

CITY OF

*Urbana,*  
*Illinois*

**Fiscal Year 2004-2005**

# **Annual Budget**



# **City of Urbana Budget Fiscal Year 2004-2005**

**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**



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# Mayor's Message

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## To the Citizens of Urbana and the Urbana City Council:

I hereby submit to the citizens of Urbana and the Urbana City Council my recommended budget for FY 2004-2005. Total expenditures are recommended at \$37,905,340 and total revenues are estimated at \$34,373,308. All funds are balanced.

Urbana's string of large budget surpluses has come to an end. In recent years, we have enjoyed many budget years with significant surpluses (some exceeding \$2 million), which have enabled us to fund capital projects such as the expansion of the Urbana Free Library and various economic development and infrastructure projects. Nearly every governmental body is facing a very difficult time financially as budgets are drafted this year. While Urbana is no exception, this budget maintains all city services and personnel at current levels. This includes significant increases in personnel related costs including salary, pension funds and health care benefits. This is a remarkable feat as many governments are cutting programs or personnel or both. Our philosophy of controlled growth in general fund staffing and programs is serving us well even in these times of stagnant revenue growth.

I am able to submit a balanced budget without service or staffing cuts and without a property tax increase in part because of cost controls that were put in place in every department during the last two years. I want to thank City employees for their belt-tightening efforts in anticipation of the tough economic times that we are currently experiencing. We are fortunate that there is no deficit to address this year; however, if we do not see our local economy improve, we will be facing a deficit situation next year.

I appreciate the cooperation of the City Council and Department Heads in containing costs and understanding that new programs are not possible given these difficult financial times. While there is only a minor surplus this year, we will be able to honor all of our previous commitments to capital projects including the expansion of the library, various infrastructure improvements and our economic development obligations.

Respectfully submitted,

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Tod Satterthwaite  
Mayor



# Chief Administrative Officer's Message

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## To The Mayor Of The City Of Urbana:

The City of Urbana, like other municipalities and state governments across the United States, faces the challenge of continuing to provide high quality services to citizens with declining revenues. Nearby communities have undertaken service reductions, employee layoffs, hiring freezes, employee benefit reductions and raised or enacted new taxes. The current economy, while showing signs of improvement, continues to lag previous levels that produced significantly more tax revenue. I am therefore, extremely pleased that this budget meets the needs of our citizens without reducing City services or raising taxes. At the same time, I am concerned that we have now exhausted our cost control ideas and non-direct service reductions that have allowed us to maintain all City services and programs. In the FY 05-06 budget, one of two things must happen to balance the budget. The first, and painless solution, is that the economy improves and our economic development projects are constructed and producing enough new revenues to offset increased costs. This may be possible. The second solution is to raise taxes, cut services or do a combination of the two. This will require tough decisions and choices by the City Council and Administration.

By following our financial plan over the past 9 years and exercising spending discipline, the City was able to generate general fund surpluses to pay for needed capital improvements including, the Urbana City Building, the Urbana Free Library Building Project, Citywide road, sewer and infrastructure improvements and street lighting replacement. These capital projects were all accomplished *without issuing debt*. Nearly \$20,000,000 has been invested in these priority needs in addition to normal operations and maintenance improvements during this period. Much credit is due the Urbana City Council for their confidence and support in the management team in executing this financial plan. While we face the future with uncertainty, past adherence to our financial policies has enabled Urbana to be in a better position to weather the storm than most Illinois municipalities. The City management team is very grateful to all City employees for their dedication, innovation and for doing more with less during these difficult times.

This budget is balanced. Cost increases have been limited to the absolute lowest possible amounts. Department Heads were asked to identify methods to provide the same level of services at a lower cost and with the same number or fewer employees. They accomplished this task. We have not added employees or significant new expenses for two years. We were not able to make the full allocation by the general fund to the C. I. P and also balance the budget. The allocation for 04-05 is \$100,000 less than the desired and planned level, but the amount has been increased \$189,587 over last year.

Even though our current revenue structure has presented a huge challenge, this budget maintains our investment in core capital assets and continues our pledge to all citizens to maintain and improve their quality of life.



**The 2004-05 Budget Maintains Same Themes Focused on Last Year:**

1. Maintaining all City services at present levels.
2. No employee reductions, no new programs or FTE'S
3. Funding the final City payment for the Library building project.
4. Increasing the City's investment in economic development and downtown revitalization with TIF district extensions
5. Maintaining and updating the City's infrastructure of streets, sewers, sidewalks, and streetlights.
6. Avoiding a property tax rate increase or other new taxes.
7. Investing our most important asset, our employees.
8. Providing modest service enhancements in the public works area of asphalt patching, encephalitis prevention, salt for snow and ice abatement, traffic signage.

**Major Challenges to City Financial Position:**

While the Urbana 2004-05 budget maintains all core services and funds priority projects, the economic influences of the last few years have negatively impacted our financial position and future financial forecasts. The following factors have contributed to this downturn:

1. A significant decline (and delays) in State of Illinois income tax receipts with a reduction to a level that was received 7 years ago.
2. Reductions in local sales tax receipts due to the closing of Bergner's and K-Mart and a generally depressed economy. Sales tax is roughly the same amount that was received 2 years ago.
3. Removal of the photo-finish processing portion of the sales tax by the State Legislature
4. Continued effects from previous declines in the stock market and changes in life-expectancy and retirement rates are increasing employee pension costs significantly past inflation (16%)
5. Continued cost increases in employee health insurance (15%)
6. Uncertainty in the possible negative impacts that the State and Federal governments may impose in resolving their budgetary problems
7. Continued uncertainty in future costs that the City may be required to pay in environmental mitigation efforts at the old landfill.

**Total Revenue And Expenditures, All Funds**

Total revenues for all City funds for FY 004-05 is \$34,373,308 or 4% more than last year. Total expenditures for all City funds for FY 04-05 is \$37,905,340. The difference is in funds for capital expenditures for the library and other capital projects which was set aside.

Excluding capital improvements and vehicle and equipment funding, total operating fund expenditures total \$27,717,040, an increase of 5.8%. Included next year for the first time is \$545,000 in surplus TIF payments to governments. Excluding this \$545,000, this increase was 3.7%.

**No Property Tax Rate Increase:**

Over the last nine years, the City's commitment to increasing economic development has resulted in an average annual increase in the assessed valuation of 5%. Urbana's assessed value grew by 8.2% last year (2.9% new construction and 5.3% inflation growth). The City has reduced its property tax rate 17% (from \$1.58 to \$1.31). This steady increase in assessed value has also allowed the Urbana taxing districts to lower the overall tax rate as well (14% reduction over last 5 years). Urbana will maintain a property tax rate of 1.3120, which is equal to the City of Champaign rate. With our robust assessed value growth in Urbana the amount raised from the levy in 03-04 will increase 7.7% while allowing the tax rate to decrease from 1.3178 to the desired rate of 1.3120.

**Modest Service Improvements Proposed:**

Department Heads were able to hold the line on budget increases generally. Only a few minor cost increases were allowed due to factors beyond staff control:

- Employee health insurance costs increased 15%
- Employee retirement costs increased 16%
- Salary adjustments of 3.5%
- Vehicle replacement costs increased 3.5%
- Utilities increased 12%, mainly due to new expanded Library addition

**General Operating Revenues:**

Total general operating revenues are only estimated to average a 2.4% annual increase over this year and next year.

Growth in the three major general fund revenues, which account for 78% of all general operating revenues, has slowed considerably, as illustrated by the table below.

	02	03	04	05
Normal Recurring	+3.3%	+2.9%	+2.3%	+1.3%
Unusual Rev. Changes	+0.3%	+0.8%	-1.2%	+2.4%
Property Tax	+0.4%	+4.5%	+8.2%	+5.5%
Total Revenues	+3.6%	+3.8%	+2.7%	+4.1%
Sales Taxes	+1.1%	-1.0%	+1.4%	+3.0%
Utility Tax	-7.7%	+11.9%	+8.0%	+3.0%
State Income	-13.1%	-2.0%	-9.8%	+9.9%

Sales tax reflects net of retail store closings and openings and changes in state law regarding loss of photo-processing tax. Utility tax fluctuations from 01-05, reflect price increases in natural gas, reduction in the tax rate in 01-02, and new telecommunications tax in 03 and 04. Income tax reflects general state economic slowdown and unusual amounts owed for state income tax refunds.

### General Operating Expenses:

Multi-year labor Total expenses are up 5.3%. This figure includes a 16.5% increase in pension costs and a health insurance premium increase of 15%. Excluding these two items, expenses would have increased by only 3.2%.

### Wage and Labor Cost Increases:

Multi-year labor contracts with the Fraternal Order of Police and with the American Federation of State County and Municipal Employees were settled in 2003 and are reflected in the budget. A similar wage increase for non-union personnel of 3.5% is reflected. The labor agreement with the International Association of Fire Fighters expires June 30, 2004.

### City Departments:

- Executive: 3.0% overall increase due to inflationary adjustments for salary and equipment replacement, 15% increase in employee insurance and holding supplies and contractual at approximately same amount as last year.
- Finance: 3.2% overall increase due to inflationary adjustments for salary and equipment replacement, 15% increase in employee insurance and holding supplies and contractual at approximately same amount as last year.
- City Clerk: 3.0% overall increase due to inflationary adjustments for salary and equipment replacement, 15% increase in employee insurance and holding supplies and contractual at approximately same amount as last year.
- Police: 4.0% overall increase due to inflationary adjustments for salary and equipment replacement, 15% increase in employee insurance and supplies and contractual costs increasing 2.0%. Supplies and contractual under control of Police Department were held to same amounts as last year. Some contractual costs beyond control of the Police Department increased. The Police Department continues to utilize technology and management efficiencies to meet additional service demands.
- Fire: 3.7% overall increase due to inflationary adjustments for salary and equipment replacement, 15% increase in employee insurance and holding supplies and contractual costs at approximately the same amounts as last year. Continues expanded EMS training that was added 2 years ago and additional employee physicals which were added last year.
- Public Works: 3.2% overall increase due to inflationary adjustments for salary and equipment replacement, 15% increase in employee insurance and holding supplies and contractual at approximately same amount as last year. Continues additional \$10,000 for employee training that was added two years ago. Includes additional \$10,000 to expand asphalt patching; \$16,880 for salt; \$6,740 for new and expanded signs/posts

replacement; and \$13,200 additional for encephalitis prevention that was added last year.

- Community Development: 3.8% overall increase due to inflationary adjustments for salary and equipment replacement, 15% increase in employee insurance and holding supplies and contractual at approximately same amount as last year.
- Library: 4.3% due to inflationary adjustments on salary, 15% increase in employee insurance, 3.5% increase in books, and additional \$40,080 for utility increase due to larger building. With normal 10% increase in utility costs, overall increase would have been 3.0%. Because certain fees and state revenues are not expected to increase, this means that property tax levy for Library must increase 5.2%.

### SPECIAL FUNDS:

Social Services. According to our long-term financial plan, the City's contribution is increased 4.0% to \$157,880 (last year was \$151,810). The amount available to be spent on social service agencies from City funds is \$166,860. This is last year's amount of \$162,500 increased by 2.7%. This will leave \$10,547 in the fund. This amount coupled with an inflationary increase in the City contribution will allow the expenditure level to be increased approximately 2.75% each year until 2006 when all the excess cash will be spent and the City contribution and the expenditure level will be the same and then the expenditure level can be increased each year for inflation. The fund also includes \$5,000 for Fighting Back and \$7,500 for the Domestic Violence Initiative. In addition to this City General Fund contribution, the C.D.B.G. Fund also is contributing \$29,200 (\$28,033 last year). Last year's funding from the Township was \$70,000, for a total social service agency funding level of \$260,533 last year. At this time, the Township has not decided their funding level for social services.

Vehicle & Equipment Replacement. Total amount allocated for spending next year is \$887,730. The annual amount that is required to be set-aside in this fund to replace the City's inventory of vehicles and equipment is \$713,090. This amount is \$78,500 less than the amount that was required 2 years ago, adjusted for inflation. This was accomplished by extending the lives of virtually all of the city's equipment last year. A significant step was increasing the lives of the City's squad cars, which saved \$51,70. Significant replacements are:

- 12 Police Squad Cars (replaced every 3 years), related equipment, and modifications of 4 holdover squads = \$331,920.
- 1 Class 3 Dump Truck (replaced every 10 years) and equipment = \$62,710
- 1 Class 2 Dump Truck (replaced every 8 years) and equipment = \$53,620
- Police Portable Radios = \$52,520
- Police Mobile Radios (w/squads) = \$36,360
- Initial training & equipment for new police officers (only used for actual new hires) = \$35,500
- Initial training & equipment for new firefighters (only used for actual new hires) = \$13,320

## Chief Administrator Officer's Message

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Workers Compensation Retained Risk Fund. Because of continued low claims due to worker safety on the job, the City was able to keep the amount charged to the general operating funds the same amount as last year. This total contribution level of \$160,650 is approximately 1/3 of the amount the City was paying prior to the self-insurance program. This contribution level plus interest earnings now approximates annual costs of the program. Over the past 11 years, the City has been able to save (including interest earned on savings) approximately \$3.0 million. This amount is being maintained in this fund balance at June 30, 2005 (approximately same level as in 03) and may be used for any large unusual future claims. In FY04, City began self-insure a portion of general and automobile liability claims. It is estimated that the City will have saved approximately \$80,610 in liability costs at 6/30/04.

Community Development Special Funds. CDBG and HOME proposed as in AAP.

CDBG allocation of \$565,000 is 2% smaller allocation than last year.  
HOME allocation of \$1,333,964 is 1% higher allocation than last year.

### Tax Increment Finance Districts:

TIF One budget includes \$50K vocational training, \$100K Downtown Streetscape, \$50K Lincoln Hotel project, \$10K Park District projects, \$10K incentive loans, and \$105K for scheduled debt service. \$545K is planned to be declared surplus and distributed to the various taxing governments. The cash left is the amount needed to pay off outstanding bonds, with final payment due in 2013. Future projections include approximately \$130K each year for projects and \$550K being distributed annually.

TIF Two budget includes \$160,563 as required payment on Schnuck's development note, \$150K for Downtown Streetscape, \$150K for property acquisition, \$21K incentive loans, \$47,300 for administration, and \$243,000 for scheduled debt service. Balance at 6/30/05 is estimated to be \$839,666, which is being accumulated for future property acquisition and development.

TIF Three budgets includes \$75K for vocational training, \$178K for Provena Corridor development agreement #1, \$168,780 for Provena Corridor development agreement #2, \$37,650 for administration. Balance at 6/30/05 is estimated to be \$507,872 which is being accumulated for future property acquisition and development.

TIF Four budget includes \$200K for U.A.P. street, \$60K for various capital improvements, \$20K incentive loan program, \$42,700 for vocational training, and \$22,750 for Park District projects. Balance at 6/30/05 is estimated to be \$39,546.

### ECONOMIC DEVELOPMENT RESERVE FUND:

Estimated \$1,718,461 balance on 7/1/04. For next year, operating revenues \$182,500, operating expenses \$217,750, and includes \$200,000 loan to Capital Improvements Fund for Colorado Ave. Improvement. Estimated balance at 6/30/05 is \$1,488,211. Also includes \$41,800 for small business incentive loan programs and \$47,250 for Urbana Business Alliance.

PENSION FUNDS:

Next year, the City will pay \$3,338,190 into its three employee pensions funds (IMRF, Police Pension and Fire Pension). All units of government (including the State) are finding that pension costs are becoming an extremely important item in their budgets. Funding for pensions is mandated by state law and based on actuarial studies that estimate how much money should be set aside this year to pay for future retirements.

There are 3 main reasons why pension costs increase:

- Benefits are a factor of final salary. As a minimum, they will increase along with salary adjustments.
- Any changes in the factors used by the actuary to estimate these future costs will have a major impact. Obviously, people are living longer and retiring earlier.
- Changes in benefit levels are very expensive because it not only increases future costs, but is applied retroactively to all current employees. Benefit levels and any changes therein are mandated by the State Legislature and the increased costs passed entirely to local governments.

Funding for pensions comes from three sources: (1) contributions from employees, (2) interest earnings on invested monies, and (3) contributions from employers. The contributions from employees are set by state law and are a percentage of salary. Historically on the average, public pension funds have been designed such that employee contributions have funded approximately 13% of the pension cost; employer contributions have funded approximately 27% of the pension cost; and, the largest funding source is investment earnings, which funds approximately 60% of the pension cost. If investment earnings are better than the anticipated level, the employer contribution goes down and conversely if investment earnings are worse than the anticipated level, employer contributions will go up to make up the difference.

Our three pension funds, like all modern and professionally managed funds utilize the stock market for a certain portion of their investments. This is because, historically, returns from the stock market will be larger than from any other investment alternative. So in the long run, investing in the stock market will increase investment returns, thus lowering the employer cost. However, significant fluctuations in investment returns will create significant fluctuations in the employer contribution, even though the actuary will average the impact the fluctuations over a 5-year time frame. Investors have never experienced any more significant fluctuation in the stock market than the last 8 years, where the market experienced incredible gains from 97 to 02, and then experienced incredible losses from 02 to 04.

IMRF Funding: The City was paying 10.7% of salary in 1992. Due to good stock market returns, the % began dropping each year until 1999 it was 7.3%. It then dropped rapidly to 3.8% in 2000, 2.6% in 2001, and 1.9% in 2002. Then the negative stock market returns began causing the rate to increase to 2.5% in 2003, 6.7% in 2004, and 9.3% in 2005. IMRF officials have recently announced that they will be spreading the impact of these market fluctuations over a longer period of time, such that in the future, the fluctuations may be mitigated. In 2002, the IMRF cost was \$606,000. Next year, it is projected to be

## Chief Administrator Officer's Message

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\$1,267,190 (100% increase over 3 years). Based on a more-normally expected investment return, IMRF officials indicate that they believe the huge cost increases recently experienced are over, although it may continue to go up 10% year for the next 1-2 years before it stabilizes. Another factor to consider is the potential cost impact of a benefit increase (which is being seriously discussed in the Legislature) since there has been no significant benefit increase in IMRF for the last 30 years.

Fire and Police Pension Funding: In the last 8 years, employer costs have increased an annual average of 13% per year. These two Funds also suffer from the same problem of investment returns from the stock market, although not to the same degree (IMRF has 1/3 of it's investments in fixed income securities (Treasury bills, etc.) while Police and Fire Pension have 60% and these funds have chosen to spread out the fluctuation impact over the maximum extend allowed. The main reason for cost increases in the Police and Fire Pension Funds have been benefit increases, which seem to be approved by the Legislature about every 4-5 years. An enhancement to the Firemen's benefits has been agreed to by the State Firefighter's Association, the Legislative Pension Committee, and the Illinois Municipal League (representing employers) that is estimated to increase fire pension costs an additional 9% (\$75,000 annually). This bill will probably be approved by the Legislature later this year.

CAPITAL IMPROVEMENTS: Total of \$5.6 million (not including any amounts to complete Library building).

TIFS	510,000
MVPS	700,000
MFT	1,357,500
SEWER	801,810
CAP IMPR	2,266,500

This year we are beginning to plan for three projects required to support growth in southeast Urbana. The first is the extension of Florida to Route 130. This will occur with the continued development of Savannah Green and other nearby residential projects. Likewise, we are planning for the extension of Colorado Avenue to Stone Creek Boulevard in connection with the Prairie Winds project. Lastly, we setting aside Sewer Benefit tax dollars for the future extensions of sanitary sewer interceptors, which has not been necessary in the past do to existing capacity.

Some Major Capital Improvement Projects (only amounts budgeted for next year, not total project cost that may be paid for over more than 1 year):

Downtown Streetscape	\$100,000	TIF One
Downtown Streetscape	\$150,000	TIF Two
U.A.P. Street	\$200,000	TIF Four
Street Maintenance	\$250,000	MFT
Street Maintenance	\$125,000	Cap. Impr.
Florida Ave. Street Patching	\$180,000	MFT
Windsor/Philo Widening	\$227,500	MFT
Colorado Ave. Impr.	\$200,000	Cap. Impr.

Concrete St. Patching	\$260,000	Cap. Impr.
Washington St. Culvert	\$ 60,000	Cap. Impr.
Lighting Impr.	\$200,000	MVPS
Lincoln/Penn./Nev. Lighting	\$700,000	MFT
Campus St. Lighting	\$400,000	Cap. Impr.
St. Lighting, 4B	\$ 50,000	Cap. Impr.
Parking Lot Improvements	\$500,000	MVPS
Sewer Inflow Remediation	\$275,000	Sewer Const.
S.E. Sewer Interceptor	\$100,000	Sewer Const.
Misc. Storm Sewer Impr.	\$100,000	Cap. Impr.
Bradley/Coler/Linview Storms	\$200,000	Cap. Impr.
Brick Sidewalk Maint.	\$225,000	Cap. Impr.
Stonecreek Bikepath	\$400,000	Cap. Impr.
Landfill Remediation	\$900,000	Gen. Reserve

Building Fund/Library:

At the time of this budget preparation the city has received \$75,000 of the \$450,000 grant from the State of Illinois. The remainder is expected to be received in fy 03-04. The library is expected to be completed within the budget approved. The building fund contains an entry for storage building which is proposed at the landfill site. Currently, the city leases storage space and is more efficient and less costly to construct a storage building on land we already own.

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Bruce K. Walden  
Chief Administrative Officer





# Adopting Ordinance

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

AN ORDINANCE  
APPROVING THE ANNUAL BUDGET

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WHEREAS, the City of Urbana, Illinois, is a home rule unit pursuant to the provisions of Section 6, Article VII of the 1970 Constitution of the State of Illinois, and may exercise any power and perform any function pertaining to its government and affairs, including, but not limited to, the power to regulate for the protection of the public health, safety, morals and welfare; to license; to tax; and to incur debt; and

WHEREAS, the proposed Annual Budget for the City of Urbana for the fiscal year beginning July 1, 2004, and ending June 30, 2005, 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 publication in pamphlet form as prescribed by the corporate authorities 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 17, 2004, 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 2004-05, a complete copy of which such document including all relevant elements thereof has been presented to and is now before this meeting, a true copy of which is attached hereto, 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, 2004, and ending June 30, 2005.

The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities, and this Ordinance shall be in full force and effect from and after its passage and publication in accordance with Section 1-2-4 of the Illinois Municipal Code.

**Adopting Ordinance**

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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.

AYES:

NAYS:

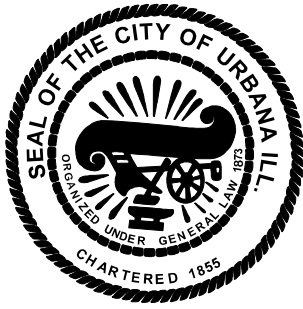
ABSTAINED:

PASSED by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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

APPROVED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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



# Staff Mission And Principles

## Our Mission

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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:

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## Organization Structure - Program Budgeting

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

- City Council
- Executive Department
  - Administration
  - Legal
  - Human Relations
  - Personnel
- 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)
    - City Documents Management
- City Clerk
- 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

## General Information

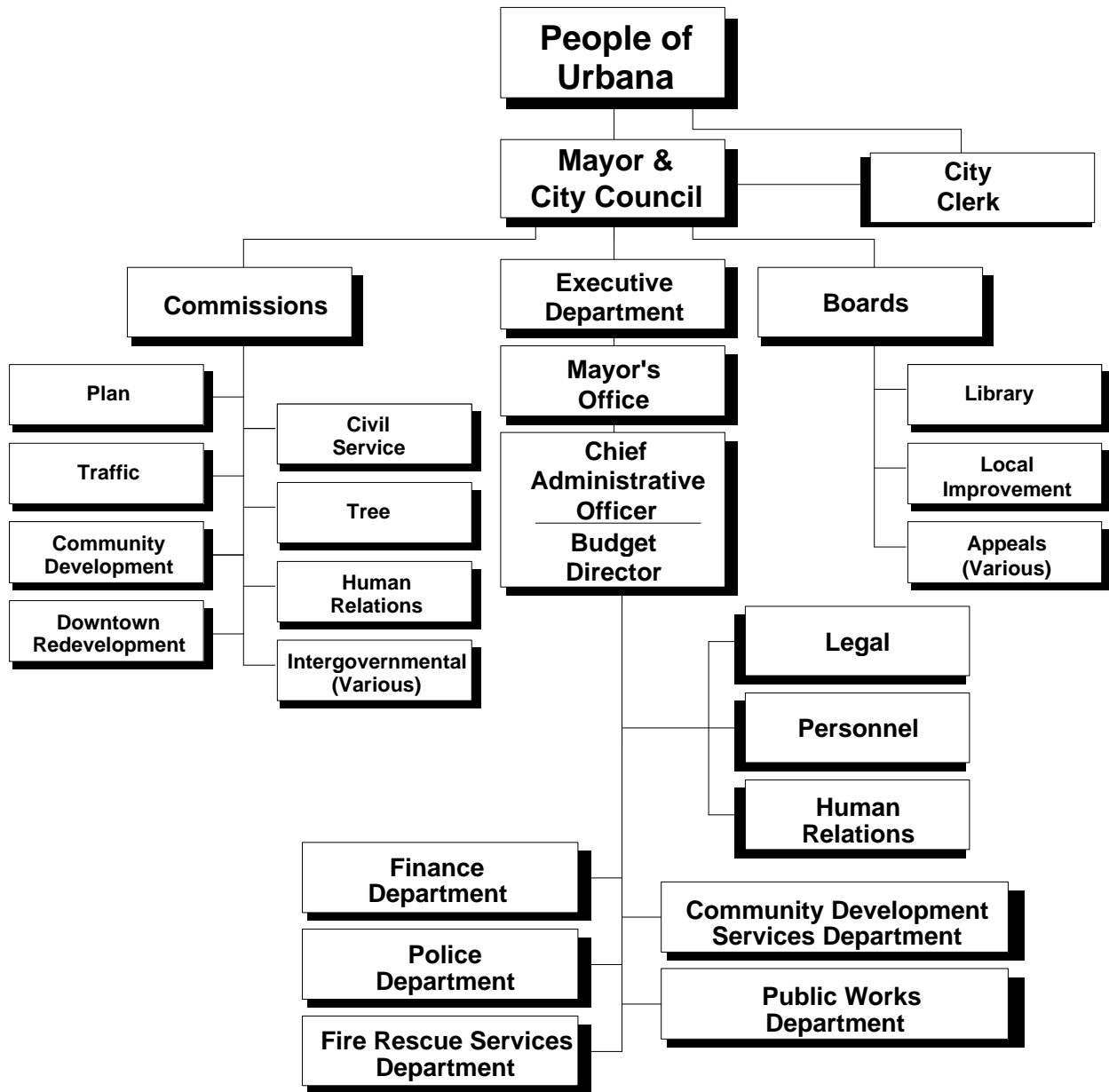
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- Criminal Investigations
- Support Services
- School Crossing Guards
- Meter Enforcement
- Animal Control
- Fire Rescue Services Department
- Public Works Department
  - Administration
  - Arbor Division
    - Urban Forestry
    - Landscape Management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

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



# Organizational Chart



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

The City of Urbana was chartered in 1855, and operates under a mayor/city council form of government. The legislative authority of the City is vested in a seven-member council, each elected from their respective districts. The Mayor is elected at large. Each member and the Mayor serve a four-year term. Major City services are police and fire rescue protection, public works, library, and general administration. Public parking facilities are provided as an enterprise activity. Urbana's population is estimated at 36,475 and the city boundaries include an area of 11.4 square miles.

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

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

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

## General Information

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- The Comprehensive Annual Financial Report is published annually in the third 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 2004-05 is the proposed amount to be levied in December 2004 and collected by the City approximately ½ in June of 2005 and ½ in Jul-Sep. 2005. 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 (6.71% of payroll in CY04 and 9.28% in CY05).
- 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 (47% of payroll in FY04-05).
- 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 (36% of payroll in FY04-05).

The City of Urbana self-insures its exposure to liability claims below \$100,000. and worker's compensation claims below \$350,000. Transfers to pay for these claims as well as build up a reserve for future possible claims is reported in the Worker's Compensation Retained Risk Fund.



# **SUMMARIES**

**THIS SECTION REPORTS TOGETHER REVENUES, EXPENSES, AND FUND BALANCES FOR ALL CITY FUNDS AND FOR OPERATING FUNDS. ALSO INCLUDED IS A DETAILED LISTING OF ALL PERSONNEL.**

# SUMMARIES

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

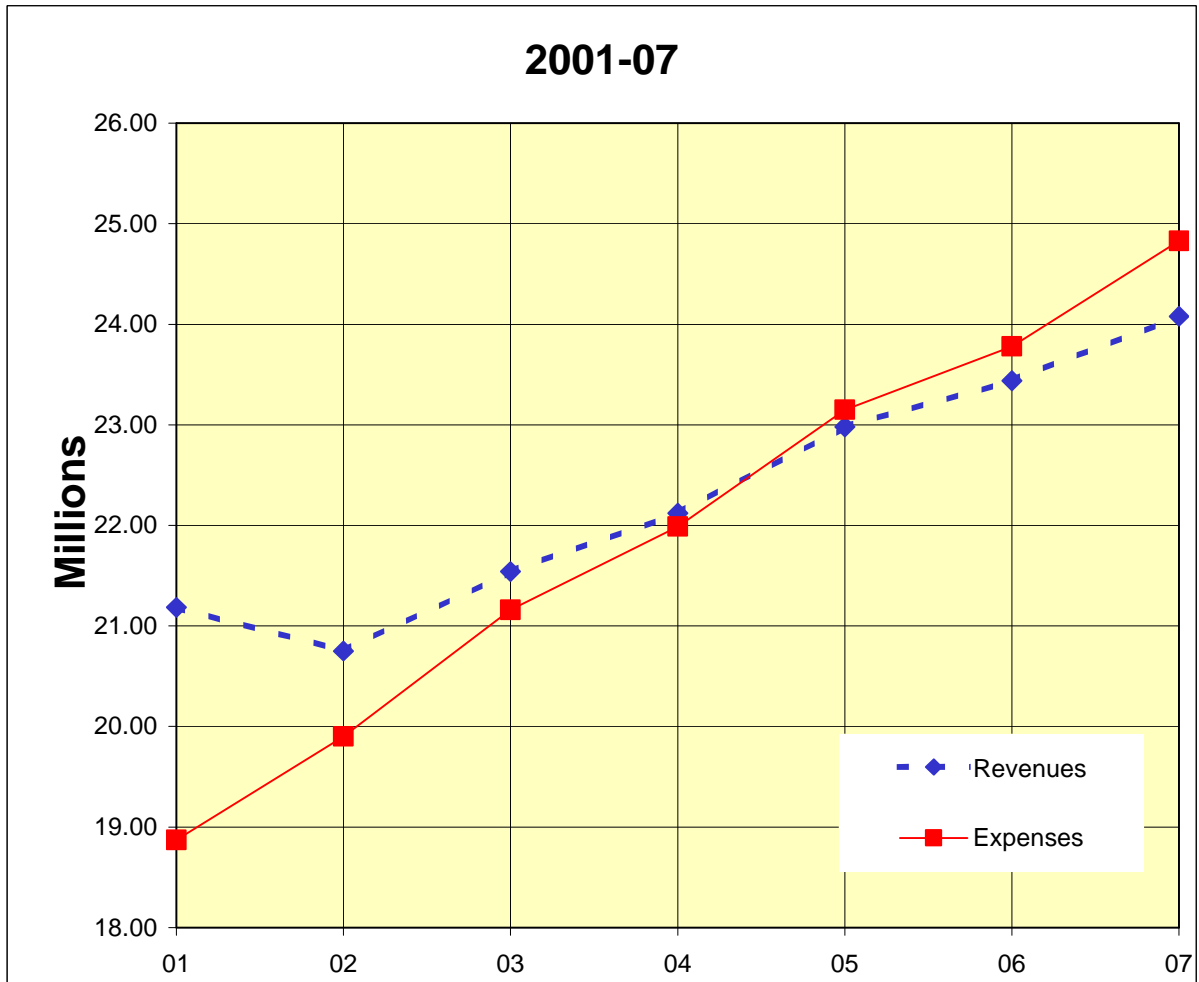
	2002-03	2003-04	% CHG.	2004-05	% CHG.	% CHG.
<b>FUND BAL., BEG. YEAR</b>	\$27,675,770	\$24,466,419		\$21,307,479		2 YR. AVE
<b>REVENUES, PER DETAIL</b>						
<b>IN REVENUES SECTION</b>	\$32,136,557	\$33,051,008	2.8%	\$34,373,308	4.0%	3.4%
<b>EXPENSES:</b>						
POLICE	\$5,700,667	\$5,932,357	4.1%	\$6,195,022	4.4%	4.2%
FIRE	4,701,191	4,955,537	5.4%	5,153,734	4.0%	4.7%
PUBLIC WORKS	4,686,280	4,851,123	3.5%	5,086,796	4.9%	4.2%
EXECUTIVE	1,026,902	1,070,848	4.3%	1,121,857	4.8%	4.5%
FINANCE	951,662	1,012,785	6.4%	1,064,113	5.1%	5.7%
COMMUNITY DEVELOPMENT	2,875,641	3,231,113	12.4%	3,257,971	0.8%	6.6%
ECONOMIC DEVELOPMENT	1,402,649	1,446,544	3.1%	1,449,963	0.2%	1.7%
CITY CLERK	156,198	158,666	1.6%	166,591	5.0%	3.3%
LIBRARY	2,420,470	2,616,927	8.1%	2,769,055	5.8%	7.0%
CITY COUNCIL	37,885	38,254	1.0%	38,735	1.3%	1.1%
DEBT SERVICE	1,120,475	368,000	-67.2%	370,000	0.5%	-33.3%
HOME RECYCLING	381,920	413,940	8.4%	440,510	6.4%	7.4%
LANDSCAPE RECYCLING	293,070	328,160	12.0%	343,480	4.7%	8.3%
PARKING SYSTEM	298,771	339,474	13.6%	340,620	0.3%	7.0%
POLICE RECORDS MGT.	65,345	72,490	10.9%	75,960	4.8%	7.9%
PUBLIC TELEVISION	79,334	75,580	-4.7%	80,890	7.0%	1.1%
SOCIAL SERVICES	162,050	175,000	8.0%	179,360	2.5%	5.2%
TIF SURPLUS PAYMENTS	0	0	#DIV/0!	545,000	#DIV/0!	#DIV/0!
AMOUNTS NOT SPENT	(997,887)	(893,170)	-10.5%	(962,617)	7.8%	-1.4%
<b>SUBTOTAL BEFORE EQ.</b>						
PURCHASES/CAP. IMPR.	\$25,362,623	\$26,193,628	3.3%	\$27,717,040	5.8%	4.5%
CAPITAL IMPROVEMENTS	8,853,604	8,789,706	-0.7%	8,886,200	1.1%	0.2%
EQUIPMENT PURCHASES	1,129,681	1,226,614	8.6%	1,302,100	6.2%	7.4%
<b>TOTAL EXPENSES</b>	\$35,345,908	\$36,209,948	2.4%	\$37,905,340	4.7%	3.6%
<b>FUND BALANCE, END YR</b>	\$24,466,419	\$21,307,479		\$17,775,447		

**OPERATING FUNDS SUMMARY**

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05	% CHANGE
<b>NORMAL CARRYOVER, PREV. YEAR</b>	\$569,200	\$836,338	\$861,420	\$891,570	
<b>REVENUES AND TRANSFERS IN: CITY, PER DETAIL INCLUDED IN REVENUES SECTION</b>					
	16,280,946	16,881,732	17,075,830	17,704,370	3.7%
<b>PROPERTY TAX</b>	4,469,660	4,659,600	5,045,988	5,473,700	8.5%
<b>TOTAL, REV. &amp; PROP. TAX</b>	20,750,606	21,541,332	22,121,818	23,178,070	4.8%
<b>BUDGET EXPENSES:</b>					
<b>GENERAL FUND:</b>					
<b>CITY COUNCIL</b>	35,810	36,650	36,650	36,650	0.0%
<b>EXECUTIVE</b>	907,807	944,541	963,940	993,020	3.0%
<b>FINANCE</b>	867,160	928,201	992,377	1,023,810	3.2%
<b>CITY CLERK</b>	202,633	187,823	148,170	152,580	3.0%
<b>POLICE</b>	4,550,450	4,783,256	4,879,094	5,075,300	4.0%
<b>FIRE RESCUE</b>	3,920,790	4,128,302	4,225,328	4,382,850	3.7%
<b>PUBLIC WORKS</b>	4,500,540	4,715,334	4,787,235	4,940,450	3.2%
<b>COMMUNITY DEVELOPMENT</b>	921,939	945,864	934,312	969,960	3.8%
<b>SUBTOTAL, BEFORE TRANSFERS</b>	\$15,907,129	\$16,669,971	\$16,967,106	\$17,574,620	3.6%
<b>RECURRING TRANSFERS OUT:</b>					
<b>TRANSFER, SOCIAL SERVICES</b>	125,650	150,970	164,310	170,380	3.7%
<b>TRANSFER, MERIT PAY PLAN</b>	27,740	27,740	19,890	20,590	3.5%
<b>TRANSFER, UNEMPLOYMENT COMP.</b>	1,555	11,610	19,280	19,280	0.0%
<b>TRANSFER, ANNEXATIONS FUND</b>	65,374	94,424	99,000	104,000	5.1%
<b>TRANSFER, LIBRARY CASH FLOW</b>	41,200	43,731	45,480	47,300	4.0%
<b>TRANSFER, I.M.R.F.</b>	440,000	550,000	754,000	1,096,000	45.4%
<b>TRANSFER, PUBLIC SAFETY O/T</b>	0	0	22,170	22,950	3.5%
<b>TOTAL GEN. FUND EXPENSES</b>	\$16,608,648	\$17,548,446	\$18,091,236	\$19,055,120	5.3%
<b>PENSION SHARE PROP. TAX</b>	1,494,500	1,679,479	1,881,120	1,975,200	5.0%
<b>LIBRARY SHARE PROP. TAX</b>	1,823,800	1,935,524	2,012,940	2,116,827	5.2%
<b>TOTAL OPERATING EXPENSES</b>	19,926,948	21,163,449	21,985,296	23,147,147	5.3%
<b>AMOUNT UNSPENT /UNDER BUDGET</b>	1,145,868	922,075	770,160	664,627	
<b>NET TOTAL OPERATING EXPENSES</b>	18,781,080	20,241,374	21,215,136	22,482,520	6.0%
<b>REV. OVER (UNDER) EXPENSES, END YEAR</b>	1,969,526	1,299,958	906,682	695,550	
<b>NON-RECURRING CARRYOVER, PREV. YEAR</b>	1,755,054	42	18	164,210	
<b>NON-RECURRING, TRANSFERS TO:</b>					
<b>VEH. EQ. REPL. FUND</b>	(98,650)	(57,900)	0	0	
<b>CAP. IMPR. FUND</b>	(1,688,160)	(715,700)	(484,300)	(673,887)	
<b>TRANSFER, LANDFILL MIT.</b>	(684,630)	(501,300)	(228,040)	(150,213)	
<b>LIBRARY BUILDING FUND</b>	(750,000)	0	0	0	
<b>LIBRARY CASH FLOW</b>	(235,960)	0	0	0	
<b>NORMAL CARRYOVER, END YEAR</b>	(\$836,338)	(\$861,420)	(\$891,570)	(\$927,230)	
<b>NON-RECURRING CARRYOVER, END YEAR</b>	\$42	\$18	\$164,210	\$0	



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



**PERSONNEL SUMMARY**

**EXECUTIVE DEPARTMENT:**

<b>FULL-TIME POSITIONS:</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>
MAYOR	1.00	1.00	1.00	1.00
CHIEF ADMINISTRATIVE OFFICER	1.00	1.00	1.00	1.00
EXECUTIVE SECRETARY	1.00	1.00	1.00	1.00
ADMINISTRATIVE SECRETARY	1.00	1.00	1.00	1.00
CITY ATTORNEY	1.00	1.00	1.00	1.00
ASST. CITY ATTORNEY	1.00	1.00	1.00	1.00
PARALEGAL SPECIALIST	0.00	0.00	1.00	1.00
LEGAL SECRETARY	1.00	1.00	1.00	1.00
HUMAN RELATIONS OFFICER	1.00	1.00	1.00	1.00
PERSONNEL MANAGER	1.00	1.00	1.00	1.00
PERSONNEL REPRESENTATIVE	1.00	1.00	1.00	1.00
SECRETARY	1.00	1.00	1.00	1.00
INFORMATION SPECIALIST	0.00	0.00	0.00	0.00
<b>SUBTOTAL, FULL-TIME</b>	<b>11.00</b>	<b>11.00</b>	<b>12.00</b>	<b>12.00</b>
<b>PART-TIME POSITIONS:</b>				
LEGAL INTERN P-T	1.00	1.00	0.00	0.00
LEGAL CLERK-TYPIST P-T	0.75	0.75	0.75	0.75
EXECUTIVE INTERN	0.50	0.50	0.50	0.50
<b>SUBTOTAL, PART-TIME</b>	<b>2.25</b>	<b>2.25</b>	<b>1.25</b>	<b>1.25</b>
<b>EXECUTIVE DEPARTMENT TOTAL</b>	<b>13.25</b>	<b>13.25</b>	<b>13.25</b>	<b>13.25</b>

**FINANCE DEPARTMENT:**

<b>FULL-TIME POSITIONS:</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>
COMPTROLLER	1.00	1.00	1.00	1.00
SECRETARY	1.00	1.00	1.00	1.00
OFFICE SUPERVISOR	1.00	1.00	1.00	1.00
CLERK-CASHIER	2.00	2.00	2.00	2.00
ACCOUNT CLERK SUPV.	1.00	1.00	1.00	1.00
ACCOUNT CLERK II	1.00	1.00	1.00	1.00
ACCOUNT CLERK I	1.00	1.00	1.00	1.00
DATA PROCESSING SUPV.	1.00	1.00	1.00	1.00
COMPUTER PROGRAMMER II	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
CITY DOCUMENTS COORDINATOR	0.00	1.00	1.00	1.00
U.P.T.V. COORDINATOR	1.00	1.00	1.00	1.00
<b>SUBTOTAL, FULL-TIME</b>	<b>14.00</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>
<b>PART-TIME POSITIONS:</b>				
WEB DOCUMENTS COORDINATOR	0.75	0.75	0.75	0.75
U.P.T.V. PRODUCTION INTERN	0.25	0.75	0.75	0.75
U.P.T.V. CAMERA OPERATORS	0.15	0.15	0.15	0.15
PERSONAL COMPUTER TECH.	0.25	0.75	0.75	0.75
<b>SUBTOTAL, PART-TIME</b>	<b>1.40</b>	<b>2.40</b>	<b>2.40</b>	<b>2.40</b>
<b>FINANCE DEPARTMENT TOTAL</b>	<b>15.40</b>	<b>17.40</b>	<b>17.40</b>	<b>17.40</b>

**CITY CLERK'S OFFICE:**

<b>FULL-TIME POSITIONS:</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>
CITY CLERK	1.00	1.00	1.00	1.00
ADMINISTRATIVE SECRETARY	1.00	1.00	1.00	1.00
SECRETARY	1.00	1.00	1.00	1.00
<b>CITY CLERK'S OFFICE TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

**POLICE DEPARTMENT:**

<b>FULL-TIME POSITIONS:</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>
POLICE CHIEF	1	1	1	1
ASSISTANT CHIEF	1	1	1	1
LIEUTENANT	4	3	3	3
SERGEANT	7	11	11	11
K9 OFFICER	1	1	1	1
OFFICER	35	33	33	33
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	1	1	1
<b>SUBTOTAL, FULL-TIME</b>	<b>62.00</b>	<b>64.00</b>	<b>64.00</b>	<b>64.00</b>
<b>PART-TIME POSITIONS:</b>				
P-T METER PATROL	4.00	3.50	3.50	3.50
P-T ABANDONED VEH. SPEC.	0.00	0.50	0.50	0.50
P-T SCHOOL X-GUARD	3.75	3.75	3.75	3.75
<b>SUBTOTAL, PART-TIME</b>	<b>7.75</b>	<b>7.75</b>	<b>7.75</b>	<b>7.75</b>
<b>POLICE DEPARTMENT TOTAL</b>	<b>69.75</b>	<b>71.75</b>	<b>71.75</b>	<b>71.75</b>

**FIRE DEPARTMENT:**

<b>FULL-TIME POSITIONS:</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>
FIRE CHIEF	1.00	1.00	1.00	1.00
ASSISTANT CHIEF	0.00	0.00	0.00	0.00
SHIFT DIVISION OFFICER	3.00	3.00	3.00	3.00
PREV/ED. DIVISION OFFICER	1.00	1.00	1.00	1.00
PREV/ED. INSPECTOR	1.00	1.00	1.00	1.00
COMPANY OFFICER	15.00	15.00	15.00	15.00
FIREFIGHTER	37.00	37.00	37.00	37.00
SECRETARY	1.00	1.00	1.00	1.00
<b>SUBTOTAL, FULL-TIME</b>	<b>59.00</b>	<b>59.00</b>	<b>59.00</b>	<b>59.00</b>
<b>PART-TIME POSITIONS:</b>				
<b>PART-TIME</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>FIRE DEPARTMENT TOTAL</b>	<b>59.00</b>	<b>59.00</b>	<b>59.00</b>	<b>59.00</b>

**PUBLIC WORKS DEPARTMENT:**

<b>FULL-TIME POSITIONS:</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>
PUBLIC WORKS DIRECTOR	1.00	1.00	1.00	1.00
SECRETARY	2.00	2.00	2.00	2.00
ASSISTANT TO THE DIRECTOR	0.00	1.00	1.00	1.00
ASSISTANT CITY ENGINEER	1.00	1.00	1.00	1.00
P.W. CLERK	1.00	0.00	0.00	0.00
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	1.00	1.00	1.00
EQUIPMENT OPERATOR	9.00	11.00	11.00	11.00
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	10.00	8.00	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	4.00	4.00	4.00
INFORMATION TECHNICIAN	2.00	1.00	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	1.00	1.00	1.00
METER MAINTENANCE TECHNICIAN	2.00	2.00	2.00	2.00
<b>SUBTOTAL, FULL-TIME</b>	<b>58.00</b>	<b>60.00</b>	<b>60.00</b>	<b>60.00</b>
<b>PART-TIME POSITIONS:</b>				
CLERK-TYPIST	0.75	0.75	0.75	0.75
SEASONAL, ARBOR	4.37	4.52	4.52	4.52
L.R.C. LABORERS	2.15	1.75	1.75	1.75
BUILDING MAINT.	0.50	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	0.00	0.00	0.00
ENGINEERING AIDE	1.10	0.35	0.35	0.35
U-CYCLE/ENV. AIDE	0.58	0.54	0.54	0.54
ENVIRONMENTAL AIDE	0.34	0.27	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
<b>SUBTOTAL, PART-TIME</b>	<b>19.33</b>	<b>17.22</b>	<b>17.22</b>	<b>17.22</b>
<b>PUBLIC WORKS DEPARTMENT TOTAL</b>	<b>77.33</b>	<b>77.22</b>	<b>77.22</b>	<b>77.22</b>

**COMMUNITY DEVELOPMENT DEPARTMENT:**

<b>FULL-TIME POSITIONS:</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>
COMM. DEV. DIRECTOR/CITY PLANNER	1.00	1.00	1.00	1.00
EC. DEV. MANAGER	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 & BLDG. 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
GRANTS MGT. SECRETARY	1.00	1.00	1.00	1.00
PLANNING SECRETARY	1.00	1.00	1.00	1.00
GRANTS MANAGER	1.00	1.00	1.00	1.00
GRANTS COORDINATOR II	2.00	2.00	2.00	2.00
REHAB SPECIALIST	1.00	1.00	1.00	1.00
EC. DEV. SPECIALIST/MARKET DIR.	1.00	1.00	1.00	1.00
TIF REDEVELOPMENT SPECIALIST	0.00	1.00	1.00	1.00
TRANS. HOUSING COORDINATOR	1.00	1.00	1.00	1.00
<b>SUBTOTAL, FULL-TIME</b>	<b>20.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>
<b>PART-TIME POSITIONS:</b>				
C.D. INTERN	0.50	0.65	0.65	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
<b>SUBTOTAL, PART-TIME</b>	<b>1.80</b>	<b>1.95</b>	<b>1.95</b>	<b>1.95</b>
<b>COMMUNITY DEVELOPMENT DEPARTMENT TOTAL</b>	<b>21.80</b>	<b>22.95</b>	<b>22.95</b>	<b>22.95</b>

**CITY TOTAL, BEFORE LIBRARY:**

	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>
<b>FULL-TIME POSITIONS</b>	<b>227.00</b>	<b>233.00</b>	<b>234.00</b>	<b>234.00</b>
<b>PART-TIME POSITIONS</b>	<b>32.53</b>	<b>31.57</b>	<b>30.57</b>	<b>30.57</b>
<b>CITY TOTAL (BEFORE LIBRARY)</b>	<b>259.53</b>	<b>264.57</b>	<b>264.57</b>	<b>264.57</b>

**LIBRARY:**

	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>
<b>FULL-TIME POSITIONS</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>
<b>PART-TIME, REG</b>	<b>20.50</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>
<b>PART-TIME, SUBSTITUTE</b>	<b>2.70</b>	<b>2.70</b>	<b>2.70</b>	<b>2.70</b>
<b>LIBRARY TOTAL</b>	<b>43.20</b>	<b>42.70</b>	<b>42.70</b>	<b>42.70</b>

**CITY TOTAL, INCLUDING LIBRARY:**

	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>
<b>FULL-TIME POSITIONS</b>	<b>247.00</b>	<b>253.00</b>	<b>254.00</b>	<b>254.00</b>
<b>PART-TIME POSITIONS</b>	<b>55.73</b>	<b>54.27</b>	<b>53.27</b>	<b>53.27</b>
<b>CITY TOTAL (INCLUDING LIBRARY)</b>	<b>302.73</b>	<b>307.27</b>	<b>307.27</b>	<b>307.27</b>

Summaries

**BUDGET EXPENDITURE SUMMARIES**

DEPARTMENT	PERSONNEL SERVICES	% CHG.	MATERIALS & SUPPLIES	% CHG.	OPERATIONS & CONTRACTUAL	% CHG.	CAPITAL OUTLAY	% CHG.	SUBTOTAL	% CHG.
CITY COUNCIL	\$26,600	0.0%	\$750	0.0%	\$9,300	0.0%	\$0	#DIV/0!	\$36,650	0.0%
EXECUTIVE DEPT.:										
ADMINISTRATIVE	\$264,270	3.5%	\$2,880	0.0%	\$78,850	0.6%	\$0	#DIV/0!	\$346,000	2.8%
LEGAL	186,800	3.7%	11,500	0.0%	122,580	2.7%	0	#DIV/0!	320,880	3.2%
HUMAN RELATIONS	60,460	4.4%	700	0.0%	22,950	0.5%	0	#DIV/0!	84,110	3.3%
PERSONNEL	147,730	4.6%	1,200	0.0%	85,910	0.3%	0	#DIV/0!	234,840	3.0%
SUBTOTAL EXECUTIVE	\$659,260	3.9%	\$16,280	0.0%	\$310,290	1.3%	\$0	#DIV/0!	\$985,830	3.0%
FINANCE DEPT.:										
ADMINISTRATION	\$122,460	3.8%	\$5,630	0.0%	\$85,670	0.3%	\$0	#DIV/0!	\$213,760	2.3%
PARKING TICKETS, PERMITS & LICENSES	149,830	3.9%	13,500	0.0%	20,750	1.2%	0	#DIV/0!	184,080	3.3%
FINANCIAL SERVICES	133,480	5.3%	34,620	0.0%	64,290	0.5%	0	#DIV/0!	232,390	3.1%
INFORMATION SERVICES	325,220	4.1%	0	#DIV/0!	44,530	0.7%	0	#DIV/0!	369,750	3.7%
TOTAL FINANCE	\$730,990	4.2%	\$53,750	0.0%	\$215,240	0.5%	\$0	#DIV/0!	\$999,980	3.2%
CITY CLERK	\$124,190	3.4%	\$2,070	0.0%	\$24,730	1.1%	\$0	#DIV/0!	\$150,990	3.0%
COMMUNITY DEVELOPMENT:										
ADMINISTRATION	\$123,080	3.9%	\$6,900	0.0%	\$47,980	0.7%	\$0	#DIV/0!	\$177,960	2.8%
ECONOMIC DEVELOPMENT	66,750	19.2%	0	#DIV/0!	116,020	0.2%	0	#DIV/0!	182,770	6.4%
PLANNING AND ZONING	191,190	4.5%	2,690	0.0%	45,870	4.5%	0	#DIV/0!	239,750	4.4%
NEW CONSTRUCTION	245,140	4.0%	3,880	0.0%	27,320	0.0%	0	#DIV/0!	276,340	3.5%
HOUSING	63,220	-1.2%	760	0.0%	15,210	0.9%	0	#DIV/0!	79,190	-0.8%
SUBTOTAL (CD)	\$689,380	4.9%	\$14,230	0.0%	\$252,400	1.1%	\$0	#DIV/0!	\$956,010	3.8%
POLICE DEPARTMENT:										
ADMINISTRATION	\$223,500	6.0%	\$480	0.0%	\$21,300	2.7%	\$0	#DIV/0!	\$245,280	5.7%
PATROL	2,452,730	4.4%	10,320	0.0%	598,750	2.0%	0	#DIV/0!	3,061,800	3.9%
CRIMINAL INVEST.	592,890	3.2%	500	0.0%	97,480	1.6%	0	#DIV/0!	690,870	3.0%
SUPPORT SERVICES	403,950	5.5%	27,640	0.0%	133,190	1.9%	0	#DIV/0!	564,780	4.4%
SCHOOL CROSS GUARD	45,530	4.9%	360	0.0%	2,240	9.3%	0	#DIV/0!	48,130	5.1%
PARKING ENFORCEMENT	151,650	7.5%	1,230	0.0%	19,350	1.3%	0	#DIV/0!	172,230	6.7%
ANIMAL CONTROL	37,660	5.6%	360	0.0%	52,350	3.1%	0	#DIV/0!	90,370	4.1%
SUBTOTAL POLICE	\$3,907,910	4.6%	\$40,890	0.0%	\$924,660	2.1%	\$0	#DIV/0!	\$4,873,460	4.0%
FIRE RESCUE DEPARTMENT	\$3,711,560	4.1%	\$58,390	0.0%	\$458,260	1.3%	\$0	#DIV/0!	\$4,228,210	3.7%
PUBLIC WORKS:										
ADMINISTRATIVE	\$250,200	2.6%	\$9,410	-5.0%	\$71,985	1.2%	\$0	#DIV/0!	\$331,595	2.1%
URBAN FORESTRY	184,310	4.5%	3,990	0.0%	62,145	1.4%	0	#DIV/0!	250,445	3.6%
LANDSCAPE MANAGEMENT	163,220	9.6%	5,120	0.0%	71,590	1.2%	0	#DIV/0!	239,930	6.8%
FACILITY MAINT.	127,040	5.7%	18,320	0.0%	265,910	-0.7%	0	#DIV/0!	411,270	1.2%
CIVIC CENTER	43,730	3.5%	2,140	0.0%	11,150	5.8%	0	#DIV/0!	57,020	3.8%
TOOLROOM	49,990	17.1%	27,820	0.0%	14,960	0.0%	0	#DIV/0!	92,770	8.5%
SNOW & ICE REMOVAL	45,130	20.7%	56,480	0.0%	37,080	1.7%	0	#DIV/0!	138,690	6.4%
TRAFFIC CONTROL	115,180	8.4%	44,670	5.7%	29,880	2.8%	0	#DIV/0!	189,730	6.8%
ST. LIGHTING	184,510	6.0%	47,600	0.0%	260,760	4.7%	0	#DIV/0!	492,870	4.7%
ST. MAINT. & CONST.	366,320	2.9%	61,650	0.0%	209,560	0.6%	0	#DIV/0!	637,530	1.8%
CONCRETE REPAIR	250,510	9.9%	83,480	0.0%	67,580	1.4%	0	#DIV/0!	401,570	6.2%
SEWER MAINT. & CONST.	262,970	0.6%	28,090	0.0%	57,240	2.4%	0	#DIV/0!	348,300	0.8%
TRAFFIC SIGNALS	65,340	4.4%	9,050	0.0%	14,490	4.5%	0	#DIV/0!	88,880	4.0%
ROW/TECH. SUPPORT	34,850	4.4%	2,310	0.0%	22,270	0.3%	0	#DIV/0!	59,430	2.6%
SUBTOTAL, OPN. DIV.	\$1,374,800	5.6%	\$361,150	0.7%	\$713,820	2.5%	\$0	#DIV/0!	\$2,449,770	3.9%
ENGINEERING DIV:										
PLANNING AND MAPPING	\$317,880	4.7%	\$2,000	0.0%	\$33,740	1.7%	\$0	#DIV/0!	\$353,620	4.4%
TRANSPORTATION IMPR.	161,720	7.4%	850	0.0%	11,820	1.6%	0	#DIV/0!	174,390	7.0%
SEWER IMPR.	109,820	1.3%	500	0.0%	11,640	3.3%	0	#DIV/0!	121,960	1.5%
SUBTOTAL, ENG. DIV.	\$589,420	4.8%	\$3,350	0.0%	\$57,200	2.0%	\$0	#DIV/0!	\$649,970	4.5%
ENV. MGT. PLANNING	64,590	4.1%	1,500	0.0%	115,700	-0.5%	0	#DIV/0!	\$181,790	1.1%
ENV. CONTROL	38,970	7.2%	600	0.0%	19,040	59.9%	0	#DIV/0!	58,610	20.0%
SUBTOTAL, ENV. CONTROL	\$103,560	5.3%	\$2,100	0.0%	\$134,740	5.1%	\$0	#DIV/0!	\$240,400	5.1%
SUBTOTAL PUBLIC WORKS	\$2,836,280	5.3%	\$405,580	0.5%	\$1,388,540	1.9%	\$0	#DIV/0!	\$4,630,400	3.8%
SUBTOTALS	\$12,686,170	4.5%	\$591,940	0.3%	\$3,583,420	1.7%	\$0	#DIV/0!	\$16,861,530	3.8%
PERCENTAGE OF BUDGET	75.24%		3.51%		21.25%		0.00%		100.00%	

## BUDGET EXPENDITURE SUMMARIES (CONTINUED)

DEPARTMENT	PERSONNEL SERVICES	% CHG.	MATERIALS & SUPPLIES	% CHG.	OPERATIONS & CONTRACTUAL	% CHG.	CAPITAL OUTLAY	% CHG.	SUBTOTAL	% CHG.
SOCIAL SERVICE AGENCIES	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!
TRANSFER, MERIT PAY	20,590	-30.0%	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$20,590	-30.0%
UNEMPLOYMENT REIMB.	19,280	100.0%	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$19,280	100.0%
ANNEXATIONS/REBATES	0	#DIV/0!	\$0	#DIV/0!	\$104,000	30.0%	\$0	#DIV/0!	\$104,000	30.0%
TRANSFER IMRF	0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!
TRANSFER, CAP. IMPR.	0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!
TRANSFER, LIBRARY CASH	0	-100.0%	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	-100.0%
TRANSFER, PUB. SAFETY OT	22,950	3.5%	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$22,950	3.5%
SUBTOTAL, OP. FUNDS	\$12,748,990	4.4%	\$591,940	0.3%	\$3,687,420	2.3%	\$0	#DIV/0!	\$17,028,350	3.8%
PERCENTAGE OF BUDGET	74.87%		3.48%		21.65%		0.00%		100.00%	
EQUIPMENT SERVICES	\$279,900	8.2%	\$340,270	0.0%	\$164,830	0.6%	\$5,840	#DIV/0!	\$790,840	3.7%
SOCIAL SERVICES	0	#DIV/0!	0	#DIV/0!	179,360	2.5%	0	#DIV/0!	179,360	2.5%
LANDSCAPE RECYCLING	206,310	7.4%	44,900	4.7%	107,730	2.6%	208,530	23.9%	567,470	11.7%
UCYCLE	27,280	4.7%	2,000	100.0%	378,200	1.1%	0	#DIV/0!	407,480	1.5%
VEH./EQ. REPL.	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	887,730	364.6%	887,730	364.6%
CABLE T.V. P.E.G.	70,920	9.8%	3,000	0.0%	7,310	2.0%	0	#DIV/0!	81,230	8.7%
POLICE RECORDS PROG.	63,760	7.1%	0	#DIV/0!	12,330	0.0%	0	#DIV/0!	76,090	5.8%
FEMA TORNADO GRANT	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
WORKERS COMP.	0	#DIV/0!	0	#DIV/0!	323,400	-12.2%	0	#DIV/0!	323,400	-12.2%
C.D.B.G.	169,000	-5.7%	1,837	-32.0%	757,785	309.0%	10,000	-96.8%	938,622	38.6%
C.D. SPECIAL	0	#DIV/0!	0	#DIV/0!	5,400	-28.0%	0	#DIV/0!	5,400	-28.0%
HUD SMALL BUS. LOAN	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
CRYSTAL LAKE PARK NGBHD	0	#DIV/0!	0	#DIV/0!	31,903	#DIV/0!	0	#DIV/0!	31,903	#DIV/0!
TRANSITIONAL HOUSING	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
DOWNTOWN LOANS	0	#DIV/0!	0	#DIV/0!	0	-100.0%	0	#DIV/0!	0	-100.0%
LOCAL HOUSING LOANS	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
STATE TRUST HOUSING	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
TORNADO GRANT	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
HOME CONSORTIUM	135,120	-6.5%	0	#DIV/0!	1,127,844	2.1%	0	#DIV/0!	1,262,964	1.1%
HOME SUPPORTIVE	11,763	149.7%	450	0.0%	194,303	-3.5%	0	#DIV/0!	206,516	0.0%
SHELTER PLUS	1,886	0.0%	0	#DIV/0!	109,309	0.0%	0	#DIV/0!	111,195	0.0%
TIF ONE	0	#DIV/0!	0	#DIV/0!	665,000	#DIV/0!	110,000	#DIV/0!	775,000	#DIV/0!
TIF TWO	47,300	48.7%	0	#DIV/0!	193,463	12.5%	50,000	-77.8%	290,763	-32.2%
TIF THREE	37,650	0.0%	0	#DIV/0!	433,780	80.3%	0	-100.0%	471,430	-54.4%
TIF FOUR	0	#DIV/0!	0	#DIV/0!	118,250	-30.4%	260,000	-25.7%	378,250	-27.3%
MOTOR VEHICLE PARKING	152,350	4.0%	44,110	0.0%	379,220	-5.5%	910,000	42.0%	1,485,680	20.5%
LIBRARY	1,592,157	3.4%	251,325	-42.4%	639,025	45.5%	86,861	-4.4%	2,569,368	2.5%
CAP. IMPROV./REPLACEMENT	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	3,020,500	113.4%	3,020,500	113.4%
MOTOR FUEL TAX	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	1,357,500	-3.0%	1,357,500	-3.0%
SANITARY SEWER CONST.	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	381,200	16.9%	381,200	16.9%
STONECREEK DEV.	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
BUILDING RESERVE	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	637,000	-21.1%	637,000	-21.1%
TAX STABILIZATION	0	#DIV/0!	0	#DIV/0!	500	#DIV/0!	900,000	#DIV/0!	900,500	#DIV/0!
U.D.A.G. RESERVE	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
EC. DEVELOPMENT RESERVE	0	#DIV/0!	0	#DIV/0!	212,750	-9.9%	0	#DIV/0!	212,750	-9.9%
SALES TAX GRANT RESERVE	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
I.M.R.F. PENSION	1,097,180	33.6%	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	1,097,180	33.6%
POLICE PENSION	1,209,600	0.6%	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	1,209,600	0.6%
FIRE PENSION	858,600	11.3%	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	858,600	11.3%
1994C DEBT SERVICE	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
1992 TIF 3 DEBT SERVICE	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
TOTALS	\$18,709,766	5.8%	\$1,279,832	-12.4%	\$9,729,112	20.1%	\$8,825,161	32.1%	\$38,543,871	13.6%





# **REVENUES**

**THIS SECTION PROVIDES AN ANALYSIS OF EACH OF THE CITY'S MAJOR SOURCES OF REVENUE, A HISTORICAL ACCOUNTING OF THESE REVENUES OVER THE PAST 2 YEARS, CURRENT YEAR AND NEXT YEAR'S PROJECTIONS.**

# REVENUE ANALYSIS

## PROPERTY TAX, \$5,473,700 (16% OF TOTAL REVENUES):

The levy rate for next year is recommended to remain the same \$1.3120. It is unknown exactly what the estimated equalized assessed value will be next year. Included in the budget is an amount which is artificially high in order to ensure capture of any A/V changes and maintain the same rate (8.5% increase). It is very probable that the increase in assessed value and the amount levied will be significantly less. Under this artificially high amount, current homeowners would pay 4% more in property tax (additional \$15 on a \$75,000 home and \$26 on a \$125,000 home) than last year. Any additional amounts paid by current homeowners would represent the increase in the value of their property. This is the levy that the City Council will approve before the end of December 2004 and will be paid by homeowners in the spring and fall of 2005. Approximately 15% of the total property tax paid by an Urbana homeowner is received by the City (School District responsible for 54%). The total tax rate last year was \$8.52. This rate and been reduced 73 cents or about 8% in the last 6 years. A significant increase in assessed value was accomplished in FY03-04 (8.2% increase, 2.9% due to new construction and annexations). This allowed the City to capture an additional \$150,206 over previous estimates while maintaining the same tax rate.

	PROPOSED 2004-05		ACTUAL 2003-04		ACTUAL 2002-03	
	\$	%INC	\$	%INC	\$	%INC
GENERAL FUND	\$1,353,933	20.32%	\$1,125,258	7.74%	\$1,044,460	-9.28%
PENSIONS *	1,975,200	5.00%	1,881,120	12.01%	1,679,479	12.38%
LIBRARY	2,116,827	5.16%	2,012,940	4.00%	1,935,468	6.12%
SUBTOTAL	\$5,445,960	8.50%	\$5,019,318	7.72%	\$4,659,407	4.25%
TIF ONE DISTRIBUTION	27,740	4.01%	26,670	0.57%	0	
TOTAL, PROP. TAX	\$5,473,700	8.48%	\$5,045,988	8.30%	\$4,659,407	4.25%
ASSESSED VALUE	\$415,090,051	8.50%	\$382,571,476	8.20%	\$353,574,662	5.32%
% ANNEX/CONST		4.50%		2.90%		1.70%
% CURRENT TAXPAYERS		4.00%		5.30%		3.62%
CITY TAX RATE	1.3120	0.00%	1.3120	-0.44%	1.3178	-1.02%
HOMEOWNER PAYS:						
\$75,000 HOME	\$401	4.00%	\$386	4.86%	\$368	2.54%
\$125,000 HOME	\$669	4.00%	\$643	4.86%	\$613	2.65%
OVERALL TAX RATE	UNK.		8.5188	-1.17%	8.6193	-0.14%
CHAMPAIGN:						
ASSESSED VALUE	UNK.		\$975,900,000	6.32%	\$917,869,006	6.16%
CITY TAX RATE	UNK.		1.3120	0.00%	1.3120	0.69%
OVERALL TAX RATE	UNK.		7.6551	-0.56%	7.6984	0.56%

Each 1% in total levy amount = \$54,460

Each 1% in library levy = \$20,129

Each 1 cent increase in tax rate = \$41,509

**SALES AND USE TAX, \$5,448,310 (16% 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 or a store closing can have a significant impact. Sales taxes over the last 5 years have been severely impacted by the closing of Bergners, Kmart, and the State of Illinois retaining the tax on photo processing. Sales taxes have increased only an average annual amount of 0.2% over the last 3 years and 0.4% over the last 5 years. (Average annual increase of 3.6% before the impact of these closings). The budget projects sales tax in 03-04 to increase 1% of the amount received last year (3% before impact of store closing) and a 2.8% increase for 04-05.

**STATE INCOME TAX, \$2,590,364 (7% 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 significantly affected by general economic fluctuations, as well as federal and state income tax laws. Income taxes have decreased an average annual amount of 5% over each of the last 3 years and decreased 1% over each of the last 5 years. The level of income tax receipts is the same amount received 6 years ago. While individual and corporate income has rebounded, the Il. Dept. of Revenue has projected that the impact of certain tax credit catchups will reduce income tax an additional 10% in 03-04 but this 10% will be recaptured in growth in 04-05. Budget estimates reflect this information from the Illinois Department of Revenue.

**UTILITY TAXES, \$4,485,770 (13% OF TOTAL REVENUES):**

The City imposes a tax on utility company charges for the sales of electricity (41% of total utility tax), natural gas (15% of total), water (6% of total), and telecommunications (38% of total). The tax on electricity is based on 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. Since utility tax is also based on point of sale, annexations and new development will impact this revenue. Utility taxes have increased an average annual amount of 5% over the last 3 years and 8% over the last 5 years. These increases are higher than normal because of the growth in cellular telephone usage in 99 and 2000, price increases in natural gas in 2000 and 2002, and the new state collected telecommunications tax implemented January 1, 2003. To ease the abnormal burden on taxpayers due to the abnormal prices for natural gas in 2000, the City reduced the tax rate on natural gas to 3.25% for a 12-month period, beginning in July of 2001. The tax rate returned to 5% in July 2002. Because of the state telecommunications tax,

utility tax is projected to increase 6.8% in 03-04 but return to a more normal 3% increase in 04-05, as detailed in the following chart:

	00-01	01-02	02-03	03-04	04-05
Electricity	2.6%	6.4%	3.6%	0.0%	3.0%
Telecomm.	1.8%	1.3%	6.0%	13.3%	3.0%
Nat. Gas	79.5%	-59.0%	95.3%	13.0%	3.0%
Water	0.6%	1.1%	4.5%	3.5%	3.0%
Total	10.8%	-7.5%	11.9%	6.8%	3.0%

**SERVICE CHARGES AND FEES, \$5,869,165 (17% 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. 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 FY04-05 will be \$1,200,070. 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 FY04-05 is \$400,000. 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 FY04-05 is \$1,048,900. 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 FY04-05 is \$171,665.

- The City charges a franchise fee from cable television and the water company since they utilize the City right of way in their business. (Effective January 1, 2003, the City is no longer allowed to collect a franchise fees from Ameritech or from the University of Illinois for telephone service since these fees are now being collected by the State of Illinois under the new simplified telecommunications tax.) The rate is 5% of gross receipts for general fund and 2% for P.E.G. for cable television and 5% on the water company. 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 \$399,380 in 04-05.

### **COMMUNITY DEVELOPMENT BLOCK GRANT AND OTHER FEDERAL AND STATE ENTITLEMENTS AND GRANTS, \$2,920,507 (8% OF TOTAL REVENUES):**

The City of Urbana receives monies from the U.S. Housing and Urbana Development Department and the State of Illinois for programs administered by the City to improve the quality of life of low-income persons and for grants to sub recipients and other community agencies, in accordance with the City's Consolidated Plan. The majority of these monies are in the form of the Community Development Block Grant entitlement and HOME Investment Partnership Act. These revenues are allocated to the City's Community Development Special Funds and restricted for uses under the plan and HUD program guidelines. C.D.B.G. and HOME funding has remained relatively at the same level over the past 3 years. The above amount also includes \$310,000 from the State TIF Sales tax grant and \$412,782 in other state grants.

### **TAX INCREMENT FINANCING DISTRICT PROPERTY TAXES, \$2,266,700 (6% 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. 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):**

Approximately 1/12 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. Motor fuel tax will only increase if gasoline consumption increases in the state and/or if Urbana's population increases compared to the state population.

### **SEWER BENEFIT TAX, \$826,000 (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. Currently, the average amount paid by a household of four people is \$44/year. The amounts raised from the tax have averaged annual increases approximating inflation over the past 4 years. An increase of 4% is projected for next year.

**HOTEL/MOTEL TAX, \$688,070 (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 significantly impact the amounts generated. Hotel/motel taxes have increased an average annual amount of 10.8% over the last 3 years due to new hotels. Without the impact of the additional motels, the increases have averaged 3.8%. No increase is projected in 03-04 and 4% for 04-05.

**LICENSES AND PERMITS, \$583,150 (2% 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, \$979,500 (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, \$458,030 (1% TOTAL REVENUES):**

The City imposes a annual \$2.50/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. It is anticipated that this charge will be sufficient to fund the program until the end of 2008, when a new collection contract will have to be negotiated.

**LOCAL FOOD AND BEVERAGE TAX, \$272,880 (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. 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 1.3% over the last 3 years. Projections include an increase of 2% in 03-04 and 3% for 04-05.

**INTEREST ON INVESTMENTS, \$978,447 (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.

## REVENUE DETAILS AND PROJECTIONS, ALL FUNDS

	2002-03	2003-04	% CHG.	2004-05	% CHG.	% CHG. 2 YRS
UTILITY TAXES	\$4,032,419	\$4,355,120	8.0%	\$4,485,770	3.0%	5.5%
SALES TAX	5,238,131	5,298,780	1.2%	5,448,310	2.8%	2.0%
PROPERTY TAXES	4,722,668	5,000,508	5.9%	5,426,400	8.5%	7.2%
U.S. GOVT. GRANTS	152,140	32,614	-78.6%	29,050	-10.9%	-44.7%
C.D.B.G. /HOME GRANTS	1,939,447	2,150,100	10.9%	2,168,675	0.9%	5.9%
VARIOUS SERVICE FEES	566,290	713,910	26.1%	796,480	11.6%	18.8%
LICENSE/PERMITS/FEES	580,947	582,920	0.3%	583,150	0.0%	0.2%
FINES/TICKETS	927,901	976,873	5.3%	979,500	0.3%	2.8%
PARKING FEES	1,081,366	1,046,400	-3.2%	1,048,900	0.2%	-1.5%
REIMB., CAP. IMPR. PROJ.	738,719	767,189	3.9%	777,000	1.3%	2.6%
FRANCHISE FEES	426,044	409,090	-4.0%	399,380	-2.4%	-3.2%
L.R.C. FEES	419,833	400,000	-4.7%	400,000	0.0%	-2.4%
LIBRARY FEES	178,257	170,665	-4.3%	171,665	0.6%	-1.8%
U/I REIMB., FIREFIGHTING	1,121,579	1,159,490	3.4%	1,200,070	3.5%	3.4%
STATE INCOME TAX	2,613,498	2,371,964	-9.2%	2,590,364	9.2%	0.0%
STATE T.I.F. GRANT	297,905	310,000	4.1%	310,000	0.0%	2.0%
STATE M.F.T.	1,057,840	1,075,000	1.6%	1,075,000	0.0%	0.8%
STATE GRANTS	400,682	449,191	12.1%	412,782	-8.1%	2.0%
SEWER BENEFIT TAX	771,091	801,900	4.0%	826,000	3.0%	3.5%
INTEREST INCOME	962,504	978,450	1.7%	978,462	0.0%	0.8%
HOTEL/MOTEL TAX	642,340	661,610	3.0%	688,070	4.0%	3.5%
LOCAL FOOD/BEV. TAX	259,736	264,930	2.0%	272,880	3.0%	2.5%
RECYCLING TAX	400,282	418,130	4.5%	458,030	9.5%	7.0%
ARMS FEES	52,737	57,890	9.8%	60,670	4.8%	7.3%
PROPERTY SALES	515,633	512,504	-0.6%	520,000	1.5%	0.4%
T.I.F. TAXES	2,036,568	2,085,780	2.4%	2,266,700	8.7%	5.5%
<b>TOTAL REVENUES</b>	<b>\$32,136,557</b>	<b>\$33,051,008</b>	<b>2.8%</b>	<b>\$34,373,308</b>	<b>4.0%</b>	<b>3.4%</b>



**REVENUE DETAILS AND PROJECTIONS, GENERAL OPERATING FUNDS**

	ACTUAL 2002-03	% CHG.	PROJECTED 2003-04	% CHG.	PROJECTED 2004-05	% CHG.
<b>SALES TAXES:</b>						
<b>STATE SALES TAX:</b>						
RECURRING STATE SALES TAX	\$3,538,787	-0.2%	\$3,471,700	2.6%	\$3,514,050	3.0%
NON-RECURRING STATE SALES TAX	(156,000)		(60,000)		0	
SUBTOTAL, STATE SALES TAX	\$3,382,787	-4.6%	\$3,411,700	0.9%	\$3,514,050	3.0%
<b>LOCAL SALES TAX:</b>						
RECURRING LOCAL SALES TAX	\$1,911,344	5.7%	\$1,947,080	4.9%	\$1,934,260	2.5%
NON-RECURRING LOCAL SALES TAX	(56,000)		(60,000)		0	
SUBTOTAL, LOCAL SALES TAX	\$1,855,344	2.6%	\$1,887,080	1.7%	\$1,934,260	2.5%
<b>SUBTOTAL STATE/LOCAL SALES TAX:</b>						
RECURRING SALES TAX	\$5,450,131	1.8%	\$5,418,780	3.4%	\$5,448,310	2.8%
NON-RECURRING SALES TAX	(212,000)		(120,000)		0	
SUBTOTAL, SALES TAX	\$5,238,131	-2.1%	\$5,298,780	1.2%	\$5,448,310	2.8%
<b>LOCAL FOOD &amp; BEV. SALES TAX:</b>						
RECURRING F&B SALES TAX	\$259,736	2.1%	\$264,930	2.0%	\$272,880	3.0%
NON-RECURRING F&B SALES TAX	0		0		0	
SUBTOTAL, F&B SALES TAX	\$259,736	3.9%	\$264,930	2.0%	\$272,880	3.0%
<b>HOTEL/MOTEL TAX:</b>						
RECURRING HOTEL/MOTEL TAX	\$639,840	7.2%	\$661,610	3.0%	\$688,070	4.0%
NON-RECURRING HOTEL/MOTEL TAX	2,500		0		0	
SUBTOTAL, HOTEL/MOTEL TAX	\$642,340	7.6%	\$661,610	3.0%	\$688,070	4.0%
<b>SUBTOTAL, ALL SALES TAXES:</b>						
RECURRING SALES TAXES	\$6,349,707	2.3%	\$6,345,320	3.3%	\$6,409,260	3.0%
NON-RECURRING SALES TAXES	(209,500)		(120,000)		0	
SUBTOTAL, SALES TAXES	\$6,140,207	-1.0%	\$6,225,320	1.4%	\$6,409,260	3.0%
LESS TRANSFER TIF/GRANT	0		0		0	
<b>UTILITY TAX:</b>						
NORMAL, RECURRING UTILITY TAX	\$3,750,419	4.1%	\$4,162,120	3.2%	\$4,485,770	3.0%
NON-RECURRING UTILITY TAX	282,000		193,000		0	
SUBTOTAL, UTIL. TAX	\$4,032,419	11.9%	\$4,355,120	8.0%	\$4,485,770	3.0%
<b>STATE INCOME TAX:</b>						
REGULAR, RECURRING	\$2,457,594	-2.0%	\$2,457,560	0.0%	\$2,216,060	0.0%
ADD'L, SURCHARGE TAX	0		(241,500)		218,400	
SUBTOTAL, INCOME TAX	\$2,457,594	-2.0%	\$2,216,060	-9.8%	\$2,434,460	9.9%
<b>FRANCHISE FEES:</b>						
<b>NORMAL, RECURRING FEES:</b>						
CABLE T.V.	247,010	11.4%	244,090	-1.2%	236,480	6.0%
N. IL. WATER	59,112	6.9%	60,000	1.5%	62,100	3.5%
NON-RECURRING FEES/INTEREST	59,558		(21,000)		0	

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

	ACTUAL	%	PROJECTED	%	PROJECTED	%
	2002-03	CHG.	2003-04	CHG.	2004-05	CHG.
INTEREST ON INVESTMENTS	130,558	-2.6%	130,000	-0.4%	130,000	0.0%
<b>TICKETS AND FINES:</b>						
<b>NORMAL, RECURRING:</b>						
PARKING TICKETS	659,367	-3.7%	640,000	-2.9%	640,000	0.0%
DOG CONTROL	2,532	-9.4%	2,500	-1.3%	2,500	0.0%
CITY COURT	180,412	14.2%	190,000	5.3%	190,000	0.0%
QUASI-FINES	77,542	2.4%	88,000	13.5%	88,000	0.0%
NON-RECURRING TICKETS/FINES	0		0		0	
LICENSES AND PERMITS (SEE DETAIL)	580,947	#DIV/0!	592,920	2.1%	573,150	-3.3%
OTHER REVENUES (SEE DETAIL)	299,184	#DIV/0!	325,430	8.8%	346,240	6.4%
FED. POLICE GRANT (AD ASST)	26,291	-1.0%	28,070	6.8%	29,050	3.5%
C.U.S.W.D.S. REIMB., ADMIN.	14,900	6.4%	14,710	-1.3%	15,220	3.5%
CARLE PAYMENT	3,900	0%	3,900	0.0%	3,900	0.0%
U/I FIREFIGHTING REIMBURSEMENT	1,121,579	4.6%	1,159,490	3.4%	1,200,070	3.5%
<b>RECURRING TRANSFERS IN FROM</b>						
<b>OTHER CITY FUNDS:</b>						
OVERHEAD, LRC SITE	13,290	4.0%	13,820	4.0%	14,440	4.5%
SEWER TAX TRANSFER	388,860	4.0%	404,410	4.0%	422,610	4.5%
OVERHEAD, C.D. FUNDS	17,550	12.9%	17,560	0.1%	18,350	4.5%
M.V.P.S. ARBOR P-T SAL.	43,640	4.0%	45,600	4.5%	47,650	4.5%
L.R.C. ARBOR P-T	4,310	3.6%	4,420	2.6%	4,620	4.5%
M.V.P.S. PILOT/OPERATING	320,970	4.0%	335,410	4.5%	350,500	4.5%
<b>SUBTOTAL, RECURRING TRANSFERS</b>	<b>788,620</b>	<b>3.9%</b>	<b>821,220</b>	<b>4.1%</b>	<b>858,170</b>	<b>4.5%</b>
<b>NON-RECURRING TRANSFERS IN</b>						
<b>FROM OTHER FUNDS:</b>						
RESERVE FUNDS, U-CYCLE	0		0		0	
<b>SUBTOTAL, NON-RECURRING TRANSFERS</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	
<b>TOTAL</b>	<b>\$16,881,732</b>	<b>3.7%</b>	<b>\$17,075,830</b>	<b>1.1%</b>	<b>\$17,704,370</b>	<b>3.7%</b>
<b>RECAP OF REVENUES AND TRANSFERS:</b>						
RECURRING REVENUES	\$15,961,054		\$16,444,110		\$16,627,800	
RECURRING TRANSFERS IN	788,620		821,220		858,170	
<b>SUBTOTAL, REC. REV. &amp; TRANSFERS</b>	<b>\$16,749,674</b>	<b>2.9%</b>	<b>\$17,265,330</b>	<b>2.3%</b>	<b>\$17,485,970</b>	<b>1.3%</b>
NON-RECURRING REVENUES	132,058		(189,500)		218,400	
NON-RECURRING TRANSFERS	0		0		0	
<b>SUBTOTAL, NON-REC. REV. &amp; TRANS.</b>	<b>\$132,058</b>		<b>(\$189,500)</b>		<b>\$218,400</b>	
<b>TOTAL</b>	<b>\$16,881,732</b>	<b>3.7%</b>	<b>\$17,075,830</b>	<b>1.1%</b>	<b>\$17,704,370</b>	<b>3.7%</b>

**PERMITS AND LICENSES DETAIL**

	ACTUAL 2002-03	PROJECTED 2003-04	PROJECTED 2004-05
PERMITS AND LICENSES:			
BUILDING PERMITS	\$143,950	\$143,290	\$113,300
MECHANICAL PERMITS	57,397	59,400	61,180
ELECTRICAL PERMITS	56,994	50,000	50,000
PLUMBING PERMITS	67,990	60,000	60,000
ENGINEERING PERMITS	3,705	3,800	3,910
FOOD HANDLER'S LICENSE	8,355	8,900	9,170
SIDEWALK CAFE LICENSE	72	100	100
LIQUOR LICENSE	188,202	201,000	208,000
N.I.L. WATER EXCAVATIONS	6,120	6,120	6,300
AMUSEMENT DEVICE LICENSE	8,441	11,100	11,100
TAXI CAB COMPANY LICENSE	3,838	3,900	4,020
MOBILE HOME PARK LICENSE	1,188	1,240	1,280
SOLICITOR LICENSE	94	100	100
TAXI CAB DRIVER LICENSE	1,176	1,200	1,240
FIRE PREVENTION LICENSE	6,100	7,300	7,300
ELECTRICIAN LICENSE	8,500	10,120	10,120
SANITARY HAULERS LICENSE	11,465	15,470	16,010
RAFFLE LICENSE	280	290	300
AMBULANCE LICENSE	230	240	250
HAZARDOUS MAT'L HANDLING LICENSE	2,300	2,400	2,470
ELEVATOR LICENSE	4,550	6,950	7,000
<b>TOTAL, LICENSES AND PERMITS</b>	<b>\$580,947</b>	<b>\$592,920</b>	<b>\$573,150</b>

**OTHER REVENUES DETAIL**

	ACTUAL 2002-03	PROJECTED 2003-04	PROJECTED 2004-05
VARIOUS SERVICE FEES	\$12,786	\$14,870	\$15,530
TRANS. STATION FEES	0	12,400	24,800
U/I HOUSING INSPECTIONS FEE	17,975	18,500	19,060
STATE-FIRE INS. FEE	25,759	25,760	26,530
TOWNSHIP REIMB., MAINTENANCE	4,965	5,000	5,150
JUNK/WEED LIENS	9,735	16,900	17,410
DAMAGE REIMB./CITY PROP.	19,017	19,100	19,670
HOMESTEAD LIEU OF TAX	1,286	1,340	1,380
DATA PROCESSING CONTRACTS	29,008	45,200	46,560
CIVIC CENTER RENTAL	49,735	50,000	51,500
SALE CODE BOOKS	78	100	100
ZONING REVIEW FEES	6,645	4,140	4,260
PLAN REVIEW FEES	52,523	40,000	40,000
SALE ZONING BOOKS	840	900	930
SALE ZONING MAPS	314	320	330
COPY FEES	5,790	5,900	6,080
3-10 AREA PARKING PERMITS	62,728	65,000	66,950
<b>TOTAL, OTHER REVENUES</b>	<b>\$299,184</b>	<b>\$325,430</b>	<b>\$346,240</b>

**GENERAL FUND  
DEPARTMENT  
EXPENDITURES**

**CITY COUNCIL**

**EXECUTIVE**

**FINANCE**

**CITY CLERK**

**POLICE**

**FIRE RESCUE SERVICES**

**PUBLIC WORKS**

**COMMUNITY DEVELOPMENT SERVICES**



# 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 2001-02	ACTUAL 2002-03	BUDGET 2003-04	PROPOSED 2004-05	% CHG.
PERSONNEL SERVICES	\$26,600	\$26,600	\$26,600	\$26,600	0.0%
MATERIALS AND SUPPLIES	192	126	750	750	0.0%
CONTRACTUAL	1,896	1,584	9,300	9,300	0.0%
<b>TOTAL</b>	<b>\$28,688</b>	<b>\$28,310</b>	<b>\$36,650</b>	<b>\$36,650</b>	<b>0.0%</b>





# EXECUTIVE DEPARTMENT

## DEPARTMENT MISSION

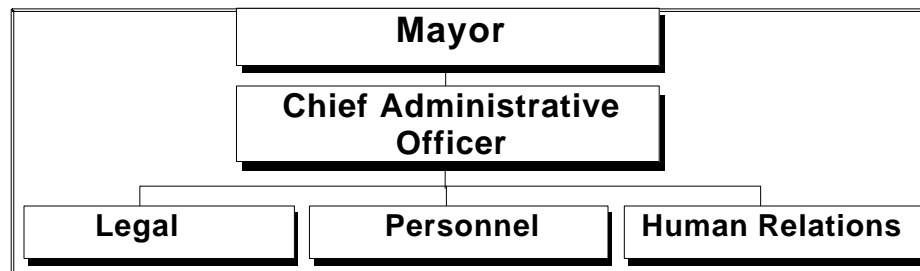
To provide professional management and leadership to ensure municipal services are delivered consistent with approved policies of the Mayor and City Council.

## DEPARTMENT ORGANIZATION

The Executive Department is organized into four divisions:

- **Administration** - provide overall administration of the City and the department.
- **Legal** - provide legal services to the City and other department personnel under Illinois home-rule statutes.
- **Human Relations** - enforce State and local equal opportunity laws, promote community relations and enforce the Americans with Disabilities Act.
- **Personnel** - provide professional personnel services to the City and other departments in accordance with State and Federal laws, policies and procedures and applicable labor agreements.

## EXECUTIVE DEPARTMENT ORGANIZATIONAL CHART



Executive Department

**EXECUTIVE DEPARTMENT  
EXPENDITURES BY DIVISION**

DIVISION	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG
ADMINISTRATION	\$297,042	\$308,364	\$343,464	\$353,190	2.8%
LEGAL	234,708	292,499	310,965	320,880	3.2%
HUMAN RELATIONS	69,049	73,118	81,440	84,110	3.3%
PERSONNEL	211,113	178,721	228,071	234,840	3.0%
<b>TOTAL</b>	<b>\$811,912</b>	<b>\$852,702</b>	<b>\$963,940</b>	<b>\$993,020</b>	<b>3.0%</b>

**EXECUTIVE DEPARTMENT  
EXPENDITURES BY CATEGORY**

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG
PERSONNEL SERVICES	\$615,025	\$654,268	\$634,540	\$659,260	3.9%
MATERIALS AND SUPPLIES	13,585	13,844	16,280	16,280	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	174,912	177,140	306,170	310,290	1.3%
CAPITAL OUTLAY	8,390	7,450	6,950	7,190	3.5%
<b>DEPARTMENT TOTAL</b>	<b>\$811,912</b>	<b>\$852,702</b>	<b>\$963,940</b>	<b>\$993,020</b>	<b>3.0%</b>

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

FULL-TIME POSITIONS:	2001-02	2002-03	2003-04	2004-05
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	1.00	1.00
LEGAL SECRETARY	1.00	1.00	1.00	1.00
HUMAN RELATIONS OFFICER	1.00	1.00	1.00	1.00
PERSONNEL MANAGER	1.00	1.00	1.00	1.00
PERSONNEL REPRESENTATIVE	1.00	1.00	1.00	1.00
SECRETARY	1.00	1.00	1.00	1.00
INFORMATION SPECIALIST	0.00	0.00	0.00	0.00
<b>SUBTOTAL, FULL-TIME</b>	<b>11.00</b>	<b>11.00</b>	<b>12.00</b>	<b>12.00</b>
PART-TIME POSITIONS:				
LEGAL INTERN P-T	1.00	1.00	0.00	0.00
LEGAL CLERK-TYPIST P-T	0.75	0.75	0.75	0.75
EXECUTIVE INTERN	0.50	0.50	0.50	0.50
<b>SUBTOTAL, PART-TIME</b>	<b>2.25</b>	<b>2.25</b>	<b>1.25</b>	<b>1.25</b>
<b>EXECUTIVE DEPARTMENT TOTAL</b>	<b>13.25</b>	<b>13.25</b>	<b>13.25</b>	<b>13.25</b>



**EXECUTIVE DEPARTMENT  
ADMINISTRATION DIVISION ACTIVITIES**

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

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

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	4.00	4.00	4.00	4.00
<b>PART-TIME</b>	0.50	0.50	0.50	0.50
<b>TOTAL</b>	4.50	4.50	4.50	4.50

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

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG
PERSONNEL SERVICES	\$231,206	\$247,138	\$255,254	\$264,270	3.5%
MATERIALS AND SUPPLIES	1,993	2,063	2,880	2,880	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	55,453	51,713	78,380	78,850	0.6%
CAPITAL OUTLAY	8,390	7,450	6,950	7,190	3.5%
<b>DIVISION TOTAL</b>	<b>\$297,042</b>	<b>\$308,364</b>	<b>\$343,464</b>	<b>\$353,190</b>	<b>2.8%</b>

**EXECUTIVE DEPARTMENT  
LEGAL DIVISION ACTIVITIES**

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

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

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	3.00	3.00	4.00	4.00
<b>PART-TIME</b>	1.75	1.75	0.75	0.75
<b>TOTAL</b>	4.75	4.75	4.75	4.75

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

EXPENDITURES BY CATEGORY					
CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG
<b>PERSONNEL SERVICES</b>	\$202,059	\$228,264	\$180,145	\$186,800	3.7%
<b>MATERIALS AND SUPPLIES</b>	10,453	\$10,702	11,500	11,500	0.0%
<b>OPERATIONS AND CONTRACTUAL SERVICES</b>	22,196	\$53,533	119,320	122,580	2.7%

**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**

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	1.00	1.00	1.00	1.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	1.00	1.00	1.00	1.00

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

EXPENDITURES BY CATEGORY

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG
<b>PERSONNEL SERVICES</b>	\$51,819	\$54,851	\$57,900	\$60,460	4.4%
<b>MATERIALS AND SUPPLIES</b>	303	315	700	700	0.0%
<b>OPERATIONS AND CONTRACTUAL SERVICES</b>	16,927	17,952	22,840	22,950	0.5%

**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

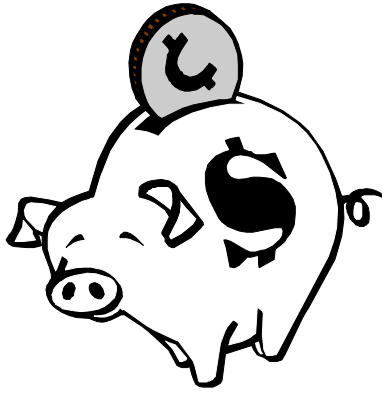
**EXECUTIVE DEPARTMENT, PERSONNEL DIVISION  
FTE'S**

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	3.00	3.00	3.00	3.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	3.00	3.00	3.00	3.00

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

EXPENDITURES BY CATEGORY

	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG
<b>PERSONNEL SERVICES</b>	\$129,941	\$124,015	\$141,241	\$147,730	4.6%
<b>MATERIALS AND SUPPLIES</b>	836	764	1,200	1,200	0.0%
<b>OPERATIONS AND CONTRACTUAL SERVICES</b>	80,336	53,942	85,630	85,910	0.3%



# FINANCE DEPARTMENT

## DEPARTMENT MISSION

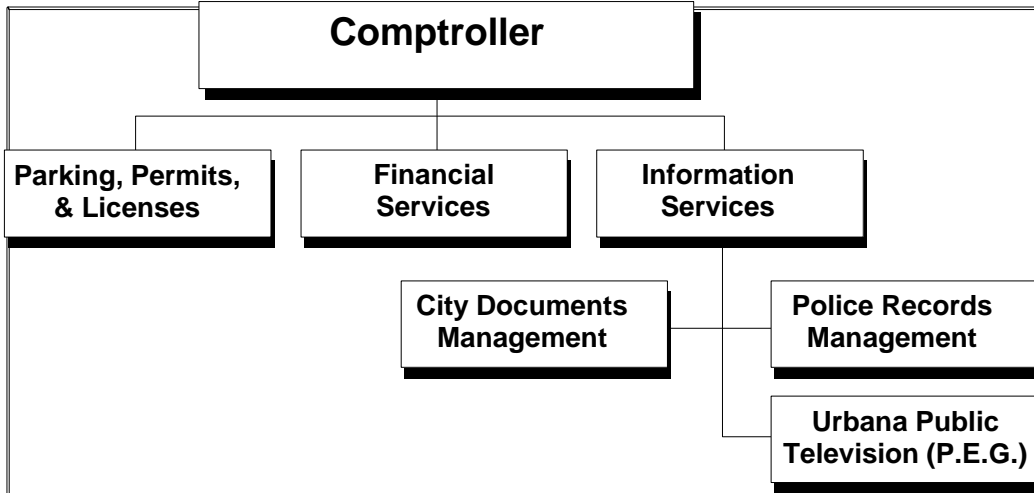
To manage the City's financial resources and information systems.

## 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, 1.5 Computer Systems Specialist, .75 Web Documents Coordinator, 1 City 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, .75 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 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
ADMINISTRATION	\$225,324	\$224,650	\$231,994	\$237,590	2.4%
PARKING, PERMITS, & REV. COLLECTION	155,370	166,444	178,252	184,080	3.3%
FINANCIAL SERVICES	191,945	185,274	225,403	232,390	3.1%
INFORMATION SERVICES	243,432	276,505	356,728	369,750	3.7%
<b>DEPARTMENT TOTAL</b>	<b>\$816,071</b>	<b>\$852,873</b>	<b>\$992,377</b>	<b>\$1,023,810</b>	<b>3.2%</b>

**FINANCE DEPARTMENT  
EXPENDITURES BY CATEGORY**

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
PERSONNEL SERVICES	\$588,107	\$631,098	\$701,497	\$730,990	4.2%
MATERIALS AND SUPPLIES	45,577	32,001	53,750	53,750	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	154,537	165,084	214,110	215,240	0.5%
CAPITAL OUTLAY	27,850	24,690	23,020	23,830	3.5%
<b>DEPARTMENT TOTAL</b>	<b>\$816,071</b>	<b>\$852,873</b>	<b>\$992,377</b>	<b>\$1,023,810</b>	<b>3.2%</b>

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

<b>FULL-TIME POSITIONS:</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>
<b>COMPTROLLER</b>	1.00	1.00	1.00	1.00
<b>SECRETARY</b>	1.00	1.00	1.00	1.00
<b>OFFICE SUPERVISOR</b>	1.00	1.00	1.00	1.00
<b>CLERK-CASHIER</b>	2.00	2.00	2.00	2.00
<b>ACCOUNT CLERK SUPV.</b>	1.00	1.00	1.00	1.00
<b>ACCOUNT CLERK II</b>	1.00	1.00	1.00	1.00
<b>ACCOUNT CLERK I</b>	1.00	1.00	1.00	1.00
<b>DATA PROCESSING SUPV.</b>	1.00	1.00	1.00	1.00
<b>COMPUTER PROGRAMMER II</b>	1.00	1.00	1.00	1.00
<b>PC ANALYST/NETWORK COORD.</b>	1.00	1.00	1.00	1.00
<b>POLICE RECORDS PROGRAMMER</b>	1.00	1.00	1.00	1.00
<b>COMPUTER SYSTEM TECHNICIAN</b>	1.00	1.00	1.00	1.00
<b>CITY DOCUMENTS COORDINATOR</b>	0.00	1.00	1.00	1.00
<b>U.P.T.V. COORDINATOR</b>	1.00	1.00	1.00	1.00
<b>SUBTOTAL, FULL-TIME</b>	14.00	15.00	15.00	15.00
<b>PART-TIME POSITIONS:</b>				
<b>WEB DOCUMENTS COORDINATOR</b>	0.75	0.75	0.75	0.75
<b>U.P.T.V. PRODUCTION INTERN</b>	0.25	0.75	0.75	0.75
<b>U.P.T.V. CAMERA OPERATORS</b>	0.15	0.15	0.15	0.15
<b>PERSONAL COMPUTER TECH.</b>	0.25	0.75	0.75	0.75
<b>SUBTOTAL, PART-TIME</b>	1.40	2.40	2.40	2.40
<b>FINANCE DEPARTMENT TOTAL</b>	15.40	17.40	17.40	17.40

**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)**

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	3.00	3.00	3.00	3.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	3.00	3.00	3.00	3.00

**FINANCE DEPARTMENT  
ADMINISTRATION PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	2001-02	2002-03	2003-04	2004-05	CHG.
<b>PERSONNEL SERVICES</b>	\$108,878	\$113,503	\$117,934	\$122,460	3.8%
<b>MATERIALS AND SUPPLIES</b>	4,630	3,982	5,630	5,630	0.0%
<b>OPERATIONS AND CONTRACTUAL SERVICES</b>	83,966	82,475	85,410	85,670	0.3%
<b>CAPITAL OUTLAY</b>	27,850	24,690	23,020	23,830	3.5%
<b>PROGRAM TOTAL</b>	\$225,324	\$224,650	\$231,994	\$237,590	2.4%

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

- Process and account for approximately 110,000 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 4,900 permits and licenses
- Process, resolve and account for approximately 4,600 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)**

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	3.50	3.50	3.50	3.50
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	3.50	3.50	3.50	3.50

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

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	2001-02	2002-03	2003-04	2004-05	CHG.
<b>PERSONNEL SERVICES</b>	\$141,172	\$138,395	\$144,242	\$149,830	3.9%
<b>MATERIALS AND SUPPLIES</b>	5,296	12,615	13,500	13,500	0.0%
<b>OPERATIONS AND CONTRACTUAL SERVICES</b>	8,902	15,434	20,510	20,750	1.2%
<b>PROGRAM TOTAL</b>	\$155,370	\$166,444	\$178,252	\$184,080	3.3%

**FINANCE DEPARTMENT  
FINANCIAL SERVICES PROGRAM ACTIVITIES**

- Process and disburse approximately 6,000 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 8,300 single-family and 380 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)**

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	3.00	3.00	3.00	3.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	3.00	3.00	3.00	3.00

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

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
<b>PERSONNEL SERVICES</b>	\$104,539	\$120,049	\$126,803	\$133,480	5.3%
<b>MATERIALS AND SUPPLIES</b>	35,651	15,404	34,620	34,620	0.0%
<b>OPERATIONS AND CONTRACTUAL SERVICES</b>	51,755	49,821	63,980	64,290	0.5%
<b>PROGRAM TOTAL</b>	\$191,945	\$185,274	\$225,403	\$232,390	3.1%

**FINANCE DEPARTMENT  
INFORMATION SERVICES PROGRAM ACTIVITIES**

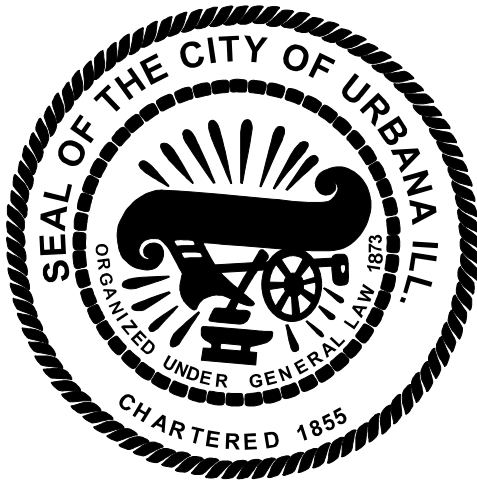
- Provide user support and training for installed software and hardware for other City departments
- Assist all departments in identifying new electronic information technologies that may assist them in performing their duties
- Prepare and recommend an annual and long-term City data processing plan 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
- Supervise the operation of the Urbana Public Television Channel and related programs
- Provide various information services to related governments (Park District, Library, Township) under a cost-reimbursement basis
- Administer the City's Document Storage and Retrieval System

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

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	4.00	5.00	5.00	5.00
<b>PART-TIME</b>	1.00	1.50	1.50	1.50
<b>TOTAL</b>	5.00	6.50	6.50	6.50

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

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
<b>PERSONNEL SERVICES</b>	\$233,518	\$259,151	\$312,518	\$325,220	4.1%
<b>OPERATIONS AND CONTRACTUAL SERVICES</b>	9,914	17,354	44,210	44,530	0.7%
<b>PROGRAM TOTAL</b>	\$243,432	\$276,505	\$356,728	\$369,750	3.7%

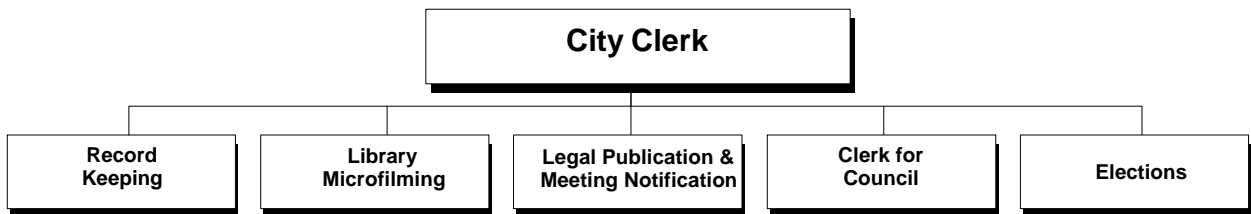


# CITY CLERK

## 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

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
PERSONNEL SERVICES	\$112,013	\$116,262	\$120,110	\$124,190	3.4%
MATERIALS AND SUPPLIES	1,527	1,581	2,070	2,070	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	84,618	60,672	24,460	24,730	1.1%
CAPITAL OUTLAY	1,850	1,640	1,530	1,590	3.9%
<b>TOTAL</b>	<b>\$200,008</b>	<b>\$180,155</b>	<b>\$148,170</b>	<b>\$152,580</b>	<b>3.0%</b>

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

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	3.00	3.00	3.00	3.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	3.00	3.00	3.00	3.00

**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 Finance Department to administer the City's document storage and retrieval system
- 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

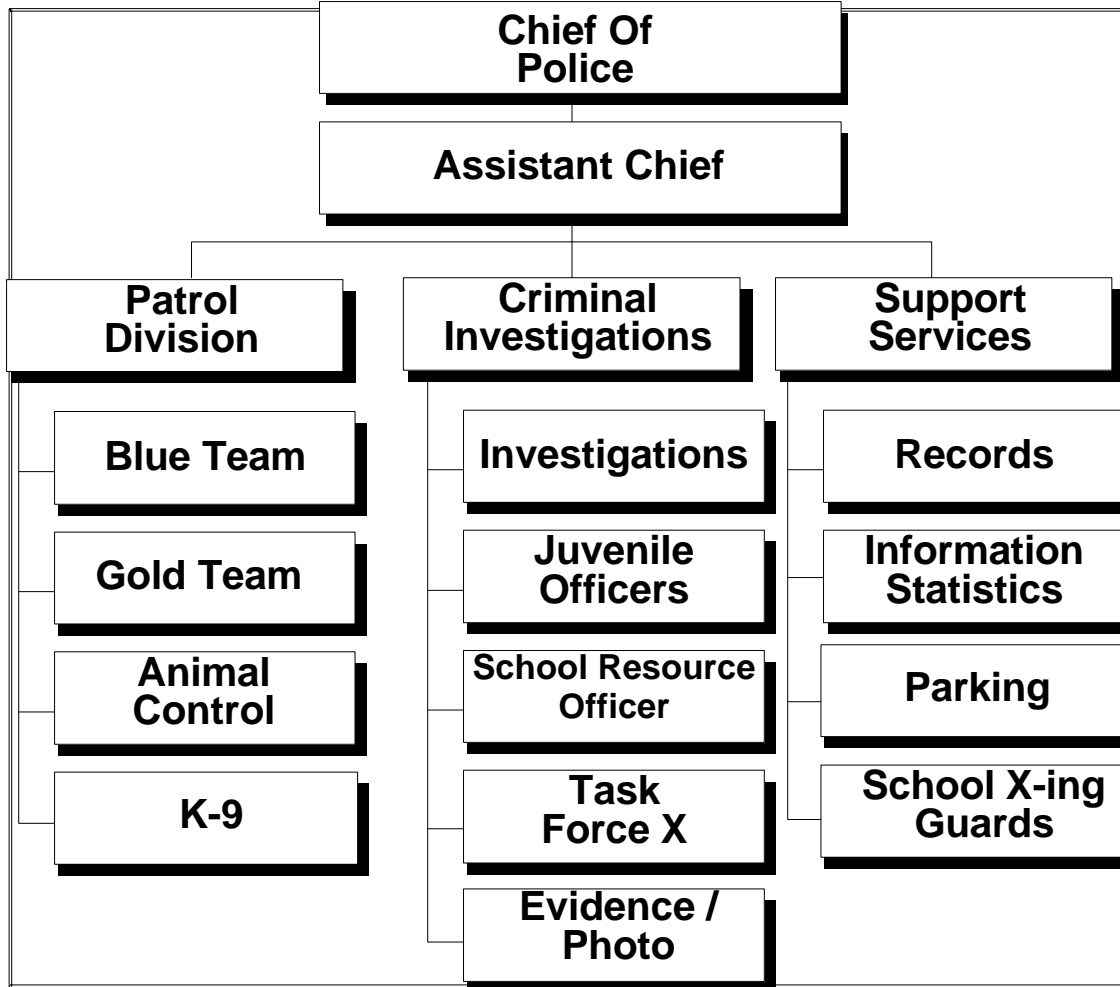
To protect life, property and the constitutional rights of all citizens within our jurisdiction; to serve our citizens by enforcing the law, preserving the peace, and reducing the fear of crime; to help create a safer environment in which to live, work and recreate through problem solving and collaboration 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, the apprehension of criminal violators in Urbana, and animal control services. This is a twenty-four hour a day, seven day a week operation, staffed with 39 sworn officers and 1 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 sworn 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 sworn officer, 11 civilian employees and 7.75 (FTE) part-time positions.

**POLICE DEPARTMENT  
ORGANIZATION CHART**



**POLICE DEPARTMENT  
EXPENDITURES BY PROGRAM**

PROGRAM	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG
ADMINISTRATION PROGRAM	\$445,295	\$432,027	\$426,990	\$447,120	4.7%
PATROL PROGRAM	2,595,592	2,750,279	2,945,952	3,061,800	3.9%
CRIMINAL INVESTIGATIONS PROGRAM	591,874	622,771	671,035	690,870	3.0%
INTERNAL SERVICES PROGRAM	482,510	496,192	541,139	564,780	4.4%
SCHOOL X-GUARDS PROGRAM	38,048	39,230	45,800	48,130	5.1%
PARKING PROGRAM	122,629	136,565	161,388	172,230	6.7%
ANIMAL CONTROL PROGRAM	75,216	75,238	86,790	90,370	4.1%
<b>DEPARTMENT TOTAL</b>	<b>\$4,351,164</b>	<b>\$4,552,302</b>	<b>\$4,879,094</b>	<b>\$5,075,300</b>	<b>4.0%</b>



**POLICE DEPARTMENT  
EXPENDITURES BY CATEGORY**

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG
PERSONNEL SERVICES	\$3,295,716	\$3,485,341	\$3,737,134	\$3,907,910	4.6%
MATERIALS AND SUPPLIES	26,849	33,405	40,890	40,890	0.0%
CONTRACTUAL SERV.	795,709	824,386	906,050	924,660	2.1%
CAPITAL OUTLAY	232,890	209,170	195,020	201,840	3.5%
<b>DEPARTMENT TOTAL</b>	<b>\$4,351,164</b>	<b>\$4,552,302</b>	<b>\$4,879,094</b>	<b>\$5,075,300</b>	<b>4.0%</b>

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

FULL-TIME POSITIONS:	2001-02	2002-03	2003-04	2004-05
POLICE CHIEF	1	1	1	1
ASSISTANT CHIEF	1	1	1	1
LIEUTENANT	4	3	3	3
SERGEANT	7	11	11	11
K9 OFFICER	1	1	1	1
OFFICER	35	33	33	33
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	1	1	1
<b>SUBTOTAL, FULL-TIME</b>	<b>62.00</b>	<b>64.00</b>	<b>64.00</b>	<b>64.00</b>
PART-TIME POSITIONS:				
P-T METER PATROL	4.00	3.50	3.50	3.50
P-T ABANDONED VEH. SPEC.	0.00	0.50	0.50	0.50
P-T SCHOOL X-GUARD	3.75	3.75	3.75	3.75
<b>SUBTOTAL, PART-TIME</b>	<b>7.75</b>	<b>7.75</b>	<b>7.75</b>	<b>7.75</b>
<b>POLICE DEPARTMENT TOTAL</b>	<b>69.75</b>	<b>71.75</b>	<b>71.75</b>	<b>71.75</b>

**POLICE DEPARTMENT  
ADMINISTRATION PROGRAM ACTIVITIES**

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

**POLICE DEPARTMENT  
ADMINISTRATION PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL	BUDGET	PROJECTED	BUDGET	%
	2001-02	2002-03	2003-04	2004-05	CHG
PERSONNEL SERVICES	\$194,426	\$204,678	\$210,750	\$223,500	6.0%
MATERIALS AND SUPPLIES	174	127	480	480	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	17,805	18,052	20,740	21,300	2.7%
CAPITAL OUTLAY	232,890	209,170	195,020	201,840	3.5%
<b>PROGRAM TOTAL</b>	<b>\$445,295</b>	<b>\$432,027</b>	<b>\$426,990</b>	<b>\$447,120</b>	<b>4.7%</b>

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

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	3.00	3.00	3.00	3.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

**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 2001-02	BUDGET 2002-03	PROJECTED 2003-04	BUDGET 2004-05	% CHG
PERSONNEL SERVICES	\$2,068,894	\$2,194,223	\$2,348,842	\$2,452,730	4.4%
MATERIALS AND SUPPLIES	6,000	9,149	10,320	10,320	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	520,698	546,907	586,790	598,750	2.0%
<b>PROGRAM TOTAL</b>	<b>\$2,595,592</b>	<b>\$2,750,279</b>	<b>\$2,945,952</b>	<b>\$3,061,800</b>	<b>3.9%</b>

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

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	38.00	39.00	39.00	39.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>38.00</b>	<b>39.00</b>	<b>39.00</b>	<b>39.00</b>

**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 2001-02	BUDGET 2002-03	PROJECTED 2003-04	BUDGET 2004-05	% CHG
PERSONNEL SERVICES	\$518,909	\$539,791	\$574,605	\$592,890	3.2%
MATERIALS AND SUPPLIES	0	370	500	500	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	72,965	82,610	95,930	97,480	1.6%
<b>PROGRAM TOTAL</b>	<b>\$591,874</b>	<b>\$622,771</b>	<b>\$671,035</b>	<b>\$690,870</b>	<b>3.0%</b>

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

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	10.00	10.00	10.00	10.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	10.00	10.00	10.00	10.00

**POLICE DEPARTMENT  
SUPPORT SERVICES PROGRAM ACTIVITIES**

- Maintain accurate and complete record systems involving department activities
- Control and disseminate information according to provisions of the Public Information Act
- Prepare all necessary reports to oversight agencies as required by law

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

CATEGORY	ACTUAL 2001-02	BUDGET 2002-03	PROJECTED 2003-04	BUDGET 2004-05	% CHG
PERSONNEL SERVICES	\$343,009	\$358,701	\$382,829	\$403,950	5.5%
MATERIALS AND SUPPLIES	18,842	22,068	27,640	27,640	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	120,659	115,423	130,670	133,190	1.9%
<b>PROGRAM TOTAL</b>	<b>\$482,510</b>	<b>\$496,192</b>	<b>\$541,139</b>	<b>\$564,780</b>	<b>4.4%</b>

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

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	9.00	9.00	9.00	9.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

**POLICE DEPARTMENT  
PARKING ENFORCEMENT PROGRAM ACTIVITIES**

- To enforce all parking ordinances in the City, to include parking meters, City parking lots and 3 am to 10 am zones
- To enforce City abandoned vehicle ordinances
- To plan, direct, and administer the school crossing guards program

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

CATEGORY	ACTUAL	BUDGET	PROJECTED	BUDGET	%
	2001-02	2002-03	2003-04	2004-05	CHG
PERSONNEL SERVICES	\$105,781	\$120,822	\$141,048	\$151,650	7.5%
MATERIALS AND SUPPLIES	1,171	1,258	1,230	1,230	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	15,677	14,485	19,110	19,350	1.3%
<b>PROGRAM TOTAL</b>	<b>\$122,629</b>	<b>\$136,565</b>	<b>\$161,388</b>	<b>\$172,230</b>	<b>6.7%</b>

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

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	2.00	2.00	2.00	2.00
<b>PART-TIME</b>	4.00	4.00	4.00	4.00
<b>TOTAL</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>

**POLICE DEPARTMENT  
SCHOOL CROSSING GUARD PROGRAM ACTIVITIES**

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

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

CATEGORY	ACTUAL 2001-02	BUDGET 2002-03	PROJECTED 2003-04	BUDGET 2004-05	% CHG
PERSONNEL SERVICES	\$35,939	\$36,811	\$43,390	\$45,530	4.9%
MATERIALS AND SUPPLIES	356	369	360	360	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	1,753	2,050	2,050	2,240	9.3%
<b>PROGRAM TOTAL</b>	<b>\$38,048</b>	<b>\$39,230</b>	<b>\$45,800</b>	<b>\$48,130</b>	<b>5.1%</b>

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

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	0.00	0.00	0.00	0.00
<b>PART-TIME</b>	3.75	3.75	3.75	3.75
<b>TOTAL</b>	<b>3.75</b>	<b>3.75</b>	<b>3.75</b>	<b>3.75</b>

**POLICE DEPARTMENT  
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
- Supervise contractual vendor for removal and disposal of dead animal carcasses.

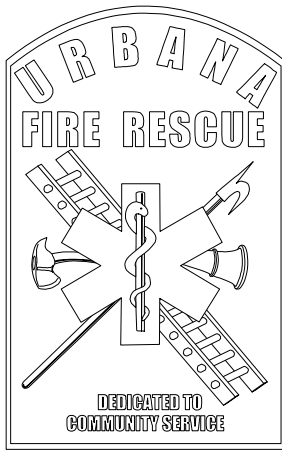
**POLICE DEPARTMENT  
ANIMAL CONTROL PROGRAM  
EXPENDITURES BY CLASSIFICATION**

CATEGORY	ACTUAL	BUDGET	PROJECTED	BUDGET	%
	2001-02	2002-03	2003-04	2004-05	CHG
PERSONNEL SERVICES	\$28,758	\$30,315	\$35,670	\$37,660	5.6%
MATERIALS AND SUPPLIES	306	64	360	360	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	46,152	44,859	50,760	52,350	3.1%
<b>PROGRAM TOTAL</b>	<b>\$75,216</b>	<b>\$75,238</b>	<b>\$86,790</b>	<b>\$90,370</b>	<b>4.1%</b>

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

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	1.00	1.00	1.00	1.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	1.00	1.00	1.00	1.00





# FIRE RESCUE SERVICES DEPARTMENT

## DEPARTMENT MISSION

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

## DEPARTMENT ORGANIZATION

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

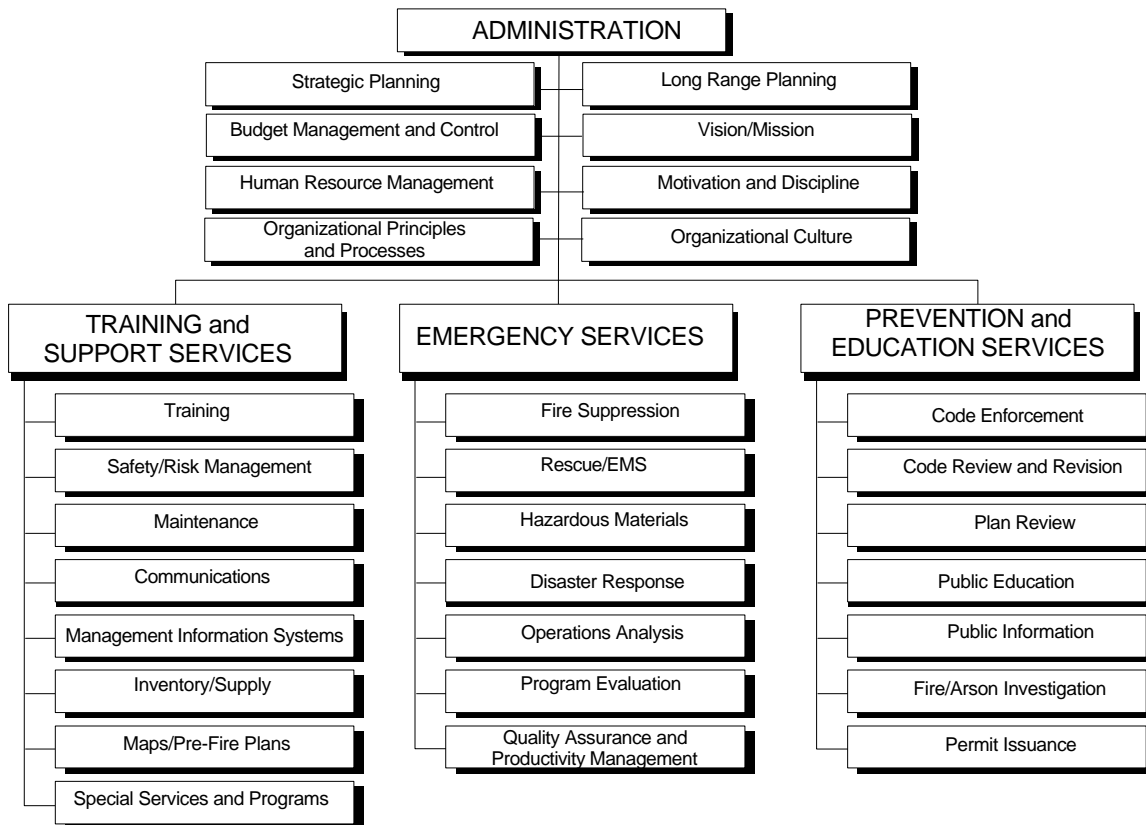
- **Administration** - functions include planning, organizing, coordinating, and controlling the services and programs provided by the department. These functions are accomplished by establishing an organizational vision, mission, long-range plan, and strategic plan. In addition, the administration is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

## Fire Rescue Services Department

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

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

### FIRE RESCUE SERVICES DEPARTMENT FUNCTIONAL ORGANIZATIONAL CHART



**FIRE RESCUE SERVICES DEPARTMENT  
EXPENDITURES BY CATEGORY**

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	% CHG
	2001-02	2002-03	2003-04	2004-05	
PERSONNEL SERVICES	\$3,188,520	\$3,300,559	\$3,565,008	\$3,711,560	4.1%
MATERIALS AND SUPPLIES	56,126	47,608	58,390	58,390	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	414,240	410,326	452,520	458,260	1.3%
CAPITAL OUTLAY	180,740	160,250	149,410	154,640	3.5%
<b>TOTAL</b>	<b>\$3,839,626</b>	<b>\$3,918,743</b>	<b>\$4,225,328</b>	<b>\$4,382,850</b>	<b>3.7%</b>

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

FULL-TIME POSITIONS:	2001-02	2002-03	2003-04	2004-05
FIRE CHIEF	1.00	1.00	1.00	1.00
ASSISTANT CHIEF	0.00	0.00	0.00	0.00
SHIFT DIVISION OFFICER	3.00	3.00	3.00	3.00
PREV/ED. DIVISION OFFICER	1.00	1.00	1.00	1.00
PREV/ED. INSPECTOR	1.00	1.00	1.00	1.00
COMPANY OFFICER	15.00	15.00	15.00	15.00
FIREFIGHTER	37.00	37.00	37.00	37.00
SECRETARY	1.00	1.00	1.00	1.00
<b>SUBTOTAL, FULL-TIME</b>	<b>59.00</b>	<b>59.00</b>	<b>59.00</b>	<b>59.00</b>
PART-TIME POSITIONS:				
PART-TIME	0.00	0.00	0.00	0.00
<b>FIRE DEPARTMENT TOTAL</b>	<b>59.00</b>	<b>59.00</b>	<b>59.00</b>	<b>59.00</b>

**FIRE RESCUE SERVICES DEPARTMENT ACTIVITIES**

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

## **Fire Rescue Services Department**

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- 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

The Urbana Public Works Department is dedicated to ensuring prompt, courteous and exemplary service to the community in a professional, efficient, and cost-effective manner, striving to enhance the quality of life by preserving the safety, health and welfare of those served by our organization, while promoting the City's economic growth by constructing, maintaining, and improving the public infrastructure.

## DEPARTMENT ORGANIZATION

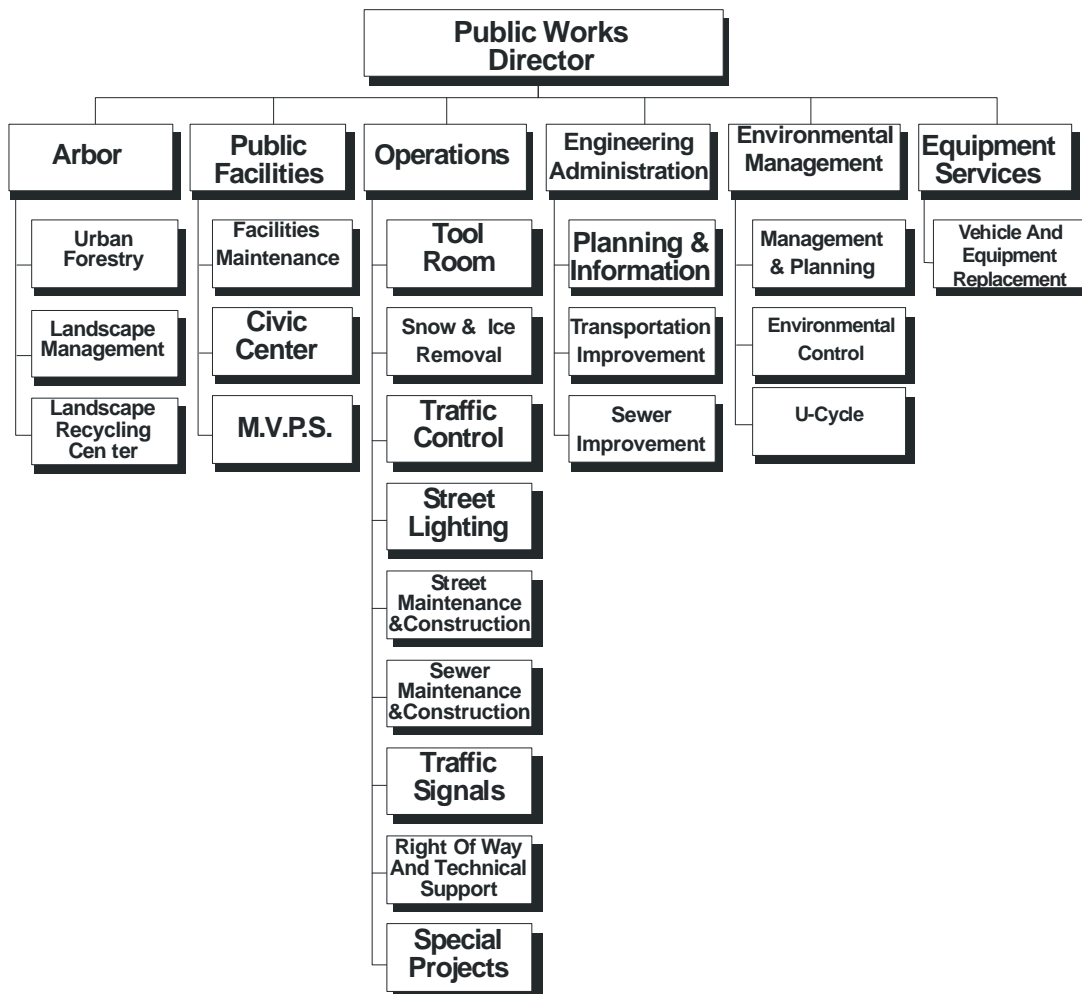
The Public Works Department is organized into seven divisions:

- **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 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

## Public Works Department

- Management of the municipal right of way and training support for the 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 management and coordination of recycling programs, 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 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
<b>ADMINISTRATION</b>	\$676,860	\$630,409	\$624,405	\$641,645	2.8%
<b>ARBOR DIVISION:</b>					
<b>URBAN FORESTRY</b>	182,179	210,533	243,961	250,445	2.7%
<b>LANDSCAPE MANAGEMENT</b>	143,287	170,472	224,907	239,930	
<b>PUBLIC FACILITIES DIVISION:</b>					
<b>FACILITIES MAINTENANCE</b>	363,344	351,559	407,791	411,270	0.9%
<b>CIVIC CENTER</b>	48,729	49,383	54,930	57,020	3.8%
<b>OPERATIONS DIVISION:</b>					
<b>TOOL ROOM</b>	68,607	83,955	85,518	92,770	8.5%
<b>SNOW AND ICE REMOVAL</b>	113,117	85,391	135,880	138,690	2.1%
<b>TRAFFIC CONTROL</b>	147,449	176,067	180,860	189,730	4.9%
<b>STREET LIGHTING</b>	397,110	415,270	473,693	492,870	4.0%
<b>STREET MAINT. AND CONST.</b>	448,659	532,305	616,349	637,530	3.4%
<b>CONCRETE REPAIR</b>	315,762	366,296	385,612	401,570	4.1%
<b>SEWER MAINT. AND CONST.</b>	296,630	197,451	347,905	348,300	0.1%
<b>TRAFFIC SIGNALS</b>	74,475	71,947	85,518	88,880	3.9%
<b>R.O.W. AND TECHNICAL     SUPPORT</b>	35,483	42,910	57,938	59,430	2.6%
<b>ENGINEERING DIVISION:</b>					
<b>PLANNING AND MAPPING</b>	274,485	271,968	340,518	353,620	3.8%
<b>TRANSPORTATION     IMPROVEMENTS</b>	93,704	127,266	164,590	174,390	6.0%
<b>SEWER IMPROVEMENTS</b>	100,207	106,133	120,210	121,960	1.5%
<b>ENVIRONMENTAL MANAGEMENT:</b>					
<b>MGT. AND PLANNING</b>	146,128	143,138	179,830	181,790	1.1%
<b>ENVIRONMENTAL CONTROL</b>	41,399	48,366	56,820	58,610	3.2%
<b>DEPARTMENT TOTAL</b>	<b>\$3,967,614</b>	<b>\$4,080,819</b>	<b>\$4,787,235</b>	<b>\$4,940,450</b>	<b>3.2%</b>

**PUBLIC WORKS DEPARTMENT  
EXPENDITURES BY CATEGORY**

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
<b>PERSONNEL SERVICES</b>	\$2,180,922	\$2,333,137	\$2,714,865	\$2,836,280	4.5%
<b>MATERIALS AND SUPPLIES</b>	346,038	319,731	403,680	405,580	0.5%
<b>CONTRACTUAL SERVICES</b>	1,078,274	1,106,651	1,369,130	1,388,540	1.4%
<b>CAPITAL OUTLAY</b>	362,380	321,300	299,560	310,050	3.5%
<b>DEPARTMENT TOTAL</b>	<b>\$3,967,614</b>	<b>\$4,080,819</b>	<b>\$4,787,235</b>	<b>\$4,940,450</b>	<b>3.2%</b>

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

<b>FULL-TIME POSITIONS:</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>
PUBLIC WORKS DIRECTOR	1.00	1.00	1.00	1.00
SECRETARY	2.00	2.00	2.00	2.00
ASSISTANT TO THE DIRECTOR	0.00	1.00	1.00	1.00
ASSISTANT CITY ENGINEER	1.00	1.00	1.00	1.00
P.W. CLERK	1.00	0.00	0.00	0.00
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	1.00	1.00	1.00
EQUIPMENT OPERATOR	9.00	11.00	11.00	11.00
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	10.00	8.00	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	4.00	4.00	4.00
INFORMATION TECHNICIAN	2.00	1.00	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	1.00	1.00	1.00
METER MAINTENANCE TECHNICIAN	2.00	2.00	2.00	2.00
<b>SUBTOTAL, FULL-TIME</b>	<b>58.00</b>	<b>60.00</b>	<b>60.00</b>	<b>60.00</b>
<b>PART-TIME POSITIONS:</b>				
CLERK-TYPIST	0.75	0.75	0.75	0.75
SEASONAL, ARBOR	4.37	4.52	4.52	4.52
L.R.C. LABORERS	2.15	1.75	1.75	1.75
BUILDING MAINT.	0.50	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	0.00	0.00	0.00
ENGINEERING AIDE	1.10	0.35	0.35	0.35
U-CYCLE/ENV. AIDE	0.58	0.54	0.54	0.54
ENVIRONMENTAL AIDE	0.34	0.27	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
<b>SUBTOTAL, PART-TIME</b>	<b>19.33</b>	<b>17.22</b>	<b>17.22</b>	<b>17.22</b>
<b>PUBLIC WORKS DEPARTMENT TOTAL</b>	<b>77.33</b>	<b>77.22</b>	<b>77.22</b>	<b>77.22</b>



**PUBLIC WORKS DEPARTMENT  
ADMINISTRATION PROGRAM ACTIVITIES**

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

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

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	4.00	4.00	4.00	4.00
<b>PART-TIME</b>	0.75	0.75	0.75	0.75
<b>TOTAL</b>	4.75	4.75	4.75	4.75

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

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
<b>PERSONNEL SERVICES</b>	\$242,583	\$243,511	\$243,830	\$250,200	2.6%
<b>MATERIALS AND SUPPLIES</b>	9,216	5,388	9,910	9,410	-5.0%
<b>CONTRACTUAL SERVICES</b>	62,681	60,210	71,105	71,985	1.2%
<b>CAPITAL OUTLAY</b>	362,380	321,300	299,560	310,050	3.5%
<b>PROGRAM TOTAL</b>	\$676,860	\$630,409	\$624,405	\$641,645	2.8%

**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)**

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	3.34	3.34	3.34	3.34
<b>PART-TIME</b>	1.28	1.28	1.28	1.28
<b>TOTAL</b>	4.62	4.62	4.62	4.62

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

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	2001-02	2002-03	2003-04	2004-05	
<b>PERSONNEL SERVICES</b>	\$132,239	\$162,185	\$178,686	\$184,310	3.1%
<b>MATERIALS AND SUPPLIES</b>	4,004	4,091	3,990	3,990	0.0%
<b>CONTRACTUAL SERVICES</b>	45,936	44,257	61,285	62,145	1.4%
<b>PROGRAM TOTAL</b>	\$182,179	\$210,533	\$243,961	\$250,445	2.7%

**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)**

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	3.34	3.34	3.34	3.34
<b>PART-TIME</b>	1.28	1.28	1.28	1.28
<b>TOTAL</b>	4.62	4.62	4.62	4.62

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

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	2001-02	2002-03	2003-04	2004-05	
<b>PERSONNEL SERVICES</b>	\$95,753	\$130,687	\$149,037	\$163,220	9.5%
<b>MATERIALS AND SUPPLIES</b>	5,041	4,790	5,120	5,120	0.0%
<b>CONTRACTUAL SERVICES</b>	42,493	34,995	70,750	71,590	1.2%
<b>PROGRAM TOTAL</b>	\$143,287	\$170,472	\$224,907	\$239,930	6.7%

**PUBLIC WORKS DEPARTMENT  
FACILITIES MAINTENANCE PROGRAM ACTIVITIES**

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

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

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	2.00	2.00	2.00	2.00
<b>PART-TIME</b>	0.50	0.50	0.50	0.50
<b>TOTAL</b>	2.50	2.50	2.50	2.50

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

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	2001-02	2002-03	2003-04	2004-05	CHG.
<b>PERSONNEL SERVICES</b>	\$103,061	\$107,915	\$121,721	\$127,040	4.4%
<b>MATERIALS AND SUPPLIES</b>	29,781	22,172	18,320	18,320	0.0%
<b>CONTRACTUAL SERVICES</b>	230,502	221,472	267,750	265,910	-0.7%
<b>PROGRAM TOTAL</b>	\$363,344	\$351,559	\$407,791	\$411,270	0.9%

**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)**

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	0.00	0.00	0.00	0.00
<b>PART-TIME</b>	2.00	2.00	2.00	2.00
<b>TOTAL</b>	2.00	2.00	2.00	2.00

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

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	% CHG.
	2001-02	2002-03	2003-04	2004-05	
<b>PERSONNEL SERVICES</b>	\$38,349	\$37,116	\$42,250	\$43,730	3.5%
<b>MATERIALS AND SUPPLIES</b>	950	1,871	2,140	2,140	0.0%
<b>CONTRACTUAL SERVICES</b>	9,430	10,396	10,540	11,150	5.8%
<b>PROGRAM TOTAL</b>	\$48,729	\$49,383	\$54,930	\$57,020	3.8%

**Public Works Department**

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**PUBLIC WORKS DEPARTMENT  
TOOLROOM PROGRAM ACTIVITIES**

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

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

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	1.25	1.00	1.00	1.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	1.25	1.00	1.00	1.00

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

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	2001-02	2002-03	2003-04	2004-05	
<b>PERSONNEL SERVICES</b>	\$30,880	\$38,481	\$42,738	\$49,990	17.0%
<b>MATERIALS AND SUPPLIES</b>	19,841	23,569	27,820	27,820	0.0%
<b>CONTRACTUAL SERVICES</b>	17,886	21,905	14,960	14,960	0.0%
<b>PROGRAM TOTAL</b>	\$68,607	\$83,955	\$85,518	\$92,770	8.5%

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

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

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

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

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

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
PERSONNEL SERVICES	\$40,279	\$37,434	\$42,950	\$45,130	5.1%
MATERIALS AND SUPPLIES	43,159	22,456	56,480	56,480	0.0%
CONTRACTUAL SERVICES	29,679	25,501	36,450	37,080	1.7%
<b>PROGRAM TOTAL</b>	<b>\$113,117</b>	<b>\$85,391</b>	<b>\$135,880</b>	<b>\$138,690</b>	<b>2.1%</b>

**PUBLIC WORKS DEPARTMENT  
TRAFFIC CONTROL PROGRAM ACTIVITIES**

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

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

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	2.70	2.70	2.70	2.70
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	2.70	2.70	2.70	2.70

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

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	2001-02	2002-03	2003-04	2004-05	
<b>PERSONNEL SERVICES</b>	\$88,885	\$110,131	\$109,510	\$115,180	5.2%
<b>MATERIALS AND SUPPLIES</b>	36,796	41,379	42,270	44,670	5.7%
<b>CONTRACTUAL SERVICES</b>	21,768	24,557	29,080	29,880	2.8%
<b>PROGRAM TOTAL</b>	\$147,449	\$176,067	\$180,860	\$189,730	4.9%



**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)**

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	4.00	4.00	4.00	4.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	4.00	4.00	4.00	4.00

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

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
<b>PERSONNEL SERVICES</b>	\$155,828	\$150,484	\$177,093	\$184,510	4.2%
<b>MATERIALS AND SUPPLIES</b>	51,916	57,185	47,600	47,600	0.0%
<b>CONTRACTUAL SERVICES</b>	189,366	207,601	249,000	260,760	4.7%
<b>PROGRAM TOTAL</b>	\$397,110	\$415,270	\$473,693	\$492,870	4.0%

**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)**

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	6.65	6.65	6.65	6.65
<b>PART-TIME</b>	1.95	1.95	1.95	1.95
<b>TOTAL</b>	8.60	8.60	8.60	8.60

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

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	2001-02	2002-03	2003-04	2004-05	
<b>PERSONNEL SERVICES</b>	\$238,667	\$273,426	\$346,349	\$366,320	5.8%
<b>MATERIALS AND SUPPLIES</b>	40,129	40,427	61,650	61,650	0.0%
<b>CONTRACTUAL SERVICES</b>	169,863	218,452	208,350	209,560	0.6%
<b>PROGRAM TOTAL</b>	\$448,659	\$532,305	\$616,349	\$637,530	3.4%

**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)**

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	5.15	5.15	5.15	5.15
<b>PART-TIME</b>	0.85	0.85	0.85	0.85
<b>TOTAL</b>	6.00	6.00	6.00	6.00

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

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	% CHG.
	2001-02	2002-03	2003-04	2004-05	
<b>PERSONNEL SERVICES</b>	\$182,788	\$248,990	\$235,492	\$250,510	6.4%
<b>MATERIALS AND SUPPLIES</b>	77,573	71,294	83,480	83,480	0.0%
<b>CONTRACTUAL SERVICES</b>	55,401	46,012	66,640	67,580	1.4%
<b>PROGRAM TOTAL</b>	\$315,762	\$366,296	\$385,612	\$401,570	4.1%

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

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

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

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	5.45	5.45	5.45	5.45
<b>PART-TIME</b>	0.44	0.44	0.44	0.44
<b>TOTAL</b>	5.89	5.89	5.89	5.89

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

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
PERSONNEL SERVICES	\$238,634	\$147,784	\$263,905	\$262,970	-0.4%
MATERIALS AND SUPPLIES	16,043	13,565	28,090	28,090	0.0%
CONTRACTUAL SERVICES	41,953	36,102	55,910	57,240	2.4%
<b>PROGRAM TOTAL</b>	<b>\$296,630</b>	<b>\$197,451</b>	<b>\$347,905</b>	<b>\$348,300</b>	<b>0.1%</b>

**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)**

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	1.25	1.25	1.25	1.25
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	1.25	1.25	1.25	1.25

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

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
PERSONNEL SERVICES	\$56,010	\$57,803	\$62,608	\$65,340	4.4%
MATERIALS AND SUPPLIES	8,011	5,820	9,050	9,050	0.0%
CONTRACTUAL SERVICES	10,454	8,324	13,860	14,490	4.5%
<b>PROGRAM TOTAL</b>	<b>\$74,475</b>	<b>\$71,947</b>	<b>\$85,518</b>	<b>\$88,880</b>	<b>3.9%</b>

**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)**

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	0.55	0.55	0.55	0.55
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	0.55	0.55	0.55	0.55

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

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
PERSONNEL SERVICES	\$29,113	\$30,907	\$33,428	\$34,850	4.3%
MATERIALS AND SUPPLIES	408	1,640	2,310	2,310	0.0%
CONTRACTUAL SERVICES	5,962	10,363	22,200	22,270	0.3%
<b>PROGRAM TOTAL</b>	<b>\$35,483</b>	<b>\$42,910</b>	<b>\$57,938</b>	<b>\$59,430</b>	<b>2.6%</b>

**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)**

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	5.00	5.00	5.00	5.00
<b>PART-TIME</b>	0.35	0.35	0.35	0.35
<b>TOTAL</b>	5.35	5.35	5.35	5.35

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

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
<b>PERSONNEL SERVICES</b>	\$243,498	\$245,257	\$305,358	\$317,880	4.1%
<b>MATERIALS AND SUPPLIES</b>	1,186	1,845	2,000	2,000	0.0%
<b>CONTRACTUAL SERVICES</b>	29,801	24,866	33,160	33,740	1.7%
<b>PROGRAM TOTAL</b>	\$274,485	\$271,968	\$340,518	\$353,620	3.8%

**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)**

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	3.00	3.00	3.00	3.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	3.00	3.00	3.00	3.00

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

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
PERSONNEL SERVICES	\$85,235	\$117,838	\$152,110	\$161,720	6.3%
MATERIALS AND SUPPLIES	852	711	850	850	0.0%
CONTRACTUAL SERVICES	7,617	8,717	11,630	11,820	1.6%
<b>PROGRAM TOTAL</b>	<b>\$93,704</b>	<b>\$127,266</b>	<b>\$164,590</b>	<b>\$174,390</b>	<b>6.0%</b>



**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)**

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	2.00	2.00	2.00	2.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	2.00	2.00	2.00	2.00

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

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
<b>PERSONNEL SERVICES</b>	\$92,319	\$98,875	\$108,440	\$109,820	1.3%
<b>MATERIALS AND SUPPLIES</b>	300	362	500	500	0.0%
<b>CONTRACTUAL SERVICES</b>	7,588	6,896	11,270	11,640	3.3%
<b>PROGRAM TOTAL</b>	\$100,207	\$106,133	\$120,210	\$121,960	1.5%

**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 CITY recycling operations

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

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	1.00	1.00	1.00	1.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	1.00	1.00	1.00	1.00

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

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	2001-02	2002-03	2003-04	2004-05	
<b>PERSONNEL SERVICES</b>	\$53,765	\$55,905	\$62,050	\$64,590	4.1%
<b>MATERIALS AND SUPPLIES</b>	477	951	1,500	1,500	0.0%
<b>CONTRACTUAL SERVICES</b>	91,886	86,282	116,280	115,700	-0.5%
<b>PROGRAM TOTAL</b>	\$146,128	\$143,138	\$179,830	\$181,790	1.1%

**PUBLIC WORKS DEPARTMENT  
ENVIRONMENTAL CONTROL PROGRAM ACTIVITIES**

- Provide certain environmental protection services through enforcement of city 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)**

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	1.00	1.00	1.00	1.00
<b>PART-TIME</b>	0.27	0.42	0.42	0.42
<b>TOTAL</b>	1.27	1.42	1.42	1.42

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

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	2001-02	2002-03	2003-04	2004-05	CHG.
<b>PERSONNEL SERVICES</b>	\$33,036	\$38,408	\$37,310	\$38,970	4.4%
<b>MATERIALS AND SUPPLIES</b>	355	215	600	600	0.0%
<b>CONTRACTUAL SERVICES</b>	8,008	9,743	18,910	19,040	0.7%
<b>PROGRAM TOTAL</b>	\$41,399	\$48,366	\$56,820	\$58,610	3.2%





# 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

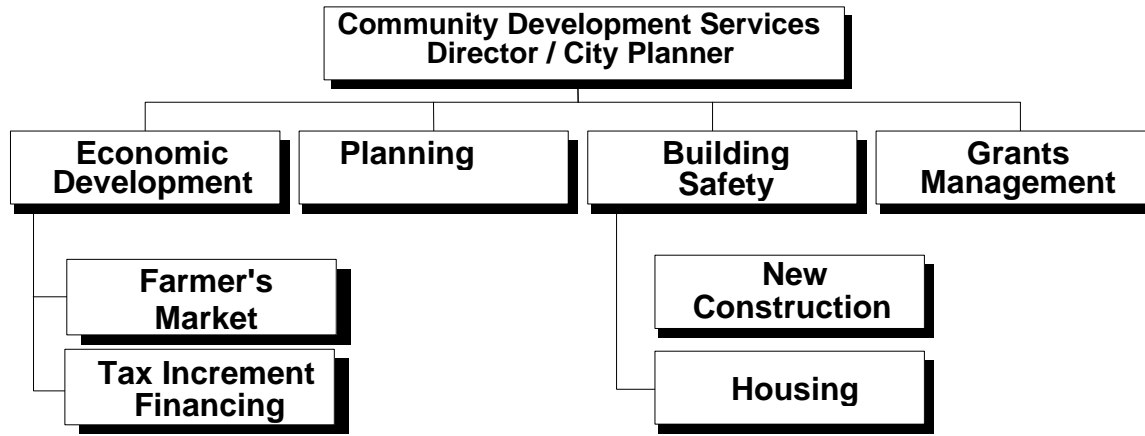
The Community Development Services Department is organized into five programs:

- **Administration** - provides overall administration of the department to insure effective and efficient management
- **Planning** – ensures land use and general planning services in accordance with the Comprehensive Plan, the Zoning Ordinance, and Subdivision and Land Development Code. Provides staff support to the Plan Commission, Zoning Board of Appeals, and the Historic Preservation Commission.
- **Economic Development** - administers economic development programs, including the four Tax Increment Financing Districts, enterprise zone administration, development loan/grant programs, 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** – Costs for the Farmer's Market Program are reported in Economic Development Reserve Fund in the special funds section of the budget document. As noted above, the department also administers the city's tax

## Community Development Services Department

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 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
ADMINISTRATION	\$137,561	\$166,438	\$186,530	\$191,910	2.9%
PLANNING	190,388	210,082	229,632	240,750	4.8%
ECONOMIC DEVELOPMENT	183,993	164,657	171,760	181,770	5.8%
NEW CONSTRUCTION	234,805	217,003	266,530	276,340	3.7%
HOUSING	70,161	60,783	79,860	79,190	-0.8%
<b>DEPARTMENT TOTAL</b>	<b>\$816,908</b>	<b>\$818,963</b>	<b>\$934,312</b>	<b>\$969,960</b>	<b>3.8%</b>

### COMMUNITY DEVELOPMENT SERVICES DEPARTMENT EXPENDITURES BY CATEGORY

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
PERSONNEL SERVICES	\$548,809	\$559,201	\$657,272	\$689,380	4.9%
MATERIALS AND SUPPLIES	10,667	8,995	14,230	14,230	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	241,122	236,307	249,330	252,400	1.2%
CAPITAL OUTLAY	16,310	14,460	13,480	13,950	3.5%
<b>DEPARTMENT TOTAL</b>	<b>\$816,908</b>	<b>\$818,963</b>	<b>\$934,312</b>	<b>\$969,960</b>	<b>3.8%</b>

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

<b>FULL-TIME POSITIONS:</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>
COMM. DEV. DIRECTOR/CITY PLANNER	1.00	1.00	1.00	1.00
EC. DEV. MANAGER	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 & BLDG. 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
GRANTS MGT. SECRETARY	1.00	1.00	1.00	1.00
PLANNING SECRETARY	1.00	1.00	1.00	1.00
GRANTS MANAGER	1.00	1.00	1.00	1.00
GRANTS COORDINATOR II	2.00	2.00	2.00	2.00
REHAB SPECIALIST	1.00	1.00	1.00	1.00
EC. DEV. SPECIALIST/MARKET DIR.	1.00	1.00	1.00	1.00
TIF REDEVELOPMENT SPECIALIST	0.00	1.00	1.00	1.00
TRANS. HOUSING COORDINATOR	1.00	1.00	1.00	1.00
<b>SUBTOTAL, FULL-TIME</b>	<b>20.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>
<b>PART-TIME POSITIONS:</b>				
C.D. INTERN	0.50	0.65	0.65	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
<b>SUBTOTAL, PART-TIME</b>	<b>1.80</b>	<b>1.95</b>	<b>1.95</b>	<b>1.95</b>
<b>COMMUNITY DEVELOPMENT DEPARTMENT TOTAL</b>	<b>21.80</b>	<b>22.95</b>	<b>22.95</b>	<b>22.95</b>

**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT  
ADMINISTRATION PROGRAM ACTIVITIES**

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

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

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	2.00	2.00	2.00	2.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	2.00	2.00	2.00	2.00

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

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
<b>PERSONNEL SERVICES</b>	\$72,621	\$109,012	\$118,480	\$123,080	3.9%
<b>MATERIALS AND SUPPLIES</b>	5,364	4,033	6,900	6,900	0.0%
<b>OPERATIONS AND CONTRACTUAL SERVICES</b>	43,266	38,933	47,670	47,980	0.7%
<b>CAPITAL OUTLAY</b>	16,310	14,460	13,480	13,950	3.5%
<b>PROGRAM TOTAL</b>	\$137,561	\$166,438	\$186,530	\$191,910	2.9%



**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT  
PLANNING PROGRAM ACTIVITIES**

- Assure implementation of the goals, objectives and policies of the Comprehensive Plan
- Administer and enforce zoning, subdivision and development codes
- 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 PROGRAM  
PERSONNEL SUMMARY (FTE'S)**

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	4.00	4.00	4.00	4.00
<b>PART-TIME</b>	1.00	1.15	1.15	1.15
<b>TOTAL</b>	5.00	5.15	5.15	5.15

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

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
<b>PERSONNEL SERVICES</b>	\$147,464	\$166,317	\$183,032	\$191,190	4.5%
<b>MATERIALS AND SUPPLIES</b>	2,286	2,090	2,690	2,690	0.0%
<b>OPERATIONS AND CONTRACTUAL SERVICES</b>	40,638	41,675	43,910	46,870	6.7%
<b>PROGRAM TOTAL</b>	\$190,388	\$210,082	\$229,632	\$240,750	4.8%

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

- Generate and coordinate economic development activities that will expand the City's commercial and industrial tax base to include annexation agreements, 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 Association

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

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	1.00	1.00	1.00	1.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	1.00	1.00	1.00	1.00

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

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	% CHG.
	2001-02	2002-03	2003-04	2004-05	
<b>PERSONNEL SERVICES</b>	\$57,404	\$37,116	\$55,990	\$66,750	19.2%
<b>OPERATIONS AND CONTRACTUAL SERVICES</b>	126,589	127,541	115,770	115,020	-0.6%
<b>PROGRAM TOTAL</b>	\$183,993	\$164,657	\$171,760	\$181,770	5.8%

**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)**

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	5.00	5.00	5.00	5.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	5.00	5.00	5.00	5.00

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

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
PERSONNEL SERVICES	\$209,430	\$196,093	\$235,750	\$245,140	4.0%
MATERIALS AND SUPPLIES	2,428	2,764	3,880	3,880	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	22,947	18,146	26,900	27,320	1.6%
<b>PROGRAM TOTAL</b>	<b>\$234,805</b>	<b>\$217,003</b>	<b>\$266,530</b>	<b>\$276,340</b>	<b>3.7%</b>

**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
- Maintain vacant properties register
- Require demolition of unsafe structures
- Systematically inspect all rental housing units in the City and certain housing units in support of the Community Development Rehabilitation Program
- Respond to tenant and neighborhood complaints regarding properties
- Assist with zoning enforcement efforts as they pertain to rental housing

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

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	1.50	1.00	1.00	1.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	1.50	1.00	1.00	1.00

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

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
PERSONNEL SERVICES	\$61,890	\$50,663	\$64,020	\$63,220	-1.2%
MATERIALS AND SUPPLIES	589	108	760	760	0.0%
OPERATIONS AND CONTRACTUAL SERVICES	7,682	10,012	15,080	15,210	0.9%
<b>PROGRAM TOTAL</b>	<b>\$70,161</b>	<b>\$60,783</b>	<b>\$79,860</b>	<b>\$79,190</b>	<b>-0.8%</b>

# **SPECIAL FUNDS THAT SUPPORT THE GENERAL FUND**

**CERTAIN FUNDS ACCOUNT FOR EXPENDITURES, WHICH SUPPORT THE GENERAL FUND BUT, WHICH ARE BEST SEPARATED FOR BETTER ACCOUNTING AND REPORTING. THESE FUNDS ARE:**

- **SOCIAL SERVICE AGENCIES**
- **UNEMPLOYMENT COMPENSATION**
- **ANNEXATIONS/REBATES**
- **EQUIPMENT SERVICES**
- **VEHICLE AND EQUIPMENT REPLACEMENT**
- **LANDSCAPE RECYCLING**
- **HOME RECYCLING (U-CYCLE)**
- **WORKER'S COMPENSATION RETAINED RISK**
- **CATV PEG**
- **FEMA TORNADO GRANT FUND**
- **POLICE RECORDS MANAGEMENT SYSTEM**

# 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. Total spending for social service agencies is paid from the City of Urbana General Fund, Cunningham Township, and the City of Urbana Community Development Block Grant Fund in the following amounts:

	<u>Current</u>	<u>Proposed</u>
City of Urbana General Fund	\$162,500	\$166,860
Cunningham Township	70,000	70,000
Community Dev. Block Grant	<u>28,033</u>	<u>29,200</u>
Total Grants	\$260,533	\$266,060

## SOCIAL SERVICE AGENCIES FUND FINANCIAL SUMMARY

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05	% CHG.
BEGINNING FUND BALANCE	\$49,617	\$41,297	\$30,217	\$19,527	
REVENUES:					
TRANSFER, GEN. FUND RECURRING	\$120,650	\$145,970	\$151,810	\$157,880	4.0%
TRANSFER, GEN. FUND PROJECT 18	5,000	5,000	5,000	5,000	0.0%
TRANSFER, GEN. FUND, ANTI VIOLENCE INIT.	0	0	7,500	7,500	0.0%
REFUND, UNUSED ALLOCATIONS	0	0	0	0	#DIV/0!
SUBTOTAL, REVENUES	\$125,650	\$150,970	\$164,310	\$170,380	
EXPENSES:					
FAMILY SERVICES	\$43,000	\$0	\$0	\$0	
CENTER FOR WOMEN IN TRANSITION	0	18,600	18,000	0	
COMMUNITY ADVOCACY/MENTORING	750	1,000	500	0	
LAND OF LINCOLN FAIR HOUSING	0	0	5,000	0	
E. ILL. REFUGEE ASSISTANCE CENTER	6,320	0	0	0	
COUNTY SNOWBALL PROGRAM	0	0	2,500	0	
COURT ADVOCACY PROGRAM	0	0	3,500	0	
GREATER COMMUNITY AIDS PROJECT	9,000	0	6,700	0	
BEST INTERESTS OF CHILDREN	9,000	11,000	10,000	0	
BIG BROTHERS/BIG SISTERS	0	2,000	0	0	
CHAMPAIGN COUNTY HEALTH CARE CONS.	11,500	15,000	10,300	0	
CHAMPAIGN COUNTY YMCA GIRLZONE	3,470	0	0	0	
R.P.C. COURT DIVERSION	0	0	4,000	0	
SALVATION ARMY	0	6,000	4,000	0	
PLANNED PARENTHOOD	0	0	12,000	0	
COOP NURSERY	3,800	4,150	0	0	
RED CROSS TRANSPORTATION	3,000	0	0	0	

Special Funds That Support  
General Operations

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

	ACTUAL 2000-01	ACTUAL 2001-02	PROJECTED 2002-03	BUDGET 2003-04	% CHG.
THE MENTAL HEALTH TIMES CENTER	0	8,500	7,500	0	
SAFE HARBOR CLUB	3,500	4,500	0	0	
PRAIRIE CENTER HEALTH SYSTEM	5,700	0	0	0	
A WOMAN'S FUND	0	0	8,700	0	
HOMESTEAD CORP.	0	13,000	4,300	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.	6,400	7,500	7,300	0	
URBAN LEAGUE TRANS. EMPLOYMENT	0	7,000	7,000	0	
THE READING GROUP	3,270	3,870	3,500	0	
EASTERN IL. FOODBANK	8,700	9,750	9,600	0	
DEVELOPMENTAL SERVICES CENTER	6,000	8,000	0	0	
COMPUTER LEARNING/MENTORING	1,300	0	0	0	
CONSERVATORY OF CENTRAL IL.	1,260	1,680	1,000	0	
PROJECT READ	3,000	3,500	3,000	0	
PRAIRIE CENTER YOUTH DUI	0	3,000	0	0	
PACE	0	15,500	15,500	0	
EL CENTRO POR LOS TRABAJADOR	0	7,500	8,000	0	
UNIVERSITY YMCA	0	0	3,600	0	
URBANA PARK DIST. SCHOLARSHIPS	0	0	1,000	0	
YWCA BREAST CANCER AWARENESS	0	0	6,000	0	
COMMUNITY DAYCARE	0	6,000	0	0	
TO BE ALLOCATED	0	0	0	166,860	
<b>TOTAL EXPENSES</b>	<b>\$ 133,970</b>	<b>\$ 162,050</b>	<b>\$ 175,000</b>	<b>\$ 179,360</b>	<b>2.5%</b>
<b>ENDING FUND BALANCE</b>	<b>\$41,297</b>	<b>\$30,217</b>	<b>\$19,527</b>	<b>\$10,547</b>	

**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 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
<b>REVENUES:</b>				
TRANSFER, GEN. FUND	\$1,555	\$11,610	\$19,280	\$19,280
<b>EXPENDITURES:</b>				
UNEMPLOYMENT COMP. PAYMENTS	\$1,555	\$11,610	\$19,280	\$19,280

**ANNEXATIONS / REBATE FUND**

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

**ANNEXATIONS / REBATE FUND  
FINANCIAL SUMMARY**

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
<b>REVENUES:</b>				
TRANSFER, GEN. FUND	\$65,374	\$94,424	\$99,000	\$104,000
<b>EXPENDITURES:</b>				
UNEMPLOYMENT COMP. PAYMENTS	\$65,374	\$94,424	\$99,000	\$104,000

**EQUIPMENT SERVICES FUND**

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

**EQUIPMENT SERVICES FUND  
FINANCIAL SUMMARY**

	ACTUAL 2001-02	ACTUAL 2002-03	ESTIMATED 2003-04	BUDGET 2004-05	% CHG
<b>CASH BAL., BEG. YEAR</b>	(\$22,531)	\$1,889	\$56,697	\$98,164	
<b>RECEIPTS:</b>					
<b>TRANSFER FROM OTHER FUNDS</b>					
FOR SERVICE FEES	\$612,988	\$684,735	\$705,000	\$726,000	3.0%
OTHER	0	0	0	0	
INTEREST	0	6	200	200	
<b>TOTAL RECEIPTS</b>	\$612,988	\$684,741	\$705,200	\$726,200	
<b>EXPENDITURES:</b>					
PERSONNEL SERVICES	\$235,408	\$248,410	\$258,760	\$279,900	8.2%
SUPPLIES	246,006	340,270	340,270	340,270	0.0%
CONTRACTUAL AND OPERATING	110,948	164,080	163,880	164,830	0.6%
EQUIPMENT	7,491	31,457	24,223	5,840	
<b>SUBTOTAL, EXPENDITURES</b>	\$599,853	\$784,217	\$787,133	\$790,840	
ADJUST FOR DEPRECIATION	(11,285)	(23,400)	(23,400)	(23,400)	
DEDUCT EST. UNSPENT BUDGET	0	(130,884)	(100,000)	(70,000)	
<b>NET CASH EXPENDITURES</b>	\$588,568	\$629,933	\$663,733	\$697,440	
<b>CASH BAL., END YEAR:</b>					
RESERVED FOR EQ. REPL.	\$66,664	\$58,607	\$57,784	\$75,344	
RESERVED FOR OPERATING	(\$64,775)	(\$1,910)	\$40,380	\$51,580	

**ACTIVITIES OF THE EQUIPMENT SERVICES FUND**

- Perform preventive maintenance and repairs on all City vehicles and major equipment at proper intervals



**Special Funds That Support  
General Operations**

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- 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)**

	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>
<b>FULL-TIME</b>	4.00	4.00	4.00	4.00
<b>PART-TIME</b>	0.50	0.50	0.50	0.50
<b>TOTAL</b>	4.50	4.50	4.50	4.50

**VEHICLE AND EQUIPMENT REPLACEMENT FUND**

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

**VEHICLE AND EQUIPMENT REPLACEMENT FUND  
FINANCIAL SUMMARY**

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
<b>FUND BAL., BEG. YEAR</b>	\$2,253,370	\$2,671,879	\$3,175,752	\$2,610,153
<b>REVENUES:</b>				
TRANSFER FROM GEN. FUND	\$830,410	\$738,960	\$688,970	\$713,090
NON-RECURRING TRANS. GEN. FUND	98,650	57,900	0	0
EQUIPMENT SALES	36,441	54,143	30,000	30,000
METRO AGENCY CONTRIBUTIONS	6,750	7,750	7,750	7,750
POLICE FED. GRANT (EQ.)	13,213	5,365	0	0
D.U.I. FINES, RESTRICTED	6,859	8,048	14,000	14,000
TASK FORCE X PROCEEDS	0	0	37,373	10,000
STATE SEIZURES, RESTRICTED	0	0	20,000	20,000
FED. GRANT, POLICE VESTS	0	9,814	0	0
FED. GRANT, M.D.C.'S	6,614	12,532	0	0
FED. GRANT, FIRE TRAINER & RISKWATCH	14,190	3,805	4,544	0
STATE GRANT, ANTI-TERRORISM	0	94,333	0	0
STATE REIMB., POLICE TRAINING	29,088	10,976	15,000	15,000
STATE REIMB., FIRE TRAINING	0	0	3,300	3,300
TRANSFER, P.E.G. FUND	42,100	90,100	31,000	23,000
INTEREST	149,402	191,464	140,000	140,000
<b>TOTAL REVENUES</b>	<b>\$1,233,717</b>	<b>\$1,285,190</b>	<b>\$991,937</b>	<b>\$976,140</b>
<b>EXPENDITURES:</b>				
MAJOR EQUIPMENT	\$428,712	\$558,236	\$930,149	\$548,190
POLICE EQUIPMENT	159,980	67,646	322,740	232,510
FIRE EQUIPMENT	75,198	155,435	127,009	19,970
PUBLIC WORKS EQUIPMENT	70,177	0	87,467	45,400
OTHER DEPT. EQUIPMENT	70,349	0	56,244	15,590
PEG EQUIPMENT	10,792	0	33,927	26,070
<b>SUBTOTAL, EXPENDITURES</b>	<b>\$815,208</b>	<b>\$781,317</b>	<b>\$1,557,536</b>	<b>\$887,730</b>
<b>FUND BAL., END YEAR, P.E.G.</b>	<b>\$189,604</b>	<b>\$279,704</b>	<b>\$276,777</b>	<b>\$273,707</b>
<b>FUND BAL., END YEAR, METCAD</b>	<b>\$109,856</b>	<b>\$109,856</b>	<b>\$127,626</b>	<b>\$145,396</b>
<b>FUND BAL., REST. DUI FINES</b>	<b>\$13,999</b>	<b>\$13,999</b>	<b>\$25,000</b>	<b>\$14,300</b>
<b>FUND BAL., TASK FORCE X</b>	<b>\$0</b>	<b>\$0</b>	<b>\$24,150</b>	<b>\$10,200</b>
<b>FUND BAL., STATE SEIZURES REST.</b>	<b>\$7,381</b>	<b>\$7,381</b>	<b>\$20,081</b>	<b>\$26,781</b>
<b>FUND BAL., LINCOLN TRAILS</b>	<b>\$73,500</b>	<b>\$73,500</b>	<b>\$96,800</b>	<b>\$120,100</b>
<b>FUND BAL., END YEAR, REG.</b>	<b>\$2,277,539</b>	<b>\$2,691,312</b>	<b>\$2,039,719</b>	<b>\$2,108,079</b>

**Special Funds That Support  
General Operations**

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

DEPARTMENT	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
EXECUTIVE	\$8,390	\$7,450	\$6,950	\$7,190
FINANCE	27,850	24,690	23,020	23,830
CITY CLERK	1,850	1,640	1,530	1,590
POLICE	232,890	209,170	195,020	201,840
FIRE	180,740	160,250	149,410	154,640
PUBLIC WORKS	362,380	321,300	299,560	310,050
COMMUNITY DEV.	16,310	14,460	13,480	13,950
<b>TOTAL</b>	<b>\$830,410</b>	<b>\$738,960</b>	<b>\$688,970</b>	<b>\$713,090</b>

**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 2001-02	ACTUAL 2002-03	ESTIMATED 2003-04	BUDGET 2004-05	% CHG
<b>FUND BAL., BEG. YEAR</b>	\$137,867	\$204,720	\$327,821	\$355,754	
<b>RECEIPTS:</b>					
<b>L.R.C. SERVICE FEES</b>	\$370,440	\$419,833	\$400,000	\$400,000	0.0%
<b>INTEREST</b>	4,029	3,492	6,500	6,500	
<b>TOTAL RECEIPTS</b>	<b>\$374,469</b>	<b>\$423,325</b>	<b>\$406,500</b>	<b>\$406,500</b>	
<b>EXPENDITURES:</b>					
<b>PERSONNEL SERVICES</b>	\$147,464	\$182,680	\$199,470	\$206,310	3.4%
<b>SUPPLIES</b>	27,768	32,620	42,900	44,900	4.7%
<b>CONTRACTUAL AND OPERATING</b>	70,846	96,350	105,010	107,730	2.6%
<b>SET ASIDE FOR EQ. REPL.</b>	0	0	0	0	
<b>SUBTOTAL, OP. EXPENDITURES</b>	<b>\$246,078</b>	<b>\$311,650</b>	<b>\$347,380</b>	<b>\$358,940</b>	
<b>DEDUCT EST. UNSPENT BUDGET</b>	<b>0</b>	<b>(20,133)</b>	<b>(20,000)</b>	<b>(25,000)</b>	
<b>NET REV. OVER (UNDER) OP. EXP.</b>	<b>\$128,391</b>	<b>\$131,808</b>	<b>\$79,120</b>	<b>\$72,560</b>	
<b>EQUIPMENT</b>	<b>61,538</b>	<b>8,707</b>	<b>51,187</b>	<b>208,530</b>	
<b>CASH BAL., END YEAR:</b>					
<b>RESERVED FOR EQ. REPL.</b>	\$159,366	\$274,321	\$306,204	\$172,934	
<b>RESERVED FOR OPERATING</b>	\$45,354	\$53,500	\$49,550	\$46,850	

**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)**

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	1.98	1.98	1.98	1.98
<b>PART-TIME</b>	3.44	3.44	3.44	3.44
<b>TOTAL</b>	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 2001-02	ACTUAL 2002-03	ESTIMATED 2003-04	BUDGET 2004-05	% CHG
<b>FUND BAL., BEG. YEAR</b>	\$32,176	\$36,027	\$75,854	\$1,694	
<b>RECEIPTS:</b>					
<b>RECYCLING TAX:</b>					
<b>RESIDENTIAL</b>	\$196,197	\$223,221	\$210,930	\$233,700	10.8%
<b>MULTI-FAMILY</b>	208,221	197,061	187,200	224,330	
<b>LOAN, CITY FOR TOTERS</b>	0	0	23,000	0	
<b>TRANSFER STA. FEES</b>	0	0	8,000	5,000	
<b>MATERIAL RESALE</b>	209	298	150	150	
<b>TOTAL RECEIPTS</b>	\$404,627	\$420,580	\$429,280	\$463,180	
<b>EXPENDITURES:</b>					
<b>RESIDENTIAL PROGRAM</b>	\$193,458	\$201,350	\$313,320	\$228,990	
<b>MULTI-FAMILY PROGRAM</b>	207,318	198,020	190,120	216,120	
<b>TOTAL EXPENDITURES</b>	\$400,776	\$399,370	\$503,440	\$445,110	
<b>LESS UNSPENT BUDGET</b>	\$0	(\$18,617)	\$0	\$0	
<b>NET OVER (UNDER) EXP.</b>	\$400,776	\$380,753	\$503,440	\$445,110	
<b>FUND BAL., END YEAR</b>	\$36,027	\$75,854	\$1,694	\$19,764	

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

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	0.00	0.00	0.00	0.00
<b>PART-TIME</b>	0.54	0.54	0.54	0.54
<b>TOTAL</b>	0.54	0.54	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.

**Special Funds That Support  
General Operations**

**WORKER'S COMPENSATION RETAINED RISK FUND**

Accounts for the transfer of monies from the general operating funds and costs for worker's compensation and liability claims. Amounts transferred represent the cost of conventional insurance and are charged to various programs and departments. Unspent amounts will be accumulated in the fund to pay for future claims.

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

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
<b>FUND BAL., BEG. YEAR</b>	\$2,819,340	\$2,819,767	\$2,958,392	\$3,052,008
<b>REVENUES:</b>				
<b>INTEREST</b>	\$73,748	\$146,774	\$130,000	\$80,000
<b>TRANSFER, GEN. FUND, W/COMP</b>	153,690	160,650	160,650	160,650
<b>TRANSFER, GEN. FUND, LIAB.</b>	0	0	120,000	132,000
<b>TRANSFER, L.R.C.</b>	940	980	980	1,020
<b>TRANSFER, ARMS PROG.</b>	110	120	120	130
<b>TRANSFER, P.E.G. FUND</b>	320	330	330	340
<b>TRANSFER, EQ. SERV. FUND</b>	2,180	2,280	2,280	2,370
<b>TRANSFER, M.V.P.S. FUND</b>	3,750	3,920	3,920	4,100
<b>TOTAL REVENUES</b>	\$234,738	\$315,054	\$418,280	\$380,610
<b>EXPENDITURES:</b>				
<b>WORK. COMP. CLAIMS</b>	\$181,180	\$16,212	\$80,000	\$83,200
<b>LIABILITY CLAIMS</b>	0	0	41,359	132,000
<b>EMPLOYEE INCENTIVES/TRAINING</b>	20,377	134,032	176,655	80,000
<b>EMPLOYEE HEPATITIS SHOTS</b>	2,596	0	0	0
<b>4 DEFIBRULATOR UNITS</b>	5,988	805	0	0
<b>ADMINISTRATOR FEE</b>	24,170	25,380	26,650	28,200
<b>TOTAL EXPENDITURES</b>	\$234,311	\$176,429	\$324,664	\$323,400
<b>LESS EST. UNSPENT BUDGET</b>	\$0	\$0	\$0	\$0
<b>FUND BAL., END YEAR, COMP.</b>	\$0	\$0	\$80,610	\$84,640
<b>FUND BAL., END YEAR, GEN. LIAB.</b>	\$2,819,767	\$2,958,392	\$2,971,398	\$3,024,578

**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 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
<b>FUND BAL., BEG. YEAR</b>	\$59,333	\$73,645	\$7,646	\$556
<b>REVENUES:</b>				
2% P.E.G. FEE	\$100,134	\$90,364	\$96,000	\$100,800
MEMBERSHIP FEES	415	325	320	320
INTEREST	1,355	177	500	100
<b>TOTAL REVENUES</b>	<b>\$101,904</b>	<b>\$90,866</b>	<b>\$96,820</b>	<b>\$101,220</b>
<b>EXPENDITURES:</b>				
<b>Personnel Costs:</b>				
P.E.G. Coordinator	\$29,944	\$31,524	\$33,280	\$34,430
Camera Operators	1,840	3,680	3,680	3,680
Production/Outreach Coord. (.75)	0	22,560	18,130	18,760
Employee Insurance	3,140	3,600	4,070	6,390
I.M.R.F.	3,890	4,030	6,580	7,660
<b>Subtotal, Personnel</b>	<b>\$38,814</b>	<b>\$65,394</b>	<b>\$65,740</b>	<b>\$70,920</b>
<b>Supplies</b>	<b>\$2,422</b>	<b>\$6,000</b>	<b>\$3,000</b>	<b>\$3,000</b>
<b>Contractual and Operating:</b>				
Dues and Subscriptions	\$84	\$60	\$60	\$60
City Insurance	1,160	1,300	1,300	1,430
Training & Education	1,590	2,000	2,000	2,000
Consultant	0	1,500	500	500
Eq. Maintenance	542	2,000	2,000	2,000
Promotional Costs	0	500	500	500
Transfer, Worker's Comp.	320	330	330	340
City Telephone	560	580	480	480
<b>Subtotal, Contractual</b>	<b>\$4,256</b>	<b>\$8,270</b>	<b>\$7,170</b>	<b>\$7,310</b>
<b>Transfer, VERF (Eq.)</b>	<b>42,100</b>	<b>90,100</b>	<b>31,000</b>	<b>23,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$87,592</b>	<b>\$169,764</b>	<b>\$106,910</b>	<b>\$104,230</b>
<b>DEDUCT EST. UNSPENT BUDGET</b>	<b>\$0</b>	<b>(\$12,899)</b>	<b>(\$3,000)</b>	<b>(\$3,000)</b>
<b>FUND BAL., END YEAR:</b>	<b>\$73,645</b>	<b>\$7,646</b>	<b>\$556</b>	<b>\$546</b>

**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**

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- 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)**

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	3.00	3.00	3.00	3.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	3.00	3.00	3.00	3.00

**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 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
<b>FUND BAL., BEG. YEAR</b>	\$12,503	\$11,868	\$3,668	\$0
<b>REVENUES:</b>				
<b>INTEREST</b>	\$340	\$0	\$0	\$0
<b>EXPENDITURES:</b>				
<b>Tornado Siren Maintenance</b>	\$975	\$180	\$3,668	\$0
<b>PW 2-Way Radio</b>	0	3,445	0	0
<b>Special Event Fencing</b>	0	4,575	0	0
<b>TOTAL EXPENDITURES</b>	\$975	\$8,200	\$3,668	\$0
<b>FUND BAL., END YEAR:</b>	\$11,868	\$3,668	\$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 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
<b>REVENUES:</b>				
CONTRIBUTIONS, OTHER AGENCIES	\$48,158	\$52,737	\$57,890	\$60,670
CONTRIBUTIONS, URBANA	10,914	12,478	14,470	15,170
INTEREST	359	250	250	250
<b>TOTAL REVENUES</b>	<b>\$59,431</b>	<b>\$65,465</b>	<b>\$72,610</b>	<b>\$76,090</b>
<b>EXPENDITURES:</b>				
PERSONNEL SERVICES	\$52,659	\$55,563	\$60,240	\$63,760
SUPPLIES AND MATERIALS	0	0	0	0
OPERATING AND CONTRACTUAL	6,772	9,902	12,370	12,330
CAPITAL OUTLAY	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$59,431</b>	<b>\$65,465</b>	<b>\$72,610</b>	<b>\$76,090</b>

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

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

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

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	1.00	1.00	1.00	1.00
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>



**Special Funds That Support  
General Operations**

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# **SPECIAL FUNDS**

## **COMMUNITY DEVELOPMENT SERVICES**

- **COMMUNITY DEVELOPMENT BLOCK GRANT**
- **COMMUNITY DEVELOPMENT SINK**
- **HUD SMALL BUSINESS LOAN PROGRAM**
- **CRYSTAL LAKE PARK NEIGHBORHOOD**
- **TRANSITIONAL HOUSING**
- **REDEVELOPMENT LOAN PROGRAM**
- **HUD LOCAL HOUSING LOAN PROGRAM**
- **STATE TRUST HOUSING PROGRAM**
- **CD TORNADO GRANT (PROJECT IMPACT)**
- **HOME PROGRAM**
- **SUPPORTIVE HOUSING PROGRAM**
- **SHELTER PLUS PROGRAM**
- **GET THE LEAD OUT GRANT**
- **FHLB AFFORDABLE HOUSING GRANT**

# **SPECIAL FUNDS**

- **TAX INCREMENT FINANCING DISTRICTS**
  - T.I.F. ONE
  - T.I.F. TWO
  - T.I.F. THREE
  - T.I.F. FOUR
  
- **URBANA FREE LIBRARY**
- **MOTOR VEHICLE PARKING SYSTEM**
- **CAPITAL IMPROVEMENT**
  - MOTOR FUEL TAX
  - SANITARY SEWER CONSTRUCTION
  - CAPITAL REPLACEMENT AND IMPROVEMENT
  - LIBRARY BUILDING
  - PUBLIC WORKS FACILITY
  - SUMMARY OF PROPOSED FUNDS
  
- **RESERVE**
  - GENERAL (FORMERLY TAX STABILIZATION)
  - ECONOMIC DEVELOPMENT
  - SALES TAX GRANT/INSURANCE
  
- **PENSIONS**
  - IMRF
  - POLICE
  - FIRE
  
- **DEBT SERVICE**
  - 1994C GENERAL OBLIGATION BONDS
  - 1992 T.I.F. 3 BONDS

# 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 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
FUND BAL., BEG. YEAR	\$0	\$0	\$0	\$0
<b>REVENUES:</b>				
FEDERAL GRANT-CURRENT	\$553,000	\$539,000	\$577,000	\$565,000
FEDERAL GRANT-CARRYOVER	(191,189)	407,440	144,750	262,622
<b>SUBTOTAL, FED. GRANT</b>	<b>\$361,811</b>	<b>\$946,440</b>	<b>\$721,750</b>	<b>\$827,622</b>
<b>PROGRAM INCOME:</b>				
TRANSFER, BUS. LOAN FUND	4,036	0	0	1,000
TRANS. HOUSING RENTS	3,072	6,849	10,000	10,000
TRANSFER, LOCAL HOUSING	750	2	90,000	100,000
OTHER PROGRAM INCOME	25,000	24,815	0	10,000
<b>TOTAL REVENUES</b>	<b>\$394,669</b>	<b>\$978,106</b>	<b>\$821,750</b>	<b>\$948,622</b>
<b>EXPENDITURES BY PROGRAM</b>				
ADMINISTRATION	\$81,484	\$88,464	\$117,400	\$113,000
HOUSING	230,698	326,568	478,622	732,422
PUBLIC SERVICES	29,225	29,304	33,033	29,200
PUBLIC FACILITIES	0	470,533	130,000	10,000
INTERIM ASSISTANCE	21,064	17,378	18,000	18,000
TRANSITIONAL HOUSING	32,198	45,859	44,695	46,000
<b>TOTAL EXPENDITURES</b>	<b>\$394,669</b>	<b>\$978,106</b>	<b>\$821,750</b>	<b>\$948,622</b>
FUND BAL., END YEAR	\$0	\$0	\$0	\$0

## COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM EXPENDITURE SUMMARY

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05	% CHG.
PERSONNEL SERVICES	\$150,838	\$153,902	\$179,145	\$169,000	-5.7%
MATERIALS AND SUPPLIES	1,231	1,057	2,700	1,837	-32.0%
OPERATIONS AND CONTRACTUAL SERVICES	242,600	352,614	509,905	767,785	50.6%
CAPITAL IMPROVEMENTS	0	470,533	130,000	10,000	-92.3%
<b>TOTAL</b>	<b>\$394,669</b>	<b>\$978,106</b>	<b>\$821,750</b>	<b>\$948,622</b>	<b>15.4%</b>

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
PERSONNEL SUMMARY**

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	3.51	3.51	3.51	3.51
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	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 FUND**

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 FUND  
FINANCIAL SUMMARY**

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
<b>FUND BAL., BEG. YEAR</b>	\$80,342	\$67,584	\$82,375	\$83,875
<b>REVENUES:</b>				
<b>INTEREST</b>	2,242	1,247	1,500	2,000
<b>EADS LOT SALES</b>	0	13,544	0	3,400
<b>EXPENDITURES:</b>				
<b>NEIGHBORHOOD CLEANUP</b>	0	0	0	3,250
<b>TRANS. HOUSING COSTS</b>	15,000	0	0	0
<b>EADS ST. DEV. CORP.</b>	0	0	0	1,250
<b>ECO. CONST. LAB. T/A</b>	0	0	0	900
<b>FUND BAL., END YEAR</b>	\$67,584	\$82,375	\$83,875	\$83,875

**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 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
FUND BAL., BEG. YEAR	\$1	\$0	\$0	\$0
REVENUES:				
INTEREST	3	0	0	0
LOAN REPAYMENTS	4,032	0	0	0
EXPENDITURES:				
TRANSFER, C.D.B.G.	4,036	0	0	0
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 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
FUND BAL., BEG. YEAR	\$36,583	\$30,932	\$31,403	\$31,903
REVENUES:				
INTEREST	776	471	500	97
ANNUAL CARLE PAYMENT	0	0	0	0
ANNUAL CITY, CARLE REPAYMENTS	0	0	0	0
CITY PAYMENT, D.P. ASSIST.	0	0	0	0
EXPENDITURES:				
NEIGHBORHOOD CLEANUP	0	0	0	2,750
HOME REHAB	0	0	0	28,000
NEIGHBORHOOD PROJECTS	6,427	0	0	1,250
FUND BAL., END YEAR	\$30,932	\$31,403	\$31,903	\$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.

## REDEVELOPMENT LOAN PROGRAM

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

### REDEVELOPMENT LOAN PROGRAM FINANCIAL SUMMARY

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
FUND BAL., BEG. YEAR	\$1,629	\$1,658	\$1,663	\$0
REVENUES:				
INTEREST	29	5	0	0
TRANSFER, EC. DEV. FUND	0	0	0	0
TRANSFER, TIF ONE	5,011	0	0	0
TRANSFER, TIF TWO	4,670	0	0	0
TRANSFER, U.D.A.G.	0	0	0	0
EXPENDITURES:				
DOWNTOWN LOANS	9,681	0	1,663	0
FUND BAL., END YEAR	\$1,658	\$1,663	\$0	\$0

## HUD LOCAL HOUSING LOAN PROGRAM

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

### HUD LOCAL HOUSING LOAN PROGRAM FINANCIAL SUMMARY

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
FUND BAL., BEG. YEAR	\$1	\$0	\$0	\$0
REVENUES:				
INTEREST	6	2	0	0
LOAN REPAYMENTS	83,279	0	90,000	100,000
EXPENDITURES:				
I.H.D.A. REPAYMENT	5,000	0	0	0
TRANSFER, C.D.B.G.	78,286	2	90,000	100,000
FUND BAL., END YEAR	\$0	\$0	\$0	\$0



**Community Development Special Funds**

**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 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
FUND BAL., BEG. YEAR	\$0	\$0	\$0	\$0
REVENUES:				
STATE GRANT	30,000	0	0	0
EXPENDITURES:				
TRANSFER TO HOME FUND	25,000	0	0	0
REPAYMENT TO IHDA	5,000	0	0	0
HOUSING REHAB.	0	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.

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

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
FUND BAL., BEG. YEAR	\$0	\$0	\$0	\$0
REVENUES:				
FEDERAL GRANT	0	0	0	0
OUTSIDE MATCH, DONATION	0	0	0	0
STATE GRANT	168,910	0	0	0
EXPENDITURES:				
SIREN UPGRADE	0	0	0	0
MITIGATION PLAN DEVELOP.	7,504	0	0	0
UNDERGROUND EL. REBATES	27,675	0	0	0
PERSONNEL SERVICES	0	0	0	0
SUPPLIES	200	0	0	0
SCHOOL HAZARD MITIGATION	2,090	0	0	0
OPERATING AND CONT.	5,061	0	0	0
MENTORING PROGRAM	0	0	0	0
ST. JOE DRAINAGE DISTRICT	0	0	0	0
COURTESY AVE. BRIDGE	0	0	0	0
EJECTOR SEWERS	2,963	0	0	0
RAIN & STREAM GAUGES	33,800	0	0	0
SESMIC DEMONSTRATION	0	0	0	0
STORM SHELTER DEMO.	6,372	0	0	0
GIS PROJECT	49,495	0	0	0
FLA. AVE. STORM SEWERS	33,750	0	0	0
FIRE SAFETY HOUSE	0	0	0	0
CONSTRUCTION RETROFIT	0	0	0	0
VIDEO PRODUCTION	0	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**

	<b>BUDGET 2001-02</b>	<b>BUDGET 2002-03</b>	<b>BUDGET 2003-04</b>	<b>BUDGET 2004-05</b>
<b>FUND BAL., BEG. YEAR</b>	\$0	\$0	\$0	\$0
<b>REVENUES:</b>				
<b>FEDERAL GRANT- REG.</b>	\$1,039,000	\$1,039,000	\$1,178,315	\$1,180,274
<b>FEDERAL GRANT- D/P INITIATIVE</b>	0	35,348	70,074	82,690
<b>URBANA MATCH (TRANSFER CIP)</b>	85,688	21,081	71,141	71,000
<b>TOTAL REVENUES</b>	\$1,124,688	\$1,095,429	\$1,319,530	\$1,333,964
<b>EXPENDITURES:</b>				
<b>GENERAL ADMINISTRATION</b>	69,614	118,899	117,831	101,261
<b>COMMUNITY HOUSING DEV.</b>	209,120	207,800	257,263	236,055
<b>CITY OF CHAMPAIGN</b>	417,552	386,196	492,053	510,777
<b>CHAMPAIGN COUNTY</b>	79,967	107,640	95,505	119,485
<b>CITY OF URBANA</b>	348,435	274,894	356,878	295,386
<b>TOTAL EXPENDITURES</b>	\$1,124,688	\$1,095,429	\$1,319,530	\$1,262,964
<b>FUND BAL., END YEAR</b>	\$0	\$0	\$0	\$71,000

**HOME PROGRAM  
EXPENDITURE SUMMARY**

	<b>BUDGET 2001-02</b>	<b>BUDGET 2002-03</b>	<b>BUDGET 2003-04</b>	<b>BUDGET 2004-05</b>
<b>PERSONNEL SERVICES</b>	\$90,388	\$124,638	\$144,481	\$135,120
<b>SUPPLIES</b>	0	0	0	0
<b>CONTRACTUAL/OPERATIONS</b>	1,034,300	970,791	1,175,049	1,127,844
<b>CAPITAL OUTLAY</b>	0	0	0	0
<b>TOTAL</b>	\$1,124,688	\$1,095,429	\$1,319,530	\$1,262,964

**HOME PROGRAM  
PERSONNEL SUMMARY**

	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>
<b>FULL-TIME</b>	2.35	2.35	2.35	2.35
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	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**

	BUDGET 2001-02	BUDGET 2002-03	BUDGET 2003-04	BUDGET 2004-05
FUND BAL., BEG. YEAR	\$0	\$0	\$0	\$0
REVENUES:				
FED. GRANT	206,516	206,516	206,516	206,516
EXPENDITURES (PROGRAM):				
ADMINISTRATION	12,863	12,863	12,863	12,863
WOMAN'S PLACE CENTER FOR WOMEN IN TRANSITION	54,553	54,553	54,553	54,553
SALVATION ARMY	106,950	106,950	106,950	106,950
TOTAL EXPENDITURES	32,150	32,150	32,150	32,150
TOTAL EXPENDITURES	\$206,516	\$206,516	\$206,516	\$206,516
FUND BAL., END YEAR	\$0	\$0	\$0	\$0

**SUPPORTIVE HOUSING PROGRAM  
EXPENDITURE SUMMARY**

	BUDGET 2001-02	BUDGET 2002-03	BUDGET 2003-04	BUDGET 2004-05
PERSONNEL SERVICES	\$11,763	\$11,763	\$11,763	\$11,763
SUPPLIES	450	450	450	450
CONTRACTUAL/OPERATIONS	194,303	194,303	194,303	194,303
CAPITAL OUTLAY	0	0	0	0
TOTAL	\$206,516	\$206,516	\$206,516	\$206,516

**SUPPORTIVE HOUSING PROGRAM  
PERSONNEL SUMMARY**

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 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
<b>REVENUES:</b>				
SHELTER PLUS I GRANT	\$81,656	\$85,768	\$54,650	\$54,650
SHELTER PLUS II GRANT	52,729	68,815	56,545	56,545
<b>TOTAL REVENUES</b>	<b>\$134,385</b>	<b>\$154,583</b>	<b>\$111,195</b>	<b>\$111,195</b>
<b>EXPENDITURES:</b>				
GRANTS COORD./BENEFITS	\$1,704	\$1,775	\$1,886	\$1,886
RENT ASSISTANCE, PLUS 1	79,953	83,993	54,650	54,650
RENT ASSISTANCE, PLUS2	52,728	68,815	54,659	54,659
<b>TOTAL EXPENDITURES</b>	<b>\$134,385</b>	<b>\$154,583</b>	<b>\$111,195</b>	<b>\$111,195</b>

**SHELTER PLUS PROGRAM  
PERSONNEL SUMMARY**

	2001-02	2002-03	2003-04	2004-05
<b>FULL-TIME</b>	0.04	0.04	0.04	0.04
<b>PART-TIME</b>	0.00	0.00	0.00	0.00
<b>TOTAL</b>	0.04	0.04	0.04	0.04

**GET THE LEAD OUT GRANT**

The City was awarded a non-recurring grant from the State Department of Public Health to pay the cost of removing lead hazards in housing rehabilitations.

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
<b>REVENUES:</b>				
STATE GRANT	\$0	\$19,430	\$30,617	\$0
<b>EXPENDITURES:</b>				
LEAD HAZARD ABATEMENT	\$0	\$19,430	\$30,617	\$0

**FHLB AFFORDABLE HOUSING GRANT**

The City was awarded a non-recurring grant from the Federal Home Loan Bank to provide certain owner-occupied rehabilitation grants and loans.

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
<b>REVENUES:</b>				
FHLB GRANT	\$0	\$9,000	\$56,000	\$0
<b>EXPENDITURES:</b>				
HOUSING AFFORDABILITY	\$0	\$9,000	\$56,000	\$0

# TAX INCREMENT FINANCING DISTRICT FUNDS

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

- TIF 1 was established in 1980. The property tax increment revenue is scheduled to terminate in 2004. It is likely that TIF 1 will be extended, although most of the property tax revenues will be returned to the various overlapping governments. The sales tax increment expires in 2013. However, at this time, there is no sales tax increment being generated. The amount of fund balance at the end of 04-05 plus future interest earnings is required to make the current scheduled debt service (last payment in 2013).
- TIF 2 was established in 1986. The property tax increment revenue is scheduled to terminate in 2009. An extension is anticipated. 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.
- 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.

**Tax Increment Financing District Funds**

**T I F 1 FUND  
FINANCIAL SUMMARY**

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
FUND BAL., BEG. YEAR	\$1,804,582	\$1,691,167	\$1,152,087	\$1,239,818
<b>REVENUES:</b>				
INCREMENTAL PROP. TAX	\$581,615	\$588,517	\$620,000	\$644,800
INTEREST	50,916	19,101	20,000	28,800
TRANSFER FROM TIF TWO	0	0	69,710	0
TOTAL REVENUES	\$632,531	\$607,618	\$709,710	\$673,600
<b>EXPENDITURES:</b>				
<b>CONTRACTUAL/OPERATIONS:</b>				
MARKETING/DUES/STUDIES	1,725	11,836	0	10,000
<b>CAPITAL IMPROVEMENTS:</b>				
DOWNTOWN CONSULTANT	7,248	0	0	0
VOCATIONAL TRAINING	0	0	0	50,000
LINCOLN HOTEL PROJECT	0	0	0	50,000
PARK DISTRICT PROJECTS	0	0	0	10,000
PAYMENTS TO OTHER GOVT.	0	0	0	545,000
DOWNTOWN IMPR., PHASE 4	500,886	784,414	0	0
DOWNTOWN IMPR., PHASE 5	0	269,394	255,392	0
DOWNTOWN IMPR., PHASE 6	0	0	239,000	0
DOWNTOWN IMPR., PHASE 7	0	0	0	100,000
DOWNTOWN LOANS	0	0	0	10,000
IRON ARCH, FARMERS MKT.	0	4,991	0	0
SUBTOTAL, CAP. IMPROVEMENTS	\$508,134	\$1,058,799	\$494,392	\$765,000
<b>TRANSFERS:</b>				
TRANSFER, DOWNTOWN LOANS	10,899	0	0	0
TRANSFER MVPS, DEBT SERVICE	225,188	76,063	127,587	105,000
SUBTOTAL, TRANSFERS	\$236,087	\$76,063	\$127,587	\$105,000
TOTAL EXPENDITURES	\$745,946	\$1,146,698	\$621,979	\$880,000
<b>FUND BAL., END YEAR, RESERVED</b>				
CURRENT DEBT SERVICE	\$1,691,167	\$1,152,087	\$1,239,818	\$1,033,418

**T I F 2 FUND  
FINANCIAL SUMMARY**

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
<b>FUND BAL., BEG. YEAR</b>	\$579,117	\$1,099,984	\$869,376	\$386,717
<b>REVENUES:</b>				
<b>INCREMENTAL PROP. TAXES</b>	\$655,471	\$640,087	\$660,000	\$675,000
<b>TAX COLLECTED PRIOR YR.</b>	15,290	(28,559)	(32,000)	(35,000)
<b>SUBTOTAL, PROP. TAX REC'D</b>	\$670,761	\$611,528	\$628,000	\$640,000
<b>INTEREST</b>	29,150	33,360	25,000	15,000
<b>LOCAL SALES TAX (GRANT MATCH)</b>	267,627	259,977	281,744	279,812
<b>STATE GRANT</b>	270,143	297,905	310,000	310,000
<b>SUBTOTAL, REVENUES</b>	\$1,237,681	\$1,202,770	\$1,244,744	\$1,244,812
<b>EXPENDITURES:</b>				
<b>TIF SPECIALIST &amp; BEN. (1 to .8)</b>	\$36,017	\$38,728	\$43,800	\$47,300
<b>MARKETING/DUES</b>	1,775	0	11,440	20,000
<b>LINCOLN SQ. PAYMENT</b>	12,250	12,940	0	0
<b>SCHNUCK'S DEV. PAYMENT</b>	160,563	160,563	160,563	160,563
<b>SUBTOTAL, CONTRACTUAL</b>	\$174,588	\$173,503	\$172,003	\$180,563
<b>VINE STREET RETAINING WALL</b>	\$0	\$126,781	\$42,469	\$0
<b>FIVE POINTS REDEVELOPMENT</b>	0	0	197,630	0
<b>LOT 25 EXPANSION</b>	0	0	67,751	0
<b>BONEYARD IMPR.</b>	0	0	208,500	0
<b>DOWNTOWN SSCAPE IMPR., PHASE 4</b>	124,874	795,306	104,819	0
<b>DOWNTOWN SSCAPE IMPR., PHASE 5</b>	0	57,149	42,850	0
<b>DOWNTOWN SSCAPE IMPR., PHASE 6</b>	0	0	40,000	0
<b>DOWNTOWN SSCAPE IMPR., PHASE 7</b>	0	0	0	150,000
<b>ENGINEERING, 5 POINTS IMPR.</b>	13,746	0	0	0
<b>COUNTY PROPERTY ACQUISITION</b>	0	0	27,370	0
<b>PROPERTY ACQUISITION</b>	0	0	0	150,000
<b>TEPPER BLDG. RELOCATION COSTS</b>	25,000	0	0	0
<b>STRATFORD PROP. IMPR.</b>	509	0	102,281	0
<b>SUBTOTAL, CAPITAL IMPROVEMENTS</b>	\$164,129	\$979,236	\$833,670	\$300,000
<b>TRANSFERS:</b>				
<b>TRANSFER, TIF 1 FUND</b>	\$0	\$0	\$69,710	\$0
<b>LOAN REPAY, EC. DEV. FUND</b>	95,000	0	0	0
<b>TRANSFER, TIF4 FUND</b>	0	0	330,000	0
<b>DOWNTOWN LOAN FUND</b>	0	20,641	35,220	21,000
<b>MVPS, DEBT SERVICE</b>	247,080	221,270	243,000	243,000
<b>SUBTOTAL, TRANSFERS</b>	\$342,080	\$241,911	\$677,930	\$264,000
<b>SUBTOTAL, EXPENDITURES</b>	\$716,814	\$1,433,378	\$1,727,403	\$791,863
<b>FUND BAL., END YEAR</b>	\$1,099,984	\$869,376	\$386,717	\$839,666



**TIF 3  
FINANCIAL SUMMARY**

	<b>ACTUAL 2001-02</b>	<b>ACTUAL 2002-03</b>	<b>PROJECTED 2003-04</b>	<b>BUDGET 2004-05</b>
<b>BAL., BEG. YEAR</b>	\$276,769	\$560,487	\$852,931	\$188,402
<b>REVENUES:</b>				
<b>PROPERTY TAX:</b>				
<b>CURRENT YEAR'S INCREMENT</b>	\$649,680	\$693,509	\$717,780	\$842,900
<b>PREVIOUS YEAR'S INCREMENT</b>	(56,488)	63,651	(24,000)	(62,000)
<b>SUBTOTAL, PROP. TAX</b>	\$593,192	\$757,160	\$693,780	\$780,900
<b>INTEREST</b>	9,180	32,130	22,000	10,000
<b>TOTAL REVENUES</b>	\$602,372	\$789,290	\$715,780	\$790,900
<b>EXPENDITURES:</b>				
<b>REDEV. SPECIALIST &amp; BEN.</b>	\$0	\$12,027	\$37,650	\$37,650
<b>CONTRACTUAL/OPERATIONS:</b>				
<b>MARKETING/DUES/STUDIES</b>	\$5,750	\$750	\$0	\$12,000
<b>VOCATIONAL PAYMENT</b>	50,000	82,500	50,000	75,000
<b>CORRIDOR PROP. PAYMENT#1</b>	74,460	73,220	73,220	178,000
<b>CORRIDOR PROP. PAYMENT#2</b>	0	0	104,780	168,780
<b>PROVENA LANDSCAPING</b>	0	0	15,000	0
<b>PARK ST. IMPR.</b>	0	0	85,000	0
<b>BRICK SIDEWALK REPL.</b>	0	0	120,000	0
<b>GOODWIN BIKEPATH/RECON.</b>	0	73,340	891,659	0
<b>CAPSTONE IMPROVEMENT</b>	0	0	3,000	0
<b>SUBTOTAL, CONTRACTUAL</b>	\$130,210	\$229,810	\$1,342,659	\$433,780
<b>TRANSFERS:</b>				
<b>LOAN REPAY..., EC. DEV. FUND</b>	\$58,000	\$121,700	\$0	\$0
<b>DEBT SERVICE</b>	130,444	133,309	0	0
<b>SUBTOTAL, TRANSFERS</b>	\$188,444	\$255,009	\$0	\$0
<b>TOTAL EXPENDITURES</b>	\$318,654	\$496,846	\$1,380,309	\$471,430
<b>FUND BAL., END YEAR</b>	<b>\$560,487</b>	<b>\$852,931</b>	<b>\$188,402</b>	<b>\$507,872</b>

**TIF 4  
FINANCIAL SUMMARY**

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
<b>BAL., BEG. YEAR</b>	\$0	\$7,700	\$54,766	\$215,796
<b>REVENUES:</b>				
PROPERTY TAX INCREMENT	\$10,500	\$142,286	\$148,000	\$254,000
PREVIOUS YR'S INCREMENT	0	(62,923)	(4,000)	(53,000)
<b>SUBTOTAL, PROP. TAX</b>	10,500	79,363	144,000	201,000
LOAN FROM ED FUND	11,121	0	0	0
INTEREST	0	133	1,000	1,000
OAKLAND AVE. REIMB.	0	0	30,000	0
TRANSFER TIF TWO	0	0	330,000	0
<b>TOTAL REVENUES</b>	21,621	79,496	505,000	202,000
<b>EXPENDITURES:</b>				
<b>CONTRACTUAL/OPERATIONS:</b>				
MARKETING/DUES	\$0	\$0	\$0	\$12,000
LEGAL/ENGIN./APPRAISALS	13,921	10,230	25,970	0
ADMINISTRATIVE COSTS	0	0	20,000	20,800
UNIV. AUTO PARK STREET	0	0	0	200,000
UNIV. AUTO PARK DEV. COSTS	0	0	80,000	0
CAP. IMPR. COSTS	0	0	15,000	60,000
LOAN SUBSIDY PROGRAM	0	0	15,000	20,000
VOCATIONAL TRAINING	0	0	25,000	42,700
PARK DISTRICT PROJECTS	0	0	13,000	22,750
OAKLAND AVE.	0	0	150,000	0
<b>SUBTOTAL, CONTRACTUAL</b>	\$13,921	\$10,230	\$343,970	\$378,250
<b>TRANSFERS:</b>				
LOAN REPAY..., EC. DEV. FUND	0	22,200	0	0
<b>TOTAL EXPENDITURES</b>	\$13,921	\$32,430	\$343,970	\$378,250
<b>FUND BAL., END YEAR</b>	<b>\$7,700</b>	<b>\$54,766</b>	<b>\$215,796</b>	<b>\$39,546</b>





# 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)**

	2001-02	2002-03	2003-04	2004-05
FULL-TIME	18.00	18.00	18.00	19.00
PART-TIME, REG.	23.60	23.10	23.10	22.10
PART-TIME, SUB.	3.60	3.60	3.60	3.60
<b>TOTAL</b>	<b>45.20</b>	<b>44.70</b>	<b>44.70</b>	<b>44.70</b>

**URBANA FREE LIBRARY  
FINANCIAL SUMMARY**

	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
<b>BEG. BALANCE</b>	\$566,615	\$612,356	\$622,050	\$622,050	
<b>REVENUES:</b>					
PROPERTY TAX LEVY	\$1,823,800	\$1,935,468	\$2,012,940	\$2,116,827	5.2%
STATE INCOME TAXES	62,904	62,904	62,904	62,904	0.0%
TRANSFER, DOC. CENTER	60,630	47,063	29,460	30,490	3.5%
INTEREST	13,029	8,223	10,000	9,000	-10.0%
STATE OF IL., OPERATING	42,639	45,494	45,494	46,702	2.7%
GRANTS (NONRECURRING)	15,067	4,797	84,280	84,280	0.0%
REVENUES, OTHER FUNDS	50,042	47,012	46,800	46,800	0.0%
U/I PAYMENT (ORCH. DOWNS)	34,500	34,500	34,500	34,500	0.0%
COUNTY GRANT (ARCHIVES)	12,400	12,500	10,000	10,000	0.0%
TRANSFER BLDG., RELOC.	0	0	13,000	13,000	0.0%
FINES AND FEES	122,469	113,948	113,865	114,865	0.9%
<b>TOTAL REVENUES</b>	<b>\$2,237,480</b>	<b>\$2,311,909</b>	<b>\$2,463,243</b>	<b>\$2,569,368</b>	<b>4.3%</b>
<b>EXPENDITURES:</b>					
CENTRALIZED COSTS	\$381,820	\$401,710	\$419,110	\$458,218	9.3%
EMPLOYEE BENEFITS	79,440	103,598	111,199	123,266	10.9%
ADMINISTRATION	149,252	158,730	161,106	167,142	3.7%
ADULT DIVISION	483,383	516,774	529,720	549,814	3.8%
CHILDREN'S DIVISION	253,126	279,261	285,419	297,582	4.3%
ARCHIVES DIVISION	150,033	157,133	191,999	198,789	3.5%
MAINTENANCE DIVISION	70,687	76,742	68,354	66,963	-2.0%
ACQUISITION DIVISION	123,428	128,303	145,625	151,003	3.7%
CIRCULATION DIVISION	374,831	402,436	406,961	412,511	1.4%
DOCUMENTS PROJECT	60,630	40,377	0	0	#DIV/0!
SPECIAL ASST./ MOVE	0	0	12,670	13,000	2.6%
OTHER FUNDS	50,042	32,354	46,800	46,800	0.0%
GRANTS (NONRECURRING)	15,067	4,797	84,280	84,280	0.0%
<b>TOTAL RECURRING EXPEND.</b>	<b>\$2,191,739</b>	<b>\$2,302,215</b>	<b>\$2,463,243</b>	<b>\$2,569,368</b>	<b>4.3%</b>
<b>NON-RECURRING PROJECT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$2,191,739</b>	<b>\$2,302,215</b>	<b>\$2,463,243</b>	<b>\$2,569,368</b>	
<b>ENDING BALANCE</b>	<b>\$612,356</b>	<b>\$622,050</b>	<b>\$622,050</b>	<b>\$622,050</b>	

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

	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
<b>CENTRAL COSTS:</b>					
PROGRAM/PUBLIC RELATIONS	\$19,209	\$19,742	\$18,732	\$18,732	0.0%
TRAVEL/TRAINING	11,752	16,353	16,353	16,353	0.0%
BUILDING COSTS	66,493	75,637	79,884	84,884	6.3%
UTILITY COSTS	75,370	79,449	88,449	129,249	46.1%
CONTRACTUAL COSTS	58,334	59,644	62,484	62,792	0.5%
MATERIALS HANDLING COSTS	33,609	29,755	27,208	27,208	0.0%
SUPPLY COSTS	30,565	32,139	37,139	32,139	-13.5%
EQUIPMENT COSTS	86,488	88,991	88,861	86,861	-2.3%
CONTINGENCY	0	0	0	0	#DIV/0!
<b>SUBTOTAL, CENTRAL COSTS</b>	<b>\$381,820</b>	<b>\$401,710</b>	<b>\$419,110</b>	<b>\$458,218</b>	<b>9.3%</b>
<b>EMPLOYEE BENEFITS</b>	<b>79,440</b>	<b>103,598</b>	<b>111,199</b>	<b>123,266</b>	<b>10.9%</b>
<b>MATERIALS</b>	<b>\$230,251</b>	<b>\$238,065</b>	<b>\$242,825</b>	<b>\$251,657</b>	<b>3.6%</b>
<b>WAGES:</b>					
SALARIED	\$1,126,440	\$1,202,168	\$1,224,761	\$1,265,404	3.3%
HOURLY	248,049	279,146	321,598	326,743	1.6%
<b>SUBTOTAL, WAGES</b>	<b>\$1,374,489</b>	<b>\$1,481,314</b>	<b>\$1,546,359</b>	<b>\$1,592,147</b>	<b>3.0%</b>
<b>I.M.R.F. COSTS (PD BY CITY)</b>	<b>\$133,108</b>	<b>\$134,644</b>	<b>\$171,870</b>	<b>\$225,650</b>	<b>31.3%</b>



# 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 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
<b>CASH BAL., BEG. YEAR</b>	\$1,769,654	\$1,839,975	\$1,784,830	\$1,857,746
<b>REVENUES:</b>				
<b>CAMPUS METERS</b>	479,669	530,558	\$530,500	\$530,500
<b>OTHER METERS</b>	126,544	148,472	145,000	145,000
<b>BAGGED METER FEES</b>	121,145	168,566	140,000	140,000
<b>LINCOLN SQ. CONTRACT</b>	78,163	80,187	82,900	85,400
<b>PARKING GARAGE</b>	81,812	82,644	83,000	83,000
<b>OTHER RENTALS</b>	74,559	70,939	65,000	65,000
<b>INTEREST</b>	44,065	22,846	30,000	25,000
<b>TRANSFER, TIF 1 DEBT</b>	225,188	76,063	127,587	105,000
<b>TRANSFER, TIF 2 DEBT</b>	247,080	221,270	243,000	243,000
<b>TOTAL REVENUES</b>	\$1,478,225	\$1,401,545	\$1,446,987	\$1,421,900
<b>EXPENSES:</b>				
<b>PARKING SYSTEM OPERATIONS</b>	\$532,993	\$386,820	\$427,454	\$429,990
<b>PARKING GARAGE OPERATIONS</b>	79,377	70,637	100,920	104,630
<b>DEBT SERVICE, 1994A BONDS</b>	222,300	100,650	103,000	105,000
<b>DEBT SERVICE, 1994B BONDS</b>	243,700	238,473	243,000	243,000
<b>DEBT SERVICE, 1994C BONDS</b>	100,558	277,342	0	0
<b>DEBT SERVICE, TEPPER NOTE</b>	8,744	21,706	22,000	22,000
<b>DEPRECIATION</b>	227,774	227,774	240,000	240,000
<b>MISCELLANEOUS</b>	1,500	2,874	3,500	3,500
<b>LIGHTING IMPR.</b>	0	0	0	200,000
<b>ART IN PARK PROJECT</b>	36,344	74,002	12,667	0
<b>TRANSFER, GEN., P.I.L.O.T.</b>	181,700	188,970	196,530	205,370
<b>GARAGE REHAB.</b>	688	0	40,000	40,000
<b>OTHER LOT IMPROVEMENTS</b>	0	95,216	225,000	500,000
<b>SUBTOTAL, EXPENSES</b>	\$1,635,678	\$1,684,464	\$1,614,071	\$2,093,490
<b>ADD BACK DEPRECIATION</b>	\$227,774	\$227,774	\$240,000	\$240,000
<b>CASH REV. OVER (UNDER) EXP.</b>	\$70,321	(\$55,145)	\$72,916	(\$431,590)
<b>CASH BAL., END YEAR:</b>				
<b>RESERVED, CITY BLOCK IMPR.</b>	\$108,012	\$12,667	\$0	\$0
<b>RESERVED GARAGE RECONSTRUCTION</b>	\$239,376	\$279,376	\$279,376	\$279,376
<b>RESERVED, LOT/EQ. IMPROVE.</b>	\$1,492,587	\$1,492,787	\$1,578,370	\$1,146,780

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

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
PERSONNEL SERVICES	\$111,918	\$125,141	\$147,730	\$152,350
SUPPLIES	33,602	33,525	44,110	44,110
OPERATIONS/CONTRACTUAL	380,958	453,560	435,767	426,530
CAPITAL OUTLAY	224,580	17,881	18,054	10,000
CAPITAL IMPROVEMENTS	575,990	733,387	633,000	1,110,000
<b>SUBTOTAL</b>	<b>\$1,327,048</b>	<b>\$1,363,494</b>	<b>\$1,278,661</b>	<b>\$1,742,990</b>
TRANSFERS	308,630	320,970	335,410	350,500
<b>TOTAL EXPENDITURES</b>	<b>\$1,635,678</b>	<b>\$1,684,464</b>	<b>\$1,614,071</b>	<b>\$2,093,490</b>

**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)**

	2001-02	2002-03	2003-04	2004-05
FULL-TIME	4.00	4.00	4.00	4.00
PART-TIME	0.50	0.50	0.50	0.50
<b>TOTAL</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>

**ACTIVITIES OF THE PARKING GARAGE**

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

**PARKING GARAGE**

**PERSONNEL SUMMARY (FTE's)**

	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>
<b>FULL-TIME</b>	2.00	2.00	2.00	2.00
<b>PART-TIME</b>	0.27	0.27	0.27	0.27
<b>TOTAL</b>	2.27	2.27	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 the following fund:

- **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, acquisition of the Winkelmann property for future Library expansion and library construction. With final payment of the library facility anticipated, monies left in the fund have been allocated for a storage building for city needs.

Capital Improvement Funds

**MOTOR FUEL TAX**

	<b>ACTUAL 2001-02</b>	<b>ACTUAL 2002-03</b>	<b>PROJECTED 2003-04</b>	<b>BUDGET 2004-05</b>
<b>FUND BAL., BEG. YEAR</b>	\$2,606,486	\$2,604,264	\$3,167,847	\$1,564,817
<b>REVENUES:</b>				
STATE MOTOR FUEL TAX	\$1,026,797	\$1,057,840	\$1,075,000	\$1,075,000
UNIV. REIMB., (LINCOLN/ILLINOIS)	0	0	160,000	0
REIMB., CROSS CONST.	89,295	0	0	0
REIMB., SAINTS CHURCH	6,167	0	0	0
REIMB., PARK DIST. (CRYSTAL LAKE)	0	36,384	0	0
UNIV. REIMB., (LINCOLN/FLA.)	0	0	33,000	0
INTEREST	109,826	160,872	92,000	101,515
<b>TOTAL REVENUES</b>	<b>\$1,232,085</b>	<b>\$1,255,096</b>	<b>\$1,360,000</b>	<b>\$1,176,515</b>
<b>EXPENDITURES:</b>				
ANNUAL ST. MAINT.	\$1,015,442	\$326,583	\$483,889	\$250,000
LINCOLN/FLORIDA IMPR.	0	171,330	0	0
WASHINGTON/VINE IMPR.	0	191,591	1,583,409	0
HUFF/BOUDREAU AREA IMPR.	0	0	590,000	0
SIGNALS, (RT. 45/AIRPORT RD)	0	2,009	0	0
UNIV. AVE. SIGNALS (RACE)	84,729	0	0	0
SIGNALS, (LINCOLN/ILLINOIS)	78,004	0	224,732	0
FLA. AVE. STREET PATCHING	0	0	0	180,000
LINCOLN/PENN/NEVADA ST. LIGHTING	0	0	0	700,000
UNIV. AVE. (GUARDIAN TO HIGHCROSS)	56,132	0	6,000	0
WINDSOR/PHILO WIDENING	0	0	75,000	227,500
<b>EXPENDITURES TOTAL</b>	<b>\$1,234,307</b>	<b>\$691,513</b>	<b>\$2,963,030</b>	<b>\$1,357,500</b>
<b>FUND BAL., END YEAR</b>	<b>\$2,604,264</b>	<b>\$3,167,847</b>	<b>\$1,564,817</b>	<b>\$1,383,832</b>

**SANITARY SEWER CONSTRUCTION**

	<b>ACTUAL 2001-02</b>	<b>ACTUAL 2002-03</b>	<b>PROJECTED 2003-04</b>	<b>BUDGET 2004-05</b>
<b>FUND BAL., BEG. YEAR</b>	\$808,131	\$596,996	\$437,175	\$277,649
<b>REVENUES:</b>				
<b>SEWER BENEFIT TAX</b>	\$725,491	\$771,091	\$801,900	\$826,000
<b>INTEREST</b>	21,242	14,033	22,000	22,000
<b>TOTAL REVENUES</b>	\$746,733	\$785,124	\$823,900	\$848,000
<b>EXPENDITURES:</b>				
<b>TRANSFER-MAINTENANCE</b>	\$373,900	\$388,860	\$404,410	\$422,610
<b>SEWER TAX BILLING COSTS</b>	5,049	3,868	4,590	4,700
<b>INFLOW/INFILTRATION REMEDIATION</b>	443,961	332,084	490,694	275,000
<b>FLA. AVE. EXTENSION</b>	23,945	0	6,055	0
<b>CUNNINGHAM &amp; ANTHONY EXTENS.</b>	0	100,000	0	0
<b>SEWER DATA BASE S/W AND H/W</b>	1,425	1,425	38,196	1,500
<b>BROADWAY NEIGHBORHD. SEWERS</b>	0	100,000	0	0
<b>MISC. SAN. SEWER IMPR.</b>	109,588	18,708	39,481	5,000
<b>INTERCEPTOR SETASIDE PROJECT</b>	0	0	0	100,000
<b>EXPENDITURES TOTAL</b>	957,868	944,945	983,426	808,810
<b>FUND BAL., END YEAR</b>	\$596,996	\$437,175	\$277,649	\$316,839

Capital Improvement Funds

**CAPITAL REPLACEMENT AND IMPROVEMENT**

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
<b>FUND BAL., BEG. YEAR</b>	\$1,750,401	\$2,029,770	\$2,166,517	\$2,027,497
<b>REVENUES:</b>				
INTEREST	\$77,780	\$61,466	\$100,000	\$100,000
SALE OF PROPERTY	249	6,490	10,000	10,000
CHAMPAIGN REIMB. - BONEYARD	12,840	13,523	13,000	13,000
COUNTY REIMB., LINCOLN AVE.	0	0	215,000	0
DONATIONS - GREENSCAPES	1,670	395	13,000	0
GRANT, CUNN. ENTRWAY BEAUT.	0	0	35,000	5,000
REIMB., AM. LEGION	0	1,000	0	0
R.R. PROP., SPECIAL ASSESS.	7,526	5,809	5,000	4,000
IDOT REIMB., SIGNAL MAINT.	18,532	25,203	15,000	15,000
STATE REIMB., FLEXNGATE	0	0	56,594	0
SCHOOL VACATION, BIRCH ST.	0	32,500	0	0
STATE REIMB., CUNN./ANTHONY	1,041,200	54,800	0	0
COUNTY REIMB., CUNN./ANTHONY	0	310,000	310,000	310,000
REIMB., HOMEOWNER SUMPS	500	0	0	0
LOAN, ED FUND, COLO. AVE.	0	0	0	200,000
SPECIAL ASSESSMENT, FLA. AVE.	0	0	0	0
U/I ST. LIGHTING REIMB.	0	0	0	200,000
MVPS REIMB., LIGHTING	0	0	0	200,000
STATE REIMB., VINE ST. WALL	0	59,105	96,895	0
MTD REIMB., BRDWAY BUS STOP	0	0	28,000	0
TRANSFER, GEN. RESERVE FUND	10,000	0	0	0
TRANSFER, GEN. NON-RECUR.	1,000,000	1,500,000	1,000,000	0
TRANSFER FROM GEN. FUND	688,160	715,700	484,300	673,887
<b>TOTAL REVENUES</b>	<b>\$2,858,457</b>	<b>\$2,785,991</b>	<b>\$2,381,789</b>	<b>\$1,730,887</b>
<b>EXPENDITURES (SEE BELOW)</b>	<b>\$2,579,088</b>	<b>\$2,649,244</b>	<b>\$2,520,809</b>	<b>\$2,266,500</b>
<b>FUND BAL., END YEAR</b>	<b>\$2,029,770</b>	<b>\$2,166,517</b>	<b>\$2,027,497</b>	<b>\$1,491,884</b>

EXPENDITURE DETAIL

	ACTUAL	ACTUAL	PROJECTED	BUDGET
	2001-02	2002-03	2003-04	2004-05
BONEYARD/BRIDGES MAINT.	\$1,592	\$15,690	\$84,791	\$30,000
SIGNAL MAINTENANCE	3,241	0	30,583	15,000
MISC. APPRAISALS	0	0	25,441	7,500
TREE TRAIL BROCHURE GUIDE	0	0	8,000	0
REHAB., SHED S. SIDE FIRE STATION	2,150	0	0	0
PUBLIC FAC. REHAB	0	20,333	41,395	30,000
CAMPUS AREA TRANS. STUDY	17,371	0	1,169	12,000
C.D. "HOME" CAP. IMPR. TRANSFER	67,330	21,081	176,802	71,000
CONTRACTUAL TREE TRIMMING	25,759	24,912	30,274	30,000
REPLACE HVAC SYSTEM, CITY HALL	72,425	2,057	2,929	0
PW STORAGE BUILDING	10,936	0	0	0
OVERHEAD DOORS, PW FLEET	0	0	21,761	0
NEIGHBORHOOD ST./WALKS	0	0	147,000	0
MISC. STORM SEWER REPAIRS	229,925	35,780	120,280	100,000
PAVEMENT MAINTENANCE	81,629	103,620	534,493	125,000
STREET LIGHTING REPL.; 3B,4A,5	0	230,801	470,000	0
G.I.S. PROFESSIONAL SERVICES	0	16,539	46,038	30,000
RPC SEWER DEV. PROG	25,563	0	0	0
VINE ST. WALL IMPR.	0	59,105	104,225	0
TREE PLANTING PROGRAM	15,917	15,193	16,950	16,000
GOODWIN AVE. BIKEPATH	0	0	30,000	0
GREENSCAPE, ENDOWMENT PROG.	240	4,320	7,783	0
DOWNTOWN GREENSCAPE., CCDC	0	0	5,000	0
CUNN. ENTRYWAY BEAUT.(GRANT)	0	0	35,000	5,000
VINE/WASHINGTON R.O.W.	0	13,940	0	0
KINCH/FLA. CONNECTION	274,954	0	8,511	0
NORTH LINCOLN AVE. IMPR.	0	88,965	327,300	0
CUNNINGHAM & ANTHONY DRIVE	0	1,938,720	3,087	0
CUNNING.& ANTHONY, STATE	1,407,907	0	0	0
S. RACE ST. BRIDGE IMPR.	36,336	0	0	0
FLA. AVE. IMPROVEMENT	139,539	0	60,461	0
FLA. AVE. DRAINAGE DITCH	44,574	0	0	0
PROP AQ./ROAD IMPR., FRASCA DEV.	120,908	0	0	0
ENGINEERING, CUNN./AIRPORT RD	792	93	0	0



Capital Improvement Funds

EXPENDITURE DETAIL (CONT.)

	PROJECTED 2001-02	PROJECTED 2002-03	PROJECTED 2003-04	BUDGET 2004-05
OIL & CHIP ST. MAINTENANCE	0	5,710	134,290	0
MISC. TRAFFIC SIGNAL IMPR.	0	9,231	1,000	0
BRADLEY/COLER/LINVIEW STORMS	0	0	0	200,000
BRICK SIDEWALK MAINT.	0	0	0	225,000
CAMPUS ST. LIGHTING	0	0	0	400,000
COLORADO AVE. IMPR.	0	0	0	200,000
CONCRETE ST. PATCHING	0	0	0	260,000
ST. LIGHTING REPL., 4B	0	0	0	50,000
STONECREEK BIKEPATH	0	0	0	400,000
WASHINGTON ST. CULVERT REPL.	0	0	0	60,000
BROADWAY BUS STOP, (MTD REIMB)	0	0	28,000	0
BROADWAY NEIGHBORHD SEWERS	0	14,077	2,323	0
WRIGHT/SPRING/GREEN IMPR.	0	29,077	15,923	0
<b>TOTAL</b>	<b>\$2,579,088</b>	<b>\$2,649,244</b>	<b>\$2,520,809</b>	<b>\$2,266,500</b>

LIBRARY BUILDING RESERVE

	ACTUAL 1998-03	PROJEC. 2003-04	BUDGET 2004-05	PROJECT TOTALS
<b>FUND BAL., BEG. YEAR</b>	\$0	\$2,528,735	\$0	
<b>REVENUES:</b>				
FOUNDATION DONATIONS	\$0	\$0	\$2,084,000	\$2,084,000
STATE GRANT	350,000	0	450,000	800,000
CITY CONTRIBUTION	4,320,347	807,160	0	5,127,507
<b>TOTAL REVENUES</b>	<b>\$4,670,347</b>	<b>\$807,160</b>	<b>\$2,534,000</b>	<b>\$8,011,507</b>
<b>EXPENDITURES:</b>				
LIBRARY CONSTRUCTION	\$2,041,612	\$3,335,895	\$2,334,000	\$7,711,507
LIBRARY DESIGN/CONSULTANT	100,000	0	0	100,000
CITY STORAGE BUILDING	0	0	200,000	200,000
<b>TOTAL EXPENDITURES</b>	<b>\$2,141,612</b>	<b>\$3,335,895</b>	<b>\$2,534,000</b>	<b>\$8,011,507</b>
<b>FUND BAL., END YEAR, RESERVED</b>				
<b>FUTURE LIBRARY EXPANSION:</b>	<b>\$2,528,735</b>	<b>\$0</b>	<b>\$0</b>	

# 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. This fund is also used to pay for certain large non-recurring expenses, such as the landfill remediation project.
- **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). These bonds were paid off 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 2001-02	ACTUAL 2002-03	PROJ. 2003-04	BUDGET 2004-05
<b>FUND BAL., BEG. YEAR</b>	\$2,782,211	\$ 3,776,024	\$ 2,603,588	\$ 1,946,569
<b>REVENUES:</b>				
<b>INTEREST</b>	\$87,146	\$129,629	\$108,000	\$40,000
<b>U/I PAYMENT, LANDFILL</b>	0	0	46,700	180,000
<b>CARLE PAYMENT, LIBRARY</b>	50,000	0	0	0
<b>BOND REFUNDING PROCEEDS</b>	46,534	509,317	0	0
<b>STATE GRANT, LAND USE STUDY</b>	0	0	150,000	0
<b>REPAYMENT, RECYCLING TOTERS</b>	45,000	18,450	0	5,100
<b>TRANSFER, GEN. FUND</b>	2,810,440	501,300	228,040	150,213
<b>TOTAL REVENUES</b>	\$3,039,120	\$1,158,696	\$532,740	\$375,313
<b>EXPENDITURES:</b>				
<b>TOWNSHIP ENERGY ASSISTANCE</b>	10,000	0	0	0
<b>TRANSFER VERF, NEW EQ.</b>	98,650	0	0	0
<b>TRANSFER, CAP. IMPR. FUND</b>	1,000,000	1,500,000	0	0
<b>TRANSFER LIBRARY BLDG. FUND</b>	750,000	750,000	807,160	0
<b>COMP. PLAN PRODUCTION COSTS</b>	7,203	0	0	0
<b>TRANSFER, CDBG LITING SWAP</b>	10,000	0	0	0
<b>IL. POWER CONSULTANT</b>	0	0	34,000	0
<b>LANDFILL MITIGATION</b>	0	66,854	166,916	900,000
<b>REHAB. COSTS, TEPPER BLDG.</b>	21,991	1,415	0	0
<b>CITY BLDG. ELEVATOR REPAIRS</b>	20,844	0	0	0
<b>P.W. BLDG. ROOF REPAIRS</b>	100,286	0	0	0
<b>P.W. BACK SHED ROOF INSTALL</b>	20,325	0	0	0
<b>OVERHEAD DOORS, PW GARAGE</b>	0	6,817	8,183	0
<b>LOAN RECYCLE FUND, CARTS</b>	0	0	23,000	0
<b>STATE GRANT, LAND USE STUDY</b>	0	0	150,000	0
<b>BATTERY RECYLING EVENT</b>	0	1,000	500	500
<b>FIRE STATION KITCHEN UPGRADE</b>	6,008	5,046	0	0
<b>TOTAL EXPENDITURES</b>	\$2,045,307	\$2,331,132	\$1,189,759	\$900,500
<b>FUND BAL., END YEAR:</b>				
<b>RESERVED, LIBRARY CARLE INT.</b>	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
<b>RESERVED LANDFILL MITIGATION</b>	\$ 3,726,024	\$ 2,553,588	\$ 1,896,569	\$ 1,371,382

## ECONOMIC DEVELOPMENT RESERVE

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
<b>FUND BAL., BEG. YEAR</b>	\$514,994	\$1,377,470	\$2,273,395	\$1,718,461
<b>REVENUES:</b>				
<b>INTEREST</b>	\$55,767	\$160,468	\$88,000	\$69,000
REPAYMENT, TIF 3 LOAN	58,000	121,700	0	0
REPAYMENT TIF 2 LOAN	95,000	0	0	0
REPAYMENT TIF 4 LOAN	0	22,200	0	0
HOUSE DEMOLITION RECOVERIES	0	0	32,209	17,000
UNIVERSITY RIGHT OF WAY PAYMENT	725,000	725,000	882,504	0
PROP. TAX PROGRAM REIMB.	0	0	16,341	60,000
STATE GRANT, TIF 4 PLANNING	0	50,000	0	0
STATE GRANT, HISTORICAL BROCHURE	0	1,282	0	0
FARMER'S MARKET FEES	29,312	35,408	35,100	36,500
<b>TOTAL REVENUES</b>	\$963,079	\$1,116,058	\$1,054,154	\$182,500
<b>EXPENDITURES:</b>				
RETAIL DEV. INCENTIVE LOANS	\$0	\$0	\$31,800	\$31,800
RETAIL DEV. PROGRAM COSTS	0	2,413	10,000	10,000
OPTIONS, TITLES, MARKETING	3,048	3,565	5,000	5,000
MATCH, RT. 130 PLANNING GRANT	0	0	5,000	0
HOUSE DEMOLITIONS	7,500	6,217	17,000	17,000
LOAN, TIF 4 FUND, CONSULTANT	11,121	0	0	0
URBANA HOME SHOW	10,170	0	0	0
METRO ZONE INCENTIVE PAYMENT	0	0	387,000	0
URBANA BUSINESS ALLIANCE	25,000	50,000	45,000	47,250
TRANSFER, CAP. IMPR, N. 45 IMPR.	0	0	1,000,000	0
TIF FOUR PLANNING	0	50,000	0	0
DEVELOPER'S ROUNTABLE	0	0	0	1,200
COMP. PLAN PUBLICATION	0	156	10,000	0
MARKETING, BUILD URBANA	1,544	0	2,500	4,000
PAYMENT, UNITED FUELS DEV.	0	0	5,000	0
FARMER'S MARKET COSTS	42,220	36,129	35,100	36,500
PROPERTY TAX INCENTIVE PROGRAM	0	10,653	5,688	60,000
ANDRAE'S DEV. COSTS	0	61,000	0	0
LOAN A09, COLO. AVE. IMPR.	0	0	0	200,000
SUNNYCREST LOAN PROGRAM	0	0	50,000	0
<b>TOTAL EXPENDITURES</b>	\$100,603	\$220,133	\$1,609,088	\$412,750
<b>FUND BAL., END YEAR, RESERVED FOR</b>				
<b>ECONOMIC DEVELOPMENT PROJECTS</b>	\$1,377,470	\$2,273,395	\$1,718,461	\$1,488,211

## SALES TAX GRANT/ INSURANCE RESERVE

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
<b>FUND BAL., BEG. YEAR</b>	\$1,402,229	\$1,079,678	\$536,556	\$269,812
<b>REVENUES-INTEREST</b>	70,338	65,850	15,000	10,000
<b>EXPENSES:</b>				
TRANSFER, DEBT SERVICE	\$125,262	\$348,995	\$0	\$0
TRANSFER, GEN/TIF GRANT	267,627	259,977	281,744	279,812
<b>TOTAL EXPENSES</b>	\$392,889	\$608,972	\$281,744	\$279,812
<b>FUND BAL., END YEAR, RESERVED:</b>				
<b>FOR 1994C DEBT SERVICE</b>	\$348,995	\$0	\$0	\$0
<b>FOR FUTURE TIF GRANT MATCH</b>	\$730,683	\$536,556	\$269,812	\$0



# PENSION FUNDS

The City and its employees are required by State law to participate in three employee 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 the I.M.R.F. 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.

Pension Funds

**IMRF  
FINANCIAL SUMMARY**

	ACTUAL 2001-02	ACTUAL 2002-03	ACTUAL 2003-04	BUDGET 2004-05	% CHG.
<b>CASH BAL., BEG. YEAR</b>	\$340,132	\$188,442	\$89,641	\$221	
<b>REVENUES:</b>					
TRANSFER, GEN. FUND	\$440,000	\$550,000	\$754,000	\$1,096,000	45.4%
INTEREST	14,953	953	1,000	1,000	
CASH ADJUSTMENT, TAXES	0	0	0	0	
<b>SUBTOTAL, REVENUES</b>	<b>\$454,953</b>	<b>\$550,953</b>	<b>\$755,000</b>	<b>\$1,097,000</b>	
<b>TRANSFERS IN:</b>					
C.D.B.G. FUND	13,536	12,907	16,780	21,810	
PEG, CATV FUND	3,890	4,030	5,240	6,810	
VARIOUS CD FUNDS	8,306	10,007	13,010	16,910	
A.R.M.S. FUND	4,830	5,000	6,500	8,450	
L.R.C.	12,390	13,270	17,250	22,420	
WORK. COMP. FUND	867	7,478	9,720	12,640	
REIMB., U/I FIRE	6,868	7,330	9,530	12,390	
TIF FUNDS	2,973	4,047	5,260	6,840	
EQ. SERVICES FUND	19,490	21,208	27,570	35,840	
RECYCLING FUND	741	659	860	1,120	
AD. ASST REIM., POLICE	3,350	3,470	4,510	5,860	
M.V.P.S. FUND	12,850	12,850	16,710	21,720	
<b>TOTAL REVENUES</b>	<b>\$545,044</b>	<b>\$653,209</b>	<b>\$887,940</b>	<b>\$1,269,810</b>	
<b>EXPENSES:</b>					
I.M.R.F. PAYMENTS	\$694,314	\$749,816	\$974,760	\$1,267,190	30.0%
SECTION 125 ADMIN.	\$2,420	\$2,194	\$2,600	\$2,800	
<b>TOTAL EXPENSES</b>	<b>\$696,734</b>	<b>\$752,010</b>	<b>\$977,360</b>	<b>\$1,269,990</b>	
<b>FUND BAL., END YEAR</b>	<b>\$188,442</b>	<b>\$89,641</b>	<b>\$221</b>	<b>\$41</b>	

**POLICE PENSION FUND  
FINANCIAL SUMMARY**

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05	% CHG.
<b>REVENUES:</b>					
PROPERTY TAX	\$1,020,500	\$1,037,116	\$1,112,920	\$1,168,600	5.0%
STATE REPLACEMENT TAX	41,000	41,000	41,000	41,000	
<b>TOTAL REVENUES</b>	<b>\$1,061,500</b>	<b>\$1,078,116</b>	<b>\$1,153,920</b>	<b>\$1,209,600</b>	
<b>PAYMENT TO PENSION BOARD</b>	<b>\$1,061,500</b>	<b>\$1,078,116</b>	<b>\$1,153,920</b>	<b>\$1,209,600</b>	<b>4.8%</b>

**FIRE PENSION FUND  
FINANCIAL SUMMARY**

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05	% CHG.
<b>REVENUES:</b>					
PROPERTY TAX	\$474,000	\$642,455	\$768,200	\$806,600	5.0%
STATE REPLACEMENT TAX	52,000	52,000	52,000	52,000	
<b>TOTAL REVENUES</b>	<b>\$526,000</b>	<b>\$694,455</b>	<b>\$820,200</b>	<b>\$858,600</b>	
<b>PAYMENT TO PENSION BOARD</b>	<b>\$526,000</b>	<b>\$694,455</b>	<b>\$820,200</b>	<b>\$858,600</b>	<b>4.7%</b>

# DEBT SERVICE FUNDS

As described in the introductory section of this budget document, in FY02-03, the City retired the only two non-parking outstanding debt issues (parking debt, which is primarily being retired from TIF monies, is reported in the M.V.P.S. fund).

## GENERAL OBLIGATION PORTION OF THE 1994C BONDS

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
TRANSFER-INS. RESERVE	\$125,262	\$348,995	\$0	\$0
<b>DEBT SERVICE:</b>				
PRINCIPAL	\$102,305	\$340,095	\$0	\$0
INTEREST	22,957	8,900	0	0
<b>TOTAL DEBT SERVICE</b>	<b>\$125,262</b>	<b>\$348,995</b>	<b>\$0</b>	<b>\$0</b>

## 1992 TIF 3 BONDS

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
TRANSFER-TIF 3	\$130,444	\$133,309	\$0	\$0
<b>DEBT SERVICE:</b>				
PRINCIPAL	\$120,000	\$130,000	\$0	\$0
INTEREST	10,444	3,309	0	0
<b>TOTAL DEBT SERVICE</b>	<b>\$130,444</b>	<b>\$133,309</b>	<b>\$0</b>	<b>\$0</b>







# City of Urbana Budget Fiscal Year 2004-2005

# Supplementary Expenditure Report

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**CITY COUNCIL**

	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	PROPOSED 2004-05	% CHG.
100					
COUNCIL MEMBERS (7)	\$26,600	\$26,600	\$26,600	\$26,600	0.0%
200					
BOOKS & PERIODICALS	\$0	\$0	\$350	\$350	
OFFICE SUPPLIES	35	55	250	250	
MISC. SUPPLIES	157	71	150	150	
TOTAL	\$192	\$126	\$750	\$750	0.0%
300					
TRAVEL AND CONFERENCE	\$1,896	\$1,584	\$8,400	\$8,400	
TELEPHONE/POSTAGE	0	0	800	800	
SPECIAL CONSTRUCTUAL ASST.	0	0	100	100	
TOTAL	\$1,896	\$1,584	\$9,300	\$9,300	0.0%
DEPARTMENT TOTAL	\$28,688	\$28,310	\$36,650	\$36,650	0.0%

## Supplementary Expenditure Report

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### EXECUTIVE DEPARTMENT BUDGET ANALYSIS

	03-04	04-05	diff.	%
100'S	\$ 634,540	\$ 659,260	\$ 24,720	3.9%
200'S	16,280	16,280	-	0.0%
300'S	306,170	310,290	4,120	1.3%
SUBTOTAL	956,990	985,830	28,840	3.0%
400'S	6,950	7,190	240	3.5%
TOTAL	\$ 963,940	\$ 993,020	\$ 29,080	3.0%
PERSONNEL:				
SALARIES	\$ 586,500	\$ 601,340	\$ 14,840	2.5%
STD. CHARGES	48,040	57,920	9,880	20.6%
SUBTOTAL	\$ 634,540	\$ 659,260	\$ 24,720	3.9%
SUPPLIES:				
OTHER	\$ 14,650	\$ 14,650	\$ -	0.0%
STD. CHARGES	1,630	1,630	-	0.0%
SUBTOTAL	\$ 16,280	\$ 16,280	\$ -	0.0%
CONTRACTUAL:				
STD. CHARGES	\$ 42,300	\$ 43,490	\$ 1,190	2.8%
VEH. SERVICE	6,780	6,780	-	0.0%
H/R HEARING OFF.	10,000	10,000	-	0.0%
OTHER	247,090	250,020	2,930	1.2%
SUBTOTAL	\$ 306,170	\$ 310,290	\$ 4,120	1.3%
CONTRACTUAL, JACK W	18,230	83,700	65,470	359.1%
OTHER	156,610	156,610	-	0.0%
SUBTOTAL	\$ 728,100	\$ 800,620	\$ 72,520	10.0%

**EXECUTIVE DEPARTMENT  
ADMINISTRATION DIVISION**

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
MAYOR	\$43,162	\$44,094	\$44,240	\$44,240	
CHIEF ADMIN. OFFICER	96,052	96,782	98,680	102,570	
CAO SALARY TO DEF. COMP. PLA	8,253	11,189	12,500	12,500	
ADMIN. SECRETARY	31,224	32,316	33,664	35,480	
EXECUTIVE SECRETARY	35,700	36,951	38,810	39,380	
EXECUTIVE INTERN (.5)	3,065	8,439	8,830	9,140	
OVERTIME	0	776	500	520	
EMPLOYEE INSURANCE	13,750	16,591	18,030	20,440	
TOTAL 100	\$231,206	\$247,138	\$255,254	\$264,270	3.5%
200					
BOOKS & PERIODICALS	\$136	\$95	\$450	\$450	
OFFICE SUPPLIES	751	710	800	800	
COPIER SUPPLIES	1,106	1,258	1,630	1,630	
TOTAL 200	\$1,993	\$2,063	\$2,880	\$2,880	0.0%
300					
DUES & SUBSCRIPTIONS	\$3,273	\$3,072	\$4,000	\$4,000	
CELLUAR/PAGING SERV.	1,244	1,285	2,800	2,800	
TRAVEL AND CONFERENCE	6,788	4,327	7,000	7,000	
CATV COMMISSION	717	2,000	3,000	3,000	
VEHICLE SERVICES	6,467	4,141	6,780	6,780	
PRINTING SERVICES	218	198	500	500	
HEARINGS & ARBITRATIONS	0	0	4,500	4,500	
SPECIAL COUNSEL	324	5,159	14,600	14,600	
DISABILITY SERVICES	0	0	1,030	1,030	
CITY INSURANCE	3,980	4,700	4,700	5,170	
TRANSFER, WORKER'S COMP.	260	270	270	270	
TELEPHONE	2,910	2,828	3,260	3,260	
COPIER LEASE & MAINT.	3,837	3,881	5,110	5,110	
CITY COMPUTERIZATION	14,070	13,330	13,330	13,330	
EMPLOYEE PROGRAMS	11,365	6,522	7,500	7,500	
TOTAL 300	\$55,453	\$51,713	\$78,380	\$78,850	0.6%
400					
VEH. REPL. CHARGE	\$8,390	\$7,450	\$6,950	\$7,190	3.5%
DIVISION TOTAL	\$297,042	\$308,364	\$343,464	\$353,190	2.8%

## Supplementary Expenditure Report

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### EXECUTIVE DEPARTMENT LEGAL DIVISION

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
CITY ATTORNEY/CORP. COUNSEL	\$76,521	\$100,542	\$81,560	\$81,220	
ASST. CITY ATTORNEY	60,063	47,801	0	0	
LEGAL SECRETARY	33,469	35,641	37,022	38,790	
INTERN/PARALEGAL SPEC.	9,138	22,276	33,830	33,440	
P-T CLERICAL (.5 TO .75)	13,707	10,978	15,543	16,090	
OVERTIME	0	0	210	220	
EMPLOYEE INSURANCE	9,161	11,026	11,980	17,040	
TOTAL 100	\$202,059	\$228,264	\$180,145	\$186,800	3.7%
200					
BOOKS & PERIODICALS	\$9,223	\$9,551	\$9,600	\$9,600	
OFFICE SUPPLIES	1,230	1,151	1,900	1,900	
TOTAL 200	\$10,453	\$10,702	\$11,500	\$11,500	0.0%
300					
DUES & SUBSCRIPTIONS	\$2,901	\$1,959	\$2,600	\$2,600	
TRAVEL AND CONFERENCE	3,447	3,807	4,000	4,000	
CODIFICATION	2,513	2,049	2,240	2,240	
RECORDER'S ON-LINE SERVICE	0	0	300	1,000	
PROF. LEGAL SERVICES	7,370	21,370	19,700	19,000	
PROF. LEGAL SERVICES (JW)	0	18,000	83,700	86,630	
CITY INSURANCE	2,845	3,300	3,300	3,630	
TRANSFER, WORKER'S COMP.	210	220	220	220	
CITY TELEPHONE	2,910	2,828	3,260	3,260	
TOTAL 300	\$22,196	\$53,533	\$119,320	\$122,580	2.7%
DIVISION TOTAL	\$234,708	\$292,499	\$310,965	\$320,880	3.2%

**EXECUTIVE DEPARTMENT  
HUMAN RELATIONS DIVISION**

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	% CHG.
	2001-02	2002-03	2003-04	2004-05	
<b>100</b>					
HUMAN RELATIONS OFFICER	\$47,229	\$49,286	\$51,850	\$53,650	
ADMINISTRATIVE SEC. (.4)	0	0	0	0	
EMPLOYEE INSURANCE	4,590	5,565	6,050	6,810	
<b>TOTAL 100</b>	<b>\$51,819</b>	<b>\$54,851</b>	<b>\$57,900</b>	<b>\$60,460</b>	<b>4.4%</b>
<b>200</b>					
BOOKS & PERIODICALS	\$54	\$19	\$150	\$150	
BOOKS, COMMISSION BUDGET	54	96	350	350	
OFFICE SUPPLIES	195	200	200	200	
<b>TOTAL 200</b>	<b>\$303</b>	<b>\$315</b>	<b>\$700</b>	<b>\$700</b>	<b>0.0%</b>
<b>300</b>					
DUES & SUBSCRIPTIONS	\$0	\$156	\$490	\$490	
TRAVEL AND CONFERENCE	1,979	1,002	2,010	2,010	
COMMISSION TRAINING	1,005	566	1,000	1,000	
TRAINING, COMMISSION BUDGET	104	507	2,000	2,000	
H/R HEARING OFFICER	7,356	11,462	10,000	10,000	
M.L. KING SPEAKERS/GRANTS	1,500	427	1,500	1,500	
GRANTS, COMMISSION BUDGET	1,071	685	1,200	1,200	
COMM. ED., COMMISSION BUDGET	1,450	426	1,500	1,500	
PRINTING SERVICES	50	33	100	100	
PRINTING, COMMISSION BUDGET	131	229	400	400	
CITY INSURANCE	900	1,100	1,100	1,210	
TRANSFER, WORKER'S COMP.	130	140	140	140	
CITY TELEPHONE	1,251	1,219	1,400	1,400	
<b>TOTAL 300</b>	<b>\$16,927</b>	<b>\$17,952</b>	<b>\$22,840</b>	<b>\$22,950</b>	<b>0.5%</b>
<b>DIVISION TOTAL</b>	<b>\$69,049</b>	<b>\$73,118</b>	<b>\$81,440</b>	<b>\$84,110</b>	<b>3.3%</b>



# Supplementary Expenditure Report

## EXECUTIVE DEPARTMENT PERSONNEL DIVISION

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
PERSONNEL MANAGER	\$56,540	\$46,633	\$60,260	\$62,210	
SECRETARY	28,573	29,573	30,801	32,360	
ASST. PERSONNEL MANAGER	35,142	36,371	37,450	38,770	
CIVIL SERVICE COMMISSIONERS	360	360	370	370	
OVERTIME	165	53	380	390	
EMPLOYEE INSURANCE	9,161	11,025	11,980	13,630	
TOTAL	\$129,941	\$124,015	\$141,241	\$147,730	4.6%
200					
BOOKS & PERIODICALS	\$52	\$3	\$400	\$400	
OFFICE SUPPLIES	784	761	800	800	
TOTAL	\$836	\$764	\$1,200	\$1,200	0.0%
300					
DUES & SUBSCRIPTIONS	\$1,219	\$324	\$1,180	\$1,180	
PAGER EXPENSE	149	126	280	280	
TRAVEL AND CONFERENCE	3,031	486	2,940	2,940	
TRAVEL, RECRUITMENT	373	230	3,580	3,580	
TRAINING AND EDUCATION	2,099	197	3,500	3,500	
PHYSICAL EXAMINATIONS	12,146	7,759	16,000	16,000	
EMPL. DRUG TESTING PROG.	1,410	2,640	3,000	3,000	
PROF. SERVICES, EXAMS	8,533	4,418	8,570	8,570	
EDUCATIONAL REIMBURSEMENTS	2,800	1,159	4,000	4,000	
U/I SUPV. CERT. PROGRAM	8,614	6,797	11,000	11,000	
EMPLOYEE ASSISTANCE PROG.	5,349	5,264	5,530	5,530	
PRINTING SERVICES	419	359	600	600	
ADVERTISING, RECRUITMENT	28,739	18,405	19,120	19,120	
IPELRA SALARY SURVEY	0	0	120	120	
CITY INSURANCE	2,405	2,800	2,800	3,080	
TRANSFER, WORKER'S COMP.	140	150	150	150	
CITY TELEPHONE	2,910	2,828	3,260	3,260	
TOTAL	\$80,336	\$53,942	\$85,630	\$85,910	0.3%
DIVISION TOTAL	\$211,113	\$178,721	\$228,071	\$234,840	3.0%

**FINANCE DEPARTMENT  
BUDGET ANALYSIS**

	03-04	04-05	DIFF	%
100'S	701,497	730,990	29,493	4.2%
200'S	53,750	53,750	-	0.0%
300'S	214,110	215,240	1,130	0.5%
SUBTOTAL	969,357	999,980	30,623	3.2%
400'S	23,020	23,830	810	3.5%
TOTAL	992,377	1,023,810	31,433	3.2%
 PERSONNEL:				
SALARIES	\$ 642,917	\$ 666,260	\$ 23,343	3.6%
EMPL. INSURANCE	58,580	64,730	6,150	10.5%
SUBTOTAL	\$ 701,497	\$ 730,990	\$ 29,493	4.2%
 SUPPLIES:				
OTHER	\$ 52,120	\$ 52,120	\$ -	0.0%
STD. CHARGES	1,630	1,630	-	0.0%
SUBTOTAL	\$ 53,750	\$ 53,750	\$ -	0.0%
 CONTRACTUAL:				
STD. CHARGES	68,160	69,290	1,130	1.7%
VEH. SERVICE	5,000	5,000	-	0.0%
OTHER	140,950	140,950	-	0.0%
SUBTOTAL	\$ 214,110	\$ 215,240	\$ 1,130	0.5%

## Supplementary Expenditure Report

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### FINANCE DEPARTMENT ADMINISTRATION PROGRAM

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
COMPTROLLER	\$89,573	\$92,708	\$96,204	\$100,790	
SECRETARY (.5)	14,715	15,230	15,680	14,860	
EMPLOYEE INSURANCE	4,590	5,565	6,050	6,810	
TOTAL 100	\$108,878	\$113,503	\$117,934	\$122,460	3.8%
200					
BOOKS & PERIODICALS	\$67	\$0	\$200	\$200	
OFFICE SUPPLIES	2,926	2,725	3,800	3,800	
COPIER SUPPLIES	1,637	1,257	1,630	1,630	
TOTAL 200	\$4,630	\$3,982	\$5,630	\$5,630	0.0%
300					
DUES & SUBSCRIPTIONS	\$2,032	\$1,239	\$1,800	\$1,800	
CELLUAR/PAGING SERVICES	399	293	410	410	
TRAVEL AND CONFERENCE	3,517	2,187	2,500	2,500	
VEHICLE SERVICE	1,173	1,874	2,730	2,730	
AUDITING	22,215	22,540	23,540	23,540	
REAL ESTATE TAXES	84	1,945	1,000	1,000	
CITY INSURANCE	2,249	2,600	2,600	2,860	
TRANSFER, WORKER'S COMP.	160	170	170	170	
TELEPHONE	1,637	1,586	1,830	1,830	
COPIER LEASE & MAINT.	2,460	2,491	3,280	3,280	
CITY COMPUTERIZATION	48,040	45,550	45,550	45,550	
TOTAL 300	\$83,966	\$82,475	\$85,410	\$85,670	0.3%
400					
VEH. REPL. CHARGE	\$27,850	\$24,690	\$23,020	\$23,830	3.5%
PROGRAM TOTAL	\$225,324	\$224,650	\$231,994	\$237,590	2.4%

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

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
OFFICE SUPERVISOR	\$50,204	\$51,961	\$53,510	\$55,380	
SECRETARY (.5)	14,714	15,230	15,680	14,860	
CLERK CASHIER (2)	63,581	54,943	59,502	62,090	
PART-TIME	1,986	3,380	1,550	1,600	
EMPLOYEE INSURANCE	10,687	12,881	14,000	15,900	
TOTAL 100	\$141,172	\$138,395	\$144,242	\$149,830	3.9%
200					
PARKING TICKETS	\$2,035	\$4,874	\$3,900	\$3,900	
COMPUTER TICKET SUPPLIES	1,034	1,210	2,500	2,500	
LICENSE SUPPLIES	2,227	6,531	7,100	7,100	
TOTAL 200	\$5,296	\$12,615	\$13,500	\$13,500	0.0%
300					
TRAINING AND EDUCATION	\$867	\$777	\$2,000	\$2,000	
SPECIAL MAILER PRINTING	689	5,759	6,190	6,190	
RSVP TICKET HEARINGS	220	220	220	220	
VEHICLE SERVICES	748	709	2,270	2,270	
VEHICLE REGISTRATIONS TAPE	1,399	1,412	2,500	2,500	
CREDIT CARD EXPENSE	1,099	2,370	2,900	2,900	
CITY INSURANCE	2,053	2,400	2,400	2,640	
TRANSFER, WORKER'S COMP.	190	200	200	200	
CITY TELEPHONE	1,637	1,587	1,830	1,830	
TOTAL 300	\$8,902	\$15,434	\$20,510	\$20,750	1.2%
PROGRAM TOTAL	\$155,370	\$166,444	\$178,252	\$184,080	3.3%

## Supplementary Expenditure Report

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### FINANCE DEPARTMENT FINANCIAL SERVICES PROGRAM

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
ACCTOUNTING SUPERVISOR	\$44,827	\$51,530	\$53,743	\$56,630	
ACCOUNT CLERK II	26,922	30,426	31,370	32,470	
ACCOUNT CLERK I	24,640	27,067	27,870	28,850	
OVERTIME	0	0	1,840	1,900	
EMPLOYEE INSURANCE	8,150	11,026	11,980	13,630	
TOTAL 100	\$104,539	\$120,049	\$126,803	\$133,480	5.3%
200					
GENERAL CITY SUPPLIES	\$7,929	\$3,017	\$13,200	\$13,200	
COMPUTER SUPPLIES	27,722	12,387	21,420	21,420	
TOTAL 200	\$35,651	\$15,404	\$34,620	\$34,620	0.0%
300					
TRAINING AND EDUCATION	\$1,575	\$345	\$2,000	\$2,000	
SHREDDER SERVICES	0	0	1,000	1,000	
GENERAL CITY POSTAGE	40,334	40,945	49,900	49,900	
OFFICE EQ. MAINTENANCE	5,432	3,694	6,000	6,000	
CITY INSURANCE	2,339	3,100	3,100	3,410	
TRANSFER, WORKER'S COMP.	270	150	150	150	
CITY TELEPHONE	1,805	1,587	1,830	1,830	
TOTAL 300	\$51,755	\$49,821	\$63,980	\$64,290	0.5%
PROGRAM TOTAL	\$191,945	\$185,274	\$225,403	\$232,390	3.1%

**FINANCE DEPARTMENT  
INFORMATION SERVICES PROGRAM**

CATEGORY	ACTUAL	ACTUAL	BUDGET	BUDGET	% CHG.
	2001-02	2002-03	2003-04	2004-05	
100					
INFO. SERVICES MANAGER	\$68,185	\$72,610	\$74,860	\$77,470	
P.C. ANALYST/NETWORK COORD	44,520	46,079	48,008	50,590	
COMPUTER SYSTEMS PROG. II	45,254	47,609	49,030	50,740	
COMPUTER SYSTEMS SPEC.	30,312	31,373	32,310	33,440	
DOCUMENTS PROJ. SPECIALIST	0	4,560	28,740	29,710	
WEB DOCUMENTS COORD. (.75)	17,767	25,581	24,230	25,080	
COMPUTER SPEC. P-T	0	4,831	16,150	16,720	
PART-TIME INTERN	1,668	710	3,390	3,510	
OVERTIME	11,283	8,280	9,250	9,570	
EMPLOYEE INSURANCE	14,529	17,518	26,550	28,390	
TOTAL 100	\$233,518	\$259,151	\$312,518	\$325,220	4.1%
300					
DUES AND MEMBERSHIPS	\$125	\$125	\$300	\$300	
TRAINING AND EDUCATION	5,596	4,798	6,430	6,430	
DOCUMENT SUPPLIES/MAINT.	0	0	2,800	2,800	
DOCUMENT PAYMENT/LIBRARY	0	7,844	29,460	29,460	
CITY INSURANCE	2,366	2,800	3,190	3,510	
TRANSFER, WORKER'S COMP.	190	200	200	200	
CITY TELEPHONE	1,637	1,587	1,830	1,830	
TOTAL 300	\$9,914	\$17,354	\$44,210	\$44,530	0.7%
PROGRAM TOTAL	\$243,432	\$276,505	\$356,728	\$369,750	3.7%

## Supplementary Expenditure Report

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### CITY CLERK BUDGET ANALYSIS

	03-04	04-05	DIF	%
100'S	120,110	124,190	4,080	3.4%
200'S	2,070	2,070	-	0.0%
300'S	24,460	24,730	270	1.1%
SUBTOTAL	146,640	150,990	4,350	3.0%
400'S	1,530	1,590	60	
TOTAL	148,170	152,580	4,410	3.0%
PERSONNEL:				
SALARIES	108,130	110,560	2,430	2.2%
STD. CHARGES	11,980	13,630	1,650	13.8%
SUBTOTAL	120,110	124,190	4,080	3.4%
SUPPLIES:				
OTHER	1,490	1,490	-	0.0%
STD. CHARGES	580	580	-	0.0%
SUBTOTAL	2,070	2,070	-	0.0%
CONTRACTUAL:				
OTHER	10,240	10,240	-	0.0%
STD. CHARGES	12,900	13,170	270	2.1%
VEH. SVC.	1,320	1,320	-	0.0%

**CITY CLERK**

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
CITY CLERK	\$37,966	\$38,093	\$38,920	\$38,920	
ADMIN. SECRETARY	34,221	35,420	36,470	37,750	
SECRETARY	28,582	29,583	30,460	31,530	
DEPUTY CITY CLERK	577	577	660	680	
OVERTIME	1,506	1,564	1,620	1,680	
EMPLOYEE INSURANCE	9,161	11,025	11,980	13,630	
TOTAL 100	\$112,013	\$116,262	\$120,110	\$124,190	3.4%
200					
OFFICE SUPPLIES	\$1,138	\$1,133	\$1,490	\$1,490	
COPIER SUPPLIES	389	448	580	580	
TOTAL 200	\$1,527	\$1,581	\$2,070	\$2,070	0.0%
300					
DUES & SUBSCRIPTIONS	\$409	\$629	\$500	\$500	
TRAVEL AND CONFERENCE	1,215	2,061	2,800	2,800	
TRAINING AND EDUCATION	95	577	640	640	
VEHICLE SERVICES	755	450	1,320	1,320	
RECORDING FEES	907	379	920	920	
NEWSPAPER PUBL., LEGALS	8,256	4,991	5,380	5,380	
MICROFILM PROJECT	60,630	39,219	0	0	
CITY INSURANCE	2,288	2,700	2,700	2,970	
TRANSFER, WORKER'S COMP.	160	170	170	170	
TELEPHONE	2,324	2,258	2,600	2,600	
COPIER LEASE & MAINT.	599	608	800	800	
CITY COMPUTERIZATION	6,980	6,630	6,630	6,630	
TOTAL 300	\$84,618	\$60,672	\$24,460	\$24,730	1.1%
400					
VEHICLE REPLACEMENT CHARGE	\$1,850	\$1,640	\$1,530	\$1,590	3.9%
TOTAL DEPARTMENT	\$200,008	\$180,155	\$148,170	\$152,580	3.0%



**Supplementary Expenditure Report**

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**POLICE DEPARTMENT  
BUDGET ANALYSIS**

	03-04	04-05	DIFF	%
100'S	3,737,134	3,907,910	170,776	4.6%
200'S	40,890	40,890	-	0.0%
300'S	906,050	924,660	18,610	2.1%
SUBTOTAL	4,684,074	4,873,460	189,386	4.0%
400'S	195,020	201,840	6,820	3.5%
TOTAL	4,879,094	5,075,300	196,206	4.0%
<b>PERSONNEL:</b>				
SALARIES N/U	708,030	735,090	27,060	3.8%
SALARIES FOP	2,516,301	2,603,190	86,889	3.5%
SALARIES AFSCME	265,163	275,170	10,007	3.8%
EMPLOYEE INS.	247,640	294,460	46,820	18.9%
SUBTOTAL	3,737,134	3,907,910	170,776	4.6%
<b>SUPPLIES:</b>				
OTHER	38,990	38,990	-	0.0%
STD. CHARGES	1,900	1,900	-	0.0%
SUBTOTAL	40,890	40,890	-	0.0%
<b>CONTRACTUAL:</b>				
STD. CHARGES	248,810	260,450	11,640	4.7%
VEH. SERVICE	188,330	188,330	-	0.0%
METCAD	200,320	200,480	160	0.1%
CENTRAL BOOKING	32,310	33,600	1,290	4.0%
DOG IMPOUNDMENT	41,300	42,750	1,450	3.5%
I.W.I.N. FEES	10,470	11,000	530	5.1%
ECIPTC TRAINING	5,840	6,130	290	5.0%
CRISIS INTERVENTION	5,500	5,690	190	3.5%
ARMS CONTRIBUTION	14,100	15,700	1,600	11.3%
OTHER	159,070	160,530	1,460	0.9%
SUBTOTAL	906,050	924,660	18,610	2.1%

**POLICE DEPARTMENT  
ADMINISTRATION PROGRAM**

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
CHIEF OF POLICE	\$87,002	\$90,047	\$92,440	\$95,650	
ASSISTANT CHIEF	69,065	73,945	76,110	78,770	
SECRETARY	32,242	33,370	34,250	35,450	
EMPLOYEE INSURANCE	6,117	7,316	7,950	13,630	
TOTAL 100	\$194,426	\$204,678	\$210,750	\$223,500	6.0%
200					
BOOKS & PERIODICALS	\$174	\$127	\$180	\$180	0.0%
EMPL. RECOGNITION SUPPLI	0	0	300	300	
TOTAL 200	\$174	\$127	\$480	\$480	0.0%
300					
DUES & SUBSCRIPTIONS	\$1,875	\$1,842	\$2,500	\$2,500	
TRAVEL AND CONFERENCE	3,892	3,812	3,500	3,500	
VEHICLE SERVICE	2,444	1,224	3,080	3,080	
CITY INSURANCE	4,801	5,600	5,600	6,160	
TRANSFER, WORKER'S COMP.	2,300	2,400	2,400	2,400	
CITY TELEPHONE	2,493	3,174	3,660	3,660	
TOTAL 300	\$17,805	\$18,052	\$20,740	\$21,300	2.7%
400					
VEH. REPL. CHARGE-REG.	\$232,890	\$209,170	\$195,020	\$201,840	
VEH. REPL., NEW EQ.	\$0	\$0	\$0	\$0	
TOTAL 400	\$232,890	\$209,170	\$195,020	\$201,840	3.5%
DIVISION TOTAL	\$445,295	\$432,027	\$426,990	\$447,120	4.7%

# Supplementary Expenditure Report

## POLICE DEPARTMENT PATROL PROGRAM

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
LIEUTENANTS (2 TO 1)	\$124,230	\$71,746	\$74,106	\$77,640	
SERGEANTS (8 TO 10)	378,645	489,258	519,120	533,400	
OFFICERS (26 TO 27)	1,136,064	1,169,030	1,202,750	1,235,830	
K-9 OFFICER	42,060	43,539	50,340	51,720	
WEEKEND/HOLIDAY PAY LT.	5,218	0	0	0	
OVERTIME	45,170	32,769	42,540	41,000	
STEP OVERTIME	16,832	15,036	20,240	20,800	
SPECIAL ENFOR. OT	12,870	21,005	25,250	0	
OVERTIME, TRAINING	3,740	0	3,980	19,000	
OVERTIME, RANGE/USE FORCE	0	0	0	14,000	
SICK LEAVE INCENT.	1,686	7,217	9,020	9,270	
PERSONAL LEAVE ACCRUAL	17,540	18,150	18,780	19,340	
HOLIDAY PAY	72,410	81,435	109,320	112,330	
LONGEVITY	79,976	90,466	105,396	141,240	
EMPLOYEE INSURANCE	132,453	154,572	168,000	177,160	
TOTAL 100	\$2,068,894	\$2,194,223	\$2,348,842	\$2,452,730	4.4%
200					
UNIFORMS AND EQ. REPL	\$794	\$2,269	\$4,720	\$4,720	
INITIAL EQ, ADD'L OFF., I	0	2,315	0	0	
U.C.A.P. SUPPLIES	425	247	1,000	1,000	
AMMUNITION SUPPLIES	3,450	3,318	3,600	3,600	
SUPPLIES, K-9	935	1,000	0	0	
CRIME PREV. MAT'L	396	0	1,000	1,000	
TOTAL 200	\$6,000	\$9,149	\$10,320	\$10,320	0.0%
300					
EMPLOYEE WELLNESS	\$3,365	\$2,252	\$2,740	\$2,740	
TRAINING AND EDUCATION	15,806	10,540	16,260	16,260	
INITIAL TRAIN., ADD'L OFI	0	0	0	0	
CLOTHING ALLOWANCE	30,696	33,102	33,210	35,200	
CELLUAR PHONE	13,626	16,729	21,100	21,100	
VEHICLE SERVICE	102,253	115,731	136,480	136,480	
VEH. SERV., K-9	5,194	3,220	0	0	
EQ. SERVICE AND REPAIR	624	1,418	3,120	3,120	
STUDENT PARTY PATROL	0	4,500	4,500	4,500	
CENTRAL BOOKING FEE	29,142	30,817	32,310	33,600	
RANGE MOWING	1,025	900	1,100	1,100	
RANGE OPERATING	1,968	2,360	2,800	2,800	
TOWING SERVICES	756	1,528	900	900	
METCAD DISPATCH AGREEMEN	200,264	193,598	200,320	200,480	0.1%
E.C.I.P.T.P. TRAINING	5,216	5,561	5,840	6,130	
CRISIS INTERVENTION SERV	5,100	5,100	5,500	5,690	
EM. SUPPORT SERVICE TEAM	2,101	1,827	2,400	2,400	
CITY INSURANCE	68,389	80,400	80,400	88,440	
TRANSFER, WORKER'S COMP.	32,680	34,150	34,150	34,150	
CITY TELEPHONE	2,493	3,174	3,660	3,660	
TOTAL 300	\$520,698	\$546,907	\$586,790	\$598,750	2.0%
PROGRAM TOTAL	\$2,595,592	\$2,750,279	\$2,945,952	\$3,061,800	3.9%

**POLICE DEPARTMENT  
CRIMINAL INVESTIGATION PROGRAM**

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
LIEUTENANT	66,132	68,448	70,250	72,710	
SERGEANTS (1)	46,861	48,950	51,910	53,340	
OFFICERS (6)	252,297	261,122	268,670	276,060	
SUPPORT SERVICES CLERK	28,753	29,703	30,560	31,400	
PHOTO/EVIDENCE TECHNICIAN	31,169	32,262	33,120	34,270	
OVERTIME	33,561	26,348	32,090	32,980	
STANDBY PAY	8,445	8,597	8,870	9,140	
PERSONAL TIME ACCRUAL	3,050	3,160	3,250	3,370	
POLICE LONGEVITY	24,814	32,983	44,775	30,370	
AFSCME LONGEVITY	2,876	2,971	3,670	3,820	
EMPLOYEE INSURANCE	20,951	25,247	27,440	45,430	
TOTAL 100	\$518,909	\$539,791	\$574,605	\$592,890	3.2%
200					
UNIFORMS AND EQUIPMENT	\$0	\$370	\$500	\$500	
300					
SEIZED DRUG FUND EXPENSES	\$4,264	\$5,684	\$0	\$0	
TRAINING AND EDUCATION	9,118	4,110	10,360	10,360	
VEHICLE LEASING	15,450	15,450	17,770	17,770	
VEHICLE SERVICES	7,165	17,228	22,280	22,280	
TRAVEL, INVESTIGATIONS	1,210	621	4,000	4,000	
OUTSIDE PROF. SERVICES	3,386	4,630	3,000	3,000	
INVEST. PAYMENTS	2,500	2,300	3,000	3,000	
UNIFORM REPLACEMENT	9	198	200	200	
LEXUS/NEXUS SERVICES	0	0	1,400	1,400	
INTERNET INVEST.	198	317	200	200	
RENTAL/STORAGE	410	0	400	400	
CITY INSURANCE	13,142	15,500	15,500	17,050	
TRANSFER, WORKER'S COMP.	12,020	12,560	12,560	12,560	
CITY TELEPHONE	2,493	3,174	3,660	3,660	
COMMUNICATIONS I.T.F.	1,600	838	1,600	1,600	
TOTAL 300	\$72,965	\$82,610	\$95,930	\$97,480	1.6%
PROGRAM TOTAL	\$591,874	\$622,771	\$671,035	\$690,870	3.0%

## Supplementary Expenditure Report

### POLICE DEPARTMENT SUPPORT SERVICES PROGRAM

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
LIEUTENANT	68,788	65,149	66,850	69,190	
SUPPORT SERVICES SUPERV.	39,689	41,077	42,160	43,640	
SUPPORT SERVICES CLERK I	57,422	59,399	61,120	62,800	
SUPPORT SERVICES CLERK I:	58,114	60,386	62,190	63,970	
SUPPORT SERVICES CLERK I:	58,616	60,839	62,720	64,450	
P-T SERVICES CLERK (.25)	2,871	2,626	11,476	11,880	
AD. ASST (GRANT)	22,177	22,821	24,520	25,380	
OVERTIME	197	5,470	8,050	8,290	
AFSCME LONGEVITY	6,874	7,477	7,553	9,740	
EMPLOYEE INSURANCE	24,911	29,987	32,590	40,880	
PENSION (AD ASST)	3,350	3,470	3,600	3,730	
TOTAL 100	\$343,009	\$358,701	\$382,829	\$403,950	5.5%
200					
OFFICE SUPPLIES	\$8,093	\$10,675	\$11,040	\$11,040	
CITY BLDG. COPIER SUPPLII	316	363	470	470	
PAPER FOR POLICE MACHINE	970	1,104	1,430	1,430	
POLICE COPIER SUPPLIES	1,080	0	1,900	1,900	
EQ., POLICE SUPPLIES	8,383	9,926	12,800	12,800	
TOTAL 200	\$18,842	\$22,068	\$27,640	\$27,640	0.0%
300					
COMMUNICATIONS SERVICES	\$7,582	\$3,593	\$8,510	\$8,510	
VEHICLE SERVICE	4,173	3,849	5,020	5,020	
EQ. SERVICE AND REPAIR	28	658	2,350	2,350	
TRANSCRIBER/FAX MAINT.	96	0	700	700	
M.D.T. MAINTENANCE	651	0	3,000	3,000	
C.M.S./I.W.I.N. FEES	10,549	10,971	10,470	11,000	
IL. GOVT. PURCHASING FEE	0	0	500	500	
CONTRACTUAL SHREDDING	692	887	2,000	2,000	
CITY INSURANCE	7,803	9,200	9,200	10,120	
TRANSFER, WORKER'S COMP.	1,420	1,480	1,480	1,480	
CITY TELEPHONE	2,493	3,174	3,660	3,660	
CITY BLDG. COPIER MAINT.	984	995	1,310	1,310	
POLICE COPIER MAINT.	4,314	3,245	2,600	2,600	
CITY COMPUTERIZATION	68,960	64,893	65,420	65,420	
A.R.M.S. CONTRIBUTION	10,914	12,478	14,100	15,170	
SPECIAL POLICE S/W MAINT.	0	0	350	350	
TOTAL 300	\$120,659	\$115,423	\$130,670	\$133,190	1.9%
PROGRAM TOTAL	\$482,510	\$496,192	\$541,139	\$564,780	4.4%

**POLICE DEPARTMENT  
SCHOOL CROSSING GUARDS PROGRAM**

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
SCHOOL CROSSING GUARDS	\$35,939	\$36,811	\$43,390	\$45,530	4.9%
200					
MISC. SUPPLIES	\$356	\$369	\$360	\$360	0.0%
300					
CITY INSURANCE	\$1,613	\$1,900	\$1,900	\$2,090	10.0%
TRANSFER, WORKER'S COMP.	140	150	150	150	
TOTAL 300	\$1,753	\$2,050	\$2,050	\$2,240	9.3%
PROGRAM TOTAL	\$38,048	\$39,230	\$45,800	\$48,130	5.1%

**POLICE DEPARTMENT  
METER PATROL PROGRAM**

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
METER PATROL SUPERVISOR	\$30,418	\$32,537	\$34,685	\$36,530	
METER PATROL SPECIALIST	18,947	19,511	21,263	22,110	
METER PATROL PART-TIME	53,333	47,474	63,040	65,250	
SPECIAL ENFORCEMENT DETAIL	29	5,170	5,300	5,490	
P-T ABANDONED VEH. SPEC.	0	12,420	12,730	13,180	
EMPLOYEE INSURANCE	3,054	3,710	4,030	9,090	
TOTAL 100	\$105,781	\$120,822	\$141,048	\$151,650	7.5%
200					
UNIFORMS AND EQUIPMENT	\$1,171	\$1,258	\$1,230	\$1,230	0.0%
300					
VEHICLE SERVICE	\$13,484	\$11,935	\$16,560	\$16,560	
CITY INSURANCE	2,053	2,400	2,400	2,640	
TRANSFER, WORKER'S COMP.	140	150	150	150	
TOTAL 300	\$15,677	\$14,485	\$19,110	\$19,350	1.3%
PROGRAM TOTAL	\$122,629	\$136,565	\$161,388	\$172,230	6.7%

## Supplementary Expenditure Report

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### POLICE DEPARTMENT ANIMAL CONTROL PROGRAM

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
ANIMAL CONTROL WARDEN	\$25,701	\$26,602	\$27,820	\$29,170	
AN. WARDEN (PART-TIME)	0	0	2,340	2,420	
OVERTIME	3	3	920	950	
LONGEVITY	0	0	560	580	
EMPLOYEE INSURANCE	3,054	3,710	4,030	4,540	
TOTAL 100	\$28,758	\$30,315	\$35,670	\$37,660	5.6%
200					
UNIFORMS AND EQUIPMENT	\$306	\$64	\$360	\$360	0.0%
300					
CLOTHING ALLOWANCE	\$142	\$96	\$200	\$200	
VEHICLE SERVICE	6,475	3,520	4,910	4,910	
DOG IMPOUNDMENT	38,192	39,528	41,300	42,750	
AN. CARCASS REMOVAL	0	165	2,800	2,800	
CITY INSURANCE	1,203	1,400	1,400	1,540	
TRANSFER, WORKER'S COMP.	140	150	150	150	
TOTAL 300	\$46,152	\$44,859	\$50,760	\$52,350	3.1%
PROGRAM TOTAL	\$75,216	\$75,238	\$86,790	\$90,370	4.1%

**FIRE RESCUE SERVICES DEPARTMENT  
BUDGET ANALYSIS**

	03-04	04-05	DIFF	%
100'S	3,565,008	3,711,560	146,552	4.1%
200'S	58,390	58,390	-	0.0%
300'S	452,520	458,260	5,740	1.3%
SUBTOTAL	4,075,918	4,228,210	152,292	3.7%
400'S	149,410	154,640	5,230	3.5%
TOTAL	4,225,328	4,382,850	157,522	3.7%
PERSONNEL:				
SALARIES, N/U	417,498	426,830	9,332	2.2%
SALARIES, IAFF	2,896,410	3,016,720	120,310	4.15%
EMPLOYEE INSURANCE	251,100	268,010	16,910	6.7%
SUBTOTAL	3,565,008	3,711,560	146,552	4.1%
SUPPLIES:				
OTHER	57,540	57,540	-	0.0%
STD. CHARGES	850	850	-	0.0%
SUBTOTAL	58,390	58,390	-	0.0%
CONTRACTUAL:				
STD. CHARGES	153,870	161,310	7,440	4.8%
VEH. SERVICE	111,410	111,410	-	0.0%
METCAD	83,200	81,500	(1,700)	-2.0%
TRANSFER 2% FUND	25,800	25,800	-	
EMPLOYEE PHYSICALS	20,900	20,900	-	
OTHER	57,340	57,340	-	
SUBTOTAL	452,520	458,260	5,740	1.3%



# Supplementary Expenditure Report

## FIRE RESCUE SERVICES DEPARTMENT

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
FIRE CHIEF	\$82,600	\$85,541	\$87,740	\$90,810	
DIVISION OFFICERS (4)	232,931	237,891	249,438	256,010	
COMPANY OFFICERS (9 to 1	717,382	766,509	769,710	769,710	
FIRE FIGHTER (28 to 37)	1,342,612	1,390,501	1,439,960	1,439,960	
SECRETARY	27,025	28,280	28,710	29,710	
P-T SECRETARIAL	405	1,120	1,150	1,190	
PREV./ED. INSP., UNIV. I	47,504	49,166	50,460	49,110	
OVERTIME	151,891	80,369	179,420	179,420	
UPGRADE PAY	13,567	15,421	18,200	18,200	
I.L.S. CERT. PAY	1,300	0	0	0	
SICK LEAVE INCENTIVE	419	216	6,320	6,320	
HOLIDAY PAY	77,225	80,389	88,060	88,060	
LONGEVITY/STEP	244,076	275,237	331,900	452,210	
EDUCATIONAL INCENTIVE	6,800	6,800	8,950	8,950	
EMPLOYEE INSURANCE	194,875	231,033	251,100	268,010	
TRANSFER, IMRF U/I	0	7,330	0	0	
TRANSFER, PENSION U/I	47,908	44,756	53,890	53,890	
TOTAL 100	\$3,188,520	\$3,300,559	\$3,565,008	\$3,711,560	4.1%
200					
OFFICE SUPPLIES	\$4,312	\$3,906	\$4,370	\$4,370	
BLDG. MAINT. SUPPLIES	4,611	7,130	6,140	6,140	
CITY BLDG. COPIER SUPPLI	451	510	660	660	
PAPER/FIRE COPIER	130	147	190	190	
FIRE COPIER SUPPLIES	6	0	500	500	
RISK WATCH SUPPLIES	0	0	1,000	1,000	
UNIFORMS AND EQUIPMENT	29,166	19,478	22,060	22,060	
REPL. HOSE	0	63	1,030	1,030	
P.P.E. REPL.	5,602	6,379	7,090	7,090	
HAZMATS SUPPLIES	2,172	396	2,480	2,480	
FIRST AID SUPPLIES	3,412	2,562	3,390	3,390	
ARSON INV. SUPPLIES	446	529	670	670	
DETECTOR REPL.	1,898	971	2,000	2,000	
FIRE PREVENTION MATERIAL	3,920	5,537	6,810	6,810	
TOTAL 200	\$56,126	\$47,608	\$58,390	\$58,390	0.0%

**FIRE RESCUE SERVICES DEPARTMENT  
(CONTINUED)**

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
300					
EMPLOYEE PHYSICALS	\$10,879	\$11,383	\$20,900	\$20,900	
DUES & SUBSCRIPTIONS	1,424	1,980	2,140	2,140	
SOFTWARE MAINT.	1,060	0	1,200	1,200	
TRAVEL AND CONFERENCE	4,401	4,140	5,420	5,420	
TRAINING AND EDUCATION	7,895	10,754	12,880	12,880	
I.L.S./E.M.S. TRAINING	1,515	0	1,500	1,500	
ILS./EMS TRAINING (ONE-T	3,750	2,345	3,000	3,000	
2% FIRE INS. PAYMENT	19,534	25,759	25,800	25,800	
UNIFORM ALLOWANCE	6,869	6,921	7,540	7,540	
CELLUAR/PAGING SERVICES	4,656	4,313	4,400	5,700	
COMMUNICATION REPAIRS	899	1,738	1,680	1,680	
LAUNDRY AND TOWELS	734	591	820	820	
VEHICLE SERVICE	116,496	95,290	111,410	111,410	
CITY INSURANCE	63,195	74,400	74,400	81,840	
TRANSFER, WORKER COMP.	59,820	62,500	62,500	62,500	
CITY TELEPHONE	3,435	4,833	5,570	5,570	
CITY BLDG. COPIER MAINT.	856	866	1,140	1,140	
FIRE COPIER MAINT.	466	510	510	510	
DISPATCH CONTRACT, METCA	85,052	80,587	83,200	81,500	
CITY COMPUTERIZATION	10,810	10,260	10,260	10,260	
ESDA SERVICES	2,036	312	2,000	2,000	
METCAD TERMINAL MAINT.	0	0	200	200	
DEFIBRULATOR MAINT.	2,246	2,246	2,700	2,700	
GROUND LADDER TEST.	1,240	960	1,150	1,150	
AIR SYSTEM TESTING/MAINT	2,871	5,811	6,900	6,900	
EM. SUPPORT SERVICES TEA	2,101	1,827	3,300	2,000	
TOTAL 300	\$414,240	\$410,326	\$452,520	\$458,260	1.3%
400					
VEH. REPL. CHARGE	\$180,740	\$160,250	\$149,410	\$154,640	3.5%
VEH. REPL. CHARGE, ADD'L	0	0	0	0	#DIV/0!
TOTAL 400	\$180,740	\$160,250	\$149,410	\$154,640	3.5%
DEPARTMENT TOTAL	\$3,839,626	\$3,918,743	\$4,225,328	\$4,382,850	3.7%

## Supplementary Expenditure Report

### PUBLIC WORKS DEPARTMENT BUDGET ANALYSIS

	2003-04	2004-05	DIFF	%
100'S	2,714,865	2,836,280	121,415	4.5%
200'S	403,680	405,580	1,900	0.5%
300'S	1,369,130	1,388,540	19,410	1.4%
SUBTOTAL	4,487,675	4,630,400	142,725	3.2%
400'S	299,560	310,050	10,490	3.5%
TOTAL	4,787,235	4,940,450	153,215	3.2%
PERSONNEL:				
SALARIES N/U	1,376,386	1,422,020	45,634	3.3%
SALARIES AFSC.	917,109	945,260	28,151	3.1%
EMPL. INSURANCE	196,550	237,840	41,290	21.0%
SEASONAL	189,670	194,780	5,110	2.7%
OVERTIME	35,150	36,380	1,230	
SUBTOTAL	2,714,865	2,836,280	121,415	4.5%
SUPPLIES:				
OTHER	262,360	261,860	(500)	-0.2%
PAINT	12,480	14,880	2,400	
ASPHALT	35,420	35,420	-	
SALT	51,000	51,000	-	
SIGNS/POSTS	24,740	24,740	-	
GUTTER BROOMS	15,770	15,770	-	
STD. CHARGES	1,910	1,910	-	
SUBTOTAL	403,680	405,580	1,900	0.5%
CONTRACTUAL:				
STD. CHARGES	225,100	237,220	12,120	5.4%
VEH. SERVICE	311,870	311,870	-	0.0%
CONTRACT SNOW REM.	10,000	10,000	-	
BLDG. CUSTODIAL	66,100	66,100	-	
CONTRACT TURF MT.	19,050	23,700	4,650	
GATE FEES	97,410	92,760	(4,650)	
UTILITIES	313,600	324,200	10,600	3.4%
CUSWDS PAYMENT	24,680	23,850	(830)	-3.4%
FALL LEAF PICKUP	55,000	55,000	-	0.0%
RENTAL/STORAGE	10,200	10,200	-	0.0%
ENCEPH. PROGRAM	21,990	21,990	-	
OTHER	214,130	211,650	(2,480)	-1.2%
SUBTOTAL	1,369,130	1,388,540	19,410	1.4%

**PUBLIC WORKS DEPARTMENT  
ADMINISTRATION DIVISION**

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
DIRECTOR OF PUBLIC WORKS	\$92,801	\$96,050	\$98,910	\$102,370	
ASSISTANT TO DIRECTOR	39,619	40,940	42,160	43,630	
SECRETARY (2)	48,342	54,135	61,650	63,810	
PUBLIC WORKS CLERK	27,231	13,430	0	0	
CLERK TYPIST (.75)	14,304	16,609	18,150	18,790	
LONGEVITY	2,723	1,222	0	0	
EMPLOYEE INSURANCE	17,563	21,125	22,960	21,600	
TOTAL 100	\$242,583	\$243,511	\$243,830	\$250,200	2.6%
200					
BOOKS AND PERIODICALS	\$831	\$475	\$1,500	\$1,000	
OFFICE SUPPLIES	7,088	3,438	6,500	6,500	
CITY BLDG. COPIER SUPPLIE	519	587	760	760	
P.W. COPIER PAPER	778	888	1,150	1,150	
TOTAL 200	\$9,216	\$5,388	\$9,910	\$9,410	-5.0%
300					
DUES & SUBSCRIPTIONS	\$2,795	\$2,321	\$2,655	\$2,655	
CELLUAR/PAGING SERV.	1,187	667	720	720	
TRAVEL AND CONFERENCE	3,152	2,809	4,500	4,500	
TRAINING AND EDUCATION	1,621	454	2,500	2,500	
VEHICLE SERVICE	2,575	4,602	6,860	6,860	
PRINTING SERVICES	2,420	248	2,400	2,400	
TEMPORARY CLERICAL SERVIC	0	0	1,000	1,000	
SHIPPING CHARGES	2,025	1,388	2,000	2,000	
ALARM SERVICE MONITORING	131	96	210	210	
CITY INSURANCE	4,801	5,600	5,600	6,060	
TRANSFER, WORKER'S COMP.	2,350	2,460	2,460	2,460	
TELEPHONE	2,493	3,924	4,520	4,520	
CITY BLDG. COPIER MAINT.	1,069	1,086	1,430	1,430	
P.W. COPIER MAINT.	2,652	2,885	2,580	3,000	
CITY COMPUTERIZATION	33,410	31,670	31,670	31,670	
TOTAL 300	\$62,681	\$60,210	\$71,105	\$71,985	1.2%
400					
VEH. REPL. CHARGE	\$362,380	\$321,300	\$299,560	\$310,050	3.5%
VEHL. REPL., ADD'L	0	0	0	0	
TOTAL 400	\$362,380	\$321,300	\$299,560	\$321,300	7.3%
PROGRAM TOTAL	\$676,860	\$630,409	\$624,405	\$641,645	2.8%

**Supplementary Expenditure Report**

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

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	
100					
CITY ARBORIST (1 TO .34)	\$19,556	\$20,240	\$20,997	\$21,570	
ARBOR TECHNICIAN (2)	43,487	68,550	71,000	72,950	
FORESTRY SUPERVISOR	44,518	46,076	47,450	49,110	
SEASONAL TRIMMER	13,991	14,438	24,970	25,690	
LONGEVITY	0	0	269	0	
EMPLOYEE INSURANCE	10,687	12,881	14,000	14,990	
TOTAL 100	\$132,239	\$162,185	\$178,686	\$184,310	3.1%
200					
TOOLS & SUPPLIES	\$2,209	\$2,841	\$2,210	\$2,210	
EDUCATIONAL MAT'L	657	838	780	780	
MAINTENANCE SUPPLIES	1,138	412	1,000	1,000	
TOTAL 200	\$4,004	\$4,091	\$3,990	\$3,990	0.0%
300					
DUES AND SUBSCRIPTIONS	\$0	\$1,172	\$1,735	\$1,735	
TRAVEL AND CONFERENCE	937	1,408	1,600	1,600	
TRAINING AND EDUCATION	1,764	241	1,750	1,750	
SERVICE AND REPAIR	474	268	500	500	
SUPV. CLOTHING ALLOWANCE	683	683	680	680	
UNIFORM RENTAL	538	520	520	520	
CDL LICENSE	50	50	120	120	
VEHICLE SERVICE	25,077	21,568	35,700	35,700	
BOOM TRUCK INSP.	0	375	400	400	
CITY INSURANCE	7,304	8,600	8,600	9,460	
TRANSFER, WORKER'S COMP.	7,040	7,360	7,360	7,360	
CITY TELEPHONE	2,069	2,012	2,320	2,320	
TOTAL 300	\$45,936	\$44,257	\$61,285	\$62,145	1.4%
PROGRAM TOTAL	\$182,179	\$210,533	\$243,961	\$250,445	2.7%

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

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	
100					
CITY ARBORIST (.5 TO .33)	\$17,416	\$18,981	\$21,007	\$21,580	
LANDSCAPE SUPV. (.65 TO .	18,976	21,611	23,030	23,840	
LANDSCAPE TECHNICIAN	8,271	33,226	34,550	36,480	
SEASONAL, LANDSCAPE	17,016	19,890	25,810	25,340	
SEASONAL, MVPS REIMB.	31,032	33,157	39,600	40,990	
EMPLOYEE INSURANCE	3,042	3,822	5,040	14,990	
TOTAL 100	\$95,753	\$130,687	\$149,037	\$163,220	9.5%
200					
TOOLS & SUPPLIES	\$2,206	\$2,073	\$2,220	\$2,220	
MAINTENANCE SUPPLIES	2,835	2,717	2,900	2,900	
TOTAL 200	\$5,041	\$4,790	\$5,120	\$5,120	0.0%
300					
SERVICE AND REPAIR	\$534	\$296	\$550	\$550	
CONTRACTUAL TURF MAINT.	14,639	15,080	19,050	23,700	
ARBOR GATE FEES	0	0	25,000	20,400	
UNIFORM RENTAL	200	600	600	600	
CDL LICENSE	100	50	160	160	
VEHICLE SERVICE	12,354	6,688	11,410	11,410	
IRRIGATION SYSTEM	2,449	2,024	2,400	2,400	
CITY INSURANCE	5,177	6,737	7,900	8,690	
TRANSFER, WORKER'S COMP.	7,040	3,520	3,680	3,680	
TOTAL 300	\$42,493	\$34,995	\$70,750	\$71,590	1.2%
PROGRAM TOTAL	\$143,287	\$170,472	\$224,907	\$239,930	6.7%

## Supplementary Expenditure Report

### PUBLIC WORKS DEPARTMENT PUBLIC FACILITIES DIVISION FACILITIES MAINTENANCE

	ACTUAL	ACTUAL	BUDGET	BUDGET	% CHG.
	2001-02	2002-03	2003-04	2004-05	
100					
PUBLIC FACILITIES MANAGER	\$56,342	\$59,979	\$65,920	\$68,230	
BLDG. MAINT. WORKER	31,299	30,726	35,500	36,480	
CITY BLDG WORKER (.5)	7,448	7,770	8,561	8,860	
LONGEVITY	3,102	3,323	3,790	4,380	
EMPLOYEE INSURANCE	4,870	6,117	7,950	9,090	
TOTAL 100	\$103,061	\$107,915	\$121,721	\$127,040	4.4%
200					
BLDG. MAINT. SUPPLIES	\$26,677	\$19,532	\$17,250	\$17,250	
SAFETY EQUIPMENT	3,104	2,640	1,070	1,070	
TOTAL 200	\$29,781	\$22,172	\$18,320	\$18,320	0.0%
300					
DUES AND SUBSCRIPTIONS	\$0	\$0	\$160	\$160	
REFUSE COLLECTION	5,203	8,802	8,950	6,000	
ELEVATOR SERVICE	0	0	1,400	1,400	
ARCHITECTURAL ASSISTANCE	828	3,230	2,600	2,600	
CELLUAR/PAGING SERV.	1,976	835	2,200	2,200	
UNIFORM RENTAL	567	358	400	400	
CDL LICENSE	60	0	30	30	
VEHICLE SERVICE	5,107	2,906	4,470	4,470	
BUILDING REPAIRS	30,644	30,031	30,400	30,400	
CUSTODIAL CONTRACT	52,920	59,560	66,100	66,100	
UTILITIES	110,631	92,870	126,000	126,000	
BUILDING RENTAL/STORAGE	9,350	10,200	10,200	10,200	
CITY INSURANCE	7,249	9,426	11,100	12,210	
TRANSFER, WORKER'S COMP.	4,380	2,190	2,290	2,290	
CITY TELEPHONE	702	602	670	670	
SIMPLEX CONTRACT	885	462	780	780	
TOTAL 300	\$230,502	\$221,472	\$267,750	\$265,910	-0.7%
PROGRAM TOTAL	\$363,344	\$351,559	\$407,791	\$411,270	0.9%

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

ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	%	CHG.
	2001-02	2002-03	2003-04	2004-05		
100						
PART-TIME	\$38,349	\$37,116	\$42,250	\$43,730		3.5%
200						
BLDG. MAINT. SUPPLIES	\$950	\$1,871	\$2,140	\$2,140		0.0%
300						
UNIFORM RENTAL	\$0	\$112	\$400	\$400		
MARKETING COSTS	2,824	4,062	2,970	2,970		
CITY INSURANCE	4,576	5,202	6,100	6,710		
TRANSFER, WORKER'S COMP.	2,030	1,020	1,070	1,070		
TOTAL 300	\$9,430	\$10,396	\$10,540	\$11,150		5.8%
PROGRAM TOTAL	\$48,729	\$49,383	\$54,930	\$57,020		3.8%

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

ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	%	CHG.
	2001-02	2002-03	2003-04	2004-05		
100						
OPERATIONS MGR. (.05)	\$3,007	\$3,112	\$3,348	\$3,540		
PROJECT COORDINATOR (.2)	9,843	10,447	11,130	11,520		
TOOLROOM CLERK	18,030	24,922	28,260	29,250		
EMPLOYEE INSURANCE	0	0	0	5,680		
TOTAL 100	\$30,880	\$38,481	\$42,738	\$49,990		17.0%
200						
SAFETY EQUIPMENT	\$2,918	\$4,206	\$3,000	\$3,000		
CUSTODIAL SUPPLIES	2,037	2,177	2,000	2,000		
TOOL ROOM SUPPLIES	8,708	11,682	11,300	11,300		
SAW BLADES	1,663	1,012	3,000	3,000		
BARRICADES	4,515	4,492	8,520	8,520		
TOTAL 200	\$19,841	\$23,569	\$27,820	\$27,820		0.0%
300						
SMALL EQUIPMENT REPAIR	\$17,886	\$21,905	\$14,560	\$14,560		0.0%
UNIFORM RENTAL	0	0	400	400		
TOTAL 300	\$17,886	\$21,905	\$14,960	\$14,960		0.0%
PROGRAM TOTAL	\$68,607	\$83,955	\$85,518	\$92,770		8.5%



## Supplementary Expenditure Report

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

ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	% CHG.
2001-02	2002-03	2003-04	2004-05		
100					
OVERTIME	\$37,354	\$34,734	\$35,150	\$36,380	
STANDBY PAY	2,925	2,700	7,800	8,750	
TOTAL 100	\$40,279	\$37,434	\$42,950	\$45,130	5.1%
200					
SNOW ABATEMENT CHEMICALS	\$4,719	\$1,620	\$2,000	\$2,000	
SAND	0	0	1,200	1,200	
SALT	36,452	19,417	51,000	51,000	
SNOW FENCE	96	1,419	280	280	
SNOW BLADES	1,892	0	2,000	2,000	
TOTAL 200	\$43,159	\$22,456	\$56,480	\$56,480	0.0%
300					
TRAINING AND EDUCATION	\$715	\$850	\$850	\$850	
WEATHER SERVICE	1,191	1,868	1,730	1,730	
PAGING SERVICE	1,106	896	600	600	
CELLUAR/PAGING SERVICE	2,989	1,771	2,200	2,200	
TOWING SERVICE	155	0	250	250	
PUBLIC SERVICE ANNOUNCEME	0	102	350	350	
PLOW REPAIR	6,858	5,981	8,580	8,580	
EQUIPMENT RENTAL	1,100	0	4,000	4,000	
CONTRACT SNOW REMOVAL	7,660	7,135	10,000	10,000	
CITY INSURANCE	4,865	5,378	6,300	6,930	
TRANSFER, WORKER'S COMP.	3,040	1,520	1,590	1,590	
TOTAL 300	\$29,679	\$25,501	\$36,450	\$37,080	1.7%
PROGRAM TOTAL	\$113,117	\$85,391	\$135,880	\$138,690	2.1%

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

ACTUAL	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
OPERATIONS MGR (.2)	\$12,022	\$12,445	\$13,393	\$14,160	
SUPERVISOR (.25)	10,752	22,259	12,007	12,650	
EQ. OPERATOR	32,102	33,226	35,500	36,380	
MAINT. WORKER	26,669	31,344	33,490	34,410	
LONGEVITY	0	2,642	4,370	5,310	
EMPLOYEE INSURANCE	7,340	8,215	10,750	12,270	
TOTAL 100	\$88,885	\$110,131	\$109,510	\$115,180	5.2%
200					
PAINT AND MARKINGS	\$10,844	\$12,223	\$12,480	\$14,880	
REPAIR & REPL. PARTS	2,932	2,003	1,500	1,500	
SIGNS	20,938	20,827	20,000	20,000	
LAWN MAINT. MATERIALS	383	1,888	3,150	3,150	
POSTS	1,699	4,038	4,740	4,740	
GUARDRAILS & POSTS	0	400	400	400	
TOTAL 200	\$36,796	\$41,379	\$42,270	\$44,670	5.7%
300					
DUES AND SUBSCRIPTIONS	\$0	\$0	\$220	\$220	
TRAVEL AND CONFERENCE	590	474	450	450	
UNIFORM RENTAL	912	1,022	1,000	1,000	
CDL LICENSE	150	100	150	150	
VEHICLE SERVICE	6,126	7,077	8,450	8,450	
CONTRACT JUNK & DEBRIS	106	0	700	700	
SPECIAL W. URBANA PAINTIN	0	4,359	5,000	5,000	
CITY INSURANCE	6,275	6,786	8,000	8,800	
TRANSFER, WORKER'S COMP.	5,330	2,670	2,790	2,790	
CITY TELEPHONE	2,279	2,069	2,320	2,320	
TOTAL 300	\$21,768	\$24,557	\$29,080	\$29,880	2.8%
PROGRAM TOTAL	\$147,449	\$176,067	\$180,860	\$189,730	4.9%

## Supplementary Expenditure Report

### PUBLIC WORKS DEPARTMENT OPERATIONS DIVISION STREET LIGHTING PROGRAM

ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	% CHG.
2001-02	2002-03	2003-04	2003-04	2004-05	
100					
OPERATIONS MGR (.2)	\$11,343	\$12,445	\$13,393	\$14,160	
SUPERVISOR (.5 TO .8)	38,297	38,645	41,180	42,630	
ELECTRICIAN I (2 TO 3)	93,301	84,797	106,500	109,430	
LONGEVITY	3,148	2,363	0	120	
EMPLOYEE INSURANCE	9,739	12,234	16,020	18,170	
TOTAL 100	\$155,828	\$150,484	\$177,093	\$184,510	4.2%
200					
LIGHTING SUPPLIES	\$51,565	\$55,724	\$46,050	\$46,050	
TOOLS & SUPPLIES	351	266	750	750	
TRANSFORMER REPLACEMENT	0	1,195	800	800	
TOTAL 200	\$51,916	\$57,185	\$47,600	\$47,600	0.0%
300					
TRAINING AND EDUCATION	\$594	\$730	\$730	\$730	
SUPV. CLOTHING ALLOWANCE	1,366	1,366	1,370	1,370	
UNIFORM RENTAL	100	150	160	160	
CDL LICENSE	50	100	100	100	
VEHICLE SERVICE	15,147	18,111	35,700	35,700	
EMERGENCY REPAIRS	0	298	1,500	1,500	
BOOM TRUCK INSP.	520	0	1,200	1,200	
UTILILTIES	157,814	173,638	187,600	198,200	
LIGHT POLE PAINTING	0	0	3,000	3,000	
CONTRACTUAL BORING	0	0	2,500	2,500	
CITY INSURANCE	7,573	9,856	11,600	12,760	
TRANSFER, WORKER'S COMP.	5,500	2,750	2,870	2,870	
CITY TELEPHONE	702	602	670	670	
TOTAL 300	\$189,366	\$207,601	\$249,000	\$260,760	4.7%
PROGRAM TOTAL	\$397,110	\$415,270	\$473,693	\$492,870	4.0%

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

ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	% CHG.
2001-02	2002-03	2003-04	2004-05		
100					
OPERATIONS MGR (.15)	\$9,016	\$9,334	\$10,045	\$10,620	
SUPERVISOR (1 TO .5)	21,502	22,259	24,004	25,300	
EQUIPMENT OP. (3 to 4)	64,205	97,492	142,000	145,910	
MAINT. WORKER (3)	103,646	93,631	100,470	103,230	
SEASONAL	24,448	24,161	34,060	35,250	
LONGEVITY	3,210	12,345	17,180	15,800	
EMPLOYEE INSURANCE	12,640	14,204	18,590	30,210	
TOTAL 100	\$238,667	\$273,426	\$346,349	\$366,320	5.8%
200					
MISC. SUPPLIES	\$1,584	\$1,481	\$1,600	\$1,600	
GRAVEL, CHIPS AND SAND	5,508	7,289	6,500	6,500	
ASPHALT	27,747	25,135	35,420	35,420	
CULVERT PIPE	0	0	710	710	
GUTTER BROOMS	5,163	6,286	15,770	15,770	
HEATING FUEL	127	236	1,650	1,650	
TOTAL 200	\$40,129	\$40,427	\$61,650	\$61,650	0.0%
300					
TRAVEL AND CONFERENCE	\$300	\$290	\$300	\$300	
CONT. ASPHALT PATCHUP	1,834	5,363	2,500	2,500	
CONT. MOWING, OPEN AREAS	3,500	10,609	2,500	2,500	
UNIFORM RENTAL	1,930	1,762	1,800	1,800	
CDL LICENSE	150	50	150	150	
GATE FEES	74,320	96,199	72,410	72,410	
VEHICLE SERVICE	66,258	88,870	109,820	109,820	
EQUIPMENT RENTAL	1,968	12	1,500	1,500	
CITY INSURANCE	9,523	10,257	12,100	13,310	
TRANSFER, WORKER'S COMP.	10,080	5,040	5,270	5,270	
TOTAL 300	\$169,863	\$218,452	\$208,350	\$209,560	0.6%
PROGRAM TOTAL	\$448,659	\$532,305	\$616,349	\$637,530	3.4%

## Supplementary Expenditure Report

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

ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	% CHG.
2001-02	2002-03	2003-04	2003-04	2004-05	
100					
OPERATIONS MGR (.15)	\$9,016	\$9,334	\$10,045	\$10,620	
SUPERVISOR (.25)	10,751	49,616	11,987	12,650	
EQUIPMENT OP. (2 TO 3)	101,090	106,112	106,500	109,430	
MAINT. WORKER (4 TO 1)	35,721	62,534	66,980	68,820	
SEASONAL	4,708	2,884	14,860	15,380	
LONGEVITY	9,402	4,907	7,310	8,850	
EMPLOYEE INSURANCE	12,100	13,603	17,810	24,760	
TOTAL 100	\$182,788	\$248,990	\$235,492	\$250,510	6.4%
200					
BRICK/BLOCK/MASONRY	\$0	\$0	\$850	\$850	
PRECAST MANHOLES	2,165	778	2,400	2,400	
CASTINGS	5,662	11,577	10,190	10,190	
TILE/PIPE	0	3,869	4,550	4,550	
SAND	0	0	200	200	
TOOLS/SUPPLIES	4,896	3,319	3,810	3,810	
CONCRETE	61,558	48,939	57,780	57,780	
FORMS/LUMBER	2,707	2,095	2,500	2,500	
CURING COMPOUND	585	717	1,200	1,200	
TOTAL 200	\$77,573	\$71,294	\$83,480	\$83,480	0.0%
300					
TRAINING AND EDUCATION	\$238	\$736	\$300	\$300	
UNIFORM RENTAL	3,262	2,737	2,800	2,800	
CDL LICENSE	0	150	150	150	
VEHICLE SERVICE	31,278	27,919	46,670	46,670	
EQUIPMENT RENTAL	175	0	500	500	
CITY INSURANCE	7,388	7,940	9,400	10,340	
TRANSFER, WORKER'S COMP.	13,060	6,530	6,820	6,820	
TOTAL 300	\$55,401	\$46,012	\$66,640	\$67,580	1.4%
PROGRAM TOTAL	\$315,762	\$366,296	\$385,612	\$401,570	4.1%

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

ACTUAL	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
OPERATIONS MGR ( .15)	\$9,016	\$9,334	\$10,045	\$10,620	
SUPERVISOR	47,929	0	52,880	54,740	
EQUIPMENT OP. (3 TO 3)	76,526	38,253	71,000	72,950	
MAINT. WORKER (5 TO 2)	55,171	48,163	66,980	68,860	
PROJECT COORDINATOR (.3)	14,765	15,670	16,700	17,290	
SEASONAL	3,371	6,387	8,120	8,400	
LONGEVITY	9,906	3,323	5,920	6,720	
EMPLOYEE INSURANCE	21,950	26,654	32,260	23,390	
TOTAL 100	\$238,634	\$147,784	\$263,905	\$262,970	-0.4%
200					
TOOLS/SUPPLIES	\$1,610	\$882	\$1,810	\$1,810	
JET/PUMP HOSE	6,703	3,520	12,550	12,550	
RODS, PLUGS, NOZZLES	1,840	1,376	2,540	2,540	
SHORING EQUIPMENT	0	1,049	1,470	1,470	
T.V. SUPPLIES	536	1,330	1,500	1,500	
CHEMICALS	5,354	5,408	8,220	8,220	
TOTAL 200	\$16,043	\$13,565	\$28,090	\$28,090	0.0%
300					
TRAINING AND EDUCATION	\$716	\$1,360	\$700	\$700	
PEST CONTROL	195	465	880	880	
UNIFORM RENTAL	2,467	1,706	1,720	1,720	
CDL LICENSE	100	100	200	200	
VEHICLE SERVICE	22,705	15,464	32,950	32,950	
T.V. SERVICES	0	3,083	2,300	2,300	
SAFETY SERVICES	0	0	600	600	
EQUIPMENT RENTAL	65	0	500	500	
CITY INSURANCE	10,425	11,284	13,300	14,630	
TRANSFER, WORKER'S COMP.	5,280	2,640	2,760	2,760	
TOTAL 300	\$41,953	\$36,102	\$55,910	\$57,240	2.4%
PROGRAM TOTAL	\$296,630	\$197,451	\$347,905	\$348,300	0.1%

**Supplementary Expenditure Report**

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

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
OPERATIONS MGR. (.05)	\$3,005	\$3,111	\$3,348	\$3,540	
TRAFFIC SIGNAL TECHNICIAN	39,989	41,209	43,920	45,460	
SUPERVISOR (.2)	9,616	9,661	10,300	10,660	
EMPLOYEE INSURANCE	3,400	3,822	5,040	5,680	
TOTAL 100	\$56,010	\$57,803	\$62,608	\$65,340	4.4%
200					
MISC. SUPPLIES	\$522	\$712	\$1,200	\$1,200	
TRAFFIC SIGNAL HARDWARE	7,489	5,108	7,850	7,850	
TOTAL 200	\$8,011	\$5,820	\$9,050	\$9,050	0.0%
300					
DUES AND SUBSCRIPTIONS	\$0	\$0	\$40	\$40	
TRAINING AND EDUCATION	593	495	800	800	
UNIFORM RENTAL	0	400	480	480	
VEHICLE SERVICE	1,907	722	4,120	4,120	
SIGNAL REPAIR SERVICES	829	298	1,000	1,000	
CITY INSURANCE	4,995	5,339	6,300	6,930	
TRANSFER, WORKER'S COMP.	2,130	1,070	1,120	1,120	
TOTAL 300	\$10,454	\$8,324	\$13,860	\$14,490	4.5%
PROGRAM TOTAL	\$74,475	\$71,947	\$85,518	\$88,880	3.9%

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

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
OPERATIONS MGR. (.05)	\$3,005	\$3,111	\$3,348	\$3,540	
PROJECT COORDINATOR (.5)	24,608	26,117	27,840	28,810	
EMPLOYEE INSURANCE	1,500	1,679	2,240	2,500	
TOTAL 100	\$29,113	\$30,907	\$33,428	\$34,850	4.3%
200					
MISC. SUPPLIES	\$0	\$179	\$400	\$400	
GRAPHIC MATERIAL	408	867	920	920	
COMPUTER SUPPLIES	0	588	800	800	
BASE MAPS	0	6	190	190	
TOTAL 200	\$408	\$1,640	\$2,310	\$2,310	0.0%
300					
TRAINING AND EDUCATION	\$1,005	\$897	\$950	\$950	
DEPT. WIDE TRAINING	0	0	10,000	10,000	
STREETScape MAINT.	0	0	3,000	3,000	
UNIFORM RENTAL	0	189	200	200	
VEHICLE SERVICE	1,205	5,469	3,430	3,430	
JULIE SYSTEM FEES	2,446	2,831	3,500	3,500	
CITY INSURANCE	506	577	700	770	
TRANSFER, WORKER'S COMP.	800	400	420	420	
TOTAL 300	\$5,962	\$10,363	\$22,200	\$22,270	0.3%
PROGRAM TOTAL	\$35,483	\$42,910	\$57,938	\$59,430	2.6%



**Supplementary Expenditure Report**

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

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
ASST. CITY ENGINEER (.5	\$40,548	\$30,423	\$67,650	\$70,020	
SENIOR CIVIL ENGINEER	56,759	58,669	63,790	64,720	
PROJECTS COORDINATOR	48,629	50,339	55,898	58,910	
INFORMATION TECH.	19,984	35,175	38,580	39,930	
ENGINEERING AIDE P-T	0	1,925	6,100	6,310	
ENGINEERING TECH/SURVEYOR	47,220	50,115	53,410	55,280	
MAPPING TECH.	16,768	2,349	0	0	
EMPLOYEE INSURANCE	13,590	16,262	19,930	22,710	
TOTAL 100	\$243,498	\$245,257	\$305,358	\$317,880	4.1%
200					
REPRODUCTION SUPPLIES	\$1,186	\$1,845	\$2,000	\$2,000	
TOTAL 200	\$1,186	\$1,845	\$2,000	\$2,000	0.0%
300					
DUES AND SUBSCRIPTIONS	\$0	\$402	\$200	\$500	
RECORDER'S ON-LINE SERVIC	0	0	300	1,000	
CELLUAR/PAGING SERVICES	1,141	2,921	1,440	1,440	
TRAVEL AND CONFERENCE	11,483	7,439	9,500	9,500	
PROF. ENGINEERING SERVIC	1,767	709	2,800	2,800	
REPRODUCTION SERVICES	1,702	1,521	2,000	2,000	
PLOTTER/COPIER MAINTENANC	668	643	1,500	1,500	
VEHICLE SERVICE	3,061	2,935	5,080	5,080	
CITY INSURANCE	4,364	4,957	5,800	6,380	
TRANSFER, WORKER'S COMP.	1,860	930	970	970	
CITY TELEPHONE	3,755	2,409	3,570	2,570	
TOTAL 300	\$29,801	\$24,866	\$33,160	\$33,740	1.7%
PROGRAM TOTAL	\$274,485	\$271,968	\$340,518	\$353,620	3.8%

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

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
CIVIL ENGINEER	\$38,416	\$40,746	\$54,470	\$55,260	
ENGINEERING TECH. (1 TO 2	39,362	67,890	88,150	91,240	
ENGINEERING AIDE P-T	1,468	320	0	0	
OVERTIME	549	2,765	1,540	1,590	
EMPLOYEE INSURANCE	5,440	6,117	7,950	13,630	
TOTAL 100	\$85,235	\$117,838	\$152,110	\$161,720	6.3%
200					
SURVEYING SUPPLIES	\$852	\$711	\$850	\$850	
TOTAL 200	\$852	\$711	\$850	\$850	0.0%
300					
VEHICLE SERVICE	\$1,308	\$2,960	\$5,080	\$5,080	
CITY INSURANCE	2,863	3,256	3,800	3,800	
TRANSFER, WORKER'S COMP.	1,550	780	820	820	
CITY TELEPHONE	1,896	1,721	1,930	2,120	
TOTAL 300	\$7,617	\$8,717	\$11,630	\$11,820	1.6%
PROGRAM TOTAL	\$93,704	\$127,266	\$164,590	\$174,390	6.0%

**Supplementary Expenditure Report**

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

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
CIVIL ENGINEER	\$47,212	\$50,106	\$55,020	\$53,660	
ENGINEERING TECH.	39,539	41,963	44,720	46,290	
OVERTIME	128	689	750	780	
EMPLOYEE INSURANCE	5,440	6,117	7,950	9,090	
TOTAL	\$92,319	\$98,875	\$108,440	\$109,820	1.3%
200					
SURVEY SUPPLIES	\$300	\$362	\$500	\$500	
TOTAL 200	\$300	\$362	\$500	\$500	0.0%
300					
VEHICLE SERVICE	\$1,800	\$1,510	\$5,080	\$5,080	
CITY INSURANCE	2,753	3,129	3,700	4,070	
TRANSFER, WORKER'S COMP.	1,230	620	650	650	
CITY TELEPHONE	1,805	1,637	1,840	1,840	
TOTAL	\$7,588	\$6,896	\$11,270	\$11,640	3.3%
PROGRAM TOTAL	\$100,207	\$106,133	\$120,210	\$121,960	1.5%

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

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
ENV. MANAGER	\$51,055	\$52,851	\$58,020	\$60,050	
EMPLOYEE INSURANCE	2,710	3,054	4,030	4,540	
TOTAL	\$53,765	\$55,905	\$62,050	\$64,590	4.1%
200					
BOOKS AND PERIODICALS	\$269	\$472	\$1,000	\$1,000	
MISC. SUPPLIES	208	479	500	500	
TOTAL	\$477	\$951	\$1,500	\$1,500	0.0%
300					
DUES AND SUBSCRIPTIONS	\$619	\$967	\$700	\$700	
TRAVEL AND CONFERENCE	737	1,479	1,300	1,300	
ED. SERVICES/PROMOTION	744	26	4,000	2,000	
HAZARDOUS WASTE COLLEC.	0	2,360	0	2,000	
PAYMENT TO CUSWDS	27,626	27,606	24,680	23,850	
VEHICLE SERVICE	505	1,857	2,750	2,750	
ENCEPHALITIS CONTRACT	6,976	8,059	21,990	21,990	
CONTRACTUAL LEAF PICKUP	50,779	40,420	55,000	55,000	
FLORESCENT LIGHT RECYCL.	0	0	1,600	1,600	
CITY INSURANCE	1,832	2,083	2,500	2,750	
TRANSFER, WORKER'S COMP.	1,120	560	590	590	
CITY TELEPHONE	948	865	1,170	1,170	
TOTAL	\$91,886	\$86,282	\$116,280	\$115,700	-0.5%
PROGRAM TOTAL	\$146,128	\$143,138	\$179,830	\$181,790	1.1%

## Supplementary Expenditure Report

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

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
ENV. CONTROL OFFICER	\$26,147	\$30,120	\$33,280	\$34,430	
ENV. AIDE (.34 to 1)	4,179	5,234	0	0	
EMPLOYEE INSURANCE	2,710	3,054	4,030	4,540	
TOTAL 100	\$33,036	\$38,408	\$37,310	\$38,970	4.4%
200					
BOOKS AND PERIODICALS	\$0	\$0	\$100	\$100	
MISC. SUPPLIES	355	215	500	500	
TOTAL 200	\$355	\$215	\$600	\$600	0.0%
300					
TRAINING AND EDUCATION	\$423	\$376	\$500	\$500	
PRINTING SERVICES	12	70	250	250	
VEHICLE SERVICE	936	2,193	2,750	2,750	
CELLUAR/PAGING SERVICES	182	464	500	500	
ABATEMENT SERVICES	4,738	5,165	13,210	13,210	
CITY INSURANCE	967	1,095	1,300	1,430	
TRANSFER, WORKER'S COMP.	750	380	400	400	
TOTAL 300	\$8,008	\$9,743	\$18,910	\$19,040	0.7%
PROGRAM TOTAL	\$41,399	\$48,366	\$56,820	\$58,610	3.2%

**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT  
BUDGET ANALYSIS**

	03-04	04-05	DIFF	%
100'§	657,272	689,380	32,108	4.9%
200'§	14,230	14,230	-	0.0%
300'§	249,330	252,400	3,070	1.2%
SUBTOTAL	920,832	956,010	35,178	3.8%
400'§	13,480	13,950	470	3.5%
TOTAL	934,312	969,960	35,648	3.8%
PERSONNEL:				
SALARIES N/U	601,012	630,330	29,318	4.9%
EMPL. INSUR.	56,260	59,050	2,790	5.0%
SUBTOTAL	657,272	689,380	32,108	4.9%
SUPPLIES:				
STD. CHARGES	2,490	2,490	-	0.0%
OTHER	11,740	11,740	-	0.0%
SUBTOTAL	14,230	14,230	-	0.0%
CONTRACTUAL:				
STD. CHARGES	51,220	52,580	1,360	2.7%
VEH. SERVICE	17,500	17,500	-	0.0%
E.D.C.	13,000	13,000	-	0.0%
C.V.B.	72,700	72,700	-	0.0%
CUUATS	16,960	17,810	850	5.0%
R.P.C.	18,820	19,680	860	4.6%
OTHER	59,130	59,130	-	0.0%
SUBTOTAL	249,330	252,400	3,070	1.2%

**Supplementary Expenditure Report**

**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT  
ADMINISTRATION PROGRAM**

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
COMM. DEV. DIRECTOR/PLANNING	\$37,716	\$76,113	\$78,430	\$81,170	
CLERK-TYPIST	25,017	23,265	24,050	24,880	
INTERNS P-T	3,514	1,967	7,350	7,610	
OVERTIME	1	0	320	330	
EMPLOYEE INSURANCE	6,373	7,667	8,330	9,090	
TOTAL 100	\$72,621	\$109,012	\$118,480	\$123,080	3.9%
200					
BOOKS & PERIODICALS	\$242	\$155	\$300	\$300	
OFFICE SUPPLIES	2,854	1,955	2,950	2,950	
CITY BLDG. COPIER SUPPLIES	1,308	888	1,150	1,150	
PAPER FOR C.D. COPIER	908	1,035	1,340	1,340	
C.D. COPIER SUPPLIES	52	0	1,160	1,160	
TOTAL 200	\$5,364	\$4,033	\$6,900	\$6,900	0.0%
300					
DUES AND SUBSCRIPTIONS	\$2,123	\$2,159	\$2,600	\$2,600	
CELLULAR/PAGING SERV.	663	531	480	480	
TRAVEL AND CONFERENCE	1,933	2,356	3,260	3,260	
TRAINING AND EDUCATION	822	398	2,170	2,170	
FAX MACHINE MAINT.	20	0	230	230	
VEHICLE SERVICE	1,372	800	3,710	3,710	
CITY INSURANCE	2,640	3,100	3,100	3,410	
TRANSFER, WORKER'S COMP.	190	200	200	200	
CITY TELEPHONE	2,728	2,503	2,880	2,880	
CITY BLDG. COPIER MAINT.	1,429	1,443	1,900	1,900	
C.D. COPIER MAINT.	5,166	2,503	4,200	4,200	
CITY COMPUTERIZATION	24,180	22,940	22,940	22,940	
TOTAL 300	\$43,266	\$38,933	\$47,670	\$47,980	0.7%
400					
VEH. REPL. CHARGE	\$16,310	\$14,460	\$13,480	\$13,950	3.5%
VEH. REPL. CHARGE, ADD'L	\$0	\$0	\$0	\$0	#DIV/0!
PROGRAM TOTAL	\$137,561	\$166,438	\$186,530	\$191,910	2.9%

**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT  
ECONOMIC DEVELOPMENT PROGRAM**

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
EC. DEVELOPMENT MGR.	\$54,222	\$30,517	\$51,850	\$62,210	
INTERN	0	2,786	0	0	
EMPLOYEE INSURANCE	3,182	3,813	4,140	4,540	
TOTAL 100	\$57,404	\$37,116	\$55,990	\$66,750	19.2%
300					
EC. DEV. CONTRACTUAL	\$0	\$0	\$25,480	\$24,480	
EC. DEV. CORP.	123,260	123,275	13,000	13,000	
CONV./TOURIST BUREAU	0	0	72,700	72,700	
MISC. EC. DEVELOPMENT	125	875	1,000	1,000	
CELLUAR PHONE/PAGING	520	323	460	460	
CITY INSURANCE	2,112	2,500	2,500	2,750	
TRANSFER, WORKER'S COMP.	140	150	150	150	
CITY TELEPHONE	432	418	480	480	
TOTAL 300	\$126,589	\$127,541	\$115,770	\$115,020	-0.6%
PROGRAM TOTAL	\$183,993	\$164,657	\$171,760	\$181,770	5.8%



## Supplementary Expenditure Report

### COMMUNITY DEVELOPMENT SERVICES DEPARTMENT PLANNING AND ZONING PROGRAM

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
PLANNING MANAGER	\$49,168	\$49,682	\$52,236	\$55,700	
SECRETARY	23,924	27,877	29,256	30,600	
SR. PLANNER	33,703	39,445	41,990	42,360	
PLANNER	18,641	30,592	32,810	33,960	
PART-TIME GRAPHICS	8,521	3,367	9,810	10,150	
OVERTIME	761	0	240	250	
EMPLOYEE INSURANCE	12,746	15,354	16,690	18,170	
TOTAL 100	\$147,464	\$166,317	\$183,032	\$191,190	4.5%
200					
POSTAGE AND PRINTING	\$1,068	\$571	\$1,000	\$1,000	
GRAPHICS SUPPLIES	192	316	390	390	
SIDWELL MAP UPDATES	1,026	1,203	1,200	1,200	
PHOTOGRAPHIC SUPPLIES	0	0	100	100	
TOTAL 200	\$2,286	\$2,090	\$2,690	\$2,690	0.0%
300					
TRAVEL AND CONFERENCE	\$3,674	\$2,374	\$2,780	\$2,780	
PLAN COMMISSION TRAINING	489	725	810	810	
ZONING BOARD OF APPEALS	128	241	370	370	
HIST. PRESERVATION BOARD	528	208	500	500	
CUUATS MEMBERSHIP	14,700	16,152	16,960	17,810	
R.P.C. MEMBERSHIP	17,923	18,431	18,520	19,680	
RECORDER'S ON-LINE SERVICE	0	0	300	1,000	
CITY INSURANCE	2,141	2,500	2,500	2,750	
TRANSFER, WORKER'S COMP.	190	200	200	200	
CITY TELEPHONE	865	844	970	970	
TOTAL 300	\$40,638	\$41,675	\$43,910	\$46,870	6.7%
PROGRAM TOTAL	\$190,388	\$210,082	\$229,632	\$240,750	4.8%

**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT  
NEW CONSTRUCTION PROGRAM**

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
BLDG. SAFETY DIV. MANAGER	\$43,595	\$42,263	\$53,400	\$55,280	
PLUMBING/BLDG. INSPECTOR	42,051	21,133	43,420	44,940	
SECRETARY (.5 )	13,872	14,772	15,220	15,760	
BUILDING INSPECTOR II	41,552	43,204	45,620	47,200	
ELECTRICAL INSPECTOR	41,552	43,204	45,620	47,200	
P-T CLERK TYPIST (.5)	9,866	10,747	10,850	11,230	
OVERTIME	0	1,603	790	820	
EMPLOYEE INSURANCE	16,942	19,167	20,830	22,710	
TOTAL 100	\$209,430	\$196,093	\$235,750	\$245,140	4.0%
200					
BOOKS & PERIODICALS	\$10	\$7	\$120	\$120	
OFFICE SUPPLIES	2,248	1,428	2,250	2,250	
CODE BOOKS	138	522	800	800	
PHOTOGRAPHIC SUPPLIES	0	504	200	200	
SUPPLIES AND EQUIPMENT	32	289	490	490	
TESTING SUPPLIES	0	14	20	20	
TOTAL 200	\$2,428	\$2,764	\$3,880	\$3,880	0.0%
300					
DUES & SUBSCRIPTIONS	\$330	\$580	\$900	\$900	
TRAVEL AND CONFERENCE	1,884	675	3,080	3,080	
VEHICLE SERVICE	10,018	6,111	9,580	9,580	
CELLUAR PHONE/PAGING	2,868	2,463	4,200	4,200	
PERMIT PRINTING	700	636	700	700	
TITLE SEARCHES	50	0	100	100	
SPECIAL RESEARCH FEES	0	0	200	200	
CITY INSURANCE	3,549	4,200	4,200	4,620	
TRANSFER, WORKER'S COMP.	460	480	480	480	
CITY TELEPHONE	3,088	3,001	3,460	3,460	
TOTAL 300	\$22,947	\$18,146	\$26,900	\$27,320	1.6%
PROGRAM TOTAL	\$234,805	\$217,003	\$266,530	\$276,340	3.7%

**Supplementary Expenditure Report**

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**COMMUNITY DEVELOPMENT SERVICES DEPARTMENT  
HOUSING PROGRAM**

CATEGORY	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
100					
BUILDING INSPECTOR I	\$43,231	\$29,926	\$41,990	\$42,360	
SECRETARY (.5)	13,872	14,772	15,220	15,760	
OVERTIME	0	194	540	560	
EMPLOYEE INSURANCE	4,787	5,771	6,270	4,540	
TOTAL 100	\$61,890	\$50,663	\$64,020	\$63,220	-1.2%
200					
OFFICE SUPPLIES	\$406	\$108	\$640	\$640	
PHOTOGRAPHIC SUPPLIES	183	0	100	100	
TESTING SUPPLIES	0	0	20	20	
TOTAL 200	\$589	\$108	\$760	\$760	0.0%
300					
PROFESSIONAL SERVICES	\$0	\$0	\$550	\$550	
VEHICLE SERVICE	2,557	800	4,210	4,210	
CELLUAR PHONE SERVICE	0	0	500	500	
TITLE SEARCHES	105	300	200	200	
DEMOLITION/BDG. CLOSURE	1,110	4,131	4,360	4,360	
CITY INSURANCE	1,134	1,300	1,300	1,430	
TRANSFER, WORKER'S COMP.	460	480	480	480	
CITY TELEPHONE	2,316	3,001	3,480	3,480	
TOTAL 300	\$7,682	\$10,012	\$15,080	\$15,210	0.9%
PROGRAM TOTAL	\$70,161	\$60,783	\$79,860	\$79,190	-0.8%

**EQUIPMENT SERVICES FUND**

	ACTUAL	ACTUAL	BUDGET	BUDGET	%
	2001-02	2002-03	2003-04	2004-05	CHG
100					
FLEET MANAGER	\$55,293	\$57,500	\$59,610	\$62,830	
CERTIFIED MECHANIC (3)	112,130	116,600	119,970	123,100	
PART-TIME AUTO SERVICE	10,822	10,712	11,132	11,770	
OVERTIME	20,520	20,890	20,238	21,800	
LONGEVITY	3,193	5,400	6,500	7,390	
EMPLOYEE INSURANCE	13,960	16,100	18,190	20,740	
I.M.R.F.	19,490	21,208	23,120	32,270	
TOTAL 100	\$235,408	\$248,410	\$258,760	\$279,900	8.2%
200					
MISC. SUPPLIES	\$7,923	\$8,920	\$8,920	\$8,920	
PARTS	126,622	147,000	147,000	147,000	
SAFETY EQUIPMENT	20	300	300	300	
FUEL	107,014	175,000	175,000	175,000	
TOOL REIMBURSEMENT	2,597	2,600	2,600	2,600	
PARTS WASHER SUPPLIES	543	1,500	1,500	2,000	
PRESSURE WASHER SUPPLIES	569	1,700	1,700	1,200	
ENGINE ANALYZER SUPPLIES	0	1,250	1,250	1,250	
SPECIAL TOOLS	718	2,000	2,000	2,000	
TOTAL 200	\$246,006	\$340,270	\$340,270	\$340,270	0.0%
300					
DUES AND SUBSCRIPTIONS	\$85	\$850	\$850	\$850	
TRAVEL AND CONFERENCE	1,082	900	900	900	
TRAINING AND EDUCATION	1,620	3,200	3,200	3,200	
UNIFORM RENTAL	1,377	1,600	1,600	1,850	
CDL LICENSE	0	110	110	110	
ENVIRONMENTAL DISPOSAL	2,084	2,600	2,600	2,600	
VEHICLE SERVICES	6,597	8,920	8,920	8,920	
CONTRACTUAL REPAIRS	67,038	100,000	100,000	100,000	
EQUIPMENT MAINTENANCE	1,906	2,250	2,250	2,250	
PRINTING SERVICES	246	750	750	750	
S/W MAINT. COMPUTER SYSTEMS	2,748	3,250	3,250	3,000	
CITY INSURANCE	7,520	8,600	8,600	9,460	
TRANSFER, WORKER'S COMP.	2,180	2,280	2,280	2,370	
CITY TELEPHONE	1,120	1,170	970	970	
CITY COMPUTERIZATION	4,060	4,200	4,200	4,200	
DEPRECIATION	11,285	23,400	23,400	23,400	
TOTAL 300	\$110,948	\$164,080	\$163,880	\$164,830	0.6%
SUBTOTAL BEFORE NON-RECURRING EQUIPMENT PURCHASES	\$592,362	\$752,760	\$762,910	\$785,000	2.9%

## Supplementary Expenditure Report

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### EQUIPMENT SERVICES FUND (CONTINUED)

	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG
400					
SHOP WELDER	\$0	\$0	\$0	\$700	
BATTERY CHARGERS	0	0	376	0	
TRANSMISSION JACK	0	0	0	2,330	
FUEL CADDY	0	0	0	2,810	
AIR COMPRESSOR	0	0	12,060	0	
2 TON HYDRAULIC JACK	320	0	0	0	
LARGE TRUCK ANALYZER EQ.	2,966	0	4,793	0	
CHARGING SYSTEM ANALYZER	2,835	0	0	0	
ENGINE ANALYZER EQ.	0	29,998	0	0	
COOLING SYSTEM FLUSHER	0	1,459	0	0	
WELDING SMOKE COLLECTOR	0	0	3,374	0	
REFRIGERANT RECOVERY SYSTEM	0	0	3,330	0	
10 TON AIR BOTTLE JACK SYSTEM	1,370	0	0	0	
SHOP VACUUM	0	0	290	0	
TOTAL 400	\$7,491	\$31,457	\$24,223	\$5,840	
SPECIAL FUND TOTAL	\$599,853	\$784,217	\$787,133	\$790,840	

**LANDSCAPE RECYCLING CENTER**

	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG
100:					
CITY ARBORIST (.33)	\$18,981	\$19,940	\$20,597	\$21,570	
L.R.C. EQUIPMENT OPERATOR	33,226	34,550	35,500	36,480	
LANDSCAPE SUPERVISOR (.35 TO .5)	21,611	22,470	23,030	23,840	
L.R.C. TECHNICIAN	1,606	34,550	35,500	36,480	
L.R.C. LABORERS	38,659	36,260	37,030	38,330	
OVERTIME	4,457	3,360	5,843	6,200	
CONTRACT PERSONNEL, CITY URBAN	4,160	4,310	4,420	4,580	
LONGEVITY	1,994	2,070	2,500	100	
EMPLOYEE INSURANCE	10,380	11,900	13,450	15,330	
I.M.R.F. TRANSFER	12,390	13,270	21,600	23,400	
TOTAL 100	\$147,464	\$182,680	\$199,470	\$206,310	3.4%
200					
BOOKS AND PERIODICALS	\$538	\$400	\$400	\$400	
OFFICE SUPPLIES	1,124	500	500	500	
TOOLS & SUPPLIES	5,959	5,000	7,500	7,500	
EQUIPMENT PARTS	3,565	5,220	9,000	9,000	
GRAVEL	4,064	2,500	7,500	7,500	
FUEL	7,786	12,000	12,000	14,000	
MATERIALS FOR RESALE	4,732	7,000	6,000	6,000	
TOTAL 200	\$27,768	\$32,620	\$42,900	\$44,900	4.7%
300					
TRAVEL AND CONFERENCE	\$16	\$550	\$1,950	\$1,950	
TRAINING AND EDUCATION	169	1,400	1,400	1,400	
UNIFORM RENTAL	1,002	1,100	1,600	1,600	
VEHICLE SERVICE	43,664	43,500	48,030	48,030	
BUILDING MAINTENANCE	1,872	4,800	4,000	4,000	
PRODUCT ANALYSIS/TESTING	656	1,600	1,600	1,600	
EQUIPMENT RENTAL	1,387	15,000	15,000	15,000	
CHEMICAL DISPOSAL	0	0	500	500	
SOLID WASTE DISPOSAL	0	0	2,000	2,000	
ADVERTISING/PROMOTION	4,410	10,000	10,000	12,000	
CITY INSURANCE	1,020	1,200	1,200	1,320	
SUPPORT SERVICES	12,780	13,290	13,820	14,440	
TRANSFER, WORKER'S COMP.	940	980	980	1,020	
UTILITIES	2,930	2,930	2,930	2,870	
TOTAL 300	\$70,846	\$96,350	\$105,010	\$107,730	2.6%
400					
GRINDER REHAB.	0	0	5,000	0	
CRAWLER/LOADER REHAB.	0	0	15,000	0	
PORTABLE WASHER	0	0	2,409	0	
ROAD MAINTENANCE/UPGRADE	0	8,707	6,293	0	
CRAWLER/LOADER	0	0	0	208,530	
PORTABLE RADIOS	0	0	1,600	0	
SPLITTER	7,440	0	0	0	
AIR COMPRESSOR W/ATTACHMENTS	2,611	0	0	0	
CASH REGISTER	0	0	0	0	
TIME CLOCK	185	0	885	0	
POWER WASHER	0	0	0	0	
WHEEL LOADER/ATTACHMENTS	14,528	0	0	0	
SKIDSTER LOADER	36,774	0	0	0	
TICKET BOOTH	0	0	20,000	0	
TOTAL 400	\$61,538	\$8,707	\$51,187	\$208,530	
PROGRAM TOTAL	\$307,616	\$320,357	\$398,567	\$567,470	

**Supplementary Expenditure Report**

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

EXPENDITURE DETAIL					
	ACTUAL	ACTUAL	EST. ACTUAL	BUDGET	%
100	2001-02	2002-03	2003-04	2004-05	CHG
ENV. AIDE (.12 TO .375)	\$3,079	\$6,040	\$9,440	\$9,770	
PART-TIME	0	0	3,200	0	
IMRF TRANSFER	225	1,040	1,780	1,840	
EMPLOYEE INSURANCE	349	1,600	1,810	2,060	
TOTAL 100	\$3,653	\$8,680	\$16,230	\$13,670	-15.8%
200					
CART PURCHASE	\$0	\$0	\$90,000	\$0	
MISC. SUPPLIES	0	0	0	1,000	
TOTAL 200	\$0	\$0	\$90,000	\$1,000	-98.9%
300					
STORAGE COSTS	\$0	\$1,580	\$3,540	\$2,280	
BIN REPLACEMENT	1,802	2,059	8,700	2,000	
POSTAGE/PRINTING	5,380	3,300	3,500	3,700	
ED., TRAN. STA. FEES	0	0	3,900	6,800	
PROMOTION	5,109	3,571	5,200	5,200	
LOAN REPAYMENT, CITY	0	0	0	5,100	
CONTR. COLLECTION	177,514	182,160	182,250	189,240	

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

EXPENDITURE DETAIL					
	ACTUAL	ACTUAL	EST. ACTUAL	BUDGET	%
100	2001-02	2002-03	2003-04	2004-05	CHG
ENVIRONMENTAL AIDE (.2 TO .	\$6,768	\$6,040	\$9,440	\$9,770	
IMRF TRANSFER	517	1,040	1,780	1,780	
EMPLOYEE INSURANCE	802	1,600	1,810	2,060	
TOTAL 100	\$8,087	\$8,680	\$13,030	\$13,610	4.5%
200					
MISCELLANEOUS SUPPLIES	\$15	\$1,000	\$300	\$1,000	
STORAGE TRAILERS	0	0	3,500	0	
TOTAL 200	\$15	\$1,000	\$3,800	\$1,000	-73.7%
300					
POSTAGE/PRINTING-MULTI FAM.	\$0	\$520	\$520	\$550	
ED./ TRANS. STA. FEES	0	0	1,500	2,500	
PROMOTION	765	5,150	3,650	9,500	
REPAYMENT, PURCHASE TOTERS	45,000	18,450	0	0	
CONTR. COLLECTION, MULTI F	153,451	164,220	167,620	188,960	

**VEHICLE AND EQUIPMENT REPLACEMENT FUND**

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
MAJOR EQUIPMENT PURCHASES:				
SQUAD CARS (11)	\$233,112	\$29,132	\$29,132	\$277,530
EQ., SQUAD CARS	5,356	696	1,363	7,680
POLICE K-9 VEHICLE	0	0	0	30,750
EQ., SQUAD CAR HOLDOVER (4)	0	2,845	32,706	15,960
TARPS/DUMP TRUCKS	0	0	3,450	0
COMPACT AUTO (2)	0	0	0	42,800
PASSENGER AUTO	0	16,940	17,890	0
ELECTRIC COMPACT AUTO	20,645	20,934	20,934	0
CLASS 3 DUMP TRUCK	0	0	0	54,650
CLASS 2 DUMP TRUCK	0	0	0	45,560
MINI BOOM TRUCK	0	51,420	47,970	0
PICKUP 3/4 TON (2 to 1)	18,163	32,640	41,910	23,350
PICKUP 1/2 TON EXT. CAB	19,314	0	0	0
PICKUP 1/4 TON, 4WD	0	19,155	24,610	0
LARGE BOOM TRUCKS	0	0	130,150	0
SNOW PICKUP EQ. (2)	930	0	0	16,120
PICKUP EQ.	440	2,729	5,229	1,280
ARBOR SPRAYER UNIT	0	3,069	3,200	0
PICKUP, COMPACT E/C	16,054	0	0	0
EQ. REHAB.	0	0	0	6,510
FORKLIFT	17,645	0	0	0
CLASS 2 DUMP TRUCK	0	40,715	40,430	0
TRAILERS	0	690	12,810	0
UTILITY TRUCK, 4WD	19,314	0	0	0
MAJOR REHABILITATIONS	0	2,246	13,890	0
PUBLIC SAFETY ADMIN. VEH (2)	40,369	0	26,390	0
STUMP GRINDER	0	22,900	22,900	0
STREET SWEEPER	0	0	130,950	0
LARGE MOWER/TRACTOR	0	0	0	26,000
FIRE SUBURBAN TRUCK	30,460	0	0	0
SMALL LOADER TRAILER	6,910	0	0	0
BACKLOT SEWER CLEANER	0	25,820	25,820	0
FIRE PUMPER TRUCK	0	286,305	286,305	0
WOBBLE WHEEL ROLLER	0	0	12,110	0
<b>SUBTOTAL, MAJOR EQUIPMENT</b>	<b>\$428,712</b>	<b>\$558,236</b>	<b>\$930,149</b>	<b>\$548,190</b>



**Supplementary Expenditure Report**

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

DETAIL POLICE EQ.	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
POLICE SHIELDS	\$427	\$0	\$1,668	\$0
ELCTRONIC SPEED SIGN	8,607	0	0	0
GAS MASKS	5,277	656	837	0
PORTABLE RADIOS	19,240	6,137	20,489	52,520
VARDA ALARMS (2)	0	0	0	5,090
TACT. TEAM EQ.	10,188	7,612	12,025	10,250
REGULAR VESTS	4,493	6,782	2,520	7,230
TRAINING/EQ. NEW OFFICERS	28,735	16,424	103,338	35,500
POLICE TRAINING (GRANT)	7,400	5,357	8,567	0
SQUAD CAR RADAR UNITS	8,250	0	11,670	0
BINOCULARS	0	0	1,880	0
D.U.I. EQUIPMENT (FINES)	1,400	6,460	8,404	0
BODY WIRE EQ.	597	0	0	5,590
BIKE PATROL SUPPLIES	210	8	0	2,000
TV/VCR & STAND	0	0	0	1,320
SQUAD VIDEO CAMERAS	41,780	0	0	0
LOCKERS	0	0	0	6,400
TELEPHONE SYSTEM	0	0	14,530	0
K-9 DOG REPL. AND TRAINING	2,151	0	0	0
SCANNER & SOFTWARE	819	0	0	0
CIS VIDEO EQ.	0	0	0	4,650
HOSTAGE PHONE (GRANT)	4,500	0	0	0
M.D.C.'S, (GRANT)	6,614	16,497	17,531	0
STATE POLICE RADIOS	0	0	8,140	0
TRANSCRIBERS	2,980	0	0	0
C.I.S. INTERVIEW VIDEO CAMERA	1,642	0	1,318	0
CIS MUGSHOT H/W & S/W	284	0	0	0
L.C.D. PROJECTOR	4,386	0	0	0
PATROL DIGITAL CAMERAS	0	0	0	2,000
TASK FORCE X COSTS:	0	0	37,373	0
TASK FORCE X VEHICLE	0	0	9,540	0
TASK FORCE FURN./TEL. WORK	0	0	3,487	0
TASK FORCE X VEH. MAINT.	0	0	394	2,000
REPL. TASK FORCE X VEH.	0	0	0	11,000
COVERT INVEST. FUNDS	0	0	0	4,100
TECHNOLOGY EQ.	0	0	0	7,000
DEFIB. UNITS, SQUAD CARDS	0	0	20,000	0
INITIAL TRAINING, DEFIB. UNITS	0	1,713	6,000	0
RADIO HEADSETS	0	0	8,530	0
AN. CONTROL TRANQ. GUN	0	0	0	1,000
SPECIAL DUI FINES EQUIPMENT:				
VIDEO CAMERA REPL.	0	0	0	10,000
VIDEO TAPES & SUPPLIES	0	0	0	5,000
REPL. MICROPHONES/TRANSC.	0	0	0	2,000
VIDEO CAM. REPAIRS/MAINT.	0	0	0	2,500
PORTABLE BREATH TESTERS	0	0	3,299	5,500
STATE SEIZURES COSTS:				
K-9 SUPPLIES	0	0	1,000	1,000
K-9 VEH. MAINTENANCE	0	0	2,400	2,500
VEHICLE LEASING COSTS	0	0	2,000	3,000
MISC. NARCOTICS EQ.	0	0	2,000	2,000
TELECOMMUN. EQ./SUPPLIES	0	0	0	5,000
POLICE COPIER	0	0	13,800	0
POLICE MOBILE RADIOS	0	0	0	36,360
SUBTOTAL, POLICE EQ.	\$159,980	\$67,646	\$322,740	\$232,510

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

DETAIL FIRE EQ.	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
HOSE/NOZZLE REPL.	\$4,539	\$5,031	\$13,466	\$6,650
NEW F.F. INITIAL GEAR	9,068	5,342	5,510	5,870
NEW F.F. INITIAL TRAINING	9,603	5,500	6,990	7,450
TRAINING/RISK WATCH (GRANT)	5,945	4,544	4,544	0
FIRE TRUCK REHAB.	0	8,844	8,000	0
AIR MASKS	0	0	5,810	0
LUCAS TOOL	0	12,656	22,900	0
TRENCH RESCUE EQ.	19,652	11	348	0
TECH. RESCUE EQ.	2,862	10,377	22,417	0
TECH. RESCUE EQ. TRAILER	0	410	0	0
HAZMAT EQ. TRAILER	5,976	0	0	0
SEMI-AUTO. DEFIB. UNIT	0	0	15,000	0
I.S.O. EQ., REGULAR	0	0	3,596	0
PHYS. FITNESS EQ.	0	0	7,450	0
PORTABLE RADIO SYSTEM	8,048	8,346	9,048	0
ANTI-TERROR EQ. (GRANT)	0	94,374	0	0
SNOW BLOWERS	0	0	1,930	0
PROPANE TRAINER (GRANT)	9,505	0	0	0
SUBTOTAL, FIRE EQ.	\$75,198	\$155,435	\$127,009	\$19,970

Supplementary Expenditure Report

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

DETAIL PUBLIC WORKS EQ.	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
PORTABLE RADIOS	\$6,183	\$0	\$3,490	\$0
ENGINEERING EQ.	0	0	0	13,280
ARBOR EQ.	0	0	0	9,420
PW EQ.	0	0	0	22,700
POWER HACKSAW	0	0	960	0
SHORING EQUIPMENT	0	0	3,814	0
BRICK SAW	0	0	2,185	0
ROTO-TILLER, MED.	0	0	0	0
PAINT TRAILER	0	0	0	0
POWER EDGER	2,045	0	0	0
CIVIC CENTER SLIDE PROJECTOR	0	0	0	0
PAINT MACHINE	0	0	0	0
LAMINATOR	0	0	0	0
THERMOPLASTIC MACHINE	0	0	0	0
TEXTRONIX SCOPE	0	0	2,070	0
PW MOBILE RADIO REHAB.	9,981	0	0	0
PIPE PUSHER	0	0	17,210	0
REAL TIME GPS RECEIVER	19,274	0	0	0
STIHL 036 CHAINSAW	500	0	0	0
SPRAYER PUMP	6,265	0	0	0
OPTICOM EMITTER	0	0	1,620	0
HAND BLOWER	172	0	0	0
HIGH GRASS MOWER	0	0	1,350	0
PW TELEPHONE SYSTEM	0	0	0	0
POWER POLE PRUNERS	948	0	0	0
ORBITAL SANDER	0	0	0	0
AIRLESS PAINT SPRAYER	0	0	2,070	0
CONCRETE SCREED	0	0	0	0
CONCRETE VIBRRATOR	0	0	0	0
HAMMER DRILL	0	0	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	0	0
CYLINDER BREAKER	0	0	0	0
MAGNETIC LOCATOR	0	0	0	0
LIETZ THEODOLITE	0	0	0	0
AUTO LEVEL	0	0	0	0
VEHICLE WASHER	0	0	0	0
CONCRETE HAND SAWS	0	0	0	0
4" TRASH PUMP TRAILER	0	0	0	0
CANAON 35 MM CAMERA	564	0	0	0
LARGE COLOR PLOTTER	10,079	0	0	0
COPIER	0	0	0	0
SUB. ELECT. PUMP	0	0	0	0
CABLE FAULT FINDER	0	0	3,790	0
SIMPSON METERS	0	0	0	0
ROOT SAW W/CUTTERS	0	0	8,330	0
WALL FORMS	0	0	0	0
SNOW BLOWER	0	0	1,704	0
SMALL ROTO-TILLER	0	0	590	0
RADIAL ARM SAW	0	0	550	0

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

DETAIL PUBLIC WORKS EQ.	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
THERMO GUN	0	0	0	0
THERMO TORCH	0	0	0	0
BIT SHARPENER	0	0	0	0
MICROWAVE OVEN	0	0	0	0
GARAGE TIME CLOCK	0	0	0	0
FAX MACHINE	0	0	420	0
REFRIGERATOR	0	0	0	0
ENGINEERING COPIER	0	0	0	0
ECHO 8000 CHAINSAW	0	0	0	0
JACKHAMMER W/HOSE	0	0	0	0
CHAINSAW STIHL 046	0	0	0	0
CHAINSAW STIHL 036	0	0	0	0
CHAINSAW STIHL 066	0	0	0	0
CHAINSAW STIHL 088	0	0	0	0
CIVIC CENTER AIRWALLS	0	0	0	0
BACKPACK SPRAYER	0	0	0	0
STIHL 020 CHAINSAWS	158	0	1,050	0
MANHOLE VENT	0	0	1,475	0
ARROW BOARD	0	0	0	0
POWER SCREEDS	0	0	0	0
CONCRETE SAW	915	0	3,030	0
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	0	1,030	0
HANDBLOWER	0	0	200	0
ROCK DRILL	0	0	6,584	0
GAS MONITORS	0	0	0	0
CORDLESS DRILL	0	0	0	0
LARGE VACUUM	0	0	0	0
SMALL VACUUM	0	0	0	0
WET/DRY VACUUM,	0	0	0	0
SAWZALL	0	0	0	0
3/8 " HAMMER DRILL	0	0	0	0
1/2 " REVERSIBLE DRILL	0	0	0	0
3/8" REVERSIBLE DRILL	0	0	0	0
POWER MITRE BOX	0	0	0	0
PORTABLE CONCRETE SAWS	0	0	0	0
CONCRETE CORING BIT	0	0	0	0
TRAFFIC TALLY COUNTER	0	0	0	0
LARGE DOCUMENT COPIER	7,295	0	0	0
MICROFICHE READER	0	0	0	0
TRAFFIC COUNTERS	0	0	0	0
AUTO LEVEL	0	0	0	0
GRINDER	5,798	0	0	0
DROP CONE D.C.P.	0	0	0	0
TELEPHONE SYSTEM	0	0	0	0
CIVIC CENTER AIRWALLS	0	0	0	0
JACKHAMMER W/HOSE	0	0	0	0
SUBTOTAL, P.W. EQ.	\$70,177	\$0	\$87,467	\$45,400

**Supplementary Expenditure Report**

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

DETAIL OTHER DEPT. EQ.	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
CD COPIER	\$10,189	\$0	\$0	\$0
GENERAL OFFICE EQ.	4,372	0	10,936	7,020
CITY TELEPHONE SYSTEM UPGRADE	42,609	0	7,391	0
FAX MACHINE	0	0	0	380
COPIER, MAIN FLOOR	0	0	0	7,030
FORMS PRINTER SOFTWARE	0	0	11,915	0
FINANCE LETTER OPENER	0	0	0	1,160
CITY BLDG. POSTAGE MACHINE	4,046	0	0	0
AUTO. FORMS BURSTER MACHINE	0	0	6,086	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)	9,133	0	8,566	0
<b>SUBTOTAL, OTHER DEPT. EQ.</b>	<b>\$70,349</b>	<b>\$0</b>	<b>\$56,244</b>	<b>\$15,590</b>

**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 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
KRON VIDEO EDITOR UPGRADE	\$0	\$0	\$0	\$0
SATELLITE DISH W/ INSTALLATION	6,046	0	0	0
KRON VIDEO EDITOR UPGRADE	2,325	0	0	0
BULLETIN BOARD SOFTWARE	2,421	0	0	0
PANASONIC DVD RECORDER	0	0	850	0
PEG EQ.	0	0	0	26,070
PERSONAL COMPUTER	0	0	0	0
COUNCIL CHAMBER IMPR.	0	0	0	0
EMERGENCY EQ. REHAB.	0	0	995	0
NONLINEAR UPGRADE EDIT SYSTEM	0	0	0	0
DIGITAL EDITING SOFTWARE	0	0	722	0
PORTABLE LIGHTING KIT	0	0	0	0
PANASONIC GENERATOR	0	0	3,730	0
PANASONIC DIGITAL SUPERCAM	0	0	6,210	0
BOGEN 3066 TRIPOD	0	0	830	0
2 ANTON BAUER BATTERIES	0	0	1,550	0
PUBLIC ACCESS VIDEO CAMCORDER	0	0	2,690	0
BOGEN 3160 TRIPOD	0	0	830	0
LEIGHTRONIX PRO8 SWITCHER	0	0	5,170	0
ELMO VISUAL PRESENTER	0	0	3,100	0
SONY LCD PROJECTOR	0	0	7,250	0
<b>SUBTOTAL, P.E.G.. EQ.</b>	<b>\$10,792</b>	<b>\$0</b>	<b>\$33,927</b>	<b>\$26,070</b>

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

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
100				
POLICE RECORDS PROGR./ANALYST	\$44,579	\$47,363	\$48,870	\$50,580
CONTRACTUAL PROGRAMMER	500	0	500	500
OVERTIME	0	0	1,270	1,270
EMPLOYEE INSURANCE	2,750	3,200	3,620	4,130
I.M.R.F./FICA	4,830	5,000	5,980	7,280
TOTAL 100	\$52,659	\$55,563	\$60,240	\$63,760
200				
OFFICE SUPPLIES	\$0	\$0	\$0	\$0
300				
TRAINING AND EDUCATION	\$2,340	\$1,307	\$3,300	\$3,300
SOFTWARE MAINT./LICENSE	3,332	7,345	7,820	7,820
CITY INSURANCE	770	900	900	900
TRANSFER, WORKERS COMP.	110	120	120	120
CITY TELEPHONE	220	230	230	190
TOTAL 300	\$6,772	\$9,902	\$12,370	\$12,330
400				
PERSONAL COMPUTER	\$0	\$0	\$0	\$0
PROGRAM TOTAL	\$59,431	\$65,465	\$72,610	\$76,090

## Supplementary Expenditure Report

### COMMUNITY DEVELOPMENT BLOCK GRANT FUND EXPENDITURE DETAIL

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05	% CHG.
<b>PROGRAM: ADMINISTRATION</b>					
100					
MANAGER (.5 to .4)	\$28,330	\$29,322	\$29,460	\$25,000	
SECRETARY (.1 to .2)	2,774	2,954	5,770	6,304	
GRANTS COORDINATOR (.55 to .76)	19,908	20,605	22,590	30,308	
T.H. COORDINATOR (.1)	0	0	2,720	0	
INTERN	1,690	0	16,000	2,582	
IMRF/FICA	4,934	5,364	6,580	9,636	
EMPLOYEE INSURANCE	3,942	4,365	7,580	6,170	
TOTAL 100	\$61,578	\$62,610	\$90,700	\$80,000	-11.8%
200					
BOOKS & PERIODICALS	\$0	\$0	\$1,000	\$637	
OFFICE SUPPLIES	1,133	1,057	1,500	1,000	
PHOTOGRAPHIC SUPPLIES	43	0	0	0	
PRINTING SUPPLIES	5	0	0	0	
TOTAL 200	\$1,181	\$1,057	\$2,500	\$1,637	-34.5%
300					
DUES & SUBSCRIPTIONS	\$822	\$1,172	\$1,000	\$1,000	
TRAVEL & CONFERENCE	1,787	3,304	4,600	2,100	
POSTAGE	138	297	500	500	
RECORDING FEES	99	50	300	300	
PROGRAM OVERHEAD	10,000	10,000	10,000	20,713	
AUDITS	500	0	500	500	
PUBLIC INFORMATION	5,325	5,635	4,800	5,000	
NEIGHBORHOOD ORGAN. GRANTS	54	4,339	2,500	1,250	
TOTAL 300	\$18,725	\$24,797	\$24,200	\$31,363	29.6%
PROGRAM TOTAL	\$81,484	\$88,464	\$117,400	\$113,000	-3.7%

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

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05	
<b>PROGRAM: AFFORDABLE HOUSING</b>					
100					
MANAGER (.25 to .1)	\$14,165	\$0	\$0	\$6,250	
SECRETARY (.55)	15,258	16,248	15,870	17,336	
REHAB COORDINATOR (.5)	20,370	21,082	21,180	22,920	
GRANTS COORDINATOR (.26 to .1)	9,411	9,740	9,790	3,988	
IMRF/FICA	5,677	4,507	6,070	7,897	
				(4,066)	
EMPLOYEE INSURANCE	5,451	4,360	7,090	5,675	
TOTAL 100	\$70,332	\$55,937	\$60,000	\$60,000	
300					
CASE PREPARATION	\$1,394	\$2,253	\$4,000	\$4,000	
REAL ESTATE CONSULTATIONS	1,000	0	0	0	
EMERGENCY, ACCESS	38,153	27,320	80,000	80,000	
EMERGENCY, ACCESS (CARRYOVER)	0	0	20,000	20,000	
HOUSING REHAB (EMERGENCY ACCESS)	78,261	81,653	0	0	
SR. REPAIR SERVICE	13,021	5,556	15,000	15,000	
SR. REPAIR SERVICE (CARRYOVER)	0	0	5,000	5,000	
URBANA PAINT/SIDING PROGRAM	0	0	0	0	
MENTAL HEALTH CENTER HOME	0	0	10,700	2,000	
FAMILY SERVICE	0	0	0	12,000	
URBAN LEAGUE PROGRAM (CARRYOVER)	2,200	0	2,000	0	
HOMESTEAD ROOF REPAIR	0	0	0	3,935	
PRAIRIE CENTER HEALTH SYSTEMS	0	0	60,000	0	
PLANNED PARENTHOOD ROOF	7,795	0	0	0	
HOUSING AUTH., PRE-DEVELOPMENT	0	40,000	0	0	
FAMILY SERVICE	0	16,000	0	0	
FAMILY CENTER R.R. IMPR. (CARRY	0	0	0	10,000	
HABITAT FOR HUM. (SITE PREPARAT	0	0	0	10,000	
TIMES CENTER	0	0	10,000	0	
PROVENA HOME (CARRYOVER)	0	0	0	10,700	
KING PARK CENTER (CARRYOVER)	0	0	2,750	2,750	
WOMEN TRANS. CENTER (CARRYOVER)	0	0	100,000	100,000	
DEVELOPMENT SERVICES CENTER	0	0	99,172	0	
DEVE. SERVICES CENTER (CARRYOVE	0	0	0	99,172	
ACQ./RELOCATIONS/DEMO:					
NEW CONST. (CARRYOVER)	0	0	10,000	10,000	
MH TIMES CENTER	0	9,000	0	0	
U.C.A.N.	1,001	1,163	0	0	
PRAIRIE CENTER EXPANSION	0	84,538	0	0	
C-U INDEPENDENCE APTS.	4,364	0	0	0	
SUPPORT AFFORDABLE HOUSING	0	0	0	47,865	
SINGLE FAM. RES. UNITS	13,177	0	0	0	
LAKESIDE TERRACE	0	0	0	110,000	
MAINTENANCE	0	0	0	15,000	
HOMEBUILD 2 (SUNSET DR.)	0	0	0	115,000	
URBANA T.H. UNITS	0	3,148	0	0	
TOTAL 300	\$160,366	\$270,631	\$418,622	\$672,422	\$0
PROGRAM TOTAL	\$230,698	\$326,568	\$478,622	\$732,422	



Supplementary Expenditure Report

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

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
<b>PROGRAM: PUBLIC SERVICES:</b>				
CONSOLIDATED SOCIAL SERVICE FUN	29,225	29,304	28,033	24,200
SOCIAL SERV. FUND (CARRYOVER)	0	0	5,000	5,000
PROGRAM TOTAL	\$29,225	\$29,304	\$33,033	\$29,200
<b>PROGRAM: PUBLIC FACILITIES:</b>				
3B ST. LIGHTING/ST. IMPROVEMENT	\$0	\$185,000	\$130,000	\$0
ST. LIGHTING IMPR./REPL.	0	285,533	0	0
HARVEY ST. SIDEWALK IMPR.	0	0	0	10,000
PROGRAM TOTAL	\$0	\$470,533	\$130,000	\$10,000
<b>PROGRAM: INTERIM ASSISTANCE:</b>				
NEIGHBORHOOD CLEANUP	\$21,064	\$17,378	\$15,000	\$15,000
HOMELESS MGT. INFO. SYSTEM	0	0	3,000	3,000
PROGRAM TOTAL	\$21,064	\$17,378	\$18,000	\$18,000
<b>PROGRAM: TRANSITIONAL HOUSING:</b>				
100				
T.H. COORDINATOR (.8)	\$8,532	\$24,356	\$21,750	\$23,072
GRANTS COORDINATOR (.05)	1,810	1,873	0	(2,120)
SECRETARY (.1 )	2,774	2,954	0	0
IMRF/FICA	2,925	3,037	2,365	3,508
EMPLOYEE INSURANCE	2,887	3,135	4,330	4,540
TOTAL 100	\$18,928	\$35,355	\$28,445	\$29,000
200				
OFFICE SUPPLIES	\$50	\$0	\$200	\$200
300				
POSTAGE	\$0	\$7	\$55	\$55
PRINTING	0	0	100	100
TRAINING & CONFERENCE	309	369	350	350
PROPERTY INSURANCE	0	0	400	400
PROPERTY UTILITIES	9,993	8,671	9,790	9,790
FURNISHINGS	226	32	300	300
PROPERTY MANAGEMENT	2,627	1,206	3,555	3,555
RESIDENT SERVICES	65	219	1,500	2,250
TOTAL 300	\$13,220	\$10,504	\$16,050	\$16,800
PROGRAM TOTAL	\$32,198	\$45,859	\$44,695	\$46,000

**URBANA FREE LIBRARY**

	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-04	BUDGET 2004-05	% CHG.
ADMINISTRATION-WAGES:					
SALARIED	\$ 129,165	\$ 134,774	\$ 139,157	\$ 144,028	3.5%
HOURLY	20,087	23,956	21,949	23,114	5.3%
SUBTOTAL, ADMIN.	\$ 149,252	\$ 158,730	\$ 161,106	\$ 167,142	3.7%
ADULT DEPT.:					
BOOKS AND MATERIALS	\$ 172,125	\$ 176,257	\$ 179,782	\$ 186,074	3.5%
WAGES:					
SALARIED	\$ 275,170	\$ 287,179	\$ 295,248	\$ 306,481	3.8%
HOURLY	36,088	53,338	54,690	57,259	4.7%
SUBTOTAL, ADULT WAGES	\$ 311,258	\$ 340,517	\$ 349,938	\$ 363,740	3.9%
SUBTOTAL, ADULT	\$ 483,383	\$ 516,774	\$ 529,720	\$ 549,814	3.8%
CHILDREN'S DEPT.:					
BOOKS AND MATERIALS	\$ 41,461	\$ 44,513	\$ 45,403	\$ 47,325	4.2%
WAGES:					
SALARIED	\$ 180,494	\$ 208,520	\$ 209,707	\$ 217,953	3.9%
HOURLY	31,171	26,228	30,309	32,304	6.6%
SUBTOTAL, CHILD. WAGES	\$ 211,665	\$ 234,748	\$ 240,016	\$ 250,257	4.3%
SUBTOTAL, CHILDREN'S	\$ 253,126	\$ 279,261	\$ 285,419	\$ 297,582	4.3%
ARCHIVES DEPT.:					
BOOKS AND MATERIALS	\$ 16,665	\$ 17,295	\$ 17,640	\$ 18,258	3.5%
WAGES:					
SALARIED	\$ 122,691	\$ 127,650	\$ 160,971	\$ 166,610	3.5%
HOURLY	10,677	12,188	13,388	13,921	4.0%
SUBTOTAL, ARCH. WAGES	\$ 133,368	\$ 139,838	\$ 174,359	\$ 180,531	3.5%
SUBTOTAL, ARCHIVES	\$ 150,033	\$ 157,133	\$ 191,999	\$ 198,789	3.5%
MAINTENANCE DEPT.-WAGES:					
SALARIED	\$ 63,034	\$ 65,812	\$ 51,343	\$ 55,242	7.6%
HOURLY	7,653	10,930	17,011	11,721	-31.1%
SUBTOTAL, MAINTENANCE	\$ 70,687	\$ 76,742	\$ 68,354	\$ 66,963	-2.0%
ACQUISITIONS DEPT.-WAGES:					
SALARIED	\$ 105,423	\$ 106,962	\$ 118,705	\$ 123,119	3.7%
HOURLY	18,005	21,341	26,920	27,884	3.6%
SUBTOTAL, ACQUISITIONS	\$ 123,428	\$ 128,303	\$ 145,625	\$ 151,003	3.7%
CIRCULATION DEPT.-WAGES:					
SALARIED	\$ 250,463	\$ 271,271	\$ 249,630	\$ 251,971	0.9%
HOURLY	124,368	131,165	157,331	160,540	2.0%
SUBTOTAL, CIRCULATIONS	\$ 374,831	\$ 402,436	\$ 406,961	\$ 412,511	1.4%
	1,604,740	1,719,379	1,789,184	1,843,804	

**Supplementary Expenditure Report**

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

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
100				
METER MAINT. TECHNICIANS	\$55,809	\$65,333	\$66,950	\$68,820
SEASONAL PAINTER	2,336	2,605	4,710	4,880
OVERTIME	1,897	3,843	9,900	10,200
LONGEVITY	5,001	5,034	11,390	7,570
EMPLOYEE INSURANCE	6,210	7,100	8,020	9,140
I.M.R.F.	9,400	9,400	10,010	12,800
TOTAL 100	\$80,653	\$93,315	\$110,980	\$113,410
200				
OFFICE SUPPLIES	\$71	\$172	\$210	\$210
PAINT	443	103	3,270	3,270
LANDSCAPE MATERIALS	9,333	6,345	7,700	7,700
SMALL TOOLS	395	1,138	520	520
PARKING PERMITS	742	1,723	2,080	2,080
ASPHALT	0	645	700	700
METERS AND SIGNS	1,583	6,141	7,720	7,720
SALT	8,000	8,320	8,320	8,320
SNOW BLADES	0	0	120	120
METER PARTS	3,040	2,738	3,530	3,530
TOTAL 200	\$23,607	\$27,325	\$34,170	\$34,170
300				
TRANSFER, SUPPORT SERV.	\$109,620	\$114,000	\$119,940	\$125,340
REIMB., GEN. FUND ARBOR PERSON	41,960	43,640	45,600	47,650
DUES AND SUBSCRIPTIONS	495	0	330	330
TRAINING AND EDUCATION	308	459	2,080	2,080
UNIFORM RENTAL	1,130	713	710	710
CDL LICENSE	50	0	30	30
METER REFINISHING	0	0	3,530	3,530
REFUSE COLLECTION	6,136	8,170	9,310	9,310
VEHICLE SERVICES	40,058	65,065	66,530	66,530
PLOW REPAIR	1,391	2,753	2,240	2,240
MAINT., HANDHELD WRITERS	0	0	1,000	1,000
BANK FEES, COIN SORTING	2,250	3,639	3,300	3,300
CITY INSURANCE	5,260	6,000	6,000	6,600
TRANSFER, WORKER'S COMP.	2,570	2,690	2,690	2,800
CITY TELEPHONE	1,120	1,170	960	960
TOTAL 300	\$212,348	\$248,299	\$264,250	\$272,410
400				
APPURTENANCES	\$9,436	\$1,946	\$18,054	\$10,000
EL. GOLF CART	0	5,640	0	0
PARKING METERS & SOFTWARE	206,949	10,295	0	0
TOTAL 400	\$216,385	\$17,881	\$18,054	\$10,000
PROGRAM TOTAL	\$532,993	\$386,820	\$427,454	\$429,990

**MOTOR VEHICLE PARKING SYSTEM FUND  
PARKING GARAGE**

	ACTUAL 2001-02	ACTUAL 2002-03	PROJECTED 2003-04	BUDGET 2004-05
100				
PART-TIME	\$27,815	\$28,376	\$30,830	\$31,750
OVERTIME	0	0	2,240	2,300
I.M.R.F.	3,450	3,450	3,680	4,890
TOTAL 100	\$31,265	\$31,826	\$36,750	\$38,940
200				
TICKETS	\$973	\$0	\$470	\$470
PAINT	111	24	620	620
MISC. SUPPLIES	1,985	1,251	2,680	2,680
LANDSCAPE MATERIALS	4,646	2,588	3,270	3,270
SIGNS	0	0	530	530
SNOW ABATEMENT MATERIALS	2,280	2,337	2,370	2,370
TOTAL 200	\$9,995	\$6,200	\$9,940	\$9,940
300				
TRANSFER, SUPPORT SERV.	\$17,310	\$18,000	\$18,940	\$19,790
SERVICE CONTRACTS	97	2,269	3,470	3,470
TRAINING AND EDUCATION	0	0	520	520
STRUCTURAL MAINT.	0	0	3,120	3,120
UNIFORM RENTAL	600	1,176	620	620
VEHICLE SERVICES	741	1,105	970	970
SPECIAL VANDALISM	0	0	2,080	2,080
UTILITIES	4,471	2,155	16,450	16,450
ADVERTISING	263	676	830	830
CITY INSURANCE	5,260	6,000	6,000	6,600
TRANSFER, WORKER'S COMP.	1,180	1,230	1,230	1,300
TOTAL 300	\$29,922	\$32,611	\$54,230	\$55,750
400				
CASH REGISTER W/PRINTER	8,195	0	0	0
TOTAL 400	\$8,195	\$0	\$0	\$0
PROGRAM TOTAL	\$79,377	\$70,637	\$100,920	\$104,630