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OFFICE OF THE MAYOR
CITY OF CHICAGO

RICHARD M. DALEY
MAYOR

EXECUTIVE ORDER 89-2

I, RICHARD M. DALEY, Mayor of the City of Chicago, do hereby order as follows:

1. For the purposes of this order, a Preliminary Budget Estimate Report shall include, but not be limited to:

a) an audited statement of the expenditures and revenues for the City of Chicago for the most recent complete calendar year;

b) a statement of the amounts received and expended by the City of Chicago, by fund, during the first six months of the current calendar year;

c) a statement of the estimated receipts and expenditures of the City of Chicago, by fund for the remaining six months of the current calendar year;

d) a statement of the estimated assets and liabilities of each fund as of the beginning of the following calendar year;

e) a statement of the net amount to be received from taxes levied in prior years, by fund;

f) a statement of the net amount to be received from taxes to be levied and all revenue to be received by fund for the following calendar year;

g) a statement of the estimated funds, in any form whatsoever, to be received from the governments of the United States, the State of Illinois, and the County of Cook, by fund, for the following calendar year, based on the funding agency fiscal year most closely approximating the budget year of the City of Chicago;

h) a statement of the amount of assets available for appropriation by fund for the next calendar year;

i) a separate section for each department of the City of Chicago, which section shall contain the following:

- i) the expenditures for the last calendar year;
- ii) the appropriation for the current calendar year; and
- iii) the estimated expenditures for the following calendar year.

2. For purposes of this order the Executive Budget shall include, but not be limited to:

- A. A statement estimating all current assets and liabilities of each fund of the City of Chicago as of the beginning of the following year;
- B. A statement of the net amount to be received from taxes levied in prior years;
- C. A statement of the net amount to be received from taxes to be levied for the following year;
- D. A statement of all funds estimated to be received, in any form whatsoever, from the federal government and the governments of the State of Illinois and the County of Cook, by department, for the funding agency fiscal year deemed by the Budget Director to most closely approximate the City budget year;

- E. A separate section devoted to each Department of the City of Chicago which shall include a description of each Department, a statement of the amount appropriated for the then current calendar year, and a statement of the amount of expenditures requested for the immediately following calendar year;
- F. For each separate Department a separate statement of the amount to be expended for:
(1) personal services, (2) contractual services, (3) travel, (4) commodities, (5) equipment, (6) permanent improvements, (7) land, (8) contingencies, and (9) specific purposes.
- G. For each Department, all expenditures shall contain descriptions pursuant to the categories set forth in Paragraph F hereof, and shall be further stated for descriptive purposes only according to the Comptroller's classification of accounts. In addition, all expenditures for personal services shall be further stated for descriptive purposes only for each activity by title, rate of pay, and number of positions. The Executive Budget shall include the above detailed information

plus a comparison of such information with the current year's appropriation or description, and the prior year's expenditures.

3. For the purposes of this order, the Budget Director's Estimated Revenue Analysis shall include a detailed statement of the following information:

- A. A statement of the actual revenue received during the current calendar year by the City of Chicago from all sources as of the end of the month prior to the submission of the Executive Budget;
- B. A statement of the estimated revenue to be received by the City of Chicago from all sources for the balance of the current calendar year;
- C. A statement of the actual revenue received by the City of Chicago from all sources for the immediately preceding five calendar years; and
- D. A statement of the methods by which the Budget Director made his estimate of revenue by fund and by revenue item for the following year, outlining the methods of analysis, the

assumptions, facts, records, and such other data employed to make the estimated revenue projections.

4. Prior to August 1 of each year, the Budget Director shall prepare and file the Preliminary Budget Estimate Report for the following fiscal year with the City Clerk and copies shall be distributed to all members of the City Council and shall be available for public inspection and copying at the Municipal Reference Library, the Chicago Public Library and its regional libraries.

5. The Budget Director may submit to the City Council a revised report on all matters contained in the Preliminary Budget Estimate Report, at any time prior to submission of the Executive Budget. The Budget Director shall submit to the City Council, whenever requested by the Chairman of the Committee on Finance or a majority of the members of the City Council, additional or supplemental information he may have concerning matters on which he is required to report.

6. Before September 1 of each year, the Budget Director shall conduct at least two public hearings on the Preliminary Budget Estimate Report. These hearings are to be held at a time and place to be selected by the Budget Director, but at least one hearing must be convened in a suitable location within the City of Chicago outside the Central Business District. Notice of such hearings shall be given by publication in a newspaper having a

general circulation in the City of Chicago at least one week before the time of the hearing. The schedule for such hearings shall be adhered to by the Budget Director as closely as possible and may be altered only by posting notice of such change 24 hours in advance of such hearing in the Office of the City Clerk. Sufficient time shall be provided at these hearings to enable citizens and public officials to testify.

7. On or prior to October 15 of each year, the Mayor shall submit the Executive Budget for the following year to the City Council. Upon submission to the City Council, such Executive Budget shall be published in pamphlet form or in such other form as the City Council may prescribe, and copies shall be distributed to all members of the City Council and to the Municipal Reference Library and the Chicago Public Library and its regional libraries, where copies shall be available for public inspection and copying.

8. On or before October 15 of each year, the Budget Director shall submit to the City Council the Budget Director's Estimated Revenue Analysis.

9. The information required to be contained in the Preliminary Budget Estimate report, the Executive Budget and the Budget Director's Quarterly Report, as prescribed in this order, are in addition to the information required to be furnished by said Budget Director pursuant to law.

10. The Budget Director shall adopt regulations to implement the purposes of this order and shall prescribe standard forms to be used in the preparation of the Executive Budget.


11. Quarterly Budget Report. Ten days prior to the beginning of each calendar quarter, the Budget Director shall submit to the City Clerk, each member of the City Council and to the Committee on Finance, an estimate of the amount and percent of each Department's appropriation which is to be expended or encumbered during each following calendar quarter. The estimate shall be detailed by Department, by fund and by the categories of expenditures set forth in Section 2 hereof.

Within fourteen days after the end of each calendar quarter, the Budget Director shall submit to the City Clerk, each member of the City Council and to the Committee on Finance:

- A. A report of the actual expenditures and encumbrances for each Department, by fund and by the categories of expenditures set forth in Section 2F hereof, during the immediately preceding calendar quarter and a cumulative summary of all year to date expenditures and encumbrances. This report shall also contain an estimate of all expenditures to be made for the remainder of the year;


- B. A detailed revenue report by fund outlining the revenue receipts to date and a timetable for the receipt of revenue anticipated for the remainder of the year;
- C. A detailed cash flow summary for each fund; and
- D. A detailed report by Department and fund listing all budgeted positions, the title, number and salary of all new employees, and all personnel vacancies.

This order shall take effect upon its execution and filing with the City Clerk.


RICHARD M. DALEY
Mayor of the City of Chicago

DATED: April 25, 1989

Received and filed _____, 1989


WALTER S. KOZUBOWSKI
City Clerk