

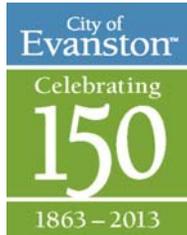
## Fiscal Year 2013 Budget

Elizabeth B. Tisdahl, Mayor

Submitted by

Wally Bobkiewicz, City Manager

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



**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**  
**FY 2013 ADOPTED BUDGET**

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

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
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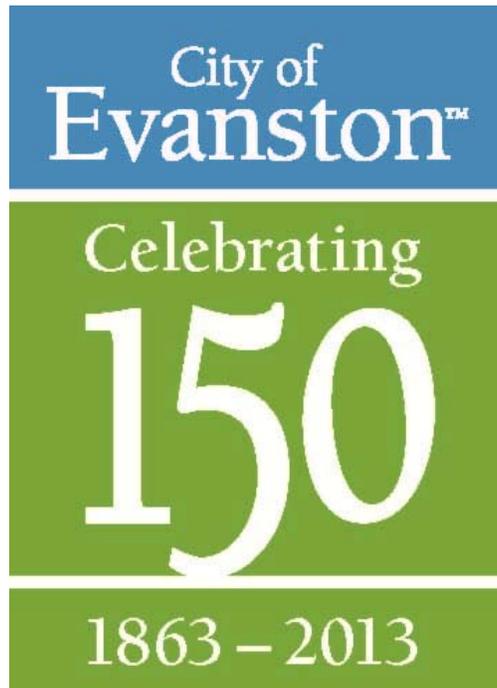
For the Fiscal Year Beginning

**January 1, 2012**

*Linda C. Davidson Jeffrey R. Egan*

President

Executive Director



# **PART I**

# **BUDGET MESSAGE**



January 1, 2013

Mayor Elizabeth B. Tisdahl and  
Members of the City Council

Ladies and Gentlemen:

Herewith, please find the Fiscal Year 2013 Budget for the City of Evanston, Illinois for the period beginning January 1, 2013 and ending December 31, 2013. 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 FY 2013 is \$247,359,877, which includes all funds and interfund transfer expenses. When interfund transfers are excluded from this calculation the total budget for all funds is \$215,501,801. The General Fund budget is projected to have \$84,523,051 in revenues and \$84,520,422 in expenditures, which will produce a small surplus of \$2,629. In order to balance the budget, difficult but necessary decisions were made to adjust revenues and expenditures City-wide, including staffing reductions, operational efficiencies, and service adjustments.

## STATE OF THE CITY

Although the prevailing economic climate has shown some signs of improvement during the past year, the national economy remains an area of concern for the City of Evanston. The performance of the national economy impacts the City in numerous ways including local employment, housing, and economic development. As such, staff has been diligently monitoring expenses and revenues to ensure that the City remains fiscally stable in these challenging economic times, while still providing core services in the most responsible ways possible.

### **FY 2012 SUCCESSES**

**General Fund Closes Fiscal Year 2011 on Target:** The FY 2011 audited General Fund revenue performed within a quarter of a percent of budget. Additionally, General Fund expenditures were held three percent below budget. This outcome is the result of staff's continued efforts to be fiscally responsible in the distribution of public funds to provide desired City services.

**Citizen Engagement:** The FY 2013 Budget marks the fourth consecutive budget year in which the City has facilitated a community budget process. In addition, the FY 2013 Budget

process represents the second year of the City's *Engage Evanston* initiative, which is an on-going effort to encourage dialogue and discussion among residents regarding community priorities and budgetary challenges. As part of the *Engage Evanston* initiative, residents were encouraged to share their budget-related ideas, comments, and suggestions with the City through a variety of communication channels including postal mail, phone, and the internet. Internet communication options included the City website, Facebook, Twitter, and the newly implemented MindMixer webpage.

Residents also had the opportunity to provide budget ideas and feedback in-person as part of the Citizen Budget Input Session and the Community Outreach Event. During the Community Outreach Event, City staff was available to interact with individuals in the community to discuss budget-related comments and ideas at various locations throughout Evanston. In total, City staff interacted with approximately 150 residents during the Community Outreach Event. The input of residents gathered during the City's *Engage Evanston* initiative is highly valued and has been incorporated into the development of the 2013 Budget as has been done in previous years.

In March of 2011, the City successfully launched the 311 Center. Within the first year and half of service to residents, the Center handled over 200,000 calls and over 35,000 service requests. The 311 Center enhances staff accountability and responsiveness via phone or website. The Public Technology Institute (PTI) named Evanston as a Citizen-Engaged Community and Web 2.0 award winner for 2012-2014. The two awards recognize Evanston's excellence in multi-channel contact centers and best practices for the City's use of Citizen Relationship/Records Management (CRM) systems, 311 services, web portal technology, telephony systems and mobile communications infrastructure. Evanston was the only city in the under 75,000 population category to win both awards.

The 3-1-1 Call Center launched several additional online tools to increase the ease and number of ways in which residents, workers, and visitors interact with municipal government. The new technologies include: Live Web Chat, Click to Call, SMS/Text messaging, a 3-1-1 online satisfaction survey, and a Mobile Optimized Website. The implementation of these new technologies firmly places the City of Evanston as one the leaders of communities its size throughout the United States.

The Division also has significantly refreshed many of its print materials by using a professional graphic designer; increased its social media footprint with some of the highest followings in Illinois (4,216 Facebook likes and 3,359 Twitter followers); garnered significant media coverage in the Chicago media market; helped coordinate large community engagement projects, such as Fire, Police and Water Tweet-a-longs, Paint Evanston Purple and the first annual Jalisco en Evanston event; and has significantly increased its saturation in disseminating information to the public via its electronic newsletter that now reaches over 23,000 residents, visitors and businesses.

**Comprehensive Performance Measurement:** The FY 2013 Budget document contains the inaugural edition of the Comprehensive Performance Measurement (CPM) Report. This report has been created in accordance with the City Council's goal of improving the "Efficiency and Effectiveness of Services." In creating these metrics, Departments were asked to identify performance measures for benchmarking the efficiency and effectiveness of City operations and service provision to the public. These performance measures aim to

capture all major operational activities of the organization and yield meaningful and actionable information which can be utilized by the City Council, managerial staff, residents, and other community stakeholders. The implementation of the CPM Report will provide the City Council and public with a simplified tool for quickly and easily assessing the effectiveness of City services.

**Public Safety:** The City continues to focus on maintaining Public Safety services without reduction in services or funding. The 2013 budget does not include any reductions to Public Safety Services over 2013 levels. Year-to-date, the Police Department has responded to over 12,000 calls for service and Police crime statistics reveal a 2.6% reduction in serious crime. The Fire Department is on track to respond to approximately 9,000 calls for service this year. In addition, the City of Evanston and Village of Skokie recently entered into an inter-governmental agreement for partnership and joint use of Skokie's Live Fire Training Tower which will significantly address the training needs for the Fire Department.

**Youth Services:** The Mayor's 2012 Super Summer Initiative consisted of new activities for Evanston's youth and young adults; it was enhanced by partnerships with several agencies that allowed the City to provide even more programs. New recreational programs included open microphone nights, youth entertainment at festivals, concert and movie nights, open lounge, roller-skating, and ice-skating. These and other programs, facilitated by the Parks, Recreation and Community Services Department in collaboration with the Police Department, Library, and City Manager's Office, were a success and helped to reduce violence among youths and young adults.

The 2012 budget increased staffing positions in the Youth and Young Adult Division to expand the focus on effective outreach and engagement of the City's youth and young adults. A strategic operational plan was developed for the Division, which included the following vision statement: "To provide opportunities for all Evanston youth and young adults to become active and productive citizens of the community through strengthening existing youth services, establishing a network of partnerships, increasing opportunities, creating marketable job training and placement and increasing social and recreational outlets for disengaged youth." Among the many responsibilities of this Division is overseeing the Mayor's Summer Youth Employment Program. The Mayor's Summer Youth Employment Program placed one hundred sixty-nine youth in employment positions for the 2012 program. The Division also manages the newly developed Building Career Pathways to Sustainable Employment Career Mentoring Program, which will pursue job training and employment opportunities for young adults.

**Neighborhood Stabilization Program 2:** Having received over \$18 million dollars in federal funds to purchase and rehabilitate foreclosed properties, it is important to note that 48 properties have been completed to date, with 28 units currently occupied. Approximately \$6.3 million in subcontracts have been awarded, 76% of which was awarded to minority, women, and Evanston based businesses. 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 2012:** Creating jobs and expanding sources of tax revenue are the focus of the City's economic development staff. Staff has been working to implement the City's economic development plan adopted in March, with its focus on entrepreneurship and innovation in five targeted industries. The pursuit of retail revitalization is also underway as staff begins pursuing strategies to attract new retailers to Evanston, create new Evanston-based retailers, and help existing retailers grow. In 2013, economic development staff will continuously refine these efforts to support Evanston's business community, supporting job and revenue growth, in a fair and consistent manner that is expected in Evanston.

In 2012, economic development staff continues to target revitalization efforts throughout Evanston including:

- Trader Joe's – The City's \$2 million investment to bring Trader Joe's to Evanston is projected to create 30 new jobs and \$500,000 in annual tax revenues.
- IRMCO – The City's investment of approximately \$14,000 assisted IRMCO in finishing build-out of their laboratory flooring and façade improvement. These actions will ensure that IRMCO will remain in Evanston and grow their staff in the future.
- Howard Street revitalization is rapidly underway with the opening of the Ward 8 Wine Bar, bidding of plans for a theater, and the recent opening of Howard Street Gallery and Leonie's Delice Bakery.
- The revitalization of Church and Dodge is a key priority, with active negotiations for 1801 Church Street, grant proposals for the redevelopment of 1911-17 Church Street, and supporting new tenants at 1901 and 1903 Church Street. City Council approved the sale and loan for 1817 Church Street to rehab the Evanston historic landmark for the reuse as the headquarters of the Evanston North Shore Contractors Cooperative.
- Staff is actively recruiting tenants and startup companies for the office development at Main and Chicago and throughout the City. This includes pursuing opportunities to support events and programs that support these businesses.
- Gordon Food Services opened at 2424 Dempster. The City's \$100,000 investment in the property supported the environmental remediation allowing Gordon Foods to build on the site and hire 20 new employees and is projected to generate \$100,000 in annual tax revenues.
- Economic Development staff continues to support local business districts with merchant grants and façade improvement funds working closely with Central Street, Main Street, Dempster, Howard, and West End business districts.
- The Dempster-Dodge Tax Increment Financing (TIF) district was approved, which has the potential to result in the short term revitalization of the Evanston Plaza shopping center and the long-term revitalization of the neighborhood.
- Connecting with local businesses and marketing Evanston's assets is a priority for the Economic Development Division. A new economic development website will be

launched in the fall. The Economic Development Summit will solicit private and institutional support for implementing the plan. As a result, the staff is currently drafting a work plan and will call on our private and institutional partners to help implement it.

- Finally, staff has fielded nearly 100 business inquiries to date and is actively tracking over 100 targeted properties and/or businesses for leasing or redevelopment.

**Selling Water:** The City of Evanston is continuing its efforts to sell water to other communities. The City is working with the Northwest Water Commission to expand water sales to adjacent communities using the existing pipeline that connects Evanston to the Commission. The City is also working with the commission on a plan to increase the flow of water currently being piped west to allow for greater capacity that could allow new communities between Evanston and the Commission to be added as water customers. Finally, the Commission is considering engineering plans to construct a second pipe to serve Commission members and customers. The City is also engaged in discussion with Lincolnwood, Niles, Park Ridge, and Des Plaines regarding the provision of water to these communities.

## **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:** The City continues to maintain the top credit rating possible from both Moody's and Fitch ratings agencies for 2012. The Municipal Bond Market expresses its confidence in the City's ability to meet all debt service payments through this ranking. This being said, the City continues to look at methods to reduce general obligation (G.O.) debt that places any further burden on the property taxpayers in Evanston. Specific issues facing the City in the near future for debt service costs include:

- The City's Sewer Fund is proposing to issue \$4.0 million in G.O. debt 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 G.O. debt, were reduced to \$3.9 million in 2012. The Capital Improvements Plan (CIP) includes approximately \$5.9 million in new debt for 2013, which would still keep our average debt issued over the two years below a target of \$5.0 million annually for these projects.
- The 2012 Budget was amended in June 2012 to add an additional \$1.25 million in projects to be funded from General Fund reserves.

**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.

The 2012 Tax Levy, which is included in the 2013 Budget, will use the 2012 Actuarial Study prepared by Tepfer Consulting Group (TCG) as a basis for setting funding levels. No changes are included in the actuarial assumptions for the 2013 year. Using the same assumptions and updating the analysis for the 2011 experience TCG calculated the Annual Required Contribution (ARC) as noted below:

	Police Pension Fund	Firefighter's Pension Fund
2013 State Minimum Contribution per PA 96-1945	\$ 5,970,034	\$ 4,412,942
Funded Ratio	48.0%	46.9%
Governmental Accounting Standards Board Minimum Contribution (GASB)	\$ 7,576,919	\$ 5,729,977
2013 Recommended Minimum Contribution	\$ 8,109,454	\$ 6,126,383
Funded Ratio	45.6%	45.3%
Reduction in Funding by using State Minimum	\$ (2,139,420)	\$ (1,713,441)
Reduction in Funding by using GASB	\$ (532,535)	\$ (396,406)

The City is again funding police and fire pensions at a level that is \$3.85 million above the minimum funding required by State of Illinois statute.

The 2012 Actuarial Study recommends a reduction from the 2011 level by \$412,297 for Police Pension funding and \$275,010 for the Firefighter's Pension funding as noted in the table below:

	Police Pension Fund	Firefighter's Pension Fund
2012 Contribution (used in 2011 Tax Levy)	\$ 8,521,751	\$ 6,401,393
Funded Ratio	45.7%	45.6%
2013 Contribution (used in 2012 Tax Levy)	\$ 8,109,454	\$ 6,126,383
Funded Ratio	45.6%	45.3%
Contribution Change	\$ (412,297)	\$ (275,010)
Funded Ratio Change	-0.1%	-0.3%

During discussion of the actuarial report in September 2012, the City Council considered increasing the funding for both pension funds above the actuarially recommended level. The Adopted FY 2013 Budget document includes a combined funding increase of \$500,000 for the Police and Fire Pension Funds in comparison to the actuarially recommended level. Of this amount, \$284,825 will be applied to the Police Pension Fund and the remaining \$215,175 will be allocated to the Fire Pension Fund.

**Senior Services:** The City of Evanston has a variety of outstanding senior programs based at the Levy Center. These programs combine a variety of educational, nutritional, and physical activities that serve a wide range of Evanston residents. However, as the population of Evanston ages, the City must carefully reassess programs for seniors. Existing senior programs staff are already overburdened working on existing programs and have no time to plan for the future and begin implementing new approaches to our programs. The FY 2013 budget has additional resources to begin addressing these future needs. Further new resources will be required in FY 2014 and beyond to serve the needs of our senior community.

**Diverse Communities:** The population of Evanston has traditionally been diverse racially and socio-economically. The 2010 Census shows that Evanston now has an African American population of 18.1%, Latino 9.0%, and Asian 8.6%. City programs and services need to have greater focus on identifying and serving the needs of these diverse racial communities. In addition, the City needs to spend additional resources on programs and partnerships to help struggling families in difficult economic circumstances. Some work has started with the United Way of Metropolitan Chicago on financial literacy courses and the City is committed to additional work in this area.

**Solid Waste Fund:** In FY 2011 the City changed the service delivery model for recycling and refuse removal. Refuse and yard waste is now removed contractually and recycling is handled through the use of in-house staff. This change was done to limit costs in two main areas regarding fleet and workers compensation/liability costs. The City's Solid Waste operations are still not self-sufficient and the FY 2013 Budget shows the General Fund contributing \$1.25 million into the fund for 2013. Even with this contribution, the Solid Waste Fund is projected to operate at a deficit of \$254,222 in 2013.

## **2013 CITY COUNCIL GOALS**

### **New goals**

The FY 2013 Budget includes many programs and initiatives to further the adopted goals of the City Council. The adopted 2013 City Council Goals are as follows:

- At-Risk and At-Need Families
- Capital Improvement Program Planning
- Climate Action Plan
- Development Services and Design Review
- Economic Development
- Innovation
- Northwestern University
- Police and Fire Pension Funding Issues
- Robert Crown Center Improvements
- Safety Issues
- Senior Programs
- Services to the Latino Population
- Visual & Performing Arts
- Youth Services

New additions to the previous year goals included:

- Senior Programs
- At Risk and At Need Families
- Services to Latino Population

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

- Efficiency and Effectiveness of Services
- Affordable Housing

As always, implementing the City Council's goals will be the staff's main priority in FY 2013.

## **FISCAL YEAR 2013 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 2011*</b>	<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Amended</b>	<b>Estimated</b>	<b>Adopted</b>
		<b>Budget</b>	<b>Budget**</b>	<b>Actual</b>	<b>Budget</b>
Revenues	\$73,969,578	\$82,700,787	\$82,700,787	\$82,045,112	\$84,523,051
Expenditures	\$71,629,059	\$82,696,543	\$82,696,543	\$80,884,049	\$84,520,422
Net	\$2,340,519	\$4,244	\$4,244	\$1,161,063	(\$2,629)
Transfer to Capital	\$0	\$0	(\$1,250,000)	(\$1,250,000)	\$0
Transfer to Equip. Replacement	\$0	\$0	(\$500,000)	(\$500,000)	\$0
Surplus/(Deficit)	\$2,340,519	\$4,244	(\$1,745,756)	(\$588,937)	(\$2,629)

\* FY 2011 was a ten-month transitional fiscal year.

\*\* General Fund budget was amended on 6/11/12 to include fund balance transfers totaling \$1.75M. \$1.25M was transferred to the Capital Improvement Fund and \$500,000 was transferred to the Equipment Replacement Fund.

### **Staffing/Compensation:**

The 2013 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 one of four bargaining units. During the past year, two-year contracts were settled with the Evanston chapters of the American Federation of State, County and Municipal Employees (AFSCME) and the International Association of Fire Fighters (IAFF). The City is currently in contract negotiations with the local chapter of the Fraternal Order of Police (FOP) Officers and will begin negotiations with the FOP Sergeants in November.

### **Fiscal Year 2012 Status:**

FY 2012 revenues are estimated to perform at approximately 99.2% of budget. As a result of Cook County maintaining a normal schedule for distributing property tax bills, the City has received nearly all property taxes due for FY 2012. Income tax and Real Estate Transfer taxes are performing above budgeted levels, and building permit revenues have exceeded FY 2012 budget expectations. While Sales Taxes are lagging below budget targets to date, staff anticipates that fourth quarter sales will boost this revenue source close to budgeted levels.

FY 2012 Departmental General Fund expenditures are estimated to be below budget by approximately \$1.8 million or about 2.2%. However, on June 11, 2012, the General Fund budget was amended to include fund balance transfers of \$1.25M to the Capital Improvement Fund and \$500,000 to the Equipment Replacement Fund. As a result, at year-end, the General Fund was projected to have a deficit totaling \$1.75M. However, due to General Fund expenditures being held below budget in FY 2012, this deficit projection has been reduced to \$588,937.

As Evanston moves toward the next year, staff will continue to refine operations based on feedback from the community and overall service level demands. Some of this refinement will include partnerships with surrounding communities to achieve operational efficiencies and cost savings including the utilization of the Skokie fire training facility in FY 2013. This partnership will allow the City to maintain a staff of well-trained personnel while avoiding costs associated with the construction and maintenance of a new training facility for the department that was projected to cost over \$871,000.

The FY 2013 Budget contains a series of staffing adjustments. The list of staff position reductions and additions for FY2013 is shown below.

<b>POSITION</b>	<b>DEPARTMENT</b>	<b>FUND</b>	<b>FTE</b>
Development Officer (vacant)	City Manager's Office	Economic Development	1.00
Information Services Trainer	Administrative Services	General	1.00
Planner	Community and Economic Development	General	1.00
Inspector/Customer Service Supervisor	Community and Economic Development	General	1.00
Service Desk Officer (vacant)	Police Department	General	0.50
Service Desk Officer (vacant)	Police Department	General	0.50
Clerk II (vacant)	Health Department	General	1.00
Dental Assistant (vacant)	Health Department	General	1.00
Dentist (vacant)	Health Department	General	0.80
<b>TOTAL REDUCTIONS</b>			<b>7.80</b>
Part-Time Custodian – Levy Center	Parks/Recreation/Community Services	General	0.53
Facility Supervisor – Levy Center	Parks/Recreation/Community Services	General	0.50
Facility Supervisor – Levy Center	Parks/Recreation/Community Services	General	0.25
Office Assistant – Levy Center	Parks/Recreation/Community Services	General	0.25
<b>TOTAL ADDITIONS</b>			<b>2.53</b>
<b>NET TOTAL REDUCTIONS</b>			<b>5.27</b>

The total staffing level for FY 2013 is 789.47 full-time equivalents, compared to a high level of 884 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.

Along with the position reductions made in the General Fund, there are several increased revenue projections. The 2013 Budget does not include an increase to the General Fund Operating Property Tax Levy. Below is a summary listing of all included adjustments:

Enhance Collections	\$ 200,000
Net Impact of 2002C Bond Refunding (Levy Deferral)	\$ 185,000
<b>Total Revenue Increases</b>	<b>\$ 385,000</b>

Overall, revenues for the General Fund are projected to be relatively flat in FY 2013 with modest increases in some areas. In total, staff projects that General Fund revenues will increase by approximately 2.2% in comparison with the prior year budget. The following chart provides a comparison of the major budgeted revenues in the General Fund compared to actual revenues collected in 2012.

Description	FY12 Budget	FY13 Budget	Difference	Reason
ATHLETIC CONTEST TAX	\$ 700,000	\$ 760,000	\$ 60,000	Increased ticket sales are projected in 2013 based on home games vs. Michigan, Michigan State and Ohio State.
NATURAL GAS UTILITY TAX	\$ 1,583,000	\$ 1,400,000	\$ (183,000)	Based on State of Illinois Budget Office projections.
LIQUOR TAX	\$ 2,070,063	\$ 2,350,000	\$ 279,937	Increase based on Trader Joe's and Whole Foods' anticipated liquor sales.
SALES TAX	\$ 15,206,475	\$ 15,152,800	\$ (53,675)	Based on State of Illinois Budget Office projections. Adjusted for anticipated revenue from sales at Trader Joe's
REAL ESTATE TRANSFER TAX	\$ 1,725,000	\$ 2,100,000	\$ 375,000	Based on recent trend data and anticipation of an improving real estate market.
BUILDING PERMIT REVENUE	\$ 2,500,000	\$ 3,000,000	\$ 500,000	Based on recent permit trend data and anticipation of major projects for Northwestern University.
STATE USE TAX	\$ 1,091,215	\$ 1,176,879	\$ 85,664	Based on recent trend data.
TELECOMMUNICATIONS TAX	\$ 3,150,000	\$ 3,244,500	\$ 94,500	3% increase based on State of IL projections
RECREATION PROGRAM FEE INCREASES	\$ 5,630,990	\$ 5,852,897	\$ 221,907	Based on fee increases for FY 2013.
PEG FEES	\$ -	\$ 100,000	\$ 100,000	Based on City assuming cable infrastructure maintenance.
CABLE FRANCHISE FEE	\$ 865,000	\$ 1,000,000	\$ 135,000	Based on recent trend data
BOOT RELEASE FEES	\$ 60,376	\$ 80,000	\$ 19,624	Increase due to enhanced enforcement as a result of automated license-plate recognition system.
PAYMENT IN LIEU OF TAXES	\$ 152,092	\$ 250,000	\$ 97,908	Increase is due to 2012 PILOT payment from the Mather continuing care retirement community.
<b>Totals</b>	<b>\$ 34,734,211</b>	<b>\$ 36,467,076</b>	<b>\$ 1,732,865</b>	

## **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/Chief Financial Officer 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 Deputy City Manager Joseph McRae, the members of the Budget Team, including Finance Manager Louis Gergits, Senior Management Analyst Brandon Dieter, Management Analyst Ashley Porta, Intergovernmental Affairs Coordinator Matt Swentkofske, and ICMA Fellow Godwin Chen 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

**FY 2013 BUDGET REDUCTION WORKSHEET  
CITY OF EVANSTON**

	FY 2013 INITIAL ADJUSTMENTS	FY 2013 FINAL ADJUSTMENTS
<b>GENERAL FUND - RECOMMENDED REVENUES</b>		
<b>GENERAL FUND BUDGET ADJUSTMENTS - REVENUES</b>		
<b>Citywide</b>		
Enhance Collections	200,000	200,000
Net Impact of 2002C Bond Refunding (Levy Deferral) (Assumes \$500,000 increase to Police / Fire Pension Funding) (Assumes abatement of \$685,000 in debt service payments due to 2012 bond refunding)	185,000	185,000
<b>SUBTOTAL REVENUE ADJUSTMENTS</b>	<b>\$ 385,000</b>	<b>\$ 385,000</b>
	FY 2013 INITIAL ADJUSTMENTS	FY 2013 FINAL ADJUSTMENTS
<b>GENERAL FUND - RECOMMENDED REDUCTIONS</b>		
<b>CITY-WIDE BUDGET ADJUSTMENTS - EXPENDITURES</b>		
<b>Department Reduction Detail</b>		
<b>General Fund</b>		
Restructuring of Cell Phone Stipends	30,000	30,000
Reduction of Printer, Copier, and Toner Expenses	37,000	37,000
Increase transfer to Fleet Fund	(50,000)	(50,000)
Utilize Vacancy Savings	325,000	325,000
<b>Subtotal General Fund</b>	<b>\$ 342,000</b>	<b>\$ 342,000</b>
<b>City Manager's Office</b>		
Addition of M/W/EBE Contract Compliance Officer	(30,000)	(30,000)
Allocation to City Manager's Reserve Account for Crisis Intervention Services	-	(85,000)
Reduction in ECTV agreement by \$50,000	50,000	50,000
<b>Subtotal City Manager's Office</b>	<b>\$ 20,000</b>	<b>\$ (65,000)</b>
<b>Administrative Services</b>		
Administrative Services Personnel Reduction (IS Trainer)	112,000	112,000
Increase for IT Mobile Computing Initiative	(46,000)	(46,000)
Increase to IT Equipment for Installation of Security Cameras at ETHS	-	(25,000)
Retain Contractual Collection Coordinator Services	(60,000)	(60,000)
<b>Subtotal Administrative Services</b>	<b>\$ 6,000</b>	<b>\$ (19,000)</b>
<b>Community and Economic Development</b>		
Community and Economic Development Staffing Reduction (Planner)	98,000	98,000
Community and Economic Development Staffing Reduction (Insp/Cust Service Supervisor)	108,000	108,000
25% Allocation of CED Director Salary to Economic Development Fund	47,864	47,864
<b>Subtotal Community and Economic Development</b>	<b>\$ 253,864</b>	<b>\$ 253,864</b>

**FY 2013 BUDGET REDUCTION WORKSHEET  
CITY OF EVANSTON**

	<b>FY 2013 INITIAL ADJUSTMENTS</b>	<b>FY 2013 FINAL ADJUSTMENTS</b>
<b>GENERAL FUND - RECOMMENDED REDUCTIONS</b>		
<b>Police</b>		
311 Part-time Reductions - 2 part-time positions	42,630	42,630
Reduce Police Department payout budget	50,000	50,000
<b>Subtotal Police</b>	<b>\$ 92,630</b>	<b>\$ 92,630</b>
<b>Fire</b>		
<b>Subtotal Fire</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Health</b>		
Addition of Crisis Intervention Coordinator (10 Months starting 3/1/13)	(85,000)	-
<b>Subtotal Health</b>	<b>\$ (85,000)</b>	<b>\$ -</b>
<b>Parks, Recreation and Community Services</b>		
Additional PT Custodians at Levy Center	(15,966)	(15,966)
Additional PT Facility Supervisors at Levy Center	(24,828)	(24,828)
Additional PT Office Assistant at Levy Center	(4,721)	(4,721)
<b>Subtotal Parks, Recreation and Community Services</b>	<b>\$ (45,515)</b>	<b>\$ (45,515)</b>
<b>Public Works</b>		
<b>Subtotal Public Works</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL REVENUE ADJUSTMENTS (General Fund)</b>	<b>\$ 385,000</b>	<b>\$ 385,000</b>
<b>TOTAL EXPENDITURE REDUCTIONS (General Fund)</b>	<b>\$ 583,979</b>	<b>\$ 558,979</b>
<b>TOTAL PROPOSED REVENUES (General Fund)</b>	<b>\$ 84,138,051</b>	<b>\$ 84,138,051</b>
<b>TOTAL PROPOSED EXPENDITURES (General Fund)</b>	<b>\$ 85,079,401</b>	<b>\$ 85,079,401</b>
<b>TOTAL PROJECTED DEFICIT (General Fund)</b>	<b>\$ 941,350</b>	<b>\$ 941,350</b>
<b>TOTAL DEFICIT REDUCTION (General Fund)</b>	<b>\$ 968,979</b>	<b>\$ 943,979</b>
<b>NET BALANCE (General Fund)</b>	<b>\$ 27,629</b>	<b>\$ 2,629</b>

**FY 2013 BUDGET REDUCTION WORKSHEET  
CITY OF EVANSTON**

	<b>FY 2013 INITIAL ADJUSTMENTS</b>	<b>FY 2013 FINAL ADJUSTMENTS</b>
<b>OTHER FUNDS - RECOMMENDED REVENUES</b>		
<b><u>Fleet Maintenance</u></b>		
Increase General Fund Transfer to Fleet Maintenance Fund	50,000	50,000
<b><u>Subtotal Fleet Maintenance</u></b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
<b><u>Fire Pension</u></b>		
Increase Funding to Police and Fire Pension Funds by \$500,000 (Fire Pension Portion)	215,175	215,175
<b><u>Subtotal Fire Pension</u></b>	<b>\$ 215,175</b>	<b>\$ 215,175</b>
<b><u>Police Pension</u></b>		
Increase Funding to Police and Fire Pension Funds by \$500,000 (Police Pension Portion)	284,825	284,825
<b><u>Subtotal Police Pension</u></b>	<b>\$ 284,825</b>	<b>\$ 284,825</b>
<b><u>SUBTOTAL REVENUE ADJUSTMENTS (Other Funds)</u></b>	<b>\$ 550,000</b>	<b>\$ 550,000</b>
	<b>FY 2013 INITIAL ADJUSTMENTS</b>	<b>FY 2013 FINAL ADJUSTMENTS</b>
<b>OTHER FUNDS - RECOMMENDED REDUCTIONS</b>		
<b><u>Economic Development</u></b>		
City Manager's Office - Community Outreach Adjustments	93,392	93,392
25% Allocation of CED Director Salary to Economic Development Fund	(47,864)	(47,864)
<b><u>Subtotal Economic Development</u></b>	<b>\$ 45,528</b>	<b>\$ 45,528</b>
<b><u>Water</u></b>		
Fund 48" Intake Improvements and Zebra Mussel Control Project Solely from IEPA Loan	-	70,000
<b><u>Subtotal Water</u></b>	<b>\$ -</b>	<b>\$ 70,000</b>
<b><u>TOTAL EXPENSE REDUCTIONS (Other Funds)</u></b>	<b>\$ 45,528</b>	<b>\$ 115,528</b>

**FY 2013 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. On-going 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 the City Manager to implement the plan. This places the responsibility for day-to-day provision of services on a professional manager and staff.

II. Budget Summary

The total operating budget for FY 2013 is \$247,359,877 for all budgeted funds, including inter-fund transfers. This represents a decrease of \$11,500,116 as compared to the FY 2012 Budget. The major change in the FY 2013 budget in comparison to the FY 2012 is the creation of a new fund, the Dempster-Dodge Tax Increment Financing (TIF) District Fund. This fund will account for all of the activity associated with this TIF as outlined in the enabling ordinance.

III. Fiscal Considerations

The City continues to take a guarded approach to budgeting its revenues and expenditures for FY 2013 due to the continued uncertainty of the economy. While there are many adjustments included in the budget to allow it 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.

Revenues across all funds are projected to decrease by approximately 1.79% in comparison to FY 2012. FY 2013 General Fund revenues are projected to increase slightly over the prior year by 0.09%. Some increases and decreases have been included in the budget and the estimates are based on trend data,

departmental input, and recommendations from the Illinois Municipal League and the State of Illinois Budget Office. The current budget does not include many increases that would affect the residents of Evanston—the tax levy and most fees remain level.

Police and Fire pension costs continue to provide the City Council with difficult decisions for current and future funding. Currently, each of these funds is budgeted at a 6.70% and 6.34% increase, respectively and total costs are projected to be \$17.0 million for 2013. Long term funding for Police and Fire pensions is calculated by an independent actuary each year and for 2013 the projected required contribution from the City to both funds combined is \$14.2 million.

#### IV. General Fund

##### Expenditures

The FY 2013 budget includes modest increases to personnel costs as a result of union contracts. There is also a 2% increase included for non-union personnel. The FY 2012 adopted budget served as the baseline for non-personnel Departmental expenditure budgets in 2013. 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 FY 2013 budget period.

In some cases, departments were able to meet this request. However, in many instances, departments requested additional funding to meet strategic goals and maintain service levels in the face of increased prices for raw materials. The Budget Team and City Administration reviewed these requests and provided opportunities for departmental cooperation, needs assessments, and prioritization.

The FY 2013 budget public input process began in September, 2012 through the City's "Engage Evanston" program. Residents submitted approximately 60 budget ideas using the Engage Evanston website, 311, outreach efforts from staff, and written comments sent to the Civic Center. In addition, approximately 150 residents took part in the Community Outreach Event, in which members of staff were available at various locations throughout the City to discuss budget-related comments and ideas.

##### Revenues

The General Fund 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 expected to remain flat for FY 2013 at \$12,096,386. The property tax will decrease for non-General Fund expenditures which include Sewer debt, general obligation debt, and Police and Fire pensions. As a result, the property tax levy will decrease by approximately 0.59%. It should be noted that in FY 2012 a portion of the General Fund property tax levy was allocated to the newly created Library Fund. For FY 2013, the tax levy will be directly applied to the Library Fund in the amount of \$4,253,214.

2. State Sales Tax:

General Fund revenue from the State of Illinois sales tax is expected to be \$9,291,000, which represents an approximate increase of 0.89% in comparison to the FY 2012 budget. This revenue will increase or decrease based on the dollar amount of purchased tangible merchandise within the City. The anticipated increase is based on the projections for the Trader Joe's store in Evanston.

3. Home Rule Sales Tax:

For FY 2013, this General Fund revenue is budgeted at \$5,861,800, which is a 2.25% decrease over the FY 2012 budget. The year-end estimate for FY 2012 Home Rule Sales Tax revenue is projected at \$5,700,000. This tax is not assessed on food, prescription medication, or registered/titled property purchases (i.e., vehicles) so it is often 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 FY 2013 is \$6,322,645, representing an 8.01% increase from FY 2012. 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 FY 2013, these taxes are budgeted at \$8,514,306, which represents a 1.82% decrease compared to FY 2012 budget.

6. Real Estate Transfer Tax:

Real estate transfer tax revenue is budgeted to increase by approximately \$375,000 or 21.74% in comparison to the FY 2012 budget; the projected FY 2013 revenue is \$2,100,000. Staff anticipates FY 2012 real estate transfer tax revenues will exceed budget and expects this trend to continue in FY 2013.

7. Vehicle Licenses:

This revenue source is considered to be relatively insulated from economic fluctuations as it is based on the number of vehicles registered within the City. For FY 2013, the revenue projection for vehicle licenses is \$2,600,000, which represents a 0.06% increase from the FY 2012 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 \$6,799,640, which represents a 12.31% increase in comparison to FY 2012. 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:

Parking tickets, regular, and other fine revenues are budgeted to be \$4,386,022 in FY 2013, which represents a 7.11% decrease in comparison to FY 2012 based on recent trends.

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 \$7,904,198 in FY 2013, which is a 0.65% increase over FY 2012.

11. State and Federal Aid

This revenue is completely dependent on grants offered by the State and Federal governments. For FY 2013, the revenue is projected to be \$786,789, which represents a 17.45% increase from FY 2012. 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 FY 2012 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. FY 2013 revenues for the Library Fund are projected to be \$5,104,814 and expenditures are budgeted at \$5,080,920. Prior to FY 2012, revenues and expenditures associated with the Evanston Public Library were part of the City's General Fund.

Homelessness Prevention and Rapid Re-Housing Program

This fund was created to provide services and direct assistance to those qualified individuals who were homeless or were at risk of becoming homeless. This

program helped individuals regain stability and during the 3-year grant period 150 people in 86 households were provided homeless prevention services and 88 people in 69 households were provided re-housing services. The HPRP grant was 100% expended and closed 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 \$4,011,917 in FY 2013.

#### Motor Fuel Tax Fund

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 Fund spending is budgeted at \$2,233,000 in FY 2013.

#### 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. FY 2013 revenues for the fund are budgeted at \$1,034,560, while expenditures for 2013 total \$1,197,280.

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

This accounts for services such as promotion, advertisement, and other public services of the 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. The FY 2013 revenues and expenditures budgeted for the SSA #4 Fund are projected to be \$370,000.

#### 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 FY 2013 is \$1,925,100, a \$228,907 increase over FY 2012. This increase is directly related to additional funds provided by 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. FY 2013 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 \$2,367,603 for FY 2013, a \$136,015 decrease from FY 2012. The City uses these funds 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 FY 2013, which is equivalent to the FY 2012 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 FY 2013 budgeted expenditures are \$797,400 or \$133,442 more than FY 2012.

#### Affordable Housing Fund

The Fund seeks to support housing related programs as adopted by the City Council. The FY 2013 budget is \$297,790, a \$67,200 increase over FY 2012.

#### Washington National TIF Debt Service Fund

Expenditures for the Washington National TIF Debt Fund are budgeted to be \$8,746,726 for FY 2013, an increase of \$168,350 compared to FY 2012. 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 FY 2013 budget for this fund is \$418,816 of debt service costs, which represents a \$4,416 decrease from FY 2012.

#### Southwest II (Howard-Hartrey) 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 FY 2013 budget for this fund is \$3,765,011 and includes \$1.9 million in capital improvements and land acquisition and a \$1 million distribution of surplus.

#### 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 FY 2013 are \$609,500 which is \$580 above FY 2012. For FY 2013, \$29,500 is

budgeted as a transfer to the General Fund, with the remaining \$580,000 budgeted for capital projects.

#### Debt Service Fund

The 2012 tax year levy, to be filed with Cook County in December 2012, has been budgeted as revenue for the FY 2013. 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 FY 2013 is projected at \$13,824,528.

#### 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 FY 2013 total \$1,578,900, 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. The West Evanston TIF district collected its first tax increment in FY 2007-08. Expenses for FY 2013 are budgeted at \$3,635,000 and are primarily related to economic development and capital projects.

#### Dempster-Dodge Tax Increment Finance District Fund

The City Council approved the creation of the Dempster-Dodge Tax Increment Financing (TIF) District on June 25, 2012. The Dempster-Dodge TIF District area is comprised of a single parcel. This parcel is a shopping center located at the southwest corner of the intersection of Dempster Street and Dodge Avenue. FY 2013 expenses totaling \$650,000 are primarily related to economic development 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 \$11,269,172, which is a decrease of \$3,381,186 in comparison to FY 2012.

#### Special Assessment Fund

The Special Assessment Fund's budgeted expenditures for FY 2013 total \$817,660, which represents a decrease of \$655,000 compared to FY 2012. The majority of this increase is attributable to capital improvement projects in the fund.

### Parking Fund Summary

All parking revenue sources, including lots, meters, and garages are combined into this fund for ease of tracking and comparison. Operations include the Sherman Plaza garage, the Maple Avenue parking structure, and the entire municipal parking system. FY 2013 budgeted expenses total \$14,423,983, a decrease of \$827,157.

### Water Fund

The Water Fund has budgeted FY 2013 expenses totaling \$20,611,479. Capital improvements are budgeted at \$7,435,000 and include main replacements and improvements to the Water Plant.

### Sewer Fund

The Sewer Fund has budgeted FY 2013 expenses totaling \$18,443,588, which represents a \$3,017,555 decrease compared to FY 2012. The Sewer Fund includes \$4,100,000 worth of capital improvements and \$11,542,740 in debt service.

### Solid Waste Fund

This fund was created in FY 2011 and tracks revenues and expenses associated with the City's refuse, recycling, and yard-waste collection services. The FY 2013 budget for Solid Waste operations is projected at \$5,264,222. Staff anticipates the fund will close FY 2013 with a deficit totaling \$254,222.

### Fleet Services Fund

Budgeted expenditures for FY 2013 total \$3,509,065, a \$2,209,448 decrease in comparison to FY 2012. Fleet Services Fund is responsible for the maintenance and repair of the City's fleet; the Equipment Replacement Fund is responsible for the purchase of vehicles and equipment.

### Equipment Replacement Fund

This fund is responsible for costs associated with purchases of City vehicles and equipment. Revenues for the fund are provided primarily from transfers from other funds. FY 2013 expenditures budgeted for the fund total \$2,450,000.

### Insurance Fund

Budgeted expenditures for FY 2013 total \$17,424,026. In FY 2009-10, 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 \$1,250,000.

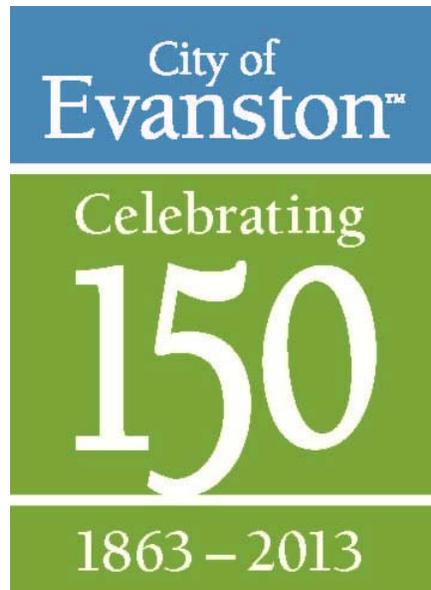
### Fire Pension Fund

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 FY 2013 are budgeted at \$7,560,000.

Police Pension Fund

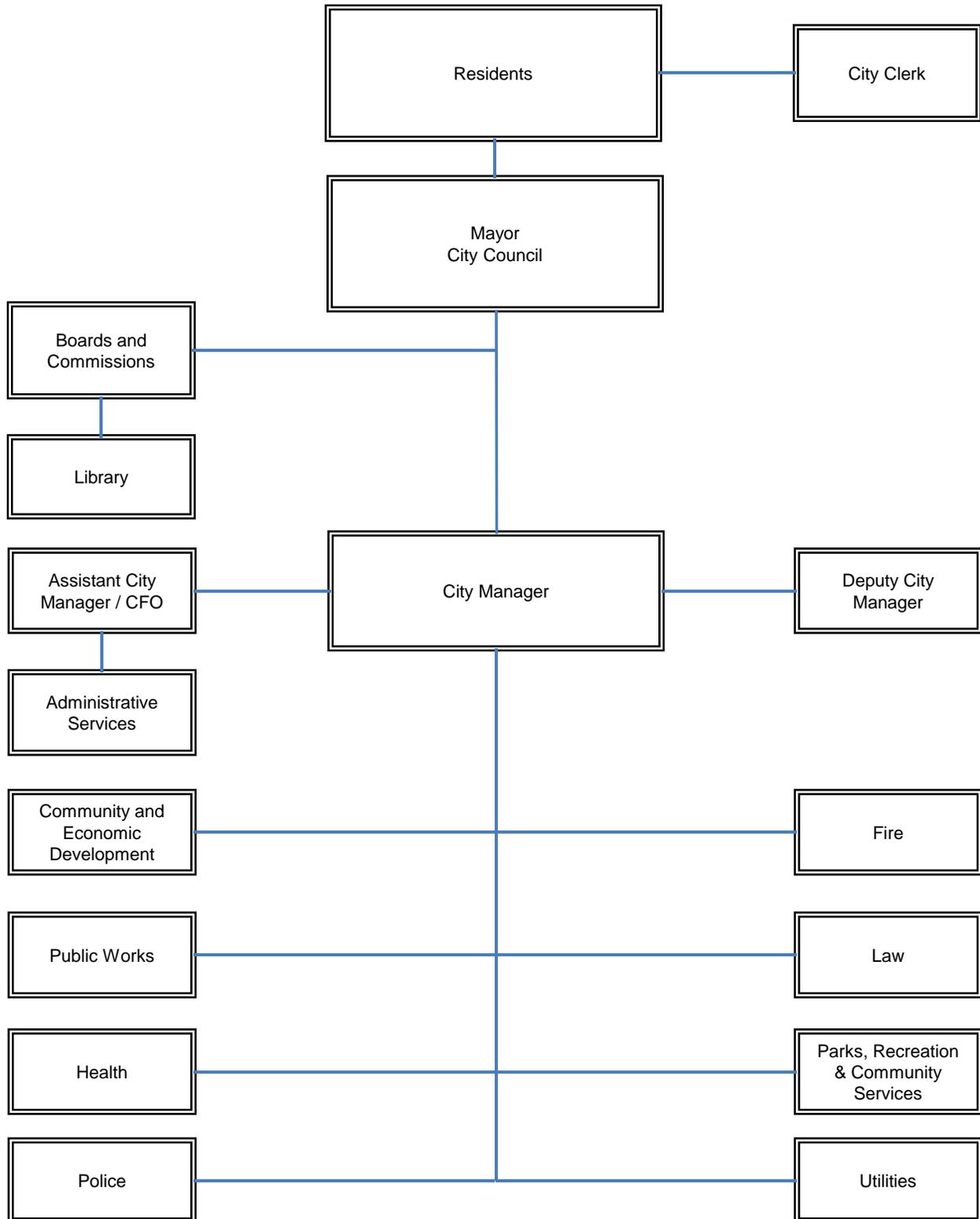
Every Illinois municipality having a population of not less than 5,000 and not more than 500,000 must have a Police Pension fund as prescribed in 40 ILCS 5/3-101 of the Illinois Revised Statutes. The Police Pension Fund expenditures for FY 2013 are budgeted at \$9,486,769.



# **PART II**

# **CHARTS & SUMMARIES**

# City of Evanston, Illinois Organization 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 (2010 Census)</b>	30,047	Number of City-maintained Parks and Playgrounds	75
<b>Number of Housing Units (2010 Census)</b>	33,181	Park Area in Acres	265
<b>Equalized Assessed Valuation (2011)</b>	\$2,727,367,573	Number of Public Swimming Beaches	5
<b>Per Capita Income (2010 Census)</b>	\$42,651	<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 3	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	11	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 2013**

<b>DATE</b>	<b>TIME</b>	<b>ACTIVITY</b>
Monday, August 13, 2012	7PM*	Presentation of FY 2013 Budget Calendar Mid-Year 2012 Budget Review
Tuesday, September 18, 2012	7PM	City Council Goal Setting Session
Wednesday, September 19, 2012	7PM	Citizen Budget Input Session
Friday, October 12, 2012	5PM	Proposed Budget to City Council
Monday, October 29, 2012	7PM	City Council Budget Discussion
Saturday, November 10, 2012	9AM - 1PM	Special City Council Meeting Public Hearing - Truth in Taxation Public Hearing - FY 2013 Proposed Budget Preliminary Tax Levy Estimate
Tuesday, November 13, 2012	7PM	Optional Special City Council Meeting - Budget Discussion
Monday, November 26, 2012	7PM	Budget Adoption
Monday, December 10, 2012	7PM*	Tax Levy Adoption & Tax Levy Abatement

\* Meeting Times are Approximate

Rosh Hashanah is September 17<sup>th</sup> and 18<sup>th</sup>. Yom Kippur is September 25<sup>th</sup> and 26<sup>th</sup>.  
Columbus Day is October 8<sup>th</sup>. Thanksgiving is November 22<sup>nd</sup>.

# 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.

# City of Evanston

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## 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, 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, Solid Waste, and 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 October 31.

# City of Evanston

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## **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 current financial and operational needs. The City Manager each year will recommend to the City

# City of Evanston

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

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.

### L. Expenditure Analysis

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

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 Area 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.

**Dempster-Dodge 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 pay claim and premium costs incurred.

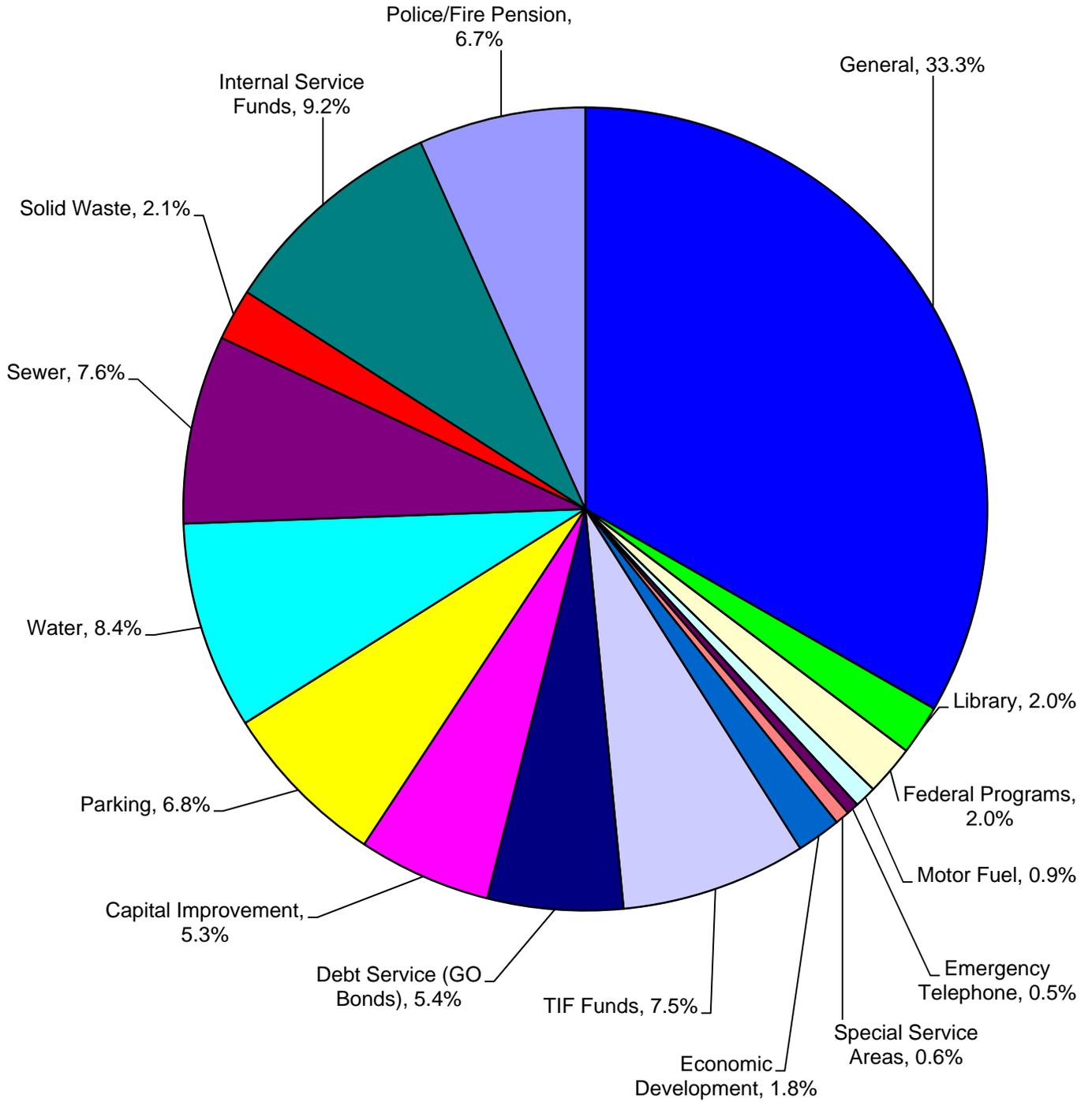
**TRUST AND AGENCY FUNDS**

**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 2013 Adopted Budget  
Summary - All Funds (prior to interfund transfers)  
All Funds = \$253,935,256**



**Total Budgeted Expenditures- All Funds  
FY12 vs. FY13  
(Prior to Interfund Transfers)**

In this summary, the total budgets for all funds are compared with the approved fund totals for FY12.  
All budget totals in this summary are gross figures prior to eliminating interfund transfers.

Fund	Fund #	FY11 Actual Expenditures*	FY12 Budgeted Expenditures	FY12 Estimated Expenditures	FY13 Adopted Expenditures	Net Change	Percent Change
General	100	\$ 71,629,059	\$ 84,446,543	\$ 82,634,049	\$ 84,520,422	73,879	0.1%
Library	185	\$ -	\$ 4,649,599	\$ 4,617,672	\$ 5,080,920		
HPRP	190	\$ 288,460	\$ 80,000	\$ 83,648	\$ -	(80,000)	-100.0%
Neighborhood Stabilization	195	\$ 5,409,752	\$ 7,449,363	\$ 7,449,363	\$ 4,011,917	(3,437,446)	-46.1%
Motor Fuel	200	\$ 1,678,433	\$ 2,236,990	\$ 2,236,990	\$ 2,233,000	(3,990)	-0.2%
Emergency Telephone	205	\$ 979,798	\$ 1,266,845	\$ 1,213,117	\$ 1,247,280	(19,565)	-1.5%
Special Service Area # 4	210	\$ 388,000	\$ 398,000	\$ 398,000	\$ 370,000	(28,000)	-7.0%
CDBG	215	\$ 1,760,057	\$ 1,696,193	\$ 1,740,432	\$ 2,084,100	387,907	22.9%
CDBG Loan	220	\$ 8,460	\$ 20,000	\$ 20,000	\$ 20,000	-	0.0%
Economic Development	225	\$ 1,918,277	\$ 2,503,618	\$ 2,291,369	\$ 2,367,603	(136,015)	-5.4%
Neighborhood Improvement	235	\$ -	\$ 50,000	\$ -	\$ 50,000	-	0.0%
HOME	240	\$ 97,011	\$ 663,958	\$ 1,085,858	\$ 797,400	133,442	20.1%
Affordable Housing Fund	250	\$ 74,238	\$ 230,590	\$ 94,440	\$ 297,790	67,200	29.1%
Washington National TIF	300	\$ 4,301,048	\$ 8,578,376	\$ 6,966,376	\$ 8,696,726	118,350	1.4%
Special Service Area # 5	305	\$ 53,853	\$ 423,232	\$ 423,232	\$ 418,816	(4,416)	-1.0%
Southwest II TIF	310	\$ 853,858	\$ 3,656,203	\$ 1,957,941	\$ 3,765,011	108,808	3.0%
Southwest TIF	315	\$ 724,100	\$ 608,920	\$ 28,920	\$ 609,500	580	0.1%
Debt Service	320	\$ 12,994,882	\$ 13,122,403	\$ 13,117,928	\$ 13,824,528	702,125	5.4%
Howard-Ridge TIF	330	\$ 147,952	\$ 2,037,736	\$ 877,900	\$ 1,578,900	(458,836)	-22.5%
West Evanston TIF	335	\$ 113,875	\$ 4,020,000	\$ 2,302,250	\$ 3,635,000	(385,000)	-9.6%
Dempster-Dodge TIF	340	\$ -	\$ -	\$ -	\$ 650,000	-	0.0%
Capital Improvement	415	\$ 6,116,994	\$ 14,650,358	\$ 10,575,000	\$ 13,575,351	(1,075,007)	-7.3%
Special Assessment	420	\$ 1,057,781	\$ 1,472,660	\$ 1,017,660	\$ 678,660	(794,000)	-53.9%
Parking	505	\$ 6,789,114	\$ 15,251,140	\$ 11,944,537	\$ 17,219,983	1,968,843	12.9%
Water	510	\$ 10,598,976	\$ 20,663,758	\$ 20,144,879	\$ 21,242,179	578,421	2.8%
Sewer	515	\$ 7,120,450	\$ 21,461,143	\$ 17,457,405	\$ 19,266,088	(2,195,055)	-10.2%
Solid Waste	520	\$ 4,471,891	\$ 5,187,861	\$ 5,187,860	\$ 5,264,222	76,361	1.5%
Fleet	600	\$ 3,857,345	\$ 5,718,513	\$ 4,876,106	\$ 3,509,065	(2,209,448)	-38.6%
Equipment Replacement	601	\$ -	\$ 3,550,000	\$ 2,432,000	\$ 2,450,000	(1,100,000)	-31.0%
Insurance	605	\$ 15,901,060	\$ 16,765,991	\$ 16,738,771	\$ 17,424,026	658,035	3.9%
Fire Pension	700	\$ 5,854,015	\$ 7,109,000	\$ 7,327,472	\$ 7,560,000	451,000	6.3%
Police Pension	705	\$ 7,445,245	\$ 8,891,000	\$ 9,159,450	\$ 9,486,769	595,769	6.7%
<b>Total All Funds</b>		<b>172,633,984</b>	<b>258,859,993</b>	<b>236,400,625</b>	<b>253,935,256</b>	<b>(4,924,737)</b>	<b>-1.9%</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 FY13 City Budget. The total for each fund is compared with that of the approved FY12 budget.

Fund	Fund #	FY12 Net Budget	FY13 Adopted Expenditures	Less Transfers to Other Funds	FY13 Adopted Net Expenditures	Net Change	Percent Change
General	100	67,176,080	84,520,422	(16,180,858)	68,339,564	1,163,484	1.7%
Library	185	4,330,700	5,080,920	(400,646)	4,680,274	349,574	8.1%
HPRP	190	80,000	-	-	-	(80,000)	-100.0%
Neighborhood Stabilization	195	7,110,112	4,011,917	(165,295)	3,846,622	(3,263,490)	-45.9%
Motor Fuel	200	1,400,000	2,233,000	(833,000)	1,400,000	-	0.0%
Emergency Telephone	205	1,035,415	1,247,280	(236,158)	1,011,122	(24,293)	-2.3%
Special Service Area # 4	210	398,000	370,000	-	370,000	(28,000)	-7.0%
CDBG	215	888,443	2,084,100	(814,240)	1,269,860	381,417	42.9%
CDBG Loan	220	20,000	20,000	-	20,000	-	0.0%
Economic Development	225	1,962,825	2,367,603	(533,894)	1,833,709	(129,116)	-6.6%
Neighborhood Improvement	235	50,000	50,000	-	50,000	-	0.0%
HOME	240	604,000	797,400	(28,400)	769,000	165,000	27.3%
Affordable Housing Fund	250	206,600	297,790	(23,990)	273,800	67,200	32.5%
Washington National TIF	300	4,376,650	8,696,726	(3,962,350)	4,734,376	357,726	8.2%
Special Service Area # 5	305	423,232	418,816	-	418,816	(4,416)	-1.0%
Southwest II TIF	310	2,214,603	3,765,011	(144,400)	3,620,611	1,406,008	63.5%
Southwest TIF	315	580,000	609,500	(29,500)	580,000	-	0.0%
Debt Service	320	13,122,403	13,824,528	-	13,824,528	702,125	5.4%
Howard-Ridge TIF	330	1,917,336	1,578,900	(168,900)	1,410,000	(507,336)	-26.5%
West Evanston TIF	335	3,960,000	3,635,000	(60,000)	3,575,000	(385,000)	-9.7%
Dempster-Dodge TIF	340	-	650,000	-	650,000	650,000	N/A
Capital Improvement	415	14,175,358	13,575,351	(475,000)	13,100,351	(1,075,007)	-7.6%
Special Assessment	420	1,155,000	678,660	(317,660)	361,000	(794,000)	-68.7%
Parking	505	14,051,029	17,219,983	(1,186,469)	16,033,514	1,982,485	14.1%
Water	510	16,082,729	21,242,179	(4,543,935)	16,698,244	615,515	3.8%
Sewer	515	20,603,377	19,266,088	(948,157)	18,317,931	(2,285,446)	-11.1%
Solid Waste	520	4,554,082	5,264,222	(589,422)	4,674,800	120,718	2.7%
Fleet	600	3,277,899	3,509,065	(207,468)	3,301,597	23,698	0.7%
Equipment Replacement	601	3,550,000	2,450,000	-	2,450,000	(1,100,000)	-31.0%
Insurance	605	16,758,282	17,424,026	(8,325)	17,415,701	657,419	3.9%
Fire Pension	700	7,109,000	7,560,000	-	7,560,000	451,000	6.3%
Police Pension	705	8,891,000	9,486,769	-	9,486,769	595,769	6.7%
<b>Total All Funds</b>		<b>222,064,155</b>	<b>253,935,256</b>	<b>(31,858,067)</b>	<b>222,077,189</b>	<b>13,034</b>	<b>0.0%</b>

**City of Evanston  
Budgeted Interfund Transfers  
Fiscal Year 2013**

	<u>Fund</u>	<u>Budget Transfers To</u>		<u>Fund</u>	<u>Budget Transfers From</u>
Revenue To	General	145,000	Expense From	NSP2	(145,000)
Revenue To	General	833,000	Expense From	Motor Fuel	(833,000)
Revenue To	General	125,950	Expense From	E911	(125,950)
Revenue To	General	781,278	Expense From	CDBG	(781,278)
Revenue To	General	452,707	Expense From	Economic Dev	(452,707)
Revenue To	General	28,400	Expense From	Home	(28,400)
Revenue To	General	23,990	Expense From	Affordable Housing	(23,990)
Revenue To	General	331,000	Expense From	Washington National TIF	(331,000)
Revenue To	General	144,400	Expense From	Howard Hartrey TIF	(144,400)
Revenue To	General	29,500	Expense From	Southwest TIF	(29,500)
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	<u>142,200</u>	Expense From	Sewer	<u>(142,200)</u>
	<b>Subtotal</b>	<b>7,693,367</b>		<b>Subtotal</b>	<b>(7,693,367)</b>
Revenue To	Economic Development	<u>48,500</u>	Expense From	Howard Ridge TIF	<u>(48,500)</u>
	<b>Subtotal</b>	<b>48,500</b>		<b>Subtotal</b>	<b>(48,500)</b>
Revenue To	Debt Service	646,820	Expense From	General	(646,820)
Revenue To	Debt Service	71,986	Expense From	Library	(71,986)
Revenue To	Debt Service	3,905	Expense From	NSP2	(3,905)
Revenue To	Debt Service	11,215	Expense From	E911	(11,215)
Revenue To	Debt Service	2,928	Expense From	CDBG	(2,928)
Revenue To	Debt Service	13,771	Expense From	Economic Development	(13,771)
Revenue To	Debt Service	317,660	Expense From	Special Assessment	(317,660)
Revenue To	Debt Service	190,210	Expense From	Sewer Fund	(190,210)
Revenue To	Debt Service	24,054	Expense From	Fleet	(24,054)
Revenue To	Debt Service	<u>8,325</u>	Expense From	Insurance	<u>(8,325)</u>
	<b>Subtotal</b>	<b>1,290,874</b>		<b>Subtotal</b>	<b>(1,290,874)</b>
Revenue To	Parking	<u>3,631,350</u>	Expense From	Washington National TIF	<u>(3,631,350)</u>
	<b>Subtotal</b>	<b>3,631,350</b>		<b>Subtotal</b>	<b>(3,631,350)</b>
Revenue To	Solid Waste	<u>1,245,967</u>	Expense From	General	<u>(1,245,967)</u>
	<b>Subtotal</b>	<b>1,245,967</b>		<b>Subtotal</b>	<b>(1,245,967)</b>
Revenue To	Fleet	2,507,356	Expense From	General	(2,507,356)
Revenue To	Fleet	2,381	Expense From	Library	(2,381)
Revenue To	Fleet	21,991	Expense From	Parking	(21,991)
Revenue To	Fleet	122,751	Expense From	Water	(122,751)
Revenue To	Fleet	177,729	Expense From	Sewer	(177,729)
Revenue To	Fleet	<u>298,071</u>	Expense From	Solid Waste	<u>(298,071)</u>
	<b>Subtotal</b>	<b>3,130,279</b>		<b>Subtotal</b>	<b>(3,130,279)</b>
Revenue To	Equipment Repl.	1,242,590	Expense From	General	(1,242,590)
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.	<u>177,131</u>	Expense From	Solid Waste	<u>(177,131)</u>
	<b>Subtotal</b>	<b>1,451,421</b>		<b>Subtotal</b>	<b>(1,451,421)</b>
Revenue To	Insurance	10,538,125	Expense From	General	(10,538,125)
Revenue To	Insurance	324,579	Expense From	Library	(324,579)
Revenue To	Insurance	16,390	Expense From	NSP2	(16,390)
Revenue To	Insurance	98,993	Expense From	E911	(98,993)
Revenue To	Insurance	30,034	Expense From	CDBG	(30,034)
Revenue To	Insurance	67,416	Expense From	Economic Dev	(67,416)
Revenue To	Insurance	490,236	Expense From	Parking	(490,236)
Revenue To	Insurance	1,064,884	Expense From	Water	(1,064,884)
Revenue To	Insurance	438,018	Expense From	Sewer	(438,018)
Revenue To	Insurance	114,220	Expense From	Solid Waste	(114,220)
Revenue To	Insurance	<u>183,414</u>	Expense From	Fleet	<u>(183,414)</u>
	<b>Subtotal</b>	<b>13,366,309</b>		<b>Subtotal</b>	<b>(13,366,309)</b>
	<b>Total</b>	<b><u>31,858,067</u></b>		<b>Total</b>	<b><u>(31,858,067)</u></b>

**City of Evanston  
Fund Balance Summary  
FY 2013**

Fund Name	Fund #	12/31/12 Estimated Fund Balance*	FY13 Revenues (Excluding Applied F.B.)	FY13 Adopted Expenditures	FY13 Adopted Surplus (Deficit)	12/31/13 Estimated Unreserved Fund Balance	Fund Balance as a % of Expenditures	Fund Balance Reserve Policy
General Fund	100	19,554,232	84,523,051	84,520,422	2,629	19,556,861	23%	8.3%
Library	185	324,687	5,104,814	5,080,920	23,894	298,581	6%	N/A
HPRP	190	-	-	-	-	-	0%	N/A
Neighborhood Stabilization	195	-	4,011,917	4,011,917	-	-	0%	N/A
Motor Fuel Tax Fund	200	865,254	2,127,000	2,233,000	(106,000)	759,254	34%	N/A
Emergency Telephone Fund	205	1,098,443	1,034,560	1,247,280	(212,720)	885,723	71%	N/A
Special Service Area # 4	210	(89,031)	370,000	370,000	-	(89,031)	-24%	N/A
CDBG	215	469,622	1,925,100	2,084,100	(159,000)	310,622	15%	N/A
CDBG Loan	220	1,991,080	9,000	20,000	(11,000)	1,980,080	9900%	N/A
Economic Development Fund	225	1,745,240	1,949,300	2,367,603	(418,303)	1,326,937	56%	N/A
Neighborhood Improvement	235	129,915	20,000	50,000	(30,000)	99,915	N/A	N/A
HOME	240	2,720,118	797,400	797,400	-	2,720,118	341%	N/A
Affordable Housing Fund	250	2,319,305	155,228	297,790	(142,562)	2,176,743	731%	N/A
Washington National TIF	300	5,852,972	4,625,000	8,696,726	(4,071,726)	1,781,246	20%	N/A
Special Service Area #5	305	453,693	448,875	418,816	30,059	483,752	116%	N/A
Howard-Hartrey TIF	310	4,202,932	1,110,000	3,765,011	(2,655,011)	1,547,921	41%	N/A
Southwest TIF	315	322,097	465,100	609,500	(144,400)	177,697	29%	N/A
Debt Service	320	2,322,122	13,090,393	13,824,528	(734,135)	1,587,987	11%	N/A
Howard-Ridge TIF	330	1,623,252	500,400	1,578,900	(1,078,500)	544,752	35%	N/A
West Evanston TIF	335	794,343	3,701,000	3,635,000	66,000	860,343	24%	N/A
Dempster-Dodge TIF	340	-	750,000	650,000	100,000	100,000	15%	N/A
Capital Projects Fund	415	2,783,810	11,130,988	13,575,351	(2,444,363)	339,447	3%	N/A
Special Assessment Fund	420	2,237,229	560,000	678,660	(118,660)	2,118,569	312%	N/A
Parking System Fund	505	15,576,434	12,099,647	17,219,983	(5,120,336)	10,456,098	61%	10.0%
Water	510	7,114,615	17,560,000	21,242,179	(3,682,179)	3,432,436	16%	10.0%
Sewer	515	4,134,566	20,850,365	19,266,088	1,584,277	5,718,843	30%	10.0%
Solid Waste	520	(1,740,546)	5,010,000	5,264,222	(254,222)	(1,994,768)	-38%	N/A
Fleet Service	600	(40,417)	3,166,078	3,509,065	(342,987)	(383,404)	-11%	N/A
Equipment Replacement	601	1,116,800	1,661,638	2,450,000	(788,362)	328,438	13%	N/A
Insurance	605	(6,720,158)	17,211,983	17,424,026	(212,043)	(6,932,201)	-40%	N/A
Fire Pension	700	55,496,150	8,064,075	7,560,000	504,075	56,000,225	741%	N/A
Police Pension	705	75,721,814	12,403,075	9,486,769	2,916,306	78,638,120	829%	N/A
<b>TOTALS</b>		<b>202,380,573</b>	<b>236,435,987</b>	<b>253,935,256</b>	<b>(17,499,269)</b>	<b>184,881,304</b>		

\* Fund balances above may exclude certain reserved amounts and fixed/illiquid assets.

**City of Evanston**

**FY 2013 Revenues by Category**

Fund	Fund #	Taxes	Licenses, Permits & Fees	Fines and Forfeitures	Charges for Services	Inter-governmental	Other Revenue	Transfers	Fund Total
General	100	52,928,583	9,399,640	4,586,022	7,904,198	786,798	1,224,443	7,693,367	84,523,051
Library Fund	185	4,303,414	-	185,000	163,850	76,300	376,250	-	5,104,814
HPRP	190	-	-	-	-	-	-	-	-
Neighborhood Stabilization	195	-	-	-	-	4,011,917	-	-	4,011,917
Motor Fuel	200	-	-	-	-	2,125,000	2,000	-	2,127,000
E911 System Fund	205	-	-	-	1,033,560	-	1,000	-	1,034,560
Special Service Area #4	210	370,000	-	-	-	-	-	-	370,000
CDBG	215	-	-	-	352,000	1,540,000	33,100	-	1,925,100
CDBG Loan	220	-	-	-	9,000	-	-	-	9,000
Economic Development	225	1,900,000	-	-	-	-	800	48,500	1,949,300
Neighborhood Improvement	235	20,000	-	-	-	-	-	-	20,000
Home	240	-	-	-	-	797,400	-	-	797,400
Affordable Housing Fund	250	-	-	-	-	-	155,228	-	155,228
Washington National TIF	300	4,600,000	-	-	-	-	25,000	-	4,625,000
Special Service Area #5	305	448,875	-	-	-	-	-	-	448,875
Southwest II TIF	310	1,100,000	-	-	-	-	10,000	-	1,110,000
Southwest TIF	315	465,000	-	-	-	-	100	-	465,100
Debt Service (G.O. Bonds)	320	11,798,019	-	-	-	-	1,500	1,290,874	13,090,393
Howard/Ridge TIF	330	500,000	-	-	-	-	400	-	500,400
West Evanston TIF	335	300,000	-	-	-	-	3,401,000	-	3,701,000
Dempster-Dodge TIF	340	100,000	-	-	-	-	650,000	-	750,000
Capital Improvement	415	-	-	-	-	1,675,000	9,455,988	-	11,130,988
Special Assessment	420	-	-	-	300,000	-	260,000	-	560,000
Parking	505	-	-	-	6,407,823	-	2,060,474	3,631,350	12,099,647
Water	510	-	399,300	-	13,157,500	1,370,000	2,633,200	-	17,560,000
Sewer	515	-	-	-	12,908,000	3,100,000	4,842,365	-	20,850,365
Solid Waste	520	-	-	-	3,449,033	-	315,000	1,245,967	5,010,000
Fleet	600	-	-	-	-	-	35,799	3,130,279	3,166,078
Equipment Replacement	601	-	-	-	-	-	210,217	1,451,421	1,661,638
Insurance	605	-	-	-	-	-	3,845,674	13,366,309	17,211,983
Fire Pension	700	6,126,400	-	-	-	-	1,937,675	-	8,064,075
Police Pension	705	8,109,500	-	-	-	-	4,293,575	-	12,403,075
<b>TOTALS - REVENUE</b>		<b>93,069,791</b>	<b>9,798,940</b>	<b>4,771,022</b>	<b>45,684,964</b>	<b>15,482,415</b>	<b>35,770,788</b>	<b>31,858,067</b>	<b>236,435,987</b>

**FY 2013 Expenditures by Category**

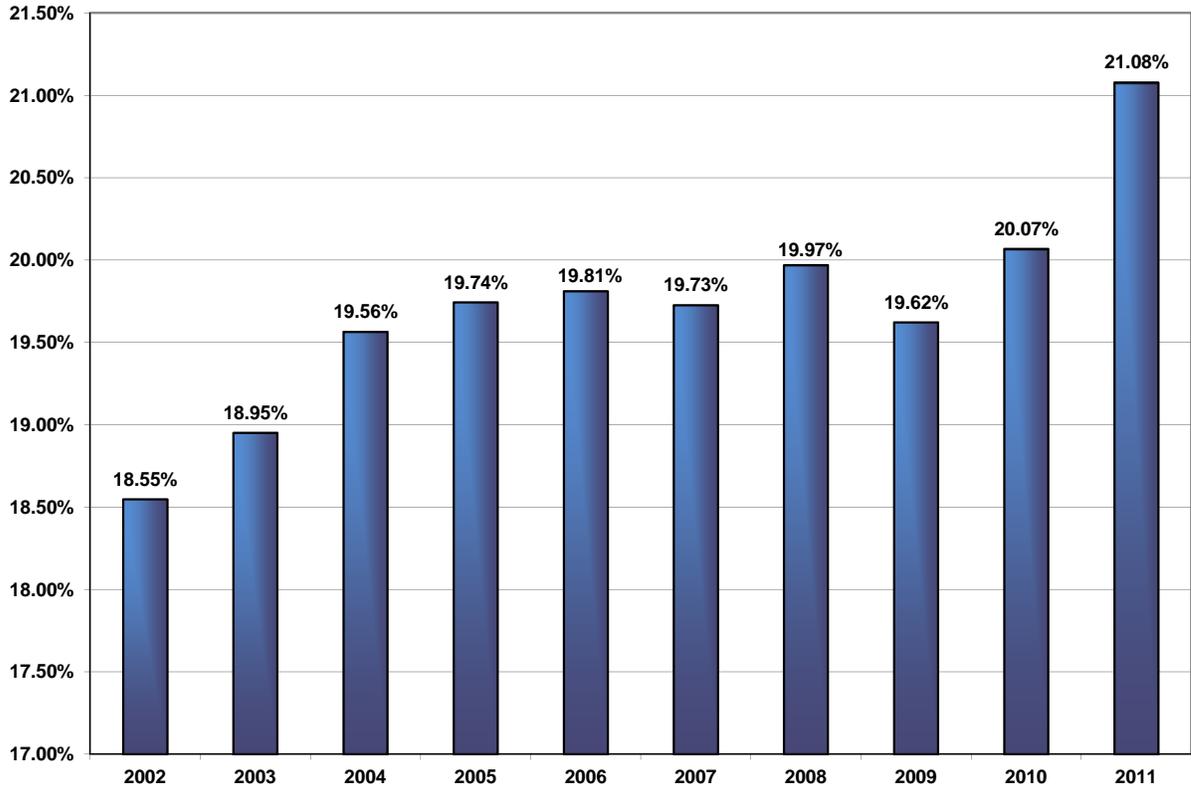
Fund	Fund #	Personnel, Administration & Support	Program Activities	Contractual Services / Supplies	Capital Projects / Capital Outlay	Other / Debt Service	Transfers	Fund Total
General	100	64,169,223	1,943,810	2,226,531	-	-	16,180,858	84,520,422
Library Fund	260	3,694,932	-	985,342	-	-	400,646	5,080,920
HPRP	190	-	-	-	-	-	-	-
Neighborhood Stabilization	195	341,622	3,505,000	-	-	-	165,295	4,011,917
Motor Fuel	200	-	1,400,000	-	-	-	833,000	2,233,000
E911 System Fund	205	891,122	-	-	120,000	-	236,158	1,247,280
Special Service Area #4	210	-	-	370,000	-	-	-	370,000
CDBG	215	162,560	612,500	-	494,800	-	814,240	2,084,100
CDBG Loan	220	-	20,000	-	-	-	-	20,000
Economic Development	225	-	1,830,209	-	3,500	-	533,894	2,367,603
Neighborhood Improvement	235	-	50,000	-	-	-	-	50,000
Home	240	4,000	765,000	-	-	-	28,400	797,400
Affordable Housing Fund	250	-	273,800	-	-	-	23,990	297,790
Washington National TIF	300	-	1,250,000	145,000	2,886,000	453,376	3,962,350	8,696,726
Special Service Area #5	305	-	-	-	-	418,816	-	418,816
Southwest II TIF	310	-	-	-	1,400,000	2,220,611	144,400	3,765,011
Southwest TIF	315	-	-	-	580,000	-	29,500	609,500
Debt Service (G.O. Bonds)	320	75,000	-	-	-	13,749,528	-	13,824,528
Howard/Ridge TIF	330	-	-	610,000	800,000	-	168,900	1,578,900
West Evanston TIF	335	-	650,000	-	1,285,000	1,640,000	60,000	3,635,000
Dempster-Dodge TIF	340	-	650,000	-	-	-	-	650,000
Capital Improvement	415	-	-	-	12,504,351	596,000	475,000	13,575,351
Special Assessment	420	-	-	-	361,000	-	317,660	678,660
Parking	505	784,607	8,970,446	-	3,455,000	2,823,461	1,186,469	17,219,983
Water	510	990,583	7,325,955	-	8,314,200	67,506	4,543,935	21,242,179
Sewer	515	-	1,832,091	-	4,943,100	11,542,740	948,157	19,266,088
Solid Waste	520	-	1,415,226	3,259,574	-	-	589,422	5,264,222
Fleet	600	292,007	3,009,590	-	-	-	207,468	3,509,065
Equipment Replacement	601	-	-	-	2,450,000	-	-	2,450,000
Insurance	605	388,186	17,027,515	-	-	-	8,325	17,424,026
Fire Pension	700	154,000	7,406,000	-	-	-	-	7,560,000
Police Pension	705	250,000	9,236,769	-	-	-	-	9,486,769
<b>TOTALS - EXPENDITURES</b>		<b>72,197,842</b>	<b>69,173,911</b>	<b>7,596,447</b>	<b>39,596,951</b>	<b>33,512,038</b>	<b>31,858,067</b>	<b>253,935,256</b>

**City of Evanston**

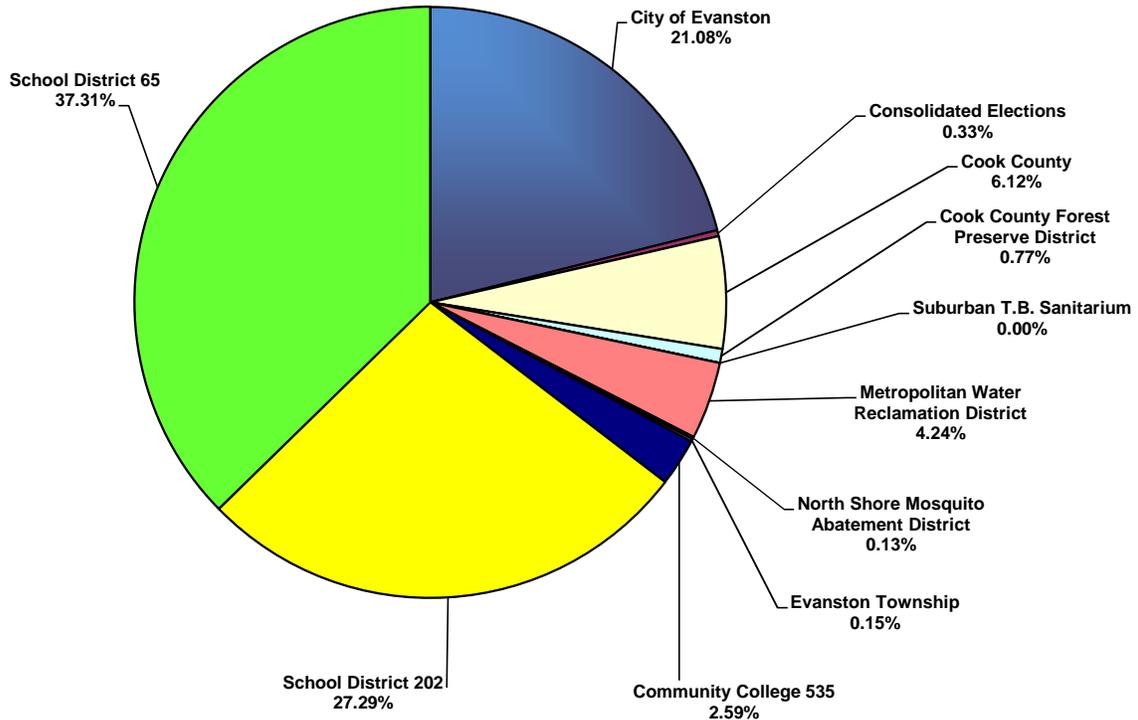
**FY 2013 Expenditures by Department**

Department	Fund	Amount	Total
Legislative	General	\$ 635,096	
<b>Total - Legislative</b>			<b>\$ 635,096</b>
City Administration	General	\$ 1,873,088	
<b>Total - City Administration</b>			<b>\$ 1,873,088</b>
Law	General	\$ 989,154	
<b>Total - Law</b>			<b>\$ 989,154</b>
Administrative Services	General	\$ 8,776,493	
Administrative Services	Capital Improvement	\$ 1,071,000	
Administrative Services	Parking	\$ 17,219,983	
<b>Total - Administrative Services</b>			<b>\$ 27,067,476</b>
Community & Economic Development	General	\$ 2,721,262	
Community & Economic Development	Affordable Housing Fund	\$ 297,790	
Community & Economic Development	CDBG	\$ 2,084,100	
Community & Economic Development	CDBG Loan	\$ 20,000	
Community & Economic Development	Economic Development	\$ 2,367,603	
Community & Economic Development	Home	\$ 797,400	
Community & Economic Development	Neighborhood Improvement	\$ 50,000	
Community & Economic Development	Neighborhood Stabilization	\$ 4,011,917	
Community & Economic Development	Special Service Area # 4	\$ 370,000	
Community & Economic Development	Special Service Area # 5	\$ 418,816	
Community & Economic Development	Capital Improvement	\$ 50,000	
<b>Total - Community &amp; Economic Development</b>			<b>\$ 13,188,888</b>
Police	General	\$ 25,552,038	
Police	Emergency Telephone	\$ 1,247,280	
Police	Police Pension	\$ 9,486,769	
<b>Total - Police</b>			<b>\$ 36,286,087</b>
Fire	General	\$ 13,741,148	
Fire	Fire Pension	\$ 7,560,000	
<b>Total - Fire</b>			<b>\$ 21,301,148</b>
Health	General	\$ 2,633,716	
<b>Total - Health</b>			<b>\$ 2,633,716</b>
Public Works	General	\$ 9,660,554	
Public Works	Capital Improvement	\$ 6,652,000	
Public Works	Fleet	\$ 3,509,065	
Public Works	Equipment Replacement	\$ 2,450,000	
Public Works	Motor Fuel	\$ 2,233,000	
Public Works	Solid Waste	\$ 5,264,222	
Public Works	Special Assessment	\$ 678,660	
<b>Total - Public Works</b>			<b>\$ 30,447,501</b>
Parks, Recreation & Comm. Services	General	\$ 17,937,873	
Parks, Recreation & Comm. Services	Capital Improvement	\$ 5,802,351	
<b>Total - Parks, Recreation &amp; Comm. Services</b>			<b>\$ 23,740,224</b>
Library	Library	\$ 5,080,920	
<b>Total - Library</b>			<b>\$ 5,080,920</b>
Utilities	Water	\$ 21,242,179	
Utilities	Sewer	\$ 19,266,088	
<b>Total - Utilities</b>			<b>\$ 40,508,267</b>
Non-Departmental Funds	Debt Service (G.O. Bonds)	\$ 13,824,528	
Non-Departmental Funds	Howard-Ridge TIF	\$ 1,578,900	
Non-Departmental Funds	Southwest II TIF	\$ 3,765,011	
Non-Departmental Funds	Southwest TIF	\$ 609,500	
Non-Departmental Funds	Washington National TIF	\$ 8,696,726	
Non-Departmental Funds	West Evanston TIF	\$ 3,635,000	
Non-Departmental Funds	Dempster-Dodge TIF	\$ 650,000	
Non-Departmental Funds	Insurance	\$ 17,424,026	
<b>Total - Non-Department Funds</b>			<b>\$ 50,183,691</b>
<b>Total Appropriation</b>			<b>\$ 253,935,256</b>

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



**Your Real Estate Tax Bill (2011 Rate)**



## CITY OF EVANSTON, ILLINOIS

### Property Tax Rates Last Ten Fiscal Years

Tax Levy Year	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Fund										
General Corporate	0.8554	0.8977	0.7685	0.7502	0.7765	0.6248	0.5662	0.5120	0.4763	0.4995
Debt Service	0.4404	0.4494	0.4025	0.3929	0.3918	0.3332	0.3508	0.3129	0.3625	0.4439
	1.2958	1.3471	1.1710	1.1431	1.1683	0.9580	0.9170	0.8249	0.8388	0.9434
Police Pension	0.1812	0.1981	0.1991	0.1943	0.1885	0.1707	0.2071	0.2077	0.2495	0.3067
Firefighters' Pension	0.1321	0.1520	0.1573	0.1535	0.1697	0.1536	0.1707	0.1706	0.2032	0.2289
I.M.R.F. Pension	-	-	-	-	-	-	-	-	0.0722	0.1122
	0.3133	0.3501	0.3564	0.3478	0.3582	0.3243	0.3778	0.3783	0.5249	0.6478
Total All Funds	1.6091	1.6972	1.5274	1.4909	1.5265	1.2823	1.2948	1.2032	1.3637	1.5912
Actual Rate Extended*	1.6100	1.6980	1.5280	1.4910	1.5270	1.2830	1.2950	1.2040	1.3640	1.5920

\* 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

Government Unit	<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>	<u>2011</u>
City of Evanston	1.610	1.698	1.528	1.491	1.527	1.283	1.295	1.204	1.365	1.592
Consolidated Elections	-	0.029	-	0.014	-	0.012	-	0.021	-	0.025
Cook County	0.690	0.630	0.593	0.533	0.500	0.446	0.415	0.394	0.423	0.462
Cook County Forest Preserve District	0.061	0.059	0.060	0.060	0.057	0.053	0.051	0.049	0.051	0.058
Suburban T.B. Sanitarium	0.006	0.004	0.001	0.005	0.005	-	-	-	-	-
Metropolitan Water Reclamation District	0.371	0.361	0.347	0.315	0.284	0.263	0.252	0.261	0.274	0.320
North Shore Mosquito Abatement District	0.009	0.009	0.008	0.008	0.009	0.008	0.008	0.008	0.009	0.010
Evanston Township	0.062	0.065	0.056	0.055	0.058	0.050	0.050	0.042	0.046	0.011
Community College 535	0.179	0.186	0.161	0.158	0.166	0.141	0.140	0.140	0.160	0.196
School District 202	2.349	2.444	2.078	2.023	2.099	1.750	1.722	1.616	1.819	2.061
School District 65	3.343	3.475	2.978	2.890	3.045	2.535	2.552	2.401	2.655	2.818
Total tax rate for property not in park district or special service district	<u>8.680</u>	<u>8.960</u>	<u>7.810</u>	<u>7.552</u>	<u>7.750</u>	<u>6.541</u>	<u>6.485</u>	<u>6.136</u>	<u>6.802</u>	<u>7.553</u>
Percent of total tax rate levied by City of Evanston	<u>18.5%</u>	<u>19.0%</u>	<u>19.6%</u>	<u>19.7%</u>	<u>19.7%</u>	<u>19.6%</u>	<u>20.0%</u>	<u>19.6%</u>	<u>20.1%</u>	<u>21.1%</u>

Source: Cook County Assessor's office

**CITY OF EVANSTON, ILLINOIS**

Analysis of City Government Tax Levies  
Last Ten Fiscal Years

Tax Levy Year	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
General Corporate	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	13,624,172
Debt Service	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	12,106,010
	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	25,730,182
Police Pension	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	8,364,032
Firefighters' Pension	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	6,244,279
I.M.R.F. Pension	-	-	-	-	-	-	-	-	2,195,345	3,059,093
	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	43,397,586

\*\*\*Source Document is Cook County Assessors Agency Tax Report

**CITY OF EVANSTON, ILLINOIS**

Equalized 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
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	829,769	3,041,884,087	9,125,652,261	1.364
2011	Not available	Not available	Not available	Not available	881,024	2,727,367,573	8,182,102,719	1.592

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

2010 EAV				2001 EAV			
Tax Payer	Total Equalized Assessed Value (EAV)	Rank	Percentage of Total City Taxable EAV	Tax Payer	Total Equalized Assessed Value (EAV)	Rank	Percentage of Total City Taxable EAV
Grubb & Ellis	\$ 26,384,464	1	0.87%	Golub & Company	\$ 21,168,471	1	1.24%
Rotary International	22,171,027	2	0.70%	Rotary International	16,515,288	2	0.97%
Lowe Enterprises	21,378,083	3	0.65%	Church & Chicago Ltd Partnership	11,937,901	3	0.70%
Church Street Plaza	19,787,246	4	0.43%	Evanston Plaza Freed	11,376,183	4	0.67%
NNN Church Street Office Center	13,145,431	5	0.42%	Albertson's (Jewel & Osco)	11,029,194	5	0.64%
Evanston Hotel Assoc.	12,892,618	6	0.40%	Lynn Minnici	10,122,537	6	0.59%
Inland	12,171,067	7	0.38%	The Orrington Hotel	9,608,768	7	0.56%
Church & Chicago Limited Partnership	11,616,218	8	0.38%	Presbyterian Homes	9,554,459	8	0.56%
Northshore University Healthcare	11,572,829	9	0.36%	1810 Sherman Avenue	9,443,781	9	0.55%
Paradigm Tax Group	<u>10,816,879</u>	10	<u>0.00%</u>	St. Francis Hospital	<u>9,374,716</u>	10	<u>0.55%</u>
Total	<u>\$ 161,935,862</u>		<u>5.32%</u>	Total	<u>\$ 120,131,298</u>		<u>7.02%</u>
Total EAV	<u>\$ 3,041,884,087</u>			Total EAV	<u>\$ 1,710,663,113</u>		

Source: Cook County

**CITY OF EVANSTON, ILLINOIS**

Demographic and Economic Statistics

Last Ten Years

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Calendar <u>Year</u>	<u>Population</u>	Total Personal <u>Income</u>	Per Capita Personal <u>Income</u>	Median <u>Age</u>	Education % of population with HS Diploma <u>or Higher</u>	School <u>Enrollment</u>	Unemployment <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	74,486	3,157,759,484	42,394	34.3	94.0%	9,550.0	7.9%
2011	74,486	3,197,311,550	42,925	34.3	94.0%	11,369.0	7.3%

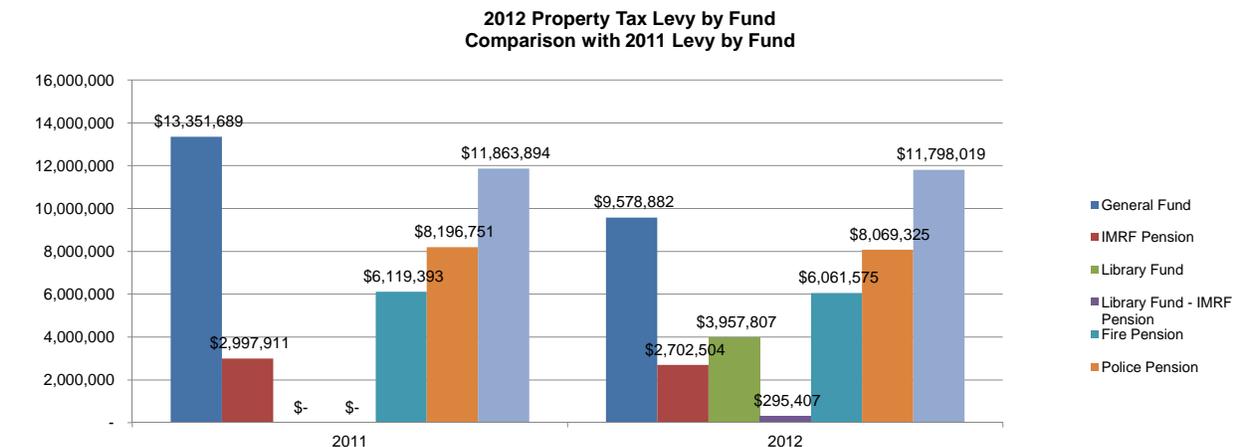
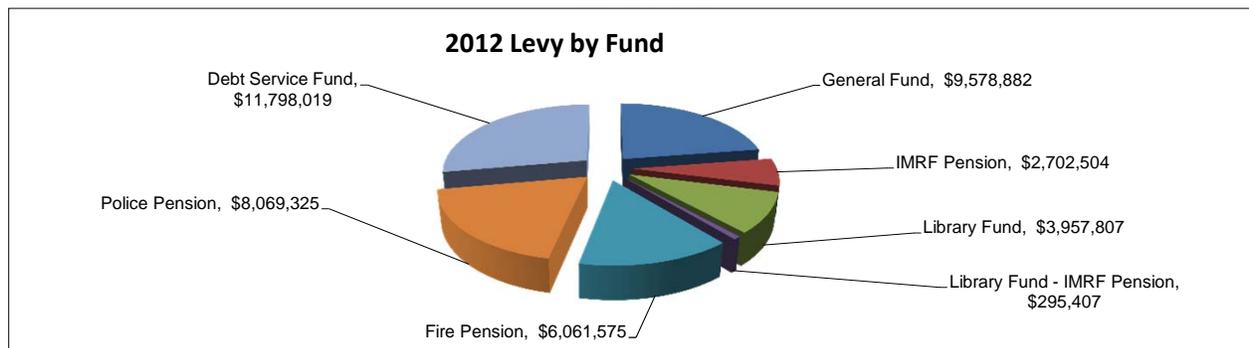
Source: Various Government agencies

City of Evanston

2012 Adopted Property Tax Levy

	2009 ADOPTED LEVY	2010 ADOPTED LEVY	2011 ADOPTED LEVY	2012 ADOPTED LEVY	VARIANCE INCREASE (DECREASE)	PERCENT INCREASE (DECREASE)
<b>GENERAL FUND</b>						
Gross Levy	\$ 16,926,411	\$ 14,487,920	\$ 13,624,172	\$ 9,774,369	\$ (3,849,802)	-28.26%
Loss Factor*	\$ 338,528	\$ 289,758	\$ 272,483	\$ 195,487	\$ (76,995)	-28.26%
Net Levy	\$ 16,587,883	\$ 14,198,162	\$ 13,351,689	\$ 9,578,882	\$ (3,772,807)	-28.26%
<b>IMRF PENSION</b>						
Gross Levy	\$ -	\$ 2,195,345	\$ 3,059,093	\$ 2,757,657	\$ (301,436)	-9.85%
Loss Factor*	\$ -	\$ 43,907	\$ 61,182	\$ 55,153	\$ (6,029)	-9.85%
Net Levy	\$ -	\$ 2,151,438	\$ 2,997,911	\$ 2,702,504	\$ (295,407)	-9.85%
<b>LIBRARY FUND</b>						
Gross Levy	\$ -	\$ -	\$ -	\$ 4,038,579	\$ 4,038,579	0.00%
Loss Factor*	\$ -	\$ -	\$ -	\$ 80,772	\$ 80,772	0.00%
Net Levy	\$ -	\$ -	\$ -	\$ 3,957,807	\$ 3,957,807	0.00%
<b>LIBRARY FUND- IMRF PENSION</b>						
Gross Levy	\$ -	\$ -	\$ -	\$ 301,435	\$ 301,435	0.00%
Loss Factor*	\$ -	\$ -	\$ -	\$ 6,028	\$ 6,028	0.00%
Net Levy	\$ -	\$ -	\$ -	\$ 295,407	\$ 295,407	0.00%
<b>TOTAL OPERATING LEVY</b>	<b>\$ 16,926,411</b>	<b>\$ 16,683,265</b>	<b>\$ 16,683,265</b>	<b>\$ 16,872,041</b>	<b>\$ 188,776</b>	<b>1.13%</b>
<b>FIRE PENSION FUND</b>						
Gross Levy	\$ 5,639,910	\$ 6,180,885	\$ 6,244,279	\$ 6,185,281	\$ (58,998)	-0.94%
Loss Factor*	\$ 112,798	\$ 123,618	\$ 124,886	\$ 123,706	\$ (1,180)	-0.94%
Net Levy	\$ 5,527,112	\$ 6,057,267	\$ 6,119,393	\$ 6,061,575	\$ (57,818)	-0.94%
<b>POLICE PENSION FUND</b>						
Gross Levy	\$ 6,867,980	\$ 7,588,132	\$ 8,364,032	\$ 8,234,005	\$ (130,027)	-1.55%
Loss Factor*	\$ 137,360	\$ 151,763	\$ 167,281	\$ 164,680	\$ (2,601)	-1.55%
Net Levy	\$ 6,730,620	\$ 7,436,369	\$ 8,196,751	\$ 8,069,325	\$ (127,426)	-1.55%
<b>DEBT SERVICE FUND</b>						
Gross Levy	\$ 10,345,063	\$ 11,027,117	\$ 12,106,014	\$ 12,038,795	\$ (67,219)	-0.56%
Loss Factor*	\$ 206,901	\$ 220,542	\$ 242,120	\$ 240,776	\$ (1,344)	-0.56%
Net Levy	\$ 10,138,162	\$ 10,806,575	\$ 11,863,894	\$ 11,798,019	\$ (65,875)	-0.56%
<b>Gross Levy</b>	<b>\$ 39,779,364</b>	<b>\$ 41,479,399</b>	<b>\$ 43,397,590</b>	<b>\$ 43,330,120</b>	<b>\$ (67,469)</b>	<b>-0.16%</b>
<b>Loss Factor*</b>	<b>\$ 795,587</b>	<b>\$ 829,588</b>	<b>\$ 867,952</b>	<b>\$ 866,601</b>	<b>\$ (1,350)</b>	<b>-0.16%</b>
<b>Net Levy</b>	<b>\$ 38,983,777</b>	<b>\$ 40,649,811</b>	<b>\$ 42,529,638</b>	<b>\$ 42,463,519</b>	<b>\$ (66,119)</b>	<b>-0.16%</b>

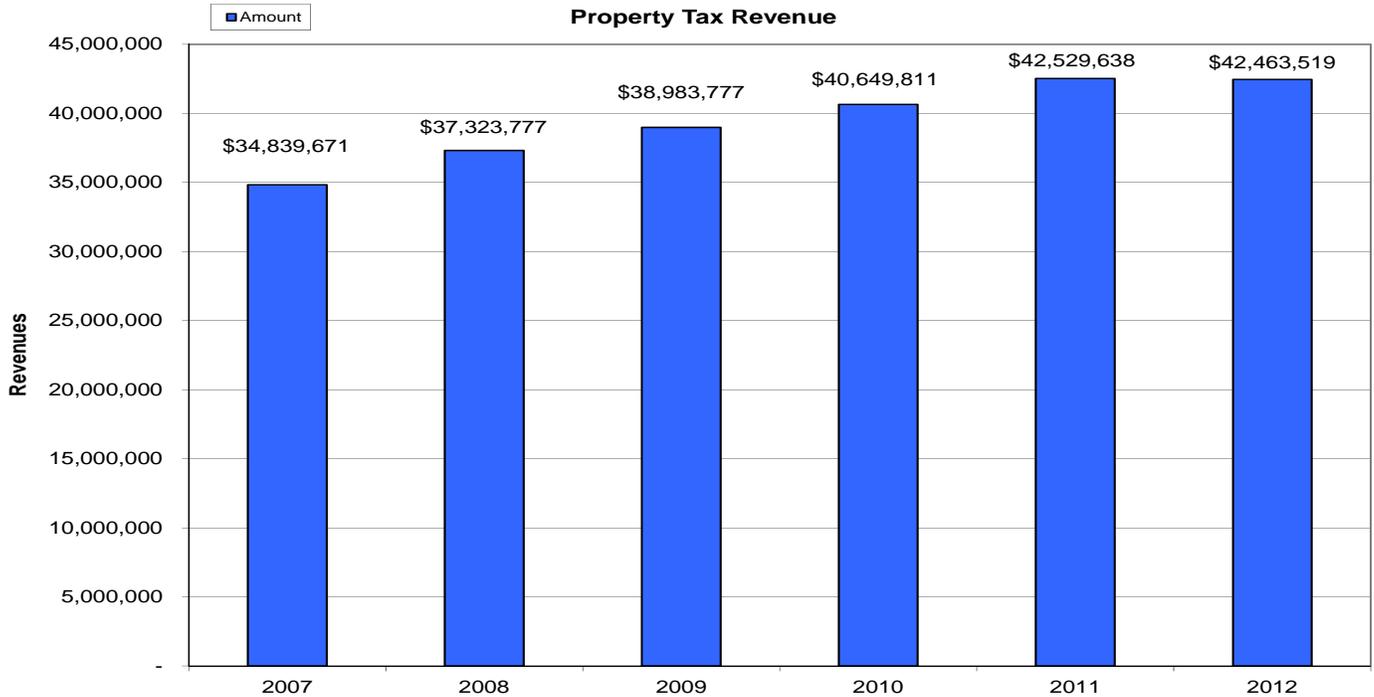
\* Loss Factor is 2%



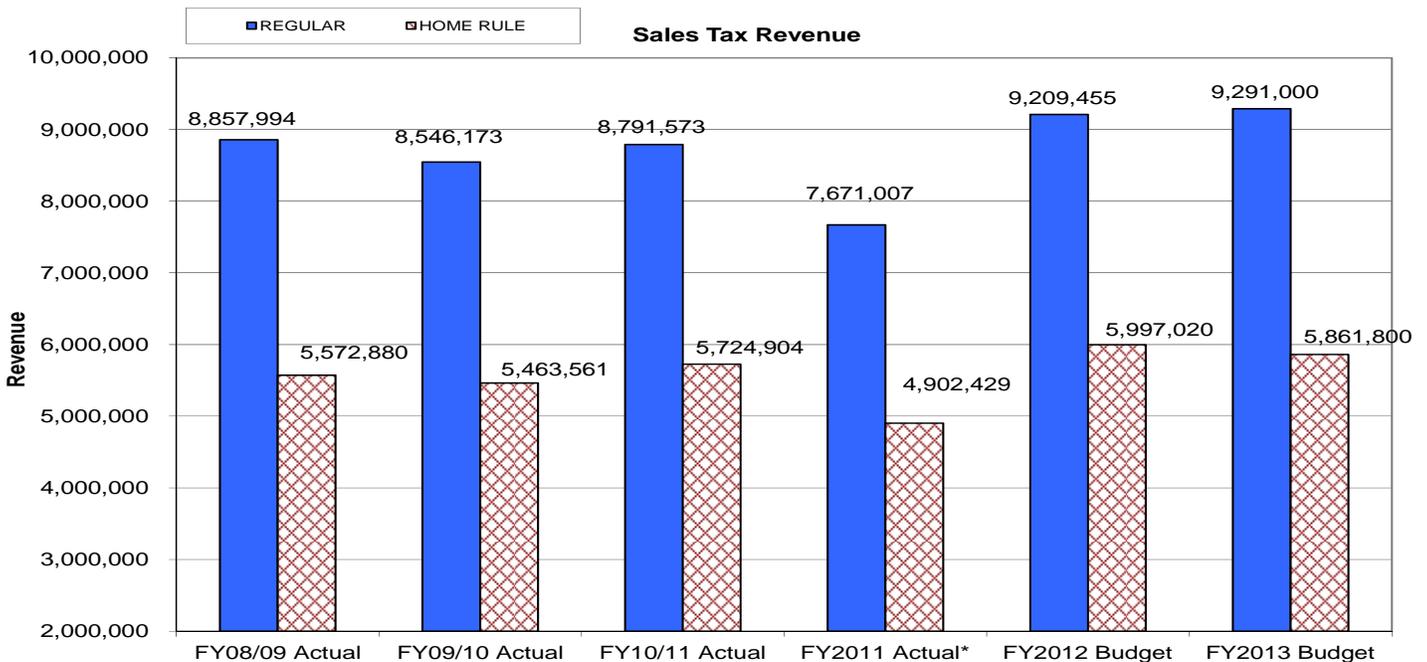
**REVENUE SOURCES, ASSUMPTIONS, AND TRENDS**

The following is a summary of major revenue sources, trends, and assumptions for FY 2013:

**PROPERTY TAXES** – Evanston property owners pay property tax to multiple entities including the City of Evanston. The 2012 property tax levy is collected in 2013. The FY 2013 Adopted Budget includes an overall decrease to the net property tax levy of \$66,119. The City’s net debt service levy decreased by \$65,875 and the net Firefighters’ and Police Pension levies decreased by a combined total of \$185,244.

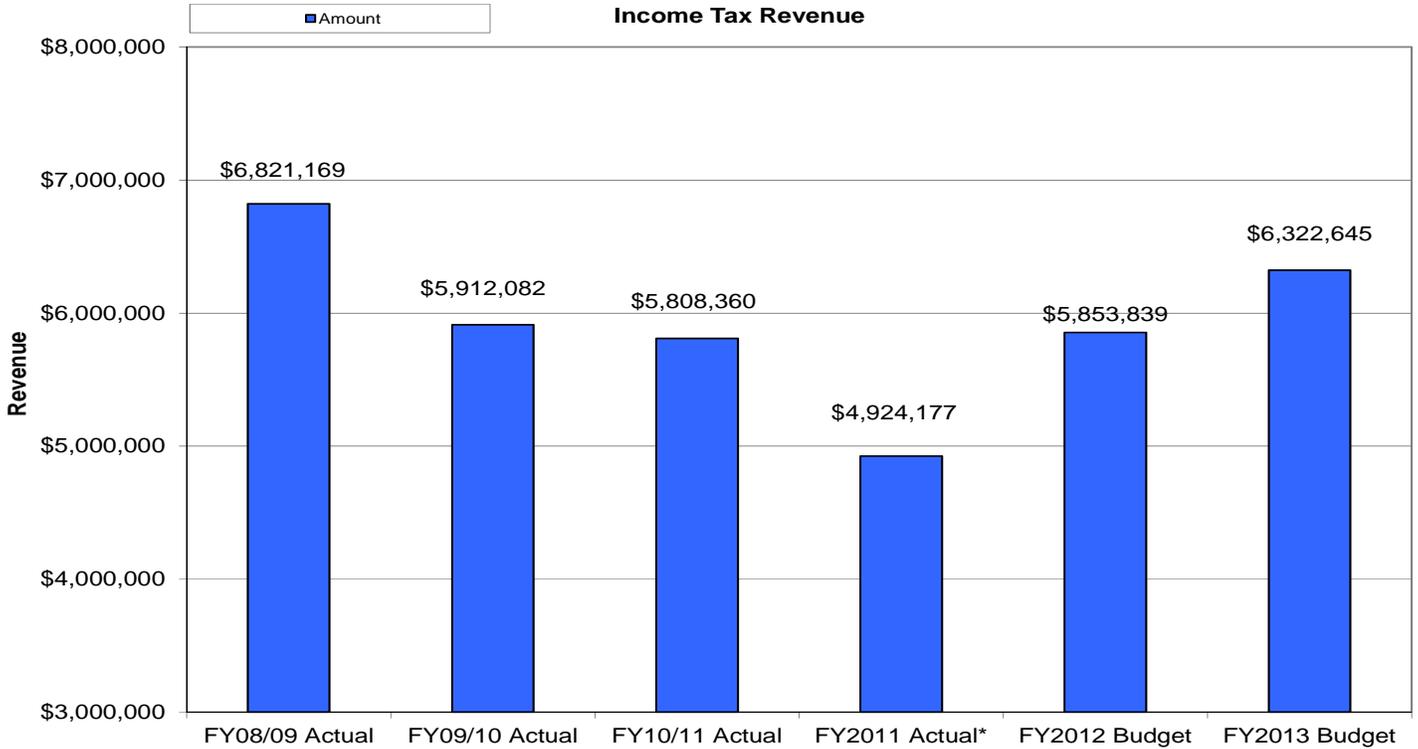


**SALES TAXES** – The City receives two types of sales taxes – one from the State of Illinois and another from a sales tax imposed through the City’s home-rule status. Both the State tax (retailers’ occupation tax- a.k.a. ROT) and the home rule tax rates are 1% although the home rule tax is not assessed 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 FY 2013 is \$9.3 million and the home rule sales tax budget for FY 2013 is approximately \$5.9 million.



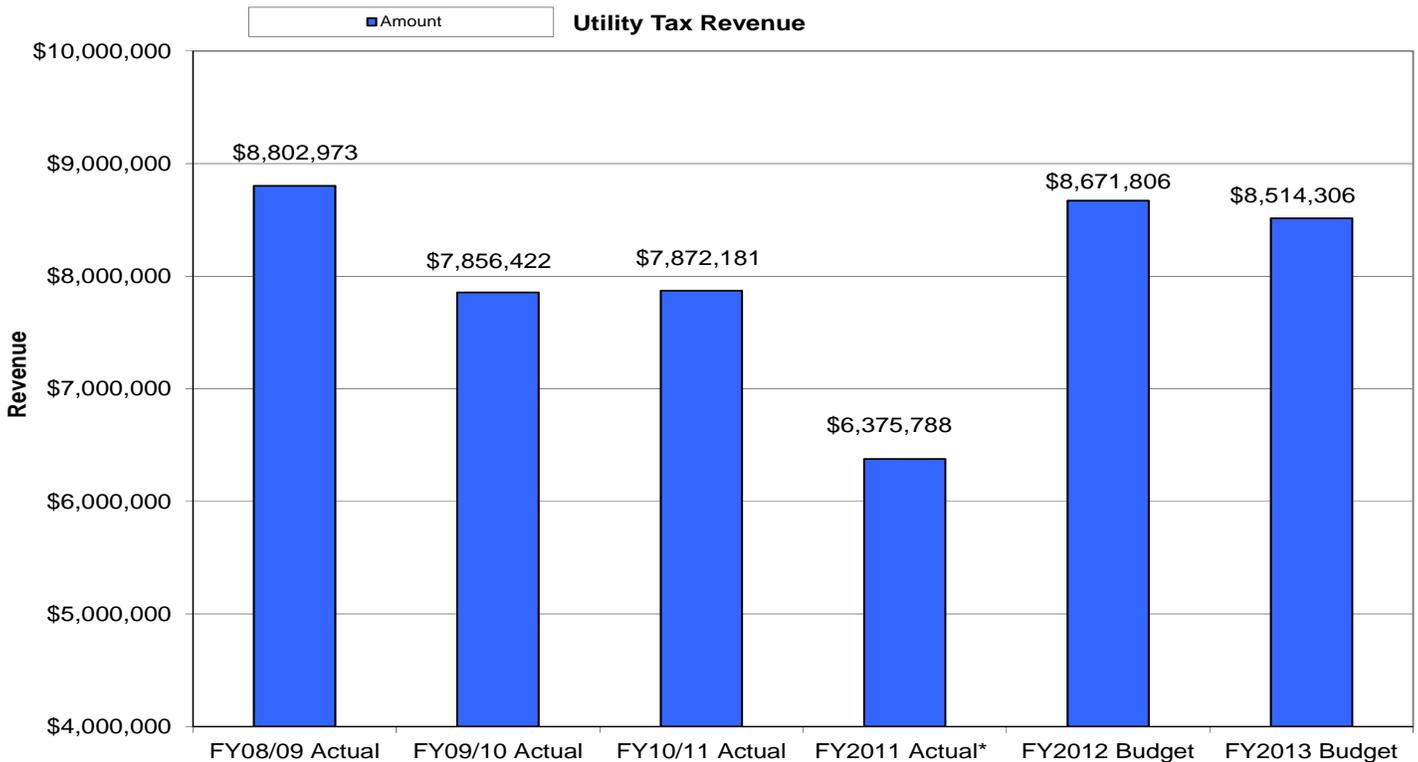
\* FY2011 Actual represents a ten-month transitional fiscal year.

**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 \$6.3 million in income tax revenues in FY 2013.



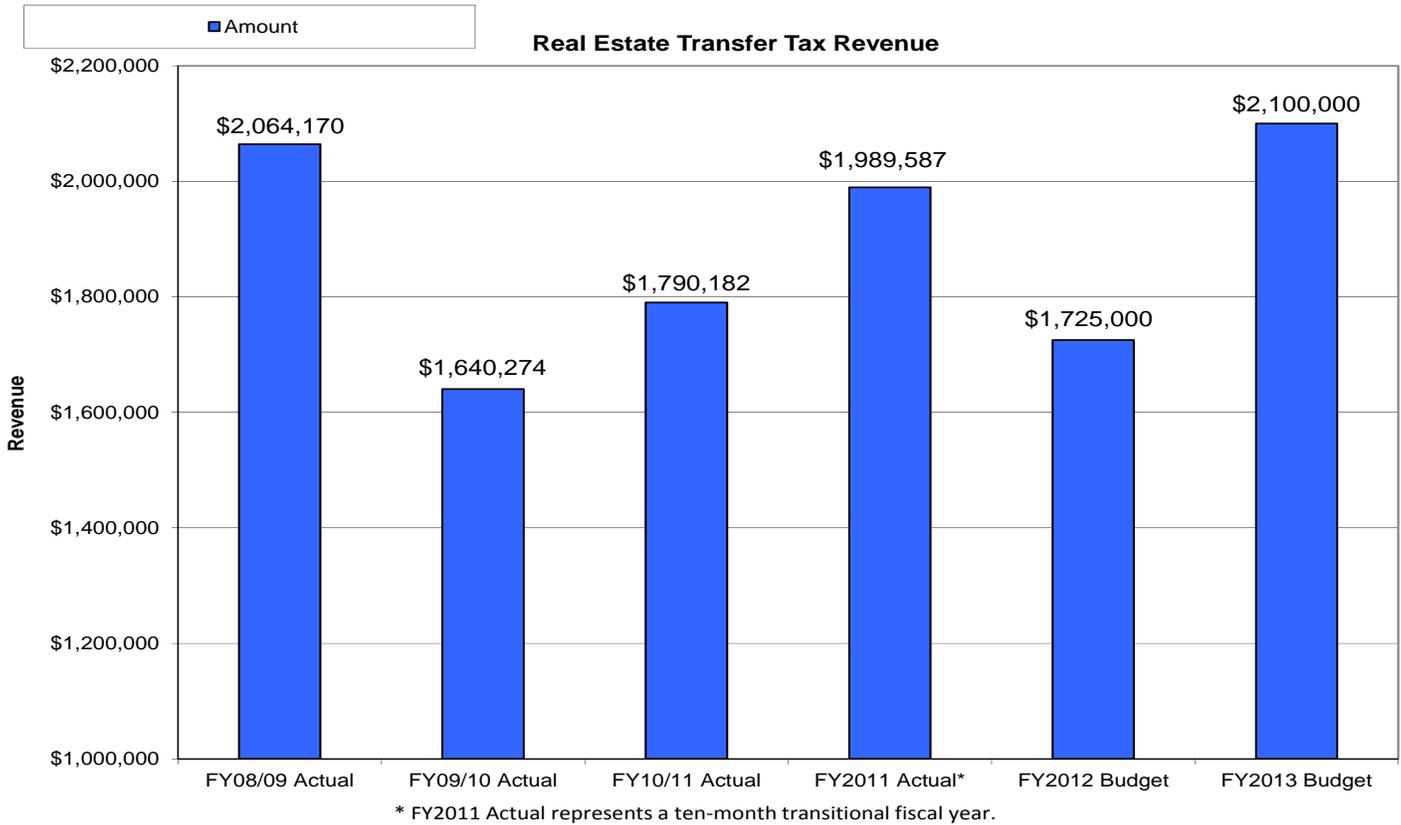
\* FY2011 Actual represents a ten-month transitional fiscal year.

**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.

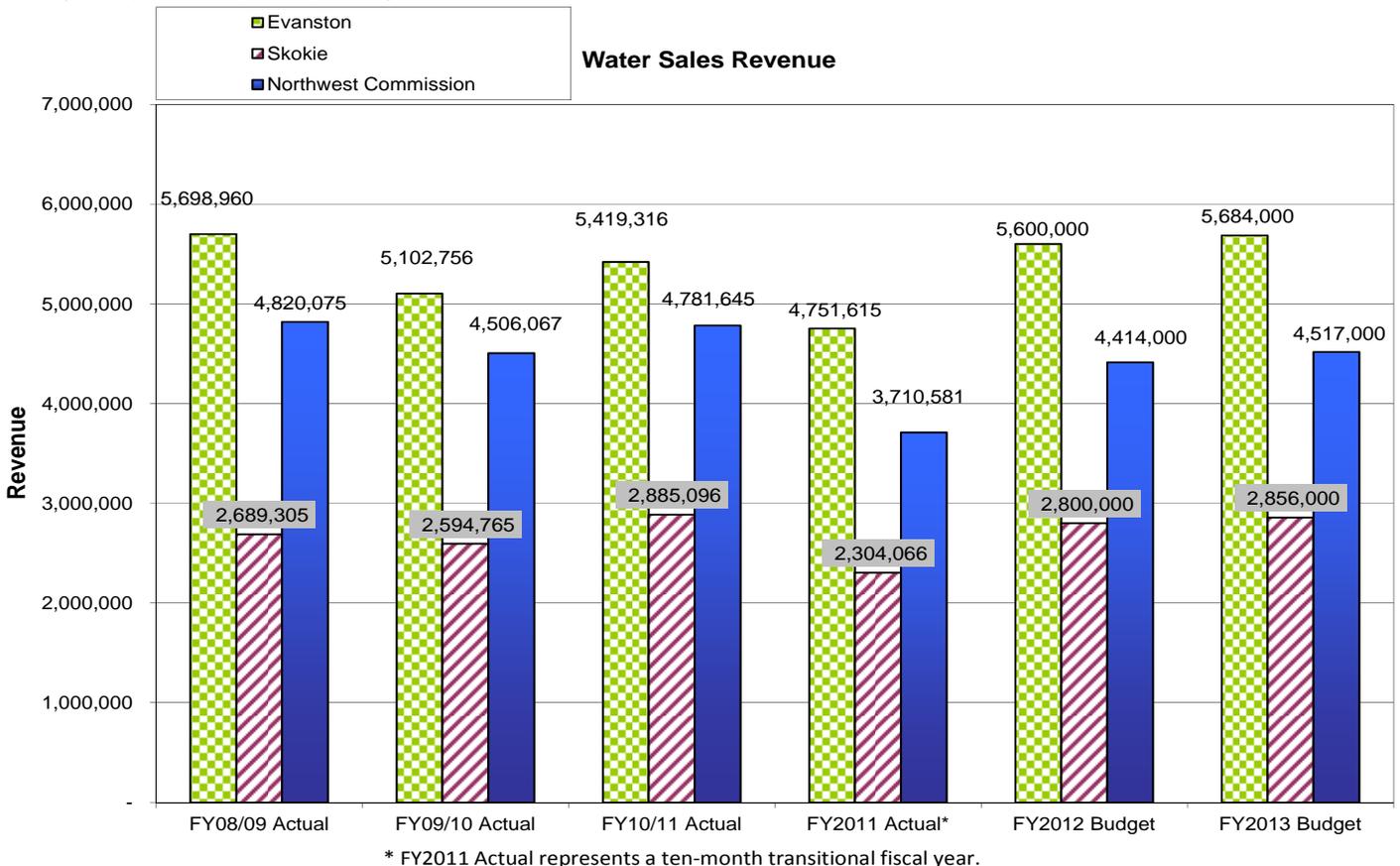


\* FY2011 Actual represents a ten-month transitional fiscal year.

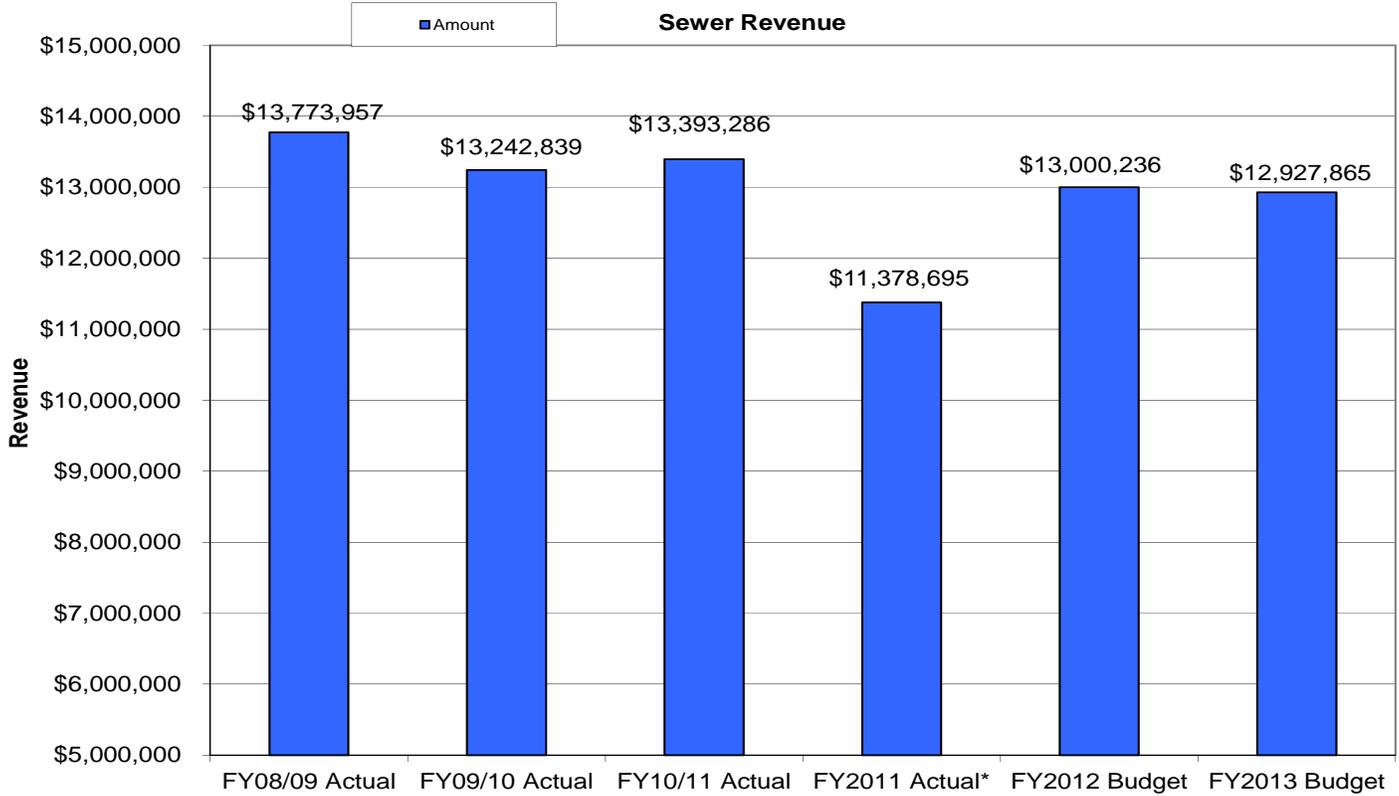
**REAL ESTATE TRANSFER TAX** – The real estate transfer tax is imposed at \$5 dollars per \$1,000 increment of value on the sale or transfer of real estate in the City less certain exemptions as specified per City code. Real estate transfer tax revenues were budgeted based on year-to-date receipts in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

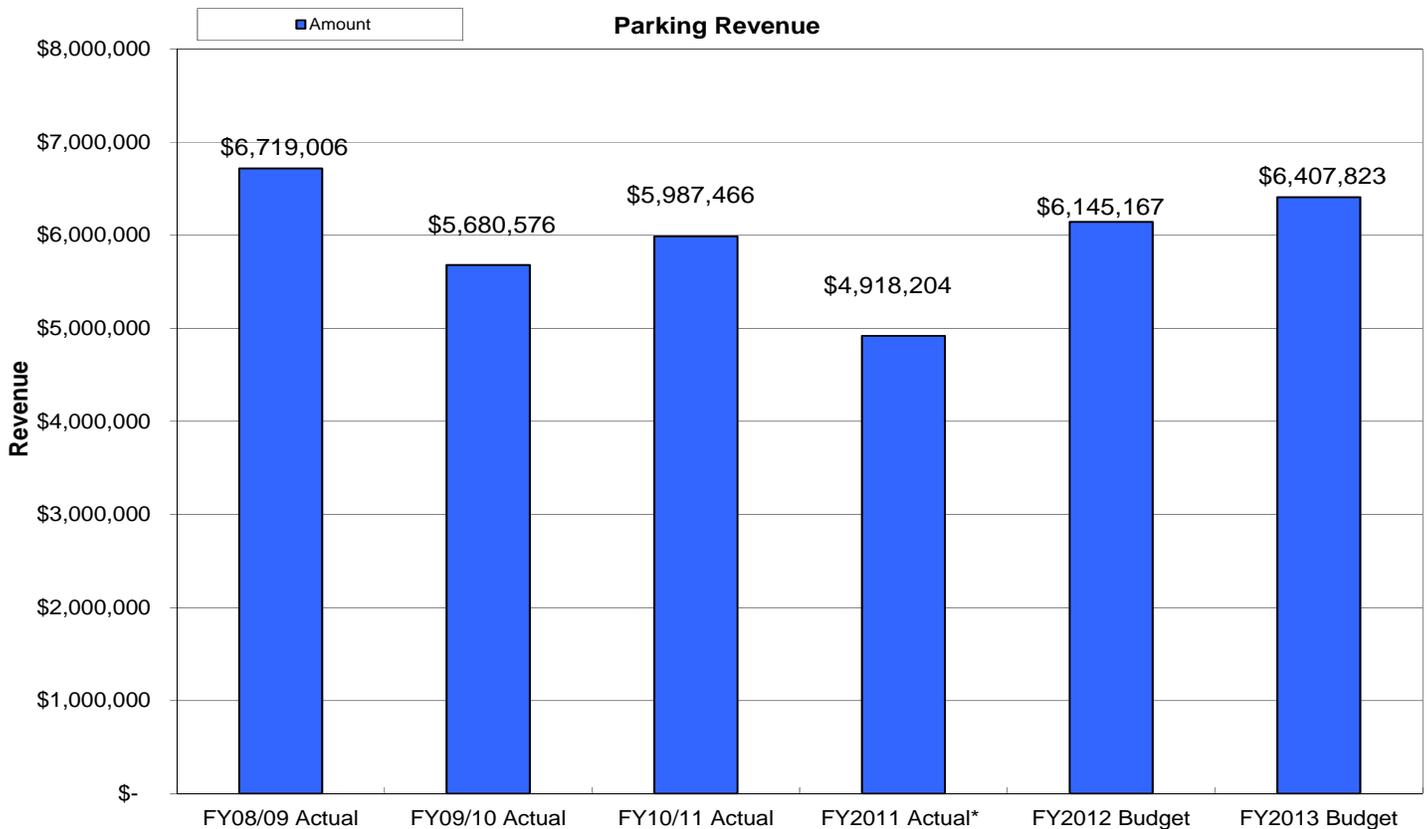


**SEWER REVENUES** – This revenue is billed based on water consumption and the two revenues often go hand in hand. It is important to note that this revenue, unlike water, is not assessed to those communities outside of Evanston that purchase Evanston water.



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

**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.



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

# 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 \$113,000,000 in general obligation debt as a City debt service policy.

The most recent debt issuance was July 26, 2012 when the City sold \$15,720,000 Series 2012A 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.

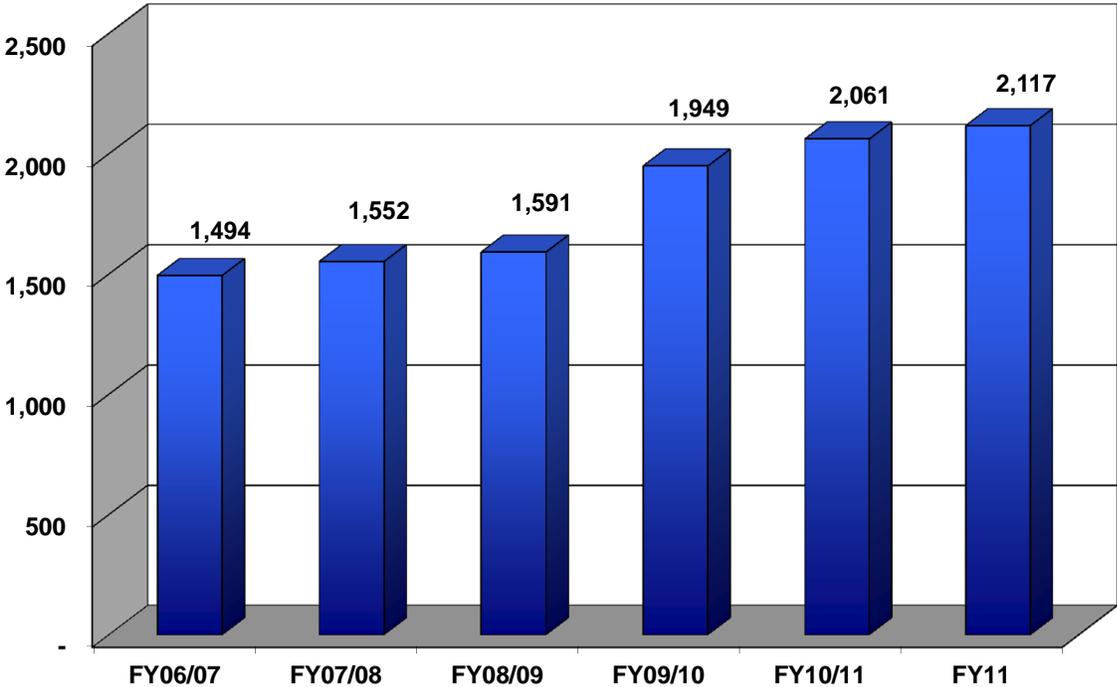
The public debt in the City of Evanston satisfies the current budget policy and is sufficient to meet the community needs. The City of Evanston has a rating AAA bond rating from both Fitch and Moody's.

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

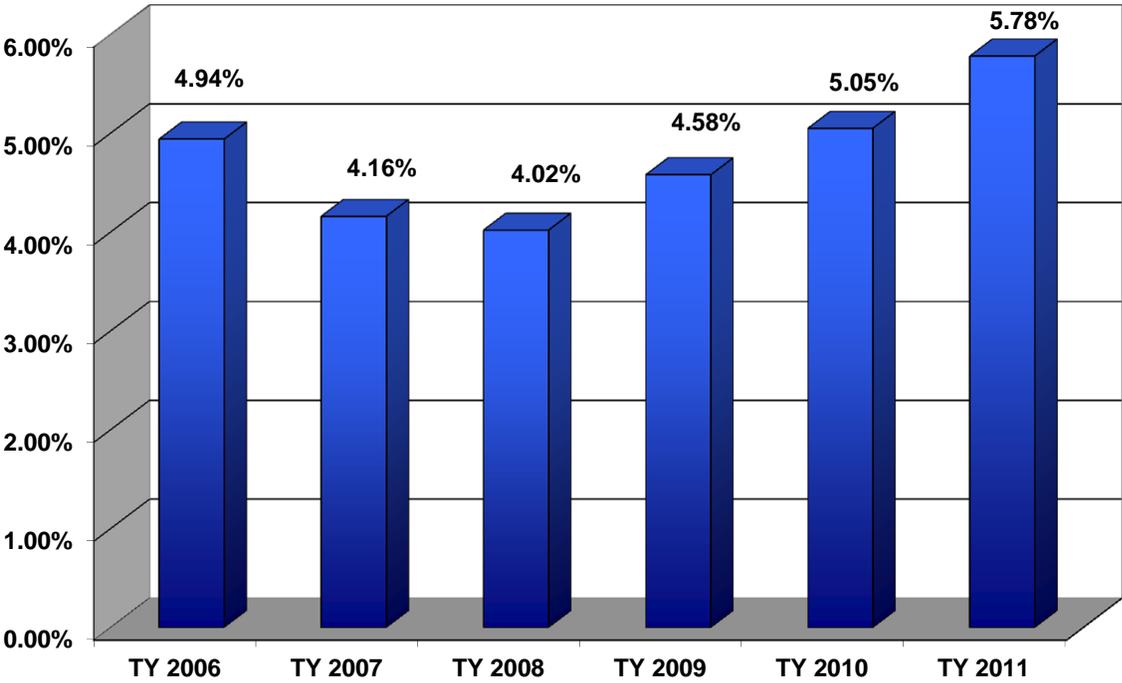
General Obligation Debt per capita	\$2,117
General Obligation Debt as a percentage of Equalized Assessed Valuation	5.78%
Total unabated debt service (principal + interest) expenditures as a % of General Fund expenditure (FY 2011)	16.19%
Current Bonds Rating - Moody's Investor Services	Aaa
Current Bonds Rating - Fitch Ratings	AAA
Equalized Assessed Valuation - Tax year 2011	\$2,727,367,573
Governmental Activity General Obligation Debt (FY 2011)	\$122,579,206
Business Activity General Obligation Debt (FY 2011)	\$35,115,794

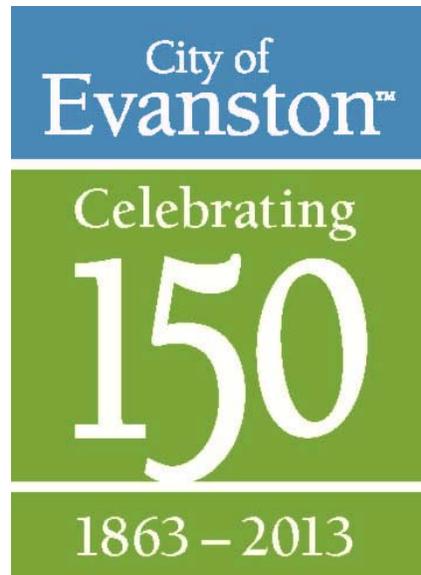
FY 2013	Debt Service Fund	Washington Natl TIF Fund	Howard Hartery TIF Fund	Special Assessment Fund	SSA #5 Fund	Parking Fund	Water Fund	Sewer Fund	Sanitation Fund	Total
Principal	7,477,736	425,000	645,000	219,000	340,000	2,962,708	207,875	1,270,289	15,035	13,562,643
Interest	4,320,283	78,375	75,610	93,298	78,816	867,353	296,671	298,161	3,148	6,111,715
Total	11,798,019	503,375	720,610	312,298	418,816	3,830,061	504,546	1,568,450	18,183	19,674,358

**Per Capita General Obligation Debt**



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





# **PART III**

# **GENERAL FUND BUDGET**

**CITY OF EVANSTON  
GENERAL FUND BUDGET SUMMARY (FUND #100)**

	FY 2011 * Actual	FY 2012 Budget	FY 2012 Estimate	FY 2013 Approved	Budget-to-Budget Increase (Decrease)
<b>Operating Revenue</b>					
Property Tax	\$ 16,235,517	\$ 12,296,386	\$ 12,296,386	\$ 12,481,386	\$ 185,000
Other Taxes	\$ 32,557,786	\$ 39,387,930	\$ 39,015,444	\$ 40,447,197	\$ 1,059,267
Licenses/Permits/Fees	\$ 6,782,028	\$ 8,652,861	\$ 9,148,449	\$ 9,419,640	\$ 766,779
Fines and Forfeitures	\$ 3,279,785	\$ 4,721,639	\$ 3,776,573	\$ 4,366,022	\$ (355,617)
Charges for Services	\$ 6,184,831	\$ 7,853,023	\$ 7,910,399	\$ 7,904,198	\$ 51,175
Intergovernmental Revenue	\$ 795,336	\$ 669,897	\$ 630,181	\$ 786,798	\$ 116,901
Other Revenue	\$ 676,344	\$ 1,216,983	\$ 1,371,612	\$ 1,418,443	\$ 201,460
Interest Income	\$ 767,335	\$ 12,000	\$ 6,000	\$ 6,000	\$ (6,000)
Transfers In (Other Funds)	\$ 6,557,462	\$ 7,890,068	\$ 7,890,068	\$ 7,693,367	\$ (196,701)
Library	\$ 133,154	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 73,969,578</b>	<b>\$ 82,700,787</b>	<b>\$ 82,045,112</b>	<b>\$ 84,523,051</b>	<b>\$ 1,822,264</b>
<b>Operating Expense</b>					
Legislative	\$ 516,342	\$ 616,034	\$ 647,815	\$ 635,096	\$ 19,062
City Manager's Office	\$ 1,363,079	\$ 1,856,258	\$ 1,521,384	\$ 1,873,088	\$ 16,830
Law	\$ 821,667	\$ 999,106	\$ 993,315	\$ 989,154	\$ (9,952)
Administrative Services	\$ 7,297,540	\$ 8,643,197	\$ 8,252,215	\$ 8,776,493	\$ 133,296
Community and Econ. Development	\$ 2,616,811	\$ 3,148,339	\$ 3,215,708	\$ 2,721,262	\$ (427,077)
Police	\$ 20,444,887	\$ 24,752,938	\$ 25,086,460	\$ 25,552,038	\$ 799,100
Fire	\$ 11,019,489	\$ 13,314,621	\$ 13,179,011	\$ 13,741,148	\$ 426,527
Health	\$ 1,991,209	\$ 2,413,969	\$ 2,383,402	\$ 2,633,716	\$ 219,747
Public Works	\$ 6,426,231	\$ 9,559,460	\$ 9,220,753	\$ 9,660,554	\$ 101,094
Library**	\$ 3,695,279	\$ -	\$ -	\$ -	\$ -
Parks, Recreation and Comm. Services	\$ 15,436,525	\$ 17,392,621	\$ 16,383,986	\$ 17,937,873	\$ 545,252
Transfer to Capital Improvement Fund***	\$ -	\$ 1,250,000	\$ 1,250,000	\$ -	\$ (1,250,000)
Transfer to Equipment Replacement Fund***	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ (500,000)
<b>TOTAL EXPENDITURES</b>	<b>\$ 71,629,059</b>	<b>\$ 84,446,543</b>	<b>\$ 82,634,049</b>	<b>\$ 84,520,422</b>	<b>\$ 73,879</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>\$ 2,340,519</b>	<b>\$ (1,745,756)</b>	<b>\$ (588,937)</b>	<b>\$ 2,629</b>	<b>\$ 1,748,385</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 22,003,752</b>		<b>\$ 18,393,169</b>	<b>\$ 17,804,232</b>	
Adjustment for GAAP Basis of Accounting	\$ (5,951,102)				
<b>ENDING FUND BALANCE</b>	<b>\$ 18,393,169</b>		<b>\$ 17,804,232</b>	<b>\$ 17,806,861</b>	

\* FY 2011 was a ten-month transitional fiscal year.

\*\* Revenues and expenses associated with the Evanston Library were moved from the General Fund to the Library Fund in FY 2012.

\*\*\* Per FY 2012 Budget Amendment approved on June 11, 2012.

**FISCAL YEAR 2013**  
**GENERAL FUND REVENUES**

REVENUE TITLE	2011 ACTUAL	2012 BUDGET	2012 ESTIMATE	2013 APPROVED	2012 vs. 2013 VARIANCE
<b>50000 REVENUES</b>					
<b>50100 OPERATING REVENUES</b>					
<b>51000 PROPERTY TAXES</b>					
51015 PROPERTY TAXES	15,915,091	12,096,386	12,096,386	12,281,386	185,000
51025 PRIOR YEAR'S TAXES	320,426	200,000	200,000	200,000	
<b>51000 PROPERTY TAXES</b>	<b>16,235,517</b>	<b>12,296,386</b>	<b>12,296,386</b>	<b>12,481,386</b>	<b>185,000</b>
<b>51500 OTHER TAXES</b>					
51515 STATE USE TAX	921,494	1,091,215	1,149,816	1,176,879	85,664
51525 SALES TAX - BASIC	7,671,007	9,209,455	9,000,000	9,291,000	81,545
51530 SALES TAX - HOME RULE	4,902,429	5,997,020	5,700,000	5,861,800	(135,220)
51535 AUTO RENTAL TAX	34,004	36,445	40,699	40,000	3,555
51540 ATHLETIC CONTEST TAX	718,538	700,000	760,000	760,000	60,000
51545 STATE INCOME TAX	4,924,177	5,853,839	6,168,434	6,322,645	468,806
51565 ELECTRIC UTILITY TAX	2,358,266	3,069,806	3,069,806	3,069,806	
51570 NATURAL GAS UTILITY TAX	871,281	1,583,000	1,266,400	1,400,000	(183,000)
51575 NAT GAS USE TAX HOME RULE	539,228	869,000	808,170	800,000	(69,000)
51585 CIGARETTE TAX	301,219	485,000	381,159	485,000	
51590 EVANSTON MOTOR FUEL TAX	481,751	761,587	700,660	707,667	(53,920)
51595 LIQUOR TAX	1,857,121	2,070,063	2,200,000	2,350,000	279,937
51600 PARKING TAX	1,942,347	2,160,000	2,200,000	2,200,000	40,000
51605 PERS. PROP. RPL. TAX	357,908	580,000	580,000	591,600	11,600
51610 PERS. PROP. RPL. TAX REC	38,583	46,300	46,300	46,300	
51615 PERS. PROP. RPL. TAX LIB	41,833				
51620 REAL ESTATE TRANSFER TAX	1,989,587	1,725,000	1,794,000	2,100,000	375,000
51625 TELECOMMUNICATIONS TAX	2,607,013	3,150,000	3,150,000	3,244,500	94,500
51630 AMUSEMENT TAX		200			(200)
<b>51500 OTHER TAXES</b>	<b>32,557,786</b>	<b>39,387,930</b>	<b>39,015,444</b>	<b>40,447,197</b>	<b>1,059,267</b>
<b>52000 LICENSES, PERMITS &amp; FEES</b>					
<b>52005 LICENSES</b>					
52010 VEHICLE LICENSES	2,056,523	2,598,341	2,500,000	2,600,000	1,659
52015 BUSINESS LICENSES	55,838	171,000	150,000	150,000	(21,000)
52020 PET LICENSES	40,740	22,000	25,000	25,000	3,000
52030 CONTRACTORS' LICENSES	68,775	77,302	77,302	77,302	
52035 ROOMING HOUSE LICENSES	192,396	193,000	193,000	193,000	
52040 LIQUOR LICENSES	331,352	330,000	330,000	330,000	
52041 ONE DAY LIQUOR LICENSE	5,518	8,600	8,600	8,200	(400)
52045 FARMERS' MARKET LICENSES	29,036	30,000	41,525	33,000	3,000
52046 RENTAL BUILDING REGISTRA	73,011	95,000	95,000	95,000	

**FISCAL YEAR 2013**  
**GENERAL FUND REVENUES**

REVENUE TITLE	2011 ACTUAL	2012 BUDGET	2012 ESTIMATE	2013 APPROVED	2012 vs. 2013 VARIANCE
52050 OTHER LICENSES	21,091	20,000	20,000	20,000	
52055 LONG TERM CARE LICENSES	70,740	98,400	98,400	98,400	
52061 SEASONAL FOOD ESTABL.LIC	6,673				
52062 MOBILE FOOD VEHICLE VEND	4,905				
52063 HEN COOP LICENSE	400				
52070 RESIDENT CARE HOME LICEN		80	640	600	520
52005 LICENSES	2,956,998	3,643,723	3,539,467	3,630,502	(13,221)
<b>52075 PERMITS</b>					
52080 BUILDING PERMITS	1,834,961	2,500,000	3,000,000	3,020,000	520,000
52085 PLAN REVIEW	6,162	6,248	6,248	6,248	
52090 PLUMBING PERMITS	75,923	135,000	145,000	135,000	
52095 ELECTRICAL PERMITS	87,302	130,000	143,000	130,000	
52105 SIGNS AND AWNING PERMITS	6,392	8,330	8,330	8,330	
52110 OTHER/MISC PERMITS	123,259	183,260	235,008	183,260	
52115 ELEVATOR PERMITS	46,856	41,650	47,405	41,650	
52120 HEATING VENT. A/C PERMIT	246,946	210,000	350,909	210,000	
52126 RIGHT-OF- WAY PERMIT	383,244	290,000	400,000	290,000	
52130 RESIDENTS ANNUAL PRKG PE	95,822	128,000	128,000	128,000	
52131 VISITOR PARKING PERMITS	11,566	12,300	12,300	12,300	
52135 FIRE SUPPRESSION/ALARM PE	59,356	40,000	66,000	65,000	25,000
52075 PERMITS	2,977,789	3,684,788	4,542,200	4,229,788	545,000
<b>52140 FEES</b>					
52145 ANNUAL SIGN FEES	26,242	25,000	25,000	25,000	
52146 MOVING VAN PERMIT FEE		50,000	50,000	50,000	
52155 PLAT PR.&SIGN APP HRG FE	1,320	2,100	2,100	2,100	
52170 ALARM PANEL FRANCHISE FE	6,840	6,000	7,500	6,000	
52175 NU/CENTEL EASEMENT	47,000				
52180 CABLE FRANCHISE FEE	730,956	865,000	865,000	1,000,000	135,000
52181 PEG FEES - COMCAST	34,883		22,182	100,000	100,000
52185 NICOR FRANCHISE FEE		95,000	95,000	95,000	
52187 TRANSFER STATION FEES		281,250		281,250	
52140 FEES	847,241	1,324,350	1,066,782	1,559,350	235,000
52000 LICENSES, PERMITS & FEES	6,782,028	8,652,861	9,148,449	9,419,640	766,779
<b>52500 FINES AND FORFEITURES</b>					
52505 TICKET FINES-PARKING	2,469,554	3,805,241	3,000,000	3,450,000	(355,241)
52510 REGULAR FINES	174,236	298,449	250,000	298,449	

**FISCAL YEAR 2013**  
**GENERAL FUND REVENUES**

REVENUE TITLE	2011 ACTUAL	2012 BUDGET	2012 ESTIMATE	2013 APPROVED	2012 vs. 2013 VARIANCE
52530 BOOT RELEASE FEE	48,602	60,376	82,000	80,000	19,624
52540 FIRE FALSE ALARM FINES	98,370	170,000	57,000	170,000	
52545 POLICE FALSE ALARM FINES	20,400				
52555 HOUSING CODE VIOL FINES	100,056	117,248	117,248	97,248	(20,000)
52560 PERMIT PENALTY FEES	7,214	7,500	7,500	7,500	
52570 NONPARKING ORDINANCE VIOL	235,042	262,825	262,825	262,825	
52605 LANDLORD/TENANT VIOL FINE					
52610 LIBRARY FINES & FEES	126,311				
52500 FINES AND FORFEITURES	3,279,785	4,721,639	3,776,573	4,366,022	(355,617)
<b>53000 CHARGES FOR SERVICES</b>					
<b>53005 HEALTH DEPT.- CHRGS FOR S</b>					
53010 BIRTH AND DEATH RECORDS	5,325				
53050 SANITATION CLASSES	1,680	1,700	1,920	1,700	
53075 DENTAL CLINIC	108,076	125,000	125,000		(125,000)
53105 HEALTH FOOD ESTBLSMNT LI	133,573	185,000	185,000	185,000	
53135 DENTAL CHECK UP	1,875				
53140 EMERGENCY DENTAL EXAM	40				
53150 AMALGAM FILLING	195				
53151 DENTAL CO- PAY	5				
53155 RESIN FILLING	365				
53160 SEDATIVE FILLING	10				
53165 EXTRACTION	30				
53170 PULPOTOMY	40				
53171 ROOT CANAL PAYMENTS	15				
53175 SEALANT OFFICE VISIT	110				
53180 ADDITIONAL SEALANTS	40				
53185 TEMPORARY FOOD LICENSE F	5,775	6,500	7,000	7,000	500
53190 FOOD DELIVERY VEHICLE	1,300	5,500	5,500	5,500	
53200 BEV.SNACK VENDING MACHIN	24,540	28,000	28,000	28,000	
53210 TOBACCO LICENSE	10,500	19,000	19,000	19,000	
53211 BEEKEEPER LICENSE FEE	100				
53215 BIRTH CERTIFICATE	58,426	70,000	70,000	70,000	
53220 DEATH CERTIFICATE-16.23	23,292	40,000	40,000	40,000	
53230 FUNERAL DIRECTOR LICENSE	4,830	6,000	6,000	6,000	
53235 TEMP FUNERAL DIREC LICEN	4,700	4,200	4,200	4,200	
53005 HEALTH DEPT.- CHRGS FOR S	384,842	490,900	491,620	366,400	(124,500)
<b>53240 PARKING - CHRGS FOR SVCS</b>					

**FISCAL YEAR 2013**  
**GENERAL FUND REVENUES**

REVENUE TITLE	2011 ACTUAL	2012 BUDGET	2012 ESTIMATE	2013 APPROVED	2012 vs. 2013 VARIANCE
53251 PARKING METER FEE INCREA		641,667	641,667	641,667	
53240 PARKING - CHRGS FOR SVCS		641,667	641,667	641,667	
53412 LOT 15 RENTAL					
53560 RECREATION - CHRGS FOR SV					
53565 RECREATION PROGRAM CHARG	4,525,891	5,217,839	5,343,512	5,365,015	147,176
53566 RECREATION DEFERRED REVE	1,625				
53568 TRANS.FROM RESTRICTED AC	66,785	73,216	106,000	78,716	5,500
53569 Special Events Revenue	28,602	38,000	18,500	25,000	(13,000)
53560 RECREATION - CHRGS FOR SV	4,622,903	5,329,055	5,468,012	5,468,731	139,676
53570 WATER, SEWER & RECYCLING					
53600 SEWER SERV CHARG-PENALTY					
53620 OTHER CHRGS FOR SVCS					
53635 WEIGHTS AND MEASURES EX	2,140	1,000	1,000	1,000	
53640 SENIOR TAXI COUPON SALES	73,081			108,000	108,000
53650 STATE HIGHWAY MAINTENANC	50,138	58,000	58,000	58,000	
53655 FIRE COST RECOVERY CHARG	2,515	10,000	3,000	10,000	
53656 OTHER SERVICE CHARGES	774				
53666 HISTORIC PRESERVATION RE	5,446	6,500	6,500	6,500	
53620 OTHER CHRGS FOR SVCS	134,094	75,500	68,500	183,500	108,000
53667 TREE PRESERVATION PERMIT					
53675 AMBULANCE SERVICE	819,367	1,049,901	1,051,300	1,052,400	2,499
53680 TOWING CHARGES		3,000		3,000	
53685 POLICE REPORT FEES	9,258	14,500	20,000	14,500	
53690 WOOD RECYCLING	35,208	27,000	34,000	35,000	8,000
53695 ZONING FEES	26,402	17,500	27,000	25,000	7,500
53700 FIRE REPORT FEES	355				
53705 FIRE BUILDING INSPECTION	8,013	6,000	8,800	6,000	
53715 ALARM REGISTRATION FEE	100,408	180,000	80,000	90,000	(90,000)
53720 SKOKIE ANIMAL BOARD FEE	7,869	8,000	8,000	8,000	
53725 BACKGR CHKS DAYCARE PROV	490				
53736 NEW PAVEMENT DEGRADATION	27,149	10,000	11,500	10,000	
53667 TREE PRESERVATION PERMIT	1,042,993	1,315,901	1,240,600	1,243,900	(72,001)
53000 CHARGES FOR SERVICES	6,184,831	7,853,023	7,910,399	7,904,198	51,175

**FISCAL YEAR 2013**  
**GENERAL FUND REVENUES**

REVENUE TITLE	2011 ACTUAL	2012 BUDGET	2012 ESTIMATE	2013 APPROVED	2012 vs. 2013 VARIANCE
<b>55000 INTERGOVERNMENTAL REVENUE</b>					
<b>55005 COUNTY &amp; LOCAL AID</b>					
<b>55015 STATE AID</b>					
55025 LOCAL HEALTH PROTECTION	76,181	75,000	75,419	75,000	
55040 DENTAL SEALANT GRANT	1,494	2,674	2,920	8,626	5,952
55075 SUMMER FOOD INSPECTIONS	600	400	400	400	
55080 KID CARE AGREEMENT	1,500				
55085 IL TOBACCO FREE COMMUNIT	25,593	25,082	25,082	25,082	
55125 TEEN PREGNANCY PREV. GRN	10,200				
55130 IL STATE CHILDHOOD LEAD	1,000	1,000	1,359	1,000	
55135 TEEN PARENT SERVICES PRO	18,100				
55145 PROSTATE CANCER AWARENESS		11,500			(11,500)
55146 STATE, COUNTY AND OTHER	50,689	11,000	20,500	11,000	
55150 TANNING PARLOR INSPECTIO	200	200	200	200	
55160 VIOL. CRIME VIC. ASST GR		18,525	18,525	18,525	
55170 FIRE DEPARTMENT TRAINING	12,762	2,000	20,274	3,000	1,000
55173 CRI GRANT -REVENUE (HHS)	35,681	44,000	44,000	44,000	
55174 PHEP GRANT-REVENUE (HHS)	50,818	62,072	62,072	62,072	
55175 STATE RECYCLING GRANT					
55176 DENTAL EXPANSION GRANT	70,000	30,000	30	30,000	
55175 STATE RECYCLING GRANT	70,000	30,000	30	30,000	
55177 DENTAL REIMBURSEMENT PRO	20,546	82,000	82,000		(82,000)
55178 DISEASE / DIABETES GRANT		16,000			(16,000)
<b>55015 STATE AID</b>	<b>273,987</b>	<b>381,453</b>	<b>352,781</b>	<b>278,905</b>	<b>(102,548)</b>
<b>55179 RBF I GRANT REVENUE</b>					
55231 LEAD PAINT HAZARD GRANT		80,000		80,000	
55245 LIBRARY STATE PER CAPITA	75,971				
<b>55179 RBF I GRANT REVENUE</b>	<b>75,971</b>	<b>80,000</b>		<b>80,000</b>	
<b>55250 FEDERAL AID</b>					
55251 FEDERAL GRANT / AID	117,641	10,000	12,001	10,000	
55253 ENERGY EFF.& CONSV.BLOCK	4,307				
55255 COMM AGING GRT-ADVOCATE	34,692	80,044	80,119	79,723	(321)
55265 FEMA	172,679	17,000	17,000	17,000	
55270 POLICE TRAINING	8,000	8,000	20,767	8,000	
<b>55250 FEDERAL AID</b>	<b>328,705</b>	<b>115,044</b>	<b>129,887</b>	<b>114,723</b>	<b>(321)</b>

**FISCAL YEAR 2013**  
**GENERAL FUND REVENUES**

REVENUE TITLE	2011 ACTUAL	2012 BUDGET	2012 ESTIMATE	2013 APPROVED	2012 vs. 2013 VARIANCE
55272 TOBACCO COMPLIANCE GRANT					
55275 HUD EMERG SHELTER GRANTS	85,814	85,000	139,073	204,770	119,770
55285 LAW ENFORCEMENT BLOCK GR	14,802				
55290 OTHER FEDERAL AID	45,661	8,400	8,440	8,400	
55272 TOBACCO COMPLIANCE GRANT	116,673	93,400	147,513	213,170	119,770
55316 RTA GRANT				100,000	100,000
55000 INTERGOVERNMENTAL REVENUE	795,336	669,897	630,181	786,798	116,901
56000 OTHER REVENUE					
56002 WOMEN OUT WALKING	6,890	25,000	25,000	15,000	(10,000)
56010 PROPERTY SALES AND RENTAL	47,218	150,491	200,982	151,543	1,052
56011 DONATIONS		69,400	76,400	76,400	7,000
56010 PROPERTY SALES AND RENTAL	47,218	219,891	277,382	227,943	8,052
56015 REVENUE FROM DAMAGE TO CI					
56025 DAMAGE TO CITY SIGNAGE		2,000	2,000	2,000	
56030 DAMAGE TO CITY TRAFFIC S		20,000	20,000	20,000	
56031 DAMAGE TO STREET LIGHTS		20,000	20,000	20,000	
56015 REVENUE FROM DAMAGE TO CI		42,000	42,000	42,000	
56045 MISCELLANEOUS REVENUE	89,849	159,000	159,000	255,000	96,000
56046 TAXICAB CLASS REVENUE	5,200	7,000	6,200		(7,000)
56045 MISCELLANEOUS REVENUE	95,049	166,000	165,200	255,000	89,000
56047 RESERVES					
56048 TEEN BABY NURSERY PROG		41,000	41,000	41,000	
56047 RESERVES		41,000	41,000	41,000	
56049 MARKET LINK VOUCHERS				16,500	16,500
56063 CONST.INSP.OVERTIME REIMB	1,600				
56063 CONST.INSP.OVERTIME REIMB	1,600				
56067 REIMBURSEMENTS- SERV. & S	55,946				
56068 REIMB SALT USE DIST 65 ET	15,141				
56069 REIMB. FOR FIRE DEPTT. S	3,834				
56095 OVER AND SHORT - COLLECT	3,595				
56068 REIMB SALT USE DIST 65 ET	7,712				
56105 PAYMENT IN LIEU OF TAXES	51,000	152,092	250,000	250,000	97,908
56106 FUND BALANCE APPLIED		516,000	516,000	516,000	

**FISCAL YEAR 2013**  
**GENERAL FUND REVENUES**

REVENUE TITLE	2011 ACTUAL	2012 BUDGET	2012 ESTIMATE	2013 APPROVED	2012 vs. 2013 VARIANCE
56131 DUTCH ELM TREE INSURANCE					
56132 Trsf Fr Dutch Elm Tree R	356,000				
56131 DUTCH ELM TREE INSURANCE	356,000				
56134 PRIVATE ELM TREES INS. MO	39,870	40,000	40,030	40,000	
56140 FEES AND MERCHANDISE SALE	14,182				
56156 YARD WASTE FEE					
56157 CITIZENS CPR CLASS FEES	1,170				
56156 YARD WASTE FEE	1,170				
56175 PARKING PERMITS-RYAN FIEL	15,131	15,000	15,000	15,000	
56185 PART. PENSION CONTRIBUTIO					
56196 JDE WATER INTERFACE					
56000 OTHER REVENUE	676,344	1,216,983	1,371,612	1,418,443	201,460
56500 INTEREST INCOME					
56501 INVESTMENT INCOME	2,073	12,000	6,000	6,000	(6,000)
56587 SALE OF LAND	765,263				
56500 INTEREST INCOME	767,335	12,000	6,000	6,000	(6,000)
57000 TRNSFR FROM OTHER FUNDS					
57007 FROM WEST EVANSTON TIF	50,000	60,000	60,000	60,000	
57011 FROM HPRP GRANT FUND	18,480				
57012 FROM NSP2 GRANT FUND	103,116	320,000	320,000	145,000	(175,000)
57020 FROM MOTOR FUEL FUND-S/M	697,492	836,990	836,990	833,000	(3,990)
57030 FROM COMM. DEVEL. FUND	738,067	776,811	776,811	781,278	4,467
57035 FROM HOME FUND	40,651	59,958	59,958	28,400	(31,558)
57035 FROM HOME FUND	40,651	59,958	59,958	28,400	(31,558)
57040 FROM EMERGENCY TEL SYSTEM	104,958	125,950	125,950	125,950	
57050 FROM ECON DEV FUND	377,256	452,707	452,707	452,707	
57060 FROM HOUSING FUND	19,992	23,990	23,990	23,990	
57065 FROM WASHINGTON NAT'L DS	325,000	325,000	325,000	331,000	6,000
57070 FROM HOW HARTREY DEBT SER	141,600	141,600	141,600	144,400	2,800
57075 FROM SW TIF DEBT SERVICE	24,100	28,920	28,920	29,500	580
57096 FROM HOWARD RIDGE TIF	120,400	120,400	120,400	120,400	
57100 FROM CAPITAL IMP. FUND	300,000	475,000	475,000	475,000	
57130 FROM PARKING FUND	536,868	644,242	644,242	644,242	
57135 FROM WATER FUND	135,196	162,235	162,235	162,235	
57140 FROM WATER FUND-ROI	2,108,573	2,531,102	2,531,102	2,531,102	
57145 FROM WATER FUND-ADMIN. EX	494,136	662,963	662,963	662,963	

**FISCAL YEAR 2013**  
**GENERAL FUND REVENUES**

REVENUE TITLE	2011 ACTUAL	2012 BUDGET	2012 ESTIMATE	2013 APPROVED	2012 vs. 2013 VARIANCE
57165 FROM SEWER FUND	221,578	142,200	142,200	142,200	
57000 TRNSFR FROM OTHER FUNDS	6,557,462	7,890,068	7,890,068	7,693,367	(196,701)
<b>57500 LIBRARY-OTHER REVENUE</b>					
57505 LIBRARY VIDEO RENTALS	31,695				
57510 NON-RESIDENT LIBRARY CARD	1,461				
57515 LIBRARY MATERIAL REPLACEM	8,818				
57525 LIBRARY MISC. REVENUES	21,234				
57535 LIBRARY COPY MACH. CHG	17,370				
57540 LIBRARY MEETING RM RENTAL	9,575				
57545 NORTH BRANCH RENTAL INC	43,000				
57500 LIBRARY-OTHER REVENUE	133,154				
<b>58000 REAPPROPRIATION OF SURPLUS</b>					
<b>50100 OPERATING REVENUES</b>	<b>73,969,578</b>	<b>82,650,787</b>	<b>82,045,112</b>	<b>84,523,051</b>	<b>1,872,264</b>
<b>50000 REVENUES</b>	<b>73,969,578</b>	<b>82,700,787</b>	<b>82,045,112</b>	<b>84,523,051</b>	<b>1,822,264</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	2013 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

	2011 Actual	2012 Budget	2012 Estimated Actual	2013 Adopted Budget
<b>Expenditures:</b>				
1300 - City Council	361,919	411,359	422,940	406,161
<b>Total:</b>	<b>\$361,919</b>	<b>\$411,359</b>	<b>\$422,940</b>	<b>\$406,161</b>

### Performance Report on FY 2012 Major Program Objectives

- Approved 14 Goals
- Approved Dempster-Dodge TIF
- Approved Electrical Aggregation
- Approved Engineering Study of Water Sales to Neighboring Communities
- Approved Limitations on Payday Loan Establishments
- Approved Rental Licensing Ordinance
- Approved New Trader Joe's Location
- Completed Mayor's second "Safe Summer Summit"
- Initiated Mayor's series of "My Evanston, My Neighbors" dialogues

# City of Evanston

## City Council

### 2013 Department Initiatives

- The City Council approved 13 Goals to focus on for the coming year:
  - At-Risk and At-Need Families
  - Capital Improvement Program Planning
  - Climate Action Plan
  - Development Services and Design Review
  - Economic Development
  - Innovation
  - Northwestern University
  - Police and Fire Pension Funding Issues
  - Robert Crown Center Improvements
  - Safety Issues
  - Senior Programs
  - Services to the Latino Population
  - Visual & Performing Arts
  - Youth Services
  
- Re-codification and substantive rewrite of City Code
- Review, analysis, and improvement of City procurement

<b>Ongoing Activity Measures</b>	<b>2011 Actual</b>	<b>2012 Projected</b>	<b>2013 Projected</b>
Number of ordinances adopted	92	100	100
Number of resolutions adopted	75	75	75
Updated board, committee, commission rosters	4	9	9

		<b>2011</b>	<b>2012</b>	<b>2012</b>	<b>2013</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Approved</b>
1300 CITY COUNCIL					
61010	REGULAR PAY	173,993	199,134	199,134	203,440
61510	HEALTH INSURANCE	110,852	123,820	130,077	119,966
61615	LIFE INSURANCE	61	76	79	76
61710	IMRF	5,398	8,327	6,462	8,226
61725	SOCIAL SECURITY	9,978	11,306	10,988	11,615
61730	MEDICARE	2,333	2,644	2,570	2,716
62206	TV BROADCASTING		4,165		4,165
62210	PRINTING	2,725	2,904	5,916	2,904
62275	POSTAGE CHARGEBACKS	573	333	507	333
62280	OVERNIGHT MAIL CHARGES		167	50	167
62285	COURIER CHARGES	2,120	400	1,959	300
62295	TRAINING & TRAVEL	7,730	6,000	15,098	5,000
62360	MEMBERSHIP DUES	36,652	30,000	35,000	28,000
62370	EXPENSE ALLOWANCE		125	142	125
62380	COPY MACHINE CHARGES	425	900	945	619
62456	OUTSIDE MAIL SERVICES		5,100		4,000
62490	OTHER PROGRAM COSTS	584	4,664	3,664	3,664
64540	TELECOMMUNICATIONS - WIRELESS	399	500	537	500
65010	BOOKS, PUBLICATIONS, MAPS		200	46	200
65025	FOOD	6,084	3,000	3,500	2,500
65095	OFFICE SUPPLIES	182	1,500	75	1,500
66025	TRAN.TO DS FUND- ERI DEBT SERV	1,830	1,929	2,026	1,981
66062	SISTER CITY FUNDING		4,165	4,165	4,165
1300 CITY COUNCIL		361,919	411,359	422,940	406,161

# 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; maintains 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	2013 Position FTE
<b>City Clerk</b>		
Full-Time Regular	City Clerk	0.00
Full-Time Regular	Deputy City Clerk	1.40
Part-Time	Mail Room Attendant	0.80
<b>1400 Total</b>		<b>2.20</b>
<b>City Clerk Total</b>		<b>2.20</b>

### Financial Summary

	2011 Actual	2012 Budget	2012 Estimated Actual	2013 Adopted Budget
<b>Expenditures:</b>				
1400 – City Clerk's Office	154,422	204,675	224,875	228,936
<b>Total Expenditures:</b>	<b>\$154,422</b>	<b>\$204,675</b>	<b>\$224,875</b>	<b>\$228,936</b>

### Notes for Financial Summary

- FY 2011 was a ten-month transitional fiscal year.

### Performance Report on FY 2012 Major Program Objectives

- The legal review of the Evanston City Code by departments was restarted by the Law Department. The City Code was last codified in 1979.
- Coordination of FOIA requests continues with an electronic log and files of disposition of FOIA requests.
- The Clerk's Office has provided real estate transfer tax stamps, notary services, and code book sales to customers throughout FY 2012.

### 2013 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

# City of Evanston

## City Clerk's Office

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.

- The Clerk's Office will provide early voting services for the November, 2012 general election and the April, 2013 local election.
- 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 and determine whether the City's current number of notary publics is sufficient to meet demand.
- The City Clerk's Office will work to reorganize the current office space configuration and filing system.
- Facilitate online Open Meetings Act training for elected officials and department heads.
- 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, 2012.
- 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>2011 Actual</b>	<b>2012 Projected</b>	<b>2013 Projected</b>
Voter registration	220	360	175
Early voters	775	1,000	700
Real Estate Transfer Tax transactions	820	820	820
Exemptions from Real Estate Transfer Tax	622	750	800
Disabled parking placards	128	128	128
FOIA requests	528	555	625
Response to 311 requests	20	60	100

		<b>2011</b>	<b>2012</b>	<b>2012</b>	<b>2013</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Approved</b>
1400 CITY CLERK					
61010	REGULAR PAY	80,355	98,154	103,383	101,456
61050	PERMANENT PART-TIME	13,672	26,864	32,000	49,713
61110	OVERTIME PAY	684			
61510	HEALTH INSURANCE	24,080	21,210	21,209	22,944
61615	LIFE INSURANCE	27	33	33	32
61710	IMRF	8,495	14,627	14,627	9,082
61725	SOCIAL SECURITY	5,687	7,528	7,528	9,147
61730	MEDICARE	1,330	1,761	1,761	2,139
62210	PRINTING	271	1,076	900	876
62235	OFFICE EQUIPMENT MAINT	181	833	833	833
62275	POSTAGE CHARGEBACKS	493	400	225	200
62280	OVERNIGHT MAIL CHARGES	22	65	65	65
62295	TRAINING & TRAVEL	2,353	3,700	5,200	5,000
62315	POSTAGE	78	45	12,480	35
62360	MEMBERSHIP DUES	320	400	600	525
62380	COPY MACHINE CHARGES	375	750	400	400
62457	CODIFICATION SERVICES	8,405	16,667	11,400	17,330
62509	SERVICE AGREEMENTS / CONTRACTS	853			
65010	BOOKS, PUBLICATIONS, MAPS	519	650	650	650
65025	FOOD	19			
65080	MERCHANDISE FOR RESALE	3,089	1,082	2,500	2,500
65095	OFFICE SUPPLIES	255	5,415	6,300	2,000
65160	OFFICE SUPPLIES - CHGBCK	310			
65175	ELECTION SUPPLIES			500	500
66025	TRAN.TO DS FUND- ERI DEBT SERV	2,550	3,415	2,281	3,507
1400 CITY CLERK		154,422	204,675	224,875	228,936

# 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. City Manager's Office staff 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	2013 Position FTE
<b>City Manager</b>		
Full-Time Regular	City Manager	1.00
Full-Time Regular	Deputy 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	Citizen Engagement 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	Citizen Engagement Coordinator	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

	2011 Actual	2012 Budget	2012 Estimated Actual	2013 Adopted Budget
<b>Expenditures:</b>				
1505 - City Manager's Office	666,353	861,697	598,449	900,020
1510 - Public Info / Citizen Engagement	554,500	642,772	571,145	620,148
1525 - Misc. Business Operation	44,415	258,200	258,200	258,200
1535 - Sustainability Grant	97,811	93,589	93,590	94,720
<b>Total Expenditures:</b>	<b>\$ 1,363,079</b>	<b>\$ 1,856,258</b>	<b>\$ 1,521,384</b>	<b>\$ 1,873,088</b>
<b>Revenues:</b>				
51555 - Fire Insurance Tax	-	-	-	-
52180 - Cable Franchise Fee	730,956	865,000	865,000	1,000,000
52181 - PEG Fees	34,883	-	22,182	100,000
<b>Total Revenues:</b>	<b>\$ 765,839</b>	<b>\$ 865,000</b>	<b>\$ 887,182</b>	<b>\$ 1,100,000</b>

### Performance Report on FY 2012 Major Program Objectives

- Processed 96,359 3-1-1 calls and 15,000 3-1-1 service requests through September 1, 2012.
- Partnered with CTA to replace three viaducts, bolstered fourth viaduct, and made needed repairs to stations.
- Increased e-news distribution to 23,427, more than doubling distribution over the previous year (larger distribution than area for-profit media outlets).
- Increased social media presence with 4,182 Facebook "likes" and 3,270 Twitter followers.
- Continued "Engage Evanston" community budgeting process for FY 2013 Budget using new MindMixer online community engagement service.
- Continued community volunteer web-based software platform for over 100 Evanston-based agencies.
- Organized third "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 a grant from the US Department of Health and Human Services to fund an Evanston based Community Health Center.
- 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 third annual "Paint Evanston Purple" pep-rally and football game.
- Increased subscription to Mass Notification System for community alerts and emergencies.
- Hosted first Jalisco en Evanston in concert with the Federation of Hometown Associations from the State of Jalisco, Mexico, Fedejal.
- Worked with Metra to hold an open house in Evanston regarding their five-year strategic plan.
- Hosted Mexican Consulate, State Department African Delegation, ITT Technical Institute sponsored MPA candidates from China, and a delegation of Japanese municipal officials.
- Reduced residential energy usage by organizing the Big 7 Savers Energy Efficiency Challenge resulting in savings of 292,495 kWh of electricity, \$39,486, and 216 Metric Tons CO<sub>2</sub>; engaged 1,225 Evanston households in the program.

# City of Evanston

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## City Manager's Office

- Promoted reduction of community vehicle emissions by organizing Evanston activities for Bike to Work Week and Car Free Week.
- Saved Evanston residents and small businesses 38% on their electric supply costs by implementing the Community Choice Electricity Aggregation Program with 100% renewable energy from wind energy in Illinois or adjacent states.
- Established monthly Sustainability News & Events e-newsletter and built distribution to over 700 e-mail addresses.
- Reduced City and community energy usage by completing energy efficiency projects under the Energy Efficiency and Conservation Block Grant program, totaling \$749,000 over 3 years.
- Developed summer Sustainability Internship program, engaging 12 students from ETHS and Northwestern University to focus on energy efficiency, recycling, composting, and local food projects, resulting in 850 hours of student volunteer hours.
- Secured grant funding Chicago Metropolitan Agency for Planning and developed the Evanston Water Conservation and Efficiency Plan.

### **2013 Department Initiatives**

- Work with CTA to find long-term funding solutions for Purple Line rebuild.
- Increase public outreach via social media including Twitter, Facebook, YouTube, MindMixer, Instagram, Texting, and Videos.
- Increase collaboration with community partners for the purpose of disseminating news, City events, and City co-sponsored events.
- Coordinate "Drive Less, Live More Campaign" with RTA and Active Transportation Alliance to reduce vehicle emissions and promote biking, public transit and walking.
- Analyze 311 data to identify and implement service efficiency.
- Increasing non-tax revenue supported City programs and initiatives.

### **2013 Department Objectives**

- Build greater grassroots capacity in Evanston Advocates Program.
- Increase e-news to 40,000 subscribers.
- Analyze 311 data to streamline work processes.
- Deliver community education to promote waste reduction, recycling, and composting.
- Build and maximize partnerships on sustainability projects by coordinating with non-profits, businesses, and grass-root community groups.
- Reduce City and community energy usage by leveraging existing utility programs and grant funding.
- Utilize 311 to better assist and support departmental operations.
- Engage residents via multiple outlets and increase the transparency of government.
- Continue outreach efforts to engage all populations residing in Evanston.
- Continue launching new media applications providing easy access to 311 City Services, SMS, web chat, and click-to-call.
- 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.
- Identify funding priorities and solicit funding partners to support priorities.
- Coordinate 2013 Intergovernmental Affairs Agenda at regional, State, and Federal level.

City of Evanston

City Manager's Office

Ongoing Activity Measures	2011 Actual	2012 Projected	2013 Projected
Number of aldermanic, police-service, and citizen requests	1,000	1,050	1,100
Prepare agendas and materials for regular and special City Council, Planning and Development, Rules and Administration and Public Works meetings	48	48	48
Number of City of Evanston volunteer opportunities	82	85	90
Number of volunteer opportunities featured on VEP website	118	120	120
Number of organizations featured on VEP website	62	80	80
311 center calls handled	104,920	130,000	150,000
311 center service requests handled	18,100	300,00	35,000

	2011 Actual	2012 Budget	2012 Estimate	2013 Approved
<b>1500 CITY ADMINISTRATION</b>				
61010 REGULAR PAY	767,548	1,046,841	793,562	989,026
61050 PERMANENT PART-TIME	2,234			
61060 SEASONAL EMPLOYEES	12,471			
61110 OVERTIME PAY	526			
61210 LONGEVITY	586	2,454	2,253	2,347
61415 TERMINATION PAYOUTS	20,338			
61510 HEALTH INSURANCE	113,658	123,130	129,461	145,713
61615 LIFE INSURANCE	693	924	966	744
61625 AUTO ALLOWANCE	9,086	10,980	68,234	10,980
61626 CELL PHONE ALLOWANCE	3,573	3,888	3,625	4,416
61655 EMPLOYEE LOANS - INTEREST EXPE	1,454			
61710 IMRF	71,409	122,767	82,761	112,323
61725 SOCIAL SECURITY	41,920	64,737	51,741	61,088
61730 MEDICARE	11,654	15,140	12,233	14,287
62205 ADVERTISING	13,368	15,044	9,096	15,044
62210 PRINTING	2,092	2,832	5,977	2,832
62275 POSTAGE CHARGEBACKS	554	999	777	999
62280 OVERNIGHT MAIL CHARGES	147	167	62	167
62285 COURIER CHARGES	18	83		83
62295 TRAINING & TRAVEL	16,377	29,189	15,036	29,189
62310 CITY WIDE TRAINING	584			
62315 POSTAGE	55-	2,499		2,499
62341 INTERNET SOLUTION PROVIDERS	1,500			
62360 MEMBERSHIP DUES	2,882	8,663	8,330	8,663
62458 OUTSIDE COPY SERVICES		750		750
62490 OTHER PROGRAM COSTS	17	750		750
62506 WORK-STUDY	1,896	2,500	1,127	3,300
62509 SERVICE AGREEMENTS / CONTRACTS				115,000
62512 RECRUITMENT	1,000			
62665 CONTRIB TO OTHER AGENCIES	171,000	100,000	33,920	50,000
64540 TELECOMMUNICATIONS - WIRELESS	1,965		1,122	
64545 PERSONAL COMPUTER SOFTWARE	703	3,500	100	3,500
65010 BOOKS, PUBLICATIONS, MAPS	161	1,749	1,898	1,749
65095 OFFICE SUPPLIES	1,081	1,516	2,175	1,516
65125 OTHER COMMODITIES	503	880	880	880
65515 OTHER IMPROVEMENTS	7,281			
65630 LIBRARY BOOKS			56	
65635 PERIODICALS		175	151	175
66025 TRAN.TO DS FUND- ERI DEBT SERV	26,630	28,503	29,869	29,471
66030 OTHER INSURANCE CHARGEBACKS	5,753	7,397	7,770	7,397
66060 KEEP EVANSTON BEAUTIFUL	5,000			
68205 CONTINGENCIES	45,469	258,200	258,200	258,200
<b>1500 CITY ADMINISTRATION</b>	<b>1,363,079</b>	<b>1,856,258</b>	<b>1,521,384</b>	<b>1,873,088</b>

# City of Evanston

## Law Department

**Description of Major Activities:**

The Law 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 court prosecutions, traffic court prosecutions, and administrative adjudication hearings as necessary. 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	2013 Position FTE
<b>Legal Administration</b>		
Full-Time Regular	Corporation Counsel/City Attorney	1.00
Full-Time Regular	Assistant City Attorney II	3.00
Full-Time Regular	Executive Secretary (to Department Head)	1.00
Full-Time Regular	Administrative Adjudication 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**

	2011 Actual	2012 Budget	2012 Estimated Actual	2013 Adopted Budget
<b>Expenditures:</b>				
1705 – Legal Administration	821,667	999,106	993,315	989,154
<b>Total Expenditures:</b>	<b>\$821,667</b>	<b>\$999,106</b>	<b>\$993,315</b>	<b>\$989,154</b>

City of Evanston

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**Law Department**

	2011 Actual	2012 Budget	2012 Estimated Actual	2013 Adopted Budget
<b>Revenues:</b>				
52040 – Liquor Licenses	331,352	330,000	330,000	330,000
52041 – One-Day Liquor License	5,518	8,600	8,600	8,200
52570 – Non-parking Ordinance Violations	235,042	262,825	262,825	262,825
<b>Total Revenues</b>	<b>\$571,912</b>	<b>\$601,425</b>	<b>\$601,425</b>	<b>\$601,025</b>

**Performance Report on FY 2012 Major Program Objectives**

- Won 3 jury verdicts in state and federal courts saving the City over a million dollars in attorneys' fees and/or potential verdict exposure.
- Continued to assist all departments with ongoing Illinois Freedom of Information Act (FOIA) requirements to ensure policies, procedures and training programs are legally compliant. Completed and fulfilled all required statutory training courses and certifications. Obtained Attorney General approval of action in majority of situations implicating FOIA and Open Meetings Act issues.
- Achieved goal of litigating 80-90% of cases by in-house City attorneys 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.
- Finished the recodification and republication of the Evanston City Code, the first time the Code was substantively revised and recodified since 1979.

**2013 Department Initiatives**

- Continued support and participation in accomplishing Strategic Plan Goals for 2013.
- 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 Code regarding noise regulations.
- Evaluate and pursue legal strategies to enhance City revenues.
- Continue to prevail in litigation at the pre-trial motion stage and at verdict.

		2011	2012	2012	2013
		Actual	Budget	Estimate	Approved
1700	LAW DEPARTMENT				
61010	REGULAR PAY	475,738	576,114	576,114	590,034
61060	SEASONAL EMPLOYEES	7,478			
61110	OVERTIME PAY	186			
61210	LONGEVITY	1,345	1,739	1,739	1,685
61510	HEALTH INSURANCE	103,895	99,190	99,190	76,996
61615	LIFE INSURANCE	366	557	557	485
61625	AUTO ALLOWANCE	4,121	4,980	4,980	4,980
61626	CELL PHONE ALLOWANCE	1,497	1,872	1,872	2,544
61710	IMRF	44,872	67,609	67,477	67,042
61725	SOCIAL SECURITY	27,173	35,032	35,302	36,334
61730	MEDICARE	6,726	8,193	8,193	8,497
62130	LEGAL SERVICES - GENERAL	11,280	35,286	34,800	34,800
62275	POSTAGE CHARGEBACKS	2,957	2,999	2,999	2,999
62295	TRAINING & TRAVEL	3,035	3,082	3,000	3,500
62315	POSTAGE		250	250	250
62345	COURT COST/LITIGATION	2,468	23,000	21,000	21,000
62360	MEMBERSHIP DUES	3,098	2,800	2,800	2,800
62380	COPY MACHINE CHARGES	2,223	4,673	4,673	3,215
62500	TECHNICAL INFORMATION SERVICES	1,625	4,000	4,000	4,000
62506	WORK-STUDY	264	1,900		1,900
62509	SERVICE AGREEMENTS / CONTRACTS	83,673	87,500	87,500	87,500
65010	BOOKS, PUBLICATIONS, MAPS	13,352	8,996	8,500	9,200
65045	LICENSING/REGULATORY SUPP	210	2,499	2,400	2,400
65085	MINOR EQUIPMENT & TOOLS	343	417		400
65095	OFFICE SUPPLIES	2,209	4,250	3,800	3,800
65100	LIBRARY SUPPLIES	96			
66025	TRAN.TO DS FUND- ERI DEBT SERV	16,420	15,715	15,715	16,338
66030	OTHER INSURANCE CHARGEBACKS	5,018	6,454	6,454	6,454
1700	LAW DEPARTMENT	821,667	999,106	993,315	989,154

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; employee wellness; 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>		
<b>Employee Status Description</b>	<b>Job Type Description</b>	<b>2013 Position FTE</b>
<b>Admin Services Gen Support</b>		
Full-Time Regular	Administrative Services Director/CFO	1.00
Full-Time Regular	Senior Management Analyst	1.00
Full-Time Regular	Management Analyst	1.00
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 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 Manager	1.00
Full-Time Regular	Purchasing Coordinator	1.00
Part-Time Regular	Administrative Secretary	1.00
<b>1925 Total</b>		<b>3.00</b>

City of Evanston

Administrative Services Department

Employee Status Description	Job Type Description	2013 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 Operations 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>48.50</b>

**Financial Summary**

	2011 Actual	2012 Budget	2012 Estimated Actual	2013 Adopted Budget
<b>Expenditures:</b>				
1905 – Admin. General Support	434,200	549,786	549,784	623,458
1910 – Revenue Division	793,306	868,546	833,584	858,839
1915 – Payroll	226,336	271,046	270,966	289,322
1920 – Accounting	566,068	798,749	798,746	824,169
1925 – Purchasing	174,806	221,437	204,231	310,213
1929 – Human Resource Division	1,095,548	1,471,170	1,203,890	1,380,976
1932 – Information Technology	1,928,230	2,407,189	2,396,727	2,407,868
1940 – Misc. Exp/Transfers *	811,345	466,000	466,000	466,000
1941 – Pkg. Enfr. & Tkt. Process	993,583	1,217,479	1,161,100	1,243,852
1942 – School Crossing Guards	274,116	371,795	367,187	371,795
<b>Total Expenditures:</b>	<b>\$7,297,540</b>	<b>\$8,643,197</b>	<b>\$8,252,215</b>	<b>\$8,776,492</b>

City of Evanston

**Administrative Services Department**

	2011 Actual	2012 Budget	2012 Estimated Actual	2013 Adopted Budget
<b>Revenues:</b>				
52010 – Vehicle Licenses	2,056,523	2,598,341	2,500,000	2,600,000
52505 – Parking Fines	2,469,554	3,805,241	3,000,000	3,450,000
52530 – Boot Release Fee	48,602	60,376	82,000	80,000
<b>Total Revenues:</b>	<b>\$4,574,679</b>	<b>\$6,463,958</b>	<b>\$5,582,000</b>	<b>\$6,130,000</b>

**Notes for Financial Summary**

- FY 2011 was a ten-month transitional fiscal year.

**Performance Report on FY 2012 Major Program Objectives**

- Initiated 54 recruitment processes as of 9/5/12, including two executive searches: Library Director and City Engineer. Hired 48 regular staff as of 9/5/12 including 3 police officers and 2 firefighters.
- Completed an Insurance Dependent Eligibility Audit, which resulted in the removal of 24 dependents.
- Updated the annual open enrollment process to ensure no ineligible people are carried going forward on City insurance.
- Bid out and conducted a Fire Promotional Process.
- Monitored department overtime usage to understand and attempt to reduce overtime costs.
- Monitored department seasonal and temp usage to attempt to reduce unemployment costs.
- Worked with Law Department to rewrite Civil Service Commission rules and ordinance as a result of new State Legislation requirements.
- Worked with City Manager to develop the Healthy Work Environment Initiative: started with Directors in January, rolled out to supervisors/managers in March, and presented to front line staff in August.
- Coordinated City-wide National Public Service Recognition Week service awards.
- Trained and certified 14 staff on the OSHA 10 hour course and an additional 14 people on the 30 hour course. Second round of classes for employees was offered in October 2012.
- Coordinated a citywide OSHA self inspection and a third party on-site inspection with report expected in October. This report identified immediate, short term, and long term goals.
- Developed a City-wide Safety Committee to review OSHA report, propose city-wide goals, policies and future practices in order to reduce future injuries of staff.
- As of 9/5/12, settled 15 Worker's Compensation claims, 3 of which were Pro-Se settlements
- Enforced vacation and comp time accruals.
- Managed COLA implementation for all union and non-union staff.
- Processed the on-boarding and termination of 549 seasonal employees (youth and adult).
- Conducted a follow-up back safety training program with Fire Department staff to reduce injuries.
- Supported negotiations of three collective bargaining contract (IAFF, AFSCME, and FOP).
- Initiated a Wellness Program in October with the goal to reduce health insurance costs in the future.
- Bid out conducted a non-union Classification and Compensation study which will update non-union job descriptions and recommend comparable salaries. Report due in October.
- Complied with new state reporting requirements for posting of IMRF total compensation for new hires over \$150,000 and all IMRF pensionable staff within seven days of passing the budget.
- Continued development of a preventive maintenance program for the three parking garages.
- At the Sherman Garage the upper deck lights were replaced and an inspection of the facade was completed.
- An Automated License Plate Recognition system was installed in two parking enforcement vehicles. The system is designed to improve efficiency in parking enforcement, immobilization (boot), two- (2) hour regulation, City Sticker and permit regulating.
- A RFP was developed to replace the current meter technology with meters and pay stations that accept both coin and credit cards.

**Administrative Services Department**

- Staff worked with Community and Economic Development in the selection of a firm to create a Comprehensive Signage Design manual that will be used as a template for future citywide directional sign initiatives.
- Issued RFP and completed RFP process to select new financial system.
- Explored Cloud Computing opportunities.
- Implemented redundant ISP for COE.
- Expanded GIS Cityworks to Public works.
- Deployed iPads to Health Department inspectors. Replaced more costly ToughBooks.

**2013 Department Initiatives**

- Implementation of a new financial software enterprise system that will reduce operating costs and improve utilization efficiency citywide.
- Re-establish the New Employee Orientation with a stronger safety component.
- Comply with new federal requirement to Issue new W4 forms with insurance benefits included.
- Issue benefit summary letters to all staff outlining the cost of City paid benefits they receive.
- Continue injury prevention training with divisions experiencing high rates of injury.
- Update and reissue the personnel manual reflecting changes over the last two years.
- Work with Departments to establish and support short and long-term safety goals.
- 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 a 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 2012 could be reserved for future capital replacement.
- Migrate COE Exchange email system to cloud.
- Migrate away from Oracle to Microsoft SQL environment.
- Standardize OS and Productivity Suite on all desktops throughout the City.
- Consolidate and replace aged datacenter servers. Transition physical to virtual servers
- The completion of the 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.
- In partnership with Community and Economic Development, a Comprehensive signage design RFP was developed in FY 2011 to ask for design and implementation strategies involving new directional signage throughout the City. FY 2012 goals are to develop financial and implementation strategies for execution-based on recommendations and selections of designs. A firm was selected FY 2012 with partial implementation of new signs expected toward the end of FY 2013. This will be a multi-year project.

City of Evanston

**Administrative Services Department**

**Activity Measures**

<b>Ongoing Activity Measures</b>	<b>2011 Actual</b>	<b>2012 Projected</b>	<b>2013 Projected</b>
Percent of available cash invested	65	75	75
Quarterly financial management reports	4	4	4
Quarterly investment reports	4	4	4
# of vehicle stickers issued	24,477	35,000	35,000
# of business licenses processed	737	700	750
Preparation of final fund trial balance for annual independent audit	4/09/2012	4/10/2013	4/10/2014
Preparation of schedule of federal financial assistance for the Single Audit Act of 1984	8/20/2012	6/30/2013	8/15/2014
Preparation of Police and Fire Pension fund filings with Illinois Department of Insurance	6/30/2012	6/30/2013	6/30/2013
File for Certificate of Achievement for Excellence in financial reporting with Government Finance Officers Association	6/30/2012	6/30/2013	6/30/2014
Number of Information Technology Service Desk requests closed	4,166	4,800	5,000
Civil Service Commission Meetings	17	15	5
Positions Filled – Full-Time	49	40	40
Positions Filled – Part-Time / Seasonal	24/326	30/550	30/550
Regular Checks Issued	8,200	8,100	8,100
Manual Checks Issued	150	200	200

	2011	2012	2012	2013
	Actual	Budget	Estimate	Approved
1900 ADMIN.SERVICES DEPARTMENT				
61010 REGULAR PAY	2,782,323	3,404,416	3,338,655	3,493,445
61050 PERMANENT PART-TIME	23,469	25,318	8,113	
61055 TEMPORARY EMPLOYEES	42,616	4,915	6,999	4,915
61060 SEASONAL EMPLOYEES	259,658	352,098	347,498	352,098
61110 OVERTIME PAY	32,301	33,754	23,738	33,775
61210 LONGEVITY	29,338	35,408	34,225	33,881
61410 SHIFT DIFFERENTIAL	5,141	6,117	6,117	6,422
61415 TERMINATION PAYOUTS	28,539			
61430 OTHER PAYOUTS	377,419	141,000	141,000	141,000
61510 HEALTH INSURANCE	561,073	512,245	512,243	562,832
61615 LIFE INSURANCE	21,156	2,126	2,125	2,101
61625 AUTO ALLOWANCE	4,265	6,780	6,780	6,780
61626 CELL PHONE ALLOWANCE	5,509	6,696	6,696	7,224
61630 SHOE ALLOWANCE	1,560	1,560	1,430	1,705
61710 IMRF	270,980	407,795	395,667	399,646
61725 SOCIAL SECURITY	190,639	235,782	232,703	238,423
61730 MEDICARE	45,342	55,143	54,743	55,760
62110 AUDITING	91,171	120,000	120,000	120,000
62125 LEGAL SERVICES - LIABILITY	574			
62130 LEGAL SERVICES - GENERAL	14	2,000	2,000	
62160 EMPLOYMENT TESTING SERVICES	57,558	195,000	85,000	195,000
62175 IS SERVICES	3,678	5,100	6,600	6,600
62185 OTHER CONSULTING SERVICES	11,500	81,800	82,800	98,800
62205 ADVERTISING	2,002	3,310	6,560	3,310
62210 PRINTING	112	5,750	5,750	5,750
62235 OFFICE EQUIPMENT MAINT		250	250	250
62250 COMPUTER EQUIPMENT MAINT	30,506	55,450	54,450	54,450
62270 MEDICAL/HOSPITAL SERVICES	65,185	51,150	51,150	51,150
62274 TEST ADMINISTRATION	20,614	41,000	13,500	48,000
62275 POSTAGE CHARGEBACKS	14,825	20,250	18,067	20,400
62280 OVERNIGHT MAIL CHARGES	499	200	200	200
62295 TRAINING & TRAVEL	20,127	33,319	34,116	33,319
62305 RENTAL OF AUTO-FLEET MAINTEN.	74,673	99,756	99,756	101,786
62309 RENTAL OF AUTO REPLACEMENT	23,175	27,810	27,810	27,810
62310 CITY WIDE TRAINING	6,439	20,000	20,000	20,000
62315 POSTAGE	28,237	41,000	41,000	41,000
62340 COMPUTER LICENSE & SUPPORT	366,411	416,460	405,292	446,363
62341 INTERNET SOLUTION PROVIDERS	8,493	14,650	9,850	9,850
62345 COURT COST/LITIGATION		5,000	5,000	
62360 MEMBERSHIP DUES	5,918	7,650	7,000	7,650
62380 COPY MACHINE CHARGES	3,562	8,338	8,338	5,738
62431 ARMORED CAR SERVICES	23,205	24,000	22,000	24,000
62449 CITATION & SECO.COLLEC PROCESS	330,294	415,600	400,000	400,000
62451 TOWING AND BOOTING CONTRACTS	44,390	44,982	40,000	44,982
62490 OTHER PROGRAM COSTS	957	500	500	500
62506 WORK-STUDY	4,827	2,256	2,651	2,416
62509 SERVICE AGREEMENTS / CONTRACTS	3,114	153,500	153,500	153,500
62512 RECRUITMENT	47,526	62,000	62,000	62,000
62630 UNEMP. COMP. & ADMIN. FEE	488,646	405,000	300,000	300,000
62655 LEASE PAYMENTS	2,551		3,061	
62705 BANK SERVICE CHARGES	929			
62706 REVENUE SHARING AGREEMENTS	407,335	325,000	325,000	325,000

		2011	2012	2012	2013
		Actual	Budget	Estimate	Approved
64005	ELECTRICITY	223	2,000	1,300	2,000
64505	TELECOMMUNICATIONS - CARRIER L	87,637	121,000	120,000	120,000
64510	TELECOMMUNICATIONS EQUIPMENT	6,214	6,250	5,500	3,500
64515	TELECOMMUNICATIONS EQUIPMENT M	3,200	28,400	25,200	23,400
64540	TELECOMMUNICATIONS - WIRELESS	22,723	19,000	24,200	25,400
64541	AZAVAR UTILITY TAX AUDIT SVC	10,803	11,500	11,270	11,500
64545	PERSONAL COMPUTER SOFTWARE	942	2,000	4,000	4,000
65010	BOOKS, PUBLICATIONS, MAPS	564	3,216	3,133	3,133
65020	CLOTHING	559	4,998	4,600	4,998
65045	LICENSING/REGULATORY SUPP	32,254	46,664	43,000	46,664
65090	SAFETY EQUIPMENT	707	833	825	26,833
65095	OFFICE SUPPLIES	61,246	71,815	71,016	71,600
65125	OTHER COMMODITIES	8,725	17,850	17,850	17,850
65515	OTHER IMPROVEMENTS	103			
65555	PERSONAL COMPUTER EQUIPMENT	30,899	210,000	210,000	284,200
65605	PBX (LICENSE & SUPPORT FEES)	4,121			
65615	WAN CONNECTIONS/LINE CHARGES	21,350	39,073	39,073	39,073
65620	OFFICE MACH. & EQUIP.	1,304			
65625	FURNITURE, FIXTURE & EQUIPMENT	1,200	1,250	1,200	1,250
65630	LIBRARY BOOKS	22			
65635	PERIODICALS	120			
66025	TRAN.TO DS FUND- ERI DEBT SERV	102,630	100,024	100,024	103,170
66030	OTHER INSURANCE CHARGEBACKS	29,622	38,091	38,091	38,091
1900	ADMIN.SERVICES DEPARTMENT	7,297,540	8,643,197	8,252,215	8,776,492

# City of Evanston

## Community & Economic Development Department

**Description of Major Activities:**

The Community and Economic Development Department's mission is to enhance the character and diversity of Evanston's neighborhoods and housing stock and strengthen sustainable economic growth that expands opportunities for residents and business owners, enables a high quality of life throughout the City, and promote a healthy environment. Specific objectives to achieve this mission include:

- All Evanston residents live in decent, clean, safe housing.
- New construction and rehabilitation projects meets current safety and building code standards
- The viability of Evanston's neighborhoods, various business districts, and downtown are maintained through a balance of retaining existing and creating new residential and commercial development opportunities.
- Low and moderate income households can remain in their homes.
- New development opportunities are attracted to the City to enhance the tax base and promote job creation.
- Neighborhood businesses can maintain and improve their properties through economic development programs and incentives.
- Existing Evanston businesses are retained and desired new businesses are attracted to the commercial districts throughout the City.
- Targeted economic development initiatives are identified for commercial areas with the highest vacancy rates.
- Redevelopment is promoted in appropriate areas of the City.
- Employment opportunities are improved for Evanston residents and businesses.
- The historic character of Evanston's architecture and design is celebrated and preserved.
- Opportunities are provided for citizen engagement and participation to achieve desired community development.
- Foreclosed residential properties are acquired and rehabilitated through the NSP2 Program.
- CDBG Neighborhood Revitalization Strategy Areas in west and south Evanston are focused on key community needs.
- Zoning districts and associated use and density controls are regularly updated to ensure that the ordinance encourages and allows for the types and levels of development appropriate in various areas of the City.

<b>Total Full-Time Equivalent Positions:</b>		
<b>Employee Status Description</b>	<b>Job Type Description</b>	<b>2013 Position FTE</b>
<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-Department 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>

City of Evanston

Community & Economic Development Department

Employee Status Description	Job Type Description	2013 Position FTE
<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	Property Maintenance Inspection 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>
<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	Residential Project Manager	1.00
Full-Time Regular	Plan Review and Permits Supervisor	1.00
Full-Time Regular	Building Construction Inspection Supervisor	1.00
Full-Time Regular	Permits-Licensing Coordinator	0.40
Full-Time Regular	Building/Inspection Services Division Manager	1.00
<b>2126 Total</b>		<b>9.40</b>
<b>Community &amp; Economic Development Total</b>		<b>27.00</b>

**Financial Summary**

	2011 Actual	2012 Budget	2012 Estimated Actual	2013 Adopted Budget
<b>Expenditures:</b>				
2101 – CD Administration	153,730	318,596	293,636	253,346
2105 – Planning & Zoning	652,124	770,679	866,103	770,882
2115 – Housing Code Compliance	536,129	674,719	672,375	0
2120 – Housing Rehabilitation	221,709	158,428	159,053	167,627
2121 – EECBG Grant-Weatherization	20,056	0	0	0
2126 – Building Inspection Services	786,432	1,119,318	1,102,562	1,342,034
2127 – Community Intervention	59,943	0	0	0
2128 – Emergency Solutions Grant	84,885	106,600	121,979	187,373
2135 – Economic Development	100,883	0	0	0
2140 – Community Intervention Serv.	920	0	0	0
<b>Total Expenditures:</b>	<b>\$2,616,811</b>	<b>\$3,148,340</b>	<b>\$3,215,708</b>	<b>\$2,721,262</b>

City of Evanston

**Community & Economic Development Department**

	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2012 Estimated Actual</b>	<b>2013 Adopted Budget</b>
<b>Revenues:</b>				
52015 – Business Licenses	55,838	171,000	150,000	150,000
52030 – Contractor Licenses	68,775	77,302	77,302	77,302
52035 – Rooming house fees	192,396	193,000	193,000	0
52046 – Rental Dwelling Registration	73,011	95,000	95,000	0
52080 – Building Permits	1,834,961	2,500,000	3,000,000	3,000,000
52090 – Plumbing Permits	75,923	135,000	145,000	135,000
52095 – Electrical Permits	87,302	130,000	143,000	130,000
52105 – Sign / Awning Permits	6,392	8,330	8,330	8,330
52110 – Other/Miscellaneous Permits	123,259	183,260	235,008	183,260
52115 – Elevator Permits	46,856	41,650	47,405	41,650
52120 – Heating Vent. A/C Permits	246,946	210,000	350,909	210,000
52145 – Annual Sign Fees	26,242	25,000	25,000	25,000
52155 – Plat Approval Fees	1,320	2,100	2,100	2,100
52555 – Housing Code Violation Fines	100,056	117,248	117,248	20,000
52560 – Permit Penalty Fees	7,214	7,500	7,500	7,500
53666 – Historic Preservation Fees	5,446	6,500	6,500	6,500
53695 – Zoning Fees	26,402	17,500	27,000	25,000
55275 – HUD Emergency Shelter	85,814	85,000	139,073	204,770
<b>Total Revenues:</b>	<b>\$3,064,153</b>	<b>\$4,005,390</b>	<b>4,769,375</b>	<b>4,226,412</b>

**Performance Report on FY 2012 Major Program Objectives**

The Community and Economic Development Department has achieved or exceeded most of its objectives in the current fiscal year. Building Permit revenues will exceed budget estimates for fiscal year 2012 by an estimated \$500,000. The total number of building permits issued and buildings inspected in 2012 was comparable to those executed in 2011, however, the revenue generated by the building permits has increased significantly over the same period last year as new several new larger scale rental housing, commercial development, and Northwestern University projects were approved.

The condition of property in Evanston continues to need on-going attention, but programs in these areas have helped conserve older housing stock in neighborhoods and have enhanced the quality of life of residents, including homeowners. The Property Maintenance team of the Building and Inspection Services Division experienced increased demand for services due to continuing challenges within the housing market. The impact of foreclosed housing on neighborhoods remains a concern and staff has focused enforcement activities to minimize the blight caused by the vacant properties. Deteriorated vacant properties were condemned and demolished as a result of code enforcement activities. The Property Maintenance and Building Inspection teams coordinated enforcement efforts on several occasions during the year. The Graffiti Removal Program continues to rapidly address graffiti and illegal signage placed on public structures and streets. In addition, staff continued to assist eligible homeowners through the Housing Rehabilitation program, which allowed several Evanston residents to make much needed improvements to safety and livability of their residences so that they can remain within their homes while enhancing the curb appeal of their properties and the adjacent neighborhoods.

The NSP2 Program has achieved its objectives for 2012. Eighty-five units have been acquired representing 62 properties. Forty-eight units have been completed to date; eight units have been sold and

**Community & Economic Development Department**

20 have been rented as of October 1, 2012. NSP2 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. In addition to the scattered site program, the Emerson Square Development will be under construction in 2013, providing an additional 32 low and moderate income dwelling units.

The continuing 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.

Three planned developments are under construction and total over 500 units of market rate rental housing values over \$100 million. This includes AMLI on Chicago at Kedzie; the Focus Development Project that revitalized a long vacant, blighted, and foreclosed site on Ridge north of Church; and the Central Street Station mixed use development that will include restaurants and retail uses on the East Side of Central that has been underdeveloped. All of these projects will be completed and occupied in 2013.

Economic Development Division has successfully provided assistance to existing businesses with retention and expansion efforts as well as attracted new businesses to various areas throughout the City. While 2010 reassessments have had an effect on tax increment, the current TIF Districts include sufficient fund balances and increment to allow the City to pursue some public/private improvement projects in 2013, with the exception of the Southwest District. Financial support from the Economic Development and TIF Funds can be utilized to provide assistance – in the form of loans and small grants – to assist several business owners looking to improve their building facades and signage, renovate/expand their existing spaces to accommodate business growth, and/or rehabilitate formerly vacant spaces for new business ventures.

In 2012, with assistance from TIF funding, Ward Manufacturing completed their expansion/rehabilitation project – resulting in a local manufacturing business staying and expanding within Evanston. In addition, with financial assistance through the Economic Development Fund, GFS Market Place was able to address environmental site issues and opened its facility in spring 2012. With TIF funding assistance, a contractor's collaborative took over a vacant City-owned building on Church Street and rehabilitated and expanded the structure for re-use as member office space on 2<sup>nd</sup> and 3<sup>rd</sup> floors and neighborhood service office and common space on the first floor. TIF and CDBG funding was also used to assist in the renovation of a City-owned building on Howard Street for conversion to a ground floor restaurant and upper level residential uses.

City of Evanston

**Community & Economic Development Department**

**Ongoing Activity Measures**

<b>Ongoing Activity Measures</b>	<b>2011 Actual</b>	<b>2012 Estimate</b>	<b>2013 Projected</b>
Total Building Permits Issued	2899	2,800	2800
Total Building Inspections	5117	5500	5500
Total Building Construction Work w/o permits investigated	66	75	75
Total Elevator Inspections	1582	1582	1582
Contractor Licenses Issued/Renewed		750	
Coordination & Completion of Planning & Development Committee packets	22	24	24
Completion of the Planning & Development Committee Minutes	22	24	24
Economic Development Committee Meetings	12	12	
Preservation Commission Meetings	24	12	12
Dwelling Units Inspected	3561	3,500	3500
Occupants Affected by Rooming House Inspections	6889	6,889	6889
Complaints investigated	2019	1,350	2000
Tickets Issued	383	300	400
Dwelling Units Demolished	1	2	2
Re-inspections for Compliance	9596	9500	8000
Violations Corrected	1421	1750	3000
Vacant Building Determinations	9	62	50
Training/Safety/Staff Meetings	16	16	32
Graffiti Tags Removed by Graffiti Technician	6072	6200	6200
Preservation Cases	210	225	240
Zoning Analysis Cases	220	230	280
Special Uses	10	13	9
Variations (Major)	19	24	18
Planned Developments/Amendments	3	4	2
Variations (Minor)	44	50	50
Text & Map Amendments	1	8	16
NSP2 Housing Units Acquired	71	29	0
NSP2 Housing Units Under Rehabilitation	40	80	50
NSP2 Housing Units Completed	17	50	33
Affordable Housing Units Financed (Non NSP2)	49	46	52
Sign Variations	10	12	15

**2013 Department Initiatives**

Promoting economic development, neighborhood revitalization, and affordable housing will continue to be major priorities of the Department. Specific actions to achieve these priorities include:

- Housing activity will continue to include an emphasis on the single and multi-family rehab program and acquisition and rehabilitation of foreclosed property
- In an effort to streamline the process, the Department will move forward on the implementation and maintenance of the on-line rental licensing program.
- The Department will continue improvements to the Permit and Licensing (PAL) System in order to continue to improve the availability of information and efficiency of the permitting process.
- The Building Division will be working on a targeted training and certification program in order to maintain a Class PL4 and CL4 rating from the Insurance Services Office, Inc. (ISO) for 1 and 2

**Community & Economic Development Department**

family residential, commercial and industrial properties. Maintaining favorable ratings will enable insurers to offer insurance premium discounts to eligible properties in Evanston.

- The Zoning staff will continue to review and propose changes to the ordinance to facilitate preferred levels and types of development.
- The Planning Division staff will undertake an update to the citywide Comprehensive Plan
- Increase recruitment efforts for key national chains.
- Stimulate additional development through the TIF Districts, particularly on Howard Street, at the Church/Dodge commercial area, and at Evanston Plaza.
- Expand and maintain the existing business directory and Shop QA system and utilize these directories to promote buy-local programs and to increase the number of Evanston-based businesses bidding on City-funded projects and small purchases.
- Expand economic development assistance programs based on small business needs.
- Continue to work on smaller scale neighborhood planning efforts and implementation strategies to enhance and revitalize all areas of the city.
- Develop and implement strategies business retention, expansion, and recruitment for the five targeted industries identified in the City Council adopted 2012-2014 Economic Development Plan
- Complete Building/Development Fee Schedule Analysis to determine market competitiveness, cost recovery, and appropriateness.

	2011 Actual	2012 Budget	2012 Estimate	2013 Approved
<b>2100 COMM &amp; ECONOMIC DEVELOPMENT</b>				
61010 REGULAR PAY	1,574,216	1,922,391	1,904,825	1,535,539
61060 SEASONAL EMPLOYEES	6,161			
61110 OVERTIME PAY	36,821	20,173	20,700	15,000
61210 LONGEVITY	14,369	16,256	16,656	15,389
61415 TERMINATION PAYOUTS	16,936			
61430 OTHER PAYOUTS	9,468			
61455 REGULAR SALARIES-CHGBJ	4,240			
61510 HEALTH INSURANCE	340,007	376,489	355,979	289,678
61615 LIFE INSURANCE	905	1,117	1,117	898
61625 AUTO ALLOWANCE	4,121	4,980	4,980	4,980
61626 CELL PHONE ALLOWANCE	276	672	672	
61630 SHOE ALLOWANCE	2,210	2,470	1,690	1,860
61710 IMRF	153,058	226,822	226,446	175,721
61725 SOCIAL SECURITY	97,888	118,004	117,291	94,579
61730 MEDICARE	23,314	27,599	24,858	22,144
62145 ENGINEERING SERVICES	1,261	20,000	18,000	18,000
62150 CONSTRUCTION ENGINEERING SERVI	2,578	12,000	10,000	11,000
62185 OTHER CONSULTING SERVICES	12,700	4,000	120,000	104,000
62190 HOUSING REHAB SERVICES	19,137	15,000	15,000	15,000
62205 ADVERTISING	758	1,425	1,925	1,825
62210 PRINTING	1,331	3,550	3,950	2,750
62235 OFFICE EQUIPMENT MAINT	31			
62245 OTHER EQMT MAINTENANCE		100	100	100
62275 POSTAGE CHARGEBACKS	8,337	5,700	3,000	5,500
62280 OVERNIGHT MAIL CHARGES		83	83	83
62285 COURIER CHARGES	1,753	1,500		1,000
62295 TRAINING & TRAVEL	2,384	6,945	5,570	15,650
62305 RENTAL OF AUTO-FLEET MAINTEN.	17,665	24,155	24,155	13,626
62309 RENTAL OF AUTO REPLACEMENT	14,664	17,596	17,596	13,310
62310 CITY WIDE TRAINING	20			
62345 COURT COST/LITIGATION	2,596	3,990	3,990	
62360 MEMBERSHIP DUES	1,608	3,225	2,401	2,925
62380 COPY MACHINE CHARGES	1,574	3,778	3,778	2,599
62425 ELEVATOR CONTRACT COSTS	52,342	68,425	58,000	68,425
62464 PLUMB,ELECT,PLAN REVIEW SERVI.	4,365	15,000	13,000	14,000
62490 OTHER PROGRAM COSTS	920			
62605 OTHER CHARGES	5,298	20,000	20,000	
62645 DIGITAL ARCHIVING	724	10,000	10,000	10,000
64540 TELECOMMUNICATIONS - WIRELESS	5,664	7,110	7,443	5,069
65010 BOOKS, PUBLICATIONS, MAPS	1,392	2,034	1,874	1,784
65055 MATER. TO MAINT. IMP.	974	350	350	350
65085 MINOR EQUIPMENT & TOOLS	3,531	2,250	2,250	1,050
65095 OFFICE SUPPLIES	4,588	6,840	6,840	5,640
65105 PHOTO/DRAFTING SUPPLIE		425	225	425
65515 OTHER IMPROVEMENTS	17,105			
66025 TRAN.TO DS FUND- ERI DEBT SERV	57,780	57,289	57,289	51,995
66030 OTHER INSURANCE CHARGEBACKS	9,096	11,696	11,696	11,696
67110 CONNECTIONS FOR THE HOMELESS	48,045	80,000	97,679	163,073
67111 YWCA	10,000	10,000	10,000	10,000
67114 FAMILY PROMISE	6,000		6,000	6,000
67115 INTERFAITH HOMELESS SERVICES	16,600	16,600	8,300	8,300

	2011	2012	2012	2013
	Actual	Budget	Estimate	Approved
68205 CONTINGENCIES		300		300
2100 COMM & ECONOMIC DEVELOPMENT	2,616,811	3,148,340	3,215,708	2,721,262

# 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	2013 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	11.00
Full-Time Regular	Deputy Chief	1.00
<b>2210 Total</b>		<b>102.00</b>
<b>Criminal Investigation</b>		
Full-Time Regular	Police Commander	1.00
Full-Time Regular	Police Officer	11.00
Full-Time Regular	Police Sergeant	2.00
Full-Time Regular	Deputy Chief	1.00
<b>2215 Total</b>		<b>15.00</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	7.00
Full-Time Regular	Police Sergeant	1.00
<b>2230 Total</b>		<b>9.00</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	2013 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 II	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-Department 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	Management Analyst	1.00
Full-Time Regular	Training Coordinator	1.00
<b>2260 Total</b>		<b>3.00</b>
<b>Neighborhood Enforcement Team</b>		
Full-Time Regular	Police Commander	1.00
Full-Time Regular	Police Officer	12.00
Full-Time Regular	Police Sergeant	2.00
<b>2265 Total</b>		<b>15.00</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	7.00
<b>2285 Total</b>		<b>8.00</b>
<b>Police Total</b>		<b>225.00</b>

# City of Evanston

## Police Department

### Financial Summary

	2011 Actual	2012 Budget	2012 Estimated Actual	2013 Adopted Budget
<b>Expenditures:</b>				
2205 – Police Administration	362,124	1,157,748	1,210,772	1,131,622
2210 – Patrol Operations *	9,613,999	11,620,746	11,618,145	11,931,439
2215 – Criminal Investigation	1,734,282	1,815,955	1,831,656	1,781,795
2225 – Social Services Bureau	301,979	399,788	449,788	391,296
2230 – Juvenile Bureau	980,624	1,116,332	1,118,801	1,008,532
2235 – School Liaison	255,693	296,424	298,374	319,026
2240 – Police Records	482,319	612,837	613,715	641,219
2245 – Communications	1,168,958	1,374,111	1,460,214	1,371,372
2250 – Service Desk	1,295,769	1,622,989	1,623,659	1,736,798
2251 – 311 Center	448,796	536,337	516,337	506,954
2255 – Office of Prof. Standards	250,153	341,415	343,415	364,522
2260 – Office of Administration	293,989	305,132	335,611	449,954
2265 – Neighborhood Enforcement	1,450,799	1,545,325	1,609,527	1,713,205
2270 – Traffic Bureau	812,224	866,991	887,091	910,236
2275 – Community Strategic Bur.	108,971	123,771	128,561	133,211
2280 – Animal Control	193,406	227,669	228,186	230,047
2285 – Problem Solving Team	690,802	789,368	812,608	930,810
<b>Total Expenditures:</b>	<b>\$20,444,887</b>	<b>\$24,752,938</b>	<b>\$25,086,460</b>	<b>\$25,552,038</b>
<b>Revenues:</b>				
52170 – Alarm Panel Franchise Fees	6,840	6,000	7,500	6,000
52510 – Regular Fines	174,236	298,449	250,000	298,449
53685 – Police Report Fees	9,258	14,500	20,000	14,500
53720 – Skokie/Lincolnwood Animal Fees	7,869	8,000	8,000	8,000
55160 – Violent Crimes Victim's Grant	0	18,525	18,525	18,525
55270 – Police Training Grant	8,000	8,000	20,767	8,000
55285 – Law Enforcement Block Grant	14,802	0	0	0
<b>Total Revenues:</b>	<b>\$221,005</b>	<b>\$353,474</b>	<b>\$324,792</b>	<b>\$353,474</b>

### Notes for Financial Summary

- FY 2013 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 June, 2013. The Justice Assistance Grant has been reduced significantly by the Federal Government and the City of Chicago.

### Performance Report on FY 2012 Major Program Objectives

- The Field Reporting Program, purchased through HTE for the Field Operations Division, began reporting incidents via laptop computers.

### 2013 Department Initiatives

- Purchasing the Laserfische system through a grant.
- Investigate increasing the billing amount for police details (but not the detail payment).

City of Evanston

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Police Department

**Activity Measures**

<b>Ongoing Activity Measures</b>	<b>2011 Actual</b>	<b>2012 Projected</b>	<b>2013 Projected</b>
Part I crimes	2,324	2,300	2,300
Part II crimes	4,278	4,900	4,900
Total calls for service	35,551	33,000	33,000
Arrests (felony & misdemeanor)	2,003	2,600	2,600
D.U.I. arrests	47	100	100
Ticket & citation production – Parking	2,160	1,900	1,900

	2011	2012	2012	2013
	Actual	Budget	Estimate	Approved
<b>2200 POLICE DEPARTMENT</b>				
61010 REGULAR PAY	13,669,761	17,033,833	16,953,334	17,375,035
61050 PERMANENT PART-TIME	29,012	52,821	102,821	96,096
61055 TEMPORARY EMPLOYEES	11,110	3,000	5,000	3,000
61062 SPECIAL EVENT SALARIES	277,962	171,400	279,400	171,400
61110 OVERTIME PAY	333,115	141,200	215,200	145,900
61111 HIREBACK OT	257,418	173,700	271,000	173,700
61112 SPECIAL DETAIL OT	107,573	96,730	92,400	120,730
61210 LONGEVITY	212,000	263,028	255,208	270,870
61415 TERMINATION PAYOUTS	1-	325,000	452,131	275,000
61420 ANNUAL SICK LEAVE PAYOUT		190,000	190,000	190,000
61425 ANNUAL HOLIDAY PAYOUT		204,000	102,000	204,000
61430 OTHER PAYOUTS				
61510 HEALTH INSURANCE	2,773,786	2,717,440	2,717,442	3,023,341
61615 LIFE INSURANCE	14,044	16,800	16,800	16,811
61626 CELL PHONE ALLOWANCE	298	360	360	360
61630 SHOE ALLOWANCE	650	780	780	775
61635 UNIFORM ALLOWANCE	138,563	160,950	163,338	151,750
61710 IMRF	262,482	404,776	412,680	406,641
61725 SOCIAL SECURITY	176,511	225,071	225,069	236,362
61730 MEDICARE	203,666	252,458	252,456	258,017
62210 PRINTING	2,965	3,000	3,300	3,000
62225 BLDG MAINTENANCE SERVICES	54,015	59,083	59,600	59,600
62245 OTHER EQMT MAINTENANCE	2,335	2,700	2,700	2,700
62270 MEDICAL/HOSPITAL SERVICES	1,100	1,000	1,000	1,000
62275 POSTAGE CHARGEBACKS	6,293	4,500	6,000	4,500
62295 TRAINING & TRAVEL	84,975	68,100	72,990	77,890
62305 RENTAL OF AUTO-FLEET MAINTEN.	448,659	599,388	599,388	611,585
62309 RENTAL OF AUTO REPLACEMENT	213,748	256,498	256,498	256,498
62315 POSTAGE	114			
62335 DATA PROCESSING SERVIC			378	378
62360 MEMBERSHIP DUES	8,102	17,100	18,888	19,388
62370 EXPENSE ALLOWANCE	31,371	5,500	6,100	5,700
62375 RENTALS	18,452	16,200	33,430	33,430
62380 COPY MACHINE CHARGES	5,545	13,013	13,013	8,954
62425 ELEVATOR CONTRACT COSTS	1,851	3,040	3,112	3,112
62490 OTHER PROGRAM COSTS	3,059	1,000	1,000	1,000
64005 ELECTRICITY	2,125			
64015 NATURAL GAS	12,673	28,000	28,000	28,000
64505 TELECOMMUNICATIONS - CARRIER L	36,594	50,000	30,000	50,000
64510 TELECOMMUNICATIONS EQUIPMENT	200			
64540 TELECOMMUNICATIONS - WIRELESS	18,916	22,000	22,000	22,000
65010 BOOKS, PUBLICATIONS, MAPS	97	333	520	520
65015 CHEMICALS	22,545	22,833	23,808	22,833
65020 CLOTHING	86,631	37,633	74,856	38,883
65025 FOOD	5,978	4,166	4,166	8,050
65040 JANITORIAL SUPPLIES	9,908	6,000	6,588	6,600
65045 LICENSING/REGULATORY SUPP	104			
65085 MINOR EQUIPMENT & TOOLS	6,916-			52,290
65095 OFFICE SUPPLIES	23,506	22,300	22,300	22,300
65105 PHOTO/DRAFTING SUPPLIE	1,822	4,833	3,833	4,833
65125 OTHER COMMODITIES	33,034	10,200	24,400	23,100
65605 PBX (LICENSE & SUPPORT FEES)	10			

	2011	2012	2012	2013
	Actual	Budget	Estimate	Approved
66025 TRAN.TO DS FUND- ERI DEBT SERV	92,480	94,460	94,460	97,394
66030 OTHER INSURANCE CHARGEBACKS	751,888	966,713	966,713	966,713
68205 CONTINGENCIES	2,759			
2200 POLICE DEPARTMENT	<u>20,444,887</u>	<u>24,752,938</u>	<u>25,086,460</u>	<u>25,552,038</u>

# 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 Evanston residents, businesses, and visitors.

<b>Total Full-Time Equivalent Positions:</b>		
Employee Status Description	Job Type Description	2013 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

	2011 Actual	2012 Budget	2012 Estimated Actual	2013 Adopted Budget
<b>Expenditures:</b>				
2305 – Fire Management & Support	466,481	701,083	652,084	723,841
2310 – Fire Prevention	385,974	517,449	517,148	525,082
2315 – Fire Suppression	10,162,004	12,082,441	11,996,141	12,478,467
2320 – Office of Emer. Preparedness	5031	13,648	13,638	13,758
<b>Total Expenditures:</b>	<b>\$11,019,489</b>	<b>\$13,314,621</b>	<b>\$13,179,011</b>	<b>\$13,741,148</b>
<b>Revenues:</b>				
52135 – Fire Suppress/Alarm Permits	59,356	40,000	66,000	65,000
52540 – False Alarm Fines	98,370	170,000	57,000	170,000
53655 – Cost Recovery Fines	2,515	10,000	3,000	10,000
53675 – Ambulance Fees	819,367	1,049,901	1,051,300	1,052,400
53705 – Fire Building Inspection	8,013	6,000	8,800	6,000
53715 – Alarm Registration Fee	100,408	180,000	80,000	90,000
55170 – Fire Department Training	12,762	2,000	20,274	3,000
55265 – FEMA	172,679	17,000	17,000	17,000
<b>Total Revenues:</b>	<b>\$1,273,470</b>	<b>\$1,474,901</b>	<b>\$1,303,374</b>	<b>\$1,413,400</b>

# City of Evanston

## Fire Department

### Notes for Financial Summary

- Anticipating two retirements, three members attending paramedic school training in FY2013.

### Performance Report on FY 2012 Major Program Objectives

The promotional exams for Shift Chief and Captain have been conducted. The results have been posted and promotions have been made from those lists. Seventy-two paramedics participated in a Pediatric Advanced Life Support Class. The course enhances the skills and knowledge in the infant and child care area. The Department maintained the City's Insurance Services Organization Class 2 rating. Citizen CPR and First Aid courses are being offered by the Department. The citywide Emergency Operations Plan was accepted by the State. Our Emergency Management function is one of only 12 accredited statewide. A Chaplain has been selected and a policy was implemented.

### 2013 Department Initiatives

Emergency Management will offer Community Emergency Response Team (CERT) training courses. All paramedics will be provided the opportunity to participate in Advanced Cardiac Life Support training. The Department will offer a citizens fire academy. We will initiate an internal public education team to enhance community safety awareness. The Department will develop and implement a fire explorer program aimed at introducing 16 to 20 year olds to the fire service. 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>2011 Actual</b>	<b>2012 Projected</b>	<b>2013 Projected</b>
City fire insurance rating	2	2	2
Hydrants inspected/flow tested	1,310	1,310	1,310
Bureau fire inspections	670	700	700
Construction plans reviewed	575	700	710
Staff hours on cause and origin investigations	81	105	105
Public education presentations	485	500	550
All Fire Dept. incidents, excluding ambulance calls	3596	3,661	3600
Ambulance calls	5467	5760	5500
Fire, Carbon Monoxide & Extinguishing Alarm System activations (Included above)	1704	1,766	1750
Number of fires (included above)	157	161	160
Number of structure fires (included above)	85	76	76
Average fire alarm response time	3:22	3:30	3:30
Average ambulance response time	3:48	3:50	3:50
Training hours/firefighter	240	240	240
Number of paramedics	92	94	95

	2011	2012	2012	2013
	Actual	Budget	Estimate	Approved
<b>2300 FIRE DEPARTMENT</b>				
61010 REGULAR PAY	7,462,951	9,177,840	9,077,839	9,366,911
61110 OVERTIME PAY	79,364	124,500	148,000	124,500
61111 HIREBACK OT	317,213	250,000	250,000	250,000
61113 TRAINING OT	23,630	33,000	32,000	33,000
61210 LONGEVITY	130,393	159,989	159,989	163,208
61415 TERMINATION PAYOUTS		50,000	25,000	50,000
61420 ANNUAL SICK LEAVE PAYOUT		50,000	25,000	50,000
61430 OTHER PAYOUTS				
61440 EDUCATION PAY	113,811	128,025	128,025	120,560
61510 HEALTH INSURANCE	1,547,452	1,542,502	1,542,502	1,757,980
61615 LIFE INSURANCE	3,336	4,171	4,171	4,101
61710 IMRF	14,108	21,887	21,887	21,713
61725 SOCIAL SECURITY	8,959	12,155	12,156	12,402
61730 MEDICARE	96,078	140,541	140,541	142,367
62210 PRINTING	1,565	4,000	4,000	4,000
62235 OFFICE EQUIPMENT MAINT	238	1,100	1,000	1,100
62245 OTHER EQMT MAINTENANCE	1,299-	5,100	4,900	5,100
62250 COMPUTER EQUIPMENT MAINT	2,994	5,000	5,000	5,000
62270 MEDICAL/HOSPITAL SERVICES	33,731	36,000	38,100	36,000
62275 POSTAGE CHARGEBACKS	1,631	3,000	3,000	3,000
62295 TRAINING & TRAVEL	54,461	72,400	65,090	72,400
62305 RENTAL OF AUTO-FLEET MAINTEN.	360,914	482,150	482,150	491,961
62309 RENTAL OF AUTO REPLACEMENT	226,243	271,500	271,500	271,500
62315 POSTAGE	307	500	500	500
62335 DATA PROCESSING SERVIC	1,117	3,200	3,000	3,200
62355 LAUNDRY/OTHER CLEANING		1,000	1,000	1,000
62360 MEMBERSHIP DUES	25,352	33,900	33,200	48,900
62380 COPY MACHINE CHARGES	849	1,777	1,777	1,223
62430 CUSTODIAL CONTRACT SERVICES	435	4,165	4,165	4,165
62509 SERVICE AGREEMENTS / CONTRACTS	1,630	5,100	5,000	5,100
62518 SECURITY/ALARM CONTRACTS	5,317	6,400	6,200	6,400
62521 MEDICAL EQ MAINT AGREEMENTS	11,069	14,200	14,200	14,200
62522 SCBA EQ MAINT AGREEMENTS	2,670	5,000	5,000	5,000
62523 EXTRICATION EQ MAINT AGREEMNTS	2,152	3,000	3,000	3,000
62605 OTHER CHARGES	893	8,000	8,000	8,000
64005 ELECTRICITY	48			
64015 NATURAL GAS	28,626	75,000	75,000	75,000
64510 TELECOMMUNICATIONS EQUIPMENT	718			
64540 TELECOMMUNICATIONS - WIRELESS	7,319	12,000	12,000	12,000
65005 AGRI/BOTANICAL SUPPLIES		300	100	300
65010 BOOKS, PUBLICATIONS, MAPS		2,400	2,200	2,400
65015 CHEMICALS	5,348	6,000	6,000	6,000
65020 CLOTHING	61,852	50,000	49,500	50,000
65025 FOOD	55			
65040 JANITORIAL SUPPLIES	8,008	11,000	11,000	11,000
65050 BLDG MAINTENANCE MATERIAL	5,773	6,000	6,000	6,000
65060 MATER. TO MAINT. AUTOS	8			
65070 OFFICE/OTHER EQT MTN MATL	2,921	4,000	4,000	4,000
65075 MEDICAL & LAB SUPPLIES	5,770	7,000	7,000	7,000
65085 MINOR EQUIPMENT & TOOLS	3,765	4,500	4,500	4,500
65090 SAFETY EQUIPMENT	1,241	2,000	2,000	2,000
65095 OFFICE SUPPLIES	3,166	7,400	6,900	7,400

		2011	2012	2012	2013
		Actual	Budget	Estimate	Approved
65105	PHOTO/DRAFTING SUPPLIE	558	1,700	1,700	1,700
65125	OTHER COMMODITIES	5,910	12,100	12,100	12,100
65620	OFFICE MACH. & EQUIP.	495	900	900	900
65625	FURNITURE, FIXTURE & EQUIPMENT	19,856	30,000	30,000	30,000
66025	TRAN.TO DS FUND- ERI DEBT SERV	4,830	5,086	5,086	5,223
66030	OTHER INSURANCE CHARGEBACKS	323,659	416,133	416,133	416,133
2300	FIRE DEPARTMENT	11,019,489	13,314,621	13,179,011	13,741,148

# City of Evanston

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## 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 is a leader in improving the health and well-being of the Evanston community.

#### Protects from health threats

The Health Department protects constituents from health threats, including the everyday and the exceptional, by guarding residents on multiple fronts regardless of the source. Staff works tirelessly to prevent disease outbreaks. Activities include making sure the tap water you drink, the restaurant food you eat, and the air you breathe are all safe. The Health Department is ready to respond to any health emergency—be it bioterrorism, SARS, West Nile virus, or any environmental hazard.

#### Provides healthy solutions for everyone

Other major activities include educating and informing the community about health issues. The Health Department gives out information that allows one to make healthy decisions every day, like exercising, eating right, quitting smoking, or simply washing your hands to keep from spreading illness. We provide this information through public forums in the community, public service announcements in the media, programs in schools, health education in homes and clinics, and detailed web sites. During a public health emergency, we provide important alerts and warnings to protect health and well-being.

#### Advances in community health

The Health Department plays a vital role in developing new policies and standards that address existing and emerging challenges to the community's health while enforcing a range of laws intended to keep everyone safe. Safety is addressed via tracking and investigating health problems and hazards in the community. The Department analyzes data on the community's health to determine risks and problems. This information drives specific programs and activities designed to control multiple threats: both communicable and chronic diseases; food, water, insect and other "vector-borne" outbreaks; biological, chemical and radiological hazards; and public health disasters.

#### Prepare for and respond to public health emergencies.

As a result of extensive and ongoing preparation, the Health Department is able to respond quickly and effectively to disease outbreaks and other public health events—staff is intensively trained to respond to increases in the incidence of diseases, natural disasters, and acts of terrorism. The Health Department coordinates the delivery of drugs, supplies, and provisions to victims and populations at risk by keeping the public informed. The Department also serves as the network hub for community hospitals, physicians, and other health care providers.

#### Achieve excellence in public health practice

Staff recruits and develops skilled workers with expertise in core public health competencies. The Department ensures that public health workers update their knowledge and skills through continuing education, training and leadership development activities. Staff regularly evaluate the effectiveness of all programs and activities using evidence-based standards and strive to adapt successful interventions from other communities.

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 collaborations to achieve a coordinated response to community health issues
- Utilizing population-based strategies to address public health issues.

# City of Evanston

## Health Department

The Environmental Health programs include risk-based food protection activities and community-based disease prevention activities. The Food and 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 pest infestations. 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. This unit also assists in food-borne illness investigations and surveillance tracking of all communicable diseases in Evanston.

The Health Department also provides a litany of services, which include 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, connecting uninsured or underinsured children, families and pregnant women to the State's All Kids insurance program, administration of the Access to Care Program, and health fairs. Additionally, Health department 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.

<b>Full-Time Equivalent Positions:</b>		
Employee Status Description	Job Type Description	2013 Position FTE
<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>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	Assistant Director, Health	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	Public Health Educator	1.00
Full-Time Regular	Management Analyst	1.00
<b>2455 Total</b>		<b>3.00</b>
<b>Health Total</b>		<b>15.90</b>

City of Evanston

Health Department

Financial Summary

	2011 Actual	2012 Budget	2012 Estimated Actual	2013 Adopted Budget
<b>Expenditures:</b>				
2407 – Health Services Admin.	243,858	303,692	302,701	309,672
2425 – Dental Services	191,770	224,413	204,925	0
2435 – Food & Environmental Health	672,658	997,108	1,016,610	1,392,045
2440 – Vital Records	114,338	136,698	139,048	143,459
2455 – Comm. Health Program Admin.	193,158	251,676	219,736	282,235
2460 – Community Purchased Services	575,427	500,382	500,382	506,305
<b>Total Expenditures:</b>	<b>\$1,991,209</b>	<b>\$2,413,969</b>	<b>\$2,383,402</b>	<b>\$2,633,716</b>
<b>Revenues:</b>				
52035 – Rooming House Fees	0	0	0	193,000
52046 – Rental Dwelling Registration	0	0	0	95,000
52050 – Other Licenses	21,091	20,000	20,000	20,000
52055 – Long Term Care Licenses	70,740	98,400	98,400	98,400
52070 – Resident Care	0	80	640	640
52085 – Plan Review	6,162	6,248	6,248	6,248
52555 – Housing Code Violation Fines	0	0	0	97,248
53050 – Sanitation Classes	1,680	1,700	1,920	1,700
53075 – Dental Fees & Reimbursement	108,076	125,000	125,000	0
53105 – Food Est. License Fees	133,573	185,000	185,000	185,000
53135 – 53180 Dental Fees (specific)	2,725	0	0	0
53185 – Temporary Food License	5,775	6,500	7,000	7,000
53190 – Food Delivery Vehicle	1,300	5,500	5,500	5,500
53200 – Bev. / Snack Vending License	24,540	28,000	28,000	28,000
53210 – Tobacco License Fees	10,500	19,000	19,000	19,000
53215 – Birth Certificate Fees	58,426	70,000	70,000	70,000
53220 – Death Certificate Fees	23,292	40,000	40,000	40,000
53230 – Funeral Director's License	4,830	6,000	6,000	6,000
53235 – Temp Funeral Director License	4,700	4,200	4,200	4,200
55025 – IDPH – Local Health Protection	76,181	75,000	75,419	75,000
55040 – IDPH Dental Sealant Grant	1,494	2,674	2,920	8,626
55075 – Summer Food Inspection	600	400	400	400
55085 – Illinois Tobacco Free Grant	25,593	25,082	25,082	25,082
55125 – Teen Pregnancy Prevention Program	10,200	0	0	0
55130 – Childhood Lead Poisoning Grant	1,000	1,000	1,000	1,000
55135 – Teen Parent Services	18,100	0	0	0
55145 – Prostate Cancer Awareness Grant	0	11,500	0	0
55146 – Other State Grant	50,689	11,000	20,500	11,000
55150 – Tanning Facility Inspections	200	200	200	200
55173 – CRI Grant	35,681	44,000	44,000	44,000
55174 – PHEP Grant	50,818	62,072	62,072	62,072
55176 – Dental Expansion Grants	70,000	30,000	30	30,000
55177 – Dental Reimbursement Grant	20,546	82,000	82,000	0
55178 – Disease / Diabetes Grant	0	16,000	0	0
55231 – Lead Paint Hazard	0	80,000	0	80,000
55251 – Federal Grant/AID	117,641	10,000	12,001	10,000

# City of Evanston

## Health Department

56002 – Women Out Walking		6,890	25,000	25,000		15,000
56048 – Teen Baby Nursery Program		0	41,000	41,000		41,000
<b>Total Revenues:</b>		<b>\$963,043</b>	<b>\$1,132,556</b>	<b>\$1,008,532</b>		<b>\$1,280,316</b>

### Performance Report on FY 2012 Major Program Objectives Accomplished

- Received funding from the U.S Human Services Resource Association to establish the first Federally Qualified Health Center for Evanston. Erie Family Health Center is the operating agent for primary, care, behavioral health, and oral health for the community.
- The Department performed over 1,600 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 fourth year offering of the Women Out Walking (WOW) program. This program received the U.S Conference of Mayors Award 2012 City Livability Award. This program designed to encourage women and families to live healthier and more active lifestyles served approximately 1000 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 City of Evanston and its partner, the Solid Waste Agency of Northern Cook County (SWANCC) collected 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 – 40 lbs.
  - Compact Fluorescent Light Bulbs – 451 bulbs
  - Used Needles – 525 lbs.
  - Prescription Medication – 600 lbs.
- In Coordination with the Drug Enforcement Agency (DEA), the City of Evanston Health Department along with our partners at the Substance Abuse Council, participated in the National Take Back Initiative. On April 28, 2012 residents dropped off sharps and medications at the Levy Center. In total there were 40 gallons of medications and 20 gallons of sharps collected. All of this medication will be diverted from the waste stream.
- In coordination with the United States Geological Survey, the Illinois Department of Public Health, The United States Environmental Protection Agency and the Parks, Recreation and Community Services Department, the Health Department began the initial steps of predictive modeling for the Evanston beaches. This process takes environmental conditions and uses them to predict levels of bacteria in the water. Once implemented it will mean quicker results for beach water testing.
- Partnered with the Pankey Institute to offer two days of free community dental services to adults and youth.
- Hosted the second annual Health Summit.

### 2013 Department Initiatives

- 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.
- Develop a collaborative program to facilitate change in Evanston corner stores so that healthy foods are available to all Evanston residents.
- Work with the Pankey Institute again to offer two days of free dental clinic services.
- Work in concert to re-engage community and outreach community members to receive care at the new Federally Qualified health center Erie Family Health Center.

City of Evanston

Health Department

Ongoing Activity Measures	2011 Actual	2012 Estimated	2013 Projected
Number of dental clinic appointments provided	1460	1,550	0
Number of dental preventive & restorative clinic visits	1478	1,450	0
Number of children receiving dental services	2009	2,100	0
Number of sealants applied	820	750	0
Number of dental preventative screenings/exams given at schools	690	800	0
Number of dental health education programs/ participants	11/720	15/900	0
Number of licensed food establishments	408	415	415
Number of food borne illness investigations performed	14	15	15
Total number of food inspections performed	1496	1,600	1,600
Temporary food inspections performed	183	190	200
Food complaints evaluated / inspected	57	90	90
Food establishment plans reviewed	26	40	40
Rat & Rodent complaints investigated	219	350	300
Number of Communicable Disease Investigations	519	400	400
Nuisance requests for service provided	436	400	400
Lead inspections performed	13	20	20
Number of Women Out Walking Participants	1,100	1,000	1,000
Grants administered	15	15	15

	2011	2012	2012	2013
	Actual	Budget	Estimate	Approved
<b>2400 HEALTH DEPARTMENT</b>				
61010 REGULAR PAY	743,570	1,001,484	1,001,484	1,250,162
61050 PERMANENT PART-TIME	81,590	99,559	99,559	17,826
61055 TEMPORARY EMPLOYEES	700	1,500	1,500	
61110 OVERTIME PAY	10,856	8,333	8,333	13,506
61210 LONGEVITY	6,317	8,207	8,206	7,079
61415 TERMINATION PAYOUTS	2,298			
61430 OTHER PAYOUTS	1,263			
61510 HEALTH INSURANCE	154,382	190,160	190,161	237,163
61615 LIFE INSURANCE	481	640	525	606
61625 AUTO ALLOWANCE	4,121	4,980	4,980	4,980
61626 CELL PHONE ALLOWANCE	298	360	360	
61630 SHOE ALLOWANCE	390	520	520	1,240
61710 IMRF	77,607	118,134	108,346	142,697
61725 SOCIAL SECURITY	57,170	67,919	67,919	77,868
61730 MEDICARE	13,654	15,884	13,965	18,211
62185 OTHER CONSULTING SERVICES	9,500			
62205 ADVERTISING		300	300	400
62210 PRINTING	1,490	4,765	3,400	5,965
62235 OFFICE EQUIPMENT MAINT		150	150	150
62275 POSTAGE CHARGEBACKS	3,389	2,166	1,000	5,000
62295 TRAINING & TRAVEL	5,627	6,516	5,116	6,981
62305 RENTAL OF AUTO-FLEET MAINTEN.	9,435	12,604	12,604	23,881
62309 RENTAL OF AUTO REPLACEMENT	4,165	5,000	5,000	9,286
62345 COURT COST/LITIGATION				3,990
62360 MEMBERSHIP DUES	1,150	5,399	4,900	5,399
62371 WOMEN OUT WALKING EXPENSE	959	1,000	4,000	5,000
62380 COPY MACHINE CHARGES	1,349	2,978	2,978	2,049
62452 DISEASE/DIABETES GRANT EXPENSE		16,000		
62468 ILL TOBACCO FREE COMM EXP	10,381	12,000	25,082	7,000
62470 ILL SUBSEQUENT PREG PREVENTION	982			
62471 VECTOR SURVEILLANCE EXP	9,672	11,000	20,500	20,500
62472 BEACH WATER TESTING EXP	12,410	10,000	10,000	10,000
62473 ENVIRONMENTAL HEATH EXP		4,082	4,082	4,082
62474 LOCAL HEALTH PROTECTION GRANT	25,128	75,000	75,000	55,000
62475 TEEN PARENT SERVICES	13,315			
62476 CRI GRANT -EXPENSE (HHS)	14,795	44,000	44,000	36,500
62477 PHEP GRANT-EXPENSE (HHS)	44,238	58,310	58,310	47,767
62479 PROSTATE GRANT EXP		11,050		
62490 OTHER PROGRAM COSTS	13,881	16,000	16,000	16,000
62514 BACKGROUND CHECK SERVICES	370			
62521 MEDICAL EQ MAINT AGREEMENTS	1,533	1,500		
62605 OTHER CHARGES		4,082	4,082	4,082
62645 DIGITAL ARCHIVING		250	2,500	2,500
64510 TELECOMMUNICATIONS EQUIPMENT	250			
64540 TELECOMMUNICATIONS - WIRELESS	1,861	3,250	3,250	5,501
65010 BOOKS, PUBLICATIONS & MAPS	358	700	450	950
65020 CLOTHING	57			
65025 FOOD	545	650	650	650
65045 LICENSING/REGULATORY SUPP	1,211	1,250	1,000	1,000
65075 MEDICAL & LAB SUPPLIES	10,316	7,417	416	417
65085 MINOR EQUIPMENT & TOOLS				1,200
65090 SAFETY EQUIPMENT		750	750	750

		2011	2012	2012	2013
		Actual	Budget	Estimate	Approved
65095	OFFICE SUPPLIES	8,929	8,783	8,383	9,233
65125	OTHER COMMODITIES	1,080	192	200	200
65620	OFFICE MACH. & EQUIP.		15,000	13,000	3,000
66025	TRAN.TO DS FUND- ERI DEBT SERV	24,430	26,075	22,369	33,951
66030	OTHER INSURANCE CHARGEBACKS	21,536	27,690	27,690	27,690
67010	CHILDCARE NETWORK OF EVANSTON	116,576	103,500	103,500	114,425
67015	PEER SERVICES	32,607			3,635
67030	FAMILY FOCUS	51,798	24,272	24,272	19,272
67040	LGL ASSIST FNDTN OF METRO CHGO	21,852			16,000
67045	Y.O.U.	61,450	85,000	85,000	80,000
67050	COMMUNITY DEFENDER OFFICE	19,311	23,512	23,512	25,000
67065	HOUSING OPTIONS	25,667	25,800	25,800	22,340
67070	SHORE COMMUNITY SERVICES	33,012	25,565	25,565	22,094
67085	EVANSTON NORTH SHORE YWCA				330
67090	CHILD CARE CTR OF EVNSTON				22,500
67110	CONNECTIONS FOR THE HOMELESS	23,070	17,147	17,147	13,254
67125	INFANT WELFARE SOCIETY	95,033	109,000	109,000	63,000
67140	NORTH SHORE SENIOR SERVIC	29,333	30,200	30,200	30,000
67145	METROPOLITAN FAMILY SERVI	69,639	56,386	56,386	54,455
67155	THRESHOLDS	2,821			20,000
2400	HEALTH DEPARTMENT	1,991,209	2,413,969	2,383,402	2,633,716

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 and 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>2013 Position FTE</b>
<b>Director of Public Works</b>		
Full-Time Regular	Director, Public Works	1.00
Full-Time Regular	Executive Secretary (to Department Head)	1.00
Full-Time Regular	Business Office Coordinator	1.00
<b>2605 Total</b>		<b>3.00</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	Engineering Division Manager	1.00
<b>2620 Total</b>		<b>1.00</b>
<b>Engineering</b>		
Full-Time Regular	Civil Engineer II	2.00
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>7.00</b>
<b>Traffic Engineering</b>		
Full-Time Regular	Civil Engineer II	1.00
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>3.50</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
Part-Time Regular	Part-Time Clerk	0.75

City of Evanston

Public Works Department

Employee Status Description	Job Type Description	2013 Position FTE
Full-Time Regular	Streets Supervisor	1.00
Full-Time Regular	Sanitation Supervisor	1.00
Full-Time Regular	Special Projects Assistant	1.00
<b>2665 Total</b>		<b>4.75</b>
<b>Street and Alley Maintenance</b>		
Full-Time Regular	Equipment Operator I	0.50
Full-Time Regular	Equipment Operator II	11.00
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>22.50</b>
<b>Street Cleaning</b>		
Full-Time Regular	Equipment Operator I	0.50
Full-Time Regular	Equipment Operator II	1.00
Full-Time Regular	Public Works Maintenance Worker II	1.00
<b>2675 Total</b>		<b>2.50</b>
<b>Public Works Total</b>		<b>50.25</b>

Financial Summary

	2011 Actual	2012 Budget	2012 Estimated Actual	2013 Adopted Budget
<b>Expenditures:</b>				
2605 – Director of Public Works	205,824	278,044	278,044	390,668
2610 – Municipal Service Center	310,266	437,153	438,253	440,054
2620 – EDOT Administration	146,885	194,067	72,165	174,253
2625 – Engineering	562,870	696,321	705,321	810,228
2630 – Traffic Engineering	491,753	567,375	569,625	476,392
2640 – Traffic Signal & Street Light Maintenance.	681,475	891,859	852,860	887,202
2665 – Streets and Sanitation	989,471	2,451,818	2,426,607	2,373,538
2670 – Street & Alley Maintenance	2,294,606	2,693,814	2,686,868	2,930,169
2675 – Street Cleaning	542,301	648,493	648,493	576,936
2680 – Snow & Ice Control	200,780	700,517	542,517	601,114
<b>Total Expenditures:</b>	<b>\$6,426,231</b>	<b>\$9,559,460</b>	<b>\$9,220,753</b>	<b>\$9,660,554</b>

City of Evanston

Public Works Department

	2011 Actual	2012 Budget	2012 Estimated Actual	2013 Adopted Budget
<b>Revenues:</b>				
52126 – Right-of-Way Permits	383,244	290,000	400,000	290,000
52130 – Resident Parking Permits	95,822	128,000	128,000	128,000
52131 – Visitor Parking Permits	11,566	12,300	12,300	12,300
53650 – State Highway Maintenance	50,138	58,000	58,000	58,000
53736 – New Pavement Degrade Fee	27,149	10,000	11,500	10,000
56025 – Damage to Street Signs	0	2,000	2,000	2,000
56030 – Damage to Traffic Lights	0	20,000	20,000	20,000
56031 – Damage to Street Lights	0	20,000	20,000	20,000
56068 – Salt Reimbursement Fee	15,141	0	0	0
56140 – Salt Administration Fee	14,182	0	0	0
<b>Total Revenues:</b>	<b>\$597,242</b>	<b>\$540,300</b>	<b>\$651,800</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 FY2012 Major Program Objectives**

**Administration:**

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.

**Engineering:**

The Engineering Section administers and supervises the design and field construction of all Motor Fuel Tax, Capital Improvement Fund, Water and Sewer Fund, Special Assessment Fund, and CDBG Funded construction projects. These projects include streets rehabilitation, water main replacements, sewer main extensions and replacement, alley paving projects, streetscape and sidewalk replacement projects, traffic signal modernization, and street light upgrades. The Traffic Engineering Section manages and addresses the needs of traffic, pedestrian, bicycles, and transit users in the City. It sustains and enhances the walk-ability and transportation needs of all users through both large and small cost improvements. The traffic engineering section also manages and administers street lights, traffic signals maintenance and responsible for JULIE system (Joint Utility Location Information for Excavation). The Traffic Engineering Section is responsible for private construction work in the City right-of-way through right-of-way permit process.

**Fleet:**

For the past 4-years, Fleet Service has been tracking labor hours and parts charge outs from inventory or new issue parts charged to each unit down to the sub-system codes for vehicles. This enables better decision making for parts inventory or when vehicles are considered for replacement. In addition, Fleet also tracks direct labor hours versus in-direct hours so as to achieve a maximization of labor hours and labor dollars expended to assess overall shop performance and to also assure that this component piece is also considered when a vehicle replacement is being considered or recommended for replacement.

# City of Evanston

## Public Works Department

**Streets:**

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. The Division 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.

**2013 Department Initiatives**

- Develop a five-year street resurfacing plan.
- Complete construction of a replacement salt dome.
- 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>2011 Actual</b>	<b>2012 Projected</b>	<b>2013 Projected</b>
In-house design of CIP infrastructure projects	12 Street segments of Water & Sewer	22 Street segments of Water & Sewer	20 Street segments of Water & Sewer
Miles of streets resurfaced – Primary Routes	1.1 Miles	1.32 Miles	1.5 Miles
Miles of streets resurfaced – Residential Streets	0.92 Miles	3.45 Miles	4 Miles
Number of civil engineering private development plan reviews	186	180	190
Number of block party permits facilitated	160	160	160
Number of Right-of-Way permits issued	850	875	900
Sheridan Road rehabilitation project	Completed	Sheridan Signal Upgrade Emerson to Central Complete	
Miles of streets plowed/season	570	800	800
Miles of streets salted/season	1,140	2,710	2,710
Tons of salt used/season	3191	7,500	7,500
Overall vehicle downtime is 5% or less	2.39%	2.9%	2.5%
Complete vehicle "preventative maintenance" at a rate of 95% or greater	96%	95%	95%
Billable hours - direct labor hours of 80% or greater	96.24%	86.41%	84%

	2011	2012	2012	2013
	Actual	Budget	Estimate	Approved
<b>2600 PUBLIC WORKS</b>				
61010 REGULAR PAY	2,490,627	3,296,274	3,174,736	3,362,862
61050 PERMANENT PART-TIME	79,629	87,602	98,433	136,279
61055 TEMPORARY EMPLOYEES	9,892		2,250	
61060 SEASONAL EMPLOYEES	81,213	69,000	80,000	69,000
61110 OVERTIME PAY	138,903	401,700	336,700	402,700
61114 SNOW OT	1,221			
61210 LONGEVITY	45,279	54,134	54,134	51,280
61410 SHIFT DIFFERENTIAL	1,900	2,806	300	
61415 TERMINATION PAYOUTS	39,230			
61510 HEALTH INSURANCE	643,780	597,231	597,232	661,691
61615 LIFE INSURANCE	1,366	1,683	1,683	1,662
61625 AUTO ALLOWANCE	8,036	9,180	9,480	10,980
61626 CELL PHONE ALLOWANCE	4,452	5,424	4,424	4,884
61630 SHOE ALLOWANCE	5,590	5,460	6,013	6,130
61710 IMRF	257,924	402,247	389,975	402,263
61725 SOCIAL SECURITY	172,965	237,170	232,364	244,425
61730 MEDICARE	40,926	55,467	54,496	57,164
62205 ADVERTISING	227	700	700	700
62210 PRINTING	5,611	32,250	32,250	32,250
62225 BLDG MAINTENANCE SERVICES	15,663	1,600	19,420	1,600
62235 OFFICE EQUIPMENT MAINT	2,749	5,183	5,182	5,183
62240 AUTOMOTIVE EQMP MAINT	865			
62245 OTHER EQMT MAINTENANCE	4,483	7,250	8,350	7,250
62275 POSTAGE CHARGEBACKS	472	1,833	1,833	1,833
62280 OVERNIGHT MAIL CHARGES	105	250	250	250
62295 TRAINING & TRAVEL	8,215	12,300	11,600	12,300
62305 RENTAL OF AUTO-FLEET MAINTEN.	493,074	658,714	658,714	672,117
62309 RENTAL OF AUTO REPLACEMENT	287,998	345,608	345,608	345,608
62335 DATA PROCESSING SERVIC	43			
62360 MEMBERSHIP DUES	2,834	4,660	5,171	4,660
62375 RENTALS	7,460	12,000	12,000	12,000
62380 COPY MACHINE CHARGES	1,648	3,691	3,691	2,539
62405 SWANCC DISPOSAL FEES	123,416			
62415 DEBRIS/REMOVAL CONTRACTUAL COS	11,855	73,000	58,000	73,000
62425 ELEVATOR CONTRACT COSTS		4,165	4,165	4,165
62430 CUSTODIAL CONTRACT SERVICES		20,825	3,005	20,825
62440 OVERHEAD DOOR CONTRACT COSTS	1,790	14,000	14,000	14,000
62446 ROOF REPAIR CONTRACTUAL SVCS	22,529	20,000	20,000	20,000
62451 TOWING AND BOOTING CONTRACTS	9,573	60,000	40,000	60,000
62509 SERVICE AGREEMENTS / CONTRACTS	82,177	60,000	70,005	70,000
62518 SECURITY/ALARM CONTRACTS	3,803	3,700	3,700	3,700
62605 OTHER CHARGES	1,037			
64005 ELECTRICITY	2,777	4,400	4,400	4,400
64006 STREET LIGHT ELECTRICITY	149,807	240,000	200,000	240,000
64007 TRAFFIC LIGHT ELECTRICITY	69,094	102,000	85,000	102,000
64008 FESTIVAL LIGHTING	3,612	10,000	8,000	10,000
64015 NATURAL GAS	42,352	100,000	100,000	100,000
64540 TELECOMMUNICATIONS - WIRELESS	26,966	31,725	31,725	31,725
64545 PERSONAL COMPUTER SOFTWARE	5,000	4,000	4,000	4,000
65005 AGRI/BOTANICAL SUPPLIES	184	2,000	2,000	2,000
65010 BOOKS, PUBLICATIONS & MAPS	170	1,600	1,599	1,600
65015 CHEMICALS	127,705	300,000	227,000	200,000

		2011	2012	2012	2013
		Actual	Budget	Estimate	Approved
65020	CLOTHING	40,544	45,500	45,500	45,500
65025	FOOD	226	350	350	350
65035	PETROLEUM PRODUCTS	1,177			
65040	JANITORIAL SUPPLIES	3,306	5,000	5,000	5,000
65050	BLDG MAINTENANCE MATERIAL	8,984	12,000	12,000	12,000
65055	MATER. TO MAINT. IMP.	108,031	126,750	106,750	126,750
65070	OFFICE/OTHER EQT MTN MATL	43,138	40,000	60,000	30,000
65085	MINOR EQUIPMENT & TOOLS	17,839	22,400	22,400	22,400
65090	SAFETY EQUIPMENT	898	6,050	6,585	6,050
65095	OFFICE SUPPLIES	4,258	6,016	6,016	6,016
65105	PHOTO/DRAFTING SUPPLIE	2,332	750	750	750
65110	RECREATION SUPPLIES	1,499			
65115	TRAFFIC CONTROL SUPPLI	36,632	40,000	40,000	40,000
65125	OTHER COMMODITIES	198			
65515	OTHER IMPROVEMENTS	36,895	22,000	22,000	22,000
65620	OFFICE MACH. & EQUIP.	540	1,000	1,000	1,000
65625	FURNITURE, FIXTURE & EQUIPMENT	6,203	7,500	7,500	7,500
66025	TRAN.TO DS FUND- ERI DEBT SERV	87,160	96,589	96,589	99,489
66030	OTHER INSURANCE CHARGEBACKS	480,474	517,753	517,753	517,753
66147	TRAN. TO SOLID WASTE- PROP TAX		1,245,967	1,245,967	1,245,967
68205	CONTINGENCIES	649	1,005	1,005	1,005
68310	DEBT SERVC OTHER AGENCIES	7,020			
2600	PUBLIC WORKS	6,426,231	9,559,460	9,220,753	9,660,554

# 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 revenues and expenditures associated with Library operations have been budgeted within the Library Fund.

### Financial Summary

	2011 Actual	2012 Budget	2012 Estimated Actual	2013 Adopted Budget
<b>Expenditures:</b>				
2805 – Youth Services	638,436	0	0	0
2806 – Adult Services	1,243,732	0	0	0
2808 – Neighborhood Services	144,524	0	0	0
2820 – Circulation	489,833	0	0	0
2825 – North Branch	327	0	0	0
2835 – Technical Services	421,544	0	0	0
2840 – Maintenance	379,938	0	0	0
2845 - Administration	376,945	0	0	0
<b>Total Expenditures:</b>	<b>\$3,695,279</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Revenues:</b>				
52610 – Library Fines & Fees	126,311	0	0	0
57505 – Library Video Rentals	31,695	0	0	0
57510 – Non-Resident Library Card	1,461	0	0	0
57515 – Library Material Replacement	8,818	0	0	0
57525 – Miscellaneous Revenue	21,234	0	0	0
57535 – Copy Machine Charges	17,370	0	0	0
57540 – Meeting Room Fees	9,575	0	0	0
57545 – North Branch Rental Income	43,000	0	0	0
51615 – Personal Property Repl. Tax	41,833	0	0	0
55245 – State Per Capita Grant	75,971	0	0	0
<b>Total Revenues:</b>	<b>\$377,268</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

	2011	2012	2012	2013
	Actual	Budget	Estimate	Approved
2800 LIBRARY DEPARTMENT				
61010 REGULAR PAY	1,300,201			
61012 LIBRARY SUBSTITUTES	7,880			
61050 PERMANENT PART-TIME	854,583			
61110 OVERTIME PAY	8,373			
61210 LONGEVITY	32,713			
61410 SHIFT DIFFERENTIAL	1,519			
61415 TERMINATION PAYOUTS	36,813			
61510 HEALTH INSURANCE	257,946			
61615 LIFE INSURANCE	452			
61625 AUTO ALLOWANCE	2,046			
61630 SHOE ALLOWANCE	390			
61710 IMRF	181,880			
61725 SOCIAL SECURITY	134,658			
61730 MEDICARE	31,493			
62210 PRINTING	1,366			
62225 BLDG MAINTENANCE SERVICES	111,676			
62235 OFFICE EQUIPMENT MAINT	3,740			
62245 OTHER EQMT MAINTENANCE	1,982			
62275 POSTAGE CHARGEBACKS	1,028			
62295 TRAINING & TRAVEL	2,209			
62305 RENTAL OF AUTO-FLEET MAINTEN.	1,992			
62309 RENTAL OF AUTO REPLACEMENT	1,416			
62315 POSTAGE	3,273			
62340 COMPUTER LICENSE & SUPPORT	190,820			
62360 MEMBERSHIP DUES	350			
62380 COPY MACHINE CHARGES	5,844			
62506 WORK-STUDY	4,410			
64015 NATURAL GAS	14,390			
64540 TELECOMMUNICATIONS - WIRELESS	1,020			
65040 JANITORIAL SUPPLIES	7,838			
65050 BLDG MAINTENANCE MATERIAL	21,750			
65095 OFFICE SUPPLIES	10,645			
65100 LIBRARY SUPPLIES	13,282			
65125 OTHER COMMODITIES	1,209			
65630 LIBRARY BOOKS	281,848			
65635 PERIODICALS	23,273			
65641 AUDIO VISUAL COLLECTIONS	68,874			
66025 TRAN.TO DS FUND- ERI DEBT SERV	65,510			
66030 OTHER INSURANCE CHARGEBACKS	4,587			
2800 LIBRARY DEPARTMENT	3,695,279			

# 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	2013 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	Asst. Director, Parks, Recreation & Comm. Serv.	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	2013 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	0.82
Full-Time Regular	Senior Citizen Ombudsman	1.00
Part-Time Regular	Bus Driver	0.93
Part-Time Regular	Secretary II	1.00
Part-Time Regular	Custodian	1.38
<b>3055 Total</b>		<b>10.48</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	0.89
Part-time Regular	Custodian	0.50
<b>3095 Total</b>		<b>7.00</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	2013 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	1.00
Full-Time Regular	Lakefront Sports Coordinator	0.25
Full-Time Regular	Senior Program Coordinator	1.00
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	Youth-Young Adult Asst. Program Manager	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, Forestry & Fac. Mgmt	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
Full-Time Regular	Parks/Forestry Worker III	1.00
<b>3525 Total</b>		<b>2.25</b>

City of Evanston

Parks, Recreation and Community Services Department

Employee Status Description	Job Type Description	2013 Position FTE
<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>125.55</b>

**Financial Summary**

	2011 Actual	2012 Budget	2012 Estimated Actual	2013 Adopted Budget
<b>Expenditures:</b>				
3005 – Mgmt. & General Support	312,535	316,897	296,346	323,910
3010 – Business & Fiscal Mgmt.	320,814	365,373	366,368	397,011
3015 – Marketing Services	126,850	87,491	86,900	0
3020 – Recreation General Support	316,141	384,006	371,309	530,645
3025 – Park Utilities	75,149	89,500	85,000	89,500
3030 – Robert Crown Center	712,837	792,265	712,570	796,222
3035 – Chandler-Newberger Center	612,397	776,656	758,275	794,016
3040 – Fleetwood-Jourdain Center	747,418	810,490	838,740	840,611
3045 – Fleetwood-Jourdain Theatre	95,575	123,457	122,397	127,326
3050 – Outreach Programs	171,119	213,441	203,471	216,198
3055 – Levy Center & Sr. Services	782,919	950,629	934,522	1,357,406

City of Evanston

Parks, Recreation and Community Services Department

	2011 Actual	2012 Budget	2012 Estimated Actual	2013 Adopted Budget
3065 – Church Street Boat Ramp	50,281	54,683	51,975	55,183
3075 – Dempster Street Facility	10,535	12,342	11,092	12,342
3080 – Beaches	539,317	500,518	522,073	539,366
3085 – Rec. Facility Maintenance	546,776	598,582	623,449	725,401
3095 – Robert Crown Ice Center	937,775	1,155,606	1,101,277	1,169,490
3100 – Sports Leagues	36,010	55,604	55,364	47,677
3105 – Aquatic Camp	112,349	97,655	105,805	122,068
3110 – Tennis	93,523	113,637	93,737	98,859
3130 – Special Recreation	364,702	434,602	413,695	442,049
3140 – Bus Program	40,154	64,051	66,008	68,762
3150 – Park Service Unit	62,625	107,593	101,685	111,176
3155 – Youth Golf Program	20,020	20,500	20,500	20,500
3205 – Community Services	608,894	483,476	460,057	0
3210 – Commission on Aging	133,347	122,963	120,524	0
3215 – Youth and Young Adult	89,591	318,016	235,226	642,346
3220 – Mayor’s Safe Summer Activity	20,300	0	0	0
3505 – General Support	410,854	429,271	408,149	435,398
3510 – Horticultural Maintenance	1,294,482	1,681,275	1,517,957	1,621,408
3515 – Parkway Tree Maintenance	761,246	950,945	850,816	974,140
3520 – Dutch Elm Disease Control	697,988	841,006	791,006	854,394
3525 – Tree Planting	405,282	358,147	364,764	350,412
3530 – Private Elm Tree Insurance	23,520	20,000	21,000	20,000
3535 – Dutch Elm Inoculation Prog.	702,307	246,000	246,000	246,000
3605 – Ecology Center	259,506	305,252	298,247	303,724
3610 – Eco-Quest Day Camp	112,519	118,867	119,467	124,158
3700 – Arts Council	18,384	23,055	22,679	23,055
3710 – Noyes Cultural Arts Center	220,214	218,198	216,280	227,662
3720 – Cultural Arts Programs	489,541	626,756	585,615	643,084
3805 – Facilities General Support	168,483	224,426	209,771	248,842
3806 – Civic Center Services	247,079	368,482	353,093	361,721
3807 – Construction and Repair	1,685,167	1,930,908	1,640,777	1,975,811
<b>Total Expenditures:</b>	<b>\$15,436,525</b>	<b>\$17,392,621</b>	<b>\$16,403,986</b>	<b>\$17,937,873</b>
<b>Revenues:</b>				
3005 - Special Events	28,602	38,000	18,500	25,000
3015 - Advertising	23,648	26,350	15,200	26,350
3030 - Robert Crown Center	246,372	296,400	296,400	300,842
3035 - Chandler-Newberger Center	480,628	597,800	599,800	603,300
3040 - Fleetwood-Jourdain Center	221,464	268,575	288,857	276,300
3045 - Fleetwood-Jourdain Theater	6,503	6,300	9,600	27,500
3050 - Outreach Program	149,769	110,600	106,240	106,240
3055 - Levy Center	405,138	472,500	522,575	691,998
3065 - Church Street Boat Ramp	96,835	97,950	110,150	104,265
3075 - Dempster Street Facility	86,591	99,360	99,360	96,255
3080 - Beaches	625,968	647,288	784,500	716,655
3081 - Pooch Park	20,255	18,100	19,000	19,500
3085 - Recreation Maintenance	39,035	39,300	63,000	41,300
3095 - Robert Crown Ice Center	844,017	1,057,700	1,055,738	1,058,927
3100 - Sports Leagues	41,075	46,100	41,930	46,280
3105 - Aquatic Camp	190,409	203,400	226,717	240,375
3110 - Tennis	88,904	119,900	100,000	102,100
3130 - Special Recreation	59,923	91,100	84,628	86,921

City of Evanston

**Parks, Recreation and Community Services Department**

	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2012 Estimated Actual</b>	<b>2013 Adopted Budget</b>
3140 - Bus Program	50	24,000	21,000	21,000
3155 - Golf	22,915	27,500	27,500	27,500
3205 – Community Relations	59,322	139,000	150,525	0
3210 - Commission on Aging	34,692	30,044	30,044	0
3505 - Wood Recycling	35,208	27,000	34,000	35,000
3530 - Services Billed Out	39,870	40,000	40,030	40,000
3535 - Dutch Elm Tree Reserve	356,000	0	0	0
3605 - Ecology Center	99,807	116,200	119,276	120,940
3610 - Ecology Summer Camps	230,682	235,300	240,500	242,500
3706 - IL Arts Council Re-granting	8,440	0	0	0
3710 - Noyes Center Revenues	285,600	361,356	344,720	361,356
3723-3735 - Cultural Arts Programs	319,407	334,976	0	0
3805 - Property Sales and Rental	36,378	50,491	50,491	51,543
<b>Total Revenues:</b>	<b>\$5,183,507</b>	<b>\$5,622,590</b>	<b>\$5,500,281</b>	<b>\$5,469,947</b>

**Performance Report on FY2012 Major Program Objectives**

**Recreation, Ecology, Cultural Arts and Community Services Division:**

- There were six volunteers recruited to support senior services in the community including volunteer Long Term Care Ombudsmen, AARP Tax Aides, and Senior Health Insurance Program Counselors.
- The *Congregate Meal Nutrition* program at the Levy Senior Center reached its annual goal of meals served in eleven months. The donations received per senior were 78% more than projected for the year at the Levy Senior Center.
- The number of merchants participating in the Evanston Benefit Card program increased by two this year.
- Staff was successful with implementation of an e-newsletter for the Fleetwood – Jourdain Theater.
- A comprehensive after-school program for middle school children, which includes open gym, structured gym, art programming, and homework assistance was developed and is being offered at Fleetwood-Jourdain Center.
- 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 classic sing-along musicals.
- Enhanced participation in cultural arts programming by Evanston youth by scheduling performances by Evanston teens on the program of the concert series and both summer arts festivals.
- Completed first phase of an arts visioning process, in collaboration with the Evanston Community Foundation and Evanston Arts Council.
- The Public Art Committee selected a public art project for the Sherman Plaza garage, funded through the Percent for Art Program in the downtown Washington National TIF #4.
- Three new mural projects were completed on local train viaducts.
- The Evanston Arts Council's Arts and Business Committee presented its third 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 the Ethel M. Barber Theater on the campus of Northwestern University.
- The Evanston Arts Council and Public Art Committee celebrated Arts and Humanities Month in October 2012 with several events.
- 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.

## **Parks, Recreation and Community Services Department**

- The Arts Council continued to present Cultural Connection Lunches at rotating locations throughout the community.
- The [evanstonartsbuzz.com](http://evanstonartsbuzz.com) online calendar of events was updated to enable artists and organizations to upload their own events.
- A new Tenants Association at the Noyes Cultural Arts Center was established to assist with facility oversight.
- The Mayor's Award for the Arts highlights the accomplishments of an individual and an arts organization. In February 2012, the Honorable Mayor Elizabeth Tisdahl presented these awards to Stamata Blanas, Jill Brazel, and Young Evanston Artists (YEA!). The Arts & Business Committee of the Evanston Arts Council presented its Arts Leadership Award to Hecky's Barbecue in recognition of the company's support for Evanston arts and cultural programs.
- 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 Birthday Parties and other specialty programs
- In 2012 staff created five additional school field trip options for District 65 which drew an additional 500 plus students to the Ecology Center.
- The Evanston Environmental Association (EEA) and City staff developed a document "The Evanston Ecology Center: A Roadmap to Financial Self-Reliance" which outlines a plan for programmatic and financial operation of the Ecology Center.
- On Saturdays, during the months of November – April, the Ecology Center was utilized as a successful winter Farmer's Market site.
- Staff conducted student recruitment through key staff members at the Youth Job Center, Family Focus, Y.O.U, and McGaw YMCA.
- Staff held seven employment outreach sessions at Evanston Library (2 sessions), Chandler-Newberger Center, Robert Crown Community Center, Ecology Center, Levy Senior Center, and Fleetwood-Jourdain Community Center.
- Youth and Young Adult Program Staff conducted outreach sessions at all Evanston Middle Schools and Evanston Township High School.
- Youth Program and Young Adult Staff visited two area alternative high schools.
- Staff reviewed the structure of the summer Special Recreation offerings to determine if some classes/programs can be divided into smaller age groups and determined that no changes should be made at this time.
- The Mayor's 2012 Super Summer Initiative consisted of new activities for youth and young adults. Several agencies partnered with the Evanston Recreation Division in order to provide more programs. Free programs included open mic nights, youth entertainment at festivals, concerts and movie nights, open gym, open lounge, volleyball, beach volleyball, roller skating, swimming, tennis, and ice-skating.
- Robert Crown preschool & after school expanded its license to include more family friendly programming, including Breakfast Club, preschool aftercare, and built-in enrichment activities in a dual enrollment collaboration with Head Start.
- Continue implementation of a plan to promote and increase online program registrations in 2013.

### **Forestry Division:**

- The Emerald Ash Borer continues to spread throughout Evanston at an even more rapid pace than anticipated. In 2013, the number of newly infested public ash trees is approaching 700. 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 over two years and will likely keep increasing for the foreseeable future.
- New parkway tree plantings increased to nearly 450 in 2012 due to receiving a \$36,000 ITEP grant through the Illinois Department of Transportation for an additional 100 trees. Staff continues to plant disease resistant elm varieties as they become available.
- Participation in the private elm insurance program increased slightly this year and staff continues to look for an effective means to keep increasing the number of residents participating each year.

## **Parks, Recreation and Community Services Department**

- 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 2012.
- Staff applied for and received a \$16,000 grant from the Metropolitan Mayors Caucus specifically to plant additional parkway trees as replacements for ash trees lost due to EAB.

### **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 400 to slightly over 100.
- Meeting Room Manager software is tracking all meetings in the Civic Center.
- The Police Headquarters' firing range project was completed in early 2012 and is now being used regularly by the Police Department staff.
- Building automation upgrades continue to be implemented for HVAC equipment citywide. Recent installations include the Service Center and Fire Station #5.
- The first phase of the comprehensive parking garage repair of all three structures has been completed with the second phase already in the design phase for construction scheduled for early 2013.

### **2013 Department Initiatives**

#### **Recreation, Ecology, Cultural Arts and Community Services Division:**

- Recruit volunteers to canvass the community to attract more merchants to participate in the Evanston Benefit Card program no later than August 2013.
- Cultivate and nurture the members of the Levy Center Advisory Board and its sub-committees by offering two board governance trainings by October 2013 in order to create more effective Board leadership and ensure the Levy Center can operate to its fullest capacity.
- Provide more outreach to the community in order to make more "lower to middle income" seniors aware of services provided at the Levy Center as new legislative changes have provided new economic challenges to more seniors in the community.
- Offer Health and Wellness programming to seniors attending the Wednesday nutrition program at Fleetwood-Jourdain Center by February 2013.
- Develop a feeder program to the Coe – Pops High School basketball program by June 2013.
- Continue development of intergenerational program opportunities with Jacob Blake Manor and Fleetwood-Jourdain Center in 2013.
- Continue collaboration with Illinois After School Network for training opportunities for after school middle school programming.
- Seek to enhance revenue opportunities at the summer festivals through expanded sponsor relationships by June 2013.
- Assist Evanston artists and arts organizations in fostering collaboration and community by holding 10 Arts and Business committee meetings by December 2013.
- Expand the Art Under Glass displays of art in storefront windows to areas in Evanston outside of downtown.
- 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.
- Expand the functionality of the [evanstonartsbuzz.com](http://evanstonartsbuzz.com) web site to provide more interactivity.
- Seek support for the installation of artist-created bike racks throughout Evanston.
- Further expand the Arts Camp offerings beyond summer and school break periods to offer increased on-demand programs by June 2013.
- To create and offer a new high school/college age 12" softball league for youth and young adults at Robert Crown Park by June 2013.

# City of Evanston

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## Parks, Recreation and Community Services Department

- Increase the number of participants in Aquatic Camp by 12 campers per session for a total of 72 additional campers. This initiative will require purchasing additional equipment for the program.
- Continue developing the five-year plan for the Elizabeth Archer Patterson Environmental Outreach project. Staff will continue developing and implementing the plan by October 2013.
- Work with the EEA on the goal in The Evanston Ecology Center: A Roadmap to Financial Self-Reliance, to eliminate the Ecology Center's operating deficit starting in fiscal year 2013.
- Implement new program opportunities upon completion of the greenhouse project at the Ecology Center by October 2013.
- With the new Yellow Tractor Garden, staff will partner with the Youth Job Center in order to create a new summer program for youth by June 2013. The program will be designed to teach gardening techniques, nutritional values, and life skills.
- By spring 2013, revise current and develop new Ecology birthday party programs.
- No later than June 2013, revise and improve Eco-Quest and Kinglet camp curriculum to complete the program. In 2012 staff revised one year of the two year rotation of these camps.
- No later than July 2013, develop a plan for operation of the greenhouse located at Lighthouse Landing. Due to the potential sale of the Harley Clarke Mansion, this project has been postponed.
- Staff will work with the Youth Job Center of Evanston to create job program alignment with the City and other workforce organizations by September 2013.
- Youth Program and Young Adult Staff will hold two city-wide job fairs with the Youth Job Center by October 2013.
- Youth Program and Young Adult Staff will conduct employment outreach at all area schools, alternative schools, libraries, community centers, and local community based organizations by June 2013.
- Youth Program and Young Adult Staff will establish a job fair steering committee by January 2013.
- Develop a new LEGO--Engineering Summer Camp for youth by June 2013.
- A new Aqua Golf Adventure Camp was offered this summer and a total of 19 campers participated.
- In spring, we offered additional golf classes to serve a younger demographic. Traditionally, our golf programs has been for children age nine and up; and we added classes for youth age six to nine years of age. A total of 59 campers participated.
- As part of the overall roller skating program, staff will implement a roller skating lessons program for youth, teens, and young adults by June 2013.
- Expand the fall flag football league to offer a league for teens by October 2013.
- Increase participation at the Robert Crown Center in quality improvement self-study programs, with the result of improved programs and center excellence by June 2013.
- Enhance community participation by offering enrichment programs geared specifically to middle school students and elementary age children on a periodic, after-school basis (Spanish Class/After School Art/After School Sports etc) by October 2013.
- Expand the pre-fall skating clinics workshops by fall 2013.
- To review and update procedures and operations of the Robert Crown Center office, which will increase efficient use of electronic technology to better communicate with our patrons by 2013.
- Continue recruiting Adult Hockey Club Teams for late night ice rental in 2013
- To develop a market plan to increase attendance at the Downtown Farmers' Market by May 2013.

### Forestry Division:

- Continue to work closely with all local, 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 just less 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.

# City of Evanston

## Parks, Recreation and Community Services Department

- Implement the use of City Works into the Forestry Division to upgrade both work record keeping as well as work scheduling and tracking.

### Facilities Management Division:

- Continue to work with the Sustainability Coordinator to reduce energy consumption in all City-owned buildings throughout the fiscal year through both lighting upgrades as well as temperature control efficiencies.
- Upgrade the current Computer Maintenance Management System which will lead to better analysis of workload and building maintenance costs by July 2013.
- 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	2011 Actual	2012 Projected	2013 Projected
In-house training seminars (registration system, payroll, cash handling and camp trainings)	26	28	30
Scholarships granted (funds not collected)	\$148,192	\$160,000	\$165,000
Beach token sales to Evanston residents	17,078	20,500	18,600
Number of meals served (Summer Food program)	37,620	32,000	32,500
Donations/Grant funding (Recreation, Arts, Ecology programs )	\$403,382	\$1,450,000	\$225,000
Number of courts & fields maintained weekly (season)	52	52	53
Public ice skating session participants	7,439	7,400	7,700
Number of vendors at the Farmers' Market	37	53	53
# staff trained and certified in Am. Red Cross CPR/AED	80	0	50
Total participants in all Special Recreation programs	836	875	880
Mowing rotation in days	4.5 days	5 days	5 days
Parkway trees trimmed by City crews	1,760	1,400	1,300
EAB infected ash trees removed	575	600	600
Total number of parkway elms removed due to DED	26	35	32
Percentage of parkway elms actually removed	0.79%	1.06%	1.00%
Total number of other trees removed	257	180	150
Total number of new park & parkway trees planted	405	455	600
Elm trees covered under private insurance program	328	339	340
Percentage of trees that are removed by the City and replaced within one year (data source: Division tracking)	70%	15%	8%
Seasonal garden plots rented	253	272	272
Youth participating in Ecology Center programs	2,045	2,400	2,600
Environmental program attendance	6,450	6,900	7,100
Annual volunteer hours served	2,600	2,700	2,750
Total number of camp program registrations	5,843	6,100	6,200
Number of applicants for Cultural Fund Grants	16	18	18
Number of young adults in Career Mentoring Program	n/a	15	15
Number of Youth hired for Mayor's Summer Youth Employment Program	158	165	200
Types of arts camps offered	16	16	18

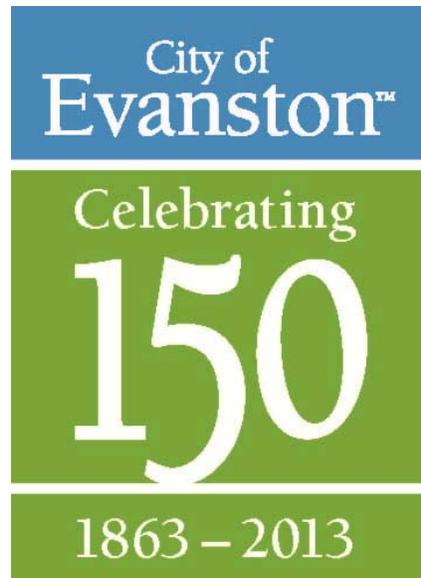
City of Evanston

**Parks, Recreation and Community Services Department**

<b>Ongoing Activity Measures</b>	<b>2011 Actual</b>	<b>2012 Projected</b>	<b>2013 Projected</b>
Number of picnic permits issued	368	377	400
Number of artist vendors at Lakeshore Arts Festival	116	118	125
Deliveries	1,720	1,800	1,800
Civic Center repair costs / sq. ft.	\$2.05	\$2.10	\$2.15
Meetings scheduled	1,822	1,900	2,000
Room set-ups	970	1,100	1,100
Staff-hours tracked to work orders	17,550	19,000	19,000
Work orders completed	3,790	3,860	3,900
Total construction budget oversight	7,163,000	4,645,000	7,451,000

	2011 Actual	2012 Budget	2012 Estimate	2013 Approved
<b>3000 PARKS,RECREATION &amp; COMM SERVI.</b>				
61010 REGULAR PAY	5,302,117	6,546,720	5,748,394	6,715,274
61011 RECREATION INSTRUCTORS REG PAY	286,391	340,676	358,540	379,352
61013 PROGRAM ASSISTANTS	56,666	301,789	231,391	301,789
61050 PERMANENT PART-TIME	697,862	769,513	686,297	841,131
61055 TEMPORARY EMPLOYEES	69,313			
61060 SEASONAL EMPLOYEES	1,666,248	1,460,803	1,572,811	1,510,745
61062 SPECIAL EVENT SALARIES	3,257	10,399	8,900	8,900
61110 OVERTIME PAY	209,538	122,439	135,332	122,107
61111 HIREBACK OT	606			
61210 LONGEVITY	88,454	107,841	108,592	108,769
61410 SHIFT DIFFERENTIAL	5,701	1,939	1,939	2,022
61415 TERMINATION PAYOUTS	44,528			
61430 OTHER PAYOUTS	13,023			
61510 HEALTH INSURANCE	1,291,181	1,268,283	1,193,715	1,334,045
61615 LIFE INSURANCE	2,332	3,107	3,100	3,041
61620 UNIVERSAL LIFE	230			
61625 AUTO ALLOWANCE	15,294	16,980	16,980	16,980
61626 CELL PHONE ALLOWANCE	894	1,080	1,080	1,080
61630 SHOE ALLOWANCE	10,920	11,830	11,491	13,175
61655 EMPLOYEE LOANS - INTEREST EXPE	867			
61710 IMRF	572,025	837,198	801,163	829,093
61725 SOCIAL SECURITY	507,149	586,879	586,807	611,946
61730 MEDICARE	119,891	137,254	137,240	143,116
62185 OTHER CONSULTING SERVICES	300	875	800	375
62195 LANDSCAPE MAINTENANCE SERVICES	138,962	120,000	42,000	120,000
62199 PARK MNTNCE & FURNITURE RPLCMN	20,321	20,000	24,000	25,000
62205 ADVERTISING	17,948	35,199	28,482	31,266
62210 PRINTING	50,160	96,612	96,201	98,426
62215 PHOTOGRAPHERS/BLEUPRINTS	300	600	600	600
62225 BLDG MAINTENANCE SERVICES	58,505	115,557	97,827	104,682
62235 OFFICE EQUIPMENT MAINT	1,507	4,149	4,143	4,149
62245 OTHER EQMT MAINTENANCE	51,975	63,347	61,691	61,517
62251 CROWN CENTER SYSTEMS REPAIR	15,147	20,000	20,000	20,000
62275 POSTAGE CHARGEBACKS	13,347	20,979	16,367	17,647
62295 TRAINING & TRAVEL	11,031	22,916	23,326	27,010
62305 RENTAL OF AUTO-FLEET MAINTEN.	434,597	580,589	580,589	592,402
62309 RENTAL OF AUTO REPLACEMENT	265,478	318,578	318,578	318,578
62315 POSTAGE	1,125	24,700	24,653	24,700
62335 DATA PROCESSING SERVIC		2,000	2,000	2,000
62360 MEMBERSHIP DUES	7,050	13,519	13,138	14,886
62365 RECEPTION/ENTERTAINMEN	81	1,208	708	708
62375 RENTALS	12,865	13,010	11,910	13,010
62376 2603 SHERIDAN RENTALS EXPENSE	788	2,499	2,000	2,000
62380 COPY MACHINE CHARGES	12,653	25,608	25,575	17,620
62381 COPY MACHINE LEASES		750		
62385 TREE SERVICES	28,203	26,000	27,000	26,000
62415 DEBRIS/REMOVAL CONTRACTUAL COS	6,350	6,900	6,900	6,900
62425 ELEVATOR CONTRACT COSTS	1,500	2,300	2,660	2,660
62445 HVAC SYSTEM CONTROL CONTRACTS	33			
62490 OTHER PROGRAM COSTS	82,323	152,970	177,113	175,192
62495 LICENSED PEST CONTROL SERVICES	2,676	4,558	4,558	4,758
62496 DED INOCULATION	702,307	46,000	46,000	46,000

	2011	2012	2012	2013
	Actual	Budget	Estimate	Approved
62497 INOCULATION FUND.-ANNUAL AMORT		200,000	180,000	200,000
62500 TECHNICAL INFORMATION SERVICES	17,295	11,100	15,664	16,800
62505 INSTRUCTOR SERVICES	206,641	259,382	226,670	259,450
62506 WORK-STUDY	14,963	21,066	21,066	21,066
62507 FIELD TRIPS	124,223	133,879	124,312	133,546
62508 SPORTS OFFICIALS	21,047	29,610	25,900	27,164
62509 SERVICE AGREEMENTS / CONTRACTS	46,141	59,378	64,807	89,323
62510 EDUCATOR SERVICES		525	525	525
62511 ENTERTAIN/ PERFORMER SVCS	70,608	85,532	79,993	84,750
62513 COMMUNITY PICNIC-SP EVENTS	22,206	8,000	8,000	8,000
62515 RENTAL SERVICES	31,300	32,980	23,941	26,980
62518 SECURITY/ALARM CONTRACTS	7,494	10,682	7,001	14,657
62540 MAINT. OFC. EQT.-CHGBACKS	91			
62545 OTHER MAINT SERV-CHARG BCK	390			
62560 TELEPHONE TELEGR CHBK		84	84	84
62605 OTHER CHARGES	1,125	1,000	250	
62665 CONTRIB TO OTHER AGENCIES	10,400	10,400	10,400	10,400
62695 COUPON PMTS-CAB SUBSIDY	163,932	160,000	165,000	165,000
62705 BANK SERVICE CHARGES	93,242	75,000	95,000	100,000
62735 INTERDEPT. OTHER CHARGES		1,583		
64005 ELECTRICITY	304,022	414,174	401,774	414,174
64015 NATURAL GAS	88,846	178,659	176,659	176,659
64510 TELECOMMUNICATIONS EQUIPMENT	550			
64530 TELECOMMUNICATIONS - HANDHELD		83	83	83
64540 TELECOMMUNICATIONS - WIRELESS	21,823	30,850	30,380	29,815
65005 AGRI/BOTANICAL SUPPLIES	118,305	91,350	90,950	92,350
65010 BOOKS, PUBLICATIONS & MAPS	475	1,699	1,600	1,616
65015 CHEMICALS	9,764	8,721	11,421	12,500
65020 CLOTHING	14,917	24,875	22,539	26,475
65025 FOOD	154,742	162,447	180,020	186,821
65040 JANITORIAL SUPPLIES	37,284	44,765	45,465	46,065
65045 LICENSING/REGULATORY SUPP	8,378	8,400	8,917	9,700
65050 BLDG MAINTENANCE MATERIAL	146,820	134,212	151,280	145,580
65055 MATER. TO MAINT. IMP.	31,617	25,163	33,100	25,163
65060 MATER. TO MAINT. AUTOS	206			
65065 TIRES & TUBES	74			
65070 OFFICE/OTHER EQT MTN MATL	21,805	26,131	26,165	26,165
65075 MEDICAL & LAB SUPPLIES	1,199	1,866	1,956	1,866
65080 MERCHANDISE FOR RESALE	7,577	13,200	13,200	12,900
65085 MINOR EQUIPMENT & TOOLS	18,250	19,915	18,932	19,350
65090 SAFETY EQUIPMENT	8,985	10,199	9,150	10,199
65095 OFFICE SUPPLIES	18,802	30,939	28,317	32,231
65100 LIBRARY SUPPLIES	135			
65105 PHOTO/DRAFTING SUPPLIE	45	400	402	400
65110 RECREATION SUPPLIES	247,674	248,773	290,134	251,826
65115 TRAFFIC CONTROL SUPPLI	22			
65125 OTHER COMMODITIES	16,657	19,350	20,250	19,350
65550 AUTOMOTIVE EQUIPMENT		38,000	38,000	39,100
65625 FURNITURE, FIXTURE & EQUIPMENT	9,263	10,498	10,490	11,498
66025 TRAN.TO DS FUND- ERI DEBT SERV	194,730	198,309	198,309	204,301
66030 OTHER INSURANCE CHARGEBACKS	220,334	283,289	283,289	283,289
68205 CONTINGENCIES	111			
3000 PARKS,RECREATION & COMM SERVI.	15,436,525	17,392,621	16,403,986	17,937,873



# **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 2013 Position FTE</b>
<b>Youth 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	1.74
<b>4805 Total</b>		<b>11.24</b>
<b>Adult Services</b>		
Full-Time Regular	Librarian I	5.84
Part-Time Regular	Library Assistant	3.54
Part-Time Regular	Library Clerk	2.48
Full-Time Regular	Administrative Librarian	1.00
Full-Time Regular	Virtual Services Librarian	1.00
<b>4806 Total</b>		<b>13.86</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>Neighborhood Services</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
Full-Time Regular	Community Engagement Librarian	1.00
Part-Time Regular	Administrative Assistant	1.06
<b>4845 Total</b>		<b>5.59</b>
<b>Library Fund Total</b>		<b>56.38</b>

City of Evanston  
Library Fund (Fund #185)

**Financial Summary**

	2011 Actual	2012 Budget	2012 Estimated Actual	2013 Adopted Budget
<b>Revenue By Source</b>				
Property Taxes	-	4,253,214	4,253,214	4,253,214
Library Fines & Fees	-	150,000	150,000	185,000
Library Material Replacement	-	12,500	12,500	12,500
Copy Machine Charges	-	20,000	20,000	20,000
Meeting Room Fees	-	10,000	10,000	10,000
Non-resident Cards	-	2,460	1,600	1,690
North Branch Rental Income	-	47,325	58,460	59,660
State Per Capita Grant	-	75,900	76,385	76,300
Personal Property Replacement Tax	-	50,200	50,200	50,200
Video Rentals	-	28,000	25,000	-
Book Sales	-	-	60,000	60,000
Fund for Excellence	-	-	100,000	245,000
Transfer from Endowment Income	-	-	125,000	131,250
<b>Total Revenues</b>	<b>-</b>	<b>4,649,599</b>	<b>4,942,359</b>	<b>5,104,814</b>
<b>Expenditures</b>				
Youth Services	-	800,390	791,702	891,720
Adult Services	-	1,579,231	1,552,208	1,535,224
Circulation	-	589,769	592,973	612,892
Neighborhood Services	-	203,336	204,110	360,757
Technical Services	-	473,306	473,747	503,433
Maintenance	-	491,375	488,384	507,517
Administration	-	512,192	514,548	669,377
<b>Total Expenditures</b>	<b>-</b>	<b>4,649,599</b>	<b>4,617,672</b>	<b>5,080,920</b>
<b>Net Surplus (Deficit)</b>	<b>-</b>	<b>-</b>	<b>324,687</b>	<b>23,894</b>
<b>Beginning Fund Balance</b>	<b>-</b>		<b>-</b>	<b>324,687</b>
<b>Fund Balance (Reserved for Capital)</b>				<b>50,000</b>
<b>Ending Fund Balance</b>	<b>-</b>		<b>324,687</b>	<b>298,581</b>

**Notes for Financial Summary**

- The Library Fund was created as part of the FY 2012 Budget.
- The FY 2013 budget includes revenue from the Fund for Excellence, the Library book sales and a transfer from endowment income.

**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 2012 Major Program Objectives**

- Implementation of a comprehensive strategic plan to deliver innovative and effective services over the next three years.
- Partnering with Northwestern University and YOU to implement a digitally-based science, technology, and math learning lab for teens.
- Partnered with Foundation 65 to expand an intensive summer reading program for 2nd graders.
- Working with the City Manager and City Council on the transition to a new governance model.
- Established year-long “Mission Impossible” discussion groups for significant, difficult works of literature.
- Partnered with Youth Job Center on "ABC Boosters" program providing teen reading mentors for children.
- Sought new opportunities to partner with Northwestern University.
- Expanded summer reading programs; 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.

**FY 2013 Department Initiatives**

- Complete the implementation of 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, teens, and adults throughout Evanston in order to foster a love of reading and learning.
- Develop significant new revenue sources through grants and fundraising.
- Administer user satisfaction surveys to assess customer service satisfaction.
- Continuously improve the delivery of courteous and professional library services to all patrons.

<b>Ongoing Activity Measures</b>	<b>2011 Actual</b>	<b>2012 Projected</b>	<b>2013 Projected</b>
Children’s Programs & Attendance	606/16,600	600/16,500	600/16,500
Participants in the Summer Reading Program	1,791	3,000	3,000
Teen Programs & Attendance	118/1,574	126/1,900	125/1,700
Adult Programs & Attendance	566/4,723	390/3,600	600/5,000
Reference and directional questions answered	267,076	252,000	255,000
Patrons using Internet in-house	87,892	90,000	95,000
Items checked out	913,720	895,000	1,000,000
Library visitors	599,707	617,000	625,000
Public meeting rooms bookings	4,408	5,000	5,000
Library donors	681	700	800

	2011 Actual	2012 Budget	2012 Estimate	2013 Approved
<b>4800 LIBRARY FUND</b>				
61010 REGULAR PAY		1,704,458	1,690,400	1,698,099
61012 LIBRARY SUBSTITUTES		12,000	10,500	76,237
61050 PERMANENT PART-TIME		1,077,790	1,072,000	1,114,375
61110 OVERTIME PAY		9,000	8,500	8,700
61210 LONGEVITY		41,951	41,400	39,978
61510 HEALTH INSURANCE		308,468	308,467	318,121
61615 LIFE INSURANCE		452	452	560
61625 AUTO ALLOWANCE		4,980	4,500	4,800
61626 CELL PHONE ALLOWANCE			800	1,200
61630 SHOE ALLOWANCE		390	390	465
61710 IMRF		299,424	289,100	295,407
61725 SOCIAL SECURITY		169,718	168,300	179,003
61730 MEDICARE		39,692	39,550	41,862
62210 PRINTING		1,200	1,800	1,800
62220 BINDING		600	600	600
62225 BLDG MAINTENANCE SERVICES		173,480	173,000	186,970
62235 OFFICE EQUIPMENT MAINT		5,700	5,800	7,000
62245 OTHER EQMT MAINTENANCE		900	900	900
62272 OTHER PROFESSIONAL SERVICES				10,000
62275 POSTAGE CHARGEBACKS		1,500	1,300	1,300
62295 TRAINING AND TRAVEL		5,000	8,500	10,000
62305 RENTAL OF AUTO-FLEET MAINTEN.		2,381	2,381	2,381
62309 RENTAL OF AUTO REPLACEMENT		1,700	1,700	1,700
62315 POSTAGE		9,100	5,000	5,000
62340 COMPUTER LICENSE & SUPPORT				8,000
62341 INTERNET SOLUTION PROVIDERS		218,745	220,500	236,250
62360 MEMBERSHIP DUES		400	475	1,006
62375 RENTALS				40,300
62380 COPY MACHINE CHARGES		12,268	12,268	12,268
62506 WORK-STUDY		4,900	4,900	4,900
64005 ELECTRICITY				5,000
64015 NATURAL GAS		30,000	20,900	17,400
64540 TELECOMMUNICATIONS - WIRELESS		1,000	1,200	1,200
65040 JANITORIAL SUPPLIES		10,700	10,000	10,000
65050 BLDG MAINTENANCE MATERIAL		13,500	19,000	19,500
65085 MINOR EQUIPMENT & TOOLS		300		
65095 OFFICE SUPPLIES		6,000	13,000	17,500
65100 LIBRARY SUPPLIES		17,000	15,200	51,900
65125 OTHER COMMODITIES		718	700	718
65503 FURNITURE/ FIXTURES/ EQUIPMENT				6,000
65630 LIBRARY BOOKS		318,380	318,400	451,700
65635 PERIODICALS		17,000	17,000	18,900
65641 AUDIO VISUAL COLLECTIONS		53,900	53,900	77,800
66025 TRAN.TO DS FUND- ERI DEBT SERV		69,005	68,991	71,986
66030 OTHER INSURANCE CHARGEBACKS		5,898	5,898	5,898
68205 CONTINGENCIES				16,237
<b>4800 LIBRARY FUND</b>		<b>4,649,599</b>	<b>4,617,672</b>	<b>5,080,920</b>

**City of Evanston**

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

**Financial Summary**

	<b>2011 Actual</b>	<b>2012 Adopted Budget</b>	<b>2012 Estimated</b>	<b>2013 Adopted Budget</b>
<b>Revenues</b>				
Grant Amount	288,460	80,000	83,648	-
<b>Total Revenues</b>	<b>288,460</b>	<b>80,000</b>	<b>83,648</b>	<b>-</b>
<b>Expenditures</b>				
HPRP Administration	27,000	-		-
Program Activities	261,460	80,000	83,648	-
<b>Total Expenses</b>	<b>288,460</b>	<b>80,000</b>	<b>83,648</b>	<b>-</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, the City was able to provide assistance in the form of rental and utility payments, moving costs, security deposits, and hotel/motel vouchers. The City had targeted outreach through homeless service agents, not-for-profits, the school districts, and the elected officials. This program helped individuals to regain stability and during the 3-year grant period 150 people in 86 households were provided homeless prevention services and 88 people in 69 households were provided re-housing services.

The HPRP grant was 100% expended and closed in FY 2012.

	2011 Actual	2012 Budget	2012 Estimate	2013 Approved
4900 HPRP GRANTS				
62370 EXPENSE ALLOWANCE	261,460			
63174 CITY OF EVANSTON - ADMIN	<u>27,000</u>	<u>80,000</u>	<u>83,648</u>	<u>-</u>
4900 HPRP GRANTS	288,460	80,000	83,648	-

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
Part-Time Regular	Admin & Compliance Specialist	0.66
<b>5005 TOTAL</b>		<b>2.66</b>
<b>Neighborhood Stabilization Total</b>		<b>2.66</b>

**Financial Summary**

	<b>2011 Actual</b>	<b>2012 Adopted Budget</b>	<b>2012 Estimated Actual</b>	<b>2013 Adopted Budget</b>
<b>Funds Provided</b>				
Grant Proceeds	5,409,752	5,699,363	5,699,363	4,011,917
Program Income	-	1,750,000	1,750,000	-
<b>Total Funds Provided</b>	<b>5,409,752</b>	<b>7,449,363</b>	<b>7,449,363</b>	<b>4,011,917</b>
<b>Expenditures</b>				
Development Activities	5,083,230	6,771,363	6,771,363	3,505,000
Administration	324,612	338,749	338,749	341,622
Transfer to Debt Service	1,910	3,616	3,616	3,905
Transfer to Insurance		15,635	15,635	16,390
Transfer to General Fund		320,000	320,000	145,000
<b>Total Expenditures</b>	<b>5,409,752</b>	<b>7,449,363</b>	<b>7,449,363</b>	<b>4,011,917</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Beginning Fund Balance</b>	-	-	-	-
<b>Ending Fund Balance</b>	-	-	-	-

## City of Evanston

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

#### 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. \$18.15 million in NSP2 funds 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 re-occupancy 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.

#### FY2013 Objectives

1. Complete rehabilitation of approximately 15 units
2. Occupancy of 60 units
3. Completion of homebuyer counseling by 40 households

	<b>2011</b>	<b>2012</b>	<b>2013</b>
<b>Ongoing Activity Measures</b>	<b>Actual</b>	<b>Projected</b>	<b>Projected</b>
Number of total housing units under site control	75	100	100
Number of housing units rehabbed	19	60	21
Number of housing units constructed	0	0	32 *
Number of housing units occupied	2	62	122
Number of households completing homebuyer counseling	12	50	40

\* An additional 32 low to moderate income dwelling units will be under construction at Emerson Square, which combines NSP2, Affordable Housing, TIF, and HOME Funds to leverage \$11.8 million low income housing tax credit and other private and state sources.

	2011 Actual	2012 Budget	2012 Estimate	2013 Approved
<b>5005 NEIGHBORHOOD STABILIZATION PROGRAM</b>				
61010 REGULAR PAY	60,070	132,271	132,271	139,996
61050 PERMANENT PART-TIME		19,215	60,100	73,340
61110 OVERTIME PAY	27,504		8,000	8,000
61210 LONGEVITY	9	420	420	409
61455 REGULAR SALARIES-CHGBK	119,911			
61510 HEALTH INSURANCE	5,432	15,566	15,566	16,322
61615 LIFE INSURANCE	31	69	69	68
61630 SHOE ALLOWANCE		32	32	33
61710 IMRF	7,121	15,525	20,100	23,985
61725 SOCIAL SECURITY	4,629		13,700	12,934
61730 MEDICARE	1,083	2,139	3,000	3,025
62185 OTHER CONSULTING SERVICES	9,653	16,915	57,500	23,400
62205 ADVERTISING			17,000	8,000
62210 PRINTING	18	118,402	5,000	5,000
62275 POSTAGE CHARGEBACKS			250	500
62280 OVERNIGHT MAIL CHARGES	20			
62295 TRAINING & TRAVEL	3,414	16,915	4,000	5,000
62380 COPY MACHINE CHARGES			400	1,000
62481 ACQUISITION/CLOSING COSTS		10,000	6,000	
62482 CONSTRUCTION	2,023,468	2,292,064	3,825,000	2,500,000
62483 DEVELOPER FEES		269,655	500,000	500,000
62484 DISPOSITION	11,046	10,000	15,000	5,000
62486 ACQUISITION COSTS-NSP GRANT	3,059,762	3,235,854	1,730,539	
62488 PRE-CONSTRUCTION		202,241	180,000	150,000
62489 SITE MAINTENANCE		202,241	175,000	150,000
62490 OTHER PROGRAM COSTS	950	10,000	1,000	1,000
62492 SOFT COSTS		539,309	320,000	200,000
62509 SERVICE AGREEMENTS / CONTRACTS	35,580	8,457	35,300	35,000
62750 MEDICAL INS CHGBKS	16,612			
62765 PENSION CONTRIB-CHGBKS	20,290			
65095 OFFICE SUPPLIES	1,239	8,457	500	1,000
66025 TRAN.TO DS FUND- ERI DEBT SERV	1,910	3,616	3,616	3,905
66131 TRANSFER TO GENERAL FUND	-	320,000	320,000	145,000
<b>5005 NEIGHBORHOOD STABILIZATION PROGRAM</b>	<b>5,409,752</b>	<b>7,449,363</b>	<b>7,449,363</b>	<b>4,011,917</b>

City of Evanston

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

**Financial Summary**

	2011 Actual	2012 Budget	2012 Estimated Actual	2013 Adopted Budget
<b>Operating Revenue</b>				
State Allotment	2,195,972	1,900,000	1,900,000	2,125,000
Investment Earnings	615	2,000	2,000	2,000
Miscellaneous Income	-	-	-	-
<b>Total Revenue</b>	<b>2,196,587</b>	<b>1,902,000</b>	<b>1,902,000</b>	<b>2,127,000</b>
<b>Operating Expenses</b>				
Street Resurfacing (2011)	980,941	-	-	-
Street Resurfacing (2012)	-	1,400,000	1,400,000	-
Street Resurfacing (2013)	-	-	-	1,400,000
Transfer to General Fund - Staff Engineering	110,606	132,727	132,727	133,000
Transfer to General Fund - Street Maintenance	586,886	704,263	704,263	700,000
<b>Total Expenditures</b>	<b>1,678,433</b>	<b>2,236,990</b>	<b>2,236,990</b>	<b>2,233,000</b>
<b>Net Surplus (Deficit)</b>	<b>518,154</b>	<b>(334,990)</b>	<b>(334,990)</b>	<b>(106,000)</b>
<b>Beginning Fund Balance</b>	682,090		1,200,244	865,254
<b>Ending Fund Balance</b>	1,200,244		865,254	759,254

**Performance Report on FY2012 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 2012:**

<u>STREET</u>	<u>FROM</u>	<u>TO</u>
Dodge Avenue	Emerson Street	Simpson 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
Lee Street	Hinman Avenue	Judson Avenue
Lyons Street	Dodge Avenue	Dead End East
Washington Avenue	Asbury Avenue	Ridge Avenue

**FY2013 Department Initiatives**

The following street resurfacing projects are scheduled for the MFT Fund in 2013:

<u>STREET</u>	<u>FROM</u>	<u>TO</u>
Greenleaf Street	Chicago Avenue	Hinman Avenue
Lee Street	Michigan Avenue	Sheridan Road
Forest Avenue	Keeney Street	Kedzie Street
Lake Street	Elmwood Avenue	Sherman Avenue
Sherman Avenue	Greenwood Street	Lake Street
Oak Avenue	Greenleaf Street	Crain Street
Elinor Place	Ashland Avenue	Wesley Avenue
McDaniel Avenue	Church Street	Lyons Street
Princeton Avenue	Central Street	Dead End North
Forest View Road	Grant Street	Colfax Street
Washington Street	Ridge Avenue	Chicago Avenue
Washington Street	Dewey Avenue	Asbury Avenue

	2011	2012	2012	2013
	Actual	Budget	Estimate	Approved
<b>5100 MOTOR FUEL TAX</b>				
62720 TRNF TO GF - STREET MAINT	586,886			
65515 OTHER IMPROVEMENTS	980,941	1,400,000	1,400,000	1,400,000
66131 TRANSFER TO GENERAL FUND		836,990	836,990	833,000
66136 TRAN TO GF- ENGINEER.SERVICES	110,606			
<b>5100 MOTOR FUEL TAX</b>	<b>1,678,433</b>	<b>2,236,990</b>	<b>2,236,990</b>	<b>2,233,000</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 2013 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>2011 Actual</b>	<b>2012 Budget</b>	<b>2012 Estimated Actual</b>	<b>2013 Adopted Budget</b>
Landline Surcharge Revenue	511,586	617,400	600,000	617,400
Wireless Surcharge Revenue	383,844	416,160	400,000	416,160
Interest	296	1,000	800	1,000
<b>Total Revenue</b>	<b>895,726</b>	<b>1,034,560</b>	<b>1,000,800</b>	<b>1,034,560</b>
<b>Expenditures</b>				
Operating Expense	689,784	847,415	775,518	891,122
Transfer to General Fund	125,868	125,950	125,950	125,950
Transfer to Insurance Fund	-	95,095	106,208	98,993
Transfer to Debt Service	-	10,385	10,385	11,215
Capital Replacement	164,146	188,000	195,056	120,000
<b>Total Expenditures</b>	<b>979,798</b>	<b>1,266,845</b>	<b>1,213,117</b>	<b>1,247,280</b>
<b>Net Surplus (Deficit)</b>	<b>(84,072)</b>	<b>(232,285)</b>	<b>(212,317)</b>	<b>(212,720)</b>
<b>Beginning Fund Balance</b>	1,394,832		1,310,760	1,098,443
<b>Ending Fund Balance</b>	1,310,760		1,098,443	935,723

**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.

	2011	2012	2012	2013
	Actual	Budget	Estimate	Approved
<b>5150 EMERGENCY TELEPHONE SYSTEM</b>				
61010 REGULAR PAY	292,713	373,613	370,600	391,764
61062 SPECIAL EVENT SALARIES	1,217	5,000	3,000	5,000
61110 OVERTIME PAY	3,080	3,000	2,000	3,000
61111 HIREBACK OT	569			
61210 LONGEVITY	4,556	8,019	6,800	8,816
61420 ANNUAL SICK LEAVE PAYOUT		4,500	3,700	4,500
61425 ANNUAL HOLIDAY PAYOUT		3,000		3,000
61510 HEALTH INSURANCE	74,653	77,419	88,500	81,314
61615 LIFE INSURANCE	183	228	260	231
61635 UNIFORM ALLOWANCE	1,350	1,350	1,350	1,350
61710 IMRF	27,779	44,651	39,000	45,386
61725 SOCIAL SECURITY	17,862	23,246	23,000	24,400
61730 MEDICARE	4,178	5,437	5,400	5,706
62225 BLDG MAINTENANCE SERVICES		5,000	3,500	5,000
62295 TRAINING & TRAVEL	2,071	7,500	3,000	7,500
62360 MEMBERSHIP DUES	796	900	800	900
62509 SERVICE AGREEMENTS / CONTRACTS	132,378	199,300	167,668	216,000
62680 TRANSFER TO GF-DATA PROC	52,479			
62685 REIMB. GF FOR ADMIN. EXP	52,479			
64505 TELECOMMUNICATIONS - CARRIER L	74,176	86,000	80,200	86,000
64540 TELECOMMUNICATIONS - WIRELESS	39,157	47,200	50,700	53,100
65020 CLOTHING	241	1,200	700	1,200
65035 PETROLEUM PRODUCTS	589	800	600	800
65085 MINOR EQUIPMENT & TOOLS	11,674	19,200	11,700	19,200
65095 OFFICE SUPPLIES	564	1,500	800	1,500
65620 OFFICE MACH. & EQUIP.		2,000	1,000	2,000
65625 FURNITURE, FIXTURE & EQUIPMENT	164,145	188,000	195,056	120,000
66020 TRANSFERS TO OTHER FUNDS	14,540			
66025 TRAN.TO DS FUND- ERI DEBT SERV	6,370	10,385	10,385	11,215
66130 TRANSFER TO INSURANCE FUND		17,448	17,448	17,448
66131 TRANSFER TO GENERAL FUND		125,950	125,950	125,950
68205 CONTINGENCIES		5,000		5,000
<b>5150 EMERGENCY TELEPHONE SYSTEM</b>	<b>979,798</b>	<b>1,266,845</b>	<b>1,213,117</b>	<b>1,247,280</b>

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

**Financial Summary**

	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2012 Estimated Actual</b>	<b>2013 Adopted Budget</b>
<b>Revenue By Source</b>				
Property Tax Revenue	214,614	398,000	370,000	370,000
Investment Income	30	-	-	-
<b>Total Revenues</b>	<b>214,644</b>	<b>398,000</b>	<b>370,000</b>	<b>370,000</b>
<b>Expenditures</b>				
Professional Fees (Downtown Evanston)	388,000	398,000	398,000	370,000
<b>Total Expenditures</b>	<b>388,000</b>	<b>398,000</b>	<b>398,000</b>	<b>370,000</b>
<b>Net Surplus (Deficit)</b>	<b>(173,356)</b>	<b>-</b>	<b>(28,000)</b>	<b>-</b>
<b>Beginning Fund Balance</b>	112,325		(61,031)	(89,031)
<b>Ending Fund Balance</b>	(61,031)		(89,031)	(89,031)

**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.

	2011	2012	2012	2013
	Actual	Budget	Estimate	Approved
5160 SPECIAL SERVICE DIST #4				
62517 SPECIAL SERVICE AREA AGREEMENT	388,000	398,000	398,000	370,000
5160 SPECIAL SERVICE DIST #4	388,000	398,000	398,000	370,000

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 2013 Position FTE</b>
Full-Time Regular	Housing and Grant Administrator	0.50
Full-Time Regular	Financial Analyst	0.25
Full-Time Regular	Neighborhood Planner	0.75
<b>5170 Total</b>		<b>1.50</b>
<b>Community Development Block Grant Fund Total</b>		<b>1.50</b>

**Financial Summary**

	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2012 Estimated Actual</b>	<b>2013 Adopted Budget</b>
<b>Funds Provided</b>				
Annual Entitlement	1,754,755	1,490,500	1,587,062	1,540,000
Funds reallocated from prior years	-	65,693	65,693	33,100
Miscellaneous	5,302	-	-	-
Program Income	-	140,000	134,500	352,000
<b>Total Funds Provided</b>	<b>1,760,057</b>	<b>1,696,193</b>	<b>1,787,255</b>	<b>1,925,100</b>
<b>Expenditures</b>				
CDBG Administration/Planning	341,962	232,382	316,000	195,522
Development Activities	1,418,095	432,000	432,000	612,500
Capital Projects	-	255,000	255,000	494,800
Transfers to General Fund	-	776,811	737,432	781,278
<b>Total Expenditures</b>	<b>1,760,057</b>	<b>1,696,193</b>	<b>1,740,432</b>	<b>2,084,100</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>-</b>	<b>-</b>	<b>46,823</b>	<b>46,823</b>
<b>Beginning Fund Balance</b>	422,799		422,799	469,622
<b>Ending Fund Balance</b>	422,799		469,622	516,445

2013 budget and allocations are estimates based on prior year and will be updated following receipt of the City's 2013 CDBG grant. The City's 2012 CDBG grant was larger than estimated and accounts for the 2012 surplus.

**Performance Report on FY2012 Major Program Objectives**

Thirty-two programs and projects were funded in FY 2012 and four projects/programs funded in prior years continue to be implemented. Staff submitted the 2011 CAPER (Consolidated Plan Annual Performance and Evaluation Report) covering Evanston's use of CDBG, HOME and ESG funds, the Contractor-Subcontractor Reports and Semi-Annual Labor Reports 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.

#### **2013 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 sub-recipients, 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 sub-recipients 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.

		2011	2012	2012	2013
		Actual	Budget	Estimate	Approved
5170	CDBG				
61010	REGULAR PAY	91,554	97,767	164,078	101,522
61050	PERMANENT PART-TIME	13,689	21,521	32,433	20,068
61060	OVERTIME-CHGBK	3,404			
61110	OVERTIME PAY	20,264	12,486	16,162	10,000
61210	LONGEVITY	1,293	1,259	1,985	1,228
61455	REGULAR SALARIES-CHGBJ	475,508			
61510	HEALTH INSURANCE	11,973	10,549	20,260	12,536
61615	LIFE INSURANCE	65	231	81	50
61630	SHOE ALLOWANCE	130	98	158	98
61710	IMRF	12,333	11,586	22,489	13,915
61725	SOCIAL SECURITY	8,087	7,902	13,138	8,129
61730	MEDICARE	1,894	1,848	3,072	1,901
62185	OTHER CONSULTING SERVICES	14,760			
62190	HOUSING REHAB SERVICES	17			
62205	ADVERTISING	1,724	1,200	1,617	1,000
62210	PRINTING	36			
62265	HEALTHCARE COSTS - WC	99			
62275	POSTAGE CHARGEBACKS	337	1,000	2,263	1,400
62285	COURIER CHARGES	122	500	485	300
62295	TRAINING & TRAVEL	776	1,000	1,616	1,000
62305	RENTAL OF AUTO-FLEET MAINTEN.	5,147			
62309	RENTAL OF AUTO REPLACEMENT	1,709			
62345	COURT COST/LITIGATION	180			
62360	MEMBERSHIP DUES	100			
62380	COPY MACHINE CHARGES	530	1,000	2,424	1,500
62490	OTHER PROGRAM COSTS	392,548	727,276	432,000	612,500
62750	MEDICAL INSURANCE-CHGBK	80,213			
62765	PENSION CONTRIBUTION-CHGBCKS	90,546			
62770	MISCELLANEOUS	10,902			
62800	F/J LOCKER ROOMS	29,205			
62825	SOUTH EVANSTON NEIGHB SEC	5,100			
62875	ADAPTIVE DEVICES	225			
62905	ENAW / MINOR SERVICES	91,264			
62926	HAITIAN CONGRESS	3,046			
62935	EV COMMUNITY DEFENDER	32,483			
62939	EVANSTON REBUILDING WAREHOUSE	25,000			
62940	LEGAL ASSIST FOUNDATION	7,827			
62945	YOUTH JOB CENTER OF EV.	39,290			
62955	YWCA Domestic Violence Prog.	31,540			
62960	EEAC Job Counselor	1,960			
62961	1817 CHURCH STREET	3,369			
62962	ADAPTIVE EQUIPMENT FOR DISABLE	214			
62966	TECHNOLOGY INNOVATION CENTER	25,000			
62970	Connections for Homeless	3,480			
62980	NORTH SHORE SENIOR CENTER	19,568			
62985	INTERFAITH HOUSING CENTER	12,176			
62995	FAMILY FOCUS CENTER REHAB	46,432			
63045	SUMMER YOUTH EMPLOYMENT	60,879			
63095	HANDYMAN PROGRAM	11,992			
63120	MEALS AT HOME	11,306			
63125	OPEN STUDIO PROJECT	3,480			
64540	TELECOMMUNICATIONS - WIRELESS	2,974			

	2011	2012	2012	2013
	Actual	Budget	Estimate	Approved
65010 BOOKS PUBLICATIONS MAPS	70	500		
65050 BLDG MAINTENANCE MATERIAL	134			
65085 MINOR EQUIPMENT & TOOLS	317			
65095 OFFICE SUPPLIES	2,288	1,000	808	500
65515 OTHER IMPROVEMENTS			255,000	494,800
66020 TRANSFERS TO OTHER FUNDS	14,540			
66025 TRAN.TO DS FUND- ERI DEBT SERV	17,566	2,711	4,732	2,928
66130 TRANSFER TO INSURANCE FUND		17,448	28,199	17,448
66131 TRANSFER TO GENERAL FUND		776,811	737,432	781,278
67030 FAMILY FOCUS	17,394			
68205 CONTINGENCIES		500		
5170 CDBG	1,760,057	1,696,193	1,740,432	2,084,100

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

**Financial Summary**

	2011 Actual	2012 Budget	2012 Estimated Actual	2013 Adopted Budget
<b>Funds Provided:</b>				
Intergovernmental Revenue	4,800	-	-	-
Program Income	-	9,000	9,000	9,000
Interest Income	1,018	-	-	-
<b>Total Revenues</b>	<b>5,818</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
<b>Expenditures</b>				
Program Expenses	8,460	20,000	20,000	20,000
Transfer to CDBG	-	-	-	-
Development Activities	-	-	-	-
<b>Total Expenditures</b>	<b>8,460</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>(2,642)</b>	<b>(11,000)</b>	<b>(11,000)</b>	<b>(11,000)</b>
<b>Beginning Fund Balance</b>	2,004,722		2,002,080	1,991,080
<b>Ending Fund Balance</b>	2,002,080		1,991,080	1,980,080

**Description of Major Activities**

The CD Loan Fund is a revolving loan fund. Its purpose 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. In addition, it funds title transfer loans for income eligible homeowners to demolish unsafe garages and dangerous trees. Funds may also be used for the Self-Help Paint program, which provides small grants for paint and supplies for income eligible homeowners to correct code violations and improve the appearance of their homes. This fund was established with HUD approval using Community Development Block Grant funds. Principal and interest payments from loans are returned to the Revolving Loan fund and used for additional eligible projects. As of December 31, 2011, there were 18 amortized and 72 title transfer loans in the portfolio.

	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2012 Estimate</b>	<b>2013 Approved</b>
<b>5280 CD LOAN</b>				
<b>65535 REHAB LOANS</b>	<u>8,460</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
<b>5280 CD LOAN</b>	<b>8,460</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>

**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 2013 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>2011 Actual</b>	<b>2012 Budget</b>	<b>2012 Estimated Actual</b>	<b>2013 Adopted Budget</b>
<b>Operating Revenue:</b>				
Hotel Tax	1,440,739	1,600,000	1,500,000	1,600,000
Amusement Tax	241,767	300,000	300,000	300,000
Howard-Ridge Loan Repayment	-	48,500	48,500	48,500
Investment Income	179	8,000	500	800
<b>Total Revenues</b>	<b>1,682,685</b>	<b>1,956,500</b>	<b>1,849,000</b>	<b>1,949,300</b>
<b>Operating Expenditures:</b>				
Economic Development Activities	1,541,021	1,802,825	1,722,576	1,830,209
Capital Projects	-	160,000	28,000	3,500
Transfer to Debt Service	-	12,752	12,752	13,771
Transfer to Insurance Fund	-	75,334	75,334	67,416
Transfers to General Fund	377,256	452,707	452,707	452,707
<b>Total Expenditures</b>	<b>1,918,277</b>	<b>2,503,618</b>	<b>2,291,369</b>	<b>2,367,603</b>
<b>Net Surplus (Deficit)</b>	<b>(235,592)</b>	<b>(547,118)</b>	<b>(442,369)</b>	<b>(418,303)</b>
<b>Beginning Fund Balance</b>	<b>2,423,201</b>		<b>2,187,609</b>	<b>1,745,240</b>
<b>Ending Fund Balance</b>	<b>2,187,609</b>		<b>1,745,240</b>	<b>1,326,937</b>

**Description of Major Activities**

The Economic Development Fund provides support for the implementation of the City Council adopted Economic Development Plan; funding for the City's economic development initiatives as well as staff, consulting services, and marketing efforts needed to support these activities. In addition, the Economic Development Fund is a resource for business assistance, in the form of loans and grants, particularly in areas outside of the seven TIF Districts.

# CITY OF EVANSTON

## Economic Development Fund (Fund #225)

### FY 2013 Objectives

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

<b>Ongoing Activity Measures</b>	<b>FY2011 Actual</b>	<b>FY2012 Projection</b>	<b>FY2013 Projection</b>
Number of new businesses located in Evanston	50	10	75
Number of business expansions	7	8	10
Number of new permanent jobs created	231	20	250
Number of new seasonal/temporary jobs created	97	20	125
Number of business visits (exclusive of meetings)	70	200	200

	2011	2012	2012	2013
	Actual	Budget	Estimate	Approved
<b>5300 ECONOMIC DEVELOPMENT</b>				
61010 REGULAR PAY	322,291	468,569	468,569	501,675
61055 TEMPORARY EMPLOYEES	2,484			
61060 SEASONAL EMPLOYEES	17,176	15,000		15,000
61110 OVERTIME PAY	21,633	20,000	30,000	20,000
61510 HEALTH INSURANCE	36,475	57,379	57,379	49,747
61615 LIFE INSURANCE	101	507	507	221
61626 CELL PHONE ALLOWANCE	2,665	3,216	3,216	3,888
61630 SHOE ALLOWANCE	325	390	390	310
61710 IMRF	33,127	54,823	54,823	56,840
61725 SOCIAL SECURITY	22,269	30,982	30,982	33,215
61730 MEDICARE	5,208	7,246	7,246	7,681
62136 REDEVELOPMENT CONSULTING SVCS	10,806	122,500	122,500	75,000
62185 OTHER CONSULTING SERVICES	14,333	85,000	85,000	75,000
62210 PRINTING	162			
62275 POSTAGE CHARGEBACKS	21	400	500	400
62280 OVERNIGHT MAIL CHARGES	262	200	200	200
62285 COURIER CHARGES		250		250
62295 TRAINING AND TRAVEL	11,891	8,500	8,500	8,500
62315 POSTAGE	30			
62345 COURT COST/LITIGATION	3			
62346 REAL ESTATE TAX PMNT- COUNTY	23,545			
62360 MEMBERSHIP DUES	3,325	12,000	12,000	12,000
62380 COPY MACHINE CHARGES	586			
62490 OTHER PROGRAM COSTS	24,589	15,000	15,000	16,000
62509 SERVICE AGREEMENTS / CONTRACTS	26,752	65,500	65,500	65,500
62659 ECO.DEV.PARTNERSHIP CONTRIBUT.	140,564	280,000	280,000	290,500
62660 BUSI.ATTRactions/EXPANSION INV	577,663	500,000	500,000	500,000
65010 BOOKS, PUBLICATIONS, MAPS	93	500	400	500
65025 FOOD	176			
65095 OFFICE SUPPLIES	633	750	750	750
65522 BUSINESS DISTRICT IMPROVEMENTS	182,976	147,000	37,000	147,000
65625 FURNITURE, FIXTURE & EQUIPMENT	35,449	125,000	28,000	3,500
66020 TRANSFERS TO OTHER FUNDS	14,540			
66025 TRAN.TO DS FUND- ERI DEBT SERV	8,870	12,752	12,752	13,771
66130 TRANSFER TO INSURANCE FUND		17,448	17,448	17,448
66131 TRANSFER TO GENERAL FUND	377,256	452,707	452,707	452,707
<b>5300 ECONOMIC DEVELOPMENT</b>	<b>1,918,277</b>	<b>2,503,618</b>	<b>2,291,369</b>	<b>2,367,603</b>

City of Evanston  
 Neighborhood Improvement (Fund #235)

**Financial Summary**

	2011 Actual	2012 Budget	2012 Estimated Actual	2013 Adopted Budget
<b>Revenues:</b>				
Taxes	20,000	20,000	20,000	20,000
Transfer From Other Funds	-	-	-	-
Investment income	-	-	-	-
<b>Total Revenue</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>Expenditures</b>				
Program Expenses	-	50,000	-	50,000
Transfer to Other Funds	-	-	-	-
<b>Total Expenditures</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>50,000</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>20,000</b>	<b>(30,000)</b>	<b>20,000</b>	<b>(30,000)</b>
<b>Beginning Fund Balance</b>	89,915		109,915	129,915
<b>Ending Fund Balance</b>	109,915		129,915	99,915

**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.

The expense budgeted for 2013 is for potential Main Street Commons neighborhood.

	2011 Actual	2012 Budget	2012 Estimate	2013 Appproved
5360 NEIGHBORHOOD IMPROVEMENT				
62490 OTHER PROGRAM COSTS		50,000		50,000
5360 NEIGHBORHOOD IMPROVEMENT		50,000		50,000

City of Evanston  
HOME (Fund #240)

**Financial Summary**

	2011 Actual	2012 Budget	2012 Estimated Actual	2013 Adopted Budget
<b>Funds Provided</b>				
Intergovernmental Revenue	175,068	500,000	1,085,358	797,400
Program Income	6,030	10,000	-	-
<b>Total Funds Provided</b>	<b>181,098</b>	<b>510,000</b>	<b>1,085,358</b>	<b>797,400</b>
<b>Expenditures</b>				
Administration/Planning	-	4,000	500	4,000
CHDO Operating	-	-	-	-
Development Activities	97,011	600,000	1,025,400	765,000
Transfers to General Fund	-	59,958	59,958	28,400
<b>Total Expenditures</b>	<b>97,011</b>	<b>663,958</b>	<b>1,085,858</b>	<b>797,400</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>84,087</b>	<b>(153,958)</b>	<b>(500)</b>	<b>-</b>
<b>Beginning Fund Balance</b>	2,636,531		2,720,618	2,720,118
<b>Ending Fund Balance</b>	2,720,618		2,720,118	2,720,118

**Notes on Financial Summary:**

Congress has not yet appropriated 2013 HOME funding, so grant amount is an estimate. Restricted fund balance above consists of notes receivable for loans issued through the HOME program

Please note that all fund balance amounts refer to loans receivable / forgivable and this fund maintains a minimal cash balance.

**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/or rehabilitation of existing residential units;
2. Fund new construction of affordable housing;
3. Fund down payment assistance forgivable loans for households with incomes ≤ 80% of area median income;
4. Fund Tenant Based Rental Assistance (TBRA).

**FY 2013 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.

Ongoing Activity Measures	2011 Actual	2012 Projected	2013 Projected
Number of housing units acquired and/or rehabbed	11	21	35
Number of households helped with Tenant Based Rental Assistance	0	0	15
Number of households helped with Down Payment	0	3	0

		2011	2012	2012	2013
		Actual	Budget	Estimate	Approved
<b>5430 HOME FUND</b>					
62185	OTHER CONSULTING SERVICES	1,916	2,000		2,000
62295	TRAINING & TRAVEL	2,873	2,000	500	2,000
65535	REHAB LOANS	92,222	600,000	1,025,400	765,000
66131	TRANSFER TO GENERAL FUND		59,958	59,958	28,400
<b>5430 HOME FUND</b>		<u>97,011</u>	<u>663,958</u>	<u>1,085,858</u>	<u>797,400</u>

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

**Financial Summary**

	2011 Actual	2012 Budget	2012 Estimated Actual	2013 Adopted Budget
<b>Revenue By Source</b>				
Interest on Investments	245	125	228	228
Demolition Taxes	20,000	-	-	-
Developer Contributions	2,000	125,000	155,000	155,000
Rehab Repayments	-	-	-	-
Misc.	11,357	-	-	-
<b>Total Revenues</b>	<b>33,602</b>	<b>125,125</b>	<b>155,228</b>	<b>155,228</b>
<b>Expenditures</b>				
Housing - Buildings	-	166,600	43,200	227,800
Down Payment Assistance	47,152	-	-	-
Transfer to General Fund	19,992	23,990	23,990	23,990
Housing Related Services	7,094	40,000	27,250	46,000
<b>Total Expenditures</b>	<b>74,238</b>	<b>230,590</b>	<b>94,440</b>	<b>297,790</b>
<b>Net Surplus (Deficit)</b>	<b>(40,636)</b>	<b>(105,465)</b>	<b>60,788</b>	<b>(142,562)</b>
<b>Beginning Fund Balance</b>	2,299,153		2,258,517	2,319,305
<b>Ending Fund Balance</b>	2,258,517		2,319,305	2,176,743

**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. Providing funds for a comprehensive tenant/landlord program through the Interfaith Housing Center of the Northern Suburbs;
2. Providing funds for the acquisition, rehabilitation, and new construction of affordable housing;
3. Providing funding support for the Homeless Management Information System (HMIS);
4. Providing funding support for transitional housing, housing education, and related services;
5. Providing local match funds for Federal housing grants where appropriate;
6. Funding critical housing initiatives which are not eligible for Federal HOME funds.

		2011	2012	2012	2013
		Actual	Budget	Estimate	Approved
5465	AFFORDABLE HOUSING				
62490	OTHER PROGRAM COSTS	47,152			
62685	REIMB. GF FOR ADMIN. EXP	19,992			
62770	MISCELLANEOUS		40,000	27,250	46,000
65510	BUILDINGS		166,600	43,200	227,800
66061	FAMILIES IN TRANSITION	7,094			
66131	TRANSFER TO GENERAL FUND		23,990	23,990	23,990
5465	AFFORDABLE HOUSING	74,238	230,590	94,440	297,790

City of Evanston

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

**Financial Summary**

	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2012 Estimated Actual</b>	<b>2013 Adopted Budget</b>
Revenues:				
Net Property Tax Increment	3,326,012	5,073,000	4,600,000	4,600,000
Interest Income	6,708	25,000	25,000	25,000
<b>Total Revenue</b>	<b>3,332,720</b>	<b>5,098,000</b>	<b>4,625,000</b>	<b>4,625,000</b>
Expenditures:				
Series 1997 (refunded by 1999 & 2008D) Principal	325,000	405,000	405,000	425,000
Series 1997 (refunded by 1999 & 2008D) Interest	118,200	100,650	100,650	78,376
Contributions to Other Agencies	-	800,000	-	-
Economic Development Projects	-	500,000	250,000	1,250,000
Capital Improvements	-	2,536,000	1,974,000	2,836,000
Contractual Services	113,212	35,000	35,000	145,000
Transfer to Parking Fund (for Sherman Garage debt)	3,419,636	3,876,726	3,876,726	3,631,350
Transfer to General Fund	325,000	325,000	325,000	331,000
<b>Total Expenditures</b>	<b>4,301,048</b>	<b>8,578,376</b>	<b>6,966,376</b>	<b>8,696,726</b>
<b>Net Surplus (Deficit)</b>	<b><u>(968,328)</u></b>	<b><u>(3,480,376)</u></b>	<b><u>(2,341,376)</u></b>	<b><u>(4,071,726)</u></b>
<b>Beginning Fund Balance</b>	9,162,676		8,194,348	5,852,972
<b>Ending Fund Balance</b>	8,194,348		5,852,972	1,781,246

**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.

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 \$2,500,000 worth of infrastructure projects were approved as outlined in the FY2012 CIP (amended 6/11/12) and approximately \$500,000 was reserved for Economic Development Projects (general, unspecified). In addition, in FY 2013, \$2,886,000 of infrastructure projects are included in the CIP and approximately \$1,250,000 is reserved for Economic Development projects.

	2011	2012	2012	2013
	Actual	Budget	Estimate	Approved
<b>5470 WASHINGTON NATIONAL TIF</b>				
62605 OTHER CHARGES		535,000	285,000	1,395,000
62665 CONTRIB TO OTHER AGENCIES		800,000		
62685 REIMB. GF FOR ADMIN. EXP	325,000			
65515 OTHER IMPROVEMENTS	113,212	2,536,000	1,974,000	2,836,000
66020 TRANSFERS TO OTHER FUNDS	3,419,636	3,876,726	3,876,726	3,631,350
66131 TRANSFER TO GENERAL FUND		325,000	325,000	331,000
68305 DEBT SERVICE-PRINCIPAL	325,000	405,000	405,000	425,000
68315 DEBT SERVICE-INTEREST	118,200	100,650	100,650	78,376
<b>5470 WASHINGTON NATIONAL TIF</b>	<b>4,301,048</b>	<b>8,578,376</b>	<b>6,966,376</b>	<b>8,696,726</b>

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

**Financial Summary**

	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2012 Estimated Actual</b>	<b>2013 Adopted Budget</b>
<b>Revenue By Source</b>				
Net Property Taxes	263,566	428,756	428,756	448,875
Interest Income	34	-	-	-
<b>Total Revenue</b>	<b>263,600</b>	<b>428,756</b>	<b>428,756</b>	<b>448,875</b>
<b>Expenditures</b>				
Series 2002C Bonds Principal	-	325,000	325,000	340,000
Series 2002C Bonds Interest	53,853	98,232	98,232	78,816
General Management Support	-	-	-	-
<b>Total Expenditures</b>	<b>53,853</b>	<b>423,232</b>	<b>423,232</b>	<b>418,816</b>
<b>Net Surplus (Deficit)</b>	<b>209,747</b>	<b>5,524</b>	<b>5,524</b>	<b>30,059</b>
<b>Beginning Fund Balance</b>	238,422		448,169	453,693
<b>Ending Fund Balance</b>	448,169		453,693	483,752

**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.

The City issued Series 2012A Bonds in July 2012. Part of the proceeds were used to retire 2002C Bonds, which were used to retire Series 1995 and Series 1996 SSA #5 Bonds.

	2011	2012	2012	2013
	Actual	Budget	Estimate	Approved
5480 SSD #5 DEBT SERVICE FUND				
68305 DEBT SERVICE-PRINCIPAL		325,000	325,000	340,000
68315 DEBT SERVICE-INTEREST	53,853	98,232	98,232	78,816
5480 SSD #5 DEBT SERVICE FUND	53,853	423,232	423,232	418,816

City of Evanston

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

**Financial Summary**

	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2012 Estimated Actual</b>	<b>2013 Adopted Budget</b>
<b>Revenue By Source</b>				
Net Property Tax Increment	641,140	1,073,000	1,150,000	1,100,000
Interest Income	<u>1,826</u>	<u>5,000</u>	<u>10,000</u>	<u>10,000</u>
<b>Total Revenue</b>	<b>642,966</b>	<b>1,078,000</b>	<b>1,160,000</b>	<b>1,110,000</b>
<b>Expenditures</b>				
1994 & 1996 Bonds (refunded by 1999 and then 2008D bonds) Principal	570,000	605,000	605,000	645,000
1994 & 1996 Bonds (refunded by 1999 and then 2008 D bonds) Interest	141,058	109,603	109,603	75,611
Surplus Distribution	-	1,300,000	1,000,000	1,000,000
Capital Projects	-	1,500,000	100,000	1,400,000
Other Expenses	1,200	-	1,738	500,000
Operating Transfer to General Fund	<u>141,600</u>	<u>141,600</u>	<u>141,600</u>	<u>144,400</u>
<b>Total Expenditures</b>	<b>853,858</b>	<b>3,656,203</b>	<b>1,957,941</b>	<b>3,765,011</b>
<b>Net Surplus (Deficit)</b>	<b><u>(210,892)</u></b>	<b><u>(2,578,203)</u></b>	<b><u>(797,941)</u></b>	<b><u>(2,655,011)</u></b>
<b>Beginning Fund Balance</b>	5,211,765		5,000,873	4,202,932
<b>Ending Fund Balance</b>	5,000,873		4,202,932	1,547,921

**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.

	2011 Actual	2012 Budget	2012 Estimate	2013 Approved
<b>5500 HOWARD-HARTREY TIF D S</b>				
62605 OTHER CHARGES	1,200		1,738	500,000
62665 CONTRIB TO OTHER AGENCIES		1,300,000	1,000,000	1,000,000
62685 REIMB. GF FOR ADMIN. EXP	141,600			
65515 OTHER IMPROVEMENTS		1,500,000	100,000	1,400,000
66131 TRANSFER TO GENERAL FUND		141,600	141,600	144,400
68305 DEBT SERVICE-PRINCIPAL	570,000	605,000	605,000	645,000
68315 DEBT SERVICE-INTEREST	<u>141,058</u>	<u>109,603</u>	<u>109,603</u>	<u>75,611</u>
<b>5500 HOWARD-HARTREY TIF D S</b>	<b>853,858</b>	<b>3,656,203</b>	<b>1,957,941</b>	<b>3,765,011</b>

City of Evanston

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

**Financial Summary**

	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2012 Estimated Actual</b>	<b>2013 Adopted Budget</b>
<b>Revenue By Source</b>				
Net Property Tax Increment	212,489	470,000	465,000	465,000
Interest Income	31	500	100	100
<b>Total Revenue</b>	<b>212,520</b>	<b>470,500</b>	<b>465,100</b>	<b>465,100</b>
<b>Expenditures</b>				
Economic Development Activities	700,000	-	-	-
Capital Improvement Projects	-	580,000	-	580,000
Operating Transfer to General Fund	24,100	28,920	28,920	29,500
<b>Total Expenditures</b>	<b>724,100</b>	<b>608,920</b>	<b>28,920</b>	<b>609,500</b>
<b>Net Surplus (Deficit)</b>	<b>(511,580)</b>	<b>(138,420)</b>	<b>436,180</b>	<b>(144,400)</b>
<b>Beginning Fund Balance</b>	397,497		(114,083)	322,097
<b>Ending Fund Balance</b>	(114,083)		322,097	177,697

**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 FY2013, the Cleveland Street Sewer Extension Rehabilitation project is included in the CIP and will be funded out of the Southwest TIF.

	2011	2012	2012	2013
	Actual	Budget	Estimate	Approved
5540 SOUTHWEST TIF DEBT SERVICE				
62665 CONTRIB TO OTHER AGENCIES	700,000			
62685 REIMB. GF FOR ADMIN. EXP	24,100			
65515 OTHER IMPROVEMENTS		580,000		580,000
66131 TRANSFER TO GENERAL FUND		28,920	28,920	29,500
5540 SOUTHWEST TIF DEBT SERVICE	<u>724,100</u>	<u>608,920</u>	<u>28,920</u>	<u>609,500</u>

City of Evanston

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

	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2012 Estimated Actual</b>	<b>2013 Adopted Budget</b>
Series 2005- Principal SAF	-	20,000	20,000	20,000
Series 2005- Interest SAF	-	18,500	18,500	17,500
Series 2006- Principal SAF	-	50,000	50,000	50,000
Series 2006- Interest SAF	-	10,576	10,576	8,526
Series 2007 - Principal SAF	-	35,000	35,000	35,000
Series 2007 - Interest SAF	-	35,320	35,320	33,920
Series 2008C - Principal SAF	-	18,400	18,400	19,000
Series 2008C - Interest SAF	-	20,300	20,300	19,702
General Management and Support	17,529	5,000	5,000	5,000
Bond Issuance Costs	-	60,000	60,000	60,000
Fiscal Agent Fees	79,156	8,000	8,000	10,000
<b>Total Expenditures</b>	<b>12,994,882</b>	<b>13,122,403</b>	<b>13,117,928</b>	<b>13,824,528</b>
<b>Net Surplus (Deficit)</b>	<b>(2,680,044)</b>	<b>(183,499)</b>	<b>(306,898)</b>	<b>(734,135)</b>
<b>Beginning Fund Balance</b>	5,309,064		2,629,020	2,322,122
<b>Ending Fund Balance</b>	2,629,020		2,322,122	1,587,987

**Description of Major Activities**

The budgeted property tax revenue for FY2013 is on the cash basis and represents the 2012 levy, which will primarily be received in calendar year 2013. The FY2013 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.

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

**Financial Summary**

	2011 Actual	2012 Budget	2012 Estimated Actual	2013 Adopted Budget
<b>Revenue By Source</b>				
Net Property Taxes	479,036	862,000	500,000	500,000
Bond Proceeds	-	-	900,000	-
Interest Income	100	400	400	400
Miscellaneous	17,618	-	-	-
<b>Total Revenue</b>	<b>496,754</b>	<b>862,400</b>	<b>1,400,400</b>	<b>500,400</b>
<b>Expenditures</b>				
Economic Development Projects	27,552	300,000	-	-
Capital Improvements	-	900,000	100,000	800,000
Developer Agreement Payments	-	668,836	609,000	610,000
Repayment to Ec Dev Fund	-	48,500	48,500	48,500
Transfer Out- General Fund	120,400	120,400	120,400	120,400
<b>Total Expenditures</b>	<b>147,952</b>	<b>2,037,736</b>	<b>877,900</b>	<b>1,578,900</b>
<b>Net Surplus (Deficit)</b>	<b>348,802</b>	<b>(1,175,336)</b>	<b>522,500</b>	<b>(1,078,500)</b>
<b>Beginning Fund Balance</b>	751,950		1,100,752	1,623,252
<b>Ending Fund Balance</b>	1,100,752		1,623,252	544,752

**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 2013 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.
3. Howard Street Water Main (Custer to Chicago) project - To be financed through bonds to allow for cost to be spread out over life of TIF and free up cash for Economic Development projects.
4. Additional smaller-scale Economic Development assistance to private business owners.
5. Initial payments to Economic Development Fund for property acquisition loan.

City of Evanston

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

**Financial Summary**

	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2012 Estimated Actual</b>	<b>2013 Adopted Budget</b>
<b>Revenue</b>				
Net Property Tax	9,115,344	11,863,898	11,621,773	11,798,019
Bond Proceeds/Premium/ Discounts	152,637	-	-	-
Transfer from Other Funds- IMRF	727,560	755,846	755,846	783,004
Interest Income	1,637	1,500	3,500	1,500
Transfer from Sewer Fund	-	-	117,215	190,210
Transfer from Special Assessment Fund	317,660	317,660	312,696	317,660
<b>Total Revenue</b>	<b>10,314,838</b>	<b>12,938,904</b>	<b>12,811,030</b>	<b>13,090,393</b>

<b>Expenditures</b>				
Series 2002 C- Principal DSF	-	660,000	675,000	-
Series 2002 C- Interest DSF	63,547	96,044	111,569	-
Series 2003 B- Principal DSF	2,780,000	-	-	-
Series 2003 B- Interest DSF	59,832	-	-	-
Series 2004- Principal DSF	815,000	760,000	760,000	775,000
Series 2004- Interest DSF	558,450	506,250	506,250	478,400
Series 2004 B- Principal DSF	1,535,000	1,630,000	1,630,000	595,000
Series 2004 B- Interest DSF	253,200	195,640	195,640	130,439
Series 2005- Principal DSF	545,000	730,000	730,000	1,095,000
Series 2005- Interest DSF	740,800	700,500	700,500	664,000
Series 2006- Principal DSF	125,000	80,000	80,000	85,000
Series 2006- Interest DSF	467,220	451,582	451,582	448,302
Series 2006 B Bonds- Principal DSF	-	35,000	-	35,000
Series 2006 B Bonds- Interest DSF	302,063	604,126	604,126	603,426
Series 2007 - Principal DSF	1,150,000	1,150,000	1,150,000	965,000
Series 2007 - Interest DSF	663,239	598,958	598,958	684,458
Series 2008A - Principal DSF	195,000	195,000	195,000	300,000
Series 2008A - Interest DSF	138,163	132,313	132,313	125,975
Series 2008C - Principal DSF	361,800	351,440	351,440	362,900
Series 2008C - Interest DSF	418,884	387,730	387,730	376,308
Series 2008D - Principal DSF	520,000	425,000	425,000	1,410,000
Series 2008D - Interest DSF	47,874	93,554	93,554	36,690
Series 2010 A- Principal DSF	240,000	300,000	300,000	305,000
Series 2010 A- Interest DSF	190,138	185,337	185,337	179,338
Series 2010 B- Principal DSF	580,534	613,946	613,946	647,358
Series 2010 B- Interest DSF	147,453	141,648	141,648	135,508
Series 2011 A- Principal DSF	-	1,081,678	1,081,678	1,234,836
Series 2011 A- Interest DSF	-	630,961	630,961	451,586
Series 2012 A - Principal DSF	-	-	-	955,000
Series 2012 A - Interest DAF	-	-	-	357,706
Series 2004- Principal SAF (Special Assessment Fund)	-	85,000	85,000	95,000
Series 2004- Interest SAF	-	19,600	19,600	13,650

		2011	2012	2012	2013
		Actual	Budget	Estimate	Approved
5860	HOWARD RIDGE TIF				
62346	REAL ESTATE TAX PMNT- COUNTY	5,656			
62509	SERVICE AGREEMENTS / CONTRACTS		668,836	609,000	610,000
62605	OTHER CHARGES		300,000		
64015	NATURAL GAS	3,973			
65505	LAND	3,266-			
65509	PROPERTY REHAB WORK	9,326			
65511	BUILDING IMPROVEMENTS	11,864			
65515	OTHER IMPROVEMENTS		900,000	100,000	800,000
66020	TRANSFERS TO OTHER FUNDS		48,500	48,500	48,500
66131	TRANSFER TO GENERAL FUND	120,400	120,400	120,400	120,400
5860	HOWARD RIDGE TIF	147,952	2,037,736	877,900	1,578,900

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

**Financial Summary**

	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2012 Estimated Actual</b>	<b>2013 Adopted Budget</b>
<b>Revenues</b>				
Net Property Taxes	352,740	605,000	300,000	300,000
Bond Proceeds	-	2,270,000	1,300,000	3,400,000
Interest Income	2,285	1,000	1,000	1,000
<b>Total Revenue</b>	<b>355,025</b>	<b>2,876,000</b>	<b>1,601,000</b>	<b>3,701,000</b>
<b>Expenditures</b>				
Economic Development Projects	-	1,200,000	200,000	650,000
Other Charges	-	490,000	490,000	1,600,000
Debt Service - Interest	-	-	-	40,000
Transfer to General Fund	50,000	60,000	60,000	60,000
Capital Projects	63,875	2,270,000	1,552,250	1,285,000
<b>Total Expenditures</b>	<b>113,875</b>	<b>4,020,000</b>	<b>2,302,250</b>	<b>3,635,000</b>
<b>Net Surplus (Deficit)</b>	<b>241,150</b>	<b>(1,144,000)</b>	<b>(701,250)</b>	<b>66,000</b>
<b>Beginning Fund Balance</b>	1,254,443		1,495,593	794,343
<b>Ending Fund Balance</b>	1,495,593		794,343	860,343

**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 of Dodge Avenue. The TIF District contains mixed residential uses, retail, commercial, industrial and institutional uses.

**Specific Projects Planned for 2013 include:**

1. Redevelopment projects at Church and Dodge commercial area, with a focus on the Church Street corridor.
2. Redevelopment of City-owned properties at 1708-1710 Darrow.
3. Initial implementation of the new comprehensive signage program.
4. Funding assistance for several smaller scale projects, including possible workforce training programs.
5. Improvements to the west side of Dodge Avenue, from Dempster to Lake.

		2011	2012	2012	2013
		Actual	Budget	Estimate	Approved
5870 WEST EVANSTON TIF					
62605	OTHER CHARGES	42,600	1,690,000	690,000	2,250,000
65515	OTHER IMPROVEMENTS	21,275	2,270,000	1,552,250	1,285,000
66020	TRANSFERS TO OTHER FUNDS	50,000			
66131	TRANSFER TO GENERAL FUND		60,000	60,000	60,000
68315	DEBT SERVICE-INTEREST				40,000
5870 WEST EVANSTON TIF		113,875	4,020,000	2,302,250	3,635,000

City of Evanston  
**Dempster - Dodge TIF (Fund #340)**

**Financial Summary**

	2011 Actual	2012 Budget	2012 Estimated Actual	2013 Adopted Budget
<b>Revenues</b>				
Net Property Taxes	-	-	-	100,000
Bond Proceeds	-	-	-	650,000
Interest Income	-	-	-	-
<b>Total Revenue</b>	-	-	-	<b>750,000</b>
<b>Expenditures</b>				
Economic Development Projects	-	-	-	650,000
<b>Total Expenditures</b>	-	-	-	<b>650,000</b>
<b>Net Surplus (Deficit)</b>	-	-	-	<b>100,000</b>
<b>Beginning Fund Balance</b>	-		-	-
<b>Ending Fund Balance</b>	-		-	100,000

**Description of Major Activities**

The City Council approved the creation of the Dempster-Dodge Tax Increment Financing (TIF) District on June 25, 2012. The Dempster-Dodge TIF District area is comprised of a single parcel. This parcel is a shopping center located at the southwest corner of the intersection of Dempster Street and Dodge Avenue.

Economic development projects for FY 2013 include canopy repair, miscellaneous site work, and landscaping and new business recruitment and build-out assistance.

**Specific Projects Planned for 2013 include:**

1. Reconfiguration of traffic at the intersection of Dempster Street and Dodge Avenue.
2. Installation of a protected bike lane on Dodge Avenue from Howard to Church.
3. Rehabilitation of the large diameter sewer on Dodge Avenue.

	2011 Actual	2012 Budget	2012 Estimate	2013 Approved
5875 DEMPSTER DODGE TIF				
62605 OTHER CHARGES				650,000
5875 DEMPSTER DODGE TIF				650,000

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

**Financial Summary**

	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2012 Estimated Actual</b>	<b>2013 Adopted Budget</b>
<b>Revenue By Source</b>				
Bond Proceeds	5,177,539	3,900,000	4,349,650	8,339,988
Grants	216,225	3,168,000	1,996,500	1,675,000
Private Contributions	-	1,301,200	-	510,000
General Fund Allocation	-	1,250,000	1,250,000	-
Parking Fund Loan for Financial System	-	-	-	596,000
Miscellaneous	547,000	-	-	-
Interest Income	<u>17,546</u>	<u>-</u>	<u>16,000</u>	<u>10,000</u>
<b>Total Revenue</b>	<b>\$ 5,958,310</b>	<b>\$ 9,619,200</b>	<b>\$ 7,612,150</b>	<b>\$ 11,130,988</b>
<b>Expenditures</b>				
Administration	723,428	-	-	-
Other Equipment - Financial System	-	-	-	596,000
Capital Outlay	5,091,436	14,175,358	10,100,000	12,504,351
Interfund Transfers Out	<u>302,130</u>	<u>475,000</u>	<u>475,000</u>	<u>475,000</u>
<b>Total Expenditures</b>	<b>\$ 6,116,994</b>	<b>\$ 14,650,358</b>	<b>\$ 10,575,000</b>	<b>\$ 13,575,351</b>
<b>Net Surplus (Deficit)</b>	<b>\$ (158,684)</b>	<b>\$ (5,031,158)</b>	<b>\$ (2,962,850)</b>	<b>\$ (2,444,363)</b>
<b>Beginning Fund Balance</b>	<b>5,905,344</b>		<b>5,746,660</b>	<b>2,783,810</b>
<b>Ending Fund Balance</b>	<b>5,746,660</b>		<b>2,783,810</b>	<b>339,447</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**

	2011 Actual	2012 Budget	2012 Estimated Actual	2013 Adopted Budget
<b>Revenue By Source</b>				
Special Assessments Collected	235,028	300,000	300,000	300,000
Bond Proceeds	-	-	-	250,000
Grant Proceeds	-	-	-	-
Investment Income	7,687	10,000	10,000	10,000
Miscellaneous	-	-	-	-
<b>Total Revenue</b>	<b>242,715</b>	<b>310,000</b>	<b>310,000</b>	<b>560,000</b>
<b>Expenditures</b>				
Transfer to Debt Service Fund	317,659	317,660	317,660	317,660
Capital Outlay	740,122	1,155,000	700,000	361,000
General Management Support	-	-	-	-
Other Costs	-	-	-	-
<b>Total Expenditures</b>	<b>1,057,781</b>	<b>1,472,660</b>	<b>1,017,660</b>	<b>678,660</b>
<b>Net Surplus (Deficit)</b>	<b>(815,066)</b>	<b>(1,162,660)</b>	<b>(707,660)</b>	<b>(118,660)</b>
<b>Beginning Fund Balance</b>	3,759,955		2,944,889	2,237,229
<b>Ending Fund Balance</b>	2,944,889		2,237,229	2,118,569

**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) were paid out of this Fund.

	2011	2012	2012	2013
	Actual	Budget	Estimate	Approved
6000 SPECIAL ASSESSMENT				
65515 OTHER IMPROVEMENTS	740,122	1,155,000	700,000	361,000
66020 TRANSFERS TO OTHER FUNDS	317,659	317,660	317,660	317,660
6000 SPECIAL ASSESSMENT	<u>1,057,781</u>	<u>1,472,660</u>	<u>1,017,660</u>	<u>678,660</u>

City of Evanston

Parking Fund Summary (Fund #505)

Total Full-Time Equivalent Positions		
Employee Status Description	Position Description	FY 2013 Position FTE
<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**

	2011 Actual	2012 Budget	2012 Estimated Actual	2013 Adopted Budget
<b>Operating Revenue</b>				
Parking Lots & Meters Operations	2,317,592	2,870,000	3,065,000	3,070,000
Church Street Garage Operations	539,895	767,092	704,000	716,348
Maple Avenue Garage Operations	898,492	1,151,800	1,203,400	1,204,200
Sherman Avenue Garage Operations	1,162,225	1,356,275	1,415,000	1,417,275
Transfer In- Washington National TIF	3,419,636	3,876,726	3,876,726	3,631,350
Interest Income	7,432	15,070	15,000	15,070
Miscellaneous Revenue	128,966	11,400	11,400	11,400
Reserve for Future Repairs/Replacement	-	2,034,004	2,034,004	2,034,004
<b>Total Revenue</b>	<b>\$ 8,474,238</b>	<b>\$ 12,082,367</b>	<b>\$ 12,324,530</b>	<b>\$ 12,099,647</b>
<b>Operating Expenses</b>				
7005 - Parking System Administration	811,324	655,747	959,212	784,607
7015 - Parking Lots and Meters	701,477	1,584,510	754,332	829,052
7025 - Church Street Self Park	360,574	608,255	595,152	607,955
7030 - Church Street Debt Payments	169,336	173,126	173,126	171,250
7035 - Church / Chicago Garage Debt Payments	(124,573)	-	-	-
7036 - Sherman Avenue Garage	2,617,785	5,772,432	5,628,828	7,950,270
7037 - Maple Avenue Garage	1,446,950	1,736,960	1,555,292	1,611,920
7039 - Parking Debt	3,000	-	2,484	27,461
Transfer to General Fund	-	644,242	644,242	644,242
Transfer to Fleet	-	21,991	21,992	21,991
Transfer to Equipment Replacement	-	30,000	30,000	30,000
Transfer to Insurance Fund	-	503,877	503,277	490,236
7050 - Interfund Transfers Out	803,241	-	-	-
New World Finance System Loan to CIF	-	-	-	596,000
Capital Outlay	-	120,000	118,962	-

City of Evanston

**Parking Fund Summary (Fund #505)**

	2011 Actual	2012 Budget	2012 Estimated Actual	2013 Adopted Budget
Capital Improvements	-	3,400,000	957,638	3,455,000
<b>Total Expenditures</b>	<b>\$ 6,791,125</b>	<b>\$ 15,253,152</b>	<b>\$ 11,946,549</b>	<b>\$ 17,219,983</b>
<b>Net Surplus (Deficit)</b>	<b>\$ 1,683,113</b>	<b>\$ (3,170,785)</b>	<b>\$ 377,981</b>	<b>\$ (5,120,336)</b>
<b>Beginning Fund Balance</b>	22,046,297		15,194,430	15,572,411
<b>Reclassification from Fund Balance to Capital Assets</b>	(8,534,980)			
<b>Ending Fund Balance</b>	15,194,430		15,572,411	10,452,075

**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 2012 Major Program Objectives**

This year's focus was on the continuing development of a preventive maintenance program for the three parking garages. There were increases in meter rates in outlying and downtown business areas. To date, the City has five multi-space metering devices servicing Lot #60, a meter in Lot #14, two meters in Lot #10, and an on-street solar powered installation in the 600 block of Clark. At the Sherman Garage the upper deck lights were replaced and an inspection of the facade was completed. An Automated License Plate Recognition system was installed in two parking enforcement jeeps. The system is designed to improve efficiency in parking enforcement, immobilization (boot), two-hour regulation, and City sticker and permit regulating.

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. A RFP was developed to replace the current meter technology with meters and pay stations that accept both coin and credit cards. Staff worked with Community and Economic Development in the selection of a firm to create a Comprehensive Signage Design manual that will be used as a template for future city wide directional sign initiatives.

**FY 2013 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.

The completion of the 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.

In partnership with Community and Economic Development, a Comprehensive Signage design RFP was developed last year to ask for design and implementation strategies involving new directional signage throughout the City. A firm was selected FY2012 with partial implementation of new signs expected toward the end of FY 2013. This will be a multi-year project.

	2011	2012	2012	2013
	Actual	Budget	Estimate	Approved
<b>7005 PARKING SYSTEMS</b>				
61010 REGULAR PAY	786,006	974,296	951,576	979,841
61060 SEASONAL EMPLOYEES	627	10,833	833	10,833
61110 OVERTIME PAY	23,222	20,915	20,915	20,915
61210 LONGEVITY	12,733	17,323	17,300	16,727
61410 SHIFT DIFFERENTIAL	759			
61415 TERMINATION PAYOUTS	5,596			
61447 OPEB EXPENSES	6,938			
61510 HEALTH INSURANCE	89,353	183,775	183,175	170,181
61615 LIFE INSURANCE	220	454	454	408
61626 CELL PHONE ALLOWANCE	618	672	820	852
61630 SHOE ALLOWANCE	1,235	1,300	1,359	1,325
61710 IMRF	72,904	116,019	105,500	112,911
61725 SOCIAL SECURITY	47,380	61,680	63,921	62,080
61730 MEDICARE	11,092	14,425	14,950	14,519
61815 IMRF PENSION CONTRIBUTIONS	52,476			
62210 PRINTING	19	83	83	83
62225 BLDG MAINTENANCE SERVICES	8,360	164,000	19,000	14,000
62230 IMPROVEMENT MAINT SERVICE	48,385	685,795	5,000	50,000
62245 OTHER EQMT MAINTENANCE	6,759	9,000	9,000	11,200
62275 POSTAGE CHARGEBACKS	2,541	1,833	2,400	2,400
62295 TRAINING & TRAVEL	924	3,332	1,000	3,332
62305 RENTAL OF AUTO-FLEET MAINTEN.	18,326	21,992	21,992	21,992
62309 RENTAL OF AUTO REPLACEMENT	6,414	30,000	30,000	30,000
62350 FISCAL AGENT SERVICES	250	500	500	500
62360 MEMBERSHIP DUES		750	750	1,200
62375 RENTALS	66,033	76,306	68,000	74,986
62380 COPY MACHINE CHARGES	86			
62400 CONTRACT SVC-PARK GARAGE	1,367,060	1,530,000	1,510,650	1,574,588
62425 ELEVATOR CONTRACT COSTS	69,757	94,200	93,500	102,776
62431 ARMORED CAR SERVICES	38,527	45,000	38,000	45,000
62509 SERVICE AGREEMENTS / CONTRACTS	177,640	214,500	105,000	2,421,000
62635 OTHER INSURANCE		35,000	35,000	35,000
62660 BUSI.ATTRACTIONS/EXPANSION INV	56,397	95,000	88,000	95,000
62685 REIMB. GF FOR ADMIN. EXP	536,868			
62705 BANK SERVICE CHARGES	55,612	50,157	68,000	68,000
62715 AMORT.& BOND COSTS	74,054-			
64005 ELECTRICITY	252,149	352,413	297,500	352,413
64015 NATURAL GAS	676	1,100	1,100	1,100
64505 TELECOMMUNICATIONS - CARRIER L	42,220	54,755	49,200	54,755
64540 TELECOMMUNICATIONS - WIRELESS	2,812	4,831	13,000	4,831
65005 AGRI/BOTANICAL SUPPLIES	934	4,000	3,500	4,000
65020 CLOTHING		833	833	833
65040 JANITORIAL SUPPLIES		833	833	833
65045 LICENSING/REGULATORY SUPP	2,199	4,165	4,165	4,165
65050 BLDG MAINTENANCE MATERIAL	11,949	33,499	27,416	35,499
65070 OFFICE/OTHER EQT MTN MATL	10,704	14,912	14,912	14,912
65085 MINOR EQUIPMENT & TOOLS	754	833	833	833
65095 OFFICE SUPPLIES	572	1,250	1,250	1,250
65515 OTHER IMPROVEMENTS		3,520,000	1,303,847	3,455,000
66130 TRANSFER TO INSURANCE FUND		319,648	319,648	319,648
66131 TRANSFER TO GENERAL FUND		644,242	644,242	644,242
66132 TRANSFER TO GF-INSURANCE	266,373			

		2011	2012	2012	2013
		Actual	Budget	Estimate	Approved
68010	DEPRECIATION EXPENSE	1,811,148	1,943,217	2,170,464	1,943,217
68205	CONTINGENCIES	7,852	14,745	210,400	610,745
68305	DEBT SERVICE-PRINCIPAL		3,876,726	3,876,726	3,825,308
68315	DEBT SERVICE-INTEREST	881,708		2,484	4,753
7005	PARKING SYSTEMS	<u>6,789,114</u>	<u>15,251,140</u>	<u>11,944,537</u>	<u>17,219,983</u>

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 2013 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	Management Analyst	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**

	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2012 Estimated Actual</b>	<b>2013 Adopted Budget</b>
<b>Operating Revenues</b>				
Evanston	4,751,615	5,600,000	6,100,000	5,684,000
Skokie	2,304,066	2,800,000	3,030,000	2,856,000
Northwest Commission	3,710,581	4,414,000	4,658,000	4,517,000
Cross Connection Control Fees	91,480	91,000	97,406	100,500
Investment Earnings	6,569	2,500	2,500	2,500
Debt Proceeds	-	4,800,000	4,400,000	2,630,700
IEPA Loan	-	-	-	1,370,000
Fees and Merchandise Sales	61,526	35,000	40,000	40,000
Fees and Outside Work	94,184	80,000	80,000	80,000
Grants	580,995	262,500	262,500	-
Insurance Reimbursement	-	420,000	79,000	-
Phosphate Sales	43,655	60,000	60,000	66,000
Property Sales and Rentals	657,329	203,057	203,100	213,300
Misc Revenue	73,102	-	-	-
<b>Total Revenue</b>	<b>12,375,102</b>	<b>18,768,057</b>	<b>19,012,506</b>	<b>17,560,000</b>
<b>Operating Expenses</b>				
7100 - General Support	2,011,130	832,838	832,831	990,583
7105 - Pumping	1,978,311	2,368,467	2,364,465	2,333,247
7110 - Filtration	1,923,780	2,563,022	2,902,021	2,635,539
7115 - Distribution	988,315	1,464,106	1,441,374	1,424,324
7120 - Meter Maintenance	269,115	313,840	313,841	309,163
7125 - Other Operating Expenses	162,344	285,530	270,530	478,592
7130 - Capital Outlay	37,736	162,500	76,300	248,500
7131 - Capital Improvement	-	7,837,000	7,107,062	8,065,700
7133 - Debt Service	100,087	944,157	944,157	864,233
7133 - Debt Service - IEPA Loan 3382	-	67,506	67,506	67,506
Interfund Transfers Out- General Fund	2,737,748	3,356,300	3,356,300	3,356,300
Interfund Transfers Out- Insurance Fund	390,410	468,492	468,492	468,492
<b>Total Expense</b>	<b>10,598,976</b>	<b>20,663,758</b>	<b>20,144,879</b>	<b>21,242,179</b>
<b>Net Surplus (Deficit)</b>	<b>1,776,126</b>	<b>(1,895,701)</b>	<b>(1,132,373)</b>	<b>(3,682,179)</b>
<b>Beginning Unrestricted Fund Balance</b>	6,133,887		8,246,988	7,114,615
<b>Reclassification from Fund Balance to Capital Assets</b>	336,975			
<b>Ending Unrestricted Fund Balance</b>	8,246,988		7,114,615	3,432,436

**Notes for Financial Summary**

Revenues from the sale of water are projected to be slightly higher than budget estimates due to drought conditions during the summer of 2012.

## City of Evanston

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

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#### **Performance Report on FY2012 Major Program Objectives**

During FY2012, 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 an additional resident 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. The Administration staff also continued providing oversight on several capital improvement projects including the expansion of the wholesale customer base.

The Pumping Section worked closely with contractors responsible for replacing the electric switchgear destroyed by fire in May of 2011 and the contractor installing the new Supervisory Control and Data Acquisition (SCADA) system. In addition, section staff designed and installed sprinkler systems in the areas where all petroleum products are stored. The upgrade of the fire alarm system at the plant was also accomplished in 2012. Both Pumping and Filtration staff were used to upgrade the starters for the filter backwash pumps in order to prolong the life and increase the efficiency of these pumps.

The Filtration Section assisted the contractor in the remediation of the 1964 filters which included installation of new undertrains and filter media. The project was completed ahead of schedule and under budget. In addition, staff completed the installation of 24 filter turbidimeters. These units measure turbidity (suspended material) throughout the treatment process and turbidity is a primary regulatory compliance parameter for the facility. The section was also responsible for performing extensive testing of the 1948 and 1964 filters related to increasing the IEPA approved capacity of these filters. Filtration staff continued to work closely with the SCADA contractor and helped complete the chemical and chlorine control systems implementation.

Distribution Section staff has been focused on making the needed repairs and replacements in advance of FY2012 and FY2013 street resurfacing programs. Summer 2012 saw a higher than average number of needed water main break repairs due to the dry soil and increased flows. Staff has 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 seeing increased Meter Transmission Unit (MTU) failures. Staff will begin implementation of the replacement AMR system in FY 2013.

#### **FY2013 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. The 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 upgrade of the flowmeter system and improvements to the 48" raw water intake.
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.

	2011 Actual	2012 Budget	2012 Estimate	2013 Approved
7100 WATER DEPARTMENT				
61010 REGULAR PAY	2,292,006	2,984,922	2,984,923	3,118,072
61050 PERMANENT PART-TIME	1,760			
61060 SEASONAL EMPLOYEES	21,821	32,640	28,640	32,640
61071 INTERNSHIP PROGRAM	2,178	12,480	12,480	12,480
61072 JOB TRAINING PROGRAM	21,247	62,400	62,400	124,800
61110 OVERTIME PAY	93,415	99,325	99,325	99,325
61210 LONGEVITY	35,920	49,189	49,549	48,853
61410 SHIFT DIFFERENTIAL	13,430			
61415 TERMINATION PAYOUTS	1,013			
61447 OPEB EXPENSES	21,772			
61510 HEALTH INSURANCE	536,215	559,629	559,627	594,780
61615 LIFE INSURANCE	1,282	1,582	1,582	1,612
61625 AUTO ALLOWANCE	4,121	4,980	4,980	4,980
61626 CELL PHONE ALLOWANCE	149	360	360	360
61630 SHOE ALLOWANCE	4,615	5,070	5,070	5,130
61710 IMRF	231,207	354,991	354,991	358,813
61725 SOCIAL SECURITY	147,720	191,097	191,097	198,841
61730 MEDICARE	34,908	44,692	44,692	46,503
61815 IMRF PENSION CONTRIBUTIONS	163,877			
62180 STUDIES	100,214	222,000	207,000	402,000
62210 PRINTING	6,785	5,998	5,998	13,000
62225 BLDG MAINTENANCE SERVICES	1,500	2,500	2,500	2,500
62227 ADVOCACY SVCS-HOLLAND & KNIGHT	900			
62230 IMPROVEMENT MAINT SERVICE	34,878	66,500	43,500	53,500
62235 OFFICE EQUIPMENT MAINT	824	1,600	1,600	1,600
62245 OTHER EQMT MAINTENANCE	24,507	37,400	37,400	37,400
62273 LIEN FILING FEES		1,500	1,500	1,500
62275 POSTAGE CHARGEBACKS	2,934	3,000	3,000	9,500
62280 OVERNIGHT MAIL CHARGES	201			
62295 TRAINING & TRAVEL	11,150	22,000	22,000	22,200
62305 RENTAL OF AUTO-FLEET MAINTEN.	102,292	122,751	122,661	122,751
62309 RENTAL OF AUTO REPLACEMENT	60,226	72,275	72,275	
62315 POSTAGE	14,950	19,500	19,500	19,500
62340 COMPUTER LICENSE & SUPPORT	52,661	60,730	60,730	61,691
62360 MEMBERSHIP DUES	2,209	2,570	2,760	2,760
62375 RENTALS	86			
62380 COPY MACHINE CHARGES	788	1,194	1,194	1,200
62381 COPY MACHINE LEASES		2,000	2,000	2,000
62415 DEBRIS/REMOVAL CONTRACTUAL COS	19,418	40,000	40,000	40,000
62420 MWRD FEES	308,512	458,670	797,670	481,100
62455 WTR/SWR BILL PRINT AND MAIL CO		9,800	9,800	12,800
62460 WTR/SWR BILL EPAYMENT CONTRACT	7,945	15,000	15,000	15,000
62463 WATER MAINTENANCE CONTRACTS		1,000	1,000	1,000
62465 OUTSIDE LABARATORY COSTS (HLTH	4,956	15,000	15,000	19,500
62705 BANK SERVICE CHARGES	929			
62715 AMORT.& BOND COSTS	941-			
62730 GAIN/LOSS SALE FIXED ASST	113,238			
64005 ELECTRICITY	823,839	950,000	950,000	950,000
64015 NATURAL GAS	201,828	186,500	186,500	120,000
64505 TELECOMMUNICATIONS - CARRIER L	5,247	9,400	9,400	9,400
64510 TELECOMMUNICATIONS EQUIPMENT	926			
64540 TELECOMMUNICATIONS - WIRELESS	12,072	16,008	16,008	16,008

	2011	2012	2012	2013	
	Actual	Budget	Estimate	Approved	
65005	AGRI/BOTANICAL SUPPLIES	830	1,000	1,000	1,000
65010	BOOKS, PUBLICATIONS, MAPS	3,432	6,550	6,550	9,550
65015	CHEMICALS	350,101	505,000	505,000	505,000
65020	CLOTHING	3,714	4,900	4,900	4,900
65030	PHOSPHATE CHEMICALS	71,681	90,000	90,000	99,000
65035	PETROLEUM PRODUCTS	5,471	15,500	15,500	15,500
65040	JANITORIAL SUPPLIES	2,090	6,400	6,400	6,400
65050	BLDG MAINTENANCE MATERIAL	1,964	7,500	7,500	7,500
65051	MATERIALS- STREETS DIVISION		27,600	27,600	27,600
65055	MATER. TO MAINT. IMP.	90,935	150,000	150,000	150,000
65070	OFFICE/OTHER EQT MTN MATL	113,656	193,200	193,200	193,200
65075	MEDICAL & LAB SUPPLIES	11,930	17,000	17,000	17,000
65080	MERCHANDISE FOR RESALE	10,108	35,000	35,000	35,000
65085	MINOR EQUIPMENT & TOOLS	4,816	7,500	7,500	7,500
65090	SAFETY EQUIPMENT	1,697	6,000	5,800	5,800
65095	OFFICE SUPPLIES	4,825	5,000	5,000	5,000
65105	PHOTO/DRAFTING SUPPLIES	155	400	400	400
65515	OTHER IMPROVEMENTS	1,426	4,270,000	7,107,062	8,065,700
65550	AUTOMOTIVE EQUIPMENT				81,000
65555	PERSONAL COMPUTER EQUIPMENT	4,000	10,000	10,000	30,000
65653	CONSTRUCTION FEES	418			
65702	WATER GENERAL PLANT	31,892	3,719,500	66,300	152,500
66020	TRANSFERS TO OTHER FUNDS	3,234,481			
66130	TRANSFER TO INSURANCE FUND		468,492	468,492	468,492
66131	TRANSFER TO GENERAL FUND		3,356,300	3,356,300	3,356,300
68010	DEPRECIATION EXPENSE				
68105	CAPITAL CONTRIB.- 2010B BONDS	21,349			
68205	CONTINGENCIES	77	1,000	1,000	1,000
68305	DEBT SERVICE-PRINCIPAL		1,011,664	1,011,663	931,739
7100	WATER DEPARTMENT	10,598,976	20,663,758	20,144,879	21,242,179

City of Evanston  
Sewer Fund Summary (Fund #515)

Total Full-Time Equivalent Positions		
Employee Status Description	Position Description	FY 2013 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	1.00
Full-Time Regular	Water Worker III	2.00
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**

	2011 Actual	2012 Budget	2012 Estimated Actual	2013 Adopted Budget
<b>Operating Revenues</b>				
Operations	11,339,113	12,908,000	14,063,000	12,908,000
Debt Proceeds	8,099,352	5,000,000	4,000,000	4,000,000
Debt Proceeds - 2012 IEPA Loan	-	4,000,000	-	3,100,000
Investment Earnings	2,094	1,000	1,000	1,000
Grants - MWRD	-	-	-	822,500
Miscellaneous	37,488	91,236	14,700	18,865
<b>Total Revenue</b>	<b>19,478,047</b>	<b>22,000,236</b>	<b>18,078,700</b>	<b>20,850,365</b>
<b>Operating Expenses</b>				
7400 - Sewer Operations	4,252,569	1,869,650	1,866,650	2,134,549
7410 - Other Operating Expenses	23,305	48,100	48,100	43,300
7411 - Interfund Transfers Out (excluding Fleet)	446,658	529,403	529,403	602,399
7415 - Capital Outlay	10,973	18,000	18,000	20,600
7420 - Capital Improvement Account	24,218	4,753,000	753,000	4,922,500
7500 - Debt Service	2,362,727	14,242,990	14,242,252	11,542,740
<b>Total Expenses</b>	<b>7,120,450</b>	<b>21,461,143</b>	<b>17,457,405</b>	<b>19,266,088</b>
<b>Net Surplus (Deficit)</b>	<b>12,357,597</b>	<b>539,093</b>	<b>621,295</b>	<b>1,584,277</b>
<b>Beginning Unrestricted Fund Balance</b>	(889,063)		3,513,271	4,134,566
<b>Reclassification from Fund Balance to Capital Assets</b>	(7,955,263)			
<b>Ending Unrestricted Fund Balance</b>	3,513,271		4,134,566	5,718,843
<b>Fixed Assets - Net of Debt</b>	108,690,722			
<b>Total Net Assets</b>	112,203,993			

## City of Evanston

### Sewer Fund Summary (Fund #515)

#### Notes for Financial Summary

1. Estimated actual operating revenue for FY 2012 is higher than budgeted revenue due to drought conditions, which resulted in abnormally high water usage in summer months (sewer billings are based on metered water usage).
2. Debt service is reduced in the FY 2013 budget due to retirement of several outstanding loans/bonds.
3. A large diameter sewer rehab project was budgeted at \$4.0 million in FY 2012. Due to the timeline needed to secure IEPA loan funding, this capital improvement project was moved to FY 2013. The FY 2013 budget is based on the low bid received for this project.

#### Performance Report on FY 2012 Major Program Objectives

During FY 2012, capital improvements included rehabilitating sewers through CIPP lining, repairing sewers and drainage structures on streets being resurfaced, and emergency sewer repairs. The Sewer Division crews continued performing the preventative maintenance of cleaning the sewer system in one-third of the City on an annual basis, as well as contracting out the application of root treatments in one-third of the sewer system to prevent sewer blockages due to tree root intrusion. During FY 2012 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 to be resurfaced in 2013, in order to determine the repairs needed prior to the paving of the street.

#### Comprehensive Performance Measures

Description	FY 2012 Mid-Year Total	FY 2012 Year-End Target	FY 2013 Target
Sewer Complaints (seepage, backups, overflows, etc)	89	200	200
Employee Health & Safety (days lost from work due to illness or injury)	2.6	3.6	3.6
Regulatory Compliance (EPA)	0	0	0

#### FY 2013 Department Initiatives

1. Continue to coordinate the inspection and repair of sewer mains in advance of the street resurfacing program.
2. Continue to repair/replace combined sewer structures on streets being resurfaced.
3. Continue preventing cleaning and inspection of sewer mains and drainage structures.
4. Continue to perform inspection of combined and storm sewer outfalls in accordance with IEPA requirements.
5. Continue the annual CIPP sewer lining program (small diameter sewers).
6. Conduct CIPP lining of approximately 6,900 feet of large diameter sewers using IEPA loan funding.

	2011	2012	2012	2013
	Actual	Budget	Estimate	Approved
<b>7400 SEWER DEPARTMENT</b>				
61010 REGULAR PAY	602,818	794,157	794,157	806,782
61060 SEASONAL EMPLOYEES	12,180	4,800	4,800	4,800
61110 OVERTIME PAY	21,055	23,000	40,000	30,000
61210 LONGEVITY	11,579	14,485	14,485	12,725
61410 SHIFT DIFFERENTIAL	7			
61415 TERMINATION PAYOUTS	8,920			
61447 OPEB EXPENSES	7,302			
61510 HEALTH INSURANCE	142,255	139,878	139,878	167,692
61615 LIFE INSURANCE	246	321	321	338
61626 CELL PHONE ALLOWANCE	149			
61630 SHOE ALLOWANCE	1,755	1,560	1,560	1,720
61710 IMRF	65,093	94,611	94,611	92,850
61725 SOCIAL SECURITY	43,186	50,483	50,483	51,255
61730 MEDICARE	10,100	11,806	11,806	11,987
61815 IMRF PENSION CONTRIBUTIONS	43,700			
62180 STUDIES		25,000	25,000	20,000
62227 ADVOCACY SVCS-HOLLAND & KNIGHT	900			
62230 IMPROVEMENT MAINT SERVICE		15,000	15,000	15,000
62245 OTHER EQMT MAINTENANCE	3,843	6,000	6,000	6,000
62295 TRAINING & TRAVEL		3,000	3,000	3,000
62305 RENTAL OF AUTO-FLEET MAINTEN.	148,107	177,729	177,729	177,729
62309 RENTAL OF AUTO REPLACEMENT	106,374	184,650	127,650	
62315 POSTAGE	13,679	17,000	17,000	17,000
62340 COMPUTER LICENSE & SUPPORT	2,305	2,100	2,100	2,300
62360 MEMBERSHIP DUES				200
62415 DEBRIS/REMOVAL CONTRACTUAL COS	25,668	40,000	40,000	40,000
62421 NPDES FEES - SEWER	21,000	21,000	21,000	21,000
62455 WTR/SWR BILL PRINT AND MAIL CO		9,800	9,800	9,800
62460 WTR/SWR BILL EPAYMENT CONTRACT	7,287	15,000	15,000	15,000
62461 SEWER MAINTENANCE CONTRACTS	167,693	408,000	465,000	715,000
62705 BANK SERVICE CHARGES	36,948			
64540 TELECOMMUNICATIONS - WIRELESS	2,249	3,470	3,470	3,470
65015 CHEMICALS	1,350	1,600	1,600	1,600
65020 CLOTHING	1,165	1,300	1,300	1,300
65040 JANITORIAL SUPPLIES		400	400	400
65050 BLDG MAINTENANCE MATERIAL	3,361			
65051 MATERIALS- STREETS DIVISION		27,600	27,600	27,600
65055 MATER. TO MAINT. IMP.	17,316	60,000	40,000	60,000
65070 OFFICE/OTHER EQT MTN MATL	4,333	6,700	6,700	7,000
65085 MINOR EQUIPMENT & TOOLS	2,785	3,500	3,500	3,500
65090 SAFETY EQUIPMENT	2,781	3,800	3,800	3,800
65515 OTHER IMPROVEMENTS		4,503,000	503,000	4,422,500
65550 AUTOMOTIVE EQUIPMENT				347,000
65555 PERSONAL COMPUTER EQUIPMENT	10,973	10,000	10,000	8,600
65625 FURNITURE, FIXTURE & EQUIPMENT		8,000	8,000	12,000
66020 TRANSFERS TO OTHER FUNDS	446,658			
66025 TRAN.TO DS FUND- ERI DEBT SERV		117,215	117,215	
66026 TRANSFER TO DEBT SERVICE FUND				190,211
66130 TRANSFER TO INSURANCE FUND		269,988	269,988	269,988
66131 TRANSFER TO GENERAL FUND		142,200	142,200	142,200
68010 DEPRECIATION EXPENSE	2,746,965			
68105 CAPITAL CONTRIB.- 2010B BONDS	37,100			

	2011	2012	2012	2013
	Actual	Budget	Estimate	Approved
68205 CONTINGENCIES	19	74,173		
68305 DEBT SERVICE-PRINCIPAL		13,010,677	13,049,729	10,357,655
68315 DEBT SERVICE-INTEREST	2,339,249	1,158,140	1,192,522	1,185,085
7400 SEWER DEPARTMENT	7,120,450	21,461,143	17,457,405	19,266,088

City of Evanston  
Solid Waste (Fund #520)

Total Full-Time Equivalent Positions		
Employee Status Description	Position Description	2013 Position FTE
Full-Time Regular	Equipment Operator II	9.00
<b>7690 Total</b>		<b>9.00</b>
<b>Solid Waste Fund Total</b>		<b>9.00</b>

**Financial Summary**

	2011 Actual	2012 Budget	2012 Estimated Actual	2013 Adopted Budget
<b>Operating Revenue</b>				
Property Tax Transfer from General Fund	-	1,245,967	1,245,967	1,245,967
Solid Waste Franchise Fees	148,773	175,000	175,000	175,000
SWANCC Recycling Incentive	283,870	140,000	140,000	140,000
Sanitation Charges	1,943,468	2,954,033	2,954,033	2,954,033
Sanitation Svc. Chg. Penalty	34,887	30,000	30,000	30,000
Special Pickup Fees	69,897	100,000	100,000	100,000
State Recycling Grant	139,774	-	-	-
Trash Cart Sales	39,058	15,000	24,024	15,000
Yard Waste Fee	240,454	350,000	350,000	350,000
<b>Total Revenue</b>	<b>\$ 2,900,181</b>	<b>\$ 5,010,000</b>	<b>\$ 5,019,024</b>	<b>\$ 5,010,000</b>

<b>Operating Expense</b>				
Refuse Collection & Disposal	2,979,100	3,077,218	3,077,218	3,259,574
Residential Recycling Collection	814,397	1,360,393	1,360,392	1,254,398
Yard Waste Collection	678,394	750,250	750,250	750,250
<b>Total Expenses</b>	<b>\$ 4,471,891</b>	<b>\$ 5,187,861</b>	<b>\$ 5,187,860</b>	<b>\$ 5,264,222</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>\$ (1,571,710)</b>	<b>\$ (177,861)</b>	<b>\$ (168,836)</b>	<b>\$ (254,222)</b>
<b>Beginning Fund Balance</b>	-		(1,571,710)	(1,740,546)
<b>Ending Fund Balance</b>	(1,571,710)		(1,740,546)	(1,994,768)

**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 the Solid Waste Fund. 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 fund is responsible for costs associated with 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.

	2011	2012	2012	2013
	Actual	Budget	Estimate	Approved
<b>7600 SOLID WASTE</b>				
61010 REGULAR PAY	456,334	573,245	573,245	526,454
61060 SEASONAL EMPLOYEES	42,056	50,000	50,000	50,000
61110 OVERTIME PAY	29,409	22,000	22,000	22,000
61210 LONGEVITY	6,596	8,835	8,835	5,480
61410 SHIFT DIFFERENTIAL	134			
61415 TERMINATION PAYOUTS	2,524			
61447 OPEB EXPENSES	5,626			
61510 HEALTH INSURANCE	145,746	158,322	158,322	114,000
61615 LIFE INSURANCE	198	255	255	220
61630 SHOE ALLOWANCE	1,040	1,300	1,300	1,240
61710 IMRF	39,795	68,103	68,103	60,268
61725 SOCIAL SECURITY	28,203	39,366	39,366	36,452
61730 MEDICARE	6,596	9,206	9,206	8,525
61815 IMRF PENSION CONTRIBUTIONS	34,745			
62210 PRINTING	10,551			
62275 POSTAGE CHARGEBACKS		200	200	200
62295 TRAINING & TRAVEL	876	900	900	900
62305 RENTAL OF AUTO-FLEET MAINTEN.	248,392	298,071	298,071	298,071
62309 RENTAL OF AUTO REPLACEMENT	147,608	177,131	177,131	177,131
62380 COPY MACHINE CHARGES	750	1,326	1,326	1,326
62390 CONDOMINIUM REFUSE COLL	302,500	377,000	377,000	392,080
62405 SWANCC DISPOSAL FEES	724,580	1,000,000	1,000,000	1,000,000
62415 DEBRIS/REMOVAL CONTRACTUAL COS	1,900,706	2,290,000	2,394,000	2,457,276
64006 STREET LIGHT ELECTRICITY	957			
65015 CHEMICALS		200	200	200
65020 CLOTHING	150	1,250	1,250	1,250
65055 MATER. TO MAINT. IMP.	84	400	400	400
65085 MINOR EQUIPMENT & TOOLS	1,336	700	700	700
65090 SAFETY EQUIPMENT	376	1,000	1,000	1,000
65125 OTHER COMMODITIES		750	750	750
65625 FURNITURE, FIXTURE & EQUIPMENT	104,706	25,000	25,000	25,000
68105 CAPITAL CONTRIB.- 2010B BONDS	155,200			
68205 CONTINGENCIES	906			
68310 DEBT SERVC OTHER AGENCIES	69,513	83,300	83,300	83,300
68315 DEBT SERVICE-INTEREST	3,699			
<b>7600 SOLID WASTE</b>	<b>4,471,891</b>	<b>5,187,861</b>	<b>5,291,860</b>	<b>5,264,222</b>

City Of Evanston  
**Fleet Maintenance Fund Summary (Fund #600)**

<b>Total Full-Time Equivalent Positions</b>		
<b>Employee Status Description</b>	<b>Position Description</b>	<b>FY 2013 Position FTE</b>
<b>General Support</b>		
Full-Time Regular	Fleet Services 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**

	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2012 Estimated Actual</b>	<b>2013 Adopted Budget</b>
<b>Revenues</b>				
General Fund	2,877,887	2,457,356	2,457,356	2,507,356
Library Fund	-	2,381	2,381	2,381
Parking Fund	24,740	21,992	21,992	21,992
Water Fund	162,518	122,751	122,751	122,751
Sewer Fund	254,484	177,729	177,729	177,729
Solid Waste Fund	395,999	298,071	298,071	298,071
Sale of Surplus Property	85,109	75,000	80,000	-
Damage to City Property	-	24,798	24,798	24,798
Miscellaneous Revenue	302,718	20,000	10,000	10,000
Transfers for Capital Improvements	-	-	-	-
Interest Income	273	4,165	1,000	1,000
<b>Total Revenues</b>	<b>4,103,728</b>	<b>3,204,243</b>	<b>3,196,078</b>	<b>3,166,078</b>
<b>Expenditures</b>				
General Support	1,304,541	284,571	276,652	292,007
Major Maintenance	2,517,585	3,211,873	3,118,075	3,217,058
Transfer to Equipment Replacement Fund	-	2,222,069	1,481,379	-
Capital Outlay	35,219	-	-	-
<b>Total Expenditures</b>	<b>3,857,345</b>	<b>5,718,513</b>	<b>4,876,106</b>	<b>3,509,065</b>
<b>Net Surplus (Deficit)</b>	<b>246,383</b>	<b>(2,514,270)</b>	<b>(1,680,028)</b>	<b>(342,987)</b>
<b>Beginning Fund Balance</b>	<b>2,393,958</b>		<b>1,639,611</b>	<b>(40,417)</b>
<b>Reclassification from Fund Balance to Capital Assets</b>	<b>(1,000,730)</b>		<b>-</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>1,639,611</b>		<b>(40,417)</b>	<b>(383,404)</b>

City Of Evanston  

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

**Performance Report on FY2012 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 2012. Snowplows were sandblasted and repainted as needed prior to December 2012.

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

**FY2013 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. Complete vehicle and equipment purchasing and maintenance schedules at a 95% rate.
4. Provide timely repair services so as to maintain an overall downtime of less than 6% on a monthly basis.
5. Complete training of each new employee prior to placing a new vehicle/equipment into service.
6. Provide each employee with at least one training opportunity annually to enhance technical and interpersonal skills.
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.

	2011 Actual	2012 Budget	2012 Estimate	2013 Approved
<b>7700 FLEET DEPARTMENT</b>				
61010 REGULAR PAY	822,944	809,603	809,603	830,206
61110 OVERTIME PAY	45,530	33,248	33,248	33,248
61210 LONGEVITY	9,231	8,961	8,961	10,621
61410 SHIFT DIFFERENTIAL		4,626	4,626	4,856
61415 TERMINATION PAYOUTS	791			
61430 OTHER PAYOUTS	8,087			
61447 OPEB EXPENSES	8,459			
61510 HEALTH INSURANCE	190,418	195,847	195,847	182,968
61615 LIFE INSURANCE	343	424	424	446
61625 AUTO ALLOWANCE	1,569	1,896	1,896	1,896
61626 CELL PHONE ALLOWANCE	556	672	672	672
61630 SHOE ALLOWANCE	1,365	1,430	1,430	1,550
61710 IMRF	90,405	95,772	95,772	95,266
61725 SOCIAL SECURITY	50,040	51,332	51,332	52,621
61730 MEDICARE	12,130	12,005	12,005	12,307
62205 ADVERTISING	7,323	7,497	5,000	7,498
62235 OFFICE EQUIPMENT MAINT	1,439	2,900	1,500	2,900
62240 AUTOMOTIVE EQMP MAINT	19,136	20,000	18,000	20,000
62245 OTHER EQMT MAINTENANCE	9,376	10,700	10,000	10,700
62275 POSTAGE CHARGEBACKS	24	200	100	200
62295 TRAINING & TRAVEL	2,152	3,000	2,700	3,000
62315 POSTAGE	180			
62340 COMPUTER LICENSE & SUPPORT	10,213	10,395	10,395	10,395
62355 LAUNDRY/OTHER CLEANING	14,322	7,000	14,000	7,000
62360 MEMBERSHIP DUES	1,728	1,517	1,500	1,517
62375 RENTALS	11,879	2,499		2,499
62380 COPY MACHINE CHARGES	836	519		519
62402 VEHICLE LEASE CHARGES	23,940			
64505 TELECOMMUNICATIONS - CARRIER L	1,961	4,744	2,600	4,744
64540 TELECOMMUNICATIONS - WIRELESS	998	2,250	1,100	2,250
65010 BOOKS, PUBLICATIONS, MAPS	1,293	1,000	500	1,000
65015 CHEMICALS	4,663	13,000	10,500	13,000
65020 CLOTHING		750		750
65035 PETROLEUM PRODUCTS	971,631	1,020,000	950,000	1,020,000
65040 JANITORIAL SUPPLIES		667	600	666
65045 LICENSING/REGULATORY SUPP	80,566	83,300	80,000	83,300
65050 BLDG MAINTENANCE MATERIAL	442	1,300	900	1,300
65055 MATER. TO MAINT. IMP.	480	3,000	2,500	3,000
65060 MATER. TO MAINT. AUTOS	1,148,806	950,000	935,000	950,000
65065 TIRES & TUBES	94,044	90,000	87,000	90,000
65085 MINOR EQUIPMENT & TOOLS	19,696	19,000	17,500	19,000
65090 SAFETY EQUIPMENT	1,576	666	2,500	666
65095 OFFICE SUPPLIES	1,229	2,000	2,292	2,000
65550 AUTOMOTIVE EQUIPMENT	164,044			
66020 TRANSFERS TO OTHER FUNDS		2,222,069	1,481,379	
66025 TRAN.TO DS FUND- ERI DEBT SERV	21,500	22,274	22,274	24,054
68205 CONTINGENCIES	-	450	450	450
<b>7700 FLEET DEPARTMENT</b>	<b>3,857,345</b>	<b>5,718,513</b>	<b>4,876,106</b>	<b>3,509,065</b>

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

**Financial Summary**

	2011 Actual	2012 Adopted Budget	2012 Estimated Actual	2013 Adopted Budget
<b>Revenues</b>				
General Fund	-	1,742,590	1,742,590	1,242,590
Library Fund	-	1,700	1,700	1,700
Parking Fund	-	30,000	30,000	30,000
Water Fund	-	72,275	-	-
Sewer Fund	-	127,650	-	-
Solid Waste Fund	-	177,131	177,131	177,131
Sale of Surplus Property	-	210,217	105,000	210,217
Miscellaneous Revenue			11,000	
Transfer from Fleet Fund	-	2,222,069	1,481,379	-
<b>Total Revenues</b>	-	<b>4,583,632</b>	<b>3,548,800</b>	<b>1,661,638</b>
<b>Expenditures</b>				
Capital Outlay	-	3,500,000	2,400,000	2,400,000
Capital Leases	-	50,000	32,000	50,000
Depreciation	-	-	-	-
<b>Total Expenditures</b>	-	<b>3,550,000</b>	<b>2,432,000</b>	<b>2,450,000</b>
<b>Net Surplus (Deficit)</b>	-	<b>1,033,632</b>	<b>1,116,800</b>	<b>(788,362)</b>
<b>Beginning Fund Balance</b>	-	-		<b>1,116,800</b>
<b>Ending Fund Balance</b>	-	<b>1,033,632</b>	<b>1,116,800</b>	<b>328,438</b>

**Description of Major Activities**

This fund accounts for all vehicle and equipment replacement purchases, new additions to the fleet, and some rental and lease activities 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.

	2011 Actual	2012 Budget	2012 Estimate	2013 Approved
7780 EQUIPMENT REPLACEMENT				
62375 RENTALS		25,000	7,000	25,000
62402 VEHICLE LEASE CHARGES		25,000	25,000	25,000
65550 AUTOMOTIVE EQUIPMENT		3,500,000	2,400,000	2,400,000
7780 EQUIPMENT REPLACEMENT		<u>3,550,000</u>	<u>2,432,000</u>	<u>2,450,000</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>2011 Actual</b>	<b>2012 Adopted Budget</b>	<b>2012 Estimated Actual</b>	<b>2013 Adopted Budget</b>
<b>Revenue By Source</b>				
General Admin Contribution- General Fund	98,582	121,207	121,204	121,204
General Admin Contribution- E911	775	930	930	930
General Admin Contribution- CDBG	775	930	930	930
General Admin Contribution- E.D.	775	930	930	930
General Admin Contribution- Parking	14,193	17,032	17,032	17,032
General Admin Contribution- Water Fund	20,793	24,962	24,962	24,962
General Admin Contribution- Sewer Fund	11,992	14,385	14,385	14,385
Liability/Property Contribution- General Fund	739,448	909,150	909,150	909,150
Liability/Property Contribution- E911	5,810	6,972	6,972	6,972
Liability/Property Contribution- CDBG	5,810	6,972	6,972	6,972
Liability/Property Contribution- E.D.	5,810	6,972	6,972	6,972
Liability/Property Contribution- Parking Fund	106,442	127,731	127,731	127,731
Liability/Property Contribution- Water Fund	155,945	187,209	187,209	187,209
Liability/Property Contribution- Sewer Fund	89,942	107,887	107,887	107,887
Workers' Comp Contribution- General Fund	1,013,938	1,244,860	1,244,860	1,244,860
Workers' Comp Contribution- Library Fund		5,898	5,898	5,898
Workers' Comp Contribution- E911	7,955	9,546	9,546	9,546
Workers' Comp Contribution- CDBG	7,955	9,546	9,546	9,546
Workers' Comp Contribution- E.D.	7,955	9,546	9,546	9,546
Workers' Comp Contribution- Parking Fund	145,738	174,886	174,886	174,886
Workers' Comp Contribution- Water Fund	213,516	256,322	256,322	256,322
Workers' Comp Contribution- Sewer Fund	123,146	147,716	147,716	147,716
Subrogation Proceeds	77,363	83,300	83,300	83,300
Investment Income	823	41,650	41,650	41,650
<b>Workers Comp &amp; Liability - Subtotal</b>	<b>2,855,481</b>	<b>3,516,539</b>	<b>3,516,536</b>	<b>3,516,536</b>

City of Evanston

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

	<b>2011 Actual</b>	<b>2012 Adopted Budget</b>	<b>2012 Estimated Actual</b>	<b>2013 Adopted Budget</b>
Health Insurance Chargebacks- General Fund	7,947,664	7,602,935	7,602,935	8,232,350
Health Insurance Chargebacks - Library Fund		308,920	308,920	318,681
Health Insurance Chargebacks - NSP2 Fund	5,463	15,635	15,635	16,390
Health Insurance Chargebacks- E911 Fund	74,836	77,647	77,647	81,545
Health Insurance Chargebacks- CDBG	19,138	10,780	10,780	12,586
Health Insurance Chargebacks- E.D. Fund	36,576	57,886	57,886	56,081
Health Insurance Chargebacks- Parking Fund	89,573	184,229	184,229	170,588
Health Insurance Chargebacks- Water Fund	537,497	561,211	561,211	596,392
Health Insurance Chargebacks- Sewer Fund	142,502	140,199	140,199	168,030
Health Insurance Chargebacks - Solid Waste	145,944	158,577	158,577	114,220
Health Insurance Chargebacks- Fleet Fund	184,761	196,271	196,271	183,414
Retiree Health Insurance Contributions	1,429,614	1,903,503	1,903,503	1,684,894
Employee Health Insurance Contributions	1,244,736	1,209,056	1,209,056	1,760,276
One Time IPBC Distribution	-	200,000	200,000	300,000
<b>Health &amp; Life insurance - Subtotal</b>	<b>11,858,304</b>	<b>12,626,849</b>	<b>12,626,849</b>	<b>13,695,447</b>
<b>Total Revenues</b>	<b>14,713,785</b>	<b>16,143,388</b>	<b>16,143,385</b>	<b>17,211,983</b>
<b>Expenditures</b>				
General Administration & Support	241,733	354,104	372,762	294,093
Auditing	-	-	25,000	25,000
Liability/Property Insurance Premiums	372,834	470,000	470,000	470,000
Liability Legal Fees	512,429	350,000	350,000	350,000
Liability Settlement Payments	250,290	400,000	400,000	400,000
Transfer--to ERI Debt Service	-		7,709	8,325
Workers' Comp Insurance Premiums	81,437	114,400	114,400	114,400
Workers' Comp Legal Fees	56,692	60,000	71,413	80,500
Workers' Comp Medical Payments	781,652	850,000	650,000	800,000
Workers' Comp Settlement Payments	652,848	700,000	950,000	1,100,000
Workers' Comp TPA Pymts (non specific)	125,458	145,000	145,000	145,000
Workers' Comp TTD Pymts (non sworn)	85,822	140,000	-	-
<b>Workers' Comp &amp; Liability - Subtotal</b>	<b>3,161,195</b>	<b>3,583,504</b>	<b>3,556,284</b>	<b>3,787,318</b>
General Administration & Support	2,556	98,878	98,878	94,093
Health Insurance Premiums	12,679,229	13,005,609	13,005,609	13,458,615
Health Insurance Opt Out Payments	58,080	78,000	78,000	84,000
<b>Health &amp; Life Insurance - Subtotal</b>	<b>12,739,865</b>	<b>13,182,487</b>	<b>13,182,487</b>	<b>13,636,708</b>
<b>Total Expenditures</b>	<b>15,901,060</b>	<b>16,765,991</b>	<b>16,738,771</b>	<b>17,424,026</b>
<b>Workers' Comp &amp; Liability Surplus (Deficit)</b>	<b>(305,714)</b>	<b>(66,965)</b>	<b>(39,748)</b>	<b>(270,782)</b>
<b>Health &amp; Life Insurance Surplus (Deficit)</b>	<b>(881,561)</b>	<b>(555,638)</b>	<b>(555,638)</b>	<b>58,739</b>
<b>Net Surplus (Deficit)</b>	<b>(1,187,275)</b>	<b>(622,603)</b>	<b>(595,386)</b>	<b>(212,043)</b>
<b>Beginning Fund Balance</b>	<b>(4,937,497)</b>		<b>(6,124,772)</b>	<b>(6,720,158)</b>
<b>Ending Fund Balance</b>	<b>(6,124,772)</b>		<b>(6,720,158)</b>	<b>(6,932,201)</b>

## City of Evanston

### Insurance Fund Summary (Fund #605)

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

The City maintains excess liability coverage for general tort matters. The City's self-insured retention is \$1,250,000. 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 claims account is administered by the Law Department. The worker's compensation account is administered by the Administrative Services Department.

#### **Performance Report on FY 2012 Initiatives**

All departments did a self-audit of safety issues and practices related to the work of their department. Human Resources bid out and Contracted with CCMSI to conduct a Safety Audit of all City facilities, policies and practices. Fire Department staff received a follow-up personal safety training to support injury prevention. As of 9/5/12, twenty-eight (28) City of Evanston employees became OSHA certified. Another certification training will be offered in October of 2012. Through on-site training with Fire and Life Safety Services there has been a significant decrease in the number of work related injuries in 2012.

While an Accident Review Board has been in existence for many years to review damage to City vehicles, a Citywide Safety Committee is being established in the fall of 2012 that will review patterns of worker related injuries.

Each department will establish a set of safety goals to prevent and reduce employee injuries. Staff will continue to offer safety training to those departments with employees who are having the most injuries.

The City just renewed the contract with CCMSI and will continue working with them till the expiration of this contract which will be end of February 2013.

Worker's Compensation claims which require legal representation are still being handled by outside legal support.

The City is continuing to encourage Pro Se settlements when possible.

#### **FY 2013 Fund Initiatives**

Work with Departments to establish short and long term goals to address issues identified in the 2012 Safety Audit conducted by CCMSI.

Work with Departments to identify and support training needs specific to their employees and their safety issues - identified in 2012 audit.

Work with Facilities management to establish short and long term goals to address facility issues identified in the 2012 audit.

Update and/or create missing safety policies that support the safety of our employees - suggestions presented in 2012 audit.

Identify and support city-wide training needs of employees that will increase safety and reduce employee injuries.

Do an RFP to establish third party administrator for workers compensation claims - current contract extension expires end of February 2013.

	2011 Actual	2012 Budget	2012 Estimate	2013 Approved
<b>7800 INSURANCE</b>				
61010 REGULAR PAY	261,467	281,342	398,878	275,624
61110 OVERTIME PAY	1,350			
61210 LONGEVITY	1,479	1,944	1,944	1,783
61415 TERMINATION PAYOUTS	3,518			
61510 HEALTH INSURANCE		72,455	72,454	56,170
61615 LIFE INSURANCE		241	241	220
61625 AUTO ALLOWANCE	497	600	600	600
61626 CELL PHONE ALLOWANCE	52			
61710 IMRF	18,077	33,144	33,144	31,430
61725 SOCIAL SECURITY	12,395	17,017	17,017	16,771
61730 MEDICARE	2,899	3,980	3,980	3,922
62110 AUDITING		25,000	25,000	25,000
62130 LEGAL SERVICES - GENERAL	200,315	350,000	350,000	350,000
62260 SETTLEMENT COSTS - LIABILITY	385,041	400,000	400,000	400,000
62266 TPA SERVICE CHARGES	125,458	145,000	145,000	145,000
62295 TRAINING & TRAVEL		417	416	417
62380 COPY MACHINE CHARGES	125			
62615 INSURANCE PREMIUM	412,834	470,000	470,000	470,000
65010 BOOKS, PUBLICATIONS, MAPS		417	416	417
65125 OTHER COMMODITIES		833	833	833
66025 TRAN.TO DS FUND- ERI DEBT SERV	5,710	7,709	7,709	8,325
66040 GENERAL ADMINIST. & SUPPORT	2,556			
66044 WORKERS COMP. INSUR.PREMIUMS	81,437	114,400	114,400	114,400
66045 WORKERS COMP LEGAL FEES	56,692	60,000	71,413	80,500
66046 WORKERS COMP. MEDICAL PAYMENTS	881,652	850,000	650,000	800,000
66047 WORKERS COMP. SETTLEMENT PMNTS	752,848	700,000	874,371	1,100,000
66049 WORK.COMP. TTD PMNT(NON SWORN)	153,528	140,000		
66050 HEALTH INSURANCE PREMIUMS-PPO	8,312,686	8,453,645	8,453,645	9,540,388
66051 HEALTH INSURANCE PREMIUMS- HMO	4,152,386	4,551,962	4,551,963	3,898,226
66054 MEDICARE SUPPL.-SENIORS CHOICE	17,978	7,885	17,347	20,000
66059 HEALTH INS. OPT OUT EXPENSES	58,080	78,000	78,000	84,000
<b>7800 INSURANCE</b>	<b>15,901,060</b>	<b>16,765,991</b>	<b>16,738,771</b>	<b>17,424,026</b>

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

**Financial Summary**

	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2012 Estimated Actual</b>	<b>2013 Adopted Budget</b>
<b>Revenues:</b>				
Property Taxes	4,132,019	6,119,393	6,100,000	6,061,575
Personal Property Replacement Tax	235,000	282,000	280,000	280,000
Interest on Investment	835,335	600,000	650,000	800,000
Participants' Contribution	742,350	900,000	900,000	922,500
Unrealized Gain (Loss)	443,976	-	-	-
Misc Income	134	-	-	-
<b>Total Revenues</b>	<b>6,388,814</b>	<b>7,901,393</b>	<b>7,930,000</b>	<b>8,064,075</b>
<b>Expenditures:</b>				
Administrative Expense	245,164	154,000	154,000	154,000
Legal Fees	-	50,000	50,000	50,000
Retirees Pensions	3,794,695	4,700,000	4,700,000	4,841,000
Widows' Pensions	866,915	1,070,000	1,090,000	1,090,000
Disability Pension	885,842	1,060,000	1,258,472	1,350,000
QUILDRO	61,399	75,000	75,000	75,000
Reserve for Future Pension Payment	-	-	-	-
<b>Total Expenditures</b>	<b>5,854,015</b>	<b>7,109,000</b>	<b>7,327,472</b>	<b>7,560,000</b>
<b>Net Surplus (Deficit)</b>	<b>534,799</b>	<b>792,393</b>	<b>602,529</b>	<b>504,075</b>
<b>Beginning Net Assets held in Trust</b>	54,358,822		54,893,621	55,496,150
<b>Ending Net Assets held in Trust</b>	54,893,621		55,496,150	56,000,225

**Notes on Financial Summary**

Actual Property tax Revenue for 2011 is calculated based on Generally Accepted Accounting Principles (GAAP basis). Property Tax Revenues budgeted for 2012 and 2013 reflect tax levies based on an actuary report before the loss factor. Estimated 2012 Property Tax Revenue number includes cash receipts from 2011 levy and delinquent payments received during 2012.

\$50,000 has been budgeted as a contingency for legal expenses in FY 2013.

**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.

	2011	2012	2012	2013
	Actual	Budget	Estimate	Approved
<b>8000 FIREFIGHTERS' PENSION</b>				
61455 REGULAR SALARIES-CHGBACKS	1,200-			
61755 PENSION-ADMIN. EXPENSE	246,364	204,000	204,000	204,000
61770 RETIRED EMPLOYEES PENSION	3,794,696	4,700,000	4,700,000	4,841,000
61775 WIDOWS' PENSIONS	866,915	1,070,000	1,090,000	1,090,000
61785 DISABILITY PENSIONS	885,842	1,060,000	1,258,472	1,350,000
61795 QILDRO'S	61,399	75,000	75,000	75,000
<b>8000 FIREFIGHTERS' PENSION</b>	<b>5,854,015</b>	<b>7,109,000</b>	<b>7,327,472</b>	<b>7,560,000</b>

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

**Financial Summary**

	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2012 Estimated Actual</b>	<b>2013 Adopted Budget</b>
<b>Revenues:</b>				
Property Taxes	5,095,397	8,196,751	8,110,000	8,069,325
Personal Property Replacement Tax	270,833	325,000	325,000	325,000
Interest on Investment	2,268,478	1,600,000	2,500,000	2,625,000
Participants Contribution	1,149,735	1,385,000	1,350,000	1,383,750
Misc. Income	69	-	-	-
Unrealized Gain	(1,208,517)	-	-	-
<b>Total Revenues</b>	<b>7,575,995</b>	<b>11,506,751</b>	<b>12,285,000</b>	<b>12,403,075</b>
<b>Expenditures:</b>				
Administrative Expense	255,788	186,000	225,000	250,000
Retirees' Pensions	5,802,426	7,250,000	7,282,300	7,500,769
Widows' Pensions	675,909	818,000	868,000	868,000
Disability Pension	571,045	625,000	649,650	700,000
Separation Refunds	128,188	-	116,600	150,000
QUILDRO	11,889	12,000	17,900	18,000
<b>Total Expenditures</b>	<b>7,445,245</b>	<b>8,891,000</b>	<b>9,159,450</b>	<b>9,486,769</b>
<b>Net Surplus (Deficit)</b>	<b>130,750</b>	<b>2,615,751</b>	<b>3,125,550</b>	<b>2,916,306</b>
<b>Beginning Net Assets held in Trust</b>	72,465,514		72,596,264	75,721,814
<b>Ending Net Assets held in Trust</b>	72,596,264		75,721,814	78,638,120

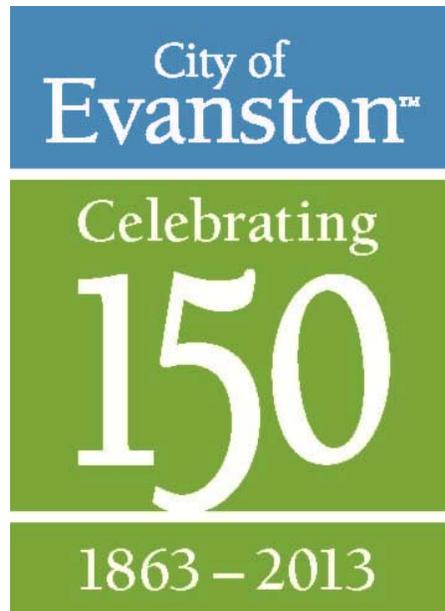
**Notes on Financial Summary**

Actual Property tax Revenue for 2011 is calculated based on Generally Accepted Accounting Principles (GAAP basis). Property Tax Revenues budgeted for 2012 and 2013 reflect tax levies based on an actuary report before the loss factor. Estimated 2012 Property Tax Revenue number includes cash receipts from 2011 levy and delinquent payments received during 2012.

**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.

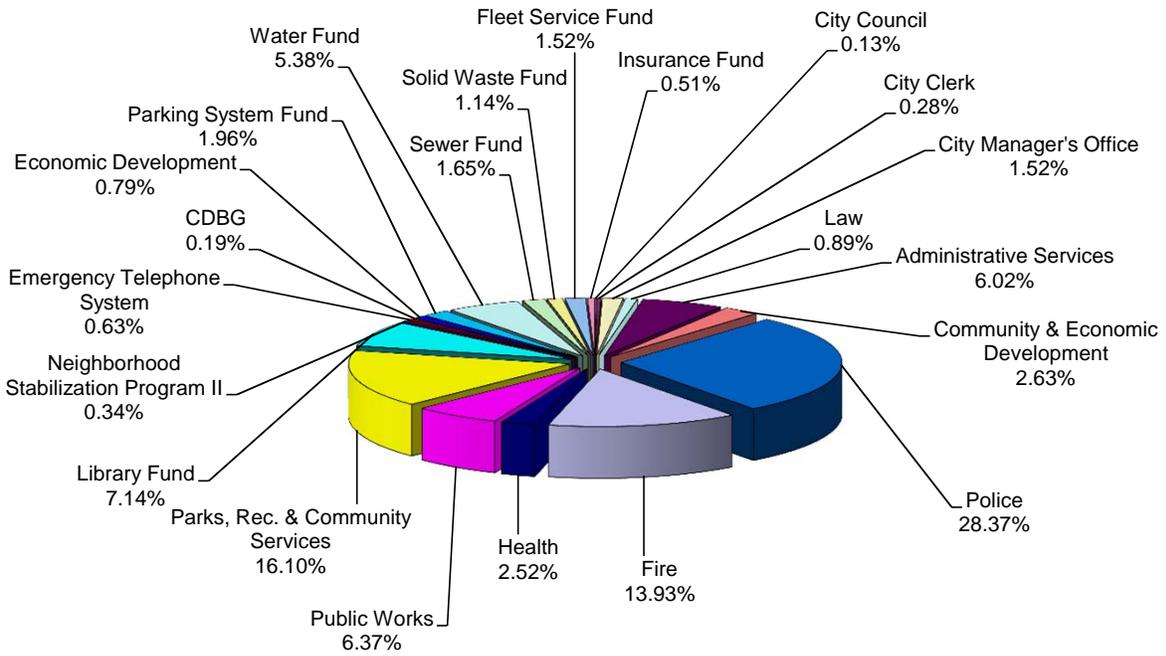
		2011	2012	2012	2013
		Actual	Budget	Estimate	Approved
<b>8100 POLICEMENS' PENSION</b>					
61755	PENSION-ADMIN. EXPENSE	255,788	186,000	225,000	250,000
61770	RETIRED EMPLOYEES PENSION	5,802,426	7,250,000	7,282,300	7,500,769
61775	WIDOWS' PENSIONS	675,909	818,000	868,000	868,000
61785	DISABILITY PENSIONS	571,045	625,000	766,250	850,000
61790	SEPARATION REFUNDS	128,188			
61795	QILDRO'S	11,889	12,000	17,900	18,000
<b>8100 POLICEMENS' PENSION</b>		<b>7,445,245</b>	<b>8,891,000</b>	<b>9,159,450</b>	<b>9,486,769</b>



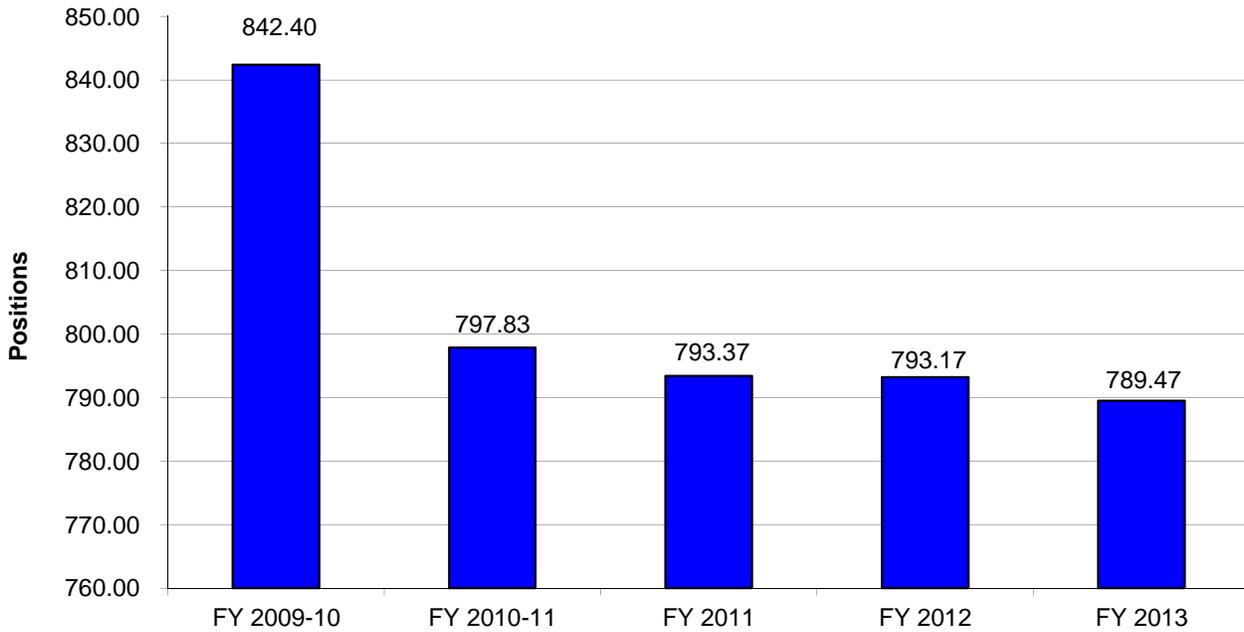
# **PART V**

# **POSITION INFORMATION**

## City of Evanston All Funds Position Charts

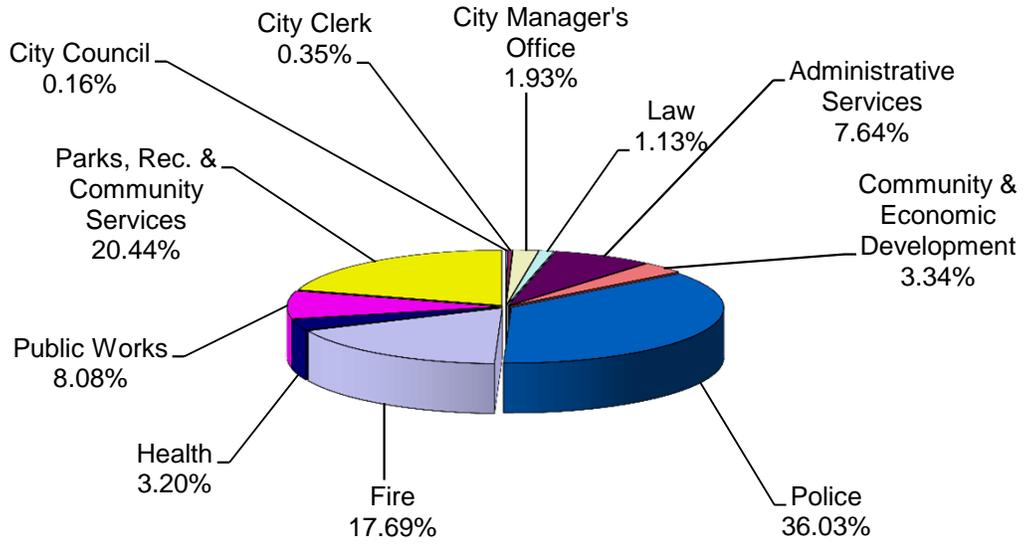


### Positions - All Funds Last Five Fiscal Years

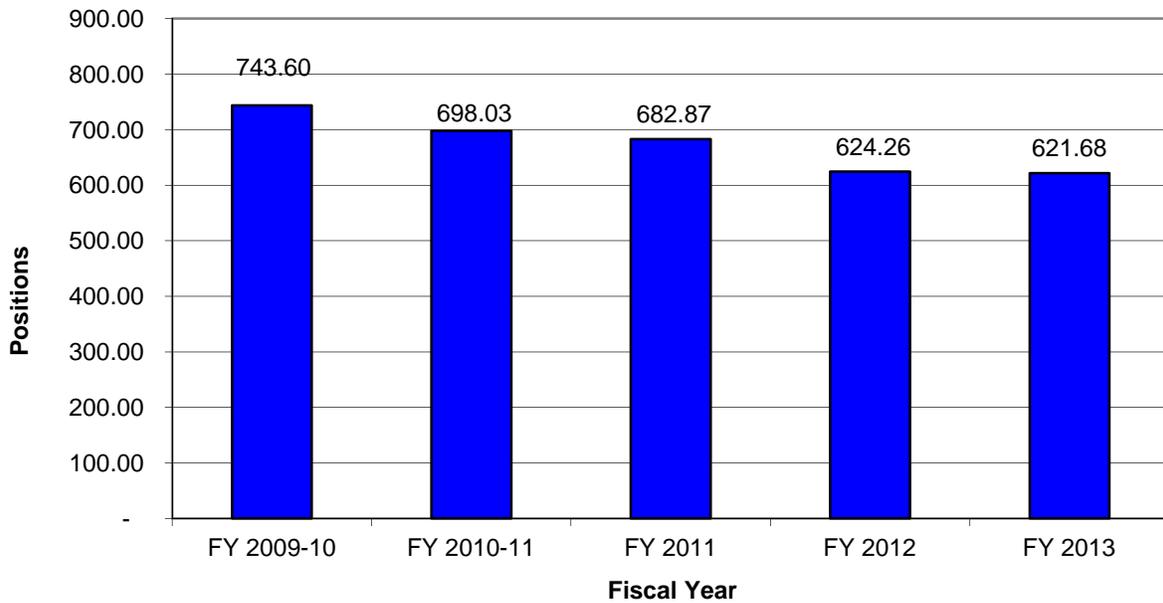


# City of Evanston

## 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		2009-10	2010-11	FY 2011	FY 2012	FY 2013	FY12-FY13 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>1.80</b>	<b>2.20</b>	<b>0.40</b>
<b>1505</b>	City Manager's Office	7.20	4.70	6.00	6.00	6.00	0.00
<b>1510</b>	Public Information	1.00	7.00	4.00	5.00	5.00	0.00
<b>1535</b>	Sustainability Grant	0.00	1.00	1.00	1.00	1.00	0.00
<b>1550</b>	Business Perf. & Technology Admin.	0.00	0.00	0.00	0.00	0.00	0.00
<b>1555</b>	Information Systems	12.50	0.00	0.00	0.00	0.00	0.00
<b>1560</b>	Geographic Information Systems	3.00	0.00	0.00	0.00	0.00	0.00
<b>1565</b>	BIS Performance Management	4.00	0.00	0.00	0.00	0.00	0.00
	<b>Subtotal City Manager's Office</b>	<b>27.70</b>	<b>12.70</b>	<b>11.00</b>	<b>12.00</b>	<b>12.00</b>	<b>0.00</b>
<b>1705</b>	<b>Law Department</b>	<b>6.00</b>	<b>8.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>
<b>1905</b>	Administration General Support	3.00	4.00	4.00	4.00	4.00	0.00
<b>1910</b>	Revenue Division	9.00	5.00	5.00	4.00	4.00	0.00
<b>1915</b>	Payroll	2.00	2.50	2.50	2.50	2.50	0.00
<b>1920</b>	Accounting	6.00	6.50	6.50	6.50	6.50	0.00
<b>1925</b>	Purchasing and Accounts Payable	3.50	2.50	2.50	2.60	3.00	0.40
<b>1929</b>	Human Resources Division	0.00	5.00	5.00	5.00	5.00	0.00
<b>1930</b>	Budget	2.00	0.00	0.00	0.00	0.00	0.00
<b>1932</b>	Information Systems	0.00	14.00	13.00	11.50	10.50	(1.00)
<b>1935</b>	Administrative Adjudication	3.00	0.00	0.00	0.00	0.00	0.00
<b>1941</b>	Parking Enforcement & Tickets	0.00	14.00	12.00	12.00	12.00	0.00
	<b>Subtotal Administrative Services</b>	<b>28.50</b>	<b>53.50</b>	<b>50.50</b>	<b>48.10</b>	<b>47.50</b>	<b>(0.60)</b>
<b>2101</b>	Community Development Admin	2.00	1.00	1.00	2.00	1.75	(0.25)
<b>2105</b>	Planning & Support	5.00	8.00	8.00	7.00	6.00	(1.00)
<b>2115</b>	Housing Code Compliance	6.00	7.00	7.00	7.00	0.00	(7.00)
<b>2120</b>	Housing Rehabilitation	4.00	3.00	3.00	1.60	1.60	0.00
<b>2126</b>	Building Inspection Services	0.00	8.00	8.00	9.40	11.40	2.00
<b>2127</b>	Community Intervention Services	0.00	1.00	1.00	0.00	0.00	0.00
<b>2130</b>	Building & Zoning	16.00	0.00	0.00	0.00	0.00	0.00
<b>2135</b>	Economic Development	0.00	3.00	1.00	0.00	0.00	0.00
	<b>Subtotal Community &amp; Economic Development</b>	<b>33.00</b>	<b>31.00</b>	<b>29.00</b>	<b>27.00</b>	<b>20.75</b>	<b>(6.25)</b>
<b>2205</b>	Police Administration	2.00	2.00	2.00	2.00	2.00	0.00
<b>2210</b>	Patrol Operations	95.00	95.00	103.00	103.00	102.00	(1.00)
<b>2215</b>	Criminal Investigation	18.00	18.00	16.00	16.00	15.00	(1.00)
<b>2225</b>	Social Services Bureau	5.00	4.00	4.00	4.00	4.00	0.00
<b>2230</b>	Juvenile Bureau	11.00	11.00	10.00	10.00	9.00	(1.00)
<b>2235</b>	School Liaison	3.00	3.00	3.00	3.00	3.00	0.00
<b>2240</b>	Police Records	11.00	7.00	6.00	7.00	7.00	0.00
<b>2245</b>	Communications Bureau	15.00	14.00	14.00	14.00	14.00	0.00
<b>2250</b>	Service Desk Bureau	16.00	18.00	18.00	19.00	19.00	0.00
<b>2251</b>	Public Information	0.00	0.00	9.50	9.50	8.50	(1.00)
<b>2255</b>	Office of Professional Standards	4.00	3.00	3.00	3.00	3.00	0.00
<b>2260</b>	Office of Administration	3.00	3.00	2.00	2.00	3.00	1.00
<b>2265</b>	Neighborhood Enforcement Team (N.E.T.)	18.00	18.00	15.00	14.00	15.00	1.00
<b>2270</b>	Traffic Bureau	7.00	8.00	8.00	8.00	8.00	0.00
<b>2275</b>	Community Strategies Bureau	1.00	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	8.00	1.00
	<b>Subtotal Police</b>	<b>218.50</b>	<b>214.50</b>	<b>224.00</b>	<b>225.00</b>	<b>224.00</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	5.00	5.00	4.00	4.00	4.00	0.00
<b>2315</b>	Fire Suppression	103.00	102.00	103.00	103.00	103.00	0.00

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

DEPARTMENT / DIVISION SUMMARY		2009-10	2010-11	FY 2011	FY 2012	FY 2013	FY12-FY13 Difference
<b>Subtotal Fire</b>		<b>111.00</b>	<b>110.00</b>	<b>110.00</b>	<b>110.00</b>	<b>110.00</b>	<b>0.00</b>
<b>2407</b>	Health Services Administration	3.10	2.10	2.00	2.00	2.00	0.00
<b>2416</b>	Family & Community Wellness	0.00	0.00	0.00	0.00	0.00	0.00
<b>2425</b>	Dental Services	4.00	4.00	2.80	2.80	0.00	(2.80)
<b>2435</b>	Food and Environmental Health	7.80	7.80	7.10	8.90	12.90	4.00
<b>2440</b>	Vital Records	2.40	2.40	2.00	2.00	2.00	0.00
<b>2455</b>	Mental Health Administration	0.50	2.00	2.00	2.00	3.00	1.00
<b>2530</b>	Commission on Aging	3.10	0.00	0.00	0.00	0.00	0.00
<b>2540</b>	Summer Youth Employ. Program	1.00	0.00	0.00	0.00	0.00	0.00
<b>2541</b>	Youth Engagement Division	1.00	0.00	0.00	0.00	0.00	0.00
<b>2550</b>	Human Relations Commission	3.50	0.00	0.00	0.00	0.00	0.00
<b>Subtotal Health &amp; Human Services</b>		<b>26.40</b>	<b>18.30</b>	<b>15.90</b>	<b>17.70</b>	<b>19.90</b>	<b>2.20</b>
<b>2605</b>	Director of Public Works	3.00	2.00	2.00	2.00	3.00	1.00
<b>2606</b>	Sustainability Grant	1.00	0.00	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	1.00	1.00	1.00	1.00	1.00	0.00
<b>2625</b>	City Engineer	8.00	8.00	6.00	6.00	7.00	1.00
<b>2630</b>	Traffic Engineering	4.50	4.50	4.50	4.50	3.50	(1.00)
<b>2635</b>	Traffic Signs	3.00	0.00	0.00	0.00	0.00	0.00
<b>2640</b>	Traffic Signals & Streetlight Maint.	4.00	4.00	4.00	4.00	4.00	0.00
<b>2645</b>	Parking Enforcement & Tickets	14.00	0.00	0.00	0.00	0.00	0.00
<b>2665</b>	Streets & Sanitation Administration	6.00	6.00	5.75	5.75	4.75	(1.00)
<b>2670</b>	Street and Alley Maintenance	15.00	17.00	20.00	20.00	22.50	2.50
<b>2675</b>	Street Cleaning	5.00	5.00	4.00	4.00	2.50	(1.50)
<b>2685</b>	Refuse Collection and Disposal	14.75	10.75	0.00	0.00	0.00	0.00
<b>2695</b>	Yard Waste Collection and Disposal	2.00	2.00	0.00	0.00	0.00	0.00
<b>2697</b>	Facilities Administration	0.00	0.00	0.00	0.00	0.00	0.00
<b>2699</b>	Construction and Repair	0.00	0.00	0.00	0.00	0.00	0.00
<b>Subtotal Public Works</b>		<b>83.25</b>	<b>62.25</b>	<b>49.25</b>	<b>49.25</b>	<b>50.25</b>	<b>1.00</b>
<b>3005</b>	Recreation Mgt. & General Support	3.00	3.00	3.00	2.00	2.00	0.00
<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	1.00	0.00	0.00	0.00
<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	8.70	8.70	8.70	0.00
<b>3035</b>	Chandler Community Center	6.50	5.00	5.83	5.83	5.83	0.00
<b>3040</b>	Fleetwood-Jourdain Community Ctr.	7.00	6.00	6.75	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	10.58	9.05	8.83	8.83	12.01	3.18
<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	5.00	5.00	0.00
<b>3095</b>	Crown Ice Rink	8.80	7.65	7.01	7.01	7.00	(0.01)
<b>3100</b>	Sports Leagues	0.05	0.05	0.45	0.55	0.55	0.00
<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	2.46	2.71	2.71	0.00
<b>3140</b>	Bus Program	0.75	0.75	1.15	1.15	1.15	0.00
<b>3150</b>	Park Service Unit	1.75	1.75	1.45	1.45	1.45	0.00
<b>3205</b>	Community Relations	0.00	2.00	2.00	0.00	0.00	0.00
<b>3210</b>	Commission On Aging	0.00	1.50	1.90	1.50	0.00	(1.50)
<b>3215</b>	Youth Engagement	0.00	1.00	1.00	4.00	4.00	0.00
<b>3505</b>	Parks and Forestry General Support	3.00	3.00	3.00	2.00	2.00	0.00
<b>3510</b>	Horticulture Maintenance	14.00	13.00	13.00	13.00	13.00	0.00
<b>3515</b>	Maintenance of Parkway Trees	10.00	9.50	8.50	8.50	8.50	0.00
<b>3520</b>	Dutch Elm Disease Control	7.00	7.25	7.25	7.25	7.25	0.00
<b>3525</b>	Tree Planting	2.00	2.25	2.25	2.25	2.25	0.00
<b>3605</b>	Ecology Center	4.05	4.05	3.77	3.77	3.77	0.00
<b>3700</b>	Arts Council	0.80	0.80	0.80	0.00	0.00	0.00
<b>3710</b>	Noyes Cultural Arts Center	4.82	4.25	4.31	3.31	3.31	0.00
<b>3720</b>	Cultural Arts Programs	2.65	1.80	1.80	3.00	3.00	0.00
<b>3805</b>	Facilities Administration	2.00	2.00	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>2009-10</b>	<b>2010-11</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY12-FY13 Difference</b>
<b>3806</b>	Civic Center Services	2.20	2.20	2.20	2.20	2.20	0.00
<b>3807</b>	Construction & Repair	16.00	16.00	16.00	16.00	16.00	0.00
<b>Subtotal Parks, Recreation &amp; Comm. Services</b>		<b>131.75</b>	<b>128.65</b>	<b>129.06</b>	<b>125.41</b>	<b>127.08</b>	<b>1.67</b>
<b>TOTAL - GENERAL FUND</b>		<b>743.60</b>	<b>698.03</b>	<b>627.71</b>	<b>624.26</b>	<b>621.68</b>	<b>(2.58)</b>
<b>OTHER FUNDS</b>							
<b>4805</b>	Children's Services	8.01	8.38	8.38	10.71	11.24	0.53
<b>4806</b>	Adult Services	17.02	16.31	16.37	15.39	13.86	(1.53)
<b>4808</b>	Neighborhood Services	0.00	0.00	2.64	0.00	0.00	0.00
<b>4810</b>	Reader's Services	0.00	0.00	0.00	0.00	0.00	0.00
<b>4815</b>	Reference Services and Periodicals	0.00	0.00	0.00	0.00	0.00	0.00
<b>4820</b>	Circulation	15.61	14.76	14.51	14.44	14.44	0.00
<b>4825</b>	North Branch	2.97	2.64	0.00	2.64	2.64	0.00
<b>4830</b>	South Branch	2.61	1.39	0.00	0.00	0.00	0.00
<b>4835</b>	Technical Services	12.13	5.61	5.61	5.61	5.61	0.00
<b>4840</b>	Library Maintenance	3.64	3.00	3.00	3.00	3.00	0.00
<b>4845</b>	Library Administration	5.51	5.04	4.65	4.59	5.59	1.00
<b>Subtotal Library Fund</b>		<b>67.50</b>	<b>57.13</b>	<b>55.16</b>	<b>56.38</b>	<b>56.38</b>	<b>0.00</b>
<b>5005</b>	Neighborhood Stabilization Program 2	0.00	0.00	1.00	2.00	2.66	0.66
<b>5150</b>	Emergency Telephone System	5.00	5.00	5.00	5.00	5.00	0.00
<b>5220</b>	Community Develop. Block Grant (CDBG)	2.00	2.00	2.00	1.53	1.50	(0.03)
<b>5300</b>	Economic Development Fund	2.30	5.30	5.00	7.00	6.25	(0.75)
<b>5999</b>	Capital Projects Fund	0.00	0.00	1.00	0.00	0.00	0.00
<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	5.00	5.00	0.00
<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	10.50	10.50	0.00
<b>7120</b>	Water Meter Maintenance	3.00	3.00	2.00	2.00	2.00	0.00
<b>Subtotal Water</b>		<b>43.00</b>	<b>43.00</b>	<b>42.00</b>	<b>42.50</b>	<b>42.50</b>	<b>0.00</b>
<b>7400</b>	Sewer Maintenance	14.00	14.00	13.00	13.00	13.00	0.00
<b>7600</b>	Solid Waste	0.00	0.00	10.00	10.00	9.00	(1.00)
<b>7705</b>	Fleet Services General Support	3.00	2.00	2.00	2.00	2.00	0.00
<b>7710</b>	Major Maintenance	12.00	10.00	10.00	10.00	10.00	0.00
<b>Subtotal Fleet Service</b>		<b>15.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>0.00</b>
<b>7800</b>	Insurance Fund	2.00	3.00	4.00	4.00	4.00	0.00
<b>TOTAL - OTHER FUNDS</b>		<b>98.80</b>	<b>99.80</b>	<b>110.50</b>	<b>112.53</b>	<b>111.41</b>	<b>(1.12)</b>
<b>GRAND TOTAL - ALL FUNDS</b>		<b>842.40</b>	<b>797.83</b>	<b>793.37</b>	<b>793.17</b>	<b>789.47</b>	<b>(3.70)</b>

**CITY OF EVANSTON**  
**FY 2013 FULL-TIME EQUIVALENT (FTE) POSITION DETAIL - ALL FUNDS**

Position ID	Position Description	2012 Adopted Budget FTE	2013 Adopted Budget FTE			Comments
1000	Mayor	0.00	0.00	0.00		
1001	Alderman	0.00	0.00	0.00		
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>		
1002	City Clerk	0.00	0.00	0.00		
1170	Deputy City Clerk	1.00	1.40	0.40		
1497	Mailroom Attendant	0.80	0.80	0.00		
<b>1400 CITY CLERK</b>		<b>1.80</b>	<b>2.20</b>	<b>0.40</b>		
<b>LEGISLATIVE</b>		<b>2.80</b>	<b>3.20</b>	<b>0.40</b>		
1003	City Manager	1.00	1.00	0.00		
1109	Administrative Secretary	1.00	0.00	-1.00		Position transferred to Business Unit (BU) 1925.
1115	Assistant City Manager	1.00	0.00	-1.00		Position reclassified to Chief Financial Officer in Administrative Services Department.
1198	Executive Assistant	1.00	1.00	0.00		
1237	Management Analyst/Volunteer Coord.	1.00	1.00	0.00		
1452	Administrative Assistant	0.00	1.00	1.00		
1484	Local Government Mgt. Fellow	1.00	1.00	0.00		
1507	Deputy City Manager	0.00	1.00	1.00		Position reclassified from Assistant to City Manager to Deputy City Manager.
<b>1505 CITY MANAGER</b>		<b>6.00</b>	<b>6.00</b>	<b>0.00</b>		
1118	Assist. to City Mgr./Chief Cust. Officer	1.00	0.00	-1.00		Position reclassified to Deputy City Manager.
1155	Community Information Coordinator	1.00	1.00	0.00		
1249	Community Information Specialist	1.00	0.00	-1.00		
1281	Public Information Specialist	1.00	1.00	0.00		
1469	Web Communications Coordinator	1.00	1.00	0.00		
1501	Citizen Engagement Coordinator	0.00	1.00	1.00		
1506	Citizen Engagement Division Manager	0.00	1.00	1.00		
<b>1510 PUBLIC INFORMATION/311 OPERATIONS</b>		<b>5.00</b>	<b>5.00</b>	<b>0.00</b>		
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>CITY ADMINISTRATION</b>		<b>12.00</b>	<b>12.00</b>	<b>0.00</b>		
1024	Admin Adjudication Manager	1.00	1.00	0.00		
1108	Admin. Adjudication Aide	1.00	1.00	0.00		
1205	Executive Secretary (to Dept. Head)	1.00	1.00	0.00		
1456	Assistant City Attorney I	1.00	0.00	-1.00		
1457	City Attorney	1.00	1.00	0.00		
1489	Assistant City Attorney II	2.00	3.00	1.00		Promotion from Assistant City Attorney I.
<b>1705 LEGAL ADMINISTRATION</b>		<b>7.00</b>	<b>7.00</b>	<b>0.00</b>		
<b>LEGAL DEPARTMENT</b>		<b>7.00</b>	<b>7.00</b>	<b>0.00</b>		
1109	Administrative Secretary	1.00	1.00	0.00		
1237	Management Analyst	1.00	1.00	0.00		
1463	Senior Management Analyst	1.00	1.00	0.00		
1490	Administrative Services Director/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>		
1045	License and Measure Inspector	1.00	1.00	0.00		

**CITY OF EVANSTON**  
**FY 2013 FULL-TIME EQUIVALENT (FTE) POSITION DETAIL - ALL FUNDS**

	Position ID	Position Description	2012 Adopted Budget FTE	2013 Adopted Budget FTE		Comments
	1482	Customer Service Representative	3.00	3.00	0.00	
<b>1910 REVENUE DIVISION</b>			<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	
	1260	Payroll Manager	1.00	1.00	0.00	
	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>	
	1101	Accounting Manager	1.00	1.00	0.00	
	1103	Accounts Payable Coordinator	1.00	1.00	0.00	
	1117	Finance Manager	1.00	1.00	0.00	
	1302	Senior Accountant	3.00	3.00	0.00	
	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>	
	1109	Administrative Secretary	0.00	1.00	1.00	Position transferred from BU 1505.
	1148	Clerk II	0.60	0.00	-0.60	
	1175	Purchasing Manager	1.00	1.00	0.00	
	1289	Purchasing Coordinator	1.00	1.00	0.00	
<b>1925 PURCHASING DIVISION</b>			<b>2.60</b>	<b>3.00</b>	<b>0.40</b>	
	1217	Human Resources Assistant	2.00	2.00	0.00	
	1218	Human Resources Specialist	2.00	2.00	0.00	
	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>	
	1166	Database Administrator	1.00	1.00	0.00	
	1211	GIS Analyst	1.50	1.50	0.00	
	1235	IS Trainer	1.00	0.00	-1.00	1 FTE eliminated.
	1242	Network Administrator	2.00	2.00	0.00	
	1276	Programmer Analyst	1.00	1.00	0.00	
	1325	Tech Support Specialist I	2.00	2.00	0.00	
	1479	IT Division Manager	1.00	1.00	0.00	
	1481	Applications and Development Mgr.	1.00	1.00	0.00	
	1485	Tech Support Supervisor	1.00	1.00	0.00	
<b>1932 INFORMATION SYSTEMS</b>			<b>11.50</b>	<b>10.50</b>	<b>-1.00</b>	
	1252	Parking Enforcement Officer	10.00	10.00	0.00	
	1255	Parking Operations Clerk	1.00	1.00	0.00	
	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>ADMINISTRATIVE SERVICES DEPARTMENT</b>			<b>48.10</b>	<b>47.50</b>	<b>-0.60</b>	
	1004	Director, Comm. & Economic Dev.	1.00	0.75	-0.25	.25 FTE allocated to BU 5300.
	1237	Management Analyst	1.00	1.00	0.00	
<b>2101 COMMUNITY DEVELOPMENT ADMIN</b>			<b>2.00</b>	<b>1.75</b>	<b>-0.25</b>	
	1120	Planning and Zoning Division Manager	1.00	1.00	0.00	
	1199	Exec Secretary (non-Dept Head)	1.00	1.00	0.00	
	1215	Housing Planner	1.00	1.00	0.00	
	1269	General Planner	1.00	0.00	-1.00	Position eliminated.
	1304	Senior Planner	1.00	1.00	0.00	
	1346	Zoning Officer	1.00	1.00	0.00	
	1347	Zoning Planner	1.00	1.00	0.00	
<b>2105 PLANNING &amp; SUPPORT SRVS</b>			<b>7.00</b>	<b>6.00</b>	<b>-1.00</b>	
	1277	Property Maint Inspector I	4.00	0.00	-4.00	Positions transferred to BU 2435.
	1310	Sign Inspector/Graffiti Tech	1.00	0.00	-1.00	Positions transferred to BU 2126.
	1482	Customer Service Representative	1.00	0.00	-1.00	Position transferred to BU 2126.
	1487	Property Maint./Inspection Supervisor	1.00	0.00	-1.00	Position eliminated.
<b>2115 HOUSING CODE COMPLIANCE</b>			<b>7.00</b>	<b>0.00</b>	<b>-7.00</b>	
	1158	Construc Rehabilitation Spec	1.00	1.00	0.00	
	1509	Permits-Licensing Coordinator	0.60	0.60	0.00	

**CITY OF EVANSTON**  
**FY 2013 FULL-TIME EQUIVALENT (FTE) POSITION DETAIL - ALL FUNDS**

Position ID	Position Description	2012 Adopted Budget FTE	2013 Adopted Budget FTE		Comments
<b>2120 HOUSING REHABILITATION</b>		<b>1.60</b>	<b>1.60</b>	<b>0.00</b>	
1187	Electrical Inspector II	1.00	1.00	0.00	
1270	Plumbing/Mechanical Inspector	2.00	2.00	0.00	
1310	Sign Inspector/Graffiti Tech	0.00	1.00	1.00	Position transferred from BU 2115.
1314	Struct Inspec/Plan Examiner	1.00	1.00	0.00	
1420	Plan Review/Permits Supervisor	1.00	1.00	0.00	
1427	Building Construction Insp. Supervisor	1.00	1.00	0.00	
1482	Customer Service Representative	2.00	3.00	1.00	Positions transferred to BU 2126.
1486	Build/Insp Serv. Division Manager	1.00	1.00	0.00	
1509	Permits-Licensing Coordinator	0.40	0.40	0.00	
<b>2126 BUILDING INSPECTION SERVICES</b>		<b>9.40</b>	<b>11.40</b>	<b>2.00</b>	
<b>COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>		<b>27.00</b>	<b>20.75</b>	<b>-6.25</b>	
1109	Administrative Secretary	1.00	1.00	0.00	
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>	
1234	Police Commander	3.00	3.00	0.00	
1246	Police Officer	87.00	87.00	0.00	
1307	Police Sergeant	12.00	11.00	-1.00	Position reclassified to Training Coordinator.
1360	Deputy Chief	1.00	1.00	0.00	
<b>2210 PATROL OPERATIONS</b>		<b>103.00</b>	<b>102.00</b>	<b>-1.00</b>	
1234	Police Commander	1.00	1.00	0.00	
1246	Police Officer	12.00	11.00	-1.00	Position moved to BU 2265.
1307	Police Sergeant	2.00	2.00	0.00	
1360	Deputy Chief	1.00	1.00	0.00	
<b>2215 CRIMINAL INVESTIGATION</b>		<b>16.00</b>	<b>15.00</b>	<b>-1.00</b>	
1334	Victim Advocate	2.00	2.00	0.00	
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>	
1234	Police Commander	1.00	1.00	0.00	
1246	Police Officer	8.00	7.00	-1.00	Position moved to BU 2285.
1307	Police Sergeant	1.00	1.00	0.00	
<b>2230 JUVENILE BUREAU</b>		<b>10.00</b>	<b>9.00</b>	<b>-1.00</b>	
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>	
1007	Dir, Police Records Bureau	1.00	1.00	0.00	
1290	Records Input Operator	4.00	4.00	0.00	
1296	Review Officer	2.00	2.00	0.00	
<b>2240 POLICE RECORDS</b>		<b>7.00</b>	<b>7.00</b>	<b>0.00</b>	
1327	Telecommunicator	14.00	14.00	0.00	
<b>2245 COMMUNICATIONS</b>		<b>14.00</b>	<b>14.00</b>	<b>0.00</b>	
1161	Court Liaison	1.00	1.00	0.00	
1163	Custodian I	1.00	1.00	0.00	
1237	Management Analyst	1.00	1.00	0.00	
1279	Property Officer	1.00	1.00	0.00	
1324	Service Desk Officer II	12.00	12.00	0.00	
1360	Deputy Chief	1.00	1.00	0.00	
1413	Service Desk Supervisor	1.00	1.00	0.00	
1496	311 Supervisor	1.00	1.00	0.00	
<b>2250 SERVICE DESK</b>		<b>19.00</b>	<b>19.00</b>	<b>0.00</b>	
1493	Service Desk Officer I	9.50	8.50	-1.00	1 FTE eliminated.
<b>2251 PUBLIC INFORMATION</b>		<b>9.50</b>	<b>8.50</b>	<b>-1.00</b>	
1199	Exec Secretary (non-Dept Head)	1.00	1.00	0.00	

**CITY OF EVANSTON**  
**FY 2013 FULL-TIME EQUIVALENT (FTE) POSITION DETAIL - ALL FUNDS**

Position ID	Position Description	2012 Adopted Budget FTE	2013 Adopted Budget FTE			Comments
1234	Police Commander	1.00	1.00	0.00		
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>		
1106	Administrative Specialist	1.00	0.00	-1.00		Position reclassified to Mgt Analyst.
1107	Administrative Coordinator	1.00	1.00	0.00		
1237	Management Analyst	0.00	1.00	1.00		Position reclassified from Admin Specialist.
----	Training Coordinator	0.00	1.00	1.00		Position reclassified from Sgt in BU 2210.
<b>2260 OFFICE OF ADMINISTRATION</b>		<b>2.00</b>	<b>3.00</b>	<b>1.00</b>		
1234	Police Commander	1.00	1.00	0.00		
1246	Police Officer	11.00	12.00	1.00		Position moved from BU 2215.
1307	Police Sergeant	2.00	2.00	0.00		
<b>2265 NEIGHBORHOOD ENFORCEMENT TEAM</b>		<b>14.00</b>	<b>15.00</b>	<b>1.00</b>		
1246	Police Officer	6.00	6.00	0.00		
1307	Police Sergeant	1.00	1.00	0.00		
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>		
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>		
1134	Animal Control Warden	1.00	1.00	0.00		
1139	Chief Animal Warden	1.00	1.00	0.00		
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>		
1234	Police Commander	1.00	1.00	0.00		
1246	Police Officer	6.00	7.00	1.00		Position moved from BU 2230.
<b>2285 PROBLEM SOLVING TEAM</b>		<b>7.00</b>	<b>8.00</b>	<b>1.00</b>		
<b>POLICE DEPARTMENT</b>		<b>225.00</b>	<b>224.00</b>	<b>-1.00</b>		
1148	Clerk II	1.00	1.00	0.00		
1207	Fire Chief	1.00	1.00	0.00		
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>		
1180	Division Chief, Fire	1.00	1.00	0.00		
1206	Fire Captain	2.00	2.00	0.00		
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>		
1180	Division Chief, Fire	2.00	2.00	0.00		
1206	Fire Captain	24.00	24.00	0.00		
1208	Firefighter	74.00	74.00	0.00		
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>FIRE DEPARTMENT</b>		<b>110.00</b>	<b>110.00</b>	<b>0.00</b>		
1173	Director, Health	1.00	1.00	0.00		
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>		
1148	Clerk II	1.00	0.00	-1.00		Position eliminated for Dental Clinic.
1168	Dental Assistant	1.00	0.00	-1.00		Position eliminated for Dental Clinic.
1364	Dentist	0.80	0.00	-0.80		Position eliminated for Dental Clinic.
<b>2425 DENTAL SERVICES</b>		<b>2.80</b>	<b>0.00</b>	<b>-2.80</b>		
1190	Environmental Health Practitioner	4.00	4.00	0.00		
1277	Property Maint Inspector I	0.00	4.00	4.00		Positions transferred from BU 2115.

**CITY OF EVANSTON**  
**FY 2013 FULL-TIME EQUIVALENT (FTE) POSITION DETAIL - ALL FUNDS**

Position ID	Position Description	2012 Adopted Budget FTE	2013 Adopted Budget FTE			Comments
1300	Secretary II	1.00	1.00	0.00		
1313	Communicable Dis Surv Specialist	1.00	1.00	0.00		
1375	Medical Director	0.10	0.10	0.00		
1434	Emergency Response Coordinator	0.80	0.80	0.00		
1442	Environmental Health Manager	1.00	0.00	-1.00		Position reclassified to Assistant Department Director.
	Assistant Department Director	0.00	1.00	1.00		Position reclassified from Environmental Health Manager.
1447	Health License Coordinator	1.00	1.00	0.00		
<b>2435 FOOD AND ENVIRONMENTAL HEALTH</b>		<b>8.90</b>	<b>12.90</b>	<b>4.00</b>		
1149	Clerk III	1.00	1.00	0.00		
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>		
1199	Exec Secretary (non Dept. Head)	1.00	1.00	0.00		
1237	Management Analyst	0.00	1.00	1.00		Position reclassified from Community Relations Manager.
1444	Community Relations Managers	1.00	0.00	-1.00		Position reclassified to Management Analyst
	Public Health Educator	0.00	1.00	1.00		
<b>2455 COMMUNITY HEALTH PROGRAM ADMINISTRATION</b>		<b>2.00</b>	<b>3.00</b>	<b>1.00</b>		
<b>HEALTH DEPARTMENT</b>		<b>17.70</b>	<b>19.90</b>	<b>2.20</b>		
1174	Director, Public Works	1.00	1.00	0.00		
1205	Exec Secretary (to Dept. Head)	1.00	1.00	0.00		
1429	Business Office Coordinator	0.00	1.00	1.00		Position moved from BU 2665.
<b>2605 DIRECTOR OF PUBLIC WORKS</b>		<b>2.00</b>	<b>3.00</b>	<b>1.00</b>		
1163	Custodian I	1.00	1.00	0.00		
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>		
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>		
1145	Civil Engineer II	1.00	2.00	1.00		Position moved from BU 2630.
1146	Civil Engineer III	1.00	1.00	0.00		
1189	Engineering Associate II	2.00	2.00	0.00		
1303	Senior Engineer	1.00	1.00	0.00		
1475	Construction Inspector	1.00	1.00	0.00		
<b>2625 ENGINEERING</b>		<b>6.00</b>	<b>7.00</b>	<b>1.00</b>		
1145	Civil Engineer II	2.00	1.00	-1.00		Position moved to BU 2625.
1306	Senior Traffic Engineer	1.00	1.00	0.00		
1329	Traffic Engineering Technician	0.50	0.50	0.00		
1483	Traffic Operations Manager	1.00	1.00	0.00		
<b>2630 TRAFFIC ENGINEERING</b>		<b>4.50</b>	<b>3.50</b>	<b>-1.00</b>		
1224	Traffic Electrician Leader	1.00	1.00	0.00		
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>		
1011	Superintendent, Streets/San	1.00	1.00	0.00		
1148	PT Clerk (was Exec. Sec non-DH)	0.75	0.75	0.00		
1429	Business Office Coordinator	1.00	0.00	-1.00		Position moved to BU 2605.
1477	Streets Supervisor	1.00	1.00	0.00		
1478	Sanitation Supervisor	1.00	1.00	0.00		
1492	PW Supervisor - Contract Serv. Coord.	1.00	1.00	0.00		
<b>2665 STREETS AND SANITATION ADMINISTRATION</b>		<b>5.75</b>	<b>4.75</b>	<b>-1.00</b>		
1194	Equipment Operator I	0.00	0.50	0.50		Position transferred from BU 2675.
1195	Equipment Operator II	9.00	11.00	2.00		Positions moved from BU 2675 & BU 7690.

**CITY OF EVANSTON**  
**FY 2013 FULL-TIME EQUIVALENT (FTE) POSITION DETAIL - ALL FUNDS**

Position ID	Position Description	2012 Adopted Budget FTE	2013 Adopted Budget FTE			Comments
1196	Equipment Operator III	3.00	3.00	0.00		
1288	Public Works Maint Wrkr II	3.00	3.00	0.00		
1458	Public Works Maint Wrkr III	3.00	3.00	0.00		
1476	Operations Coordinator	2.00	2.00	0.00		
<b>2670 STREET AND ALLEY MAINTENANCE</b>		<b>20.00</b>	<b>22.50</b>	<b>2.50</b>		
1194	Equipment Operator I	1.00	0.50	-0.50		New position in 2012 budget (downgrade EOII Streets vacancy)
1195	Equipment Operator II	2.00	1.00	-1.00		Position moved to BU 2670.
1288	Public Works Maint Wrkr II	1.00	1.00	0.00		
<b>2675 STREET CLEANING</b>		<b>4.00</b>	<b>2.50</b>	<b>-1.50</b>		
<b>PUBLIC WORKS</b>		<b>49.25</b>	<b>50.25</b>	<b>1.00</b>		
1006	Director, Parks/Forestry & Rec	1.00	1.00	0.00		
1205	Exec Secretary (to Dept. Head)	1.00	1.00	0.00		
1237	Management Analyst	0.00	0.00	0.00		
<b>3005 RECREATION MGMT &amp; GENERAL SUPPORT</b>		<b>2.00</b>	<b>2.00</b>	<b>0.00</b>		
1167	Data Control Clerk	1.00	1.00	0.00		
1431	Recreation Support Specialist	1.00	1.00	0.00		
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>		
1317	Superintendent, Recreation	1.00	0.00	-1.00		Position reclassified to Assistant Department Director.
1515	Assistant Director of Parks, Recreation, &	0.00	1.00	1.00		Position reclassified from Superintendent, Recreation.
<b>3020 RECREATION GENERAL SUPPORT</b>		<b>1.00</b>	<b>1.00</b>	<b>0.00</b>		
1129	Building Supervisor	1.00	1.00	0.00		
1165	Custodian II	1.00	1.00	0.00		
1201	Fac Maint Worker/Cust II	1.00	1.00	0.00		
1294	Recreation Program Manager	1.00	1.00	0.00		
1353	After School Supervisor	0.50	0.50	0.00		
1379	Preschool Instructor	2.10	2.10	0.00		
1385	Recreation Aide	0.50	0.50	0.00		
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>		
1149	Clerk III	0.75	0.75	0.00		
1293	Recreation Center Manager	1.00	1.00	0.00		
1294	Recreation Program Manager	2.00	2.00	0.00		
1381	Program Supervisor	0.80	0.80	0.00		
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>		
1148	Clerk II	1.50	1.50	0.00		
1165	Custodian II	1.00	1.00	0.00		
1293	Recreation Center Manager	1.00	1.00	0.00		
1294	Recreation Program Manager	1.00	1.00	0.00		
1344	Weekend/Evening Coordinator	1.00	1.00	0.00		
1381	Program Supervisor	0.75	0.75	0.00		
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>		
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>		
1163	Custodian I	1.00	1.00	0.00		
1201	Fac Maint Worker/Cust II	0.00	0.00	0.00		
1293	Recreation Center Manager	1.00	1.00	0.00		
1294	Recreation Program Manager	2.00	2.00	0.00		
1300	Secretary II	0.50	1.00	0.50		

**CITY OF EVANSTON**  
**FY 2013 FULL-TIME EQUIVALENT (FTE) POSITION DETAIL - ALL FUNDS**

	Position ID	Position Description	2012 Adopted Budget FTE	2013 Adopted Budget FTE		Comments
	1376	PT Office Assistant	0.50	0.75	0.25	.25 FTE increase.
	1381	Program Supervisor	0.67	0.82	0.15	
	1397	Facilities Supervisor	0.85	1.60	0.75	.75 FTE increase.
	1402	PT Bus Driver	0.93	0.93	0.00	
	1461	Senior Citizen Ombudsman	0.00	1.00	1.00	Position transferred from BU 3210.
	1403	PT Custodian	1.38	1.91	0.53	.53 FTE increase.
<b>3055 LEVY CENTER</b>			<b>8.83</b>	<b>12.01</b>	<b>3.18</b>	
	1294	Recreation Program Manager	0.75	0.75	0.00	
	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>	
	1250	Parks/Forestry Crew Leader	1.00	1.00	0.00	
	1264	Parks/Forestry Worker II	3.00	3.00	0.00	
	1320	Supervisor, Sports/Rec Maint	1.00	1.00	0.00	
<b>3085 RECREATION FACILITY MAINTENANCE</b>			<b>5.00</b>	<b>5.00</b>	<b>0.00</b>	
	1148	Clerk II	0.70	0.70	0.00	
	1245	Office Coordinator	1.00	1.00	0.00	
	1248	Operations Manager	1.00	1.00	0.00	
	1294	Recreation Program Manager	1.00	1.00	0.00	
	1297	Robert Crown Manager	1.00	1.00	0.00	
	1376	Office Assistant	0.91	0.91	0.00	
	1397	Facilities Supervisor	0.90	0.89	-0.01	
	1403	PT Custodian	0.50	0.50	0.00	
<b>3095 CROWN ICE RINK</b>			<b>7.01</b>	<b>7.00</b>	<b>-0.01</b>	
	1311	Lakefront Sports Coordinator	0.05	0.05	0.00	
	1381	Program Supervisor	0.50	0.50	0.00	
<b>3100 SPORTS LEAGUES</b>			<b>0.55</b>	<b>0.55</b>	<b>0.00</b>	
	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>	
	1294	Recreation Program Manager	2.00	1.00	-1.00	Position reclassified to Senior Program Coordinator.
	1311	Lakefront Sports Coordinator	0.25	0.25	0.00	
	1369	PT Inclusion Specialist	0.00		0.00	
	1381	Program Supervisor	0.46	0.46	0.00	
	1505	Sr. Program Coordinator		1.00	1.00	
<b>3130 SPECIAL RECREATION</b>			<b>2.71</b>	<b>2.71</b>	<b>0.00</b>	
	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>	
	1294	Recreation Program Manager	0.25	0.25	0.00	
	1311	Lakefront Sports Coordinator	0.20	0.20	0.00	
	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>	
	1300	Secretary II	0.50	0.00	-0.50	
	1461	Part-Time Ombudsman	0.00	0.00	0.00	
	1461	Senior Citizen Ombudsman	1.00	0.00	-1.00	Position transferred to BU 3055.
<b>3210 COMMISSION ON AGING</b>			<b>1.50</b>	<b>0.00</b>	<b>-1.50</b>	
	1508	Youth-Young Adult Ast. Prog. Mgr.	1.00	1.00	0.00	
	1512	Youth-Young Adult Program Manager	1.00	1.00	0.00	
	-----	Youth -Young Adult Outreach Worker	2.00	2.00	0.00	
<b>3215 YOUTH ENGAGEMENT</b>			<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	
	1316	Superintendent, Parks/For/FM	1.00	1.00	0.00	
	1467	Assistant Super of P/F Fac. Mgmt	1.00	1.00	0.00	
<b>3505 PARKS &amp; FORESTRY GENERAL SUPPORT</b>			<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	
	1195	Equipment Operator II	3.00	3.00	0.00	
	1210	General Tradesman	1.00	1.00	0.00	
	1250	Parks/Forestry Crew Leader	3.00	3.00	0.00	

**CITY OF EVANSTON**  
**FY 2013 FULL-TIME EQUIVALENT (FTE) POSITION DETAIL - ALL FUNDS**

Position ID	Position Description	2012 Adopted Budget FTE	2013 Adopted Budget FTE		Comments
1264	Parks/Forestry Worker II	1.00	1.00	0.00	
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>	
1113	Arborist	0.50	0.50	0.00	
1250	Parks/Forestry Crew Leader	1.00	1.00	0.00	
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>	
1113	Arborist	0.25	0.25	0.00	
1250	Parks/Forestry Crew Leader	1.00	1.00	0.00	
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>	
1113	Arborist	0.25	0.25	0.00	
1250	Parks/Forestry Crew Leader	1.00	1.00	0.00	
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>	
1149	Clerk III	1.00	1.00	0.00	
1294	Recreation Program Manager	2.00	2.00	0.00	
1366	Garden Coordinator	0.20	0.20	0.00	
1397	Facilities Supervisor	0.32	0.32	0.00	
1403	PT Custodian	0.25	0.25	0.00	
1446	Ecology Center Coordinator	0.00	0.00	0.00	
<b>3605 ECOLOGY CENTER</b>		<b>3.77</b>	<b>3.77</b>	<b>0.00</b>	
1201	Facilities Maint. Worker II	1.00	1.00	0.00	
1397	Facilities Supervisor	0.35	0.35	0.00	
1403	PT Custodian	1.96	1.96	0.00	
<b>3710 NOYES CULTURAL ARTS CTR</b>		<b>3.31</b>	<b>3.31</b>	<b>0.00</b>	
1114	Director, Arts Council	1.00	1.00	0.00	
1300	Secretary II	1.00	1.00	0.00	
1305	Senior Program Coordinator	1.00	1.00	0.00	
<b>3720 CULTURAL ARTS PROGRAMS</b>		<b>3.00</b>	<b>3.00</b>	<b>0.00</b>	
1199	Executive Secretary (Non-DH)	1.00	1.00	0.00	
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>	
1163	Custodian I	1.00	1.00	0.00	
1164	Fac Maint Worker/Custodian I	1.00	1.00	0.00	
1403	PT Custodian	0.20	0.20	0.00	
<b>3806 CIVIC CENTER SERVICES</b>		<b>2.20</b>	<b>2.20</b>	<b>0.00</b>	
1200	Facilities Mgmt Supervisor	2.00	2.00	0.00	
1203	Facilities Maint. Worker III	13.00	13.00	0.00	
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>PARKS, REC.&amp; COMMUNITY SERVICES</b>		<b>125.41</b>	<b>127.08</b>	<b>1.67</b>	
<b>General Fund</b>		<b>624.26</b>	<b>621.68</b>	<b>-2.58</b>	
Position ID	Position Description	2012 Adopted Budget FTE	2013 Proposed Budget FTE		
1226	Librarian I	3.50	3.50	0.00	
1228	Librarian III	1.00	1.00	0.00	

**CITY OF EVANSTON**  
**FY 2013 FULL-TIME EQUIVALENT (FTE) POSITION DETAIL - ALL FUNDS**

	Position ID	Position Description	2012 Adopted Budget FTE	2013 Adopted Budget FTE		Comments
	1229	Library Aide I	0.00	0.00	0.00	
	1231	Library Assistant	5.00	5.00	0.00	
	1388	Shelver	1.21	1.74	0.53	
<b>4805 YOUTH SERVICES</b>			<b>10.71</b>	<b>11.24</b>	<b>0.53</b>	
	1226	Librarian I	6.84	5.84	-1.00	Position reclassified to Library Assistant.
	1231	Library Assistant	3.07	3.54	0.47	
	1372	Library Clerk	2.48	2.48	0.00	
	1384	Readers' Advisor	0.00	0.00	0.00	
	1448	Administrative Librarian	1.00	1.00	0.00	
	1451	Virtual Services Librarian	1.00	1.00	0.00	
	TBD	Community Engagement Librarian	1.00	0.00	-1.00	Position transferred to BU 4845.
<b>4806 ADULT SERVICES</b>			<b>15.39</b>	<b>13.86</b>	<b>-1.53</b>	
	1141	Circulation Supervisor	1.00	1.00	0.00	
	1149	Clerk III	1.00	1.00	0.00	
	1230	Library Aide II	1.00	1.00	0.00	
	1372	Library Clerk	6.26	6.26	0.00	
	1387	Security Monitor	1.18	1.18	0.00	
	1388	Shelver	4.00	4.00	0.00	
<b>4820 CIRCULATION</b>			<b>14.44</b>	<b>14.44</b>	<b>0.00</b>	
	1227	Librarian II	1.00	1.00	0.00	
	1231	Library Assistant	0.46	0.46	0.00	
	1355	Branch Assistant	0.85	0.85	0.00	
	1372	Library Clerk	0.33	0.33	0.00	
<b>4825 NEIGHBORHOOD SERVICES</b>			<b>2.64</b>	<b>2.64</b>	<b>0.00</b>	
	1151	Clerk Typist II	0.00	0.00	0.00	
	1226	Librarian I	0.53	0.53	0.00	
	1228	Librarian III	1.00	1.00	0.00	
	1231	Library Assistant	2.00	2.00	0.00	
	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>	
	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>	
	1130	Bookkeeper	0.53	0.53	0.00	
	1149	Clerk III	1.00	1.00	0.00	
	1232	Director, Library	1.00	1.00	0.00	
	1450	Administrative Services Manager	1.00	1.00	0.00	
	1452	Administrative Assistant	1.06	1.06	0.00	
	TBD	Community Engagement Librarian	0.00	1.00	1.00	Position transferred from BU 4806.
<b>4845 ADMINISTRATION</b>			<b>4.59</b>	<b>5.59</b>	<b>1.00</b>	
<b>LIBRARY FUND</b>			<b>56.38</b>	<b>56.38</b>	<b>0.00</b>	
	1241	Neighborhood Planner	0.25	0.25	0.00	
	1462	NSP 2 Housing Specialist	1.00	1.00	0.00	
	1488	Housing and Grant Administrator	0.50	0.50	0.00	
	1500	Financial Analyst	0.25	0.25	0.00	
	1510	Admin & Compliance Specialist		0.66	0.66	
<b>5005 NSPS</b>			<b>2.00</b>	<b>2.66</b>	<b>0.66</b>	
<b>NSPS FUND</b>			<b>2.00</b>	<b>2.66</b>	<b>0.66</b>	
	1105	Asst Communications Coord	2.00	2.00	0.00	
	1156	Communications Coordinator	1.00	1.00	0.00	
	1327	Telecommunicator	2.00	2.00	0.00	

**CITY OF EVANSTON**  
**FY 2013 FULL-TIME EQUIVALENT (FTE) POSITION DETAIL - ALL FUNDS**

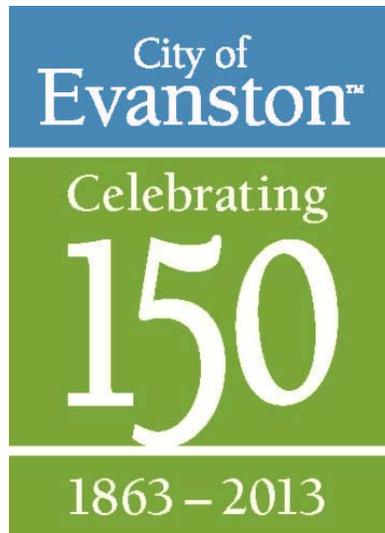
Position ID	Position Description	2012 Adopted Budget FTE	2013 Adopted Budget FTE			Comments
<b>5150 EMERGENCY TELEPHONE SYSTEM</b>		<b>5.00</b>	<b>5.00</b>	<b>0.00</b>		
<b>EMERGENCY TELEPHONE SYSTEM FUND</b>		<b>5.00</b>	<b>5.00</b>	<b>0.00</b>		
1241	Neighborhood Planner	0.75	0.75	0.00		
1488	Housing and Grant Administrator	0.50	0.50	0.00		
1500	Financial Analyst	0.28	0.25	-0.03		
<b>5220 CDBG ADMINISTRATION</b>		<b>1.53</b>	<b>1.50</b>	<b>-0.03</b>		
<b>CDBG ADMINISTRATION FUND</b>		<b>1.53</b>	<b>1.50</b>	<b>-0.03</b>		
1004	Director, Comm. & Economic Dev.	0.00	0.25	0.25		.25 FTE allocated from BU 2101.
1185	Economic Development Coordinator	2.00	2.00	0.00		
1449	Economic Development Division Mgr.	1.00	1.00	0.00		
1465	Intergovernmental Affairs Coordinator	1.00	1.00	0.00		
1494	Development Officer	1.00	0.00	-1.00		Position eliminated.
1502	Economic Development Specialist	2.00	2.00	0.00		
<b>5300 ECON. DEVELOPMENT FUND</b>		<b>7.00</b>	<b>6.25</b>	<b>-0.75</b>		
<b>ECON. DEVELOPMENT FUND</b>		<b>7.00</b>	<b>6.25</b>	<b>-0.75</b>		
1247	Finance Operations Coordinator	1.00	1.00	0.00		
1329	Traffic Engineering Technician	0.50	0.50	0.00		
1432	Parking Manager	1.00	1.00	0.00		
1439	Parking Facilities Supervisor	1.00	1.00	0.00		
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>		
1254	Parking Repair Worker	3.00	3.00	0.00		
1288	Public Works Maint Wrkr II	4.00	4.00	0.00		
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>		
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>0.00</b>		
<b>PARKING SYSTEM FUND</b>		<b>15.50</b>	<b>15.50</b>	<b>0.00</b>		
1126	Superintendent, Water Production	1.00	1.00	0.00		
1199	Exec Secretary (non-Dept Head)	1.00	1.00	0.00		
1237	Management Analyst		1.00	1.00		Position reclassified from Utilities Coordinator.
1421	Superintendent, Const & Fld Svcs	1.00	1.00	0.00		
1460	Utilities Director	1.00	1.00	0.00		
----	Utilities Coordinator	1.00	0.00	-1.00		Position reclassified to Management Analyst.
<b>7100 WATER GENERAL SUPPORT</b>		<b>5.00</b>	<b>5.00</b>	<b>0.00</b>		
1183	Division Chief, Pumping	1.00	1.00	0.00		
1238	Water/Sewer Mechanic	3.00	3.00	0.00		
1337	Water Maintenance Supervisor	1.00	1.00	0.00		
1339	Water Worker II	1.00	1.00	0.00		
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>		
1138	Chemist	1.00	1.00	0.00		
1182	Division Chief, Filtration	1.00	1.00	0.00		
1238	Water/Sewer Mechanic	3.00	3.00	0.00		
1240	Microbiologist	1.00	1.00	0.00		

**CITY OF EVANSTON**  
**FY 2013 FULL-TIME EQUIVALENT (FTE) POSITION DETAIL - ALL FUNDS**

Position ID	Position Description	2012 Adopted Budget FTE	2013 Adopted Budget FTE			Comments
1337	Water Maintenance Supervisor	1.00	1.00	0.00		
1338	Water Worker I	1.00	1.00	0.00		
1339	Water Worker II	1.00	1.00	0.00		
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>		
1146	Civil Engineer III	1.00	1.00	0.00		
1181	Division Chief, Distribution	0.50	0.50	0.00		
1211	GIS Analyst	0.50	0.50	0.00		
1271	Plumbing Inspector	0.50	0.50	0.00		
1338	Water Worker I	2.00	2.00	0.00		
1339	Water Worker II	0.00	0.00	0.00		
1339	Water Worker III	2.00	2.00	0.00		
1390	Water/Sewer Crew Leader	3.00	3.00	0.00		
1393	Water Distribution Supervisor	1.00	1.00	0.00		
<b>7115 DISTRIBUTION</b>		<b>10.50</b>	<b>10.50</b>	<b>0.00</b>		
1164	Fac Maint Worker/Custodian I	1.00	1.00	0.00		
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>WATER FUND</b>		<b>42.50</b>	<b>42.50</b>	<b>0.00</b>		
1181	Division Chief, Distribution	0.50	0.50	0.00		
1189	Engineering Associate II	2.00	2.00	0.00		
1271	Plumbing Inspector	0.50	0.50	0.00		
1338	Water Worker I	2.00	2.00	0.00		
1339	Water Worker II	2.00	1.00	-1.00		Position reclassified to Water Worker III,
1390	Water/Sewer Crew Leader	4.00	4.00	0.00		
1392	Sewer Supervisor	1.00	1.00	0.00		
1504	Water Worker III	1.00	2.00	1.00		Position reclassified from Water Worker II.
<b>7400 SEWER MAINTENANCE</b>		<b>13.00</b>	<b>13.00</b>	<b>0.00</b>		
<b>SEWER MAINTENANCE FUND</b>		<b>13.00</b>	<b>13.00</b>	<b>0.00</b>		
1195	Equipment Operator II	10.00	9.00	-1.00		Position transferred to BU 2670.
<b>7690 RESIDENTIAL RECYCLING COLLECTION</b>		<b>10.00</b>	<b>9.00</b>	<b>-1.00</b>		
<b>SOLID WASTE FUND</b>		<b>10.00</b>	<b>9.00</b>	<b>-1.00</b>		
1110	Fleet Services Manager	1.00	1.00	0.00		
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>		
1193	Equipment Mechanic III	8.00	8.00	0.00		
1197	Equipment Parts Technician	0.00	0.00	0.00		
1233	Lead Mechanic	1.00	1.00	0.00		
1498	Fleet Operations Coordinator	1.00	1.00	0.00		
<b>7710 MAJOR MAINTENANCE</b>		<b>10.00</b>	<b>10.00</b>	<b>0.00</b>		
<b>FLEET SERVICES FUND</b>		<b>12.00</b>	<b>12.00</b>	<b>0.00</b>		
1205	Exec Secretary (to Dept. Head)	1.00	1.00	0.00		
1456	Assistant City Attorney I	1.00	1.00	0.00		
1473	Workers Comp and Safety Manager	1.00	1.00	0.00		
<b>7800 RISK MANAGEMENT</b>		<b>3.00</b>	<b>3.00</b>	<b>0.00</b>		

**CITY OF EVANSTON  
 FY 2013 FULL-TIME EQUIVALENT (FTE) POSITION DETAIL - ALL FUNDS**

	Position ID	Position Description	2012 Adopted Budget FTE	2013 Adopted Budget FTE			Comments
	1472	Insurance Administrator	1.00	1.00	0.00		
<b>7801 EMPLOYEE BENEFITS</b>			<b>1.00</b>	<b>1.00</b>	<b>0.00</b>		
<b>INSURANCE FUND</b>			<b>4.00</b>	<b>4.00</b>	<b>0.00</b>		
<b>All Funds</b>			<b>793.17</b>	<b>789.47</b>	<b>-3.70</b>		



# **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 2013 - 2017 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 CPSC / 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, acknowledging 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.

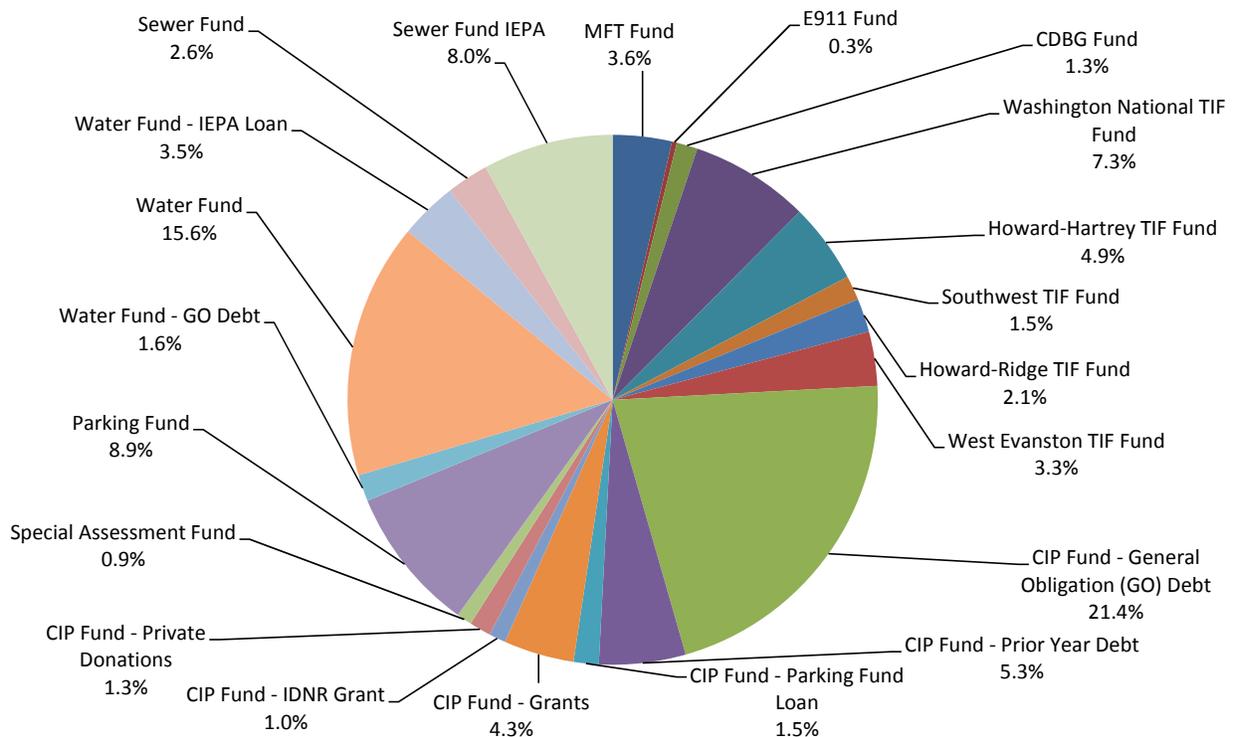
**City of Evanston  
Capital Improvement Plan Summary by Funding Source  
Fiscal Year 2013**

<u>Funding Source</u>	<u>Amount</u>
MFT Fund	1,400,000
E911 Fund	120,000
CDBG Fund	494,800
Washington National TIF Fund	2,836,000
Howard-Hartrey TIF Fund	1,900,000
Southwest TIF Fund	580,000
Howard-Ridge TIF Fund	800,000
West Evanston TIF Fund	1,285,000
CIP Fund - General Obligation (GO) Debt	8,339,988
CIP Fund - Prior Year Debt	2,054,363
CIP Fund - Parking Fund Loan	596,000
CIP Fund - Grants	1,675,000
CIP Fund - IDNR Grant	400,000
CIP Fund - Private Donations	510,000
Special Assessment Fund	361,000
Parking Fund	3,455,000
Water Fund - GO Debt	630,700
Water Fund	6,065,000
Water Fund - IEPA Loan	1,370,000
Sewer Fund	1,000,000
Sewer Fund IEPA	3,100,000
Sewer Fund - Grant (MWRD)	822,500

**TOTAL FY13 CIP**

**39,795,351**

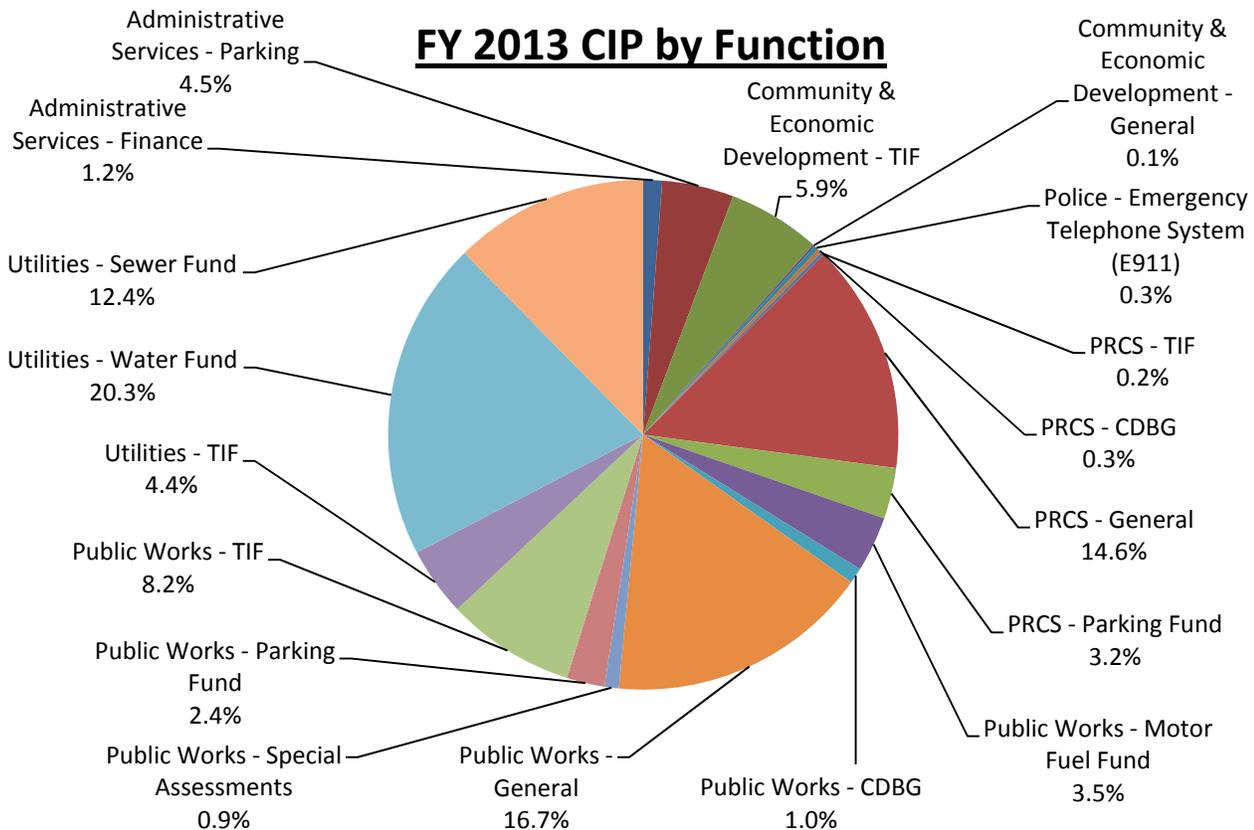
**FY 2013 CIP by Funding Source**



**City of Evanston  
Capital Improvement Plan Summary by Function  
Fiscal Year 2013**

<u>Function</u>	<u>Amount</u>
Administrative Services - Finance	475,000
Administrative Services - Parking	1,806,000
Community & Economic Development - TIF	2,340,000
Community & Economic Development - General	50,000
Police - Emergency Telephone System (E911)	120,000
PRCS - CDBG	105,000
PRCS - TIF	81,000
PRCS - General	5,802,351
PRCS - Parking Fund	1,285,000
Public Works - Motor Fuel Fund	1,400,000
Public Works - CDBG	389,800
Public Works - General	6,652,000
Public Works - Special Assessments	361,000
Public Works - Parking Fund	960,000
Public Works - TIF	3,245,000
Utilities - TIF	1,735,000
Utilities - Water Fund	8,065,700
Utilities - Sewer Fund	4,922,500

**TOTAL FY13 CIP** **39,795,351**



	A	C	D	F	H	R	S	T
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 2013</b>							
9			Funding	Fund	Carryover	Carryover	New	Total
10	Description	Department	Source	Responsible	Y/N	FY13	FY13	FY13
11	<b>CIP SUMMARY ALL FUNDS</b>							
12								
13	MFT Fund Funding		N/A	N/A	N/A	-	1,400,000	1,400,000
14	Emergency Telephone (E911) Funding		N/A	N/A	N/A	-	120,000	120,000
15	CDBG Fund Funding		N/A	N/A	N/A	159,000	335,800	494,800
17	Washington National TIF Fund Funding		N/A	N/A	N/A	336,000	2,500,000	2,836,000
18	Howard-Hartrey TIF Fund Funding		N/A	N/A	N/A	1,400,000	500,000	1,900,000
19	Southwest TIF Fund Funding		N/A	N/A	N/A	580,000	-	580,000
20	Howard-Ridge TIF Fund Funding		N/A	N/A	N/A	800,000	-	800,000
21	West Evanston TIF Fund Funding		N/A	N/A	N/A	117,750	1,167,250	1,285,000
24	CIP Fund - General Obligation (GO) Debt		N/A	N/A	N/A	-	8,339,988	8,339,988
25	CIP Fund - Prior Year Debt		N/A	N/A	N/A	2,054,363	-	2,054,363
26	CIP Fund - Parking Fund Loan		N/A	N/A	N/A	-	596,000	596,000
27	CIP Fund - Grants		N/A	N/A	N/A	94,000	1,581,000	1,675,000
28	CIP Fund - IDNR Grant Funding		N/A	N/A	N/A	-	400,000	400,000
29	CIP Fund - Private Donations		N/A	N/A	N/A	-	510,000	510,000
30	Special Assessment Fund Funding		N/A	N/A	N/A	125,000	236,000	361,000
31	Parking Fund Funding		N/A	N/A	N/A	2,110,000	1,345,000	3,455,000
32	Water Fund - General Obligation (GO) Debt		N/A	N/A	N/A	-	2,630,700	2,630,700
33	Water Fund Funding		N/A	N/A	N/A	25,000	4,040,000	4,065,000
36	Water Fund IEPA Loan Funding		N/A	N/A	N/A	70,000	1,300,000	1,370,000
37	Sewer Fund Funding		N/A	N/A	N/A	-	1,000,000	1,000,000
38	Sewer Fund IEPA Funding		N/A	N/A	N/A	3,100,000	-	3,100,000
39	Sewer Fund Grant Funding (MWRD)		N/A	N/A	N/A	-	822,500	822,500
40	<b>TOTAL - ALL FUNDS</b>					<b>10,971,113</b>	<b>28,824,238</b>	<b>39,795,351</b>
42								
43	<b>EXPENDITURES</b>							
44								
45	Street Resurfacing - MFT	Public Works	MFT	MFT	No	-	1,400,000	1,400,000
46	SUBTOTAL					-	1,400,000	1,400,000
47								
48								
49	Emergency Alert System	Police	E911	E911	No	-	120,000	120,000
50	SUBTOTAL					-	120,000	120,000
51								
52								
54	Penny Park Renovations	PRCS	Grant CDBG	CDBG	No	-	30,000	30,000
55	Firemen's Park Renovations	PRCS	Grant CDBG	CDBG	Yes	35,000	40,000	75,000
56	Block Curb & ADA Ramps	Public Works	Grant CDBG	CDBG	No	-	85,800	85,800
57	Alley Paving	Public Works	Grant CDBG	CDBG	No	90,000	155,000	245,000
59	SNAP Lighting	Public Works	Grant CDBG	CDBG	No	34,000	25,000	59,000
60	SUBTOTAL					159,000	335,800	494,800
65								
66								
67	Comprehensive Sign Package	CED	TIF Increment	Washington TIF	No	125,000	-	125,000
69	Sherman Avenue Public Art	PRCS	TIF Increment	Washington TIF	Yes	81,000	-	81,000
72	Davis Street Streetscape - Benson to Chicago - Repaving	Public Works	TIF Increment	Washington TIF	No	-	1,300,000	1,300,000
75	Pedestrian Lighting	Public Works	TIF Increment	Washington TIF	No	-	175,000	175,000

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1	<b>City of Evanston</b>							
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4	<b>Fiscal Year 2013</b>							
9			Funding	Fund	Carryover	Carryover	New	Total
10	Description	Department	Source	Responsible	Y/N	FY13	FY13	FY13
82	Davis Street Streetscape - Benson to Chicago - Utility Improvements	Utilities	TIF Increment	Washington TIF	No	-	1,025,000	1,025,000
83	Davis Street Sewer (If No IEPA Loan)	Utilities	TIF Increment	Washington TIF	No	130,000	-	130,000
89	SUBTOTAL					336,000	2,500,000	2,836,000
90								
91								
92	Economic Development - Outlot Development	CED	TIF Increment	Howard-Hartrey TIF	No	-	500,000	500,000
93	Access Drive Sidewalk & Pedestrian Lighting Installation	Public Works	TIF Increment	Howard-Hartrey TIF	Yes	350,000	-	350,000
94	Hartrey Streetscape Improvement from Howard to Dead End	Public Works	TIF Increment	Howard-Hartrey TIF	Yes	250,000	-	250,000
95	Howard Street & Jewel Osco Driveway Reconfiguration	Public Works	TIF Increment	Howard-Hartrey TIF	Yes	550,000	-	550,000
96	New Bus Shelter at Howard Street Including Bump Out	Public Works	TIF Increment	Howard-Hartrey TIF	Yes	250,000	-	250,000
97	SUBTOTAL					1,400,000	500,000	1,900,000
98								
99								
100	Cleveland Street (extended) Sewer Rehabilitation (Channel to Pitner)	Utilities	TIF Increment	Southwest TIF	No	580,000	-	580,000
101	SUBTOTAL					580,000	-	580,000
102								
103								
105	Economic Development - CIP for City-Owned Building at 727 Howard St.	CED	TIF Increment	Howard-Ridge TIF	Yes	600,000	-	600,000
106	Economic Development - CIP for City-Owned Building at 623 Howard St.	CED	TIF Increment	Howard-Ridge TIF	Yes	200,000	-	200,000
109	SUBTOTAL					800,000	-	800,000
110								
111								
112	Church and Darrow Parking Lot - Mini Park	CED	TIF Increment	West Evanston TIF	No	-	440,000	440,000
113	Church and Dodge Development	CED	TIF Increment	West Evanston TIF	No	-	350,000	350,000
115	Comprehensive Sign Package	CED	TIF Increment	West Evanston TIF	No	107,750	17,250	125,000
125	Dempster Traffic Signal Phase I Engineering	Public Works	TIF Increment	West Evanston TIF	No	10,000	-	10,000
126	Dodge Ave Streetscape - Dempster to Lake (West Side Only)	Public Works	TIF Increment	West Evanston TIF	No	-	360,000	360,000
128	SUBTOTAL					117,750	1,167,250	1,285,000
140								
141								
148	Engineering Services	Admin Serv	GO Debt	Capital Improvement	No	-	475,000	475,000
149	Street Lights - Chicago Avenue / Kedzie / AMLI	CED	GO Debt	Capital Improvement	No	-	50,000	50,000
155	Crown Center Renovations	PRCS	GO Debt	Capital Improvement	No	-	50,000	50,000
156	Lakefront - Boat Ramp Renovations	PRCS	GO Debt	Capital Improvement	No	-	350,000	350,000
157	Levy Center Renovations	PRCS	GO Debt	Capital Improvement	No	-	270,000	270,000
158	Fleetwood-Jourdain Center Renovations	PRCS	GO Debt	Capital Improvement	No	-	85,000	85,000
159	Noyes Center Seat Replacements	PRCS	GO Debt	Capital Improvement	No	-	160,000	160,000
160	Civic Center Renovations	PRCS	GO Debt	Capital Improvement	No	-	145,000	145,000
161	Lakefront - Lagoon Area Improvements	PRCS	GO Debt	Capital Improvement	No	-	250,000	250,000
162	Police - Fire Headquarters Renovations	PRCS	GO Debt	Capital Improvement	Yes	-	175,000	175,000
163	Firemen's Park Renovations	PRCS	GO Debt	Capital Improvement	No	-	235,000	235,000
164	Grey Park	PRCS	GO Debt	Capital Improvement	No	-	60,000	60,000
165	Ecology Center Greenhouse Reconstruction (Additional)	PRCS	GO Debt	Capital Improvement	No	-	71,988	71,988
166	Penny Park Renovations	PRCS	GO Debt	Capital Improvement	No	-	100,000	100,000
167	Police 1st Floor Conference Room Renovation	PRCS	GO Debt	Capital Improvement	No	-	62,000	62,000
168	Ladd Arboretum Bike Path Renovations	PRCS	GO Debt	Capital Improvement	No	-	22,000	22,000
169	Noyes Center Roof	PRCS	GO Debt	Capital Improvement	No	-	434,000	434,000
170	Fire Station #2 Renovations - Design Only	PRCS	GO Debt	Capital Improvement	No	-	53,000	53,000
171	50 / 50 Sidewalk Replacement Program	Public Works	GO Debt	Capital Improvement	No	-	125,000	125,000

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1	<b>City of Evanston</b>							
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4	<b>Fiscal Year 2013</b>							
9			Funding	Fund	Carryover	Carryover	New	Total
10	Description	Department	Source	Responsible	Y/N	FY13	FY13	FY13
172	Church Street Streetlights - Darrow to Pitner	Public Works	GO Debt	Capital Improvement	No	-	85,000	85,000
173	McDaniel Diagonal Parking (Crain St. to Cul-De-Sac)	Public Works	GO Debt	Capital Improvement	No	-	75,000	75,000
174	Street Resurfacing - CIP	Public Works	GO Debt	Capital Improvement	No	-	2,700,000	2,700,000
175	Davis Streetscape / Resurfacing / Bike Lane - Benson to Dewey	Public Works	GO Debt	Capital Improvement	No	-	1,197,000	1,197,000
177	Pedestrian Safety Improvements	Public Works	GO Debt	Capital Improvement	No	-	275,000	275,000
178	Central Street Sidewalk - Eastwood to Hartrey Design	Public Works	GO Debt	Capital Improvement	No	-	175,000	175,000
179	Bridge Rehab Isabella Phase II - Design	Public Works	GO Debt	Capital Improvement	No	-	50,000	50,000
180	Bridge Street Bridge Phase III - Construction Engineering	Public Works	GO Debt	Capital Improvement	No	-	200,000	200,000
181	Bridge Street Bridge Phase III - Construction	Public Works	GO Debt	Capital Improvement	No	-	100,000	100,000
182	Dempster Signal Phase I Engineering	Public Works	GO Debt	Capital Improvement	No	-	60,000	60,000
183	Ridge/Emerson/Green Bay Intersection Phase I Engineering	Public Works	GO Debt	Capital Improvement	No	-	250,000	250,000
227	SUBTOTAL					-	8,339,988	8,339,988
228								
229								
259	Civic Center Parking Lot Lighting	PRCS	Prior Year Debt	Capital Improvement	Yes	130,000	-	130,000
260	Service Center Parking Deck Structural and Waterproofing Repairs	PRCS	Prior Year Debt	Capital Improvement	Yes	75,000	-	75,000
283	Civic Center Renovations	PRCS	Prior Year Debt	Capital Improvement	Yes	270,000	-	270,000
284	Ecology Center Greenhouse Reconstructions	PRCS	Prior Year Debt	Capital Improvement	Yes	115,000	-	115,000
285	Lakefront - Lagoon Area Improvements	PRCS	Prior Year Debt	Capital Improvement	Yes	20,000	-	20,000
286	Crown Center Partnership Study	PRCS	Prior Year Debt	Capital Improvement	Yes	73,070	-	73,070
288	Fire Station #4 Renovations	PRCS	Prior Year Debt	Capital Improvement	Yes	86,293	-	86,293
289	Isabella/Sheridan Rehabilitation Project (Wilmette Reimbursement)	Public Works	Prior Year Debt	Capital Improvement	Yes	190,000	-	190,000
290	City Works Sign, Signal & Street Light Inventory and Upgrade	Public Works	Prior Year Debt	Capital Improvement	Yes	55,000	-	55,000
291	New Salt Dome	Public Works	Prior Year Debt	Capital Improvement	Yes	410,000	-	410,000
292	Central Street Resurfacing	Public Works	Prior Year Debt	Capital Improvement	Yes	630,000	-	630,000
296	SUBTOTAL					2,054,363	-	2,054,363
297								
298								
299	New World Financial Software Licensing and Implementation	Admin Serv	Parking Loan	Capital Improvement	No	-	596,000	596,000
300						-	596,000	596,000
301								
302								
309	Ladd Arboretum Bike Path Renovations	PRCS	Grant	Capital Improvement	No	-	580,000	580,000
310	Main Library Renovations	PRCS	Grant	Capital Improvement	No	-	200,000	200,000
311	Noyes Center Roof	PRCS	Grant	Capital Improvement	Yes	70,000	750,000	820,000
314	Dempster Signal Phase I Engineering	Public Works	Grant	Capital Improvement	No	24,000	-	24,000
315	Dempster Signal Phase II Engineering	Public Works	Grant	Capital Improvement	No	-	51,000	51,000
316	SUBTOTAL					94,000	1,581,000	1,675,000
317								
318								
323	Lakefront - Lagoon Area Improvements	PRCS	IDNR Grant	Capital Improvement	No	-	400,000	400,000
325	SUBTOTAL					-	400,000	400,000
326								
327								
332	Lakefront - Lagoon Area Improvements	PRCS	Private Donation	Capital Improvement	No	-	500,000	500,000
333	Metra Station Heating Control Replacements	PRCS	Private Donation	Capital Improvement	No	-	10,000	10,000
334	SUBTOTAL					-	510,000	510,000
335								
336								

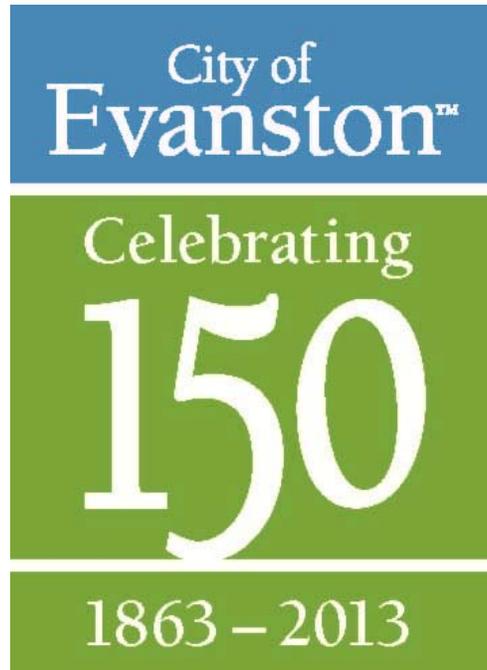
	A	C	D	F	H	R	S	T
1	<b>City of Evanston</b>							
2	<b>Capital Improvement Plan</b>							
3	<b>Sorted by Fund &amp; Funding Source</b>							
4	<b>Fiscal Year 2013</b>							
9			Funding	Fund	Carryover	Carryover	New	Total
10	Description	Department	Source	Responsible	Y/N	FY13	FY13	FY13
340	Alley Maintenance	Public Works	SA Reserves	Special Assessment	Yes	125,000	-	125,000
341	Alley Paving	Public Works	GO Debt	Special Assessment	No	-	236,000	236,000
342	SUBTOTAL					125,000	236,000	361,000
343								
344								
345	Citywide Parking Meter Upgrades	Admin Serv	Parking	Parking	Yes	1,000,000	-	1,000,000
346	Comprehensive Signage Program	Admin Serv	Parking	Parking	Yes	210,000	-	210,000
347	Parking Lot 4 Improvements	Public Works	Parking	Parking	Yes	540,000	-	540,000
349	Resurfacing of City Owned Surface Lots	Public Works	Parking	Parking	Yes	210,000	210,000	420,000
350	Collector's / Clerk's Office Rehab	PRCS	Parking	Parking	No	-	75,000	75,000
351	Parking Garages - Capital Maintenance - Maple	PRCS	Parking	Parking	No	150,000	180,000	330,000
352	Parking Garages - Capital Maintenance - Sherman	PRCS	Parking	Parking	No	-	200,000	200,000
353	Parking Garages - Capital Maintenance - Church	PRCS	Parking	Parking	Yes	-	680,000	680,000
354	SUBTOTAL					2,110,000	1,345,000	3,455,000
356								
357								
358	Water Main Replacement (GO Debt Portion)	Utilities	Water	Water	No	-	2,000,000	2,000,000
359	Davis Street Watermain Replacement	Utilities	GO Debt	Water	No	-	630,700	630,700
360	SUBTOTAL					-	2,630,700	2,630,700
361								
362								
363	Water Main Replacement (Water Fund Portion)	Utilities	Water	Water	No	-	1,100,000	1,100,000
366	Roof Improvement Projects	Utilities	Water	Water	No	-	175,000	175,000
368	Master Meter and Chemical Feed Improvements	Utilities	Water	Water	Yes	25,000	550,000	575,000
369	Security Equipment	Utilities	Water	Water	No	-	50,000	50,000
374	AMR Radio Transmitter Replacement	Utilities	Water	Water	No	-	1,800,000	1,800,000
375	Chlorination Equipment Replacement	Utilities	Water	Water	No	-	250,000	250,000
382	Rate of Flow and Loss of Head Transmitters	Utilities	Water	Water	No	-	85,000	85,000
383	Masonry Evaluation and Tuckpointing	Utilities	Water	Water	No	-	30,000	30,000
384	SUBTOTAL					25,000	4,040,000	4,065,000
386								
395	48" Intake Improvements and Zebra Mussel Control	Utilities	IEPA Loan	Water	No	70,000	1,300,000	1,370,000
397	SUBTOTAL					70,000	1,300,000	1,370,000
399								
400	CIPP Sewer Rehabilitation	Utilities	Sewer	Sewer	No	-	500,000	500,000
401	Emergency Sewer Repairs	Utilities	Sewer	Sewer	No	-	75,000	75,000
402	Relief Sewer Extensions	Utilities	Sewer	Sewer	No	-	250,000	250,000
403	Sewer Repairs on Street Improvements	Utilities	Sewer	Sewer	No	-	175,000	175,000
404	SUBTOTAL					-	1,000,000	1,000,000
406								
407	Large Diameter Sewer Rehabilitation Phase 1	Utilities	IEPA Loan	Sewer	Yes	3,100,000	-	3,100,000
408	SUBTOTAL					3,100,000	-	3,100,000
410								
411								
412	Davis Street Sewer Improvements - MWRD	Utilities	Grant	Sewer	No	-	822,500	822,500
413	SUBTOTAL					-	822,500	822,500
414								
415								
416	<b>TOTAL - ALL FUNDS</b>					<b>10,971,113</b>	<b>28,824,238</b>	<b>39,795,351</b>

	A	C	D	F	H	R	S	T	U
1	<b>City of Evanston</b>								
2	<b>Recommended Future Capital Projects</b>								
3	<b>Sorted by Fund &amp; Funding Source</b>								
4	<b>Fiscal Year 2013</b>								
8			Funding	Fund	Carryover				
9	Description	Department	Source	Responsible	Y/N	FY14	FY15	FY16	FY17
10	<b>CIP SUMMARY ALL FUNDS</b>								
11									
12	MFT Fund Funding		N/A	N/A	N/A	1,400,000	1,400,000	1,400,000	1,400,000
13	CDBG Fund Funding		N/A	N/A	N/A	675,000	675,000	575,000	575,000
15	Washington National TIF Fund Funding		N/A	N/A	N/A	2,260,000	12,150,000	-	-
18	Howard-Ridge TIF Fund Funding		N/A	N/A	N/A	785,000	-	-	-
19	West Evanston TIF Fund Funding		N/A	N/A	N/A	100,000	-	-	-
20	Chicago-Main TIF Fund Funding		N/A	N/A	N/A	4,390,000	1,500,000	-	-
21	Dempster-Dodge TIF Fund Funding		N/A	N/A	N/A	495,000	-	-	-
22	CIP Fund - General Obligation (GO) Debt		N/A	N/A	N/A	12,491,000	14,613,000	6,049,000	16,920,000
25	CIP Fund - IDNR Grant Funding		N/A	N/A	N/A	-	300,000	-	400,000
27	Special Assessment Fund Funding		N/A	N/A	N/A	500,000	500,000	500,000	500,000
28	Parking Fund Funding		N/A	N/A	N/A	2,160,000	3,130,000	860,000	210,000
29	Water Fund Funding		N/A	N/A	N/A	4,755,000	7,690,000	6,640,000	6,540,000
33	Sewer Fund Funding		N/A	N/A	N/A	1,035,000	1,075,000	1,115,000	1,155,000
35	<b>TOTAL - ALL FUNDS</b>					<b>31,046,000</b>	<b>43,033,000</b>	<b>17,139,000</b>	<b>27,700,000</b>
36									
37									
38	<b>EXPENDITURES</b>								
39									
40	Street Resurfacing - MFT	Public Works	MFT	MFT	No	1,400,000	1,400,000	1,400,000	1,400,000
41	SUBTOTAL					1,400,000	1,400,000	1,400,000	1,400,000
42									
43									
45	Fitzsimons Park Renovations	PRCS	Grant CDBG	CDBG	No	-	100,000	-	-
46	Penny Park Renovations	PRCS	Grant CDBG	CDBG	No	100,000	-	-	-
47	Alley Paving	Public Works	Grant CDBG	CDBG	No	250,000	250,000	250,000	250,000
48	Block Curb & ADA Ramps	Public Works	Grant CDBG	CDBG	No	150,000	150,000	150,000	150,000
49	Block Curb Sidewalk Replacement	Public Works	Grant CDBG	CDBG	No	100,000	100,000	100,000	100,000
50	SNAP Lighting	Public Works	Grant CDBG	CDBG	No	75,000	75,000	75,000	75,000
51	SUBTOTAL					675,000	675,000	575,000	575,000
52									
53									
59	Comprehensive Sign Package	CED	TIF Increment	Washington TIF	No	125,000	-	-	-
60	Improvements to CTA Tracks	CED	TIF Increment	Washington TIF	No	300,000	4,200,000	-	-
62	Fountain Square Reconstruction	PRCS	TIF Increment	Washington TIF	No	200,000	2,800,000	-	-
63	Parking Garages - Capital Maintenance	PRCS	TIF Increment	Washington TIF	No	200,000	-	-	-
67	Orrington Ave. Utility Improvements / Streetscape / Watermain (Davis to Church)	Public Works	TIF Increment	Washington TIF	No	1,100,000	-	-	-
71	Street Furniture Package	Public Works	TIF Increment	Washington TIF	No	150,000	-	-	-
72	Chicago Avenue Utility Improvements / Streetscape / Watermain (Davis to Church)	Public Works	TIF Increment	Washington TIF	No	-	1,100,000	-	-
75	Large Diameter Watermain Replacement	Utilities	TIF Increment	Washington TIF	No	-	3,825,000	-	-
76	Sherman Avenue Water Main Replacement	Utilities	TIF Increment	Washington TIF	No	-	225,000	-	-
77	Small Diameter Sewer Rehabilitation (various)	Utilities	TIF Increment	Washington TIF	No	185,000	-	-	-
79	SUBTOTAL					2,260,000	12,150,000	-	-
92									
93									
97	Economic Development - General Funding Assistance	CED	TIF Increment	Howard-Ridge TIF	No	300,000	-	-	-

	A	C	D	F	H	R	S	T	U
1	<b>City of Evanston</b>								
2	<b>Recommended Future Capital Projects</b>								
3	<b>Sorted by Fund &amp; Funding Source</b>								
4	<b>Fiscal Year 2013</b>								
8			Funding	Fund	Carryover				
9	Description	Department	Source	Responsible	Y/N	FY14	FY15	FY16	FY17
98	Howard Street Water Main Replacement (No Resurface)	Utilities	TIF Increment	Howard-Ridge TIF	No	485,000	-	-	-
99	SUBTOTAL					785,000	-	-	-
100									
101									
110	West Evanston Planning	CED	TIF Increment	West Evanston TIF	No	100,000	-	-	-
117	SUBTOTAL					100,000	-	-	-
129									
130									
131	Traffic Configuration - Dempster / Dodge	Public Works	TIF Increment	Dodge-Dempster TIF	No	250,000	-	-	-
132	Dodge Avenue Protected Bike Lane - Howard to Church	Public Works	TIF Increment	Dodge-Dempster TIF	No	50,000	-	-	-
133	Dodge Avenue Large Diameter Sewer Rehabilitation	Utilities	TIF Increment	Dodge-Dempster TIF	No	195,000	-	-	-
134	SUBTOTAL					495,000	-	-	-
135									
136									
143	Crown Center Renovations	PRCS	GO Debt	Capital Improvement	No	260,000	2,050,000	370,000	50,000
144	Lakefront - Boat Ramp Renovations	PRCS	GO Debt	Capital Improvement	No	-	100,000	500,000	5,000,000
145	Levy Center Renovations	PRCS	GO Debt	Capital Improvement	No	220,000	300,000	75,000	-
146	Fleetwood-Jourdain Center Renovations	PRCS	GO Debt	Capital Improvement	No	500,000	150,000	-	-
147	Noyes Center Seat Replacements	PRCS	GO Debt	Capital Improvement	No	-	-	-	-
148	Civic Center Renovations	PRCS	GO Debt	Capital Improvement	No	1,500,000	1,500,000	1,500,000	2,350,000
149	Penny Park Renovations	PRCS	GO Debt	Capital Improvement	No	600,000	-	-	-
150	Lakefront - Lagoon Area Improvements	PRCS	GO Debt	Capital Improvement	No	250,000	-	-	-
151	Police - Fire Headquarters Renovations	PRCS	GO Debt	Capital Improvement	Yes	270,000	-	-	-
155	Service Center Renovations	PRCS	GO Debt	Capital Improvement	No	360,000	1,030,000	230,000	230,000
156	Ladd Arboretum Bike Path Renovations	PRCS	GO Debt	Capital Improvement	No	9,000	13,000	123,000	-
158	Foster Field Athletic Field Renovations	PRCS	GO Debt	Capital Improvement	No	325,000	535,000	-	-
162	Chandler Center Renovations	PRCS	GO Debt	Capital Improvement	No	150,000	70,000	35,000	70,000
163	Fire Station #4 Renovations	PRCS	GO Debt	Capital Improvement	No	120,000	30,000	-	-
164	Fire Station #3 Renovations	PRCS	GO Debt	Capital Improvement	No	175,000	100,000	-	-
165	Lakefront - Fog / Signal Houses Renovations	PRCS	GO Debt	Capital Improvement	No	75,000	525,000	-	-
166	Civic Center Boiler Building Renovations	PRCS	GO Debt	Capital Improvement	No	50,000	90,000	-	-
167	Fire Station #2 Renovations	PRCS	GO Debt	Capital Improvement	No	110,000	330,000	260,000	850,000
168	Lakefront - Lagoon Building Furnace Replacement	PRCS	GO Debt	Capital Improvement	No	17,000	-	-	-
169	James Park Renovations	PRCS	GO Debt	Capital Improvement	No	650,000	520,000	200,000	2,300,000
170	Leahy Park Shelter Renovations	PRCS	GO Debt	Capital Improvement	No	25,000	-	-	-
171	Cartwright Park Renovations	PRCS	GO Debt	Capital Improvement	No	100,000	700,000	-	-
172	Lakefront - Garden Park Renovations	PRCS	GO Debt	Capital Improvement	No	60,000	590,000	-	-
173	Ackerman Park HVAC and Exhaust Upgrade	PRCS	GO Debt	Capital Improvement	No	8,000	-	-	-
174	Butler Park Drainage Improvements	PRCS	GO Debt	Capital Improvement	No	20,000	-	-	-
175	Main Library Renovations	PRCS	GO Debt	Capital Improvement	No	-	50,000	40,000	-
176	Baker Park HVAC Upgrade	PRCS	GO Debt	Capital Improvement	No	-	-	8,000	-
177	Baker Park Renovations	PRCS	GO Debt	Capital Improvement	No	700,000	-	-	-
178	Bent Park HVAC Upgrade	PRCS	GO Debt	Capital Improvement	No	-	-	8,000	-
179	Fitzsimons Park Renovations	PRCS	GO Debt	Capital Improvement	No	-	200,000	-	-
180	Flag Pole Lighting	PRCS	GO Debt	Capital Improvement	No	-	-	-	70,000
181	Independence Park Renovations	PRCS	GO Debt	Capital Improvement	No	100,000	700,000	-	-
182	James Park HVAC Upgrade	PRCS	GO Debt	Capital Improvement	No	-	20,000	-	-
183	Lakefront - Arts Center Coach House Renovations	PRCS	GO Debt	Capital Improvement	No	-	-	-	550,000
184	Lakefront - Arts Center Renovations	PRCS	GO Debt	Capital Improvement	No	-	-	-	830,000
185	Lakefront - Beach House Plumbing Repairs	PRCS	GO Debt	Capital Improvement	No	20,000	-	-	-

	A	C	D	F	H	R	S	T	U
1	<b>City of Evanston</b>								
2	<b>Recommended Future Capital Projects</b>								
3	<b>Sorted by Fund &amp; Funding Source</b>								
4	<b>Fiscal Year 2013</b>								
8			Funding	Fund	Carryover				
9	Description	Department	Source	Responsible	Y/N	FY14	FY15	FY16	FY17
186	Lakefront - Dog Beach Breakwall Installation	PRCS	GO Debt	Capital Improvement	No	-	-	-	1,000,000
187	Lakefront - Greenwood Street Beach Entry Facility	PRCS	GO Debt	Capital Improvement	No	1,400,000	-	-	-
188	Lakefront - Pedestrian Path Reconstruction	PRCS	GO Debt	Capital Improvement	No	-	700,000	-	-
189	Larimer Park Renovations	PRCS	GO Debt	Capital Improvement	No	-	-	600,000	-
190	McCulloch Park Renovations	PRCS	GO Debt	Capital Improvement	No	-	700,000	-	-
191	Philbrick Park Renovations	PRCS	GO Debt	Capital Improvement	No	-	500,000	-	-
192	Rose Garden Fountain Lighting Control Upgrade	PRCS	GO Debt	Capital Improvement	No	10,000	-	-	-
193	Southwest Park Renovations	PRCS	GO Debt	Capital Improvement	No	-	200,000	-	-
194	Animal Shelter Renovations	PRCS	GO Debt	Capital Improvement	No	140,000	-	-	-
195	Ecology Center Renovations	PRCS	GO Debt	Capital Improvement	No	-	10,000	-	-
196	Noyes Center Renovations	PRCS	GO Debt	Capital Improvement	No	-	-	-	1,520,000
197	50 / 50 Sidewalk Replacement Program	Public Works	GO Debt	Capital Improvement	No	100,000	100,000	100,000	100,000
198	Street Resurfacing - CIP	Public Works	GO Debt	Capital Improvement	No	1,800,000	1,800,000	1,800,000	1,800,000
199	Bridge Rehab Isabella Phase II - Design	Public Works	GO Debt	Capital Improvement	No	600,000	-	-	-
200	Pedestrian Safety Improvements	Public Works	GO Debt	Capital Improvement	No	200,000	200,000	200,000	200,000
202	Ridge/Emerson/Green Bay Intersection Phase 1 Engineering	Public Works	GO Debt	Capital Improvement	No	150,000	150,000	-	-
203	Davis Streetscape / Resurfacing / Bike Lane - Benson to Dewey	Public Works	GO Debt	Capital Improvement	No	97,000	-	-	-
204	Civic Center Parking Lot Improvements	Public Works	GO Debt	Capital Improvement	No	300,000	300,000	-	-
205	Neighborhood Traffic Calming & Pedestrian/Bike Accommodations	Public Works	GO Debt	Capital Improvement	No	100,000	-	-	-
206	Dodge Avenue Protected Bike Lane - Howard to Church	Public Works	GO Debt	Capital Improvement	No	570,000	-	-	-
207	Central Street Streetscape - Lincolnwood to Ewing (Northside)	Public Works	GO Debt	Capital Improvement	No	350,000	350,000	-	-
208	SUBTOTAL					12,491,000	14,613,000	6,049,000	16,920,000
291									
292									
295	James Park Renovations	PRCS	IDNR Grant	Capital Improvement	No	-	-	-	400,000
296	Lakefront - Boat Ramp Renovations	PRCS	IDNR Grant	Capital Improvement	No	-	100,000	-	-
298	Southwest Park Renovations	PRCS	IDNR Grant	Capital Improvement	No	-	200,000	-	-
299	SUBTOTAL					-	300,000	-	400,000
309									
310									
314	Alley Paving	Public Works	SA Reserves	Special Assessment	No	500,000	500,000	500,000	500,000
315	SUBTOTAL					500,000	500,000	500,000	500,000
316									
317									
319	Comprehensive Signage Program	Admin Serv	Parking	Parking	Yes	250,000	250,000	250,000	-
322	Resurfacing of City Owned Surface Lots	Public Works	Parking	Parking	Yes	210,000	210,000	210,000	210,000
326	Parking Garages - Capital Maintenance - Church	PRCS	Parking	Parking	Yes	1,700,000	2,670,000	400,000	-
327	SUBTOTAL					2,160,000	3,130,000	860,000	210,000
328									
329									
330	Water Main Replacement	Utilities	Water	Water	No	3,190,000	3,290,000	3,390,000	3,490,000
331	SCADA System Improvements	Utilities	Water	Water	No	-	-	250,000	-
332	Standpipe Painting and Mixing Equipment	Utilities	Water	Water	No	-	1,200,000	1,500,000	-
333	Roof Improvement Projects	Utilities	Water	Water	No	225,000	-	-	-
336	Security Equipment	Utilities	Water	Water	No	50,000	50,000	50,000	50,000
341	AMR Radio Transmitter Replacement	Utilities	Water	Water	No	600,000	-	-	-
343	Concrete Structure Rehabilitation	Utilities	Water	Water	No	-	500,000	1,300,000	1,300,000
344	Concrete Water Main Testing	Utilities	Water	Water	No	-	-	150,000	-
345	Filter Rehabilitation	Utilities	Water	Water	No	-	-	-	1,700,000

	A	C	D	F	H	R	S	T	U
1	<b>City of Evanston</b>								
2	<b>Recommended Future Capital Projects</b>								
3	<b>Sorted by Fund &amp; Funding Source</b>								
4	<b>Fiscal Year 2013</b>								
8			Funding	Fund	Carryover				
9	Description	Department	Source	Responsible	Y/N	FY14	FY15	FY16	FY17
346	Flash Mix Rehabilitation	Utilities	Water	Water	No	350,000	2,500,000	-	-
347	Laboratory HVAC Replacement	Utilities	Water	Water	No	90,000	-	-	-
348	Plant Evaluation	Utilities	Water	Water	No	-	150,000	-	-
350	Masonry Evaluation and Tuckpointing	Utilities	Water	Water	No	250,000	-	-	-
351	SUBTOTAL					4,755,000	7,690,000	6,640,000	6,540,000
352									
353									
367	CIPP Sewer Rehabilitation	Utilities	Sewer	Sewer	No	515,000	535,000	555,000	575,000
368	Emergency Sewer Repairs	Utilities	Sewer	Sewer	No	75,000	75,000	75,000	75,000
369	Relief Sewer Extensions	Utilities	Sewer	Sewer	No	260,000	270,000	280,000	290,000
370	Sewer Repairs on Street Improvements	Utilities	Sewer	Sewer	No	185,000	195,000	205,000	215,000
371	SUBTOTAL					1,035,000	1,075,000	1,115,000	1,155,000
376									
377									
378	<b>TOTAL - ALL FUNDS</b>					<b>31,046,000</b>	<b>43,033,000</b>	<b>17,139,000</b>	<b>27,700,000</b>
379									
380									



**PART VII**

**COMPREHENSIVE  
PERFORMANCE  
MEASUREMENT**

## City of Evanston

### Comprehensive Performance Measurement

The following Comprehensive Performance Measurement (CPM) Report has been created in accordance with the City Council's goal of improving the "Efficiency and Effectiveness of Services." In creating these metrics, Departments have identified performance measures for benchmarking the efficiency and effectiveness of City operations and service provision to the public. These performance measures aim to capture all major operational activities of the organization and yield meaningful and actionable information which can be utilized by the City Council, managerial staff, residents, and other community stakeholders. The implementation of the CPM Report will provide the City Council and public with a simplified tool for quickly and easily assessing the effectiveness of City service provision.

#	Service Area	Performance Measure Description	2012 Mid-year Actual	2012 Target	2013 Target	Target on Track
<b>City Manager's Office</b>						
1	Sustainability	Total energy savings Citywide during a specific period of time calculated in terms of kWh and Therms	0 kWh 163,831 Therms	20,000 kWh 100,000 Therms	25,000 kWh 150,000 Therms	
2	Sustainability	Annual grant funding secured.	\$102,580.00	\$100,000	\$150,000	✓
3	Citizen Engagement	Percentage of 311 requests completed within established service level agreement.	49 Business Hours	48 Business Hours	36 Business Hours	
4	Citizen Engagement	Number of administrative services assumed by 311.	4	4	2	✓
5	Citizen Engagement	Change in number of subscribers to City communication channels annually.	23,265	24,000	30,000	✓
6	Events and Activities	Number of citizen engagement events and/or activities.	55	72	80	✓
<b>Law</b>						
7	Ordinance Prosecution	Ordinance cases prosecuted during a specified period of time (animal, aggressive panhandling, curfew, disorderly conduct).	TBD*	500	500	
8	Traffic Prosecution	Traffic prosecution cases during a specific period of time, including percentage of successful prosecutions.	TBD*	6300	6300	
9	Ordinances and Resolutions	Ordinances and resolutions written and/or reviewed during a specific period of time.	130	140	140	✓
10	Loss Minimization/Risk Management	Cases tried to verdict.	6	8	10	✓
11	Administrative Adjudication	Number of administrative adjudication cases tried per year (including appeals).	45*	80	80	✓

\* The Citizen Engagement Division is currently working with the vendor to begin tracking this measure for FY 13

\*\* Recording of Appeals began on July 1, 2012

City of Evanston

Comprehensive Performance Measurement

#	Service Area	Performance Measure Description	2012 Mid-year Actual	2012 Target	2013 Target	Target on Track
<b>Administrative Services</b>						
12	Purchasing	Calendar days from requisition to purchase order (formal and informal bids).	4 Days	3 Days	2 Days	
13	Human Resources - Recruitment	Calendar days from requisition to hire/recruitment for internal and external hires.	60 Days	60 Days	60 Days	✓
14	Human Resources - Satisfaction (Total % Responses to Employee Survey of "Satisfied" or "Neutral")	HR Service (Direct Contact)	86.68%	Employee Satisfaction	92.00%	✓
		HR Service (Information Communications)	83.18%	Baseline	88.00%	✓
		Training (Job Related)	70.65%	Established in 2012.	76.00%	✓
		Work Environment (Policies and Impact)	78.12%	Performance	83.00%	✓
		Work Environment (Performance Evaluation)	69.61%	Targets Begin in 2013.	75.00%	✓
		Work Environment (Safety Procedures and Policies)	78.91%		84.00%	✓
15	Human Resources - Retention*	Length of time that employees maintain employment with City.	12 Years	12 Years	12 Years	✓
16	Telephone System and Network Problem Resolution/Repair	Percentage of telephone system and network problems corrected within 48 hours during a specific period of time.	66.30%	65%	65%	✓
17	Finance / Accounting	Total number of financial reporting documents published and/or certified during a specific period of time.	10	21	21	✓
18	Parking - Revenue	Number of parking tickets issued and parking-related revenue generated during a specific period of time.	4,664,294	9,484,400	9,500,000	✓
19	Parking - Compliance	Number of e-mail and text alert subscribers for street cleaning notifications.	1031	1500	2000	✓

* 2012 Employee Retention Survey Responses	No	Uncertain	Yes
Retention (Expect to retire in 2013)	82.24%	9.72%	8.09%
Retention (Expect to resign in 2013 for better opportunity)	61.16%	24.36%	14.48%
Retention (Expect to retire/resign in next 3 years)	51.92%	21.78%	26.31%

City of Evanston

Comprehensive Performance Measurement

#	Service Area	Performance Measure Description	2012 Mid-year Actual	2012 Target	2013 Target	Target on Track
<b>Community and Economic Development</b>						
20	Property Maintenance Compliance	Total inspections performed per 1,000 population.	126	254	254	
21	Property Maintenance Compliance	% of compliant rental units of the Housing Code Compliance Program within a calendar year.	98%	98%	100%	✓
22	Plan Reviews	Average number of days to review Single Family & Accessory Structures and Commercial & Accessory Structures.	Residential: 14 Days Commercial: 24 Days	Residential: 14 Days Commercial: 24 Days	Residential: 14 Days Commercial: 24 Days	✓
23	Planning & Zoning Reviews	Plan Commission: Average review time (days) of rezoning cases in committee.	150 days (only 1 rezoning case in 2012)	120 days	120 days	
24	Planning & Zoning Reviews	Average review time for Subdivision cases	90 days	90 days	90 days	✓
25	Planning & Zoning Reviews	Plan Commission: Average review time (days) of Plan Unit Development cases in committee.	90 days	90 days	90 days	✓
26	Planning & Zoning Reviews	Zoning Board of Appeals: Average review time (days) of Variation & Special Use permit cases in committee.	30 days 30 days	30 days 30 days	30 days 30 days	✓
27	Planning & Zoning Reviews	Historic Preservation: Average review time (days) of Certificates of appropriateness cases in committee	25 days	30 days	30 days	✓
28	New Businesses	No. of new and closing businesses in Evanston.	New Business Openings: 42 Businesses Closed: 23	New Business Openings: 75 Businesses Closed: 40	New Business Openings: 80 Businesses Closed: 35	
29	Affordable Housing Production/Rehab	Number of housing units (owner and rental) improved per \$100,000 of grant funding.	60	80	80	✓

City of Evanston

Comprehensive Performance Measurement

#	Service Area	Performance Measure Description	2012 Mid-year Actual	2012 Target	2013 Target	Target on Track
<b>Police</b>						
30	Crime Rates	Benchmark of crime level against that of other communities.	-11.3	TBD*	TBD*	
31	Calls for Service	Number of police calls per 1,000 residential population compared with the percentage of dispatched police calls.	17347	TBD*	TBD*	
32	Peacekeeping and Domestic Quarrels	Number of domestic quarrels, referrals to Victim Services and follow-on services provided.	39 Domestic 77 Referrals 73 Follow-on Services	TBD*	TBD*	
33	Crimes Solved	Percentage of UCR (Uniform Crime Reports) Part I Crimes Cleared.	30%	TBD*	TBD*	
34	Response Time	Response time in minutes to Top Priority Calls.		TBD*	TBD*	
35	Seizure Data	Benchmark of quantity of illicit drugs and firearms seized against that of other communities.	32	TBD*	TBD*	
36	FTE to Population	Sworn and civilian FTE's per 1,000.	3.08	TBD*	TBD*	
37	Proactive Activities by the Problem Solving Team	Compare year-to-year volume and results in reduced in crime opportunities		TBD*	TBD*	
38	Complaints	Compare trendlines in citizen comments at Human Services Committee	18	TBD*	TBD*	

\* Targets will be established after a full year of data collection

City of Evanston

Comprehensive Performance Measurement

#	Service Area	Performance Measure Description	2012 Mid-year Actual	2012 Target	2013 Target	Target on Track
<b>Fire &amp; Life Safety Services</b>						
39	Response Time	Percentage of emergency fire calls with a response time of five minutes and under from dispatch to arrival on scene, compared with square miles served per fire Suppression Station, and compared with population density.	99%	95%	95%	✓
40	Fire Incidents	Fire Incidents confined to room of origin.	71%	65%	65%	✓
41	Injuries	Number of on the Job (OJI) related injuries per 100 members that resulted in time lost from duty in a 1 year period.	0%	<5	<5	✓
42	Vehicle Accidents	Job related vehicle crashes, deemed preventable, per 100 members in a 1 year period.	5	<5	<5	
43	FTE to Population	Sworn and civilian FTE's per 1,000 population.	1.44	1.4	1.4	✓
44	EMS Response Time	Emergency responses (in seconds).	221	240	240	✓
45	Alarm Response Time	Turnout Time for emergency and non-emergency alarms.	EM: 46 seconds Non-Em: 76 seconds	Em<70 Non<100	Em<70 Non<100	✓
46	Loss Minimization	Estimated property value preserved.	\$212,654,989	N/A	N/A	
<b>Health</b>						
47	Communicable Disease Epidemiological Investigations	Number of investigations and complaints.	617	450	450	✓
48	Educational Outreach	Number of individuals reached by educational activities per 1,000 population.	4383	2,000	2,000	✓
49	Educational Outreach - Lead Poisoning	Track local trends in testing sites for lead, childhood blood lead screening rates, and incidence in childhood lead poisoning rates.	10	20	20	✓

City of Evanston

Comprehensive Performance Measurement

#	Service Area	Performance Measure Description	2012 Mid-year Actual	2012 Target	2013 Target	Target on Track
<b>Health - Continued</b>						
50	Health Inspections	Number of restaurant, temporary food and farmer's market inspections (cont'd in comment).	623	1,200	1,200	✓
51	Dental Care	Number of visits to dental clinic for preventative and restorative care.	707	1,500	1,500	
52	Vital Records	Number of birth and death certificates issued.	9,682	1,500	1,500	✓
53	Pediatric Oral Care	Average time wait time for pediatric oral restorative and preventative care.	10	10	10	✓
<b>Public Works</b>						
54	Waste Diversion	Total waste diversion rate.	18%	19%	20%	
55	Road Rehabilitation	Road Rehabilitation Expenditures per paved lane mile.	\$323,586	\$407,007	\$405,000	✓
56	Timely Capital Improvements	Percentage of capital improvement projects on time and under budget.	Completed as scheduled	Complete	Complete	✓
57	Resident Satisfaction	Survey of residents impacted by all Public Works projects.	Very satisfied	Satisfied	Satisfied	✓
58	Time to complete maintenance and minor repairs	Percent of minor vehicle repairs completed within 2 days and percent of preventative maintenance completed within 30 days of due date.	1 3.29% 2. 95%	1. Total Vehicle downtime of 5% or less. 2. P.M. completion rate of 95%	1. 3.29% 2. 95%	✓
59	Cost of maintenance and minor repairs	Average maintenance and repair cost per vehicle.	\$2.78 per mile driven	Less than \$3.00 per mile driven	\$2.78 per mile driven	✓
60	Snow Removal	Snow and ice control expenditures per capita compared with inches of snowfall.	Snow Cost Per Capita (\$6.67) Annual Inches of Snow (16.5")	Snow Cost Per Capita (\$6.50) Annual Inches of Snow (20")	Snow Cost Per Capita (\$6.50) Annual Inches of Snow (22")	

City of Evanston

Comprehensive Performance Measurement

#	Service Area	Performance Measure Description	2012 Mid-year Actual	2012 Target	2013 Target	Target on Track
<b>Public Works - Continued</b>						
61	Timely waste and recycling collection	Percent of residential and commercial waste and recycling picked up on schedule.	99.79%	90%	95%	✓
62	Residential Street Sweeping	Street-sweeping expenditures per linear mile swept.	\$112	\$120	\$119	✓
<b>Library</b>						
63	Customer Satisfaction	Percentage of citizens who rated library service as satisfactory.	TBD*	80%**	80%**	
64	Customer Service	Percentage of library users who rated the helpfulness and the general attitude of library staff as satisfactory.	TBD*	90%**	90%**	
65	Collection	Percentage of library users who rated the availability of library materials as satisfactory.	TBD*	80%**	80%**	
66	Circulation	Number of items circulated per resident.	TBD*	13.8**	13.8**	
67	Purchasing Costs	Number of dollars spent for materials acquisition per resident.	TBD*	18.12**	18.12**	
68	Facility Usage	Number of meeting room requests and estimated attendees.	Requests: 4,347 Attendees: 24,462	Requests: 4,500 Attendees: 25,000	Requests: 4,500 Attendees: 25,000	✓
69	Second Visits	Number of library program participants that enroll in additional programs.	TBD*	60% return visits**	60% return visits**	
70	Outreach Effectiveness	Surveys gathering information on how they learned about programs.	TBD*	most cost-effective means**	most cost-effective means**	

\* Surveys for each of the corresponding measures will be administered in the remainder of FY 12 and FY 13

\*\* Targets may be modified contingent upon results from surveys to be distributed

City of Evanston

Comprehensive Performance Measurement

#	Service Area	Performance Measure Description	2012 Mid-year Actual	2012 Target	2013 Target	Target on Track
<b>Parks, Recreation and Community Services</b>						
71	Youth Employment	Percentage of applicants for youth employment and vocational training opportunities who received such opportunities.	169 Youth Hired/ 31.1% of applicants Vocational training to start 10/12	5% increase year over year	200 Youth Hired 15 vocational program	✓
72	Facilities Management	Total number and response time of completing in-house work orders.	Requests -2,554 Response time average-8 days (as of 9/1)	Historical Comparison	2,500/7days	✓
73	Forestry Response	Total number and response time of completing Forestry Division requests.	Requests-1,516 Response time average-19 days (as of 9/1)	Historical Comparison	1,500/15 days	✓
74	Recreation User Activity	Evaluate total program participation and recreation services by age and Ward.	Study period runs through November 2012	Historical Comparison	TBD	
75	Youth Engagement	Evaluate employee and employer satisfaction with youth employment programs.	91%	80%	93%	✓
76	Park Attendance	Attendance at PR&CS special events and park permits	4,540	45,700	46,000	
77	Park User Experience	User survey of facility conditions, safety and cleanliness.	TBD*	TBD*	TBD*	
78	The Arts	Number of functional aspects added to evanstonartsbuzz.com web site	TBD**	TBD**	TBD**	

\* Evanston Arts Council compiled a list of enhancements to the evanstonartsbuzz.com site in consultation with local arts organizations

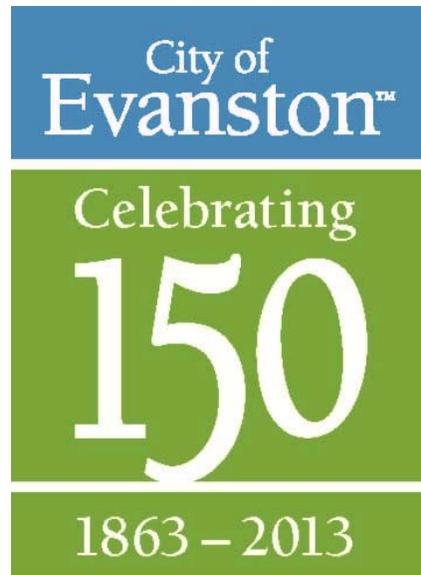
\*\* Focus on marketing efforts to drive traffic to the newly enhanced arts site.

\*\*\* Functionalities will be added to the online arts site, which may include a message board; classified ads for auditions, job openings, studio availability, etc.; a link for posting performance reviews and photos; Google maps identifying arts venues; an interactive public art map; useful arts links; etc. Focus on marketing efforts to drive traffic to the newly enhanced arts site.

City of Evanston

Comprehensive Performance Measurement

#	Service Area	Performance Measure Description	2012 Mid-year Actual	2012 Target	2013 Target	Target on Track
<b>Utilities</b>						
79	Reliable Distribution	Number of customers experiencing an unscheduled disruption of service.	332	720	720	✓
80	Water Complaints	Number of customer complaints for water's technical quality.	44	100	100	✓
81	Sewer Complaints	Number of customer complaints for sewers' technical quality (seepage, backups, overflows, etc.).	89	200	200	✓
82	Employee Health and Safety	Benchmark days lost from work due to illness or injury again.	2.6	3.6	3.6	
83	Regulatory Compliance	Number of EPA regulatory violations.	0	0	0	✓
84	Water Main Failure Rate	Number of known breaks/leaks per mile of water main.	0.13	0.3	0.3	✓
85	Water Sales	Millions of gallons of water sold to outside communities.	5,638 MG	11,500 MG	11,500 MG	✓



# **PART VIII**

# **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 an 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

Glossary

keep expenditures within available appropriations of revenue.

CAPITAL EXPENDITURE (ALSO KNOWN AS 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 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 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 PROJECT FUND: 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

Glossary

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

Glossary

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.

IMRF: 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.

Glossary

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.

Glossary

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.