,432,018 (11% 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. Since these fees are directly related to providing a specific service, they can be expected to increase annually at rates similar to inflation, but can be significantly impacted by usage rates. Examples 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 FY2002-03 will be \$1,080,669. The University reimburses the City actual amounts spent; the majority of these costs are personnel.
- Users of the Landscape Recycling Center pay fees for this service. The amount expected to be raised in FY2002-03 is \$354,450. Revenues from this service charge are reported in the Landscape Recycling Special Fund (reported in the section “Special Funds that Support General Operations”), along with the expenses related to providing the service. It is expected that this fee will increase in the future sufficient to pay for these services due to inflationary adjustments to the fee charged and increases in the amount of materials purchased.
- 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 FY2002-03 is \$1,024,200. This amount is higher than last year due to an increase in meter rates in the campus area of 25 cents/hour, effective November 2001. Approximately 50% of the amount is collected from spaces in the University campus area. It is expected that this amount will not increase significantly in the future unless an increase in rates are approved. However this amount is sufficient to maintain the current level of parking services for the foreseeable future or until significant new capital improvements are needed.
- The Urbana Free Library charges a fee for certain services it provides such as non-resident fees, photocopying, 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 FY2002-03 is \$168,420.

Revenue Analysis

- 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, the University of Illinois for telephone service per contractual agreement, cable television at the rate of 5% of gross receipts for general fund and 2% for P.E.G., and Northern Il. Water Company, per contractual agreement. Revenues from these franchise fees except for the 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. The total amount received from franchise fees is \$683,278 in 02-03.

COMMUNITY DEVELOPMENT BLOCK GRANT AND OTHER FEDERAL ENTITLEMENTS AND GRANTS, \$2,304,087 (7% 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.

TAX INCREMENT FINANCING DISTRICT PROPERTY TAXES, \$1,740,583 (5% TOTAL REVENUES):

All incremental property taxes in the four tax increment financing districts of the City above the base level when the district was established are reported in the City's Tax Increment Special Funds. These revenues are restricted to pay for development improvements within the district boundaries in accordance with the redevelopment plan. The last payment in T.I.F. One will be received in the fall of 2004, T.I.F. Two in 2010, T.I.F. Three in 2014, and TIF Four in 2024. Increases in the future will be dependent upon new projects that will add to the assessed value.

MOTOR FUEL TAX, \$1,075,000 (3% 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, \$725,000 (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 are 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 3.5% is projected for next year.

HOTEL/MOTEL TAX, \$617,761 (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 tax is another revenue that is based on point of sale. Therefore, annexations of hotels and opening or closing hotels will significantly impact the amounts generated. Hotel/motel taxes have increased an average annual amount of 16.2% over the last 3 years and 17.0% over the last 5 years due to new hotels. Without the impact of the additional motels, the increases have been 3.7%. An increase of 1.5% is projected for 01-02 and 2.3% for 02-03.

LICENSES AND PERMITS, \$439,980 (1% 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. Examples 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. City policy is to increase the amount charged for these permits and licenses 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 3.5% is projected for next year.

FINES AND TICKETS, \$875,000 (3% 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, \$403,990 (1% TOTAL REVENUES):

The City imposes a annual \$2/dwelling unit per month tax on property owners to raise monies to pay for the city's curbside recycling program. Revenues from these taxes are allocated to the City's Recycling Special Fund. An increase of 25 cents/month for residential is projected to be implemented in 2002, to reflect new contract collection costs that was recently agreed to.

LOCAL FOOD AND BEVERAGE TAX, \$266,470 (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.

Revenue Analysis

This revenue is also point of sale generated. Therefore, annexations or new development may significantly impact the amounts collected. Food and beverage sales taxes have increased an average annual amount of 2.2% over the last 3 years and 2.9% over the last 5 years. I have projected an increase of 2.0% for 01-02 and 4.0% for 02-03.

INTEREST ON INVESTMENTS, \$949,535 (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 10% less than currently being earned. This is due to less cash being available to be invested and lower interest rates.

REVENUE DETAILS AND PROJECTIONS, ALL FUNDS

	2000-01	2001-02	% CHG.	2002-03	% CHG.	% CHG. 2 YRS
UTILITY TAXES	\$3,675,184	\$3,564,300	-3.0%	\$3,769,997	5.8%	1.4%
SALES TAX	5,288,958	5,296,780	0.1%	5,354,718	1.1%	0.6%
PROPERTY TAXES	4,413,201	4,469,660	1.3%	4,659,600	4.2%	2.8%
U.S. GOVT. GRANTS	184,577	279,610	51.5%	27,120	-90.3%	-19.4%
C.D.B.G. /HOME GRANTS	1,472,208	2,279,371	54.8%	2,304,087	1.1%	28.0%
POLICE M.D.C. GRANT	1,150,611	0	-100.0%	0	#DIV/0!	#DIV/0!
LIBRARY FOUNDATION	888,803	1,000,000	12.5%	811,197	-18.9%	-3.2%
LICENSE/PERMITS/FEES	1,009,551	1,075,858	6.6%	1,079,800	0.4%	3.5%
FINES/TICKETS	800,466	875,000	9.3%	875,000	0.0%	4.7%
PARKING FEES	890,060	978,860	10.0%	1,024,200	4.6%	7.3%
REIMB., CAP. IMPR. PROJ.	166,007	103,794	-37.5%	91,000	-12.3%	-24.9%
FRANCHISE FEES	654,310	685,830	4.8%	683,278	-0.4%	2.2%
L.R.C. FEES	354,450	354,450	0.0%	354,450	0.0%	0.0%
LIBRARY FEES	175,929	168,701	-4.1%	168,420	-0.2%	-2.1%
U/I REIMB., FIREFIGHTING	1,014,548	1,060,200	4.5%	1,080,670	1.9%	3.2%
STATE INCOME TAX	3,045,779	2,901,284	-4.7%	2,956,192	1.9%	-1.4%
STATE T.I.F. GRANT	225,401	256,000	13.6%	264,000	3.1%	8.4%
STATE M.F.T.	1,063,615	1,075,000	1.1%	1,075,000	0.0%	0.5%
STATE GRANTS	317,543	977,002	207.7%	919,719	-5.9%	100.9%
SEWER BENEFIT TAX	699,967	700,000	0.0%	725,000	3.6%	1.8%
INTEREST INCOME	1,698,918	1,038,940	-38.8%	949,535	-8.6%	-23.7%
HOTEL/MOTEL TAX	594,824	603,960	1.5%	617,761	2.3%	1.9%
LOCAL FOOD/BEV. TAX	251,255	256,280	2.0%	266,470	4.0%	3.0%
RECYCLING TAX	405,606	406,900	0.3%	403,990	-0.7%	-0.2%
PROPERTY SALES	106,505	50,000	-53.1%	30,000	-40.0%	-46.5%
T.I.F. TAXES	1,684,702	1,692,915	0.5%	1,740,583	2.8%	1.7%
TOTAL REVENUES	\$32,232,978	\$32,150,695	-0.3%	\$32,231,787	0.3%	0.0%

REVENUE DETAILS AND PROJECTIONS, GENERAL OPERATING FUNDS

	ACTUAL	%	PROJECTED	%	PROJECTED	%
	2000-01	CHG.	2001-02	CHG.	2002-03	CHG.
SALES TAXES:						
STATE SALES TAX:						
RECURRING STATE SALES TAX	\$3,566,346	2.3%	\$3,587,680	4.0%	\$3,515,308	2.0%
NON-RECURRING STATE SALES TAX	(115,000)		(141,300)		(24,000)	
SUBTOTAL, STATE SALES TAX	\$3,451,346	-1.0%	\$3,446,380	-0.1%	\$3,491,308	1.3%
LOCAL SALES TAX:						
RECURRING LOCAL SALES TAX	\$1,837,612	6.6%	\$1,874,400	2.0%	\$1,887,410	2.0%
NON-RECURRING LOCAL SALES TAX	0		(24,000)		(24,000)	
SUBTOTAL, LOCAL SALES TAX	\$1,837,612	6.6%	\$1,850,400	0.7%	\$1,863,410	0.7%
SUBTOTAL STATE/LOCAL SALES TAX:						
RECURRING SALES TAX	\$5,403,958	3.7%	\$5,462,080	3.3%	\$5,402,718	2.0%
NON-RECURRING SALES TAX	(115,000)		(165,300)		(48,000)	
SUBTOTAL, SALES TAX	\$5,288,958	1.5%	\$5,296,780	0.1%	\$5,354,718	1.1%
LOCAL FOOD & BEV. SALES TAX:						
RECURRING F&B SALES TAX	\$251,255	0.5%	\$256,280	2.0%	\$263,970	3.0%
NON-RECURRING F&B SALES TAX	0		0		2,500	
SUBTOTAL, F&B SALES TAX	\$251,255	0.5%	\$256,280	2.0%	\$266,470	4.0%
HOTEL/MOTEL TAX:						
RECURRING HOTEL/MOTEL TAX	\$503,860	5.5%	\$593,960	-0.1%	\$615,261	1.9%
NON-RECURRING HOTEL/MOTEL TAX	90,964		10,000		2,500	
SUBTOTAL, HOTEL/MOTEL TAX	\$594,824	24.5%	\$603,960	19.9%	\$617,761	2.3%
SUBTOTAL, ALL SALES TAXES:						
RECURRING SALES TAXES	\$6,159,073	3.7%	\$6,312,320	2.9%	\$6,281,949	2.0%
NON-RECURRING SALES TAXES	(24,036)		(155,300)		(43,000)	
SUBTOTAL, SALES TAXES	\$6,135,037	3.3%	\$6,157,020	0.4%	\$6,238,949	1.3%
LESS TRANSFER TIF/GRANT	(183,853)		(267,627)		(275,000)	
UTILITY TAX:						
NORMAL, RECURRING UTILITY TAX	\$3,419,211	3.8%	\$3,695,863	0.6%	\$3,653,400	2.5%
NON-RECURRING UTILITY TAX	255,973		(131,563)		116,597	
SUBTOTAL, UTIL. TAX	\$3,675,184	11.5%	\$3,564,300	-3.0%	\$3,769,997	5.8%
STATE INCOME TAX:						
REGULAR, RECURRING	\$2,889,875	0.2%	\$2,817,620	-2.5%	\$2,800,288	2.0%
ADD'L, SURCHARGE TAX	0		0		0	
SUBTOTAL, INCOME TAX	\$2,889,875	0.2%	\$2,745,380	-5.0%	\$2,800,288	2.0%
FRANCHISE FEES:						
NORMAL, RECURRING FEES:						
IL. BELL	155,967	-0.8%	156,000	0.0%	161,460	3.5%
UNIV. IL. TELEPHONE	63,888	94.3%	64,000	0.2%	64,000	0.0%
CABLE T.V.	232,811	6.2%	257,800	10.7%	273,268	6.0%
N. IL. WATER	55,320	0.0%	57,530	4.0%	59,550	3.5%
NON-RECURRING FEES	38,000		32,500		0	
INTEREST ON INVESTMENTS	171,956	-0.7%	140,000	-18.6%	140,000	0.0%
TICKETS AND FINES:						
NORMAL, RECURRING:						
PARKING TICKETS	537,856	6.7%	570,000	0.4%	645,000	0.0%
DOG CONTROL	2,963	4.5%	3,000	1.2%	3,000	0.0%
CITY COURT	169,660	7.3%	170,000	0.2%	170,000	0.0%
QUASI-FINES	52,515	64.7%	53,000	0.9%	53,000	0.0%
NON-RECURRING TICKETS/FINES	30,000		75,000		0	
LICENSES AND PERMITS (SEE DETAIL)	443,370	5.8%	427,160	-3.7%	439,980	3.0%

REVENUE DETAILS AND PROJECTIONS, GENERAL OPERATING FUNDS (CONTINUED)

	ACTUAL	%	PROJECTED	%	PROJECTED	%
	2000-01	CHG.	2001-02	CHG.	2002-03	CHG.
OTHER REVENUES (SEE DETAIL)	261,987	#DIV/0!	267,943	2.3%	275,570	2.8%
PROCEEDS, MORTGAGE BOND PAYOFF	0		43,000	#DIV/0!	0	
FED. POLICE GRANT (AD ASST)	25,323		26,200	3.5%	27,120	3.5%
C.U.S.W.D.S. REIMB., ADMIN.	13,266		13,800	4.0%	14,210	3.0%
FED. GRANT, COMMUNITY POLICING	33,700		9,000	-73.3%	0	-100.0%
U/I FIREFIGHTING REIMBURSEMENT	1,014,548		1,060,200	4.5%	1,080,670	1.9%
RECURRING TRANSFERS IN FROM						
OTHER CITY FUNDS:						
BLDG. LEASE, Y/W SITE	0		0		0	
OVERHEAD, Y/W SITE	12,290	4.0%	12,780	4.0%	13,290	4.0%
SEWER TAX TRANSFER	359,520	3.5%	373,900	4.0%	388,860	4.0%
REIMB., FEMA AND CDAP	0		0		0	
OVERHEAD, C.D. FUNDS	15,550	0.0%	15,550		30,550	96.5%
COST REIMB. TIF FUND	0	-100.0%	0	#DIV/0!	0	#DIV/0!
INTEREST, RESERVE FUNDS	0		0	#DIV/0!	0	
INS. RESERVE TRANS., TIF SALES TAX	183,853		267,627		275,000	
M.V.P.S. ARBOR P-T SAL.	40,350	4.0%	41,960	4.0%	43,640	4.0%
L.R.C. ARBOR P-T	4,776		4,160	-12.9%	4,310	3.6%
M.V.P.S. PILOT/OPERATING	296,740	3.7%	308,610	4.0%	320,970	4.0%
SUBTOTAL, RECURRING TRANSFERS	913,079	12.0%	1,024,587	12.2%	1,076,620	5.1%
NON-RECURRING TRANSFERS IN						
FROM OTHER FUNDS:						
INS. RESERVE FUND	0		0		0	
RESERVE FUNDS, U-CYCLE	0		0		0	
SUBTOTAL, NON-RECURRING TRANSFERS	\$0		\$0		\$0	
TOTAL	\$16,732,452	6.5%	\$16,649,793	-0.5%	\$17,017,682	2.2%
RECAP OF REVENUES AND TRANSFERS:						
RECURRING REVENUES	\$15,519,436		\$15,761,569		\$15,867,465	
RECURRING TRANSFERS IN	913,079		1,024,587		1,076,620	
SUBTOTAL, REC. REV. & TRANSFERS	\$16,432,515	4.6%	\$16,786,156	0.3%	\$16,944,085	0.9%
NON-RECURRING REVENUES	299,937		(136,363)		73,597	
NON-RECURRING TRANSFERS	0		0		0	
SUBTOTAL, NON-REC. REV. & TRANS.	\$299,937		(\$136,363)		\$73,597	
TOTAL	\$16,732,452	6.5%	\$16,649,793	-0.5%	\$17,017,682	2.2%

PERMITS AND LICENSES DETAIL

	ACTUAL 2000-01	PROJECTED 2001-02	PROJECTED 2002-03
PERMITS AND LICENSES:			
BUILDING PERMITS	\$76,705	\$80,000	\$82,400
MECHANICAL PERMITS	49,987	40,000	41,200
ELECTRICAL PERMITS	50,901	50,000	51,500
PLUMBING PERMITS	36,805	36,000	37,080
ENGINEERING PERMITS	2,415	2,400	2,470
FOOD HANDLER'S LICENSE	7,867	8,000	8,240
SIDEWALK CAFE LICENSE	66	100	100
LIQUOR LICENSE	156,673	163,000	167,890
N.I.L. WATER EXCAVATIONS	3,280	3,280	3,380
AMUSEMENT DEVICE LICENSE	8,375	8,400	8,650
TAXI CAB COMPANY LICENSE	3,511	3,500	3,610
MOBILE HOME PARK LICENSE	1,206	1,200	1,240
SOLICITOR LICENSE	0	0	0
TAXI CAB DRIVER LICENSE	1,066	1,300	1,340
FIRE PREVENTION LICENSE	4,605	4,700	4,840
ELECTRICIAN LICENSE	8,275	8,300	8,550
SANITARY HAULERS LICENSE	9,270	9,590	9,870
CATV LEGAL REIMB.	15,028	0	0
RAFFLE LICENSE	360	360	370
AMBULANCE LICENSE	230	230	240
HAZARDOUS MAT'L HANDLING LICENSE	2,300	2,300	2,370
ELEVATOR LICENSE	4,445	4,500	4,640
TOTAL, LICENSES AND PERMITS	\$443,370	\$427,160	\$439,980

OTHER REVENUES DETAIL

OTHER REVENUES:			
VARIOUS SERVICE FEES	\$29,558	\$31,023	\$31,540
U/I HOUSING INSPECTIONS FEE	16,620	17,280	17,800
STATE-FIRE INS. FEE	18,744	22,360	23,030
SEIZED/FORFEITED MONIES	9,862	10,000	10,300
TOWNSHIP REIMB., MAINTENANCE	4,140	4,300	4,430
JUNK/WEED LIENS	2,701	2,700	2,780
DAMAGE REIMB./CITY PROP.	13,824	14,000	14,420
HOMESTEAD LIEU OF TAX	1,286	1,300	1,340
DATA PROCESSING CONTRACTS	17,676	18,500	19,060
CIVIC CENTER RENTAL	51,111	52,000	53,560
SALE CODE BOOKS	180	180	180
ZONING REVIEW FEES	8,434	5,000	5,150
PLAN REVIEW FEES	29,037	29,000	29,870
SALE ZONING BOOKS	378	400	410
SALE ZONING MAPS	192	200	210
COPY FEES	4,691	4,700	4,840
3-10 AREA PARKING PERMITS	53,553	55,000	56,650
TOTAL, OTHER REVENUES	\$261,987	\$267,943	\$275,570

SUMMARIES

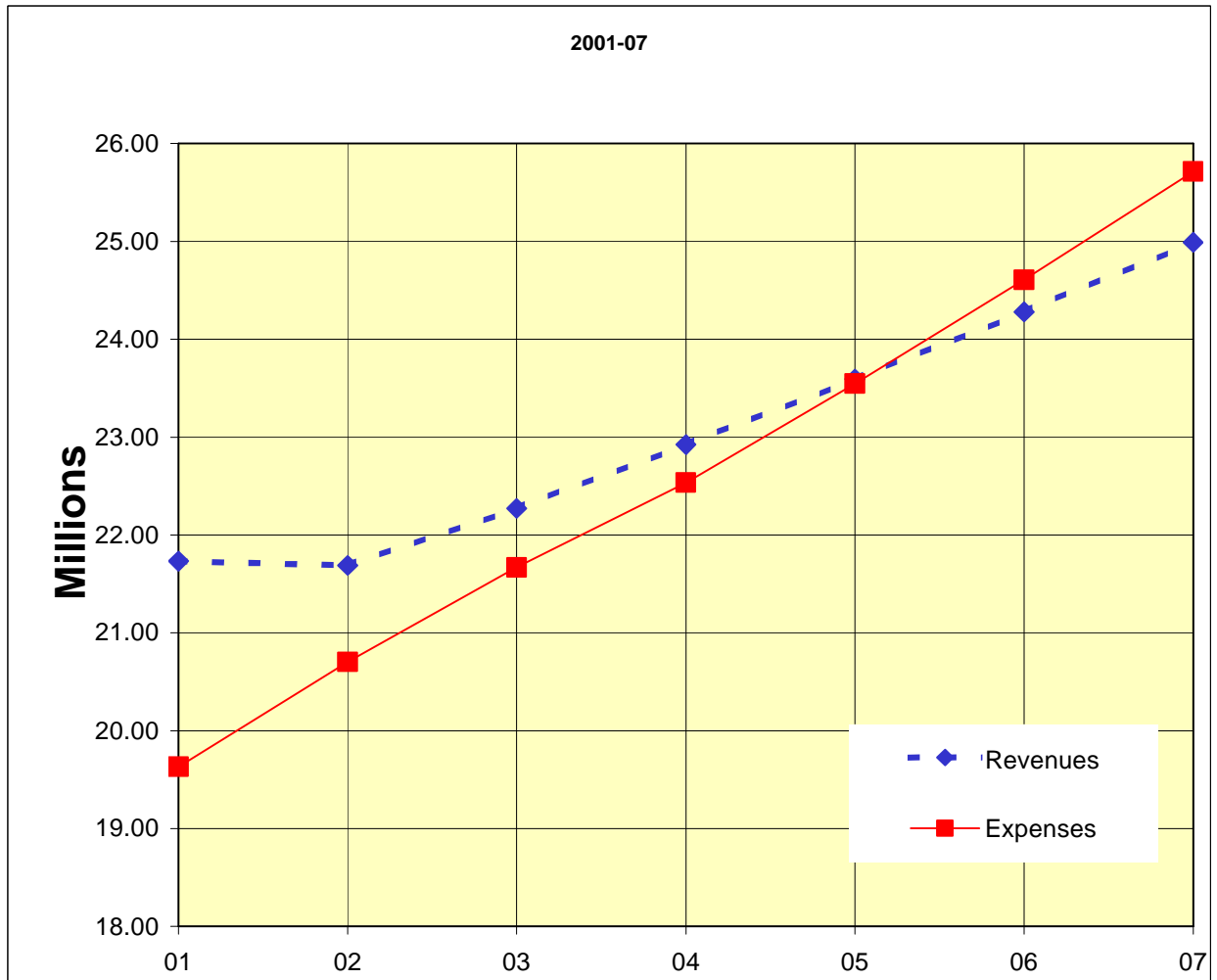
REVENUES, EXPENSES AND FUND BALANCES: ALL FUNDS SUMMARY

	2000-01	2001-02	% CHG.	2002-03	% CHG.	% CHG.
FUND BAL., BEG. YEAR	\$26,820,621	\$26,945,994		\$26,549,467		2 YR. AVE
REVENUES, PER DETAIL						
IN REVENUES SECTION	\$32,232,978	\$32,150,695	-0.3%	\$32,231,787	0.3%	0.0%
EXPENSES:						
POLICE	\$5,154,838	\$5,400,440	4.8%	\$5,736,516	6.2%	5.5%
FIRE	4,084,622	4,352,054	6.5%	4,643,631	6.7%	6.6%
CAPITAL IMPROVEMENTS	7,525,565	8,067,700	7.2%	13,943,346	72.8%	40.0%
PUBLIC WORKS	4,254,540	4,378,629	2.9%	4,538,265	3.6%	3.3%
EXECUTIVE	958,939	1,000,545	4.3%	1,036,062	3.5%	3.9%
FINANCE	836,846	894,487	6.9%	918,158	2.6%	4.8%
COMMUNITY DEVELOPMENT	3,174,012	3,663,397	15.4%	3,839,708	4.8%	10.1%
CITY CLERK	143,022	149,265	4.4%	153,207	2.6%	3.5%
LIBRARY	2,264,628	2,426,781	7.2%	2,534,618	4.4%	5.8%
CITY COUNCIL	37,006	37,022	0.0%	37,862	2.3%	1.2%
EQUIPMENT PURCHASES	2,359,031	670,555	-71.6%	589,440	-12.1%	-41.8%
DEBT SERVICE	820,850	841,000	2.5%	936,995	11.4%	6.9%
HOME RECYCLING	343,655	367,940	7.1%	381,440	3.7%	5.4%
LANDSCAPE RECYCLING	232,809	343,971	47.7%	323,700	-5.9%	20.9%
PARKING SYSTEM	368,419	355,968	-3.4%	336,288	-5.5%	-4.5%
POLICE RECORDS MGT.	58,106	65,990	13.6%	68,480	3.8%	8.7%
PUBLIC TELEVISION	31,686	58,510	84.7%	60,334	3.1%	43.9%
SOCIAL SERVICES	135,800	155,970	14.9%	166,470	6.7%	10.8%
AMOUNTS NOT SPENT	(676,769)	(683,002)	0.9%	(855,538)	25.3%	13.1%
TOTAL EXPENSES	\$32,107,605	\$32,547,222	1.4%	\$39,388,982	21.0%	11.2%
FUND BALANCE, END YR	\$26,945,994	\$26,549,467		\$19,392,272		

OPERATING FUNDS SUMMARY

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03	% CHANGE
NORMAL CARRYOVER, PREV. YEAR	\$526,200	\$547,300	\$569,200	\$594,800	
REVENUES AND TRANSFERS IN: CITY, PER DETAIL INCLUDED IN REVENUES SECTION	15,909,233	16,732,452	16,649,793	17,017,682	2.2%
PROPERTY TAX	4,301,848	4,452,400	4,469,660	4,659,600	4.2%
TOTAL, REV. PROP. TAX & C.O.	20,737,281	21,732,152	21,688,653	22,272,082	2.7%
BUDGET EXPENSES:					
GENERAL FUND:					
CITY COUNCIL	35,810	35,810	35,810	36,650	2.3%
EXECUTIVE	807,911	866,077	907,807	942,497	3.8%
FINANCE	777,365	809,283	867,160	891,860	2.8%
CITY CLERK	183,980	193,369	202,633	208,723	3.0%
POLICE	4,271,227	4,356,786	4,550,450	4,782,310	5.1%
FIRE RESCUE	3,631,281	3,735,517	3,900,790	4,128,302	5.8%
PUBLIC WORKS	4,100,600	4,287,420	4,500,540	4,679,670	4.0%
COMMUNITY DEVELOPMENT	845,487	894,402	921,939	944,690	2.5%
SUBTOTAL, BEFORE TRANSFERS	\$14,653,661	\$15,178,664	\$15,887,129	\$16,614,702	4.6%
RECURRING TRANSFERS OUT:					
TRANSFER, SOCIAL SERVICES	123,640	120,590	133,150	174,470	31.0%
TRANSFER, MERIT PAY PLAN	25,163	30,623	27,740	28,710	3.5%
TRANSFER, UNEMPLOYMENT COMP.	18,000	16,556	18,810	18,810	0.0%
TRANSFER, ANNEXATIONS FUND	35,000	58,324	106,623	125,000	17.2%
TRANSFER, UCYCLE (DROPOFF SITE)	7,800	0	0	0	
TRANSFER, I.M.R.F.	400,000	450,000	500,000	550,000	10.0%
TRANSFER, CAP. IMPR. PLAN	633,200	658,530	688,160	715,700	4.0%
TRANSFER, PUBLIC SAFETY O/T	20,000	20,000	20,900	21,630	3.5%
NET TOTAL GEN. FUND EXPENSES	\$15,916,464	\$16,533,287	\$17,382,512	\$18,249,022	5.0%
PENSION SHARE PROP. TAX	1,083,587	1,399,280	1,494,500	1,653,200	10.6%
LIBRARY SHARE PROP. TAX	1,860,997	1,698,300	1,823,800	1,935,524	6.1%
NET TOTAL OPERATING EXPENSES	18,861,048	19,630,867	20,700,812	21,837,746	5.5%
REV. OVER (UNDER) EXPENSES, END YEAR	1,876,233	2,101,285	987,841	434,336	
AMOUNT UNSPENT /UNDER BUDGET	936,200	758,749	645,002	836,338	
NON-RECURRING CARRYOVER, PREV. YEAR	1,066,414	1,729,689	1,975,014	202,617	
NON-RECURRING, TRANSFERS TO:					
VEH. EQ. REPL. FUND	(128,275)	(180,670)	(98,650)	(57,900)	
CAP. IMPR. FUND	(300,000)	(923,344)	(1,000,000)	0	
EC. DEV./GEN. RESERVE FUNDS	(673,583)	(176,630)	(961,790)	(793,810)	
LIBRARY BUILDING FUND	(500,000)	(750,000)	(750,000)	0	
PW FACILITY FUND	0	(14,865)	0	0	
NORMAL CARRYOVER, END YEAR	(\$547,300)	(\$569,200)	(\$594,800)	(\$621,580)	
NON-RECURRING CARRYOVER, END YEAR	\$1,729,689	\$1,975,014	\$202,617	\$1	

GENERAL OPERATING FUNDS LONG-TERM FINANCIAL PROJECTIONS



PERSONNEL SUMMARY

EXECUTIVE DEPARTMENT:

FULL-TIME POSITIONS:	1999-00	2000-01	2001-02	2002-03
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
PARALEGAL SPECIALIST	0.00	0.00	0.00	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	0.00	0.00	0.00
SECRETARY	1.00	1.00	1.00	1.00
INFORMATION SPECIALIST	0.00	0.00	0.00	0.00
SUBTOTAL, FULL-TIME	12.00	11.00	11.00	12.00
PART-TIME POSITIONS:				
INFORMATION SPECIALIST P-T	0.00	0.00	0.00	0.00
LEGAL INTERN P-T	1.00	1.00	1.00	0.00
LEGAL CLERK-TYPIST P-T	0.75	0.75	0.75	0.75
FARMER'S MARKET SPEC. P-T	0.30	0.00	0.00	0.00
CATV CAMERA OPERATORS	0.15	0.00	0.00	0.00
P.E.G. PRODUCTION INTERN P-T	0.25	0.00	0.00	0.00
EXECUTIVE INTERN	0.50	0.50	0.50	0.50
PERSONNEL REPR. P-T	0.00	0.00	0.00	0.00
SUBTOTAL, PART-TIME	2.95	2.25	2.25	1.25
EXECUTIVE DEPARTMENT TOTAL	14.95	13.25	13.25	13.25

FINANCE DEPARTMENT:

FULL-TIME POSITIONS:	1999-00	2000-01	2001-02	2002-03
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	1.00	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
U.P.T.V. COORDINATOR	0.00	1.00	1.00	1.00
SUBTOTAL, FULL-TIME	13.00	14.00	14.00	14.00
PART-TIME POSITIONS:				
WEB DOCUMENTS COORDINATOR	0.25	0.75	0.75	0.75
U.P.T.V. PRODUCTION INTERN	0.00	0.25	0.25	0.25
U.P.T.V. CAMERA OPERATORS	0.00	0.15	0.15	0.15
PERSONAL COMPUTER TECH.	0.25	0.25	0.25	0.25
SUBTOTAL, PART-TIME	0.50	1.40	1.40	1.40
FINANCE DEPARTMENT TOTAL	13.50	15.40	15.40	15.40

CITY CLERK'S OFFICE:

FULL-TIME POSITIONS:	1999-00	2000-01	2001-02	2002-03
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
CITY CLERK'S OFFICE TOTAL	3.00	3.00	3.00	3.00

Summaries

POLICE DEPARTMENT:

FULL-TIME POSITIONS:	1999-00	2000-01	2001-02	2002-03
POLICE CHIEF	1	1	1	1
ASSISTANT CHIEF	1	1	1	1
LIEUTENANT	4	4	4	4
SERGEANT	7	7	9	9
K9 OFFICER	0	1	1	1
OFFICER	36	35	33	34
EVIDENCE/PHOTO TECHNICIAN	1	1	1	1
AD. ASSISTANT (GRANT)	1	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
METER PATROL OFFICER	0	0	1	1
SUBTOTAL, FULL-TIME	62.00	62.00	63.00	64.00
PART-TIME POSITIONS:				
P-T METER PATROL	4.00	4.00	3.50	3.50
P-T ABANDONED VEH. SPEC.	0.00	0.00	0.50	0.50
P-T SCHOOL X-GUARD	3.75	3.75	3.75	3.75
SUBTOTAL, PART-TIME	7.75	7.75	7.75	7.75
POLICE DEPARTMENT TOTAL	69.75	69.75	70.75	71.75

FIRE DEPARTMENT:

FULL-TIME POSITIONS:	1999-00	2000-01	2001-02	2002-03
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
SUBTOTAL, FULL-TIME	59.00	59.00	59.00	59.00
PART-TIME POSITIONS:				
PART-TIME	0.00	0.00	0.00	0.00
FIRE DEPARTMENT TOTAL	59.00	59.00	59.00	59.00

PUBLIC WORKS DEPARTMENT:

FULL-TIME POSITIONS:	1999-00	2000-01	2001-02	2002-03
PUBLIC WORKS DIRECTOR	1.00	1.00	1.00	1.00
SECRETARY	2.00	2.00	2.00	1.00
ASSISTANT TO THE DIRECTOR	1.00	0.00	0.00	1.00
ASSISTANT CITY ENGINEER	0.00	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	3.00	3.00	3.00	3.00
L.R.C. TECHNICIAN	0.00	0.00	1.00	1.00
EQUIPMENT OPERATOR	8.00	8.00	10.00	10.00
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	10.00	8.00	8.00
ELECTRICIAN	2.00	2.00	2.00	2.00
TRAFFIC SIGNAL TECHNICIAN	1.00	1.00	1.00	1.00
R.O.W. TECHNICIAN	1.00	1.00	1.00	1.00
SR. CIVIL ENGINEER	1.00	1.00	1.00	1.00
CIVIL ENGINEER	2.00	2.00	2.00	2.00
PROJECT COORDINATOR	2.00	2.00	2.00	2.00
ENGINEERING TECHNICIAN	3.00	3.00	4.00	4.00
INFORMATION TECHNICIAN	2.00	2.00	1.00	1.00
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
TOOL ROOM CLERK	0.00	0.00	1.00	1.00
METER MAINTENANCE TECHNICIAN	2.00	2.00	2.00	2.00
SUBTOTAL, FULL-TIME	56.00	57.00	59.00	59.00
PART-TIME POSITIONS:				
CLERK-TYPIST	0.75	0.75	0.75	0.75
SEASONAL, ARBOR	4.37	4.37	4.52	4.52
L.R.C. LABORERS	2.00	2.15	1.65	1.75
BUILDING MAINT.	0.34	0.50	0.50	0.50
CIVIC CENTER	2.00	2.00	2.00	2.00
SEASONAL, OPERATIONS	3.26	3.26	3.26	3.26
TOOL ROOM CLERK	1.00	1.00	0.00	0.00
ENGINEERING AIDE	1.10	1.10	0.35	0.35
U-CYCLE/ENV. AIDE	0.58	0.58	0.54	0.54
ENVIRONMENTAL AIDE	0.50	0.34	0.27	0.27
FLEET SERVICES PARTS CLERK	0.50	0.50	0.50	0.50
SEASONAL, MVPS	0.28	0.28	0.28	0.28
SEASONAL, GARAGE	2.50	2.50	2.50	2.50
SUBTOTAL, PART-TIME	19.18	19.33	17.12	17.22
PUBLIC WORKS DEPARTMENT TOTAL	75.18	76.33	76.12	76.22

COMMUNITY DEVELOPMENT DEPARTMENT:

FULL-TIME POSITIONS:	1999-00	2000-01	2001-02	2002-03
COMM. DEV. DIRECTOR/CITY PLANNER	1.00	1.00	1.00	1.00
EC. DEV. COORDINATOR	1.00	1.00	1.00	1.00
PLANNING MANAGER	1.00	1.00	1.00	1.00
SENIOR PLANNER	1.00	1.00	1.00	1.00
PLANNER	1.00	1.00	1.00	1.00
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. CLERK-TYPIST	1.00	1.00	1.00	1.00
BLDG. SAFETY SECRETARY	1.00	1.00	1.00	1.00
C.D.B.G. SECRETARY	1.00	1.00	1.00	1.00
PLANNING SECRETARY	1.00	1.00	1.00	1.00
C.D.B.G. MANAGER	1.00	1.00	1.00	1.00
GRANTS COORDINATOR II	2.00	2.00	2.00	2.00
C.D. PROJECT MGR.	0.00	0.00	0.00	0.00
C.D.B.G. REHAB SPECIALIST	1.00	1.00	1.00	1.00
EC. DEV. SPECIALIST	1.00	1.00	1.00	1.00
TRANS. HOUSING COORDINATOR	1.00	1.00	1.00	1.00
SUBTOTAL, FULL-TIME	20.00	20.00	20.00	20.00
PART-TIME POSITIONS:				
C.D. INTERN	0.50	0.50	0.50	0.65
FARMER'S MARKET SPEC.	0.30	0.30	0.30	0.30
CLERK-TYPIST	0.50	0.50	0.50	0.50
GRAPHICS TECHNICIAN	0.50	0.50	0.50	0.50
SUBTOTAL, PART-TIME	1.80	1.80	1.80	1.95
COMMUNITY DEVELOPMENT DEPARTMENT TOTAL	21.80	21.80	21.80	21.95

CITY TOTAL, BEFORE LIBRARY:

	1999-00	2000-01	2001-02	2002-03
FULL-TIME POSITIONS	225.00	226.00	229.00	231.00
PART-TIME POSITIONS	32.18	32.53	30.32	29.57
CITY TOTAL (BEFORE LIBRARY)	257.18	258.53	259.32	260.57

LIBRARY:

	1999-00	2000-01	2001-02	2002-03
FULL-TIME POSITIONS	20.00	20.00	21.00	21.00
PART-TIME, REG	20.50	20.50	20.50	21.00
PART-TIME, SUBSTITUTE	2.70	2.70	2.70	2.70
LIBRARY TOTAL	43.20	43.20	44.20	44.70

CITY TOTAL, INCLUDING LIBRARY:

	1999-00	2000-01	2001-02	2002-03
FULL-TIME POSITIONS	245.00	246.00	250.00	252.00
PART-TIME POSITIONS	55.38	55.73	53.52	53.27
CITY TOTAL (INCLUDING LIBRARY)	300.38	301.73	303.52	305.27

BUDGET EXPENDITURE SUMMARIES

	A	B	C	D	E	F	G	H	I	J	K
5	EXECUTIVE DEPT.:										
6	ADMINISTRATIVE	\$247,497	3.6%	\$2,880	-10.3%	\$80,410	-2.2%	\$0	#DIV/0!	\$330,787	2.0%
7	LEGAL	170,140	-22.4%	11,500	0.0%	119,980	131.9%	0	#DIV/0!	301,620	6.8%
8	HUMAN RELATIONS	54,510	4.6%	700	0.0%	22,130	1.2%	0	#DIV/0!	77,340	3.6%
9	PERSONNEL	136,480	4.3%	1,200	0.0%	86,290	0.6%	0	#DIV/0!	223,970	2.8%
10	SUBTOTAL EXECUTIVE	\$608,627	-5.1%	\$16,280	-2.0%	\$308,810	27.8%	\$0	#DIV/0!	\$933,717	3.8%
11	FINANCE DEPT.:										
12	ADMINISTRATION	\$113,840	4.0%	\$5,630	-5.5%	\$90,430	0.5%	\$0	#DIV/0!	\$209,900	2.2%
13	PARKING TICKETS, PERMITS & LICENSES	138,340	-2.2%	13,500	0.0%	20,880	3.8%	0	#DIV/0!	172,720	-1.3%
14	FINANCIAL SERVICES	119,710	5.3%	34,620	0.0%	64,350	0.7%	0	#DIV/0!	218,680	3.1%
15	INFORMATION SERVICES	249,530	6.0%	0	#DIV/0!	11,930	4.1%	0	#DIV/0!	261,460	6.0%
16	TOTAL FINANCE	\$621,420	3.6%	\$53,750	-0.6%	\$187,590	1.2%	\$0	#DIV/0!	\$862,760	2.8%
17	CITY CLERK	\$116,313	3.3%	\$2,070	-5.0%	\$88,410	2.9%	\$0	#DIV/0!	\$206,793	3.0%
18	COMMUNITY DEVELOPMENT:										
19	ADMINISTRATION	\$114,900	-1.7%	\$6,900	-6.8%	\$50,020	1.1%	\$0	#DIV/0!	\$171,820	-1.1%
20	ECONOMIC DEVELOPMENT	60,080	4.1%	0	#DIV/0!	134,110	4.3%	0	#DIV/0!	194,190	4.2%
21	PLANNING AND ZONING	176,030	2.1%	2,690	80.5%	42,590	5.0%	0	#DIV/0!	221,310	3.2%
22	NEW CONSTRUCTION	226,230	1.3%	4,480	0.0%	27,600	12.1%	0	#DIV/0!	258,310	2.3%
23	HOUSING	65,500	4.4%	760	0.0%	15,760	4.6%	0	#DIV/0!	82,020	4.4%
24	SUBTOTAL (CD)	\$642,740	1.5%	\$14,830	5.0%	\$270,080	4.6%	\$0	#DIV/0!	\$927,650	2.4%
25	POLICE DEPARTMENT:										
26	ADMINISTRATION	\$130,690	4.0%	\$480	0.0%	\$21,480	6.1%	\$0	#DIV/0!	\$152,650	4.3%
27	PATROL	2,310,580	5.3%	13,520	19.4%	602,320	6.0%	0	#DIV/0!	2,926,420	5.5%
28	CRIMINAL INVEST.	535,240	4.4%	500	0.0%	98,670	5.9%	0	#DIV/0!	634,410	4.6%
29	SUPPORT SERVICES	376,490	3.5%	27,640	-1.4%	136,980	3.4%	0	#DIV/0!	541,110	3.2%
30	SCHOOL CROSS GUARD	42,330	3.5%	360	0.0%	2,050	14.5%	0	#DIV/0!	44,740	3.9%
31	PARKING ENFORCEMENT	134,730	3.8%	1,230	0.0%	19,110	20.0%	0	#DIV/0!	155,070	5.5%
32	ANIMAL CONTROL	33,440	4.7%	360	0.0%	47,570	4.8%	0	#DIV/0!	81,370	4.8%
33	SUBTOTAL POLICE	\$3,563,500	4.9%	\$44,090	4.3%	\$928,180	5.8%	\$0	#DIV/0!	\$4,535,770	5.1%
34	FIRE RESCUE DEPARTMENT	\$3,431,432	5.9%	\$61,390	-0.3%	\$446,600	6.4%	\$0	#DIV/0!	\$3,939,422	5.9%
35	PUBLIC WORKS:										
36	ADMINISTRATIVE	\$265,470	3.8%	\$10,910	-3.5%	\$77,220	2.1%	\$0	#DIV/0!	\$353,600	3.2%
37	URBAN FORESTRY	171,450	4.5%	3,990	0.0%	60,020	8.7%	0	#DIV/0!	235,460	5.5%
	A	B	C	D	E	F	G	H	I	J	K
38	LANDSCAPE MANAGEMENT	145,660	4.1%	5,120	0.0%	52,000	4.4%	0	#DIV/0!	202,780	4.1%
39	FACILITY MAINT.	115,700	3.9%	18,320	0.0%	267,730	4.1%	0	#DIV/0!	401,750	3.9%
40	CIVIC CENTER	41,220	3.5%	2,140	0.0%	10,540	8.5%	0	#DIV/0!	53,900	4.3%
41	TOOLROOM	41,660	3.7%	22,820	0.0%	14,960	0.0%	0	#DIV/0!	79,440	1.9%
42	SNOW & ICE REMOVAL	37,400	3.5%	39,600	0.0%	36,450	4.7%	0	#DIV/0!	113,450	2.6%
43	TRAFFIC CONTROL	102,240	4.4%	35,530	0.0%	24,330	9.3%	0	#DIV/0!	162,100	4.1%
44	ST. LIGHTING	174,310	4.2%	53,300	0.0%	247,590	2.0%	0	#DIV/0!	475,200	2.6%
45	ST. MAINT. & CONST.	302,530	3.3%	40,150	-7.0%	237,840	1.1%	0	#DIV/0!	580,520	1.6%
46	CONCRETE REPAIR	192,880	5.0%	83,480	0.0%	66,640	9.6%	0	#DIV/0!	343,000	4.6%
47	SEWER MAINT. & CONST.	290,450	4.5%	25,330	0.0%	55,910	9.6%	0	#DIV/0!	371,690	4.9%
48	TRAFFIC SIGNALS	60,630	0.0%	9,050	0.0%	13,860	10.1%	0	#DIV/0!	83,540	1.6%
49	ROW/TECH. SUPPORT	32,390	4.2%	2,310	0.0%	21,500	94.4%	0	#DIV/0!	56,200	26.4%
50	SUBTOTAL, OPN. DIV.	\$1,234,490	4.0%	\$311,570	-1.0%	\$719,080	4.9%	\$0	#DIV/0!	\$2,265,140	3.5%
51	ENGINEERING DIV:										
52	PLANNING AND MAPPING	\$274,550	12.6%	\$2,500	0.0%	\$35,000	4.2%	\$0	#DIV/0!	\$312,050	11.5%
53	TRANSPORTATION IMPR.	128,750	-7.0%	850	0.0%	12,020	9.7%	0	#DIV/0!	141,620	-5.7%
54	SEWER IMPR.	103,570	3.7%	800	0.0%	11,640	10.2%	0	#DIV/0!	116,010	4.3%
55	SUBTOTAL, ENG. DIV.	\$506,870	5.2%	\$4,150	0.0%	\$58,660	6.4%	\$0	#DIV/0!	\$569,680	5.2%
56	ENV. MGT. PLANNING	58,560	4.2%	1,500	0.0%	104,430	0.7%	0	#DIV/0!	\$164,490	1.9%
57	ENV. CONTROL	41,670	4.5%	600	100.0%	11,910	40.8%	0	#DIV/0!	54,180	11.4%
58	SUBTOTAL, ENV. CONTROL	\$100,230	4.3%	\$2,100	16.7%	\$116,340	3.7%	\$0	#DIV/0!	\$218,670	4.1%
59	SUBTOTAL PUBLIC WORKS	\$2,581,090	4.2%	\$358,300	-0.9%	\$1,361,590	4.7%	\$0	#DIV/0!	\$4,300,980	3.9%
60	SUBTOTALS	\$11,591,722	4.2%	\$551,460	-0.3%	\$3,600,560	6.6%	\$0	#DIV/0!	\$15,743,742	4.6%
61	PERCENTAGE OF BUDGET	73.63%		3.50%		22.87%		0.00%		100.00%	

Summaries

BUDGET EXPENDITURE SUMMARIES (CONTINUED)

	A	B	C	D	E	F	G	H	I	J	K
63	DEPARTMENT	PERSONNEL	%	MATERIALS &	%	OPERATIONS &	%	CAPITAL	%		%
64		SERVICES	CHG.	SUPPLIES	CHG.	CONTRACTUAL	CHG.	OUTLAY	CHG.	SUBTOTAL	CHG.
65	SOCIAL SERVICE AGENCIES	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!
66	TRANSFER, MERIT PAY	28,710	3.5%	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$28,710	3.5%
67	UNEMPLOYMENT REIMB.	18,810	0.0%	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$18,810	0.0%
68	ANNEXATIONS/REBATES	0	#DIV/0!	\$0	#DIV/0!	\$125,000	17.2%	\$0	#DIV/0!	\$125,000	17.2%
69	TRANSFER IMRF	0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!
70	TRANSFER, CAP. IMPR.	0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!
71	TRANSFER, PUB. SAFETY OT	21,630	3.5%	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$21,630	3.5%
72	SUBTOTAL, OP. FUNDS	\$11,660,872	4.2%	\$551,460	-0.3%	\$3,725,560	7.0%	\$0	#DIV/0!	\$15,937,892	4.6%
73	PERCENTAGE OF BUDGET	73.16%		3.46%		23.38%		0.00%		100.00%	
	A	B	C	D	E	F	G	H	I	J	K
74	EQUIPMENT SERVICES	\$248,410	5.5%	\$340,270	0.0%	\$164,080	-3.5%	\$11,420	-83.3%	\$764,180	-6.1%
75	SOCIAL SERVICES	0	#DIV/0!	0	#DIV/0!	164,970	13.1%	0	#DIV/0!	164,970	13.1%
76	LANDSCAPE RECYCLING	182,680	3.0%	32,620	0.0%	103,400	49.6%	5,000	-92.3%	323,700	-5.9%
77	UCYCLE	17,180	0.8%	1,000	0.0%	388,260	2.2%	0	#DIV/0!	406,440	2.1%
78	VEH/EQ. REPL.	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	548,020	51.6%	548,020	51.6%
79	CABLE T.V. P.E.G.	49,394	3.5%	3,000	0.0%	8,270	2.1%	0	#DIV/0!	60,664	3.1%
80	POLICE RECORDS PROG.	56,230	1.5%	0	#DIV/0!	12,370	15.6%	0	#DIV/0!	68,600	3.8%
81	FEMA TORNADO GRANT	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	-100.0%	0	-100.0%
82	WORKERS COMP.	0	#DIV/0!	0	#DIV/0!	250,900	27.5%	0	#DIV/0!	250,900	27.5%
83	C.D.B.G.	155,361	3.7%	6,000	0.0%	590,170	10.6%	234,800	-3.3%	986,331	5.8%
84	C.D. SPECIAL	0	#DIV/0!	0	#DIV/0!	10,000	-50.0%	0	#DIV/0!	10,000	-50.0%
85	HUD SMALL BUS. LOAN	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
86	CRYSTAL LAKE PARK NGBHD	0	#DIV/0!	0	#DIV/0!	0	-100.0%	0	#DIV/0!	0	-100.0%
87	TRANSITIONAL HOUSING	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
88	DOWNTOWN LOANS	0	#DIV/0!	0	#DIV/0!	15,000	-50.0%	0	#DIV/0!	15,000	-50.0%
89	LOCAL HOUSING LOANS	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
90	STATE TRUST HOUSING	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
91	TORNADO GRANT	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	-100.0%	0	-100.0%
92	HOME CONSORTIUM	124,638	18.1%	0	#DIV/0!	970,791	305.5%	0	#DIV/0!	1,095,429	217.6%
93	HOME SUPPORTIVE	11,762	0.0%	450	0.0%	194,304	0.0%	0	#DIV/0!	206,516	0.0%
94	SHELTER PLUS	1,827	0.0%	0	#DIV/0!	109,368	0.0%	0	#DIV/0!	111,195	0.0%
95	TIF ONE	0	#DIV/0!	0	#DIV/0!	9,750	0.0%	815,000	-33.0%	824,750	-32.8%
96	TIF TWO	43,800	4.0%	0	#DIV/0!	171,563	-14.7%	705,000	-28.0%	920,363	-24.7%
97	TIF THREE	0	#DIV/0!	0	#DIV/0!	233,000	16.5%	380,000	357.8%	613,000	116.6%
98	TIF FOUR	0	#DIV/0!	0	#DIV/0!	27,706	130.9%	0	#DIV/0!	27,706	130.9%
99	MOTOR VEHICLE PARKING	141,660	3.7%	53,492	4.0%	398,695	-16.5%	601,000	-32.8%	1,194,847	-23.4%
100	LIBRARY	1,569,097	0.1%	230,012	0.0%	398,702	0.0%	93,209	0.0%	2,291,020	0.1%
101	CAP. IMPROV./REPLACEMENT	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	2,041,500	64.4%	2,041,500	64.4%
102	MOTOR FUEL TAX	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	1,529,557	-32.2%	1,529,557	-32.2%
103	SANITARY SEWER CONST.	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	415,500	-62.4%	415,500	-62.4%
104	STONECREEK DEV.	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
105	BUILDING RESERVE	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	8,149,418	#####	8,149,418	#####
106	TAX STABILIZATION	0	#DIV/0!	0	#DIV/0!	1,000	-95.5%	23,000	-89.8%	24,000	-90.3%
107	U.D.A.G. RESERVE	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
108	EC. DEVELOPMENT RESERVE	0	#DIV/0!	0	#DIV/0!	204,700	-70.5%	0	#DIV/0!	204,700	-70.5%
109	SALES TAX GRANT RESERVE	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
110	I.M.R.F. PENSION	727,000	0.0%	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	727,000	0.0%
111	POLICE PENSION	1,095,000	10.1%	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	1,095,000	10.1%
112	FIRE PENSION	651,200	10.0%	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	651,200	10.0%
113	1994C DEBT SERVICE	0	#DIV/0!	0	#DIV/0!	351,995	175.0%	0	#DIV/0!	351,995	175.0%
114	1992 TIF 3 DEBT SERVICE	0	#DIV/0!	0	#DIV/0!	134,000	0.0%	0	#DIV/0!	134,000	0.0%
115	TOTALS	\$16,736,111	4.2%	\$1,218,304	0.0%	\$8,638,554	9.3%	\$15,552,424	65.8%	\$42,145,393	22.0%
116	PERCENTAGE OF BUDGET	39.71%		2.89%		20.50%		36.90%		100.00%	



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 1999-00	ACTUAL 2000-01	BUDGET 2001-02	PROPOSED 2002-03	% CHG.
PERSONNEL SERVICES	\$26,600	\$26,600	\$26,600	\$26,600	0.0%
MATERIALS AND SUPPLIES	277	563	750	750	0.0%
CONTRACTUAL	1,975	300	8,460	9,300	9.9%
TOTAL	\$28,852	\$27,463	\$35,810	\$36,650	2.3%



EXECUTIVE DEPARTMENT

DEPARTMENT MISSION

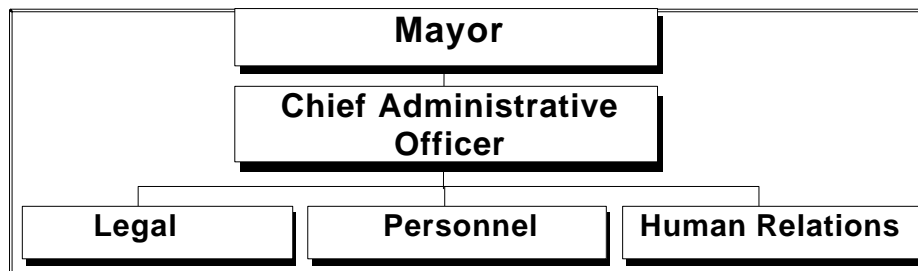
To provide professional management and leadership to ensure municipal services are delivered consistent with approved policies of the Mayor and City Council.

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.

EXECUTIVE DEPARTMENT ORGANIZATIONAL CHART



Executive Department

**EXECUTIVE DEPARTMENT
EXPENDITURES BY DIVISION**

DIVISION	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG
ADMINISTRATION	\$256,662	\$284,774	\$332,827	\$339,567	2.0%
LEGAL	218,267	256,441	282,460	301,620	6.8%
HUMAN RELATIONS	75,851	67,848	74,680	77,340	3.6%
PERSONNEL	189,381	190,083	217,840	223,970	2.8%
TOTAL	\$740,161	\$799,146	\$907,807	\$942,497	3.8%

**EXECUTIVE DEPARTMENT
EXPENDITURES BY CATEGORY**

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG
PERSONNEL SERVICES	\$560,687	\$586,652	\$641,187	\$608,627	-5.1%
MATERIALS AND SUPPLIES	12,080	14,077	16,610	16,280	-2.0%
OPERATIONS AND CONTRACTUAL SERVICES	159,634	190,347	241,620	308,810	27.8%
CAPITAL OUTLAY	7,760	8,070	8,390	8,780	4.6%
DEPARTMENT TOTAL	\$740,161	\$799,146	\$907,807	\$942,497	3.8%

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

FULL-TIME POSITIONS:	1999-00	2000-01	2001-02	2002-03
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
PARALEGAL SPECIALIST	0.00	0.00	0.00	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	0.00	0.00	0.00
SECRETARY	1.00	1.00	1.00	1.00
INFORMATION SPECIALIST	0.00	0.00	0.00	0.00
SUBTOTAL, FULL-TIME	12.00	11.00	11.00	12.00
PART-TIME POSITIONS:				
INFORMATION SPECIALIST P-T	0.00	0.00	0.00	0.00
LEGAL INTERN P-T	1.00	1.00	1.00	0.00
LEGAL CLERK-TYPIST P-T	0.75	0.75	0.75	0.75
FARMER'S MARKET SPEC. P-T	0.30	0.00	0.00	0.00
CATV CAMERA OPERATORS	0.15	0.00	0.00	0.00
P.E.G. PRODUCTION INTERN P-T	0.25	0.00	0.00	0.00
EXECUTIVE INTERN	0.50	0.50	0.50	0.50
PERSONNEL REPR. P-T	0.00	0.00	0.00	0.00
SUBTOTAL, PART-TIME	2.95	2.25	2.25	1.25
EXECUTIVE DEPARTMENT TOTAL	14.95	13.25	13.25	13.25

**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)**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	3.60	3.60	3.60	3.60
PART-TIME	0.75	0.50	0.50	0.50
TOTAL	4.35	4.10	4.10	4.10

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

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	1999-00	2000-01	2001-02	2002-03	CHG
PERSONNEL SERVICES	\$195,920	\$218,345	\$238,997	\$247,497	3.6%
MATERIALS AND SUPPLIES	1,853	2,099	3,210	2,880	-10.3%
OPERATIONS AND CONTRACTUAL SERVICES	51,129	56,260	82,230	80,410	-2.2%
CAPITAL OUTLAY	7,760	8,070	8,390	8,780	4.6%
DIVISION TOTAL	\$256,662	\$284,774	\$332,827	\$339,567	2.0%

**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**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	3.00	3.00	3.00	4.00
PART-TIME	1.25	1.50	1.75	0.75
TOTAL	4.25	4.50	4.75	4.75

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

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG
PERSONNEL SERVICES	\$189,342	\$196,429	\$219,230	\$170,140	-22.4%
MATERIALS AND SUPPLIES	9,149	\$10,517	11,500	11,500	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	19,776	\$49,495	51,730	119,980	131.9%
DIVISION TOTAL	\$218,267	\$256,441	\$282,460	\$301,620	6.8%

**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**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	1.40	1.40	1.40	1.40
PART-TIME	0.00	0.00	0.00	0.00
TOTAL	1.40	1.40	1.40	1.40

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

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG
PERSONNEL SERVICES	\$59,611	\$49,704	\$52,110	\$54,510	4.6%
MATERIALS AND SUPPLIES	268	649	700	700	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	15,972	17,495	21,870	22,130	1.2%
DIVISION TOTAL	\$75,851	\$67,848	\$74,680	\$77,340	3.6%

**EXECUTIVE DEPARTMENT
PERSONNEL DIVISION ACTIVITIES**

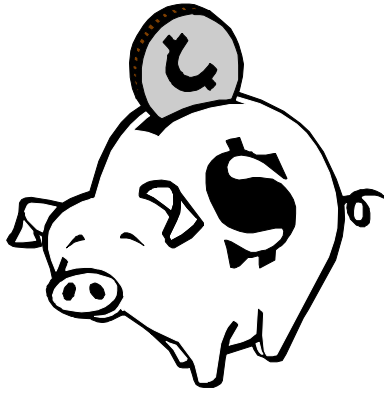
- Establish and recommend personnel and payroll policies and procedures
- Establish and recommend sound non-discriminatory recruiting, selection and promotion procedures for all non-elected positions
- Administer a salary and benefits and a merit-based employee performance evaluation program
- Construct 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**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	3.00	3.00	3.00	3.00
PART-TIME	0.00	0.00	0.00	0.00
TOTAL	3.00	3.00	3.00	3.00

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

	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG
PERSONNEL SERVICES	\$115,814	\$122,174	\$130,850	\$136,480	4.3%
MATERIALS AND SUPPLIES	810	812	1,200	1,200	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	72,757	67,097	85,790	86,290	0.6%
DIVISION TOTAL	\$189,381	\$190,083	\$217,840	\$223,970	2.8%



FINANCE DEPARTMENT

DEPARTMENT MISSION

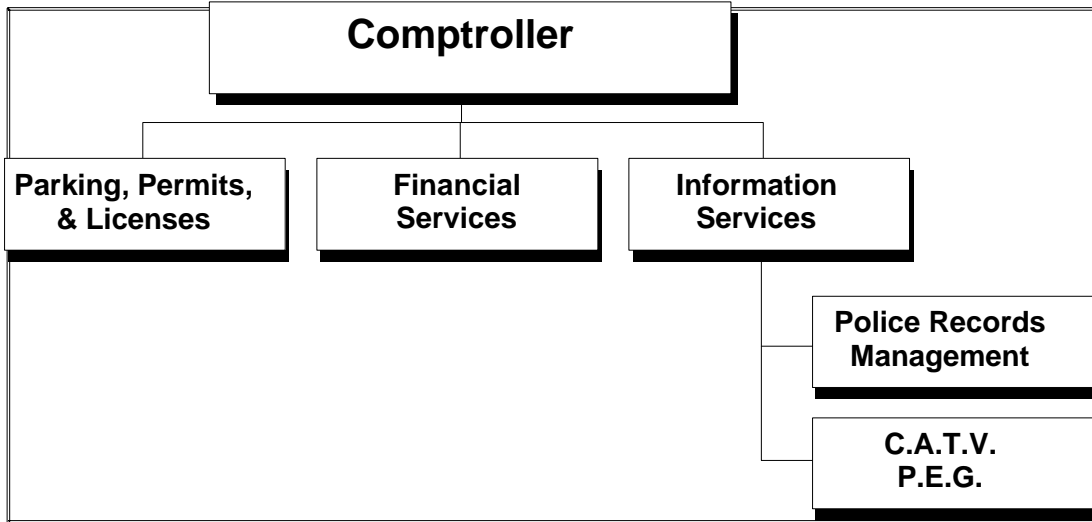
To manage the City's financial resources and information systems.

DEPARTMENT ORGANIZATION

The Finance Department is organized into six 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, .75 Web Documents Coordinator and .25 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. . The Information Services Manager supervises the program. Financial information on this program is reported in a special fund in the Special Funds that Support General Operations section
- **Urbana Public Television (P.E.G.)** – coordinates activities of the Urbana Public Television channel and supervises telecasting of various public meetings on the channel. This program utilizes 1 UPTV Coordinator, .25 UPTV Production Intern, and .15 Camera Operators. . 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
EXPENDITURES BY PROGRAM**

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
ADMINISTRATION	\$202,879	\$212,273	\$233,230	\$239,000	2.5%
PARKING, PERMITS, & REV. COLLECTION	146,012	154,140	175,000	172,720	-1.3%
FINANCIAL SERVICES	185,490	191,945	212,160	218,680	3.1%
INFORMATION SERVICES	196,717	208,778	246,770	261,460	6.0%
DEPARTMENT TOTAL	\$731,098	\$767,136	\$867,160	\$891,860	2.8%

**FINANCE DEPARTMENT
EXPENDITURES BY CATEGORY**

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
PERSONNEL SERVICES	\$503,079	\$533,725	\$599,790	\$621,420	3.6%
MATERIALS AND SUPPLIES	45,153	47,677	54,080	53,750	-0.6%
OPERATIONS AND CONTRACTUAL SERVICES	157,306	158,954	185,440	187,590	1.2%
CAPITAL OUTLAY	25,560	26,780	27,850	29,100	4.5%
DEPARTMENT TOTAL	\$731,098	\$767,136	\$867,160	\$891,860	2.8%

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

FULL-TIME POSITIONS:	1999-00	2000-01	2001-02	2002-03
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	1.00	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
U.P.T.V. COORDINATOR	0.00	1.00	1.00	1.00
SUBTOTAL, FULL-TIME	13.00	14.00	14.00	14.00
PART-TIME POSITIONS:				
WEB DOCUMENTS COORDINATOR	0.25	0.75	0.75	0.75
U.P.T.V. PRODUCTION INTERN	0.00	0.25	0.25	0.25
U.P.T.V. CAMERA OPERATORS	0.00	0.15	0.15	0.15
PERSONAL COMPUTER TECH.	0.25	0.25	0.25	0.25
SUBTOTAL, PART-TIME	0.50	1.40	1.40	1.40
FINANCE DEPARTMENT TOTAL	13.50	15.40	15.40	15.40

**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)**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	1.50	1.50	1.50	1.50
PART-TIME	0.00	0.00	0.00	0.00
TOTAL	1.50	1.50	1.50	1.50

**FINANCE DEPARTMENT
ADMINISTRATION PROGRAM
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	1999-00	2000-01	2001-02	2002-03	CHG.
PERSONNEL SERVICES	\$96,546	\$102,350	\$109,430	\$113,840	4.0%
MATERIALS AND SUPPLIES	4,494	3,936	5,960	5,630	-5.5%
OPERATIONS AND CONTRACTUAL SERVICES	76,279	79,207	89,990	90,430	0.5%
CAPITAL OUTLAY	25,560	26,780	27,850	29,100	4.5%
PROGRAM TOTAL	\$202,879	\$212,273	\$233,230	\$239,000	2.5%

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

- Process and account for approximately 180,000 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 3,600 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)**

	1999-00	2000-01	2001-02	2002-03
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	ACTUAL	BUDGET	BUDGET	%
	1999-00	2000-01	2001-02	2002-03	CHG.
PERSONNEL SERVICES	\$122,482	\$128,474	\$141,390	\$138,340	-2.2%
MATERIALS AND SUPPLIES	9,258	8,090	13,500	13,500	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	14,272	17,576	20,110	20,880	3.8%
PROGRAM TOTAL	\$146,012	\$154,140	\$175,000	\$172,720	-1.3%

**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 360 multi-family recycling tax billings
- Collect and account for monthly locally imposed food and beverage tax, hotel/motel tax, utility tax and telecommunications 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)**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	3.00	3.00	3.00	3.00
PART-TIME	0.00	0.00	0.00	0.00
TOTAL	3.00	3.00	3.00	3.00

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

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	1999-00	2000-01	2001-02	2002-03	
PERSONNEL SERVICES	\$96,327	\$104,539	\$113,660	\$119,710	5.3%
MATERIALS AND SUPPLIES	31,401	35,651	34,620	34,620	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	57,762	51,755	63,880	64,350	0.7%
PROGRAM TOTAL	\$185,490	\$191,945	\$212,160	\$218,680	3.1%

**FINANCE DEPARTMENT
INFORMATION SERVICES PROGRAM ACTIVITIES**

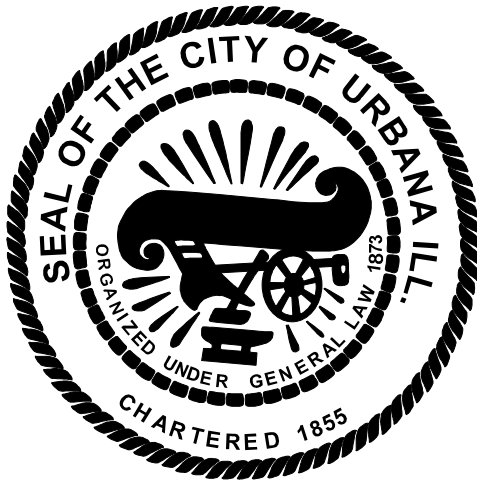
- Provide user support and training for installed software and hardware for other City departments
- Assist all departments in identifying new electronic information technologies that may assist them in performing their duties
- Prepare and recommend an annual and long-term City data processing plan 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)**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	4.00	4.00	4.00	4.00
PART-TIME	0.25	0.50	1.00	1.00
TOTAL	4.25	4.50	5.00	5.00

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

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	1999-00	2000-01	2001-02	2002-03	CHG.
PERSONNEL SERVICES	\$187,724	\$198,362	\$235,310	\$249,530	6.0%
OPERATIONS AND CONTRACTUAL SERVICES	8,993	10,416	11,460	11,930	4.1%
PROGRAM TOTAL	\$196,717	\$208,778	\$246,770	\$261,460	6.0%

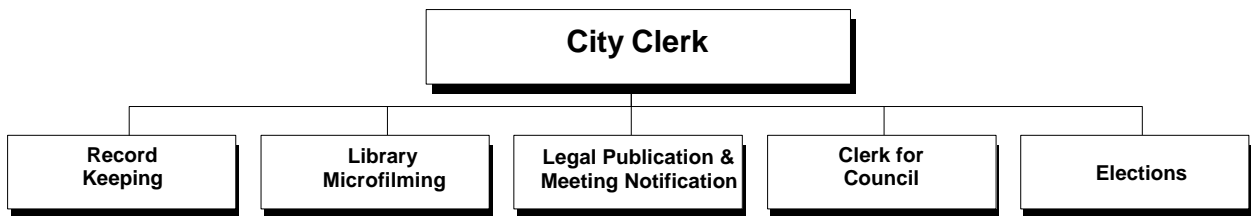


CITY CLERK

DEPARTMENT MISSION

To provide professional records management, meet all legal notice requirements 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

Display Area					
CITY OF URBANA, ILLINOIS					
ANNUAL BUDGET - FISCAL YEAR 2002-03					
CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
PERSONNEL SERVICES	\$101,230	\$104,822	\$112,643	\$116,313	3.3%
MATERIALS AND SUPPLIES	1,733	2,080	2,180	2,070	-5.0%
OPERATIONS AND CONTRACTUAL SERVICES	75,460	79,020	85,960	88,410	2.9%
CAPITAL OUTLAY	0	1,777	1,850	1,930	4.3%
TOTAL	\$178,423	\$187,699	\$202,633	\$208,723	3.0%

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

FULL-TIME POSITIONS:	1999-00	2000-01	2001-02	2002-03
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
CITY CLERK'S OFFICE TOTAL	3.00	3.00	3.00	3.00

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

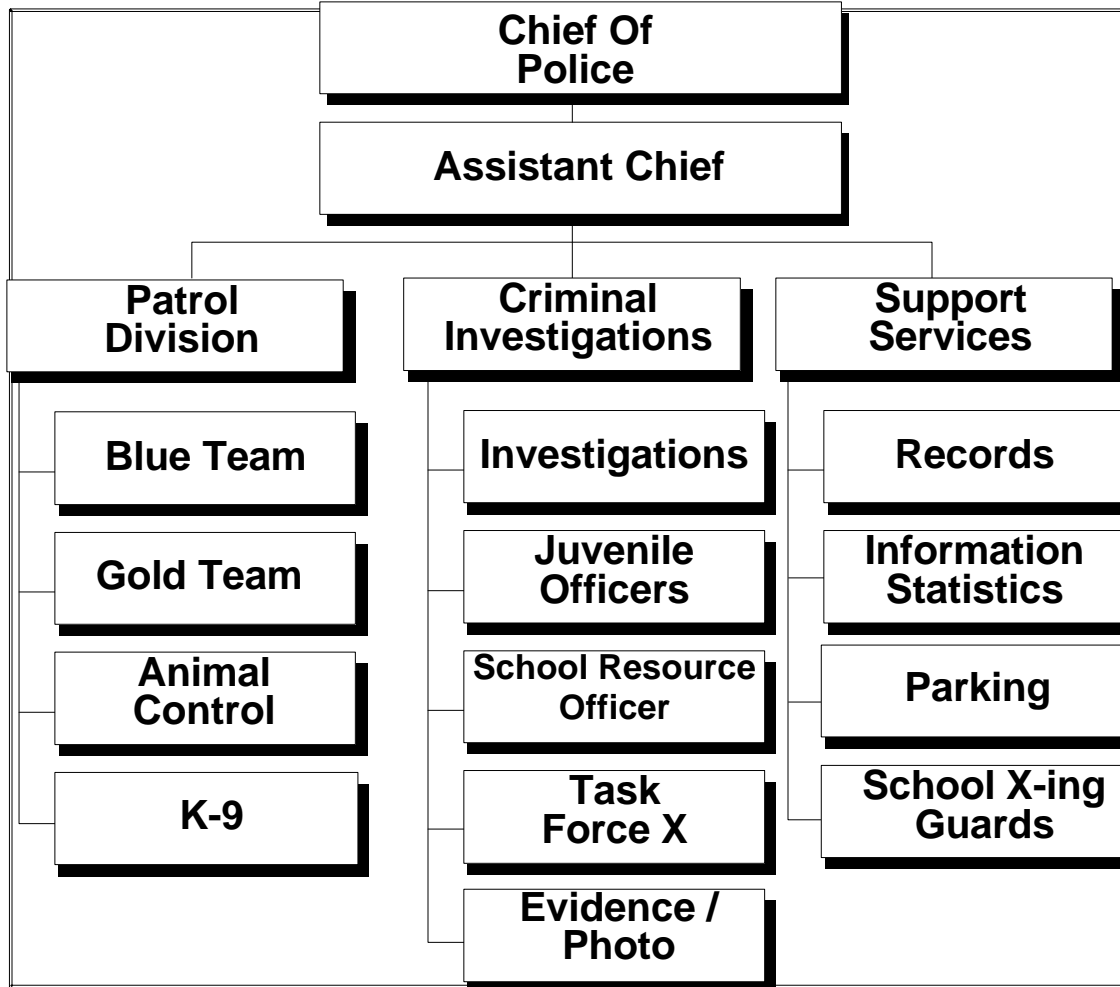
To protect life, property and the constitutional rights of all citizens within our jurisdiction; to serve our citizens by enforcing the law, preserving the peace, and reducing the fear of crime; to help create a safer environment in which to live, work and recreate through problem solving and collaboration 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 four divisions:

- **Administration** - provide overall leadership of the department to insure effective and efficient operation 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.
- **Patrol Division** – The first responder to all requests for police service. This division provides the full-range of police services, crime prevention, traffic enforcement, accident investigation, criminal investigation, enforcement of local, state and federal criminal laws and the apprehension of criminal violators in Urbana. This is a twenty-four hour a day, seven day a week operation, staffed with 39 officers and one civilian employee.
- **Criminal Investigation Section** – Provides follow-up investigation if needed on all felony cases reported to the department. Handles all high profile or major case investigations and all multi-jurisdictional cases. Coordinates the department's Task Force X operation and Special Enforcement Details. Also coordinates all undercover operations and handles all evidence and seizures for the department. CIS provides these services with eight police officers and two civilian employees.
- **Support Services** – Maintains the department's record system and information management system, provides statistical analysis for the department, backup dispatch center, provide tele-serve service to public and is the primary contact point for public access to the department. Also provides Parking Enforcement and School Crossing services for the department. This division is staffed with one officer, nine civilian employees and 7.65 (FTE) part-time positions.

**POLICE DEPARTMENT
ORGANIZATION CHART**



**POLICE DEPARTMENT
EXPENDITURES BY PROGRAM**

PROGRAM	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG
ADMINISTRATION PROGRAM	\$341,472	\$359,292	\$379,230	\$399,190	5.3%
PATROL PROGRAM	2,543,439	2,541,210	2,772,893	2,926,420	5.5%
CRIMINAL INVESTIGATIONS PROGRAM	522,101	572,116	606,442	634,410	4.6%
INTERNAL SERVICES PROGRAM	421,015	473,280	524,200	541,110	3.2%
SCHOOL X-GUARDS PROGRAM	37,894	30,887	43,050	44,740	3.9%
PARKING PROGRAM	97,945	107,787	146,970	155,070	5.5%
ANIMAL CONTROL PROGRAM	60,198	90,409	77,665	81,370	4.8%
DEPARTMENT TOTAL	\$4,024,064	\$4,174,981	\$4,550,450	\$4,782,310	5.1%

**POLICE DEPARTMENT
EXPENDITURES BY CATEGORY**

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG
PERSONNEL SERVICES	\$2,979,723	\$3,085,927	\$3,398,185	\$3,563,500	4.9%
MATERIALS AND SUPPLIES	29,041	27,351	42,270	44,090	4.3%
CONTRACTUAL SERV.	804,340	840,083	877,105	928,180	5.8%
CAPITAL OUTLAY	210,960	221,620	232,890	246,540	5.9%
DEPARTMENT TOTAL	\$4,024,064	\$4,174,981	\$4,550,450	\$4,782,310	5.1%

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

FULL-TIME POSITIONS:	1999-00	2000-01	2001-02	2002-03
POLICE CHIEF	1	1	1	1
ASSISTANT CHIEF	1	1	1	1
LIEUTENANT	4	4	4	4
SERGEANT	7	7	9	9
K9 OFFICER	0	1	1	1
OFFICER	36	35	33	34
EVIDENCE/PHOTO TECHNICIAN	1	1	1	1
AD. ASSISTANT (GRANT)	1	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
METER PATROL OFFICER	0	0	1	1
SUBTOTAL, FULL-TIME	62.00	62.00	63.00	64.00
PART-TIME POSITIONS:				
P-T METER PATROL	4.00	4.00	3.50	3.50
P-T ABANDONED VEH. SPEC.	0.00	0.00	0.50	0.50
P-T SCHOOL X-GUARD	3.75	3.75	3.75	3.75
SUBTOTAL, PART-TIME	7.75	7.75	7.75	7.75
POLICE DEPARTMENT TOTAL	69.75	69.75	70.75	71.75

**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	% CHG
	1999-00	2000-01	2001-02	2002-03	
PERSONNEL SERVICES	\$112,054	\$118,813	\$125,620	\$130,690	4.0%
MATERIALS AND SUPPLIES	175	99	480	480	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	18,283	18,760	20,240	21,480	6.1%
CAPITAL OUTLAY	210,960	221,620	232,890	246,540	5.9%
PROGRAM TOTAL	\$341,472	\$359,292	\$379,230	\$399,190	5.3%

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

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	2.00	2.00	2.00	2.00
PART-TIME	0.00	0.00	0.00	0.00
TOTAL	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 1999-00	BUDGET 2000-01	PROJECTED 2001-02	BUDGET 2002-03	% CHG
PERSONNEL SERVICES	\$1,993,339	\$1,994,521	\$2,193,348	\$2,310,580	5.3%
MATERIALS AND SUPPLIES	5,259	5,616	11,320	13,520	19.4%
OPERATIONS AND CONTRACTUAL SERVICES	544,841	541,073	568,225	602,320	6.0%
PROGRAM TOTAL	\$2,543,439	\$2,541,210	\$2,772,893	\$2,926,420	5.5%

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

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	39.00	39.00	39.00	40.00
PART-TIME	0.00	0.00	0.00	0.00
TOTAL	39.00	39.00	39.00	40.00

**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 statewide 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 1999-00	BUDGET 2000-01	PROJECTED 2001-02	BUDGET 2002-03	% CHG
PERSONNEL SERVICES	\$444,956	\$491,745	\$512,812	\$535,240	4.4%
MATERIALS AND SUPPLIES	0	0	500	500	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	77,145	80,371	93,130	98,670	5.9%
PROGRAM TOTAL	\$522,101	\$572,116	\$606,442	\$634,410	4.6%

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

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	10.00	10.00	10.00	10.00
PART-TIME	0.00	0.00	0.00	0.00
TOTAL	10.00	10.00	10.00	10.00

**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	BUDGET	PROJECTED	BUDGET	%
	1999-00	2000-01	2001-02	2002-03	CHG
PERSONNEL SERVICES	\$287,897	\$333,414	\$363,760	\$376,490	3.5%
MATERIALS AND SUPPLIES	22,579	19,719	28,020	27,640	-1.4%
OPERATIONS AND CONTRACTUAL SERVICES	110,539	120,147	132,420	136,980	3.4%
PROGRAM TOTAL	\$421,015	\$473,280	\$524,200	\$541,110	3.2%

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

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	9.00	9.00	9.00	9.00
PART-TIME	0.00	0.00	0.00	0.00
TOTAL	9.00	9.00	9.00	9.00

**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	%
	1999-00	2000-01	2001-02	2002-03	CHG
PERSONNEL SERVICES	\$36,046	\$28,842	\$40,900	\$42,330	3.5%
MATERIALS AND SUPPLIES	339	357	360	360	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	1,509	1,688	1,790	2,050	14.5%
PROGRAM TOTAL	\$37,894	\$30,887	\$43,050	\$44,740	3.9%

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

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	0.00	0.00	0.00	0.00
PART-TIME	3.75	3.75	3.75	3.75
TOTAL	3.75	3.75	3.75	3.75

**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	% CHG
	1999-00	2000-01	2001-02	2002-03	
PERSONNEL SERVICES	\$85,672	\$90,909	\$129,810	\$134,730	3.8%
MATERIALS AND SUPPLIES	544	1,213	1,230	1,230	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	11,729	15,665	15,930	19,110	20.0%
PROGRAM TOTAL	\$97,945	\$107,787	\$146,970	\$155,070	5.5%

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

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	1.00	1.00	2.00	2.00
PART-TIME	4.00	4.00	4.00	4.00
TOTAL	5.00	5.00	6.00	6.00

**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	%
	1999-00	2000-01	2001-02	2002-03	CHG
PERSONNEL SERVICES	\$19,759	\$27,683	\$31,935	\$33,440	4.7%
MATERIALS AND SUPPLIES	145	347	360	360	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	40,294	62,379	45,370	47,570	4.8%
PROGRAM TOTAL	\$60,198	\$90,409	\$77,665	\$81,370	4.8%

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

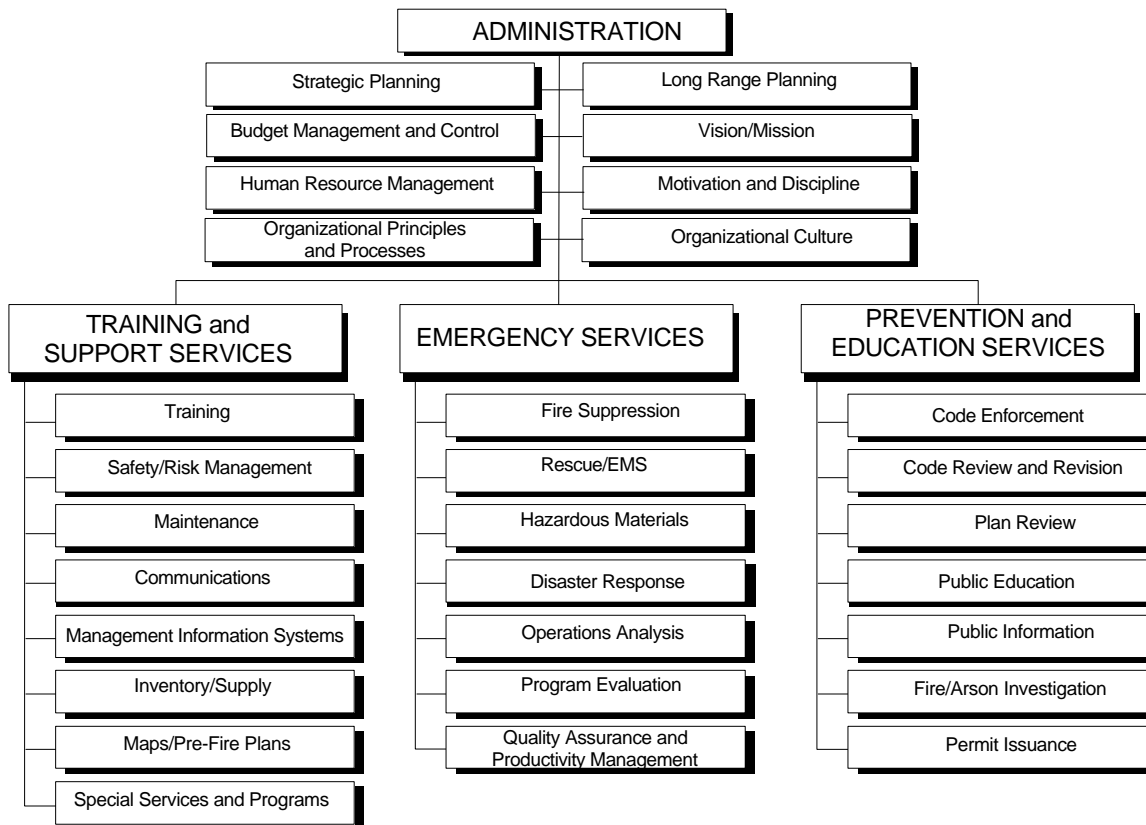
	1999-00	2000-01	2001-02	2002-03
FULL-TIME	1.00	1.00	1.00	1.00
PART-TIME	0.00	0.00	0.00	0.00
TOTAL	1.00	1.00	1.00	1.00

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
	1990-00	2000-01	2001-02	2002-03	
PERSONNEL SERVICES	\$2,810,183	\$3,002,150	\$3,238,940	\$3,431,432	5.9%
MATERIALS AND SUPPLIES	54,325	48,441	61,570	61,390	-0.3%
OPERATIONS AND CONTRACTUAL SERVICES	429,860	454,128	419,540	446,600	6.4%
CAPITAL OUTLAY	160,993	171,560	180,740	188,880	4.5%
TOTAL	\$3,455,361	\$3,676,279	\$3,900,790	\$4,128,302	5.8%

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

FULL-TIME POSITIONS:	1999-00	2000-01	2001-02	2002-03
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
SUBTOTAL, FULL-TIME	59.00	59.00	59.00	59.00
PART-TIME POSITIONS:				
PART-TIME	0.00	0.00	0.00	0.00
FIRE DEPARTMENT TOTAL	59.00	59.00	59.00	59.00

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

Fire Rescue Services Department

- 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 fire setters
- 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

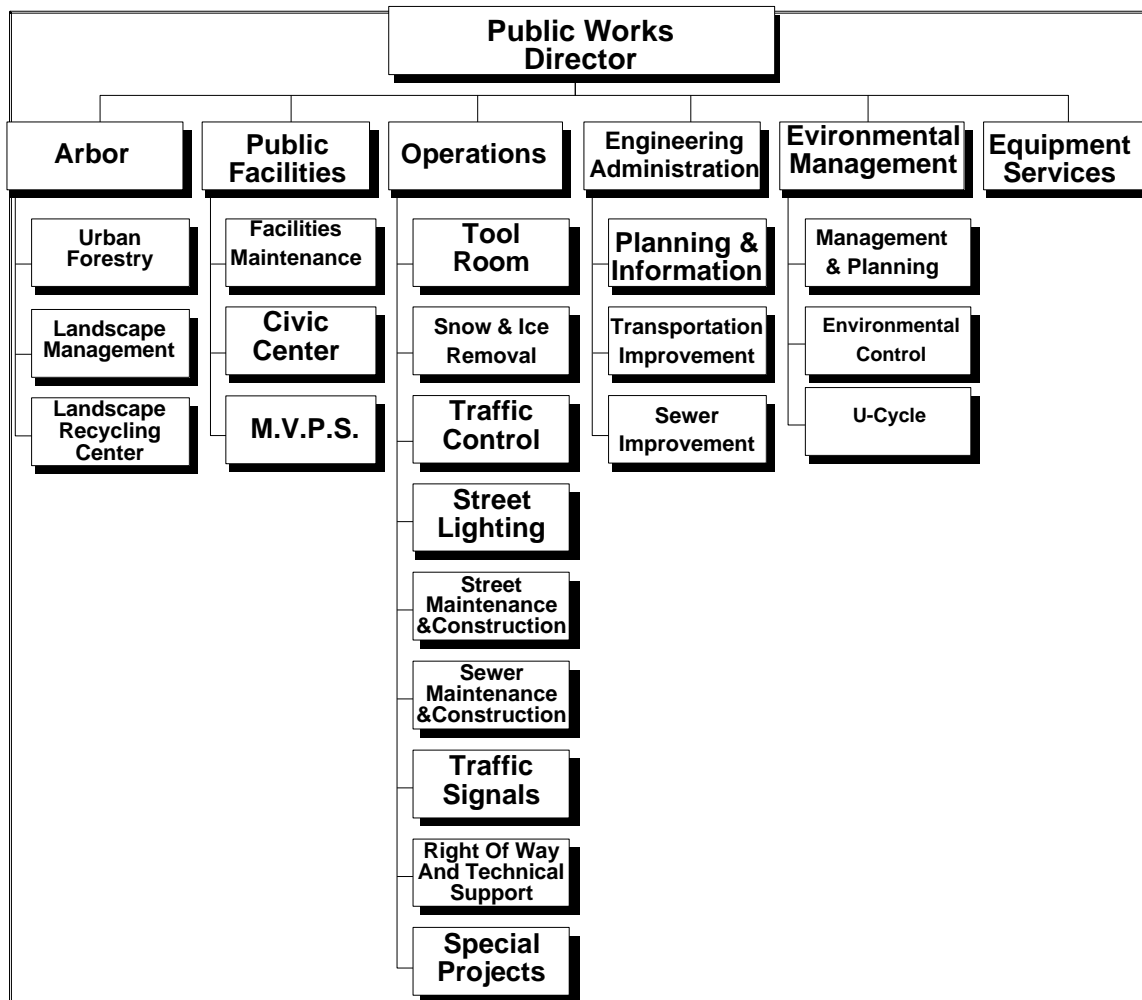
The Public Works Department is organized into seven divisions:

- **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, alleys 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, alleys, 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 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 citywide mapping and graphic support, infrastructure design and construction management, subdivision/private development plan review, and maintenance of the Capital Improvement Plan.
- **Environmental Management** - This division is headed by the Environmental Manager and provides certain solid waste coordination encephalitis prevention, and environmental control services. Costs of the single and multi-family 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 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
ADMINISTRATION	\$634,032	\$638,484	\$705,020	\$733,550	4.0%
ARBOR DIVISION:					
URBAN FORESTRY	184,105	181,874	223,230	235,460	5.5%
LANDSCAPE MANAGEMENT	143,287	148,850	194,790	202,780	
PUBLIC FACILITIES DIVISION:					
FACILITIES MAINTENANCE	363,344	390,844	386,830	401,750	3.9%
CIVIC CENTER	45,981	48,729	51,680	53,900	4.3%
OPERATIONS DIVISION:					
TOOL ROOM	91,568	68,607	77,960	79,440	1.9%
SNOW AND ICE REMOVAL	99,565	113,117	110,530	113,450	2.6%
TRAFFIC CONTROL	154,430	147,449	160,690	162,100	0.9%
STREET LIGHTING	397,110	353,228	463,200	475,200	2.6%
STREET MAINT. AND CONST.	407,556	448,659	566,420	580,520	2.5%
CONCRETE REPAIR	373,997	315,762	327,940	343,000	4.6%
SEWER MAINT. AND CONST.	275,869	296,630	354,180	371,690	4.9%
TRAFFIC SIGNALS	72,561	74,475	82,250	83,540	1.6%
R.O.W. AND TECHNICAL SUPPORT	34,596	35,483	44,450	56,200	26.4%
ENGINEERING DIVISION:					
PLANNING AND MAPPING	216,434	274,485	279,820	310,790	11.1%
TRANSPORTATION IMPROVEMENTS	112,826	93,704	150,230	141,620	-5.7%
SEWER IMPROVEMENTS	100,414	100,207	111,240	116,010	4.3%
ENVIRONMENTAL MANAGEMENT:					
MGT. AND PLANNING	143,437	146,128	161,430	164,490	1.9%
ENVIRONMENTAL CONTROL	45,757	41,399	48,650	54,180	11.4%
DEPARTMENT TOTAL	\$3,896,869	\$3,918,114	\$4,500,540	\$4,679,670	4.0%

PUBLIC WORKS DEPARTMENT EXPENDITURES BY CATEGORY

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
PERSONNEL SERVICES	\$2,163,847	\$2,131,631	\$2,476,410	\$2,581,090	4.2%
MATERIALS AND SUPPLIES	341,226	321,073	361,420	358,300	-0.9%
CONTRACTUAL SERVICES	1,071,366	1,125,360	1,300,330	1,361,590	4.7%
CAPITAL OUTLAY	320,430	340,050	362,380	378,690	4.5%
DEPARTMENT TOTAL	\$3,896,869	\$3,918,114	\$4,500,540	\$4,679,670	4.0%

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

FULL-TIME POSITIONS:	1999-00	2000-01	2001-02	2002-03
PUBLIC WORKS DIRECTOR	1.00	1.00	1.00	1.00
SECRETARY	2.00	2.00	2.00	1.00
ASSISTANT TO THE DIRECTOR	1.00	0.00	0.00	1.00
ASSISTANT CITY ENGINEER	0.00	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	3.00	3.00	3.00	3.00
L.R.C. TECHNICIAN	0.00	0.00	1.00	1.00
EQUIPMENT OPERATOR	8.00	8.00	10.00	10.00
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	10.00	8.00	8.00
ELECTRICIAN	2.00	2.00	2.00	2.00
TRAFFIC SIGNAL TECHNICIAN	1.00	1.00	1.00	1.00
R.O.W. TECHNICIAN	1.00	1.00	1.00	1.00
SR. CIVIL ENGINEER	1.00	1.00	1.00	1.00
CIVIL ENGINEER	2.00	2.00	2.00	2.00
PROJECT COORDINATOR	2.00	2.00	2.00	2.00
ENGINEERING TECHNICIAN	3.00	3.00	4.00	4.00
INFORMATION TECHNICIAN	2.00	2.00	1.00	1.00
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
TOOL ROOM CLERK	0.00	0.00	1.00	1.00
METER MAINTENANCE TECHNICIAN	2.00	2.00	2.00	2.00
SUBTOTAL, FULL-TIME	56.00	57.00	59.00	59.00
PART-TIME POSITIONS:				
CLERK-TYPIST	0.75	0.75	0.75	0.75
SEASONAL, ARBOR	4.37	4.37	4.52	4.52
L.R.C. LABORERS	2.00	2.15	1.65	1.75
BUILDING MAINT.	0.34	0.50	0.50	0.50
CIVIC CENTER	2.00	2.00	2.00	2.00
SEASONAL, OPERATIONS	3.26	3.26	3.26	3.26
TOOL ROOM CLERK	1.00	1.00	0.00	0.00
ENGINEERING AIDE	1.10	1.10	0.35	0.35
U-CYCLE/ENV. AIDE	0.58	0.58	0.54	0.54
ENVIRONMENTAL AIDE	0.50	0.34	0.27	0.27
FLEET SERVICES PARTS CLERK	0.50	0.50	0.50	0.50
SEASONAL, MVPS	0.28	0.28	0.28	0.28
SEASONAL, GARAGE	2.50	2.50	2.50	2.50
SUBTOTAL, PART-TIME	19.18	19.33	17.12	17.22
PUBLIC WORKS DEPARTMENT TOTAL	75.18	76.33	76.12	76.22

**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, CUTEC, 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)**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	4.30	4.30	4.00	4.00
PART-TIME	0.75	0.75	0.75	0.75
TOTAL	5.05	5.05	4.75	4.75

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

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	1999-00	2000-01	2001-02	2002-03	CHG.
PERSONNEL SERVICES	\$240,138	\$223,625	\$255,740	\$266,730	4.3%
MATERIALS AND SUPPLIES	9,983	11,013	11,300	10,910	-3.5%
CONTRACTUAL SERVICES	63,481	63,796	75,600	77,220	2.1%
CAPITAL OUTLAY	320,430	340,050	362,380	378,690	4.5%
PROGRAM TOTAL	\$634,032	\$638,484	\$705,020	\$733,550	4.0%

**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)**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	3.34	3.34	3.34	3.34
PART-TIME	1.13	1.13	1.28	1.28
TOTAL	4.47	4.47	4.62	4.62

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

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	1999-00	2000-01	2001-02	2002-03	
PERSONNEL SERVICES	\$137,637	\$126,638	\$164,030	\$171,450	4.5%
MATERIALS AND SUPPLIES	2,938	3,074	3,990	3,990	0.0%
CONTRACTUAL SERVICES	43,530	52,162	55,210	60,020	8.7%
PROGRAM TOTAL	\$184,105	\$181,874	\$223,230	\$235,460	5.5%

**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)**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	3.34	3.34	3.34	3.34
PART-TIME	1.13	1.13	1.28	1.28
TOTAL	4.47	4.47	4.62	4.62

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

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	% CHG.
	1999-00	2000-01	2001-02	2002-03	
PERSONNEL SERVICES	\$95,753	\$105,132	\$139,880	\$145,660	4.1%
MATERIALS AND SUPPLIES	5,041	5,121	5,120	5,120	0.0%
CONTRACTUAL SERVICES	42,493	38,597	49,790	52,000	4.4%
PROGRAM TOTAL	\$143,287	\$148,850	\$194,790	\$202,780	4.1%

**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)**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	2.00	2.00	2.00	2.00
PART-TIME	0.34	0.50	0.50	0.50
TOTAL	2.34	2.50	2.50	2.50

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

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	1999-00	2000-01	2001-02	2002-03	
PERSONNEL SERVICES	\$103,061	\$100,588	\$111,330	\$115,700	3.9%
MATERIALS AND SUPPLIES	29,781	25,500	18,320	18,320	0.0%
CONTRACTUAL SERVICES	230,502	264,756	257,180	267,730	4.1%
PROGRAM TOTAL	\$363,344	\$390,844	\$386,830	\$401,750	3.9%

**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)**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	0.00	0.00	0.00	0.00
PART-TIME	2.00	2.00	2.00	2.00
TOTAL	2.00	2.00	2.00	2.00

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

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	1999-00	2000-01	2001-02	2002-03	
PERSONNEL SERVICES	\$36,681	\$38,349	\$39,830	\$41,220	3.5%
MATERIALS AND SUPPLIES	228	950	2,140	2,140	0.0%
CONTRACTUAL SERVICES	9,072	9,430	9,710	10,540	8.5%
PROGRAM TOTAL	\$45,981	\$48,729	\$51,680	\$53,900	4.3%

Public Works Department

**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)**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	0.25	0.25	1.25	1.25
PART-TIME	1.00	1.00	0.00	0.00
TOTAL	1.25	1.25	1.25	1.25

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

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
PERSONNEL SERVICES	\$32,427	\$30,880	\$40,180	\$41,660	3.7%
MATERIALS AND SUPPLIES	18,916	19,841	22,820	22,820	0.0%
CONTRACTUAL SERVICES	40,225	17,886	14,960	14,960	0.0%
PROGRAM TOTAL	\$91,568	\$68,607	\$77,960	\$79,440	1.9%

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

- Plow City streets, alleys 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 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
PERSONNEL SERVICES	\$40,666	\$40,279	\$36,130	\$37,400	3.5%
MATERIALS AND SUPPLIES	38,018	43,159	39,600	39,600	0.0%
CONTRACTUAL SERVICES	20,881	29,679	34,800	36,450	4.7%
PROGRAM TOTAL	\$99,565	\$113,117	\$110,530	\$113,450	2.6%

**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)**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	2.70	2.70	2.70	2.70
PART-TIME	0.00	0.00	0.00	0.00
TOTAL	2.70	2.70	2.70	2.70

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

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
PERSONNEL SERVICES	\$99,532	\$88,885	\$97,890	\$102,240	4.4%
MATERIALS AND SUPPLIES	36,806	36,796	35,530	35,530	0.0%
CONTRACTUAL SERVICES	18,092	21,768	27,270	24,330	-10.8%
PROGRAM TOTAL	\$154,430	\$147,449	\$160,690	\$162,100	0.9%

**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)**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	4.00	4.00	4.00	4.00
PART-TIME	0.00	0.00	0.00	0.00
TOTAL	4.00	4.00	4.00	4.00

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

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	1999-00	2000-01	2001-02	2002-03	
PERSONNEL SERVICES	\$155,828	\$124,190	\$167,230	\$174,310	4.2%
MATERIALS AND SUPPLIES	51,916	30,285	53,300	53,300	0.0%
CONTRACTUAL SERVICES	189,366	198,753	242,670	247,590	2.0%
PROGRAM TOTAL	\$397,110	\$353,228	\$463,200	\$475,200	2.6%

**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)**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	4.65	6.65	6.65	6.65
PART-TIME	1.95	1.95	1.95	1.95
TOTAL	6.60	8.60	8.60	8.60

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

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	1999-00	2000-01	2001-02	2002-03	
PERSONNEL SERVICES	\$193,245	\$238,667	\$292,920	\$302,530	3.3%
MATERIALS AND SUPPLIES	42,613	40,129	43,180	40,150	-7.0%
CONTRACTUAL SERVICES	171,698	169,863	230,320	237,840	3.3%
PROGRAM TOTAL	\$407,556	\$448,659	\$566,420	\$580,520	2.5%

**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)**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	7.15	5.15	5.15	5.15
PART-TIME	0.86	0.85	0.85	0.85
TOTAL	8.01	6.00	6.00	6.00

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

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	1999-00	2000-01	2001-02	2002-03	
PERSONNEL SERVICES	\$240,479	\$182,788	\$183,630	\$192,880	5.0%
MATERIALS AND SUPPLIES	78,367	77,573	83,480	83,480	0.0%
CONTRACTUAL SERVICES	55,151	55,401	60,830	66,640	9.6%
PROGRAM TOTAL	\$373,997	\$315,762	\$327,940	\$343,000	4.6%

**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)**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	4.45	5.45	5.45	5.45
PART-TIME	0.46	0.44	0.44	0.44
TOTAL	4.91	5.89	5.89	5.89

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

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
PERSONNEL SERVICES	\$226,763	\$238,634	\$277,820	\$290,450	4.5%
MATERIALS AND SUPPLIES	15,471	16,043	25,330	25,330	0.0%
CONTRACTUAL SERVICES	33,635	41,953	51,030	55,910	9.6%
PROGRAM TOTAL	\$275,869	\$296,630	\$354,180	\$371,690	4.9%

**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)**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	1.25	1.25	1.25	1.25
PART-TIME	0.00	0.00	0.00	0.00
TOTAL	1.25	1.25	1.25	1.25

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

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
PERSONNEL SERVICES	\$54,968	\$56,010	\$60,610	\$60,630	0.0%
MATERIALS AND SUPPLIES	7,163	8,011	9,050	9,050	0.0%
CONTRACTUAL SERVICES	10,430	10,454	12,590	13,860	10.1%
PROGRAM TOTAL	\$72,561	\$74,475	\$82,250	\$83,540	1.6%

**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)**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	0.55	0.55	0.55	0.55
PART-TIME	0.00	0.00	0.00	0.00
TOTAL	0.55	0.55	0.55	0.55

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

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
PERSONNEL SERVICES	\$27,291	\$29,113	\$31,080	\$32,390	4.2%
MATERIALS AND SUPPLIES	690	408	2,310	2,310	0.0%
CONTRACTUAL SERVICES	6,615	5,962	11,060	21,500	94.4%
PROGRAM TOTAL	\$34,596	\$35,483	\$44,450	\$56,200	26.4%

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

- Coordinates personnel, budgeting and general supervision of all divisional activities
- Monitor and approve subdivision and private development plans to ensure infrastructure elements comply with city codes, ordinances and regulations for design and construction standards
- 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 INFORMATION PROGRAM
PERSONNEL SUMMARY (FTE'S)**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	5.70	5.70	5.00	5.00
PART-TIME	0.60	0.60	0.35	0.35
TOTAL	6.30	6.30	5.35	5.35

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

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
PERSONNEL SERVICES	\$191,121	\$243,498	\$243,720	\$273,290	12.1%
MATERIALS AND SUPPLIES	1,657	1,186	2,500	2,500	0.0%
CONTRACTUAL SERVICES	23,656	29,801	33,600	35,000	4.2%
PROGRAM TOTAL	\$216,434	\$274,485	\$279,820	\$310,790	11.1%

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

- Perform engineering design and construction management services for transportation improvement construction projects, which include streets, alleys, parking lots, curbs, sidewalks, streetlights and traffic signals.

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

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	2.00	2.00	3.00	3.00
PART-TIME	0.25	0.25	0.00	0.00
TOTAL	2.25	2.25	3.00	3.00

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

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	1999-00	2000-01	2001-02	2002-03	
PERSONNEL SERVICES	\$105,445	\$85,235	\$138,420	\$128,750	-7.0%
MATERIALS AND SUPPLIES	511	852	850	850	0.0%
CONTRACTUAL SERVICES	6,870	7,617	10,960	12,020	9.7%
PROGRAM TOTAL	\$112,826	\$93,704	\$150,230	\$141,620	-5.7%

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

- Perform engineering design and construction management services for sanitary and storm sewer construction projects
- Perform biennial bridge inspections and report inspection results to the Illinois Department of Transportation as required by state law
- Perform ongoing inflow/infiltration and drainage studies to identify problem sewers, analyze alternative remedies and implement solutions

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

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	2.00	2.00	2.00	2.00
PART-TIME	0.25	0.25	0.00	0.00
TOTAL	2.25	2.25	2.00	2.00

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

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	1999-00	2000-01	2001-02	2002-03	
PERSONNEL SERVICES	\$94,014	\$92,319	\$99,880	\$103,570	3.7%
MATERIALS AND SUPPLIES	47	300	800	800	0.0%
CONTRACTUAL SERVICES	6,353	7,588	10,560	11,640	10.2%
PROGRAM TOTAL	\$100,414	\$100,207	\$111,240	\$116,010	4.3%

**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)**

	1999-00	2000-01	2001-02	2002-03
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

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

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	1999-00	2000-01	2001-02	2002-03	
PERSONNEL SERVICES	\$50,605	\$53,765	\$56,200	\$58,560	4.2%
MATERIALS AND SUPPLIES	948	477	1,500	1,500	0.0%
CONTRACTUAL SERVICES	91,884	91,886	103,730	104,430	0.7%
PROGRAM TOTAL	\$143,437	\$146,128	\$161,430	\$164,490	1.9%

**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)**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	1.00	1.00	1.00	1.00
PART-TIME	0.50	0.34	0.27	0.27
TOTAL	1.50	1.34	1.27	1.27

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

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	1999-00	2000-01	2001-02	2002-03	CHG.
PERSONNEL SERVICES	\$38,193	\$33,036	\$39,890	\$41,670	4.5%
MATERIALS AND SUPPLIES	132	355	300	600	100.0%
CONTRACTUAL SERVICES	7,432	8,008	8,460	11,910	40.8%
PROGRAM TOTAL	\$45,757	\$41,399	\$48,650	\$54,180	11.4%



COMMUNITY DEVELOPMENT SERVICES DEPARTMENT

DEPARTMENT MISSION

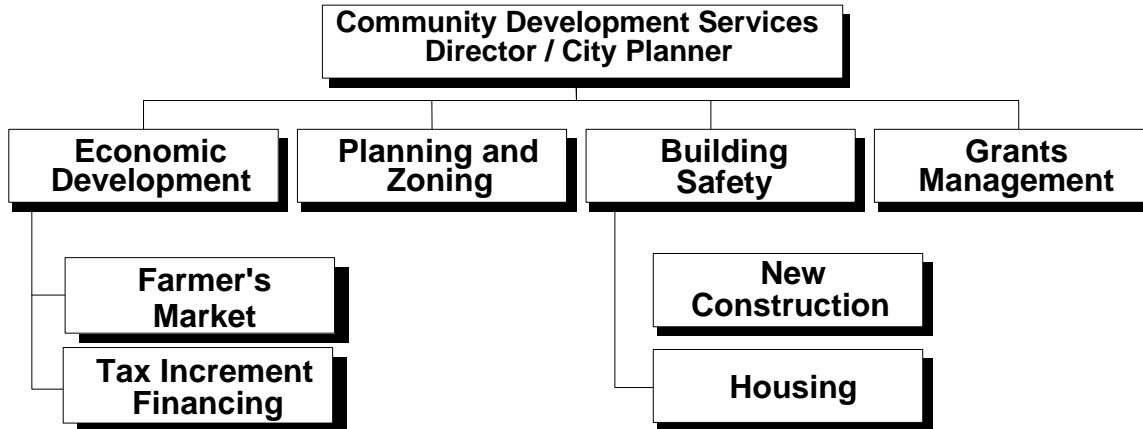
To maintain and improve the quality of life for Urbana citizens by providing programs of economic development, housing, planning, zoning enforcement, redevelopment, building safety code enforcement, historic preservation and community block grants.

DEPARTMENT ORGANIZATION

The Community Development Services Department is organized into four divisions:

- **Administration and Planning and Zoning** - provides overall administration of the department to insure effective and efficient management and professional land use and general planning services in accordance with the Comprehensive Plan, the Zoning Ordinance, and Subdivision and Land Development Code. This division includes 2 separate programs: Administration and Planning and Zoning.
- **Economic Development** - administers economic development programs, including the four Tax Increment Financing Districts, enterprise zone administration, business retention and attraction.
- **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 programs: New Construction and Housing.
- **Grants Management** - manage federal and state housing grants and programs including affordable housing, transitional housing, and housing rehabilitation. Activities and costs are reported in the Community Development Special and Community Development Block Grant special funds.
- **Additional Programs** - Personnel for the Farmer's Market Program (reported in Economic Development Reserve Fund) is reported in the Executive section, but their activities and financial results are reported in the special funds section of the budget document. As noted above, the department also administers the city's tax increment financing districts, which are reported in a separate section of this budget document.

**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT
ORGANIZATIONAL CHART**



**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT
EXPENDITURES BY PROGRAM**

	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
ADMINISTRATION	\$166,885	\$167,765	\$190,090	\$188,860	-0.6%
PLANNING AND ZONING	133,297	197,298	214,520	221,310	3.2%
ECONOMIC DEVELOPMENT	185,190	191,487	186,309	194,190	4.2%
NEW CONSTRUCTION	222,239	232,160	252,460	258,310	2.3%
HOUSING	65,393	69,904	78,560	82,020	4.4%
DEPARTMENT TOTAL	\$773,004	\$858,614	\$921,939	\$944,690	2.5%

**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT
EXPENDITURES BY CATEGORY**

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	ACTUAL 2002-03	% CHG.
PERSONNEL SERVICES	\$523,732	\$590,463	\$633,190	\$642,740	1.5%
MATERIALS AND SUPPLIES	8,525	8,198	14,130	14,830	5.0%
OPERATIONS AND CONTRACTUAL SERVICES	225,667	244,273	258,309	270,080	4.6%
CAPITAL OUTLAY	15,080	15,680	16,310	17,040	4.5%
DEPARTMENT TOTAL	\$773,004	\$858,614	\$921,939	\$944,690	2.5%

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

FULL-TIME POSITIONS:	1999-00	2000-01	2001-02	2002-03
COMM. DEV. DIRECTOR/CITY PLANNER	1.00	1.00	1.00	1.00
EC. DEV. COORDINATOR	1.00	1.00	1.00	1.00
PLANNING MANAGER	1.00	1.00	1.00	1.00
SENIOR PLANNER	1.00	1.00	1.00	1.00
PLANNER	1.00	1.00	1.00	1.00
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. CLERK-TYPIST	1.00	1.00	1.00	1.00
BLDG. SAFETY SECRETARY	1.00	1.00	1.00	1.00
C.D.B.G. SECRETARY	1.00	1.00	1.00	1.00
PLANNING SECRETARY	1.00	1.00	1.00	1.00
C.D.B.G. MANAGER	1.00	1.00	1.00	1.00
GRANTS COORDINATOR II	2.00	2.00	2.00	2.00
C.D. PROJECT MGR.	0.00	0.00	0.00	0.00
C.D.B.G. REHAB SPECIALIST	1.00	1.00	1.00	1.00
EC. DEV. SPECIALIST	1.00	1.00	1.00	1.00
TRANS. HOUSING COORDINATOR	1.00	1.00	1.00	1.00
SUBTOTAL, FULL-TIME	20.00	20.00	20.00	20.00
PART-TIME POSITIONS:				
C.D. INTERN	0.50	0.50	0.50	0.65
FARMER'S MARKET SPEC.	0.30	0.30	0.30	0.30
CLERK-TYPIST	0.50	0.50	0.50	0.50
GRAPHICS TECHNICIAN	0.50	0.50	0.50	0.50
SUBTOTAL, PART-TIME	1.80	1.80	1.80	1.95
COMMUNITY DEVELOPMENT DEPARTMENT TOTAL	21.80	21.80	21.80	21.95

**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)**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	2.00	2.00	2.00	2.00
PART-TIME	0.00	0.00	0.00	0.00
TOTAL	2.00	2.00	2.00	2.00

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

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	ACTUAL 2002-03	% CHG.
PERSONNEL SERVICES	\$108,281	\$105,706	\$116,920	\$114,900	-1.7%
MATERIALS AND SUPPLIES	3,916	5,012	7,400	6,900	-6.8%
OPERATIONS AND CONTRACTUAL SERVICES	39,608	41,367	49,460	50,020	1.1%
CAPITAL OUTLAY	15,080	15,680	16,310	17,040	4.5%
PROGRAM TOTAL	\$166,885	\$167,765	\$190,090	\$188,860	-0.6%

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

- Assure implementation of the goals, objectives and policies of the Comprehensive Plan
- Administer zoning code enforcement
- Provide planning coordination and recommendations to the Plan Commission Zoning Board of Appeals, and City Council in their consideration of zoning and subdivision cases, neighborhood planning and long-range community plans
- Provide staffing to Historic Preservation Commission
- 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)**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	4.00	4.00	4.00	4.00
PART-TIME	1.00	1.00	1.00	1.15
TOTAL	5.00	5.00	5.00	5.15

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

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	ACTUAL 2002-03	% CHG.
PERSONNEL SERVICES	\$106,434	\$157,627	\$172,460	\$176,030	2.1%
MATERIALS AND SUPPLIES	1,202	1,043	1,490	2,690	80.5%
OPERATIONS AND CONTRACTUAL SERVICES	25,661	38,628	40,570	42,590	5.0%
PROGRAM TOTAL	\$133,297	\$197,298	\$214,520	\$221,310	3.2%

**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT
ECONOMIC DEVELOPMENT DIVISION ACTIVITIES**

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

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

	1999-00	2000-01	2001-02	2002-03
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 DIVISION
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	ACTUAL 2002-03	% CHG.
PERSONNEL SERVICES	\$50,886	\$55,836	\$57,710	\$60,080	4.1%
OPERATIONS AND CONTRACTUAL SERVICES	134,304	135,651	128,599	134,110	4.3%
PROGRAM TOTAL	\$185,190	\$191,487	\$186,309	\$194,190	4.2%

**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)**

	1999-00	2000-01	2001-02	2002-03
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 1999-00	ACTUAL 2000-01	BUDGET 2001-02	ACTUAL 2002-03	% CHG.
PERSONNEL SERVICES	\$201,235	\$211,873	\$223,360	\$226,230	1.3%
MATERIALS AND SUPPLIES	2,988	2,060	4,480	4,480	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	18,016	18,227	24,620	27,600	12.1%
PROGRAM TOTAL	\$222,239	\$232,160	\$252,460	\$258,310	2.3%

**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)**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	1.50	1.50	1.50	1.50
PART-TIME	0.00	0.00	0.00	0.00
TOTAL	1.50	1.50	1.50	1.50

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

CATEGORY	ACTUAL	ACTUAL	BUDGET	ACTUAL	% CHG.
	1999-00	2000-01	2001-02	2002-03	
PERSONNEL SERVICES	\$56,896	\$59,421	\$62,740	\$65,500	4.4%
MATERIALS AND SUPPLIES	419	83	760	760	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	8,078	10,400	15,060	15,760	4.6%
PROGRAM TOTAL	\$65,393	\$69,904	\$78,560	\$82,020	4.4%

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.

Special Funds That Support
General Operations

**SOCIAL SERVICE AGENCIES FUND
FINANCIAL SUMMARY**

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03	% CHG.
BEGINNING FUND BALANCE	\$49,692	\$61,542	\$49,617	\$36,797	
REVENUES:					
TRANSFER, GEN. FUND RECURRING	\$111,140	\$115,590	\$120,650	\$145,970	21.0%
TRANSFER, GEN. FUND PROJECT 18	5,000	5,000	5,000	5,000	0.0%
TRANSFER, GEN. FUND, ANTI VIOLENCE INIT.	7,500	0	7,500	7,500	0.0%
REFUND, UNUSED ALLOCATIONS	0	3,285	0	0	#DIV/0!
SUBTOTAL, REVENUES	\$123,640	\$123,875	\$133,150	\$158,470	
EXPENSES:					
FAMILY SERVICES	\$43,000	\$0	\$43,000	\$0	
CENTER FOR WOMEN IN TRANSITION	0	11,000	0	0	
COMMUNITY ADVOCACY/MENTORING	0	600	750	0	
CRISIS NURSERY	0	16,000	0	0	
E. ILL. REFUGEE ASSISTANCE CENTER	0	5,500	6,320	0	
Y.W.C.A. BREAST CANCER	0	8,000	0	0	
VICTIM/OFFENDER PROGRAM	0	4,500	0	0	
GREATER COMMUNITY AIDS PROJECT	0	0	9,000	0	
BEST INTERESTS OF CHILDREN	0	9,500	9,000	0	
CANNAN FOUNDATION MEN'S SAFE HOUSE	5,000	0	4,500	0	
CHAMPAIGN COUNTY HEALTH CARE CONS.	5,600	10,000	11,500	0	
CHAMPAIGN COUNTY YMCA GIRLZONE	10,000	11,000	3,470	0	
COMMUNITY GROUP EC. DEV.	5,000	6,000	0	0	
REGIONAL PLANNING COMM.	3,000	0	0	0	
CHILDREN'S HOME/AID SOCIETY	0	13,500	0	0	
COOP NURSERY	1,680	3,800	3,800	0	
RED CROSS TRANSPORTATION	0	3,000	3,000	0	
THE MENTAL HEALTH TIMES CENTER	0	7,000	0	0	
SAFE HARBOR CLUB	3,000	0	3,500	0	
PRAIRIE CENTER HEALTH SYSTEM	6,410	6,500	5,700	0	
A WOMAN'S FUND	17,600	9,900	0	0	
HOMESTEAD CORP.	3,500	5,000	0	0	
DOMESTIC VIOLENCE INITIATIVE	0	0	7,500	7,500	
FIGHTING BACK/PROJECT 18	5,000	5,000	5,000	5,000	
URBAN LEAGUE T.R.U.C.	0	0	6,400	0	
THE READING GROUP	0	0	3,270	0	
EASTERN IL. FOODBANK	0	0	8,700	0	
DEVELOPMENTAL SERVICES	0	0	6,000	0	
COMPUTER LEARNING/MENTORING	0	0	1,300	0	
CONSERVATORY OF CENTRAL IL.	0	0	1,260	0	
PROJECT READ	2,000	0	3,000	0	
VICTIM RECON. PROGRAM	1,000	0	0	0	
TO BE ALLOCATED	0	0	0	157,050	
TOTAL EXPENSES	\$ 111,790	\$ 135,800	\$ 145,970	\$ 169,550	16.2%
ENDING FUND BALANCE	\$61,542	\$49,617	\$36,797	\$25,717	

**SOCIAL SERVICE AGENCIES FUND
FINANCIAL SUMMARY (CONTINUED)**

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03	% CHG.
DEVELOPMENTAL SERVICES	0	0	6,000	0	
COMPUTER LEARNING/MENTORING	0	0	1,300	0	
CONSERVATORY OF CENTRAL IL.	0	0	1,260	0	
PROJECT READ	2,000	0	3,000	0	
VICTIM RECON. PROGRAM	1,000	0	0	0	
TO BE ALLOCATED	0	0	0	157,050	
TOTAL EXPENSES	\$ 111,790	\$ 135,800	\$ 145,970	\$ 169,550	16.2%
ENDING FUND BALANCE	\$61,542	\$49,617	\$36,797	\$25,717	

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 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
REVENUES:				
TRANSFER, GEN. FUND	\$946	\$16,556	\$18,810	\$18,810
EXPENDITURES:				
UNEMPLOYMENT COMP. PAYMENTS	\$946	\$16,556	\$18,810	\$18,810

ANNEXATIONS / REBATE FUND

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

**ANNEXATIONS / REBATE FUND
FINANCIAL SUMMARY**

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
REVENUES:				
TRANSFER, GEN. FUND	\$10,809	\$58,324	\$106,623	\$125,000
EXPENDITURES:				
UNEMPLOYMENT COMP. PAYMENTS	\$10,809	\$58,324	\$106,623	\$125,000

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.

**Special Funds That Support
General Operations**

**EQUIPMENT SERVICES FUND
FINANCIAL SUMMARY**

	ACTUAL 1999-00	ACTUAL 2000-01	ESTIMATED 2001-02	BUDGET 2002-03	% CHG
CASH BAL., BEG. YEAR	\$151,948	\$112,604	\$49,051	(\$15,194)	
RECEIPTS:					
TRANSFER FROM OTHER FUNDS					
FOR SERVICE FEES	\$535,730	\$584,053	\$688,400	\$735,240	6.8%
OTHER	7,183	0	0	0	
INTEREST	6,001	0	0	0	
TOTAL RECEIPTS	\$548,914	\$584,053	\$688,400	\$735,240	
EXPENDITURES:					
PERSONNEL SERVICES	\$220,229	\$225,977	\$235,410	\$248,410	5.5%
SUPPLIES	250,269	281,609	340,270	340,270	0.0%
CONTRACTUAL AND OPERATING	107,833	151,034	169,975	164,080	-3.5%
EQUIPMENT	20,289	845	68,390	11,420	
SUBTOTAL, EXPENDITURES	\$598,620	\$659,465	\$814,045	\$764,180	
ADJUST FOR DEPRECIATION	(10,362)	(11,859)	(23,400)	(23,400)	
DEDUCT EST. UNSPENT BUDGET	0	0	(38,000)	(40,200)	
NET CASH EXPENDITURES	\$588,258	\$647,606	\$752,645	\$700,580	
CASH BAL., END YEAR:					
RESERVED FOR EQ. REPL.	\$30,000	\$51,655	\$6,665	\$19,445	
RESERVED FOR OPERATING	\$82,604	(\$2,604)	(\$21,859)	\$21	

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

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

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	4.00	4.00	4.00	4.00
PART-TIME	0.50	0.50	0.50	0.50
TOTAL	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 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
FUND BAL., BEG. YEAR	\$1,725,463	\$1,879,993	\$2,231,990	\$1,574,749
REVENUES:				
TRANSFER FROM GEN. FUND	\$740,783	\$785,537	\$816,960	\$867,750
EQUIPMENT SALES	132,394	94,651	40,000	20,000
METRO AGENCY CONTRIBUTIONS	6,000	6,000	7,750	7,750
D.U.I. FINES, RESTRICTED	0	7,472	4,000	4,000
POLICE FED. GRANT (EQ.)	20,682	17,773	10,000	0
POLICE FED. GRANT TRAINING	0	0	20,683	0
FED. GRANT, POLICE VESTS	0	2,961	0	0
FED. GRANT, M.D.C.'S	0	1,150,611	0	0
DONATION, FIRE THERMAL CAMERAS	0	51,786	0	0
FED. GRANT, FIRE TRAINER & RISKWATCH	0	0	38,803	0
TRANSFER, L09 SALT TANKS	5,631	0	0	0
TRANSFER, GEN., NEW EQ.	128,275	180,670	98,650	57,900
STATE REIMB., POLICE TRAINING	16,475	9,703	22,000	15,000
STATE REIMB., FIRE TRAINING	3,504	1,289	3,300	3,300
TRANSFER, P.E.G. FUND	33,000	40,500	42,100	112,100
INTEREST	101,364	261,124	100,000	75,000
TOTAL REVENUES	\$1,188,108	\$2,610,077	\$1,204,246	\$1,162,800
EXPENDITURES:				
MAJOR EQUIPMENT	\$876,738	\$843,388	\$1,037,416	\$356,690
POLICE EQUIPMENT	53,004	1,252,297	327,321	72,740
FIRE EQUIPMENT	40,555	104,461	146,428	80,820
PUBLIC WORKS EQUIPMENT	28,848	46,021	218,079	24,920
OTHER DEPT. EQUIPMENT	19,826	11,913	118,883	6,490
PEG EQUIPMENT	14,607	0	13,360	31,360
SUBTOTAL, EXPENDITURES	\$1,033,578	\$2,258,080	\$1,861,487	\$573,020
FUND BAL., END YEAR, P.E.G.	\$117,796	\$158,296	\$187,036	\$267,776
FUND BAL., END YEAR, METCAD	\$74,996	\$92,086	\$109,856	\$127,626
FUND BAL., LINCOLN TRAILS	\$0	\$51,000	\$73,500	\$96,800
FUND BAL., END YEAR, REG.	\$1,687,201	\$1,930,608	\$1,204,357	\$1,672,327

Special Funds That Support
General Operations

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

DEPARTMENT	ACTUAL	ACTUAL	PROJECTED	BUDGET
	1999-00	2000-01	2001-02	2002-03
EXECUTIVE	\$7,760	\$8,070	\$8,390	\$8,780
FINANCE	25,560	26,780	27,850	29,100
CITY CLERK	0	1,777	1,850	1,930
POLICE:				
REG.	210,960	221,620	230,490	243,330
FIRE	160,993	171,560	178,420	188,880
PUBLIC WORKS	320,430	340,050	353,650	378,690
COMMUNITY DEV.	15,080	15,680	16,310	17,040
TOTAL	\$740,783	\$785,537	\$816,960	\$867,750

LANDSCAPE RECYCLING CENTER

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

**LANDSCAPE RECYCLING CENTER
FINANCIAL SUMMARY**

	ACTUAL	ACTUAL	ESTIMATED	BUDGET	%
	1999-00	2000-01	2001-02	2002-03	CHG
FUND BAL., BEG. YEAR	\$49,210	\$125,393	\$137,867	\$154,846	
RECEIPTS:					
L.R.C. SERVICE FEES	\$314,550	\$354,450	\$354,450	\$354,450	0.0%
INTEREST	4,409	8,005	6,500	6,500	
TOTAL RECEIPTS	\$318,959	\$362,455	\$360,950	\$360,950	
EXPENDITURES:					
PERSONNEL SERVICES	\$125,722	\$145,680	\$177,370	\$182,680	3.0%
SUPPLIES	31,364	27,504	32,620	32,620	0.0%
CONTRACTUAL AND OPERATING	59,717	76,691	69,140	103,400	49.6%
SET ASIDE FOR EQ. REPL.	0	0	0	0	
SUBTOTAL, OP. EXPENDITURES	\$216,803	\$249,875	\$279,130	\$318,700	
DEDUCT EST. UNSPENT BUDGET	0	0	0	0	
NET REV. OVER (UNDER) OP. EXP.	\$102,156	\$112,580	\$81,820	\$42,250	
EQUIPMENT	25,973	100,106	64,841	5,000	
CASH BAL., END YEAR:					
RESERVED FOR EQ. REPL.	\$49,210	\$96,004	\$106,063	\$172,563	
RESERVED FOR OPERATING	\$76,183	\$41,863	\$48,783	\$19,533	

LANDSCAPE RECYCLING CENTER ACTIVITIES

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

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	1.98	1.98	1.98	1.98
PART-TIME	3.44	3.44	3.44	3.44
TOTAL	5.42	5.42	5.42	5.42

U-CYCLE FUND

Accounts for costs of residential recycling programs. Revenues from recycling taxes fund contractual pickup.

**U-CYCLE FUND
FINANCIAL SUMMARY**

	ACTUAL 1999-00	ACTUAL 2000-01	ESTIMATED 2001-02	BUDGET 2002-03	% CHG
FUND BAL., BEG. YEAR	\$11,043	\$72	\$32,174	\$20,324	
RECEIPTS:					
RECYCLING TAX:					
RESIDENTIAL	\$198,203	\$196,465	\$193,420	\$213,741	10.5%
MULTI-FAMILY	155,974	209,141	206,520	185,720	
TRANSFER, RESERVE FUNDS:					
MATERIAL RESALE	25	151	150	150	
LOAN RPC, TOATERS	85,338	0	0	0	
DROP OFF SITE	7,800	0	0	0	
TOTAL RECEIPTS	\$447,340	\$405,757	\$400,090	\$399,611	
EXPENDITURES:					
RESIDENTIAL PROGRAM	\$191,064	\$182,697	\$193,980	\$201,350	
MULTI-FAMILY PROGRAM	171,122	190,958	217,960	198,020	
PURCHASE TOATERS, MFAM.	96,125	0	0	0	
TOTAL EXPENDITURES	\$458,311	\$373,655	\$411,940	\$399,370	
FUND BAL., END YEAR	\$72	\$32,174	\$20,324	\$20,565	

**Special Funds That Support
General Operations**

**U-CYCLE FUND
PERSONNEL SUMMARY (FTE'S)**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	0.00	0.00	0.00	0.00
PART-TIME	0.58	0.58	0.54	0.54
TOTAL	0.58	0.58	0.54	0.54

U-CYCLE PROGRAM ACTIVITIES

- The residential program provides curbside recycling collection for six dwelling units or less, under a private-sector contract. The current contract will expire in March 2004. Funding is provided entirely from the residential recycling tax.
- The multifamily program provides on-site collection to apartment buildings of seven or more units under a private-sector contract. The current contract will expire in March 2004. The program is funded from a 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 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
FUND BAL., BEG. YEAR	\$2,343,904	\$2,647,625	\$2,819,340	\$2,895,471
REVENUES:				
INTEREST	\$139,309	\$168,353	\$112,000	\$112,000
TRANSFER, GEN. FUND	315,570	314,620	153,690	160,650
TRANSFER, L.R.C.	1,800	900	940	980
TRANSFER, ARMS PROG.	200	100	110	120
TRANSFER, P.E.G. FUND	700	310	320	330
TRANSFER, EQ. SERV. FUND	4,200	2,100	2,180	2,280
TRANSFER, M.V.P.S. FUND	7,200	3,600	3,750	3,920
TOTAL REVENUES	\$468,979	\$489,983	\$272,990	\$280,280
EXPENDITURES:				
BENEFIT PAYMENTS	\$65,812	\$141,048	\$150,000	\$150,000
EMPLOYEE INCENTIVES/TRAINING	78,641	154,197	22,659	75,000
ADMINISTRATOR FEE	20,805	23,023	24,200	25,900
TOTAL EXPENDITURES	\$165,258	\$318,268	\$196,859	\$250,900
LESS EST. UNSPENT BUDGET	\$0	\$0	\$0	\$0
FUND BAL., END YEAR:	\$2,647,625	\$2,819,340	\$2,895,471	\$2,924,851

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 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
FUND BAL., BEG. YEAR	\$10,839	\$22,138	\$59,333	\$78,718
REVENUES:				
2% P.E.G. FEE	\$88,055	\$108,324	\$118,000	\$125,000
MEMBERSHIP FEES	225	315	315	315
INTEREST	141	1,051	2,000	2,000
TOTAL REVENUES	\$88,421	\$109,690	\$120,315	\$127,315
EXPENDITURES:				
Personnel Costs:				
P.E.G. Coordinator	\$25,869	\$16,071	\$30,460	\$31,524
Camera Operators	1,601	1,868	3,680	3,680
Production Intern	3,084	4,013	6,560	6,560
Employee Insurance	2,490	2,750	3,140	3,600
I.M.R.F.	5,110	3,840	3,890	4,030
Subtotal, Personnel	\$38,154	\$28,542	\$47,730	\$49,394
Supplies	\$1,100	\$764	\$3,000	\$3,000
Contractual and Operating:				
Dues and Subscriptions	\$54	\$104	\$60	\$60
City Insurance	1,180	1,080	1,160	1,300
Training & Education	1,023	0	2,000	2,000
Consultant	0	0	1,500	1,500
Eq. Maintenance	1,391	635	2,000	2,000
Promotional Costs	0	40	500	500
Transfer, Worker's Comp.	700	310	320	330
City Telephone	520	520	560	580
Transfer, VERF (Eq.)	33,000	40,500	42,100	112,100
Subtotal, Contractual and Op.	\$37,868	\$43,189	\$50,200	\$120,370
TOTAL EXPENDITURES	\$77,122	\$72,495	\$100,930	\$172,764
FUND BAL., END YEAR:	\$22,138	\$59,333	\$78,718	\$33,269

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
- Coordinate with the Urbana Public Television Commission to develop and promote Urbana public television

**Special Funds That Support
General Operations**

- 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)**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	0.00	0.00	1.00	1.00
PART-TIME	0.00	0.00	0.40	0.40
TOTAL	0.00	0.00	1.40	1.40

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

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
FUND BAL., BEG. YEAR	\$11,993	\$11,789	\$12,503	\$0
REVENUES:				
F.E.M.A. GRANT	\$0	\$0	\$0	\$0
TRANSFER, FEMA CD FUND	0	0	0	0
U/I REIMB., SIRENS	0	0	0	0
INTEREST	665	714	400	0
TOTAL REVENUES	\$665	\$714	\$400	\$0
EXPENDITURES:				
Tornado Siren Installation	\$0	\$0	\$12,903	\$0
Disaster Mitigation Supplies	0	0	0	0
Contractual Cleanup	0	0	0	0
Mobile Field Command Unit	869	0	0	0
Emergency Training, Fire Personnel	0	0	0	0
Transfer, Veh/Eq. Fund	0	0	0	0
Reimbursement, Other Agencies	0	0	0	0
TOTAL EXPENDITURES	\$869	\$0	\$12,903	\$0
FUND BAL., END YEAR:	\$11,789	\$12,503	\$0	\$0

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.

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

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
REVENUES:				
CONTRIBUTIONS, OTHER AGENCIES	\$43,584	\$47,012	\$52,610	\$54,610
CONTRIBUTIONS, URBANA	9,400	10,883	12,990	13,490
INTEREST	751	311	500	500
TOTAL REVENUES	\$53,735	\$58,206	\$66,100	\$68,600
EXPENDITURES:				
PERSONNEL SERVICES	\$49,568	\$50,490	\$55,400	\$56,230
SUPPLIES AND MATERIALS	0	290	0	0
OPERATING AND CONTRACTUAL	4,167	7,426	10,700	12,370
CAPITAL OUTLAY	0	0	0	0
TOTAL EXPENDITURES	\$53,735	\$58,206	\$66,100	\$68,600

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)**

	1999-00	2000-01	2001-02	2002-03
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

**Special Funds That Support
General Operations**

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 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
FUND BAL., BEG. YEAR	\$0	\$0	\$0	\$137,620
REVENUES:				
FEDERAL GRANT-CURRENT	\$528,000	\$530,000	\$553,000	\$539,000
FEDERAL GRANT-CARRYOVER	270,642	(205,599)	369,427	408,376
SUBTOTAL, FED. GRANT	\$798,642	\$324,401	\$922,427	\$947,376
PROGRAM INCOME:				
TRANSFER, BUS. LOAN FUND	6,710	2,714	26,420	26,420
TRANS. HOUSING RENTS	12,177	10,963	12,200	12,200
STATE TRUST HOUSING GRANT	25,000	0	0	0
TRANSFER, LOCAL HOUSING	34,694	78,286	100,000	100,000
OTHER PROGRAM INCOME	6,647	32,273	9,000	335
TOTAL REVENUES	\$883,870	\$448,637	\$1,070,047	\$1,086,331
EXPENDITURES BY PROGRAM				
ADMINISTRATION	\$62,972	\$75,973	\$104,656	\$102,505
HOUSING	387,563	203,273	487,593	518,741
PUBLIC SERVICES	79,330	56,769	39,550	51,285
PUBLIC FACILITIES	303,764	25,000	242,828	234,800
INTERIM ASSISTANCE	50,241	34,610	26,500	30,000
TRANSITIONAL HOUSING	0	53,012	31,300	49,000
TOTAL EXPENDITURES	\$883,870	\$448,637	\$932,427	\$986,331
FUND BAL., END YEAR	\$0	\$0	\$137,620	\$237,620

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM EXPENDITURE SUMMARY

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03	% CHG.
PERSONNEL SERVICES	\$98,655	\$143,438	\$149,847	\$155,361	3.7%
MATERIALS AND SUPPLIES	2,067	504	6,000	6,000	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	479,384	279,695	533,752	590,170	10.6%
CAPITAL IMPROVEMENTS	303,764	25,000	242,828	234,800	-3.3%
TOTAL	\$883,870	\$448,637	\$932,427	\$986,331	5.8%

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
PERSONNEL SUMMARY**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	3.51	3.51	3.51	3.51
PART-TIME	0.00	0.00	0.00	0.00
TOTAL	3.51	3.51	3.51	3.51

CDBG PROGRAM OBJECTIVES

1. To maintain and improve the quality of life in the City through design and delivery of programs that (a) benefit a particular area where at least 51% of the residents are low-income; or (b) benefit a limited clientele, where at least 51% of whom are low-income, or (c) prevent or eliminate slums or 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, below market financing 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 prevent housing deterioration through grants for minor home repair targeted toward elderly persons and persons with disabilities.

PROPOSED USE OF CDBG FUNDS

1. Funds may 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 may be funded.
3. Funds may be contributed to the City's Transitional Housing Program for families with children.
4. Funds may be contributed to the Consolidated Social Service Fund.
5. Special neighborhood cleanup programs may be held in the fall and the spring in the Community Development Target Area.
6. Grants may be made available to non-profit neighborhood organizations to assist them in organizing and in providing services.
7. Funds may be contributed to street lighting improvements in Census Tract 55, Area 3B.
8. Funds may be used to acquire property in the target area for housing construction and for elimination of blighting conditions.

9. Funds may be used to maintain properties purchased through the community development program until they are needed for community development projects.
10. Funds may be contributed to Center for Women in Transition for construction of a facility to accommodate additional transitional housing for homeless women and children.
11. Funds may be contributed towards resurfacing and installation of curbs and gutters on Oakland Avenue from Broadway Avenue to Division Avenue, and on Division Avenue from Oakland Ave. to Thompson Street.

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 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
FUND BAL., BEG. YEAR	\$74,316	\$79,470	\$80,342	\$63,342
REVENUES:				
INTEREST	5,154	5,180	2,000	2,000
EADS LOT SALES	0	0	1,000	6,000
MISCELLANEOUS	0	0	0	0
TRANSFER, STATE TRUST HOUSING	0	0	0	0
EXPENDITURES:				
EADS HOMEOWNER ASST.	0	0	1,000	6,000
TRANS. HOUSING COSTS	0	0	15,000	0
COMM. DEV.-MISC.	0	4,308	4,000	4,000
FUND BAL., END YEAR	\$79,470	\$80,342	\$63,342	\$61,342

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 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
FUND BAL., BEG. YEAR	\$1	\$0	\$0	\$0
REVENUES:				
INTEREST	6	3	10	10
LOAN REPAYMENTS	6,703	2,711	26,410	26,410
EXPENDITURES:				
TRANSFER, C.D.B.G.	6,710	2,714	26,420	26,420
FUND BAL., END YEAR	\$0	\$0	\$0	\$0

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 is to 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 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
FUND BAL., BEG. YEAR	\$39,188	\$18,893	\$36,583	\$0
REVENUES:				
INTEREST	1,899	1,489	1,000	0
ANNUAL CARLE PAYMENT	10,000	10,000	0	0
ANNUAL CITY, CARLE REPAYMENTS	10,000	10,000	0	0
CITY PAYMENT, D.P. ASSIST.	0	0	0	0
CITY PAYMENT, D.P. ASSIST.	0	19,423	0	0
EXPENDITURES:				
CARLE DOWN PAYMENTS	6,311	0	0	0
NEIGHBORHOOD PROJECTS	35,883	23,222	37,583	0
FUND BAL., END YEAR	\$18,893	\$36,583	\$0	\$0

TRANSITIONAL HOUSING FUND

This Fund was used to account 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. Beginning in 2001, the program is being reported in the C.D.B.G. Fund.

**TRANSITIONAL HOUSING FUND
FINANCIAL SUMMARY**

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
FUND BAL., BEG. YEAR	\$0	\$0	\$0	\$0
REVENUES:				
FED./STATE GRANT	\$0	\$0	\$0	\$0
RENT/CONTRIBUTIONS	0	0	0	0
TRANSFER, C.D.B.G.	51,520	0	0	0
INS. PROCEEDS, HOUSE FIRE	30,000	0	0	0
TRANSFER, SOCIAL SERV.	0	0	0	0
TOTAL REVENUES	\$81,520	\$0	\$0	\$0
EXPENDITURES:				
PERSONNEL SERVICES:				
TRANS. HOUSING CORRINATOR	\$24,296	\$0	\$0	\$0
GRANTS COORDINATOR I (.25 TO .05))	1,460	0	0	0
SECRETARY (.15 TO .1)	2,486	0	0	0
IMRF/FICA	3,725	0	0	0
EMPL. INSURANCE	2,497	0	0	0
SUBTOTAL, PERSONNEL	\$34,464	\$0	\$0	0
SUPPLIES	208	0	0	0
OPERATIONAL COSTS	16,458	0	0	0
RESIDENT SERVICES	390	0	0	0
HOUSE REBUILD	30,000	0	0	0
TRANSFER TO SOCIAL SERVICE FUND	0	0	0	0
TOTAL EXPENDITURES	\$81,520	\$0	\$0	\$0
FUND BAL., END YEAR	\$0	\$0	\$0	\$0

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 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
FUND BAL., BEG. YEAR	\$1,593	\$1,629	\$1,658	\$1,688
REVENUES:				
INTEREST	36	29	30	30
TRANSFER, EC. DEV. FUND	0	0	15,000	7,500
TRANSFER, TIF ONE	0	5,011	0	0
TRANSFER, TIF TWO	0	4,670	15,000	7,500
TRANSFER, U.D.A.G.	0	0	0	0
EXPENDITURES:				
DOWNTOWN LOANS	0	9,681	30,000	15,000
FUND BAL., END YEAR	\$1,629	\$1,658	\$1,688	\$1,718

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 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
FUND BAL., BEG. YEAR	(\$2,840)	\$1	\$0	\$0
REVENUES:				
INTEREST	89	6	0	0
LOAN REPAYMENTS	37,446	83,279	100,000	100,000
EXPENDITURES:				
I.H.D.A. REPAYMENT	0	5,000	0	0
TRANSFER, C.D.B.G.	34,694	78,286	100,000	100,000
FUND BAL., END YEAR	\$1	\$0	\$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 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
FUND BAL., BEG. YEAR	\$0	\$0	\$0	\$0
REVENUES:				
STATE GRANT	45,000	30,000	0	0
EXPENDITURES:				
TRANSFER TO HOME FUND	0	25,000	0	0
REPAYMENT TO IHDA	0	5,000	0	0
HOUSING REHAB.	45,000	0	0	0
FUND BAL., END YEAR	\$0	\$0	\$0	\$0

C.D. TORNADO (PROJECT IMPACT) 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.

Community Development Special Funds

**C.D. TORNADO (PROJECT IMPACT) GRANT FUND
FINANCIAL SUMMARY**

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
FUND BAL., BEG. YEAR	\$0	\$0	\$0	\$0
REVENUES:				
FEDERAL GRANT	392	-	0	0
OUTSIDE MATCH, DONATION	8,073	0	0	0
STATE GRANT	56,646	60,502	174,924	0
EXPENDITURES:				
SIREN UPGRADE	392	0	0	0
MITIGATION PLAN DEVELOP.	0	0	7,750	0
UNDERGROUND EL. REBATES	0	0	40,000	0
PERSONNEL SERVICES	4,392	2,367	0	0
SUPPLIES	0	1,413	4,488	0
SCHOOL HAZARD MITIGATION	0	3,545	2,631	0
OPERATING AND CONT.	8,438	4,539	4,735	0
MENTORING PROGRAM	0	1,161	2,020	0
ST. JOE DRAINAGE DISTRICT	0	0	1,419	0
COURTESY AVE. BRIDGE	0	8,473	0	0
EJECTOR SEWERS	0	8,753	24,714	0
RAIN & STREAM GAUGES	0	11,345	41,145	0
SESMIC DEMONSTRATION	0	7,678	0	0
STORM SHELTER DEMO.	0	1,783	8,217	0
GIS PROJECT	0	7,195	4,055	0
FLA. AVE. STORM SEWERS	0	0	33,750	0
FIRE SAFETY HOUSE	0	2,250	0	0
CONSTRUCTION RETROFIT	12,659	0	0	0
VIDEO PRODUCTION	39,230	0	0	0
FUND BAL., END YEAR	\$0	\$0	\$0	\$0

HOME PROGRAM

This Fund accounts for federal HOME investment partnership funds granted to the Urbana Consortium for affordable housing activities.

**HOME PROGRAM
FINANCIAL SUMMARY**

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
FUND BAL., BEG. YEAR	\$0	\$0	\$0	\$0
REVENUES:				
FEDERAL GRANT	\$898,741	\$1,170,020	\$2,565,233	\$1,039,000
C.H.D.O. MATCH	0	0	0	0
PROGRAM INCOME	20,000	2,300	0	0
CITY OF CHAMPAIGN MATCH	0	0	0	0
CHAMPAIGN COUNTY MATCH	0	0	0	0
RANTOUL MATCH	0	25,000	0	0
URBANA MATCH (TRANSFER CIP)	54,974	101,350	105,722	56,429
TOTAL REVENUES	\$973,715	\$1,298,670	\$2,670,955	\$1,095,429
EXPENDITURES:				
GENERAL ADMINISTRATION	\$55,499	\$59,269	\$111,556	\$118,899
COMMUNITY HOUSING DEV.	69,380	104,956	336,949	207,800
SR. CITIZEN INVOLVEMENT	0	0	0	0
HOMESTEAD CORP.	0	0	0	0
CITY OF CHAMPAIGN	361,576	676,974	1,289,798	386,196
CHAMPAIGN COUNTY	101,591	98,216	202,507	107,640
RANTOUL	0	0	0	0
CITY OF URBANA	385,669	359,255	730,145	274,894
TOTAL EXPENDITURES	\$973,715	\$1,298,670	\$2,670,955	\$1,095,429
FUND BAL., END YEAR	\$0	\$0	\$0	\$0

**HOME PROGRAM
EXPENDITURE SUMMARY**

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
PERSONNEL SERVICES	\$47,028	\$49,937	\$105,562	\$124,638
SUPPLIES	0	0	0	0
CONTRACTUAL/OPERATIONS	926,687	1,145,862	2,565,393	970,791
CAPITAL OUTLAY	0	0	0	0
TOTAL	\$973,715	\$1,195,799	\$2,670,955	\$1,095,429

**HOME PROGRAM
PERSONNEL SUMMARY**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	2.35	2.35	2.35	2.35
PART-TIME	0.00	0.00	0.00	0.00
TOTAL	2.35	2.35	2.35	2.35

SUPPORTIVE HOUSING PROGRAM

Created in 1995-96, this Fund is used to account for a HUD supportive housing program grant for operation of transitional housing programs. The original grant was to expire June 30, 2001. The City has been awarded another three-year extension of the grant in the total amount of \$619,550. The City's role in this project is limited to fund management and oversight.

**SUPPORTIVE HOUSING PROGRAM
FINANCIAL SUMMARY**

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
FUND BAL., BEG. YEAR	\$0	\$0	\$0	\$0
REVENUES:				
FED. GRANT	16,342	0	206,516	206,516
EXPENDITURES (PROGRAM):				
ADMINISTRATION	0	0	12,862	12,862
WOMAN'S PLACE CENTER FOR WOMEN IN TRANSITION	0	0	54,554	54,554
SALVATION ARMY	7,829	0	106,950	106,950
TOTAL EXPENDITURES	8,513	0	32,150	32,150
TOTAL EXPENDITURES	\$16,342	\$0	\$206,516	\$206,516
FUND BAL., END YEAR	\$0	\$0	\$0	\$0

**SUPPORTIVE HOUSING PROGRAM
EXPENDITURE SUMMARY**

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
PERSONNEL SERVICES	\$0	\$0	\$11,762	\$11,762
SUPPLIES	-	-	450	450
CONTRACTUAL/OPERATIONS	16,342	-	194,304	194,304
CAPITAL OUTLAY	0	0	0	0
TOTAL	\$16,342	\$0	\$206,516	\$206,516

**SUPPORTIVE HOUSING PROGRAM
PERSONNEL SUMMARY**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	0.10	0.10	0.10	0.10
PART-TIME	0.00	0.00	0.00	0.00
TOTAL	0.10	0.10	0.10	0.10

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. Shelter Plus I Grant was extended until June 30, 2002, and assists 15 one-bedroom apartments and 5 two-bedroom apartments. Shelter Plus II Grant in the amount of \$546,840 for five years was awarded to the City effective July 1, 2000 and supports 12 one-bedroom apartments and 6 two-bedroom apartments. The annual budgeted amount is 1/5 of the total grant award.

**SHELTER PLUS PROGRAM
FINANCIAL SUMMARY**

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
REVENUES:				
SHELTER PLUS I GRANT	\$63,829	\$80,580	\$0	\$0
SHELTER PLUS II GRANT	0	24,240	111,195	111,195
TOTAL REVENUES	\$63,829	\$104,820	\$111,195	\$111,195
EXPENDITURES:				
GRANTS COORD./BENEFITS	\$1,593	\$1,703	\$1,827	\$1,827
RENT ASSISTANCE, H.A.C.C.	4,858	7,072	109,368	109,368
RENT ASSISTANCE, OTHERS	57,378	96,045	0	0
TOTAL EXPENDITURES	\$63,829	\$104,820	\$111,195	\$111,195

**SHELTER PLUS PROGRAM
PERSONNEL SUMMARY**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	0.04	0.04	0.04	0.04
PART-TIME	0.00	0.00	0.00	0.00
TOTAL	0.04	0.04	0.04	0.04

BOYS & GIRLS CLUB SUBGRANTEE FUND

This fund accounted for a non-recurring state grant received by the Boys and Girls Club through the City.

**BOYS & GIRLS CLUB SUBGRANTEE FUND
FINANCIAL SUMMARY**

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
REVENUES:				
STATE GRANT	\$150,000	\$0	\$0	\$0
EXPENDITURES:				
PAYMENT TO SUBGRANTEE BOYS AND GIRLS CLUB	\$150,000	\$0	\$0	\$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 was established in December 2001 to help redevelop a major entryway into the City extending from the Central Business District north to I-74 and beyond. This district is a real estate tax district only. The Fund was established in 2000 to account for consultant costs in connection with studying the possible creation of the district. The fund has borrowed money from the Economic Development Fund to pay for costs involved with creation of the District. These costs will be repaid in 02-03 by a transfer from T.I.F. Two.

Tax Increment Financing District Funds

**T I F 1 FUND
FINANCIAL SUMMARY**

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
CASH BAL., BEG. YEAR	\$1,013,916	\$1,401,112	\$1,804,582	\$1,008,370
REVENUES:				
INCREMENTAL PROP. TAX	\$576,031	\$573,554	\$595,395	\$607,303
TAX COLLECTIONS, PRIOR YR.	0	0	0	0
SUBTOTAL, PROP. TAX REC'D	\$576,031	\$573,554	\$595,395	607,303
INTEREST	65,193	97,152	70,000	34,942
STATE GRANT	5,316	2,018	0	0
TOTAL REVENUES	\$646,540	\$672,724	\$665,395	\$642,245
EXPENDITURES:				
CONTRACTUAL/OPERATIONS:				
AUDIT	\$ 500	\$ 250	\$ 250	\$ 250
MARKETING/DUES	3,618	941	9,500	9,500
JUMER'S DEV. PAYMENT	0	0	0	0
SUBTOTAL, CONTRACTUAL	\$ 4,118	\$ 1,191	\$ 9,750	\$ 9,750
CAPITAL IMPROVEMENTS:				
GOOSE ALLEY STREETScape	\$615	\$0	\$0	\$0
DOWNTOWN CONSULTANT	10,636	39,727	4,129	0
DOWNTOWN EXPANSION COSTS	0	0	17,728	0
DOWNTOWN IMPR., PHASE 4	0	0	1,195,000	0
DOWNTOWN IMPR., PHASE 5	0	0	0	600,000
DOWNTOWN IMPR., PHASE 6	0	0	0	215,000
RACE ST. BRIDGE/BONEYARD	0	0	0	0
SUBTOTAL, CAP. IMPROVEMENTS	\$ 11,251	\$ 39,727	\$ 1,216,857	\$ 815,000
TRANSFERS:				
SUPPORT SERVICES, TRANSFER TO GENERAL FUND	\$15,000	\$0	\$0	\$0
TRANSFER, DOWNTOWN LOANS	0	5,011	8,000	0
TRANSFER, TIF 2	0	0	0	0
TRANSFER MVPS, DEBT SERVICE	228,975	223,325	227,000	103,000
SUBTOTAL, TRANSFERS	\$243,975	\$228,336	\$235,000	\$103,000
TOTAL EXPENDITURES	\$ 259,344	\$ 269,254	\$ 1,461,607	\$ 927,750
FUND BAL., END YEAR	\$1,401,112	\$1,804,582	\$1,008,370	\$722,865

T I F 2 FUND
FINANCIAL SUMMARY

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
FUND BAL., BEG. YEAR	\$297,833	\$273,181	\$579,117	\$101,220
REVENUES:				
INCREMENTAL PROP. TAXES	\$545,000	\$537,164	\$561,000	\$576,000
TAX COLLECTED PRIOR YR.	32,944	0	0	0
SUBTOTAL, PROP. TAX REC'D	\$577,944	\$537,164	\$561,000	\$576,000
INTEREST	19,141	33,861	18,000	5,000
LOCAL SALES TAX (GRANT MATCH)	81,149	183,853	267,627	275,000
TRANSFER FROM TIF ONE	0	0	0	0
STATE GRANT	139,986	223,383	256,000	264,000
SUBTOTAL, REVENUES	\$818,220	\$978,261	\$1,102,627	\$1,120,000
EXPENDITURES:				
TIF SPECIALIST & BENEFITS	\$18,170	\$33,320	\$42,100	\$43,800
AUDIT	500	250	250	0
MARKETING/DUES	592	146	10,200	11,000
LINCOLN SQ. PAYMENT	40,564	12,078	0	0
ELITE DINER RELOCATION	0	0	30,000	0
SCHNUCK'S DEV. PAYMENT	160,563	160,563	160,563	160,563
SUBTOTAL, CONTRACTUAL	\$202,219	\$173,037	\$201,013	\$171,563
VINE STREET RETAINING WALL	\$0	\$0	\$110,000	\$0
COSTS DEV. PROJECT	0	2,421	228,870	0
LOT 25 EXPANSION	0	0	67,751	0
BONEYARD IMPR.	0	0	30,000	0
DOWNTOWN SSCAPE IMPR., PHASE 4	0	0	400,000	565,000
DOWNTOWN SSCAPE IMPR., PHASE 5	0	0	0	100,000
DOWNTOWN SSCAPE IMPR., PHASE 6	0	0	0	40,000
ENGINEERING, 5 POINTS IMPR.	0	0	15,000	0
TEPPER BLDG. RELOCATION COSTS	0	0	25,000	0
STRATFORD PROP. IMPR.	169,033	23,177	102,790	0
SUBTOTAL, CAPITAL IMPROVEMENTS	\$169,033	\$25,598	\$979,411	\$705,000
TRANSFERS:				
SUPPORT SERV., TRANS. GEN. FUND	\$15,000	\$0	\$0	\$0
LOAN REPAY, EC. DEV. FUND	95,000	95,000	95,000	0
TRANSFER, TIF4 FUND	0	0	0	47,710
LOAN REPAY, GEN. RESERVE FUND	98,000	94,000	0	0
DOWNTOWN LOAN FUND	0	4,670	15,000	7,500
MVPS, DEBT SERVICE	245,450	246,700	248,000	244,000
SUBTOTAL, TRANSFERS	\$453,450	\$440,370	\$358,000	\$299,210
SUBTOTAL, EXPENDITURES	\$842,872	\$672,325	\$1,580,524	\$1,219,573
FUND BAL., END YEAR	\$273,181	\$579,117	\$101,220	\$1,647

**TIF 3
FINANCIAL SUMMARY**

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
BAL., BEG. YEAR	\$168,484	\$290,316	\$276,769	\$345,789
REVENUES:				
PROPERTY TAX:				
CURRENT YEAR'S INCREMENT	\$458,412	\$530,000	\$536,520	\$547,250
PREVIOUS YEAR'S INCREMENT	0	43,984	0	0
SUBTOTAL, PROP. TAX	\$458,412	\$573,984	\$536,520	\$547,250
INTEREST	9,475	11,138	9,000	9,000
TOTAL REVENUES	\$467,887	\$585,122	\$545,520	\$556,250
EXPENDITURES:				
CONTRACTUAL/OPERATIONS:				
MARKETING/DUES	\$0	\$646	\$7,000	\$5,000
LEGAL/ENGIN./APPRAISALS	0	3,394	7,000	7,000
VOCATIONAL PAYMENT	50,000	50,000	50,000	87,500
CORRIDOR PROP. PAYMENT	123,556	110,373	136,000	136,000
HARVEY ST. IMPR.	0	130,542	0	0
PARK ST. IMPR.	0	0	0	100,000
HARVEY/GREGORY IMPR.	0	109,458	0	0
LINCOLN/GOODWIN IMPR.	0	0	0	0
GOODWIN BIKEPATH/RECON.	0	0	80,000	250,000
CAPSTONE IMPROVEMENT	13,000	0	4,500	0
SUBTOTAL, CONTRACTUAL	\$186,556	\$404,413	\$284,500	\$585,500
TRANSFERS:				
LOAN REPAY..., EC. DEV. FUND	\$26,400	\$62,000	\$58,000	\$121,700
DEBT SERVICE	133,099	132,256	134,000	134,000
SUBTOTAL, TRANSFERS	\$159,499	\$194,256	\$192,000	\$255,700
TOTAL EXPENDITURES	\$346,055	\$598,669	\$476,500	\$841,200
FUND BAL., END YEAR	\$290,316	\$276,769	\$345,789	\$60,839

**TIF 4
FINANCIAL SUMMARY**

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
BAL., BEG. YEAR	\$0	\$0	\$0	\$0
REVENUES:				
PROPERTY TAX INCREMENT	\$0	\$0	\$0	\$10,000
LOAN FROM ED FUND	8,096	9,904	12,000	0
TRANSFER TIF TWO	0	0	0	47,710
TOTAL REVENUES	\$8,096	\$9,904	\$12,000	\$57,710
EXPENDITURES:				
CONTRACTUAL/OPERATIONS:				
MARKETING/DUES	\$0	\$0	\$0	\$0
LEGAL/ENGIN./APPRAISALS	8,096	9,904	12,000	10,000
VOCATIONAL PAYMENT	0	0	0	0
MARKETING SITES	0	0	0	5,000
CAP. IMPR. COSTS	0	0	0	5,000
LOAN SUBSIDY PROGRAM	0	0	0	5,000
VOCATIONAL TRAINING	0	0	0	1,765
PARK DISTRICT PROJECTS	0	0	0	941
CAPSTONE IMPROVEMENT	0	0	0	0
SUBTOTAL, CONTRACTUAL	\$8,096	\$9,904	\$12,000	\$27,706
TRANSFERS:				
LOAN REPAY..., EC. DEV. FUND	\$0	\$0	\$0	\$30,000
TOTAL EXPENDITURES	\$8,096	\$9,904	\$12,000	\$57,706
FUND BAL., END YEAR	\$0	\$0	\$0	\$4



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)**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	20.00	20.00	21.00	21.00
PART-TIME, REG.	20.50	20.50	20.50	21.00
PART-TIME, SUB.	2.70	2.70	2.70	2.70
TOTAL	43.20	43.20	44.20	44.70

**URBANA FREE LIBRARY
FINANCIAL SUMMARY**

	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
BEG. BALANCE	\$431,285	\$515,992	\$566,615	\$557,419	
REVENUES:					
PROPERTY TAX LEVY	\$1,624,294	\$1,698,211	\$1,823,800	\$1,935,524	6.1%
LESS UNCOLLECTED AMOUNT	(201)	1,549	0	0	
STATE INCOME TAXES	67,388	62,904	62,904	62,904	0.0%
TRANSFER, DOC. CENTER	56,330	57,540	60,630	62,750	3.5%
INTEREST	22,288	23,876	17,500	12,500	-28.6%
STATE OF IL., OPERATING	44,884	44,920	42,639	42,639	0.0%
GRANTS (NONRECURRING)	43,146	81,046	81,046	84,280	4.0%
REVENUES, OTHER FUNDS	30,171	44,889	45,000	46,800	4.0%
U/I PAYMENT (ORCH. DOWNS)	30,000	34,500	34,500	34,500	0.0%
COUNTY GRANT (ARCHIVES)	9,800	9,800	9,800	15,000	53.1%
FINES AND FEES	143,385	141,429	123,701	121,620	-1.7%
TOTAL REVENUES	\$2,071,485	\$2,200,664	\$2,301,520	\$2,418,517	5.1%
EXPENDITURES:					
CENTRALIZED COSTS	\$420,719	\$449,231	\$494,213	\$505,308	2.2%
ADMINISTRATION	142,373	149,673	151,885	158,730	4.5%
ADULT DIVISION	418,529	435,835	486,867	516,774	6.1%
CHILDREN'S DIVISION	223,448	238,856	256,650	279,261	8.8%
ARCHIVES DIVISION	137,478	147,868	151,287	157,133	3.9%
MAINTENANCE DIVISION	66,938	71,086	74,172	76,742	3.5%
ACQUISITION DIVISION	117,300	120,407	126,431	128,303	1.5%
CIRCULATION DIVISION	331,499	354,426	382,535	402,436	5.2%
DOCUMENTS PROJECT	55,177	56,724	60,630	62,750	3.5%
OTHER FUNDS	30,171	44,889	45,000	46,800	4.0%
GRANTS (NONRECURRING)	43,146	81,046	81,046	84,280	4.0%
TOTAL RECURRING EXPEND.	\$1,986,778	\$2,150,041	\$2,310,716	\$2,418,517	4.7%
NON-RECURRING PROJECT	0	0	0	0	
TOTAL EXPENDITURES	\$1,986,778	\$2,150,041	\$2,310,716	\$2,418,517	
ENDING BALANCE	\$515,992	\$566,615	\$557,419	\$557,419	

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

	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
CENTRAL COSTS:					
PROGRAM/PUBLIC RELATIONS	\$18,973	\$18,943	\$19,742	\$19,742	0.0%
TRAVEL/TRAINING	17,178	14,744	15,853	16,353	3.2%
BUILDING COSTS	63,209	83,928	73,769	75,637	2.5%
UTILITY COSTS	73,844	75,918	79,702	79,449	-0.3%
CONTRACTUAL COSTS	53,453	52,652	57,909	59,644	3.0%
MATERIALS HANDLING COSTS	18,188	26,109	37,496	29,755	-20.6%
SUPPLY COSTS	30,124	30,088	31,203	32,139	3.0%
EMPLOYEE INSURANCE	62,424	71,528	91,430	103,598	13.3%
EQUIPMENT COSTS	83,326	75,321	87,109	88,991	2.2%
CONTINGENCY	0	0	0	0	#DIV/0!
SUBTOTAL, CENTRAL COSTS	\$420,719	\$449,231	\$494,213	\$505,308	2.2%
MATERIALS	\$213,984	\$221,165	\$230,012	\$238,065	3.5%
WAGES:					
SALARIED	\$974,523	\$1,038,582	\$1,132,454	\$1,202,168	6.2%
HOURLY	249,058	258,404	267,361	279,146	4.4%
SUBTOTAL, WAGES	\$1,223,581	\$1,296,986	\$1,399,815	\$1,481,314	5.8%
OTHER FUNDS	\$128,494	\$182,659	\$186,676	\$193,830	3.8%
TOTAL, EXPENDITURES	\$1,986,778	\$2,150,041	\$2,310,716	\$2,418,517	4.7%

MOTOR VEHICLE PARKING SYSTEM

MOTOR VEHICLE PARKING SYSTEM FUND MISSION

Administer a parking system to provide 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**

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
CASH BAL., BEG. YEAR	\$1,484,197	\$1,585,444	\$1,769,927	\$1,634,502
REVENUES:				
CAMPUS METERS	365,445	369,737	\$456,000	\$499,000
OTHER METERS	204,066	278,643	278,000	278,000
LINCOLN SQ. CONTRACT	73,390	75,157	78,160	80,500
PARKING GARAGE	78,206	85,714	85,700	85,700
OTHER RENTALS	80,469	80,809	81,000	81,000
INTEREST	84,052	93,478	60,000	85,100
TRANSFER, TIF 1 DEBT	228,975	223,325	227,000	103,000
TRANSFER, TIF 2 DEBT	245,450	246,700	248,000	244,000
TOTAL REVENUES	\$1,360,053	\$1,453,563	\$1,513,860	\$1,456,300
EXPENSES:				
PARKING SYSTEM OPERATIONS	\$314,119	\$343,235	\$597,695	\$413,480
PARKING GARAGE OPERATIONS	69,818	63,816	105,279	100,867
DEBT SERVICE, 1994A BONDS	225,425	220,613	227,000	103,000
DEBT SERVICE, 1994B BONDS	242,534	243,493	248,000	244,000
DEBT SERVICE, 1994C BONDS	101,388	99,759	104,000	104,000
DEPRECIATION	200,948	212,043	220,000	220,000
MISCELLANEOUS	5,437	1,716	1,500	1,500
CITY BLOCK IMPR. (INCL.				
ART IN PARK PROJECT	109,119	2,023	96,012	0
LIGHTING REHAB.	0	0	0	0
TRANSFER, GEN., P.I.L.O.T.	168,800	174,700	181,700	188,970
LIBRARY LOT IMPR.	1,652	18,276	5,000	0
STRATFORD LOT IMPR.	0	527	14,473	0
GARAGE REHAB.	19,014	100,922	40,054	40,000
OTHER LOT IMPROVEMENTS	1,500	0	28,572	100,000
SUBTOTAL, EXPENSES	\$1,459,754	\$1,481,123	\$1,869,285	\$1,515,818
ADD BACK DEPRECIATION	\$200,948	\$212,043	\$220,000	\$220,000
CASH REV. OVER (UNDER) EXP.	\$101,247	\$184,483	(\$135,425)	\$160,482
CASH BAL., END YEAR:				
RESERVED, CITY BLOCK IMPR.	\$98,035	\$96,012	\$0	\$0
RESERVED GARAGE RECONSTRUCTION	\$260,986	\$200,064	\$200,010	\$240,010
RESERVED, LOT/EQ. IMPROVE.	\$1,226,423	\$1,473,851	\$1,434,492	\$1,554,974

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

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
PERSONNEL SERVICES	\$118,058	\$119,219	\$136,650	\$141,660
SUPPLIES	34,784	31,695	51,435	53,492
OPERATIONS/CONTRACTUAL	428,058	328,982	477,602	398,695
CAPITAL OUTLAY	1,206	20,897	227,869	10,000
CAPITAL IMPROVEMENTS	591,513	683,590	667,099	591,000
SUBTOTAL	\$1,173,619	\$1,184,383	\$1,560,655	\$1,194,848
TRANSFERS	286,135	296,740	308,630	320,970
TOTAL EXPENDITURES	\$1,459,754	\$1,481,123	\$1,869,285	\$1,515,818

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

- Collect money in parking meters 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)**

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	4.00	4.00	4.00	4.00
PART-TIME	0.50	0.50	0.50	0.50
TOTAL	4.50	4.50	4.50	4.50

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)

	1999-00	2000-01	2001-02	2002-03
FULL-TIME	2.00	2.00	2.00	2.00
PART-TIME	0.27	0.30	0.27	0.27
TOTAL	2.27	2.30	2.27	2.27

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 over a long-term period. 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 two other capital improvement funds:

- **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. 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. 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 would be used to set aside funds to address certain facility improvements to the city public works facilities and site. Fifteen thousand dollars has been spent for the initial feasibility study.

Capital Improvement Funds

MOTOR FUEL TAX

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
FUND BAL., BEG. YEAR	\$1,503,674	\$1,871,163	\$2,606,486	\$1,765,101
REVENUES:				
STATE MOTOR FUEL TAX	\$1,004,443	\$1,063,615	\$1,075,000	\$1,075,000
UNIV. REIMB., (LINCOLN/ILLINOIS)	0	0	160,000	0
REIMB., COUNTY WINDSOR RD.	0	0	37,500	0
REIMB., PARK DIST. (CRYSTAL LAKE)	0	129,015	0	43,000
UNIV. REIMB., (LINCOLN/FLA.)	0	0	33,000	0
INTEREST	76,244	170,057	109,000	90,000
TOTAL REVENUES	\$1,080,687	\$1,362,687	\$1,414,500	\$1,208,000
EXPENDITURES:				
LINCOLN AVE. STUDY	\$1,386	\$0	\$0	\$0
ANNUAL ST. MAINT.	0	506,471	1,124,097	449,557
LINCOLN/FLORIDA IMPR.	67,643	108,670	171,330	0
WASHINGTON/VINE IMPR.	0	0	0	1,000,000
ST. LIGHTING REPLACEMENT	644,169	4,681	0	0
HUFF/BOUDREAU AREA IMPR.	0	0	420,000	80,000
SIGNALS, (RT. 45/AIRPORT RD)	0	7,278	2,722	0
UNIV. AVE. SIGNALS (RACE)	0	0	85,000	0
SIGNALS, (LINCOLN/ILLINOIS)	0	264	302,736	0
UNIV. AVE. (GUARDIAN TO HIGHCROSS)	0	0	75,000	0
WINDSOR/PHILO WIDENING	0	0	75,000	0
EXPENDITURES TOTAL	\$713,198	\$627,364	\$2,255,885	\$1,529,557
FUND BAL., END YEAR	\$1,871,163	\$2,606,486	\$1,765,101	\$1,443,544

SANITARY SEWER CONSTRUCTION

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
FUND BAL., BEG. YEAR	\$396,027	\$599,491	\$808,131	\$61,338
REVENUES:				
SEWER BENEFIT TAX	\$654,324	\$699,967	\$700,000	\$725,000
INTEREST	26,352	34,925	33,000	20,000
TOTAL REVENUES	\$680,676	\$734,892	\$733,000	\$745,000
EXPENDITURES:				
TRANSFER-MAINTENANCE	\$347,360	\$359,520	\$373,900	\$388,860
SEWER TAX BILLING COSTS	3,226	3,355	4,000	4,000
INFLOW/INFILTRATION REMEDIATION	112,575	161,952	825,298	250,000
RPC SEWER DEV. PROGRAM	438	0	0	0
FLA. AVE. EXTENSION	0	0	30,000	0
CUNNINGHAM & ANTHONY EXTENS.	0	0	0	100,000
SEWER DATA BASE S/W AND H/W	6,546	1,425	39,095	1,500
BROADWAY NEIGHBORHD. SEWERS	0	0	100,000	0
OHIO SAN. SEWER	0	0	85,000	0
MISC. SAN. SEWER IMPR.	1,034	0	22,500	20,000
N. CUNNINGHAM SEWER IMPR.	6,033	0	0	0
WASH. & VINE SEWER IMPR.	0	0	0	40,000
EXPENDITURES TOTAL	477,212	526,252	1,479,793	804,360
FUND BAL., END YEAR	\$599,491	\$808,131	\$61,338	\$1,978

Capital Improvement Funds

CAPITAL REPLACEMENT AND IMPROVEMENT

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
FUND BAL., BEG. YEAR	\$2,191,746	\$1,339,159	\$1,750,401	\$51,510
REVENUES:				
INTEREST	\$98,663	\$158,443	\$75,000	\$75,300
SALE OF PROPERTY	7,391	11,854	10,000	10,000
CHAMPAIGN REIMB. - BONEYARD	17,980	13,056	13,000	13,000
REIMB., SUNNYCREST APT.	0	6,436	0	0
DONATIONS - GREENSCAPES	9,400	1,585	0	0
REIMB., JOLLY RODGER SEWER	0	500	0	0
R.R. PROP., SPECIAL ASSESS.	7,161	5,852	8,000	8,000
IDOT REIMB., SIGNAL MAINT.	12,683	7,459	10,000	10,000
COUNTY REIMB., SCOTTSWOOD DR.	0	17,000	0	0
HAL REIMB., DETENTION BASIN	0	0	0	35,000
STATE REIMB., FLEXNGATE	7,140	0	56,594	0
U/I REIMB., FLA. AVE. ST. LIGHTS	0	0	1,700	0
STATE REIMB., CUNN/ANTHONY	0	0	1,272,000	0
COUNTY REIMB., CUNN/ANTHONY	0	0	930,000	0
DONATIONS - PLANTING GUIDE	1,839	0	0	0
STATE REIMB., PHILO/WINDSOR BIKEPATH)	131,000	39,000	0	0
TRANSFER, GEN. RESERVE FUND	0	53,656	10,000	1,500,000
TRANSFER, GEN. NON-RECUR.	300,000	923,344	1,000,000	0
TRANSFER FROM GEN. FUND	633,200	658,530	688,160	715,700
TOTAL REVENUES	\$1,226,457	\$1,896,715	\$4,074,454	\$2,367,000
EXPENDITURES (SEE BELOW)	\$2,079,044	\$1,485,473	\$5,773,345	\$2,107,500
FUND BAL., END YEAR	\$1,339,159	\$1,750,401	\$51,510	\$311,010

EXPENDITURE DETAIL

	ACTUAL	ACTUAL	PROJECTED	BUDGET
	1999-00	2000-01	2001-02	2002-03
HVAC REPAIRS	\$65,739	\$16,142	\$0	\$0
BONEYARD/BRIDGES MAINT.	12,808	16,871	35,073	30,000
BONEYARD CONSULTING	1,548	0	0	0
SIGNAL MAINTENANCE	50,826	24,411	13,824	10,000
MISC. APPRAISALS	1,545	6,450	12,590	7,500
TREE TRAIL BROCHURE GUIDE	7,140	1,838	0	0
REHAB., SHED S. SIDE FIRE STATION	0	1,656	0	0
PUBLIC FAC. REHAB	54,212	27,096	28,530	30,000
CAMPUS AREA TRANS. STUDY	0	13,122	18,540	0
C.D. "HOME" CAP. IMPR. TRANSFER	54,639	101,350	131,646	66,000
CONTRACTUAL TREE TRIMMING	11,403	41,594	25,945	25,000
TREE TRIMMING, LITING PROJECT	45,000	0	0	0
REPLACE HVAC SYSTEM, CITY HALL	0	131,838	78,162	0
PW STORAGE BUILDING	0	13,323	5,146	0
OVERHEAD DOORS, PW FLEET	0	3,046	0	0
NEIGHBORHOOD ST./WALKS	5,045	0	135,000	0
WINDSOR/PHILO RD. BIKE PATH	326,943	0	0	0
MISC. STORM SEWER REPAIRS	39,350	62,509	235,986	50,000
PAVEMENT MAINTENANCE	318,984	200,848	236,966	260,000
STREET LIGHTING REPL.	627,798	221,842	20,158	800,000
G.I.S. PROFESSIONAL SERVICES	0	39,184	17,577	15,000
RPC SEWER DEV. PROG	8,872	12,406	25,563	0
TREE PLANTING GUIDE (GRANT)	2,693	764	0	0
TREE PLANTING PROGRAM	19,359	16,655	16,060	16,000
PFEFFER ROAD TREE PLANTING	2,307	0	0	0
GOODWIN AVE. BIKEPATH	0	0	30,000	0
GREENSCAPE, ENDOWMENT PROG.	0	1,701	7,099	0
TREE TRAIL BROCHURE COSTS	5,415	268	0	0
FIRE STATION PATIO	2,613	288	0	0
KINCH/FLA. CONNECTION	0	55,647	284,353	0
COURTESY AVE. BRIDGE	0	13,056	0	0
GOODWIN AVE. STORM SEWERS	0	75,000	0	0
TRANSFER, STONECREEK FUND	13,650	0	0	0
BOUDREAU AREA STORM/ST. IMPR.	0	29,871	0	0

Capital Improvement Funds

EXPENDITURE DETAIL (CONT.)

	ACTUAL 1999-00	PROJECTED 2000-01	PROJECTED 2001-02	BUDGET 2002-03
FLEXNGATE RD. IMPR.	382,369	51,352	1,923	0
NORTH LINCOLN AVE. IMPR.	0	32,552	182,447	0
CUNNINGHAM & ANTHONY DRIVE	18,786	120,395	897,349	298,000
CUNNING.& ANTHONY, STATE & COUNTY	0	0	2,202,000	0
S. RACE ST. BRIDGE IMPR.	0	0	36,336	0
MISC. TRAFFIC SIGNALS IMPR.	0	0	30,000	0
FLA. AVE. IMPROVEMENT	0	0	200,000	0
FLA. AVE. DRAINAGE DITCH	0	0	45,000	0
C.D.B.G. LIGHTING RETROFIT	0	0	10,000	0
PROP AQ./ROAD IMPR., FRASCA DEV.	0	99,928	350,072	0
ENGINEERING, CUNN./AIRPORT RD	0	52,470	0	0
OIL & CHIP ST. MAINTENANCE	0	0	100,000	100,000
MICHIGAN IMPR. (RACE/VINE)	0	0	60,000	0
AIRPORT RD. IMPROVEMENT	0	0	0	300,000
BROADWAY NEIGHBORHD SEWERS	0	0	300,000	0
WRIGHT/SPRING/GREEN IMPR.	0	0	0	50,000
RACE ST. STORM SEWERS	0	0	0	50,000
TOTAL	\$2,079,044	\$1,485,473	\$5,773,345	\$2,107,500

LIBRARY BUILDING RESERVE

	ACTUAL 1998-01	ACTUAL 2001-02	PROJEC. 2002-03	PROJECT TOTALS
FUND BAL., BEG. YEAR	\$0	\$3,709,151	\$5,270,568	
REVENUES:				
FOUNDATION DONATIONS	\$888,803	\$1,000,000	\$111,197	\$2,000,000
STATE GRANT	41,283	58,717	700,000	800,000
CITY CONTRIBUTION	2,820,347	862,000	1,567,653	5,250,000
TOTAL REVENUES	\$3,750,433	\$1,920,717	\$2,378,850	\$8,050,000
EXPENDITURES:				
LIBRARY CONSTRUCTION	\$0	\$300,583	\$7,649,418	\$7,950,001
LIBRARY DESIGN/CONSULTANT	41,282	58,717	0	99,999
TOTAL EXPENDITURES	\$41,282	\$359,300	\$7,649,418	\$8,050,000
FUND BAL., END YEAR, RESERVED				
FUTURE LIBRARY EXPANSION:	\$3,709,151	\$5,270,568	\$0	

PUBLIC WORKS FACILITY RESERVE

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
TRANSFER, GEN. RESERVE FUND	\$0	\$14,865	\$0	0
EXPENSES:				
ARCHITECT STUDY, PW FACILITY	\$0	\$14,865	\$0	0

Following is a summary of the funds proposed in this budget for significant capital improvement projects that may be funded from different funds or the 02-03 budgeted amount may only be a portion of the total project cost which may be funded over more than one year.

CDBG FUND

\$58,500 for street construction and \$55,000 for street lighting improvements are proposed in 02-03 for the neighborhood street projects on Division Street from Oakland Avenue to Thompson Avenue and Oakland Avenue from Broadway Avenue to Division Street and phase 2 of series street lighting replacement (2003) in Area 3B (east of the City Building). These amounts added to \$232,033 budgeted last year and carried over bring the project total cost to \$345,533.

TIF FUNDS

TIF 1 and TIF 2 have \$1,520,000 budgeted for Phases 4, 5, and 6 of the Downtown Improvement Project. This amount added to the \$1,595,000 budgeted last year will bring the project budget total to date to \$3,115,000. Additional work in TIF 1 related to the Downtown Plan is anticipated in 02-03 but specific costs have not been estimated at this time. TIF 3 has \$250,000 budgeted for initial work on the reconstruction of Goodwin Avenue from Park Street to Beslin Street. Also proposed in 02-03 is \$100,000 for the repair of Park Street (Wright to Goodwin).

MFT FUND

\$449,557 is proposed for annual street maintenance and improvement costs, as outlined in the Capital Improvement Plan. An additional \$80,000 is proposed in 02-03 to complete the Huff/Boudreau area improvements (\$420,000 was budgeted last year, for a project total of \$500,000). \$1,000,000 is proposed for the Vine and Washington improvement.

SBT FUND

\$250,000 is proposed in 02-03 for on-going inflow and infiltration remediation.
\$100,000 is proposed for the sewer portion of the Cunningham/Anthony Drive project.
\$20,000 is proposed in 02-03 for smaller miscellaneous sanitary sewer improvements.
\$40,000 is proposed as the sewer portion of the Vine/Washington improvement.

CAPITAL IMPROVEMENT & REPLACEMENT FUND

\$30,000 is proposed in 02-03 for annual maintenance on the Boneyard bridges.
\$298,000 is proposed in 02-03 for the Cunningham/Anthony Drive project (total project cost of \$4,100,000 (\$400,000 in 02-03 from various funds, balance has been budgeted in previous years). \$100,000 is proposed in 02-03 for annual on-going oil and chip maintenance. \$50,000 is proposed for Race Street storm sewer improvement. \$800,000 is proposed in 02-03 for the on-going Street Lighting Series improvement project. \$50,000 is proposed for the Wright & Green & Springfield improvement. \$50,000 is proposed for the annual amount for miscellaneous storm

Capital Improvement Funds

sewer repairs and lining. \$260,000 is proposed for annual on-going pavement maintenance. This includes our street patching, sidewalk, alley, and slurry seal programs. \$300,000 is proposed for the Airport Road improvement project. Another \$1,500,000 will be proposed in the future 2 years for a total project cost of \$1,800,000.

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. Also reported in this fund are the revenues and costs for the city's property tax incentive program for new single-family home construction and revenues from the sale of property and right of way to the University in the north campus area.
- **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). All outstanding principle is being redeemed in 2003.
 - To replace sales tax monies in the general fund that is 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 2009.

Reserve Funds

FINANCIAL SUMMARY
GENERAL RESERVE (FORMERLY TAX STABILIZATION) FUND

	ACTUAL 1999-00	ACTUAL 2000-01	PROJ. 2001-02	BUDGET 2002-03
FUND BAL., BEG. YEAR	\$1,855,955	\$2,600,333	\$2,782,211	\$3,616,791
REVENUES:				
INTEREST	\$97,615	\$257,480	\$212,000	\$185,653
LOAN REPAYMENT, TIF 2	98,000	94,000	0	0
LOAN REPAYMENT, TIF 3	0	0	0	0
REPYAMENT, RECYCLING TOTERS	0	30,000	30,000	26,000
TRANSFER, GEN. FUND	673,583	750,000	2,800,440	793,810
TOTAL REVENUES	\$869,198	\$1,131,480	\$3,042,440	\$1,005,463
EXPENDITURES:				
TOWNSHIP ENERGY ASSISTANCE	33,851	0	10,000	0
TRANSFER VERF, NEW EQ.	5,631	0	98,650	0
TRANSFER, CAP. IMPR. FUND	0	53,656	1,000,000	1,500,000
TRANSFER LIBRARY BLDG. FUND	0	876,523	862,000	1,567,653
COMP. PLAN PRODUCTION COSTS	0	0	6,000	0
TRANSFER, CDBG LITING SWAP	0	0	10,000	0
LOAN TO MF RECY., TOATERS	85,338	0	0	0
CUSWDS, LANDFILL MONITORING	0	0	5,210	0
COUNTY WORKER'S MEMORIAL	0	0	1,000	0
REHAB. COSTS, TEPPER BLDG.	0	0	45,000	0
CITY BLDG. ELEVATOR REPAIRS	0	0	20,000	0
P.W. BLDG. ROOF REPAIRS	0	0	100,000	0
P.W. BACK SHED ROOF INSTALL	0	0	40,000	0
TRANSFER, CRYSTAL LAKE FUND	0	19,423	0	0
BANNERS/ENTRYWAY REHAB.	0	0	0	8,000
OVERHEAD DOORS, PW GARAGE	0	0	0	15,000
BATTERY RECYLING EVENT	0	0	0	1,000
FIRE STATION KITCHEN UPGRADE	0	0	10,000	0
TOTAL EXPENDITURES	\$124,820	\$949,602	\$2,207,860	\$3,091,653
FUND BAL., END YEAR	\$2,600,333	\$2,782,211	\$3,616,791	\$1,530,601

ECONOMIC DEVELOPMENT RESERVE

	ACTUAL 1990-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
FUND BAL., BEG. YEAR	\$133,681	\$234,397	\$514,994	\$812,607
REVENUES:				
INTEREST	\$11,554	\$20,380	\$24,000	\$50,000
REPAYMENT, TIF 3 LOAN	26,400	62,000	58,000	121,700
REPAYMENT TIF 2 LOAN	95,000	95,000	95,000	0
REPAYMENT TIF 4 LOAN	0	0	0	30,000
TRANSFER, GEN. RESERVE FUND	0	176,630	0	0
UNIVERSITY RIGHT OF WAY PAYMENT	0	0	725,000	725,000
PROP. TAX PROGRAM REIMB.	0	0	68,220	80,000
FARMER'S MARKET FEES	25,947	28,257	28,300	28,300
TOTAL REVENUES	\$158,901	\$382,267	\$998,520	\$1,035,000
EXPENDITURES:				
TRANSFER, DOWNTOWN LOANS	\$0	\$0	\$7,500	\$7,500
RETAIL DEV. PROGRAM COSTS	4,011	0	10,000	10,000
OPTIONS, TITLES, MARKETING	20,000	4,836	4,056	8,000
HOUSE DEMOLITIONS	0	0	16,000	16,000
LOAN, TIF 4 FUND, CONSULTANT	8,096	9,904	12,000	0
URBANA HOME SHOW	0	562	10,438	0
METRO ZONE INCENTIVE PAYMENT	0	0	50,000	0
SEWER PAYMENT, FARM&FLEET	0	0	1,150	0
URBANA BUSINESS ALLIANCE	0	18,656	31,343	50,000
RESEARCH PARK INCENTIVES	0	0	337,000	0
SEWER PAYMENT, PARK INN	0	13,000	0	0
DEVELOPER'S ROUNTABLE	0	0	0	1,200
COMP. PLAN PUBLICATION	0	0	0	7,500
MARKETING, BUILD URBANA	0	3,493	4,000	0
PAYMENT, UNITED FUELS DEV.	0	0	5,000	0
FARMER'S MARKET COSTS	11,609	22,536	24,000	26,000
PROPERTY TAX INCENTIVE PROGRAM	0	0	72,420	80,000
ELITE DINER RELOCATION	0	0	55,000	0
ANDRAE'S DEV. COSTS	0	0	61,000	0
CARLE CONSORTIUM COSTS	2,774	0	0	0
BIG GROVE PROFESSIONAL COSTS	11,695	28,683	0	0
TOTAL EXPENDITURES	\$58,185	\$101,670	\$700,907	\$206,200
FUND BAL., END YEAR, RESERVED FOR				
ECONOMIC DEVELOPMENT PROJECTS	\$234,397	\$514,994	\$812,607	\$1,641,407

SALES TAX GRANT/ INSURANCE RESERVE

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
FUND BAL., BEG. YEAR	\$1,694,825	\$1,577,821	\$1,402,229	\$1,048,602
REVENUES-INTEREST	91,141	132,990	42,000	42,000
EXPENSES:				
TRANSFER, DEBT SERVICE	\$126,996	\$124,729	\$128,000	\$351,995
TRANSFER, GEN/TIF GRANT	81,149	183,853	267,627	275,000
TOTAL EXPENSES	\$208,145	\$308,582	\$395,627	\$626,995
FUND BAL., END YEAR, RESERVED:				
FOR 1994C DEBT SERVICE	\$666,586	\$576,496	\$376,366	\$0
FOR FUTURE TIF GRANT MATCH	\$911,235	\$825,733	\$672,236	\$463,607

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. 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 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 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.

**IMRF
FINANCIAL SUMMARY**

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03	% CHG.
CASH BAL., BEG. YEAR	\$997,797	\$478,812	\$340,132	\$207,412	
REVENUES:					
TRANSFER, GEN. FUND	\$150,000	\$450,000	\$500,000	\$550,000	10.0%
INTEREST	38,284	40,917	5,000	2,000	
CASH ADJUSTMENT, TAXES	0	0	0	0	
SUBTOTAL, REVENUES	\$188,284	\$490,917	\$505,000	\$552,000	
TRANSFERS IN:					
C.D.B.G. FUND	14,009	12,523	14,300	14,300	
PEG, CATV FUND	5,110	3,840	3,890	3,890	
VARIOUS CD FUNDS	7,590	7,636	8,000	8,000	
A.R.M.S. FUND	6,760	5,230	4,830	4,830	
L.R.C.	11,602	11,660	12,390	12,390	
WORK. COMP. FUND	6,068	9,773	1,000	1,000	
REIMB., U/I FIRE	6,219	6,441	5,400	5,400	
TIF FUNDS	1,047	2,976	2,900	2,900	
EQ. SERVICES FUND	25,682	20,350	20,100	20,100	
RECYCLING FUND	2,110	713	1,000	1,000	
AD. ASST REIM., POLICE	2,330	3,348	2,420	2,420	
M.V.P.S. FUND	19,245	12,850	12,850	12,850	
TOTAL REVENUES	\$296,056	\$588,257	\$594,080	\$641,080	
EXPENSES:					
I.M.R.F. PAYMENTS	\$812,135	\$723,464	\$723,000	\$723,000	0.0%
SECTION 125 ADMIN.	\$2,906	\$3,473	\$3,800	\$4,000	
TOTAL EXPENSES	\$815,041	\$726,937	\$726,800	\$727,000	
FUND BAL., END YEAR	\$478,812	\$340,132	\$207,412	\$121,492	

**POLICE PENSION FUND
FINANCIAL SUMMARY**

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03	% CHG.
REVENUES:					
PROPERTY TAX	\$912,431	\$927,842	\$954,500	\$1,054,000	10.4%
STATE REPLACEMENT TAX	41,000	41,000	41,000	41,000	
TOTAL REVENUES	\$953,431	\$968,842	\$995,500	\$1,095,000	
PAYMENT TO PENSION BOARD	\$953,431	\$968,842	\$995,500	\$1,095,000	10.0%

**FIRE PENSION FUND
FINANCIAL SUMMARY**

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03	% CHG.
REVENUES:					
PROPERTY TAX	\$358,706	\$430,779	\$540,000	\$599,200	11.0%
STATE REPLACEMENT TAX	36,000	52,000	52,000	52,000	
TOTAL REVENUES	\$394,706	\$482,779	\$592,000	\$651,200	
PAYMENT TO PENSION BOARD	\$394,706	\$482,779	\$592,000	\$651,200	10.0%

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. The 1994C Bonds will be called early and all principal paid off in 2003.

GENERAL OBLIGATION PORTION OF THE 1994C BONDS

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
TRANSFER-INS. RESERVE	\$126,996	\$124,729	\$128,000	\$351,995
DEBT SERVICE:				
PRINCIPAL	\$94,010	\$96,775	\$102,305	\$340,095
INTEREST	32,986	27,954	25,695	11,900
TOTAL DEBT SERVICE	\$126,996	\$124,729	\$128,000	\$351,995

1992 TIF 3 BONDS

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
TRANSFER-TIF 3	\$133,099	\$132,256	\$134,000	\$134,000
DEBT SERVICE:				
PRINCIPAL	\$110,000	\$115,000	\$120,000	\$120,000
INTEREST	23,099	17,256	14,000	14,000
TOTAL DEBT SERVICE	\$133,099	\$132,256	\$134,000	\$134,000



City of Urbana Budget Fiscal Year 2002-2003

Supplementary Expenditure Report

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<i>Fire Rescue Services Department</i>	17
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<i>Home Recycling (U-Cycle) Fund</i>	45
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Supplementary Expenditure Report

CITY COUNCIL

	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	PROPOSED 2002-03	% CHG.
100					
COUNCIL MEMBERS (7)	\$26,600	\$26,600	\$26,600	\$26,600	0.0%
200					
BOOKS & PERIODICALS	\$260	\$43	\$350	\$350	
OFFICE SUPPLIES	0	90	250	250	
MISC. SUPPLIES	17	430	150	150	
TOTAL	\$277	\$563	\$750	\$750	0.0%
300					
TRAVEL AND CONFERENCE	\$1,975	\$300	\$7,560	\$8,400	
TELEPHONE/POSTAGE	0	0	800	800	
SPECIAL CONSTRUCTUAL ASST.	0	0	100	100	
TOTAL	\$1,975	\$300	\$8,460	\$9,300	9.9%
DEPARTMENT TOTAL	\$28,852	\$27,463	\$35,810	\$36,650	2.3%

Supplementary Expenditure Report

EXECUTIVE DEPARTMENT ADMINISTRATION DIVISION

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
MAYOR	\$39,367	\$39,749	\$43,307	\$43,307	
CHIEF ADMIN. OFFICER	88,779	94,559	96,290	97,460	
CAO SALARY TO DEF. COMP. PLA	3,510	3,868	8,500	11,000	
ADMIN. SECRETARY (.6 TO 1)	16,478	29,420	31,370	32,470	
EXECUTIVE SECRETARY	32,784	34,487	35,870	37,120	
EXECUTIVE INTERN (.5)	4,048	4,032	9,230	9,550	
OVERTIME	0	0	470	490	
EMPLOYEE INSURANCE	10,954	12,230	13,960	16,100	
TOTAL 100	\$195,920	\$218,345	\$238,997	\$247,497	3.6%
200					
BOOKS & PERIODICALS	\$207	\$126	\$450	\$450	
OFFICE SUPPLIES	754	740	800	800	
COPIER SUPPLIES	892	1,233	1,960	1,630	
TOTAL 200	\$1,853	\$2,099	\$3,210	\$2,880	-10.3%
300					
DUES & SUBSCRIPTIONS	\$2,935	\$3,190	\$4,000	\$4,000	
CELLUAR/PAGING SERV.	1,607	1,243	2,800	2,800	
TRAVEL AND CONFERENCE	4,274	7,140	7,000	7,000	
CATV COMMISSION	3,000	2,583	3,000	3,000	
VEHICLE SERVICES	5,000	2,397	6,160	6,780	
PRINTING SERVICES	473	428	500	500	
HEARINGS & ARBITRATIONS	350	0	4,500	4,500	
SPECIAL COUNSEL	4,095	6,956	14,600	14,600	
DISABILITY SERVICES	0	0	1,030	1,030	
CITY INSURANCE	3,052	3,499	4,070	4,700	
TRANSFER, WORKER'S COMP.	520	520	260	270	
TELEPHONE	3,383	3,208	3,770	3,920	
COPIER LEASE & MAINT.	3,677	3,749	8,970	5,110	
CITY COMPUTERIZATION	12,940	13,460	14,070	14,700	
EMPLOYEE PROGRAMS	5,823	7,887	7,500	7,500	
TOTAL 300	\$51,129	\$56,260	\$82,230	\$80,410	-2.2%
400					
VEH. REPL. CHARGE	\$7,760	\$8,070	\$8,390	\$8,780	4.6%
DIVISION TOTAL	\$256,662	\$284,774	\$332,827	\$339,567	2.0%

**EXECUTIVE DEPARTMENT
LEGAL DIVISION**

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
CITY ATTORNEY/CORP. COUNSEL	\$69,271	\$72,100	\$76,880	\$76,560	
ASST. CITY ATTORNEY	54,373	58,008	60,340	0	
LEGAL SECRETARY	29,910	31,796	33,630	34,800	
INTERN/PARALEGAL SPEC.	19,258	14,699	24,510	33,000	
P-T CLERICAL (.5 TO .75)	9,196	11,676	14,380	14,880	
OVERTIME	34	0	190	200	
EMPLOYEE INSURANCE	7,300	8,150	9,300	10,700	
TOTAL 100	\$189,342	\$196,429	\$219,230	\$170,140	-22.4%
200					
BOOKS & PERIODICALS	\$7,975	\$8,818	\$9,600	\$9,600	
OFFICE SUPPLIES	1,174	1,699	1,900	1,900	
TOTAL 200	\$9,149	\$10,517	\$11,500	\$11,500	0.0%
300					
DUES & SUBSCRIPTIONS	\$2,511	\$2,177	\$2,600	\$2,600	
TRAVEL AND CONFERENCE	2,348	3,478	4,000	4,000	
CODIFICATION	2,222	4,499	5,240	5,240	
PROF. LEGAL SERVICES	6,702	16,527	17,000	17,000	
PROF. LEGAL SERVICES (JW)	0	0	16,000	83,700	
LEGAL SERVICES CATV (ONE-TIM	0	16,682	0	0	
CITY INSURANCE	2,190	2,504	2,910	3,300	
TRANSFER, WORKER'S COMP.	420	420	210	220	
CITY TELEPHONE	3,383	3,208	3,770	3,920	
TOTAL 300	\$19,776	\$49,495	\$51,730	\$119,980	131.9%
DIVISION TOTAL	\$218,267	\$256,441	\$282,460	\$301,620	6.8%

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EXECUTIVE DEPARTMENT HUMAN RELATIONS DIVISION

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
HUMAN RELATIONS OFFICER	\$44,971	\$45,624	\$47,450	\$49,110	
ADMINISTRATIVE SEC. (.4)	10,985	0	0	0	
EMPLOYEE INSURANCE	3,655	4,080	4,660	5,400	
TOTAL 100	\$59,611	\$49,704	\$52,110	\$54,510	4.6%
200					
BOOKS & PERIODICALS	\$77	\$130	\$150	\$150	
BOOKS, COMMISSION BUDGET	0	327	350	350	
OFFICE SUPPLIES	191	192	200	200	
TOTAL 200	\$268	\$649	\$700	\$700	0.0%
300					
DUES & SUBSCRIPTIONS	\$150	\$110	\$490	\$490	
TRAVEL AND CONFERENCE	2,064	1,051	2,010	2,010	
COMMISSION TRAINING	874	0	1,000	1,000	
TRAINING, COMMISSION BUDGET	0	1,281	1,000	1,000	
H/R HEARING OFFICER	8,960	8,146	10,000	10,000	
M.L. KING SPEAKERS/GRANTS	1,447	1,426	1,500	1,500	
GRANTS, COMMISSION BUDGET	0	1,013	1,200	1,200	
COMM. ED., COMMISSION BUDGET	0	1,389	1,500	1,500	
PRINTING SERVICES	73	0	100	100	
PRINTING, COMMISSION BUDGET	0	651	400	400	
CITY INSURANCE	693	792	920	1,100	
TRANSFER, WORKER'S COMP.	260	260	130	140	
CITY TELEPHONE	1,451	1,376	1,620	1,690	
TOTAL 300	\$15,972	\$17,495	\$21,870	\$22,130	1.2%
DIVISION TOTAL	\$75,851	\$67,848	\$74,680	\$77,340	3.6%

**EXECUTIVE DEPARTMENT
PERSONNEL DIVISION**

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
PERSONNEL MANAGER	\$52,719	\$54,619	\$56,800	\$58,790	
SECRETARY	26,045	27,602	28,710	29,710	
ASST. PERSONNEL MANAGER	29,073	31,377	35,310	36,540	
CIVIL SERVICE COMMISSIONERS	360	240	370	370	
OVERTIME	317	186	360	370	
EMPLOYEE INSURANCE	7,300	8,150	9,300	10,700	
TOTAL	\$115,814	\$122,174	\$130,850	\$136,480	4.3%
200					
BOOKS & PERIODICALS	\$3	\$22	\$400	\$400	
OFFICE SUPPLIES	807	790	800	800	
TOTAL	\$810	\$812	\$1,200	\$1,200	0.0%
300					
DUES & SUBSCRIPTIONS	\$832	\$973	\$1,175	\$1,175	
PAGER EXPENSE	247	206	280	280	
TRAVEL AND CONFERENCE	3,319	1,581	2,940	2,940	
TRAVEL, RECRUITMENT	1,834	2,304	3,580	3,580	
TRAINING AND EDUCATION	1,939	5,818	3,500	3,500	
PHYSICAL EXAMINATIONS	12,652	11,194	16,000	16,000	
EMPL. DRUG TESTING PROG.	2,450	1,790	3,000	3,000	
PROF. SERVICES, EXAMS	4,506	3,402	9,500	9,500	
EDUCATIONAL REIMBURSEMENTS	4,260	2,636	4,000	4,000	
U/I SUPV. CERT. PROGRAM	12,861	10,258	11,000	11,000	
EMPLOYEE ASSISTANCE PROG.	4,324	4,631	4,600	4,600	
PRINTING SERVICES	547	116	600	600	
ADVERTISING, RECRUITMENT	17,482	16,378	19,120	19,120	
IPELRA SALARY SURVEY	0	214	125	125	
CITY INSURANCE	1,851	2,118	2,460	2,800	
TRANSFER, WORKER'S COMP.	270	270	140	150	
CITY TELEPHONE	3,383	3,208	3,770	3,920	
TOTAL	\$72,757	\$67,097	\$85,790	\$86,290	0.6%
DIVISION TOTAL	\$189,381	\$190,083	\$217,840	\$223,970	2.8%

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FINANCE DEPARTMENT ADMINISTRATION PROGRAM

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
COMPTRROLLER	\$79,478	\$84,055	\$89,990	\$93,140	
SECRETARY (.5)	13,413	14,215	14,780	15,300	
EMPLOYEE INSURANCE	3,655	4,080	4,660	5,400	
TOTAL 100	\$96,546	\$102,350	\$109,430	\$113,840	4.0%
200					
BOOKS & PERIODICALS	\$81	\$159	\$200	\$200	
OFFICE SUPPLIES	3,521	2,544	3,800	3,800	
COPIER SUPPLIES	892	1,233	1,960	1,630	
TOTAL 200	\$4,494	\$3,936	\$5,960	\$5,630	-5.5%
300					
DUES & SUBSCRIPTIONS	\$1,542	\$1,437	\$1,800	\$1,800	
CELLUAR/PAGING SERVICES	177	166	200	200	
TRAVEL AND CONFERENCE	1,791	2,232	2,500	2,500	
VEHICLE SERVICE	1,113	1,400	3,580	3,940	
AUDITING	20,225	21,711	22,540	22,540	
REAL ESTATE TAXES	935	(206)	1,000	1,000	
CITY INSURANCE	1,726	1,979	2,300	2,600	
TRANSFER, WORKER'S COMP.	310	310	160	170	
TELEPHONE	1,903	1,805	2,120	2,200	
COPIER LEASE & MAINT.	2,357	2,403	5,750	3,280	
CITY COMPUTERIZATION	44,200	45,970	48,040	50,200	
TOTAL 300	\$76,279	\$79,207	\$89,990	\$90,430	0.5%
400					
VEH. REPL. CHARGE	\$25,560	\$26,780	\$27,850	\$29,100	4.5%
PROGRAM TOTAL	\$202,879	\$212,273	\$233,230	\$239,000	2.5%

**FINANCE DEPARTMENT
PARKING, PERMITS AND REVENUE COLLECTION PROGRAM**

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
OFFICE SUPERVISOR	\$46,811	\$48,498	\$50,440	\$52,200	
SECRETARY (.5)	13,413	14,214	14,780	15,300	
CLERK CASHIER (2)	53,743	55,766	63,860	56,830	
PART-TIME	0	486	1,460	1,510	
EMPLOYEE INSURANCE	8,515	9,510	10,850	12,500	
TOTAL 100	\$122,482	\$128,474	\$141,390	\$138,340	-2.2%
200					
PARKING TICKETS	\$7,419	\$6,774	\$10,000	\$10,000	
COMPUTER TICKET SUPPLIES	1,153	1,029	2,500	2,500	
LICENSE SUPPLIES	686	287	1,000	1,000	
TOTAL 200	\$9,258	\$8,090	\$13,500	\$13,500	0.0%
300					
TRAINING AND EDUCATION	\$1,392	\$3,439	\$2,000	\$2,000	
SPECIAL MAILER PRINTING	5,208	7,141	6,680	6,680	
VEHICLE SERVICES	1,408	841	3,770	4,150	
VEHICLE REGISTRATIONS TAPE	1,790	1,361	2,500	2,500	
CREDIT CARD EXPENSE	623	814	750	750	
CITY INSURANCE	1,578	1,805	2,100	2,400	
TRANSFER, WORKER'S COMP.	370	370	190	200	
CITY TELEPHONE	1,903	1,805	2,120	2,200	
TOTAL 300	\$14,272	\$17,576	\$20,110	\$20,880	3.8%
PROGRAM TOTAL	\$146,012	\$154,140	\$175,000	\$172,720	-1.3%

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FINANCE DEPARTMENT FINANCIAL SERVICES PROGRAM

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
ACCT. CLERK SUPERVISOR	\$41,966	\$44,827	\$47,650	\$50,320	
ACCOUNT CLERK II	23,290	26,922	28,710	29,710	
ACCOUNT CLERK I	23,728	24,640	26,270	27,190	
OVERTIME	43	0	1,730	1,790	
EMPLOYEE INSURANCE	7,300	8,150	9,300	10,700	
TOTAL 100	\$96,327	\$104,539	\$113,660	\$119,710	5.3%
200					
GENERAL CITY SUPPLIES	\$10,988	\$7,929	\$13,200	\$13,200	
COMPUTER SUPPLIES	20,413	27,722	21,420	21,420	
TOTAL 200	\$31,401	\$35,651	\$34,620	\$34,620	0.0%
300					
TRAINING AND EDUCATION	\$1,524	\$1,575	\$2,000	\$2,000	
GENERAL CITY POSTAGE	46,902	40,334	50,900	50,900	
OFFICE EQ. MAINTENANCE	5,120	5,432	6,000	6,000	
CITY INSURANCE	2,043	2,339	2,720	3,100	
TRANSFER, WORKER'S COMP.	270	270	140	150	
CITY TELEPHONE	1,903	1,805	2,120	2,200	
TOTAL 300	\$57,762	\$51,755	\$63,880	\$64,350	0.7%
PROGRAM TOTAL	\$185,490	\$191,945	\$212,160	\$218,680	3.1%

**FINANCE DEPARTMENT
INFORMATION SERVICES PROGRAM**

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	% CHG.
	1999-00	2000-01	2001-02	2002-03	
100					
INFO. SERVICES MANAGER	\$61,726	\$64,246	\$68,510	\$70,910	
P.C. ANALYST/NETWORK COORD	27,477	41,947	44,730	46,300	
COMPUTER SYSTEMS PROG. II	39,398	38,591	46,210	47,830	
COMPUTER SYSTEMS SPECIALIS'	34,766	29,283	30,450	31,520	
WEB DOCUMENTS COORD. (.75)	0	0	17,450	22,300	
PART-TIME INTERN	8,968	4,192	3,200	3,310	
OVERTIME	5,650	9,223	10,010	10,360	
EMPLOYEE INSURANCE	9,739	10,880	14,750	17,000	
TOTAL 100	\$187,724	\$198,362	\$235,310	\$249,530	6.0%
300					
DUES AND MEMBERSHIPS	\$0	\$34	\$300	\$300	
TRAINING AND EDUCATION	4,906	6,126	6,430	6,430	
CITY INSURANCE	1,814	2,081	2,420	2,800	
TRANSFER, WORKER'S COMP.	370	370	190	200	
CITY TELEPHONE	1,903	1,805	2,120	2,200	
TOTAL 300	\$8,993	\$10,416	\$11,460	\$11,930	4.1%
PROGRAM TOTAL	\$196,717	\$208,778	\$246,770	\$261,460	6.0%

Supplementary Expenditure Report

CITY CLERK

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
CITY CLERK	\$34,628	\$34,963	\$38,093	\$38,093	
ADMIN. SECRETARY	31,908	33,058	34,380	35,580	
SECRETARY	25,875	26,931	28,720	29,720	
DEPUTY CITY CLERK	623	601	620	640	
OVERTIME	896	1,119	1,530	1,580	
EMPLOYEE INSURANCE	7,300	8,150	9,300	10,700	
TOTAL 100	\$101,230	\$104,822	\$112,643	\$116,313	3.3%
200					
OFFICE SUPPLIES	\$1,419	\$1,646	\$1,490	\$1,490	
COPIER SUPPLIES	314	434	690	580	
TOTAL 200	\$1,733	\$2,080	\$2,180	\$2,070	-5.0%
300					
DUES & SUBSCRIPTIONS	\$492	\$454	\$500	\$500	
TRAVEL AND CONFERENCE	2,414	1,978	2,800	2,800	
TRAINING AND EDUCATION	125	0	640	640	
VEHICLE SERVICES	0	0	1,200	1,320	
RECORDING FEES	819	854	920	920	
NEWSPAPER PUBL., LEGALS	3,503	5,932	5,380	5,380	
MICROFILM PROJECT	56,330	57,540	60,630	62,750	
CITY INSURANCE	1,762	2,016	2,340	2,700	
TRANSFER, WORKER'S COMP.	320	320	160	170	
TELEPHONE	2,701	2,661	3,010	3,130	
COPIER LEASE & MAINT.	574	585	1,400	800	
CITY COMPUTERIZATION	6,420	6,680	6,980	7,300	
TOTAL 300	\$75,460	\$79,020	\$85,960	\$88,410	2.9%
400					
VEHICLE REPLACEMENT CHARGE	\$0	\$1,777	\$1,850	\$1,930	
TOTAL DEPARTMENT	\$178,423	\$187,699	\$202,633	\$208,723	3.0%

**POLICE DEPARTMENT
ADMINISTRATION PROGRAM**

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
CHIEF OF POLICE	\$78,746	\$82,993	\$87,130	\$90,180	
SECRETARY	28,438	30,380	32,280	33,410	
EMPLOYEE INSURANCE	4,870	5,440	6,210	7,100	
TOTAL 100	\$112,054	\$118,813	\$125,620	\$130,690	4.0%
200					
BOOKS & PERIODICALS	\$175	\$99	\$180	\$180	0.0%
EMPL. RECOGNITION SUPPLI	0	0	300	300	
TOTAL 200	\$175	\$99	\$480	\$480	0.0%
300					
DUES & SUBSCRIPTIONS	\$2,356	\$1,718	\$2,500	\$2,500	
TRAVEL AND CONFERENCE	1,699	3,448	3,500	3,500	
VEHICLE SERVICE	2,855	1,678	2,800	3,080	
CITY INSURANCE	3,687	4,226	4,910	5,600	
TRANSFER, WORKER'S COMP.	3,890	3,890	2,300	2,400	
CITY TELEPHONE	3,796	3,800	4,230	4,400	
TOTAL 300	\$18,283	\$18,760	\$20,240	\$21,480	6.1%
400					
VEH. REPL. CHARGE-REG.	\$210,960	\$221,620	\$232,890	\$243,330	
VEH. REPL., NEW EQ.	\$0	\$0	\$0	\$3,210	
TOTAL 400	\$210,960	\$221,620	\$232,890	\$246,540	5.9%
DIVISION TOTAL	\$341,472	\$359,292	\$379,230	\$399,190	5.3%

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POLICE DEPARTMENT PATROL PROGRAM

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
ASSISTANT CHIEF	\$66,529	\$66,717	\$69,150	\$71,580	
LIEUTENANTS (3 TO 2)	176,899	120,015	124,400	128,750	
SERGEANTS (8)	350,261	360,501	378,870	392,120	
OFFICERS (26 TO 27)	1,098,963	1,096,757	1,136,840	1,170,560	
K-9 OFFICER (SGT.)	0	45,681	46,398	49,020	
ADD'L OFFICER, SCHOOL	0	0	0	0	
BEN. ADD'L OFFICER, SCHOOL	0	0	0	0	
WEEKEND/HOLIDAY PAY LT.	0	800	5,380	5,570	
ADD'L OFFICER, PATROL	0	0	0	43,580	
BEN. ADD'L OFFICER, PATROL	0	0	0	11,070	
OVERTIME	(8,483)	(14,269)	40,000	41,400	
STEP OVERTIME	15,076	19,153	19,030	19,700	
SPECIAL ENFOR. OT	10,021	17,118	23,750	24,580	
OVERTIME, TRAINING	5,510	0	3,740	3,870	
OVERTIME, F.T.O.	5,460	0	0	0	
SICK LEAVE INCENT.	2,498	465	8,220	8,510	
PERSONAL LEAVE ACCRUAL	16,298	16,950	17,540	18,150	
HOLIDAY PAY	66,508	70,007	78,860	91,080	
LONGEVITY	87,306	80,247	110,700	81,040	
EDUCATIONAL INCENTIVE	709	0	0	0	
EMPLOYEE INSURANCE	99,784	114,379	130,470	150,000	
TOTAL 100	\$1,993,339	\$1,994,521	\$2,193,348	\$2,310,580	5.3%
200					
UNIFORMS AND EQ. REPL	\$2,980	\$1,167	\$4,720	\$4,720	
CRIME PREV. MATERIALS	0	0	1,000	1,000	
INITIAL EQ, ADD'L OFF., I	0	0	0	0	
INITIAL EQ, ADD'L OFF., I	0	0	0	2,200	
U.C.A.P. SUPPLIES	651	935	1,000	1,000	
AMMUNITION SUPPLIES	1,176	2,754	3,600	3,600	
SUPPLIES, K-9	452	760	1,000	1,000	
TOTAL 200	\$5,259	\$5,616	\$11,320	\$13,520	19.4%
300					
EMPLOYEE WELLNESS	\$564	\$719	\$2,740	\$2,740	
TRAINING AND EDUCATION	15,230	17,243	16,260	16,260	
INITIAL TRAIN., ADD'L OFF.	0	0	0	0	
INITIAL TRAIN., ADD'L OFF.	0	0	0	4,000	
CLOTHING ALLOWANCE	26,481	26,130	30,580	31,650	
CELLUAR PHONE	12,862	16,023	12,000	12,000	
VEHICLE SERVICE	99,608	86,138	131,750	144,930	
VEH. SERV., K-9	3,612	4,013	5,150	5,670	
EQ. SERVICE AND REPAIR	1,302	1,274	3,120	3,120	
STUDENT PARTY PATROL	2,500	2,500	3,500	3,500	
CENTRAL BOOKING FEE	26,535	31,068	28,600	31,500	
RANGE MOWING	1,225	975	1,100	1,100	
RANGE OPERATING	2,420	1,588	2,800	2,800	
TOWING SERVICES	1,008	1,252	600	600	
METCAD DISPATCH AGREEMENT	202,519	199,500	210,600	210,600	0.0%
E.C.I.P.T.P. TRAINING	4,711	5,064	5,075	5,400	
CRISIS INTERVENTION SERV.	4,992	5,091	5,500	5,500	
EM. SUPPORT SERVICE TEAM	0	0	2,000	2,000	
CITY INSURANCE	61,006	65,175	69,940	80,400	
TRANSFER, WORKER'S COMP.	74,470	73,520	32,680	34,150	
CITY TELEPHONE	3,796	3,800	4,230	4,400	
TOTAL 300	\$544,841	\$541,073	\$568,225	\$602,320	6.0%
PROGRAM TOTAL	\$2,543,439	\$2,541,210	\$2,772,893	\$2,926,420	5.5%

**POLICE DEPARTMENT
CRIMINAL INVESTIGATION PROGRAM**

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
LIEUTENANT	0	63,885	66,220	68,540	
SERGEANTS (1)	44,154	91,191	47,360	49,020	
OFFICERS (6)	237,130	197,983	252,630	261,480	
PHOTO/EVIDENCE TECHNICIAN	54,821	25,972	31,202	32,310	
SUPPORT SERVICES CLERK	26,796	27,727	28,740	29,740	
OVERTIME	32,535	35,236	29,820	30,860	
STANDBY PAY	7,870	8,231	8,296	8,590	
PERSONAL TIME ACCRUAL	2,834	2,950	3,050	3,160	
POLICE LONGEVITY	19,092	19,488	21,344	24,070	
AFSCME LONGEVITY	2,685	2,772	2,880	2,970	
EMPLOYEE INSURANCE	17,039	16,310	21,270	24,500	
TOTAL 100	\$444,956	\$491,745	\$512,812	\$535,240	4.4%
200					
UNIFORMS AND EQUIPMENT	\$0	\$0	\$500	\$500	
300					
SEIZED DRUG FUND EXPENSES	\$1,615	\$0	\$2,000	\$2,000	
TRAINING AND EDUCATION	7,511	10,028	10,360	10,360	
VEHICLE LEASING	15,000	15,338	16,220	16,880	
VEHICLE SERVICES	10,386	7,115	21,060	23,170	
VEHICLE SERV, DARE	586	0	0	0	
TRAVEL, INVESTIGATIONS	1,011	1,801	4,000	4,000	
OUTSIDE PROF. SERVICES	1,907	4,349	3,000	3,000	
INVEST. PAYMENTS	1,000	1,800	3,000	3,000	
UNIFORM REPLACEMENT	161	522	200	200	
LEXUS/NEXUS SERVICES	0	0	2,000	2,000	
CITY INSURANCE	10,103	11,564	13,440	15,500	
TRANSFER, WORKER'S COMP.	24,040	24,040	12,020	12,560	
CITY TELEPHONE	3,796	3,800	4,230	4,400	
COMMUNICATIONS I.T.F.	29	14	1,600	1,600	
TOTAL 300	\$77,145	\$80,371	\$93,130	\$98,670	5.9%
PROGRAM TOTAL	\$522,101	\$572,116	\$606,442	\$634,410	4.6%

Supplementary Expenditure Report

**POLICE DEPARTMENT
SUPPORT SERVICES PROGRAM**

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
LIEUTENANT	63,924	68,889	68,880	71,290	
SUPPORT SERVICES SUPERV.	36,698	38,339	39,740	41,130	
SUPPORT SERVICES CLERK I	25,873	55,454	57,470	59,480	
SUPPORT SERVICES CLERK I:	60,018	53,777	58,520	60,530	
SUPPORT SERVICES CLERK I:	19,027	53,627	58,930	60,940	
P-T SERVICES CLERK (.25)	54,641	9,299	10,920	11,300	
AD. ASST(TEMPORARY,GRAN:	0	21,975	22,940	23,740	
OVERTIME	(2,593)	(2,158)	7,780	8,050	
AFSCME LONGEVITY	6,070	6,394	9,940	7,460	
EMPLOYEE INSURANCE	21,909	24,470	25,290	29,100	
PENSION (AD ASST)	2,330	3,348	3,350	3,470	
TOTAL 100	\$287,897	\$333,414	\$363,760	\$376,490	3.5%
200					
OFFICE SUPPLIES	\$8,915	\$8,725	\$11,040	\$11,040	
CITY BLDG. COPIER SUPPLII	255	352	560	470	
PAPER FOR POLICE MACHINE	783	1,082	1,720	1,430	
POLICE COPIER SUPPLIES	1,756	932	1,900	1,900	
EQ., POLICE SUPPLIES	10,870	8,628	12,800	12,800	
TOTAL 200	\$22,579	\$19,719	\$28,020	\$27,640	-1.4%
300					
COMMUNICATIONS SERVICES	\$8,647	\$9,427	\$10,310	\$10,310	
VEHICLE SERVICE	2,704	5,717	4,560	5,020	
EQ. SERVICE AND REPAIR	382	377	2,350	2,350	
TRANSCRIBER MAINT.	522	546	550	550	
M.D.T. MAINTENANCE	2,592	1,296	3,000	3,000	
C.M.S./I.W.I.N. FEES	5,940	8,028	8,670	8,670	
CONTRACTUAL SHREDDING	714	658	2,000	2,000	
CITY INSURANCE	6,003	6,868	7,980	9,200	
TRANFER, WORKER'S COMP.	2,830	2,830	1,420	1,480	
CITY TELEPHONE	3,796	3,800	4,230	4,400	
CITY BLDG. COPIER MAINT.	943	961	2,300	1,310	
POLICE COPIER MAINT.	2,616	2,766	2,600	2,600	
CITY COMPUTERIZATION	63,450	65,990	68,960	72,100	
A.R.M.S. CONTRIBUTION	9,400	10,883	12,990	13,490	
SPECIAL POLICE S/W MAINT	0	0	500	500	
TOTAL 300	\$110,539	\$120,147	\$132,420	\$136,980	3.4%
PROGRAM TOTAL	\$421,015	\$473,280	\$524,200	\$541,110	3.2%

**POLICE DEPARTMENT
SCHOOL CROSSING GUARDS PROGRAM**

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
SCHOOL CROSSING GUARDS	\$36,046	\$28,842	\$40,900	\$42,330	3.5%
200					
MISC. SUPPLIES	\$339	\$357	\$360	\$360	0.0%
300					
CITY INSURANCE	\$1,239	\$1,418	\$1,650	\$1,900	15.2%
TRANSFER, WORKER'S COMP.	270	270	140	150	
TOTAL 300	\$1,509	\$1,688	\$1,790	\$2,050	14.5%
PROGRAM TOTAL	\$37,894	\$30,887	\$43,050	\$44,740	3.9%

**POLICE DEPARTMENT
METER PATROL PROGRAM**

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
METER PATROL SUPERVISOR	\$24,871	\$26,395	\$30,460	\$31,520	
METER PATROL SPECIALIST	0	0	19,830	20,520	
METER PATROL PART-TIME	58,371	61,804	59,420	61,500	
SPECIAL ENFORCEMENT DETA.	0	0	5,000	5,170	
P-T ABANDONED VEH. SPEC.	0	0	12,000	12,420	
EMPLOYEE INSURANCE	2,430	2,710	3,100	3,600	
TOTAL 100	\$85,672	\$90,909	\$129,810	\$134,730	3.8%
200					
UNIFORMS AND EQUIPMENT	\$544	\$1,213	\$1,230	\$1,230	0.0%
300					
VEHICLE SERVICE	\$9,881	\$13,590	\$13,690	\$16,560	
CITY INSURANCE	1,578	1,805	2,100	2,400	
TRANSFER, WORKER'S COMP.	270	270	140	150	
TOTAL 300	\$11,729	\$15,665	\$15,930	\$19,110	20.0%
PROGRAM TOTAL	\$97,945	\$107,787	\$146,970	\$155,070	5.5%

Supplementary Expenditure Report

POLICE DEPARTMENT ANIMAL CONTROL PROGRAM

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
ANIMAL CONTROL WARDEN	\$17,229	\$24,863	\$25,740	\$26,640	
AN. WARDEN (PART-TIME)	0	0	2,205	2,280	
OVERTIME	100	110	890	920	
EMPLOYEE INSURANCE	2,430	2,710	3,100	3,600	
TOTAL 100	\$19,759	\$27,683	\$31,935	\$33,440	4.7%
200					
UNIFORMS AND EQUIPMENT	\$145	\$347	\$360	\$360	0.0%
300					
CLOTHING ALLOWANCE	\$211	\$101	\$200	\$200	
VEHICLE SERVICE	2,861	24,576	4,460	4,910	
DOG IMPOUNDMENT	36,030	36,373	39,340	40,910	
CITY INSURANCE	922	1,059	1,230	1,400	
TRANSFER, WORKER'S COMP.	270	270	140	150	
TOTAL 300	\$40,294	\$62,379	\$45,370	\$47,570	4.8%
PROGRAM TOTAL	\$60,198	\$90,409	\$77,665	\$81,370	4.8%

FIRE RESCUE SERVICES DEPARTMENT

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
FIRE CHIEF	\$76,752	\$79,788	\$83,950	\$85,602	
DIVISION OFFICERS (3 TO	163,516	223,383	233,268	240,850	
DIV. OFFICER (PREV./ED)	48,843	0	0	0	
COMPANY OFFICERS (9 to 1	638,324	663,436	718,420	767,010	
FIRE FIGHTER (28 to 37)	1,199,682	1,240,994	1,344,020	1,391,060	
SECRETARY	25,114	26,108	27,060	28,010	
P-T SECRETARIAL	426	1,042	1,080	1,120	
PREV./ED. INSP., UNIV. I	42,858	44,758	47,570	49,230	
OVERTIME	126,563	171,645	167,482	173,350	
ADD'L OVERTIME, RISK WAT	0	0	2,090	2,160	
UPGRADE PAY	14,184	13,886	16,980	17,580	
I.L.S. CERT. PAY	25,660	28,272	1,300	0	
SICK LEAVE INCENTIVE	1,472	0	5,900	6,110	
HOLIDAY PAY	69,110	70,863	80,710	84,330	
LONGEVITY/STEP	180,910	207,674	262,920	302,470	
EDUCATIONAL INCENTIVE	6,800	7,900	8,950	8,950	
EMPLOYEE INSURANCE	143,602	170,850	194,940	224,200	
EMT BONUS	7,200	7,650	0	0	
TRANSFER, PENSION U/I	39,167	43,901	42,300	49,400	
TOTAL 100	\$2,810,183	\$3,002,150	\$3,238,940	\$3,431,432	5.9%
200					
OFFICE SUPPLIES	\$3,607	\$3,425	\$4,370	\$4,370	
BLDG. MAINT. SUPPLIES	4,471	4,557	4,640	4,640	
CITY BLDG. COPIER SUPPLI	364	503	800	660	
PAPER/FIRE COPIER	105	145	230	190	
FIRE COPIER SUPPLIES	0	0	500	500	
UNIFORMS AND EQUIPMENT	25,485	22,439	27,560	27,560	
REPL. HOSE	78	756	1,030	1,030	
P.P.E. REPL.	5,033	6,195	7,090	7,090	
HAZMATS SUPPLIES	2,367	222	2,480	2,480	
FIRST AID SUPPLIES	3,052	3,048	3,390	3,390	
ARSON INV. SUPPLIES	328	444	670	670	
DETECTOR REPL.	2,482	553	2,000	2,000	
DETEC. REPL., DONATED	1,143	0	0	0	
FIRE PREVENTION MATERIAL	5,810	6,154	6,810	6,810	
TOTAL 200	\$54,325	\$48,441	\$61,570	\$61,390	-0.3%

Supplementary Expenditure Report

**FIRE RESCUE SERVICES DEPARTMENT
(CONTINUED)**

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
300					
EMPLOYEE PHYSICALS	\$12,224	\$11,518	\$12,100	\$12,100	
DUES & SUBSCRIPTIONS	1,697	1,503	2,140	2,140	
SOFTWARE MAINT.	1,060	1,060	1,200	1,200	
TRAVEL AND CONFERENCE	3,316	5,754	5,420	5,420	
TRAINING AND EDUCATION	7,600	10,215	12,880	12,880	
I.L.S./E.M.S. TRAINING	820	1,650	1,500	1,500	
ILS./EMS TRAINING (ONE-T	0	0	3,750	3,750	
2% FIRE INS. PAYMENT	20,704	18,744	22,800	22,800	
UNIFORM ALLOWANCE	6,586	5,339	7,540	7,540	
CELLUAR/PAGING SERVICES	5,207	3,999	4,400	4,400	
COMMUNICATION REPAIRS	1,829	1,663	1,680	1,680	
LAUNDRY AND TOWELS	734	732	820	820	
VEHICLE SERVICE	81,405	104,623	101,280	111,410	
CITY INSURANCE	57,016	55,608	64,630	74,400	
TRANSFER, WORKER' S COMP	119,640	119,640	59,820	62,500	
CITY TELEPHONE	5,795	5,895	6,450	6,700	
CITY BLDG. COPIER MAINT.	820	836	2,000	1,140	
FIRE COPIER MAINT.	396	424	370	370	
DISPATCH CONTRACT, METCA	85,738	84,536	86,600	89,300	
CITY COMPUTERIZATION	9,940	10,340	10,810	11,300	
ESDA SERVICES	1,942	975	2,000	2,000	
METCAD TERMINAL MAINT.	0	0	200	200	
DEFIBRULATOR MAINT.	2,671	2,246	2,700	2,700	
GROUND LADDER TEST.	0	1,044	1,150	1,150	
AIR SYSTEM TESTING	2,720	2,097	2,000	3,900	
EM. SUPPORT SERVICES TEA	0	3,687	3,300	3,300	
TOTAL 300	\$429,860	\$454,128	\$419,540	\$446,600	6.4%
400					
VEH. REPL. CHARGE	\$160,993	\$171,560	\$180,740	\$188,880	4.5%
VEH. REPL. CHARGE, ADD'L	0	0	0	0	#DIV/0!
TOTAL 400	\$160,993	\$171,560	\$180,740	\$188,880	4.5%
DEPARTMENT TOTAL	\$3,455,361	\$3,676,279	\$3,900,790	\$4,128,302	5.8%

**PUBLIC WORKS DEPARTMENT
ADMINISTRATION DIVISION**

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
DIRECTOR OF PUBLIC WORKS	\$85,739	\$87,438	\$93,240	\$96,500	
ASSISTANT TO DIRECTOR	41,227	17,378	36,030	37,290	
SECRETARY (2)	54,809	57,688	61,510	63,660	
PUBLIC WORKS CLERK	25,685	26,311	27,360	28,320	
CLERK TYPIST (P-T)	16,138	16,549	17,030	17,630	
LONGEVITY	2,543	2,631	2,740	2,830	
EMPLOYEE INSURANCE	13,997	15,630	17,830	20,500	
TOTAL 100	\$240,138	\$223,625	\$255,740	\$266,730	4.3%
200					
BOOKS AND PERIODICALS	\$1,040	\$2,186	\$1,500	\$1,500	
OFFICE SUPPLIES	7,092	7,380	7,500	7,500	
CITY BLDG. COPIER SUPPLIE	419	579	920	760	
P.W. COPIER PAPER	628	868	1,380	1,150	
P.W. COPIER SUPPLIES	804	0	0	0	
TOTAL 200	\$9,983	\$11,013	\$11,300	\$10,910	-3.5%
300					
DUES & SUBSCRIPTIONS	\$3,090	\$3,239	\$5,200	\$4,770	
CELLUAR/PAGING SERV.	703	586	720	720	
TRAVEL AND CONFERENCE	4,857	2,799	4,500	4,500	
TRAINING AND EDUCATION	1,695	1,832	2,500	2,500	
VEHICLE SERVICE	3,895	3,905	6,240	6,860	
PRINTING SERVICES	1,760	1,231	2,800	2,800	
TEMPORARY CLERICAL SERVIC	0	0	1,000	1,000	
SHIPPING CHARGES	1,239	1,167	1,450	1,450	
ALARM SERVICE MONITORING	180	180	210	210	
CITY INSURANCE	3,694	4,226	4,910	5,600	
TRANSFER, WORKER'S COMP.	4,690	4,690	2,350	2,460	
TELEPHONE	4,440	4,457	5,230	5,440	
CITY BLDG. COPIER MAINT.	1,181	1,045	2,500	1,430	
P.W. COPIER MAINT.	1,317	2,469	2,580	2,580	
CITY COMPUTERIZATION	30,740	31,970	33,410	34,900	
TOTAL 300	\$63,481	\$63,796	\$75,600	\$77,220	2.1%
400					
VEH. REPL. CHARGE	\$320,430	\$340,050	\$362,380	\$378,690	4.5%
VEHL. REPL., ADD'L	0	0	0	0	
TOTAL 400	\$320,430	\$340,050	\$362,380	\$378,690	4.5%
PROGRAM TOTAL	\$634,032	\$638,484	\$705,020	\$733,550	4.0%

Supplementary Expenditure Report

**PUBLIC WORKS DEPARTMENT
ARBOR DIVISION
URBAN FORESTRY PROGRAM**

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	
100					
CITY ARBORIST (1 TO .34)	\$17,944	\$18,426	\$19,260	\$20,340	
ARBOR TECHNICIAN (2)	61,772	49,648	66,760	69,100	
FORESTRY SUPERVISOR	39,364	41,946	44,730	46,290	
SEASONAL TRIMMER	10,042	7,108	22,430	23,220	
EMPLOYEE INSURANCE	8,515	9,510	10,850	12,500	
TOTAL 100	\$137,637	\$126,638	\$164,030	\$171,450	4.5%
200					
TOOLS & SUPPLIES	\$2,133	\$2,898	\$2,210	\$2,210	
EDUCATIONAL MAT'L	0	0	780	780	
MAINTENANCE SUPPLIES	805	176	1,000	1,000	
TOTAL 200	\$2,938	\$3,074	\$3,990	\$3,990	0.0%
300					
TRAVEL AND CONFERENCE	\$333	\$2,030	\$1,600	\$1,600	
TRAINING AND EDUCATION	1,768	1,216	1,750	1,750	
SERVICE AND REPAIR	371	605	550	550	
SUPV. CLOTHING ALLOWANCE	682	683	680	680	
CONTR. TRIMMING (NON-REC.)	1	0	0	0	
UNIFORM RENTAL	569	484	520	520	
CDL LICENSE	110	150	120	120	
VEHICLE SERVICE	17,341	23,359	32,450	35,700	
BOOM TRUCK INSP.	0	350	350	350	
CITY INSURANCE	5,612	6,926	7,470	8,600	
TRANSFER, WORKER'S COMP.	14,080	14,080	7,040	7,360	
CITY TELEPHONE	2,663	2,279	2,680	2,790	
TOTAL 300	\$43,530	\$52,162	\$55,210	\$60,020	8.7%
PROGRAM TOTAL	\$184,105	\$181,874	\$223,230	\$235,460	5.5%

**PUBLIC WORKS DEPARTMENT
ARBOR DIVISION
LANDSCAPE MANAGEMENT PROGRAM**

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	
100					
CITY ARBORIST (.5 TO .33)	\$17,416	\$17,884	\$19,260	\$20,340	
LANDSCAPE SUPV. (.65 TO .	18,976	20,362	21,710	22,470	
LANDSCAPE TECHNICIAN	8,271	31,901	33,380	34,550	
SEASONAL, LANDSCAPE	17,016	6,540	24,340	25,180	
SEASONAL, MVPS REIMB.	31,032	25,045	37,310	38,620	
EMPLOYEE INSURANCE	3,042	3,400	3,880	4,500	
TOTAL 100	\$95,753	\$105,132	\$139,880	\$145,660	4.1%
200					
TOOLS & SUPPLIES	\$2,206	\$2,237	\$2,220	\$2,220	
MAINTENANCE SUPPLIES	2,835	2,884	2,900	2,900	
TOTAL 200	\$5,041	\$5,121	\$5,120	\$5,120	0.0%
300					
SERVICE AND REPAIR	\$534	\$458	\$550	\$550	
CONTRACTUAL TURF MAINT.	14,639	14,664	25,300	25,300	
UNIFORM RENTAL	200	53	600	600	
CDL LICENSE	100	50	160	160	
VEHICLE SERVICE	12,354	8,030	10,370	11,410	
IRRIGATION SYSTEM	2,449	1,873	2,400	2,400	
CITY INSURANCE	5,177	6,429	6,890	7,900	
TRANSFER, WORKER'S COMP.	7,040	7,040	3,520	3,680	
TOTAL 300	\$42,493	\$38,597	\$49,790	\$52,000	4.4%
PROGRAM TOTAL	\$143,287	\$148,850	\$194,790	\$202,780	4.1%

Supplementary Expenditure Report

**PUBLIC WORKS DEPARTMENT
PUBLIC FACILITIES DIVISION
FACILITIES MAINTENANCE**

	ACTUAL	ACTUAL	BUDGET	BUDGET	% CHG.
	1999-00	2000-01	2001-02	2002-03	
100					
PUBLIC FACILITIES MANAGER	\$56,342	\$58,006	\$60,330	\$62,440	
BLDG. MAINT. WORKER	31,299	32,102	33,380	34,550	
CITY BLDG WORKER (.5)	7,448	1,830	8,070	8,350	
LONGEVITY	3,102	3,210	3,340	3,260	
EMPLOYEE INSURANCE	4,870	5,440	6,210	7,100	
TOTAL 100	\$103,061	\$100,588	\$111,330	\$115,700	3.9%
200					
BLDG. MAINT. SUPPLIES	\$26,677	\$23,722	\$17,250	\$17,250	
SAFETY EQUIPMENT	3,104	1,778	1,070	1,070	
TOTAL 200	\$29,781	\$25,500	\$18,320	\$18,320	0.0%
300					
REFUSE COLLECTION	\$5,203	\$0	\$6,400	\$8,950	
ELEVATOR SERVICE	0	0	1,400	1,400	
ARCHITECTURAL ASSISTANCE	828	6,397	2,600	2,600	
CELLUAR/PAGING SERV.	1,976	845	2,200	2,200	
UNIFORM RENTAL	567	492	400	400	
CDL LICENSE	60	0	30	30	
VEHICLE SERVICE	5,107	4,183	4,060	4,470	
BUILDING REPAIRS	30,644	55,102	30,400	30,400	
CUSTODIAL CONTRACT	52,920	54,000	60,100	66,100	
UTILITIES	110,631	119,104	126,000	126,000	
BUILDING RENTAL/STORAGE	9,350	10,200	10,200	10,200	
CITY INSURANCE	7,249	8,795	9,640	11,100	
TRANSFER, WORKER'S COMP.	4,380	4,380	2,190	2,290	
CITY TELEPHONE	702	665	780	810	
SIMPLEX CONTRACT	885	593	780	780	
TOTAL 300	\$230,502	\$264,756	\$257,180	\$267,730	4.1%
PROGRAM TOTAL	\$363,344	\$390,844	\$386,830	\$401,750	3.9%

**PUBLIC WORKS DEPARTMENT
PUBLIC FACILITIES DIVISION
CIVIC CENTER**

ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	% CHG.
1999-00	2000-01	2001-02	2002-03		
100					
PART-TIME	\$36,681	\$38,349	\$39,830	\$41,220	3.5%
200					
BLDG. MAINT. SUPPLIES	\$228	\$950	\$2,140	\$2,140	0.0%
300					
UNIFORM RENTAL	\$400	\$0	\$400	\$400	
MARKETING COSTS	2,645	2,824	2,970	2,970	
CITY INSURANCE	3,997	4,576	5,320	6,100	
TRANSFER, WORKER'S COMP.	2,030	2,030	1,020	1,070	
TOTAL 300	\$9,072	\$9,430	\$9,710	\$10,540	8.5%
PROGRAM TOTAL	\$45,981	\$48,729	\$51,680	\$53,900	4.3%

**PUBLIC WORKS DEPARTMENT
OPERATIONS DIVISION
TOOL ROOM PROGRAM**

ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	% CHG.
1999-00	2000-01	2001-02	2002-03		
100					
OPERATIONS MGR. (.05)	\$2,837	\$3,007	\$3,130	\$3,230	
PROJECT COORDINATOR (.2)	9,245	9,843	10,500	10,860	
TOOLROOM CLERK	20,345	18,030	26,550	27,570	3.8%
TOTAL 100	\$32,427	\$30,880	\$40,180	\$41,660	3.7%
200					
SAFETY EQUIPMENT	\$2,306	\$2,918	\$3,000	\$3,000	
CUSTODIAL SUPPLIES	2,433	2,037	2,000	2,000	
TOOL ROOM SUPPLIES	10,293	8,708	11,300	11,300	
SAW BLADES	2,883	1,663	3,000	3,000	
BARRICADES	1,001	4,515	3,520	3,520	
TOTAL 200	\$18,916	\$19,841	\$22,820	\$22,820	0.0%
300					
SMALL EQUIPMENT REPAIR	\$40,145	\$17,886	\$14,560	\$14,560	0.0%
UNIFORM RENTAL	80	0	400	400	
TOTAL 300	\$40,225	\$17,886	\$14,960	\$14,960	0.0%
PROGRAM TOTAL	\$91,568	\$68,607	\$77,960	\$79,440	1.9%

Supplementary Expenditure Report

**PUBLIC WORKS DEPARTMENT
OPERATIONS DIVISION
SNOW AND ICE REMOVAL PROGRAM**

	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
OVERTIME	\$38,491	\$37,354	\$33,050	\$34,210	
STANDBY PAY	2,175	2,925	3,080	3,190	
TOTAL 100	\$40,666	\$40,279	\$36,130	\$37,400	3.5%
200					
SNOW ABATEMENT CHEMICALS	\$840	\$4,719	\$2,000	\$2,000	
SAND	0	0	1,200	1,200	
SALT	33,508	36,452	34,120	34,120	
SNOW FENCE	195	96	280	280	
SNOW BLADES	3,475	1,892	2,000	2,000	
TOTAL 200	\$38,018	\$43,159	\$39,600	\$39,600	0.0%
300					
TRAINING AND EDUCATION	\$277	\$715	\$850	\$850	
WEATHER SERVICE	1,151	1,191	1,730	1,730	
PAGING SERVICE	1,076	1,106	600	600	
CELLUAR/PAGING SERVICE	4,648	2,989	2,200	2,200	
TOWING SERVICE	65	155	250	250	
PUBLIC SERVICE ANNOUNCEME	0	0	350	350	
PLOW REPAIR	5,317	6,858	7,800	8,580	
EQUIPMENT RENTAL	1,170	1,100	4,000	4,000	
CONTRACT SNOW REMOVAL	0	7,660	10,000	10,000	
CITY INSURANCE	4,137	4,865	5,500	6,300	
TRANSFER, WORKER'S COMP.	3,040	3,040	1,520	1,590	
TOTAL 300	\$20,881	\$29,679	\$34,800	\$36,450	4.7%
PROGRAM TOTAL	\$99,565	\$113,117	\$110,530	\$113,450	2.6%

**PUBLIC WORKS DEPARTMENT
OPERATIONS DIVISION
TRAFFIC CONTROL PROGRAM**

	ACTUAL	ACTUAL	BUDGET	BUDGET	% CHG.
ACTUAL	1999-00	2000-01	2001-02	2002-03	
100					
OPERATIONS MGR (.2)	\$11,343	\$12,022	\$12,500	\$12,920	
SUPERVISOR (.25)	10,378	10,752	11,180	11,580	
EQ. OPERATOR	38,149	32,102	33,380	34,550	
MAINT. WORKER	29,538	26,669	31,490	32,590	
MERIT BONUS	0	0	1,000	1,000	
LONGEVITY	3,555	0	0	0	
EMPLOYEE INSURANCE	6,569	7,340	8,340	9,600	
TOTAL 100	\$99,532	\$88,885	\$97,890	\$102,240	4.4%
200					
PAINT AND MARKINGS	\$6,880	\$10,844	\$12,480	\$12,480	
REPAIR & REPL. PARTS	4,651	2,932	1,500	1,500	
SIGNS	18,219	20,938	15,260	15,260	
LAWN MAINT. MATERIALS	2,634	383	3,150	3,150	
POSTS	4,422	1,699	2,740	2,740	
GUARDRAILS & POSTS	0	0	400	400	
TOTAL 200	\$36,806	\$36,796	\$35,530	\$35,530	0.0%
300					
TRAVEL AND CONFERENCE	\$0	\$590	\$450	\$450	
UNIFORM RENTAL	1,123	912	1,000	1,000	
CDL LICENSE	80	150	150	150	
VEHICLE SERVICE	3,935	6,126	7,680	8,450	
CONTRACT JUNK & DEBRIS	0	106	700	700	
SPECIAL W. URBANA PAINTIN	0	0	5,000	0	
CITY INSURANCE	5,221	6,275	6,940	8,000	
TRANSFER, WORKER'S COMP.	5,330	5,330	2,670	2,790	
CITY TELEPHONE	2,403	2,279	2,680	2,790	
TOTAL 300	\$18,092	\$21,768	\$27,270	\$24,330	-10.8%
PROGRAM TOTAL	\$154,430	\$147,449	\$160,690	\$162,100	0.9%

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**PUBLIC WORKS DEPARTMENT
OPERATIONS DIVISION
STREET LIGHTING PROGRAM**

	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
OPERATIONS MGR (.2)	\$11,343	\$12,022	\$12,500	\$12,920	
SUPERVISOR (.5 TO .8)	38,297	38,464	38,830	40,180	
ELECTRICIAN I (2 TO 3)	93,301	59,614	100,140	103,650	
LONGEVITY	3,148	3,210	3,340	3,260	
EMPLOYEE INSURANCE	9,739	10,880	12,420	14,300	
TOTAL 100	\$155,828	\$124,190	\$167,230	\$174,310	4.2%
200					
LIGHTING SUPPLIES	\$51,565	\$29,248	\$51,050	\$51,050	
TOOLS & SUPPLIES	351	1,037	750	750	
TRANSFORMER REPLACEMENT	0	0	1,500	1,500	
TOTAL 200	\$51,916	\$30,285	\$53,300	\$53,300	0.0%
300					
TRAINING AND EDUCATION	\$594	\$300	\$730	\$730	
SUPV. CLOTHING ALLOWANCE	1,366	1,366	1,370	1,370	
UNIFORM RENTAL	100	0	160	160	
CDL LICENSE	50	50	100	100	
VEHICLE SERVICE	15,147	22,156	32,450	35,700	
EMERGENCY REPAIRS	0	0	2,000	2,000	
BOOM TRUCK INSP.	520	700	700	700	
UTILITIES	157,814	155,003	185,000	185,000	
TRANSFORMER REPL.	0	0	1,050	1,050	
LIGHT POLE PAINTING	0	3,840	3,000	3,000	
CONTRACTUAL BORING	0	0	2,500	2,500	
CITY INSURANCE	7,573	9,173	10,080	11,600	
TRANSFER, WORKER'S COMP.	5,500	5,500	2,750	2,870	
CITY TELEPHONE	702	665	780	810	
TOTAL 300	\$189,366	\$198,753	\$242,670	\$247,590	2.0%
PROGRAM TOTAL	\$397,110	\$353,228	\$463,200	\$475,200	2.6%

**PUBLIC WORKS DEPARTMENT
OPERATIONS DIVISION
STREET MAINTENANCE AND CONSTRUCTION PROGRAM**

	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
OPERATIONS MGR (.15)	\$8,507	\$9,016	\$9,380	\$9,690	
SUPERVISOR (1 TO .5)	20,755	21,502	22,360	23,150	
EQUIPMENT OP. (3 TO 6)	73,726	64,205	133,520	207,300	
MAINT. WORKER (3 TO 0)	42,701	103,646	62,980	0	
SEASONAL	30,889	24,448	33,760	34,940	
LONGEVITY	5,347	3,210	16,500	10,850	
EMPLOYEE INSURANCE	11,320	12,640	14,420	16,600	
TOTAL 100	\$193,245	\$238,667	\$292,920	\$302,530	3.3%
200					
MISC. SUPPLIES	\$576	\$1,584	\$1,600	\$1,600	
GRAVEL, CHIPS AND SAND	9,415	5,508	9,530	6,500	
ASPHALT	25,723	27,747	25,420	25,420	
CULVERT PIPE	1,282	0	710	710	
GUTTER BROOMS	5,181	5,163	4,270	4,270	
HEATING FUEL	436	127	1,650	1,650	
TOTAL 200	\$42,613	\$40,129	\$43,180	\$40,150	-7.0%
300					
TRAVEL AND CONFERENCE	\$69	\$300	\$300	\$300	
CONT. ASPHALT PATCHUP	4,496	1,834	5,000	5,000	
CONT. MOWING, OPEN AREAS	0	3,500	10,000	10,000	
UNIFORM RENTAL	2,161	1,930	1,800	1,800	
CDL LICENSE	80	150	150	150	
GATE FEES	76,673	74,320	96,200	91,900	
VEHICLE SERVICE	69,822	66,258	99,840	109,820	
EQUIPMENT RENTAL	434	1,968	1,500	1,500	
CITY INSURANCE	7,883	9,523	10,490	12,100	
TRANSFER, WORKER'S COMP.	10,080	10,080	5,040	5,270	
TOTAL 300	\$171,698	\$169,863	\$230,320	\$237,840	3.3%
PROGRAM TOTAL	\$407,556	\$448,659	\$566,420	\$580,520	2.5%

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**PUBLIC WORKS DEPARTMENT
OPERATIONS DIVISION
CONCRETE REPAIR AND REPLACEMENT**

ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	% CHG.
1999-00	2000-01	2001-02	2001-02	2002-03	
100					
OPERATIONS MGR (.15)	\$8,507	\$9,016	\$9,380	\$9,690	
SUPERVISOR (.25)	10,377	10,751	11,180	11,560	
EQUIPMENT OP. (2 TO 3)	124,390	101,090	100,140	103,650	
MAINT. WORKER (4 TO 1)	72,697	35,721	31,490	32,590	
SEASONAL	4,641	4,708	14,320	14,820	
LONGEVITY	9,031	9,402	3,310	4,670	
EMPLOYEE INSURANCE	10,836	12,100	13,810	15,900	
TOTAL 100	\$240,479	\$182,788	\$183,630	\$192,880	5.0%
200					
BRICK/BLOCK/MASONRY	\$55	\$0	\$850	\$850	
PRECAST MANHOLES	1,217	2,165	2,400	2,400	
CASTINGS	8,386	5,662	10,190	10,190	
TILE/PIPE	351	0	4,550	4,550	
SAND	0	0	200	200	
TOOLS/SUPPLIES	3,121	4,896	3,810	3,810	
CONCRETE	61,737	61,558	57,780	57,780	
FORMS/LUMBER	3,103	2,707	2,500	2,500	
CURING COMPOUND	397	585	1,200	1,200	
TOTAL 200	\$78,367	\$77,573	\$83,480	\$83,480	0.0%
300					
TRAINING AND EDUCATION	\$0	\$238	\$300	\$300	
UNIFORM RENTAL	2,733	3,262	2,800	2,800	
CDL LICENSE	90	0	150	150	
VEHICLE SERVICE	32,996	31,278	42,430	46,670	
EQUIPMENT RENTAL	166	175	500	500	
CITY INSURANCE	6,106	7,388	8,120	9,400	
TRANSFER, WORKER'S COMP.	13,060	13,060	6,530	6,820	
TOTAL 300	\$55,151	\$55,401	\$60,830	\$66,640	9.6%
PROGRAM TOTAL	\$373,997	\$315,762	\$327,940	\$343,000	4.6%

**PUBLIC WORKS DEPARTMENT
OPERATIONS DIVISION
SEWER MAINTENANCE AND CONSTRUCTION PROGRAM**

	ACTUAL	ACTUAL	BUDGET	BUDGET	% CHG.
ACTUAL	1999-00	2000-01	2001-02	2002-03	
100					
OPERATIONS MGR (.15)	\$8,507	\$9,016	\$9,380	\$9,690	
SUPERVISOR	46,260	47,929	49,850	51,590	
EQUIPMENT OP. (3 TO 3)	62,599	76,526	100,480	103,650	
MAINT. WORKER (5 TO 2)	59,076	55,171	62,980	65,190	
PROJECT COORDINATOR (.3)	13,867	14,765	15,740	16,290	
SEASONAL	9,836	3,371	7,650	7,920	
LONGEVITY	9,214	9,906	6,680	7,320	
EMPLOYEE INSURANCE	17,404	21,950	25,060	28,800	
TOTAL 100	\$226,763	\$238,634	\$277,820	\$290,450	4.5%
200					
TOOLS/SUPPLIES	\$1,762	\$1,610	\$1,810	\$1,810	
JET/PUMP HOSE	5,488	6,703	12,550	12,550	
RODS, PLUGS, NOZZLES	2,505	1,840	2,540	2,540	
SHORING EQUIPMENT	0	0	1,470	1,470	
T.V. SUPPLIES	1,217	536	1,500	1,500	
CHEMICALS	4,499	5,354	5,460	5,460	
TOTAL 200	\$15,471	\$16,043	\$25,330	\$25,330	0.0%
300					
TRAINING AND EDUCATION	\$1,343	\$716	\$700	\$700	
PEST CONTROL	290	195	880	880	
UNIFORM RENTAL	1,711	2,467	1,720	1,720	
CDL LICENSE	80	100	200	200	
VEHICLE SERVICE	14,135	22,705	29,950	32,950	
T.V. SERVICES	2,124	0	2,300	2,300	
SAFETY SERVICES	0	0	600	600	
EQUIPMENT RENTAL	0	65	500	500	
CITY INSURANCE	8,672	10,425	11,540	13,300	
TRANSFER, WORKER'S COMP.	5,280	5,280	2,640	2,760	
TOTAL 300	\$33,635	\$41,953	\$51,030	\$55,910	9.6%
PROGRAM TOTAL	\$275,869	\$296,630	\$354,180	\$371,690	4.9%

Supplementary Expenditure Report

**PUBLIC WORKS DEPARTMENT
OPERATIONS DIVISION
TRAFFIC SIGNALS PROGRAM**

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
OPERATIONS MGR. (.05)	\$2,836	\$3,005	\$3,130	\$3,230	
TRAFFIC SIGNAL TECHNICIAN	39,516	39,989	43,890	42,850	
SUPERVISOR (.2)	9,574	9,616	9,710	10,050	
EMPLOYEE INSURANCE	3,042	3,400	3,880	4,500	
TOTAL 100	\$54,968	\$56,010	\$60,610	\$60,630	0.0%
200					
MISC. SUPPLIES	\$1,333	\$522	\$1,200	\$1,200	
TRAFFIC SIGNAL HARDWARE	5,830	7,489	7,850	7,850	
TOTAL 200	\$7,163	\$8,011	\$9,050	\$9,050	0.0%
300					
DUES AND SUBSCRIPTIONS	\$0	\$0	\$40	\$40	
TRAINING AND EDUCATION	0	593	800	800	
UNIFORM RENTAL	771	0	480	480	
VEHICLE SERVICE	2,539	1,907	3,740	4,120	
SIGNAL REPAIR SERVICES	890	829	1,000	1,000	
CITY INSURANCE	4,100	4,995	5,460	6,300	
TRANSFER, WORKER'S COMP.	2,130	2,130	1,070	1,120	
TOTAL 300	\$10,430	\$10,454	\$12,590	\$13,860	10.1%
PROGRAM TOTAL	\$72,561	\$74,475	\$82,250	\$83,540	1.6%

**PUBLIC WORKS DEPARTMENT
OPERATIONS DIVISION
RIGHT OF WAY AND TECHNICAL SUPPORT PROGRAM**

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
OPERATIONS MGR. (.05)	\$2,835	\$3,005	\$3,130	\$3,230	
PROJECT COORDINATOR (.5)	23,113	24,608	26,240	27,160	
EMPLOYEE INSURANCE	1,343	1,500	1,710	2,000	
TOTAL 100	\$27,291	\$29,113	\$31,080	\$32,390	4.2%
200					
MISC. SUPPLIES	\$50	\$0	\$400	\$400	
GRAPHIC MATERIAL	640	408	920	920	
COMPUTER SUPPLIES	0	0	800	800	
BASE MAPS	0	0	190	190	
TOTAL 200	\$690	\$408	\$2,310	\$2,310	0.0%
300					
TRAINING AND EDUCATION	\$871	\$1,005	\$950	\$950	
DEPT. WIDE TRAINING	0	0	0	10,000	
STREETSCAPE MAINT.	0	0	3,000	3,000	
UNIFORM RENTAL	200	0	200	200	
VEHICLE SERVICE	1,629	1,205	3,120	3,430	
JULIE SYSTEM FEES	2,673	2,446	2,800	2,800	
CITY INSURANCE	442	506	590	700	
TRANSFER, WORKER'S COMP.	800	800	400	420	
TOTAL 300	\$6,615	\$5,962	\$11,060	\$21,500	94.4%
PROGRAM TOTAL	\$34,596	\$35,483	\$44,450	\$56,200	26.4%

Supplementary Expenditure Report

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

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
ASST. CITY ENGINEER (.5	\$ 8,968	\$ 40,548	\$ 26,220	\$ 46,440	
SENIOR CIVIL ENGINEER	26,848	56,759	58,940	61,010	
PROJECTS COORDINATOR	47,644	48,629	50,580	52,340	
INFORMATION TECH.	29,995	19,984	36,370	37,640	
ENGINEERING AIDE P-T	3,347	0	5,750	5,950	
ENGINEERING TECHNICIAN	46,076	47,220	50,350	52,110	
MAPPING TECH.	16,074	16,768	0	0	
EMPLOYEE INSURANCE	12,169	13,590	15,510	17,800	
TOTAL 100	\$191,121	\$243,498	\$243,720	\$273,290	12.1%
200					
REPRODUCTION SUPPLIES	\$1,657	\$1,186	\$2,500	\$2,500	
TOTAL 200	\$1,657	\$1,186	\$2,500	\$2,500	0.0%
300					
CELLUAR/PAGING SERVICES	\$0	\$1,141	\$1,440	\$1,440	
TRAVEL AND CONFERENCE	4,657	11,483	9,500	9,500	
PROF. ENGINEERING SERVIC	2,971	1,767	3,800	3,800	
REPRODUCTION SERVICES	2,115	1,702	2,400	2,400	
PLOTTER/COPIER MAINTENANC	936	668	1,720	1,720	
VEHICLE SERVICE	3,605	3,061	4,620	5,080	
CITY INSURANCE	3,812	4,364	5,070	5,800	
TRANSFER, WORKER'S COMP.	1,860	1,860	930	970	
CITY TELEPHONE	3,700	3,755	4,120	4,290	
TOTAL 300	\$23,656	\$29,801	\$33,600	\$35,000	4.2%
PROGRAM TOTAL	\$216,434	\$274,485	\$279,820	\$310,790	11.1%

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

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
CIVIL ENGINEER	\$52,726	\$38,416	\$48,880	\$50,590	
ENGINEERING TECH.	38,700	39,362	55,610	42,370	
COMPUTER MAPPING TECH.	0	0	26,270	27,190	
ENGINEERING AIDE P-T	7,795	1,468	0	0	
OVERTIME	1,354	549	1,450	1,500	
EMPLOYEE INSURANCE	4,870	5,440	6,210	7,100	
TOTAL 100	\$105,445	\$85,235	\$138,420	\$128,750	-7.0%
200					
FIELD SUPPLIES	\$435	\$852	\$850	\$850	
TESTING SUPPLIES	76	0	0	0	
TOTAL 200	\$511	\$852	\$850	\$850	0.0%
300					
VEHICLE SERVICE	\$821	\$1,308	\$4,620	\$5,080	
CITY INSURANCE	2,500	2,863	3,330	3,800	
TRANSFER, WORKER'S COMP.	1,550	1,550	780	820	
CITY TELEPHONE	1,999	1,896	2,230	2,320	
TOTAL 300	\$6,870	\$7,617	\$10,960	\$12,020	9.7%
PROGRAM TOTAL	\$112,826	\$93,704	\$150,230	\$141,620	-5.7%

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

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
CIVIL ENGINEER	\$47,838	\$47,212	\$50,350	\$52,110	
ENGINEERING TECH.	38,846	39,539	42,610	43,630	
ENGINEERING AIDE P-T	2,381	0	0	0	
OVERTIME	79	128	710	730	
EMPLOYEE INSURANCE	4,870	5,440	6,210	7,100	
TOTAL	\$94,014	\$92,319	\$99,880	\$103,570	3.7%
200					
FIELD SUPPLIES	\$8	\$300	\$800	\$800	
TESTING SUPPLIES	39	0	0	0	
TOTAL 200	\$47	\$300	\$800	\$800	0.0%
300					
VEHICLE SERVICE	\$816	\$1,800	\$4,620	\$5,080	
CITY INSURANCE	2,404	2,753	3,200	3,700	
TRANSFER, WORKER'S COMP.	1,230	1,230	620	650	
CITY TELEPHONE	1,903	1,805	2,120	2,210	
TOTAL	\$6,353	\$7,588	\$10,560	\$11,640	10.2%
PROGRAM TOTAL	\$100,414	\$100,207	\$111,240	\$116,010	4.3%

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

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
ENV. MANAGER	\$48,175	\$51,055	\$53,100	\$54,960	
EMPLOYEE INSURANCE	2,430	2,710	3,100	3,600	
TOTAL	\$50,605	\$53,765	\$56,200	\$58,560	4.2%
200					
BOOKS AND PERIODICALS	\$474	\$269	\$1,000	\$1,000	
MISC. SUPPLIES	474	208	500	500	
TOTAL	\$948	\$477	\$1,500	\$1,500	0.0%
300					
DUES AND SUBSCRIPTIONS	\$745	\$619	\$700	\$700	
TRAVEL AND CONFERENCE	1,550	737	1,300	1,300	
PRINTING SERVICES, ED.	5,147	744	4,000	4,000	
PAYMENT TO CUSWDS	28,520	27,626	27,630	27,630	
VEHICLE SERVICE	914	505	2,500	2,750	
ENCEPHALITIS CONTRACT	5,400	6,976	8,790	8,790	
CONTRACTUAL LEAF PICKUP	45,888	50,779	55,000	55,000	
CITY INSURANCE	1,600	1,832	2,130	2,500	
TRANSFER, WORKER'S COMP.	1,120	1,120	560	590	
CITY TELEPHONE	1,000	948	1,120	1,170	
TOTAL	\$91,884	\$91,886	\$103,730	\$104,430	0.7%
PROGRAM TOTAL	\$143,437	\$146,128	\$161,430	\$164,490	1.9%

Supplementary Expenditure Report

**PUBLIC WORKS DEPARTMENT
ENVIRONMENTAL MANAGEMENT DIVISION
ENVIRONMENTAL CONTROL PROGRAM**

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
ENV. CONTROL OFFICER	\$28,264	\$26,147	\$30,460	\$31,520	
P-T ENV. CONTROL (.34 to	7,499	4,179	6,330	6,550	
EMPLOYEE INSURANCE	2,430	2,710	3,100	3,600	
TOTAL 100	\$38,193	\$33,036	\$39,890	\$41,670	4.5%
200					
BOOKS AND PERIODICALS	\$0	\$0	\$100	\$100	
MISC. SUPPLIES	132	355	200	500	
TOTAL 200	\$132	\$355	\$300	\$600	100.0%
300					
TRAINING AND EDUCATION	\$571	\$423	\$500	\$500	
PRINTING SERVICES	207	12	250	250	
VEHICLE SERVICE	1,095	936	2,500	2,750	
CELLUAR/PAGING SERVICES	328	182	500	500	
ABATEMENT SERVICES	3,640	4,738	3,210	6,210	
CITY INSURANCE	841	967	1,120	1,300	
TRANSFER, WORKER'S COMP.	750	750	380	400	
TOTAL 300	\$7,432	\$8,008	\$8,460	\$11,910	40.8%
PROGRAM TOTAL	\$45,757	\$41,399	\$48,650	\$54,180	11.4%

**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT
ADMINISTRATION PROGRAM**

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
COMM. DEV. DIRECTOR/PLANNI	\$75,287	\$71,141	\$82,980	\$76,520	
CLERK-TYPIST	24,646	27,073	22,660	23,460	
INTERNS P-T	3,479	1,822	4,510	7,170	
OVERTIME	0	0	300	310	
EMPLOYEE INSURANCE	4,869	5,670	6,470	7,440	
TOTAL 100	\$108,281	\$105,706	\$116,920	\$114,900	-1.7%
200					
BOOKS & PERIODICALS	\$85	\$292	\$300	\$300	
OFFICE SUPPLIES	2,470	2,789	2,950	2,950	
CITY BLDG. COPIER SUPPLIES	628	868	1,380	1,150	
PAPER FOR C.D. COPIER	733	1,011	1,610	1,340	
C.D. COPIER SUPPLIES	0	52	1,160	1,160	
TOTAL 200	\$3,916	\$5,012	\$7,400	\$6,900	-6.8%
300					
DUES AND SUBSCRIPTIONS	\$1,580	\$2,043	\$2,000	\$2,000	
CELLUAR/PAGING SERV.	561	835	480	480	
TRAVEL AND CONFERENCE	3,336	3,039	3,260	3,260	
TRAINING AND EDUCATION	395	1,790	2,170	2,170	
FAX MACHINE MAINT.	116	0	230	230	
VEHICLE SERVICE	1,564	861	3,370	3,710	
CITY INSURANCE	2,028	2,320	2,700	3,100	
TRANSFER, WORKER'S COMP.	370	370	190	200	
CITY TELEPHONE	2,999	3,044	3,340	3,470	
CITY BLDG. COPIER MAINT.	1,369	1,396	3,340	1,900	
C.D. COPIER MAINT.	3,040	2,529	4,200	4,200	
CITY COMPUTERIZATION	22,250	23,140	24,180	25,300	
TOTAL 300	\$39,608	\$41,367	\$49,460	\$50,020	1.1%
400					
VEH. REPL. CHARGE	\$15,080	\$15,680	\$16,310	\$17,040	4.5%
VEH. REPL. CHARGE, ADD'L	\$0	\$0	\$0	\$0	#DIV/0!
PROGRAM TOTAL	\$166,885	\$167,765	\$190,090	\$188,860	-0.6%

Supplementary Expenditure Report

COMMUNITY DEVELOPMENT SERVICES DEPARTMENT ECONOMIC DEVELOPMENT PROGRAM

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
EC. DEVELOPMENT COORD.	\$48,456	\$53,006	\$54,480	\$56,380	
EMPLOYEE INSURANCE	2,430	2,830	3,230	3,700	
TOTAL 100	\$50,886	\$55,836	\$57,710	\$60,080	4.1%
300					
TOURIST/EC. DEV. PROMOTION	\$121,367	\$121,677	\$124,279	\$129,420	
MISC. EC. DEVELOPMENT	160	921	1,000	1,000	
PAYMENT, CARLE NEIGHBORHOC	10,000	10,000	0	0	
CELLUAR PHONE/PAGING	404	467	460	460	
CITY INSURANCE	1,622	1,860	2,160	2,500	
TRANSFER, WORKER'S COMP.	270	270	140	150	
CITY TELEPHONE	481	456	560	580	
TOTAL 300	\$134,304	\$135,651	\$128,599	\$134,110	4.3%
PROGRAM TOTAL	\$185,190	\$191,487	\$186,309	\$194,190	4.2%

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

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
PLANNING MANAGER	\$30,381	\$46,851	\$52,790	\$50,000	
SECRETARY	21,030	19,705	27,060	28,840	
SR. PLANNER	39,746	37,269	39,740	40,970	
PLANNER	0	28,747	30,460	31,520	
PART-TIME GRAPHICS	5,341	13,371	9,250	9,570	
OVERTIME	197	344	220	230	
EMPLOYEE INSURANCE	9,739	11,340	12,940	14,900	
TOTAL 100	\$106,434	\$157,627	\$172,460	\$176,030	2.1%
200					
POSTAGE AND PRINTING	\$842	\$778	\$1,000	\$1,000	
GRAPHICS SUPPLIES	287	235	390	390	
SIDWELL MAP UPDATES	0	0	0	1,200	
PHOTOGRAPHIC SUPPLIES	73	30	100	100	
TOTAL 200	\$1,202	\$1,043	\$1,490	\$2,690	80.5%
300					
TRAVEL AND CONFERENCE	\$1,286	\$2,528	\$2,780	\$2,780	
PLAN COMMISSION TRAINING	642	818	810	810	
ZONING BOARD OF APPEALS	83	60	370	370	
HIST. PRESERVATION BOARD	36	507	500	500	
CUUATS MEMBERSHIP	12,000	14,000	14,490	15,440	
R.P.C. MEMBERSHIP	8,600	17,510	18,120	18,820	
CITY INSURANCE	1,644	1,887	2,190	2,500	
TRANSFER, WORKER'S COMP.	370	370	190	200	
CITY TELEPHONE	1,000	948	1,120	1,170	
TOTAL 300	\$25,661	\$38,628	\$40,570	\$42,590	5.0%
PROGRAM TOTAL	\$133,297	\$197,298	\$214,520	\$221,310	3.2%

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**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT
NEW CONSTRUCTION PROGRAM**

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
BLDG. SAFETY DIV. MANAGER	\$51,610	\$55,119	\$56,890	\$52,100	
PLUMBING/MECH. INSPECTOR	37,990	39,542	42,160	43,640	
SECRETARY (.5)	12,934	13,400	13,940	14,420	
BUILDING INSPECTOR II	38,745	40,141	41,750	43,210	
ELECTRICAL INSPECTOR	38,745	40,141	41,750	43,210	
P-T CLERK TYPIST (.25 TO .	8,931	9,302	9,930	10,280	
OVERTIME	112	58	740	770	
EMPLOYEE INSURANCE	12,168	14,170	16,200	18,600	
TOTAL 100	\$201,235	\$211,873	\$223,360	\$226,230	1.3%
200					
BOOKS & PERIODICALS	\$0	\$0	\$120	\$120	
OFFICE SUPPLIES	2,118	973	2,250	2,250	
CODE BOOKS	798	634	800	800	
PHOTOGRAPHIC SUPPLIES	3	139	800	800	
SUPPLIES AND EQUIPMENT	69	314	490	490	
TESTING SUPPLIES	0	0	20	20	
TOTAL 200	\$2,988	\$2,060	\$4,480	\$4,480	0.0%
300					
DUES & SUBSCRIPTIONS	\$355	\$450	\$400	\$900	
TRAVEL AND CONFERENCE	1,824	1,841	2,220	3,080	
VEHICLE SERVICE	4,717	5,114	8,710	9,580	
CELLUAR PHONE/PAGING	3,480	2,477	4,200	4,200	
PERMIT PRINTING	308	670	700	700	
TITLE SEARCHES	100	0	100	100	
SPECIAL RESEARCH FEES	0	35	200	200	
CITY INSURANCE	2,728	3,121	3,630	4,200	
TRANSFER, WORKER'S COMP.	910	910	460	480	
CITY TELEPHONE	3,594	3,609	4,000	4,160	
TOTAL 300	\$18,016	\$18,227	\$24,620	\$27,600	12.1%
PROGRAM TOTAL	\$222,239	\$232,160	\$252,460	\$258,310	2.3%

**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT
HOUSING PROGRAM**

CATEGORY	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
100					
BUILDING INSPECTOR I	\$40,308	\$41,761	\$43,430	\$44,950	
SECRETARY (.5)	12,934	13,400	13,940	14,420	
OVERTIME	0	0	510	530	
EMPLOYEE INSURANCE	3,654	4,260	4,860	5,600	
TOTAL 100	\$56,896	\$59,421	\$62,740	\$65,500	4.4%
200					
OFFICE SUPPLIES	\$322	\$33	\$570	\$570	
PHOTOGRAPHIC SUPPLIES	97	50	170	170	
TESTING SUPPLIES	0	0	20	20	
TOTAL 200	\$419	\$83	\$760	\$760	0.0%
300					
PROFESSIONAL SERVICES	\$142	\$225	\$550	\$550	
VEHICLE SERVICE	1,899	3,252	3,830	4,210	
CELLUAR PHONE SERVICE	190	335	500	500	
TITLE SEARCHES	250	50	200	200	
DEMOLITION/BDG. CLOSURE	224	1,025	4,360	4,360	
CITY INSURANCE	870	994	1,160	1,300	
TRANSFER, WORKER'S COMP.	910	910	460	480	
CITY TELEPHONE	3,593	3,609	4,000	4,160	
TOTAL 300	\$8,078	\$10,400	\$15,060	\$15,760	4.6%
PROGRAM TOTAL	\$65,393	\$69,904	\$78,560	\$82,020	4.4%

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EQUIPMENT SERVICES FUND

	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG
100					
FLEET MANAGER	\$48,935	\$52,100	\$55,550	\$57,500	
CERTIFIED MECHANIC (3)	105,569	108,724	112,280	116,600	
PART-TIME AUTO SERVICE	9,470	11,123	10,050	10,400	
OVERTIME	17,728	19,436	20,180	20,890	
LONGEVITY	1,755	2,014	3,290	5,400	
EMPLOYEE INSURANCE	11,090	12,230	13,960	16,100	
I.M.R.F.	25,682	20,350	20,100	21,520	
TOTAL 100	\$220,229	\$225,977	\$235,410	\$248,410	5.5%
200					
MISC. SUPPLIES	\$9,022	\$7,374	\$8,920	\$8,920	
PARTS	119,443	128,109	147,000	147,000	
SAFETY EQUIPMENT	0	145	300	300	
FUEL	113,873	140,044	175,000	175,000	
TOOL REIMBURSEMENT	2,478	2,535	2,600	2,600	
PARTS WASHER SUPPLIES	1,646	174	1,500	1,500	
PRESSURE WASHER SUPPLIES	1,198	1,305	1,700	1,700	
ENGINE ANALYZER SUPPLIES	1,107	165	1,250	1,250	
SPECIAL TOOLS	1,502	1,758	2,000	2,000	
TOTAL 200	\$250,269	\$281,609	\$340,270	\$340,270	0.0%
300					
DUES AND SUBSCRIPTIONS	\$307	\$251	\$425	\$850	
TRAVEL AND CONFERENCE	127	855	900	900	
TRAINING AND EDUCATION	1,516	1,719	2,200	3,200	
UNIFORM RENTAL	258	1,053	1,600	1,600	
CDL LICENSE	85	50	110	110	
ENVIRONMENTAL DISPOSAL	1,956	1,585	2,600	2,600	
VEHICLE SERVICES	6,436	10,512	8,110	8,920	
CONTRACTUAL REPAIRS	64,078	106,917	100,000	100,000	
EQUIPMENT MAINTENANCE	495	596	1,750	2,250	
FUEL TANK CLEANUP	3,238	0	10,000	0	
PRINTING SERVICES	0	692	750	750	
S/W MAINT. COMPUTER SYSTEMS	2,335	895	3,250	3,250	
CITY INSURANCE	7,670	7,030	7,520	8,600	
TRANSFER, WORKER'S COMP.	4,200	2,100	2,180	2,280	
CITY TELEPHONE	1,040	1,040	1,120	1,170	
CITY COMPUTERIZATION	3,730	3,880	4,060	4,200	
DEPRECIATION	10,362	11,859	23,400	23,400	
TOTAL 300	\$107,833	\$151,034	\$169,975	\$164,080	-3.5%
SUBTOTAL BEFORE NON-RECURRING EQUIPMENT PURCHASES	\$578,331	\$658,620	\$745,655	\$752,760	1.0%

**EQUIPMENT SERVICES FUND
(CONTINUED)**

	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG
400					
SHOP WELDER	\$2,360	\$0	\$0	\$0	
BATTERY CHARGERS	358	0	0	430	
FUEL INJECTOR CLEANER	0	0	1,010	0	
4 TON HYDRAULIC JACK	0	845	0	0	
AIR COMPRESSOR	0	0	12,060	0	
1/2 TON PICKUP	17,061	0	0	0	
2 TON HYDRAULIC JACK	0	0	380	0	
O.D.B. II ANALYZER UPGRADE	0	0	840	0	
INDUSTRIAL WELDER	510	0	0	0	
WELDER	0	0	0	710	
LARGE TRUCK ANALYZER EQ.	0	0	7,500	0	
CHARGING SYSTEM ANALYZER	0	0	7,280	0	
ENGINE ANALYZER EQ.	0	0	30,000	0	
COOLING SYSTEM FLUSHER	0	0	0	1,500	
SHOP AIR CLEANER	0	0	2,880	0	
	0	0	0	0	
REFRIGERANT RECOVERY SYSTEM	0	0	5,070	0	
PARTS WASHER	0	0	0	830	
A/C VACUUM PUMP	0	0	0	430	
BENCH GRINDERS	0	0	0	1,210	
10 TON AIR BOTTLE JACK SYSTEM	0	0	1,370	0	
SHOP VACUUM	0	0	0	290	
PORTABLE SAND BLASTER	0	0	0	860	
HYDRAULIC CRANE	0	0	0	3,990	
SHOP GREASE PUMP	0	0	0	1,170	
TOTAL 400	\$20,289	\$845	\$68,390	\$11,420	
SPECIAL FUND TOTAL	\$598,620	\$659,465	\$814,045	\$764,180	

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LANDSCAPE RECYCLING CENTER

	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG
100:					
CITY ARBORIST (.33)	\$17,416	\$17,885	\$19,260	\$19,940	
L.R.C. EQUIPMENT OPERATOR	31,300	32,883	33,390	34,550	
LANDSCAPE SUPERVISOR (.35 TO .5)	18,976	20,362	21,710	22,470	
L.R.C. TECHNICIAN	0	0	33,380	34,550	
L.R.C. TECHNICIAN, ADDL BEN./IN	0	0	3,500	0	
L.R.C. LABORERS	30,092	36,656	33,000	36,660	
OVERTIME	4,984	9,861	2,860	2,960	
CONTRACT PERSONNEL, CITY URBAN	0	4,776	4,160	4,310	
LONGEVITY	3,102	2,497	3,340	2,070	
EMPLOYEE INSURANCE	8,250	9,100	10,380	11,900	
I.M.R.F. TRANSFER	11,602	11,660	12,390	13,270	
TOTAL 100	\$125,722	\$145,680	\$177,370	\$182,680	3.0%
200					
BOOKS AND PERIODICALS	\$370	\$95	\$400	\$400	
OFFICE SUPPLIES	355	202	500	500	
TOOLS & SUPPLIES	7,166	4,940	5,000	5,000	
EQUIPMENT PARTS	5,896	4,235	6,220	6,220	
GRAVEL	1,584	2,457	2,500	2,500	
FUEL	9,150	10,933	12,000	12,000	
MATERIALS FOR RESALE	6,843	4,642	6,000	6,000	
TOTAL 200	\$31,364	\$27,504	\$32,620	\$32,620	0.0%
300					
TRAVEL AND CONFERENCE	\$0	\$0	\$550	\$550	
TRAINING AND EDUCATION	0	0	400	1,400	
UNIFORM RENTAL	600	514	600	600	
VEHICLE SERVICE	33,150	46,918	35,320	38,850	
BUILDING MAINTENANCE	1,087	2,302	2,000	2,000	
PRODUCT ANALYSIS/TESTING	300	72	600	1,600	
EQUIPMENT RENTAL	4,925	9,000	9,000	15,000	
CHEMICAL DISPOSAL	0	1,001	0	0	
ADVERTISING/PROMOTION	4,723	2,714	3,000	10,000	
CITY INSURANCE	1,030	950	1,020	1,200	
SUPPORT SERVICES	11,820	12,290	12,780	13,290	
TRANSFER, WORKER'S COMP.	1,800	900	940	980	
ROAD MAINTENANCE	0	0	0	15,000	
UTILITIES	282	30	2,930	2,930	
TOTAL 300	\$59,717	\$76,691	\$69,140	\$103,400	49.6%
400					
GRINDER REHAB.	0	0	0	5,000	
CRAWLER/LOADER REHAB.	0	17,500	0	0	
PORTABLE WASHER	0	0	2,410	0	
044 CHAINSAW	0	0	0	0	
PICKUP TRUCK, 4WD	21,735	0	0	0	
SNOW PLOW	4,238	0	0	0	
SPLITTER	0	0	7,439	0	
AIR COMPRESSOR W/ATTACHMENTS	0	0	2,620	0	
CASH REGISTER	0	1,960	0	0	
TIME CLOCK	0	0	1,070	0	
POWER WASHER	0	3,806	0	0	
WHEEL LOADER/ATTACHMENTS	0	76,840	14,528	0	
SKIDSTER LOADER	0	0	36,774	0	
TOTAL 400	\$25,973	\$100,106	\$64,841	\$5,000	

**HOME RECYCLING (U-CYCLE) FUND
SINGLE FAMILY**

	ACTUAL 1999-00	ACTUAL 2000-01	EST. ACTUAL 2001-02	BUDGET 2002-03	% CHG
100					
PART-TIME (.12 TO .2)	\$1,895	\$1,473	\$3,740	\$6,040	
IMRF TRANSFER	0	148	1,010	1,040	
EMPLOYEE INSURANCE	0	261	390	1,600	
TOTAL 100	\$1,895	\$1,882	\$5,140	\$8,680	68.9%
300					
CONTRACTUAL DROPOFF SITE	\$7,800	\$0	\$0	\$0	
BIN REPLACEMENT	0	1,611	2,000	2,060	
POSTAGE/PRINTING	3,859	2,295	3,200	3,300	
PROMOTION	2,082	610	5,000	5,150	
CONTR. COLLECTION	175,428	176,299	178,640	182,160	
TOTAL 300	\$189,169	\$180,815	\$188,840	\$192,670	2.0%
PROGRAM TOTAL	\$191,064	\$182,697	\$193,980	\$201,350	3.8%

**HOME RECYCLING (U-CYCLE) FUND
MULTI-FAMILY**

	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG
100					
RECYCLING AIDE (.53 TO .46)	\$10,885	\$5,159	\$8,560	\$6,040	
IMRF TRANSFER	1,352	566	2,450	1,040	
EMPLOYEE INSURANCE	2,110	607	890	1,600	
TOTAL 100	\$14,347	\$6,332	\$11,900	\$8,680	-27.1%
200					
MISCELLANEOUS SUPPLIES	\$1,799	\$13	\$500	\$1,000	
300					
POSTAGE/PRINTING-MULTI FAM.	\$139	\$0	\$500	\$520	
PROMOTION	2,881	1,280	4,500	5,150	
REPAYMENT, PURCHASE TOTERS	3,333	30,000	45,000	18,450	
CONTR. COLLECTION, MULTI F	148,623	153,333	155,560	164,220	
TOTAL 300	\$154,976	\$184,613	\$205,560	\$188,340	-8.4%
PROGRAM TOTAL	\$171,122	\$190,958	\$217,960	\$198,020	-9.1%

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VEHICLE AND EQUIPMENT REPLACEMENT FUND

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
MAJOR EQUIPMENT PURCHASES:				
SQUAD CARS (10)	\$258,724	\$22,146	\$273,080	\$0
EQ., SQUAD CARS	134	4,109	6,720	0
POLICE K-9 VEHICLE	0	0	0	0
EQ., SQUAD CAR HOLDOVER (4)	0	1,074	32,706	0
CLASS 4 DUMP TRUCKS	237,624	0	0	0
TARPS/DUMP TRUCKS	0	4,744	5,256	0
ARTICULATED LOADER	0	75,576	0	0
ARTIC. LOADER ATTACHMENTS	0	0	0	0
E.C. COMPACT PICKUP	0	0	0	0
EXECUTIVE AUTO	15,012	44,875	16,510	0
PASSENGER AUTO	14,314	0	0	17,890
MINIVANS	0	38,458	0	0
ELECTRIC COMPACT AUTO	0	0	21,000	24,140
METER PATROL VEHICLES	0	34,340	0	0
SEWER VACTOR TRUCK	172,385	0	0	0
MINI BOOM TRUCK	0	0	47,970	0
CALCIUM CHLORIDE TANKS	5,631	0	0	0
PICKUP 3/4 TON (2)	19,076	0	20,150	41,910
EQ., ANIMAL CONTROL TRUCK	0	9,093	0	0
PICKUP 3/4 TON , SERIAL BODY	18,349	28,148	0	0
PICKUP 1/2 TON E/C	19,205	0	20,280	0
PICKUP 3/4 TON, 4WD	0	0	0	24,610
GRADER	0	99,989	0	0
LARGE BOOM TRUCKS	0	115,902	130,150	0
BACKHOE	0	54,588	0	0
BACKHOE EQ.	0	0	0	0
SNOW PICKUP EQ.	1,586	0	909	7,230
U/I FIRE TRUCK REHAB.	0	0	0	0
PICKUP EQ.	635	2,111	1,100	4,590
ARBOR SPRAYER UNIT	0	0	0	3,200
PICKUP, COMPACT E/C	0	0	16,070	0
FIRE TRUCK REHAB.	0	0	0	0
FORKLIFT	0	0	17,645	0
CLASS 2 DUMP TRUCK	0	0	0	33,200
CHIPPERS	44,300	0	0	0
TRAILERS	0	0	2,260	11,740
UTILITY TRUCK, 4WD	0	0	22,100	0
MAJOR REHABILITATIONS	0	7,558	8,050	5,840
PUBLIC SAFETY ADMIN. VEHICLES	20,977	39,211	25,380	26,390
STUMP GRINDER	0	0	23,160	0
STREET SWEEPER	0	0	0	130,950
COMPRESSOR	0	0	0	0
CRACK SEALING MACHINE	0	26,239	0	0
LEAF PUSHER	2,700	0	0	0
PORTABLE WELDER	0	0	0	0
FIRE SUBURBAN TRUCK	0	0	42,620	0
SMALL LOADER	0	21,942	0	0
SMALL LOADER TRAILER	0	0	6,240	0
SEWER T.V. VAN	0	86,070	0	0
AUGER TRUCK	0	127,215	0	0
BACKLOT SEWER CLEANER	0	0	0	25,000
FIRE PUMPER TRUCK	0	0	285,950	0
WOBBLE WHEEL ROLLER	0	0	12,110	0
PLOWS (6)	46,086	0	0	0
SUBTOTAL, MAJOR EQUIPMENT	\$876,738	\$843,388	\$1,037,416	\$356,690

VEHICLE AND EQ. REPLACEMENT FUND (CONTINUED)
POLICE EQUIPMENT DETAIL

POLICE SHIELDS	\$3,029	\$1,262	\$2,095	\$0
ELCTRONIC SPEED SIGN	0	0	12,000	0
GAS MASKS	0	0	5,000	0
PORTABLE RADIOS	0	2,656	32,226	8,100
TACT. TEAM EQ.	9,266	8,301	11,963	2,500
REGULAR VESTS	5,199	564	4,186	2,520
TRAINING/EQ. REPL. OFFICERS	13,196	22,849	69,522	33,620
POLICE TRAINING (GRANT)	0	0	36,650	0
SQUAD CAR RADAR UNITS	0	0	19,920	0
BINOCULARS	0	0	1,880	0
EQUIPMENT (GRANT)	20,991	0	0	0
M.D.T. 'S	0	0	0	0
BIKE PATROL SUPPLIES	0	1,781	218	0
DUI FIELD TEST KITS	0	526	2,828	0
SQUAD VIDEO CAMERAS	1,323	0	41,584	0
IWIN EQ., FRONT DESK	0	3,000	0	0
TELEPHONE SYSTEM	0	0	14,530	0
STEEL TARGETS	0	514	0	0
FAX MACHINE	0	995	0	0
C.I.S. HARDWARE/SOFTWARE	0	4,717	284	0
HEAVY DUTY VESTS	0	7,000	0	0
K-9 DOG REPL. AND TRAINING	0	3,000	18,390	0
BALLISTIC SHIN GUARDS	0	2,120	0	0
SCANNER & SOFTWARE	0	4,810	2,320	0
CIS CAMERA KITS	0	207	0	0
CIS VIDEO SUPPLIES	0	745	0	0
HOSTAGE PHONE (GRANT)	0	0	3,000	0
M.D.C. 'S, (GRANT)	0	1,180,110	24,145	0
STATE POLICE RADIOS	0	0	8,140	0
TRANSCRIBERS	0	0	2,980	0
C.I.S. INTERVIEW VIDEO CAMERA	0	1,640	2,960	0
CIS MUGSHOT H/W & S/W	0	0	5,000	0
L.C.D. PROJECTOR	0	5,500	5,500	0
DEFIB. UNITS, SQUAD CARDS	0	0	0	20,000
INITIAL TRAINING, DEFIB. UNITS	0	0	0	6,000
SUBTOTAL, POLICE EQ.	\$53,004	\$1,252,297	\$327,321	\$72,740

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VEHICLE AND EQ. REPLACEMENT FUND (CONTINUED)
FIRE EQUIPMENT DETAIL

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
DETAIL FIRE EQ.				
HOSE/NOZZLE REPL.	\$6,496	\$5,177	\$10,135	\$7,870
NEW F.F. INITIAL GEAR	5,423	5,804	8,183	5,510
NEW F.F. INITIAL TRAINING	0	3,500	6,720	6,990
TRAINING/RISK WATCH (GRANT)	0	0	27,846	0
FIRE TRUCK REHAB.	0	5,180	5,410	8,000
AIR MASKS	0	0	0	5,810
LUCAS TOOL	0	0	0	22,900
COPIER	2,723	0	0	0
TRENCH RESCUE EQ.	18,044	0	20,000	0
TECH. RESCUE EQ.	722	0	0	20,000
TECH. RESCUE EQ. TRAILER	0	7,155	5,845	0
HAZMAT EQ. TRAILER	0	0	4,350	0
SEMI-AUTO. DEFIB. UNIT	3,355	0	15,000	0
AIR PACK REGULATORS	0	2,080	0	0
THERMAL IMAGING CAMERAS	0	51,795	0	0
PORTABLE SUCTION UNIT	395	0	0	0
AIR CASCADE BOTTLE SYSTEM	0	4,542	0	0
VENTILATED CHAIN SAW	585	0	0	0
GAS MONITORS	0	2,730	0	0
I.S.O. EQ., REGULAR	0	4,903	3,596	0
PHYS. FITNESS EQ.	0	0	3,710	3,740
PORTABLE RADIO SYSTEM	0	13	17,096	0
STATION RADIO EQ.	0	2,673	0	0
RESCUE AIR BAG SYSTEM	0	8,909	0	0
SNOW BLOWERS	0	0	1,930	0
PROPANE TRAINER (LOCAL MATCH)	0	0	5,650	0
PROPANE TRAINER (GRANT)	0	0	10,957	0
ICE MACHINE	2,812	0	0	0
SUBTOTAL, FIRE EQ.	\$40,555	\$104,461	\$146,428	\$80,820

VEHICLE AND EQ. REPLACEMENT FUND (CONTINUED)
PUBLIC WORKS EQUIPMENT DETAIL

DETAIL PUBLIC WORKS EQ.	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
PORTABLE RADIOS	\$533	\$1,631	\$6,573	\$3,490
FLOOR MACHINE	0	1,750	0	0
PORTA PLANE	0	0	386	0
CIVIC CENTER STOVE	0	1,639	0	0
POWER HACKSAW	0	0	0	960
SHORING EQUIPMENT	0	0	3,814	0
BRICK SAW	0	0	2,185	0
Z.T.R. MOWER	0	0	4,590	0
PAINT TRAILER	0	1,380	0	0
POWER EDGER	0	0	2,062	0
CIVIC CENTER SLIDE PROJECTOR	0	228	594	0
CIVIC CENTER COLOR MONITOR	0	0	475	0
CIVIC CENTER V.C.R.	0	0	534	0
CHAINSAW STHIL 019	0	0	280	0
TEXTRONIX SCOPE	0	0	2,070	0
PW MOBILE RADIO REHAB.	0	0	10,000	0
PIPE PUSHER	0	0	17,210	0
REAL TIME GPS RECEIVER	0	0	21,000	0
STIHL 036 CHAINSAW	0	0	500	0
SPRAYER PUMP	0	0	3,560	0
OPTICOM EMITTER	0	0	1,620	0
HAND BLOWER	0	0	190	0
HIGH GRASS MOWER	0	0	1,350	0
ROUTER	0	0	280	0
POWER POLE PRUNERS	0	0	1,390	0
ORBITAL SANDER	0	0	270	0
AIRLESS PAINT SPRAYER	0	0	1,990	2,070
CONCRETE SCREED	0	3,650	0	0
CONCRETE VIBRRATOR	0	0	830	0
HAMMER DRILL	0	212	0	0
RIDING PAINT MACHINE	0	0	10,000	0
3M SIGN APPLICATOR	0	0	8,670	0
7 1/4" CIRCULAR SAW	0	0	270	0
CYLINDER BREAKER	0	0	6,410	0
MAGNETIC LOCATOR	0	0	1,220	0
LIETZ THEODOLITE	0	0	4,800	0
AUTO LEVEL	0	0	830	0
VEHICLE WASHER	4,364	0	0	0
CONC. AIR ENTRAIN. METER	0	0	2,940	0
SMOKE BLOWER	0	0	900	0
CANAON 35 MM CAMERA	0	0	590	0
LARGE COLOR PLOTTER	0	0	10,080	0
COPIER	14,960	0	0	0
WATER WAGON	0	0	2,940	0
CABLE FAULT FINDER	3,499	0	1,318	3,790

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VEHICLE AND EQ. REPLACEMENT FUND (CONTINUED)
PUBLIC WORKS EQUIPMENT DETAIL (CONTINUED)

	ACTUAL	ACTUAL	PROJECTED	BUDGET
DETAIL PUBLIC WORKS EQ.	1999-00	2000-01	2001-02	2002-03
SIMPSON METERS	222	0	0	0
ROOT SAW W/CUTTERS	0	7,700	0	8,330
WALL FORMS	0	0	6,500	0
SNOW BLOWER	0	3,325	1,704	0
SMALL ROTO-TILLER	0	0	590	0
RADIAL ARM SAW	0	0	0	550
THERMO GUN	0	0	0	0
THERMO TORCH	0	0	0	0
BIT SHARPENER	0	0	0	0
MICROWAVE OVEN	0	72	180	0
GARAGE TIME CLOCK	0	0	3,530	0
FAX MACHINE	0	300	480	420
REFRIGERATOR	0	398	0	0
ENGINEERING COPIER	5,270	0	0	0
ECHO 800 CHAINSAW	0	0	1,030	0
JACKHAMMER W/HOSE	0	2,233	0	0
CHAINSAW, TOOLROOM	0	0	0	0
CIVIC CENTER AIRWALLS	0	0	0	0
BACKPACK SPRAYER	0	237	0	0
STIHL 020 CHAINSAWS	0	720	241	1,050
MANHOLE VENT	0	0	1,475	0
ARROW BOARD	0	4,458	0	0
POWER SCREEDS	0	0	4,553	0
CONCRETE SAW	0	2,138	915	3,030
3/4 DRILL PRESS	0	0	1,553	0
1600 WATT GENERATOR	0	0	992	0
GENERATOR/WELDER	0	0	2,730	0
POWER BROOM	0	947	0	1,030
HANDBLOWER	0	160	0	200
ROCK DRILL	0	0	6,584	0
GAS MONITORS	0	3,768	0	0
HAND VACUUM	0	0	0	0
LARGE VACUUM	0	0	0	0
SMALL VACUUM	0	0	450	0
WET/DRY VACUUM,	0	0	311	0
SAWZALL	0	0	350	0
3/8 " HAMMER DRILL	0	0	350	0
1/2 " REVERSIBLE DRILL	0	0	393	0
3/8" REVERSIBLE DRILL	0	0	254	0
POWER MITRE BOX	0	0	476	0
PORTABLE CONCRETE SAWS	0	444	0	0
CONCRETE CORING BIT	0	0	420	0
TRAFFIC TALLY COUNTER	0	1,557	0	0
LARGE DOCUMENT COPIER	0	0	7,295	0
MICROFICHE READER	0	0	4,123	0
TRAFFIC COUNTERS	0	5,481	0	0
AUTO LEVEL	0	1,593	0	0
GRINDER	0	0	4,985	0
DROP CONE D.C.P.	0	0	672	0
TELEPHONE SYSTEM	0	0	0	0
CIVIC CENTER AIRWALLS	0	0	30,222	0
JACKHAMMER W/HOSE	0	0	0	0
SUBTOTAL, P.W. EQ.	\$28,848	\$46,021	\$218,079	\$24,920

VEHICLE AND EQ. REPLACEMENT FUND (CONTINUED)
OTHER DEPARTMENT EQUIPMENT DETAIL

DETAIL OTHER DEPT. EQ.	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
CD COPIER	\$5,780	\$0	\$0	\$0
GENERAL OFFICE EQ.	3,146	8,313	11,058	6,490
CITY TELEPHONE SYSTEM UPGRADE	0	0	50,000	0
COPIER, FIRST FLOOR	5,670	0	0	0
COPIER, LOWER LEVEL	0	0	0	0
FORMS PRINTER SOFTWARE	0	3,600	11,915	0
FINANCE LETTER OPENER	0	0	0	0
CITY BLDG. POSTAGE MACHINE	0	0	7,000	0
AUTO. FORMS BURSTER MACHINE	5,230	0	6,860	0
MICROFICHE READER/PRINTER	0	0	5,080	0
CASH REGISTER	0	0	5,740	0
MICROFICHE READER	0	0	530	0
HAND HELD TICKET WRITERS (1/3)	0	0	20,700	0
SUBTOTAL, OTHER DEPT. EQ.	\$19,826	\$11,913	\$118,883	\$6,490

VEHICLE AND EQ. REPLACEMENT FUND (CONTINUED)
C.A.T.V. P.E.G. EQUIPMENT DETAIL

DETAIL C.A.T.V. P.E.G. EQ.	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
KRON VIDEO EDITOR UPGRADE	\$0	\$0	\$2,325	\$0
HAND HELD MICROPHONE	689	0	0	0
LOVALIER MICROPHONE	482	0	0	0
MODULATOR AT HIGH SCHOOL	1,400	0	0	0
SCAN CONVERTER	4,048	0	0	0
SCAN CONVERSION SYSTEM	0	0	3,000	0
PERSONAL COMPUTER	0	0	2,240	0
COUNCIL CHAMBER IMPR.	0	0	0	0
EMERGENCY EQ. REHAB.	0	0	3,795	0
NONLINEAR UPGRADE EDIT SYSTEM	7,049	0	0	0
DIGITAL EDITING SOFTWARE	0	0	2,000	0
PORTABLE LIGHTING KIT	939	0	0	0
PANASONIC GENERATOR	0	0	0	3,730
PANASONIC DIGITAL SUPERCAM	0	0	0	6,210
BOGEN 3066 TRIPOD	0	0	0	830
2 ANTON BAUER BATTERIES	0	0	0	1,550
PUBLIC ACCESS VIDEO CAMCORDER	0	0	0	2,690
BOGEN 3160 TRIPOD	0	0	0	830
LEIGHTRONIX PRO8 SWITCHER	0	0	0	5,170
ELMO VISUAL PRESENTER	0	0	0	3,100
SONY LCD PROJECTOR	0	0	0	7,250
SUBTOTAL, P.E.G.. EQ.	\$14,607	\$0	\$13,360	\$31,360

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

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
100				
POLICE RECORDS PROGR./ANALYST	\$40,628	\$42,850	\$46,120	\$46,290
CONTRACTUAL PROGRAMMER	0	0	500	500
OVERTIME	0	0	1,200	1,240
EMPLOYEE INSURANCE	2,180	2,410	2,750	3,200
I.M.R.F./FICA	6,760	5,230	4,830	5,000
TOTAL 100	\$49,568	\$50,490	\$55,400	\$56,230
200				
OFFICE SUPPLIES	\$0	\$290	\$0	\$0
300				
TRAINING AND EDUCATION	\$2,977	\$2,276	\$3,300	\$3,300
SOFTWARE MAINT./LICENSE	0	4,130	6,300	7,820
CITY INSURANCE	790	720	770	900
TRANSFER, WORKERS COMP.	200	100	110	120
CITY TELEPHONE	200	200	220	230
TOTAL 300	\$4,167	\$7,426	\$10,700	\$12,370
400				
PERSONAL COMPUTER	\$0	\$0	\$0	\$0
PROGRAM TOTAL	\$53,735	\$58,206	\$66,100	\$68,600

**COMMUNITY DEVELOPMENT BLOCK GRANT FUND
EXPENDITURE DETAIL**

	ACTUAL	ACTUAL	PROJECTED	BUDGET	%
PROGRAM: ADMINISTRATION	1999-00	2000-01	2001-02	2002-03	CHG.
100					
MANAGER (.5)	\$10,231	\$15,812	\$28,460	\$29,460	
SECRETARY (.1)	2,666	2,614	2,706	2,885	
GRANTS COORDINATOR (.55)	17,524	21,665	21,820	20,702	
IMRF/FICA	3,676	4,088	4,378	6,068	
EMPLOYEE INSURANCE	1,686	2,866	4,460	7,835	
TOTAL 100	\$35,783	\$47,045	\$61,824	\$66,950	8.3%
200					
BOOKS & PERIODICALS	\$0	\$10	\$1,000	\$1,000	
OFFICE SUPPLIES	1,054	374	1,500	1,500	
PHOTOGRAPHIC SUPPLIES	73	23	300	300	
PRINTING SUPPLIES	940	0	3,000	3,000	
TOTAL 200	\$2,067	\$407	\$5,800	\$5,800	0.0%
300					
DUES & SUBSCRIPTIONS	\$631	\$741	\$1,500	\$1,500	
TRAVEL & CONFERENCE	1,829	3,228	5,111	5,100	
POSTAGE	1,027	176	1,500	1,500	
RECORDING FEES	66	0	100	100	
PROGRAM OVERHEAD	10,000	10,000	10,000	10,000	
AUDITS	500	500	500	500	
PUBLIC INFORMATION	3,220	6,489	4,000	5,000	
EMPLOYMENT ADVERTISING	6,814	5,239	0	0	
FAIR HOUSING INITIATIVE	0	0	3,000	0	
UNPROGRAMMED FUNDS	0	0	7,766	0	
NEIGHBORHOOD ORGAN. GRANTS	1,035	2,148	3,555	6,055	
TOTAL 300	\$25,122	\$28,521	\$37,032	\$29,755	-19.7%
PROGRAM TOTAL	\$62,972	\$75,973	\$104,656	\$102,505	-2.1%
	ACTUAL	ACTUAL	PROJECTED	BUDGET	
PROGRAM: AFFORDABLE HOUSING	1999-00	2000-01	2001-02	2002-03	
100					
MANAGER (.25)	\$3,533	\$7,906	\$14,230	\$0	
SECRETARY (.55)	12,424	14,377	14,880	15,868	
REHAB COORDINATOR (.5)	35,696	24,952	19,870	21,180	
GRANTS COORDINATOR (.26)	0	3,610	3,640	9,786	
IMRF/FICA	6,608	5,210	12,643	5,358	
EMPLOYEE INSURANCE	4,611	4,657	5,210	2,079	
TOTAL 100	\$62,872	\$60,712	\$70,473	\$54,271	
300					
CASE PREPARATION	\$934	\$968	\$7,000	\$4,000	
REAL ESTATE CONSULTATIONS	0	0	10,000	0	
ACQUISITIONS, NEW CONST.	16,731	4,083	160,918	126,959	
HOUSING REHAB (WHOLE HOUSE)	58,654	0	0	2,697	
HOUSING REHAB (EMERGENCY ACCESS)	101,094	45,234	120,000	132,464	
SR. REPAIR SERVICE	10,868	12,118	16,000	22,101	
URBAN LEAGUE PROGRAM	5,100	2,100	6,000	11,000	
ACQ./RELOCATIONS/DEMO:					
MH TIMES CENTER	100,000	50,000	0	90,000	
ELM ST. APARTMENTS	3,400	0	0	0	
U.C.A.N.	20,000	2,580	32,697	30,000	
CENTER FOR WOMEN IN TRANSITI	5,910	0	50,000	0	
C-U INDEPENDENCE APTS.	0	0	4,505	0	
SINGLE FAMILY RESIDENTIAL UN	0	0	10,000	0	
WOMEN'S SAFE HOUSE	0	9,090	0	0	
MEN'S SAFE HOUSE	0	15,000	0	0	
LAKESIDE TERRACE	0	0	0	40,000	
URBANA T.H. UNITS	0	0	0	5,249	
AMBUCS (RAMPS)	2,000	1,388	0	0	
TOTAL 300	\$324,691	\$142,561	\$417,120	\$464,470	\$0
PROGRAM TOTAL	\$387,563	\$203,273	\$487,593	\$518,741	

Supplementary Expenditure Report

**COMMUNITY DEVELOPMENT BLOCK GRANT
EXPENDITURE DETAIL (CONTINUED)**

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
PROGRAM: PUBLIC SERVICES:				
C.D.B.G. SHARE, TRANSITIONAL HOU	\$46,949	\$0	\$0	\$0
CONSOLIDATED SOCIAL SERVICE FUN	10,000	56,769	39,550	51,285
PUBLIC SERVICE GRANTS	22,381	0	0	0
PROGRAM TOTAL	\$79,330	\$56,769	\$39,550	\$51,285
PROGRAM: PUBLIC FACILITIES:				
C.T. 55 ST. IMPROVEMENTS	\$115,871	\$0	\$5,000	\$0
ST. LIGHTING IMPR./REPL.	147,893	0	100,000	55,000
ST. CONSTRUCTION	0	0	127,033	58,500
KING PARK NEIGHBORHOOD CENTER	0	0	3,000	3,000
CRISIS NURSERY	25,000	25,000	0	0
PLANNED PARENTHOOD ROOF	0	0	7,795	7,795
PRAIRIE CENTER HEALTH SYSTEMS	0	0	0	40,000
FAMILY SERVICE	0	0	0	16,000
WOMEN IN TRANSITION FACILITY	0	0	0	50,000
INDEPENDENCE APARTMENTS	0	0	0	4,505
BOYS/GIRLS CLUB (LAKESIDE)	15,000	0	0	0
PROGRAM TOTAL	\$303,764	\$25,000	\$242,828	\$234,800
PROGRAM: INTERIM ASSISTANCE:				
PROPERTY MAINTENANCE	\$6,026	\$6,101	\$0	\$0
NEIGHBORHOOD CLEANUP	26,283	28,509	26,500	30,000
SHED REMOVAL PROGRAM	17,932	0	0	0
PROGRAM TOTAL	\$50,241	\$34,610	\$26,500	\$30,000
PROGRAM: TRANSITIONAL HOUSING:				
100				
T.H. COORDINATOR (.1 TO .45)	\$0	\$25,258	\$11,270	\$27,190
GRANTS COORDINATOR (.05)	0	1,805	0	0
SECRETARY (.1)	0	2,614	0	0
IMRF/FICA	0	3,225	2,910	3,110
EMPLOYEE INSURANCE	0	2,779	3,370	3,840
TOTAL 100	\$0	\$35,681	\$17,550	\$34,140
200				
OFFICE SUPPLIES	\$0	\$97	\$200	\$200
300				
POSTAGE	\$0	\$6	\$55	\$55
PRINTING	0	0	100	100
TRAINING & CONFERENCE	0	190	350	350
PROPERTY INSURANCE	0	198	400	400
PROPERTY UTILITIES	0	9,627	8,400	8,400
FURNISHINGS	0	260	300	300
PROPERTY MANAGEMENT	0	6,630	3,555	3,555
RESIDENT SERVICES	0	323	390	1,500
TOTAL 300	\$0	\$17,234	\$13,550	\$14,660
PROGRAM TOTAL	\$0	\$53,012	\$31,300	\$49,000

URBANA FREE LIBRARY

	ACTUAL 1999-00	ACTUAL 2000-01	BUDGET 2001-02	BUDGET 2002-03	% CHG.
ADMINISTRATION-WAGES :					
SALARIED	\$ 122,692	\$ 127,655	\$ 129,265	\$ 134,774	4.3%
HOURLY	19,681	22,018	22,620	23,956	5.9%
SUBTOTAL, ADMIN.	\$ 142,373	\$ 149,673	\$ 151,885	\$ 158,730	4.5%
ADULT DEPT. :					
BOOKS AND MATERIALS	\$ 158,743	\$ 163,745	\$ 170,296	\$ 176,257	3.5%
WAGES :					
SALARIED	\$ 217,029	\$ 227,382	\$ 276,662	\$ 287,179	3.8%
HOURLY	42,757	44,708	39,909	53,338	33.6%
SUBTOTAL, ADULT WAGES	\$ 259,786	\$ 272,090	\$ 316,571	\$ 340,517	7.6%
SUBTOTAL, ADULT	\$ 418,529	\$ 435,835	\$ 486,867	\$ 516,774	6.1%
CHILDREN'S DEPT. :					
BOOKS AND MATERIALS	\$ 39,730	\$ 41,354	\$ 43,008	\$ 44,513	3.5%
WAGES :					
SALARIED	\$ 159,310	\$ 169,913	\$ 180,657	\$ 208,520	15.4%
HOURLY	24,408	27,589	32,985	26,228	-20.5%
SUBTOTAL, CHILD. WAGES	\$ 183,718	\$ 197,502	\$ 213,642	\$ 234,748	9.9%
SUBTOTAL, CHILDREN'S	\$ 223,448	\$ 238,856	\$ 256,650	\$ 279,261	8.8%
ARCHIVES DEPT. :					
BOOKS AND MATERIALS	\$ 15,511	\$ 16,066	\$ 16,708	\$ 17,295	
WAGES :					
SALARIED	\$ 101,482	\$ 118,105	\$ 122,789	\$ 127,650	4.0%
HOURLY	20,485	13,697	11,790	12,188	3.4%
SUBTOTAL, ARCH. WAGES	\$ 121,967	\$ 131,802	\$ 134,579	\$ 139,838	3.9%
SUBTOTAL, ARCHIVES	\$ 137,478	\$ 147,868	\$ 151,287	\$ 157,133	3.9%
MAINTENANCE DEPT.-WAGES :					
SALARIED	\$ 58,551	\$ 60,911	\$ 63,592	\$ 65,812	3.5%
HOURLY	8,387	10,175	10,580	10,930	3.3%
SUBTOTAL, MAINTENANCE	\$ 66,938	\$ 71,086	\$ 74,172	\$ 76,742	3.5%
ACQUISITIONS DEPT.-WAGES :					
SALARIED	\$ 97,141	\$ 102,134	\$ 105,849	\$ 106,962	1.1%
HOURLY	20,159	18,273	20,582	21,341	3.7%
SUBTOTAL, ACQUISITIONS	\$ 117,300	\$ 120,407	\$ 126,431	\$ 128,303	1.5%
CIRCULATION DEPT.-WAGES :					
SALARIED	\$ 218,318	\$ 232,482	\$ 253,640	\$ 271,271	7.0%
HOURLY	113,181	121,944	128,895	131,165	1.8%
SUBTOTAL, CIRCULATIONS	\$ 331,499	\$ 354,426	\$ 382,535	\$ 402,436	5.2%

Supplementary Expenditure Report

**MOTOR VEHICLE PARKING SYSTEM FUND
PARKING SYSTEM MAINTENANCE**

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
100				
METER MAINT. TECHNICIANS	\$59,076	\$60,570	\$62,980	\$65,190
SEASONAL PAINTER	392	1,223	4,440	4,600
OVERTIME	833	5,245	12,700	13,140
LONGEVITY	5,859	6,057	6,300	6,520
EMPLOYEE INSURANCE	4,930	5,440	6,210	7,100
I.M.R.F.	14,655	9,400	9,400	9,400
TOTAL 100	\$85,745	\$87,935	\$102,030	\$105,950
200				
OFFICE SUPPLIES	\$106	\$388	\$200	\$208
PAINT	55	287	3,150	3,276
LANDSCAPE MATERIALS	6,534	3,534	11,285	11,736
PUSH MOWERS	500	116	500	520
PARKING PERMITS	1,733	709	2,000	2,080
ASPHALT	0	721	680	707
METERS AND SIGNS	4,890	11,646	7,430	7,727
SALT	8,528	8,000	8,000	8,320
SNOW BLADES	120	240	120	125
METER REFINISHING	6,764	128	6,671	6,938
TOTAL 200	\$29,230	\$25,769	\$40,036	\$41,637
300				
TRANSFER, SUPPORT SERV.	\$101,335	\$105,400	\$109,620	\$114,000
REIMB., GEN. FUND ARBOR PERSON	38,800	40,350	41,960	43,640
DUES AND SUBSCRIPTIONS	460	475	320	333
TRAINING AND EDUCATION	912	2,481	2,000	2,080
UNIFORM RENTAL	60	247	800	713
CDL LICENSE	50	0	30	31
METER REFINISHING	156	108	3,400	3,536
REFUSE COLLECTION	5,197	12,424	6,500	9,310
BANK FEES, COIN SORTING	0	0	350	1,000
VEHICLE SERVICES	38,381	37,294	59,900	68,530
PLOW REPAIR	1,247	1,425	2,500	2,860
CITY INSURANCE	5,360	4,920	5,260	6,000
TRANSFER, WORKER'S COMP.	4,940	2,470	2,570	2,690
CITY TELEPHONE	1,040	1,040	1,120	1,170
TOTAL 300	\$197,938	\$208,634	\$236,330	\$255,893
400				
APPURTENANCES	\$1,206	\$19,544	\$9,474	\$10,000
PARTS CLEANER	0	753	0	0
PARKING FINE BOXES	0	600	0	0
PARKING METERS & SOFTWARE	0	0	209,825	
TOTAL 400	\$1,206	\$20,897	\$219,299	\$10,000
PROGRAM TOTAL	\$314,119	\$343,235	\$597,695	\$413,480

**MOTOR VEHICLE PARKING SYSTEM FUND
PARKING GARAGE**

	ACTUAL 1999-00	ACTUAL 2000-01	PROJECTED 2001-02	BUDGET 2002-03
100				
PART-TIME	\$27,723	\$27,834	\$29,060	\$30,080
OVERTIME	0	0	2,110	2,180
I.M.R.F.	4,590	3,450	3,450	3,450
TOTAL 100	\$32,313	\$31,284	\$34,620	\$35,710
200				
TICKETS	\$346	\$344	\$450	\$468
PAINT	0	179	600	624
MISC. SUPPLIES	1,141	1,292	2,580	2,683
LANDSCAPE MATERIALS	3,195	1,321	4,979	5,178
SIGNS	0	510	510	530
SNOW ABATEMENT MATERIALS	872	2,280	2,280	2,371
TOTAL 200	\$5,554	\$5,926	\$11,399	\$11,855
300				
TRANSFER, SUPPORT SERV.	\$16,000	\$16,640	\$17,310	\$18,000
SERVICE CONTRACTS	4,326	889	3,340	3,474
TRAINING AND EDUCATION	0	0	500	520
STRUCTURAL MAINT.	139	178	3,000	3,120
UNIFORM RENTAL	972	762	600	624
VEHICLE SERVICES	1,035	515	880	970
SPECIAL VANDALISM	0	0	2,000	2,080
UTILITIES	126	126	15,820	16,453
ADVERTISING	693	406	800	832
CITY INSURANCE	5,360	4,920	5,260	6,000
TRANSFER, WORKER'S COMP.	2,260	1,130	1,180	1,230
CITY TELEPHONE	1,040	1,040	0	0
TOTAL 300	\$31,951	\$26,606	\$50,690	\$53,302
400				
CASH REGISTER W/PRINTER	0	0	8,570	0
TOTAL 400	\$0	\$0	\$8,570	\$0
PROGRAM TOTAL	\$69,818	\$63,816	\$105,279	\$100,867

