

# FY 2012 Budget

Elizabeth Tisdahl, Mayor

Submitted by

Wally Bobkiewicz, City Manager

[www.cityofevanston.org](http://www.cityofevanston.org)



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Evanston**

**Illinois**

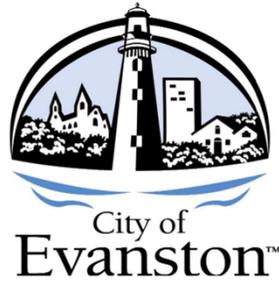
For the Fiscal Year Beginning

**March 1, 2011**

*Linda C. Danson Jeffrey R. Egan*

President

Executive Director



**ELECTED OFFICIALS**

**Elizabeth B. Tisdahl  
Mayor**

**CITY COUNCIL**

Judy Fiske	First Ward
Peter Braithwaite	Second Ward
Melissa A. Wynne	Third Ward
Donald N. Wilson	Fourth Ward
Delores A. Holmes	Fifth Ward
Mark Tendam	Sixth Ward
Jane Grover	Seventh Ward
Ann Rainey	Eighth Ward
Coleen Burrus	Ninth Ward
Rodney Greene	City Clerk

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Wally Bobkiewicz  
City Manager

**CITY OF EVANSTON**  
**2012 ADOPTED BUDGET**

Including the City Manager's Budget Message and  
Schedules Showing Revenue Estimates and Budget

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City of  
**Evanston**<sup>™</sup>

**PART I**  
**BUDGET MESSAGE**



January 1, 2012

Mayor Elizabeth B. Tisdahl and  
Members of the City Council

Ladies and Gentlemen:

Please find the Fiscal Year 2012 Budget for the City of Evanston, Illinois for the period beginning January 1, 2012 and ending December 31, 2012. Please note that the FY2012 Budget marks the City's return to a normal twelve month fiscal year budget structure. The FY2011 budget year represented a ten-month spending plan (March 1, 2011 to December 31, 2011) to allow the City to transition to a calendar year budget beginning on January 1, 2012.

The annual budget is a policy document which sets the financial course for the City of Evanston and defines the service priorities provided to the community. It is the culmination of months of effort by the entire City staff, as well as residents, to balance available resources with the actual and desired services required by Evanston residents, businesses and visitors.

The total budget for FY2012 is \$250,096,993 which includes all funds and interfund transfer expenses. When interfund transfers are excluded from this calculation the total budget for all funds is \$216,351,155. The FY2012 budget for the General Fund is balanced with revenues totaling \$82,700,787 and expenditures totaling \$82,696,543, producing a small budgeted surplus of \$4,244. In order to balance the budget, difficult but necessary decisions were discussed to reduce expenditures city-wide. These discussions included topics such as staff reductions, contracting out, reductions in City services and health insurance adjustments for employees. The budget also includes a variety of revenue enhancements including fee adjustments for Police and Fire alarm services, recreational programs, parking fees and fines and an increased collection effort to obtain outstanding debt owed to the City. These revenue enhancements have allowed the City to avoid a property tax increase for City operations in FY2012.

## **STATE OF THE CITY**

The national economy remains an area of concern for the City of Evanston, as it impacts the local economy in numerous ways including employment, housing and economic development. As a result, staff has been diligent about monitoring expenses and revenues to ensure that the City remains fiscally stable in these trying economic times, while still providing core services in the most responsible ways possible.

## **FY 2011 SUCCESSES**

**FY 2010-11 Budget On Target:** The FY 2010-11 audited financial numbers came in within half of a percent of budget. This demonstrates staff's continued efforts to be fiscally responsible in the distribution of public funds to provide desired City services.

**Engage Evanston:** The FY2012 Budget marks the third consecutive budget year that the City has facilitated a community budget process. This year's process, called *Engage Evanston*, allowed residents to dialogue about community priorities and budgetary challenges, help shape budget priorities and generate service change ideas that either reduce costs or enhance revenues to reduce the projected budget deficit. Residents were encouraged to participate in a budget survey (online, hard copy, or via 311) and provide live feedback at two budget workshops. In total, the City received over a thousand responses to the budget survey and a total of 45 residents attended the budget workshops. The input of residents is highly valued and has been incorporated into the development of the 2012 budget as has been done in previous years.

**Citizen Engagement:** On March 1, 2011 the City successfully launched the new 311 Center. With a focus on improving customer service, the 311 Center is on pace to handle over 100,000 calls and place approximately 20,000 service requests in its first full year of operation. The 311 Center has proven to be effective in providing improved accessibility to City information and services as well as enhanced staff accountability and responsiveness to residents via phone or website.

**Public Safety:** The Police Department and Fire and Life Safety Services Department have once again done an excellent job of keeping Evanston safe. Year-to-date, Police crime stats reveal a 3.8% reduction in serious crime. This follows double digit reductions in 2009 (-13%) and 2010 (-12.6%). Fire is on track to respond to over 9,000 calls for service this year, a record high for the department. Combined, the City allocates approximately 44.3% of the General Fund budget on public safety.

**Youth Services:** In response to increased violence among youth this past spring, Mayor Tisdahl hosted a Safe Summer Summit on June 4, 2011. The event was attended by over 200 stakeholders, including participants from School Districts 202 and 65, the faith-based community, youth focused non-profit organizations and interested volunteers. The Summit served as a call to action from the Mayor to the community to raise awareness about the issues facing the City's youth and young adults, and challenging the community to be more proactive in finding constructive solutions to curb youth violence. The result was the development of Evanston's Safe Summer Program, which provided free recreational activities such as roller-skating, beach tokens and open gyms as well as free bus transportation into the late evening hours for youth and young adults as alternatives to violence. The program, facilitated by the Parks, Recreation and Community Services Department in collaboration with the Police Department, Health Department, Library and City Manager's Office, was a success. These activities resulted in lower violence among youths and young adults for the 2011 year as a whole.

To build upon the momentum of the previous summer, this budget includes the development of a Youth Services Division in the Parks Recreation and Community Services Department to focus on effective outreach and engagement of the City's youth and young adults. Among the many responsibilities of this division will be to staff the Mayor's Youth Task Force and the Youth Council. This division will also oversee the Summer Youth Employment Program, Safe Summer Program and the newly developed Career Mentoring Program, which will pursue job training and apprenticeship opportunities for young adults. Youth Services will work collaboratively with community stakeholders and youth focused organizations to leverage resources for at-risk youth in the areas of mentorship, education, job readiness/training and potential job placement.

**Neighborhood Stabilization Program 2:** Having been awarded over \$18 million dollars in federal funds to purchase and rehabilitate foreclosed properties, it is important to note that 20 properties have been completed to date, with ten units already rented or sold. Approximately \$1.7 million in subcontracts have been awarded, 78% of which was awarded to minority women and Evanston based businesses. Total expenses for this program through FY2011 were approximately \$8.9 million. This affordable housing initiative allows the City to preserve the beauty and diversity of our neighborhoods, while providing needed job opportunities for Evanston-based businesses. The newly renovated properties are being marketed through the *Live Evanston* campaign, complete with newspaper inserts and website advertising.

**Economic Development:** Over the past year, Economic Development staff has worked to execute the City Council's vision, which includes business attraction, retention, business district revitalization for all business districts, and marketing. Targeted redevelopment and revitalization efforts are underway in many of Evanston's business districts including:

- Howard Street property acquisitions to foster redevelopment of key parcels along the corridor;
- Actively researching properties along Church and Dodge for opportunities to stimulate community-based economic development;
- Working with developers at Main Street and Chicago Avenue to recruit tenants and technology-based companies;
- Teaming with local merchants on Evanston's West End and West Village to foster creation of business districts and merchant groups;
- Assisting new and existing Central Street businesses with the permit process and façade improvement program.

These updates and revisions to key City programs have resulted in direct investment in Evanston's business districts and individual merchants. Staff will continue with targeted business district revitalization efforts throughout the City, including the redevelopment potential of Evanston Plaza.

## **FUTURE CHALLENGES**

**Balancing Quality of Life with Available Resources:** Many residents have expressed concern that efforts to balance the City's budget may adversely impact the quality of life in Evanston through reductions in City services. Evanston is a wonderful place, in part, because of the high quality of municipal services provided. As the cost to provide quality services continues to escalate, it will be vitally important to solicit resident feedback through

creative initiatives such as the *Engage Evanston* community budget process to assist the City Council in making difficult decisions regarding the City's limited resources.

**Debt:** In 2011, Evanston reclaimed its Aaa ranking from Moody's and maintained its AAA ranking from Fitch. The municipal bond market expresses its confidence in the City to be able to meet all debt service payments through this ranking. This being said, the City continues to look at methods to reduce General Obligation debt that places any further burden on the property tax payers in Evanston. Specific issues facing the City in the near future for debt service costs include:

- Previous bond issues were structured such that there is an increase in debt service tax levies in 2011, 2012 and 2013, without the issuance of any future bonds paid from general property tax levies.
- The City's Sewer Fund is scheduled to issue \$5.0 million in General Obligation Debt in 2012 and \$4.0 million in 2013. After 2014, previous debt obligations from major work done in the 1990's will end, reducing the Sewer Fund indebtedness.
- Capital Projects, traditionally funded through General Obligation Debt, are being reduced or deferred to limit the issuance of new debt. In 2011 the debt issuance for these purposes was \$5.0 million, down from \$6.0 million in 2010-11.

**Pensions:** In 2011, major revisions to the Police and Fire Pension benefit levels and funding requirements were approved by the Illinois General Assembly. Some of these changes will provide immediate relief to the increasing costs of public safety pensions. Other changes will only become beneficial through staff turnover, when Tier One benefited employees are replaced with Tier Two employees. Using the previous benefit statutes and assumptions, the City's projected Police and Fire Pension funding costs for the 2011 levy, collected in 2012, was \$15,980,683. Current staff projections, based on the joint recommendation of the City Treasurer, Police Pension Board, and Fire Pension Board is \$14,923,144. This recommendation is summarized in the table below:

	Police Pension Fund	Firefighter's Pension Fund
Original Contribution Projection	\$8,831,924	\$7,148,759
Original Funded Ratio	41.5%	40.2%
Revised Contribution Projection	\$8,521,751	\$6,401,393
Revised Funded Ratio	45.7%	45.6%
Contribution Change	(\$310,173)	(\$747,366)
Funded Ratio Change	4.2%	5.4%
2011 Contribution	\$7,787,369	\$6,358,267

The State of Illinois also proposed a new alternative minimum method for funding police and fire pension funds. Based on the review of the City's Actuary and the joint review of City staff and both Pension Boards, this method will only result in a further decline in the actual funded status of both pension funds regardless of what the new analysis would show. A detailed review of pension funding is conducted each year and was presented to the City

Council and public on October 24, 2011. Copies of the latest Actuarial Report are available for public viewing on the City's website.

The City changed the way it contracts for health benefits in 2009 by joining the Intergovernmental Personal Benefits Cooperative (IPBC), a pool of over 50 local governmental agencies that purchase insurance and network services collectively. The 2012 budget does not include an increase in total insurance costs, even though the medical inflation rate for health and prescription costs is estimated at 10% for 2012. The FY2012 budget includes changes to the City's health plan and employee contributions that will result in modest savings (approximately 2-3%). However, these changes are the subject of collective bargaining and as such are not guaranteed for the coming 2012 Budget.

**Solid Waste Fund:** In FY 2011, the City changed the service delivery model for recycling, refuse and yard waste removal. Refuse and yard waste is now removed contractually, and recycling is handled through the use of in-house staff. This change was made to limit costs in two main areas regarding fleet and workers' compensation / liability costs. Staff continues to analyze solid waste operations with the goal of generating additional cost savings. That being said, solid waste operations are still not self-sufficient when comparing the combined user-fees with total costs. The 2012 budget discussion identified the total projected level of Solid Waste costs covered by user-fees and that covered by property taxes/General Fund revenues. The table below summarizes this information historically:

	2008-09 <u>Budget</u>	2010-11 <u>Budget</u>	2011 <u>Budget</u>	2011 <u>Estimate</u>	2012 <u>Budget</u>
Refuse/Recycling/Yard Waste					
Total Expense*	\$ 4,821,000	\$ 4,643,923	\$ 3,967,285	\$ 4,357,245	\$ 5,187,861
User Fees	\$ 1,882,400	\$ 2,442,400	\$ 2,949,489	\$ 2,900,000	\$ 3,764,033
General Fund Subsidy	\$ 2,938,600	\$ 2,201,523	\$ 1,017,796	\$ 1,457,245	\$ 1,245,967

\*Total Expenses do not include Workers Compensation Charges in any years.

The 2011 Adopted Budget showed the need for a subsidy of \$1,017,796. In creating the Solid Waste Fund in the 2011 Budget, staff did not include the contract for refuse pickup through Groot which should have been budgeted at approximately \$1.25 million for 10 months. However, this omission was offset by salary savings in the recycling program of \$248,000, contract savings in the yard waste collection program of \$273,000 and condominium and SWANCC disposal cost savings of \$265,000. These items all combine for a net additional deficit in the Solid Waste Fund of approximately \$440,000.

Assuming that the Solid Waste Fund operates with full staffing and current contract amounts, the adopted subsidy for 2012 is budgeted at \$1,245,967. This subsidy will be handled as a transfer of General Fund property tax revenue to the Solid Waste Fund in FY 2012.

## **2012 CITY COUNCIL GOALS**

### **New goals**

The FY2012 budget includes many programs and initiatives to further the City Council's adopted goals. The adopted 2012 City Council Goals are as follows:

- Affordable Housing
- Capital Improvement Program Planning
- Climate Action Plan
- Development Services and Design Review
- Economic Development
- Efficiency and Effectiveness of Services
- Innovation
- Northwestern University
- Police and Fire Pension Funding Issues
- Robert Crown Center Improvements
- Safety Issues
- Visual & Performing Arts
- Youth Services

New additions to the previous year goals included:

- Development Services and Design Services – Focus on plan review process
- Innovation – Focus on becoming a municipal leader in innovation with regard to policy and service delivery.
- Visual and Performing Arts – Focus on providing a better platform to showcase the arts in the City of Evanston.

Feeling satisfied with the due diligence of staff in other areas, City Council removed the following goals recognizing that significant research and/or progress has been made in these respective areas:

- Budget Planning
- Federal State & Regional Government Affairs Agenda
- Lakefront Development

As always, implementing the City Council's goals will be the staff's main priority in FY2012.

## **FISCAL YEAR 2011 BUDGET OVERVIEW**

### **GENERAL FUND**

The General Fund encompasses the majority of all daily operations as budgeted, excluding Fleet, Parking, Water and Sewer services.

General Fund:

	<b>FY 2010-11</b>	<b>FY 2011</b>	<b>FY 2011</b>	<b>FY 2012</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Adopted</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
Revenues	\$88,525,679	\$73,873,482	\$73,907,775	\$82,700,787
Expenditures	\$86,971,941	\$73,873,482	\$72,965,254	\$82,696,543
Surplus/(Deficit)	\$1,553,738	\$0	\$942,521	\$4,244

### **Staffing/Compensation:**

The 2012 budget includes modest compensation increases in the form of a cost of living increase of 2.0% and the reinstatement of merit/step increases for non-represented employees. A majority of City staff are members of four bargaining units. Three of the four bargaining unit contracts end on December 31, 2011 and the City began negotiating new contracts during the fourth quarter of FY2011. Illinois labor law requires the City to submit to binding arbitration in the event that an agreement cannot be reached for Police and Fire sworn union personnel.

### **Current Year Status:**

Current year revenues are on target to meet budget, and with the County returning to a more normal schedule for sending out property tax bills, the City should receive all property taxes prior to the end of the fiscal year. Income and sales tax revenues are both performing above budgeted levels, as well as real estate transfer taxes. Staff has also adjusted our vehicle sticker payment schedule to end on December 15<sup>th</sup> of this year, which should allow the collection of nearly all of our annual revenues from this source. Building and related permits remain volatile, however we are projecting at least one major building to be constructed on the Northwestern campus, east of Sheridan Road.

City Manager's Office expenses are over \$300,000 below budget due to the lack of need for use of the City Manager's contingency in 2011. Administrative Services is also below budget by \$200,000 due to reduction in unemployment costs.

Overall, the General Fund is expected to end the year with a surplus of just over \$940,000. The bulk of this effort comes from departments holding the line on expenses.

As we look to next year, we continue to refine our operations based on feedback from the community and overall service level demands. We continue to examine our service delivery models to see if outsourcing, insourcing, managed competition or regionalization will offer benefits to the City. During FY2011 changes in the City's summer youth programs, Economic Development Division and in other locations resulted in fewer staff changes. The list of staff position reductions and additions for FY2012 is shown below.

<b>POSITION</b>	<b>DEPARTMENT</b>	<b>FUND</b>	<b>FTE</b>
Parking System Supervisor	Administrative Services	General*	1.00
Tech Support Specialist I	Administrative Services	General	1.00
Management Analyst	Parks/Recreation/Community Services	General	1.00
Secretary II (Forestry)	Parks/Recreation/Community Services	General	1.00
Health Program Coordinator	Parks/Recreation/Community Services	General	1.00
Parks/Forestry Worker II (Vacant)	Parks/Recreation/Community Services	General	1.00
MWEBE Program Coordinator	Community and Economic Development	General	1.00
Community Intervention Coordinator (Vacant)	Community and Economic Development	General	1.00
Zoning Planner (vacant)	Community and Economic Development	General	1.00
Civil Engineer II	Public Works	General	1.00
<b>TOTAL REDUCTIONS</b>			<b>10.00</b>
Management Analyst	Community and Economic Development	General	1.00
Assistant Youth Coordinator	Parks/Recreation/Community Services	General	1.00
Environmental Health Practitioner	Health	General	1.00
<b>TOTAL ADDITIONS</b>			<b>3.00</b>
<b>NET TOTAL REDUCTIONS</b>			<b>7.00</b>

\*This position is actually budgeted in the Parking Fund, however the remaining supervisor position that is in the General Fund/Collector's Office will be transferred to the Parking Fund. This will yield a savings to the General Fund.

The total full-time equivalent staffing level for FY 2012 is at 793.17 full-time equivalents, compared to a level of 884 FTEs in 2006-07. In addition to the position reductions, there have been several other adjustments to existing positions, which have resulted in some reductions in hours or transfers of duties. All of the changes have been made in an effort to continue to focus efficiency and effectiveness of service delivery. Examples include: the transfer of MWEBE duties to the City Manager's Office (Asst. City Manager and support staff) and the transfer of Community Outreach duties from the Police Department to Parks/Recreation and Community Services. The 2012 Budget also includes a restructuring and expansion of the Youth Services program as previously noted.

Along with the position reductions made in the General Fund, there are several revenue enhancements. Below is a summary listing of all adjustments:

Transfer from Compensated Absences	257,000
Transfer from IMRF Reserve	259,000
C-Ticket / Administrative Adjudication Fee Adjustments	23,000
Increase 1-Day liquor License Fees	2,850
Increased Collections of Money Owed to City	320,000
License Plate Recognition System	100,000
Increase Parking Fines by \$5 (9 mo.)	220,000
Police and Fire Fee Increases (10% Increase)	20,000
Recreation Program Fee Adjustments	150,000
Revenue from Township - Job Training & Mentoring	50,000
Moving Van Permit Fee	50,000
Increase Parking Meters by \$0.25 Citywide (11 mo.)	641,667
Athletic Tax Adjustment	53,663
Real Estate Transfer Tax Adjustment	100,000
Transfer Cost of Ticket Collection Agency Fee to Violators (9 mo.)	90,000
<b>Total Revenue Increases*</b>	<b>2,337,180</b>

\* FY2012 revenue increases exclude the \$4,649,599 allocation for the creation of the Library Fund. This revenue allocation is offset by an equivalent expenditure reduction for the Library Fund in the General Fund.

Comparing current year revenues and expenses to prior year levels is problematic given that 2011 was a 10 month fiscal year. Overall, revenues for the General Fund are projected to be relatively flat in FY 2012. Non-property tax revenues (sales, income, utility and other taxes) are projected to increase by approximately 4% over FY2010-11 levels. However, these increases will be offset due to the creation of the Solid Waste Fund, which will now be the location of all sanitation related fees and will also need a portion of General Fund revenues, as City sanitation fees are still not sufficient to cover total operating costs, even when including the 2012 Solid Waste Fee Increases. The following chart provides a comparison of the major budgeted revenues in the General Fund compared to actual revenues collected in 2010-11.

<u>Description</u>	<u>FY 2010-11 Actual</u>	<u>FY 2012 Budget</u>	<u>Difference</u>	<u>Reason</u>
Property Taxes*	\$16,159,344	\$12,296,386	(\$3,862,958)	Reflects a property tax allocation of \$4,253,214 to the Library Fund.
Real Estate Transfer Tax	\$1,790,182	\$1,725,000	(\$65,182)	Given continued weak housing market this revenue is still fairly unstable.
Sales Tax	\$8,791,573	\$9,209,455	\$417,882	Increase based on improving retail sales data at both state and local level.
Sales Tax-Home Rule	\$5,724,904	\$5,997,020	\$272,116	Increase based on improving retail sales data at both state and local level.
Building Permits	\$2,702,810	\$2,500,000	(\$202,810)	Large projects are unpredictable in the current finance market.
Utility Taxes	\$4,712,501	\$5,521,806	\$809,305	Higher pricing compared to historically low rates in previous years is anticipated in 2012.
State Income Tax	\$5,808,360	\$5,853,839	(\$45,479)	Based on IML projections.
Telecommunication Tax	\$3,159,680	\$3,150,000	(\$9,680)	Fluctuates based on consumer product variations
<b>Totals:</b>	<b>\$48,849,354</b>	<b>\$46,253,506</b>	<b>(\$2,686,806)</b>	

\*Property Taxes: Total property taxes are levied in the General Fund, the Debt Service Fund and the Police/Firefighter Pension Funds. Debt Service and Pension levies are projected to increase in 2012 by 4.62% of the City's total levy as shown on page 59 of this document. The Debt Service levy is based on previous bond issue repayment schedules and pension levies are in accordance with the annual Actuarial Study. This year, the Actuarial Study was provided jointly by the City and Pension Boards.

### **OTHER FUNDS**

The City budget includes information on many other funds, which account for all other activities accomplished each year. Each fund is summarized in the Executive Summary immediately after this transmittal letter.

### **CONCLUSION**

In closing, I would like to thank Assistant City Manager and City Treasurer Martin Lyons for his leadership of the Budget Team and his efforts to produce a responsible budget which strives to address City needs within the scope of our available resources. I would also like to thank the Department Directors and their respective staff for their assistance in helping to find solutions to this year's budgetary challenges. Last but certainly not least, I would like to thank the members of the budget team, including Interim Finance Division Manager Louis Gergits, Management Analysts Brandon Dieter and Wolf Peddinghaus, Interim Citizen Engagement Manager Erika Storlie and Interim Assistant City Manager Joseph McRae for their research, analysis and diligent efforts in the development of the annual budget.

Sincerely,

A handwritten signature in cursive script that reads "Wally Bobkiewicz".

Wally Bobkiewicz  
City Manager

CITY OF EVANSTON FY 2012 BUDGET REDUCTION WORKSHEET		
GENERAL FUND		
	FY 2012 INITIAL	FY 2012 FINAL
RECOMMENDED REVENUES	ADJUSTMENTS	ADJUSTMENTS
<b>GENERAL FUND BUDGET ADJUSTMENTS - REVENUES</b>		
<b>Citywide</b>		
Transfer from Compensated Absences	257,000	257,000
Transfer from IMRF Reserve	259,000	259,000
3% Property Tax Increase	1,230,000	-
Library Budget - Revenue	235,800	-
C-Ticket / Administrative Adjudication Fee Adjustments	23,000	23,000
Increase 1-Day liquor License Fees	2,850	2,850
Increased Collections of Money Owed to City	320,000	320,000
License Plate Recognition System	100,000	100,000
Increase Parking Fines by \$5 (9 mo.)	530,000	220,000
Contract Out Crossing Guard Program (To be implemented in Sept, 2012 - 50% of Yearly Savings)	50,000	-
Police and Fire Fee Increases (10% Increase)	20,000	20,000
Recreation Program Fee Adjustments	300,000	150,000
Revenue from Township - Job Training & Mentoring	50,000	50,000
Moving Van Permit Fee	50,000	50,000
Increase Parking Meters by \$0.25 Citywide (11 mo.)	-	641,667
Athletic Tax Adjustment	-	53,663
Real Estate Transfer Tax Adjustment	-	100,000
Transfer Cost of Ticket Collection Agency Fee to Violators (9 mo.)	-	90,000
Creation of Library Fund - Revenue	-	(4,649,599)
<b>SUBTOTAL REVENUE ADJUSTMENTS</b>	<b>\$ 3,427,650</b>	<b>\$ (2,312,419)</b>
	FY 2012 INITIAL	FY 2012 FINAL
RECOMMENDED REDUCTIONS	ADJUSTMENTS	ADJUSTMENTS
<b>CITY-WIDE BUDGET ADJUSTMENTS - EXPENDITURES</b>		
<b>Department Reduction Detail</b>		
<b>Citywide</b>		
Salary and Benefit Adjustments (\$546,562 Citywide Savings)	475,000	475,000
Non-Represented Employees - 2% Merit / Step Increase	(160,000)	(160,000)
Health Insurance Restructuring (est. \$600K all Funds) - Change of Employee Contributions, Dependent Audit and Plan Design	500,000	500,000
Reduction in Support for ECMC	100,000	100,000
<b>Subtotal Citywide</b>	<b>\$ 915,000</b>	<b>\$ 915,000</b>
<b>Administrative Services</b>		
City Cell Phone Stipend Reduction and Reduction of City-Owned Cell Phones	15,000	15,000
Addition of Collections Coordinator Position (Full-Time Contracted)	(50,000)	(50,000)
Crossing Guard Program - Contract Out Savings	41,375	-
Elimination of Parking Supervisor Position	70,800	70,800
Elimination of Tech Support Specialist I	106,000	106,000
Transfer of 50% of GIS Specialist to Water Fund	54,000	54,000
Decrease Budget for Unemployment Insurance	100,000	100,000
Information Technology Infrastructure	(150,000)	(150,000)
Contractual Risk Management Services	(100,000)	(100,000)
<b>Subtotal Administrative Services</b>	<b>\$ 87,175</b>	<b>\$ 45,800</b>

CITY OF EVANSTON FY 2012 BUDGET REDUCTION WORKSHEET		
GENERAL FUND		
	FY 2012 INITIAL	FY 2012 FINAL
RECOMMENDED REDUCTIONS	ADJUSTMENTS	ADJUSTMENTS
<b>Community and Economic Development</b>		
Elimination of Minority / Women / Evanston Based Business Coordinator	120,000	120,000
Elimination of Community Intervention Coordinator (vacant)	86,000	86,000
Elimination of Zoning Planner Position (vacant)	-	100,225
Addition of Management Analyst Position	(80,000)	(80,000)
<b>Subtotal Community and Economic Development</b>	<b>\$ 126,000</b>	<b>\$ 226,225</b>
<b>Police</b>		
Department-wide Efficiencies	15,000	15,000
311 Program Adjustments	50,000	50,000
<b>Subtotal Police</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>
<b>Fire</b>		
Reduction in Hireback Overtime	50,000	50,000
Increase in Training	(28,000)	(28,000)
<b>Subtotal Fire</b>	<b>\$ 22,000</b>	<b>\$ 22,000</b>
<b>Health</b>		
Addition of Environmental Health Practitioner	(85,000)	(85,000)
<b>Subtotal Health</b>	<b>\$ (85,000)</b>	<b>\$ (85,000)</b>
<b>Parks, Recreation and Community Services</b>		
Reduce Unemployment Cost of Seasonals	100,000	100,000
Elimination of Parks PW II Position (vacant)	86,800	86,800
Elimination of Secretary II Position	64,000	64,000
Reclassify Health Program Coordinator to Assistant Youth Coordinator	34,000	34,000
Addition of Assistant Youth Coordinator	(55,000)	(55,000)
Job Training / Mentoring Program Expense - Funding from Township	(50,000)	(50,000)
Safe Summer Programs	50,000	50,000
Reduction in hours for the Facilities Supervisor - Noyes	20,000	20,000
Inclusion Specialist Reclass to Full-Time	(30,000)	(30,000)
Forestry Program Modifications (Elimination of 4 Parks Forestry Worker III Positions and Addition of \$243,000 in Contractual Services)	140,000	-
Elimination of Management Analyst	80,000	80,000
<b>Subtotal Parks, Recreation and Community Services</b>	<b>\$ 439,800</b>	<b>\$ 299,800</b>
<b>Library</b>		
Creation of Library Fund - Expense	-	4,649,599
Library Budget - Expense	(235,800)	(140,000)
<b>Subtotal Library</b>	<b>\$ (235,800)</b>	<b>\$ 4,509,599</b>

CITY OF EVANSTON FY 2012 BUDGET REDUCTION WORKSHEET		
GENERAL FUND		
	FY 2012 INITIAL	FY 2012 FINAL
RECOMMENDED REDUCTIONS	ADJUSTMENTS	ADJUSTMENTS
<b>Public Works</b>		
Street Sweeping Staffing Change (1 Full-time Equipment Operator I (vacant) to 2 Part-time)	30,000	30,000
Elimination of Civil Engineer II	107,000	107,000
Property Tax Allocation to Solid Waste Fund	(1,800,000)	(1,245,967)
Reduction of Worker's Comp / Liability Cost	100,000	100,000
Transfer to Capital Projects Fund	(500,000)	-
Fleet Maintenance Activities	(250,000)	(250,000)
<b>Subtotal Public Works</b>	<b>\$ (2,313,000)</b>	<b>\$ (1,258,967)</b>
<b>TOTAL PROPOSED REVENUES (General Fund)</b>	<b>\$ 85,013,206</b>	<b>\$ 85,013,206</b>
<b>TOTAL PROPOSED EXPENDITURES (General Fund)</b>	<b>\$ 87,436,000</b>	<b>\$ 87,436,000</b>
<b>TOTAL PROPOSED DEFICIT (General Fund)</b>	<b>\$ 2,422,794</b>	<b>\$ 2,422,794</b>
<b>TOTAL REVENUE ADJUSTMENTS (General Fund)</b>	<b>\$ 3,427,650</b>	<b>\$ (2,312,419)</b>
<b>TOTAL EXPENDITURE REDUCTIONS (General Fund)</b>	<b>\$ (978,825)</b>	<b>\$ 4,739,457</b>
<b>TOTAL DEFICIT REDUCTION (General Fund)</b>	<b>\$ 2,448,825</b>	<b>\$ 2,427,038</b>
<b>TOTAL REVISED PROPOSED REVENUES (General Fund)</b>	<b>\$ 88,440,856</b>	<b>\$ 82,700,787</b>
<b>TOTAL REVISED PROPOSED EXPENSES (General Fund)</b>	<b>\$ 88,414,825</b>	<b>\$ 82,696,543</b>
<b>NET BALANCE (General Fund)</b>	<b>\$ 26,031</b>	<b>\$ 4,244</b>
	FY 2012 INITIAL	FY 2012 FINAL
POTENTIAL ADDITIONAL REDUCTIONS - "BELOW THE LINE"	ADJUSTMENTS	ADJUSTMENTS
<b>Citywide</b>		
Additional Three Day Holiday Furlough - Columbus Day, President's Day and Veteran's Day (\$389,544 Citywide Savings - Subject to Collective Bargaining)	302,000	-
Non-Represented Employees - 1% Additional Merit / Step Increase	80,000	-
Reduction of 1 Parking Enforcement Officer (vacant)	60,000	-
Additional Parks and Recreation Fee Adjustments	100,000	-
Additional 1% Property Tax Increase	400,000	-
<b>SUBTOTAL POTENTIAL ADDITIONAL REDUCTIONS</b>	<b>\$ 942,000</b>	<b>\$ -</b>

CITY OF EVANSTON FY 2012 BUDGET REDUCTION WORKSHEET		
GENERAL FUND		
	FY 2012 INITIAL	FY 2012 FINAL
RECOMMENDED REDUCTIONS - OTHER FUNDS	ADJUSTMENTS	ADJUSTMENTS
<b>Utilities (Water / Sewer Fund)</b>		
Transfer of 50% of GIS Specialist Position from General Fund	\$ (54,000)	\$ (54,000)
<b>Subtotal Utilities</b>	<b>\$ (54,000)</b>	<b>\$ (54,000)</b>
<b>Solid Waste (Solid Waste Fund)</b>		
Solid Waste Revenue Increases	182,000	-
Solid Waste Expense Reductions	226,000	-
Property Tax Allocation to Solid Waste Fund	1,800,000	1,245,967
Increase Small Can Refuse Fee by \$1.00 to \$7.95 (11 mo.)	-	45,833
Increase Large Can Refuse Fee by \$4.00 to \$14.95 (11 mo.)	-	508,200
<b>Subtotal Solid Waste Fund</b>	<b>\$ 2,208,000</b>	<b>\$ 1,800,000</b>
<b>TOTAL ADJUSTMENTS (Other Funds)</b>	<b>\$ 2,154,000</b>	<b>\$ 1,746,000</b>
	FY 2012 INITIAL	FY 2012 FINAL
ONE-TIME BUDGET ITEMS	ADJUSTMENTS	ADJUSTMENTS
<b>One-Time Revenues</b>		
Transfer from Township	250,000	-
Transfer from Special Assessment for Capital Projects	800,000	-
<b>Subtotal One-Time Revenues</b>	<b>\$ 1,050,000</b>	<b>\$ -</b>
<b>One-Time Expenses</b>		
Vehicle Replacement	150,000	-
Forestry IT Hardware / Software	100,000	-
Capital Projects	800,000	-
<b>Subtotal One-Time Expenses</b>	<b>\$ 1,050,000</b>	<b>\$ -</b>
<b>NET BALANCE ONE-TIME BUDGET ITEMS</b>	<b>\$ -</b>	<b>\$ -</b>
	FY 2012 INITIAL	FY 2012 FINAL
OTHER NON-BUDGETARY ITEMS	ADJUSTMENTS	ADJUSTMENTS
Modify Township Operations - Tax-Payer Savings Only	\$ 50,000	\$ 50,000
<b>TOTAL NON-BUDGET ITEMS</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>

**FY 2012 Adopted Budget  
Executive Summary**

I. Introduction

The City of Evanston covers a stretch of four miles along Lake Michigan's picturesque western shoreline. The City's eight square miles include residential neighborhoods encircling thoughtfully-planned business districts and recreational facilities. Ongoing development of both residential and commercial properties has brought the City of Evanston a cosmopolitan flavor, while retaining a close-knit suburban atmosphere.

Evanston boasts a diverse populace in terms of religious, racial, educational and economic composition. Interspersed throughout the community are over 260 acres of parks. This includes over 30 tennis courts, five public swimming beaches, athletic fields, bicycling and jogging trails and an indoor ice-skating facility.

The City of Evanston operates under the Council-Manager form of government. The non-partisan legislative component is comprised of ten elected officials consisting of a Mayor and nine Ward Aldermen. Through the Council-Manager form of government, elected officials create policy and direct it to the City Manager for implementation. This form places the responsibility for day-to-day provision of services on a professional manager and staff.

II. Budget Summary

The total budget for FY2012 is \$250,096,993 for all funds, including inter-fund transfers. This represents an increase of \$42,059,466 as compared to FY2011. While it may seem that this increase is significant, it must be put into context due to the fact that FY2011 represented a ten-month transitional fiscal year. The 2011 fiscal year allowed the City of Evanston to transition to a calendar year budget beginning in FY2012. As a result, a comparison of the FY2012 budget with the FY2010-11 budget would be more appropriate.

The FY2012 budget for the City of Evanston represents an increase of \$25,658,052 as compared to the FY2010-11 budget, which represents the most recent twelve-month fiscal year. There are several budgetary changes which have occurred since the 2010-11 fiscal year. The major change in the FY2012 budget in comparison to the FY2010-11 budget is the creation of three new funds, and the increase in capital expenditures in the City's Tax Increment Financing (TIF) and Enterprise Funds. The Equipment Replacement Fund has been created to provide funding for purchases of City vehicles and equipment. These purchases were previously funded by the Fleet Services Fund, which is now solely responsible for funding of vehicle maintenance and repairs. The Solid Waste Fund accounts for all City refuse, recycling, and yard waste removal

services. Both the Equipment Replacement and Solid Waste Funds derive a large portion of their funding from interfund transfers, which increase the overall budget without increases in taxes or other changes to the community. Lastly, the Library Fund was created to account for all revenues and expenditures associated with the operation of the Evanston Public Library. These items were formerly accounted for within the City's General Fund.

While the City continues to hold the line on capital projects financed from property tax supported sources, the FY2012 budget includes increases in expenses in City TIF Funds and in City Water/Sewer/Parking Funds when compared to FY2010-11.

### III. Fiscal Considerations

The City continues to take a cautious approach when budgeting revenues and expenditures for FY2012 due to the continued uncertainty in the economy. While there are many adjustments included in the budget to balance, they are primarily related to efforts to become more efficient and effective in service delivery, which is a stated goal of the City Council.

Budgeted revenues are \$237,923,155 for all funds in FY2012. Revenue increases and decreases included in the budget are based on trend, departmental input, recommendations from the Illinois Municipal League and from the State of Illinois. Other revenue enhancements are based on staff projections and analysis. Revenue enhancements are then reviewed and approved by the City Council to balance the FY2012 budget, such as the \$5 increase in parking fines, which excludes parking meter expirations.

Police and Fire pension costs continue to exceed the City's ability to fund these obligations without a tax increase. The combined property tax increase for the 2011 levy for these two local pension funds is \$839,294. The Illinois Municipal Retirement Fund (IMRF) pension cost for non-sworn employees has decreased due to the City's decision to pay off the Early Retirement Incentive (ERI) liability early. The remaining ERI obligation has been transferred to the debt service fund and will cost the City less over the remaining payoff period (nine years) due to the favorable interest rates obtained.

### IV. General Fund

#### Expenditures

The FY2011 adopted budget served as the baseline for non-personnel Departmental expenditure budgets in 2012. Personnel-related expenditures were annualized to account for the transition from the ten-month fiscal year in 2011 to the twelve-month fiscal year in 2012. Departments were asked to review their non-personnel budgets and submit an exception report in the event the budget provided was insufficient to meet projected departmental expenditures for the FY2012 budget period.

In some cases, departments were able to meet this request. However, in many instances, departments requested that budgets for non-personnel items be reinstated to twelve-month funding levels. These requests were evaluated during the FY2012 budget review process and have been included in the FY2012 budget.

The FY2012 budget process began in March, 2011 with a grassroots citywide resident input and participation initiative called Engage Evanston. Residents submitted approximately 175 budget ideas using the Engage Evanston website, 311 and written comments sent to the Civic Center.

In total, City of Evanston staff identified 40 Service Change Ideas from the recommendations submitted by residents during the Engage Evanston initiative. These service change ideas were researched and evaluated by City staff and a summary of findings was presented to the City Council and the public for discussion on August 8, 2011.

Next, the City of Evanston focused its efforts from August 22 to September 22 on getting feedback from residents about the Fiscal Year 2012 budget. During this time, the City asked residents to submit their comments and complete a budget survey. Responses to the City of Evanston budget survey were incorporated into cost-saving measures in the FY2012 budget.

### Revenues

The City of Evanston depends upon a variety of revenue sources to fund its services. Many of these revenues are subject to fluctuations based on the economy, although demands and costs for government services typically either remain constant or increase. The summary of revenues below is a budget to budget comparison. The transmittal letter of this document includes a budget to actual comparison.

#### 1. Property Tax:

The General Fund portion of the levy is recommended to remain flat for FY2012 at \$16,349,000. The property tax will increase for the non-General Fund expenditures which include Sewer Debt, General Obligation Debt, and Police and Fire pensions. As a result, the property tax levy increase will be approximately 4.62%. It should be noted that a portion of the General Fund portion of the property tax levy will be allocated to the newly created Library Fund in FY2012. The General Fund property tax allocation to the Library Fund for FY2012 will total \$4,253,214.

#### 2. State Sales Tax:

General Fund revenue from the State of Illinois sales tax is expected to be \$9,209,455, which represents an approximate increase of 3.3% in comparison to the FY10-11 budget. This revenue will increase or

decrease based on the dollar amount of purchased tangible merchandise within the City.

3. Home Rule Sales Tax:

For FY2012, this General Fund revenue is budgeted at \$5,997,020, which is an 8.6% increase over the amount budgeted in FY2010-11. This tax is not assessed on food, prescription medication, or registered/titled property purchases (i.e., vehicles) so it is less than the local share of the retailers' occupation tax.

4. State Income Tax:

Based upon projections from the Illinois Municipal League, revenue budgeted for FY2012 is \$5,853,839, representing a 2.4% increase from FY2010-11. This revenue is collected by the State of Illinois and the amount distributed to Illinois municipalities is dependent upon population size.

5. Utility Taxes:

Revenues from utility taxes are comprised of electric, natural gas distribution and consumption, and telecommunications taxes. For FY2012, these taxes are budgeted at \$8,671,806, which represents a 2.0% increase compared to FY2010-11.

6. Real Estate Transfer Tax:

Real estate transfer tax revenue is budgeted to increase by approximately 7.2% in comparison to the FY2010-11 budget. While staff remains optimistic that the real estate market is improving, staff continues to be cautious in projecting this revenue until more consistent and sustained signs of economic recovery are observed in this sector.

7. Vehicle Licenses:

This revenue source is considered to be relatively insulated from economic fluctuations and is based on the number of vehicles registered within the City. For FY2012, the revenue projection for vehicle licenses is \$2,598,341, which represents a 3.8% decrease from the FY2010-11 budget. This revenue projection is based on trend data from prior years.

8. Licenses, Permits, and Fees:

Excluding vehicle sticker sales, total licenses, permits, and fees are expected to generate \$6,054,520, which represents a 7.7% increase in comparison to the FY2010-11 budget. There are several revenue sources which comprise the licenses, permit and fee category, including building permits, liquor licenses and the cable franchise fee.

#### 9. Fines and Forfeitures:

Fines and forfeiture revenues are budgeted to be \$4,721,639 in FY2012, which represents a 12.9% increase in comparison to the FY2010-11 budget. This increase is partially attributable to several budget-balancing items which were incorporated into the FY2012 budget. These items include a \$5 increase in parking fines (excludes meter expirations), transferal of unpaid ticket collection fees to violators and improved methods for collecting money owed to the City.

#### 10. Charges for Services

This category consists of many revenue sources, the largest of which relates to recreation and ambulance service fees. Charges for services are projected to generate \$7,853,023 in FY2012, which is a 16.7% decrease in comparison to the FY2010-11 budget. This decrease must be taken in context due to the fact that solid waste revenues were recorded in this category until FY2011, at which time these revenues were moved to the Solid Waste Fund.

#### 11. State and Federal Aid

This revenue is completely dependent on grants offered by the state and federal governments. For FY2012, the revenue is projected to be \$669,897, which represents a 14.7% decrease from the FY2010-11 budget. The majority of the City's grant funding is located in grant-specific funds outside of the General Fund.

### V. Other Funds

#### Library Fund

The Library Fund was created as part of the FY2012 budget and accounts for all revenues and expenditures associated with the operation of the Evanston Public Library. The Evanston Public Library promotes the development of independent, self-confident, and literate citizens through the provision of open access to cultural, intellectual, and informational resources for all ages. Revenues and expenditures for the Library Fund in FY2012 are projected to be \$4,649,599. Revenues and expenditures associated with the Evanston Public Library were previously part of the City's General Fund.

#### HPRP Fund

The Homelessness Prevention and Rapid Re-Housing Program (HPRP) was created to provide services and direct assistance to those qualified individuals who either are at risk of becoming homeless or are currently homeless. Through this federal grant program, the City is able to provide assistance in the form of rental and utility payments, moving costs, security deposits, and hotel/motel vouchers. We have targeted outreach through homeless service agents, not-for-

profits, the school districts, and the elected officials. Revenues and expenses for this program in 2012 are projected to be \$80,000. The HPRP Fund will effectively close in FY 2012.

#### Neighborhood Stabilization Program 2 Fund

The Neighborhood Stabilization Program 2 (NSP2) was funded by the American Recovery and Reinvestment Act of 2009 to stabilize neighborhoods that have been negatively impacted by high numbers of foreclosed and vacant homes. The City's NSP2 grant of \$18.15 million must be expended by February 2013. Awarded in early 2010, the City estimates spending approximately \$6,495,000 in FY2011 and \$7,449,363 million in FY2012.

#### Motor Fuel Tax Fund

The Motor Fuel Tax Fund is used for street maintenance, resurfacing and signal upgrade projects. The funds are authorized by the Illinois Department of Transportation and are appropriated as part of the City's share of the gasoline tax. Motor Fuel Tax Fund spending is budgeted at \$2,236,990 in FY2012.

#### Emergency Telephone System Fund

Revenues for this fund are derived from the \$1.50 Enhanced 911 Surcharge and a share of the State of Illinois wireless surcharge. FY2012 revenues for the fund are budgeted at \$1,034,560, while expenditures for 2012 total \$1,266,845.

#### Special Service Area (SSA) #4

This accounts for services such as promotion, advertisement and other public services of the area's territory as managed by Downtown Evanston, an Illinois not-for-profit corporation. Each fall, Downtown Evanston submits a budget for approval to the City Council. However, because assessed property value was not available in final form as of the date of this document, the Special Service Area and Downtown Evanston budgets remain estimated until a final tax levy can be calculated. Based on preliminary information, the SSA will be able to remain below the statutory cap of .1464 for their property tax and will fully fund operations as planned for FY2012.

#### Community Development Block Grant Fund

This accounts for funds granted from the U.S. Department of Housing and Urban Development. The expenditure amount estimated for FY2012 is \$1,696,193, a decrease of \$347,740 in comparison with the FY2010-11 budget. This decrease is directly related to a reduction in funding from the Housing and Urban Development Department.

#### CDBG Loan Fund

The CDBG Loan Fund is a revolving loan fund. The purpose of the fund is to provide residential rehabilitation loans for income eligible 1- to 3-unit owner-occupied residential properties and multi-family rental properties that are occupied by income eligible households under HUD regulations. FY2012 expenditures total is \$20,000.

#### Economic Development Fund

Revenues for this fund are primarily generated from locally administered hotel and amusement taxes. Expenditures for the Economic Development Fund are budgeted to be \$2,393,618 for FY2012, an increase of \$634,536 from FY2010-11. The City has increased activity in the fund to stimulate economic development according to the City's strategic economic development plan.

#### Neighborhood Improvement Fund

This fund was created to track revenues and expenses associated with development agreements in specific areas throughout the community. Revenues for this fund are created through sales tax revenue sharing and expenses are used for neighborhood improvements surrounding the originally developed commercial property. Program expenses are budgeted at \$50,000 in FY2012, which is equivalent to the FY10-11 budget.

#### HOME Fund

The HOME Fund is a federally-funded program designed to meet the needs of moderate to low income residents in finding affordable housing. The HOME Fund's FY2011 budgeted expenditures are \$663,958 or \$87,458 more than FY2010-11.

#### Affordable Housing Fund

The Fund seeks to support housing related programs as adopted by the City Council. The FY2012 budget is \$230,590, a decrease of \$91,410 from FY2010-11.

#### Washington National TIF Debt Service Fund

Expenditures for the Washington National TIF Debt Fund are budgeted to be \$7,978,376 for FY2012, an increase of \$3,619,212 compared to FY2010-11. The major expenses in this fund are the payment of debt service for parking facilities, capital projects and economic development activities.

#### Special Service Area #5 Fund

Adopted by the City Council on June 27, 1994, Special Service Area #5 overlays the City of Evanston's downtown business district. The FY2012 budget for this fund is \$423,232 of debt service costs, which represents a \$14,830 decrease from FY2010-11.

#### Southwest II TIF Debt Service Fund

Also known as the Howard-Hartrey TIF, the district consists of a 23-acre site located at 2201 Howard Street. The FY2012 budget for this fund is \$856,203, which represents a \$39,856 decrease from FY2010-11.

#### Southwest TIF Special Tax Allocation Debt Service Fund

This Tax Increment District consists of twelve acres of land bounded by Main Street, Pitner Avenue and the North Shore Channel. Budgeted expenditures for FY2012 are \$608,920 or \$255,180 less than the FY2010-11 budget. For FY2012, \$24,100 is budgeted as a transfer to the General Fund, with the remaining \$580,000 budgeted for capital projects.

#### Debt Service Fund

The 2011 tax year levy, to be filed with the County in December 2011, has been budgeted as revenue for the FY2012. Budgeted expenditures in this fund primarily consist of general obligation debt not paid (and therefore abated) elsewhere, such as in tax incremental financing districts and enterprise funds. Total debt service for FY2011 is projected at \$13,122,403.

#### Howard-Ridge Tax Increment Finance District Fund

The City Council adopted the Howard-Ridge Tax Increment Finance (TIF) District on January 26, 2004. The TIF district is generally bounded on the north by various parcels that front Howard Street and Chicago Avenue, on the east by the City of Evanston's boundaries and the Chicago Transit Authority (CTA) Red Line, on the south by City boundaries and on the west by Ridge Avenue. The TIF district contains mixed residential uses, retail/commercial properties and institutional uses. Expenditures budgeted for FY2012 total \$1,567,736, with a significant portion of this amount budgeted for economic development projects, capital projects and developer agreement payments.

#### West Evanston Tax Increment Finance District Fund

The City Council adopted the West Evanston Tax Increment Finance (TIF) District in September 2005. This new Tax Increment Financing (TIF) district collected its first tax increment in FY2007-08. Expenses for FY2012 are \$4,020,000 and are primarily related to economic development and capital projects.

#### Capital Improvement Fund

The Capital Improvement Fund accounts for all capital outlay expenditures not included in other funds as outlined in the Capital Improvement Plan (CIP). Expenditures in the fund are budgeted at \$12,717,358, which is a decrease of \$3,914,270 in comparison to FY2010-11.

#### Special Assessment Fund

The Special Assessment Fund's budgeted expenditures for FY2012 total \$1,472,660, which represents an increase of \$675,001 compared to FY2010-11.

The majority of this increase is attributable to capital improvement projects in the fund.

#### Parking Fund Summary

All parking revenue sources (lots, meters, and garages) were combined in FY09-10 for ease of tracking and comparison. Operations include the Sherman Plaza garage, the Maple Avenue parking structure and the entire municipal parking system. FY2012 budgeted expenses total \$15,251,140, an increase of \$3,894,023 from FY2010-11, due primarily to capital project expenses.

#### Water Fund

The Water Fund has budgeted FY2012 expenses totaling \$20,663,758, an increase of \$576,697 from the FY2010-11. Capital improvements are budgeted at \$7,067,000 and include main replacements, and the replacement of the SCADA system.

#### Sewer Fund

The Sewer Fund has budgeted FY2012 expenses totaling \$21,461,143, which represents an increase of \$3,953,563 compared to FY2010-11. This increase in Sewer Fund expenditures is primarily due to capital projects, which are budgeted at \$4,753,000. Other major expenditures include debt service payments, which are budgeted at \$14,242,990 for FY2012.

#### Solid Waste Fund

This fund was created in FY2011 and tracks revenues and expenses associated with the City's refuse, recycling, and yard-waste collection services. The FY2012 budget for Solid Waste operations is projected at \$5,187,861. Staff anticipates the fund will close FY2011 with a deficit, which will grow in FY2012 without supplemental funding.

#### Fleet Services Fund

Budgeted expenditures for FY2012 total \$5,718,513, an increase of \$816,653 from the FY2010-11. This increase is due to a \$2,222,069 transfer to the newly-created Equipment Replacement Fund. The Fleet Services Fund will be solely responsible for funding of activities related to vehicle maintenance and repair.

#### Equipment Replacement Fund

This is a new fund that will be responsible for costs associated with purchases of City vehicles and equipment. Revenues for the fund will be provided primarily from transfers from other funds, including a transfer of \$2,222,069 from the Fleet Services Fund. FY2012 expenditures for the fund total \$2,450,000.

#### Insurance Fund

Budgeted expenditures for FY2012 total \$16,765,991. In FY2009-10, the City joined the Intergovernmental Personal Benefits Cooperative (IPBC), a group of 50 local jurisdictions that jointly purchase health insurance coverage in order to reduce overall risk to any one participant. The City self-insures a large majority

of liability insurance claims in this fund, with a self-insured retention set at \$2,000,000.

Fire Pension Fund

Every Illinois municipality having a population of not less than 5,000 and not more than 500,000 must have a Fire Pension fund as prescribed in 40 ILCS 5/4-101 of the Illinois Revised Statutes. Fire Pension Fund expenditures for FY2012 are budgeted at \$7,109,000.

Police Pension Fund

Every Illinois municipality having a population of not less than 5,000 and not more than 500,000 must have a Police Pension fund as prescribed in 40 ILCS 5/3-101 of the Illinois Revised Statutes. The Police Pension Fund expenditures for FY2012 are \$8,891,000.



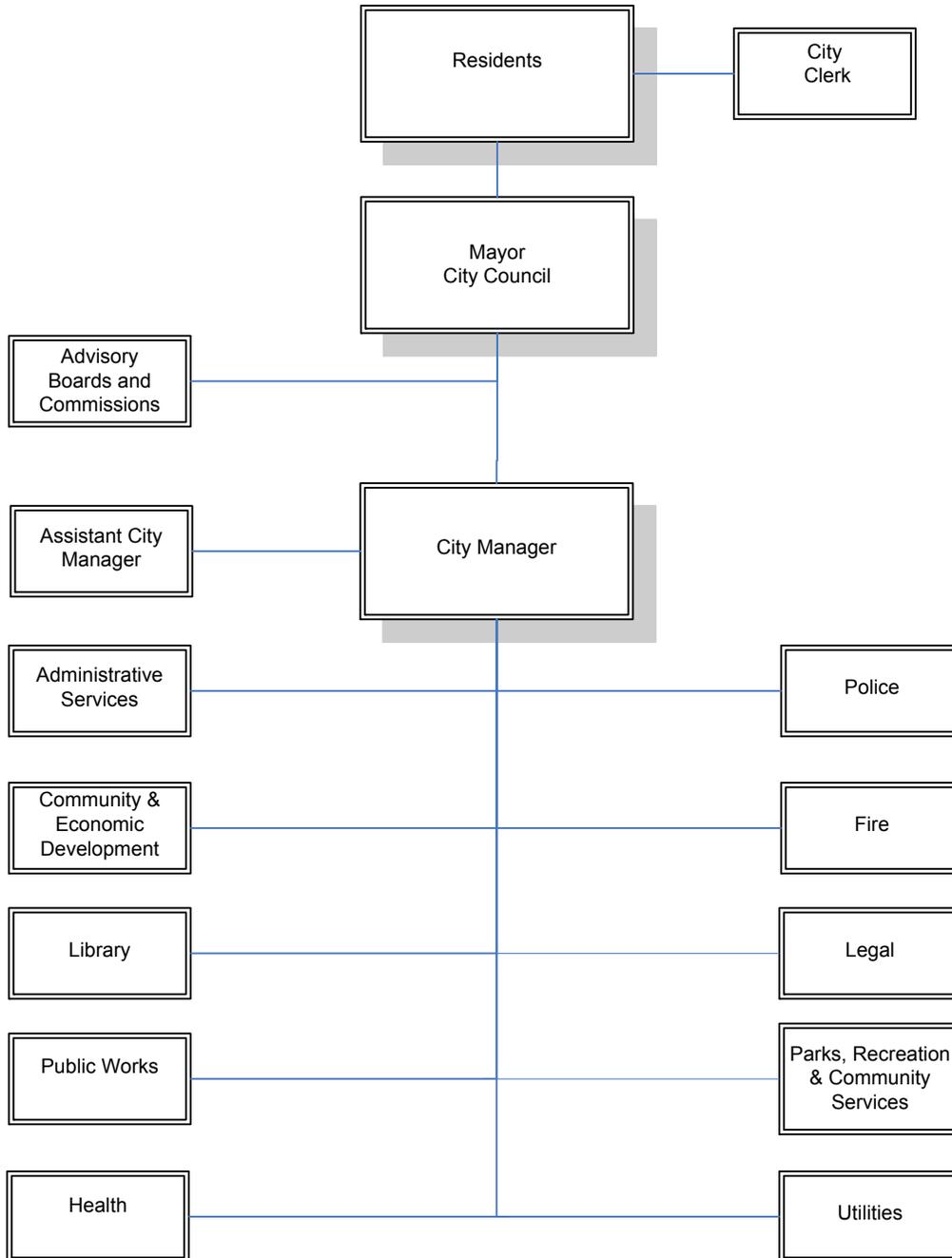
City of  
**Evanston**<sup>™</sup>

**PART II**

**CHARTS & SUMMARIES**



# City of Evanston, Illinois Organizational Chart





# General Information

## Evanston and its Government

The City of Evanston is a Home Rule community located in Northeastern Illinois along Lake Michigan. The City is governed by a Council-Manager form of government, which includes a Mayor and nine ward-elected Aldermen. The city provides a wide variety of services. These include fire protection, law enforcement, water and sewer utilities, health and human services, recreation, public works, libraries, and community development.

The City of Evanston's eight square miles include over 33,000 housing units for an estimated 74,486 residents. Evanston also hosts a top tier institution of higher learning, Northwestern University. In addition, the City is home to several other international and national non-profit and philanthropic organizations.

By combining a high quality of life and close proximity to the City of Chicago and Lake Michigan, Evanston continues to be a highly desirable residential community. The quality of Evanston's earliest neighborhoods has been preserved and enhanced by foresight in planning and zoning. Due to cultural opportunities and flourishing commercial districts, the City of Evanston is increasingly a destination for business and pleasure alike, rather than a purely residential community.

<b>Date of Incorporation</b>	1863	<b>Library Services</b>	
<b>Form of Government</b>	Council – Manager	Library Facilities	2
<b>Geographic Location</b>	On Lake Michigan Immediately north of Chicago	Number of Books / Materials	477,645
		Number of Registered Borrowers	59,204
		Annual Circulation	1,011,064
<b>Population (2010 Census)</b>	74,486	<b>Recreation Facilities</b>	
<b>Number of Households (2009 Census Estimate)</b>	29,608	Number of City-maintained Parks and Playgrounds	75
<b>Number of Housing Units (2010 Census Estimate)</b>	33,181	Park Area in Acres	265
<b>Equalized Assessed Valuation (2010)</b>	\$3,041,884,087	Number of Public Swimming Beaches	5
<b>Per Capita Income (2009 Census Estimate)</b>	\$42,394	<b>Municipal Parking Utility</b>	
<b>Municipal Services and Facilities</b>		Number of Parking Meters	2,300
Miles of Streets	147	Number of Parking Lots	35
Miles of Alleys	76	Capacity of Parking Lots	1,919
Miles of Sewers	208	Metered Spaces	686
Number of Street Lights	5,641	Space Rentals and Free Spaces	1,233
<b>Fire Protection</b>		Capacity of Parking Garages	3,283
Number of Firefighters (2010)	107	Number of Parking Garages	3
Number of Stations	5	<b>Municipal Water Utility</b>	
Number of Fire Hydrants	1,385	Total Population Served	359,357
I.S.O. Rating	Class 2	Northwest Water Commission	221,597
<b>Police Protection</b>		Evanston	77,857
Number of Sworn Officers (2010)	160	Skokie	63,400
Number of School Crossing Guards	49	Miles of Water Mains	157.5
Number of Parking Enforcement Officers	10	Filtration Plant Rated Daily Capacity (gallons)	108,000,000
		Rated Daily Pumping Capacity (gallons)	147,000,000
		Average Daily Pumpage (gallons)	40,300,000

**City of Evanston  
City Council Budget Calendar  
Fiscal Year 2012**

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<b><u>DATE</u></b>	<b><u>ACTIVITY</u></b>
Monday, August 1, 2011	Presentation of FY 2012 Budget Calendar
Monday, August 8, 2011	Evaluation of City Services
Saturday, September 17, 2011	Citizen Budget Input Session
Monday, September 19, 2011	City Council Goal Setting Session
Thursday, September 22, 2011	Citizen Budget Input Session
Monday, September 26, 2011	Mid-Year Budget Review 2012 Preview for City Council and CIP Discussion
Friday, October 7, 2011	Proposed Budget to City Council
Saturday, October 15, 2011	Budget Discussion
Saturday, October 29, 2011	Budget Discussion
Monday, November 14, 2011	Public Hearing - Truth in Taxation Public Hearing - FY 2012 Proposed Budget Preliminary Tax Levy Estimate
Wednesday, November 16, 2011	Optional Special City Council Meeting - Budget Discussion
Monday, November 28, 2011	Budget Adoption & Tax Levy Adoption
Monday, December 12, 2011	Tax Levy Abatement

# City of Evanston

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## Budgetary Process

### Summary of Proceedings:

The City's fiscal year begins on January 1. The City Manager submits to the City Council a proposed operating budget in October for the fiscal year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing those expenditures. The City Council holds public hearings and then may modify the budget prior to adoption.

The City Manager is authorized to transfer budgeted amounts between departments and within any fund (such as the General Fund); however, any revisions that alter the total expenditures of any fund must be approved by the City Council.

### Preparation and Adoption:

Budgets are legally adopted on a basis consistent with generally accepted accounting principles (GAAP) except that property taxes are budgeted as revenue in the year for which they are levied. Property taxes are budgeted utilizing a cash basis of accounting whereas budgeted property tax revenue will be what the City actually anticipates receiving for any given budget year. The budgets of the governmental type funds are prepared on a modified accrual basis. Debt service payments and a number of specific accrued liabilities are only recognized as expenditures when payment is due, and revenue is recognized only when it has actually been received.

### Related Legislation:

The Evanston City Council has adopted three primary pieces of legislation which govern the budget process:

Resolution 67-R-79 establishes a Budget Policy for the City of Evanston. This policy provides guidelines for determining the amount of property tax to be levied, the funding for the Police and Fire Pension Funds, and the re-appropriation of fund balance.

Ordinance 57-0-79 provides for the adoption of the annual budget. This ordinance establishes the annual budget shall be adopted by the City Council before the beginning of the fiscal year to which it applies.

Compilation of the Proposed Budget - Each year the City Manager shall prepare and submit a proposed budget to the City Council to allow for ample time for discussion and decision-making. The proposed budget shall contain estimates of revenues available to the City for the fiscal year along with recommended expenditures for the departments, boards and commissions. The City Manager is required to submit a balanced budget to Council in which revenues equal expenditures

Revision of Annual Budget - Following City Council adoption of the budget, the City Council, by a vote of two-thirds of its members, shall have the authority to revise the budget by transferring monies from one fund to another or adding to any fund. No revision of the annual budget shall increase the budget in the event monies are not available to do so.

Public Hearing, Notice and Inspection of Budget - The City Council will hold a public hearing on the annual budget prior to final action by the City Council. Notice of this hearing shall be published in a local newspaper at least ten days prior to the public hearing. Copies of the proposed budget will be available for public inspection in printed form in the office of the City Clerk for at least ten days prior to the hearing.

Resolution 6-PR-78 establishes a policy concerning municipal budget procedures. The primary components of this resolution include the following:

In advance of the submission of the City Manager's proposed budget to the City Council, the Administration and Public Works Committee shall publicize and conduct a public hearing to receive input from citizens concerning municipal appropriations for the coming year.

Sufficient copies of the proposed budget shall be placed on file with the City Clerk, the Public Library, and will be available for public inspection at these locations.

## City of Evanston

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### **Budgetary Process**

The City Council budget meeting agendas will be available to the public prior to the initial special meeting of the City Council on the proposed budget.

Each special meeting of the City Council on the proposed budget shall designate a period of time for citizen testimony concerning budget matters discussed during that special meeting. The length of such time shall be determined by the chairman prior to the budget meeting process.

#### **Financial Control Procedures:**

The City reports financial results based on generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board (GASB). The accounts of the City are divided into separate self-balancing funds comprised of its assets, liabilities, fund equity, revenues and expenditures, as appropriate.

The City's expenditures are monitored on a regular basis by the Administrative Services Department. Disbursements are made only if the expenditure is within the authorized appropriation. For all major expenditures, purchase orders are prepared, approved and the related appropriation is encumbered before a check is issued.

## Budgetary Basis of Accounting

The City was incorporated in 1863. The City operates under a Council-Manager form of government, is a home rule municipality as defined by Illinois state law and provides the following services as authorized by its charter: general management and support, public safety, public works, health and human resource development, library, recreational and cultural opportunities and housing and economic development.

The City uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain City functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Funds are classified into three categories: governmental, proprietary and fiduciary. Each category, in turn, is divided into separate "fund types."

Governmental funds are used to account for all or most of the City's general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general fixed assets (capital projects funds), and the servicing of general long-term debt (debt service funds). The general fund is used to account for all activities of the City not accounted for in some other fund.

The City follows these procedures in establishing the budgetary data reflected in the financial statements:

1. The City Manager submits to the City Council a proposed operating budget for the fiscal year commencing the following fiscal year. The operating budget includes proposed expenditures and the means of financing them.
2. Public budget hearings are conducted. Taxpayer comments are received and noted.
3. The City Manager is authorized to transfer budgeted amounts between departments within any fund; however, any revisions that alter the total expenditures of any fund must be approved by the City Council.
4. Budgets are legally adopted on a basis consistent with generally accepted accounting principles (GAAP). It should be noted that property taxes are budgeted on a cash basis. For purposes of preparing the combined statement of revenues, expenditure and changes in fund balances - budget and actual, GAAP revenues and expenditures have been adjusted to the budgetary basis.

The level of control (level at which expenditures may not exceed budget) is at the fund level. All unencumbered annual appropriations are lapsed at the fiscal year-end.

Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve a portion of a budgeted account so that amount is not spent elsewhere. For non-enterprise funds, encumbrances are usually not counted as expenditures until the actual disbursement has been made.

The financial information of general governmental type funds (for example, the general fund itself and MFT funds) is prepared on a modified accrual basis. Briefly, this means that revenues are usually recorded when they become available and are measurable while expenditures are recorded when the liability has been incurred.

The enterprise funds (Water, Sewer & Parking), on the other hand, are often reported on a full accrual basis. Not only are expenses recognized when a commitment is made (through a purchase order) but revenues are also recognized when they are obligated to the City (for example, water user fees are recognized as revenue when bills are produced).

The Comprehensive Annual Financial Report (CAFR) shows the status of the City's finances on the basis of "generally accepted accounting principles" (GAAP) and a budget basis for comparison purposes.

# City of Evanston

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## **Budget Policy** (Revised May 24, 2004)

In ongoing efforts toward formally addressing long-term budgeting provisions, the City of Evanston has endorsed a Budget Policy. The City Council initially adopted this Budget Policy in December 2000. This policy is revised as follows:

### **I. Budget Process**

#### **A. Preliminary Public Hearing**

In September of each year prior to submission of the City Manager's proposed budget to the City Council, the Administration and Public Works Committee shall publicize and conduct a public hearing to receive input from citizens concerning municipal appropriations for the coming fiscal year.

#### **B. Mid- year Budget Workshop**

Each September the Administration and Public Works Committee shall schedule and hold a mid-year budget workshop. The workshop shall review but not be limited to:

- A revenue and expenditure report for the current fiscal year.
- Structural or legislative issues affecting the current or future fiscal year.
- Revenue and expenditure forecast for the upcoming fiscal year.
- Other issues of policy or indicators that will affect the upcoming fiscal year budget.

All members of the City Council shall be invited to participate in the Budget Workshop.

#### **C. Quarterly Financial Update**

Following the end of each financial quarter, the City Manager shall present a report summarizing budgeted vs. actual revenues and expenditures.

#### **D. Review of the Comprehensive Annual Financial Report**

The Administration and Public Works Committee shall review the Comprehensive Annual Financial Report. This review shall take place at the earliest meeting date following publication.

#### **E. Copies of the Proposed and Final Budget**

Sufficient copies of the proposed and final budget shall be placed on file in printed form with the City Clerk, the Public Library, all library branches, and will be available for public inspection at these locations. An electronic version of the proposed and final budget shall be posted on the City of Evanston Website. The City of Evanston may offer for sale a printed and electronic copy of the proposed and final budget for a fee not to exceed the cost of preparation, printing, and distribution of the budget.

#### **F. Submission of the Proposed Budget**

The City Manager will submit a balanced budget to the City Council by December 31. (Ordinance 57-O-79)

**Budget Policy**  
(Revised May 24, 2004)

**II. Fund Policies**

A. General Fund

The General Fund budget will be balanced with property tax, only after all other revenue sources and expenditure reductions have been exhausted. In addition, all new unfunded mandates must be itemized within the budget. One-time revenues shall not be used to fund current operations.

B. Parking System Fund

This is an enterprise fund and as such is expected to be self-sufficient. Any revenues generated, especially from sales, should be retained to maintain the fund. Fees should be periodically increased sufficiently to fund operating costs, depreciation, and a reserve. The General Fund will continue to be properly compensated for administrative expenses, which support parking system activities.

C. Water Fund

This is an enterprise fund and as such is expected to be self-sufficient. Rates should be maintained at sufficient levels to meet the costs of water programs, fund depreciation, and build reserves for future capital needs. Rate increases to the Northwest Water Commission and the Village of Skokie will conform to the current contractual agreements. Water rates for City of Evanston consumers will be reviewed on an annual basis. The Return on Investment (ROI) transfer to the General Fund shall be reviewed on an annual basis. Other transfers for reimbursement of administrative expenses should reflect true program costs.

D. Fire and Police Pension Funds

The Fire and Police Pension portion of the general levy will be increased to meet the annual actuarially determined funding requirements.

E. Emergency Telephone System Fund

This fund must be maintained at a level adequate to provide for maintenance of current operations, the capability to respond to unforeseen events, funding of long-term capital improvements, and needed upgrades. The fund shall be entirely supported by revenues received from the imposed surcharge of \$1.50 for landline network connections and the \$ .75 State of Illinois imposed wireless surcharge. Although none is anticipated, any increase in rates would require a referendum.

F. Motor Fuel Tax Fund

The expenditures intended for Motor Fuel Tax Revenues must not exceed the amount of funds available from the State of Illinois Motor Fuel Tax Fund. These revenues should be used only for street improvement and repair, as allowed by State of Illinois law.

G. Insurance Fund

The Insurance Fund must be maintained to meet the City's current insurance liability requirements. Requirements include current budget year obligations and building a reserve over seven years to prepare for anticipated claims and losses. The City Manager shall be required to present an annual report itemizing all of the City's current and long-term claims and liabilities. Each year City Staff will review worker compensation, liability, and property insurance policies to determine if coverage meets

# City of Evanston

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## **Budget Policy** (Revised May 24, 2004)

current financial and operational needs. The City Manager each year will recommend to the City Council insurance policy coverage and limits and include the necessary funds in the operating budget.

### H. Fleet Services Fund

The City of Evanston shall maintain vehicles and equipment, which are safe and adequate for the demands of the operating departments. General obligation debt shall not be used for Fleet Services purchases of vehicles. Vehicle purchases from Fleet Services will be supported by fully funding depreciation.

### I. Debt Service Fund

General Obligation Debt of the City means debt (viz., bonds) for which an unlimited real property tax levy is made or pledged for payment. General Obligation Debt shall be allocated into two categories. Self-Supporting General Obligation Debt shall mean General Obligation Debt which, at the time of issuance, is expected and intended by the Treasurer to be payable out of a source of funds other than the City's general real property tax levy, thus permitting the abatement and avoidance of the property tax levy to pay such bonds; examples of Self-Supporting General Obligation Debt include (without limitation) bonds payable from the Water Fund or the Sewer Fund, bonds payable from special assessments, bonds payable from tax increment financing areas, and bonds payable from Motor Fuel Taxes. Tax-Supported General Obligation Debt shall mean all other General Obligation Debt, which is expected and intended to be paid from a general real property tax levy. General Obligation Debt shall not include any obligation of the City not denominated a bond, including, without limitation, short term notes or warrants or other obligations which the City may issue from time to time for various purposes and to come due within three (3) years of issuance. General Obligation Debt does not include bonds which have been refunded or defeased and which, as a consequence of same, are provided for from a dedicated source of funds or investments. Self-Supporting General Obligation Debt shall not be limited by this Budget Policy. Tax-Supported General Obligation Debt shall not exceed \$113,000,000 in aggregate principal amount, which limit is expressly subject to increase from time to time by action of the City Council as the needs of the City may grow. General Obligation Debt issued as so-called zero coupon bonds or capital appreciation bonds shall be counted as debt in the original principal amount issued. The Treasurer shall at all times keep a book or record of all General Obligation Debt and its proper allocation. The Treasurer's statements as to the allocation of General Obligation Debt into these two categories shall be conclusive. Notwithstanding this statement of policy, all bonds or other obligations by whatever name designated of the City duly authorized to be issued by the City Council shall be valid and legally binding as against the City, and there shall be no defense of the City as against any bondholder or other obligation holder on the basis of this policy.

### J. Economic Development Fund

Expenditures for the Economic Development Fund should not exceed projected Hotel Tax Revenues.

### K. Sewer Fund

This is an enterprise fund and as such is expected to be self-sufficient. As a result, rates should be scheduled to increase to meet costs of sewer programs. Transfers to other funds for administrative expenses should be maintained to reflect true program costs.

# City of Evanston

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## **Budget Policy** (Revised May 24, 2004)

### L. Expenditure Analysis

City Council shall review all significant operational, economic, program, and expenditure proposals in regard to the short term and long-term budgetary and economic impact. The appropriate City Department and staff shall provide the budget analysis for the review and consideration by the City Council.

### **III. Fund Reserve Policy**

The Fund Reserve Policy is as follows:

#### A. General Fund

A minimum of 8.3% or one month of operating expenses shall be maintained as a reserve. Any monies over a 10% reserve in this fund shall be re-appropriated to other funds that have not met their reserve requirements. Once all funds have met their fund requirements additional funds shall go to the Capital Improvement Program. A minimum of a 5% reserve is required, per bond agreements.

#### B. Parking System Fund

A minimum of 10% expenses shall be maintained as a reserve; in addition a sufficient reserve shall be maintained to meet bond requirements. A portion of the fund reserve shall be used to fund depreciation and capital improvement needs. A minimum of 5% is required, per bond requirements.

#### C. Water Fund

A minimum of 10% expenses shall be maintained as a reserve; in addition a sufficient reserve shall be maintained to meet bond requirements. A portion of the fund reserve shall be used to fund depreciation and capital improvement needs. A minimum of a 5% reserve is required, per bond agreements.

#### D. Sewer Fund

A minimum of 10% expenses shall be maintained as a reserve, a sufficient reserve shall be maintained to satisfy both bond requirements and Illinois Environmental Protection Agency (IEPA) loan requirements. (A minimum of a 5% reserve is required, per bond agreements) A portion of this fund reserve shall be used to fund depreciation and capital improvement needs.

# City of Evanston

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## Fund Descriptions

### GENERAL FUND

**General Fund** - to account for all activity traditionally associated with government operations which are not required to be accounted for in another fund.

### SPECIAL REVENUE FUNDS

#### City Funds

**Library Fund** – to account for the Evanston Public Library. The Evanston Public Library promotes the development of independent, self-confident, and literate citizens through the provision of open access to cultural, intellectual, and informational resources for all ages.

**Homelessness Prevention and Rapid Re-Housing Program** – to account for the HPRP which is financed by the United States Department of Housing and Urban Development. Expenditures are made in accordance with Federal law.

**Neighborhood Stabilization Program 2** – to account for the NSP2 program. Financing is provided by the United States Department of Housing and Urban Development. Expenditures are made in accordance with Federal law.

**Motor Fuel Tax Fund** - to account for the operation of street maintenance programs and capital projects as authorized per the Illinois Department of Transportation. Financing is provided from a State of Illinois municipal allotment of gasoline tax revenue.

**Emergency Telephone System Fund** - to account for revenues and expenditures for 911 emergency telephone service. Financing is provided by landline and wireless phone surcharges.

**Special Service District No. 4 Fund** - to account for promotion, advertisement and street maintenance costs of the area located in the City's central business district. Financing is provided by the City through an annual special service area property tax levy.

**Community Development Block Grant Fund** - to account for the revenues and expenditures of the Federal Community Development Block Grant program. Financing is provided by the Federal government on a reimbursement basis in accordance with Federal formula. Expenditures are made in accordance with Federal law requirements.

**Community Development Loan Fund** - to account for residential rehabilitation loans to residents.

**Economic Development Fund** - to account for costs associated with economic development activities of the City. Financing is primarily provided by hotel and amusement tax revenues.

**Neighborhood Improvement Fund** - to account for a portion of sales tax revenues derived from retail sales at the Home Depot store in Evanston. Sales tax revenues allocated to this fund are to be expended on public projects that will benefit the immediate neighborhood nearby the store.

**HOME Fund** – to account for the Home program. Financing is provided by the Federal government and used to create affordable housing to low-income households. Expenditures are made in accordance with the requirements of Federal law.

**Affordable Housing Fund** - to account for costs associated with affordable housing programs for low and moderate income City of Evanston residents.

# City of Evanston

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## Fund Descriptions

### DEBT SERVICE FUNDS

**Debt Service Fund** - to account for non-abated, general obligation payments on the principal and interest related to bonds and/or other City debt.

**Special Service Area No. 5 Fund** - to account for principal and interest payments on debt issued for this special taxing district.

**Southwest Tax Increment District Fund** - to account for principal and interest payments on debt proceeds issued and allocated to this tax increment financing district.

**Howard-Hartrey Tax Increment District Fund** - to account for principal and interest payments on debt proceeds issued and allocated to this tax increment financing district.

**Washington National Tax Increment District Fund** - to account for principal and interest payments on debt proceeds issued and allocated to this tax increment financing district.

**Howard-Ridge Tax Increment District Fund** - to account for principal and interest payments on debt proceeds issued and allocated to this tax increment financing district.

**West Evanston Tax Increment District Fund** - to account for principal and interest payments on debt proceeds issued and allocated to this tax increment financing district.

### CAPITAL PROJECTS FUNDS

**Capital Improvement Fund** - to account for capital projects not funded through special revenue, tax increment financing, or enterprise funds. Capital projects include, but are not limited to: long term improvements to public buildings, the paving of city streets, and the improvement and development of recreation facilities. Financing is provided primarily by grants and general obligation bond proceeds.

**Special Assessment Fund** - to account for capital improvements (primarily alley paving) financed by both special assessments on property owners and City contributions.

### ENTERPRISE FUNDS

**Water Fund** - to account for all activity related to providing water to Evanston residents, as well as the Village of Skokie and the Northwest Water Commission. All activities necessary to provide such services are accounted for in this fund, including, but not limited to: administration, operation, maintenance, debt service, and billing/collection.

**Sewer Fund** - to account for all activity related to providing sewer service to City residents and businesses. Activities necessary to provide such service include, but are not limited to: administration, operations, financing, capital improvements/maintenance, and billing/collection.

**Parking Fund** - to account for all City-owned parking facilities/garages, lots, and metered spaces. Maple Avenue and Sherman Plaza Garage activities have been included in this Fund beginning in FY09-10. All activities are accounted for, including administration, operations, financing and revenue collection.

**Fund Descriptions**

**Solid Waste Fund** – to account for all activity related to refuse, recycling and yard waste collection and disposal. Activities necessary to provide such service include, but are not limited to: administration, operations and revenue collection.

**INTERNAL SERVICE FUNDS**

**Fleet Services Fund** – to account for the cost of operating the municipal service center maintenance facility for transportation vehicles/equipment used by City departments. Such costs are billed to the user departments.

**Equipment Replacement Fund** – to account for the costs associated with the purchase of vehicles and equipment.

**Insurance Fund** - to account for all costs related to general liability and workers' compensation claims. Beginning with FY10-11, health insurance premiums are also accounted for in this Fund. This internal service fund uses "funding premium" payments from City operating funds to in turn pay claim and premium costs incurred.

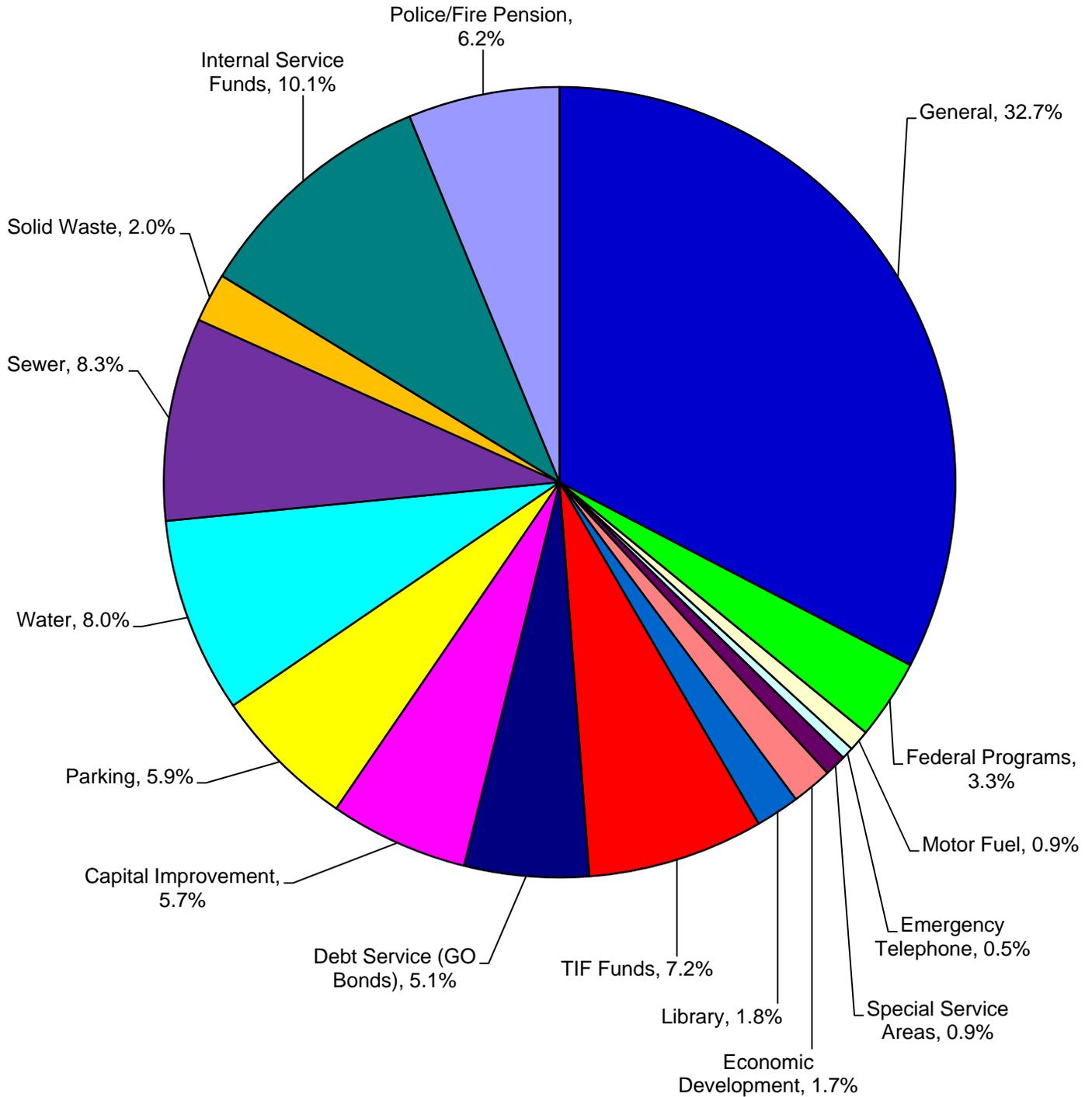
**TRUST AND AGENCY FUNDS**

**Pension Trust Funds**

**Fire Pension Fund** - to account for the accumulation of resources to pay pension costs. Resources are contributed by sworn fire members at a fixed rate as mandated by state statute and by the City through an annual property tax levy as determined by an independent actuary.

**Police Pension Fund** - to account for the accumulation of resources to pay pension costs. Resources are contributed by sworn police members at a fixed rate as mandated by state statute and by the City through an annual property tax levy as determined by an independent actuary.

**FY 2012 Adopted Budget  
Summary - All Funds (prior to interfund transfers)  
All Funds = \$258,559,993**



**Total Budgeted Expenditures- All Funds  
FY11\* vs. FY12  
(Prior to Interfund Transfers)**

In this summary, the total budgets for all funds are compared with the approved fund totals for FY11.  
All budget totals in this summary are gross figures prior to eliminating interfund transfers.

Fund	Fund #	FY10-11 Actual Expenditures	FY11 Budgeted Expenditures*	FY11 Estimated Expenditures*	FY12 Adopted Expenditures	Net Change	Percent Change
General	100	86,971,941	73,873,482	72,965,254	84,446,543	10,573,061	14.3%
Library Fund	185	-	-	-	4,649,599	4,649,599	N/A
HPRP	190	-	288,460	199,590	80,000	(208,460)	-72.3%
Neighborhood Stabilization	195	4,205,637	8,387,345	6,495,000	7,449,363	(937,982)	-11.2%
Motor Fuel	200	1,996,080	1,897,492	1,697,492	2,236,990	339,498	17.9%
Emergency Telephone	205	1,821,835	1,133,958	957,935	1,266,845	132,887	11.7%
Special Service Area # 4	210	378,216	378,000	388,000	398,000	20,000	5.3%
CDBG	215	2,009,377	2,097,261	2,046,985	1,696,193	(401,068)	-19.1%
CDBG Loan	220	35,574	20,000	20,000	20,000	-	0.0%
Economic Development	225	1,137,437	2,017,503	2,377,714	2,503,618	486,115	24.1%
Neighborhood Improvement	235	5,397	50,000	-	50,000	-	0.0%
HOME	240	83,141	570,000	260,704	663,958	93,958	16.5%
Affordable Housing Fund	250	135,076	268,226	164,051	230,590	(37,636)	-14.0%
Washington National TIF	300	4,245,200	4,622,836	4,622,836	8,578,376	3,955,540	85.6%
Special Service Area # 5	305	440,975	428,756	393,853	423,232	(5,524)	-1.3%
Southwest II TIF	310	847,868	1,313,404	853,404	3,356,203	2,042,799	155.5%
Southwest TIF	315	864,619	724,100	724,100	608,920	(115,180)	-15.9%
Debt Service	320	10,641,177	9,957,676	12,752,897	13,122,403	3,164,727	31.8%
Howard-Ridge TIF	330	615,642	120,400	120,400	2,037,736	1,917,336	1592.5%
West Evanston TIF	335	338,723	540,000	540,000	4,020,000	3,480,000	644.4%
Capital Improvement	415	8,116,007	13,409,818	8,597,201	14,650,358	1,240,540	9.3%
Special Assessment	420	509,370	1,892,659	1,892,659	1,472,660	(419,999)	-22.2%
Parking	505	8,424,866	13,401,024	12,122,784	15,251,140	1,850,116	13.8%
Water	510	15,646,104	17,887,642	15,592,535	20,663,758	2,776,116	15.5%
Sewer	515	16,873,969	17,056,215	16,191,694	21,461,143	4,404,928	25.8%
Solid Waste	520	-	3,967,285	4,357,245	5,187,861	1,220,576	30.8%
Fleet	600	4,681,028	5,104,948	3,522,898	5,718,513	613,565	12.0%
Equipment Replacement	601	-	-	-	3,550,000	3,550,000	N/A
Insurance	605	16,633,600	14,604,037	15,055,675	16,765,991	2,161,954	14.8%
Fire Pension	700	6,316,771	5,158,000	5,176,839	7,109,000	1,951,000	37.8%
Police Pension	705	8,415,070	6,867,000	6,867,000	8,891,000	2,024,000	29.5%
<b>Total All Funds</b>		<b>202,390,700</b>	<b>208,037,527</b>	<b>196,956,745</b>	<b>258,559,993</b>	<b>50,522,466</b>	<b>24.3%</b>

\* FY11 represents a 10-month transitional budget year

### Total Budgeted Expenditures - Adjusted for Interfund Transfers

This chart presents the gross total for each fund, less interfund transfers. The results are net expenditures for each fund and for the FY12 City Budget. The total for each fund is compared with that of the approved FY11 budget.

Fund	Fund #	FY11 Net Budget*	FY12 Proposed Expenditures	Less Transfers to Other Funds	FY12 Adopted Net Expenditures	Net Change	Percent Change
General	100	60,209,166	84,446,543	(17,270,463)	67,176,080	6,966,914	11.6%
Library Fund	185	-	4,649,599	(318,899)	4,330,700	4,330,700	N/A
HPRP	190	261,460	80,000	-	80,000	(181,460)	-69.4%
Neighborhood Stabilization	195	8,101,962	7,449,363	(339,251)	7,110,112	(991,850)	-12.2%
Motor Fuel	200	1,200,000	2,236,990	(836,990)	1,400,000	200,000	16.7%
Emergency Telephone	205	933,254	1,266,845	(231,430)	1,035,415	102,161	10.9%
Special Service Area # 4	210	378,000	398,000	-	398,000	20,000	5.3%
CDBG	215	1,287,493	1,696,193	(807,750)	888,443	(399,050)	-31.0%
CDBG Loan	220	20,000	20,000	-	20,000	-	0.0%
Economic Development	225	1,580,258	2,503,618	(540,793)	1,962,825	382,567	24.2%
Neighborhood Improvement	235	50,000	50,000	-	50,000	-	0.0%
HOME	240	513,600	663,958	(59,958)	604,000	90,400	17.6%
Affordable Housing Fund	250	248,234	230,590	(23,990)	206,600	(41,634)	-16.8%
Washington National TIF	300	1,351,915	8,578,376	(4,201,726)	4,376,650	3,024,735	223.7%
Special Service Area # 5	305	428,756	423,232	-	423,232	(5,524)	-1.3%
Southwest II TIF	310	1,171,804	3,356,203	(1,141,600)	2,214,603	1,042,799	89.0%
Southwest TIF	315	700,000	608,920	(28,920)	580,000	(120,000)	-17.1%
Debt Service	320	9,957,676	13,122,403	-	13,122,403	3,164,727	31.8%
Howard-Ridge TIF	330	-	2,037,736	(120,400)	1,917,336	1,917,336	N/A
West Evanston TIF	335	490,000	4,020,000	(60,000)	3,960,000	3,470,000	708.2%
Capital Improvement	415	13,109,818	14,650,358	(475,000)	14,175,358	1,065,540	8.1%
Special Assessment	420	1,892,659	1,472,660	(317,660)	1,155,000	(737,659)	-39.0%
Parking	505	12,457,926	15,251,140	(1,200,111)	14,051,029	1,593,103	12.8%
Water	510	13,993,962	20,663,758	(4,581,029)	16,082,729	2,088,767	14.9%
Sewer	515	16,191,339	21,461,143	(857,766)	20,603,377	4,412,038	27.2%
Solid Waste	520	3,408,409	5,187,861	(633,779)	4,554,082	1,145,673	33.6%
Fleet	600	4,898,691	5,718,513	(2,440,614)	3,277,899	(1,620,792)	-33.1%
Equipment Replacement	601	-	3,550,000	-	3,550,000	3,550,000	N/A
Insurance	605	14,598,329	16,765,991	(7,709)	16,758,282	2,159,953	14.8%
Fire Pension	700	5,158,000	7,109,000	-	7,109,000	1,951,000	37.8%
Police Pension	705	6,867,000	8,891,000	-	8,891,000	2,024,000	29.5%
<b>Total All Funds</b>		<b>181,459,711</b>	<b>258,559,993</b>	<b>(36,495,838)</b>	<b>222,064,155</b>	<b>40,604,444</b>	<b>22.4%</b>

\* FY11 represents a 10-month transitional budget year

**City of Evanston  
Budgeted Interfund Transfers  
Fiscal Year 2012**

		<b>Budget Transfers</b>			<b>Budget Transfers</b>
	<b>Fund</b>	<b>To</b>		<b>Fund</b>	<b>From</b>
Revenue To	General	320,000	Expense From	NSP2	(320,000)
Revenue To	General	836,990	Expense From	Motor Fuel	(836,990)
Revenue To	General	125,950	Expense From	E911	(125,950)
Revenue To	General	776,811	Expense From	CDBG	(776,811)
Revenue To	General	452,707	Expense From	Economic Dev	(452,707)
Revenue To	General	59,958	Expense From	Home	(59,958)
Revenue To	General	23,990	Expense From	Affordable Housing	(23,990)
Revenue To	General	325,000	Expense From	Washington National TIF	(325,000)
Revenue To	General	1,141,600	Expense From	Howard Hartrey TIF	(1,141,600)
Revenue To	General	28,920	Expense From	Southwest TIF	(28,920)
Revenue To	General	120,400	Expense From	Howard Ridge TIF	(120,400)
Revenue To	General	60,000	Expense From	West Evanston TIF	(60,000)
Revenue To	General	475,000	Expense From	Capital Improvement	(475,000)
Revenue To	General	644,242	Expense From	Parking	(644,242)
Revenue To	General	3,356,300	Expense From	Water	(3,356,300)
Revenue To	General	142,200	Expense From	Sewer	(142,200)
	<b>Subtotal</b>	<b>8,890,068</b>		<b>Subtotal</b>	<b>(8,890,068)</b>
Revenue To	Debt Service	696,399	Expense From	General	(696,399)
Revenue To	Debt Service	3,616	Expense From	NSP2	(3,616)
Revenue To	Debt Service	10,385	Expense From	E911	(10,385)
Revenue To	Debt Service	2,711	Expense From	CDBG	(2,711)
Revenue To	Debt Service	12,752	Expense From	Economic Development	(12,752)
Revenue To	Debt Service	317,660	Expense From	Special Assessment	(317,660)
Revenue To	Debt Service	22,274	Expense From	Fleet	(22,274)
Revenue To	Debt Service	7,709	Expense From	Insurance	(7,709)
	<b>Subtotal</b>	<b>1,073,506</b>		<b>Subtotal</b>	<b>(1,073,506)</b>
Revenue To	Capital Improvement	1,250,000	Expense From	General	(1,250,000)
	<b>Subtotal</b>	<b>1,250,000</b>		<b>Subtotal</b>	<b>(1,250,000)</b>
Revenue To	Parking	3,876,726	Expense From	Washington National TIF	(3,876,726)
	<b>Subtotal</b>	<b>3,876,726</b>		<b>Subtotal</b>	<b>(3,876,726)</b>
Revenue To	Solid Waste	1,245,967	Expense From	General Fund	(1,245,967)
	<b>Subtotal</b>	<b>1,245,967</b>		<b>Subtotal</b>	<b>(1,245,967)</b>
Revenue To	Fleet	2,457,356	Expense From	General	(2,457,356)
Revenue To	Fleet	2,381	Expense From	Library	(2,381)
Revenue To	Fleet	21,992	Expense From	Parking	(21,992)
Revenue To	Fleet	122,751	Expense From	Water	(122,751)
Revenue To	Fleet	177,729	Expense From	Sewer	(177,729)
Revenue To	Fleet	298,071	Expense From	Solid Waste	(298,071)
	<b>Subtotal</b>	<b>3,080,280</b>		<b>Subtotal</b>	<b>(3,080,280)</b>
Revenue To	Equipment Repl.	1,742,590	Expense From	General	(1,742,590)
Revenue To	Equipment Repl.	1,700	Expense From	Library	(1,700)
Revenue To	Equipment Repl.	30,000	Expense From	Parking	(30,000)
Revenue To	Equipment Repl.	72,275	Expense From	Water	(72,275)
Revenue To	Equipment Repl.	127,650	Expense From	Sewer	(127,650)
Revenue To	Equipment Repl.	177,131	Expense From	Solid Waste	(177,131)
Revenue To	Equipment Repl.	2,222,069	Expense From	Fleet	(2,222,069)
	<b>Subtotal</b>	<b>4,373,415</b>		<b>Subtotal</b>	<b>(4,373,415)</b>
Revenue To	Insurance	9,878,151	Expense From	General	(9,878,151)
Revenue To	Insurance	314,818	Expense From	Library	(314,818)
Revenue To	Insurance	15,635	Expense From	NSP2	(15,635)
Revenue To	Insurance	95,095	Expense From	E911	(95,095)
Revenue To	Insurance	28,228	Expense From	CDBG	(28,228)
Revenue To	Insurance	75,334	Expense From	Economic Dev	(75,334)
Revenue To	Insurance	503,877	Expense From	Parking	(503,877)
Revenue To	Insurance	1,029,703	Expense From	Water	(1,029,703)
Revenue To	Insurance	410,187	Expense From	Sewer	(410,187)
Revenue To	Insurance	158,577	Expense From	Solid Waste	(158,577)
Revenue To	Insurance	196,271	Expense From	Fleet	(196,271)
	<b>Subtotal</b>	<b>12,705,876</b>		<b>Subtotal</b>	<b>(12,705,876)</b>
	<b>Total</b>	<b>36,495,838</b>		<b>Total</b>	<b>(36,495,838)</b>



**City of Evanston**

**FY 2012 Revenues by Category**

Fund	Fund #	Taxes	Licenses, Permits & Fees	Fines and Forfeitures	Charges for Services	Inter-governmental	Other Revenue	Transfers	Fund Total
General	100	51,684,316	8,652,861	4,721,639	7,853,023	669,897	1,228,983	7,890,068	82,700,787
Library Fund	185	50,200		150,000	120,285	75,900	4,253,214	-	4,649,599
HPRP	190					80,000			80,000
Neighborhood Stabilization	195				1,750,000	5,699,363			7,449,363
Motor Fuel	200					1,900,000	2,000		1,902,000
E911 System Fund	205				1,033,560		1,000		1,034,560
Special Service Area #4	210	398,000							398,000
CDBG	215				140,000	1,490,500	65,693		1,696,193
CDBG Loan	220				9,000				9,000
Economic Development	225	1,900,000					56,500		1,956,500
Neighborhood Improvement	235	20,000							20,000
Home	240				10,000	500,000			510,000
Affordable Housing Fund	250	-			125,000		125		125,125
Washington National TIF	300	5,073,000					25,000		5,098,000
Special Service Area #5	305	428,756							428,756
Southwest II TIF	310	1,073,000					5,000		1,078,000
Southwest TIF	315	470,000					500		470,500
Debt Service (G.O. Bonds)	320	11,863,898					1,500	1,073,506	12,938,904
Howard/Ridge TIF	330	862,000					400		862,400
West Evanston TIF	335	605,000					2,271,000		2,876,000
Capital Improvement	415					3,168,000	5,201,200	1,250,000	9,619,200
Special Assessment	420				300,000		10,000		310,000
Parking	505				6,145,167		2,060,474	3,876,726	12,082,367
Water	510		175,000		12,905,000		5,688,057		18,768,057
Sewer	515				12,908,000		9,092,236		22,000,236
Solid Waste	520				3,449,033		315,000	1,245,967	5,010,000
Fleet	600						123,954	3,080,280	3,204,234
Equipment Replacement	601						210,217	4,373,415	4,583,632
Insurance	605						3,437,509	12,705,876	16,143,385
Fire Pension	700	6,401,393					1,500,000		7,901,393
Police Pension	705	8,521,751					2,985,000		11,506,751
<b>TOTALS - REVENUE</b>		<b>89,351,314</b>	<b>8,827,861</b>	<b>4,871,639</b>	<b>46,748,068</b>	<b>13,583,660</b>	<b>38,534,562</b>	<b>35,495,838</b>	<b>237,412,942</b>

**FY 2012 Expenditures by Category**

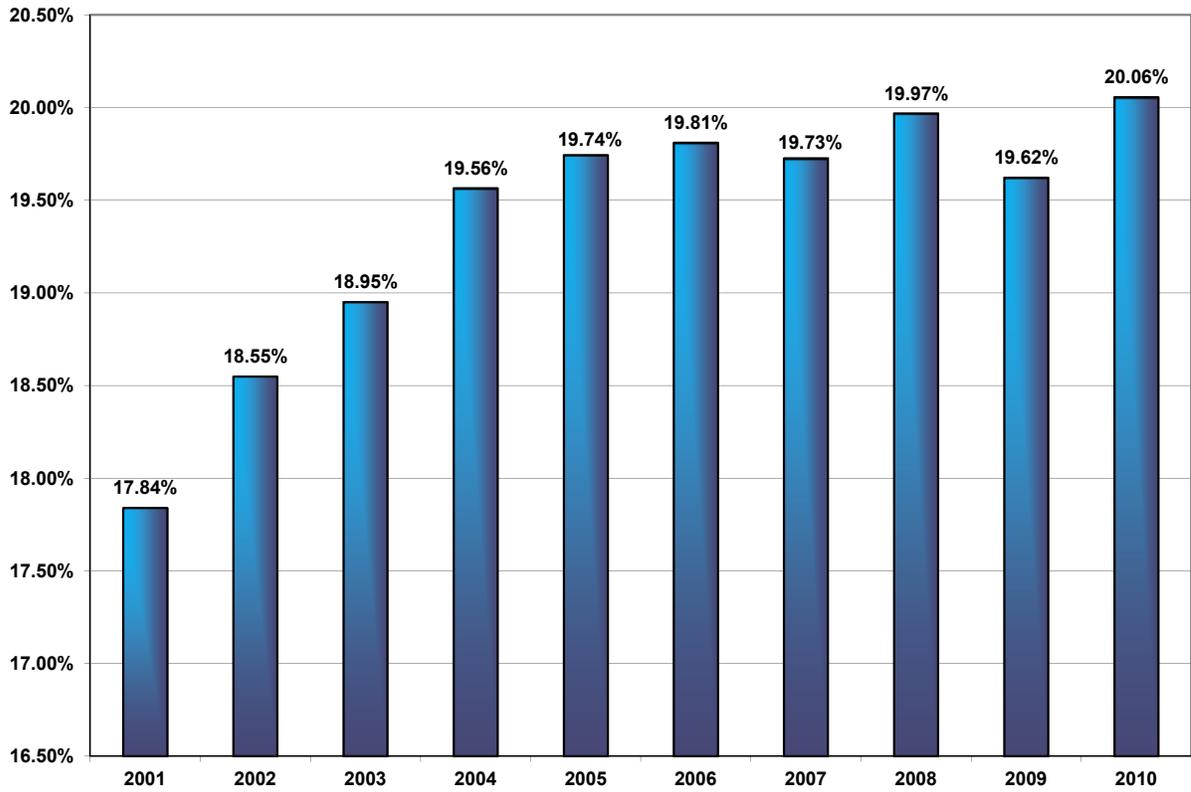
Fund	Fund #	Personnel, Administration & Support	Program Activities	Contractual Services / Supplies	Capital Outlay	Other / Debt Service	Transfers	Fund Total
General	100	64,045,501		3,130,579			17,270,463	84,446,543
Library Fund	260	659,862	3,175,246	495,592			318,899	4,649,599
HPRP	190		80,000				-	80,000
Neighborhood Stabilization	195	338,749	6,771,363				339,251	7,449,363
Motor Fuel	200		1,400,000				836,990	2,236,990
E911 System Fund	205	847,415			188,000		231,430	1,266,845
Special Service Area #4	210			398,000			-	398,000
CDBG	215	201,443	432,000		255,000		807,750	1,696,193
CDBG Loan	220	20,000					-	20,000
Economic Development	225		1,802,825		160,000		540,793	2,503,618
Neighborhood Improvement	235		50,000				-	50,000
Home	240		604,000				59,958	663,958
Affordable Housing Fund	250		166,600			40,000	23,990	230,590
Washington National TIF	300		1,300,000	35,000	2,536,000	505,650	4,201,726	8,578,376
Special Service Area #5	305					423,232	-	423,232
Southwest II TIF	310				1,500,000	714,603	1,141,600	3,356,203
Southwest TIF	315				580,000		28,920	608,920
Debt Service (G.O. Bonds)	320	73,000				13,049,403	-	13,122,403
Howard/Ridge TIF	330		300,000	668,836	900,000	48,500	120,400	2,037,736
West Evanston TIF	335		1,200,000		2,270,000	490,000	60,000	4,020,000
Capital Improvement	415				14,175,358		475,000	14,650,358
Special Assessment	420				1,155,000		317,660	1,472,660
Parking	505	655,747	9,875,282		3,520,000		1,200,111	15,251,140
Water	510	832,838	5,953,198		7,999,500	1,297,193	4,581,029	20,663,758
Sewer	515		1,589,387		4,771,000	14,242,990	857,766	21,461,143
Solid Waste	520		1,476,864	3,077,218			633,779	5,187,861
Fleet	600	284,571	2,993,328				2,440,614	5,718,513
Equipment Replacement	601				3,550,000		-	3,550,000
Insurance	605	452,982	16,305,300				7,709	16,765,991
Fire Pension	700	154,000	6,955,000				-	7,109,000
Police Pension	705	186,000				8,705,000	-	8,891,000
<b>TOTALS - EXPENDITURES</b>		<b>68,752,108</b>	<b>62,430,393</b>	<b>7,805,225</b>	<b>43,559,858</b>	<b>39,516,571</b>	<b>36,495,838</b>	<b>258,559,993</b>

**City of Evanston**

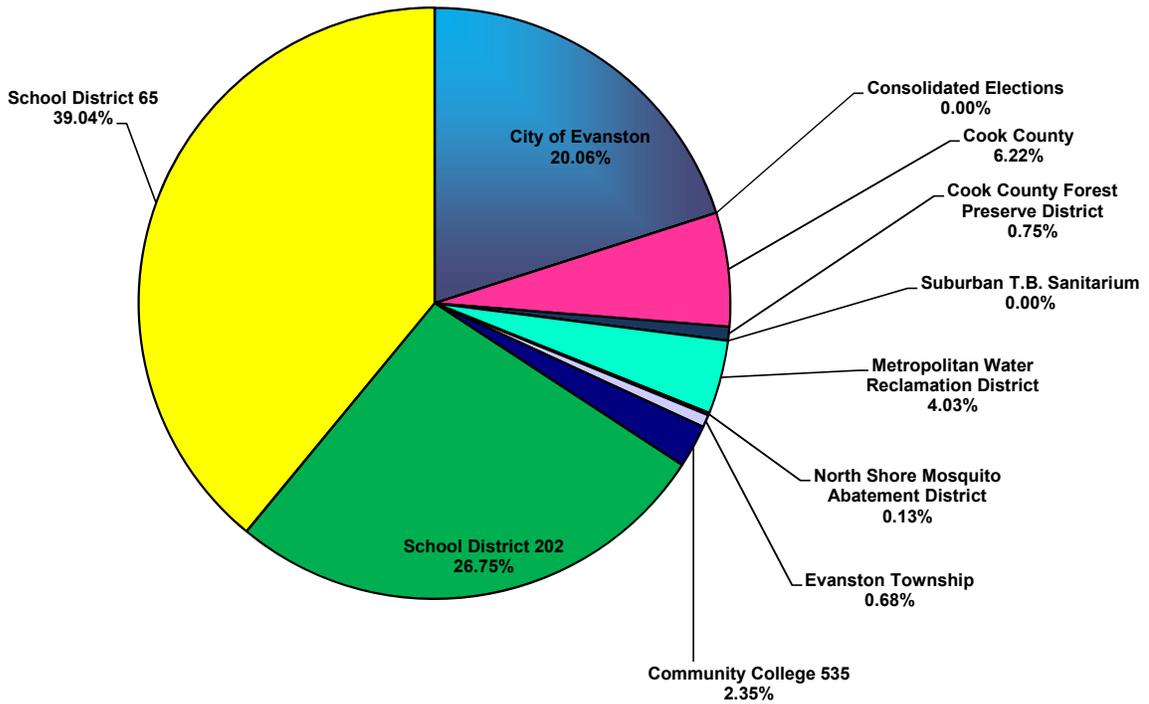
**FY 2012 Expenditures by Department**

Department	Fund	Amount	Total
Legislative	General	\$ 616,033	
<b>Total - Legislative</b>			<b>\$ 616,033</b>
City Administration	General	\$ 1,856,258	
<b>Total - City Administration</b>			<b>\$ 1,856,258</b>
Law	General	\$ 1,099,107	
<b>Total - Law</b>			<b>\$ 1,099,107</b>
Administrative Services	General	\$ 8,543,197	
Administrative Services	Capital Improvement	\$ 475,000	
Administrative Services	Parking	\$ 15,251,140	
<b>Total - Administrative Services</b>			<b>\$ 24,269,337</b>
Community & Economic Development	General	\$ 3,148,339	
Community & Economic Development	HPRP	\$ 80,000	
Community & Economic Development	Affordable Housing Fund	\$ 230,590	
Community & Economic Development	CDBG	\$ 1,696,193	
Community & Economic Development	CDBG Loan	\$ 20,000	
Community & Economic Development	Economic Development	\$ 2,503,618	
Community & Economic Development	Home	\$ 663,958	
Community & Economic Development	Neighborhood Improvement	\$ 50,000	
Community & Economic Development	Neighborhood Stabilization	\$ 7,449,363	
Community & Economic Development	Special Service Area # 4	\$ 398,000	
Community & Economic Development	Special Service Area # 5	\$ 423,232	
<b>Total - Community &amp; Economic Development</b>			<b>\$ 16,663,293</b>
Police	General	\$ 24,752,938	
Police	Emergency Telephone	\$ 1,266,845	
Police	Police Pension	\$ 8,891,000	
<b>Total - Police</b>			<b>\$ 34,910,783</b>
Fire	General	\$ 13,314,621	
Fire	Fire Pension	\$ 7,109,000	
<b>Total - Fire</b>			<b>\$ 20,423,621</b>
Health	General	\$ 2,413,969	
<b>Total - Health</b>			<b>\$ 2,413,969</b>
Public Works	General	\$ 9,559,460	
Public Works	Capital Improvement	\$ 7,842,000	
Public Works	Fleet	\$ 5,718,513	
Public Works	Equipment Replacement	\$ 3,550,000	
Public Works	Motor Fuel	\$ 2,236,990	
Public Works	Solid Waste	\$ 5,187,861	
Public Works	Special Assessment	\$ 1,472,660	
<b>Total - Public Works</b>			<b>\$ 35,567,484</b>
Parks, Recreation & Comm. Services	General	\$ 17,392,621	
Parks, Recreation & Comm. Services	Capital Improvement	\$ 6,333,358	
<b>Total - Parks, Recreation &amp; Comm. Services</b>			<b>\$ 23,725,979</b>
Library	Library	\$ 4,649,599	
<b>Total - Library</b>			<b>\$ 4,649,599</b>
Utilities	Water	\$ 20,663,758	
Utilities	Sewer	\$ 21,461,143	
<b>Total - Utilities</b>			<b>\$ 42,124,901</b>
Non-Departmental Funds	Washington National TIF	\$ 8,578,376	
Non-Departmental Funds	Debt Service (G.O. Bonds)	\$ 13,122,403	
Non-Departmental Funds	Southwest II TIF	\$ 3,356,203	
Non-Departmental Funds	Southwest TIF	\$ 608,920	
Non-Departmental Funds	Howard/Ridge TIF	\$ 2,037,736	
Non-Departmental Funds	West Evanston TIF	\$ 4,020,000	
Non-Departmental Funds	Insurance	\$ 16,765,991	
<b>Total - Non-Department Funds</b>			<b>\$ 48,489,629</b>
General Fund - Fund Balance	General Fund	\$ 1,750,000	
<b>Total - General Fund - Fund Balance</b>			<b>\$ 1,750,000</b>
<b>Total Appropriation</b>			<b>\$ 258,559,993</b>

**City of Evanston Percentage of Tax Bill  
Last Ten Fiscal Years**



**Your Real Estate Tax Bill (2010 Rate)**



## CITY OF EVANSTON, ILLINOIS

### Property Tax Rates Last Ten Fiscal Years

Tax Levy Year	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Fund										
General Corporate	0.8646	0.8554	0.8977	0.7685	0.7502	0.7765	0.6248	0.5662	0.5120	0.4763
Debt Service	0.4467	0.4404	0.4494	0.4025	0.3929	0.3918	0.3332	0.3508	0.3129	0.3625
	1.3113	1.2958	1.3471	1.1710	1.1431	1.1683	0.9580	0.9170	0.8249	0.8388
Police Pension	0.1819	0.1812	0.1981	0.1991	0.1943	0.1885	0.1707	0.2071	0.2077	0.2495
Firefighters' Pension	0.1348	0.1321	0.1520	0.1573	0.1535	0.1697	0.1536	0.1707	0.1706	0.2032
I.M.R.F. Pension	-	-	-	-	-	-	-	-	-	0.0722
	0.3167	0.3133	0.3501	0.3564	0.3478	0.3582	0.3243	0.3778	0.3783	0.5249
Total All Funds	1.6280	1.6091	1.6972	1.5274	1.4909	1.5265	1.2823	1.2948	1.2032	1.3637
Actual Rate Extended*	1.6280	1.6100	1.6980	1.5280	1.4910	1.5270	1.2830	1.2950	1.2040	1.3640

\* This is the actual tax rate levied for each fiscal year.

## CITY OF EVANSTON, ILLINOIS

### Property Tax Rates per \$100 - Direct and Overlapping Governments

Last Ten Levy Years

	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Government Unit										
City of Evanston	1.628	1.610	1.698	1.528	1.491	1.527	1.283	1.295	1.204	1.364
Consolidated Elections	0.032	-	0.029	-	0.014	-	0.012	-	0.021	-
Cook County	0.746	0.690	0.630	0.593	0.533	0.500	0.446	0.415	0.394	0.423
Cook County Forest Preserve District	0.067	0.061	0.059	0.060	0.060	0.057	0.053	0.051	0.049	0.051
Suburban T.B. Sanitarium	0.007	0.006	0.004	0.001	0.005	0.005	-	-	-	-
Metropolitan Water Reclamation District	0.401	0.371	0.361	0.347	0.315	0.284	0.263	0.252	0.261	0.274
North Shore Mosquito Abatement District	0.010	0.009	0.009	0.008	0.008	0.009	0.008	0.008	0.008	0.009
Evanston Township	0.064	0.062	0.065	0.056	0.055	0.058	0.050	0.050	0.042	0.046
Community College 535	0.186	0.179	0.186	0.161	0.158	0.166	0.141	0.140	0.140	0.160
School District 202	2.469	2.349	2.444	2.078	2.023	2.099	1.750	1.722	1.616	1.819
School District 65	3.516	3.343	3.475	2.978	2.890	3.045	2.535	2.552	2.401	2.655
Total tax rate for property not in park district or special service district	9.126	8.680	8.960	7.810	7.552	7.750	6.541	6.485	6.136	6.801
Percent of total tax rate levied by City of Evanston	17.84%	18.55%	18.95%	19.56%	19.74%	19.70%	19.61%	19.97%	19.62%	20.06%

Source: Cook County Assessor's office, Cook County Clerk's Office

**CITY OF EVANSTON, ILLINOIS**

Analysis of City Government Tax Levies  
Last Ten Fiscal Years

Tax Levy Year	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
General Corporate	13,970,507	14,862,245	15,504,388	16,105,714	17,040,816	17,439,796	17,322,716	16,638,265	16,926,411	14,487,920
Debt Service	7,218,006	7,650,852	8,263,107	8,593,632	8,915,268	8,800,251	9,237,356	10,307,533	10,345,061	11,027,117
	21,188,513	22,513,097	23,767,495	24,699,346	25,956,084	26,240,047	26,560,072	26,945,798	27,271,472	25,515,037
Police Pension	2,939,263	3,147,859	3,420,846	4,171,429	4,171,429	4,232,653	4,731,122	6,084,034	6,867,980	7,588,132
Firefighters' Pension	2,177,551	2,296,159	2,625,446	3,229,882	3,295,798	3,811,224	4,259,490	5,014,836	5,639,910	6,180,885
I.M.R.F. Pension	-	-	-	-	-	-	-	-	-	2,195,345
	26,305,327	27,957,115	29,813,787	32,100,657	33,423,311	34,283,924	35,550,684	38,044,668	39,779,362	41,479,399

**CITY OF EVANSTON, ILLINOIS**

Assessed Value and Actual Value of Taxable Property

Last Ten Fiscal Years

Levy Year Ended	Residential Property	Farm Property	Commercial Property	Industrial Property	Railroad Property	Total Equalized Assessed Value	Total Actual Value	Total Tax Rate
2001	1,105,269,184	16,895	459,256,602	50,985,114	311,382	1,615,839,177	4,847,517,531	1.628
2002	1,202,783,327	16,895	467,795,729	66,579,781	368,172	1,737,543,904	5,212,631,712	1.609
2003	1,221,970,442	16,895	435,093,531	69,669,560	397,456	1,727,147,884	5,181,443,652	1.698
2004	1,543,464,138	16,895	479,999,412	71,684,555	446,570	2,095,611,570	6,286,834,710	1.528
2005	1,680,183,692	16,895	500,330,397	61,756,603	465,435	2,242,753,022	6,728,259,066	1.491
2006	1,707,669,215	16,895	476,821,737	60,920,888	464,011	2,245,892,746	6,737,678,238	1.527
2007	2,149,123,958	16,895	560,536,782	62,154,048	508,346	2,772,340,029	8,317,020,087	1.283
2008	2,324,551,100	16,895	560,106,493	53,168,671	554,733	2,938,397,892	8,815,193,676	1.295
2009	2,564,394,619	15,956	615,808,511	125,104,411	665,872	3,305,989,369	9,917,968,107	1.204
2010	Not available	Not available	Not available	Not available	Not available	3,041,884,087	9,125,652,261	1.364

Note: Property is reassessed once every three years. Equalized Assessed value is approximately 1/3 of actual value. Tax rates are per \$100 of Equalized assessed value.

Source: Cook County Assessor's office

**CITY OF EVANSTON, ILLINOIS**

Principal Property Taxpayers

Current year and Nine Years Ago

2009 EAV				2000 EAV			
<u>Tax Payer</u>	<u>Total Equalized Assessed Value (EAV)</u>	<u>Rank</u>	<u>Percentage of Total City Taxable EAV</u>	<u>Tax Payer</u>	<u>Total Equalized Assessed Value (EAV)</u>	<u>Rank</u>	<u>Percentage of Total City Taxable EAV</u>
LR 1603 Orrington	\$ 29,018,755	1	0.88%	Golub & Company	\$ 18,104,484	1	1.36%
Grubb & Ellis	28,036,394	2	0.85%	Rotary International	15,175,127	2	1.14%
Rotary International	26,568,015	3	0.80%	Albertson's (Jewel & Osco)	9,294,298	3	0.70%
Church Street Plaza	22,101,722	4	0.67%	Lynn Minnici	9,264,731	4	0.70%
Inland	17,221,292	5	0.52%	Church & Chicago Ltd Partnership	8,789,492	5	0.66%
Church & Chicago Limited Partnership	14,565,215	6	0.44%	St. Francis Hospital	8,413,462	6	0.63%
North Shore University Health	14,242,063	7	0.43%	Evanston Plaza Freed	7,936,773	7	0.60%
NNN Church Street Office Center	13,542,966	8	0.41%	The Orrington Hotel	7,793,713	8	0.58%
Albertson's (Jewel & Osco)	12,587,745	9	0.38%	Presbyterian Homes	7,512,879	9	0.56%
Omni Orrington Hotel	12,137,061	10	0.37%	Home Depot	7,361,655	10	0.55%
<b>Total</b>	<b>\$ 190,021,228</b>		<b>5.75%</b>	<b>Total</b>	<b>\$ 99,646,614</b>		<b>7.48%</b>
<b>Total EAV</b>	<b>\$ 3,305,989,369</b>			<b>Total EAV</b>	<b>\$ 1,332,744,014</b>		

Source: Cook County

## CITY OF EVANSTON, ILLINOIS

### Demographic and Economic Statistics

#### Last Ten Years

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Calendar	Total	Per	Education				
<u>Year</u>	<u>Personal</u>	<u>Capita</u>	<u>% of population</u>	<u>Median</u>	<u>with HS Diploma</u>	<u>School</u>	<u>Unemployment</u>
<u>Year</u>	<u>Population</u>	<u>Income</u>	<u>Income</u>	<u>Age</u>	<u>or Higher</u>	<u>Enrollment</u>	<u>Rate</u>
2002	74,239	\$ 2,497,771,155	\$ 33,645	32.5	91.3%	10,889.0	5.0%
2003	74,239	2,694,578,744	36,296	32.5	91.3%	9,766.0	5.4%
2004	74,239	2,694,578,744	36,296	32.5	91.3%	9,849.0	5.0%
2005	74,239	2,775,350,776	37,384	32.5	94.0%	9,740.0	5.0%
2006	74,239	2,902,967,617	39,103	32.5	94.0%	9,550.0	4.5%
2007	74,239	2,902,967,617	39,103	32.5	94.0%	9,550.0	4.4%
2008	74,239	2,902,967,617	39,103	32.5	94.0%	9,550.0	4.6%
2009	74,239	2,902,967,617	39,103	32.5	94.0%	9,550.0	4.7%
2010	74,239	2,902,967,617	42,394	34.3	94.0%	9,550.0	7.9%
2011	74,486	3,157,759,484	42,394	34.3	94.0%	11,369.0	7.3%

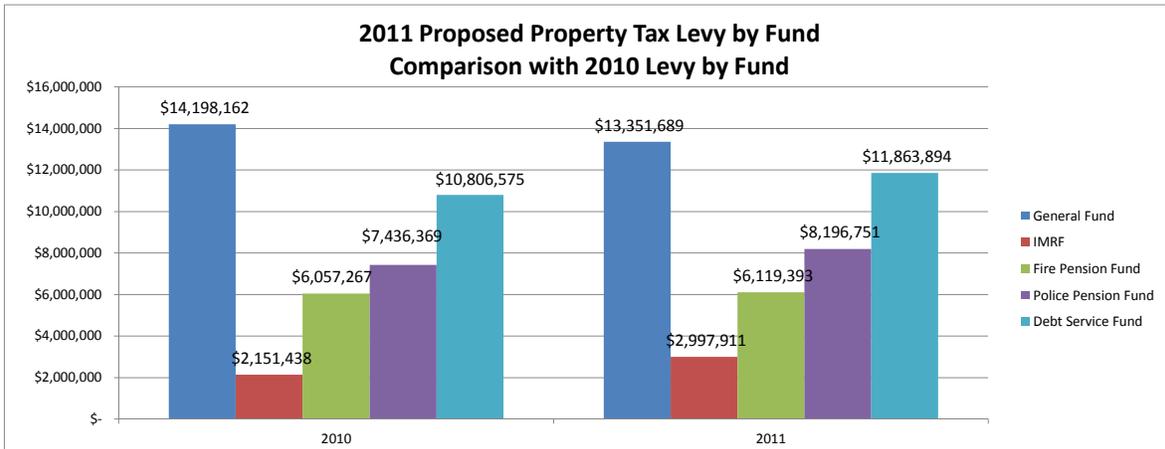
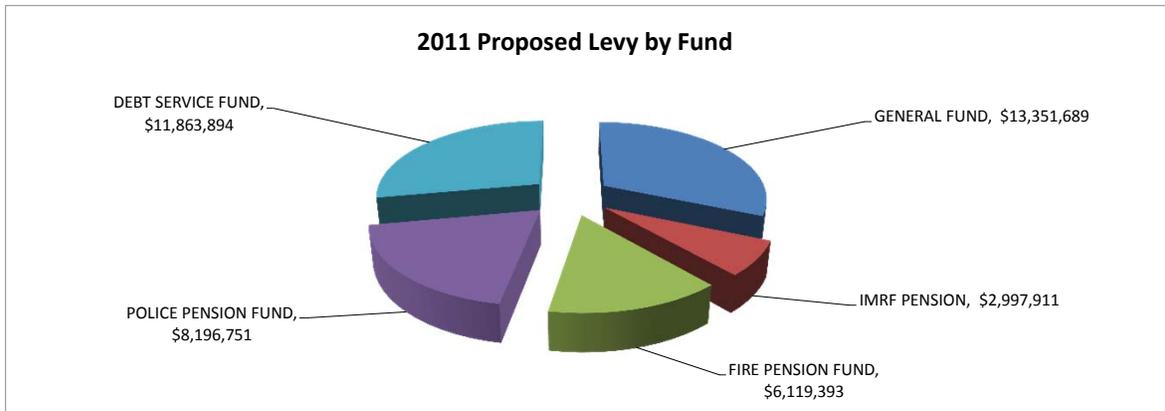
Source: Various Government agencies

City of Evanston

2011 Adopted Property Tax Levy

	2008 ADOPTED LEVY	2009 ADOPTED LEVY	2010 ADOPTED LEVY	2011 ADOPTED LEVY	VARIANCE INCREASE (DECREASE)	PERCENT INCREASE (DECREASE)
<b>GENERAL FUND</b>						
Gross Levy	\$ 16,638,265	\$ 16,926,411	\$ 14,487,920	\$ 13,624,172	\$ (863,748)	-5.96%
Loss Factor*	\$ 332,765	\$ 338,528	\$ 289,758	\$ 272,483	\$ (17,275)	-5.96%
Net Levy	\$ 16,305,500	\$ 16,587,883	\$ 14,198,162	\$ 13,351,689	\$ (846,473)	-5.96%
<b>IMRF PENSION</b>						
Gross Levy	\$ -	\$ -	\$ 2,195,345	\$ 3,059,093	\$ 863,748	39.34%
Loss Factor*	\$ -	\$ -	\$ 43,907	\$ 61,182	\$ 17,275	39.34%
Net Levy	\$ -	\$ -	\$ 2,151,438	\$ 2,997,911	\$ 846,473	39.34%
<b>TOTAL GROSS OPERATING LEVY</b>	<b>\$ 16,638,265</b>	<b>\$ 16,926,411</b>	<b>\$ 16,683,265</b>	<b>\$ 16,683,265</b>	<b>\$ 0</b>	<b>0.00%</b>
<b>FIRE PENSION FUND</b>						
Gross Levy	\$ 5,014,836	\$ 5,639,910	\$ 6,180,885	\$ 6,244,279	\$ 63,394	1.03%
Loss Factor*	\$ 100,297	\$ 112,798	\$ 123,618	\$ 124,886	\$ 1,268	1.03%
Net Levy	\$ 4,914,539	\$ 5,527,112	\$ 6,057,267	\$ 6,119,393	\$ 62,126	1.03%
<b>POLICE PENSION FUND</b>						
Gross Levy	\$ 6,084,034	\$ 6,867,980	\$ 7,588,132	\$ 8,364,032	\$ 775,900	10.23%
Loss Factor*	\$ 121,681	\$ 137,360	\$ 151,763	\$ 167,281	\$ 15,518	10.23%
Net Levy	\$ 5,962,353	\$ 6,730,620	\$ 7,436,369	\$ 8,196,751	\$ 760,382	10.23%
<b>DEBT SERVICE FUND</b>						
Gross Levy	\$ 10,307,536	\$ 10,345,063	\$ 11,027,117	\$ 12,106,014	\$ 1,078,897	9.78%
Loss Factor*	\$ 206,151	\$ 206,901	\$ 220,542	\$ 242,120	\$ 21,578	9.78%
Net Levy	\$ 10,101,385	\$ 10,138,162	\$ 10,806,575	\$ 11,863,894	\$ 1,057,319	9.78%
<b>Gross Levy</b>	<b>\$ 38,044,671</b>	<b>\$ 39,779,364</b>	<b>\$ 41,479,399</b>	<b>\$ 43,397,590</b>	<b>\$ 1,918,191</b>	<b>4.62%</b>
<b>Loss Factor*</b>	<b>\$ 760,894</b>	<b>\$ 795,587</b>	<b>\$ 829,588</b>	<b>\$ 867,952</b>	<b>\$ 38,364</b>	<b>4.62%</b>
<b>Net Levy</b>	<b>\$ 37,283,777</b>	<b>\$ 38,983,777</b>	<b>\$ 40,649,811</b>	<b>\$ 42,529,638</b>	<b>\$ 1,879,827</b>	<b>4.62%</b>

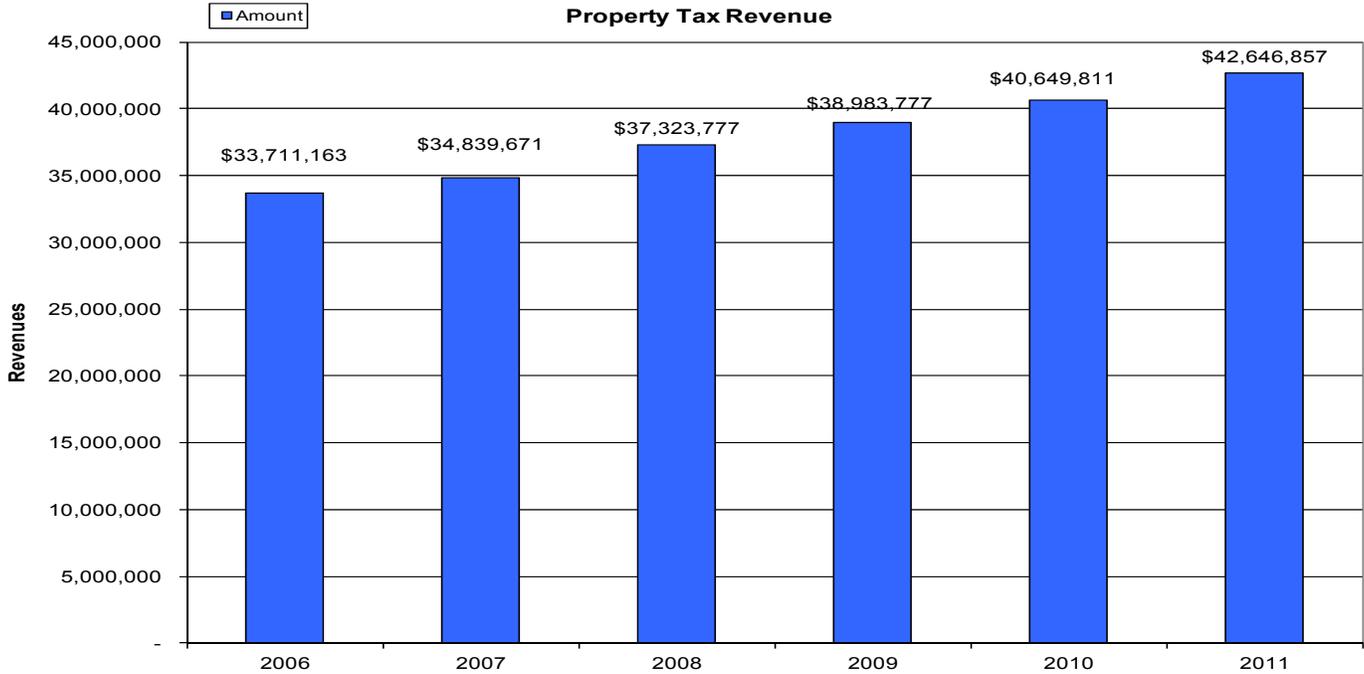
\* Loss Factor is 2%



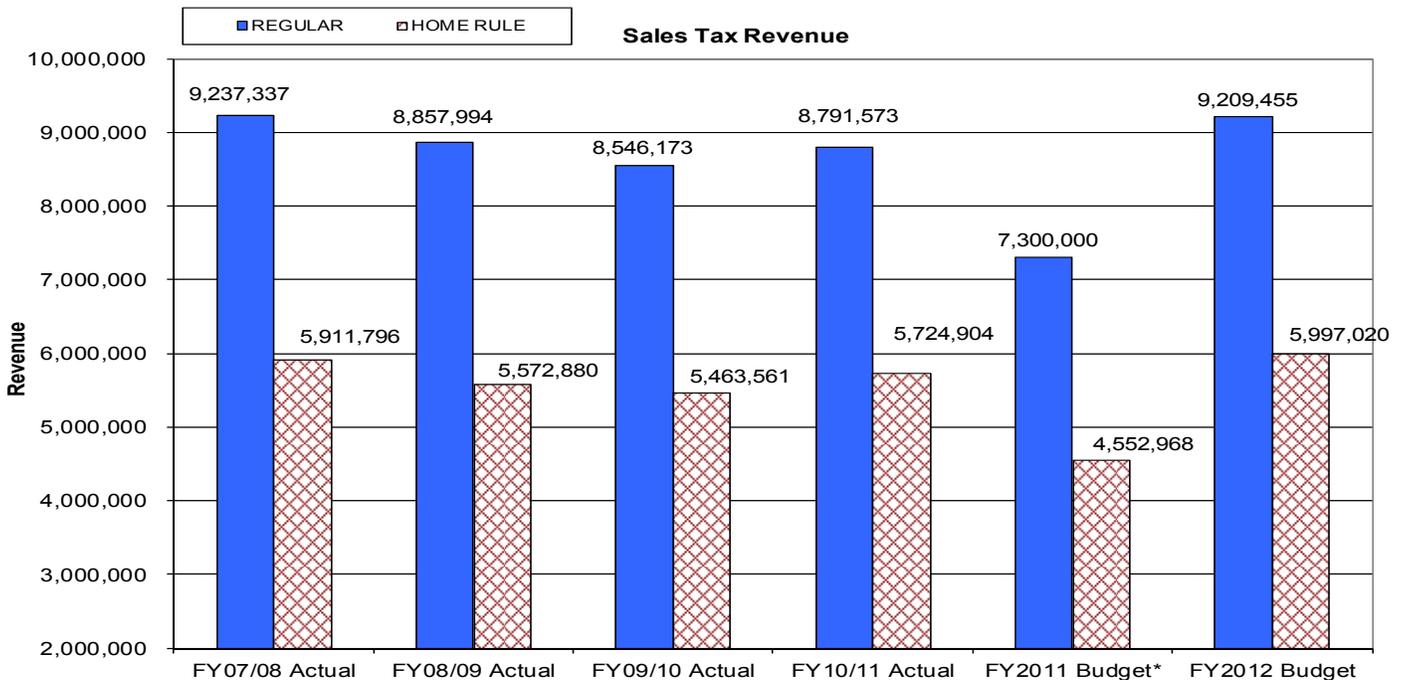
**REVENUE SOURCES, ASSUMPTIONS AND TRENDS**

The following is a summary of major revenue sources, trends and assumptions for FY 2012:

**PROPERTY TAXES** – Evanston property owners pay property tax to multiple entities including the City of Evanston. The 2011 property tax levy is collected in 2012. The FY2012 adopted budget includes an overall increase to the net property tax levy of \$1,997,046. The 2011 levy for the General Fund remained flat in comparison to the previous year. The City’s debt service levy increased by \$1,174,538 and the Firefighters’ and Police Pension levies increased by a total of \$822,508.

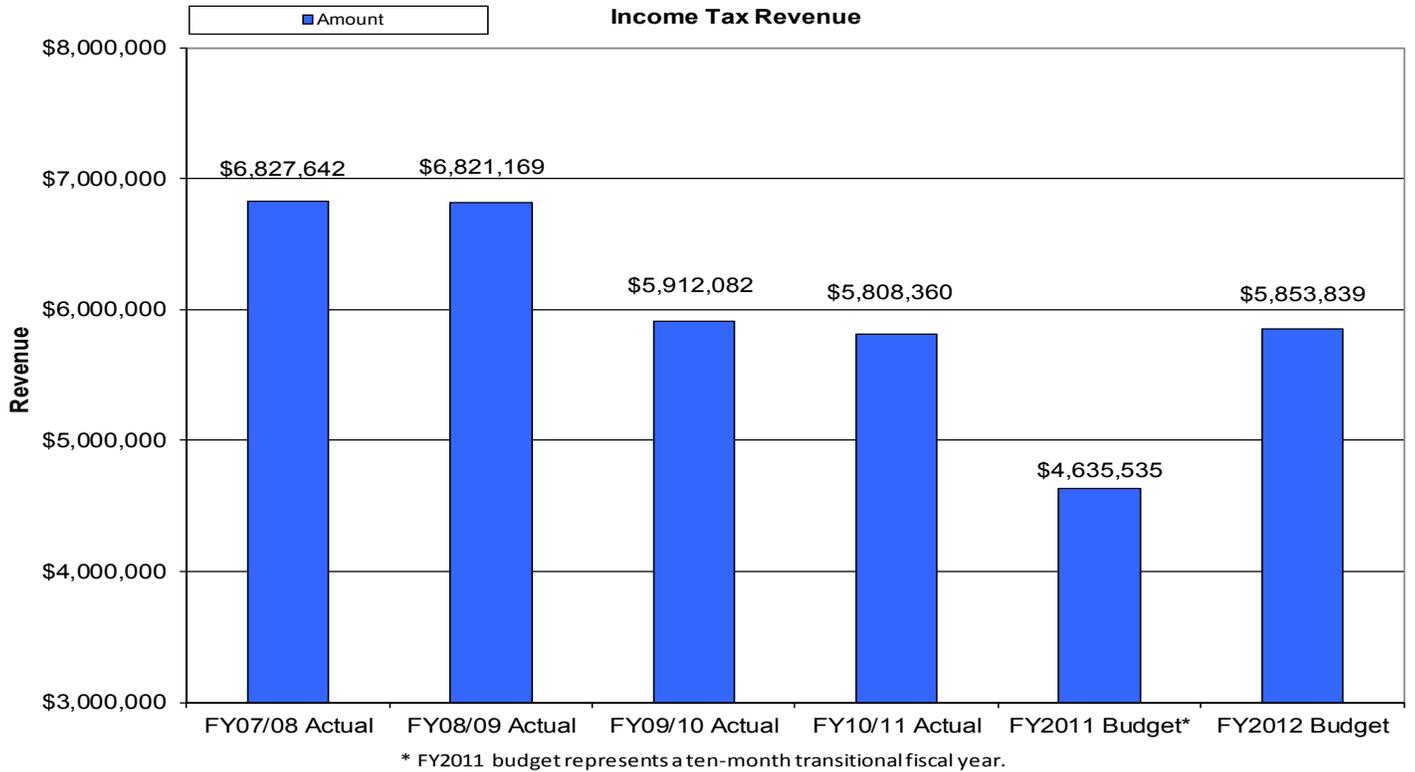


**SALES TAXES** – The City receives two types of sales taxes – one from the State of Illinois and another from a sales tax imposed through the City’s home-rule status. Both the State tax (retailers’ occupation tax- a.k.a. ROT) and the home rule tax rates are 1% although the home rule tax is not assessed on “listed” property such as vehicles and most grocery food items and medications. Based on State of Illinois revenue projections, the State sales tax budget for FY2012 is \$9.2 million and the home rule sales tax budget for FY2012 is approximately \$6 million.

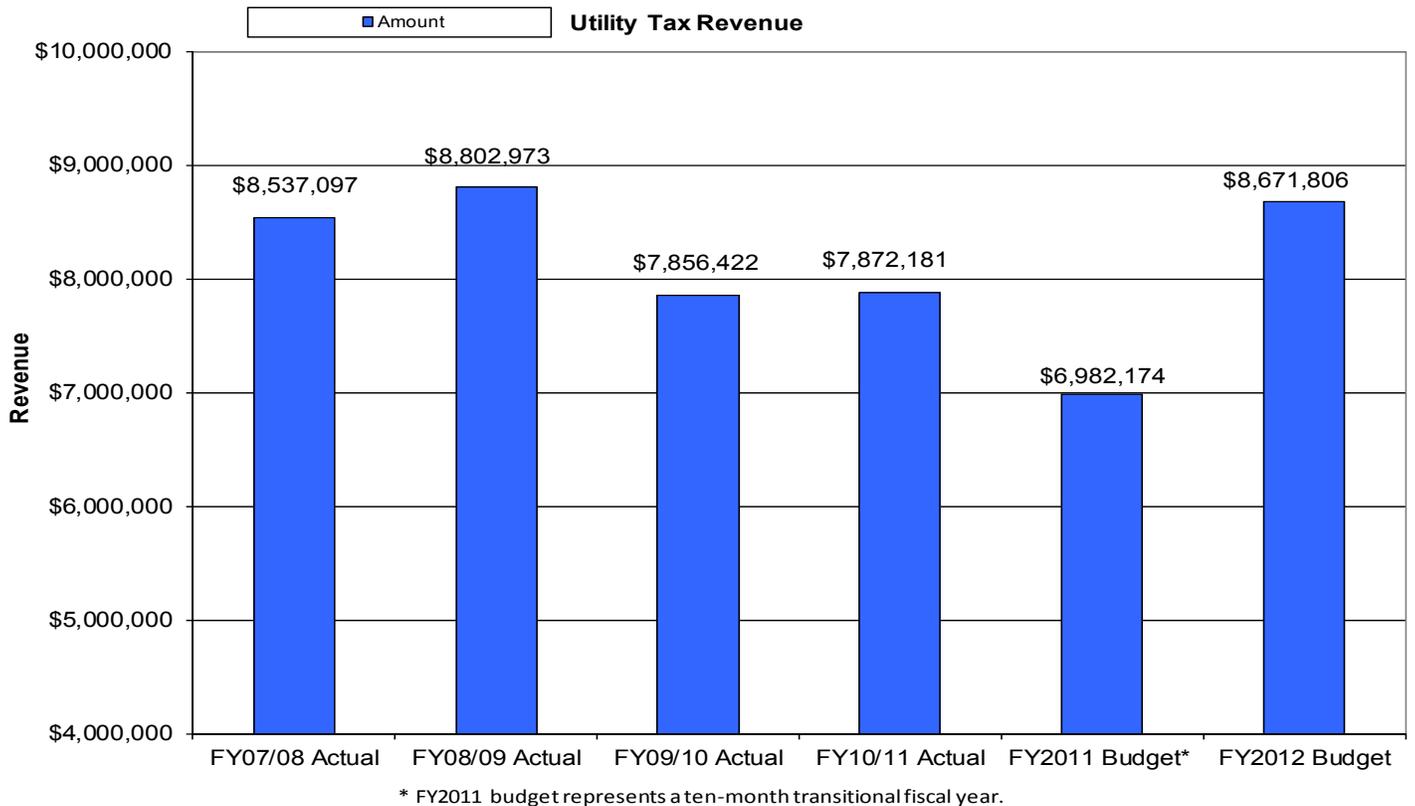


\* FY2011 budget represents a ten-month transitional fiscal year.

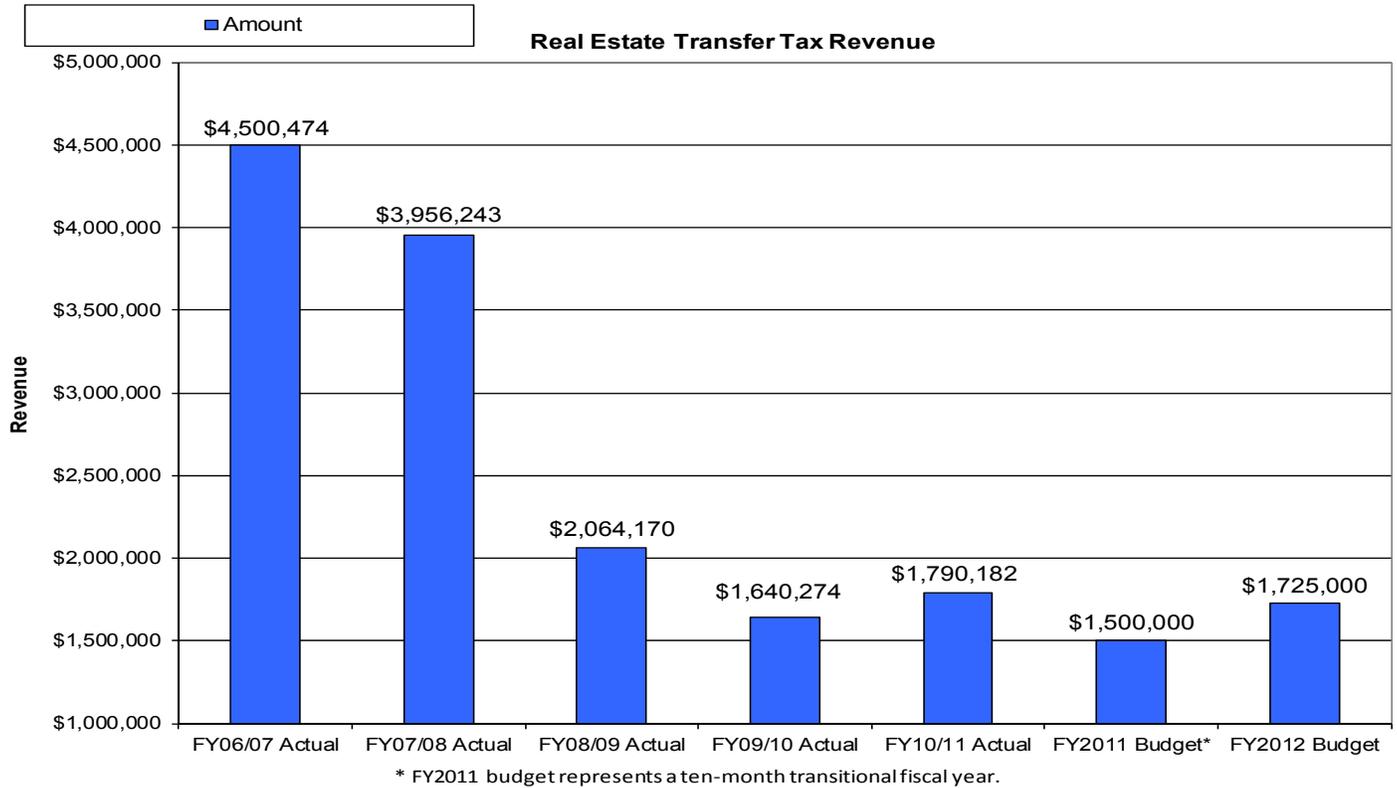
**INCOME TAX** – Income tax is a State shared tax that is distributed on a per capita basis and is based on the average income statewide. Based on the year-to-date actual receipts and Illinois Municipal League (IML) estimates, staff anticipates receiving approximately \$5.85 million in income tax revenues in FY2012.



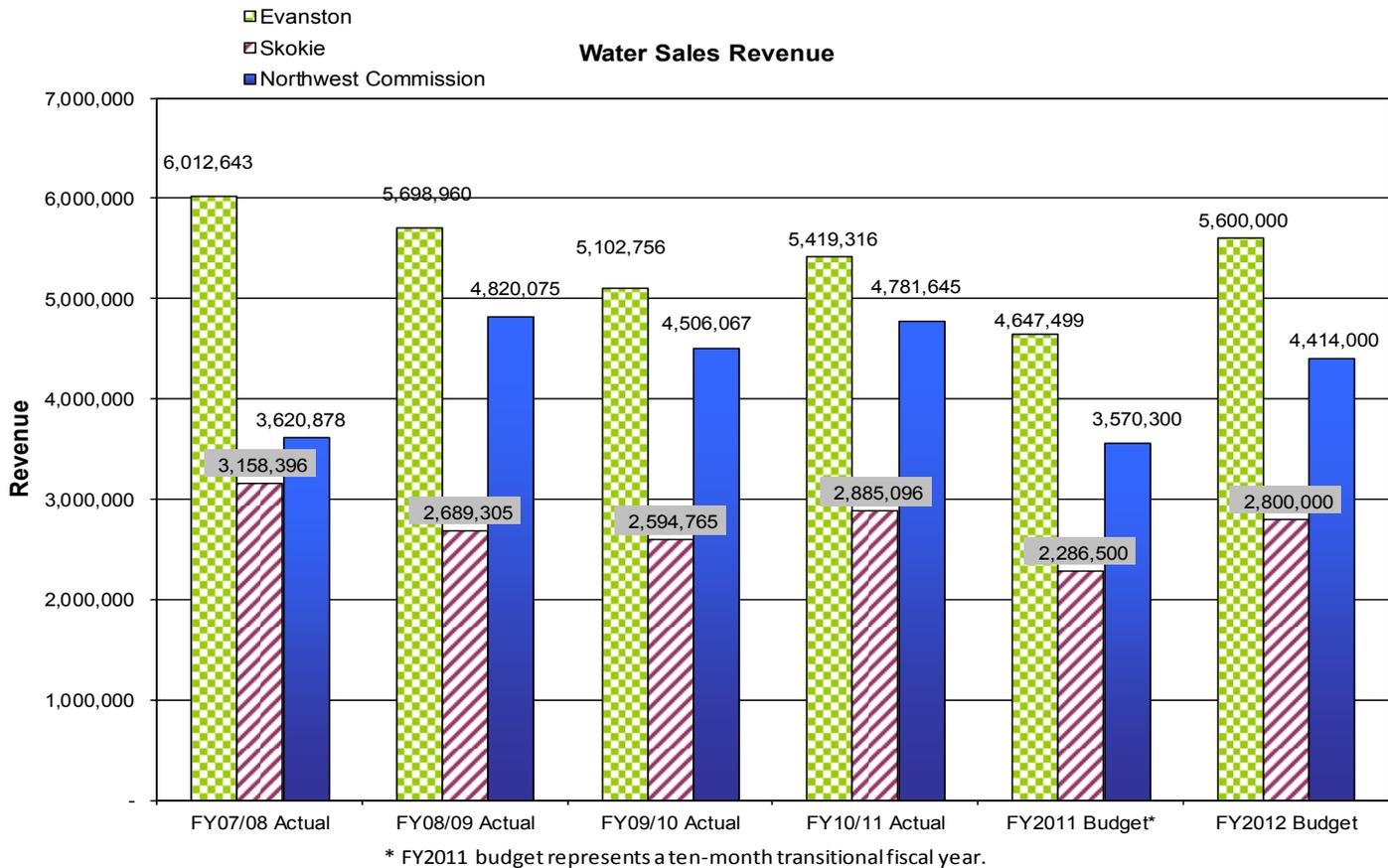
**UTILITY TAXES** –This revenue consists of taxes applied on electric usage, telephone usage, natural gas usage, and natural gas distribution. The utility tax rates are 6% for telecommunications, 5% for natural gas distribution (suppliers), \$.025/therm for natural gas usage, and a rate of \$.0061-\$.0030 for electric utility tax depending on kilowatt hours consumed. The amount of revenue for these taxes budgeted next year was largely dependent on year-to-date receipts and a historical trend analysis, if applicable, performed for the past three years.



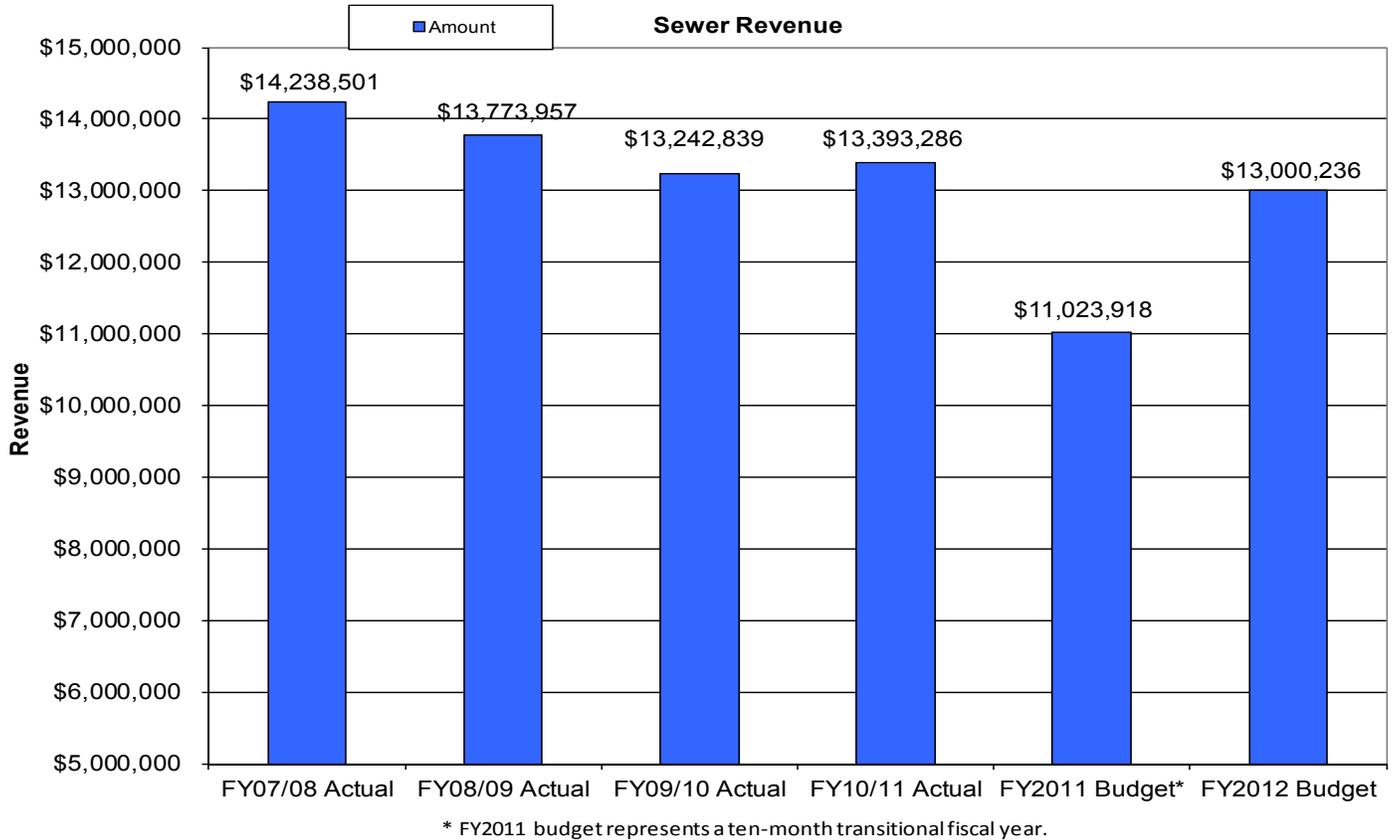
**REAL ESTATE TRANSFER TAX** – The real estate transfer tax is imposed at \$5 dollars per \$1,000 increment of value on the sale or transfer of real estate in the City less certain exemptions as specified per City code. Real estate transfer tax revenues were budgeted based on year-to-date receipts in conjunction with an analysis of regional real estate sales trends.



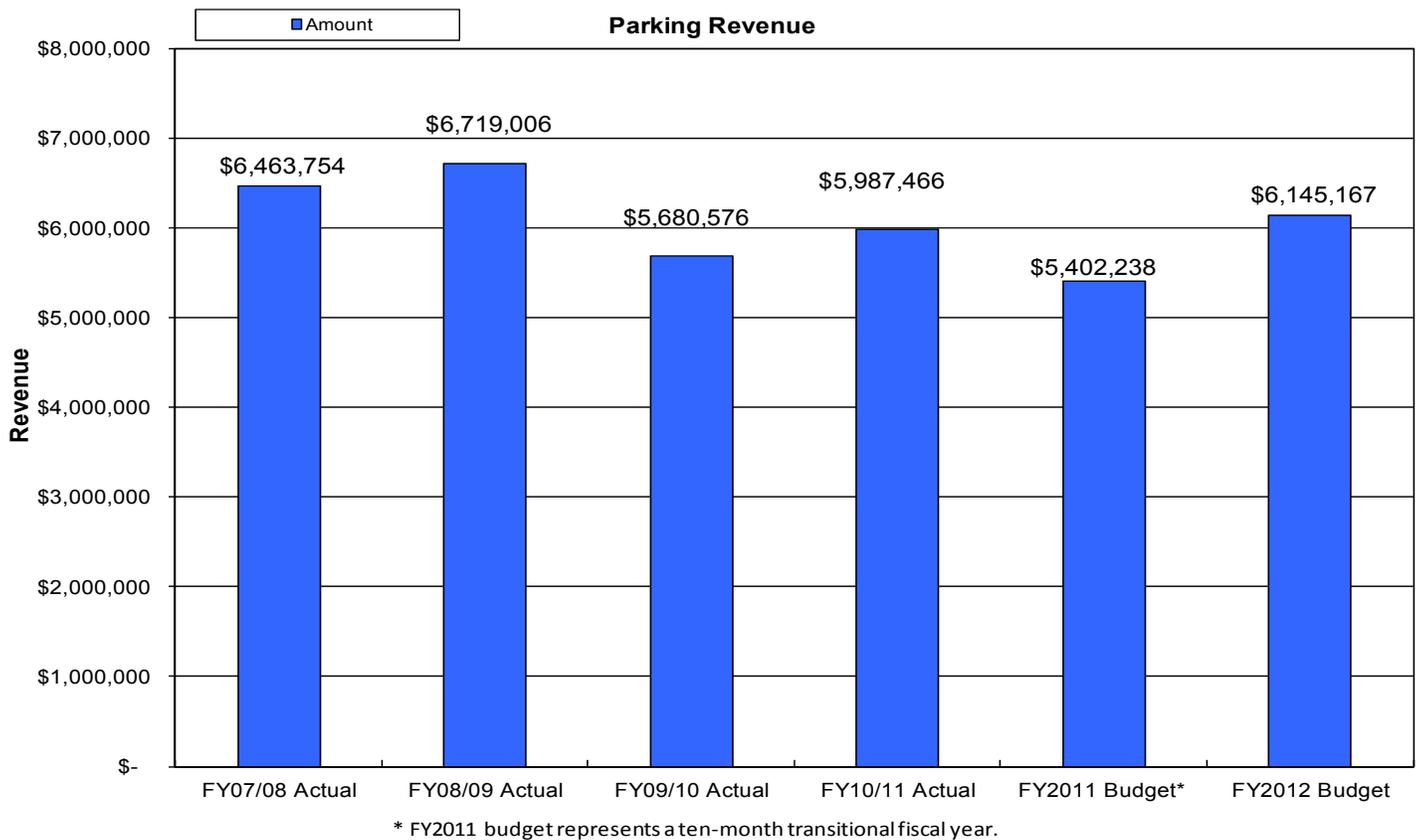
**WATER REVENUES** – Water revenues from Evanston’s water utility customers are expected to remain fairly constant from the prior year. Absent any water rate increases or adjustments, this revenue is almost entirely dependent on water consumption with weather playing a major role, especially during the summer.



**SEWER REVENUES** – This revenue is billed based on water consumption and the two revenues often go hand in hand. It is important to note that this revenue, unlike water, is not assessed to those communities outside of Evanston that purchase Evanston water.



**PARKING REVENUES** – The City operates parking meters, lots, and three major garages which generate revenues. The City's Maple and Sherman Garages were maintained as separate Funds prior to FY08/09, and the chart below has been adjusted to present consolidated totals.



# City of Evanston

## Debt Service Funds

The primary objective in debt management is to keep the level of indebtedness within available resources and it's imperative to keep the debt within the stated City Council debt limitation. Because the City of Evanston is a Home Rule municipality there is no legal limit on the amount of debt the City can issue. However, the Evanston City Council has established a limit of \$120,000,000 in general obligation debt as a City debt service policy.

The most recent debt issuance was August 1, 2011 when the City sold \$19,240,000 Series 2011A and General Obligation bonds to provide financing for public improvement projects, to provide debt service funds for the City's sewerage system and to refund certain outstanding obligations.

The public debt in the City of Evanston satisfies the current budget policy and is sufficient to meet the community needs. The City of Evanston has a rating AAA bond rating from both Fitch and Moody's.

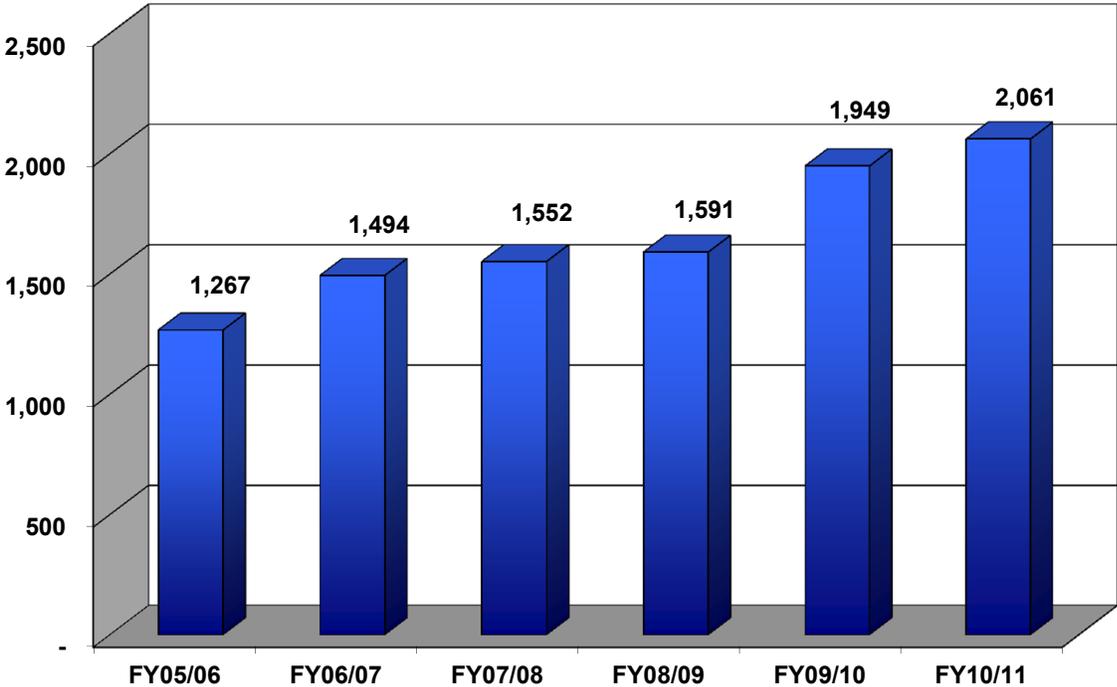
The following is a statistical breakdown of the City of Evanston's debt services profile:

General Obligation Debt per capita	\$2,061
General Obligation Debt as a percentage of Equalized Assessed Valuation	5.05%
Total unabated debt service (principal + interest) expenditures as a % of General Fund expenditure (FY 2010-11)	11.29%
Current Bonds Rating - Moody's Investor Services	Aaa
Current Bonds Rating - Fitch Ratings	AAA
Equalized Assessed Valuation - Tax year 2010	3,041,884,087
Governmental Activity General Obligation Debt (FY 2010-11)	117,322,439
Business Activity General Obligation Debt (FY 2010-11)	36,212,561

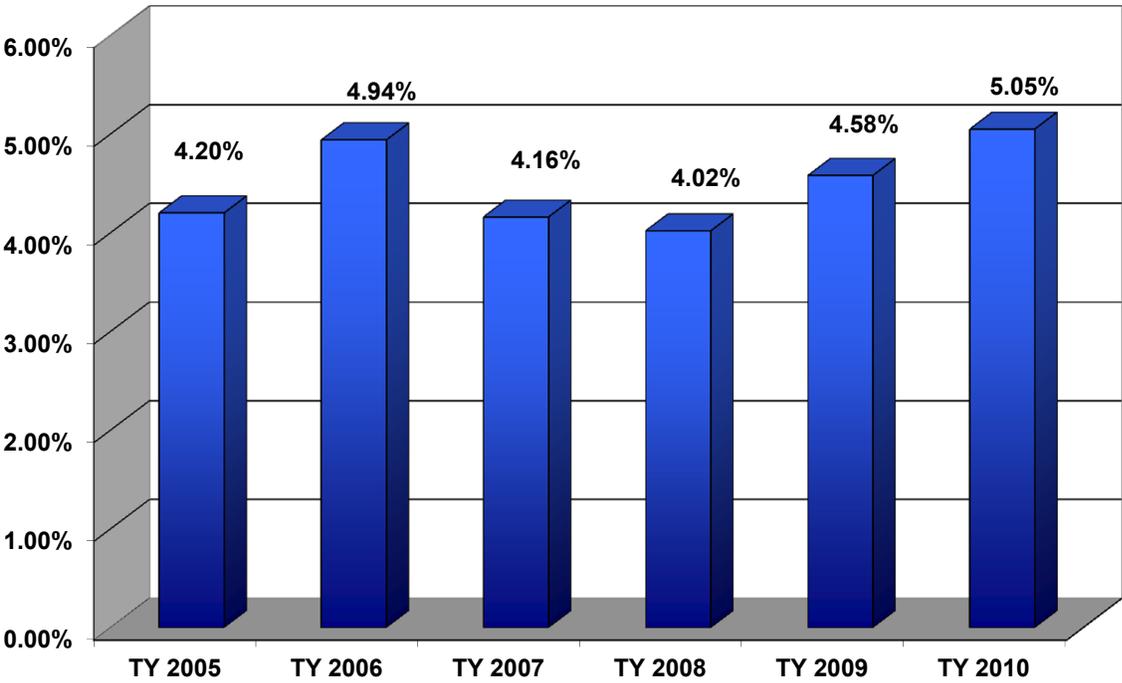
### Consolidating Debt (Principal & Interest) Payments Summary

FY 2012	Debt Service Fund	Washington Natl TIF Fund	Howard Hartery TIF Fund	Special Assessment Fund	SSA #5 Fund	Parking Fund	Water Fund	Sewer Fund	Sanitation Fund	Total
Principal	7,992,064	405,000	605,000	208,400	325,000	2,921,536	802,406	11,732,607	14,259	25,006,272
Interest	4,740,166	100,650	109,603	104,296	98,232	981,693	199,625	2,510,383	3,290	8,847,938
Total	12,732,230	505,650	714,603	312,696	423,232	3,903,229	1,002,031	14,242,990	17,549	33,854,210

**Per Capita General Obligation Debt**



**Ratio of General Obligation Debt to Equalized Assessed Valuation**





City of  
**Evanston**<sup>™</sup>

**PART III**

**GENERAL FUND BUDGET**

**City of Evanston  
General Fund Summary (Fund #100)**

	2010-2011	2011	2011	Budget-to-Budget	2012 Budget	2012 Budget	2012 Budget
	<u>Actual</u>	<u>Budget*</u>	<u>Estimate*</u>	<u>Increase (Decrease)</u>	<u>Proposed</u>	<u>Adjustments</u>	<u>Adopted</u>
<b>Operating Revenue</b>							
Property Tax	\$ 16,159,345	\$ 16,516,200	\$ 16,546,460	\$ 33,400	\$16,549,600	\$ (4,253,214)	\$ 12,296,386
Other Taxes	37,870,903	31,028,488	30,938,488	8,255,979	39,284,467	\$ 103,463	39,387,930
Licenses/Permits/Fees	8,667,275	7,293,557	7,465,902	1,304,454	8,598,011	\$ 54,850	8,652,861
Fines and Forfeitures	4,002,700	3,806,864	3,340,670	372,280	4,179,144	\$ 542,495	4,721,639
Charges for Services	9,702,647	6,048,402	6,348,672	934,449	6,982,851	\$ 870,172	7,853,023
Intergovernmental Revenue	1,152,632	802,239	748,239	(106,442)	695,797	\$ (25,900)	669,897
Other Revenue	3,236,875	1,478,601	1,620,434	(777,618)	700,983	\$ 516,000	1,216,983
Interest Income	11,454	12,000	12,000	-	12,000	\$ -	12,000
Transfers In (Other Funds)	7,608,746	6,790,549	6,774,060	1,099,519	7,890,068	\$ -	7,890,068
Library Revenues	113,102	96,582	112,850	23,703	120,285	\$ (120,285)	-
<b>Total Revenue</b>	<b>88,525,679</b>	<b>73,873,482</b>	<b>73,907,775</b>	<b>11,139,724</b>	<b>85,013,206</b>	<b>(2,312,419)</b>	<b>82,700,787</b>
<b>Operating Expense</b>							
Legislative	589,865	523,131	563,323	104,033	627,164	(11,131)	616,033
City Administration	1,921,782	1,675,952	1,321,106	145,930	1,821,882	34,376	1,856,258
Law Department	960,007	828,120	760,793	177,152	1,005,272	(6,165)	999,107
Administrative Services	9,266,548	8,206,488	7,994,305	593,419	8,799,907	(156,710)	8,643,197
Community & Economic Development	3,904,597	2,824,205	2,696,632	580,759	3,404,964	(256,625)	3,148,339
Police Department	22,439,417	20,263,642	20,151,111	4,930,931	25,194,573	(441,635)	24,752,938
Fire & Life Safety Services	12,819,555	11,192,783	11,226,020	2,329,904	13,522,687	(208,066)	13,314,621
Health Department	2,079,737	2,135,313	2,040,321	213,191	2,348,504	65,465	2,413,969
Public Works Department	12,618,306	6,862,268	6,726,621	1,689,616	8,551,884	1,007,576	9,559,460
Public Library	4,214,554	3,708,359	3,662,448	801,240	4,509,599	(4,509,599)	-
Parks/Recreation and Comm. Services	16,157,573	15,653,221	15,822,574	1,996,343	17,649,564	(256,943)	17,392,621
<b>Total Expenditures</b>	<b>86,971,941</b>	<b>73,873,482</b>	<b>72,965,254</b>	<b>13,562,518</b>	<b>87,436,000</b>	<b>(4,739,457)</b>	<b>82,696,543</b>
<b>Net Surplus (Deficit)</b>	<b>\$ 1,553,738</b>	<b>\$ -</b>	<b>\$ 942,521</b>	<b>\$ (2,422,794)</b>	<b>\$ (2,422,794)</b>	<b>\$ 2,427,038</b>	<b>\$ 4,244</b>
<b>Beginning Fund Balance</b>			14,581,963		15,524,484		15,524,484
Transfer to Capital Improvement Fund							(1,250,000)
Transfer to Equipment Replacement Fund							(500,000)
<b>Ending Fund Balance</b>			15,524,484		13,101,690		13,778,728

**FISCAL YEAR 2012**  
**GENERAL FUND REVENUES**

REVENUE TITLE	2010 - 2011 ACTUAL	2011 BUDGET	2011 ESTIMATE	2012 APPROVED	2011 vs. 2012 VARIANCE
<b>50000 REVENUES</b>					
<b>50100 OPERATING REVENUES</b>					
<b>51000 PROPERTY TAXES</b>					
51015 PROPERTY TAXES	15,898,788	16,349,600	16,349,600	12,096,386	(4,253,214)
51025 PRIOR YEAR'S TAXES	260,557	166,600	196,860	200,000	33,400
<b>51000 PROPERTY TAXES</b>	<b>16,159,344</b>	<b>16,516,200</b>	<b>16,546,460</b>	<b>12,296,386</b>	<b>(4,219,814)</b>
<b>51500 OTHER TAXES</b>					
51515 STATE USE TAX	1,060,610	677,877	677,877	1,091,215	413,338
51525 SALES TAX - BASIC	8,791,573	7,300,000	7,300,000	9,209,455	1,909,455
51530 SALES TAX - HOME RULE	5,724,904	4,552,968	4,552,968	5,997,020	1,444,052
51535 AUTO RENTAL TAX	36,445	29,155	29,155	36,445	7,290
51540 ATHLETIC CONTEST TAX	646,337	550,000	550,000	700,000	150,000
51545 STATE INCOME TAX	5,808,360	4,635,565	4,635,565	5,853,839	1,218,274
51555 FIRE INSURANCE TAX		90,000			(90,000)
51565 ELECTRIC UTILITY TAX	2,783,149	2,196,333	2,196,333	3,069,806	873,473
51570 NATURAL GAS UTILITY TAX	1,188,498	1,385,130	1,385,130	1,583,000	197,870
51575 NAT GAS USE TAX HOME RULE	740,854	709,044	709,044	869,000	159,956
51585 CIGARETTE TAX	440,103	295,284	295,284	485,000	189,716
51590 EVANSTON MOTOR FUEL TAX	558,024	550,378	550,378	761,587	211,209
51595 LIQUOR TAX	2,070,063	1,623,754	1,623,754	2,070,063	446,309
51600 PARKING TAX	2,330,876	1,800,000	1,800,000	2,160,000	360,000
51605 PERS. PROP. RPL. TAX	644,319	360,750	360,750	580,000	219,250
51610 PERS. PROP. RPL. TAX REC	46,300	38,583	38,583	46,300	7,717
51615 PERS. PROP. RPL. TAX LIB	50,200	41,833	41,833		(41,833)
51620 REAL ESTATE TRANSFER TAX	1,790,182	1,500,000	1,500,000	1,725,000	225,000
51625 TELECOMMUNICATIONS TAX	3,159,680	2,691,667	2,691,667	3,150,000	458,333
51630 AMUSEMENT TAX	424	167	167	200	33
<b>51500 OTHER TAXES</b>	<b>37,870,903</b>	<b>31,028,488</b>	<b>30,938,488</b>	<b>39,387,930</b>	<b>8,359,442</b>
<b>52000 LICENSES, PERMITS &amp; FEES</b>					
<b>52005 LICENSES</b>					
52010 VEHICLE LICENSES	2,598,341	1,799,820	2,400,000	2,598,341	798,521
52015 BUSINESS LICENSES	102,264	80,000	80,000	171,000	91,000
52020 PET LICENSES	24,000	22,000	22,000	22,000	
52030 CONTRACTORS' LICENSES	76,050	66,640	66,640	77,302	10,662
52035 ROOMING HOUSE LICENSES	182,936	193,000	193,000	193,000	
52040 LIQUOR LICENSES	347,475	300,000	300,000	330,000	30,000
52041 ONE DAY LIQUOR LICENSE	5,953	5,000	5,000	8,600	3,600
52045 FARMERS' MARKET LICENSES	12,860	28,000	30,000	30,000	2,000

**FISCAL YEAR 2012**  
**GENERAL FUND REVENUES**

REVENUE TITLE	2010 - 2011 ACTUAL	2011 BUDGET	2011 ESTIMATE	2012 APPROVED	2011 vs. 2012 VARIANCE
52046 RENTAL BUILDING REGISTRA	70,340	95,000	95,000	95,000	
52050 OTHER LICENSES	21,265	5,000	21,500	20,000	15,000
52055 LONG TERM CARE LICENSES	113,700	20,000	70,560	98,400	78,400
52061 SEASONAL FOOD ESTABL.LIC	1,547				
52062 MOBILE FOOD VEHICLE VEND	750				
52063 HEN COOP LICENSE	200				
52070 RESIDENT CARE HOME LICEN	460	80	80	80	
52005 LICENSES	3,558,141	2,614,540	3,283,780	3,643,723	1,029,183
<b>52075 PERMITS</b>					
52080 BUILDING PERMITS	2,702,810	2,500,000	1,900,000	2,500,000	
52085 PLAN REVIEW	5,879	6,248	4,000	6,248	
52090 PLUMBING PERMITS	117,574	135,000	135,000	135,000	
52095 ELECTRICAL PERMITS	124,174	130,000	130,000	130,000	
52105 SIGNS AND AWNING PERMITS	6,712	8,330	8,330	8,330	
52110 OTHER/MISC PERMITS	225,916	183,260	183,260	183,260	
52115 ELEVATOR PERMITS	20,919	41,650	41,650	41,650	
52120 HEATING VENT. A/C PERMIT	323,351	210,000	275,000	210,000	
52126 RIGHT-OF WAY PERMIT	213,600	250,000	250,000	290,000	40,000
52130 RESIDENTS ANNUAL PRKG PE	126,530	110,000	110,000	128,000	18,000
52131 VISITOR PARKING PERMITS	12,246	11,912	11,912	12,300	388
52135 FIRE SUPPRESSION/ALARM PE	20,588		40,000	40,000	40,000
52075 PERMITS	3,900,298	3,586,400	3,089,152	3,684,788	98,388
<b>52140 FEES</b>					
52145 ANNUAL SIGN FEES	30,340	25,000	25,000	25,000	
52146 MOVING VAN PERMIT FEE				50,000	50,000
52155 PLAT PR.&SIGN APP HRG FE	1,320	2,082	2,100	2,100	18
52170 ALARM PANEL FRANCHISE FE	9,255	4,165	4,500	6,000	1,835
52175 NU/CENTEL EASEMENT	47,000				
52180 CABLE FRANCHISE FEE	862,650	741,370	741,370	865,000	123,630
52181 PEG FEES - COMCAST	105,108				
52185 NICOR FRANCHISE FEE	79,684	95,000	95,000	95,000	
52186 SOLID WASTE FRANCHISE FE	73,480				
52187 TRANSFER STATION FEES		225,000	225,000	281,250	56,250
52140 FEES	1,208,836	1,092,617	1,092,970	1,324,350	231,733
52000 LICENSES, PERMITS & FEES	8,667,275	7,293,557	7,465,902	8,652,861	1,359,304
<b>52500 FINES AND FORFEITURES</b>					

**FISCAL YEAR 2012**  
**GENERAL FUND REVENUES**

REVENUE TITLE	2010 - 2011 ACTUAL	2011 BUDGET	2011 ESTIMATE	2012 APPROVED	2011 vs. 2012 VARIANCE
52505 TICKET FINES-PARKING	3,172,985	3,006,667	2,513,670	3,805,241	798,574
52510 REGULAR FINES	250,779	274,910	265,000	298,449	23,539
52530 BOOT RELEASE FEE	78,615	56,644	48,900	60,376	3,732
52540 FIRE FALSE ALARM FINES	74,455	137,445	137,000	170,000	32,555
52545 POLICE FALSE ALARM FINES	20,350				
52555 HOUSING CODE VIOL FINES	136,968	50,000	75,000	117,248	67,248
52560 PERMIT PENALTY FEES	10,940	6,248	7,500	7,500	1,252
52570 NONPARKING ORDINANCE VIOL	244,133	124,950	160,000	262,825	137,875
52605 LANDLORD/TENANT VIOL FINE					
52610 LIBRARY FINES & FEES	162,385	150,000	133,600		(150,000)
52500 FINES AND FORFEITURES	4,002,700	3,806,864	3,340,670	4,721,639	914,775
<b>53000 CHARGES FOR SERVICES</b>					
<b>53005 HEALTH DEPT.- CHRGS FOR S</b>					
53010 BIRTH AND DEATH RECORDS	5,447				
53050 SANITATION CLASSES	4,850	4,200	1,705	1,700	(2,500)
53075 DENTAL CLINIC	149,127	108,290	106,467	125,000	16,710
53105 HEALTH FOOD ESTBLSMNT LI	189,968	12,000	148,200	185,000	173,000
53135 DENTAL CHECK UP	2,375		1,115		
53140 EMERGENCY DENTAL EXAM	30		40		
53150 AMALGAM FILLING	30		90		
53151 DENTAL CO- PAY	45				
53155 RESIN FILLING	1,500		120		
53165 EXTRACTION	120				
53171 ROOT CANAL PAYMENTS	175				
53175 SEALANT OFFICE VISIT	230		20		
53180 ADDITIONAL SEALANTS	10				
53185 TEMPORARY FOOD LICENSE F	8,438	6,500	6,500	6,500	
53190 FOOD DELIVERY VEHICLE	4,850	100	5,500	5,500	5,400
53200 BEV.SNACK VENDING MACHIN	30,559	200	22,500	28,000	27,800
53210 TOBACCO LICENSE	20,500	1,000	14,250	19,000	18,000
53211 BEEKEEPER LICENSE FEE	75				
53215 BIRTH CERTIFICATE	66,115	66,640	66,640	70,000	3,360
53220 DEATH CERTIFICATE-16.23	34,094	57,477	30,000	40,000	(17,477)
53230 FUNERAL DIRECTOR LICENSE	7,350	5,498	6,000	6,000	502
53235 TEMP FUNERAL DIREC LICEN	5,526	4,165	4,200	4,200	35
53005 HEALTH DEPT.- CHRGS FOR S	531,414	266,070	413,347	490,900	224,830
<b>53240 PARKING - CHRGS FOR SVCS</b>					

**FISCAL YEAR 2012**  
**GENERAL FUND REVENUES**

REVENUE TITLE	2010 - 2011 ACTUAL	2011 BUDGET	2011 ESTIMATE	2012 APPROVED	2011 vs. 2012 VARIANCE
53251 PARKING METER FEE INCREA				641,667	641,667
53240 PARKING - CHRGS FOR SVCS				641,667	641,667
53412 LOT 15 RENTAL					
53560 RECREATION - CHRGS FOR SV					
53565 RECREATION PROGRAM CHARG	5,155,391	4,544,253	4,710,319	5,217,839	673,587
53566 RECREATION DEFERRED REVE	289				
53568 TRANS.FROM RESTRICTED AC	42,450	73,216	73,215	73,216	1
53569 Special Events Revenue	69,568	37,000	34,000	38,000	1,000
53560 RECREATION - CHRGS FOR SV	5,267,698	4,654,468	4,817,534	5,329,055	674,587
53570 WATER, SEWER & RECYCLING					
53600 SEWER SERV CHARG-PENALTY					
53602 SWANCC RECYCLING INCENTI	56,406				
53605 SANITATION CHARGE	2,261,231				
53610 SANITATION SERV CHAR-PEN	37,569				
53615 SANIT SPECIAL PICKUP FEE	83,399				
53570 WATER, SEWER & RECYCLING	2,438,605				
53620 OTHER CHRGS FOR SVCS					
53635 WEIGHTS AND MEASURES EX	345	833	833	1,000	167
53640 SENIOR TAXI COUPON SALES	96,717	87,465	87,465		(87,465)
53650 STATE HIGHWAY MAINTENANC	69,146	54,994	54,994	58,000	3,006
53655 FIRE COST RECOVERY CHARG	2,545	8,330	4,000	10,000	1,670
53656 OTHER SERVICE CHARGES	693				
53665 CONDO CONVERSION APP FEE	16,650				
53666 HISTORIC PRESERVATION RE	6,075	5,000	5,000	6,500	1,500
53620 OTHER CHRGS FOR SVCS	192,171	156,622	152,292	75,500	(81,122)
53667 TREE PRESERVATION PERMIT					
53675 AMBULANCE SERVICE	973,482	820,525	850,000	1,049,901	229,376
53680 TOWING CHARGES		2,499	2,499	3,000	501
53685 POLICE REPORT FEES	15,794	13,328	12,000	14,500	1,172
53690 WOOD RECYCLING	34,830	19,992	20,000	27,000	7,008
53695 ZONING FEES	45,378	15,000	17,500	17,500	2,500
53700 FIRE REPORT FEES	462				
53705 FIRE BUILDING INSPECTION	5,265	6,000	6,000	6,000	
53715 ALARM REGISTRATION FEE	133,405	46,000	45,000	180,000	134,000

**FISCAL YEAR 2012**  
**GENERAL FUND REVENUES**

REVENUE TITLE	2010 - 2011 ACTUAL	2011 BUDGET	2011 ESTIMATE	2012 APPROVED	2011 vs. 2012 VARIANCE
53720 SKOKIE ANIMAL BOARD FEE	8,085	6,248	8,500	8,000	1,752
53725 BACKGR CHKS DAYCARE PROV	540				
53736 NEW PAVEMENT DEGRADATION	55,518	41,650	4,000	10,000	(31,650)
53667 TREE PRESERVATION PERMIT	1,272,758	971,242	965,499	1,315,901	344,659
<b>53000 CHARGES FOR SERVICES</b>	<b>9,702,647</b>	<b>6,048,402</b>	<b>6,348,672</b>	<b>7,853,023</b>	<b>1,804,621</b>
<b>55000 INTERGOVERNMENTAL REVENUE</b>					
<b>55005 COUNTY &amp; LOCAL AID</b>					
55012 FULL CIRCLE GRANT- COMM	6,474				
<b>55005 COUNTY &amp; LOCAL AID</b>	<b>6,474</b>				
<b>55015 STATE AID</b>					
55019 H1N1 GRANT REIMBURSEMENT	26,833				
55025 LOCAL HEALTH PROTECTION	39,048	163,000	75,000	75,000	(88,000)
55040 DENTAL SEALANT GRANT	721	1,666	1,666	2,674	1,008
55075 SUMMER FOOD INSPECTIONS	450	333	400	400	67
55080 KID CARE AGREEMENT	2,520				
55085 IL TOBACCO FREE COMMUNIT	1,750	12,500	21,000	25,082	12,582
55125 TEEN PREGNANCY PREV. GRN	45,900	50,480	10,200		(50,480)
55130 IL STATE CHILDHOOD LEAD	720	250	1,000	1,000	750
55135 TEEN PARENT SERVICES PRO	12,769	25,490	18,100		(25,490)
55145 PROSTATE CANCER AWARENESS			12,000	11,500	11,500
55146 STATE, COUNTY AND OTHER	28,915	118,743	12,000	11,000	(107,743)
55150 TANNING PARLOR INSPECTIO		83	200	200	117
55160 VIOL. CRIME VIC. ASST GR	500	18,525		18,525	
55170 FIRE DEPARTMENT TRAINING	1,115	1,500	12,762	2,000	500
55173 CRI GRANT -REVENUE (HHS)	11,642	33,320	38,550	44,000	10,680
55174 PHEP GRANT-REVENUE (HHS)	31,027	58,310	55,000	62,072	3,762
55175 STATE RECYCLING GRANT	60,000				
55176 DENTAL EXPANSION GRANT			95,000	30,000	30,000
55175 STATE RECYCLING GRANT	60,000		95,000	30,000	30,000
55177 DENTAL REIMBURSEMENT PRO			61,500	82,000	82,000
55178 DISEASE / DIABETES GRANT			16,320	16,000	16,000
55191 TOWNSHIP-JOB TRAIN.& MEN				50,000	50,000
55195 TOWNSHIP-SUMMER YOUTH EM	15,167	20,000			(20,000)
55231 LEAD PAINT HAZARD GRANT	8,000	80,000	80,000	80,000	
55245 LIBRARY STATE PER CAPITA	75,805	62,833	75,971		(62,833)
<b>55015 STATE AID</b>	<b>361,882</b>	<b>647,033</b>	<b>586,669</b>	<b>511,453</b>	<b>(135,580)</b>

**FISCAL YEAR 2012**  
**GENERAL FUND REVENUES**

REVENUE TITLE	2010 - 2011 ACTUAL	2011 BUDGET	2011 ESTIMATE	2012 APPROVED	2011 vs. 2012 VARIANCE
<b>55250 FEDERAL AID</b>					
55251 FEDERAL GRANT / AID	605,907	10,000	12,635	10,000	
55253 ENERGY EFF.& CONSV.BLOCK					
55255 COMM AGING GRT-ADVOCATE	33,576	30,821	27,610	30,044	(777)
55265 FEMA	38,116	19,992	20,000	17,000	(2,992)
55270 POLICE TRAINING	8,000	6,664	8,000	8,000	1,336
55275 HUD EMERG SHELTER GRANTS	85,729	79,729	84,885	85,000	5,271
55280 COMMUNITY POLICE GRANT	3,550				
55285 LAW ENFORCEMENT BLOCK GR	8,178				
55290 OTHER FEDERAL AID	8,320	8,000	8,440	8,400	400
<b>55250 FEDERAL AID</b>	<b>784,276</b>	<b>155,206</b>	<b>161,570</b>	<b>158,444</b>	<b>3,238</b>
<b>55000 INTERGOVERNMENTAL REVENUE</b>	<b>1,152,632</b>	<b>802,239</b>	<b>748,239</b>	<b>669,897</b>	<b>(132,342)</b>
<b>56000 OTHER REVENUE</b>					
56002 WOMEN OUT WALKING			8,390	25,000	25,000
56010 PROPERTY SALES AND RENTAL	108,657	117,830	117,997	150,491	32,661
56011 DONATIONS		52,000	52,000	69,400	17,400
56012 BERGLUND ANI.HOSP.PARKIN	2,400				
<b>56010 PROPERTY SALES AND RENTAL</b>	<b>111,057</b>	<b>169,830</b>	<b>169,997</b>	<b>219,891</b>	<b>50,061</b>
<b>56015 REVENUE FROM DAMAGE TO CI</b>					
56025 DAMAGE TO CITY SIGNAGE		1,666	1,666	2,000	334
56030 DAMAGE TO CITY TRAFFIC S	3,039	16,660	16,660	20,000	3,340
56031 DAMAGE TO STREET LIGHTS		16,660	16,660	20,000	3,340
<b>56015 REVENUE FROM DAMAGE TO CI</b>	<b>3,039</b>	<b>34,986</b>	<b>34,986</b>	<b>42,000</b>	<b>7,014</b>
<b>56045 MISCELLANEOUS REVENUE</b>	<b>54,738</b>	<b>46,667</b>	<b>42,567</b>	<b>159,000</b>	<b>112,333</b>
56046 TAXICAB CLASS REVENUE	4,800	5,831	5,831	7,000	1,169
<b>56045 MISCELLANEOUS REVENUE</b>	<b>59,538</b>	<b>52,498</b>	<b>48,398</b>	<b>166,000</b>	<b>113,502</b>
<b>56047 RESERVES</b>					
56048 TEEN BABY NURSERY PROG	82,000	41,000	41,000	41,000	
<b>56047 RESERVES</b>	<b>82,000</b>	<b>41,000</b>	<b>41,000</b>	<b>41,000</b>	
56060 BOND PROCEEDS	72,425				
56063 CONST.INSP.OVERTIME REIMB					
56064 REIMB.-SCHOOL RESOURCE O		298,700	298,700		(298,700)
56065 SALE OF SURPLUS PROPERTY	213,000				
<b>56063 CONST.INSP.OVERTIME REIMB</b>	<b>213,000</b>	<b>298,700</b>	<b>298,700</b>		<b>(298,700)</b>

**FISCAL YEAR 2012**  
**GENERAL FUND REVENUES**

REVENUE TITLE	2010 - 2011 ACTUAL	2011 BUDGET	2011 ESTIMATE	2012 APPROVED	2011 vs. 2012 VARIANCE
56067 REIMBURSEMENTS- SERV. & S	3,424				
56068 REIMB SALT USE DIST 65 ET	83,377				
56069 REIMB. FOR FIRE DEPTT. S	36,051				
56068 REIMB SALT USE DIST 65 ET	119,428				
<b>56070 OVER AND SHORT</b>					
56095 OVER AND SHORT - COLLECT	1,558				
56070 OVER AND SHORT	1,558				
56105 PAYMENT IN LIEU OF TAXES	87,500	340,092	340,092	152,092	(188,000)
56106 FUND BALANCE APPLIED		130,000	130,000	516,000	386,000
56113 CONTRIBUTION FROM EPL FR	158,400				
56131 DUTCH ELM TREE INSURANCE	75,000				
56132 Trsf Fr Dutch Elm Tree R		356,000	513,216		(356,000)
56131 DUTCH ELM TREE INSURANCE	75,000	356,000	513,216		(356,000)
56134 PRIVATE ELM TREES INS. MO	42,830	43,000	39,940	40,000	(3,000)
56140 FEES AND MERCHANDISE SALE	2,878				
56155 TRASH CART SALES	67,527				
56156 YARD WASTE FEE	222,135				
56156 YARD WASTE FEE	222,135				
56175 PARKING PERMITS-RYAN FIEL	15,137	12,495	12,495	15,000	2,505
56185 PART. PENSION CONTRIBUTIO					
56196 JDE WATER INTERFACE					
56000 OTHER REVENUE	1,336,875	1,478,601	1,620,434	1,216,983	(261,618)
<b>56500 INTEREST INCOME</b>					
56501 INVESTMENT INCOME	11,454	12,000	12,000	12,000	
56587 SALE OF LAND	1,900,000				
56500 INTEREST INCOME	1,911,454	12,000	12,000	12,000	
<b>57000 TRNSFR FROM OTHER FUNDS</b>					
57007 FROM WEST EVANSTON TIF	24,996	50,000	50,000	60,000	10,000
57011 FROM HPRP GRANT FUND		27,000	40,000		(27,000)
57012 FROM NSP2 GRANT FUND		278,000	278,000	320,000	42,000
57020 FROM MOTOR FUEL FUND-S/M	772,500	697,492	697,492	836,990	139,498
57030 FROM COMM. DEVEL. FUND	966,218	772,000	721,601	776,811	4,811
57035 FROM HOME FUND	36,396	56,400	56,400	59,958	3,558
57037 FROM NSP2	118,248				
57035 FROM HOME FUND	154,644	56,400	56,400	59,958	3,558

**FISCAL YEAR 2012**  
**GENERAL FUND REVENUES**

REVENUE TITLE	2010 - 2011 ACTUAL	2011 BUDGET	2011 ESTIMATE	2012 APPROVED	2011 vs. 2012 VARIANCE
57040 FROM EMERGENCY TEL SYSTEM	126,000	104,958	125,868	125,950	20,992
57050 FROM ECON DEV FUND	390,000	377,256	377,256	452,707	75,451
57060 FROM HOUSING FUND	24,000	19,992	19,992	23,990	3,998
57065 FROM WASHINGTON NAT'L DS	324,996	325,000	325,000	325,000	
57070 FROM HOW HARTREY DEBT SER	141,600	141,600	141,600	141,600	
57075 FROM SW TIF DEBT SERVICE	24,096	24,100	24,100	28,920	4,820
57096 FROM HOWARD RIDGE TIF	120,396	120,400	120,400	120,400	
57100 FROM CAPITAL IMP. FUND	300,000	300,000	300,000	475,000	175,000
57130 FROM PARKING FUND	686,496	536,868	536,868	644,242	107,374
57135 FROM WATER FUND	162,300	135,196	135,196	162,235	27,039
57140 FROM WATER FUND-ROI	2,531,304	2,108,573	2,108,573	2,531,102	422,529
57145 FROM WATER FUND-ADMIN. EX	593,196	494,136	494,136	662,963	168,827
57165 FROM SEWER FUND	266,004	221,578	221,578	142,200	(79,378)
57000 TRNSFR FROM OTHER FUNDS	7,608,746	6,790,549	6,774,060	7,890,068	1,099,519
<b>57500 LIBRARY-OTHER REVENUE</b>					
57505 LIBRARY VIDEO RENTALS	31,706	23,333	29,800		(23,333)
57510 NON-RESIDENT LIBRARY CARD	2,400	833	2,850		(833)
57515 LIBRARY MATERIAL REPLACEM	12,587	12,500	10,100		(12,500)
57525 LIBRARY MISC. REVENUES	428				
57535 LIBRARY COPY MACH. CHG	22,652	22,083	18,500		(22,083)
57540 LIBRARY MEETING RM RENTAL	9,932	8,333	8,600		(8,333)
57545 NORTH BRANCH RENTAL INC	33,396	29,500	43,000		(29,500)
57500 LIBRARY-OTHER REVENUE	113,102	96,582	112,850		(96,582)
<b>58000 REAPPROPRIATION OF SURPLUS</b>					
<b>50100 OPERATING REVENUES</b>	<b>88,525,679</b>	<b>73,873,482</b>	<b>73,907,775</b>	<b>82,700,787</b>	<b>8,827,305</b>
<b>50000 REVENUES</b>	<b>88,525,679</b>	<b>73,873,482</b>	<b>73,907,775</b>	<b>82,700,787</b>	<b>8,827,305</b>

# City of Evanston

## City Council

**Description of Major Activities:**

The City Council consists of the Mayor, who is elected at large, and nine aldermen, one elected from each of the nine wards for a term of four years.

The City Council formulates policies to guide the orderly development and administration of the City; determines the use of tax dollars and other funding sources to meet the City's needs; holds public hearings to provide citizens with opportunities to be heard; participates in conferences, forums and meetings of legislative groups and associations; keeps its constituency informed of City issues and activities through ward meetings and public forums and responds to citizen requests for services and information.

<b>Total Full-Time Equivalent Positions:</b>		
Employee Status Description	Job Type Description	2012 Position FTE
<b>City Council</b>		
Part-Time Regular	Mayor	0.00
Part-Time Regular	Alderman (9 elected officials @ 0 FTE)	0.00
Full-Time Regular	Mayor's Assistant	1.00
<b>1300 Total</b>		<b>1.00</b>
<b>City Council Total</b>		<b>1.00</b>

**Financial Summary**

	2010-11 Actual	2011 Budget Adopted	2011 Estimated Actual	2012 Adopted Budget
<b>Expenditures:</b>				
1300 - City Council	422,687	374,718	401,376	411,359
<b>Total:</b>	<b>\$422,687</b>	<b>\$374,718</b>	<b>\$401,376</b>	<b>\$411,359</b>

**Performance Report on FY 2011 Major Program Objectives**

- Approved the change of Budget Year calendar
- Approved 12 Goals
- Approved Mobile Food Vehicle Vendor Ordinance
- Approved School Safety Zones Ordinance
- Approved Ordinance regulating Use of Mobile Telephones While Operating a Motor Vehicle
- Completed review and modification of Boards, Commissions, and Committees
- Completed Mayor's "Safe Summer Summit"
- Completed "Distracted Driving Summit"

# City of Evanston

## City Council

### 2012 Department Initiatives

- The City Council approved 13 Goals to focus on for the coming year.
  - Affordable Housing
  - Capital Improvement Program Planning
  - Climate Action Plan
  - Development Services and Design Review
  - Economic Development
  - Efficiency and Effectiveness of Services
  - Innovation
  - Northwestern University
  - Police and Fire Pension Funding Issues
  - Robert Crown Center Improvements
  - Safety Issues
  - Visual & Performing Arts
  - Youth Services
  
- Approve Request for Proposal (RFP) for Robert Crown Center.
- Re-codification and substantive rewrite of City Code.
- Review, analysis and improvement of City procurement.

<b>Ongoing Activity Measures</b>	<b>2010-11 Actual</b>	<b>2011 Projected</b>	<b>2012 Projected</b>
Number of ordinances adopted	150	200	245
Number of resolutions adopted	100	168	203
Updated board, committee, commission rosters	5	4	9

		2010-11	2011	2011	2012
		Actual	Budget	Estimate	Approved
1300 CITY COUNCIL					
61010	REGULAR PAY	203,794	164,393	173,630	199,134
61210	LONGEVITY	489			
61510	HEALTH INSURANCE	127,133	110,852	133,022	123,820
61615	LIFE INSURANCE	1,100	61	74	76
61710	IMRF	6,547	5,814	5,320	8,327
61725	SOCIAL SECURITY	11,090	9,332	9,942	11,306
61730	MEDICARE	2,701	2,183	2,326	2,644
62206	TV BROADCASTING		4,165		4,165
62210	PRINTING	236	500	2,904	2,904
62275	POSTAGE CHARGEBACKS	288	333	588	333
62280	OVERNIGHT MAIL CHARGES		167		167
62285	COURIER CHARGES	3,402	833	1,802	400
62295	TRAINING & TRAVEL	12,015	7,000	7,134	6,000
62360	MEMBERSHIP DUES	46,468	39,000	54,764	30,000
62370	EXPENSE ALLOWANCE		83		125
62380	COPY MACHINE CHARGES	835	850	1,020	900
62456	OUTSIDE MAIL SERVICES		6,330		5,100
62458	OUTSIDE COPY SERVICES		8,330		
62490	OTHER PROGRAM COSTS	161	4,664	1,068	4,664
64540	TELECOMMUNICATIONS - WIRELESS	481		398	500
65010	BOOKS, PUBLICATIONS, MAPS		167		200
65025	FOOD	5,837	3,000	4,948	3,000
65095	OFFICE SUPPLIES	109	666	240	1,500
66025	TRAN.TO DS FUND- ERI DEBT SERV		1,831	2,196	1,929
66062	SISTER CITY FUNDING		4,165		4,165
1300 CITY COUNCIL		422,687	374,718	401,376	411,359

# City of Evanston

## City Clerk's Office

**Description of Major Activities:**

The City Clerk records the minutes for the City Council and staffs special Council committees. The Clerk produces official minutes of all Council meetings; is responsible for maintaining the City Code and official City and township records; serves as the local election official; is the deputy registrar for voter registration; and performs other election-related activities. The City Clerk also assists the Mayor, Aldermen, and staff with special projects and activities, and represents the City at various meetings.

<b>Total Full-Time Equivalent Positions:</b>		
Employee Status Description	Job Type Description	2012 Position FTE
<b>City Clerk</b>		
Full-Time Regular	City Clerk	0.00
Full-Time Regular	Deputy City Clerk	1.00
Part-Time	Mail Room Attendant	0.80
<b>1400 Total</b>		<b>1.80</b>
<b>City Clerk Total</b>		<b>1.80</b>

**Financial Summary**

	2010-2011 Actual	2011 Budget	2011 Estimated Actual	2012 Adopted Budget
<b>Expenditures:</b>				
1400 – City Clerk's Office	167,178	148,413	161,947	204,675
<b>Total Expenditures:</b>	<b>\$167,178</b>	<b>\$148,413</b>	<b>\$161,947</b>	<b>\$204,675</b>

**Notes for Financial Summary**

The part-time mailroom attendant has been given extra duties to perform and so the hours for this position have been increased as well. She will also perform assigned tasks within the City Clerk's Office.

**Performance Report on FY 2011 Major Program Objectives**

- The legal review of the Evanston code by departments was restarted by new attorneys in the Law Department to help decide whether or not to re-codify the code which was last codified in 1979.
- Coordination of FOIA requests continues with an electronic log and files of disposition of FOIA requests.

**2012 Department Initiatives**

- The City Clerk's Office will no longer compile a packet of materials for use by those wishing to run for municipal offices in April 9, 2013. All candidates will have to obtain their information from the Cook County Clerk's website, and download the necessary forms. The office will facilitate voting by registering people to vote, arranging for an early voting site at the Civic Center, and providing voters with the means to vote absentee by mail.

# City of Evanston

## City Clerk's Office

- The Clerk's office will work with the Cook County Department of Elections on facilitating the Consolidated Election on April 9, 2013 in Evanston.
- The City Clerk's office will track the number of notary public requests made.
- Reorganizing the office space and filing system is a priority.
- Continue project to make obtaining documents more accessible to the citizens.
- The Notary laws changed in June 2009 and will be followed to the letter to prevent potential harm or litigation to the City.
- The City Clerk will facilitate the training of City Notaries of the new laws affecting all Notaries at a designated time and date to be decided.
- New FOIA Officers have been designated in compliance with the new Freedom of Information Act (FOIA) laws.
- Electronic training is mandatory for all designated FOIA officers in the City and must be completed by June 30, 2011.
- The Clerk's Office will possess a copy of all certifications of the FOIA and Open Meetings Act (OMA) designees.
- The Clerk will give a presentation to all directors and managers on the proper procedure for responding to a FOIA request.

<b>Ongoing Activity Measures</b>	<b>2010-2011 Actual</b>	<b>2011 Projected</b>	<b>2012 Projected</b>
Voter registration	85	133	233
Early voters	0	0	775
Real Estate Transfer Tax transactions	907	400	1000
Exemptions from Real Estate Transfer Tax	606	331	800
Disabled parking placards	100	250	400
Yearly calendar of scheduled meetings distributed	15	25	30
FOIA requests	260	480	555
Response to 311 requests	0	25	35

		2010-11	2011	2011	2012
		Actual	Budget	Estimate	Approved
1400 CITY CLERK					
61010	REGULAR PAY	95,100	80,894	80,894	98,154
61050	PERMANENT PART-TIME				26,864
61055	TEMPORARY EMPLOYEES	4,018		11,927	
61110	OVERTIME PAY	1,004			
61510	HEALTH INSURANCE	23,115	24,080	24,080	21,210
61615	LIFE INSURANCE	300	27	27	33
61710	IMRF	10,063	8,108	8,108	14,627
61725	SOCIAL SECURITY	5,775	4,825	4,825	7,528
61730	MEDICARE	1,351	1,129	1,129	1,761
62205	ADVERTISING	74			
62210	PRINTING	487	833	1,723	1,076
62235	OFFICE EQUIPMENT MAINT	828	833		833
62275	POSTAGE CHARGEBACKS	685	333	333	400
62280	OVERNIGHT MAIL CHARGES	61	83	83	65
62295	TRAINING & TRAVEL	5,122	3,299	3,299	3,700
62315	POSTAGE		83	83	45
62360	MEMBERSHIP DUES	250	333	333	400
62380	COPY MACHINE CHARGES	501	750	750	750
62457	CODIFICATION SERVICES	11,258	16,667	16,667	16,667
62509	SERVICE AGREEMENTS / CONTRACTS		250	250	
64540	TELECOMMUNICATIONS - WIRELESS	775			
65010	BOOKS, PUBLICATIONS, MAPS	2,874	250	250	650
65080	MERCHANDISE FOR RESALE	2,734	2,083	2,082	1,082
65095	OFFICE SUPPLIES	805	1,000	2,551	5,415
66025	TRAN.TO DS FUND- ERI DEBT SERV		2,553	2,553	3,415
1400 CITY CLERK		167,178	148,413	161,947	204,675

# City of Evanston

## City Manager's Office

**Description of Major Activities:**

The City Manager and the staff of the City Manager's Office develop and analyze public policy alternatives and direct the administration and execution of the policies and goals formulated by the City Council. Responsibilities include: advising the Council on present and future financial, personnel, and program needs; implementing immediate and long-range City priorities; establishing procedures which will assist the City in serving its citizens; and supervising all City departments. Additionally, staff is involved in coordinating large-scale economic development projects, volunteer efforts, program evaluation, environmental sustainability and policy analysis.

The City Manager's Office coordinates the preparation of the City Council agenda, reviews all items being considered before the governing body, and responds to inquiries from citizens and elected officials. Its members work closely with the public to resolve service delivery problems as well as disseminate information about the City's policies. Staff monitors legislation both in Springfield and Washington D.C. to determine the potential impact on Evanston residents, businesses, and government. The office also responds to a wide variety of general inquiries.

<b>Total Full-Time Equivalent Positions:</b>		
Employee Status Description	Job Type Description	2012 Position FTE
<b>City Manager</b>		
Full-Time Regular	City Manager	1.00
Full-Time Regular	Assistant City Manager	1.00
Full-Time Regular	Executive Assistant	1.00
Full-Time Regular	Administrative Secretary	1.00
Full-Time Regular	Management Analyst/Volunteer Coordinator	1.00
Full-Time Regular	Local Government Management Fellow	1.00
<b>1505 Total</b>		<b>6.00</b>
<b>Communications/Citizen Engagement</b>		
Full-Time Regular	Division Manager	1.00
Full-Time Regular	Web Communications Coordinator	1.00
Full-Time Regular	Community Information Coordinator	1.00
Full-Time Regular	Public Information Specialist	1.00
Full-Time Regular	Community Information Specialist	1.00
<b>1510 Total</b>		<b>5.00</b>
<b>Sustainability</b>		
Full-Time Regular	Sustainability Programs Coordinator	1.00
<b>1535 Total</b>		<b>1.00</b>
<b>City Manager's Office Total</b>		<b>12.00</b>

# City of Evanston

## City Manager's Office

### Financial Summary

	2010-2011 Actual	2011 Budget	2011 Estimated Actual	2012 Adopted Budget
<b>Expenditures:</b>				
1505 - City Manager's Office	751,458	712,937	665,496	861,697
1510 - Public Info / Citizen Engagement	727,446	524,690	507,500	642,772
1525 - Misc. Business Operation	369,644	352,365	55,000	258,200
1535 - Sustainability Grant	73,234	85,960	93,110	93,589
<b>Total Expenditures:</b>	<b>\$ 1,921,782</b>	<b>\$ 1,675,952</b>	<b>\$ 1,321,106</b>	<b>\$ 1,856,258</b>
<b>Revenues:</b>				
51555 - Fire Insurance Tax	-	90,000	-	-
52180 - Cable Franchise Fee	862,650	741,370	741,370	865,000
<b>Total Revenues:</b>	<b>\$ 862,650</b>	<b>\$ 831,370</b>	<b>\$ 741,370</b>	<b>\$ 865,000</b>

### Performance Report on FY 2011 Major Program Objectives

- The “311” service was successfully launched March 1, 2011. Over 50,000 calls and 9,000 service requests were made as of July, 2011.
- Successfully launched “Engage Evanston” website and budget initiative, resulting in 40 community-generated ideas being considered for FY 2012 budget.
- Launched community volunteer web-based software platform for over 100 Evanston-based agencies.
- Organized second “Evanston Day” in Springfield, IL to lobby for Evanston issues in the State capitol, in cooperation with Northwestern University, Evanston schools and non-profits.
- Assisted in securing grants from the Illinois Department of Commerce and Economic Opportunity (DCEO).
- Co-hosted annual Volunteer Recognition Event with Northwestern University, Evanston Community Foundation and Evanston Township High School.
- Utilized over 500 Northwestern University students for annual Day of Community Service event and Volunteer Day.
- Participated in National Public Lands Day by promoting volunteerism, healthy lives, and families.
- Partnered with Northwestern University to coordinate second annual “Paint Evanston Purple” pep-rally and football game.
- Utilized Mass Notification System for community alerts and emergencies.
- Hosted Mexican Consulate, State Department African Delegation, ITT Technical Institute sponsored MPA candidates from China, and a delegation of Japanese municipal officials.
- Implemented the 2010-11 State/Federal/Regional Intergovernmental Affairs Agenda.
- Launched the Evanston Green Ribbon Committee comprised of representatives from Northwestern University, Rotary International, District 202, District 65, Evanston Hospital, St Francis Hospital, and the City.
- Amended Green Building Ordinance following review of all affected projects and nation wide trends in green building programs.
- Partnered with Citizens Utility Board to promote CUB Energy Saver, resulting in 330 Evanston residents participating in the program and saving \$6,542 from their utility bills.

# City of Evanston

## City Manager's Office

### 2012 Department Initiatives

- Coordinate the CTA Purple Line Viaduct Project at Dempster, Grove and Greenleaf Streets.
- Increase public outreach via social media including Twitter, Facebook, and YouTube.
- Increase collaboration with community partners for the purpose of disseminating news, City events, and, City co-sponsored events.
- Big 7 Savers Challenge – Compete among Green Ribbon Committee Employers for largest energy savings.
- Identify, apply and secure grant funding to support sustainability related projects and initiatives.
- Analyze 311 data to identify and implement service efficiency.
- Increasing non-tax revenue supporting City programs and initiatives.

### 2012 Department Objectives

- Build greater grassroots capacity in Evanston Advocates Program.
- Reduce energy usage in City facilities by working with staff and securing funding to complete top priority projects.
- Reduce residential energy usage by promoting the Citizens' Utility Board CUB Energy Saver program and distributing CFLs.
- Reduce vehicle emissions across the community by promoting public transportation, biking, and walking as means of transportation through education and outreach.
- Engage residents via multiple outlets and increase the transparency of government.
- Continue outreach efforts to engage all populations residing in Evanston.
- Continue to promote non-City volunteer opportunities.
- Continue collaborative role with Northwestern University.
- Recruit more volunteers for City's special events.
- Support community-based fundraising efforts through Police and Fire Foundation.
- Coordinate grants management/submission process.
- Identify funding priorities and solicit funding partners to support priorities.
- Coordinate 2012 Intergovernmental Affairs Agenda at regional, State, and Federal level.

Ongoing Activity Measures	2010-2011 Actual	2011* Projected	2012 Projected
Number of aldermanic, police-service, and citizen requests	950	1000	1050
Prepare agendas and materials for regular and special Council and Planning and Development meetings	52	52	52
Number of City of Evanston volunteer opportunities	69	80	85
Number of volunteer opportunities featured on VEP website	68	120	120
Number of organizations featured on VEP website	62	100	80
311 center calls handled	N/A	100,000	130,000
311 center service requests handled	N/A	18,000	30,000

\*Denotes 10-month budget

	2010-11 Actual	2011 Budget	2011 Estimate	2012 Approved
<b>1500 CITY ADMINISTRATION</b>				
61010 REGULAR PAY	908,559	780,041	750,642	1,046,841
61050 PERMANENT PART-TIME	36,347			
61060 SEASONAL EMPLOYEES	2,430			
61210 LONGEVITY	2,659			2,454
61415 TERMINATION PAYOUTS	15,881			
61510 HEALTH INSURANCE	483,631	116,332	139,598	123,130
61615 LIFE INSURANCE	1,000	693	832	924
61625 AUTO ALLOWANCE	11,044	9,150	9,022	10,980
61626 CELL PHONE ALLOWANCE	2,441	4,879	3,194	3,888
61710 IMRF	105,697	77,746	70,054	122,767
61725 SOCIAL SECURITY	55,697	47,793	48,740	64,737
61730 MEDICARE	14,789	11,177	11,556	15,140
62205 ADVERTISING	8,965	15,044	9,530	15,044
62210 PRINTING	2,650	2,832	48	2,832
62275 POSTAGE CHARGEBACKS	844	999	238	999
62280 OVERNIGHT MAIL CHARGES		167	52	167
62285 COURIER CHARGES	68	83	36	83
62295 TRAINING & TRAVEL	21,433	29,189	10,630	29,189
62315 POSTAGE	2,346	2,499		2,499
62341 INTERNET SOLUTION PROVIDERS	5,000			
62360 MEMBERSHIP DUES	4,955	8,663	808	8,663
62380 COPY MACHINE CHARGES	612			
62458 OUTSIDE COPY SERVICES	1,192	750		750
62490 OTHER PROGRAM COSTS				750
62506 WORK-STUDY	3,085	2,500	330	2,500
62661 FOREIGNFIRE INSURANCETAX BOARD		90,000		
62665 CONTRIB TO OTHER AGENCIES	206,200	172,431	170,200	100,000
64540 TELECOMMUNICATIONS - WIRELESS	4,682		1,334	
64545 PERSONAL COMPUTER SOFTWARE	53	3,500		3,500
65010 BOOKS, PUBLICATIONS, MAPS	2,774	1,749	140	1,749
65095 OFFICE SUPPLIES	3,054	1,516	800	1,516
65125 OTHER COMMODITIES		880	202	880
65630 LIBRARY BOOKS	56		56	
65635 PERIODICALS	151	175	151	175
66025 TRAN.TO DS FUND- ERI DEBT SERV		26,633	31,956	28,503
66030 OTHER INSURANCE CHARGEBACKS	4,317	6,164	6,164	7,397
66060 KEEP EVANSTON BEAUTIFUL	5,187	4,165	5,000	
68205 CONTINGENCIES	3,985	258,200	50,000	258,200
<b>1500 CITY ADMINISTRATION</b>	<b>1,921,782</b>	<b>1,675,952</b>	<b>1,321,106</b>	<b>1,856,258</b>

# City of Evanston

## Law Department

**Description of Major Activities:**

The Legal Department provides for and supervises all legal services for the City. The Department provides legal advice and/or opinions to the City Council and standing committees, City Manager, City staff, elected officials, and City boards and commissions. The Department drafts or reviews ordinances and resolutions and researches the legal basis and constitutional limitations of home-rule authority on all legislative issues. The Department represents the City in housing and traffic court prosecutions, administrative review appeals of administrative adjudication and, as necessary, at administrative adjudication hearings. The Department represents the City in all general litigation matters including, but not limited to, general tort litigation, personal injury, property damage, employment discrimination, civil rights, and special assessments. The Department prepares or reviews all contracts, leases, easements and plats, and by request, provides advice on public bidding and purchase procedures. The Department supervises the liquor licensing activities in the City and supervises the administrative adjudication division.

The Department, through the Insurance Fund, supervises the general liability third-party administration of claims. The Department recommends the purchase of insurance in all areas of exposure including general liability, all risk property, ambulance attendants, inland marine, and crime. The Department, in conjunction with the City Manager's Office, reviews safety and risk issues and all third-party matters. The Department is responsible for the risk transfer and subrogation programs throughout the City.

<b>Total Full-Time Equivalent Positions:</b>		
Employee Status Description	Job Type Description	2012 Position FTE
<b>Legal Administration</b>		
Full-Time Regular	Corporation Counsel/City Attorney	1.00
Full-Time Regular	Assistant City Attorney	3.00
Full-Time Regular	Exec Secretary (to Dept. Head)	1.00
Full-Time Regular	Administrative Adjudication/Liquor Licensing Manager	1.00
Full-Time Regular	Administrative Adjudication Aide	1.00
<b>1705 Total</b>		<b>7.00</b>
<b>Law Department Total</b>		<b>7.00</b>

**Financial Summary**

	2010-2011 Actual	2011 Budget	2011 Estimated Actual	2012 Adopted Budget
<b>Expenditures:</b>				
1705 – Legal Administration	960,004	828,120	760,793	999,107
<b>Total Expenditures:</b>	<b>\$960,004</b>	<b>\$828,120</b>	<b>\$760,793</b>	<b>\$999,107</b>

# City of Evanston

## Law Department

	2010-2011 Actual	2011 Budget	2011 Estimated Actual	2012 Adopted Budget
<b>Revenues:</b>				
52040 – Liquor Licenses	347,475	300,000	300,000	330,000
52041 – One-Day Liquor License	5,953	5,000	5,000	8,600
52570 – Non-parking Ordinance Violations	244,133	124,950	160,000	225,000
<b>Total Revenues</b>	<b>\$597,561</b>	<b>\$429,950</b>	<b>\$465,000</b>	<b>\$641,000</b>

### Performance Report on FY 2011 Major Program Objectives

- Developed and implemented new Illinois Freedom of Information Act policies, procedures and training programs for all City departments. Completed and fulfilled all required statutory training courses and certifications.
- Completed the transition of the vast majority of litigation in-house to the Legal Department to improve cost-effectiveness, results, and responsiveness.
- Analyzed, evaluated, and implemented new risk management strategies for City departments.
- Continued fulfillment of Strategic Plan Goal #10 to implement best practices for service delivery and enhanced customer service to staff and residents.
- Undertook comprehensive analysis and review of City procurement practices to improve efficiency and cost-effectiveness.
- Obtained numerous pre-trial victories in cases in federal and state court utilizing in-house attorneys.
- Prepared the recodification of the Evanston City Code, the first time the Code had been substantively revised and recodified since 1979. This effort was the result of hundreds of hours of research and drafting.

### 2012 Department Initiatives

- Continued support and participation in accomplishing Strategic Plan Goals for 2012.
- Continued representation of City in EEOC and Department of Human Rights complaints.
- Continued representation and negotiation of City labor contracts.
- Analyze, evaluate, and implement new risk management strategies, with specific focus upon mitigating workers' compensation claims.
- Revise and update liquor regulations in the City Code.
- Revise and update the City ordinance regarding noise regulations.
- Evaluate and pursue legal strategies to enhance City revenues.
- Continue work on improving procurement practices to ensure legal compliance.

Ongoing Activity Measures	2010-2011 Actual	2011 Projected	2012 Projected
Ordinance cases prosecuted (animal, aggressive panhandling, curfew, disorderly conduct)	480	475	500
Traffic prosecution cases	6,100	5,700	6,300
Ordinances written and/or reviewed	120	120	140
Resolutions written and/or reviewed	88	80	100
Opinions written - Formal	100	100	130
Administrative adjudication (including appeals)	70	60	80

	2010-11	2011	2011	2012
	Actual	Budget	Estimate	Approved
<b>1700 LAW DEPARTMENT</b>				
61010 REGULAR PAY	590,277	466,223	455,000	576,114
61210 LONGEVITY	3,423	1,358	1,358	1,739
61415 TERMINATION PAYOUTS	33,561			
61510 HEALTH INSURANCE	92,318	103,894	101,000	99,190
61615 LIFE INSURANCE	1,000	366	366	557
61625 AUTO ALLOWANCE	5,009	4,150	4,150	4,980
61626 CELL PHONE ALLOWANCE	563	1,321	1,321	1,872
61710 IMRF	65,554	46,507	41,000	67,609
61725 SOCIAL SECURITY	36,361	28,521	25,000	35,032
61730 MEDICARE	8,848	6,670	2,800	8,193
62130 LEGAL SERVICES - GENERAL	3,803	35,286	300	35,286
62275 POSTAGE CHARGEBACKS	3,969	2,999	2,499	2,999
62295 TRAINING & TRAVEL	969	3,082	583	3,082
62315 POSTAGE		500	100	250
62345 COURT COST/LITIGATION	3,587	6,248	6,248	23,000
62360 MEMBERSHIP DUES	3,075	2,499	2,499	2,800
62380 COPY MACHINE CHARGES	2,667	4,450	4,000	4,674
62500 TECHNICAL INFORMATION SERVICES	1,750	3,332	3,322	4,000
62506 WORK-STUDY		1,416	1,416	1,900
62509 SERVICE AGREEMENTS / CONTRACTS	81,517	72,888	72,888	87,500
64540 TELECOMMUNICATIONS - WIRELESS	1,135			
65010 BOOKS, PUBLICATIONS, MAPS	11,643	8,996	8,996	8,996
65045 LICENSING/REGULATORY SUPP	2,928	2,499	2,499	2,499
65085 MINOR EQUIPMENT & TOOLS	379	417	200	417
65095 OFFICE SUPPLIES	2,984	4,250	3,000	4,250
66025 TRAN.TO DS FUND- ERI DEBT SERV		14,871	14,871	15,715
66030 OTHER INSURANCE CHARGEBACKS	2,683	5,377	5,377	6,454
<b>1700 LAW DEPARTMENT</b>	<b>960,004</b>	<b>828,120</b>	<b>760,793</b>	<b>999,107</b>

# City of Evanston

## Administrative Services Department

### Description of Major Activities:

As a means to increase efficiency, the Administrative Services Department was created in FY 10-11. The Administrative Services Department is organized into the following divisions: General Administration, Finance, Human Resources, Information Technology, and Parking Operations and Maintenance. The Department provides technical support related to accounting; revenue; purchasing; budget; recruitment; testing, training and selection of employees; payroll; workers' compensation; labor relations; software development and application administration; network, server and database administration and software training. The Department also includes parking administration, enforcement operations and crossing guards.

<b>Total Full-Time Equivalent Positions:</b>		
Employee Status Description	Job Type Description	2012 Position FTE
<b>Admin Services Gen Support</b>		
Full-Time Regular	Administrative Services Director/CFO	1.00
Full-Time Regular	Management Analyst	2.00
Full-Time Regular	Administrative Assistant	1.00
<b>1905 Total</b>		<b>4.00</b>
<b>Revenue Division</b>		
Full-Time Regular	License and Measure Inspector	1.00
Full-Time Regular	Customer Service Representative	3.00
<b>1910 Total</b>		<b>4.00</b>
<b>Payroll</b>		
Full-Time Regular	Payroll Pension Administrator	1.50
Full-Time Regular	Payroll Manager	1.00
<b>1915 Total</b>		<b>2.50</b>
<b>Accounting</b>		
Full-Time Regular	Finance Division Manager	1.00
Full-Time Regular	Accounting Manager	1.00
Full-Time Regular	Payroll Pension Administrator	0.50
Full-Time Regular	Senior Accountant	3.00
Full-Time Regular	Accounts Payable Coordinator	1.00
<b>1920 Total</b>		<b>6.50</b>
<b>Purchasing</b>		
Full-Time Regular	Purchasing Division Manager	1.00
Full-Time Regular	Purchasing Coordinator	1.00
Part-Time Regular	Clerk II	0.60
<b>1925 Total</b>		<b>2.60</b>

City of Evanston

**Administrative Services Department**

Employee Status Description	Job Type Description	2012 Position FTE
<b>Human Resources</b>		
Full-Time Regular	Human Resources Division Manager	1.00
Full-Time Regular	Human Resources Specialist	2.00
Full-Time Regular	Human Resources Assistant	2.00
<b>1929 Total</b>		<b>5.00</b>
<b>Information Technology</b>		
Full-Time Regular	Information Systems Division Manager	1.00
Full-Time Regular	Database Administrator	1.00
Full-Time Regular	Network Administrator	2.00
Full-Time Regular	Programmer Analyst	1.00
Full-Time Regular	Tech Support Specialist I	2.00
Full-Time Regular	Tech Support Supervisor	1.00
Full-Time Regular	GIS Analyst	1.50
Full-Time Regular	Application and Development Manager	1.00
Full-Time Regular	IS Trainer	1.00
<b>1932 Total</b>		<b>11.50</b>
<b>Parking Enforcement and Tickets</b>		
Full-Time Regular	Parking Enforcement Officer	10.00
Full-Time Regular	Parking Enforcement Clerk	1.00
Full-Time Regular	Parking Enforcement Coordinator	1.00
<b>1941 Total</b>		<b>12.00</b>
<b>Administrative Services Total</b>		<b>48.10</b>

**Financial Summary**

	2010-2011 Actual	2011 Budget	2011 Estimated Actual	2012 Adopted Budget
<b>Expenditures:</b>				
1905 – Admin. General Support	471,857	431,019	431,018	549,786
1910 – Revenue Division	918,750	867,388	831,521	868,546
1915 – Payroll	281,293	225,163	225,205	271,046
1920 – Accounting	686,878	672,673	672,674	798,749
1925 – Purchasing	225,957	175,604	175,604	221,437
1929 – Human Resource Division	1,228,069	1,371,288	1,221,196	1,471,170
1932 – Information Technology	2,256,099	2,020,887	2,017,686	2,407,189
1940 – Misc. Exp/Transfers *	1,706,110	1,125,000	1,125,000	466,000
1941 – Pkg. Enfr. & Tkt. Process	1,146,244	1,007,418	993,488	1,217,479
1942 – School Crossing Guards	345,291	310,048	300,913	371,795
<b>Total Expenditures:</b>	<b>\$9,266,548</b>	<b>\$8,206,488</b>	<b>\$7,994,305</b>	<b>\$8,643,197</b>

City of Evanston

**Administrative Services Department**

	<b>2010-2011 Actual</b>	<b>2011 Budget</b>	<b>2011 Estimated Actual</b>	<b>2012 Adopted Budget</b>
52010 – Vehicle Licenses	2,598,341	1,799,820	2,400,000	2,598,341
52505 – Parking Fines	3,172,985	3,006,667	2,513,670	3,805,241
52530 – Boot Release Fee	77,740	56,644	48,900	60,376
<b>Total Revenues:</b>	<b>\$5,849,066</b>	<b>\$4,863,131</b>	<b>\$4,362,390</b>	<b>\$6,463,958</b>

**Performance Report on FY 2011 Major Program Objectives**

- Completed large-scale technology-based application initiatives such as 311 Online Citizen Support Center, video surveillance in downtown, south, and west sides of the city, and the migration from our traditional phone system to Voice over Internet Protocol
- Completed wireless Internet access upgrades at the Library, Robert Crown Center, Fleetwood-Jourdain Community Center, Levy Center, Chandler-Newberger Center, and the Police Outpost.
- Completed financial replacement system RFP, evaluation, selection, and the recommendation of New World Systems
- Completed the Public Works Streets & Sanitation Division process improvement applications utilizing Cityworks and GIS deployment tools.
- Worked with Police Department to finish an intensive/expedited 311 Service Desk Officer hiring process. The process was completed in time to open the center with trained staff by 3/1/11.
- Completed 38 recruitment processes including a firefighter process, and police officer process (as of 8/5/11).
- Conducted two executive searches (Streets and Sanitation Superintendent and Chief Financial Officer).
- Responded to over 80 public salary survey questions.
- Enforced vacation and comp time accrual limits.
- Managed COLA implementation for all non-union and union staff.
- Completed an internal I-9 audit to reduce the City's potential liability for violations.
- Will complete an internal IMRF audit.
- Processed the on-boarding and termination of 484 Youth Employment Program and seasonal employees.
- Coordinated the May Public Service Week recognition program.
- Settled 14 Workers' Compensation claims, 6 of which were Pro Se settlements (as of 8/5/11).
- Conducted a round of back safety trainings with Public Works and Fire Department staff to reduce injuries.
- Will send staff to complete OSHA certification training.
- Updated payroll processor manual and presented citywide training in September 2011.
- Supported the negotiation of three union contracts.
- Produced and submitted the biannual federal EEOC report.(September)
- Implemented new Roth 457 and FSA accounts.
- Increased direct deposit of payroll checks from 80% to 83%.
- Increased quality control of payroll process.
- Updated purchasing policies, procedures, templates and contracts.

**2012 Department Initiatives**

- Expand the use of computer virtualization, and explore opportunities for Cloud computing. Target backup and hosting solutions that that reduce costs while improving efficiency, availability, flexibility, and manageability of the City's infrastructure.
- Continue to deploy Accela Automation (PAL), Cityworks, and GIS applications targeting improvements that support 311.

# City of Evanston

## Administrative Services Department

- Bid out and conduct a compensation study for non-union positions to assure we are paying people properly.
- Update non-union job descriptions.
- Conduct internal OSHA audit and support training where required.
- Work on reducing unemployment costs by exploring seasonal programs that lower our liability.
- Electronically set up 941 reporting to IRS (new system will do this).
- Continue to cross-train in the Payroll Division.
- Select new financial auditor for the City.
- Enhance revenue collections through use of a full-time contractual Collections Coordinator.

### **Activity Measures**

<b>Ongoing Activity Measures</b>	<b>2010-2011 Actual</b>	<b>2011 Projected</b>	<b>2012 Projected</b>
Percent of available cash invested	45	65	75
Quarterly financial management reports	4	3	4
Quarterly investment reports	4	3	4
# of vehicle stickers issued	33,532	34,400	35,000
# of business licenses processed	696	712	700
Preparation of final fund trial balance for annual independent audit	6/6/2011	4/10/2012	4/10/2013
Preparation of schedule of federal financial assistance for the Single Audit Act of 1984	7/15/2011	6/15/2012	6/30/2013
Preparation of Police and Fire Pension fund filings with Illinois Department of Insurance	8/31/2011	6/30/2012	6/30/2013
File for Certificate of Achievement for Excellence in financial reporting with Government Finance Officers Association	8/31/2011	6/30/2012	6/30/2013
Number of Information Technology Service Desk requests closed	4,200	4,300	4,300
Civil Service Commission Meetings	10	15	15
Positions Filled – Full-Time	52	30	40
Positions Filled – Part-Time / Seasonal	343	25/550	40/550
Regular Checks Issued	8,050	6,700	8,100
Manual Checks Issued	160	125	200

	2010-11	2011	2011	2012
	Actual	Budget	Estimate	Approved
<b>1900 ADMIN.SERVICES DEPARTMENT</b>				
61010 REGULAR PAY	3,348,169	2,969,456	2,966,228	3,404,416
61050 PERMANENT PART-TIME	28,645	17,487	17,487	25,318
61055 TEMPORARY EMPLOYEES	25,965	4,915	4,899	4,915
61060 SEASONAL EMPLOYEES	331,779	294,550	287,400	352,098
61110 OVERTIME PAY	26,251	33,737	29,218	33,754
61210 LONGEVITY	31,485	28,173	28,603	35,408
61410 SHIFT DIFFERENTIAL	5,855	4,957	4,957	6,117
61415 TERMINATION PAYOUTS	60,883			
61420 ANNUAL SICK LEAVE PAYOUT	8,341			
61430 OTHER PAYOUTS	82,753	800,000	800,000	141,000
61510 HEALTH INSURANCE	832,446	553,882	553,882	512,245
61615 LIFE INSURANCE	23,293	1,755	1,756	2,126
61625 AUTO ALLOWANCE	6,889	5,650	5,650	6,780
61626 CELL PHONE ALLOWANCE	3,225	5,976	5,976	6,696
61630 SHOE ALLOWANCE	1,560	1,560	1,560	1,560
61710 IMRF	365,288	302,503	302,503	407,795
61725 SOCIAL SECURITY	231,160	204,417	199,892	235,782
61730 MEDICARE	54,912	47,765	47,174	55,143
62110 AUDITING	91,475	100,000	100,000	120,000
62130 LEGAL SERVICES - GENERAL	28	1,666	1,666	2,000
62160 EMPLOYMENT TESTING SERVICES	21,565	116,440	116,440	195,000
62175 IS SERVICES	17,181	4,500	4,800	5,100
62185 OTHER CONSULTING SERVICES	25,405	27,000	24,000	81,800
62205 ADVERTISING	1,907	2,800	2,800	3,310
62210 PRINTING	1,249	4,750	4,717	5,750
62235 OFFICE EQUIPMENT MAINT		250	250	250
62245 OTHER EQMT MAINTENANCE	2,200	4,165		
62250 COMPUTER EQUIPMENT MAINT	38,624	53,813	53,530	55,450
62270 MEDICAL/HOSPITAL SERVICES	40,900	35,350	45,428	51,150
62274 TEST ADMINISTRATION	16,626	50,650	20,450	41,000
62275 POSTAGE CHARGEBACKS	15,048	14,995	16,882	20,250
62280 OVERNIGHT MAIL CHARGES	136	167	166	200
62295 TRAINING & TRAVEL	14,090	29,147	27,698	33,319
62305 RENTAL OF AUTO-FLEET MAINTEN.	94,512	74,673	74,673	99,756
62309 RENTAL OF AUTO REPLACEMENT	27,700	23,175	23,175	27,810
62310 CITY WIDE TRAINING	1,044	16,660	16,660	20,000
62315 POSTAGE	28,733	34,986	41,000	41,000
62340 COMPUTER LICENSE & SUPPORT	406,120	367,160	364,350	416,460
62341 INTERNET SOLUTION PROVIDERS	15,534	16,600	16,650	14,650
62345 COURT COST/LITIGATION	3,561	20,825	5,000	5,000
62360 MEMBERSHIP DUES	6,765	7,816	6,320	7,650
62380 COPY MACHINE CHARGES	2,938-	7,130	7,130	8,338
62381 COPY MACHINE LEASES	2,677			
62430 CUSTODIAL CONTRACT SERVICES	450			
62431 ARMORED CAR SERVICES	20,852	20,825	19,000	24,000
62449 CITATION & SECO.COLLEC PROCESS	422,122	374,850	346,200	415,600
62451 TOWING AND BOOTING CONTRACTS	56,905	44,982	40,000	44,982
62490 OTHER PROGRAM COSTS		500	500	500
62506 WORK-STUDY	2,007	2,017	2,240	2,256
62509 SERVICE AGREEMENTS / CONTRACTS		17,336	11,312	153,500
62512 RECRUITMENT	37,675	33,320	67,000	62,000
62625 LIFE INSURANCE				

	2010-11	2011	2011	2012
	Actual	Budget	Estimate	Approved
62630 UNEMP. COMP. & ADMIN. FEE	595,583	600,000	450,000	405,000
62655 LEASE PAYMENTS	3,467	2,582	2,551	
62705 BANK SERVICE CHARGES	1,438			
62706 REVENUE SHARING AGREEMENTS	396,068	325,000	325,000	325,000
64005 ELECTRICITY	2,073	1,250	1,600	2,000
64505 TELECOM - CARRIER LINE CHARGES	94,743	83,966	83,950	121,000
64510 TELECOMMUNICATIONS EQUIPMENT	9,002	6,581	6,250	6,250
64515 TELECOMMUNICATIONS EQUIPMENT M	18,547	18,533	18,700	28,400
64540 TELECOMMUNICATIONS - WIRELESS	24,419	18,550	18,100	19,000
64541 AZAVAR UTILITY TAX AUDIT SVC	11,836	9,996	9,900	11,500
64545 PERSONAL COMPUTER SOFTWARE	388	2,000	2,000	2,000
65010 BOOKS, PUBLICATIONS, MAPS	728	3,083	2,808	3,216
65020 CLOTHING	2,138	4,998	4,600	4,998
65045 LICENSING/REGULATORY SUPP	29,594	46,664	40,000	46,664
65090 SAFETY EQUIPMENT	1,004	833	750	833
65095 OFFICE SUPPLIES	71,729	75,763	74,298	71,815
65125 OTHER COMMODITIES	11,164	12,985	15,850	17,850
65130 COMMODITIES - CHARGEBACK	11			
65550 AUTOMOTIVE EQUIPMENT	70			
65555 PERSONAL COMPUTER EQUIPMENT	73,014	60,000	60,000	210,000
65605 PBX (LICENSE & SUPPORT FEES)	9,914			
65615 WAN CONNECTIONS/LINE CHARGES	14,888	12,333	25,150	39,073
65620 OFFICE MACH. & EQUIP.	1,698	417		
65625 FURNITURE, FIXTURE & EQUIPMENT	49	1,250	1,200	1,250
65630 LIBRARY BOOKS	17			
66020 TRANSFERS TO OTHER FUNDS	991,750			
66025 TRAN.TO DS FUND- ERI DEBT SERV		102,639	102,639	100,024
66030 OTHER INSURANCE CHARGEBACKS	22,225	31,737	31,737	38,091
1900 ADMIN.SERVICES DEPARTMENT	9,266,548	8,206,488	7,994,305	8,643,197

# City of Evanston

## Community & Economic Development Department

### Description of Major Activities:

The Community and Economic Development Department's mission is to strengthen Evanston's neighborhoods, housing stock and commercial property through a wide range of services and programs. Specific objectives to achieve this mission include ensuring that:

- All Evanston residents live in decent, clean, safe housing
- New construction meets safety and building code standards
- The viability of Evanston's neighborhoods and downtown is maintained, balancing the old and new
- Low and moderate income households can remain in their homes
- Attractive new developments enhance the tax base
- Neighborhood businesses can maintain their properties through economic development incentives
- Existing Evanston businesses are retained and desired new businesses are attracted
- Specific areas are identified for economic development initiatives
- Redevelopment is promoted in appropriate areas of the City
- Employment opportunities are improved for Evanston residents and businesses
- The historic character of Evanston architecture and design is celebrated and preserved
- Opportunities are provided for citizen engagement and participation to achieve desired community development
- Acquisition and rehabilitation of foreclosed residential properties through the NSP2 Program

<b>Total Full-Time Equivalent Positions:</b>		
Employee Status Description	Job Type Description	2012 Position FTE
<b>Community &amp; Economic Development Administration</b>		
Full-Time Regular	Director, Community & Economic Development	1.00
Full-Time Regular	Management Analyst	1.00
<b>2101 Total</b>		<b>2.00</b>
<b>Planning and Zoning</b>		
Full-Time Regular	Planning and Zoning Division Manager	1.00
Full-Time Regular	Executive Secretary (to non-Dept. Head)	1.00
Full-Time Regular	Housing Planner	1.00
Full-Time Regular	General Planner	1.00
Full-Time Regular	Zoning Planner	1.00
Full-Time Regular	Zoning Officer	1.00
Full-Time Regular	Senior Planner	1.00
<b>2105 Total</b>		<b>7.00</b>
<b>Housing Code Compliance</b>		
Full-Time Regular	Property Maintenance Inspector I	4.00
Full-Time Regular	Customer Service Representative	1.00
Full-Time Regular	Sign Inspector/Graffiti Tech	1.00
Full-Time Regular	Inspector/Customer Service Supervisor	1.00
<b>2115 Total</b>		<b>7.00</b>
<b>Housing Rehab</b>		
Full-Time Regular	Construction Rehabilitation Specialist	1.00
Full-Time Regular	Permits-Licensing Coordinator	0.60
<b>2120 Total</b>		<b>1.60</b>

City of Evanston

Community & Economic Development Department

Employee Status Description	Job Type Description	2012 Position FTE
<b>Building Inspection Services</b>		
Full-Time Regular	Customer Service Representative	2.00
Full-Time Regular	Electrical Inspector II	1.00
Full-Time Regular	Plumbing / Mechanical Inspector	2.00
Full-Time Regular	Structural Inspector/ Plan Examiner	1.00
Full-Time Regular	Project Management Supervisor	1.00
Full-Time Regular	Building/Inspectional Services Division Manager	1.00
Full-Time Regular	Permits-Licensing Coordinator	0.40
Full-Time Regular	Supervising Structural Inspector	1.00
<b>2126 Total</b>		<b>9.40</b>
<b>Community &amp; Economic Development Total</b>		<b>27.00</b>

**Financial Summary**

	2010-2011 Actual	2011 Budget	2011 Estimated Actual	2012 Adopted Budget
<b>Expenditures:</b>				
2101 – CD Administration	127,831	155,412	153,146	318,596
2105 – Planning & Zoning	812,945	683,244	693,004	770,679
2115 – Housing Code Compliance	604,420	533,667	556,729	674,718
2120 – Housing Rehabilitation	296,327	260,827	249,995	158,428
2121 – EECBG Grant-Weatherization	4,761	0	0	0
2126 – Building Inspection Services	893,059	827,662	732,088	1,119,318
2127 – Community Intervention	127,738	190,271	129,563	0
2128 – Homeless Services	85,729	69,890	80,645	106,600
2135 – Economic Development	549,134	103,232	101,462	0
2140 – Community Intervention Serv.	710	0	0	0
2150 – HPRP Grants	401,943	0	0	0
<b>Total Expenditures:</b>	<b>\$3,904,597</b>	<b>\$2,824,205</b>	<b>\$2,696,632</b>	<b>\$3,148,339</b>
<b>Revenues:</b>				
52030 – Contractor Licenses	76,050	66,640	66,640	77,302
52035 – Rooming house fees	182,936	193,000	193,000	193,000
52046 – Rental Dwelling Registration	70,340	95,000	95,000	95,000
52080 – Building Permits	2,702,810	2,500,000	1,900,000	2,500,000
52090 – Plumbing Permits	117,574	135,000	135,000	135,000
52095 – Electrical Permits	124,174	130,000	130,000	130,000
52105 – Sign / Awning Permits	6,712	8,330	8,330	8,330
52110 – Other/Miscellaneous Permits	225,916	183,260	183,260	183,260
52115 – Elevator Permits	20,919	41,650	41,650	41,650
52120 – Heating Vent. A/C Permits	323,351	210,000	275,000	210,000
52145 – Annual Sign Fees	30,340	25,000	25,000	25,000
52155 – Plat Approval Fees	1,320	2,082	2,100	2,100
52555 – Housing code Violation fines	136,968	50,000	75,000	117,248
52560 – Permit Penalty Fees	10,940	6,248	7,500	7,500
53665 – Condo Conversion App. Fees	16,650	0	0	0
53666 – Historic Preservation Fees	6,075	5,000	5,000	6,500
53695 – Zoning Fees	42,143	15,000	17,500	17,500
55231 – Lead Paint Hazard Grant	0	80,000	80,000	0
55275 – HUD Emergency Shelter	85,729	86,000	4,240	85,000
<b>Total Revenues:</b>	<b>\$4,180,947</b>	<b>\$3,832,210</b>	<b>\$3,244,220</b>	<b>\$3,834,390</b>

**Community & Economic Development Department**

**Notes for Financial Summary**

- Building Inspection Services and Economic Development units were created in FY10-11 as a result of citywide restructuring. Property Standards, Housing Rehab and the Building Divisions have merged into the Building & Inspection Services Division with three distinct budgets (2115, 2120 & 2126). The Zoning budget has been shifted to the Planning Division.
- Community Intervention and Homeless Services programs moved from the Health & Human Services Department to Community & Economic Development Department as a result of citywide restructuring.
- Permit revenues are projected to decline in 2011 from the 2010-11 estimate because of the lower number of large projects and the overall state of the economy.

**Performance Report on FY 2011 Major Program Objectives**

The Community Development Department has achieved most of its objectives in the current fiscal year. Development and permit revenues are lower than historical levels, but are substantially over budget by more than \$600,000. TIF incremental revenues continued to grow in 2010-11; however, reassessments in 2010 may negatively impact the tax increment expected in 2011. The Downtown II TIF has expired, resulting in a new Equalized Assessed Valuation (EAV) to accrue to the benefit of all taxing districts and an estimated distribution of \$8.5 million in potential tax revenues.

The Property Maintenance unit of the newly formed Building & Inspection Services Division experienced a year of increased demand for services due to increasing financial challenges within the housing market, including continued high foreclosures. The condition of property in Evanston continues to need ongoing attention, but programs in these areas have helped conserve older housing stock in neighborhoods and enhanced the quality of life of residents, including homeowners.

In January 2010, HUD announced the award of approximately \$18 million to the City in NSP2 funds for two census tracts in west and south Evanston. These funds are being used to mitigate the impact of foreclosed property through acquisition, rehabilitation and re-occupancy of these residential properties through a partnership with Brinshore Development.

Progress in the production of affordable housing has been challenged by the upheaval in credit and capital markets. Housing providers and staff continue to persevere despite changing markets, a drop in housing demand for ownership products and the growing unemployment rate. The success of the down payment assistance program and the single-family rehabilitation program has strengthened neighborhoods by helping people to remain in their homes and helping others to buy vacant dwellings.

The completion of zoning amendments implementing the West Evanston Master Plan and the Central Street Plan has occurred successfully. Implementation of these plans is an ongoing multi-year activity. The Downtown Plan has been approved and initial public hearings by the Plan Commission, focusing on zoning amendments, are occurring.

The M/W/EBE program increased program activity in the areas of contractual projects covered in the program and in terms of the number of local jobs created through the Local Employment Program.

**2012 Department Initiatives**

Promoting economic development, neighborhood revitalization and affordable housing will continue to be major priorities of the Department. Housing activity will continue to have special emphasis on the down payment assistance program, the single family rehab program and acquisition and rehab of foreclosed

## City of Evanston

### Community & Economic Development Department

property. In addition, the Department will continue the implementation of the PAL System which includes on-line permit status look-up and inspection scheduling for improved customer service.

The M/W/EBE and LEP programs will increase outreach through seminars to businesses and eligible Evanston residents. The Local Business Directory will also be updated to improve access to City bids and requests for proposals.

Ongoing Activity Measures	2010-2011 Actual	2011 Estimate	2012 Projected
Total Building Permits Issued	2,836	2,400	2,800
Total Building Inspections	6,112	5,100	6,000
Total Building Construction Work w/o permits investigated	78	60	75
Total Elevator Inspections	1,819	1,550	1,900
Contractor Licenses Issued/Renewed	750	625	750
Coordination & Completion of Planning & Development Committee packets	24	24	24
Completion of the Planning & Development Committee Minutes	24	24	24
Economic Development Committee Meetings	12	12	12
Preservation Commission Meetings	12	12	12
Dwelling Units Inspected	2,811	2,900	3,500
Occupants Affected by Rooming House Inspections	6,889	5,160	6,889
Complaints investigated	1,290	1,100	1,350
Tickets Issued	377	295	400
Dwelling Units Demolished	2	2	2
Re-inspections for Compliance	7,839	6,550	7,900
Violations Corrected	3,492	3,076	3,500
Vacant Building Determinations	20	17	20
Training/Safety/Staff Meetings	16	15	16
Graffiti Tags Removed by Graffiti Technician	5,291	4,400	5,300
Preservation Cases	210	205	225
Zoning Analysis Cases	387	216	230
Special Uses	12	8	13
Variations (Major)	24	21	24
Planned Developments/Amendments	1	4	4
Variations (Minor)	51	43	50
Text & Map Amendments	12	7	8
NSP2 Housing Units Acquired	0	75	25
NSP2 Housing Units Under Rehabilitation	0	32	80
NSP2 Housing Units Completed	0	20	50
Affordable Housing Units Financed (Non NSP2)	26	36	46
Sign Variations	11	11	12

	2010-11	2011	2011	2012
	Actual	Budget	Estimate	Approved
<b>2100 COMM &amp; ECONOMIC DEVELOPMENT</b>				
61010 REGULAR PAY	1,989,752	1,708,396	1,597,950	1,922,391
61055 TEMPORARY EMPLOYEES			6,450	
61060 SEASONAL EMPLOYEES	262,082			
61110 OVERTIME PAY	28,149	12,537	18,618	20,173
61210 LONGEVITY	16,028	12,242	11,073	16,256
61415 TERMINATION PAYOUTS	59,795			
61430 OTHER PAYOUTS	120			
61455 REGULAR SALARIES-CHGBACKS	4,287			
61510 HEALTH INSURANCE	357,574	340,007	361,614	376,489
61615 LIFE INSURANCE	3,700	905	938	1,117
61625 AUTO ALLOWANCE	3,349	4,150	4,150	4,980
61626 CELL PHONE ALLOWANCE	202	569	569	672
61630 SHOE ALLOWANCE	2,535	2,340	2,470	2,470
61710 IMRF	220,070	172,776	154,628	226,822
61725 SOCIAL SECURITY	142,457	105,123	96,669	118,004
61730 MEDICARE	33,317	24,586	23,182	27,599
62145 ENGINEERING SERVICES	3,040	30,000	15,000	20,000
62150 CONSTRUCTION ENGINEERING SERVI	4,653	15,000	7,500	12,000
62185 OTHER CONSULTING SERVICES			4,000	4,000
62190 HOUSING REHAB SERVICES	8,592	4,990	10,900	15,000
62205 ADVERTISING	1,821	967	1,135	1,425
62210 PRINTING	4,157	5,105	2,633	3,550
62235 OFFICE EQUIPMENT MAINT		63	63	
62245 OTHER EQMT MAINTENANCE	53	209	209	100
62271 COURT REPORTING SERVICES	6,574	2,660		
62275 POSTAGE CHARGEBACKS	12,806	2,540	5,130	5,700
62280 OVERNIGHT MAIL CHARGES	19	83	80	83
62285 COURIER CHARGES	1,338	875	1,200	1,500
62295 TRAINING & TRAVEL	4,060	4,688	5,078	6,945
62305 RENTAL OF AUTO-FLEET MAINTEN.	23,290	17,665	17,765	24,155
62309 RENTAL OF AUTO REPLACEMENT	19,800	14,664	14,880	17,596
62345 COURT COST/LITIGATION	1,266	937	3,440	3,990
62360 MEMBERSHIP DUES	2,760	2,130	1,901	3,225
62380 COPY MACHINE CHARGES	10,249	3,150	3,150	3,778
62425 ELEVATOR CONTRACT COSTS	68,425	49,980	49,980	68,425
62464 PLUMB,ELECT,PLAN REVIEW SERVI.	12,239	20,825	15,000	15,000
62490 OTHER PROGRAM COSTS	30,576			
62509 SERVICE AGREEMENTS / CONTRACTS	1,100			
62605 OTHER CHARGES		20,000	6,000	20,000
62645 DIGITAL ARCHIVING	12,626	11,434	10,621	10,000
63156 CONNECT FOR THE HMLSS-HP SVC	38,295			
63157 CONNECT FOR THE HMLSS-RH SVC	41,299			
63158 CONNECT FOR THE HMLSS-DATA	5,506			
63159 CONNECT FOR THE HMLSS-HP DA	180,001			
63160 CONNECT FOR THE HMLSS-RH DA	87,000			
63161 MCGAW YMCA-HP SVC	8,640			
63163 LIFT-HP SVC	1,250			
63164 LIFE-RH SVC	250			
63165 CEDA-HP SVC	2,160			
63173 CITY OF EVANSTON-DATA	13,340			
63174 CITY OF EVANSTON-ADMIN	23,757			
64540 TELECOMMUNICATIONS - WIRELESS	13,024	6,735	4,789	7,110

		2010-11	2011	2011	2012
		Actual	Budget	Estimate	Approved
65010	BOOKS, PUBLICATIONS, MAPS	7,312	1,155	1,356	2,034
65020	CLOTHING	850			
65025	FOOD	1,474	100		
65050	BLDG MAINTENANCE MATERIAL	478			
65055	MATER. TO MAINT. IMP.	340	250	300	350
65085	MINOR EQUIPMENT & TOOLS	1,780	834	2,248	2,250
65090	SAFETY EQUIPMENT	3,125			
65095	OFFICE SUPPLIES	8,238	5,453	4,891	6,840
65105	PHOTO/DRAFTING SUPPLIE	283	384	396	425
65525	PAINT GRANTS	25,000	80,000	80,000	
66005	OTHER CHARGES	68			
66025	TRAN.TO DS FUND- ERI DEBT SERV		57,788	58,010	57,289
66030	OTHER INSURANCE CHARGEBACKS	6,825	9,746	9,746	11,696
67110	CONNECTIONS FOR THE HOMELESS	45,443	43,899	48,045	80,000
67111	YWCA	10,000	5,581	10,000	10,000
67113	HARBOUR INC.		5,581		
67114	FAMILY PROMISE	6,000			
67115	INTERFAITH HOMELESS SERVICES	20,000	8,830	16,600	16,600
67161	FAMILY PROMISES		6,000	6,000	
68205	CONTINGENCIES		275	275	300
2100	COMM & ECONOMIC DEVELOPMENT	3,904,597	2,824,205	2,696,632	3,148,339

# City of Evanston

## Police Department

### Description of Major Activities:

The Police Department is committed to the protection of life and property.

<b>Full-Time Equivalent Positions:</b>		
Employee Status Description	Job Type Description	2012 Position FTE
<b>Police Administration</b>		
Full-Time Regular	Administrative Secretary	1.00
Full-Time Regular	Chief of Police	1.00
<b>2205 Total</b>		<b>2.00</b>
<b>Patrol Operations</b>		
Full-Time Regular	Police Commander	3.00
Full-Time Regular	Police Officer	87.00
Full-Time Regular	Police Sergeant	12.00
Full-Time Regular	Deputy Chief	1.00
<b>2210 Total</b>		<b>103.00</b>
<b>Criminal Investigation</b>		
Full-Time Regular	Police Commander	1.00
Full-Time Regular	Police Officer	12.00
Full-Time Regular	Police Sergeant	2.00
Full-Time Regular	Deputy Chief	1.00
<b>2215 Total</b>		<b>16.00</b>
<b>Social Services Bureau</b>		
Full-Time Regular	Victim Advocate	2.00
Full-Time Regular	Youth Advocate	2.00
<b>2225 Total</b>		<b>4.00</b>
<b>Juvenile Bureau</b>		
Full-Time Regular	Police Commander	1.00
Full-Time Regular	Police Officer	8.00
Full-Time Regular	Police Sergeant	1.00
<b>2230 Total</b>		<b>10.00</b>
<b>School Liaison</b>		
Full-Time Regular	Police Officer	3.00
<b>2235 Total</b>		<b>3.00</b>
<b>Police Records</b>		
Full-Time Regular	Dir, Police Records Bureau	1.00
Full-Time Regular	Records Input Operator	4.00
Full-Time Regular	Review Officer	2.00
<b>2240 Total</b>		<b>7.00</b>
<b>Communications</b>		
Full-Time Regular	Telecommunicator	14.00
<b>2245 Total</b>		<b>14.00</b>

City of Evanston

Police Department

Employee Status Description	Job Type Description	2012 Position FTE
<b>Service Desk</b>		
Full-Time Regular	Deputy Chief	1.00
Full-Time Regular	Service Desk Supervisor	1.00
Full-Time Regular	Court Liaison	1.00
Full-Time Regular	Service Desk Officer	12.00
Full-Time Regular	Property Officer	1.00
Full-Time Regular	Management Analyst	1.00
Full-Time Regular	311 Supervisor	1.00
Full-Time Regular	Custodian I	1.00
<b>2250 Total</b>		<b>19.00</b>
<b>Public Information</b>		
Full-Time Regular	Service Desk Officer I	9.50
<b>2251 Total</b>		<b>9.50</b>
<b>Office of Professional Standards</b>		
Full-Time Regular	Executive Secretary (to non-Dept. Head)	1.00
Full-Time Regular	Police Commander	1.00
Full-Time Regular	Police Sergeant	1.00
<b>2255 Total</b>		<b>3.00</b>
<b>Office of Administration</b>		
Full-Time Regular	Administrative Specialist	1.00
Full-Time Regular	Administrative Coordinator	1.00
<b>2260 Total</b>		<b>2.00</b>
<b>Neighborhood Enforcement Team</b>		
Full-Time Regular	Police Commander	1.00
Full-Time Regular	Police Officer	11.00
Full-Time Regular	Police Sergeant	2.00
<b>2265 Total</b>		<b>14.00</b>
<b>Traffic Bureau</b>		
Full-Time Regular	Police Sergeant	1.00
Full-Time Regular	Police Officer	6.00
Full-Time Regular	Towing Coordinator	1.00
<b>2270 Total</b>		<b>8.00</b>
<b>Community Strategic Bureau</b>		
Full-Time Regular	Crime Analyst	1.00
<b>2275 Total</b>		<b>1.00</b>
<b>Animal Control</b>		
Full-Time Regular	Animal Control Warden	1.00
Full-Time Regular	Chief Animal Warden	1.00
Part-time Regular	PT Animal Warden	0.50
<b>2280 Total</b>		<b>2.50</b>
<b>Problem Solving Team</b>		
Full-Time Regular	Police Commander	1.00
Full-Time Regular	Police Officer	6.00
<b>2285 Total</b>		<b>7.00</b>
<b>Police Total</b>		<b>225.00</b>

# City of Evanston

## Police Department

### Financial Summary

	2010-2011 Actual	2011 Budget	2011 Estimated Actual	2012 Adopted Budget
<b>Expenditures:</b>				
2205 – Police Administration	421,629	358,635	364,415	1,142,748
2210 – Patrol Operations *	10,256,389	9,694,673	9,571,225	11,620,746
2215 – Criminal Investigation	2,198,229	1,576,544	1,699,159	1,815,955
2225 – Social Services Bureau	374,676	372,481	315,843	399,788
2230 – Juvenile Bureau	1,057,518	949,784	946,383	1,116,332
2235 – School Liaison	318,215	248,455	244,848	296,424
2240 – Police Records	496,071	444,197	480,656	612,837
2245 – Communications	1,258,824	1,179,640	1,156,559	1,374,111
2250 – Service Desk	1,518,643	1,295,310	1,280,523	1,637,989
2251 – 311 Center	38,460	565,004	516,879	536,337
2255 – Office of Prof. Standards	280,979	282,021	270,373	341,415
2260 – Office of Administration	393,367	272,728	278,959	305,132
2265 – Neighborhood Enforcement	1,840,241	1,357,425	1,332,189	1,545,325
2270 – Traffic Bureau	908,875	731,732	735,944	866,991
2275 – Community Strategic Bur.	106,632	93,903	100,980	123,770
2280 – Animal Control	211,321	185,648	191,148	227,668
2285 – Problem Solving Team	759,348	655,462	665,028	789,370
<b>Total Expenditures:</b>	<b>\$22,439,417</b>	<b>\$20,263,642</b>	<b>\$20,151,111</b>	<b>\$24,752,938</b>
<b>Revenues:</b>				
52170 – Alarm Panel Franchise Fees	9,255	4,165	4,500	6,000
52510 – Regular Fines	250,779	274,910	265,000	298,449
53685 – Police Report Fees	15,794	13,328	12,000	14,500
53720 – Skokie/Lincolnwood Animal Fees	8,085	6,248	8,500	8,000
55160 – Violent Crimes Victim’s Grant	500	18,525	18,525	18,525
55270 – Police Training Grant	8,000	6,664	8,000	8,000
55285 – Law Enforcement Block Grant	8,178	0	0	0
<b>Total Revenues:</b>	<b>\$300,591</b>	<b>\$323,840</b>	<b>\$316,525</b>	<b>\$353,474</b>

### Notes for Financial Summary

- FY2012 will be another budget cycle impacted by the world-wide economic downturn, higher energy and fuel costs and the continuing conflicts overseas. The cost of fuel and ammunition has been increasing and lead times between order and receipt of goods has lengthened to nearly a year.
- The EPD expanded its bicycle officer program to help offset fuel costs.
- Current social service grants have been extended through this fiscal year. The Justice Assistance Grant has been reduced significantly by the Federal Government and the City of Chicago.
- The Department of Homeland Security has awarded a \$200,000 grant to improve water plant security. The Evanston Police Department (EPD) serves as the grant coordinator for this project.

### Performance Report on FY 2011 Major Program Objectives

- Replacement of the current firing range (which is non-operational) to a state-of-the-art facility for proper training and certification of the sworn police personnel is continuing. The range will have an upgraded ventilation system and bullet trap.
- Purchasing of cameras and related equipment for use within the Evanston community will be handled with the cooperation of the Information Technology Division, with the funding coming from awards received through Representative Schakowsky’s office from the U.S. Department of Justice.

# City of Evanston

## Police Department

- The EPD has a central role in the development and deployment of the new 311 Center which celebrated 6 months of operations on 9-1-11.

### 2012 Department Initiatives

- Purchasing the Field Reporting Program through HTE for the Field Operations Division to begin reporting incidents via laptop computers (Fall, 2011).

### Activity Measures

Ongoing Activity Measures	2010-2011 Actual	2011 Projected	2012 Projected
Part I crimes	2,333	2,300	2,300
Part II crimes	4,824	4,900	4,900
Total calls for service*	35,991	33,000	33,000
Arrests (felony & misdemeanor)	2,675	2,600	2,600
D.U.I. arrests	90	100	100
Ticket & citation production – Parking	18,995	1,900	1,900
Liquor inspections	112	100	100

\* The 2011 projected “total calls for service” number should be reduced by the establishment of 311.

	2010-11	2011	2011	2012
	Actual	Budget	Estimate	Approved
<b>2200 POLICE DEPARTMENT</b>				
61010 REGULAR PAY	15,633,672	13,851,183	13,683,000	17,033,833
61050 PERMANENT PART-TIME	24,700	67,875	20,000	52,821
61055 TEMPORARY EMPLOYEES	3,576	2,000	3,000	3,000
61062 SPECIAL EVENT SALARIES	361,324	157,021	208,100	171,400
61110 OVERTIME PAY	126,218	107,112	144,316	141,200
61111 HIREBACK OT	239,908	147,441	189,000	173,700
61112 SPECIAL DETAIL OT	49,383	92,324	90,630	96,730
61210 LONGEVITY	251,013	189,868	205,527	263,028
61415 TERMINATION PAYOUTS	234,080			325,000
61420 ANNUAL SICK LEAVE PAYOUT	116,541			190,000
61425 ANNUAL HOLIDAY PAYOUT	67,494			204,000
61430 OTHER PAYOUTS	164,095			
61510 HEALTH INSURANCE	2,472,745	2,773,786	2,779,920	2,717,440
61610 DENTAL INSURANCE	290-			
61615 LIFE INSURANCE	22,000	14,044	14,052	16,800
61626 CELL PHONE ALLOWANCE	152	305	305	360
61630 SHOE ALLOWANCE	780	780	637	780
61635 UNIFORM ALLOWANCE	138,638	143,100	136,985	160,950
61655 EMPLOYEE LOANS - INTEREST EXPE	256			
61710 IMRF	305,294	282,327	265,371	404,776
61725 SOCIAL SECURITY	187,336	207,952	180,178	225,071
61730 MEDICARE	231,381	193,506	195,586	252,458
62210 PRINTING	2,924	2,499	3,000	3,000
62225 BLDG MAINTENANCE SERVICES	47,937	47,898	49,370	59,083
62245 OTHER EQMT MAINTENANCE	1,711	2,700	2,700	2,700
62270 MEDICAL/HOSPITAL SERVICES	1,111	833	1,200	1,000
62275 POSTAGE CHARGEBACKS	7,312	4,998	3,500	4,500
62295 TRAINING & TRAVEL	76,742	71,738	75,750	68,100
62305 RENTAL OF AUTO-FLEET MAINTEN.	567,850	448,659	448,659	599,388
62309 RENTAL OF AUTO REPLACEMENT	256,600	213,748	213,744	256,498
62315 POSTAGE	44			
62320 TELEPHONE CHARGEBACKS	2,205			
62360 MEMBERSHIP DUES	5,878	16,700	16,300	17,100
62370 EXPENSE ALLOWANCE	50,779	46,398	44,500	5,500
62375 RENTALS	27,927	11,033	13,699	16,200
62380 COPY MACHINE CHARGES	3,573	11,100	11,100	13,013
62425 ELEVATOR CONTRACT COSTS		2,749	2,700	3,040
62490 OTHER PROGRAM COSTS		833	833	1,000
64005 ELECTRICITY	3,084			
64015 NATURAL GAS	24,363	24,990	24,990	28,000
64505 TELECOMMUNICATIONS - CARRIER L		100,000	100,000	50,000
64540 TELECOMMUNICATIONS - WIRELESS	25,502	19,800	18,000	22,000
65010 BOOKS, PUBLICATIONS, MAPS	1,381	500	400	333
65015 CHEMICALS	24,622	21,658	22,833	22,833
65020 CLOTHING	24,612	35,819	39,553	37,633
65025 FOOD	6,682	3,832	3,765	4,166
65040 JANITORIAL SUPPLIES	10,244	6,248	6,500	6,000
65045 LICENSING/REGULATORY SUPP	33-			
65085 MINOR EQUIPMENT & TOOLS	1,922	417		
65095 OFFICE SUPPLIES	25,457	24,157	18,100	22,300
65105 PHOTO/DRAFTING SUPPLIE	6,924	7,414	4,233	4,833
65125 OTHER COMMODITIES	33,415	8,225	10,999	10,200

	2010-11	2011	2011	2012
	Actual	Budget	Estimate	Approved
66025 TRAN.TO DS FUND- ERI DEBT SERV		92,482	92,482	94,460
66030 OTHER INSURANCE CHARGEBACKS	564,142	805,594	805,594	966,713
68205 CONTINGENCIES	4,209			
2200 POLICE DEPARTMENT	22,439,417	20,263,642	20,151,111	24,752,938

# City of Evanston

## Fire Department

### Description of Major Activities:

The Fire Department exists, 24 hours of every day, to protect life, property, and the environment. The department provides superior quality of fire suppression, emergency medical services, fire prevention, public education, technical rescue, and non-emergency and support services to prevent or minimize situations that affect the people we serve.

<b>Total Full-Time Equivalent Positions:</b>		
Employee Status Description	Job Type Description	2012 Position FTE
<b>Fire Management and Support</b>		
Full-Time Regular	Fire Chief	1.00
Full-Time Regular	Clerk II	1.00
Full-Time Regular	Management Analyst	1.00
<b>2305 Total</b>		<b>3.00</b>
<b>Fire Prevention</b>		
Full-Time Regular	Division Chief, Fire	1.00
Full-Time Regular	Fire Captain	2.00
Full-Time Regular	Fire Plan Reviewer	1.00
<b>2310 Total</b>		<b>4.00</b>
<b>Fire Suppression</b>		
Full-Time Regular	Fire Captain	24.00
Full-Time Regular	Firefighter	74.00
Full-Time Regular	Shift Chief, Fire	3.00
Full-Time Regular	Division Chief, Fire	2.00
<b>2315 Total</b>		<b>103.00</b>
<b>Fire Total</b>		<b>110.00</b>

### Financial Summary

	2010-2011 Actual	2011 Budget	2011 Estimated Actual	2012 Adopted Budget
<b>Expenditures:</b>				
2305 – Fire Management & Support	579,409	487,681	494,117	701,083
2310 – Fire Prevention	519,971	433,610	427,837	517,449
2315 – Fire Suppression	11,707,675	10,260,575	10,293,266	12,082,441
2320 – Office of Emer. Preparedness	12,500	10,917	10,800	13,648
<b>Total Expenditures:</b>	<b>\$12,819,555</b>	<b>\$11,192,783</b>	<b>\$11,226,020</b>	<b>\$13,314,621</b>
<b>Revenues:</b>				
52135 – Fire Suppress/Alarm Permits	20,588	0	40,000	40,000
52540 – False Alarm Fines	74,455	137,445	137,000	170,000
53655 – Cost Recovery Fines	2,545	8,330	4,000	10,000
53675 – Ambulance Fees	973,482	820,525	850,000	1,049,901
53705 – Fire Building Inspection	5,265	6,000	6,000	6,000
53715 – Alarm Registration Fee	133,405	46,000	45,000	180,000
55170 – Fire Department Training	1,115	1,500	12,762	2,000
55265 – FEMA	38,116	19,992	20,000	17,000
<b>Total Revenues:</b>	<b>\$1,228,383</b>	<b>\$1,039,792</b>	<b>\$1,074,762</b>	<b>\$1,474,901</b>

# City of Evanston

## Fire Department

### Notes for Financial Summary

- Other insurance chargebacks of \$346,778 are being included as an expense for 2012.
- Anticipating four retirements, two members attending EMT-B, four members attending paramedic school training in FY2012.

### Performance Report on FY 2011 Major Program Objectives

The Insurance Services Organization conducted its assessment of the firefighting capacities of our Department. We met our objective of bettering our rating by being reclassified from a three to a two. The transition to computerized patient care reporting has been implemented. The reporting system is functioning well. Seventy two Department paramedics participated in Advanced Cardiac Life Support training in 2011.

### 2012 Department Initiatives

For 2012, a Shift Chief and a Fire Captain promotional exam will be conducted. Emergency Management will be coordinated through the Fire Department for all City functions. The City's Emergency Operations Plan will be revised and submitted for certification. Emergency Management will offer Community Emergency Response Team (CERT) training courses. All paramedics will be provided Pediatric Advanced Life Support training. The Department will offer citizen CPR classes. We will enhance and augment our internal wellness program by providing fitness and nutrition components. The Department will develop and implement a Chaplain Policy. Finally, the Department will continue to spearhead the continuity of city business operations planning, which is a citywide initiative that will be led through Emergency Management.

<b>Ongoing Activity Measures</b>	<b>2010-2011 Actual</b>	<b>2011 Projected</b>	<b>2012 Projected</b>
City fire insurance rating	3	2	2
Hydrants inspected/flow tested	1,310	1,310	1,310
Bureau fire inspections	740	620	680
Construction plans reviewed	603	625	640
Fire equipment tests witnessed	300	290	300
Staff hours on cause and origin investigations	124	140	140
Public education presentations	585	600	600
Customer request for information	3,885	3,800	3,800
All Fire Dept. incidents, excluding ambulance calls	3,567	3,611	3,661
Ambulance calls	5,350	5,489	5,519
Fire, Carbon Monoxide & Extinguishing Alarm System activations (Included above)	1,893	1,931	1,932
Number of fires (included above)	157	160	161
Number of structure fires (included above)	75	76	76
Average fire alarm response time	330	330	330
Average ambulance response time	353	350	350
Training hours/firefighter	240	240	240
Number of paramedics	92	93	94

	2010-11	2011	2011	2012
	Actual	Budget	Estimate	Approved
<b>2300 FIRE DEPARTMENT</b>				
61010 REGULAR PAY	8,821,218	7,607,776	7,607,776	9,177,840
61110 OVERTIME PAY	130,284	90,374	84,800	124,500
61111 HIREBACK OT	462,231	262,395	292,000	250,000
61113 TRAINING OT	19,632	27,490	25,500	33,000
61210 LONGEVITY	176,643	143,754	143,754	159,989
61415 TERMINATION PAYOUTS	242,329			50,000
61420 ANNUAL SICK LEAVE PAYOUT	78,868			50,000
61430 OTHER PAYOUTS	17,539			
61440 EDUCATION PAY	141,461	106,941	106,941	128,025
61510 HEALTH INSURANCE	1,271,190	1,547,452	1,547,452	1,542,502
61615 LIFE INSURANCE	11,300	3,336	3,336	4,171
61710 IMRF	18,379	15,915	15,914	21,887
61725 SOCIAL SECURITY	10,471	16,748	16,748	12,155
61730 MEDICARE	107,492	96,788	96,788	140,541
62210 PRINTING	2,528	3,332	3,216	4,000
62235 OFFICE EQUIPMENT MAINT	512	916	900	1,100
62245 OTHER EQMT MAINTENANCE	2,861	4,582	4,500	5,100
62250 COMPUTER EQUIPMENT MAINT	5,727	4,165	4,100	5,000
62270 MEDICAL/HOSPITAL SERVICES	34,537	29,988	36,000	36,000
62275 POSTAGE CHARGEBACKS	1,014	2,499	2,400	3,000
62295 TRAINING & TRAVEL	30,452	31,381	41,250	72,400
62305 RENTAL OF AUTO-FLEET MAINTEN.	456,805	360,914	360,914	482,150
62309 RENTAL OF AUTO REPLACEMENT	271,600	226,243	226,241	271,500
62315 POSTAGE	360	417	400	500
62335 DATA PROCESSING SERVIC	1,813	2,666	2,600	3,200
62355 LAUNDRY/OTHER CLEANING		833	800	1,000
62360 MEMBERSHIP DUES	29,619	29,422	28,900	33,900
62380 COPY MACHINE CHARGES	2,294	1,700	3,165	1,777
62430 CUSTODIAL CONTRACT SERVICES		4,165		4,165
62509 SERVICE AGREEMENTS / CONTRACTS	4,294	4,248	4,200	5,100
62518 SECURITY/ALARM CONTRACTS	4,951	5,331	5,300	6,400
62521 MEDICAL EQ MAINT AGREEMENTS	13,623	11,829	11,800	14,200
62522 SCBA EQ MAINT AGREEMENTS	3,556	4,165	4,100	5,000
62523 EXTRICATION EQ MAINT AGREEMNTS		2,499	2,500	3,000
62605 OTHER CHARGES	6,370	7,081	7,000	8,000
64005 ELECTRICITY	118			
64015 NATURAL GAS	63,968	62,475	62,400	75,000
64540 TELECOMMUNICATIONS - WIRELESS	10,777	9,320	9,500	12,000
65005 AGRI/BOTANICAL SUPPLIES		250	250	300
65010 BOOKS, PUBLICATIONS, MAPS	1,350	1,999	1,933	2,400
65015 CHEMICALS	5,952	4,998	5,000	6,000
65020 CLOTHING	44,809	33,320	33,300	50,000
65040 JANITORIAL SUPPLIES	11,943	9,246	9,200	11,000
65050 BLDG MAINTENANCE MATERIAL	3,686	5,498	5,400	6,000
65070 OFFICE/OTHER EQT MTN MATL	3,730	3,332	3,300	4,000
65075 MEDICAL & LAB SUPPLIES	5,826	5,831	5,800	7,000
65085 MINOR EQUIPMENT & TOOLS	4,300	3,749	3,633	4,500
65090 SAFETY EQUIPMENT	1,988	1,666	1,663	2,000
65095 OFFICE SUPPLIES	3,560	6,164	5,950	7,400
65105 PHOTO/DRAFTING SUPPLIE	1,355	1,416	1,300	1,700
65125 OTHER COMMODITIES	7,510	8,830	8,750	12,100
65620 OFFICE MACH. & EQUIP.	840	750	750	900

		2010-11	2011	2011	2012
		Actual	Budget	Estimate	Approved
65625	FURNITURE, FIXTURE & EQUIPMENT	23,051	24,990	24,990	30,000
66025	TRAN.TO DS FUND- ERI DEBT SERV		4,828	4,829	5,086
66030	OTHER INSURANCE CHARGEBACKS	242,842	346,778	346,777	416,133
2300	FIRE DEPARTMENT	12,819,555	11,192,783	11,226,020	13,314,621

# City of Evanston

## Health Department

### Description of Major Activities:

The Evanston Health Department's mission is to protect, preserve and promote wellness for people who live, work, and play in Evanston through creative and sustainable partnerships. The Department, which consists of two divisions – Food & Environmental Health and Community Health, identifies community health needs through the IPLAN, the Illinois Process for the Local Assessment of Need. The main objectives of the Department include:

- Providing leadership for public health
- Preventing disease and injury through public health education
- Protection of food, water, air and environment
- Promotion of safe and healthy communities
- Implementing scientific approaches to analyzing and solving problems
- Creating partnerships and collaboration to achieve a coordinated response to community health issues
- Utilizing population-based strategies to address public health issues.

The Environmental Health programs include risk-based food protection activities and community-based disease prevention activities. The Food & Environmental Health Division responds to requests concerning food protection, tobacco-clean air, rodent public health nuisance, and lead poisoning investigations. Environmental Health programs provide inspections, investigations, consultations, and educational services. Environmental Health practitioners conduct educational rodent control activities for neighborhood groups and facilitate extermination services for infestations on public property. Environmental Health staff provides mosquito surveillance and education about West Nile Virus. The Division is also responsible for providing emergency response from a public health perspective. Additionally, Infectious Disease Control Surveillance is provided for the prevention, monitoring and follow-up of all reportable communicable diseases to prevent the spread of infection in the community. The unit also assists in food-borne illness investigations and surveillance tracking of all communicable diseases in Evanston. The Environmental Health staff provides staff support for the Environment Board.

Community Health provides a litany of services, which include sliding scale pediatric dental services, provision of birth and death certificates, development and administration of community-wide physical activity and overall health initiatives (including Women Out Walking and Youth in Motion), tobacco cessation programs, chronic disease and diabetes self-management programs, connecting uninsured or underinsured children, families and pregnant women to the State's All Kids insurance program, administration of the Access to Care Program, health fairs and facilitation of mental health services. Additionally, Community Health staff supports the Mental Health Board, which is responsible for monitoring, evaluating, and allocating funds to mental health and human service agencies that serve the Evanston community. This year the division will be placing an emphasis on addressing childhood obesity in support of the national Let's Move! Initiative.

<b>Full-Time Equivalent Positions:</b>		
<b>Employee Status Description</b>	<b>Job Type Description</b>	<b>2012 Position FTE</b>
<b>Health Services Administration</b>		
Full-Time Regular	Director, Health	1.00
Full-Time Regular	Executive Secretary (to Dept. Head)	1.00
<b>2407 Total</b>		<b>2.00</b>
<b>Dental Services</b>		
Full-Time Regular	Clerk II	1.00
Full-Time Regular	Dental Assistant	1.00
Part-time Regular	Dentist	0.80
<b>2425 Total</b>		<b>2.80</b>

City of Evanston

Health Department

Employee Status Description	Job Type Description	2012 Position FTE
<b>Food and Environmental Health</b>		
Full-Time Regular	Environmental Health Practitioner	4.00
Full-Time Regular	Secretary II	1.00
Full-Time Regular	Communicable Disease Specialist	1.00
Full-Time Regular	Environmental Health Manager	1.00
Full-Time Regular	Health License Coordinator	1.00
Part-Time Regular	Emergency Response Coordinator	0.80
Part-time Regular	Medical Director	0.10
<b>2435 Total</b>		<b>8.90</b>
<b>Vital Records</b>		
Full-Time Regular	Clerk III	1.00
Full-Time Regular	Clerk Typist I	1.00
<b>2440 Total</b>		<b>2.00</b>
<b>Community Health</b>		
Full-Time Regular	Executive Secretary (to non-Dept. Head)	1.00
Full-Time Regular	Community Health Manager / Mgmt. Analyst	1.00
<b>2550 Total</b>		<b>2.00</b>
<b>Health Total</b>		<b>17.70</b>

**Financial Summary**

	2010-2011 Actual	2011 Budget	2011 Estimated Actual	2012 Adopted Budget
<b>Expenditures:</b>				
2407 – Health Services Admin.	264,411	252,537	252,479	303,692
2425 – Dental Services	215,480	203,506	190,642	224,413
2435 – Food & Environmental Health	794,593	742,902	703,123	997,108
2440 – Vital Records	153,538	113,646	112,947	136,698
2455 – Comm. Health Program Admin.	252,875	247,722	206,130	251,676
2460 – Community Purchased Services	398,550	575,000	575,000	500,382
2535 – Subsidized Taxicab Program	290	0	0	0
<b>Total Expenditures:</b>	<b>\$2,079,737</b>	<b>\$2,135,313</b>	<b>\$2,040,321</b>	<b>\$2,413,969</b>
<b>Revenues:</b>				
52050 – Other Licenses	21,265	5,000	21,500	20,000
52055 – Long Term Care Licenses	113,700	20,000	70,560	98,400
52070 – Resident Care	460	80	80	80
52085 – Plan Review	5,879	6,248	4,000	6,248
53050 – Sanitation Classes	4,850	4,200	1,705	1,700
53075 – Dental Fees & Reimbursement	149,127	108,290	106,467	125,000
53105 – Food Establishment License Fees	189,968	12,000	148,200	185,000
53135 – 53180 Dental Fees (specific)	2,375	0	1,385	0
53185 – Temporary Food License	8,438	6,500	6,500	6,500
53190 – Food Delivery Vehicle	4,850	100	5,500	5,500
53200 – Bev. / Snack Vending License	30,559	200	22,500	28,000
53210 – Tobacco License Fees	20,500	1,000	14,250	19,000
53215 – Birth Certificate Fees	66,115	66,640	66,640	70,000
53220 – Death Certificate Fees	34,094	57,477	30,000	40,000

City of Evanston

Health Department

	2010-2011 Actual	2011 Budget	2011 Estimated Actual	2012 Adopted Budget
53230 – Funeral Director’s License	0	5,498	6,000	6,000
53235 – Temp Funeral Director License	0	4,165	4,200	4,200
55025 – IDPH – Local Health Protection	39,048	163,000	75,000	75,000
55040 – IDPH Dental Sealant Grant	721	1,666	1,666	2,674
55075 – Summer Food Inspection	450	333	400	400
55085 – Illinois Tobacco Free Grant	1,750	12,500	21,000	25,082
55125 – Teen Pregnancy Prevention Program	0	50,480	10,200	0
55130 – Childhood Lead Poisoning Grant	720	250	1,000	1,000
55135 – Teen Parent Services	0	25,490	18,100	0
55145 – Prostate Cancer Awareness Grant	0	0	12,000	11,500
55146 – Other State Grant	11,139	118,743	12,000	11,000
55150 – Tanning Facility Inspections	0	83	200	200
55173 – CRI Grant	11,642	33,320	38,550	44,000
55174 – PHEP Grant	31,027	58,310	55,000	62,072
55176 – Dental Expansion Grants	0	0	95,000	30,000
55177 – Dental Reimbursement Grant	0	0	61,500	82,000
55178 – Disease / Diabetes Grant	0	0	16,320	16,000
55231 – Lead Paint Hazard	8,000	0	0	80,000
55251 – Federal Grant/AID	2,975	10,000	12,635	10,000
55255 – Commission Aging Grant-Advocate	33,576	0	0	0
55275 – HUD Emergency Shelter	85,729	0	0	0
56002 – Women Out Walking	0	0	8,390	25,000
56048 – Teen Baby Nursery Program	82,000	41,000	41,000	41,000
<b>Total Revenues:</b>	<b>\$960,957</b>	<b>\$812,573</b>	<b>\$989,448</b>	<b>\$1,132,556</b>

**Performance Report on FY 2011 Major Program Objectives**

- The Department performed over 1,100 inspections of restaurants, grocery stores, food festivals, hospitals, and nursing homes focusing on food safety. These inspections promoting food safety kept patrons safe from food-borne illness.
- The Department had a very successful third offering of the Women Out Walking (WOW) program. This program designed to encourage women (and families) to live healthier and more active lifestyles served approximately 900 women.
- Pediatric Dental Services was able to schedule several health screenings and education in preschools and District 65 schools. Additionally, a school-based clinic was offered in eight District 65 schools.
- The Pediatric Dental Clinic serves approximately 1,500 youth annually.
- The City of Evanston and its partner, the Solid Waste Agency of Northern Cook County (SWANCC) collect mercury-based thermometers, compact fluorescent light bulbs, used needles and some prescription medication for proper disposal on an ongoing basis. During this budget year, the following totals were collected:
  - Mercury based-thermometers – 100 lbs.
  - Compact Fluorescent Light Bulbs – 423 lbs.
  - Used Needles – 313 lbs.
  - Prescription Medication – 564 lbs.
- The Mental Health Board continues to monitor agency performance and outcomes. Additionally, the evaluation process was improved through the development of an updated proposal application and rating tool.

# City of Evanston

## Health Department

- The Mental Health Board was a planning partner and sponsor of the Naomi Ruth Cohen Cultivating Wellness Series.
- In coordination with the United States Geological Survey, the Illinois Department of Public Health and the Parks, Recreation and Community Services Department, the Health Department performed twice-daily beach quality surveys. The data collected in these surveys include wind directions and speed, water temperature, air temperature, wave height, turbidity, as well as other data points. The goal of collecting the data is to provide a predictive model when given data can predict the contaminant levels in the water.
- The Department is focusing on childhood obesity and supporting the national Let's Move! Initiative. In doing so, the City partnered with District 65 to shoot a Let's Move! youth music video and have identified policy and system changes that will impact access to healthier foods in schools, the school garden, and a physical activity and wellness program.
- Partnered with the Panckey Institute to offer two days of free community dental services to adults and youth.
- Hosted a health summit.
- Established the Evanston Health Advisory Committee, a group of interested residents and community partners that would assist and advise the Health Department in an effort to create a healthier Evanston.
- Completed the community health needs assessment and received approval on our Evanston Project for the Local Assessment of Needs (EPLAN) submission. This will serve as the strategic health plan for Evanston for 2011-16.
- The Department began the Food Safety Work Group aimed at increasing food safety throughout Evanston.

### 2012 Department Initiatives

- Address the needs of the medically underserved in Evanston through the creation of a local health center.
- Host an annual health summit.
- Serve 1,000 women through the Women Out Walking (WOW) program.
- Develop and administer a program, Youth in Motion, focused on addressing the growing national childhood obesity problem. Implement the identified strategies to improve access to healthier foods in schools and standardize the school garden process.
- Develop and recruit members for a volunteer medical reserve corps.
- Undergo the 2011-16 recertification process to remain a certified local health department.
- Establish a dental consortium to assure oral health in Evanston.
- Develop a collaborative program to facilitate change in Evanston corner stores so that healthy foods are available to all Evanston residents.
- Work with the Panckey Institute again to offer two days of free dental clinic services.

<b>Ongoing Activity Measures</b>	<b>2010-2011 Actual</b>	<b>2011 Estimated</b>	<b>2012 Projected</b>
Number of clinic appointments provided	1,516	1,300	1,550
Number of preventive & restorative clinic visits	1,405	1,200	1,450
Number of children receiving clinic services	2,061	2,100	2,100
Number of sealants applied	629	500	750
Number of preventative screenings/exams given at schools	874	700	800
Number of dental health education programs/ participants	16/962	10/500	15/900
Number of licensed food establishments	415	415	415
Number of food borne illness investigations performed	5	12	15
Total number of food inspections performed	1,150	1,000	1,200
Temporary food inspections performed	160	153	175
Food complaints evaluated / inspected	45	80	90

# City of Evanston

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## Health Department

<b>Ongoing Activity Measures</b>	<b>2010-2011 Actual</b>	<b>2011 Estimated</b>	<b>2012 Projected</b>
Food establishment plans reviewed	40	40	40
Rat & Rodent complaints investigated	197	200	225
Number of Communicable Disease Investigations	250	250	250
Nuisance requests for service provided	237	250	250
Lead inspections performed	6	20	20
Number of Women Out Walking Participants	1,100	900	1,000
Grants administered	13	15	15

		2010-11	2011	2011	2012
		Actual	Budget	Estimate	Approved
2400 HEALTH DEPARTMENT					
61010	REGULAR PAY	882,369	767,690	767,689	1,001,484
61050	PERMANENT PART-TIME	131,502	84,403	84,404	99,559
61055	TEMPORARY EMPLOYEES	675	7,497	1,500	1,500
61110	OVERTIME PAY	7,375	8,333	6,833	8,333
61210	LONGEVITY	7,324	6,367	6,367	8,207
61415	TERMINATION PAYOUTS	3,784			
61430	OTHER PAYOUTS	261			
61510	HEALTH INSURANCE	167,633	154,382	154,382	190,160
61615	LIFE INSURANCE	1,900	481	481	640
61625	AUTO ALLOWANCE	5,009	4,150	4,150	4,980
61626	CELL PHONE ALLOWANCE	167	305	300	360
61630	SHOE ALLOWANCE	390	390	390	520
61710	IMRF	94,653	77,564	77,564	118,134
61725	SOCIAL SECURITY	67,736	53,256	52,771	67,919
61730	MEDICARE	16,112	12,456	12,341	15,884
62205	ADVERTISING		833	100	300
62210	PRINTING	3,637	6,164	4,350	4,765
62235	OFFICE EQUIPMENT MAINT		167		150
62275	POSTAGE CHARGEBACKS	3,454	2,582	1,800	2,166
62295	TRAINING & TRAVEL	6,308	8,664	6,350	6,516
62305	RENTAL OF AUTO-FLEET MAINTEN.	11,941	9,435	9,435	12,604
62309	RENTAL OF AUTO REPLACEMENT	5,000	4,165	4,165	5,000
62360	MEMBERSHIP DUES	1,950	6,032	4,975	5,399
62371	WOMEN OUT WALKING EXPENSE			959	1,000
62380	COPY MACHINE CHARGES	5,232	2,700	2,300	2,978
62452	DISEASE/DIABETES GRANT EXPENSE			16,320	16,000
62468	IL TOBACCO FREE COMM EXP	10,323	12,000	12,000	12,000
62470	ILL SUBSEQUENT PREG PREVENTION	35,585	50,480	1,035	
62471	VECTOR SURVEILLANCE EXP	16,381	18,743	11,000	11,000
62472	BEACH WATER TESTING EXP	11,254	7,081	11,000	10,000
62473	ENVIRONMENTAL HEATH EXP		4,082	4,000	4,082
62474	LOCAL HEALTH PROTECTION GRANT	71,039	38,000	38,000	75,000
62475	TEEN PARENT SERVICES	15,129	25,490	11,315	
62476	CRI GRANT -EXPENSE (HHS)	9,432	33,320	18,143	44,000
62477	PHEP GRANT-EXPENSE (HHS)	19,792	58,310	45,985	58,310
62478	H1N1 GRANT EXPENDITURE	3,651			
62479	PROSTATE GRANT EXP			12,000	11,050
62490	OTHER PROGRAM COSTS	9,257	8,330	7,500	16,000
62494	HOME DAY CARE LICENSE EXPEN		167		
62505	INSTRUCTOR SERVICES		1,250		
62514	BACKGROUND CHECK SERVICES	500			
62521	MEDICAL EQ MAINT AGREEMENTS	846	1,666	1,500	1,500
62540	MAINT. OFC. EQT.-CHGBACKS	58			
62605	OTHER CHARGES		4,082	4,000	4,082
62645	DIGITAL ARCHIVING		500		250
62959	COLLABORATIVE SUPRTD HSNG PGM	2,384			
64540	TELECOMMUNICATIONS - WIRELESS	2,661	3,250	1,800	3,250
65010	BOOKS, PUBLICATIONS & MAPS	261	1,116	600	700
65025	FOOD	741	750	650	650
65040	JANITORIAL SUPPLIES		250		
65045	LICENSING/REGULATORY SUPP	1,572	1,083	1,250	1,250
65075	MEDICAL & LAB SUPPLIES	19,520	12,912	7,416	7,417

	2010-11	2011	2011	2012
	Actual	Budget	Estimate	Approved
65080	MERCHANDISE FOR RESALE		2,332	
65090	SAFETY EQUIPMENT		750	750
65095	OFFICE SUPPLIES	12,354	7,416	7,949
65100	LIBRARY SUPPLIES	32		
65125	OTHER COMMODITIES	230	192	192
65620	OFFICE MACH. & EQUIP.		1,250	15,000
66025	TRAN.TO DS FUND- ERI DEBT SERV		24,426	24,428
66030	OTHER INSURANCE CHARGEBACKS	16,158	23,074	23,074
67010	CHILDCARE NETWORK OF EVANSTON	68,536	98,780	98,780
67015	PEER SERVICES	52,908	32,607	32,607
67030	FAMILY FOCUS	19,800	31,079	31,079
67040	LGL ASSIST FNDTN OF METRO CHGO		21,852	21,852
67045	Y.O.U.	67,750	75,000	75,000
67050	COMMUNITY DEFENDER OFFICE		23,760	23,760
67065	HOUSING OPTIONS		25,667	25,667
67070	SHORE COMMUNITY SERVICES	35,348	33,012	33,012
67090	CHILD CARE CTR OF EVNSTON		13,347	13,347
67110	CONNECTIONS FOR THE HOMELESS	3,484	23,070	23,070
67125	INFANT WELFARE SOCIETY	89,040	95,033	95,033
67140	NORTH SHORE SENIOR SERVIC		29,333	29,333
67145	METROPOLITAN FAMILY SERVICES	59,300	69,639	69,639
67155	THRESHOLDS		2,821	2,821
2400	HEALTH DEPARTMENT	2,079,737	2,135,313	2,040,321
				2,413,969

City of Evanston

**Public Works Department**

**Description of Major Activities:**

The Public Works Department manages the planning, construction and maintenance of public infrastructure improvements, and the delivery of public works services. This includes the design and implementation of work programs and the development of activities to accomplish policies and goals formulated by the City Council and the City Manager. Public Works also assists in developing alternative solutions to community problems for consideration by the Mayor and Council. Divisions within the Department of Public Works include Streets & Sanitation, Engineering, and Fleet Services. Public Works is also responsible for the operation of the Municipal Service Center and the building that previously housed the Recycling Center.

<b>Total Full-Time Equivalent Positions:</b>		
<b>Employee Status Description</b>	<b>Job Type Description</b>	<b>2012 Position FTE</b>
<b>Director of Public Works</b>		
Full-Time Regular	Director, Public Works	1.00
Full-Time Regular	Executive Secretary (to Dept. Head)	1.00
<b>2605 Total</b>		<b>2.00</b>
<b>Municipal Service Center</b>		
Full-Time Regular	Custodian I	1.00
Part-time Regular	Service Center Coordinator	1.00
<b>2610 Total</b>		<b>2.00</b>
<b>E.D.O.T. Administration</b>		
Full-Time Regular	City Engineer	1.00
<b>2620 Total</b>		<b>1.00</b>
<b>Engineering</b>		
Full-Time Regular	Civil Engineer II	1.00
Full-Time Regular	Civil Engineer III	1.00
Full-Time Regular	Engineering Associate II	2.00
Full-Time Regular	Construction Inspector	1.00
Full-Time Regular	Senior Engineer	1.00
<b>2625 Total</b>		<b>6.00</b>
<b>Traffic Engineering</b>		
Full-Time Regular	Civil Engineer II	2.00
Full-Time Regular	Senior Traffic Engineer	1.00
Full-Time Regular	Traffic Operations Manager	1.00
Full-Time Regular	Traffic Engineering Technician	0.50
<b>2630 Total</b>		<b>4.50</b>
<b>Traffic Signal and Street Light Maintenance</b>		
Full-Time Regular	Traffic Electrician Leader	1.00
Full-Time Regular	Traffic Electrician	3.00
<b>2640 Total</b>		<b>4.00</b>
<b>Streets and Sanitation Administration</b>		
Full-Time Regular	Superintendent, Streets/Sanitation	1.00
Full-Time Regular	Business Office Coordinator	1.00
Part-Time Regular	Part-Time Clerk	0.75

City of Evanston

Public Works Department

Employee Status Description	Job Type Description	2012 Position FTE
Full-Time Regular	Streets Supervisor	1.00
Full-Time Regular	Sanitation Supervisor	1.00
Full-Time Regular	Contracts/Customer Service Field Coordinator	1.00
<b>2665 Total</b>		<b>5.75</b>
<b>Street and Alley Maintenance</b>		
Full-Time Regular	Equipment Operator II	9.00
Full-Time Regular	Equipment Operator III	3.00
Full-Time Regular	Public Works Operations Coordinator	2.00
Full-Time Regular	Public Works Maintenance Worker II	3.00
Full-Time Regular	Public Works Maintenance Worker III	3.00
<b>2670 Total</b>		<b>20.00</b>
<b>Street Cleaning</b>		
Full-Time Regular	Equipment Operator I	1.00
Full-Time Regular	Equipment Operator II	2.00
Full-Time Regular	Public Works Maintenance Worker II	1.00
<b>2675 Total</b>		<b>4.00</b>
<b>Public Works Total</b>		<b>49.25</b>

**Financial Summary**

	2010-2011 Actual	2011 Budget	2011 Estimated Actual	2012 Adopted Budget
<b>Expenditures:</b>				
2605 – Director of Public Works	219,288	220,634	207,177	278,044
2606 – Sustainability Grant*	0	0	0	0
2610 – Municipal Service Center	333,139	424,329	396,055	437,153
2620 – EDOT Administration	153,318	149,133	149,109	194,067
2625 – Engineering	832,777	583,273	581,861	696,321
2630 – Traffic Engineering	525,440	495,548	490,656	567,375
2635 – Traffic Signs**	0	0	0	0
2640 – Traffic Signal & Street Light Maintenance.	790,446	736,852	749,735	891,859
2645 – Pkg. Enfor. & Tkt. Process***	0	0	0	0
2650 – School Crossing Guards***	0	0	0	0
2665 – Streets and Sanitation	933,956	1,092,840	1,086,874	2,451,818
2670 – Street & Alley Maintenance	2,441,260	2,151,320	2,123,268	2,693,814
2675 – Street Cleaning	733,041	612,781	546,328	648,493
2680 – Snow & Ice Control	1,028,162	395,558	395,558	700,516
2685 – Refuse Collection & Disposal	3,473,127	0	0	0
2690 – Residential Recycling Collect.	699,619	0	0	0
2695 – Yard Waste Collection	454,733	0	0	0
2697 – Facilities Administration	0	0	0	0
2699 – Construction & Repair	0	0	0	0
<b>Total Expenditures:</b>	<b>\$12,618,306</b>	<b>\$6,862,268</b>	<b>\$6,726,621</b>	<b>\$9,559,460</b>

City of Evanston

Public Works Department

	2010-2011 Actual	2011 Budget	2011 Estimated Actual	2012 Adopted Budget
<b>Revenues:</b>				
52126 – Right-of-Way Permits	213,600	250,000	250,000	290,000
52130 – Resident Parking Permits	126,530	110,000	110,000	128,000
52131 – Visitor Parking Permits	12,246	11,912	11,912	12,300
52186 – MSWF Admin Fee	73,480	0	0	0
53602 - SWANCC Recycle Incentive	56,086	0	0	0
53605 – Sanitation Service Charge	2,261,231	0	0	0
53610 – Sanitation Svc. Chg. Penalty	37,569	0	0	0
53615 – Special Pickup Fees	83,399	0	0	0
53650 – State Highway Maintenance	39,108	54,994	54,994	58,000
53736 – New Pavement Degrad. Fee	55,518	41,650	4,000	10,000
55175 – Recycling Grants	60,000	0	0	0
56025 – Damage to Street Signs	0	1,666	1,666	2,000
56030 – Damage to Traffic Lights	3,039	16,660	16,660	20,000
56031 – Damage to Street Lights	0	16,660	16,660	20,000
56068 – Salt Reimbursement Fee	83,377	0	0	0
56140 – Salt Administration Fee	2,681	0	0	0
56155 – Trash Cart Sales	67,527	0	0	0
56156 – Yard Waste Fees	222,135	0	0	0
<b>Total Revenues:</b>	<b>\$3,397,526</b>	<b>\$503,542</b>	<b>\$465,172</b>	<b>\$540,300</b>

**Notes for Financial Summary**

In FY2011 all solid waste-related expenditures and revenues were transferred into a separate fund under business unit 7600.

**Performance Report on FY2011 Major Program Objectives**

Over the last four years, the Public Works Department has implemented a series of changes to both increase revenue and reduce operating costs. The department initiated these efficiencies of personnel, equipment, and expenditure reductions in all four divisions: Administration, Engineering, Streets and Sanitation, and Fleet.

During the last fiscal year, the Department completed the following projects on time and within budget: street and alley resurfacing program (including Sheridan Road from Burnham to Chicago Avenue), contracted for the collection of refuse and yard waste, switched city crews to collect recycling, completed an inventory of bike racks, implemented recycling collection for the business districts and athletic fields, 50/50 alley program, 50/50 sidewalk program, pedestrian safety improvements at Green Bay and Emerson, Chicago Avenue signal upgrade and coordination, street light power center replacements and new refuse cart replacements.

As one of the more visible city service providers, the department received and responded to the most requests generated from the City's new 311 customer service system and issued over 850 right of way permits. The Department will launch City Works, a new work management system that will allow streets and sanitation to accurately track its costs and manage its workload. In addition, for the fifth year in a row, the department set up an employee work group that developed a proposal to reduce costs and increase revenues for the upcoming fiscal year.

# City of Evanston

## Public Works Department

### 2012 Department Initiatives

- Develop a five-year street resurfacing plan.
- Complete construction of a replacement salt dome.
- Complete construction of a Service Center locker room renovation.
- Upgrade and coordinate Sheridan Corridor traffic signals.
- Complete the CTA Yellow Line In-Fill Station Feasibility Study.
- Oversee CTA Purple Line viaduct replacement.
- Continue citywide davit arm luminaire street light replacement.
- Explore shared work/operations across jurisdictions.
- Design east/west recreational bike paths that connect to existing north /south recreational paths
- Expand City Works work management program to cover street signs, street lights and traffic signals maintenance function to improve employee and fiscal accountability.

### Activity Measures

<b>Ongoing Activity Measures</b>	<b>2010-2011 Actual</b>	<b>2011 Projected</b>	<b>2012 Projected</b>
Meetings / Hearings of Board of Local Improvements	10	10	10
Parking Committee meetings	8	4	6
Preparation of plans, specifications and cost estimates for roadway resurfacing projects	14	14	22
MFT & CIP street resurfacing projects	5.0	6.0	7.0
Preparation of bid documents for 50/50 sidewalk and block curb program			
Preparation of bid documents for parking lot Improvements	1	1	2
Preparation of bid documents for ADA ramps program	102	75	75
Private development review	142	120	150
Sheridan Road rehabilitation project	1	1	N/A
Miles of streets plowed/season	4,675	1,000	2,000
Miles of streets salted/season	1,200	450	800
Tons of salt used/season	7,600	1,600	7,500

	2010-11 Actual	2011 Budget	2011 Estimate	2012 Approved
<b>2600 PUBLIC WORKS</b>				
61010 REGULAR PAY	3,772,036	2,630,583	2,563,820	3,296,274
61050 PERMANENT PART-TIME	102,052	67,078	67,079	87,602
61055 TEMPORARY EMPLOYEES		1,666		
61060 SEASONAL EMPLOYEES	144,686	69,000	61,000	69,000
61110 OVERTIME PAY	427,793	198,655	183,294	401,700
61114 SNOW OT	56,501			
61210 LONGEVITY	75,373	39,437	39,733	54,134
61410 SHIFT DIFFERENTIAL	11,007	2,236	2,236	2,806
61415 TERMINATION PAYOUTS	64,100			
61430 OTHER PAYOUTS	4,359			
61510 HEALTH INSURANCE	661,572	648,049	648,047	597,231
61615 LIFE INSURANCE	6,954	1,366	1,366	1,683
61625 AUTO ALLOWANCE	9,844	7,650	8,050	9,180
61626 CELL PHONE ALLOWANCE	2,654	5,815	4,900	5,424
61630 SHOE ALLOWANCE	7,381	5,590	5,590	5,460
61710 IMRF	482,087	274,966	269,305	402,247
61725 SOCIAL SECURITY	293,125	182,932	169,782	237,170
61730 MEDICARE	69,065	42,785	40,918	55,467
62205 ADVERTISING	1,694	500	300	700
62210 PRINTING	13,566	8,746	8,713	32,250
62225 BLDG MAINTENANCE SERVICES	25,438	1,499	13,000	1,600
62235 OFFICE EQUIPMENT MAINT	2,737	5,166	5,165	5,183
62245 OTHER EQMT MAINTENANCE	3,206	6,164	6,166	7,250
62275 POSTAGE CHARGEBACKS	708	1,916	1,200	1,833
62280 OVERNIGHT MAIL CHARGES	153	250	200	250
62295 TRAINING & TRAVEL	3,864	11,446	9,816	12,300
62305 RENTAL OF AUTO-FLEET MAINTEN.	921,086	493,074	493,074	658,714
62309 RENTAL OF AUTO REPLACEMENT	521,700	287,998	287,996	345,608
62360 MEMBERSHIP DUES	3,631	4,082	4,142	4,660
62375 RENTALS	9,806	11,782	9,700	12,000
62380 COPY MACHINE CHARGES	5,134	3,300	3,300	3,691
62390 CONDOMINIUM REFUSE COLL	477,524			
62405 SWANCC DISPOSAL FEES	972,450			
62415 DEBRIS/REMOVAL CONTRACTUAL COS	1,418,179	72,750	72,750	73,000
62425 ELEVATOR CONTRACT COSTS		4,165	2,500	4,165
62430 CUSTODIAL CONTRACT SERVICES	636	20,825	16,000	20,825
62440 OVERHEAD DOOR CONTRACT COSTS	13,116	12,000	12,000	14,000
62446 ROOF REPAIR CONTRACTUAL SVCS		75,000	40,000	20,000
62451 TOWING AND BOOTING CONTRACTS	77,230	30,000	30,000	60,000
62509 SERVICE AGREEMENTS / CONTRACTS	96,417	75,000	70,000	60,000
62518 SECURITY/ALARM CONTRACTS	1,755	3,332	3,332	3,700
64005 ELECTRICITY	9,066	4,165	4,165	4,400
64006 STREET LIGHT ELECTRICITY	239,263	176,096	200,000	240,000
64007 TRAFFIC LIGHT ELECTRICITY	87,634	92,047	85,000	102,000
64008 FESTIVAL LIGHTING	3,475	7,081	7,080	10,000
64015 NATURAL GAS	83,919	85,000	85,000	100,000
64540 TELECOMMUNICATIONS - WIRELESS	41,063	31,725	31,725	31,725
64545 PERSONAL COMPUTER SOFTWARE		4,998	3,600	4,000
65005 AGRI/BOTANICAL SUPPLIES	25	2,000	1,200	2,000
65010 BOOKS, PUBLICATIONS, MAPS	451	1,566	1,250	1,600
65015 CHEMICALS	476,496	250,000	250,000	300,000

	2010-11 Actual	2011 Budget	2011 Estimate	2012 Approved
65020 CLOTHING	41,163	43,500	43,250	45,500
65025 FOOD	2,678	250	250	350
65040 JANITORIAL SUPPLIES	5,394	4,582	4,582	5,000
65050 BLDG MAINTENANCE MATERIAL	12,493	10,000	10,000	12,000
65055 MATER. TO MAINT. IMP.	99,693	111,750	111,750	126,750
65070 OFFICE/OTHER EQT MTN MATL	25,194	40,000	40,000	40,000
65085 MINOR EQUIPMENT & TOOLS	7,233	20,831	19,115	22,400
65090 SAFETY EQUIPMENT	7,002	5,664	4,750	6,050
65095 OFFICE SUPPLIES	3,603	5,415	3,050	6,014
65105 PHOTO/DRAFTING SUPPLIE	(2,040)	750	3,000	750
65115 TRAFFIC CONTROL SUPPLI	41,611	40,000	40,000	40,000
65125 OTHER COMMODITIES	3,342			
65515 OTHER IMPROVEMENTS		8,000	15,000	22,000
65620 OFFICE MACH. & EQUIP.	618	833	833	1,000
65625 FURNITURE, FIXTURE & EQUIPMENT	226,249	6,248	5,300	7,500
65630 LIBRARY BOOKS	53			
66025 TRAN.TO DS FUND- ERI DEBT SERV		87,167	86,448	96,589
66030 OTHER INSURANCE CHARGEBACKS	360,500	514,794	514,794	517,753
66147 TRAN. TO SOLID WASTE- PROP TAX				1,245,967
68205 CONTINGENCIES	1,051	1,003	1,005	1,005
68310 DEBT SERVC OTHER AGENCIES	80,458	-	-	-
2600 PUBLIC WORKS	12,618,306	6,862,268	6,726,621	9,559,460

# City of Evanston

## Library Department

### Description of Major Activities:

The Evanston Public Library promotes the development of independent, self-confident, and literate citizens through the provision of open access to cultural, intellectual, and informational resources for all ages.

The City of Evanston created the Library Fund as part of the FY 2012 Budget process. All FY 2012 revenues and expenditures associated with Library operations have been budgeted within the newly created Library Fund.

### Financial Summary

	2010-2011 Actual	2011 Budget	2011 Estimated Actual	2012 Adopted Budget
<b>Expenditures:</b>				
2805 – Youth Services	618,178	543,256	602,937	0
2806 – Adult Services	1,432,647	1,260,907	1,199,804	0
2808 – Neighborhood Services	0	148,931	170,274	0
2820 – Circulation	554,652	513,750	507,530	0
2825 – North Branch	176,956	0	0	0
2830 – South Branch	120,523	0	0	0
2835 – Technical Services	445,246	426,908	399,113	0
2840 – Maintenance	425,907	389,592	381,140	0
2845 - Administration	440,443	425,014	401,650	0
<b>Total Expenditures:</b>	<b>\$4,214,554</b>	<b>\$3,708,359</b>	<b>\$3,662,448</b>	<b>\$0</b>
<b>Revenues:</b>				
52610 – Library Fines & Fees	162,385	150,000	133,600	0
57515 – Library Material Replacement	12,692	12,500	10,100	0
57535 – Copy Machine Charges	22,652	22,083	18,500	0
57540 – Meeting Room Fees	9,932	8,333	8,600	0
57525 – Miscellaneous Revenue	800	0	0	0
57510 – Non-resident Cards	2,400	833	2,850	0
57545 – North Branch Rental Income	33,396	29,500	43,000	0
51615 – Personal Property Repl. Tax	50,200	41,833	50,200	0
55245 – State Per Capita Grant	75,805	62,833	75,971	0
57505 – Video Rentals	31,706	23,333	29,800	0
<b>Total Revenues:</b>	<b>\$401,969</b>	<b>\$351,248</b>	<b>\$372,621</b>	<b>\$0</b>

	2010-11 Actual	2011 Budget	2011 Estimate	2012 Adopted
<b>2800 LIBRARY DEPARTMENT</b>				
61010 REGULAR PAY	1,540,950	1,268,370	1,293,021	
61012 LIBRARY SUBSTITUTES	49,699	25,791	12,750	
61050 PERMANENT PART-TIME	992,141	910,213	907,550	
61055 TEMPORARY EMPLOYEES	7,153			
61110 OVERTIME PAY	9,439	4,165	7,500	
61210 LONGEVITY	37,027	29,254	31,980	
61410 SHIFT DIFFERENTIAL	1,761			
61415 TERMINATION PAYOUTS	30,065			
61510 HEALTH INSURANCE	294,270	257,946	270,489	
61615 LIFE INSURANCE	3,100	452	445	
61625 AUTO ALLOWANCE	5,009	4,150	4,000	
61630 SHOE ALLOWANCE	390	390	390	
61710 IMRF	245,732	200,125	202,605	
61725 SOCIAL SECURITY	160,013	135,550	136,200	
61730 MEDICARE	37,641	31,670	31,860	
62210 PRINTING	694	1,250	1,000	
62220 BINDING	186	1,083	300	
62225 BLDG MAINTENANCE SERVICES	127,452	125,618	122,070	
62235 OFFICE EQUIPMENT MAINT	3,746	6,331	5,250	
62245 OTHER EQMT MAINTENANCE	2,316	833	900	
62275 POSTAGE CHARGEBACKS	1,336	14,161	1,250	
62295 TRAINING & TRAVEL	1,281	4,165	3,000	
62305 RENTAL OF AUTO-FLEET MAINTEN.	2,511	1,984	1,984	
62309 RENTAL OF AUTO REPLACEMENT	1,700	1,416	1,416	
62315 POSTAGE	6,522	2,916	9,500	
62340 COMPUTER LICENSE & SUPPORT	196,541	186,959	170,408	
62341 INTERNET SOLUTION PROVIDERS			3,735	
62360 MEMBERSHIP DUES	350	417	400	
62375 RENTALS	51,220	18,632		
62380 COPY MACHINE CHARGES	13,944	11,700	16,300	
62506 WORK-STUDY		3,833	6,200	
64005 ELECTRICITY	55-			
64015 NATURAL GAS	28,555	28,406	19,200	
64540 TELECOMMUNICATIONS - WIRELESS	821	280	700	
65040 JANITORIAL SUPPLIES	11,119	8,913	9,900	
65050 BLDG MAINTENANCE MATERIAL	13,638	11,079	11,250	
65085 MINOR EQUIPMENT & TOOLS		250	250	
65095 OFFICE SUPPLIES	7,942	15,327	6,000	
65100 LIBRARY SUPPLIES	13,754	32,437	14,650	
65125 OTHER COMMODITIES	283	718	700	
65630 LIBRARY BOOKS	254,016	232,233	230,400	
65635 PERIODICALS	23,787	17,250	16,800	
65641 AUDIO VISUAL COLLECTIONS	33,061	41,667	40,500	
66025 TRAN.TO DS FUND- ERI DEBT SERV		65,512	64,680	
66030 OTHER INSURANCE CHARGEBACKS	3,442	4,915	4,915	
<b>2800 LIBRARY DEPARTMENT</b>	<b>4,214,554</b>	<b>3,708,359</b>	<b>3,662,448</b>	

# City of Evanston

## Parks, Recreation and Community Services Department

### Description of Major Activities:

The Parks, Recreation and Community Services Department encompasses the following divisions: Recreation, Parks/Forestry, Cultural Arts, and Facilities Management. This includes three recreation centers, the Ecology Center, Levy Senior Center and Senior Services, Noyes Cultural Arts Center, two theatre programs, youth engagement programs, Special Recreation, lakefront facilities, citywide outdoor sports programs and community relations.

Staff preserve and maintain a healthy urban forest; provide safe, attractive, and functional parks, beaches, buildings and open spaces; foster appreciation of our natural resources and conservation through education; provide the highest quality recreation and sports programs and services for people of all ages and abilities; and advocate for the arts.

<b>Full-Time Equivalent Positions:</b>		
Employee Status Description	Job Type Description	2012 Position FTE
<b>Management and General Support</b>		
Full-Time Regular	Director, Parks, Recreation & Community Services	1.00
Full-Time Regular	Executive Secretary (to Dept. Head)	1.00
<b>3005 Total</b>		<b>2.00</b>
<b>Business and Fiscal Management</b>		
Full-Time Regular	Business Office Coordinator	1.00
Full-Time Regular	Data Control Clerk	1.00
Full-Time Regular	Recreation Support Specialist	1.00
<b>3010 Total</b>		<b>3.00</b>
<b>Communication and Marketing Services</b>		
Full-Time Regular	Superintendent, Recreation	1.00
<b>3020 Total</b>		<b>1.00</b>
<b>Robert Crown Community Center</b>		
Full-Time Regular	Building Supervisor	1.00
Full-Time Regular	Custodian II	1.00
Full-Time Regular	Fac Maint Worker/Cust II	1.00
Full-Time Regular	Recreation Program Manager	1.00
Part-Time Regular	After-School Supervisor	0.50
Part-Time Regular	Preschool Instructor	2.10
Part-Time Regular	Recreation Aide	0.50
Part-Time Regular	Custodian	1.60
<b>3030 Total</b>		<b>8.70</b>
<b>Chandler-Newberger Community Center</b>		
Full-Time Regular	Recreation Center Manager	1.00
Full-Time Regular	Recreation Program Manager	2.00
Part-Time Regular	Clerk III	0.75
Part-Time Regular	Program Supervisor	0.80
Part-Time Regular	Custodian	1.28
<b>3035 Total</b>		<b>5.83</b>

City of Evanston

Parks, Recreation and Community Services Department

Employee Status Description	Job Type Description	2012 Position FTE
<b>Fleetwood-Jourdain Community Center</b>		
Full-Time Regular	Clerk II	1.50
Full-Time Regular	Custodian II	1.00
Full-Time Regular	Recreation Center Manager	1.00
Full-Time Regular	Recreation Program Manager	1.00
Full-Time Regular	Weekend/Evening Coordinator	1.00
Part-time Regular	Program Supervisor	0.75
Part-time Regular	Custodian	0.50
<b>3040 Total</b>		<b>6.75</b>
<b>Fleetwood-Jourdain Theatre</b>		
Full-Time Regular	Recreation Program Manager	1.00
<b>3045 Total</b>		<b>1.00</b>
<b>Levy Center</b>		
Full-Time Regular	Custodian I	1.00
Full-Time Regular	Recreation Center Manager	1.00
Full-Time Regular	Recreation Program Manager	2.00
Part-Time Regular	Office Assistant	0.50
Part-Time Regular	Facilities Supervisor	0.85
Full-Time Regular	Program Supervisor	0.67
Part-Time Regular	Bus Driver	0.93
Part-Time Regular	Secretary II	0.50
Part-Time Regular	Custodian	1.38
<b>3055 Total</b>		<b>8.83</b>
<b>Beaches</b>		
Full-Time Regular	Recreation Program Manager	0.75
Full-Time Regular	Lakefront Sports Coordinator	0.50
<b>3080 Total</b>		<b>1.25</b>
<b>Recreation Facility Maintenance</b>		
Full-Time Regular	Parks/Forestry Crew Leader	1.00
Full-Time Regular	Parks/Forestry Worker II	3.00
Full-Time Regular	Supervisor, Sports/Rec Maint	1.00
<b>3085 Total</b>		<b>5.00</b>
<b>Robert Crown Ice Rink</b>		
Full-Time Regular	Office Coordinator	1.00
Full-Time Regular	Operations Manager	1.00
Full-Time Regular	Recreation Program Manager	1.00
Full-Time Regular	Robert Crown Manager	1.00
Part-time Regular	Clerk II	0.70
Part-time Regular	Office Assistant	0.91
Part-time Regular	Facilities Supervisor	0.90
Part-time Regular	Custodian	0.50
<b>3095 Total</b>		<b>7.01</b>
<b>Sports Leagues</b>		
Part-Time Regular	Lakefront Sports Coordinator	0.05
Part-Time Regular	Program Supervisor	0.50
<b>3100 Total</b>		<b>0.55</b>

City of Evanston

Parks, Recreation and Community Services Department

Employee Status Description	Job Type Description	2012 Position FTE
<b>Tennis</b>		
Part-time Regular	Facilities Supervisor	0.40
<b>3110 Total</b>		<b>0.40</b>
<b>Special Recreation</b>		
Full-Time Regular	Recreation Program Manager	2.00
Full-Time Regular	Lakefront Sports Coordinator	0.25
Part-Time Regular	Program Supervisor	0.46
<b>3130 Total</b>		<b>2.71</b>
<b>Bus Program</b>		
Part-time Regular	Bus Driver	1.15
<b>3140 Total</b>		<b>1.15</b>
<b>Park Service Unit</b>		
Full-Time Regular	Recreation Program Manager	0.25
Full-Time Regular	Lakefront Sports Coordinator	0.20
Part-Time Regular	Park Ranger	1.00
<b>3150 Total</b>		<b>1.45</b>
<b>Commission of Aging</b>		
Full-Time Regular	Senior Citizen Ombudsman	1.00
Part- Time Regular	Secretary II	0.50
<b>3210 Total</b>		<b>1.50</b>
<b>Youth Engagement</b>		
Full-Time Regular	Youth Coordinator	1.00
Full-Time Regular	Youth-Young Adult Program Manager	1.00
Full-Time Regular	Youth-Young Adult Outreach Worker	2.00
<b>3215 Total</b>		<b>4.00</b>
<b>Parks and Forestry General Support</b>		
Full-Time Regular	Assistant Superintendant of Parks Fac. Mgmt	1.00
Full-Time Regular	Superintendent, Parks & For.	1.00
<b>3505 Total</b>		<b>2.00</b>
<b>Horticultural Maintenance</b>		
Full-Time Regular	Equipment Operator II	3.00
Full-Time Regular	General Tradesman	1.00
Full-Time Regular	Parks/Forestry Crew Leader	3.00
Full-Time Regular	Parks/Forestry Worker II	1.00
Full-Time Regular	Parks/Forestry Worker III	5.00
<b>3510 Total</b>		<b>13.00</b>
<b>Parkway Tree Maintenance</b>		
Full-Time Regular	Arborist	0.50
Full-Time Regular	Parks/Forestry Crew Leader	1.00
Full-Time Regular	Parks/Forestry Worker III	7.00
<b>3515 Total</b>		<b>8.50</b>
<b>Dutch Elm Disease Control</b>		
Full-Time Regular	Arborist	0.25
Full-Time Regular	Parks/Forestry Crew Leader	1.00
Full-Time Regular	Parks/Forestry Worker III	6.00
<b>3520 Total</b>		<b>7.25</b>
<b>Tree Planting</b>		
Full-Time Regular	Arborist	0.25
Full-Time Regular	Parks/Forestry Crew Leader	1.00

City of Evanston

Parks, Recreation and Community Services Department

Employee Status Description	Job Type Description	2012 Position FTE
Full-Time Regular	Parks/Forestry Worker III	1.00
<b>3525 Total</b>		<b>2.25</b>
<b>Ecology Center</b>		
Full-Time Regular	Clerk III	1.00
Full-Time Regular	Recreation Program Manager	2.00
Part-Time Regular	Garden Coordinator	0.20
Part-Time Regular	Facilities Supervisor	0.32
Part-Time Regular	Custodian	0.25
<b>3605 Total</b>		<b>3.77</b>
<b>Noyes Cultural Arts Center</b>		
Full-Time Regular	Facilities Maintenance Worker II	1.00
Part-Time Regular	Facilities Supervisor	0.35
Part-Time Regular	Custodian	1.96
<b>3710 Total</b>		<b>3.31</b>
<b>Cultural Arts Programs</b>		
Full-Time Regular	Director, Arts Council	1.00
Full-Time Regular	Secretary II	1.00
Full-Time Regular	Senior Program Coordinator	1.00
<b>3720 Total</b>		<b>3.00</b>
<b>Facilities Administration</b>		
Full-Time Regular	Executive Secretary (to Non-Dept. Head)	1.00
Part-Time Regular	Architect / Project Manager	1.00
<b>3805 Total</b>		<b>2.00</b>
<b>Civic Center Services</b>		
Full-Time Regular	Facilities Maintenance Worker/Custodian I	1.00
Part-Time Regular	Custodian	0.20
Full-Time Regular	Custodian I	1.00
<b>3806 Total</b>		<b>2.20</b>
<b>Construction &amp; Repair</b>		
Full-Time Regular	Facilities Mgmt. Supervisor	2.00
Full-Time Regular	Facilities Maint. Worker III	13.00
Full-Time Regular	ADA/CIP Project Manager	1.00
<b>3807 Total</b>		<b>16.00</b>
<b>Parks, Recreation &amp; Community Services Total</b>		<b>125.41</b>

**Financial Summary**

	2010-2011 Actual	2011 Budget	2011 Estimated Actual	2012 Adopted Budget
<b>Expenditures:</b>				
3005 – Mgmt. & General Support	334,648	329,260	329,274	316,897
3010 – Business & Fiscal Mgmt.	351,417	296,945	332,055	365,373
3015 – Marketing Services	239,780	160,090	146,339	87,491
3020 – Recreation General Support	317,050	316,304	316,187	384,006
3025 – Park Utilities	79,284	65,212	62,800	89,500
3030 – Robert Crown Center	767,776	654,940	659,961	792,265
3035 – Chandler-Newberger Center	698,331	676,130	662,311	776,656
3040 – Fleetwood-Jourdain Center	697,895	716,523	744,012	810,490
3045 – Fleetwood-Jourdain Theatre	67,037	116,221	112,068	123,457

City of Evanston

Parks, Recreation and Community Services Department

	2010-2011 Actual	2011 Budget	2011 Estimated Actual	2012 Adopted Budget
3050 – Outreach Programs	159,240	190,161	196,361	213,441
3055 – Levy Senior Center	912,029	787,005	792,898	950,629
3065 – Church Street Boat Ramp	48,259	54,684	47,584	54,683
3075 – Dempster Street Facility	9,721	12,341	10,841	12,342
3080 – Beaches	506,118	469,731	465,067	500,518
3085 – Rec. Facility Maintenance	763,827	689,089	635,228	598,582
3095 – Robert Crown Ice Center	1,071,137	1,049,787	1,003,663	1,155,606
3100 – Sports Leagues	36,623	42,820	35,862	55,604
3105 – Aquatic Camp	104,819	90,878	98,278	97,655
3110 – Tennis	120,385	106,227	105,329	113,637
3130 – Special Recreation	377,105	365,354	361,673	434,602
3140 – Bus Program	53,594	57,804	53,175	64,051
3150 – Park Service Unit	87,705	77,158	92,660	107,593
3155 – Youth Golf Program	23,905	20,500	20,500	20,500
3205 – Community Services	413,995	700,982	594,979	483,476
3210 – Commission on Aging	136,892	139,873	127,677	122,963
3215 – Youth Engagement Division	96,113	102,070	45,183	318,016
3505 – General Support	430,199	425,221	422,100	429,271
3510 – Horticultural Maintenance	1,425,009	1,347,970	1,316,971	1,681,275
3515 – Parkway Tree Maintenance	896,358	777,667	784,122	950,945
3520 – Dutch Elm Disease Control	736,983	692,929	693,938	841,006
3525 – Tree Planting	471,573	309,164	313,622	358,147
3530 – Private Elm Tree Insurance	13,040	43,000	19,000	20,000
3535 – Dutch Elm Inoculation Prog.	153,855	431,400	880,300	246,000
3605 – Ecology Center	289,953	292,990	301,192	305,252
3610 – Eco-Quest Day Camp	115,128	118,931	120,876	118,867
3700 – Arts Council	120,475	75,214	74,126	23,055
3710 – Noyes Cultural Arts Center	435,694	257,637	326,902	218,198
3720 – Cultural Arts Programs	281,838	491,245	444,047	626,756
3805 – Facilities General Support	207,603	175,347	173,880	224,425
3806 – Civic Center Services	317,100	319,667	301,178	368,482
3807 – Construction and Repair	1,788,080	1,608,749	1,621,469	1,930,909
<b>Total Expenditures:</b>	<b>\$16,157,573</b>	<b>\$15,653,221</b>	<b>\$15,822,574</b>	<b>\$17,392,621</b>
<b>Revenues:</b>				
3005 - Special Events	69,568	37,000	34,000	38,000
3015 - Advertising	29,320	27,072	26,100	26,350
3030 - Robert Crown Comm Center	324,701	242,780	263,986	296,400
3035 - Chandler-Newberger Center	600,920	500,461	500,467	597,800
3040 - Fleetwood-Jourdain Center	248,992	209,175	233,282	268,575
3045 - Fleetwood-Jourdain Theater	2,647	4,700	8,300	6,300
3050 - Outreach Program	102,871	90,000	95,400	110,600
3055 - Levy Center	483,578	366,052	428,700	472,500
3065 - Church Street Boat Ramp	103,060	102,700	96,470	97,950
3075 - Dempster Street Facility	85,850	85,200	86,345	99,360
3080 - Beaches	651,778	631,800	642,657	647,288
3081 - Pooch Park	22,809	12,000	13,600	18,100
3085 - Recreation Maintenance	39,400	39,300	39,300	39,300
3095 - Robert Crown Ice Center	1,026,700	865,945	904,639	1,057,700
3100 - Sports Leagues	36,285	46,100	39,410	46,100
3105 - Aquatic Camp	194,467	186,200	199,365	203,400
3110 - Tennis	145,457	118,250	118,300	119,900
3130 - Special Recreation	84,921	71,002	59,443	91,100

## City of Evanston

### Parks, Recreation and Community Services Department

	2010-2011 Actual	2011 Budget	2011 Estimated Actual	2012 Adopted Budget
3140 - Bus Program	1,158	23,740	22,500	24,000
3155 - Golf	33,415	27,500	27,500	27,500
3205 - Farmers' Market	21,232	33,000	30,000	139,000
3210 - Commission on Aging	34,793	30,821	27,610	30,044
3505 - Wood Recycling	34,830	19,992	20,000	27,000
3530 - Services Billed Out	42,830	43,000	39,940	40,000
3535 - Dutch Elm Tree Reserve	75,000	356,000	513,216	0
3605 - Ecology Center	0	7,000	7,000	116,200
3610 - Ecology Summer Camps	230,757	233,735	230,177	235,300
3706 - IL Arts Council Re-granting	8,320	8,000	8,440	0
3710 - Noyes Center Revenues	351,634	285,601	293,386	361,356
3723-3735 - Cultural Arts Programs	319,195	354,598	329,430	334,976
3805 - Property Sales and Rental	73,945	41,997	42,164	50,491
<b>Total Revenues:</b>	<b>\$5,560,360</b>	<b>\$5,194,279</b>	<b>\$5,474,904</b>	<b>\$5,622,590</b>

#### Performance Report on FY2011 Major Program Objectives

##### Recreation Division:

- The Safe Summer Initiative consisted of new activities for youth in middle school through age 25. Several agencies partnered with the Evanston Recreation Division in order to provide more programs. Free programs included open gyms, open lounge, volleyball, beach volleyball, roller skating, swimming, tennis and ice-skating. Free shuttle bus service was provided starting in mid-summer.
- The LEGO® program has been expanded to include after-school programs as well as a winter break camp.
- Staff is performing an ongoing evaluation of programs and services and replacing programs frequently-canceled due to low enrollment with new, innovative programs.
- Developed a program to meet the needs of School District #65 parents on early dismissal and non-attendance days for the 2011-12 school year.
- The number of "Arts and Recreation" published issues was decreased to three, as per a plan developed in 2010.
- A Request for Proposal (RFP) was issued to design, build, finance and operate any one of the four components related to the reconstruction of the Robert Crown Center. Staff is working with the City Council and members of the Park and Recreation Board to implement an outcome.
- Staff is working on continuing to increase collaborations with local social service agencies to provide educational and program experiences for Evanston youth, young adults and senior adults.
- Staff researched the opportunity to rent windsurfing boards, but determined that additional work needs to be completed before offering such a program.
- Staff promoted the rental of the extra boat racks made available by the construction of the new storage facility. All of the sailboat and Hobie spaces were rented.
- Staff sold a new type of bamboo grocery bag at the Farmer's Market in 2011 to promote a "green market."
- The Levy Center earned national accreditation by the National Institute of Senior Centers.
- The Evanston Benefit Card was launched on March 1, 2011 and has introduced more than 1,500 senior residents and people with disabilities to a wide range of benefits.
- The snow shoveling volunteer "match making" program was introduced to 50 seniors and people with disabilities.
- There were several intergenerational collaborations launched in the senior services division.
  - YSTEP-Youth & Senior Theatre
  - Build A Kid with Dawes School and North Cook Young Adult Academy students
  - Linking Generations

## Parks, Recreation and Community Services Department

- The Levy Center is a designated RTA registration site to apply for the Reduced Fare Card and Seniors Ride Free Card. This program was redesigned this year and the Levy Center assisted more than 4,200 people through the process.
- The City of Evanston received the grant for *Congregate Meal Nutrition Services of Title III-C funds under the Older Americans Act*. This grant will offset the cost of each meal and no eligible senior shall be denied participation because of inability to contribute.
- The City of Evanston received a SHIP grant to assist seniors with Medicare D.
- All senior services were relocated from the Civic Center to the Levy Senior Center.
- Department staff, with help from the Friends of Evanston Farmer's Markets, was able to implement an incentive program for Link Card users through a grant received from Northshore Health Systems.

### Forestry Division:

- The Lakefront Master Plan implementation process continued with the construction of the new paved bike path along with new lighting, benches, trash receptacles and bike racks.
- Staff continued a cooperative project with the National Forest Service and the Illinois Department of Agriculture to participate in a biocontrol experiment to help control the spread of the Emerald Ash Borer (EAB). Division staff assisted in the release of a second type of parasitic wasp in an area known to be infested with the insect. Surveillance of the area took place in the summer of 2011 to determine if the wasps had become established, and whether they are impacting the EAB population (note: these wasps do not pose a threat to humans or animals). Final results are still pending as of the date of this submittal.
- The Emerald Ash Borer continues to spread throughout Evanston at an even more rapid pace than anticipated. In 2011, the number of infested public ash trees more than tripled from previous years to 600. These extra tree removals resulted in not only a reduction in the planned number of parkway trees that staff was able to trim, it will also significantly increase the time it takes to replace these parkway trees. The wait time for residents to receive a replacement tree is now 2 years, and will likely keep increasing for the foreseeable future.
- New parkway tree plantings were reduced from just over 700 in 2010, to slightly over 400 in 2011. Staff continues to plant disease resistant elm varieties as they become available.
- Participation in the private elm insurance program decreased slightly this year and staff continues to look for an effective means to increase the number of residents participating each year.
- The injection program continues to minimize the number of elms lost due to Dutch Elm Disease (DED). The results this year again are very encouraging, as the loss of parkway elms has dropped from a high of 6.33% in 2004, before the injection program began, to 2.02% in 2007, and now remains at less than 1% in 2011.
- Staff applied for and received a \$30,000 grant from the Metropolitan Mayors Caucus specifically to plant additional parkway trees as replacements for ash trees lost due to EAB.

### Ecology Division:

- In 2008, the Evanston Environmental Association (EEA) received a legacy grant from the Elizabeth Archer Patterson Foundation of \$25,000 for five years. This is an environmental outreach grant, of which \$5,000 has been spent thus far. Ecology staff continues to integrate and expand the carbon footprint program into all school-age groups. In 2011, 7<sup>th</sup> grade students from Bessie Rhodes School joined Ecology staff on the canal to see our environmental impact on the wildlife of Evanston.
- In order to promote ideas and initiatives for a sustainable future for the community, the Ecology staff and community groups worked together to promote programs and successful events such as Earth Day/Arbor Day on April 30, which had a community clean-up project with over 30 volunteers participating. The Evanston Green Living Festival took place on September 24.
- Ecology staff developed and launched a seventh summer camp: EcoTravelers. This new summer camp is designed for grades 3-4. Adding this camp more effectively groups children according to developmental stages and allows for a transition between EcoQuest Camp (now for grades 1-2) and EcoExplorer Camp (now for grades 5-6). This new camp attracted an additional 90 children.

## Parks, Recreation and Community Services Department

### Cultural Arts Division:

- The Starlight Concert Series schedule featured 16 concerts at six park locations: Dawes, James, Twiggs, Harbert, Bent, and Brummel parks. A mix of local and nationally-prominent performers were featured.
- Starlight Movies in the Parks schedule featured eight screenings at seven park locations: Dawes, James, Twiggs, Harbert, Bent, Brummel, and Elks parks. Movies ranged from contemporary animation favorites to early 20<sup>th</sup> Century silent films with live piano accompaniment.
- The 26<sup>th</sup> annual Evanston Ethnic Arts Festival, a two-day celebration of our cultural diversity featuring art, music, dance, spoken word performances and food from 80 cultures, featured two stages of continuous entertainment and artwork on sale from more than 100 vendors.
- The 39<sup>th</sup> annual Evanston Lakeshore Arts Festival featured more than 100 juried artists, many of whom donated work to the silent auction. Auction proceeds help defray the cost of free Cultural Arts Division programming. Expanded recycling efforts at both summer festivals underscored Evanston's philosophy of being a responsible member of the global community.
- The Public Art Committee reviewed artist proposals for a public art project in the downtown Washington National TIF #4, with installation anticipated in 2012.
- The Evanston Arts Council's Arts and Business Committee presented its second annual BackStage Evanston performing arts festival, featuring preview performances from the upcoming season by an expanded lineup of 17 local performing arts organizations. The event was held at a larger venue, the Ethel M. Barber Theater on the campus of Northwestern University.
- The Evanston Arts Council and Public Art Committee celebrated Arts & Humanities Month in October 2011 with numerous events, including an Open House at the Noyes Cultural Arts Center, an exhibition opening at the Noyes Cultural Arts Center gallery, and a dedication of the imprinted poems on the entrance ramp of the Evanston Public Library.
- The Arts Council maintained the [evanstonartsbuzz.com](http://evanstonartsbuzz.com) online arts calendar and distributed brochures listing cultural arts organizations and annual events, as well as a map of public artworks throughout the City.
- The Arts Council continued to present Cultural Connection Lunches at rotating locations throughout the community and the Art Under Glass program, placing artwork in vacant storefront windows.
- The Mayor's Award for the Arts highlights the accomplishments of an individual and an arts organization. In February 2011, the Honorable Mayor Elizabeth Tisdahl presented these awards to television personality and coaching consultant Bill Campbell and the Evanston Children's Choir. The Arts & Business Committee of the Evanston Arts Council presented its Arts Leadership Award to First Bank & Trust in recognition of the company's support for arts programs throughout the City.
- Arts camps were held during the summer, winter and spring school breaks and on School District #65 school improvement days. Camps also were part of District #65's after-school program curriculum.
- Additional camp offerings were added during the school year, including popular Renaissance, Colonial, and Medieval camps, as well as Birthday Parties and other specialty programs.

### Facilities Management Division:

- Staff improved work tracking by the field force through increased use of the Computer Maintenance Management System. The work order backlog has been reduced from a high of over 900 to slightly over 400.
- Meeting Room Manager software is tracking all meetings in the Civic Center.
- The Civic Center roof replacement was completed in the spring of 2011 and construction of the new stairway entrance was completed in the summer of 2011.
- The Police Headquarters' firing range project will be completed by October 2011.
- Building automation upgrades are being implemented for HVAC equipment replacement at the Service Center in 2011.
- The comprehensive parking garage repair of all three structures has begun, with completion estimated in late 2011.

**Parks, Recreation and Community Services Department**

**2012 Department Initiatives**

**Recreation Division:**

- Develop e-newsletters for the Fleetwood-Jourdain Center by February 2012.
- Develop a new plan to promote and increase online program registrations by April 2012.
- Develop a comprehensive after-school program for middle school children including open gym, structured gym and art program and homework help by December 2012.
- Develop a full-day preschool that will fit family needs. It will include a sibling discount program, early bird program, family participation activities (sponsored in part by the Illinois Strengthening Families program), to be implemented by December 2012.
- Develop a "What About Wednesday?" program for school age children. Seasonal field trips will be held once a month on School District #65 days off, to be implemented by September 2012.
- Robert Crown staff will implement RecTrac facility scheduling software for the center by March 2012.
- By summer 2012, implement a Mini-Golf Adventure Camp to our offerings. Camp participants will travel to a different mini-golf location each day of the camp.
- The Chandler-Newberger Center will organize and offer one themed Family Fun Night in 2012 as a community-building event.
- By spring 2012, we will implement additional golf classes to serve a younger demographic. Traditionally, our golf programs have been for children age 9 and up; we will be adding classes for youth age six to nine years of age.
- Recruit more volunteers to support senior services in the community. These services include Volunteer Long Term Care Ombudsmen, AARP Tax Aides, Senior Health Insurance Program Counselors, and Commission on Aging office assistants.
- Grow the *Congregate Meal Nutrition Services* at both Levy Senior Center and Fleetwood-Jourdain Community Center by March 2012.
- Increase the number of merchants participating in the Evanston Benefit Card program in order to provide additional discounts for cardholders at Evanston businesses.
- Continue to participate in state-sponsored programs such as Put Illinois to Work and the SPROUT program (Single Parents Reaching Out for Unassisted Tomorrows). These programs help youth in the community develop job skills and healthier lifestyles.
- Work collectively with other divisions to increase outside funding source opportunities.
- Continue to increase collaborations with local social service agencies to provide educational and program experiences for senior adults no later than August 2012.
- Evaluate and restructure the summer Special Recreation offerings by April 2012 in order to determine if some classes/programs can be divided into smaller age groups.
- Department staff will hold outreach hours at Fleetwood-Jourdain Community Center to engage community members in youth engagement programming by July 2012.
- Staff will hold application sessions with a number of community agencies (Family Focus, Moran Center, Y.O.U., McGaw YMCA), in addition to those held at City of Evanston recreation centers and Evanston schools, in order to expand the number of opportunities available to youth who wish to apply for the Youth Employment Program for Summer 2012.

**Forestry Division:**

- Continue to work closely with all state and federal agencies involved with the control of the Emerald Ash Borer (EAB). Staff will continue to investigate the feasibility of attracting research institutions and/or companies to Evanston to aid in possible curative measures being experimented with and implemented.
- Continue the three-year cycle of elm injections using both City employees as well as an outside contractor every third year, and evaluate the success of the program overall, which currently stands at better than 99%.
- Identify additional funding sources to increase the number of trees being planted on City parkways to help offset the additional losses due to EAB. These additional trees would help bring us to our goal of having a fully-planted status citywide. Achieving a fully-planted status means that the wait between a tree removal and the planting of a replacement tree will be no longer than 12 months, and in some cases, as little as three months, and that all potential parkway planting sites have a tree.

# City of Evanston

## Parks, Recreation and Community Services Department

### Ecology Division:

- Continue developing the five-year plan for the Elizabeth Archer Patterson Environmental Outreach project. Staff also will continue implementing the plan by October 2012.
- No later than June 2012, revise and improve Eco-Quest and Kinglet camp curriculum.
- No later than July 2012, develop a plan for operation of the greenhouse located at Lighthouse Landing.

### Cultural Arts Division:

- Seek to enhance revenue opportunities at the summer festivals through expanded sponsor relationships.
- Assist Evanston artists and arts organizations in fostering collaboration and community by holding 10 Arts and Business committee meetings by December 2012.
- Continue to present quarterly Art Under Glass displays of art in storefront windows and expand to new downtown locations, as well as elsewhere in Evanston.
- Present a BackStage Evanston performing arts preview event highlighting local performing arts groups.
- Continue to present quarterly Cultural Connections Lunches to offer networking opportunities among the arts community and the public.
- Upgrade and expand the evanstonartsbuzz.com web site to provide more interactivity.
- Install Washington National TIF public artwork by June 2012.
- Further expand the Arts Camp offerings beyond summer and school break periods to offer increased on-demand programs by June 2012.
- Encourage new applicants for the Cultural Fund Grant Program by April 2012.

### Facilities Management Division:

- Continue to work with the Sustainability Coordinator to reduce energy consumption in all City-owned buildings throughout the fiscal year.
- Make modifications to employee timekeeping and tracking in the Computer Maintenance Management System, which will lead to better analysis of workload and building maintenance costs by July 2012.
- Using the Building Automation Systems that are in place, as well as those being installed, improve energy management techniques throughout the fiscal year to reduce energy consumption.

### Activity Measures

Ongoing Activity Measures	2010-2011 Actual	2011 Estimate	2012 Projected
In-house training seminars (registration system, payroll, cash handling and camp trainings)	27	28	28
Scholarships granted (funds not collected)	\$141,216	\$146,000	\$152,000
Beach token sales to Evanston residents	18,900	17,700	17,900
Number of meals served (Summer Food program)	31,574	37,708	37,000
Donations/Grant funding (Recreation, Arts, Ecology programs )	N/A	\$321,736	\$220,000
Number of courts & fields maintained weekly (season)	74	74	74
Public skating session participants	9,362	7,245	9,845
Number of vendors at the Farmers' Market	34	37	37
# staff trained and certified in Am. Red Cross CPR/AED	70	70	20
Total participants in all Special Recreation programs	910	853	890
Mowing rotation in days	5 days	5 days	5 days
Parkway trees trimmed by City crews	1,926	1,400	1,800

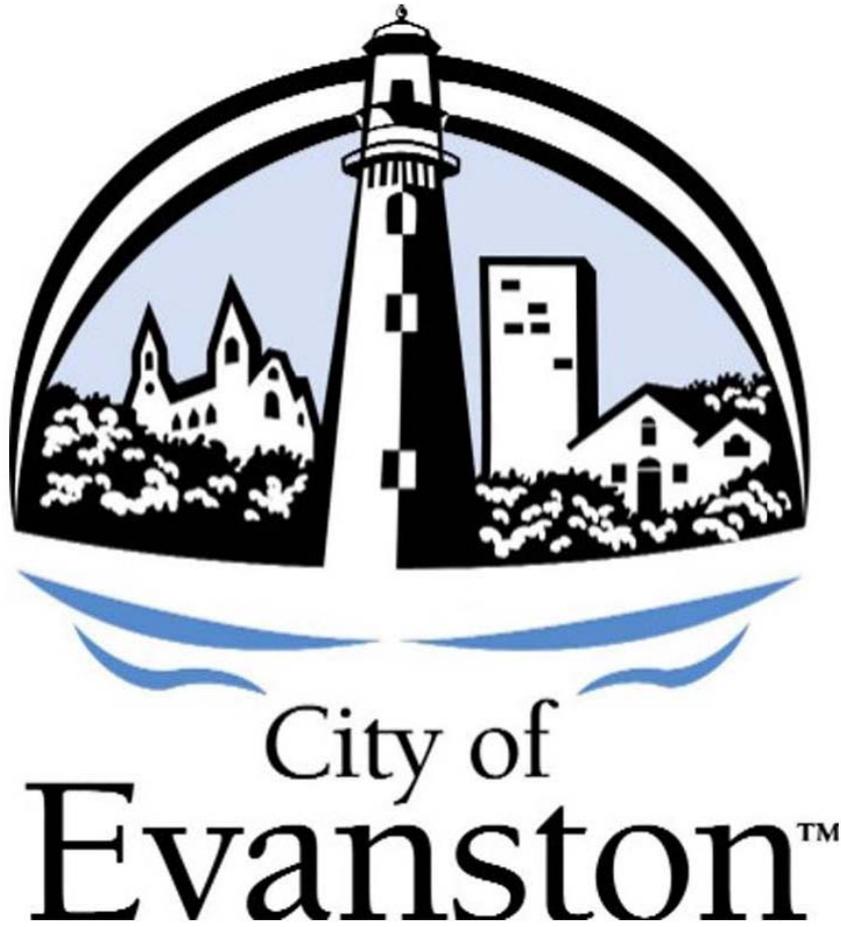
City of Evanston

**Parks, Recreation and Community Services Department**

<b>Ongoing Activity Measures</b>	<b>2010-2011 Actual</b>	<b>2011 Estimate</b>	<b>2012 Projected</b>
EAB infected ash trees removed	174	600	600
Total number of parkway elms removed due to DED	17	26	20
Percentage of parkway elms actually removed	0.52%	0.79%	0.61%
Total number of other trees removed	284	257	210
Total number of new park & parkway trees planted	712	405	360
Elm trees covered under private insurance program	367	327	320
Percentage of injected elms contracting DED	0.21%	0.74%	1%
Percentage of trees that are removed by the City and replaced within one year (data source: Division tracking)	82%	70%	15%
Seasonal garden plots rented	253	253	253
Youth participating in Ecology Center programs	4,288	5,000	5,200
Environmental program attendance	5,393	6,700	6,900
Annual volunteer hours served	1,368	2,000	2,700
Youth enrolled in camp programs	736	736	750
Number of applicants for Cultural Fund Grants	14	16	18
Number of community use events/rentals	81	32	45
Value of tenant community service	\$91,532	\$98,156	\$100,000
Types of arts camps offered	10	12	15
Number of out-of-school arts programs offered	5	17	25
Number of artist vendors at Lakeshore Arts Festival	140	112	125
Buildings in BUILDER software	6	8	11
Deliveries	916	1,800	1,800
Civic Center repair costs / sq. ft.	\$1.90	\$2.00	\$2.00
Annual Civic Center gas usage – therms / sqft	.85	.88	.88
Meetings scheduled	1,565	1,900	1,900
Room set-ups	735	1,400	1,600
Pounds of office paper recycled	55,200	90,000	100,000
Staff-hours tracked to work orders	17,200	18,000	19,000
Work orders completed	3,560	3,800	3,900
Total construction budget oversight	\$4,500,000	7,163,000	4,645,000

	2010-11	2011	2011	2012
	Actual	Budget	Estimate	Approved
<b>3000 PARKS,RECREATION &amp; COMM SERVI.</b>				
61010 REGULAR PAY	6,364,953	5,553,948	5,473,147	6,546,720
61011 RECREATION INSTRUCTORS REG PAY	306,411	286,618	305,974	340,676
61013 PROGRAM ASSISTANTS	75,318	293,899	264,861	301,789
61050 PERMANENT PART-TIME	911,625	678,244	676,435	769,513
61055 TEMPORARY EMPLOYEES	74,910			
61060 SEASONAL EMPLOYEES	1,307,315	1,469,747	1,463,228	1,460,803
61062 SPECIAL EVENT SALARIES	4,229	8,565	9,800	10,399
61110 OVERTIME PAY	127,018	107,906	189,604	122,439
61111 HIREBACK OT	263			
61210 LONGEVITY	100,628	79,741	80,576	107,841
61410 SHIFT DIFFERENTIAL	6,864	1,571	1,571	1,939
61415 TERMINATION PAYOUTS	149,362			
61430 OTHER PAYOUTS	117			
61510 HEALTH INSURANCE	1,212,740	1,291,181	1,291,182	1,268,283
61615 LIFE INSURANCE	12,700	2,332	2,332	3,107
61620 UNIVERSAL LIFE	137			
61625 AUTO ALLOWANCE	18,917	13,150	13,335	16,980
61626 CELL PHONE ALLOWANCE	501	2,439	2,746	1,080
61630 SHOE ALLOWANCE	11,782	11,830	12,155	11,830
61655 EMPLOYEE LOANS - INTEREST EXPE	1,072			
61710 IMRF	758,768	610,023	602,336	837,198
61725 SOCIAL SECURITY	563,383	520,575	437,545	586,879
61730 MEDICARE	132,832	121,626	101,293	137,254
62185 OTHER CONSULTING SERVICES	150	1,208	550	875
62195 LANDSCAPE MAINTENANCE SERVICES	109,944	120,000	120,000	120,000
62199 PARK MNTNCE & FURNITURE RPLCMN	18,454	16,660	18,000	20,000
62205 ADVERTISING	23,496	34,129	28,132	35,199
62210 PRINTING	99,253	76,643	65,870	96,612
62215 PHOTOGRAPHERS/BLEUPRINTS	300	600	300	600
62225 BLDG MAINTENANCE SERVICES	80,472	98,458	97,423	115,557
62235 OFFICE EQUIPMENT MAINT	474	4,316	3,965	4,149
62245 OTHER EQMT MAINTENANCE	44,632	55,603	52,877	63,347
62251 CROWN CENTER SYSTEMS REPAIR	17,230	20,000	20,000	20,000
62275 POSTAGE CHARGEBACKS	14,178	22,491	17,876	20,979
62295 TRAINING & TRAVEL	11,073	21,131	20,660	22,916
62305 RENTAL OF AUTO-FLEET MAINTEN.	549,131	434,597	434,597	580,589
62309 RENTAL OF AUTO REPLACEMENT	316,500	265,478	265,475	318,578
62315 POSTAGE	28,348	24,416	15,833	24,700
62335 DATA PROCESSING SERVIC		2,000		2,000
62360 MEMBERSHIP DUES	9,926	13,585	13,053	13,519
62365 RECEPTION/ENTERTAINMEN	250	1,141	887	1,208
62375 RENTALS	4,895	15,164	12,410	13,010
62376 2603 SHERIDAN RENTALS EXPENSE	1,029	2,499	1,300	2,499
62380 COPY MACHINE CHARGES	13,508	25,330	25,330	25,608
62381 COPY MACHINE LEASES	2,838	750	4,249	750
62385 TREE SERVICES	17,781	47,998	27,000	26,000
62415 DEBRIS/REMOVAL CONTRACTUAL COS	2,640	12,562	5,900	6,900
62425 ELEVATOR CONTRACT COSTS	1,800	1,999	2,000	2,300
62470 ILL SUBSEQUENT PREG PREVENTION	39			
62490 OTHER PROGRAM COSTS	44,603	100,244	96,981	152,970
62495 LICENSED PEST CONTROL SERVICES	3,371	3,832	3,813	4,558
62496 DED INOCULATION	38,855	291,400	740,300	46,000

		2010-11	2011	2011	2012
		Actual	Budget	Estimate	Approved
62497	INOCULATION FUND.-ANNUAL AMORT	115,000	140,000	140,000	200,000
62500	TECHNICAL INFORMATION SERVICES	5,885	18,250	18,360	11,100
62505	INSTRUCTOR SERVICES	229,939	247,800	243,236	259,382
62506	WORK-STUDY	17,105	16,745	17,016	21,066
62507	FIELD TRIPS	118,121	129,482	125,690	133,879
62508	SPORTS OFFICIALS	22,488	26,538	25,828	29,610
62509	SERVICE AGREEMENTS / CONTRACTS	38,636	44,365	44,065	59,378
62510	EDUCATOR SERVICES	3,290	300	300	525
62511	ENTERTAIN/ PERFORMER SVCS	59,210	77,898	76,480	85,532
62513	COMMUNITY PICNIC-SP EVENTS	14,148	8,000	15,000	8,000
62515	RENTAL SERVICES	30,123	34,146	32,462	32,980
62518	SECURITY/ALARM CONTRACTS	8,683	9,497	9,703	10,682
62540	MAINT. OFC. EQT.-CHGBACKS	44			
62560	TELEPHONE TELEGR CHBK		83		84
62605	OTHER CHARGES	1,024	833	1,000	1,000
62665	CONTRIB TO OTHER AGENCIES	13,500	9,500	10,400	10,400
62695	COUPON PMTS-CAB SUBSIDY	193,986	216,580	150,000	160,000
62705	BANK SERVICE CHARGES	89,053	49,000	90,000	75,000
62735	INTERDEPT. OTHER CHARGES		1,583	1,240	1,583
64005	ELECTRICITY	399,700	354,612	347,918	414,174
64015	NATURAL GAS	123,223	198,410	151,635	178,659
64530	TELECOMMUNICATIONS - HANDHELD		83	83	83
64540	TELECOMMUNICATIONS - WIRELESS	28,860	29,565	28,067	30,850
65005	AGRI/BOTANICAL SUPPLIES	163,924	91,466	91,200	91,350
65010	BOOKS, PUBLICATIONS & MAPS	602	1,899	1,650	1,699
65015	CHEMICALS	7,945	7,900	9,300	8,721
65020	CLOTHING	21,111	25,282	23,495	24,875
65025	FOOD	137,079	131,608	153,877	162,447
65040	JANITORIAL SUPPLIES	46,258	36,124	39,026	44,765
65045	LICENSING/REGULATORY SUPP	9,480	8,300	6,400	8,400
65050	BLDG MAINTENANCE MATERIAL	158,789	122,470	115,324	134,212
65055	MATER. TO MAINT. IMP.	25,778	25,163	24,200	25,163
65060	MATER. TO MAINT. AUTOS	707			
65070	OFFICE/OTHER EQT MTN MATL	32,329	25,882	25,865	26,131
65075	MEDICAL & LAB SUPPLIES	1,122	1,867	1,558	1,866
65080	MERCHANDISE FOR RESALE	10,095	13,328	12,100	13,200
65085	MINOR EQUIPMENT & TOOLS	16,213	19,262	18,430	19,915
65090	SAFETY EQUIPMENT	5,311	11,531	9,700	10,199
65095	OFFICE SUPPLIES	21,836	29,773	25,053	30,939
65105	PHOTO/DRAFTING SUPPLIE	52	333	300	400
65110	RECREATION SUPPLIES	201,475	223,477	260,672	248,773
65115	TRAFFIC CONTROL SUPPLI	181			
65125	OTHER COMMODITIES	17,250	19,350	19,350	19,350
65550	AUTOMOTIVE EQUIPMENT		34,986		38,000
65625	FURNITURE, FIXTURE & EQUIPMENT	5,690	9,998	9,000	10,498
66025	TRAN.TO DS FUND- ERI DEBT SERV		196,249	188,619	198,309
66030	OTHER INSURANCE CHARGEBACKS	165,317	236,072	236,071	283,289
3000	PARKS,RECREATION & COMM SERVI.	16,157,573	15,653,221	15,822,574	17,392,621



**PART IV**

**OTHER FUNDS BUDGET**

City of Evanston  
Library Fund (Fund #185)

<b>Total Full-Time Equivalent Positions</b>		
<b>Employee Status Description</b>	<b>Position Description</b>	<b>FY 2012 Position FTE</b>
<b>Children's Services</b>		
Full-Time Regular	Librarian I	3.50
Full-Time Regular	Librarian II	1.00
Full-Time Regular	Library Assistant	5.00
Part-Time Regular	Shelver	1.21
<b>4805 Total</b>		<b>10.71</b>
<b>Adult Services</b>		
Full-Time Regular	Librarian I	6.84
Part-Time Regular	Library Assistant	3.07
Part-Time Regular	Library Clerk	2.48
Full-Time Regular	Administrative Librarian	1.00
Full-Time Regular	Virtual Services Librarian	1.00
Full-Time Regular	Community Engagement Librarian	1.00
<b>4806 Total</b>		<b>15.39</b>
<b>Circulation</b>		
Full-Time Regular	Circulation Supervisor	1.00
Part-Time Regular	Clerk III	1.00
Full-Time Regular	Library Aide II	1.00
Part-Time Regular	Library Clerk	6.26
Part-Time Regular	Security Monitor	1.18
Part-Time Regular	Shelver	4.00
<b>4820 Total</b>		<b>14.44</b>
<b>North Branch</b>		
Full-Time Regular	Librarian II	1.00
Part-Time Regular	Library Assistant	0.46
Part-Time Regular	Branch Assistant	0.85
Part-Time Regular	Library Clerk	0.33
<b>4825 Total</b>		<b>2.64</b>
<b>Technical Services</b>		
Full-Time Regular	Librarian I	0.53
Full-Time Regular	Librarian III	1.00
Full-Time Regular	Library Assistant	2.00
Part-Time Regular	Library Clerk	2.08
<b>4835 Total</b>		<b>5.61</b>
<b>Maintenance</b>		
Full-Time Regular	Custodian II	3.00
<b>4840 Total</b>		<b>3.00</b>
<b>Administration</b>		
Full-Time Regular	Bookkeeper	0.53
Full-Time Regular	Clerk III	1.00
Full-Time Regular	Director, Library	1.00
Full-Time Regular	Administrative Services Manager	1.00
Part-Time Regular	Administrative Assistant	1.06
<b>4845 Total</b>		<b>4.59</b>
<b>Library Fund Total</b>		<b>56.38</b>

City of Evanston  
**Library Fund (Fund #185)**

**Financial Summary**

	2010-11 Actual	2011 Adopted Budget	2011 Estimated Actual	2012 Adopted Budget
<b>Revenue By Source</b>				
Library Fines & Fees	-	-	-	150,000
Library Material Replacement	-	-	-	12,500
Copy Machine Charges	-	-	-	20,000
Meeting Room Fees	-	-	-	10,000
Non-resident Cards	-	-	-	2,460
North Branch Rental Income	-	-	-	47,325
State Per Capita Grant	-	-	-	75,900
Personal Property Replacement Tax				50,200
Video Rentals	-	-	-	28,000
Allocation from General Fund	-	-	-	4,253,214
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,649,599</b>
<b>Expenditures</b>				
Youth Services	-	-	-	800,390
Adult Services	-	-	-	1,579,231
Circulation	-	-	-	589,769
North Branch	-	-	-	203,336
Technical Services	-	-	-	473,306
Maintenance	-	-	-	491,375
Administration	-	-	-	512,192
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,649,599</b>
<b>Net Surplus (Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Beginning Fund Balance</b>	<b>-</b>		<b>-</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>-</b>		<b>-</b>	<b>-</b>

**Notes for Financial Summary**

- The Library Fund was created as part of the FY 2012 Budget.
- The proposed FY 2012 budget includes a new full-time Community Engagement Librarian position to develop community connections, assess library service needs throughout Evanston, and create and implement service plans throughout the community.

**Description of Major Activities**

The Evanston Public Library promotes the development of independent, self-confident, and literate citizens through the provision of open access to cultural, intellectual, and informational resources for all ages.

**City of Evanston**  
**Library Fund (Fund #185)**

**Performance Report on FY 2011 Major Program Objectives**

- Began a comprehensive planning process to deliver innovative and effective services over the next three years.
- Established a Spanish language website and Spanish language adult programming.
- Established Illinois workNet employment center in the Main Library.
- Replaced the air conditioning chillers at Main Library.
- Established year-long “Mission Impossible” discussion groups for significant, difficult works of literature.
- Developed ongoing Local Art@EPL exhibit space for local artists.
- Closed the South Branch and relocated collections to the Main Library, North Branch and community organizations.
- Established 3 summer reading stops; promoted library services at arts festivals, school fairs, Farmers’ Market; added book deposits at City community centers and train stations; expanded Kindergarten LEAP (Literacy Education At Play) in District 65 with grant funds.
- Implemented a major weeding project, removing out-of-date materials from the collections.

**FY 2012 Department Initiatives**

- Complete and implement the work plan to meet the goals and objectives of the Strategic Plan.
- Make necessary investments in diverse and balanced collections – both virtual and physical.
- Further develop partnerships with schools, community organizations, business and City recreation centers to deliver services throughout Evanston.
- Expand the summer reading program and expand print, in-person, and virtual readers’ advisory services to children and young adults throughout Evanston in order to foster a love of reading and learning.
- Continue review of space needs and allocation at the Main Library to ensure responsible upkeep and maintenance as well as repurposing of the space for 21st century library service.
- Continuously improve the delivery of courteous and professional library services to all patrons through staff training and performance evaluations.

**Activity Measures**

<b>Ongoing Activity Measures</b>	<b>2010-2011 Actual</b>	<b>2011 Projected</b>	<b>2012 Projected</b>
Children’s Programs & Attendance	377/6,341	360/5,440	388/6,500
Participants in the Summer Reading Program	2,416	2,900	3,000
Teen Programs & Attendance	122/1,844	81/1,126	126/1,900
Adult Programs & Attendance	330/3,528	380/3,300	390/3,600
Reference and directional questions answered	279,251	211,103	252,000
Patrons using Internet in-house	82,133	75,702	84,000
Items checked out	951,532	743,000	895,000
Library visitors	629,526	523,215	617,000
Public meeting rooms bookings	4,720	4,011	5,000
Library donors	667	680	700

	2010-11	2011	2011	2012
	Actual	Budget	Estimate	Approved
00185 LIBRARY FUND				
61010 REGULAR PAY				1,646,425
61012 LIBRARY SUBSTITUTES				12,000
61050 PERMANENT PART-TIME				1,077,790
61110 OVERTIME PAY				9,000
61210 LONGEVITY				41,951
61510 HEALTH INSURANCE				308,468
61615 LIFE INSURANCE				452
61625 AUTOMOBILE ALLOWANCE				4,980
61630 SHOE ALLOWANCE				390
61710 IMRF				299,424
61725 SOCIAL SECURITY				169,718
61730 MEDICARE				39,692
62210 PRINTING				1,200
62220 BINDING				600
62225 BLDG MAINTENANCE SERVICES				173,480
62235 OFFICE EQUIPMENT MAINT				5,700
62245 OTHER EQMT MAINTENANCE				900
62275 POSTAGE CHARGEBACKS				1,500
62295 TRAINING & TRAVEL				5,000
62305 RENTAL OF AUTO-FLEET MAINTEN.				2,381
62309 RENTAL OF AUTO REPLACEMENT				1,700
62315 POSTAGE				9,100
62341 INTERNET SOLUTION PROVIDERS				218,745
62360 MEMBERSHIP DUES				400
62380 COPY MACHINE CHARGES				12,268
62506 WORK-STUDY				4,900
64015 NATURAL GAS				30,000
64540 TELECOMMUNICATIONS - WIRELESS				1,000
65040 JANITORIAL SUPPLIES				10,700
65050 BLDG MAINTENANCE MATERIAL				13,500
65085 MINOR EQUIPMENT & TOOLS				300
65095 OFFICE SUPPLIES				6,000
65100 LIBRARY SUPPLIES				17,000
65125 OTHER COMMODITIES				718
65630 LIBRARY BOOKS				376,413
65635 PERIODICALS				17,000
65641 AUDIO VISUAL COLLECTIONS				53,900
66025 TRAN.TO DS FUND- ERI DEBT SERV				69,005
66030 OTHER INSURANCE CHARGEBACKS				5,898
00185 LIBRARY FUND				4,649,599

**City of Evanston**

**Homelessness Prevention & Rapid Re-Housing Program (Fund #190)**

**Financial Summary**

	<b>2010-11 Actual</b>	<b>2011 Adopted Budget</b>	<b>2011 Estimated Actual</b>	<b>2012 Adopted Budget</b>
<b>Revenues</b>				
Grant Amount	-	288,460	199,590	80,000
<b>Total Revenues</b>	<b>-</b>	<b>288,460</b>	<b>199,590</b>	<b>80,000</b>
<b>Expenditures</b>				
HPRP Administration	-	27,000	18,522	-
Program Activities	-	261,460	181,068	80,000
<b>Total Expenses</b>	<b>-</b>	<b>288,460</b>	<b>199,590</b>	<b>80,000</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Beginning Fund Balance</b>	<b>-</b>		<b>-</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>-</b>		<b>-</b>	<b>-</b>

**Description of Major Activities**

Homelessness Prevention and Rapid Re-Housing Program was created to provide services and direct assistance to those qualified individuals who either are at risk of becoming homeless or are currently homeless. Through this program, we are able to provide assistance in the form of rental and utility payments, moving costs, security deposits, and hotel/motel vouchers. We have targeted outreach through homeless service agents, not-for-profits, the school districts, and the elected officials. The main concern here is to ensure that those who are referred can receive assistance. This program helps individuals to regain stability.

The HPRP will effectively close in FY 2012.

	2010-11 Actual	2011 Budget	2011 Estimate	2012 Approved
00190 HPRP GRANT FUND				
62370 EXPENSE ALLOWANCE	-	288,460	199,590	80,000
00190 HPRP GRANT FUND		288,460	199,590	80,000

City of Evanston

**Neighborhood Stabilization Program 2 (Fund #195)**

<b>Total Full-Time Equivalent Positions</b>		
<b>Employee Status Description</b>	<b>Position Description</b>	<b>Position FTE</b>
Full-Time Regular	NSP 2 Housing Specialist	1.00
Part-Time Regular	Financial Analyst	0.25
Full-Time Regular	Neighborhood Planner	0.25
Full-Time Regular	Housing and Grant Administrator	0.50
<b>5005 TOTAL</b>		<b>2.00</b>
<b>Neighborhood Stabilization Total</b>		<b>2.00</b>

**Financial Summary**

	<b>2010-11 Actual</b>	<b>2011 Adopted Budget</b>	<b>2011 Estimated Actual</b>	<b>2012 Adopted Budget</b>
<b>Funds Provided</b>				
Grant Proceeds	4,205,637	6,887,345	6,195,000	5,699,363
Program Income	-	1,500,000	300,000	1,750,000
<b>Total Funds Provided</b>	<b>4,205,637</b>	<b>8,387,345</b>	<b>6,495,000</b>	<b>7,449,363</b>

<b>Expenditures</b>				
Development Activities	4,205,637	7,985,000	6,092,655	6,771,363
Administration		124,345	124,345	338,749
Transfer to Debt Service				3,616
Transfer to Insurance				15,635
Transfer to General Fund	-	278,000	278,000	320,000
<b>Total Expenditures</b>	<b>4,205,637</b>	<b>8,387,345</b>	<b>6,495,000</b>	<b>7,449,363</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Beginning Fund Balance</b>	-	-	-	-
<b>Ending Fund Balance</b>	-	-	-	-

**Description of Major Activities**

The Neighborhood Stabilization Program 2 (NSP2) was funded by the American Recovery and Reinvestment Act of 2009 to stabilize neighborhoods that have been negatively impacted by high numbers of foreclosed and vacant homes. The City's NSP2 grant of \$18.15 million must be expended by February 2013.

Evanston's NSP2 proposal includes two strategies to stabilize neighborhoods in two census tracts, 8092 and 8102:

1. The acquisition, rehabilitation and reoccupancy of 100 units of foreclosed or abandoned housing
2. The redevelopment of two blighted parcels of vacant land in West Evanston into new housing consistent with the West Evanston Master Plan.

All housing units rehabbed or developed with NSP2 funds will be rented or sold to households with incomes at or below 120% of the area median income (AMI); 25% of total grant funds will be used to benefit households with incomes at or below 50% AMI as required by HUD.

City of Evanston

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**Neighborhood Stabilization Program 2 (Fund #195)**

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**FY2012 Objectives**

1. Have an additional 25 units under site control.
2. Complete rehabilitation of approximately 50 units.
3. Occupancy of 45 units.
4. Completion of homebuyer counseling by 40 households.

	<b>2010-11</b>	<b>2011</b>	<b>2012</b>
<b>Ongoing Activity Measures</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Number of housing units under site control	0	75	25
Number of housing units rehabbed	0	20	60
Number of housing units occupied	0	10	60
Number of households completing homebuyer counseling	0	12	100

	2010-11 Actual	2011 Budget	2011 Estimate	2012 Approved
<b>00195 NEIGHBOR.STABILIZATION PROGRAM</b>				
61010 REGULAR PAY	49,716	60,751	48,737	132,271
61050 PERMANENT PART-TIME			7,080	19,215
61110 OVERTIME PAY	14,945			
61210 LONGEVITY			155	420
61455 REGULAR SALARIES-CHGBK	138,924			
61510 HEALTH INSURANCE		5,432	5,736	15,566
61615 LIFE INSURANCE		31	25	69
61630 SHOE ALLOWANCE	65		12	32
61710 IMRF	5,447	6,075	5,720	15,525
61725 SOCIAL SECURITY	3,398	3,692		
61730 MEDICARE	795	863	788	2,139
62185 OTHER CONSULTING SERVICES	14,333	4,750	6,233	16,915
62205 ADVERTISING	500			
62210 PRINTING	36	33,251	43,627	118,402
62280 OVERNIGHT MAIL CHARGES	57			
62285 COURIER CHARGES	82			
62295 TRAINING AND TRAVEL	1,990	4,750	12,435	16,915
62360 MEMBERSHIP DUES	1,500			
62481 ACQUISITION/CLOSING COSTS	10,000	10,000	10,000	10,000
62482 CONSTRUCTION	1,303,754	2,704,700	2,061,303	2,292,064
62483 DEVELOPER FEES	153,653	318,200	242,506	269,655
62484 DISPOSITION	10,000	10,000	10,000	10,000
62486 ACQUISITION COSTS-NSP GRANT	1,843,162	3,818,400	2,891,439	3,235,854
62487 MARKETING	14,422			
62488 PRE-CONSTRUCTION	115,037	238,650	181,880	202,241
62489 SITE MAINTENANCE	115,037	238,650	181,880	202,241
62490 OTHER PROGRAM COSTS	10,000	10,000	10,000	10,000
62492 SOFT COSTS	306,766	636,400	485,011	539,309
62509 SERVICE AGREEMENTS / CONTRACTS	44,782	2,375	6,217	8,457
62705 BANK SERVICE CHARGES	37			
62750 MEDICAL INSURANCE-CHGBK	20,952			
62765 PENSION CONTRIB-CHGBKS	25,572			
65010 BOOKS, PUBLICATIONS & MAPS	655			
65095 OFFICE SUPPLIES	20	2,375	6,217	8,457
66025 TRAN.TO DS FUND- ERI DEBT SERV				3,616
66131 TRANSFER TO GENERAL FUND	-	278,000	278,000	320,000
<b>00195 NEIGHBOR.STABILIZATION PROGRAM</b>	<b>4,205,637</b>	<b>8,387,345</b>	<b>6,495,000</b>	<b>7,449,363</b>

City of Evanston

**Motor Fuel Tax Fund (Fund #200)**

**Financial Summary**

	2010-11 Actual	2011 Adopted Budget	2011 Estimated Actual	2012 Adopted Budget
<b>Operating Revenue</b>				
State Allotment	1,880,012	1,900,000	1,700,000	1,900,000
Investment Earnings	1,614	2,000	2,000	2,000
Miscellaneous Income	2,108	-	-	-
<b>Total Revenue</b>	<b>1,883,734</b>	<b>1,902,000</b>	<b>1,702,000</b>	<b>1,902,000</b>
<b>Operating Expenses</b>				
Sheridan Rd./ Isabella St. Project (JT with Wilmette)	-	-	-	-
Street Resurfacing (2009)	-	-	-	-
Street Resurfacing (2010)	1,223,580	-	-	-
Street Resurfacing (2011)	-	1,200,000	1,000,000	1,400,000
Transfer to General Fund - Staff Engineering	650,004	110,606	110,606	132,727
Transfer to General Fund - Street Maintenance	122,496	586,886	586,886	704,263
<b>Total Expenditures</b>	<b>1,996,080</b>	<b>1,897,492</b>	<b>1,697,492</b>	<b>2,236,990</b>
<b>Net Surplus (Deficit)</b>	<b>(112,346)</b>	<b>4,508</b>	<b>4,508</b>	<b>(334,990)</b>
<b>Beginning Fund Balance</b>	794,436		682,090	686,598
<b>Ending Fund Balance</b>	682,090		686,598	351,608

**Performance Report on FY2011 Major Program Objectives**

The Motor Fuel Tax Fund is used for street maintenance, street resurfacing and signal upgrade projects. The funds are authorized by the Illinois Department of Transportation and are appropriated as part of the City's share of the gasoline tax. Motor Fuel Tax funds are also used for street cleaning, street sweeping, and snow removal operations.

**Motor Fuel Tax Funds were used to used to resurface the following streets in 2011:**

<u>STREET</u>	<u>FROM</u>	<u>TO</u>
Forest Avenue	Main Street	Burnham Place
Forestview Road	Simpson Street	Grant Street
Greenleaf Street	Dodge Avenue	Dewey Avenue
Greenwood Street	Darrow Avenue	Asbury Avenue
Hull Terrace	Asbury Avenue	Ridge Avenue
Main Street	Asbury Avenue	Maple Avenue
Maple Avenue	Simpson Street	Noyes Street

**FY2012 Department Initiatives**

The following streets are planned to be resurfaced in FY2012 using MFT Funds:

<u>STREET</u>	<u>FROM</u>	<u>TO</u>
Ashland Avenue	Lincoln Street	Central Street
Ewing Avenue	Grant Street	Colfax Street
Foster Street	Dodge Avenue	Dewey Avenue
Greenwood Street	Maple Avenue	Sherman Avenue
Grove Street	Chicago Avenue	Judson Avenue
Hinman Avenue	Greenleaf Street	Dempster Street
Madison Street	Ridge Avenue	Custer Avenue
Sheridan Place	Sheridan Road	Sheridan Road
Highland Avenue	Thayer Street	Isabella Street

	2010-11	2011	2011	2012
	Actual	Budget	Estimate	Approved
<b>00200 MOTOR FUEL TAX FUND</b>				
62720 TRNF TO GF - STREET MAINT	122,496	586,886	586,886	
65515 OTHER IMPROVEMENTS	1,223,580	1,200,000	1,000,000	1,400,000
66131 TRANSFER TO GENERAL FUND				836,990
66136 TRAN TO GF- ENGINEER.SERVICES	650,004	110,606	110,606	
<b>00200 MOTOR FUEL TAX FUND</b>	<b>1,996,080</b>	<b>1,897,492</b>	<b>1,697,492</b>	<b>2,236,990</b>

City of Evanston

**Emergency Telephone System Fund Summary (Fund #205)**

<b>Total Full-Time Equivalent Positions</b>		
<b>Employee Status Description</b>	<b>Position Description</b>	<b>FY 2012 Position FTE</b>
Full-Time Regular	Assistant Communications Coordinator	2.00
Full-Time Regular	Communications Coordinator	1.00
Full-Time Regular	Telecommunicator	2.00
<b>5150 Total</b>		<b>5.00</b>
<b>Emergency Telephone System Fund Total</b>		<b>5.00</b>

**Financial Summary**

	<b>2010-11 Actual</b>	<b>2011 Adopted Budget</b>	<b>2011 Estimated Actual</b>	<b>2012 Adopted Budget</b>
Landline Surcharge Revenue	601,043	525,000	468,400	617,400
Wireless Surcharge Revenue	410,851	340,000	318,300	416,160
Interest	974	750	200	1,000
Miscellaneous Revenue	-	-	-	-
<b>Total Revenue</b>	<b>1,012,868</b>	<b>865,750</b>	<b>786,900</b>	<b>1,034,560</b>
<b>Expenditures</b>				
Operating Expense	764,833	778,827	707,067	847,415
Transfer to General Fund	143,472	125,778	125,868	125,950
Transfer to Insurance Fund	-	-	-	95,095
Transfer to Debt Service	-	-	-	10,385
Capital Replacement	913,530	229,353	125,000	188,000
<b>Total Expenditures</b>	<b>1,821,835</b>	<b>1,133,958</b>	<b>957,935</b>	<b>1,266,845</b>
<b>Net Surplus (Deficit)</b>	<b>(808,967)</b>	<b>(268,208)</b>	<b>(171,035)</b>	<b>(232,285)</b>
<b>Beginning Fund Balance</b>	2,203,799		1,394,832	1,223,797
<b>Ending Fund Balance</b>	1,394,832		1,223,797	991,512

**Description of Major Activities**

In accordance with Illinois Public Act 85-978, in December of 1990 the City of Evanston enacted Ordinance 133-O-90, by referendum. The purpose of the Ordinance was to establish an Enhanced 9-1-1 system. Per the legislature, an Emergency Telephone Systems Board (ETSB) was established. The stated function of the ETSB is to design and implement an Enhanced 9-1-1 system for the City of Evanston and monitor the system once in place.

This year will include: the completion of narrowbanding existing 150-512 MHz public safety radio infrastructure and subsequent replacement of legacy base stations and subscribers (which are incapable of being reprogrammed) from its current 25 kHz-wide channels to 12.5 kHz to comply with the Federal Communications Commissions narrowbanding mandate deadline of Jan. 1, 2013.

	2010-11 Actual	2011 Budget	2011 Estimate	2012 Approved
<b>00205 EMERGENCY TELEPHONE SYSTEM</b>				
61010 REGULAR PAY	346,182	305,572	305,572	373,613
61062 SPECIAL EVENT SALARIES	708	5,000	1,600	5,000
61110 OVERTIME PAY	1,374-	3,000	2,200	3,000
61210 LONGEVITY	5,188	6,215	6,215	8,019
61420 ANNUAL SICK LEAVE PAYOUT	4,277	4,500	4,500	4,500
61425 ANNUAL HOLIDAY PAYOUT		3,000	3,000	3,000
61510 HEALTH INSURANCE	57,856	74,653	74,653	77,419
61615 LIFE INSURANCE	800	183	183	228
61635 UNIFORM ALLOWANCE	1,350	1,350	1,350	1,350
61710 IMRF	36,394	20,222	20,222	44,651
61725 SOCIAL SECURITY	21,331	19,110	18,610	23,246
61730 MEDICARE	4,991	4,468	4,352	5,437
62225 BLDG MAINTENANCE SERVICES	2,941	5,000	3,000	5,000
62295 TRAINING & TRAVEL	2,877	7,500	1,500	7,500
62360 MEMBERSHIP DUES	460	900	750	900
62509 SERVICE AGREEMENTS / CONTRACTS	150,982	169,332	135,800	199,300
62680 TRANSFER TO GF-DATA PROC	60,000	52,479	52,479	
62685 REIMB. GF FOR ADMIN. EXP	66,000	52,479	52,479	
64505 TELECOMMUNICATIONS - CARRIER L	55,437	66,640	67,800	86,000
64540 TELECOMMUNICATIONS - WIRELESS	48,010	52,391	37,500	47,200
65020 CLOTHING		1,200	1,000	1,200
65035 PETROLEUM PRODUCTS		800	600	800
65085 MINOR EQUIPMENT & TOOLS	18,975	19,200	13,160	19,200
65090 SAFETY EQUIPMENT	61			
65095 OFFICE SUPPLIES	566	1,500	500	1,500
65555 PERSONAL COMPUTER EQUIPMENT	2,848			
65620 OFFICE MACH. & EQUIP.		2,000	1,000	2,000
65625 FURNITURE, FIXTURE & EQUIPMENT	913,530	229,353	125,000	188,000
66020 TRANSFERS TO OTHER FUNDS	17,472	14,540	14,540	
66025 TRAN.TO DS FUND- ERI DEBT SERV		6,370	6,370	10,385
66130 TRANSFER TO INSURANCE FUND				17,448
66131 TRANSFER TO GENERAL FUND				125,950
68205 CONTINGENCIES	3,973	5,000	2,000	5,000
<b>00205 EMERGENCY TELEPHONE SYSTEM</b>	<b>1,821,835</b>	<b>1,133,958</b>	<b>957,935</b>	<b>1,266,845</b>

City of Evanston  
**Special Service Area #4 (Fund #210)**

**Financial Summary**

	<b>2010-11 Actual</b>	<b>2011 Adopted Budget</b>	<b>2011 Estimated Actual</b>	<b>2012 Adopted Budget</b>
<b>Revenue By Source</b>				
Property Tax Revenue	217,097	378,000	388,000	398,000
Investment Income	35	-	-	-
<b>Total Revenues</b>	<b>217,132</b>	<b>378,000</b>	<b>388,000</b>	<b>398,000</b>
<b>Expenditures</b>				
Professional Fees (Downtown Evanston)	378,216	378,000	388,000	398,000
<b>Total Expenditures</b>	<b>378,216</b>	<b>378,000</b>	<b>388,000</b>	<b>398,000</b>
<b>Net Surplus (Deficit)</b>	<b>(161,084)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Beginning Fund Balance</b>	273,409		112,325	112,325
<b>Ending Fund Balance</b>	112,325		112,325	112,325

**Description of Major Activities**

Special Service Area 4 was established to provide certain public services to supplement services currently or customarily provided by the City to the Territory, assist the promotion and advertisement of the Territory in order to attract businesses and consumers to the Territory, and provide any other public services to the Territory which the City may deem appropriate from time to time. Special services as they apply to SSA4 include maintenance of public improvements, including landscaping, together with any such other further services necessary to the accomplishment of the improvement. SSA4 is managed by Downtown Evanston (formerly EvMark), an Illinois not-for-profit corporation.

	2010-11 Actual	2011 Budget	2011 Estimate	2012 Approved
00210 SSD #4 DEBT SERVICE FUND				
62517 SPECIAL SERV AREA AGREEMNT	<u>378,216</u>	<u>378,000</u>	<u>388,000</u>	<u>398,000</u>
00210 SSD #4 DEBT SERVICE FUND	378,216	378,000	388,000	398,000

City of Evanston

**Community Development Block Grant (Fund #215)**

<b>Total Full-Time Equivalent Positions</b>		
<b>Employee Status Description</b>	<b>Position Description</b>	<b>FY 2012 Position FTE</b>
Full-Time Regular	Housing and Grant Administrator	0.50
Full-Time Regular	Financial Analyst	0.28
Full-Time Regular	Neighborhood Planner	0.75
<b>5170 Total</b>		<b>1.53</b>
<b>Community Development Block Grant Fund Total</b>		<b>1.53</b>

**Financial Summary**

	<b>2010-11 Actual</b>	<b>2011 Adopted Budget</b>	<b>2011 Estimated Actual</b>	<b>2012 Adopted Budget</b>
<b>Funds Provided</b>				
Annual Entitlement	1,971,590	2,095,180	1,753,386	1,490,500
Funds reallocated from prior years	37,787	25,000	146,486	65,693
Program Income	-	20,000	147,113	140,000
<b>Total Funds Provided</b>	<b>2,009,377</b>	<b>2,140,180</b>	<b>2,046,985</b>	<b>1,696,193</b>

<b>Expenditures</b>				
CDBG Administration/Planning	359,568	308,367	348,677	232,382
Development Activities	768,449	1,016,894	976,707	432,000
Capital Projects	-	-	-	255,000
Transfers to General Fund	881,360	772,000	721,601	776,811
<b>Total Expenditures</b>	<b>2,009,377</b>	<b>2,097,261</b>	<b>2,046,985</b>	<b>1,696,193</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>-</b>	<b>42,919</b>	<b>-</b>	<b>-</b>
<b>Beginning Fund Balance</b>	422,799		422,799	422,799
<b>Ending Fund Balance</b>	422,799		422,799	422,799

**Notes for Financial Summary**

2012 budget and allocations are estimates based on prior year.

**Performance Report on FY2011 Major Program Objectives**

Thirty-seven programs and projects totaling \$2,046,985 were funded for FY 2011; three of these have not yet been implemented due to lack of capacity of the subrecipient organizations. Three projects/programs funded in prior years continue to be implemented. Staff submitted the 2010-11 CAPER (Consolidated Plan Annual Performance and Evaluation Report) covering Evanston's use of CDBG, HOME and ESG funds, the Contractor-Subcontractor Report and Semi-Annual Labor Report and Section 3 Report to HUD by due dates.

## City of Evanston

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### **Community Development Block Grant (Fund #215)**

Planning & Zoning staff continued the implementation of two Neighborhood Revitalization Strategy Area plans, part of the 2010-2014 Consolidated Plan, that focus resources on neighborhoods in west and south Evanston that have been hardest hit by foreclosures and unemployment.

#### **2012 Department Initiatives**

1. Work with residents, businesses and community groups/nonprofits, as well as cross-departmental staff team to implement CDBG Neighborhood Revitalization Strategy Areas (NRSAs) in west and south Evanston to focus CDBG and other resources on key community needs.
2. Continue to refine measures and assessments for CDBG-funded programs to further improve outcomes and reporting to HUD, with a focus on activities in the NRSAs.
3. Continue to provide technical assistance to CDBG subrecipients, particularly relating to reporting and financial management shortcomings identified by monitoring visits.
4. Provide staff support to the Housing & Community Development Act Committee (14 meetings a year). Expand staff input to the Committee on the effectiveness of CDBG subrecipients in achieving City goals as outlined in the Consolidated Plan.
5. Monitor and assess all new and ongoing CDBG-funded activities for compliance with program plans and contractual obligations, including Davis-Bacon prevailing wage requirements.
6. Work with other funding sources, including the City's Mental Health Board, the Evanston Community Foundation and the United Way, to improve efficiencies for organizations applying for funds from multiple sources, as well as effectiveness of outcome reporting in order to better assess the impact on a communitywide basis.
7. Continue to seek training opportunities to ensure effective program management that complies with HUD requirements and addresses the goals of the City's Consolidated Plan.
8. Continue to expand publicity about the CDBG program and seek input from low- and moderate-income residents, including those for whom English is a second language, as part of the public involvement plan.

	2010-11 Actual	2011 Budget	2011 Estimate	2012 Approved
<b>00215 CDBG FUND</b>				
61010 REGULAR PAY	99,893	128,587	90,738	97,767
61050 PERMANENT PART-TIME	12,912		4,653	21,521
61060 OVERTIME-CHGBK	474	7,000	4,653	
61110 OVERTIME PAY	15,128	3,500	18,000	12,486
61210 LONGEVITY	1,536	1,311	1,282	1,259
61415 TERMINATION PAYOUTS	1,465			
61455 REGULAR SALARIES-CHGBACKS		39,401		
61510 HEALTH INSURANCE	12,847	19,072	23,142	10,549
61615 LIFE INSURANCE	500	65	78	231
61630 SHOE ALLOWANCE	390	130	130	98
61710 IMRF	12,942	12,990	16,534	11,586
61725 SOCIAL SECURITY	8,437	8,970	8,948	7,902
61730 MEDICARE	1,973	2,098	2,100	1,848
62185 OTHER CONSULTING SERVICES	28,055	35,000	20,000	
62190 HOUSING REHAB SERV-WEST NRSA	4,441			
62205 ADVERTISING	150	800	2,000	1,200
62210 PRINTING	36			
62275 POSTAGE CHARGEBACKS	321	1,000	500	1,000
62280 OVERNIGHT MAIL CHARGES	77			
62285 COURIER CHARGES	182	322	200	500
62295 TRAINING AND TRAVEL	677	1,500	500	1,000
62305 RENTAL OF AUTO-FLEET MAINTEN.	4,055			
62309 RENTAL OF AUTO REPLACEMENT	1,300			
62360 MEMBERSHIP DUES	390	1,100		
62380 COPY MACHINE CHARGES	1,533	1,000	1,391	1,000
62490 OTHER PROGRAM COSTS	635,955	1,016,894	1,112,675	727,276
62509 SERVICE AGREEMENTS / CONTRACTS	1,100			
62745 IMRF TRANSFER-CHARGEBACK		10,160		
62750 MEDICAL INS CHARGEBACK	131,838	11,430		
62765 PENSION CONTRB- CHARGEBAK	113,819			
62770 MISCELLANEOUS	14,463			
64540 TELECOMMUNICATIONS - WIRELESS	1,623			
65010 BOOKS PUBLICATIONS MAPS	311	2,000		500
65085 MINOR EQUIPMENT & TOOLS	3			
65095 OFFICE SUPPLIES	1,652	1,100	400	1,000
65105 PHOTO/DRAFTING SUPPLIE	79			
66020 TRANSFERS TO OTHER FUNDS	17,460	14,540		
66025 TRAN.TO DS FUND- ERI DEBT SERV		4,091		2,711
66130 TRANSFER TO INSURANCE FUND			17,460	17,448
66131 TRANSFER TO GENERAL FUND	881,360	772,000	721,601	776,811
68205 CONTINGENCIES	-	1,200	-	500
<b>00215 CDBG FUND</b>	<b>2,009,377</b>	<b>2,097,261</b>	<b>2,046,985</b>	<b>1,696,193</b>

City of Evanston  
**CDBG LOAN (Fund #220)**

**Financial Summary**

	<b>2010-11 Actual</b>	<b>2011 Adopted Budget</b>	<b>2011 Estimated Actual</b>	<b>2012 Adopted Budget</b>
<b>Funds Provided:</b>				
Intergovernmental Revenue	56,361	-	-	-
Program Income	-	9,000	9,000	9,000
Interest Income	9,453	-	-	-
<b>Total Revenues</b>	<b>65,814</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
<b>Expenditures</b>				
Program Expenses	35,574	20,000	20,000	20,000
Transfer to CDBG	-	-	-	-
Development Activities	-	-	-	-
<b>Total Expenditures</b>	<b>35,574</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>30,240</b>	<b>(11,000)</b>	<b>(11,000)</b>	<b>(11,000)</b>
<b>Beginning Fund Balance</b>	1,974,482		2,004,722	1,993,722
<b>Ending Fund Balance</b>	2,004,722		1,993,722	1,982,722

**Description of Major Activities**

The CD Loan Fund is a revolving loan fund. The purpose of the fund is to provide residential rehabilitation loans for income eligible 1- to 3- unit owner occupied residential properties and multi-family rental properties that are occupied by income eligible households under HUD regulations. This fund was established with HUD approval with funds from the Community Development Block Grant. Since its establishment, funds have been provided for rehabilitation loans; monies from repaid loans are returned to the Revolving Loan fund and used for additional eligible rehabilitation

**CITY OF EVANSTON**

**Economic Development Fund (Fund #225)**

<b>Total Full-Time Equivalent Positions</b>		
<b>Employee Status Description</b>	<b>Position Description</b>	<b>FY 2012 Position FTE</b>
Full-Time Regular	Economic Development Coordinator	2.00
Full-Time Regular	Intergovernmental Affairs Coordinator	1.00
Full-Time Regular	Development Officer	1.00
Full-Time Regular	Economic Development Division Manager	1.00
Full-Time Regular	Economic Development Specialist	2.00
<b>5300 Total</b>		<b>7.00</b>
<b>Economic Development Fund Total</b>		<b>7.00</b>

**Financial Summary**

	<b>2010-11 Actual</b>	<b>2011 Adopted Budget</b>	<b>2011 Estimated Actual</b>	<b>2012 Adopted Budget</b>
<b>Operating Revenue:</b>				
Hotel Tax	1,275,713	1,350,000	1,350,000	1,600,000
Amusement Tax	276,720	300,000	200,000	300,000
Howard-Ridge Loan Repayment	-	-	-	48,500
Investment Income	591	8,000	8,000	8,000
<b>Total Revenues</b>	<b>1,553,024</b>	<b>1,658,000</b>	<b>1,558,000</b>	<b>1,956,500</b>
<b>Operating Expenditures:</b>				
Economic Development Activities	747,437	1,640,247	2,000,458	1,802,825
Capital Projects	-	-	-	160,000
Tax Rebate Agreement	-	-	-	-
Transfer to Debt Service			-	12,752
Transfer to Insurance Fund	-	-	-	75,334
Transfers to General Fund	390,000	377,256	377,256	452,707
<b>Total Expenditures</b>	<b>1,137,437</b>	<b>2,017,503</b>	<b>2,377,714</b>	<b>2,503,618</b>
<b>Net Surplus (Deficit)</b>	<b>415,587</b>	<b>(359,503)</b>	<b>(819,714)</b>	<b>(547,118)</b>
<b>Beginning Fund Balance</b>	<b>2,007,615</b>		<b>2,423,202</b>	<b>1,603,488</b>
<b>Ending Fund Balance</b>	<b>2,423,202</b>		<b>1,603,488</b>	<b>1,056,370</b>

**Description of Major Activities**

The Economic Development Fund provides support for many of the City's economic development initiatives as well as staff, consulting services, legal counsel, and marketing efforts needed to support these activities. In addition, the Economic Development Fund is a resource for business assistance, in the form of forgivable loans and grants, particularly in areas outside of the five TIF Districts

**CITY OF EVANSTON**

**Economic Development Fund (Fund #225)**

**FY 2012 Objectives**

1. Increase recruitment efforts for key national chains.
2. Complete regular TIF District updates.
3. Continue support of existing and facilitate creation of new business district associations.
4. Work with developer to move forward redevelopment of Evanston Plaza.
5. Stimulate additional development on Howard Street, particularly at City-owned sites.
6. Oversee consultants on potential creation of new and amendments to existing TIF Districts.
7. Work with business districts who expressed interest in creation of new SSA Districts.
8. Increase City interaction with incubator/start up firms; assist with second-stage expansion.
9. Expand and maintain available property inventory.
10. Expand and maintain the existing business directory and Shop QA system.
11. Coordinate business retention efforts with Evanston Chamber of Commerce.
12. Expand economic development assistance programs based on small business needs.
13. Improve Evanston marketing efforts and Economic Development website.
14. Organize and provide two seminars to help support Evanston businesses.
15. Stimulate development on west side, particularly Church/Dodge; Dempster/Dodge.
16. Increase number of Evanston-based businesses bidding on City-funded projects.

<b>Ongoing Activity Measures</b>	<b>FY2010-11 Actual</b>	<b>FY2011 Estimate</b>	<b>FY2012 Projection*</b>
Number of new businesses located in Evanston			10
Number of business expansions			8
Number of new permanent jobs created			20
Number of new seasonal/temporary jobs created			20
Number of business visits (exclusive of meetings)			200

\* New Economic Development Activity Measures have been introduced for FY2012

	2010-11	2011	2011	2012
	Actual	Budget	Estimate	Approved
<b>00225 ECONOMIC DEVELOPMENT FUND</b>				
61010 REGULAR PAY	196,898	281,739	320,000	468,569
61060 OVERTIME-CHGBK	3,326		20,000	15,000
61110 OVERTIME PAY	11,869	3,000	20,000	20,000
61210 LONGEVITY	195			
61415 TERMINATION PAYOUTS	2,240			
61510 HEALTH INSURANCE	26,604	36,475	40,000	57,379
61615 LIFE INSURANCE	100	101	115	507
61626 CELL PHONE ALLOWANCE	595	1,020	2,200	3,216
61630 SHOE ALLOWANCE		260	260	390
61710 IMRF	13,287	28,174		54,823
61725 SOCIAL SECURITY	8,741	17,485		30,982
61730 MEDICARE	2,044	4,086		7,246
62136 REDEVELOPMENT CONSULTING SVCS	11,008	83,300	83,300	122,500
62185 OTHER CONSULTING SERVICES	116,902	90,000	80,000	85,000
62205 ADVERTISING	256			
62210 PRINTING	352			
62227 ADVOCACY SVCS-HOLLAND & KNIGHT	2,880			
62275 POSTAGE CHARGEBACKS	345	666	100	400
62280 OVERNIGHT MAIL CHARGES	23	200		200
62285 COURIER CHARGES	321	750		250
62295 TRAINING & TRAVEL	1,366	2,499	2,948	8,500
62335 DATA PROCESSING SERVIC	3			
62360 MEMBERSHIP DUES	2,060	12,000	12,000	12,000
62380 COPY MACHINE CHARGES	779	1,166	1,166	
62490 OTHER PROGRAM COSTS	7,974	6,664	14,397	15,000
62509 SERVICE AGREEMENTS / CONTRACTS	66,816	65,000	65,309	65,500
62659 ECO.DEV.PARTNERSHIP CONTRIBUT.	130,000	229,000	229,000	280,000
62660 BUSI.ATTRactions/EXPANSION INV	32,617	500,000	835,000	500,000
65010 BOOKS, PUBLICATIONS, MAPS	2,208	2,499	500	500
65025 FOOD	664			
65095 OFFICE SUPPLIES	933	750	750	750
65522 BUSINESS DISTRICT IMPROVEMENTS	86,572	175,000	175,000	257,000
65625 FURNITURE, FIXTURE & EQUIPMENT		75,000	75,000	15,000
66020 TRANSFERS TO OTHER FUNDS	17,460	14,540	14,540	
66025 TRAN.TO DS FUND- ERI DEBT SERV		8,873	8,873	12,752
66130 TRANSFER TO INSURANCE FUND				17,448
66131 TRANSFER TO GENERAL FUND	390,000	377,256	377,256	452,707
<b>00225 ECONOMIC DEVELOPMENT FUND</b>	<b>1,137,437</b>	<b>2,017,503</b>	<b>2,377,714</b>	<b>2,503,618</b>

City of Evanston  
 Neighborhood Improvement (Fund #235)

**Financial Summary**

	2010-11 Actual	2011 Adopted Budget	2011 Estimated Actual	2012 Adopted Budget
<b>Revenues:</b>				
Taxes	20,000	20,000	20,000	20,000
Transfer From Other Funds	-	-	-	-
Investment income	-	-	-	-
<b>Total Revenues</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>Expenditures</b>				
Program Expenses	5,397	50,000	-	50,000
Transfer to Other Funds	-	-	-	-
<b>Total Expenditures</b>	<b>5,397</b>	<b>50,000</b>	<b>-</b>	<b>50,000</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>14,603</b>	<b>(30,000)</b>	<b>20,000</b>	<b>(30,000)</b>
<b>Beginning Fund Balance</b>	75,312		89,915	109,915
<b>Ending Fund Balance</b>	89,915		109,915	79,915

**Description of Major Activities**

The Neighborhood Improvement Fund is used for special improvement projects in the Dempster-Dodge Shopping Center and the Main Street Commons area.

	2010-11 Actual	2011 Budget	2011 Estimate	2012 Approved
00235 NEIGHBORHOOD IMPROVEMENT FUND				
62490 OTHER PROGRAM COSTS	<u>5,397</u>	<u>50,000</u>	-	<u>50,000</u>
00235 NEIGHBORHOOD IMPROVEMENT FUND	5,397	50,000	-	50,000

City of Evanston  
HOME (Fund #240)

**Financial Summary**

	2010-11 Actual	2011 Adopted Budget	2011 Estimated Actual	2012 Adopted Budget
<b>Funds Provided</b>				
Intergovernmental Revenue	663,318	560,000	506,426	500,000
Program Income	7,490	10,000	27,384	10,000
<b>Total Funds Provided</b>	<b>670,808</b>	<b>570,000</b>	<b>533,810</b>	<b>510,000</b>
<b>Expenditures</b>				
Administration/Planning	-	56,000	-	-
CHDO Operating	-	28,000	-	-
Development Activities	83,141	429,600	204,304	604,000
Transfers to General Fund	-	56,400	56,400	59,958
<b>Total Expenditures</b>	<b>83,141</b>	<b>570,000</b>	<b>260,704</b>	<b>663,958</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>587,667</b>	<b>-</b>	<b>273,106</b>	<b>(153,958)</b>
<b>Beginning Fund Balance</b>	2,048,864	-	2,636,531	2,909,637
<b>Ending Fund Balance</b>	2,636,531	-	2,909,637	2,755,679

**Notes on Financial Summary:**

Note: Congress has not yet appropriated 2012 HOME funding, so grant amount is an estimate. Restricted fund balance above consists of notes receivable for loans issued through the HOME program

**Description of Major Activities**

The HOME Investment Partnership program addresses the affordable housing needs of low and moderate income individuals and families by promoting, preserving and producing affordable housing; providing housing-related services; and providing support for private and non-profit entities that actively address these housing needs. HOME funds are used to:

1. Finance the acquisition and rehabilitation of existing residential units;
2. Fund new construction of affordable housing;
3. Fund down payment assistance forgivable loans for households with incomes  $\leq$  80% of area median income.

**FY 2012 Objectives**

1. Finance the acquisition and rehab of 20 housing units for affordable housing (rental or homeownership).
2. Fund five down payment assistance forgivable loans.

<b>Ongoing Activity Measures</b>	<b>2010-11 Actual</b>	<b>2011 Estimated</b>	<b>2012 Projected</b>
Number of housing units acquired and/or rehabbed	37	4	20
Number of households helped with down payment assistance	9	2	5

	2010-11 Actual	2011 Budget	2011 Estimate	2012 Approved
00240 HOME FUND				
62185 OTHER CONSULTING SERVICES			1,912	2,000
62295 TRAINING AND TRAVEL	83,141	84,000	2,392	2,000
62490 OTHER PROGRAM COSTS				
62605 OTHER CHARGES				
65535 REHAB LOANS		429,600	200,000	600,000
66131 TRANSFER TO GENERAL FUND	-	56,400	56,400	59,958
00240 HOME FUND	83,141	570,000	260,704	663,958

City of Evanston  
**Affordable Housing Fund (Fund #250)**

**Financial Summary**

	2010-11 Actual	2011 Adopted Budget	2011 Estimated Actual	2012 Adopted Budget
<b>Revenue By Source</b>				
Interest on Investments	1,098	1,000	1,000	125
Demolition Taxes	20,000	8,330	8,330	-
Developer Contributions	150,000	-	-	125,000
Rehab Repayments	-	20,000	20,000	-
Misc.	37,037	-	-	-
<b>Total Revenues</b>	<b>208,135</b>	<b>29,330</b>	<b>29,330</b>	<b>125,125</b>
<b>Expenditures</b>				
Housing - Land	-	41,650	-	-
Housing - Buildings	-	-	-	-
Down Payment Assistance	100,516	166,600	144,059	166,600
Transfer to General Fund	24,000	19,992	19,992	23,990
Miscellaneous	10,560	39,984	-	40,000
<b>Total Expenditures</b>	<b>135,076</b>	<b>268,226</b>	<b>164,051</b>	<b>230,590</b>
<b>Net Surplus (Deficit)</b>	<b>73,059</b>	<b>(238,896)</b>	<b>(134,721)</b>	<b>(105,465)</b>
<b>Beginning Fund Balance</b>	2,226,094		2,299,153	2,164,432
<b>Ending Fund Balance</b>	2,299,153		2,164,432	2,058,967

**Notes for Financial Summary**

Restricted portion of fund balance above primarily consists of note/loans receivable for loans issued under the Affordable Housing program.

**Description of Major Activities**

The Affordable Housing Fund stimulates neighborhood revitalization and addresses the affordable housing needs of low and moderate income individuals and families by promoting, preserving and producing affordable housing; providing housing-related services; and providing support for non-profit organizations that actively address these housing needs, through:

1. Financing the acquisition and rehabilitation of boarded-up structures;
2. Providing funds for the rehabilitation and new construction of affordable housing;
3. Funding down payment assistance forgivable loans;
4. Providing funding support for transitional housing, housing education, and related services.

		2010-11	2011	2011	2012
		Actual	Budget	Estimate	Approved
00250	AFFORDABLE HOUSING FUND				
62490	OTHER PROGRAM COSTS	63,646			
62685	REIMB. GF FOR ADMIN. EXP	24,000	19,992		
62770	MISCELLANEOUS	10,560	39,984	144,059	40,000
65505	LAND		41,650		
65510	BUILDINGS		166,600		166,600
65530	REHAB GRANTS	25,000			
66061	FAMILIES IN TRANSITION	11,871			
66131	TRANSFER TO GENERAL FUND			19,992	23,990
00250	AFFORDABLE HOUSING FUND	135,076	268,226	164,051	230,590

City of Evanston

**Washington National Special Tax Allocation Fund Summary (Fund #300)**

**Financial Summary**

	<b>2010-11 Actual</b>	<b>2011 Adopted Budget</b>	<b>2011 Estimated Actual</b>	<b>2012 Adopted Budget</b>
<b>Revenues:</b>				
Net Property Tax Increment	4,887,915	4,800,000	5,073,000	5,073,000
Interest Income	27,588	25,000	25,000	25,000
<b>Total Revenue</b>	<b>4,915,503</b>	<b>4,825,000</b>	<b>5,098,000</b>	<b>5,098,000</b>
<b>Expenditures:</b>				
Series 1997 (refunded by 1999 & 2008D) Principal	305,000	325,000	325,000	405,000
Series 1997 (refunded by 1999 & 2008D) Interest	134,366	128,200	128,200	100,650
Contributions to Other Agencies	-	-	-	800,000
Economic Development Projects				500,000
Capital Improvements	-	300,000	300,000	2,536,000
Contractual Services	94,942	125,000	125,000	35,000
Transfer to Parking Fund (for Sherman Garage debt)	3,385,896	3,419,636	3,419,636	3,876,726
Transfer to General Fund	324,996	325,000	325,000	325,000
<b>Total Expenditures</b>	<b>4,245,200</b>	<b>4,622,836</b>	<b>4,622,836</b>	<b>8,578,376</b>
<b>Net Surplus (Deficit)</b>	<b>670,303</b>	<b>202,164</b>	<b>475,164</b>	<b>(3,480,376)</b>
<b>Beginning Fund Balance</b>	8,492,373		9,162,676	9,637,840
<b>Ending Fund Balance</b>	9,162,676		9,637,840	6,157,464

**Description of Major Activities**

The City Council adopted the Washington National Tax Increment Financing District (TIF) on September 15, 1994. The TIF District consists of approximately 83,000 square feet of land (bounded by Church Street on the north, Davis Street on the south and Chicago Avenue on the east) located in the downtown business area of the city. The development project consists of an apartment tower containing approximately 261 units with an attached parking garage. The project also includes a retail food store and other retail units totaling approximately 33,000 square feet.

This Fund is responsible for the receipt of all debt proceeds issued and allocated to the TIF, as well as principal and interest payments on outstanding debt. The Washington National TIF typically transfers funds to the Parking Garage Fund and Parking Fund to assist with debt payments related to the Sherman Avenue Garage.

In FY2012, approximately \$1,900,000 worth of infrastructure projects were approved as outlined in the FY2012 CIP. In addition, approximately \$500,000 is reserved for Economic Development Projects (unspecified) and \$800,000 is budgeted for payment to the school districts, as per the proposed one year agreement.

	2010-11	2011	2011	2012
	Actual	Budget	Estimate	Approved
00300 WASHINGTON NATL TIF DEBT SERV				
62524 OTHER CONTRACTUAL SERVICES	94,942			
62605 OTHER CHARGES				535,000
62665 CONTRIB TO OTHER AGENCIES				800,000
62685 REIMB. GF FOR ADMIN. EXP	324,996	325,000		
65502 CONSTRUCTION				
65515 OTHER IMPROVEMENTS		425,000	425,000	2,536,000
66020 TRANSFERS TO OTHER FUNDS	3,385,896	3,419,636	3,419,636	3,876,726
66131 TRANSFER TO GENERAL FUND			325,000	325,000
68305 DEBT SERVICE-PRINCIPAL	305,000	325,000	325,000	405,000
68315 DEBT SERVICE-INTEREST	134,366	128,200	128,200	100,650
00300 WASHINGTON NATL TIF DEBT SERV	4,245,200	4,622,836	4,622,836	8,578,376

City of Evanston  
**Special Service Area #5 (Fund #305)**

**Financial Summary**

	<b>2010-11 Actual</b>	<b>2011 Adopted Budget</b>	<b>2011 Estimated Actual</b>	<b>2012 Adopted Budget</b>
<b>Revenue By Source</b>				
Net Property Taxes	395,214	428,756	421,900	428,756
Interest Income	44	100	-	-
<b>Total Revenue</b>	<b>395,258</b>	<b>428,856</b>	<b>421,900</b>	<b>428,756</b>
<b>Expenditures</b>				
Series 2002C Bonds Principal	315,000	340,000	340,000	325,000
Series 2002C Bonds Interest	125,975	88,756	53,853	98,232
General Management Support	-	-	-	-
<b>Total Expenditures</b>	<b>440,975</b>	<b>428,756</b>	<b>393,853</b>	<b>423,232</b>
<b>Net Surplus (Deficit)</b>	<b>(45,717)</b>	<b>100</b>	<b>28,047</b>	<b>5,524</b>
<b>Beginning Fund Balance</b>	284,139		238,422	266,469
<b>Ending Fund Balance</b>	238,422		266,469	271,993

**Description of Major Activities**

The City Council adopted Special Service Area #5 on June 27, 1994. Special Service Area #5 is comprised of the City downtown business district. The City Council also approved a \$9,500,000 Downtown Public Works Improvement program for Area #5. The ordinances establishing the area authorized the issuance of up to \$5,000,000 Special Service Area bonds. On June 21, 1995, \$3,060,000 of the Special Service Area bonds were sold and on July 9, 1996, the City sold another \$1,940,000 issue of special service bonds at public bid. The City issued series 2002C bonds in October 2002. Part of the proceeds were used to refund series 1995 and series 1996 SSA #5 property tax bonds.

	2010-11 Actual	2011 Budget	2011 Estimate	2012 Approved
00305 SSD #5 DEBT SERVICE FUND				
68305 DEBT SERVICE-PRINCIPAL	315,000	340,000	340,000	325,000
68315 DEBT SERVICE-INTEREST	<u>125,975</u>	<u>88,756</u>	<u>53,853</u>	<u>98,232</u>
00305 SSD #5 DEBT SERVICE FUND	440,975	428,756	393,853	423,232

City of Evanston

**Howard-Hartrey TIF (Southwest II) Debt Service Fund Summary (Fund #310)**

**Financial Summary**

	<b>2010-11 Actual</b>	<b>2011 Adopted Budget</b>	<b>2011 Estimated Actual</b>	<b>2012 Adopted Budget</b>
<b>Revenue By Source</b>				
Net Property Tax Increment	883,463	1,300,000	1,073,000	1,073,000
Interest Income	<u>1,549</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
<b>Total Revenue</b>	<b>885,012</b>	<b>1,305,000</b>	<b>1,078,000</b>	<b>1,078,000</b>
<b>Expenditures</b>				
1994 & 1996 Bonds (refunded by 1999 and then 2008D bonds) Principal	535,000	570,000	570,000	605,000
1994 & 1996 Bonds (refunded by 1999 and then 2008 D bonds) Interest	170,483	141,804	141,804	109,603
Other Expenses	785	460,000	-	-
Capital Projects	-	-	-	1,500,000
Surplus Distribution to General Fund	-	-	-	1,000,000
Operating Transfer to General Fund	<u>141,600</u>	<u>141,600</u>	<u>141,600</u>	<u>141,600</u>
<b>Total Expenditures</b>	<b>847,868</b>	<b>1,313,404</b>	<b>853,404</b>	<b>3,356,203</b>
<b>Net Surplus (Deficit)</b>	<b><u>37,144</u></b>	<b><u>(8,404)</u></b>	<b><u>224,596</u></b>	<b><u>(2,278,203)</u></b>
<b>Beginning Fund Balance</b>	5,174,621		5,211,765	5,436,361
<b>Ending Fund Balance</b>	5,211,765		5,436,361	3,158,158

**Description of Major Activities**

The City Council adopted the Southwest II Tax Increment Finance (TIF) District – also called the Howard-Hartrey TIF – on April 27, 1992. The TIF District consists of a 23-acre site located at 2201 West Howard Street in the southwest corner of the City. The development consists of a shopping center with several large stores. The total project cost is estimated to be \$39,266,932, of which the City provided \$7,390,000 in land acquisition and public improvement costs.

This Fund is responsible for the payment of principal and interest on any outstanding debt service associated with this TIF. The debt service payment schedule extends through FY2014.

	2010-11 Actual	2011 Budget	2011 Estimate	2012 Approved
<b>00310 HOWARD-HARTREY TIF DEBT SERV</b>				
<b>62185 OTHER CONSULTING SERVICES</b>	785			
<b>62605 OTHER CHARGES</b>		460,000		
<b>62685 REIMB. GF FOR ADMIN. EXP</b>	141,600	141,600		
<b>65515 OTHER IMPROVEMENTS</b>				1,500,000
<b>66131 TRANSFER TO GENERAL FUND</b>				1,141,600
<b>68305 DEBT SERVICE - PRINCIPAL</b>	535,000	570,000	570,000	605,000
<b>68315 DEBT SERVICE - INTEREST</b>	<u>170,483</u>	<u>141,804</u>	<u>141,804</u>	<u>109,603</u>
<b>00310 HOWARD-HARTREY TIF DEBT SERV</b>	<b>847,868</b>	<b>1,313,404</b>	<b>711,804</b>	<b>3,356,203</b>

City of Evanston

**Southwest TIF Tax Allocation Debt Service Fund Summary (Fund #315)**

**Financial Summary**

	<b>2010-11 Actual</b>	<b>2011 Adopted Budget</b>	<b>2011 Estimated Actual</b>	<b>2012 Adopted Budget</b>
<b>Revenue By Source</b>				
Net Property Tax Increment	330,136	656,000	453,000	470,000
Interest Income	12	500	500	500
<b>Total Revenue</b>	<b>330,148</b>	<b>656,500</b>	<b>453,500</b>	<b>470,500</b>
<b>Expenditures</b>				
Contribution to Other Agencies	840,523	-	-	-
Economic Development Activities		700,000	700,000	-
Capital Improvement Projects	-	-	-	580,000
Operating Transfer to General Fund	24,096	24,100	24,100	28,920
<b>Total Expenditures</b>	<b>864,619</b>	<b>724,100</b>	<b>724,100</b>	<b>608,920</b>
<b>Net Surplus (Deficit)</b>	<b>(534,471)</b>	<b>(67,600)</b>	<b>(270,600)</b>	<b>(138,420)</b>
<b>Beginning Fund Balance</b>	931,968		397,497	126,897
<b>Ending Fund Balance</b>	397,497		126,897	(11,523)

**Description of Major Activities**

The City Council adopted the Southwest Tax Increment Finance District (TIF) on June 25, 1990. The TIF District consists of approximately twelve acres of contiguous land located in the area generally known as the City's southwest industrial corridor and is roughly bounded by Main Street on the north, Pitner Avenue on the east, the North Shore Channel and the Main Street Shopping Plaza on the west.

In order to provide initial funding to implement the plan, the City sold \$15,155,000 worth of Series 1990 General Obligation (GO) bonds on September 24, 1990, of which \$2,100,000 of the proceeds were used for the redevelopment project. Debt service on the TIF District share of the obligation is eventually expected to be met by property tax increment revenues derived from the project. This separate debt service fund is established in accordance with law and is called the Southwest Special Tax Allocation Fund in order to account for the payment of the debt service associated with municipal debt issued for the Southwest TIF District.

In FY2012, the Cleveland Street Sewer Extension Rehabilitation project is included in the CIP and proposed to be funded out of the Southwest TIF.

	2010-11	2011	2011	2012
	Actual	Budget	Estimate	Approved
00315 SOUTHWEST TIF DEBT SERVICE				
62185 OTHER CONSULTING SERVICES	523			
62665 CONTRIB TO OTHER AGENCIES	840,000	700,000	700,000	
62685 REIMB. GF FOR ADMIN. EXP	24,096	24,100	24,100	
65515 OTHER IMPROVEMENTS				580,000
66131 TRANSFER TO GENERAL FUND				28,920
00315 SOUTHWEST TIF DEBT SERVICE	<u>864,619</u>	<u>724,100</u>	<u>724,100</u>	<u>608,920</u>

City of Evanston

Debt Service Fund Budget Summary (Fund #320)

**Financial Summary**

	2010-11 Actual	2011 Adopted Budget	2011 Estimated Actual	2012 Adopted Budget
<b>Revenue</b>				
Net Property Tax	9,642,473	10,806,574	10,500,000	11,863,898
Bond Proceeds/Premium/ Discounts	-	-	2,143,300	-
Transfer from Other Funds- IMRF		871,528	727,987	755,846
Interest Income	700	1,000	1,500	1,500
Transfer from Special Assessment Fund	317,664	317,660	317,660	317,660
<b>Total Revenue</b>	<b>9,960,837</b>	<b>11,996,762</b>	<b>13,690,447</b>	<b>12,938,904</b>

<b>Expenditures</b>				
Series 2002 C- Principal DSF	685,000	-	-	660,000
Series 2002 C- Interest DSF	158,824	117,400	117,400	96,044
Series 2003 B- Principal DSF	365,000	-	2,780,000	-
Series 2003 B- Interest DSF	104,560	46,623	59,833	-
Series 2004- Principal DSF	710,000	735,000	735,000	760,000
Series 2004- Interest DSF	559,400	533,250	533,250	506,250
Series 2004 B- Principal DSF	1,465,000	1,210,000	1,210,000	1,630,000
Series 2004 B- Interest DSF	311,800	145,494	145,494	195,640
Series 2005- Principal DSF	510,000	525,000	525,000	730,000
Series 2005- Interest DSF	741,500	721,500	721,500	700,500
Series 2006- Principal DSF	75,000	75,000	75,000	80,000
Series 2006- Interest DSF	457,582	454,620	454,620	451,582
Series 2006 B Bonds- Principal DSF		-	-	35,000
Series 2006 B Bonds- Interest DSF	604,126	302,063	302,063	604,126
Series 2007 - Principal DSF	1,075,000	1,115,000	1,115,000	1,150,000
Series 2007 - Interest DSF	654,626	626,520	626,520	598,958
Series 2008A - Principal DSF	195,000	195,000	195,000	195,000
Series 2008A - Interest DSF	144,012	138,162	138,162	132,313
Series 2008C - Principal DSF	332,340	343,800	343,800	351,440
Series 2008C - Interest DSF	408,015	398,044	398,044	387,730
Series 2008D - Principal DSF	550,000	520,000	520,000	425,000
Series 2008D - Interest DSF	31,376	47,874	47,874	93,554
Series 2010 A- Principal DSF	-	240,000	240,000	300,000
Series 2010 A- Interest DSF	55,985	190,138	190,138	185,337
Series 2010 B- Principal DSF	-	695,000	695,000	613,946
Series 2010 B- Interest DSF	51,978	176,528	176,528	141,648
Series 2011 A- Principal DSF				1,081,678
Series 2011 A- Interest DSF				630,961
Series 2004- Principal SAF (Special Assessment Fund)	75,000	80,000	80,000	85,000
Series 2004- Interest SAF	30,450	25,200	25,200	19,600

City of Evanston

**Debt Service Fund Budget Summary (Fund #320)**

	<b>2010-11 Actual</b>	<b>2011 Adopted Budget</b>	<b>2011 Estimated Actual</b>	<b>2012 Adopted Budget</b>
Series 2005- Principal SAF	15,000	20,000	20,000	20,000
Series 2005- Interest SAF	19,900	19,300	19,300	18,500
Series 2006- Principal SAF	50,000	50,000	50,000	50,000
Series 2006- Interest SAF	14,576	12,600	12,600	10,576
Series 2007 - Principal SAF	30,000	35,000	35,000	35,000
Series 2007 - Interest SAF	37,920	36,720	36,720	35,320
Series 2008C - Principal SAF	17,400	18,000	18,000	18,400
Series 2008C - Interest SAF	21,362	20,840	20,840	20,300
General Management and Support	48	5,000	5,000	5,000
Bond Issuance Costs	71,197	75,000	75,000	60,000
Fiscal Agent Fees	<u>12,200</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>
<b>Total Expenditures</b>	<b>10,641,177</b>	<b>9,959,687</b>	<b>12,752,897</b>	<b>13,122,403</b>
<b>Net Surplus (Deficit)</b>	<b><u>(680,340)</u></b>	<b><u>2,037,075</u></b>	<b><u>937,550</u></b>	<b><u>(183,499)</u></b>
<b>Beginning Fund Balance</b>	354,874		(325,466)	612,084
<b>Ending Fund Balance</b>	(325,466)		612,084	428,585

**Description of Major Activities**

The property tax revenue for FY2011 is cash basis and represents the 2010 levy, which will primarily be received in calendar year 2011. The FY2011 expenditures are budgeted on a cash basis and are the actual payments required to be made during the fiscal year according to debt maturity schedules. FY2009-10 property tax and debt service numbers are actual cash received and disbursed during FY 2009-10.

City of Evanston  
**Howard-Ridge TIF (Fund #330)**

**Financial Summary**

	<b>2010-11 Actual</b>	<b>2011 Adopted Budget</b>	<b>2011 Estimated Actual</b>	<b>2012 Adopted Budget</b>
<b>Revenue By Source</b>				
Net Property Taxes	248,025	689,000	666,700	862,000
Interest Income	239	400	400	400
Miscellaneous	1,126	-	-	-
<b>Total Revenue</b>	<b>249,390</b>	<b>689,400</b>	<b>667,100</b>	<b>862,400</b>
<b>Expenditures</b>				
General Management Support	495,246	-	-	-
Economic Development Projects	-	-	-	300,000
Capital Improvements	-	-	-	900,000
Developer Agreement Payments	-	-	-	668,836
Repayment to Ec Dev Fund	-	-	-	48,500
Property Acquisitions	-	-	-	-
Transfer Out- General Fund	120,396	120,400	120,400	120,400
<b>Total Expenditures</b>	<b>615,642</b>	<b>120,400</b>	<b>120,400</b>	<b>2,037,736</b>
<b>Net Surplus (Deficit)</b>	<b>(366,252)</b>	<b>569,000</b>	<b>546,700</b>	<b>(1,175,336)</b>
<b>Beginning Fund Balance</b>	1,118,202		751,950	1,298,650
<b>Ending Fund Balance</b>	751,950		1,298,650	123,314

**Description of Major Activities**

The City Council adopted the Howard-Ridge Tax Increment Financing (TIF) District on January 26, 2004. The TIF District is generally bounded on the north by various parcels that front Howard Street and Chicago Avenue, on the east by the City of Evanston's boundaries and the Chicago Transit Authority (CTA) Red Line, on the south by City boundaries and on the west by Ridge Avenue. The TIF District contains mixed residential uses, retail/commercial properties and institutional uses.

**Projects anticipated for 2012 include:**

1. Improvements to City-owned commercial building(s) to allow for active re-use of street-level spaces.
2. The possibility of initial reimbursement of TIF increment to the owners of 415 Howard Street, per the Redevelopment Agreement.

		2010-11	2011	2011	2012
		Actual	Budget	Estimate	Approved
00330	HOWARD RIDGE TIF				
62185	OTHER CONSULTING SERVICES	523			
62195	LANDSCAPE MAINTENANCE SERVICES	3,414			
62509	SERVICE AGREEMENTS / CONTRACTS				668,836
62605	OTHER CHARGES				300,000
65505	LAND	485,824			
65511	BUILDING IMPROVEMENTS	5,485			
65515	OTHER IMPROVEMENTS				900,000
66020	TRANSFERS TO OTHER FUNDS				48,500
66131	TRANSFER TO GENERAL FUND	120,396	120,400	120,400	120,400
00330	HOWARD RIDGE TIF	615,642	120,400	120,400	2,037,736

City of Evanston  
**West Evanston TIF (Fund #335)**

**Financial Summary**

	<b>2010-11 Actual</b>	<b>2011 Adopted Budget</b>	<b>2011 Estimated Actual</b>	<b>2012 Adopted Budget</b>
<b>Revenues</b>				
Net Property Taxes	422,698	580,000	605,000	605,000
Bond Proceeds	-	-	-	2,270,000
Interest Income	1,060	1,000	1,000	1,000
<b>Total Revenue</b>	<b>423,758</b>	<b>581,000</b>	<b>606,000</b>	<b>2,876,000</b>
<b>Expenditures</b>				
General Management & Support	313,727	-	-	-
Economic Development Projects	-	-	-	1,200,000
Other Charges	-	-	-	490,000
Transfer to General Fund	24,996	50,000	50,000	60,000
Capital Projects	-	490,000	490,000	2,270,000
<b>Total Expenditures</b>	<b>338,723</b>	<b>540,000</b>	<b>540,000</b>	<b>4,020,000</b>
<b>Net Surplus (Deficit)</b>	<b>85,035</b>	<b>41,000</b>	<b>66,000</b>	<b>(1,144,000)</b>
<b>Beginning Fund Balance</b>	1,169,408		1,254,443	1,320,443
<b>Ending Fund Balance</b>	1,254,443		1,320,443	176,443

**Description of Major Activities**

The City Council adopted the West Evanston Tax Increment Financing (TIF) District in September 2005. The TIF District is generally bounded on the north by Emerson Street and by various parcels that front Church Street, on the east by parcels that front Florence Avenue and Dodge Avenue, on the south by Dempster Street properties that front Dempster Street and Greenleaf Street and on the west by the City of Evanston's border, properties that front Hartrey Avenue and the property that fronts the west side

**Specific Projects Planned for 2012 include:**

1. Redevelopment project(s) at Church and Dodge commercial area.
2. Infrastructure improvements to support existing businesses and new economic development; CIP projects proposed to be bonded so costs are spread over life of TIF and to free up cash for Economic Development projects.
3. Streetscape improvements along key corridors.
4. Initiation of the comprehensive sign program at the West End business district.

	2010-11	2011	2011	2012
	Actual	Budget	Estimate	Approved
00335 WEST EVANSTON				
62185 OTHER CONSULTING SERVICES	728			
62605 OTHER CHARGES	213,000	490,000		1,690,000
62659 ECO.DEV.PARTNERSHIP CONTRIBUT.	50,000			
63066 EVANSTON COMMUNITY DEVELOPMENT	50,000			
65515 OTHER IMPROVEMENTS			490,000	2,270,000
66020 TRANSFERS TO OTHER FUNDS	24,996	50,000		
66131 TRANSFER TO GENERAL FUND			50,000	60,000
00335 WEST EVANSTON	338,723	540,000	540,000	4,020,000

City of Evanston  
**Capital Improvement Fund (Fund #415)**

**Financial Summary**

	2010-11 Actual	2011 Adopted Budget	2011 Estimated Actual	2012 Adopted Budget
<b>Revenue By Source</b>				
Bond Proceeds	6,572,922	5,078,500	5,177,539	3,900,000
Grants	1,957,587	4,231,473	3,800,000	3,168,000
Private Contributions	-	575,000	-	1,301,200
General Fund Allocation	-	-	-	1,250,000
Miscellaneous	-	149,000	149,000	-
Interest Income	49,068	-	-	-
<b>Total Revenue</b>	<b>\$ 8,579,577</b>	<b>\$10,033,973</b>	<b>\$ 9,126,539</b>	<b>\$ 9,619,200</b>
<b>Expenditures</b>				
Administration	-	95,680	102,964	-
Capital Outlay	7,816,007	13,014,138	7,788,631	14,175,358
Interfund Transfers Out	300,000	300,000	300,000	475,000
<b>Total Expenditures</b>	<b>\$ 8,116,007</b>	<b>\$13,409,818</b>	<b>\$ 8,088,631</b>	<b>\$ 14,650,358</b>
<b>Net Surplus (Deficit)</b>	<b>\$ 463,570</b>	<b>\$ (3,375,845)</b>	<b>\$ 1,037,908</b>	<b>\$ (5,031,158)</b>
<b>Beginning Fund Balance</b>	<b>5,441,774</b>		<b>5,905,344</b>	<b>6,943,252</b>
<b>Ending Fund Balance</b>	<b>5,905,344</b>		<b>6,943,252</b>	<b>1,912,094</b>

**Description of Major Activities**

This Fund accounts for all capital outlay expenditures not included in another Fund as outlined in the detailed Capital Improvement Plan.

City of Evanston  
**Special Assessment (Fund #420)**

**Financial Summary**

	<b>2010-11 Actual</b>	<b>2011 Adopted Budget</b>	<b>2011 Estimated Actual</b>	<b>2012 Adopted Budget</b>
<b>Revenue By Source</b>				
Special Assessments Collected	429,487	550,000	200,000	300,000
Bond Proceeds	-	-	-	-
Grant Proceeds	-	-	-	-
Investment Income	6,005	25,000	25,000	10,000
Miscellaneous	4	-	-	-
<b>Total Revenue</b>	<b>435,496</b>	<b>575,000</b>	<b>225,000</b>	<b>310,000</b>
<b>Expenditures</b>				
Transfer to Debt Service Fund	317,664	317,659	317,659	317,660
Capital Outlay	190,932	1,575,000	1,575,000	1,155,000
General Management Support	774	-	-	-
Other Costs	-	-	-	-
<b>Total Expenditures</b>	<b>509,370</b>	<b>1,892,659</b>	<b>1,892,659</b>	<b>1,472,660</b>
<b>Net Surplus (Deficit)</b>	<b>(73,874)</b>	<b>(1,317,659)</b>	<b>(1,667,659)</b>	<b>(1,162,660)</b>
<b>Beginning Fund Balance</b>	3,833,828		3,759,954	2,092,295
<b>Ending Fund Balance</b>	3,759,954		2,092,295	929,635

**Description of Major Activities**

This fund serves as a collection center for special assessments by residential homeowners for their share of the cost for alley paving. Beginning in FY10-11, 100% of alley paving costs (homeowner and City share) will be paid out of this Fund.

	2010-11 Actual	2011 Budget	2011 Estimate	2012 Approved
00420 SPEC ASSESS CAP PROJECT FUND				
65515 OTHER IMPROVEMENTS	191,706	1,575,000	1,575,000	1,155,000
66020 TRANSFERS TO OTHER FUNDS	<u>317,664</u>	<u>317,659</u>	<u>317,659</u>	<u>317,660</u>
00420 SPEC ASSESS CAP PROJECT FUND	509,370	1,892,659	1,892,659	1,472,660

City of Evanston  
**Parking Fund Summary (Fund #505)**

<b>Total Full-Time Equivalent Positions</b>		
<b>Employee Status Description</b>	<b>Position Description</b>	<b>FY 2012 Position FTE</b>
<b>Parking System Management</b>		
Full-Time Regular	Parking Division Manager	1.00
Full-Time Regular	Parking Facilities Supervisor	1.00
Full-Time Regular	Finance Operations Coordinator	1.00
Full-Time Regular	Customer Service Representatives	3.00
Full-Time Regular	Traffic Engineering Technician	0.50
<b>7005 Total</b>		<b>6.50</b>
<b>Parking Lots &amp; Meters</b>		
Full-Time Regular	Parking Repair Worker	3.00
Full-Time Regular	Public Works Operations Coordinator	1.00
Full-Time Regular	Public Works Maint. Worker II	4.00
<b>7015 Total</b>		<b>8.00</b>
<b>Maple Garage</b>		
Full-Time Regular	Public Works Maint. Worker II	1.00
<b>7037 Total</b>		<b>1.00</b>
<b>Parking Fund Total</b>		<b>15.50</b>

**Financial Summary**

	<b>2010-11 Actual</b>	<b>2011 Adopted Budget</b>	<b>2011 Estimated Actual</b>	<b>2012 Adopted Budget</b>
<b>Operating Revenue</b>				
Parking Lots & Meters Operations	2,871,432	2,349,060	2,441,333	2,870,000
Church Street Garage Operations	579,223	583,333	640,910	767,092
Maple Avenue Garage Operations	1,160,994	1,138,711	966,600	1,151,800
Sherman Avenue Garage Operations	1,375,817	1,331,134	1,150,063	1,356,275
Transfer In- Washington National TIF	3,385,896	2,820,455	3,419,636	3,876,726
Interest Income	5,564	34,900	8,900	15,070
Miscellaneous Revenue	-	-	9,500	11,400
Reserve for Future Repairs/Replacement	-	2,044,000	-	2,034,004
<b>Total Revenue</b>	<b>\$ 9,378,926</b>	<b>\$ 10,301,593</b>	<b>\$ 8,636,942</b>	<b>\$ 12,082,367</b>
<b>Operating Expenses</b>				
7005 - Parking System Administration	854,103	743,677	732,583	655,747
7015 - Parking Lots and Meters	725,880	799,498	866,713	1,584,510
7025 - Church Street Self Park	550,739	674,084	1,316,728	608,255
7030 - Church Street Debt Payments	155,124	133,030	169,336	173,126
7036 - Sherman Avenue Garage	3,324,541	5,324,706	5,902,823	5,772,432
7037 - Maple Avenue Garage	1,850,207	1,680,189	2,181,360	1,736,960
Transfer to Insurance Fund	-	-	-	503,877
Transfer to General Fund	-	-	-	644,242
Transfer to Fleet	-	-	-	21,991
Transfer to Equipment Replacement	-	-	-	30,000
7050 - Interfund Transfers Out	964,272	803,242	803,241	-
Capital Outlay	-	-	-	120,000
Capital Improvements	-	3,242,598	150,000	3,400,000
<b>Total Expenditures</b>	<b>\$ 8,424,866</b>	<b>\$ 13,401,024</b>	<b>\$ 12,122,784</b>	<b>\$ 15,251,140</b>

City of Evanston  
**Parking Fund Summary (Fund #505)**

	2010-11 Actual	2011 Adopted Budget	2011 Estimated Actual	2012 Adopted Budget
<b>Net Surplus (Deficit)</b>	<b>\$ 954,060</b>	<b>\$ (3,099,431)</b>	<b>\$ (3,485,842)</b>	<b>\$ (3,168,773)</b>
<b>Beginning Fund Balance</b>	21,092,237		22,046,297	18,560,455
<b>Ending Fund Balance</b>	22,046,297		18,560,455	15,391,682

**Notes for Financial Summary**

The Sherman Avenue and Maple Avenue Garage Funds were consolidated with the Parking Fund in FY 2009-10.

**Performance Report on FY 2011 Major Program Objectives**

This year's focus was on the continuing development of a preventive maintenance program for the three parking garages. A structural analysis of the three downtown parking garages was completed in February 2010. Maintenance schedules and financial plans were developed and a Comprehensive Repair Project involving all three downtown garages is to be completed by the end of FY11. There were no increases in meter rates in outlying or downtown business areas and of the monthly garage parking pass. To date, the City has four (4) multi-space metering devices servicing Lot #60, a second meter in Lot #14, a third meter in Lot #10, and an on-street solar powered installation in the 600 block of Clark. A retrofit of the lighting system for the Church Street Self Park was completed in December 2010 using fluorescent technology, which has reduced energy costs.

Staff implemented a reduced monthly rate plan for the top floor of the Sherman Avenue Self Park at \$50 per month in 2010 and added the Maple Garage top floor to the program at the end of FY 10/11. Forty-one (41) IPS single-space on-street meters were purchased in February 2011 and are currently being used in the downtown business district. The technology accepts credit cards as well as coin. An Automated License Plate Recognition system will be selected and purchased by the end of FY11. The system is designed to improve efficiency in parking enforcement, immobilization (boot), two- (2) hour regulation, City Sticker and permit regulating.

**FY2012 Department Initiatives**

Continue to develop strategies to provide adequate and reasonable parking for business and employees in partnership with Community and Economic Development in an effort to bring business opportunities to the City. This will be an continuing initiative in every fiscal year.

Evaluate a long-term funding mechanism for parking structure replacement. The current accumulated depreciation in the fund per the 2009-10 audit was \$13.7 million. This means that a substantial portion of the projected fund balance at the end of 2011 could be reserved for future capital replacement.

Develop funding strategies for a citywide upgrade of parking meter technology that will include a combination of pay by space, pay and display and single-head meters that accept coin and credit cards. Based on funding, this could be a multi-year implementation project.

In partnership with Community and Economic Development, a Comprehensive signage design RFP was developed in FY2011 to ask for design and implementation strategies involving new directional signage throughout the City. FY2012 goals are to develop financial and implementation strategies for execution-based on recommendations and selections of designs. A firm will be selected towards the end of FY2011 with partial implementation of new signs toward the end of FY12. This will be a multi-year project.

	2010-11 Actual	2011 Budget	2011 Estimate	2012 Approved
<b>00505 PARKING SYSTEM FUND</b>				
61010 REGULAR PAY	703,847	799,212	799,180	974,296
61060 SEASONAL EMPLOYEES	3,605	9,163		10,833
61110 OVERTIME PAY	18,822	15,577	13,915	20,915
61210 LONGEVITY	7,785	11,864	12,020	17,323
61410 SHIFT DIFFERENTIAL	11			
61415 TERMINATION PAYOUTS	3,301			
61447 OPEB EXPENSES	7,636			
61510 HEALTH INSURANCE	226,078	89,353	89,353	183,775
61615 LIFE INSURANCE	1,583	220	220	454
61626 CELL PHONE ALLOWANCE	284	570	560	672
61630 SHOE ALLOWANCE	974	520	1,170	1,300
61710 IMRF	61,016	81,108	81,108	116,019
61725 SOCIAL SECURITY	33,365	51,118	49,518	61,680
61730 MEDICARE	7,803	11,940	11,580	14,425
61815 IMRF PENSION CONTRIBUTIONS	49,962			
62210 PRINTING		83	60	83
62225 BLDG MAINTENANCE SERVICES	7,873	2,565,761	2,100,100	164,000
62230 IMPROVEMENT MAINT SERVICE	59,476	781,795	181,000	685,795
62235 OFFICE EQUIPMENT MAINT		83		
62245 OTHER EQMT MAINTENANCE	4,812	6,800	6,800	9,000
62275 POSTAGE CHARGEBACKS	1,357	1,833	1,500	1,833
62295 TRAINING & TRAVEL	874	3,332	1,500	3,332
62305 RENTAL OF AUTO-FLEET MAINTEN.	22,000	18,326	18,326	21,992
62309 RENTAL OF AUTO REPLACEMENT	7,700	6,414	6,414	30,000
62350 FISCAL AGENT SERVICES	500	500	500	500
62360 MEMBERSHIP DUES	923	750	750	750
62375 RENTALS	58,453	76,306	72,227	76,306
62380 COPY MACHINE CHARGES	111	167	170	
62400 CONTRACT SVC-PARK GARAGE	2,094,626	1,716,813	1,471,000	1,530,000
62425 ELEVATOR CONTRACT COSTS	90,229	97,600	79,000	94,200
62431 ARMORED CAR SERVICES	42,950	43,733	38,000	45,000
62509 SERVICE AGREEMENTS / CONTRACTS	213,035	194,000	183,000	214,500
62635 OTHER INSURANCE	42,000	35,000	35,000	35,000
62655 LEASE PAYMENTS	5,000			
62660 BUSI.ATTRactions/EXPANSION INV	91,613	83,300	80,200	95,000
62685 REIMB. GF FOR ADMIN. EXP		536,869	536,868	
62705 BANK SERVICE CHARGES	60,162	48,314	46,657	50,157
62715 AMORT.& BOND COSTS	(74,054)			
64005 ELECTRICITY	342,687	366,104	292,000	352,413
64015 NATURAL GAS	1,271	833	1,100	1,100
64505 TELECOMMUNICATIONS - CARRIER L	40,040	50,811	47,000	54,755
64540 TELECOMMUNICATIONS - WIRELESS	5,408	4,831	3,400	4,831
65005 AGRI/BOTANICAL SUPPLIES	610	5,415	4,000	4,000
65020 CLOTHING	202	833	800	833
65040 JANITORIAL SUPPLIES	215	833	800	833
65045 LICENSING/REGULATORY SUPP	3,743	4,165	3,900	4,165
65050 BLDG MAINTENANCE MATERIAL	19,750	28,405	18,216	33,499
65070 OFFICE/OTHER EQT MTN MATL	12,106	14,912	14,000	14,910
65085 MINOR EQUIPMENT & TOOLS	1,017	833	800	833
65095 OFFICE SUPPLIES	665	1,250	1,100	1,250
65515 OTHER IMPROVEMENTS			150,000	3,520,000

	2010-11 Actual	2011 Budget	2011 Estimate	2012 Approved
66025 TRAN.TO DS FUND- ERI DEBT SERV		25,544	25,546	
66130 TRANSFER TO INSURANCE FUND				319,648
66131 TRANSFER TO GENERAL FUND				644,242
66132 TRANSFER TO GF-INSURANCE	964,272	266,373	266,373	
68010 DEPRECIATION EXPENSE	2,038,943	1,943,217	1,943,217	1,943,217
68205 CONTINGENCIES	15,267	14,911	13,200	14,745
68305 DEBT SERVICE-PRINCIPAL		3,383,330	3,419,636	3,876,726
68315 DEBT SERVICE-INTEREST	<u>1,122,958</u>	<u>-</u>	<u>-</u>	<u>-</u>
00505 PARKING SYSTEM FUND	8,424,866	13,401,024	12,122,784	15,251,140

City of Evanston

Water Fund Financial Summary (Fund #510 - 513)

<b>Total Full-Time Equivalent Positions</b>		
<b>Employee Status Description</b>	<b>Position Description</b>	<b>FY 2012 Position FTE</b>
<b>Water General Support</b>		
Full-Time Regular	Utilities Director	1.00
Full-Time Regular	Exec Secretary (non-Dept Head)	1.00
Full-Time Regular	Superintendent, Const & Fld Svcs	1.00
Full-Time Regular	Superintendent, Water Production	1.00
Full-Time Regular	Utilities Coordinator	1.00
<b>7100 Total</b>		<b>5.00</b>
<b>Pumping</b>		
Full-Time Regular	Division Chief, Pumping	1.00
Full-Time Regular	Water/Sewer Mechanic	3.00
Full-Time Regular	Water Maintenance Supervisor	1.00
Full-Time Regular	Water Worker II	1.00
Full-Time Regular	Water Plant Operator	5.00
<b>7105 Total</b>		<b>11.00</b>
<b>Filtration</b>		
Full-Time Regular	Chemist	1.00
Full-Time Regular	Division Chief, Filtration	1.00
Full-Time Regular	Water/Sewer Mechanic	3.00
Full-Time Regular	Microbiologist	1.00
Full-Time Regular	Water Maintenance Supervisor	1.00
Full-Time Regular	Water Worker I	1.00
Full-Time Regular	Water Worker II	1.00
Full-Time Regular	Water Plant Operator	5.00
<b>7110 Total</b>		<b>14.00</b>
<b>Distribution</b>		
Full-Time Regular	Civil Engineer III	1.00
Full-Time Regular	Division Chief, Distribution	0.50
Full-Time Regular	GIS Analyst	0.50
Part-Time Regular	Plumbing Inspector	0.50
Full-Time Regular	Water Worker I	2.00
Full-Time Regular	Water Worker III	2.00
Full-Time Regular	Water/Sewer Crew Leader	3.00
Full-Time Regular	Water Distribution Supervisor	1.00
<b>7115 Total</b>		<b>10.50</b>
<b>Water Meter Maintenance</b>		
Full-Time Regular	Facilities Maintenance Worker/Custodian I	1.00
Full-Time Regular	Meter Service Coordinator	1.00
<b>7120 Total</b>		<b>2.00</b>
<b>Water Fund Total</b>		<b>42.50</b>

City of Evanston

Water Fund Financial Summary (Fund #510 - 513)

**Financial Summary**

	2010-11 Actual	2011 Adopted Budget	2011 Estimated Actual	2012 Adopted Budget
<b>Operating Revenues</b>				
Evanston	5,419,316	4,647,499	4,647,499	5,600,000
Skokie	2,885,096	2,286,500	2,286,500	2,800,000
Northwest Commission	4,781,645	3,570,300	3,830,000	4,414,000
Cross Connection Control Fees	-	80,000	91,340	91,000
Investment Earnings	2,773	9,996	738	2,500
Debt Proceeds	-	3,340,000	3,340,000	4,800,000
Debt Proceeds (zero interest)	-	-	642,359	-
Fees and Merchandise Sales	182,191	35,000	35,000	35,000
Fees and Outside Work	79,439	66,640	66,640	80,000
Grants	161,964	350,000	87,500	262,500
Insurance Reimbursement	-	-	137,119	420,000
Phosphate Sales	46,140	49,980	49,980	60,000
Property Sales and Rentals	179,318	193,388	202,000	203,057
Misc Revenue	-	-	-	-
<b>Total Revenue</b>	<b>13,737,882</b>	<b>14,629,303</b>	<b>15,416,675</b>	<b>18,768,057</b>
<b>Operating Expenses</b>				
General Support	820,136	681,872	609,701	832,838
Pumping	2,075,791	2,270,869	2,150,464	2,368,467
Filtration	2,170,905	2,138,628	2,138,627	2,563,022
Distribution	1,205,917	1,260,167	1,224,005	1,464,106
Meter Maintenance	294,342	320,115	323,770	313,840
Other Operating Expenses	637,920	219,791	176,108	285,530
Debt Service	53,328	82,542	104,504	944,157
Debt Service - IEPA Loan 3382	-	-	57,872	67,506
Capital Outlay	3,661,302	115,500	85,500	162,500
Capital Improvement	-	7,670,000	5,593,669	7,837,000
Depreciation	1,439,663	-	-	-
Interfund Transfers Out- General Fund	3,286,800	2,737,748	2,737,591	3,356,300
Interfund Transfers Out- Insurance Fund	-	390,410	390,724	468,492
<b>Total Expense</b>	<b>15,646,104</b>	<b>17,887,642</b>	<b>15,592,535</b>	<b>20,663,758</b>
<b>Net Surplus (Deficit)</b>	<b>(1,908,222)</b>	<b>(3,258,339)</b>	<b>(175,860)</b>	<b>(1,895,701)</b>
<b>Beginning Unrestricted Fund Balance</b>	8,042,109		6,133,887	5,958,027
<b>Ending Unrestricted Fund Balance</b>	6,133,887		5,958,027	4,062,326

**Notes for Financial Summary**

Revenues from the sale of water are projected to meet budget estimates.

## City of Evanston

### Water Fund Financial Summary (Fund #510 - 513)

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#### **Performance Report on FY2011 Major Program Objectives**

During FY2011, the Water Division continued to work on a number of capital improvement projects, as well as the continued maintenance and operations of the facilities.

The Administration Section continued implementation and management of the workforce development program. One Evanston resident graduated from the two-year job training program, while two new residents began working under this initiative. Interns were hired to work with the maintenance staff, as well as on the Water & Sewer Division's GIS/CityWorks application. Several current employees participated in the mentorship program to develop skills that will allow them more opportunities for advancement within the Division. The Administration staff also continued providing oversight on several capital improvement projects.

The Pumping Section began the year by installing and implementing a new lubrication system which allows for the continued filtration of the oils used in the operation of the high lift and low lift pumps and the natural gas engines which power the emergency generators. This system allows for the complete re-use of the oil, which in addition to reducing costs, is also part of the Water Division's goal to utilize more sustainable processes. The Division was also responsible for keeping the water plant operating after a major fire in the pumping station in May. The entire facility was operated by emergency power generated from the water plant for more than three weeks. Both maintenance and operational staff were present around the clock to ensure that the plant continued to operate without interruption. The Division also completed the replacement of the water service into the plant, as well upgrading the boiler system used to heat the facility.

The Filtration Section completed the required work, which includes the installation of uninterruptable power supply (UPS) units of 24 new filter turbidimeters. These units measure turbidity (suspended material) throughout the treatment process and turbidity is a primary regulatory compliance parameter for the facility. Staff also assisted in the remediation of the 1964 filters and roofing structure on the north side of the addition. The project is slated for completion by July 1, 2012. The Division also completed the in-house installation of the dehumidification system located in the West Filter Plant building.

Distribution Section staff has been focused on making the needed repairs and replacements in advance of FY2011 and FY2012 street resurfacing programs. They have also been engaged in the regular maintenance and repairs associated with the operation of the City's distribution system.

The Meter Section is working with 311 and the Finance Division to make improvements to customer service during billing and revenue collection operations. In addition, the Automatic Meter Reading (AMR) system, which was originally installed in 2001-2002, is starting to see increased Meter Transmission Unit (MTU) failures as the system is going out of warranty and will need to be replaced soon. This is causing an increased workload for the Meter and Distribution sections as they work to keep the system operational. In FY2012, staff will begin to look at requirements for the replacement AMR system.

#### **FY2012 Department Initiatives**

1. The Water Division continues to strive to be a leader in the public drinking water industry by providing high quality water to over 350,000 customers. Our number one objective is to continue vigilantly monitoring the quality and quantity of water provided to our customers.
2. To assure the quality of the potable water supply by completing major treatment plant improvements, including the replacement of the Supervisory Control And Data Acquisition (SCADA) system and rehabilitation and renovation the 1964 filters and the 1964 filter roof structures.
3. Continue to develop and implement a strategy to expand Evanston's wholesale water customer base.
4. To work with the Public Works divisions to coordinate capital improvement projects.

	2010-11 Actual	2011 Budget	2011 Estimate	2012 Approved
00510 WATER FUND				
61010 REGULAR PAY	2,698,267	2,481,288	2,481,288	2,984,922
61060 OVERTIME-CHGBK	23,777	19,104	19,104	32,640
61071 INTERNSHIP PROGRAM		10,413	5,000	12,480
61072 JOB TRAINING PROGRAM	29,415	51,979	16,000	62,400
61110 OVERTIME PAY	73,847	95,212	79,850	99,325
61210 LONGEVITY	42,801	36,381	36,381	49,189
61410 SHIFT DIFFERENTIAL	15,187			
61415 TERMINATION PAYOUTS	65,198			
61447 OPEB EXPENSES	21,600			
61510 HEALTH INSURANCE	497,564	536,215	536,215	559,629
61615 LIFE INSURANCE	4,400	1,282	1,281	1,582
61625 AUTO ALLOWANCE	4,744	4,150	4,150	4,980
61626 CELL PHONE ALLOWANCE	2	305	305	360
61630 SHOE ALLOWANCE	4,810	4,810	4,810	5,070
61710 IMRF	309,212	253,190	253,189	354,991
61725 SOCIAL SECURITY	181,496	159,496	159,497	191,097
61730 MEDICARE	42,711	37,277	37,277	44,692
61815 IMRF PENSION CONTRIBUTIONS	149,845			
62180 STUDIES	46,439	128,306	88,650	222,000
62210 PRINTING	3,893	5,998	5,998	5,998
62225 BLDG MAINTENANCE SERVICES	1,989	2,916	2,000	2,500
62227 ADVOCACY SVCS-HOLLAND & KNIGHT	8,100	11,250	1,000	
62230 IMPROVEMENT MAINT SERVICE	10,895	58,408	34,160	66,500
62235 OFFICE EQUIPMENT MAINT		1,583	1,583	1,600
62245 OTHER EQMT MAINTENANCE	13,749	33,239	35,408	37,400
62273 LIEN FILING FEES	760	1,500	1,500	1,500
62275 POSTAGE CHARGEBACKS	2,166	2,499	2,499	3,000
62295 TRAINING & TRAVEL	12,375	21,396	18,196	22,000
62305 RENTAL OF AUTO-FLEET MAINTEN.	122,800	102,292	102,292	122,751
62309 RENTAL OF AUTO REPLACEMENT	72,300	60,226	60,225	72,275
62315 POSTAGE	16,095	18,076	18,076	19,500
62340 COMPUTER LICENSE & SUPPORT	54,175	49,500	50,000	60,730
62360 MEMBERSHIP DUES	1,046	2,570	2,555	2,570
62380 COPY MACHINE CHARGES	1,183	1,583	1,583	1,193
62381 COPY MACHINE LEASES	1,113	1,666	1,666	2,000
62415 DEBRIS/REMOVAL CONTRACTUAL COS	11,100	40,000	30,000	40,000
62420 MWRD FEES	360,170	395,595	395,595	458,670
62455 WTR/SWR BILL PRINT AND MAIL CO		7,664	7,664	9,800
62460 WTR/SWR BILL EPAYMENT CONTRACT	9,187	12,495	14,000	15,000
62463 WATER MAINTENANCE CONTRACTS	200	833	833	1,000
62465 OUTSIDE LABARATORY COSTS (HLTH	6,895	15,894	15,894	15,000
62705 BANK SERVICE CHARGES	1,438			
62715 AMORT.& BOND COSTS	(1,129)			
62730 GAIN/LOSS SALE FIXED ASST	13,434			
64005 ELECTRICITY	849,332	1,070,405	950,000	950,000
64015 NATURAL GAS	81,844	155,355	155,354	186,500
64505 TELECOMMUNICATIONS - CARRIER L	8,982	7,830	7,830	9,400
64540 TELECOMMUNICATIONS - WIRELESS	13,249	15,288	14,988	16,008
65005 AGRI/BOTANICAL SUPPLIES	1,005	833	833	1,000
65010 BOOKS, PUBLICATIONS, MAPS	6,539	4,250	4,250	6,550
65015 CHEMICALS	398,984	420,665	420,665	505,000

	2010-11 Actual	2011 Budget	2011 Estimate	2012 Approved
65020 CLOTHING	2,028	4,832	4,799	4,900
65030 PHOSPHATE CHEMICALS	69,557	89,964	89,964	90,000
65035 PETROLEUM PRODUCTS	13,153	12,912	12,912	15,500
65040 JANITORIAL SUPPLIES	3,780	5,081	5,081	6,400
65050 BLDG MAINTENANCE MATERIAL	6,362	6,831	6,831	7,500
65051 MATERIALS- STREETS DIVISION	4,654	22,991	20,000	27,600
65055 MATER. TO MAINT. IMP.	146,787	124,950	145,000	150,000
65070 OFFICE/OTHER EQT MTN MATL	110,544	136,445	127,302	193,200
65075 MEDICAL & LAB SUPPLIES	11,428	16,660	16,660	17,000
65080 MERCHANDISE FOR RESALE	5,812	35,000	20,000	35,000
65085 MINOR EQUIPMENT & TOOLS	10,412	5,914	5,899	7,500
65090 SAFETY EQUIPMENT	4,143	3,082	3,049	6,000
65095 OFFICE SUPPLIES	3,565	4,582	4,582	5,000
65105 PHOTO/DRAFTING SUPPLIES		417	416	400
65515 OTHER IMPROVEMENTS	870,447	4,010,047	2,392,669	4,270,000
65555 PERSONAL COMPUTER EQUIPMENT	813	4,000	4,000	10,000
65702 WATER GENERAL PLANT	42,003	3,251,500	3,282,500	3,719,500
65703 WATER PUMPING PLANT		519,953		
66020 TRANSFERS TO OTHER FUNDS	6,605,292	3,128,158	3,128,315	
66025 TRAN.TO DS FUND- ERI DEBT SERV		79,731	79,736	
66130 TRANSFER TO INSURANCE FUND				468,492
66131 TRANSFER TO GENERAL FUND				3,356,300
68010 DEPRECIATION EXPENSE	1,439,665			
68205 CONTINGENCIES	475	833	800	1,000
68305 DEBT SERVICE-PRINCIPAL	-	82,542	162,376	1,011,664
00510 WATER FUND	15,646,104	17,887,642	15,592,535	20,663,758

City of Evanston  
Sewer Fund Summary (Fund #515)

Total Full-Time Equivalent Positions		
Employee Status Description	Position Description	FY 2012 Position FTE
<b>Sewer Fund</b>		
Full-Time Regular	Division Chief, Distribution	0.50
Full-Time Regular	Engineering Associate II	2.00
Full-Time Regular	Plumbing Inspector	0.50
Full-Time Regular	Water Worker I	2.00
Full-Time Regular	Water Worker II	2.00
Full-Time Regular	Water Worker III	1.00
Full-Time Regular	Water/Sewer Crew Leader	4.00
Full-Time Regular	Sewer Supervisor	1.00
<b>7400 Total</b>		<b>13.00</b>
<b>Sewer Fund Total</b>		<b>13.00</b>

**Financial Summary**

	2010-11 Actual	2011 Adopted Budget	2011 Estimated Actual	2012 Adopted Budget
<b>Operating Revenues</b>				
Operations	13,347,308	10,931,000	10,910,000	12,908,000
Debt Proceeds	-	8,687,475	8,690,000	5,000,000
Debt Proceeds - 2012 IEPA Loan	-	-	-	4,000,000
Transfer from Parking Fund	-	-	-	-
Investment Earnings	1,619	3,332	800	1,000
Miscellaneous	44,359	89,586	90,850	91,236
<b>Total Revenue</b>	<b>13,393,286</b>	<b>19,711,393</b>	<b>19,691,650</b>	<b>22,000,236</b>
<b>Operating Expenses</b>				
Sewer Operations	1,843,159	1,673,727	1,599,478	1,869,650
Other Operating Expenses	559,549	21,000	21,000	48,100
Interfund Transfers Out (excluding Fleet)	-	446,657	446,657	529,403
Capital Outlay	302,647	12,000	12,000	18,000
Capital Improvement Account	-	687,475	397,152	4,753,000
Depreciation	-	-	-	-
Debt Service	14,168,614	14,215,356	13,715,407	14,242,990
<b>Total Expenses</b>	<b>16,873,969</b>	<b>17,056,215</b>	<b>16,191,694</b>	<b>21,461,143</b>
<b>Net Surplus (Deficit)</b>	<b>(3,480,683)</b>	<b>2,655,178</b>	<b>3,499,956</b>	<b>539,093</b>
<b>Beginning Unrestricted Fund Balance</b>	2,591,620		(889,063)	2,610,893
<b>Ending Unrestricted Fund Balance</b>	(889,063)		2,610,893	3,149,986
<b>Fixed Assets - Net of Debt</b>	108,690,722			
<b>Total Net Assets</b>	107,801,659			

**Notes for Financial Summary**

Sewer Fund revenues are forecasted to be at estimated budget revenue for FY2011.

City of Evanston  

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**Sewer Fund Summary (Fund #515)**

**Performance Report on FY2011 Major Program Objectives**

During FY2011, capital improvements were limited to replacing or rehabilitating sewers on streets being resurfaced.

The Sewer Division crews continued performing the preventative maintenance of cleaning the sewer system in one-third of the City on an annual basis. During FY2011 the crews cleaned over 2,800 drainage structures and flushed over 25,000 feet of sewer pipe. The Division continues to replace or repair deteriorated drainage structures and manholes, as well as collapsing sewer mains. The crews also performed all of the closed circuit TV inspections of the sewers under streets proposed to be resurfaced in 2012, in order to determine the repairs needed prior to the paving of the street. In addition, multiple rain events of high intensity during the summer of 2011 highlighted areas prone to severe street flooding. The Sewer Division crews completed several in-house capital improvements to address these problem areas.

**2012 Department Initiatives**

1. In FY2012, the Sewer Division will continue to coordinate the repair of sewer mains in advance of the street resurfacing program.
2. In FY2012, the Sewer Division will continue to provide the preventive maintenance cleaning and inspection of sewer mains and drainage structures.
3. The Sewer Division will also perform the inspection of combined and storm sewer outfalls in accordance with IEPA requirements.

	2010-11 Actual	2011 Budget	2011 Estimate	2012 Approved
<b>00515 SEWER FUND</b>				
61010 REGULAR PAY	835,240	663,778	663,778	794,157
61060 OVERTIME-CHGBK		4,800	4,800	4,800
61110 OVERTIME PAY	16,948	22,991	22,991	23,000
61210 LONGEVITY	12,414	10,507	10,507	14,485
61410 SHIFT DIFFERENTIAL	331			
61415 TERMINATION PAYOUTS	3,315			
61447 OPEB EXPENSES	7,279			
61510 HEALTH INSURANCE	175,579	142,255	142,255	139,878
61615 LIFE INSURANCE	1,263	246	246	321
61626 CELL PHONE ALLOWANCE	165			
61630 SHOE ALLOWANCE	1,820	1,820	1,820	1,560
61710 IMRF	80,273	67,428	67,428	94,611
61725 SOCIAL SECURITY	45,023	42,397	42,397	50,483
61730 MEDICARE	10,530	9,897	9,897	11,806
61815 IMRF PENSION CONTRIBUTIONS	33,311			
62180 STUDIES				25,000
62227 ADVOCACY SVCS-HOLLAND & KNIGHT	6,300	11,250	5,000	
62230 IMPROVEMENT MAINT SERVICE		14,994	5,000	15,000
62245 OTHER EQMT MAINTENANCE	2,004	4,998	6,000	6,000
62295 TRAINING & TRAVEL	670	3,000	500	3,000
62305 RENTAL OF AUTO-FLEET MAINTEN.	177,800	148,107	148,107	177,729
62309 RENTAL OF AUTO REPLACEMENT	127,700	106,374	106,374	184,650
62315 POSTAGE	18,534	15,910	15,910	17,000
62340 COMPUTER LICENSE & SUPPORT				2,100
62415 DEBRIS/REMOVAL CONTRACTUAL COS	40,024	41,650	30,000	40,000
62421 NPDES FEES - SEWER	21,004	21,000	21,000	21,000
62455 WTR/SWR BILL PRINT AND MAIL CO	5,164	7,664	7,664	9,800
62460 WTR/SWR BILL EPAYMENT CONTRACT	6,491	12,495	12,500	15,000
62461 SEWER MAINTENANCE CONTRACTS	131,179	465,000	465,000	408,000
62705 BANK SERVICE CHARGES	39,428			
64540 TELECOMMUNICATIONS - WIRELESS	2,808	3,470	3,470	3,470
65015 CHEMICALS		1,666		1,600
65020 CLOTHING	411	1,333	1,333	1,300
65040 JANITORIAL SUPPLIES		333		400
65051 MATERIALS- STREETS DIVISION	24,741	22,991	20,000	27,600
65055 MATER. TO MAINT. IMP.	18,098	61,975	25,000	60,000
65070 OFFICE/OTHER EQT MTN MATL	3,673	6,664	6,700	6,700
65085 MINOR EQUIPMENT & TOOLS	1,756	2,916		3,500
65090 SAFETY EQUIPMENT	3,122	2,916	2,900	3,800
65515 OTHER IMPROVEMENTS	2,500	937,424	147,152	4,503,000
65555 PERSONAL COMPUTER EQUIPMENT	(175)	12,000	12,000	10,000
65625 FURNITURE, FIXTURE & EQUIPMENT				8,000
66020 TRANSFERS TO OTHER FUNDS	536,220	446,657	446,657	
66025 TRAN.TO DS FUND- ERI DEBT SERV		21,235	21,235	117,215
66130 TRANSFER TO INSURANCE FUND				269,988
66131 TRANSFER TO GENERAL FUND				142,200
68010 DEPRECIATION EXPENSE	3,291,386			
68205 CONTINGENCIES		666	666	74,173
68305 DEBT SERVICE-PRINCIPAL	8,042,679	12,557,267	12,557,267	13,010,677
68315 DEBT SERVICE-INTEREST	3,146,961	1,158,140	1,158,140	1,158,140
<b>00515 SEWER FUND</b>	<b>16,873,969</b>	<b>17,056,215</b>	<b>16,191,694</b>	<b>21,461,143</b>

City of Evanston  
Solid Waste (Fund #520)

Total Full-Time Equivalent Positions		
Description	Position Description	Proposed
Full-Time Regular	Equipment Operator II	10.00
<b>7690 Total</b>		<b>10.00</b>
<b>Solid Waste Fund Total</b>		<b>10.00</b>

**Financial Summary**

	2010-11 Actual	2011 Adopted Budget	2011 Estimated Actual	2012 Adopted Budget
<b>Operating Revenue</b>				
Property Tax Transfer from General Fund	-	-	-	1,245,967
Solid Waste Franchise Fees	-	141,610	245,000	175,000
SWANCC Recycling Incentive	-	124,950	100,000	140,000
Sanitation Charges	-	1,826,269	2,000,000	2,954,033
Sanitation Svc. Chg. Penalty	-	16,660	25,000	30,000
Special Pickup Fees	-	100,000	100,000	100,000
State Recycling Grant	-	45,000	45,000	-
Trash Cart Sales	-	15,000	35,000	15,000
Yard Waste Fee	-	680,000	350,000	350,000
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ 2,949,489</b>	<b>\$ 2,900,000</b>	<b>\$ 5,010,000</b>

<b>Operating Expense</b>				
Refuse Collection & Disposal	-	1,975,110	2,886,293	3,077,218
Residential Recycling Collection	-	960,841	713,053	1,360,393
Yard Waste Collection	-	1,031,334	757,899	750,250
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ 3,967,285</b>	<b>\$ 4,357,245</b>	<b>\$ 5,187,861</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>\$ -</b>	<b>\$ (1,017,796)</b>	<b>\$ (1,457,245)</b>	<b>\$ (177,861)</b>
<b>Beginning Fund Balance</b>	-	-	-	(1,457,245)
<b>Ending Fund Balance</b>	-	-	(1,457,245)	(1,635,106)

**Description of Major Activities:**

Full refuse-removal service is provided once per week to all family residences of 1-4 units under this program element. Twenty routes are scheduled for a four-day work week (Monday through Thursday). Condominium buildings and cooperative apartment units are serviced twice a week by a private hauler.

The Solid Waste Agency of Northern Cook County (SWANCC) provides a recycling incentive rebate that is based on the tons of recycled material collected. The incentive is used to offset the purchase of recycling carts.

Yard waste removal service is provided once per week to all qualified residential units under this budget element. Yard waste collection runs from the first week of April through the first week of December. During the fall, yard waste operations increase dramatically with the addition of leaf collection. This element also performs leaf collection. All residential streets posted with alternate parking signs are cleaned at least twice during the leaf collection operation. This seven-week operation begins in mid-October and continues until the end of November. Streets requiring special posting are cleaned during the first two weeks of November.

	2010-11 Actual	2011 Budget	2011 Estimate	2012 Approved
<b>00520 SOLID WASTE FUND</b>				
61010 REGULAR PAY		573,434	400,000	573,245
61060 SEASONAL EMPLOYEES		79,000	40,000	50,000
61110 OVERTIME PAY		22,908	20,000	22,000
61210 LONGEVITY		7,308	6,500	8,835
61510 HEALTH INSURANCE		145,746	145,746	158,322
61615 LIFE INSURANCE		198	198	255
61630 SHOE ALLOWANCE		1,560	1,040	1,300
61710 IMRF		58,172	42,000	68,103
61725 SOCIAL SECURITY		41,259	30,000	39,366
61730 MEDICARE		9,656	7,000	9,206
62210 PRINTING		20,826	20,826	
62275 POSTAGE CHARGEBACKS		167	167	200
62295 TRAINING & TRAVEL		1,167	600	900
62305 RENTAL OF AUTO-FLEET MAINTEN.		248,392	248,392	298,071
62309 RENTAL OF AUTO REPLACEMENT		147,608	147,608	177,131
62380 COPY MACHINE CHARGES		1,499	1,499	1,326
62390 CONDOMINIUM REFUSE COLL		458,150	302,500	377,000
62405 SWANCC DISPOSAL FEES		899,640	790,000	1,000,000
62415 DEBRIS/REMOVAL CONTRACTUAL COS		979,678	1,940,000	2,290,000
65015 CHEMICALS		167		200
65020 CLOTHING		1,500	1,000	1,250
65055 MATER. TO MAINT. IMP.		330	330	400
65085 MINOR EQUIPMENT & TOOLS		666	600	700
65090 SAFETY EQUIPMENT		916	800	1,000
65125 OTHER COMMODITIES		500	500	750
65625 FURNITURE, FIXTURE & EQUIPMENT		166,600	110,000	25,000
66025 TRAN.TO DS FUND- ERI DEBT SERV		16,939	16,939	
68310 DEBT SERV OTHER AGENCIES				83,300
	-	<u>83,300</u>	<u>83,000</u>	<u>83,300</u>
<b>00520 SOLID WASTE FUND</b>		<b>3,967,286</b>	<b>4,357,245</b>	<b>5,187,860</b>

City Of Evanston  
Fleet Services Fund Summary (Fund #600)

Total Full-Time Equivalent Positions		
Employee Status Description	Position Description	FY 2012 Position FTE
<b>General Support</b>		
Full-Time Regular	Fleet Manager	1.00
Full-Time Regular	Auto Shop Supervisor	1.00
<b>7705 Total</b>		<b>2.00</b>
<b>Major Maintenance</b>		
Full-Time Regular	Equipment Mechanic III	8.00
Full-Time Regular	Fleet Operations Coordinator	1.00
Full-Time Regular	Lead Mechanic	1.00
<b>7710 Total</b>		<b>10.00</b>
<b>Fleet Fund Total</b>		<b>12.00</b>

**Financial Summary**

	2010-11 Actual	2011 Adopted Budget	2011 Estimated Actual	2012 Adopted Budget
<b>Revenues</b>				
General Fund	4,047,726	2,877,885	2,877,885	2,457,356
Library Fund	-	-	-	2,381
Parking Fund	29,700	24,740	24,740	21,992
Water Fund	195,100	162,518	162,518	122,751
Sewer Fund	305,500	254,482	254,482	177,729
Solid Waste Fund	-	396,000	396,000	298,071
Sale of Surplus Property	74,907	350,000	82,000	75,000
Damage to City Property	-	24,798		24,789
Miscellaneous Revenue	4,848	-		20,000
Intergovernmental Grants	1,139,024			
Transfers for Capital Improvements	358,121			
Interest Income	897	4,165	4,165	4,165
<b>Total Revenues</b>	<b>6,155,823</b>	<b>4,094,588</b>	<b>3,801,790</b>	<b>3,204,234</b>
	6,155,823			
<b>Expenditures</b>				
General Support	244,546	236,857	237,520	284,571
Major Maintenance	2,803,490	2,934,771	2,852,114	3,211,873
Transfer to Equipment Replacement Fund	-	-	-	2,222,069
Depreciation and Capital Outlay	1,632,992	1,933,320	433,264	-
<b>Total Expenditures</b>	<b>4,681,028</b>	<b>5,104,948</b>	<b>3,522,898</b>	<b>5,718,513</b>
<b>Net Surplus (Deficit)</b>	<b>1,474,795</b>	<b>(1,010,360)</b>	<b>278,892</b>	<b>(2,514,279)</b>
<b>Beginning Fund Balance</b>	<b>919,163</b>		<b>2,393,958</b>	<b>2,672,850</b>
<b>Ending Fund Balance</b>	<b>2,393,958</b>		<b>2,672,850</b>	<b>158,571</b>

City Of Evanston  

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**Fleet Services Fund Summary (Fund #600)**

**Performance Report on FY2011 Major Program Objectives**

The vehicle replacement plan was updated to reflect current needs and reduced budget capacity. All programmed vehicle replacements were completed prior to December 2011. Snowplows were sandblasted and repainted as needed prior to December 2011.

The Major Maintenance Account and Sales of Surplus Vehicles accounts were moved to Equipment Replacement Fund #601 in FY2011 for FY2012.

**2012 Department Initiatives**

1. Maintain the 10-year vehicle/equipment replacement and funding requirements schedule.
2. Continue to explore opportunities to "right-size" the fleet where applicable without affecting timely city services.
3. Develop a comprehensive Fleet Plan that defines existing policies and procedures for all city vehicles.
4. Complete training of each new employee prior to placing a new vehicle/equipment into service.
5. Provide each employee with at least one training opportunity annually to enhance technical and interpersonal skills.
6. Repair, sandblast, and repaint leaf pushers, snowplows, and spreaders as needed.
7. Expand use of fleet management software in order to improve timely customer service.
8. Conduct internal analysis of overall Fleet Services operations, including parts purchasing and inventory, work order process, accurate billable hours/mechanic, preventative maintenance schedules, etc., to identify potential improvements in service .

	2010-11 Actual	2011 Budget	2011 Estimate	2012 Approved
<b>00600 FLEET SERVICES</b>				
61010 REGULAR PAY	748,720	674,614	616,860	809,603
61110 OVERTIME PAY	23,379	29,988	38,000	33,248
61114 SNOW OT	4,473			
61210 LONGEVITY	9,500	7,973	7,020	8,961
61410 SHIFT DIFFERENTIAL	1,631	3,749	1,631	4,626
61415 TERMINATION PAYOUTS	20,956			
61447 OPEB EXPENSES	8,546			
61510 HEALTH INSURANCE	138,470	184,418	184,417	195,847
61615 LIFE INSURANCE	1,500	343	343	424
61625 AUTO ALLOWANCE	1,907	1,580	1,580	1,896
61626 CELL PHONE ALLOWANCE	228	569	569	672
61630 SHOE ALLOWANCE	1,430	1,560	1,560	1,430
61710 IMRF	82,927	68,259	68,259	95,772
61725 SOCIAL SECURITY	47,646	42,799	41,749	51,332
61730 MEDICARE	11,143	10,001	9,759	12,005
62205 ADVERTISING	767	6,248	2,300	7,498
62235 OFFICE EQUIPMENT MAINT		2,416	2,416	2,900
62240 AUTOMOTIVE EQMP MAINT	10,564	33,320	25,000	20,000
62245 OTHER EQMT MAINTENANCE	4,923	17,660	12,666	10,700
62275 POSTAGE CHARGEBACKS	3	167	167	200
62295 TRAINING & TRAVEL	541	2,499	3,200	3,000
62315 POSTAGE	19			
62335 DATA PROCESSING SERVIC	30			
62340 COMPUTER LICENSE & SUPPORT	4,760	8,663	9,520	10,395
62355 LAUNDRY/OTHER CLEANING	11,219	11,662	14,000	7,000
62360 MEMBERSHIP DUES	332	1,333	1,300	1,517
62375 RENTALS	19,477	19,159	13,679	2,499
62380 COPY MACHINE CHARGES	1,163	1,666	1,600	519
62402 VEHICLE LEASE CHARGES	19,740	16,660	23,940	
64505 TELECOMMUNICATIONS - CARRIER L	1,978	1,583	3,954	4,744
64540 TELECOMMUNICATIONS - WIRELESS	1,934	2,249	2,249	2,250
65010 BOOKS, PUBLICATIONS, MAPS	(302)	833	800	1,000
65015 CHEMICALS	12,582	11,930	10,000	13,000
65020 CLOTHING	(14)	750	750	750
65035 PETROLEUM PRODUCTS	855,471	917,000	917,000	1,020,000
65040 JANITORIAL SUPPLIES		1,000	560	667
65045 LICENSING/REGULATORY SUPP	304	83,300	83,000	83,300
65050 BLDG MAINTENANCE MATERIAL	194	1,416	1,400	1,300
65055 MATER. TO MAINT. IMP.	890	3,332	1,800	3,000
65060 MATER. TO MAINT. AUTOS	798,927	910,000	879,160	950,000
65065 TIRES & TUBES	67,831	91,677	90,000	90,000
65070 OFFICE/OTHER EQMT MATL	47			
65085 MINOR EQUIPMENT & TOOLS	7,244	8,330	18,194	19,000
65090 SAFETY EQUIPMENT	3,336	666	500	665
65095 OFFICE SUPPLIES	1,518	1,662	3,000	2,000
65550 AUTOMOTIVE EQUIPMENT	1,753,094	1,900,000	407,089	
66020 TRANSFERS TO OTHER FUNDS				2,222,069
66025 TRAN.TO DS FUND- ERI DEBT SERV		21,497	21,497	22,274
68205 CONTINGENCIES	-	417	410	450
<b>00600 FLEET SERVICES</b>	<b>4,681,028</b>	<b>5,104,948</b>	<b>3,522,898</b>	<b>5,718,513</b>

City Of Evanston  
**Equipment Replacement Fund Summary (Fund #601)**

**Financial Summary**

	2010-11 Actual	2011 Adopted Budget	2011 Estimated Actual	2012 Adopted Budget
<b>Revenues</b>				
General Fund	-	-	-	1,742,590
Library Fund	-	-	-	1,700
Parking Fund	-	-	-	30,000
Water Fund	-	-	-	72,275
Sewer Fund	-	-	-	127,650
Solid Waste Fund	-	-	-	177,131
Sale of Surplus Property	-	-	-	210,217
Damage to City Property	-	-	-	-
Miscellaneous Revenue	-	-	-	
Intergovernmental Grants	-	-	-	
Transfer from Fleet Fund				2,222,069
Transfers for Capital Improvements	-	-	-	
Interest Income	-	-	-	-
<b>Total Revenues</b>	-	-	-	<b>4,583,632</b>
<b>Expenditures</b>				
7780 - Capital Outlay	-	-	-	3,500,000
7780 - Capital Leases				50,000
7780 - Depreciation	-	-	-	-
<b>Total Expenditures</b>	-	-	-	<b>3,550,000</b>
<b>Net Surplus (Deficit)</b>	-	-	-	<b>1,033,632</b>
<b>Beginning Fund Balance</b>	-		-	-
<b>Ending Fund Balance</b>	-		-	<b>1,033,632</b>

**Description of Major Activities**

This fund accounts for all vehicle purchases not included in another fund as outlined in the Equipment Replacement Plan. The Equipment Replacement Fund was created as part of the FY 2012 Budget. Equipment Replacement funds were previously part of the Fleet Services Fund.

	2010-11	2011	2011	2012
	Actual	Budget	Estimate	Approved
00601 EQUIPMENT REPLACEMENT FUND				
62375 RENTALS				25,000
62402 VEHICLE LEASE CHARGES				25,000
65550 AUTOMOTIVE EQUIPMENT				3,500,000
00601 EQUIPMENT REPLACEMENT FUND				<u>3,550,000</u>

City of Evanston

**Insurance Fund Summary (Fund #605)**

<b>Total Full-Time Equivalent Positions</b>		
<b>Employee Status Description</b>	<b>Position Description</b>	<b>FY 2012 Position FTE</b>
Full-Time Regular	Assistant City Attorney	1.00
Full-Time Regular	Executive Secretary (to Department Head)	1.00
Full-Time Regular	Insurance Administrator	1.00
Full-Time Regular	Workers' Comp and Safety Manager	1.00
<b>Total</b>		<b>4.00</b>
<b>Insurance Fund Total</b>		<b>4.00</b>

**Financial Summary**

	<b>2010-11 Actual</b>	<b>2011 Adopted Budget</b>	<b>2011 Estimated Actual</b>	<b>2012 Adopted Budget</b>
<b>Revenue By Source</b>				
General Admin Contribution- General Fund	126,804	105,624	105,624	121,207
General Admin Contribution- E911	936	775	775	930
General Admin Contribution- CDBG	936	775	775	930
General Admin Contribution- E.D.	936	775	775	930
General Admin Contribution- Parking	17,040	14,193	14,193	17,032
General Admin Contribution- Water Fund	24,960	20,793	20,793	24,962
General Admin Contribution- Sewer Fund	14,400	11,992	11,992	14,385
Liability/Property Contribution- General Fund	951,096	792,266	792,266	909,150
Liability/Property Contribution- E911	6,972	5,810	5,810	6,972
Liability/Property Contribution- CDBG	6,972	5,810	5,810	6,972
Liability/Property Contribution- E.D.	6,972	5,810	5,810	6,972
Liability/Property Contribution- Parking Fund	127,788	106,442	106,442	127,731
Liability/Property Contribution- Water Fund	187,212	155,945	155,945	187,209
Liability/Property Contribution- Sewer Fund	107,976	89,942	89,942	107,887
Workers' Comp Contribution- General Fund	1,517,902	1,084,816	1,084,816	1,244,860
Workers' Comp Contribution- Library Fund	-	-	-	5,898
Workers' Comp Contribution- E911	9,552	7,955	7,955	9,546
Workers' Comp Contribution- CDBG	9,552	7,955	7,955	9,546
Workers' Comp Contribution- E.D.	9,552	7,955	7,955	9,546
Workers' Comp Contribution- Parking Fund	174,960	145,738	145,738	174,886
Workers' Comp Contribution- Water Fund	256,320	213,516	213,516	256,322
Workers' Comp Contribution- Sewer Fund	147,840	123,146	123,146	147,716
Subrogation Proceeds	66,718	83,300	83,300	83,300
Investment Income	1,030	41,650	41,650	41,650
<b>Workers Comp &amp; Liability - Subtotal</b>	<b>3,774,426</b>	<b>3,032,983</b>	<b>3,032,983</b>	<b>3,516,536</b>

City of Evanston

**Insurance Fund Summary (Fund #605)**

	<b>2010-11 Actual</b>	<b>2011 Adopted Budget</b>	<b>2011 Estimated Actual</b>	<b>2012 Adopted Budget</b>
Health Insurance Chargebacks- General Fund	7,842,341	8,124,110	8,124,110	7,602,935
Health Insurance Chargebacks - Library Fund	-	-	-	308,920
Health Insurance Chargebacks - NSP2 Fund	-	5,463	5,463	15,635
Health Insurance Chargebacks- E911 Fund	57,856	74,836	74,836	77,647
Health Insurance Chargebacks- CDBG	23,143	19,137	19,137	10,780
Health Insurance Chargebacks- E.D. Fund	26,604	36,576	36,576	57,886
Health Insurance Chargebacks- Parking Fund	179,403	89,573	89,573	184,229
Health Insurance Chargebacks- Water Fund	497,564	523,267	523,267	561,211
Health Insurance Chargebacks- Sewer Fund	161,998	142,501	142,501	140,199
Health Insurance Chargebacks - Solid Waste	-	145,937	145,937	158,577
Health Insurance Chargebacks- Fleet Fund	138,470	184,760	184,760	196,271
Retiree Health Insurance Contributions	1,669,598	1,695,988	1,695,988	1,903,503
Employee Health Insurance Contributions	1,452,904	1,200,000	1,200,000	1,209,056
One Time IPBC Distribution	-	-	-	200,000
<b>Health &amp; Life insurance - Subtotal</b>	<b>12,049,881</b>	<b>12,242,148</b>	<b>12,242,148</b>	<b>12,626,849</b>
<b>Total Revenues</b>	<b>15,824,306</b>	<b>15,275,131</b>	<b>15,275,131</b>	<b>16,143,385</b>
<b>Expenditures</b>				
General Administration & Support	369,301	251,843	258,356	354,104
Liability/Property Insurance Premiums	510,658	391,510	391,510	470,000
Liability Legal Fees	571,692	175,000	320,000	350,000
Liability Settlement Payments	233,696	300,000	200,000	400,000
Workers' Comp Insurance Premiums	103,997	120,000	81,007	114,400
Workers' Comp Legal Fees	93,435	71,000	71,000	60,000
Workers' Comp Medical Payments	844,619	900,000	900,000	850,000
Workers' Comp Settlement Payments	1,129,738	833,000	1,271,218	700,000
Workers' Comp TPA Pymts (non specific)	155,250	108,750	108,750	145,000
Workers' Comp TTD Pymts (non sworn)	194,016	249,000	249,900	140,000
<b>Workers' Comp &amp; Liability - Subtotal</b>	<b>4,206,401</b>	<b>3,400,103</b>	<b>3,851,741</b>	<b>3,583,504</b>
General Administration & Support	-	-	-	98,878
Health Insurance Premiums	12,355,778	11,138,960	11,138,960	13,005,609
Health Insurance Opt Out Payments	71,420	64,974	64,974	78,000
<b>Health &amp; Life Insurance - Subtotal</b>	<b>12,427,198</b>	<b>11,203,934</b>	<b>11,203,934</b>	<b>13,182,487</b>
<b>Total Expenditures</b>	<b>16,633,600</b>	<b>14,604,037</b>	<b>15,055,675</b>	<b>16,765,991</b>
<b>Net Surplus (Deficit)</b>	<b>(809,293)</b>	<b>671,094</b>	<b>219,456</b>	<b>(622,605)</b>
<b>Beginning Fund Balance</b>	<b>(4,128,203)</b>		<b>(4,937,496)</b>	<b>(4,718,041)</b>
<b>Ending Fund Balance</b>	<b>(4,937,496)</b>		<b>(4,718,041)</b>	<b>(5,340,646)</b>

## City of Evanston

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### Insurance Fund Summary (Fund #605)

#### **Description of Major Activities**

The City maintains excess liability coverage for general tort matters. The City's self-insured retention is \$2,000,000. The City also maintains insurance in the areas of property, inland marine, and paramedic. Claims are recorded when a determinable loss has been incurred, including reported losses and an estimated amount for losses incurred, but not yet reported, at year-end.

The general liability claim account is administered by the Law Department. The workman's compensation account is administered by the Administrative Services Department.

#### **FY2012 Department Initiatives**

1. Develop a comprehensive risk management program, which would include the following components:
  - establishment of loss prevention measures and associated policies and procedures to reduce risk in the areas of workers' compensation and property and liability;
  - expand the Safety Committee to review all workers' compensation and property and liability claims;
  - analyze loss information from filed claims and establish a training program to help prevent future losses.
2. Continue to implement the third-party claim process program through CCMSI.
3. Transfer legal work for workers' compensation and property and liability in-house.

	2010-11 Actual	2011 Budget	2011 Estimate	2012 Approved
<b>00605 INSURANCE FUND</b>				
61010 REGULAR PAY	177,969	181,249	181,249	281,342
61210 LONGEVITY	357			1,944
61510 HEALTH INSURANCE		29,840		72,455
61615 LIFE INSURANCE	400	75		241
61625 AUTO ALLOWANCE	584	500	500	600
61626 CELL PHONE ALLOWANCE	170			
61710 IMRF	16,493	18,125	18,125	33,144
61725 SOCIAL SECURITY	10,683	10,966	10,966	17,017
61730 MEDICARE	2,499	2,565	2,565	3,980
62110 AUDITING				25,000
62130 LEGAL SERVICES - GENERAL	26,783	175,000	320,000	350,000
62260 SETTLEMENT COSTS - LIABILITY	916,544	300,000	200,000	400,000
62266 TPA SERVICE CHARGES	155,250	108,750	108,750	145,000
62295 TRAINING & TRAVEL	127	417		417
62380 COPY MACHINE CHARGES	167	250	250	
62615 INSURANCE PREMIUM	510,658	391,510	391,510	470,000
65010 BOOKS, PUBLICATIONS, MAPS	495	417		417
65125 OTHER COMMODITIES	718	831		832
66025 TRAN.TO DS FUND- ERI DEBT SERV		5,708	5,708	7,709
66040 GENERAL ADMINIST. & SUPPORT	3,226			
66044 WORKERS COMP. INSUR.PREMIUMS	103,997	120,000	120,000	114,400
66045 WORKERS COMP LEGAL FEES	93,435	71,000	71,000	60,000
66046 WORKERS COMP. MEDICAL PAYMENTS	844,619	900,000	900,000	850,000
66047 WORKERS COMP. SETTLEMENT PMNTS	1,129,738	833,000	1,271,218	700,000
66049 WORK.COMP. TTD PMNT(NON SWORN)	194,016	249,900	249,900	140,000
66050 HEALTH INSURANCE PREMIUMS-PPO	9,007,655	5,756,675	5,756,675	8,453,645
66051 HEALTH INSURANCE PREMIUMS- HMO	3,348,124	5,374,400	5,374,400	4,551,963
66054 MEDICARE SUPPL.-SENIORS CHOICE	17,473	7,885	7,885	7,885
66059 HEALTH INS. OPT OUT EXPENSES	71,420	64,974	64,974	78,000
<b>00605 INSURANCE FUND</b>	<b>16,633,600</b>	<b>14,604,037</b>	<b>15,055,675</b>	<b>16,765,991</b>

City of Evanston  
**Fire Pension Fund Summary (Fund #700)**

**Financial Summary**

	<b>2010-11 Actual</b>	<b>2011 Adopted Budget</b>	<b>2011 Estimated Actual</b>	<b>2012 Adopted Budget</b>
<b>Revenues:</b>				
Property Taxes	5,625,288	6,913,759	5,875,000	6,119,393
Personal Property Replacement Tax	312,349	235,000	235,000	282,000
Interest on Investment	567,829	625,000	625,000	600,000
Participants' Contribution	786,615	750,000	750,000	900,000
Unrealized Gain (Loss)	3,543,158	-	-	-
<b>Total Revenues</b>	<b>10,835,239</b>	<b>8,523,759</b>	<b>7,485,000</b>	<b>7,901,393</b>
<b>Expenditures:</b>				
Administrative Expense	54,039	170,000	170,000	154,000
Legal Fees	-	-	-	50,000
Retirees Pensions	4,387,066	3,500,000	3,500,000	4,700,000
Widows' Pensions	971,020	750,000	750,000	1,070,000
Disability Pension	845,339	720,000	720,000	1,060,000
QUILDRO	59,307	18,000	36,839	75,000
Reserve for Future Pension Payment	-	-	-	-
<b>Total Expenditures</b>	<b>6,316,771</b>	<b>5,158,000</b>	<b>5,176,839</b>	<b>7,109,000</b>
<b>Net Surplus (Deficit)</b>	<b>4,518,468</b>	<b>3,365,759</b>	<b>2,308,161</b>	<b>792,393</b>
<b>Beginning Fund Balance</b>	49,840,355		54,358,823	56,666,984
<b>Ending Fund Balance</b>	54,358,823		56,666,984	57,459,377

**Notes on Financial Summary**

Property taxes are accounted for under Generally Accepted Accounting Principles (GAAP) on an accrual basis. The above budget shows the property tax levy for 2011 which will be received in 2012.

\$50,000 has been budgeted as a contingency for legal expenses in FY 2012.

**Description of Major Activities**

Every Illinois municipality having a population of not less than 5,000 and not more than 500,000 must have a Fire Pension fund as prescribed in 40ILCS 5/4-101.

	2010-11 Actual	2011 Budget	2011 Estimate	2012 Approved
<b>00700 FIREFIGHTERS PENSION FUND</b>				
61755 PENSION-ADMIN. EXPENSE	54,039	170,000	170,000	204,000
61770 RETIRED EMPLOYEES PENSION	4,387,066	3,500,000	3,500,000	4,700,000
61775 WIDOWS' PENSIONS	971,020	750,000	750,000	1,070,000
61785 DISABILITY PENSIONS	845,339	720,000	720,000	1,060,000
61795 QILDRO'S	59,307	18,000	36,839	75,000
61805 RESERVE FOR FUT.PEN.PAY	-	-	-	-
<b>00700 FIREFIGHTERS PENSION FUND</b>	<b>6,316,771</b>	<b>5,158,000</b>	<b>5,176,839</b>	<b>7,109,000</b>

City of Evanston  
**Police Pension Fund Summary (Fund #705)**

**Financial Summary**

	<b>2010-11 Actual</b>	<b>2011 Adopted Budget</b>	<b>2011 Estimated Actual</b>	<b>2012 Adopted Budget</b>
<b>Revenues:</b>				
Property Taxes	6,890,021	8,561,091	7,200,000	8,196,751
Personal Property Replacement Tax	364,235	270,833	303,529	325,000
Interest on Investment	1,568,419	1,420,000	1,420,000	1,600,000
Participants Contribution	1,233,021	1,153,600	1,058,343	1,385,000
Misc. Income	95			-
Unrealized Gain	5,375,088	-	-	-
<b>Total Revenues</b>	<b>15,430,879</b>	<b>11,405,524</b>	<b>9,981,872</b>	<b>11,506,751</b>
<b>Expenditures:</b>				
Administrative Expense	224,232	155,000	155,000	186,000
Retirees' Pensions	6,689,948	5,750,000	5,750,000	7,250,000
Widows' Pensions	751,109	512,500	512,500	818,000
Disability Pension	585,564	437,500	437,500	625,000
Separation Refunds	149,950	-	-	-
QUILDRO	14,267	12,000	12,000	12,000
Reserve for future Pension Payment	-	-	-	-
<b>Total Expenditures</b>	<b>8,415,070</b>	<b>6,867,000</b>	<b>6,867,000</b>	<b>8,891,000</b>
<b>Net Surplus (Deficit)</b>	<b>7,015,809</b>	<b>4,538,524</b>	<b>3,114,872</b>	<b>2,615,751</b>
<b>Beginning Fund Balance</b>	65,449,706		72,465,515	75,580,387
<b>Ending Fund Balance</b>	72,465,515		75,580,387	78,196,138

**Notes on Financial Summary**

Property taxes above are on an accrual basis. The actual levied tax received in FY2012 will be the FY2011 budgeted levy amount.

**Description of Major Activities**

Every Illinois municipality of not less than 5,000 and not more than 500,000 people must have a Police Pension Fund as prescribed in 40ILCS 5/3-101.

		2010-11	2011	2011	2012
		Actual	Budget	Estimate	Approved
<b>00705 POLICE PENSION FUND</b>					
61755	PENSION-ADMIN. EXPENSE	224,232	155,000	155,000	186,000
61770	RETIRED EMPLOYEES PENSION	6,689,949	5,750,000	5,750,000	7,250,000
61775	WIDOWS' PENSIONS	751,109	512,500	512,500	818,000
61785	DISABILITY PENSIONS	585,564	437,500	437,500	625,000
61790	SEPARATION REFUNDS	149,950			
61795	QILDRO'S	14,267	12,000	12,000	12,000
<b>00705 POLICE PENSION FUND</b>		<b>8,415,070</b>	<b>6,867,000</b>	<b>6,867,000</b>	<b>8,891,000</b>

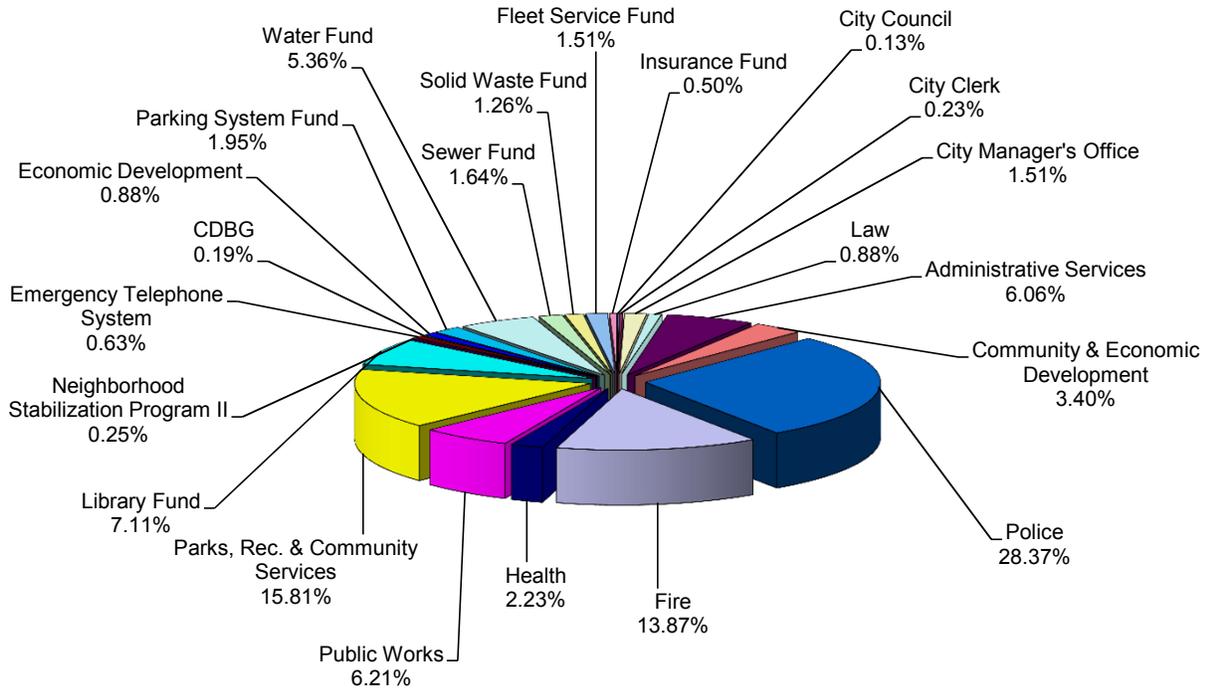


City of  
**Evanston**<sup>™</sup>

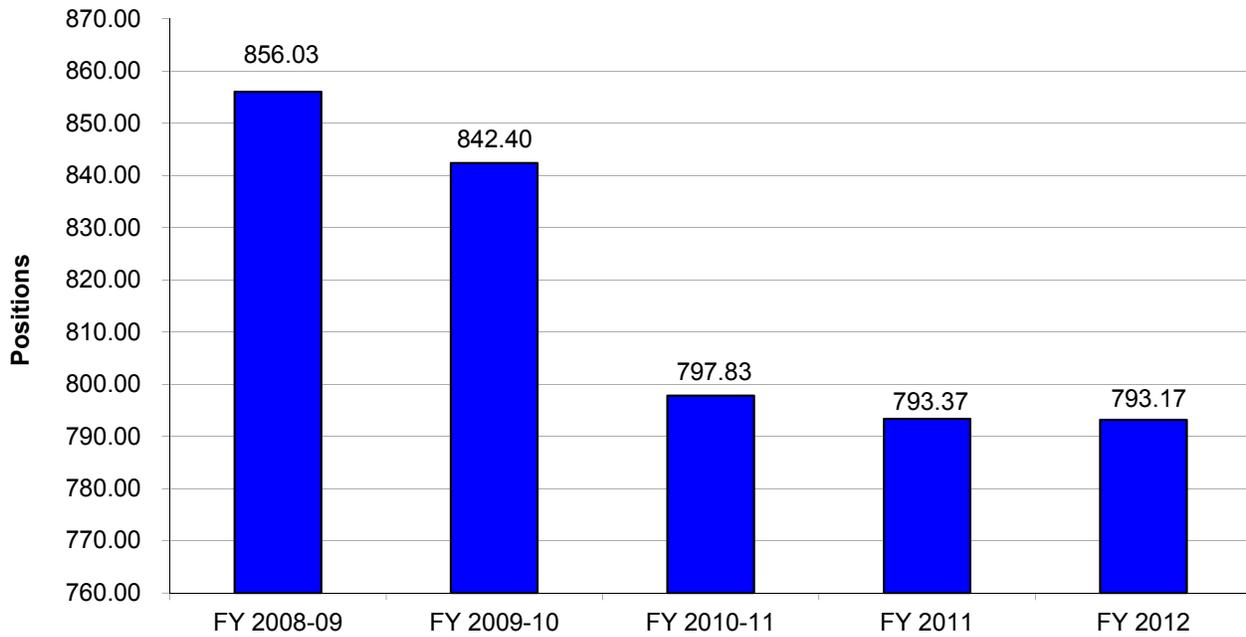
**PART V**

**POSITION INFORMATION**

## City of Evanston All Funds Position Charts

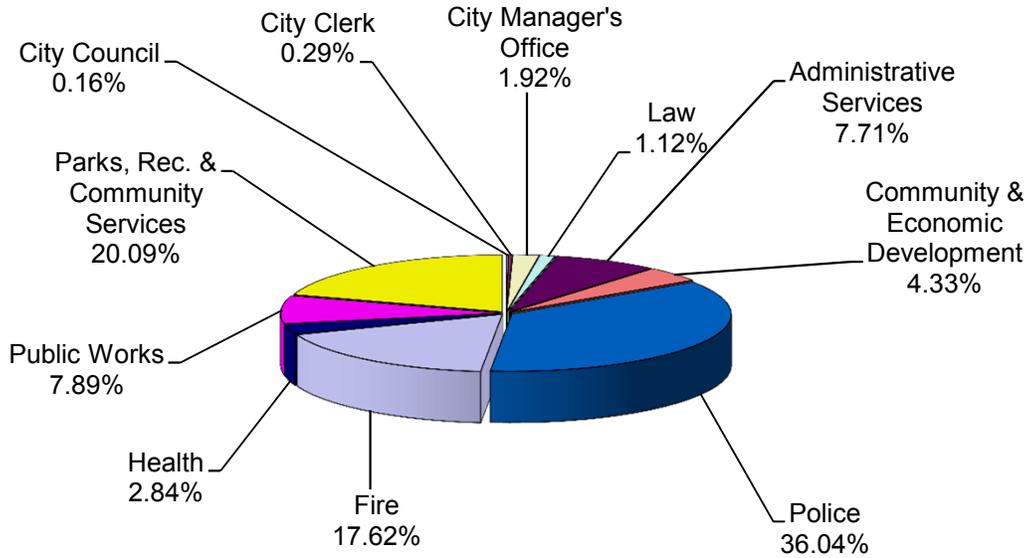


### Positions - All Funds Last Five Fiscal Years

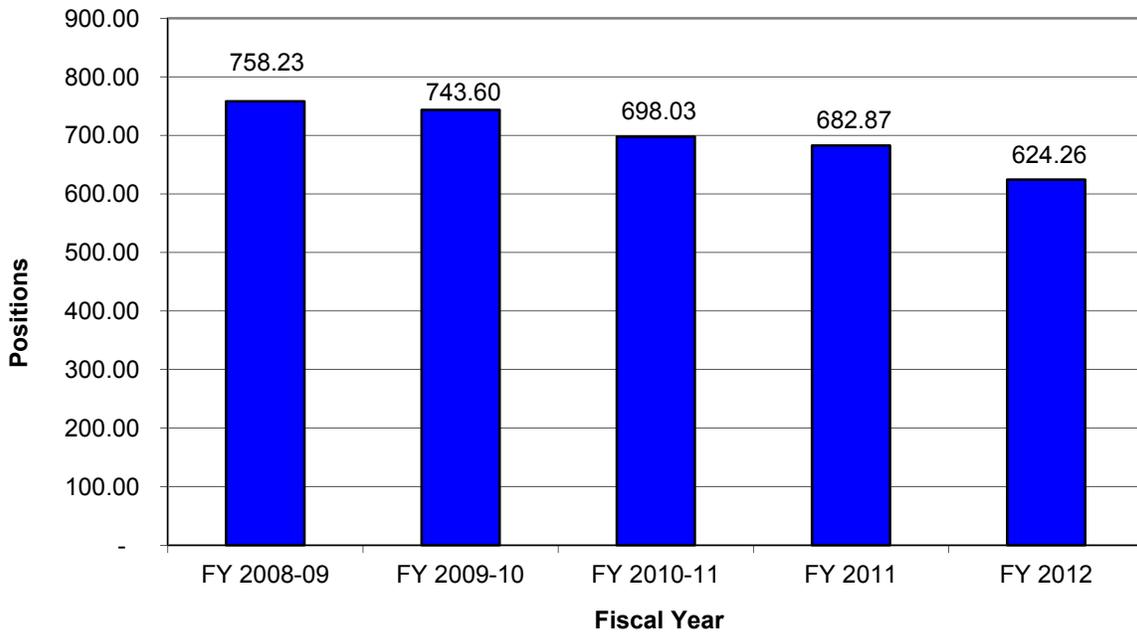


# City of Evanston

## General Fund Position Charts



**Positions - General Fund Only  
Last Five Fiscal Years**



**FULL-TIME EQUIVALENT TOTALS**  
**Current Fiscal Year + Last Four Fiscal Years**

DEPARTMENT / DIVISION SUMMARY		2008-09	2009-10	2010-11	FY 2011	FY 2012	FY11-FY12 Difference
<b>GENERAL FUND DEPARTMENTS</b>							
<b>1300</b>	<b>City Council</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>
<b>1400</b>	<b>City Clerk</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.80</b>	<b>0.80</b>
<b>1505</b>	City Manager's Office	7.70	7.20	4.70	6.00	6.00	0.00
<b>1510</b>	Public Information	1.00	1.00	7.00	4.00	5.00	1.00
<b>1535</b>	Sustainability Grant	1.00	0.00	1.00	1.00	1.00	0.00
<b>1550</b>	Business Perf. & Technology Admin.	1.00	0.00	0.00	0.00	0.00	0.00
<b>1555</b>	Information Systems	13.50	12.50	0.00	0.00	0.00	0.00
<b>1560</b>	Geographic Information Systems	3.00	3.00	0.00	0.00	0.00	0.00
<b>1565</b>	BIS Performance Management	3.00	4.00	0.00	0.00	0.00	0.00
	<b>Subtotal City Manager's Office</b>	<b>31.53</b>	<b>27.70</b>	<b>12.70</b>	<b>11.00</b>	<b>12.00</b>	<b>1.00</b>
<b>1705</b>	<b>Law Department</b>	<b>7.00</b>	<b>6.00</b>	<b>8.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>
<b>1905</b>	Administration General Support	3.00	3.00	4.00	4.00	4.00	0.00
<b>1910</b>	Revenue Division	10.00	9.00	5.00	5.00	4.00	(1.00)
<b>1915</b>	Payroll	2.00	2.00	2.50	2.50	2.50	0.00
<b>1920</b>	Accounting	6.00	6.00	6.50	6.50	6.50	0.00
<b>1925</b>	Purchasing and Accounts Payable	3.50	3.50	2.50	2.50	2.60	0.10
<b>1929</b>	Human Resources Division	0.00	0.00	5.00	5.00	5.00	0.00
<b>1930</b>	Budget	2.00	2.00	0.00	0.00	0.00	0.00
<b>1932</b>	Information Systems	0.00	0.00	14.00	13.00	11.50	(1.50)
<b>1935</b>	Administrative Adjudication	3.00	3.00	0.00	0.00	0.00	0.00
<b>1941</b>	Parking Enforcement & Tickets	0.00	0.00	14.00	12.00	12.00	0.00
	<b>Subtotal Administrative Services</b>	<b>29.50</b>	<b>28.50</b>	<b>53.50</b>	<b>50.50</b>	<b>48.10</b>	<b>(2.40)</b>
<b>2101</b>	Community Development Admin	2.00	2.00	1.00	1.00	2.00	1.00
<b>2105</b>	Planning & Support	5.00	5.00	8.00	8.00	7.00	(1.00)
<b>2115</b>	Housing Code Compliance	8.00	6.00	7.00	7.00	7.00	0.00
<b>2120</b>	Housing Rehabilitation	4.00	4.00	3.00	3.00	1.60	(1.40)
<b>2126</b>	Building Inspection Services	0.00	0.00	8.00	8.00	9.40	1.40
<b>2127</b>	Community Intervention Services	0.00	0.00	1.00	1.00	0.00	(1.00)
<b>2130</b>	Building & Zoning	16.00	16.00	0.00	0.00	0.00	0.00
<b>2135</b>	Economic Development	0.00	0.00	3.00	1.00	0.00	(1.00)
	<b>Subtotal Community &amp; Economic Development</b>	<b>35.00</b>	<b>33.00</b>	<b>31.00</b>	<b>29.00</b>	<b>27.00</b>	<b>(2.00)</b>
<b>2205</b>	Police Administration	4.00	2.00	2.00	2.00	2.00	0.00
<b>2210</b>	Patrol Operations	96.00	95.00	95.00	103.00	103.00	0.00
<b>2215</b>	Criminal Investigation	18.00	18.00	18.00	16.00	16.00	0.00
<b>2225</b>	Social Services Bureau	6.00	5.00	4.00	4.00	4.00	0.00
<b>2230</b>	Juvenile Bureau	10.00	11.00	11.00	10.00	10.00	0.00
<b>2235</b>	School Liaison	4.00	3.00	3.00	3.00	3.00	0.00
<b>2240</b>	Police Records	11.50	11.00	7.00	6.00	7.00	1.00
<b>2245</b>	Communications Bureau	15.00	15.00	14.00	14.00	14.00	0.00
<b>2250</b>	Service Desk Bureau	15.00	16.00	18.00	18.00	19.00	1.00
<b>2251</b>	Public Information	0.00	0.00	0.00	9.50	9.50	0.00
<b>2255</b>	Office of Professional Standards	3.00	4.00	3.00	3.00	3.00	0.00
<b>2260</b>	Office of Administration	4.00	3.00	3.00	2.00	2.00	0.00
<b>2265</b>	Neighborhood Enforcement Team (N.E.T.)	14.00	18.00	18.00	15.00	14.00	(1.00)
<b>2270</b>	Traffic Bureau	8.00	7.00	8.00	8.00	8.00	0.00
<b>2275</b>	Community Strategies Bureau	2.75	1.00	1.00	1.00	1.00	0.00
<b>2280</b>	Animal Control Bureau	2.50	2.50	2.50	2.50	2.50	0.00
<b>2285</b>	Problem Solving Team	7.00	7.00	7.00	7.00	7.00	0.00

**FULL-TIME EQUIVALENT TOTALS**  
**Current Fiscal Year + Last Four Fiscal Years**

DEPARTMENT / DIVISION SUMMARY		2008-09	2009-10	2010-11	FY 2011	FY 2012	FY11-FY12 Difference
<b>Subtotal Police</b>		<b>220.75</b>	<b>218.50</b>	<b>214.50</b>	<b>224.00</b>	<b>225.00</b>	<b>1.00</b>
<b>2305</b>	Fire Management and Support	3.00	3.00	3.00	3.00	3.00	0.00
<b>2310</b>	Fire Prevention	6.00	5.00	5.00	4.00	4.00	0.00
<b>2315</b>	Fire Suppression	103.00	103.00	102.00	103.00	103.00	0.00
<b>Subtotal Fire</b>		<b>112.00</b>	<b>111.00</b>	<b>110.00</b>	<b>110.00</b>	<b>110.00</b>	<b>0.00</b>
<b>2407</b>	Health Services Administration	2.83	3.10	2.10	2.00	2.00	0.00
<b>2416</b>	Family & Community Wellness	4.10	0.00	0.00	0.00	0.00	0.00
<b>2425</b>	Dental Services	3.40	4.00	4.00	2.80	2.80	0.00
<b>2435</b>	Food and Environmental Health	7.60	7.80	7.80	7.10	8.90	1.80
<b>2440</b>	Vital Records	2.40	2.40	2.40	2.00	2.00	0.00
<b>2455</b>	Mental Health Administration	0.67	0.50	2.00	2.00	2.00	0.00
<b>2530</b>	Commission on Aging	1.90	3.10	0.00	0.00	0.00	0.00
<b>2540</b>	Summer Youth Employ. Program	0.50	1.00	0.00	0.00	0.00	0.00
<b>2541</b>	Youth Engagement Division	0.00	1.00	0.00	0.00	0.00	0.00
<b>2550</b>	Human Relations Commission	1.50	3.50	0.00	0.00	0.00	0.00
<b>Subtotal Health &amp; Human Services</b>		<b>24.90</b>	<b>26.40</b>	<b>18.30</b>	<b>15.90</b>	<b>17.70</b>	<b>1.80</b>
<b>2605</b>	Director of Public Works	2.50	3.00	2.00	2.00	2.00	0.00
<b>2606</b>	Sustainability Grant	0.00	1.00	0.00	0.00	0.00	0.00
<b>2610</b>	Municipal Service Center	2.00	2.00	2.00	2.00	2.00	0.00
<b>2620</b>	E.D.O.T. Administration	2.00	1.00	1.00	1.00	1.00	0.00
<b>2625</b>	City Engineer	8.00	8.00	8.00	6.00	6.00	0.00
<b>2630</b>	Traffic Engineering	4.50	4.50	4.50	4.50	4.50	0.00
<b>2635</b>	Traffic Signs	3.00	3.00	0.00	0.00	0.00	0.00
<b>2640</b>	Traffic Signals & Streetlight Maint.	5.00	4.00	4.00	4.00	4.00	0.00
<b>2645</b>	Parking Enforcement & Tickets	14.00	14.00	0.00	0.00	0.00	0.00
<b>2665</b>	Streets & Sanitation Administration	5.50	6.00	6.00	5.75	5.75	0.00
<b>2670</b>	Street and Alley Maintenance	15.00	15.00	17.00	20.00	20.00	0.00
<b>2675</b>	Street Cleaning	7.00	5.00	5.00	4.00	4.00	0.00
<b>2685</b>	Refuse Collection and Disposal	14.75	14.75	10.75	0.00	0.00	0.00
<b>2695</b>	Yard Waste Collection and Disposal	2.00	2.00	2.00	0.00	0.00	0.00
<b>2697</b>	Facilities Administration	4.20	0.00	0.00	0.00	0.00	0.00
<b>2699</b>	Construction and Repair	16.00	0.00	0.00	0.00	0.00	0.00
<b>Subtotal Public Works</b>		<b>105.45</b>	<b>83.25</b>	<b>62.25</b>	<b>49.25</b>	<b>49.25</b>	<b>0.00</b>
<b>3005</b>	Recreation Mgt. & General Support	3.00	3.00	3.00	3.00	2.00	(1.00)
<b>3010</b>	Recreation Business and Fiscal Mgt.	3.00	3.00	3.00	3.00	3.00	0.00
<b>3015</b>	Communications & Marketing Serv.	1.75	1.75	1.75	1.00	0.00	(1.00)
<b>3020</b>	Recreation General Support	1.00	1.00	1.00	1.00	1.00	0.00
<b>3030</b>	Robert Crown Community Center	8.40	8.40	8.40	8.70	8.70	0.00
<b>3035</b>	Chandler Community Center	6.50	6.50	5.00	5.83	5.83	0.00
<b>3040</b>	Fleetwood-Jourdain Community Ctr.	7.00	7.00	6.00	6.75	6.75	0.00
<b>3045</b>	Fleetwood-Jourdain Comm. Theater	1.00	1.00	1.00	1.00	1.00	0.00
<b>3055</b>	Levy Senior Center	10.78	10.58	9.05	8.83	8.83	0.00
<b>3080</b>	Beaches	1.25	1.25	1.25	1.25	1.25	0.00
<b>3085</b>	Recreation Facility Maintenance	6.00	6.00	6.00	6.00	5.00	(1.00)
<b>3095</b>	Crown Ice Rink	8.80	8.80	7.65	7.01	7.01	0.00
<b>3100</b>	Sports Leagues	0.05	0.05	0.05	0.45	0.55	0.10
<b>3110</b>	Tennis	0.40	0.40	0.40	0.40	0.40	0.00
<b>3130</b>	Special Recreation	2.00	2.00	2.00	2.46	2.71	0.25
<b>3140</b>	Bus Program	0.75	0.75	0.75	1.15	1.15	0.00
<b>3150</b>	Park Service Unit	1.75	1.75	1.75	1.45	1.45	0.00
<b>3205</b>	Community Relations	0.00	0.00	2.00	2.00	0.00	(2.00)
<b>3210</b>	Commission On Aging	0.00	0.00	1.50	1.90	1.50	(0.40)
<b>3215</b>	Youth Engagement	0.00	0.00	1.00	1.00	4.00	3.00
<b>3505</b>	Parks and Forestry General Support	3.00	3.00	3.00	3.00	2.00	(1.00)

**FULL-TIME EQUIVALENT TOTALS**  
**Current Fiscal Year + Last Four Fiscal Years**

DEPARTMENT / DIVISION SUMMARY		2008-09	2009-10	2010-11	FY 2011	FY 2012	FY11-FY12 Difference
<b>3510</b>	Horticulture Maintenance	14.00	14.00	13.00	13.00	13.00	0.00
<b>3515</b>	Maintenance of Parkway Trees	9.50	10.00	9.50	8.50	8.50	0.00
<b>3520</b>	Dutch Elm Disease Control	7.25	7.00	7.25	7.25	7.25	0.00
<b>3525</b>	Tree Planting	2.25	2.00	2.25	2.25	2.25	0.00
<b>3605</b>	Ecology Center	5.05	4.05	4.05	3.77	3.77	0.00
<b>3700</b>	Arts Council	0.80	0.80	0.80	0.80	0.00	(0.80)
<b>3710</b>	Noyes Cultural Arts Center	4.67	4.82	4.25	4.31	3.31	(1.00)
<b>3720</b>	Cultural Arts Programs	2.80	2.65	1.80	1.80	3.00	1.20
<b>3805</b>	Facilities Administration	0.00	2.00	2.00	2.00	2.00	0.00
<b>3806</b>	Civic Center Services	0.00	2.20	2.20	2.20	2.20	0.00
<b>3807</b>	Construction & Repair	0.00	16.00	16.00	16.00	16.00	0.00
<b>Subtotal Parks, Recreation &amp; Comm. Services</b>		<b>112.75</b>	<b>131.75</b>	<b>128.65</b>	<b>129.06</b>	<b>125.41</b>	<b>(3.65)</b>
<b>TOTAL - GENERAL FUND</b>		<b>758.23</b>	<b>743.60</b>	<b>698.03</b>	<b>627.71</b>	<b>624.26</b>	<b>(3.45)</b>

**OTHER FUNDS**

<b>4805</b>	Children's Services	8.01	8.01	8.38	8.38	10.71	2.33
<b>4806</b>	Adult Services	0.00	17.02	16.31	16.37	15.39	(0.98)
<b>4808</b>	Neighborhood Services	0.00	0.00	0.00	2.64	0.00	(2.64)
<b>4810</b>	Reader's Services	8.37	0.00	0.00	0.00	0.00	0.00
<b>4815</b>	Reference Services and Periodicals	10.12	0.00	0.00	0.00	0.00	0.00
<b>4820</b>	Circulation	15.99	15.61	14.76	14.51	14.44	(0.07)
<b>4825</b>	North Branch	2.97	2.97	2.64	0.00	2.64	2.64
<b>4830</b>	South Branch	2.61	2.61	1.39	0.00	0.00	0.00
<b>4835</b>	Technical Services	12.13	12.13	5.61	5.61	5.61	0.00
<b>4840</b>	Library Maintenance	3.64	3.64	3.00	3.00	3.00	0.00
<b>4845</b>	Library Administration	5.51	5.51	5.04	4.65	4.59	(0.06)
<b>Subtotal Library Fund</b>		<b>69.35</b>	<b>67.50</b>	<b>57.13</b>	<b>55.16</b>	<b>56.38</b>	<b>1.22</b>
<b>5005</b>	<b>Neighborhood Stabilization Program 2</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>2.00</b>	<b>1.00</b>
<b>5150</b>	<b>Emergency Telephone System</b>	<b>4.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>
<b>5220</b>	<b>Community Develop. Block Grant (CDBG)</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>1.53</b>	<b>(0.47)</b>
<b>5300</b>	<b>Economic Development Fund</b>	<b>2.30</b>	<b>2.30</b>	<b>5.30</b>	<b>5.00</b>	<b>7.00</b>	<b>2.00</b>
<b>5999</b>	<b>Capital Projects Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>	<b>(1.00)</b>
<b>7005</b>	Parking System Management	6.50	6.50	6.50	6.50	6.50	0.00
<b>7015</b>	Parking Lots and Meters	8.00	8.00	8.00	8.00	8.00	0.00
<b>7037</b>	Maple Avenue Garage	1.00	1.00	1.00	1.00	1.00	0.00
<b>Subtotal Parking Systems</b>		<b>15.50</b>	<b>15.50</b>	<b>15.50</b>	<b>15.50</b>	<b>15.50</b>	<b>0.00</b>
<b>7100</b>	Water General Support	4.00	4.00	4.00	4.00	5.00	1.00
<b>7105</b>	Water Pumping	11.00	11.00	11.00	11.00	11.00	0.00
<b>7110</b>	Water Filtration	14.00	14.00	14.00	14.00	14.00	0.00
<b>7115</b>	Water Distribution	11.00	11.00	11.00	11.00	10.50	(0.50)
<b>7120</b>	Water Meter Maintenance	3.00	3.00	3.00	2.00	2.00	0.00
<b>Subtotal Water</b>		<b>43.00</b>	<b>43.00</b>	<b>43.00</b>	<b>42.00</b>	<b>42.50</b>	<b>0.50</b>
<b>7400</b>	<b>Sewer Maintenance</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>13.00</b>	<b>13.00</b>	<b>0.00</b>
<b>7600</b>	<b>Solid Waste</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10.00</b>	<b>10.00</b>	<b>0.00</b>
<b>7705</b>	Fleet Services General Support	3.00	3.00	2.00	2.00	2.00	0.00

**FULL-TIME EQUIVALENT TOTALS**  
**Current Fiscal Year + Last Four Fiscal Years**

<b>DEPARTMENT / DIVISION SUMMARY</b>		<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY11-FY12 Difference</b>
<b>7710</b>	Major Maintenance	12.00	12.00	10.00	10.00	10.00	0.00
	<i>Subtotal Fleet Service</i>	<b>15.00</b>	<b>15.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>0.00</b>
<b>7800</b>	Insurance Fund	2.00	2.00	3.00	4.00	4.00	0.00
	<b>TOTAL - OTHER FUNDS</b>	<b>97.80</b>	<b>98.80</b>	<b>99.80</b>	<b>110.50</b>	<b>112.53</b>	<b>2.03</b>
	<b>GRAND TOTAL - ALL FUNDS</b>	<b>856.03</b>	<b>842.40</b>	<b>797.83</b>	<b>793.37</b>	<b>793.17</b>	<b>(0.20)</b>

**CITY OF EVANSTON  
FY 2012 FULL-TIME EQUIVALENT (FTE) POSITION DETAIL - ALL FUNDS**

**General Funds - Full-Time Equivalent Positions**

Employee Status Description	Position ID	Position Description	2011 Budgeted FTE	2012 Budgeted FTE	Difference FTE	Comments
<b>Legislative</b>						
Full-Time Regular	1000	Mayor	0.00	0.00	0.00	
Full-Time Regular	1001	Alderman	0.00	0.00	0.00	
Full-Time Regular	1491	Mayor's Assistant	1.00	1.00	0.00	
<b>1300 CITY COUNCIL</b>			<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	
Full-Time Regular	1002	City Clerk	0.00	0.00	0.00	
Full-Time Regular	1170	Deputy City Clerk	1.00	1.00	0.00	
Part-time Regular	1497	Mailroom Attendant	0.00	0.80	0.80	Position added.
<b>1400 CITY CLERK</b>			<b>1.00</b>	<b>1.80</b>	<b>0.80</b>	
<b>1200 LEGISLATIVE</b>			<b>2.00</b>	<b>2.80</b>	<b>0.80</b>	
<b>City Administration</b>						
Full-Time Regular	1003	City Manager	1.00	1.00	0.00	
Full-Time Regular	1109	Administrative Secretary	1.00	1.00	0.00	
Full-Time Regular	1115	Assistant City Manager	1.00	1.00	0.00	
Full-Time Regular	1198	Executive Assistant	1.00	1.00	0.00	
Full-Time Regular	1237	Management Analyst/Volunteer Coord.	1.00	1.00	0.00	
Full-Time Regular	1484	Local Government Mgt. Fellow	1.00	1.00	0.00	
<b>1505 CITY MANAGER</b>			<b>6.00</b>	<b>6.00</b>	<b>0.00</b>	
Full-Time Regular	1118	Assist. to City Mgr./Chief Cust. Officer	1.00	1.00	0.00	
Full-Time Regular	1155	Community Information Coordinator	1.00	1.00	0.00	
Full-Time Regular	1249	Community Information Specialist	1.00	1.00	0.00	
Full-Time Regular	1281	Public Information Specialist	0.00	1.00	1.00	Position transferred from BU 3015.
Full-Time Regular	1469	Web Communications Coordinator	1.00	1.00	0.00	
<b>1510 PUBLIC INFORMATION/311 OPERATIONS</b>			<b>4.00</b>	<b>5.00</b>	<b>1.00</b>	
Full-Time Regular	1417	Sustainable Programs Coordinator	1.00	1.00	0.00	
<b>1535 SUSTAINABILITY</b>			<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	
<b>1500 CITY ADMINISTRATION</b>			<b>11.00</b>	<b>12.00</b>	<b>1.00</b>	
<b>Legal Department</b>						
Full-Time Regular	1024	Admin Adjudication Manager	1.00	1.00	0.00	
Full-Time Regular	1108	Admin. Adjudication Aide	1.00	1.00	0.00	
Full-Time Regular	1205	Exec Secretary (to Dept. Head)	1.00	1.00	0.00	
Full-Time Regular	1312	Assistant City Attorney	3.00	0.00	-3.00	1 position re-classified to Assistant City Attorney I. 2 positions re-classified to Assistant City Attorney II.
Full-Time Regular	1456	Assistant City Attorney I	0.00	1.00	1.00	Re-classified from Assistant City Attorney.
Full-Time Regular	1457	City Attorney	1.00	1.00	0.00	
Full-Time Regular	1489	Assistant City Attorney II	0.00	2.00	2.00	Re-classified from Assistant City Attorney.
<b>1705 LEGAL ADMINISTRATION</b>			<b>7.00</b>	<b>7.00</b>	<b>0.00</b>	
<b>1700 LEGAL DEPARTMENT</b>			<b>7.00</b>	<b>7.00</b>	<b>0.00</b>	
<b>Administrative Services Department</b>						
Full-Time Regular	1109	Administrative Secretary	1.00	1.00	0.00	
Full-Time Regular	1237	Management Analyst	1.00	1.00	0.00	
Full-Time Regular	1463	Senior Management Analyst	1.00	1.00	0.00	
Full-Time Regular	1490	Administrative Services Director and Chief Financial Officer	1.00	1.00	0.00	
<b>1905 ADMINISTRATION GENERAL SUPPORT</b>			<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	
Full-Time Regular	1045	License and Measure Inspector	1.00	1.00	0.00	
Full-Time Regular	1247	Finance Operations Coordinator	1.00	0.00	-1.00	Position transferred to business unit 7005 in the Parking Fund.
Full-Time Regular	1482	Customer Service Representative	3.00	3.00	0.00	
<b>1910 REVENUE DIVISION</b>			<b>5.00</b>	<b>4.00</b>	<b>-1.00</b>	
Full-Time Regular	1260	Payroll Manager	1.00	1.00	0.00	
Full-Time Regular	1453	Payroll/Pension Administrator	1.50	1.50	0.00	
<b>1915 PAYROLL</b>			<b>2.50</b>	<b>2.50</b>	<b>0.00</b>	

**CITY OF EVANSTON  
FY 2012 FULL-TIME EQUIVALENT (FTE) POSITION DETAIL - ALL FUNDS**

Employee Status Description	Position ID	Position Description	2011 Budgeted FTE	2012 Budgeted FTE	Difference FTE	Comments
Full-Time Regular	1101	Accounting Manager	1.00	1.00	0.00	
Full-Time Regular	1103	Accounts Payable Coordinator	1.00	1.00	0.00	
Full-Time Regular	1117	Finance Division Manager	1.00	1.00	0.00	
Full-Time Regular	1302	Senior Accountant	2.00	3.00	1.00	Re-classified from Accountant.
Full-Time Regular	1436	Accountant	1.00	0.00	-1.00	Re-classified to Senior Accountant.
Full-Time Regular	1453	Payroll Pension Administrator	0.50	0.50	0.00	
<b>1920 ACCOUNTING</b>			<b>6.50</b>	<b>6.50</b>	<b>0.00</b>	
Full-Time Regular	1148	Clerk II	0.50	0.60	0.10	Position adjustment.
Full-Time Regular	1175	Purchasing Manager	1.00	1.00	0.00	
Full-Time Regular	1289	Purchasing Coordinator	1.00	1.00	0.00	
<b>1925 PURCHASING DIVISION</b>			<b>2.50</b>	<b>2.60</b>	<b>0.10</b>	
Full-Time Regular	1217	Human Resources Assistant	2.00	2.00	0.00	
Full-Time Regular	1218	Human Resources Specialist	2.00	2.00	0.00	
Full-Time Regular	1471	Human Resources Division Manager	1.00	1.00	0.00	
<b>1929 HUMAN RESOURCES DIVISION</b>			<b>5.00</b>	<b>5.00</b>	<b>0.00</b>	
Full-Time Regular	1166	Database Administrator	1.00	1.00	0.00	
Full-Time Regular	1211	GIS Analyst	2.00	1.50	-0.50	.5 FTE transferred to business unit 7115 in the Water Fund
Full-Time Regular	1235	IS Trainer	1.00	1.00	0.00	
Full-Time Regular	1242	Network Administrator	2.00	2.00	0.00	
Full-Time Regular	1276	Programmer Analyst	1.00	1.00	0.00	
Full-Time Regular	1325	Tech Support Specialist I	3.00	2.00	-1.00	1 Position eliminated.
Full-Time Regular	1479	IT Division Manager	1.00	1.00	0.00	
Full-Time Regular	1481	Applications and Development Mgr.	1.00	1.00	0.00	
Full-Time Regular	1485	Tech Support Supervisor	1.00	1.00	0.00	
<b>1932 INFORMATION SYSTEMS</b>			<b>13.00</b>	<b>11.50</b>	<b>-1.50</b>	
Full-Time Regular	1252	Parking Enforcement Officer	10.00	10.00	0.00	
Full-Time Regular	1255	Parking Operations Clerk	1.00	1.00	0.00	
Full-Time Regular	1291	Parking Enforcement Coordinator	1.00	1.00	0.00	
<b>1941 PARKING ENFORCEMENT &amp; TICKETS</b>			<b>12.00</b>	<b>12.00</b>	<b>0.00</b>	
<b>1900 ADMINISTRATIVE SERVICES DEPARTMENT</b>			<b>50.50</b>	<b>48.10</b>	<b>-2.40</b>	
<b>Community &amp; Economic Development Department</b>						
Full-Time Regular	1004	Director, Comm. & Economic Dev.	1.00	1.00	0.00	
Full-Time Regular	1237	Management Analyst	0.00	1.00	1.00	Position added.
<b>2101 COMMUNITY DEVELOPMENT ADMIN</b>			<b>1.00</b>	<b>2.00</b>	<b>1.00</b>	
Full-Time Regular	1120	Planning and Zoning Division Manager	1.00	1.00	0.00	
Full-Time Regular	1199	Exec Secretary (non-Dept Head)	1.00	1.00	0.00	
Full-Time Regular	1215	Housing Planner	1.00	1.00	0.00	
Full-Time Regular	1269	General Planner	1.00	1.00	0.00	
Full-Time Regular	1304	Senior Planner	1.00	1.00	0.00	
Full-Time Regular	1346	Zoning Officer	1.00	1.00	0.00	
Full-Time Regular	1347	Zoning Planner	2.00	1.00	-1.00	1 position eliminated in budget process.
<b>2105 PLANNING &amp; SUPPORT SRVS</b>			<b>8.00</b>	<b>7.00</b>	<b>-1.00</b>	
Full-Time Regular	1277	Property Maint Inspector I	4.00	4.00	0.00	
Full-Time Regular	1310	Sign Inspector/Graffiti Tech	1.00	1.00	0.00	
Full-Time Regular	1482	Customer Service Representative	1.00	1.00	0.00	
Full-Time Regular	1487	Inspector/Customer Serv. Supervisor	1.00	1.00	0.00	
<b>2115 HOUSING CODE COMPLIANCE</b>			<b>7.00</b>	<b>7.00</b>	<b>0.00</b>	
Full-Time Regular	1158	Construc Rehabilitation Spec	1.00	1.00	0.00	
Full-Time Regular	1482	Customer Service Representative	1.00	0.00	-1.00	Position re-classified from Customer Service Representative to Department System Coordinator with .6 FTE assigned to business unit 2120 and .4 FTE assigned to business unit 2126.
Full-Time Regular	1486	Build/Insp Serv. Division Manager	1.00	0.00	-1.00	Transferred to business unit 2126.
Full-Time Regular		Permits-Licensing Coordinator	0.00	0.60	0.60	Position re-classified from Customer Service Representative to Permit-Licensing Coordinator with .6 FTE assigned to business unit 2120 and .4 FTE assigned to business unit 2126.
<b>2120 HOUSING REHABILITATION</b>			<b>3.00</b>	<b>1.60</b>	<b>-1.40</b>	

**CITY OF EVANSTON  
FY 2012 FULL-TIME EQUIVALENT (FTE) POSITION DETAIL - ALL FUNDS**

Employee Status Description	Position ID	Position Description	2011 Budgeted FTE	2012 Budgeted FTE	Difference FTE	Comments
Full-Time Regular	1187	Electrical Inspector II	1.00	1.00	0.00	
Full-Time Regular	1270	Plumbing/Mechanical Inspector	2.00	2.00	0.00	
Full-Time Regular	1314	Struct Inspec/Plan Examiner	1.00	1.00	0.00	
Full-Time Regular	1420	Project Management Supervisor	1.00	1.00	0.00	
Full-Time Regular	1427	Supervising Structural Inspect	1.00	1.00	0.00	
Full-Time Regular	1482	Customer Service Representative	2.00	2.00	0.00	
Full-Time Regular	1486	Build/Insp Serv. Division Manager	0.00	1.00	1.00	Transferred from business unit 2120.
Full-Time Regular		Permits-Licensing Coordinator	0.00	0.40	0.40	Position re-classified from Customer Service Representative to Permit-Licensing Coordinator with .6 FTE assigned to business unit 2120 and .4 FTE assigned to business unit 2126.
<b>2126 BUILDING INSPECTION SERVICES</b>			<b>8.00</b>	<b>9.40</b>	<b>1.40</b>	
Full-Time Regular	1154	Community Intervention Coordinator	1.00	0.00	-1.00	Position eliminated.
<b>2127 COMMUNITY INTERVENTION SERVICES</b>			<b>1.00</b>	<b>0.00</b>	<b>-1.00</b>	
Full-Time Regular	1236	M/W/EBE Program Coordinator	1.00	0.00	-1.00	Position eliminated.
<b>2135 ECONOMIC DEVELOPMENT</b>			<b>1.00</b>	<b>0.00</b>	<b>-1.00</b>	
<b>2100 COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>			<b>29.00</b>	<b>27.00</b>	<b>-2.00</b>	
<b>Police Department</b>						
Full-Time Regular	1109	Administrative Secretary	1.00	1.00	0.00	
Full-Time Regular	1140	Chief of Police	1.00	1.00	0.00	
<b>2205 POLICE ADMINISTRATION</b>			<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	
Full-Time Regular	1234	Police Commander	3.00	3.00	0.00	
Full-Time Regular	1246	Police Officer	87.00	87.00	0.00	
Full-Time Regular	1307	Police Sergeant	12.00	12.00	0.00	
Full-Time Regular	1360	Deputy Chief	1.00	1.00	0.00	
<b>2210 PATROL OPERATIONS</b>			<b>103.00</b>	<b>103.00</b>	<b>0.00</b>	
Full-Time Regular	1234	Police Commander	1.00	1.00	0.00	
Full-Time Regular	1246	Police Officer	12.00	12.00	0.00	
Full-Time Regular	1307	Police Sergeant	2.00	2.00	0.00	
Full-Time Regular	1360	Deputy Chief	1.00	1.00	0.00	
<b>2215 CRIMINAL INVESTIGATION</b>			<b>16.00</b>	<b>16.00</b>	<b>0.00</b>	
Full-Time Regular	1334	Victim Advocate	2.00	2.00	0.00	
Full-Time Regular	1345	Youth Advocate	2.00	2.00	0.00	
<b>2225 SOCIAL SERVICES BUREAU</b>			<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	
Full-Time Regular	1234	Police Commander	1.00	1.00	0.00	
Full-Time Regular	1246	Police Officer	8.00	8.00	0.00	
Full-Time Regular	1307	Police Sergeant	1.00	1.00	0.00	
<b>2230 JUVENILE BUREAU</b>			<b>10.00</b>	<b>10.00</b>	<b>0.00</b>	
Full-Time Regular	1246	Police Officer	3.00	3.00	0.00	
<b>2235 SCHOOL LIAISON</b>			<b>3.00</b>	<b>3.00</b>	<b>0.00</b>	
Full-Time Regular	1007	Dir, Police Records Bureau	1.00	1.00	0.00	
Full-Time Regular	1290	Records Input Operator	3.00	4.00	1.00	Position added.
Full-Time Regular	1296	Review Officer	2.00	2.00	0.00	
<b>2240 POLICE RECORDS</b>			<b>6.00</b>	<b>7.00</b>	<b>1.00</b>	
Full-Time Regular	1327	Telecommunicator	14.00	14.00	0.00	
<b>2245 COMMUNICATIONS</b>			<b>14.00</b>	<b>14.00</b>	<b>0.00</b>	
Full-Time Regular	1161	Court Liaison	1.00	1.00	0.00	
Full-Time Regular	1163	Custodian I	1.00	1.00	0.00	
Full-Time Regular	1279	Property Officer	2.00	1.00	-1.00	1 Property Officer position re-classified to Management Analyst position.
Full-Time Regular	1237	Management Analyst	0.00	1.00	1.00	Management Analyst position re-classified from Property Officer position.
Full-Time Regular	1324	Service Desk Officer	11.00	12.00	1.00	Police Officer position re-classified to Service Desk Officer.
Full-Time Regular	1360	Deputy Chief	1.00	1.00	0.00	
Full-Time Regular	1413	Service Desk Supervisor	1.00	1.00	0.00	
Full-Time Regular	1496	311 Supervisor	1.00	1.00	0.00	
<b>2250 SERVICE DESK</b>			<b>18.00</b>	<b>19.00</b>	<b>1.00</b>	
Full-Time Regular	1493	Service Desk Officer I	9.50	9.50	0.00	
<b>2251 PUBLIC INFORMATION</b>			<b>9.50</b>	<b>9.50</b>	<b>0.00</b>	
Full-Time Regular	1199	Exec Secretary (non-Dept Head)	1.00	1.00	0.00	
Full-Time Regular	1234	Police Commander	1.00	1.00	0.00	
Full-Time Regular	1307	Police Sergeant	1.00	1.00	0.00	
<b>2255 OFFICE-PROFESSIONAL STANDARDS</b>			<b>3.00</b>	<b>3.00</b>	<b>0.00</b>	

**CITY OF EVANSTON**  
**FY 2012 FULL-TIME EQUIVALENT (FTE) POSITION DETAIL - ALL FUNDS**

Employee Status Description	Position ID	Position Description	2011 Budgeted FTE	2012 Budgeted FTE	Difference FTE	Comments
Full-Time Regular	1106	Administrative Specialist	1.00	1.00	0.00	
Full-Time Regular	1107	Administrative Coordinator	1.00	1.00	0.00	
<b>2260 OFFICE OF ADMINISTRATION</b>			<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	
Full-Time Regular	1234	Police Commander	1.00	1.00	0.00	
Full-Time Regular	1246	Police Officer	12.00	11.00	-1.00	Police Officer position re-classified to Service Desk Officer.
Full-Time Regular	1307	Police Sergeant	2.00	2.00	0.00	
<b>2265 NEIGHBORHOOD ENFORCEMENT TEAM</b>			<b>15.00</b>	<b>14.00</b>	<b>-1.00</b>	
Full-Time Regular	1246	Police Officer	6.00	6.00	0.00	
Full-Time Regular	1307	Police Sergeant	1.00	1.00	0.00	
Full-Time Regular	1391	Towing Coordinator	1.00	1.00	0.00	
<b>2270 TRAFFIC BUREAU</b>			<b>8.00</b>	<b>8.00</b>	<b>0.00</b>	
Part-time Regular	1362	Crime Analyst	1.00	1.00	0.00	
<b>2275 COMMUNITY STRATEGIC BUREAU</b>			<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	
Full-Time Regular	1134	Animal Control Warden	1.00	1.00	0.00	
Full-Time Regular	1139	Chief Animal Warden	1.00	1.00	0.00	
Part-time Regular	1401	PT Animal Warden	0.50	0.50	0.00	
<b>2280 ANIMAL CONTROL</b>			<b>2.50</b>	<b>2.50</b>	<b>0.00</b>	
Full-Time Regular	1234	Police Commander	1.00	1.00	0.00	
Full-Time Regular	1246	Police Officer	6.00	6.00	0.00	
<b>2285 PROBLEM SOLVING TEAM</b>			<b>7.00</b>	<b>7.00</b>	<b>0.00</b>	
<b>2200 POLICE DEPARTMENT</b>			<b>224.00</b>	<b>225.00</b>	<b>1.00</b>	
<b>Fire Department</b>						
Full-Time Regular	1148	Clerk II	1.00	1.00	0.00	
Full-Time Regular	1207	Fire Chief	1.00	1.00	0.00	
Full-Time Regular	1237	Management Analyst	1.00	1.00	0.00	
<b>2305 FIRE MGT &amp; SUPPORT</b>			<b>3.00</b>	<b>3.00</b>	<b>0.00</b>	
Full-Time Regular	1180	Division Chief, Fire	1.00	1.00	0.00	
Full-Time Regular	1206	Fire Captain	2.00	2.00	0.00	
Full-Time Regular	9999	Fire Plan Reviewer	1.00	1.00	0.00	
<b>2310 FIRE PREVENTION</b>			<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	
Full-Time Regular	1180	Division Chief, Fire	2.00	2.00	0.00	
Full-Time Regular	1206	Fire Captain	24.00	24.00	0.00	
Full-Time Regular	1208	Firefighter	74.00	74.00	0.00	
Full-Time Regular	1309	Shift Chief, Fire	3.00	3.00	0.00	
<b>2315 FIRE SUPPRESSION</b>			<b>103.00</b>	<b>103.00</b>	<b>0.00</b>	
<b>2300 FIRE DEPARTMENT</b>			<b>110.00</b>	<b>110.00</b>	<b>0.00</b>	
<b>Health Department</b>						
Full-Time Regular	1173	Director, Health	1.00	1.00	0.00	
Full-Time Regular	1205	Exec Secretary (to Dept. Head)	1.00	1.00	0.00	
<b>2407 HEALTH SERVICES ADMIN</b>			<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	
Full-Time Regular	1148	Clerk II	1.00	1.00	0.00	
Full-Time Regular	1168	Dental Assistant	1.00	1.00	0.00	
Part-time Regular	1364	Dentist	0.80	0.80	0.00	
<b>2425 DENTAL SERVICES</b>			<b>2.80</b>	<b>2.80</b>	<b>0.00</b>	
Full-Time Regular	1190	Environmental Health Practitioner	3.00	4.00	1.00	Position added.
Full-Time Regular	1300	Secretary II	1.00	1.00	0.00	
Full-Time Regular	1313	Communicable Dis Surv Specialist	1.00	1.00	0.00	
Part-time Regular	1375	Medical Director	0.10	0.10	0.00	
Part-time Regular	1434	Emergency Response Coordinator	0.00	0.80	0.80	Position adjustment
Full-Time Regular	1442	Environmental Health Manager	1.00	1.00	0.00	
Full-Time Regular	1447	Health License Coordinator	1.00	1.00	0.00	
<b>2435 FOOD AND ENVIRONMENTAL HEALTH</b>			<b>7.10</b>	<b>8.90</b>	<b>1.80</b>	
Full-Time Regular	1149	Clerk III	1.00	1.00	0.00	
Full-Time Regular	1150	Clerk Typist I	1.00	1.00	0.00	
<b>2440 VITAL RECORDS</b>			<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	
Full-Time Regular	1199	Exec Secretary (non Dept. Head)	1.00	1.00	0.00	
Full-Time Regular	1444	Comm. Health Mgr / Mgmt Analyst	1.00	1.00	0.00	
<b>2455 MENTAL HEALTH PROGRAM ADMINIST</b>			<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	
<b>2400 HEALTH DEPARTMENT</b>			<b>15.90</b>	<b>17.70</b>	<b>1.80</b>	

**CITY OF EVANSTON  
FY 2012 FULL-TIME EQUIVALENT (FTE) POSITION DETAIL - ALL FUNDS**

Employee Status Description	Position ID	Position Description	2011 Budgeted FTE	2012 Budgeted FTE	Difference FTE	Comments
<b>Public Works</b>						
Full-Time Regular	1174	Director, Public Works	1.00	1.00	0.00	
Full-Time Regular	1205	Exec Secretary (to Dept. Head)	1.00	1.00	0.00	
<b>2605 DIRECTOR OF PUBLIC WORKS</b>			<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	
Full-Time Regular	1163	Custodian I	1.00	1.00	0.00	
Full-Time Regular	1321	Service Center Coordinator	1.00	1.00	0.00	
<b>2610 MUNICIPAL SERVICE CENTER</b>			<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	
Full-Time Regular	1466	City Engineer	1.00	1.00	0.00	
<b>2620 E.D.O.T. ADMINISTRATION</b>			<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	
Full-Time Regular	1145	Civil Engineer II	1.00	1.00	0.00	
Full-Time Regular	1146	Civil Engineer III	1.00	1.00	0.00	
Full-Time Regular	1189	Engineering Associate II	2.00	2.00	0.00	
Full-Time Regular	1303	Senior Engineer	1.00	1.00	0.00	
Full-Time Regular	1475	Construction Inspector	1.00	1.00	0.00	
<b>2625 ENGINEERING</b>			<b>6.00</b>	<b>6.00</b>	<b>0.00</b>	
Full-Time Regular	1145	Civil Engineer II	2.00	2.00	0.00	
Full-Time Regular	1306	Senior Traffic Engineer	1.00	1.00	0.00	
Full-Time Regular	1329	Traffic Engineering Technician	0.50	0.50	0.00	
Full-Time Regular	1483	Traffic Operations Manager	1.00	1.00	0.00	
<b>2630 TRAFFIC ENGINEERING</b>			<b>4.50</b>	<b>4.50</b>	<b>0.00</b>	
Full-Time Regular	1224	Traffic Electrician Leader	1.00	1.00	0.00	
Full-Time Regular	1330	Traffic Electrician	3.00	3.00	0.00	
<b>2640 TRAFFIC SIGNAL &amp; STREET LIGHT MAINTENANCE</b>			<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	
Full-Time Regular	1011	Superintendent, Streets/San	1.00	1.00	0.00	
Part-Time Regular	1148	2 PT Clerks (was Exec. Sec non-DH)	0.75	0.75	0.00	
Full-Time Regular	1429	Business Office Coordinator	1.00	1.00	0.00	
Full-Time Regular	1477	Public Works Supervisor	2.00	0.00	-2.00	1 position re-classified to Streets Supervisor. 1 position re-classified to Sanitation Supervisor.
Full-Time Regular	1477	Streets Supervisor	0.00	1.00	1.00	Re-classified from Public Works Supervisor.
Full-Time Regular	1478	Sanitation Supervisor	0.00	1.00	1.00	Re-classified from Public Works Supervisor.
Full-Time Regular	1492	PW Supervisor - Contract Serv. Coord.	1.00	1.00	0.00	
<b>2665 STREETS AND SANITATION ADMINISTRATION</b>			<b>5.75</b>	<b>5.75</b>	<b>0.00</b>	
Full-Time Regular	1195	Equipment Operator II	9.00	9.00	0.00	
Full-Time Regular	1196	Equipment Operator III	3.00	3.00	0.00	
Full-Time Regular	1288	Public Works Maint Wrkr II	3.00	3.00	0.00	
Full-Time Regular	1458	Public Works Maint Wrkr III	3.00	3.00	0.00	
Full-Time Regular	1476	Operations Coordinator	2.00	2.00	0.00	
<b>2670 STREET AND ALLEY MAINTENANCE</b>			<b>20.00</b>	<b>20.00</b>	<b>0.00</b>	
Part-time Regular	1194	Equipment Operator I	0.00	1.00	1.00	2 part-time Equipment Operator I positions re-classified from 1 Equipment Operator II position.
Full-Time Regular	1195	Equipment Operator II	3.00	2.00	-1.00	1 Equipment Operator II position re-classified to 2 part-time Equipment Operator I positions
Full-Time Regular	1288	Public Works Maint Wrkr II	1.00	1.00	0.00	
<b>2675 STREET CLEANING</b>			<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	
<b>2600 PUBLIC WORKS</b>			<b>49.25</b>	<b>49.25</b>	<b>0.00</b>	
<b>Parks, Recreation and Community Services</b>						
Full-Time Regular	1006	Director, Parks/Forestry & Rec	1.00	1.00	0.00	
Full-Time Regular	1205	Exec Secretary (to Dept. Head)	1.00	1.00	0.00	
Full-Time Regular	1237	Management Analyst	1.00	0.00	-1.00	Position eliminated.
<b>3005 RECREATION MGMT &amp; GENERAL SUPPORT</b>			<b>3.00</b>	<b>2.00</b>	<b>-1.00</b>	
Full-Time Regular	1167	Data Control Clerk	1.00	1.00	0.00	
Full-Time Regular	1431	Recreation Support Specialist	1.00	1.00	0.00	
Full-Time Regular	1429	Business Office Coordinator	1.00	1.00	0.00	
<b>3010 RECREATION BUSINESS &amp; FISCAL MANAGEMENT</b>			<b>3.00</b>	<b>3.00</b>	<b>0.00</b>	
Full-Time Regular	1281	Public Information Specialist	1.00	0.00	-1.00	Position transferred to BU 1510.
<b>3015 COMMUNICATION &amp; MARKETING SRVS</b>			<b>1.00</b>	<b>0.00</b>	<b>-1.00</b>	
Full-Time Regular	1317	Superintendent, Recreation	1.00	1.00	0.00	
<b>3020 RECREATION GENERAL SUPPORT</b>			<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	

**CITY OF EVANSTON**  
**FY 2012 FULL-TIME EQUIVALENT (FTE) POSITION DETAIL - ALL FUNDS**

Employee Status Description	Position ID	Position Description	2011 Budgeted FTE	2012 Budgeted FTE	Difference FTE	Comments
Full-Time Regular	1129	Building Supervisor	1.00	1.00	0.00	
Full-Time Regular	1165	Custodian II	1.00	1.00	0.00	
Full-Time Regular	1201	Fac Maint Worker/Cust II	1.00	1.00	0.00	
Full-Time Regular	1294	Recreation Program Manager	1.00	1.00	0.00	
Part-time Regular	1353	After School Supervisor	0.50	0.50	0.00	
Part-time Regular	1379	Preschool Instructor	2.10	2.10	0.00	
Part-time Regular	1385	Recreation Aide	0.50	0.50	0.00	
Part-time Regular	1403	PT Custodian	1.60	1.60	0.00	
<b>3030 CROWN COMMUNITY CENTER</b>			<b>8.70</b>	<b>8.70</b>	<b>0.00</b>	
Full-Time Regular	1149	Clerk III	0.75	0.75	0.00	
Full-Time Regular	1293	Recreation Center Manager	1.00	1.00	0.00	
Full-Time Regular	1294	Recreation Program Manager	2.00	2.00	0.00	
Part-time Regular	1381	Program Supervisor	0.80	0.80	0.00	
Part-time Regular	1403	PT Custodian	1.28	1.28	0.00	
<b>3035 CHANDLER COMMUNITY CENTER</b>			<b>5.83</b>	<b>5.83</b>	<b>0.00</b>	
Full-Time Regular	1148	Clerk II	1.50	1.50	0.00	
Full-Time Regular	1165	Custodian II	1.00	1.00	0.00	
Full-Time Regular	1293	Recreation Center Manager	1.00	1.00	0.00	
Full-Time Regular	1294	Recreation Program Manager	1.00	1.00	0.00	
Full-Time Regular	1344	Weekend/Evening Coordinator	1.00	1.00	0.00	
Part-Time Regular	1381	Program Supervisor	0.75	0.75	0.00	
Part-time Regular	1403	PT Custodian	0.50	0.50	0.00	
<b>3040 FLEETWOOD JOURDAIN COM CT</b>			<b>6.75</b>	<b>6.75</b>	<b>0.00</b>	
Full-Time Regular	1294	Recreation Program Manager	1.00	1.00	0.00	
<b>3045 FLEETWOOD/JOURDAIN THEATER</b>			<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	
Full-Time Regular	1163	Custodian I	0.00	1.00	1.00	Re-classified from Custodian II
Full-Time Regular	1201	Fac Maint Worker/Cust II	1.00	0.00	-1.00	Re-classified to Custodian I
Full-Time Regular	1293	Recreation Center Manager	1.00	1.00	0.00	
Full-Time Regular	1294	Recreation Program Manager	2.00	2.00	0.00	
Part-Time Regular	1300	Secretary II	0.50	0.50	0.00	
Part-time Regular	1376	Office Assistant	0.50	0.50	0.00	
Full-Time Regular	1381	Program Supervisor	0.67	0.67	0.00	
Part-time Regular	1397	Facilities Supervisor	0.85	0.85	0.00	
Part-time Regular	1402	PT Bus Driver	0.93	0.93	0.00	
Part-time Regular	1403	PT Custodian	1.38	1.38	0.00	
<b>3055 LEVY CENTER</b>			<b>8.83</b>	<b>8.83</b>	<b>0.00</b>	
Full-Time Regular	1294	Recreation Program Manager	0.75	0.75	0.00	
Full-Time Regular	1311	Lakefront Sports Coordinator	0.50	0.50	0.00	
<b>3080 BEACHES</b>			<b>1.25</b>	<b>1.25</b>	<b>0.00</b>	
Full-Time Regular	1250	Parks/Forestry Crew Leader	1.00	1.00	0.00	
Full-Time Regular	1264	Parks/Forestry Worker II	4.00	3.00	-1.00	1 FTE eliminated.
Full-Time Regular	1320	Supervisor, Sports/Rec Maint	1.00	1.00	0.00	
<b>3085 RECREATION FACILITY MAINTENANCE</b>			<b>6.00</b>	<b>5.00</b>	<b>-1.00</b>	
Full-Time Regular	1148	Clerk II	0.70	0.70	0.00	
Full-Time Regular	1245	Office Coordinator	1.00	1.00	0.00	
Full-Time Regular	1248	Operations Manager	1.00	1.00	0.00	
Full-Time Regular	1294	Recreation Program Manager	1.00	1.00	0.00	
Full-Time Regular	1297	Robert Crown Manager	1.00	1.00	0.00	
Part-time Regular	1376	Office Assistant	0.91	0.91	0.00	
Part-time Regular	1397	Facilities Supervisor	0.90	0.90	0.00	
Part-time Regular	1403	PT Custodian	0.50	0.50	0.00	
<b>3095 CROWN ICE RINK</b>			<b>7.01</b>	<b>7.01</b>	<b>0.00</b>	
Full-Time Regular	1311	Lakefront Sports Coordinator	0.05	0.05	0.00	
Full-Time Regular	1381	Program Supervisor	0.40	0.50	0.10	Position increased by .1 FTE.
<b>3100 SPORTS LEAGUES</b>			<b>0.45</b>	<b>0.55</b>	<b>0.10</b>	
Part-time Regular	1397	Facilities Supervisor	0.40	0.40	0.00	
<b>3110 TENNIS</b>			<b>0.40</b>	<b>0.40</b>	<b>0.00</b>	
Full-Time Regular	1294	Recreation Program Manager	1.00	2.00	1.00	Position re-classified from PT Inclusion Specialist.
Full-Time Regular	1311	Lakefront Sports Coordinator	0.25	0.25	0.00	
Part-time Regular	1369	PT Inclusion Specialist	0.75	0.00	-0.75	Position re-classified to Recreation Program Manager.
Part-time Regular	1381	Program Supervisor	0.46	0.46	0.00	
<b>3130 SPECIAL RECREATION</b>			<b>2.46</b>	<b>2.71</b>	<b>0.25</b>	
Full-Time Regular	1402	PT Bus Drivers	1.15	1.15	0.00	
<b>3140 BUS PROGRAM</b>			<b>1.15</b>	<b>1.15</b>	<b>0.00</b>	

**CITY OF EVANSTON**  
**FY 2012 FULL-TIME EQUIVALENT (FTE) POSITION DETAIL - ALL FUNDS**

Employee Status Description	Position ID	Position Description	2011 Budgeted FTE	2012 Budgeted FTE	Difference FTE	Comments
Full-Time Regular	1294	Recreation Program Manager	0.25	0.25	0.00	
Full-Time Regular	1311	Lakefront Sports Coordinator	0.20	0.20	0.00	
Part-time Regular	1404	PT Park Ranger	1.00	1.00	0.00	
<b>3150 PARK SERVICE UNIT</b>			<b>1.45</b>	<b>1.45</b>	<b>0.00</b>	
Full-Time Regular	1369	Inclusion Specialist	1.00	0.00	-1.00	
Full-Time Regular	1214	Health Program Coordinator	1.00	0.00	-1.00	Position eliminated.
<b>3205 COMMUNITY RELATIONS</b>			<b>2.00</b>	<b>0.00</b>	<b>-2.00</b>	
Full-Time Regular	1300	Secretary II	0.50	0.50	0.00	
Full-Time Regular	1461	Part-Time Ombudsman	0.40	0.00	-0.40	Grant funding ended.
Full-Time Regular	1461	Senior Citizen Ombudsman	1.00	1.00	0.00	
<b>3210 COMMISSION ON AGING</b>			<b>1.90</b>	<b>1.50</b>	<b>-0.40</b>	
Full-Time Regular		Youth-Young Adult Program Manager	0.00	1.00	1.00	Position added.
Full-Time Regular		Youth-Young Adult Ast. Prog. Mgr.	0.00	1.00	1.00	Position re-classified from Youth Coordinator.
Full-Time Regular		Youth -Young Adult Outreach Worker	0.00	2.00	2.00	
Full-Time Regular	1418	Youth Coordinator	1.00	0.00	-1.00	Position re-classified to Youth-Young Adult Assistant Manager.
<b>3215 YOUTH ENGAGEMENT</b>			<b>1.00</b>	<b>4.00</b>	<b>3.00</b>	
Full-Time Regular	1300	Secretary II	1.00	0.00	-1.00	Position eliminated.
Full-Time Regular	1316	Superintendent, Parks/For/FM	1.00	1.00	0.00	
Full-Time Regular	1467	Assistant Super of P/F Fac. Mgmt	1.00	1.00	0.00	
<b>3505 PARKS &amp; FORESTRY GENERAL SUPPORT</b>			<b>3.00</b>	<b>2.00</b>	<b>-1.00</b>	
Full-Time Regular	1195	Equipment Operator II	3.00	3.00	0.00	
Full-Time Regular	1210	General Tradesman	1.00	1.00	0.00	
Full-Time Regular	1250	Parks/Forestry Crew Leader	3.00	3.00	0.00	
Full-Time Regular	1264	Parks/Forestry Worker II	1.00	1.00	0.00	
Full-Time Regular	1265	Parks/Forestry Worker III	5.00	5.00	0.00	
<b>3510 HORTICULTURAL MAINTENANCE</b>			<b>13.00</b>	<b>13.00</b>	<b>0.00</b>	
Full-Time Regular	1113	Arborist	0.50	0.50	0.00	
Full-Time Regular	1250	Parks/Forestry Crew Leader	1.00	1.00	0.00	
Full-Time Regular	1265	Parks/Forestry Worker III	7.00	7.00	0.00	
<b>3515 PARKWAY TREE MAINTENANCE</b>			<b>8.50</b>	<b>8.50</b>	<b>0.00</b>	
Full-Time Regular	1113	Arborist	0.25	0.25	0.00	
Full-Time Regular	1250	Parks/Forestry Crew Leader	1.00	1.00	0.00	
Full-Time Regular	1265	Parks/Forestry Worker III	6.00	6.00	0.00	
<b>3520 DUTCH ELM DISEASE CONTROL</b>			<b>7.25</b>	<b>7.25</b>	<b>0.00</b>	
Full-Time Regular	1113	Arborist	0.25	0.25	0.00	
Full-Time Regular	1250	Parks/Forestry Crew Leader	1.00	1.00	0.00	
Full-Time Regular	1265	Parks/Forestry Worker III	1.00	1.00	0.00	
<b>3525 TREE PLANTING</b>			<b>2.25</b>	<b>2.25</b>	<b>0.00</b>	
Full-Time Regular	1149	Clerk III	1.00	1.00	0.00	
Full-Time Regular	1446	Ecology Center Coordinator	1.00	0.00	-1.00	Re-classified to Recreation Program Manager
Full-Time Regular	1294	Recreation Program Manager	1.00	2.00	1.00	
Part-time Regular	1366	Garden Coordinator	0.20	0.20	0.00	
Part-time Regular	1397	Facilities Supervisor	0.32	0.32	0.00	
Part-time Regular	1403	PT Custodian	0.25	0.25	0.00	
<b>3605 ECOLOGY CENTER</b>			<b>3.77</b>	<b>3.77</b>	<b>0.00</b>	
Full-Time Regular	1114	Director, Arts Council	0.40	0.00	-0.40	Position moved to business unit 3720.
Full-Time Regular	1300	Secretary II	0.40	0.00	-0.40	Position moved to business unit 3720.
<b>3700 ARTS COUNCIL</b>			<b>0.80</b>	<b>0.00</b>	<b>-0.80</b>	
Full-Time Regular	1114	Director, Arts Council	0.20	0.00	-0.20	Position moved to business unit 3720.
Full-Time Regular	1201	Facilities Maint. Worker II	1.00	1.00	0.00	
Full-Time Regular	1294	Recreation Program Manager	0.00	0.00	0.00	
Full-Time Regular	1300	Secretary II	0.20	0.00	-0.20	Position moved to business unit 3720.
Part-time Regular	1397	Facilities Supervisor	0.95	0.35	-0.60	.6 FTE eliminated.
Part-time Regular	1403	PT Custodian	1.96	1.96	0.00	
<b>3710 NOYES CULTURAL ARTS CTR</b>			<b>4.31</b>	<b>3.31</b>	<b>-1.00</b>	

**CITY OF EVANSTON  
FY 2012 FULL-TIME EQUIVALENT (FTE) POSITION DETAIL - ALL FUNDS**

Employee Status Description	Position ID	Position Description	2011 Budgeted FTE	2012 Budgeted FTE	Difference FTE	Comments
Full-Time Regular	1114	Director, Arts Council	0.40	1.00	0.60	.2 FTE moved from business unit 3710 and .4 FTE of Position moved from business unit 3720.
Full-Time Regular	1300	Secretary II	0.40	1.00	0.60	.2 FTE moved from business unit 3710 and .4 FTE of Position moved from business unit 3720.
Full-Time Regular	1305	Senior Program Coordinator	1.00	1.00	0.00	
<b>3720 CULTURAL ARTS PROGRAMS</b>			<b>1.80</b>	<b>3.00</b>	<b>1.20</b>	
Full-Time Regular	1199	Executive Secretary (Non-DH)	1.00	1.00	0.00	
Full-Time Regular	1468	Architect / Project Manager	1.00	1.00	0.00	
<b>3805 FACILITIES ADMINISTRATION</b>			<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	
Full-Time Regular	1164	Fac Maint Worker/Custodian I	1.00	1.00	0.00	
Part-time Regular	1403	PT Custodian	0.20	0.20	0.00	
Full-Time Regular	1163	Custodian I	1.00	1.00	0.00	
<b>3806 CIVIC CENTER SERVICES</b>			<b>2.20</b>	<b>2.20</b>	<b>0.00</b>	
Full-Time Regular	1200	Facilities Mgmt Supervisor	2.00	2.00	0.00	
Full-Time Regular	1203	Facilities Maint. Worker III	13.00	13.00	0.00	
Full-Time Regular	1351	ADA/CIP Project Manager	1.00	1.00	0.00	
<b>3807 CONSTRUCTION &amp; REPAIR</b>			<b>16.00</b>	<b>16.00</b>	<b>0.00</b>	
<b>3000 PARKS, REC. &amp; COMMUNITY SERVICES</b>			<b>129.06</b>	<b>125.41</b>	<b>-3.65</b>	
<b>Grand Total - General Fund</b>			<b>627.71</b>	<b>624.26</b>	<b>-3.45</b>	

**Other Funds - Full-Time Equivalent Positions**

Employee Status Description	Position ID	Position Description	2011 Budgeted FTE	2012 Budgeted FTE	Difference FTE	
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**Library Fund**

Full-Time Regular	1226	Librarian I	2.74	3.50	0.76	
Full-Time Regular	1228	Librarian III	1.00	1.00	0.00	
Part-time Regular	1229	Library Aide I	0.81	0.00	-0.81	
Full-Time Regular	1231	Library Assistant	3.43	5.00	1.57	
Part-time Regular	1388	Shelver	0.40	1.21	0.81	
<b>4805 CHILDREN'S SERVICES</b>			<b>8.38</b>	<b>10.71</b>	<b>2.33</b>	
Full-Time Regular	1226	Librarian I	7.84	6.84	-1.00	
Part-time Regular	1231	Library Assistant	0.00	3.07	3.07	
Part-time Regular	1372	Library Clerk	2.48	2.48	0.00	
Part-time Regular	1384	Readers' Advisor	4.05	0.00	-4.05	
Full-Time Regular	1448	Administrative Librarian	1.00	1.00	0.00	
Full-Time Regular	1451	Virtual Services Librarian	1.00	1.00	0.00	
Full-Time Regular		Community Engagement Librarian	0.00	1.00	1.00	Position added.
<b>4806 ADULT SERVICES</b>			<b>16.37</b>	<b>15.39</b>	<b>-0.98</b>	
Full-Time Regular	1141	Circulation Supervisor	1.00	1.00	0.00	
Part-time Regular	1149	Clerk III	1.00	1.00	0.00	
Full-Time Regular	1230	Library Aide II	1.00	1.00	0.00	
Part-time Regular	1372	Library Clerk	6.33	6.26	-0.07	
Part-time Regular	1387	Security Monitor	1.18	1.18	0.00	
Part-time Regular	1388	Shelver	4.00	4.00	0.00	
<b>4820 CIRCULATION</b>			<b>14.51</b>	<b>14.44</b>	<b>-0.07</b>	
Full-Time Regular	1227	Librarian II	1.00	1.00	0.00	
Part-time Regular	1231	Library Assistant	0.00	0.46	0.46	
Part-time Regular	1355	Branch Assistant	1.31	0.85	-0.46	
Part-time Regular	1372	Library Clerk	0.33	0.33	0.00	
<b>4825 NORTH BRANCH</b>			<b>2.64</b>	<b>2.64</b>	<b>0.00</b>	
Full-Time Regular	1151	Clerk Typist II	1.00	0.00	-1.00	Clerk Typist II position re-classified to Library Assistant.
Full-Time Regular	1226	Librarian I	0.53	0.53	0.00	
Full-Time Regular	1228	Librarian III	1.00	1.00	0.00	
Full-Time Regular	1231	Library Assistant	1.00	2.00	1.00	Library Assistant re-classified from Clerk Typist II position.
Part-time Regular	1372	Library Clerk	2.08	2.08	0.00	
<b>4835 TECHNICAL SERVICES</b>			<b>5.61</b>	<b>5.61</b>	<b>0.00</b>	

**CITY OF EVANSTON**  
**FY 2012 FULL-TIME EQUIVALENT (FTE) POSITION DETAIL - ALL FUNDS**

Employee Status Description	Position ID	Position Description	2011 Budgeted FTE	2012 Budgeted FTE	Difference FTE	Comments
Full-Time Regular	1165	Custodian II	3.00	3.00	0.00	
<b>4840 MAINTENANCE</b>			<b>3.00</b>	<b>3.00</b>	<b>0.00</b>	
Full-Time Regular	1130	Bookkeeper	0.53	0.53	0.00	
Full-Time Regular	1149	Clerk III	1.00	1.00	0.00	
Full-Time Regular	1232	Director, Library	1.00	1.00	0.00	
Full-Time Regular	1450	Administrative Services Manager	1.00	1.00	0.00	
Part-time Regular	1452	Administrative Assistant	1.12	1.06	-0.06	
<b>4845 ADMINISTRATION</b>			<b>4.65</b>	<b>4.59</b>	<b>-0.06</b>	
<b>4800 LIBRARY FUND</b>			<b>55.16</b>	<b>56.38</b>	<b>1.22</b>	
<b>Neighborhood Stabilization Program 2</b>						
Full-Time Regular	1241	Neighborhood Planner	0.00	0.25	0.25	.25 FTE transferred from business unit 5220.
Full-Time Regular	1462	NSP 2 Housing Specialist	1.00	1.00	0.00	
Full-Time Regular	1488	Housing and Grant Administrator	0.00	0.50	0.50	.5 FTE transferred from business unit 5220.
Part-Time Regular	1500	Financial Analyst	0.00	0.25	0.25	Position added.
<b>5005 NSPS</b>			<b>1.00</b>	<b>2.00</b>	<b>1.00</b>	
<b>5005 NSPS FUND</b>			<b>1.00</b>	<b>2.00</b>	<b>1.00</b>	
<b>Emergency Telephone System Fund</b>						
Full-Time Regular	1105	Asst Communications Coord	2.00	2.00	0.00	
Full-Time Regular	1156	Communications Coordinator	1.00	1.00	0.00	
Full-Time Regular	1327	Telecommunicator	2.00	2.00	0.00	
<b>5150 EMERGENCY TELEPHONE SYSTEM</b>			<b>5.00</b>	<b>5.00</b>	<b>0.00</b>	
<b>5150 EMERGENCY TELEPHONE SYSTEM FUND</b>			<b>5.00</b>	<b>5.00</b>	<b>0.00</b>	
<b>Community Development Block Grant Fund</b>						
Full-Time Regular	1241	Neighborhood Planner	1.00	0.75	-0.25	.25 FTE transferred to business unit 5005.
Full-Time Regular	1488	Housing and Grant Administrator	1.00	0.50	-0.50	.5 FTE transferred to business unit 5005.
Part-Time Regular	1500	Financial Analyst	0.00	0.28	0.28	Position added.
<b>5220 CDBG ADMINISTRATION</b>			<b>2.00</b>	<b>1.53</b>	<b>-0.47</b>	
<b>5220 CDBG ADMINISTRATION FUND</b>			<b>2.00</b>	<b>1.53</b>	<b>-0.47</b>	
<b>Economic Development Fund</b>						
Full-Time Regular	1185	Economic Development Coordinator	2.00	2.00	0.00	
Full-Time Regular	1465	Intergovernmental Affairs Coordinator	1.00	1.00	0.00	
Full-Time Regular	1494	Development Officer	1.00	1.00	0.00	
Full-Time Regular	1449	Economic Development Division Mgr.	1.00	1.00	0.00	
Full-Time Regular	1502	Economic Development Specialist	0.00	2.00	2.00	Positions added.
<b>5300 ECON. DEVELOPMENT FUND</b>			<b>5.00</b>	<b>7.00</b>	<b>2.00</b>	
<b>5300 ECON. DEVELOPMENT FUND</b>			<b>5.00</b>	<b>7.00</b>	<b>2.00</b>	
<b>Capital Improvement Fund</b>						
Full-Time Regular	1145	Civil Engineer II	1.00	0.00	-1.00	Position eliminated.
<b>5999 CAPITAL IMPROVEMENT FUND</b>			<b>1.00</b>	<b>0.00</b>	<b>-1.00</b>	
<b>5999 CAPITAL IMPROVEMENT FUND</b>			<b>1.00</b>	<b>0.00</b>	<b>-1.00</b>	
<b>Parking System Fund</b>						
Full-Time Regular	1247	Finance Operations Coordinator	0.00	1.00	1.00	Position transferred from business unit 1910 in the General Fund.
Full-Time Regular	1257	Parking System Supervisor	1.00	0.00	-1.00	Position eliminated.
Full-Time Regular	1329	Traffic Engineering Technician	0.50	0.50	0.00	
Full-Time Regular	1432	Parking Manager	1.00	1.00	0.00	
Full-Time Regular	1439	Parking Facilities Supervisor	1.00	1.00	0.00	
Full-Time Regular	1482	Customer Service Representatives	3.00	3.00	0.00	
<b>7005 PARKING SYSTEM MANAGEMENT</b>			<b>6.50</b>	<b>6.50</b>	<b>0.00</b>	
Full-Time Regular	1254	Parking Repair Worker	3.00	3.00	0.00	
Full-Time Regular	1288	Public Works Maint Wrkr II	4.00	4.00	0.00	
Full-Time Regular	1476	Public Works Operations Coordinator	1.00	1.00	0.00	
<b>7015 PARKING LOTS &amp; METERS</b>			<b>8.00</b>	<b>8.00</b>	<b>0.00</b>	

**CITY OF EVANSTON  
FY 2012 FULL-TIME EQUIVALENT (FTE) POSITION DETAIL - ALL FUNDS**

Employee Status Description	Position ID	Position Description	2011 Budgeted FTE	2012 Budgeted FTE	Difference FTE	Comments
Full-Time Regular	1288	Public Works Maint Wrkr II	1.00	1.00	0.00	
<b>7037 MAPLE AVENUE GARAGE</b>			<b>1.00</b>	<b>1.00</b>		
<b>7005 PARKING SYSTEM FUND</b>			<b>15.50</b>	<b>15.50</b>	<b>0.00</b>	
<b>Water Fund</b>						
Full-Time Regular	1460	Utilities Director	1.00	1.00	0.00	
Full-Time Regular	1199	Exec Secretary (non-Dept Head)	1.00	1.00	0.00	
Full-Time Regular	1421	Superintendent, Const & Fld Svcs	1.00	1.00	0.00	
Full-Time Regular	1126	Superintendent, Water Production	1.00	1.00	0.00	
Full-Time Regular		Utilities Coordinator	0.00	1.00	1.00	Re-classified from Water Service Worker from business unit 7115.
<b>7100 WATER GENERAL SUPPORT</b>			<b>4.00</b>	<b>5.00</b>	<b>1.00</b>	
Full-Time Regular	1183	Division Chief, Pumping	1.00	1.00	0.00	
Full-Time Regular	1238	Water/Sewer Mechanic	3.00	3.00	0.00	
Full-Time Regular	1337	Water Maintenance Supervisor	1.00	1.00	0.00	
Full-Time Regular	1339	Water Worker II	1.00	1.00	0.00	
Full-Time Regular	1340	Water Plant Operator	5.00	5.00	0.00	
<b>7105 PUMPING</b>			<b>11.00</b>	<b>11.00</b>	<b>0.00</b>	
Full-Time Regular	1138	Chemist	1.00	1.00	0.00	
Full-Time Regular	1182	Division Chief, Filtration	1.00	1.00	0.00	
Full-Time Regular	1238	Water/Sewer Mechanic	3.00	3.00	0.00	
Full-Time Regular	1240	Microbiologist	1.00	1.00	0.00	
Full-Time Regular	1337	Water Maintenance Supervisor	1.00	1.00	0.00	
Full-Time Regular	1338	Water Worker I	1.00	1.00	0.00	
Full-Time Regular	1339	Water Worker II	1.00	1.00	0.00	
Full-Time Regular	1340	Water Plant Operator	5.00	5.00	0.00	
<b>7110 FILTRATION</b>			<b>14.00</b>	<b>14.00</b>	<b>0.00</b>	
Full-Time Regular	1146	Civil Engineer III	1.00	1.00	0.00	
Full-Time Regular	1181	Division Chief, Distribution	0.50	0.50	0.00	
Full-Time Regular	1211	GIS Analyst	0.00	0.50	0.50	.5 FTE transferred from business unit 1932.
Part-Time Regular	1271	Plumbing Inspector	0.50	0.50	0.00	
Full-Time Regular	1338	Water Worker I	2.00	2.00	0.00	
Full-Time Regular	1339	Water Worker II	1.00	0.00	-1.00	Reclassified to Water Worker III.
Full-Time Regular	1339	Water Worker III	0.00	2.00	2.00	Reclassified Water Worker II and Water Service Worker
Full-Time Regular	1341	Water Service Worker	2.00	0.00	-2.00	1 position reclassified to Utilities Coordinator in business unit 7100. 1 position re-classified to Water Worker III position.
Full-Time Regular	1390	Water/Sewer Crew Leader	3.00	3.00	0.00	
Full-Time Regular	1393	Water Distribution Supervisor	1.00	1.00	0.00	
<b>7115 DISTRIBUTION</b>			<b>11.00</b>	<b>10.50</b>	<b>-0.50</b>	
Full-Time Regular	1164	Fac Maint Worker/Custodian I	1.00	1.00	0.00	
Full-Time Regular	1239	Meter Service Coordinator	1.00	1.00	0.00	
<b>7120 WATER METER MAINTENANCE</b>			<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	
<b>7100 WATER FUND</b>			<b>42.00</b>	<b>42.50</b>	<b>0.50</b>	
<b>Sewer Fund</b>						
Full-Time Regular	1181	Division Chief, Distribution	0.50	0.50	0.00	
Full-Time Regular	1189	Engineering Associate II	2.00	2.00	0.00	
Part-Time Regular	1271	Plumbing Inspector	0.50	0.50	0.00	
Full-Time Regular	1338	Water Worker I	2.00	2.00	0.00	
Full-Time Regular	1339	Water Worker II	3.00	2.00	-1.00	1 position reclassified to Water Worker III
Full-Time Regular	1504	Water Worker III	0.00	1.00	1.00	Reclassification from Water Worker II
Full-Time Regular	1390	Water/Sewer Crew Leader	4.00	4.00	0.00	
Full-Time Regular	1392	Sewer Supervisor	1.00	1.00	0.00	
<b>7400 SEWER MAINTENANCE</b>			<b>13.00</b>	<b>13.00</b>	<b>0.00</b>	
<b>7400 SEWER MAINTENANCE FUND</b>			<b>13.00</b>	<b>13.00</b>	<b>0.00</b>	
<b>Solid Waste Fund</b>						
Full-Time Regular	1195	Equipment Operator II	10.00	10.00	0.00	
<b>7690 RESIDENTIAL RECYCLING COLLECTION</b>			<b>10.00</b>	<b>10.00</b>	<b>0.00</b>	
<b>7600 SOLID WASTE FUND</b>			<b>10.00</b>	<b>10.00</b>	<b>0.00</b>	

**CITY OF EVANSTON  
FY 2012 FULL-TIME EQUIVALENT (FTE) POSITION DETAIL - ALL FUNDS**

Employee Status Description	Position ID	Position Description	2011 Budgeted FTE	2012 Budgeted FTE	Difference FTE	Comments
<b>Fleet Service Fund</b>						
Full-Time Regular	1110	Fleet Services Manager	1.00	1.00	0.00	
Full-Time Regular	1128	Auto Shop Supervisor	1.00	1.00	0.00	
<b>7705 GENERAL SUPPORT</b>			<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	
Full-Time Regular	1193	Equipment Mechanic III	8.00	8.00	0.00	
Full-Time Regular	1197	Equipment Parts Technician	1.00	0.00	-1.00	Re-classified to Fleet Operations Coordinator.
Full-Time Regular	1233	Lead Mechanic	1.00	1.00	0.00	
Full-Time Regular	1498	Fleet Operations Coordinator	0.00	1.00	1.00	Re-classified from Equipment Parts Technician.
<b>7710 MAJOR MAINTENANCE</b>			<b>10.00</b>	<b>10.00</b>	<b>0.00</b>	
<b>7700 FLEET SERVICES FUND</b>			<b>12.00</b>	<b>12.00</b>	<b>0.00</b>	
<b>Insurance Fund</b>						
Full-Time Regular	1205	Exec Secretary (to Dept. Head)	1.00	1.00	0.00	
Full-Time Regular	1456	Assistant City Attorney I	1.00	1.00	0.00	
Full-Time Regular	1472	Insurance Administrator	1.00	1.00	0.00	
Full-Time Regular	1473	Workers Comp and Safety Manager	1.00	1.00	0.00	
<b>7800 INSURANCE FUND</b>			<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	
<b>7800 INSURANCE FUND</b>			<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	
<b>Grand Total - Other Funds</b>			<b>165.66</b>	<b>168.91</b>	<b>3.25</b>	
<b>Grand Total - All Funds</b>			<b>793.37</b>	<b>793.17</b>	<b>-0.20</b>	



City of  
**Evanston**<sup>™</sup>

## **PART VI**

# **CAPITAL IMPROVEMENT PLAN**



# Capital Improvement Plan

## Overview

The Capital Improvement Plan (CIP) is a process by which the City designs a multi-year plan for major capital expenditures. It represents the City's plan for physical development and is reviewed and updated each year to reflect changing priorities. It provides an ongoing framework for identifying capital requirements, scheduling projects over a period of years, coordinating related projects, and identifying future fiscal impacts. Generally, the CIP includes improvements that are relatively expensive, have a multi-year useful life, and, similar to capital outlay items, result in fixed assets. These include the construction of new buildings, additions to or renovations of existing buildings, construction of streets, sewer improvements, land purchases, and major software or equipment purchases. Due to the nature and total costs of the identified projects, bond proceeds are one of the major sources of revenue. The CIP is a dynamic process, with anticipated projects being changed, added, and deleted from the plan as the five-year timeline evolves.

During the past several years, staff has undertaken a variety of comprehensive assessments of many of the City's capital assets to provide a more complete understanding of the City's future needs. A sample of these include: the Comprehensive Pavement Study; Parks, Forestry, and Recreation Strategic Plan; the analysis of the Civic Center; the Crown Center Study, the Ten-Year Sewer Improvement Program; Street Lighting; Chicago Avenue Corridor; Downtown Streetscape Audit; the assessments of Fire and Police Stations; the current development of the IT Strategic Plan, as well as development of the City's Strategic Plan. These studies serve as the foundation for the staff recommendations set forth in the attached Capital Improvement Plan. As the City moves forward, it must continually assess the ongoing infrastructure needs of the community.

Formal City Council adoption of the Capital Improvement Program indicates the City's commitment to the plan, but does not in itself authorize expenditures. The necessary funding mechanisms must be adopted each year to pay for the improvements – year one is the approved Capital Budget for which Council approval authorizes expenditures, with years two through five reflecting the City's plan for improvements.

## Summary of FY 2012 - 2016 Capital Improvement Plan

It is important to distinguish between the City's Capital Improvement Plan (CIP) and Capital Improvement Fund (CIF). The CIP report in this section includes all citywide capital projects, regardless of the fund and/or funding source. This contrasts with the City's CIF, which includes only those capital projects that are not paid through one of the City's internal service, special revenue, or enterprise funds. Typically, capital purchases used to benefit the City as a whole are budgeted and paid from the CIF, while capital purchases specific to one area, function, or fund are typically paid from that specific source or fund.

An example of the above would be an addition or capital improvement to the City's water filtration plant. While this project would be included in the City's CIP report, the expense would be budgeted in the City's Water Utility Fund. There are a couple of exceptions to this rule. Capital projects funded via the City's Motor Fuel Tax (MFT) Fund may benefit the City as a whole, but for legal purposes such capital projects must be budgeted and paid out of the City's MFT Fund. Another example would be capital purchases related to the City's fleet. Since the City maintains a separate internal service Fleet Fund for tracking purposes, CIP projects pertaining to fleet vehicles and equipment purchases are budgeted and paid from the Fleet Fund rather than the CIF.



# Capital Improvement Fund Policy

## Section I: Objectives and Priorities

The overall goal for Evanston's capital improvement effort is:

A comprehensive capital improvement program that is used by decision-makers to guide capital investments, make the best use of limited resources and provide community facilities that function well and contribute to the attractiveness, public health and safety of the City.

To accomplish this goal, a broad set of objectives and policies have been developed to guide preparation and monitoring of the capital improvement program. These broad objectives, priorities and policies adopted by the City Council guide staff each year as a capital program is developed and presented to the City Council for review and consideration.

### Objectives

- Undertake a comprehensive assessment of all capital needs and develop a strategic plan to meet the City's capital needs, so that projects and funding are rationally sequenced, coordinated and kept on the public agenda.
- Undertake capital improvements that are needed to maintain existing public facilities, increase operating efficiency and reduce operating costs.
- Undertake capital investments that encourage and support economic development or directly produce income.
- Undertake capital improvements that are of the highest quality that the City can afford which enhance Evanston's physical appearance, public image, quality of life and promote public health and safety.
- Limit the extent to which local property taxes are required to finance capital improvements.
- Plan all capital projects to meet ADA requirements.

### Priorities

- Project major capital improvement replacement needs to cover a 20- to 30- year period so that a long-range capital maintenance plan can be developed.
- Set priorities for capital improvements and match projects with appropriate funding sources.
- Monitor implementation of the Capital Improvement Plan through periodic capital improvement staff meetings and reports to the Administration and Public Works Committee.
- Undertake an annual review of capital improvement funding sources and an assessment of capital improvement projects proposed for the following years.



# Capital Improvement Fund Policy

- Commit funds annually for improvements so that incremental progress can be made toward long-range goals.
- Coordinate planned capital improvement projects where opportunities exist to do so.
- Leverage local capital improvement funds to the extent possible.
- Give priority to projects that further the objectives of the Comprehensive General Plan.

More specific policies have also been written to guide the scheduling and prioritization of projects within each of the major project classifications.

## **Economic Development**

- Make capital investments needed to realize the full potential of the Downtown Redevelopment.
- Coordinate improvements made in retail and commercial areas.
- Develop and implement programs to upgrade and maintain streetscapes in each neighborhood business district within the City.
- Develop and implement plans for capital needs of neighborhood economic development.

## **Environment**

- Maintain water system improvements needed to ensure a safe and adequate water supply.
- Develop and implement programs to eliminate environmental hazards where they exist in City facilities and on public grounds.
- Participate in development of area-wide solutions to the problem of solid waste disposal and promote local recycling and waste reduction efforts to minimize solid waste disposal requirements and conserve resources.
- Complete the long-range comprehensive sewer plan.

## **Parks and Recreation**

- Rehabilitate parks through periodic replacement of pavement, athletic fields and courts, equipment, site furnishings, infrastructure and landscaping.
- Undertake improvements to enhance and protect the lakefront park system.
- Maintain Evanston's community recreational facilities to the high standard expected.
- Bring play equipment into compliance with current CPSC and ASTM safety guidelines and ADA requirements.



# Capital Improvement Fund Policy

## Public Buildings

- Consider life cycle costs (long-term costs of maintenance, operation, utilities and financing) in making decisions concerning construction, purchasing, disposal or rehabilitation of public facilities.
- Continue to undertake preventive maintenance, energy conservation, and rehabilitation programs for public buildings.
- Undertake projects needed to improve the security of public buildings and facilities.
- Complete the fire station construction and improvement plan.
- Complete the rehabilitation of the Police/Fire Headquarters.
- Undertake projects and improvement to municipal facilities to meet the standards of the Federal Americans with Disabilities Act (ADA).
- Develop and implement a plan for the municipal offices.
- Implement policy advocating art within city building projects, in compliance with Title 7, Chapter 16 of the City Code.

## Transportation

- Improve the condition, efficiency and safety of Evanston's circulation system.
- Undertake improvements needed to keep municipal parking facilities well maintained, safe and attractive.
- Plan and implement expanded public parking inventory.
- Continue the City's programs for maintaining curbs, gutters and sidewalks.
- Evaluate all sidewalks and develop an improvement schedule.
- Enhance livability of neighborhoods by implementing various traffic controls.
- Improve Evanston's remaining unpaved streets and alleys.
- Implement a Citywide bike plan and encourage inter-modal transportation.
- Ensure adequate street lighting to balance crime prevention, safety and residential atmosphere.
- Develop plans and programs to improve the appearance and maintenance of rail embankments, viaducts and rail stations.



# Capital Improvement Fund Policy

## Section II: Fiscal Management

### Capital Expenditure Policies

- Drawn from the long-range capital needs list, a five-year capital improvement program will be developed and updated annually, including anticipated funding sources.
- The City will maintain all its physical assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs.
- The City will coordinate development of the capital improvement budget with the development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts.
- If a new project (non-emergency) is identified during the fiscal year, staff shall prepare a report to the City Council describing the project, and if necessary, recommend a decrease in another approved project so as not to alter the overall appropriation for the capital budget.

### Capital Financing Policies

- Long-term borrowing will not be used to finance current operations or normal maintenance.
- Capital projects financed through the issuance of bonds will be financed for a period not to exceed the expected useful life of the project.
- The City will establish an appropriate mix of bonded debt and pay-as-you-go financing in the funding of capital projects. The City will strive to find more streams of revenue to support pay-as-you-go financing of its future capital improvements.
- Dedicated revenue stream options include, but are not limited to, excess funds, additional taxes (i.e. motor fuel tax for street improvements) and use of tax increment financing revenues as they become available.
- Outstanding tax-supported debt shall not exceed \$90 million.

### Capital Project Planning and Cost Containment

- City staff will meet monthly to review the progress on all outstanding projects. Semi-annual reports will be presented to the Administration & Public Works Committee.
- Identification of funding opportunities should be included within the project development phase.
- Recognize that most projects will take at least two years to plan and implement.
- Where appropriate, separate project planning and execution costs should be specified.
- Understand that approving a study does not guarantee the implementation of the project.



# Capital Improvement Fund Policy

- For any enterprise fund or storm water management fund that is supporting debt, an annual rate study will be performed to ensure that the fees or rates are sufficient to meet the debt service requirements.
- A five-year projection of revenues and expenditures for the general, special revenue, and enterprise funds should be prepared to provide strategic perspective to each annual budget process.

## Emergency Fund Reserves

- An emergency account within the Capital Improvement Fund shall be established to fund emergency capital needs.
- The emergency account shall be initially funded through a one-time revenue source and replenished with a percentage of project surpluses at the end of the fiscal year.

## Grants

- City staff should seek grants for projects which are in the current fiscal year, the five-year plan, or fund a recognized City need.
- For projects not currently funded or in the five year plan, the Council must approve the reduction or elimination of a previously planned project.
- If a grant is received, the original funds can be used in any of the following ways:
  - Reallocated to a new project within the five-year plan within the same area.
  - Reallocated to a priority list of projects approved by the City Council during consideration of the capital plan.
  - Used to expand the scope of the existing project for which the grant is received.
  - Placed in the contingency fund for future matches or cost overruns.
  - Placed in an emergency fund for unanticipated projects.

## Community Development Block Grant (CDBG) Funds

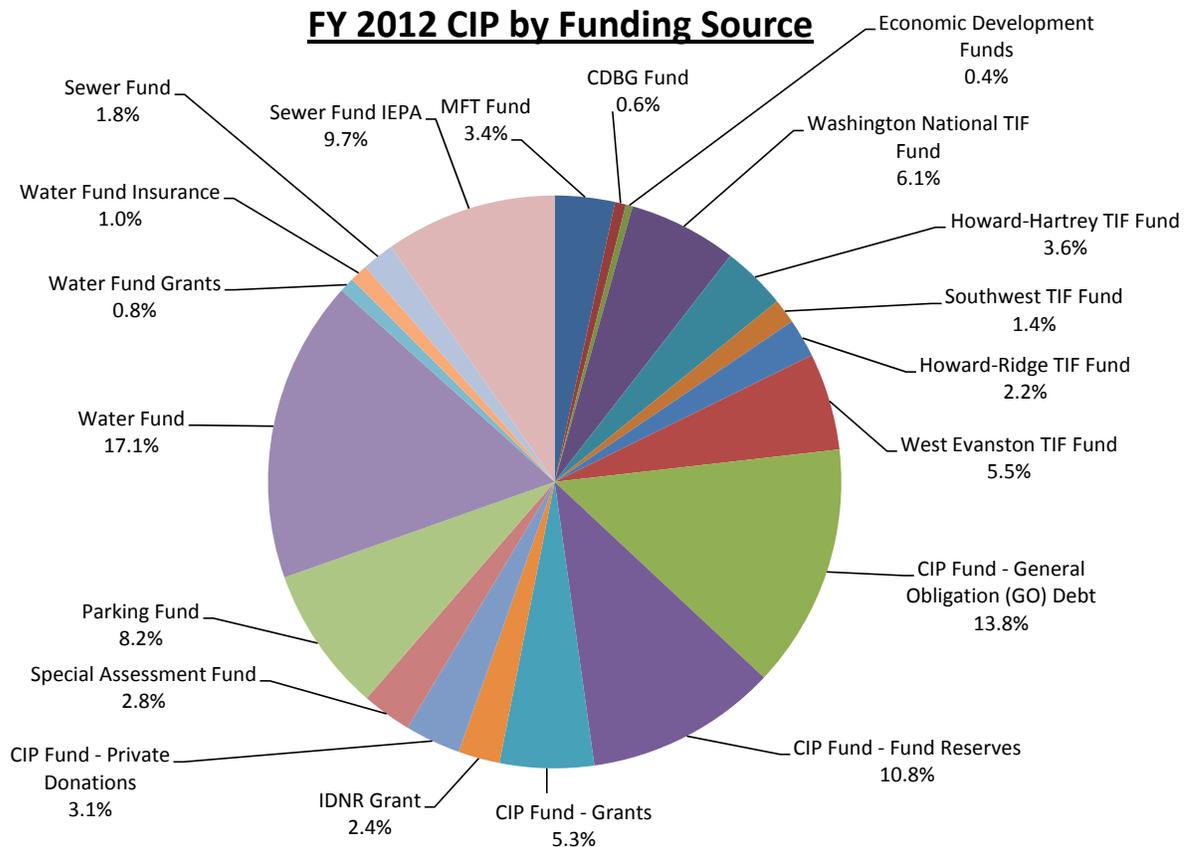
- A comprehensive program for all capital projects in the CDBG target area will be presented to the CDBG Committee.

**City of Evanston  
 Adopted Capital Improvement Plan Summary by Funding Source  
 Fiscal Year 2012**

<u>Funding Source</u>	<u>Amount</u>
MFT Fund	1,400,000
CDBG Fund	255,000
Economic Development Funds	160,000
Washington National TIF Fund	2,536,000
Howard-Hartrey TIF Fund	1,500,000
Southwest TIF Fund	580,000
Howard-Ridge TIF Fund	900,000
West Evanston TIF Fund	2,270,000
CIP Fund - General Obligation (GO) Debt	5,703,213
CIP Fund - Fund Reserves	4,477,945
CIP Fund - Grants	2,193,000
IDNR Grant	975,000
CIP Fund - Private Donations	1,301,200
Special Assessment Fund	1,155,000
Parking Fund	3,400,000
Water Fund	7,067,000
Water Fund Grants	350,000
Water Fund Insurance	420,000
Sewer Fund	753,000
Sewer Fund IEPA	4,000,000

**TOTAL FY12 ADOPTED CIP**

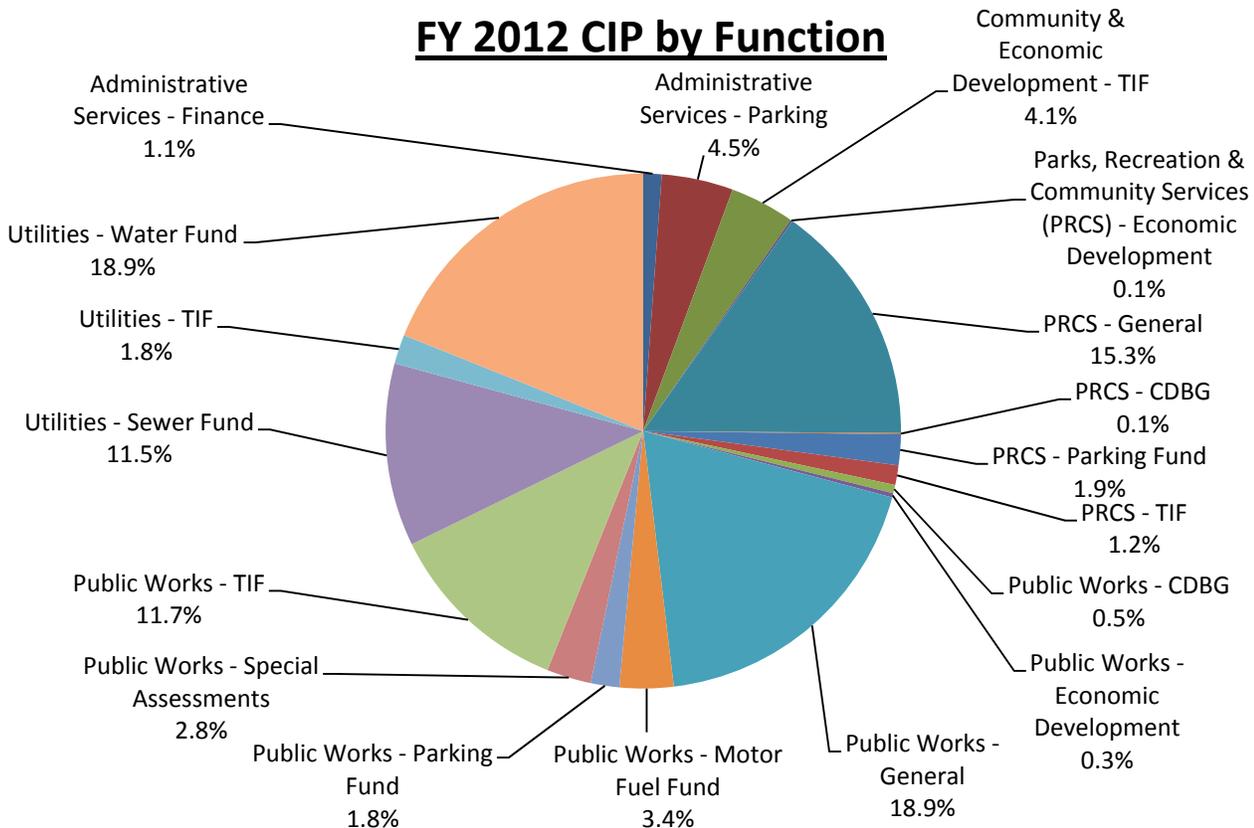
**41,396,358**



**City of Evanston  
Adopted Capital Improvement Plan Summary by Function  
Fiscal Year 2012**

<u>Function</u>	<u>Amount</u>
Administrative Services - Finance	475,000
Administrative Services - Parking	1,860,000
Community & Economic Development - TIF	1,680,000
Parks, Recreation & Community Services (PRCS) - Economic Development	50,000
PRCS - General	6,333,358
PRCS - CDBG	35,000
PRCS - Parking Fund	800,000
PRCS - TIF	506,000
Public Works - CDBG	220,000
Public Works - Economic Development	110,000
Public Works - General	7,842,000
Public Works - Motor Fuel Fund	1,400,000
Public Works - Parking Fund	740,000
Public Works - Special Assessments	1,155,000
Public Works - TIF	4,840,000
Utilities - Sewer Fund	4,753,000
Utilities - TIF	760,000
Utilities - Water Fund	7,837,000

**TOTAL FY12 ADOPTED CIP** **41,396,358**



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1	<b>City of Evanston</b>							
2	<b>Capital Improvement Plan</b>							
3	<b>Sorted by Fund &amp; Funding Source</b>							
4	<b>Fiscal Year 2012</b>							
5								
6								
7								
8		Project		Funding	Fund	Fund #	Carryover	Adopted
9	<u>Description</u>	<u>Head</u>	<u>Department</u>	<u>Source</u>	<u>Responsible</u>	<u>Responsible</u>	<u>Y/N</u>	<u>FY 12</u>
10	<b>REVENUES (by Funding Source)</b>							
11								
12	MFT Fund Funding	N/A		N/A	N/A	N/A	N/A	1,400,000
14	CDBG Fund Funding	N/A		N/A	N/A	N/A	N/A	255,000
15	Economic Development Funds Funding	N/A		N/A	N/A	N/A	N/A	160,000
16	Washington National TIF Fund Funding	N/A		N/A	N/A	N/A	N/A	2,536,000
17	Howard-Hartrey TIF Fund Funding	N/A		N/A	N/A	N/A	N/A	1,500,000
18	Southwest TIF Fund Funding	N/A		N/A	N/A	N/A	N/A	580,000
19	Howard-Ridge TIF Fund Funding	N/A		N/A	N/A	N/A	N/A	900,000
20	West Evanston TIF Fund Funding	N/A		N/A	N/A	N/A	N/A	2,270,000
21	CIP Fund - General Obligation (GO) Debt	N/A		N/A	N/A	N/A	N/A	5,703,213
22	CIP Fund - Fund Reserves	N/A		N/A	N/A	N/A	N/A	4,477,945
23	CIP Fund - Grants	N/A		N/A	N/A	N/A	N/A	2,193,000
25	CIP Fund - IDNR Grant Funding	N/A		N/A	N/A	N/A	N/A	975,000
26	CIP Fund - Private Donations	N/A		N/A	N/A	N/A	N/A	1,301,200
27	SA Fund Funding	N/A		N/A	N/A	N/A	N/A	1,155,000
28	Parking Fund Funding	N/A		N/A	N/A	N/A	N/A	3,400,000
29	Water Fund Funding	N/A		N/A	N/A	N/A	N/A	7,067,000
30	Water Fund Grants Funding	N/A		N/A	N/A	N/A	N/A	350,000
31	Water Fund Insurance Funding	N/A		N/A	N/A	N/A	N/A	420,000
32	Sewer Fund Funding	N/A		N/A	N/A	N/A	N/A	753,000
33	Sewer Fund IEPA Funding	N/A		N/A	N/A	N/A	N/A	4,000,000
34	<b>TOTAL REVENUE</b>							<b>41,396,358</b>
35								
36								
37	<b>EXPENDITURES</b>							
38	Street Resurfacing - MFT	Robinson	Public Works	MFT	MFT	200	No	1,400,000
39	<b>SUBTOTAL</b>							<b>1,400,000</b>
40								
41								
55	Fireman's Park Renovations	Gaynor	PRCS	Grant CDBG	CDBG	215	No	35,000
62	Alley Paving	Robinson	Public Works	Grant CDBG	CDBG	215	Yes	190,000
64	SNAP Lighting	Robinson	Public Works	Grant CDBG	CDBG	215	No	30,000
65	<b>SUBTOTAL</b>							<b>255,000</b>
66								
67								

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69	Grandmother Park	Gaynor	PRCS	Economic Dev.	Economic Dev.	225	Yes	50,000
70	Central Street Sidewalk	Robinson	Public Works	Economic Dev.	Economic Dev.	225	No	110,000
71	SUBTOTAL							160,000
72								
73								
74	Comprehensive Sign Package	Griffin	CED	TIF Increment	Washington TIF	300	No	125,000
76	Economic Development Projects	Griffin	CED	TIF Increment	Washington TIF	300	No	230,000
77	Sherman Avenue Public Art	Gaynor	PRCS	TIF Increment	Washington TIF	300	Yes	81,000
79	Comprehensive Parking Garage Repair Project	Gaynor	PRCS	TIF Increment	Washington TIF	300	Yes	425,000
80	Davis Street Brick Sidewalk Replacement - Chicago to Orrington (TIF)	Robinson	Public Works	TIF Increment	Washington TIF	300	No	-
82	Viaduct Improvements on Davis	Robinson	Public Works	TIF Increment	Washington TIF	300	No	-
84	Orrington Avenue (Davis to Church)	Robinson	Public Works	TIF Increment	Washington TIF	300	No	440,000
85	Pedestrian Lighting	Robinson	Public Works	TIF Increment	Washington TIF	300	No	60,000
86	Street Furniture Package	Robinson	Public Works	TIF Increment	Washington TIF	300	No	175,000
87	Church Street Brick Sidewalk Replacement - Benson to Chicago (TIF)	Robinson	Public Works	TIF Increment	Washington TIF	300	No	460,000
88	Church Street Resurfacing - Benson to Chicago (TIF)	Robinson	Public Works	TIF Increment	Washington TIF	300	No	360,000
89	Davis Street Sewer (If No IEPA Loan)	Stoneback	Utilities	TIF Increment	Washington TIF		No	180,000
90	SUBTOTAL							2,536,000
91								
92								
94	Access Drive Sidewalk & Pedestrian Lighting Installation	Robinson	Public Works	TIF Increment	Howard-Hartrey TIF	310	No	350,000
95	New Bus Shelter at Howard Street Including Bump Out	Robinson	Public Works	TIF Increment	Howard-Hartrey TIF	310	No	250,000
96	Hartrey Streetscape Improvement from Howard to Dead End	Robinson	Public Works	TIF Increment	Howard-Hartrey TIF	310	No	550,000
97	Howard Street & Jewel Osco Driveway Reconfiguration	Robinson	Public Works	TIF Increment	Howard-Hartrey TIF	310	No	350,000
98	SUBTOTAL							1,500,000
99								
100								
101	Cleveland Street (extended) Sewer Rehabilitation (Channel to Pitner)	Stoneback	Utilities	TIF Increment	Southwest TIF	315	No	580,000
102	SUBTOTAL							580,000
103								
104								
105	CIP Improvements to City Owned Buildings	Griffin	CED	TIF Increment	Howard-Ridge TIF	330	No	900,000
106	SUBTOTAL							900,000
107								
108								
109	West Evanston Planning	Griffin	CED	TIF Increment	West Evanston TIF	335	No	200,000
112	Comprehensive Sign Package	Griffin	CED	TIF Increment	West Evanston TIF	335	No	125,000
113	Emerson Square Infrastructure	Griffin	CED	TIF Increment	West Evanston TIF	335	No	1,000,000
114	Church / Dodge Intersection Brick Sidewalk Replacement	Robinson	Public Works	TIF Increment	West Evanston TIF	335	No	200,000

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115	Dodge Ave - Lake Street Intersection Street Scope	Robinson	Public Works	TIF Increment	West Evanston TIF	335	No	300,000
116	Church Street Rehab - Dodge to Ashland	Robinson	Public Works	TIF Increment	West Evanston TIF	335	No	360,000
117	Dempster Traffic Signal CMAQ Improvements	Robinson	Public Works	TIF Increment	West Evanston TIF	335	No	10,000
118	Greenleaf Street Water Main Replacement - Grey to Dodge	Robinson	Public Works	TIF Increment	West Evanston TIF	335	No	75,000
121	SUBTOTAL							2,270,000
122								
123								
124	Service Center Parking Deck Structural and Waterproofing Repairs	Gaynor	PRCS	GO Debt	Capital Improvement Fund	415	No	700,000
125	Lakefront - Lagoon Area Improvements	Gaynor	PRCS	GO Debt	Capital Improvement Fund	415	No	50,000
126	Fire Station #2 Boiler/Chimney & Apparatus Floor Heating Rplc	Gaynor	PRCS	GO Debt	Capital Improvement Fund	415	No	210,000
127	Police Fire Roof Replacement	Gaynor	PRCS	GO Debt	Capital Improvement Fund	415	No	400,000
128	Fire Station #1 Mechanical Upgrade	Gaynor	PRCS	GO Debt	Capital Improvement Fund	415	No	150,000
129	Service Center Locker Room Renovations	Gaynor	PRCS	GO Debt	Capital Improvement Fund	415	No	392,500
130	Civic Center Renovations	Gaynor	PRCS	GO Debt	Capital Improvement Fund	415	No	487,713
131	Civic Center Parking Lot Lighting Improvements	Gaynor	PRCS	GO Debt	Capital Improvement Fund	415	No	320,000
132	Police / Fire HQ Ejector Pump Replacement	Gaynor	PRCS	GO Debt	Capital Improvement Fund	415	No	30,000
133	Davis Street Brick Sidewalk Replacement - Hinman to Orrington	Robinson	Public Works	GO Debt	Capital Improvement Fund	415	No	-
134	CIP Street Resurfacing - Watermain Projects I	Robinson	Public Works	GO Debt	Capital Improvement Fund	415	No	700,000
135	Central Street Sidewalk	Robinson	Public Works	GO Debt	Capital Improvement Fund	415	No	250,000
136	Church St Protected Bike Path (Ashland to Ridge/Chicago to Sheridan)	Robinson	Public Works	GO Debt	Capital Improvement Fund	415	No	130,000
137	Elmwood Avenue (Oakton to South Blvd)	Robinson	Public Works	GO Debt	Capital Improvement Fund	415	No	64,000
138	Oak Avenue (Dempster to Dead End South)	Robinson	Public Works	GO Debt	Capital Improvement Fund	415	No	79,000
139	Church Street Brick Sidewalk Replacement - Ridge to Chicago	Robinson	Public Works	GO Debt	Capital Improvement Fund	415	No	470,000
140	Signage and Pavement Stripping for Pedestrian Safety	Robinson	Public Works	GO Debt	Capital Improvement Fund	415	No	200,000
141	Bridge Street Bridge (HBP)	Robinson	Public Works	GO Debt	Capital Improvement Fund	415	No	50,000
142	City Works Sign, Signal and Street Light Inventory and Upgrade	Robinson	Public Works	GO Debt	Capital Improvement Fund	415	Yes	100,000
143	Chicago Avenue Streetscape	Robinson	Public Works	GO Debt	Capital Improvement Fund	415	Yes	100,000
144	Church Street Rehab - Ridge to Chicago	Robinson	Public Works	GO Debt	Capital Improvement Fund	415	No	160,000
145	Citywide Pavement Evaluation	Robinson	Public Works	GO Debt	Capital Improvement Fund	415	No	200,000
146	New Salt Dome	Robinson	Public Works	GO Debt	Capital Improvement Fund	415	No	460,000
147	SUBTOTAL							5,703,213
148								
149								
150	Services to General Fund	Lyons	Admin Serv	CIP Fund Reserves	Capital Improvement Fund	414	No	475,000
156	Fire Station #1 Mechanical Upgrade	Gaynor	PRCS	CIP Fund Reserves	Capital Improvement Fund	415	Yes	5,000
157	Crown Center Minor Projects	Gaynor	PRCS	CIP Fund Reserves	Capital Improvement Fund	415	Yes	6,000
162	Animal Shelter Renovations	Gaynor	PRCS	CIP Fund Reserves	Capital Improvement Fund	415	Yes	98,102
169	Ecology Center Greenhouse	Gaynor	PRCS	CIP Fund Reserves	Capital Improvement Fund	415	Yes	125,000

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173	Crown Center Partnership Study	Gaynor	PRCS	CIP Fund Reserves	Capital Improvement Fund	415	Yes	73,070
174	Twiggs Park Renovations	Gaynor	PRCS	CIP Fund Reserves	Capital Improvement Fund	415	Yes	218,748
178	Civic Center Renovations	Gaynor	PRCS	CIP Fund Reserves	Capital Improvement Fund	415	Yes	42,287
179	Lakefront - Master Plan Implementation - IDOT Reimbursement	Gaynor	PRCS	CIP Fund Reserves	Capital Improvement Fund	415	Yes	621,238
181	Service Center Locker Room Renovations	Gaynor	PRCS	CIP Fund Reserves	Capital Improvement Fund	415	Yes	7,500
183	CTA Yellow Line Infill Station Feasibility Study	Robinson	Public Works	CIP Fund Reserves	Capital Improvement Fund	415	Yes	55,000
184	City Works Sign, Signal and Street Light Inventory and Upgrade	Robinson	Public Works	CIP Fund Reserves	Capital Improvement Fund	415	Yes	55,000
185	Chicago Avenue Streetscape	Robinson	Public Works	CIP Fund Reserves	Capital Improvement Fund	415	Yes	290,000
189	Asbury Avenue (Central to Chancellor)	Robinson	Public Works	CIP Fund Reserves	Capital Improvement Fund	415	Yes	60,000
190	Bennett Avenue (Simpson to Payne)	Robinson	Public Works	CIP Fund Reserves	Capital Improvement Fund	415	Yes	71,000
191	Brummel Street (Ridge to Elmwood)	Robinson	Public Works	CIP Fund Reserves	Capital Improvement Fund	415	Yes	70,000
192	Dewey Avenue (Kirk to Oakton)	Robinson	Public Works	CIP Fund Reserves	Capital Improvement Fund	415	Yes	82,000
193	Elmwood Avenue (Lee to Crain)	Robinson	Public Works	CIP Fund Reserves	Capital Improvement Fund	415	Yes	193,000
194	Hartrey Avenue (Lincoln to Central)	Robinson	Public Works	CIP Fund Reserves	Capital Improvement Fund	415	Yes	120,000
195	Isabella Street (Highland to Central)	Robinson	Public Works	CIP Fund Reserves	Capital Improvement Fund	415	Yes	70,000
196	Jenks Street (Eastwood - Dead End East)	Robinson	Public Works	CIP Fund Reserves	Capital Improvement Fund	415	Yes	30,000
197	Milburn Street (Ridge to Orrington, Dead End)	Robinson	Public Works	CIP Fund Reserves	Capital Improvement Fund	415	Yes	180,000
198	Pitner Avenue (Lee to Greenleaf)	Robinson	Public Works	CIP Fund Reserves	Capital Improvement Fund	415	Yes	124,000
199	Street Light Power Center Reserves	Robinson	Public Works	CIP Fund Reserves	Capital Improvement Fund	415	Yes	250,000
200	Chicago Ave Signal CMAQ Construction - Reimburse to IDOT	Robinson	Public Works	CIP Fund Reserves	Capital Improvement Fund	415	Yes	75,000
202	Isabella/Sheridan Rehabilitation Project (Wilmette Reimbursement)	Robinson	Public Works	CIP Fund Reserves	Capital Improvement Fund	415	Yes	270,000
203	Sheridan Road Resurfacing - Burnham to Chicago (IDOT Reimb)	Robinson	Public Works	CIP Fund Reserves	Capital Improvement Fund	415	Yes	150,000
204	Lake Street LAPP Project	Robinson	Public Works	CIP Fund Reserves	Capital Improvement Fund	415	Yes	250,000
205	Traffic Signal Upgrades - Sheridan Road Chicago to Central	Robinson	Public Works	CIP Fund Reserves	Capital Improvement Fund	415	Yes	411,000
207	SUBTOTAL							4,477,945
208								
209								
212	Noyes Roof Project	Gaynor	PRCS	Grant	Capital Improvement Fund	415	No	120,000
213	Bridge Rehab Program - Lincoln Street (HBP)	Robinson	Public Works	Grant	Capital Improvement Fund	415	No	240,000
214	Bridge Street Bridge (HBP)	Robinson	Public Works	Grant	Capital Improvement Fund	415	No	200,000
215	Chicago Avenue Streetscape	Robinson	Public Works	Grant	Capital Improvement Fund	415	Yes	800,000
217	Dempster Traffic Signal CMAQ Improvements	Robinson	Public Works	Grant	Capital Improvement Fund	415	No	24,000
221	Traffic Signal Upgrades - Sheridan Road (Carryover)	Robinson	Public Works	Grant	Capital Improvement Fund	415	Yes	674,000
222	Traffic Signal Upgrades - Sheridan Road (New Money)	Robinson	Public Works	Grant	Capital Improvement Fund	415	No	135,000
223	SUBTOTAL							2,193,000
228								
229								
230	Ecology Center Greenhouse	Gaynor	PRCS	IDNR Grant	Capital Improvement Fund	415	No	375,000
233	Ladd Arboretum Bike Path Renovations	Gaynor	PRCS	IDNR Grant	Capital Improvement Fund	415	No	200,000
235	Lakefront - Lagoon Area Improvements	Gaynor	PRCS	IDNR Grant	Capital Improvement Fund	415	No	400,000

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237	SUBTOTAL							975,000
238								
239								
240	Animal Shelter Renovations	Gaynor	PRCS	Private Donation	Capital Improvement Fund	415	Yes	450,000
241	Currey Park Renovations	Gaynor	PRCS	Private Donation	Capital Improvement Fund	415	No	200,000
242	Grey Park Renovations	Gaynor	PRCS	Private Donation	Capital Improvement Fund	415	No	26,200
243	Grandmother Park	Gaynor	PRCS	Private Donation	Capital Improvement Fund	415	Yes	125,000
244	Lakefront - Lagoon Area Improvements	Gaynor	PRCS	Private Donation	Capital Improvement Fund	415	No	500,000
245	SUBTOTAL							1,301,200
246								
247								
250	Alley Maintenance	Robinson	Public Works	SA Reserves	Special Assessment	420	No	125,000
251	Alley Paving City Share	Robinson	Public Works	SA Reserves	Special Assessment	420	No	670,000
252	Alley Paving Private Share	Robinson	Public Works	SA Reserves	Special Assessment	420	No	360,000
257	SUBTOTAL							1,155,000
258								
259								
260	Maple Garage Store Front Improvement	Griffin	CED	Parking	Parking	505	Yes	150,000
261	Citywide Parking Meter Upgrades	Lyons	Admin Serv	Parking	Parking	505	No	1,400,000
262	Resurfacing of City Owned Surface Lots	Lyons	Admin Serv	Parking	Parking	505	No	210,000
263	Comprehensive Signage Program	Lyons	Admin Serv	Parking	Parking	505	No	250,000
265	Parking Garages - Capital Maintenance	Gaynor	PRCS	Parking	Parking	505	No	800,000
266	Service Center Parking Deck Repairs	Gaynor	PRCS	Parking	Parking	505	Yes	50,000
267	Parking Lot 4 Improvements	Robinson	Public Works	Parking	Parking	505	Yes	540,000
268	SUBTOTAL							3,400,000
269								
270								
271	Filter and Filter Roof Rehab	Stoneback	Utilities	Water Revenues	Water	510	No	995,000
272	Security Improvements	Stoneback	Utilities	Water Revenues	Water	510	No	50,000
274	Zebra Mussel System Repair	Stoneback	Utilities	Water Revenues	Water	510	Yes	90,000
275	SCADA System Improvements	Stoneback	Utilities	Water Revenues	Water	510	Yes	1,340,000
276	Water Main Installation	Stoneback	Utilities	Water Revenues	Water	510	No	3,100,000
279	Asbestos Removal	Stoneback	Utilities	Water Revenues	Water	510	No	50,000
280	Standpipe Painting	Stoneback	Utilities	Water Revenues	Water	510	No	1,120,000
284	Master Meter Replacement	Stoneback	Utilities	Water Revenues	Water	510	No	50,000
286	Roof Replacements	Stoneback	Utilities	Water Revenues	Water	510	No	150,000
287	Switchgear Repair	Stoneback	Utilities	Water Revenues	Water	510	Yes	12,000
288	High Lift Window Replacement	Stoneback	Utilities	Water Revenues	Water	510	Yes	110,000
289	SUBTOTAL							7,067,000
290								

	A	B	C	D	F	G	H	Q
1	<b>City of Evanston</b>							
2	<b>Capital Improvement Plan</b>							
3	<b>Sorted by Fund &amp; Funding Source</b>							
4	<b>Fiscal Year 2012</b>							
5								
6								
7								
8		Project		Funding	Fund	Fund #	Carryover	Adopted
9	<u>Description</u>	<u>Head</u>	<u>Department</u>	<u>Source</u>	<u>Responsible</u>	<u>Responsible</u>	<u>Y/N</u>	<u>FY 12</u>
291								
292	Water Utility SCADA System Upgrades	Stoneback	Utilities	Water Grants	Water	510	Yes	350,000
293	SUBTOTAL							350,000
294								
295								
296	Switchgear Repair	Stoneback	Utilities	Water - Insurance	Water	510	No	420,000
297	SUBTOTAL							420,000
298								
299								
300	Emergency Sewer Work	Stoneback	Utilities	Sewer Revenues	Sewer	515	No	75,000
302	Sewer Lining	Stoneback	Utilities	Sewer Revenues	Sewer	515	No	250,000
303	Sewer Repairs on Street Improvements	Stoneback	Utilities	Sewer Revenues	Sewer	515	No	428,000
304	SUBTOTAL							753,000
305								
306								
307	Large Diameter Sewer Rehabilitation - Phase 1	Stoneback	Utilities	IEPA Loan	Sewer	515	No	4,000,000
308	SUBTOTAL							4,000,000
309								
310								
311								
312								
313								
314	<b>TOTAL EXPENDITURES</b>							<b>41,396,358</b>

City of Evanston									
Recommended Future Projects									
Sorted by Fund & Funding Source									
Fiscal Years 2013 - 2016									
	Project		Funding	Fund	Carryover				
Description	Head	Department	Source	Responsible	Y/N	FY13	FY14	FY15	FY16
Main Library Retrofit	Gottschalk	Library	GO Debt	Capital Improvement Fund	No	80,000	-	-	-
Lakefront - Lagoon Area Improvements	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	50,000	-	-	-
Civic Center Renovations	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	1,500,000	1,500,000	1,500,000	1,500,000
Animal Shelter Renovations	Gaynor	PRCS	GO Debt	Capital Improvement Fund	Yes	350,000	-	-	-
Ackerman Park HVAC and Exhaust Upgrade	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	8,000	-	-	-
Metra Station Heating Control Replacements	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	10,000	-	-	-
Levy Center Gym Floor Refinishing	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	14,000	-	-	-
Butler Park Storm Drainage Improvements	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	15,000	-	-	-
Lakefront - Lagoon Building Furnace Replacement	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	17,000	-	-	-
Neighborhood Public Art	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	25,000	-	-	-
Police Fire Sewer Ejector Pump Replacements	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	30,000	-	-	-
Service Center Tuckpointing	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	30,000	250,000	-	-
Crown Center Minor Projects	Gaynor	PRCS	GO Debt	Capital Improvement Fund	Yes	34,000	50,000	50,000	50,000
Main Library Pump and Fan Replacement	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	30,000	-	-	-
Lakefront - Arts Center Window Replacements and Tuckpointing	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	40,000	690,000	-	-
Chandler Electrical Panels	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	50,000	-	-	-
Noyes Center Masonry Wall Replacement	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	50,000	-	-	-
Furniture Replacement	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	50,000	50,000	50,000	50,000
Lakefront - Garden Park Renovations	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	60,000	590,000	-	-
Police Fire Weight Room Renovations	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	60,000	-	-	-
Chandler Center Storm Sewer Improvements	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	70,000	-	-	-
Fire Station #2 Emergency Generator Replacement	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	75,000	-	-	-
Fire Station #4 HVAC Upgrade and Water Heater Replacement	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	80,000	-	-	-
Noyes Center Interior Finishes	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	80,000	-	-	-
Cultural Arts Master Plan	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	80,000	-	-	-
Chandler Center HVAC Improvements	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	100,000	-	-	-
Cartwright Park Renovations	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	100,000	700,000	-	-
Fire Station #4 Kitchen Remodel	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	100,000	-	-	-
Penny Park Renovations	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	100,000	700,000	-	-
Twiggs Park Renovations	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	100,000	-	-	-
Lakefront - Arts Center Coach House Greenhouse Renovations	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	105,000	-	-	-
Service Center Ventilation and Unit Heater Replacements	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	110,000	-	-	-
Portable Stage	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	120,000	-	-	-
Fire Station #3 Retaining Wall Construction	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	130,000	-	-	-
Service Center General Lighting Retrofit	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	200,000	-	-	-
Levy Center Boiler Replacement	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	250,000	-	-	-
Crown Center Parking Lot Renovations	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	260,000	-	-	-
Fireman's Park Renovations	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	270,000	-	-	-
Lakefront - Church Street Boat Ramp Repairs	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	300,000	-	-	-
Service Center Parking Deck Repairs - Mechanical, Electrical and Plumbing Repairs Only	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	300,000	250,000	-	-
Noyes Center Theater Electrical Service Upgrade	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	300,000	-	-	-
Ladd Arboretum Bike Path Renovations	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	400,000	400,000	-	-
Noyes Center Main Roof and Chimney Renovations	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	450,000	-	-	-
Lakefront - Fog / Signal Houses Renovations	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	590,000	-	-	-
James Park Lighting Improvements	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	650,000	-	-	-
Foster Field Athletic Field Renovations	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	680,000	-	-	-
Baker Park HVAC Upgrade	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	-	8,000	-
Baker Park Renovations	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	700,000	-	-

City of Evanston									
Recommended Future Projects									
Sorted by Fund & Funding Source									
Fiscal Years 2013 - 2016									
	Project		Funding	Fund	Carryover				
<u>Description</u>	<u>Head</u>	<u>Department</u>	<u>Source</u>	<u>Responsible</u>	<u>Y/N</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
Bent Park HVAC Upgrade	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	-	-	8,000
Chandler Center Gym Floor Refinishing	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	-	35,000	-
Chandler Center Gym Soundproofing & Exterior Signage	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	-	-	70,000
Civic Center Emergency Generator	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	-	-	850,000
Crown Park Fence Replacement	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	320,000	-	-
Eggleston Park Community Gardens	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	-	-	90,000
Emergency Operations Center Improvements	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	-	-	1,000,000
Fire Station #3 HVAC Upgrades	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	100,000	-	-	-
Fitzsimons Park Renovations	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	200,000	-	-
Flag Pole Lighting	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	70,000	-	-	-
Fleetwood-Jourdain HVAC Improvements	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	200,000	-	-	-
Gilbert Park Replacement	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	-	-	650,000
Grey Park Renovations	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	440,000	-	-	-
Hobart Park Renovations	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	220,000	-	-
Independence Park Renovations	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	100,000	700,000	-	-
James Park Artificial Turf Athletic Field	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	-	-	2,100,000
James Park Backstop Repairs	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	20,000	-	-	-
James Park HVAC Upgrade	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	20,000	-	-
James Park Sled Hill Renovation	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	-	-	2,500,000
Lakefront - Arts Center Boiler Replacement	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	100,000	-	-
Lakefront - Arts Center Coach House Renovations	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	-	350,000	-
Lakefront - Beach House Plumbing Repairs	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	20,000	-	-	-
Lakefront - Church Street Boat Ramp Reconstruction	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	100,000	-	5,000,000
Lakefront - Dog Beach Breakwall Installation	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	-	-	1,000,000
Lakefront - Greenwood Street Beach Entry Facility	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	1,400,000	-	-	-
Lakefront - Lagoon Suction Pit Replacement	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	150,000	-	-	-
Lakefront - Pedestrian Path Reconstruction	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	700,000	-	-	-
Larimer Park Renovations	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	-	600,000	-
Levy Center Draperies	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	-	75,000	-
Levy Center Louver Repairs	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	100,000	-	-	-
Levy Center Rooftop HVAC Unit Replacements	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	300,000	-	-
McCulloch Park Renovations	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	700,000	-	-
Noyes Center HVAC Improvements	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	-	-	1,100,000
Noyes Center Theater Seating Replacement	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	40,000	-	-
Parks, Recreation and Community Services Strategic Plan	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	200,000	-	-	-
Philbrick Park Renovations	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	500,000	-	-
Police Fire Heating Valve and Pump Replacements	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	75,000	-	-	-
Police Fire HVAC Upgrade (Air Handler #6)	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	100,000	-	-	-
Police Fire Sewer and Retaining Wall Improvements	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	100,000	-	-	-
Porter Park Renovations	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	-	300,000	-
Recycling Center HVAC Upgrade	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	-	-	50,000
Rose Garden Fountain Lighting Control Upgrade	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	10,000	-	-	-
Service Center Emergency Generator	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	-	-	750,000
Southwest Park Renovations	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	200,000	-	-
St. Paul's Park Renovations	Gaynor	PRCS	GO Debt	Capital Improvement Fund	No	-	700,000	-	-
Bridge Street Bridge (HBP)	Robinson	Public Works	GO Debt	Capital Improvement Fund	No	60,000	60,000	392,000	-
Striping, Lighting and Signal Equipment	Robinson	Public Works	GO Debt	Capital Improvement Fund	No	100,000	100,000	100,000	100,000
50/50 Sidewalk	Robinson	Public Works	GO Debt	Capital Improvement Fund	No	200,000	200,000	200,000	200,000
Bridge Rehab Program - Isabella	Robinson	Public Works	GO Debt	Capital Improvement Fund	No	710,000	-	-	-
Streetlight Upgrade Program - Power Center Replacement	Robinson	Public Works	GO Debt	Capital Improvement Fund	No	100,000	100,000	100,000	100,000

City of Evanston									
Recommended Future Projects									
Sorted by Fund & Funding Source									
Fiscal Years 2013 - 2016									
	Project		Funding	Fund	Carryover				
Description	Head	Department	Source	Responsible	Y/N	FY13	FY14	FY15	FY16
Neighborhood Traffic Calming & Pedestrian/Bike Accommodations	Robinson	Public Works	GO Debt	Capital Improvement Fund	No	100,000	50,000	50,000	50,000
Streetlight Upgrade Program - Luminaire Replacement	Robinson	Public Works	GO Debt	Capital Improvement Fund	No	100,000	100,000	100,000	100,000
Block Curb & Sidewalk Replacement	Robinson	Public Works	GO Debt	Capital Improvement Fund	No	200,000	200,000	200,000	200,000
Bridge Rehab Program - Lincoln Street (HBP)	Robinson	Public Works	GO Debt	Capital Improvement Fund	No	60,000	392,000	-	-
Bridge Street Bridge (HBP)	Robinson	Public Works	GO Debt	Capital Improvement Fund	No	528,000	-	-	-
CIP Street Resurfacing - Watermain Projects I	Robinson	Public Works	GO Debt	Capital Improvement Fund	No	1,000,000	1,000,000	1,000,000	1,000,000
New Salt Dome	Robinson	Public Works	GO Debt	Capital Improvement Fund	No	640,000	-	-	-
Directional Signage	Robinson	Public Works	GO Debt	Capital Improvement Fund	No	25,000	25,000	-	-
Vehicle Tracking System - Cityworks	Robinson	Public Works	GO Debt	Capital Improvement Fund	No	50,000	-	-	-
Sheridan Road - Main Street Landscaping	Robinson	Public Works	GO Debt	Capital Improvement Fund	No	10,000	-	-	-
Viaduct Screening	Robinson	Public Works	GO Debt	Capital Improvement Fund	No	75,000	75,000	-	-
Service Center Renovations	Robinson	Public Works	GO Debt	Capital Improvement Fund	No	90,000	350,000	290,000	290,000
Downtown Brick Replacement Program	Robinson	Public Works	GO Debt	Capital Improvement Fund	No	350,000	250,000	250,000	250,000
Bridge Rehab Program - Central Street (HBP)	Robinson	Public Works	GO Debt	Capital Improvement Fund	No	60,000	60,000	410,000	-
Sheridan Road - Chicago to Isabella	Robinson	Public Works	GO Debt	Capital Improvement Fund	No	1,250,000	-	-	-
Traffic Signal Upgrades - Emerson / Dodge & Emerson / Asbury	Robinson	Public Works	GO Debt	Capital Improvement Fund	No	-	-	440,000	-
Traffic Signal Upgrades - Forest Ave / Dempster / Burnham	Robinson	Public Works	GO Debt	Capital Improvement Fund	No	350,000	-	-	-
Traffic Signal Upgrades - Sheridan Road/Main Street	Robinson	Public Works	GO Debt	Capital Improvement Fund	No	-	175,000	-	-
Pavement Safety Marking	Robinson	Public Works	GO Debt	Capital Improvement Fund	No	50,000	50,000	50,000	-
CIP Street Resurfacing	Robinson	Public Works	GO Debt	Capital Improvement Fund	No	3,000,000	3,000,000	3,000,000	-
SUBTOTAL						30,060,250	16,167,000	9,550,000	19,058,000
Bridge Rehab Program - Central Street (HBP)	Robinson	Public Works	Grant	Capital Improvement Fund	No	240,000	240,000	410,000	-
Bridge Rehab Program - Lincoln Street (HBP)	Robinson	Public Works	Grant	Capital Improvement Fund	No	240,000	1,568,000	-	-
Bridge Street Bridge (HBP)	Robinson	Public Works	Grant	Capital Improvement Fund	No	2,112,000	-	-	-
Dempster Traffic Signal CMAQ Improvements	Robinson	Public Works	Grant	Capital Improvement Fund	No	51,000	717,000	-	-
Sheridan Road - Chicago to Isabella	Robinson	Public Works	Grant	Capital Improvement Fund	No	1,600,000	-	-	-
SUBTOTAL						4,243,000	2,525,000	410,000	-
James Park Artificial Turf Athletic Field	Gaynor	PRCS	IDNR Grant	Capital Improvement Fund	No	-	-	-	400,000
Lakefront - Church Street Boat Ramp Reconstruction	Gaynor	PRCS	IDNR Grant	Capital Improvement Fund	No	-	100,000	-	-
Southwest Park Renovations	Gaynor	PRCS	IDNR Grant	Capital Improvement Fund	No	-	200,000	-	-
SUBTOTAL						-	300,000	-	400,000
Animal Shelter Renovations	Gaynor	PRCS	Private Donation	Capital Improvement Fund	Yes	450,000	-	-	-
SUBTOTAL						450,000	-	-	-
Alley Paving City Share - CDBG Match	Robinson	Public Works	SA Reserves	Special Assessment	No	150,000	150,000	150,000	150,000
Alley Maintenance	Robinson	Public Works	SA Reserves	Special Assessment	No	125,000	125,000	125,000	125,000
Alley Paving City Share	Robinson	Public Works	SA Reserves	Special Assessment	No	500,000	500,000	500,000	500,000
Alley Paving Private Share	Robinson	Public Works	SA Reserves	Special Assessment	No	500,000	500,000	500,000	500,000
SUBTOTAL						1,275,000	1,275,000	1,275,000	1,275,000
Resurfacing of City-Owned Surface Lots	Lyons	Admin Serv	Parking	Parking	No	210,000	210,000	210,000	210,000
Comprehensive Signage Program	Lyons	Admin Serv	Parking	Parking	No	250,000	250,000	-	-

<b>City of Evanston</b>									
<b>Recommended Future Projects</b>									
<b>Sorted by Fund &amp; Funding Source</b>									
<b>Fiscal Years 2013 - 2016</b>									
	Project		Funding	Fund	Carryover				
<u>Description</u>	<u>Head</u>	<u>Department</u>	<u>Source</u>	<u>Responsible</u>	<u>Y/N</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
Parking Garages - Capital Maintenance	Gaynor	PRCS	Parking	Parking	No			2,300,000	-
<b>SUBTOTAL</b>						460,000	460,000	2,510,000	210,000
Security Improvements	Stoneback	Utilities	Water Revenues	Water	No	50,000	50,000	50,000	50,000
Tuckpointing	Stoneback	Utilities	Water Revenues	Water	No	-	275,000	-	-
Zebra Mussel System Repair	Stoneback	Utilities	Water Revenues	Water	No	1,300,000	-	-	-
SCADA System Improvements	Stoneback	Utilities	Water Revenues	Water	Yes	-	-	-	250,000
Water Main Installation	Stoneback	Utilities	Water Revenues	Water	No	3,200,000	4,300,000	4,400,000	4,500,000
Water Plant Evaluation Study	Stoneback	Utilities	Water Revenues	Water	No	-	-	150,000	-
Flash Mix Rehabilitation	Stoneback	Utilities	Water Revenues	Water	No	350,000	2,500,000	-	-
Asbestos Removal	Stoneback	Utilities	Water Revenues	Water	No	50,000	-	-	-
Standpipe Painting	Stoneback	Utilities	Water Revenues	Water	Yes	1,420,000	-	-	-
AMR Replacement Program	Stoneback	Utilities	Water Revenues	Water	No	300,000	425,000	625,000	450,000
Concrete Structure Rehabilitation	Stoneback	Utilities	Water Revenues	Water	No	-	500,000	1,300,000	1,300,000
Laboratory HVAC	Stoneback	Utilities	Water Revenues	Water	No	-	90,000	-	-
Master Meter Replacement	Stoneback	Utilities	Water Revenues	Water	No	320,000	-	-	370,000
Non-Destructive Testing of Concrete Water Main	Stoneback	Utilities	Water Revenues	Water	No	-	-	-	150,000
Roof Replacements	Stoneback	Utilities	Water Revenues	Water	No	150,000	100,000	-	-
<b>SUBTOTAL</b>						7,140,000	8,240,000	6,525,000	7,070,000
Emergency Sewer Work	Stoneback	Utilities	Sewer Revenues	Sewer	No	75,000	75,000	75,000	75,000
Relief Sewer Extension of Street	Stoneback	Utilities	Sewer Revenues	Sewer	No	-	500,000	-	-
Sewer Lining	Stoneback	Utilities	Sewer Revenues	Sewer	No	250,000	250,000	250,000	250,000
Sewer Repairs on Street Improvements	Stoneback	Utilities	Sewer Revenues	Sewer	No	453,000	453,000	453,000	453,000
<b>SUBTOTAL</b>						778,000	1,278,000	778,000	778,000
<b>TOTAL EXPENDITURES</b>						<b>54,081,250</b>	<b>33,015,000</b>	<b>23,058,000</b>	<b>30,701,000</b>



City of  
**Evanston**<sup>™</sup>

**PART VII**  
**GLOSSARY**

Glossary

**ACCRUAL BASIS:** The basis of accounting under which transactions are recognized when they occur, regardless of the timing of estimated cash flows.

**ACCRUED EXPENSES:** Expenses incurred but not due until a later date.

**ACTIVITY:** A specified and distinguishable line of work performed by a Division.

**AFSCME:** American Federation of State, County and Municipal Employees, a labor union representing some City of Evanston employees.

**ALERTS:** Allows officers access to driver's license, registration, warrant and other computerized law enforcement data. The ALERTS system also provides for inter-car communications via in-car data terminals.

**APPROPRIATION:** A legal authorization granted by the City Council to make expenditures and incur obligations for specific purposes. The Council appropriates funds annually by department, agency, or project, at the beginning of each fiscal year based upon the adopted Annual Fiscal Plan. Additional appropriations may be approved by the Council during the fiscal year by amending the Annual Fiscal Plan and appropriating the funds for expenditure.

**ASSESSED VALUATION:** A value that is established for real or personal property for use as a basis for levying property taxes. (Note: Property values are established by the Cook County Assessor's Office.)

**AUDIT:** An examination of an organizations' financial statements and the utilization of resources.

**BOCA:** Building Officials and Code Administrators International, an organization that writes the guidelines for basic community building codes.

**BOND:** A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date in the

future, called the maturity date, together with periodic interest at a specified rate.

**BOND RATING:** An assessment of the likelihood that a bond issuer will pay the interest on its debt on time. Bond ratings are assigned by independent agencies, such as Moody's Investors Service and Standard & Poor's. Ratings range from AAA or Aaa (highest) to D (in default). Bonds rated below B are not investment grade and are called high-yield or junk bonds. Since the likelihood of default is greater on such bonds, issues are forced to pay higher interest rates to attract investors. Evanston is rated as a Aaa community by Moody's Investors Service.

**BONDED DEBT:** Portion of indebtedness represented by outstanding bonds.

**BUDGET:** A fiscal plan showing estimated expenditures, revenue, and service levels for a specific fiscal year.

**BUDGET ADJUSTMENT:** Legal procedure utilized by the City staff and Council to revise a budget appropriation. The City of Evanston has a written budget adjustment policy that allows adjustments in accordance with the City Code.

**BUDGET CALENDAR:** The schedule of key dates or milestones, which the City departments follow in the preparation, adoption and administration of the budget.

**BUDGET DOCUMENT:** Instrument used by the budget-making authority to present a comprehensive financial plan of operations to the City Council.

**BUDGET MESSAGE:** The opening section of the budget document, which provides the City Council and the public with a general summary of the most important aspects of the budget, including current and previous fiscal years, and the views and recommendations of the City Manager.

**BUDGETARY CONTROL:** The control or management of a governmental or enterprise fund in accordance with an approved budget to

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Keep expenditures within available appropriations of revenue.

CAPITAL IMPROVEMENT PLAN (CIP): A plan for capital expenditures to provide long-lasting physical improvements to be incurred over a fixed period of several future years.

CAPITAL IMPROVEMENT PLAN BUDGET: A Capital Improvement Program (CIP) budget is a separate budget from the operating budget. Items in the CIP are usually construction projects designed to improve the value of government assets.

CAPITAL OUTLAY: Refers to the purchase of land, buildings and other improvements and also the purchase of machinery and equipment items which have an estimated useful life of three years or more and belong to the classes of property commonly considered as fixed assets.

CAPITAL PROJECT: A specific identifiable improvement or purpose for which expenditures are proposed within the capital budget or capital improvement plan. Examples of capital improvement projects include new roads, sewer lines, buildings, operating systems, recreational facilities, and large scale remodeling.

CAPITAL IMPROVEMENT FUND (CIF): A fund created to account for financial resources to be used for the acquisition or the construction of major capital facilities or equipment.

CASH BASIS: A basis of accounting under which transactions are recognized only when cash changes hand.

CITY COUNCIL: The Mayor and nine (9) Aldermen collectively acting as the legislative and policy making body of the City.

COMMODITIES: All expenditures for materials, parts, supplies and commodities, except those incidentally used by outside firms performing contractual services for the City.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG): Federal funds made available to municipalities specifically for community revitalization. Funds may be used by internal City divisions, or distributed to outside organizations located within the City's boundaries.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): A governmental unit's official annual report prepared and published as a matter of public record, according to governmental accounting standards.

CONTINGENCY: A budgetary reserve, set aside for emergencies or unforeseen expenditures not otherwise budgeted.

CONTRACTUAL SERVICES: Expenditures for services which are obtained by an express or implied contract. Major types of contractual services are: (1) advertising and printing; (2) maintenance and repair services; (3) public utility services; and (4) travel and training.

DEBT SERVICE: The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

DEBT SERVICE FUND: A fund established to account for the accumulation of resources for the payment of principal and interest on long term debt.

DEFICIT: The excess of the liabilities of a fund over its assets; or the excess of expenditures over revenues during an accounting period; or, in the case of proprietary funds, the excess of expense over income during an accounting period.

DEPARTMENT: Administrative subsection of the City that indicates management responsibility for an operation.

DEPRECIATION: That portion of the cost of a capital asset that is charged as an expense during a particular period. This is a process of estimating and recording the lost usefulness, expired useful life, or diminution of service from a fixed asset that cannot or will not be restored by repair and will be replaced. The

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cost of the loss of usefulness of a fixed asset is the depreciation or the cost to reserve in order to replace the item at the end of its useful life.

DISTINGUISHED BUDGET PRESENTATION AWARD: A voluntary program administered by the Government Finance Officers Association to encourage governments to publish well-organized and easily-readable budget documents and to provide peer recognition and technical assistance to the fiscal officers preparing them.

ENCUMBRANCE: Obligations in the form of purchase orders and contracts which are chargeable to an appropriation and for which a part of the appropriation is reserved because the goods or services have not been received. When paid, the encumbrance is liquidated.

ENTERPRISE FUND: A fund established to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

ETSB: Emergency Telephone Systems Board.

EXPENDITURES: This term refers to the outflow of funds paid or to be paid for an asset obtained or goods and services obtained, regardless of when the expense is actually paid. Note: An encumbrance is not expenditure. An encumbrance reserves funds to be expended for a future date.

EXPENSES: A decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

FEMA: Federal Emergency Management Agency.

FICA: Federal Insurance Contribution Act, the name of the piece of federal legislation that established the Social Security payroll tax. The current FICA tax rate is 15%, half of

which is paid by the employer and half by the employee.

FISCAL YEAR (FY): The time period designating the beginning and ending period for recording financial transactions. The City of Evanston moved to a calendar year fiscal year beginning in FY2012.

FIXED ASSETS: Assets of a long term character which are intended to continue to be held or used, such as land, buildings, machinery and equipment.

FRANCHISE FEE: The fee paid by public service businesses for use of City streets, alleys and property in providing their services to the citizens of a community. Services requiring franchises include electricity, telephone, natural gas and cable television.

FULL ACCRUAL BASIS: The basis of accounting under which transactions are recognized when they occur, regardless of the timing of estimated cash flows.

FUND: An accounting entity with a separate set of self-balancing accounts which comprise its assets, liabilities, fund balance, revenues and expenditures.

FUND ACCOUNTING: A governmental accounting system that is organized and operated on a fund basis.

FUND BALANCE: The assets of a fund less liabilities, as determined at the end of each fiscal year. Any reservations of fund balance are deducted to result in an “unreserved fund balance.”

FUND TYPE: In governmental accounting, all funds are classified into eight fund types: General, Special Revenue, Debt Services, Capital Projects, Special Assessment, Enterprise, Internal Service, and Trust and Agency.

GENERAL FUND: The largest fund within the City, the General Fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, local taxes, service charges, and other types of revenue. This

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fund usually includes most of the basic operating services such as fire and police protection, parks, recreation and community services, libraries, public works, health, community and economic development, and general administration.

GENERAL ACCEPTED ACCOUNTING PRINCIPLES (GAAP): Uniform minimum standard of and guidelines to financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. They encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. They provide a standard by which to measure financial presentations.

GENERAL OBLIGATION (GO) BONDS: Bonds that finance public projects such as streets, municipal facilities, and park improvements. The repayment of these bonds is made from property taxes, and these bonds are backed by the full faith and credit of the issuing government.

GFOA: Government Finance Officers Association.

GPS: Global Positioning System, equipment that has the ability to survey the location of an object.

GRANT: A contribution by a government or other organization to support a particular function. Typically, these contributions are made to local governments from the state and federal governments.

IDOT: Illinois Department of Transportation.

IDPH: Illinois Department of Public Health.

IEPA: Illinois Environmental Protection Agency.

IMRE: Illinois Municipal Retirement Fund, a pension plan for employees of member cities within the State of Illinois.

INCOME: A term used in proprietary fund type accounting to represent revenues, or the excess of revenues over expenses.

INFRASTRUCTURE: The underlying permanent foundation or basic framework.

INTEREST EARNINGS: The earnings from available funds invested during the year in U.S. Treasury bonds, government agencies, and certificates of deposits.

INTERFUND TRANSFER: Amounts transferred from one fund to another.

INTERNAL SERVICE FUND: Fund used to account for the financing of goods or services provided by one department to another department on a cost reimbursement basis.

INVESTMENTS: Securities and real estate held for the production of revenues in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets used in governmental operations.

ISO: Insurance Services Office, a non-profit organization that grades the Fire Department's ability to provide service to a community, which is reflected in the insurance premium paid by the occupier.

LEVY: To impose taxes, special assessments, or service charges for the support of City services.

LIABILITIES: Debts or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.

LONG-TERM DEBT: Debt with a maturity of more than one year after the date of issuance.

MABAS: Mutual Aid Box Alarm System. This system was established to provide a swift, standardized and effective method of mutual aid assistance for extra alarm fires and mass casualty incidents. The MABAS system is divided into over 20 Divisions from the communities along I-53 and the Northwest Tollway corridor.

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MAINTENANCE: All materials or contract expenditures covering repair and upkeep of City buildings, machinery and equipment, systems, and land.

MFT: Motor Fuel Tax, represents revenues for the City's share of gasoline taxes, allotted by the state for street improvements.

MODIFIED ACCRUAL BASIS: The accrual basis of accounting adapted to the governmental fund type spending measurement focus. Under it, revenues are recognized when they become both "measurable" and "available" to finance expenditures of the current period. Expenditures are recognized when the related fund liability is incurred except for (1) inventories of materials and supplies which may be considered expenditures either when purchased or when used; (2) prepaid insurance and similar items which need not be reported; (3) accumulated unpaid vacation, sick pay, and other employee benefit amounts which need not be recognized in the current period, but for which larger than normal accumulations must be disclosed in the notes to the financial statements; (4) interest on special assessment indebtedness which may be recorded when due rather than accrued, if offset by interest earnings on special assessment levies; and (5) principal and interest on long-term debt which are generally recognized when due.

MOODY'S INVESTMENT RATING SERVICE: An independent agency that analyzes the financial credit ratings of organizations. These ratings are based on debt issuance and carry a three letter coding. The City possesses the highest rating level, which is Aaa.

MUNICIPAL: Of or pertaining to a city or its government.

NORTAF: North Regional Major Crimes Task Force, this task force was established to serve as a standing task force that would be available to its member agencies for the investigation of major crimes, including homicides and non-parental kidnappings. Member communities include Evanston,

Glencoe, Glenview, Kenilworth, Lincolnwood, Morton Grove, Niles, Northbrook, Northfield, Skokie, Wheeling, Wilmette, and Winnetka.

OBJECTIVES: The objectives in the performance area of the budget are statements of one-time projects. These statements are intended to address either a new service or project, or a significant change in focus or priority in response to a special community need or City effort to improve productivity. Objectives are generally limited to one fiscal year.

ONGOING ACTIVITY MEASURES: These measures provide annual workload data on the activities of the City, which occur on an ongoing basis, year after year.

OPERATING BUDGET: A financial plan outlining the estimated revenues and expenditures, and other information for a specific period (usually a fiscal year). The "proposed budget" is the financial plan presented by the City Manager for consideration by the City Council, and the "adopted budget" is the financial plan ultimately approved and authorized by the City Council.

OPERATING EXPENSES: Proprietary fund expenses that are directly related to the fund's primary service activities.

OPERATING INCOME: The excess of proprietary fund operating revenues over operating expenses.

OPERATING REVENUES: Proprietary fund revenues that are directly related to the fund's primary service activities. They consist primarily of user charges for services.

PEER Services: Fiscal agent for Evanston Substance Abuse Prevention Council.

PER CAPITA COSTS: The cost of service per person. Per capita costs in Evanston are based on a 74,486 estimated population provided by the 2010 Census.

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PIMS: Police Information Management System, a computerized record system developed and maintained by the State of Illinois Criminal Justice Information Authority.

PROPERTY TAXES: Used to describe all revenues received in a period from current taxes, delinquent taxes, penalties and interest on delinquent taxes.

PUBLIC HEARING: The portions of open meetings held to present evidence and provide information on both sides of an issue.

RESERVE: An account used to indicate that a portion of fund balance is restricted for a specific purpose. An account used to earmark a portion of fund balance to indicate that it is not appropriate for expenditure. A reserve may also be an account used to earmark a portion of fund equity as legally segregated for a specific future use.

REVENUES: All amounts of money earned or received by the City from external sources. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

REVENUE BONDS: Bonds whose principal and interest are payable exclusively from a revenue source pledged as the payment source before issuance.

ROI: Return on investment, a method to assist management decision-making by evaluating the return on various investment alternatives.

SALES TAXES: The City receives two types of sales taxes – one from the state and the other from a home-rule sales tax. The state tax rate is 1% and the local home rule sales tax rate is 1%.

SAMHSA: Substance Abuse and Mental Health Services Administration.

SERVICES BILLED OUT: Includes revenues received for services provided by one department to another within the same fund.

An example would be the revenue received by the Community and Economic Development Department for services provided by Public Works, such as vehicle maintenance.

SYEP: Summer Youth Employment Program.

TAX BASE: The total value of all real and personal property in the City as of January 1 of each year, as certified. The tax base represents net value after all exemptions.

TAX LEVY: The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

TAX RATE: A percentage applied to all taxable property to raise general revenues. It is derived by dividing the total tax levy by the taxable net property valuation.

TAXES: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. The term does not include charges for services rendered only to those paying such charges; for example, sewer service charges.

TIF: Tax Increment Financing or the act of capturing the amount of property taxes levied by a taxing unit for the year on the appraised value of real property located within a defined investment zone. The tax increments are paid into the TIF fund and used to pay project costs within the zone, including debt service obligations.

TRUST AND AGENCY FUNDS: Funds created to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. These include pension trust funds and agency funds.

USER CHARGES: The payment of a fee for direct receipt of a public service by the party benefiting from the service.

YEP: Youth and Young Adult Job Training and Employment Program.