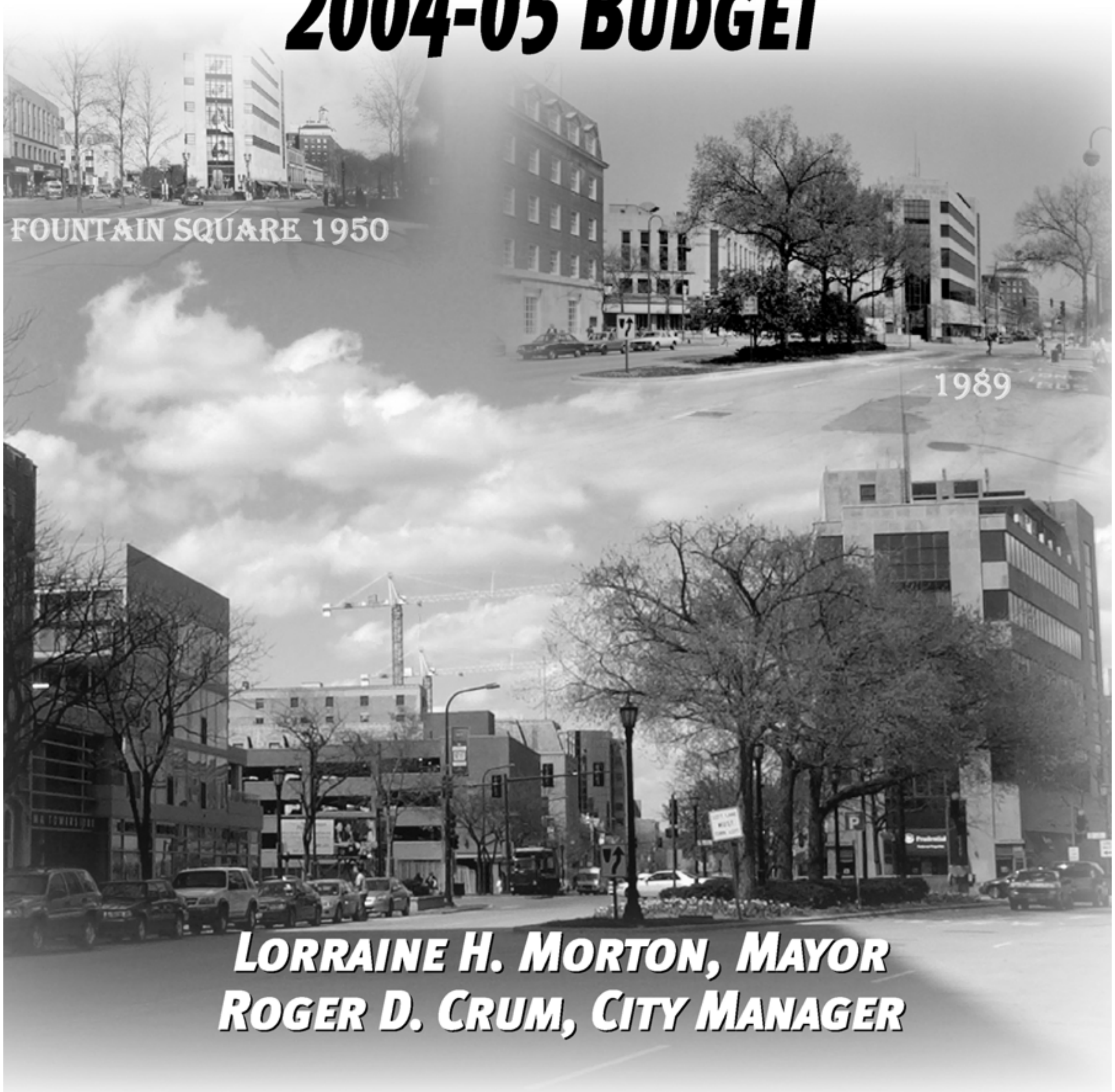
City of
Evanston™

2004-05 Budget



Lorraine H. Morton, Mayor
Roger D. Crum, City Manager

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Evanston

Illinois

For the Fiscal Year Beginning

March 1, 2003

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Presentation to the City of Evanston for its annual budget for the fiscal year beginning March 1, 2003.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operating guide, as a financial plan and as a communicative device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine eligibility for another award

City of
Evanston™

ELECTED OFFICIALS

Lorraine H. Morton	**Mayor**

ALDERMAN

Arthur B. Newman	**First Ward**
Lionel Jean-Baptiste	**Second Ward**
Melissa A. Wynne	**Third Ward**
Steven J. Bernstein	**Fourth Ward**
Joseph N. Kent	**Fifth Ward**
Edmund B. Moran, Jr.	**Sixth Ward**
Elizabeth B. Tisdahl	**Seventh Ward**
Ann Rainey	**Eighth Ward**
Gene Feldman	**Ninth Ward**
Mary P. Morris	**City Clerk**

Roger D. Crum, City Manager

City of
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CITY OF EVANSTON
2004-2005 APPROVED BUDGET

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

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City of Evanston™

City of
Evanston

December 19, 2003

The Honorable Mayor Lorraine H. Morton
And Members of the City Council

This document contains the staff budget proposal for the 2004-2005 fiscal year. This year's budget continues to reflect the effects of the nationwide economic slowdown. This is especially evident in the lowered expectations for Illinois state shared revenues, especially income tax. We are fortunate in Evanston, that our efforts over the past several years have increased the economic vitality of the City, which partially buffers us from the state economy. We are also, through good policy direction and tight budget control over the past several years, in a position where our cash reserves exceed our minimum requirements, and, if necessary, may be drawn down slightly to aid in getting past the temporary shortfall in State revenues.

Demands for services continue to exceed the funding available, but we have made major strides in stabilizing our workforce and insuring the fiscal integrity of the various individual funds of the City. During the past two budget years we have presented several options for significant service cuts and have reviewed the impact of such cuts in our public budget hearings. A listing of some of these items proposed in previous budgets includes:

a. Significant reduction in funding to the Evanston Community Media Center
b. Reduction in our Animal Control office
c. Significant reductions to funding of Mental Health Agencies
d. Significant reductions to funding of Community Social Service agencies
e. The elimination of the Summer Youth Employment program
f. The closure of one or two branch libraries
g. The elimination of School Resource Officers from middle schools
h. The elimination of support to the Fleetwood-Jourdain Adult Theater
i. The elimination of a program coordinator in the Levy Center
j. The closure of South Beach
k. The replacement of the public service requirement at Noyes with rent
l. The request that School Crossing Guards be paid by the school district

Although these items were put forward by staff as potential budget reduction alternatives, after careful review and a public hearing process, it was determined that such cuts would undercut the City's obligation to serve the needs of the varying citizen groups within the community. Although these options still exist, and we may wish to review some of them as options to my proposals, I have not included them in this preliminary budget proposal. Simultaneously, however, during the past two budget years we have recommended and adopted significant cuts (approximately $2 Million) in the internal operations of the City. These cuts have been compensated for through more efficient use of personnel, while providing minimal disruption to those services visible to the general citizenry. These cuts remain in effect during this budget proposal.

During the budget preparation, most City departments identified areas where the use of additional personnel or funding would enhance their operations. These are valid proposals and should be revisited when the economy and other pressures on the budget have improved. For purposes of this budget there are no expansions of services or personnel. Minor variations where needed to meet mandates or grant requirements will be pointed out during budget presentations.

In spite of the lack of growth in programs or personnel, major outside factors, primarily the reduction in state revenues, the high rate of increase in health insurance premiums and the significant jump in the required funding of police and fire pension systems, have caused a need to recommend an increase in local taxes, and a one-time use of cash reserves to balance the budget. We have attempted to minimize those tax increases, and believe that the overall plan is a reasonable compromise at this point in time.

The following are the highlights of this proposed budget:

1. This budget proposes a 6.85% increase to the City's portion of the property tax to meet the obligations of all City funds dependent upon the property tax. This includes a 4% increase to those tax rates directly under control of the City Council: the General Fund and the Debt Service Fund. This action would raise an additional $606,000 for the General Fund. The other two funds, which the City is obligated to fund under State law, are the Police Pension Fund and the Fire Pension Fund. The property tax increases on these portions of the levy, in order to meet the actuarial requirements of the funds, are 21.9% and 13.1% respectively. The combination of all four of these property tax levies creates an aggregate increase in the City's total levy of 6.85%. Since the City constitutes only about 18% of the total property tax bill paid by a resident, the result will be a 1.2% increase in an individual tax bill.

2. This Proposal recommends a revised tax structure on natural gas which is to include natural gas wholesaled through a broker. As deregulation has taken effect, more large users are buying directly from a broker rather than from a retail supplier such as Nicor. At the present time the City levies a tax on retailed natural gas, but not on wholesale transactions. This proposal would raise $600,000 of General Fund revenue and would equalize the treatment between small residential users and larger users.

3. The budget includes a recommendation to increase our ambulance fees to be in line with current Medicare and insurance reimbursement rates. We have not done this for two years. The resultant increase in revenue to the General Fund would be $100,000.

4. The last major piece of the equation in balancing the General Fund would be the recommended one-time use of cash reserve in the amount of $500,000. I would not normally recommend such an action; however, I believe we have reached the point in the economic recovery and in the status of our reserve accounts where this is a reasonable action. We have carefully managed our budgets for the past several years in order to build up a cash reserve in the General Fund. Even with the current state of the economy, we are confident that we will end the current fiscal year with at least an additional $500,000 in that account, over and above the one month (8.3%) minimum reserve. Hopefully, by next budget year the state economy will have recovered enough to recoup this amount.

5. All labor contracts except Police Sergeants have been settled for the upcoming budget year. These settlements have required an increase of 3.5% to the total wages contained in the budget proposal. These wages are already allocated among the departmental budgets, and are not covered separately under the "Contingency" account this year. Non-represented employees have also been credited with a 3.5% wage increase which is fully funded in this proposal. No significant wage uncertainties remain at this time.

6. Medical insurance for City employees continues to be an area of concern to us as it is for every other employer. We have allocated an additional 14% to cover the increases in our medical plans.

7. As we continue our program of having a self-sufficient water system, no water rate increase will be required for 2004-05, and no additional increases are currently forecast in the near future.

8. Funding for completion of the flood relief sewer project continues on schedule. This plan, as adjusted during the past budget year, requires a 5% increase in sewer rates for 2004-05 and one more 5% increase in next year's budget. No additional rate increases are forecast beyond that point.

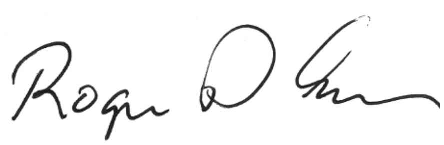
9. The Fleet Service Fund is stabilized and will require no additional General Fund subsidy. This has been the result of a multi-year effort. For the upcoming budget year, new equipment funding will be somewhat limited, but in the subsequent years, a sizeable debt will have been paid off, and the fund will have approximately $2 million available annually for equipment replacement without utilizing additional debt or General Fund subsidy.

10. The Insurance Fund is funded; however, this will be a critical year for major litigation, the results of which may alter future fund availability.

11. The Parking Fund is reaching the point where an adjustment in parking rates may be necessary. This is being referred to the Parking Committee for additional review.

12. All other funds of the City are balanced and require no significant changes for this budget year.

In summary, you have before you a preliminary balanced budget which maintains current service levels. There are no significant increases or decreases in any program budget. We will continue to monitor our revenues and expenditures for the remainder of the fiscal year, but believe that this proposal is a reasonable approach to a gradually improving economy. It should be noted that without the significant improvement that we have facilitated in the Evanston economy, balancing this year's budget would have been even more difficult than it was.



Roger D. Crum
City Manager

City of
Evanston™

City of Evanston, 2004-2005 Approved Budget
Executive Summary

I. Introduction

The City of Evanston covers four miles of Lake Michigan's picturesque Western shoreline. The City's 8.5 square miles include residential neighborhoods encircling thoughtfully planned business districts and recreational facilities. Ongoing development of both residential and commercial occupancies has brought the City of Evanston a hint of cosmopolitan flavor, while retaining a close-knit suburban atmosphere.

Evanston boasts rich diversity in religious, racial, educational, and economic composition. Interspersed throughout the community are over 260 acres of parks. This includes over 30 tennis courts, five 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, a Mayor and nine Ward Aldermen. Through the Council-Manager form of government, elected officials create policy and direct it to the City Manager for implementation. This form places the responsibility for day-to-day provision of services on a professional manager and staff.

II. Budget Summary

The total operating budget for FY2005 is $164,909,249. This represents an increase of $10,210,516 or 6.60%. The majority of this increase is due to additional expenses in the TIF funds.

III. Fiscal Constraints

City budgets throughout the nation are sharing the burden of state budget constraints, as governors and state legislatures cope with balancing $110 billion in budget shortfalls for FY 2003 and FY 2004. Illinois is no exception. Fiscal problems at the state level are part of the cause for Evanston's projection of nearly-flat revenues in the upcoming year.

Numerous fiscal moves by the State of Illinois have resulted in revenue decreases for Evanston this upcoming year. The following is a list of those reduced revenue streams and increased fees.

State Portion of Income Tax

Due to the economy, state income tax receipts continue to decrease for the third straight year. However, there is an additional decrease due to a move by the Governor's office that occurred this summer. The state has under-allocated funds for cities portions of the state income tax for the last several years. For at least the next year the Local Government Income Tax Distributive Fund will contribute to alleviate this under-funding and it will cost the City $6.48 per resident. The result is almost a $500,000 decrease in annual income tax revenues from the state.

Photo-processing Tax
This will be the first full year that the City will not receive the state photo-processing tax, which is a loss of $175,000 annually.

National Pollution Discharge Elimination System Permit Fees
This is a state introduced fee for publicly owned utilities. The City will pay approximately $25,000 in fees to the state this year.

Fire and Police Pension Annual Compliance Fees
This annual filing fee for the police and fire pension funds rose from .007% to .02%. This is an increase in fees from about $6,000 to $17,000.

These decreased revenues and fees amount to over $700,000 in lost revenues to the City of Evanston from the state of Illinois. All of these funds were recouped by the state in an effort to solve its budget problems.

IV. General Fund

<u>Expenditures</u>
The General Fund budget for 2004-2005 is $78,225,000. This represents a $4,370,823 or 5.92% increase in expenditures.

<u>Revenues</u>
The nation and the State of Illinois are, hopefully, in the final stages of an economic recession. News from Springfield is that the State's budget is in horrific shape as income taxes continue to decline. Municipalities are still at risk of even greater state revenue reductions both economic and legislative over the next year.

The City of Evanston depends upon a variety of revenue sources to fund services. Many of these revenues are subject to fluctuations in the economy, while demands for government services frequently are not. As a result, there is a continued interest in developing revenue sources that remain more insulated from economic effects while also seeking to appropriately tax those receiving benefits.

1. **Property Tax:**
The total property tax levy is $31,203,859. This is an increase of $1,985,848. The General Fund portion of this rises from $15,194,300 to $15,783,600, an increase of $589,300. The property tax continues to

make up the largest percentage of City tax revenues. The relative economic stability and tax deductible feature of the property tax make it a desirable revenue source.

2. State Sales Tax:
General Fund revenue from the state sales tax is expected to increase by $100,000 bringing total City revenue from the state sales tax to $8,200,000. The modest increase in this revenue is a result of slightly diminished sales experienced in FY 2004.

3. Home Rule Sales Tax:
Projections show $5,500,000 of this revenue source for the General Fund. This is an increase of $200,000 from FY 2004. This revenue is more stable due to its lack of dependence on auto sales.

4. State Income Tax:
State income tax revenues are expected to decrease by 10.4 %, bringing the expected revenue to $4,300,000. This decrease is due to the ailing state economy which prompted the Governor to decrease city shares of the state income tax.

5. Utility Taxes:
Revenues from utility taxes are comprised of electric, natural gas, and telecommunications taxes. For FY2004-2005, these are projected to total $8,200,000, which is an increase of $850,000, or almost 11.5%. This results primarily from an increase in the natural gas use tax of $600,000.

6. Real Estate Transfer Tax:
Real estate transfer tax revenue is expected to be $3,500,000 for FY2005. This is mainly due to new development in Evanston. Staff does not believe this is the historic level which is still believed to settle in the future at a number nearer to $2.5 million.

7. Vehicle Licenses:
Vehicle license fees are expected to drop by about $20,000 this year, to $2,000,000. This revenue source is considered to be relatively insulated from economic fluctuations.

8. Licenses and Permits:
Total licenses and permits are expected to generate $6,238,700 in revenues, an increase of $404,200. The main reason for the increase is a continued strong housing market.

9. Fines and Forfeitures:
Parking ticket, regular and other fine revenues are expected to increase by a modest $104,900 to $4,167,500.

10. **Ambulance Fees:**
Due to a proposed rate increase, ambulance fees will increase $100,000 for FY 2005.

11. **State and Federal Aid**
State and federal aid revenues will increase by slightly over $1 million due to new accounting methods which will budget for programs like lead paint grants at gross, which in prior years had just been budgeted as chargebacks. However these revenues are fully offset by expenditures.

V. Other Funds

Parking System Fund
The Parking System Fund has anticipated expenditures of $3,653,200. This is a 6.5% increase and is inclusive of capital outlay, debt service, and transfers to the General Fund. Revenues are projected to be $2,985,400. This includes no projected revenue form the Sherman Avenue Garage which is scheduled to be closed.

Water Fund
The Water Fund is expected to have total expenditures of $13,478,900 which represents an increase of less than 1.0%. Water Fund revenues are expected to increase by $136,000. No water rate increase is proposed for FY2005.

Fire Pension Fund
Actuarially determined funding requirements indicate that a $426,000 increase in expenditure is expected for FY2005, making the budgeted amount $4,480,000. Presently, this fund is budgeted to levy for $2,910,000, an increase of 13.1% of the property tax levy.

Police Pension Fund
Actuarially determined funding requirements indicate that an increase of $261,500 in funding will be necessary in the FY2005 budget. The FY2005 budget for this fund is $5,899,000. The property tax portion of this is $4,088,000, an increase of almost 21.9% on the property tax levy.

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. Budgeted expenditures for FY2005 are $2,083,300, up $719,200. Projected revenues are $1,286,200, an increase of 16.0%. This increase includes wireless surcharge revenue of $342,000.

Motor Fuel Tax Fund
Spending for the fund is budgeted at $2,850,000 in FY2005. This is an increase of $203,400 from the FY2004 appropriation.

Community Development Block Grant Fund
This accounts for funds granted from the U.S. Department of Housing and Urban Development. The amount for FY2005 is $2,749,633 for Community Development related programs, a decrease of $72,628 from FY04.

Insurance Fund
Fiscal year 2005 budgeted expenditures for the Insurance Fund remain the same at $1,900,500. This is largely due to the increase that was initiated in FY03.

Fleet Services Fund
Budgeted expenditures for FY2005 are $4,842,900. This is an increase of less than 1.0% totaling $8,300. Again this year, no new bond sale is proposed for vehicles.

Washington National Special Tax Allocation Debt Service Fund
This fund is expected to account for the payment of general obligation debt issued for this tax increment financing district. Fiscal year 2005 budgeted expenditures are $1,671,281, a decrease of 26.4% from last year.

Special Service Area No. 5 Fund
FY2005 budgeted expenditures for this fund are $152,686. This is an increase of approximately $4,854 from the FY2004 budget.

Southwest II Special Tax Allocation Debt Service Fund
A slight increase in projected expenditures brings the fiscal year 2005 budget for this fund to $885,713.

Southwest Special Tax Allocation Debt Service Fund
Budgeted expenditures for this fund have risen to $903,750.

Debt Service Fund
The debt service payments budgeted in this fund are due in FY2005. Total budgeted expenditures are $10,495,071, an increase of less than 1%.

Downtown II Special Tax Allocation Service Fund
This fund accounts for payment of debt service associated with the Downtown II Tax Increment Financing District whose expenditures will be $5,992,515 for FY2005.

Economic Development Fund
Expenditures from the Economic Development Fund are budgeted to be $1,407,400 for FY2005. Revenues for this fund are generated from the Hotel Tax.

Sewer Fund
The Long Range Sewer Improvement Program continues to make progress with further investments in sewer infrastructure. As a result, expenditures have increased by 5% to $16,815,100. There is a 5% sewer rate increase included to meet the increase for FY2005.

Housing Fund
The Mayor's Special Housing Fund seeks to support housing related programs as adopted by the City Council. The FY2005 budget is $239,100, an increase of $22,500.

VI. Conclusions

The 2004-2005 budget attempts to implement the goals and priorities developed by the City Council and City Staff. This is done with an understanding that long-term planning and fiscal austerity will help ensure the City of Evanston retains its position as one of the more respected communities in the Greater Chicago area.

Interdepartmental
Memorandum

To: Roger Crum, City Manager
From: Patrick Casey, Director of Management and Budget
Subject: Final Changes to the Proposed FY 2004-05 Budget
Date: March, 1, 2004

In December of 2003 the proposed FY 2004-05 Budget was presented to City Council. The proposed budget stated an expenditure level for all funds of $164,609,193. Four Saturday Budget Workshops and one public hearing were held to review the proposed budget. The City Council made the following changes to the proposed Budget:

Expenditures

Several areas were designated for reduction or elimination in the City Manager's proposed budget. Changes made to these proposed levels are listed below.

- Funding was authorized for the following programs or expenditures:
    - Sister Cities Program Expenses - $5,000
    - Addition of a Property Maintenance Inspector - $60,800
    - Open Outdoor Skating Warming Houses – $4,600
    - Mason Park Programming Expenses - $2,700
    - Addition of Attorney Position - $75,000

Revenues

The City Manager's proposed budget was balanced as presented. The following is a list of changes to revenues resulting from City Council deliberations.

- The Real Estate Transfer Tax Projection was increased by $500,000.
- The $ 500,000 Proposed Reallocation of Surplus was eliminated from the General Fund.
- The Transfer from the Economic Development Fund to the General Fund was increased by $100,000.
- The Transfer from TIF Funds to the General Fund was increased by $64,500.
- The Revenue estimate from the Towing Contract was reduced by $50,000.
- The Cable Franchise fee estimate was increased by $50,000.

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City of Evanston

PART II

CHARTS AND SUMMARIES

City of
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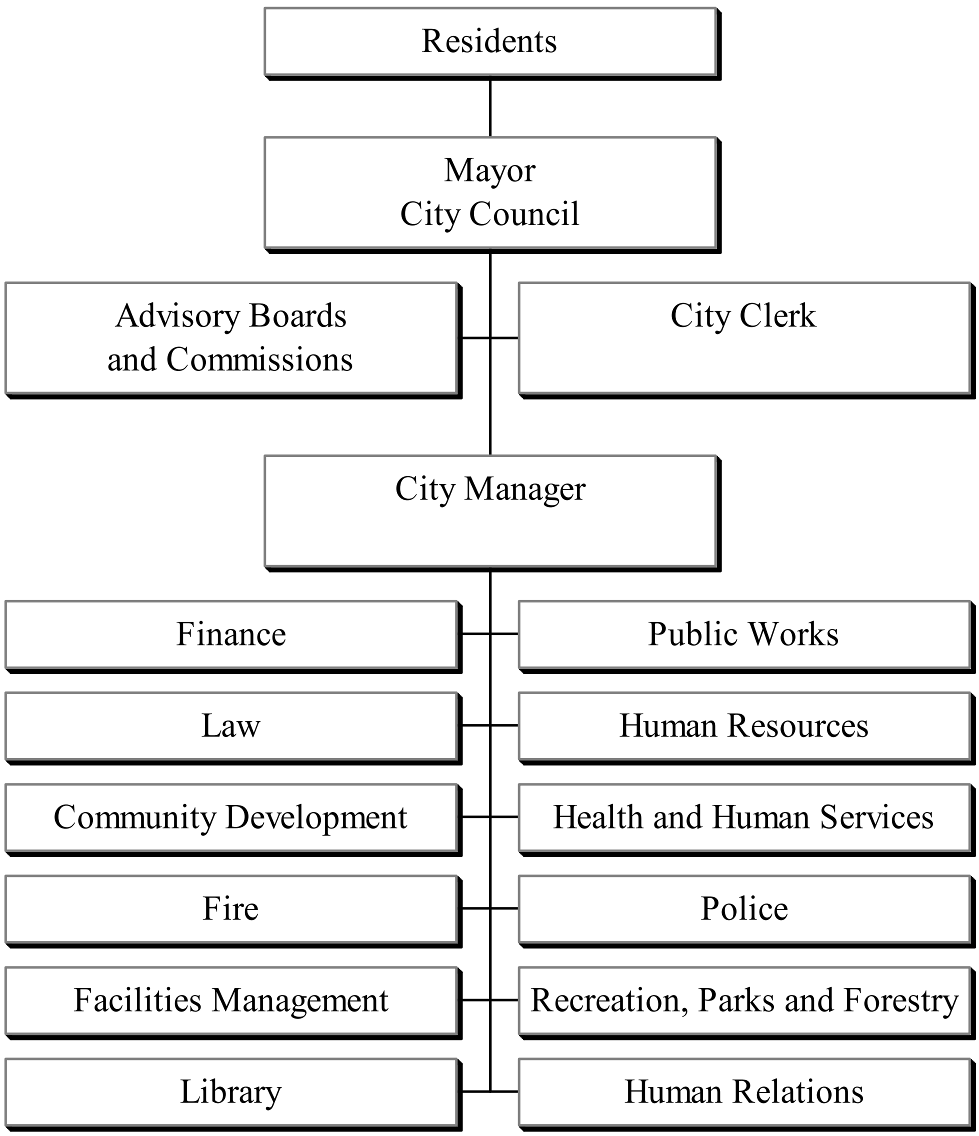
City of Evanston
Organizational Chart



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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 an dhuman services, recreation, public works, libraries, and community development.

The City of Evanston's 8.5 square miles include over 30,000 housing units for 74,239 residents. Evanston also hosts three institutions of higher learning: Northwestern University, Kendall College, and National-Louis University. In addition, the City is home to several other non-profit and philanthropic organizations.

By combining a high quality of life and close proximity to the City of Chicago, Evanston continues to be a highly desirable residential community. The quality of Evanston's earliest neighborhoods has been preserved and enhanced by foresighted 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.

Date of Incorporation		1863
Form of Government		Council – Manager
Geographic Location		On Lake Michigan Immediately north of Chicago
Population (2000 Census)		74,239
Number of Households (2000 Census)		29,651
Number of Housing Units (2000 Census)		30,817
Equalized Assessed Valuation (2002)		$1,737,543,903
Per Capita Income (2000 Census)		$33,645
Municipal Services and Facilities		
	Miles of Streets	147
	Miles of Alleys	76
	Number of Sewers	169
	Number of Street Lights	5,641
	Value of Authorized Construction	$260,000,000
Fire Protection		
	Number of Firefighters	107
	Number of Stations	5
	Number of Fire Hydrants	1,236
	I.S.O. Rating	Class 3
Police Protection		
	Number of Police Officers	162
	Number of School Crossing Guards	38
	Number of Parking Enforcement Officers	16

Library Services		
	Branch Libraries	2
	Number of Books / Materials	437,104
	Number of Registered Borrowers	58,999
	Annual Circulation	858,343
Recreation Facilities		
	Number of Parks and Playgrounds	75
	Park Area in Acres	268
	Number of Beaches	5
Municipality Parking Utility		
	Number of Parking Meters on Streets	1,671
	Number of Parking Lots	38
	Capacity of Parking Lots	1,988
	Metered Spaces	720
	Space Rentals and Free Spaces	1,268
	Capacity of Parking Garages	2,653
	Number of Parking Garages	3
Municipality Water Utility		
	Total Population Serviced	356,502
	Northwest Water Commission	218,915
	Evanston	74,239
	Skokie	63,348
	Miles of Water Mains	155.995
	Filtration Plant Rated Daily Capacity (gallons)	108,000,000
	Rated Daily Pumping Capacity (gallons)	142,000,000
	Average Daily Pumpage (gallons)	48,492,000

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Events, reminders at-a-glance

March

Women's History Month Library event

On Thursday, March 18 at 7 p.m., Evanston author, Katherine Shonk will read from her collection of short stories *The Red Passport* at the North Branch Library, 2026 Central Street.

Yard waste pickups resume March 29

Yard waste pickups will continue on your regular refuse/recycling collection day until December 2. Yard waste can also be dropped off at the Evanston Recycling Center, 2222 Oakton St., April 2-Dec.12: Fridays, noon-7 p.m.; Saturdays and Sundays, 8:30 a.m.-5 p.m. For more information, call (847) 866-2940.

April

Street cleaning begins April 1

Street cleaning will last through November 30. Schedules for street cleaning are available on www.cityofevanston.org. Residents and visitors will not be ticketed when parking in the areas on dates not listed on these schedules. For more information, contact the Public Works Division of Streets and Sanitation, (847) 866-2940.

Poetry Month

* Author Harriet Rubin discusses her new book, *Dante In Love: The World's Greatest Poem and How It Changed History,* Wednesday, April 21 at 7 p.m. at the Main Library, 1703 Orrington. For information, call 847-866-0300.

* At 1 p.m. on Saturday, April 24, the Library and the YMCA Learning Centers will present *Tyger Tyger: A Poetry Celebration.* The program features an exciting mix of African drumming from SOUL Creations and poetry performances--a poetry slam for young people.

For more information on events and services, visit:
www.cityofevanston.org

April *cont'd*

Summer Youth Employment Job Fair

Evanston teens, from 14 (on or before June 16) to 18 years old, are invited to apply for summer jobs at the Evanston Civic Center on Saturday, April 24, from 9 a.m. to 2 p.m. For further information on becoming an applicant, employer or adult Job Fair volunteer, call (847) 866-2920.

May

Poetry Workshop & Conversation

On May 1 and 2 from 1-3 p.m., Paulette Roeske, renowned poet, will present a two-day poetry workshop. Roeske is the author of five books, and her award winning poetry is frequently anthologized. Registration is not needed to attend.

Aging Well Conference and Film Festival

For older adults, their families and professionals who deal with seniors. *Conference:* Friday, May 7, 8 a.m., King Home, 1555 Oak Ave. Registration: Soon available on www.cityofevanston.org, or call (847) 866-2919 for information. *Film Festival:* Wednesday, May 5, Main Library, 1703 Orrington. Films and times TBA.

Ninth Annual Strut for Strays

Evanston Animal Shelter Community Animal Rescue Effort (C.A.R.E.) will hold this fundraiser on Saturday, May 8, from 8:30 a.m. to noon at the Ladd Arboretum, rain or shine. Pre-registration is $25. Forms are available on-line at www.care-evanston.org, at the shelter, or by calling (847) 705-2653.

May *cont'd*

Hydrant testing begins

City-wide hydrant testing program begins May 10 and runs through June 11. The testing is conducted from 9 a.m. through 3 p.m. Some residents may notice a discoloration in their tap water while the hydrants on their block are being tested which can be eliminated by flowing tap water. Should the discoloration continue, call the Water Department, (847) 866-2942.

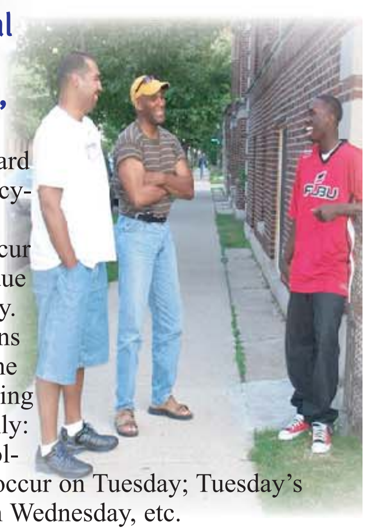
Farmers' Market

Visit Saturdays, from May 15 through Nov. 6, between 7:30 a.m. and 1 p.m. at the intersection of University and Oak Avenues. The Market features over 30 vendors of fruit, vegetables, flowers, meat and bread. For more information, call (847) 866-2936.

Garden Fair

Five Evanston garden clubs will offer plants from their gardens, crafts, hanging baskets, planters, food and advice on successful gardening from 9 a.m. to 4 p.m. on Saturday and Sunday, May 15 and 16 in Independence Park, Central St. at Stewart Ave. (west of Green Bay Rd.). Sponsored by the Evanston Garden Council.

Memorial Day, Monday, May 31



No refuse, yard waste and recycling collections will occur on May 31 due to the holiday. All collections will occur one day later during that week only: Monday's collection will occur on Tuesday; Tuesday's collection on Wednesday, etc.

June

Dutch elm insurance deadline June 1

Applications are available at the Civic Center, by calling (847) 866-2912, or visiting www.cityofevanston.org.

Beaches open

Weather permitting, Evanston's public swimming beaches will be open June 12 through Sept. 6, 2004. Beaches will be open from 10:30 a.m. to 8 p.m. June 12 through July 31. All beaches will close at 7:30 p.m. starting August 1 due to limited visibility at dusk.

Starlight Concert Series

Concerts are held on Tuesdays and Thursdays throughout the summer, from 7:30-9 p.m., and are free to the public. Tuesday concerts are held at Dawes Park, Sheridan Rd at Church St (at the lagoon): July 6, 13, 20, 27, and Aug. 3, and 10. Thursday concerts are held at James Park, Dodge Ave. at Mulford (south of Oakton): June 17, 24, July 1, 8, 15 and 22. Rain Site: Levy Senior Center, 300 Dodge Ave.

Summer Reading Clubs

The Library's Summer Reading Game kicks off on Thursday, June 10 at the Main Library and both branch libraries, for grade schoolers, pre-schoolers and teens.

July

July 4th Celebration

www.evanston4th.org

Summer Chess Night

This popular drop-in program runs every Thursday night, from 7 p.m. to 8:45 p.m. through the second week of August in the Library's Community Meeting Room. Players at all ages and skill levels are welcome.

19th Annual Evanston Ethnic Arts

Saturday and Sunday, July 17 and 18, noon to 7 p.m., Dawes Park, Sheridan Road at Church Street, Free. Experience the colors, sounds, and aromas of world cultures.

August

Ward boundaries change Aug. 1

Visit www.cityofevanston.org for a map with the changes.

National Night Out

Tuesday, August 3, between 7 and 10 p.m., turn on your front porch lights, organize block parties, cookouts, ice-cream socials, flashlight walks and neighborhood meetings. Take the evening to strenthen neighborhood spirit and police-community partnerships.

Lakeshore Arts Festival

Saturday and Sunday, Aug. 7 and 8. 11 a.m. to 6 p.m. Dawes Park, Sheridan Road at Church St. Free admission.Join us on Evanston's stunning, historic lakefront for 125 juried regional and national artists, fabulous food, fantastic entertainment, and family fun!

Evanston/Belize Day in the Park

Saturday, Aug. 14, 2 to 8 p.m., Ingraham Park (behind the Civic Center, 2100 Ridge Ave.) Experience the culture of Evanston's Sister City, Belize City: food, music and more.

CommUNITY Picnic

Sunday, Aug. 29, noon to 5 p.m., Ingraham Park (behind the Civic Center, 2100 Ridge Ave.) Free food, games, activities, demonstrations, concerts and more. (847) 866-2920.

September

Labor Day, Monday, Sept. 6

No refuse/recycling collections scheduled. All garbage pickup is one day later this week.

Citizens' Police Academy

Ride with the cops! Free 12-week course begins Thursday, Sept. 9. Call (847) 866-5019 to register.

October

Library Birthday Celebration

The Library has been in its new home for 10 years. Birthday celebrations take place on Columbus Day, Oct. 11. Watch for details of a special School's Out Program for elementary school children at 2 p.m.

Halloween

Sunday, Oct. 31 Trick-or-Treat hours, 4 to 7 p.m.

November

Fall Family Night

The Evanston Library Friends present Fall Family Night, an evening of fun-filled, free entertainment. All three floors of the Main Library are turned over to Evanston families for fun and entertainment. This free family event is open to all Evanston families. Each child must bring an adult, and each adult must bring at least one child. Call the Library for more information, (847) 866-0300.

Thanksgiving Day, Nov. 25

No refuse, recycling collections. Thursday's collections are scheduled for Friday, Nov. 26.

December

Snow parking regulations in effect, Dec. 1 through March 31.

Holiday Gift Book Sale

A sale of gently used books in gift giving condition takes place each December in the Main Library's 3rd floor, book sale rooms. This special sale includes a wide assortment of books, all in gift giving condition.

New Year's Eve, Thursday, Dec. 31

www.firstnightevanston.org

Jan.-Feb. 2005

Library Holiday events

The Evanston Public Library offers programs for children and adults on Dr. Martin Luther King's birthday in January and during Evanston's annual celebration of Black History Month each February. Look for special children's programs on Martin Luther King Day, January 17 and on President's Day, February 21, 2005.

GENERAL FUND

General Fund - to account for resources traditionally associated with governments which are not required to be accounted for in another fund.

SPECIAL REVENUE FUNDS

City Funds

Motor Fuel Tax Fund - to account for the operation of street maintenance programs and capital projects as authorized by the Illinois Department of Transportation. Financing is provided from the City's share of gasoline taxes.

Economic Development Fund - to account for costs associated with economic development activities of the City. Financing is provided primarily by real estate transfer tax revenues.

Emergency Telephone System Fund - to account for revenues and expenditures for 911 emergency telephone service. Financing is provided by network connection surcharges.

Library Fund - to account for the activity of the funds donated to the library. These funds are invested at the direction of the library board and are used for library acquisitions.

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

Mayor’s Special Housing Fund - to account for costs associated with housing related programs of the City.

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

Community Development Block Grant Fund - to account for the revenues and expenditures of the community 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 the requirements of Federal law.

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

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

DEBT SERVICE FUNDS

General Obligation Debt Fund - to accumulate monies for the principal and interest payments on bonds, notes and contracts of general obligation to the City.

Special Service District No. 5 Fund - to accumulate monies for the principal and interest payments on unlimited ad valorem tax bonds issued for this special taxing district.

Central Business Tax Increment District Fund - to accumulate monies for the principal and interest payments on debt issued for this special taxing district.

Southwest Tax Increment District Fund - to accumulate monies for principal and interest payments on debt issued for this special taxing district.

Howard Hartrey Tax Increment District Fund - to accumulate monies for principal and interest payments on debt issued for this special taxing district.

Washington National Tax Increment District Fund - to accumulate monies for principal and interest payments on debt issued for this special taxing district.

CAPITAL PROJECTS FUNDS

Capital Improvements Fund - to account for the City of Evanston capital improvement program. The program includes, but is not limited to, improvements to public buildings, the paving of city streets and the improvement and development of recreation facilities. Financing is provided principally by grants and general obligation bond proceeds.

Central Business Tax Increment District Fund - to account for the purchase of land and other related costs of the research park. Financing is provided from general obligation bond and note proceeds.

Special Assessment Fund - to account for capital improvements financed by special assessments on property holders and public benefit contributions from the City.

ENTERPRISE FUNDS

Water Fund - to account for the provision of water services to the residents of the City and the sale of water to the Village of Skokie, Illinois 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, financing and related debt service and billing and collection.

Motor Vehicle Parking System Fund - to account for the provision of public parking services for a fee. All activities are accounted for including administration, operations, financing and revenue collection.

Sewer Fund - to account for the provision of sewer repair and improvement services to the residents of the City. All activities necessary to provide such services are accounted for in this fund, including administration, operations, financing and billing and collection.

Maple Avenue Garage Fund - to account for the provision of the public parking facility on Maple Avenue. All activities are accounted for including administration, operations, financing and revenue collection.

INTERNAL SERVICE FUNDS

Fleet Services Fund - to account for the costs of operating the municipal service center maintenance facility for transportation equipment used by other City departments. Such costs are billed to the user departments at actual cost. Actual costs include depreciation on the transportation equipment.

Insurance Fund - to account for the costs of administering general liability claims and workers' compensation programs. Such costs are billed to the General Fund.

TRUST AND AGENCY FUNDS

Pension Trust Funds

Firefighters' Pension Fund - to account for the accumulation of resources to pay pension costs. Resources are contributed by fire personnel members at rates fixed by state statutes and by the City through an annual property tax levy.

Police Pension Fund - to account for the accumulation of resources to pay pension costs. Resources are contributed by police force members at rates fixed by state statutes and by the City through an annual property tax levy.

Expendable Trust Fund

Employer Pension Contribution Fund - to account for the recognition of applicable tax revenues and employer contributions to the Pension Trust Funds. These contributions represent the City's pension expense for Police and Firefighters.

Agency Funds

Special Assessment Fund - to account for cash received from property owners on capital improvement special assessments. Such amounts collected will be forwarded to bondholders. The City is not obligated in any manner for this debt and is only acting as agent for the property owners.

City of Evanston Budget Policy

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

A. Introduction
During the summer, the City Council will establish goals and priorities of the coming year, for submission to the City Manager and staff. The City Manager will submit a balanced budget by January 1.

B. 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.

C. 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.

D. 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. No increase in rates is anticipated for the next four years. The Return on Investment (ROI) transfer to the General Fund shall not exceed the level set in the FY 2000-01 Budget. However, future councils should define a rational basis for the ROI, to include an analysis of the effect this transfer may have on satisfying capital needs. Other transfers for reimbursement of administrative expenses should reflect true program costs.

E. 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.

F. 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. Although none is anticipated, any increase in rates would require a referendum.

G. 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.

H. 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. In compliance with the 2000 – 2001 budget, a request for proposal should be sent out for outside liability and workers compensation coverage.

I. 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.

J. Debt Service Fund
The principal amount of general obligation debt, net of abatements, shall not exceed $90,000,000.00. The debt service portion of the levy will increase annually to meet the requirements of the Capital Improvement Program.

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

L. 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. In compliance with Ordinance 12-O-00, rates are scheduled to increase in fiscal years 2001 (12%), 2002 (10%), 2003 (10%), and 2004 (10%). Transfers to other funds for administrative expenses should be maintained to reflect true program costs.

M. Expenditure Analysis

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

Fund Reserve Policy

Another component of the Budget Policy is the Fund Reserve Policy. This seeks to address management of the reserves necessary in several funds.

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

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, 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 March 1. 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) except that (1) property taxes are budgeted as revenue in the year they are levied, (2) debt service payments are budgeted upon tax levy for such purposes and (3) encumbrances are recorded as the equivalent of expenditure for budget purposes. 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 following funds have legally adopted budgets:

General

Special Revenue: Motor Fuel Tax, Community Development Block Grant, Economic Development, Emergency Telephone System, Special Housing, Special Service District No. 4

Debt Service: General Obligation Debt, Central Business Tax Increment District and Southwest Tax Increment District

Enterprise: Water, Motor Vehicle Parking System, Sewer

Internal Service: Fleet Services

Pension Trust: Firefighters' Pension, Police Pension

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

Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in the General Fund and some Special Revenue Funds. Encumbrances outstanding at year-end are reported as reservations of fund balances since they do not constitute expenditures or liabilities

The budgets of general government type funds (for example, the general fund itself and MFT funds) are prepared on a modified accrual basis. Briefly, this means that obligations of the City (for example outstanding purchase orders) are budgeted as expenses, but are recognized only when they are actually received.

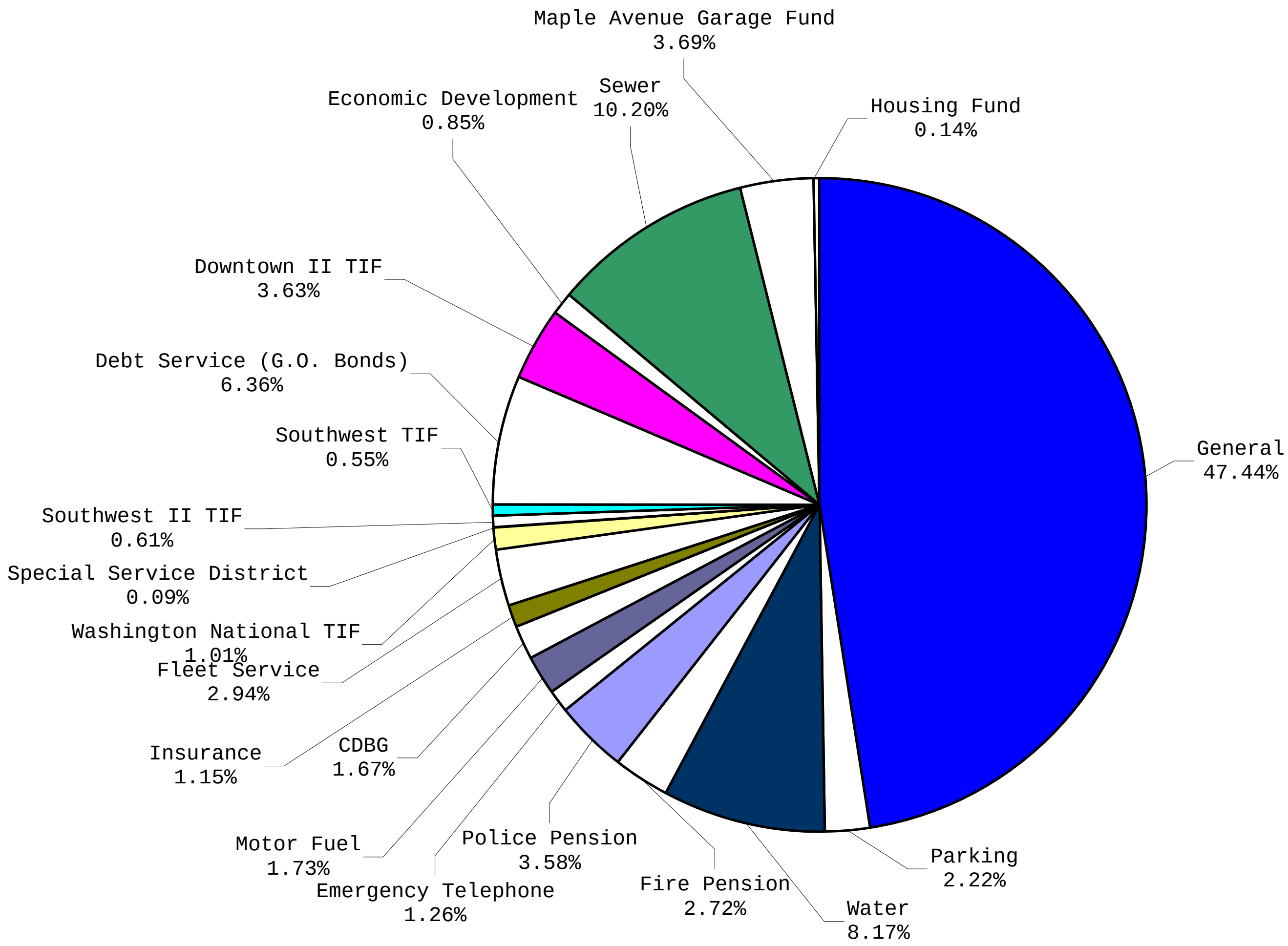
The enterprise funds (water and sewer), on the other hand, are budgeted on a full accrual basis. Not only are expenditures recognized when a commitment is made (through a purchase order) but revenues are also recognized when they are obligated to the city (for example, water user fees are recognized 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). In most cases this conforms to the way the City prepares its budget. Two exceptions are the treatment of depreciation expense (these are not shown in the budget although the full purchase price of equipment and capital improvements is, while purchases of capital improvements are depreciated in CAFR for enterprise funds) and compensated absences (accrued but unused sick leave) are treated slightly differently in the budget and in the CAFR.

The Comprehensive Annual Financial Report shows fund expenditures and revenues on both a GAAP basis and a Budget basis for comparison purposes.

Fund Summary

(prior to interfund transfers)



Total Appropriation All Funds
2003-04 vs. 2004-05
(Prior to Interfund Transfers)

In this summary, the total budgets for all funds are compared with the approved fund totals for FY 2003-04. All budget totals in this summary are gross figures prior to adjustment to eliminate double counting of expenditures due to interfund transfers. Each interfund transfer appears as an appropriation in two funds.

Fund	2003-04 Appropriation	2004-05 Approved Appropriation	Net Change	Percent Change
General	$ 73,753,800	$ 78,225,000	$ 4,471,200	6.06%
Parking	$ 3,415,200	$ 3,653,200	$ 238,000	6.97%
Water	$ 13,446,700	$ 13,478,900	$ 32,200	0.24%
Fire Pension	$ 4,054,000	$ 4,480,000	$ 426,000	10.51%
Police Pension	$ 5,637,500	$ 5,899,000	$ 261,500	4.64%
Emergency Telephone	$ 1,364,100	$ 2,083,300	$ 719,200	52.72%
Motor Fuel	$ 2,850,000	$ 2,850,000	$ -	0.00%
CDBG	$ 2,822,261	$ 2,749,633	$ (72,628)	-2.57%
Insurance	$ 1,900,500	$ 1,900,500	$ -	0.00%
Fleet Service	$ 4,834,600	$ 4,842,900	$ 8,300	0.17%
Washington National TIF	$ 2,269,206	$ 1,671,281	$ (597,925)	-26.35%
Special Service District	$ 438,684	$ 152,686	$ (285,998)	-65.19%
Southwest II TIF	$ 880,918	$ 1,000,713	$ 119,795	13.60%
Southwest TIF	$ 887,150	$ 903,750	$ 16,600	1.87%
Debt Service (G.O. Bonds)	$ 8,578,099	$ 10,495,071	$ 1,916,972	22.35%
Downtown II TIF	$ 5,893,515	$ 5,992,515	$ 99,000	1.68%
Economic Development	$ 1,167,200	$ 1,399,000	$ 231,800	19.86%
Sewer	$ 15,971,700	$ 16,815,100	$ 843,400	5.28%
Maple Avenue Garage Fund	$ 4,317,000	$ 6,077,600	$ 1,760,600	40.78%
Housing Fund	$ 216,600	$ 239,100	$ 22,500	10.39%
	$ 154,698,733	$ 164,909,249	$ 10,210,516	6.60%

Total Appropriation All Funds - Adjusted for Interfund Transfers

This chart presents the gross total for each fund, less interfund transfers.
The result is a net appropriation for each fund and for the 2004-05 City Budget.
The total for each fund is compared with that of the approved FY 2003-04.

Fund	2003-04 Net Appropriation	2004-05 Approved	Less Transfers to Other Funds	2004-05 Approved Net Appropriation	Net Change	Percent Change
General	$ 67,497,200	$ 78,225,000	$ 6,322,100	$ 71,902,900	$ 4,405,700	6.53%
Parking	$ 2,422,300	$ 3,653,200	$ 1,059,300	$ 2,593,900	$ 171,600	7.08%
Water	$ 9,527,900	$ 13,478,900	$ 3,997,700	$ 9,481,200	$ (46,700)	-0.49%
Fire Pension	$ 4,054,000	$ 4,480,000	$ -	$ 4,480,000	$ 426,000	10.51%
Police Pension	$ 5,637,500	$ 5,899,000	$ -	$ 5,899,000	$ 261,500	4.64%
Emergency Telephone	$ 1,025,300	$ 2,083,300	$ 351,400	$ 1,731,900	$ 706,600	68.92%
Motor Fuel	$ 2,100,000	$ 2,850,000	$ 750,000	$ 2,100,000	$ -	0.00%
CDBG	$ 1,768,861	$ 2,749,633	$ 986,400	$ 1,763,233	$ (5,628)	-0.32%
Insurance	$ 1,900,500	$ 1,900,500	$ -	$ 1,900,500	$ -	0.00%
Fleet Service	$ 4,718,200	$ 4,842,900	$ 123,200	$ 4,719,700	$ 1,500	0.03%
Washington National TIF	$ 4,388,412	$ 1,671,281	$ 133,900	$ 1,537,381	$ (2,851,031)	-64.97%
Special Service District	$ 438,684	$ 152,686	$ -	$ 152,686	$ (285,998)	-65.19%
Southwest II TIF	$ 870,918	$ 1,000,713	$ -	$ 1,000,713	$ 129,795	14.90%
Southwest TIF	$ 867,150	$ 903,750	$ 20,600	$ 883,150	$ 16,000	1.85%
Debt Service (G.O. Bonds)	$ 8,578,099	$ 10,495,071	$ -	$ 10,495,071	$ 1,916,972	22.35%
Downtown II TIF	$ 3,861,894	$ 5,992,515	$ 5,263,024	$ 729,491	$ (3,132,403)	-81.11%
Economic Development	$ 327,200	$ 1,399,000	$ 1,015,900	$ 383,100	$ 55,900	17.08%
Sewer	$ 15,144,700	$ 16,815,100	$ 850,500	$ 15,964,600	$ 819,900	5.41%
Maple Avenue Garage Fund	$ 4,278,700	$ 6,077,600	$ 39,500	$ 6,038,100	$ 1,759,400	41.12%
Housing Fund	$ 216,600	$ 239,100	$ -	$ 239,100	$ 22,500	10.39%
	$ 139,624,118	$ 164,909,249	$ 20,913,524	$ 143,995,725	$ 4,371,607	3.13%

Analysis of Appropriations for Transfers to Other Funds
FY 2004-2005 Proposed Budget

General Fund

Various 62305 Accounts	Transfer to Fleet Service Fund	$4,047,100
2690.68305	Debt Service - Recycling and Vehicle	$175,000
1610.66020	Transfer to Insurance Fund	$1,900,000
1615.66020	To Capital Improvements	$200,000
		$6,322,100

Parking Systems Fund

Various 62305 Accounts	Transfer to Fleet Service Fund	$99,200
7005, 7025.62675	Transfer to General Fund for Pension	$120,900
7005.66133	General Fund Cash Transfer - Meter Revenue	$300,000
7005, 7025.66132	Transfer to General Fund for Insurance	$82,800
7050.62685	Transfer to General Fund for Administrative Expense	$431,000
7050.66134	To General Fund for Parking Lot Maintenance	$25,400
		$1,059,300

Emergency Telephone System

5150.62690	Transfer to Debt Service	$212,000
5150.62680	Transfer to General Fund for Information Systems Support	$50,000
5150.62685	Transfer to General Fund For Administrative Expense	$50,000
5150.62675	Transfer to General Fund for Pension	$39,400
		$351,400

Motor Fuel Tax Fund

5100.62720	Transfer to General Fund for Street Maintenance	$630,000
5100.66136	Transfer to General Fund for Engineering Services	$120,000
		$750,000

CDBG Fund

Various CDBG Accounts	Transfer to General Fund for Pension, Health & Life Ins.	$193,800
Various CDBG Accounts	Transfer to General Fund for CDBG Supported Programs	$792,600
		$986,400

HOME Fund

5450.61455	Transfer to General Fund for Salary	$31,800
Various HOME Accounts	Transfer to General Fund for Pension, Health & Life Ins.	$6,600
		$38,400

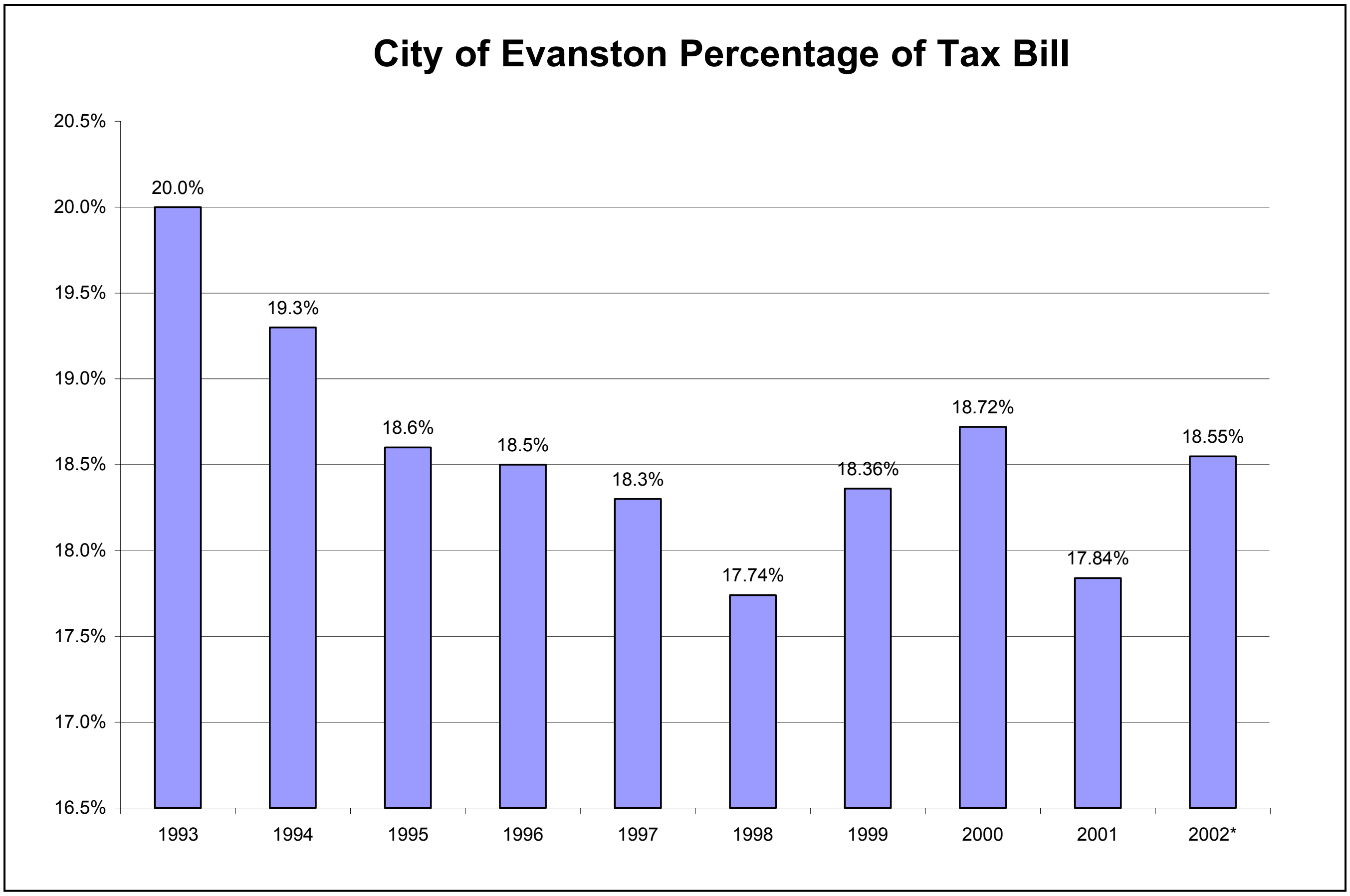
MAPLE Garage Fund

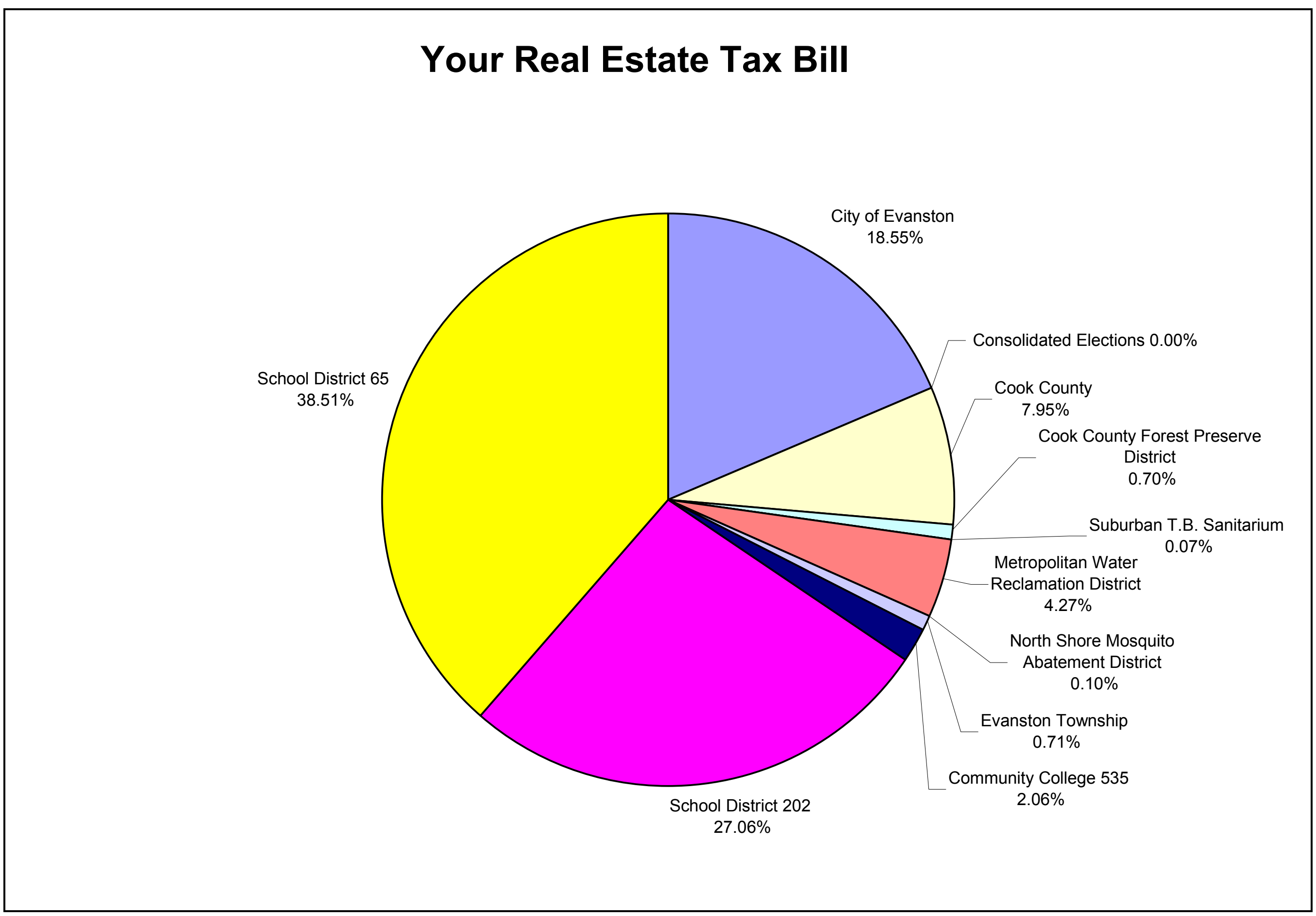
7000.66132	Transfer to General Fund for Insurance	$39,500

Water Fund

Various 62305 Accounts	Transfer to Fleet Services Fund	$301,900
Various 62675 Accounts	Transfer to General Fund for Pension	$338,200
7125.66138	Transfer to General Fund for Public Works Support	$18,000
7160.66020	Transfer to General Fund - Return in Investment	$2,457,600
7125.66132	Transfer to General Fund for Insurance	$136,300
7125.66139	Transfer to General Fund for Worker's Compensation Expense	$30,100
7180.66140	Transfer to General Fund - Operating Cash	$157,600
7125.62680	Transfer to General Fund for Collections and Information Systems	$88,000
7125.62685	Transfer to General Fund for Administrative Expense	$470,000

		$3,997,700
Fleet Service Fund		
7705, 7710, 7715.62675	Transfer to General Fund for Pension	$123,200
Economic Development Fund		
5300.66131	Transfer to General Fund	$357,500
5300.62675	Transfer to General Fund for Pension	$8,400
5300.66127	Transfer to Maple Avenue Garage Fund	$650,000
		$1,015,900
Sewer Fund		
7400.62305	Transfer to Fleet Service Fund	$235,800
7400.61510	Transfer to General Fund for Health Insurance	$119,700
7410.62675	Transfer to General Fund for Pension	$93,400
7410.66132	Transfer to General Fund for Insurance	$105,200
7410.66139	Transfer to General Fund for Worker's Compensation Expense	$38,200
7410.62680	Transfer to General Fund for Collections and Information Systems	$67,600
7410.62685	Transfer to General Fund for Administrative Expense	$70,400
7420.66138	Transfer to General Fund for Public Works Support	$120,200
		$850,500
Capital Improvement Fund		
	Transfer to General Fund for Engineering for Capital Projects	$257,500
Special Assessment		
	Transfer to General Fund for Administrative Expense	$30,900
TIF Funds		
	To General Fund From Downtown II Expense	$300,000
	To Maple Ave. Garage fund From Economic Development Fund	$650,000
	To Maple Ave. Garage fund From Downtown II Expense	$4,117,709
	To Washington National TIF from Downtown II Expense	$845,315
	To General Fund From Washington National TIF	$133,900
	To General Fund From Howard Hartrey TIF	$125,000
	To General Fund From Southwest TIF	$20,600
		$6,192,524
ETHS		
	To General Fund - Police	$30,000
	Grand Total Transfers	$22,045,324


City of Evanston Percentage of Tax Bill
20.5%
20.0%
19.5%
19.0%
18.5%
18.0%
17.5%
17.0%
16.5%
20.0%
19.3%
18.6%
18.5%
18.3%
17.74%
18.36%
18.72%
17.84%
18.55%
1993
1994
1995
1996
1997
1998
1999
2000
2001
2002*


Your Real Estate Tax Bill
City of Evanston 18.55%
Consolidated Elections 0.00%
Cook County 7.95%
Cook County Forest Preserve District 0.70%
Suburban T.B. Sanitarium 0.07%
Metropolitan Water Reclamation District 4.27%
North Shore Mosquito Abatement District 0.10%
Evanston Township 0.71%
Community College 535 2.06%
School District 202 27.06%
School District 65 38.51%

CITY OF EVANSTON, ILLINOIS

Property Tax Rates
Last Ten Fiscal Years

Tax Levy Year	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002*
Fund										
General Corporate	1.4880	1.3672	1.1649	1.1161	1.0918	0.9801	1.0231	1.0872	0.8646	0.8554
Debt Service	0.5084	0.5740	0.5308	0.5417	0.5946	0.5443	0.5574	0.5743	0.4467	0.4404
	1.9964	1.9412	1.6957	1.6578	1.6864	1.5244	1.5805	1.6615	1.3113	1.2958
Police Pension	0.1671	0.2209	0.2111	0.2154	0.2138	0.2062	0.2021	0.2088	0.1819	0.1812
Firefighters' Pension	0.1312	0.1842	0.1774	0.1855	0.1681	0.1566	0.1505	0.1626	0.1348	0.1321
Total All Funds	2.2947	2.3463	2.0842	2.0587	2.0683	1.8872	1.9331	2.0329	1.6280	1.6091
Actual Rate Extended	2.295	2.347	2.085	2.059	2.069	1.888	1.934	2.033	1.628	1.610

*2003 property tax rates were not available at publication of this report.

CITY OF EVANSTON, ILLINOIS

Analysis of City Government Tax Levies
Last Ten Fiscal Years

Tax Levy Year	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003
Fund										
General Corporate	13,843,634	13,278,261	12,879,799	12,540,791	12,320,265	13,304,293	13,986,844	13,970,507	14,862,245	15,504,388
Debt Service	5,812,463	6,050,947	6,250,681	6,829,848	6,875,709	7,248,097	7,452,297	7,218,006	7,650,852	8,263,107
	19,656,097	19,329,208	19,130,480	19,370,639	19,195,974	20,552,390	21,439,141	21,188,513	22,513,097	23,767,495
Police Pension	2,236,354	2,405,808	2,486,082	2,455,583	2,592,476	2,627,920	2,686,300	2,939,263	3,147,859	3,420,846
Firefighters' Pension	1,865,684	2,022,127	2,140,581	1,930,921	1,968,582	1,957,042	2,092,205	2,177,551	2,296,159	2,625,446
	23,758,135	23,757,143	23,757,143	23,757,143	23,757,032	25,137,352	26,217,646	26,305,327	27,957,115	29,813,787

Note:
Schedule does not include Central Business Tax Increment District debt, Howard Hatrey Tax Increment District debt, Southwest Tax Increment District debt, or Washington National Tax Increment District debt.

CITY OF EVANSTON, ILLINOIS

Property Tax Rates - Direct and Overlapping Governments
Last Ten Fiscal Years

Tax Levy Year	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002*
Government Unit										
City of Evanston	2.295	2.347	2.085	2.059	2.069	1.888	1.934	2.033	1.628	1.610
Consolidated Elections	-	-	-	-	0.027	0.000	0.023	0.000	0.032	0.000
Cook County	0.993	0.993	1.023	0.989	0.919	0.911	0.854	0.824	0.746	0.690
Cook County Forest Preserve District	0.072	0.073	0.072	0.074	0.074	0.072	0.070	0.069	0.067	0.061
Suburban T.B. Sanitarium	0.008	0.008	0.008	0.008	0.008	0.008	0.008	0.008	0.007	0.006
Metropolitan Water Reclamation District	0.471	0.495	0.495	0.492	0.451	0.444	0.419	0.415	0.401	0.371
North Shore Mosquito Abatement District	0.011	0.011	0.011	0.011	0.011	0.011	0.011	0.011	0.010	0.009
Evanston Township	0.085	0.088	0.077	0.076	0.077	0.072	0.072	0.077	0.064	0.062
Community College 535	0.248	0.255	0.233	0.206	0.216	0.205	0.203	0.213	0.186	0.179
School District 202	3.000	3.202	2.946	2.992	3.107	2.905	2.865	2.977	2.469	2.349
School District 65	4.148	4.678	4.245	4.209	4.356	4.126	4.073	4.232	3.516	3.343
Total tax rate for property not in park district or special service distric	11.331	12.150	11.195	11.116	11.315	10.642	10.532	10.859	9.126	8.680
Percent of total tax rate levied by City of Evanston	20.0%	19.3%	18.6%	18.5%	18.3%	17.74%	18.36%	18.72%	17.84%	18.55%

*2003 property tax rates were not available at publication of this report.

CITY OF EVANSTON, ILLINOIS
Equalized Assessed Valuation of Taxable Property
Last Ten Levy Years

Tax Levy Year	Real Property	Railroad Property	Total Assessment	Equalization Factor
1993	1,035,262,113	95,997	1,035,358,110	2.1407
1994	1,012,476,073	111,936	1,012,588,009	2.1135
1995	1,139,714,098	153,640	1,139,867,738	2.1243
1996	1,153,575,794	356,179	1,153,931,973	2.1517
1997	1,148,286,831	317,786	1,148,604,617	2.1489
1998	1,256,699,519	296,665	1,256,996,184	2.2505
1999	1,300,075,537	296,665	1,300,372,202	2.2505
2000	1,286,161,490	298,315	1,286,459,805	2.2235
2001	1,615,527,795	311,382	1,615,839,177	2.3098
2002	N/A	N/A	1,737,543,904	2.4689

Notes: Equalized assessed value is based on approximately 33% of estimated actual value.
Equalized assessed values do not include tax increment financing district incremental assessed values.
Equalized assessed values and equalization factor for the levy year 2003 were not available at publication of this report.

CITY OF EVANSTON, ILLINOIS

Principal Taxpayers
Ten Largest Taxpayers

Taxpayers	Type of Business	(1) Equalized Assessed Valuation	Percentage of Total Assessed Valuation
Golub & Company	Bank One/Offfice Building	$20,504,101	1.18%
Rotary International	Office building - 18 story	17,204,801	0.99%
Evanston NW Healthcare	Research/Healthcare Offices	14,623,909	0.84%
Church & Chicago LTD Partnership	Chicago Ave. Condo Building	12,760,189	0.73%
Evanston Plaza Freed	Shopping Center	11,162,304	0.64%
Chuch Street Plaza	Development	10,995,024	0.63%
Lynn Minnici	1800 Sherman/Office Building	10,819,781	0.62%
Greenfield Acquisitions	Development	10,270,624	0.59%
The Orrington Hotel	Hotel	10,268,980	0.59%
Albertson's (Jewel & Osco)	Grocery and Drug Stores	8,700,722	0.50%
Total Ten Largest		$ 127,310,435	7.33%

Note:
(1) January 1, 1999 - Levy year 1999 for 2000 tax billing purposes. Levy year 1999 equalized assessed valuation, including tax increment financing district incremental values, was $1,340,386,150.

CITY OF EVANSTON, ILLINOIS
Equalized Assessed Valuation of Taxable Property
Last Ten Levy Years

Tax Levy Year	Real Property	Railroad Property	Total Assessment	Equalization Factor
1992	1,017,870,970	74,297	1,017,945,267	2.0897
1993	1,035,262,113	95,997	1,035,358,110	2.1407
1994	1,012,476,073	111,936	1,012,588,009	2.1135
1995	1,139,714,098	153,640	1,139,867,738	2.1243
1996	1,153,575,794	356,179	1,153,931,973	2.1517
1997	1,148,286,831	317,786	1,148,604,617	2.1489
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2000	1,286,161,490	298,315	1,286,459,805	2.2235
2001	1,615,527,795	311,382	1,615,839,177	2.3098
2002			1,737,543,904	2.4689

Notes:
(1) Equalized assessed value is based on approximately 33% of estimated actual value.
(2) Equalized assessed values so not include tax increment financing district incremental assessed values.
(3) Equalized assessed values and equalization factor for the levy year 1999 were not available at publication of this report.

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CITY OF EVANSTON, ILLINOIS

Demographic Statistics
Last Ten Fiscal Years

Fiscal Year Ended	(1) Population	(2) Per Capita Income	(3) Median Age	(4) % of Population 18+ with Bachelor's Degree or Higher	(5) School Enrollment (K-12)	(6) Unemployment Percentage
1993	73,233	$24,917	31.9	N/A	9,354	5.30%
1994	73,233	$25,786	31.9	N/A	9,348	5.10%
1995	73,233	$26,559	31.9	N/A	9,478	4.30%
1996	73,233	$27,356	31.9	N/A	9,533	3.80%
1997	73,233	$28,117	31.9	N/A	9,556	3.90%
1998	73,233	$28,740	31.9	N/A	9,764	3.70%
1999	73,233	$29,372	31.9	N/A	9,433	3.60%
2000	73,233	$30,068	31.9	62.4%	10,068	3.50%
2001	74,239	$30,068	31.9	62.4%	9,999	4.20%
2002	74,239	$33,645	32.5	62.4%	10,889	5.00%

Data Sources

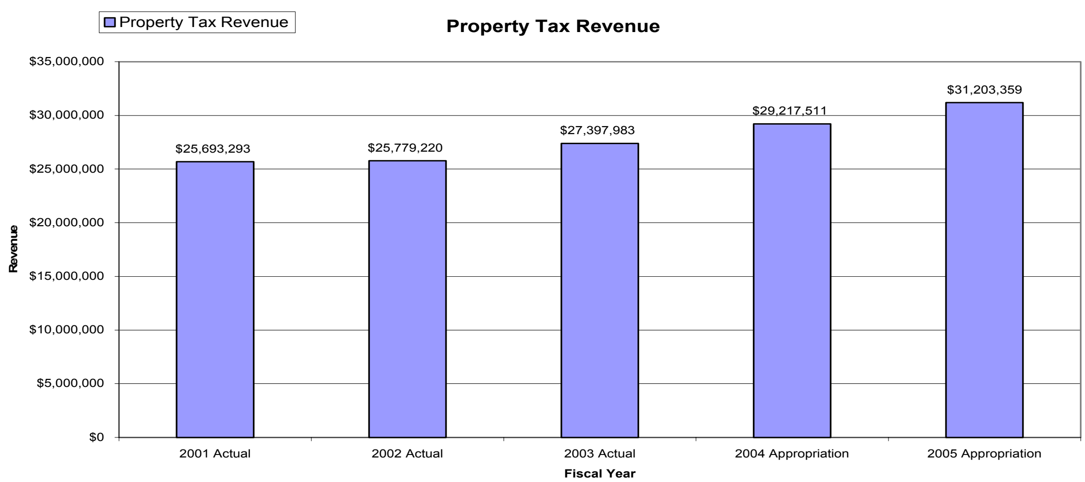
(1) U.S. Department of Commerce, Bureau of the Census, 1990 census.
(2) U.S. Department of Commerce, Bureau of the Census, based on adjustments through the
(3) U.S. Department of Commerce, Bureau of the Census, 1990 census.
(4) U.S. Department of Commerce, Bureau of the Census, 1990 census.
(5) Evanston school boards - Districts #65 and #202 combined, based on enrollment figures as of
(6) Illinois Department of Labor, Research Division. Figures are for Evanston only and represent

* Preliminary 2000 Census

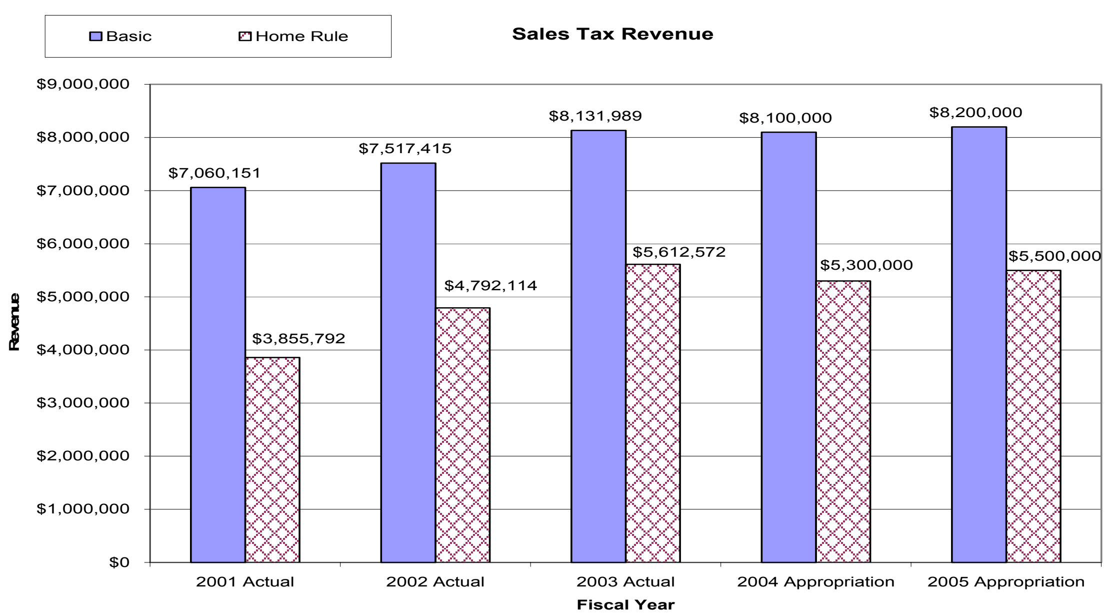
REVENUE SOURCES, ASSUMPTIONS AND TRENDS

The following is a summary of major revenue sources, trends and assumptions for FY2005:

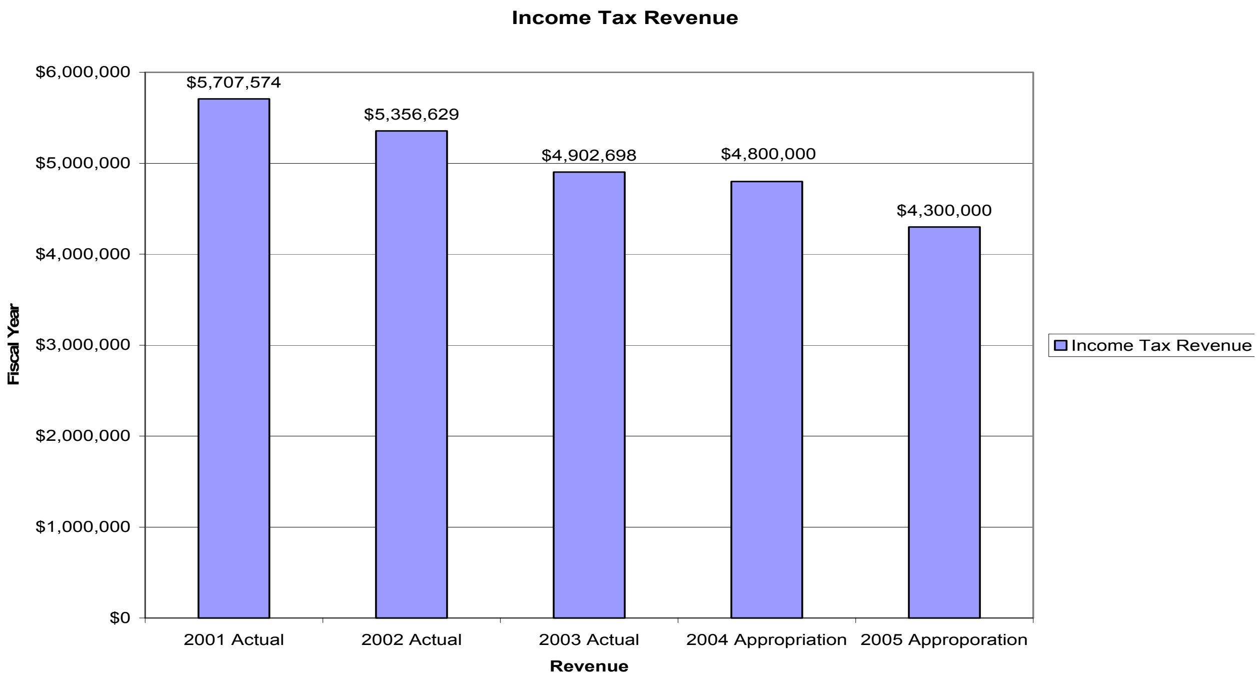
PROPERTY TAXES – Evanston property owners pay property tax to multiple entities including the City of Evanston. The City portion of the property tax increased 6.64% in the FY2004 budget. The FY2005 approved budget includes a 6.80 % increase to the City of Evanston portion of the property tax bill. This includes an increase of 3.88 % for the general fund; a 13.10% increase in the fire pension fund; a 21.94 % increase for the police pension fund; and a 4.00 % increase in the debt service fund. Increases in the police and fire pension funds are mandated by the State of Illinois. Property taxes pay for general operations, debt service and police and fire pension funding in the City.



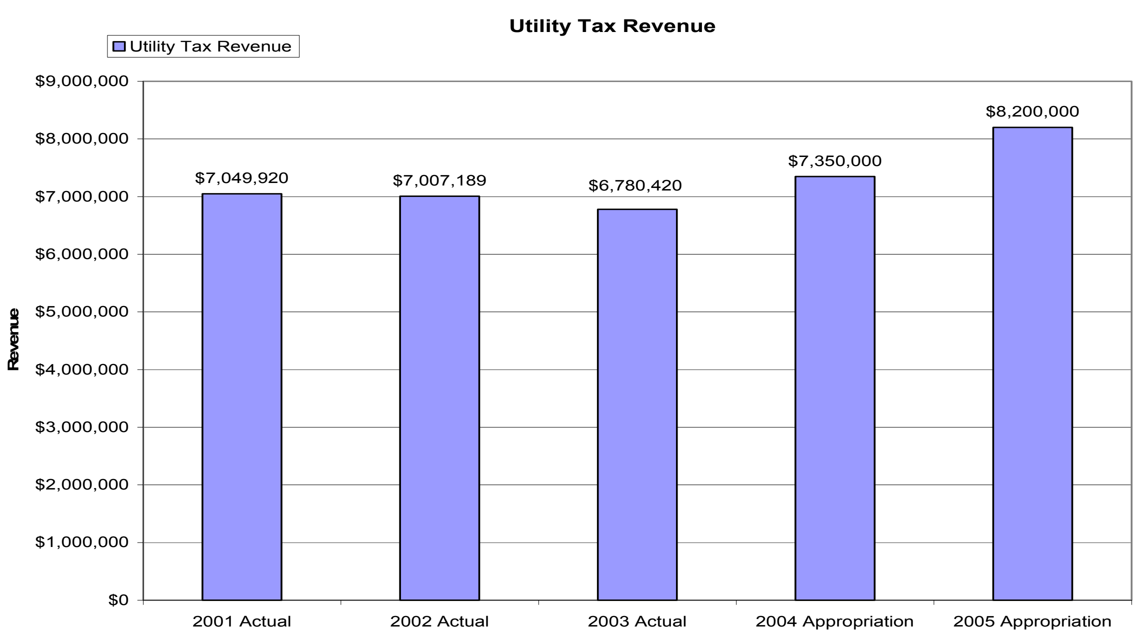
SALES TAXES – The City receives two types of sales taxes – one from the state and the other from a home-rule sales tax. The state tax rate is 1% and the local home rule sales tax rate is 1%. The City has experienced almost no increases annually on its sales tax growth during the last three years. However, compared to other local governments in the region, maintenance of a non-growth sales tax during the current economy is good. Evanston's steady sales tax revenue position is attributed to a good local economy and solid growth in sales from the City's TIF (Tax Increment Finance) districts. It is estimated that the sales tax will increase by 2.23% for FY2005.



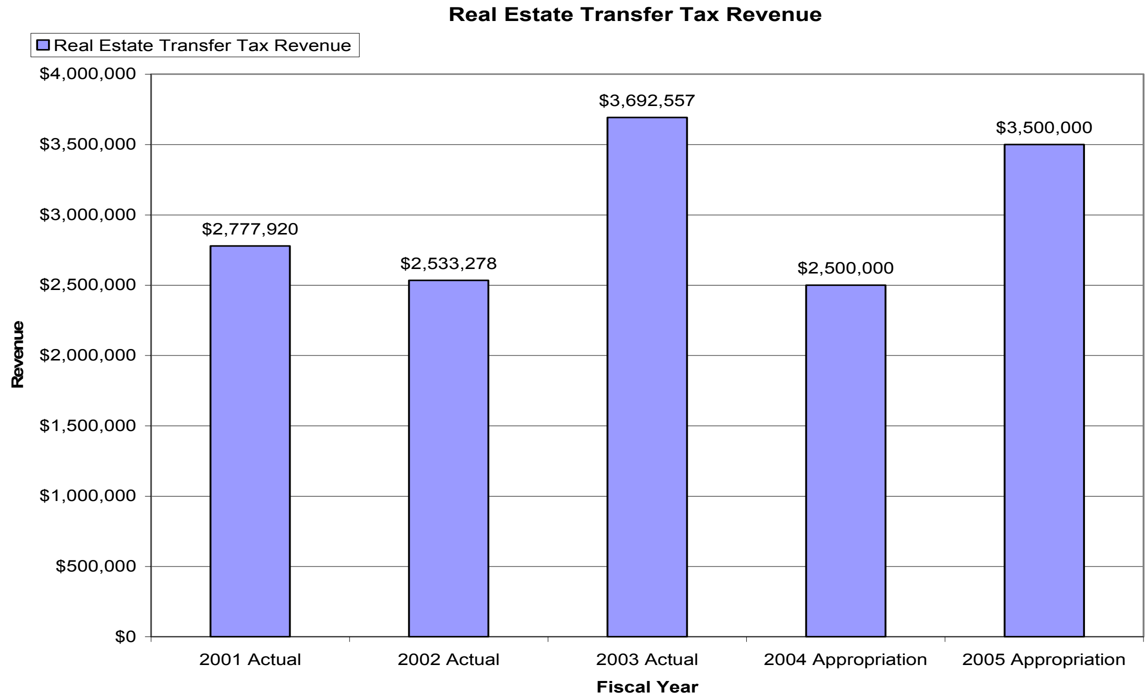
INCOME TAX – Income tax is a state shared tax that is distributed on a per capita basis and is based on the average income statewide. Because Evanston's 2000 census population increased at a smaller percentage than that of the state's population its state allocation of income tax funds decreased. There is an additional decrease due to a move by the Governor's office that occurred in the summer of 2003. The state has under-allocated funds for cities portions of the state income tax for the last several years. For at least the next year the Local Government Income Tax Distributive Fund will contribute to alleviate this under-funding and it will cost the City $6.48 per resident. The result is almost a $500,000 decrease in annual income tax revenues from the state in FY2005. This 10% decrease from 2004 is in addition to a 16% over the previous 4 years.



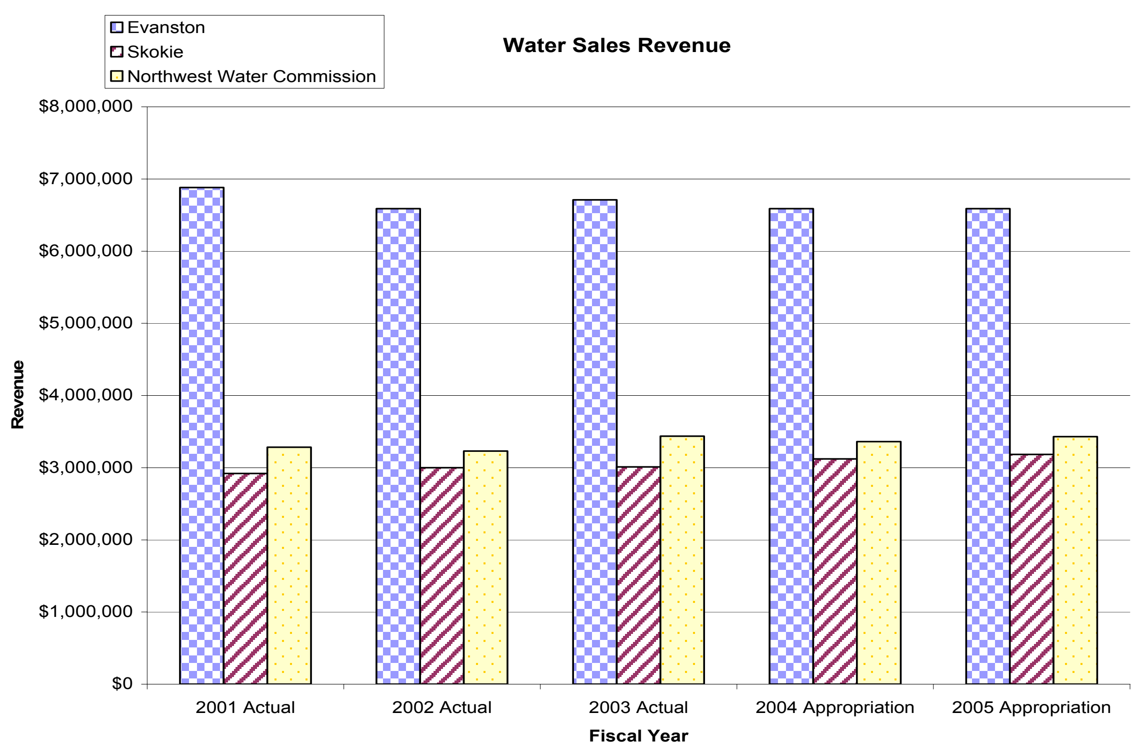
UTILITY TAXES – Utility taxes consist of taxes on electric, telephone and natural gas use. Utility taxes have increased steadily by 3 to 5 percent a year for the last several years. Deregulation of natural gas and electricity, however, has created competition and a decrease in tax collection rates which has resulted in a decrease in tax revenues. Beginning in 2005, the Council has increased the Gas Use Tax, which is a tax on consumers of brokered gas, from a rate of $.0095/therm to $.25/therm, gaining $600,000 in revenue in 2005. Overall utility tax revenues are expected to increase by 11.56% in FY2005, mostly due to the increase in the Gas Use Tax rate.



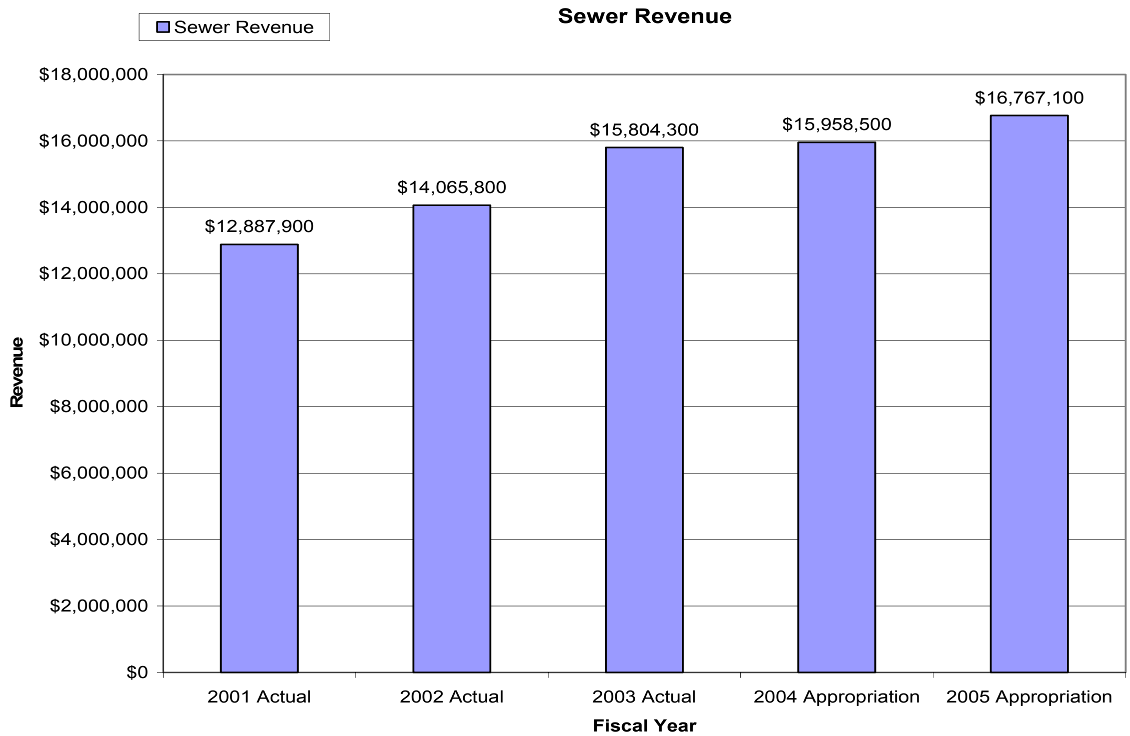
REAL ESTATE TRANSFER TAX – The real estate transfer tax is imposed at $5 dollars per $1,000 increment of value on the sale or transfer of real estate in the City. This tax has seen solid growth in the last few years. Because of the tremendous revenues received in FY2004 it is assumed that even if home prices continue to rise, the inventory in the City cannot continue to sustain this high level of sales. It is therefore estimated that these tax revenues will peak at $3.5 million 2005 and then fall to a regular level of about $2.5 million in future years.



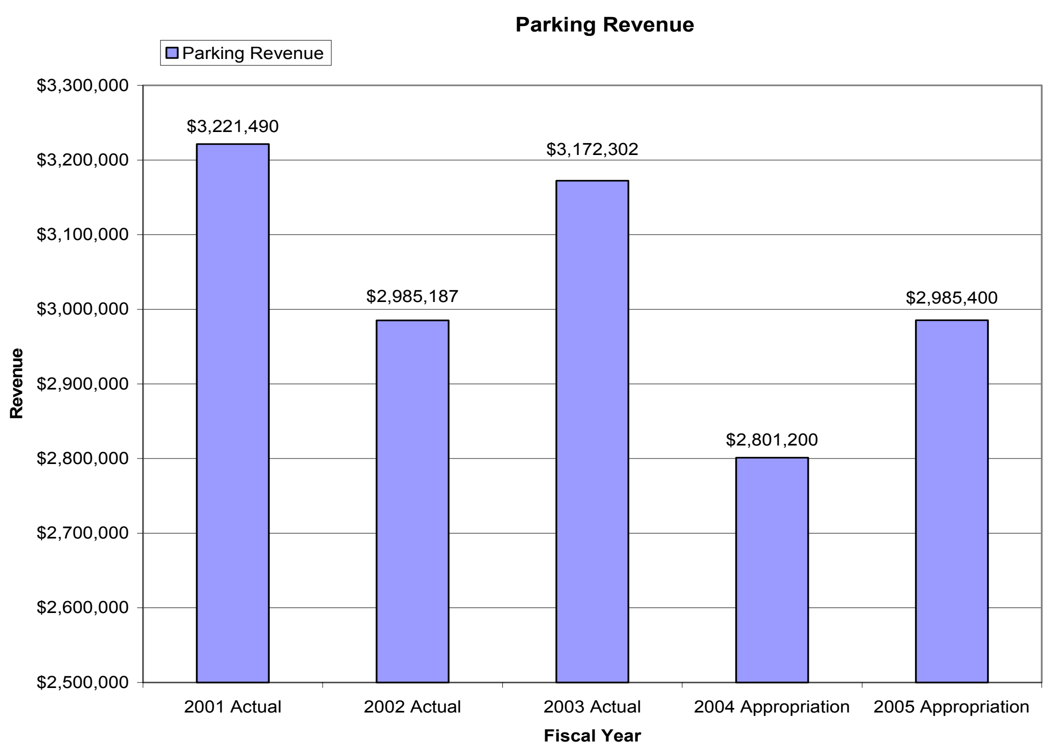
WATER REVENUES – Water revenues from Evanston's water utility customers will increase by only about 2% over the next year. This is due to cost of living escalators built into water contracts with outside entities such as the Village of Skokie and the Northwest Water Commission who Evanston supplies water to. Revenues generated by City residents are expected to remain at current levels and vary only depending on heat and precipitation levels in the summer.



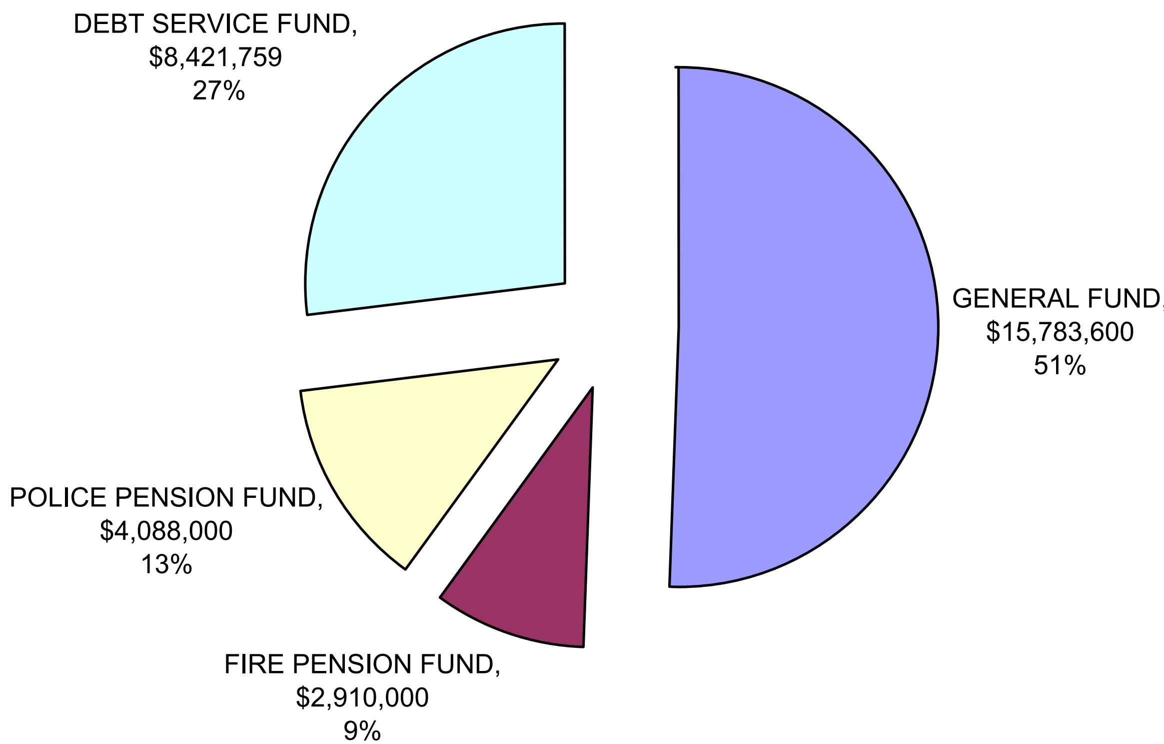
SEWER REVENUES – The City is in the last year of a four year increase in sewer rates. Rates increased 10% in FY2004 and will increase 10% in FY2005, after which no additional increases are planned. This four-year rate increase plan is to pay for a $199 million sewer improvement program the City embarked on several years ago. Over 75% of this project has been completed and the increased revenues will go towards paying off Illinois EPA loans which have been used to fund the capital improvements.



PARKING REVENUES – The City operates parking meters, lots and two major garages which generate revenues. Parking revenues have fluctuated slightly over the last several years, with 2003 revenues increasing due to expanded enforcement hours. However, with few changes to parking enforcement in 2004 and 2005, parking related revenues are expected to remain flat for FY2005. This is due to the total reconstruction of the Sherman Avenue garage in conjunction will a new development project in downtown Evanston, and the loss of a lease agreement for Parking Lot 20.



2004 Property Tax Levy
Fund Allocation



City of Evanston
FY2004/05 Property Tax Levy

	2000-2001 APPROVED LEVY	2001-2002 APPROVED LEVY	2002-2003 APPROVED LEVY	2003-2004 APPROVED LEVY	2004-2005 APPROVED LEVY	VARIANCE INCREASE (DECREASE)	PERCENT INCREASE (DECREASE)
GENERAL FUND							
LEVY	$13,986,844	$13,970,507	$14,862,245	$15,504,388	$16,105,714	$601,327	3.88%
LESS: 2% LOSSES	$279,737	$279,410	$297,245	$310,088	$322,114	$12,027	3.88%
TOTAL	$13,707,107	$13,691,097	$14,565,000	$15,194,300	$15,783,600	$589,300	3.88%
FIRE PENSION FUND							
LEVY	$2,092,205	$2,177,551	$2,296,159	$2,625,446	$2,969,388	$343,942	13.10%
LESS: 2% LOSSES	$41,844	$43,551	$45,923	$52,509	$59,388	$6,879	13.10%
TOTAL	$2,050,361	$2,134,000	$2,250,236	$2,572,937	$2,910,000	$337,063	13.10%
POLICE PENSION FUND							
LEVY	$2,686,300	$2,939,263	$3,147,859	$3,420,846	$4,171,429	$750,583	21.94%
LESS: 2% LOSSES	$53,726	$58,785	$62,957	$68,417	$83,429	$15,012	21.94%
TOTAL	$2,632,574	$2,880,478	$3,084,902	$3,352,429	$4,088,000	$735,571	21.94%
DEBT SERVICE FUND							
LEVY	$7,388,155	$7,218,005	$7,650,862	$8,263,107	$8,593,632	$330,524	4.00%
LESS: 2% LOSSES	$84,904	$144,360	$153,017	$165,262	$171,873	$6,610	4.00%
TOTAL	$7,303,251	$7,073,645	$7,497,845	$8,097,845	$8,421,759	$323,914	4.00%
TOTAL ALL FUNDS	$26,153,504	$26,305,326	$27,957,126	$29,813,787	$31,840,162	$2,026,376	6.80%
LEVY	$460,211	$526,106	$559,143	$596,276	$636,803	$40,528	6.80%
LESS: 2% LOSSES	$25,693,293	$25,779,220	$27,397,983	$29,217,511	$31,203,359	$1,985,848	6.80%

City of Evanston Debt Service Funds

The primary objective in debt management is to keep the level of indebtedness within available resources and its 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 that the City can issue. However, the Evanston City Council has established a limit of $95,000,000 in general obligation debt as a City debt service policy.

On October 8, 2003 the City sold $22,000,000 Series 2002 C General Obligation Bonds.
Proceeds were allotted as follows:

A. $15,590,000 for capital improvements.
B. $4,055,000 for Special Service District Area bond refunding.

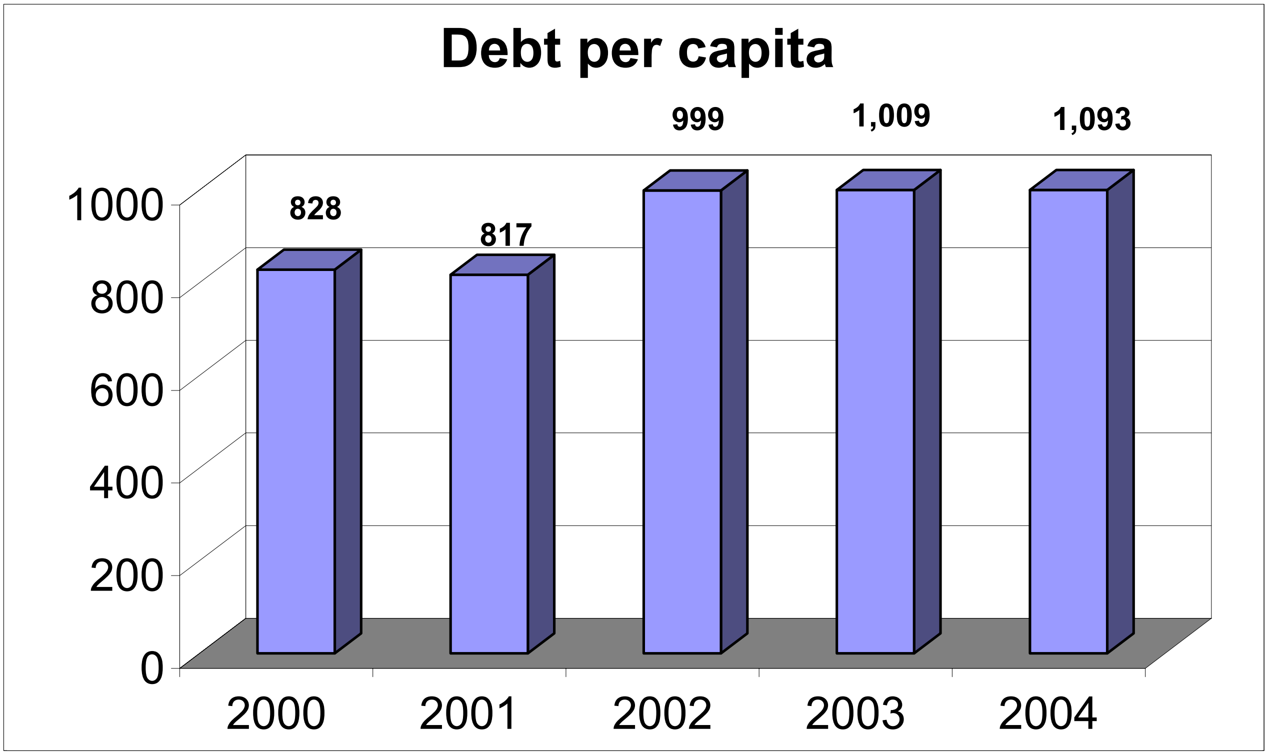
On April 28, 2004 the City sold $13,500,000 Series 2004 General Obligation Bonds.
Proceeds were allotted as follows:

A. $12,000,000 for capital improvements
B. $1,500,000 for special assessment alley improvements

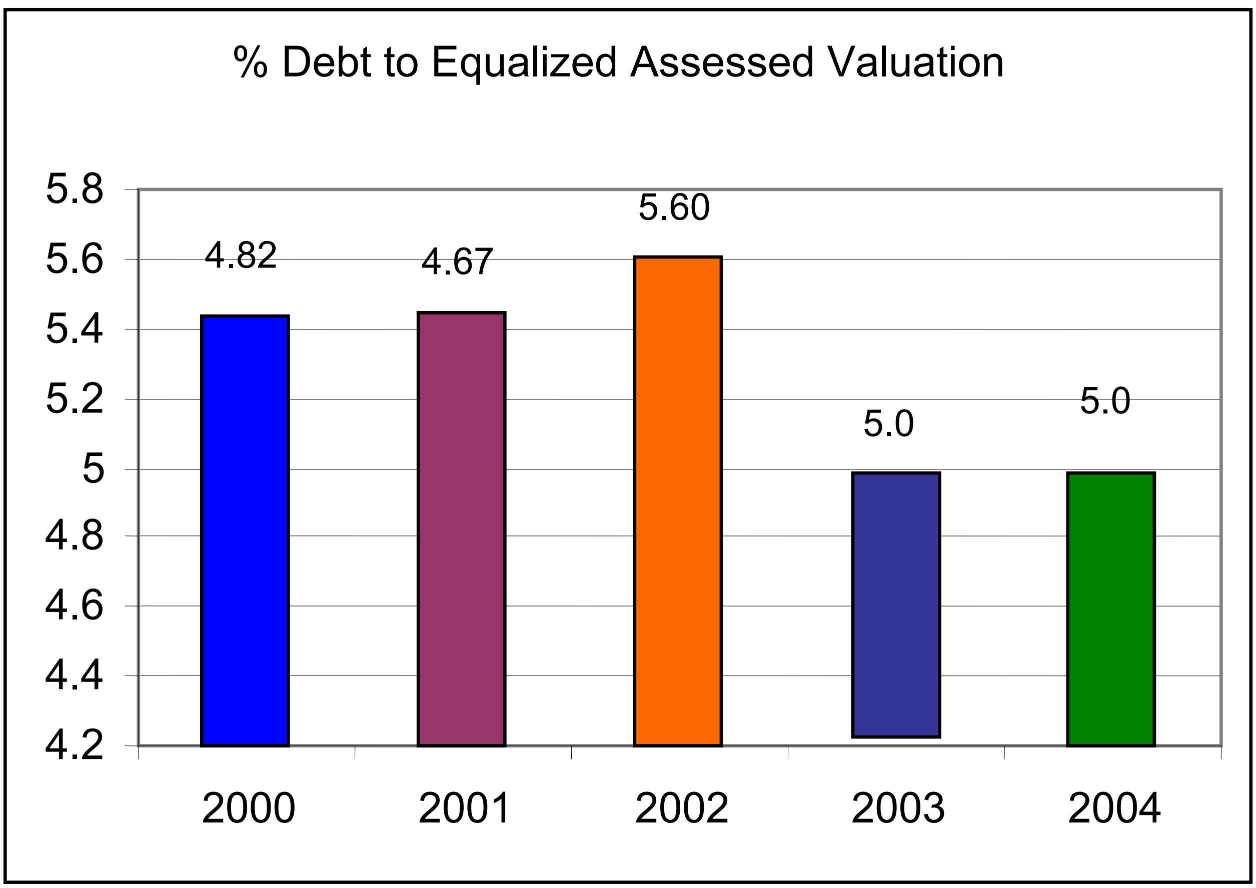
The public debt in the City of Evanston satisfies the current budget policy and is sufficient to meet the community needs. The City of Evanston retained its Moody's Aaa rating during 2004.

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

Debt per capital (2004)	$ 2,850
Debt as a percentage of assessed valuation	5.07 %
Debt services as a % of General Fund Expenditures	11.0 %
Bonds Rating (Moody's) – Current	Aaa
Bonds Rating (Fitch) – Current	AAA
Equalized Assessed Valuation - 2002	$1,737,543,904
Net General Obligation Debt (2001)	$87,649,025



Debt per capita
828
817
999
1,009
1,093
1000
800
600
400
200
0
2000
2001
2002
2003
2004



% Debt to Equalized Assessed Valuation
5.8
5.6
5.4
5.2
5
4.8
4.6
4.4
4.2
4.82
4.67
5.60
5.0
5.0
2000
2001
2002
2003
2004

City of Evanston™

PART III

GENERAL FUND BUDGET

FISCAL YEAR 2004 - 2005

BUDGET

GENERAL FUND EXPENDITURE SUMMARY

Expenditure by Purpose	2002 - 03 Actual	2003 - 04 Appropriation	2004 - 05 Approved	2004 vs. 05 $ DIFF	% DIFF
LEGISLATIVE	427,657	460,600	488,400	27,800	6.04
CITY MANAGER'S OFFICE	669,946	595,900	648,500	52,600	8.83
MANAGEMENT AND BUDGET	8,279,469	10,375,800	8,773,100	(1,602,700)	15.45-
LEGAL DEPARTMENT	678,993	559,000	662,800	103,800	18.57
HUMAN RESOURCES	1,215,631	1,083,500	1,170,900	87,400	8.07
FINANCE DEPARTMENT	1,684,080	1,617,700	1,889,000	271,300	16.77
FACILITIES MANAGEMENT	2,131,251	2,115,800	2,273,300	157,500	7.44
COMMUNITY DEVELOPMENT	2,464,104	2,480,100	2,787,400	307,300	12.39
POLICE DEPARTMENT	16,642,402	16,202,700	17,658,300	1,455,600	8.98
FIRE DEPARTMENT	9,540,479	9,258,300	10,085,500	827,200	8.93
HEALTH AND HUMAN SERVICES	3,732,225	3,707,200	4,802,100	1,094,900	29.53
PUBLIC WORKS	11,212,831	10,938,400	11,500,000	561,600	5.13
HUMAN RELATIONS COMM DEP	522,723	515,300	542,700	27,400	5.32
LIBRARY DEPARTMENT	3,760,105	3,794,600	4,057,900	263,300	6.94
PARKS/FORESTRY AND RECREATION	9,654,769	10,049,000	10,885,100	836,100	8.32
Grand Total(s)	72,616,666	73,753,900	78,225,000	4,471,100	6.06

FISCAL YEAR 2004 - 2005
GENERAL FUND REVENUES

REVENUE TITLE	2002 - 03 ACTUAL	2003 - 04 BUDGET	2004 - 05 APPROVED	2004 vs. 2005 VARIANCE
50000 REVENUES				
50100 OPERATING REVENUES				
51000 PROPERTY TAXES	14,593,840	15,219,300	15,808,600	589,300
51500 OTHER TAXES	33,912,442	33,347,500	34,881,500	1,534,000
52000 LICENSES, PERMITS & FEES	6,459,186	5,834,500	6,238,700	404,200
52500 FINES AND FORFEITURES	3,742,055	4,062,600	4,167,500	104,900
53000 CHARGES FOR SERVICES	6,066,826	5,744,000	6,084,000	340,000
55000 INTERGOVERNMENTAL REVENUE	759,450	640,300	1,793,600	1,153,300
56000 OTHER REVENUE	433,999	294,000	275,000	(19,000)
56500 INTEREST INCOME	266,949	200,000	200,000	
57000 TRNSFR FROM OTHER FUNDS	7,114,040	8,250,500	8,612,200	361,700
57500 LIBRARY-OTHER REVENUE	165,744	161,100	163,900	2,800
50100 OPERATING REVENUES	73,514,531	73,753,800	78,225,000	4,471,200
50000 REVENUES	73,514,531	73,753,800	78,225,000	4,471,200

FISCAL YEAR 2004 - 2005

GENERAL FUND REVENUES

REVENUE TITLE	2002 - 03 ACTUAL	2003 - 04 BUDGET	2004 - 05 APPROVED	2004 vs. 2005 VARIANCE
50000 REVENUES				
50100 OPERATING REVENUES				
51000 PROPERTY TAXES				
51015 PROPERTY TAXES	14,565,000	15,194,300	15,783,600	589,300
51025 PRIOR YEAR'S TAXES	28,840	25,000	25,000	
51000 PROPERTY TAXES	14,593,840	15,219,300	15,808,600	589,300
51500 OTHER TAXES				
51515 STATE USE TAX	652,297	670,000	660,000	(10,000)
51520 ST REV SH-PHOTOFINISH	34,446			
51525 SALES TAX - BASIC	8,055,766	8,100,000	8,200,000	100,000
51530 SALES TAX - HOME RULE	5,457,333	5,300,000	5,500,000	200,000
51535 AUTO RENTAL TAX	33,325	34,000	34,000	
51540 ATHLETIC CONTEST TAX	491,295	500,000	500,000	
51545 STATE INCOME TAX	4,878,485	4,800,000	4,300,000	(500,000)
51555 FIRE INSURANCE TAX	72,947	50,000	50,000	
51565 ELECTRIC UTILITY TAX	2,711,548	2,650,000	2,700,000	50,000
51570 NATURAL GAS UTILITY TAX	992,875	800,000	1,000,000	200,000
51575 NAT GAS USE TAX HOME RULE	329,464	300,000	900,000	600,000
51585 CIGARETTE TAX	271,862	300,000	300,000	
51590 EVANSTON MOTOR FUEL TAX	307,000	320,000	320,000	
51595 LIQUOR TAX	1,425,905	1,400,000	1,425,000	25,000
51600 PARKING TAX	1,221,756	1,500,000	1,500,000	
51605 PERS. PROP. RPL. TAX	436,696	428,000	297,000	(131,000)
51610 PERS. PROP. RPL. TAX REC	5,538,866	45,800	45,800	
51615 PERS. PROP. RPL. TAX LIB	49,700	49,700	49,700	
51620 REAL ESTATE TRANSFER TAX	3,692,557	2,500,000	3,500,000	1,000,000
51625 TELECOMMUNICATIONS TAX	2,746,533	3,600,000	3,600,000	
51640 TAX PROCEEDS SCRIB2 & PAR	4,854			
51500 OTHER TAXES	33,912,442	33,347,500	34,881,500	1,534,000
52000 LICENSES, PERMITS & FEES				
52005 LICENSES				
52010 VEHICLE LICENSES	1,984,665	2,020,000	2,000,000	(20,000)
52015 BUSINESS LICENSES	81,571	150,000	90,000	(60,000)
52020 PET LICENSES	41,108	43,000	40,000	(3,000)
52025 BICYCLE LICENSES	85	200	100	(100)
52030 CONTRACTORS' LICENSES	83,676	60,000	80,000	20,000
52035 ROOMING HOUSE LICENSES	182,984	180,000	170,000	(10,000)

FISCAL YEAR 2004 - 2005
GENERAL FUND REVENUES

REVENUE TITLE	2002 - 03 ACTUAL	2003 - 04 BUDGET	2004 - 05 APPROVED	2004 vs. 2005 VARIANCE
52040 LIQUOR LICENSES	266,206	250,000	275,000	25,000
52045 FARMERS' MARKET LICENSES	16,500	14,000	27,700	13,700
52050 OTHER LICENSES		2,400		(2,400)
52055 LONG TERM CARE LICENSES	107,439	112,400	112,400	
52005 LICENSES	2,764,233	2,832,000	2,795,200	(36,800)
52075 PERMITS				
52080 BUILDING PERMITS	1,868,335	1,600,000	1,900,000	300,000
52090 PLUMBING PERMITS	182,575	100,000	150,000	50,000
52095 ELECTRICAL PERMITS	159,082	120,000	160,000	40,000
52105 SIGNS AND AWNING PERMITS	16,160	10,000	10,000	
52110 OTHER/MISC PERMITS	311,012	200,000	220,000	20,000
52115 ELEVATOR PERMITS	55,454	55,000	55,000	
52120 HEATING VENT. A/C PERMIT	177,451	150,000	150,000	
52125 COMMERCIAL DRIVE. PERMIT	460	600	500	(100)
52130 RESIDENTS ANNUAL PRKG PE	130,330	113,000	130,000	17,000
52075 PERMITS	2,900,858	2,348,600	2,775,500	426,900
52140 FEES				
52145 ANNUAL SIGN FEES	33,313	30,000	32,000	2,000
52155 PLAT PR.&SIGN APP HRG FE	165	2,500	1,000	(1,500)
52170 ALARM PANEL FRANCHISE FE			20,000	20,000
52175 NU/CENTEL EASEMENT	97,104	97,000	40,000	(57,000)
52180 CABLE FRANCHISE FEE	587,945	475,000	525,000	50,000
52185 NICOR FRANCHISE FEE	75,898	49,400	50,000	600
52140 FEES	794,095	653,900	668,000	14,100
52000 LICENSES, PERMITS & FEES	6,459,186	5,834,500	6,238,700	404,200
52500 FINES AND FORFEITURES				
52505 TICKET FINES-PARKING	3,012,873	3,400,000	3,500,000	100,000
52510 REGULAR FINES	224,977	170,000	175,000	5,000
52520 BUILDING CODE VIOLATIONS	4,986	5,000	5,000	
52525 ANIMAL ORDINANCE PENALTIE		1,600	1,500	(100)
52530 BOOT RELEASE FEE	92,500	50,000	85,000	35,000
52540 FIRE FALSE ALARM FINES	86,495	40,000	55,000	15,000
52545 POLICE FALSE ALARM FINES	56,920	100,000	75,000	(25,000)
52550 LONG-TERM CARE FINES	50			
52555 HOUSING CODE VIOL FINES	230	1,000	1,000	

FISCAL YEAR 2004 - 2005
GENERAL FUND REVENUES

REVENUE TITLE	2002 - 03 ACTUAL	2003 - 04 BUDGET	2004 - 05 APPROVED	2004 vs. 2005 VARIANCE
52560 PERMIT PENALTY FEES	10,624	5,000	5,000	
52570 ADMIN ADJUDICATION	84,173	130,000	100,000	(30,000)
52610 LIBRARY FINES & FEES	168,227	160,000	165,000	5,000
52500 FINES AND FORFEITURES	3,742,055	4,062,600	4,167,500	104,900
53000 CHARGES FOR SERVICES				
53005 HEALTH DEPT.- CHRGS FOR S				
53020 TB NURSING SERVICES	12,040	12,000	12,000	
53025 VD PROGRAM-SKOKIE		1,500	2,250	750
53030 HEALTH SVC. CHG. OTHER A	375			
53050 SANITATION CLASSES	3,135			
53065 HOMELESS HEALTH CLINIC	6			
53070 FAMILY PLANNING OUTREACH	2,007	3,000	2,000	(1,000)
53075 DENTAL CLINIC	64,514	90,000	90,000	
53080 FLU & PNEUMONIA PROGRAM	20,553			
53085 HEALTH CLINIC IMMUNIZATN	4,844	8,000	5,000	(3,000)
53090 HEALTH CL. SEX TRANS DIS	1,220	5,000	1,200	(3,800)
53095 HEALTH CLINIC-TB	3,245	2,500	3,200	700
53100 HEALTH CLINIC-LAB	12,822	11,900	16,200	4,300
53105 HEALTH CLINIC FOOD EST	143,256	165,000	145,000	(20,000)
53110 HEALTH CLINIC-WELL CHILD	270	2,500	250	(2,250)
53115 HEALTH CLINIC-SCHOOL PHY	2,387	3,500	2,000	(1,500)
53120 S.T.D.-O	2,487			
53125 S.T.D-E	2,191			
53135 DENTAL CHECK UP	5,758			
53140 EMERGENCY DENTAL EXAM	90			
53145 X-RAYS	15			
53150 AMALGAM FILLING	985			
53155 RESIN FILLING	1,135			
53160 SEDATIVE FILLING	60			
53165 EXTRACTION	300			
53170 PULPOTOMY	675			
53175 SEALANT OFFICE VISIT	560			
53180 ADDITIONAL SEALANTS	280			
53185 TEMPORARY LICENSE FEE	3,345		3,300	3,300
53190 FOOD DELIVERY VEHICLE	6,500		6,500	6,500
53200 BEV.SNACK VENDING MACHIN	33,079		33,000	33,000
53205 FOOD VENDING MACHINE	195			
53210 TOBACCO LICENSE	13,750		12,000	12,000

FISCAL YEAR 2004-2005
GENERAL FUND REVENUES

REVENUE TITLE	2002 - 03 ACTUAL	2003 - 04 BUDGET	2004 - 05 APPROVED	2004 vs. 2005 VARIANCE
53215 BIRTH CERTIFICATE	87,345	79,000	90,000	11,000
53220 DEATH CERTIFICATE-16.23	65,139	79,000	55,000	(24,000)
53225 DEATH CERTIFICATE - 16.O	56,374	66,700		(66,700)
53230 FUNERAL DIRECTOR LICENSE	5,975	4,500	4,500	
53235 TEMP FUNERAL DIREC LICEN	2,607			
53005 HEALTH DEPT.- CHRGS FOR S	559,517	534,100	483,400	(50,700)
53560 RECREATION - CHRGS FOR SV				
53565 RECREATION PROGRAM CHARG	3,667,222	3,844,900	4,103,000	258,100
53605 RECYCLING SERVICE CHARGE	635,026	628,000	628,000	
53610 RECYCLING SERV CHAR-PENA	11,407			
53615 SANIT SPECIAL PICKUP FEE		40,000	25,000	(15,000)
53560 RECREATION - CHRGS FOR SV	4,313,655	4,512,900	4,756,000	243,100
53620 OTHER CHRGS FOR SVCS				
53635 WEIGHTS AND MEASURES EX	730	1,000	1,000	
53640 SENIOR TAXI COUPON SALES	64,332	55,000	68,000	13,000
53650 STATE HIGHWAY MAINTENANC	99,552	113,000	100,000	(13,000)
53655 FIRE COST RECOVERY CHARG	8,512	5,000	5,000	
53656 OTHER SERVICE CHARGES	2,371	5,000	5,000	
53660 RECYCLING-MATERIAL SALES	414			
53665 CONDO CONVERSION APP FEE	20,250	44,000	52,000	8,000
53675 AMBULANCE SERVICE	378,921	340,000	440,000	100,000
53680 TOWING CHARGES	3,995	50,000		(50,000)
53685 POLICE REPORT FEES	17,165	21,500	19,500	(2,000)
53690 WOOD RECYCLING	3,859			
53695 ZONING FEES	40,581	25,000	40,000	15,000
53700 FIRE REPORT FEES		1,000	100	(900)
53705 FIRE BUILDING INSPECTION	5,875			
53710 PASSPORT EXECUTION FEE	13,894	9,000	13,000	4,000
53715 ALARM PANEL SUB. FEE	45,109	27,500	100,000	72,500
53720 SKOKIE ANIMAL BOARD FEE	1,195		1,000	1,000
53725 BACKGR CHKS DAYCARE PROV	380			
53730 TELECOMMUN MAINTENANCE F	493,908			
53780 PLAN REVIEW	600			
53620 OTHER CHRGS FOR SVCS	1,193,654	697,000	844,600	147,600
53000 CHARGES FOR SERVICES	6,066,826	5,744,000	6,084,000	340,000
55000 INTERGOVERNMENTAL REVENUE				

FISCAL YEAR 2004-2005
GENERAL FUND REVENUES

REVENUE TITLE	2002 - 03 ACTUAL	2003 - 04 BUDGET	2004 - 05 APPROVED	2004 vs. 2005 VARIANCE
55015 STATE AID				
55025 FOR HEALTH DEPARTMENT	68,353	63,700	71,000	7,300
55035 FAMILY CASE MANGMNT GRAN	114,200	110,500	126,300	15,800
55040 DENTAL SEALANT GRANT	3,828	7,800		(7,800)
55045 STATE AID-AIDS TESTING	7,264	7,200		(7,200)
55050 IL DEPT HEALTH-INFO		4,000		4,000
55065 IMPACT (TOBACCO) GRANT	8,232			
55075 SUMMER FOOD INSPECTIONS	500			
55080 KID CARE AGREEMENT	8,755	8,000	10,500	2,500
55085 IL TOBACCO FREE COMMUNIT	47,887	37,000	25,000	(12,000)
55090 TITLE XX FAMILY PLANNING	49,500	54,500	54,500	
55100 ACCESS TO CARE	60			
55105 HEARING AND VISION	3,656	6,400	6,400	
55120 HEALTH WELLNESS INITIATI	7,538	13,600		(13,600)
55125 TEEN PREGNANCY PREV. GRN	49,548	55,600	56,600	1,000
55130 CHILDHOOD LEAD POISONING	1,458	4,000	4,000	
55135 TEEN PARENT SERVICES PRO	7,400	10,000	15,000	5,000
55140 GENETIC EDUCATION GRANT	10,065	10,200	10,200	
55141 VECTOR PREVENTION GRANT	1,135			
55146 OTHER STATE/ COUNTY GRAN			400,000	400,000
55155 FAMILY CASE MGMT REIMB	40,341		140,000	140,000
55160 VIOL. CRIME VIC. ASST GR	20,000	20,000	20,000	
55161 ICJIA GRANT-COMMUNITY SE		15,000	15,000	
55162 ICJIA GRANTS- VICTIM SER			60,000	60,000
55170 FIRE DEPARTMENT TRAINING	1,077	600	600	
55180 ARTS COUNCIL		28,400		(28,400)
55231 LEAD PAINT HAZARD GRANT	11,536		373,000	373,000
55245 LIBRARY STATE PER CAPITA	89,887	86,900	83,500	(3,400)
55015 STATE AID	552,219	535,400	1,471,600	936,200
55250 FEDERAL AID				
55255 COMM AGING GRT-ADVOCATE	16,894	17,800	19,000	1,200
55260 DEPT OF AGING - COMPUTER	5,547			
55265 FEMA	20,682		20,000	20,000
55270 POLICE TRAINING	3,442	8,000	8,000	
55275 HUD EMERG SHELTER GRANTS	81,513		80,000	80,000
55285 LAW ENFORCEMENT BLOCK GR	79,154	79,100	105,000	25,900
55310 BIO-TERRORRISM GRANT			90,000	90,000
55250 FEDERAL AID	207,231	104,900	322,000	217,100

FISCAL YEAR 2004-2005
GENERAL FUND REVENUES

REVENUE TITLE	2002 - 03 ACTUAL	2003 - 04 BUDGET	2004 - 05 APPROVED	2004 vs. 2005 VARIANCE
55000 INTERGOVERNMENTAL REVENUE	759,450	640,300	1,793,600	1,153,300
56000 OTHER REVENUE				
56010 PROPERTY SALES AND RENTAL	136,643	130,000	46,000	(84,000)
56040 DAMAGE TO OTHER CITY PRO	42,515	25,000	40,000	15,000
56010 PROPERTY SALES AND RENTAL	179,158	155,000	86,000	(69,000)
56045 MISCELLANEOUS REVENUE	214,885	100,000	150,000	50,000
56070 OVER AND SHORT	333			
56045 MISCELLANEOUS REVENUE	214,552	100,000	150,000	50,000
56105 PAYMENT IN LIEU OF TAXES	27,302	27,000	27,000	
56145 FEES AND OUTSIDE WORK	275			
56175 PARKING PERMITS-RYAN FIEL	12,670	12,000	12,000	
56180 MAYORS SUMMER YOUTH PROGR	43			
56000 OTHER REVENUE	433,999	294,000	275,000	(19,000)
56500 INTEREST INCOME				
56501 INTEREST INCOME	269,017	200,000	200,000	
56500 INTEREST INCOME	269,017	200,000	200,000	
57000 TRNSFR FROM OTHER FUNDS				
57010 FROM FLEET SERVICES	121,100	116,400	123,200	6,800
57015 FROM MOTOR FUEL FUND			750,000	750,000
57020 FROM MOTOR FUEL FUND-S/M	670,000	750,000		(750,000)
57030 FROM COMM. DEVEL. FUND	778,913	1,053,400	986,400	(67,000)
57035 FROM HOME FUND	32,028	37,300	38,400	1,100
57040 FROM EMERGENCY TEL SYSTEM	75,000	125,400	139,400	14,000
57050 FROM ECON DEV FUND	100,400	250,000	365,900	115,900
57060 FROM HOUSING FUND		30,000	30,900	900
57065 FROM WASHINGTON NAT'L DS	75,000	130,000	133,900	3,900
57070 FROM HOW HARTREY DEBT SER	10,000	100,000	125,000	25,000
57075 FROM SW TIF DEBT SERVICE	20,000	20,000	20,600	600
57085 FROM DOWNTOWN TIF DEBT SV	250,000		300,000	300,000
57095 FROM DOWNTOWN TIF CAP PRJ		250,000		(250,000)
57100 FROM CAPITAL IMP. FUND	200,000	250,000	257,500	7,500
57110 FROM SPECIAL ASSMT. FUND	25,000	30,000	30,900	900
57130 FROM PARKING FUND	716,000	893,700	960,100	66,400

FISCAL YEAR 2004-2005

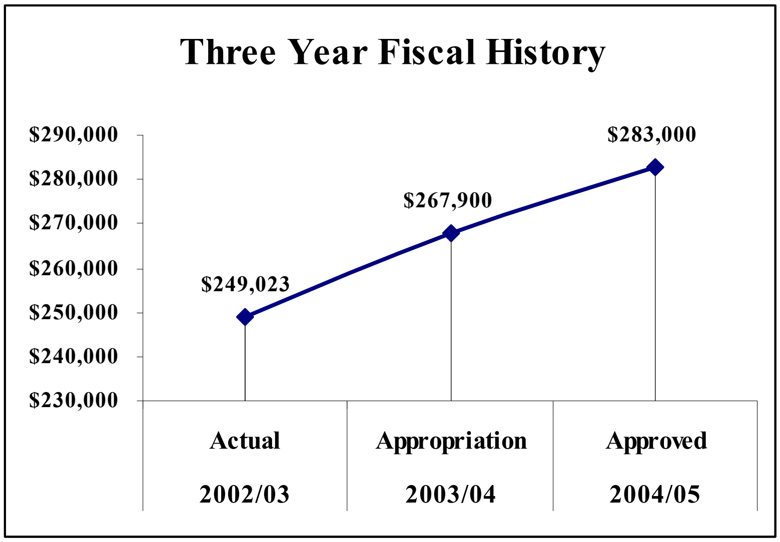
GENERAL FUND REVENUES

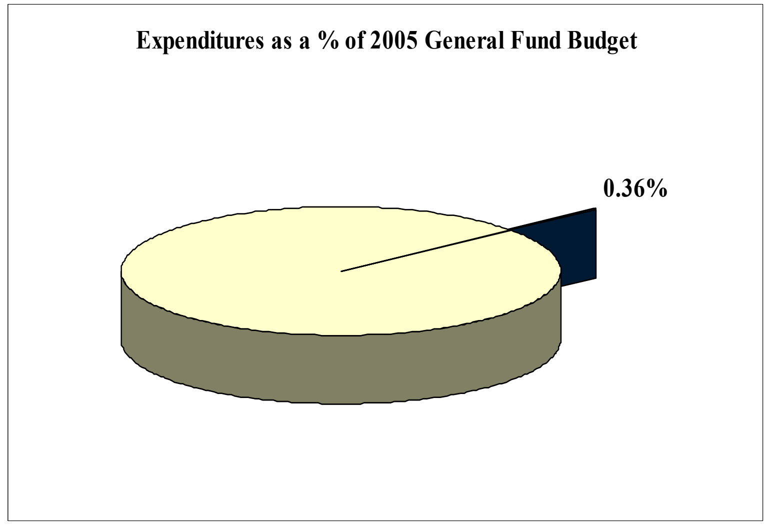
REVENUE TITLE	2002 - 03 ACTUAL	2003 - 04 BUDGET	2004 - 05 APPROVED	2004 vs. 2005 VARIANCE
57135 FROM WATER FUND	145,800	153,000	157,600	4,600
57140 FROM WATER FUND-ROI	2,386,000	2,386,000	2,457,600	71,600
57145 FROM WATER FUND-ADMIN. EX	996,100	1,045,800	1,080,600	34,800
57160 FROM MAPLE AVE GARAGE FND	36,500	38,300	39,500	1,200
57165 FROM SEWER FUND	476,200	591,200	614,700	23,500
57000 TRNSFR FROM OTHER FUNDS	7,114,040	8,250,500	8,612,200	361,700
57500 LIBRARY-OTHER REVENUE				
57505 LIBRARY VIDEO RENTALS	60,345	60,000	60,000	
57510 NON-RESIDENT LIBRARY CARD	3,515	3,000	3,000	
57515 LIBRARY MATERIAL REPLACEM	21,530	20,000	21,000	1,000
57520 LIBRARY MATERIAL RESERVES	5,011	4,700	5,000	300
57525 LIBRARY MISC. REVENUES	3,566	4,000	3,500	(500)
57530 LIBRARY RENTAL BOOKS	8,598	9,000	8,600	(400)
57535 LIBRARY COPY MACH. CHG	27,449	24,000	26,000	2,000
57540 LIBRARY MEETING RM RENTAL	8,630	8,500	8,700	200
57545 NORTH BRANCH RENTAL INC	24,600	25,100	26,100	1,000
57550 LIBRARY MULTIMEDIA COLLEC	2,499	2,800	2,000	(800)
57500 LIBRARY-OTHER REVENUE	165,744	161,100	163,900	2,800
50100 OPERATING REVENUES	73,516,599	73,753,800	78,225,000	4,471,200
50000 REVENUES	73,516,599	73,753,800	78,225,000	4,471,200

City of
Evanston™

City of Evanston

City Council





City Council

Financial Summary

	2002-2003 Actual		2003-2004 Appropriation		2003-2004 Estimated Actual		2004-2005 Appropriation Approved
Expenditures:							
1300 - City Council	249,023		267,900		255,000		283,000
Total Expenditures:	**$ 249,023**		**$ 267,900**		**$ 255,000**		**$ 283,000**

Performance Report on FY 2003-2004 Major Program Objectives

- On March 1, 2003, Seventh Ward Alderman Stephen Engelman resigned. Council unanimously confirmed the Mayor's appointment of Elizabeth Tisdahl to be his successor.
- The Council conducted a public hearing on the CTA's proposal of six months of experimental restructuring for Evanston's bus routes.
- Due to the large number of restaurants in downtown Evanston, the frequency of trash pickups was increased.
- To maintain response times, during the construction of Fire Station #3, temporary facilities were leased from Northwestern University in the parking lot east of Ryan Field for Fire Engine 23.
- Booting of vehicles on private property was extended for another year.
- Discussions continued on a proposal for binding appearance review.
- The Council approved an employer-assisted housing program for City employees.
- False alarm regulations were changed to reduce the number of false alarms.
- Council voted to amend the City's budget policy, capping debt at $85 million rather than $75 million.
- A joint venture between the City and the Skokie Park District resulted in the opening of Pooch Park.
- The Council voted to repeal the USA Patriot Act.
- The Council received an extensive report evaluating needed upgrades to the Robert Crown Center and Ice Rink Complex.
- A new policy was approved on the use of the lakefront for events.

City Council

1300 – City Council

Description of Major Activities

The City Council consists of a Mayor, elected at large and a non-voting member of the Council, and 9 Aldermen, one selected from each of 9 wards. All Alderman and the Mayor are elected, and their positions effective for a term of four years.

The City Council formulates policies and ordinances 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.

FY 2004-2005 Objectives

The City Council will continue to utilize its legislative role to achieve the improvement of Evanston's quality of life, both for the near term and the long term. Although many new issues will be brought forth during the year for review and resolution, the City Council will continue to devote time to the following areas of interest:

- Land use and density issues, especially in established neighborhoods
- Determination of direction to remodel, rebuild or replace the Robert Crown Center
- Determination of direction for the remodel, rebuild or replacement of the Civic Center
- Oversight of the implementation phase of the approved city-wide street lighting program
- Continued review of inclusionary and affordable housing issues
- Continuation of the downtown revitalization and redevelopment program
- Review of the results of Phase I of the Marina feasibility study and future direction
- Initiation of redevelopment of Howard Street neighborhood
- Continued support to neighborhood and business revitalization of the west side

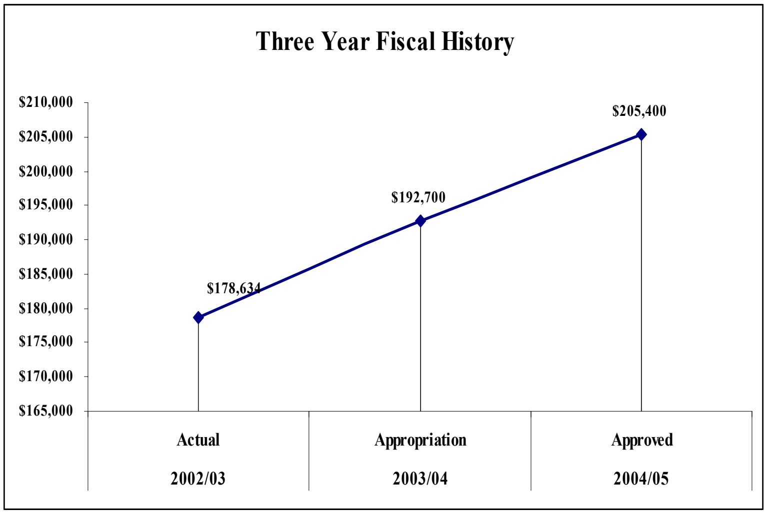
Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Number of Ordinances adopted	147	125	125
Number of Resolutions Adopted	96	90	95
Updated Board, Committee, Commission rosters	Ongoing	Ongoing	Ongoing
FULL TIME EQUIVALENT POSITIONS	1	1	1

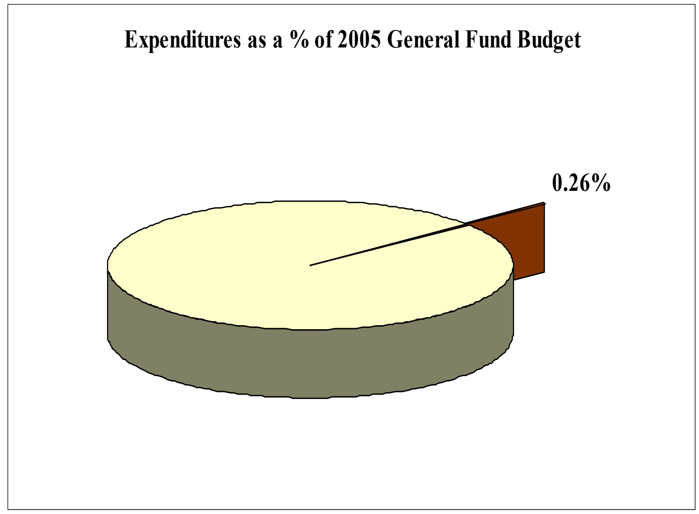
Approved Adjustments in 2004-2005 Budget

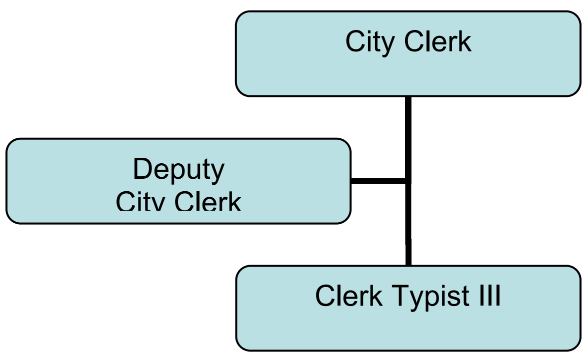
CITY OF EVANSTON
CITY COUNCIL
1300

	2003-2004 Appropriation	2004-2005 Approved
1300 CITY COUNCIL		
61010 REGULAR PAY	148,800	151,800
61110 OVERTIME PAY	300	300
61510 HEALTH INSURANCE	44,700	56,800
61615 LIFE INSURANCE	100	100
62210 PRINTING	500	17,000
62275 POSTAGE CHARGEBACKS	600	600
62290 TUITION	2,000	2,000
62295 TRAINING & TRAVEL	10,000	10,000
62315 POSTAGE	400	400
62320 TELEPHONE CHARGEBACKS	7,700	7,700
62360 MEMBERSHIP DUES	32,700	32,700
62370 EXPENSE ALLOWANCE	100	100
62380 COPY MACHINE CHARGES	2,000	2,000
62520 OTHER CONTRACTUAL SERVICES	16,500	
65010 BOOKS, PUBLICATIONS, MAPS	100	100
65095 OFFICE SUPPLIES	1,200	1,200
68205 CONTINGENCIES	200	200
1300 CITY COUNCIL	267,900	283,000

City Clerk's Office







City Clerk's Office

Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved
Expenditures:				
1400 – City Clerk's Office	178,634	192,700	174,547	205,400
Total Expenditures:	**$ 178,634**	**$ 192,700**	**$ 174,547**	**$ 205,400**
Revenues:				
BOCA Codes	7,194	8,000	8,000	8,000
City Codes/Zoning Codes	1,022	1,700	1,700	1,700
Hunting/Fishing License Fees	1,300	2,000	1,300	1,300
Landlord/Tenant Ordinances	1,772	1,800	1,800	1,800
Maps	401	500	500	500
Minutes Subscriptions	35	240	35	35
Miscellaneous	760	1,300	1,300	1,300
Passport Application	13,894	9,000	17,000	13,000
Photocopying	180	350	350	350
Planning/Preservation Booklets	154	270	200	200
Second Recycling Bins	80	80	80	80
Total Revenues:	**$ 26,792**	**$ 25,240**	**$ 32,265**	**$ 28,265**

Notes for Financial Summary

The City's share of fishing license revenue is very small, because most of this revenue is remitted to the State of Illinois.

Performance Report on FY 2003-2004 Major Program Objectives

- Participated in the April 1, 2003 Consolidated election by being open extra hours on Saturdays for voter registration and to conduct in-person absentee voting .
- Made an arrangement with an experienced individual on LaSalle Street to collect real estate transfer taxes and issue exemptions from the tax in Chicago's loop for the convenience of loop attorneys and title companies.

2004-2005 Department Initiatives

1. Start a regular schedule of restoration of old City Council records to preserve them from further decline.

2. Index minutes for ease in determining actions by City Council.

3. This office will participate in two elections during 2004 by working with Cook County Department of Elections on finding suitable/accessible polling places, and by staffing for Saturday morning hours to perform voter registration and in-person absentee voting prior to each election. Elections held are the March 16, 2004 Primary Election and the November 2, 2004 General Election. These elections will result in heavy in-person absentee voting and increased voter registration activity.

City Clerk

1400 – City Clerk

Description of Major Activities

The City Clerk is secretary to the City Council and staff to special Council committees. The Clerk produces official minutes of all Council meetings; is responsible for maintaining the City Code and official City records; serves as the local election official, Deputy Registrar for Voter Registration and provides absentee voter services and 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.

The City Clerk's office minatains a Municipal Library; provides administrative and clerical services associated with appointed boards, committees and commissions of the City; collects the real estate transfer tax and issues exemptions from the tax; distributes recycling bins; issues 90-day placards to disabled persons; provides information services and forwards Freedom of Information requests to departments; prepares and publishes the official municipal directory and annual calendar of meetings; distributes community information to new residents; provides notary services to staff and citizens; signs all General Obligation and Revenue Bonds and processes all surety bonds; sells publications, City maps, BOCA codes, Illinois hunting and fishing licenses and performs ombudsman service to citizens, assisting with information, directions and referrals. The City Clerk's office receives lawsuits in which the City is named. Additionally, the City Clerk's office personnel are official passport acceptance agents for the U.S. Department of State.

FY 2004-2005 Objectives

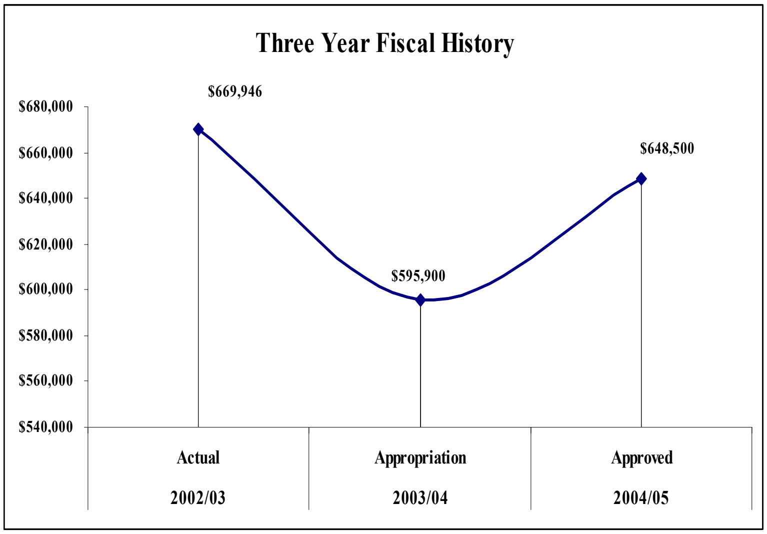
- Conduct fair and impartial elections for the March 16, 2004 Primary Election and the November 2, 2004 General Election.
- Institute an ongoing restoration schedule for aging official City documents.
- Initiate an indexing program for official minutes to decrease time spent locating prior actions of Council.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Voters registered	444	600	800
In-person absentee voters	755	500	1,000
Real Estate Transfer Tax Transactions	1,918	2,000	2,000
Exemptions from real estate transfer tax	893	900	900
Replacement Recycling Bins	450	450	450
Disabled Parking Placards	128	130	130
Yearly Calendar of Scheduled Meetings	1	1	1
Passport applications	632	650	650
FULL TIME EQUIVALENT POSITIONS	3	3	3

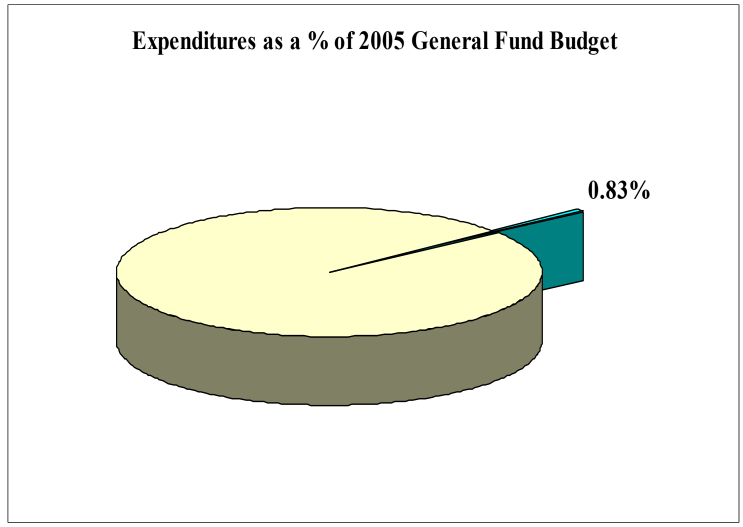
Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
CITY CLERK
1400

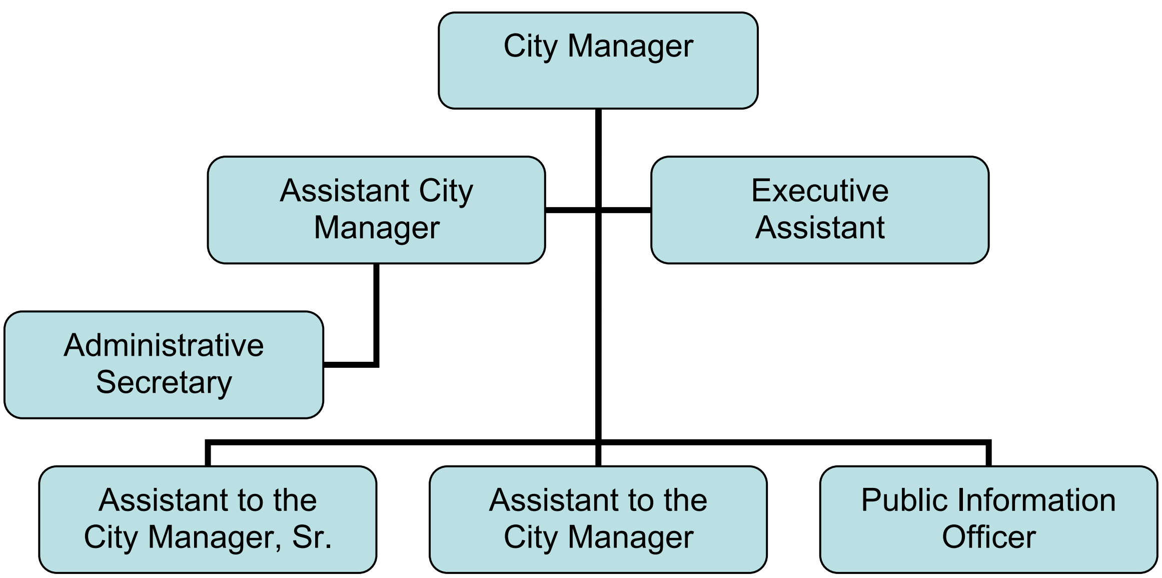
	2003-2004 Appropriation	2004-2005 Approved
1400 CITY CLERK		
61010 REGULAR PAY	125,000	130,700
61055 TEMPORARY EMPLOYEES		5,900
61060 SEASONAL EMPLOYEES	5,900	
61110 OVERTIME PAY	700	700
61510 HEALTH INSURANCE	17,700	22,500
61615 LIFE INSURANCE	200	200
62210 PRINTING	900	900
62235 OFFICE EQUIPMENT MAINT	500	500
62272 OTHER PROFESSIONAL SERVICES	9,000	
62275 POSTAGE CHARGEBACKS	900	900
62295 TRAINING & TRAVEL	1,500	1,500
62315 POSTAGE	700	700
62320 TELEPHONE CHARGEBACKS	1,600	1,600
62360 MEMBERSHIP DUES	300	300
62380 COPY MACHINE CHARGES	6,500	6,500
62457 CODIFICATION SERVICES		10,000
62645 MICROFILMING		500
65010 BOOKS, PUBLICATIONS, MAPS	700	700
65080 MERCHANDISE FOR RESALE	10,000	10,000
65095 OFFICE SUPPLIES	1,000	1,000
65175 ELECTION SUPPLIES	100	100
65515 OTHER IMPROVEMENTS		10,000
65620 OFFICE MACH. & EQUIP.	9,300	
68205 CONTINGENCIES	200	200
1400 CITY CLERK	192,700	205,400



Three Year Fiscal History
$680,000
$660,000
$640,000
$620,000
$600,000
$580,000
$560,000
$540,000
$669,946
$595,900
$648,500
Actual 2002/03
Appropriation 2003/04
Approved 2004/05



Expenditures as a % of 2005 General Fund Budget
0.83%



City Manager
Assistant City Manager
Executive Assistant
Administrative Secretary
Assistant to the City Manager, Sr.
Assistant to the City Manager
Public Information Officer

City Manager's Office

Financial Summary

	2002-2003 Actual		2003-2004 Appropriation		2003-2004 Estimated Actual		2004-2005 Appropriation Approved
Expenditures:							
1505 – City Manger's Office	568,188		478,500		500,000		522,000
1510 – Public Information	86,679		103,400		100,000		108,900
1515 – Farmer's Market	15,079		14,000		12,000		17,600
Total Expenditures:	**$ 669,946**		**$ 595,900**		**$ 612,000**		**$ 648,500**
Revenues:							
Seasonal Farmer's Market Licenses	16,500		14,000		26,600		27,700
Total Revenues:	**$ 16,500**		**$ 14,000**		**$ 26,600**		**$ 27,700**

Performance Report on FY 2003-2004 Major Program Objectives

Continued downtown growth & development is a major objective for the office. Staff in the City Manager's Office assisted other staff, the City Council and the public with the following program objectives, among others. General activties include: organizing staff managers' meetings; providing public meeting announcements; and creating and implementing a special events policy. Special projects that involved staff during this fiscal year included: developing a plan for consulting with negotiators during garbage strike; coordinating efforts to successfully negotiate an AFSCME union organization and contract; assisting negotiations of all four union contracts; operating Farmer's Market - the sale of meat was added by popular demand this year; examining ward demographics and providing redistricting information; working with CTA on restructuring of bus routes; assisting in negotiations with Northwestern for access to high speed Internet through fiber optic wiring; researching and selecting a third party administrator to run the City's Risk Management program; working to update existing Risk Management Policy; creating and utilizing Risk Management – Vehicle Accident Report; assisting Human Resources with implementing new HR and Financial management software; publicizing Levy Center & Enabling Garden opening; directing planning and publicity for the Marina project; assisting in Summer Youth Employment Program; planning marketing partnerships with corporate sponsors of City events and programs; and coordinating Clean Your Files Day, United Way campaign, and Employee picnic.

The Public Information Office major program objectives include: increasing in-house communications by utilizing City Beat Newsletter, weekly electronic newsletter, and internal Web page; continuing publication and distribution of Highlights Newsletter; assisting various departments in producing information flyers for consituents in a more systematic and effective manner; designing vehicle and business stickers; providing photography for various departments; designing budget cover; providing the Water Department brochure creation and distribution; and creating advertisement in Chamber Community Guide.

2004-2005 Department Initiatives

1. Continue to lead Managers' Meetings, providing better overall staff communication and strategic planning.
2. Install new software system to track all Aldermanic Requests, Citizen Inquiries, and Police Service Requests citywide by December 2005.
3. Continue assisting the Finance and Human Resources Departments with the implementation and continued use of the new financial and HR management systems software.
4. Begin negotiation of a longer-term contract with ComEd to be completed by February 2005.
5. Finalize structure and planning for City's Risk Management program.
6. Work with the Evanston Chamber of Commerce on a comprehensive relocation package for new members of our community.
7. Begin research on economic development information for inclusion on web site, possible publications, and video production.
8. Find a new and permanent location for the Farmers' Market in the downtown area by April 1, 2005.

City Manager's Office

1505 – City Manager's Office

Description of Major Activities

The City Manager and his staff direct the administration and execution of the policies and goals formulated by the City Council and propose solutions to community problems for Council consideration. These reponsibilities include advising the Council on present and future financial, personnel, and program needs; implementing immediate and long-range City priorities; and establishing procedures which will assist the City in serving its citizens. This office also prepares the annual budget and supervises all City departments. Additionally, staff is involved in coordinating large-scale economic development projects, as well as program evaluation and policy analysis.

The City Manager's Office coordinates the preparation of the City Council agenda, reviews all items before governing body consideration and responds to inquiries from citizens and elected officials. Its members work closely with the public to resolve service delivery problems, as well as to 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. Additionally, the office staffs the Council Rules Committee and works with that group to coordinate lobbying efforts. The office is also responsible for issuing a number of permits including loudspeaker, film, and raffle licenses, and responds to a wide variety of general inquiries.

FY 2004-2005 Objectives

- Install new software system to track all Aldermanic Requests, Citizen Inquiries, and Police Service Requests citywide by December 2005.
- Work with the Legal Department and City Clerk's Office to recodify the City Code by February 2005. Continue assisting the Finance and Human Resources Departments with the implementation and continued use of the new financial and HR management systems software.
- Begin negotiation of a longer-term contract with ComEd to be completed by February 2005.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Number of Aldermanic Requests, Polic Service Requests, & Citizen Requests	1,200	1,150	1,150
Prepare agendas and materials for regular and special Council and A&PW meetings	49	49	49
Film Permits	55	55	55
Sidewalk Cafes	20	20	20
Raffle Permits	30	30	30
FULL TIME EQUIVALENT POSITIONS	5	5.00	5.55

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
CITY MANAGER
1505

	2003-2004 Appropriation	2004-2005 Approved
1505 CITY MANAGER		
61010 REGULAR PAY	415,200	444,800
61055 TEMPORARY EMPLOYEES	3,000	3,000
61510 HEALTH INSURANCE	32,800	41,700
61615 LIFE INSURANCE	1,400	1,400
61625 AUTO ALLOWANCE	7,400	7,400
62235 OFFICE EQUIPMENT MAINT	500	500
62275 POSTAGE CHARGEBACKS	900	900
62295 TRAINING & TRAVEL	500	500
62320 TELEPHONE CHARGEBACKS	5,100	5,100
62360 MEMBERSHIP DUES	7,000	7,000
62380 COPY MACHINE CHARGES	3,000	3,000
62605 OTHER CHARGES		5,000
65010 BOOKS, PUBLICATIONS, MAPS	200	200
65095 OFFICE SUPPLIES	1,000	1,000
68205 CONTINGENCIES	500	500
1505 CITY MANAGER	478,500	522,000

City Manager's Office

1510 – Public Information

Description of Major Activities

The City Manager's Office of Public Information provides information to the community on a broad range of programs, services, issues and policies through publication of the City Newsletter, the City Website, and other mechanisms. The Community Information Coordinator prepares press releases, creates brochures, and organizes educational efforts to better inform community members as needed.

The Coordinator works to distribute publications to all City facilities and other appropriate audiences. Also, the Coodinator plans and conducts public relations programs, activities and special events designed to create, improve and maintain a favorable public image for the City.

The Coordinator works daily with the City's website to confirm all information is timely, decides the importance and presentation of much of the content, and works with department staff to create more copy as necessary. The Coordinator works closely with the Information Systems' web developer and programming staff to create appropriate web pages and interactive programs to improve community communications.

The City Beat employee newsletter is produced monthly by this office to improve internal communications, educate employees on programs and policies and increase morale.

The Community Information Coordinator will operate the City-owned radio station on a daily basis, in coorperation with Facilities Management staff.

FY 2004-2005 Objectives

- Work with the Evanston Chamber of Commerce on a comprehensive relocation package for new members of our community.
- Begin research on economic development information for inclusion on web site, possible publications and video production.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Highlights Newsletter	4	4	4
CityBeat Newsletter	10	12	12
Electronic Newsletter + updates	30	35	35
Total:	44	51	51
FULL TIME EQUIVALENT POSITIONS	1	1	1

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
PUBLIC INFORMATION
1510

	2003-2004 Appropriation	2004-2005 Approved
1510 PUBLIC INFORMATION		
61010 REGULAR PAY	54,900	58,800
61510 HEALTH INSURANCE	5,900	7,500
61615 LIFE INSURANCE	200	200
62210 PRINTING	15,000	15,000
62275 POSTAGE CHARGEBACKS	24,000	24,000
62295 TRAINING & TRAVEL	100	100
62360 MEMBERSHIP DUES	1,000	1,000
62380 COPY MACHINE CHARGES	1,500	1,500
65010 BOOKS, PUBLICATIONS, MAPS	300	300
65095 OFFICE SUPPLIES	500	500
1510 PUBLIC INFORMATION	103,400	108,900

City Manager's Office

1515 – Farmers' Market

Description of Major Activities

The City Manager's Office coordinates a Farmers' Market in downtown Evanston from the third Saturday in May through the first Saturday in November. Farmers from the surrounding metropolitan area, Wisconsin, Michigan and Indiana participate by bringing and selling their goods. Stalls, from which fresh produce, bread, meat, cheese and flowers are sold, can be rented on a seasonal or weekly basis. A market manager oversees several area youth in the set-up and take-down of the weekly event. Every Saturday one of Evanston's not-for-profit organizations is at the market to sell fresh baked goods to support their organization's work. The Market is a very popular event for not only residents of Evanston, but visitors from all over.

FY 2004-2005 Objectives

- Find a new and permanent location for the Farmers' Market in the downtown area by April 1, 2005.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Seasonal stall rentals	32	34	35
Weekly stall rentals	1	1	1
Number of non-profit organizations per week	1	1	1
City department stalls per week	1	1	1
FULL TIME EQUIVALENT POSITIONS	0	0	0

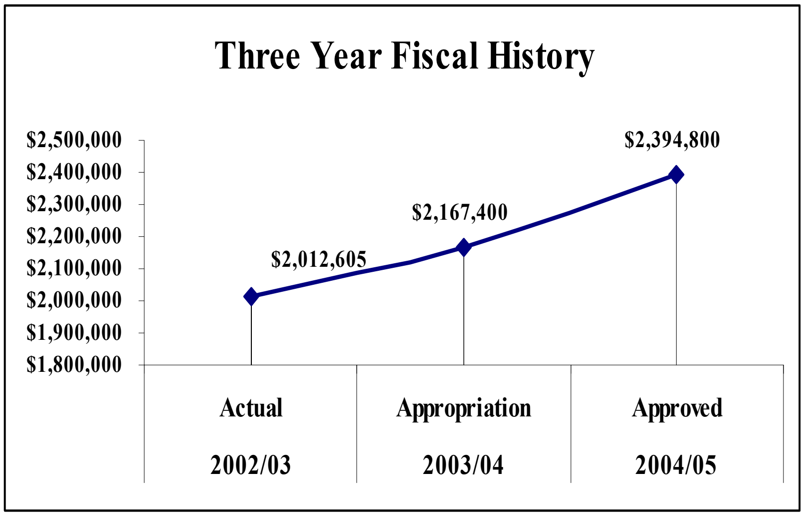
Approved Adjustments in 2004-2005 Budget

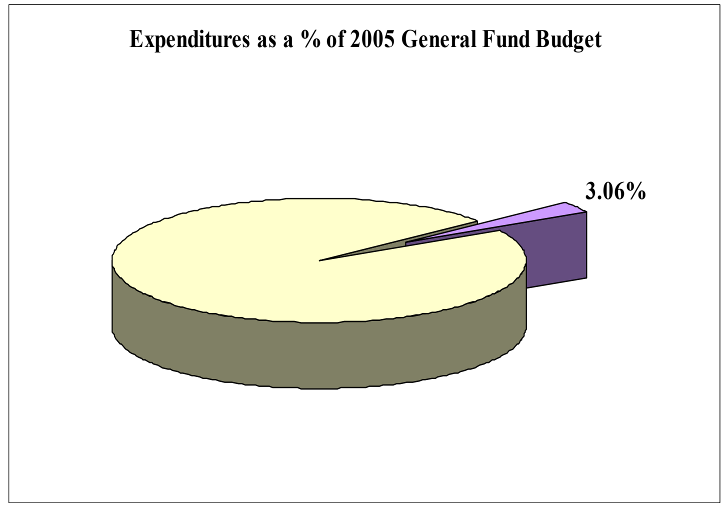
CITY OF EVANSTON
FARMER'S MARKET
1515

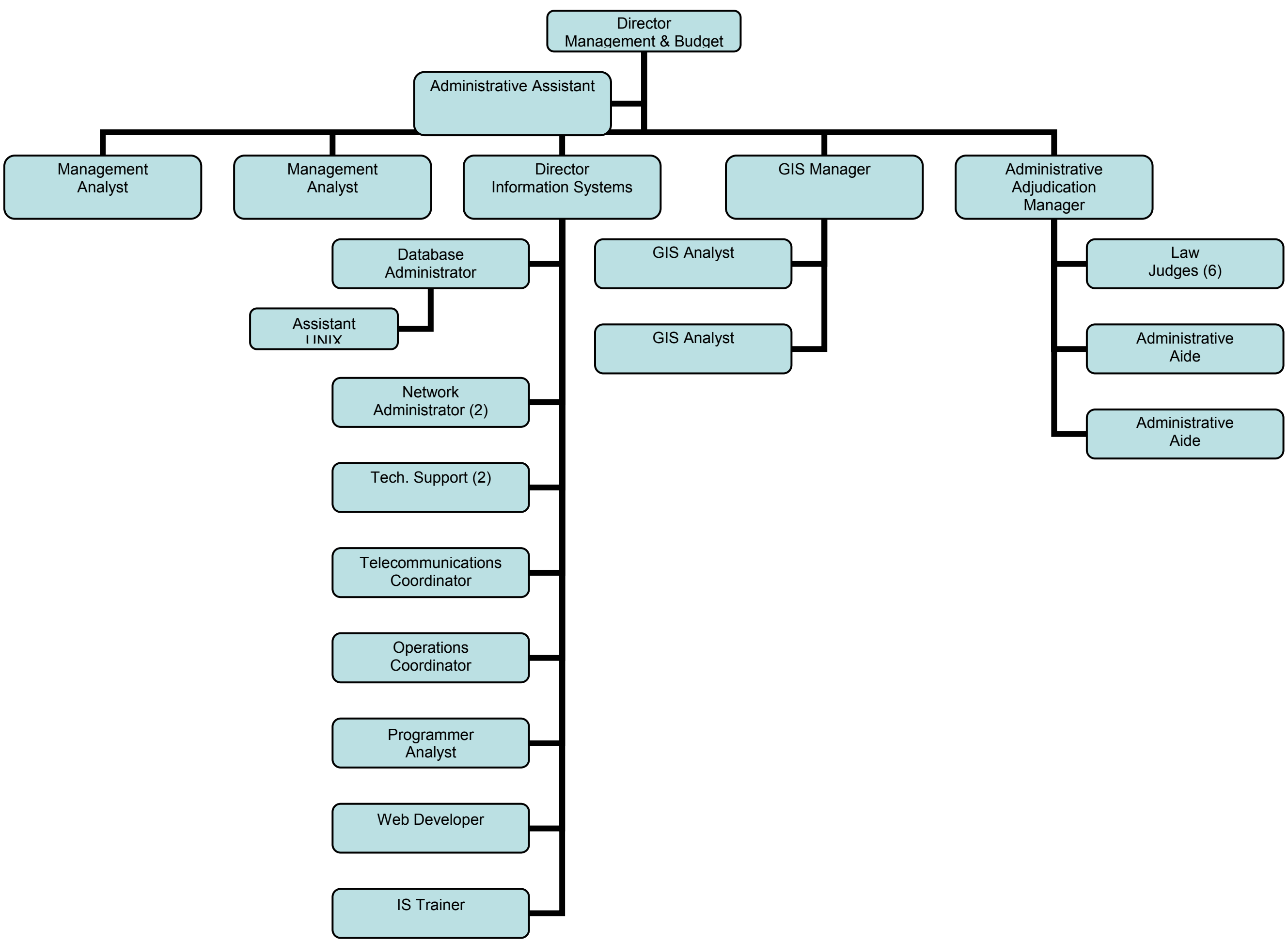
	2003-2004 Appropriation	2004-2005 Approved
1515 FARMER'S MARKET		
61060 SEASONAL EMPLOYEES	6,600	10,000
61110 OVERTIME PAY	4,300	4,300
62205 ADVERTISING	400	600
62275 POSTAGE CHARGEBACKS	200	200
62375 RENTALS	1,500	1,500
68205 CONTINGENCIES	1,000	1,000
1515 FARMER'S MARKET	14,000	17,600

City of Evanston

Office of Management & Budget







Office of Management and Budget

Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved
Expenditures:				
1605 – Budget Office	358,358	258,400	270,000	330,000
1610 – Contingency	6,266,864	8,208,400	6,000,000	6,378,300
1615 – Information Systems Mgmt.	1,089,868	1,307,900	1,200,000	1372100
1620 – GIS	178,739	241,600	210,000	282,600
1625 – Administrative Adjudication	385,640	359,500	376,000	410,100
Total Expenditures:	**$8,279,469**	**$10,375,800**	**$8,056,000**	**$8,773,100**
Revenues:				
Liquor Sales Tax	1,269,251	1,400,000	1,400,000	1,425,000
Liquor Licensing	261,810	250,000	250,000	275,000
Administrative Adjudication	84,173	130,000	110,000	100,000
Total Revenues:	**$1,615,234**	**$1,780,000**	**$1,760,000**	**$1,800,000**

Notes for Financial Summary

The general contingency funds were added to the Office of Management and Budget element in FY 04/05. Contingency provides funds for purposes unanticipated at the time of budget adoption, for salary adjustments and other purposes for which it is necessary to appropriate funds. In addition, overexpenditures or over estimation of revenues within the General Fund are balanced through the use of funds in this element.

Performance Report on FY 2003-2004 Major Program Objectives

Budget Office: Staff assisted in the implementation of JD Edwards financial software for creation of the 04/05 proposed budget and capital improvement plan; assisted in the planning for a City/Northwestern University joint fiberoptic network that will increase the capacity of the City's network capabilities; continued to assist local businesses in understanding liquor laws and maintaining permits; staffed Budget Committee Meetings and Emergency Telephone Board Meetings; maintained the 03/04 Budget and created the 04/05 proposed budget in a timely manner for Council consideration.

Information Systems: Staff facilitated the deployment of the JD Edwards financial system including the technology system, user administration, and report generation; continued upgrades to the telephone system voice mail and call accounting systems; continued tracking of cellular and hardline telephone costs; deployed external access to City email; replaced Personal Computers not meeting minimum performance requirements; continued deployment of Microsoft Windows and Office XP, and trained users to use these systems; implemented WEB based solutions, including online billpay; and continued planning for a backup server and network facility.

Geographic Informaion Systems: Staff continued to assist city departments, elected officials, and residents in obtaining geographic data - including major involvement in the redistricting process; continued investigating a new cooperative agreement with other area municipalities to obtain new aerial photography of the City; created a series of maps and web applications to provide ADA accessibility information to City buildings and properties; provided infrastructure and training, allowing Police personnel to independently create analytical crime maps; added additional geographic layers to City's GIS.

Administrative Adjudication: This division has been operating for 4 years and hears increasingly higher numbers of cases each year. The division aids the City in both the correction of city code violations and in the collection of fees and fines associated with those violations. Last year the Northwest Municipal Conference lauded the program for its creativity and innovation in achieving a high collection rate and maintaining an easy to use paperless on-line appeal process through the City's website. The division continues to receive overwhelmingly positive user comments that the process is fair and convenient. Professionalism and efficiency continue to be main objectives of the division.

Office of Management and Budget

Some of the major program objectives achieved during the past year include: The on-line appeal program, which allows attachments of e-files to serve as evidence; revised ticket and form formats for departmental use; on-going training for staff whom issue citations, to ensure fairness and consistency for both the City and respondents; hearing officers' attendance at administrative law judge training session; and continued development towards adding faulty vehicle equipment, vehicle impoundment, and overweight vehicles to the issues which can be adjudicated in the program.

2004-2005 Department Initiatives

- Construction and implementation of the fiberoptic network.
- Finalization of cooperative agreement for aerial photography.
- Continued work to implement various backend systems and additional functionality for J.D. Edwards software.
- Addition of Taxi cab inspections, faulty vehicle equipment, vehicle impoundment, and overweight vehicles to cases adjudicated by the Administrative Hearings Division.
- Explore the possibility of offering community service in lieu of fines to be assessed by Administrative Hearing Officers.

Office of Management and Budget

1605 – Budget Office

Description of Major Activities

The Budget Office prepares the annual City Budget. Responsibilities include balancing revenues and expenditures, developing program objectives and producing the proposed and approved budgets. During the City Council's budget review, the Budget Office prepares memos and performs other anlysis in response to Council questions. During the year, the Budget Office monitors departmental revenues and expenditures and performance of departments and divisions. The Budget Office supervises the operation of the Information Systems, Geographical Information Systems, and Administrative Adjudication divisions. The Budget Office also completes special projects and studies as directed by the City Manager's Office. The Budget Office provides staff support for the Emergency Telephone System Board and the Liquor Control Commission.

FY 2004-2005 Objectives

- Continue to support implementation of the J.D. Edwards system.
- Enhance budget book through efficient documentation procedures.
- Increase grant revenue.
- Improve monthly reporting and expenditure monitoring for the operating and capital budget.
- Continue support for city departments in preparing and maintaining the budget.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Completion of the Proposed Budget	December 31, 2001	December 31, 2002	December 31, 2003
Completion of the Approved Budget	June 15, 2002	June 15, 2003	June 15, 2004
City Council Budget Memo's Prepared	39	80	90
FULL TIME EQUIVALENT POSITIONS	4	4	4

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
BUDGET
1605

	2003-2004 Appropriation	2004-2005 Approved
1605 BUDGET		
61010 REGULAR PAY	214,200	277,000
61510 HEALTH INSURANCE	21,000	29,700
61615 LIFE INSURANCE	500	600
61625 AUTO ALLOWANCE	1,700	1,700
62210 PRINTING	10,000	10,000
62275 POSTAGE CHARGEBACKS	200	200
62295 TRAINING & TRAVEL	400	400
62320 TELEPHONE CHARGEBACKS	2,200	2,200
62360 MEMBERSHIP DUES	2,000	2,000
62380 COPY MACHINE CHARGES	2,500	2,500
65010 BOOKS, PUBLICATIONS, MAPS	200	200
65095 OFFICE SUPPLIES	1,000	1,000
65555 PERSONAL COMPUTER EQUIPMENT	2,500	2,500
1605 BUDGET	258,400	330,000

Office of Management and Budget

1610 – Contingency

Description of Major Activities

The General Contingency element provides funds for purposes unanticipated at the time of budget adoption. For example, to fund unanticipated salary adjustments for City employees and for other purposes for which it is necessary to appropriate funds mid-year. In addition, over expenditures or over estimation of revenues within the General Fund are balanced through the use of funds in this program element.

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
GENERAL CONTINGENCY
1610

	2003-2004 Appropriation	2004-2005 Approved
1610 GENERAL CONTINGENCY		
61010 REGULAR PAY	1,385,800	100,000
61062 SPECIAL EVENT SALARIES		20,000
61510 HEALTH INSURANCE	561,000	
61760 EMPLOYER'S SHARE - FICA	1,750,000	1,758,400
61765 PENSION CONTR-PART-IMRF	1,740,000	1,748,300
61810 NON FICA MEDICARE PAYMNTS	500,000	500,000
62290 TUITION	20,000	
62305 RENTAL OF AUTO-FLEET SER	96,600	96,600
62661 FOREIGNFIRE INSURANCETAX BOARD		50,000
62665 CONTRIB TO OTHER AGENCIES	50,000	
66020 TRANSFERS TO OTHER FUNDS	1,900,000	1,900,000
66060 KEEP AMERICA BEAUTIFUL	5,000	5,000
68205 CONTINGENCIES	200,000	200,000
1610 GENERAL CONTINGENCY	8,208,400	6,378,300

Office of Management and Budget

1615 – Information Systems

Description of Major Activities

The Information Systems Division provides technology and services that fulfill the City's broad based information technology needs. Information Systems plans resource commitment and provides a stable direction for the future. Information Systems also keeps abreast of state-of-the-art developments in information technology. This division has co-responsibility for product purchases and development projects, which include initiation, management, and successful installation. Duties include the responsibility and authority for review, control, Help Desk support, and improvements in such as areas as:

- Office automation – Text processing, interoffice and interpersonal communications systems, printing services, archival storage, filing systems, and image storage and processing.
- Personal Computers and microprocessors – The proliferation of computers as well as portable and hand-held devices capable of independently processing data and interfacing with other systems.
- Network and application servers – The acquisition and overall management of various server platforms.
- Communications – Data communications, internal and external electronic mail, building to building wide area network, and the management problems of transmission of information.
- Special-purpose systems – Computer-aided software engineering; expert systems as decision-making tools; cooperative work group systems; ticket and badge readers; and a host of other specialized systems or devices that must interface to the City's information systems.
- Telephony – Telephones, PBXs, cabling, call accounting, and voice mail.
- Training – Providing a Citywide training function, which includes desktop productivity tools, answering help desk calls, support documentation, and managing a training facility.
- Internet – WEB site hosting and WEB application deployment.
- Help Desk – Providing city wide hardware and software computing assistance.
- Other duties include:
  - Ensuring the security of all data.
  - Computer and Information System Data Center operations.
  - Designing and managing data communications and telecommunications networks.
  - Development and control of electronic forms.
  - Developing information processing policies and procedures.
  - Conducting feasibility studies of new automated systems
  - Researching potential systems, methods, or equipment that could improve cost-effectiveness or enhance productivity.
  - Developing and implementing office automation systems.

FY 2004-2005 Objectives

- Continue assisting in the deployment of the J. D. Edwards financial system.
- Replace the obsolete telephone, voice mail, and call accounting systems.
- Upgrade the telephone systems to comply with the Illinois E-911 law.
- Replace seventy five personal computers that do not meet minimum performance requirements.
- Continue deploying Microsoft Windows XP and Office XP
- Continue deploying internal and external Internet WEB solutions.
- Deploy the City Fiber network architecture.
- Construct a disaster backup and network facility at the Fleet Service Center and migrate City wide back office services to that facility.
- Begin the consolidation of Network Servers.
- Provide in-house system development and programming that replaces third party development.
- Purchase and install network management tools to monitor the City network for failures and intrusion.

Office of Management and Budget

1615 – Information Systems

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Number of Users with logon privileges	800	848	860
Number of personal computers supported	441	473	480
Number of locations supported	15	15	15
Visits to City WEB site (average per day)	4800	7000	12000
Number of application and network servers supported	24	28	32
Number of Help Desk calls per year	3410	3336	3350
Average time to close a call	2 days	4.5 days	5 days
Percent of Help Desk calls resolved in one day	60%	62.6%	60%
Percent of Help Desk calls resolved in two days	67%	70.%	69%
User Feedback - Problem Solved Satisfactory	97.6%	97.3%	97%
User Feedback - Problem Solved Unsatisfactory	2.4%	2.6%	2.5%
User Feedback - Response time to call - Very Fast	51.6%	64.7%	63%
User Feedback - Response time to call – Fast	20.6%	22.1%	21%
User Feedback - Response time to call – Average	21.2	11.5%	12%
User Feedback - Response time to call – Slow	2.9	1.05%	1.5%
User Feedback - Response time to call - Very Slow	1.2	.53%	.55%
Number of users trained in Computer concepts and Word	40	18	125
Number of users trained in Excel	48	22	100
Number of users trained in other PC productivity tools	125	72	50
Number of users trained in E-mail/Outlook/Internet	125	331	75
FULL TIME EQUIVALENT POSITIONS	10	11	11

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
INFORMATION SYSTEMS MGMT
1615

	2003-2004 Appropriation	2004-2005 Approved
1615 INFORMATION SYSTEMS MGMT		
61010 REGULAR PAY	691,100	740,300
61055 TEMPORARY EMPLOYEES	2,600	2,600
61510 HEALTH INSURANCE	65,000	82,600
61615 LIFE INSURANCE	1,400	1,400
62175 IS SERVICES		75,000
62250 COMPUTER EQUIPMENT MAINT	70,000	85,300
62272 OTHER PROFESSIONAL SERVICES	25,000	
62295 TRAINING & TRAVEL	1,000	1,000
62305 RENTAL OF AUTO-FLEET SER	6,000	6,000
62320 TELEPHONE CHARGEBACKS	211,500	211,500
62340 COMPTER LICENSE & SUPP	119,600	121,700
62360 MEMBERSHIP DUES	3,900	2,900
62380 COPY MACHINE CHARGES	300	300
62520 OTHER CONTRACTUAL SERVICES	87,200	
64540 TELECOMMUNICATIONS - WIRELESS		10,000
64545 PERSONAL COMPUTER SOFTWARE	2,000	2,000
65010 BOOKS, PUBLICATIONS, MAPS	1,000	1,000
65095 OFFICE SUPPLIES	26,700	34,900
66020 TRANSFERS TO OTHER FUNDS	200,000	200,000
66125 SERVICES BILLED OUT	207,400-	207,400-
68205 CONTINGENCIES	1,000	1,000
1615 INFORMATION SYSTEMS MGMT	1,307,900	1,372,100

Office of Management and Budget

1620 – GIS Division

Description of Major Activities

Evanston's Geographical Information System (GIS) offers the City the opportunity to visualize, analyze, and maintain geographically related data in a more enhanced and efficient manner. Data related to addresses, parcels, buildings, streets, utilities, political boundaries, etc, can be incorporated into Evanston's GIS. Once incorporated, it can be maintained, studied, and reviewed in a visual context. Evanston's GIS is responsible for creating and maintaining more than 100 layers of information.

Some examples:

- 16,267 Tax Parcels
- 26,913 Building Structures
- 224 Miles of Streets
- Zoning Districts, Parks, Parking Lots, Beaches, Census data, Wards, 911 Response Plans, Street Sweeping Zones and Tree Trimming Cycles.

It is the goal of Evanston's geographic information system to enable informed decisions and encourage efficient government by providing GIS tools, services and maps to Evanston employees and residents.

FY 2004-2005 Objectives

- Prepare Emergency Operations Center with proper GIS data, software and maps
- Integrate 911 dispatch system with cellular call mapping system
- Integrate GIS with a web based customer service request system

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Map Requests	134	134	135
Permanent geographic layers created	n/a	12	10
External GIS web site interactions per week	2200	3800	3500
Geographic layers maintained	110	130	140
Total:	2444	4076	3876
FULL TIME EQUIVALENT POSITIONS	3	3	3

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
GEOGRAPHIC INFORMATION SYSTEMS
1620

	2003-2004 Appropriation	2004-2005 Approved
1620 GEOGRAPHIC INFORMATION SYSTEMS		
61010 REGULAR PAY	174,300	186,700
61060 SEASONAL EMPLOYEES	10,600	10,600
61510 HEALTH INSURANCE	17,600	22,400
61615 LIFE INSURANCE	200	200
62175 IS SERVICES		10,000
62215 PHOTOGRAPHERS/BLUEPRINTS	200	200
62235 OFFICE EQUIPMENT MAINT	300	300
62250 COMPUTER EQUIPMENT MAINT		4,500
62272 OTHER PROFESSIONAL SERVICES	10,000	
62295 TRAINING & TRAVEL	300	300
62320 TELEPHONE CHARGEBACKS	900	900
62340 COMPTER LICENSE & SUPP	18,200	22,500
62360 MEMBERSHIP DUES	300	300
62380 COPY MACHINE CHARGES	1,100	1,100
62500 TECHNICAL INFORMATION SERVICES		15,000
64545 PERSONAL COMPUTER SOFTWARE	5,000	5,000
65010 BOOKS, PUBLICATIONS, MAPS	500	500
65085 MINOR EQUIPMENT & TOOLS	500	500
65090 SAFETY EQUIPMENT	100	100
65095 OFFICE SUPPLIES	1,000	1,000
65105 PHOTO/DRAFTING SUPPLIE	500	500
1620 GEOGRAPHIC INFORMATION SYSTEMS	**241,600**	**282,600**

Office of Management and Budget

1625 – Administrative Adjudication

Description of Major Activities

The Administrative Adjudication office conducts adjudicatory hearings for all City code violations with the exception of those involving incarceration and moving traffic violations. A city managed hearings program was developed and has been proven to achieve the following outcomes:

- Provide a forum where charges of code violations can be resolved in an impartial and efficient manner.
- Increase revenue by eliminating court costs previously paid to the county.
- Increase the field work time of police, fire, parking enforcement and property inspectors and park rangers since they no longer need to appear in court.
- Improve the quality of life of citizens by reducing and/or eliminating many nuisance violations which took long periods of time to correct in Circuit Court.
- Educate citizens about the adjudicatory process so they will utilize the system and appreciate the benefits the program offers to them and to the City.

FY 2004-2005 Objectives

1. Addition of Taxi cab inspections, faulty vehicle equipment, vehicle impoundment, and overweight vehicles to cases adjudicated by the Administrative Hearings Division.
2. Continue to identify and resolve any citizen complaints regarding the process of Administrative Adjudication. Determine procedural changes which can be made to improve the process.
3. Explore offering community service, in lieu of fines, to be assessed by Administrative Hearing Officers.
4. Establish capability of on-line payments for all fines.

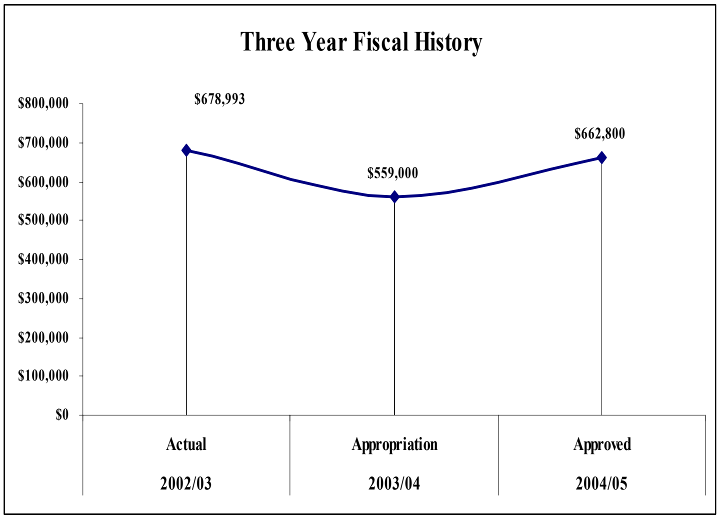
Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Number of parking summons issued	40,000	42,967	44,000
Number of parking tickets adjudicated	n/a	35,140	36,000
Percentage paid prior to hearing (parking)	n/a	22%	25%
Percentage paid after hearing (parking)	n/a	44%	45%
Number of property citations adjudicated	36	40	40
Number of police cases adjudicated	n/a	215	215
Other cases adjudicated (fire, health, parks)	n/a	41	50
Percentage of code cases paid	n/a	48%	50%
FULL TIME EQUIVALENT POSITIONS	4	3.50	3.50

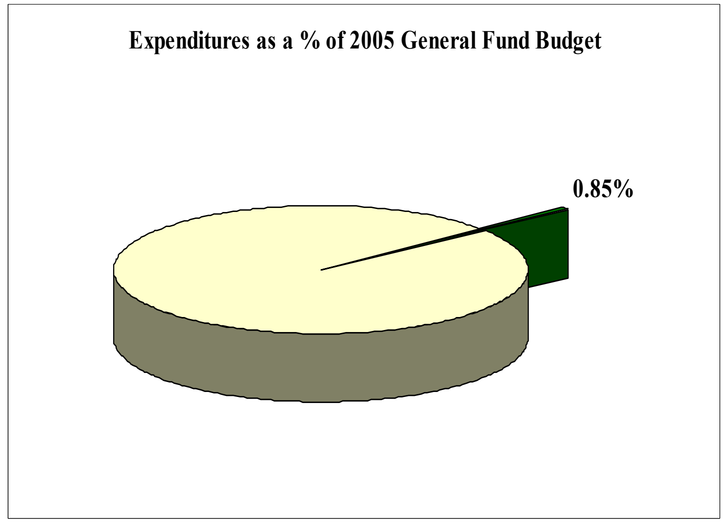
Approved Adjustments in 2004-2005 Budget

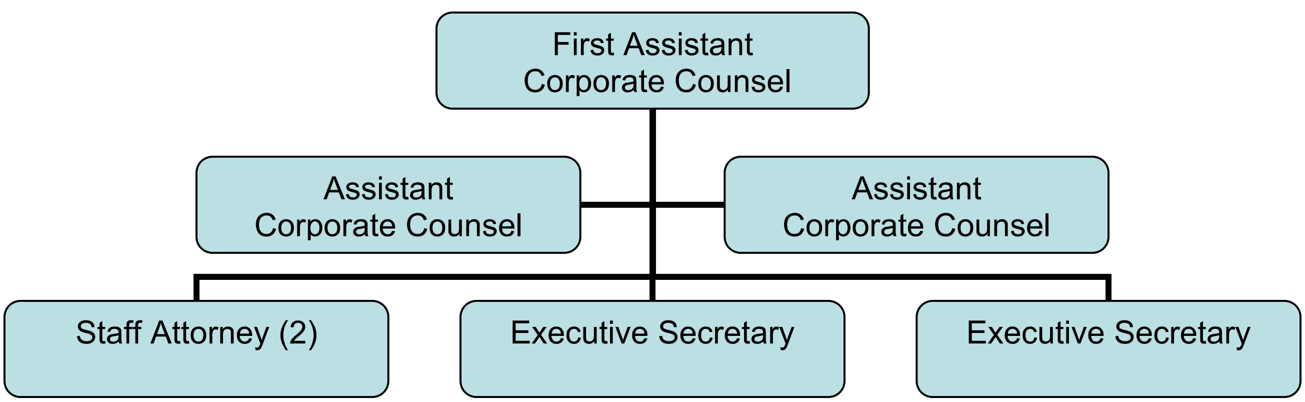
CITY OF EVANSTON
ADMINISTRATIVE ADJUDICATION
1625

	2003-2004 Appropriation	2004-2005 Approved
1625 ADMINISTRATIVE ADJUDICATION		
61010 REGULAR PAY	144,200	154,500
61050 PERMANENT PART-TIME	116,400	118,400
61055 TEMPORARY EMPLOYEES	4,200	4,200
61110 OVERTIME PAY	1,000	1,000
61510 HEALTH INSURANCE	17,300	22,000
61615 LIFE INSURANCE	300	300
62130 LEGAL SERVICES - GENERAL	1,500	1,500
62210 PRINTING	1,000	1,000
62235 OFFICE EQUIPMENT MAINT	500	500
62272 OTHER PROFESSIONAL SERVICES	30,000	
62275 POSTAGE CHARGEBACKS		30,000
62295 TRAINING & TRAVEL	400	400
62315 POSTAGE	15,000	25,000
62320 TELEPHONE CHARGEBACKS	2,700	2,700
62345 COURT COST/LITIGATION	2,500	2,500
62380 COPY MACHINE CHARGES	500	500
62456 OUTSIDE MAIL SERVICES		3,000
62500 TECHNICAL INFORMATION SERVICES		20,000
64540 TELECOMMUNICATIONS - WIRELESS		600
65010 BOOKS, PUBLICATIONS, MAPS	500	500
65045 LICENSING/REGULATORY SUPP	15,000	15,000
65085 MINOR EQUIPMENT & TOOLS	2,000	2,000
65095 OFFICE SUPPLIES	4,000	4,000
68205 CONTINGENCIES	500	500
1625 ADMINISTRATIVE ADJUDICATION	359,500	410,100

Legal


Three Year Fiscal History
$800,000
$700,000
$600,000
$500,000
$400,000
$300,000
$200,000
$100,000
$0
$678,993
$559,000
$662,800
Actual
2002/03
Appropriation
2003/04
Approved
2004/05


Expenditures as a % of 2005 General Fund Budget
0.85%


First Assistant Corporate Counsel
Assistant Corporate Counsel
Assistant Corporate Counsel
Staff Attorney (2)
Executive Secretary
Executive Secretary

Legal Department

Financial Summary

	2002-2003 Actual		2003-2004 Appropriation		2003-2004 Estimated Actual		2004-2005 Appropriation Approved
Expenditures:							
1705 – Legal Administration	678,993		559,000		550,000		662,800
Total Expenditures:	**$ 678,993**		**$ 559,000**		**$ 550,000**		**$ 662,800**
Revenues:							
Damages – General Fund	34,359		25,000		32,157		40,000
Damages – Fleet Services Fund	15,000		15,000		15,700		15,700
Total Revenues:	**$ 49,359**		**$ 40,000**		**$ 47,857**		**$ 55,700**

Notes for Financial Summary

The 2004-2005 Legal Department Budget includes funds for an attorney specializing in land use. This position was added during budget deliberations.

Performance Report on FY 2003-2004 Major Program Objectives

FY 03-04 has been a year affected by major litigation. Major decisions either completely resolving or limiting the extent of litigation have been entered in the following matters: Palmer, Paul, Prado-Devaul, Simmons, Upton, and Vineyard. The Law Department attorneys have been increasingly involved in administrative adjudication and defending appeals in administrative review.

2004-2005 Department Initiatives

The most significant and important project in the Law Department is the appeal of the Prado-Devaul matter.

Additional significant litigation that will occur in 2004-2005 includes: Bledsoe, Hicks, Keefe Shea, Khan, Klujewski, Northwestern University, and Shah.

The Legal Department will work with the Finance Department in order to formulate funding strategies for all outstanding and projected litigation.

Legal Department

1705 – Legal Department

Description of Major Activities

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

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 liabilty, all-risk property, ambulance attendant, 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.

FY 2004-2005 Objectives

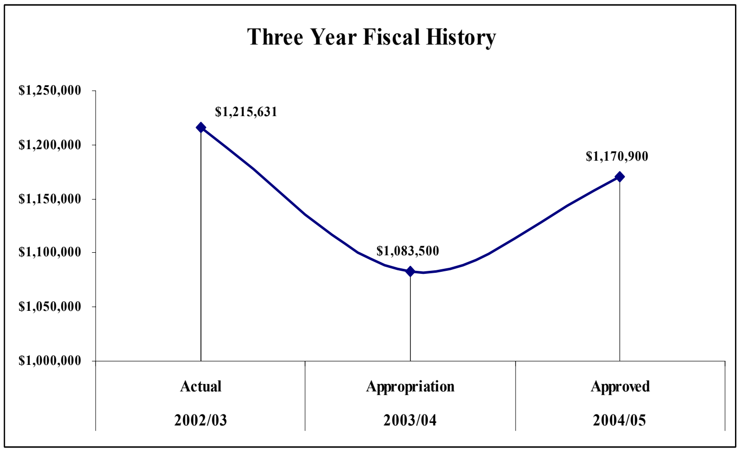
- To implement the exclusive prosecution of overweight truck and truck related safety issues through the adoption of new ordinances and the prosecution of violations through administrative adjudication, as well as the courts of the Second Municipal District, thereby insuring the safety of City of Evanston truck routes, the maintenance of the surface and sub-surface of truck route streets, and the safety of the residents and visitors to Evanston.
- To satisfactorily resolve major litigation (value in excess of $300,000.00) thereby reducing legal expenses for ensuing fiscal years.
- To respond to departmental requests for legal action in a prompt and timely fashion (contact will be made with the requesting department within one business day of request).
- To develop operating efficiencies between the Legal Department and other operating Departments to ensure that all Council Agenda items are available in a timely manner (no later than 2 p.m. Wednesday of a packet week).
- To implement the Third Party Administration of general liability matters and coordinate that administration with Worker's Compensation administration.
- To resolve outstanding property tax issues by filing exemptions, certificates of error and initiating legal actions as necessary.
- To enhance the Risk Transfer and Subrogation programs by better coordination and reporting of claims and costs.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
1. Ordinance cases prosecuted (animal, aggressive panhandling, curfew, disorderly conduct)	1,000	500	500
2. Traffic prosecution cases	7,500	7,500	7,500
3. Ordinances written and/or reviewed	125	162	162
4. Resolutions written and/or reviewed	98	118	118
5. Opinions written	50	50	85
6. Administrative adjudication (including appeals)	175	250	250
7. Truck Safety Prosecutions (including overweight)			15
Total:	8,948	8,580	8,630
FULL TIME EQUIVALENT POSITIONS	6	6	7

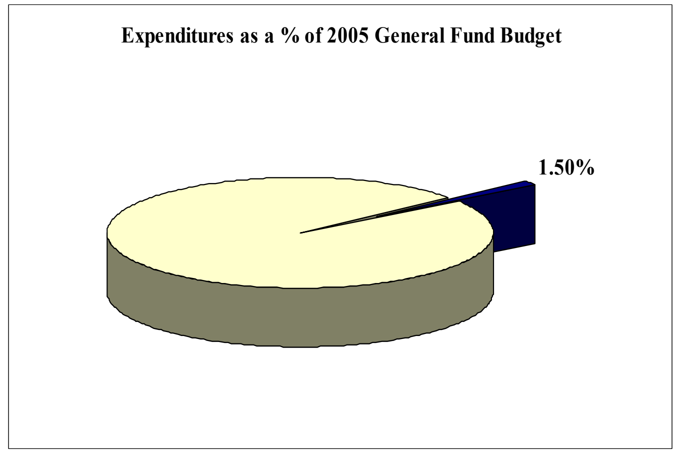
Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
LEGAL ADMINISTRATION
1705

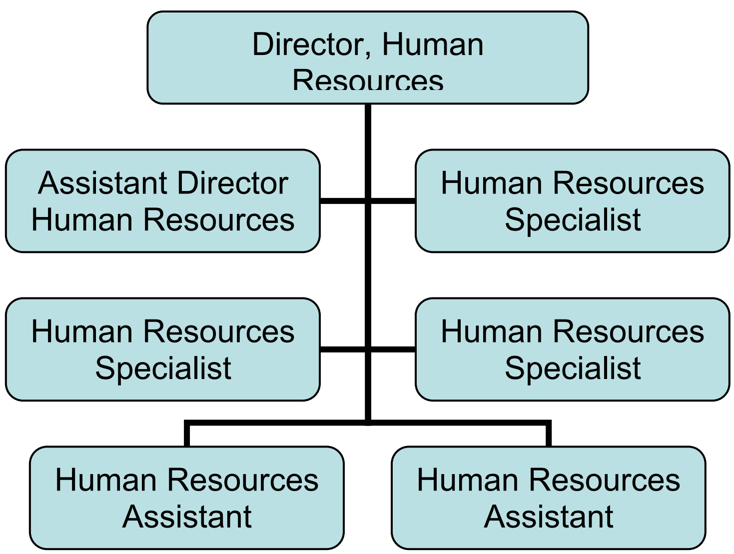
	2003-2004 Appropriation	2004-2005 Approved
1705 LEGAL ADMINISTRATION		
61010 REGULAR PAY	409,500	494,100
61510 HEALTH INSURANCE	35,500	54,600
61615 LIFE INSURANCE	1,200	1,300
61625 AUTO ALLOWANCE	1,700	1,700
62130 LEGAL SERVICES - GENERAL	75,000	75,000
62275 POSTAGE CHARGEBACKS	600	600
62295 TRAINING & TRAVEL	600	600
62320 TELEPHONE CHARGEBACKS	5,800	5,800
62345 COURT COST/LITIGATION	15,000	15,000
62360 MEMBERSHIP DUES	1,400	1,400
62380 COPY MACHINE CHARGES	1,800	1,800
65010 BOOKS, PUBLICATIONS, MAPS	10,000	10,000
65095 OFFICE SUPPLIES	900	900
1705 LEGAL ADMINISTRATION	559,000	662,800



Three Year Fiscal History
$1,250,000
$1,200,000
$1,150,000
$1,100,000
$1,050,000
$1,000,000
$1,215,631
$1,083,500
$1,170,900
Actual
2002/03
Appropriation
2003/04
Approved
2004/05



Expenditures as a % of 2005 General Fund Budget
1.50%



Director, Human Resources
Assistant Director Human Resources
Human Resources Specialist
Human Resources Specialist
Human Resources Specialist
Human Resources Assistant
Human Resources Assistant

Human Resources Department

Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved
Expenditures:				
1905 –HR General Support	1,215,631	1,083,500	1,040,500	1,170,900
Total Expenditures:	**$ 1,215,631**	**$ 1,083,500**	**$ 1,040,500**	**$ 1,170,900**

Notes for Financial Summary

$60,000 of the increase in HR is related to Police/Fire testing and increased Unemployment Compensation coverage.

Performance Report on FY 2003-2004 Major Program Objectives

Turnover continues at a high level in the organization, continuing last year's trends. Sixty-one positions were filled during the first half of FY03-04, and 107 positions were filled during all of FY02-03. For the current fiscal year, vacancies were caused by resignation (47%), promotion (19%), retirement (23%) and discharge (11%). Retirements will continue to increase in the next several years as nearly 15% of the organization reaches retirement age. General labor market trends of employees moving from job to job are reflected in our organization as well, with nearly half of all vacancies caused by resignations.

Human Resources and the operating departments continue to refine and improve selection and performance evaluation processes so that we hire and retain highly qualified employees. New JD Edwards HR software relating to recruitment and applicant management was implemented October 1, 2003, and has added efficiency to the HR process. Future software applications include electronic resume review, correspondence generation and distribution, and data analysis.

The major activity of this fiscal year has been the addition of approximately 275 positions to the AFSCME bargaining unit. The negotiations for a new contract began in March 2003 with the certification of the new bargaining unit. Union ratification and City Council approval occurred in September. HR is providing significant on-going training for supervisors and managers to ensure maximum consistency with operational needs of the various work sites.

Conversion of information and preparation for implementation of the new HR software system has been another major focus of this fiscal year with the goal being increased ability for data analysis and efficiency in human resources management.

2004-2005 Department Initiatives

For FY 04/05, the Human Resources Department will concentrate its efforts on filling vacant positions expeditiously, attracting and retaining excellent candidates and employees, and maintaining and improving the City's organizational diversity. We will complete implementation of the HR software system modules, and maintain data and records with the system, streamlining areas of workload while allowing more time to devote to overall management of the human resources function of the City. Training of supervisors and managers will continue to be a major focus, along with further software improvements to aid in performance evaluation and related areas. Labor-management relationships will continue to be a major component of our work. Implementation of the third-party administrator for worker's compensation will reduce paperwork and time spent on purely administrative functions and increase attention and focus on major cases where significant attention is warranted. Examination of wage and benefit packages for non-represented employees will also be undertaken so that we can attract and retain highly qualified employees.

Human Resources

1805 – Human Resources

Description of Major Activities

The Human Resources Department is responsible for compliance in all human resources activities with applicable local Civil Service ordinances and rules, State and Federal requirements, Equal Employment Opportunity guidelines and union contracts. Actions regarding employees are reviewed and approved to ensure such compliance. The Human Resources Department provides ongoing assistance to the operating departments and employees in all areas of employment including recruitment, selection, position classification, salary administration, promotion, performance evaluation, training, benefit administration, discipline, on-the-job injuries, disability, employee problems, and labor relations with the City's four unions.

FY 2004-2005 Objectives

- Complete implementation of third-party administrator and related safety and risk management program activities by February 28, 2005.
- Complete implementation of new AFSCME contract with on-going management and supervisory training, consultation and evaluation.
- Prepare for and implement the Performance Management module in the JD Edwards system by updating job descriptions and performance evaluation standards, and providing training and consultation to the managers and supervisors.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Civil Service Commission meetings	12	18	12
Labor contract negotiated	2	4	2
Supervisory/management training programs	12	30	24
FULL TIME EQUIVALENT POSITIONS	3	7	7

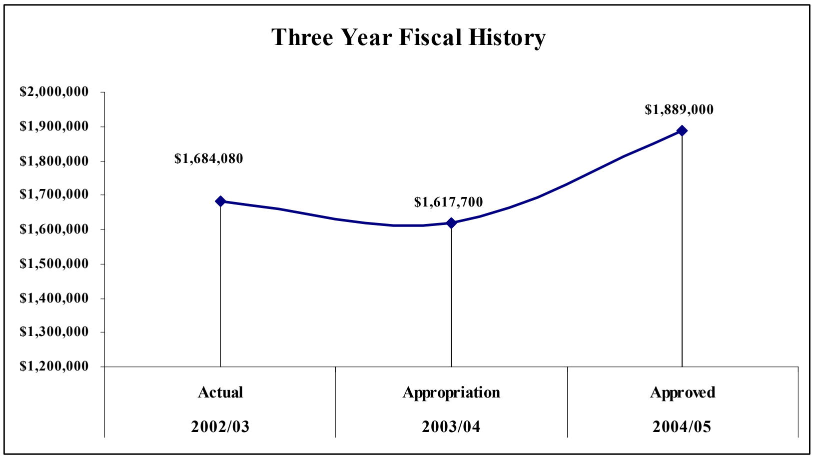
Approved Adjustments in 2004-2005 Budget

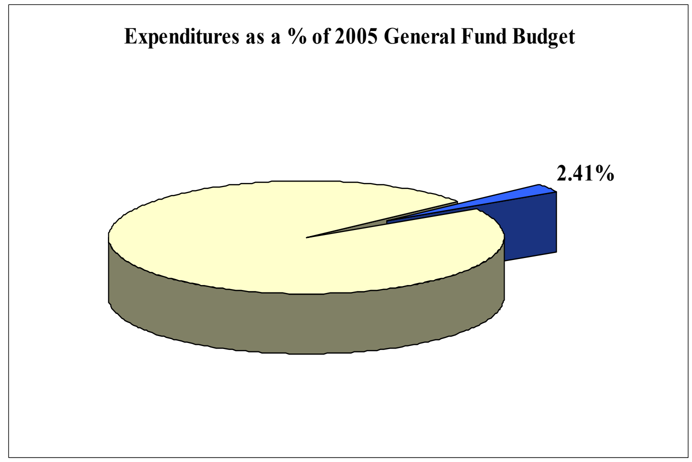
CITY OF EVANSTON
HUMAN RESOURCES GEN SUPPORT
1805

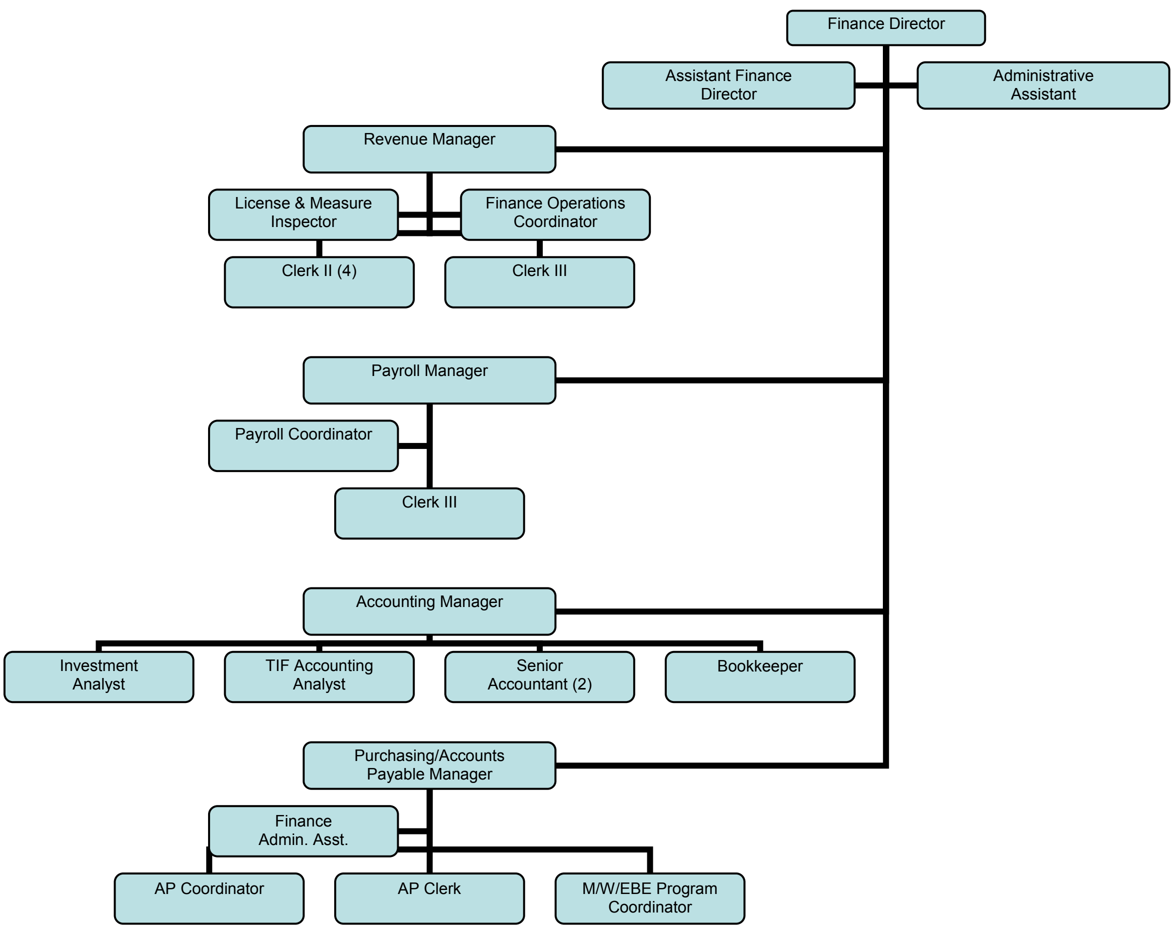
	2003-2004 Appropriation	2004-2005 Approved
1805 HUMAN RESOURCES GEN SUPPORT		
61010 REGULAR PAY	464,100	497,200
61510 HEALTH INSURANCE	41,300	52,500
61615 LIFE INSURANCE	800	800
61625 AUTO ALLOWANCE	3,200	3,200
62130 LEGAL SERVICES - GENERAL	500	500
62160 EMPLOYMENT TESTING SERVICES		90,000
62205 ADVERTISING	80,000	80,000
62235 OFFICE EQUIPMENT MAINT	100	100
62270 MEDICAL/HOSPITAL SERVICES	32,000	45,000
62272 OTHER PROFESSIONAL SERVICES	90,000	
62274 TEST ADMINISTRATION	40,000	60,000
62275 POSTAGE CHARGEBACKS	2,700	2,700
62290 TUITION	65,000	65,000
62295 TRAINING & TRAVEL	700	800
62310 CITY WIDE TRAINING	150,000	150,000
62320 TELEPHONE CHARGEBACKS	2,400	2,400
62345 COURT COST/LITIGATION	500	500
62360 MEMBERSHIP DUES	1,800	1,800
62380 COPY MACHINE CHARGES	5,800	5,800
62630 UNEMP. COMP. & ADMIN. FEE	80,000	90,000
65010 BOOKS, PUBLICATIONS, MAPS	1,600	1,600
65095 OFFICE SUPPLIES	3,500	3,500
65125 OTHER COMMODITIES	17,500	17,500
1805 HUMAN RESOURCES GEN SUPPORT	**1,083,500**	**1,170,900**

City of Evanston

Finance







Finance Department

Financial Summary

	2002-2003 Actual		2003-2004 Appropriation		2003-2004 Estimated Actual		2004-2005 Appropriation Approved
Expenditures:							
1905 – Finance General Support	255,148		266,000		266,000		436,900
1910 – Revenue Division	488,054		492,200		500,000		522,900
1915 – Payroll	176,296		195,300		197,000		212,300
1920 – Accounting	461,682		402,900		415,000		431,800
1925 – Purchasing/AP/MWEBE	302,900		261,300		280,000		285,100
Total Expenditures:	**$ 1,684,080**		**$ 1,617,700**		**$ 1,658,000**		**$ 1,889,000**

Notes for Financial Summary

The Finance General Support expenditures reflect an increase of $150,000 for the maintenance expenditures related to the JD Edwards financial software system.

Performance Report on FY 2003-2004 Major Program Objectives

The department:
- Implemented and monitored the FY 2004 budget
- Prepared and issued the FY 2003 Comprehensive Annual Financial Report
- Was awarded the Certificate of Achievement for Financial Reporting from the GFOA
- Successfully refinanced two debt issues
- Successfully issued $12 million in capital bonds
- Successfully implemented general ledger, purchasing, accounts payable and revenue entry on the new JD Edwards financial system

2004-2005 Department Initiatives

For FY 2005 the major department initiatives will be:
- Implementation of the HR/Payroll portions of the JD Edwards financial system
- Implementation of the capital improvements portion of the JD Edwards financial system
- Completion of the annual comprehensive annual financial report

Finance Department

1905 – Finance General Support

Description of Major Activities

The Finance Director is responsible for the central financial functions of the City. Duties include providing tehcnical support, as well as participation in the formulation and execution of the City's financial policies. The Finance program includes accounting, collections, financial services, purchasing, and budgetary support. Direction and coordination are also provided for the following four divisions:

- Accounting
- Collections
- Purchasing and Accounts Payable
- Payroll

The department is also responsible for the management of the City's Minotiry/Women/Evanston Business Enterprise program.

FY 2004-2005 Objectives

- Complete implementation of the new JD Edwards financial system including Human Resources/Payroll, grants, project management and possibly Accounts Receivable.
- Implement new banking relations.
- Implement improved investment program.
- Complete annual CAFR and GASB 34 regulations by September 1, 2004.
- Issue 2004 Bonds.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Percent of available cash invested	99	99	99
Bond Issuances	1	3	1
Monthly financial management reports	12	12	12
Implement final phases of financial software (percent)			1
FULL TIME EQUIVALENT POSITIONS	3	2	2

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
FINANCE GENERAL SUPPORT
1905

	2003-2004 Appropriation	2004-2005 Approved
1905 FINANCE GENERAL SUPPORT		
61010 REGULAR PAY	225,000	241,000
61060 SEASONAL EMPLOYEES	7,000	7,000
61510 HEALTH INSURANCE	18,100	23,000
61615 LIFE INSURANCE	600	600
61625 AUTO ALLOWANCE	1,700	1,700
62275 POSTAGE CHARGEBACKS	900	900
62295 TRAINING & TRAVEL	300	300
62320 TELEPHONE CHARGEBACKS	4,700	4,700
62340 COMPTER LICENSE & SUPP		150,000
62360 MEMBERSHIP DUES	1,000	1,000
62380 COPY MACHINE CHARGES	1,400	1,400
64545 PERSONAL COMPUTER SOFTWARE	2,000	2,000
65010 BOOKS, PUBLICATIONS, MAPS	900	900
65095 OFFICE SUPPLIES	2,000	2,000
68205 CONTINGENCIES	400	400
1905 FINANCE GENERAL SUPPORT	266,000	436,900

Finance Department

1910 – Revenue Division

Description of Major Activities

The City Collector's Office is the regulatory revenue enforcemnt agency of the City of Evanston. It is the cashiering hub for the City, centralizing the many cashiering satellite stations set up in many departments. The Collector's Office receives $50 million annually and makes deposits daily. All other City revenue and payment streams are processed through daily deposits which are prepared by the satellite cashiering stations. The office also coordinates bank lockbox deposits originating from the bank processing center, as well as Internet deposit information generated from water bill payments via the City website. In addition, the Office is responsible for the credit card processing system used throughout the City. The Collector's Office is directly responsible for the logistics and administration of several revenue generating streams generating over $2 million in license revenues for General Fund purposes. These include the management of business license regulatory matters, vehicle licensing (Wheel Tax), animal licensing and taxi cab industry licensing and regulation. Many of these activities are effectively accomplished only through the many partnership relationships it has fostered with other Departments and within the Evanston Community.

FY 2004-2005 Objectives

- Initiate parking ticket and Wheel Tax/Vehicle Sticker payments via the City website.
- Finalize implementation of water bill payments via City Web site.
- Begin process for demonstration, trial and implementation for a comprehensive Accounts Receivable (AR) software system in order to boost revenue collection and tracking via a centralized system.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Water Bills Processed Total	85,500	85,500	85,500
Avg # of Delinquent Accts/shut off cycle	450	375	350
Actual # of Accts Sched./shut off cycle	60	60	60
Amount outstanding past due for shut off	80,000	75,000	75,000
Number of Vehicle Stickers Issued	32,500	34,500	35,000
Number of Business Licenses Processed	2,500	2,500	2,500
Number of Animal Licenses Issued	2,600	2,550	2,750
Number of Citation Payments Processed	104,000	111,000	113,000
A/R Invoices Processed Manually	5,000	6,000	7,500
# Inv/Checks sent to Collection Agency	1,000	1,000	1,000
Cigarette Stamps Issued	2.0 Million	2.0 Million	2.0 Million
Daily Deposits Prepared	260	260	260
Subsidized Taxi Coupons Sold	46,000	46,000	46,000
Taxicab Medallion Business Licenses Issued	140	140	140
Taxicab Inspections	560	560	560
Taximeter Inspections	560	560	560
Gasoline Pumps Inspected	200	190	190
Scales Inspected	150	160	160
UPC Optical Scanners Inspected	40	40	50
FULL TIME EQUIVALENT POSITIONS	7.5	8	8

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
REVENUE DIVISION
1910

	2003-2004 Appropriation	2004-2005 Approved
1910 REVENUE DIVISION		
61010 REGULAR PAY	277,000	330,200
61050 PERMANENT PART-TIME	33,500	
61110 OVERTIME PAY	7,700	7,700
61510 HEALTH INSURANCE	40,900	51,900
61615 LIFE INSURANCE	500	500
62205 ADVERTISING	200	200
62235 OFFICE EQUIPMENT MAINT	300	300
62275 POSTAGE CHARGEBACKS	31,000	31,000
62295 TRAINING & TRAVEL	800	800
62305 RENTAL OF AUTO-FLEET SER	5,100	5,100
62315 POSTAGE	15,000	15,000
62320 TELEPHONE CHARGEBACKS	5,200	5,200
62360 MEMBERSHIP DUES	800	800
62380 COPY MACHINE CHARGES	1,200	1,200
62455 WTR/SWR BILL PRINT AND MAIL CO		12,000
62520 OTHER CONTRACTUAL SERVICES	12,000	
64545 PERSONAL COMPUTER SOFTWARE	6,000	6,000
65045 LICENSING/REGULATORY SUPP	50,000	50,000
65095 OFFICE SUPPLIES	5,000	5,000
1910 REVENUE DIVISION	492,200	522,900

Finance Department

1915 – Payroll Division

Description of Major Activities

The Payroll Division is responsible for the ongoing bi-weekly payroll for more than 1,100 permanent, part-time and temporary City employees. During the summer, payroll increases by more than 400 employees due to the Recreation summer staff and the City's Summer Youth Program. The primary objective of the Payroll Division is to produce a timely and accurate payroll run that is in compliance with the federal and state payroll tax laws. This function performs quarterly and annual reconciliations of FICA, Medicare, Federal and State withholding liabilities, as well as Unemployment Compensation, used in preparing the federal and state payroll tax returns. Special year-end activities include the preparation, balancing and distribution of W-2's as well as special year-end rollovers and audits of the City's payroll records.

The Payroll Division interfaces with the Finance, Budget and Human Resources staff on an ongoing basis to develop and implement software enhancements that will streamline existing methods and automate manual processes with the assurance that good internal controls are in place.

FY 2004-2005 Objectives

- Continue staff education in the legal and payroll aspects of garnishments.
- Implement the new financial JD Edwards Payroll software by February 2004.
- Continue to provide good customer service to internal as well as external customers.
- Work with Information System in developing a disaster plan.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
1. Regular checks issued	32,500	32,700	33,000
2. Manual checks issued	150	150	150
Total:	32650	32850	33,150
FULL TIME EQUIVALENT POSITIONS	3.50	3.50	3.50

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
PAYROLL
1915

	2003-2004 Appropriation	2004-2005 Approved
1915 PAYROLL		
61010 REGULAR PAY	170,600	182,800
61110 OVERTIME PAY	1,300	1,300
61510 HEALTH INSURANCE	17,700	22,500
61615 LIFE INSURANCE	400	400
62275 POSTAGE CHARGEBACKS	200	200
62295 TRAINING & TRAVEL	400	400
62320 TELEPHONE CHARGEBACKS	2,500	2,500
62360 MEMBERSHIP DUES	500	500
62380 COPY MACHINE CHARGES	400	400
65010 BOOKS, PUBLICATIONS, MAPS	500	500
65095 OFFICE SUPPLIES	800	800
1915 PAYROLL	195,300	212,300

Finance Department

1920 – Accounting Division

Description of Major Activities

The Accounting staff records transactions to present the financial position of the City's funds in accordance with generally accepted accounting principles (GAAP) promulgated by the Governmental Accounting Standards Board (GASB). The staff compiles appropriate interim financial information to facilitate management control of financial operations and prepares the Comprehensive Annual Financial Report (CAFR). The division also oversees various special audits of the City's financial records and prepares both the Police and Forefighter's Pension Fund's Annual Statements to be filed with the Illinois Department of Insurance.

FY 2004-2005 Objectives

- Build a library of reports for new financial system.
- Educate all accounting staff on the requirements of new financial statements under GASB 34.
- Examine existing investment software and evaluate alternatives by October 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Preparation of final fund trial balance for annual independent audit	7/30/02	7/30/03	7/30/04
Preparation of Schedule of Federal Financial Assistance for the Single Audit Act of 1984	9/15/02	9/15/03	9/15/04
FULL TIME EQUIVALENT POSITIONS	6	6	6

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
ACCOUNTING
1920

	2003-2004 Appropriation	2004-2005 Approved
1920 ACCOUNTING		
61010 REGULAR PAY	293,700	314,600
61110 OVERTIME PAY	2,000	2,000
61510 HEALTH INSURANCE	29,500	37,500
61615 LIFE INSURANCE	600	600
62110 AUDITING	62,000	62,000
62185 OTHER CONSULTING SERVICES		800
62205 ADVERTISING	2,300	2,300
62235 OFFICE EQUIPMENT MAINT	100	100
62272 OTHER PROFESSIONAL SERVICES	800	
62275 POSTAGE CHARGEBACKS	600	600
62295 TRAINING & TRAVEL	700	700
62320 TELEPHONE CHARGEBACKS	4,500	4,500
62340 COMPTER LICENSE & SUPP	600	600
62360 MEMBERSHIP DUES	1,600	1,600
62380 COPY MACHINE CHARGES	600	600
65010 BOOKS, PUBLICATIONS, MAPS	500	500
65095 OFFICE SUPPLIES	2,800	2,800
1920 ACCOUNTING	402,900	431,800

Finance Department

1925 – Purchasing Division

Description of Major Activities

The Purchasing and Accounts Payable program element places purchase orders and contracts to obtain the equipment, materials and services required by the City. The purchasing director manages the contract solicitation process and assures conformance with all legal bidding requirements. Research is conducted on new technology, products and methods, and departments are assisted with pre-purchase commodity and vendor information. The director also works with other governmental jurisdictions for joint purchasing. The purchasing element also administers the accounts payable function by reviewing and processing all bills and accounts payable checks for payment. The purchasing director also promotes and supervises the Minority/Women/Evanston Business Enterprise Program.

The primary goal of the City of Evanston's Minority/Women/Evanston Business is to ensure that firms in Evanston and those firms owned by Minorities and Women are afforded the maximum opportunity to participate in the City's procurement process and development projects. This goal is achieved in a variety of ways, including but not limited to: consistently notifying firms of bidding opportunities, educating program participaants about the bidding process, and monitoring the utilization of progress prarticipants on City contracts.

A secondary, albeit equally important, goal of the program is technical assistance. The needs of the program participants are identified through informal conversations and needs analysis surveys. Current technical assistance measures include seminars and referrals, but plans are underway for a newsletter and individual counseling (not already provided by the local Small Business Development Center).

FY 2004-2005 Objectives

- Staff training on the new purchasing/accounts payable procedures manual, in conjunction with training on the new financial software implementation by June 2004.
- Implement new standardized contracts for all bids and proposals by March 2004.
- Increase monitoring of contract compliance through increased reporting and site visits.
- Hold two project specific opportunity fairs for interested M/W/EBE firms to learn about subcontracting opportunities.
- Require all new contracts be in electronic format and entered into new financial software along with purchase order.
- Work with M/W/EBE Committee on potential employment strategies for Evanston residents.

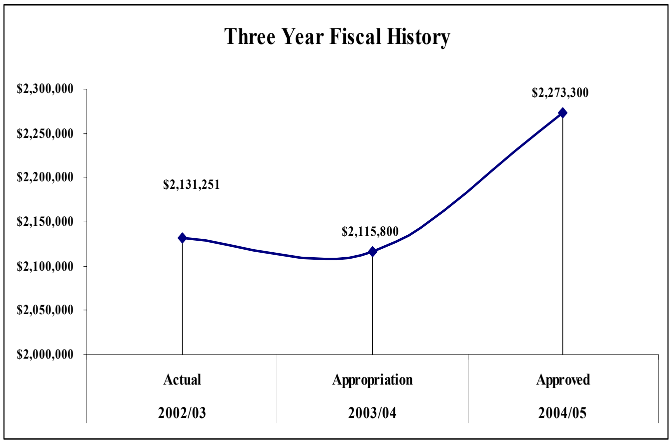
Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Purchase orders issued	1,000	1,000	1,575
Bid items purchased	175	175	250
Term agreements issued	20	20	35
Vouchers/invoices processed	10,000	10,000	17,000
M/W/BE solicited	800	800	1,200
Advisory Committee meetings	10	10	10
Project site visits	20	20	28
Pre-bid meetings	20	20	28
FULL TIME EQUIVALENT POSITIONS	4	5	5

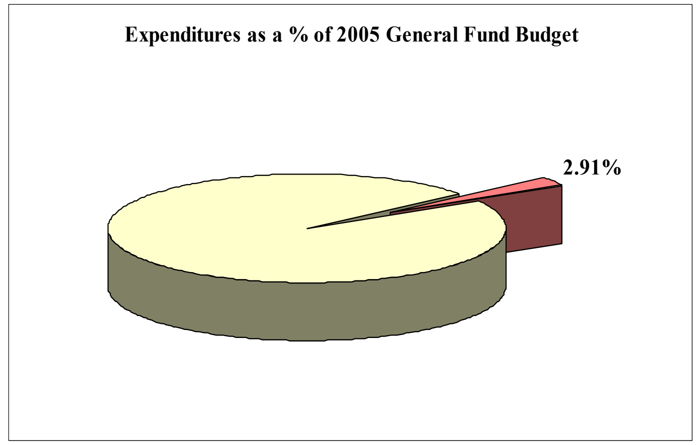
Approved Adjustments in 2004-2005 Budget

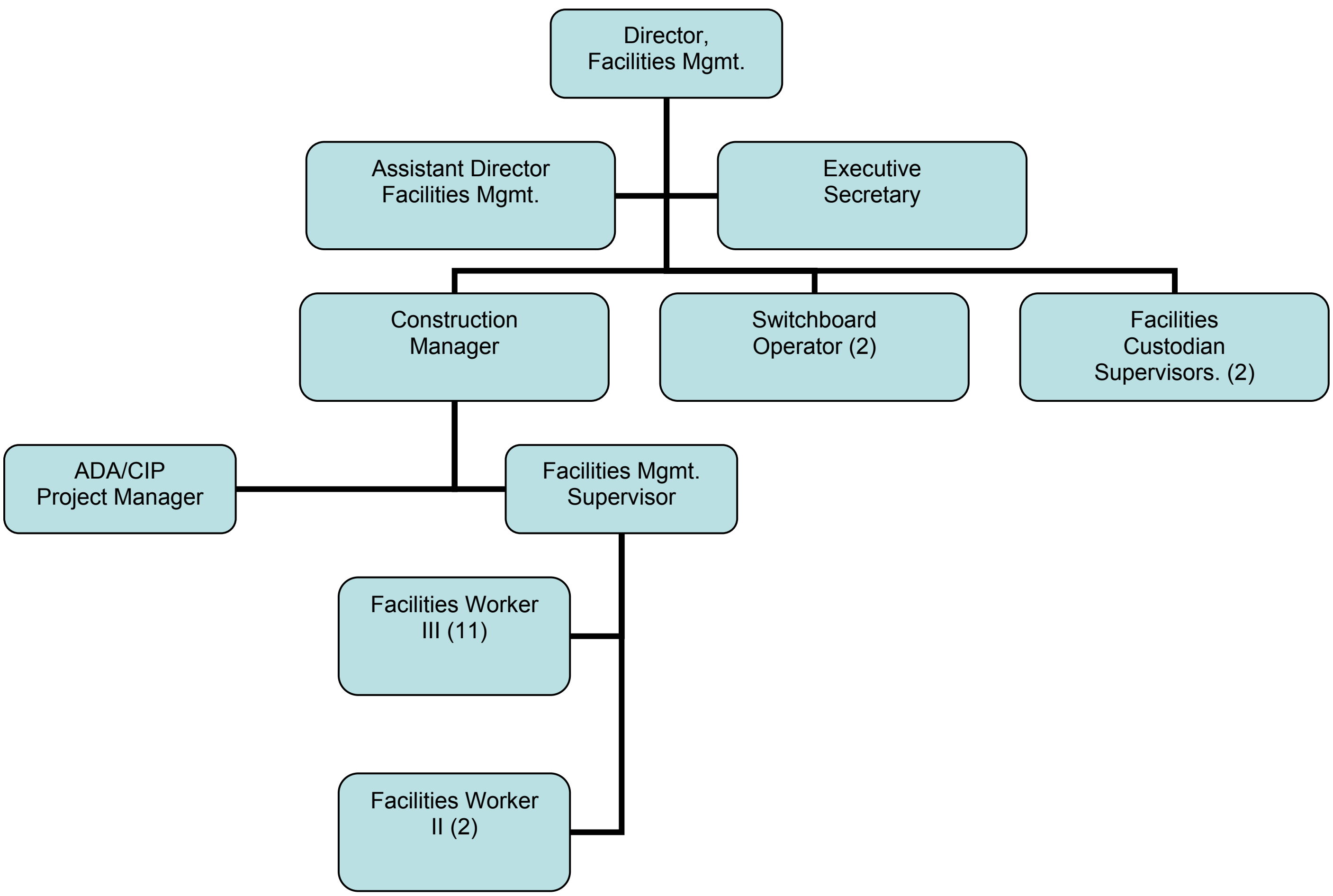
CITY OF EVANSTON
PURCHASING & ACCOUNTS PAYABLE
1925

	2003-2004 Appropriation	2004-2005 Approved
1925 PURCHASING & ACCOUNTS PAYABLE		
61010 REGULAR PAY	231,300	247,800
61055 TEMPORARY EMPLOYEES	1,800	1,800
61510 HEALTH INSURANCE	27,100	34,400
61615 LIFE INSURANCE	600	600
62185 OTHER CONSULTING SERVICES		2,500
62205 ADVERTISING	500	500
62210 PRINTING	1,300	1,300
62235 OFFICE EQUIPMENT MAINT	26,600	26,600
62272 OTHER PROFESSIONAL SERVICES	2,500	
62275 POSTAGE CHARGEBACKS	6,400	6,400
62295 TRAINING & TRAVEL	400	400
62320 TELEPHONE CHARGEBACKS	7,700	7,700
62360 MEMBERSHIP DUES	1,500	1,500
62380 COPY MACHINE CHARGES	6,800	6,800
65010 BOOKS, PUBLICATIONS, MAPS	1,000	1,000
65095 OFFICE SUPPLIES	13,600	13,600
66125 SERVICES BILLED OUT	96,000-	96,000-
68205 CONTINGENCIES	3,000	3,000
68305 DEBT SERVICE	25,200	25,200
1925 PURCHASING & ACCOUNTS PAYABLE	261,300	285,100

Facilities Management







Facilities Management Department

Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved
Expenditures:				
2005 – FM General Support	228,068	214,700	220,000	231,600
2010 – Construction and Repair	1,159,074	1,150,400	153,000	1,236,000
2015 – Mail & Information Service	45,796	106,100	94,000	146,900
2020 – Custodial Maintenance	278,543	261,600	268,000	270,700
2025 – Emergency Management	60,235	65,900	49,805	71,000
2030 – Cable Communications	359,535	317,100	291,604	317,100
Total Expenditures:	**$ 2,131,251**	**$ 2,115,800**	**$ 1,076,409**	**$ 2,273,300**
Revenues:				
FEMA	31,639	0	7,189	20,000
Central St. Metra Rent	5,232	5,500	5,500	6,000
Cable Franchise Fee	587,945	475,000	600,000	525,000
Total Revenues:	**$ 624,816**	**$ 480,500**	**$ 612,689**	**$ 551,000**

Performance Report on FY 2003-2004 Major Program Objectives

EMA: Four “Statement of Work” and four “Emergency Management Assistance” funding requests were submitted to the Illinois Emergency Services Agency. Evanston received revenue for four fiscal quarters based on these submissions. Our program paper for fiscal year 2002 was accepted by the State. Staff participated in the Fourth of July activities. The Emergency Operations Plan (EOP) has been updated and approved by the State, and departmental tabletop trainings are still underway. Emergency broadcast radio equipment has been purchased and antenna work has been started for winter readiness.

Facilities Management: The new Civic Center fire alarm system has been completed. A long range plan for the Civic Center has been completed but all work at the Civic Center is on hold until further direction from the Civic Center committee. Completed projects include: Fire Station #3, Fire/Police Headquarters renovation and Ecology Center renovation. The new UPS parcel system has been installed and is in operation. A survey has been sent and received regarding Civic Center cleanliness and the contractor has been apprised of the results. Worn and unsafe carpeting (108 sq. yards) was replaced in the Civic Center.

New equipment has been installed in the cable control room at the Civic Center and staff is working to implement a cable user’s Bill of Rights. City staff sits on the ECMC Board of Directors, attend committee meetings and Chair one of the Committees. Staff attended the NATOA National Conference in an effort to stay current with the City’s cable franchise. The franchise was transferred to Comcast by purchase of the AT&T system. An audit of the revenue of the franchise has identified a shortfall and staff is pursuing an accounting adjustment.

2004-2005 Department Initiatives

In the area of Emergency Management, we will continue to focus on Homeland Security issues and programs. The City has received a grant from FEMA for the development of a Community Emergency Response Team (CERT), with training to begin in January, 04. This will be the basis for a trained volunteer program that provides support to the City in time of crisis. Continued review and development of the Emergency Operation Plan, as well as Interaction with surrounding agencies, public and private, will continue.

In an effort to improve ongoing maintenance, a comprehensive preventive maintenance program is in place and is updated as new equipment is installed. The Civic Center, Fire Station #5, Sherman Plaza Parking Garage and Crown Center are buildings that are on the horizon as major projects. An improved work request system that feeds directly into the CMMS system is being reviewed. Long range planning of all facilities is being performed for the coming CIP.

Facilities Management Department

2005 – Facilities Management General Support

Description of Major Activities

This program element issues work orders for various types of trades work, and ensures efficient utilization of allotted resources in the execution of these orders. Personnel provide space planning to other City Departments and assist in the purchase of office furniture. Personnel keep departmental and building records, inventories and payroll data up to date and accurate.

Specifications for construction projects and purchases, preparation of the department budget and implementation of the preventive maintenance program are provided by this element. This department administers the complete purchasing cycle for requisitions up to the authorized dollar value and processes invoices and vouchers for commodities and services per other contracts in a timely manner. Historical records of all work done by this department are also maintained.

Supervision of Civic Center operations, mail, telephone and office furniture standards is also provided by this element. This includes training, maintenance, inventory control and record keeping for purposes of internal call distribution. Software management of the Computerized Maintenance Management System (CMMS) is performed by staff.

FY 2004-2005 Objectives

- IIdentify potential cost savings by implementing tracking of City Buildings energy consumption, by August, 2004.
- Insure that the work performed in the new parking garage is in conformance with the project contract documents, by providing oversight to the construction of the Sherman Plaza Parking Garage project through the entire year.
- Provide better facilities to the fire department by beginning programming of Fire Station 5 by September 2004.
- Determine a long range plan for the Civic Center and provide staff support to the Civic Center Committee through the entire year.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
1. Civic Center room reservations	1,700	1,800	1,800
2. Average number of occassional sick days used per employee	7	7	7
3. Total workdays lost due to work related to injury	2	2	1
FULL TIME EQUIVALENT POSITIONS	2.34	2.34	2.34

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
FACILITIES MANAGEMENT GEN SUPT
2005

	2003-2004 Appropriation	2004-2005 Approved
2005 FACILITIES MANAGEMENT GEN SUPT		
61010 REGULAR PAY	183,300	196,400
61055 TEMPORARY EMPLOYEES	4,000	4,000
61510 HEALTH INSURANCE	13,900	17,700
61615 LIFE INSURANCE	400	400
62235 OFFICE EQUIPMENT MAINT	100	100
62275 POSTAGE CHARGEBACKS	200	200
62295 TRAINING & TRAVEL	400	400
62305 RENTAL OF AUTO-FLEET SER	8,400	8,400
62360 MEMBERSHIP DUES	500	500
62380 COPY MACHINE CHARGES	1,000	1,000
65010 BOOKS, PUBLICATIONS, MAPS	400	400
65095 OFFICE SUPPLIES	2,000	2,000
68205 CONTINGENCIES	100	100
2005 FACILITIES MANAGEMENT GEN SUPT	214,700	231,600

Facilities Management Department

2010 – Construction and Repair

Description of Major Activities

This element provides for the mechanical, electrical and structural maintenance of 46 City owned facilities. These include the Civic Center, Service Center, Police Station, 5 Fire Stations, Fire Headquarters, 9 park shelters, 7 beach shelters, 7 recreation centers, 2 art centers, Fountain Square and Merrick Rose Garden fountains, Animal Shelter, Evanston Art Center Coach House, Central Street METRA Station, 3 parking facilities, 15 bus shelters and many drinking fountains and water supply outlets in the parks. The total footage exceeds 1,200,000 square feet.

Work crews handle plumbing, electrical, boiler, air conditioning, carpentry, painting, concrete, masonry and tile repairs. Work orders are received from the General Support element (2005). Crews also assist other City departments in the operation of some of their programs such as construction of barricades, movement of materials, and repairs to furniture.

FY 2004-2005 Objectives

- To facilitate the implementation of the Fiber optic network, FM will provide interior raceway for fiber optic cabling city wide, completing a total of thirteen buildings by April 2004.
- To insure that the city's data and electrical needs are addressed, FM will observe engineering and construction of Service Center data center including space build-out, HVAC, and electrical; including UPS, surge suppression grounding and Gen-set by December 2004.
- To insure that the Fire Department's needs are addressed, FM will oversee Fire Station #5 building evaluation and coordinate construction drawings by February 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
1. Manhours related to work orders	16,000	16,000	16,000
2 Work orders completed	2,600	2,600	2,800
3. Total Construction Budget Oversight	$24,000,000	$8,500,000	$35,000,000
4. Safety/Training Meetings	14	14	26
FULL TIME EQUIVALENT POSITIONS	16	16	16

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
CONSTRUCTION AND REPAIR
2010

	2003-2004 Appropriation	2004-2005 Approved
2010 CONSTRUCTION AND REPAIR		
61010 REGULAR PAY	838,700	898,400
61062 SPECIAL EVENT SALARIES	15,000	15,000
61110 OVERTIME PAY	15,000	15,000
61510 HEALTH INSURANCE	96,000	121,900
61615 LIFE INSURANCE	1,300	1,300
62135 ARCHITECTURAL SERVICES	1,000	1,000
62225 BLDG MAINTENANCE SERVICES	23,000	23,000
62245 OTHER EQMT MAINTENANCE	6,000	6,000
62295 TRAINING & TRAVEL	1,600	1,600
62305 RENTAL OF AUTO-FLEET SER	80,900	80,900
62355 LAUNDRY/OTHER CLEANING	500	500
62360 MEMBERSHIP DUES	1,000	1,000
62375 RENTALS	400	400
65015 CHEMICALS	3,000	3,000
65020 CLOTHING	400	400
65050 BLDG MAINTENANCE MATERIAL	35,600	35,600
65055 MATER. TO MAINT. IMP.	4,000	4,000
65070 OFFICE/OTHER EQT MTN MATL	8,000	8,000
65085 MINOR EQUIPMENT & TOOLS	4,000	4,000
65090 SAFETY EQUIPMENT	3,000	3,000
68205 CONTINGENCIES	12,000	12,000
2010 CONSTRUCTION AND REPAIR	**1,150,400**	**1,236,000**

Facilities Management Department

2015 – Mail & Info Services

Description of Major Activities

Staff answers and routes incoming phone calls to the Civic Center switchboard, mans the information desk at the Civic Center lobby and operates the mail room. The mail room receives, sorts, and mails; boxes, interdepartmental and U.S. mail. All outgoing US mail, United Parcel, registered, certified and insured items are sent in the most economical method. Bulk mailings are processed by an outside vendor and in-house staff.

FY 2004-2005 Objectives

- To stay current with United States Post Office requirements, identify, and purchase a new mail machine capable of data interface with the enterprise accounting software package by August, 2004.
- To provide hands on control, train switchboard staff in surveillance camera operations by June, 2004.
- To provide quick emergency response, train receptionists in proper use of the Emergency Alert board at the Civic Center by August, 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Avg number of daily incoming calls through the telephone switch	6,000	6,000	4,747
Avg number of pieces of outgoing mail processed monthly	28,000	28,000	23,485
Average number of daily calls to switchboard	270	290	290
Average number of daily customers at front desk	117	120	135
FULL TIME EQUIVALENT POSITIONS	2	2	2

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
MAIL AND INFORMATION SERVICES
2015

	2003-2004 Appropriation	2004-2005 Approved
2015 MAIL AND INFORMATION SERVICES		
61010 REGULAR PAY	67,500	72,300
61055 TEMPORARY EMPLOYEES	3,500	3,500
61510 HEALTH INSURANCE	11,800	15,000
61615 LIFE INSURANCE	100	100
62245 OTHER EQMT MAINTENANCE	2,500	2,500
62295 TRAINING & TRAVEL	200	200
62315 POSTAGE	140,000	140,000
62320 TELEPHONE CHARGEBACKS	16,000	16,000
62375 RENTALS	2,500	5,300
65095 OFFICE SUPPLIES	2,000	2,000
65620 OFFICE MACH. & EQUIP.		30,000
66125 SERVICES BILLED OUT	140,000-	140,000-
2015 MAIL AND INFORMATION SERVICES	106,100	146,900

Facilities Management Department

2020 – Custodial Maintenance

Description of Major Activities

This element receives and distributes equipment, supplies and other items delivered to the Civic Center. Staff responds to Civic Center requests for repairs, maintenance and monitors heating and air conditioning units as necessary. Custodial staff provides janitorial services during normal business hours, monitors the janitorial contractor in the evenings and opens the Civic Center for Saturday business. Staff from this element gathers and stages for pick-up recyclable office paper and delivers mail to and from the U.S. Post Office on an as needed basis.

FY 2004-2005 Objectives

- To determine the perceived quality of customer service, send out a survey by June, 2004.
- To move forward in the repair/relocation process of the Civic Center, obtain a recommendation report from the Civic Center consultant by June 2004.
- To remove potential trip and fall hazards, replace 2,000 square feet of sheet linoleum flooring by November, 2004.
- To insure that the City is obtaining quality cleaning services for an appropriate price, solicit bids for the cleaning contract of the Civic Center by April 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Cooling System preparation	May 30, 2002	May 15, 2003	May 15, 2004
Heating System preparation	Sept 30, 2002	Sept 20, 2003	Sept 1, 2004
Deliveries received	1,300	1,350	1,600
Work requests	600	1,164	1,600
Pounds of office paper recycled	70,000	70,000	60,000
FULL TIME EQUIVALENT POSITIONS	2	2	2

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
CUSTODIAL MAINTENANCE
2020

	2003-2004 Appropriation	2004-2005 Approved
2020 CUSTODIAL MAINTENANCE		
61010 REGULAR PAY	83,400	89,300
61055 TEMPORARY EMPLOYEES	5,000	5,000
61110 OVERTIME PAY	5,000	5,000
61510 HEALTH INSURANCE	12,000	15,200
61615 LIFE INSURANCE	100	100
62225 BLDG MAINTENANCE SERVICES	61,400	61,400
62245 OTHER EQMT MAINTENANCE	20,000	20,000
62295 TRAINING & TRAVEL	200	200
62355 LAUNDRY/OTHER CLEANING	1,000	1,000
64005 ELECTRICITY	13,000	13,000
64015 NATURAL GAS	16,500	16,500
65015 CHEMICALS	6,000	6,000
65040 JANITORIAL SUPPLIES	10,000	10,000
65050 BLDG MAINTENANCE MATERIAL	15,000	15,000
65085 MINOR EQUIPMENT & TOOLS	2,000	2,000
65090 SAFETY EQUIPMENT	1,000	1,000
68205 CONTINGENCIES	10,000	10,000
2020 CUSTODIAL MAINTENANCE	261,600	270,700

Facilities Management Department

2025 – Emergency Management

Description of Major Activities

The Evanston Emergency Management Agency is a state-accredited organization that is responsible for the coordination of all City departments in time of need due to natural or man-made disasters, hazardous material incidents, nuclear accidents or terrorist actions. An Emergency Operations Plan is maintained and regularly updated to provide guidance and instruction in times of disaster. A current resource list is maintained so that materials needed during an emergency can be identified and made readily available. A mobile power and light trailer is available. The Director of Facilities Management is responsible for managing this program. An Evanston firefighter acts as a part-time assistant to the coordinator.

FY 2004-2005 Objectives

- To provide better community emergency information, put the emergency information radio system into full operation by March, 2004
- To maintain coordinated response efforts, review deparmental tabletop exercise and modify the EOP as needed by August, 2004.
- To assist the High School in emergency plannning preparedness and implementation, participate in their April, 2004 disaster exercise.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
1. Planning Sessions	8	6	8
2. Submit objectives statement to State	4	4	4
3. Disaster exercises/incident responses	4	5	4
4. Federal funding submission	Sept 2002	Sept 2003	Sept 2004
5. Quarterly reports to the State	4	4	4
FULL TIME EQUIVALENT POSITIONS	1	1	1

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
EMERG. SER., & DISASTER AGENCY
2025

	2003-2004 Appropriation	2004-2005 Approved
2025 EMERG. SER., & DISASTER AGENCY		
61010 REGULAR PAY	56,800	60,800
61510 HEALTH INSURANCE	3,900	5,000
61615 LIFE INSURANCE	100	100
62245 OTHER EQMT MAINTENANCE	500	500
62295 TRAINING & TRAVEL	300	300
62320 TELEPHONE CHARGEBACKS	1,200	1,200
62360 MEMBERSHIP DUES	200	200
62375 RENTALS	200	200
64005 ELECTRICITY	200	200
65010 BOOKS, PUBLICATIONS, MAPS	400	400
65085 MINOR EQUIPMENT & TOOLS	400	400
65095 OFFICE SUPPLIES	400	400
65125 OTHER COMMODITIES	100	100
65620 OFFICE MACH. & EQUIP.	1,000	1,000
68205 CONTINGENCIES	200	200
2025 EMERG. SER., & DISASTER AGENCY	65,900	71,000

Facilities Management Department

2030 – Cable Communications

Description of Major Activities

Staff serves as liaison between the City and the cable operator, tracks and monitors cable consumer complaints. Staff also serves as administrator of the Public Access service contract between the City, and the Evanston Community Media Center. Live cablecasts are provided for all City Council meetings, and various other committee meetings, hearings or presentations. Videotape copies of these meetings are provided, at cost, to residents requesting them. Staffing support is provided to various departments engaged in video production. Routine and emergency public information broadcasts are programmed and transmitted on the City cable channel.

FY 2004-2005 Objectives

- Improve cable broadcast operations by installing new equipment in the Civic Center Council Chambers by July, 2004.
- To improve the Cable Provider's responsiveness to the customer, implement a cable users' bill of rights - modeled after the Chicago and Seattle bills - by August, 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Consumer cable complaints monitored per month	45	30	20
Cablecast meetings broadcast per year	45	45	45
Videotape copies of public meetings	50	50	60
FULL TIME EQUIVALENT POSITIONS	0	0	0

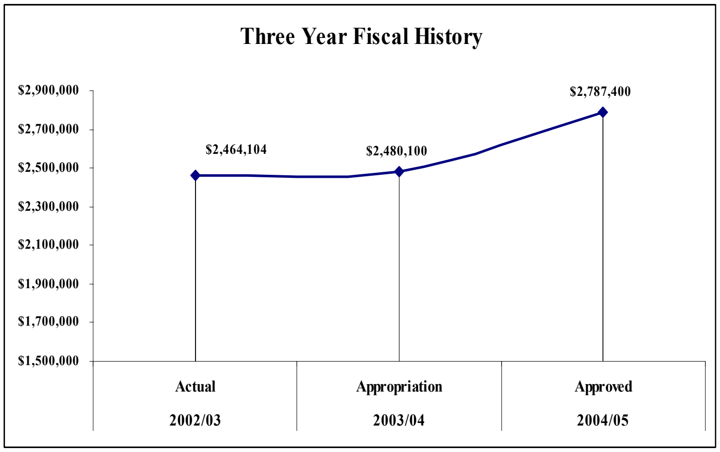
Approved Adjustments in 2004-2005 Budget

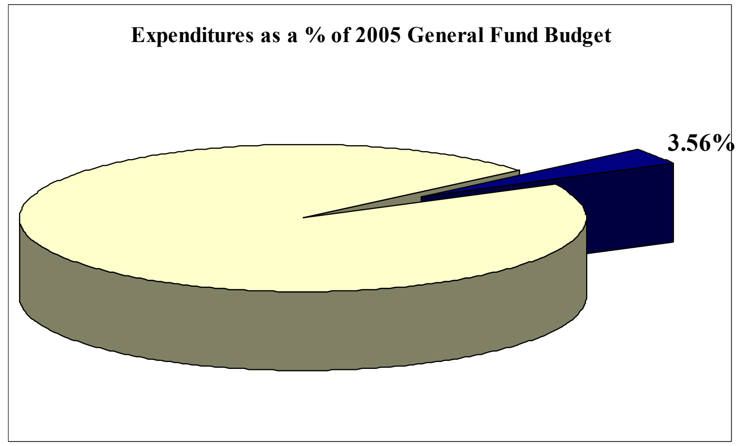
CITY OF EVANSTON
CABLE OPERATIONS
2030

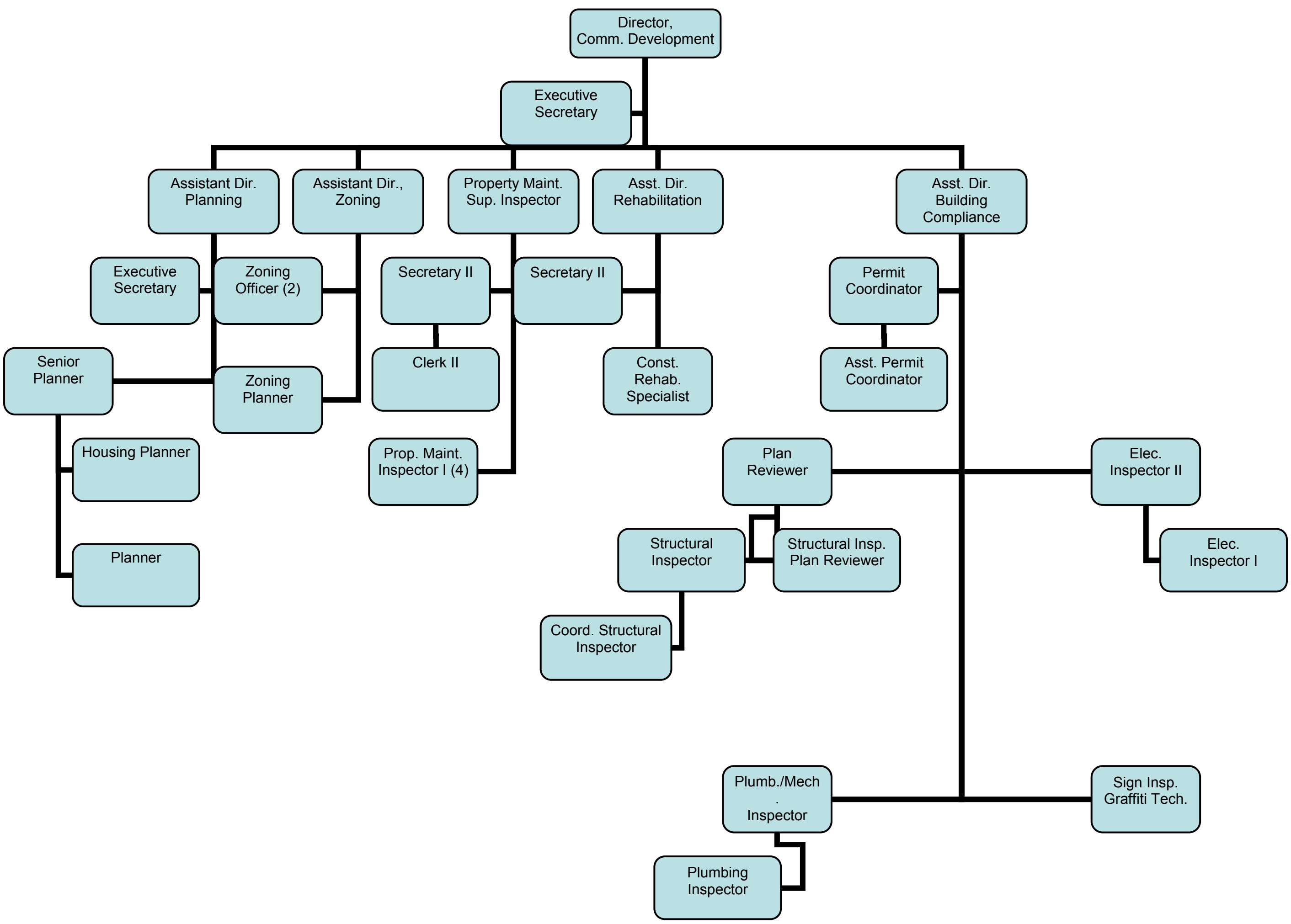
	2003-2004 Appropriation	2004-2005 Approved
2030 CABLE OPERATIONS		
62245 OTHER EQMT MAINTENANCE	600	600
62360 MEMBERSHIP DUES	600	600
62665 CONTRIB TO OTHER AGENCIES	314,000	314,000
65010 BOOKS, PUBLICATIONS, MAPS	1,000	1,000
65070 OFFICE/OTHER EQT MTN MATL	200	200
65095 OFFICE SUPPLIES	200	200
65105 PHOTO/DRAFTING SUPPLIE	500	500
2030 CABLE OPERATIONS	317,100	317,100

City of Evanston

Community Development







Community Development Department

Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved
Expenditures:				
2101 – CD Administration	0	179,800	178,000	195,900
2105 – Planning & Support Srvc.	525,536	365,100	335,000	398,200
2110 – Zoning Analysis & Support	349,090	353,700	366,000	382,500
2115 – Housing Code Compliance	466,000	454,100	430,000	563,900
2120 – Housing Rehabilitation	198,990	207,400	205,000	224,400
2125 – Building Code Compliance	924,488	920,000	925,000	1,022,500
Total Expenditures:	**$ 2,464,104**	**$ 2,480,100**	**$ 2,439,000**	**$ 2,787,400**
Revenues:				
Building Code Violations	2,656	5,000	5,000	5,000
Building Permits	1,863,620	1,600,000	1,920,000	1,900,000
Combustion Permits (heat & a/c)	177,451	150,000	170,000	150,000
Condo Conversion App. Fees	18,000	44,000	50,000	52,000
Contractor Licenses	82,951	60,000	80,000	80,000
Driveway Permits	460	600	500	500
Electrical Permits	158,758	120,000	160,000	160,000
Elevator Permits	54,844	55,000	55,000	55,000
Other Permits	308,722	200,000	220,000	220,000
Permit Penalty Fees	10,279	5,000	5,000	5,000
Plat Approval Fees	165	2,500	1,000	1,000
Plumbing Permits	182,485	100,000	150,000	150,000
Rooming House Licenses	175,922	180,000	170,000	170,000
Sign Awning Permits	15,551	10,000	9,500	10,000
Sign License Fees	33,148	30,000	32,000	32,000
Zoning Fees	40,581	25,000	43,000	40,000
Total Revenues:	**$ 3,125,593**	**$ 2,587,100**	**$ 3,071,000**	**$ 3,030,500**

Notes for Financial Summary

Due to the continued building boom in Evanston, constuction permit revenues are expected to meet or exceed FY 03/04 budgeted amounts. Although the anticipated Sherman Plaza project has not yet been permitted, several unanticipated developments were permitted and are under construction. The mixed use development at 1800 Sherman, consisting of 248 condominiums and first floor retail, brought in over $550,000 in building permit fees alone. This environment ensures that building permit revenues will approach 1.9 million dollars in FY 04/05.

Budget increases for FY 04/05 include the addition of one new plan reviewer position in the Building Code Compliance division and one new property standards inspector position in the Housing Code Compliance division. These positions were added during budget deliberations.

Performance Report on FY 2003-2004 Major Program Objectives

The Director, Assistant Director for Planning, and other Planning staff have been working with the Plan Commission, elected officials, neighborhood groups, and developers, on a comprehensive plan for the 5th Ward. Monthly meetings have discussed economic development, public safety, public improvements, and housing related issues.

A TIF feasibilty study was conducted for Howard St., culminating with the City Council approving a Howard Street TIF district. City planners worked with affordable housing groups, resulting in the construction of a new single family home at 1816 Darrow, and construction of an affordable duplex now nearing the end of construction; both projects were subsidized with City HOME funds.

Community Development Department

Zoning staff has ushered a number of planned unit developments through the City review process. These have included a new mixed development of 77 condominiums and retail space at 603 Main Street, and the rehabilitation and renovation of the the Orrington Hotel. The Director and Zoning staff have also been working closely with the Plan Commission to address the issues of three building permit moratoriums - in the Third, Sixth and Fifth wards - passed by the City Council.

Requests for zoning analyses for all types of construction continue to be filed in record numbers. The building boom in Evanston continues as a new 16 story, 248 unit condominium at 1800 Sherman began construction just as the new condominium tower at 1720 Maple was being occupied. The Building Division staff is hard pressed to meet the requests for inspections within 48 hours, due to the large number of projects underway.

The Property Standards staff has had a large turnover of personnel within the past 12 months. A top priority of Property Standards has been the inspections of the downtown alleys and dumpsters to insure compliance with City codes.

2004-2005 Department Initiatives

- Staff will recommend Council adoption of the International Building & Trade Codes. The International Codes are a combination of regional building codes that have been used throughout the United States for the past fifty years. This will be the City's first attempt at adopting and enforcing an international code for building life/safety requirements.
- The department will encourage City Council approval of the Plan Commision recommendations for improvements in the 5th ward. Staff will then begin work on an implementation plan for economic development, housing, and public safety.
- Staff will continue to work with agencies and developers to provide affordable housing through the use of HOME funds.
- Property Standards will continue their special program of inspecting alleys and dumpsters in the downtown during the spring and summer months to reduce the amount of litter and debris.
- Housing Rehabilitation will continue to provide low interest loans to income-eligible homeowners to maintain their properties.

Community Development Department

2100 – Community Development Administration

Description of Major Activities

This program element provides overall program administration and coordination for all housing, planning, zoning, and building permit activities. General support staff is provided to the City Council, Planning & Development Committee, City Manager and other special committies. Specifically, this element provides for the administration of the Planning Division, Zoning Division, Building Code Compliance Division, and Property Standards and Housing Rehabilitation Division.

FY 2004-2005 Objectives

- The Director will work with elected officials, staff, neighborhood groups and developers to implement changes recommended by the Plan Commission and approved by the City Council for the 5th Ward.
- The Director will continue working with the City Council and Plan Commission on Council concerns over development and related zoning issues.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Coordination & completion of Planning & Development Committee packets.	24	24	24
FULL TIME EQUIVALENT POSITIONS	2	2	2

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
COMMUNITY DEVELOPMENT ADMIN
2100

	2003-2004 Appropriation	2004-2005 Approved
2101 COMMUNITY DEVELOPMENT ADMIN		
61010 REGULAR PAY	154,800	165,800
61110 OVERTIME PAY	2,500	2,500
61510 HEALTH INSURANCE	11,800	15,000
61615 LIFE INSURANCE	400	400
61625 AUTO ALLOWANCE	1,700	3,600
62210 PRINTING	500	500
62235 OFFICE EQUIPMENT MAINT	500	500
62275 POSTAGE CHARGEBACKS	200	200
62295 TRAINING & TRAVEL	200	200
62320 TELEPHONE CHARGEBACKS	1,800	1,800
62360 MEMBERSHIP DUES	300	300
62380 COPY MACHINE CHARGES	1,400	1,400
62645 MICROFILMING	2,000	2,000
65010 BOOKS, PUBLICATIONS, MAPS	200	200
65095 OFFICE SUPPLIES	1,000	1,000
68205 CONTINGENCIES	500	500
2101 COMMUNITY DEVELOPMENT ADMIN	**179,800**	**195,900**

Community Development Department

2105 – Planning Division

Description of Major Activities

The Planning Division is responsible for staffing the areas of housing, economic development, historic preservation, neighborhood planning, comprehensive long term planning, CDBG administration and implementation, and electrical energy planning. Programmatic activities operated by the Division include: Major redevelopment projects; neighborhood business district revitalization; storefront improvements; facilitation and staffing of neighborhood planning processes; updating the Comprehensive Plan and monitoring performance; monitoring of ComEd performance; multi-family rental housing acquisition finance; condo conversions reviews; Multi-family Security Grant Program; and census 2000 data analysis.

The Division provides staff support to the following Committees and Commissions: Economic Development Committee, Plan Commission, Housing Commission, Energy Commission, Historic Preservation Commission, the CDBG Committee, the Joint Review Board and the Neighborhood Committee of the Plan Commission. The planning and development issues addressed annually feature the implementation of short term projects as well as future oriented multi-year activities such as the City's Comprehensive Plan and the Chicago Avenue Planning Process, the Southeast Evanston Revitalization efforts (Hoard Street Corridor) and the new West Side Neighborhood planning process. The activities of the Planning Division feature close interdepartmental cooperation. The Division also provides census, demographic and real estate information, as well as services for many City Departments.

FY 2004-2005 Objectives

- Complete neighborhood planning process in West Side neighborhoods and continue to implement revitalization and neighborhood strengthening activities in all aspects of this community.
- Complete redevelopment of former Builders Square site on Main Street.
- Develop and implement effective program for using bond volume cap of $5 million.
- Stimulate production of new housing and rehabilitation of existing housing on and around
- Howard Street, including implementation of proposed TIF.
- Increase number of Preservation Commission meetings to address growing case volume.
- Assist electric franchise negotiating team and Energy Commission in developing new/revised franchise agreement.
- Produce comprehensive guide to housing and community economic development financing programs for mass distribution and marketing.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Economic Development Committee	12	12	12
Plan Commission & Committees	31	36	36
Negotiating Team/Energy Commission	22	24	24
Housing Commission & Committees	21	24	24
Preservation Commission	24	24	24
Joint Review Board	4	4	5
FULL TIME EQUIVALENT POSITIONS	5	5	5

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
PLANNING & SUPPORT SRVS
2105

	2003-2004 Appropriation	2004-2005 Approved
2105 PLANNING & SUPPORT SRVS		
61010 REGULAR PAY	300,000	321,400
61110 OVERTIME PAY	1,300	5,000
61510 HEALTH INSURANCE	29,500	37,500
61615 LIFE INSURANCE	500	500
61625 AUTO ALLOWANCE	100	100
62136 REDEVELOPMENT CONSULTING SVCS		11,000
62205 ADVERTISING	200	200
62210 PRINTING	2,500	2,500
62275 POSTAGE CHARGEBACKS	1,500	1,500
62295 TRAINING & TRAVEL	600	600
62315 POSTAGE	300	300
62320 TELEPHONE CHARGEBACKS	6,500	6,500
62360 MEMBERSHIP DUES	1,000	1,000
62380 COPY MACHINE CHARGES	5,000	5,000
62520 OTHER CONTRACTUAL SERVICES	11,000	
65010 BOOKS, PUBLICATIONS, MAPS	400	400
65095 OFFICE SUPPLIES	1,600	1,600
65105 PHOTO/DRAFTING SUPPLIE	600	600
68205 CONTINGENCIES	2,500	2,500
2105 PLANNING & SUPPORT SRVS	**365,100**	**398,200**

Community Development Department

2110 – Zoning Analysis & Support Service

Description of Major Activities

The Zoning Division is responsible for enforcement of the Zoning Ordinanance. The division continuously monitors the requirements of the Ordinance to keep current with changes in development, maintain conformance with the City's land use regulations and keep pace with the City's ongoing planning efforts. A list of services provided by this division follows.

- Review building permit applications and other development permit applications for conformance with the Zoning Ordinance.
- Process and make determinations on applications for minor and fence variances.
- Process and schedule hearing requests for appeals, major variances and special uses before the Zoning Board of Appeals.
- Process and schedule hearing requests for planned developments, unique uses, map and text amendments before the Plan Commission.
- Process and schedule development permit review by the Site Plan and Appearance Review Committee.
- Route zoning related legislation through the City Council.
- Staff the Plan Commission for zoning related matters, the Zoning Board of Appeals, and Zoning Committee of the Plan Commission.
- Respond to zoning related inquiries from staff, elected officials, the business community, and the general public.
- Enforce the Zoning Ordinanance through notice and citation of violations.
- Disseminate zoning information including general public notification of hearings.
- Solicit community input in the progressive modification of the Zoning Ordinanance.

FY 2004-2005 Objectives

- Continue revision of zoning forms to reflect current procedures and regulations.
- Review, streamline and re-integrate zoning and land use databases.
- Expedite review of development permits.
- Expedite Plan Commission review of referrals from City Coucil.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Zoning Analyses	1,400	1,563	1,500
Zoning Complaints	28	25	30
Site Plan & Appearance Review Cases	359	254	290
Zoning Board of Appeals Cases	79	59	65
Zoning Administrator Decision Cases	91	86	85
Plan Commission Cases	7	12	7
Sidewalk Cafes Approved	13	25	25
Plats for Coucil Approval	6	2	3
FULL TIME EQUIVALENT POSITIONS	5	5	5

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
ZONING ANALYSIS & SUPPORT
2110

	2003-2004 Appropriation	2004-2005 Approved
2110 ZONING ANALYSIS & SUPPORT		
61010 REGULAR PAY	291,700	312,500
61110 OVERTIME PAY	4,000	4,000
61510 HEALTH INSURANCE	29,500	37,500
61615 LIFE INSURANCE	500	500
62145 ENGINEERING SERVICES		200
62205 ADVERTISING	1,000	1,000
62210 PRINTING	100	100
62235 OFFICE EQUIPMENT MAINT	100	100
62271 COURT REPORTING SERVICES		6,000
62272 OTHER PROFESSIONAL SERVICES	6,000	
62275 POSTAGE CHARGEBACKS	4,600	4,600
62295 TRAINING & TRAVEL	500	500
62305 RENTAL OF AUTO-FLEET SER	4,700	4,700
62320 TELEPHONE CHARGEBACKS	2,700	2,700
62335 DATA PROCESSING SERVIC	500	500
62360 MEMBERSHIP DUES	200	200
62380 COPY MACHINE CHARGES	4,500	4,500
62520 OTHER CONTRACTUAL SERVICES	200	
62645 MICROFILMING	500	500
65010 BOOKS, PUBLICATIONS, MAPS	300	300
65095 OFFICE SUPPLIES	1,800	1,800
65105 PHOTO/DRAFTING SUPPLIE	200	200
68205 CONTINGENCIES	100	100
2110 ZONING ANALYSIS & SUPPORT	**353,700**	**382,500**

Community Development Department

2115 – Housing Code Compliance

Description of Major Activities

This element provides systematic area inspections for non-owner occupied multi-family rental dwellings in the CDBG target area to ensure compliance with the minimal maintenance standards as set forth in the BOCA National Property Maintenance Code and Burglary prevention Ordinance. As part of the inspection, the interior of all non-owner occupied dwelling units are inspected, as well as common areas and the building exterior. An inspeciton consists of looking at all building surfaces and components, so that all items are in good repair and functioning. Subsequent to an inspection of the building, the inspector will produce a written list of code violations that the owner must complete. The inspector monitors the progress on correction of the violations until all violations are brought into compliance. When compliance on violations cannot be produced voluntarily, the inspector initiates legal action within the City Administrative Hearings process or the Circuit Court if necessary.

In addition to the systematic area inspection program, this element also responds to citizen complaints regarding the condition of any buildings or premises located in the CDBG target area, including but not limited to building deterioration. Debris, weeds, garbage, graffiti, and abandoned vehicles are some of the issues that are cited by Property Standards. Any violations that are not brought into compliance voluntarily are processed through the Administrative Hearings process. As part of the inspection process, staff refers property owners and tenants to the appropriate department or agency for any needed assistance including, Housing Rehabilitation, Emergency Assistance, Neighbors at Work and Human Relations.

FY 2004-2005 Objectives

To continue with Downtown Alley/Dumpster Inspections - May through September.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Dwelling units inspected	1,479	3,000	3,000
Occupants affected rooming house inspections	7,225	7,384	7,384
Complaints investigated	1,252	1,200	1,200
Dwelling units demolished	2	1	1
Re-inspections for compliance	4,518	5,000	5,000
Violations corrected	8,769	6,000	6,000
FULL TIME EQUIVALENT POSITIONS	8	7	8

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
HOUSING CODE COMPLIANCE
2115

	2003-2004 Appropriation	2004-2005 Approved
2115 HOUSING CODE COMPLIANCE		
61010 REGULAR PAY	333,900	402,100
61055 TEMPORARY EMPLOYEES	1,500	1,500
61110 OVERTIME PAY	3,800	9,800
61510 HEALTH INSURANCE	40,800	61,300
61615 LIFE INSURANCE	500	600
62190 HOUSING REHAB SERVICES		15,500
62205 ADVERTISING	200	200
62210 PRINTING	200	200
62235 OFFICE EQUIPMENT MAINT	200	200
62245 OTHER EQMT MAINTENANCE	2,000	2,000
62275 POSTAGE CHARGEBACKS	2,700	2,700
62295 TRAINING & TRAVEL	800	800
62305 RENTAL OF AUTO-FLEET SER	27,100	27,100
62320 TELEPHONE CHARGEBACKS	11,900	11,900
62345 COURT COST/LITIGATION	5,000	5,000
62380 COPY MACHINE CHARGES	2,200	2,200
62520 OTHER CONTRACTUAL SERVICES	15,500	
62645 MICROFILMING	700	700
65010 BOOKS, PUBLICATIONS, MAPS	200	200
65055 MATER. TO MAINT. IMP.	1,500	1,500
65070 OFFICE/OTHER EQT MTN MATL	200	200
65085 MINOR EQUIPMENT & TOOLS	800	800
65095 OFFICE SUPPLIES	1,400	1,400
65105 PHOTO/DRAFTING SUPPLIE	300	300
65620 OFFICE MACH. & EQUIP.		15,000
68205 CONTINGENCIES	700	700
2115 HOUSING CODE COMPLIANCE	**454,100**	**563,900**

Community Development Department

2120 – Housing Rehabilitation Administration

Description of Major Activities

This element provides low interest loans for housing rehabiltiation targeted to low and moderate income households through a variety of programs. Under CDBG Programs, loans are processed for both single-family and multi-family properties. Staff assists applicants in completing applications, then processes verifications, determines elegibility, processses mortgage documents, conducts building inspections, prepares work specifications and cost estimates, assists in securing contractors, processes contracts, monitors work, processess contractor payouts and services loan portfolios. Other activities include the administration of the Self-Help Exterior Paint Program, Emergency Rehabilitation Program, Evanston Housing Corporation First Time Homebuyer Program, coordination with Evanston Neighbors at Work, the Police Department, the Commission on Aging, and technical assistance to homeowners regarding tax, title, credit and other elegibility issues.

Housing Rehabilitiation Division activities provide assistance to low and moderate income households through the above mentioned programs. Housing Rehabilitation programs assist low/moderate income households with basic building improvements including repair or replacement of building systems or components such as roofing, heating, electrical, plumbing, walls, floors, doors, and windows. Housing Rehabilitation Division addresses and incorporates HUD Lead Based Paint Regulations, within the scope of work on Housing Rehab projects.

City of Evanston assistance for these programs allows for low and moderate income households to have needed repairs completed without the cost of interest or fees. The One and Two-Family Rehab Program provides assistance at zero percent interest and the Multi-Family programs have a very low interest rate. Housing Rehabilitation serves many Senior Citizens within the scope of its programs. These services assist many Seniors in remaining in their homes in situations where safe and decent conditions would be difficult to maintain without assistance.

FY 2004-2005 Objectives

Fund the purchase of ten homes through the Evanston Housing Corporation.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Single Family Rehab Units Completed	7	12	12
Multi-Family Units Completed	18	12	12
Dangerous/Damaged Trees Removed	0	3	3
Garage Demolitions	1	4	4
FULL TIME EQUIVALENT POSITIONS	3	3	3

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
HOUSING REHABILITATION
2120

	2003-2004 Appropriation	2004-2005 Approved
2120 HOUSING REHABILITATION		
61010 REGULAR PAY	170,900	183,100
61055 TEMPORARY EMPLOYEES	500	500
61510 HEALTH INSURANCE	17,700	22,500
61615 LIFE INSURANCE	300	300
61625 AUTO ALLOWANCE	300	300
62205 ADVERTISING	200	200
62210 PRINTING	200	200
62235 OFFICE EQUIPMENT MAINT	700	700
62275 POSTAGE CHARGEBACKS	900	900
62295 TRAINING & TRAVEL	300	300
62305 RENTAL OF AUTO-FLEET SER	5,700	5,700
62320 TELEPHONE CHARGEBACKS	3,500	3,500
62360 MEMBERSHIP DUES	200	200
62380 COPY MACHINE CHARGES	3,500	3,500
62645 MICROFILMING	700	700
65010 BOOKS, PUBLICATIONS, MAPS	200	200
65095 OFFICE SUPPLIES	600	600
65105 PHOTO/DRAFTING SUPPLIE	300	300
68205 CONTINGENCIES	700	700
2120 HOUSING REHABILITATION	**207,400**	**224,400**

Community Development Department

2125 – Building Code Compliance

Description of Major Activities

The Building Division seeks to protect the health, safety, welfare and property values of City residents. Major responsibilities are mandated by the adopted Building Codes. A comprehensive plan review, permit process, inspection procedure, and issuing of occupancy certificates are carried out by the Building Division to ensure adherence to the codes in all residential, commercial and industrial construction.

In an effort to achieve the goals of code conformance, the Building Division also issues tests for General Contractors and Mechanical Contractors to be licensed with the City of Evanston. The Building Division monitors the Elevator Inspection program, and issues elevator certificates annually to all qualifying elevators. Additionally, the Annual Sign License fee program is managed by Building Division personnel.

FY 2004-2005 Objectives

To train the inspection and plan review staff on the 2003 International Codes, including the International Building Code, International Residential Code, International Mechanical Code, International Plumbing Code, and International Electrical Code, the 2002 National Electric Code, and the 1997 NFPA Life Safety Code.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Building Permits issued within 10 days	60%	60%	70%
Percent of requested building inspections completed within 24 hours.	70%	70%	75%
Percent of business license inspections completed within 5 working days.	80%	80%	85%
Average inspections per inspector per day	8	8	8
FULL TIME EQUIVALENT POSITIONS	12	12	13

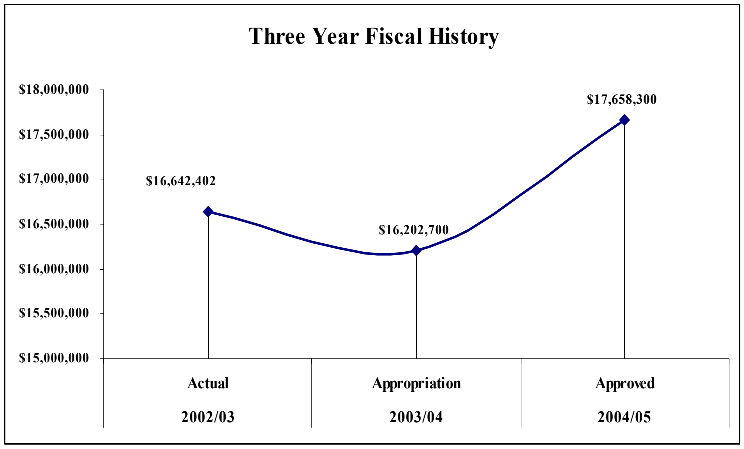
Approved Adjustments in 2004-2005 Budget

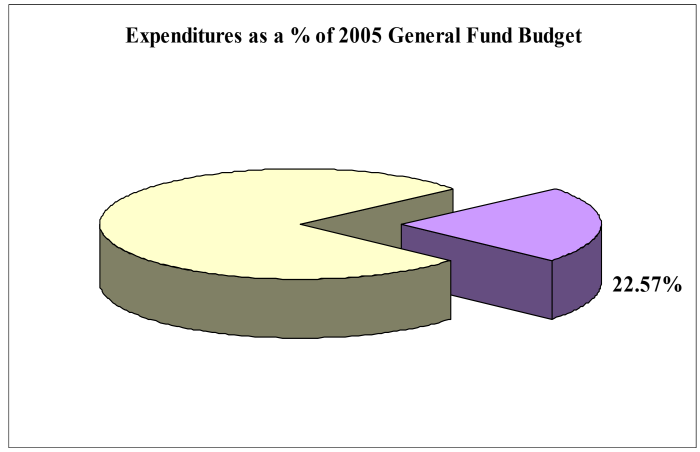
CITY OF EVANSTON
BUILDING CODE COMPLIANCE
2125

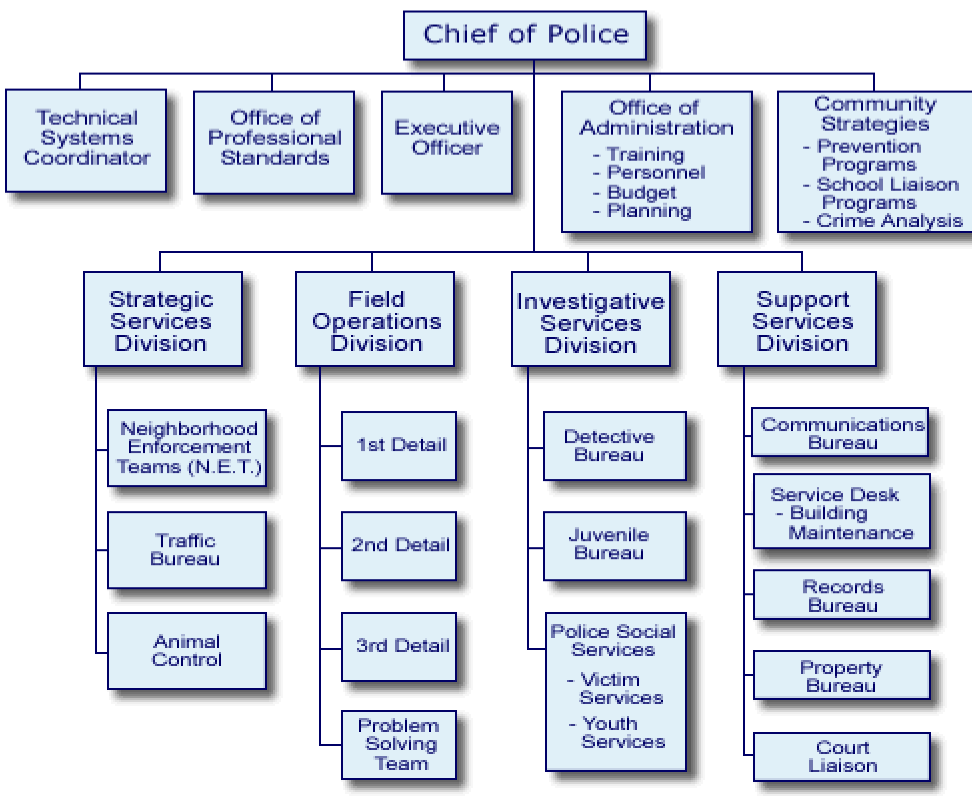
	2003-2004 Appropriation	2004-2005 Approved
2125 BUILDING CODE COMPLIANCE		
61010 REGULAR PAY	641,100	744,000
61110 OVERTIME PAY	5,000	5,000
61510 HEALTH INSURANCE	70,300	97,400
61615 LIFE INSURANCE	1,100	1,200
61625 AUTO ALLOWANCE	2,000	2,000
62145 ENGINEERING SERVICES		40,700
62210 PRINTING	1,000	1,000
62235 OFFICE EQUIPMENT MAINT	300	300
62272 OTHER PROFESSIONAL SERVICES	40,700	
62275 POSTAGE CHARGEBACKS	1,600	1,600
62295 TRAINING & TRAVEL	1,400	1,400
62305 RENTAL OF AUTO-FLEET SER	44,800	44,800
62320 TELEPHONE CHARGEBACKS	12,300	12,300
62360 MEMBERSHIP DUES	700	700
62380 COPY MACHINE CHARGES	2,400	2,400
62425 ELEVATOR CONTRACT COSTS		50,000
62464 PLUMB,ELECT,PLAN REVIEW SERVI.		10,000
62520 OTHER CONTRACTUAL SERVICES	87,600	
62645 MICROFILMING	4,100	4,100
65010 BOOKS, PUBLICATIONS, MAPS	1,500	1,500
65085 MINOR EQUIPMENT & TOOLS	200	200
65095 OFFICE SUPPLIES	1,800	1,800
65105 PHOTO/DRAFTING SUPPLIE	100	100
2125 BUILDING CODE COMPLIANCE	**920,000**	**1,022,500**

City of
Evanston™

Police Department







Police Department

Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved
Expenditures:				
2205 – Police Administration	836,375	1,083,500	1,000,000	1,125,500
2210 – Patrol Operations	7,285,799	6,839,200	7,000,000	7,473,000
2215 – Criminal Investigation	1,360,749	1,322,800	1,340,000	1,439,100
2225 – Vic/Wit Youth Outreach	332,421	358,500	370,000	388,400
2230 – Juvenile Bureau	774,677	751,600	756,516	817,200
2235 – School Liaison	284,010	293,600	257,239	320,100
2240 – Police Records	650,807	628,700	700,000	705,400
2245 – Communications	955,907	917,100	1,000,000	1,038,600
2250 – Service Desk	881,923	539,500	700,000	591,200
2255 – Office of Prof. Standards	251,456	233,200	248,335	251,800
2260 – Office of Administration	272,826	325,100	284,000	357,900
2265 – Neighborhood Enforcement	1,114,648	1,186,700	1,095,000	1,284,300
2270 – Traffic Bureau	808,448	742,000	710,000	802,200
2275 – Community Strategic Bur.	203,887	284,300	170,000	308,000
2280 – Animal Control	177,922	150,400	155,000	162,000
2285 – Problem Solving Team	451,884	546,500	385,406	593,600
2290 – CTA Special Employment	(1,337)	0	42,711	0
Total Expenditures:	**$ 16,642,402**	**$ 16,202,700**	**$ 16,214,207**	**$ 17,658,300**
Revenues:				
Alarm Panel Contract Fees	14,400	15,000	15,000	15,000
Alarm Panel Subscription Fees	43,949	27,500	120,000	100,000
Bicycle Fees	85	200	100	100
Cherry Family Foundation	3,000	3,000	2,000	2,000
False Alarm Fines (after 4 calls)	52,670	100,000	100,000	75,000
Highway Safety Project Grant	0	5,000	5,000	5,000
ICJIA (Community Service)	30,000	15,000	15,000	15,000
Irving Stern Foundation	10,000	10,000	10,000	10,000
Law Enforcement Block Grant –cc	52,000	52,000	65,000	52,000
Law Enforcement Block Grant – f	79,154	79,100	79,100	105,000
Levy Foundation Grant	15,500	16,500	16,500	16,500
Police Report Fees	15,245	21,500	18,500	19,500
Police Training Grant	3,442	8,000	8,000	8,000
Skokie/Lincolnwood Animal Fees	1,195	0	510	1,000
Tobacco Compliance Grant	0	8,200	8,200	7,200
Violent Crimes Victim's Grant	20,000	20,000	20,000	20,000
ICJIA (Victim Services)	0	0	0	60,000
Total Revenues:	**$ 340,640**	**$ 381,000**	**$ 482,910**	**$ 511,300**

Notes for Financial Summary

The Police Records budget includes funding for a new part-time permanent records clerk to maintain racial profiling information – as mandated by law.

Performance Report on FY 2003-2004 Major Program Objectives

The multi-year Police/Fire renovation project ended in FY 03/04. Renovation of the southwest section of the police/fire headquarters (entrance on Lake Street) is complete. It includes new offices, a fitness room, and locker rooms. Improvements in the prisoner-processing area of the police building include an upgraded drive-through sally port designed to enhance the safety of both officers and prisoners, and modification of the cell block to augment safety as well as to ease the ingress/egress of prisoners.

Police Department

The Department continued preparedness measures as a result of 9/11. The Department conducted a tabletop exercise for students at Evanston Township High School, and officers toured the building to familiarize themselves with its layout. Nine supervisors received Weapons of Mass Destruction training at a federal training center in Glencoe, Georgia, while other supervisors attended 3-day Critical Incident training offered by the State of Illinois. As a result, most of the department's supervisors have received terrorism-response training. Additionally, the department received gas masks for all sworn personnel through a federal grant.

The Department has committed to a mutual-aid agreement among social service groups in the area. Citizen Police Academy graduates received training regarding terrorism at their annual re-trainer. Development of a Citizen Emergency Response Team (CERT)—a corps of trained citizen volunteers to be called out to assist Evanston police in the event of a major disaster—is underway. Applicants must have graduated from the Citizen Police Academy and completed 20 hours of specialized training. The Federal Emergency Management Agency (FEMA) is funding the project. Twenty applications have been received. The department joined the Illinois Mutual Alarm System.

Technological advances were on-going during FY 03/04. The department's ADT security cameras were upgraded to digital, and most of the department's in-car computers have been upgraded, as the State no longer supports the older technology. The Property Bureau functions were automated. Prisoner-processing has been expedited through computerization of arrest reports. Because the department's graffiti camera has been a deterrent at several locations, potential locations for other cameras (CDBG funding applied for) were evaluated. The department joined the Chicago Police Department's Citizen Law Enforcement Analysis and Reporting (CLEAR) system. It provides access to information entered via Live Scan on more than four million arrestees dating back 12 years. The department's record-keeping system is in transition as the Police Information Management System (PIMS) system gives way to the CRIMES system, which will give us control over our data.

The Department continued its partnership activities. Passage of a stricter disorderly-house ordinance enhanced the Civil Enforcement Review Board's efforts to ameliorate nuisance properties. The department participated in National Night Out activities. The Citizens Police Academy graduated two classes and the Citizens Police Academy alumni-group grew in numbers and activity. The department—founder of the CommUNITY Picnic—joined other city departments and civic agencies in conducting this year's successful event.

The ALERTS pilot program—in effect for one year—is being evaluated to replace DARE in the police/school curriculum. There is evidence that ALERTS integrates better into the overall curriculum. The department's youth-outreach joint venture with Youth Organizations Umbrella (Y.O.U.) expanded to the Hispanic community. The entire staff received training from the Secretary of State Police in how to identify fake IDs. They then trained the staffs of Evanston restaurants. The department later conducted a sting operation to see if the new knowledge was being applied. Personnel were trained in the legal ramifications of the new local ordinance relating to overweight trucks. The Department conducted a parole compliance check with the Illinois Department of Corrections. The department initiated a non-lethal weapon training program as an alternative to deadly force.

The combined efforts with other agencies continued in FY 03/04. The department conducted various operations including; gang/drug training for Northwestern University Police Department personnel, and continued cooperative work in combatting loud parties; gang/drug intervention with the Chicago Police Department, as well as road checks and a seatbelt compliance initiative; ongoing sting operations with the Drug Enforcement Agency (DEA); and Operation "Border Patrol" in cooperation with the Chicago PD, which targeted the gang hierarchy of the Black P Stone gang operating on Howard Street.

Two new non-funded mandates were enacted. The state will require agencies to keep traffic-stop data for biased profiling starting January 1, 2004. The department prepared for this with department-wide training. Within two years, the law will require that all homicide interrogations be audio and video recorded.

Current grant funding:

Local Law Enforcement Block Grant funding will continue to fund the Summerplan.
The Cops on Trains program funded by the Chicago Transit Authority.
Judicial Advisory Council of Cook County gives us a Youth Outreach program.
The Levy Foundation's funding of the Prevention of Crime Against Senior Citizens program.
The Stern Foundation's funding of the School Liaison Officers program.
Tobacco Compliance Initiative funding the Juvenile Bureau's enforcement of sanctions against illegal sale of tobacco products to minors.

Police Department

2004-2005 Department Initiatives

- Continue efforts to maintain and increase grant funding for various community programs.
- Continue to improve crime statistics in Evanston, ensuring that community members feel safe in their neighborhoods.
- Continue to deter criminal activity through positive and effective policing policies, including; sting operations, citizen training academies, police training, and joint cooperation between local departments and safety organizations.
- Continue to foster positive relationships with community members and local organizations.

Police Department

2205 – Police Administration

Description of Major Activities

The Office of the Chief of Police manages Department resources to produce an efficient and effective police organization that provides a high level of service to the community. The responsibilities of the Chief of Police include supervising and deploying personnel and resources, developing and implementing the Department's goals and objectives, and monitoring performance of bureaus and divisions. The Chief also focuses on developing the organization, responding to community needs and assessments, improving Department productivity and operational techniques, long range planning, formulating policies and procedures and attending public meetings.

FY 2004-2005 Objectives

- To enhance our capability to handle large scale emergencies by creating and training a Community Emergency Response Team (CERT) program by June 2004.
- To further bicycle safety within the Evanston community by implementing a program which will make helmets available to those youth who could otherwise not afford to purchase a bicycle helmet.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Part I crimes	5,500	4,400	4400
Part II crimes	6,500	7,450	7,500
Total calls for service	60,000	60,000	60,000
Average in-progress response time	3	3	3
FULL TIME EQUIVALENT POSITIONS	5	5	5

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
POLICE ADMINISTRATION
2205

	2003-2004 Appropriation	2004-2005 Approved
2205 POLICE ADMINISTRATION		
61010 REGULAR PAY	311,800	334,000
61062 SPECIAL EVENT SALARIES	300,000	300,000
61110 OVERTIME PAY	1,000	1,000
61415 TERMINATION PAYOUTS	300,000	300,000
61510 HEALTH INSURANCE	30,700	39,000
61615 LIFE INSURANCE	600	600
62225 BLDG MAINTENANCE SERVICES	40,000	50,000
62245 OTHER EQMT MAINTENANCE	500	500
62270 MEDICAL/HOSPITAL SERVICES	1,500	1,500
62275 POSTAGE CHARGEBACKS	1,600	1,600
62305 RENTAL OF AUTO-FLEET SER	16,900	16,900
62360 MEMBERSHIP DUES	6,000	6,000
62375 RENTALS	40,100	40,100
64005 ELECTRICITY	10,000	10,000
64015 NATURAL GAS	11,500	11,500
65010 BOOKS, PUBLICATIONS, MAPS	300	300
65040 JANITORIAL SUPPLIES	2,000	3,000
65625 FURNITURES & FIXTURES		500
68205 CONTINGENCIES	9,000	9,000
2205 POLICE ADMINISTRATION	**1,083,500**	**1,125,500**

Police Department

2210 – Patrol Operations

Description of Major Activities

The Division of Patrol Operations responds to calls for police service twenty-four hours a day, seven days a week. Uniformed police officers continuously patrol on foot and in vehicles to deter crime, as well as, to detect, apprehend and process persons involved in criminal activity. This division provides assistance to citizens such as directions, transportation to the hospital, referrals to other agencies, lost property, nuisance compliants, and towed vehicles.

FY 2004-2005 Objectives

Implement data collection system, conduct officer training, and collect and submit traffic stop statistical data to the Illinois Department of Transportation as required by Public Act 93-209 by September 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Community/Officer interface	125	150	160
Responses to service calls (written)	25,000	25,000	25,000
Responses to service calls (coded incidents)	25,000	25,000	25,000
Assists (other than responding to calls)	25,000	28,000	30,000
Arrests (felony & misdemeanor)	300	3,200	3,300
D.U.I. arrests	100	75	90
Ticket & Citation Production -Parking		7,500	8,000
FULL TIME EQUIVALENT POSITIONS	89	90	90

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
PATROL OPERATIONS
2210

	2003-2004 Appropriation	2004-2005 Approved
2210 PATROL OPERATIONS		
61010 REGULAR PAY	5,375,500	5,758,400
61110 OVERTIME PAY	226,100	226,100
61510 HEALTH INSURANCE	707,100	898,000
61615 LIFE INSURANCE	8,500	8,500
62305 RENTAL OF AUTO-FLEET SER	427,000	427,000
65015 CHEMICALS	800	800
65020 CLOTHING	78,200	78,200
65105 PHOTO/DRAFTING SUPPLIE	4,500	4,500
65550 AUTOMOTIVE EQUIPMENT		60,000
65620 OFFICE MACH. & EQUIP.	3,000	3,000
65625 FURNITURES & FIXTURES	8,500	8,500
2210 PATROL OPERATIONS	**6,839,200**	**7,473,000**

Police Department

2215 – Criminal Investigation

Description of Major Activities

As part of the Criminal Investigation Division, Dectives conduct follow-up investigations of homicide, sex offenses, robbery, burglary, kidnapping, aggravated assault, auto theft, fraud, theft and all other crimes not specifically assigned to other investigative bureaus. This element also conducts background investigations for the Liquor License Control Commission and other licensing bodies. The Bureau also conducts proactive liquor license inspections and investigations.

FY 2004-2005 Objectives

- To improve case status and tracking of ongoing investigations by developing and implementing computerized case status files of each investigation by February 2005.
- In conjunction with Parole Agents from the Department of Corrections, conduct at least one parole compliance check per parolee living in Evanston by February 2005.

Ongoing Activity Measures	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Projected**
Cases assigned to criminal	3,700	3,600	3,500
Percentage of assigned cases cleared	50	44	52
Percentage of assigned burglaries cleared	30	12	25
Task Force Operations	14	5	2
Liquor inspections	14	30	40
FULL TIME EQUIVALENT POSITIONS	17	17	17

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
CRIMINAL INVESTIGATION
2215

	2003-2004 Appropriation	2004-2005 Approved
2215 CRIMINAL INVESTIGATION		
61010 REGULAR PAY	1,058,500	1,133,900
61110 OVERTIME PAY	60,400	60,400
61510 HEALTH INSURANCE	133,100	169,000
61615 LIFE INSURANCE	1,900	1,900
62305 RENTAL OF AUTO-FLEET SER	55,100	55,100
62360 MEMBERSHIP DUES		5,000
62370 EXPENSE ALLOWANCE	2,500	2,500
65020 CLOTHING	9,800	9,800
65105 PHOTO/DRAFTING SUPPLIE	1,500	1,500
2215 CRIMINAL INVESTIGATION	1,322,800	1,439,100

Police Department

2225 – Social Services Bureau

Description of Major Activities

The Police Social Services Bureau is comprised of two distinct entities (Victim Services and Youth Outreach) which work with community groups, schools and individuals to assist the residents of Evanston in maintaining a high quality of life.

The Victim Services Bureau provides social services to crime victims and witnesses. The Bureau primarily assists sexual assault, child abuse and domestic violence victims and other personal crime victims. Assistance is offered to property crime victims when needed. The Bureau also assists those who come in contact with the police for "non-crime" related situations yet are in need of service. Service provided include crisis intervention, counseling, court advocacy, referrals and emergency monetary assistance.

The Youth Service Bureau provides Evanston youth, ages 8-17, and their families a broad range of social services including individual, family and group counseling, case management, outreach, information, and referral. Services are designed to improve the levels of functioning in areas of family relations and interpersonal relations, with an emphasis on early detection and prevention.

FY 2004-2005 Objectives

Victim Services:
- To enhance programming by expanding counseling services for crime victims by December 2004.
- To implement client satisfaction survey program by December 2004.

Youth Services:
- To expand programming by establishing parent/child group services by December 2004.
- To enhance services for high risk youth in the community by consulting with the Neighborhood Outreach Program on possible collaborations by December 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Sexual crime victims assisted-adult	14	16	19
- juvenile	20	14	16
Domestic related cases-crime related	580	580	600
- non-crime related	240	240	250
Other crime related cases-personal	800	600	625
- property	130	130	150
Other non-crime related cases	600	510	540
At-risk youth refferals received	130	112	125
FULL TIME EQUIVALENT POSITIONS	6	6	7

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
SOCIAL SERVICES BUREAU
2225

	2003-2004 Appropriation	2004-2005 Approved
2225 SOCIAL SERVICES BUREAU		
61010 REGULAR PAY	284,400	304,700
61110 OVERTIME PAY	16,000	16,000
61510 HEALTH INSURANCE	35,500	45,100
61615 LIFE INSURANCE	500	500
61625 AUTO ALLOWANCE	2,200	2,200
62305 RENTAL OF AUTO-FLEET SER	11,000	11,000
62360 MEMBERSHIP DUES	100	100
62370 EXPENSE ALLOWANCE	300	300
62375 RENTALS	4,500	4,500
68205 CONTINGENCIES	4,000	4,000
2225 SOCIAL SERVICES BUREAU	358,500	388,400

Police Department

2230 – Juvenile Bureau

Description of Major Activities

As part of the Investigative Services Division, the Juvenile Bureau investigates incidents involving a juvenile as an offender and/or victim. Youth Officers investigate cases regarding dependent children, abused children, neglected children, minors, requiring authoritative intervention or deliquent minors. Also, Youth Officers provide support and information to juveniles and their families who are victims. Bureau personnel regularly patrol areas frequented by juveniles in an attempt to prevent victimization or misconduct.

FY 2004-2005 Objectives

- Complete at least two tobacco compliance checks of cigarette vendors by February 2005.
- Enhance the knowledge of the youth officers by inviting a representative from the Juvenile State's Attorney Office to address aspects of important pending juvenile court cases by February 2005.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Total number of cases assigned	2,500	2,600	2,750
Percentage of assigned cases cleared	75	75	80
Child abuse investigations	160	165	175
Minors requiring authoritative intervention	400	480	520
Outreach referrals	165	160	170
Youth arrested for cuiminal offenses	725	740	750
Juvenile court referrals	280	255	240
FULL TIME EQUIVALENT POSITIONS	10	10	10

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
JUVENILE BUREAU
2230

	2003-2004 Appropriation	2004-2005 Approved
2230 JUVENILE BUREAU		
61010 REGULAR PAY	616,600	660,500
61062 SPECIAL EVENT SALARIES	7,900	7,900
61110 OVERTIME PAY	4,500	4,500
61510 HEALTH INSURANCE	80,500	102,200
61615 LIFE INSURANCE	900	900
62305 RENTAL OF AUTO-FLEET SER	34,900	34,900
65020 CLOTHING	6,300	6,300
2230 JUVENILE BUREAU	751,600	817,200

Police Department

2235 – School/Community Liaison Bureau

Description of Major Activities

The School/Community Liaison Bureau is responsible for the implementation and instruction of the Drug Abuse Resistance Education program (D.A.R.E.) in the schools. D.A.R.E. is a model drug abuse prevention progam focusing on the prevention of drug and alcohol use among school-aged children. D.A.R.E. instructors are sworn officers who are responsible for teaching the seventeen week core curriculum. The officers' responsibilities include student counseling sessions, attendance at after school events, issuance of trespass warnings at schools, resource for the neighborhood surrounding the school, investigation of incidents occuring within the school and escorts on extra curricular school events (field trips, dances, sporting activities).

FY 2004-2005 Objectives

To evaluate the effectiveness of the new ALERTS curriculum by September, 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Semesters of instruction	2	2	2
Sixth grade successfully completing DARE	1,150	855	1,140
Counseling of students	140	125	155
FULL TIME EQUIVALENT POSITIONS	4	4	4

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
SCHOOL LIAISON
2235

	2003-2004 Appropriation	2004-2005 Approved
2235 SCHOOL LIAISON		
61010 REGULAR PAY	239,000	256,000
61510 HEALTH INSURANCE	32,700	41,500
61615 LIFE INSURANCE	400	400
62305 RENTAL OF AUTO-FLEET SER	18,400	18,400
65020 CLOTHING	2,100	2,800
65125 OTHER COMMODITIES	1,000	1,000
2235 SCHOOL LIAISON	293,600	320,100

Police Department

2240 – Records Bureau

Description of Major Activities

The Records Bureau maintains the manual and automated systems of collecting, storing, retrieving and disseminating information (i.e., crime incidents, descriptions of wanted persons, accident reports, special bulletins, police reports, criminal histories) throughout the Department, as well as, other agencies and the public. It also provides fingerprint service. The Property Officer assigned to the Records Bureau is responsible for the safekeeping of all found, confiscated and recovered property. In addition, the bureau issues Department forms and copies materials.

FY 2004-2005 Objectives

- Train the data entry personnel on the use of the new CRIMES program by February 2005.
- Identify and begin to train a back-up person for the Review Officer position by Febraury 2005.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Cases handled By Property Officer	2,500	2,650	2,600
Fingerprints processed by ID Technicial	500	425	450
Liquor licenses issued	150	160	175
Report copies provided	3,500	2,800	3,000
Records computerized	52,000	51,500	51,000
FULL TIME EQUIVALENT POSITIONS	11	11	12

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
POLICE RECORDS
2240

	2003-2004 Appropriation	2004-2005 Approved
2240 POLICE RECORDS		
61010 REGULAR PAY	450,300	482,400
61050 PERMANENT PART-TIME	17,500	31,500
61510 HEALTH INSURANCE	65,000	88,600
61615 LIFE INSURANCE	600	600
61625 AUTO ALLOWANCE	600	600
62275 POSTAGE CHARGEBACKS	8,400	8,400
62305 RENTAL OF AUTO-FLEET SER	7,800	7,800
62335 DATA PROCESSING SERVIC	40,000	40,000
62645 MICROFILMING	4,500	4,500
65095 OFFICE SUPPLIES	30,000	30,000
65105 PHOTO/DRAFTING SUPPLIE	4,000	4,000
65625 FURNITURES & FIXTURES		7,000
2240 POLICE RECORDS	**628,700**	**705,400**

Police Department

2245 – Communications Bureau

Description of Major Activities

The Communications Bureau is a centralized Police operation for sending and receiving information between citizens, members of the Department and other departments of the City, State, and Nation through the use of radio, telephone, and computer. Personnel assigned to this Bureau handle all emergency and non-emergency calls for the Police and Fire departments. Communication operators are responsible for dispatching Police and Fire units and personnel, including ambulances, to calls for assistance and then monitoring their availability for service. Personnel also monitor residences and businesses that are connected to the Police and Fire alarm board.

FY 2004-2005 Objectives

- Next generation replacement of the current Motorola Sabre portable radio inventory by January 2005.
- To coordinate the transitioning of the Gateway (CAD) computer from the current IBM OS/2 operating system to Microsoft 2000 by July 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
911 calls received (includes wireless 911)	47,500	63,500	65,000
Entries in LEADS system	4,200	4,050	4,100
Alarms handled (includes fire alarms)	6,500	6,850	6,750
FULL TIME EQUIVALENT POSITIONS	15	15	15

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
COMMUNICATIONS
2245

	2003-2004 Appropriation	2004-2005 Approved
2245 COMMUNICATIONS		
61010 REGULAR PAY	684,400	774,600
61110 OVERTIME PAY	11,600	11,600
61510 HEALTH INSURANCE	115,800	147,100
61615 LIFE INSURANCE	1,100	1,100
62320 TELEPHONE CHARGEBACKS	89,000	89,000
62340 COMPTER LICENSE & SUPP	7,500	7,500
65020 CLOTHING	7,700	7,700
2245 COMMUNICATIONS	**917,100**	**1,038,600**

Police Department

2250 – Service Desk Bureau

Description of Major Activities

The Service Desk Officers handle walk-in and telephone non-emergency complaints, requests for information and calls for service. Besides providing support services (i.e. supplies, forms, computer information, emergency and non-emergency telephone numbers, referral information, warrant status information, etc.) to field units, the Bureau is responsible for the processing, detention, feeding, monitoring, bonding and transportation of prisoners. The Officers administer the City's Alarm Ordinance and act as deputy clerks for the Circuit Court for bonding purposes.

FY 2004-2005 Objectives

- Train the Civilian Desk Officers, through in-house services, in the art of self defense so that they can properly handle prisoners without endangering their own well being.
- Scrape and paint all cells in the men's and women's cellblock by February 2005.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Prisoners processed	1,900	1,750	1,800
Custodial prisoners	2,200	2,275	2,250
Bail Bonds processed	2,300	2,750	2,600
Reports taken by officers	5,500	5,100	5,300
Alarm subscriptions billed	3,800	3,650	3,700
False alarm fines billed	1,000	1,025	1,100
Control Station alarms handled	5,000	4,850	4,750
FULL TIME EQUIVALENT POSITIONS	11	12	12

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
SERVICE DESK
2250

	2003-2004 Appropriation	2004-2005 Approved
2250 SERVICE DESK		
61010 REGULAR PAY	448,200	480,100
61110 OVERTIME PAY	12,200	12,200
61510 HEALTH INSURANCE	66,100	83,900
61615 LIFE INSURANCE	800	800
62425 ELEVATOR CONTRACT COSTS		2,400
62520 OTHER CONTRACTUAL SERVICES	2,400	
65020 CLOTHING	5,000	5,000
65025 FOOD	3,300	3,300
65125 OTHER COMMODITIES	1,500	1,500
65620 OFFICE MACH. & EQUIP.		2,000
2250 SERVICE DESK	539,500	591,200

Police Department

2255 – Office of Professional Standards

Description of Major Activities

The Office of Professional Standards (OPS) provides two separate functions: inspections and internal investigations. The inspection component evaluates the quality of the Department operations, ensuring that the agency's goals are being pursued and that control is maintained throughout the Department. This component also performs audits of personnel sick time usage in order to identify potential abusers, audits the records of the various cash funds kept in the Department, audits use of the Department's main telephone line, and performs other audits and studies as directed by the Chief of Police. The internal investigations component investigates allegations of misconduct made against the Department or its employees by citizens or other employees of the Department/City.

FY 2004-2005 Objectives

- Revise and implement a procedure for the processing of Police Officer applicants' fingerprint cards to reduce the number of State Identification (SID) numbers issued to the Departments by February 2005.
- Revise and update the Personnel Assessment Review System (PARS) to ensure the input and retrieval of data in a more timely fashion. This will include reporting forms for the review process that will create a written history of the review process for each officer that meets system criteria by February 2005.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Staff inspections	25	25	25
Citizen complaints	40	15	15
Pre-employment background investigations	300	275	280
Weapons use reports	25	22	20
Internally generated administrative reviews	75	70	65
Department inquiries	65	62	60
Resisting arrest/use of force investigatioons	40	35	37
FULL TIME EQUIVALENT POSITIONS	3	3	3

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
OFFICE-PROFESSIONAL STANDARDS
2255

	2003-2004 Appropriation	2004-2005 Approved
2255 OFFICE-PROFESSIONAL STANDARDS		
61010 REGULAR PAY	186,000	199,200
61055 TEMPORARY EMPLOYEES	5,000	5,000
61110 OVERTIME PAY	10,000	10,000
61510 HEALTH INSURANCE	19,900	25,300
61615 LIFE INSURANCE	300	300
62305 RENTAL OF AUTO-FLEET SER	8,000	8,000
65620 OFFICE MACH. & EQUIP.	4,000	4,000
2255 OFFICE-PROFESSIONAL STANDARDS	**233,200**	**251,800**

Police Department

2260 – Office of Administration

Description of Major Activities

Responsibilities of this division include coordination of all Personnel and Training functions related to Police Departmetn staff; planning and research operations; and all fiscal activities, including budget, payroll, accounts payable, grant reporting, and internal record keeping for personnel.

Training responsibilities include conducting basic and advanced programs for employees, provided by in-house as well as external sources.

Planning and research is responsible for analysis of crime statistics, maintaining the written directive system, completion of the annual report, and accreditation compliance.

FY 2004-2005 Objectives

- Update personnel records to correlate to the new employee ID numbers used by the payroll department by December 2004.
- With the introduction of the IRIS system, break expenses down by business unit so that each division and shift within a division are held responsible for their costs by August 2004.
- To prepare a major revision and update of the Department's system for collecting documents for accreditation files by February 2005.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
External schools and seminars provided	240	248	252
Bulletins and orders issued	209	213	210
In-service schools attendees	160	210	185
Invoices, purchase requisitions	1,560	1,610	1,540
FULL TIME EQUIVALENT POSITIONS	4	4	4

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
OFFICE OF ADMINISTRATION
2260

	2003-2004 Appropriation	2004-2005 Approved
2260 OFFICE OF ADMINISTRATION		
61010 REGULAR PAY	230,900	247,300
61510 HEALTH INSURANCE	23,600	30,000
61615 LIFE INSURANCE	400	400
62295 TRAINING & TRAVEL	65,000	70,000
62360 MEMBERSHIP DUES	200	200
65015 CHEMICALS	5,000	10,000
2260 OFFICE OF ADMINISTRATION	325,100	357,900

Police Department

2265 – Neighborhood Enforcement Team

Description of Major Activities

The Neighborhood Enforcement Team (NET) is a part of Strategic Services. NET provides support services to Patrol Operations including tactical, gang and narcotic operations. NET conducts criminal investigations of the sale, distribution and use of illegal narcotics and other dangerous drugs. Responsibilities also include diffusing and controlling gang related activities by investigating and monitoring gang activities, crimes, and membership and by providing intelligence to the Department. Personnel also act as a back-up to the patrol units and engage in many problem solving projects. NET works with other local, state, and federal agencies to reduce crime and improve the quality of life of Evanston residents.

FY 2004-2005 Objectives

- Develop a directory of street gang membership photographs in the department computer system and make them available to all sworn officers by December 2004.
- Identify business locations where gang members are known to loiter and possibly conduct criminal activities. Work with identified businesses to develop strategies to eliminate this problem by February 2005.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Narcotic arrests	135	135	135
Search warrants	22	25	28
Problem oriented narcotic tip sheets	55	50	50
Adult gang members arrests	225	220	220
Juvenile gang member arrests	80	80	80
Felony arrests	105	100	100
Misdemeanor arrests	270	285	285
Criminal warrant service	135	115	115
FULL TIME EQUIVALENT POSITIONS	15	15	15

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
NEIGHBORHOOD ENFORCEMENT TEAM
2265

	2003-2004 Appropriation	2004-2005 Approved
2265 NEIGHBORHOOD ENFORCEMENT TEAM		
61010 REGULAR PAY	923,600	989,400
61110 OVERTIME PAY	32,900	32,900
61510 HEALTH INSURANCE	117,900	149,700
61615 LIFE INSURANCE	1,500	1,500
62305 RENTAL OF AUTO-FLEET SER	88,400	88,400
62320 TELEPHONE CHARGEBACKS	12,000	12,000
62370 EXPENSE ALLOWANCE	2,000	2,000
65020 CLOTHING	8,400	8,400
2265 NEIGHBORHOOD ENFORCEMENT TEAM	**1,186,700**	**1,284,300**

Police Department

2270 – Traffic Bureau

Description of Major Activities

As part of the Division of Strategic Services, the Traffic Bureau enforces traffic laws and ordinances and regulates the flow of vehicular and pedestrian traffic. This Bureau manages and performs the follow-up investigation of most hit and run accidents and administers the tow ordinance. This Bureau also handles the towing of abandoned and junk vehicles.

FY 2004-2005 Objectives

- To conduct one Seatbelt Enforcement Zone inspection compliance operation by December 2004.
- In conjunction with the Legal Department, initiate by ordinance a traffic program where C-citations can and will be issued to cite trucks for overweight violations, thereby having the cases heard in administrative adjudication (not Circuit Court) by December 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Moving violations	4,800	4,800	4,800
Non-moving violations issued	3,200	3,150	3,150
Abandoned automobiles investigated	2,100	2,100	2,100
Hit and run follow-up investigations	550	550	550
Vehicles towed	4,000	4,500	4,500
FULL TIME EQUIVALENT POSITIONS	9	10	10

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
TRAFFIC BUREAU
2270

	2003-2004 Appropriation	2004-2005 Approved
2270 TRAFFIC BUREAU		
61010 REGULAR PAY	575,800	616,800
61110 OVERTIME PAY	7,200	7,200
61510 HEALTH INSURANCE	71,200	90,400
61615 LIFE INSURANCE	900	900
62305 RENTAL OF AUTO-FLEET SER	81,300	81,300
65020 CLOTHING	5,600	5,600
2270 TRAFFIC BUREAU	742,000	802,200

Police Department

2275 – Community Strategies Bureau

Description of Major Activities

The Bureau is responsible for developing a better partnership between the police and the community for the purpose of reducing crime. The activities of the bureau include crime prevention seminars, home security surveys, Operation Identification, neighborhood watch, Site Plan and Appearance Review Committee, senior citizen programs, and the Citizen/Police Academy and Clergy Team liaison. The Crime Analysis element publishes the daily bulletin, weekly crime analysis reports, and monthly crime statistics by beat. Involvement in special events includes 4th of July festivities, Evanston CommUnity Picnic, and the Holiday Food Basket program.

FY 2004-2005 Objectives

- Selection and recruitment of volunteers for the CERT (community emergency response team) program by December 2004.
- Add new members to the CPA Alumni Association.
- Seek new members for the Evanston Police Clergy Team.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Home security surveys	350	350	350
Commercial surveys	9	10	10
Speaker's Bureau engagements	55	50	50
Seminars conducted	25	25	25
Daily bulletins	220	220	220
Weekly crime analysis reports	52	52	52
Monthly crime statistics by beat	12	12	12
FULL TIME EQUIVALENT POSITIONS	4	3	3

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
COMMUNITY STRATEGIC BUREAU
2275

	2003-2004 Appropriation	2004-2005 Approved
2275 COMMUNITY STRATEGIC BUREAU		
61010 REGULAR PAY	198,200	212,300
61050 PERMANENT PART-TIME	18,600	18,600
61110 OVERTIME PAY	3,200	4,200
61510 HEALTH INSURANCE	18,800	23,900
61615 LIFE INSURANCE	400	400
62275 POSTAGE CHARGEBACKS	500	500
62295 TRAINING & TRAVEL		3,000
62305 RENTAL OF AUTO-FLEET SER	43,400	43,400
65020 CLOTHING	700	700
65125 OTHER COMMODITIES	500	1,000
2275 COMMUNITY STRATEGIC BUREAU	284,300	308,000

Police Department

2280 – Animal Control Bureau

Description of Major Activities

As a part of the Division of Strategic Services, the Animal Control Bureau handles requests and complaints from citizens dealing with domestic and wild animals, including birds and reptiles. It also counsels citizens on animal control problems and issues citations for violation of animal control ordinances. In addition, it apprehends and impounds stray animals and handles adoption of unwanted dogs and cats in conjunction with CARE (a local volunteer group).

FY 2004-2005 Objectives

- Review the Department Standard Operating Procedures for Animal Control for possible updates and changes by February 2005.
- Work with the Department of Health and Human Services to set up a program of quarterly meetings between representatives of both departments to exchange information and ideas on subjects of mutual interest and concern by February 2005.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Animals adopted	550	550	550
Animals impounded	800	750	750
Citizen complaints handled	7,000	7,000	7,000
Animals returned to owners	180	200	200
Animals euthanized	50	80	80
Citations issued	220	220	220
FULL TIME EQUIVALENT POSITIONS	2	2	2

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
ANIMAL CONTROL
2280

	2003-2004 Appropriation	2004-2005 Approved
2280 ANIMAL CONTROL		
61010 REGULAR PAY	103,600	111,000
61050 PERMANENT PART-TIME	13,500	13,500
61110 OVERTIME PAY	6,300	6,300
61510 HEALTH INSURANCE	11,900	15,100
61615 LIFE INSURANCE	100	100
62225 BLDG MAINTENANCE SERVICES	1,100	1,100
62305 RENTAL OF AUTO-FLEET SER	11,100	11,100
62415 DEBRIS/REMOVAL CONTRACTUAL COS		800
62520 OTHER CONTRACTUAL SERVICES	800	
65020 CLOTHING	500	1,500
65025 FOOD	1,500	1,500
2280 ANIMAL CONTROL	150,400	162,000

Police Department

2285 – Problem Solving Team

Description of Major Activities

As a part of the Patrol Operations Division, the Problem Soving Team's (PST) uniformed officers provide regular and highly visible foot patrols in neighborhoods. PST officers serve as a community policing mechanism by making personal contacts with area residents and merchants as well as providing a broad range of proactive and preventive community services (block club development, security surveys, attending meetings, etc.).

FY 2004-2005 Objectives

- Reduce the use of fake IDs by implementing a program (Operation Straight ID) to the business, retail and liquor establishment community through training and education of the laws and penalties by February 2005.
- Curb the continuous disruptive behavior of persons while at home, in businesses and on public ways by identifying, monitoring, and enforcing, as authorized by the Nuisance Premises Ordinance by December 2004..

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Neighborhood meetings	350	350	350
Reident surveys completed	20	50	50
Tickets and citations issued-parking		400	400
-traffic		80	80
-C tickets		50	50
-S tickets		15	15
Arrests		100	100
Tactical missions		15	15
FULL TIME EQUIVALENT POSITIONS	7	7	7

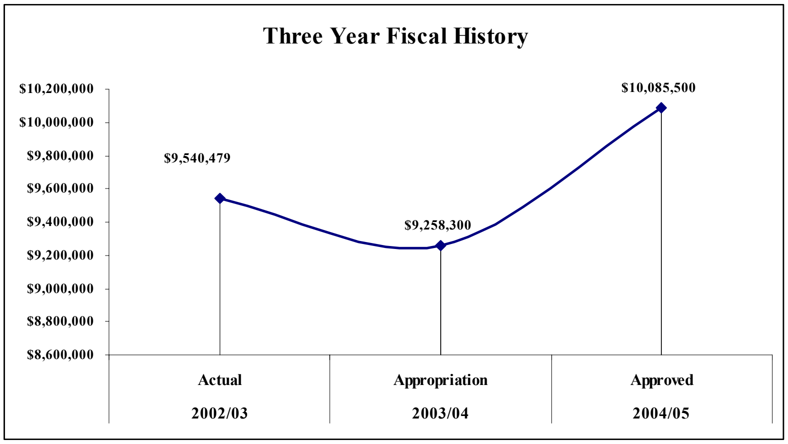
Approved Adjustments in 2004-2005 Budget

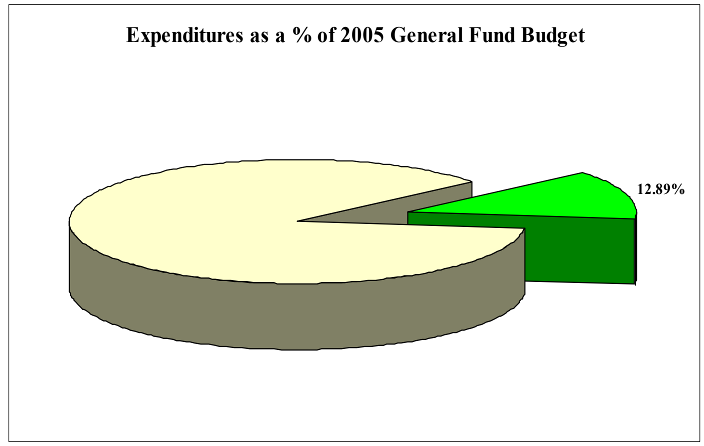
CITY OF EVANSTON
PROBLEM SOLVING TEAM
2285

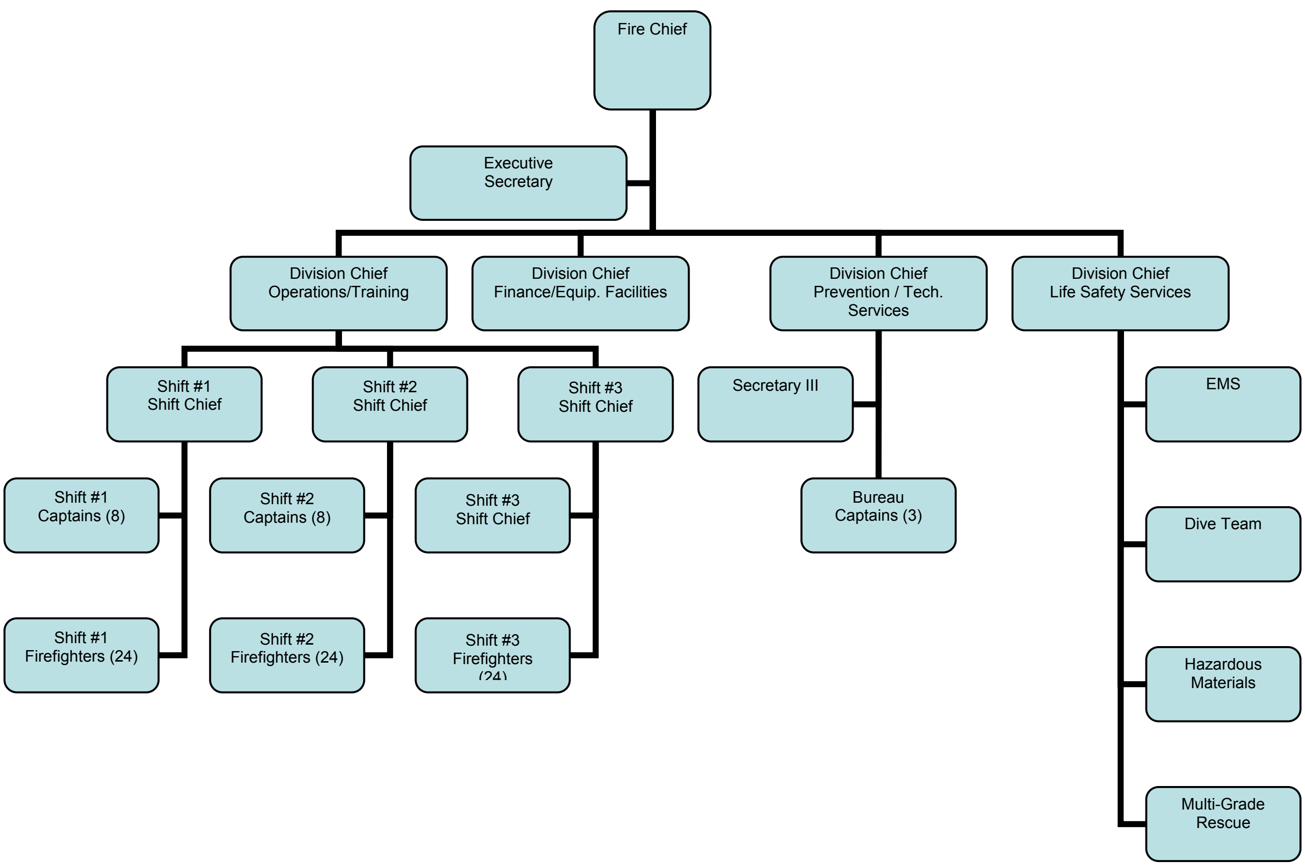
	2003-2004 Appropriation	2004-2005 Approved
2285 PROBLEM SOLVING TEAM		
61010 REGULAR PAY	449,600	481,600
61110 OVERTIME PAY	6,600	6,600
61510 HEALTH INSURANCE	56,000	71,100
61615 LIFE INSURANCE	700	700
62245 OTHER EQMT MAINTENANCE	2,000	2,000
62305 RENTAL OF AUTO-FLEET SER	27,400	27,400
65020 CLOTHING	4,200	4,200
2285 PROBLEM SOLVING TEAM	546,500	593,600

City of Evanston

Fire Department







Fire Department

Financial Summary

	2002-2003 Actual		2003-2004 Appropriation		2003-2004 Estimated Actual		2004-2005 Appropriation Approved
Expenditures:							
2305 – Fire Management & Support	522,362		498,600		600,000		520,000
2310 – Fire Prevention	443,599		442,600		450,000		562,900
2315 – Fire Suppression	8,574,518		8,317,100		8,800,000		9,002,600
Total Expenditures:	**$ 9,540,479**		**$ 9,258,300**		**$ 9,850,000**		**$ 10,085,500**
Revenues:							
False Alarm Fines	64,945		40,000		25,000		55,000
Cost Recovery Fines	5,262		5,000		5,000		5,000
Ambulance Fees	377,200		340,000		350,000		440,000
Total Revenues:	**$ 447,407**		**$ 385,000**		**$ 380,000**		**$ 500,000**

Notes for Financial Summary
The approved revenues for ambulance fees are projected with a $100,000 increase because the fee schedule for ambulance transport was increased during budget negotiations.

Performance Report on FY 2003-2004 Major Program Objectives

During the past year, the Fire Department's Administration worked diligently with Facilities Management to move into the new Fire Headquarters. Fire Station #3 was ready for occupancy at the end of this fiscal year. A ribbon cutting marking the official opening of the new station was held on February 27, 2004.

The Fire Prevention Bureau has activated its latest fire safety tool, the Fire Safety Trailer. More than 150 seniors and 350 children and parents have participated in the fire safety program since the trailer was put into service. The Fire Prevention Bureau also participated in a multi-agency safety training evolution at Evanston Township High School and a child seat safety fair, also held at the High school (for the second year in a row). The Fire Prevention Bureau expanded its safety fairs this year to include several local business.

Our Operations Division participated in a national excercise called Topoff. The program evaluated the effectivness of Federal, State and local jurisdictions' emergency functioning. The division continues to participate in Mutual Aid Box Alarm System (MABAS) Division, Illinois' Hazardous Material, Water Rescue, and Special Rescue excercises. These trainings evaluate and enhance the ability of local fire departments to work in harmony during emergencies. Continuing education courses were completed as follows: 66 members completed the Advance Cardiac Life Support Course; 4 new paramedics completed the licensing process. Operations are working hard at keeping personnel at a heightened level of preparedness, so that they will be able to function well in a time of crisis.

Evanston Fire & Life Safety Services is committed to the highest standards of professional integrity and excellence in the delivery of services as well as the relationships established with our members and the community.

2004-2005 Department Initiatives

Evanston Fire & Life Safety Management initiatives for the next budget year are the following: The Fire Department Administration will be working diligently to complete the radio study, so that we can proceed with obtaining a repeater system. This system will cover the dead areas that we have and enhance our communciations throughout the city. The Fire Administration will also work with Facilities Management to complete a study of Fire Station 5 and recommend either rennovation of the existing structure or building new. We will be developing a Public Education Team that utilizes the Fire Safety Trailer in more of their presentations. A fire investigation team is being developed as well, made up of members from fire suppression that have the training to perform fire investigations. This team will assist the Fire Prevention Bureau with fire investigations according to our SOG (standard operating guidelines). Our Fire Operations Division will finalize the application process for the a Fire Act Grant Award.

Fire Department

2305 – Fire Management & Support

Description of Major Activities

This element provides leadership in coordinating efforts to ensure efficient and effective services in fire prevention and operations (which covers fire suppression and medical emergencies). Management policies are developed and instituted to improve all Fire and Life Safety Services and to coordinate interaction with other city departments. An annual budget is prepared and administered. Operating procedures are evaluated and upgraded to improve productivity and keep pace with changing conditions and technology.

FY 2004-2005 Objectives

- Work closely with Facilities Management to complete a study of Fire Station #5, detailing whether we should raise the building and build a new structure, or renovate the existing structure by the end of February, 2005.
- Work diligently to complete the communication study by the end of February, 2005.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
City fire insurance rating	3	3	3
Average number of sick days per employee	1	1	1
FULL TIME EQUIVALENT POSITIONS	3	3	3

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
FIRE MGT & SUPPORT
2305

	2003-2004 Appropriation	2004-2005 Approved
2305 FIRE MGT & SUPPORT		
61010 REGULAR PAY	233,300	249,900
61510 HEALTH INSURANCE	17,700	22,500
61615 LIFE INSURANCE	700	700
62210 PRINTING	200	200
62235 OFFICE EQUIPMENT MAINT	1,000	1,000
62270 MEDICAL/HOSPITAL SERVICES	20,000	20,000
62275 POSTAGE CHARGEBACKS	800	800
62295 TRAINING & TRAVEL	300	300
62305 RENTAL OF AUTO-FLEET SER	27,500	27,500
62315 POSTAGE	500	500
62320 TELEPHONE CHARGEBACKS	51,000	51,000
62335 DATA PROCESSING SERVIC	3,000	3,000
62355 LAUNDRY/OTHER CLEANING	1,000	1,000
62360 MEMBERSHIP DUES	6,500	6,500
62380 COPY MACHINE CHARGES	6,600	6,600
64015 NATURAL GAS	38,300	38,300
65010 BOOKS, PUBLICATIONS, MAPS	600	600
65020 CLOTHING	60,000	60,000
65050 BLDG MAINTENANCE MATERIAL	5,000	5,000
65070 OFFICE/OTHER EQT MTN MATL	6,000	6,000
65095 OFFICE SUPPLIES	3,000	3,000
65125 OTHER COMMODITIES	15,000	15,000
68205 CONTINGENCIES	600	600
2305 FIRE MGT & SUPPORT	**498,600**	**520,000**

Fire Department

2310 – Fire Prevention Bureau

Description of Major Activities

The Fire Prevention Bureau is responsible for Fire and Building Code enforcement; investigations of cause and origin; building inspections for Fire Building Code violations; inspection and witnessing of fire and life safety systems; licensing of specialized occupancies; review of new construction plans for fire and life safety requirements; site plan review; certificate of occupancy inspections; public education and fire awareness programs; enforcement of fire and life safety for public events; monitoring, testing and witnessing of underground storage tank installations and removals; generating department activity reports; creation and implementation of specialized programs; and responding to citizens' inquiries and complaints. The Bureau's main objective is fire prevention and awareness through a pro-active approach to fire and life safety.

FY 2004-2005 Objectives

- Adopt the International Fire Codes 2003 Edition by the end of Febraury, 2005.
- Develop a Public Education Team consisting of members from the Fire Suppression Division to assist in public education presentations and the Fire Safety House utilization, by the end of Febraury, 2005.
- Develop a Fire Investigation Team in which members from Fire Suppression could assist in the Fire Investigation or complete the investigation based upon a written SOG, by the end of febraury, 2005.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
City Fire Insurance rating	3	3	3
Fire in and to Structure	100	100	100
General Alarms Dispatched	1,400	1,210	1,200
Fire details (One Company)		1,250	1,000
Number of other emergencies	325	325	325
Non fire responses	200	225	200
Average Fire Alarm Response	348	350	350
Fires in One and Two Family dwellings	40	40	40
Hydrants Inspected/flow tested	1,321	1,218	1,321
Bureau Fire Inspections	750	732	750
Construction Plans Review	450	626	500
Fire Equipment Test Witnessed	550	706	700
Staff Hours on Cause and Origin Investigations	310	387	350
Public Education presentations	100	398	400
Customer request for information	3,000	5,710	5,000
In service Company Inspections	400	600	600
FULL TIME EQUIVALENT POSITIONS	5	5	6

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
FIRE PREVENTION
2310

	2003-2004 Appropriation	2004-2005 Approved
2310 FIRE PREVENTION		
61010 REGULAR PAY	357,900	411,200
61110 OVERTIME PAY	6,400	6,400
61510 HEALTH INSURANCE	33,100	50,000
61615 LIFE INSURANCE	600	700
62210 PRINTING	1,500	1,500
62245 OTHER EQMT MAINTENANCE	4,000	4,000
62250 COMPUTER EQUIPMENT MAINT		49,500
62295 TRAINING & TRAVEL	400	400
62305 RENTAL OF AUTO-FLEET SER	23,500	23,500
62345 COURT COST/LITIGATION	300	300
62360 MEMBERSHIP DUES	700	700
65010 BOOKS, PUBLICATIONS, MAPS	2,000	2,000
65095 OFFICE SUPPLIES	3,000	3,000
65105 PHOTO/DRAFTING SUPPLIE	1,500	1,500
65620 OFFICE MACH. & EQUIP.		500
65625 FURNITURES & FIXTURES	7,500	7,500
68205 CONTINGENCIES	200	200
2310 FIRE PREVENTION	442,600	562,900

Fire Department

2315 – Fire Suppression Bureau

Description of Major Activities

Fire Suppression personnel respond to all fires, explosions, accidents and medical emergencies. This division conducts in-house medical training and continuing education classes to upgrade emergency medical care skill levels. Suppression also responds to service calls such as; lock-outs or lock-ins, downed power lines, odor investigations, flammable liquid spills and other incidents that require prompt response, investigation and/or action. During severe weather this element assists the Forestry Department in clearing the streets and walks of fallen trees. Suppression also provides the opportunity for members of our departments to participate in the MABAS Division III Water Rescue and Hazardous Materials Teams

FY 2004-2005 Objectives

- Present a Pediatric advanced Life Support Course, available to all paramedics, by the end of February, 2005.
- Provide necessary continuing education for EMT-B and EMT-P personnel, by the end of February, 2005.
- Prcoess three members through paramedic licensure, by the end of February, 2005.
- Finalize the processing of the Fire Act grant Award, by the end of February, 2005.
- Review and Revise, as necessary, our Standard Operating Guidelines, by the end of February, 2005.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Training hours/firefighter	240	240	240
Number of Paramedics	74	78	81
Ambulance Calls	4,500	5,600	5,600
Average Ambulance response Times	350	350	350
FULL TIME EQUIVALENT POSITIONS	101	101	101

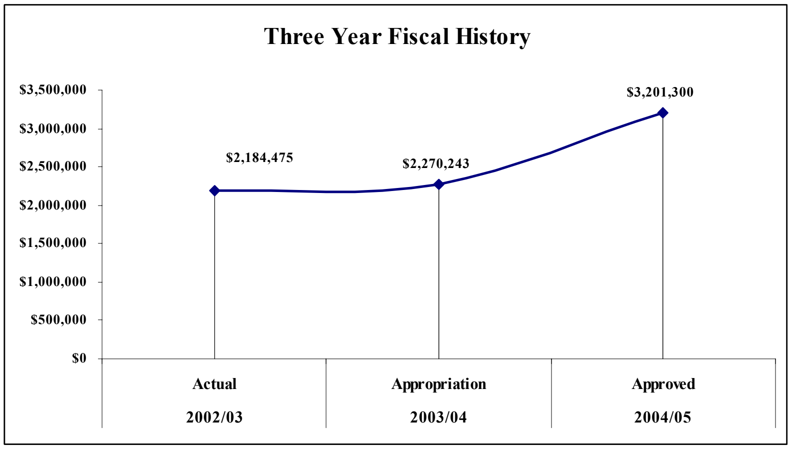
Approved Adjustments in 2004-2005 Budget

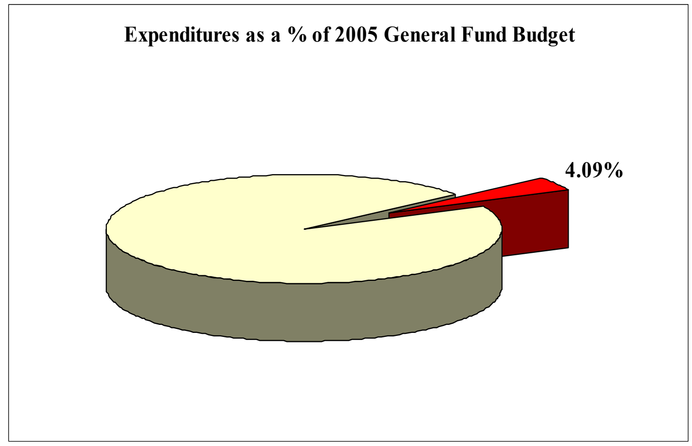
CITY OF EVANSTON
FIRE SUPPRESSION
2315

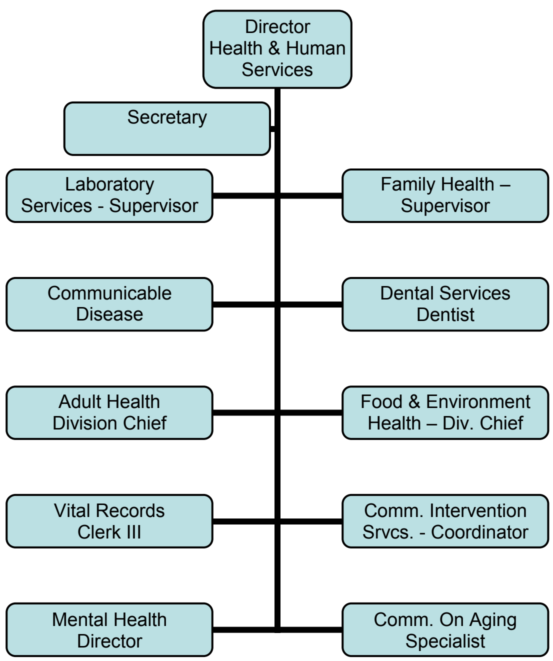
	2003-2004 Appropriation	2004-2005 Approved
2315 FIRE SUPPRESSION		
61010 REGULAR PAY	6,615,200	7,086,400
61110 OVERTIME PAY	272,000	272,000
61510 HEALTH INSURANCE	706,800	897,600
61615 LIFE INSURANCE	9,900	9,900
62210 PRINTING	1,200	1,200
62272 OTHER PROFESSIONAL SERVICES	10,000	
62295 TRAINING & TRAVEL	30,000	40,000
62305 RENTAL OF AUTO-FLEET SER	587,700	587,700
62360 MEMBERSHIP DUES	3,500	3,500
62520 OTHER CONTRACTUAL SERVICES	8,000	
62521 MEDICAL EQ MAINT AGREEMENTS		10,000
62522 SCBA EQ MAINT AGREEMENTS		5,000
62523 EXTRICATION EQ MAINT AGREEMNTS		3,500
62605 OTHER CHARGES		10,000
65005 AGRI/BOTANICAL SUPPLIES	100	100
65010 BOOKS, PUBLICATIONS, MAPS	1,000	1,000
65015 CHEMICALS	3,000	3,000
65040 JANITORIAL SUPPLIES	10,000	10,000
65075 MEDICAL & LAB SUPPLIES	4,000	7,000
65085 MINOR EQUIPMENT & TOOLS	4,000	4,000
65090 SAFETY EQUIPMENT	1,200	1,200
65095 OFFICE SUPPLIES	2,500	2,500
65105 PHOTO/DRAFTING SUPPLIE	1,000	1,000
65125 OTHER COMMODITIES	1,200	1,200
65625 FURNITURES & FIXTURES	44,300	44,300
68205 CONTINGENCIES	500	500
2315 FIRE SUPPRESSION	8,317,100	9,002,600

City of Evanston

Health & Human Services







Health and Human Services Department

Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved
Expenditures:				
2407 – Health Services Admin.	(18,935)	331,900	300,000	357,000
2408 – Public Hlth Admin. (revenue)	0	0	0	0
2410 – Laboratory Services	128,331	126,100	105,100	139,100
2415 – Family Health	635,285	596,500	585,000	652,500
2420 – Infectious Disease Control	200,740	232,900	225,000	249,200
2425 – Dental Services	180,165	180,400	193,000	193,900
2430 – Adult Health	519,572	191,300	191,300	203,300
2435 – Food & Environment	442,134	414,000	414,000	485,400
2440 – Vital Records	97,183	104,800	104,800	116,300
2445 – Health Department Grants	0	(48,300)	0	804,600
Total Expenditures:	**$ 2,184,475**	**$ 2,129,600**	**$ 2,118,200**	**$ 3,201,300**
Revenues:				
Adolescent Health Program Grant	49,548	56,600	56,600	56,600
Bioterrorism Grant	0	0	0	90,000
Birth and Death Certificate Fees	208,858	224,700	140,000	145,000
Center for Public Ministry	375	375	375	375
Child Residential Care Fees	600	600	480	480
Childhood Lead Poisoning Grant	1,458	4,000	4,000	4,000
Dental Fees & Reimbursement	64,515	90,000	90,000	90,000
Environmental & Tobacco Fees	13,750	12,000	12,000	12,000
Family Case Management Grant	114,200	110,500	126,300	126,300
Family Planning Grant	49,500	54,500	54,500	54,500
Food Education Activities	5,000	5,000	5,000	5,000
Food Establishment License Fees	123,256	165,000	165,000	145,000
Food Establishment Plan Review	9,600	9,600	9,600	9,600
Genetics Grant	10,065	10,200	10,200	10,200
Health Service Fees – Lab	12,822	11,900	12,400	16,200
IDPH Dental Sealant Grant	3,828	7,800	5,000	0
IDPH – Local Health Protection	63,353	63,300	71,000	71,000
Illinois Tobacco Free Grant	47,887	37,000	32,000	25,000
Kid Care	8,755	8,000	10,500	10,500
Long Term Care License Fees	107,439	112,400	112,400	112,400
Patient Fees	41,212	41,200	41,200	41,200
Prostate Grant	7,000	7,000	7,000	7,000
Residential Care Homes Licenses	0	500	400	400
Skokie Contract	0	1,500	2,000	2,250
Summer Food Inspections	500	0	0	0
Tanning Facility Inspections	100	100	100	100
Teen Parent Services	7,400	10,000	10,000	15,000
Tuberculosis Grant	12,040	12,000	12,000	12,000
Vision & Hearing Grant	3,656	6,400	6,400	6,400
West Nile Virus	1,135	36,000	2,000	36,000
Total Revenues:	**$ 967,852**	**$ 1,098,175**	**$ 998,455**	**$ 1,104,505**

Notes for Financial Summary

Public Health Administration (2408) is now budgeted in Health Services Administration (2407). Both revenues and expenditures for grant related funds are being accounted for this year. This accounting change has affected the net financials for the Health Department, which appears as highly inflated expenditures. It is important to note that these expenditures (grant related) are offset by grant funding (revenue). The financial summary also represents a decrease in the Child Residential Care Home fee; a result of closing the Brewer House.

Health and Human Services Department

Performance Report on FY 2003-2004 Major Program Objectives

Department bioterrorism planning proceeded as anticipated. The first quarter of the fiscal year involved significant local planning for the federal smallpox vaccination initiative. Ultimately two staff members were vaccinated, but the program was halted in May. Staff continues to work with Illinois, Chicago, Cook County and other suburban health departments to develop regional planning efforts to respond to bioterrorism. The Department also contributed funding for a local test of a plan to establish a City radio signal. Following a successful test, establishment of the signal was initiated.

Extensive public information efforts related to West Nile Virus were implemented and staff made presentations at a variety of community forums. Staff applied larvicide at numerous community locations of standing water, and assisted regional health officials in mosquito trapping and testing. In May, Evanston experienced Illinois' first ever case of another mosquito borne illness - Eastern Equine Encephalitis. Department staff submitted dead birds for testing and posted mosquito spraying and West Nile Virus updates on the City's web site on a regular basis.

The Department implemented a new beach water test consistent with other northern Illinois communities. As a result of the testing, tbeaches were closed to swimming two days more than last year, resulting in a number of citizen and media inquiries regarding water quality.

Infectious disease staff monitored the evolving Sudden Acute Respiratory Syndrome (SARS) situation in the first quarter and worked with Northwestern University regarding students who were visiting affected parts of Asia. Staff is currently working to implement new federal recommendations regarding SARS prevention.

The Human Services Committee approved a recommendation by the Commission on Aging to increase the income eligibility for a reduced fee vehicle sticker and staff assisted the Collector's Office in the processing of applications for the reduced fee sticker. The Human Services Committee conducted a hearing to consider a ban on all indoor smoking in public places. The Human Services Committee also established a subcommittee/task force to examine solutions to the problem of inappropriate student behavior and its impact on neighborhoods near the university.

Evanston's Continuum of Care for the Homeless was again ranked as one of the best in the country. Members of the Evanston Homeless Task Force were asked by the U.S. Department of Housing and Urban Development to train other communities on the elements of a good continuum.

2004-2005 Department Initiatives

- In conjunction with the Department of Parks, Forestry and Recreation, develop and distribute new public information materials related to beach water quality and testing. Also, prepare and submit to the City Council a report on beach water quality.
- Develop a comprehensive plan for utilizing new State funding for mosquito control and West Nile Virus protection.
- Direct Evanston's participation in a new regional bioterrorism preparedness plan.
- Direct implementation of amendments to Evanston's Indoor Clean Air ordinance.
- Submit to the City Council and the Evanston Mental Health Board a report on local impact of the reorganization of the Chicago United Way.

Health and Human Services Department

2407 – Human Services Administration

Description of Major Activities

The Director of Health and Human Services coordinates and manages the Department of Health and Human Services, including staff of the Public Health Division, Mental Health Board, Commission on Aging and Community Intervention Programs. The Director serves as the Public Health Director and is responsible for interdepartmental coordination with federal, state, and county health officials. The Director is also responsible for all public information related to infectious disease outbreaks and public health risks.

The Director is responsible for the monitoring and evaluation of all social services purchased by the City through the Evanston Mental Health Board. The Director serves as Director of the Evanston Mental Health Board and Evanston Commission on Aging. The Director's office issues Group and Residential Care Home licenses, Child Residential Care Home licenses and Home Day Care permits.

The Director's office provides primary staff support to the City Council Human Services Committee, the Evanston Community Health Advisory Board, and the Homeless Task Force.

FY 2004-2005 Objectives

- In conjunction with the Department of Parks, Recreation and Forestry, develop and distribute new public information materials related to beach water quality and testing. Also, prepare and submit to the City Council a report on beach water quality.
- Develop a comprehensive plan for utilizing new State funding for mosquito control and West Nile Virus prevention.
- Direct Evanston's participation in a new regional bioterrorism preparedness plan.
- Direct implementation of amendments to Evanston's Indoor Clean Air Ordinance.
- Submit to the City Council and Evanston Mental Health Board, a report on local impact of the reorganization of the Chicago United Way.

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
HEALTH SERVICES ADMIN
2407

	2003-2004 Appropriation	2004-2005 Approved
2407 HEALTH SERVICES ADMIN		
61010 REGULAR PAY	263,100	281,800
61055 TEMPORARY EMPLOYEES	19,000	19,000
61110 OVERTIME PAY	2,000	2,000
61510 HEALTH INSURANCE	23,600	30,000
61615 LIFE INSURANCE	700	700
61625 AUTO ALLOWANCE	1,800	1,800
62185 OTHER CONSULTING SERVICES		5,000
62210 PRINTING	1,000	1,000
62235 OFFICE EQUIPMENT MAINT	100	100
62275 POSTAGE CHARGEBACKS	1,000	1,000
62295 TRAINING & TRAVEL	500	500
62320 TELEPHONE CHARGEBACKS	2,900	2,900
62360 MEMBERSHIP DUES	1,400	1,600
62380 COPY MACHINE CHARGES	5,000	5,000
62520 OTHER CONTRACTUAL SERVICES	5,000	
65010 BOOKS, PUBLICATIONS, MAPS	300	300
65095 OFFICE SUPPLIES	500	300
65555 PERSONAL COMPUTER EQUIPMENT	4,000	4,000
2407 HEALTH SERVICES ADMIN	**331,900**	**357,000**

Health and Human Services Department

2410 - Laboratory

Description of Major Activities

The Laboratory provides technical support and statistical information for other program elements within the Health Department. Specifically, the laboratory performs tests for the Child Health Clinic, Sexually Transmitted Disease Clinic, Family Planning Clinic, Head Start Program, WIC program and the Risk Assessment Program.

The Laboratory tests distribution waters, by contract, for the villages of Glenview and Northbrook. Evanston beaches are tested for possible pathogenic bacteria on a daily basis during the summer months. Evanston swimming pools are tested monthly.

FY 2004-2005 Objectives

Implement an improved method for potable water testing as recommended by the EPA.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Blood Chemistries	222	205	200
Environmental-dairy & water tests	6,526	7,198	7,000
Hematology	680	700	700
Lead Testing	142	140	140
Urinalysis	530	530	530
STD Tests	3,156	2600	2600
HIV Antibody Blood Draw	1,056	900	900
Sickle Cell	69	65	65
FULL TIME EQUIVALENT POSITIONS	2	2	2

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
LABORATORY SERVICES
2410

	2003-2004 Appropriation	2004-2005 Approved
2410 LABORATORY SERVICES		
61010 REGULAR PAY	102,300	109,600
61510 HEALTH INSURANCE	11,800	15,000
61615 LIFE INSURANCE	300	300
62235 OFFICE EQUIPMENT MAINT	100	100
62245 OTHER EQMT MAINTENANCE	800	800
62272 OTHER PROFESSIONAL SERVICES	1,100	
62295 TRAINING & TRAVEL	200	200
62320 TELEPHONE CHARGEBACKS	1,400	1,400
62360 MEMBERSHIP DUES	200	200
65010 BOOKS, PUBLICATIONS, MAPS	100	100
65075 MEDICAL & LAB SUPPLIES	7,500	11,100
65095 OFFICE SUPPLIES	300	300
2410 LABORATORY SERVICES	**126,100**	**139,100**

Health and Human Services Department

2415 – Family Health

Description of Major Activities

Health Promotion and Health Education is provided to Evanston families through the Illinois Department of Human Services Family Case Management (FCM) program. Public Health Nurses perform health assessments, home visitation, counseling and support services to pre- and post-natal mothers, high-risk infants and children, as well as families in crisis. Pregnant women, infants and young children in families that are below 200% of the Federal Poverty Level, qualify for the program services. Genetic counseling, education and referral are provided to individuals and community groups. Family Health Services also conducts its immunization clinic twice per month, genetic counseling and education services, vision and hearing screenings and offers state mandated school physical exams during the months of June through October. Family Planning Clinic is conducted providing services on a sliding scale and offers a variety of services that includes physical exams, lab, pregnancy testing, individual and group education, counseling, contraceptives and social service/medical referrals.

Consultation and health presentations are provided to schools, community agencies and churches during health fairs, etc. as requested. Changes, a pre-adolescent program, provides education and counseling on puberty and self-esteem, abstinence and pregnancy prevention. Evanston Subsequent Pregnancy Project (ESPP) is another adolescent health program that is conducted that provides education and counseling to pregnant and parenting teens with emphasis in delaying subsqeuent pregnancies and completing high school.

A Public Health nurse conducts at least one yearly inspection of the 35 child care centers in Evanston to ensure a healthy and sanitary facility is maintained. Health education sessions are also provided for day care staff upon request.

FY 2004-2005 Objectives

- Increase childhood immunization compliance by 20% for all 1 year old FCM clients by January 2005.
- Increase the number of case managed families enrolled in WIC to 75% by January 2005.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Number of Child Health clinic visits	470	175	185
Number of WIC clinic visits	200	60	50
Number of immunizations	3,500	1,100	1,500
Number of blood lead test	500	150	165
Number of children with elevated blood lead	100	15	20
Number of productive home visits	1,300	900	1,100
Number of vision and hearing screenings	7,850	6,500	6,600
Number of school physicals	120	168	180
Number of Adolescent Health Ed. Sessions	170	230	230
Number of Adolescent Participants	630	690	690
Consultation Visits	2150	1189	2378
Number of Family Planning Visits	1100	916	950
Number of Community Presentations	40	25	30
Number of Participants at Presentations	250	240	250
Number of Family case management referrals	900	852	875

FULL TIME EQUIVALENT POSITIONS	11	10	10

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
FAMILY HEALTH
2415

	2003-2004 Appropriation	2004-2005 Approved
2415 FAMILY HEALTH		
61010 REGULAR PAY	380,700	407,800
61050 PERMANENT PART-TIME	82,400	82,400
61110 OVERTIME PAY		7,500
61510 HEALTH INSURANCE	53,600	68,100
61615 LIFE INSURANCE	600	600
61625 AUTO ALLOWANCE	1,700	2,200
62210 PRINTING	600	600
62235 OFFICE EQUIPMENT MAINT	100	100
62245 OTHER EQMT MAINTENANCE	200	200
62272 OTHER PROFESSIONAL SERVICES	6,000	
62295 TRAINING & TRAVEL	2,100	2,100
62320 TELEPHONE CHARGEBACKS	9,600	9,600
62355 LAUNDRY/OTHER CLEANING	300	300
62360 MEMBERSHIP DUES	300	300
62470 TEEN PEER EDUCATOR CONTR SVCS		30,000
62485 PATIENT CARE EXPENSES (HLTH DE		6,000
62520 OTHER CONTRACTUAL SERVICES	30,000	
64540 TELECOMMUNICATIONS - WIRELESS		2,700
65010 BOOKS, PUBLICATIONS, MAPS	1,500	2,000
65020 CLOTHING		700
65025 FOOD	2,000	2,000
65075 MEDICAL & LAB SUPPLIES	19,500	22,000
65095 OFFICE SUPPLIES	1,600	1,600
65110 RECREATION SUPPLIES	1,400	1,400
65555 PERSONAL COMPUTER EQUIPMENT	2,300	2,300
2415 FAMILY HEALTH	**596,500**	**652,500**

Health and Human Services Department

2420 – Infectious Disease Control

Description of Major Activities

Infectious Disease Control is responsible for the prevention, testing, monitoring and follow up of all reportable communicable diseases to prevent the spread of these infections in the community. Bi-weekly STD clinics are provided for the diagnosis, treatment and investigative follow up of sexually transmitted diseases, including behavioral modification, motivational and educational counseling. Confidential and anonymous HIV/AIDS counseling and testing is also provided. The Department occasionally provides risk education at other sites where at-risk individuals present themselves. The Department offers Tuberculosis (TB) skin testing weekly and TB clinics monthly in conjunction with the Cook County Suburban Sanitarium District. Infectious disease consultations and educational services to schools, agencies and professional groups is also provided.

FY 2004-2005 Objectives

Increase the number of clients who begin and complete Hepatitis B vaccine series by 35% from the previous year by January 2005.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Number of AIDS presentations	10	2	4
Number of partricipants at AIDS presentation	350	270	300
Number of STD visits (total)	800	960	1,000
Number of STD treatment visits	470	530	600
Number of Gonorrhea cases reported	40	200	240
Number of Syphilis cases reported	30	50	65
Number of Chlamydia cases reported	80	370	400
Number counseled/tested for HIV	1,250	875	900
Number positive for HIV	3	5	6
Number of new AIDS cases	5	0	0
Number of TB clinic visits	250	275	280
Number of TB skin tests	1200	910	950
Number of CD Epidemiological investigations	350	110	175
FULL TIME EQUIVALENT POSITIONS	4	4	4

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
INFECTIOUS DISEASE CONTROL
2420

	2003-2004 Appropriation	2004-2005 Approved
2420 INFECTIOUS DISEASE CONTROL		
61010 REGULAR PAY	137,200	147,000
61050 PERMANENT PART-TIME	65,100	65,100
61510 HEALTH INSURANCE	17,700	22,500
61615 LIFE INSURANCE	200	200
61625 AUTO ALLOWANCE	600	600
62210 PRINTING	500	500
62235 OFFICE EQUIPMENT MAINT	100	100
62295 TRAINING & TRAVEL	400	400
62320 TELEPHONE CHARGEBACKS	3,200	3,200
62485 PATIENT CARE EXPENSES (HLTH DE		5,000
62520 OTHER CONTRACTUAL SERVICES	5,000	
64540 TELECOMMUNICATIONS - WIRELESS		1,000
65010 BOOKS, PUBLICATIONS, MAPS	600	600
65020 CLOTHING		200
65075 MEDICAL & LAB SUPPLIES	1,500	2,000
65095 OFFICE SUPPLIES	800	800
2420 INFECTIOUS DISEASE CONTROL	**232,900**	**249,200**

Health and Human Services Department

2425 – Dental Services

Description of Major Activities

Comprehensive preventive, restorative, educational and emergency services are provided to children on a sliding fee scale. These services include, but are not limited to, the following: prophylaxis and fluoride treatments, x-rays, decay-preventive sealants, restorations, root canal therapy and surgical procedures and instructions on proper oral hygiene. The Dentist and Dental Health Educator conduct dental health education programs and screenings for preschool and school age children in cooperation with Evanston School District #65 throughout the school year.

FY 2004-2005 Objectives

An Evanston Dental Health Community Needs Assessment was completed in 2003. Results showed that many parents do not understand why dental sealants are an important part of each child's preventive dental services plan. Therefore, Dental services staff will educate at least 200 parents/ guardians of Evanston school children about the benefits of dental sealants by February 2005.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
1. Number of clients registered at the clinic	1,669	1,700	1,700
2. Number of preventive visits	2,310	2,300	2,300
3. Number of restorative visits	1,445	1,200	1,200
4. Number of sealants applied	928	750	750
5. Number of dental health education programs	67	75	75
6. Number of dental health education participants	762	800	800
FULL TIME EQUIVALENT POSITIONS	3.4	3.3	3.3

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
DENTAL SERVICES
2425

	2003-2004 Appropriation	2004-2005 Approved
2425 DENTAL SERVICES		
61010 REGULAR PAY	57,700	61,800
61050 PERMANENT PART-TIME	88,000	88,000
61110 OVERTIME PAY		6,200
61510 HEALTH INSURANCE	11,800	15,000
61615 LIFE INSURANCE	200	200
61625 AUTO ALLOWANCE	100	100
62245 OTHER EQMT MAINTENANCE	600	600
62295 TRAINING & TRAVEL	300	300
62320 TELEPHONE CHARGEBACKS	1,800	1,800
62360 MEMBERSHIP DUES	100	100
65010 BOOKS, PUBLICATIONS, MAPS	300	300
65075 MEDICAL & LAB SUPPLIES	16,000	16,000
65095 OFFICE SUPPLIES	500	500
65555 PERSONAL COMPUTER EQUIPMENT	800	800
65620 OFFICE MACH. & EQUIP.	2,200	2,200
2425 DENTAL SERVICES	180,400	193,900

Health and Human Services Department

2430 – Adult Health

Description of Major Activities

This program identifies adult populations that are recognized as having a high risk of developing cardiovascular and other chronic diseases. Screening, education programs and monitoring activities are provided. Adult screenings include testing of blood pressure, HDL blood cholesterol, consultation and referral. Education and health promotion activities are conducted at selected community locations including churches, health fairs and food distribution sites.

The Evanston Health Department licensure review process is conducted annually for the eleven long term care facilities within the Evanston community.

FY 2004-2005 Objectives

Expand outreach efforts in providing flu/pneumonia vaccination to a greater number of vulnerable minority persons by January 2005.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Number of adults in cardiovascular screening	600	300	325
Number receiving HTN screening	600	300	325
Number receiving cholesterol screening	800	300	325
Number receiving flu/pneumonia vaccine	2,200	1,700	1,850
Number of long term care licensure reviews by the Evanston Health Dept.	11	11	11
FULL TIME EQUIVALENT POSITIONS	2	2	2

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
ADULT HEALTH
2430

	2003-2004 Appropriation	2004-2005 Approved
2430 ADULT HEALTH		
61010 REGULAR PAY	98,300	105,300
61050 PERMANENT PART-TIME	25,900	25,900
61065 SPECIAL PROJECT EMPLOYEES	9,200	9,200
61510 HEALTH INSURANCE	11,800	15,000
61615 LIFE INSURANCE	300	300
61625 AUTO ALLOWANCE		1,800
62185 OTHER CONSULTING SERVICES		22,000
62210 PRINTING	200	200
62235 OFFICE EQUIPMENT MAINT	100	100
62272 OTHER PROFESSIONAL SERVICES	22,000	
62295 TRAINING & TRAVEL	300	300
62320 TELEPHONE CHARGEBACKS	3,600	3,600
62360 MEMBERSHIP DUES	400	400
65010 BOOKS, PUBLICATIONS, MAPS	500	500
65075 MEDICAL & LAB SUPPLIES	18,000	18,000
65095 OFFICE SUPPLIES	700	700
2430 ADULT HEALTH	191,300	203,300

Health and Human Services Department

2435 – Food & Environmental Health Services

Description of Major Activities

The Food and Environmental Health Programs provide population based community health services. This includes risk based food protection activities and community based disease prevention activities. The major programs in this element are food protection; rodent, vector and public health nuisance inspections; lead poisoning investigations; coordination of community health planning and education; Health Division cash collections; and administration of the Illinois Smoke Free Communities grant.

Food establishment inspections are made as required by the Food Service Code of all facilities serving food. This includes restaurants, grocery stores, schools, nursing homes, hospitals, church kitchens, day care centers, food processing plants, temporary food vendors, food vending machines and food delivery vehicles. Reinspections are made when necessary to assure compliance with applicable ordinances. All suspected cases of foodborne illness are investigated to determine the cause and prevent a reccurrence. Plans for new or remodeled establishments are reviewed and owners are issued Health Licenses. Environmental Health Practitioners advise and assist food establishment operators on sanitation problems and conduct Food Manager Training and Certification programs. Food safety training sessions are provided for food handlers as needed.

Environmental Health programs provide inspections, investigations, consultations and educational services. Rodent, vector, insect and public health nuisance complaints are promptly investigated and appropriate corrective action is taken. Environmental Health Practitioners conduct educational rodent control activities for neighborhood groups and facilitate extermination services for serious infestations on public property.

Environmental lead assessments are conducted in dwelling units where children with elevated blood lead levels reside. The source of lead poisoning is determined, and corrective work is recommended. Health inspections and licensure audits are performed at licensed day care facilities. Periodic inspections are made of public swimming pools to assure safe and sanitary conditions. Staff enforce the Evanston Indoor Clean Air Act and the Adolescent Tobacco Act licensing tobacco retailers and prohibiting the sale of tobacco to adolescents under 18 years of age.

Community health needs are identified by IPLAN, the Illinois Process for the Local Assessment of Need. Health Division Staff promote healthy life behaviors at health fairs, festivals, and in the schools. Staff work with community organizations, businesses, the schools and the faith based community in this effort.

Youth tobacco prevention, youth and adult tobacco cessation, and improved indoor air quality are objectives of the Illinois Smoke Free Communities Grant. Youth tobacco prevention activities are being coordinated with the schools, the Evanston office of the American Cancer Society, and PEER Services. The fact that over 70% of the restaurants in Evanston are smoke free is being publicized. Seminars and clinics to help youth and adults quit smoking are being offered.

FY 2004-2005 Objectives

- Reduce vector mosquito breeding sources by planning and providing at least one tire cleanup project by November, 2004.
- By February, 2005, evaluate the food safety education programs offered and make any needed changes.
- Increase the early detection of prostate cancer by providing at least five education and screening activities by February, 2005.
- Promote tobacco cessation among youth and adults by providing at least three one-night Stop Smoking seminars in addition to the six-night Quit Smoking clinics by February, 2005.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Number of youth participating in tobacco prevention activities	3,000	3,000	3,000
Number of persons in cessation activities	120	120	120
FULL TIME EQUIVALENT POSITIONS	6	6.30	6.30

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
FOOD AND ENVIRONMENTAL HEALTH
2435

	2003-2004 Appropriation	2004-2005 Approved
2435 FOOD AND ENVIRONMENTAL HEALTH		
61010 REGULAR PAY	304,700	326,400
61050 PERMANENT PART-TIME	9,200	28,500
61110 OVERTIME PAY	2,800	12,000
61510 HEALTH INSURANCE	35,500	45,000
61615 LIFE INSURANCE	600	600
61625 AUTO ALLOWANCE	500	500
62185 OTHER CONSULTING SERVICES		3,000
62210 PRINTING	1,600	1,600
62272 OTHER PROFESSIONAL SERVICES	3,000	
62295 TRAINING & TRAVEL	600	1,000
62305 RENTAL OF AUTO-FLEET SER	15,700	15,700
62320 TELEPHONE CHARGEBACKS	3,800	3,800
62360 MEMBERSHIP DUES	500	1,900
62495 LICENSED PEST CONTROL SERVICES		1,500
62505 INSTRUCTOR SERVICES		1,200
62520 OTHER CONTRACTUAL SERVICES	29,700	
62605 OTHER CHARGES		29,700
64540 TELECOMMUNICATIONS - WIRELESS		3,000
65010 BOOKS, PUBLICATIONS, MAPS	1,900	700
65045 LICENSING/REGULATORY SUPP	300	500
65070 OFFICE/OTHER EQT MTN MATL		2,000
65080 MERCHANDISE FOR RESALE	400	3,600
65090 SAFETY EQUIPMENT	400	400
65095 OFFICE SUPPLIES	1,400	1,400
65125 OTHER COMMODITIES	800	800
65620 OFFICE MACH. & EQUIP.	600	600
2435 FOOD AND ENVIRONMENTAL HEALTH	414,000	485,400

Health and Human Services Department

2440 – Vital Records

Description of Major Activities

The Department registers all births and deaths that occur in Evanston and compiles certain birth and death data for statistical reports. Certified copies of birth and death certificates are issued by this office for any birth or death occuring in Evanston. Permits, as required by law, are issued to bury or otherwise dispose of a body.

FY 2004-2005 Objectives

Evaluate the need for multiple language Birth Certificate request forms, and implement multi-lingual certificate program if necessary.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Number of registered births	4,895	4,900	4,900
Number of registered deaths	1,383	1,200	1,300
Number of certified copies issued	48,721	40,000	42,000
FULL TIME EQUIVALENT POSITIONS	2	2	2

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
VITAL RECORDS
2440

	2003-2004 Appropriation	2004-2005 Approved
2440 VITAL RECORDS		
61010 REGULAR PAY	81,700	87,500
61060 SEASONAL EMPLOYEES	1,100	1,100
61510 HEALTH INSURANCE	11,800	15,000
61615 LIFE INSURANCE	200	200
62235 OFFICE EQUIPMENT MAINT	200	200
62295 TRAINING & TRAVEL	200	200
62320 TELEPHONE CHARGEBACKS	1,400	1,400
62335 DATA PROCESSING SERVIC	2,500	5,000
62520 OTHER CONTRACTUAL SERVICES	4,000	4,000
65095 OFFICE SUPPLIES	1,500	1,500
65105 PHOTO/DRAFTING SUPPLIE	200	200
2440 VITAL RECORDS	104,800	116,300

Health and Human Services Department

2445 – Health & Human Services Department Grants

Description of Major Activities

Cook County Lead-Based Paint Hazard Control
Approximately 21,456 of Evanston's housing units, or 79% of the total housing units, are estimated to contain lead-based paint. Evanston's figures correlate to the age of the housing stock, with 93% of the housing units built prior to 1960, when lead-based paint was still used. The total number of pre-1979 housing units occupied by very low income individuals is 10,868. Assuming that a lower number of these homes have been abated or re-mediated, a conservative estimate is that 90% of these dwelling units (9782) will have lead based paint in them. About 90% of these units (8804) will have lead hazards in some form. The number of low and very low income households in Evanston is 8,716 or 31.2% of Evanston households. Low income homeowners (at or below 80% PMSI), in the first years of home ownership, will be targeted by this grant program.

Strengthening Early Education and Development (SEED)
Through a three-year grant from the federal office of the Substance Abuse and Mental Health Services Administration (SAMHSA), the City of Evanston will implement Project SEED. The goal of SEED is to positively impact the lives of approximately 400 pre-school to kindergarten-aged children, and their families, who are in the community's public and private child care centers and classrooms. The goal is also to affect system-level change by expanding Evanston's capacity to build a network of early childhood prevention and intervention services after the term of the grant has been completed. Over the duration of the grant, SEED will implement *The Incredible Years* program and evaluate client, system, and process outcomes. Evaluation data and analysis will be integrated into ongoing strategic planning involving parents, teachers, early childhood educators, and mental health and social service planners. Another goal for SEED is to act as a catalyst for community-wide attention to early intervention and prevention efforts, and to develop and implement a plan for sustaining the grant-funded activities within the Evanston community after the life of the project has ended. *The Incredible Years* program is delivered through a letter of agreement with Metropolitan Family Services. The City of Evanston is the primary investigator for the SAMHSA grant with the responsibility for organizing and coordinating the SEED Community Advisory Council.

FY 2004-2005 Objectives

Cook County Lead-Based Paint Hazard Control Grant:

1. Expand rehabilitation programs to control lead-based paint hazards in income eligible privately owned housing where there is the most need.
2. Maximize rehabilitation in low-income housing units where children are located. Priority will be given to units with mitigation/abatement notices where there are children with elevated blood lead levels.
3. Continuing the outreach efforts in providing housing rehabilitation to 28 low-income families of children with elevated blood lead levels.

Strengthening Early Education and Development (SEED):

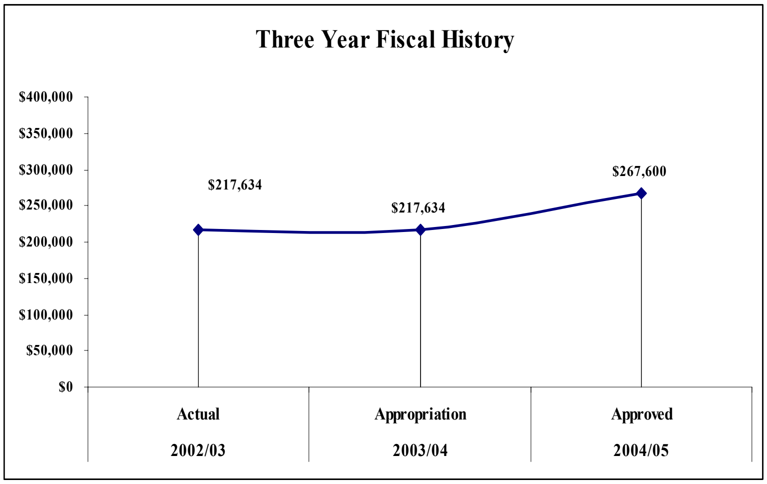
1. By June 30, 2004, provide training for 50 teachers from Evanston's child care centers and classrooms in *The Incredible Years* (TIY) classroom curriculum.
2. By June 30, 2004, provide 12-week parent training groups in the TIY curriculum for 90 parents of children ages 3-5 years old, and who are enrolled in Evanston's public and private child care centers.
3. By June 30, 2004, in conjunction with trained teachers, implement the TIY curriculum in public and private child care centers and classrooms for at least 160 children ages 3-5 years old.
4. By October 30, 2004, through SEED's research design, demonstrate statistically significant positive outcomes in the lives of the individuals who have received the TIY training and curriculum during Year 2 of the SAMHSA grant.

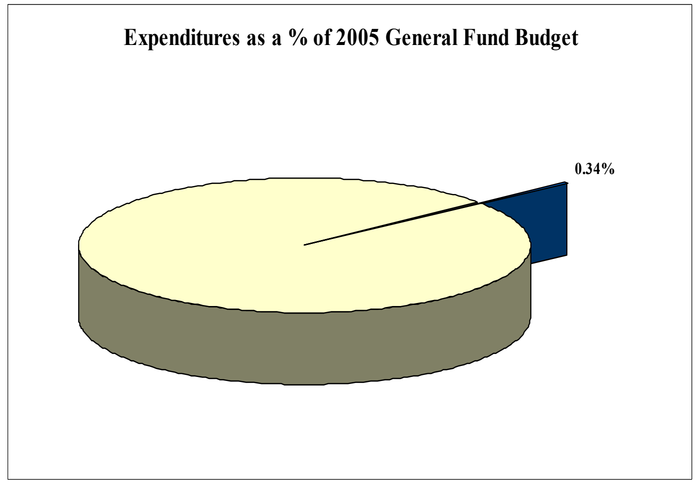
CITY OF EVANSTON
HUMAN SERVICES
2445

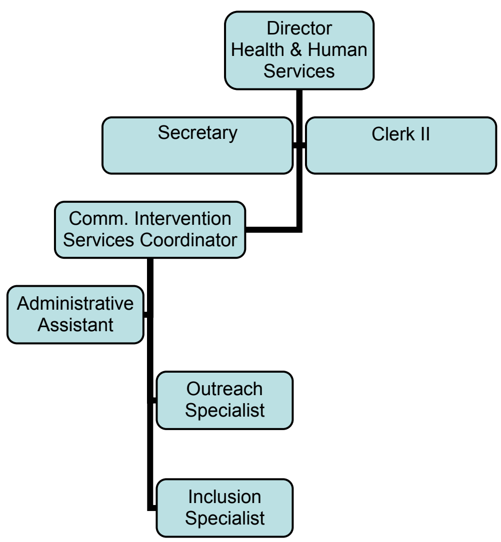
	2003-2004 Appropriation	2004-2005 Approved
62490 OTHER PROGRAM COSTS	124,100	
65126 BIOTERRORISM GRANT EXPENSES		90,000
65127 LEADPAINT HAZARD GRANT EXPENSE		354,600
65128 SEED GRANT EXPENSES		360,000
66125 SERVICES BILLED OUT	535,000-	
67145 METROPOLITAN FAMILY SERVI	362,600	
Grand Total(s)	48,300-	804,600

City of Evanston™

Community Intervention Services







Community Intervention Services

Financial Summary

	2002-2003 Actual		2003-2004 Appropriation		2003-2004 Estimated Actual		2004-2005 Appropriation Approved
Expenditures:							
2450 – Community Intervention	**217,634**		**258,000**		**255,000**		**267,600**
Total Expenditures:	**$ 217,634**		**$ 258,000**		**$ 255,000**		**$ 267,600**

Performance Report on FY 2003-2004 Major Program Objectives

The Division continued to support the language program throughout city departments, which will assist residents who are limited-English proficient. The Division assisted city departments in completion of their self-evaluation questionnaires, meeting ADA Compliance.

Community Intervention Services

2450 – Community Intervention Services

Description of Major Activities

Community Intervention Services (CIS) includes a variety of direct and contract servcies desgined to address the needs of special populations within the community. CIS includes outreach and a practical assistance service to those populations for whom English is not a primary language. CIS staff also coordinate City responses to persons with disabilities, including an Adaptive Device Program, and monitoring City compliance with the Americans With Disablilites Act. CIS staff manages City funding of homelessness assistance programs, including City funding of Evanston Township for emergency assistance, the federal Emergency Shelter Grant program and the Cook County Childhood Lead Prevention Program. CIS provides staff support to the Homeless Task Force, Citizen's Advisory Committee on Compliance with the Americans with Disabilities Act, Bilingual Service Provider's Exchange (BSPE), and the Cook County Lead Prevention Program.

FY 2004-2005 Objectives

- Expand outreach efforts to the Disabled community working closely with the Citizen's Advisory committee on ADA Compliance.
- Develop and implement a Language Program throughout City Departments, which will assist residents who are limited-English proficient.

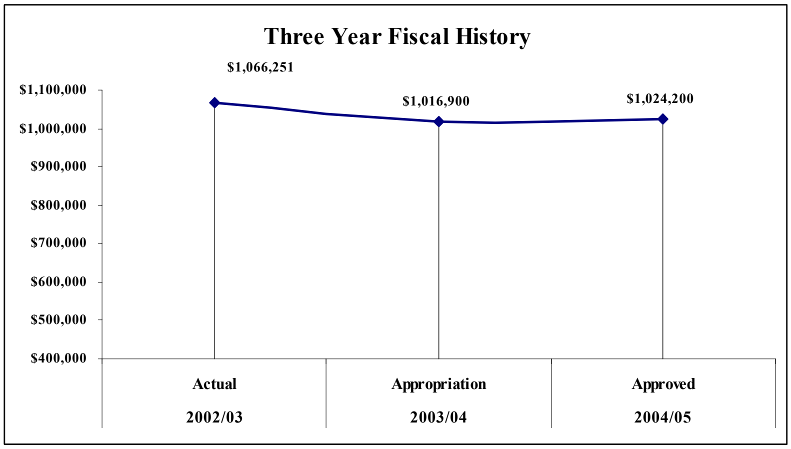
Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Applications for assistance	1,919	1,500	1,500
Total households assisted	12,000	6,000	6,000
SPIN and Wraparound Mtgs for Interagency intervention and case plans.	10	10	10
Referrals to Different agencies	550	600	700
Homeless Task Force	7	12	12
ADA Committee	7	12	12
BSPE (Bilingual Service Providers Exchange	6	6	6
FULL TIME EQUIVALENT POSITIONS	2	3.60	3.60

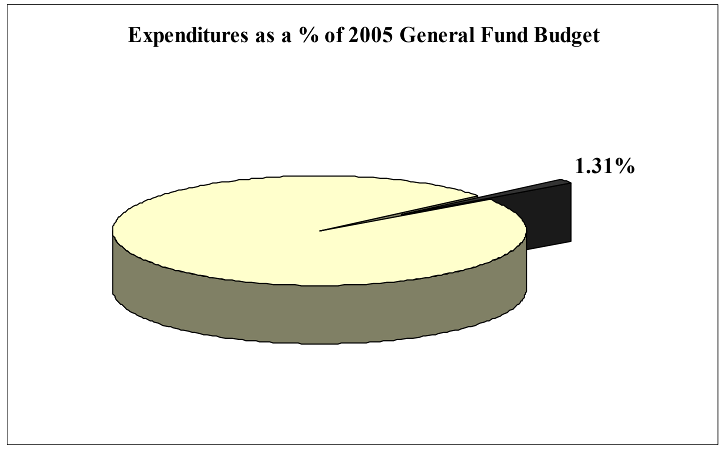
Approved Adjustments in 2004-2005 Budget

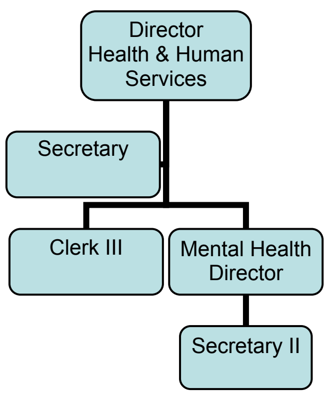
CITY OF EVANSTON
COMMUNITY INTERVENTION SVCS
2450

	2003-2004 Appropriation	2004-2005 Approved
2450 COMMUNITY INTERVENTION SVCS		
61010 REGULAR PAY	90,300	96,700
61060 SEASONAL EMPLOYEES	1,900	1,900
61510 HEALTH INSURANCE	11,800	15,000
61615 LIFE INSURANCE	300	300
62210 PRINTING	300	300
62235 OFFICE EQUIPMENT MAINT	100	100
62275 POSTAGE CHARGEBACKS	900	900
62295 TRAINING & TRAVEL	300	300
62320 TELEPHONE CHARGEBACKS	6,100	6,100
62360 MEMBERSHIP DUES	100	100
62380 COPY MACHINE CHARGES	1,000	1,000
62520 OTHER CONTRACTUAL SERVICES	143,000	
62605 OTHER CHARGES		143,000
65010 BOOKS, PUBLICATIONS, MAPS	100	100
65095 OFFICE SUPPLIES	700	700
65620 OFFICE MACH. & EQUIP.	900	900
68205 CONTINGENCIES	200	200
2450 COMMUNITY INTERVENTION SVCS	258,000	267,600

Mental Health Board and Community Purchased Services







Mental Health Board and Community Purchased Services

Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved
Expenditures:				
2455 - Mental Health Administration	101,283	105,000	105,000	113,300
2460 - Community Purchased Services	882,491	828,900	808,000	828,900
2525 - Homeless Services	82,477	83,000	70,000	82,000
Total Expenditures:	**$ 1,066,136**	**$ 1,016,900**	**$ 983,000**	**$ 1,024,200**

Notes for Financial Summary

The FY 04/05 appropriation for Community Purchased Services includes what were previously two separate budget elements: Mental Health Board's (MHB) Purchased Service Allocations and the City of Evanston's Community Purchased Services. Last year, the City Council consolidated both of these into the Community Purchased Services (2460) Budget Element. As a result, the MHB is now responsible for the oversight, evaluation, monitoring and recommendation of allocations for all of the City of Evanston's General Revenue Funds that support broad based human services, both for mental health and general social service issues.

The Mental Health Board is supporting 27 programs in 18 agencies with FY 04/05 funds.

Performance Report on FY03-04 Objectives

Agency Monitoring and Allocation Process:
The Mental Health Board (MHB) implemented a new consolidated funding process, assuming responsibility for nine additional programs. The MHB members monitored 17 funded agencies: each MHB member served as an Agency Liaison for regular contact with one or two agencies; monthly statistical reports were received about each funded program; narrative program reports were received quarterly. In addition, the MHB met with each of the six agencies that were funded for the first time in FY03-04 by the MHB as a result of the funding consolidation, in order to conduct an in-depth review of the services that were being funded. In the last fiscal year, the MHB funded programs that provided services to 9405 unduplicated Evanston individuals and families; 85% of these individuals were low-income.

Community Education:
The MHB and the Evanston Child & Adolescent Local Area Network organized and sponsored "Community Responses to Truancy: Engaging Students in Schools," a taped national videoconference; a live panel discussion that explored the causes and broad effects of truancy; and considered community efforts to develop collaborative intervention strategies. More than 50 people from the schools, the Courts, the Police Department, and social service agencies participated.

The MHB sponsored the Second Annual Naomi Ruth Cohen Charitable Foundation Mental Health Conference "From Confusion towards Clarity, Mapping the World of Mental Health Services." More than 200 consumers, family members and professionals participated.

The MHB in conjunction with the Commission on Aging and twenty social service organizations cosponsored the fifth annual "Aging Well: Choices and Myths" about mental health issues for older adults. Approximately 120 people attended the conference.

Community Planning:

- Oversight for the implementation of Project SEED, a 3-year, federally funded project that is implementing an evidence-based mental health prevention program for children ages 3-5 who are enrolled in public and private early childhood day care programs. SEED is also targeting and training the parents and teachers of these children. The City subcontracts with Metropolitan Family Services to implement and coordinate SEED. The project is being run as a partnership with School District #65 and the Childcare Network of Evanston.
- Coordination of the planning, development, and implementation of an emergency mental health responders network for the community.

Mental Health Board and Community Purchased Services

2455 – Mental Health Board

2460 – Community Purchased Services

Description of Major Activities

The Evanston Mental Health Board (MHB) is a public body established by a local referendum in 1969 to administer local tax dollars for mental health services. Its mission is to assure the existence of the best possible environment for the promotion of mental health and emotional well-being in Evanston. The MHB accomplishes this by working for system improvement, supporting and defending those residents with special needs, and educating the community about important mental health issues.

The MHB's enabling legislation indicates that it is responsible for ensuring that there are effective mental health programs in Evanston for people who have, or are at risk of having, mental and emotional disorders or problems, developmental disabilities, and/or substance abuse problems. These programs and services shall be available to all Evanston residents regardless of ability to pay. In the summer of 2002, the MHB assumed additional responsibility for the City of Evanston's Community Purchased Service budget. The two budget elements were combined in the MHB budget, and the Board now utilizes a consolidated funding process for allocating funds, and evaluating and monitoring programs that provide broad-based human services, both for mental health and general social service issues. The MHB plans for, coordinates, monitors and evaluates programs to ensure that they are accessible, effective and responsive to the needs of Evanston's residents. The MHB determines goals and objectives and develops funding guidelines, criteria and priorities. An annual contract is written, data is collected from each funded program monthly and quarterly, and agencies are monitored for contract compliance.

Mental Health Services provides staff support to maintain the Mental Health Board operations and assist the MHB in implementing its mission. They provide contract administration and assist in the monitoring of contract performance. Staff also provides information and referrals about local agency services, and other public and private mental health programs. Short-term clinical intervention and case management are provided for people in crisis. A directory of services is published about all of the community's services. Assistance is provided to individuals to find whatever services are needed, whether in Evanston or through programs in other communities.

FY 2004-2005 Objectives

- By July 2004, to have evaluated and revised the Mental Health Board's funding criteria, and to have incorporated funding priorities that include both mental health and broad based human service issues.
- By July 2004, to have evaluated and revised the Mental Health Board's funding process for FY04-05, and to have begun the implementation of changes for new criteria for performance outcome measures.
- By February 2005, to have organized and provided at least four community-wide educational presentations related to contemporary MHB-related issues.
- By February 2005, to have monitored monthly the MHB-funded agencies' use of City tax dollars by visiting program sites; meeting with agency staff; and attending agency board meetings.
- By December 2005, to have completed an update of the directory of community services and distributed it as a printed document as well as through an online version of the City web page.

Mental Health Board and Community Purchased Services

2455 – Mental Health Board

2460 – Community Purchased Services

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
MENTAL HEALTH ADMINISTRATION - 2455			
1. Meetings organized and facilitated for the network of mental health providers	12	14	30
2. MHB Liaison meetings with funded agencies	---	---	72
3. Services provided for families and individuals through crisis intervention, information and referrals and staffings	102	53	150
4. Community-wide educational presentations	1	5	4
5. Contracts with purchased service agencies negotiated, developed and monitored	21	17	18
6. Residential care home licensing reviews implemented	1	4	3
FULL TIME EQUIVALENT POSITIONS	1.5	1.5	1.5

COMMUNITY PURCHASED SERVICES – 2460 (Evanston Individuals Served)	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
BEHIV			
Comprehensive Case Management	29	22	30
Wellness/Supportive Services	9	11	NA
Mental Health	7	7	10
Educational Outreach	NA	1094	750
Child Care Center of Evanston			
Home Day Care	144	128	130
Childcare Network of Evanston			
Project HELP	49	72	65
City Wide Scholarships	92	106	55.
Connections for the Homeless			
Substance Abuse Case Manager	49	26	60
Entry Point	99	118	100
Dimensions			
MISA Collaboration	36	34	36
Evanston Community Defender			
Social Work Services	85	90	105
Legal Services	102	105	132
Family Focus			
Primary Prevention	875	1367	1380
Pregnant and Parenting Teen	121	138	140

Mental Health Board and Community Purchased Services

2455 – Mental Health Board

2460 – Community Purchased Services

Housing Options			
Residential Services	15	15	15
SHIP	12	13	10
Infant Welfare Society			
Teen Baby Nursery	60	67	68
Legal Assistance Foundation of Metro Chicago			
Evanston Legal Services	555	520	550
Metropolitan Family Services			
Family Support/Prevention (families served)	18	35	36
Family Services	1218	1226	800
North Shore Senior Center			
Evanston/Skokie Valley Senior Services	2236	2205	2210
PEER Services			
Adolescent Treatment	99	98	90
Adult Treatment	102	114	115
Youth Early Intervention	170	138	150
SHORE Community Services			
Lois Lloyd Center	37	31	32
DD Residential Services	33	33	33
Thresholds			
Thresholds Transitions	40	NA	50
Trilogy			
Evanston Psychosocial Activities Program	45	32	35
Youth Job Center			
Job Readiness, Training and Placement	948	1089	1200
Y.O.U.			
Youth Development	811	471	500
TOTALS	**8056**	**9405**	**8837**

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
MENTAL HEALTH PROGRAM ADMIN
2455

	2003-2004 Appropriation	2004-2005 Approved
2455 MENTAL HEALTH PROGRAM ADMIN		
61010 REGULAR PAY	83,300	89,200
61510 HEALTH INSURANCE	8,900	11,300
61615 LIFE INSURANCE	200	200
61625 AUTO ALLOWANCE	600	600
62275 POSTAGE CHARGEBACKS	1,500	1,500
62295 TRAINING & TRAVEL	200	200
62320 TELEPHONE CHARGEBACKS	1,300	1,300
62360 MEMBERSHIP DUES	1,500	1,500
62380 COPY MACHINE CHARGES	4,000	4,000
65010 BOOKS, PUBLICATIONS, MAPS	600	600
65095 OFFICE SUPPLIES	800	800
65555 PERSONAL COMPUTER EQUIPMENT	1,800	1,800
68205 CONTINGENCIES	300	300
2455 MENTAL HEALTH PROGRAM ADMIN	**105,000**	**113,300**

CITY OF EVANSTON
COMMUNITY PURCHASED SERVICES
2460

	2003-2004 Appropriation	2004-2005 Approved
2460 COMMUNITY PURCHASED SERVICES		
67010 CHILDCARE NETWORK OF EVANSTON	130,700	130,700
67015 PEER SERVICES	71,800	72,800
67025 DIMESIONS - PEER SERVICES	61,000	61,000
67030 FAMILY FOCUS	42,000	42,000
67040 LGL ASSIST FNDTN OF METRO CHGO	44,000	34,600
67045 Y.O.U.	90,400	90,400
67050 COMMUNITY DEFENDER OFFICE	46,000	46,600
67065 HOUSING OPTIONS	22,400	22,400
67070 SHORE COMMUNITY SERVICES	43,000	43,000
67075 TRILOGY INC	6,000	6,000
67090 CHILD CARE CTR OF EVNSTON	18,500	18,500
67105 YOUTH JOB CENTER	8,000	8,000
67110 CONNECTIONS FOR THE HOMELESS	28,300	26,000
67125 INFANT WELFARE SOCIETY	80,000	80,000
67130 BETTER EXISTENCE WITH HIV	11,700	8,000
67140 NORTH SHORE SENIOR SERVICES	31,900	32,900
67145 METROPOLITAN FAMILY SERVICES	93,200	96,000
67155 THRESHOLDS		10,000
2460 COMMUNITY PURCHASED SERVICES	828,900	828,900

Mental Health Board and Community Purchased Services

2525 – Homeless Services

Description of Major Activities

Connections for the Homeless
The agency operates Hilda's Place, a year-round, fixed-site emergency and transitional overnight shelter for adult men and women. The shelter provides 36 emergency beds and is open from 7:00 p.m. to 7:00 a.m. each night of the year. Emergency Shelter Grant Program (ESGP) funds will support the following operations of the shelter: (a) weekly in-person psychiatric assessments and evaluations of individuals in the shelter; (b) personnel costs associated with Night Supervisors and the Mental Health Case Manager; (c) personnel costs associated with the Substance Abuse Case Manager, (d) operational services and supplies for the shelter, and (e) costs assosciated with the repairs and maintenance of the shelter, and (f) shelter rent.

Evanston Ecumenical Action Council
The agency operates the Hospitality Center for the Homeless on a year-round basis. The Center is open five days a week, Monday through Friday. The Hospitality Center provides guests with shelter from the elements during the day, ongoing case management services, and an on-site social worker and employment counsler. The Hospitality Center also provides a telephone voicemail, fax, and fare for transportation to enable its guests to get to work, job-related interviews, and appointments for entitlements and other benefits. When needed, the Hospitality Center provides hats, scarves, gloves, umbrellas and other clothing items. The Center also provides support services to assist guests to make the transition to a more stable living condition and an employment counselor to provide guidance as guests strive to become self sufficient. The Director of the Hospitality Center is also responsible for coordination of afternoon warming centers during the winter months. Emergency Shelter Grant Program funds will support the general operating expenses of the Hospitality Center and the salary of the employment counsler.

The Youth Job Center of Evanston, Inc.
The agency provides job-readiness and job placement services for Evanston youth starting at age 14 serving up to age 40. The agency is open Monday through Friday from 9:00 a.m. to 5:00 p.m. Emergency Shelter Grant (ESGP) Funds are used to provide clients with: (1) job-readiness, life-skills and basic computer training; (b) employment-related guidance and counseling services; (c) ongoing job search and placement support; (d) post-employment follow-up and support for permanent placements. Clients are required to participate in a mandatory four-week pre-job training class followed by an unrestricted search for full-time jobs that pay living wages with benefits. ESGP funds offset staff direct service costs associated with job training, counseling and placement services.

FY 2004-2005 Objectives

- To provide emergency and transitional shelter at Hilda's Place, a minimum of 12 hours per night, seven days a week, 365 days a year.
- To provide daytime shelter to overnight guests from Hilda's Place and Entrypoint.
- To provide assistance with and access to resources for employment, education and social services.
- To provide coordination for the activities of the afternoon warming shelters that are fun by various local community churches.
- To provide supportive services, including comprehensive case management, substance abuse counseling, mental health counseling, psychiatric evaluation, housing placement, vocational assistance, active job placement, computer training, access to Internet Services and life skills training.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Persons Served at:			
Connections for the homeless	403	450	200
EEAC	350	350	375
Youth Job Center	30	59	65
FULL TIME EQUIVALENT POSITIONS	0	0	0

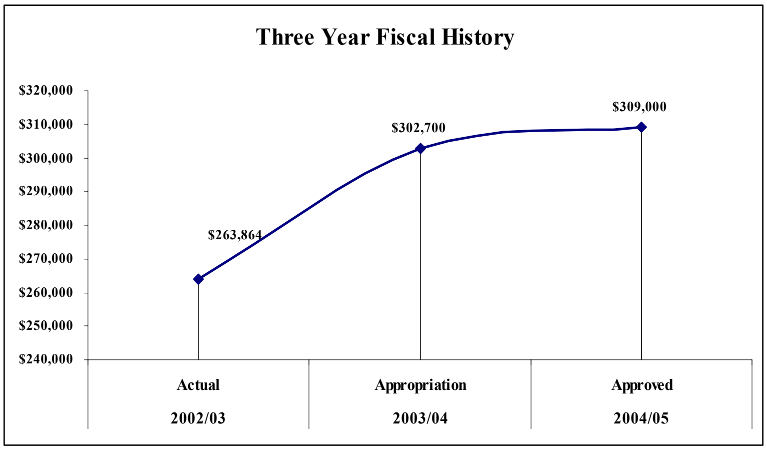
Approved Adjustments in 2004-2005 Budget

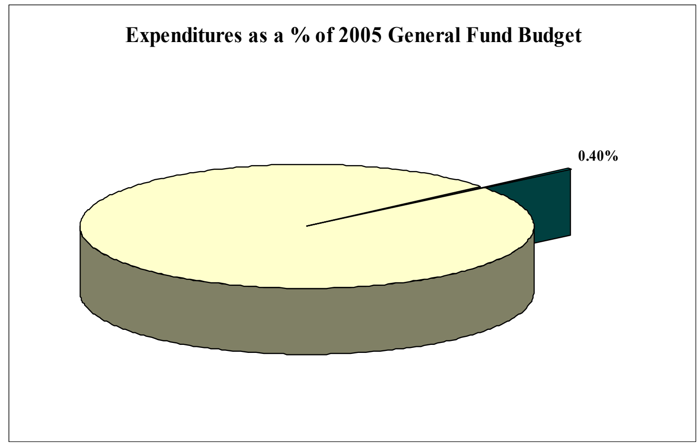
CITY OF EVANSTON
HOMELESS SERVICES
2525

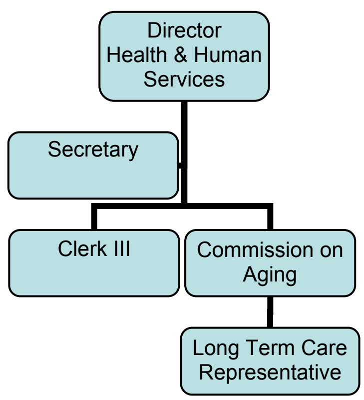
	2003-2004 Appropriation	2004-2005 Approved
2525 HOMELESS SERVICES		
67105 YOUTH JOB CENTER		10,000
67110 CONNECTIONS FOR THE HOMELESS	66,200	66,000
67115 EVAN EC ACT CN-HOMELESS	16,800	6,000
2525 HOMELESS SERVICES	83,000	82,000

City of
Evanston™

Commission on Aging







Commission on Aging

Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved
Expenditures:				
2530 – Commission on Aging	88,944	90,300	90,300	96,600
2535 – Subsidized Taxi Program	174,920	212,400	200,000	212,400
Total Expenditures:	**$ 263,864**	**$ 302,700**	**$ 290,300**	**$ 309,000**
Revenues:				
Long Term Care Ombudsman	16,894	17,800	18,000	19,000
Participant Contributions	64,332	55,000	62,000	55,000
Total Revenues:	**$ 81,226**	**$ 72,800**	**$ 80,000**	**$ 74,000**

Notes for Financial Summary

Subsidized taxicab program usage continues to increase, providing increases in program revenue as well as cost to the City.

Performance Report on FY 2003-2004 Major Program Objectives

Staff met with other City departments and social service agencies to discuss the housing assistance each entity provides, and to identify gaps in service and plan seminars for citizens and professionals regarding predatory lending and home preservation resources. Outreach materials with information about existing programs and resources have been developed and distributed throughout the community. Requests for assistance have increased with the distribution of these educational materials. Seminars for the coming year will be scheduled.

Staff and commission interns reveiwed existing yard work programs sponsored by nearby municipalities and met with several volunteer and youth organizations to develop a yard work component to the Handyman Program. Requests for volunteers to assist with leaf raking and snow shoveling have been included in City publications and in local newspapers.

Regular office hours will be established at the Levy Senior Center prior to the end of the calendar year.

Commission members have begun to address accessibility issues during discussions of existing and proposed programs. Issues that should be dealt with by the ADA Committee are conveyed to that committee by a Commission member who serves on the committee.

City staff monitor and respond to all complaints about taxicab service on the day that they are received. Complaints are investigated by speaking to the rider, the driver and the taxicab company. Drivers are disciplined as indicated and based on the severity of the complaint. Informal surveys of program users indicate that driver responsiveness and courtesy have improved. A taxicab program user was recently identified who is willing to participate in the cab driver training program, and a taxicab program user is represented on the Taxicab Advisory Board.

2004-2005 Department Initiatives

- Continue to improve driver courtesy and responsiveness in order to better serve the program participants.
- Effectively staff regular office hours at the Levy Senior Center.
- Continue to evaluate program effectiveness and identify areas for improvement and further outreach.

Commission on Aging

2530 – Commission on Aging

Description of Major Activities

The Commission on Aging advocates for older residents. The Commission operates the Long-Term Care Ombudsman Program; advocates on behalf of long-term care facility residents and investigates complaints about care; trains volunteers to advocate for the residents of long-term care facilities and senior housing buildings; provides information, assistance and referral services to callers; provides education to the elderly and their families about services for the older person; makes in-home assessments of at-risk seniors living in the community; provides technical assistance to agencies in funding and coordination of planning for services; advises agencies, organizations, the community and members of the City Council on the needs of older adults; encourages and facilitates activities between generations; administers a subsidized taxicab program with the City Collector's Office and administers a Handyman Program in conjunction with CEDA Neighbors at Work.

FY 2004-2005 Objectives

- Coordinate the planning and scheduling of public forums and the distribution of materials describing community and long-term care resources, including housing preservation options, with other City Departments and community agencies by April 2004.
- Work with local pharmacies to develop a medication delivery program to senior housing buildings by April 2004
- Develop the yard work component of the Handiman Program to include assistance with bush trimming, weed removal and grass mowing by May 2004.
- Develop an all purpose eligibility card for all Commission sponsored programs by June 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Callers given information, assistance or referrals	1,500	1,500	1,600
In-home assessments of at-risk seniors		69	70
Long-term care facility residents assisted	1,700	1,700	2,000
Long-term care facility resident complaints handled by the Ombudsman Program	113	115	120
Handyman visits	129	130	130
FULL TIME EQUIVALENT POSITIONS	1.5	1.5	1.5

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
COMMISSION ON AGING
2530

	2003-2004 Appropriation	2004-2005 Approved
2530 COMMISSION ON AGING		
61010 REGULAR PAY	68,600	73,500
61110 OVERTIME PAY	1,000	
61510 HEALTH INSURANCE	8,900	11,300
61615 LIFE INSURANCE	100	100
61625 AUTO ALLOWANCE	600	600
62272 OTHER PROFESSIONAL SERVICES	300	
62275 POSTAGE CHARGEBACKS	2,100	2,100
62295 TRAINING & TRAVEL	100	100
62320 TELEPHONE CHARGEBACKS	1,900	1,900
62360 MEMBERSHIP DUES	300	300
62380 COPY MACHINE CHARGES	2,200	2,200
62520 OTHER CONTRACTUAL SERVICES	2,800	
62605 OTHER CHARGES		3,100
65010 BOOKS, PUBLICATIONS, MAPS	500	500
65095 OFFICE SUPPLIES	400	400
68205 CONTINGENCIES	500	500
2530 COMMISSION ON AGING	90,300	96,600

Commission on Aging

2535 – Subsidized Taxicab Program

Description of Major Activities

The Subsidized Taxicab Program provides low cost transportation for Evanston residents who are 60 years or older and to mobility limited residents. The program may be used anywhere in Evanston, with any Evanston cab company, 24 hours per day, 7 days per week. Coupons may be purchased by program participants for $2.00. The coupons are returned by the taxi companies to the City for reimbursement. Coupons are available for purchase at the Evanston City Collector's Office, the Levy Senior Center and the United Way. The program is jointly administered by the Commission on Aging and the City Collector's Office.

FY 2004-2005 Objectives

Work with the staff of the City Collector's Office to monitor the effectivenss of the driver training program and the complaint process by July 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Total persons registered	2,163	2,400	2,500
New registrations in fiscal year	161	170	175
Average number of trips per day	96	107	115
Coupon activity:			
Number of coupons sold	32,166	34,000	36,000
Number of coupons redeemed	35,054	39,000	42,000
FULL TIME EQUIVALENT POSITIONS	0	0	0

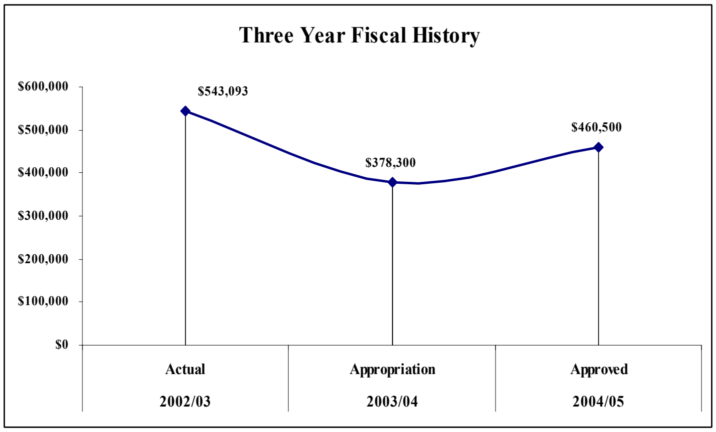
Approved Adjustments in 2004-2005 Budget

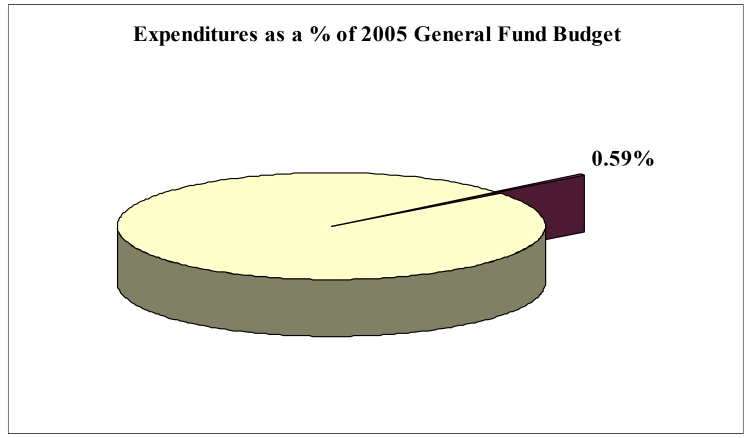
CITY OF EVANSTON
SUBSIDIZED TAXICAB PROGRM
2535

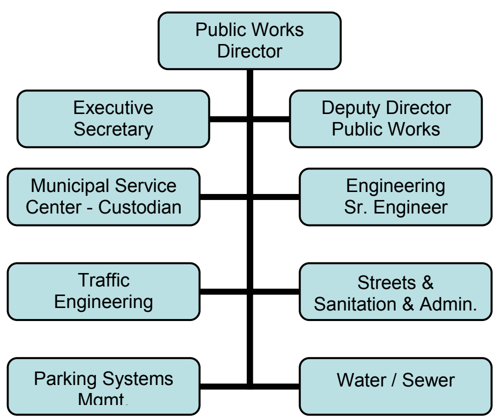
	2003-2004 Appropriation	2004-2005 Approved
2535 SUBSIDIZED TAXICAB PROGRM		
62210 PRINTING	800	800
62380 COPY MACHINE CHARGES	1,500	1,500
62695 COUPON PMTS-CAB SUBSIDY	210,000	210,000
65095 OFFICE SUPPLIES	100	100
2535 SUBSIDIZED TAXICAB PROGRM	**212,400**	**212,400**

City of Evanston

Public Works Director







Public Works Director

Financial Summary

Expenditures:	2002-2003 Actual		2003-2004 Appropriation		2003-2004 Estimated Actual		2004-2005 Appropriation Approved
2605 – Director of Public Works	150,610		135,200		140,000		192,500
2610 – Municipal Service Center	392,483		243,100		243,100		268,000
Total Expenditures:	**$ 543,093**		**$ 378,300**		**$ 383,100**		**$460,500**

Notes for Financial Summary

The Director of Public Works (2605) expenditure line reflects the transfer in of the executive secretary from Traffic Engineering (2630).

Performance Report on FY 2003-2004 Major Program Objectives

- Provided training sessions for AFSCME supervisors.
- Revised 5-year street paving plan to include changes in original program and to add a year to make it a "rolling"
- 5-year plan.
- Assisted with the expansion of the special assessment alley paving program by modifying assessment techniques, increasing marketing efforts, and using other funding sources. About 20 alleys are planned for 2004 compared to nine in 2003.
- Continued as participant in the process to review the proposed Sherman Avenue garage.
- Applied for and received a five-year extension of the IEPA permit to operate the James Park compost facility.
- Coordinated the construction of the Lee Street cul-de-sac project using a combination of public works crews/equipment and private contractors (and a combination of public and private funding).
- Completed an inventory of all alleys (dimensions, surface type and condition, etc.) to develop a priority system for repair and improvement.

2004-2005 Department Initiatives

- Attempt to coordinate with both school districts to develop a program to improve the condition of sidewalks near schools and to construct new walks where there are none. We will also investigate sidewalk needs in areas other than around schools.
- Develop more efficient routings for snow removal, garbage collection, and street cleaning by purchasing and using a GPS-based location system on City vehicles and equipment.
- Continue to coordinate utility construction with street repaving to avoid damage to newly-paved streets.

Public Works

2605 – Director of Public Works

Description of Major Activities

The Director of Public Works manages the planning, construction and maintenance of public improvements and the delivery of public works services. This includes the design and implementation of work programs and construction activities to accomplish policies and goals formulated by the City Council and the City Manager. The Director 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, Transportation, Fleet Services, Water and Sewer Utilities and Municipal Service Center operations.

FY 2004-2005 Objectives

- To coordinate with both school districts to develop a program to improve the condition of sidewalks near schools and to construct new walks where there are none.
- To work with the Superintendent of Streets and Sanitation to develop more efficient routings for snow removal, garbage collection, and street cleaning by purchasing and using a GPS-based location system.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Flood and Pollution Control Meetings	6	6	6
Meetings/Hearings of Board of Local Improvements	20	25	35
Parking Committee Meetings	11	11	11
Supervisor Training Sessions	10	10	10
FULL TIME EQUIVALENT POSITIONS	1	1	2

Approved Adjustments in 2004-2005 Budget
Includes transfer of Executive Secretary from Traffic to this element

CITY OF EVANSTON
DIRECTOR OF PUBLIC WORKS
2605

	2003-2004 Appropriation	2004-2005 Approved
2605 DIRECTOR OF PUBLIC WORKS		
61010 REGULAR PAY	109,700	169,800
61510 HEALTH INSURANCE	5,900	15,000
61615 LIFE INSURANCE	300	500
62275 POSTAGE CHARGEBACKS	300	300
62295 TRAINING & TRAVEL	100	100
62305 RENTAL OF AUTO-FLEET SER	12,100	
62320 TELEPHONE CHARGEBACKS	3,000	3,000
62360 MEMBERSHIP DUES	1,000	1,000
62380 COPY MACHINE CHARGES	1,000	1,000
65010 BOOKS, PUBLICATIONS, MAPS	300	300
65095 OFFICE SUPPLIES	1,000	1,000
68205 CONTINGENCIES	500	500
2605 DIRECTOR OF PUBLIC WORKS	135,200	192,500

Public Works

2610 – Municipal Service Center

Description of Major Activities

The Municipal Service Center serves as the base of operations for all field service personnel and equipment. It provides operating space for the Public Works Department divisions of Streets and Sanitation, Traffic Engineering, Parking and Parking Enforcement, and Fleet Services, as well as for the Parks, Forestry and Recreation Department and the Facilities Management Department. The building includes maintenance garages, workshops, warehousing, office and employee areas, material storage and vehicle garages as well as the salt storage dome. Bulk products and supplies are dispersed from this location for all departments of City government. The Center contains one dwelling unit for a city employee as well as the Parking Enforcement Division which allows for continuous on-site security and surveillance. The Center also provides office and operating space for The Summer Youth Program. Additionally, the Center is providing space for recycling spent lamps and household battery recycling storage.

FY 2004-2005 Objectives

- Complete computer inventory program of all items in the first floor warehouse by January.
- Complete construction of replaced Salt Dome.
- Complete installation of protective ballards around all doorways.
- Continue preventative maintenance program for the parking deck.
- Complete installation of phase 3 (Bldg A) security door lock system by December.
- Complete exterior building painting project.
- Complete replacement of steel exterior doors with fiberglass doors.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Conduct annual exterior storage bin cleanup by all user departments	1	1	1
Cordinate fire drills with the Fire Prevention Bureau	2	2	2
Conduct annual lighting fixture cleanup	1	1	1
Complete annual cleanup of second floor warehouse	1	1	1
Conduct annual fire extenquisher inspection	12	12	12
Conduct weekly inspection of eyewash stations	52	52	52
Quarterly inspection of 63 overhead doors	4	4	4
FULL TIME EQUIVALENT POSITIONS	1	1	1

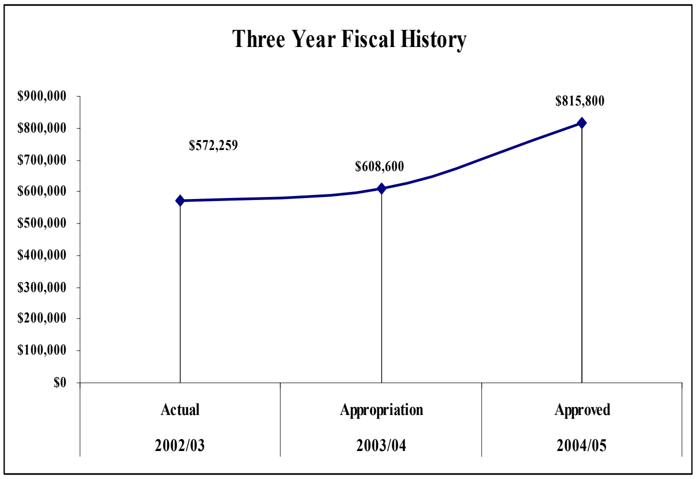
Approved Adjustments in 2004-2005 Budget

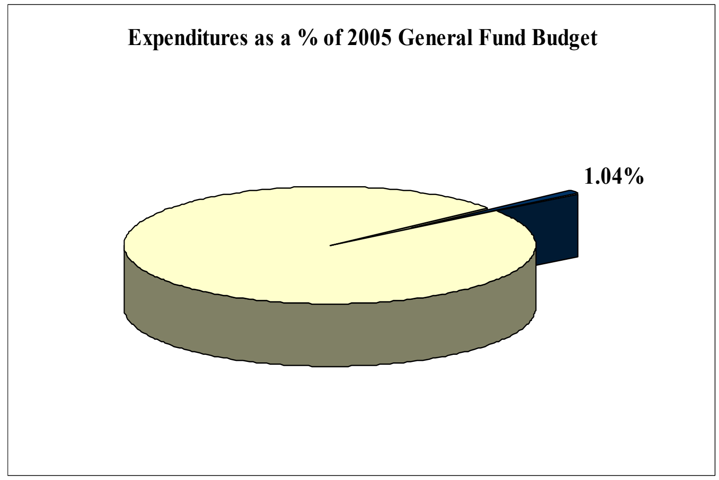
CITY OF EVANSTON
MUNICIPAL SERVICE CENTER
2610

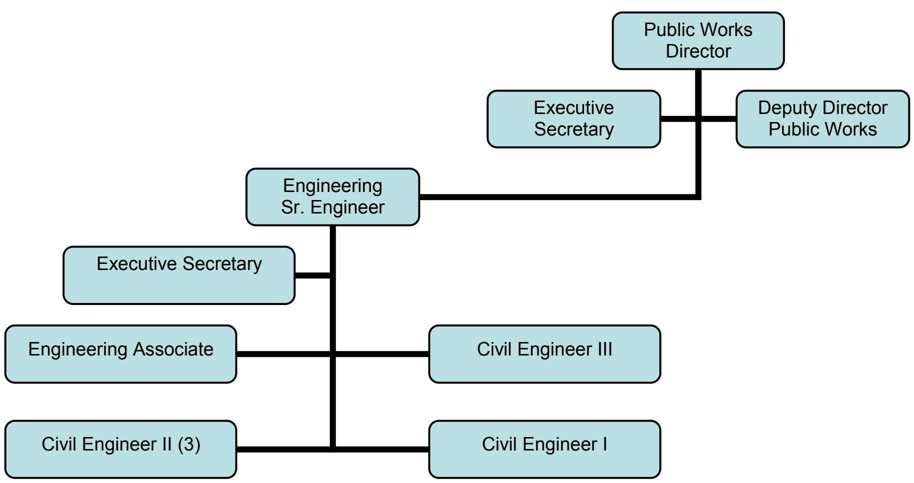
	2003-2004 Appropriation	2004-2005 Approved
2610 MUNICIPAL SERVICE CENTER		
61050 PERMANENT PART-TIME	37,200	39,800
62205 ADVERTISING		400
62225 BLDG MAINTENANCE SERVICES	40,000	23,000
62245 OTHER EQMT MAINTENANCE		1,500
62305 RENTAL OF AUTO-FLEET SER	5,600	5,600
62320 TELEPHONE CHARGEBACKS	500	500
62375 RENTALS	1,000	1,000
62415 DEBRIS/REMOVAL CONTRACTUAL COS		5,500
62425 ELEVATOR CONTRACT COSTS		4,000
62440 OVERHEAD DOOR CONTRACT COSTS		20,000
62446 ROOF REPAIR CONTRACTUAL SVCS		3,000
62518 SECURITY/ALARM CONTRACTS		5,000
62520 OTHER CONTRACTUAL SERVICES	25,000	
64005 ELECTRICITY	3,600	3,600
64015 NATURAL GAS	41,600	41,600
65005 AGRI/BOTANICAL SUPPLIES	2,500	5,000
65020 CLOTHING	34,700	38,000
65040 JANITORIAL SUPPLIES	5,500	6,000
65050 BLDG MAINTENANCE MATERIAL	15,000	15,000
65090 SAFETY EQUIPMENT	22,700	41,800
65095 OFFICE SUPPLIES	500	500
65625 FURNITURES & FIXTURES	7,200	7,000
68205 CONTINGENCIES	500	200
2610 MUNICIPAL SERVICE CENTER	**243,100**	**268,000**

City of Evanston

City Engineering Department







City Engineering Department

Financial Summary

	2002-2003 Actual		2003-2004 Appropriation		2003-2004 Estimated Actual		2004-2005 Appropriation Approved
Expenditures:							
2620 – E.D.O.T. Administration	0		0		0		183,900
2625 - Engineering	572,259		608,600		609,000		631,900
Total Expenditures:	**$ 572,259**		**$ 608,600**		**$ 609,000**		**$ 815,800**

Notes for Financial Summary

Evanston Department of Transportation (E.D.O.T.) is a new business unit that is being used for expenses related to management of the engineering department.

Performance Report on FY 2003-2004 Major Program Objectives

The Engineering Section administered and supervised the field construction of all Motor Fuel Tax and General Obligation Bond funded construction projects, including streets, sewer and water main system, alleys, signals and street lights. This division also completed Community Development Block Grant and Special Assessment construction projects which include sidewalk and ADA ramps. The Engineering Section furnished engineering services for other City Departments, oversaw construction involving the public right-of-way, and also coordinated the Block and 50/50 Sidewalk and Curb Replacement Programs.

The Engineering Section attended meetings with technical personnel from other communities on behalf of the City. Additionally, this Section investigated and coordinated various funding sources to improve City infrastructure. The Engineering Section also monitored major roadway and bridge construction projects which were Federally funded. These projects included the Asbury Bridge reconstruction and McCormick Boulevard reconstruction. This Section has also reviewed and approved several private development project plans and reviewed and coordinated utility permits for Com-Ed, NICOR, Ameritech and other utility companies.

2004-2005 Department Initiatives

The Engineering Section has plans to fund, monitor, and complete the following programs in FY 04/05:

- Spot sewer repair and sewer replacement project
- Street resurfacing program
- Isabella street resurfacing/reconstruction project
- 50/50 Sidewalk program
- Block curb & sidewalk program
- Alley paving program
- ADA ramps program
- Asbury Avenue Bridge Study - Phase III Construction
- Watermain installation project on Main and Lee Street
- McCormick Blvd. - Phase II Engineering
- Signal upgrades at two intersections
- Bi-annual bridge inspections

City Engineer

2620 – Division of Transportation

Description of Major Activities

The Evanston Division of Transportation (EDOT) manages and administers work in the following areas: engineering, traffic engineering, traffic signs, traffic signals and street light maintenance, parking ticket processing, parking enforcement, and school crossing guards. The engineering section administers and supervises the field construction of all Motor Fuel Tax, General Fund, Community Development Block Grant and Special Assessment construction projects. The traffic engineering section performs engineering work to assist with the planning, implementation and monitoring of traffic engineering projects. The traffic signs section installs, maintains, replaces and removes all traffic signs, all regulatory, warning and guide signs on the right-of-way as necessary. The sign section also supervises or installs pavement markings and performs traffic control at special events. The traffic signals and street light maintenance section performs routine maintenance and repairs and replaces all components of the signals and street lights as needed. The parking ticket proocessing section is responsible for processing parking tickets issued by hand and by computerized ticketwriting equipment. The parking enforcement section is responsible for enforcement of the parking ordinances throughout Evanston. The crossing guard section assigns guards to major intersections to ensure the safe crossing of school children. The Evanston Department of Transportation Administration section includes the Deputy Director of Public Works and an executive secretary.

FY 2004-2005 Objectives

- Oversee implementation of the Division's major projects, including the street light upgrade project, the Ridge-Green Bay island reconstruction, the Central-Crawford-Gross Point signal reconstruction, and three signals on Chicago Avenue.
- Oversee engineering on the Chicago Avenue CMAQ project and the final design and implementation of the CMAQ-funded bike plan
- Coordinate engineering and construction of the expanded alley paving program.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Board of Local Improvements meetings and hearings	20	25	35
Parking Committee meetings	11	11	11
FULL TIME EQUIVALENT POSITIONS	0	0	2

Approved Adjustments in 2004-2005 Budget

This element was formerly carried as part of Engineeiing, but is now shown as the element responsible for the supervision of the division, which includes enginerring as well as parking and traffic.

CITY OF EVANSTON
E.D.O.T. ADMINISTRATION
2620

	2003-2004 Appropriation	2004-2005 Approved
2620 E.D.O.T. ADMINISTRATION		
61010 REGULAR PAY		154,400
61510 HEALTH INSURANCE		14,000
61615 LIFE INSURANCE		400
62305 RENTAL OF AUTO-FLEET SER		12,100
64540 TELECOMMUNICATIONS - WIRELESS		3,000
2620 E.D.O.T. ADMINISTRATION		183,900

City Engineer

2625 – Engineering

Description of Major Activities

The Engineering Section administers and supervises the field construction of all Motor Fuel Tax, General Obligation Bond Funds, Community Development Block Grant and Special Assessment construction projects; provides engineering services for street, alleys, sewer and watermain projects; manages street lighting projects and furnishes engineering services for other City Departments (as required); oversees construction involving the public right-of-way, coordinates the Block and 50/50 Sidewalk and Curb Replacement Programs, and attends meetings with technical personnel from other communities on behalf of the City. This division investigates and coordinates various funding sources to improve the City infrastructure. The Engineering Section is also responsible for review and approval of private development plans and utility permits.

FY 2004-2005 Objectives

- Spot sewer repair and sewer replacement project
- Street resurfacing Program
- Isabella street resurfacing/reconstruction project
- 50/50 Sidewalk program
- Block curb & sidewalk program
- Alley paving program
- ADA ramps program
- Asbury Avenue Bridge Study - Phase III Construction
- Watermain installation project
- McCormick Blvd. - Phase III Construction
- Bi-annual bridge inspections

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Plans and specifications ready to bid for various projects by April to May - Percentage.	100	100	90
Construction Progress by October in Percentage	90	90	90
Various Street Resurfaing as per five-year plan - Percentage	100	100	100
Special Assessment Alley Paving - No. of Alleys	3	9	10
FULL TIME EQUIVALENT POSITIONS	9	9	7

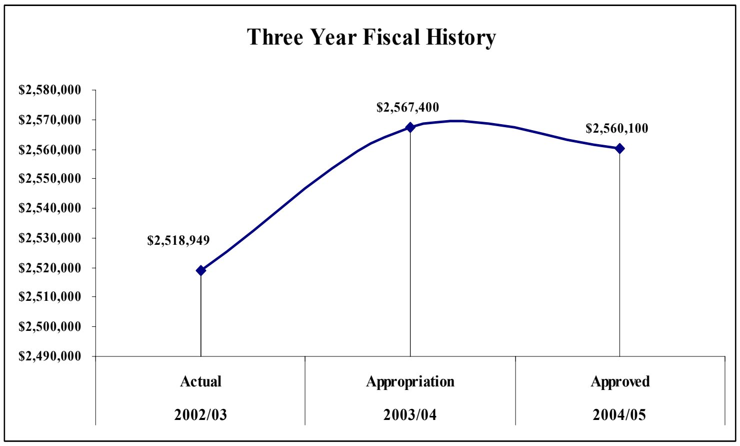
Approved Adjustments in 2004-2005 Budget

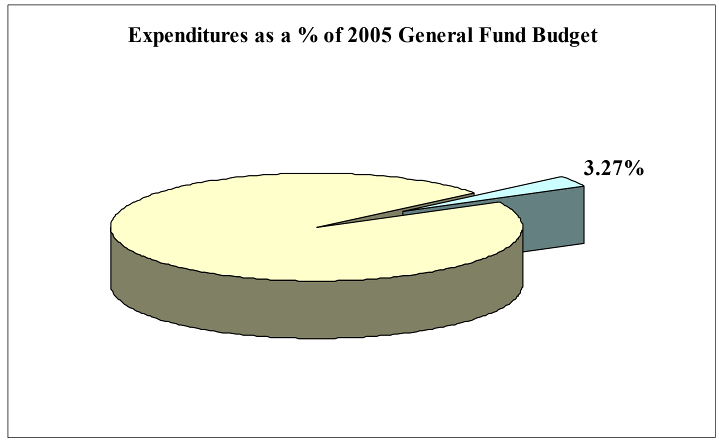
CITY OF EVANSTON
ENGINEERING
2625

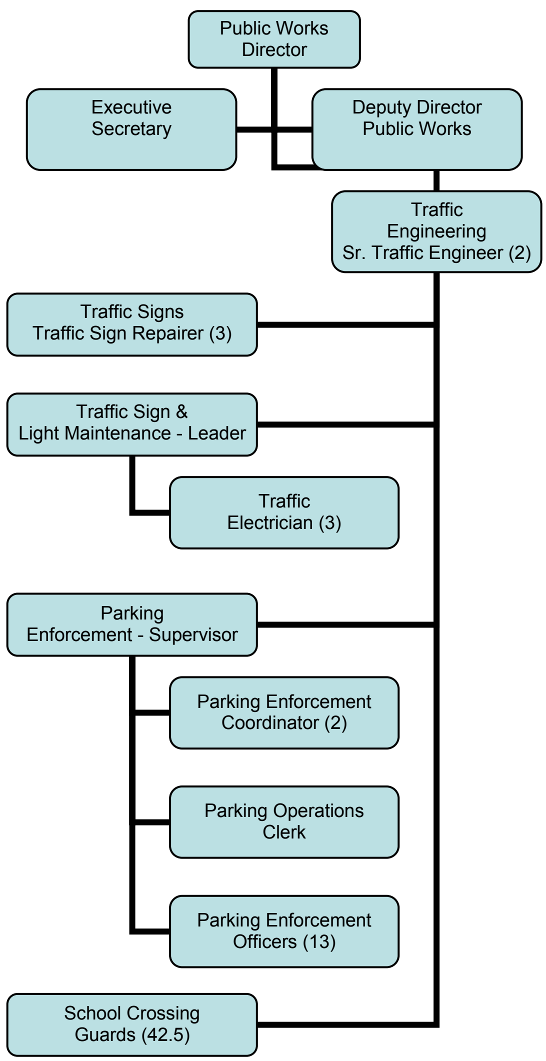
	2003-2004 Appropriation	2004-2005 Approved
2625 ENGINEERING		
61010 REGULAR PAY	464,600	451,700
61055 TEMPORARY EMPLOYEES	2,000	2,000
61110 OVERTIME PAY	3,000	25,000
61510 HEALTH INSURANCE	53,200	60,600
61615 LIFE INSURANCE	900	700
61625 AUTO ALLOWANCE	1,200	1,200
62215 PHOTOGRAPHERS/BLUEPRINTS	100	100
62235 OFFICE EQUIPMENT MAINT	1,400	1,400
62245 OTHER EQMT MAINTENANCE	300	300
62272 OTHER PROFESSIONAL SERVICES	900	
62275 POSTAGE CHARGEBACKS	100	100
62280 OVERNIGHT MAIL CHARGES		900
62295 TRAINING & TRAVEL	1,000	1,000
62305 RENTAL OF AUTO-FLEET SER	41,000	41,000
62310 CITY WIDE TRAINING	4,000	4,000
62320 TELEPHONE CHARGEBACKS	8,100	8,100
62360 MEMBERSHIP DUES	600	600
62380 COPY MACHINE CHARGES	2,500	2,500
64540 TELECOMMUNICATIONS - WIRELESS		7,000
64545 PERSONAL COMPUTER SOFTWARE	20,000	20,000
65010 BOOKS, PUBLICATIONS, MAPS	500	500
65085 MINOR EQUIPMENT & TOOLS	700	700
65090 SAFETY EQUIPMENT	200	200
65095 OFFICE SUPPLIES	800	800
65105 PHOTO/DRAFTING SUPPLIE	800	800
65555 PERSONAL COMPUTER EQUIPMENT	500	500
68205 CONTINGENCIES	200	200
2625 ENGINEERING	**608,600**	**631,900**

City of Evanston

Traffic Engineering Department







Traffic Engineering Department

Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved
Expenditures:				
2630 – Traffic Engineering	385,761	412,200	410,000	281,900
2635 – Traffic Signs	262,026	250,800	255,000	265,400
2640 – Signals & Streetlights	689,844	684,100	649,000	709,800
2645 – Enforcement & Tickets	922,124	953,100	953,100	1,015,600
2650 – School Crossing Guards	259,194	267,200	275,000	287,400
Total Expenditures:	**$ 2,518,949**	**$ 2,567,400**	**$ 2,542,100**	**$ 2,560,100**

Notes for Financial Summary

The Traffic Engineering (2630) line reflects the transfer of the executive secretary from traffic engineering to the director of public works (2605) line.

Performance Report on FY 2003-2004 Major Program Objectives

- Completed one island at the Ridge-Green Bay merge, making the merging maneuver much safer and easier for drivers without sacrificing intersection efficiency.
- Installed all traffic calming devices (mainly speed humps) approved by Council through October. The remainder will be completed in next year's program.
- Applied for and received approval for CMAQ funding of the Evanston Bike System Plan.
- Applied for and received funding for the CMAQ-funded signal interconnect project on Chicago Avenue.
- Continued the second shift for parking enforcement to adequately enforce the new evening regulations.

2004-2005 Department Initiatives

In FY 04/05 the division will continue to work with neighborhood residents to reduce speeding and cut-through traffic by using the highly successful Traffic Calming program. Implementation of the street light upgrade program will begin now that the technical issues have been addressed; slightly less than one-third of the city is proposed to be relamped in 2004. The division will be cooperating with Northwestern University and their fiber contractor to facilitate the construction and right-of-way work related to the "Dark Fiber Project," which will install fiber optic cable connecting major city buildings.

Traffic

2630 – Traffic Engineering

Description of Major Activities

This element manages and administers the operations of the Traffic Engineering Division, and performs engineering work to assist with the planning, implementation and monitoring of traffic engineering projects. Traffic counts are made and reviewed, signal timings are updated, and intersection control studies are performed. Traffic-related suggestions and requests, and complaints from citizens, Council members, police, and staff are investigated. This element also reviews plans to ensure that future developments have adequate access, circulation, loading, and parking. The City's Traffic Calming Program, a cooperative effort between citizens and staff to slow and reduce traffic in neighborhoods, is also administered by this element.

FY 2004-2005 Objectives

- To complete the construction work on Ridge Avenue, Davis Street, and Church Street signal interconnect project by November of 2003.
- To construct all traffic calming devices approved by City Council through July of 2004 by October of 2004.
- The City applied for funding for design and construction of Chicago corridor signal interconnect project. If funding is approved, complete design and engineering work by 2004 (with contruction to follow in 2005.)
- Funding for design and implementation of the on-street portion of the Evanston Bike System Plan has been applied for. If funding is approved, complete design and installation by November of 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Aldermanic requests received and answered	200	225	225
Service requests received and answered	1,750	1,775	1,775
Development plans reviewed	275	275	275
Obstruction permit review and site visits	650	700	700
Traffic counts made	500	550	550
Traffic studies	275	275	275
FULL TIME EQUIVALENT POSITIONS	5	5	5

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
TRAFFIC ENGINEERING
2630

	2003-2004 Appropriation	2004-2005 Approved
2630 TRAFFIC ENGINEERING		
61010 REGULAR PAY	332,200	201,500
61055 TEMPORARY EMPLOYEES	2,000	2,000
61110 OVERTIME PAY		10,000
61510 HEALTH INSURANCE	29,500	22,500
61615 LIFE INSURANCE	800	400
61625 AUTO ALLOWANCE	1,200	1,200
62210 PRINTING	8,600	8,600
62235 OFFICE EQUIPMENT MAINT	100	100
62245 OTHER EQMT MAINTENANCE	300	300
62275 POSTAGE CHARGEBACKS	3,600	3,600
62295 TRAINING & TRAVEL	500	500
62305 RENTAL OF AUTO-FLEET SER	12,600	12,600
62320 TELEPHONE CHARGEBACKS	10,200	10,200
62360 MEMBERSHIP DUES	800	800
62380 COPY MACHINE CHARGES	200	200
64540 TELECOMMUNICATIONS - WIRELESS		4,800
64545 PERSONAL COMPUTER SOFTWARE	7,000	
65010 BOOKS, PUBLICATIONS, MAPS	200	200
65085 MINOR EQUIPMENT & TOOLS	1,200	1,200
65090 SAFETY EQUIPMENT	200	200
65095 OFFICE SUPPLIES	800	800
65105 PHOTO/DRAFTING SUPPLIE	100	100
68205 CONTINGENCIES	100	100
2630 TRAFFIC ENGINEERING	**412,200**	**281,900**

Traffic

2635 – Traffic Signs

Description of Major Activities

The Traffic Signs element has major activities in three areas: traffic signs, pavement markings and special events. In the traffic signs area all regulatory, warning, and guide signs on the right-of-way are installed, maintained, replaced, or removed as necessary. Also, decorative banners on street light poles are installed and removed according to guidelines approved by City Council.

In the pavement marking area, paints and thermoplastic markings are applied to the pavement by City crews and by contractors under supervision by the City. This includes lane markings, centerlines, arrows, legends, and parking stalls.

Traffic control for special events is provided by this element, ranging from small events such as block parties to large events such as Northwestern football games and the City's 4th of July festivities.

FY 2004-2005 Objectives

- To continue sign fabrication, installation and removal as needed.
- To install pavement markings as required.
- To continue to perform traffic control for special events.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Signs removed	250	250	250
Signs repaired/replaced	1,600	1,600	1,600
Signs fabricated	5,000	5,000	5,000
New signs installed	1,000	1,000	1,000
Special events coordinated	25	25	25
Linear feet of pavement marking applied	30,000	35,000	35,000
Crosswalks, legends, arrows	500	600	600
Parking stalls marked	750	750	750
FULL TIME EQUIVALENT POSITIONS	3	3	3

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
TRAFFIC SIGNS
2635

	2003-2004 Appropriation	2004-2005 Approved
2635 TRAFFIC SIGNS		
61010 REGULAR PAY	136,100	145,800
61110 OVERTIME PAY	10,000	10,000
61510 HEALTH INSURANCE	18,100	23,000
61615 LIFE INSURANCE	200	200
62245 OTHER EQMT MAINTENANCE	400	400
62295 TRAINING & TRAVEL	300	300
62305 RENTAL OF AUTO-FLEET SER	34,100	34,100
65085 MINOR EQUIPMENT & TOOLS	1,600	1,600
65115 TRAFFIC CONTROL SUPPLI	48,000	48,000
65625 FURNITURES & FIXTURES	2,000	2,000
2635 TRAFFIC SIGNS	250,800	265,400

Traffic

2640 – Traffic Signals & Street Light Maintenance

Description of Major Activities

The Traffic Signals and Street Light Maintenance element performs routine maintenance, and repairs and replaces all components of the signals and street light systems. A total of 100 signals and over 6000 street lights are maintained. A major portion of the work is related to the JULIE system (Joint Utility Location Information for Excavators), which requires that we mark the location of underground cables for both the signal and street light systems for all excavations in the right-of-way. In the street light area, bulbs and ballasts are changed, knockdowns are repaired, and power centers are maintained.

FY 2004-2005 Objectives

- Paint street lights as required.
- Coordinate street light & signal project at Central/Gross Point/Crawford interchange.
- Start installation of new lighting system in existing street light structures throughout the City. Approximately 1/3 of the City will be completed by December 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Signals cleaned	30	30	30
Controllers serviced	100	100	100
Arterial timings checked	12	12	12
Street lights changed over	0	0	2,000
Street light bulbs replaced	1,300	1,300	1,000
Street light repairs made	1,200	1,200	800
Signal bulbs replaced	900	900	900
Signal repairs made	1,000	1,000	1,000
FULL TIME EQUIVALENT POSITIONS	5	5	5

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
TRAFFIC SIGNAL & ST. LIGHT MAINT
2640

	2003-2004 Appropriation	2004-2005 Approved
2640 TRAFFIC SIGNAL & ST. LIGHT MAINT		
61010 REGULAR PAY	248,100	265,800
61110 OVERTIME PAY	30,000	30,000
61510 HEALTH INSURANCE	29,500	37,500
61615 LIFE INSURANCE	300	300
62245 OTHER EQMT MAINTENANCE	200	200
62295 TRAINING & TRAVEL	400	400
62305 RENTAL OF AUTO-FLEET SER	57,100	57,100
62520 OTHER CONTRACTUAL SERVICES	188,000	
64005 ELECTRICITY	85,000	
64006 STREET LIGHT ELECTRICITY		178,000
64007 TRAFFIC LIGHT ELECTRICITY		85,000
64008 FESTIVAL LIGHTING		10,000
65070 OFFICE/OTHER EQT MTN MATL	44,000	44,000
65085 MINOR EQUIPMENT & TOOLS	1,500	1,500
2640 TRAFFIC SIGNAL & ST. LIGHT MAINT	684,100	709,800

Traffic

2645 – Parking Enforcement & Ticket Processing

Description of Major Activities

The Parking Enforcement and Ticket Processing program elements have been combined into one element this year, accounting for the increase from 16 to 17 positions. This element enforces parking ordinances throughout Evanston, including parking meter, time limited areas, permit lots, residential parking districts, "No Parking" zones, street cleaning, and local and state vehicle registrations. During FY2002-03, Parking Enforcement was expanded to cover the extended parking meter hours in the downtown and to enforce the nighttime street cleaning regulations. In addition, this program element is responsible for identifying and booting vehicles which owe the City for outstanding parking tickets. At the present time, Parking Enforcement Officers are on-street 23 hours per day during the summer months, Monday - Saturday, and 22 hours all other months. The Parking enforcement officers are brought back on Sunday evenings to enforce the No parking zones along the lakefront.

Parking Enforcement officers provide traffic control during special events, including 6 NU football games, the July 4th parade and fireworks programs, NU homecoming, summer festivals, Farmer's Market, and First Night Evanston. Also, they provide traffic control and street closings during emergencies, such as fires, traffic accidents, and utility collapses.

Supervisory staff in this program element also coordinate, train, and supervise the school crossing guard program.

This program element is also responsible for the management and maintenance of the City's parking ticket issuance and collections software, which services the Parking Enforcement program, the City Collector's Office, Administrative Hearings, and the Parking System in collection of parking ticket fines and sales of permits and services throughout the City.

FY 2004-2005 Objectives

To coordinate and manage the selection and installation of a new Parking Ticket Processing and Hearings software system , which will provide a singular database for use among the departments in issuing, processing, collecting, and adjudicating parking tickets by February 28, 2005.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Parking tickets issued	132,000	150,000	175,000
Vehicles Booted	848	900	900

FULL TIME EQUIVALENT POSITIONS	16	16	17

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
PARKING ENFORCEMENT & TICKETS
2645

	2003-2004 Appropriation	2004-2005 Approved
2645 PARKING ENFORCEMENT & TICKETS		
61010 REGULAR PAY	649,100	695,300
61110 OVERTIME PAY	25,300	25,300
61510 HEALTH INSURANCE	72,100	91,600
61615 LIFE INSURANCE	1,100	1,100
62245 OTHER EQMT MAINTENANCE	12,500	12,500
62295 TRAINING & TRAVEL	1,300	1,300
62305 RENTAL OF AUTO-FLEET SER	90,000	90,000
62320 TELEPHONE CHARGEBACKS	12,000	12,000
62360 MEMBERSHIP DUES	400	400
62451 TOWING AND BOOTING CONTRACTS		46,800
62520 OTHER CONTRACTUAL SERVICES	44,000	
62620 MEDICAL INSURANCE	5,900	
62625 LIFE INSURANCE	100	
64005 ELECTRICITY	1,900	1,900
65020 CLOTHING	6,600	6,600
65045 LICENSING/REGULATORY SUPP	25,200	25,200
65095 OFFICE SUPPLIES	600	600
65625 FURNITURES & FIXTURES	5,000	5,000
2645 PARKING ENFORCEMENT & TICKETS	**953,100**	**1,015,600**

Traffic

2650 – School Crossing Guards

Description of Major Activities

School Crossing Guards are assigned to major intersections and to heavy traffic areas to provide safe crossing of school children from one side of a street to the opposite side of a street. All staff are seasonal employees.

FY 2004-2005 Objectives

Increase the safety of school children by encouraging them to cross at guarded intersections.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Intersections Staffed	38	40	40
FULL TIME EQUIVALENT POSITIONS	0	0	0

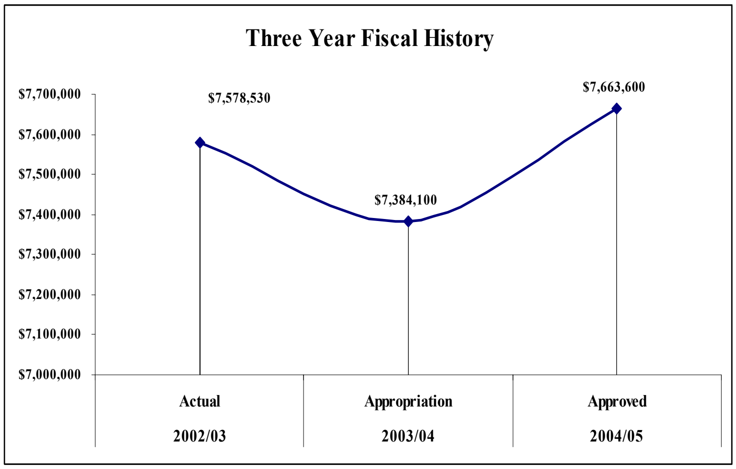
Approved Adjustments in 2004-2005 Budget

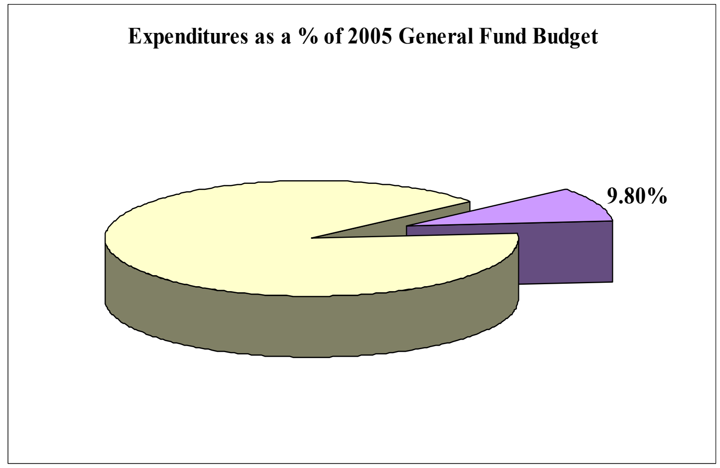
CITY OF EVANSTON
SCHOOL CROSSING GUARDS
2650

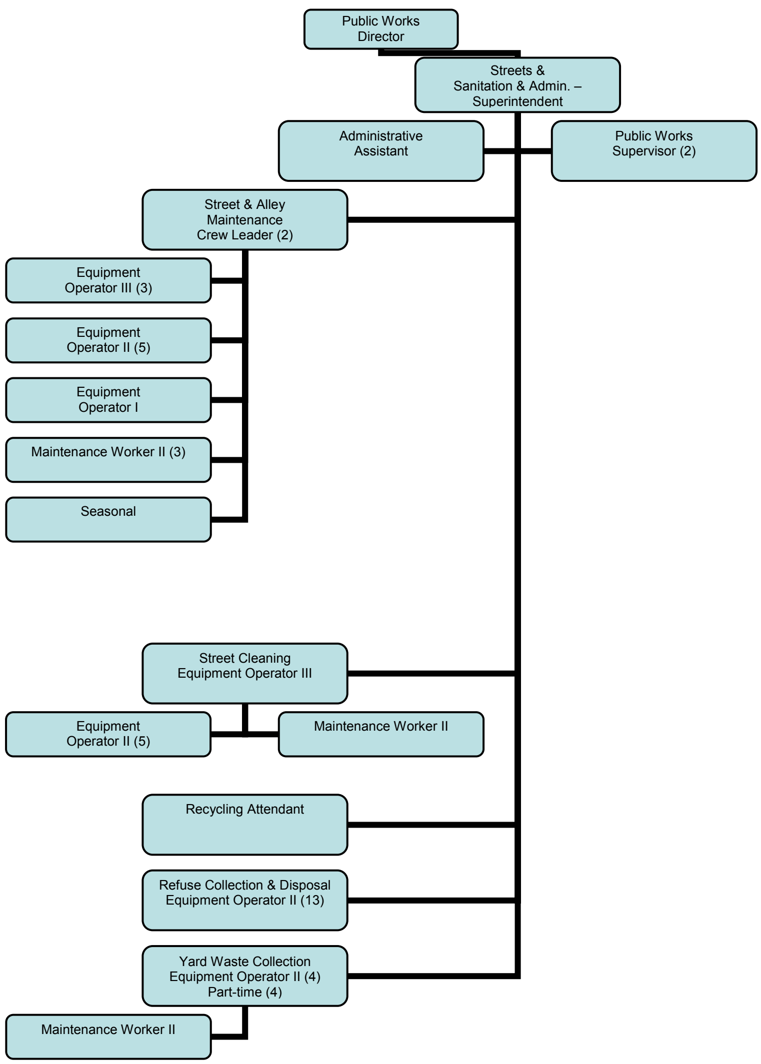
	2003-2004 Appropriation	2004-2005 Approved
2650 SCHOOL CROSSING GUARDS		
61060 SEASONAL EMPLOYEES	265,200	285,400
65090 SAFETY EQUIPMENT	2,000	2,000
2650 SCHOOL CROSSING GUARDS	267,200	287,400

City of Evanston

Streets & Sanitation Department







Streets & Sanitation Department

Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved
Expenditures:				
2665 – Administration	428,523	400,800	410,000	448,800
2670 – Street & Alley Maint.	1,464,678	1,468,400	1,480,000	1,542,200
2675 – Street Cleaning	751,428	754,300	720,000	788,400
2680 – Ice & Snow Removal	449,579	532,100	534,000	555,100
2685 – Refuse Col. & Disposal	3,141,973	2,915,800	2,800,000	2,988,700
2690 – Residential Recycling	866,275	787,000	680,000	787,000
2695 – Yard Waste Services	476,074	525,700	532,000	553,400
Total Expenditures:	**$ 7,578,530**	**$ 7,384,100**	**$ 7,156,000**	**$ 7,663,600**
Revenues:				
Residential Recycling Surcharge	582,820	628,000	608,000	628,000
Total Revenues:	**$ 582,820**	**$ 628,000**	**$ 608,000**	**$ 628,000**

Performance Report on FY 2003-2004 Major Program Objectives

Administration (2665): All special pick up documentation is scanned and stored on the public drive of the City's computer network. This practice has assisted the division in resolving disputed charges by the public. Other options are being considered to improve this process.

Street & Alley Maintenance (2670): Although our goal of changing over alleys was not achieved, there are less than fifty alleys that still need to be converted to recycled asphalt, a very reachable number for FY 04/05.

Street Cleaning (2675): In-house training has been implemented, and additional training methods are currently being explored.

Ice & Snow Removal (2680): Lack of snowfall prevented a comprehensive testing of “pull behind” salt spreaders and the mild winter did not allow us to deplete our supply of calcium chloride to a point that it needed refilling.

Yard Waste Services (2695): The attempts to repair the lift handles on our sanitation trucks was not successful. The methods tried did not provide enough support to handle the amount of pressure produced by the tipper.

2004-2005 Department Initiatives

The department will continue to explore process improvements related to documentation, and perhaps expand implementation of the process currently used in 2665. The Street & Alley Maintenance section will continue to convert alleys to recycled asphalt, and plans to finish the process by the end of this fiscal year. Further in-house training and equipment up-keep will be continued this year, with the goal being better service and more efficiency in the Streets and Sanitation Department.

Streets and Sanitation

2665 – Streets & Sanitation Administration

Description of Major Activities

The administrative staff prepares work programs, analyzes service effectiveness and monitors all Streets and Sanitation Division functions, including street cleaning, street and alley maintenance, leaf collection, compost site compliance, snow removal operations, refuse and yard waste collection and monitoring contracts with private companies. Day to day supervision is provided, records are kept and citizen contact is maintained.

FY 2004-2005 Objectives

Implement and evaluate a new street sweeping schedule for effectiveness.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Employee safety training program	12	12	12
Equipment Training programs	4	4	4
Avg. number of occasional sick days used per employee	4	4	4
FULL TIME EQUIVALENT POSITIONS	5	5	5

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
STREETS AND SANITATION ADMIN
2665

	2003-2004 Appropriation	2004-2005 Approved
2665 STREETS AND SANITATION ADMIN		
61010 REGULAR PAY	324,200	347,300
61060 SEASONAL EMPLOYEES	1,400	1,400
61110 OVERTIME PAY	2,800	2,800
61510 HEALTH INSURANCE	29,500	37,500
61615 LIFE INSURANCE	600	600
62245 OTHER EQMT MAINTENANCE	500	
62295 TRAINING & TRAVEL	600	600
62305 RENTAL OF AUTO-FLEET SER	39,000	39,000
62320 TELEPHONE CHARGEBACKS	1,000	1,000
62360 MEMBERSHIP DUES	200	200
64540 TELECOMMUNICATIONS - WIRELESS		16,900
65010 BOOKS, PUBLICATIONS, MAPS	100	100
65095 OFFICE SUPPLIES		500
65625 FURNITURES & FIXTURES	500	500
68205 CONTINGENCIES	400	400
2665 STREETS AND SANITATION ADMINIS	**400,800**	**448,800**

Streets and Sanitation

2670 – Street & Alley Maintenance

Description of Major Activities

This program provides ongoing maintenance of 155.6 miles of paved streets and alleys. Pot holes are patched as needed city-wide. A permanent crew does the major asphalt street repairs and maintenance, repair work on the paved streets and alleys, utility openings and curbs and sidewalks.

Each year, less than one mile of unimproved streets and forty-three miles of unimproved alleys are graded, patched and repaired. Most alleys have been changed from a crushed limestone surface to recycled asphalt, which is less expensive and holds up better in wet weather.

This element also performs leaf collection and maintains the City's compost site. All residential streets posted with alternate parking signs are cleaned at least twice during the leaf collecton operation. This operation begins in mid-October and continues until the end of November. During the seven week period, those streets requiring special posting are cleaned during the first two weeks of November. The leaves are collected and taken to the James Park Composting Facility for processing. Processing takes about six months and when completed, finished compost is made available to interested parties at no cost.

FY 2004-2005 Objectives

Inspect and evaluate the alleys blacktopped as an experimental alley surfacing method in 2003.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Cubic yards of concrete used for repairs	300	300	300
Tons of stone used to grade alleys	1,564	0	0
Number of repaired utility openings	300	300	320
Tons of asphalt used for repair	300	300	300
Tons of leaves collected	2,000	2,000	2,000
Cubic yards of compost available by May	2,250	1,500	2,000
FULL TIME EQUIVALENT POSITIONS	15	15	15

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
STREET AND ALLEY MAINTENANCE
2670

	2003-2004 Appropriation	2004-2005 Approved
2670 STREET AND ALLEY MAINTENANCE		
61010 REGULAR PAY	680,200	728,600
61060 SEASONAL EMPLOYEES	29,800	29,800
61110 OVERTIME PAY	60,300	60,300
61510 HEALTH INSURANCE	101,700	129,200
61615 LIFE INSURANCE	1,000	1,000
62226 COMPOST RELATED SERVICE		36,000
62245 OTHER EQMT MAINTENANCE	2,100	
62295 TRAINING & TRAVEL	1,600	1,600
62305 RENTAL OF AUTO-FLEET SER	489,000	489,000
62520 OTHER CONTRACTUAL SERVICES	36,000	
65020 CLOTHING	800	800
65055 MATER. TO MAINT. IMP.	54,000	54,000
65085 MINOR EQUIPMENT & TOOLS	6,300	6,300
65090 SAFETY EQUIPMENT	1,000	1,000
65625 FURNITURES & FIXTURES	4,600	4,600
2670 STREET AND ALLEY MAINTENANCE	**1,468,400**	**1,542,200**

Streets and Sanitation

2675 – Street Cleaning

Description of Major Activities

Almost all paved streets of the City of Evanston are cleaned on a twice per month basis during approximately eight months of the year. All streets posted with alternate parking signs are cleaned on a schedule established by the City Council. Streets which require special posting for sweeping are cleaned four times per year. Areas of high usage, such as business districts, are swept as needed as part of regularly scheduled routes. Sidewalks in business districts, parking lots, and viaducts are cleaned with hand equipment by a permanent crew.

FY 2004-2005 Objectives

Finish training all Equipment Operator II's on equipment required in that classification.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Number of street sweepings on regular streets	18	18	18
Number of street sweepings on posted streets	9	9	9
Number of weeks streets are in business districts	45	45	45
Tons of debris collected by sweeping	1,400	1,400	1,400
FULL TIME EQUIVALENT POSITIONS	8	7	7

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
STREET CLEANING
2675

	2003-2004 Appropriation	2004-2005 Approved
2675 STREET CLEANING		
61010 REGULAR PAY	317,400	340,000
61060 SEASONAL EMPLOYEES	15,000	15,000
61110 OVERTIME PAY	31,000	31,000
61510 HEALTH INSURANCE	42,500	54,000
61615 LIFE INSURANCE	400	400
62295 TRAINING & TRAVEL	900	900
62305 RENTAL OF AUTO-FLEET SER	269,400	269,400
62415 DEBRIS/REMOVAL CONTRACTUAL COS		73,100
62520 OTHER CONTRACTUAL SERVICES	73,100	
65020 CLOTHING	700	700
65085 MINOR EQUIPMENT & TOOLS	1,000	1,000
65090 SAFETY EQUIPMENT	900	900
65625 FURNITURES & FIXTURES	2,000	2,000
2675 STREET CLEANING	**754,300**	**788,400**

Streets and Sanitation

2680 – Ice and Snow Removal

Description of Major Activities

Salt is spread on streets to prevent any accumulation of ice or minor amounts of snow. Streets are plowed to remove accumulations of snow of more than two inches in order to provide safe travel ways. Personnel involved in ice and snow control operations are budgeted in other Street Section program elements, other Public Works divisions, and other departments. The City's snow removal goals are as follows: 1) to clear snow routes within twelve hours; 2) to clear one lane of residential streets within twenty-four hours; 3) to clear the other lane of residential streets within forty-eight hours; and 4) to remove snow from all municipal parking lots within five days after the initial snowfall.

FY 2004-2005 Objectives

Further evaluate the use of "pull behind" salt spreaders and non-calcium and/or sodium chloride salt additives.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Number of snow emergency days	0	4	4
Number of snow route parking bans	0	4	4
Salt operation 2" or less (days)	25	16	16
Tons of salt used	4,604	5,000	5,000
Night snow removal operations	0	6	6
FULL TIME EQUIVALENT POSITIONS	0	0	0

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
SNOW AND ICE CONTROL
2680

	2003-2004 Appropriation	2004-2005 Approved
2680 SNOW AND ICE CONTROL		
61110 OVERTIME PAY	250,800	250,800
62272 OTHER PROFESSIONAL SERVICES	12,000	
62305 RENTAL OF AUTO-FLEET SER	56,400	56,400
62320 TELEPHONE CHARGEBACKS	200	200
62451 TOWING AND BOOTING CONTRACTS		70,800
62520 OTHER CONTRACTUAL SERVICES	70,800	
65015 CHEMICALS	140,000	175,000
65025 FOOD	200	200
65055 MATER. TO MAINT. IMP.	500	500
65085 MINOR EQUIPMENT & TOOLS	1,200	1,200
2680 SNOW AND ICE CONTROL	532,100	555,100

Streets and Sanitation

2685 – Refuse Collection & Disposal

Description of Major Activities

Full refuse removal service is provided once per week to all residential one-to-four family unit residences 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.

FY 2004-2005 Objectives

Develop a database or spreadsheet tracking system for special collections to address problems with scheduling and billing discrepancies.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Units served by municipal crews	15,550	15,550	15,550
Number of neighborhood clean ups	23	40	50
Units served by contractual agreements	4,695	4,695	5,000
Collection of bulk items within one week of request (1= 100%)	1	1	1
Materials collected per month (tons)	1,500	1,500	1,500
Amount of material collected annually (tons)	18,000	18,000	18,000
FULL TIME EQUIVALENT POSITIONS	16	16	16

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
REFUSE COLLECT & DISPOSAL
2685

	2003-2004 Appropriation	2004-2005 Approved
2685 REFUSE COLLECT & DISPOSAL		
61010 REGULAR PAY	690,600	739,800
61050 PERMANENT PART-TIME	12,900	12,900
61060 SEASONAL EMPLOYEES	30,000	30,000
61110 OVERTIME PAY	75,100	75,100
61510 HEALTH INSURANCE	96,300	122,300
61615 LIFE INSURANCE	1,000	1,000
62210 PRINTING	300	300
62245 OTHER EQMT MAINTENANCE	2,300	
62275 POSTAGE CHARGEBACKS	200	200
62295 TRAINING & TRAVEL	1,700	1,700
62305 RENTAL OF AUTO-FLEET SER	481,600	481,600
62320 TELEPHONE CHARGEBACKS	1,000	1,000
62390 CONDOMINIUM REFUSE COLL	360,000	360,000
62405 SWANCC DISPOSAL FEES	891,100	891,100
62415 DEBRIS/REMOVAL CONTRACTUAL COS		60,000
62520 OTHER CONTRACTUAL SERVICES	60,000	
65015 CHEMICALS	1,400	1,400
65020 CLOTHING	1,500	1,500
65055 MATER. TO MAINT. IMP.	700	700
65085 MINOR EQUIPMENT & TOOLS	800	800
65090 SAFETY EQUIPMENT	1,200	1,200
65625 FURNITURES & FIXTURES	47,000	47,000
68205 CONTINGENCIES	300	300
68310 DEBT SERVC OTHER AGENCIES	158,800	158,800
2685 REFUSE COLLECT & DISPOSAL	**2,915,800**	**2,988,700**

Streets and Sanitation

2690 – Residential Recycling Services

Description of Major Activities

Full recycling removal service is provided once per week to all qualified residetial units under this budget element. Twenty-four routes are scheduled in a four day work week (Monday through Thursday). Condominium buildings and cooperative units (4,695) and all residential units (15,544) are serviced by a private contractor (Groot Recycling & Waste Services). Employees that provide this service are budgeted in the refuse collection and disposal element.

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
RESIDENTIAL RECYCLING COL
2690

	2003-2004 Appropriation	2004-2005 Approved
2690 RESIDENTIAL RECYCLING COL		
62415 DEBRIS/REMOVAL CONTRACT COST		601,800
62520 OTHER CONTRACTUAL SERVICES	601,800	
64005 ELECTRICITY	4,700	4,700
64015 NATURAL GAS	2,000	2,000
65125 OTHER COMMODITIES	3,500	3,500
68305 DEBT SERVICE	175,000	175,000
2690 RESIDENTIAL RECYCLING COL	787,000	787,000

Streets and Sanitation

2695 – Yard Waste Collection & Disposal

Description of Major Activities

Yard waste removal service is provided once per week to all qualified residetial units under this budget element. Yard waste collection runs from the first week of April through the first week of December. The Division also operates a weekend drop off at 2222 Oakton Sreet that is open an additional week in December.

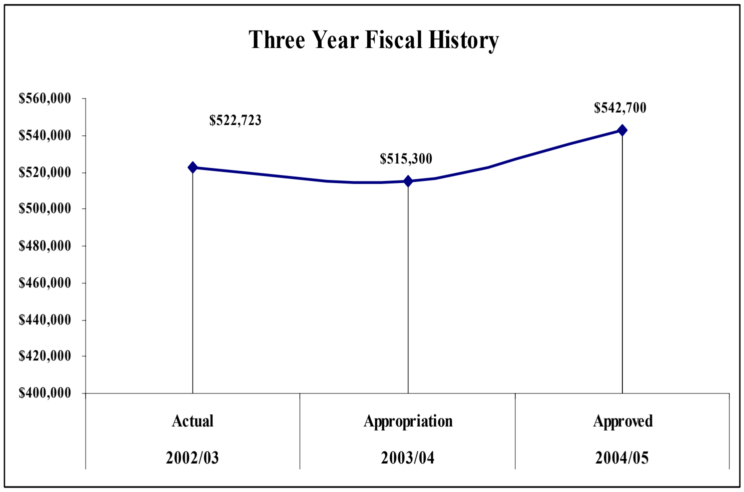
Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Tons of waste collected from April 1 - October	3,000	3,000	3,000
Tons of waste collected from mid-October to November 30	1,000	1,000	1000
FULL TIME EQUIVALENT POSITIONS	6	6	6

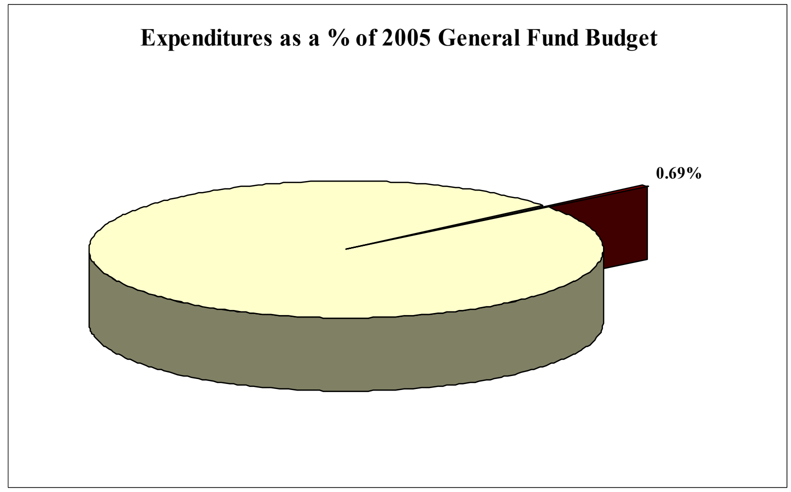
Approved Adjustments in 2004-2005 Budget

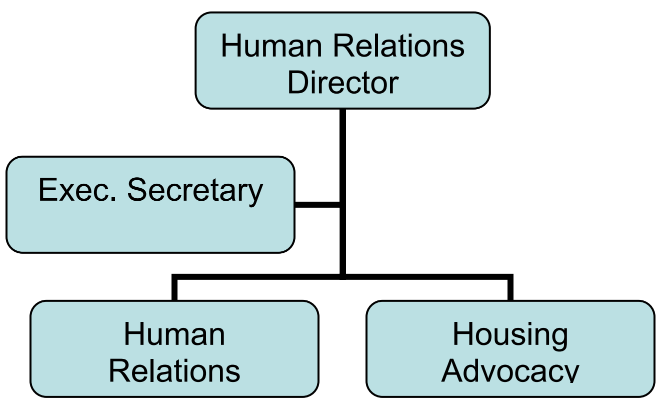
CITY OF EVANSTON
YARD WASTE COLLECTION
2695

	2003-2004 Appropriation	2004-2005 Approved
2695 YARD WASTE COLLECTION		
61010 REGULAR PAY	252,400	270,400
61060 SEASONAL EMPLOYEES	59,800	59,800
61110 OVERTIME PAY	11,200	11,200
61510 HEALTH INSURANCE	36,100	45,800
61615 LIFE INSURANCE	400	400
62210 PRINTING	100	100
62295 TRAINING & TRAVEL	600	600
62305 RENTAL OF AUTO-FLEET SER	35,100	35,100
62415 DEBRIS/REMOVAL CONTRACTUAL COS		130,000
62520 OTHER CONTRACTUAL SERVICES	130,000	
2695 YARD WASTE COLLECTION	525,700	553,400

Human Relations







Human Relations Department

Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved
Expenditures:				
2705 – Human Relations Admin.	214,628	213,400	217,000	230,600
2710 – Housing Advocacy	81,775	83,700	70,000	93,900
2715 – Summer Youth Empl. Prog.	226,320	218,200	190,000	218,200
Total Expenditures:	**$ 522,723**	**$ 515,300**	**$ 477,000**	**$ 542,700**

Notes for Financial Summary

CDBG reimbursements: $90,000 for Housing Advocacy and $60,000 for Summer Youth Employment Program.

Performance Report on FY 2003-2004 Major Program Objectives

We began this fiscal year preparing for the Mayor's Summer Youth Employment JOB FAIR which is held in June. The intent of the fair is to provide prospective employers the opportunity to meet, interview and select summer employees. The event was held in April and we attracted in excess of 600 job seekers. For the first time in the history of the program, community clean-up jobs represented only 40% of available jobs. This is a result of the record number of requests received from departments desiring clerical/administrative support positions and camp couselors. One hundred youth were hired to perform a variety of tasks, including community clean-up, building/janitorial maintenance, computer maintenance, clerical/administrative support, camp counselors, and painting traffic signals and control boxes. Program participants are instrumental in the restoration of the lakefront during and after the Lake Shore Arts and Ethnic Arts Festivals in addition to the 4th of July celebration.

In recognition of their commitment and the fine work they perform, we instituted an awards program where supervisors nominate program participants. The highest honor was the Mayor's award and other awards included Supervisor's Choice, Leadership, and Spirit. The possible public recognition of their work is important to them and encourages extra effort. We are exploring the possibility of inviting parents to the ceremony next summer.

There has been much discussion and debate about the purpose of the program and the lack of participation of the business community. We have been studying various methods to get the businesses to become full partners in the employment of our youth; solicitations have not sufficed. We are in the process of developing a 50/50 program where we will offer a grant to businesses for 50% of each participant's salary as an inducement.

1,200 men, women and children attended the 2003 CommUNITY Picnic, and enjoyed the music, performances and food! The Fire Department's Safe House was a big hit as was the dunk tank. As in past years, the food and services were gratis.

Our work in housing continues to be challenging. A Human Relations Specialist position became vacant at the end of July and until a suitable permanent replacement is in place, the position is being filled on a temporary basis. Given this set of circumstances, we believe we will be able to begin to address all of our objectives.

In an effort to allow us to communicate changes in either the Fair Housing and/or the Residential Landlord and Tenant Ordinances, we have developed brochures that address the most recent amendment to the Residential Landlord and Tenant Ordinance and we are obligated to update that item annually. To aid us in this process, we created and have maintained a database of landlords, property owners and managers for mailings. When necessary and appropriate, information will appear on our web page.

We continue to make strides in working with Northwestern University, specifically regarding students who live off campus. We have conducted seminars for students regarding the Residential Landlord and Tenant Ordinance and how to be a "good neighbor". We have worked with various groups, including Associated Student Government (ASG), the Off-Campus Housing Department, International Students Department, fraternities and sororities to get the message out. We have also realized an increase in the number of students who request our services.

Human Relations Department

The Commission held public hearings on the U.S.A. Patriot Act after being approached by a group of citizens who expressed concern about the loss of civil liberties. As a result, the Commission drafted a Resolution calling for the repeal of the Act. The Resolution was approved by City Council and was disseminated to elected officials including the President of the United States. In addition to the Resolution, the Commission encouraged all Human Relations Commissions in the State of Illinois to follow suit.

Commissioners and staff developed a community issues protocol. The protocol addresses how human relations issues that arise in the community will be addressed. The protocol was submitted to the Human Services Committee for their input.

We continue to be committed to the need for affordable housing. To this end, we actively participate in several groups/organizations who share the same goal including representation on the Inclusionary Housing Task Force. Additionally, we will begin the process of meeting with department heads to assess minority and female representation. We continue to successfully defend the majority of employment discrimination complaints that have been filed through the Illinois Department of Human Rights and the U. S. Equal Opportunity Commission.

2004-2005 Department Initiatives

We look forward to developing a series of informational forums on race, focusing on the various ethnic groups that are represented in our community. We anticipate having representatives from the various groups share aspects of their culture, discuss issues of concern, and interact with the audience. It is our hope that these sessions will help to erase stereotypes which in many instances serve as the basis for beliefs and attitudes which fuel racism and hatred.

During the last week of the Summer Program, it has become a custom for me to meet with the community clean-up teams to solicit their input regarding improvements to the services they provide. Recently, there were grumblings about having to clean the same area or alley several times during the course of the summer. They felt as though the community was disrepectful and unappreciative of their efforts. The result of that conversation was the idea of using program participants to encourage children and other members of the community not to litter and to become more aware of the effects of littering.

Developing a multi-faceted Fair Housing Forum is something that is long overdue and can assist residents in their preparation to becoming homeowners. Our vision includes lender participation, presentations by home inspectors and appraisers.

Given the many new faces in our employ, it is appropriate to plan a city wide training session. Our goal is to focus on sexual harassment for the coming fiscal year. We will endeavor to train all employees on this most important matter.

Human Relations

2705 – Human Relations Commission

Description of Major Activities

Human Relations provides services, programs and activities to maintain the rich diversity of our community. We foster, encourage and stimulate the improvement of human relations among and between citizens of all races, colors, creeds, national origins, sexes, ages, familial status, marital status, religions, physical/mental disabilities, sexual orientation and economic and educational levels. The goal is to provide all individuals with an equal opportunity to grow, participate, and share to the best of their ability in the City's economic, educational, political, social, and judicial systems. To this end, all of the Commission's services, programs and activities are administered through this element.

The department administers and enforces the Fair Housing Ordinance and the Residential Landlord and Tenant Ordinance and provides mediation services through our Neighborhood Justice Center/Alternative Dispute Resolution. Services also include investigates and/or refers allegations of civil rights violations and/or discrimination based on race, color, religion, sex, national origin, sexual orientation, familial status, physical/mental disability or age; conducts and/or coordinates training programs and community functions/activities; advises City administration, City Council, and the community on human relations issues; and serves as a resource on related issues. Department staff investigate and prepare responses to allegations of employment discrimination filed through the Illinois Department of Human Rights and/or the U. S. Equal Employment Opportunity Commission against the City by employees or those attempting to become employees and advises City Manager on appropriate course of action; monitors workforce to ensure appropriate levels of minority and female representation; administers City's sexual harassment program and investigates charges of sexual harassment; serves as a resource to City employees on a wide range of issues.

FY 2004-2005 Objectives

- To create an educational forum intended to increase awareness and knowledge of the cultures of the many ethnic groups that are represented in our community by February 2005.
- Conduct sexual harassment training for all employees by February 2005.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
1. Mediations conducted	50	43	60
2. Training programs conducted, e.g., sexual harassment, hate crimes, diversity, etc.	20	16	20
3. Civil rights and/or discrimination charges investigated	18	20	20
4. Civil rights and/or discrimination charges referred	5	3	5
5. Employee consultations	35	45	30
6. Meetings with community/civic organizations	15	11	15
FULL TIME EQUIVALENT POSITIONS	2.67	2.67	2.67

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
HUMAN RELATIONS COMMISSION
2705

	2003-2004 Appropriation	2004-2005 Approved
2705 HUMAN RELATIONS COMMISSION		
61010 REGULAR PAY	181,500	194,400
61510 HEALTH INSURANCE	15,800	20,100
61615 LIFE INSURANCE	400	400
61625 AUTO ALLOWANCE	1,200	1,200
62205 ADVERTISING	2,200	2,200
62210 PRINTING	1,000	1,000
62272 OTHER PROFESSIONAL SERVICES	600	
62275 POSTAGE CHARGEBACKS	2,200	2,200
62295 TRAINING & TRAVEL	300	300
62320 TELEPHONE CHARGEBACKS	4,200	4,200
62360 MEMBERSHIP DUES	300	300
62380 COPY MACHINE CHARGES	2,300	2,300
62605 OTHER CHARGES		600
65010 BOOKS, PUBLICATIONS, MAPS	500	500
65095 OFFICE SUPPLIES	400	400
68205 CONTINGENCIES	500	500
2705 HUMAN RELATIONS COMMISSION	**213,400**	**230,600**

Human Relations

2710 – Housing Advocacy

Description of Major Activities

Housing, particularly affordable housing, has and will continue to present the City with some very difficult challenges. In an effort to maintain the diversity that is coveted by our residents, eradicate discrimination, and to insure that landlords and tenants are aware of their respective duties, rights, obligations and remedies, this element assumes responsibility for the administration and enforcement of the Fair Housing Ordinance (FHO) and the Residential Landlord and Tenant Ordinance (RLTO).

The FHO prohibits discrimination in the sale or rental of residential property based on race, color, religion, sex, age, sexual orientation, marital status, disability and familial status. The RLTO establishes rights, obligations and remedies for property owners who rent or lease residential property and for those who lease or rent, the tenants. To enforce and administer these ordinances, Commission staff provides a myriad of services including, but not limited to, technical support, training, advocacy, investigation, mediation/conciliation and arbitration.

Our services include assisting landlords and tenants in completing the required judicial forms to file civil actions pro se in the Circuit Court. Because the RLTO does not grant any specific authority for the Commission to enforce its provisions, many tenants are intimidated by their landlords and the judicial system, and some "mom and pop" landlords do not understand their responsibilities and/or they do not have the resources to exercise the available remedies. Though we are unable to provide legal representaion, we will accompany the party to the appropriate venue and assist in the filing of the complaint.

To augment our advocacy, we work independently and as a part of a larger network which includes other City departments, community groups/organizations, governmental agencies, elected officials and the like to address housing and housing related issues that include affordable housing, Housing Choice Voucher Program, anti-social/criminal behaviors and perceptions.

FY 2004-2005 Objectives

- To develop and implement a multi-faceted Fair Housing Forum by February 2005.
- To provide fair housing and landlord/tenant training for condominium associations, owners and residents by February 2005.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
1.Fair housing inquiries/issues	0	0	50
2.Fair housing complaints not perfected	0	0	15
3.Fair housing complaints perfected and processed			8
4.Landlord/Tenant inquiries and complaints processed	2,000	2,300	2,500
5.Training, e.g., programs conducted, conference presentations, bilingual workshops, etc.	15	10	10
6.Individual landlord training sessions	0	0	35
7.Housing providers audited	20	5	5
8.Meetings with civic, community, professional groups/organizations	12	15	20
FULL TIME EQUIVALENT POSITIONS	1.33	1.33	1.33

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
HOUSING ADVOCACY
2710

	2003-2004 Appropriation	2004-2005 Approved
2710 HOUSING ADVOCACY		
61010 REGULAR PAY	59,700	64,000
61510 HEALTH INSURANCE	7,800	9,900
61615 LIFE INSURANCE	100	100
62130 LEGAL SERVICES - GENERAL	500	500
62205 ADVERTISING	1,100	1,100
62210 PRINTING	2,500	5,000
62272 OTHER PROFESSIONAL SERVICES	8,000	
62275 POSTAGE CHARGEBACKS	100	100
62295 TRAINING & TRAVEL	100	100
62360 MEMBERSHIP DUES	400	400
62380 COPY MACHINE CHARGES	100	100
62605 OTHER CHARGES		8,000
65010 BOOKS, PUBLICATIONS, MAPS	1,700	3,000
65095 OFFICE SUPPLIES	400	400
68205 CONTINGENCIES	1,200	1,200
2710 HOUSING ADVOCACY	**83,700**	**93,900**

Human Relations

2715 – Summer Youth Employment Program

Description of Major Activities

The Summer Youth Employment Program provides summer employment opportunities for Evanston youth, ages 14 through 18, who for a variety of reasons are unable to secure summer employment. Available jobs (both full-time and part-time) include community clean-up, maintenance, and departmental support. The community clean-up teams are assigned to pre-determined geographical areas throughout the community for a nine week period. During this time, crew members assume responsibility for keeping the right of ways, traffic calming circles, cul de sacs, parks and alleys free of debris. They also cut back excess vegetation in alleys to increase driver's visibility and to reduce vehicular damage, e.g., broken side view mirrors, scratches, etc. In addition, program participants have also taken on the responsibility of scraping, priming and painting traffic signal and street light poles.

A job fair is held to provide employers the opportunity to meet and interview the young job seekers. Job seekers have the opportunity to learn more about available position(s) and to "sell" themselves. The job fair typically attracts in excess of 600 job seekers.

In addition to the work experience, an educational experience is provided. The purpose of this experience is to provide them with information that will prove to be helpful as they plan for their futures. Field trips are taken to local colleges and Cook County penal institutions as a means of educating participants. They are encouraged and challenged to compare and contrast the experiences.

In addition to providing employment opportunities with the City, we are planning to implement a 50/50 program for local businesses to encourage their participation in the program.

FY 2004-2005 Objectives

- Develop a career lecture series to augment the educational component by May 1, 2004.
- Create a SYEP team who will educate day campers and the citizenry at large about the effects of littering by August 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
1.% of participants who complete the program	99	96	100
2. % of participants who participate in training	90	95	100
3. Number of alleys cleaned	159	204	200
4. Tons of debris collected	60	56	60
5.Traffic poles, lights and control boxes scraped, primed and painted	127	139	125
6. Special requests from citizens, aldermen	58	49	45
7. Sidewalks, public right of ways and parks cleaned and maintained	70	243	200
FULL TIME EQUIVALENT POSITIONS	0	0	0

Approved Adjustments in 2004-2005 Budget

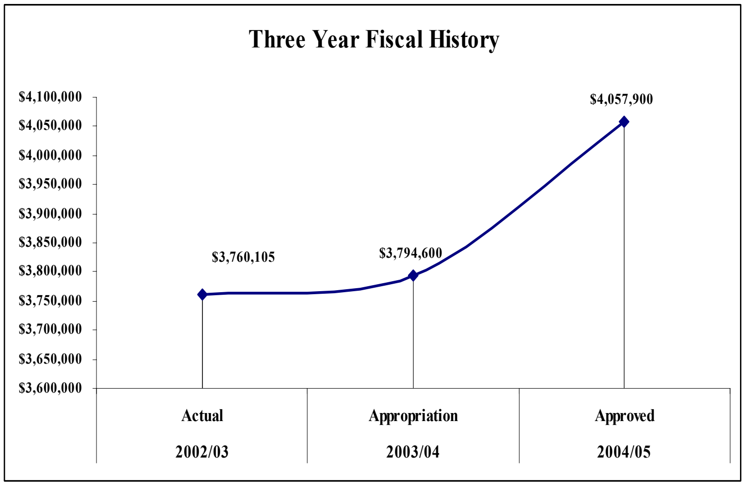
CITY OF EVANSTON
SUMMER YOUTH EMPLOYMENT PROGRAM
2715

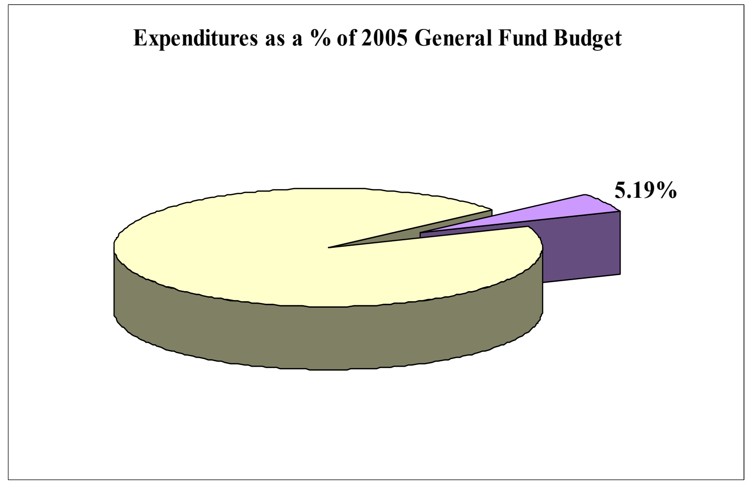
	2003-2004 Appropriation	2004-2005 Approved
2715 SUMMER YOUTH EMPLOY PROGRAM		
61060 SEASONAL EMPLOYEES	183,200	183,200
62275 POSTAGE CHARGEBACKS	400	400
62305 RENTAL OF AUTO-FLEET SER	6,100	6,100
62375 RENTALS	8,000	8,000
62405 SWANCC DISPOSAL FEES	6,000	6,000
62520 OTHER CONTRACTUAL SERVICES	3,000	
62605 OTHER CHARGES		3,000
65020 CLOTHING	7,000	7,000
65085 MINOR EQUIPMENT & TOOLS	1,600	1,600
65090 SAFETY EQUIPMENT	1,000	1,000
65095 OFFICE SUPPLIES	500	500
68205 CONTINGENCIES	1,400	1,400
2715 SUMMER YOUTH EMPLOY PROGRAM	218,200	218,200

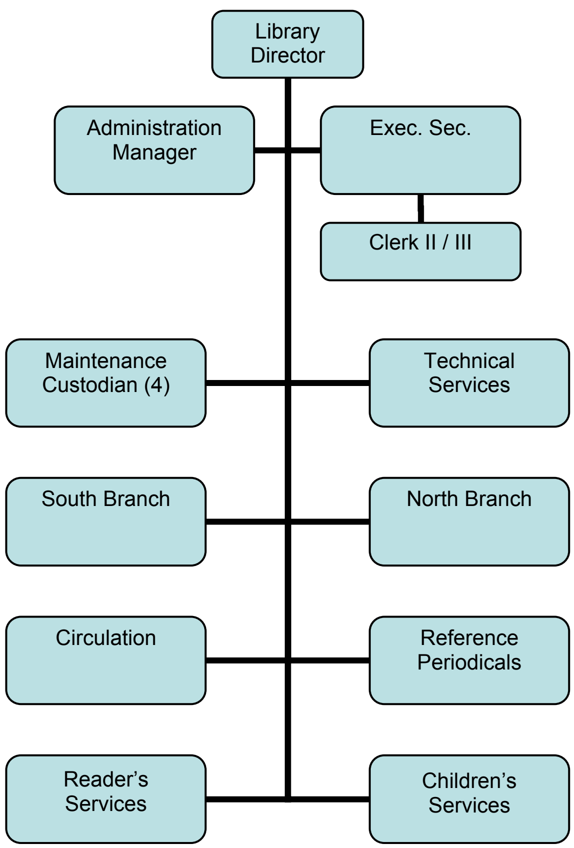
City of Evanston™

City of Evanston

Library Department







Library Department

Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved
Expenditures:				
2805 – Children's Services	398,279	379,300	380,000	423,800
2810 – Readers' Services	520,226	511,200	511,000	538,100
2815 – Reference & Periodicals	647,131	627,400	630,000	667,800
2820 – Circulation	380,766	393,800	375,000	425,800
2825 – North Branch	137,232	129,800	130,000	136,900
2830 – South Branch	174,152	174,300	174,000	182,600
2835 – Technical Services	731,592	774,400	770,000	827,200
2840 – Maintenance	406,724	404,200	400,000	426,500
2845 - Administration	364,003	400,200	385,000	429,200
Total Expenditures:	**3,760,105**	**3,794,600**	**3,755,000**	**4,057,900**
Revenues:				
Books Lost & Paid	21,530	23,000	23,000	21,000
Copy Machine Charges	27,449	24,000	27,000	26,000
Library Fines & Fees	168,227	160,000	160,000	165,000
Meeting Room Fees	8,630	8,500	8,500	8,700
Miscellaneous Revenue	3,566	4,000	3,500	3,500
Multimedia Collection	2,499	2,800	2,300	2,000
Non-resident Cards	3,515	3,000	2,600	3,000
North Branch Rental Income	24,600	25,100	25,100	26,100
Personal Property Repl. Tax	49,720	49,720	49,720	49,720
Rental Books	8,598	9,000	8,700	8,600
Reserves on Library Materials	5,011	4,700	5,600	5,000
State Per Capita Grant	89,887	92,700	83,500	83,500
Video Rentals	60,345	60,000	63,700	60,000
Total Revenues:	**473,577**	**466,520**	**463,220**	**462,120**

Notes for Financial Summary

Significant budget reductions in the Illinois Secretary of State's Office are expected to reduce the State per Capita Grant by at least 10%.

Performance Report on FY 2003-2004 Major Program Objectives

- The Library doubled the number of Internet stations available in the reference room from five to ten during this fiscal year, and introduced Internet service at the branch libraries.
- Using privately raised funds, the Library established a computer training room in the winter of 2003 and began offering Internet searching classes.
- Using privately raised funds and endowment income, the Library has substantially increased the number and variety of public programs available in its meeting rooms. During the first six months of FY 03/04, the Library offered 245 public programs, an increase of 6.5% over FY 02/03 and of 89.9% over FY 01/02.
- Children's Services outreach efforts continue to expand. In addition to our traditional Summer Reading Game partnerships with the recreation centers, the outreach librarian took the Game to Arts Camp and Nature Camp this year. Materials are being selected for a deposit collection at Family Focus in anticipation of a three-way collaboration involving the Library, Family Focus, and the Foster Reading Center. Our partnership with the YMCA also continues to grow, and will include this year, a three session storytelling workshop for members of the SOAR program.

2004-2005 Department Initiatives

- Obtain Library Board approval of a plan for the appropriate remodeling of the Main Library to permit the expansion of collection seating and programming space in the Children's Room.
- Prepare during FY 04/05, a list of service enhancements that would be necessary for the Library to provide a level of service commensurate with the needs and expectations of the community and with the potential of modern library service.
- Present the list of service enhancement recommendations to the Library Board for consideration.

Library

2805 – Children's Services

Description of Major Activities

Children's Services provides library services for all Evanston children (from infancy through junior high), parents, teachers and adults interested in reading books to children. It provides and maintains a collection of books, reference materials, magazines, pamphlets, CD's, audio and video cassettes, and software designed specifically for children. It provides assistance in using these collections, answers reference inquiries and provides programs and displays that complement the book collection and promote children's literature, library services, and literacy. The Children's Services collection comprises over 62,000 books and 3,800 audio-visual items.

FY 2004-2005 Objectives

- Provide literary, educational and cultural programs for a combined audience of 18,000 children during FY 04/05.
- Establish 25,000 child book links in FY 04/05.
- Answer at least 85% of reference questions to the satisfaction of Library patrons.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Circulation of materials	307,632	290,000	300,000
Library programs for children	-	700	700
Attendance at children's programs	16,555	17,900	18,000
Summer reading game participants	1,057	1,077	1,100
FULL TIME EQUIVALENT POSITIONS	7.47	7.47	7.47

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
CHILDREN'S SERVICES
2805

	2003-2004 Appropriation	2004-2005 Approved
2805 CHILDREN'S SERVICES		
61010 REGULAR PAY	172,600	184,900
61050 PERMANENT PART-TIME	93,400	99,900
61055 TEMPORARY EMPLOYEES	6,200	6,600
61510 HEALTH INSURANCE	23,600	30,000
61615 LIFE INSURANCE	300	300
62295 TRAINING & TRAVEL	700	700
64540 TELECOMMUNICATIONS - WIRELESS		600
65100 LIBRARY SUPPLIES	600	600
65620 OFFICE MACH. & EQUIP.		17,900
65630 LIBRARY BOOKS	63,600	63,600
65635 PERIODICALS	1,200	1,200
65640 AUDIO RECORDINGS	8,000	8,200
65645 MULTIMEDIA COLLECTION	1,300	1,300
65650 VISUAL MEDIA COLLECTION	7,800	8,000
2805 CHILDREN'S SERVICES	379,300	423,800

Library

2810 – Reader's Services

Description of Major Activities

Reader's Services provides assistance to patrons in locating materials in the Library and in other resource centers; answers reader's advisory questions; promotes understanding and use of the Library through bibliographies, tours and displays; and selects all adult books and audio-visual materials for circulating collections. The Reader's Services Department responds to patron questions both in person and by telephone. The adult circulating collection comprises over 222,000 books and 20,000 audio-visual items.

FY 2004-2005 Objectives

- Answer at least 85% of reference questions to the satisfaction of Library patrons.
- Make at least 70% of the titles that patrons search for immediately available when patrons visit the Library.
- Fill 30% of the reserves for adult materials within 7 days and 75% within 30 days and measure performance on this objective by collecting and reviewing data in October 2004.
- Review 25% of the adult non-fiction collection for retention, replacement, and enhancement by February 2005.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Reference and directional questions	106,257	100,000	100,000
Number of adult programs		75	75
Attendance at adult programs		3,000	3,000
FULL TIME EQUIVALENT POSITIONS	7.44	7.44	7.44

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
READER'S SERVICES
2810

	2003-2004 Appropriation	2004-2005 Approved
2810 READER'S SERVICES		
61010 REGULAR PAY	159,200	170,500
61050 PERMANENT PART-TIME	132,500	141,800
61055 TEMPORARY EMPLOYEES	5,400	5,800
61510 HEALTH INSURANCE	17,700	22,500
61615 LIFE INSURANCE	200	200
62295 TRAINING & TRAVEL	700	700
62340 COMPTER LICENSE & SUPP	3,100	3,200
65100 LIBRARY SUPPLIES	600	600
65630 LIBRARY BOOKS	158,200	158,200
65640 AUDIO RECORDINGS	20,700	21,300
65645 MULTIMEDIA COLLECTION	500	500
65650 VISUAL MEDIA COLLECTION	12,400	12,800
2810 READER'S SERVICES	511,200	538,100

Library

2815 – Reference Services & Periodicals

Description of Major Activities

Reference Services & Periodicals provides assistance to patrons in locating information and materials within the Evanston Public Library and from other sources; selects all materials for the reference collection; maintains a periodicals collection; responds to questions in person, by telephone and by written correspondence; and collects Evanston documents and materials. The reference collection consists of approximately 14,000 volumes, seventeen CD-ROM and on-line databases, and a large collection of clipping files and pamphlets. There are specialized collections on careers, grants and foundations, and small business. The periodicals collection consists of approximately 800 titles.

FY 2004-2005 Objectives

- Answer at least 85% of reference questions to the satisfaction of Library patrons.
- Provide 24 classes on the use of the Internet and other electronic resources in FY 04/05.
- Reduce the wait for service at the Periodicals Desk to no more than three minutes during peak periods.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Reference and directional questions	118,961	120,000	120,000
Periodicals use in-house	40,620	35,000	35,000
Internet use in-house	48,400	55,000	60,000
FULL TIME EQUIVALENT POSITIONS	9.92	9.65	9.65

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
REFERENCE SRVS & PERIODICALS
2815

	2003-2004 Appropriation	2004-2005 Approved
2815 REFERENCE SRVS & PERIODICALS		
61010 REGULAR PAY	237,400	254,300
61050 PERMANENT PART-TIME	126,800	141,400
61055 TEMPORARY EMPLOYEES	6,800	7,300
61510 HEALTH INSURANCE	29,500	37,500
61615 LIFE INSURANCE	400	400
62220 BINDING	1,800	1,800
62295 TRAINING & TRAVEL	900	900
62340 COMPTER LICENSE & SUPP	67,600	70,600
65100 LIBRARY SUPPLIES	5,000	5,000
65620 OFFICE MACH. & EQUIP.	11,500	
65630 LIBRARY BOOKS	73,500	73,500
65635 PERIODICALS	66,200	75,100
2815 REFERENCE SRVS & PERIODICALS	627,400	667,800

Library

2820 – Circulation

Description of Major Activities

The Circulation Department processes the borrowing and return of book and non-book materials; processes reserve items; re-shelves returned items; answers and routes incoming telephone calls; answers general and directional questions; explains library circulation policies to users; registers new patrons and keeps patron files current; sends reminders to patrons holding overdue materials; and collects fines and payment for lost items.

FY 2004-2005 Objectives

- Accurately re-shelve all adult library materials within two days of their return.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Items checked out	770,680	775,000	775,000
Reserves filled	16,773	17,000	17,000
New cards issued	7,817	7,800	7,800
Notices sent	42,625	43,000	43,000
FULL TIME EQUIVALENT POSITIONS	15.64	15.03	15.03

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
CIRCULATION
2820

	2003-2004 Appropriation	2004-2005 Approved
2820 CIRCULATION		
61010 REGULAR PAY	130,700	140,000
61050 PERMANENT PART-TIME	220,600	236,000
61055 TEMPORARY EMPLOYEES	13,500	14,400
61510 HEALTH INSURANCE	23,600	30,000
61615 LIFE INSURANCE	200	200
62295 TRAINING & TRAVEL	1,600	1,600
65100 LIBRARY SUPPLIES	3,600	3,600
2820 CIRCULATION	393,800	425,800

Library

2825 – North Branch

Description of Major Activities

The North Branch, at 2026 Central Street, is an extension of the Main Library. It provides library service to the adjacent neighborhoods through a collection of popular materials, assistance in using the materials, programs, and displays for children and adults. It serves as a community center in a busy business district. The North Branch has a collection of over 34,000 books.

FY 2004-2005 Objectives

- Answer at least 85% of reference questions to the satisfaction of Library patrons.
- Provide three to five children's programs featuring guest artists.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Circulation of materials	75,314	73,000	73,000
Reference and directional transactions	16,342	18,000	18,000
Number of patrons entering North Branch	77,773	71,000	71,000
FULL TIME EQUIVALENT POSITIONS	2.98	2.98	2.98

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
NORTH BRANCH
2825

	2003-2004 Appropriation	2004-2005 Approved
2825 NORTH BRANCH		
61050 PERMANENT PART-TIME	98,300	105,200
61055 TEMPORARY EMPLOYEES	2,100	2,200
62225 BLDG MAINTENANCE SERVICES	1,000	1,000
64015 NATURAL GAS	900	900
65050 BLDG MAINTENANCE MATERIAL	600	600
65100 LIBRARY SUPPLIES	200	200
65630 LIBRARY BOOKS	24,300	24,300
65635 PERIODICALS	2,400	2,500
2825 NORTH BRANCH	129,800	136,900

Library

2830 – South Branch

Description of Major Activities

The South Branch, at 949 Chicago Avenue, is an extension of the Main Library. It provides library service to the adjacent neighborhoods through a collection of popular materials, assistance in using the materials, programs, and displays for children and adults. The South Branch has a collection of over 26,000 books.

FY 2004-2005 Objectives

Answer at least 85% of reference questions to the satisfaction of Library patrons.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Circulation of materials	41,779	42,000	42,000
Reference and directional questions	18,650	19,000	19,000
Number of patrons entering South Branch	50,635	52,000	52,000
FULL TIME EQUIVALENT POSITIONS	2.31	2.31	2.31

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
SOUTH BRANCH
2830

	2003-2004 Appropriation	2004-2005 Approved
2830 SOUTH BRANCH		
61010 REGULAR PAY	54,600	58,500
61050 PERMANENT PART-TIME	35,000	37,400
61055 TEMPORARY EMPLOYEES	4,300	4,600
61510 HEALTH INSURANCE	5,900	7,500
61615 LIFE INSURANCE	100	100
62225 BLDG MAINTENANCE SERVICES	4,000	4,000
62375 RENTALS	45,300	45,300
65050 BLDG MAINTENANCE MATERIAL	100	100
65100 LIBRARY SUPPLIES	300	300
65630 LIBRARY BOOKS	22,500	22,500
65635 PERIODICALS	2,200	2,300
2830 SOUTH BRANCH	174,300	182,600

Library

2835 – Technical Services

Description of Major Activities

Technical Services is responsible for the ordering, cataloging, classifying, recording and processing of all library materials given to or bought with the funds of the Evanston Public Library. It coordinates the annual addition of approximately 32,000 new volumes for the collection. It prepares and maintains computer databases for the recording of and access to the materials in the Library's collection. Technical Services is responsible for the proper operation and maintenance of all computer hardware and software for all of the Library's automated systems. The automated systems include the integrated on-line library system, the local area network, the public access CD-ROM network, and the Internet connection.

FY 2004-2005 Objectives

- Catalog, process and make available to Library patrons 60% of all library materials within 30 days of receipt and all remaining library materials within 90 days of receipt.
- Have all automated library public and staff services available 99% of the hours that the Library is open and to have the SIRSI system and the Library's website available 95% of the remaining hours of published availability.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Titles added to the collections	16,771	17,000	17,000
Volumes added to the collections	31,077	30,000	30,000
Volumes withdrawn from the collections	13,358	14,000	14,000
Volumes bound or mended	2,485	3,000	3,000
Visits to the Library's website	772,184	700,000	700,000
FULL TIME EQUIVALENT POSITIONS	13.19	13.19	13.19

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
TECHNICAL SERVICES
2835

	2003-2004 Appropriation	2004-2005 Approved
2835 TECHNICAL SERVICES		
61010 REGULAR PAY	391,400	419,300
61050 PERMANENT PART-TIME	137,900	147,600
61055 TEMPORARY EMPLOYEES	3,000	3,200
61510 HEALTH INSURANCE	53,200	67,600
61615 LIFE INSURANCE	600	600
62220 BINDING	5,000	5,000
62250 COMPUTER EQUIPMENT MAINT	7,000	7,600
62295 TRAINING & TRAVEL	1,300	1,300
62340 COMPTER LICENSE & SUPP	77,000	108,000
64545 PERSONAL COMPUTER SOFTWARE	9,000	9,000
65100 LIBRARY SUPPLIES	26,000	26,000
65555 PERSONAL COMPUTER EQUIPMENT	63,000	32,000
2835 TECHNICAL SERVICES	774,400	827,200

Library

2840 – Library Maintenance

Description of Major Activities

The Library's Maintenance Division provides for the maintenance and cleaning of the Main Library, the North Branch, and the South Branch. The Maintenance team inspects, maintains, and repairs all components of the Library facilities, including the electrical system, plumbing system, HVAC systems and controls, structural elements, and landscaping. In addition, the staff supervises outside contractors and assists with special programs and meeting room set-ups.

FY 2004-2005 Objectives

Paint an additional I5% of the Main Library by February 2005.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Conduct seasonal cleaning of boilers	1	1	1
FULL TIME EQUIVALENT POSITIONS	3.64	3.64	3.64

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
MAINTENANCE
2840

	2003-2004 Appropriation	2004-2005 Approved
2840 MAINTENANCE		
61010 REGULAR PAY	125,000	133,900
61050 PERMANENT PART-TIME	25,600	27,400
61055 TEMPORARY EMPLOYEES	500	500
61110 OVERTIME PAY	8,400	8,400
61510 HEALTH INSURANCE	18,100	23,000
61615 LIFE INSURANCE	200	200
62225 BLDG MAINTENANCE SERVICES	168,500	175,200
62235 OFFICE EQUIPMENT MAINT	3,900	3,900
62245 OTHER EQMT MAINTENANCE	3,900	3,900
62295 TRAINING & TRAVEL	400	400
62305 RENTAL OF AUTO-FLEET SER	6,800	6,800
64015 NATURAL GAS	22,100	22,100
65040 JANITORIAL SUPPLIES	12,000	12,000
65050 BLDG MAINTENANCE MATERIAL	8,000	8,000
65070 OFFICE/OTHER EQT MTN MATL	600	600
65085 MINOR EQUIPMENT & TOOLS	200	200
2840 MAINTENANCE	404,200	426,500

Library

2845 – Library Administration

Description of Major Activities

The Administrative staff implements the policies of the Library Board and conducts all administrative, management and business activities of the Library. This element provides the direction, planning and evaluation for all library services, facilities, and fiscal management. Personnel administration and staff evaluation are primary activities. The administrative staff maintains relationships with community groups and other City departments. The Administration and other Library units work with numerous library-related groups in the area and throughout the State of Illinois.

FY 2004-2005 Objectives

- To obtain Library Board approval of a plan for the appropriate remodeling of the Main Library to permit the expansion of collection, seating, and programming space in the Children's Room.
- During FY 04/05, prepare for consideration by the Library Board, a list of necessary service enhancements to provide a level of service commensurate with the needs and expectations of the community and the potential of modern library service.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Number of patrons entering the Main Library	575,993	575,000	575,000
FULL TIME EQUIVALENT POSITIONS	4.53	4.53	4.53

Approved Adjustments in 2004-2005 Budget

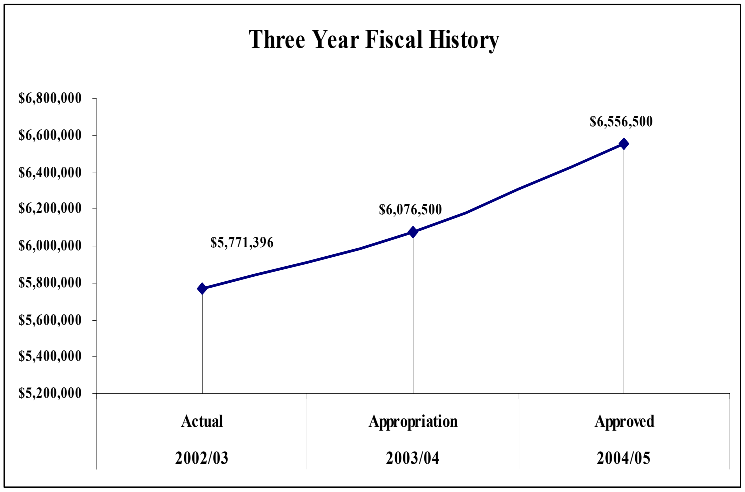
CITY OF EVANSTON
ADMINISTRATION
2845

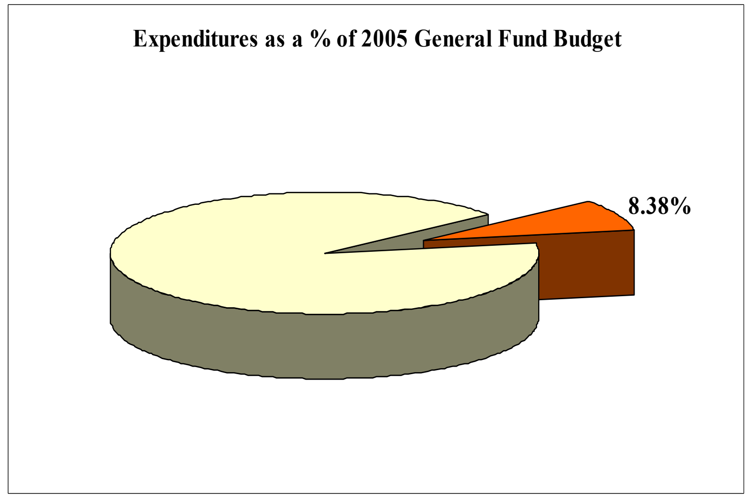
	2003-2004 Appropriation	2004-2005 Approved
2845 ADMINISTRATION		
61010 REGULAR PAY	244,500	261,900
61050 PERMANENT PART-TIME	16,700	17,900
61055 TEMPORARY EMPLOYEES	200	200
61510 HEALTH INSURANCE	23,600	30,000
61615 LIFE INSURANCE	500	500
61625 AUTO ALLOWANCE	1,700	1,700
62210 PRINTING	2,800	2,800
62235 OFFICE EQUIPMENT MAINT	16,500	16,500
62275 POSTAGE CHARGEBACKS	28,500	28,500
62295 TRAINING & TRAVEL	500	500
62315 POSTAGE	1,000	1,000
62320 TELEPHONE CHARGEBACKS	25,500	30,300
62360 MEMBERSHIP DUES	1,800	2,000
62520 OTHER CONTRACTUAL SERVICES	1,000	
62655 LEASE PAYMENTS	17,700	17,700
65095 OFFICE SUPPLIES	17,700	17,700
2845 ADMINISTRATION	400,200	429,200

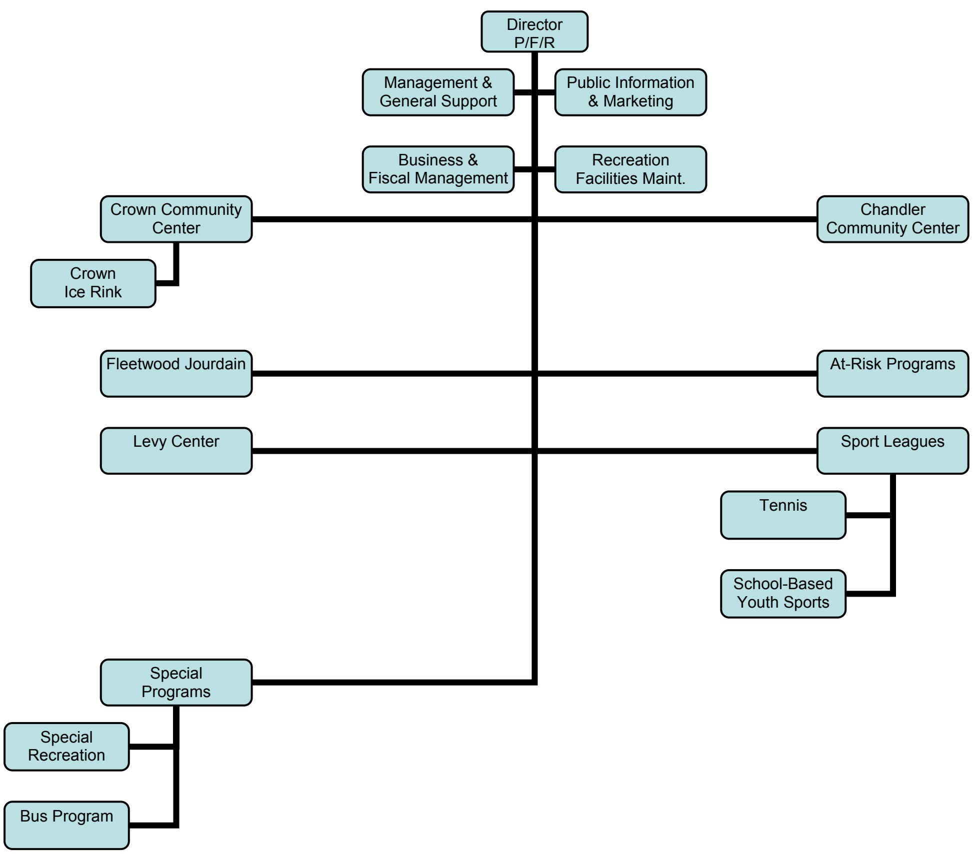
City of
Evanston™

City of Evanston

Recreation Department







Recreation Department

Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved
Expenditures:				
3005 – Mgmt. & General Support	218,499	207,300	220,000	225,100
3010 – Business & Fiscal Mgmt.	322,601	240,300	320,000	306,200
3015 – Marketing Services	183,581	198,100	160,000	204,800
Management Subtotal:	**$ 724,681**	**$ 645,700**	**$ 700,000**	**$ 736,100**
Expenditures:				
3020 – Recreation General Support	246,017	303,100	220,600	324,000
3025 – Park Utilities	32,408	51,200	57,000	51,200
3030 – Robert Crown Center	508,374	541,700	550,000	567,900
3035 – Chandler Comm. Center	526,443	523,200	535,000	593,200
3040 – Fleetwood-Jourdain	534,059	556,500	560,000	637,200
3045 – Fleetwood-Jourdain Theater	113,184	114,700	114,500	120,800
3050 – At Risk Opportunities	160,868	179,400	155,000	188,700
3055 – Levy Activity Center	510,556	644,800	635,000	688,900
3065 – Church Street Boat Ramp	44,438	67,700	55,600	67,700
3075 – Boat Storage Facilities	821	1,600	9,500	11,200
3080 – Beaches	385,562	399,500	385,000	426,500
3085 – Facility Maintenance	473,331	495,900	480,000	530,900
3095 – Crown Ice Rink	902,316	969,600	900,000	988,100
3100 – Sports Leagues	97,776	78,200	87,000	80,900
3105 – Aquatic Camp	31,822	32,200	32,200	40,000
3110 – Tennis	114,779	107,300	127,500	123,300
3115 – School Based Youth Sports	645	0	0	0
3120 – Club Activities / Class	161	0	0	0
3125 – Special Program	11,466	12,300	4,500	12,300
3130 – Special Recreation	237,359	253,200	195,000	255,400
3140 – Skate Park/Bus Program	43,340	34,500	71,000	36,600
3150 – Park Service Unit	64,709	53,000	25,000	61,300
3155 – Youth Golf Program	6,281	11,200	10,000	14,300
Total Expenditures:	**$ 5,046,715**	**$ 5,430,800**	**$ 5,209,400**	**$ 5,820,400**

Revenues:				
Advertising Revenue	24,674	27,000	30,500	28,000
Aquatic Camp Revenues	77,094	89,100	102,100	101,300
At-Risk Program Revenues	78,401	80,000	87,700	87,500
Beach Revenue	543,690	500,800	506,100	517,800
Boat Storage Facility Revenue	78,495	73,100	78,000	83,300
Chandler-Newberger Center	370,508	365,300	410,300	412,400
Church Street Boat Ramp Revenue	77,175	125,200	127,500	127,600
Fleetwood-Jourdain Center	124,175	165,000	217,000	217,700
Fleetwood-Jourdain Theater	18,489	20,600	16,000	28,400
Levy Center Revenue	161,463	280,700	230,000	297,500
Robert Crown Center Revenue	88,219	195,000	393,500	195,000
Robert Crown Ice Center Revenue	906,709	925,000	674,517	934,000
Skate Park/Bus Program Revenues	4,015	6,000	100	9,200
Special Recreation Revenue	55,497	45,300	48,000	41,700
Sports League Revenues	18,326	42,300	35,500	46,800
Tennis Revenues	132,227	117,000	169,000	133,100
Youth Golf Program	34,010	11,200	7,700	14,300
Total Revenues:	**$ 2,793,167**	**$ 3,068,600**	**$ 3,133,517**	**$ 3,275,600**

Notes for Financial Summary

The Recreation and General Support (3020) budget represents expenditures related to restructuring of the positions in that division.

Performance Report on FY 2003-2004 Major Program Objectives

Each division within the Department of Parks/Forestry & Recreation faced challenges during FY 2003-2004. Among the major projects that staff addressed were the future of the Robert Crown Center, the development of full programming, the enabling garden at the Levy Senior Center, and a lakefront marina feasibility study. Once again staff also identified, developed and submitted grants for all areas of operations.

Chandler-Newberger: The goal of offering two new recreational programs to utilize Room D space was exceeded, with 12 classes being offered. A new middle school tennis league was offered and 43 students attended. The adult indoor tennis lesson program was not offered because the ETHS fieldhouse was unavailable for rental. New middle school golf lesson programs were started in the spring and the fall. In addition, the number of summer golf camp offerings expanded from 2 to 12. Work continues on developing a Chandler-Newberger staff manual.

Fleetwood-Jourdain Center: The comprehensive evaluation of the fitness center was completed, with new equipment researched and installed. New locker rooms were added, a new information package was prepared and the room has been open since the spring. New preteen and young adult programming dealing with social skills and conflict resolution was introduced and a variety of open discussions with youth are ongoing. Staff is continuing to conduct a summer drop-in program at Clyde-Brummel and Mason Parks and an after-school program at Clyde-Brummel only. The summer food program served 38,000 meals to children at four locations.

Fleetwood-Jourdain Theater: The adult theater program was relocated to the Noyes Cultural Arts Center and the Children's Theater was moved to the Levy Senior Center. Staff has spent time establishing a working structure with both facilities. The Adult Theater program re-established its presence with the creation of the Community Outreach Center, offering writer's workshops, classes and Reader's Theater/Spoken Word programs.

Lakefront: The new Recreation Program Manager Lakefront/Parks was trained and assumed all responsibility for the day-to-day operation of the lakefront by the summer beach season, and is also prepared to take over winter weekday ranger duties. Building on last year's success, a post-race event was held for Arbor Day Five participants, with support from Prairie Moon restaurant and Ofischl Sports. Staff revised some of the dog beach rules in preparation for developing a comprehensive policy/rule booklet.

Levy Senior Center: Use of the center increased to 2,475 as of October 2003, due to the addition of new programs, extended hours and increased staffing levels. In September, the Center dedicated The Hulda B. and Maurice L. Rothschild Garden, an enabling garden made possible through a grant from The Rothschild Foundation. Accompanying the garden, a horticultural program has been developed under the guidance of the Chicago Botanic Garden. Six new board members have been recruited for the Advisory Board and three for the Life Enrichment Committee. Subcommittees are being formed to revise the bylaws for both groups.

Recreation General Support: The procedure for processing park permits has been updated and now includes a new park permit application, acceptance of electronic request for field usage and a draft of new rules and regulations for park usage. Staff met and began work to better coordinate the division's scheduling of tasks and services provided during summer months, between both in-house and affiliated organizations. This division worked diligently through various grant application processes, and was rewarded with multiple grant opportunities.

Recreation Maintenance: Budget constraints prevented hiring an additonal seasonal employee to work exclusively at James Park, and current staff was assigned to cover the park about 40 percent of the time. Renovation of one field at James Park, delayed to allow for the soccer season, will be completed by late October, 2004.

Robert Crown: Marketing of the Robert Crown skating school has been successful with participation and program offerings continuing to increase. The goal of creating a 3-on-3 hockey program, which would develop into a regular league, continues. The size of the adult drop-in hockey program has maintained growth, and it is hoped that these players will form the basis for the 3-on-3 program. Ridership in the after-school bus program has increased by five.

Recreation

3005 – Management & Support

Description of Major Activities

The Administration Division of the Parks/Forestry and Recreation Department, together with the Business Office and the Public Information Office, provides all management and administrative support services for the department's other divisions: Parks/Forestry; Recreation; Ecology; and Cultural Arts.

The Administration Division works to create a vision for Evanston's future. This is accomplished by long-range planning in collaboration with elected officials, City administrators, advisory boards and the general public.

The Administration Division reviews the conditions of facilities and the relevancy of programs; investigates and resolves citizens' concerns; reviews, evaluates and implements the Capital Improvement Program (CIP); prepares general correspondence and reports; coordinates special events; monitors affirmative action programs; interviews and evaluates personnel; trains full-time and part-time staff; oversees staff training programs, including those pertaining to customer service and safety; prepares, coordinates and submits grants; acts as liaison to all City Council Committees; assigns and coordinates all boards, commissions and councils within the department's responsibilities; and monitors overall budget activity.

Administrative staff implement policies as approved by the governing body. Staff work with elected officials, appointed officials, and boards and commissions, including the Playground and Recreation Board, Arts Council, Public Art Committee, Public Place Names, Ladd Arboretum Committee and the Evanston Environment Board. In addition, personnel work directly with various recreation center advisory boards, community groups and community associations, all of which contribute input to the department.

In order to provide greater opportunities for citizens, cooperative arrangements are coordinated with School Districts #65 and #202, the Metropolitan Water Reclamation Distict, Peter N. Jans Golf Board and with community agencies. Interagency collaboration prevents duplication of services and broadens the number of programs, services and facilities available to the public.

The Administration Division's public information staff inform residents about programs offered by the Recreation, Cultural Arts and Ecology Divisions, as well as those offered by local arts organizations, through Arts + Recreation magazine. Other promotional materials include press releases, flyers and brochures.

The Administration Division also coordinates Special Events held within the City of Evanston.

FY 2004-2005 Objectives

- Continue to identify, develop and submit grants for all five divisions annually.
- Continue to investigate the potential opportunity to develop and implement an American Elm disease prevention program, including better disease detection.
- Expand the visibility of all department services through better communication through media and direct contact with residents, with better definition by August 2004.
- Develop an ID card system for residents with swipe card capabilities for registration, to be implemented in 2004.
- Continue trimming trees that block the view of stop signs or traffic lights, and maintain current trimming schedule.
- Increase the number of trees being planted on an annual basis by a minimum of 100.
- Continue the exploration steps to develop a marina.
- Work with the community to develop a Parks Foundation to better accomodate grants, donations & contributions.
- Begin implemention of a plan to renovate or reconstruct the Robert Crown Community Center and Ice Complex.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
In-house training seminars	2	1	2
FULL TIME EQUIVALENT POSITIONS	2.5	2.5	2.5

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
REC. MGMT. & GENERAL SUPPORT
3005

	2003-2004 Appropriation	2004-2005 Approved
3005 REC. MGMT. & GENERAL SUPPORT		
61010 REGULAR PAY	179,800	192,600
61110 OVERTIME PAY		1,000
61510 HEALTH INSURANCE	14,800	18,800
61615 LIFE INSURANCE	500	500
61625 AUTO ALLOWANCE	3,600	3,600
62275 POSTAGE CHARGEBACKS	500	500
62295 TRAINING & TRAVEL	200	200
62320 TELEPHONE CHARGEBACKS	5,300	5,300
62360 MEMBERSHIP DUES	700	700
62490 OTHER PROGRAM COSTS		500
62520 OTHER CONTRACTUAL SERVICES	500	
65010 BOOKS, PUBLICATIONS, MAPS	300	300
65025 FOOD	800	800
65125 OTHER COMMODITIES	300	300
3005 REC. MGMT. & GENERAL SUPPORT	**207,300**	**225,100**

Recreation

3010 – Business & Fiscal Management

Description of Major Activities

The Business Office audits and records revenues from fees and charges resulting from departmental activities; controls and processes purchases and disbursements of both City and restricted account funds; maintains financial records relative to both expenditures and revenues; performs bank account reconciliation and prepares journal entries and monthly reports for Finance Department review; prepares financial reports for Recreation Board meetings and staff use; processes payroll for permanent and temporary staff; administers the registration system; troubleshoots RecTrac system problems; and provides technical assistance to staff. In conjunction with the Director, the Business Manager coordinates the preparation and presentation of the budget and monitors budget performance. The Business Office also assists in providing customer service to patrons who register for Recreation Division programs at the Civic Center office.

FY 2004-2005 Objectives

- Work with the Finance Department to implement the new City-wide financial system.
- Develop a new policies and procedures manual upon implementation of the new financial system.
- Reorganize and reengineer the Business division to maximize use of the new financial system.
- Review operating procedures and policies in the areas of cash receipts, purchasing, payables, hiring, employee evaluations, and payroll and provide recommendations, by October 2004.
- Implement Finance Department's recommendations by October 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
RecTrac training sessons for staff.	12	7	6
Budget preparation training for staff	2	2	2
FULL TIME EQUIVALENT POSITIONS	5	4	4

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
REC. BUS. & FISCAL MGMT
3010

	2003-2004 Appropriation	2004-2005 Approved
3010 REC. BUS. & FISCAL MGMT		
61010 REGULAR PAY	142,000	202,100
61050 PERMANENT PART-TIME	9,000	9,000
61110 OVERTIME PAY		1,000
61510 HEALTH INSURANCE	17,700	22,500
61615 LIFE INSURANCE	300	300
61625 AUTO ALLOWANCE	300	300
62235 OFFICE EQUIPMENT MAINT	13,400	13,400
62272 OTHER PROFESSIONAL SERVICES	3,500	
62275 POSTAGE CHARGEBACKS	300	300
62295 TRAINING & TRAVEL	400	400
62320 TELEPHONE CHARGEBACKS	2,600	2,600
62360 MEMBERSHIP DUES	700	700
62375 RENTALS	14,000	14,000
62380 COPY MACHINE CHARGES	300	300
62500 TECHNICAL INFORMATION SERVICES		3,500
62510 EDUCATOR SERVICES		2,500
62520 OTHER CONTRACTUAL SERVICES	2,500	
64545 PERSONAL COMPUTER SOFTWARE	1,000	1,000
65010 BOOKS, PUBLICATIONS, MAPS	300	300
65095 OFFICE SUPPLIES	17,000	17,000
65620 OFFICE MACH. & EQUIP.	15,000	15,000
3010 REC. BUS. & FISCAL MGMT	**240,300**	**306,200**

Recreation

3015 – Communications & Marketing Services

Description of Major Activities

The Communications and Marketing Services office produces press releases and a wide variety of promotional materials for the Parks/Forestry and Recreation Department, which includes four community centers, the Ecology Center, the Cultural Arts Division and the Parks/Forestry Division. Staff also responds to requests for information from local media and the public.

The department's major marketing tool is "Arts + Recreation" magazine, which is published quarterly. The magazine promotes classes and programs offered by the Department and includes class and special event listings from Evanston artists and arts organizations, maps, general information and special events listings. Partial funding comes from display advertising revenue and from fees for listings from independent arts organizations and Evanston residents who teach classes in the arts.

FY 2004-2005 Objectives

Coordinate the implementation of the TeleTrac and WebTrac registration systems in conjunction with the Business Office.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Advertising sales revenue	26,300	27,500	28,000
FULL TIME EQUIVALENT POSITIONS	1	1	1

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
COMMUNICATION & MARKETING SRVS
3015

	2003-2004 Appropriation	2004-2005 Approved
3015 COMMUNICATION & MARKETING SRVS		
61010 REGULAR PAY	57,100	61,200
61050 PERMANENT PART-TIME	31,300	31,300
61510 HEALTH INSURANCE	5,900	7,500
61615 LIFE INSURANCE	100	100
61625 AUTO ALLOWANCE	300	300
62205 ADVERTISING	300	300
62210 PRINTING	71,500	72,300
62250 COMPUTER EQUIPMENT MAINT	3,000	1,500
62272 OTHER PROFESSIONAL SERVICES	1,000	
62275 POSTAGE CHARGEBACKS	1,000	1,000
62280 OVERNIGHT MAIL CHARGES		100
62295 TRAINING & TRAVEL	200	200
62315 POSTAGE	23,500	24,000
62320 TELEPHONE CHARGEBACKS	600	600
62335 DATA PROCESSING SERVIC	2,000	2,000
62360 MEMBERSHIP DUES	100	200
62506 WORK-STUDY		2,000
65010 BOOKS, PUBLICATIONS, MAPS	200	200
3015 COMMUNICATION & MARKETING SRVS	**198,100**	**204,800**

Recreation

3020 – Recreation General Support

Description of Major Activities

All Recreation administrative functions are part of Recreation General Support. This element includes the Superintendent of Recreation, 50% of the Management Analyst position and one Clerical staff. This element is responsible for overseeing and developing Recreation programs offered in the community and for developing and implementing policies and procedures associated with use of those facilities and programs. Activities include staff training, applying for grants and other available funding sources, providing customer service, coordinating special events, providing permits to park rental groups, and working with community groups, advisory boards and the Recreation Board.

FY 2004-2005 Objectives

- To begin the scheduling of park permit requests through the RecTrac registration software system, by June 2004.
- To begin holding a monthly meeting with all clerical staff within the division in order to communicate the new activities and program offerings and to review the department's ongoing programs, by May 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Scholarships Granted – in dollars	151,800	156,000	156,000
FULL TIME EQUIVALENT POSITIONS	2.5	2.5	2.5

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
RECREATION GENERAL SUPPORT
3020

	2003-2004 Appropriation	2004-2005 Approved
3020 RECREATION GENERAL SUPPORT		
61010 REGULAR PAY	201,300	215,600
61050 PERMANENT PART-TIME	25,600	25,600
61110 OVERTIME PAY		1,000
61510 HEALTH INSURANCE	20,700	26,300
61615 LIFE INSURANCE	500	500
61625 AUTO ALLOWANCE	1,500	1,500
62275 POSTAGE CHARGEBACKS	1,000	1,000
62295 TRAINING & TRAVEL	400	400
62305 RENTAL OF AUTO-FLEET SER	46,400	46,400
62320 TELEPHONE CHARGEBACKS	3,100	1,800
62360 MEMBERSHIP DUES	900	900
64540 TELECOMMUNICATIONS - WIRELESS		1,300
65010 BOOKS, PUBLICATIONS, MAPS	300	300
65025 FOOD	600	600
65125 OTHER COMMODITIES	800	800
3020 RECREATION GENERAL SUPPORT	**303,100**	**324,000**

Recreation

3025 – Park Utilities

Description of Major Activities

Mason, Lovelace, and James Parks provide area residents with opportunities for playing tennis, basketball and other leisure activities on a drop-in basis. The facilities may be used by local residents for hosting parties, meetings and special get-togethers. Lovelace and James Parks are also a site for the men's and women's tennis leagues. Electricity and natural gas costs for the parks listed previously, as well as for Baker, Ackerman, Robert Crown, Bent, and Harbart Parks are included in this business unit.

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
PARK UTILITIES
3025

	2003-2004 Appropriation	2004-2005 Approved
3025 PARK UTILITIES		
62320 TELEPHONE CHARGEBACKS	400	400
64005 ELECTRICITY	46,000	46,000
64015 NATURAL GAS	4,500	4,500
65110 RECREATION SUPPLIES	300	300
3025 PARK UTILITIES	51,200	51,200

Recreation

3030 – Robert Crown Community Center

Description of Major Activities

The Robert Crown Community Center provides comprehensive recreational activities for all ages. These activities are designed to serve residents with diverse interests, including sports, arts, hobbies, dance and preschool learning. Leisure activities are scheduled at convenient times for each age group. The Community Center continues to coordinate programs with those of the adjacent Ice Center Facility. These are some of the programs/services that are offered at the center: Adult Pottery, Low-Impact Aerobics, T-Ball, Karate Classes, After-School Programs, Surf'nTurf Summer Camp, Robert Crown Summer Camp, Various Preschool Programs, Room Rentals (for birthday parties), Various Dance Programs, Gymnastic Programs, 4th & 5th Grade Basketball, and more. The schools that participate are Dawes, Dewey, King Lab, Kingsley, Lincoln, Lincolnwood, Oakton, Orrington, Timber Ridge, Walker, Washington, Willard, Park School, Baker Demonstration, Pope John XXIII, Saint Athanasius, and Roycemore.

FY 2004-2005 Objectives

- Combine the existing After-School Program with structured recreational games and rename it the Robert Crown After-School Fun and Games Program, by fall 2004.
- Create an Open Gym Basketball League for adults 18 years and older on Sunday afternoons. This will eliminate the regular open gym program that already exists. New teams will be chosen each week in order to eliminate stacking All Star teams. Individuals with the most wins at the end of the session will be given inexpensive awards at the end of the second session (which is the winter session), by fall 2004.
- Create a Family Open Gym on Sundays including a "Play Leader" to run the activities, by fall 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Teams in sports leagues	50	50	40
Recreation instructional	930	930	930
Arts and Crafts participants	340	350	350
Preschool age programs participants	500	500	500
Self-development/performing arts participants	725	725	725
Holiday Events Participants/Camps	270	270	270
Fitness Participants	200	200	200
Open Gym Participants	1,000	1,000	1,000
FULL TIME EQUIVALENT POSITIONS	7.17	7.17	7.17

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
CROWN COMMUNITY CENTER
3030

	2003-2004 Appropriation	2004-2005 Approved
3030 CROWN COMMUNITY CENTER		
61010 REGULAR PAY	204,000	218,500
61050 PERMANENT PART-TIME	163,800	140,200
61060 SEASONAL EMPLOYEES	33,700	33,700
61110 OVERTIME PAY	1,400	2,400
61510 HEALTH INSURANCE	29,800	37,800
61615 LIFE INSURANCE	300	300
61625 AUTO ALLOWANCE	300	300
62205 ADVERTISING	600	600
62210 PRINTING	400	400
62235 OFFICE EQUIPMENT MAINT	2,600	2,600
62245 OTHER EQMT MAINTENANCE	1,900	1,900
62275 POSTAGE CHARGEBACKS	300	300
62295 TRAINING & TRAVEL	500	500
62320 TELEPHONE CHARGEBACKS	4,900	4,300
62360 MEMBERSHIP DUES	500	500
62375 RENTALS	2,000	2,000
62505 INSTRUCTOR SERVICES		41,000
62507 FIELD TRIPS		3,400
62508 SPORTS OFFICIALS		1,500
62515 RENTAL SERVICES		1,400
62520 OTHER CONTRACTUAL SERVICES	23,600	
62705 BANK SERVICE CHARGES	2,100	2,100
64005 ELECTRICITY	36,000	37,800
64015 NATURAL GAS	5,400	6,800
65020 CLOTHING	500	500
65040 JANITORIAL SUPPLIES	2,000	2,000
65050 BLDG MAINTENANCE MATERIAL	2,400	2,400
65070 OFFICE/OTHER EQT MTN MATL	2,800	2,800
65075 MEDICAL & LAB SUPPLIES	900	900
65095 OFFICE SUPPLIES	2,200	2,200
65110 RECREATION SUPPLIES	16,800	16,800
3030 CROWN COMMUNITY CENTER	541,700	567,900

Recreation

3035 – Chandler-Newberger Community Center

Description of Major Activities

The Chandler-Newberger Community Center offers comprehensive programs for infants through adults. Major programs include nine types of summer day camps for school-aged youth and preschoolers, after-school sports classes, girls' youth basketball leagues, youth flag football leagues, preschool play groups, youth chess, adult/youth fencing, preschool development classes, youth gymnastics, adult/youth volleyball leagues, women's basketball classes and more. The emphasis of programs is to provide positive self-development through learning skills and individual improvement. The 14,000-sq-foot facility also provides room, racquetball court and gymnasium rentals to community groups, youth birthday party groups and recreation enthusiasts.

Preschool Programs
Terrific Threes Preschool
Fabulous Fours and Fives Preschool
Time Together - Drop In Gym
Preschool Gymnastics
Preschool Sports Classes
Preschool Art Classes
Preschool Dance Classes
Parent-Infant Classes
Parent - Toddler Classes
Pee Wee Sports Camp
Leahy Park Preschool Camp

Youth Programs
Summer Sports Camp
Summer Mini Sports Camp
WInter Sports Camp
Youth Afterschool Sports
Home School Sports Classes
Basketball Camps
Beach Volleyball Camp
Indoor Volleyball Camp
Gymnastics
Chess Camps and Classes
Fencing Camps and Classes
Dance Classes Girl's Basketball Leagues
Flag Football League
Open Gym

Teen Programs
Summer Volleyball Camp
Indoor Volleyball Camp
Volleyball Classes
Open Gym
Racquetball
Red Cross Babysitting Training Classes
Red Cross CPR/First Aid Training
Sign Language Class

Adult Programs
Indoor Volleyball Leagues
Beach Volleyball Leagues
Volleyball Skills Training Classes
Women's Basketball
Women's Open Basketball
Men's Open Basketball
Racquetball
Red Cross CPR/First Aid Training
Sign Language and Self-Improvement Classes

Special Events
March Madness Basketball Tournament
Halloween Party
Youth Garage Sale

FY 2004-2005 Objectives

- Restructure Leahy Preschool Camp to include 5 three-week camps including activities such as new arts/crafts projects and gymnasium time at Chandler-Newberger Center, by August 2004.
- Offer four new girls and boys basketball camps during the two-week winter break session, by December 2004.

Recreation

3035 – Chandler-Newberger Community Center

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Preschool Class Participants (fall-spring)	370	400	400
Preschool Camp Participants (summer)	127	130	130
Youth Program Participants (fall-spring)	1,514	1525	1550
Youth Camp Participants (summer)	1074	1263	1275
Preschool/Youth Daily Participants	373	375	375
Adult Daily Participants	489	475	475
Adult Program Participants	477	475	475
FULL TIME EQUIVALENT POSITIONS	6.87	6.87	6.87

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
CHANDLER COMMUNITY CENTER
3035

	2003-2004 Appropriation	2004-2005 Approved
3035 CHANDLER COMMUNITY CENTER		
61010 REGULAR PAY	181,500	194,400
61050 PERMANENT PART-TIME	106,300	106,300
61060 SEASONAL EMPLOYEES	60,700	79,700
61110 OVERTIME PAY		1,000
61510 HEALTH INSURANCE	23,600	30,000
61615 LIFE INSURANCE	200	200
61625 AUTO ALLOWANCE	1,200	1,200
62205 ADVERTISING	300	300
62210 PRINTING	600	600
62235 OFFICE EQUIPMENT MAINT	600	600
62245 OTHER EQMT MAINTENANCE	1,800	4,200
62275 POSTAGE CHARGEBACKS	1,900	2,700
62295 TRAINING & TRAVEL	400	400
62320 TELEPHONE CHARGEBACKS	5,600	
62360 MEMBERSHIP DUES	800	800
62375 RENTALS	1,600	1,600
62490 OTHER PROGRAM COSTS		700
62495 LICENSED PEST CONTROL SERVICES		300
62505 INSTRUCTOR SERVICES		55,500
62506 WORK-STUDY		4,500
62507 FIELD TRIPS		24,500
62520 OTHER CONTRACTUAL SERVICES	60,100	
62705 BANK SERVICE CHARGES	8,900	8,900
64005 ELECTRICITY	28,500	28,500
64015 NATURAL GAS	6,800	9,300
64520 TELECOMMUNICATIONS - LOCAL		5,000
64540 TELECOMMUNICATIONS - WIRELESS		1,800
65010 BOOKS, PUBLICATIONS, MAPS		100
65020 CLOTHING	600	600
65025 FOOD	1,600	900
65040 JANITORIAL SUPPLIES	2,500	2,500
65050 BLDG MAINTENANCE MATERIAL	1,000	1,000
65070 OFFICE/OTHER EQT MTN MATL	200	200
65075 MEDICAL & LAB SUPPLIES	100	100
65080 MERCHANDISE FOR RESALE	3,700	3,900
65095 OFFICE SUPPLIES	2,500	2,500
65100 LIBRARY SUPPLIES	100	
65110 RECREATION SUPPLIES	17,400	17,900
65555 PERSONAL COMPUTER EQUIPMENT	2,100	500
3035 CHANDLER COMMUNITY CENTER	**523,200**	**593,200**

Recreation

3040 – Fleetwood-Jourdain Community Center

Description of Major Activities

Fleetwood-Jourdain programs enhance the participant's ability to learn through involvement. Recreational activities include sports, dance, drama, special events, drop-in activities and arts and crafts. Participants maximize their use of leisure time through diverse programs tailored to special interests during fall, winter and spring months. An extensive nine-month after-school program is offered during the school year and a ten-week camp program is offered in summer. In addition to the numerous programs sponsored by the Department, the Center also accommodates community groups such as Community Awareness Block Club, Foster Neighbors and VWF. Program space and staff support is also provided for affiliate organizations such as FAAM, COE-POPS/MOMS, Junior Wildkits, and AYSO.

FY 2004-2005 Objectives

- Evaluate and restructure programs that serve children and young adults to improve program delivery, by September 2004.
- Develop a citywide community outreach program to increase participation in the programs offered by the center theater and at-risk programs, by June 2004.
- Centralize program promotions with the development of a quarterly newsletter to highlight successful programs and upcoming events, as well as to advocate the value of recreation in the community, by September 2004.
- Develop a program that focuses on the adult population, by May 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
League participation sports offered	7	7	7
Classes offered in fitness program	5	6	6
Classes offered in dance program	5	5	5
Classes offered in skilled craft program	5	5	5
Scholarship granted	$20,000	$20,000	$20,000
FULL TIME EQUIVALENT POSITIONS	9.33	9.33	9.33

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
FLEETWOOD JOURDAIN COM CT
3040

	2003-2004 Appropriation	2004-2005 Approved
3040 FLEETWOOD JOURDAIN COM CT		
61010 REGULAR PAY	241,100	258,300
61050 PERMANENT PART-TIME	54,700	68,200
61060 SEASONAL EMPLOYEES	70,000	80,900
61110 OVERTIME PAY	2,000	3,000
61510 HEALTH INSURANCE	35,600	45,200
61615 LIFE INSURANCE	500	500
61625 AUTO ALLOWANCE	1,800	1,800
62205 ADVERTISING	2,400	2,400
62210 PRINTING	1,900	1,900
62225 BLDG MAINTENANCE SERVICES	1,000	1,000
62235 OFFICE EQUIPMENT MAINT	1,000	1,000
62245 OTHER EQMT MAINTENANCE	1,800	1,800
62275 POSTAGE CHARGEBACKS	1,000	1,500
62295 TRAINING & TRAVEL	600	600
62315 POSTAGE	400	400
62320 TELEPHONE CHARGEBACKS	6,000	2,100
62360 MEMBERSHIP DUES	800	800
62375 RENTALS	4,000	2,000
62490 OTHER PROGRAM COSTS		13,000
62495 LICENSED PEST CONTROL SERVICES		500
62505 INSTRUCTOR SERVICES		6,000
62507 FIELD TRIPS		16,800
62510 EDUCATOR SERVICES		3,000
62511 ENTERTAIN/ PERFORMER SVCS		9,000
62518 SECURITY/ALARM CONTRACTS		4,100
62520 OTHER CONTRACTUAL SERVICES	40,300	
62705 BANK SERVICE CHARGES	200	200
64005 ELECTRICITY	35,000	43,700
64015 NATURAL GAS	13,000	16,200
64505 TELECOMMUNICATIONS - CARRIER L		2,400
64540 TELECOMMUNICATIONS - WIRELESS		1,500
65010 BOOKS, PUBLICATIONS, MAPS	600	600
65020 CLOTHING	3,000	3,000
65025 FOOD	5,400	8,400
65040 JANITORIAL SUPPLIES	6,000	6,000
65050 BLDG MAINTENANCE MATERIAL	3,000	3,000
65070 OFFICE/OTHER EQT MTN MATL	2,500	2,500
65095 OFFICE SUPPLIES	3,000	3,000
65110 RECREATION SUPPLIES	17,900	20,900
3040 FLEETWOOD JOURDAIN COM CT	**556,500**	**637,200**

Recreation

3045 – Fleetwood-Jourdain Theater

Description of Major Activities

Fleetwood-Jourdain Community Theater programs increase the community's awareness of the performing arts. The Theater presents shows that are relevant to the community, and enable a better understanding of the community. The program showcases the outstanding talent in our area and fosters a sense of pride and enthusiasm. The Evanston Children's Theatre program produces three main stage productions, which include classical musicals, fairy tales and adaptions. Participants are involved in acting and singing and assist with costumes, lighting and set decorations.

FY 2004-2005 Objectives

- Restructure the adult theater program to accommodate the new space and develop theater-related events, activities, workshops and seminars, by September 2004.
- Increase the variety of workshops to include audition techiques, stage presence, voice and diction, by January 2005.
- Provide live concerts to showcase local performing artists and a variety of live entertainment such as dance troupes, spoken word artists, readers theater and one-act plays, by February 2005.

Ongoing Activity Measures	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Projected**
Theatre Productions	8	8	8
Scholarships	$1,000	$1,000	$1,000
FULL TIME EQUIVALENT POSITIONS	1.7	1.7	1.7

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
FLEETWOOD/JOURDAIN THEATR
3045

	2003-2004 Appropriation	2004-2005 Approved
3045 FLEETWOOD/JOURDAIN THEATR		
61010 REGULAR PAY	37,100	39,700
61050 PERMANENT PART-TIME	12,800	9,800
61510 HEALTH INSURANCE	5,900	7,500
61615 LIFE INSURANCE	100	100
61625 AUTO ALLOWANCE	200	500
62205 ADVERTISING	6,000	6,000
62210 PRINTING	2,000	2,000
62275 POSTAGE CHARGEBACKS	1,500	1,500
62320 TELEPHONE CHARGEBACKS	2,000	
62375 RENTALS	6,000	3,000
62490 OTHER PROGRAM COSTS		1,000
62505 INSTRUCTOR SERVICES		23,800
62511 ENTERTAIN/ PERFORMER SVCS		12,200
62520 OTHER CONTRACTUAL SERVICES	28,000	
62705 BANK SERVICE CHARGES	100	100
64540 TELECOMMUNICATIONS - WIRELESS		500
65025 FOOD	2,000	3,000
65050 BLDG MAINTENANCE MATERIAL	1,000	1,000
65070 OFFICE/OTHER EQT MTN MATL	500	500
65095 OFFICE SUPPLIES	1,500	600
65110 RECREATION SUPPLIES	8,000	8,000
3045 FLEETWOOD/JOURDAIN THEATR	114,700	120,800

Recreation

3050 – At-Risk Opportunities

Description of Major Activities

At-risk programs are structured to increase participation of grade school youth, high school youth and young adults in need of non-traditional leisure services. Programs and services offered in this element are free to the participant(s) and offered at various recreation centers: F-J, Mason, RC, Clyde/Brummel and other locations throughout the community. The program choices create alternatives in lifestyle, better self-image, and ultimately a better quality of life.

Recreational and sports activities are held at the lakefront and at Elks, James, Robert Crown and Mason Parks. The summer food program provides 1,000 nutritional meals per day to Evanston youth at four sites: Fleetwood-Jourdain, Mason Park, Robert Crown and Clyde-Brummel.

FY 2004-2005 Objectives

Submit an application for a reimbursable grant from the Illinois State Board of Education for a Summer Lunch program to serve four sites: Fleetwood-Jourdain, Mason Park, Robert Crown and Clyde-Brummel Park. The program will serve 40,000 lunches over a 10-week period, by April 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Cultural Arts	5	5	3
Drop-In Playground	2	2	2
Family Outing	3	3	2
Summer Food Service Program Sites	4	4	4
Meals Served	45,000	45,000	40,000
Community Outreach	2	2	2
FULL TIME EQUIVALENT POSITIONS	0.95	0.95	0.95

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
AT-RISK PROGRAMS
3050

	2003-2004 Appropriation	2004-2005 Approved
3050 AT-RISK PROGRAMS		
61050 PERMANENT PART-TIME	37,200	39,700
61060 SEASONAL EMPLOYEES	40,500	43,200
62205 ADVERTISING	1,000	1,000
62210 PRINTING	1,000	1,000
62275 POSTAGE CHARGEBACKS	400	400
62295 TRAINING & TRAVEL	200	200
62320 TELEPHONE CHARGEBACKS	1,800	
62415 DEBRIS/REMOVAL CONTRACTUAL COS		900
62490 OTHER PROGRAM COSTS		1,500
62495 LICENSED PEST CONTROL SERVICES		400
62505 INSTRUCTOR SERVICES		1,000
62507 FIELD TRIPS		4,500
62511 ENTERTAIN/ PERFORMER SVCS		1,500
62515 RENTAL SERVICES		3,500
62520 OTHER CONTRACTUAL SERVICES	10,500	
64005 ELECTRICITY	1,800	2,300
64520 TELECOMMUNICATIONS - LOCAL		2,200
64540 TELECOMMUNICATIONS - WIRELESS		400
65025 FOOD	73,000	73,000
65040 JANITORIAL SUPPLIES	2,500	2,500
65095 OFFICE SUPPLIES	1,500	1,500
65110 RECREATION SUPPLIES	8,000	8,000
3050 AT-RISK PROGRAMS	**179,400**	**188,700**

Recreation

3055 – Levy Center

Description of Major Activities

The Levy Center is primarily a senior center. There are countless recreational activities to meet the interests and needs of people 55 years and better.

The Hulda B. and Maurice L. Rothschild Garden is the enabling garden in the courtyard. The development of this space has been guided by the expertise of the Chicago Botanic Garden. Its raised beds, vertical trellis gardens, water feature, accessible paving, and tactile colorful & aromatic plantings have been a souce of pleasure for those who come to the center. A garden club has been formed for the seniors to assist with the maintenance of this space.

The computer lab teaches and enhances the computer skills of seniors. The library offers a quiet space for those who want to meditate or read. The game room boasts two pool tables, a shuffleboard table and a dart board. This is a popular place for physically active seniors who want to socialize and partake in some friendly competition. The gym/auditorium is a grand space for basketball, volleyball, shuffleboard, music programs, dance programs and rental space.

The Center's program offerings include theme parties, holiday gatherings, day trips, long distance trips, arts and craft classes, card games, dance classes, woodcarving, writing workshops, social groups, and more. The health and wellness programs have increased significantly in the past two years. The classes are held in the exercise room while the fitness room has become popular with younger and older seniors alike. The Health Screening room is scheduled with a public health nurse, legal assistance, the senior crime prevention officer, and a social worker. Weekend and evening hours have allowed for additional activities at the center for all ages. For young adults, a variety of fitness classes have been introduced, as well as Spanish classes, computer classes, crafts, woodcarving, line dance classes, etc. Currently martial arts classes for young children and adults have played a role at the Levy Center during evening hours. The facility is also home to the Evanston Children's Theater. The Levy Center is popular as a rental space in Evanston.

FY 2004-2005 Objectives

- Increase participation by 15 in the horticultural program, by utilizing the enabling garden, by August 2004.
- Revise by-laws for the Advisory Board and the Life Enrichment Committee, by December 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Levy Membership	1,445	2,475	2,600
Fitness Room Membership		250	250
Scholarships	300	300	300
FULL TIME EQUIVALENT POSITIONS	7.93	7.93	7.93

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
LEVY CENTER
3055

	2003-2004 Appropriation	2004-2005 Approved
3055 LEVY CENTER		
61010 REGULAR PAY	250,700	268,600
61050 PERMANENT PART-TIME	121,500	125,500
61110 OVERTIME PAY		1,000
61510 HEALTH INSURANCE	35,700	45,300
61615 LIFE INSURANCE	400	400
61625 AUTO ALLOWANCE	1,300	1,300
62205 ADVERTISING	1,000	1,000
62210 PRINTING	1,000	1,000
62235 OFFICE EQUIPMENT MAINT	1,000	1,000
62245 OTHER EQMT MAINTENANCE	6,500	6,500
62275 POSTAGE CHARGEBACKS	6,000	6,000
62295 TRAINING & TRAVEL	500	500
62320 TELEPHONE CHARGEBACKS	9,000	
62360 MEMBERSHIP DUES	1,000	1,000
62375 RENTALS	800	800
62495 LICENSED PEST CONTROL SERVICES		500
62505 INSTRUCTOR SERVICES		100,000
62507 FIELD TRIPS		17,000
62511 ENTERTAIN/ PERFORMER SVCS		2,500
62518 SECURITY/ALARM CONTRACTS		700
62520 OTHER CONTRACTUAL SERVICES	120,600	
62705 BANK SERVICE CHARGES	1,500	1,500
64005 ELECTRICITY	48,000	48,000
64015 NATURAL GAS	6,500	18,000
64520 TELECOMMUNICATIONS - LOCAL		7,900
64540 TELECOMMUNICATIONS - WIRELESS		1,100
65020 CLOTHING	1,000	1,000
65025 FOOD	8,500	8,500
65040 JANITORIAL SUPPLIES	3,800	3,800
65050 BLDG MAINTENANCE MATERIAL	2,000	2,000
65070 OFFICE/OTHER EQT MTN MATL	1,000	1,000
65095 OFFICE SUPPLIES	4,000	4,000
65110 RECREATION SUPPLIES	11,500	11,500
3055 LEVY CENTER	**644,800**	**688,900**

Recreation

3065 – Church Street Boat Ramp

Description of Major Activities

Both Church Street Boat Ramps are open May 1 through October 31, weather permitting. Boats, 15 feet to approximately 22 feet in length, may be launched from this facility. A portable dock, installed during the season, enhances the use of both ramps. Daily supervision is provided during peak periods before, during, and after the beach season. Large sailboats and personal watercraft are also launched at this facility. Also included in this business unit is the operation of the dog beach.

FY 2004-2005 Objectives

- To clean the dog beach on a weekly basis with the beach cleaner, by August 2004.
- To create a dog beach policy booklet that will include all the rules and policies pertaining to the management of the dog beach, by January 15. Policies to be established include follow-up procedure for dog altercations, number of dogs allowed on the beach per patron, and minnimum age requirements.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Facility in operating condition by opening dates	May 1	1	1
Dog Beach Cleanings	5	5	14
Season Permits sold - residents	80	67	74
Season Permits sold - non-residents	60	39	44
Dog beach tokens sold - residents	1,035	1,283	1,125
Dog beach tokens sold - non-residents	293	580	500
FULL TIME EQUIVALENT POSITIONS	0	0	0

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
BOAT RAMP-CHURCH ST
3065

	2003-2004 Appropriation	2004-2005 Approved
3065 BOAT RAMP-CHURCH ST		
61060 SEASONAL EMPLOYEES	26,700	26,700
61110 OVERTIME PAY		11,000
62275 POSTAGE CHARGEBACKS	200	200
65040 JANITORIAL SUPPLIES		500
65045 LICENSING/REGULATORY SUPP	500	500
65050 BLDG MAINTENANCE MATERIAL	40,000	28,500
65125 OTHER COMMODITIES	300	300
3065 BOAT RAMP-CHURCH ST	67,700	67,700

Recreation

3075 – Boat Storage Facility

Description of Major Activities

The Dempster Storage/Launch Facility provides 209 racks for storage of small sailboats and kayaks. Furthermore, there is beach space allocated for 15 double hull crafts (Hobie Cats) and additional storage space for 30 sailboards. This facility also provides winter storage for up to 30 size-appropriate vessels. The large sandy beach provides an excellent area for any boater that has purchased a storage, launch or daily permit.

This facility is open for use from May through October. During the swimming season, staff is there seven days a week to monitor the entry points and assist boaters as needed.

FY 2004-2005 Objectives

- To research the possibility of converting the top row of racks to space solely for the use of kayaks by June 15. This would increase the number of boats that could be stored on the beach.
- To develop a management plan for the facility that would include staffing the entrance gates seven day a week and rotating a lifeguard to monitor the water, beginning June 11.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Storage racks occupied	207	228	220
Season launch permits sold	110	119	130
Daily launch permits sold	50	25	55
FULL TIME EQUIVALENT POSITIONS	0	0	0

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
BOAT STORAGE FACILITIES
3075

	2003-2004 Appropriation	2004-2005 Approved
3075 BOAT STORAGE FACILITIES		
61060 SEASONAL EMPLOYEES		9,300
62275 POSTAGE CHARGEBACKS	300	300
62490 OTHER PROGRAM COSTS		300
65045 LICENSING/REGULATORY SUPP	700	700
65070 OFFICE/OTHER EQT MTN MATL	600	600
3075 BOAT STORAGE FACILITIES	1,600	11,200

Recreation

3080 – Beaches

Description of Major Activities

Skilled, trained and supervised staff of the Lakefront Division provide for the safety of swimmers and beach patrons at the Lighthouse, Clark St., Greenwood, Lee St. and South Boulevard beaches. The staff also maintains beachfront areas.

The staff at the Dempster St. Beach office is responsible for selling season permits, collecting beach revenues and depositing all lakefront revenues.

When the 2003/04 budget was adopted, the South Boulevard beach was being closed for swimming during the weekdays and this action was later amended to keep the beach open for swimming during the weekdays. Funding of $8,400 was allocated toward the cost of keeping the swimming beach open but never reflected in the seasonal salaries line items for the 2003/04 budget. This allocation/increase of $8,400 is included in 2004/05 seasonal salaries line item.

FY 2004-2005 Objectives

- To update and implement the Lakefront Management plan by May 2004.
- To establish an off-season American Red Cross lifeguarding program by March 2005.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Number of resident pre-season tokens sold	15,740	13,128	13,942
Total number of resident season tokens sold	2,455	3,061	3,085
Total Number of res. 1/2 price tokens sold	226	229	229
Total number of adult daily tickets sold	14,769	10,645	14,354
Total number of child daily tickets sold	7,274	6,117	7,235
Non-resident pres-season tokens sold	103	88	90
Non-residents season tokens Sold	33	38	38
Total Picnic Permits Sold	179	195	196
FULL TIME EQUIVALENT POSITIONS	1.5	1.5	1.5

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
BEACHES
3080

	2003-2004 Appropriation	2004-2005 Approved
3080 BEACHES		
61010 REGULAR PAY	70,800	75,800
61060 SEASONAL EMPLOYEES	246,300	263,900
61510 HEALTH INSURANCE	8,900	11,300
61615 LIFE INSURANCE	200	200
62205 ADVERTISING	600	600
62245 OTHER EQMT MAINTENANCE	1,200	1,200
62275 POSTAGE CHARGEBACKS	500	500
62305 RENTAL OF AUTO-FLEET SER	46,100	46,100
62320 TELEPHONE CHARGEBACKS	4,200	
62490 OTHER PROGRAM COSTS		500
62520 OTHER CONTRACTUAL SERVICES	500	
62705 BANK SERVICE CHARGES	1,900	1,900
64005 ELECTRICITY	3,200	3,200
64015 NATURAL GAS	1,600	1,600
64505 TELECOMMUNICATIONS - CARRIER L		1,700
64540 TELECOMMUNICATIONS - WIRELESS		4,500
65020 CLOTHING	3,000	3,000
65025 FOOD		300
65045 LICENSING/REGULATORY SUPP	5,000	5,000
65110 RECREATION SUPPLIES	4,000	3,700
65125 OTHER COMMODITIES	1,500	1,500
3080 BEACHES	399,500	426,500

Recreation

3085 – Recreation Facility Maintenance

Description of Major Activities

This maintenance service ensures the efficient operation of our recreation programs and facilities. Services provided include maintenance of 5 city swimming beaches, the dog beach, Greenwood sailboard beach, and Dempster sailing beach; field maintenance of 20 soccer fields, 4 football fields, and 18 baseball fields; and custodial services to 7 park shelters and 7 lakefront buildings. Major cleaning, painting, and minor carpentry, pick-up/deliveries are provided to our 6 Parks/Forestry and Recreation buildings. Five natural ice rinks are maintained during the winter months. Snow removal is also provided for parkways, sidewalks, and parking lots for all recreation buildings.

FY 2004-2005 Objectives

- To renovate the soccer field by the community gardens by October 2004.
- To have 1 employee obtain a commercial driver's license by July 1, 2004.
- To renovate the softball field at Leahy Park by November 2004.
- To purchase a pull-behind top dresser to be used to improve the condition of the athletic fields by
- July 2004.
- To experiment with the use of "turface" on soccer field #1, which will aid in improved drainage and
- stronger turf by October 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Service deliveries	590	590	590
Number of beach cleanings	290	290	290
Install snowfence (in linear feet)	19,000	19,000	19,000
Remove snow from sidewalks within 24 hours	24	24	24
Resurface natural ice rinks	15	20	18
Dredge boat ramp	5,102	5103	5,104
Maintain tennis and basketball courts	40	40	40
Maintain football and soccer fields	18	20	22
FULL TIME EQUIVALENT POSITIONS	6.75	6.75	6.75

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
RECREATION FACILITY MAINT
3085

	2003-2004 Appropriation	2004-2005 Approved
3085 RECREATION FACILITY MAINT		
61010 REGULAR PAY	309,400	331,400
61060 SEASONAL EMPLOYEES	54,200	48,800
61110 OVERTIME PAY	18,400	23,800
61510 HEALTH INSURANCE	39,100	49,700
61615 LIFE INSURANCE	400	400
62245 OTHER EQMT MAINTENANCE	1,000	1,000
62295 TRAINING & TRAVEL	700	700
62305 RENTAL OF AUTO-FLEET SER	45,600	45,600
62320 TELEPHONE CHARGEBACKS	1,100	1,100
62360 MEMBERSHIP DUES	300	300
62375 RENTALS	600	600
64540 TELECOMMUNICATIONS - WIRELESS		2,400
65040 JANITORIAL SUPPLIES	2,900	2,900
65050 BLDG MAINTENANCE MATERIAL	3,500	3,500
65055 MATER. TO MAINT. IMP.	13,000	13,000
65070 OFFICE/OTHER EQT MTN MATL	4,000	4,000
65085 MINOR EQUIPMENT & TOOLS	1,000	1,000
65090 SAFETY EQUIPMENT	700	700
3085 RECREATION FACILITY MAINT	**495,900**	**530,900**

Recreation

3095 – Robert Crown Ice Rink

Description of Major Activities

The Robert Crown Ice Center provides comprehensive year-round ice related programs. Staff strives to maintain a high quality indoor ice skating facility at a competitive fee rate. Participants of all ages and abilities, as well as the broad spectrum of special interest groups, are served by the varied recreation programs. The services and facilities of the Rocert Crown Ice Center are structured to complement the programs of the Robert Crown Community Center. Some Robert Crown Ice Center classes are, Learn to Skate, Figure Skating Lessons, Speed Skating, Learn to Skate Hockey Classes, Hockey Specialty Clinics, Adult Broom Ball, Open Skate, and Rink Rentals.

FY 2004-2005 Objectives

- Continue to market the skating school through handouts, flyers, and participating in various skating events held in the surrounding rinks by fall 2004.
- Create a coed drop-in 3 on 3 adult hockey program by winter 2004.
- Offer hockey shootout contest for all ages such as shooting for accuracy, blocking the most shots, and skating skills including puck handling. These contests will be offered during the EYHA hockey playoffs and championship games by spring 2005.
- Add more themes to open skate times, such as Valentine Day Sweetheart Skate, Skating with the Easter Bunny, Buddy Day, etc. Spring 2005.

Ongoing Activity Measures	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Projected**
Learn to skate classes	320	320	320
Hockey session held	30	32	32
Public skate participantion	17,000	17,000	17,000
Broomball league teams	28	28	26
Teams in Adult Hockey league	20	20	18
Scholarships granted	$37,000	$32,000	$32,000
FULL TIME EQUIVALENT POSITIONS	10.94	10.94	10.94

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
CROWN ICE RINK
3095

	2003-2004 Appropriation	2004-2005 Approved
3095 CROWN ICE RINK		
61010 REGULAR PAY	226,400	242,500
61050 PERMANENT PART-TIME	268,900	268,900
61060 SEASONAL EMPLOYEES	48,300	48,300
61110 OVERTIME PAY	2,400	3,400
61510 HEALTH INSURANCE	29,700	37,700
61615 LIFE INSURANCE	300	300
61625 AUTO ALLOWANCE	300	300
62205 ADVERTISING	600	600
62210 PRINTING	10,400	10,400
62235 OFFICE EQUIPMENT MAINT	2,800	2,800
62245 OTHER EQMT MAINTENANCE	5,600	22,000
62272 OTHER PROFESSIONAL SERVICES	31,600	
62275 POSTAGE CHARGEBACKS	4,900	4,900
62295 TRAINING & TRAVEL	300	300
62305 RENTAL OF AUTO-FLEET SER	20,500	20,500
62320 TELEPHONE CHARGEBACKS	4,300	4,300
62360 MEMBERSHIP DUES	4,900	5,400
62375 RENTALS	3,200	3,200
62490 OTHER PROGRAM COSTS		9,000
62495 LICENSED PEST CONTROL SERVICES		600
62505 INSTRUCTOR SERVICES		10,200
62507 FIELD TRIPS		20,500
62508 SPORTS OFFICIALS		12,500
62515 RENTAL SERVICES		1,000
62520 OTHER CONTRACTUAL SERVICES	55,700	
62705 BANK SERVICE CHARGES	9,000	9,000
64005 ELECTRICITY	97,200	101,500
64015 NATURAL GAS	23,100	28,100
64540 TELECOMMUNICATIONS - WIRELESS		700
65010 BOOKS, PUBLICATIONS, MAPS	300	300
65020 CLOTHING	3,600	3,600
65040 JANITORIAL SUPPLIES	6,400	6,400
65050 BLDG MAINTENANCE MATERIAL	5,000	5,000
65070 OFFICE/OTHER EQT MTN MATL	10,400	10,400
65075 MEDICAL & LAB SUPPLIES	900	900
65080 MERCHANDISE FOR RESALE	35,900	35,900
65095 OFFICE SUPPLIES	3,100	3,100
65110 RECREATION SUPPLIES	53,600	53,600
3095 CROWN ICE RINK	**969,600**	**988,100**

Recreation

3100 – Sports Leagues

Description of Major Activities

Activities contained in this business unit include the Adult softball leagues and the Arbor Day Five race. These programs give residents the oportunity to be involved in community recreation activities.

FY 2004-2005 Objectives

To offer an end of summer softball tournament for the 12" leagues by August 15, 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Adult Summer Softball Teams	87	73	78
Arbor Day Five	95	55	100
FULL TIME EQUIVALENT POSITIONS	1.27	1.27	1.27

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
SPORTS LEAGUES
3100

	2003-2004 Appropriation	2004-2005 Approved
3100 SPORTS LEAGUES		
61010 REGULAR PAY	27,300	29,200
61050 PERMANENT PART-TIME	7,000	7,000
61060 SEASONAL EMPLOYEES	7,900	7,900
61510 HEALTH INSURANCE	3,000	3,800
61615 LIFE INSURANCE	100	100
61625 AUTO ALLOWANCE	900	900
62275 POSTAGE CHARGEBACKS	400	400
62295 TRAINING & TRAVEL	100	100
62320 TELEPHONE CHARGEBACKS	900	900
62360 MEMBERSHIP DUES	100	100
62508 SPORTS OFFICIALS		20,000
62520 OTHER CONTRACTUAL SERVICES	20,000	
65110 RECREATION SUPPLIES	10,500	10,500
3100 SPORTS LEAGUES	78,200	80,900

Recreation

3105 –Aquatic Camp

Description of Major Activities

The Aquatics Camp program is offered to youths 8-13 years of age. The program consists of 2 four-week sessions, with a morning and afternoon group in each session. Activities include swimming, water skiing, sailing, canoeing and kayaking. In addition to these water activities, campers participate in land-related activities, such as kickball, volleyball, special event days and other games and contests.

There are four parents' nights scheduled (1 per group). During these evenings, parents can participate with their child in camp activities.

FY 2004-2005 Objectives

- To increase the overall size of each camp session by 10 campers, by June 1, thus decreasing the size of the wait list.
- To introduce more skills, including basic water safety and junior lifeguarding activities, by June 13.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Aquatic Camp Revenue	$77,245	$90,458	$101,500
Total Camp Registrations	292	314	352
FULL TIME EQUIVALENT POSITIONS	0	0	0

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
AQUATIC CAMP
3105

	2003-2004 Appropriation	2004-2005 Approved
3105 AQUATIC CAMP		
61060 SEASONAL EMPLOYEES	26,600	34,400
62210 PRINTING	800	800
62275 POSTAGE CHARGEBACKS	500	500
65025 FOOD	400	400
65070 OFFICE/OTHER EQT MTN MATL	400	400
65110 RECREATION SUPPLIES	3,500	3,500
3105 AQUATIC CAMP	32,200	40,000

Recreation

3110 – Tennis

Description of Major Activities

The tennis program, coordinated through Chandler-Newberger Center, includes indoor and outdoor programs as well as youth outreach programs. Indoor tennis is offered at Evanston Township High School. Outdoor youth and adult tennis programs are offered in spring, summer and fall--primarily at four sites: James, Leahy, Lovelace and Robert Crown Parks. The outdoor tennis program includes various camps, classes and leagues. Youth outreach lessons are provided primarily at Evanston Township High School as well as various City parks.

Youth/Preschool Tennis Programs
Pee Wee Tennis Classes
Youth Free Lesson Days
Tennis Instruction Classes-Beg-Adv.
Weekend Tennis Camps
Summer Tennis Camps
Middle School Tennis League
Youth Tennis Leagues
Community Tennis
Private Lessons

Adult Programs
Tennis Instruction Classes-Beg.-Adv.
Weekend Tennis Classes
Senoir Classes
Tennis Leagues
Adult Free Lessons Days

FY 2004-2005 Objectives

- Expand the middle school tennis league from 29 to 60 participants by promoting the league more within the middle schools. Achieve outcome by April 2004.
- Develop and implement, by June 2004, a registration system for individual instruction on City courts.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Adult Outdoor Lesson/League Participants	392	400	400
Youth Outdoor Lesson/League Participants	219	220	220
Youth Outdoor Summer Camp Participants	193	233	230
Adult Indoor Participants	133	140	140
Youth Indoor Participants	142	140	140
FULL TIME EQUIVALENT POSITIONS	0	0	0

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
TENNIS
3110

	2003-2004 Appropriation	2004-2005 Approved
3110 TENNIS		
61050 PERMANENT PART-TIME	6,600	14,400
62210 PRINTING	400	400
62235 OFFICE EQUIPMENT MAINT		500
62275 POSTAGE CHARGEBACKS	900	1,200
62320 TELEPHONE CHARGEBACKS	400	400
62505 INSTRUCTOR SERVICES		93,800
62506 WORK-STUDY		500
62515 RENTAL SERVICES		10,500
62520 OTHER CONTRACTUAL SERVICES	96,900	
65110 RECREATION SUPPLIES	2,100	1,600
3110 TENNIS	107,300	123,300

Recreation

3125 – Drum and Bugle Corps

Description of Major Activities

The Drum and Bugle Corps allows Evanston Youth to participate in an organized free band. The band performs in local parades and national competitions.

FY 2004-2005 Objectives

- Develop a community sponsorship program and support Drum and Bugle Corps activities by February 2005.
- Continue to restructure the horn, drum, and flag line to improve their presentation by February 2005.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Drum Corps appearances	6	1	8
FULL TIME EQUIVALENT POSITIONS	0	0	0

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
SPECIAL PROGRAMS
3125

	2003-2004 Appropriation	2004-2005 Approved
3125 SPECIAL PROGRAMS		
61060 SEASONAL EMPLOYEES	12,300	12,300
3125 SPECIAL PROGRAMS	12,300	12,300

Recreation

3130 – Special Recreation Programs

Description of Major Activities

Special Recreation offers, throughout the Evanston Recreation Division, specialized recreational programming for individuals who have varying degrees of sensory, physical and/or developmental disabilities. Programs such as swimming, bowling, the arts, athletics, school activities, special events and Special Olympics competition are offered during the year. Day camp programs are offered during the summer in conjunction with District 65 programs for special education students. In addition, Special Recreation provides inclusive support services for participants with disabilities by assuring equal access to all recreation programs in the least restrictive and appropriate environment, as required by the ADA.

Youth Programs
Special Olympics Area Meet
Special Olympics State Meet
Summer Camp
Camp Real
Music/Therapy
Ecology Class
Bowling Tournament
Aquatics Meet
Special Events
Cooking Class

Adult Programs
Sign Language
Special Olympics Swim Practice
Recreational Swim Night
Fitness Training
Bowling
Open Swim
Ice Skating
Weekend Field Trips
Family Programs
Inclusion Services

FY 2004-2005 Objectives

- Develop cooperative initiatives with School District #65 to address summer programming for special education students and youth at-risk, by June 2004.
- Reassess inclusion protocol and establish a parent-driven model, by September 2004.
- Develop and implement a community gardening program with Over the Rainbow residents at Butler Park, by August 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Attendance	1,050	1,400	1,400
Volunteers	25	25	25
Program Offerings	102	102	102
FULL TIME EQUIVALENT POSITIONS	1.60	1.60	1.60

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
SPECIAL RECREATION
3130

	2003-2004 Appropriation	2004-2005 Approved
3130 SPECIAL RECREATION		
61010 REGULAR PAY	40,100	43,000
61050 PERMANENT PART-TIME	109,500	109,500
61060 SEASONAL EMPLOYEES	17,100	31,700
61510 HEALTH INSURANCE	5,900	7,500
61615 LIFE INSURANCE	100	100
61625 AUTO ALLOWANCE	1,200	1,200
62205 ADVERTISING	100	100
62210 PRINTING	200	200
62275 POSTAGE CHARGEBACKS	1,500	1,500
62295 TRAINING & TRAVEL	100	100
62320 TELEPHONE CHARGEBACKS	1,800	1,800
62360 MEMBERSHIP DUES	300	300
62375 RENTALS	7,800	
62490 OTHER PROGRAM COSTS		19,100
62505 INSTRUCTOR SERVICES		4,400
62507 FIELD TRIPS		3,100
62511 ENTERTAIN/ PERFORMER SVCS		6,700
62515 RENTAL SERVICES		10,900
62520 OTHER CONTRACTUAL SERVICES	54,800	
64540 TELECOMMUNICATIONS - WIRELESS		1,500
65010 BOOKS, PUBLICATIONS, MAPS	300	300
65020 CLOTHING	2,700	2,700
65025 FOOD	2,700	2,700
65075 MEDICAL & LAB SUPPLIES	600	600
65095 OFFICE SUPPLIES	500	500
65110 RECREATION SUPPLIES	5,900	5,900
3130 SPECIAL RECREATION	**253,200**	**255,400**

Recreation

3140 – Bus Program

Description of Major Activities

The Recreation Division provides after-school bus transportation from District 65 schools to the community centers. This program serves children who would be unable to participate in after-school activities and who would, in some cases, return to an empty home due to lack of transportation. There are approximately eighty (80) children between the ages of 5-12 years old who currently use this bus transportation during the entire school year, Monday through Friday. The schools that participate are Dawes, Dewey, King Lab, Kingsley, Lincoln, Lincolnwood, Oakton, Orrington, Timber Ridge, Walker, Washington, and Willard.

FY 2004-2005 Objectives

Continue to provide the highest level of service possible for the bus program and increase our ridership by ten participants, by September 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
After-School Bus Program Participants	75	80	90
FULL TIME EQUIVALENT POSITIONS	2.30	2.30	2.30

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
BUS PROGRAM
3140

	2003-2004 Appropriation	2004-2005 Approved
3140 BUS PROGRAM		
61050 PERMANENT PART-TIME	34,500	34,500
61110 OVERTIME PAY		1,000
64540 TELECOMMUNICATIONS - WIRELESS		1,100
3140 BUS PROGRAM	34,500	36,600

Recreation

3150 – Park Service Unit

Description of Major Activities

The Park Rangers check all City parks, the lakefront and all community centers on a routine basis. Special emphasis is given to the lakefront and other highly used areas.

Rangers inform patrons of regulations and enforce the regulations when needed. The Park Rangers may also contact the Evanston Police Department if needed.

Rangers check and secure park buildings and gates each evening, they identify broken equipment, making needed repairs and/or reporting the problem to the Recreation Maintenance or Parks Department.

Rangers also issue tickets for such violations as parking and unleashed dogs in the parks; assist with traffic control and parking at special events; inspect park equipment for safety; and check athletic fields for permits.

FY 2004-2005 Objectives

Certify all park rangers in American Red Cross first aid and CPR, by June 1, 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Inspect all park playgrounds (each month)	2	2	2
FULL TIME EQUIVALENT POSITIONS	0.57	0.57	0.57

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
PARK SERVICE UNIT
3150

	2003-2004 Appropriation	2004-2005 Approved
3150 PARK SERVICE UNIT		
61010 REGULAR PAY	9,200	9,900
61050 PERMANENT PART-TIME	9,100	37,400
61060 SEASONAL EMPLOYEES	26,300	4,600
61110 OVERTIME PAY	4,200	2,200
61510 HEALTH INSURANCE	1,500	1,900
64540 TELECOMMUNICATIONS - WIRELESS		2,600
65020 CLOTHING	1,200	1,200
65085 MINOR EQUIPMENT & TOOLS	1,500	1,500
3150 PARK SERVICE UNIT	53,000	61,300

Recreation

3155 – Youth Golf Program

Description of Major Activities

The youth golf program, coordinated by Chandler-Newberger Center, provides youth golf instruction, spring through fall, at Peter N. Jans Community Golf Course, which is adjacent to the center. The primary purpose of the program is to provide an introduction to golf including skills instruction, etiquette and rules of the game.

FY 2004-2005 Objectives

- Provide one free golf clinic for youth aged 9-14 years old, by October 2004.
- Expand the golf program currently for 11-year-olds to 14-year-olds to include youth aged 9-10 years old, by May 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Youth Golf Participants	48	113	120
Free Golf Clinics	0	0	1
FULL TIME EQUIVALENT POSITIONS	0	0	0

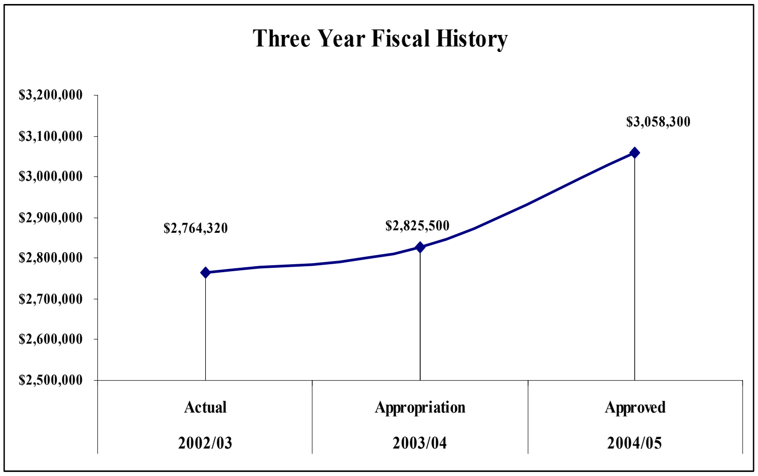
Approved Adjustments in 2004-2005 Budget

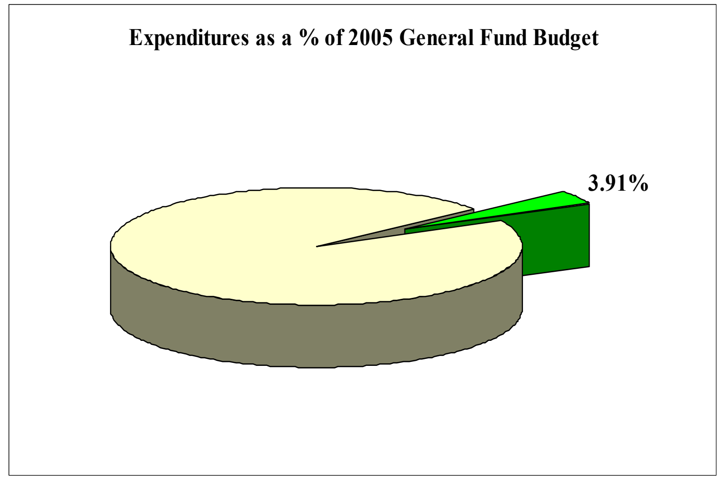
CITY OF EVANSTON
GOLF
3155

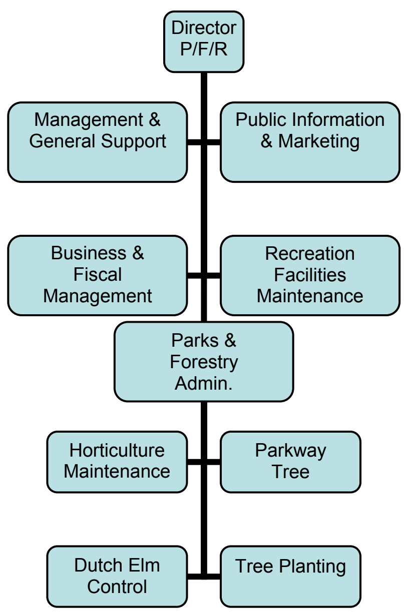
	2003-2004 Appropriation	2004-2005 Approved
3155 GOLF		
61060 SEASONAL EMPLOYEES		700
62205 ADVERTISING	200	200
62505 INSTRUCTOR SERVICES		11,900
62520 OTHER CONTRACTUAL SERVICES	9,500	
65110 RECREATION SUPPLIES	1,500	1,500
3155 GOLF	11,200	14,300

City of Evanston

Parks and Forestry Department







Parks and Forestry Department

Financial Summary

Expenditures:	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Proposed
3505 – General Support	240,579	235,300	243,000	258,500
3510 – Horticultural Maintenance	1,126,108	1,193,300	1,130,000	1,280,600
3515 – Parkway Tree Maintenance	654,826	656,700	656,700	701,700
3520 – Dutch Elm Disease Control	526,295	537,700	540,000	572,800
3525 – Tree Planting	215,276	215,400	231,000	246,500
3530 – Private Elm Tree Insurance	42,836	27,200	30,000	42,200
Services Billed Out	(41,600)	(40,100)	(41,000)	(44,000)
Total Expenditures:	**$ 2,764,320**	**$ 2,825,500**	**$ 2,789,700**	**$ 3,058,300**

Performance Report on FY 2003-2004 Major Program Objectives

Three public presentations were held in late spring and early summer to educate Evanston residents about Dutch Elm Disease. These seminars were a cooperative effort between the Parks/Forestry Division, the Evanston Environment Board and the citizen's group known as TREE (To Rescue Evanston's Elms).

The Lovelace Park lagoon had an aerator installed over the summer. The aerator increases the oxygen level of the water, thereby improving the water quality. This aerator, along with regular algae treatments has kept the lagoon in a safe and aesthetically pleasing condition.

Due to the increase in the incidence of Dutch Elm Disease over the past two years, staff has had to focus our efforts on the removal of these diseased trees. As a result, our 6-year tree trimming cycle is approximately one year behind schedule. While we were not able to increase the number cut-outs on diseased Elms over the past year, we were still able to save nearly the same percentage (37%) of trees as last year (39%).

With the assistance of a CDBG grant, we were able to plant more trees on the parkways than we removed last year.

We planted 356 new trees, and removed 329, for a net increase of 27 trees.
Staff continues to try to publicize the Dutch Elm Disease insurance program and its benefits, but participation only increases in small increments. While the price to contract out the removal of insured trees has risen dramatically over the past few years, we are still able to cover 96% of those costs. Staff is proposing an increase in the insurance premiums for 2004-05 in an attempt to cover 100% of the removal costs.

2004-2005 Department Initiatives

1. In an attempt to increase participation by residents, investigate ways to expand the Elm Tree insurance program to include stump removal and possibly cut-outs when the infection rate is below the 5% threshold.
2. Continue our cooperative efforts with the Evanston Environment Board to educate the residents of Evanston, and to develop a draft of a tree preservation ordinance that will meet the needs of the community and will be enforceable by staff.
3. Work with the Ladd Arboretum Committee in the development of a Master Plan for the entire site, as well as a new landscape plan for the Ecology Center.

Parks and Forestry

3505 – Parks & Forestry General Support

Description of Major Activities

The administrative functions of the Parks/Forestry Division are included in this Business Unit. These activities include the work of the Superintendent, a Landscape Architect/Project Manager, and a Secretary. Activities include public relations and education, program development, employee training programs, and oversight of all Department capital improvement projects.

FY 2004-2005 Objectives

- To work with the Environment Board in the development of a comprehensive tree preservation ordinance by December, 2004.
- To continue the development and expansion of educational programs for residents interested in Dutch Elm Disease control measures.
- To work with the Finance and Budget Departments in developing a capital project tracking method that will be compatible with the new IRIS System.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Work related injuries	9	7	5
Lost work days due to work related injuries	12	28	10
Employees attending outside training programs	24	15	18
Average sick days used per employee annually	4	4	4
Citizen requests for tree work	960	1,150	1,000
FULL TIME EQUIVALENT POSITIONS	3	3	3

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
PARKS & FORESTRY GENERAL SUP
3505

	2003-2004 Appropriation	2004-2005 Approved
3505 PARKS & FORESTRY GENERAL SUP		
61010 REGULAR PAY	188,900	207,300
61510 HEALTH INSURANCE	17,700	22,500
61615 LIFE INSURANCE	400	400
61625 AUTO ALLOWANCE	2,100	2,100
62185 OTHER CONSULTING SERVICES		3,500
62210 PRINTING	100	100
62245 OTHER EQMT MAINTENANCE	500	500
62275 POSTAGE CHARGEBACKS	1,500	1,500
62295 TRAINING & TRAVEL	400	400
62320 TELEPHONE CHARGEBACKS	13,900	13,900
62335 DATA PROCESSING SERVIC	800	800
62360 MEMBERSHIP DUES	900	900
62375 RENTALS	2,800	2,800
62520 OTHER CONTRACTUAL SERVICES	3,500	
65010 BOOKS, PUBLICATIONS, MAPS	200	200
65095 OFFICE SUPPLIES	1,000	1,000
65105 PHOTO/DRAFTING SUPPLIE	600	600
3505 PARKS & FORESTRY GENERAL SUP	235,300	258,500

Parks and Forestry

3510 – Horticultural Maintenance

Description of Major Activities

This Business Unit provides the horticultural maintenance of all public grounds within the City. Over 300 acres, encompassing 97 sites, are maintained by the employees assigned to this horticultural maintenance. These figures include 76 parks, 50 playgrounds, 9 roadside plantings, the grounds of 8 public buildings, and 4 civic beautification plantings. The major components of horticulture maintenance are lawn care, small tree, shrub and ground cover care, perennial bed maintenance, weed control, and refuse removal from all park properties. Employees assigned to this unit also assist in citywide snow removal and recreation facility maintenance when necessary. Additionally, employees maintain the equipment used for the upkeep of the grounds, and make repairs to all the different site furnishings such as playground equipment, tables, benches, and fencing. Employees also oversee landscape and irrigation system maintenance contracts.

FY 2004-2005 Objectives

- Incorporate more of the railroad embankment landscaping improvements into an outside maintenance contract by April, 2004.
- Work with the Gross Pointe Lighthouse Area task force in developing a new Master Plan for the entire site, making sure the Division has the ability to fully maintain the final plan without additional staff.
- Work with the Ladd Arboretum Committee to develop a new landscape plan for the Ecology Center by September, 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Trees planted	70	22	40
Shrubs planted	243	90	150
Shrub bed maintenance interval during growing season	60 days	60 days	60 days
Grass athletic fields renovated	1	2	2
Mowing rotation	4.5 days	4.5 days	4.5 days
Playground surfacing renovations	20	28	30
Bulbs/Ground Cover planted	2,500	3,950	3,000
FULL TIME EQUIVALENT POSITIONS	15	15	15

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
HORTICULTURAL MAINTENANCE
3510

	2003-2004 Appropriation	2004-2005 Approved
3510 HORTICULTURAL MAINTENANCE		
61010 REGULAR PAY	672,600	720,500
61060 SEASONAL EMPLOYEES	30,000	30,000
61110 OVERTIME PAY	27,000	27,000
61510 HEALTH INSURANCE	90,200	114,600
61615 LIFE INSURANCE	1,000	1,000
62195 LANDSCAPE MAINTEANCE SERVICES		110,000
62245 OTHER EQMT MAINTENANCE	400	400
62272 OTHER PROFESSIONAL SERVICES	95,000	
62295 TRAINING & TRAVEL	100	100
62305 RENTAL OF AUTO-FLEET SER	180,700	180,700
62520 OTHER CONTRACTUAL SERVICES	42,500	
65005 AGRI/BOTANICAL SUPPLIES	12,300	12,300
65015 CHEMICALS	1,800	1,800
65020 CLOTHING	700	700
65055 MATER. TO MAINT. IMP.	17,600	17,600
65070 OFFICE/OTHER EQT MTN MATL	10,500	10,500
65085 MINOR EQUIPMENT & TOOLS	2,800	2,800
65090 SAFETY EQUIPMENT	1,200	1,200
65550 AUTOMOTIVE EQUIPMENT		42,500
65625 FURNITURES & FIXTURES	6,900	6,900
3510 HORTICULTURAL MAINTENANCE	1,193,300	1,280,600

Parks and Forestry

3515 – Maintenance of Parkway Trees

Description of Major Activities

All parkway tree maintenance is provided for within this Business Unit. Tasks include, but are not limited to, regular cycle trimming of all parkway trees, cabling trees, responding to and repairing storm damage and other problems such as vandalism, fertilizing young trees to promote good development, and suppression of any insect or disease outbreaks (other than Dutch Elm Disease) that occur and threaten the health of the trees. The City currently has a parkway tree population of 26,591 trees.

FY 2004-2005 Objectives

- To implement a regular inspection program for all parkway trees by June, 2004.
- To eliminate weeds from growing in sidewalk openings in all business districts by applying granular pre-emergent herbicides by May 15, 2004.
- To develop a mechanism, in conjunction with the Traffic Engineering Division, to identify obstructions of traffic signals and signs before they become hazardous.

Ongoing Activity Measures	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Projected**
Parkway trees trimmed by City crews	4,518	4,617	4,580
Hazardous trees removed	80	51	50
Dead trees removed	75	127	80
Other City owned trees removed	11	12	10
Total number of trees removed	166	190	140
Hazardous trees cabled	3	3	3
Wasp/hornet nests removed	7	5	5
Employee overtime hours for emergency storm damage	1,660	650	750
FULL TIME EQUIVALENT POSITIONS	10.50	9.50	9.50

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
PARKWAY TREE MAINTENANCE
3515

	2003-2004 Appropriation	2004-2005 Approved
3515 PARKWAY TREE MAINTENANCE		
61010 REGULAR PAY	414,900	444,500
61110 OVERTIME PAY	14,900	14,900
61510 HEALTH INSURANCE	57,200	72,600
61615 LIFE INSURANCE	600	600
62245 OTHER EQMT MAINTENANCE	200	200
62305 RENTAL OF AUTO-FLEET SER	154,200	154,200
65005 AGRI/BOTANICAL SUPPLIES	800	800
65015 CHEMICALS	300	300
65020 CLOTHING	800	800
65070 OFFICE/OTHER EQT MTN MATL	5,500	5,500
65085 MINOR EQUIPMENT & TOOLS	4,500	4,500
65090 SAFETY EQUIPMENT	200	200
65625 FURNITURES & FIXTURES	2,600	2,600
3515 PARKWAY TREE MAINTENANCE	656,700	701,700

Parks and Forestry

3520 – Dutch Elm Disease Control

Description of Major Activities

Dutch Elm Disease (DED) has the potential to kill nearly all American Elm trees in a community within 12 years if left uncontrolled. The comprehensive control program currently in place consists of intense scouting of all public and private American Elms during the growing season, and prompt removal of all diseased limbs and trees within 30 days of detection. This program has enabled the City of Evanston to "manage" the disease for the past 40+ years. The City currently has a parkway American Elm population of 3,631 trees.

FY 2004-2005 Objectives

- To train all Crew Leaders in the newest method of "Tracing" the disease symptoms in order to increase the survival rate of trees infected in less than 10% of the crown.
- To attempt further reduction in the timeframe between tree removal and stump removal, with a goal of 60 days.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Parkway Elms infected with DED	210	191	163
Percentage of parkway elms infected	5.35%	5.07%	4.50%
Number of cut-outs performed on parkway Elms	60	52	63
Newly infected parkway Elm removals	131	121	100
Removals due to unsuccessful cut-outs	19	18	10
Total of parkway Elms removed	150	139	110
Percentage of parkway Elms actually removed	3.83%	3.69%	3%
Other City owned Elms removed	42	89	75
Average work days from disease identification until tree removal	27	24	22
Average work days from tree removal until stump removal	99	86	60
FULL TIME EQUIVALENT POSITIONS	7.25	7.25	7.25

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
DUTCH ELM DISEASE CONTROL
3520

	2003-2004 Appropriation	2004-2005 Approved
3520 DUTCH ELM DISEASE CONTROL		
61010 REGULAR PAY	327,400	350,700
61060 SEASONAL EMPLOYEES	12,000	12,000
61110 OVERTIME PAY	16,600	16,600
61510 HEALTH INSURANCE	43,600	55,400
61615 LIFE INSURANCE	500	500
62210 PRINTING	100	100
62245 OTHER EQMT MAINTENANCE	400	400
62305 RENTAL OF AUTO-FLEET SER	108,200	108,200
62385 TREE SERVICES		12,000
62415 DEBRIS/REMOVAL CONTRACTUAL COS		10,800
62520 OTHER CONTRACTUAL SERVICES	22,800	
65020 CLOTHING	600	600
65070 OFFICE/OTHER EQT MTN MATL	400	400
65075 MEDICAL & LAB SUPPLIES	100	100
65085 MINOR EQUIPMENT & TOOLS	2,800	2,800
65090 SAFETY EQUIPMENT	500	500
65625 FURNITURES & FIXTURES	1,700	1,700
3520 DUTCH ELM DISEASE CONTROL	**537,700**	**572,800**

Parks and Forestry

3525 – Tree Planting

Description of Major Activities

Planting of new trees on parkways is accomplished throughout the City by staff from this business element during the Spring and Fall months. Maintenance of the urban forest population is achieved by planting in proportion to the number of trees removed during the previous year. The City is divided into six planting areas to insure equitable replacement of trees on a citywide basis. New trees with a 2.5" diameter are planted at no charge to the residents. As an address comes to the top of the list for a replacement tree, the resident is notified prior to planting and given an option to upgrade to a 3.5" diameter tree for a fee of $160.00. At the same time, residents are also given a choice of at least three different tree species for each planting site. Species selection is developed with regard to specific site characteristics such as salt tolerance, parkway width, adjacent structures, traffic conditions, nearby existing tree species, and soil type.

FY 2004-2005 Objectives

- To increase the number of new trees planted from 350 to 450 per year by December, 2004.
- To continue to adjust the list of approved tree species for parkway planting by evaluating the survival rate and monitoring the total population of each individual tree species.
- To further investigate the use of disease resistant varieties of Elm trees.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Percentage of new tree survival	93%	95%	95%
Percentage of residents choosing tree species	38%	23%	30%
Percentage of residents choosing larger size tree	12%	7%	10%
Total number of new parkwat trees planted	238	356	450
FULL TIME EQUIVALENT POSITIONS	2.25	2.25	2.25

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
TREE PLANTING
3525

	2003-2004 Appropriation	2004-2005 Approved
3525 TREE PLANTING		
61010 REGULAR PAY	105,400	112,900
61110 OVERTIME PAY	5,200	5,200
61510 HEALTH INSURANCE	13,500	17,100
61615 LIFE INSURANCE	200	200
62305 RENTAL OF AUTO-FLEET SER	45,100	45,100
65005 AGRI/BOTANICAL SUPPLIES	45,000	65,000
65020 CLOTHING	200	200
65085 MINOR EQUIPMENT & TOOLS	800	800
3525 TREE PLANTING	215,400	246,500

Parks and Forestry

3530 – Private Elm Tree Insurance

Description of Major Activities

This Business Unit allows residents to insure their private Elm tree to cover the costs associated with removal if the tree contracts Dutch Elm Disease in a given year. Residents participating in the program pay an annual premium to the City of Evanston by June 1 of each year. These premiums are then used to cover all of the costs associated with the removal if the tree is diagnosed with Dutch Elm Disease. Premium amounts are based on the size of the tree to be insured, and staff's projection of the amount needed to cover the costs of all insured removals within the fiscal year. There is no City share for the removal costs, and the removal of the stump is not included as part of this program.

FY 2004-2005 Objectives

- To increase participation in the program by publicizing the benefits and cost savings to residents on a citywide basis by June 1, 2004.
- To investigate the feasibility of including stump removal as part of the program.

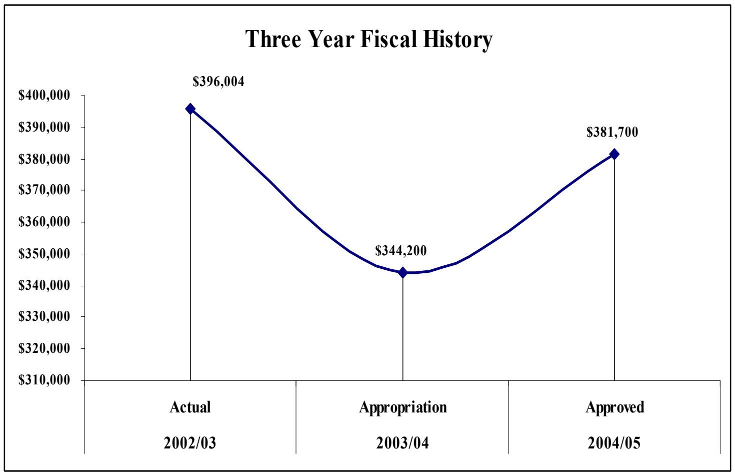
Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Percentage of removal costs covered by premiums	96%	96%	100%
Insured Elms removed	17	25	20
Elm trees covered under program:			
Small	17	15	20
Medium	63	79	80
Large	164	163	165
Extra-Large	196	198	200
TOTAL	440	455	465
FULL TIME EQUIVALENT POSITIONS	0	0	0

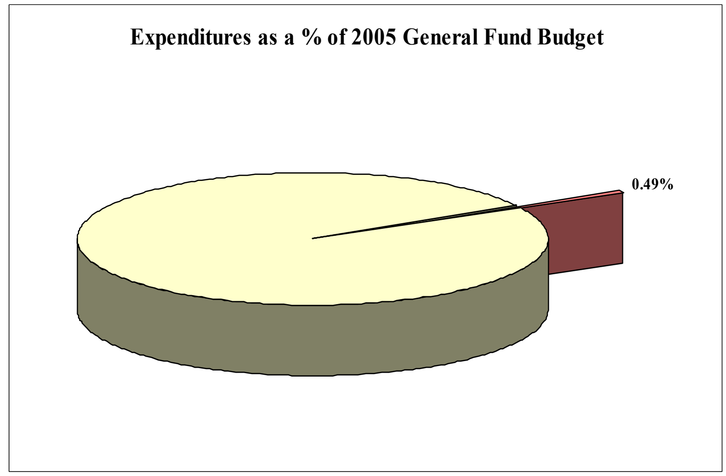
Approved Adjustments in 2004-2005 Budget

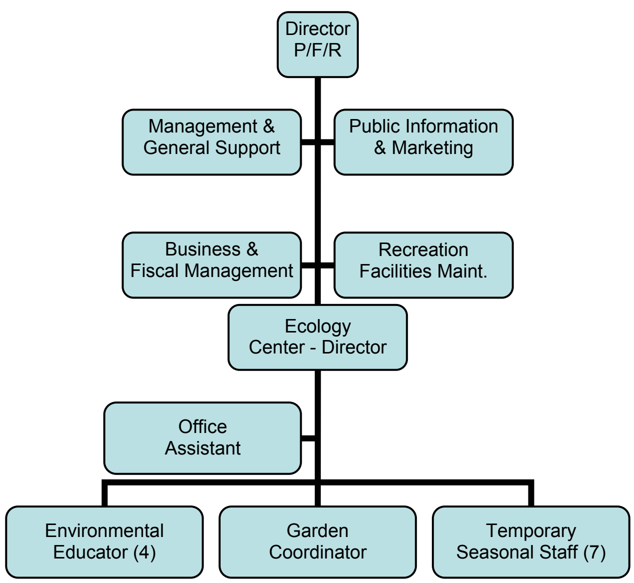
CITY OF EVANSTON
PRIVATE ELM TREE INSURANCE
3530

	2003-2004 Appropriation	2004-2005 Approved
3530 PRIVATE ELM TREE INSURANCE		
62275 POSTAGE CHARGEBACKS	200	200
62385 TREE SERVICES	27,000	42,000
66125 SERVICES BILLED OUT	40,100-	44,000-
3530 PRIVATE ELM TREE INSURANCE	12,900-	1,800-

Ecology Center







Ecology Center

Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved
Expenditures:				
3605 – Ecology Center	314,723	254,500	260,000	292,000
3610 – Eco-Quest Day Camp	81,281	89,700	85,000	89,700
Total Expenditures:	**$ 396,004**	**$ 344,200**	**$ 345,000**	**$ 381,700**
Revenues:				
Birdseed Sales	2,900	5,000	4,000	4,000
Bookstore Sales	500	1,700	200	300
Building Rental	2,500	6,400	1,500	10,500
Dried Flower Sales	2,200	3,800	2,200	2,200
Ecology Center Classes	5,800	13,500	18,500	18,500
Ecology Center Summer Camps	156,000	147,000	169,000	160,000
Evanston Environmental Assoc.	1,400	10,000	1,500	1,500
Garden Plot Rentals	10,000	12,000	11,300	11,300
Greenhouse Plant Sales	100	1,000	200	1,000
School Group Revenue	3,000	3,000	1,700	1,700
Total Revenues:	**$ 184,400**	**$ 203,400**	**$ 210,100**	**$ 211,000**

Notes for Financial Summary

This year the Ecology Center began to charge for use of the Fire Circle at Lighthouse Park. Revenue for this year was approximately $1,700.

Performance Report on FY 2003-2004 Major Program Objectives

The largest factor influencing Ecology Center operations continues to be the ongoing construction. We had anticipated that the new space would be complete and available for classes, programs and rentals beginning in the summer of 2002. The facility finally received a much anticipated temporary building permit in July 2003. Consequently, a number of programs were cancelled and rental opportunities were not available and as a result, anticipated revenues were not achieved. When completion of the space occurs, we anticipate a full complement of rentals and programs.

A small series of programs were developed and are available to adult groups. These include spring wildflowers, basic birding, and general tree identification. These programs can be presented to groups off-site as well as to groups that are using the Ecology Center rental space.

The Evanston Garden Council focused on reorganization for the current year. Some ideas were discussed regarding a Friends of the Parks program, but no firm committments were forged. The Garden Council remains interested and will provide a new chairperson for the sub-committee of the Parks initiative.

Several new brochures were developed: one on the Ladd Arboretum for park visitors and another for the Evanston Environmental Association (EEA) as an informative piece to be used in conjunction with a fundraising package.

The EEA transferred the construction line of credit from First Bank to the City of Evanston as the City's initiative. The first of four loan payments was made in July 2003. The EEA anticipates additional fundraising programs to generate the required funds to pay off the $90,000 remaining on the loan .

An extensive summer camp training manual was developed by Ecology Center and Recreation Division staff. The Ecology Center provides an extensive summer camp training that is comprehensive and prepares counselors for their responsibilities. The more intensive training results in well trained staff that "are off and running" from day one of summer camp.

Ecology Center

The Ecology Center began work on an operations manual that will focus on the the administrative and daily management of the Center. This complete document should be helpful in organinzing the working environment for new and part time employees and also serve as reminder of the general responsibilities of the Center.

2004-2005 Department Initiatives

The Ecology Center division of the Parks/Forestry and Recreation Department has experienced numerous difficulties during the construction period which began in April of 2001. Although a final completion date is not in sight, we anticipate a return to regular programming and operations, by March 2004.

Several community groups have proposed environmental initiatives that would affect the Ecology Center and the Ladd Arboretum. Both Evanston Rotary Clubs are working on improvement projects that will result in a partial redevelopment of the Friendship Garden area of the Ladd Arboretum and an improved launch facility for the Ecology Center's canoeing programs. A sub-committee of Evanston's Energy Futures is researching the replacement of the wind generator in the Ladd Arboretum. A decision is anticipated during the next year regarding the feasibility of this project.

The Ladd Arboretum Committee will focus on developing a landscape plan for the Ecology Center area and may also consider the 4 corner area of Bridge, Grey, and McCormick Boulevard. Additionally, the McCormick Boulevard redevelopment project will begin in the summer of 2004; we anticipate being involved in green space preservation during the construction, as well as working with alternative routes to programs and summer camps.

Ecology Center

3605 – Ecology Center

Description of Major Activities

Program personnel work with the Ladd Arboretum Committee (reports to Human Services Committee), Evanston Environmental Association (501c3) membership organization and its members, Evanston Environment Board (reports to Human Services Committee), program participants, and the public, to provide environmental education programs and services to the community. Services include school programs, public education programs, summer nature day camps, teacher workshops, and community gardening. The Ecology Center is responsible for four City buildings: the Ecology Center, the Carlson Educational Greenhouse, and the North and South Foghouses at Lighthouse Park. Fund-raising projects from membership drives to special events provide additional revenues for operations. Ecology Center staff work with area garden and bird clubs to promote environmental projects and information. A resource library of curriculum materials, natural history and environmental books is maintained for use by the staff and the public. Outdoor recreation programming includes a canoeing program on the North Shore Canal, as well as a 6 month free public fishing program at Lovelace Park. The Ecology Center coordinates volunteer work groups in the Ladd Arboretum, as well as other City parks.

FY 2004-2005 Objectives

- Develop a room rental policy consistent with the Department policy for use of the new addition by April 2004.
- Complete fundraising efforts of approximately $70,000 with the Evanston Environmental Association on the construction loan for the new Ecology Center facility by February 2005.
- Develop and begin implementation of a landscape plan for the Ecology Center and 4-corner area of Bridge, Grey, and McCormick Boulevard.
- Work with the Rotary Club of Evanston on a plan for the revitalization of the Friendship Garden area of the Ladd Arboreum; project to be completed by May 2005.
- Develop and implement a Grand Opening for the Ecology Center addition (date to be determined when construction is complete.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Number of Garden Plots Rented	204	234	234
Number of Ecology Center visitors	18,000	18,000	16,000
Number of EEA members	450	237	400
Number of School Participants	4,000	2,800	3,000
Number of Program Participants	3,000	2,800	3,000
Number of Public Programs offered	180	112	180
Number of program hours	2,240	5,800	6,400
Hours of volunteer participation	2,000	2,100	2,400
Public Meeting Use	0	0	2,000
FULL TIME EQUIVALENT POSITIONS	4	4	4

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
ECOLOGY CENTER
3605

	2003-2004 Appropriation	2004-2005 Approved
3605 ECOLOGY CENTER		
61010 REGULAR PAY	175,400	187,900
61050 PERMANENT PART-TIME	15,100	27,200
61510 HEALTH INSURANCE	23,600	30,000
61615 LIFE INSURANCE	500	500
61625 AUTO ALLOWANCE	2,200	2,200
62205 ADVERTISING	200	200
62210 PRINTING	1,000	1,000
62235 OFFICE EQUIPMENT MAINT	600	600
62275 POSTAGE CHARGEBACKS	2,000	2,000
62295 TRAINING & TRAVEL	200	200
62320 TELEPHONE CHARGEBACKS	2,500	2,500
62360 MEMBERSHIP DUES	600	600
62375 RENTALS	1,000	1,000
62490 OTHER PROGRAM COSTS		2,800
62507 FIELD TRIPS		500
62511 ENTERTAIN/ PERFORMER SVCS		100
62520 OTHER CONTRACTUAL SERVICES	3,400	
64005 ELECTRICITY	5,100	8,100
64015 NATURAL GAS	4,000	7,500
65005 AGRI/BOTANICAL SUPPLIES	400	400
65010 BOOKS, PUBLICATIONS, MAPS	100	100
65025 FOOD	500	900
65040 JANITORIAL SUPPLIES	400	400
65050 BLDG MAINTENANCE MATERIAL	1,200	1,200
65080 MERCHANDISE FOR RESALE	7,000	7,000
65085 MINOR EQUIPMENT & TOOLS	800	800
65095 OFFICE SUPPLIES	2,500	2,500
65105 PHOTO/DRAFTING SUPPLIE	200	200
65110 RECREATION SUPPLIES	4,000	3,600
3605 ECOLOGY CENTER	**254,500**	**292,000**

Ecology Center

3610 – Eco-Quest Day Camp

Description of Major Activities

The Ecology Center summer camp program provides camp experiences for children ages 3 - 12 years. All Ecology Camps are designed to provide an appreciation for the natural environment through science activities, outdoor games, crafts and stories. Camps are child-centered, providing a "hands-on" approach to exploring the world around us. EcoQuest, Kinglet, and EcoExplorer camp provide full or half day sessions for children ages 5 -12 years.

Wildflowers, our oldest camp, provides four sessions for children ages 3 and 4 where they have an opportunity to investigate the natural environment.

Kinglet camp, a camp exclusively for 5 year olds, utilizes the Lovelace Park fieldhouse.

EcoExplore, started in 1994, addresses a more advanced camping and outdoor experience for 4th - 6th graders.

Kinglet Camp and EcoExplorer Camp alternate sites using both the North Foghouse at Lighthouse Park and the building at Lovelace Park. Summer Summit, our mini-camp at the end of summer, is for campers of any age that need a full day camp. Sites for the camp include the 2 foghouses at Lighthouse Park, several beaches, and the Ecology Center.

FY 2004-2005 Objectives

- Write up curriculum for EcoExplore summer camp for use by future camp directors to be completed by June 2004.
- Plan a family night or parent participatory summer programs that highlight all 5 Ecology Center camps; programs to be in place by May 2004 and be implemented from June 2004-August 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Total camp enrollment	736	820	800
Number of camp program hours (# of campers X # of hours spent in camp)	40,000	43,800	43,000
FULL TIME EQUIVALENT POSITIONS	0	0	0

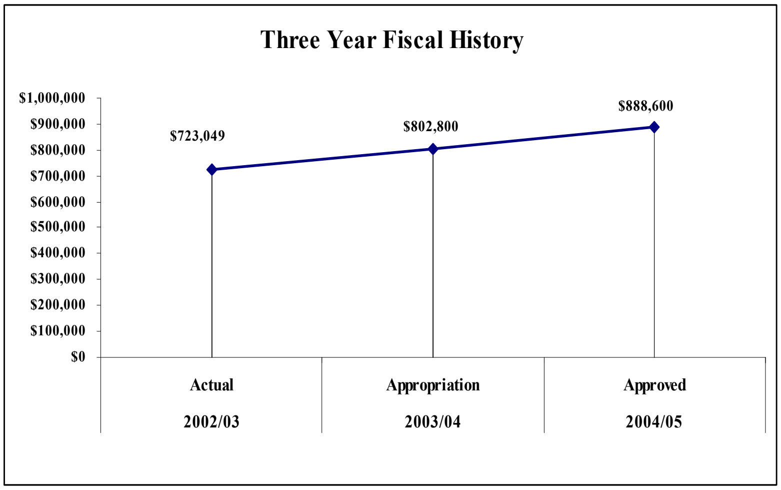
Approved Adjustments in 2004-2005 Budget

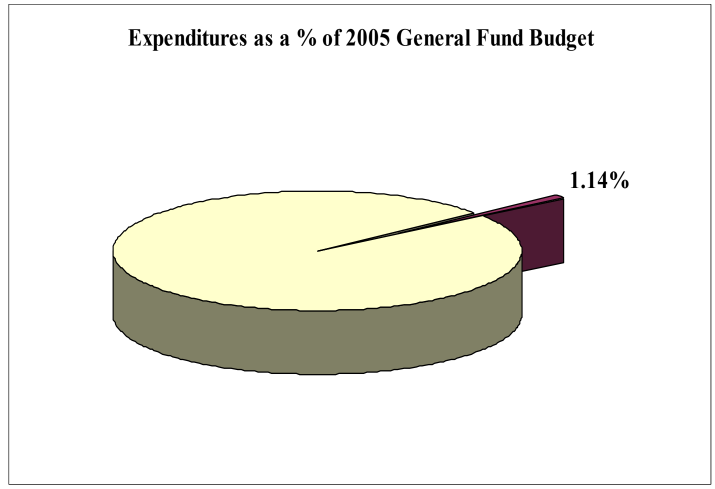
CITY OF EVANSTON
ECO-QUEST DAY CAMP
3610

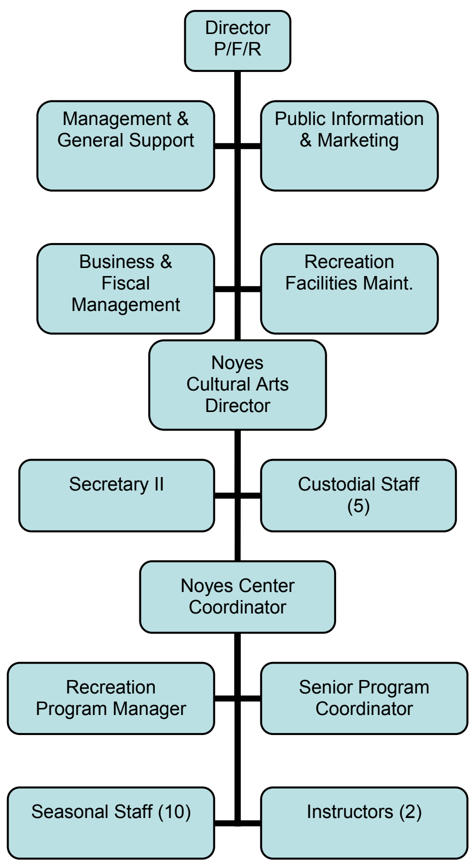
	2003-2004 Appropriation	2004-2005 Approved
3610 ECO-QUEST DAY CAMP		
61060 SEASONAL EMPLOYEES	68,600	68,600
62205 ADVERTISING	100	100
62210 PRINTING	1,300	1,300
62490 OTHER PROGRAM COSTS		5,200
62507 FIELD TRIPS		2,500
62511 ENTERTAIN/ PERFORMER SVCS		2,000
62520 OTHER CONTRACTUAL SERVICES	11,000	
62705 BANK SERVICE CHARGES	2,000	2,000
65020 CLOTHING	3,000	2,500
65025 FOOD	2,200	2,500
65110 RECREATION SUPPLIES	1,500	3,000
3610 ECO-QUEST DAY CAMP	89,700	89,700

City of
Evanston™

Cultural Arts Division







Cultural Arts Division

Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved
Expenditures:				
3700 – Arts Council	114,463	113,300	100,000	116,700
3710 – Noyes Cultural Arts Center	218,351	234,800	230,000	288,500
3720 – Cultural Arts Programs	390,235	454,700	426,300	483,400
Total Expenditures:	**$ 723,049**	**$ 802,800**	**$ 756,300**	**$ 888,600**
Revenues:				
Cultural Arts Programs	348,879	338,300	285,000	324,200
Noyes Center Revenues	181,136	219,600	210,000	219,600
Illinois Arts Council Re-granting	13,000	15,000	15,000	14,100
Total Revenues:	**$ 543,015**	**$ 572,900**	**$ 510,000**	**$ 557,900**

Performance Report on FY 2003-2004 Major Program Objectives

The many cultural arts programs offered by the Cultural Arts Division in 2003/04 provided Evanstonians with a wide variety of options to experience the arts. In addition, our Cultural Fund supported Evanston arts organizations and individual artists by funding worthwhile projects throughout our city.

The Starlight Concert Series featured 12 concerts, evenly split between Dawes and James Parks. This year, for the first time, nationally known musicians from outside the immediate area performed.

The Ethnic Festival was a huge success, displaying an enormous diversity of ethnic talent in the performing, visual and culinary arts. Great weather helped draw a large crowd to Dawes Park.

The Lakeshore Festival had a record number of artist applicants, and this year featured a silent auction along with the traditional live auction.

Arts Week Evanston, now in its third year, continues to grow in popularity. Several new elements were added this year, including Evanston Harmony Days, a celebration of barbershop singing, and a Latin-Caribbean Day, featuring traditional food and music.

The Cultural Fund awarded $37,000 in grants to artists and arts organizations who requested funding for high quality, innovative projects or for stability grants. Recipients are required to match each grant dollar, so the impact of each grant is doubled.

To involve more youth in the arts, the summer Arts Camp and the Young Artist Program (YAP) included strong curricular components in their planning and execution. The newly redesigned Arts Camp format with one location offering half-day campers a “Taste of the Arts” and one location offering a full day immersion into the arts worked very well. Our partnership with the Evanston Public Library was also successful. We will build on that success by adding partnerships with other area institutions to add even more depth to the curriculum next summer.

The Young Artist camp continues to grow. Groups of YAPPERS are now participating in area opportunities for teens, including an improvisational comedy performance at the Chicago Busker Festival. YAP will continue to build partnerships with area arts organizations to expand opportunities for young teens in Evanston.

Cultural Arts Division

3700 – Arts Council

Description of Major Activities

The Arts Council provides an environment that encourages arts activities and the creation of art by supporting Evanston's wide variety of arts organizations and individual artists of every discipline. The Cultural Fund awards matching grants of up to $5,000 per grant to Evanston-based not-for-profit organizations and up to $2,500 to individual artists for arts programming of high quality and innovation that benefits the community. The Arts Council provides additional ongoing support to the arts industry that includes the collective marketing of Evanston arts organizations metropolitan-wide.

FY 2004-2005 Objectives

- Evaluate the findings of the Noyes Task Force and submit recommendations in areas such as governance, community service, and Noyes tenancy requirements, to the City Council, by June 2004.
- Improve communications with arts organizations within the city by holding a series of meetings to discuss the value of the arts to the community by December 2004.
- With outside funding, develop an Arts Calendar to increase the visibility of Evanston's arts organizations within Evanston and the North Shore area by October 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Groups Receiving Cultural Fund Assistance:			
Individual Projects	3	4	4
Organization Projects	14	15	14
Stability	3	1	2
FULL TIME EQUIVALENT POSITIONS	0	0.75	0.75

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
ARTS COUNCIL
3700

		2003-2004 Appropriation	2004-2005 Approved
61010	REGULAR PAY	41,800	44,800
61050	PERMANENT PART-TIME	2,600	2,600
61110	OVERTIME PAY	600	600
61510	HEALTH INSURANCE	4,500	5,700
61615	LIFE INSURANCE	100	100
61625	AUTO ALLOWANCE	1,200	1,200
62205	ADVERTISING	800	400
62210	PRINTING	700	4,375
62235	OFFICE EQUIPMENT MAINT	800	800
62272	OTHER PROFESSIONAL SERVICES	2,700	
62275	POSTAGE CHARGEBACKS	3,800	2,800
62295	TRAINING & TRAVEL	300	300
62315	POSTAGE	2,500	2,525
62320	TELEPHONE CHARGEBACKS	4,100	4,100
62360	MEMBERSHIP DUES	1,500	1,500
62365	RECEPTION/ENTERTAINMEN	500	300
62375	RENTALS	800	800
62490	OTHER PROGRAM COSTS		3,500
62515	RENTAL SERVICES		300
62520	OTHER CONTRACTUAL SERVICES	4,000	
62665	CONTRIB TO OTHER AGENCIES	38,600	38,100
65010	BOOKS, PUBLICATIONS, MAPS	300	300
65020	CLOTHING	100	100
65025	FOOD		400
65095	OFFICE SUPPLIES	1,000	1,100
Grand Total(s)		113,300	116,700

Cultural Arts Division

3710 – Noyes Cultural Arts Center

Description of Major Activities

This element manages the Noyes Cultural Arts Center, which rents studio, rehearsal, classroom, performance and office space to professional artists and arts organizations, including the Piven Theatre Workshop, the Next Theatre, Art Encounter, The Actors Gymnasium, and Light Opera Works.

The Center's 190-seat theater is rented on an hourly, weekly or monthly basis. The Center also has two galleries and a mid-sized (826.6 sq. ft.) studio that is rented on an hourly basis. Rental activities include but are not limited to: summer arts camp, theater productions, lectures, board meetings, auditions, receptions, and workshops. the Noyes Gallery exhibits metropolitan artists, changing every two months.

Classes, workshops and performances offered by Noyes Center resident artists and Cultural Arts Division-sponsored events such as Black History Month and Arts Week draw thousands of people into the Center each year. In addition, Noyes resident artists provide more than $30,000 in community service each year.

FY 2004-2005 Objectives

- Staff plans to compile data and serve as a liaison partnering Noyes Center resident artists with Evanston-based service agencies. Staff's efforts are an attempt to increase community service participation reaching new underserved Evanston audiences by all Noyes resident artists. This is an ongoing objective with an introduction date to coincide with the FY 05/06 Noyes lease.
- Rent 100% of available studio space at the Noyes Cultural Arts Center by April 1, 2004.
- Review and revise selection criteria for Noyes Center resident artist tenancy by August 2004.
- Update market study of area arts facilities and amenities.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Tenant Rental Revenue	203,602	214,892	238,811
Number of Community Use Events/Rentals	22,000	22,000	20,258
Tenant Community Service Value		34,115	35,281
FULL TIME EQUIVALENT POSITIONS	3.89	3.89	3.89

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
NOYES CULTURAL ARTS CTR
3710

	2003-2004 Appropriation	2004-2005 Approved
3710 NOYES CULTURAL ARTS CTR		
61010 REGULAR PAY	111,400	119,300
61050 PERMANENT PART-TIME	31,000	58,000
61110 OVERTIME PAY	6,100	6,100
61510 HEALTH INSURANCE	15,800	20,100
61615 LIFE INSURANCE	200	200
61625 AUTO ALLOWANCE	100	100
62205 ADVERTISING	1,000	1,000
62210 PRINTING	100	100
62225 BLDG MAINTENANCE SERVICES	5,900	11,100
62235 OFFICE EQUIPMENT MAINT	1,000	1,000
62275 POSTAGE CHARGEBACKS	800	800
62295 TRAINING & TRAVEL	300	300
62320 TELEPHONE CHARGEBACKS	7,600	7,600
62365 RECEPTION/ENTERTAINMEN	100	100
62375 RENTALS	100	100
62495 LICENSED PEST CONTROL SERVICES		400
62520 OTHER CONTRACTUAL SERVICES	5,000	
64005 ELECTRICITY	25,000	28,000
64015 NATURAL GAS	14,400	24,400
65010 BOOKS, PUBLICATIONS, MAPS	300	300
65020 CLOTHING	400	400
65025 FOOD		200
65040 JANITORIAL SUPPLIES	2,600	3,000
65045 LICENSING/REGULATORY SUPP	800	800
65050 BLDG MAINTENANCE MATERIAL	1,500	1,500
65075 MEDICAL & LAB SUPPLIES	100	100
65085 MINOR EQUIPMENT & TOOLS	400	400
65095 OFFICE SUPPLIES	2,800	3,100
3710 NOYES CULTURAL ARTS CTR	234,800	288,500

Cultural Arts Division

3720 – Cultural Arts Programs

Description of Major Activities

The administrative functions of the Cultural Arts Division are included in this element. These activities involve the work of the Cultural Arts/Arts Council Director, Secretary, Senior Program Coordinator and Program Manager. Program activities include the Young Artist Program, Arts Camp, Winter Arts Camp, Ethnic Arts Festival, Lakeshore Arts Festival, Starlight Concert Series, the Noyes Center Gallery, Arts Week, the Mayor's Award for the Arts and Community Service at Noyes.

FY 2004-2005 Objectives

Organizations committed to support sponsorship package (2 festivals, concerts, Arts Week).

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Number of organizations committed to sponsoring events.	0	4	5
FULL TIME EQUIVALENT POSITIONS	3.13	3.13	3.13

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
CULTURAL ARTS PROGRAMS
3720

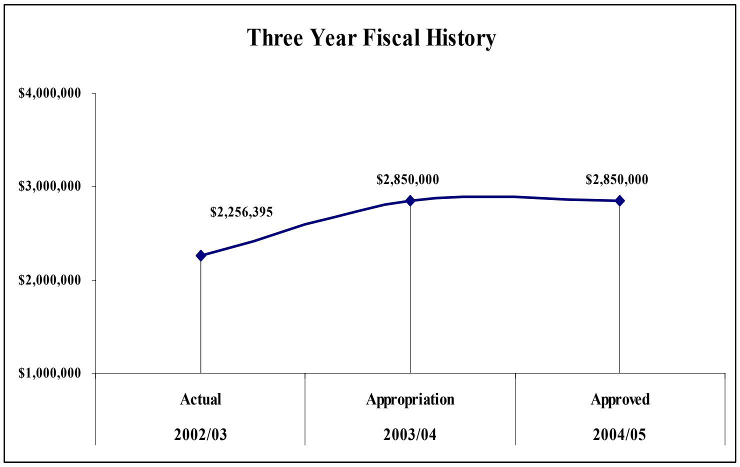
		2003-2004 Appropriation	2004-2005 Approved
61010	REGULAR PAY	122,300	131,000
61050	PERMANENT PART-TIME	29,300	11,700
61060	SEASONAL EMPLOYEES	115,100	153,900
61062	SPECIAL EVENT SALARIES		5,000
61510	HEALTH INSURANCE	15,400	19,600
61615	LIFE INSURANCE	100	100
61625	AUTO ALLOWANCE	800	800
62205	ADVERTISING	14,600	15,700
62210	PRINTING	20,500	21,200
62215	PHOTOGRAPHERS/BLUEPRINTS		700
62235	OFFICE EQUIPMENT MAINT	800	800
62272	OTHER PROFESSIONAL SERVICES	57,500	
62275	POSTAGE CHARGEBACKS	2,500	1,400
62295	TRAINING & TRAVEL	300	1,700
62315	POSTAGE	5,200	4,400
62320	TELEPHONE CHARGEBACKS	3,000	2,600
62360	MEMBERSHIP DUES	700	500
62365	RECEPTION/ENTERTAINMEN	1,100	1,900
62375	RENTALS	24,100	100
62490	OTHER PROGRAM COSTS		3,900
62500	TECHNICAL INFORMATION SERVICES		6,000
62506	WORK-STUDY		400
62507	FIELD TRIPS		3,800
62509	SERVICE AGREEMENTS / CONTRACTS		2,500
62511	ENTERTAIN/ PERFORMER SVCS		46,400
62515	RENTAL SERVICES		22,300
62520	OTHER CONTRACTUAL SERVICES	11,300	
62560	TELEPHONE TELEGR CHBK		100
62602	OTHER CONTRACTUAL SVC CHGBACK	600	600
62700	SCHOLARSHIPS	200	200
64530	TELECOMMUNICATIONS - HANDHELD		300
64540	TELECOMMUNICATIONS - WIRELESS		200
65010	BOOKS, PUBLICATIONS, MAPS	500	500
65020	CLOTHING	6,300	4,600
65025	FOOD		600
65095	OFFICE SUPPLIES	4,400	3,700
65110	RECREATION SUPPLIES	18,100	14,200
Grand Total(s)		454,700	483,400

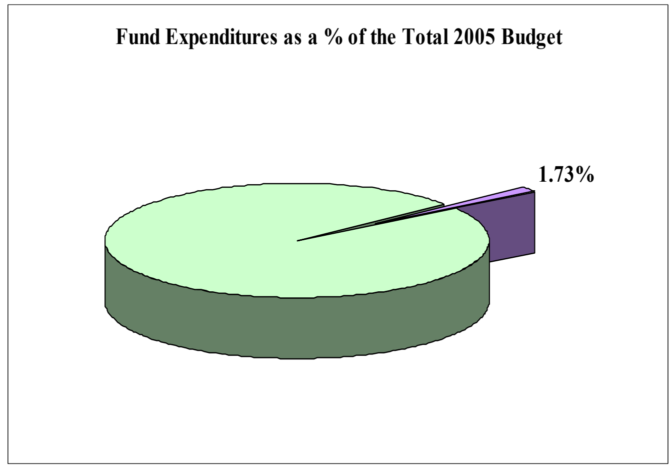
City of Evanston

PART IV

OTHER FUNDS BUDGET

Motor Fuel Tax Fund Summary





Financial Summary

		2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved
Appropriation:					
Estimated Funds Available for Programming 3/01		2,600,000	2,595,584	2,162,418	1,570,818
Plus State Allotments		2,093,324	1,900,000	2,000,000	2,000,000
Investment Earnings		58,655	55,000	55,000	55,000
Total Funds Provided:		**$ 4,751,979**	**$ 4,550,584**	**$ 4,217,418**	**$ 3,625,818**
Funds Applied:					
Transfer to General Fund – Street Maintenance		600,000	630,000	600,000	630,000
Transfer to General Fund – Staff Engineering		70,000	120,000	71,600	120,000
Total Transfers to General Fund:		**$ 670,000**	**$ 750,000**	**$ 671,600**	**$ 750,000**
Capital Improvements:					
Traffic Signal Installation		100,000	125,000	125,000	0
Traffic Signal Installation – Church and Dodge		0	0	0	125,000
Traffic Signal Installation – Main and Dodge		0	0	0	125,000
Maintenance Operations by Contract:		0	0	0	0
Street Resurfacing (2001)		6,395	0	0	0
Street Resurfacing (2002)		900,000	0	0	0
Street Resurfacing (2003)		0	1,200,000	1,200,000	0
Street Resurfacing (2004)		0	0	0	1,200,000
McCormick Blvd. Phase I & II Engineering:		110,000	250,000	250,000	0
Asbury Bridge Study – Phase I & II		90,000	120,000	120,000	300,000
Chicago Avenue Bridge over Skokie Swift		160,000	40,000	40,000	0
Street Maintenance & Condition Study		0	0	0	50,000
Oakton Street Bridge Replacement		0	15,000	15,000	0
Ridge Avenue Signal Interconnect CMAQ Project:		220,000	350,000	350,000	300,000
TOTAL CAPITAL IMPROVEMENTS:		**$ 1,586,395**	**$ 2,100,000**	**$ 2,100,000**	**$ 2,100,000**
TOTAL FUNDS APPLIED:		**$ 2,256,395**	**$ 2,850,000**	**$ 2,771,600**	**$ 2,850,000**
Estimated Funds Available for Programming 2/28/04:		**$ 2,495,584**	**$ 1,762,584**	**$ 1,445,818**	**$ 775,818**

Motor Fuel Tax Fund

Description of Major Activities

The Motor Fuel Tax fund accounts for the operation of street maintenance programs and capital projects as authorized by the Illinois Department of Transportation. Financing is provided from the City's share of gasoline taxes. FY 04/05 funds will be used to complete various traffic signal, street resurfacing, and street engineering projects, as listed in the fund summary.

Performance Report on FY 2003-04 Program Objectives

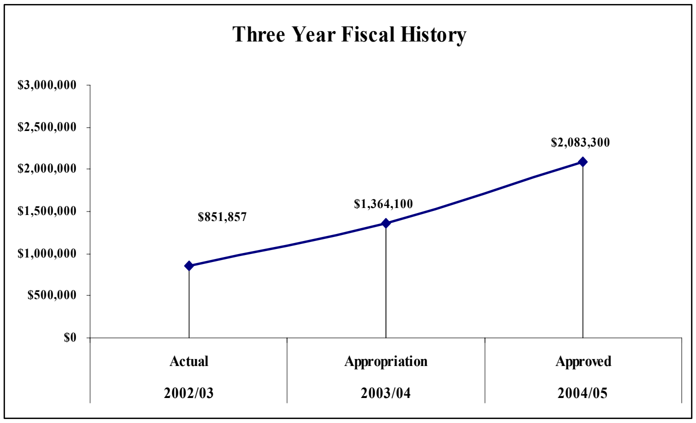
Motor Fuel Tax funds were used to resurface the following streets:

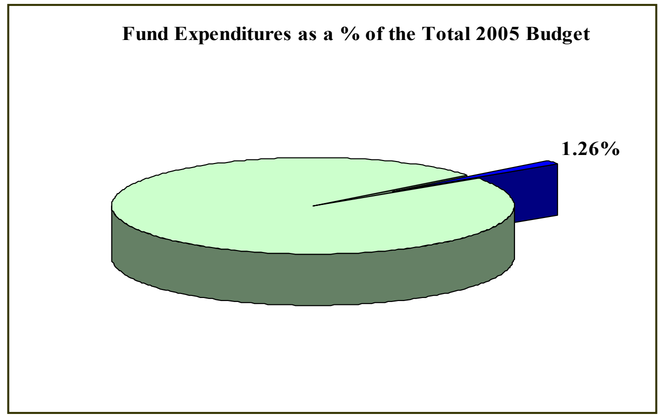
Ashland Avenue	–	Colfax Street to Central Street
Bradley Place	–	McDaniel Avenue to Pitner Avenue
Brown Avenue	–	Emerson Street to Church Street
Chicago Avenue	–	Dempster Street to Lake Street
Davis Street	–	Sheridan Road to Judson Avenue
Dempster Street	–	Forest Avenue to Lake Shore Blvd.
McDaniel Avenue	–	Thayer Street to Isabella Street
Oakton Street	–	Asbury Avenue to Ridge Avenue
Prospect Avenue	–	Grant Street to Central Street
South Blvd.	–	Ridge Avenue to Elmwood Avenue
Washington Street	–	West End to Grey Avenue
Broadway Avenue	–	Livingston Street to Isabella Street
Dobson Street	–	Barton Avenue to Rige Avenue
Elmwood Avenue	–	Dempster Street to Grove Street

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Contract for Motor Fuel Tax Program	$ 1,300,000	$ 1,200,000	$ 1,200,000
FULL TIME EQUIVALENT POSITIONS	0	0	0

Approved Adjustments in 2004-2005 Budget

Emergency Telephone System Fund Summary





Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved	Increase (Decrease)
Revenue By Source:					
Surcharge Revenue	1,177,129	837,000	837,000	935,200	98,200
Wireless Surcharge Revenue	0	210,000	210,000	342,000	132,000
Interest Income	9,161	25,000	9,000	9,000	(16,000)
Total Funds Provided:	**$ 1,186,290**	**$ 1,072,000**	**$ 1,056,000**	**$ 1,286,200**	**$ 214,200**

Funds Applied:					
Operating Expense	513,052	701,300	701,300	702,300	1,000
Transfer to General Fund - Administration	125,400	125,400	125,400	139,400	14,400
Debt Service	213,400	213,400	213,400	212,000	(1,400)
Capital Replacement	0	324,000	324,000	1,029,600	705,600
Total Operating Expenses:	**$ 851,852**	**$ 1,364,100**	**$ 1,364,100**	**$ 2,083,300**	**$ 719,600**
Revenues vs. Expenditures:	**$ 334,438**	**($ 292,100)**	**($ 308,100)**	**($ 797,100)**	**($ 505,000)**

Beginning of Year	1,934,295	2,268,733	2,268,733	1,960,633	**(308,100)**
Year End Balance	2,268,733	1,976,633	1,960,633	1,163,533	**(813,100)**
Change in Cash Balance	334,438	(292,100)	(308,100)	(797,100)	**(505,000)**

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, per 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.

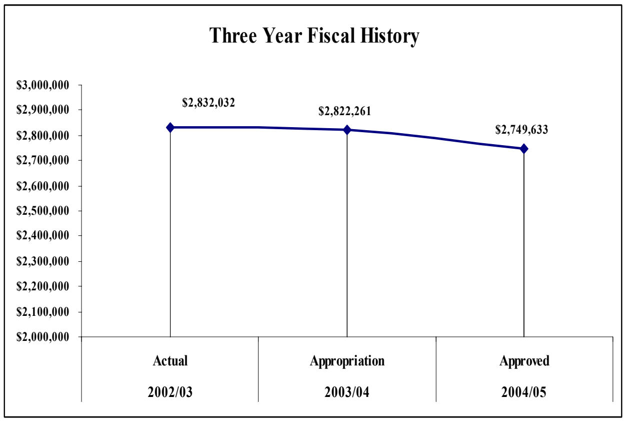
Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
FULL TIME EQUIVALENT POSITIONS	3	3	4

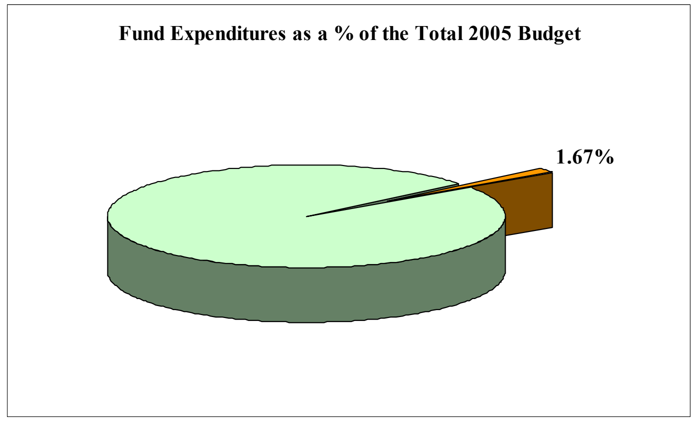
Approved Adjustments in the 2004-2005 Budget

CITY OF EVANSTON
EMERGENCY TELEPHONE SYSTEM
5150

	2003-2004 Appropriation	2004-2005 Approved
5150 EMERGENCY TELEPHONE SYSTEM		
61010 REGULAR PAY	265,200	275,300
61110 OVERTIME PAY	7,500	7,500
61510 HEALTH INSURANCE	33,100	42,000
61615 LIFE INSURANCE	600	600
62225 BLDG MAINTENANCE SERVICES	10,000	10,000
62272 OTHER PROFESSIONAL SERVICES	194,500	
62295 TRAINING & TRAVEL	32,500	32,500
62320 TELEPHONE CHARGEBACKS	124,200	
62360 MEMBERSHIP DUES	1,100	1,100
62509 SERVICE AGREEMENTS / CONTRACTS		176,700
62520 OTHER CONTRACTUAL SERVICES	5,000	
62675 INTERDEPT. TRSF.-PENSIONS	39,400	39,400
62680 TRANSFER TO GF-DATA PROC	50,000	50,000
62685 REIMB. GF FOR ADMIN. EXP	36,000	50,000
62690 TRANSFER TO DEBT SERVICE		212,000
64505 TELECOMMUNICATIONS - CARRIER L		124,500
64540 TELECOMMUNICATIONS - WIRELESS		3,500
65010 BOOKS, PUBLICATIONS, MAPS	1,100	1,100
65020 CLOTHING	1,200	1,200
65035 PETROLEUM PRODUCTS	500	500
65085 MINOR EQUIPMENT & TOOLS	15,200	16,200
65095 OFFICE SUPPLIES	2,600	2,600
65620 OFFICE MACH. & EQUIP.	2,000	2,000
65625 FURNITURES & FIXTURES	324,000	1,029,600
66020 TRANSFERS TO OTHER FUNDS	213,400	
68205 CONTINGENCIES	5,000	5,000
5150 EMERGENCY TELEPHONE SYSTEM	**1,364,100**	**2,083,300**

Community Development Block Grant Fund Summary





Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved	Increase (Decrease)
Funds Provided:					
Community Development Block Grant	2,399,000	2,410,000	2,409,000	2,395,000	($1,000)
Total Funds Provided:	**$ 2,399,000**	**$ 2,409,000**	**$ 2,409,000**	**$ 2,395,000**	**($ 14,000)**

Expenditures:					
Administration	512,465	511,000	511,000	519,000	8,000
Development Activities	2,319,567	2,311,261	2,311,261	2,230,633	(145,596)
Total Expenditures:	**$ 2,832,032**	**$ 2,822,261**	**$ 2,822,261**	**$ 2,749,633**	**($ 72,628)**

Notes for Financial Summary

$2,395,000	2004/05 Entitlement
154,633	Reallocations from prior years
2,549,633	Subtotal
200,000	Estimated Program Income 2004/05
$2,749,633	Total 2004/05 CDBG program

Performance Report on FY 2003-2004 Major Program Objectives

Submitted the 2002/03 CAPER (Consolidated Plan Annual Performance and Evaluation Report) covering Evanston's use of 2002/03 CDBG, HOME and ESG funds to HUD.

Thirty-two new CDBG projects were implemented for FY 2003/04 totaling $2,822,261.

The financial services portion of the CDBG program has been performed by contractual services. Current monthly expenses for this service are $2,565 or $30,780 a year. 2.0 FTE positions are charged back to the CDBG Administration budget: General Planner (50%), Executive Secretary Planning (50%), Housing Planner (40%), Assistant Community Development Director (20%), and Senior Accountant (40%).

During the program year, the Neighborhood Planner continued to work with CDBG Target area neighborhood organizations. Throughout the year, the Neighborhood Planner, under the direction of the Evanston Plan Commission, met with the Dr. Hill community (5th ward) in development of consensus and objectives for neighborhood improvement projects in the area bounded by Green Bay Road, Church Street, and the canal. Other activities include liaison to the Howard Street Redevelopment Committee, project management for CDBG Target Area neighborhood security program, and assistance in the Chicago Avenue streetscape redevelopment.

Significant capital improvements to the Ashland Avenue manufacturing/business corridor between Green Bay Road and Simpson Street have garnered interest in this area. Private developers have created approximately 20 live and/or work spaces by redeveloping former warehouse buildings.

CDBG Fund

5220 – CDBG Administration

Description of Major Activities

This activity provides overall management of the City's Community Development Block grant (CDBG) program and administrative support to coordinate planning, monitoring and implementation of CDBG projects. Specific tasks include:

- Provision of staff assistance to the Housing & Community Development Act Committee;
- Preparation of the annual Consolidated Plan Action Plan for the CDBG program (City's application for annual funding);
- Preparation of the annual CDBG program CAPER (Consolidated Annual Performance and Evaluation Report), which reports to HUD on the use of Evanston's CDBG, HOME, and ESG funds;
- Financial management and record keeping for the CDBG program;
- Staff liaison with the U.S. Department of Housing & Urban Development (HUD) on CDBG matters;
- Provision of technical assistance to citizens, neighborhood groups and local agencies;
- Management of CDBG projects with related monitoring and reporting, such as Davis/Bacon Prevailing Wage requirements and environmental review;
- Provide services of Neighborhood Planner, included in this budget element, who works with CDBG target area neighborhoods in building citizen consensus and development of neighborhood comprehensive plans.

FY 2004-2005 Objectives

- Submit CAPER (Consolidated Plan Annual Performance Report) for FY 2003/04 to HUD no later than 5/31/04.
- Provide staff assistance to the Housing & Community Development Act Committee, including coordinating the annual CDBG application/funding process, preparation of the City's Annual Action Plan (CDBG program budget) for approval by the City Council and submission to HUD.
- Prepare/submit other reports and information to HUD, as required. Continue to streamline reporting on HUD's IDIS (Integrated Disbursement Information System) so that Evanston's accomplishments can be accurately reflected to HUD, Congress and the public.
- Assist the Housing & Community Development Act Committee with reconfiguration of the CDBG Target Area based on 2000 census and low/moderate income data received from HUD in 2003.
- Provide neighborhood planning support to CDBG Target neighborhood groups and assist neighborhood stakeholders with meeting their community development objectives. The Neighborhood Planner will conclude work with the Dr. Hill (5th ward) community in developing its community development objectives during the program year.
- Provide technical assistance to CDBG grantees and potential grantees, monitor all CDBG funded projects, and provide administrative oversight of the City's CDBG program.

Ongoing Activity Measures	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Projected**
Submission of annual CDBG application to HUD	1/15/02	1/15/03	1/15/04
Submission of previous year's HUD Consolidated Annual Performance and Evaluation Report (CAPER)	5/31/02	5/31/03	5/31/04
Review monthly and quarterly reports submitted by all CDBG grant recipients	320	320	320
Review sub-grantee audit reports to determine that grantees are in compliance with the CDBG program regulations	25	25	25
Monitor all CDBG funded activities	50	50	50
Complete environmental review record for CDBG, HOME and ESG program	1/15/02	1/15/03	1/15/04
Provide staff assistance to City's Housing & Community Development Act Committee	14 meetings	14 meetings	14 meetings

FULL TIME EQUIVALENT POSITIONS	2.0	2.0	2.0

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
CDBG
5220

		2003-2004 Appropriation	2004-2005 Approved
5520 CDBG			
61010	REGULAR PAY	117,800	117,700
61060	SEASONAL EMPLOYEES	10,000	10,000
61110	OVERTIME PAY	900	1,000
61445	REGULAR SALRIES CHARGEBACKS	106,700	99,400
61625	AUTO ALLOWANCE	500	-
62210	PRINTING	1,500	-
62272	OTHER PROFESSIONAL SVCS	24,000	-
62275	POSTAGE CHARGEBACKS	2,200	2,200
62295	TRAINING & TRAVEL	-	2,500
62360	MEMBERSHIP DUES	1,300	1,000
62380	COPY MACHINE CHARGES	3,700	3,000
62490	OTHER PROGRAM COSTS	-	23,208
62552	OTHER PROFESSIONAL SVCS CHGB	1,500	-
62560	TELEPHONE & TELEGRAPH	1,500	-
65010	BOOKS, PUBLICATIONS, MAPS	1,500	1,500
65095	OFFICE SUPPLIES	1,200	1,200
68205	CONTINGENCIES	2,300	4,500
68210	CONTINGENCIES CHARGEBACKS	200	3,500
62620	MEDICAL INSURANCE	11,800	16,200
62750	MEDICAL INSURANCE CHARGEBACK	11,800	14,600
62625	LIFE INSURANCE	200	200
62755	LIFE INSURANCE CHARGEBACKS	200	200
62675	INTERDPTMNTL TRANSFER PENSION	16,200	17,200
62745	IMRF CHARGEBACK	16,000	14,100
5520 CDBG		$333,000	333,208

Community Development Block Grant

ADMINISTRATION/PLANNING

1	CITY - COMMUNITY DEVELOPMENT/PLANNING	CDBG ADMINISTRATION	**333,208**
2	CITY - HUMAN RELATIONS COMMISSION	HOUSING ADVOCACY PROGRAM	**89,524**
3	CITY - FINANCE DEPARTMENT	MINORITY, WOMEN, EVANSTON BUSINESS PROGRAM	**96,268**
		ADMINISTRATION/PLANNING TOTAL:	**$519,000**

PUBLIC SERVICES

4	CONNECTIONS FOR THE HOMELESS	ENTRY POINT	**11,939**
5	EVANSTON COMMUNITY DEFENDER	EVANSTON COMMUNITY DEFENDER'S OFFICE	**59,043**
6	EVANSTON ECUMENICAL ACTION COUNCIL	HOSPITALITY CENTER FOR THE HOMELESS	**2,488**
7	FIRST BASE/FISHER MEMORIAL AME ZION CHURCH	FIRST BASE - HOMELESS PROGRAM	**4,975**
8	GIRL SCOUTS/ILLINOIS CROSSROADS COUNCIL	SOY UNICA, SOY LATINA AND UNIQUELY ME	**4,975**
9	INTERFAITH HOUSING CENTER	HOMESHARING PROGRAM	**14,922**
10	INTERFAITH HOUSING CENTER	*PREDATORY LENDING PREVENTION*	**4,975**
11	LEGAL ASSISTANCE FOUNDATION/CHICAGO	EVANSTON LEGAL SERVICES	**9,947**
12	MEALS AT HOME	FOOD DELIVERY TO SENIORS AND DISABLED	**9,947**
13	METROPOLITAN FAMILY SERVICES	PSYCHIATRIC SERVICES FOR PARENTS	**4,975**
14	NORTH SHORE SENIOR CENTER	EVANSTON/SKOKIE VALLEY SENIOR SERVICES	**24,870**
15	*OPEN STUDIO PROJECT*	*ART & ACTION PROGRAM FOR AT RISK YOUTH*	**5,968**
16	*SECOND BAPTIST CHURCH - YOUTH ACTION MINISTRY*	*ANNUAL COLLEGE RETREAT*	**12,435**
17	YOUTH JOB CENTER OF EVANSTON	JOB READINESS, JOB PLACEMENT AND FOLLOW-UP SVC.	**79,586**
18	YWCA-EVANSTON/NORTHSHORE	DOMESTIC VIOLENCE SERVICES	**35,813**
19	CITY - COMMUNITY DEVELOPMENT	GRAFFITI REMOVAL PROGRAM	**29,845**
20	CITY - COMMUNITY DEVELOPMENT/PLANNING	ADOPT A FANCY CAN	**4,975**
21	CITY - POLICE DEPARTMENT	SENIOR CRIME PREVENTION PROGRAM	**22,882**
22	CITY - HUMAN RELATIONS COMMISSION	SUMMER YOUTH EMPLOYMENT ADMINISTRATION	**59,690**
		PUBLIC SERVICES TOTAL:	**$404,250**

HOUSING

23	CITY - COMMUNITY DEVELOPMENT	COMMUNITY DEVELOPMENT ADMINISTRATION	**$100,000**
24	CITY - COMMUNITY DEVELOPMENT	HOUSING CODE COMPLIANCE	**240,000**
25	CITY - COMMUNITY DEVELOPMENT	HOUSING REHAB ADMINISTRATION	**230,000**
26	CITY - COMMUNITY DEVELOPMENT	PROGRAM INCOME: REVOLVING LOAN FUND	**200,000**
27	CITY-HEALTH/HUMAN SERVICES	ADAPTIVE DEVICES	**15,000**
28	CITY-HEALTH/HUMAN SERVICES	HANDYMAN PROGRAM	**15,000**
29	CITY-FACILITIES MANAGEMENT	CIVIC CENTER BOILER BUILDING APARTMNT RENOVATION	**15,000**
30	CEDA/NEIGHBORS AT WORK	MINOR REPAIRS/PAINTING ASSISTANCE	**160,000**
		HOUSING TOTAL:	**$975,000**

Community Development Block Grant

PUBLIC IMPROVEMENTS

31	CITY - PARKS/FORESTRY & RECREATION	FLEETWOOD/JOURDAIN COMMUNITY CENTER	**$110,155**
32	CITY - PARKS/FORESTRY & RECREATION	MASON PARK	**150,000**
33	CITY - PARKS/FORESTRY & RECREATION	TARGET AREA TREE PLANTING	**20,000**
34	CITY - PUBLIC WORKS	ALLEY IMPROVEMENT PROGRAM	**110,527**
35	CITY - PUBLIC WORKS	BLOCK CURB/SIDEWALK PROGRAM	**65,000**
36	CITY - PUBLIC WORKS	2004 ACCESSIBLE CURB RAMP PROGRAM	**80,000**
37	RIDGEVILLE PARK DISTRICT	REBA PARK RENOVATIONS	**45,000**
38	CITY - EVANSTON POLICE DEPARTMENT	VIDEO MONITORING PROGRAM	**21,000**
		PUBLIC IMPROVEMENTS TOTAL:	**$601,682**

PUBLIC FACILITIES

39	CHILD CARE CENTER OF EVANSTON	BUILDING IMPROVEMENTS	**$20,000**
40	EVANSTON DAY NURSERY	CHILD HEALTH SAFETY	**30,000**
41	FAMILY FOCUS, INC.	WEISSBOURD-HOLMES FAMILY FOCUS CENTER - ROOF	**47,500**
42	INFANT WELFARE SOCIETY OF EVANSTON	BABY TODDLER NURSERY INTERIOR RECONSTRUCTION	**22,500**
43	SCHOOL DISTRICT 65	OAKTON SCHOOL PLAYGROUND	**60,000**
44	TODDLER TOWN DAY CARE	HVAC	**10,000**
		PUBLIC FACILITIES TOTAL:	**$190,000**

ECONOMIC DEVELOPMENT

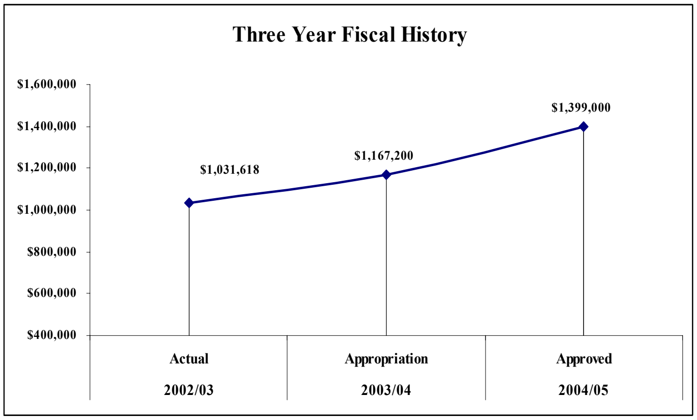
45	CITY - COMMUNITY DEV/PLANNING	NEIGHBORHOOD STOREFRONT IMPROVEMENT PROGRAM	**$15,000**
46	YOUTH JOB CENTER OF EVANSTON	*YOUTH INTERNS/BEN & JERRY'S PROGRAM*	**45,000**
		ECONOMIC DEVELOPMENT TOTAL:	**$60,000**

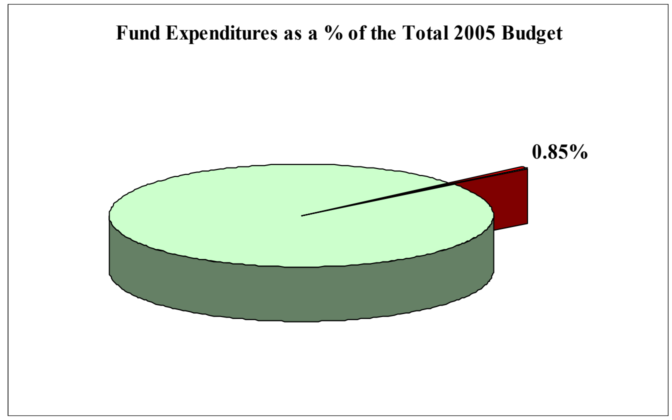
2004-2005 TOTAL ALLOCATION **$2,749,932**

Italics: Indicate First Time Applicant or New Program

City of Evanston™

Economic Development Fund Summary





Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved	Increase (Decrease)
Funds Provided: Operating Revenue					
Hotel Tax	816,777	750,000	675,000	675,000	0
Amusement Tax	288,371	280,000	300,000	300,000	0
Sales Tax	22,924	130,000	130,000	0	(130,000)
Interest Income	3,809	9,500	2,000	2,000	0
Total Funds Provided:	**$ 1,131,881**	**$ 1,169,500**	**$ 1,107,000**	**$ 977,000**	**($ 130,000)**

Funds Applied: Operating Expenses					
Economic Development Activities	421,618	327,200	327,200	383,100	64,300
Transfers To General Fund	0	250,000	250,000	365,900	115,900
Transfer to Maple Avenue Garage Fund	610,000	590,000	630,000	650,000	60,000
Total Operating Expenses:	**$ 1,031,618**	**$ 1,167,200**	**$ 1,207,200**	**$ 1,399,000**	**$ 240,200**

Performance Report on FY 2003-2004 Major Program Objectives

Resources from the Economic Development Fund were used to accomplish various initiatives, including the following:
1. Continued work with development entities for redevelopment of the former Builders Square Site.
2. Assisted site selection consultants and owners in identifying appropriate sites for desired new uses in downtown, commercial and industrial districts. Individual customers served are confidential.
3. Provided staff support to the Economic Development Committee for ten meetings.
4. Staffed four Joint Review Board Meetings and related TIF information requests.
5. Participated in the implementation of numerous economic development projects that include downtown, neighborhoods, and industrial areas.
6. Provided technical assistance to businesses and developers concerning available property and City regulatory processes.
7. Continued to fund consulting services to monitor and improve the electrical distribution system in Evanston.

Economic Development Fund Summary

Description of Major Activities

The Economic Development Fund provides support for many of the City's economic development initiatives as well as staff to support these activities. Many of the redevelopment efforts assisted by the City are initially supported by resources from the Economic Development Fund to finance consulting services, legal counsel, and staff support. In addition, the Fund provides grants to intermediary entities such as Evanston Inventure, the Evanston Convention and Visitors Bureau and neighborhood business districts.

FY 2004-2005 Objectives

1. Provide staff support to the Economic Development Committee.
2. Assist and recruit site selection professionals and owners in recruiting desired businesses.
3. Stimulate development of remaining parcels in City assisted development projects.
4. Provide technical assistance to businesses and developers concerning available property and City regulatory process.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Economic Development Committee Meetings	9	12	12
Redevelopment Projects Assisted	10	10	10
Number of JRB Meetings	4	4	4
FULL TIME EQUIVALENT POSITIONS	1.45	1.45	1.45

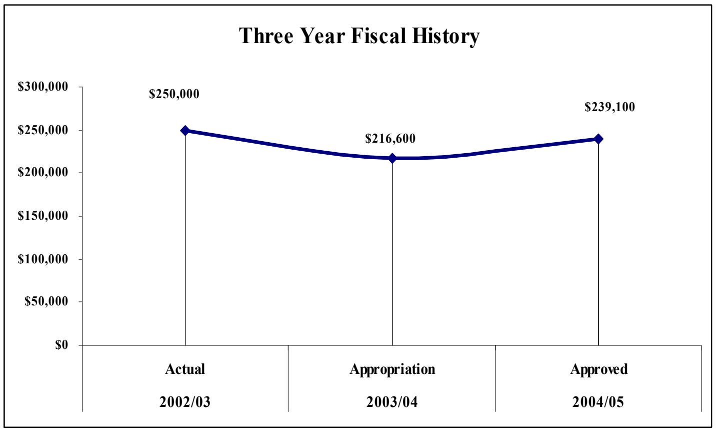
Approved Adjustments in the 2004-2005 Budget

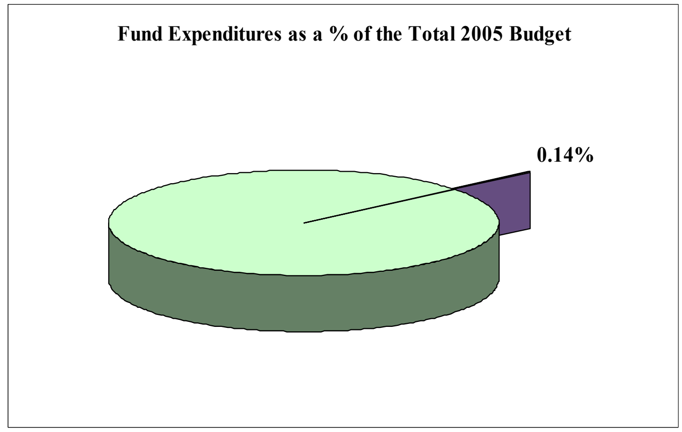
CITY OF EVANSTON
ECON. DEVELOPMENT FUND
5300

	2003-2004 Appropriation	2004-2005 Approved
5300 ECON. DEVELOPMENT FUND		
61010 REGULAR PAY	94,300	99,000
61060 SEASONAL EMPLOYEES	5,000	5,000
61510 HEALTH INSURANCE	6,000	6,900
61615 LIFE INSURANCE	200	200
62130 LEGAL SERVICES - GENERAL	30,000	30,000
62185 OTHER CONSULTING SERVICES		151,000
62210 PRINTING	500	1,000
62272 OTHER PROFESSIONAL SERVICES	143,000	
62275 POSTAGE CHARGEBACKS	200	200
62295 TRAINING & TRAVEL	100	100
62380 COPY MACHINE CHARGES	2,200	2,200
62490 OTHER PROGRAM COSTS		20,000
62520 OTHER CONTRACTUAL SERVICES	20,000	
62675 INTERDEPT. TRSF.-PENSIONS	8,400	8,400
65095 OFFICE SUPPLIES	300	500
65522 BUSINESS DISTRICT IMPROVEMENTS		50,000
66020 TRANSFERS TO OTHER FUNDS	840,000	
66127 TRANSFER TO MAPLE AV GARAGE		650,000
66131 TRANSFER TO GENERAL FUND		357,500
68205 CONTINGENCIES	17,000	17,000
5300 ECON. DEVELOPMENT FUND	1,167,200	1,399,000

City of
Evanston™

Housing Fund Summary





Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved	Increase (Decrease)
Revenue By Source:					
Interest on Investments	11,688	40,000	7,000	10,000	(30,000)
Miscellaneous	19,568	0	3,000	7,000	7,000
Total Revenues:	**$ 31,256**	**$ 40,000**	**$ 10,000**	**$ 17,000**	**($23,000)**

Expenditures:					
Housing & Economic Development	250,000	216,600	47,804	239,100	22,500
Total Operating Expenses:	**$ 250,000**	**$ 216,600**	**$ 47,804**	**$ 239,100**	**$ 22,500**
Revenues Over/(Under) Expenditures:	**($ 218,744)**	**($ 176,600)**	**($ 37,804)**	**($ 222,100)**	**$ 500**

Description of Major Activities

The Mayor's Special Housing Fund was formed to oversee and make recommendations on the expenditure of Special Housing Fund dollars to support housing related programs as adopted by the City Council. The goals of this program include the following:

1. To address boarded up structures.
2. To provide funds for the rehabilitation and new construction of affordable housing.
3. To provide funding support for transitional housing.

FY 2004-2005 Objectives

- Continue to aggressively address the problem of vacant, boarded and foreclosed property, especially within West Side neighborhoods.
- Utilize the administrative adjudication function to prosecute cases of property neglect.
- Fund affordable housing opportunities that emerge in targeted neighborhoods.
- Fund the construction of three new affordable single family homes.
- Fund two FIT families.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Number of FIT Households	3	2	2
Number of Housing Units Assisted	99	50	60

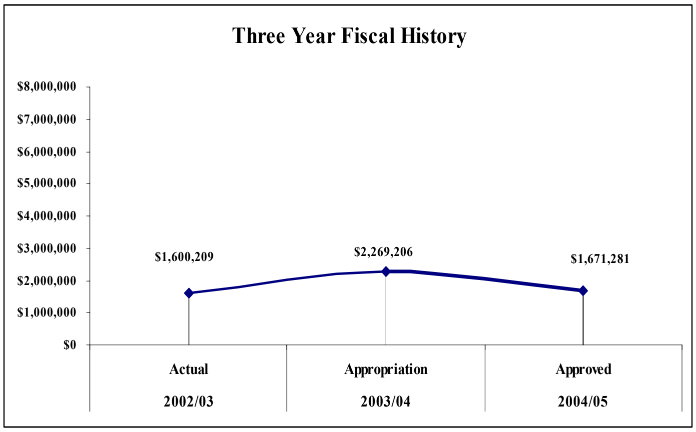
FULL TIME EQUIVALENT POSITIONS	0	0	0

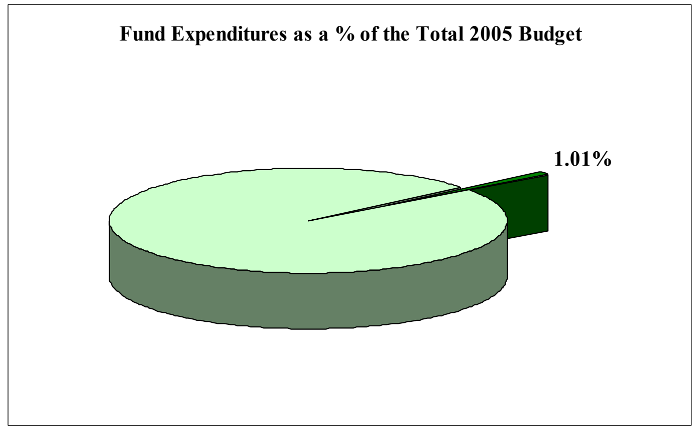
Approved Adjustments in the 2004-2005 Budget

CITY OF EVANSTON
HOUSING FUND
5340

	2003-2004 Appropriation	2004-2005 Approved
5340 HOUSING FUND		
62130 LEGAL SERVICES - GENERAL	1,600	1,600
62185 OTHER CONSULTING SERVICES		1,300
62210 PRINTING	300	300
62520 OTHER CONTRACTUAL SERVICES	1,300	
65095 OFFICE SUPPLIES	400	400
65505 LAND	40,000	40,000
65510 BUILDINGS	173,000	195,500
5340 HOUSING FUND	216,600	239,100

Washington National Special Tax Allocation Debt Service Fund Summary





Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved	Increase (Decrease)
Revenue By Source:					
Net Property Tax Increment	966,750	885,339	981,199	981,199	95,860
Regular Sales Tax Incremental Revenues	58,000	75,000	75,000	75,000	0
Downtown II – 50% Allocation	500,000	845,315	845,315	845,315	0
Capitalized Interest	773,342	0	0	0	0
Interest Income	7,167	10,000	10,000	10,000	0
Total – Revenue:	**$ 2,305,259**	**$ 1,815,654**	**$ 1,911,514**	**$ 1,911,514**	**$ 95,860**

Expenditures:					
Series 1997 General Obligation Bonds					
Principal	125,000	130,000	130,000	140,000	0
Interest	206,816	196,315	196,315	189,490	(6,825)
Series 2002 A Bonds					
Interest	1,065,101	1,401,250	885,000	885,000	(516,250)
Series 2002 B Bonds – Taxable					
Interest	206,250	350,000	206,250	206,250	(143,750)
Other Operating Expense	0	41,916	41,916	41,916	0
Paying Agent Fees on G.O. Bonds	106,081	74,725	74,725	74,725	0
Total Expenditures:	**1,525,209**	**2,194,206**	**1,534,206**	**1,537,381**	**(668,825)**
Operating Transfers Out:					
Transfers to General Fund	75,000	75,000	130,000	133,900	58,900
Total Transfers and Expenditures:	**$ 1,600,209**	**$ 2,269,206**	**$ 1,664,206**	**$ 1,671,281**	**($ 609,925)**

Description of Major Activities

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

The City issued $3,840,000 Series 1997 general obligation TIF bonds for this project of which $3 million was distributed to the developer for eligible tax increment district development costs for the project. The remainder of the funds were used for capitalized interest to pay the debt service and issuance of the bonds. The balance of the debt service will be paid by incremental property tax revenues and sales taxes generated from the project.

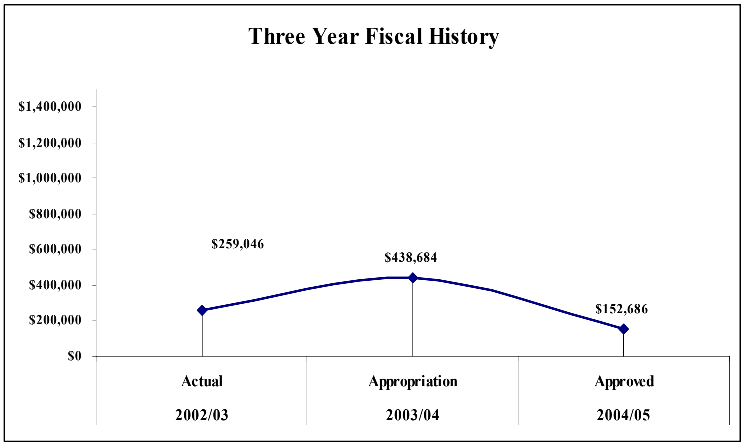
The separate Debt Service Fund is established in accordance with the law and is called the Washington National Special Tax Allocation Debt Service Fund. It will be used to account for the payment of the general obligation debt issued for the District.

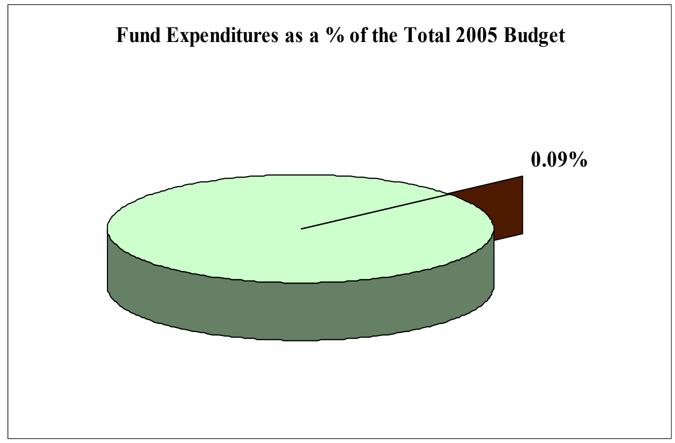
Washington National Special Tax Allocation Debt Service Fund Summary

The District was expanded by action of the Joint Review Board of the City Council to include a major portion of Evanston's downtown. A new development including a public parking garage and close to $70 million in private development is expected to take place during the next year.

Approved Adjustments in the 2004-2005 Budget

Special Service Area No. 5 – Fund Summary





Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved	Increase (Decrease)
Revenue By Source:					
Net Property Taxes	436,004	436,000	438,184	440,854	4,854
Interest Income	1115	200	200	200	0
Total Revenues:	**$ 437,119**	**$ 436,200**	**$ 438,384**	**$ 441,054**	**$ 4,854**

Expenditures:					
Series 1995 Bonds – Partially Abated					
Principal	135,000	135,000	45,000	145,000	10,000
Interest	124,046	129,571	-188,679	7,686	(121,885)
Series 1996 Bonds					
Principal	0	90,000	0	0	(90,000)
Interest	0	83,613	0	0	(83,613)
Paying Agent Fees	0	500	0	0	500
Total Expenditures	**$ 259,046**	**$ 438,684**	**($ 143,679)**	**$ 152,686**	**($ 285,998)**
Excess (Deficiency) Revenues over Expenditures	**$ 178,073**	**($ 2,484)**	**$ 582,063**	**$ 288,368**	**$ 290,852**
Other Financing (Uses)					
Operating Transfers In (Out)					
Series 2002C Bond Proceeds	($ 4,072,159)				
Escrow Funding	($ 4,072,159)				
Debt Service Fund	($ 189,203)		($ 581,863)	($ 288,168)	($ 288,168)

Description of Major Activities

The City Council adopted Special Service Area No. 5 on June 27, 1994. Special Service Area No. 5 comprises the City downtown business district.

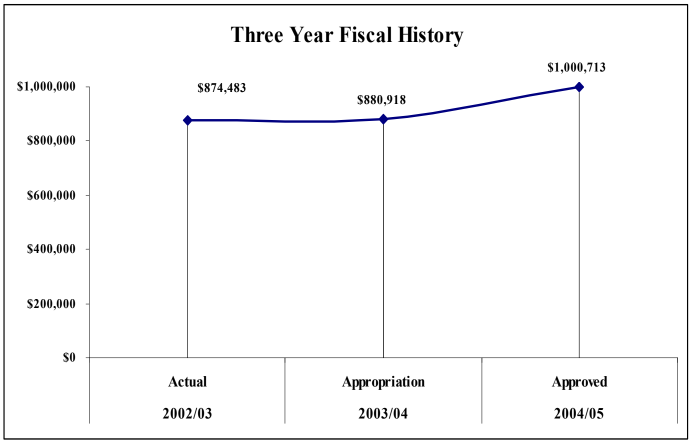
The City Council also approved a $9,500,000 downtown public works improvement program for Area No. 5. The ordinances establishing the Area authorized the issuance of up to $5,000,000 Special Service Area Bonds.

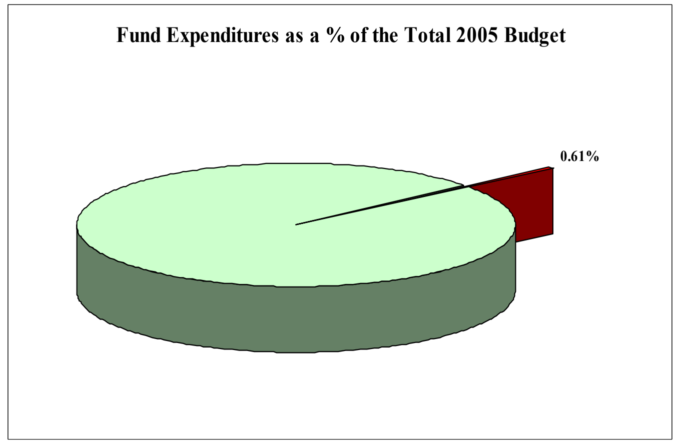
On June 21, 1995 $3,060,000 of the special service area bonds were sold and on July 9, 1996 the City sold another $1,940,000 issue of Special Service bonds at public bid.

The two bond issues, totaling $5,000,000, are being retired from the annual property tax levy on the real property located within the Special Service Area. The debt service fund is utilized to account for the timely retirement of these bonds.

Approved Adjustments in the 2004-2005 Budget

Southwest II (Howard – Hartrey) Special Tax Allocation Debt Service Fund Summary





Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved	Increase (Decrease)
Revenue By Source:					
Net Property Tax Increment	1,114,092	1,107,672	1,168,810	1,168,810	61,138
Sales Tax Incremental Revenues	0	0	0	0	0
Capitalized Interest	0	0	0	0	0
Interest Income	62,860	50,000	50,000	50,000	0
Total Revenues:	**$ 1,179,952**	**$ 1,157,672**	**$ 1,218,810**	**$ 1,218,810**	**$ 61,138**

Expenditures:					
1994 Bonds (1999 refinancing portion)					
Principal	45,000	50,000	50,000	50,000	0
Interest	42,505	40,030	40,030	37,280	(2,750)
1994 Bonds					
Principal	80,000	85,000	85,000	95,000	10,000
Interest	109,138	103,298	103,298	97,093	(6,205)
1996 Bonds					
Principal	305,000	325,000	325,000	345,000	20,000
Interest	282,840	267,590	267,590	251,340	(16,250)
Operating Transfer to General Fund	10,000	10,000	100,000	125,000	115,000
Total Expenditures and Transfers:	**$ 874,483**	**$ 880,918**	**$ 970,918**	**$ 1,000,713**	**$ 119,795**

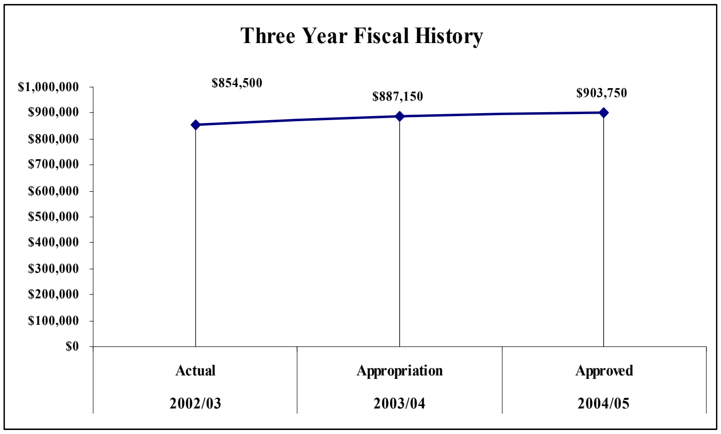
Description of Major Activities

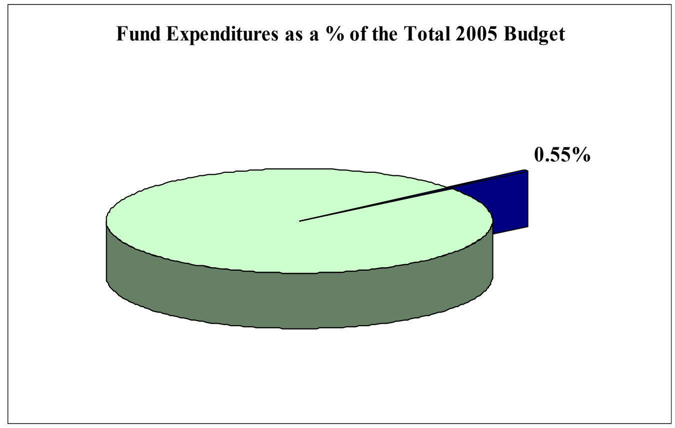
The City Council adopted the Southwest II Tax Increment Finance (TIF) District – also called the Howard-Hartrey TIF – on April 27, 1992. The TIF District consists of a 23 acre site located at 2201 West Howard Street on the southwest corner of the City. The development consists of a shopping center with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

On April 13, 1993 the City sold $46,820,000 in Series 1993 General Obligation Bond Anticipation Bonds. A portion of this sale provided for capitalized interest and $5,532,750 for the redevelopment costs of this project. In addition the City sold Series 1994 general obligation bonds on April 12, 1994, which allocated an additional $1,857,250 to this project. The City sold $6,750,000 in general obligation bonds in 1996 to provide proceeds to refund the series 1993 anticipation bonds dedicated to this project.

Approved Adjustments in the 2004-2005 Budget

Southwest Special Tax Allocation Debt Service Fund Summary





Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved	Increase (Decrease)
Revenue By Source:					
Net Property Tax Increment	566,318	566,318	574,727	583,995	9,268
Interest Income	12,662	10,000	10,000	10,000	0
Total Revenues:	**$ 578,980**	**$ 576,318**	**$ 584,727**	**$ 593,995**	**$ 9,268**

Expenditures:					
Series 2003 GO Bonds (refinanced 1993)					
Principal	170,000	195,000	195,000	225,000	30,000
Interest	84,500	72,150	72,150	58,150	(14,000)
Transfer to Schools	600,000	600,000	600,000	600,000	0
Operating Transfer to General Fund	0	20,000	20,000	20,600	600
Total Expenditures:	**$ 854,500**	**$ 887,150**	**$ 887,150**	**$ 903,750**	**$ 16,600**

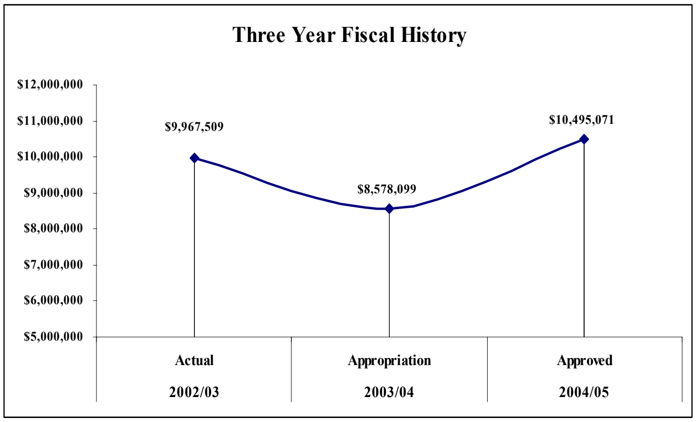
Description of Major Activities

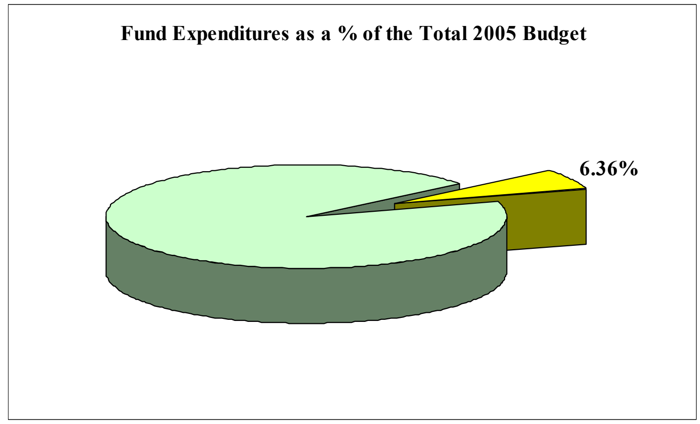
The City Council adopted the Southwest Tax Increment Finance District (TIF) on June 25, 1990. The TIF District consists of approximately twelve acres of contiguous land located in the area generally known as the City's southwest industrial corridor and is roughly bounded by Main Street on the north, 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 obligations is expected to be met eventually 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.

Approved Adjustments in the 2004-2005 Budget

Debt Service Fund Summary





Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved	Increase (Decrease)
Revenue By Source:					
Net Property Tax	7,517,420	8,097,845	8,099,845	8,447,258	349,413
Interest Income	97,107	60,000	90,000	90,000	30,000
Total Revenue:	**7,614,527**	**8,157,845**	**7,593,066**	**8,537,258**	**379,413**
Transfers In:					
Transfer from Sewer Fund	64,547	0	0	0	0
Transfer from Capital Improvement Fund	194,539	0	293,488	0	0
Transfer from Water Fund	1,379,500	0	1,314,500	1,254,750	1,254,750
Transfer from SS. Dist No. 5	189,203	0	581,863	288,168	288,168
Transfer from Special Assessment Fund	299,000	280,000	285,443	253,055	(26,945)
Transfer from General Fund	175,000	132,840	132,840	126,840	(6,000)
Transfer from Emergency Telephone System Fund	213,400	212,000	212,000	0	(212,000)
Total – Revenues and Transfers:	**$ 10,129,716**	**$8,782,685**	**$ 10,413,200**	**$ 10,434,572**	**$ 1,677,386**

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved	Increase (Decrease)
Debt Service General Obligation Bonds:					
Series 1993 – Refunding G.O. Bonds	2,518,109	2,202,079	0	0	(2,202,079)
Series 1994	315,812	300,000	0	0	(300,000)
Series 1995	436,005	400,000	439,540	0	(400,000)
Series 1996	161,660	170,160	163,910	170,160	0
Series 1997	1,489,183	932,642	1,277,483	1,281,350	348,708
Series 1998	548,780	551,780	551,780	559,060	7,280
Series 1999	1,660,645	1,965,282	1,967,083	2,375,283	410,001
Series 2000	(33,166)	294,000	294,000	290,000	(4,000)
Series 2002	2,743,125	762,156	2,365,000	2,295,000	1,532,844
Series 2003 B	0	900,000	1,221,379	584,591	(315,409)
Series 2003 Refunding	0	0	2,043,025	1,959,188	(83,837)
Series 2004 – Estimated - $12,000,000	0	0	0	855,439	855,439
Fiscal Agent Fees	123,345	100,000	125,000	125,000	25,000
General Management & Support	4,011	0	0	0	0
Total Expenditures	**$ 9,967,509**	**$ 8,578,099**	**$10,448,200**	**$ 10,495,071**	**($ 126,053)**

Debt Service Fund Summary

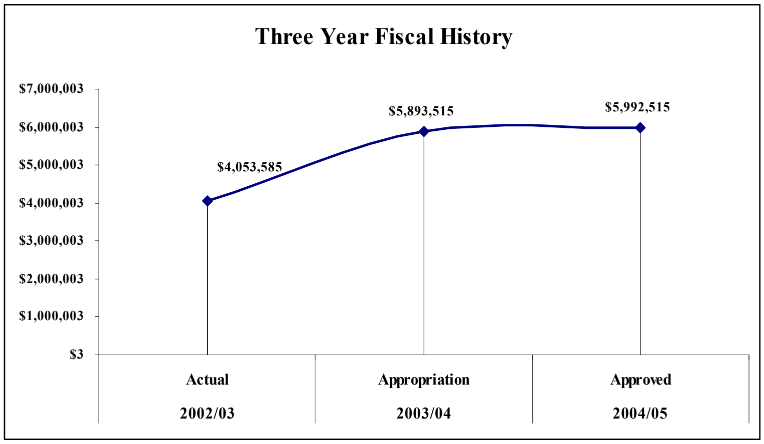
Description of Major Activities

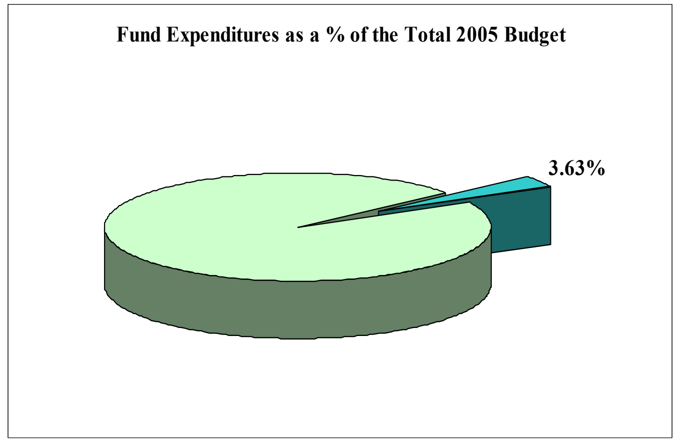
The property tax levy reported in this budget is stated on the full accrual basis. The property tax revenue represents the 2004 levy, almost all of which will be collected in the 2005-06 fiscal year. The expenditures for the general obligation bonds represent debt service payments due in fiscal year 2005-06.

During fiscal year 2003-04 the City issued Series 2003 general obligation refunding bonds in the amount of $15,890,000. The City also issued $11,485,000 Series 2003B general obligation bonds. Proceeds from this issue are being used to finance the Capital Improvement budget.

Approved Adjustments in the 2004-2005 Budget

Downtown II Special Tax Allocation Service Fund Summary





Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved	Increase (Decrease)
Revenue By Source:					
Net Property Tax Increment	3,932,530	5,802,523	5,313,884	8,307,128	2,504,605
Net Property Tax Increment	0	0	0	0	0
Interest Income	125,478	50,000	50,000	50,000	0
Sales Taxes	159,000	159,000	250,000	250,000	91,000
Total – Revenue:	**$ 4,217,008**	**$ 6,011,523**	**$ 5,613,884**	**$ 8,607,128**	**$ 2,595,605**

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved	Increase (Decrease)
Expenditures:					
Series 1999 GO Bonds	0	0	0	0	0
Principal	50,000	0	0	0	0
Interest	2,125	0	0	0	0
Series 1996	0	0	0	0	0
Principal	260,000	280,000	280,000	295,000	15,000
Interest	57,500	44,500	44,500	30,500	(14,000)
Series 2000C	0	0	0	0	0
Principal	0	0	0	0	0
Interest	275,106	325,000	364,000	364,000	39,000
Paying Agent Fees	40,416	30,000	40,000	40,000	10,000
General Management and Support	518,438	0	0	0	0
Other Operating Expenses	0	1,000	0	0	(1,000)
Total Expenditures:	**$ 1,203,585**	**$ 680,500**	**$ 728,500**	**$ 729,500**	**$ 49,000**
Transfers Out:					
Transfer to General Fund	250,000	250,000	250,000	300,000	50,000
Transfer to Maple Avenue	2,100,000	4,117,700	4,117,700	4,117,700	0
Transfer to Washington National TIF	500,000	845,315	845,315	845,315	0
Total Transfers Out:	**$ 2,850,000**	**$ 5,213,015**	**$ 5,213,015**	**$ 5,263,015**	**$ 50,000**
Total Expenditures & Transfers Out:	**$ 4,053,585**	**$ 5,893,515**	**$ 5,941,515**	**$ 5,992,515**	**$ 99,000**

Notes for Financial Summary

The transfers out of this fund are to the General Fund, for administration and safety fees; to the Maple Avenue Fund for administration of the garage; and to the Washington National TIF to evenly distribute funds.

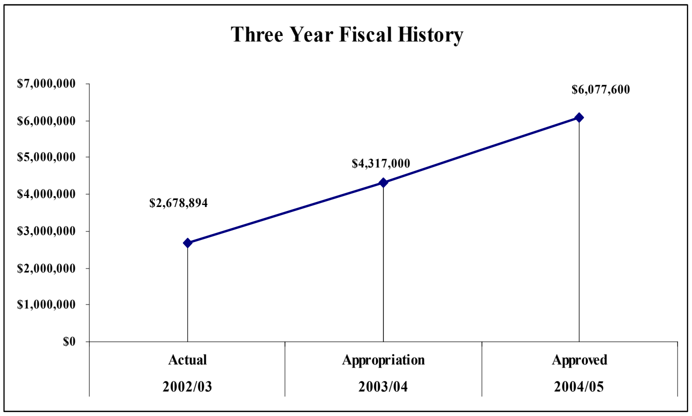
Downtown II Special Tax Allocation Service Fund Summary

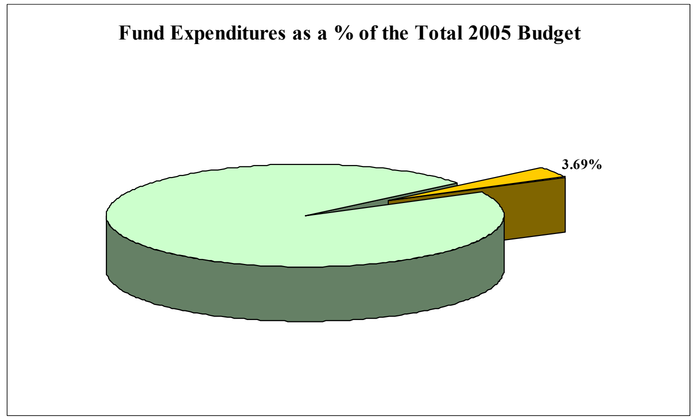
Description of Major Activities

On January 1985 the City Council adopted the Downtown II tax increment finance district consisting of 26 acres of contiguous land located in the northwest portion of the central business district of the city. Bonds were issued in 1986, 1992, 1996 and 1999. On June 29, 2000 the City sold $37.1 million in Series 2000 Bonds which were used to pay for redevelopment costs, construction of a senior center and the construction of a parking garage.

Approved Adjustments in the 2004-2005 Budget

Maple Avenue Garage Fund Summary





Financial Summary

		2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved
Operating Revenue:					
Garage		1,247,272	1,300,000	1,197,000	1,300,000
Transfer from General Fund (Sales Tax)		200,000	200,000	280,000	300,000
Transfer from Economic Development		610,000	590,000	630,000	650,000
Transfer from Downtown II (17014)		2,100,000	4,117,709	2,057,344	4,117,700
Interest Income		19,050	23,200	5,000	5,000
Miscellaneous Income		19,013	10,091	10,000	10,000
Total Revenue:		**$ 4,195,335**	**$ 6,241,000**	**$ 4,179,344**	**$ 6,382,700**
Operating Expenses:					
Maple Garage Activities		1,116,336	1,120,445	1,060,610	1,228,600
Tax Rebate Agreement		193,792	200,000	292,000	295,300
Transfer to General Fund		36,500	37,900	37,900	39,500
Debt Service		646,592	2,276,655	2,275,568	3,824,200
Depreciation		685,674	682,000	687,750	690,000
Total Operating Expenses:		**$ 2,678,894**	**$ 4,317,000**	**$ 4,353,828**	**$ 6,077,600**

Notes for Financial Summary

The main increase reflected in Operating expenses is the increase in debt service for repayment of bonds that were issued to fund construction of the structure.

Description of Major Activities

The daily cashiering and operations of the 1,400-space Maple Avenue Self Park are performed uner contracts. A management contractor will oversee the daily use of the garage and collect all revenues. A security guard services contractor will provide personnel to patrol the building 24 hours every day. General cleaning and janitorial services are performed by the operations/management contractor or a subcontractor.

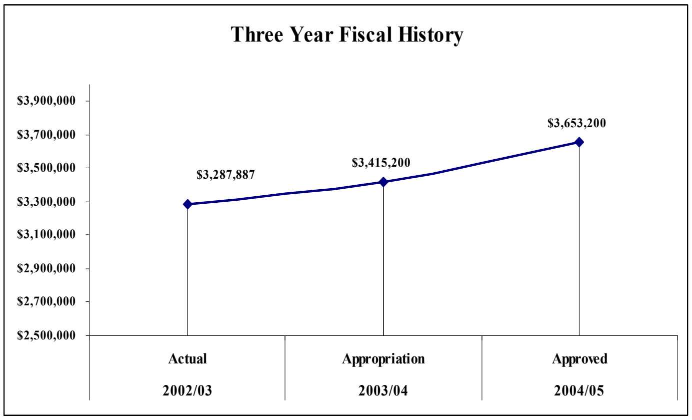
Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
1. Review monthly usage reports with contractor	N/A	Monthly	Monthly
2. Review operations expenses monthly with contractor	Monthly	Monthly	Monthly
FULL TIME EQUIVALENT POSITIONS	0	0	0

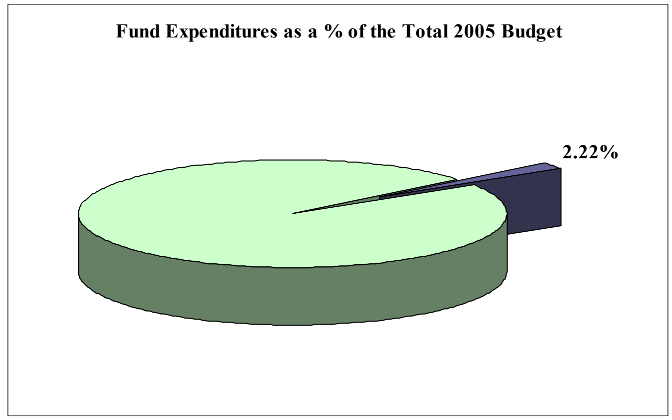
Approved Adjustments in the 2004-2005 Budget

CITY OF EVANSTON
MAPLE AVENUE GARAGE
7000

	2003-2004 Appropriation	2004-2005 Approved
7000 MAPLE AVENUE GARAGE		
61010 REGULAR PAY	50,000	50,000
61062 SPECIAL EVENT SALARIES	10,400	10,400
61110 OVERTIME PAY	2,100	2,100
61510 HEALTH INSURANCE	6,500	6,500
61615 LIFE INSURANCE	100	100
62225 BLDG MAINTENANCE SERVICES		5,000
62245 OTHER EQMT MAINTENANCE	18,000	52,000
62320 TELEPHONE CHARGEBACKS	9,600	
62350 FISCAL AGENT SERVICES	50,000	40,000
62400 CONTRACT SVC-PARK GARAGE	816,000	882,000
62520 OTHER CONTRACTUAL SERVICES	7,200	
62635 OTHER INSURANCE	37,900	
62660 PAYMENTS TO DEVELOPERS	200,000	295,300
64005 ELECTRICITY	130,000	140,000
64015 NATURAL GAS	1,000	1,000
64505 TELECOMMUNICATIONS - CARRIER L		1,000
64520 TELECOMMUNICATIONS - LOCAL		8,500
65020 CLOTHING	1,000	500
65040 JANITORIAL SUPPLIES	5,000	7,500
65045 LICENSING/REGULATORY SUPP	4,000	3,000
65050 BLDG MAINTENANCE MATERIAL		10,000
65070 OFFICE/OTHER EQT MTN MATL	2,000	
65095 OFFICE SUPPLIES	1,500	3,000
65115 TRAFFIC CONTROL SUPPLIES	1,000	1,000
66132 TRANSFER TO GF-INSURANCE		39,500
68010 DEPRECIATION EXPENSE	682,000	690,000
68205 CONTINGENCIES	5,000	5,000
68305 DEBT SERVICE	2,276,700	3,824,200
7000 MAPLE AVENUE GARAGE	4,317,000	6,077,600

Parking System Fund Summary





Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved	Increase (Decrease)
Funds Provided: Operating Revenue					
Street and Lot Meters	1,516,769	1,800,000	1,856,000	2,000,000	200,000
Space Rentals	264,312	261,000	240,000	250,000	(11,000)
Sherman Avenue Garage	652,967	0	500,000	0	0
Church Street Self Park	582,575	650,000	585,000	650,000	0
Research Park / Lot 20*	6,068	50,000	0	0	(50,000)
Interest Income	81,024	74,000	74,000	74,000	0
Miscellaneous Revenues	68,587	11,400	11,400	11,400	0
Total Funds Provided:	**$ 3,172,302**	**$ 2,801,200**	**$ 3,266,400**	**$ 2,985,400**	**$ 139,000**
Funds Applied: Operating Expenses					
7005 - Parking System Management	621,539	793,000	699,750	899,300	103,100
7010 - Sherman Avenue Garage	392,790	0	385,000	0	0
7015 - Parking Lots and Meters	627,702	726,200	675,000	772,300	26,000
7025 - Church Street Self Park	480,987	633,500	489,500	686,100	52,600
Total Operating Expenses:	**$ 2,123,018**	**$ 2,153,700**	**$ 2,249,250**	**$ 2,357,700**	**$ 181,700**
Other Expenses & Disbursements:					
Parking Debt Service	743,869	841,200	841,200	839,100	(2,000)
7040 - Capital Outlay	0	0	0	0	0
7050 - Transfers to General Fund	421,000	421,000	421,000	456,400	21,200
Total Other Expenses & Disbursements:	**$ 1,164,869**	**$ 1,262,200**	**$ 1,262,200**	**$ 1,295,500**	**$ 19,200**
TOTAL FUNDS APPLIED:	**$ 3,287,887**	**$ 3,415,200**	**$ 3,511,415**	**$ 3,653,200**	**$ 200,900**
Increase (Decrease) in Working Capital:	**($ 115,585)**	**($ 614,000)**	**($ 245,015)**	**($ 667,800)**	**$ 422,785**

Notes for Financial Summary

- FY 04/05 Revenue projections are based on closure of Sherman Ave. Garage for the entire fiscal year.
- Research Park/Lot 20 was leased, and the owner terminated the lease near the end of FY2002-03; consequently projected FY 03/04 revenues were not recovered; with no current lessee, revenue was projected at zero.
- Administration expenditures reflect a new parking operations clerk that was added to handle increased processing of parking tickets and fines, and residential permit screening and sales.

Parking System Fund Summary

Expenditures:	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Proposed
7005 - Parking System Mgmt.	621,539	793,300	699,750	899,300
7010 - Sherman Avenue Garage	392,790	-	385,000	-
7015 - Parking Lots and Meters	627,702	726,200	675,000	772,300
7025 - Church Street Self Park	480,987	633,500	489,500	686,100
Parking Debt Service	743,869	841,200	841,200	839,100
7040- Capital Outlay	0	0	0	0
7050 - Parking Fund Transfers	421,000	421,000	421,000	456,400
Total Expenditures:	**$ 3,287,887**	**$ 3,415,200**	**$ 3,511,415**	**$ 3,653,200**

Notes for Financial Summary

The Sherman Ave. Parking Garage has remained open during FY2003-04. The new estimated date of closure is January 2004. No revenues or expenses have been budgeted for this garage for FY2004-05.

An increase in expenses in the FY2004-05 Parking System Management budgets reflects the addition of one Parking Operations Clerk to handle increased processing of parking tickets and fines and residential permits screening and sales.

Performance Report on FY 2003-2004 Major Program Objectives

The Parking System has not been able to accomplish the three objectives planned for FY2003-04. The #1 objective was to develop lots owned by the CTA. Negotiations are still in progress with the CTA for use of these parcels, so the object is continued into FY2004-05. The #2 objective was to replace the signage, including creating a logo, for the various parking lots. Some preliminary work on a design has occurred, but the other demands of operating the Parking System will preclude completing this objective until FY2004-05. The #3 objective was to monitor the interim parking demands in the downtown resulting from closure of the Sherman Ave. Garage. Since the garage did not close, this objective will be carried over into FY2004-05.

The Parking System plays a major role in the enforcement of parking regulations and in the collection of fines and fees for parking permits, City Stickers, parking tickets, and boot release fees. Although the budget for Parking Enforcement is found under Traffic Engineering, the goals and objectives are managed and supervised by the Parking System Management program element. Two objectives established for Parking Enforcement have been successfully accomplished, almost to the point of being called overwhelmingly successful. Those goals were to increase the enforcement in the downtown area to maintain turnover in the metered spaces. Although this was intended as a measure related to closure of the Sherman Garage, the consistent enforcement and the use of electronic chalking to identify overtime parkers has been successful in identifying violators of the overtime regulations and getting the message across that employees will need to park in the garages or will more likely than not receive a $25 ticket for keeping spaces tied up longer than the maximum time allowed. There has been positive feedback for daytime parking and for nighttime parking spaces being more available.

The City Collector’s Office and the Parking System Office have experienced an increase in the number of City Stickers purchased as a result of ticketing efforts. There have been tickets issued to vehicles, which have recently moved from Evanston, but on the whole the higher compliance has been worth the effort; and enforcement of this violation and the expired State registration will remain high priorities in the future.

Parking System Fund Summary

The booting program has exceeded our expectations. The addition of the two PEO Coordinator positions has resulted in more timely identification of boot-eligible vehicles by PEO's and by North Shore Towing. The estimated number of boots to be installed during FY2002-03 was 700 and for FY2003-04 was 750. The FY2002-03 actual count was 848; and we may boot 900 vehicles by the end of FY2003-04. The tremendous increase in capturing scofflaws has brought in a substantial amount of money for the City; however, it has placed a burden on the clerical staff in the Parking System, trying to collect the past due ticket fines and boot release fees while handling other permit sales and customer requests. The budget proposal for the Parking Fund does include one additional staff member to handle this increased workload, which we believe will continue at this level and even higher when the existing parking ticket and collections software is replaced.

The increased number of parking tickets being issued and the increased booting accomplishments more clearly point out the inadequacy of our existing parking ticket issuance/processing software. Staff has spent time identifying the various needs of those departments using this software and an RFQ is being written for distribution during the fall months to potential software vendors. This is one of the objectives under Parking Enforcement that has been accomplished. The software is used not only for issuing tickets, but also for accepting payments, sending notices to appear for Hearings, identifying scofflaws, and supporting the booting process. Administrative Adjudication of parking tickets is currently more complex because the existing software cannot support the review and noticing required by State and City ordinances. The primary objective for FY2004-05 will be to identify new software and implement a conversion so that there is a singular database used by everyone involved with parking tickets. This will result in a more efficient and effective system, and continued high collection of parking tickets and sales of City Stickers.

2004-2005 Department Initiatives

The Parking System will continue to focus on maintaining and increasing compliance with parking regulations through ticketing and replacement of the software, which supports collections. A Systems Software Administrator position has been requested in the 2645-Parking Enforcement program element to allow day-to-day operations to continue at a high level while selecting and implementing new software.

The Parking System will also be evaluating the changing demands for parking in several business/residential areas due to the various construction projects. Adjustments will be made to the interim central business district parking program to balance the supply of parking available with all of the competing needs while the Sherman Plaza Self Park is under construction. Efforts will continue to obtain permission from the CTA for two small, but needed, parking lots. We will assess our existing parking meter equipment and determine what improvements are needed. In addition, efforts will be made to improve the signage for parking lots and for parking meters so that the public will know the regulations in effect and where to call for assistance with space rentals and meter malfunctions.

Parking System Fund

7005 – Parking System Management

Description of Major Activities

This element manages, coordinates, and oversees operations related to the City's on-street and off-street parking operations and the City's civilian parking enforcement and booting operations. The on-street parking operations include installation, maintenance, and collection of parking meters as well as the implementation and sales of residential parking district permits. The off-street operations include installation, maintenance, and collection at metered parking lots, reserved (permit) parking lots, and City parking garages.

This program element works with residential neighborhoods and commercial business districts to provide parking for all of the various user groups. This element performs parking studies and recommends changes in parking regulations in order to meet the parking demands for on-street and off-street parking.

The physical conditions of the parking lots and garages is assessed and capital improvement programs developed from this program element. Contracts for garage management and operations as well as security services and custodial services are managed from this program element.

The Parking System Management element is also responsible for the PowerPark software system which is used to issue automated parking citations as well as to manage the database for all parking citations and the collection of parking ticket fines and fees. Parking ticket payments, boot release fees, and City stickers are sold from this program element using the PowerPark software.

FY 2004-2005 Objectives

- Develop and surface two commuter parking lots, which are owned by the CTA, to expand the supply of off-street parking in and near the central business district by October 31, 2004.
- Replace the 15+ year old parking lot identification signage with new signs that display a City logo and Parking System phone number by November 30, 2004.
- Monitor the parking demand in the central business district during the construction of the new Sherman Plaza Self Park and make revisions in parking regulations in an effort to balance the supply of parking with the various user needs during daytime, evening, and weekend hours.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
1. Parking Studies Performed	10	5	10
2. Parking lot inspections	24	24	24
3. Quarterly billing schedules for lot permits	4	4	4
4. Parking Ticket Investigations	1,000	35,000	5,000
5. Residential permit applications processed	10,250	14,000	15,000
6. Evanston Vehicle Stickers sold	3,200	3,500	4,000
7. Avg. No. of sick days used per employee	6	7	7
8. Total days lost due to work related injury	0	0	0
FULL TIME EQUIVALENT POSITIONS	6	6	7

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
PARKING SYSTEM MGT
7005

	2003-2004 Appropriation	2004-2005 Approved
7005 PARKING SYSTEM MGT		
61010 REGULAR PAY	311,900	370,600
61060 SEASONAL EMPLOYEES	5,100	5,500
61110 OVERTIME PAY	4,800	5,100
61415 TERMINATION PAYOUTS		13,600
61510 HEALTH INSURANCE	36,100	49,500
61615 LIFE INSURANCE	400	500
62210 PRINTING	100	100
62235 OFFICE EQUIPMENT MAINT	600	600
62275 POSTAGE CHARGEBACKS	3,300	3,300
62295 TRAINING & TRAVEL	3,000	3,000
62305 RENTAL OF AUTO-FLEET SER	30,800	30,800
62320 TELEPHONE CHARGEBACKS	6,300	2,000
62360 MEMBERSHIP DUES	600	600
62380 COPY MACHINE CHARGES	2,400	2,400
62431 ARMORED CAR SERVICES		35,000
62520 OTHER CONTRACTUAL SERVICES	18,000	
62675 INTERDEPT. TRSF.-PENSIONS		55,500
64540 TELECOMMUNICATIONS - WIRELESS		4,300
65045 LICENSING/REGULATORY SUPP	8,000	8,000
65095 OFFICE SUPPLIES	1,200	1,200
66020 TRANSFERS TO OTHER FUNDS	342,600	
66133 TRANS TO GF- METER REVENUE		300,000
68205 CONTINGENCIES	18,100	5,500
7005 PARKING SYSTEM MGT	**793,300**	**897,100**

Parking System Fund

7015 – Parking Lots & Meters

Description of Major Activities

This program element is responsible for installation, maintenance, and collections of approximately 2400 parking meters throughout Evanston and for the maintenance and landscaping of 32 lots, 18 traffic circles, and numerous cul-de-sacs. This element also assists with special events by covering meters and posting temporary signage. The installation and maintenance of speed bumps in alleys continues to be performed by this program. During the winter months, this program element provides snow plowing in the parking lots and maintains the sidewalks adjacent to these lots.

FY 2004-2005 Objectives

- To investigate and determine by July 1, 2004, whether the older meter housings can be refurbished at a reasonable cost to improve the appearance of the meters and extend the life of the housings.
- To design and have manufactured by October 15, 2004, a notice for each style of parking meter, which will better inform users of the rates, hours payment is required, and how to report problems with the meter.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Meters installed or relocated within system	87	100	80
Meters removed from system	65	90	20
Meters checked/repaired/batteries replaced	2,857	2,500	2,500
Meters converted (rate/time changes)	75	965	20
Preventive maintenance to meters/locks	4,500	4,500	4,500
Meter hooding requests	115	125	75
Installation of speed bumps in alleys	200	100	100
Avg. Number Sick Days Used/Employee	4	4	4
FULL TIME EQUIVALENT POSITIONS	7	7	7

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
PARKING LOTS & METERS
7015

	2003-2004 Appropriation	2004-2005 Approved
7015 PARKING LOTS & METERS		
61010 REGULAR PAY	308,700	330,700
61060 SEASONAL EMPLOYEES	24,600	26,400
61110 OVERTIME PAY	6,600	7,100
61510 HEALTH INSURANCE	39,200	45,100
61615 LIFE INSURANCE	500	500
62230 IMPROVEMENT MAINT SERVICE	1,500	1,500
62245 OTHER EQMT MAINTENANCE	2,000	2,000
62305 RENTAL OF AUTO-FLEET SER	68,400	68,400
62375 RENTALS	156,000	156,000
62635 OTHER INSURANCE	17,400	
64005 ELECTRICITY	16,000	16,000
65005 AGRI/BOTANICAL SUPPLIES	6,400	6,400
65020 CLOTHING	3,400	3,400
65040 JANITORIAL SUPPLIES	1,000	1,000
65050 BLDG MAINTENANCE MATERIAL	3,500	3,500
65070 OFFICE/OTHER EQT MTN MATL	16,500	16,500
65085 MINOR EQUIPMENT & TOOLS	500	500
66020 TRANSFERS TO OTHER FUNDS	47,300	
66132 TRANSFER TO GF-INSURANCE		80,600
68205 CONTINGENCIES	6,700	6,700
7015 PARKING LOTS & METERS	**726,200**	**772,300**

Parking System Fund

7025 – Church Street Self Park

Description of Major Activities

The Church Street Self Park provides approximately 600 public parking spaces in the downtown. Daily operations for cashiering and management are performed by a contractor. Security guard services are also provided 24 hours per day, 365 days per year by a security contractor. General cleaning and maintenance are provided by the management contractor. Major repairs to the electrical and mechanical systems are provided by City employees or outside service companies. Landscaping services are contracted by Evanston Place apartments and the City pays a portion of the total costs of this contract.

FY 2004-2005 Objectives

- To choose new lighting fixtures and identify a new lighting layout and develop bid specifications by November 30, 2004, for replacement of the existing lighting system with one which provides more uniform lighting throughout the building.
- To contract powerwashing services and complete a total degreasing and washdown of the parking garage by September 1, 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Review daily sales reports weekly	52	52	52
Monthly Facility inspections	12	12	12
Test Emergency Generator Monthly	12	12	12
Review contractor's monthly revenue/use reports	12	12	12
FULL TIME EQUIVALENT POSITIONS	0	0	0

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
CHURCH STREET GARAGE
7025

	2003-2004 Appropriation	2004-2005 Approved
7025 CHURCH STREET GARAGE		
62135 ARCHITECTURAL SERVICES	5,000	5,000
62245 OTHER EQMT MAINTENANCE	30,000	20,000
62320 TELEPHONE CHARGEBACKS	3,000	3,000
62375 RENTALS	5,500	5,500
62400 CONTRACT SVC-PARK GARAGE		204,200
62425 ELEVATOR CONTRACT COSTS		8,500
62440 OVERHEAD DOOR CONTRACT COSTS		1,500
62450 PARKING GARAGE MANAGEMENT FEES		300,000
62520 OTHER CONTRACTUAL SERVICES	451,600	
62635 OTHER INSURANCE	65,400	
62675 INTERDEPT. TRSF.-PENSIONS		65,400
64005 ELECTRICITY	64,000	64,000
65040 JANITORIAL SUPPLIES	2,500	2,500
65045 LICENSING/REGULATORY SUPP	3,500	3,500
65050 BLDG MAINTENANCE MATERIAL	1,000	1,000
65070 OFFICE/OTHER EQT MTN MATL	200	200
65085 MINOR EQUIPMENT & TOOLS	200	200
65090 SAFETY EQUIPMENT	100	100
65095 OFFICE SUPPLIES	1,000	1,000
66132 TRANSFER TO GF-INSURANCE		2,200
68205 CONTINGENCIES	500	500
7025 CHURCH STREET GARAGE	**633,500**	**688,300**

Parking System Fund

7030 – Sherman Avenue Garage Bonds

Description of Major Activities

This business element accounts for the outstanding debt service for the $2,000,000 Series 1997 Corporate Purpose Bond. All payments are made by the Finance Department in accordance with the terms of the obligation.

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
SHERMAN AVE GARAGE BONDS
7030

	2003-2004 Appropriation	2004-2005 Approved
7030 SHERMAN AVE GARAGE BONDS		
68305 DEBT SERVICE	162,100	164,100
68310 DEBT SERVC OTHER AGENCIES	45,600	
7030 SHERMAN AVE GARAGE BONDS	**207,700**	**164,100**

Parking System Fund

7035 – Church Street Self Park Debt Service

Description of Major Activities

Debt Service on the $7,000,000 Series 1987 Corporate Purpose Bonds for construction of the Church St. Self Park at 525 Church Street is accounted for in this business element. All payments are made by the Finance Department in accordance with the terms of the obligation.

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
CHURCH/CHICAGO GARAGE
7035

	2003-2004 Appropriation	2004-2005 Approved
7035 CHURCH/CHICAGO GARAGE		
68305 DEBT SERVICE	**679,100**	**675,000**
7035 CHURCH/CHICAGO GARAGE	**679,100**	**675,000**

Parking System Fund

7050 – Parking Fund Transfers

Description of Major Activities

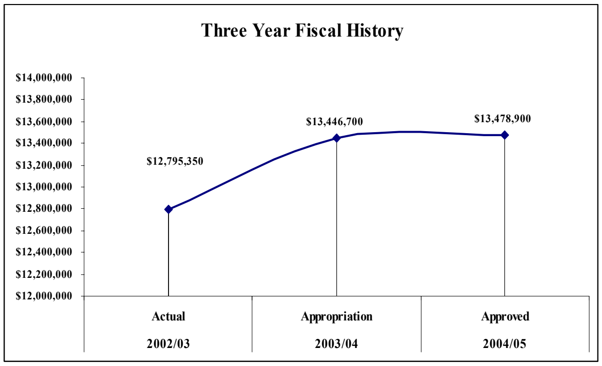
This element provides transfers to the General Fund to offset expenses for services provided by the Director of Public Works, Deputy Director of Public Works, Traffic Engineering, and Streets & Sanitation .

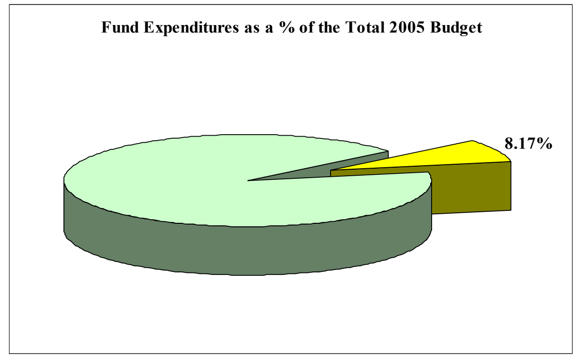
Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
TRANSFERS
7050

	2003-2004 Appropriation	2004-2005 Approved
7050 TRANSFERS		
62685 REIMB. GF FOR ADMIN. EXP	397,600	431,000
62720 TRNF TO GF - STREET MAINT	23,400	
66134 TRAN TO GF- PARKING LOT MAINT.		25,400
7050 TRANSFERS	421,000	456,400

Water Fund Summary





Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved	Increase (Decrease)
Funds Provided:					
Operating Revenues – Water Sales					
Evanston	6,711,000	6,588,000	6,588,000	6,588,000	0
Skokie	3,011,000	3,121,200	3,121,200	3,183,600	62,400
Northwest Commission	3,434,700	3,361,000	3,361,000	3,428,200	67,200
Total – Water Sales:	**$ 13,156,700**	**$ 13,070,200**	**$ 13,070,200**	**$ 13,199,800**	**$ 129,600**
Other Revenues:					
Investment Earnings	72,400	65,000	65,000	65,000	0
Property Sales and Rentals	135,600	126,600	126,600	133,000	6,400
Fees and Merchandise Sales	67,400	36,100	36,100	36,100	0
Fees and Outside Work	79,000	45,000	45,000	45,000	0
Total Other Revenues:	**$ 354,400**	**$ 272,700**	**$ 272,700**	**$279,100**	**$ 6,400**
TOTAL REVENUE	**$ 13,511,100**	**$ 13,342,900**	**$ 13,342,900**	**$ 13,478,900**	**$ 136,000**

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved	Increase (Decrease)
Funds Applied:					
Operating Expenses					
General Support	686,300	607,600	607,500	636,500	29,000
Pumping	1,681,600	1,826,000	1,826,000	1,868,800	42,800
Filtration	1,552,300	1,903,800	1,903,800	1,954,700	50,900
Distribution	1,102,700	1,123,500	1,123,500	1,154,100	30,600
Meter Maintenance	276,200	277,900	277,900	287,800	9,900
Other Operating Expenses	809,200	806,500	774,400	837,900	31,400
Total Operating Expenses:	**$ 6,108,300**	**$ 6,545,300**	**$ 6,513,100**	**$ 6,739,800**	**$ 194,600**
Other Expenses & Disbursements:					
Debt Service	2,543,850	1,041,400	1,041,400	1,020,400	(21,000)
Capital Outlay	131,200	135,800	147,300	109,900	(37,400)
Total:	**$ 2,675,050**	**$ 1,177,200**	**$ 1,188,700**	**$ 1,130,300**	**($ 330,800)**
Transfers					
Transfers to Reserves	1,480,200	3,192,400	3,192,400	2,993,600	(198,800)
Transfer to General Fund	145,800	145,800	145,800	157,600	11,800
Transfer to General Fund – ROI	2,386,000	2,386,000	2,386,000	2,457,600	71,600
Transfer to Sewer Fund	0	0	0	0	0
Total Other Expenses & Disbursements:	**$ 4,012,000**	**$ 5,724,200**	**$ 5,724,200**	**$ 5,608,800**	**($ 83,400)**
TOTAL FUNDS APPLIED:	**$ 12,795,350**	**$ 13,446,700**	**$ 13,426,000**	**$ 13,478,900**	**$ 52,800**
Increase (Decrease) in Capital:	**$ 715,750**	**($ 103,800)**	**($ 83,100)**	**$ 0**	**$ 83,200**

Water Fund Summary

Revenue Projections

2004-2005 water fund revenues are projected to remain stable. Sales to Evanston residents are not anticipated to decline or increase except as related to weather conditions. Revenues from the sale of water to the Village of Skokie and the Northwest Water Commission are projected to increase 2% based on contract provisions.

Performance Report on FY 2003-2004 Major Program Objectives

During the first six months of FY 03/04 staff continued to work on a number of capital improvement projects, including;

The Pumping Division Staff prepared and installed two electrical actuators for the East and West 42" feeder valves to improve operations and reduce the traffic hazard of operating the valves in the street, and worked to transfer maintenance records into electronic format for better tracking and control.

The Filtration Division installed new sanitary cabinets in the laboratory, replaced necessary plumbing and wiring, and installed new telephone cable to improve the reliability of the phone service at the Water Department.

The Distribution Division personnel kept up with the new construction taking place in Evanston. The Division installed a new 8 inch water main on Davis St. between McDaniel and Fowler and are working to install new valves to replace older defective valves and reduce the area affected by a shut-down during emergencies.

The Meter Division personnel completed the installation of radio meter transmission units on water meters located in vaults in the ground. They also worked with the vendor of the system to determine the need and location of data collection units (DCU) and coordinate the installation of a DCU at the North standpipe.

2004-2005 Department Initiatives

The Water Department will be working closely with consulting engineers and contractors on several major capital improvement projects. New garages are being built on the north end of the existing chlorine building and will include the installation of a chlorine scrubber which will provide emergency handling of up to one ton of chlorine in the event of a leak. The Department will be working with engineers on the replacement of Low Lift Pumping unit #7. A hydraulic analysis of the water distribution system is currently underway and will result in software that will enable us to analyze our distribution system to determine where water main installation is critical to meet the changing demand on the system.

Water Fund

7100 – Administration

Description of Major Activities

The administrative staff are the Superintendent, two Assistant Superintendents, Executive secretary and one-half of the salary for the GIS Analyst. The Supertintendent guides, promotes, checks, implements and oversees the total operation of the water and sewer utilities. This includes planning, budgeting, training, safety management and engineering. The Assistant Supertintendent of Operations provides direct support, which relates to operating maintenance, pumping, filtration, distribution and sewer. The Assistant Superintendent of Admministration oversees the office staff, meter division and laboratory functions as it relates to compliance with federal and state regulations. This includes preparation of the budgets, personnel functions, and regulatory reporting.

FY 2004-2005 Objectives

- To utilize the Distribution System Hydraulic analysis software to determine hydraulic needs for future improvement and to incorporate this analysis in ongoing Capital Improvement Plans for the Water System by February 28, 2005.
- To prepare a request for proposal in conjunction with the finance department for the purchase of new water billing software compatible with the existing meter reading and financial systems in order to improve water billing efficiency by February 28, 2003.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Average sick days per employee	5	5	5
Total Workdays lost due to injury	5	5	5
FULL TIME EQUIVALENT POSITIONS	4.5	4.5	4.5

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
WATER GENERAL SUPPORT
7100

	2003-2004 Appropriation	2004-2005 Approved
7100 WATER GENERAL SUPPORT		
61010 REGULAR PAY	327,000	350,300
61055 TEMPORARY EMPLOYEES	6,100	
61060 SEASONAL EMPLOYEES		15,600
61110 OVERTIME PAY	100	100
61510 HEALTH INSURANCE	29,800	34,300
61615 LIFE INSURANCE	900	900
61625 AUTO ALLOWANCE	1,200	1,200
62210 PRINTING	8,000	8,000
62215 PHOTOGRAPHERS/BLUEPRINTS	1,200	1,200
62225 BLDG MAINTENANCE SERVICES	100	100
62235 OFFICE EQUIPMENT MAINT	1,900	1,900
62245 OTHER EQMT MAINTENANCE	6,000	6,000
62275 POSTAGE CHARGEBACKS	3,000	3,000
62295 TRAINING & TRAVEL	1,900	1,900
62305 RENTAL OF AUTO-FLEET SER	45,400	45,400
62315 POSTAGE	5,000	5,000
62320 TELEPHONE CHARGEBACKS	15,300	10,300
62360 MEMBERSHIP DUES	5,800	5,800
62380 COPY MACHINE CHARGES	300	300
62420 MWRD FEES		6,000
62463 WATER MAINTENANCE CONTRACTS		1,300
62520 OTHER CONTRACTUAL SERVICES	7,100	
62675 INTERDEPT. TRSF.-PENSIONS	46,400	47,800
64015 NATURAL GAS	58,300	58,300
64520 TELECOMMUNICATIONS - LOCAL		5,000
64540 TELECOMMUNICATIONS - WIRELESS		1,200
65010 BOOKS, PUBLICATIONS, MAPS	600	600
65020 CLOTHING	7,000	7,000
65040 JANITORIAL SUPPLIES	1,200	1,200
65050 BLDG MAINTENANCE MATERIAL	2,000	2,000
65070 OFFICE/OTHER EQT MTN MATL	10,000	10,000
65090 SAFETY EQUIPMENT	200	200
65095 OFFICE SUPPLIES	4,000	4,000
65105 PHOTO/DRAFTING SUPPLIES	400	400
68205 CONTINGENCIES	11,400	200
7100 WATER GENERAL SUPPORT	**607,600**	**636,500**

Water Fund

7105 – Pumping Division

Description of Major Activities

This program element operates the low lift and high lift pumping units. The six low lift pumps, with a daily rated capacity of 130 million gallons, take water from the intake system and pump it to the treatment plant. Eight high lift pumps, with a daily rated capacity of 147 million gallons, pump the finished treated water to the distribution system. Water plant operators, working rotating shifts on a weekly basis, provide around the clock supervision. The master mechanics maintain and repair the pumping units, hydraulic and electric controls, instruments, electric switch gear, standby engines, heating plant, pipe systems, building and grounds.

The Pumping Division operates and maintains four booster pumping stations with seven pumps, two 4.9 million gallon storage tanks, one 5 million gallon storage tank and one 7.5 million gallon storage tank. All equipment is remotely controlled over leased telephone lines to maintain pressure in the distribution system. This element also provides pumping to the Northwest Water Commission, and remotely controls an in-line booster station with three booster pumps, and control valves at the Northwest Water Commission reservoir.

FY 2004-2005 Objectives

- To disassemble, inspect and make all necessary repairs and replace worn parts Low Lift Pumping Units #8 and #6 by February 29, 2004.
- To transfer 60% of the maintenance records to electronic storage by February 29, 2004.
- To work in conjunction with the Engineers and contractor for the replacement of Low Lift Pumping Unit #7 by February 29, 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Weekly inspections of Skokie booster station and Evanston standpipes	52	52	52
High and Low lift pumps receiving preventative maintenance.	14	14	14
Engines inspected and lubricated	12	12	12
Billion Gallons pumped per year	17	18	18
FULL TIME EQUIVALENT POSITIONS	12	11	11

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
PUMPING
7105

	2003-2004 Appropriation	2004-2005 Approved
7105 PUMPING		
61010 REGULAR PAY	618,700	662,800
61060 SEASONAL EMPLOYEES	15,000	16,100
61110 OVERTIME PAY	22,800	24,400
61510 HEALTH INSURANCE	80,600	92,700
61615 LIFE INSURANCE	1,000	1,000
62230 IMPROVEMENT MAINT SERVICE	12,600	12,600
62245 OTHER EQMT MAINTENANCE	4,500	4,500
62295 TRAINING & TRAVEL	200	200
62320 TELEPHONE CHARGEBACKS	3,000	3,000
62360 MEMBERSHIP DUES	200	200
62675 INTERDEPT. TRSF.-PENSIONS	88,500	90,600
64005 ELECTRICITY	875,000	875,000
64015 NATURAL GAS	26,000	26,000
64520 TELECOMMUNICATIONS - LOCAL		2,200
64540 TELECOMMUNICATIONS - WIRELESS		1,200
65020 CLOTHING	300	300
65035 PETROLEUM PRODUCTS	6,500	6,500
65040 JANITORIAL SUPPLIES	1,800	1,800
65050 BLDG MAINTENANCE MATERIAL	2,300	2,300
65055 MATER. TO MAINT. IMP.	400	400
65070 OFFICE/OTHER EQT MTN MATL	42,000	42,000
65085 MINOR EQUIPMENT & TOOLS	2,000	2,000
65090 SAFETY EQUIPMENT	800	800
68205 CONTINGENCIES	21,800	200
7105 PUMPING	**1,826,000**	**1,868,800**

Water Fund

7110 – Filtration Division

Description of Major Activities

The Water Filtration element provides supervision for the operation of chemical storage facilities, chemical feed equipment, mixing and settling basins and the filter and backwash system. Filter plant operators work rotating shifts, with one operator on duty at all times to monitor the operation of all treatment equipment, perform laboratory tests and make adjustments as needed to meet water demands that vary with the seasons, weather, and time of day.

Maintenance personnel perform maintenance and repairs of 24 filters, chemical feeders, control equipment, motors, pipe systems and other related systems to provide reliable service. The buildings and grounds assigned are also maintained by division personnel. Maintenance is performed twice per year on the flocculating equipment, settling basins, detention tanks and clear wells.

Metropolitan Water Reclamation District of Greater Chicago user charges for basin sludge disposal are funded in this element. The Water Chemist monitors and tests the quality of the water at various stages of its treatment. The latest technology available and modern instruments are used in the analysis of the finished water. Changes in chemical feed rates are made by the chief of the filtration division and chemist to provide water of the best possible quality with the lowest expenditure for chemicals. Dutch Elm cultures are analyzed by the chemist for the Division of Parks and Forestry.

FY 2004-2005 Objectives

- To increase reliability of basement dewatering by replacing 3 sump pumps by February 29, 2004.
- To increase the safety of the laboratory by replacing the fume hood by February 29, 2004.

Ongoing Activity Measures	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Projected**
Clean and inspect settling basins and slow mix equipment	2	2	2
Underground chemical storage tanks cleaned and inspected	7	7	7
Wash Water pumps inspected and maintained	4	4	4
Filters inspected and probed annually	24	24	24
Billion gallons treated per year	17	18	18
FULL TIME EQUIVALENT POSITIONS	14	14	14

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
FILTRATION
7110

	2003-2004 Appropriation	2004-2005 Approved
7110 FILTRATION		
61010 REGULAR PAY	744,900	798,000
61110 OVERTIME PAY	19,400	20,800
61510 HEALTH INSURANCE	93,800	107,900
61615 LIFE INSURANCE	1,200	1,200
62245 OTHER EQMT MAINTENANCE	4,900	4,900
62295 TRAINING & TRAVEL	300	300
62360 MEMBERSHIP DUES	200	200
62420 MWRD FEES		425,000
62465 OUTSIDE LABARATORY COSTS (HLTH		20,800
62520 OTHER CONTRACTUAL SERVICES	444,100	
62675 INTERDEPT. TRSF.-PENSIONS	105,700	109,100
64540 TELECOMMUNICATIONS - WIRELESS		1,800
65005 AGRI/BOTANICAL SUPPLIES	1,000	1,000
65015 CHEMICALS	300,000	300,000
65020 CLOTHING	1,000	1,000
65030 PHOSPHATE CHEMICALS	97,500	97,500
65035 PETROLEUM PRODUCTS	1,200	1,200
65040 JANITORIAL SUPPLIES	1,400	1,400
65050 BLDG MAINTENANCE MATERIAL	3,000	3,300
65070 OFFICE/OTHER EQT MTN MATL	46,000	46,000
65075 MEDICAL & LAB SUPPLIES	9,300	10,000
65085 MINOR EQUIPMENT & TOOLS	1,600	1,600
65090 SAFETY EQUIPMENT	1,200	1,500
68205 CONTINGENCIES	26,100	200
7110 FILTRATION	1,903,800	1,954,700

Water Fund

7115 – Distribution

Description of Major Activities

The Water Distribution element repairs water mains and a portion of customer service lines, replaces or adjusts service boxes and valve vaults and inspects and maintains fire hydrants. Additions are made to the distribution system (i.e. short sections of water mains, valves, hydrants and new service taps) and routine maintenance is performed with equipment and personnel funded from this program element.

Other services include; maintenance and repair of water meters; replacement of water pipes when disrupted in digging, backfilling, and temporary asphalt of street openings; locations and measurements of services/mains for other utilities for contractors; snow plowing assigned parking lots; removal of snow around hydrants; and the on-the-job training of personnel.

FY 2004-2005 Objectives

- To install 820 feet of 8" water main on Lee Street between Maple and Sherman where no water main currently exists by July, 2004.
- To install ten 8" or larger distribution valves, replace malfunctioning valves, and decrease the area required to be shut down during emergencies by February, 2005.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Number of hydrants repaired	37	100	100
Number of hydrants replaced	28	40	20
Number of water main breaks repaired	65	70	70
Number of water services repaired	29	70	70
Number of valves replaced	32	25	20
Number of new valves installed	10	10	10
FULL TIME EQUIVALENT POSITIONS	10.5	10.5	10.5

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
DISTRIBUTION
7115

	2003-2004 Appropriation	2004-2005 Approved
7115 DISTRIBUTION		
61010 REGULAR PAY	482,600	517,000
61060 SEASONAL EMPLOYEES	3,200	3,200
61110 OVERTIME PAY	34,800	37,300
61510 HEALTH INSURANCE	70,600	81,200
61615 LIFE INSURANCE	800	800
62225 BLDG MAINTENANCE SERVICES	3,500	3,500
62230 IMPROVEMENT MAINT SERVICE		47,600
62245 OTHER EQMT MAINTENANCE	76,800	3,000
62295 TRAINING & TRAVEL	200	200
62305 RENTAL OF AUTO-FLEET SER	211,800	211,800
62320 TELEPHONE CHARGEBACKS	2,400	
62360 MEMBERSHIP DUES	100	100
62415 DEBRIS/REMOVAL CONTRACTUAL COS		26,200
62675 INTERDEPT. TRSF.-PENSIONS	68,500	70,700
65020 CLOTHING	1,200	1,200
65050 BLDG MAINTENANCE MATERIAL	1,200	1,200
65055 MATER. TO MAINT. IMP.	142,800	142,800
65070 OFFICE/OTHER EQT MTN MATL	3,000	3,000
65085 MINOR EQUIPMENT & TOOLS	2,100	2,100
65090 SAFETY EQUIPMENT	1,000	1,000
68205 CONTINGENCIES	16,900	200
7115 DISTRIBUTION	**1,123,500**	**1,154,100**

Water Fund

7120 – Meter Maintenance

Description of Major Activities

The Water Meter Maintenance element provides for the coordination and scheduling for customer services including; special meter readings and removal, testing, repair and installation of water meters. It also provides customers with an emergency water connection when there is a service line failure. Inspections are made for high or low water consumption. This element establishes accounts for new customers, reviews water usages prior to billing, shuts off delinquent accounts, locates boxes and shuts off water for plumbing repairs, and checks on water cooled air conditioners and fire lines to large buildings. The meter division also maintains the remote meter reading equipment associated with the automatic meter reading system.

FY 2004-2005 Objectives

- To inspect properties with water services requiring greater than a 4-inch tap, insuring that backflow prevention is in place when required and also that fire services are appropriately recorded and billed for by February 29, 2004.
- To coordinate the input of data from the water billing system to the Cityworks maintenance software system and explore the possiblity of work orders for meter services by February 29, 2004.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
New Meters installed with MTU devices	50	50	50
Meter exchanges by contractors	1,525	0	0
MTUs installed by contractors	690	0	0
Meter exchanges by meter shop	693	240	100
Number of inspections to investigate problems	256	1,120	800
Number of meter readings billed on remote readings	84,000	85,800	85800
FULL TIME EQUIVALENT POSITIONS	3	3	3

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
WATER METER MAINTENANCE
7120

	2003-2004 Appropriation	2004-2005 Approved
7120 WATER METER MAINTENANCE		
61010 REGULAR PAY	126,000	135,000
61110 OVERTIME PAY	300	300
61510 HEALTH INSURANCE	20,000	23,000
61615 LIFE INSURANCE	200	200
62210 PRINTING	800	800
62245 OTHER EQMT MAINTENANCE	5,600	5,600
62295 TRAINING & TRAVEL	100	100
62305 RENTAL OF AUTO-FLEET SER	44,700	44,700
62315 POSTAGE	1,000	1,000
62320 TELEPHONE CHARGEBACKS	4,800	4,800
62360 MEMBERSHIP DUES	100	100
62675 INTERDEPT. TRSF.-PENSIONS	17,900	20,000
65070 OFFICE/OTHER EQT MTN MATL	52,000	52,000
68205 CONTINGENCIES	4,400	200
7120 WATER METER MAINTENANCE	**277,900**	**287,800**

Water Fund

7125 – Other Operating Expenses

Description of Major Activities

This element provides for special operating expenses such as worker's compensation insurance, property insurance, water billing and other administrative charges paid to the City's General Fund. These expenditures reflect services and personnel charges that are not ongoing, or are not generally anticipated in multiple budget years. Operating expenses that are directly related to the operation and maintenance of Evanston's water system are accounted for in other Water Fund accounts, such as Administration, Pumping, Filtration, Distribution, and Meter Maintenance.

FY 2004-2005 Objectives

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
OTHER OPERATIONS
7125

	2003-2004 Appropriation	2004-2005 Approved
7125 OTHER OPERATIONS		
62210 PRINTING	25,000	
62235 OFFICE EQUIPMENT MAINT	15,000	15,000
62315 POSTAGE	17,000	17,000
62350 FISCAL AGENT SERVICES	2,500	2,500
62455 WTR/SWR BILL PRINT AND MAIL CO		15,000
62460 WTR/SWR BILL EPAYMENT CONTRACT		10,000
62635 OTHER INSURANCE	136,300	
62640 WORKMEN'S COMP. INSURANCE	30,100	
62680 TRANSFER TO GF-DATA PROC	88,000	88,000
62685 REIMB. GF FOR ADMIN. EXP	438,600	470,000
65080 MERCHANDISE FOR RESALE	35,000	35,000
66020 TRANSFERS TO OTHER FUNDS	18,000	
66132 TRANSFER TO GF-INSURANCE		136,300
66138 TRAN TO GF- PUB.WORKS SUPPORT		18,000
66139 TRAN TO GF - WORKERS COMP.		30,100
68205 CONTINGENCIES	1,000	1,000
7125 OTHER OPERATIONS	806,500	837,900

Water Fund

7130 – Water Capital Outlay

Description of Major Activities

This element provides for the scheduled replacement of existing capital equipment as well as any required additions to the inventory of equipment in the water system. The expenditures reflected here do not represent the large capital projects undertaken by the water department and which are generally funded through the Capital Improvement Plan. Information regarding large multi-year capital improvement projects can be found in the Capital Improvement Plan, located at the back of the City of Evanston Budget.

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
WATER CAPITAL OUTLAY
7130

	2003-2004 Appropriation	2004-2005 Approved
7130 WATER CAPITAL OUTLAY		
65555 PERSONAL COMPUTER EQUIPMENT	14,500	21,800
65620 OFFICE MACH. & EQUIP.	1,400	8,000
65625 FURNITURES & FIXTURES	119,900	1,400
65702 WATER GENERAL PLANT		78,700
7130 WATER CAPITAL OUTLAY	**135,800**	**109,900**

Water Fund

7160 – 7185 Transfers

Description of Major Activities

This element assures that the appropriate amount of funding is transferred to the water utility depreciation reserve, bond reserve and improvement and extension accounts. Funds from the depreciation reserve and improvement and extension account provide monies for the 2004/05 Capital Improvement Program. Funds are transferred to the General Fund as a return on investment.

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
TRANSFER TO GF-ROI
7160

	2003-2004 Appropriation	2004-2005 Approved
7160 TRANSFER TO GF-ROI		
66020 TRANSFERS TO OTHER FUNDS	2,386,000	2,457,600
7160 TRANSFER TO GF-ROI	2,386,000	2,457,600

CITY OF EVANSTON
TRANSFER TO DEP.,IMP.,EXT
7165

	2003-2004 Appropriation	2004-2005 Approved
7165 TRANSFER TO DEP.,IMP.,EXT		
66020 TRANSFERS TO OTHER FUNDS	3,192,400	2,993,600
7165 TRANSFER TO DEP.,IMP.,EXT	3,192,400	2,993,600

CITY OF EVANSTON
TRANSFER TO GEN FUND-OPER
7180

	2003-2004 Appropriation	2004-2005 Approved
7180 TRANSFER TO GEN FUND-OPER		
66020 TRANSFERS TO OTHER FUNDS	145,800	
66140 TRANSFER TO GF- OPERATING CASH		157,600
7180 TRANSFER TO GEN FUND-OPER	145,800	157,600

CITY OF EVANSTON
TRANSFER TO BOND & INT
7185

	2003-2004 Appropriation	2004-2005 Approved
7185 TRANSFER TO BOND & INT		
68305 DEBT SERVICE	1,041,400	
7185 TRANSFER TO BOND & INT	1,041,400	

Water Fund

7200 – Debt Service

Description of Major Activities

In November of 1997, the City issued Series 1997 Water Revenue Refunding Bonds in the amount of $10,485,000. The proceeds were used to retire, on January 1, 1998, the outstanding balance of Series 1980, 1988, and 1990 Water Revenue Bonds. The 2004/05 debt service payment on this issue is $407,100.

In 1999, the City issued Series 1999 Water Revenue Bonds in the amount of $3,500,000. The 2004/05 debt service on this issue is $319,200.

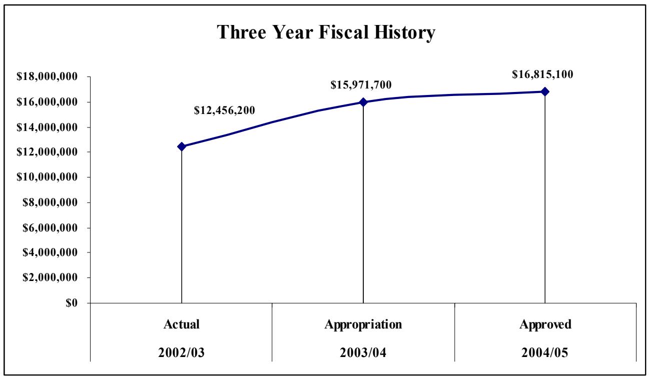
In September, 2002 the City issued Series 2002 Water Revenue Refunding Bonds in the amount of $2,400,000. The proceeds were used to retire the 1992 Water Revenue Bonds. The 2004/2005 debt service payment on this issue is $294,000.

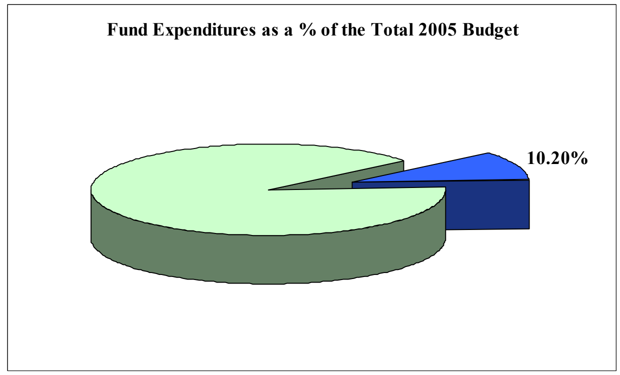
Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
WATER DEBT SERVICE
7200

	2003-2004 Appropriation	2004-2005 Approved
7225 1992 WATER REV BONDS D.S.	294,000	407,100
7235 1997 WATER REV BONDS D.S.	424,500	294,100
7245 1999 WATER REV BONDS D.S.	322,900	319,200
Grand Total(s)	1,041,400	1,020,400

Sewer Fund Summary





Financial Summary

Funds Provided:	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved	Increase (Decrease)
Sewer Service Charge					
Operations	5,017,000	4,134,700	4,134,700	4,528,100	393,400
Capital Improvement Account	802,500	787,400	787,400	787,400	0
Debt Service	9,984,800	11,036,400	11,036,400	11,451,600	415,200
Total – Sewer Service Charge:	**$ 15,804,300**	**$ 15,958,500**	**$ 15,958,500**	**$ 16,767,100**	**$ 808,600**
Other Revenues:					
Investment Earnings	112,700	20,000	20,000	20,000	0
Transfers from Water Fund	0	0	0	0	0
Total Other Revenues:	**$ 112,700**	**$ 20,000**	**$ 20,000**	**$ 20,000**	**$ 0**
TOTAL FUNDS PROVIDED	**$ 15,917,000**	**$ 15,978,500**	**$ 15,978,500**	**$ 16,787,100**	**$ 808,600**

Funds Applied:	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Proposed	Increase (Decrease)
Operating Expenses					
Sewer Operations	1,268,700	1,679,500	1,679,500	1,716,000	36,500
Other Operating Expenses	366,300	2,418,400	2,418,400	2,838,400	420,000
Capital Outlay	33,900	50,000	50,000	13,900	(36,100)
Total Operating Expenses:	**$ 1,668,900**	**$ 4,147,900**	**$ 4,147,900**	**$ 4,568,300**	**$ 420,400**
Capital Expenses					
Capital Improvement Account	802,500	787,400	787,400	795,200	7,800
TOTAL CAPITAL EXPENSES:	**$ 802,500**	**$ 787,400**	**$ 787,400**	**$ 795,200**	**$ 7,800**
Debt Service					
Debt Service	9,984,800	11,036,400	11,036,400	11,451,600	415,200
TOTAL – DEBT EXPENSES:	**$ 9,984,800**	**$ 11,036,400**	**$ 11,036,400**	**$ 11,451,600**	**$ 415,200**
TOTAL FUNDS APPLIED:	**$ 12,456,200**	**$ 15,971,700**	**$ 15,971,700**	**$ 16,815,100**	**$ 843,400**
Increase (Decrease) in Capital	**$ 3,460,800**	**$ 6,800**	**$ 6,800**	**($ 28,000)**	**($ 34,800)**

Sewer Fund Summary

Notes for Financial Summary

- Debt service is based on existing repayment schedules and anticipated repayments based on completed work and work in progress and is consistent with the Long Range Sewer Improvement Program projections.
- Revenues indicated in the Sewer Financial Summary are based on the 5% rate increase approved in 2003 for the 2004-2005 fiscal year.

Performance Report on FY 2003-2004 Major Program Objectives

During the first six months ofFY 03/04, Sewer Division personnel cleaned over 10,000 lineal feet of sewer pipeline with in-house staff. Division personnel have cleaned 126 drainage structures and assisted the contractor with the cleaning of an additional 1471 structures. In addition, 3500 lineal feet of sewers have been replaced by in-house staff.

Construction of the Long Range Sewer Improvement Program has continued. Four contracts are currently underway; Phase VI, Contract C in the general area surrounding Noyes and Greenbay Road; Phase IX, Contract A in the northeast section of the city; Phase X, Contract A in the area east of Ridge Avenue from Davis to Main Street and; Phase XIII, Contract B in the southeast section of the city.

2004-2005 Department Initiatives

The Sewer Department will bigin utilitzing the Cityworks maintenance management software system for daily operations. The 2004-2005 budget includes the purchase of rugged laptops that will be used in the field both to access information on the system inventory, as well as to maintain records of maintenance activities. The Division will be working to insure that existing information is accurately reflected in the system. Division crews will be taking on a couple of special projects extending the relief sewer and installing high capacity inlets and catch basins on Central Park, as well as continuing the ongoing maintenance projects essential to system operations.

2004-2005 SEWER SERVICE CHARGE CALCULATION

Department: Sewer

Ordinance 13-O-03, adopted February 24, 2003 established the sewer rate for Fiscal Year 2003-2004, Fiscal Year 2004-2005, and Fiscal Year 2005-2006. In accordance with this ordinance, the rate as depicted in the Fiscal Year 2004-2005 budget is $3.94 per one hundred (100) cubic feet of water consumed. Based on the expenses, transfers and investment income reflected in the budget, the following depicts the breakdown of this rate.

Estimated Meter Water Usage in One Hundred Cubic Feet (CCF) for Evanston Customers: 4,255,600 CCF (cubic feet)

Operating and Maintenance User Charge	**Capital User Charge**	**Debt Service User Charge**
Operating and Maintenance Costs: $4,568,300	Capital Costs: $795,200	Debt Service Costs: $11,451,600
Investment Income: $20,000		
O & M Charge Per CCF: $1.07	Capital Charge per CCF: $0.19	Debt Service Charge per CCF: $2.69
TOTAL USER CHARGE: $3.94		

CALCULATIONS

OPERATING USER CHARGE = (Operating Costs) - (Investment Income) / (Metered Water Usage

CAPITAL USER CHARGE = (Capital Costs) / Metered Water Usage

DEBT SERVICE CHARGE = (Debt Service Costs / Metered Water Usage

TOTAL USER CHARGE = (Debt Service Charge) + (Operating & Maintenance Charge) + (Capital Charge)

Sewer Fund

7400 – Sewer Operations & Maintenance

Description of Major Activities

The ongoing tasks of the Sewer Maintenance Division are to rod sewer lines, either on a routine basis in known trouble areas or when lines are obstructed or backed up due to a pipe failure. This element also provides cleaning, repairing and replacing of catchbasins and manholes, replaces old sewer pipes that have deteriorated, and adjusts frames and grates on street resurfacing projects.

Miscellaneous work includes restoration of lawns or parkways damaged by sewer system work, maintenance of the south tank storage area, inspection and personal contact with residents to identify sewer problems and determine responsibility (private or City), and assistance to other departments in emergency repair work and snow plowing.

FY 2004-2005 Objectives

- To extend the relief sewer including high capacity inlets and catch basins on Central Park north to Thayer by February 29, 2005.
- To televise with in-house equipment approimately 2000 feet of large diameter sewers to verify their condition by February 29, 2005.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Repairs to manholes, basins, and inlets	127	150	150
Basins and inlets cleaned	2,714	3,000	3,000
Number of feet of sewer pipe rodded	331,992	280,000	280,000
Number of feet of sewer chemically treated for root control	0	15,000	15,000
FULL TIME EQUIVALENT POSITIONS	14	14	14

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
SEWER MAINTENANCE
7400

	2003-2004 Appropriation	2004-2005 Approved
7400 SEWER MAINTENANCE		
61010 REGULAR PAY	664,600	712,000
61060 SEASONAL EMPLOYEES	3,600	3,900
61110 OVERTIME PAY	27,200	29,100
61510 HEALTH INSURANCE	104,000	119,700
61615 LIFE INSURANCE	1,000	1,100
62210 PRINTING	25,000	
62230 IMPROVEMENT MAINT SERVICE	13,000	13,000
62245 OTHER EQMT MAINTENANCE	3,500	3,500
62295 TRAINING & TRAVEL	1,400	1,400
62305 RENTAL OF AUTO-FLEET SER	235,800	235,800
62315 POSTAGE	17,000	17,000
62320 TELEPHONE CHARGEBACKS	900	
62415 DEBRIS/REMOVAL CONTRACTUAL COS		36,000
62455 WTR/SWR BILL PRINT AND MAIL CO		15,000
62460 WTR/SWR BILL EPAYMENT CONTRACT		5,000
62461 SEWER MAINTENANCE CONTRACTS		421,500
62520 OTHER CONTRACTUAL SERVICES	457,500	
64540 TELECOMMUNICATIONS - WIRELESS		900
65015 CHEMICALS	2,000	2,000
65020 CLOTHING	1,900	1,900
65040 JANITORIAL SUPPLIES	400	400
65050 BLDG MAINTENANCE MATERIAL	59,000	59,000
65055 MATER. TO MAINT. IMP.	30,400	30,400
65070 OFFICE/OTHER EQT MTN MATL	4,900	4,900
65085 MINOR EQUIPMENT & TOOLS	1,500	1,500
65090 SAFETY EQUIPMENT	800	800
68205 CONTINGENCIES	24,100	200
7400 SEWER MAINTENANCE	**1,679,500**	**1,716,000**

Sewer Fund

7410 – Other Operating Expenses

Description of Major Activities

This element provides for special operating expenses including pension contributions, service charge bill and administrative charges paid to the City's General Fund. These expenditures reflect services and personnel charges that are not ongoing, or are not generally anticipated in multiple budget years. Operating expenses that are directly related to the operation and maintenance of Evanston's sewer system are accounted for in the Sewer Operations and Maintenance business unit.

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
SEWER OTHER OPERATIONS
7410

	2003-2004 Appropriation	2004-2005 Approved
7410 SEWER OTHER OPERATIONS		
62110 AUDITING	2,500	2,500
62635 OTHER INSURANCE	105,200	
62640 WORKMEN'S COMP. INSURANCE	38,200	
62675 INTERDEPT. TRSF.-PENSIONS	93,400	93,400
62680 TRANSFER TO GF-DATA PROC	67,600	67,600
62685 REIMB. GF FOR ADMIN. EXP	70,400	70,400
66020 TRANSFERS TO OTHER FUNDS	2,041,100	2,461,100
66132 TRANSFER TO GF-INSURANCE		105,200
66139 TRAN TO GF - WORKERS COMP.		38,200
7410 SEWER OTHER OPERATIONS	**2,418,400**	**2,838,400**

Sewer Fund

7415 – Sewer Capital Outlay

Description of Major Activities

This element provides for scheduled replacements or additions to the capital equipment of the sewer system. The expenditures reflected here do not represent the large capital projects undertaken by the sewer department and which are generally funded through the Capital Improvement Plan. Information regarding large multi-year capital improvement projects can be found in the Capital Improvement Plan, located at the back of the City of Evanston Budget.

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
CAPITAL OUTLAY
7415

	2003-2004 Appropriation	2004-2005 Approved
7415 CAPITAL OUTLAY		
65555 PERSONAL COMPUTER EQUIPMENT	47,900	12,000
65625 FURNITURES & FIXTURES	5,700	1,900
7415 CAPITAL OUTLAY	53,600	13,900

Sewer Fund

7420 – Capital Improvement Account

Description of Major Activities

In order to reduce backups and basement flooding, sewer improvements are required to either replace or repair existing sewers that have experienced structural failures, or to increase the size of sewers that are too small to convey an adequate amount of storm water during intense rainstorms. Funding in this element provides for; emergency repairs, improvements required when the surface of the street is affected by either special assessment paving projects or resurfacing, catch basin replacements, and sewer lining. In addition, funds are provided to the General Fund for administrative expenses.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Number of feet of sewer replaced by contract	2,441	1,643	1,500
Number of feet of sewer pipeline reconstructed using a liner	3,058	2,750	2,000
Number of catch basins and manholes replaced by contract	35	42	40
FULL TIME EQUIVALENT POSITIONS	0	0	0

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
SEWER IMPROVEMENTS
7420

	2003-2004 Appropriation	2004-2005 Approved
7420 SEWER IMPROVEMENTS		
62461 SEWER MAINTENANCE CONTRACTS		300,000
62520 OTHER CONTRACTUAL SERVICES	300,000	
62685 REIMB. GF FOR ADMIN. EXP	112,400	
65515 OTHER IMPROVEMENTS	375,000	375,000
66138 TRAN TO GF- PUB.WORKS SUPPORT		120,200
7420 SEWER IMPROVEMENTS	787,400	795,200

Sewer Fund

7490 – Sewer Debt Service

Description of Major Activities

In 1991, the City entered into a loan agreement with the Illinois Environmental Protection Agency (IEPA) for Phase I of the planned long range improvements as outlined in the Sewer System Facilities Plan Report. In 1992, G.O. Bonds totaling $23,700,000 were sold to finance construction of the Phase II Improvements. G.O. Anticipation Bonds to finance the Phase III improvements, including the Main Street Combined Sewer Project, were sold in 1993 in the amount of $22,175,000. Also during 1993 the City received approval from the IEPA Loan Fund for $10,840,969 in loan funds to cover a portion of the Phase III costs. As a result of these loan funds, the net amount due from G.O. bond sales for Phase III improvements was reduced to $12,180,000.

The Phase III IEPA loan agreement was provided in three separate agreements; Main Street, Contract A, and Contract B.

The Phase IV IEPA loan agreement was provided in four separate agreements; Contracts A, B, C, and D.

Phase V loan funds were awarded in 1996 and were provided in three separate agreements; Contracts A, B, and C.

Phase VII loan agreements have been awarded in six separate agreements. A $3,000,000 bond was issued in 1998 to fund costs that were not eligible for IEPA funding associated with the sewer improvement program.

The Phase VI project has been divided into three contracts (A, B, and C). Phase VI, Contract A was awarded IEPA loan funds in 1999. Phase VI, Contract B was awarded IEPA loan funds in 2001, however, the project has been stopped as a result of a court order and further action is pending the determination of the court. Phase VI, Contract C was awarded IEPA funding in 2002 and loan repayments began in the 2003-2004 fiscal year.

The Phase VIII project has been divided into three separate contracts and to date Phase VIII, Contract A and Contract B have been funded from the IEPA. Repayment of the debt on Phase VI, Contract A, Phase VII, Contract H and Phase VIII, Contract A should begin during the 2002-2003 fiscal year. IEPA loan funds have also been received for Phase IX, Contract A and repayment is anticipated to begin during the 2004-2005 fiscal year. The total debt service anticipated in the 2003-2004 fiscal year is $11,451,600.

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
SEWER DEBT SERVICE
7490

	2003-2004 Appropriation	2004-2005 Approved
7535 IEPA PH 4B DS (L170966)	100,000	100,000
7540 IEPA PH 4C DS (L170967)	301,600	301,600
7545 IEPA PH 4A DS (L170889)	543,000	543,000
7550 IEPA PH 4D DS (L170968)	260,000	260,000
7565 IEPA PH 7 DS (L171130)	360,900	360,900
Grand Total(s)	1,565,500	1,565,500

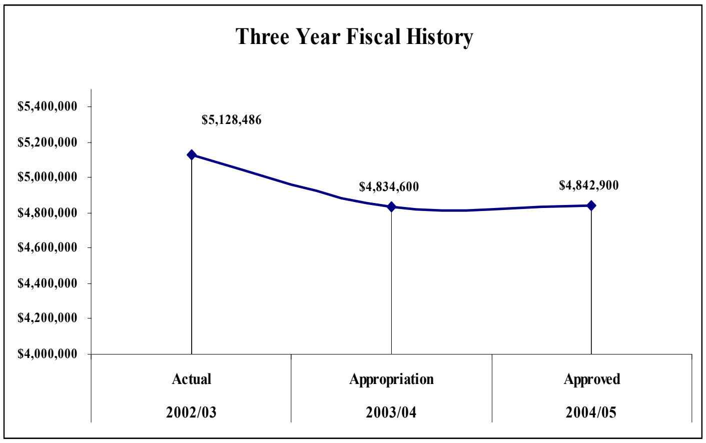
City of Evanston

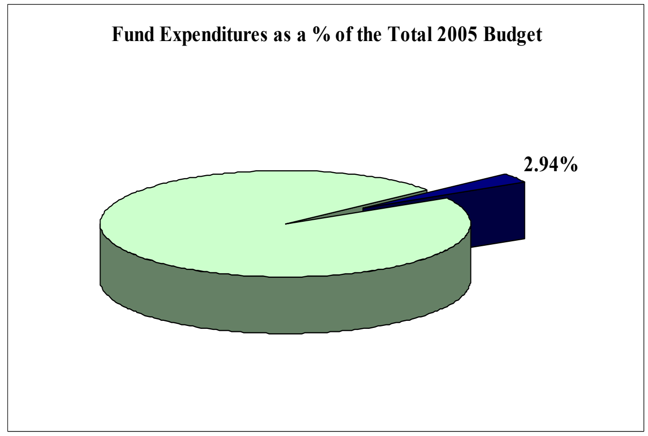
7500-7600 Sewer Debt Service
FY 2004-2005 Budget Justification

	Description and Justification	2003-2004 Approved	2004-2005 Proposed
7500	Debt Service Payments for IEPA Loan Phase I (Basin S03) (Loan No. L17-0649)	$245,300	$245,300
7505	Debt Service Payments for IEPA Loan Phase I (Basins S06/S13) (Loan No. L17-0650)	$1,133,100	$1,133,100
7510	Debt Service Series 1992 G.O. Bonds	$1,971,700	$1,970,800
7515	Debt Service Series 1994 G.O. Bonds	$1,029,300	$1,015,200
7520	Debt Service IEPA Loan (Main Street) (Loan No. L17-0851)	$105,000	$105,000
7525	Debt Service IEPA Loan - Phase III B (Loan No. L17-0951)	$634,800	$634,800
7530	Debt Service IEPA Loan - Phase IIIA (Loan No. L17-0930)	$153,100	$153,100
7535	Debt Service IEPA Loan - Phase IVB (Loan No. L17-0966)	$100,000	$100,000
7540	Debt Service IEPA Loan - Phase IV C (Loan No. L17-0967)	$301,600	$301,600
7545	Debt Service IEPA Loan - Phase IV A (Loan No. L17-0889)	$543,000	$543,000
7550	Debt Service IEPA Loan - Phase IV D (Loan No. L17-0968)	$260,000	$260,000
7555	Debt Service IEPA Loan - Phase V A (Loan No. L17-0890)	$342,000	$342,300
7560	Debt Service IEPA Loan - Phase V B (Loan No. L17-1067)	$280,600	$280,600
7590	Debt Service Series 1998 G.O. Bonds	$228,300	$233,500
7565	Debt Service IEPA Loan - Phase VII B, D, & F (Loan No. L17-1130)	$360,900	$360,900

7570	Debt Service IEPA Loan - Phase V C and Phase VII C (Loan No. L17-1068)	$545,200	$545,200
7575	Debt Service IEPA Loan - Phase VII A (Loan No. L17-0892)	$401,700	$401,700
7580	Debt Service IEPA Loan - Phase VII E (Loan No. L17-1069)	$132,000	$132,000
7585	Debt Service IEPA Loan - Phase VII G (Loan No. L17-1126)	$153,700	$153,700
7600	Debt Service IEPA Loan - Phase VI , Contract A (Loan No. L17-0891)	$1,168,300	$1,195,200
7610	Debt Service IEPA Loan - Phase VII, Contract H (Loan No. L17-1192)	$181,100	$181,100
7605	Debt Service IEPA Loan - Phase VIII, Contract A (Loan No. L17-0893	$615,300	$615,300
7620	Debt Service IEPA Loan - Phase VI, Contract C (Loan No. L17-1129)	$150,000	$252,900
7621	Debt Service IEPA Loan - Phase VIII, Contract B (Loan No. L17-1193)		$127,900
7622	Debt Service IEPA Loan - Phase IX, Contract A (Loan No. L17-0894)		$167,400
	Totals	**$11,036,000**	**$11,451,600**

Fleet Services Fund Summary





Funds Provided:	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved	Increase (Decrease)
Charges for Revenue - Charges for Service					
General Fund	3,983,100	4,034,800	4,047,100	4,047,100	12,300
Parking Fund	99,200	99,200	99,200	99,200	0
Sewer Fund	262,600	301,900	301,900	301,900	0
Fleet Service Fund	95,667	50,500	50,500	50,500	0
Total – Services Charged:	**$ 4,440,567**	**$ 4,486,400**	**$ 4,498,700**	**$ 4,498,700**	**$ 12,300**
Other Revenues:					
Interest Income	2,981	0	0	0	0
Sale of Surplus Property	105,971	105,000	105,000	105,000	0
Damage to City Property	0	15,700	15,700	15,700	0
Total Other Revenues:	**$ 108,952**	**$ 120,700**	**$ 120,700**	**120,700**	**$ 0**
TOTAL FUNDS PROVIDED:	**$ 4,754,339**	**$ 4,842,900**	**$ 4,855,200**	**$ 4,855,200**	**$ 12,300**

Funds Applied:	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved	Increase (Decrease)
Operating Expenses					
General Support	397,573	409,300	438,300	438,300	29,000
Major Maintenance	1,778,695	1,909,800	2,012,200	2,012,200	102,400
Vehicle Body Maintenance	188,149	190,200	215,200	215,200	25,000
Other Expenses & Disbursements	74,858	0	0	0	0
Total Operating Expenses:	**$ 2,439,275**	**$ 2,509,300**	**$ 2,665,700**	**$ 2,665,700**	**$ 156,400**
Other Expenses & Disbursements:					
Capital Outlay	1,374,323	1,065,500	1,185,700	1,185,700	120,200
Debt Service 1994 Issue	314,550	300,600	300,700	300,700	100
Debt Service 1995 Issue	274,025	262,700	260,700	260,700	(2,000)
Debt Service 1996 Issue	279,750	267,800	267,800	0	(267,800)
Debt Service 1997 Issue	236,763	226,800	226,600	226,600	(200)
Debt Service 1998 Issue	209,800	201,900	203,500	203,500	1,600
Total Other Expenses & Disbursements:	**$ 2,689,211**	**$ 2,325,300**	**$ 2,445,000**	**$ 2,177,200**	**($ 1,600)**
TOTAL FUNDS APPLIED:	**$ 5,128,486**	**$ 4,834,600**	**$ 4,842,900**	**$ 4,842,900**	**$ 8,300**

Fleet Services Fund Summary

Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved
Expenditures:				
7705 – General Support	397,573	409,300	409,300	438,300
7710 – Major Maintenance	1,778,695	1,909,800	1,909,800	2,012,200
7715 – Vehicle Body Maintenance	188,149	190,200	190,200	215,200
7720 – Capital Outlay	1,374,323	1,065,500	1,065,500	1,185,700
7740 – Fleet Debt Service	1,249,888	1,259,800	1,259,800	991,500
Total Expenditures:	**$ 4,988,628**	**$ 4,988,628**	**$ 4,988,628**	**$ 4,988,628**

2004-2005 Department Initiatives

- Prepare an update of the Five Year Vehicle Replacement Plan.
- Implement a monthly safety program with rotating presenters (fleet mechanics).
- Complete training of mechanics and operators prior to placing new vehicles into service and provide each mechanic and supervisor with two training programs anually, to enhance technical and interpersonal skills.
- Provide user departments with proper and economical vehicles and equipment at the most reasonable price by meeting with the user department staff in advance of each purchase.
- Repair, sandblast and repaint all leaf pushers, snowplows and spreaders as needed.

Fleet Service Fund

7705 – General Support

Description of Major Activities

Fleet Service General Support maintains operating cost records, provides billing and chargeable data to all user City departments, develops vehicle specifications, and purchases vehicular and other equipment. Overall supervision of department personnel is provided, as is training, direction and coordination of all activities to assure effective and efficient operations.

Key emphasis is placed on reducing down time; that is the time a vehicle or a piece of equipment is out of service for repair.

FY 2004-2005 Objectives

- Prepare an update of the Five Year Vehicle Replacement Plan by August 2004.
- Complete purchase of all vehicles and equipment prior to January 2005.
- Implement a monthly safety program with rotating presenters (fleet mechanics) by January 2005.

Ongoing Activity Measures	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Projected**
Computer training hours per employee	8	8	8
Safety training hours per person	4	4	4
Specifications written for new vehicles	13	13	21
Annual average number of occasional sick days used per employee	2	4	2
FULL TIME EQUIVALENT POSITIONS	5	5	5

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
GENERAL SUPPORT
7705

	2003-2004 Appropriation	2004-2005 Approved
7705 GENERAL SUPPORT		
61010 REGULAR PAY	305,200	326,900
61110 OVERTIME PAY	15,000	16,000
61510 HEALTH INSURANCE	33,100	38,100
61615 LIFE INSURANCE	600	600
61625 AUTO ALLOWANCE	1,200	1,200
62205 ADVERTISING	1,000	1,200
62235 OFFICE EQUIPMENT MAINT	900	2,000
62245 OTHER EQMT MAINTENANCE	2,000	1,100
62275 POSTAGE CHARGEBACKS	400	400
62295 TRAINING & TRAVEL	1,800	1,800
62320 TELEPHONE CHARGEBACKS	2,400	
62360 MEMBERSHIP DUES	1,200	1,200
62675 INTERDEPT. TRSF.-PENSIONS	41,900	41,900
64520 TELECOMMUNICATIONS - LOCAL		1,000
64540 TELECOMMUNICATIONS - WIRELESS		1,700
65010 BOOKS, PUBLICATIONS, MAPS	400	500
65095 OFFICE SUPPLIES	2,000	2,500
68205 CONTINGENCIES	200	200
7705 GENERAL SUPPORT	**409,300**	**438,300**

Fleet Service Fund

7710 – Major Maintenance

Description of Major Activities

The major maintenance element provides repair services (except body repairs) to all City vehicles, including Fire and Police emergency vehicles, on a scheduled and a non-scheduled basis. A vehicle parts inventory for all vehicles is maintained and controlled via a computerized fleet management program. The major maintenance division responds to emergency road repairs and breakdowns. In addition, specialized non-vehicular equipment with gasolline or diesel engines, such as stump cutters and chippers, are maintained. All equipment attachments, such as blades, plows, and spreaders are also repaired.

FY 2004-2005 Objectives

- Order 100% of replaclement vehicles by January 2004.
- Complete training of mechanics and operators prior to placing new vehicles into service.
- Provide each mechanic and supervisor with two training programs annually to enhance technical and interpersonal skills.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Preventative Maintenance	850	731	1,100
Motorized vehicles maintained	313	311	311
Non-motorized vehicles maintained	35	35	35
Miles accumulated	1,750,295	1,800,000	1,800,000
Work Orders Processed	4,100	3,700	4,000
Average number of occasional sick days per employee	7	5	6
FULL TIME EQUIVALENT POSITIONS	11	11	11

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
MAJOR MAINTENANCE
7710

	2003-2004 Appropriation	2004-2005 Approved
7710 MAJOR MAINTENANCE		
61010 REGULAR PAY	544,500	583,300
61110 OVERTIME PAY	23,000	17,000
61510 HEALTH INSURANCE	74,100	85,200
61615 LIFE INSURANCE	800	800
62240 AUTOMOTIVE EQMP MAINT	70,000	70,000
62245 OTHER EQMT MAINTENANCE	15,000	15,000
62295 TRAINING & TRAVEL	1,100	1,100
62305 RENTAL OF AUTO-FLEET SER	50,500	50,500
62320 TELEPHONE CHARGEBACKS	4,100	4,100
62355 LAUNDRY/OTHER CLEANING	14,400	14,400
62675 INTERDEPT. TRSF.-PENSIONS	75,500	75,500
65015 CHEMICALS	14,000	12,000
65020 CLOTHING	2,000	2,000
65035 PETROLEUM PRODUCTS	400,000	425,000
65040 JANITORIAL SUPPLIES	1,000	1,000
65060 MATER. TO MAINT. AUTOS	475,000	500,000
65065 TIRES & TUBES	90,000	90,000
65070 OFFICE/OTHER EQT MTN MATL	4,000	4,000
65085 MINOR EQUIPMENT & TOOLS	5,000	5,500
65090 SAFETY EQUIPMENT	600	600
65550 AUTOMOTIVE EQUIPMENT	45,000	55,000
68205 CONTINGENCIES	200	200
7710 MAJOR MAINTENANCE	1,909,800	2,012,200

Fleet Service Fund

7715 – Vehicle Body Maintenance

Description of Major Activities

Personnel in this element repair minor damage to City vehicles resulting from accidents, rusting and deteriorating parts. The service technicians preform preventative maintenance work such as oil changes to cars and light duty trucks. Other work includes changing tires and lights and wiper blades and other non-highly skilled vehicle and equipment repairs. Service technicians also serve as porters, picking up and delivering City vehicles to local dealer agencies for warranty repair work. Installation of special/emergency equipment such as light boards, radios, sirens and prisoner cages on police cars and other special use vehicles is outsourced, as is all major body damage repair work.

Funding for the maintenance of vehicles comes, from the annual maintenance contributions charged to the department in which the vehicle is assigned and, from insurance claims collected on behalf of the City.

FY 2004-2005 Objectives

- Repair, sandblast, repaint all snowplows and spreaders, as needed, prior to November, 2004.
- Repair, sandblast and repaint all leaf pushers prior to September, 2004.
- Perform at least one A pm (particulate matter) service on all City automobiles, vans, and light trucks during the year.
- Replace City logo on all city vehicles.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
All body repairs	61	65	60
Striping and decals applied	17	30	35
Snow Plows repaired/repainted	37	37	38
Spreaders repaired/repainted	20	20	20
FULL TIME EQUIVALENT POSITIONS	1	1	1

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
VEHICLE BODY MAINTENANCE
7715

	2003-2004 Appropriation	2004-2005 Approved
7715 VEHICLE BODY MAINTENANCE		
61010 REGULAR PAY	41,700	44,700
61110 OVERTIME PAY	1,000	1,000
61510 HEALTH INSURANCE	5,600	6,500
61615 LIFE INSURANCE	100	100
62240 AUTOMOTIVE EQMP MAINT	79,000	80,000
62295 TRAINING & TRAVEL	100	100
62355 LAUNDRY/OTHER CLEANING	900	900
62675 INTERDEPT. TRSF.-PENSIONS	5,800	5,800
65020 CLOTHING	200	200
65060 MATER. TO MAINT. AUTOS	55,000	75,000
65085 MINOR EQUIPMENT & TOOLS	500	600
65090 SAFETY EQUIPMENT	100	100
68205 CONTINGENCIES	200	200
7715 VEHICLE BODY MAINTENANCE	190,200	215,200

Fleet Service Fund

7720 – Capital Outlay

Description of Major Activities

These elements provide for the scheduled replacement of existing vehicles and automotive equipment for all City departments. Funds for the replacement of vehicles come from the annual depreciation contributions charged to the department to which the vehicle is assigned. In addition to these resources, a $2,225,000 Bond Issue in 1994, a $1,940,000 Bond Issue in 1995, a $1,510,000 Bond Issue in 1996, a $1,265,000 Bond Issue in 1997 and a $1,165,000 Bond Issue in 1998 have provided funds to replace older equipment in the fleet. No additional Bond Issues are contemplated for vehicle replacement needs.

Debt costs for these Bond Issues are included in the next section of the budget for this division.

FY 2004-2005 Objectives

- Provide user departments with proper and economical vehicles.
- Ensure procurement of equipment at the most reasonable price by meeting with the user department staff in advance of each purchase.

Ongoing Activity Measures	2002-2003 Actual	2003-2004 Actual	2004-2005 Projected
Number of retired vehicles meeting or exceeding life span	45	45	40
FULL TIME EQUIVALENT POSITIONS	0	0	0

Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
CAPITAL OUTLAY
7720

	2003-2004 Appropriation	2004-2005 Approved
7720 CAPITAL OUTLAY		
65550 AUTOMOTIVE EQUIPMENT	**1,065,500**	**1,185,700**
7720 CAPITAL OUTLAY	**1,065,500**	**1,185,700**

Fleet Service Fund

7740 – Fleet Debt Service

Description of Major Activities

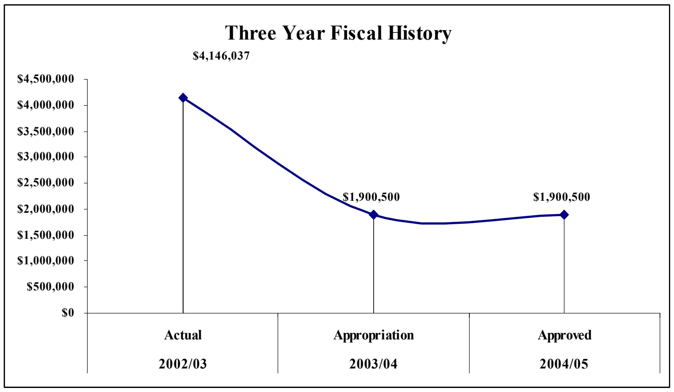
These elements provide for debt service on General Obligation Bonds issued for the purpose of purchasing vehicles for the City. The first issue occurred in 1994 in the amount of $2,255,000 and will be retired in 2004. The second issue occurred in 1995 in the amount of $1,940,000 and will be retired in 2005. The thired issue occurred in 1996 in the amount of $1,510,000 and was retired in 2003. The fourth issue occurred in 1997 in the amount of $1,265,000 and will be retired in 2003. The final debt issue was issued in 1998 in the amount of $1,165,000 and will be tetired in 2005. No additional debt is anticipated and the fund will be returned to a cash basis in 2005.

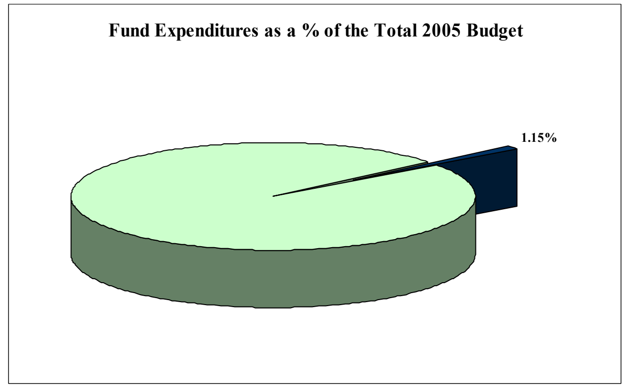
Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
FLEET DEBT SERVICE
7740

	2003-2004 Appropriation	2004-2005 Approved
7745 1994 GO BONDS	300,600	300,700
7750 1995 GO BONDS	262,700	260,700
7755 1996 GO BONDS	267,800	
7760 1997 GO BONDS	226,800	226,600
7765 1998 GO BONDS	201,900	203,500
Grand Total(s)	1,259,800	991,500

Insurance Fund Summary





Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved
Revenue By Source:				
Charges for Services – General Fund	2,455,508	1,900,000	1,900,000	1,900,000
Charges for Services – Water Fund	3,000,000	0	0	0
Miscellaneous	75,000	0	0	0
Investment Income	8,338	500	500	500
Total Revenues:	**$ 5,538,846**	**$ 1,900,500**	**$ 1,900,500**	**$ 1,900,500**

Expenditures:				
Liability Claims	2,520,328	500,000	500,000	500,000
Workman's Compensation Claims	625,209	400,000	400,000	400,000
Administration	350,500	350,500	350,500	350,500
Insurance Premiums	650,000	650,000	650,000	650,000
Total Expenditures:	**$ 4,146,037**	**$ 1,900,500**	**$ 1,900,500**	**$ 1,900,500**

Description of Major Activities

The City maintains excess liability coverage for general tort matters. The City's self insured retention is $1,500,000,000. The City maintains insurance in the following additional areas - property, inland marine, and paramedic. Claims are recorded when a determinable loss has been incurred, including reported losses and an estimated amount for losses incurred but not yet reported at year-end.

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

FY 2004-2005 Objectives

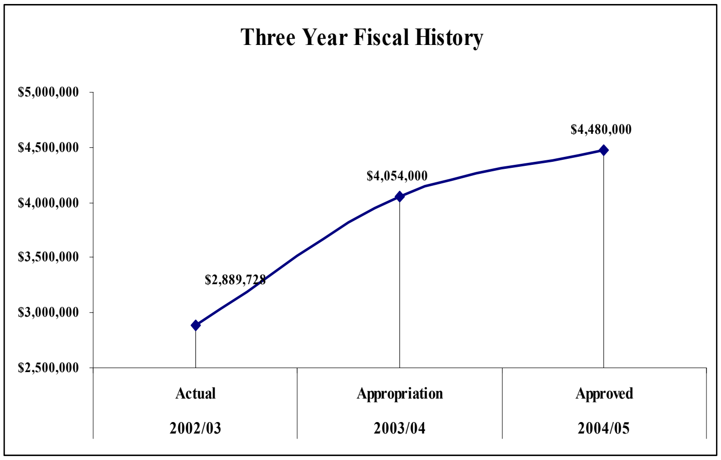
- Maintain a prudent level of insurance for property and liability insurance in a hardening insurance market.
- Reduce risk to the public and the City through prudent loss prevention measures.
- Collect and analyze loss information from filed claims to identify and reduce the causes of loss, as well as to establish internal benchmarking.
- Facilitate funding of the Insurance Fund to maintain adequate reserves for claims.
- Design a preventable loss accountability program. Currently, there are very few systems in place to hold City Department and employees accountable for preventable losses.
- Implement appropriate training to reduce third party general liability claims and enhance the safety of the City's physical resources.

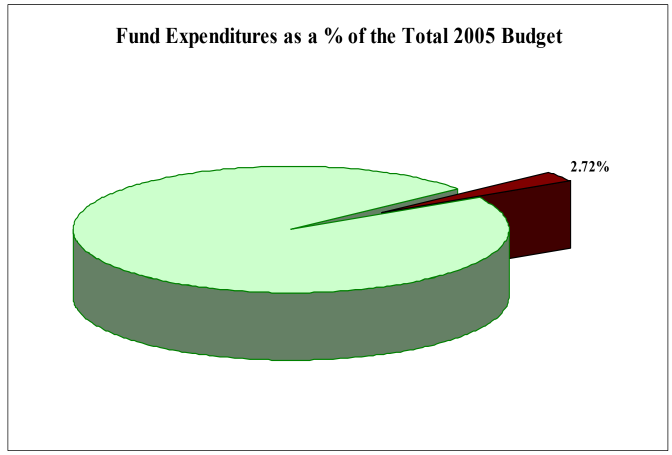
Approved Adjustments in 2004-2005 Budget

CITY OF EVANSTON
INSURANCE FUND
7800

	2003-2004 Appropriation	2004-2005 Approved
7800 INSURANCE FUND		
61010 REGULAR PAY	100,000	100,000
61510 HEALTH INSURANCE	11,000	11,000
61615 LIFE INSURANCE	400	400
61625 AUTO ALLOWANCE	500	500
62130 LEGAL SERVICES - GENERAL	231,000	231,000
62255 SETTLEMENT COSTS - WORKERS COM		500,000
62260 SETTLEMENT COSTS - LIABILITY		400,000
62272 OTHER PROFESSIONAL SERVICES	150,000	
62275 POSTAGE CHARGEBACKS	1,000	1,000
62295 TRAINING & TRAVEL	1,000	1,000
62320 TELEPHONE CHARGEBACKS	1,000	1,000
62360 MEMBERSHIP DUES	500	500
62380 COPY MACHINE CHARGES	600	600
62605 OTHER CHARGES		150,000
62615 INSURANCE		500,000
65010 BOOKS, PUBLICATIONS, MAPS	1,000	1,000
65095 OFFICE SUPPLIES	500	500
65125 OTHER COMMODITIES	2,000	2,000
66005 OTHER CHARGES	400,000	
7800 INSURANCE FUND	**900,500**	**1,900,500**

Firefighters Pension Fund Summary





Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved	Increase (Decrease)
Additions:					
Net Property Tax Levy	2,250,236	2,572,000	2,572,000	2,910,000	338,000
Personal Property Replacement Tax	105,000	112,000	112,000	145,000	33,000
Net Investment Income	24,002	800,000	800,000	800,000	0
Participants Contributions	622,985	570,000	570,000	625,000	55,000
Total Additions To Net Assets:	**$ 2,859,986**	**$ 4,054,000**	**$ 4,054,000**	**$ 4,480,000**	**$ 426,000**
Deductions:					
Current Pensions and Refunds	2,875,952	2,600,000	2,600,000	2,900,000	300,000
Reserve for Future Payments		1,354,000	1,354,000	1,480,000	126,000
Administrative Expense	13,776	100,000	100,000	100,000	0
Total Deductions To Net Assets:	**$ 2,889,728**	**$ 4,054,000**	**$ 4,054,000**	**$ 4,480,000**	**$ 426,000**

Notes for Financial Summary

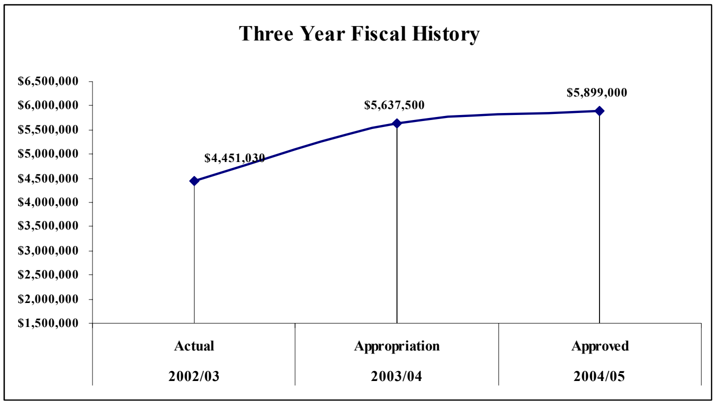
The increase in the Property Tax Levy here is based on the amount mandated by the State.

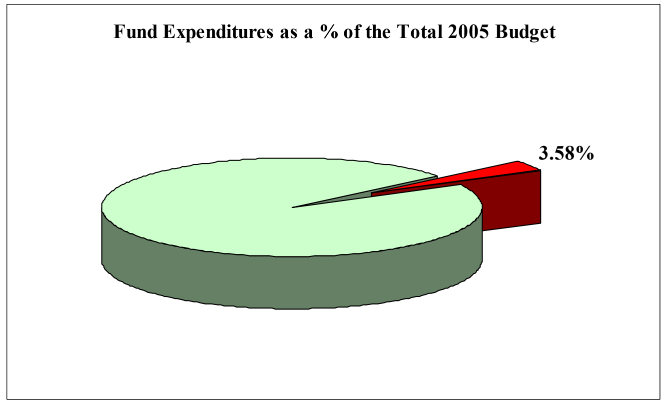
Description of Major Activities

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 Chapter 108 1/2 - Article 4 of the Illinois Revised Statutes.

The Board of Trustees of the Firemen's Pension Board consists of the City Clerk, Fire Chief, Comptroller, three members chosen by the active firemen of the City, and one chosen from the retirees. The Board has those powers set forth in the Statutes, among which is the control and management of the Pension Fund.

Police Pension Fund Summary





Financial Summary

	2002-2003 Actual	2003-2004 Appropriation	2003-2004 Estimated Actual	2004-2005 Appropriation Approved	Increase (Decrease)
Additions:					
Property Tax Levy	3,084,902	3,352,000	3,352,000	4,088,000	736,000
Personal Property Replacement Tax	140,000	153,500	153,500	204,000	50,500
Bicycle Auction Revenue	7,000	7,000	7,000	7,000	0
Plan Member Contributions	900,000	925,000	925,000	1,100,000	175,000
Net Investment Income	(100,926)	1,200,000	1,200,000	500,000	(700,000)
Total Additions:	**$ 4,030,976**	**$ 5,637,500**	**$ 5,637,500**	**$ 5,899,000**	**$ 261,500**
Deductions:					
Benefits and Refunds of Contributions	4,423,718	4,200,000	4,200,000	4,500,000	300,000
Reserve for Future Payments		1,297,500	1,297,500	1,259,000	(38,500)
Administrative Expense	27,312	140,000	140,000	140,000	0
Total Deductions:	**$ 4,451,030**	**$ 5,637,500**	**$ 5,637,500**	**$ 5,899,000**	**$ 261,500**

Notes for Financial Summary

The Property Tax Levy is based on the amount mandated by the State.

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 Chapter 108 1/2, Article 4 of the Illinois Revised Statutes.

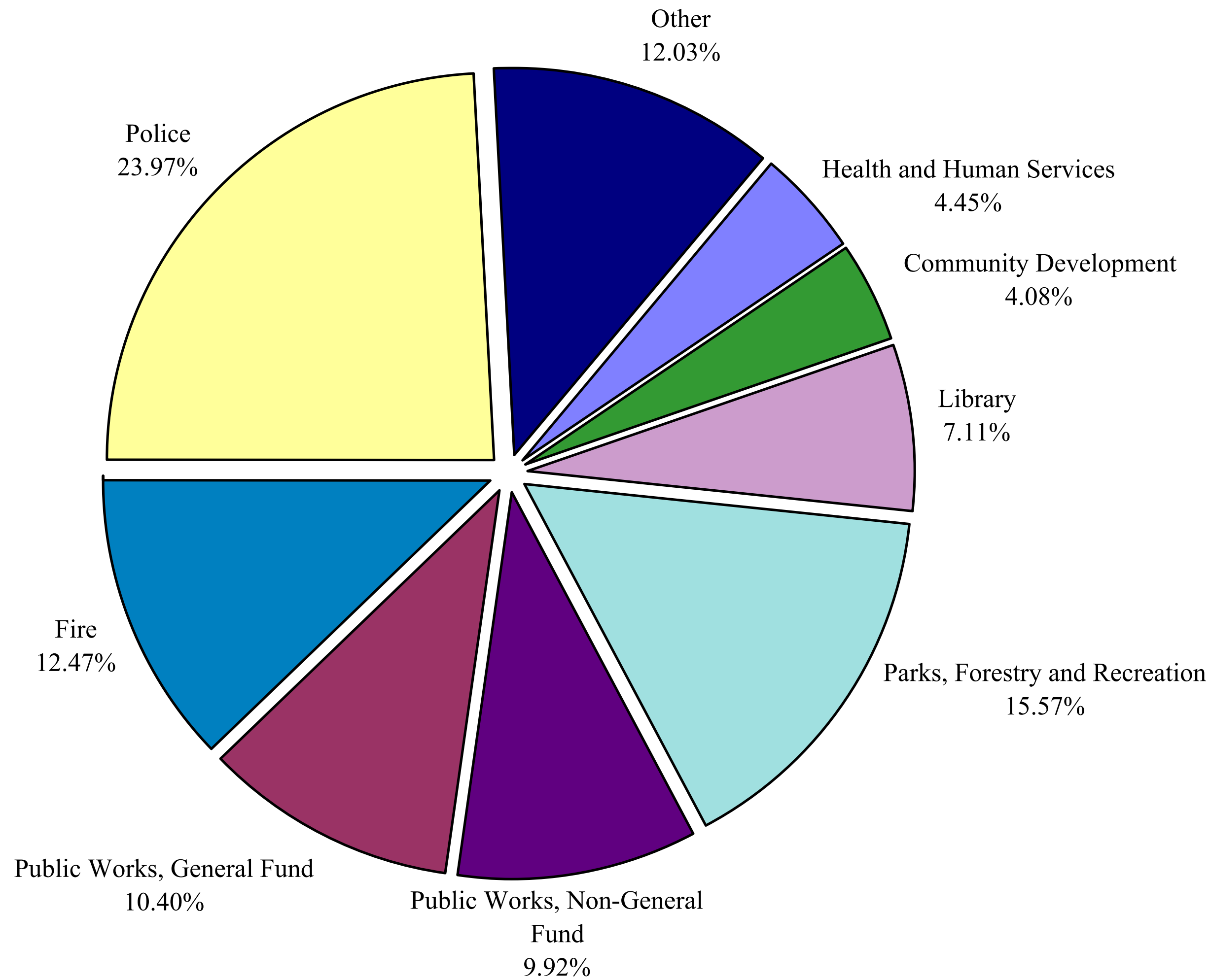
The Pension Fund is administered by a Board composed of five members, the majority of whom must be residents of the City. Two Members of the Board are appointed by the Mayor, two members of the Board are elected by the active members of the regular police and one member is elected by and from among the beneficiaries of the Fund. The Board of Trustees of the Police Pension Fund has those powers and duties set out by the State Statutes, among which powers and duties are the control and management of the Fund.

City of Evanston

APPENDIX

City of
Evanston™

Personnel Full-Time Equivalent Positions



Personnel Information

Personnel information included in the budget represents Full Time Equivalency (FTE) of positions, not the physical number of current employees of the City. For example a position may be represented that is currently vacant, and an employee who works three hours per week is displayed as a 0.1 FTE. This method of accounting for positions represents a change from the process in the past. Formerly, all full time positions were counted, and part time positions were approximated and included in the total FTE count. Now part time equivalencies are displayed separately from full time positions. This results in a more accurate and useful personnel chart, but creates an appearance of an increase in positions. As such, departments that utilize a large number of part time employees have realized a greater increase in their FTE counts. This increase is the result of the change in accounting for FTE's, not the addition of new positions. Finally, part time position equivalency is being rounded up to 0.10, 0.25, 0.50, and 0.75 FTE, rather than utilizing the exact equivalency for each particular position.

The real increase in positions is 4.5 FTE, shown in the table below.

Business Unit	Business Unit Name	FTE	Description of Personnel Change
2115	Housing Code Compliance	1.0	Reestablished Property Maintenance Inspector position
2125	Building Code Compliance	1.0	Reestablished Planner position, from contracted to full time
2240	Police Records Bureau	0.5	Included new part time clerk for records to maintain racial profiling information
2240	Health Records	0.5	Included new part time clerk for records to maintain HIPAA information
1705	Legal	1.0	Included new full time land use lawyer
7005	Parking Systems	0.5	Include new part time clerk to increase efficiency in parking system
2605	Public Works Director		Moved Secretary to Public Works Director Element from Engineering
2620	E.D.O.T. Administration		Moved Deputy Director from Traffic Engineering to this Element

FY 2004-2005 PERSONNEL FULL-TIME EQUIVALENT TOTALS
Summary by Division and Five Year Comparison

DEPARTMENT / DIVISIONAL PERSONNEL SUMMARY		2000-01	2001-02	2002-03	2003-04	2004-05	2004-05 Difference
1300	**City Council**	**1.00**	**1.00**	**1.00**	**1.00**	**1.00**	0.00
1400	**City Clerk**	**2.00**	**2.00**	**2.00**	**2.00**	**2.00**	0.00
1505	City Manager's Office	6.55	6.55	5.55	5.10	5.75	0.65
1510	Public Information	0.00	0.00	1.00	1.00	1.00	0.00
1515	Farmer's Market	0.00	0.00	0.00	0.00	0.00	0.00
	Subtotal City Manager's Office	**6.55**	**6.55**	**6.55**	**6.10**	**6.75**	0.65
1605	Budget Office	3.75	3.75	4.00	4.00	4.00	0.00
1615	Information Systems	8.00	10.00	11.00	11.00	12.00	1.00
1620	Geographic Information System	3.00	3.00	3.00	3.00	2.00	(1.00)
1625	Administrative Adjudication	3.00	4.00	3.50	3.50	4.10	0.60
	Subtotal Management and Budget	**17.75**	**20.75**	**21.50**	**21.50**	**22.10**	0.60
1705	Legal Department	6.25	6.25	6.00	6.00	7.00	1.00
7800	Insurance / Risk Management	1.25	1.25	0.00	0.00	0.00	0.00
	Subtotal Legal Department	**7.50**	**7.50**	**6.00**	**6.00**	**7.00**	1.00
1705	Human Resources General Support	2.00	2.00	3.00	7.00	7.00	0.00
1925	Employment and Equal Opportunity	5.00	5.00	5.00	0.00	0.00	0.00
7800	Workers' Compensation	1.00	1.00	0.00	0.00	0.00	0.00
	Subtotal Human Resources	**8.00**	**8.00**	**8.00**	**7.00**	**7.00**	0.00
1905	Finance General Support	3.00	3.00	3.00	2.00	2.00	0.00
1910	Revenue Division	7.50	7.50	8.00	8.50	8.50	0.00
1915	Payroll	4.00	4.00	3.50	3.50	3.00	(0.50)
1920	Accounting and Auditing	6.00	7.00	6.00	6.00	6.00	0.00
1925	Purchasing and Accounts Payable	4.00	4.00	5.50	4.50	5.00	0.50
1925	MBE/WBE Small Business Administration	1.50	1.50	0.00	0.00	0.00	0.00
	Subtotal Finance	**26.00**	**27.00**	**26.00**	**24.50**	**24.50**	0.00
2005	Emergency Service and Disaster Agency	0.66	0.66	0.66	0.66	0.00	(0.66)
2005	Facilities Management General Support	2.34	2.34	2.34	2.34	3.00	0.66
2010	Construction and Repair	16.00	16.00	16.00	16.00	16.00	0.00
2015	Mail and Information Services	2.00	2.00	2.00	2.00	2.00	0.00
2020	Custodial Maintenance	2.00	2.00	2.00	2.00	2.00	0.00
	Subtotal Facilities Management	**23.00**	**23.00**	**23.00**	**23.00**	**23.00**	0.00
2101	Community Development Administration	2.00	2.00	2.00	2.00	2.00	0.00
2105	Planning & Support	6.00	6.00	5.00	5.00	5.00	0.00
2110	Zoning Analysis and Support	5.00	5.00	5.00	5.00	5.00	0.00
2115	Housing Code Compliance	8.00	8.00	8.00	7.00	8.00	1.00
2120	Housing Rehabilitation	3.00	3.00	3.00	3.00	3.00	0.00
2125	Building Code Compliance	14.00	14.00	13.00	12.00	13.00	1.00
	Subtotal Community Development	**38.00**	**38.00**	**36.00**	**34.00**	**36.00**	2.00
2205	Police Administration	3.00	5.00	5.00	5.00	6.00	1.00
2210	Patrol Operations	85.00	89.00	89.00	89.00	89.00	0.00
2215	Criminal Investigations	18.00	18.00	17.00	17.00	18.00	1.00
2225	Police Social Services Bureau	3.00	4.00	6.00	6.00	6.00	0.00
2230	Juvenile Bureau	9.00	10.00	10.00	10.00	9.00	(1.00)
2235	School Community Liaison Bureau	4.00	4.00	4.00	4.00	3.00	(1.00)
----	Youth Services Bureau	5.00	4.00	0.00	0.00	0.00	0.00
2240	Records Bureau	13.50	12.00	11.00	11.50	11.50	0.00
2245	Communications Bureau	16.00	15.00	15.00	15.00	16.00	1.00
2250	Service Desk Bureau	9.00	11.00	11.00	12.00	11.00	(1.00)
2255	Office of Professional Standards	3.00	3.00	3.00	3.00	4.00	1.00
2260	Office of Administration	4.00	4.00	4.00	4.00	3.00	(1.00)

DEPARTMENT / DIVISIONAL PERSONNEL SUMMARY		2000-01	2001-02	2002-03	2003-04	2004-05	2004-05 Difference
2265	Neighborhood Enforcement Team (N.E.T.)	15.00	15.00	15.00	15.00	15.00	0.00
2270	Traffic	9.00	9.00	9.00	9.00	8.00	(1.00)
2275	Community Strategies Bureau	3.80	2.80	3.80	3.80	2.50	(1.30)
2280	Animal Control Bureau	2.50	2.50	2.50	2.50	2.50	0.00
2285	Problem Solving Team	9.00	8.00	7.00	7.00	7.00	0.00
	Subtotal Police	**211.80**	**216.30**	**212.30**	**213.80**	**211.50**	(2.30)
2305	Fire Management and Support	3.00	3.00	3.00	3.00	3.00	0.00
2310	Fire Prevention	5.00	5.00	5.00	5.00	6.00	1.00
2315	Fire Suppression	101.00	101.00	101.00	101.00	101.00	0.00
	Subtotal Fire	**109.00**	**109.00**	**109.00**	**109.00**	**110.00**	1.00
2407	Health Services Administration	4.00	6.00	4.50	3.00	3.00	0.00
----	Public Health Administration	3.00	0.00	0.00	0.00	0.00	0.00
2410	Laboratory	2.20	2.00	2.00	2.00	2.00	0.00
2415	Family Health	10.21	11.49	11.49	10.35	9.55	(0.80)
2420	Infectious Disease Control	5.16	4.21	4.19	4.19	3.85	(0.34)
2425	Dental Services	2.58	3.40	3.30	3.30	3.25	(0.05)
2430	Adult Health	4.58	2.53	2.53	2.00	2.10	0.10
2435	Food and Environmental Health	4.80	6.00	6.30	6.30	6.25	(0.05)
2440	Vital Records	2.20	2.40	2.40	2.40	2.75	0.35
2450	Community Intervention Services	4.00	4.00	2.00	3.60	3.50	(0.10)
2455	Mental Health Administration	1.50	1.50	1.50	1.50	2.00	0.50
2530	Commission on Aging	1.50	1.50	1.50	1.50	1.00	(0.50)
	Subtotal Health and Human Services	**45.73**	**45.03**	**41.71**	**40.14**	**39.25**	(0.89)
2605	Director of Public Works	2.00	2.00	1.00	1.00	2.00	1.00
2610	Municipal Service Center	0.50	0.50	1.00	1.00	1.00	0.00
2620	E.D.O.T. Administration	0.00	0.00	0.00	0.00	1.00	1.00
2625	City Engineer	10.00	10.00	9.00	9.00	9.00	0.00
2630	Traffic Engineering	5.00	5.00	5.00	5.00	4.00	(1.00)
2635	Traffic Signs	3.00	3.00	3.00	3.00	3.00	0.00
2640	Traffic Signals and Streetlight Maintenance	4.00	4.00	5.00	5.00	5.00	0.00
----	Parking Ticket Processing	1.00	1.00	1.00	1.00	0.00	(1.00)
----	Parking Enforcement	12.00	12.00	16.00	16.00	0.00	(16.00)
2645	Parking Enforcement & Tickets (combined above)	0.00	0.00	0.00	0.00	17.00	17.00
2665	Streets & Sanitation Administration	6.00	6.00	5.00	5.00	5.00	0.00
2670	Street and Alley Maintenance	13.84	13.84	15.00	15.00	14.00	(1.00)
2675	Street Cleaning	9.00	8.00	8.00	7.00	8.00	1.00
----	Leaf Collection	2.16	2.16	0.00	0.00	0.00	0.00
2685	Refuse Collection and Disposal	17.00	17.00	16.00	16.00	16.75	0.75
2695	Yard Waste Collection and Disposal	6.00	6.00	6.00		6.00	6.00
	Subtotal Public Works	**91.50**	**90.50**	**91.00**	**84.00**	**91.75**	7.75
2705	Human Relations Commission	2.67	2.67	2.67	2.67	2.67	0.00
2710	Housing Advocacy	1.33	1.33	1.33	1.33	1.33	0.00
2715	Summer Youth Program	0.00	0.00	0.00	0.00	0.00	0.00
	Subtotal Human Relations	**4.00**	**4.00**	**4.00**	**4.00**	**4.00**	0.00
2805	Children's Services	6.97	7.47	7.47	7.47	6.70	(0.77)
2810	Reader's Services	7.01	7.44	7.44	7.44	5.85	(1.59)
2815	Reference Services and Periodicals	9.25	9.12	9.92	9.65	8.75	(0.90)
2820	Circulation	15.64	15.64	15.64	15.03	13.25	(1.78)
2825	North Branch	2.98	2.98	2.98	2.98	2.85	(0.13)
2830	South Branch	2.31	2.31	2.31	2.31	2.85	0.54
2835	Technical Services	13.19	13.19	13.19	13.19	14.50	1.31
2840	Library Maintenance	3.64	3.64	3.64	3.64	3.50	(0.14)
2845	Library Administration	4.53	4.53	4.53	4.53	4.50	(0.03)
	Subtotal Library	**65.52**	**66.32**	**67.12**	**66.24**	**62.75**	(3.49)

DEPARTMENT / DIVISIONAL PERSONNEL SUMMARY		2000-01	2001-02	2002-03	2003-04	2004-05	2004-05 Difference
3005	Recreation Management and General Support	2.50	2.50	2.50	2.50	2.50	0.00
3010	Recreation Business and Fiscal Management	5.00	5.00	5.00	4.00	4.00	0.00
3015	Communications and Marketing Services	1.70	1.70	1.70	1.70	1.75	0.05
3020	Recreation General Support	3.50	3.50	2.50	2.50	3.00	0.50
3030	Robert Crown Community Center	7.17	7.17	7.17	7.17	11.60	4.43
3035	Chandler Community Center	5.87	6.87	6.87	6.87	9.70	2.83
3040	Fleetwood-Jourdain Community Center	7.33	9.33	9.33	9.33	11.10	1.77
3045	Fleetwood-Jourdain Community Theater	1.80	1.70	1.70	1.70	1.95	0.25
3050	At-Risk Programs	0.95	0.95	0.95	0.95	1.00	0.05
3055	Levy Senior Center	5.00	8.50	7.93	7.93	10.50	2.57
3080	Beaches	0.75	0.75	1.50	1.50	1.50	0.00
3085	Recreation Facility Maintenance	6.50	6.75	6.75	6.75	6.75	0.00
3095	Robert Crown Ice Center	10.94	10.94	10.94	10.94	14.40	3.46
3100	Sports Leagues	1.27	1.27	1.27	1.27	0.75	(0.52)
3125	Special Programs	0.00	0.00	0.00	0.00	1.45	1.45
3130	Special Recreation	0.80	1.60	1.60	1.60	3.25	1.65
3140	Skate / Bus Program	2.30	2.30	2.30	2.30	0.95	(1.35)
3150	Park Service Unit	1.32	1.32	0.57	0.57	1.00	0.43
3505	Parks and Forestry General Support	3.00	3.00	3.00	3.00	3.00	0.00
3510	Horticulture Maintenance	15.00	15.00	15.00	15.00	15.00	0.00
3515	Maintenance of Parkway Trees	8.50	10.50	10.50	9.50	9.50	0.00
3520	Dutch Elm Disease Control	8.25	8.25	7.25	7.25	7.25	0.00
3525	Tree Planting	2.25	2.25	2.25	2.25	2.25	0.00
3605	Ecology Center	4.90	4.90	4.90	4.90	6.20	1.30
3700	Arts Council	0.75	0.75	0.75	0.75	0.75	0.00
3710	Noyes Cultural Arts Center	2.74	3.89	3.89	3.89	3.65	(0.24)
3720	Cultural Arts Programs	2.13	3.13	3.13	3.13	2.60	(0.53)
	Subtotal Recreation, Parks and Forestry	**112.22**	**123.82**	**121.25**	**119.25**	**137.35**	18.10
5150	**Emergency Telephone System**	**3.00**	**3.00**	**3.00**	**4.00**	**4.00**	0.00
5220	**Community Development Block Grant (CDBG)**	**2.00**	**3.50**	**2.00**	**2.00**	**2.00**	0.00
5300	**Economic Development Fund**	**1.45**	**1.45**	**1.45**	**1.45**	**1.45**	0.00
7005	Parking System Management	6.00	6.00	6.00	6.00	6.50	0.50
7015	Parking Lots and Meters	7.00	7.00	7.00	7.00	7.00	0.00
	Subtotal Parking Systems	**13.00**	**13.00**	**13.00**	**13.00**	**13.50**	0.50
7100	Water General Support	4.50	4.50	4.50	4.50	4.50	0.00
7105	Water Pumping	12.00	12.00	12.00	12.00	11.00	(1.00)
7110	Water Filtration	14.00	14.00	14.00	14.00	14.00	0.00
7115	Water Distribution	10.50	10.50	10.50	10.50	10.50	0.00
7120	Water Meter Maintenance	3.00	3.00	3.00	3.00	3.00	0.00
	Subtotal Water	**44.00**	**44.00**	**44.00**	**44.00**	**43.00**	(1.00)
7800	**Insurance Fund**	**0.00**	**0.00**	**2.00**	**1.55**	**1.30**	(0.25)
7705	Fleet Services General Support	5.00	5.00	5.00	5.00	5.00	0.00
7710	Major Maintenance	11.00	11.00	11.00	11.00	11.00	0.00
7715	Vehicle Body Maintenance	1.00	1.00	1.00	1.00	1.00	0.00
	Subtotal Fleet Service	**17.00**	**17.00**	**17.00**	**17.00**	**17.00**	0.00
7400	**Sewer Maintenance**	**14.00**	**14.00**	**14.00**	**14.00**	**14.00**	0.00
	GRAND TOTAL	**864.02**	**884.72**	**872.88**	**858.53**	**882.20**	**23.67***

* The 23.67 increase is not an actual increase in positions, it is the result of accounting for part-time positions in a more accurate manner in the FY 04-05 Manner.

FY 2004-2005 PERSONNEL FULL-TIME & PART-TIME EQUIVALENT POSITIONS
POSITION DESCRIPTIONS BY BUSINESS UNIT

	BUSINESS UNIT	POSITION DESCRIPTION	FULL TIME	PART TIME
	1300 - CITY COUNCIL			
1300	CITY COUNCIL	Mayor (elected)		
1300	CITY COUNCIL	Alderman (elected)		
1300	CITY COUNCIL	Aldermanic/Mayoral Secretary	1.00	
		Subtotal for City Manager's Office	***1.00***	***0.00***
		Part and Full Time Subtotal		***1.00***
	1400 - CITY CLERK			
1400	CITY CLERK	City Clerk (elected)		
1400	CITY CLERK	Deputy City Clerk	1.00	
1400	CITY CLERK	Clerk Typist III	1.00	
		Subtotal for City Clerk	***2.00***	***0.00***
		Part and Full Time Subtotal		***2.00***
	1500 - CITY MANAGER'S OFFICE			
1505	CITY MANAGER'S OFFICE	City Manager	1.00	
1505	CITY MANAGER'S OFFICE	Assistant City Manager	0.70	
1505	CITY MANAGER'S OFFICE	Senior Assistant to the City Manager	1.00	
1505	CITY MANAGER'S OFFICE	Assistant to the City Manager	0.85	
1505	CITY MANAGER'S OFFICE	Executive Assistant	1.00	
1505	CITY MANAGER'S OFFICE	Administrative Secretary	0.70	
1505	CITY MANAGER'S OFFICE	Intern		0.50
1510	PUBLIC INFORMATION	Community Information Coordinator	1.00	
		Subtotal for City Manager's Office	***6.25***	***0.50***
		Part and Full Time Subtotal		***6.75***
	1600 - OFFICE OF MANAGEMENT AND BUDGET			
1605	BUDGET OFFICE	Director, Management & Budget	1.00	
1605	BUDGET OFFICE	Administrative Assistant	1.00	
1605	BUDGET OFFICE	Management Analyst	2.00	
1615	INFORMATION SYSTEMS	Director, Information Systems	1.00	
1615	INFORMATION SYSTEMS	Web Developer	1.00	
1615	INFORMATION SYSTEMS	Tech Support Specialist I	2.00	
1615	INFORMATION SYSTEMS	Network Administrator	2.00	
1615	INFORMATION SYSTEMS	Programmer Analyst	1.00	
1615	INFORMATION SYSTEMS	Operations Coordinator	1.00	
1615	INFORMATION SYSTEMS	Telecommunications Coordinator	1.00	
1615	INFORMATION SYSTEMS	Database Administrator	1.00	
1615	INFORMATION SYSTEMS	Information Systems Trainer	1.00	
1615	INFORMATION SYSTEMS	Assistant UNIX Administrator	1.00	
1620	GEOGRAPHIC INFO SYSTEM	GIS Manager	1.00	
1620	GEOGRAPHIC INFO SYSTEM	GIS Analyst	1.00	
1625	ADMIN ADJUDICATION	Administrative Adjudication Manager	1.00	
1625	ADMIN ADJUDICATION	Administrative Aide	2.00	
1625	ADMIN ADJUDICATION	Part-time Administrative Aide		0.50
1625	ADMIN ADJUDICATION	Administrative Law Judge (6 @ .10 FTE)		0.60
		Subtotal Management and Budget	***21.00***	***1.10***
		Part and Full Time Subtotal		***22.10***
	1700 - LEGAL			
1705	LEGAL	First Asst. Corporation Counsel	1.00	
1705	LEGAL	Assistant Corporation Counsel	2.00	
1705	LEGAL	Staff Attorney	2.00	
1705	LEGAL	Executive Secretary	2.00	
		Subtotal Legal Department	***7.00***	***0.00***
		Part and Full Time Subtotal		***7.00***

POSITION DESCRIPTIONS BY BUSINESS UNIT

	BUSINESS UNIT	POSITION DESCRIPTION	FULL TIME	PART TIME
		1800 - Human Resources		
1805	HR GENERAL SUPPORT	Director, HR	1.00	
1805	HR GENERAL SUPPORT	Assistant Director, HR	1.00	
1805	HR GENERAL SUPPORT	Human Resources Assistant	2.00	
1805	HR GENERAL SUPPORT	Human Resources Specialist	3.00	
		Subtotal Human Resources	***7.00***	***0.00***
		Part and Full Time Subtotal		***7.00***
		1900 - Finance		
1905	FINANCE GENERAL SUPPORT	Director, Finance	1.00	
1905	FINANCE GENERAL SUPPORT	Assistant Director, Finance	1.00	
1910	REVENUE DIVISION	Revenue Manager	1.00	
1910	REVENUE DIVISION	Finance Operations Coordinator	1.00	
1910	REVENUE DIVISION	License and Measures Inspector	1.00	
1910	REVENUE DIVISION	Clerk III	1.00	
1910	REVENUE DIVISION	Clerk II	4.00	0.50
1915	PAYROLL	Payroll Manager	1.00	
1915	PAYROLL	Payroll Coordinator	1.00	
1915	PAYROLL	Clerk III	1.00	
1920	ACCOUNTING	Accounting Manager	1.00	
1920	ACCOUNTING	Senior Accountant	2.00	
1920	ACCOUNTING	TIF Accounting Analyst	1.00	
1920	ACCOUNTING	Investment Analyst	1.00	
1920	ACCOUNTING	Bookkeeper	1.00	
1925	PURCHASING & ACCTS PAYABLE	Director, Purchasing & Contracts	1.00	
1925	PURCHASING & ACCTS PAYABLE	Accounts Payable Coordinator	1.00	
1925	PURCHASING & ACCTS PAYABLE	M/W/EBE Program Coordinator	1.00	
1925	PURCHASING & ACCTS PAYABLE	Accounts Payable Clerk	1.00	
1925	PURCHASING & ACCTS PAYABLE	Administrative Assistant, Finance	1.00	
		Subtotal Finance	***24.00***	***0.50***
		Part and Full Time Subtotal		***24.50***
		2000 - Facilities Management		
2005	FACILITIES MGMT GEN. SUPPORT	Director, Facilities Management	1.00	
2005	FACILITIES MGMT GEN. SUPPORT	Assistant Director, Facilities Management	1.00	
2005	FACILITIES MGMT GEN. SUPPORT	Executive Secretary	1.00	
2010	CONSTRUCTION & REPAIR	Facilities Management Supervisor	1.00	
2010	CONSTRUCTION & REPAIR	Construction Manager	1.00	
2010	CONSTRUCTION & REPAIR	ADA/CIP Project Manager	1.00	
2010	CONSTRUCTION & REPAIR	Facilities Maintenance Worker III	11.00	
2010	CONSTRUCTION & REPAIR	Facilities Maintenance Worker II	2.00	
2015	MAIL AND INFO SERVICES	Switchboard Operator	2.00	
2020	CUSTODIAL MAINTENANCE	Facilities Maintenance Worker/Custodian I	2.00	
2020	CUSTODIAL MAINTENANCE	Security Monitor		0.10
		Subtotal Facilities Management	***23.00***	***0.00***
		Part and Full Time Subtotal		***23.00***
		2100 - Community Development		
2101	COMMUNITY DEVELOPMENT ADMIN	Director, Community Development	1.00	
2101	COMMUNITY DEVELOPMENT ADMIN	Executive Secretary	1.00	
2105	PLANNING & SUPPORT	Assistant Director, Planning	1.00	
2105	PLANNING & SUPPORT	Senior Planner	1.00	
2105	PLANNING & SUPPORT	Housing Planner	1.00	
2105	PLANNING & SUPPORT	Planner	1.00	
2105	PLANNING & SUPPORT	Executive Secretary	1.00	
2110	ZONING ANALYSIS & SUPPORT	Assistant Director, Zoning	1.00	
2110	ZONING ANALYSIS & SUPPORT	Zoning Officer	2.00	
2110	ZONING ANALYSIS & SUPPORT	Zoning Planner	1.00	
2110	ZONING ANALYSIS & SUPPORT	Secretary II	1.00	
2115	HOUSING CODE COMPLIANCE	Property Maintenance Supervising Inspector	1.00	
2115	HOUSING CODE COMPLIANCE	Property Maintenance Inspector I	5.00	
2115	HOUSING CODE COMPLIANCE	Clerk II	1.00	

	BUSINESS UNIT	POSITION DESCRIPTION	FULL TIME	PART TIME
2115	HOUSING CODE COMPLIANCE	Secretary II	1.00	
2120	HOUSING REHABILITATION	Assistant Director, Rehabilitation	1.00	
2120	HOUSING REHABILITATION	Construction Rehabilitation Specialist	1.00	
2120	HOUSING REHABILITATION	Secretary II	1.00	
2125	BUILDING CODE COMPLIANCE	Assistant Director, Building	1.00	
2125	BUILDING CODE COMPLIANCE	Plan Reviewer	2.00	
2125	BUILDING CODE COMPLIANCE	Electrical Inspector I	1.00	
2125	BUILDING CODE COMPLIANCE	Electrical Inspector II	1.00	
2125	BUILDING CODE COMPLIANCE	Plumbing Inspector	1.00	
2125	BUILDING CODE COMPLIANCE	Plumbing/Mechanical Inspector	1.00	
2125	BUILDING CODE COMPLIANCE	Permit Coordinator	1.00	
2125	BUILDING CODE COMPLIANCE	Assistant Permit Coordinator	1.00	
2125	BUILDING CODE COMPLIANCE	Sign Inspector/Graffiti Tech	1.00	
2125	BUILDING CODE COMPLIANCE	Structural Inspector	1.00	
2125	BUILDING CODE COMPLIANCE	Structural Inspector/Plan Examiner	1.00	
2125	BUILDING CODE COMPLIANCE	Coordinating Structural Inspector	1.00	
		Subtotal Community Development	***36.00***	***0.00***
		Part and Full Time Subtotal		***36.00***
		2200 - Police Department		
2205	POLICE ADMINISTRATION	Chief of Police	1.00	
2205	POLICE ADMINISTRATION	Police System Administrator	1.00	
2205	POLICE ADMINISTRATION	Police Commander	1.00	
2205	POLICE ADMINISTRATION	Executive Secretary	1.00	
2205	POLICE ADMINISTRATION	Facility Maintenance Worker/ Custodian I	1.00	
2205	POLICE ADMINISTRATION	Deputy Chief	1.00	
2210	PATROL OPERATIONS	Police Commander	3.00	
2210	PATROL OPERATIONS	Police Sergeant	10.00	
2210	PATROL OPERATIONS	Police Officer	76.00	
2215	CRIMINAL INVESTIGATION	Deputy Chief	1.00	
2215	CRIMINAL INVESTIGATION	Police Commander	1.00	
2215	CRIMINAL INVESTIGATION	Police Sergeant	2.00	
2215	CRIMINAL INVESTIGATION	Police Officer	14.00	
2225	SOCIAL SERVICES BUREAU	Director, Social Services	1.00	
2225	SOCIAL SERVICES BUREAU	Youth Advocate	3.00	
2225	SOCIAL SERVICES BUREAU	Victim Advocate	2.00	
2230	JUVENILE BUREAU	Police Sergeant	1.00	
2230	JUVENILE BUREAU	Police Officer	8.00	
2235	SCHOOL LIAISON	Police Officer	3.00	
2240	POLICE RECORDS	Director, Records	1.00	
2240	POLICE RECORDS	Court Liaison	1.00	
2240	POLICE RECORDS	Review Officer	1.00	
2240	POLICE RECORDS	Property Officer	1.00	
2240	POLICE RECORDS	Records Input Operator	6.00	
2240	POLICE RECORDS	Clerk III	1.00	
2240	POLICE RECORDS	Property Room Aide		0.50
2245	COMMUNICATIONS	Deputy Chief	1.00	
2245	COMMUNICATIONS	Telecommunicator	14.00	
2245	COMMUNICATIONS	Police Sergeant	1.00	
2250	SERVICE DESK	Police Commander	1.00	
2250	SERVICE DESK	Service Desk Officer	10.00	
2255	OFFICE PROFESSIONAL STANDARDS	Police Commander	1.00	
2255	OFFICE PROFESSIONAL STANDARDS	Police Sergeant	1.00	
2255	OFFICE PROFESSIONAL STANDARDS	Executive Secretary	1.00	
2255	OFFICE PROFESSIONAL STANDARDS	Police Sergeant	1.00	
2260	OFFICE OF ADMINISTRATION	Administrative Specialist	1.00	
2260	OFFICE OF ADMINISTRATION	Police Planner	1.00	
2260	OFFICE OF ADMINISTRATION	Administrative Assistant, Police	1.00	
2265	NEIGHBORHOOD ENFORCEMENT (NET)	Deputy Chief	1.00	
2265	NEIGHBORHOOD ENFORCEMENT (NET)	Police Commander	1.00	

	BUSINESS UNIT	POSITION DESCRIPTION	FULL TIME	PART TIME
2265	NEIGHBORHOOD ENFORCEMENT (NET)	Police Sergeant	1.00	
2265	NEIGHBORHOOD ENFORCEMENT (NET)	Police Officer	12.00	
2270	TRAFFIC	Police Sergeant	1.00	
2270	TRAFFIC	Police Officer	6.00	
2270	TRAFFIC	Towing Coordinator	1.00	
2275	COMMUNITY STRATEGIES BUREAU	Crime Prevention Specialist	1.00	
2275	COMMUNITY STRATEGIES BUREAU	Senior Crime Prevention Specialist		0.75
2275	COMMUNITY STRATEGIES BUREAU	Crime Analyst		0.75
2280	ANIMAL CONTROL	Chief Animal Warden	1.00	
2280	ANIMAL CONTROL	Animal Control Warden	1.00	
2280	ANIMAL CONTROL	Part-time Animal Warden		0.50
2285	PROBLEM SOLVING TEAM	Police Sergeant	1.00	
2285	PROBLEM SOLVING TEAM	Police Officer	6.00	
		Subtotal Police	***209.00***	***2.50***
		Part and Full Time Subtotal		***211.50***
	2300 - Fire Department			
2305	FIRE MANAGEMENT & SUPPORT	Fire Chief	1.00	
2305	FIRE MANAGEMENT & SUPPORT	Division Chief, Fire	1.00	
2305	FIRE MANAGEMENT & SUPPORT	Executive Secretary	1.00	
2310	FIRE PREVENTION	Division Chief, Fire	1.00	
2310	FIRE PREVENTION	Fire Captain	3.00	
2310	FIRE PREVENTION	Clerk II	1.00	
2310	FIRE PREVENTION	Clerk Typist III	1.00	
2315	FIRE SUPPRESSION	Division Chief, Fire	2.00	
2315	FIRE SUPPRESSION	Fire Captain	21.00	
2315	FIRE SUPPRESSION	Shift Chief, Fire	3.00	
2315	FIRE SUPPRESSION	Firefighter	75.00	
		Subtotal Fire	***110.00***	***0.00***
		Part and Full Time Subtotal		***110.00***
	2400 - Health and Human Services			
2407	HEALTH SERVICES ADMINISTRATION	Director, Health & Human Services	1.00	
2407	HEALTH SERVICES ADMINISTRATION	Executive Secretary	2.00	
2410	LABORATORY SERVICES	Supervisor of Lab Services	1.00	
2410	LABORATORY SERVICES	Microbiologist	1.00	
2415	FAMILY HEALTH	Public Health Nurse Supervisor	1.00	
2415	FAMILY HEALTH	Nurse's Assistant	1.00	
2415	FAMILY HEALTH	Vision/Hearing Technician	1.00	
2415	FAMILY HEALTH	Information Systems Clerk	1.00	
2415	FAMILY HEALTH	Secretary II	1.00	
2415	FAMILY HEALTH	Clerk II	1.00	
2415	FAMILY HEALTH	Public Health Nurse	3.00	0.25
2415	FAMILY HEALTH	Clinic Physician (3 @ .1 FTE)		0.30
2420	INFECTIOUS DISEASE CONTROL	Public Health Nurse	1.00	
2420	INFECTIOUS DISEASE CONTROL	Communicable Disease Surveillance Spec.	1.00	
2420	INFECTIOUS DISEASE CONTROL	Clerk Typist I	1.00	
2420	INFECTIOUS DISEASE CONTROL	AIDS/HIV Counselor		0.75
2420	INFECTIOUS DISEASE CONTROL	Clinic Physician		0.10
2425	DENTAL SERVICES	Dental Assistant	1.00	
2425	DENTAL SERVICES	Clerk II	1.00	
2425	DENTAL SERVICES	Dental Health Educator		0.50
2425	DENTAL SERVICES	Dentist		0.75
2430	ADULT HEALTH	Division Chief, Health	1.00	
2430	ADULT HEALTH	Public Health Nurse	1.00	
2430	ADULT HEALTH	Medical Supervisor		0.10
2435	FOOD & ENVIRONMENTAL HEALTH	Division Chief, Health	1.00	
2435	FOOD & ENVIRONMENTAL HEALTH	Health Program Coordinator	1.00	
2435	FOOD & ENVIRONMENTAL HEALTH	Environmental Health Practitioner	2.00	
2435	FOOD & ENVIRONMENTAL HEALTH	Environmental Health Practitioner Supervisor	1.00	
2435	FOOD & ENVIRONMENTAL HEALTH	Secretary II	1.00	

POSITION DESCRIPTIONS BY BUSINESS UNIT

	BUSINESS UNIT	POSITION DESCRIPTION	FULL TIME	PART TIME
2435	FOOD & ENVIRONMENTAL HEALTH	Clerk II		0.25
2440	VITAL RECORDS	Clerk III	1.00	
2440	VITAL RECORDS	Clerk Typist I	1.00	
2440	VITAL RECORDS	Clerk II		0.25
2440	VITAL RECORDS	Clerk II		0.50
2445	COMMUNITY INTERVENTION SVCS	Community Intervention Coordinator	1.00	
2445	COMMUNITY INTERVENTION SVCS	Outreach Specialist	1.00	
2445	COMMUNITY INTERVENTION SVCS	Administrative Aide	1.00	
2445	COMMUNITY INTERVENTION SVCS	Inclusion Specialist		0.50
2450	MENTAL HEALTH ADMINISTRATION	Assistant Director, Mental Health	1.00	
2450	MENTAL HEALTH ADMINISTRATION	Secretary II	1.00	
2530	COMMISSION ON AGING	Long Term Care Ombudsman	1.00	
		Subtotal Health and Human Services	***35.00***	***4.25***
		Part and Full Time Subtotal		***39.25***
	2500 - Public Works			
2605	DIRECTOR OF PUBLIC WORKS	Director, Public Works	1.00	
2605	DIRECTOR OF PUBLIC WORKS	Executive Secretary	1.00	
2610	MUNICIPAL SERVICE CENTER	Custodian I (2 @ .5 FTE)		1.00
2620	E.D.O.T. ADMINISTRATION	Deputy Director, Public Works	1.00	
2625	ENGINEERING	Senior Engineer	1.00	
2625	ENGINEERING	Civil Engineer III	1.00	
2625	ENGINEERING	Civil Engineer II	3.00	
2625	ENGINEERING	Civil Engineer I	1.00	
2625	ENGINEERING	Engineering Associate II	3.00	
2630	TRAFFIC ENGINEERING	Senior Traffic Engineer	2.00	
2630	TRAFFIC ENGINEERING	Civil Engineer II	1.00	
2630	TRAFFIC ENGINEERING	Traffic Engineering Technician	1.00	
2635	TRAFFIC SIGNS	Traffic Sign Repair Worker	3.00	
2640	TRAFFIC SIGNALS & ST LIGHT MAINT	Traffic Electrician Leader	1.00	
2640	TRAFFIC SIGNALS & ST LIGHT MAINT	Traffic Electrician Leader	4.00	
2645	PARKING ENFORCEMENT & TICKETS	Parking Enforcement Supervisor	1.00	
2645	PARKING ENFORCEMENT & TICKETS	Parking Enforcement Coordinator	2.00	
2645	PARKING ENFORCEMENT & TICKETS	Parking Enforcement Officer	13.00	
2645	PARKING ENFORCEMENT & TICKETS	Parking Operations Clerk	1.00	
2665	STREETS AND SANITATION ADMIN	Superintendent, Streets and Sanitation	1.00	
2665	STREETS AND SANITATION ADMIN	Public Works Supervisor	3.00	
2665	STREETS AND SANITATION ADMIN	Administrative Assistant, Streets/Sanitation	1.00	
2670	STREET AND ALLEY MAINTENANCE	Public Works Crew Leader	2.00	
2670	STREET AND ALLEY MAINTENANCE	Equipment Operator III	3.00	
2670	STREET AND ALLEY MAINTENANCE	Equipment Operator II	5.00	
2670	STREET AND ALLEY MAINTENANCE	Equipment Operator I	1.00	
2670	STREET AND ALLEY MAINTENANCE	Public Works Maintenance Worker II	3.00	
2675	STREET CLEANING	Equipment Operator III	0.00	
2675	STREET CLEANING	Equipment Operator II	5.00	
2675	STREET CLEANING	Public Works Maintenance Worker II	3.00	
2685	REFUSE COLLECTION AND DISPOSAL	Equipment Operator II	16.00	
2685	REFUSE COLLECTION AND DISPOSAL	Recycling Attendant		0.75
2695	YARD WASTE COLLECTION	Equipment Operator II	6.00	
		Subtotal Public Works	***90.00***	***1.75***
		Part and Full Time Subtotal		***91.75***
	2700 - Human Relations			
2705	HUMAN RELATIONS COMMISSION	Director, Human Relations	1.00	
2705	HUMAN RELATIONS COMMISSION	Human Relations Specialist	1.00	
2705	HUMAN RELATIONS COMMISSION	Executive Secretary	0.67	
2710	HOUSING ADVOCACY	Executive Secretary	0.33	
2710	HOUSING ADVOCACY	Human Relations Specialist	1.00	
		Subtotal Human Relations	***4.00***	***0.00***
		Part and Full Time Subtotal		***4.00***

POSITION DESCRIPTIONS BY BUSINESS UNIT

	BUSINESS UNIT	POSITION DESCRIPTION	FULL TIME	PART TIME
		2800 - Library		
2805	CHILDREN'S SERVICES	Librarian III	1.00	
2805	CHILDREN'S SERVICES	Librarian I	2.00	
2805	CHILDREN'S SERVICES	Librarian I		0.50
2805	CHILDREN'S SERVICES	Librarian I		0.10
2805	CHILDREN'S SERVICES	Library Assistant	1.00	
2805	CHILDREN'S SERVICES	Library Assistant (3 @ .25 FTE)		0.75
2805	CHILDREN'S SERVICES	Shelver (2 @ .25 FTE)		0.50
2805	CHILDREN'S SERVICES	Library Aide I (3 @ .25 FTE)		0.75
2805	CHILDREN'S SERVICES	Technical Aide		0.10
2810	READER'S SERVICES	Librarian III	1.00	
2810	READER'S SERVICES	Librarian I	3.00	
2810	READER'S SERVICES	Readers' Advisor (2 @.25 FTE)		0.50
2810	READER'S SERVICES	Readers' Advisor		0.10
2810	READER'S SERVICES	Readers' Advisor (2 @ .5 FTE)		1.00
2810	READER'S SERVICES	Technical Aide		0.25
2815	REFERENCE SVCS & PERIODICALS	Librarian III	1.00	
2815	REFERENCE SVCS & PERIODICALS	Librarian I	2.00	
2815	REFERENCE SVCS & PERIODICALS	Librarian I (2 @.25 FTE)		0.50
2815	REFERENCE SVCS & PERIODICALS	Librarian I (3 @ .5 FTE)		1.50
2815	REFERENCE SVCS & PERIODICALS	Periodicals Supervisor	1.00	
2815	REFERENCE SVCS & PERIODICALS	Clerk III	1.00	
2815	REFERENCE SVCS & PERIODICALS	Library Clerk (2 @ .25 FTE)		0.50
2815	REFERENCE SVCS & PERIODICALS	Library Clerk		0.75
2815	REFERENCE SVCS & PERIODICALS	Clerk Typist I		0.50
2820	CIRCULATION	Circulation Supervisor	1.00	
2820	CIRCULATION	Library Aide II	1.00	
2820	CIRCULATION	Library Aide II		0.50
2820	CIRCULATION	Library Clerk (4 @ .25 FTE)		1.00
2820	CIRCULATION	Library Clerk (7 @ .5 FTE)		3.50
2820	CIRCULATION	Security Monitor (4 @ .5 FTE)		2.00
2820	CIRCULATION	Shelver (4 @ .5 FTE)		2.00
2820	CIRCULATION	Shelver		0.75
2820	CIRCULATION	Shelver (2 @ .25 FTE)		0.50
2820	CIRCULATION	Clerk III	1.00	
2825	NORTH BRANCH	Librarian II		0.50
2825	NORTH BRANCH	Library Aide I (2 @ .25 FTE)		0.50
2825	NORTH BRANCH	Branch Assistant (3 @ .5 FTE)		1.50
2825	NORTH BRANCH	Branch Assistant		0.10
2825	NORTH BRANCH	Branch Assistant		0.25
2830	SOUTH BRANCH	Librarian II	1.00	
2830	SOUTH BRANCH	Library Aide I		0.75
2830	SOUTH BRANCH	Library Aide I		0.10
2830	SOUTH BRANCH	Branch Assistant		0.75
2830	SOUTH BRANCH	Branch Assistant		0.25
2835	TECHNICAL SERVICES	Technical Services Manager	1.00	
2835	TECHNICAL SERVICES	Technical Support Specialist II	1.00	
2835	TECHNICAL SERVICES	Technical Support Specialist I	1.00	
2835	TECHNICAL SERVICES	Librarian I	2.00	
2835	TECHNICAL SERVICES	Librarian I		0.50
2835	TECHNICAL SERVICES	Library Assistant	2.00	
2835	TECHNICAL SERVICES	Clerk Typist II		0.75
2835	TECHNICAL SERVICES	Clerk II	3.00	
2835	TECHNICAL SERVICES	Clerk II (3 @ .75 FTE)		2.25
2835	TECHNICAL SERVICES	Library Clerk		0.75
2835	TECHNICAL SERVICES	Library Clerk		0.25
2840	LIBRARY MAINTENANCE	Custodian II	3.00	
2840	LIBRARY MAINTENANCE	Custodian I		0.50

POSITION DESCRIPTIONS BY BUSINESS UNIT

	BUSINESS UNIT	POSITION DESCRIPTION	FULL TIME	PART TIME
2845	LIBRARY ADMINISTRATION	Director, Library	1.00	
2845	LIBRARY ADMINISTRATION	Administrative Services Manager	1.00	
2845	LIBRARY ADMINISTRATION	Executive Secretary	1.00	
2845	LIBRARY ADMINISTRATION	Clerk III	1.00	
2845	LIBRARY ADMINISTRATION	Clerk Typist II		0.50
		Subtotal Library	***34.00***	***28.75***
		Part and Full Time Subtotal		***62.75***
	2800 - Parks / Forestry & Recreation			
3005	RECREATION MGMT & GEN SUPPORT	Director, Parks/Forestry & Recreation	1.00	
3005	RECREATION MGMT & GEN SUPPORT	Executive Secretary	1.00	
3005	RECREATION MGMT & GEN SUPPORT	Management Analyst	0.50	
3010	RECREATION BUS. & FISCAL MGMT	Business Manager	1.00	
3010	RECREATION BUS. & FISCAL MGMT	Senior Accountant	1.00	
3010	RECREATION BUS. & FISCAL MGMT	Management Analyst	1.00	
3010	RECREATION BUS. & FISCAL MGMT	Bookkeeper	1.00	
3015	COMMUNICATIONS & MARKETING SVCS	Public Information Specialist	1.00	
3015	COMMUNICATIONS & MARKETING SVCS	Public Information Assistant		0.75
3020	RECREATION GENERAL SUPPORT	Superintendent, Recreation	1.00	
3020	RECREATION GENERAL SUPPORT	Management Analyst	0.50	
3020	RECREATION GENERAL SUPPORT	Data Control Clerk	1.00	
3020	RECREATION GENERAL SUPPORT	Clerk II	0.50	
3030	ROBERT CROWN COMMUNITY CENTER	Building Supervisor	1.00	
3030	ROBERT CROWN COMMUNITY CENTER	Recreation Program Manager	1.00	
3030	ROBERT CROWN COMMUNITY CENTER	Facility Maintenance Worker/Custodian II	2.00	
3030	ROBERT CROWN COMMUNITY CENTER	Preschool Coordinator	1.00	
3030	ROBERT CROWN COMMUNITY CENTER	Preschool Instructor		0.50
3030	ROBERT CROWN COMMUNITY CENTER	Preschool Instructor (4 @ .25 FTE)		1.00
3030	ROBERT CROWN COMMUNITY CENTER	Preschool Instructor		0.75
3030	ROBERT CROWN COMMUNITY CENTER	Instructor (15 @ .1 FTE)		1.50
3030	ROBERT CROWN COMMUNITY CENTER	Program Assistant		0.10
3030	ROBERT CROWN COMMUNITY CENTER	Program Assistant (3 @ .25 FTE)		0.75
3030	ROBERT CROWN COMMUNITY CENTER	Program Assistant		0.50
3030	ROBERT CROWN COMMUNITY CENTER	Part-time Custodian		0.75
3030	ROBERT CROWN COMMUNITY CENTER	Part-time Custodian		0.25
3030	ROBERT CROWN COMMUNITY CENTER	Recreation Aide		0.50
3035	CHANDLER COMMUNITY CENTER	Recreation Center Manager	1.00	
3035	CHANDLER COMMUNITY CENTER	Weekend/Evening Coordinator	1.00	
3035	CHANDLER COMMUNITY CENTER	Recreation Program Manager	2.00	
3035	CHANDLER COMMUNITY CENTER	Clerk III		0.75
3035	CHANDLER COMMUNITY CENTER	Instructor (20 @ .1 FTE)		2.00
3035	CHANDLER COMMUNITY CENTER	Pre-school Instructor		0.50
3035	CHANDLER COMMUNITY CENTER	Part-time Custodian		0.25
3035	CHANDLER COMMUNITY CENTER	Part-time Custodian		0.75
3035	CHANDLER COMMUNITY CENTER	Facilities Supervisor (2 @ .25 FTE)		0.50
3035	CHANDLER COMMUNITY CENTER	Facilities Supervisor		0.10
3035	CHANDLER COMMUNITY CENTER	Program Supervisor		0.75
3035	CHANDLER COMMUNITY CENTER	Program Assistant		0.10
3040	FLEETWOOD-JOURDAIN CENTER	Recreation Center Manager	1.00	
3040	FLEETWOOD-JOURDAIN CENTER	Recreation Program Manager	2.00	
3040	FLEETWOOD-JOURDAIN CENTER	Weekend/Evening Coordinator	1.00	
3040	FLEETWOOD-JOURDAIN CENTER	Custodian II	1.00	
3040	FLEETWOOD-JOURDAIN CENTER	Clerk II	1.00	
3040	FLEETWOOD-JOURDAIN CENTER	Clerk II		0.25
3040	FLEETWOOD-JOURDAIN CENTER	Instructor (3 @ .1 FTE)		0.30
3040	FLEETWOOD-JOURDAIN CENTER	Program Assistant (10 @ .25 FTE)		2.50
3040	FLEETWOOD-JOURDAIN CENTER	Program Assistant (3 @ .5 FTE)		1.50
3040	FLEETWOOD-JOURDAIN CENTER	Program Assistant		0.10
3040	FLEETWOOD-JOURDAIN CENTER	Program Assistant (2 @ .10 FTE)		0.20
3040	FLEETWOOD-JOURDAIN CENTER	Program Supervisor		0.25

POSITION DESCRIPTIONS BY BUSINESS UNIT

	BUSINESS UNIT	POSITION DESCRIPTION	FULL TIME	PART TIME
3045	FLEETWOOD-JOURDAIN THEATER	Recreation Program Manager	1.00	
3045	FLEETWOOD-JOURDAIN THEATER	Program Supervisor		0.75
3045	FLEETWOOD-JOURDAIN THEATER	Program Assistant (2 @ .10 FTE)		0.20
3050	AT-RISK PROGRAMS	Program Supervisor (2 @ .5 FTE)		1.00
3055	LEVY SENIOR CENTER	Recreation Center Manager	1.00	
3055	LEVY SENIOR CENTER	Recreation Program Manager	2.00	
3055	LEVY SENIOR CENTER	Facility Maintenance Worker/Custodian II	2.00	
3055	LEVY SENIOR CENTER	Clerk Typist II	1.00	
3055	LEVY SENIOR CENTER	Program Assistant		0.50
3055	LEVY SENIOR CENTER	Program Assistant		0.75
3055	LEVY SENIOR CENTER	Program Assistant		0.10
3055	LEVY SENIOR CENTER	Assistant Custodian		0.50
3055	LEVY SENIOR CENTER	Instructor (4 @ .1 FTE)		0.40
3055	LEVY SENIOR CENTER	Instructor (2 @ .25 FTE)		0.50
3055	LEVY SENIOR CENTER	Bus Driver		0.75
3055	LEVY SENIOR CENTER	Bus Driver		0.50
3055	LEVY SENIOR CENTER	Facility Supervisor		0.50
3080	BEACHES	Lakefront Program Manager	0.75	
3080	BEACHES	Sports Coordinator	0.50	
3080	BEACHES	Sports/Recreation Maintenance Supervisor	0.25	
3085	RECREATION FACILITY MAINTENANCE	Supervisor, Sports/Rec Maintenance	0.75	
3085	RECREATION FACILITY MAINTENANCE	Parks/Forestry Crew Leader	1.00	
3085	RECREATION FACILITY MAINTENANCE	Facility Maintenance Worker/Custodian I	0.00	
3085	RECREATION FACILITY MAINTENANCE	Parks/Forestry Worker II	5.00	
3095	ROBERT CROWN ICE CENTER	Recreation Center Manager	1.00	
3095	ROBERT CROWN ICE CENTER	Recreation Program Manager	1.00	
3095	ROBERT CROWN ICE CENTER	Operations Manager	1.00	
3095	ROBERT CROWN ICE CENTER	Clerk II	1.00	
3095	ROBERT CROWN ICE CENTER	Office Coordinator	1.00	
3095	ROBERT CROWN ICE CENTER	Part-time Custodian (4 @ .5 FTE)		2.00
3095	ROBERT CROWN ICE CENTER	Ice Skating Professional (3 @ .25 FTE)		0.75
3095	ROBERT CROWN ICE CENTER	Ice Skating Professional (19 @ .1 FTE)		1.90
3095	ROBERT CROWN ICE CENTER	Hockey Director of Operations		0.25
3095	ROBERT CROWN ICE CENTER	Program Assistant (10 @ .1 FTE)		1.00
3095	ROBERT CROWN ICE CENTER	Program Assistant (2 @.25 FTE)		0.50
3095	ROBERT CROWN ICE CENTER	Program Assistant		0.50
3095	ROBERT CROWN ICE CENTER	Instructor (4 @ .1 FTE)		0.40
3095	ROBERT CROWN ICE CENTER	Office Assistant (2 @ .25 FTE)		0.50
3095	ROBERT CROWN ICE CENTER	Office Assistant		0.50
3095	ROBERT CROWN ICE CENTER	Facilities Supervisor		0.25
3095	ROBERT CROWN ICE CENTER	Facilities Supervisor		0.50
3095	ROBERT CROWN ICE CENTER	Concession Worker		0.10
3095	ROBERT CROWN ICE CENTER	After School Supervisor		0.25
3100	SPORTS LEAGUES	Sports Coordinator	0.50	
3100	SPORTS LEAGUES	Recreation Program Manager	0.25	
3125	SPECIAL PROGRAMS	Recreation Program Manager	1.00	
3125	SPECIAL PROGRAMS	Instructor (2 @ .1 FTE)		0.20
3125	SPECIAL PROGRAMS	Program Supervisor		0.25
3130	SPECIAL RECREATION	Recreation Program Manager		0.50
3130	SPECIAL RECREATION	Program Supervisor (2 @ .1 FTE)		0.20
3130	SPECIAL RECREATION	Program Supervisor		0.25
3130	SPECIAL RECREATION	Program Assistant (12 @ .1 FTE)		1.20
3130	SPECIAL RECREATION	Program Assistant (4 @ .25 FTE)		1.00
3130	SPECIAL RECREATION	Instructor		0.10
3140	BUS PROGRAM	Bus Driver		0.25
3140	BUS PROGRAM	Program Assistant (2 @ .10 FTE)		0.20
3140	BUS PROGRAM	Bus Aide (2 @ .25 FTE)		0.50
3150	PARK SERVICE UNIT	Park Ranger (4 @ .25 FTE)		1.00
3505	PARKS & FORESTRY GEN SUPPORT	Superintendent, Parks & Forestry	1.00	

POSITION DESCRIPTIONS BY BUSINESS UNIT

	BUSINESS UNIT	POSITION DESCRIPTION	FULL TIME	PART TIME
3505	PARKS & FORESTRY GEN SUPPORT	Landscape Architect	1.00	
3505	PARKS & FORESTRY GEN SUPPORT	Secretary II	1.00	
3510	HORTICULTURAL MAINTENANCE	Public Works Supervisor	1.00	
3510	HORTICULTURAL MAINTENANCE	Parks/Forestry Crew Leader	3.00	
3510	HORTICULTURAL MAINTENANCE	Parks/Forestry Worker III	5.00	
3510	HORTICULTURAL MAINTENANCE	Parks/Forestry Worker II	2.00	
3510	HORTICULTURAL MAINTENANCE	Equipment Operator II	3.00	
3510	HORTICULTURAL MAINTENANCE	General Tradesman	1.00	
3515	MAINTENANCE OF PARKWAY TREES	Parks/Forestry Crew Leader	1.00	
3515	MAINTENANCE OF PARKWAY TREES	Parks/Forestry Worker III	8.00	
3515	MAINTENANCE OF PARKWAY TREES	Arborist	0.50	
3520	DUTCH ELM DISEASE CONTROL	Parks/Forestry Crew Leader	1.00	
3520	DUTCH ELM DISEASE CONTROL	Parks/Forestry Worker III	6.00	
3520	DUTCH ELM DISEASE CONTROL	Arborist	0.25	
3525	TREE PLANTING	Parks/Forestry Crew Leader	1.00	
3525	TREE PLANTING	Parks/Forestry Worker III	1.00	
3525	TREE PLANTING	Arborist	0.25	
3605	ECOLOGY CENTER	Director, Ecology Center	1.00	
3605	ECOLOGY CENTER	Clerk III	1.00	
3605	ECOLOGY CENTER	Environmental Educator	2.00	
3605	ECOLOGY CENTER	Office Assistant	0.50	
3605	ECOLOGY CENTER	Garden Coordinator		0.25
3605	ECOLOGY CENTER	Part-time Custodian		0.10
3605	ECOLOGY CENTER	Part-time Custodian		0.25
3605	ECOLOGY CENTER	Program Assistant (5 @ .1 FTE)		0.50
3605	ECOLOGY CENTER	Program Assistant		0.50
3605	ECOLOGY CENTER	Program Supervisor		0.10
3700	ARTS COUNCIL	Arts Council Director	0.50	
3700	ARTS COUNCIL	Secretary II	0.25	
3710	NOYES CULTURAL ARTS CENTER	Arts Council Director	0.15	
3710	NOYES CULTURAL ARTS CENTER	Noyes Center Coordinator	1.00	
3710	NOYES CULTURAL ARTS CENTER	Facilities Maintenance Worker/Custodian I	1.00	
3710	NOYES CULTURAL ARTS CENTER	Secretary II	0.50	
3710	NOYES CULTURAL ARTS CENTER	Part-time Custodian (4 @ .25 FTE)		1.00
3720	CULTURAL ARTS PROGRAMS	Arts Council Director	0.35	
3720	CULTURAL ARTS PROGRAMS	Program Manager	1.00	
3720	CULTURAL ARTS PROGRAMS	Secretary II	0.25	
3720	CULTURAL ARTS PROGRAMS	Senior Program Coordinator	1.00	
		Subtotal Recreation, Parks and Forestry	***95.00***	***42.35***
		Part and Full Time Subtotal		***137.35***
	205 - Emergency Telephone System Fund			
5150	EMERGENCY TELEPHONE SYSTEM	Communication Coordinator	1.00	
5150	EMERGENCY TELEPHONE SYSTEM	Assistant Communications Coordinator	2.00	
5150	EMERGENCY TELEPHONE SYSTEM	Telecommunicator	1.00	
		Subtotal Emergency Telephone System	***4.00***	***0.00***
		Part and Full Time Subtotal		***4.00***
	215 - Community Development Block Grant Fund			
5220	CDBG ADMINISTRATION	CDBG Grants Administrator	1.00	
5220	CDBG ADMINISTRATION	Neighborhood Planner	1.00	
		Subtotal CDBG	***2.00***	***0.00***
		Part and Full Time Subtotal		***2.00***
	225 - Economic Development Fund			
5300	ECONOMIC DEVELOPMENT FUND	Economic Development Planner	1.00	
5300	ECONOMIC DEVELOPMENT FUND	Assistant City Manager	0.15	
5300	ECONOMIC DEVELOPMENT FUND	Administrative Secretary	0.30	
		Subtotal Economic Development	***1.45***	***0.00***
		Part and Full Time Subtotal		***1.45***

POSITION DESCRIPTIONS BY BUSINESS UNIT

	BUSINESS UNIT	POSITION DESCRIPTION	FULL TIME	PART TIME
		505 - Parking System Fund		
7005	PARKING SYSTEM MANAGEMENT	Manager, Parking Systems	1.00	
7005	PARKING SYSTEM MANAGEMENT	Public Works Supervisor	1.00	
7005	PARKING SYSTEM MANAGEMENT	Parking System Supervisor	1.00	
7005	PARKING SYSTEM MANAGEMENT	Parking Operations Clerk	3.00	0.50
7015	PARKING LOTS & METERS	Public Works Crew Chief	1.00	
7015	PARKING LOTS & METERS	Public Works Maintenance Worker II	4.00	
7015	PARKING LOTS & METERS	Parking Repair Worker	2.00	
		Subtotal Parking Systems	***13.00***	***0.50***
		Part and Full Time Subtotal		***13.50***
		510 - Water Fund		
7100	WATER GENERAL SUPPORT	Superintendent, Water/Sewer	1.00	
7100	WATER GENERAL SUPPORT	Asst. Superintendent, W/S Admin	1.00	
7100	WATER GENERAL SUPPORT	Asst. Superintendent, W/S Operations	1.00	
7100	WATER GENERAL SUPPORT	Executive Secretary	1.00	
7100	WATER GENERAL SUPPORT	GIS Analyst	0.50	
7105	PUMPING	Division Chief, Pumping	1.00	
7105	PUMPING	Water Maintenance Supervisor	1.00	
7105	PUMPING	Water Worker II	1.00	
7105	PUMPING	Water/Sewer Mechanic	3.00	
7105	PUMPING	Water Plant Operator	5.00	
7110	FILTRATION	Division Chief, Filtration	1.00	
7110	FILTRATION	Water Maintenance Supervisor	1.00	
7110	FILTRATION	Chemist	1.00	
7110	FILTRATION	Microbiologist	1.00	
7110	FILTRATION	Water Plant Operator	5.00	
7110	FILTRATION	Water/Sewer Mechanic	3.00	
7110	FILTRATION	Water Worker II	1.00	
7110	FILTRATION	Water Worker I	1.00	
7115	DISTRIBUTION	Division Chief, Distribution	0.50	
7115	DISTRIBUTION	Water Distribution Supervisor	1.00	
7115	DISTRIBUTION	Water/Sewer Crew Leader	3.00	
7115	DISTRIBUTION	Water Service Worker	3.00	
7115	DISTRIBUTION	Water Worker II	1.00	
7115	DISTRIBUTION	Water Worker I	2.00	
7120	WATER METER MAINTENANCE	Meter Service Coordinator	1.00	
7120	WATER METER MAINTENANCE	Facility Maintenance Worker/Custodian I	1.00	
7120	WATER METER MAINTENANCE	Water Billing Clerk	1.00	
		Subtotal Water	***43.00***	***0.00***
		Part and Full Time Subtotal		***43.00***
		605 - Insurance Fund		
7800	INSURANCE FUND	Assistant City Manager	0.15	
7800	INSURANCE FUND	Assistant to the City Manager	0.15	
7800	INSURANCE FUND	Safety/Risk Manager	1.00	
		Subtotal Insurance Fund	***1.30***	***0.00***
		Part and Full Time Subtotal		***1.30***
		600 - Fleet Services Fund		
7705	FLEET SERVICES GEN SUPPORT	Superintendent, Administrative Svcs	1.00	
7705	FLEET SERVICES GEN SUPPORT	Service Center Coordinator	1.00	
7705	FLEET SERVICES GEN SUPPORT	Executive Secretary	1.00	
7705	FLEET SERVICES GEN SUPPORT	Auto Shop Supervisor	2.00	
7710	MAJOR MAINTENANCE	Lead Mechanic	1.00	
7710	MAJOR MAINTENANCE	Equipment Parts Technician	1.00	
7710	MAJOR MAINTENANCE	Equipment Mechanic III	9.00	
7715	VEHICLE BODY MAINTENANCE	Auto Service Worker	1.00	
		Subtotal Fleet Service	***17.00***	***0.00***
		Part and Full Time Subtotal		***17.00***
		515 - Sewer Fund		
7400	SEWER MAINTENANCE	Division Chief	0.50	

POSITION DESCRIPTIONS BY BUSINESS UNIT

	BUSINESS UNIT	POSITION DESCRIPTION	FULL TIME	PART TIME
7400	SEWER MAINTENANCE	Sewer Supervisor	1.00	
7400	SEWER MAINTENANCE	GIS Analyst	0.50	
7400	SEWER MAINTENANCE	Water/Sewer Crew Leader	5.00	
7400	SEWER MAINTENANCE	Engineering Associate II	2.00	
7400	SEWER MAINTENANCE	Water Worker II	2.00	
7400	SEWER MAINTENANCE	Water Worker I	2.00	
7400	SEWER MAINTENANCE	Civil Engineer III	1.00	
		Subtotal Sewer Fund	***14.00***	***0.00***
		Part and Full Time Subtotal		***14.00***
		Totals By FTE Type	**800.00**	**82.20**
		GRAND TOTAL	**882.20**	

Budget Process

Summary of Proceedings:

The City's fiscal year begins on March 1 of each year. The City Manager submits to the City Council a proposed operating budget in December for the fiscal year commencing the following March 1. The operating budget includes proposed expenditures and the means of financing those expenditures. The City Council holds public hearings (two Saturday morning public hearings were held prior to adoption of the 2004/2005 budget) and then may modify the budget prior to adoption.

The City Manager is authorized to transfer budgeted amounts between departments 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 1) property taxes are budgeted as revenue in the year for which they are levied; 2) debt service payments are budgeted upon tax levy for such purposes and 3) encumbrances are recorded as the equivalent of an expenditure for budget purposes. For purposes of preparing the General Fund schedule of revenues – budget and actual, GAAP revenue and expenditures have been adjusted to the budgetary basis. 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-PR-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 following:

Fiscal Year - The fiscal year of the City of Evanston shall commence on March 1 each year and close on the last day of February each year.

Passage of the Annual Budget - 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 on or before the last day of December. 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.

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:

Five months 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 all library branches, and will be available for public inspection at these locations.

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 Finance Department and Budget Department. Disbursements are made only if the expenditure is within the authorized appropriation. For each major expenditure, a purchase order is prepared and approved and the related appropriation is encumbered before a check is issued.

Budget Calendar:

Fiscal Year 2004 - 2005

MONTH	ACTIVITY
May 2003	Meet with City Council to review previous budget and set goals and objectives for the new budget year. Council provides staff direction for items to study or review for upcoming budget year.
June 2003	Review of feedback from prior year's budget process to be used for improvement and revision. Review of current GFOA standards.
	Finance Director prepares revenue projections. Meets with City Manager.
	Budget Office prepares expenditure projections. Meets with City Manager.
July 2003	**Preliminary Public Hearing held by Administration and Public Works Committee addressing issues for Proposed Budget.**
	Revision of software, forms and budget schedule as needed to improve the budget process.
August 2003	Budget kickoff. General information session about the coming fiscal year's process, required forms and timetable, and budget goals.
September – October 2003	Staff meets with City Council to review studies and projects assigned in May. City Council determines which initiative will be reflected in the upcoming budget.

	Individual technical assistance sessions held upon request. Financial data (projected revenues and expenditures) due from department heads.
	Departmental Budget submissions due.
	City Board and Commission Budgets to be submitted to the Budget Office.
	Budget requests entered into financial software.
	Departmental Budget Review Sessions held by Budget Office.
October 2003	Departmental budget narratives, objectives and performance indicators entered into budget word processing document and reviewed for accuracy by Budget Office.
November 2003	City Manager, Budget Officer, Finance Director meet to make final adjustments to the Proposed Budget.
December 2003	City Manager prepares Transmittal Message to City Council.
December 31, 2003	City Manager's Proposed Budget to be submitted to City Council.
January - February 2004	Weekly Saturday budget review sessions by City Council. Response by City Staff to aldermanic budget memo requests. All sessions open to the public.
February 2, 2004	**Public Hearing on Proposed Budget**.
February 23, 2004	Final discussion and adoption of 2004-2005 Budget by City Council.
March 2004	City Council changes entered into Budget.
	Updating of narrative, performance objectives and activity measures submitted by departments. Budget document updated to reflect changes.
April 2004	Printing, binding and distribution of City Budget.

City of
Evanston™

City of Evanston

CAPITAL IMPROVEMENT PLAN

City of
Evanston™

INTERDEPARTMENTAL
MEMORANDUM

DATE: January 20, 2004

TO: Roger D. Crum, City Manager

FROM: Capital Improvement Team

SUBJECT: 2004/5 – 2008/9 CAPITAL IMPROVEMENT PROGRAM

Transmitted herewith for consideration by the City Council is a copy of the 2004/5 – 2008/9 Capital Improvement Program (CIP). The five-year Capital Improvement Program has been prepared in accordance with the Capital Improvement Fund Policies, which the City Council approved in October 2002. The Capital Improvement Program is a five-year plan to address the City's capital needs. The City Council has established a goal for annual capital funding of $6.5 million.

The first year of the Capital Improvement Program is the Capital Budget and is reviewed and approved each year by the City Council concurrent with the City Council's consideration of the operating budget. The subsequent four years of the Capital Program are presented for information only and set forth the recommended plan for addressing the City's capital needs. They also provide the City Council and public with an overview of the needs of the City's built environment.

To better assess the City's capital infrastructure needs, during the past several years, the staff has undertaken comprehensive assessments of our various capital assets (parks, streets, buildings, etc). These have included the Comprehensive Pavement Study; Parks, Forestry & Recreation Strategic Plan; the Analysis of the Civic Center; 10 Year Sewer Improvement Program, Street Lighting, Chicago Avenue Corridor and the assessments of the Police and Fire Stations. These studies now serve as the foundation for the staff recommendations as set forth in the attached Capital Improvement Program. In addition, as part of the new financial requirements for municipalities –GASB 34 – the City conducted an extensive study of the City's infrastructure. The FY 2003 financial statements have included the information required under GASB 34.

The City Council has designated Saturday, January 24, 2003 for the presentation of the Capital Program. In preparation for the City Council's review, this memorandum will:

***Highlight the 2004/5—2008/9 Capital Improvement Program**
***Outline the 2004/5 Capital Budget**
***Review projects for Council direction**
***Review Policy Issues**
***Set forth Recommendations**

In addition the following exhibits are included:

I. <u>SUMMARY OF THE FIVE YEAR CAPITAL IMPROVEMENT PROGRAM</u>

The attached 2004/5 – 2008/9 Capital Improvement Program represents the City's commitment to Evanston's built environment. The Plan has been developed to also address the guidelines approved by the City Council over the past several years. This includes the Parks & Recreation Strategic Plan, comprehensive street improvement program, sewer improvement program, and plans for upgrades to public buildings and street lighting.

The five-year plan **does not** include any funding for the Civic Center or Crown Center and Park as these are major projects, whose scope and funding strategies still need to be addressed by the City Council. The Civic Center Committee has been meeting and we would like to see special meetings held in the first quarter to address the Civic Center. The Human Services Committee has begun the discussion regarding Crown Center. Final resolution and a funding strategy have not been recommended by the Committee to the City Council. A special meeting has been scheduled by the City Council to discuss Crown Center in January. Therefore, the five year plan does not identify a specific development program or funding strategy for the Crown Center building and Crown Park. If necessary, the Capital Improvement Program could be amended to reflect the City Council's discussions and recommendations for these two projects.

A special sub-committee of the Human Services Committee has been studying the Gross Point Lighthouse Area and a report should be presented to the Human Services Arts Center. To that end, the five year plan does recommend some funding for some long planned maintenance projects on the site. However, it is recommended that a policy be considered for the Gross Pointe Lighthouse Area during this year.

The five-year plan includes the funding for the parks as outlined in the Parks and Recreation's seven-year strategic plan. Last year, we had planned to delay the redevelopment of Eggleston Park until 2005 due to the planned construction on McCormick Blvd. However, we have initiated the planning for McCormick Blvd., and we now believe that the construction of Eggleston Park can begin in 2004 and the plan reflects funding the project this year. The Plan reflects continued funding of street improvements in accordance with the strategy adopted by the City Council.

We have added one new program regarding the City's alleys. As you are aware, the City has a special assessment program for paving of new alleys. Once the alley is improved, however, there is no program to resurface these alleys. This new alley resurfacing program will address this and is outlined in the project descriptions in Exhibit C. It should be noted that not all alleys are candidates for resurfacing since some have deteriorated to the point where they should be reconstructed under the special assessment program.

The 2002-03 CIP approved funding for several corridor planning studies: Central Street, Dodge corridor and Other Neighborhood Districts. However, the continuing work on Howard Street, Chicago Avenue, downtown and the Westside has utilized all of our resources at this time. Realistically, staff can only undertake one or two major planning projects during a fiscal year. Once these areas are further along, we will initiate the planning process in the other areas outlined in the plan. The Plan Commission and staff are continuing the Westside corridor planning process and should be complete in the first quarter of 2004. However, we would like to initiate discussions with representatives of each of the neighborhood commercial districts to listen to their concerns and ideas but no new major planning or implementation activities can be commenced at this time. If feasible, we could respond to some minor issues.

The proposed five-year plan (2003-2008) had one year of funding for the implementation of the Chicago Avenue Corridor Plan. A prototype block is scheduled for completion in 2004 to give an idea of how the entire length would be improved. It is staff's intention to continue to develop an implementation funding strategy for this Corridor. Several projects outlined in the Five Year Plan continues the City Council's commitment to rebuilding all of the fire stations and improving the accessibility of our public buildings.

II. 2004- 2005 CAPTIAL BUDGET

A. General Obligation Bonds

The projects being recommended for funding in the 2004/05 Capital Budget represent the planned second phases of projects begun in 2003; annual appreciations for on-going capital maintenance projects; additional funds for projects which were bid in 2003 or new projects previously scheduled in the five year plan. The Capital Budget funding level of $6,500,000 represents the continued increased level of capital spending that is more in keeping with our needs and is aided by the favorable interest rates that are available to the City. This increased level of available revenue is still at an annual debt service level of approximately $600,000. A brief highlight of some of the projects is contained herein but a summary of each of the capital budget projects follows in Exhibit C.

Parks & Recreation

The projects outlined in the 2004-2005 Capital Budget are in substantial compliance with park improvement seven-year plan, which was adopted by the City Council in 2000. The improvements in the next fiscal year include projects at the following parks: Eggleston, Cartwright, Levinson, Lovelace, Mason, and Clark Street Beach. Again, we have not included any funding for Crown Center and Park since there has not been any decision by the City Council. Funds allocated for Lovelace Park represents the first phase of a major redevelopment of that park, which has not had any major work since it was developed in the 1970's. There has been some playground and tennis court renovation in the past.

Street Improvements

In 2002, the City completed a comprehensive street system evaluation study. The City Council reviewed the study and adopted a five-year plan as recommended by staff. The program was implemented last year and we are utilizing both MFT($1.2 million per year) and General Obligation Bonds ($500,000 per year) to complete approximately $1.7 million of street paving, curb work, and related roadway maintenance in each of the next four years

Public Buildings

The planning and implementation of a strategy to improve all of our public buildings is an important component of the capital program. Currently, we have tried to undertake assessments and plan for the eventual rehabilitation or replacement of all of our public facilities. To date we have focused upon public safety buildings and parks. The capital budget reflects the continued attention to these buildings. The immediate focus is the initiation of the planning for the rebuild of Fire Station #5 and the planning for the Civic Center and Crown Center. These projects will require a significant amount of staff resources and we are trying to focus our attention on only a few projects each year. Projects will also be undertaken at : Chandler Newberger, Fleetwood/Jourdain, Dempster Street Beach House, and the Ecology Center.

Obviously, the two main buildings which are not in the plan are the Civic Center and Crown Center. While the recommended programs for each building continue to be discussed, we have included funding for emergency and routine maintenance.

Financial Software

The implementation of the financial software program is progressing on schedule. This month we are rolling out two major components of the new programs. It has been a major undertaking requiring significant time of each staff member but each of us believes that we will be able to provide better service for both our internal and external customers. The Capital Budget reflects our continued implementation of this project.

Commercial Districts

As previously stated, the Plan Commission is currently finalizing the Westside corridor planning studies. These recommendations will be presented to the City Council. The City Council approved the design work for the first portion of the implementation of the Chicago Avenue Corridor plan in 2003 and work is underway. Finally, the Economic Development Committee has recommended a Tax Increment Financing District for the Howard Street Corridor and the City Council will be considering its implementation in January, 2004. We are also working with a developer for a project on Howard Street and will be working with the EDC in developing a Redevelopment Agreement to implement the TIF plan. While all of these projects have required significant staff commitments we would like to continue to initiate discussions with the business associations in the downtown and other neighborhood districts. We believe that some additional dialogue and planning needs to continue in 2004.

Street Lighting

The City Council has approved a multi-year program to upgrade the electrical components of the streetlights, which involves changing the mercury vapor lamps to a new system called induction lighting. We are proposing to complete this project in three years. We estimate that the project will cost at least $3 million to complete. The new lights are being fabricated and installation will begin in the next several months.

B. NON-GENERAL OBLIGATION BONDS/PROJECTS

There are many capital projects that the City undertakes every year with the use of non-general obligation bonds. These include all of the capital projects which use the enterprise funds or special dedicated revenues. The major one has been the water and sewer projects, CDBG, and TIF supported projects.

Sewer System Improvements
The 2004 CIP reflects the continued commitment to the improvement of the City's sewer system. This long-term project began in the late 80's with the planning and the City Council's approval of the Improvement Plan adopted in December 1990. The Plan outlined a $158,000,000 program($199.3 million-2202 dollars) to mitigate the problems residents have been experiencing for years, such as combined sewage surcharge into basements. The construction program was initiated in 1991 and is approximately 87% complete at this time. The current status of each phase is summarized below:

Phase I, II, III, IV, V and Phase VII, Contracts A, B, C, D, E, F, G, & H	Construction Complete
Phase VI, Contract A	Construction Complete
Phase VIII, Contract A	Construction Complete
Phase VI, Contract B	Litigation- no work
Phase VI, Contract C	Construction Complete
Phase VIII, Contract B	Substantially Complete
Phase IX, Contract A	Constr. - 45% Complete
Phase IX, Contract B	Out to Bid
Phase X, Contract A	Constr. –30% Complete
Phase X, Contract B	Design-2004 & Bid 2005

Contract VIII B included the installation of box culverts for storm water detention and a siphon under the CTA Skokie Swift tracks as well as relief sewers on Brummel and Callen. This project will protect the area bounded by Brummel, Chicago, Howard, and Custer from street flooding and basement backups.

The Contract IXA project, currently under construction is a two year project which includes the installation of a storm sewer system that will mitigate basement flooding in the area bounded by Isabella, Sheridan, Lincoln, and the North Shore Channel.

The other project under construction is project XA and will also be underway for approximately two years. This project includes the installation of relief sewers that will mitigate flooding in the area bounded by Lake, Sheridan, South Blvd. And Chicago Avenue.

The repayment of the debt associated with the Long-Range Sewer Improvement Program is funded through the Sewer Fund. An ordinance (12-O-00) approved in February 2000 has set forth the rate increases. There is a 5% rate increase planned for this year so the rate will be $ 3.94 per 100 cubic feet of water.

Water Fund
The projects, which are planned in the 2004 CIP, will be completed without any increase in the water rates. The proposed projects continue the upgrade to this important capital building. While the facility is maintained in excellent condition, there do always exist components, which need to be replaced and upgraded.

The water main replacement projects are coordinated with street projects so as to minimize disruptions for the community

Community Development Block Grant

The capital projects, which have been approved by the Community Development Block Grant Committee, have been included in the Capital Budget. Staff's policy has been to recommend all capital projects within the CDBG target area to the Committee for funding.

Howard Street Tax Increment Financing District

The City Council will be considering a TIF district for Howard Street. Staff and Alderman Rainey are currently working with a developer who has proposed a project for Howard Street. At this time we are reviewing the need for TIF assistance, and may request an amendment to the Capital Budget to reflect any TIF eligible project that the City Council approves.

III. CIP POLICY ISSUES & PRIORITY PROJECT REVIEWS

Every year, the City Council's review of the Capital Improvement Program provides the Council and community with the opportunity to review the capital infrastructure needs of the community, receive citizen comment, and establish priorities and funding levels. As we have stated so often, the magnitude of our capital need is great and totals over $250 million. We estimate this number based upon the various assessment of the City's capital needs that have been undertaken during the past several years. We are grateful for the City Council's commitment to the built environment and recognize that the Plan does not address all of our capital needs but does represent a good strategy to continue to address our needs.

Last year staff presented a recommended five year funding strategy which would fund both the proposed capital budget and provide funding for the Insurance Fund for future obligations. The strategy was feasible due to the refunding of the 1993 Bonds and the historically low interest rates. The strategy involved funding $12 million of debt per year for the five years. The first $6.5 million of funding would be used for our annual capital budget and the remaining would be available for future obligations of the Insurance Fund. Once our obligations are better understood, the funding level could continue and all of the funds could be used for capital projects. Last year, the City Council decided not to commit to the five year strategy but did agree to fund the first year. This year we are recommending that the City Council fund the second year of the strategy and issue debt at the increased level. In approving the strategy, the City's debt limit would need to be raised to $100 million from $75 million. It is recommended that the City Council consider this increased level of funding to address both our capital needs and the obligations of the Insurance Fund.

Finally, staff would like to continue to work with the Budget Committee and Administration & Public Works to explore capital funding options. We are grateful to the Council for the approval of a Budget Analyst/Grant Writer which has increased our ability to analyze our capital needs and begin to explore the opportunities for grants for capital projects. However, we have seen increasing fiscal constraints at all levels of government, and have had to consider adjusting the scope and timetable for some projects. For example, we have applied twice for grants for Mason Park and have not received any funding. Therefore, Mason Park will be redeveloped in phases, which will obviously take us longer to complete the project.

Regardless of the fiscal constraints there are several projects which we look forward to our continued collaboration with the City Council in order to develop appropriate action plans for their implementation. These include the Civic Center, Crown Center, Gross Pointe Lighthouse Area, Fountain Square and the Recycling Center. Each of these buildings is a valuable physical asset and a great community resource. Each have major capital needs and a thorough review and plan must be developed even if funding is not available at this time. Even though we are focusing on the Civic Center, Crown Center and the Gross Point Lighthouse Area, we would like to initiate discussions for the Recycling Center and Fountain Square.

IV. RECOMMENDATIONS

At this time it is recommended that the City Council:

(1) Accept the attached 2003/4- 2007/8 Capital Improvement Program
(2) Review and consider the 2004-2005 Capital Budget
(3) Further explore capital funding options
(4) Approve the 2nd year of funding strategy
(5) Approve the sale of the following Debt instruments in 2004 as follows:

Property Tax Supported Debt	
City wide Capital Improvements	$ 6,500,000
Non-Property Tax Supported Debt	
Citizen funded Alley Improvements	$ 1,500,000
Downtown Brick Repair	$ 25,000
TOTAL 2003/04 GENERAL OBLIGATION BOND ISSUE	**$ 8,025,000**

We look forward to Saturday, January 24, 2004 for the opportunity to present the 2004/5- 2008/9 Capital Improvement Program to the City Council.

Capital Improvement Team:

Judith Aiello, Assistant City Manger
Maureen Barry, Assistant to the City Manager
Bobbie Tolston-Brown, Purchasing Director
Patrick Casey, Director of Management & Budget
Paul D'Agostino, Superintendent of Parks & Forestry
Robert Dorneker, Superintendent of Recreation
Keith Fujihara, Deputy Director of Public Works/City Engineer
Douglas Gaynor, Director of Parks, Recreation & Forestry
Sam Hunter, Deputy Fire Chief
David Jennings, Director of Public Works
Vincent Jones, Assistant to the City Manager
Frank Kaminski, Police Chief
Frank Kassen, Construction Manager
Anil Khatkhate, ADA/CIP Manager
Stefanie Levine, Landscape Architect
Regina Lookis, Assistant Superintendent of Water & Sewer/Administration
Dennis Marino, Assistant Community Development Director /Planing
Dennis Nilsson, Commander-Police Department
Catherine Radek, Superintendent of Administrative Services/Public Works/Fleet
Tracy Roberts, Management Analyst
Max Rubin, Director of Facilities Management
Carlos Ruiz, Preservation Coordinator
Bruce Slown, Director of Information Systems
William Stafford, Director of Finance
Lloyd Shephard, M/W/EBE Coordinator
David Stoneback, Assistant Superintendent of Water & Sewer/Operations
James Wolinski, Director of Community Development
Barbara Zdanowicz, Assistant Finance Director
Allison Zelms, Management Analyst

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EXHIBIT A

Capital Improvement Fund Policy

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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 has 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, and 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 Program 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.

- Commit funds annually for improvements so that incremental progress can be made toward long-range goals.

- Coordinate planned capital improvement projects where opportunities exist to do so.

- Leverage local capital improvement funds to the extent possible.

- Give priority to projects that further the objectives of the Comprehensive General Plan.

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

Economic Development

- Make capital investments needed to realize the full potential of the Downtown Redevelopment.

- Coordinate improvements made in retail and commercial areas.

- Develop and implement programs to upgrade and maintain streetscapes in each neighborhood business district within the city.

- Develop and implement plans for capital needs of neighborhood economic development.

Environment

- Maintain water system improvements needed to ensure a safe and adequate water supply.

- Develop and implement programs to eliminate environmental hazards where they exist in City facilities and on public grounds.

- Participate in development of area wide solutions to the problem of solid waste disposal and promote local recycling and waste reduction efforts to minimize solid waste disposal requirements and conserve resources.

- Complete the long-range comprehensive sewer plan.

Parks and Recreation

- Rehabilitate parks through periodic replacement of pavement, athletic fields and courts, equipment, site furnishings, infrastructure and landscaping.

- Undertake improvements to enhance and protect the lakefront park system.

- Maintain Evanston's community recreational facilities to the high standard expected.

- Bring play equipment into compliance with current CPSC and ASTM safety guidelines and ADA requirements.

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 intermodal 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.

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.

- 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.

Contingencies Account

- A contingency line item should be included for each project equal to 10% of the project's estimated cost.

- A bond funded capital plan contingency account shall be included at the beginning of each fiscal year. This shall be equal to 10% of the current year general obligation capital improvement projects.

- Funds from the overall CIP contingency account can be used to supplement a project if none are available within the department's existing projects.

- Any unused contingency funds could be reallocated by the City Council at the end of the fiscal year.

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 5 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 5 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.

- The city shall hire a grant writer for a two-year trial period.

Community Development Block Grant Funds

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

City of Evanston™

EXHIBIT B

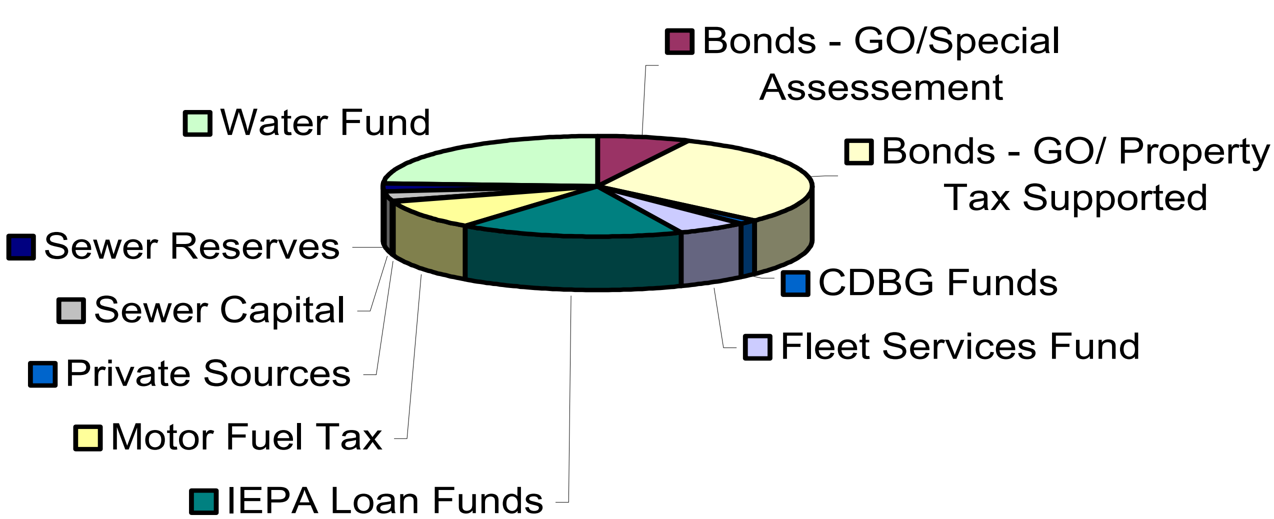
2004/5 – 2008/9
Capital Improvement Program

City of
Evanston™

CAPITAL PLAN
City of Evanston, IL
SUMMARY BY FUNDING SOURCE
2004 Thru 2008

Sources	2004-05	2005-06	2006-07	2007-08	2008-09	Total
Bonds - GO/Special Assessmen	1,525,000	1,277,500	525,000	525,000	525,000	4,377,500
Bonds - Property Tax Support	6,500,000	8,305,550	7,273,000	5,475,800	3,587,900	31,142,250
CDBG Funds	275,000					275,000
Fleet Services Fund	1,185,700					1,185,700
IEPA Loan Funds	3,623,300	3,447,700			2,953,000	10,024,000
Motor Fuel Tax (MFT)	2,100,000					2,100,000
Private Sources	26,000	270,000	20,000	20,000	20,000	356,000
Sewer Capital Fund	675,000	675,000	675,000	675,000	675,000	3,375,000
Sewer Reserves	540,800	16,072,000	12,016,000	611,500	944,100	30,184,400
Water Fund - DI & E A/C	5,241,700	4,392,600	3,656,900	3,566,500	250,000	17,107,700
Grand Total(s)	21,692,500	34,440,350	24,165,900	10,873,800	8,955,000	100,127,550

2004-05 Capital Projects by Funding Source



CAPITAL PLAN
City of Evanston, IL
PROJECTS BY FUNDING SOURCE
2004 Thru 2008

	Sources	2004-05	2005-06	2006-07	2007-08	2008-09	Total
	Bonds - GO/Special Assessmen						
415856	ALLEY PAVING PRIVATE SHARE	1,500,000	500,000	500,000	500,000	500,000	3,500,000
416006	DOWNTOWN BRICK REPAIR	25,000	25,000	25,000	25,000	25,000	125,000
733068	WATER MAIN-CHICAGO AVENUE		752,500				752,500
	Bonds - GO/Special Assessmen	1,525,000	1,277,500	525,000	525,000	525,000	4,377,500
	Bonds - Property Tax Support						
415100	CAPITAL IMPROVEMENTS	65,000	65,000	65,000	65,000		260,000
415172	CIVIC CENTER INTERIM REPAIR	150,000	250,000	250,000	250,000	250,000	1,150,000
415200	SERVICE CENTER CIP PROJECTS					285,000	285,000
415219	SERVICE CENTER ROOF	720,000					720,000
415220	SERVICE CTR FIRE SUPPRESSIO				150,000		150,000
415222	SERVICE CTR VEHICLE WASH				180,000		180,000
415223	SERVICE CTR OVERHEAD DOOR R			300,000			300,000
415224	SERV. CTR PARKING DECK REPA		15,000	170,000			185,000
415307	PARK MAINT & FURNITURE REPL	50,000	50,000	50,000	50,000	50,000	250,000
415321	BAKER PARK		14,350			5,000	19,350
415325	BENT SHELTER FAC			50,900			50,900
415333	LAGOON BUILDING FAC	40,000					40,000
415350	MASON PARK	317,200	119,600			793,000	1,229,800
415355	LOVELACE PARK	400,000	512,000				912,000
415356	BENT PARK TENNIS COURT		122,200				122,200
415357	BENT PARK BASKETBALL COURT		57,500				57,500
415358	LARIMER PARK BASKETBALL COU		57,500				57,500
415359	EIDEN PARK		355,800				355,800
415360	MONROE TOT LOT		116,800				116,800
415361	SARGENT PARK		137,900				137,900
415362	SMITH PARK				435,300		435,300
415364	LEVINSON TOT LOT	131,500					131,500
415365	CLARK ST BEACH HOUSE FAC		5,000	60,000			65,000
415366	DEMPSTER ST BEACH HOUSE FAC	18,000					18,000
415367	GREENWOOD ST BEACH HOUSE FA		23,500				23,500
415370	EVANSTON ART CTR ASBESTOS R		90,000	90,000			180,000
415374	LARIMER PARK SHELTER FAC	20,000					20,000
415375	CLARK STREET BEACH	25,000					25,000
415376	SOUTH BLVD BEACH HOUSE FAC				27,500		27,500
415377	LIGHT / FOG HOUSES FAC	30,000	200,000	155,700			385,700
415378	GREENLEAF PARK SHELTER		21,000				21,000
415509	CHANDLER CENTER FAC	40,000	125,000	15,000	46,000	45,000	271,000
415510	CHANDLER CTR IMPROVEMENTS					14,000	14,000
415553	CROWN CENTER SYSTEMS REPR	50,000	50,000	50,000	50,000	50,000	250,000
415561	CROWN TENNIS COURT RENOVATI				338,300		338,300
415562	CROWN TENNIS COURT LIGHTING				120,400		120,400
415653	NOYES CENTER FAC	15,000	30,000	30,000			75,000
415686	ECOLOGY CENTER FAC	60,000	10,000	90,000			160,000
415692	FLEETWOOD JOURDAIN ROOF REP	133,500					133,500
415705	ANIMAL SHELTER FAC	20,000					20,000
415717	PUBLIC SAFETY RADIO EQUIPME		400,000	400,000	400,000	400,000	1,600,000

CAPITAL PLAN
City of Evanston, IL
PROJECTS BY FUNDING SOURCE
2004 Thru 2008

	Sources	2004-05	2005-06	2006-07	2007-08	2008-09	Total
415718	POLICE - FIRE HQ INTERIOR		30,000	300,000			330,000
415719	POLICE - FIRE HQ PARKING LO	150,000					150,000
415720	POLICE - FIRE HQ ROOF		10,000	65,000			75,000
415801	FIRE ST#2 PARKG & LANDSC	76,900	35,000				111,900
415802	FIRE STATION #5	230,000	1,300,000	1,700,000			3,230,000
415854	ALLEY PAVING - CITY SHARE	100,000	500,000	500,000	500,000	500,000	2,100,000
415857	STREET RESURFACING	500,000	500,000	500,000	500,000	500,000	2,500,000
415864	50/50 CURB & SIDEWALK PRG	65,000	100,000	100,000	100,000	100,000	465,000
415867	BLOCK CURB REPLACEMENT	60,000	100,000	100,000	100,000	100,000	460,000
415868	STREETLIGHT UPGRADE PROGM	400,000	500,000	500,000			1,400,000
415870	NEIGHBORHOOD TRAFFIC CALM	75,000	75,000	75,000	75,000	75,000	375,000
415874	CHICAGO AVE SIGNALS - LOCAL	420,000					420,000
415875	CHICAGO AVE SIGNALS - CMAQ	50,000					50,000
415876	VEHICLE TRACKING SYSTEM	50,000	50,000	50,000			150,000
415906	CENTRAL ST.CORRIDOR PLANN	10,000	45,000	45,000			100,000
416001	INFORMATION TECHNOLOGY	220,000	300,000	300,000	300,000	300,000	1,420,000
416009	EVANSTON ART CENTER FAC	24,000	150,000	130,000	15,000		319,000
416010	ASBESTOS REMOVAL	40,000	20,000	20,000	20,000	25,000	125,000
416014	TELEPHONE SYSTEM	50,000	50,000		50,000		150,000
416016	ROOFING ACCT- FAC	20,000		5,000		5,000	30,000
416019	LADD CAPITAL MAINTENANCE	25,000	25,000	25,000	25,000	25,000	125,000
416020	FINANCIAL /HR SOFTWARE SYS	50,000	100,000	100,000	100,000	100,000	450,000
416038	2222 OAKTON FACILITY					67,500	67,500
416041	CITY NETWORK INFRASTRUCTURE	150,000	50,000				200,000
416047	GIS BASEMAP UPDATING	50,000	50,000	50,000	50,000	50,000	250,000
416051	GRANT WRITER	56,400	56,400	56,400	56,400	56,400	282,000
416052	CONTINGENCY FUND	50,000	200,000	200,000	200,000	200,000	850,000
416053	EMERGENCY PROJECT RESERVES	50,000	200,000	200,000	200,000	200,000	850,000
416054	GRANT MATCH	50,000	100,000	100,000	100,000	100,000	450,000
416055	FOSTER PARK					1,083,000	1,083,000
416063	CARTWRIGHT PARK	132,500					132,500
416064	EGGLESTON PARK	450,000					450,000
416067	MASON PARK FACILITY REHAB		226,000				226,000
416069	SHORE PRESERVATION	30,000	30,000	30,000	30,000	30,000	150,000
416072	NOYES STUDIO UPGRADE MATCHI	20,000	20,000	20,000	20,000	20,000	100,000
416077	ART CENTER COACH HOUSEAPART	30,000	170,000				200,000
416086	SERVICE CENTER PAINTING	35,000	40,000				75,000
416089	SERVICE CENTER SECURITY SYS	15,000	20,000				35,000
416094	ENGINEERING SERVICES	200,000	200,000	200,000	200,000	200,000	1,000,000
416096	BIKE PLAN IMPLEMENTATION	55,000	100,000				155,000
416102	ALLEY RESURFACING	75,000	75,000	75,000	75,000	75,000	375,000
416111	TRAFFIC SIGNAL MAINTENANCE	50,000	50,000	50,000	50,000	50,000	250,000
416119	RELOCATION OF SOUTH BRANCH				596,900		596,900
733501	DESIGN OF CIP PROJECTS	100,000					100,000
	Bonds - Property Tax Support	6,500,000	8,305,550	7,273,000	5,475,800	3,587,900	31,142,250
	CDBG Funds						
415350	MASON PARK	150,000					150,000

CAPITAL PLAN
City of Evanston, IL
PROJECTS BY FUNDING SOURCE
2004 Thru 2008

	Sources	2004-05	2005-06	2006-07	2007-08	2008-09	Total
415692	FLEETWOOD JOURDAIN ROOF REP	90,000					90,000
416120	CDBG TARGET AREA TREES	20,000					20,000
416124	BOILER ROOM APT FAC	15,000					15,000
	CDBG Funds	275,000					275,000
	Fleet Services Fund						
7720	CAPITAL OUTLAY	1,185,700					1,185,700
	Fleet Services Fund	1,185,700					1,185,700
	Grants - Federal/State						
	IEPA Loan Funds						
7471	IEPA PHASE 9B	3,623,300					3,623,300
7472	IEPA PHASE 10 C					2,953,000	2,953,000
7489	IEPA PHASE 10 B		3,447,700				3,447,700
	IEPA Loan Funds	3,623,300	3,447,700			2,953,000	10,024,000
	Motor Fuel Tax (MFT)						
415857	STREET RESURFACING	1,200,000					1,200,000
415871	TRAFFIC SIGNAL UPGRADES	250,000					250,000
415875	CHICAGO AVE SIGNALS - CMAQ	50,000					50,000
415878	ASBURY BRIDGE	300,000					300,000
416039	RIDGE AVENUE CMAQ	300,000					300,000
	Motor Fuel Tax (MFT)	2,100,000					2,100,000
	Private Sources						
416072	NOYES STUDIO UPGRADE MATCHI	20,000	20,000	20,000	20,000	20,000	100,000
733066	EMER.INTERCON. ANALYSIS/ CO	6,000	250,000				256,000
	Private Sources	26,000	270,000	20,000	20,000	20,000	356,000
	Sewer Capital Fund						
7420	SEWER IMPROVEMENTS	675,000	675,000	675,000	675,000	675,000	3,375,000
	Sewer Capital Fund	675,000	675,000	675,000	675,000	675,000	3,375,000
	Sewer Reserves						
7440	IEPA PH 6B (L171128)		15,500,000	10,700,000			26,200,000
7471	IEPA PHASE 9B	190,800					190,800
7472	IEPA PHASE 10 C				16,500	328,100	344,600
7489	IEPA PHASE 10 B		383,000				383,000
742501	RIDGE AVE RELIEF SEWER-CLEV			1,316,000			1,316,000
742502	LEE ST RELIEF SEWER-RIDGE-M		189,000				189,000
742503	RIDGE AV RELIEF SEWER-CRAIN				472,500		472,500
742504	GREENWOOD ST RELIEF SEWER				122,500		122,500
742505	RIDGE AV RELIEF SEWER-CLARK					532,000	532,000
742506	GROVE ST RELIEF SEWER-RIDGE					84,000	84,000
742507	NOYES & ORRINGTON EMER.REPA	350,000					350,000
	Sewer Reserves	540,800	16,072,000	12,016,000	611,500	944,100	30,184,400

CAPITAL PLAN
City of Evanston, IL
PROJECTS BY FUNDING SOURCE
2004 Thru 2008

	Sources	2004-05	2005-06	2006-07	2007-08	2008-09	Total
	Water Fund - DI & E A/C						
733032	WATER BILLING SYSTEM	1,343,200	1,308,100				2,651,300
733033	CHEMICAL BUILDING ACCESSWAY	350,000					350,000
733034	CHLORINE SCRUBBER	200,000					200,000
733036	FOUNDATION REPAIRS GARAGE #		50,000				50,000
733039	LOW LIFT PUMP UNIT SECTION	750,000					750,000
733042	ADA RENOVATIONS		200,000				200,000
733043	SERVICE BLDG WINDOW REPLACM		65,000				65,000
733041	PHASE 10 A WTR MAINS (JUD/G		500,000				500,000
733044	MAIN ST. (ASBURY - DODGE)		500,000				500,000
733045	REPAIRS TO 1895 SUCTION WAL		200,000				200,000
733046	MAIN ST. (DODGE-MCDANIEL)	578,000					578,000
733047	GROVE (DEWEY- ASHLAND)				157,500		157,500
733048	FILTER REHAB (#19-#24)			1,100,000	1,100,000		2,200,000
733049	CELL IN DETENTION BASIN(ADD			2,000,000	1,806,000		3,806,000
733050	REVIEW OF SCADA SYSTEM			10,000	200,000	200,000	410,000
733051	GREENWOOD(HINMAN-SHER.)PH V	317,000					317,000
733052	CRAIN(RIDGE-SHERMAN) PH VII			268,800			268,800
733053	RIDGE (BRUMMEL-DOBSON)		138,000				138,000
733054	LOW LIFT#4 ENGINE REPLACEME	150,000					150,000
733055	FILTER SHOP EXPANSION		150,000				150,000
733056	CROFT LANE (CRAIN NORTH)			39,100			39,100
733057	DEMPSTER (JUDSON- FOREST)		115,000				115,000
733058	FOWLER(DEMP.-CHURCH) PHASE		438,000				438,000
733059	GREENLEAF(HINMAN-MICHI.) PH		283,500				283,500
733060	JUDSON(DAVIS-DEMPST.)PHASE	294,000					294,000
733046	MAIN ST. (DODGE-MCDANIEL)	578,000					578,000
733061	RIDGE (GREENWOOD-CRAIN)				253,000		253,000
733062	GARAGES	625,000					625,000
733066	EMER.INTERCON. ANALYSIS/ CO	6,500	250,000				256,500
733067	SECURITY IMPROVEMENTS - WAT	50,000	50,000	50,000	50,000	50,000	250,000
733069	CRAIN (ASBURY - RIDGE)-WATE			189,000			189,000
733070	ROOF REPL.-FILTR PMP HEADHO		75,000				75,000
733502	TUCKPOINTING		70,000				70,000
	Water Fund - DI & E A/C	5,241,700	4,392,600	3,656,900	3,566,500	250,000	17,107,700
	Grand Total(s)	21,692,500	34,440,350	24,165,900	10,873,800	8,955,000	100,127,550

City of
Evanston™

2004-05 Capital Budget
General Obligation Bond Projects

City of Evanston™

CAPITAL PLAN
2004 - 2005 Capital Budget General Obligation Bonds

416020	FINANCIAL /HR SOFTWARE SYSTEM	50,000
415864	50/50 CURB & SIDEWALK PRG	65,000
415854	ALLEY PAVING - CITY SHARE	100,000
416102	ALLEY RESURFACING	75,000
415705	ANIMAL SHELTER FAC	20,000
416077	ART CENTER COACH HOUSEAPARTMNT	30,000
416010	ASBESTOS REMOVAL	40,000
416096	BIKE PLAN IMPLEMENTATION	55,000
415867	BLOCK CURB REPLACEMENT	60,000
415100	CAPITAL IMPROVEMENTS	65,000
416063	CARTWRIGHT PARK	132,500
415906	CENTRAL ST.CORRIDOR PLANN	10,000
415509	CHANDLER CENTER FAC	40,000
415875	CHICAGO AVE SIGNALS - CMAQ	50,000
415874	CHICAGO AVE SIGNALS - LOCAL	420,000
416041	CITY NETWORK INFRASTRUCTURE	150,000
415172	CIVIC CENTER INTERIM REPAIRS	150,000
415375	CLARK STREET BEACH	25,000
416052	CONTINGENCY FUND	50,000
415553	CROWN CENTER SYSTEMS REPR	50,000
415366	DEMPSTER ST BEACH HOUSE FAC	18,000
733501	DESIGN OF CIP PROJECTS	100,000
415686	ECOLOGY CENTER FAC	60,000
416064	EGGLESTON PARK	450,000
416053	EMERGENCY PROJECT RESERVES	50,000
416094	ENGINEERING SERVICES	200,000
416009	EVANSTON ART CENTER FAC	24,000
415801	FIRE ST#2 PARKG & LANDSC	76,900
415802	FIRE STATION #5	230,000
415692	FLEETWOOD JOURDAIN ROOF REPLAC	133,500
416047	GIS BASEMAP UPDATING	50,000
416054	GRANT MATCH	50,000
416051	GRANT WRITER	56,400
416001	INFORMATION TECHNOLOGY	220,000
416019	LADD CAPITAL MAINTENANCE	25,000
415333	LAGOON BUILDING FAC	40,000
415374	LARIMER PARK SHELTER FAC	20,000
415364	LEVINSON TOT LOT	131,500
415377	LIGHT / FOG HOUSES FAC	30,000
415355	LOVELACE PARK	400,000
415350	MASON PARK	317,200
415870	NEIGHBORHOOD TRAFFIC CALM	75,000
415653	NOYES CENTER FAC	15,000
416072	NOYES STUDIO UPGRADE MATCHING	20,000
415307	PARK MAINT & FURNITURE REPLACE	50,000
415719	POLICE - FIRE HQ PARKING LOT	150,000
416016	ROOFING ACCT- FAC	20,000
416086	SERVICE CENTER PAINTING	35,000
415219	SERVICE CENTER ROOF	720,000
416089	SERVICE CENTER SECURITY SYSTEM	15,000
416069	SHORE PRESERVATION	30,000
415857	STREET RESURFACING	500,000
415868	STREETLIGHT UPGRADE PROGM	400,000
416014	TELEPHONE SYSTEM	50,000
416111	TRAFFIC SIGNAL MAINTENANCE	50,000
415876	VEHICLE TRACKING SYSTEM	50,000
	Grand Total(s)	6,500,000

City of
Evanston™

CAPITAL PLAN

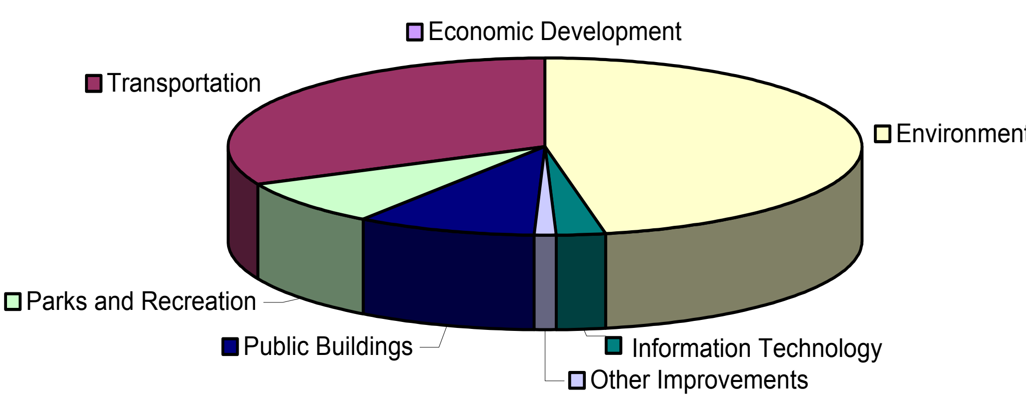
City of Evanston, IL

SUMMARY BY DEPARTMENTS

2004 Thru 2008

Departments	2004-05	2005-06	2006-07	2007-08	2008-09	Total
Economic Development	10,000	45,000	45,000			100,000
Environment	10,186,800	25,519,800	16,347,900	4,853,000	4,822,100	61,729,600
Information Technology	520,000	950,000	850,000	900,000	850,000	4,070,000
Other Improvements	271,400	621,400	621,400	621,400	556,400	2,692,000
Public Buildings	1,972,400	2,614,500	3,431,600	1,285,400	677,500	9,981,400
Parks & Recreation	1,821,200	1,914,650	195,000	1,089,000	76,000	4,943,850
Transportation	6,910,700	2,775,000	2,675,000	2,125,000	2,125,000	16,610,700
Grand Total(s)	21,692,500	34,440,350	24,165,900	10,873,800	8,955,000	100,127,550

2004-05 Capital Projects by Department



Projects by Department

CAPITAL PLAN
City of Evanston, IL
PROJECTS BY DEPARTMENT
2004 Thru 2008

	Department	2004-05	2005-06	2006-07	2007-08	2008-09	Total
	Economic Development						
415906	CENTRAL ST.CORRIDOR PLANN	10,000	45,000	45,000			100,000
	Economic Development	10,000	45,000	45,000			100,000
	Environment						
7420	SEWER IMPROVEMENTS	675,000	675,000	675,000	675,000	675,000	3,375,000
7440	IEPA PH 6B (L171128)		15,500,000	10,700,000			26,200,000
7471	IEPA PHASE 9B	3,814,100					3,814,100
7472	IEPA PHASE 10 C				16,500	3,281,100	3,297,600
7489	IEPA PHASE 10 B		3,830,700				3,830,700
733032	WATER BILLING SYSTEM	1,343,200	1,308,100				2,651,300
733033	CHEMICAL BUILDING ACCESSWAY	350,000					350,000
733034	CHLORINE SCRUBBER	200,000					200,000
733036	FOUNDATION REPAIRS GARAGE #		50,000				50,000
733039	LOW LIFT PUMP UNIT SECTION	750,000					750,000
733041	PHASE 10 A WTR MAINS (JUD/G		500,000				500,000
733042	ADA RENOVATIONS		200,000				200,000
733043	SERVICE BLDG WINDOW REPLACM		65,000				65,000
733044	MAIN ST. (ASBURY - DODGE)		500,000				500,000
733045	REPAIRS TO 1895 SUCTION WAL		200,000				200,000
733046	MAIN ST. (DODGE-MCDANIEL)	1,156,000					1,156,000
733047	GROVE (DEWEY- ASHLAND)				157,500		157,500
733048	FILTER REHAB (#19-#24)			1,100,000	1,100,000		2,200,000
733049	CELL IN DETENTION BASIN(ADD			2,000,000	1,806,000		3,806,000
733050	REVIEW OF SCADA SYSTEM			10,000	200,000	200,000	410,000
733051	GREENWOOD(HINMAN-SHER.)PH V	317,000					317,000
733052	CRAIN(RIDGE-SHERMAN) PH VII			268,800			268,800
733053	RIDGE (BRUMMEL-DOBSON)		138,000				138,000
733054	LOW LIFT#4 ENGINE REPLACEME	150,000					150,000
733055	FILTER SHOP EXPANSION		150,000				150,000
733056	CROFT LANE (CRAIN NORTH)			39,100			39,100
733057	DEMPSTER (JUDSON- FOREST)		115,000				115,000
733058	FOWLER(DEMP.-CHURCH) PHASE		438,000				438,000
733059	GREENLEAF(HINMAN-MICHI.) PH		283,500				283,500
733060	JUDSON(DAVIS-DEMPST.)PHASE	294,000					294,000
733061	RIDGE (GREENWOOD-CRAIN)				253,000		253,000
733062	GARAGES	625,000					625,000
733066	EMER.INTERCON. ANALYSIS/ CO	12,500	500,000				512,500
733067	SECURITY IMPROVEMENTS - WAT	50,000	50,000	50,000	50,000	50,000	250,000
733068	WATER MAIN-CHICAGO AVENUE		752,500				752,500
733069	CRAIN (ASBURY - RIDGE)-WATE			189,000			189,000
733070	ROOF REPL.-FILTR PMP HEADHO		75,000				75,000
733501	DESIGN OF CIP PROJECTS	100,000					100,000
742501	RIDGE AVE RELIEF SEWER-CLEV			1,316,000			1,316,000
742502	LEE ST RELIEF SEWER-RIDGE-M		189,000				189,000
742503	RIDGE AV RELIEF SEWER-CRAIN				472,500		472,500
742504	GREENWOOD ST RELIEF SEWER				122,500		122,500
742505	RIDGE AV RELIEF SEWER-CLARK					532,000	532,000

CAPITAL PLAN
City of Evanston, IL
PROJECTS BY DEPARTMENT
2004 Thru 2008

	Department	2004-05	2005-06	2006-07	2007-08	2008-09	Total
742506	GROVE ST RELIEF SEWER-RIDGE					84,000	84,000
742507	NOYES & ORRINGTON EMER.REPA	350,000					350,000
	Environment	10,186,800	25,519,800	16,347,900	4,853,000	4,822,100	61,729,600
	Information Technology						
415717	PUBLIC SAFETY RADIO EQUIPME		400,000	400,000	400,000	400,000	1,600,000
416001	INFORMATION TECHNOLOGY	220,000	300,000	300,000	300,000	300,000	1,420,000
416014	TELEPHONE SYSTEM	50,000	50,000		50,000		150,000
416020	FINANCIAL /HR SOFTWARE SYS	50,000	100,000	100,000	100,000	100,000	450,000
416041	CITY NETWORK INFRASTRUCTURE	150,000	50,000				200,000
416047	GIS BASEMAP UPDATING	50,000	50,000	50,000	50,000	50,000	250,000
	Information Technology	520,000	950,000	850,000	900,000	850,000	4,070,000
	Other Improvements						
415100	CAPITAL IMPROVEMENTS	65,000	65,000	65,000	65,000		260,000
416051	GRANT WRITER	56,400	56,400	56,400	56,400	56,400	282,000
416052	CONTINGENCY FUND	50,000	200,000	200,000	200,000	200,000	850,000
416053	EMERGENCY PROJECT RESERVES	50,000	200,000	200,000	200,000	200,000	850,000
416054	GRANT MATCH	50,000	100,000	100,000	100,000	100,000	450,000
	Other Improvements	271,400	621,400	621,400	621,400	556,400	2,692,000
	Public Buildings						
415172	CIVIC CENTER INTERIM REPAIR	150,000	250,000	250,000	250,000	250,000	1,150,000
415200	SERVICE CENTER CIP PROJECTS					285,000	285,000
415219	SERVICE CENTER ROOF	720,000					720,000
415220	SERVICE CTR FIRE SUPPRESSIO				150,000		150,000
415222	SERVICE CTR VEHICLE WASH				180,000		180,000
415223	SERVICE CTR OVERHEAD DOOR R			300,000			300,000
415224	SERV. CTR PARKING DECK REPA		15,000	170,000			185,000
415325	BENT SHELTER FAC			50,900			50,900
415333	LAGOON BUILDING FAC	40,000					40,000
415365	CLARK ST BEACH HOUSE FAC		5,000	60,000			65,000
415366	DEMPSTER ST BEACH HOUSE FAC	18,000					18,000
415367	GREENWOOD ST BEACH HOUSE FA		23,500				23,500
415370	EVANSTON ART CTR ASBESTOS R		90,000	90,000			180,000
415374	LARIMER PARK SHELTER FAC	20,000					20,000
415376	SOUTH BLVD BEACH HOUSE FAC				27,500		27,500
415377	LIGHT / FOG HOUSES FAC	30,000	200,000	155,700			385,700
415378	GREENLEAF PARK SHELTER		21,000				21,000
415509	CHANDLER CENTER FAC	40,000	125,000	15,000	46,000	45,000	271,000
415653	NOYES CENTER FAC	15,000	30,000	30,000			75,000
415686	ECOLOGY CENTER FAC	60,000	10,000	90,000			160,000
415692	FLEETWOOD JOURDAIN ROOF REP	223,500					223,500
415705	ANIMAL SHELTER FAC	20,000					20,000
415718	POLICE - FIRE HQ INTERIOR		30,000	300,000			330,000
415719	POLICE - FIRE HQ PARKING LO	150,000					150,000
415720	POLICE - FIRE HQ ROOF		10,000	65,000			75,000
415801	FIRE ST#2 PARKG & LANDSC	76,900	35,000				111,900

CAPITAL PLAN
City of Evanston, IL
PROJECTS BY DEPARTMENT
2004 Thru 2008

	Department	2004-05	2005-06	2006-07	2007-08	2008-09	Total
415802	FIRE STATION #5	230,000	1,300,000	1,700,000			3,230,000
416009	EVANSTON ART CENTER FAC	24,000	150,000	130,000	15,000		319,000
416010	ASBESTOS REMOVAL	40,000	20,000	20,000	20,000	25,000	125,000
416016	ROOFING ACCT- FAC	20,000		5,000		5,000	30,000
416038	2222 OAKTON FACILITY					67,500	67,500
416077	ART CENTER COACH HOUSEAPART	30,000	170,000				200,000
416086	SERVICE CENTER PAINTING	35,000	40,000				75,000
416089	SERVICE CENTER SECURITY SYS	15,000	20,000				35,000
416119	RELOCATION OF SOUTH BRANCH				596,900		596,900
416124	BOILER ROOM APT FAC	15,000					15,000
733502	TUCKPOINTING		70,000				70,000
	Public Buildings	1,972,400	2,614,500	3,431,600	1,285,400	677,500	9,981,400
	Parks & Recreation						
415307	PARK MAINT & FURNITURE REPL	50,000	50,000	50,000	50,000	50,000	250,000
415321	BAKER PARK		14,350			5,000	19,350
415350	MASON PARK	467,200	119,600			793,000	1,379,800
415355	LOVELACE PARK	400,000	512,000				912,000
415356	BENT PARK TENNIS COURT		122,200				122,200
415357	BENT PARK BASKETBALL COURT		57,500				57,500
415358	LARIMER PARK BASKETBALL COU		57,500				57,500
415359	EIDEN PARK		355,800				355,800
415360	MONROE TOT LOT		116,800				116,800
415361	SARGENT PARK		137,900				137,900
415362	SMITH PARK				435,300		435,300
415364	LEVINSON TOT LOT	131,500					131,500
415375	CLARK STREET BEACH	25,000					25,000
415510	CHANDLER CTR IMPROVEMENTS					14,000	14,000
415553	CROWN CENTER SYSTEMS REPR	50,000	50,000	50,000	50,000	50,000	250,000
415561	CROWN TENNIS COURT RENOVATI				338,300		338,300
415562	CROWN TENNIS COURT LIGHTING				120,400		120,400
416019	LADD CAPITAL MAINTENANCE	25,000	25,000	25,000	25,000	25,000	125,000
416055	FOSTER PARK					1,083,000	1,083,000
416063	CARTWRIGHT PARK	132,500					132,500
416064	EGGLESTON PARK	450,000					450,000
416067	MASON PARK FACILITY REHAB		226,000				226,000
416069	SHORE PRESERVATION	30,000	30,000	30,000	30,000	30,000	150,000
416072	NOYES STUDIO UPGRADE MATCHI	40,000	40,000	40,000	40,000	40,000	200,000
416120	CDBG TARGET AREA TREES	20,000					20,000
	Parks & Recreation	1,821,200	1,914,650	195,000	1,089,000	76,000	4,943,850
	Transportation						
7720	CAPITAL OUTLAY	1,185,700					1,185,700
415854	ALLEY PAVING - CITY SHARE	100,000	500,000	500,000	500,000	500,000	2,100,000
415856	ALLEY PAVING PRIVATE SHARE	1,500,000	500,000	500,000	500,000	500,000	3,500,000
415857	STREET RESURFACING	1,700,000	500,000	500,000	500,000	500,000	3,700,000
415864	50/50 CURB & SIDEWALK PRG	65,000	100,000	100,000	100,000	100,000	465,000
415867	BLOCK CURB REPLACEMENT	60,000	100,000	100,000	100,000	100,000	460,000

CAPITAL PLAN
City of Evanston, IL
PROJECTS BY DEPARTMENT
2004 Thru 2008

	Department	2004-05	2005-06	2006-07	2007-08	2008-09	Total
415868	STREETLIGHT UPGRADE PROGM	400,000	500,000	500,000			1,400,000
415870	NEIGHBORHOOD TRAFFIC CALM	75,000	75,000	75,000	75,000	75,000	375,000
415871	TRAFFIC SIGNAL UPGRADES	250,000					250,000
415874	CHICAGO AVE SIGNALS - LOCAL	420,000					420,000
415875	CHICAGO AVE SIGNALS - CMAQ	100,000					100,000
415876	VEHICLE TRACKING SYSTEM	50,000	50,000	50,000			150,000
415878	ASBURY BRIDGE	300,000					300,000
416006	DOWNTOWN BRICK REPAIR	25,000	25,000	25,000	25,000	25,000	125,000
416039	RIDGE AVENUE CMAQ	300,000					300,000
416094	ENGINEERING SERVICES	200,000	200,000	200,000	200,000	200,000	1,000,000
416096	BIKE PLAN IMPLEMENTATION	55,000	100,000				155,000
416102	ALLEY RESURFACING	75,000	75,000	75,000	75,000	75,000	375,000
416111	TRAFFIC SIGNAL MAINTENANCE	50,000	50,000	50,000	50,000	50,000	250,000
	Transportation	6,910,700	2,775,000	2,675,000	2,125,000	2,125,000	16,610,700
	Grand Total(s)	21,692,500	34,440,350	24,165,900	10,873,800	8,955,000	100,127,550

City of
Evanston™

EXHIBIT C

2004 - 2005 Capital Budget Project Descriptions

City of
Evanston™

Capital Improvement Bond Issuance Costs

BU# 415100

Project Description	Estimated Project Costs	
Costs associated with the issuance of the General Obligation Bonds.	Consulting	0
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	65,000
	Total	65,000
Justification	**Funding Sources**	
	Bonds Property Tax Supported	65,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	65,000
	Operational Impact	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
65,000	65,000	65,000	65,000	65,000	325,000

Service Center Roof

BU# 415219

Project Description	Estimated Project Costs	
Replacement of entire roof and skylights.	Consulting	0
	Construction	700,000
	Furniture/Fixtures/Equipment	0
	Contingency	20,000
	Capital Expenditures	0
	Total	720,000
Justification	**Funding Sources**	
Replacement of original, 25-year-old, roof due to continuous leaking.	Bonds Property Tax Supported	720,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	720,000
	Operational Impact	
	Reduce annual repair costs (prior 3 yrs averaging $22,000 per year).	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
720,000	0	0	0	0	720,000

Parks Capital Maintenance and Furniture Replacement

BU# 415307

Project Description	Estimated Project Costs	
Ongoing capital maintenance throughout Evanston's park system.	Consulting	0
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	50,000
	Total	50,000
Justification	**Funding Sources**	
Ongoing capital maintenance to repair/replace damaged park features.	GO/Special Assessment Bond	50,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	50,000
	Operational Impact	
	None	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
50,000	50,000	50,000	50,000	50,000	250,000

Lagoon Building

BU# 415333

Project Description	Estimated Project Costs	
Rehab Building. The total cost of the rehabilitation project was originally estimated at $90,000. Facilities Management received $32,000 for the project in the 2000-2001 CIP budget, and $20,000 in the 2001-2002 CIP budget. $40,000 is needed to complete the Project.	Consulting	0
	Construction	40,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	40,000
Justification	**Funding Sources**	
Replace interior storm windows with safety glazing, repair exterior wood fascia as required. Paint exterior and replace doors.	Bonds Property Tax Supported	40,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	40,000
	Operational Impact	
	Reduced maintenance and energy costs. Decrease in repair costs due to vandalism.	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
40,000	0	0	0	0	40,000

Mason Park

BU# 415350

Project Description	Estimated Project Costs	
Basketball court reconstruction and field house/patio renovations (2004-05). Softball field renovations (2005-06). Playground, tennis court and site renovations (2008-09). This project received $150,000 in CDBG funding in 2003-04.	Consulting	28,000
	Construction	400,000
	Furniture/Fixtures/Equipment	0
	Contingency	39,200
	Capital Expenditures	0
	Total	467,200
Justification	**Funding Sources**	
Failing pavements, athletic components, lighting, building envelope components and lack of ADA compliance.	Bonds Property Tax Supported	467,200
	CDBG Funds	0
	Select Funding Sources	0
	Total	467,200
	Operational Impact	
	None	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
467,200	119,600	0	0	793,000	1,379,800

Lovelace Park

BU# 415355

Project Description	Estimated Project Costs	
Bike path, lighting/electrical system, parking lot, fencing renovations/reconstruction and gazebo installation.	Consulting	89,000
	Construction	300,000
	Furniture/Fixtures/Equipment	0
	Contingency	11,000
	Capital Expenditures	0
	Total	400,000
Justification	**Funding Sources**	
Failing electrical/lighting system, pavements and fencing. Program need for picnic gazebo.	Bonds Property Tax Supported	400,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	400,000
	Operational Impact	
	None	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
400,000	512,000	0	0	0	912,000

Levinson Tot Lot

BU# 415364

Project Description	Estimated Project Costs	
Reconstruct playground, pavements and associated site features.	Consulting	18,200
	Construction	103,000
	Furniture/Fixtures/Equipment	0
	Contingency	10,300
	Capital Expenditures	0
	Total	131,500
Justification	**Funding Sources**	
Non-compliant (ADA, ASTM, CPSC) playground and pavements and failing site features.	Bonds Property Tax Supported	131,500
	Select Funding Sources	0
	Select Funding Sources	0
	Total	131,500
	Operational Impact	
	None	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
131,500	0	0	0	0	131,500

Dempster Street Beach House

BU# 415366

Project Description	Estimated Project Costs	
Rehab beach house garage doors.	Consulting	0
	Construction	18,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	18,000
Justification	**Funding Sources**	
Remove and replace deteriorated overhead garage doors. This work was deleted from the previous renovation and expansion scope of work due to a tight budget.	Bonds Property Tax Supported	18,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	18,000
	Operational Impact	
	Decreased maintenance costs due to reduced painting costs. Reduced energy consumption due to better fitting, tighter garage doors.	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
18,000	0	0	0	0	18,000

Larimer Park Shelter

BU# 415374

Project Description	Estimated Project Costs	
Rehab park shelter.	Consulting	0
	Construction	20,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	20,000
Justification	**Funding Sources**	
Repair roof, and repair, seal and paint exterior wood.	Bonds Property Tax Supported	20,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	20,000
	Operational Impact	
	None	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
20,000	0	0	0	0	20,000

Clark Street Beach

BU# 415375

Project Description	Estimated Project Costs	
Install removable ADA ramp access to beach.	Consulting	0
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	25,000
	Total	25,000
Justification	**Funding Sources**	
Non-compliant (ADA) beach access must be remedied.	Bonds Property Tax Supported	25,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	25,000
	Operational Impact	
	None.	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
25,000	0	0	0	0	25,000

Light / Fog House

BU# 415377

Project Description	Estimated Project Costs	
Numerous repairs to the Light/ Fog House, including ADA accessability issues, leaking roofs, deteriorated exterior masonry, new doors, and reworking of exterior fenestration.	Consulting	30,000
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	30,000

Justification	Funding Sources	
The lighthouse fog houses are used by the Park District for a variety of programs throughout the year. The buildings are in need of serious repair and rehabilitation. The building roofs leak, the doors are insecure, and the buildings are not ADA compliant. These issues should be addressed in order to continue the programs at these two buildings.	Bonds Property Tax Supported	30,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	30,000
	Operational Impact	
	Reduced maintenance costs, and increased revenue from additional usage.	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
30,000	200,000	155,700	0	0	385,700

Chandler-Newberger Center

BU# 415509

Project Description	Estimated Project Costs	
Remove and replace existing roof. Repair existing skylight.	Consulting	40,000
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	40,000

Justification	Funding Sources	
The existing roof is near the end of its useful life expectancy. It should be repaired, and as part of the project the existing skylight should be repaired.	Bonds Property Tax Supported	40,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	40,000
	Operational Impact	
	None	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
40,000	125,000	65,000	46,000	45,000	321,000

Robert Crown Center

BU# 415553

Project Description	Estimated Project Costs	
Ongoing capital maintenance for Crown Center and ice rink.	Consulting	0
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	50,000
	Total	50,000
Justification	**Funding Sources**	
Ongoing capital maintenance to continue building operation.	Bonds Property Tax Supported	50,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	50,000
	Operational Impact	
	None	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
50,000	50,000	50,000	50,000	50,000	250,000

Noyes Cultural Arts Center

BU# 415653

Project Description	Estimated Project Costs	
Repair Noyes Center basement ceiling.	Consulting	15,000
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	15,000
Justification	**Funding Sources**	
The Noyes Center basement ceiling is in poor condition. Portions of the plaster ceiling are loose and have fallen into the rental spaces below. In its present contition, this ceiling constitutes a hazard to the occupants of the studios below these ceilings.	Bonds Property Tax Supported	15,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	15,000
	Operational Impact	
	Increase building safety and decrease liability.	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
15,000	30,000	30,000	0	0	75,000

Ecology Center

BU# 415686

Project Description	Estimated Project Costs	
Renovation of existing greenhouse.	Consulting	10,000
	Construction	50,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	60,000
Justification	**Funding Sources**	
The existing greenhouse is severely deteriorated. The exterior walls & roof require replacement.	Bonds Property Tax Supported	60,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	60,000
	Operational Impact	
	Reduced energy costs due to better insulating greenhouse exterior envelope.	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
60,000	10,000	90,000	0	5,000	165,000

Fleetwood-Jourdain Center

BU# 415690

Project Description	Estimated Project Costs	
Roof repair/replacement and lighting upgrades (2004-05). Asphalt and concrete repair (2007-08). Playground, tennis, basketball court and site renovations (2008-09).	Consulting	20,000
	Construction	185,000
	Furniture/Fixtures/Equipment	0
	Contingency	18,500
	Capital Expenditures	0
	Total	223,500
Justification	**Funding Sources**	
Prevent roofing system failure and improve deteriorated lighting levels.	CDBG Funds	90,000
	Bonds Property Tax Supported	133,500
	Select Funding Sources	0
	Total	223,500
	Operational Impact	
	Reduced energy costs due to increased insulation and prolonged service life of structure.	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
223,500	0	0	60,000	1,083,000	1,366,500

Animal Shelter

BU# 415705

Project Description	Estimated Project Costs	
Repairs to the interior of the Animal Shelter, as well as cage replacements and improvements.	Consulting	0
	Construction	20,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	20,000
Justification	**Funding Sources**	
	Bonds Property Tax Supported	20,000
	Bonds Property Tax Supported	0
	Select Funding Sources	0
	Total	20,000
	Operational Impact	
	None	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
20,000	0	0	0	0	20,000

P.D - Parking Lot

BU# 415719

Project Description	Estimated Project Costs	
Replace rear parking lot.	Consulting	0
	Construction	150,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	150,000
Justification	**Funding Sources**	
Parking lot has uneven pavement. Potholes exist that cause a safety hazard, creating a dangerous walking surface in winter during snow and ice conditions. The elevation of the parking lot causes poor drainage of water at grade from the building.	Bonds Property Tax Supported	150,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	150,000
	Operational Impact	
	The site drainage is causing early deterioration to the building's structure, creating the need for increaed maintenance. The uneven surface is creating the potential for increased trip-and-fall cases to be filed against the city. The repaving of this area will decrease both of these costs.	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
150,000	0	0	0	0	150,000

Fire Station #2

BU# 415801

Project Description	Estimated Project Costs	
Facility improvements to the parking lot, landscaping, and HVAC improvements.	Consulting	10,000
	Construction	66,900
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	76,900

Justification	Funding Sources	
Provide emergency generator, parking, and landscaping as per original design, which were deleted due to budget constraints. Install new energy controls system for HVAC system.	Bonds Property Tax Supported	76,900
	Select Funding Sources	0
	Select Funding Sources	0
	Total	76,900

Operational Impact

Additional cost for HVAC service agreement.

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
76,900	35,000	0	0	0	111,900

Fire Station # 5

BU# 415802

Project Description	Estimated Project Costs	
Renovate Fire Station #5.	Consulting	200,000
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	30,000
	Capital Expenditures	0
	Total	230,000

Justification	Funding Sources	
Renovate and upgrade existing facility and equipment.	Bonds Property Tax Supported	230,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	230,000

Operational Impact

Reduce energy costs and maintenance costs. Increased maintenance for an additional emergency generator service agreement.

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
230,000	1,300,000	1,700,000	0	0	3,230,000

Special Assessment Alley Paving - City Share

BU# 415854

Project Description	Estimated Project Costs	
This is for the City's share of the special assessment alley paving program, which is funded 50% by the City and 50% by the property owners.	Consulting	0
	Construction	100,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	100,000
Justification	**Funding Sources**	
Program will assist in paving alleys throughout the City.	Bonds Property Tax Supported	100,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	100,000
	Operational Impact	
	More alley paving reduces maintainance costs for unpaved alleys.	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
100,000	500,000	500,000	500,000	500,000	2,100,000

Special Assessment Alley Paving - Private Share

BU# 415856

Project Description	Estimated Project Costs	
Monies used for Special Assessment of alleys. This share is paid by the adjacent property owners.	Consulting	0
	Construction	1,500,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	1,500,000
Justification	**Funding Sources**	
Program will assist in paving alleys throughout the City.	GO/Special Assessment Bond	1,500,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	1,500,000
	Operational Impact	
	More alley paving reduces the costs of maintaining unpaved alleys.	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
1,500,000	500,000	500,000	500,000	500,000	3,500,000

Street Resurfacing

BU# 415857

Project Description	Estimated Project Costs	
Annual program to resurface streets in Evanston.	Consulting	0
	Construction	1,700,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	1,700,000
Justification	**Funding Sources**	
	Bonds Property Tax Supported	500,000
	Motor Fuel Tax	1,200,000
	Select Funding Sources	0
	Total	1,700,000
	Operational Impact	
	Decreased maintenance costs due to less pothole patching. Improved riding quality.	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
1,700,000	500,000	500,000	500,000	500,000	3,700,000

50/50 Curb & Sidewalk Program

BU# 415864

Project Description	Estimated Project Costs	
Cost sharing program for Evanston residents and businesses to replace deteriorated sidewalks and curbs.	Consulting	0
	Construction	65,000
	Furniture/Fixtures/Equipment	0
63030 Curb/Sidewalk Replacement	Contingency	0
	Capital Expenditures	0
	Total	65,000
Justification	**Funding Sources**	
This program assists residents in repairing deteriorated sidwalks by funding half of the improvements. The figure shown is the City's share of this program.	Bonds Property Tax Supported	65,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	65,000
	Operational Impact	
	Improved pedestrian safety.	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
65,000	100,000	100,000	100,000	100,000	465,000

Block Curb Replacement

BU# 415867

Project Description	**Estimated Project Costs**	
Monies used for the replacement of deteriorated curbs and sidewalks in Evanston, generally full blocks or large sections.	Consulting	0
	Construction	60,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	60,000
Justification	**Funding Sources**	
Yearly program to upgrade deteriorated curbs.	Bonds Property Tax Supported	60,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	60,000
	Operational Impact	
	Improved street drainage.	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
60,000	100,000	100,000	100,000	100,000	460,000

Streetlight Upgrade Program

BU# 415868

Project Description	**Estimated Project Costs**	
Monies used for the replacement of mercury vapor street lights with new induction lighting system.	Consulting	0
	Construction	400,000
	Furniture/Fixtures/Equipment	0
50300 Other Improvements	Contingency	0
	Capital Expenditures	0
	Total	400,000
Justification	**Funding Sources**	
Replacement program has been started and replacement of light fixtures in all City streetlights will begin.	Bonds Property Tax Supported	400,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	400,000
	Operational Impact	
	Reduces power consumption, increases light output.	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
400,000	500,000	500,000	0	0	1,400,000

Neighborhood Traffic Calming

BU# 415870

Project Description	Estimated Project Costs	
Construction of speed humps, traffic circles and corner bump-outs.	Consulting	0
	Construction	75,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	75,000
Justification	**Funding Sources**	
Yearly program for neighborhood traffic calming.	Bonds Property Tax Supported	75,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	75,000
	Operational Impact	
	Improved pedestrian and traffic safety.	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
75,000	75,000	75,000	75,000	75,000	375,000

Traffic Signal Upgrades

BU# 415871

Project Description	Estimated Project Costs	
Traffic signal upgrades to occur at the intersections of Church and Dodge, and at Main and Dodge.	Consulting	0
	Construction	250,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	250,000
Justification	**Funding Sources**	
	Motor Fuel Tax	250,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	250,000
	Operational Impact	
	Decreased maintenance costs. Improved safety through better visibility and efficient signal operation.	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
250,000	0	0	0	0	250,000

Chicago Ave Signals - Local

BU# 415874

Project Description	Estimated Project Costs	
Traffic Signal upgrades on Chicago Avenue at Grove, Lake, and Greenwood. A CMAQ Grant will provide funding to interconnect these signals to five signals on Chicago Avenue.	Consulting	60,000
	Construction	360,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	420,000

Justification	Funding Sources	
These upgrades need to be completed prior to the start of the federally-funded Chicago Ave CMAQ project, which will be designed in 2004 and constructed in 2005.	Bonds Property Tax Supported	420,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	420,000

Operational Impact

Future CMAQ funding depends on the completion of these signal upgrades.

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
420,000	0	0	0	0	420,000

Chicago Ave Signals - CMAQ

BU# 415875

Project Description	Estimated Project Costs	
A CMAQ Grant has been received to upgrade five signals and interconnect eight signals on Chicago Avenue. Engineering will be done in 2004 and construction will occur in 2005. Requested funds cover the City's share of 20% of the design portion of the upgrades.	Consulting	100,000
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	100,000

Justification	Funding Sources	
Project will result in needed signal upgrades, better traffic operation, and reduced vehicle emissions.	Bonds Property Tax Supported	50,000
	Motor Fuel Tax	50,000
	Select Funding Sources	0
	Total	100,000

Operational Impact

Future CMAQ funding of $715,000 is anticipated.

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
100,000	0	0	0	0	100,000

Vehicle Tracking and Routing System

BU# 415876

Project Description	Estimated Project Costs	
Installation of a wireless location information system that gives Public Works the tools to track its fleets' movements on an internet-enabled system that is easy to implement. The contract (three years) would cover the purchase of equipment, installation, training and other operating costs for vehicles in snow removal, street cleaning, and refuse collection. The information collected will allow the development of the most efficient routing plans for the various services provided.	Consulting	0
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	50,000
	Total	50,000

Justification	Funding Sources	
The system gives management the ability to manage their mobile resources; while providing an objective record of each vehicles whereabouts. Ensure that our employees are meeting productivity goals and fulfilling the needs of citizens.	Bonds Property Tax Supported	50,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	50,000
	Operational Impact	
	Increases operational efficiency and productivity.	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
50,000	50,000	50,000	0	0	150,000

Asbury Street Bridge

BU# 415878

Project Description	Estimated Project Costs	
The state has a approved a request from the City to replace the Asbury Street Bridge over the CTA Skokie Swift, financed through their Bridge Replacement and Rehabilitation Program. IDOT has directed the CIty to select a consultant for Phases I, II, and III Engineering.	Consulting	0
	Construction	300,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	300,000

Justification	Funding Sources	
The Asbury Street Bridge over the Skokie Swift depressed ROW is in very poor condition.	Motor Fuel Tax	300,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	300,000
	Operational Impact	
	Deceased maintenance costs and improved safety.	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
300,000	0	0	0	0	300,000

Central Street Corridor Planning

BU# 415906

Project Description	Estimated Project Costs	
	Consulting	10,000
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	10,000
Justification	**Funding Sources**	
	Bonds Property Tax Supported	10,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	110,000
	Operational Impact	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
10,000	45,000	45,000	0	0	100100,000

Planned Technology Replacement Schedule

BU# 416001

Project Description

The Planned Technology Replacement Schedule funds items such as Personal Computers, Printers, Servers, Network devices, and Office Productivity Tools. The useful life of these items varies and is driven by many factors - such as how long the technology is supported by the vendor, the impact of new releases, availability of parts, or simple wear from usage.

Estimated Project Costs

Consulting	0
Construction	0
Furniture/Fixtures/Equipment	0
Contingency	0
Capital Expenditures	250,000
Total	250,000

Justification

IS has become an integral part of the City’s operations. Without technology there is little the City could do to provide everyday back office services. The frequently used maxim, "If it isn't broken, don't fix it", is a formula we try to follow, and thus attempt to use computer equipment until it becomes too costly to repair. But this does not take into consideration the advantages that newer hardware and software bring, the ability to support the product, or any new services the City wants to provide. So we must also continue to upgrade hardware and software before it dies of old age.

Funding Sources

Bonds Property Tax Supported	250,000
Select Funding Sources	0
Select Funding Sources	0
Total	250,000

Operational Impact

Maintain operational and financial efficiency by upgrading computer systems when necessary.

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
250,000	300,000	300,000	300,000	300,000	1,450,000

Brick Sidewalk Repair

BU# 416006

Project Description	Estimated Project Costs	
Continuing program to repair brick pavers in areas where settlement or other problems have occurred. Brick pavers are located in the downtown and Main Street business areas.	Consulting	0
	Construction	25,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	25,000
Justification	**Funding Sources**	
Work is needed to reduce tripping hazards and eliminate other problems, such as ponding.	GO/Special Assessment Bond	25,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	25,000
	Operational Impact	
	Improves safety and decreases deterioration.	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
25,000	25,000	25,000	25,000	25,000	125,000

Evanston Art Center

BU# 416009

Project Description	Estimated Project Costs	
Rehab Art Center; specifically replacement of windows and balustrades and roof repair.	Consulting	0
	Construction	24,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	24,000
Justification	**Funding Sources**	
Original steel sash windows are inefficient because they leak, causing interior damage. Precast concrete balustrades are falling apart and need replacement. Roof is in need of repair	Bonds Property Tax Supported	24,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	24,000
	Operational Impact	
	The installation of new windows will reduce energy and interior refinishing costs. Repair of exterior elements will prevent further deterioration of existing building elements, thus reducing future maintenance costs.	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
24,000	150,000	130,000	15,000	0	319,000

Asbestos Removal

BU# 416010

Project Description	Estimated Project Costs	
Removal of materials that contain asbestos from city buildings - when it is friable/exposed.	Consulting	10,000
	Construction	25,000
	Furniture/Fixtures/Equipment	0
	Contingency	5,000
	Capital Expenditures	0
	Total	40,000
Justification	**Funding Sources**	
Asbestos is a known carcinogen. Prolonged exposure to friable asbestos could be hazardous to the occupants of the building. Piecemeal removal and abatement of this material will be more costly. During construction and/or replacing carpet insulation etc., the material is exposed and needs to be removed per Illinois Dept of Public Health	Bonds Property Tax Supported	40,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	40,000
	Operational Impact	
	None	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
40,000	20,000	20,000	20,000	25,000	125,000

Planned Telephone Replacement

BU# 416014

Project Description	Estimated Project Costs	
This is funding for the "Planned Telephony Replacement" which consists of various PBX's throughout the City, the call accounting systems, and the voice mail system.	Consulting	0
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	50,000
	Total	50,000
Justification	**Funding Sources**	
The voice mail system is running on hardware and software (OS2) that has been discontinued by the manufacturer - thus, the voice mail vendor has announced they will soon discontinue support. This product needs to be upgraded or we risk losing voice mail services. The current call account system does not allow us to properly track and monitor all calls made throughout the City and is also ineffective at charging departments for their calls. This system needs to be replaced. Although most of the telephone PBX equipment is fairly new we need to begin setting aside funds to replace this equipment before if becomes to old to maintain.	Bonds Property Tax Supported	50,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	50,000
	Operational Impact	
	Maintain efficient records and departmental billing for telephone communication.	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
50,000	50,000	0	50,000	0	150,000

Roof Assessments

BU# 416016

Project Description	Estimated Project Costs	
Hire Roofing Consultant to conduct roofing assessments on all City-owned buildings.	Consulting	20,000
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	20,000
Justification	**Funding Sources**	
To provide funds for the analysis of City-owned roofs to determine life and required corrective actions. Also used to find specifications when needed.	Bonds Property Tax Supported	20,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	20,000
	Operational Impact	
	Increase accuracy of planning and costs for roof replacements.	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
20,000	0	5,000	0	5,000	30,000

Ladd Arboretum

BU# 416019

Project Description	Estimated Project Costs	
Ongoing capital maintenance for Ladd Arboretum.	Consulting	0
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	25,000
	Total	25,000
Justification	**Funding Sources**	
Ongoing capital maintenance to maintain functional arboretum.	Bonds Property Tax Supported	25,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	25,000
	Operational Impact	
	None	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
25,000	25,000	25,000	25,000	25,000	125,000

Financial Software Implementation

BU# 416020

Project Description	Estimated Project Costs	
Continued implementation of financial software and related systems. Monies needed for additional interfaces with other City software.	Consulting	25,000
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	25,000
	Total	50,000

Justification	Funding Sources	
There will be continued interfaces over the next year, such as accounts receivable and possible enterprise system interfaces.	Bonds Property Tax Supported	50,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	50,000

Operational Impact

Will reduce staff time with interfaces.

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
50,000	100,000	100,000	100,000	100,000	450,000

Ridge Avenue Signal Interconnect

BU# 416039

Project Description	Estimated Project Costs	
Matching funds for Congestion Mitigation Air Quality (CMAQ) grant for upgrading traffic signals. The City match is 20%, while the federal share is 80%.	Consulting	0
	Construction	300,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	300,000

Justification	Funding Sources	
This project will improve traffic flow on Ridge Avenue. Because of the federal funding for the majority of this project, the City needs to contribute only 20% of the total cost.	Motor Fuel Tax	300,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	300,000

Operational Impact

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
300,000	0	0	0	0	300,000

City Network Infrastructure

BU# 416041

Project Description	Estimated Project Costs	
Ordinance 78-O-03, telecommunications easement agreement with Northwestern University will provide the City of Evanston with fiber connected between all buildings. These funds are required to purchase the network equipment that connects all the City buildings to this new infrastructure.	Consulting	0
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	150,000
	Total	150,000

Justification	Funding Sources	
With a life span of twenty years or more, fiber will provide tremendous gains in the communication speed between buildings. It will also significantly reduce server management and network complexity which will reduce network staff resources and travel between buildings. Fiber also provides the ability to combine computer and telephone network infrastructures which reduces cost and enhances service. Finally, fiber sets the stage for "Hot Standby" disaster recovery for such critical applications as emergency 911 and the financial system.	Bonds Property Tax Supported	150,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	150,000
	Operational Impact	
	Increased efficiency in communications and disaster recovery abilities.	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
150,000	50,000	0	0	0	200,000

GIS Basemap Updating

#416047

Project Description	Estimated Project Costs	
Original GIS plans called for a basemap project every 5 years; the first basemap was collected on March 25th 1995. The GIS basemap consists of aerial photography and several digital layers derived from the aerial photography. Our digital layers include streets, alleys, buildings, sidewalks, parking lots, street lighting, tax parcels, bridges, recreation areas, addresses and other features. The GIS basemap is increasingly being used to provide important and critical services.	Consulting	0
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	50,000
	Total	50,000

Justification	Funding Sources	
This project will provide the City with new aerial photography and digital representations of features within the city. This data can then be used for map making, City analysis, engineering, economic development, historical tracking, utility maintenance and public safety response and planning. The following departments heavily utilize the GIS basemap; Parks/Forestry & Recreation, Public Works, Fire & Life-Safety Services, Police, Finance, Community Development, Facilities Management and the City Manager's Office.	Bonds Property Tax Supported	50,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	50,000
	Operational Impact	
	A GIS basemap update project will help us maintain an accurate and current basemap.	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
50,000	50,000	50,000	50,000	50,000	250,000

Grant Writer

BU# 416051

Project Description	Estimated Project Costs	
As part of the Capital Improvement Plan Policy, the City Council approved funding for a grant writer.	Consulting	0
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Staff	56,400
	Total	56,400
Justification	**Funding Sources**	
Provides City Staff with a grant writing resource to generate new grant funding for all Departments.	Bonds Property Tax Supported	56,400
	Select Funding Sources	0
	Select Funding Sources	0
	Total	56,400
	Operational Impact	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
56,400	56,400	56,400	56,400	56,400	282,000

Contingency Fund

BU# 416052

Project Description	Estimated Project Costs	
In accordance with the Capital Improvement Fund Policy adopted by the City Council, a bond funded capital plan contingency account shall be included at the beginning of each fiscal year. Funds from the overall CIP contingency account can be used to supplement a project if none are available within the department's existing projects.	Consulting	0
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	50,000
	Capital Expenditures	0
	Total	50,000
Justification	**Funding Sources**	
	Bonds Property Tax Supported	50,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	50,000
	Operational Impact	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
50,000	200,000	200,000	200,000	200,000	850,000

Emergency Project Reserves

BU# 416053

Project Description	Estimated Project Costs	
In accordance with the Capital Improvement Fund Policy adopted by the City Council, an emergency account within the capital improvement fund shall be established to fund emergency capital needs.	Consulting	0
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency-Other	50,000
	Capital Expenditures	0
	Total	50,000
Justification	**Funding Sources**	
	Bonds Property Tax Supported	50,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	50,000
	Operational Impact	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
50,000	200,000	200,000	200,000	200,000	850,000

Grant Match

BU# 416053

Project Description	Estimated Project Costs	
This funding is to be used for project grant matching funds	Consulting	0
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency – Other	100,000
	Capital Expenditures	0
	Total	100,000
Justification	**Funding Sources**	
Many grants require that the City provide funding to match the grant funding. This will provide matching funding for grants that are not yet secured prior to the beginning of the fiscal year.	Bonds Property Tax Supported	100,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	100,000
	Operational Impact	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
100,000	100,000	100,000	100,000	100,000	500,000

Cartwright Park

BU# 416063

Project Description	Estimated Project Costs	
Reconstruct tennis and basketball courts (2004/05).	Consulting	17,000
	Construction	105,000
	Furniture/Fixtures/Equipment	0
	Contingency	10,500
	Capital Expenditures	0
	Total	132,500
Justification	**Funding Sources**	
Failing court pavements, fencing and athletic components.	Bonds Property Tax Supported	132,500
	Select Funding Sources	0
	Select Funding Sources	0
	Total	132,500
	Operational Impact	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
132,500	0	0	0	0	132,500

Eggleston Park

BU# 416064

Project Description	Estimated Project Costs	
Reconstruct playground, lighting system, plumbing system, pavements, basketball court, fencing, community gardens and related improvements. This project received $100,000 GO bond funding in 2003/04.	Consulting	0
	Construction	400,000
	Furniture/Fixtures/Equipment	0
	Contingency	50,000
	Capital Expenditures	0
	Total	450,000
Justification	**Funding Sources**	
Non-compliant (ADA, ASTM, CPSC) playground and pavements, failing basketball pavement and athletic components, failing electrical system and formalization of existing squatter community garden to reduce liability exposure.	Bonds Property Tax Supported	450,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	450,000
	Operational Impact	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
450,000	0	0	0	0	450,000

Shore Preservation

BU# 416069

Project Description	Estimated Project Costs	
Ongoing capital maintenance to protect Evanston's shoreline along Lake Michigan.	Consulting	0
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	30,000
	Total	30,000
Justification	**Funding Sources**	
Ongoing capital maintenance to maintain Evanston's shoreline.	Bonds Property Tax Supported	30,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	30,000
	Operational Impact	
	None	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
30,000	30,000	30,000	30,000	30,000	150,000

Noyes Cultural Arts Center Studio Renovation Program

BU# 416072

Project Description	Estimated Project Costs	
50-50 program with Noyes tenants to renovate studio spaces.	Consulting	0
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	40,000
	Total	40,000
Justification	**Funding Sources**	
Tenant incentive program to renovate privately leased spaces.	Bonds Property Tax Supported	20,000
	Private Sources	20,000
	Select Funding Sources	0
	Total	40,000
	Operational Impact	
	None	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
40,000	40,000	40,000	40,000	40,000	200,000

Evanston Art Center Coach House

BU# 416077

Project Description	Estimated Project Costs	
Renovate Coach House apartments.	Consulting	30,000
	Construction	
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	30,000

Justification	Funding Sources	
The existing apartments are vacant. A realtor estimated that each apartment could bring in approx. $1,200/month, or $28,000 in annual income. In order to be fully occupied, they should be gutted and rehabilitated. This work is on hold pending decisions from the Gross Project which was funded at $200,000 in the 2003 CIP	GO/Special Assessment Bond	30,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	30,000

Operational Impact

Add new income stream to City budget, totalling $28,000 per year.

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
30,000	170,000	0	0	0	200,000

Service Center Painting

BU# 416086

Project Description	Estimated Project Costs	
Second year of a three-year project to repaint the interior and exterior of the Municipal Service Center.	Consulting	0
	Construction	35,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	35,000

Justification	Funding Sources	
Most of this is repainting the original paint that was applied as part of the service center construction (20+ years ago).	Bonds Property Tax Supported	35,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	35,000

Operational Impact

Protect exterior metal from further deterioration.

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
35,000	40,000	0	0	0	75,000

Service Center Security System

BU# 416089

Project Description	Estimated Project Costs	
Replacement of exterior door locking system with computerized key card system.	Consulting	0
	Construction	15,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	15,000
Justification	**Funding Sources**	
Phase three of program.	Bonds Property Tax Supported	15,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	15,000
	Operational Impact	
	Enables staff to provide more secure access to facility by eliminating keys.	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
15,000	20,000	0	0	0	35,000

Engineering Services

BU# 416094

Project Description	Estimated Project Costs	
Engineering services for capital improvement projects.	Consulting	0
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures – Other	200,000
	Total	200,000
Justification	**Funding Sources**	
	Bonds Property Tax Supported	200,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	200,000
	Operational Impact	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
200,000	200,000	200,000	200,000	200,000	1,000,000

Bicycle Plan Implementation

BU# 416096

Project Description	Estimated Project Costs	
CMAQ grant $ 365,160 for bicycle plan improvements. Total Project cost is $ 520,000	Consulting	
	Construction	55,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	55,000
Justification	**Funding Sources**	
Matching funds needed for grant.	Bonds Property Tax Supported	55,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	55,000
	Operational Impact	
	Project will generate $365,000 in federal funds as part of a CMAQ grant.	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
55,000	100,000	0	0	0	155,000

Alley Resurfacing

BU# 416102

Project Description	Estimated Project Costs	
Alley pavement replacement program	Consulting	0
	Construction	75,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	75,000
Justification	**Funding Sources**	
	Bonds Property Tax Supported	75,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	75,000
	Operational Impact	
	Decreased maintenance costs because of less pothole patching. Better riding quality.	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
75,000	75,000	75,000	75,000	75,000	375,000

Traffic Signal Maintenance

BU# 416111

Project Description	Estimated Project Costs	
Regular maintenance is necessary to maintain the operation of traffic signals.	Consulting	0
	Construction	50,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	50,000
Justification	**Funding Sources**	
	Bonds Property Tax Supported	50,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	50,000
	Operational Impact	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
50,000	50,000	50,000	50,000	50,00	250,000

Target Area Street Trees

BU# 416120

Project Description	Estimated Project Costs	
Installation of parkway trees in CDBG target areas.	Consulting	0
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	20,000
	Total	20,000
Justification	**Funding Sources**	
Enhance parkway tree replacements in CDBG target areas.	CDBG Funds	20,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	20,000
	Operational Impact	
	None	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
20,000	0	0	0	0	20,000

Boiler Room Apts. Rehabilitation

BU# 416124

Project Description	Estimated Project Costs	
Renovate the Boiler Room Apts in order to make them leasable again.	Consulting	0
	Construction	15,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	15,000
Justification	**Funding Sources**	
At the present time, the boiler room apts are in a deteriorated condition, and un-leasable. This valuable resource is not being utilized to it's fullest.	CDBG Funds	15,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	15,000
	Operational Impact	
	15,600 new annual income stream to the city.	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
15,000	0	0	0	0	15,000

Water Billing System

BU# 733032

Project Description	Estimated Project Costs	
New financial system and water billing.	Consulting	0
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	1,343,200
	Total	1,343,200
Justification	**Funding Sources**	
	Water Fund - DIE A/C	1,343,200
	Select Funding Sources	0
	Select Funding Sources	0
	Total	1,343,200
	Operational Impact	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
1,343,200	1,308,100	0	0	0	2,651,300

Chemical Building Access Way

BU# 733033

Project Description	Estimated Project Costs	
This access way will be built in conjunction with the construction of the garages and the installation of the chlorine scrubber. The project provides the ability to move from the chemical building directly to the chlorine building as well as to the various levels of the filter plant (chain deck, minus three, etc)	Consulting	0
	Construction	350,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	
	Total	350,000
Justification	**Funding Sources**	
This accessway would provide better access to the chemical building for operations, maintenance and inspections which are required on an hourly basis.	Water Fund - DIE A/C	350,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	350,000
	Operational Impact	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
350,000	0	0	0	0	350,000

Chlorine Scrubber

BU# 733034

Project Description	Estimated Project Costs	
The Evanston Water Utility utilizes one-ton cylinders of chlorine gas for disinfection. A chlorine scrubber neutralizes the release of chlorine gas in the event of a leak. This project would provide for the purchase and installation of a scrubber capable of handling the release of chlorine gas .	Consulting	0
	Construction	200,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	200,000
Justification	**Funding Sources**	
In the event of a chlorine leak, a chlorine scrubber would provide containment and neutralization of the released chlorine gas. This is currently a recommendation and standard by the Illinois Environmental Protection Agency and may soon become a safety requirement.	Water Fund - DIE A/C	200,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	200,000
	Operational Impact	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
200,000	0	0	0	0	200,000

Low Lift Pumping Unit

BU# 733039

Project Description	Estimated Project Costs	
Provides for the replacement of a low lift pump to provide both required firm pumping capacity, as well as replacement of an older pumping unit that has had maintenance and cavitation problems.	Consulting	750,000
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	750,000
Justification	**Funding Sources**	
The existing firm pumping capacity of the plant does not meet standards. In addition, the pumping unit that is scheduled for replacement cavitates causing internal pump deterioration.	Water Fund - DIE A/C	750,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	750,000
	Operational Impact	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
750,000	0	0	0	0	750,000

Water Main - Main St (Dodge to McDaniel)

BU# 733046

Project Description	Estimated Project Costs	
This water main will be installed in conjunction with the 2004 -2005 MFT resurfacing schedule and will provide for the replacement of the portion of the existing watermain that is 8" and 6" with a 10" watermain.	Consulting	0
	Construction	578,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	578,000
Justification	**Funding Sources**	
Increasing the size of this water main will improve the hydraulics and increase the fire flow protection in this area.	Water Fund - DIE A/C	578,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	578,000
	Operational Impact	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
578,000	0	0	0	0	578,000

Water Main - Greenwood (Hinman to Sheridan) BU# 733051

Project Description	Estimated Project Costs	
Provides for the replacement of the existing 4" water main on Greenwood from Sheridan to Hinman with a 6" water main. This work will be done in conjunction with the Phase XA Sewer Contract.	Consulting	0
	Construction	317,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	317,000
Justification	**Funding Sources**	
Increasing the size of this water main will improve the hydraulics and increase the fire flow protection in this area.	Water Fund - DIE A/C	317,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	317,000
	Operational Impact	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
317,000	0	0	0	0	317,000

Low Lift #4 Engine Replacement BU# 733054

Project Description	Estimated Project Costs	
The replacement of this engine is necessary as a result of the age of the equipment (46 years old) and the need to eliminate gasoline usage and the associated temporary above ground storage tank. This engine will be replaced with a natural gas engine to continue to provide emergency standby power	Consulting	0
	Construction	150,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	150,000
Justification	**Funding Sources**	
Engine replacement is necessary due to both the age of the equipment and the need to eliminate the use of gasoline.	Water Fund - DIE A/C	150,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	150,000
	Operational Impact	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
150,000	0	0	0	0	150,000

Water Main - Judson (Davis to Dempster)

BU# 733041

Project Description	Estimated Project Costs	
Provides for the replacement of the existing 4" water main on Judson from Davis to Dempster with a 6" water main. This work will be done in conjunction with the Phase XA Sewer Contract.	Consulting	0
	Construction	294,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	294,000
Justification	**Funding Sources**	
Increasing the size of this water main will improve the hydraulics and increase the fire flow protection in this area.	Water Fund - DIE A/C	294,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	294,000
	Operational Impact	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
294,000	0	0	0	0	294,000

Water Plant Garages

BU# 733062

Project Description	Estimated Project Costs	
Provides for the construction of additional garage space at the Water Plant Facility. The location for the new garages would be the east side of the settling basins, north of the chlorine building.	Consulting	625,000
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	625,000
Justification	**Funding Sources**	
Additional covered garage space is needed for vehicle and equipment storage. The chlorine scrubber will be installed inside of one of the garage spaces.	Water Fund - DIE A/C	625,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	625,000
	Operational Impact	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
625,000	0	0	0	0	625,000

Emergency Interconnection Analysis/Construction BU# 733066

Project Description	Estimated Project Costs	
Provides for a hydraulic analysis study shared by the Village of Wilmette and Evanston to determine the steps necessary to construct an interconeection of the two distribution systems to enable the provision of 20 MGD of water by either entity in the event of an emergency.	Consulting	12,500
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	12,500
Justification	**Funding Sources**	
In the event of an emergency at the Evanston Water Utility that prevented the production of water, this interconnection would enable the Village of Wilmette to provide up to 20 MGD of water. The cost of this study is being shared by the Village of Wilmette. Monies allocated in future years for construction are estimated as details will be based on the results of the study.	Water Fund - DIE A/C	6,500
	Private Sources	6,000
	Select Funding Sources	0
	Total	12,500
	Operational Impact	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
12,500	250,000	0	0	0	262,500

Security Improvements BU# 733067

Project Description	Estimated Project Costs	
Provides for security enhancements to the Water Treatment Plant & remote facilities.	Consulting	0
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	50,000
	Total	50,000
Justification	**Funding Sources**	
The recently completed vulnerability assessment for the water utiility facilities recommends a number of security enhancements. Funding allocations provide for a gradual installation of these improvements.	Water Fund - DIE A/C	50,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	50,000
	Operational Impact	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
50,000	50,000	50,000	50,000	50,000	250,000

Engineering Services for Scrubber/Garages & Chem. Bldg. Accessway & Low Lift Pump

BU# 733501

Project Description	Estimated Project Costs	
Provides funding for design engineering and engineering during construction for the chlorine scrubber, garages, chemical building accessway and low lift pumping projects. The remainder of the costs were funded in FY 03-04 Capital Improvement Program.	Consulting	100,000
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	
	Total	100,000

Justification	Funding Sources	
Combining the engineering services for these three projects provides for some cost savings in the engineering services during construction. Resident engineers are able to oversee more than one project simultaneously reducing the total hours charged to the city.	Bonds Property Tax Supported	100,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	100,000
	Operational Impact	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
100,000	0	0	0	0	100,000

Noyes/Orrington Emergency Repairs

BU# 742507

Project Description	Estimated Project Costs	
Provides for the construction of a permanent junction box within the previously constructed temporary shaft at Noyes and Orrington; filling the annular space between the junction box structure and the shaft; installing and connecting the relief sewers in the intersection to the junction box structure, replacement of the combined sewer to its original position, and final street restoration of the intersection.	Consulting	0
	Construction	350,000
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	350,000

Justification	Funding Sources	
Work is necessary at this intersection to avoid the potential collapse of the temporary shaft and to eliminate the temporary connection of the relief sewers to the combined sewer system that potentially could cause basement backups.	Sewer Reserves	350,000
	Select Funding Sources	0
	Select Funding Sources	0
	Total	350,000
	Operational Impact	

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
350,000	0	0	0	0	350,000

Phase IX, Contract B Long Range Sewer Improvements — BU# 7471

Project Description	Estimated Project Costs	
Phase IX, Contract B consists of the installation of a small section of relief sewers by open cut construction techniques in the area around Oak Ave and Grove St.. The major portion of the work in this contract will provide for the installation of restrictors in the areas where relief sewer were completed as a part of Phase VI C and Phase IX A. This area is bordered by Isabella, Sheridan Road, Emerson St and Darrow Avenue. It does not include restrictor installation east of Ridge Avenue and south of Colfax because construction of the relief sewer in this area has been delayed by the court order on Phase VI, Contract B.	Consulting	474,000
	Construction	3,340,100
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	0
	Total	3,814,100

Justification	Funding Sources	
This work is a part of the City's Long Range Sewer Improvement Plan as outlined in the Facilities Plan.	Sewer Reserves	190,800
	IEPA Loan Fund	3,623,300
	Select Funding Sources	0
	Total	3,814,100

Operational Impact

Enter operational impact here

Requirements by Fiscal Year

2004-05	2005-06	2006-07	2007-08	2008-09	Total
3,814,100	0	0	0	0	3,814,100

City of Evanston

GLOSSARY

City of Evanston™

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

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

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

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

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

BOND: A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date in the future, called the maturity date, together with periodic interest at a specified rate.

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

BONDED DEBT: Portion of indebtedness represented by outstanding bonds.

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

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

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

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

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

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

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within the limitations of available appropriations of revenue.

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

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

CAPITAL PROJECT: A specific identifiable improvement or purpose for which expenditures are proposed within the capital budget or capital improvement program. 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 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 RESENTATION 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 uses March 1 to February 28 (29 in a leap year) as its fiscal year.

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

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of revenue. This fund usually includes most of the basic operating services such as fire and police protection, parks/forestry and recreation, libraries, public works, health and human services, community 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 OBLIGATIO 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 74,239 estimated population provided by the 2000 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%.

SAMSHA: 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 Parks Department from the Recreation Department for services provided in support of Recreation programs.

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.