

FY 2011 Proposed Budget

Elizabeth Tisdahl, Mayor

Submitted by

Wally Bobkiewicz, City Manager

www.cityofevanston.org



GOVERNMENT FINANCE OFFICERS ASSOCIATION

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Budget Presentation
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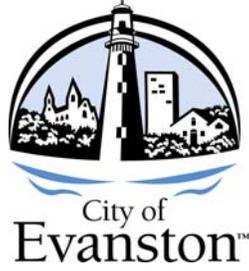
Illinois

For the Fiscal Year Beginning

March 1, 2010

President

Executive Director



ELECTED OFFICIALS

**Elizabeth B. Tisdahl
Mayor**

CITY COUNCIL

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

Wally Bobkiewicz
City Manager

CITY OF EVANSTON
2011 PROPOSED BUDGET

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

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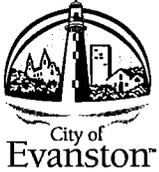
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City of
Evanston[™]

PART I
BUDGET MESSAGE



October 8, 2010

Mayor Elizabeth B. Tisdahl and
Members of the City Council

Ladies and Gentlemen:

Transmitted for your consideration is the proposed Fiscal Year 2011 budget for the City of Evanston, Illinois for the year beginning March 1, 2011 and ending December 31, 2011. The annual budget is a policy document that sets the financial course for the City of Evanston and defines the service priorities we provide to the community.

This ten month budget to transition to a calendar fiscal year contains many revenues and expenditures that occur on a monthly basis and thus could be prorated accordingly, others are more cyclical in nature, which presented a unique challenge when developing the proposed budget document. The proposed budget is the culmination of months of effort by the entire City staff to balance available resources with the actual and desired services required by our residents, businesses and visitors. We are pleased to present this budget for your policy consideration and adoption.

The total proposed budget for FY2011 is \$191,052,046, which includes all funds, with the exception of the Capital Improvements Fund. The proposed General Fund budget is projected to have revenues of \$72,581,482 and expenditures of \$75,674,770, leaving a deficit of \$3,093,288. I am proposing that the City Council adopt adjustments to proposed revenues and expenditures amounting to \$3,170,055. These proposed changes include the elimination of 21.65 full time equivalent (FTE) positions. Of these positions, 10 are vacant. In all, 12 employees would be impacted.

I am not recommending an increase to the property tax to fund operational expenses. 2011 will mark the third consecutive year without such an increase.

The proposed adjustments will provide for a balanced General Fund budget. I have also provided the City Council with an additional \$794,667 of revenue and expenditure adjustments. These additional changes have been identified to provide the City Council further options in balancing the General Fund budget. These changes include an additional reduction of five positions impacting five employees. Unlike last year, I am not proposing that these additional changes be adopted if not needed to balance the General Fund budget. If these changes are not needed, they would remain in the FY2011 budget.

STATE OF THE CITY

The recession continues to have an impact on the City of Evanston. We have been diligent in curtailing expenditures and focusing on efficiency and effectiveness of services. While our revenues appear to be leveling off during the current fiscal year, we remain cautiously optimistic about increasing estimates until we see stronger signs of economic recovery.

In addition to relatively flat revenues, operating costs, specifically those related to personnel (salary, pension and health insurance costs), continue to increase. The Annual Required Contribution (ARC) for the Police and Fire pensions will increase by \$1.2 million over this year's cost. The Illinois Municipal Retirement Fund (IMRF) was estimated to increase by approximately 2.5% over this year's costs as well. However, the City has paid off the ERI liability through general obligation debt thus negating the need for the increase and shifting the reduced payment to the debt service fund. Health insurance costs are expected to increase between 10 and 12% next year.

In order to make every effort to create transparency during the budget process, the City scheduled two community budget review sessions to obtain Evanston resident and business input. All of the questions asked and ideas generated appear on the City's budget website – www.cityofevanston.org/budget.

Similar to last year, much discussion centered on the cost to provide services, specifically salaries, benefits and pension costs. In light of the fact that we have executed collective bargaining agreements with three of our four Unions for the upcoming fiscal year, it is not recommended we initiate requests for changes to those agreements at this time. Rather, emphasis will be placed on the remaining collective bargaining unit to make economic concessions, similar to what was agreed upon by all other employees. It is also recommended that the merit raises for non-Union employees remain unfunded for the upcoming fiscal year as a continued cost savings measure. Thus, the two items listed below are the only downward salary adjustments that have been included in the proposed budget:

- No merit increases for non-represented employees (step increases for represented employees would continue);
- Three unpaid days off for all non-represented and AFSCME employees. Teamsters and Fire Union employees will be forgoing holiday and/or floating holiday time off to meet this parameter.

In addition, I have considered the reinstatement of the 5% salary cut that was taken by the Executive Staff last year. Included in the budget proposal, for your consideration, is a restoration of this cut by 2%.

These salary changes have implications across the entire City, not just the General Fund. In the upcoming year, we will continue to work to address the unfunded liability issue related to Police and Fire pension obligations. Further, we will work with our municipal colleagues and IMRF to effect changes to the statutes to prohibit some of the pension padding that was raised recently by the press. While we have already changed our local personnel guidelines to address this issue, more work needs to occur on the State level to tighten pension calculation practices to reduce this liability in the long term.

The proposed budget includes a 3% increase in the property tax levy to fund Police and Fire pension obligations. It also includes limited revenue enhancement related to a few local taxes and user fees, such as the gasoline tax and the Right-of-Way Permit Fee.

Perhaps the biggest unknown for 2011 is the State of Illinois. The State is facing a \$13-15 billion deficit that will not be addressed until the First Quarter of 2011 (at the earliest). I believe that the State will take money from cities to balance its own accounts. How much is anyone's guess, but the City Council will likely face additional budget discussions the first half of 2011.

FY 2010/11 SUCCESSES

Focus on City Council Goals: The City Council's goals set for 2010 shaped and guided the work done by staff this past year. This letter details accomplishments on these efforts. The City Council's goals for 2011 remain the same with the addition of a "Youth Services" goal. Staff remains committed to continuing to use the City Council's goals as the basis of our work during FY2011.

Public Safety: The excellent work of the Evanston Police and Fire Departments continued this past year. Without drawing much attention to themselves, these two departments keep Evanston safe. In difficult budget times, with reductions throughout the City, it is especially difficult to ask these two departments to make additional reductions without impacting the high level of service they both provide. I will continue to work with Chiefs Eddington and Klaiber in the coming year to ensure that efficiencies are regularly reviewed in the departments and that opportunities for non-tax revenue support continue to be aggressively explored.

Economic Development: Of the City Council's twelve goals for 2010, the issue of economic development was its number one priority. The City Council moved quickly with the adoption of an economic development work plan to outline issues to be worked on in the areas of business attraction, business retention, business assistance and community marketing. The City hired two new economic development planners whose responsibilities are divided by business district, and who are focusing their efforts on supporting existing businesses in these locations as well as helping to recruit new businesses to Evanston.

This focused approach is beginning to bear fruit with the ability to address some long standing issues of current businesses as well as have procedures in place to work with businesses interested in locating in Evanston. The City also has close ties to neighborhood business associations, Downtown Evanston, Evanston Inventure and other business groups and are working with them individually on ways that the City can help their efforts.

In the coming year, I believe we need to add additional staff resources to these efforts as well as better package existing funding programs to support business while developing new funding programs. Staff is also working to make procedures in the Community and Economic Development Department as business friendly as possible.

I am confident that the City of Evanston is ready to help business owners with investments in existing and new businesses in our community.

Citizen Engagement: New efforts in the area of citizen engagement have been among the most important initiatives of FY2009/10. The City has consolidated all of its outreach efforts to the public as part of a new unit in the City Manager's Office under the direction of Assistant to the City Manager Joe McRae. This has included a transformation of the information we make available on the Internet; a new and vigorous approach to working with the press and making City information available through them; and new outreach to community organizations throughout the City.

The City is on schedule to launch a mass notification system later this year that will allow us to better communicate with residents using automated phone messaging, text messaging and email.

The centerpiece of these initiatives is the launch of a 3-1-1 system on March 1, 2011 (3-1-11). Mr. McRae and his staff have been working for months to strategically map out the best ways to implement this system using existing resources wherever possible to minimize the costs of implementation. This includes re-purposing a customer request tracking software system we already use and connecting it electronically to work order tracking systems currently used in departments.

The 3-1-1 call center will be open from 6 AM to 11 PM seven days a week to take service requests and answer questions from residents. This represents a 36% increase in time that a staff member will be available to address these issues. Our residents tell me that the ability to have the City handle service requests and answer questions in a timely manner is one of our greatest challenges.

3-1-1 is not a phone answering service. 3-1-1 is a comprehensive way to deliver all non-emergency City services. Service requests are taken centrally and routed directly to the staff members that deliver the services. This eliminates two or sometimes three levels of bureaucracy that currently exist from service request to service delivery. As we continue to reduce staffing in our major field operations (streets, sanitation, parks, forestry), this system will allow them to address service requests more efficiently and reduce the need for time-consuming "special" services for requests that have not been handled in a timely manner. 3-1-1 will be powered by a service request tracking system that will allow us to track the efficiency of service, to capture data on services delivered and hold all of us accountable for timely service delivery.

I am asking Mr. McRae to complete the consolidation of our citizen engagement efforts by also including our volunteer coordination efforts into a newly created Citizen Engagement Division in the City Manager's Office.

Reorganization of City Service Delivery: The City significantly reorganized the deliver of many services this past year. These reorganizations have helped already by better focusing limited resources in key areas. Some examples:

- Consolidation of administrative functions in the Department of Administrative Services (Finance, Human Resources, Information Technology and Parking) has

helped streamline delivery and prioritization of these services with fewer staff members. The City has reduced staff in these areas 30% in the last year.

- Spinning off the City's Water and Sewer Divisions into a Utilities Department has helped focus attention on these critical municipal services as well as gives the City better coordination of issues with Nicor and ComEd.
- Consolidating the management of citywide senior programs and youth programs into the newly renamed Department of Parks, Recreation and Community Services has helped focus resources in these areas, eliminate duplication of services provided by multiple city departments, and allows the City to better partner with schools and non-profits in working with youth and seniors citywide.
- Refocusing the Department of Health and Human Services to a Health Department allows the staff to focus solely on keeping Evanston healthy.
- Consolidating Liquor Commission and Administrative Adjudication within the Law Department has improved management in both areas.
- Consolidating all of the City's economic development and affordable housing functions into a newly renamed Department of Community and Economic Development has helped focus resources in these areas, eliminate duplication of services provided by multiple city departments and allows the City to better partner with business and non-profit organizations in working on economic development and affordable housing.

Staff will continue to look for ways to consolidate services and avoid duplication of services in FY2011.

Northwestern University: Relations between the City and Northwestern University have improved significantly over the past year. With the arrival of President Morton Schapiro, Northwestern has been very open to new partnerships with the City. This includes Northwestern funding of a new fire engine, more Northwestern students working in City offices and on City projects, greater cooperation on economic development issues, and greater cooperation on student-neighbor issues.

In the coming year, I hope that we can continue to build on these better relations as we develop new initiatives on student-neighborhood issues, work together on enforcement of conditions of off-campus housing and continue to create greater dialogue on the issues of Northwestern land uses throughout Evanston.

FUTURE CHALLENGES

Continue Funding for Quality of Life Services: With continued budget reductions come impacts to the City's ability to continue to deliver quality public services. I believe the reductions made last year and this year ends our ability to make reductions that do not significantly impact our ability to deliver services. While there are many examples of reductions that have occurred in the past few years, funding for contract services through

our Mental Health Board is a good example. In FY2008/09, the City's General Fund supported grants totaled \$885,000 for Community Purchase of Services. This amount has reduced further in the subsequent fiscal years: FY2009/10 – \$585,000; FY2010/11 - \$385,000 and FY2011 (proposed) - \$175,000. The reduction from FY2008/09 to FY2011 is 80%.

Budget impacts to the Evanston Public Library are discussed further below, but I believe we will continue to be challenged to provide other important services such as care and maintenance of City trees, as well as recreation programs, senior services, youth services and cultural arts programs. Staff will continue to be as creative as possible to find ways to deliver these services, but I believe the City will be forced to significantly decrease support to these services over the next several years.

Salaries / Health Benefits/ Pensions: City staff heard loud and clear this year during our community budget workshops that the City's salaries and health benefits are not in sync with changes that have occurred throughout the private sector and in some parts of the public sector. The City has labor agreements with our bargaining units for salary increases during FY2011 that are at or below neighboring communities. No salary adjustment (and salary reduction for senior managers) in 2010 was unique among our neighboring communities and many other government agencies. Staff will continue to work to keep salary costs down, but our collective bargaining environment presents additional challenges.

The City changed the way it contracts for health benefits in 2009, which will work towards stabilizing costs in the upcoming years by building necessary reserves. Staff is also paying more for health benefits, again something that most of our neighboring communities have not experienced.

The largest personnel cost that continues to grow substantially is pension obligations. The City has spent a good deal of time discussing these issues. In the last five years, the City's annual cost for public safety pensions has grown from \$8,810,810 in the 2007 tax levy to \$13,493,636 in the 2010 tax levy or 35%. The City continues to work in Springfield with other cities and villages to address these problems in the General Assembly. These costs are not sustainable and cut into the City's abilities to provide other critical municipal services.

Non-Tax Revenue Support of Services: This year, the City has begun to work aggressively on raising funds to support City services from non-tax revenue. These efforts include:

- Appointing a Volunteer Coordinator to increase the number of volunteer hours donated to the City to support City services.
- Actively working to sell more water treated by the City of Evanston to surrounding communities.
- Developing a public/private partnership for the design/construction/financing and operation of a new Robert Crown Center.
- Appointing a Development Officer to actively raise funds through grants, sponsorships, advertising and partnerships to support City services.

- Appointing an Intergovernmental Relations Coordinator to work with our representatives in Washington, Springfield and on regional transportation boards to bring resources to the City. In addition, we are working with our neighboring villages and cities to outsource as well as in-source municipal services to save money and maybe even make money from the provision of services.

Two additional areas we will be pursuing in 2011:

- Renting available space in the Civic Center as well as maximizing use of space in other City-owned facilities.
- Actively pursuing individuals and businesses with overdue utility bills or fines.

New tax revenues are going to remain difficult to raise in the coming years. I am committed to doing all that we can to raise revenue from non-tax resources to maintain and expand City services.

Library Services: There has been much community discussion about library services during the past nine months since my proposal in December, 2009 to close the North and South Branch Libraries. At the time, there was no organized support for the Evanston Public Library and the announcement of the proposed closure was met with silence initially from the community. Shortly after, the Friends of the Evanston Public Library were re-established and a tremendous fundraising effort was launched. The Evanston Library Board also became re-engaged during this period.

Unfortunately, the focus on the library these past several months demonstrated the severe resource problems that the library has. There is no way to appreciably change this without substantial new revenue coming to the library to not only sustain the moderate level of resources currently available to the library, but resources to give the library greater ability to serve the public.

I am not recommending any new resources for the library with the proposed FY2011 budget. I am proposing that the City close the North and South Branch Libraries on February 28, 2011 and use the budgeted resources for the branches to go toward enhanced support of the Main Library. I believe the City of Evanston has the best opportunity to support libraries by focusing resources at one primary facility to the best of our abilities and continue outreach efforts around the City. I am also committed to fundraising for the library to enhance our collection and to support outreach efforts.

Evanston Township: The continued operation of Evanston Township has been a primary topic of discussion the last two years of community budget workshops. The community does not appear to understand the Township or why it is housed outside the Civic Center, which does have available space. I encourage the City Council acting as the Board of Directors of Evanston Township to consider these issues in the coming year.

Tax Increment Financing Districts: The City has had great success with the use of tax increment financing districts over the past many years. I believe it is time to evaluate each of our remaining districts to ensure that they are being used to their greatest purposes and

to initiate changes to these districts as appropriate to better serve the needs of the City of Evanston.

2011 CITY COUNCIL GOALS

The proposed FY2011 budget includes many programs and initiatives to further the City Council's adopted 2011 Goals:

- Affordable Housing
- Budget Planning
- Capital Improvement Program
- Climate Action Plan
- Economic Development
- Efficiency and Effectiveness of Services
- Federal/State/Regional Government Affairs Agenda
- Lakefront Development
- Northwestern University
- Police and Fire Pension Funding Issues
- Robert Crown Center Improvements
- Safety Issues
- Youth Services

Many of these goals have been discussed above. In the area of affordable housing, the City is now aggressively implementing the Neighborhood Stabilization Program (NSP2) and has recently hired a new Housing Planner to implement recommendations made last week by the Affordable Housing Task Force. I am pleased also with the progress that the City has made with budget and capital improvement program planning. There is much more transparency and openness to both processes. The City also continues to bring in substantial grant funds to implement the Climate Action Plan.

Implementing the City Council's goals will be the staff's main priority in FY2011.

FISCAL YEAR 2011 BUDGET OVERVIEW

GENERAL FUND

The General Fund encompasses the majority of all daily operations as budgeted, excluding Fleet, Parking, Water and Sewer services. A new fund has also been established this year to segregate the revenue and expenses related to the provision of Solid Waste services. The City has taken steps to address the General Fund's structural operating deficit as well as the impact of the global recession. During the initial budget preparation, staff took into consideration a three year period when developing the proposed budget – the current fiscal year (FY10/11) – the transitional fiscal year (FY2011) – and the following fiscal year (FY2012). The reason for this comprehensive look relates to the fact that the transitional fiscal year cannot be prorated to match its term. City revenues and expenditures do not occur on a consistent month-to-month basis so significant thought and analysis went into determining how best to develop a budget for a ten month time period. The result is a

budget that is roughly 87% of the prior year's revenues and expenditures, prior to adjustments.

General Fund:

	FY 2009-10 Actual	FY 2010-11 Adopted Budget	FY 2010-11 Estimated Actual	FY 2011 Proposed Budget
Revenues	85,094,358	86,873,900	85,812,229	72,581,482
Expenditures	87,027,842	86,578,760	85,423,432	75,674,770
Surplus/(Deficit)	(1,933,484)	295,140	388,797	(3,093,288)

At this time, the General Fund is projected to end the year in a surplus of approximately \$400,000. While this is good news, we must remain cautiously optimistic simply because there are close to five months left in the current fiscal year. Further, we unfortunately are still faced with economic uncertainty as well as unknown actions that are anticipated on the State level, which we expect will have an adverse impact on our revenue. To that end, we have instituted the following measures to ensure that we come in on budget at the close of the current fiscal year, FY10/11:

- Hiring Freeze
- Reorganization Consideration
- Expenditure Control
- Prior Approval for Training and Travel
- Overtime Reductions

As we look to next year, it is necessary to eliminate several positions for two reasons: first, the creation of the 3-1-1 Center, which will result in the addition of 12 FTEs; and second, to close the budget gap due to the fact that the projected revenues are relatively flat and fixed costs, such as salaries, benefits and pension obligations, continue to rise. The following is a list of proposed position reductions. The net reduction in positions is 9.65 FTEs due to the creation of the 3-1-1 Center. Approximately half of the position reductions are in positions that are currently vacant. In addition, all of the position reductions are as a result of increased efficiencies in municipal operations and/or a reduction in the demand for services, such as in our Building and Engineering Divisions.

POSITION	DEPARTMENT	FUND	FTE
Switchboard Operators	City Manager's Office	General	2.00
Public Safety Systems Administrator (vacant)	Administrative Services	General	1.00
Parking Enforcement Officer (vacant)	Administrative Services	General	2.00
Human Relations Specialist (vacant)	Community Development	General	1.00
Executive Secretary to non-Department Head (vacant)	Community Development	General	1.00
Zoning Administrator	Community Development	General	1.00
Clerk II	Health Department	General	0.40
Outreach/Community Relations Coordinator (vacant)	Library	General	0.50
Clerk III	Park, Recreation and Community Services	General	0.50
Building Supervisor (vacant)	Park, Recreation and Community Services	General	1.00
Facilities Maintenance Worker III	Park, Recreation and Community Services	General	2.00
Parks/Forestry Worker III (one vacant)	Park, Recreation and Community Services	General	2.00
Parks/Forestry Worker II	Park, Recreation and Community Services	General	1.00
Inclusion Specialist	Park, Recreation and Community Services	General	1.00
Public Information Assistant (vacant)	Park, Recreation and Community Services	General	0.50
Records Clerk (vacant)	Police	General	1.00
Engineering Associate (retirement)	Public Works	General	1.00
Clerk II	Public Works	General	0.75
Water Worker II (vacant)	Utilities	Water	1.00
Waters Billing Clerk	Utilities	Water	1.00
			21.65

In addition to the position reductions, there have been several other adjustments to existing positions, which have resulted in some reductions in hours or transfers of duties. All of the changes have been made in an effort to continue to focus efficiency and effectiveness of service delivery. Examples include: elimination of some seasonal positions in Parks, Recreation and Community Services and minimally revising the hours of operation at the Noyes Cultural Arts Center. Other significant changes in the proposed budget relates to a reduction in funding in the Community Purchase of Services program and in the Forestry program. In Forestry, it is recommended the tree purchase budget be reduced by 50% and a portion of the elm injection program be deferred until next year.

Along with the position reductions made in the General Fund, there are several recommendations to enhance revenues. Tax revenue enhancement is recommended as a result of a comprehensive study of taxes charged in comparable and adjacent communities. Some of the other fee adjustments are recommended as a result of changes in our Public Works operation and Departmental recommendations. Additional revenue is estimated as follows:

Transfer Station Tonnage Fee	225,000
Gasoline Tax - .01 increase (.03 to .04)	142,000
Electric Utility Tax	83,000
Increase in Right-of-Way Permit Fee	100,000
Increase Beach Token Fee by \$2.00	34,000

Overall, revenues for the General Fund are projected to be relatively flat in FY2011. However, it is important to reiterate that many City revenues are not received on a monthly basis and therefore it is expected that the one time revenue loss in the upcoming fiscal year will be approximately \$850,000. That amount will be partially offset by some of the expenditures that peak in the winter, such as snow and ice removal. Despite the impact of the 10-month transitional fiscal year, some revenues are projected to increase slightly in the upcoming year, such as permit and ambulance fees, and real estate transfer taxes. Lastly, property tax revenues for the general fund are proposed to be level funded in the upcoming year. With the change to the new fiscal year, the property tax levy will more closely match the fiscal year. Regardless of the duration of the fiscal year, tax revenue is only collected two times per year and therefore, the levy must remain flat in order to fund the current budget, the proposed budget and the following year's budget. The following chart provides a comparison of the major budgeted revenues in the General Fund. While the difference for most appears to be a negative number, it must be adjusted to reflect the ten month budget. In most cases, the revenue is projected to be flat or slightly ahead of the current year.

<u>Description</u>	<u>FY 2010-11 Budget</u>	<u>FY 2011 Budget</u>	<u>Difference</u>	<u>Reason</u>
Property Taxes*	16,549,600	16,549,600	0	Transitional Fiscal Year
Real Estate Transfer Tax	1,600,000	1,500,000	(100,000)	10/12 trend is slightly ahead of previous year.
Sales Tax	8,914,000	7,300,000	(1,614,000)	10/12 trend is similar to previous year.
Sales Tax-Home Rule	5,520,000	4,552,968	(967,032)	10/12 trend is similar to previous year.
Building Permits	2,200,000	2,500,000	300,000	Trend is ahead of previous year. Large project revenue anticipated.
Utility Taxes	5,254,000	4,207,507	(1,032,493)	Trend is similar to previous year.
State Income Tax	5,717,000	4,635,565	(1,081,435)	Trend is similar to previous year.
Telecommunication Tax	3,230,000	2,691,667	(538,333)	Fluctuates based on consumer product variations
Totals:				

*Property Taxes: Although property tax is proposed to be flat for the upcoming year for the general fund, it will be increased to fund obligations related to Police and Fire pensions and capital improvements. These items remain as City Council goals and both depend on funding from property taxes. In addition to the general fund property tax, the City levies an annual tax directly attributable to the pensions as well as for the payment of bonds used to finance various budgeted capital improvement projects.

OTHER FUNDS

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

CONCLUSION

In closing, I believe the proposed budget for FY2011 is in keeping with stated City Council policy and the fiscal realities as we understand them. The proposed budget has been developed and assembled by the City's budget team under the direction of Administrative Services Director Joellen Earl. Ms. Earl reviewed all existing accounts and developed strategies to address our many budget issues. Assisting Ms. Earl was Senior Management Analyst Louis Gergits and Management Analyst Brandon Dieter. Assistant City Manager and City Treasurer Martin Lyons also provided key assistance in the development of the budget. All Department Directors worked closely with Ms. Earl and her staff in development of the department budgets. I extend my thanks to all of these hard working individuals for a job well done.

Sincerely,

A handwritten signature in black ink, appearing to read "Wally Bobkiewicz". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Wally Bobkiewicz
City Manager

Attachments:

Recommended Changes to the Proposed General Fund Budget

**CITY OF EVANSTON 2011 BUDGET REDUCTION WORKSHEET
GENERAL FUND**

	FY 2011 INITIAL ADJUSTMENTS	FY 2011 FINAL ADJUSTMENTS
RECOMMENDED REVENUES		
<u>CITY-WIDE BUDGET ADJUSTMENTS - REVENUES</u>		
<u>Revenue Adjustments</u>		
Transfer Station Fee (3 Quarters - \$2 per ton)	225,000	
Gasoline Tax (\$170,000 per .01)	142,000	
Electric Utility Tax (from 0.589 to 0.610, etc.)	83,000	
Increase Right of Way Permit Fee	100,000	
Increase Beach Token Fee by \$2.00	34,000	
New revenue from Fundraising Efforts	45,000	
New revenue from increased Collections	50,000	
Township support for Youth Program	20,000	
Modification to Dutch Elm Injection Program*	263,000	
<u>Subtotal Revenue Adjustments</u>	<u>\$ 962,000</u>	
* Note - Funds will come from Reserved Account for the Dutch Elm Disease Program		
	FY 2011 INITIAL ADJUSTMENTS	FY 2011 FINAL ADJUSTMENTS
RECOMMENDED REDUCTIONS		
<u>CITY-WIDE BUDGET ADJUSTMENTS - EXPENSES</u>		
<u>Department Reduction Detail</u>		
<u>City Manager's Office</u>		
Eliminate three Switchboard Operators (2FTEs) - For 311	86,700	
Restore 2% of 5% reduction to Director Pay	(30,000)	
<u>Subtotal City Manager's Office</u>	<u>\$ 56,700</u>	
<u>Administrative Services</u>		
Eliminate Information Technology position - Police - (vacant - 1 yr.)	75,000	
Eliminate two Parking Enforcement Officer positions (vacant - 6 mos.)	120,000	
<u>Subtotal Administrative Services</u>	<u>\$ 195,000</u>	
<u>Community and Economic Development</u>		
Eliminate Program Specialist (SYEP Coordinator) - (vacant 2 mo.)	67,000	
Eliminate Executive Secretary to Non-Dept. Head - (vacant - 6 mo.)	55,000	
Eliminate Zoning Administrator	88,500	
<u>Subtotal Community and Economic Development</u>	<u>\$ 210,500</u>	

	FY 2011 INITIAL	FY 2011 FINAL
RECOMMENDED REDUCTIONS	ADJUSTMENTS	ADJUSTMENTS
Fire		
Convert Deputy Chief Rank to Division Chief Rank	20,000	
Reduce overtime budget by 10% (from \$291,550 to 262,395)	29,155	
Subtotal Fire	\$ 49,155	
Health		
Eliminate Clerk II (PT/0.4 FTE) in Vital Records Office - For 311	15,000	
Mental Health Board - Reduce Purchase of Services (\$600,000 to \$175,000)	25,000	
Subtotal Health	\$ 40,000	
Law		
Replace vacant Deputy City Attorney position with creation of a third Assistant City Attorney	27,000	
Transfer Legal Secretary to Insurance Fund	78,000	
Subtotal Law	\$ 105,000	
Library		
Reduce Library Outreach Position-(.5 FTE - vacant - 18 mos.)-For 311	32,000	
Subtotal Library	\$ 32,000	
Parks, Recreation and Community Services		
Revise opening hours at Noyes Cultural Center	6,000	
Reduce hours at Mason Park Drop-in	6,000	
50% reduction in tree purchases	85,000	
Reduce Dutch Elm Injection Program by 25%	93,000	
Reorganize FT and PT employee schedules at Robert Crown	15,000	
Eliminate FT Clerk at Ecology Center and replace with PT Clerk	48,500	
Eliminate FT Recreation Maintenance position (vacant - 1 mo.)	68,000	
Eliminate two Facilities Maintenance Worker III positions	160,000	
Eliminate two Parks/Forestry Worker III positions (one vacant - 4 mos.)	120,000	
Eliminate Parks/Forestry Worker II	71,000	
Eliminate Inclusion Specialist	81,500	
Eliminate Public Information Assistant (vacant 4 mos.)	27,500	
Subtotal Parks, Recreation and Community Services	\$ 781,500	

	FY 2011	FY 2011
	INITIAL	FINAL
POTENTIAL ADDITIONAL REDUCTIONS	ADJUSTMENTS	ADJUSTMENTS
Citywide		
Defer 2% Cost of Living Adjustment (COLA) for Non-Union Personnel to 09-01-11	165,000	
Transfer from restricted fund - Illinois Municipal Retirement Fund	100,000	
Surplus from General Fund	76,767	
Fire		
Reduce Fire overtime by an additional 5%	15,000	
Reduce Fire overtime by an additional 20%	60,000	
Health		
Eliminate Clerk-Typist I position	42,300	
Parks, Recreation and Community Services		
Eliminate Facilities Maintenance Worker III position	80,000	
Eliminate Parks/Forestry Worker III position	58,500	
Reduce Senior Taxi Coupon Program by 10% (\$216,000 to \$194,400)	21,600	
Eliminate Secretary II position - Noyes	68,500	
Reduction in Youth Employment Program by 7% (\$303,500 to 283,500)	20,000	
Public Works		
Eliminate Civil Engineer II - Traffic Engineering	87,000	
	\$ 794,667	

**FY 2011 Proposed Budget
Executive Summary**

I. Introduction

The City of Evanston covers a stretch of four miles along Lake Michigan's picturesque western shoreline. The City's 8.0 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 cosmopolitan flavor, while retaining a close-knit suburban atmosphere.

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

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

II. Budget Summary

The total proposed operating budget for FY2011 is \$191,052,046, for all budgeted funds, including inter-funds transfers but not including CIP. This represents a decrease of \$33,386,895 as compared to FY10-11. While it may seem that the decrease is significant, it must be put into context due to the fact that the City is moving to a new fiscal year. Thus, the FY2011 is a transitional budget. The total funds proposed represent a shortened transitional fiscal year comprising of ten rather than twelve months. A year-to-year comparison is not applicable for the entire budget as municipal revenues and expenditures are not received nor spent on a consistent month-to-month basis. Salaries, on the other hand, absent overtime costs in some operations, are spent on a consistent month-to-month basis. Salaries, including adjustments, represent approximately 85% of the proposed budget, which matches the ten-month transitional budget period.

III. Fiscal Considerations

The City continues to take a guarded approach to budgeting its revenues and expenditures for FY2011 due to the continued uncertainty in the economy. While there are many adjustments included in the proposed budget to balance, they are primarily related to efforts to become more efficient and effective in service

delivery, which is a stated goal of the City Council. Other proposed expenditure reductions relate to program changes, not program eliminations, such as development of a Solid Waste Fund and smoothing of Dutch elm disease program expenditures.

Revenues are projected to be relatively flat. Some increases and decreases have been included in the proposed budget and the estimates are based on trend, Departmental input and recommendations from the Illinois Municipal League. Other revenue enhancements have been included to balance the proposed budget but still require approval of the City Council before they are implemented, such as the institution of a transfer station fee and increases in the gasoline and electric utility taxes.

Another challenge experienced while developing the proposed budget was the transitional nature of the next fiscal year, as mentioned previously. Thus, when preparing the proposed budget, consideration of three fiscal years was necessary to ensure service delivery needs could be met based on the anticipated revenues. City revenue and expenditures are not received nor made on a consistent month-to-month basis. Thus, developing estimates was a bit more challenging and significant analysis was required to determine when revenues would be received and expenditures made so sufficient resources could be recommended for the upcoming year.

Police and Fire pension costs continue to exceed the City's ability to fund these obligations without a tax increase. Our proposed combined property tax increase for the 2010 levy for these two local pension funds is \$1,261,127. The Illinois Municipal Retirement Fund (IMRF) pension cost for non-sworn employees has decreased due to the City's decision to pay off the Early Retirement Incentive (ERI) liability early. The remaining ERI obligation has been transferred to the debt service fund and will cost the City less over the remaining payoff period (nine years) due to the favorable interest rates obtained.

IV. General Fund

Expenditures

Departments created their proposed FY2011 budget requests by exception this year. Essentially, Departments were given an expenditure budget of 10/12 of the previous year for the 10 month budget. Next, they were instructed to submit an exception report in the event the budget provided was insufficient to meet departmental expenditures for the ten month period. In many cases, Departments were able to meet this request. However, in some cases, such as in those Departments with high summer service demands, the needs could not be met at the 10/12 level. Conversely, the Snow and Ice Removal budget was reduced consistent with the anticipated demand for the service. Salaries were prepared by the Finance Division and for budgeted for 22/26 pay periods or approximately 85% of a full fiscal year.

Similar to last year, the City initiated a public budget workshop series. City staff met with citizens on two occasions to solicit ideas prior to releasing the proposed budget. Many questions were asked and responses were provided. Top suggestions and City services were prioritized by the general citizenry as a result of the input sessions via the Internet. The results of the workshops are posted to the City's website at www.cityofevanston.org/budget.

Revenues

The City of Evanston depends upon a variety of revenue sources to fund its services. Many of these revenues are subject to fluctuations based on the economy, although demands and costs for government services typically either remain constant or increase. Below is a brief summary of these revenue projections:

1. Property Tax:

The General Fund portion of the levy is recommended to remain flat for FY2011 at \$16,349,000. The property tax will increase for the non General Fund expenditures for Police and Fire pensions. It is expected that this levy increase will be 3.0%.

2. State Sales Tax:

General Fund revenue from the State sales tax is expected to be \$7,300,000, which is a flat increase based on the 10/12 budget estimate from the prior year. This revenue will increase or decrease based on the dollar amount of purchased tangible merchandise within the City.

3. Home Rule Sales Tax:

For FY2011, this General Fund revenue is budgeted at \$4,552,968, which is a flat increase over the amount budgeted in FY10/11. This tax is not assessed on food, prescription medication, or registered/titled property purchases (i.e. vehicles) so it is often less than the local share of the retailers' occupation tax.

4. State Income Tax:

Based upon projections from the Illinois Municipal League, revenue budgeted for FY2011 is flat at \$4,635,565. This revenue is being watched closely as it has been targeted by the State for a 30% reduction.

5. Utility Taxes:

Revenues from utility taxes are comprised of electric, natural gas distribution and consumption, and telecommunications taxes. For FY2011, these taxes are budgeted at \$6,900,000, which is equivalent to FY10/11. The budget has been decreased slightly due to the current year's estimate for under anticipated tax receipts. Contained in this year's proposed budget is an increase to the Electric Utility Tax, which would

result in approximately \$83,000 in additional receipts in the ten month fiscal year based on current usage.

6. Real Estate Transfer Tax:

Real estate transfer tax revenue is budgeted to increase by 10% over last year in proportion to the 10/12 or ten month budget. This increase is based on receipts to date. While we would like to remain optimistic that the real estate market is picking up, we are cautious in our estimate until we experience more consistent and sustained signs of economic recovery in this sector.

7. Vehicle Licenses:

This revenue source is considered to be relatively insulated from economic fluctuations and is based on the number of vehicles registered within the City; however, a significant amount of revenue will not be collected in the upcoming year due to the implementation of the fiscal year change. Thus, we expect only 67% of the revenue to be collected during the 10 month period. The remaining revenue will be collected in the beginning of 2012, which will be the start of the first calendar year fiscal year.

8. Licenses, Permits, and Fees:

Excluding vehicle sticker sales, total licenses, permits, and fees are expected to generate \$5,168,737. There are a few categories in the Licenses and Permit categories that make up this category, including Building Permits. We anticipate an increase in building permit revenue, which will offset the other category, some of which are up and other which are down in estimate. Overall, we expect to receive approximately 10/12 of the prior year's revenue in the transitional fiscal year.

9. Fines and Forfeitures:

Parking tickets, regular and other fine revenues are budgeted to be flat in FY 2011 at \$3,666,864.

10. Charges for Services

While this category consists of many revenue sources, the largest of which relates to Solid Waste. Overall, the revenue source will drop to 64% in the upcoming year due to the fact that the Solid Waste related revenue will be accounted for in a separate fund going forward.

11. State and Federal Aid

This revenue is completely dependent on grants offered by the State and Federal governments. For FY2011, the revenue is relatively flat with the expectation of new dental grant that will be received by the Health Department. The majority of our grant funding is located in grant specific funds outside of the general fund.

V. Other Funds

HPRP Fund

The Homelessness Prevention and Rapid Re-Housing Program (HPRP) was created to provide services and direct assistance to those qualified individuals that either are at risk of becoming homeless or are currently homeless. Through this federal grant program, the City is able to provide assistance in the form of rental and utility payments, moving costs, security deposits, and hotel/motel vouchers. We have targeted outreach through homeless service agents, not for profits, the school districts, and the elected officials. Funding for FY10/11 for this program is estimated at \$470,000 and \$288,460 in FY2011.

Neighborhood Stabilization Program 2 Fund

The Neighborhood Stabilization Program 2 (NSP2) was funded by the American Recovery and Reinvestment Act of 2009 to stabilize neighborhoods that have been negatively impacted by high numbers of foreclosed and vacant homes. The City's NSP2 grant of \$18.15 million must be expended by February 2013. Awarded in early 2010, the City estimates spending \$4.7 million in FY10/11 and \$8.4 million in FY2011.

Motor Fuel Tax Fund

Spending for the fund is budgeted at \$1,897,492 in FY2011. This is a decrease of \$705,000 from the FY10/11 budget. FY10/11 included a planned spend down of MFT fund balances, however due to favorable bid prices the drawdown was less than anticipated. FY2011 anticipates a balanced fund with motor fuel tax revenues equaling roadway and roadway maintenance expenditures.

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. Actual expenses for the year will be slightly less as the remodeling of the 911 center will not be completed before year end because of favorable bid prices. This increase is primarily attributable to capital investments for new communication equipment. Both revenues and expenses for FY2011 are below previous years reflecting both a slow economy and the shortened fiscal year.

Special Service District (SSD) #4

This accounts for services such as promotion, advertisement and other public services of the district's territory as managed by Downtown Evanston, an Illinois not-for-profit corporation. Each fall Downtown Evanston submits a budget for approval to the City Council. However, because assessed property value was not available in final form as of the date of this document the Special Service District and Downtown Evanston budgets remain estimated until a final tax levy can be calculated. Based on preliminary information the SSD will be able to remain below the statutory cap of .1464 for their property tax and fully fund operations as planned for FY2011.

Community Development Block Grant Fund

This accounts for funds granted from the U.S. Department of Housing and Urban Development. The amount estimated for FY2011 is \$2,097,261, an increase of approximately \$140,000 the FY10/11 budget.

CD Loan Fund

The CD Loan Fund is a revolving loan fund. The purpose of the fund is to provide residential rehabilitation loans for income eligible 1- to 3- unit owner occupied residential properties and multi-family rental properties that are occupied by income eligible households under HUD regulations. FY2011 expenditures total is \$20,000.

Economic Development Fund

Revenues for this fund are primarily generated from locally administered hotel and amusement taxes. Expenditures for the Economic Development Fund are budgeted to be \$1,767,503 for FY2011, a slight decrease from FY10/11. Although revenues in this fund have dropped by approximately \$150,000 due to the economic downturn, the City has increased activity in the fund to stimulate economic development according to the City's strategic economic development plan.

Neighborhood Improvement Fund

This fund was created to track revenues and expenses associated with development agreements in specific areas throughout the community. Revenues for this fund are created through sales tax revenue sharing and expenses are used for neighborhood improvements surrounding the originally developed commercial property. Program expenses are budgeted at \$50,000 in FY2011.

HOME Fund

The HOME Fund is a federally funded program designed to meet the needs of moderate to low income residents in finding affordable housing. The HOME Fund's FY2011 budgeted expenditures are \$570,000, slightly less than FY10/11.

Affordable Housing Fund

The Fund seeks to support housing related programs as adopted by the City Council. The FY2011 budget is \$268,226, a decrease of approximately \$54,000 from FY10/11.

Washington National TIF Debt Service Fund

Expenditures for the Washington National TIF Debt Fund are budgeted to be \$4,622,836 for FY2011, an increase of \$263,672 compared to FY10/11. The major expense in this fund is the payment of debt service for parking facilities.

Special Service District #5 Fund

Adopted by the City Council on June 27, 1994, Special Service District 5 overlays the City of Evanston downtown business district. FY2011 budgeted expenditures

for this fund are \$428,756 for debt service costs, a decrease of \$9,306 from the previous year.

Southwest II TIF Debt Service Fund

Also known as the Howard/Hartrey TIF, the district consists of a 23 acre site located at 2201 Howard Street. The FY2011 budget for this fund is \$1,313,404, and includes the proposed extension of the revenue sharing agreement with School District 202 and 65 at roughly 50% of previous years' levels.

Southwest Special Tax Allocation Debt Service Fund

This Tax Increment District consists of twelve acres of land bounded by Main Street, Pitner Avenue and the North Shore Channel. Budgeted expenditures for FY2011 only \$24,100 as the costs associated with the \$840,000 intergovernmental agreement with School Districts 65 and 202 are proposed to be transferred to the Southwest II TIF.

Debt Service Fund

The levy tax year 2010, to be filed with the County in December 2010, has been budgeted as revenue for the FY2011 budget since this amount will primarily be received during calendar year 2011. Likewise, expenditures budgeted for FY2011 has been aligned to those debt payments expected to be paid during FY2011. Budgeted expenditures in this Fund primarily consist of general obligation debt not paid (and therefore abated) elsewhere such as in tax incremental financing districts and enterprise funds. Because of the timing of debt service payments, this fund will be impacted by the change in the City's fiscal year to a January 1 start date. Approximately \$2.1 million debt service payments will be paid on January 1, and therefore this fund will carry a slightly larger ending fund balance as of December 31 of each year. Total debt service for FY2011 is projected at \$9,957,676.

Downtown TIF

The Downtown II TIF closed financial operations on December 31, 2009 and FY09/10 was the last year for a budget for this Fund. However, it is included in the document for comparison purposes.

Howard-Ridge Tax Increment Finance District Fund

The City Council adopted the Howard-Ridge Tax Increment Finance (TIF) District on January 26, 2004. The TIF district is generally bounded on the north by various parcels that front Howard Street and Chicago Avenue, on the east by the City of Evanston's boundaries and the Chicago Transit Authority (CTA) Red Line, on the south by City boundaries and on the west by Ridge Avenue. The TIF district contains mixed residential uses, retail/commercial properties and institutional uses. Total expenditures budgeted for FY2011 total \$120,400 as an interfund transfer out to the General Fund. Based on final occupancy of the development along Howard Street, this fund will also begin remitting payments as a part of a developer agreement.

West Evanston Tax Increment Finance District Fund

The City Council adopted the West Evanston Tax Increment Finance (TIF) District - in September 2005. This new Tax Increment Financing (TIF) district collected its first tax increment in FY07/08. Expenses for FY2011 are \$540,000 and include streetscape capital outlay expenditures for improvements in this TIF.

Capital Improvements Fund

The Capital Improvements Plan and Fund will be reviewed in October and November during the budget process and FY2011 proposed budget numbers are not included in the initial draft of the proposed budget for FY2011.

Special Assessment Fund

The Special Assessment Fund's budgeted expenditures for FY2011 total \$797,659, which is the same as the FY10/11. The Board of Local Improvements is still completing reviews of eligible projects for FY2011, however due to the economy the number of alleyway improvements requested has decreased.

Parking Fund Summary

All parking revenue sources (lots, meters, and garages) were combined in FY09/10 for ease of tracking and comparison. Operations include the Sherman Plaza garage, the Maple Avenue parking structure and the entire municipal parking system. FY2011 budgeted expenses total \$10,158,426, a decrease of \$1.2 million from FY10/11, due mostly to the shortened fiscal year. In 2011 the City will be implementing a preventive maintenance program for the three downtown parking garages, and will also be reviewing automated license plate reading systems for enforcement purposes.

Water Fund

The Water Fund has budgeted FY2011 expenses totaling \$17,887,642, a decrease of \$2.2 million from the previous year. This is due to the shortened fiscal year. Capital improvements are again budgeted at \$7.6 million and include main replacements, and the replacement of the SCADA system. Included in the proposed budget is \$2,500,000 of bond issue proceeds for FY2011 and a 10% rate increase to assist with various capital projects.

Sewer Fund

The Sewer Fund has budgeted FY2011 expenses totaling \$17,056,215, a decrease of just over \$450,000. Due to continued lower than projected flow rates, operating revenues continue to be flat and below once projected levels (2005 projection). For fiscal years 2010-11, 2011, 2012, and 2013 the City is considering the issuance of \$17.0 million in bonds to provide gap financing to cover the lower than anticipated Sewer revenues from lower flow rates. During this period the Sewer Fund will continue with maintenance and repair activities, however major capital projects are planned to be deferred until 2015.

Solid Waste Fund

This newly created fund for 2011 will track revenues and expenses associated with the City's refuse, recycling, and yard-waste collection services. During FY10/11 the City is proposing outsourcing refuse collection and insourcing recycling collection. This switch in operations will result in lower operating costs and reductions in fleet vehicles with no reduction in services. The FY 2011 proposed budget for Solid Waste operations is projected at just under \$4.0 million.

Fleet Services Fund

Budgeted expenditures for FY2011 total \$5,104,948, an increase of \$203,088 from the previous year. This increase is due to an increased budget for replacement of aging City vehicles. Offsetting this increase is a slight reduction in maintenance costs associated with the shortened budget year and reductions in the total number of fleet vehicles.

Insurance Fund

Budgeted expenditures for FY2011 total \$14,604,037, a decrease of \$1.2 million from the previous year. This decrease is primarily due a lower total head count of insured City employees combined with a shortened fiscal year. These decreases are offset by increases in our liability and workers' compensation claims. In FY09/10, the City joined the Intergovernmental Personal Benefits Cooperative, a group of 50 local jurisdictions that jointly purchase health insurance coverage in order to reduce overall risk to any one participant. The City self-insures a large majority of liability insurance claims in this fund, with a self-insured retention set at \$2.0 million.

Firefighters Pension Fund

Every Illinois municipality having a population of not less than 5,000 and not more than 500,000 must have a Fire Pension fund as prescribed in 40 ILCS 5/4-101 of the Illinois Revised Statutes. Pension costs continue to grow at an unsustainable rate and the increase from the 2010-11 funding budget of \$7,616,267 to the FY2011 budget of \$8,523,759 is \$907,492.

Police Pension Fund

Every Illinois municipality having a population of not less than 5,000 and not more than 500,000 must have a Police Pension fund as prescribed in 40 ILCS 5/3-101 of the Illinois Revised Statutes. Pension costs continue to grow at an unsustainable rate and the increase from the FY10/11 funding budget of \$10,550,369 to the FY2011 budget of \$11,405,524 is \$855,155.



City of
Evanston[™]

PART II
CHARTS & SUMMARIES



General Information

Evanston and its Government

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

The City of Evanston's eight square miles include over 30,000 housing units for an estimated 77,857 residents. Evanston also hosts a top tier institution of higher learning, Northwestern University. In addition, the City is home to several other international and national non-profit and philanthropic organizations.

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

Date of Incorporation	1863	Library Services	
Form of Government	Council – Manager	Library Facilities	3
Geographic Location	On Lake Michigan Immediately north of Chicago	Number of Books / Materials	477,645
		Number of Registered Borrowers	59,204
		Annual Circulation	1,011,064
Population (2009 Census Estimate)	77,857	Recreation Facilities	
Number of Households (2008 Census Estimate)	27,000	Number of City-maintained Parks and Playgrounds	75
Number of Housing Units (2008 Census Estimate)	31,294	Park Area in Acres	265
Equalized Assessed Valuation (2007)	\$2,772,340,028	Number of Public Swimming Beaches	5
Per Capita Income (2008 Census Estimate)	\$42,481	Municipal Parking Utility	
Municipal Services and Facilities		Number of Parking Meters	2,300
Miles of Streets	147	Number of Parking Lots	35
Miles of Alleys	76	Capacity of Parking Lots	1,919
Miles of Sewers	208	Metered Spaces	686
Number of Street Lights	5,641	Space Rentals and Free Spaces	1,233
Fire Protection		Capacity of Parking Garages	3,283
Number of Firefighters (2010)	107	Number of Parking Garages	3
Number of Stations	5	Municipal Water Utility	
Number of Fire Hydrants	1,385	Total Population Served	359,357
I.S.O. Rating	Class 3	Northwest Water Commission	221,597
Police Protection		Evanston	77,857
Number of Sworn Officers (2008-09)	164	Skokie	63,400
Number of School Crossing Guards	49	Miles of Water Mains	157.5
Number of Parking Enforcement Officers	11	Filtration Plant Rated Daily Capacity (gallons)	108,000,000
		Rated Daily Pumping Capacity (gallons)	147,000,000
		Average Daily Pumpage (gallons)	40,300,000

City of Evanston

Fund Descriptions

GENERAL FUND

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

SPECIAL REVENUE FUNDS

City Funds

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

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

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

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

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

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

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

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

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

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

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

DEBT SERVICE FUNDS

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

City of Evanston

Fund Descriptions

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

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

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

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

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

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

CAPITAL PROJECTS FUNDS

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

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

ENTERPRISE FUNDS

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

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

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

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

City of Evanston

Fund Descriptions

INTERNAL SERVICE FUNDS

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

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

TRUST AND AGENCY FUNDS

Pension Trust Funds

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

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

**Total Budgeted Expenditures- All Funds
FY10-11 vs. FY11
(Prior to Interfund Transfers)**

In this summary, the total proposed budgets for all funds are compared with the approved fund totals for FY10-11.
All budget totals in this summary are gross figures prior to eliminating interfund transfers.

Fund	Fund #	FY10-11 Adopted Expenditures	FY11 Proposed Expenditures	Net Change	Percent Change
General	100	86,578,760	75,674,770	(10,903,990)	-12.6%
HPRP	190	-	288,460	288,460	N/A
Neighborhood Stabilization	195	4,000,000	8,387,345	4,387,345	109.7%
Motor Fuel	200	2,602,500	1,897,492	(705,008)	-27.1%
Emergency Telephone	205	2,612,104	1,044,605	(1,567,499)	-60.0%
Special Service District # 4	210	378,000	378,000	-	0.0%
CDBG	215	2,043,933	2,097,261	53,328	2.6%
CDBG Loan	220	75,000	20,000	(55,000)	-73.3%
Economic Development	225	1,759,082	1,767,503	8,421	0.5%
Neighborhood Improvement	235	50,000	50,000	-	0.0%
Home	240	576,500	570,000	(6,500)	-1.1%
Affordable Housing Fund	250	322,000	268,226	(53,774)	-16.7%
Washington National TIF	300	4,359,164	4,622,836	263,672	6.0%
Special Service District # 5	305	438,062	428,756	(9,306)	-2.1%
Southwest II TIF	310	816,653	1,313,404	496,751	60.8%
Southwest TIF	315	864,100	24,100	(840,000)	-97.2%
Debt Service (G.O. Bonds)	320	11,019,705	9,957,676	(1,062,029)	-9.6%
Downtown II TIF	325	-	-	-	N/A
Howard/Ridge TIF	330	120,400	120,400	-	0.0%
West Evanston TIF	335	515,000	540,000	25,000	4.9%
Capital Improvement	415	16,631,628	TBD	N/A	N/A
Special Assessment	420	797,659	797,659	-	0.0%
Parking	505	11,357,117	10,158,426	(1,198,691)	-10.6%
Water	510	20,087,061	17,887,642	(2,199,419)	-10.9%
Sewer	515	17,507,580	17,056,215	(451,365)	-2.6%
Solid Waste	520	-	3,967,285	3,967,285	N/A
Fleet	600	4,901,860	5,104,948	203,088	4.1%
Insurance	605	15,858,437	14,604,037	(1,254,400)	-7.9%
Fire Pension	700	7,616,267	5,158,000	(2,458,267)	-32.3%
Police Pension	705	10,550,369	6,867,000	(3,683,369)	-34.9%
Total All Funds		224,438,941	191,052,046	(33,386,895)	-14.9%

Total Budgeted Expenditures - Adjusted for Interfund Transfers

This chart presents the gross total for each fund, less interfund transfers.
The results are net expenditures for each fund and for the FY11 City Budget.
The total for each fund is compared with that of the approved FY10-11 budget.

Fund	Fund #	FY10-11 Net Budget	FY11 Proposed Expenditures	Less Transfers to Other Funds	FY11 Proposed Net Expenditures	Net Change	Percent Change
General	100	72,428,460	75,674,770	(13,764,316)	61,910,454	(10,518,006)	-14.5%
HPRP	190	-	288,460	(27,000)	261,460	261,460	N/A
Neighborhood Stabilization	195	4,000,000	8,387,345	(285,383)	8,101,962	4,101,962	102.5%
Motor Fuel	200	1,830,000	1,897,492	(697,492)	1,200,000	(630,000)	-34.4%
Emergency Telephone	205	2,410,749	1,044,605	(200,704)	843,901	(1,566,848)	-65.0%
Special Service District # 4	210	378,000	378,000	-	378,000	-	0.0%
CDBG	215	1,147,378	2,097,261	(809,768)	1,287,493	140,115	12.2%
CDBG Loan	220	20,000	20,000	-	20,000	-	0.0%
Economic Development	225	1,325,027	1,767,503	(437,245)	1,330,258	5,231	0.4%
Neighborhood Improvement	235	50,000	50,000	-	50,000	-	0.0%
Home	240	542,200	570,000	(56,400)	513,600	(28,600)	-5.3%
Affordable Housing Fund	250	298,000	268,226	(19,992)	248,234	(49,766)	-16.7%
Washington National TIF	300	648,264	4,622,836	(3,744,636)	878,200	229,936	35.5%
Special Service District # 5	305	438,062	428,756	-	428,756	(9,306)	-2.1%
Southwest II TIF	310	675,053	1,313,404	(141,600)	1,171,804	496,751	73.6%
Southwest TIF	315	840,000	24,100	(24,100)	-	(840,000)	-100.0%
Debt Service (G.O. Bonds)	320	11,019,705	9,957,676	-	9,957,676	(1,062,029)	-9.6%
Downtown II TIF	325	-	-	-	-	-	N/A
Howard/Ridge TIF	330	-	120,400	(120,400)	-	-	N/A
West Evanston TIF	335	490,000	540,000	(50,000)	490,000	-	0.0%
Capital Improvement	415	16,331,628	TBD	(249,900)	N/A	N/A	N/A
Special Assessment	420	480,000	797,659	-	797,659	317,659	66.2%
Parking	505	10,183,741	10,158,426	(943,098)	9,215,328	(968,413)	-9.5%
Water	510	15,639,069	17,887,642	(3,893,680)	13,993,962	(1,645,107)	-10.5%
Sewer	515	16,503,877	17,056,215	(864,876)	16,191,339	(312,538)	-1.9%
Solid Waste	520	-	3,967,285	(558,876)	3,408,409	3,408,409	N/A
Fleet	600	4,763,360	5,104,948	(206,257)	4,898,691	135,331	2.8%
Insurance	605	15,858,437	14,604,037	(5,708)	14,598,329	(1,260,108)	-7.9%
Fire Pension	700	7,616,267	5,158,000	-	5,158,000	(2,458,267)	-32.3%
Police Pension	705	10,550,369	6,867,000	-	6,867,000	(3,683,369)	-34.9%
Total All Funds		196,467,646	191,052,046	(27,101,431)	163,950,615	(32,517,031)	-16.6%

**Budgeted Interfund Transfers In & Out
Sorted by Distributing Fund
FY 2011**

		Budget Transfers			Budget Transfers
		To			From
	Fund			Fund	
Revenue To	→ Debt Service	679,615	Expense From	→ General	-
Revenue To	→ Debt Service	-	Expense From	→ General	(679,615)
Revenue To	→ Debt Service	1,920	Expense From	→ NSP2	-
Revenue To	→ Debt Service	-	Expense From	→ NSP2	(1,920)
Revenue To	→ Debt Service	6,370	Expense From	→ E911	-
Revenue To	→ Debt Service	-	Expense From	→ E911	(6,370)
Revenue To	→ Debt Service	4,091	Expense From	→ CDBG	-
Revenue To	→ Debt Service	-	Expense From	→ CDBG	(4,091)
Revenue To	→ Debt Service	8,873	Expense From	→ Economic Development	-
Revenue To	→ Debt Service	-	Expense From	→ Economic Development	(8,873)
Revenue To	→ Debt Service	25,544	Expense From	→ Parking	-
Revenue To	→ Debt Service	-	Expense From	→ Parking	(25,544)
Revenue To	→ Debt Service	79,736	Expense From	→ Water	-
Revenue To	→ Debt Service	-	Expense From	→ Water	(79,736)
Revenue To	→ Debt Service	21,235	Expense From	→ Sewer	-
Revenue To	→ Debt Service	-	Expense From	→ Sewer	(21,235)
Revenue To	→ Debt Service	16,939	Expense From	→ Solid Waste	-
Revenue To	→ Debt Service	-	Expense From	→ Solid Waste	(16,939)
Revenue To	→ Debt Service	21,497	Expense From	→ Fleet	-
Revenue To	→ Debt Service	-	Expense From	→ Fleet	(21,497)
Revenue To	→ Debt Service	5,708	Expense From	→ Insurance	-
Revenue To	→ Debt Service	-	Expense From	→ Insurance	(5,708)
	Subtotal	871,528		Subtotal	(871,528)
Revenue To	→ Fleet	2,977,885	Expense From	→ General	-
Revenue To	→ Fleet	-	Expense From	→ General	(2,977,885)
Revenue To	→ Fleet	396,000	Expense From	→ Solid Waste	-
Revenue To	→ Fleet		Expense From	→ Parking	
Revenue To	→ Fleet		Expense From	→ Parking	
Revenue To	→ Fleet	254,482	Expense From	→ Sewer	
Revenue To	→ Fleet		Expense From	→ Sewer	(254,482)
Revenue To	→ Fleet		Expense From	→ Water	
Revenue To	→ Fleet		Expense From	→ Water	
Revenue To	→ Fleet		Expense From	→ Water	
	Subtotal	3,815,625		Subtotal	(3,815,625)
Revenue To	→ General	50,000	Expense From	→ West Evanston TIF	
Revenue To	→ General		Expense From	→ West Evanston TIF	(50,000)
Revenue To	→ General	27,000	Expense From	→ HPRP	(27,000)
Revenue To	→ General		Expense From	→ HPRP	
Revenue To	→ General	278,000	Expense From	→ NSP2	
Revenue To	→ General		Expense From	→ NSP2	(278,000)
Revenue To	→ General	19,992	Expense From	→ Affordable Housing	-
Revenue To	→ General	-	Expense From	→ Affordable Housing	(19,992)
Revenue To	→ General	249,900	Expense From	→ Capital Improvement	-
Revenue To	→ General	-	Expense From	→ Capital Improvement	(249,900)
Revenue To	→ General	772,000	Expense From	→ CDBG	-
Revenue To	→ General	-	Expense From	→ CDBG	(772,000)
Revenue To	→ General	104,958	Expense From	→ E911	-
Revenue To	→ General	-	Expense From	→ E911	(52,479)
Revenue To	→ General	-	Expense From	→ E911	(52,479)
Revenue To	→ General	377,256	Expense From	→ Economic Dev	-
Revenue To	→ General	-	Expense From	→ Economic Dev	(377,256)
Revenue To	→ General	56,400	Expense From	→ Home	-
Revenue To	→ General	-	Expense From	→ Home	(56,400)
Revenue To	→ General	141,600	Expense From	→ Howard Hartrey TIF	
Revenue To	→ General	-	Expense From	→ Howard Hartrey TIF	(141,600)
Revenue To	→ General	120,400	Expense From	→ Howard Ridge TIF	-
Revenue To	→ General	-	Expense From	→ Howard Ridge TIF	(120,400)
Revenue To	→ General	697,492	Expense From	→ Motor Fuel	-
Revenue To	→ General	-	Expense From	→ Motor Fuel	(697,492)
Revenue To	→ General	-	Expense From	→ Motor Fuel	

**Budgeted Interfund Transfers In & Out
Sorted by Distributing Fund
FY 2011**

		Budget Transfers			Budget Transfers
		To			From
	Fund			Fund	
Revenue To	→ General	536,868	Expense From	→ Parking	-
Revenue To	→ General	-	Expense From	→ Parking	(536,868)
Revenue To	→ General	221,578	Expense From	→ Sewer	-
Revenue To	→ General	-	Expense From	→ Sewer	(221,578)
Revenue To	→ General	24,100	Expense From	→ Southwest TIF	-
Revenue To	→ General	-	Expense From	→ Southwest TIF	(24,100)
Revenue To	→ General	325,000	Expense From	→ Washington National TIF	-
Revenue To	→ General	-	Expense From	→ Washington National TIF	(325,000)
Revenue To	→ General	2,737,905	Expense From	→ Water	-
Revenue To	→ General	-	Expense From	→ Water	(2,737,905)
	Subtotal	6,740,449		Subtotal	(6,740,449)
Revenue To	→ Insurance		Expense From	→ CDBG	(14,540)
Revenue To	→ Insurance	14,540	Expense From	→ CDBG	
Revenue To	→ Insurance	14,540	Expense From	→ E911	-
Revenue To	→ Insurance	-	Expense From	→ E911	(14,540)
Revenue To	→ Insurance		Expense From	→ Economic Dev	(14,540)
Revenue To	→ Insurance	14,540	Expense From	→ Economic Dev	
Revenue To	→ Insurance	-	Expense From	→ General	(1,982,706)
Revenue To	→ Insurance	1,982,706	Expense From	→ General	-
Revenue To	→ Insurance	-	Expense From	→ Parking	(266,373)
Revenue To	→ Insurance	266,373	Expense From	→ Parking	
Revenue To	→ Insurance	-	Expense From	→ Sewer	(225,080)
Revenue To	→ Insurance	225,080	Expense From	→ Sewer	
Revenue To	→ Insurance	-	Expense From	→ Water	(390,254)
Revenue To	→ Insurance	390,254	Expense From	→ Water	-
Revenue To	→ Insurance		Expense From	→ CDBG	(19,137)
Revenue To	→ Insurance	19,137	Expense From	→ CDBG	
Revenue To	→ Insurance	74,836	Expense From	→ E911	-
Revenue To	→ Insurance	-	Expense From	→ E911	(74,836)
Revenue To	→ Insurance		Expense From	→ Economic Dev	(36,576)
Revenue To	→ Insurance	36,576	Expense From	→ Economic Dev	
Revenue To	→ Insurance	-	Expense From	→ General	(8,124,110)
Revenue To	→ Insurance	8,124,110	Expense From	→ General	-
Revenue To	→ Insurance	-	Expense From	→ Parking	(89,573)
Revenue To	→ Insurance	89,573	Expense From	→ Parking	
Revenue To	→ Insurance	-	Expense From	→ Sewer	(142,501)
Revenue To	→ Insurance	142,501	Expense From	→ Sewer	
Revenue To	→ Insurance	-	Expense From	→ NSP2	(5,463)
Revenue To	→ Insurance	5,463	Expense From	→ NSP2	
Revenue To	→ Insurance	-	Expense From	→ Solid Waste	(145,937)
Revenue To	→ Insurance	145,937	Expense From	→ Solid Waste	
Revenue To	→ Insurance	-	Expense From	→ Fleet	(184,760)
Revenue To	→ Insurance	184,760	Expense From	→ Fleet	-
Revenue To	→ Insurance	-	Expense From	→ Water	(523,267)
Revenue To	→ Insurance	523,267	Expense From	→ Water	-
	Subtotal	12,254,193		Subtotal	(12,254,193)
Revenue To	→ Parking	-	Expense From	→ Washington National TIF	(3,419,636)
Revenue To	→ Parking	3,419,636	Expense From	→ Washington National TIF	
	Subtotal	3,419,636		Subtotal	(3,419,636)
	Total	27,101,431		Total	(27,101,431)

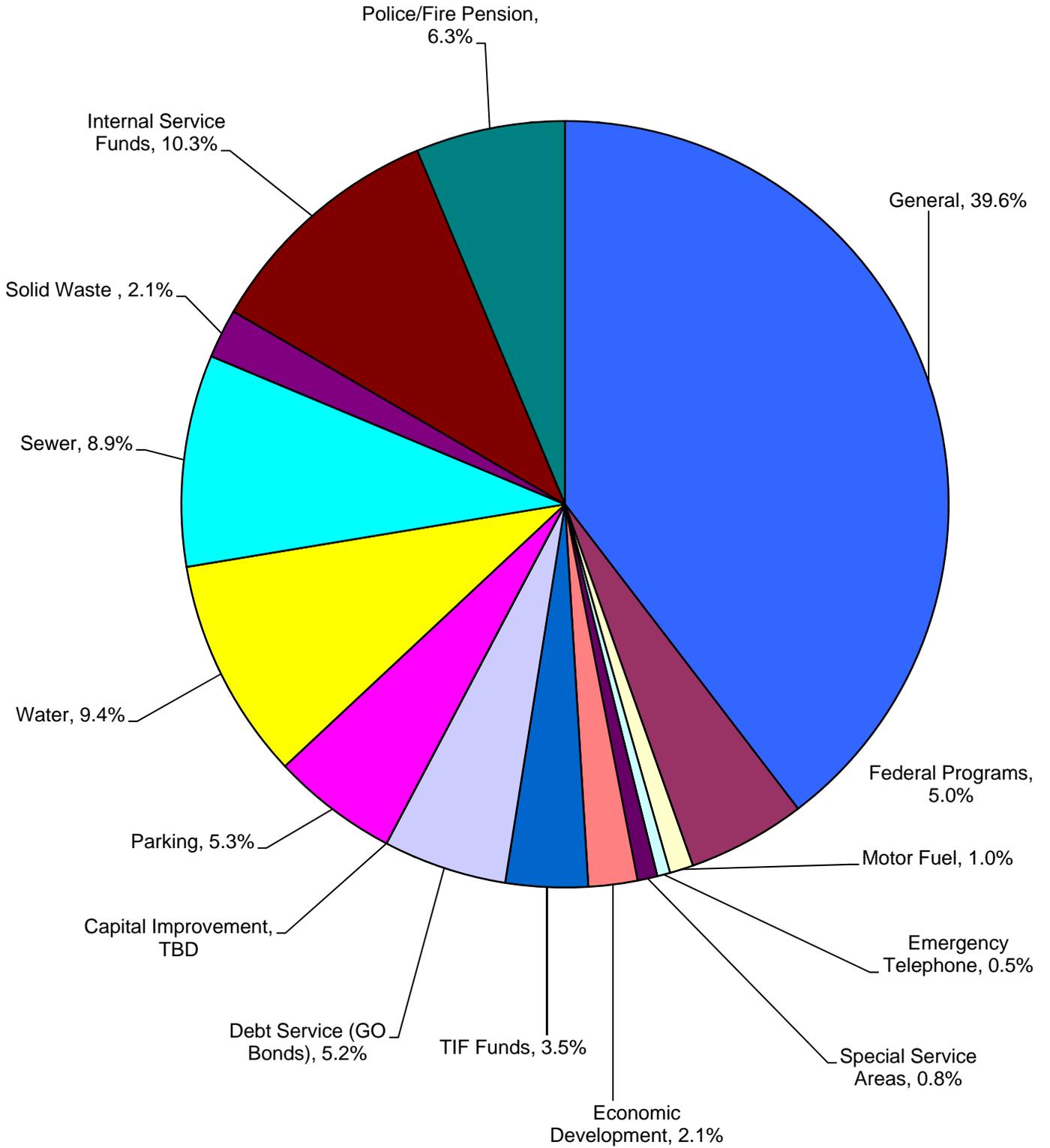
**City of Evanston
Fund Balance Summary
FY 2011**

Fund Name	Fund #	3/1/11 Estimated Fund Balance*	FY11 Budgeted Revenues (Excluding Applied F.B.)	FY11 Proposed Expenditures	FY11 Proposed Surplus (Deficit)	12/31/11 Estimated Unreserved Fund Balance	Fund Balance as a % of Expenditures	Fund Balance Reserve Policy
General Fund	100	13,564,578	72,581,482	75,674,770	(3,093,288)	10,471,290	14%	8.3%
HPRP	190	-	288,460	288,460	-	-	0%	N/A
Neighborhood Stabilization	195	-	8,387,345	8,387,345	-	-	0%	N/A
Motor Fuel Tax Fund	200	616,936	1,902,000	1,897,492	4,508	621,444	33%	N/A
Emergency Telephone Fund	205	1,167,193	865,750	1,044,605	(178,855)	988,338	95%	N/A
Special Service Area # 4	210	310,298	378,000	378,000	-	310,298	82%	N/A
CDBG	215	562,413	2,140,180	2,097,261	42,919	605,332	29%	N/A
CDBG Loan	220	1,963,482	9,000	20,000	(11,000)	1,952,482	9762%	N/A
Economic Development Fund	225	2,062,671	1,658,000	1,767,503	(109,503)	1,953,168	111%	N/A
Neighborhood Improvement	235	95,312	20,000	50,000	(30,000)	65,312	131%	N/A
Home Fund	240	2,048,864	570,000	570,000	-	2,048,864	359%	N/A
Affordable Housing Fund	250	1,865,094	29,330	268,226	(238,896)	1,626,198	606%	N/A
Washington National TIF	300	6,503,727	4,825,000	4,622,836	202,164	6,705,891	145%	N/A
Special Service District #5	305	21,091	428,856	428,756	100	21,191	5%	N/A
Howard Hartrey TIF	310	4,199,933	1,305,000	1,313,404	(8,404)	4,191,529	319%	N/A
Southwest TIF	315	369,716	656,500	24,100	632,400	1,002,116	4158%	N/A
Debt Service (G.O. Bonds)	320	246,911	12,217,304	9,957,676	2,259,628	2,506,539	25%	N/A
Downtown II TIF	325	-	-	-	-	-	N/A	N/A
Howard Ridge TIF	330	1,321,966	689,400	120,400	569,000	1,890,966	1571%	N/A
West Evanston TIF	335	1,177,120	581,000	540,000	41,000	1,218,120	226%	N/A
Capital Projects Fund	415	2,691,774	TBD	TBD	N/A	N/A	N/A	N/A
Special Assessment Fund	420	3,467,223	575,000	797,659	(222,659)	3,244,564	407%	N/A
Parking System Fund	505	16,305,422	10,301,593	10,158,426	143,167	16,448,589	162%	10.0%
Water	510	7,232,768	13,709,303	17,887,642	(4,178,339)	3,054,429	17%	10.0%
Sewer	515	2,765,440	15,023,918	17,056,215	(2,032,297)	733,143	4%	10.0%
Solid Waste	520	-	2,949,489	3,967,285	(1,017,796)	(1,017,796)	-26%	N/A
Fleet Service	600	911,301	4,194,588	5,104,948	(910,360)	941	0%	N/A
Insurance	605	5,848,583	15,275,131	14,604,037	671,094	6,519,677	45%	N/A
Fire Pension	700	50,893,816	8,523,759	5,158,000	3,365,759	54,259,575	1052%	N/A
Police Pension	705	67,545,938	11,405,524	6,867,000	4,538,524	72,084,462	1050%	N/A

TOTALS 195,759,570 191,490,912 191,052,046 438,866 196,198,436

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

**FY 2011 Proposed Budget
 Summary - All Funds (prior to interfund transfers)
 All Funds = 191,052,046**

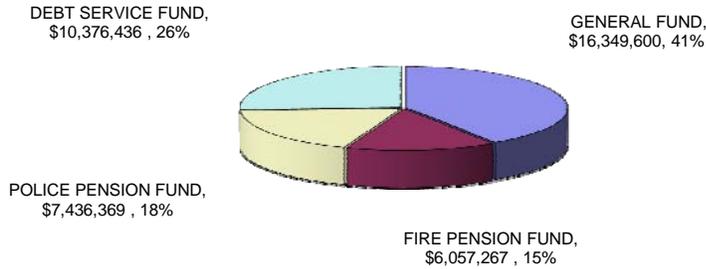


City of Evanston

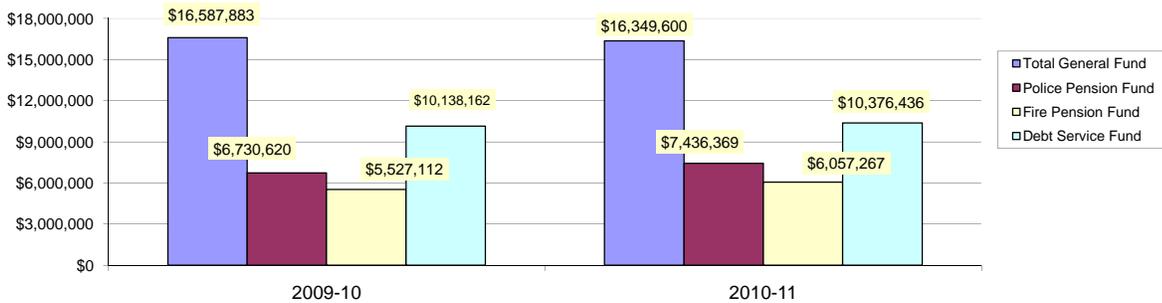
2010 Proposed Property Tax Levy

	2007 ADOPTED LEVY	2008 ADOPTED LEVY	2009 ADOPTED LEVY	2010 PROPOSED LEVY	VARIANCE INCREASE (DECREASE)	PERCENT INCREASE (DECREASE)
TOTAL GENERAL FUND						
Gross Levy	\$ 17,322,716	\$ 16,638,265	\$ 16,926,411	\$ 16,683,265	\$ (243,146)	-1.44%
2% Loss Factor	\$ 346,454	\$ 332,765	\$ 338,528	\$ 333,665	\$ (4,863)	-1.44%
Net Levy	\$ 16,976,262	\$ 16,305,500	\$ 16,587,883	\$ 16,349,600	\$ (238,283)	-1.44%
FIRE PENSION FUND						
Gross Levy	\$ 4,259,460	\$ 5,014,836	\$ 5,639,910	\$ 6,180,885	\$ 540,975	9.59%
2% Loss Factor	\$ 85,189	\$ 100,297	\$ 112,798	\$ 123,618	\$ 10,820	9.59%
Net Levy	\$ 4,174,271	\$ 4,914,539	\$ 5,527,112	\$ 6,057,267	\$ 530,155	9.59%
POLICE PENSION FUND						
Gross Levy	\$ 4,731,162	\$ 6,084,034	\$ 6,867,980	\$ 7,588,132	\$ 720,152	10.49%
2% Loss Factor	\$ 94,623	\$ 121,681	\$ 137,360	\$ 151,763	\$ 14,403	10.49%
Net Levy	\$ 4,636,539	\$ 5,962,353	\$ 6,730,620	\$ 7,436,369	\$ 705,749	10.49%
DEBT SERVICE FUND						
Gross Levy	\$ 9,237,356	\$ 10,307,536	\$ 10,345,063	\$ 10,588,200	\$ 243,137	2.35%
2% Loss Factor	\$ 184,747	\$ 206,151	\$ 206,901	\$ 211,764	\$ 4,863	2.35%
Net Levy	\$ 9,052,609	\$ 10,101,385	\$ 10,138,162	\$ 10,376,436	\$ 238,274	2.35%
Gross Levy	\$ 35,550,694	\$ 38,044,671	\$ 39,779,364	\$ 41,040,482	\$ 1,261,117	3.17%
2% Loss Factor	\$ 711,013	\$ 760,894	\$ 795,587	\$ 820,810	\$ 25,222	3.17%
Net Levy	\$ 34,839,681	\$ 37,283,777	\$ 38,983,777	\$ 40,219,672	\$ 1,235,895	3.17%

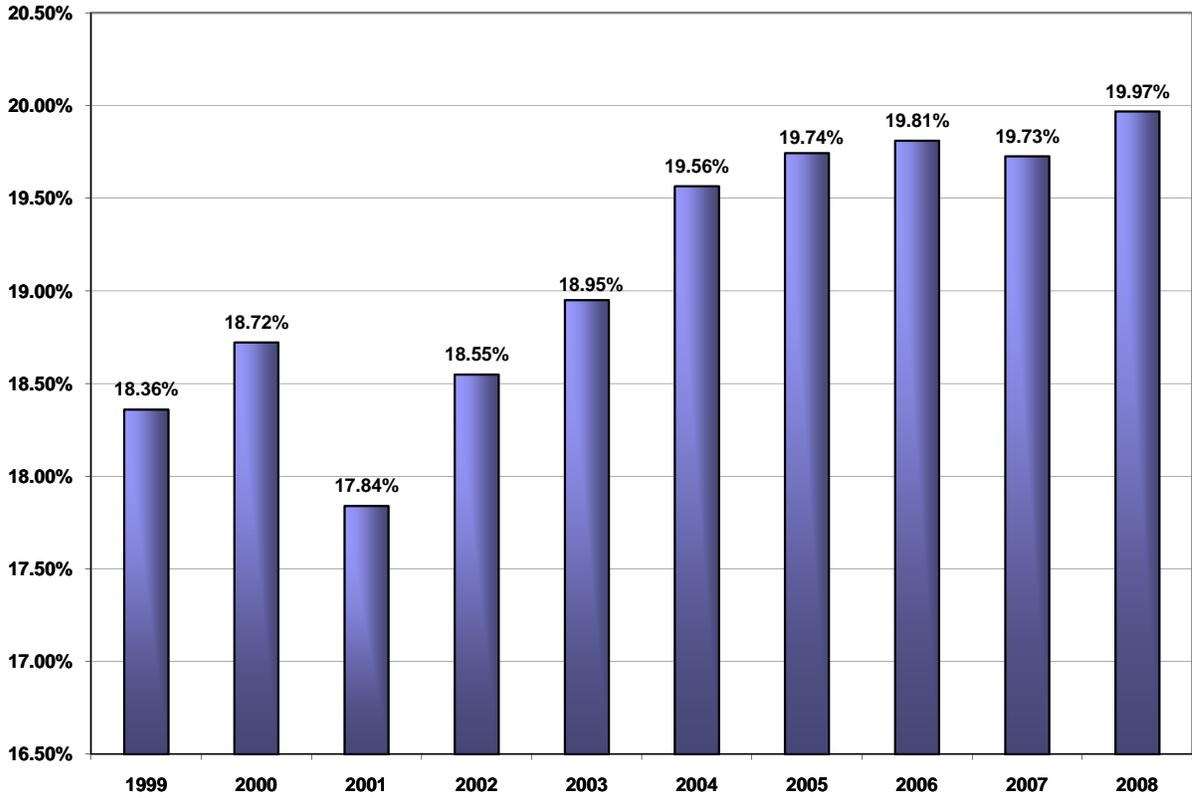
2010 Proposed Tax Levy by Fund



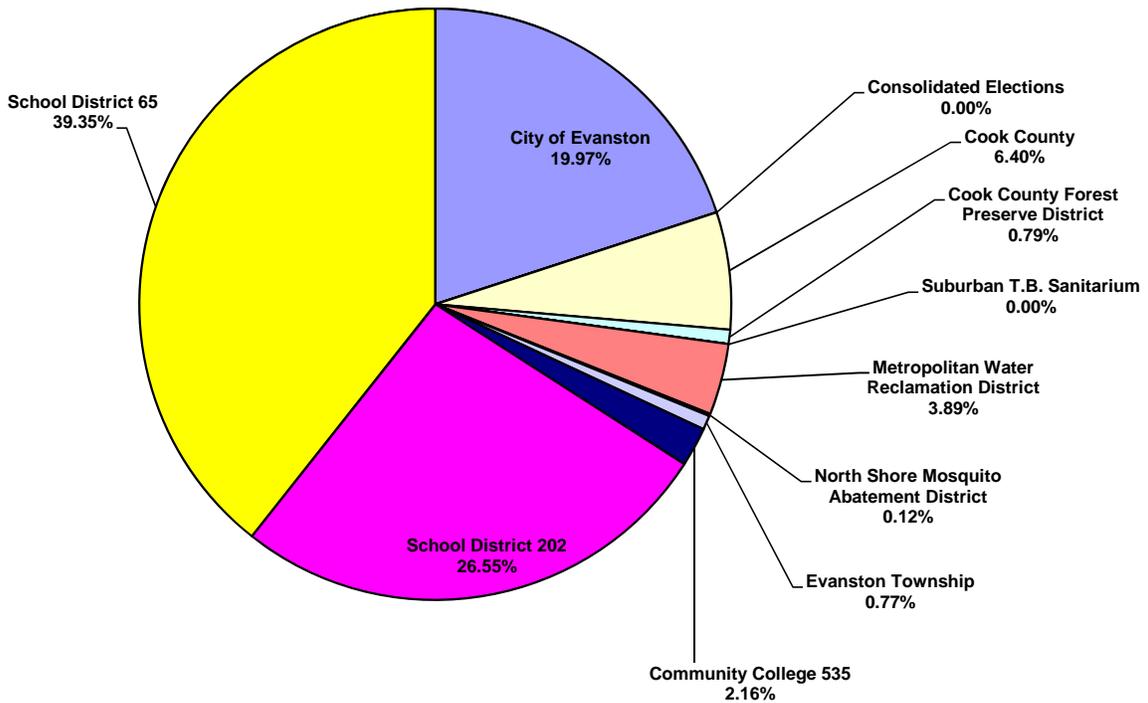
2010 Proposed Property Tax Levy by Fund



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



Your Real Estate Tax Bill





City of
Evanston[™]

PART III

GENERAL FUND BUDGET

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

	2009-2010	2010-2011	2010-2011	Budget-to-Budget Increase	2011 Budget	2011 Budget	2011 Budget Final
	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>(Decrease)</u>	<u>Proposed</u>	<u>Adjustments</u>	<u>Recommendation</u>
Operating Revenue							
Property Tax	17,119,678	\$16,549,600	\$16,549,600	\$ (33,400)	\$16,516,200		\$ 16,516,200
Other Taxes	21,994,986	37,461,700	36,640,484	(6,568,212)	30,893,488	225,000	31,118,488
Licenses/Permits/Fees	7,279,181	8,319,900	8,751,071	(1,351,343)	6,968,557	134,000	7,102,557
Fines and Forfeitures	4,150,610	4,403,500	4,370,000	(736,636)	3,666,864		3,666,864
Charges for Services	8,468,931	9,434,500	9,358,030	(3,420,098)	6,014,402	225,000	6,239,402
Intergovernmental Revenue	15,566,317	785,500	661,310	(103,261)	682,239	20,000	702,239
Other Revenue	3,824,800	2,350,800	1,997,879	(1,410,199)	940,601	95,000	1,035,601
Interest Income	17,048	100,000	15,000	(88,000)	12,000		12,000
Transfers In (Other Funds)	6,461,572	7,336,200	7,353,655	(545,651)	6,790,549	263,000	7,053,549
Library Revenues	211,235	132,200	115,200	(35,618)	96,582	-	96,582
Total Revenue	<u>85,094,358</u>	<u>86,873,900</u>	<u>85,812,229</u>	<u>(14,292,418)</u>	<u>72,581,482</u>	<u>962,000</u>	<u>73,543,482</u>
Operating Expense							
Legislative	624,356	603,194	585,207	(78,799)	524,395		524,395
City Administration	4,401,775	1,952,348	1,992,450	(114,909)	1,837,439	(56,700)	1,780,739
Legal	685,083	1,026,853	1,023,186	(116,142)	910,711	(105,000)	805,711
Human Resources	1,542,716	-	-	-	-	-	-
Administrative Services	5,254,266	8,770,765	9,529,495	(381,363)	8,389,402	(195,000)	8,194,402
Community & Economic Development	3,332,819	3,885,366	3,408,854	(886,686)	2,998,680	(210,500)	2,788,180
Police Department	21,772,625	21,776,503	21,046,966	(1,119,754)	20,656,749	(195,000)	20,461,749
Fire Department	12,427,966	12,329,910	12,289,085	(1,059,227)	11,270,683	(49,155)	11,221,528
Health	3,940,325	2,307,906	2,070,072	12,348	2,320,254	(40,000)	2,280,254
Public Works	12,857,585	12,899,123	12,555,795	(5,729,720)	7,169,403	(543,200)	6,626,203
Library	4,814,076	4,217,872	4,326,911	(461,821)	3,756,051	(32,000)	3,724,051
Parks/Recreation and Comm. Services	15,374,250	16,808,920	16,595,411	(967,917)	15,841,003	(781,500)	15,059,503
Total Expenditures	<u>87,027,842</u>	<u>86,578,760</u>	<u>85,423,432</u>	<u>(10,903,990)</u>	<u>75,674,770</u>	<u>(2,208,055)</u>	<u>73,466,715</u>
Net Surplus (Deficit)	<u>(1,933,484)</u>	<u>\$ 295,140</u>	<u>\$ 388,797</u>	<u>\$ (3,388,428)</u>	<u>\$ (3,093,288)</u>	<u>\$ 3,170,055</u>	<u>\$ 76,767</u>
							\$ -
Beginning Fund Balance			13,175,781		13,564,578		13,564,578
Ending Fund Balance			13,564,578		10,471,290		13,641,345

FISCAL YEAR 2011

GENERAL FUND REVENUES

REVENUE TITLE	2009 - 2010 ACTUAL	2010 - 2011 BUDGET	2010 - 2011 ESTIMATE	2011 PROPOSED	2010 vs. 2011 VARIANCE
50000 REVENUES					
50100 OPERATING REVENUES					
51000 PROPERTY TAXES					
51015 PROPERTY TAXES	16,076,903	16,349,600	16,349,600	16,349,600	
51025 PRIOR YEAR'S TAXES	374,035	200,000	200,000	166,600	(33,400)
51000 PROPERTY TAXES	16,450,938	16,549,600	16,549,600	16,516,200	(33,400)
51500 OTHER TAXES					
51515 STATE USE TAX	870,430	1,095,000	884,187	677,877	(417,123)
51525 SALES TAX - BASIC	8,546,173	8,914,000	8,546,173	7,300,000	(1,614,000)
51530 SALES TAX - HOME RULE	5,463,561	5,520,000	5,463,561	4,552,968	(967,032)
51535 AUTO RENTAL TAX	35,201	35,000	35,000	29,155	(5,845)
51540 ATHLETIC CONTEST TAX	567,744	650,000	650,000	550,000	(100,000)
51545 STATE INCOME TAX	5,912,082	5,717,000	5,734,720	4,635,565	(1,081,435)
51555 FIRE INSURANCE TAX	113,738			180,000	180,000
51565 ELECTRIC UTILITY TAX	2,650,134	2,802,000	2,500,000	2,113,333	(688,667)
51570 NATURAL GAS UTILITY TAX	1,112,580	1,583,000	1,662,150	1,385,130	(197,870)
51575 NAT GAS USE TAX HOME RULE	778,813	869,000	739,872	709,044	(159,956)
51585 CIGARETTE TAX	354,340	485,000	354,340	295,284	(189,716)
51590 EVANSTON MOTOR FUEL TAX	510,739	450,000	485,202	408,378	(41,622)
51595 LIQUOR TAX	1,953,005	2,050,000	1,949,285	1,623,754	(426,246)
51600 PARKING TAX	2,629,532	1,785,000	2,200,000	1,800,000	15,000
51605 PERS. PROP. RPL. TAX	572,240	580,000	509,294	360,750	(219,250)
51610 PERS. PROP. RPL. TAX REC	46,300	46,300	46,300	38,583	(7,717)
51615 PERS. PROP. RPL. TAX LIB	50,200	50,200	50,200	41,833	(8,367)
51620 REAL ESTATE TRANSFER TAX	1,640,274	1,600,000	1,600,000	1,500,000	(100,000)
51625 TELECOMMUNICATIONS TAX	3,314,895	3,230,000	3,230,000	2,691,667	(538,333)
51630 AMUSEMENT TAX		200	200	167	(33)
51500 OTHER TAXES	37,121,981	37,461,700	36,640,484	30,893,488	(6,568,212)
52000 LICENSES, PERMITS & FEES					
52005 LICENSES					
52010 VEHICLE LICENSES	2,514,920	2,700,000	2,700,000	1,799,820	(900,180)
52015 BUSINESS LICENSES	114,188	171,000	114,187	80,000	(91,000)
52020 PET LICENSES	22,310	45,000	22,000	22,000	(23,000)
52030 CONTRACTORS' LICENSES	75,905	80,000	80,000	66,640	(13,360)
52035 ROOMING HOUSE LICENSES	318,498	193,200	193,000	193,000	(200)
52040 LIQUOR LICENSES	340,693	370,500	370,500	300,000	(70,500)
52041 ONE DAY LIQUOR LICENSE	5,375		5,000	5,000	5,000
52045 FARMERS' MARKET LICENSES	33,034	28,000	28,000	28,000	
52046 RENTAL BUILDING REGISTRA	83,295	146,000	146,000	95,000	(51,000)
52050 OTHER LICENSES	13,833	17,000	17,700	5,000	(12,000)
52055 LONG TERM CARE LICENSES	128,820	112,400	112,400	20,000	(92,400)
52070 RESIDENT CARE HOME LICEN	460	500	500	80	(420)
52005 LICENSES	3,651,330	3,863,600	3,789,287	2,614,540	(1,249,060)
52075 PERMITS					
52080 BUILDING PERMITS	1,480,739	2,200,000	2,700,000	2,500,000	300,000
52085 PLAN REVIEW	7,448	7,500	7,500	6,248	(1,252)
52090 PLUMBING PERMITS	89,934	110,000	110,000	135,000	25,000
52095 ELECTRICAL PERMITS	102,148	120,000	120,000	130,000	10,000
52105 SIGNS AND AWNING PERMITS	7,307	10,000	10,000	8,330	(1,670)
52110 OTHER/MISC PERMITS	187,252	220,000	220,000	183,260	(36,740)
52115 ELEVATOR PERMITS	59,545	50,000	50,000	41,650	(8,350)
52120 HEATING VENT. A/C PERMIT	177,452	200,000	205,000	210,000	10,000
52126 RIGHT-OF WAY PERMIT	207,119	160,000	180,000	150,000	(10,000)
52130 RESIDENTS ANNUAL PRKG PE	130,612	150,000	131,000	110,000	(40,000)

FISCAL YEAR 2011

GENERAL FUND REVENUES

REVENUE TITLE	2009 - 2010 ACTUAL	2010 - 2011 BUDGET	2010 - 2011 ESTIMATE	2011 PROPOSED	2010 vs. 2011 VARIANCE
52131 VISITOR PARKING PERMITS	12,488	14,300	14,300	11,912	(2,388)
52135 FIRE SUPPRESSION/ALARM PE	70,919				
52075 PERMITS	2,532,961	3,241,800	3,747,800	3,486,400	244,600
52140 FEES					
52145 ANNUAL SIGN FEES	30,627	25,000	25,000	25,000	
52155 PLAT PR.&SIGN APP HRG FE	2,475	2,500	2,500	2,082	(418)
52170 ALARM PANEL FRANCHISE FE	9,810	5,000	5,000	4,165	(835)
52175 NU/CENDEL EASEMENT	15	27,000	27,000		(27,000)
52180 CABLE FRANCHISE FEE	801,759	890,000	889,484	741,370	(148,630)
52181 PEG FEES - COMCAST	91,866				
52185 NICOR FRANCHISE FEE	88,165	95,000	95,000	95,000	
52186 SOLID WASTE FRANCHISE FE	77,618	170,000	170,000		(170,000)
52140 FEES	1,102,335	1,214,500	1,213,984	867,617	(346,883)
52000 LICENSES, PERMITS & FEES	7,286,627	8,319,900	8,751,071	6,968,557	(1,351,343)
52500 FINES AND FORFEITURES					
52505 TICKET FINES-PARKING	3,422,461	3,500,000	3,400,000	2,916,667	(583,333)
52510 REGULAR FINES	274,758	270,000	270,000	224,910	(45,090)
52530 BOOT RELEASE FEE	75,085	68,000	76,000	56,644	(11,356)
52540 FIRE FALSE ALARM FINES	112,275	165,000	165,000	137,445	(27,555)
52545 POLICE FALSE ALARM FINES	36,727				
52555 HOUSING CODE VIOL FINES	114,004	48,000	93,000	50,000	2,000
52560 PERMIT PENALTY FEES	20,216	7,500	7,500	6,248	(1,252)
52570 NONPARKING ORDINANCE VIOL	138,558	150,000	180,000	124,950	(25,050)
52605 LANDLORD/TENANT VIOL FINE					
52610 LIBRARY FINES & FEES	181,076	195,000	178,500	150,000	(45,000)
52500 FINES AND FORFEITURES	4,150,610	4,403,500	4,370,000	3,666,864	(736,636)
53000 CHARGES FOR SERVICES					
53005 HEALTH DEPT.- CHRGS FOR S					
53010 BIRTH AND DEATH RECORDS	5,417				
53050 SANITATION CLASSES	9,060	7,000	6,900	4,200	(2,800)
53075 DENTAL CLINIC	121,472	130,000	133,000	108,290	(21,710)
53105 HEALTH FOOD ESTBLSMNT LI	191,457	180,000	180,000	12,000	(168,000)
53135 DENTAL CHECK UP	2,225				
53140 EMERGENCY DENTAL EXAM	40				
53145 X-RAYS	5				
53151 DENTAL CO- PAY	288				
53155 RESIN FILLING	1,240				
53165 EXTRACTION	390				
53170 PULPOTOMY	40				
53171 ROOT CANAL PAYMENTS	150				
53175 SEALANT OFFICE VISIT	220				
53180 ADDITIONAL SEALANTS	80				
53185 TEMPORARY FOOD LICENSE F	6,962	6,500	7,600	6,500	
53190 FOOD DELIVERY VEHICLE	5,050	6,000	6,000	100	(5,900)
53195 SCAVENGER TRUCK		300			(300)
53200 BEV.SNACK VENDING MACHIN	29,336	30,000	30,000	200	(29,800)
53210 TOBACCO LICENSE	20,000	20,000	20,000	1,000	(19,000)
53211 BEEKEEPER LICENSE FEE	25				
53212 HOME DAY CARE LICENSE FE		5,500			(5,500)
53215 BIRTH CERTIFICATE	74,823	80,000	66,000	66,640	(13,360)
53220 DEATH CERTIFICATE-16.23	51,630	69,000	35,000	57,477	(11,523)
53230 FUNERAL DIRECTOR LICENSE	6,600	6,600	6,750	5,498	(1,102)

FISCAL YEAR 2011

GENERAL FUND REVENUES

REVENUE TITLE	2009 - 2010 ACTUAL	2010 - 2011 BUDGET	2010 - 2011 ESTIMATE	2011 PROPOSED	2010 vs. 2011 VARIANCE
53235 TEMP FUNERAL DIREC LICEN	5,923	5,000	3,495	4,165	(835)
53005 HEALTH DEPT.- CHRGS FOR S	532,432	545,900	494,745	266,070	(279,830)
53240 PARKING - CHRGS FOR SVCS					
53516 PARKING ENFORCMENT REIMB	4,956				
53240 PARKING - CHRGS FOR SVCS	4,956				
53560 RECREATION - CHRGS FOR SV					
53565 RECREATION PROGRAM CHARG	4,711,111	4,824,600	4,859,552	4,510,253	(314,348)
53567 OTHER DEFERRED REVENUES	17,900				
53568 TRANS.FROM RESTRICTED AC		76,300	72,708	73,216	(3,085)
53569 SPECIAL EVENTS REVENUE	47,678	40,000	38,500	37,000	(3,000)
53560 RECREATION - CHRGS FOR SV	4,776,689	4,940,900	4,970,760	4,620,468	(320,432)
53570 WATER, SEWER & RECYCLING					
53600 SEWER SERV CHARG-PENALTY					
53602 SWANCC RECYCLING INCENTI	19,009	150,000	150,000		(150,000)
53605 RECYCLING SERVICE CHARGE	1,640,846	2,192,400	2,300,000		(2,192,400)
53610 RECYCLING SERV CHAR-PENA	21,716	20,000	30,000		(20,000)
53615 SANIT SPECIAL PICKUP FEE	69,221	80,000	80,000		(80,000)
53570 WATER, SEWER & RECYCLING	1,750,793	2,442,400	2,560,000		(2,442,400)
53620 OTHER CHRGS FOR SVCS					
53635 WEIGHTS AND MEASURES EX	705	1,000	1,000	833	(167)
53640 SENIOR TAXI COUPON SALES	108,438	105,000	105,000	87,465	(17,535)
53650 STATE HIGHWAY MAINTENANC	68,073	93,400	68,000	54,994	(38,406)
53655 FIRE COST RECOVERY CHARG	6,015	10,000	4,000	8,330	(1,670)
53656 OTHER SERVICE CHARGES	1,711				
53660 RECYCLING-MATERIAL SALES	483				
53666 HISTORIC PRESERVATION RE	5,500	8,900	6,000	5,000	(3,900)
53671 JURY DUTY REIMBURSEMENTS	17				
53675 AMBULANCE SERVICE	916,416	985,000	925,000	820,525	(164,475)
53680 TOWING CHARGES		3,000	3,000	2,499	(501)
53685 POLICE REPORT FEES	14,990	16,000	17,000	13,328	(2,672)
53690 WOOD RECYCLING	23,095	24,000	24,000	19,992	(4,008)
53695 ZONING FEES	52,920	40,000	16,000	15,000	(25,000)
53700 FIRE REPORT FEES	1,258	1,500	25		(1,500)
53705 FIRE BUILDING INSPECTION	14,305	10,000	6,000	6,000	(4,000)
53715 ALARM REGISTRATION FEE	238,773	150,000	110,000	46,000	(104,000)
53720 SKOKIE ANIMAL BOARD FEE	9,197	7,500	7,500	6,248	(1,252)
53725 BACKGR CHKS DAYCARE PROV	40				
53736 NEW PAVEMENT DEGRADATION	2,750	50,000	40,000	41,650	(8,350)
53620 OTHER CHRGS FOR SVCS	1,464,685	1,505,300	1,332,525	1,127,864	(377,436)
53000 CHARGES FOR SERVICES	8,529,555	9,434,500	9,358,030	6,014,402	(3,420,098)
55000 INTERGOVERNMENTAL REVENUE					
55005 COUNTY & LOCAL AID					
55011 PROJECT ACCESS GRANT FRO	11,920				
55005 COUNTY & LOCAL AID	11,920				
55015 STATE AID					
55019 H1N1 GRANT REIMBURSEMENT	167,468				
55025 FOR HEALTH DEPARTMENT	77,545	76,000	76,181	163,000	87,000
55040 DENTAL SEALANT GRANT	1,780	2,000	2,000	1,666	(334)
55075 SUMMER FOOD INSPECTIONS	450	400	400	333	(67)

FISCAL YEAR 2011

GENERAL FUND REVENUES

REVENUE TITLE	2009 - 2010 ACTUAL	2010 - 2011 BUDGET	2010 - 2011 ESTIMATE	2011 PROPOSED	2010 vs. 2011 VARIANCE
55080 KID CARE AGREEMENT	4,450				
55085 IL TOBACCO FREE COMMUNIT	14,885	21,900	12,500	12,500	(9,400)
55090 TITLE XX FAMILY PLANNING	19,629				
55125 TEEN PREGNANCY PREV. GRN	65,700	60,600	60,600	50,480	(10,120)
55130 CHILDHOOD LEAD POISONING	133	500	750	250	(250)
55135 TEEN PARENT SERVICES PRO	29,872	30,600	30,600	25,490	(5,110)
55145 PROSTATE CANCER AWARENESS	3,821				
55146 STATE, COUNTY AND OTHER	1,015	22,500	20,815	18,743	(3,757)
55150 TANNING PARLOR INSPECTIO	150	100		83	(17)
55160 VIOL. CRIME VIC. ASST GR	17,475	24,700	24,700	18,525	(6,175)
55170 FIRE DEPARTMENT TRAINING	10,509	9,000	1,115	1,500	(7,500)
55173 CRI GRANT -REVENUE (HHS)	11,650	40,000	40,000	33,320	(6,680)
55174 PHEP GRANT-REVENUE (HHS)	25,893	70,000	70,000	58,310	(11,690)
55175 STATE RECYCLING GRANT	54,000				
55195 TOWNSHIP-SUMMER YOUTH EM	15,000				
55231 LEAD PAINT HAZARD GRANT	57,660	180,000	80,000	80,000	(100,000)
55245 LIBRARY STATE PER CAPITA	89,814	75,400	75,400	62,833	(12,567)
55015 STATE AID	668,900	613,700	495,061	527,033	(86,667)
55250 FEDERAL AID					
55251 FEDERAL GRANT / AID	204,711	8,500	10,000	10,000	1,500
55255 COMM AGING GRT-ADVOCATE	45,499	37,000	37,000	30,821	(6,179)
55265 FEMA	53,221	24,000	24,000	19,992	(4,008)
55270 POLICE TRAINING	8,000	8,000	7,200	6,664	(1,336)
55275 HUD EMERGENCY SHELTER GR	109,170	86,000	79,729	79,729	(6,271)
55280 COMMUNITY POLICE GRANT	3,550				
55285 LAW ENFORCEMENT BLOCK GR	6,624				
55290 OTHER FEDERAL AID	18,209	8,300	8,320	8,000	(300)
55250 FEDERAL AID	448,983	171,800	166,249	155,206	(16,594)
55000 INTERGOVERNMENTAL REVENUE	1,129,803	785,500	661,310	682,239	(103,261)
56000 OTHER REVENUE					
56010 PROPERTY SALES AND RENTAL	91,878	500,100	500,049	117,830	(382,270)
56011 DONATIONS	5,000				
56012 BERGLUND ANI.HOSP.PARKIN	2,400				
56010 PROPERTY SALES AND RENTAL	99,278	500,100	500,049	117,830	(382,270)
56015 REVENUE FROM DAMAGE TO CI					
56025 DAMAGE TO CITY SIGNAGE	7,149	2,000	2,000	1,666	(334)
56030 DAMAGE TO CITY TRAFFIC S	41,578	20,000	20,000	16,660	(3,340)
56031 DAMAGE TO STREET LIGHTS	5,826	20,000	20,000	16,660	(3,340)
56035 DAMAGE TO CITY TREES/FOR	2,400				
56040 DAMAGE TO OTHER CITY PRO	11,681				
56015 REVENUE FROM DAMAGE TO CI	68,634	42,000	42,000	34,986	(7,014)
56045 MISCELLANEOUS REVENUE	722,663	50,700	55,000	46,667	(4,033)
56046 TAXICAB CLASS REVENUE	8,025	7,000	7,000	5,831	(1,169)
56045 MISCELLANEOUS REVENUE	730,688	57,700	62,000	52,498	(5,202)
56047 RESERVES					
56048 TEEN BABY NURSERY PROG		41,000	41,000	41,000	
56047 RESERVES		41,000	41,000	41,000	
56061 BOND PREMIUM					
56064 REIMB.-SCHOOL RESOURCE O		290,000	290,000	298,700	8,700
56061 BOND PREMIUM		290,000	290,000	298,700	8,700
56067 REIMBURSEMENTS- SERV. & S	92,998				
56068 REIMB SALT USE DIST 65 ET	71,400				

FISCAL YEAR 2011

GENERAL FUND REVENUES

REVENUE TITLE	2009 - 2010 ACTUAL	2010 - 2011 BUDGET	2010 - 2011 ESTIMATE	2011 PROPOSED	2010 vs. 2011 VARIANCE
56068 REIMB SALT USE DIST 65 ET	71,400				
56070 OVER AND SHORT					
56095 OVER AND SHORT - COLLECT	3,072				
56070 OVER AND SHORT	3,072				
56105 PAYMENT IN LIEU OF TAXES	124,000	300,000	105,000	340,092	40,092
56110 CONTRIBUTIONS TO PROJECTS	250				
56131 DUTCH ELM TREE INSURANCE		75,000	75,000		(75,000)
56134 PRIVATE ELM TREES INS.MON	19,500	50,000	42,830	43,000	(7,000)
56140 FEES AND MERCHANDISE SALE	143,869				
56155 TRASH CART SALES	22,119	30,000	75,000		(30,000)
56156 YARD WASTE FEE		950,000	750,000		(950,000)
56175 PARKING PERMITS-RYAN FIEL	15,437	15,000	15,000	12,495	(2,505)
56195 UNRECONCILED JDE INTERFAC	1,397				
56196 JDE WATER INTERFACE					
56200 OVERPAYMENT REFUNDS	71,438				
56196 JDE WATER INTERFACE	71,438				
56000 OTHER REVENUE	823,965	2,350,800	1,997,879	940,601	(1,410,199)
56500 INTEREST INCOME					
56501 INVESTMENT INCOME	17,048	100,000	15,000	12,000	(88,000)
56500 INTEREST INCOME	17,048	100,000	15,000	12,000	(88,000)
57000 TRNSFR FROM OTHER FUNDS					
57007 FROM WEST EVANSTON TIF		25,000	25,000	50,000	15,000
57008 FROM NEIGHBORHOOD IMPROVE	141,000				
57011 FROM HPRP GRANT FUND				27,000	27,000
57012 FROM NSP2 GRANT FUND				278,000	278,000
57020 FROM MOTOR FUEL FUND-S/M	772,500	772,500	772,500	697,492	(75,008)
57030 FROM COMM. DEVEL. FUND	958,476	856,000	856,000	772,000	(84,000)
57035 FROM HOME FUND	55,860	34,300	34,300	56,400	22,100
57040 FROM EMERGENCY TEL SYSTEM	126,000	126,000	126,000	104,958	(21,042)
57050 FROM ECON DEV FUND	690,000	390,000	407,455	377,256	(50,590)
57060 FROM HOUSING FUND	24,000	24,000	24,000	19,992	(4,008)
57065 FROM WASHINGTON NAT'L DS	151,872	325,000	325,000	325,000	(54,275)
57070 FROM HOW HARTREY DEBT SER	141,588	141,600	141,600	141,600	176,353
57075 FROM SW TIF DEBT SERVICE	24,120	24,100	24,100	24,100	(4,025)
57080 FROM DEBT SERVICE FUND	500,004				
57085 FROM DOWNTOWN TIF DEBT SV	324,996				
57096 FROM HOWARD RIDGE TIF	120,396	120,400	120,400	120,400	(20,107)
57097 FROM SHERMAN GARAGE	42,000				
57100 FROM CAPITAL IMP. FUND	100,000	300,000	300,000	300,000	(50,100)
57130 FROM PARKING FUND	777,492	644,500	644,500	536,868	(107,632)
57135 FROM WATER FUND	162,300	162,300	162,300	135,196	(27,104)
57140 FROM WATER FUND-ROI	2,531,304	2,531,300	2,531,300	2,108,573	(422,727)
57145 FROM WATER FUND-ADMIN. EX	764,592	593,200	593,200	494,136	(99,064)
57165 FROM SEWER FUND	413,796	266,000	266,000	221,578	(44,422)
57000 TRNSFR FROM OTHER FUNDS	8,822,296	7,336,200	7,353,655	6,790,549	(545,651)
57500 LIBRARY-OTHER REVENUE					
57505 LIBRARY VIDEO RENTALS	37,432	39,400	30,900	23,333	(16,067)
57510 NON-RESIDENT LIBRARY CARD	2,500	1,800	1,000	833	(967)
57515 LIBRARY MATERIAL REPLACEM	12,713	17,000	13,300	12,500	(4,500)
57525 LIBRARY MISC. REVENUES	1,703	2,800	100		(2,800)
57535 LIBRARY COPY MACH. CHG	23,442	25,000	26,400	22,083	(2,917)
57540 LIBRARY MEETING RM RENTAL	10,235	11,500	8,800	8,333	(3,167)

FISCAL YEAR 2011

GENERAL FUND REVENUES

REVENUE TITLE	2009 - 2010 ACTUAL	2010 - 2011 BUDGET	2010 - 2011 ESTIMATE	2011 PROPOSED	2010 vs. 2011 VARIANCE
57545 NORTH BRANCH RENTAL INC	33,396	34,700	34,700	29,500	(5,200)
57500 LIBRARY-OTHER REVENUE	121,421	132,200	115,200	96,582	(35,618)
50100 OPERATING REVENUES	85,094,358	86,873,900	85,812,229	72,581,482	(14,292,418)
50000 REVENUES	<u>\$ 85,094,358</u>	<u>\$ 86,873,900</u>	<u>\$ 85,812,229</u>	<u>\$ 72,581,482</u>	<u>\$ (14,292,418)</u>

City of Evanston

City Council

Description of Major Activities:

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

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

Total Full-Time Equivalent Positions:		
Employee Status Description	Job Type Description	2011 Position FTE
City Council		
Full-Time Regular	Mayor	0.00
Full-Time Regular	Alderman (9 elected officials @ 0 FTE)	0.00
Full-Time Regular	Mayor's Assistant	1.00
1300 Total		1.00
City Council Total		1.00

Financial Summary

	2009-2010 Actual	2010-2011 Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Expenditures:				
1300 - City Council	420,991	448,352	426,108	375,775
Total:	\$420,991	\$448,352	\$426,108	\$375,775

Performance Report on FY 2010-2011 Major Program Objectives

- Approved the change of Budget Year calendar
- Approved 12 Goals
- Approved Mobile Food Vehicle Vendor Ordinance
- Approved School Safety Zones Ordinance
- Approved Ordinance regulating Use of Mobile Telephones While Operating a Motor Vehicle
- Completed review and modification of Boards, Commissions, and Committees

City of Evanston

City Council

2011 Department Initiatives

- The City Council approved 13 Goals to focus on for the coming year.
 - Affordable Housing
 - Budget Planning
 - Capital Improvement Program
 - Climate Action Plan
 - Economic Development
 - Efficiency and Effectiveness of Services
 - Federal/State/Regional Government Affairs Agenda
 - Lakefront Development
 - Northwestern University
 - Police and Fire Pension Funding Issues
 - Robert Crown Center Improvements
 - Safety Issues – Crime Prevention
 - Youth Engagement
- Formulate long-term plan for Civic Center.
- Conduct feasibility study of Robert Crown Center.
- Re-codification and substantive rewrite of City Code.
- Review, analysis and improvement of City procurement.

Ongoing Activity Measures	2009-2010 Actual	2010-2011 Projected	2011 Projected
Number of ordinances adopted	91	96	98
Number of resolutions adopted	87	82	85
Updated board, committee, commission rosters	2	3	10

	2009-10	2010-11	2010-11	2011
	Actual	Budget	Estimate	Proposed
1300 CITY COUNCIL				
61010 REGULAR PAY	187,200	189,849	189,849	164,393
61210 LONGEVITY	1,191			
61510 HEALTH INSURANCE	116,300	127,133	127,133	110,852
61615 LIFE INSURANCE	1,100	1,100	1,100	61
61710 IMRF	5,054	7,845	7,845	5,814
61725 SOCIAL SECURITY	10,038	12,200	12,200	9,332
61730 MEDICARE	2,553	2,657	2,657	2,183
62206 TV BROADCASTING	6,200	5,000	5,000	4,165
62210 PRINTING	331	600	600	500
62275 POSTAGE CHARGEBACKS	992	400	400	333
62280 OVERNIGHT MAIL CHARGES		200	200	167
62285 COURIER CHARGES	4,848	1,000	1,000	833
62295 TRAINING & TRAVEL	8,857	9,000	7,000	7,000
62360 MEMBERSHIP DUES	56,206	50,000	39,000	39,000
62370 EXPENSE ALLOWANCE		100	100	83
62380 COPY MACHINE CHARGES	528	1,500	762	850
62456 OUTSIDE MAIL SERVICES		10,000	6,330	6,330
62458 OUTSIDE COPY SERVICES	7,947	10,000	10,000	8,330
62490 OTHER PROGRAM COSTS	4,005	8,000	4,664	4,664
62605 OTHER CHARGES	232			
64505 TELECOMMUNICATIONS - CARRIER L	115			
64540 TELECOMMUNICATIONS - WIRELESS	640	1,268	1,268	1,056
65010 BOOKS, PUBLICATIONS, MAPS		200	200	167
65025 FOOD	6,198	4,500	3,000	3,000
65095 OFFICE SUPPLIES	454	800	800	666
66025 TRAN.TO DS FUND- ERI DEBT SERV				1,831
66062 SISTER CITY FUNDING		5,000	5,000	4,165
1300 CITY COUNCIL	420,991	448,352	426,108	375,775

City of Evanston

City Clerk's Office

Description of Major Activities:

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

Total Full-Time Equivalent Positions:		
Employee Status Description	Job Type Description	2011 Position FTE
City Clerk		
Full-Time Regular	City Clerk	0.00
Full-Time Regular	Deputy City Clerk	1.00
1400 Total		1.00
City Clerk Total		1.00

Financial Summary

	2009-2010 Actual	2010-2011 Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Expenditures:				
1400 – City Clerk's Office	203,365	154,842	159,099	148,621
Total Expenditures:	\$203,365	\$154,842	\$159,099	\$148,621

Performance Report on FY 2010-2011 Major Program Objectives

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

2011 Department Initiatives

- The City Clerk's Office will no longer compile a packet of materials for use by those wishing to run for municipal offices in April 9, 2013. All candidates will have to obtain their information from the Cook County Clerk's website, and download the necessary forms. The office will facilitate voting by registering people to vote, arranging for an early voting site at the Civic Center, and providing voters with the means to vote absentee by mail.
- The Clerk's office will work with the Cook County Department of Elections on facilitating the Consolidated Election on April 9, 2013 in Evanston.
- The City Clerk's office will track the number of notary public requests made.
- Reorganizing the office space and filing system is a priority.
- Continue project to make obtaining documents more accessible to the citizens.

City of Evanston

City Clerk's Office

- The Notary laws changed in June 2009 and will be followed to the letter to prevent potential harm or litigation to the City.
- The City Clerk will facilitate the training of City Notaries of the new laws affecting all Notaries.
- New FOIA Officers have been designated in compliance with the new Freedom of Information Act (FOIA) laws.
- Electronic training is mandatory for all designated FOIA officers in the City and must be completed by June 30, 2011.
- The Clerk's Office will possess a copy of all certifications of the FOIA and Open Meetings Act (OMA) designees.

Ongoing Activity Measures	2009-2010 Actual	2010-2011 Projected	2011 Projected
Voters registered	109	200	333
Early voters	1,553	2,000	3,100
Real Estate Transfer Tax transactions	794	1,300	1,300
Exemptions from Real Estate Transfer Tax	563	310	400
Disabled parking placards	140	225	400
Yearly calendar of scheduled meetings distributed	80	80	80
FOIA requests	322	450	500

	2009-10	2010-11	2010-11	2011
	Actual	Budget	Estimate	Proposed
1400 CITY CLERK				
61010 REGULAR PAY	87,470	93,358	98,358	81,077
61055 TEMPORARY EMPLOYEES	32,000			
61070 MISCELLANEOUS SALARY EXP	10			
61110 OVERTIME PAY	912			
61210 LONGEVITY	755			
61415 TERMINATION PAYOUTS	14,597			
61510 HEALTH INSURANCE	21,100	23,115	23,115	24,080
61615 LIFE INSURANCE	300	300	300	27
61710 IMRF	9,007	10,741	10,741	8,108
61725 SOCIAL SECURITY	6,278	6,000	6,000	4,844
61730 MEDICARE	1,468	1,328	1,328	1,133
62210 PRINTING		1,000	1,000	833
62235 OFFICE EQUIPMENT MAINT	804	1,000	1,000	833
62275 POSTAGE CHARGEBACKS	566	400	400	333
62280 OVERNIGHT MAIL CHARGES	22	100	100	83
62295 TRAINING & TRAVEL	2,639	1,800	1,500	3,299
62315 POSTAGE		100	100	83
62360 MEMBERSHIP DUES	440	400	400	333
62380 COPY MACHINE CHARGES		900	457	750
62457 CODIFICATION SERVICES	8,337	10,000	10,000	16,667
62509 SERVICE AGREEMENTS / CONTRACTS		300	300	250
62645 DIGITAL ARCHIVING	874			
64540 TELECOMMUNICATIONS - WIRELESS	928			
65010 BOOKS, PUBLICATIONS, MAPS	819	300	300	250
65080 MERCHANDISE FOR RESALE	10,784	2,500	2,500	2,083
65095 OFFICE SUPPLIES	3,256	1,200	1,200	1,000
66025 TRAN.TO DS FUND- ERI DEBT SERV				2,554
1400 CITY CLERK	203,365	154,842	159,099	148,621

City of Evanston

City Manager's Office

Description of Major Activities:

The City Manager and the staff of the City Manager's Office develop and analyze public policy alternatives and direct the administration and execution of the policies and goals formulated by the City Council. Responsibilities include: advising the Council on present and future financial, personnel, and program needs; implementing immediate and long-range City priorities; establishing procedures which will assist the City in serving its citizens; and supervision of all City departments. Additionally, staff is involved in coordinating large-scale economic development projects, volunteer efforts, 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 disseminate information about the City's policies. Staff monitors legislation both in Springfield and Washington D.C. to determine the potential impact on Evanston residents, businesses, and government.

The office also responds to a wide variety of general inquiries.

Total Full-Time Equivalent Positions:		
Employee Status Description	Job Type Description	2011 Position FTE
City Manager		
Full-Time Regular	City Manager	1.00
Full-Time Regular	Assistant City Manager	1.00
Full-Time Regular	Executive Assistant	2.00
Full-Time Regular	Volunteer Coordinator	1.00
Full-Time Regular	Local Government Management Fellow	1.00
1505 Total		6.00
Communications / 311 Operations		
Full-Time Regular	Chief Customer Officer	1.00
Full-Time Regular	Web Developer	1.00
Full-Time Regular	Community Information Coordinator	1.00
Full-Time Regular	Community Information Specialist	1.00
Full-Time Regular	Switchboard Operator	2.00
1510 Total		6.00
Sustainability		
Full-Time Regular	Sustainable Programs Coordinator	1.00
1535 Total		1.00
City Manager's Office Total		13.00

City of Evanston

City Manager's Office

Financial Summary

	2009-2010 Actual	2010-2011 Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Expenditures:				
1505 – City Manager's Office	932,722	720,911	817,812	712,493
1510 – Public Information*	460,517	738,068	676,634	611,437
1525 – Misc. Business Operations	113,312	405,000	405,000	427,365
1535 – Sustainability Grant	21,021	88,369	93,004	86,144
1550 – BIS Performance & Technology	12,061	0	0	0
1555 – Information Systems	2,078,495	0	0	0
1560 – Geographic Information	372,187	0	0	0
1565 – BIS Performance Management	411,460	0	0	0
Total Expenditures:	\$4,401,775	\$1,952,348	\$1,992,450	\$1,837,439
Revenues:				
51555 – Fire Insurance Tax	113,738	0	0	900,000
52020 – Liquor Licenses	340,693	370,500	370,500	0
52041 – One Day Liquor Licenses	5,375	0	5,000	0
52180 – Cable Franchise Fee	801,759	890,000	889,484	741,370
Total Revenues:	\$1,261,565	\$1,260,500	\$1,264,984	\$1,641,370

Notes for Financial Summary

*The Switchboard Operator positions, which were budgeted in the Public Information business unit, will be eliminated because of the citywide reorganization for the 311 Call Center initiative. The reorganization will be effective 1/1/2011 and the positions will be reallocated as Service Desk Officer I positions in business unit 2251 in FY 2011.

Performance Report on FY 2010-2011 Major Program Objectives

- City Manager facilitated a Special City Council meeting which resulted in the Council's development of 12 goals for staff to focus efforts on.
- Staff successfully implemented a Community Budget Workshop process which provided residents the opportunity to learn more about the City's budget issues and provide possible solutions for staff and Council consideration. Residents participated in person, online and via phone during the City's Live Call-In Show. A final report was provided to Council for consideration during the FY 2010-11 budget process.
- Hired Intergovernmental Relations Coordinator and Development Officer.
- Organized first "Evanston Day" in Springfield, IL to lobby for Evanston issues downstate, in cooperation with Northwestern University, Evanston schools and non-profits.
- Implemented the 2010-11 State/Federal/Regional Intergovernmental Affairs Agenda.
- Partnered with United Way for "Day of Caring" community volunteer event.
- Developed volunteer program to support and expand the level of public and City service.
- Implemented web-based volunteer software platform. Volunteer software platform serves as a community-hub of volunteer opportunities for City Services and Community Services.
- Participated in the ComEd Community Energy Challenge.
- Hosted the Affordable Living Fair at Fleetwood-Jourdain Community Center in partnership with the Community & Economic Development Association (CEDA).
- Coordinated and secured the City's \$749,700 Energy Efficiency and Conservation Block Grant (EECBG) program award.

City of Evanston

City Manager's Office

- Assisted in securing a \$55,000 grant from the Illinois Department of Commerce and Economic Opportunity (DCEO) for the expansion of the City's recycling programs and \$60,375 for the Maple Street Garage lighting upgrade.
- Launched the Evanston Green Ribbon Committee, a committee established to work together on Evanston Climate Action Plan (ECAP) strategies and comprised of representatives of Northwestern University, Rotary International, District 202, District 65, Evanston Hospital and St Francis Hospital.
- Completed the Green Building Ordinance.
- Increased contact & visibility with local agencies such as: Rotary, EvMark (now Downtown Evanston), Northwest Municipal Conference, Northwestern University, United Way and others.
- Organized "Paint Evanston Purple" events.
- Hired Federal Legislative Representatives (Holland & Knight).
- Implemented a Cell Phone Program for City staff cell phone use. The program consists of City-issued cell phones and the issuance of "stipends" to staff for using their personal individual cell-phone plan for City business.
- Implemented City's 2010-2011 Budget initiative of \$30,000 budget cut in telecommunication. City negotiated Government Wireless Services Agreement/Contract with Sprint/Nextel for all city cell phones.
- Streamlined and restructured the Boards, Commissions, and Committees process and procedures.
- Implemented a new VOIP telephone system at Civic Center Front desk.
- Implemented a new website which went live in July 2010.
- Implemented Community Mass Notification System set to go live November 2010.
- Researched and developed a new 311 Call Center set to go live March 1, 2011.

2011 Department Initiatives

- Staff will co-manage a new 311 Call Center which utilizes appropriate customer service request management systems for aldermanic and citizen requests to improve customer service and staff responsiveness City-wide.
- Maintain City financial reserves through the quarterly reporting of actual revenue and expenses against budget and adjusting operations to match economic conditions.
- Maintain community volunteer web-based software platform for over 100 Evanston-based agencies.

2011 Objectives

- Continue implementation of City Strategic Plan focusing specifically on 13 new Council Goals.
- Maintain City financial reserves through the quarterly reporting of actual revenue and expenses against budget and adjusting operations to match economic conditions.
- Co-manage a new 311 Call Center to improve customer service and staff responsiveness.

Ongoing Activity Measures	2009-2010 Actual	2010-2011 Projected	2011 Projected
Number of aldermanic, police-service and citizen requests	950	1000	1005
Prepare agendas and materials for regular and special Council and A&PW meetings	52	52	55

	2009-10 Actual	2010-11 Budget	2010-11 Estimate	2011 Proposed
1500 CITY ADMINISTRATION				
61010 REGULAR PAY	2,122,188	901,833	1,135,191	813,123
61050 PERMANENT PART-TIME	32,353	35,500	36,842	31,513
61210 LONGEVITY	15,033	5,244	5,135	1,070
61415 TERMINATION PAYOUTS	152,370			
61510 HEALTH INSURANCE	258,089	123,486	123,488	121,218
61610 DENTAL INSURANCE	9,328			
61615 LIFE INSURANCE	800	1,000	1,000	698
61625 AUTO ALLOWANCE	10,575	11,777	11,777	9,150
61626 CELL PHONE ALLOWANCE				4,879
61710 IMRF	195,986	101,680	114,481	84,571
61725 SOCIAL SECURITY	130,916	56,968	60,093	51,919
61730 MEDICARE	33,034	12,641	14,050	12,142
62175 IS SERVICES	53,447			
62180 STUDIES	15,170			
62205 ADVERTISING	68		18,050	15,044
62210 PRINTING	34,521	400	3,600	2,832
62250 COMPUTER EQUIPMENT MAINT	26,475			
62275 POSTAGE CHARGEBACKS	1,451	1,200	759	999
62280 OVERNIGHT MAIL CHARGES	140	200	50	167
62285 COURIER CHARGES		100	100	83
62295 TRAINING & TRAVEL	20,330	33,000	33,000	29,189
62305 RENTAL OF AUTO-FLEET MAINTEN.	3,226			
62315 POSTAGE	75	21,000	3,000	2,499
62340 COMPUTER LICENSE & SUPPORT	449,433			
62341 INTERNET SOLUTION PROVIDERS	8,824			
62360 MEMBERSHIP DUES	3,462	10,400	4,107	8,663
62380 COPY MACHINE CHARGES	2,441	1,100	559	916
62458 OUTSIDE COPY SERVICES	1,318	3,300	1,200	750
62506 WORK-STUDY	574	1,000	1,000	2,500
62661 FOREIGNFIRE INSURANCETAX BOARD	113,738			90,000
62665 CONTRIB TO OTHER AGENCIES	349,600	207,000	207	172,431
64505 TELECOMMUNICATIONS - CARRIER L	167,851			
64510 TELECOMMUNICATIONS EQUIPMENT	5,316			
64540 TELECOMMUNICATIONS - WIRELESS	29,898	3,719	6,318	3,098
64545 PERSONAL COMPUTER SOFTWARE	3,516			3,500
65010 BOOKS, PUBLICATIONS, MAPS	2,148	2,100	1,100	1,749
65025 FOOD	659			
65050 BLDG MAINTENANCE MATERIAL	45			
65095 OFFICE SUPPLIES	59,779	3,800	3,681	1,516
65125 OTHER COMMODITIES	252	1,500	1,055	880
65505 LAND	1,242			
65555 PERSONAL COMPUTER EQUIPMENT	60,920			
65605 PBX (LICENSE & SUPPORT FEES)	5,705			
65615 WAN CONNECTIONS/LINE CHARGES	13,705			
65620 OFFICE MACH. & EQUIP.	975			
65630 LIBRARY BOOKS			56	
65635 PERIODICALS			151	175
66025 TRAN.TO DS FUND- ERI DEBT SERV				26,635
66030 OTHER INSURANCE CHARGEBACKS		7,400	7,400	6,164
66060 KEEP EVANSTON BEAUTIFUL	5,359	5,000	5,000	4,165
66062 SISTER CITY FUNDING	312			
68205 CONTINGENCIES	872-	400,000	400,000	333,200

1500 CITY ADMINISTRATION

2009-10	2010-11	2010-11	2011
Actual	Budget	Estimate	Proposed
4,401,775	1,952,348	1,992,450	1,837,439

City of Evanston

Legal Department

Description of Major Activities:

The Legal Department provides for and supervises all legal services for the City. The department provides legal advice and/or opinions to the City Council and standing committees, City Manager, City staff, elected officials, and City boards and commissions. The department drafts or reviews ordinances and resolutions and researches the legal basis and constitutional limitations of home-rule authority on all legislative issues. The department represents the City in housing and traffic court prosecutions, administrative review appeals of administrative adjudication and, as necessary, at administrative adjudication hearings. The department represents 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 by request, provides advice on public bidding and purchase procedures. The department supervises the liquor licensing activities in the City and supervises the administrative adjudication division.

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

Total Full-Time Equivalent Positions:		
Employee Status Description	Job Type Description	2011 Position FTE
Legal Administration		
Full-Time Regular	Corporation Counsel/City Attorney	1.00
Full-Time Regular	Deputy City Attorney (Vacant)	1.00
Full-Time Regular	Assistant City Attorney	2.00
Full-Time Regular	Exec Secretary (to Dept. Head)	2.00
Full-Time Regular	Administrative Adjudication/Liquor Licensing Manager	1.00
Full-Time Regular	Administrative Adjudication Aide	1.00
1705 Total		8.00
Legal Department Total		8.00

Financial Summary

	2009-2010 Actual	2010-2011 Budget	2010-2011 Estimated Actual	2011 Budget Adopted
Expenditures:				
1705 – Legal Administration	685,083	1,026,853	1,023,186	910,711
Total Expenditures:	\$685,083	\$1,026,853	\$1,023,186	\$910,711

City of Evanston

Legal Department

	2009-2010 Actual	2010-2011 Budget	2010-2011 Estimated Actual	2011 Budget Adopted
Revenues:				
52040 – Liquor Licenses	0	0	0	300,000
52041 – One Day Liquor License	0	0	0	5,000
52570 – Non- parking Ordinance Violations	0	150,000	180,000	124,950
Total Revenues:		\$150,000	\$180,000	\$429,950

Notes for Financial Summary

Administrative Adjudication and Liquor Licensing was moved to the Legal Department in FY 10-11.

Performance Report on FY 2010-2011 Major Program Objectives

- Developed and implemented new Illinois Freedom of Information Act policies, procedures and training programs for all City departments. Completed and fulfilled all required statutory training courses and certifications.
- Participated in regular meetings in furtherance of Strategic Plan Goal #7 to develop relationships with Northwestern University.
- Transitioned litigation in-house to Legal Department to improve cost-effectiveness, results, and responsiveness.
- Analyzed, evaluated, and implemented new risk management strategies for City departments.
- Worked to achieve Strategic Plan Goal #10 to implement best practices for service delivery and enhanced customer service to staff and residents.
- Undertook comprehensive analysis and review of City procurement practices to improve efficiency and cost-effectiveness.
- Argued important Tort Immunity issues before the Illinois Appellate Court.
- Successfully transitioned liquor licensing matters and staffing of the Liquor Control Board in-house.

2011 Department Initiatives

- Continued support and participation in accomplishing Strategic Plan Goals for 2010-11.
- Continued representation of City in EEOC and Department of Human Rights complaints.
- Undertake new roles regarding representation and negotiation of City labor contracts.
- Analyze, evaluate, and implement new risk management strategies for City departments.
- Finish comprehensive review and modernization of the Evanston City Code. Implement a recodification of the City Code for the first time in over 30 years.
- Evaluate and pursue legal strategies to enhance City revenues.

Ongoing Activity Measures	2009-2010 Actual	2010-2011 Projected	2011 Projected
Ordinance cases prosecuted (animal, aggressive panhandling, curfew, disorderly conduct)	411	475	445
Traffic prosecution cases	5,313	5700	4800
Ordinances written and/or reviewed	126	150	120
Resolutions written and/or reviewed	84	100	80
Opinions written - Formal	71	100	80
Administrative adjudication (including appeals)	29	45	40

		2009-10	2010-11	2010-11	2011
		Actual	Budget	Estimate	Proposed
1700	LEGAL DEPARTMENT				
61010	REGULAR PAY	438,372	613,389	613,389	518,494
61055	TEMPORARY EMPLOYEES	5,134			
61210	LONGEVITY	1,742	3,400	3,400	2,787
61415	TERMINATION PAYOUTS	6,963			
61510	HEALTH INSURANCE	74,000	92,318	92,318	122,461
61615	LIFE INSURANCE	700	1,000	1,000	390
61625	AUTO ALLOWANCE	2,905	5,000	5,000	4,150
61626	CELL PHONE ALLOWANCE				1,325
61710	IMRF	38,338	75,839	75,839	52,128
61725	SOCIAL SECURITY	27,411	42,400	42,400	31,789
61730	MEDICARE	6,431	9,394	9,394	7,435
62130	LEGAL SERVICES - GENERAL	53,403	42,300	42,600	35,286
62205	ADVERTISING	199			
62275	POSTAGE CHARGEBACKS	579	3,600	3,100	2,999
62295	TRAINING & TRAVEL	2,472	3,700	3,700	3,082
62315	POSTAGE		500	500	500
62345	COURT COST/LITIGATION	8,105	7,500	7,500	6,248
62360	MEMBERSHIP DUES	2,932	3,000	3,000	2,499
62380	COPY MACHINE CHARGES	1,590	4,000	2,033	3,332
62456	OUTSIDE MAIL SERVICES		1,000		
62500	TECHNICAL INFORMATION SERVICES		4,000	4,000	3,332
62506	WORK-STUDY		500	500	1,416
62509	SERVICE AGREEMENTS / CONTRACTS		87,500	87,500	72,888
64540	TELECOMMUNICATIONS - WIRELESS	2,080	2,113	2,113	1,760
65010	BOOKS, PUBLICATIONS, MAPS	10,038	10,800	10,800	8,996
65045	LICENSING/REGULATORY SUPP		3,000	2,500	2,499
65085	MINOR EQUIPMENT & TOOLS		500	500	417
65095	OFFICE SUPPLIES	1,692	5,500	5,500	4,250
66025	TRAN.TO DS FUND- ERI DEBT SERV				16,417
66030	OTHER INSURANCE CHARGEBACKS		4,600	4,600	3,832
1700	LEGAL DEPARTMENT	685,083	1,026,853	1,023,186	910,711

City of Evanston

Administrative Services Department

Description of Major Activities:

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

Total Full-Time Equivalent Positions:		
Employee Status Description	Job Type Description	2011 Position FTE
Admin Services Gen Support		
Full-Time Regular	Administrative Services Director	1.00
Full-Time Regular	Management Analyst	2.00
Full-Time Regular	Finance Administrative Assistant	1.00
1905 Total		4.00
Revenue Division		
Full-Time Regular	License and Measure Inspector	1.00
Full-Time Regular	Clerk II	2.00
Full-Time Regular	Clerk III	1.00
Full-Time Regular	Finance Operations Coordinator	1.00
1910 Total		5.00
Payroll		
Full-Time Regular	Payroll Pension Administrator	1.50
Full-Time Regular	Payroll Manager	1.00
1915 Total		2.50
Accounting		
Full-Time Regular	Finance Division Manager	1.00
Full-Time Regular	Accounting Manager	1.00
Full-Time Regular	Accountant	1.00
Full-Time Regular	Payroll Pension Administrator	0.50
Full-Time Regular	Senior Accountant	2.00
Full-Time Regular	Accounts Payable Coordinator	1.00
1920 Total		6.50
Purchasing		
Full-Time Regular	Purchasing Division Manager	1.00
Full-Time Regular	Purchasing Coordinator	1.00
Part-Time Regular	Clerk I	0.50
1925 Total		2.50

City of Evanston

Administrative Services Department

Employee Status Description	Job Type Description	2011 Position FTE
Human Resources		
Full-Time Regular	Human Resources Division Manager	1.00
Full-Time Regular	Human Resources Specialist	2.00
Full-Time Regular	Human Resources Assistant	2.00
1929 Total		5.00
Information Technology		
Full-Time Regular	Information Systems Division Manager	1.00
Full-Time Regular	System Architect & Administrator	1.00
Full-Time Regular	Network Administrator	2.00
Full-Time Regular	Operations Coordinator	1.00
Full-Time Regular	Programmer Analyst	1.00
Full-Time Regular	Tech Support Specialist I	2.00
Full-Time Regular	Tech Support Specialist II	1.00
Full-Time Regular	GIS Analyst	2.00
Full-Time Regular	Information Technology Project Specialist	2.00
Full-Time Regular	IS Trainer	1.00
1932 Total		14.00
Parking Enforcement and Tickets		
Full-Time Regular	Parking Enforcement Officer	12.00
Full-Time Regular	Parking Enforcement Clerk	1.00
Full-Time Regular	Parking Enforcement Coordinator	1.00
1941 Total		14.00
Administrative Services Total		53.50

Financial Summary

	2009-2010 Actual	2010-2011 Budget	2010-2011 Estimated Actual	2011 Budget Proposed
Expenditures:				
1905 – Admin. General Support	252,100	512,801	512,801	427,565
1910 – Revenue Division	1,203,283	933,687	942,117	868,719
1915 – Payroll	215,098	255,533	267,534	225,714
1920 – Accounting	635,124	761,718	762,632	672,367
1925 – Purchasing	309,475	215,274	218,486	177,119
1929 – Human Resource Division	1,549,020	964,146	1,496,588	1,352,088
1930 – Budget	136,788	0	0	0
1932 – Information Technology	391	2,360,444	2,313,702	2,100,975
1935 – Admin. Adjudication	322,601	0	0	0
1940 – Misc. Exp/Transfers *	2,173,095	1,146,957	1,421,957	1,125,000
1941 – Pkg. Enfrc. & Tkt. Process	0	1,248,461	1,241,530	1,129,807
1942 – School Crossing Guards	0	371,744	352,148	310,048
Total Expenditures:	\$6,796,975	\$8,770,765	\$9,529,495	\$8,389,402

City of Evanston

Administrative Services Department

	2009-2010 Actual	2010-2011 Budget	2010-2011 Estimated Actual	2011 Budget Proposed
52010 – Vehicle Licenses	2,514,920	2,700,000	2,700,000	1,799,820
52505 – Parking Fines	3,422,585	3,500,000	3,400,000	2,916,667
52530 – Boot Release Fee	75,085	68,000	76,000	56,644
Total Revenues:	\$6,012,590	\$6,268,000	\$6,176,000	\$4,773,131

Performance Report on FY 2010-2011 Major Program Objectives

- Developed a ten-month transitional budget for FY 2011 with the goal of implementing a calendar year budget in FY 2012.
- Developed and implemented a centralized contract database.
- Provided staff support to departments to support reorganizations approved in 2010-2011 budget.
- Assisted with the city-wide implementation of 311 public access to City government services.
- Procured a new financial and human resources software application with the goal of reducing operating costs and increasing city-wide usage of the financial operating and human resources modules.
- Coordinated installation of Police Digital Cameras including downtown, south, and west sides of the City.
- Provided training for purchasing policies and procedures.
- Implemented department reorganization.

2011 Department Initiatives

- Continue to analyze operations and determine methods for improved efficiencies.
- Continue to receive the GFOA Award for Excellence in Financial Reporting and Budgeting.
- Implement the internal controls revenue audit.
- Work with departments to implement a succession planning program, which supports new organizational structures.
- Conduct a classification and compensation study, updating employee job descriptions, especially those impacted by reorganizations.
- Complete the migration from our traditional phone system to less costly and more effective network enabled phones (VoIP).
- Continue to expand opportunities for computer virtualizations which reduces costs while improving efficiency, availability, flexibility, and manageability of the City's infrastructure.
- Continue the implementation of Accela Automation (PAL).
- Procure a new software application to improve parking sticker and permit sales and enforcement.
- Negotiate Union Contracts.
- Conduct Enterprise Fund & TIF Chargeback analysis.
- Review procurement and purchasing system.
- Conduct recruitment process for Police and Fire Departments.

City of Evanston

Administrative Services Department

Activity Measures

Ongoing Activity Measures	2009-2010 Actual	2010-2011 Projected	2011 Projected
Percent of available cash invested	90	95	95
Quarterly financial management reports	4	4	4
Quarterly investment reports	4	4	4
# of vehicle stickers issued	37,300	37,300	37,300
# of business licenses processed	2,500	2,500	2500
Preparation of final fund trial balance for annual independent audit	6/20/2010	6/15/2011	6/15/2012
Preparation of schedule of federal financial assistance for the Single Audit Act of 1984	7/10/2010	7/10/2011	7/10/2012
Preparation of Police and Fire Pension fund filings with Illinois Department of Insurance	8/31/2010	8/31/2011	8/31/2012
File for Certificate of Achievement for Excellence in financial reporting with Government Finance Officers Association	8/31/2010	8/31/2011	8/31/2012
Number of Information Technology projects completed	53	30	30
Number of Information Technology Service Desk requests closed	5,800	4,300	4,300
Civil Service Commission Meetings	10	7	6
Positions Filled – Full-Time	30	29	30
Positions Filled – Part-Time / Seasonal	648	429	425
Regular Checks Issued	33,650	33,700	33,750
Manual Checks Issued	180	185	190

	2009-10 Actual	2010-11 Budget	2010-11 Estimate	2011 Proposed
1900 ADMINISTRATIVE SERVICES				
61010 REGULAR PAY	2,096,757	3,467,296	3,493,511	3,115,722
61050 PERMANENT PART-TIME	60,208	26,600	26,600	17,487
61055 TEMPORARY EMPLOYEES	7,545	17,800	17,800	4,915
61060 SEASONAL EMPLOYEES	2,149	350,600	334,600	294,550
61110 OVERTIME PAY	9,117	40,500	34,000	33,737
61210 LONGEVITY	14,208	27,656	27,125	28,173
61410 SHIFT DIFFERENTIAL	-	7,900	7,900	4,957
61415 TERMINATION PAYOUTS	33,875		33,150	
61420 ANNUAL SICK LEAVE PAYOUT	4,392	275,000	275,000	
61430 OTHER PAYOUTS	103	225,000	500,000	800,000
61446 PAYROLL SYSTEM ERRORS	963			
61510 HEALTH INSURANCE	423,563	858,308	858,308	584,763
61513 WELLNET PRESCRIPTION SERVICES	244,560			
61615 LIFE INSURANCE	(21,596)	4,900	4,900	1,755
61625 AUTO ALLOWANCE	6,968	7,400	7,400	5,650
61626 CELL PHONE ALLOWANCE	-			5,980
61630 SHOE ALLOWANCE	130	1,800	1,560	1,560
61710 IMRF	188,314	404,537	407,457	316,138
61725 SOCIAL SECURITY	128,369	259,092	258,379	212,712
61730 MEDICARE	30,875	57,295	57,525	49,705
62110 AUDITING	76,727	107,000	90,000	100,000
62130 LEGAL SERVICES - GENERAL	1,313	2,000	2,000	1,666
62160 EMPLOYMENT TESTING SERVICES	50,475	140,000	44,210	116,440
62175 IS SERVICES	-	8,000	13,780	4,500
62185 OTHER CONSULTING SERVICES	21,171	29,000	29,000	27,000
62205 ADVERTISING	5,186	3,000	3,000	2,800
62210 PRINTING	3,446	4,900	4,750	4,750
62235 OFFICE EQUIPMENT MAINT	1,347	300	300	250
62245 OTHER EQMT MAINTENANCE	4,481	5,000	5,000	4,165
62250 COMPUTER EQUIPMENT MAINT	-	46,200	45,200	53,813
62270 MEDICAL/HOSPITAL SERVICES	47,540	35,000	42,420	35,350
62273 LIEN FILING FEES	9,377			
62274 TEST ADMINISTRATION	36,613	43,700	25,000	50,650
62275 POSTAGE CHARGEBACKS	146,563	18,600	17,700	14,995
62280 OVERNIGHT MAIL CHARGES	30	200	200	167
62290 TUITION	29,532			
62295 TRAINING & TRAVEL	8,567	32,400	29,050	29,147
62305 RENTAL OF AUTO-FLEET MAINTEN.	3,928	94,512	94,403	78,729
62309 RENTAL OF AUTO REPLACEMENT	-	27,700	27,500	23,175
62310 CITY WIDE TRAINING	14,090	20,000	20,000	16,660
62315 POSTAGE	(1,165)	42,000	42,000	34,986
62340 COMPUTER LICENSE & SUPPORT	-	422,100	381,707	367,160
62341 INTERNET SOLUTION PROVIDERS	-	20,900	17,530	16,600
62345 COURT COST/LITIGATION	-	25,000	25,000	20,825
62350 FISCAL AGENT SERVICES	31			
62360 MEMBERSHIP DUES	7,405	8,600	8,655	7,816
62380 COPY MACHINE CHARGES	20,444	1,600	813	1,600
62381 COPY MACHINE LEASES	36,523			
62431 ARMORED CAR SERVICES	24,763	25,000	25,000	20,825
62449 CITATION & SECO.COLLEC PROCESS	463,492	450,000	450,000	374,850
62451 TOWING AND BOOTING CONTRACTS	-	54,000	58,000	44,982
62490 OTHER PROGRAM COSTS	630	600	600	500
62500 TECHNICAL INFORMATION SERVICES	1,375			
62506 WORK-STUDY	-	500	1,311	2,017
62509 SERVICE AGREEMENTS / CONTRACTS	98,415			
62512 RECRUITMENT	67,302	40,000	30,000	33,320
62630 UNEMP. COMP. & ADMIN. FEE	237,879	175,000	800,000	600,000

	2009-10	2010-11	2010-11	2011
	Actual	Budget	Estimate	Proposed
62655 LEASE PAYMENTS	798	3,100	3,100	2,582
62705 BANK SERVICE CHARGES	19,774			
62706 REVENUE SHARING AGREEMENTS	343,479	400,000	400,000	325,000
64005 ELECTRICITY	-	1,500	950	1,250
64505 TELECOMMUNICATIONS - CARRIER L	-	100,800	100,800	83,966
64510 TELECOMMUNICATIONS EQUIPMENT	-	11,900	10,950	6,581
64515 TELECOMMUNICATIONS EQUIPMENT M	-	17,500	17,700	18,533
64540 TELECOMMUNICATIONS - WIRELESS	1,693	32,286	29,114	22,329
64541 AZAVAR AUDIT SVC	12,822	12,000	12,000	9,996
64545 PERSONAL COMPUTER SOFTWARE	-	3,000	2,000	2,000
65010 BOOKS, PUBLICATIONS, MAPS	1,221	3,700	2,700	3,083
65020 CLOTHING	-	6,000	5,500	4,998
65025 FOOD	580			
65045 LICENSING/REGULATORY SUPP	40,218	39,600	44,000	46,664
65085 MINOR EQUIPMENT & TOOLS	307			
65090 SAFETY EQUIPMENT	68	1,000	1,004	833
65095 OFFICE SUPPLIES	13,475	82,100	76,650	75,763
65125 OTHER COMMODITIES	22,061	15,583	15,583	12,985
65555 PERSONAL COMPUTER EQUIPMENT	-	60,000	60,000	60,000
65605 PBX (LICENSE & SUPPORT FEES)	-	10,000	12,100	
65615 WAN CONNECTIONS/LINE CHARGES	-	16,100	16,100	12,333
65620 OFFICE MACH. & EQUIP.	705	500	500	417
65625 FURNITURE, FIXTURE & EQUIPMENT	-	1,500	1,300	1,250
66020 TRANSFERS TO OTHER FUNDS	1,824,996			
66025 TRAN.TO DS FUND- ERI DEBT SERV	-			99,562
66030 OTHER INSURANCE CHARGEBACKS	-	38,100	38,100	31,737
66125 SERVICES BILLED OUT	(133,201)			
1900 ADMIN.SERVICES DEPARTMENT	6,796,975	8,770,765	9,529,495	8,389,402

City of Evanston

Community & Economic Development Department

Description of Major Activities:

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

- All Evanston residents live in decent, clean, safe housing
- New construction meets safety and building code standards
- The viability of Evanston's neighborhoods and downtown is maintained, balancing the old and new
- Low and moderate income households can remain in their homes
- Attractive new developments enhance the tax base
- Neighborhood businesses can maintain their properties through economic development incentives
- Existing Evanston businesses are retained and desired new businesses are attracted
- Specific areas are identified for economic development initiatives
- Redevelopment is promoted in appropriate areas of the City
- Employment opportunities are improved for Evanston residents and businesses
- The historic character of Evanston architecture and design is celebrated and preserved
- Opportunities are provided for citizen engagement and participation to achieve desired community development
- Acquisition and rehabilitation of 100 foreclosed residential properties through the NSP2 Program

Total Full-Time Equivalent Positions:		
Employee Status Description	Job Type Description	2011 Position FTE
Community & Economic Development Administration		
Full-Time Regular	Director, Community Development	1.00
2101 Total		1.00
Planning and Zoning		
Full-Time Regular	Assistant Director, Planning	1.00
Full-Time Regular	Exec Secretary (non-Dept Head)	1.00
Full-Time Regular	Housing Planner	1.00
Full-Time Regular	Planner	1.00
Full-Time Regular	Historic Preservation Planner	1.00
Full-Time Regular	Zoning Administrator	1.00
Full-Time Regular	Zoning Officer	1.00
Full-Time Regular	Zoning Planner	1.00
2105 Total		8.00
Housing Code Compliance		
Full-Time Regular	Division Manager- Building & Inspection Services	0.25
Full-Time Regular	Property Maintenance Inspector I	4.00
Full-Time Regular	Customer Service Representative	1.00
Full-Time Regular	Sign Inspector/Graffiti Tech	1.00
Full-Time Regular	Property Maintenance Superv. Inspector	1.00
2115 Total		7.25
Housing Rehab		
Full-Time Regular	Division Manager- Building & Inspection Services	0.25
Full-Time Regular	Construction Rehab Specialist	1.00
Full-Time Regular	Customer Service Representative	1.00
2120 Total		2.25

City of Evanston

Community & Economic Development Department

Employee Status Description	Job Type Description	2011 Position FTE
Building Inspection Services		
Full-Time Regular	Division Manager- Building & Inspection Services	0.50
Full-Time Regular	Customer Service Representative	1.00
Full-Time Regular	Electrical Inspector- Residential/Commercial	1.00
Full-Time Regular	Customer Service Representative	1.00
Full-Time Regular	Plumbing/Mechanical Inspector	2.00
Full-Time Regular	Project Manager/ Plan Examiner	1.00
Full-Time Regular	Project Management Supervisor	1.00
Full- Time Regular	Supervising Structural Inspector	1.00
2126 Total		8.50
Community Intervention Services		
Full-Time Regular	Community Intervention Coordinator	1.00
2127 Total		1.00
Economic Development		
Full-Time Regular	M/W/EBE Coordinator	1.00
Full-Time Regular	Human Relations Specialist	1.00
Full-Time Regular	Secretary II	1.00
2135 Total		3.00
Community & Economic Development Total		31.00

Financial Summary

	2009-2010 Actual	2010-2011 Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Expenditures:				
2101 – CD Administration	260,687	178,366	141,580	151,439
2105 – Planning & Zoning	408,177	834,460	736,641	699,439
2115 – Housing Code Compliance	635,068	634,926	638,253	536,397
2120 – Housing Rehabilitation	287,059	284,804	292,671	260,890
2126 – Building Inspection Services	0	968,360	963,339	838,971
2127 – Community Intervention	95	314,309	190,011	191,655
2128 – Homeless Services	0	106,200	81,444	69,891
2130 – Building & Zoning	1,741,733	0	0	0
2135 – Economic Development	0	563,941	364,915	249,998
Total Expenditures:	\$3,332,819	\$3,885,366	\$3,408,854	\$2,998,680
Revenues:				
52030 – Contractor Licenses	75,905	80,000	80,000	66,640
52035 – Rooming house fees	318,498	193,200	193,000	193,000
52046 – Rental Dwelling Registration	83,295	146,000	146,000	95,000
52080 – Building Permits	1,480,739	2,200,000	2,700,000	2,500,000
52090 – Plumbing Permits	89,934	110,000	110,000	135,000
52095 – Electrical Permits	102,148	120,000	120,000	130,000
52105 – Sign Awning Permits	7,307	10,000	10,000	8,330
52110 – Other/Miscellaneous Permits	187,252	220,000	220,000	183,260
52115 – Elevator Permits	59,545	50,000	50,000	41,650
52120 – Heating Vent. A/C Permits	177,452	200,000	205,000	210,000
52145 – Annual Sign Fees	30,627	25,000	25,000	25,000
52155 – Plat Approval Fees	0	2,500	2,500	2,082

City of Evanston

Community & Economic Development Department

	2009-2010 Actual	2010-2011 Budget	2010-2011 Estimated Actual	2011 Proposed Budget
52555 – Housing code Violation fines	113,604	48,000	93,000	50,000
52560 – Permit Penalty Fees	20,407	7,500	7,500	6,248
53665 – Condo Conversion App. Fees	0.00	0	2,250	0
53666 – Historic Preservation Fees	5,475	8,900	6,000	5,000
53695 – Zoning Fees	52,920	40,000	40,000	15,000
Total Revenues:	3,169,202	\$3,396,700	4,010,250	3,666,210

Notes for Financial Summary

- Building Inspection Services and Economic Development units were created in FY 10-11 as a result of City-wide restructuring. Property Standards, Housing Rehab and the Building Divisions have merged into the Building & Inspection Services Division with three distinct budgets. (2115, 2120 & 2126). The Zoning budget has been shifted to the Planning Division.
- Community Intervention and Homeless Services programs moved from the Health & Human Services Department to Community & Economic Development Department as a result of City-wide restructuring.
- Permit revenues are projected to decline in 2011 from the 2010-11 estimate because of the lower number of large projects and the overall state of the economy.

Performance Report on FY 2010-2011 Major Program Objectives

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

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

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

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

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

City of Evanston

Community & Economic Development Department

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

2011 Department Initiatives

Promoting economic development, neighborhood revitalization and affordable housing will continue to be major priorities of the Department. Housing activity will continue to have special emphasis on the down payment assistance program, the single family rehab program and acquisition and rehab of foreclosed property. In addition, the Department will continue the implementation of the PAL System which includes on-line permit status look-up and inspection scheduling for improved customer service.

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

Ongoing Activity Measures	2009-2010 Actual	2010-2011 Projected	2011 Projected
Total Building Permits Issued	3200	3000	2500
Total Building Inspections	5950	6000	4870
Total Building Construction Work w/o permits investigated	500	500	415
Total Elevator Inspections	1900	1900	1583
Contractor Licenses Issued/Renewed	600	600	500
Coordination & Completion of Planning & Development Committee packets	26	26	26
Completion of the Planning & Development Committee Minutes	26	26	26
Economic Development Committee Meetings	12	12	12
Preservation Commission Meetings	24	24	24
Dwelling Units Inspected	3151	3500	2920
Occupants Affected by Rooming House Inspections	6889	6800	5160
Complaints investigated	1900	1350	1355
Tickets Issued	265	275	328
Dwelling Units Demolished	3	2	2
Re-inspections for Compliance	2900	3100	2500
Violations Corrected	6100	6200	5125
Vacant Building Determinations	165	75	75
Training/Safety/Staff Meetings	30	30	30
Graffiti Tags Removed by Graffiti Technician	5700	4200	4330

Community Intervention Services

Description of Major Activities

Community Intervention Services (CIS) includes a variety of direct and contract services designed to address the needs of special populations within the community. CIS also coordinates landlord-tenant issues, as well as City responses to persons with disabilities, including an Adaptive Device Program, in accordance to compliance with the Americans with Disabilities Act. CIS manages City funding of homelessness assistance, the federal Emergency Shelter Grant program, including City funding of Homeless Prevention and Rapid Re-Housing and the Cook County Childhood Lead Prevention Program. CIS provides staff support to the Homeless Task Force, Service Providers Interagency Network (SPIN), the Cook County Childhood Lead Prevention Program and the Illinois Lead Safe Housing Taskforce.

Emergency Housing/Displacement Services

This program is designed to assist in temporary housing by placing those who find themselves in need of emergency shelter or displacement due to a crisis or unforeseen circumstances.

Adaptive Devices

This program provides equipment to disabled persons in the Evanston community. Each request from an individual prompts staff to conduct a home visit in order to assess the individual's function level and then, if applicable, determine the provision of the appropriate equipment.

Cook County Lead- Based Paint Hazard Control

The total number of Evanston children infected by lead poisoning confirmed in 2003-2004 was 1,136. 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 (9,782) will have lead based paint in them. About 90% of these units (8,804) will have lead hazards in some form. The number of low and very low income households in Evanston is 8,716 or 31.2%. Low income homeowners (at or below 80% of the Annual Medium Income), in the first years of ownership, will be targeted by this grant program.

Fair Housing

The Community Relations Division 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, genders, 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 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 division administers and enforces the Fair Housing Ordinance and the Residential Landlord and Tenant Ordinances and provides mediation services through its Alternative Dispute Resolution service. The division also 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.

Housing Preventions and Rapid Re-Housing Program (HPRP)

HPRP was created to provide services and direct assistance to those qualified individuals that either are at risk of becoming homeless or are currently homeless. Through this program, the City is able to provide assistance in the form of rental and utility payments, moving costs, security deposits, and hotel/motel vouchers. We have conducted targeted outreach through homeless service agencies, not-for-profits, the school districts and elected officials.

	2009-10 Actual	2010-11 Budget	2010-11 Estimate	2011 Proposed
2100 COMM & ECONOMIC DEVELOPMENT				
61010 REGULAR PAY	2,131,066	2,103,286	1,827,176	1,822,768
61050 PERMANENT PART-TIME	24,599			
61055 TEMPORARY EMPLOYEES	54,567			
61060 SEASONAL EMPLOYEES		251,600	235,000	
61110 OVERTIME PAY	27,250	14,700	16,207	12,537
61210 LONGEVITY	18,850	16,691	15,937	12,242
61415 TERMINATION PAYOUTS	61,584			
61510 HEALTH INSURANCE	348,900	357,574	355,644	346,415
61615 LIFE INSURANCE	3,600	3,700	3,700	938
61625 AUTO ALLOWANCE	6,180	5,000	3,900	2,698
61626 CELL PHONE ALLOWANCE				400
61630 SHOE ALLOWANCE	3,120	2,640	2,310	1,976
61655 EMPLOYEE LOANS - INTEREST EXPE	22			
61710 IMRF	192,278	248,205	236,552	183,501
61725 SOCIAL SECURITY	139,584	154,969	154,601	111,905
61730 MEDICARE	32,861	35,625	35,781	26,172
62145 ENGINEERING SERVICES	28,503	50,000	45,000	30,000
62150 CONSTRUCTION ENGINEERING SERVI	4,760	20,000	17,000	15,000
62185 OTHER CONSULTING SERVICES	17			
62190 HOUSING REHAB SERVICES	19,695	24,000	20,000	4,990
62205 ADVERTISING	3,580	2,700	2,650	967
62210 PRINTING	7,186	12,600	10,700	6,188
62235 OFFICE EQUIPMENT MAINT		800	1,050	63
62245 OTHER EQMT MAINTENANCE	38	1,000	750	209
62271 COURT REPORTING SERVICES	20,476	18,800	15,660	2,660
62275 POSTAGE CHARGEBACKS	11,915	6,500	8,009	3,056
62280 OVERNIGHT MAIL CHARGES		100	100	83
62285 COURIER CHARGES	2,506	1,500	650	875
62295 TRAINING & TRAVEL	5,858	5,800	5,550	5,121
62305 RENTAL OF AUTO-FLEET MAINTEN.	62,982	23,290	23,290	19,403
62309 RENTAL OF AUTO REPLACEMENT		19,800	19,800	16,497
62345 COURT COST/LITIGATION	1,427	4,500	4,000	937
62360 MEMBERSHIP DUES	3,582	2,700	3,200	2,130
62380 COPY MACHINE CHARGES	16,456	17,400	8,843	12,378
62425 ELEVATOR CONTRACT COSTS	55,184	60,000	60,000	49,980
62464 PLUMB,ELECT,PLAN REVIEW SERVI.	8,925	25,000	25,000	20,825
62490 OTHER PROGRAM COSTS		39,500	12,000	12,079
62509 SERVICE AGREEMENTS / CONTRACTS		1,100	1,100	
62605 OTHER CHARGES		25,000	12,500	20,000
62645 DIGITAL ARCHIVING	7,462	15,100	14,800	11,434
64540 TELECOMMUNICATIONS - WIRELESS	12,229	11,680	12,750	6,399
65010 BOOKS, PUBLICATIONS, MAPS	3,690	2,700	2,900	1,155
65020 CLOTHING		2,500	2,400	2,083
65025 FOOD		1,100	1,600	933
65055 MATER. TO MAINT. IMP.		600	600	250
65085 MINOR EQUIPMENT & TOOLS	3,629	6,000	4,500	2,916
65090 SAFETY EQUIPMENT		5,200	2,500	4,332
65095 OFFICE SUPPLIES	7,957	10,100	8,750	5,669
65105 PHOTO/DRAFTING SUPPLIE	220	900	850	384
65525 PAINT GRANTS		180,000	80,000	80,000
66005 OTHER CHARGES	81			
66025 TRAN.TO DS FUND- ERI DEBT SERV				58,223

		2009-10	2010-11	2010-11	2011
		Actual	Budget	Estimate	Proposed
66030	OTHER INSURANCE CHARGEBACKS		11,700	11,700	9,746
67110	CONNECTIONS FOR THE HOMELESS		52,700	45,444	43,899
67111	YWCA		6,700	10,000	5,581
67113	HARBOUR INC.		6,700		5,581
67115	INTERFAITH HOMELESS SERVICES		10,600	20,000	8,830
67161	FAMILY PROMISES			6,000	6,000
67165	FRESH START		4,500		
68205	CONTINGENCIES		506	400	275
2100	COMM & ECONOMIC DEVELOPMENT	3,332,819	3,885,366	3,408,854	2,998,680

City of Evanston

Police Department

Description of Major Activities:

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

Full-Time Equivalent Positions:		
Employee Status Description	Job Type Description	2011 Position FTE
Police Administration		
Full-Time Regular	Administrative Secretary	1.00
Full-Time Regular	Chief of Police	1.00
2205 Total		2.00
Patrol Operations		
Full-Time Regular	Police Commander	3.00
Full-Time Regular	Police Officer	86.00
Full-Time Regular	Police Sergeant	12.00
Full-Time Regular	Deputy Chief	1.00
2210 Total		102.00
Criminal Investigation		
Full-Time Regular	Police Commander	1.00
Full-Time Regular	Police Officer	12.00
Full-Time Regular	Police Sergeant	2.00
Full-Time Regular	Deputy Chief	1.00
2215 Total		16.00
Social Services Bureau		
Full-Time Regular	Victim Advocate	2.00
Full-Time Regular	Youth Advocate	2.00
2225 Total		4.00
Juvenile Bureau		
Full-Time Regular	Police Commander	1.00
Full-Time Regular	Police Officer	7.00
Full-Time Regular	Police Sergeant	1.00
2230 Total		9.00
School Liaison		
Full-Time Regular	Police Officer	3.00
2235 Total		3.00
Police Records		
Full-Time Regular	Dir, Police Records Bureau	1.00
Full-Time Regular	Clerk III	1.00
Full-Time Regular	Records Input Operator	3.00
Full-Time Regular	Review Officer	2.00
2240 Total		7.00
Communications		
Full-Time Regular	Telecommunicator	14.00
2245 Total		14.00

City of Evanston

Police Department

Employee Status Description	Job Type Description	2011 Position FTE
Service Desk		
Full-Time Regular	Deputy Chief	1.00
Full-Time Regular	Service Desk Supervisor	1.00
Full-Time Regular	Court Liaison	1.00
Full-Time Regular	Service Desk Officer	12.00
Full-Time Regular	Property Officer	2.00
Full-Time Regular	Custodian I	1.00
2250 Total		18.00
311 Center		
Full-Time Regular	Service Desk Officer	8
Part-time Regular	Service Desk Officer	4
2251 Total		12.00
Office of Professional Standards		
Full-Time Regular	Exec Secretary (non-Dept Head)	1.00
Full-Time Regular	Police Commander	1.00
Full-Time Regular	Police Sergeant	1.00
2255 Total		3.00
Office of Administration		
Full-Time Regular	Administrative Specialist	1.00
Full-Time Regular	Administrative Coordinator	1.00
2260 Total		2.00
Neighborhood Enforcement Team		
Full-Time Regular	Police Commander	1.00
Full-Time Regular	Police Officer	13.00
Full-Time Regular	Police Sergeant	2.00
2265 Total		16.00
Traffic Bureau		
Full-Time Regular	Police Sergeant	1.00
Full-Time Regular	Police Officer	6.00
Full-Time Regular	Towing Coordinator	1.00
2270 Total		8.00
Community Strategic Bureau		
Full-Time Regular	Crime Analyst	1.00
2275 Total		1.00
Animal Control		
Full-Time Regular	Animal Control Warden	1.00
Full-Time Regular	Chief Animal Warden	1.00
Part-time Regular	PT Animal Warden	0.50
2280 Total		2.50
Problem Solving Team		
Full-Time Regular	Police Commander	1.00
Full-Time Regular	Police Officer	6.00
2285 Total		7.00
Police Total		226.50

City of Evanston

Police Department

Financial Summary

	2009-2010 Actual	2010-2011 Budget	2010-2011 Estimated Actual	2011 Budget Adopted
Expenditures:				
2205 – Police Administration	446,205	405,345	393,301	341,367
2210 – Patrol Operations *	9,908,017	10,144,965	9,849,818	9,855,420
2215 – Criminal Investigation	1,703,280	1,865,883	1,803,574	1,578,276
2225 – Social Services Bureau	373,631	416,392	414,539	375,411
2230 – Juvenile Bureau	1,028,238	1,112,161	968,988	881,661
2235 – School Liaison	296,161	283,184	283,018	248,968
2240 – Police Records	849,840	559,843	472,531	508,074
2245 – Communications	1,295,936	1,292,812	1,251,519	1,180,962
2250 – Service Desk	1,196,542	1,333,605	1,425,893	1,306,419
2251 – 311 Center	0	0	0	683,363
2255 – Office of Prof. Standards	388,114	328,872	307,742	297,441
2260 – Office of Administration	547,811	422,011	360,077	273,149
2265 – Neighborhood Enforcement	1,733,721	1,791,501	1,704,986	1,454,447
2270 – Traffic Bureau	921,834	792,169	789,030	733,426
2275 – Community Strategic Bur.	118,933	100,411	100,558	95,120
2280 – Animal Control	208,936	208,976	205,890	186,475
2285 – Problem Solving Team	755,425	718,373	715,502	656,770
Total Expenditures:	\$21,772,624	\$21,776,503	\$21,046,966	\$20,656,749
Revenues:				
52170 – Alarm Panel Franchise Fees	9,810	5,000	5,000	4,165
52510 – Regular Fines	274,758	270,000	270,000	224,910
53685 – Police Report Fees	14,990	16,000	17,000	13,328
53720 – Skokie/Lincolnwood Animal Fees	9,197	7,500	7,500	6,248
55160 – Violent Crimes Victim's Grant	17,475	24,700	24,700	18,525
55270 – Police Training Grant	8,000	8,000	7,200	6,664
55285 – Law Enforcement Block Grant	6,624	0	0	0
Total Revenues:	\$340,854	\$331,200	\$331,400	\$273,840

Notes for Financial Summary

- FY2010-2011 will be another budget cycle impacted by the world-wide economic downturn, higher energy and fuel costs and the continuing conflicts overseas. The cost of fuel and ammunition has been increasing and lead times between order and receipt of goods has lengthened to nearly a year.
- The EPD expanded its bicycle officer program to help offset fuel costs. In 2009 the Patrol Division recorded a total of 242 bike patrol hours. The projected hours for 2010 are 900. This expansion was accomplished in partnership with Northwestern University Police Department (NUPD).
- Social service grants have been extended through next fiscal year. The Justice Assistance Grant has been reduced significantly by the Federal Government and the City of Chicago. Further, the rules regarding supplanting have required a redirection of efforts from personnel costs to the purchase of tasers and a records management system.
- The Department of Homeland Security has awarded a \$200,000 grant to improve water plant security. The Evanston Police Department (EPD) serves as the grant coordinator for this project.

City of Evanston

Police Department

Performance Report on FY 2010-2011 Major Program Objectives

- Replacement of the current firing range (which is non-operational) to a state-of-the-art facility for proper training and certification of the sworn police personnel is continuing. The range will have an upgraded ventilation system and bullet trap. A local general contractor has been selected and pre-construction meetings are being scheduled as this document is being prepared.
- Tuck-pointing of the police headquarters is scheduled to take place in 2010.

2011 Department Initiatives

- Purchasing of cameras and related equipment for use within the Evanston community will be handled with the cooperation of the Information Technology Division with the funding coming from awards received through Representative Schakowsky's office from the U.S. Department of Justice.
- Purchasing the Field Reporting Program through HTE for the Field Operations Division to begin reporting incidents via laptop computers (Fall, 2010).
- 311 – The EPD has a central role in the development and deployment of the new 311 Center.

Activity Measures

As of the preparation of this report, Part 1 crimes are down 15% (2,626 – 2,232).

IUCR (Illinois Uniform Crime Report)

The IUCR report will be radically changed during 2010. The change in the counting of crime will be so different from current practices in that the Illinois State Police will not compare 2009 data to 2010 data in their publication Crime in Illinois.

Participation in the new IUCR system is driven by the eligibility for federal grant money. If the EPD were to fail to implement the IUCR changes, it would not receive any grant funding.

As a result of the new changes in reporting for 2010 (Part 1 Crimes) if we were to make a comparison to 2009 we would show a 17% decrease.

Ongoing Activity Measures	2009-2010 Actual	2010-2011 Projected	2011 Projected
Part I crimes	2,626	2,500	2,500
Part II crimes	5,262	4,000	4,000
Total calls for service	36,544	35,000	35,000
Arrests (felony & misdemeanor)	2,647	2,500	2,500
D.U.I. arrests	77	150	150
Ticket & citation production – Parking	12,383	13,000	13,000
Liquor inspections	19,110	16,500	16,500

		2009-10	2010-11	2010-11	2011
		Actual	Budget	Estimate	Proposed
2200	POLICE DEPARTMENT				
61010	REGULAR PAY	15,839,346	15,278,409	14,526,250	14,019,908
61050	PERMANENT PART-TIME	24,851	24,300	23,000	152,707
61055	TEMPORARY EMPLOYEES	13,303	16,000	3,000	2,000
61062	SPECIAL EVENT SALARIES	395,957	188,500	182,000	157,021
61110	OVERTIME PAY	95,748	119,600	135,741	107,112
61111	HIREBACK OT	245,367	177,000	234,400	147,441
61112	SPECIAL DETAIL OT	178,882	97,000	74,700	92,324
61210	LONGEVITY	232,440	213,808	216,299	192,097
61415	TERMINATION PAYOUTS	198,420			
61420	ANNUAL SICK LEAVE PAYOUT	108,030			
61425	ANNUAL HOLIDAY PAYOUT	71,144			
61430	OTHER PAYOUTS	47,007			
61510	HEALTH INSURANCE	2,305,100	2,472,745	2,474,876	2,783,198
61610	DENTAL INSURANCE	69,520	120,300	120,300	100,210
61615	LIFE INSURANCE	22,000	22,000	22,000	14,014
61626	CELL PHONE ALLOWANCE				305
61630	SHOE ALLOWANCE	780	800	1,090	780
61635	UNIFORM ALLOWANCE	131,288	142,100	138,686	142,425
61655	EMPLOYEE LOANS - INTEREST EXPE	2,640			
61710	IMRF	269,436	264,094	310,362	291,819
61725	SOCIAL SECURITY	193,051	190,366	176,989	213,772
61730	MEDICARE	224,476	230,601	216,877	194,867
62205	ADVERTISING	31			
62210	PRINTING	3,592	3,000	4,000	2,499
62225	BLDG MAINTENANCE SERVICES	46,135	57,500	56,803	47,898
62235	OFFICE EQUIPMENT MAINT	1,324			
62245	OTHER EQMT MAINTENANCE	1,811	2,700	2,700	2,700
62270	MEDICAL/HOSPITAL SERVICES	1,375	1,000	1,000	833
62275	POSTAGE CHARGEBACKS	8,112	6,000	6,886	4,998
62295	TRAINING & TRAVEL	81,710	80,000	80,000	71,738
62305	RENTAL OF AUTO-FLEET MAINTEN.	647,566	567,850	567,853	473,030
62309	RENTAL OF AUTO REPLACEMENT		256,600	256,600	213,748
62315	POSTAGE	295			
62335	DATA PROCESSING SERVIC	2,205			
62345	COURT COST/LITIGATION	86			
62360	MEMBERSHIP DUES	1,838	17,500	17,200	16,700
62370	EXPENSE ALLOWANCE	49,376	55,700	56,500	46,398
62375	RENTALS	51,161	10,200	6,000	5,332
62380	COPY MACHINE CHARGES		4,100	2,084	3,415
62425	ELEVATOR CONTRACT COSTS	1,155	3,300	3,160	2,749
62490	OTHER PROGRAM COSTS	404	1,000	1,000	833
62645	DIGITAL ARCHIVING	704			
64005	ELECTRICITY	1,640			
64015	NATURAL GAS	21,354	30,000	30,000	24,990
64505	TELECOMMUNICATIONS - CARRIER L				100,000
64530	TELECOMMUNICATIONS - HANDHELD	1,284			
64540	TELECOMMUNICATIONS - WIRELESS	31,199	25,356	24,000	21,122
65010	BOOKS, PUBLICATIONS, MAPS	310	600		500
65015	CHEMICALS	16,755	26,000	26,000	21,658
65020	CLOTHING	55,322	43,000	29,185	35,819
65025	FOOD	7,391	4,600	4,525	3,832
65040	JANITORIAL SUPPLIES	10,770	7,500	6,000	6,248

	2009-10	2010-11	2010-11	2011
	Actual	Budget	Estimate	Proposed
65045 LICENSING/REGULATORY SUPP	73			
65050 BLDG MAINTENANCE MATERIAL	55			
65085 MINOR EQUIPMENT & TOOLS	4,653-	500	500	417
65090 SAFETY EQUIPMENT	13			
65095 OFFICE SUPPLIES	33,413	29,000	20,700	24,157
65105 PHOTO/DRAFTING SUPPLIE	7,091	8,900	6,700	7,414
65125 OTHER COMMODITIES	19,804	9,874	13,900	8,225
66025 TRAN.TO DS FUND- ERI DEBT SERV				91,906
66030 OTHER INSURANCE CHARGEBACKS		967,100	967,100	805,594
68205 CONTINGENCIES	2,979			
2200 POLICE DEPARTMENT	<u>21,772,464</u>	<u>21,776,503</u>	<u>21,046,966</u>	<u>20,656,749</u>

City of Evanston

Fire Department

Description of Major Activities:

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

Total Full-Time Equivalent Positions:		
Employee Status Description	Job Type Description	2011 Position FTE
Fire Management and Support		
Full-Time Regular	Fire Chief	1.00
Full-Time Regular	Clerk II	1.00
Full-Time Regular	Management Analyst	1.00
2305 Total		3.00
Fire Prevention		
Full-Time Regular	Division Chief, Fire	1.00
Full-Time Regular	Fire Captain	2.00
Full-Time Regular	Fire Plan Reviewer	1.00
2310 Total		4.00
Fire Suppression		
Full-Time Regular	Fire Captain	24.00
Full-Time Regular	Firefighter	74.00
Full-Time Regular	Shift Chief, Fire	3.00
Full-Time Regular	Deputy Fire Chief	1.00
Full-Time Regular	Division Chief, Fire	1.00
2315 Total		103.00
Fire Total		110.00

Financial Summary

	2009-2010 Actual	2010-2011 Budget	2010-2011 Estimated Actual	2011 Budget Adopted
Expenditures:				
2305 – Fire Management & Support	530,826	627,323	592,298	490,346
2310 – Fire Prevention	562,108	531,727	527,027	434,027
2315 – Fire Suppression	11,325,988	11,157,394	11,156,594	10,335,176
2320 – Office of Emer. Preparedness	9,044	13,466	13,166	11,134
Total Expenditures:	\$12,427,966	\$12,329,910	\$12,289,085	\$11,270,683
Revenues:				
52540 – False Alarm Fines	112,275	165,000	165,000	137,445
53655 – Cost Recovery Fines	6,015	10,000	4,000	8,330
53675 – Ambulance Fees	916,416	985,000	925,000	820,525
53715 – Alarm Registration Fee	238,773	150,000	110,000	46,000
Total Revenues:	\$1,273,479	\$1,310,000	\$1,204,000	\$1,012,300

City of Evanston

Fire Department

Notes for Financial Summary

- Other insurance chargebacks of \$416,300 are being included as an expense for the first time in 2011.
- We are anticipating three retirements and two members attending EMT-B training this budget year.

Performance Report on FY 2010-2011 Major Program Objectives

The Insurance Services Organization conducted its assessment of the firefighting capacities of our Department. The computer aided dispatch system was moved to a new platform named CAD 400. The computer aided dispatch system and the mobile computers in the field allow important data to be exchanged and accessed between them. The mobile data computers communicate real-time status changes to the Dispatch Center. The CAD 400 platform is functioning as anticipated. All of the Department paramedics were offered Advanced Pediatric Life Support training in 2010. The fire plan review process and associated fee schedule has been implemented.

2011 Department Initiatives

For 2011, a Shift Chief promotional exam will be conducted. Emergency Management will be coordinated through the Fire Department for all City functions. Emergency Management will offer Community Emergency Response Team (CERT) training courses. All paramedics will be provided Advanced Cardiac Life Support training. The Division will move from a written patient care report for ambulance runs to a computerized version of patient care reporting. Finally, the Department will continue to spearhead the continuity of city business operations planning, which is a citywide initiative that will be led through Emergency Management.

Ongoing Activity Measures	2009-2010 Actual	2010-2011 Projected	2011 Projected
City fire insurance rating	3	3	2
Hydrants inspected/flow tested	1310	1310	1310
Bureau fire inspections	748	700	584
Construction plans reviewed	558	680	498
Fire equipment tests witnessed	297	310	270
Staff hours on cause and origin investigations	280	300	251
Public education presentations	565	600	550
Customer request for information	4100	4300	3740
All Fire Dept. incidents, excluding ambulance calls	3138	3425	2602
Ambulance calls	5326	5300	4437
Fire, Carbon Monoxide & Extinguishing Alarm System activations (Included above)	1763	1758	1469
Number of fires (included above)	150	225	125
Number of structure fires (included above)	102	103	85
Average fire alarm response time	350	350	350
Average ambulance response time	400	400	400
Training hours/firefighter	240	240	200
Number of paramedics	91	93	93

	2009-10	2010-11	2010-11	2011
	Actual	Budget	Estimate	Proposed
2300 FIRE DEPARTMENT				
61010 REGULAR PAY	9,064,648	8,531,604	8,505,604	7,618,755
61110 OVERTIME PAY	140,394	156,500	122,300	90,374
61111 HIREBACK OT	287,644	350,000	350,000	291,550
61113 TRAINING OT	36,520	3,000	33,000	27,490
61210 LONGEVITY	180,035	169,100	169,100	143,754
61415 TERMINATION PAYOUTS	293,057			
61420 ANNUAL SICK LEAVE PAYOUT	77,912			
61430 OTHER PAYOUTS	1,831			
61440 EDUCATION PAY	139,834	121,100	121,100	106,941
61510 HEALTH INSURANCE	1,162,900	1,271,190	1,270,517	1,560,438
61615 LIFE INSURANCE	11,200	11,300	11,300	3,340
61710 IMRF	15,443	19,988	19,988	15,915
61725 SOCIAL SECURITY	12,835	10,800	10,800	16,748
61730 MEDICARE	105,137	131,900	131,900	96,788
62210 PRINTING	3,812	4,000	3,900	3,332
62235 OFFICE EQUIPMENT MAINT	1,696	1,100	1,100	916
62245 OTHER EQMT MAINTENANCE	2,224	5,500	4,900	4,582
62250 COMPUTER EQUIPMENT MAINT	3,373	5,000	5,000	4,165
62270 MEDICAL/HOSPITAL SERVICES	32,196	36,000	33,700	29,988
62275 POSTAGE CHARGEBACKS	3,702	3,000	2,500	2,499
62295 TRAINING & TRAVEL	63,063	37,800	37,700	31,381
62305 RENTAL OF AUTO-FLEET MAINTEN.	494,038	456,805	456,805	380,519
62309 RENTAL OF AUTO REPLACEMENT		271,600	271,600	226,243
62315 POSTAGE	408	500	500	417
62335 DATA PROCESSING SERVIC	1,500	3,200	2,900	2,666
62355 LAUNDRY/OTHER CLEANING		1,000	1,000	833
62360 MEMBERSHIP DUES	31,959	33,900	32,653	29,422
62380 COPY MACHINE CHARGES	1,761	3,800	1,931	3,165
62430 CUSTODIAL CONTRACT SERVICES	4,755	5,000	5,000	4,165
62509 SERVICE AGREEMENTS / CONTRACTS	5,180	5,100	5,000	4,248
62518 SECURITY/ALARM CONTRACTS	3,830	6,400	6,400	5,331
62521 MEDICAL EQ MAINT AGREEMENTS	12,372	14,200	14,200	11,829
62522 SCBA EQ MAINT AGREEMENTS	5,208	5,000	5,000	4,165
62523 EXTRICATION EQ MAINT AGREEMNTS	3,433	3,000	3,000	2,499
62605 OTHER CHARGES	6,753	8,500	8,500	7,081
64015 NATURAL GAS	66,651	75,000	75,000	62,475
64540 TELECOMMUNICATIONS - WIRELESS	9,652	15,636	13,600	13,025
65005 AGRI/BOTANICAL SUPPLIES		300	300	250
65010 BOOKS, PUBLICATIONS, MAPS	142	2,400	2,300	1,999
65015 CHEMICALS	6,009	6,000	6,000	4,998
65020 CLOTHING	50,939	40,000	40,000	33,320
65040 JANITORIAL SUPPLIES	8,110	11,100	11,100	9,246
65050 BLDG MAINTENANCE MATERIAL	4,383	6,600	6,000	5,498
65070 OFFICE/OTHER EQT MTN MATL	2,831	4,000	4,000	3,332
65075 MEDICAL & LAB SUPPLIES	7,166	7,000	7,000	5,831
65085 MINOR EQUIPMENT & TOOLS	3,643	4,500	4,500	3,749
65090 SAFETY EQUIPMENT	2,353	2,000	2,000	1,666
65095 OFFICE SUPPLIES	6,402	7,400	7,400	6,164
65105 PHOTO/DRAFTING SUPPLIE	875	1,700	1,600	1,416
65125 OTHER COMMODITIES	7,144	12,187	12,187	8,830
65620 OFFICE MACH. & EQUIP.		900	900	750
65625 FURNITURE, FIXTURE & EQUIPMENT	41,016	30,000	30,000	24,990

	2009-10	2010-11	2010-11	2011
	Actual	Budget	Estimate	Proposed
66025 TRAN.TO DS FUND- ERI DEBT SERV				4,829
66030 OTHER INSURANCE CHARGEBACKS		416,300	416,300	346,778
2300 FIRE DEPARTMENT	12,427,966	12,329,910	12,289,085	11,270,683

City of Evanston

Health Department

Description of Major Activities:

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

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

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

Community Health provides a litany of services, which include sliding scale pediatric dental services, provision of birth and death certificates, development and administration of community-wide physical activity and overall health initiatives, connecting uninsured or underinsured children, families and pregnant women to the State's All Kids insurance program, administration of the Access to Care Program, health fairs and facilitation of mental health services. Additionally, Community Health staff supports the Mental Health Board, which is responsible for monitoring, evaluating, and allocating funds to mental health and human service agencies that serve the Evanston community. Community Health staff supports the Evanston Alliance on Homelessness. Lastly, the Department Director provides staff support for the Human Services Committee and the Rules Committee.

Full-Time Equivalent Positions:		
Employee Status Description	Job Type Description	2011 Position FTE
Health Services Administration		
Full-Time Regular	Director, Health & Human Services	1.00
Full-Time Regular	Executive Secretary (to Dept. Head)	1.00
2407 Total		2.00
Dental Services		
Full-Time Regular	Clerk II	1.00
Full-Time Regular	Dental Assistant	1.00
Part-time Regular	Dentist	0.80
2425 Total		2.80

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Health Department

Food and Environmental Health		
Full-Time Regular	Environmental Health Practitioner	3.00
Full-Time Regular	Secretary II	1.00
Full-Time Regular	Communicable Disease Specialist	1.00
Full-Time Regular	Environmental Health Manager	1.00
Full-Time Regular	Health License Coordinator	1.00
Part-time Regular	Medical Supervisor	0.10
2435 Total		7.10
Vital Records		
Full-Time Regular	Clerk II	.40
Full-Time Regular	Clerk III	1.00
Full-Time Regular	Clerk Typist	1.00
2440 Total		2.40
Community Health		
Full-Time Regular	Exec Secretary (non Dept. Head)	1.00
Full-Time Regular	Community Health Manager/Mgmt. Analyst	1.00
2550 Total		2.00
Health Total		16.30

Financial Summary

	2009-2010 Actual	2010-2011 Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Expenditures:				
2407 – Health Services Admin.	248,149	274,392	273,404	249,287
2416 – Family & Community Wellness	9,794	0	0	0
2425 – Dental Services	238,852	283,466	270,466	204,392
2435 – Food & Environmental Health	781,275	922,741	829,695	750,399
2440 – Vital Records	150,903	149,873	152,473	129,844
2450 – Community Intervention Services	4,143	0	0	0
2455 – Community Health Program Admin.	111,213	292,434	159,034	248,836
2460 – Community Purchased Services	642,086	385,000	385,000	737,502
2525 – Homeless Services	88,357	0	0	0
2526 – HPRP	119,926	0	0	0
2530 – Commission on Aging	355,960	0	0	0
2535 – Subsidized Taxicab Program	232,410	0	0	0
2540 – Summer Youth Employment Program	481,935	0	0	0
2541 – Youth Engagement Division	90,445	0	0	0
2550 – Community Relations	368,112	0	0	0
2555 – Farmers' Market	16,769	0	0	0
Total Expenditures:	\$3,940,329	\$2,307,906	\$2,070,072	\$2,320,260
Revenues:				
52050 – Other Licenses	13,843	17,000	17,700	5,000
52070 – Resident Care	460	112,400	112,400	20,000
52085 – Plan Review	7,448	7,500	7,500	6,248
53050 – Sanitation Classes	9,060	7,000	6,900	4,200

City of Evanston

Health Department

53075 – Dental Fees & Reimbursement	121,472	130,000	133,000	108,290
53105 – Food Establishment License Fees	191,456	180,000	180,000	12,000
53135 – 53180 Dental Fees (specific)	4,673	0	0	0
53185 – Temporary Food License	6,962	6,500	7,600	6,500
53190 – Food Delivery Vehicle	5,050	6,000	6,000	100
53195 – Scavenger Truck	0	300	0	0
53200 – Bev. / Snack Vending License	29,336	30,000	30,000	200
53210 – Tobacco License Fees	20,000	20,000	20,000	1,000
53212 – Home Day Care License	0	5,500	0	0
53215 – Birth Certificate Fees	74,823	80,000	66,000	66,640
53220 – Death Certificate Fees	51,630	69,000	35,000	57,477
53230 – Funeral Director's License	0	6,600	6,750	5,498
53235 – Temp Funeral Director License	105	5,000	3,495	4,165
55025 – IDPH – Local Health Protection	77,545	76,000	76,181	163,000
55040 – IDPH Dental Sealant Grant	1,780	2,000	2,000	1,666

	2009-2010 Actual	2010-2011 Budget	2010-2011 Estimated Actual	2011 Proposed Budget
	0			
55075 – Summer Food Inspection	450	400	400	333
55085 – Illinois Tobacco Free Grant	14,885	21,900	12,500	12,500
55125 – Teen Pregnancy Prevention Program	0	60,600	60,600	50,480
55130 – Childhood Lead Poisoning Grant	133	500	750	250
55135 – Teen Parent Services	0	30,600	30,600	25,490
55145 – Prostate Cancer Awareness Grant	3,821	0	0	0
55146 – Other State Grant	0	22,500	20,815	18,743
55150 – Tanning Facility Inspections	0	100	0	83
55173 – CRI Grant	11,650	40,000	40,000	33,320
55174 – PHEP Grant	25,893	70,000	70,000	58,310
55231 – Lead Paint Hazard	0	0	0	0
55251 – Federal Grant/AID	120,926	8,500	10,000	10,000
55255 – Commission Aging Grant-Advocate	45,499	0	0	0
55275 – HUD Emergency Shelter	109,166	0	0	0
56048 – Teen Baby Nursery Program	0	41,000	41,000	41,000
Total Revenues:	\$948,066	\$1,056,900	\$997,191	\$604,311.29

Performance Report on FY 2010-2011 Major Program Objectives

- The Department responded successfully to the H1N1 (swine flu) pandemic by offering 34 community, school based, first responder, Northwestern, and employee clinics. Over 12,500 people were vaccinated.
- The Department performed over 1,200 inspections of restaurants, grocery stores, food festivals, hospitals, and nursing homes focusing on food safety. These inspections promoting food safety kept patrons safe from food-borne illness.
- The Department had a very successful second offering of the Women Out Walking (WOW) program. This program designed to encourage women (and families) to live healthier and more active lifestyles served approximately 1,100 women; WOW served 500 women in its first offering.
- Pediatric Dental Services was able to schedule several health screenings and education in preschools and District 65 schools.

City of Evanston

Health Department

- The Pediatric Dental Clinic serves approximately 1,500 youth annually.
- The City of Evanston and its partner, the Solid Waste Agency of Northern Cook County (SWANCC) collect mercury based thermometers, compact fluorescent light bulbs, used needles and some prescription medication for proper disposal on an ongoing basis. During this budget year the following totals were collected:
 - Mercury based thermometers – 100 lbs.
 - Compact Fluorescent Light Bulbs – 423 lbs.
 - Used Needles – 313 lbs.
 - Prescription Medication – 564 lbs.
- The Mental Health Board continues to monitor agency performance and outcomes. Additionally, the evaluation process was improved through the development of an updated proposal application and rating tool.
- In coordination with the United States Geological Survey, the Illinois Department of Public Health and the Parks, Recreation and Community Services Department, the Health Department performed twice-daily beach quality surveys. The data collected in these surveys include wind directions and speed, water temperature, air temperature, wave height, turbidity, as well as other data points. The goal of collecting the data is to provide a predictive model when given data can predict the contaminant levels in the water.

2011 Department Initiatives

- Address the needs of the medically underserved in Evanston through the creation of a local health center.
- Administer the Teen Pregnancy Prevention and Illinois Subsequent Pregnancy Program.
- Host an annual health summit.
- Expand the Women Out Walking (WOW) program to include 1,500 women.
- Develop and administer a program, Youth in Motion, focused on addressing the growing national childhood obesity problem.
- Develop and recruit members for a volunteer medical reserve corps.
- Establish the Evanston Health Advisory Committee, a group of interested residents and community partners that would assist and advise the Health Department in an effort to create a healthier Evanston.
- Conduct a community-wide health needs assessment, Evanston Process for the Local Assessment of Needs (EPLAN), that will serve as the strategic health plan for Evanston for 2011-16.
- Undergo the 2011-16 recertification process to remain a certified local health department.
- Establish a dental consortium to assure oral health in Evanston.
- Develop a collaborative program to facilitate change in Evanston corner stores so that healthy foods are available to all Evanston residents.

Ongoing Activity Measures	2009-2010 Actual	2010-2011 Estimated	2011 Projected
Number of clinic appointments provided	1,478	1,600	1,300
Number of preventive & restorative clinic visits	4,415	4,400	4,000
Number of children receiving clinic services	1,455	1,500	1,200
Number of sealants applied	462	450	400
Number of preventative screenings/exams given at schools	200	180	150
Number of dental health education programs/ participants	25/589	25/600	20/500
Number of licensed food establishments	385	394	400
Number of food borne illness investigations performed	35	35	35
Total number of food inspections performed	1,200	1,250	1,250
Temporary food inspections performed	150	175	175
Food complaints evaluated / inspected	100	100	100

City of Evanston

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Education Participants	1,625	1,800	2,000
Food establishment plans reviewed	42	40	40
Rat & Rodent complaints investigated	180	185	180
Number of Communicable Disease Investigations	248	250	250
Nuisance requests for service provided	240	255	260
Lead inspections performed	10	5	4
Persons participating in tobacco cessation activities	45	0	0
Number of Women Out Walking Participants	498	1,100	1,500
Grants administered	16	17	18

	2009-10 Actual	2010-11 Budget	2010-11 Estimate	2011 Proposed	
2400 HEALTH DEPARTMENT					
61010	REGULAR PAY	1,346,904	864,572	692,613	769,269
61050	PERMANENT PART-TIME	170,568	197,300	197,300	98,627
61055	TEMPORARY EMPLOYEES	9,744	9,000		7,497
61060	SEASONAL EMPLOYEES	364,114			
61110	OVERTIME PAY	16,869	7,900	9,300	8,333
61210	LONGEVITY	8,340	7,055	6,810	6,367
61415	TERMINATION PAYOUTS	36,634			
61420	ANNUAL SICK LEAVE PAYOUT	460			
61430	OTHER PAYOUTS	29			
61455	REGULAR SALARIES-CHGBACKS	4,272			
61510	HEALTH INSURANCE	195,700	167,633	167,633	154,382
61615	LIFE INSURANCE	2,300	1,900	1,900	481
61625	AUTO ALLOWANCE	5,765	5,000	5,000	4,150
61626	CELL PHONE ALLOWANCE				305
61630	SHOE ALLOWANCE	390	400	390	390
61710	IMRF	129,193	102,982	98,322	77,564
61725	SOCIAL SECURITY	120,398	70,246	69,746	54,329
61730	MEDICARE	28,437	15,444	15,697	12,706
62185	OTHER CONSULTING SERVICES		2,000		
62205	ADVERTISING	1,047	1,000	800	833
62210	PRINTING	3,130	7,400	6,350	6,164
62235	OFFICE EQUIPMENT MAINT	120	200	100	167
62245	OTHER EQMT MAINTENANCE	397			
62275	POSTAGE CHARGEBACKS	5,997	3,100	1,050	2,582
62295	TRAINING & TRAVEL	11,194	9,800	7,150	8,664
62305	RENTAL OF AUTO-FLEET MAINTEN.	16,692	11,941	11,941	9,947
62309	RENTAL OF AUTO REPLACEMENT		5,000	5,000	4,165
62315	POSTAGE	423			
62335	DATA PROCESSING SERVIC	19			
62360	MEMBERSHIP DUES	1,932	5,200	3,950	6,032
62370	EXPENSE ALLOWANCE	900			
62375	RENTALS	2,586			
62380	COPY MACHINE CHARGES	13,068	9,100	4,625	7,583
62468	IL TOBACCO FREE COMM EXP	11,184	21,900	12,500	12,000
62469	PROSTATE CANCER AWARENESS EXP	2,053			
62470	ILL SUBSEQUENT PREG PREVENTION	32,455	60,600	60,600	50,480
62471	VECTOR SURVEILLANCE EXP	21,914	22,500	20,315	18,743
62472	BEACH WATER TESTING EXP	11,521	8,500	13,000	7,081
62473	ENVIRONMENTAL HEATH EXP		4,900		4,082
62474	HEALTH PROTECTION EXP	38,129	60,500	54,900	38,000
62475	TEEN PARENT SERVICES	3,730	30,600	30,600	25,490
62476	CRI GRANT -EXPENSE (HHS)	18	40,000	40,000	33,320
62477	PHEP GRANT-EXPENSE (HHS)	12,745	70,000	70,000	58,310
62478	H1N1 GRANT EXPENDITURE	88,718			
62490	OTHER PROGRAM COSTS	82,427	10,000	10,000	8,330
62494	HOME DAY CARE LICENSE EXPEN		200		167
62505	INSTRUCTOR SERVICES		1,500	1,500	1,250
62513	COMMUNITY PICNIC-SP EVENTS	7,663			
62521	MEDICAL EQ MAINT AGREEMENTS	366	2,000	1,500	1,666
62605	OTHER CHARGES	674	4,900	4,900	4,082
62645	DIGITAL ARCHIVING	537	600	300	500
62695	COUPON PMTS-CAB SUBSIDY	229,146			
62959	COLLABORATIVE SUPRTD HSNG PGM	8,800	2,384	2,384	7,333
63156	CONNECT FOR THE HMLSS-HP SVC	5,400			
63159	CONNECT FOR THE HMLSS-HP DA	75,000			
63160	CONNECT FOR THE HMLSS-RH DA	25,000			

	2009-10 Actual	2010-11 Budget	2010-11 Estimate	2011 Proposed
63161	MCGAW YMCA-HP SVC	2,160		
63163	LIFT-HP SVC	500		
63174	CITY OF EVANSTON-ADMIN	11,866		
64540	TELECOMMUNICATIONS - WIRELESS	7,727	3,803	2,600
65010	BOOKS, PUBLICATIONS, MAPS	377	1,600	550
65020	CLOTHING	5,252		
65025	FOOD	2,637	900	650
65040	JANITORIAL SUPPLIES		300	250
65045	LICENSING/REGULATORY SUPP	682	1,300	1,300
65050	BLDG MAINTENANCE MATERIAL	88		
65075	MEDICAL & LAB SUPPLIES	34,025	15,500	12,300
65080	MERCHANDISE FOR RESALE	840	2,800	1,500
65085	MINOR EQUIPMENT & TOOLS	2,084		
65090	SAFETY EQUIPMENT	890	900	500
65095	OFFICE SUPPLIES	11,684	8,500	10,700
65125	OTHER COMMODITIES		230	230
65525	PAINT GRANTS	37,660		
65546	Project Access Grant Costs	7,349		
65605	PBX (LICENSE & SUPPORT FEES)	21		
65620	OFFICE MACH. & EQUIP.		1,500	1,250
65625	FURNITURE, FIXTURE & EQUIPMENT		15,000	
65630	LIBRARY BOOKS	10		
66025	TRAN.TO DS FUND- ERI DEBT SERV			24,428
66030	OTHER INSURANCE CHARGEBACKS		27,700	23,074
67010	CHILDCARE NETWORK OF EVANSTON	104,700	68,536	68,536
67015	PEER SERVICES	69,700	52,908	52,908
67030	FAMILY FOCUS	42,000	19,800	19,800
67040	LGL ASSIST FNDTN OF METRO CHGO	35,800		
67045	Y.O.U.	88,800	54,200	54,200
67050	COMMUNITY DEFENDER OFFICE			27,000
67065	HOUSING OPTIONS			21,167
67070	SHORE COMMUNITY SERVICES	50,400	35,348	35,348
67075	TRILOGY INC			6,000
67085	EVANSTON NORTH SHORE YWCA			4,083
67090	CHILD CARE CTR OF EVNSTON			15,167
67110	CONNECTIONS FOR THE HOMELESS	57,287	3,484	3,484
67111	YWCA	6,687		
67113	HARBOUR INC.	6,677		
67115	INTERFAITH HOMELESS SERVICES	12,044		
67125	INFANT WELFARE SOCIETY	95,600	89,040	89,040
67140	NORTH SHORE SENIOR SERVIC	14,300		
67145	METROPOLITAN FAMILY SERVI	70,300	59,300	59,300
67155	THRESHOLDS			8,167
67160	CENTER FOR INDEPENDENT FUTURES			8,167
67165	FRESH START	5,080		
		<u>3,940,329</u>	<u>2,307,906</u>	<u>2,070,072</u>
				<u>2,320,260</u>

City of Evanston

Public Works Department

Description of Major Activities:

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

Total Full-Time Equivalent Positions:		
Employee Status Description	Job Type Description	2011 Position FTE
Director of Public Works		
Full-Time Regular	Director, Public Works	1.00
Full-Time Regular	Executive Secretary (to Dept. Head)	1.00
2605 Total		2.00
Municipal Service Center		
Full-Time Regular	Custodian I	1.00
Part-time Regular	Service Center Coordinator	1.00
2610 Total		2.00
E.D.O.T. Administration		
Full-Time Regular	City Engineer	1.00
2620 Total		1.00
Engineering		
Full-Time Regular	Civil Engineer II	2.00
Full-Time Regular	Civil Engineer III	1.00
Full-Time Regular	Engineering Associate II	3.00
Full-Time Regular	Construction Inspector	1.00
Full-Time Regular	Senior Engineer	1.00
2625 Total		8.00
Traffic Engineering		
Full-Time Regular	Civil Engineer II	2.00
Full-Time Regular	Senior Traffic Engineer	1.00
Full-Time Regular	Traffic Operations Manager	1.00
Full-Time Regular	Traffic Engineering Technician	0.50
2630 Total		4.50
Traffic Signal and Street Light Maintenance		
Full-Time Regular	Traffic Electrician Leader	1.00
Full-Time Regular	Traffic Electrician	3.00
2640 Total		4.00
Streets and Sanitation Administration		
Full-Time Regular	Superintendent, Streets/Sanitation	1.00
Full-Time Regular	Business Office Coordinator	1.00
Part-Time Regular	Clerk II	1.50

City of Evanston

Public Works Department

Employee Status Description	Job Type Description	2011 Position FTE
Full-Time Regular	Public Works Supervisor	2.00
Full-Time Regular	Contracts/Customer Service Field Coordinator	1.00
2665 Total		6.50
Street and Alley Maintenance		
Full-Time Regular	Equipment Operator II	8.00
Full-Time Regular	Equipment Operator III	3.00
Full-Time Regular	Public Works Operations Coordinator	2.00
Full-Time Regular	Public Works Maint. Worker II	3.00
Full-Time Regular	Public Works Maint. Worker III	3.00
2670 Total		19.00
Street Cleaning		
Full-Time Regular	Equipment Operator II	3.00
Full-Time Regular	Public Works Maint. Worker II	1.00
2675 Total		4.00
Public Works Total		51.00

Financial Summary

	2009-2010 Actual	2010-2011 Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Expenditures:				
2605 – Director of Public Works	190,791	224,055	200,148	216,050
2606 – Sustainability Grant*	57,151	0	0	0
2610 – Municipal Service Center	364,845	412,835	391,961	427,557
2620 – EDOT Administration	151,651	160,748	160,748	149,954
2625 – Engineering	813,101	829,940	846,253	763,265
2630 – Traffic Engineering	535,713	551,315	542,443	501,770
2635 – Traffic Signs**	324,047	0	0	0
2640 – Traffic Sig. & St. Lt. Maint.	805,988	837,278	822,798	740,631
2645 – Pkg. Enfor. & Tkt. Process***	1,194,400	0	0	0
2650 – School Crossing Guards***	343,902	0	0	0
2665 – Streets and Sanitation	703,439	1,324,625	1,216,245	1,108,059
2670 – Street & Alley Maintenance	1,889,317	2,322,760	2,245,205	2,247,998
2675 – Street Cleaning	493,379	731,875	781,654	617,367
2680 – Snow & Ice Control	823,450	859,769	814,019	396,752
2685 – Refuse Collection & Disposal	2,660,397	3,226,355	3,125,543	0
2690 – Residential Recycling Collect.	1,037,906	947,200	946,500	0
2695 – Yard Waste Collection	407,138	470,368	462,278	0
2697 – Facilities Administration	6,247	0	0	0
2699 – Construction & Repair	54,723	0	0	0
Total Expenditures:	\$12,857,585	\$12,899,123	\$12,555,795	\$7,169,403

City of Evanston

Public Works Department

	2009-2010 Actual	2010-2011 Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Revenues:				
52126 – ROW Permits	207,119	160,000	180,000	150,000
52130 – Resident Parking Permits	130,612	150,000	131,000	110,000
52131 – Visitor Parking Permits	12,488	14,300	14,300	11,912
52186 – MSWF Admin Fee	77,618	170,000	110,000	0
53602 - SWANCC Recycle Incentive	19,009	150,000	150,000	0
53605 – Sanitation Service Charge	1,640,846	2,192,400	2,300,000	0
53610 – Sanitation Svc. Chg. Penalty	21,717	20,000	30,000	0
53615 – Special Pickup Fees	69,221	80,000	80,000	0
53650 – State Highway Maintenance	43,640	93,400	68,000	54,994
53736 – New Pavement Degrad. Fee	2,750	50,000	40,000	41,650
55175 – Recycling Grants	54,000	0	0	0
56025 – Damage to Street Signs	7,149	2,000	2,000	1,666
56030 – Damage to Traffic Lights	41,578	20,000	20,000	16,660
56031 – Damage to Street Lights	5,826	20,000	20,000	16,660
56068 – Salt Reimbursement Fee	71,400	0	35,000	0
56140 – Salt Admin Fee	143,808	0	3,500	0
56155 – Trash Cart Sales	0	30,000	75,000	0
56156 – Yard Waste Fees	0	950,000	750,000	0
Total Revenues:	\$2,548,781	\$4,372,100	\$4,008,800	\$403,542

Notes for Financial Summary

*Prior to FY 2009-10, the Sustainability Coordinator position was in the City Manager’s Office as business element 1535. The function was moved back to the City Manager’s Office in the FY 10-11 budget.

**For FY 2010-2011, Business Unit 2635 (Traffic Signs) has been combined with Business Unit 2670 (Streets & Alley Maintenance).

***Parking enforcement (BU 2645) and crossing guards (BU 2650) moved to Administrative Services in FY 10-11.

Note: Solid Waste revenues and expenses have been moved to Business Unit 7600.

Performance Report on FY 2010-2011 Major Program Objectives

Street resurfacing (including work associated with water main replacement and sewer work) was completed on time and within budget.

The Streets and Sanitation Division completed a review of services and presented a recommendation to the City Council to switch service providers for refuse and recycling services. Staff proposed that City crews collect recycling and contractors collect refuse and yard waste. The Department received a recycling grant from the Illinois Department of Commerce and Economic Development to purchase a recycling truck to replace one of the older garbage trucks.

2011 Department Initiatives

- Implement revisions in the delivery of sanitation services.
- Develop a five-year street maintenance plan that complements the five year resurfacing plan.
- Complete construction of a new salt dome.

City of Evanston

Public Works Department

- Complete a fleet reduction plan.
- Explore shared work/operations across jurisdiction.
- Develop a regional environmental use for the Recycling Center.
- Design Civic Center parking lot resurfacing and green drainage system and secure grant funding for the project.

Activity Measures

Ongoing Activity Measures	2009-2010 Actual	2010-2011 Projected	2011 Projected
Meetings / Hearings of Board of Local Improvements	10	10	10
Parking Committee meetings	5	0	0
Federal and State Grant Funding Secured		\$1,440,000	1,000,000
Preparation of plans, specifications and cost estimates for roadway resurfacing projects	12 street	Street improvement work on 14 streets	Street improvement work on 10 streets
MFT & CIP Street Resurfacing Projects	4.2 miles	5.0 miles	4.0 miles
Preparation of bid documents for 50/50 sidewalk and block curb program		200 sidewalk locations & 8000 feet of new curb/sidewalk	200 sidewalk locations & 8000 feet of new curb/sidewalk
Preparation of bid documents for Parking Lot Improvements	1	1	0
Preparation of bid documents for ADA Ramps program	92	110	75
Private development review	142	180	150
Design & preparation of bid documents for Alley Paving Program	5	3	7
Sheridan Road Rehabilitation Project	0	Burnham to Chicago	Burnham to Chicago
Sheridan Road Traffic Signal Design	0	8 signals	8 signals
Miles of streets plowed/season	3,250	2,000	2,000
Miles of streets salted/season	1,780	700	700
Tons of salt used/season	8,200	6,500	6,500

	2009-10	2010-11	2010-11	2011
	Actual	Budget	Estimate	Proposed
2600 PUBLIC WORKS				
61010 REGULAR PAY	4,437,870	3,813,157	3,715,752	2,798,584
61050 PERMANENT PART-TIME	408,309	52,300	98,300	89,890
61055 TEMPORARY EMPLOYEES	147,878	2,000		1,666
61060 SEASONAL EMPLOYEES	141,157	153,000	151,000	69,000
61110 OVERTIME PAY	474,525	433,500	416,000	198,655
61111 HIREBACK OT	51			
61114 SNOW OT	539			
61210 LONGEVITY	74,856	64,000	62,000	42,377
61410 SHIFT DIFFERENTIAL	12,443	4,600	3,100	2,236
61415 TERMINATION PAYOUTS	67,234			
61430 OTHER PAYOUTS	31			
61510 HEALTH INSURANCE	861,700	721,828	719,510	699,315
61615 LIFE INSURANCE	8,900	7,100	7,100	1,451
61625 AUTO ALLOWANCE	7,855	11,000	9,200	7,650
61626 CELL PHONE ALLOWANCE				6,138
61630 SHOE ALLOWANCE	10,075	8,540	7,837	5,980
61710 IMRF	465,408	519,721	531,018	293,085
61725 SOCIAL SECURITY	359,931	302,659	252,800	193,993
61730 MEDICARE	84,495	67,670	63,793	45,372
62205 ADVERTISING		800	400	500
62210 PRINTING	31,516	35,500	27,100	8,746
62225 BLDG MAINTENANCE SERVICES	7,757	1,800	2,000	1,499
62235 OFFICE EQUIPMENT MAINT	3,973	5,600	5,600	5,166
62240 AUTOMOTIVE EQMP MAINT	40			
62245 OTHER EQMT MAINTENANCE	1,244	7,400	7,400	6,164
62275 POSTAGE CHARGEBACKS	1,959	2,500	2,000	1,916
62280 OVERNIGHT MAIL CHARGES		300	300	250
62295 TRAINING & TRAVEL	10,378	16,100	8,400	11,446
62305 RENTAL OF AUTO-FLEET MAINTEN.	1,212,292	921,086	921,086	519,854
62309 RENTAL OF AUTO REPLACEMENT		521,700	521,700	287,998
62315 POSTAGE	24			
62360 MEMBERSHIP DUES	3,760	4,900	3,600	4,082
62375 RENTALS	1,488	12,700	11,600	11,782
62376 2603 SHERIDAN RENTALS EXPENSE	175			
62380 COPY MACHINE CHARGES	1,642	7,700	3,914	4,915
62390 CONDOMINIUM REFUSE COLL	489,799	550,000	500,000	
62405 SWANCC DISPOSAL FEES	699,130	1,080,000	1,080,000	
62415 DEBRIS/REMOVAL CONTRACTUAL COS	1,050,844	1,214,500	1,183,500	72,750
62425 ELEVATOR CONTRACT COSTS	4,356	5,000	5,000	4,165
62430 CUSTODIAL CONTRACT SERVICES	16,416	25,000	25,000	20,825
62440 OVERHEAD DOOR CONTRACT COSTS	12,181	14,000	14,000	12,000
62446 ROOF REPAIR CONTRACTUAL SVCS		1,000	500	75,000
62451 TOWING AND BOOTING CONTRACTS	109,179	90,000	90,000	30,000
62509 SERVICE AGREEMENTS / CONTRACTS	18,307	75,000	60,000	75,000
62518 SECURITY/ALARM CONTRACTS	3,430	4,000	4,000	3,332
64005 ELECTRICITY	14,101	5,000	5,000	4,165
64006 STREET LIGHT ELECTRICITY	231,402	211,400	200,000	176,096
64007 TRAFFIC LIGHT ELECTRICITY	97,928	110,500	100,000	92,047
64008 FESTIVAL LIGHTING	4,420	8,500	6,500	7,081
64015 NATURAL GAS	102,050	115,000	100,000	85,000
64540 TELECOMMUNICATIONS - WIRELESS	48,366	33,555	32,935	27,744
64545 PERSONAL COMPUTER SOFTWARE		6,000	2,500	4,998

	2009-10	2010-11	2010-11	2011	
	Actual	Budget	Estimate	Proposed	
65005	AGRI/BOTANICAL SUPPLIES	608	2,500	1,000	2,000
65010	BOOKS, PUBLICATIONS, MAPS	748	1,900	1,700	1,566
65015	CHEMICALS	424,895	400,200	380,200	250,000
65020	CLOTHING	47,417	45,400	43,850	43,500
65025	FOOD	430	300	450	250
65040	JANITORIAL SUPPLIES	7,491	5,500	5,500	4,582
65045	LICENSING/REGULATORY SUPP	2,099			
65050	BLDG MAINTENANCE MATERIAL	11,882	12,000	12,000	10,000
65055	MATER. TO MAINT. IMP.	152,136	122,600	101,900	111,750
65070	OFFICE/OTHER EQT MTN MATL	35,736	40,000	35,000	40,000
65085	MINOR EQUIPMENT & TOOLS	15,430	22,800	11,200	20,831
65090	SAFETY EQUIPMENT	9,038	7,900	7,100	5,664
65095	OFFICE SUPPLIES	7,893	6,600	4,900	5,415
65105	PHOTO/DRAFTING SUPPLIE	1,305-	900	1,000	750
65115	TRAFFIC CONTROL SUPPLI	37,048	44,000	40,000	40,000
65125	OTHER COMMODITIES	195	1,200	500	
65515	OTHER IMPROVEMENTS	8,476	10,000	8,300	8,000
65620	OFFICE MACH. & EQUIP.	118	1,000	1,000	833
65625	FURNITURE, FIXTURE & EQUIPMENT	280,446	207,500	230,000	6,248
65635	PERIODICALS	70			
66025	TRAN.TO DS FUND- ERI DEBT SERV				92,303
66030	OTHER INSURANCE CHARGEBACKS		618,000	618,000	514,794
68205	CONTINGENCIES	150-	1,207	750	1,005
68310	DEBT SERVC OTHER AGENCIES	75,472	100,000	90,000	
2600	PUBLIC WORKS	12,857,585	12,899,123	12,555,795	7,169,403

City of Evanston

Library Department

Description of Major Activities:

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

Total Full-Time Equivalent Positions:		
Employee Status Description	Job Type Description	2011 Position FTE
Children's Services		
Full-Time Regular	Librarian I	2.74
Full-Time Regular	Librarian III	1.00
Full-Time Regular	Library Assistant	3.43
Part-Time Regular	Shelver	0.40
Part-Time Regular	Library Aide	0.81
2805 Total		8.38
Adult Services		
Full-Time Regular	Librarian I	7.84
Full-Time Regular	Virtual Services Librarian	1.00
Full-Time Regular	Administrative Librarian	1.00
Part-time Regular	Library Clerk	2.48
Part-time Regular	Library Assistant	4.05
2806 Total		16.37
Neighborhood Services		
Full-time Regular	Librarian II	1.00
Part-time Regular	Library Assistant	0.24
Part-time Regular	Branch Assistant	2.26
Part-time Regular	Library Clerk	0.33
Part-time Regular	Shelver	0.19
2808 Total		4.02
Circulation		
Full-Time Regular	Circulation Supervisor	1.00
Full-Time Regular	Library Aide II	1.00
Full-Time Regular	Clerk III	1.00
Part-time Regular	Library Clerk	6.33
Part-time Regular	Security Monitor	1.18
Part-time Regular	Shelver	4.00
2820 Total		14.51
Technical Services		
Part-Time Regular	Librarian I	0.53
Full-Time Regular	Librarian III	1.00
Full-time Regular	Library Assistant	2.00
Part-time Regular	Library Clerk	2.08
2835 Total		5.61

City of Evanston

Library Department

Employee Status Description	Job Type Description	2011 Position FTE
Maintenance		
Full-Time Regular	Custodian II	3.00
2840 Total		3.00
Administration		
Full-Time Regular	Director, Library	1.00
Full-Time Regular	Administrative Services Manager	1.00
Full-Time Regular	Clerk III	1.00
Full-Time Regular	Bookkeeper	0.53
Part-time Regular	Administrative Assistant	0.51
Full-Time Regular	Community Relations Coordinator	1.00
2845 Total		5.04
Library Total		56.93

Financial Summary

	2009-2010 Actual	2010-2011 Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Expenditures:				
2805 – Children’s Services	577,905	585,426	603,364	544,769
2806 – Adult Services	1,405,878	1,466,647	1,463,664	1,263,933
2808 – Neighborhood Services	0	0	0	149,114
2810 – Readers’ Services	15,179	0	0	0
2815 – Reference & Periodicals	17,586	0	0	0
2820 – Circulation	576,143	595,343	563,025	514,819
2825 – North Branch	184,533	87,655	171,192	0
2830 – South Branch	226,441	61,459	141,369	0
2835 – Technical Services	864,263	473,701	495,839	427,978
2840 – Maintenance	504,780	446,199	454,170	391,029
2845 - Administration	441,368	501,442	434,288	464,409
Total Expenditures:	\$4,814,076	\$4,217,872	\$4,326,911	\$3,756,051
Revenues:				
51615 – Personal Property Repl. Tax	50,200	50,200	50,200	41,833
52610 – Library Fines & Fees	181,076	195,000	178,500	150,000
55245 – State Per Capita Grant	89,814	75,400	75,400	62,833
57505 – Video Rentals	37,432	39,400	30,900	23,333
57510 – Non-resident Cards	2,500	1,800	1,000	833
57515 – Library Material Replacement	12,713	17,000	13,300	12,500
57525 – Miscellaneous Revenue	2,112	2,800	100	0
57535 – Copy Machine Charges	23,442	25,000	26,400	22,083
57540 – Meeting Room Fees	10,235	11,500	8,800	8,333
57545 – North Branch Rental Income	33,396	34,700	34,700	29,500
Total Revenues:	\$442,920	\$452,800	\$419,300	\$351,248

City of Evanston

Library Department

Notes for Financial Summary

- The branch libraries were funded for six months in the FY 10-11 budget.

Performance Report on FY 2010-2011 Major Program Objectives

- Moved forward with bid process for engineering specifications to replace chillers at Main Library and identified need for door replacements.
- Worked with IT Division to implement wireless laptop printing, upgrade network and wireless infrastructure and replace public access computers.
- Secured Gates Grant (with matching funds from individual donor) and purchased laptop computers for use in neighborhood services.
- Reorganized technical services functions and transitioned to outsourcing the cataloging and processing of the majority of books.
- Implementation of centralized in-house statistics reporting system is in process.
- Established three summer reading stops; promoted library services at arts festivals, school fairs, Farmer's Market; added book deposits at City community centers and train stations; expanded Kindergarten LEAP (Literacy Education at Play) in District 65 with grant funds.
- Implemented online fine payment; created electronic newsletter; enhanced customer access via the web page using blogs, Twitter and Facebook.
- Reorganized space in periodicals, reorganized space in circulation for enhanced work flow, created art display area and added Spanish language section at Main Library.

2011 Department Initiatives

- Continue focus on four specific areas moving forward: facilities, technology, collections, staffing.
- Continue collaboration with other City departments and community agencies and volunteers to share resources (physical and personnel) to provide more library services throughout the community.
- Continue review of space needs and allocation at the main Library to ensure responsible upkeep and maintenance as well as repurposing of the space for 21st Century library service.
- Secure software application for interlibrary loan as well as identify additional ways to utilize technology for customer service (RFID) and communication.
- Consider available electronic alternatives for traditional audiovisual collections.
- Work with City Development Officer to identify alternative funding opportunities and promote individual donations through the annual Fund For Excellence campaign and special projects.
- Implement a collection management process to address changing formats, routinely update materials and take advantage of vendor resources to help achieve a strong current collection to meet needs.

Ongoing Activity Measures	2009-2010 Actual	2010-2011 Projected	2011 Projected
Children's Programs & Attendance	825 / 23,634	700 / 22,800	560 / 16,800
Participants in the Summer Reading Program	2,271	2,450	2,600
Teen Programs & Attendance	175 / 1514	150 / 2,400	145 / 1,600
Adult Programs & Attendance	246 / 3,335	235 / 3,200	210 / 2,850
Reference and directional questions answered	264,680	245,000	220,700
Patrons using Internet in-house	99,083	89,000	84,000
Items checked out	1,011,064	990,000	820,500
Library visitors	680,694	675,000	560,200
Public meeting rooms use/bookings	4,008	4,020	3,325
Library donors	705	615	615

	2009-10	2010-11	2010-11	2011
	Actual	Budget	Estimate	Proposed
2800 LIBRARY DEPARTMENT				
61010 REGULAR PAY	1,598,389	1,495,551	1,507,678	1,319,208
61012 LIBRARY SUBSTITUTES	52,156	30,300	46,498	25,791
61050 PERMANENT PART-TIME	1,279,703	1,032,813	993,604	887,901
61055 TEMPORARY EMPLOYEES	9,305	4,600	3,600	
61110 OVERTIME PAY	5,839	5,000	4,801	4,165
61210 LONGEVITY	44,347	31,328	34,654	29,254
61410 SHIFT DIFFERENTIAL	1,731			
61415 TERMINATION PAYOUTS	74,461			
61420 ANNUAL SICK LEAVE PAYOUT	689			
61510 HEALTH INSURANCE	359,600	294,270	294,270	268,240
61615 LIFE INSURANCE	3,200	3,100	3,100	452
61625 AUTO ALLOWANCE	3,695	1,900	4,980	4,150
61630 SHOE ALLOWANCE	520	370	390	390
61710 IMRF	226,597	176,433	276,722	202,394
61725 SOCIAL SECURITY	186,224	165,355	158,031	136,957
61730 MEDICARE	43,746	36,787	36,957	31,999
62210 PRINTING	1,445	1,500	1,500	1,250
62220 BINDING	1,193	1,300	1,200	1,083
62225 BLDG MAINTENANCE SERVICES	153,810	150,000	148,455	125,618
62235 OFFICE EQUIPMENT MAINT	2,744-	7,600	9,600	6,331
62245 OTHER EQMT MAINTENANCE	4,933	1,000	1,300	833
62275 POSTAGE CHARGEBACKS	3,655	17,000	10,000	14,161
62295 TRAINING & TRAVEL	3,046	5,000	5,000	4,165
62305 RENTAL OF AUTO-FLEET MAINTEN.	5,191	2,511	2,511	2,092
62309 RENTAL OF AUTO REPLACEMENT		1,700	1,700	1,416
62315 POSTAGE	8,161	3,500	5,904	2,916
62340 COMPUTER LICENSE & SUPPORT	197,579	214,400	214,354	186,959
62360 MEMBERSHIP DUES	350	500	500	417
62375 RENTALS	78,341	22,500	54,200	18,632
62380 COPY MACHINE CHARGES		19,500	9,910	16,244
62506 WORK-STUDY				3,833
64005 ELECTRICITY	54			
64015 NATURAL GAS	31,369	34,000	34,000	28,406
64540 TELECOMMUNICATIONS - WIRELESS	821	592	592	493
65020 CLOTHING	2-			
65040 JANITORIAL SUPPLIES	6,826	10,700	10,700	8,913
65050 BLDG MAINTENANCE MATERIAL	15,996	13,300	13,300	11,079
65060 MATER. TO MAINT. AUTOS	946			
65085 MINOR EQUIPMENT & TOOLS	93	300	300	250
65095 OFFICE SUPPLIES	10,577	18,400	15,000	15,327
65100 LIBRARY SUPPLIES	26,036	39,100	38,900	32,437
65125 OTHER COMMODITIES		862	500	718
65630 LIBRARY BOOKS	274,410	284,400	290,800	232,233
65635 PERIODICALS	25,624	30,500	31,500	17,250
65640 AUDIO RECORDINGS	2,026			
65641 AUDIO VISUAL COLLECTIONS	73,325	54,000	54,000	41,667
65650 VISUAL MEDIA COLLECTION	814			
66025 TRAN.TO DS FUND- ERI DEBT SERV				65,516
66030 OTHER INSURANCE CHARGEBACKS		5,900	5,900	4,915
2800 LIBRARY DEPARTMENT	4,814,076	4,217,872	4,326,911	3,756,051

City of Evanston

Parks, Recreation and Community Services

Description of Major Activities:

Mission Statement

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

Note: Since the mission statement was adopted, the Department expanded to include the Facilities Management Division, which maintains over 2.1 million square feet of property and manages capital improvement projects from design through completion, as well as community services for the aged, people with disabilities and teens, which had been provided by the former Health and Human Services Department (HHS). Coordination of the Farmers' Market also has shifted from HHS to the Parks, Recreation and Community Services Department.

Full-Time Equivalent Positions:		
Employee Status Description	Job Type Description	2011 Position FTE
Management and General Support		
Full-Time Regular	Director, Parks, Recreation & Community Services	1.00
Full-Time Regular	Executive Secretary (to Dept. Head)	1.00
Full-Time Regular	Management Analyst	1.00
3005 Total		3.00
Business and Fiscal Management		
Full-Time Regular	Business Office Coordinator	1.00
Full-Time Regular	Data Control Clerk	1.00
Full-Time Regular	Recreation Support Specialist	1.00
3010 Total		3.00
Communication and Marketing Services		
Full-Time Regular	Public Information Specialist	1.00
Part-Time Regular	Public Information Assistant	0.75
3015 Total		1.75
Recreation General Support		
Full-Time Regular	Superintendent, Recreation	1.00
3020 Total		1.00
Crown Community Center		
Full-Time Regular	Building Supervisor	1.00
Full-Time Regular	Custodian II	1.00
Full-Time Regular	Fac Maint Worker/Cust II	1.00
Full-Time Regular	Recreation Program Manager	1.00
Part-Time Regular	After-School Supervisor	0.50
Part-Time Regular	Preschool Instructor	2.10
Part-Time Regular	Recreation Aide	0.50
Part-Time Regular	PT Custodian	1.60
3030 Total		8.70
Chandler-Newberger Community Center		
Full-Time Regular	Recreation Center Manager	1.00
Full-Time Regular	Recreation Program Manager	2.00
Part-Time Regular	Clerk III	0.75
Part-Time Regular	Program Supervisor	.80

City of Evanston

Parks, Recreation and Community Services

Part-Time Regular	PT Custodian	1.28
3035 Total		5.83

Employee Status Description	Job Type Description	2011 Position FTE
Fleetwood-Jourdain Community Center		
Full-Time Regular	Clerk II	1.50
Full-Time Regular	Custodian II	1.00
Full-Time Regular	Recreation Center Manager	1.00
Full-Time Regular	Recreation Program Manager	1.00
Full-Time Regular	Weekend/Evening Coordinator	1.00
Part-Time Regular	Program Supervisor	0.75
Part-time Regular	PT Custodian	0.50
3040 Total		6.75
Fleetwood-Jourdain Theatre		
Full-Time Regular	Recreation Program Manager	1.00
3045 Total		1.00
Levy Center		
Full-Time Regular	Facilities Maint. Worker/Custodian II	1.00
Full-Time Regular	Recreation Center Manager	1.00
Full-Time Regular	Recreation Program Manager	2.00
Part-Time Regular	Office Assistant	0.77
Part-Time Regular	Facilities Supervisor	0.85
Part-Time Regular	PT Bus Driver	0.93
Part-Time Regular	Secretary II	0.50
Part-Time Regular	PT Custodian	1.78
3055 Total		8.83
Beaches		
Full-Time Regular	Recreation Program Manager	0.75
Full-Time Regular	Lakefront Sports Coordinator	0.50
3080 Total		1.25
Recreation Facility Maintenance		
Full-Time Regular	Parks/Forestry Crew Leader	1.00
Full-Time Regular	Parks/Forestry Worker II	4.00
Full-Time Regular	Supervisor, Sports/Rec Maint	1.00
3085 Total		6.00
Crown Ice Rink		
Full-Time Regular	Office Coordinator	1.00
Full-Time Regular	Operations Manager	1.00
Full-Time Regular	Recreation Program Manager	1.00
Full-Time Regular	Robert Crown Manager	1.00
Part-time Regular	Clerk II	0.70
Part-time Regular	Office Assistant	1.25
Part-time Regular	Facilities Supervisor	1.20
Part-time Regular	PT Custodian	0.50
3095 Total		7.65
Sports Leagues		
Part-time Regular	Lakefront Sports Coordinator	0.05
Part-Time Regular	Program Supervisor	0.45
3100 Total		0.45

City of Evanston

Parks, Recreation and Community Services

Employee Status Description	Job Type Description	2011 Position FTE
Tennis		
Part-time Regular	Facilities Supervisor	0.40
3110 Total		0.40
Special Recreation		
Full-Time Regular	Recreation Program Manager	1.00
Part-time Regular	PT Inclusion Specialist	0.75
Full-Time Regular	Lakefront Sports Coordinator	0.25
Part-Time Regular	Program Supervisor	.46
3130 Total		2.46
Bus Program		
Part-time Regular	PT Bus Driver	1.15
3140 Total		1.15
Park Service Unit		
Full-Time Regular	Recreation Program Manager	0.25
Full-Time Regular	Lakefront Sports Coordinator	0.20
Part-Time Regular	PT Park Ranger	1.00
3150 Total		1.45
Community Relations		
Full-Time Regular	Inclusion Specialist	1.00
Full-Time Regular	Health Program Coordinator	1.00
3205 Total		2.00
Commission of Aging		
Part- Time Regular	Community Health Manager	.4
Full-Time Regular	Ombudsman	1.00
Part- Time Regular	Secretary II	0.50
3210 Total		1.90
Youth Engagement		
Full-Time Regular	Youth Coordinator	1.00
3215 Total		1.00
Parks and Forestry General Support		
Full-Time Regular	Landscape Arch/Project Mgr	1.00
Full-Time Regular	Secretary II	1.00
Full-Time Regular	Superintendent, Parks & For.	1.00
3505 Total		3.00
Horticultural Maintenance		
Full-Time Regular	Equipment Operator II	3.00
Full-Time Regular	General Tradesman	1.00
Full-Time Regular	Parks/Forestry Crew Leader	3.00
Full-Time Regular	Parks/Forestry Worker II	1.00
Full-Time Regular	Parks/Forestry Worker III	5.00
3510 Total		13.00
Parkway Tree Maintenance		
Full-Time Regular	Arborist	0.50
Full-Time Regular	Parks/Forestry Crew Leader	1.00

City of Evanston

Parks, Recreation and Community Services

Full-Time Regular	Parks/Forestry Worker III	8.00
3515 Total		9.50

Employee Status Description	Job Type Description	2011 Position FTE
Dutch Elm Disease Control		
Full-Time Regular	Arborist	0.25
Full-Time Regular	Parks/Forestry Crew Leader	1.00
Full-Time Regular	Parks/Forestry Worker III	6.00
3520 Total		7.25
Tree Planting		
Full-Time Regular	Arborist	0.25
Full-Time Regular	Parks/Forestry Crew Leader	1.00
Full-Time Regular	Parks/Forestry Worker III	1.00
3525 Total		2.25
Ecology Center		
Full-Time Regular	Ecology Center Coordinator	1.00
Full-Time Regular	Recreation Program Manager	1.00
Full-Time Regular	Clerk III	1.00
Part-time Regular	Garden Coordinator	0.20
Part-time Regular	Facilities Supervisor	0.32
Part-time Regular	PT Custodian	0.25
3605 Total		3.77
Arts Council		
Full-Time Regular	Director, Arts Council	0.40
Full-Time Regular	Secretary II	0.40
3700 Total		0.80
Noyes Cultural Arts Center		
Full-Time Regular	Director, Arts Council	0.20
Full-Time Regular	Facilities Maint. Worker II	1.00
Full-Time Regular	Secretary II	0.20
Full-Time Regular	Recreation Program Manager	0.15
Part-time Regular	Facilities Supervisor	0.95
Part-time Regular	PT Custodian	1.96
3710 Total		4.31
Cultural Arts Programs		
Full-Time Regular	Director, Arts Council	0.40
Full-Time Regular	Secretary II	0.40
Full-Time Regular	Senior Program Coordinator	1.00
3720 Total		1.80
Facilities Administration		
Full-Time Regular	Exec Secretary (to Dept. Head)	1.00
Full-Time Regular	Superintendent, Fac. Mgt.	1.00
3805 Total		2.00
Civic Center Services		
Full-Time Regular	Fac Maint Worker/Custodian I	1.00
Full-Time Regular	Custodian I	1.00
Part-time Regular	PT Custodian	0.20
3806 Total		2.20

City of Evanston

Parks, Recreation and Community Services

Employee Status Description	Job Type Description	2011 Position FTE
Construction & Repair		
Full-Time Regular	Construction Manager	1.00
Full-Time Regular	Facilities Mgmt Supervisor	1.00
Full-Time Regular	Facilities Maint. Worker III	13.00
Full-Time Regular	ADA/CIP Project Manager	1.00
3807 Total		16.00
Parks, Recreation & Community Services Total		131.45

Financial Summary

	2009-2010 Actual	2010-2011 Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Expenditures:				
3005 – Mgmt. & General Support	328,297	369,018	367,423	326,438
3010 – Business & Fiscal Mgmt.	335,461	339,002	326,666	296,252
3015 – Marketing Services	230,148	252,876	247,797	187,122
3020 – Recreation General Support	202,698	367,177	367,135	318,211
3025 – Park Utilities	82,543	80,500	80,500	65,212
3030 – Robert Crown Center	758,318	713,120	698,439	653,985
3035 – Chandler-Newberger Center	767,775	691,239	737,738	680,106
3040 – Fleetwood-Jourdain Center	764,759	742,686	731,973	716,039
3045 – Fleetwood-Jourdain Theatre	89,148	128,838	109,260	116,405
3050 – Outreach Programs	213,643	216,134	200,067	196,161
3055 – Levy Senior Center	984,608	897,441	882,443	787,024
3065 – Church Street Boat Ramp	57,942	50,110	46,180	54,684
3075 – Dempster Street Facility	10,492	12,295	12,095	12,341
3080 – Beaches	524,576	489,486	488,343	472,771
3085 – Rec. Facility Maintenance	607,304	754,932	753,132	695,422
3095 – Robert Crown Ice Center	1,062,188	1,166,887	1,086,883	1,065,979
3100 – Sports Leagues	34,481	39,429	36,579	42,820
3105 – Aquatic Camp	93,430	91,031	91,031	90,878
3110 – Tennis	115,473	106,285	120,250	106,227
3130 – Special Recreation	387,373	391,709	379,626	366,568
3140 – Bus Program	56,259	50,150	49,665	58,440
3150 – Park Service Unit	69,706	114,967	110,527	77,571
3155 – Youth Golf Program	20,442	19,700	19,730	20,500
3205 – Community Services	0	469,373	469,223	672,937
3210 – Commission on Aging	264	152,465	141,135	142,262
3215 – Youth Engagement Division	0	114,397	113,590	102,102
Total Expenditures:	\$7,797,328	\$8,821,247	\$8,667,430	\$8,324,457

City of Evanston

Parks, Recreation and Community Services

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimated Actual	2010-2011 Budget Adopted
Revenues:				
Advertising	32,340	32,500	30,000	27,072
Aquatic Camp	189,429	182,200	191,335	186,200
Beaches	581,605	590,800	629,217	597,800
Bus Program	2,017	28,500	22,800	23,740
Chandler-Newberger Center	539,401	500,300	556,828	500,461
Church Street Boat Ramp	88,913	96,400	102,325	102,700
Commission on Aging	0	37,000	37,000	30,821
Dempster Street Facility	75,957	80,200	83,270	85,200
Farmers' Market	0	28,700	33,000	33,000
Fleetwood-Jourdain Center	222,249	246,200	219,908	209,175
Fleetwood-Jourdain Theater	7,001	7,500	2,000	4,700
Golf	30,509	25,700	27,000	27,500
Levy Center	465,531	412,700	415,600	366,052
Outreach Program	109,380	90,000	90,000	90,000
Pooch Park	13,101	5,000	14,000	12,000
Recreation Maintenance	0	39,300	39,300	39,300
Robert Crown Community Center	271,801	277,300	254,523	242,780
Robert Crown Ice Center	877,357	1,009,500	967,685	865,945
Special Events	47,678	40,000	38,500	37,000
Special Recreation	67,915	87,000	85,714	71,002
Sports Leagues	37,630	46,200	43,510	46,100
Tennis	132,555	115,000	131,800	118,250
Total Revenues:	\$3,792,369	\$3,978,000	\$4,015,315	\$3,716,798

Performance Report on Recreation Division FY 2010-2011 Major Program Objectives

- The “Arts and Recreation” magazine and the City’s *Highlights* newsletter were merged into one quarterly publication and mailed to Evanston households, starting with the Summer 2010 issue.
- A Request for Information and Qualifications (RFI&Q) was issued to design, build, finance and operate any one of the four components related to the reconstruction of the Robert Crown Center. Staff is working with the City Council and members of the Playground and Recreation Board to implement an outcome.
- Staff is working on continuing to increase collaborations with local social service agencies to provide educational and program experiences for Evanston youth, young adults and senior adults, by February 2011.
- Staff was unsuccessful in securing enough teams to begin a new 16” men’s softball league to be played on Sunday nights at Crown Park in 2010.
- In May 2010, staff collaborated with School District #65 teachers and Special Olympics officials to host a Special Olympics event day for children too young to participate in Special Olympics.
- RecTrac registration system was updated to version 10.2, including training staff on use of the various modules.
- Staff researched the opportunity to rent windsurfing boards but determined that additional work needs to be completed before offering such a program.
- Department staff is working with the City Manager’s office in posting volunteer opportunities that are available in the Department.
- A process to submit background checks of volunteers assisting in the department has been implemented.
- Staff promoted the rental of the extra boat racks made available by the construction of the new storage facility. All of the sailboat and Hobie spaces were rented.
- Staff sold reusable cloth bags at the Farmer’s Market in 2010 to promote a “green market.”

City of Evanston

Parks, Recreation and Community Services

- A joint two-day celebration to commemorate the 20th anniversary of the signing of the Americans with Disabilities Act was held by the Village of Skokie and the Commission on Aging's Disability Committee in July 2010.

2011 Recreation and Community Services Division Initiatives

- Staff will develop e-newsletters for the Fleetwood-Jourdain Center and Robert Crown Center by June 2011.
- The LEGO program will expand to include after-school classes and winter break camps by December 2011.
- Assist the Youth and Young Adult Employment Program to develop "summer youth staff" training by June 2011.
- Continue to participate in state-sponsored programs such as Put Illinois to Work and the SPROUT program (Single Parents Reaching Out for Unassisted Tomorrows). These programs help youth in the community develop job skills and healthier lifestyles.
- Work collectively with other divisions to increase outside funding source opportunities.
- Recruit more volunteers to support senior services in the community no later than September 2011. These services include Volunteer Long Term Care Ombudsmen, AARP Tax Aides, Senior Health Insurance Program Counselors, and Commission on Aging office assistants.
- Continue to increase collaborations with local social service agencies to provide educational and program experiences for senior adults no later than October 2011.
- Evaluate programs and replace those frequently canceled with more innovative programs no later than November 2011.
- Develop a lifeguard job-training program for minority and at-risk youth by October 2011.
- Implement the RecTrac facility scheduling software at Robert Crown Center by July 2011.
- Develop a plan to promote and increase online program registrations by September 2011.
- Reorganize the "Activity Guide and Highlights newsletter" in order to decrease the number of issues published in 2011.

Activity Measures

Ongoing Activity Measures	2009-2010 Actual	2010-2011 Actual	2011 Projected
In-house training seminars (registration system, payroll, cash handling and budget preparation)	32	27	34
Scholarships granted (funds not collected)	\$130,000	\$138,000	\$115,000
Beach token sales to Evanston residents	16,880	19,362	16,693
Number of meals served (Summer Food program)	34,416	33,400	34,000
Donation funding (Recreation, Arts, Ecology programs)	\$26,120	\$38,000	\$35,000
Number of courts & fields maintained weekly (season)	66	74	74
Public skating session participants	17,200	17,250	15,000
Number of vendors at the Farmers' Market	N/A	34	35
# staff trained and certified in Am. Red Cross CPR/AED	47	47	70
Total participants in all Special Recreation programs	907	910	800

City of Evanston

Parks/Forestry Division

Financial Summary

	2009-2010 Actual	2010-2011 Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Expenditures:				
3505 – General Support	340,134	470,034	469,144	424,255
3510 – Horticultural Maintenance	1,531,832	1,500,827	1,492,847	1,358,680
3515 – Parkway Tree Maintenance	884,874	946,909	946,900	846,985
3520 – Dutch Elm Disease Control	683,629	770,429	770,459	699,616
3525 – Tree Planting	370,166	415,302	415,302	396,475
3530 – Private Elm Tree Insurance	19,500	50,000	42,830	43,000
3535 – Dutch Elm Inoculation Program	214,702	160,000	160,000	356,400
Total Expenditures:	\$4,044,837	\$4,313,501	\$4,297,482	\$4,125,411
Revenues:				
Wood Recycling	23,095	24,000	24,000	19,992
Services Billed Out	19,500	50,000	42,800	43,000
Total Revenues:	\$42,595	\$74,000	\$66,800	\$62,992

Performance Report on FY 2009-2010 Major Program Objectives

- The Lakefront Master Plan implementation process began with the construction of the new beach entrance facility at Clark Street Beach. Construction of a new paved bike path began in September, 2010.
- As park redevelopments are designed and constructed, the use of native, low maintenance perennials has been incorporated at nearly every site, with very positive feedback from residents. Additionally, the use of recycled materials is integrated whenever and wherever possible to align with the City’s “green” policies in the Strategic Plan. Staff will continue to incorporate these types of features as further park redevelopment projects are undertaken.
- Staff continued a cooperative project with the National Forest Service and the Illinois Department of Agriculture to participate in a biocontrol experiment to help control the spread of the Emerald Ash Borer (EAB). Division staff assisted in the release of a second type of parasitic wasp in an area known to be infested with the insect. Future surveillance of the area will take place in the fall of 2010, and again in the summer of 2011 to determine if the wasps have become established, and whether they are impacting the EAB population (note: these wasps do not pose a threat to humans or animals).
- The Emerald Ash Borer continues to spread throughout Evanston at a rapid pace. In 2009 alone, 271 public ash trees were identified with the symptoms of infestation and removed, and an additional 333 were identified on private properties citywide. Although this number was lower for 2010, these extra tree removals resulted in a reduction in the planned number of parkway trees being trimmed.
- New parkway tree plantings remained at approximately 700 in 2010, and staff has continued to improve the overall diversity by adding new species that have become available for transplanting from area nurseries. Staff continues to plant disease resistant elm varieties as they become available.
- Participation in the private elm insurance program decreased slightly this year and staff continues to look for an effective means to increase the number of residents participating each year. However, the number of diseased elms removed under this program decreased from 10 in 2009 to 7 in 2010.
- The injection program continues to reduce the number of elms lost due to Dutch Elm Disease (DED). The results this year are very encouraging, as the loss of parkway elms has dropped from a high of 6.33% in 2004, before the injection program began, to 2.02% in 2007, and now to less than a quarter of 1% in 2010.

City of Evanston

Parks/Forestry Division

2011 Division Initiatives

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

Ongoing Activity Measures	2009-2010 Actual	2010-2011 Projected	2011 Projected
Mowing rotation in days	5 days	5 days	5 days
Parkway trees trimmed by City crews	875	2,980	1,800
EAB infected ash trees removed	271	127	125
Total number of parkway elms removed due to DED	47	17	25
Percentage of parkway elms actually removed	1.61%	0.52%	0.90%
Total number of other trees removed	142	288	200
Total number of new park & parkway trees planted	693	709	325
Elm trees covered under private insurance program	389	368	375
Percentage of injected elms contracting DED	1.09%	0.21%	0.20%
Percentage of trees that are removed by the City and replaced within one year (data source: Division tracking)	53%	82%	75%

City of Evanston

Ecology Center

Financial Summary

	2009-2010 Actual	2010-2011 Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Expenditures:				
3605 – Ecology Center	316,645	343,015	301,955	291,162
3610 – Eco-Quest Day Camp	96,985	120,889	118,069	119,331
Total Expenditures:	\$413,630	\$463,904	\$420,024	\$410,493
Revenues:				
Ecology Center	61,712	112,700	108,205	93,558
Ecology Summer Camps	221,539	237,800	233,735	233,735
Total Revenues:	\$283,251	\$350,500	\$341,940	\$327,293

Performance Report on FY 2010-2011 Major Program Objectives

- In 2008, the Evanston Environmental Association (EEA) received a legacy grant from the Elizabeth Archer Patterson Foundation of \$25,000 for five years. This is an environmental outreach grant of which \$3,000 has been spent thus far. Ecology staff continues to integrate and expand the carbon footprint program into all school-age camps to continue to provide sustainability analysis, as well as information on how to live a more environmentally friendly life. In 2010, 300 campers from Ecology camps participated in the Carbon Footprint program.
- In order to promote ideas and initiatives for a sustainable future for the community, the Ecology staff and community groups worked together to promote programs and successful events such as the 100th anniversary of the North Shore Channel on Saturday, June 26 which attracted 150 people. The Evanston Green Living Festival took place on October 2.
- Ecology staff developed and launched a seventh summer camp: EcoTravelers. This new summer camp is designed for grades 3-4, in order to more effectively group children according to developmental stages and allow for a transition between EcoQuest and EcoExplorer Camps. This attracted an additional 90 children.

FY 2011 Objectives

- Continue developing the five-year plan for the Elizabeth Archer Patterson Environmental Outreach project. Staff also will continue implementing the plan by October 2011.
- No later than June 2011, develop new themes and activities so the EcoTravelers summer camp that began in 2010 will complete a two year transition
- No later than July 2011, develop a plan for operation of the greenhouse located at Lighthouse Landing.

Activity Measures

Ongoing Activity Measures	2009-2010 Actual	2010-2011 Actual	2011 Projected
Seasonal garden plots rented	210	216	225
Youth participating in Ecology Center programs	3,000	2,563	2,000
Environmental program attendance	4,500	3,205	4,000
Annual volunteer hours served	5,000	2,389	3,200
Youth enrolled in camp programs	740	792	790

City of Evanston

Cultural Arts Division

Financial Summary

	2009-2010 Actual	2010-2011 Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Expenditures:				
3700 – Arts Council	67,373	93,699	93,299	75,216
3710 – Noyes Cultural Arts Center	388,309	294,310	294,446	301,948
3720 – Cultural Arts Programs	461,893	465,215	469,887	491,783
Total Expenditures:	\$917,575	\$853,224	\$857,632	\$868,947
Revenues:				
Cultural Arts Programs	367,037	345,800	352,425	354,913
Noyes Center Revenues	331,249	332,300	331,100	285,285
Illinois Arts Council Re-granting	0	8,300	8,300	8,000
Total Revenues:	\$698,286	\$686,400	\$691,825	\$648,198

Performance Report on FY 2010-2011 Major Program Objectives

- The Starlight Concert Series featured 12 concerts presented at Dawes, James, Twiggs and Harbert Parks. A mix of local and nationally-prominent performers were featured.
- The Evanston Ethnic Arts Festival, a two-day celebration of our cultural diversity featuring art, music, dance, spoken word performances and food from 80 cultures, celebrated its 25th anniversary. Two stages provided continuous entertainment, including performers from Kenya, New York, and the Chicago area. Attendance and audience feedback was very strong.
- The Evanston Lakeshore Arts Festival featured more than 125 juried artists, many of whom donated work to the silent auction. Auction proceeds help defray the cost of free Cultural Arts Division programming. The family stage was replaced with a wellness station offering stretching exercises, food sampling, and more. Expanded recycling efforts at both summer festivals underscored Evanston's philosophy of being a responsible member of the global community.
- The Public Art Committee collaborated with the Evanston Public Library on a contest through which poems by Evanstonians were imprinted onto the entrance ramp at the downtown library.
- The Evanston Arts Council celebrated Arts & Humanities Month in October 2010 with numerous events, including a festive opening night celebration at a downtown business, an Open House at the Noyes Cultural Arts Center, and other interactive events. The Arts Council maintained the evanstonartsbuzz.com online arts calendar and distributed brochures listing cultural arts organizations and annual events, as well as a map of public artworks throughout the City. The Arts Council expanded the Art Under Glass program, which helps beautify vacant downtown storefront windows with displays of artwork by Evanston artists, to new locations including Maple/Davis and Dempster/Dodge. The Arts Council also introduced a quarterly series of Cultural Connection Lunches at rotating locations throughout the community.
- The Arts Council presented BackStage Evanston, our community's first-ever event featuring preview performances from the upcoming season by 14 local performing arts organizations.
- The Mayor's Award for the Arts highlights the accomplishments of an individual and an arts organization. In February 2010, the Honorable Mayor Elizabeth Tisdahl presented these awards to Karen Thomson of Literature for All of Us and The Actors Gymnasium. The Arts & Business Committee of the Evanston Arts Council presented its Arts Leadership Award to Jim Nash of Farnsworth-Hill in recognition of the company's support for the Art Under Glass program in downtown Evanston.
- Arts camps were held during the summer, winter and spring school breaks and on School District #65 school improvement days. Camps also were part of District #65's after-school program curriculum.
- A Call for Artists for public art in the Washington National TIF district was conducted.
- Increased rental revenue at Noyes Center by renting one of two community use rooms to a local arts organization on a nine-month lease so it could still be used for summer camp programs.

City of Evanston

Cultural Arts Division

2011 Department Initiatives

- Seek to enhance revenue opportunities at the summer festivals through expanded sponsor relationships.
- Assist Evanston artists and arts organizations in fostering collaboration and community by holding 10 Arts and Business committee meetings by December 2011.
- Continue to present quarterly Art Under Glass displays of art in storefront windows and expand to new downtown locations, as well as elsewhere in Evanston.
- Present a BackStage Evanston performing arts preview event highlighting local performing arts groups.
- Continue to present quarterly Cultural Connections Lunches to offer networking opportunities among the arts community and the public.
- Upgrade and expand the evanstonartsbuzz.com web site to provide more interactivity.
- Recommend an artist for Washington National TIF public artwork by March 2011.
- Expand the single week Arts Camp offerings and further develop the on-demand programs offered, such as Birthday Parties and school day-off programs by June 2011.

Activity Measures

Ongoing Activity Measures	2009-2010 Actual	2010-2011 Projected	2011 Projected
Number of applicants for Cultural Fund Grants	14	16	18
Number of community use events/rentals	70	80	85
Value of tenant community service	\$85,740	\$100,100	\$105,000
Types of arts camps offered	10	11	12
Number of out-of-school arts programs offered	4	5	5
Number of artist vendors at Lakeshore Arts Festival	125	135	135

City of Evanston

Facilities Management Division

Financial Summary

	2009-2010 Actual	2010-2011 Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Expenditures:				
3805 – Facilities General Support	224,155	256,707	252,559	176,381
3806 – Civic Center Services	319,170	370,108	370,055	320,480
3807 – Construction and Repair	1,657,554	1,730,229	1,730,229	1,614,834
Total Expenditures:	\$2,200,879	\$2,357,044	\$2,352,843	\$2,111,695
Revenues:				
56010 – Property Sales and Rental	38,936	50,100	50,049	41,997
Total Revenues:	\$38,936	\$50,100	\$50,049	\$41,997

Performance Report on FY 2009-2010 Major Program Objectives

- Staff improved work tracking by the field force through increased use of the Computer Maintenance Management System. The work order back-log has been reduced from a high of over 1,000 to slightly over 600.
- Meeting Room Manager software is tracking all meetings in the Civic Center.
- Fire Station #5 construction is complete. LEED Gold Certification was awarded in 2010.
- The Civic Center roof replacement was bid in the spring of 2010 and construction completion is anticipated by October, 2010.
- The Police Headquarters’ exterior tuck-pointing project is underway, with completion anticipated in the fall of 2010.
- Building automation upgrades are being implemented for HVAC equipment replacement at the Chandler-Newberger Center in 2010.

2011 Department Initiatives

- Work with the Sustainability Coordinator to reduce energy consumption in all City-owned buildings throughout the fiscal year.
- Make modifications to employee timekeeping and tracking in the Computer Maintenance Management System, which will lead to better analysis of workload and building maintenance costs by July 2011.
- Using the Building Automation Systems that are in place, improve energy management techniques throughout the fiscal year to reduce energy consumption.

Ongoing Activity Measures	2009-2010 Actual	2010-2011 Projected	2011 Projected
Buildings in BUILDER software	6	6	8
Deliveries	1,863	1,800	1,800
Civic Center repair costs / sq. ft.	2.00	23.50	2.00
Annual Civic Center gas usage – therms / sq. ft.	.88	.86	.88
Meetings scheduled	2,080	1,842	1,900
Room set-ups	2,300	1,600	1,600
Pounds of office paper recycled	100,000	110,000	100,000
Staff-hours tracked to work orders	17,500	16,150	18,000
Work orders completed	3,650	3,340	3,800
Total construction budget oversight	\$5,000,000	\$4,500,000	\$5,612,000
Safety / training meetings	24	24	24

		2009-10	2010-11	2010-11	2011
		Actual	Budget	Estimate	Proposed
3000	PARKS,RECREATION & COMM SERVI.				
61010	REGULAR PAY	6,456,993	6,428,865	6,356,629	5,657,486
61011	RECREATION INSTRUCTORS REG PAY	304,725	329,500	316,325	286,618
61013	PROGRAM ASSISTANTS	71,810	328,000	316,332	296,400
61050	PERMANENT PART-TIME	1,008,032	793,003	776,254	702,173
61055	TEMPORARY EMPLOYEES	83,124	3,000		
61060	SEASONAL EMPLOYEES	1,245,920	1,205,400	1,222,727	1,473,247
61062	SPECIAL EVENT SALARIES	10,032	9,400	9,400	8,565
61110	OVERTIME PAY	76,653	124,600	117,799	107,906
61111	HIREBACK OT	225			
61210	LONGEVITY	94,789	90,319	89,077	79,614
61410	SHIFT DIFFERENTIAL	6,703	1,900	1,900	1,571
61415	TERMINATION PAYOUTS	107,391			
61430	OTHER PAYOUTS	12,887			
61510	HEALTH INSURANCE	1,117,400	1,212,740	1,212,740	1,322,782
61615	LIFE INSURANCE	10,800	12,700	12,600	2,357
61625	AUTO ALLOWANCE	18,914	18,700	17,300	13,150
61626	CELL PHONE ALLOWANCE				2,135
61630	SHOE ALLOWANCE	12,399	11,910	11,770	12,090
61655	EMPLOYEE LOANS - INTEREST EXPE	1,896			
61710	IMRF	651,766	769,857	762,834	620,403
61725	SOCIAL SECURITY	575,366	595,200	591,758	526,535
61730	MEDICARE	135,809	132,352	126,582	123,016
62185	OTHER CONSULTING SERVICES	1,120	1,000	1,150	1,208
62195	LANDSCAPE MAINTANCE SERVICES	97,418	120,000	120,000	120,000
62199	PARK MNTNCE & FURNITURE RPLCMN	10,880	20,000	20,000	16,660
62205	ADVERTISING	25,828	33,100	28,716	34,129
62210	PRINTING	94,657	102,700	101,205	74,563
62215	PHOTOGRAPHERS/BLEUPRINTS	600	600	300	600
62225	BLDG MAINTENANCE SERVICES	114,848	108,800	107,953	98,458
62235	OFFICE EQUIPMENT MAINT	2,392	4,900	3,900	4,316
62245	OTHER EQMT MAINTENANCE	22,220	59,000	57,971	55,603
62251	CROWN CENTER SYSTEMS REPAIR	12,014	20,000	20,000	20,000
62275	POSTAGE CHARGEBACKS	18,201	25,500	20,982	21,826
62295	TRAINING & TRAVEL	9,313	21,800	20,200	20,298
62305	RENTAL OF AUTO-FLEET MAINTEN.	564,449	549,131	549,131	457,426
62309	RENTAL OF AUTO REPLACEMENT		316,500	316,500	263,645
62315	POSTAGE	9,227	29,300	29,851	24,416
62335	DATA PROCESSING SERVIC		2,000	2,000	2,000
62360	MEMBERSHIP DUES	7,609	14,300	13,424	13,585
62365	RECEPTION/ENTERTAINMEN	353	1,100	1,100	1,141
62375	RENTALS	10,071	22,200	20,265	18,496
62376	2603 SHERIDAN RENTALS EXPENSE	1,181	3,000	3,000	2,499
62380	COPY MACHINE CHARGES	4,588	20,800	10,571	18,992
62381	COPY MACHINE LEASES	7,628	5,100	2,592	4,248
62385	TREE SERVICES	22,937	56,000	48,830	47,998
62415	DEBRIS/REMOVAL CONTRACTUAL COS	8,131	14,900	14,900	12,562
62425	ELEVATOR CONTRACT COSTS	2,150	2,400	2,400	1,999
62490	OTHER PROGRAM COSTS	43,904	104,100	89,065	88,166
62495	LICENSED PEST CONTROL SERVICES	4,408	4,600	4,487	3,832
62496	DED INOCULATION	39,702	45,000	45,000	216,400
62497	INOCULATION FUND.-ANNUAL AMORT	175,000	115,000	115,000	140,000
62500	TECHNICAL INFORMATION SERVICES	7,875	6,100	5,885	18,250

	2009-10	2010-11	2010-11	2011	
	Actual	Budget	Estimate	Proposed	
62505	INSTRUCTOR SERVICES	249,878	259,800	263,846	247,800
62506	WORK-STUDY	18,303	18,900	18,900	16,745
62507	FIELD TRIPS	112,625	135,500	125,980	129,482
62508	SPORTS OFFICIALS	20,427	30,400	27,563	26,538
62509	SERVICE AGREEMENTS / CONTRACTS	52,003	50,900	49,965	44,365
62510	EDUCATOR SERVICES	1,745	1,000	1,000	300
62511	ENTERTAIN/ PERFORMER SVCS	68,169	72,600	68,262	77,898
62513	COMMUNITY PICNIC-SP EVENTS		8,000	8,000	8,000
62515	RENTAL SERVICES	30,995	34,200	33,289	34,146
62518	SECURITY/ALARM CONTRACTS	7,098	10,800	10,950	9,497
62560	TELEPHONE TELEGR CHBK	100	100		83
62605	OTHER CHARGES		1,000		833
62665	CONTRIB TO OTHER AGENCIES	45,440	10,400	10,200	9,500
62695	COUPON PMTS-CAB SUBSIDY		260,000	260,000	216,580
62705	BANK SERVICE CHARGES	56,747	50,000	53,000	49,000
62735	INTERDEPT. OTHER CHARGES		1,900	1,500	1,583
64005	ELECTRICITY	380,650	426,700	424,100	354,612
64015	NATURAL GAS	142,156	235,300	232,700	198,410
64530	TELECOMMUNICATIONS - HANDHELD	200	100		83
64540	TELECOMMUNICATIONS - WIRELESS	41,794	34,992	34,594	29,444
65005	AGRI/BOTANICAL SUPPLIES	166,099	176,600	176,000	176,466
65010	BOOKS, PUBLICATIONS & MAPS	1,841	2,300	1,717	1,899
65015	CHEMICALS	7,441	7,900	7,900	7,900
65020	CLOTHING	18,434	23,300	22,100	23,200
65025	FOOD	130,837	140,600	143,512	130,775
65040	JANITORIAL SUPPLIES	40,937	39,400	39,900	36,124
65045	LICENSING/REGULATORY SUPP	5,910	8,100	8,320	8,300
65050	BLDG MAINTENANCE MATERIAL	147,709	137,500	136,648	122,470
65055	MATER. TO MAINT. IMP.	23,399	29,000	27,500	25,163
65070	OFFICE/OTHER EQT MTN MATL	21,935	27,000	27,000	25,882
65075	MEDICAL & LAB SUPPLIES	1,183	1,900	1,900	1,867
65080	MERCHANDISE FOR RESALE	14,019	16,000	13,700	13,328
65085	MINOR EQUIPMENT & TOOLS	18,904	18,900	18,200	17,180
65090	SAFETY EQUIPMENT	6,515	7,500	7,530	7,199
65095	OFFICE SUPPLIES	27,837	34,500	32,900	29,357
65105	PHOTO/ DRAFTING SUPPLIES	43	400	300	333
65110	RECREATION SUPPLIES	143,144	241,400	230,730	223,477
65125	OTHER COMMODITIES	17,304	21,251	20,900	19,350
65550	AUTOMOTIVE EQUIPMENT	21,246	42,000	42,000	34,986
65625	FURNITURE, FIXTURE & EQUIPMENT	8,853	11,000	11,000	9,998
66025	TRAN.TO DS FUND- ERI DEBT SERV				195,413
66030	OTHER INSURANCE CHARGEBACKS		283,400	283,400	236,072
3000	PARKS,RECREATION & COMM SERVI.	15,374,250	16,808,920	16,595,411	15,841,003



City of
Evanston[™]

PART IV
OTHER FUNDS BUDGET

City of Evanston

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

Financial Summary

	2009-2010 Actual	2010-2011 Adopted Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Funds Provided				
Grant Amount	-	-	470,000	288,460
Total Funds Provided	-	-	470,000	288,460
Expenditures				
HPRP Administration	-	-	20,000	27,000
Program Activities	-	-	450,000	261,460
Total Expenses	-	-	470,000	288,460
NET SURPLUS (DEFICIT)	-	-	-	-
Beginning Fund Balance	-	-	-	-
Ending Fund Balance	-	-	-	-

Description of Major Activities

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

City of Evanston

Neighborhood Stabilization Program 2 (Fund #195)

Financial Summary

	2009-2010 Actual	2010-2011 Adopted Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Funds Provided				
Grant Proceeds	-	4,000,000	4,713,055	6,887,345
Program Income	-	-	-	1,500,000
Total Funds Provided	-	4,000,000	4,713,055	8,387,345

Expenditures				
Development Activities	-	4,000,000	4,200,000	7,985,000
Administration	-	-	513,055	124,345
Transfer to General Fund	-	-	-	278,000
Total Expenditures	-	4,000,000	4,713,055	8,387,345
NET SURPLUS (DEFICIT)	-	-	-	-
Beginning Fund Balance	-		-	-
Ending Fund Balance	-		-	-

Description of Major Activities

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

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

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

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

FY 2011 Objectives

1. Have an additional 35 units under site control.
2. Complete rehabilitation of approximately 50 units.
3. Occupancy of 45 units.
4. Completion of homebuyer counseling by 40 households.

City of Evanston

Neighborhood Stabilization Program 2 (Fund #195)

	2009-2010	2010-2011	2011
Ongoing Activity Measures	Actual	Estimated	Projected
Number of housing units under site control	NA	40	35
Number of housing units rehabbed	NA	10	50
Number of housing units occupied	NA	0	45
Number of households completing homebuyer counseling	NA	10	40

City of Evanston

Motor Fuel Tax Fund (Fund #200)

Financial Summary

	2009-2010	2010-2011	2010-2011	2011
	Actual	Adopted	Estimated	Proposed
	Actual	Budget	Actual	Budget
Operating Revenue				
State Allotment	1,867,683	1,900,000	1,875,000	1,900,000
Investment Earnings	2,243	30,000	2,000	2,000
Miscellaneous Income	-	-	-	-
Total Revenue	1,869,926	1,930,000	1,877,000	1,902,000
Operating Expenses				
Sheridan Rd./ Isabella St. Project (JT with Wilmette)	-	130,000	-	-
Street Resurfacing (2009)	1,375,512	-	-	-
Street Resurfacing (2010)	-	1,700,000	1,282,000	-
Street Resurfacing (2011)	-	-	-	1,200,000
Transfer to General Fund - Staff Engineering	122,500	122,500	122,500	110,606
Transfer to General Fund - Street Maintenance	650,000	650,000	650,000	586,886
Total Expenditures	2,148,012	2,602,500	2,054,500	1,897,492
Net Surplus (Deficit)	(278,086)	(672,500)	(177,500)	4,508
Beginning Fund Balance	1,072,522		794,436	616,936
Ending Fund Balance	794,436		616,936	621,444

Performance Report on FY 2010-2011 Major Program Objectives

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

Motor Fuel Tax Funds were used to used to resurface the following streets in 2010-11:

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

FY2011 Department Initiatives

The following streets are planned to be resurfaced in FY2011 using MFT Funds:

Church Street	Hinman Avenue	Sheridan Road
Colfax Street	Poplar Avenue	Jackson Avenue
Davis Street	Asbury Avenue	Ridge Avenue
Greenleaf Street	Ashland Avenue	Asbury Avenue
Grey Avenue	Brummel Street	North End
Jackson Avenue	Colfax Street	Lincoln Street
Lake Shore Boulevard	Lee Street	Hamilton Street
Pioneer Road	Colfax Street	Hartrey Avenue

City of Evanston

Emergency Telephone System Fund Summary (Fund #205)

Total Full-Time Equivalent Positions		
Employee Status Description	Position Description	FY 2011 Position FTE
Full-Time Regular	Assistant Communications Coordinator	2.00
Full-Time Regular	Communications Coordinator	1.00
Full-Time Regular	Telecommunicator	2.00
5150 Total		5.00
Emergency Telephone System Fund Total		5.00

Financial Summary

	2009-2010 Actual	2010-2011 Adopted Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Landline Surcharge Revenue	625,072	670,000	630,000	525,000
Wireless Surcharge Revenue	437,224	380,000	410,000	340,000
Interest	3,251	6,000	900	750
Miscellaneous Revenue	-	-	-	-
Total Revenue	1,065,547	1,056,000	1,040,900	865,750
Expenditures				
Operating Expense	743,358	848,949	823,251	778,827
Interfund Transfers Out	126,000	143,455	143,455	125,778
Capital Replacement	160,632	1,619,700	1,110,800	140,000
Total Expenditures	1,029,990	2,612,104	2,077,506	1,044,605
Net Surplus (Deficit)	35,557	(1,556,104)	(1,036,606)	(178,855)
Beginning Fund Balance	2,168,242		2,203,799	1,167,193
Ending Fund Balance	2,203,799		1,167,193	988,338

Description of Major Activities

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

This year will include: the coordination of narrowband migration of the existing 150-512 MHz public safety radio bands to 12.5 kHz-wide channels (or equivalent), from its current 25 kHz-wide channels in order to comply with the Federal Communications Commissions narrowbanding mandate deadline of Jan. 1, 2013.

	2009-10	2010-11	2010-11	2011
	Actual	Budget	Estimate	Proposed
5150 EMERGENCY TELEPHONE SYSTEM				
61010 REGULAR PAY	299,177	345,893	353,100	305,572
61062 SPECIAL EVENT SALARIES	6,395	5,000	2,500	5,000
61110 OVERTIME PAY	237	3,000	1,500	3,000
61210 LONGEVITY	5,437	7,400	7,400	6,215
61415 TERMINATION PAYOUTS	640			
61420 ANNUAL SICK LEAVE PAYOUT	4,214	3,000	3,000	4,500
61425 ANNUAL HOLIDAY PAYOUT	2,497	3,000	3,000	3,000
61430 OTHER PAYOUTS	1,683			
61510 HEALTH INSURANCE	52,900	57,856	57,856	74,653
61615 LIFE INSURANCE	800	800	800	183
61635 UNIFORM ALLOWANCE	675	700	1,350	1,350
61710 IMRF	26,783	44,600	44,600	20,222
61725 SOCIAL SECURITY	19,384	23,300	23,300	19,110
61730 MEDICARE	4,533	5,500	5,500	4,468
62225 BLDG MAINTENANCE SERVICES	548	5,000	5,000	5,000
62295 TRAINING AND TRAVEL	5,177	7,500	7,500	7,500
62360 MEMBERSHIP DUES	619	1,100	595	900
62509 SERVICE AGREEMENTS / CONTRACTS	163,169	162,300	153,100	169,332
62625 LIFE INSURANCE	43			
62680 TRANSFER TO GF-DATA PROC	60,000	60,000	60,000	52,479
62685 REIMB. GF FOR ADMIN. EXP	66,000	66,000	66,000	52,479
64505 TELECOMMUNICATIONS - CARRIER L	81,469	80,000	72,700	66,640
64540 TELECOMMUNICATIONS - WIRELESS	55,446	61,600	59,200	52,391
65010 BOOKS, PUBLICATIONS, MAPS		1,600		
65020 CLOTHING		1,200		1,200
65035 PETROLEUM PRODUCTS	508	800	600	800
65050 BLDG MAINTENANCE MATERIAL	342			
65085 MINOR EQUIPMENT & TOOLS	6,339	19,300	13,650	19,200
65095 OFFICE SUPPLIES	1,435	1,500	1,000	1,500
65555 PERSONAL COMPUTER EQUIPMENT	2,848			
65620 OFFICE MACH. & EQUIP.		2,000	1,000	2,000
65625 FURNITURE, FIXTURE & EQUIPMENT	160,632	1,619,700	1,110,800	140,000
66020 TRANSFERS TO OTHER FUNDS		17,455	17,455	14,540
66025 TRAN.TO DS FUND- ERI DEBT SERV				6,370
68205 CONTINGENCIES	60	5,000	5,000	5,000
5150 EMERGENCY TELEPHONE SYSTEM	1,029,990	2,612,104	2,077,506	1,044,605

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

Financial Summary

	2009-2010 Actual	2010-2011 Adopted Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Revenue By Source				
Property Tax Revenue	512,274	378,000	378,000	378,000
Investment Income	64	-	-	-
Total Revenues	512,338	378,000	378,000	378,000
Expenditures				
Professional Fees (Downtown Evanston)	512,274	378,000	378,000	378,000
Total Expenditures	512,274	378,000	378,000	378,000
Net Surplus (Deficit)	64	-	-	-
Beginning Fund Balance	310,234		310,298	310,298
Ending Fund Balance	310,298		310,298	310,298

Description of Major Activities

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

City of Evanston

Community Development Block Grant (Fund #215)

Total Full-Time Equivalent Positions		
Employee Status Description	Position Description	FY 2011 Position FTE
Full-Time Regular	Housing and Grant Administrator	1.00
Full-Time Regular	Neighborhood Planner	1.00
5220 Total		2.00
Community Development Block Grant Fund Total		2.00

Financial Summary

	2009-2010 Actual	2010-2011 Adopted Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Funds Provided				
Annual Entitlement	2,229,045	1,955,566	2,095,180	2,095,180
Funds reallocated from prior years	56,048	67,531	67,531	25,000
Program Income	181,047	27,079	27,079	20,000
Total Funds Provided	2,466,140	2,050,176	2,189,790	2,140,180

Expenditures				
CDBG Administration/Planning	353,114	344,870	351,113	308,367
Development Activities	1,154,550	843,063	827,063	1,016,894
Transfers to General Fund	958,476	856,000	872,000	772,000
Total Expenditures	2,466,140	2,043,933	2,050,176	2,097,261
NET SURPLUS (DEFICIT)	-	6,243	139,614	42,919
Beginning Fund Balance	422,799	422,799	422,799	562,413
Ending Fund Balance	422,799	429,042	562,413	605,332

Notes for Financial Summary

2011 budget and allocations are estimates based on prior year. Congress has not yet appropriated CDBG funds for the federal fiscal year 2011 and the Housing & Community Development Act Committee will make recommendations on allocations for sub recipient and City programs and projects on 11/9/2010. \$139,614 shown as net surplus in 2010-2011 is CDBG funds received in 2010 that have not yet been allocated to an activity by the Housing & Community Development Act Committee.

Performance Report on FY 2010-2011 Major Program Objectives

Forty programs and projects totaling \$2,050,176 were implemented with CDBG funds for FY 2010/11, in addition to CDBG funded projects/programs that continue from prior years. Staff submitted the 2009/10 CAPER (Consolidated Plan Annual Performance and Evaluation Report) covering Evanston's use of CDBG, HOME and ESG funds, the Contractor-Subcontractor Report and Semi-Annual Labor Report and Section 3 Report to HUD by due dates.

City of Evanston

Community Development Block Grant (Fund #215)

An electronic timekeeping system was implemented to track billable hours of City staff working on CDBG, HOME, ESG, HPRP, CDBG-R and NSP2 grants in compliance with federal requirements.

Planning & Zoning staff initiated implementation of two Neighborhood Revitalization Strategy Area plans that were submitted as part of the 2010-2014 Consolidated Plan to focus resources on neighborhoods in west and south Evanston that have been hardest hit by foreclosures and unemployment. Staff continued to implement the West Evanston Master Plan, as well as on the design of a streetscape for the Church-Dodge commercial corridor.

2011 Department Initiatives

1. Work with residents, businesses and community groups/nonprofits, as well as cross-departmental staff team to implement CDBG Neighborhood Revitalization Strategy Areas (NRSAs) in west and south Evanston to focus CDBG and other resources on key community needs.
2. Continue to refine measures and assessments for CDBG-funded programs to further improve outcomes and reporting to HUD. Expand use of HUD's objective and outcome categories for 2010-2014 Consolidated Plan and organize multiple activities under projects to better align with new reporting standards.
3. Continue to provide technical assistance to CDBG sub recipients, with focus on reporting and financial management shortcomings identified by monitoring visits.
4. Provide staff support to the Housing & Community Development Act Committee (14 meetings a year). Expand staff input to the Committee on the effectiveness of CDBG sub recipients in achieving City goals as outlined in the Consolidated Plan.
5. Monitor and assess all new and ongoing CDBG-funded activities for compliance with program plans and contractual obligations, including Davis-Bacon prevailing wage requirements.
6. Work with other funding sources, including the City's Mental Health Board, the Evanston Community Foundation and the United Way, to improve efficiencies for organizations applying for funds from multiple sources, as well as effectiveness of outcome reporting in order to better assess the impact on a community-wide basis.
7. Continue to seek training opportunities to ensure effective program management that complies with HUD requirements and addresses the goals of the City's Consolidated Plan.
8. Continue to expand publicity about the CDBG program and seek input from low- and moderate-income residents, including those for whom English is a second language, as part of the public involvement plan.

	2009-10 Actual	2010-11 Budget	2010-11 Estimate	2011 Proposed
5170 CDBG				
61010 REGULAR PAY	138,649	153,114	124,625	128,587
61050 PERMANENT PART-TIME	9,143			
61060 SEASONAL EMPLOYEES		9,500	7,000	7,000
61110 OVERTIME PAY	9,026	3,500	5,000	3,500
61210 LONGEVITY	1,692	1,800	1,294	1,311
61415 TERMINATION PAYOUTS	762			
61430 OTHER PAYOUTS	513			
61455 REGULAR SALARIES CHARGEBACK	78,809	47,300	62,359	39,401
61510 HEALTH INSURANCE	21,100	23,143	23,142	19,072
61615 LIFE INSURANCE	200	200	200	65
61630 SHOE ALLOWANCE	260	300	260	130
61710 IMRF	14,272	19,500	16,534	12,990
61725 SOCIAL SECURITY	10,505	10,700	8,948	8,970
61730 MEDICARE	2,457	2,500	2,100	2,098
62185 OTHER CONSULTING SERVICES	33,005	32,558	28,300	35,000
62205 ADVERTISING	59		800	800
62275 POSTAGE CHARGEBACKS	83	1,000	500	1,000
62285 COURIER CHARGES	130	400	200	322
62295 TRAINING AND TRAVEL		1,500	500	1,500
62360 MEMBERSHIP DUES		1,100	1,100	1,100
62380 COPY MACHINE CHARGES	1,079	2,500	1,391	1,000
62458 OUTSIDE COPY SERVICES			1,000	
62490 OTHER PROGRAM COSTS	800		20,000	
62705 BANK SERVICE CHARGES	35			
62745 IMRF TRANSFER-CHARGEBACK		5,600	11,000	10,160
62750 MEDICAL INS CHGBKS	14,568	6,300	15,700	11,430
62765 PENSION CONTRIB - CHARGEBACK	14,136			
65010 BOOKS, PUBLICATIONS, MAPS	997	2,000	300	2,000
65095 OFFICE SUPPLIES	836	1,100	400	1,100
66020 TRANSFERS TO OTHER FUNDS		17,455	17,460	14,540
66025 TRAN.TO DS FUND- ERI DEBT SERV				4,091
68205 CONTINGENCIES		1,000	1,000	1,200
5170 CDBG	353,114	344,070	351,113	308,367

City of Evanston
CD LOAN (Fund #220)

Financial Summary

	2009-2010 Actual	2010-2011 Adopted Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Funds Provided:				
Intergovernmental Revenue	-	-	-	-
Program Income	12,767	3,000	9,000	9,000
Interest Income	-	-	-	-
Total Revenues	12,767	3,000	9,000	9,000
Expenditures				
Program Expenses	46,801	20,000	20,000	20,000
Transfer to CDBG	-	55,000	-	-
Development Activities	-	-	-	-
Total Expenditures	46,801	75,000	20,000	20,000
NET SURPLUS (DEFICIT)	(34,034)	(72,000)	(11,000)	(11,000)
Beginning Fund Balance	2,008,516		1,974,482	1,963,482
Ending Fund Balance	1,974,482		1,963,482	1,952,482

Description of Major Activities

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

CITY OF EVANSTON

Economic Development Fund (Fund #225)

Total Full-Time Equivalent Positions		
Employee Status Description	Position Description	FY 2011 Position FTE
Full-Time Regular	Economic Development Planner	3.00
Full-Time Regular	Intergovernmental Affairs Coordinator	1.00
Full-Time Regular	Development Officer	1.00
5300 Total		5.00
Economic Development Fund Total		5.00

Financial Summary

	2009-10 Actual	2010-2011 Adopted Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Operating Revenue:				
Hotel Tax	1,236,341	1,500,000	1,300,000	1,350,000
Amusement Tax	298,412	300,000	250,000	300,000
Apply Fund Balance	-	-	-	-
Investment Income	2,900	8,000	2,000	8,000
Total Revenues	1,537,653	1,808,000	1,552,000	1,658,000
Operating Expenditures:				
Economic Development Activities	401,481	1,351,627	1,089,489	1,375,707
Tax Rebate Agreement	415,666	-	-	-
Transfers to General Fund	690,000	407,455	407,455	391,796
Transfer to Maple Avenue Garage Fund	-	-	-	-
Total Expenditures	1,507,147	1,759,082	1,496,944	1,767,503
Net Surplus (Deficit)	30,506	48,918	55,056	(109,503)
Beginning Fund Balance	1,977,109		2,007,615	2,062,671
Ending Fund Balance	2,007,615		2,062,671	1,953,168

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.

CITY OF EVANSTON

Economic Development Fund (Fund #225)

FY 2010-2011 Objectives

1. Secure adoption of the revised Downtown Plan
2. Complete annual report of TIF District Performance
3. Fund six projects in neighborhood business districts
4. Increase tenancy at Dempster Dodge Shopping Center
5. Stimulate additional development on Howard Street
6. Organize annual joint review board meetings for all TIF districts
7. Stimulate redevelopment of Bishop Freeman site
8. Secure adoption of West Evanston TIF expansion
9. Implement West Evanston Master Plan
10. Implement Central Street Master Plan
11. Implement six business attraction / expansion projects
12. Expand business retention program
13. Assist businesses with marketing initiatives

Ongoing Activity Measures	2008-09 Actual	2009-10 Estimated	2010-11 Projected
Economic Development Committee Meetings	9	9	9
Redevelopment Projects Assisted	10	10	10
Number of JRB Meetings	6	6	5

	2009-10	2010-11	2010-11	2011
	Actual	Budget	Estimate	Proposed
5300 ECONOMIC DEVELOPMENT				
61010 REGULAR PAY	76,291	214,923	214,923	281,739
61110 OVERTIME PAY	2,935		500	3,000
61210 LONGEVITY	1,617	1,600	1,600	
61415 TERMINATION PAYOUTS	1,172			
61430 OTHER PAYOUTS	431			
61510 HEALTH INSURANCE	24,300	26,604	26,604	36,475
61615 LIFE INSURANCE	100	100	100	101
61625 AUTO ALLOWANCE		5,000		
61626 CELL PHONE ALLOWANCE				1,020
61630 SHOE ALLOWANCE	130	100	260	260
61710 IMRF	7,081	26,800	23,000	28,174
61725 SOCIAL SECURITY	5,046	14,000	12,500	17,485
61730 MEDICARE	1,180	3,300	3,000	4,086
62136 REDEVELOPMENT CONSULTING SVCS		100,000	25,000	83,300
62185 OTHER CONSULTING SERVICES	95,794	35,000	90,000	90,000
62205 ADVERTISING	614			
62275 POSTAGE CHARGEBACKS	497	800	700	666
62280 OVERNIGHT MAIL CHARGES		200	100	200
62285 COURIER CHARGES	896	900	300	750
62295 TRAINING & TRAVEL	4,079	3,000	1,500	2,499
62360 MEMBERSHIP DUES	10,539	12,000	12,000	12,000
62380 COPY MACHINE CHARGES		1,400	712	1,166
62416 EVMARK AGREEMENTS	102,678			
62490 OTHER PROGRAM COSTS	6,094	8,000	4,000	6,664
62509 SERVICE AGREEMENTS / CONTRACTS		65,000	65,000	65,000
62659 ECO.DEV.PARTNERSHIP CONTRIBUT.		229,000	229,000	229,000
62660 BUSI.ATTRactions/EXPANSION INV	415,666	350,000	175,000	250,000
65010 BOOKS, PUBLICATIONS, MAPS	1,791	3,000	3,000	2,499
65095 OFFICE SUPPLIES	950	900	700	750
65522 BUSINESS DISTRICT IMPROVEMENTS	57,242	175,000	175,000	175,000
65625 FURNITURE, FIXTURE & EQUIPMENT		75,000	25,000	75,000
65630 LIBRARY BOOKS	24			
66020 TRANSFERS TO OTHER FUNDS		17,455	17,445	14,540
66025 TRAN.TO DS FUND- ERI DEBT SERV				8,873
66131 TRANSFER TO GENERAL FUND	690,000	390,000	390,000	377,256
5300 ECONOMIC DEVELOPMENT	1,507,147	1,759,082	1,496,944	1,767,503

City of Evanston

NEIGHBORHOOD IMPROVEMENT (Fund #235)

Financial Summary

	2009-2010 Actual	2010-2011 Adopted Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Revenues:				
Taxes	20,000	40,000	20,000	20,000
Transfer From Other Funds	146,678			
Investment income	-	-	-	-
Total Revenues	166,678	40,000	20,000	20,000
Expenditures				
Program Expenses	41,757	50,000	-	50,000
Transfer to Other Funds	141,000	-	-	-
Total Expenditures	182,757	50,000	-	50,000
NET SURPLUS (DEFICIT)	(16,079)	(10,000)	20,000	(30,000)
Beginning Fund Balance	91,391		75,312	95,312
Ending Fund Balance	75,312		95,312	65,312

Description of Major Activities

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

City of Evanston
HOME (Fund #240)

Financial Summary

	2009-2010 Actual	2010-2011 Adopted Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Funds Provided				
Intergovernmental Revenue	489,613	575,009	563,401	560,000
Program Income	10,268	9,000	10,000	10,000
Total Funds Provided	499,881	584,009	573,401	570,000
Expenditures				
Administration/Planning	63,120	51,000	56,340	56,000
CHDO Operating	-	25,500	20,000	28,000
Development Activities	1,762,348	465,700	462,761	486,000
Transfers to General Fund	-	34,300	34,300	56,400
Total Expenditures	1,825,468	576,500	573,401	570,000
NET SURPLUS (DEFICIT)	<u>(1,325,587)</u>	<u>7,509</u>	<u>-</u>	<u>-</u>
Beginning Fund Balance	3,374,451		2,048,864	2,048,864
Ending Fund Balance	2,048,864		2,048,864	2,048,864

Note: Congress has not yet appropriated 2011 HOME funding, so grant amount is an estimate. Restricted fund balance above consists of notes receivable for loans issued through the Home program

Description of Major Activities

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

1. Finance the acquisition and rehabilitation of existing residential units;
2. Fund new construction of affordable housing;
3. Fund down payment assistance forgivable loans, in partnership with the Affordable Housing Fund.

FY 2011 Objectives

1. Finance the acquisition of four housing units for affordable housing
2. Fund the rehabilitation of 30 units of rental or ownership housing for income eligible households
3. Fund eight down payment assistance forgivable loans (see Affordable Housing Fund for additional accomplishments)
4. Provide assistance to 50 individuals and families seeking affordable housing.

	2009-2010 Actual	2010-2011 Estimated	2011 Projected
Ongoing Activity Measures			
Number of housing units acquired	0	2	4
Number of housing units rehabbed	24	36	30
Number of households helped with down payment assistance	10	8	8
Number of Individuals receiving housing services		50	50

City of Evanston
Affordable Housing Fund (Fund #250)

Financial Summary

	2009-2010 Actual	2010-2011 Adopted Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Revenue By Source				
Interest on Investments	1,201	21,000	1,000	1,000
Demolition Taxes	20,000	10,000	20,000	8,330
Developer Contributions	2,000	150,000	-	-
Rehab Repayments	-	-	30,000	20,000
Misc.	162,762	-	30,000	-
Total Revenues	185,963	181,000	81,000	29,330
Expenditures				
Housing - Land	-	50,000	-	41,650
Housing - Buildings	-	-	-	-
Down Payment Assistance	11,744	200,000	130,000	166,600
Transfer to General Fund	24,000	24,000	24,000	19,992
Miscellaneous	35,931	48,000	288,000	39,984
Total Expenditures	71,675	322,000	442,000	268,226
Revenues Over/(Under) Expenditures	114,288	(141,000)	(361,000)	(238,896)
Beginning Fund Balance	2,111,806		2,226,094	1,865,094
Ending Fund Balance	2,226,094		1,865,094	1,626,198

Notes for Financial Summary

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

Description of Major Activities

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

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

	2009-10	2010-11	2010-11	2011
	Actual	Budget	Estimate	Proposed
5465 AFFORDABLE HOUSING				
62490 OTHER PROGRAM COSTS	35,609			
62505 INSTRUCTOR SERVICES	273			
62605 OTHER CHARGES	49			
62685 REIMB. GF FOR ADMIN. EXP	24,000	24,000	24,000	19,992
62770 MISCELLANEOUS		48,000	288,000	39,984
65505 LAND		50,000		41,650
65510 BUILDINGS		200,000	130,000	166,600
66061 FAMILIES IN TRANSITION	11,744			
5465 AFFORDABLE HOUSING	71,675	322,000	442,000	268,226

City of Evanston

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

Financial Summary

	2009-10 Actual	2010-2011 Adopted Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Revenues:				
Net Property Tax Increment	5,091,594	4,704,000	4,900,000	4,800,000
Interest Income	34,515	25,000	15,000	25,000
Total Revenue	5,126,109	4,729,000	4,915,000	4,825,000
Expenditures:				
Series 1997 (refunded by 1999 & 2008D) Principal	301,000	304,002	304,002	325,000
Series 1997 (refunded by 1999 & 2008D) Interest	163,464	111,762	111,762	128,200
Contributions to Other Agencies	-	-	-	-
Capital Improvements	(23,926)	153,500	150,000	300,000
Contractual Services	43,491	79,000	79,000	125,000
Transfer to Parking Fund (for Sherman Garage debt)	3,125,294	3,385,900	3,385,900	3,419,636
Transfer to General Fund	151,872	325,000	325,000	325,000
Total Expenditures	3,761,195	4,359,164	4,355,664	4,622,836
Net Surplus (Deficit)	1,364,914	369,836	559,336	202,164
Beginning Fund Balance	4,579,477		5,944,391	6,503,727
Ending Fund Balance	5,944,391		6,503,727	6,705,891

Description of Major Activities

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

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

The Washington National TIF Fund also subsidizes the Sherman Garage debt payments via interfund transfers made into the Parking Fund.

Beginning with FY10-11, this Fund will encompass all activity related to the Washington National TIF.

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

Financial Summary

	2009-10 Actual	2010-11 Adopted Budget	2010-11 Estimated Actual	2011 Proposed Budget
Revenue By Source				
Net Property Taxes	430,965	431,812	431,812	428,756
Interest Income	64	100	100	100
Total Revenue	<u>431,029</u>	<u>431,912</u>	<u>431,912</u>	<u>428,856</u>
Expenditures				
Series 2004 B Bonds Principal	315,000	325,000	325,000	340,000
Series 2004 B Bonds Interest	125,976	113,062	108,706	88,756
General Management Support	-	-	-	-
Total Expenditures	<u>440,976</u>	<u>438,062</u>	<u>433,706</u>	<u>428,756</u>
Net Surplus (Deficit)	<u>(9,947)</u>	<u>(6,150)</u>	<u>(1,794)</u>	<u>100</u>
Beginning Fund Balance	32,832		22,885	21,091
Ending Fund Balance	22,885		21,091	21,191

Description of Major Activities

The City Council adopted Special Service Area No. 5 on June 27, 1994. Special Service Area No. 5 is comprised of the City downtown business district.

The City Council also approved a \$9,500,000 Downtown Public Works Improvement program for Area 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 City issued series 2002C bonds in October, 2002. Part of the proceeds were used to refund Series 1995 and Series 1996 SSA # 5 Property Tax Bonds.

City of Evanston

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

Financial Summary

	2009-2010 Actual	2010-2011 Adopted Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Revenue By Source				
Net Property Tax Increment	1,331,858	1,252,000	1,300,000	1,300,000
Interest Income	<u>5,866</u>	<u>15,000</u>	<u>5,000</u>	<u>5,000</u>
Total Revenue	<u>1,337,724</u>	<u>1,267,000</u>	<u>1,305,000</u>	<u>1,305,000</u>
Expenditures				
1994 & 1996 Bonds (refunded by 1999 and then 2008D bonds) Principal	527,913	533,249	535,000	570,000
1994 & 1996 Bonds (refunded by 1999 and then 2008 D bonds) Interest	209,030	141,804	170,483	141,804
Other Expenses	-	-	-	460,000
Operating Transfer to General Fund	<u>141,588</u>	<u>141,600</u>	<u>141,600</u>	<u>141,600</u>
Total Expenditures	<u>878,531</u>	<u>816,653</u>	<u>847,083</u>	<u>1,313,404</u>
Net Surplus (Deficit)	<u>459,193</u>	<u>450,347</u>	<u>457,917</u>	<u>(8,404)</u>
Beginning Fund Balance	3,282,823		3,742,016	4,199,933
Ending Fund Balance	3,742,016		4,199,933	4,191,529

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 in land acquisition and public improvement costs.

This Fund is responsible for the payment of principal and interest on any outstanding debt allocated to

City of Evanston

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

Financial Summary

	2009-2010 Actual	2010-2011 Adopted Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Revenue By Source				
Net Property Tax Increment	686,437	656,000	656,000	656,000
Interest Income	80	500	200	500
Total Revenue	\$ 686,517	\$ 656,500	\$ 656,200	\$ 656,500
Expenditures				
Contribution to Other Agencies	-	840,000	840,000	-
Operating Transfer to General Fund	24,120	24,100	24,122	24,100
Total Expenditures and Transfers	\$ 24,120	\$ 864,100	\$ 864,122	\$ 24,100
Net Surplus (Deficit)	\$ 662,397	\$ (207,600)	\$ (207,922)	\$ 632,400
Beginning Fund Balance	(84,759)		577,638	369,716
Ending Fund Balance	577,638		369,716	1,002,116

Description of Major Activities

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

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

The final TIF reimbursement to Districts 65 & 202 of \$840,000 has been moved to this Fund's budget from the dissolved Downtown II TIF for 2010-11.

City of Evanston

Debt Service Fund Budget Summary (Fund #320)

Financial Summary

	2009-10 Actual	2010-11 Adopted Budget	2010-11 Estimated Actual	2011 Proposed Budget
Revenue by Source				
Net Property Tax	10,109,154	10,376,436	10,138,162	11,027,116
Capitalized Interest	-	68,188	-	-
Bond Proceeds/Premium/ Discounts	-	-	-	-
Transfer from Other Funds- IMRF	-	-	-	871,528
Misc Revenue	-	-	-	-
Interest Income	2,566	10,000	1,000	1,000
Transfer from Capital Improvement (CIP) Fund	-	-	-	-
Transfer from Special Assessment Fund	311,604	317,659	311,608	317,660
Total Revenue	\$ 10,423,324	\$ 10,772,283	\$ 10,450,770	\$ 12,217,304

Expenditures				
Series 2002 C- Principal DSF	1,000,000	675,000	1,000,000	
Series 2002 C- Interest DSF	334,800	171,737	284,800	117,400
Series 2003 - Principal DSF	575,450	-	-	-
Series 2003 - Interest DSF	-	-	-	-
Series 2003 B- Principal DSF	330,000	365,000	365,000	-
Series 2003 B- Interest DSF	114,873	104,560	104,560	46,623
Series 2004- Principal DSF	150,000	710,000	710,000	735,000
Series 2004- Interest DSF	594,726	559,400	559,400	533,250
Series 2004 B- Principal DSF	1,120,000	1,150,000	1,150,000	1,210,000
Series 2004 B- Interest DSF	214,881	185,824	185,824	145,494
Series 2005- Principal DSF	570,000	510,000	500,000	525,000
Series 2005- Interest DSF	761,450	741,500	741,500	721,500
Series 2006- Principal DSF	120,000	75,000	75,000	75,000
Series 2006- Interest DSF	476,898	457,583	457,582	454,620
Series 2006 B Bonds- Interest DSF	604,126	604,126	604,126	302,063
Series 2007 - Principal DSF	1,115,000	1,075,000	1,075,000	1,115,000
Series 2007 - Interest DSF	685,577	654,625	654,626	626,520
Series 2008A - Principal DSF	195,000	195,000	195,000	195,000
Series 2008A - Interest DSF	149,863	144,012	144,012	138,162
Series 2008C - Principal DSF	324,700	332,340	332,340	343,800
Series 2008C - Interest DSF	417,755	408,014	408,014	398,044
Series 2008D - Principal DSF	521,339	550,000	550,000	520,000
Series 2008D - Interest DSF	-	31,378	31,378	47,874
Series 2010- Estimated Interest/Principal DSF	-	800,000	-	-
Series 2010 A- Principal DSF	-	-	-	240,000
Series 2010 A- Interest DSF	-	-	55,985	190,138
Series 2010 B- Principal DSF	-	-	-	695,000
Series 2010 B- Interest DSF	-	-	51,978	176,528
Series 2004- Principal SAF (Special Assessment Fund)	-	75,000	75,000	80,000
Series 2004- Interest SAF	-	30,450	30,450	25,200
Series 2005- Principal SAF	15,000	15,000	15,000	20,000
Series 2005- Interest SAF	20,425	19,900	19,900	19,300
Series 2006- Principal SAF	-	50,000	50,000	50,000
Series 2006- Interest SAF	-	14,575	14,576	12,600
Series 2007 - Principal SAF	30,000	30,000	30,000	35,000
Series 2007 - Interest SAF	39,119	37,919	37,920	36,720
Series 2008C - Principal SAF	17,000	17,400	17,400	18,000
Series 2008C - Interest SAF	21,872	21,362	21,362	20,840
General Management and Support	-	-	5,000	5,000

City of Evanston

Debt Service Fund Budget Summary (Fund #320)

Financial Summary

	2009-10 Actual	2010-11 Adopted Budget	2010-11 Estimated Actual	2011 Proposed Budget
Transfer out -General Fund	500,004	-	-	-
Escrow Funding		-	-	-
Bond Issuance Costs		200,000		75,000
Fiscal Agent Fees	5,150	8,000	6,000	8,000
Total Expenditures	\$ 11,025,008	\$ 11,019,705	10,558,733	9,957,676
Net Surplus (Deficit)	\$ (601,684)	\$ (247,422)	\$ (107,963)	\$ 2,259,628
Beginning Fund Balance	956,558		354,874	246,911
Ending Fund Balance	354,874		246,911	2,506,539

Description of Major Activities

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

City of Evanston

Downtown II Special Tax Allocation Service Fund (Fund #325)

Financial Summary

	2009-10 Actual	2010-2011 Adopted Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Revenue By Source				
Net Property Tax Increment	5,382,768	N/A	N/A	N/A
Transfer in- Downtown II TIF Capital Project Fund	-	N/A	N/A	N/A
Interest Income	18,277	N/A	N/A	N/A
Total Revenue	5,401,045	-	-	-
Expenditures				
Series 2000C Principal	-	N/A	N/A	N/A
Series 2000C Interest		N/A	N/A	N/A
Paying Agent Fees		N/A	N/A	N/A
Contribution to Other Agency	820,000	N/A	N/A	N/A
General Management & Support	-	N/A	N/A	N/A
Final Year Projects	1,227,604	N/A	N/A	N/A
Close out Interfund Transfer		N/A	N/A	N/A
Transfer Out- General Fund	324,996	N/A	N/A	N/A
Transfer Out- Parking Fund	9,727,308	N/A	N/A	N/A
Transfer Out- Sherman Garage		N/A	N/A	N/A
Total Expenditures	12,099,908	-	-	-
Net Surplus (Deficit)	(6,698,863)	-	-	-
Beginning Fund Balance	6,698,863		-	-
Ending Fund Balance	-		-	-

Description of Major Activities

In January 1985, the City Council adopted the Downtown II Tax Increment Financing (TIF) 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. In June 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.

FY 2010-11

The Downtown II TIF expired 1/08 and the last year of incremental taxes received was calendar year 2009 (FY09-10). This page is shown for historical information only and no further budget or actual activity will be recorded subsequent to FY09-10. The final interfund transfer to close the remaining balance in the Downtown II TIF Fund to the Parking Fund was approved by City Council on 12/14/09.

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

Financial Summary

	2009-2010 Actual	2010-2011 Adopted Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Revenue By Source				
Net Property Taxes	729,383	689,000	689,000	689,000
Interest Income	424	500	400	400
Total Revenue	729,807	689,500	689,400	689,400
Expenditures				
General Management Support	-	-	-	-
Transfer Out- General Fund	120,396	120,400	120,395	120,400
Total Expenditures	120,396	120,400	120,395	120,400
Net Surplus (Deficit)	609,411	569,100	569,005	569,000
Beginning Fund Balance	143,550		752,961	1,321,966
Ending Fund Balance	752,961		1,321,966	1,890,966

Description of Major Activities

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

Specific projects anticipated for 2011 include:

1. One or more storefront improvement grants
2. The possibility of initial reimbursement of TIF increment to the owners of Skyline of Evanston (Bristol Development) per the Redevelopment Agreement once the building achieves 90% occupancy.

City of Evanston
West Evanston TIF (Fund #335)

Financial Summary

	2009-10 Actual	2010-11 Adopted Budget	2010-11 Estimated Actual	2011 Proposed Budget
Revenues:				
Net Property Taxes	581,350	315,000	580,000	580,000
Interest Income	979	500	1,000	1,000
Total Revenue	<u>582,329</u>	<u>315,500</u>	<u>581,000</u>	<u>581,000</u>
Expenditures:				
General Management & Support	30,000	-	-	-
Transfer to General Fund	-	25,000	89,000	50,000
Capital Projects	-	490,000	250,000	490,000
Total Expenditures	<u>30,000</u>	<u>515,000</u>	<u>339,000</u>	<u>540,000</u>
Net Surplus (Deficit)	<u>552,329</u>	<u>(199,500)</u>	<u>242,000</u>	<u>41,000</u>
Beginning Fund Balance	382,791		935,120	1,177,120
Ending Fund Balance	935,120		1,177,120	1,218,120

Description of Major Activities

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

Specific Projects Planned for 2011 include:

1. Preparation of a streetscape design for Dodge Avenue & Church Street corridors.
2. Completion of a neighborhood/economic development plan for that part of the TIF south of Greenwood Avenue.
3. Funding of business development and assistance services.

City of Evanston
Capital Improvement Fund (Fund #415)

Financial Summary

	2009-2010 Actual	2010-2011 Adopted Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Revenue By Source				
Bond Proceeds	-	7,852,243	7,852,243	-
Installment Loan Proceeds	-	400,000	400,000	-
Grants	-	5,129,385	5,129,385	-
Intergovernmental Revenue	260,635	-	-	-
Private Contributions	-	450,000	450,000	-
Miscellaneous	350,639	-	-	-
Interest Income	47,597	50,000	50,000	-
Total Revenue	658,871	13,881,628	13,881,628	TBD*
Expenditures				
Capital Outlay	8,160,902	16,331,628	16,331,628	-
Interfund Transfers Out	246,678	300,000	300,000	-
Total Expenditures	8,407,580	16,631,628	16,631,628	TBD*
Net Surplus (Deficit)	(7,748,709)	(2,750,000)	(2,750,000)	TBD*
Beginning Fund Balance	13,190,483		5,441,774	2,691,774
Ending Fund Balance	5,441,774		2,691,774	TBD*

Notes for Financial Summary

* The proposed FY 2011 Capital Projects Fund budget is pending staff's presentation of the FY11-15 Capital Improvement Plan (CIP). The proposed FY11-15 CIP will be presented during the FY11 budgeting process.

Description of Major Activities

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

City of Evanston
Special Assessment (Fund #420)

Financial Summary

	2009-2010 Actual	2010-2011 Adopted Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Revenue By Source				
Special Assessments Collected	240,324	550,000	550,000	550,000
Bond Proceeds	-	-	-	-
Grant Proceeds	21,073	-	-	-
Investment Income	11,532	25,000	25,000	25,000
Total Revenue	<u>272,929</u>	<u>575,000</u>	<u>575,000</u>	<u>575,000</u>
Expenditures				
Transfer to Debt Service Fund	311,604	317,659	311,606	317,659
Alley Paving Costs	-	480,000	630,000	480,000
General Management Support	110	-	-	-
Other Costs	616,174	-	-	-
Total Expenditures	<u>927,888</u>	<u>797,659</u>	<u>941,606</u>	<u>797,659</u>
Net Surplus (Deficit)	<u>(654,959)</u>	<u>(222,659)</u>	<u>(366,606)</u>	<u>(222,659)</u>
Beginning Fund Balance	4,488,788		3,833,829	3,467,223
Ending Fund Balance	3,833,829		3,467,223	3,244,564

Description of Major Activities

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

City of Evanston
Parking Fund Summary (Fund #505)

Total Full-Time Equivalent Positions		
Employee Status Description	Position Description	FY 2011 Position FTE
Parking System Management		
Full-Time Regular	Parking Manager	1.00
Full-Time Regular	Parking Facilities Supervisor	1.00
Full-Time Regular	Parking System Supervisor	1.00
Full-Time Regular	Customer Service Representatives	3.00
Full-Time Regular	Traffic Engineering Technician	0.50
7005 Total		6.50
Parking Lots & Meters		
Full-Time Regular	Parking Repair Worker	3.00
Full-Time Regular	Public Works Crew Leader	1.00
Full-Time Regular	Public Works Maint. Worker II	4.00
7015 Total		8.00
Maple Garage		
Full-Time Regular	Public Works Maint. Worker II	1.00
7037 Total		1.00
Parking Fund Total		15.50

Financial Summary

	2009-2010 Actual	2010-2011 Adopted Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Operating Revenue				
Parking Lots & Meters Operations	2,750,568	2,832,000	2,726,000	2,349,060
Church Street Garage Operations	682,400	810,000	700,000	583,333
Maple Avenue Garage Operations	1,001,896	1,367,000	1,123,000	1,138,711
Sherman Avenue Garage Operations	1,245,712	1,598,000	1,512,000	1,331,134
Transfer In- Washington National TIF	2,600,052	3,385,900	3,385,900	2,820,455
Interfund Transfer- From Downtown II TIF	12,852,947	-		-
Downtown TIF Revenues	9,268,183			
Interest Income	26,203	34,900		34,900
Reserve for Future Repairs/Replacement	-	2,044,000	2,044,000	2,044,000
Total Revenue	30,427,961	12,071,800	11,490,900	10,301,593
Operating Expenses				
7005 - Parking System Administration	910,972	661,407	877,993	743,677
7015 - Parking Lots and Meters	904,412	971,743	950,433	799,498
7025 - Church Street Self Park	518,345	800,100	763,000	674,084
7030 - Church Street Debt Payments	1,140,686	159,700	170,166	133,030
7036 - Sherman Avenue Garage	2,728,918	5,878,900	5,744,772	5,324,706
7037 - Maple Avenue Garage	1,868,211	1,920,991	1,873,829	1,680,189
7038 - TIF Bond/Transfers	14,201,058			
7050 - Interfund Transfers Out	777,492	964,276	964,276	803,242
Total Expenditures	23,050,094	11,357,117	11,344,469	10,158,426

City of Evanston
Parking Fund Summary (Fund #505)

Net Surplus (Deficit)	7,377,867	714,683	146,431	143,167
Beginning Fund Balance	13,714,370		16,158,991	16,305,422
Ending Fund Balance	21,092,237		16,305,422	16,448,589
Downtown TIF and TIF CIP beginning fund balance	(6,309,388)			
Unrestricted Portion of Fund Balance	14,782,849			
Restricted Portion of Fund Balance	1,376,142			

Notes for Financial Summary

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

Performance Report on FY 2010-2011 Major Program Objectives

This year's focus was on the continuing development of a preventive maintenance program for the three parking garages. A structural analysis of the three downtown parking garages was completed in February 2010. Maintenance schedules and financial plans are being developed to implement recommended repairs. There were no increases in meter rates in outlying or downtown business areas and of the monthly garage parking pass. The 2007 investigation of multi-space metering equipment has led to the installation of one device in Lot #60 and a second meter in Lot #14 in March 2009 and a third meter in Lot #10 to be installed in October 2010. A retrofit of the lighting system for the Church Street Self Park was approved and is to be installed in the fall of 2010 using fluorescent technology which will reduce energy costs.

Staff implemented a reduced monthly rate plan for the top floor of the Sherman Avenue Self Park at \$50 per month and has developed a premium monthly rate pass which will allow access to all three (3) downtown parking garages. The lighting in the Maple Avenue Self Park was retrofitted with fluorescent technology along with repairs within the structure and improvements of the façade at the end of 2009. Forty-one (41) IPS single-space on-street meters are recommended to be purchased in the fall of 2010. The technology accepts credit cards as well as coin.

2011 Department Initiatives

Continue to work with large and small development projects to provide parking and encourage use of the garages for employee parking while investigating the possibility of expanding the program to the upper level of the Maple Ave. garage.

Continue to develop strategies to provide adequate and reasonable parking for businesses and employees.

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

		2009-10	2010-11	2010-11	2011
		Actual	Budget	Estimate	Proposed
7005 PARKING SYSTEMS					
61010	REGULAR PAY	998,324	899,438	899,398	799,212
61060	OVERTIME-CHGBK		11,000	6,800	9,163
61110	OVERTIME PAY	12,636	18,700	15,700	15,577
61210	LONGEVITY	7,814	13,400	13,400	11,864
61415	TERMINATION PAYOUTS	22,196			
61447	OPEB EXPENSES	11,846			
61510	HEALTH INSURANCE	164,000	179,403	179,403	89,353
61615	LIFE INSURANCE	1,500	1,500	1,500	220
61626	CELL PHONE ALLOWANCE				570
61630	SHOE ALLOWANCE	585	500	584	520
61710	IMRF	62,027	115,100	115,100	81,108
61725	SOCIAL SECURITY	44,242	60,800	60,800	51,118
61730	MEDICARE	10,347	14,200	14,200	11,940
62135	ARCHITECTURAL SERVICES	52,250			
62140	DESIGN ENGINEERING SERVICES	3,526			
62145	ENGINEERING SERVICES	17,717			
62185	OTHER CONSULTING SERVICES	6,202			
62205	ADVERTISING	879			
62210	PRINTING	153	100	60	83
62216	ART PROJECT	108,129			
62225	BLDG MAINTENANCE SERVICES	7,922	11,000	10,000	9,163
62230	IMPROVEMENT MAINT SERVICE	59,468	115,000	115,000	95,795
62235	OFFICE EQUIPMENT MAINT		100	80	83
62245	OTHER EQMT MAINTENANCE	4,750	5,500	5,500	6,800
62275	POSTAGE CHARGEBACKS	1,795	2,200	1,800	1,833
62295	TRAINING & TRAVEL	957	4,000	2,000	3,332
62305	RENTAL OF AUTO-FLEET MAINTEN.	78,412	22,000	22,000	18,326
62309	RENTAL OF AUTO REPLACEMENT		7,700	7,700	6,414
62350	FISCAL AGENT SERVICES	500		500	500
62360	MEMBERSHIP DUES	669	900	715	750
62375	RENTALS	69,348	90,000	77,000	76,306
62380	COPY MACHINE CHARGES	201	200	102	167
62400	CONTRACT SVC-PARK GARAGE	1,796,049	2,061,000	1,903,000	1,716,813
62425	ELEVATOR CONTRACT COSTS	82,490	103,000	97,000	97,600
62431	ARMORED CAR SERVICES	65,518	52,500	47,000	43,733
62509	SERVICE AGREEMENTS / CONTRACTS	178,059	206,700	204,700	194,000
62600	COPY CHARGES - CHARGEB	28,066			
62605	OTHER CHARGES	132,000			
62635	OTHER INSURANCE	42,000	42,000	42,000	35,000
62660	BUSI.ATTRACTIONS/EXPANSION INV	56,240	100,000	90,000	83,300
62665	CONTRIB TO OTHER AGENCIES	820,000			
62685	REIMB. GF FOR ADMIN. EXP	927,492	644,500	644,500	536,869
62705	BANK SERVICE CHARGES	82,195	58,000	52,400	48,314
62715	AMORT.& BOND COSTS	74,054-			
62721	ESCROW FUNDING	216,693			
64005	ELECTRICITY	495,487	439,500	380,900	366,104
64015	NATURAL GAS	1,030	1,000	1,000	833
64505	TELECOMMUNICATIONS - CARRIER L	49,006	61,000	57,000	50,813
64540	TELECOMMUNICATIONS - WIRELESS	6,232	5,800	5,928	4,831
65005	AGRI/BOTANICAL SUPPLIES	3,478	6,500	6,000	5,415
65020	CLOTHING	216	1,000	700	833
65040	JANITORIAL SUPPLIES	619	1,000	1,000	833

	2009-10	2010-11	2010-11	2011
	Actual	Budget	Estimate	Proposed
65045 LICENSING/REGULATORY SUPP	2,242	5,000	3,800	4,165
65050 BLDG MAINTENANCE MATERIAL	14,886	34,100	30,600	28,405
65070 OFFICE/OTHER EQT MTN MATL	8,289	14,000	14,000	14,912
65085 MINOR EQUIPMENT & TOOLS	1,131	1,000	1,000	833
65095 OFFICE SUPPLIES	1,209	1,500	1,500	1,250
65511 BUILDING IMPROVEMENTS	279,800			
65515 OTHER IMPROVEMENTS	705,223			
66025 TRAN.TO DS FUND- ERI DEBT SERV				25,544
66132 TRANSFER TO GF-INSURANCE	174,996	319,776	319,776	266,373
66144 TRANSFER TO SHERMAN GARAGE	11,799,996			
68010 DEPRECIATION EXPENSE	1,990,851	2,044,000	2,309,857	1,943,217
68205 CONTINGENCIES	12,138	17,900	17,400	14,911
68305 DEBT SERVICE-PRINCIPAL		3,563,600	3,564,066	3,383,330
68315 DEBT SERVICE-INTEREST	1,402,123			
7005 PARKING SYSTEMS	23,050,093	11,357,117	11,344,469	10,158,426

City of Evanston

Water Fund Financial Summary (Fund #510 - 513)

Total Full-Time Equivalent Positions		
Employee Status Description	Position Description	FY 2011 Position FTE
Full-Time Regular	Utilities Director	1.00
Full-Time Regular	Exec Secretary (non-Dept Head)	1.00
Full-Time Regular	Asst Superin, Const & Fld Svcs	1.00
Full-Time Regular	Asst Superin, Water Production	1.00
Full-Time Regular	Division Chief, Pumping	1.00
Full-Time Regular	Water/Sewer Mechanic (6 @ 1 FTE)	6.00
Full-Time Regular	Water Maintenance Supervisor (2 @ 1 FTE)	2.00
Full-Time Regular	Water Worker II (3 @ 1 FTE)	3.00
Full-Time Regular	Water Plant Operator (10 @ 1 FTE)	10.00
Full-Time Regular	Chemist	1.00
Full-Time Regular	Division Chief, Filtration	1.00
Full-Time Regular	Microbiologist	1.00
Full-Time Regular	Water Worker I (3 @ 1 FTE)	3.00
Full-Time Regular	Plumbing Inspector	0.50
Full-Time Regular	Division Chief, Distribution	0.50
Full-Time Regular	Water/Sewer Mechanic (2 @ 1 FTE)	2.00
Full-Time Regular	Water/Sewer Crew Leader (3 @ 1 FTE)	3.00
Full-Time Regular	Water Distribution Supervisor	1.00
Full-Time Regular	Fac Maint Worker/Custodian I	1.00
Full-Time Regular	Civil Engineer III	1.00
Full-Time Regular	Meter Service Coordinator	1.00
Full-Time Regular	Water Billing Clerk	1.00
7100 TOTAL		43.00
Water Fund Total		43.00

Financial Summary

	2009-2010 Actual	2010-2011 Adopted Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Operating Revenues				
Evanston	5,102,756	5,675,000	5,016,000	4,647,499
Skokie	2,594,765	2,690,000	2,690,000	2,286,500
Northwest Commission	4,506,067	4,100,000	4,200,000	3,570,300
Investment Earnings	48,126	12,000	2,000	9,996
Debt Proceeds	-	3,500,000		2,500,000
Debt Proceeds (zero interest)	-	531,335	1,427,906	-
Fees and Merchandise Sales	158,370	50,000	40,000	35,000
Fees and Outside Work	74,480	80,000	80,000	66,640

City of Evanston

Water Fund Financial Summary (Fund #510 - 513)

	2009-2010 Actual	2010-2011 Adopted Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Grants	7,535	510,246	628,237	350,000
Phosphate Sales	19,993	60,000	50,000	49,980
Property Sales and Rentals	173,171	184,200	184,200	193,388
Misc Revenue	57,340	63,000	-	-
Total Revenue	12,742,603	17,455,781	14,318,343	13,709,303
Operating Expenses				
General Support	785,180	788,521	702,473	681,872
Pumping	2,284,009	2,655,827	2,653,657	2,270,869
Filtration	2,214,043	2,492,978	2,487,978	2,138,628
Distribution	1,197,073	1,384,891	1,327,661	1,245,937
Meter Maintenance	337,999	356,611	337,701	334,345
Other Operating Expenses	938,456	239,800	239,800	219,791
Debt Service	616,555	657,560	679,142	82,542
Capital Outlay	13,815	155,000	153,000	115,500
Capital Improvement	1,756,043	7,600,581	2,790,980	7,670,000
Depreciation	-	-	-	-
Interfund Transfers Out- General Fund	2,693,604	3,286,800	3,286,800	2,737,748
Interfund Transfers Out- Insurance Fund	-	468,492	468,492	390,410
Total Expense	12,836,777	20,087,061	15,127,684	17,887,642
Net Surplus (Deficit)	(94,174)	(2,631,280)	(809,341)	(4,178,339)
Beginning Unrestricted Fund Balance	8,136,283		8,042,109	7,232,768
Ending Unrestricted Fund Balance	8,042,109		7,232,768	3,054,429

Revenue Projections

Revenues from the sale of water are projected to meet budget estimates. The projected revenue compared to budget estimate for Evanston residents will not be achieved. However, revenues from sale of water to Skokie and the Northwest Commission are trending higher allowing total revenue for water sales to meet budget goals.

Notes for Financial Summary

The Water Division deferred the implementation of three major capital projects which also delayed the need to sell water bonds to fund these projects.

Performance Report on FY 2010-11 Major Program Objectives

During FY 2010-2011, the Water Division continued to work on a number of capital improvement projects as well as the continued maintenance and operations of the facilities.

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

City of Evanston

Water Fund Financial Summary (Fund #510 - 513)

The Pumping Section was actively involved in the inaugural use of the 54-inch intake anchor ice control system. The system was installed in the fall/early winter of 2009 and provided the Water Utility with additional protection against intake icing. The Division was also responsible for the inspection and oversight on the repair and replacement of the High Lift Pumping Building roof. Replacement of the roof on this structure was required so that a 25kw Photo Voltaic Solar Power system could be installed in this location. Pumping Division staff participated in the implementation and management of this solar power pilot project. Staff was also responsible for the oversight and management of the tuckpointing of the Pumping Station structure. In addition, Pumping Division staff also supervised the asbestos removal and remediation in Pumping Station.

The Filtration Section completed the required work on the expansion and upgrade of the workshop that was part of the Water Plant Improvement project. Staff also assisted in the collection and analysis of data regarding the remediation of the 1964 Filters and roofing structure for the purpose of bidding the project and providing construction oversight. The Division also finalized the installation of 24 new filter turbidimeters. These units measure turbidity (suspended material) throughout the treatment process and turbidity is a primary regulatory compliance parameter for the facility. The staff also was responsible for the replacement and installation of the dehumidification system located in the West Filter Plant building.

Distribution Section staff has been extremely busy making the needed repairs and replacements in advance of this year's street resurfacing program. The section also continued performing C-factor or roughness testing of several water mains to determine the carrying capacity of the water mains.

The Meter Section, beginning in September of 2008 and ending in April of 2010 was responsible for much of the set up, installation and implementation of the new AQUAS (A Quality Utility Account System) installation. This new system replaced the billing software that was installed in 1995 and allows the Division much more flexibility in all aspects of the metering and billing process. A comprehensive meter division work order system as well as a new internet billing system was also a part of this process. In addition, staff continued to maintain and upgrade the Automated Meter Reading (AMR) system originally installed in 2001-2002.

2011 Department Initiatives

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

	2009-10 Actual	2010-11 Budget	2010-11 Estimate	2011 Proposed
7100 WATER DEPARTMENT				
61010	REGULAR PAY	2,724,871	2,809,964	2,495,517
61055	TEMPORARY EMPLOYEES	38,350		
61060	SEASONAL EMPLOYEES	26,045	20,500	19,104
61070	MISCELLANEOUS SALARY EXP	385		
61071	INTERNSHIP PROGRAM	1,380	12,500	10,413
61072	JOB TRAINING PROGRAM	35,387	62,400	51,979
61110	OVERTIME PAY	104,421	114,300	95,212
61210	LONGEVITY	42,763	42,900	36,381
61410	SHIFT DIFFERENTIAL	14,875		
61415	TERMINATION PAYOUTS	58,470		
61510	HEALTH INSURANCE	454,600	497,564	521,986
61615	LIFE INSURANCE	4,400	4,400	1,282
61625	AUTO ALLOWANCE	1,800	1,800	4,150
61626	CELL PHONE ALLOWANCE			305
61630	SHOE ALLOWANCE	4,827	5,000	4,810
61710	IMRF	251,307	366,100	253,190
61725	SOCIAL SECURITY	182,977	192,400	159,496
61730	MEDICARE	43,274	44,900	37,277
62180	STUDIES	5,869	157,000	128,306
62185	OTHER CONSULTING SERVICES	12,750		
62210	PRINTING	4,340	7,200	5,998
62225	BLDG MAINTENANCE SERVICES	58	3,500	2,916
62227	ADVOCACY SVCS-HOLLAND & KNIGHT			11,250
62230	IMPROVEMENT MAINT SERVICE	24,608	62,500	58,408
62235	OFFICE EQUIPMENT MAINT	145	1,900	1,583
62245	OTHER EQMT MAINTENANCE	15,342	38,500	33,239
62273	LIEN FILING FEES		1,500	1,500
62275	POSTAGE CHARGEBACKS	1,851	3,000	2,499
62295	TRAINING & TRAVEL	19,483	26,900	21,396
62305	RENTAL OF AUTO-FLEET MAINTEN.	232,290	122,800	102,292
62309	RENTAL OF AUTO REPLACEMENT		72,300	60,226
62315	POSTAGE	19,211	21,700	18,076
62340	COMPUTER LICENSE & SUPPORT	17,505	63,400	49,500
62350	FISCAL AGENT SERVICES	300		
62360	MEMBERSHIP DUES	1,433	6,500	2,570
62380	COPY MACHINE CHARGES		1,900	1,583
62381	COPY MACHINE LEASES		2,000	1,666
62415	DEBRIS/REMOVAL CONTRACTUAL COS	21,446	50,000	40,000
62420	MWRD FEES	303,796	473,100	395,595
62455	WTR/SWR BILL PRINT AND MAIL CO	12,677	9,200	7,664
62460	WTR/SWR BILL EPAYMENT CONTRACT	2,821	15,000	12,495
62463	WATER MAINTENANCE CONTRACTS		1,000	833
62465	OUTSIDE LABARATORY COSTS (HLTH	6,378	18,000	15,894
62540	MAINT. OFC. EQT.-CHGBACKS	63		
62680	TRANSFER TO GF-DATA PROC	90,696		
62685	REIMB. GF FOR ADMIN. EXP	483,996		
62705	BANK SERVICE CHARGES	38,590		
62730	GAIN/LOSS SALE FIXED ASST	15,354		
64005	ELECTRICITY	836,338	1,285,000	1,070,405
64015	NATURAL GAS	103,245	186,500	155,355
64505	TELECOMMUNICATIONS - CARRIER L	6,942	9,400	7,830
64540	TELECOMMUNICATIONS - WIRELESS	14,226	15,400	15,288

65005	AGRI/BOTANICAL SUPPLIES	859	1,000	1,000	833
65010	BOOKS, PUBLICATIONS, MAPS	2,147	7,300	7,000	4,250
65015	CHEMICALS	398,487	505,000	505,000	420,665
65020	CLOTHING	2,486	8,400	8,400	4,832
65030	PHOSPHATE CHEMICALS	37,289	108,000	103,000	89,964
65035	PETROLEUM PRODUCTS	7,688	15,500	13,300	12,912
65040	JANITORIAL SUPPLIES	4,166	6,100	6,100	5,081
65050	BLDG MAINTENANCE MATERIAL	6,405	8,200	8,200	6,831
65051	MATERIALS- STREETS DIVISION	20,212	27,600	23,000	22,991
65055	MATER. TO MAINT. IMP.	104,209	150,000	130,000	124,950
65070	OFFICE/OTHER EQT MTN MATL	144,853	163,800	163,800	136,445
65075	MEDICAL & LAB SUPPLIES	13,420	20,000	20,000	16,660
65080	MERCHANDISE FOR RESALE	20,975	50,000	50,000	35,000
65085	MINOR EQUIPMENT & TOOLS	6,128	7,100	7,100	5,914
65090	SAFETY EQUIPMENT	2,937	3,700	3,700	3,082
65095	OFFICE SUPPLIES	4,298	5,500	5,500	4,582
65105	PHOTO/DRAFTING SUPPLIES	168	500	500	417
65515	OTHER IMPROVEMENTS	2,262,312	4,317,581	2,542,364	4,010,047
65555	PERSONAL COMPUTER EQUIPMENT				4,000
65702	WATER GENERAL PLANT	15,794	3,238,000	401,616	3,251,500
65703	WATER PUMPING PLANT		200,000		519,953
66020	TRANSFERS TO OTHER FUNDS	2,883,504	3,755,292	3,755,292	3,128,158
66025	TRAN.TO DS FUND- ERI DEBT SERV				79,736
68205	CONTINGENCIES		1,000	1,000	833
68305	DEBT SERVICE-PRINCIPAL	616,555	657,560	679,142	82,543
68315	DEBT SERVICE-INTEREST				
7100 WATER DEPARTMENT		12,836,777	20,087,061	15,127,684	17,887,648

City of Evanston
Sewer Fund Summary (Fund #515)

Total Full-Time Equivalent Positions		
Employee Status Description	Position Description	FY 2011 Position FTE
Sewer Fund		
Full-Time Regular	Division Chief, Distribution	0.50
Full-Time Regular	Engineering Associate II	2.00
Full-Time Regular	Plumbing Inspector	0.50
Full-Time Regular	Water Worker I	2.00
Full-Time Regular	Water Worker II	3.00
Full-Time Regular	Water/Sewer Crew Leader	4.00
Full-Time Regular	Sewer Supervisor	1.00
7400 Total		13.00
Sewer Fund Total		13.00

Financial Summary

	2009-2010 Actual	2010-2011 Adopted Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Operating Revenues				
Operations	13,242,839	14,284,000	13,067,200	10,931,000
Debt Proceeds	-	-	4,000,000	4,000,000
Investment Earnings	12,691	4,000	1,300	3,332
Miscellaneous	682,962	-	93,550	89,586
Total Revenue	13,938,492	14,288,000	17,162,050	15,023,918
Operating Expenses				
Sewer Operations	1,613,823	1,972,921	1,902,571	1,673,727
Other Operating Expenses	463,837	53,100	43,100	21,000
Interfund Transfers Out (excluding Fleet)	-	536,203	536,203	446,657
Capital Outlay		30,000	-	12,000
Capital Improvement Account	913,313	700,000	291,000	687,475
Depreciation		-		
Debt Service	14,091,463	14,215,356	14,215,356	14,215,356
Total Expenses	17,082,436	17,507,580	16,988,230	17,056,215
Net Surplus (Deficit)	(3,143,944)	(3,219,580)	173,820	(2,032,297)
Beginning Unrestricted Fund Balance	5,735,564	3,406,684	2,591,620	2,765,440
Ending Unrestricted Fund Balance	2,591,620	187,104	2,765,440	733,143
	-			

Notes for Financial Summary

Sewer Fund revenues are forecasted to be approximately 8% (\$1.1M) below the estimated budget revenue for fiscal year 2010-11.

Revenue Projections

Revenue projections for FY 2011 are estimated to continue decreasing approximately 1% consistent with the trend of decreased in water sales observed over the past several years.

City of Evanston

Sewer Fund Summary (Fund #515)

or decreased in water sales observed over the past several years.

Performance Report on FY 2010-11 Major Program Objectives

During Fiscal Year 2010-11 capital improvements were limited to replacing or rehabilitating sewers on streets being resurfaced.

The Sewer Division crews continued performing the preventative maintenance of cleaning the sewer system in one-third of the City on an annual basis. During FY 10/11 the crews cleaned over 2,800 drainage structures and flushed over 25,000 feet of sewer pipe. The Division continues to replace or repair deteriorated drainage structures and manholes as well as repairing collapsing sewer mains. The crews also performed all of the Closed Circuit TV inspections of the sewers under streets proposed to be resurfaced in 2011 in order to determine the repairs needed prior to the paving of the street.

2011 Department Initiatives

1. In FY 2011 the Sewer Division will continue to coordinate the repair of sewer mains in advance of the street resurfacing program.
2. In FY 2011, the Sewer Division will continue to provide the preventative maintenance cleaning and inspection of sewer mains and drainage structures.
3. The Sewer Division will also perform the inspection of combined and storm sewer outfalls in accordance with IEPA requirements.

	2009-10	Actual	2010-11 Budget	2010-11 Estimate	2011	Proposed
7400 SEWER DEPARTMENT						
61010		761,094	821,223	821,223		663,778
61060		768	4,800	4,800		4,800
61110		16,342	27,600	27,600		22,991
61114		94				
61210		12,323	9,000	9,000		10,507
61410		73				
61415		7,664				
61447		11,956				
61510		148,000	161,998	161,998		142,255
61615		1,200	1,200	1,200		246
61630		1,738	1,400	1,700		1,820
61710		68,704	105,700	105,700		67,428
61725		47,558	55,500	55,500		42,397
61730		11,122	13,000	13,000		9,897
62180			30,000	20,000		
62227						11,250
62230			18,000	18,000		14,994
62245		5,416	6,000	6,000		4,998
62295		2,894	5,600	5,600		3,000
62305		181,371	177,800	177,800		148,107
62309			127,700	127,700		106,374
62315		12,788	19,100	19,100		15,910
62340		2,000	2,100	2,100		
62415		25,863	50,000	42,000		41,650
62421		21,004	21,000	21,000		21,000
62455		7,984	9,200	9,200		7,664
62460			15,000	15,000		12,495
62461		143,142	465,000	286,000		465,000
62680		69,696				
62685		72,504				
62705		19,612				
62721						
64540		5,387	6,300	5,650		3,470
65015		1,709	2,000	2,000		1,666
65020		(89)	1,600	1,600		1,333
65040		101	400	400		333
65050		(1,098)				
65051		19,269	27,600	23,000		22,991
65055		39,915	74,400	62,000		61,975
65070		6,912	8,000	8,000		6,664
65085		1,594	3,500	3,500		2,916
65090		2,292	3,500	3,500		2,916
65515		913,313	450,000	175,000		437,475
65555		(122)				12,000
65625		27,159	30,000			
66020			536,203	536,203		446,657
66025						21,235
66132		108,396				
66138		123,804				
66139		39,396				
68010						
68205			800	800		666
7400 SEWER DEPARTMENT		2,940,848	3,292,224	2,772,874		2,840,859

City of Evanston

Solid Waste (Fund #520)

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.

SWANCC provides a recycling incentive rebate that is based on the tons of recycled material collected. The incentive is used to offset the purchase of recycle carts.

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

Total Full-Time Equivalent Positions		
Description	Position Description	Proposed
Full-Time Regular	Equipment Operator II	10.00
Full-Time Regular	Equipment Operator II	2.00
7685 Total		12.00
Solid Waste Fund Total		12.00

Financial Summary

	2009-2010 Actual	2010-2011 Adopted Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Operating Revenue				
Solid Waste Franchisee Fees				141,610
SWANCC Recycling Incentive				124,950
Recycling Service Charge				1,826,269
Sanitation Svc. Chg. Penalty	-	-	-	16,660
Special Pickup Fees	-	-	-	100,000
State Recycling Grant	-	-	-	45,000
Trash Cart Sales				15,000
Yard Waste Fee				680,000
Total Revenue				\$ 2,949,489

Operating Expense				
Refuse Collection & Disposal	-	-	-	2,745,242
Residential Recycling Collection	-	-	-	788,518
Yard Waste Collection	-	-	-	433,525
Total Expenses	-	-	-	\$ 3,967,285

City of Evanston

Solid Waste (Fund #520)

NET SURPLUS (DEFICIT)	-	-	-	\$ (1,017,796)
Beginning Fund Balance	-	-	-	-
Ending Fund Balance	-	-	-	\$ (1,017,796)

	2009-10	2010-11	2010-11	2011
	Actual	Budget	Estimate	Proposed
SOLID WASTE FUND				
61010 REGULAR PAY				574,415
61060 OVERTIME-CHGBK				79,000
61110 OVERTIME PAY				22,908
61210 LONGEVITY				7,308
61510 HEALTH INSURANCE				145,748
61615 LIFE INSURANCE				198
61630 SHOE ALLOWANCE				1,560
61710 IMRF				58,174
61725 SOCIAL SECURITY				41,260
61730 MEDICARE				9,652
62210 PRINTING				20,825
62275 POSTAGE CHARGEBACKS				167
62295 TRAINING AND TRAVEL				1,166
62305 RENTAL OF AUTO-FLEET MAINTEN.				247,410
62309 RENTAL OF AUTO REPLACEMENT				147,608
62380 COPY MACHINE CHARGES				1,499
62390 CONDOMINIUM REFUSE COLL				458,150
62405 SWANCC DISPOSAL FEES				899,640
62415 DEBRIS/REMOVAL CONTRACTUAL COS				979,678
65015 CHEMICALS				167
65020 CLOTHING				1,499
65055 MATER. TO MAINT. IMP.				333
65085 MINOR EQUIPMENT & TOOLS				666
65090 SAFETY EQUIPMENT				916
65125 OTHER COMMODITIES				500
65625 FURNITURE, FIXTURE & EQUIPMENT				166,600
66025 TRAN.TO DS FUND- ERI DEBT SERV				16,939
68310 DEBT SERVC OTHER AGENCIES				83,300
SOLID WASTE FUND				<u>3,967,284</u>

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

Total Full-Time Equivalent Positions:		
Employee Status Description	Position Description	2010-2011 Position FTE
Fleet Fund		
Full-Time Regular	Fleet Manager	1.00
Full-Time Regular	Auto Shop Supervisor	1.00
Full-Time Regular	Equipment Mechanic III	8.00
Full-Time Regular	Equipment Parts Technician	1.00
Full-Time Regular	Lead Mechanic	1.00
Total		12.00
Fleet Fund Total		12.00

Financial Summary

	2009-2010 Actual	2010-2011 Adopted Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Revenues				
General Fund	3,009,527	4,047,800	4,047,726	2,977,885
Parking Fund	78,412	29,700	29,700	24,740
Water Fund	232,290	195,100	195,100	162,518
Sewer Fund	181,371	305,500	305,500	254,482
Solid waste Fund	-	-	-	396,000
Sale of Surplus Property	124,317	252,260	40,000	350,000
Damage to City Property	8,820	29,770	29,700	24,798
Miscellaneous Revenue	-	-	-	-
Interest Income	1,068	5,000	810	4,165
Total Revenues	3,635,805	4,865,130	4,648,536	4,194,588
Expenditures				
General Support	337,585	287,135	254,259	236,857
Major Maintenance	2,926,315	2,914,725	3,167,399	2,934,771
Capital Outlay	35,783	1,700,000	1,234,740	1,933,320
Depreciation	-	-	-	-
Total Expenditures	3,299,683	4,901,860	4,656,398	5,104,948
Net Surplus (Deficit)	336,122	(36,730)	(7,862)	(910,360)
Beginning Fund Balance	583,041		919,163	911,301
Ending Fund Balance	919,163		911,301	941

City Of Evanston

Fleet Services Fund Summary (Fund #600)

Performance Report on FY 2010-2011 Major Program Objectives

The vehicle replacement plan was updated to reflect current needs and reduced budget capacity. All programmed vehicle replacements were completed prior to January of 2010. Snowplows were sandblasted and repainted as needed prior to December 2009.

2011 Department Initiatives

1. Maintain the 10-year vehicle/equipment replacement and funding requirements schedule
2. Develop a comprehensive Fleet Plan that defines existing policies and procedures for all city vehicles
3. Complete training of each new employee prior to placing a new vehicle into service
4. Provide each employee with at least one training opportunity annually to enhance technical and interpersonal skills
5. Repair, sandblast, and repaint leaf pushers, snowplows, and spreaders as needed
6. Expand use of fleet management software in order to improve customer service
7. Conduct internal analysis of overall Fleet Services operations, including parts purchasing and inventory, work order process, accurate billable hours/mechanic, preventative maintenance schedules, etc., to identify potential improvements in service

	2009-10 Actual	2010-11 Budget	2010-11 Estimate	2011 Proposed
7700 FLEET DEPARTMENT				
61010 REGULAR PAY	961,180	761,684	749,005	674,614
61110 OVERTIME PAY	15,968	36,000	33,328	29,988
61114 SNOW OT	11,501			
61210 LONGEVITY	11,099	10,700	10,700	7,973
61410 SHIFT DIFFERENTIAL	10,637	13,354	13,354	3,749
61415 TERMINATION PAYOUTS	18,587			
61447 OPEB EXPENSES	8,586			
61510 HEALTH INSURANCE	158,600	138,470	138,470	184,418
61615 LIFE INSURANCE	1,500	1,500	1,500	343
61625 AUTO ALLOWANCE	1,896	1,900	1,900	1,580
61626 CELL PHONE ALLOWANCE				569
61630 SHOE ALLOWANCE	1,950	1,900	1,900	1,560
61710 IMRF	88,837	119,946	119,946	68,259
61725 SOCIAL SECURITY	61,525	61,646	55,745	42,799
61730 MEDICARE	14,389	15,100	15,100	10,001
62205 ADVERTISING	543	7,500	3,500	6,248
62235 OFFICE EQUIPMENT MAINT	1,988	2,900	2,300	2,416
62240 AUTOMOTIVE EQMP MAINT	22,255	40,000	32,000	33,320
62245 OTHER EQMT MAINTENANCE	8,875	21,200	16,500	17,660
62275 POSTAGE CHARGEBACKS	27	200		167
62295 TRAINING & TRAVEL	2,437	3,000	2,200	2,499
62340 COMPUTER LICENSE & SUPPORT	6,370	10,400	8,500	8,663
62355 LAUNDRY/OTHER CLEANING	14,216	14,000	13,100	11,662
62360 MEMBERSHIP DUES	522	1,600	1,250	1,333
62375 RENTALS	19,206	23,000	17,400	19,159
62380 COPY MACHINE CHARGES		2,000	1,016	1,666
62402 VEHICLE LEASE CHARGES	11,100	20,000	19,740	16,660
64505 TELECOMMUNICATIONS - CARRIER L	2,168	1,900	1,450	1,583
64540 TELECOMMUNICATIONS - WIRELESS	2,982	2,700	2,200	2,249
65010 BOOKS, PUBLICATIONS, MAPS		1,000	800	833
65015 CHEMICALS	3,216	1,300	13,050	11,930
65020 CLOTHING	44	900	750	750
65035 PETROLEUM PRODUCTS	707,163	1,100,000	1,000,000	917,000
65040 JANITORIAL SUPPLIES	96	1,200	167	1,000
65045 LICENSING/REGULATORY SUPP				83,300
65050 BLDG MAINTENANCE MATERIAL	438	1,700	1,400	1,416
65055 MATER. TO MAINT. IMP.	2,543	4,000	3,200	3,332
65060 MATER. TO MAINT. AUTOS	915,671	595,860	910,000	910,000
65065 TIRES & TUBES	5,900	110,000	106,527	91,677
65085 MINOR EQUIPMENT & TOOLS	7,491	10,000	8,200	8,330
65090 SAFETY EQUIPMENT	721	800	666	666
65095 OFFICE SUPPLIES	2,616	2,000	1,500	1,666
65550 AUTOMOTIVE EQUIPMENT	194,837	1,760,000	1,347,624	1,900,000
66025 TRAN.TO DS FUND- ERI DEBT SERV				21,497
68205 CONTINGENCIES		500	410	417
7700 FLEET DEPARTMENT	3,299,683	4,901,860	4,656,398	5,104,949

City of Evanston

Insurance Fund Summary (Fund #605)

Total Full-Time Equivalent Positions		
Employee Status Description	Position Description	FY 2011 Position FTE
Full-Time Regular	Assistant City Attorney	1.00
Full-Time Regular	Human Resources Specialist	1.00
Full-Time Regular	Human Resources Assistant	1.00
Total		3.00
Insurance Fund Total		3.00

Financial Summary

	2009-2010 Actual	2010-2011 Adopted Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Revenue By Source				
General Admin Contribution- General Fund	1,824,996	126,800	126,800	105,624
General Admin Contribution- Parking	-	17,038	17,038	14,193
General Admin Contribution- Water Fund	-	24,961	24,961	20,793
General Admin Contribution- Sewer Fund	84,996	14,396	14,396	11,992
General Admin Contribution- E911	-	930	930	775
General Admin Contribution- CDBG	-	930	930	775
General Admin Contribution- E.D.	-	930	930	775
Subtotal	1,909,992	185,985	185,985	154,927
Liability/Property Contribution- General Fund	-	951,100	951,100	792,266
Liability/Property Contribution- Parking Fund	-	127,782	127,782	106,442
Liability/Property Contribution- Water Fund	-	187,209	187,209	155,945
Liability/Property Contribution- Sewer Fund	-	107,973	107,973	89,942
Liability/Property Contribution- E911	-	6,975	6,975	5,810
Liability/Property Contribution- CDBG	-	6,975	6,975	5,810
Liability/Property Contribution- E.D.	-	6,975	6,975	5,810
Subtotal	-	1,394,989	1,394,989	1,162,025
Workers Comp Contribution- General Fund	-	1,302,300	1,302,300	1,084,816
Workers Comp Contribution- Parking Fund	-	174,956	174,956	145,738
Workers Comp Contribution- Water Fund	-	256,322	256,322	213,516
Workers Comp Contribution- Sewer Fund	-	147,834	147,834	123,146
Workers Comp Contribution- E911	-	9,550	9,550	7,955
Workers Comp Contribution- CDBG	-	9,550	9,550	7,955
Workers Comp Contribution- E.D.	-	9,550	9,550	7,955
Subtotal	-	1,910,062	1,910,062	1,591,081
Health Insurance Chargebacks- General Fund	-	7,722,300	7,722,300	8,124,110
Health Insurance Chargebacks- E911 Fund	-	57,900	57,900	74,836
Health Insurance Chargebacks- CDBG	-	23,100	23,100	19,137
Health Insurance Chargebacks- E.D. Fund	-	26,600	26,600	36,576
Health Insurance Chargebacks- Parking Fund	-	179,400	179,400	89,573
Health Insurance Chargebacks- Water Fund	-	497,600	497,600	523,267
Health Insurance Chargebacks- Sewer Fund	-	162,000	162,000	142,501
Health Insurance Chargebacks- Fleet Fund	-	138,500	138,500	184,760
Health Insurance Chargebacks - NSPII Fund	-	-	-	5,463
Health Insurance Chargebacks - Solid Waste	-	-	-	145,937
Retiree Health Insurance Contributions	-	2,036,000	2,036,000	1,695,988
Employee Health Insurance Contributions	-	1,304,450	1,304,450	1,200,000
Subtotal	-	12,147,850	12,147,850	12,242,148

City of Evanston

Insurance Fund Summary (Fund #605)

	2009-2010 Actual	2010-2011 Adopted Budget	2010-2011 Estimated Actual	2011 Proposed Budget
Subrogation Proceeds	-	100,000	100,000	83,300
Miscellaneous Income	44,605	-	-	-
Investment Income	5,513	50,000	50,000	41,650
Subtotal	50,118	150,000	150,000	124,950
Total Revenues	1,960,110	15,788,886	15,788,886	15,275,131
Expenditures				
Claims Payable (CAFR report adjustment)	-	-	-	-
Transfers Out to Fleet	63,297	-	-	-
General Administration & Support	165,455	277,587	277,587	251,843
Subtotal	228,752	277,587	277,587	251,843
Liability/Property Insurance Premiums	-	470,000	470,000	391,510
Liability Legal Fees	548,277	425,000	225,000	175,000
Liability Settlement Payments	-	400,000	400,000	300,000
Subtotal	548,277	1,295,000	1,095,000	866,510
Workers Comp Insurance Premiums	293,018	90,000	120,000	120,000
Workers Comp Legal Fees	53,500	170,000	85,000	71,000
Workers Comp Medical Payments	1,206,100	500,000	1,100,000	900,000
Workers Comp Settlement Payments	1,440,852	1,000,000	1,000,000	833,000
Workers Comp TPA Pymts (non specific)	143,725	-	145,000	108,750
Workers Comp TTD Pymts (non sworn)	-	300,000	300,000	249,000
Subtotal	3,137,195	2,060,000	2,750,000	2,281,750
Health Insurance Premiums	566,744	12,147,850	13,462,993	11,138,960
Health Insurance Opt Out Payments	-	78,000	78,000	64,974
Subtotal	566,744	12,225,850	13,540,993	11,203,934
Total Expenditures	4,480,968	15,858,437	17,663,580	14,604,037
Net Surplus (Deficit)	(2,520,858)	(69,551)	(1,874,694)	671,094
Beginning Fund Balance	(1,607,345)		(4,128,203)	(6,002,897)
Ending Fund Balance	(4,128,203)		(6,002,897)	(5,331,803)

Description of Major Activities

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

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

City of Evanston

Insurance Fund Summary (Fund #605)

FY 2011 Department Initiatives

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

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

Financial Summary

	2009-10 Actual	2010-11 Adopted Budget	2010-11 Estimated Actual	2011 Proposed Budget
Revenues:				
Property Taxes	5,522,971	6,057,267	6,000,000	6,913,759
Personal Property Replacement Tax	279,958	301,000	280,000	235,000
Interest on Investment	888,863	400,000	400,000	625,000
Participants Contribution	882,206	858,000	900,000	750,000
Unrealized Gain (Loss)	5,361,395	-	-	-
Misc Income	3,634	-	-	-
Total Revenues	<u>12,939,027</u>	<u>7,616,267</u>	<u>7,580,000</u>	<u>8,523,759</u>
Expenditures:				
Administrative Expense	201,572	175,000	200,000	170,000
Retirees Pensions	4,018,730	4,024,000	4,024,000	3,500,000
Widows' Pensions	871,455	898,000	900,000	750,000
Disability Pension	806,610	708,000	810,000	720,000
Quildro's	21,388	15,000	21,000	18,000
Reserve for future Pension Payment	-	1,796,267	-	-
Total Expenditures	<u>5,919,755</u>	<u>7,616,267</u>	<u>5,955,000</u>	<u>5,158,000</u>
Net Surplus (Deficit)	<u>7,019,272</u>	<u>-</u>	<u>1,625,000</u>	<u>3,365,759</u>
Beginning Fund Balance	42,249,544		49,268,816	50,893,816
Ending Fund Balance	49,268,816		50,893,816	54,259,575

Notes on Financial Summary

Property taxes above are on an accrual basis. The actual levied tax received in FY2011 will be the FY10-11

Description of Major Activities

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

City of Evanston

Police Pension Fund Summary (Fund #705)

Financial Summary

	2009-10 Actual	2010-11 Adopted Budget	2010-11 Estimated Actual	2011 Proposed Budget
Revenues:				
Property Taxes	6,752,053	7,436,369	7,400,000	8,561,091
Personal Property Replacement Tax	326,463	351,000	325,000	270,833
Interest on Investment	1,658,853	1,420,000	1,400,000	1,420,000
Participants Contribution	1,362,073	1,343,000	1,344,000	1,153,600
Misc Income	4,465		4,000	
Unrealized Gain	8,172,278	-	-	-
Total Revenues	18,276,185	10,550,369	10,473,000	11,405,524
Expenditures:				
Administrative Expense	182,032	225,000	190,000	155,000
Retirees Pensions	6,498,561	6,623,000	6,650,000	5,750,000
Widows' Pensions	592,532	615,000	615,000	512,500
Disability Pension	516,109	505,000	525,000	437,500
Separation Refunds	24,014	-	-	-
Quildro's	14,267	15,000	14,000	12,000
Reserve for future Pension Payment	-	2,567,369	-	-
Total Expenditures	7,827,515	10,550,369	7,994,000	6,867,000
Net Surplus (Deficit)	10,448,669	-	2,479,000	4,538,524
Beginning Fund Balance	54,618,269		65,066,938	67,545,938
Ending Fund Balance	65,066,938		67,545,938	72,084,463

Notes on Financial Summary

Property taxes above are on an accrual basis. The actual levied tax received in FY 2011 will be the FY 2010-11 budgeted levy amount.

Description of Major Activities

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



City of
Evanston[™]

PART V

POSITION INFORMATION

**CITY OF EVANSTON
2010-11 FTE POSITION DETAIL - ALL FUNDS**

General Fund Full-Time Equivalent Positions

Employee Status Description	Position ID	Position Description	2010-2011 Budgeted FTE	2011 Proposed FTE	Difference FTE	Comments
Legislative						
Full-Time Regular	1000	Mayor	0.00	0.00	0.00	
Full-Time Regular	1001	Alderman	0.00	0.00	0.00	
Full-Time Regular	1491	Mayor's Assistant	1.00	1.00	0.00	
1300 CITY COUNCIL			1.00	1.00	0.00	
Full-Time Regular	1002	City Clerk	0.00	0.00	0.00	
Full-Time Regular	1170	Deputy City Clerk	1.00	1.00	0.00	
1400 CITY CLERK			1.00	1.00	0.00	
1200 LEGISLATIVE			2.00	2.00	0.00	
City Administration						
Full-Time Regular	1003	City Manager	1.00	1.00	0.00	
Full-Time Regular	1115	Assistant City Manager	1.00	1.00	0.00	
Full-Time Regular	1198	Executive Assistant	0.70	1.00	0.30	0.3 FTE moved from BU 5300
Full-Time Regular	1109	Administrative Secretary	1.00	1.00	0.00	
Full-Time Regular	1237	Management Analyst/Volunteer Coord.	1.00	1.00	0.00	
Full-Time Regular	1484	Local Government Mgt. Fellow	0.00	1.00	1.00	Moved from BU 1510
1505 CITY MANAGER			4.70	6.00	1.30	
Full-Time Regular	1118	Assist. to City Mgr./Chief Cust. Officer	1.00	1.00	0.00	
Full-Time Regular		Local Government Mgt. Fellow	1.00	0.00	-1.00	Moved to BU 1505
Full-Time Regular	1343	Web Developer	1.00	1.00	0.00	
Full-Time Regular	1322	Customer Service Representative	2.00	2.00	0.00	
Full-Time Regular	1249	Community Information Specialist	1.00	1.00	0.00	
Full-Time Regular	1155	Community Information Coord.	1.00	1.00	0.00	
1510 PUBLIC INFORMATION/311 OPERATIONS			7.00	6.00	-1.00	
Full-Time Regular	1417	Sustainable Programs Coord.	1.00	1.00	0.00	
1535 SUSTAINABILITY			1.00	1.00	0.00	
1500 CITY ADMINISTRATION			12.70	13.00	0.30	
Legal Department						
Full-Time Regular	1457	City Attorney	1.00	1.00	0.00	
Full-Time Regular	1205	Exec Secretary (to Dept. Head)	2.00	2.00	0.00	
Full-Time Regular	1024	Admin Adjudication Manager	1.00	1.00	0.00	
Full-Time Regular	1108	Admin. Adjudication Aide	1.00	1.00	0.00	
Full-Time Regular	1312	Assistant City Attorney	3.00	3.00	0.00	
1705 LEGAL ADMINISTRATION			8.00	8.00	0.00	
1700 LEGAL DEPARTMENT			8.00	8.00	0.00	
Administrative Services Department						
Full-Time Regular	1490	Administrative Services Director	1.00	1.00	0.00	
Full-Time Regular	1463	Senior Management Analyst	1.00	1.00	0.00	
Full-Time Regular	1440	Management Analyst	1.00	1.00	0.00	
Full-Time Regular	1109	Administrative Secretary	1.00	1.00	0.00	
1905 ADMINISTRATION GENERAL SUPPORT			4.00	4.00	0.00	
Full-Time Regular	1045	License and Measure Inspector	1.00	1.00	0.00	
Full-Time Regular	1482	Customer Service Representative	3.00	3.00	0.00	
Full-Time Regular	1247	Finance Operations Coordinator	1.00	1.00	0.00	
1910 REVENUE DIVISION			5.00	5.00	0.00	
Full-Time Regular	1258	Payroll Pension Administrator	1.50	1.50	0.00	
Full-Time Regular	1260	Payroll Manager	1.00	1.00	0.00	
1915 PAYROLL			2.50	2.50	0.00	
Full-Time Regular	1117	Finance Division Manager	1.00	1.00	0.00	
Full-Time Regular	1101	Accounting Manager	1.00	1.00	0.00	
Full-Time Regular	1103	Accounts Payable Coordinator	1.00	1.00	0.00	
Full-Time Regular	1130	Payroll Pension Administrator	0.50	0.50	0.00	
Full-Time Regular	1302	Senior Accountant	2.00	2.00	0.00	
Full-Time Regular	1436	Accountant	1.00	1.00	0.00	
1920 ACCOUNTING			6.50	6.50	0.00	
Full-Time Regular	1148	Clerk II	0.50	0.50	0.00	
Full-Time Regular	1175	Purchasing Manager	1.00	1.00	0.00	
Full-Time Regular	1289	Purchasing Coordinator	1.00	1.00	0.00	
1925 PURCHASING DIVISION			2.50	2.50	0.00	
Full-Time Regular	1441	Human Resources Division Manager	1.00	1.00	0.00	
Full-Time Regular	1217	Human Resources Assistant	2.00	2.00	0.00	
Full-Time Regular	1218	Human Resources Specialist	2.00	2.00	0.00	

**CITY OF EVANSTON
2010-11 FTE POSITION DETAIL - ALL FUNDS**

Employee Status Description	Position ID	Position Description	2010-2011 Budgeted FTE	2011 Proposed FTE	Difference FTE	Comments
1929 HUMAN RESOURCES DIVISION			5.00	5.00	0.00	
Full-Time Regular	1479	IT Division Manager	1.00	1.00	0.00	
Full-Time Regular	1480	Enterprise Systems Architect	1.00	1.00	0.00	
Full-Time Regular	1242	Network Administrator	2.00	2.00	0.00	
Full-Time Regular	1276	Programmer Analyst	1.00	1.00	0.00	
Full-Time Regular	1325	Tech Support Specialist I	3.00	3.00	0.00	
Full-Time Regular	1485	Tech Support Supervisor	1.00	1.00	0.00	
Full-Time Regular	1431	Support Specialist	0.00	1.00	1.00	move from BU 3010
Full-Time Regular	1211	GIS Analyst	2.00	2.00	0.00	
Full-Time Regular	1235	IS Trainer	1.00	1.00	0.00	
Full-Time Regular	1416	Info. Tech Project Specialist	1.00	0.00	-1.00	Position eliminated.
Full-Time Regular	1481	Applications and Development Mgr.	1.00	1.00	0.00	
1932 INFORMATION SYSTEMS			14.00	14.00	0.00	
Full-Time Regular	1252	Parking Enforcement Officer	12.00	12.00	0.00	
Full-Time Regular	1255	Parking Operations Clerk	1.00	1.00	0.00	
Full-Time Regular	1291	Parking Enforcement Coordinator	1.00	1.00	0.00	
1941 PARKING ENFORCEMENT & TICKETS			14.00	14.00	0.00	
1900 ADMINISTRATIVE SERVICES DEPARTMENT			53.50	53.50	0.00	
Community & Economic Development Department						
Full-Time Regular	1004	Director, Comm Development	1.00	1.00	0.00	
2101 COMMUNITY DEVELOPMENT ADMIN			1.00	1.00	0.00	
Full-Time Regular		Planning Division Manager	1.00	1.00	0.00	
Full-Time Regular	1199	Exec Secretary (non-Dept Head)	1.00	1.00	0.00	
Full-Time Regular	1215	Housing Planner	1.00	1.00	0.00	
Full-Time Regular	1269	Planner	1.00	1.00	0.00	
Full-Time Regular	1122	Zoning Administrator	1.00	1.00	0.00	
Full-Time Regular	1346	Zoning Officer	1.00	1.00	0.00	
Full-Time Regular	1347	Zoning Planner	1.00	1.00	0.00	
Full-Time Regular	1304	Senior Planner	1.00	1.00	0.00	
2105 PLANNING & SUPPORT SRVS			8.00	8.00	0.00	
Full-Time Regular	1277	Property Maint Inspector I	4.00	4.00	0.00	
Full-Time Regular	1482	Customer Service Representative	1.00	1.00	0.00	
Full-Time Regular	1310	Sign Inspector/Graffiti Tech	1.00	1.00	0.00	
Full-Time Regular	1487	Inspector And Customer Service Supervisor	1.00	1.00	0.00	
2115 HOUSING CODE COMPLIANCE			7.00	7.00	0.00	
Full-Time Regular	1486	Build/Insp Serv. Division Manager	1.00	1.00	0.00	
Full-Time Regular	1158	Construc Rehabilitation Spec	1.00	1.00	0.00	
Full-Time Regular	1482	Customer Service Representative	1.00	1.00	0.00	
2120 HOUSING REHABILITATION			3.00	3.00	0.00	
Full-Time Regular	1482	Customer Service Representative	1.00	1.00	0.00	
Full-Time Regular	1187	Electrical Inspector II	1.00	1.00	0.00	
Full-Time Regular	1482	Customer Service Representative	1.00	1.00	0.00	
Full-Time Regular	1270	Plumbing/Mechanical Inspector	2.00	2.00	0.00	
Full-Time Regular	1314	Struct Inspec/Plan Examiner	1.00	1.00	0.00	
Full-Time Regular	1420	Project Management Supervisor	1.00	1.00	0.00	
Full-Time Regular	1427	Supervising Structural Inspec	1.00	1.00	0.00	
2126 BUILDING INSPECTION SERVICES			8.00	8.00	0.00	
Full-Time Regular		Community Intervention Coordinator	1.00	1.00	0.00	
2127 COMMUNITY INTERVENTION SERVICES			1.00	1.00	0.00	
Full-Time Regular	1236	M/W/EBE Program Coordinator	1.00	1.00	0.00	
Full-Time Regular	1216	Human Relations Specialist	1.00	1.00	0.00	
Full-Time Regular	1300	Secretary II	1.00	1.00	0.00	
2135 ECONOMIC DEVELOPMENT			3.00	3.00	0.00	
2100 COMMUNITY & ECONOMIC DEVELOPMENT			31.00	31.00	0.00	
Police Department						
Full-Time Regular	1109	Administrative Secretary	1.00	1.00	0.00	
Full-Time Regular	1140	Chief of Police	1.00	1.00	0.00	
2205 POLICE ADMINISTRATION			2.00	2.00	0.00	
Full-Time Regular	1234	Police Commander	3.00	3.00	0.00	
Full-Time Regular	1246	Police Officer	80.00	86.00	6.00	Moved from BU 2215, 2250, 2265
Full-Time Regular	1307	Police Sergeant	11.00	12.00	1.00	Moved from BU 2260
Full-Time Regular	1360	Deputy Chief	1.00	1.00	0.00	
2210 PATROL OPERATIONS			95.00	102.00	7.00	
Full-Time Regular	1234	Police Commander	1.00	1.00	0.00	
Full-Time Regular	1246	Police Officer	14.00	12.00	-2.00	Moved to BU 2210

**CITY OF EVANSTON
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Employee Status Description	Position ID	Position Description	2010-2011 Budgeted FTE	2011 Proposed FTE	Difference FTE	Comments
Full-Time Regular	1307	Police Sergeant	2.00	2.00	0.00	
Full-Time Regular	1360	Deputy Chief	1.00	1.00	0.00	
2215 CRIMINAL INVESTIGATION			18.00	16.00	-2.00	
Full-Time Regular	1334	Victim Advocate	2.00	2.00	0.00	
Full-Time Regular	1345	Youth Advocate	2.00	2.00	0.00	
2225 SOCIAL SERVICES BUREAU			4.00	4.00	0.00	
Full-Time Regular	1234	Police Commander	1.00	1.00	0.00	
Full-Time Regular	1246	Police Officer	9.00	7.00	-2.00	
Full-Time Regular	1307	Police Sergeant	1.00	1.00	0.00	
2230 JUVENILE BUREAU			11.00	9.00	-2.00	
Full-Time Regular	1246	Police Officer	3.00	3.00	0.00	
2235 SCHOOL LIAISON			3.00	3.00	0.00	
Full-Time Regular	1007	Dir, Police Records Bureau	1.00	1.00	0.00	
Full-Time Regular	1149	Clerk III	1.00	1.00	0.00	
Full-Time Regular	1290	Records Input Operator	3.00	3.00	0.00	
Full-Time Regular	1296	Review Officer	2.00	2.00	0.00	
2240 POLICE RECORDS			7.00	7.00	0.00	
Full-Time Regular	1327	Telecommunicator	14.00	14.00	0.00	
2245 COMMUNICATIONS			14.00	14.00	0.00	
Full-Time Regular	1360	Deputy Chief	1.00	1.00	0.00	
Full-Time Regular	1413	Service Desk Supervisor	1.00	1.00	0.00	
Full-Time Regular	1163	Custodian I	1.00	1.00	0.00	
Full-Time Regular	1161	Court Liaison	1.00	1.00	0.00	
Full-Time Regular	1279	Property Officer	2.00	2.00	0.00	
Full-Time Regular	1246	Police Officer	0.00	1.00	1.00	Moved to BU 2210
Full-Time Regular	1324	Service Desk Officer	12.00	11.00	-1.00	Moved to BU 2210
2250 SERVICE DESK			18.00	18.00	0.00	
Full-Time Regular	1322	Service Desk Officer I	0.00	12.00	12.00	
2251 PUBLIC INFORMATION			0.00	12.00	12.00	
Full-Time Regular	1199	Exec Secretary (non-Dept Head)	1.00	1.00	0.00	
Full-Time Regular	1234	Police Commander	1.00	1.00	0.00	
Full-Time Regular	1307	Police Sergeant	1.00	1.00	0.00	
2255 OFFICE-PROFESSIONAL STANDARDS			3.00	3.00	0.00	
Full-Time Regular	1106	Administrative Specialist	1.00	1.00	0.00	
Full-Time Regular	1107	Administrative Coordinator	1.00	1.00	0.00	
Full-Time Regular	1307	Police Sergeant	1.00	0.00	-1.00	Moved to BU 2210
2260 OFFICE OF ADMINISTRATION			3.00	2.00	-1.00	
Full-Time Regular	1234	Police Commander	1.00	1.00	0.00	
Full-Time Regular	1246	Police Officer	15.00	13.00	-2.00	Moved to BU 2210
Full-Time Regular	1307	Police Sergeant	2.00	2.00	0.00	
2265 NEIGHBORHOOD ENFORCEMENT TEAM			18.00	16.00	-2.00	
Full-Time Regular	1307	Police Sergeant	1.00	1.00	0.00	
Full-Time Regular	1246	Police Officer	6.00	6.00	0.00	
Full-Time Regular	1391	Towing Coordinator	1.00	1.00	0.00	
2270 TRAFFIC BUREAU			8.00	8.00	0.00	
Part-time Regular	1362	Crime Analyst	1.00	1.00	0.00	
2275 COMMUNITY STRATEGIC BUREAU			1.00	1.00	0.00	
Full-Time Regular	1134	Animal Control Warden	1.00	1.00	0.00	
Full-Time Regular	1139	Chief Animal Warden	1.00	1.00	0.00	
Part-time Regular	1401	PT Animal Warden	0.50	0.50	0.00	
2280 ANIMAL CONTROL			2.50	2.50	0.00	
Full-Time Regular	1234	Police Commander	1.00	1.00	0.00	
Full-Time Regular	1246	Police Officer	6.00	6.00	0.00	
2285 PROBLEM SOLVING TEAM			7.00	7.00	0.00	
2200 POLICE DEPARTMENT			214.50	226.50	12.00	
Fire Department						
Full-Time Regular	1148	Clerk II	0.00	1.00	1.00	Moved from BU 2310
Full-Time Regular	1207	Fire Chief	1.00	1.00	0.00	
Full-Time Regular	1180	Division Chief, Fire	1.00	0.00	-1.00	Moved to BU 2315
Full-Time Regular	1237	Management Analyst	1.00	1.00	0.00	
2305 FIRE MGT & SUPPORT			3.00	3.00	0.00	
Full-Time Regular	1148	Clerk II	1.00	0.00	-1.00	Moved to BU 2305
Full-Time Regular	1180	Division Chief, Fire	1.00	1.00	0.00	
Full-Time Regular	1206	Fire Captain	2.00	2.00	0.00	
Full-Time Regular	9999	Fire Plan Reviewer	1.00	1.00	0.00	
2310 FIRE PREVENTION			5.00	4.00	-1.00	
Full-Time Regular	1206	Fire Captain	24.00	24.00	0.00	
Full-Time Regular	1208	Firefighter	74.00	74.00	0.00	

**CITY OF EVANSTON
2010-11 FTE POSITION DETAIL - ALL FUNDS**

Employee Status Description	Position ID	Position Description	2010-2011 Budgeted FTE	2011 Proposed FTE	Difference FTE	Comments
Full-Time Regular	1309	Shift Chief, Fire	3.00	3.00	0.00	
Full-Time Regular	1180	Division Chief, Fire	0.00	2.00	2.00	1 from 2305; 1 reclass of Deputy Fire Chief
Full-Time Regular	1426	Deputy Fire Chief	1.00	0.00	-1.00	Position reclassified to Division Chief
2315 FIRE SUPPRESSION			102.00	103.00	1.00	
2300 FIRE DEPARTMENT			110.00	110.00	0.00	
Health Department						
Full-Time Regular	1173	Director, Health & Human Services	1.00	1.00	0.00	
Full-Time Regular	1205	Exec Secretary (to Dept. Head)	1.00	1.00	0.00	
Part-time Regular	1375	Medical Director	0.10	0.00	-0.10	Moved to BU 2435
2407 HEALTH SERVICES ADMIN			2.10	2.00	-0.10	
Full-Time Regular	1148	Clerk II	1.00	1.00	0.00	
Full-Time Regular	1168	Dental Assistant	1.00	1.00	0.00	
Part-time Regular	1363	Dental Health Educator	0.60	0.00	-0.60	position eliminated in 09/10 budget
Part-time Regular	1364	Dentist	1.40	0.80	-0.60	position adjustment - 0.6 FTE
2425 DENTAL SERVICES			4.00	2.80	-1.20	
Full-Time Regular	1190	Environmental Health Practitioner	3.00	3.00	0.00	
Full-Time Regular	1300	Secretary II	1.00	1.00	0.00	
Full-Time Regular	1442	Environmental Health Manager	1.00	1.00	0.00	
Full-Time Regular	1313	Communicable Dis Surv Specialist	1.00	1.00	0.00	
Part-time Regular	1375	Medical Director	0.00	0.10	0.10	Moved from BU 2407
Part-time Regular		Emergency Response Coordinator	0.80	0.00	-0.80	Grant funded position
Full-Time Regular	9999	Health License Coordinator	1.00	1.00	0.00	
2435 FOOD AND ENVIRONMENTAL HEALTH			7.80	7.10	-0.70	
Part-time Regular	1148	Clerk II	0.40	0.40	0.00	
Full-Time Regular	1149	Clerk III	1.00	1.00	0.00	
Full-Time Regular	1150	Clerk Typist I	1.00	1.00	0.00	
2440 VITAL RECORDS			2.40	2.40	0.00	
Full-Time Regular	1199	Exec Secretary (non Dept. Head)	1.00	1.00	0.00	
Full-Time Regular	1444	Comm. Relations Mgr./Man. Analyst	1.00	1.00	0.00	
2455 MENTAL HEALTH PROGRAM ADMINIST			2.00	2.00	0.00	
2400 HEALTH DEPARTMENT			18.30	16.30	-2.00	
Public Works						
Full-Time Regular	1174	Director, Public Works	1.00	1.00	0.00	
Full-Time Regular	1205	Exec Secretary (to Dept. Head)	1.00	1.00	0.00	
2605 DIRECTOR OF PUBLIC WORKS			2.00	2.00	0.00	
Full-Time Regular	1163	Custodian I	1.00	1.00	0.00	
Full-Time Regular	1321	Service Center Coordinator	1.00	1.00	0.00	
2610 MUNICIPAL SERVICE CENTER			2.00	2.00	0.00	
Full-Time Regular	1466	City Engineer	1.00	1.00	0.00	
2620 E.D.O.T. ADMINISTRATION			1.00	1.00	0.00	
Full-Time Regular	1145	Civil Engineer II	2.00	2.00	0.00	
Full-Time Regular	1145	Civil Engineer III	1.00	1.00	0.00	
Full-Time Regular	1189	Engineering Associate II	3.00	3.00	0.00	
Full-Time Regular	1475	Construction Engineer	1.00	1.00	0.00	
Full-Time Regular	1303	Senior Engineer	1.00	1.00	0.00	
2625 ENGINEERING			8.00	8.00	0.00	
Full-Time Regular	1145	Civil Engineer II	2.00	2.00	0.00	
Full-Time Regular	1306	Senior Traffic Engineer	1.00	1.00	0.00	
Full-Time Regular	1483	Traffic Operations Manager	1.00	1.00	0.00	
Full-Time Regular	1329	Traffic Engineering Technician	0.50	0.50	0.00	
2630 TRAFFIC ENGINEERING			4.50	4.50	0.00	
Full-Time Regular	1224	Traffic Electrician Leader	1.00	1.00	0.00	
Full-Time Regular	1330	Traffic Electrician	3.00	3.00	0.00	
2640 TRAF. SIG. & ST. LIGHT. MAINT			4.00	4.00	0.00	
Full-Time Regular	1011	Superintendent, Streets/San	1.00	1.00	0.00	
Full-Time Regular	9999	Business Office Coordinator	1.00	1.00	0.00	
Part-Time Regular	1148	2 PT Clerks (was Exec. Sec non-DH)	1.00	1.50	0.50	Formerly 1 FTE Exec Secretary, reclassified to 2 PT Clerks at .75 FTE
Full-Time Regular	1284	Public Works Supervisor	2.00	2.00	0.00	
Full-Time Regular	1492	PW Supervisor - Contract Serv. Coord.	1.00	1.00	0.00	
2665 STREETS AND SANITATION ADMINIS			6.00	6.50	0.50	
Full-Time Regular	1195	Equipment Operator II	6.00	8.00	2.00	Moved from BU 2675, 2685
Full-Time Regular	1196	Equipment Operator III	3.00	3.00	0.00	
Full-Time Regular	1283	Public Works Crew Leader	2.00	2.00	0.00	
Full-Time Regular	1331	Public Works Maint Wrkr III	3.00	3.00	0.00	

**CITY OF EVANSTON
2010-11 FTE POSITION DETAIL - ALL FUNDS**

Employee Status Description	Position ID	Position Description	2010-2011 Budgeted FTE	2011 Proposed FTE	Difference FTE	Comments
Full-Time Regular	1288	Public Works Maint Wrkr II	3.00	3.00	0.00	
2670 STREET AND ALLEY MAINTENANCE			17.00	19.00	2.00	
Full-Time Regular	1195	Equipment Operator II	4.00	3.00	-1.00	Moved to BU 1195
Full-Time Regular	1288	Public Works Maint Wrkr II	1.00	1.00	0.00	
2675 STREET CLEANING			5.00	4.00	-1.00	
Full-Time Regular	1195	Equipment Operator II	10.00	0.00	-10.00	Moved to Refuse / Recycling Fund BU 7685, 1 Moved to BU 2670
Part-Time Regular	1386	Recycling Attendant	0.75	0.00	-0.75	position eliminated
2685 REFUSE COLLECT & DISPOSAL			10.75	0.00	-10.75	
Full-Time Regular	1195	Equipment Operator II	2.00	0.00	-2.00	Moved to Refuse / Recycling Fund BU 7695
2695 YARD WASTE COLLECTION			2.00	0.00	-2.00	
2600 PUBLIC WORKS			62.25	51.00	11.25	
Library						
Full-Time Regular	1226	Librarian I	2.74	2.74	0.00	
Full-Time Regular	1228	Librarian III	1.00	1.00	0.00	
Full-Time Regular	1231	Library Assistant	3.43	3.43	0.00	
Part-time Regular	1229	Library Aide I	0.81	0.81	0.00	
Part-time Regular	1388	Shelver	0.40	0.40	0.00	
2805 CHILDREN'S SERVICES			8.38	8.38	0.00	
Full-Time Regular	1226	Librarian I	7.85	7.84	-0.01	
Full-Time Regular	1227	Virtual Services Librarian	1.00	1.00	0.00	
Full-Time Regular	9999	Administrative Librarian	1.00	1.00	0.00	
Part-time Regular	1229	Library Aide	0.35	0.00	-0.35	
Part-time Regular	1372	Library Clerk	2.08	2.48	0.40	
Part-time Regular	1384	Readers' Advisor	4.03	4.05	0.02	
2806 ADULT SERVICES			16.31	16.37	0.06	
Full-Time Regular	1227	Librarian II	0.00	1.00	1.00	Re-org. - Moved from 2825
Part-time Regular	1231	Library Assistant	0.00	0.24	0.24	Re-org. - Moved from 2825, 2830
Part-time Regular	1355	Branch Assistant	0.00	2.26	2.26	Re-org. - Moved from 2825, 2831
Part-time Regular	1372	Library Clerk	0.00	0.33	0.33	Re-org. - Moved from 2825, 2832
Part-time Regular	1388	Shelver	0.00	0.19	0.19	Re-org. - Moved from 2825, 2833
2808 NEIGHBORHOOD SERVICES			0.00	4.02	4.02	
Full-Time Regular	1141	Circulation Supervisor	1.00	1.00	0.00	
Full-Time Regular	1230	Library Aide II	1.00	1.00	0.00	
Part-time Regular	1149	Clerk III	1.00	1.00	0.00	
Part-time Regular	1372	Library Clerk	5.81	6.33	0.52	
Part-time Regular	1373	Library Technical Aide	0.53	0.00	-0.53	
Part-time Regular	1387	Security Monitor	1.17	1.18	0.01	
Part-time Regular	1388	Shelver	4.25	4.00	-0.25	Reduced by 1 shelver at .25 FTE
2820 CIRCULATION			14.76	14.51	-0.25	
Full-Time Regular	1227	Librarian II	1.00	0.00	-1.00	Re-Org. - Moved to BU 2808
Part-time Regular	1229	Library Aide I	0.33	0.00	-0.33	Re-Org. - Moved to BU 2808
Part-time Regular	1355	Branch Assistant	1.31	0.00	-1.31	Re-Org. - Moved to BU 2808
2825 NORTH BRANCH			2.64	0.00	-2.64	
Part-time Regular	1227	Librarian II	0.00	0.00	0.00	Re-Org. - Moved to BU 2808
Part-time Regular	1229	Library Aide I	0.19	0.00	-0.19	Re-Org. - Moved to BU 2808
Part-time Regular	1355	Branch Assistant	1.20	0.00	-1.20	Re-Org. - Moved to BU 2808
2830 SOUTH BRANCH			1.39	0.00	-1.39	
Full-Time Regular	1151	Clerk Typist II	1.00	1.00	0.00	
Full-Time Regular	1226	Librarian I	0.53	0.53	0.00	
Full-Time Regular	1228	Librarian III	1.00	1.00	0.00	
Full-Time Regular	1231	Library Assistant	1.00	1.00	0.00	
Part-time Regular	1372	Library Clerk	2.08	2.08	0.00	
2835 TECHNICAL SERVICES			5.61	5.61	0.00	
Full-Time Regular	1165	Custodian II	3.00	3.00	0.00	
2840 MAINTENANCE			3.00	3.00	0.00	
Full-Time Regular	1110	Administrative Services Manager	1.00	1.00	0.00	
Full-Time Regular	1232	Director, Library	1.00	1.00	0.00	
Full-Time Regular	1149	Clerk III	1.00	1.00	0.00	
Full-Time Regular	9999	Bookkeeper	0.53	0.53	0.00	
Full-Time Regular	1430	Community Relations Coordinator	1.00	1.00	0.00	
Part-time Regular	1151	Administrative Assistant	0.51	0.51	0.00	
2845 ADMINISTRATION			5.04	5.04	0.00	
2800 LIBRARY DEPARTMENT			57.13	56.93	-0.20	
Parks, Recreation and Community Services						

**CITY OF EVANSTON
2010-11 FTE POSITION DETAIL - ALL FUNDS**

Employee Status Description	Position ID	Position Description	2010-2011 Budgeted FTE	2011 Proposed FTE	Difference FTE	Comments
Full-Time Regular	1006	Director, Parks/Forestry & Rec	1.00	1.00	0.00	
Full-Time Regular	1205	Exec Secretary (to Dept. Head)	1.00	1.00	0.00	
Full-Time Regular	1237	Management Analyst	1.00	1.00	0.00	
3005 REC. MGMT. & GENERAL SUPPORT			3.00	3.00	0.00	
Full-Time Regular	9999	Business Office Coordinator	1.00	1.00	0.00	
Full-Time Regular	1167	Data Control Clerk	1.00	1.00	0.00	
Full-Time Regular	1431	Recreation Support Specialist	1.00	1.00	1.00	
3010 REC. BUS. & FISCAL MGMT			3.00	3.00	0.00	
Full-Time Regular	1281	Public Information Specialist	1.00	1.00	0.00	
Part-time Regular	1383	Public Information Assistant	0.75	0.75	0.00	
3015 COMMUNICATION & MARKETING SRVS			1.75	1.75	0.00	
Full-Time Regular	1317	Superintendent, Recreation	1.00	1.00	0.00	
3020 RECREATION GENERAL SUPPORT			1.00	1.00	0.00	
Part-time Regular	1379	Preschool Instructor	2.10	2.10	0.00	
Full-Time Regular	1129	Building Supervisor	1.00	1.00	0.00	
Full-Time Regular	1165	Custodian II	1.00	1.00	0.00	
Full-Time Regular	1201	Fac Maint Worker/Cust II	1.00	1.00	0.00	
Full-Time Regular	1294	Recreation Program Manager	1.00	1.00	0.00	
Part-time Regular	1353	After School Supervisor	0.50	0.50	0.00	
Part-time Regular	1385	Recreation Aide	0.50	0.50	0.00	
Part-time Regular	1403	PT Custodian	1.30	1.60	0.30	Position adjustment: 0.30 FTE
3030 CROWN COMMUNITY CENTER			8.40	8.70	0.30	
Full-Time Regular	1149	Clerk III	0.75	0.75	0.00	
Full-Time Regular	1293	Recreation Center Manager	1.00	1.00	0.00	
Full-Time Regular	1294	Recreation Program Manager	2.00	2.00	0.00	
Part-time Regular	1381	Program Supervisor	0.00	0.80	0.80	Adjustment - 0.80 FTE
Part-time Regular	1403	PT Custodian	1.25	1.28	0.03	Position adjustment: 0.03 FTE
3035 CHANDLER COMMUNITY CENTER			5.00	5.83	0.83	
Full-Time Regular	1148	Clerk II	1.50	1.50	0.00	
Full-Time Regular	1165	Custodian II	1.00	1.00	0.00	
Full-Time Regular	1293	Recreation Center Manager	1.00	1.00	0.00	
Full-Time Regular	1294	Recreation Program Manager	1.00	1.00	0.00	
Full-Time Regular	1344	Weekend/Evening Coordinator	1.00	1.00	0.00	
Full-Time Regular	1381	Program Supervisor	0.00	0.75	0.75	Adjustment - 0.75 FTE
Part-time Regular	1403	PT Custodian	0.50	0.50	0.00	
3040 FLEETWOOD JOURDAIN COM CT			6.00	6.75	0.75	
Full-Time Regular	1294	Recreation Program Manager	1.00	1.00	0.00	
3045 FLEETWOOD/JOURDAIN THEATR			1.00	1.00	0.00	
Full-Time Regular	1201	Fac Maint Worker/Cust II	1.00	1.00	0.00	
Full-Time Regular	1293	Recreation Center Manager	1.00	1.00	0.00	
Full-Time Regular	1294	Recreation Program Manager	2.00	2.00	0.00	
Part-time Regular	1376	Office Assistant	0.77	0.77	0.00	
Part-time Regular	1397	Facilities Supervisor	0.85	0.85	0.00	
Part-time Regular	1402	PT Bus Driver	1.03	0.93	0.10	Position adjustment .10 FTE
Full-Time Regular	1300	Secretary II	0.50	0.50	0.00	
Part-time Regular	1403	PT Custodian	1.90	1.78	-0.12	Position adjustment: -0.12 FTE
3055 LEVY CENTER			9.05	8.83	-0.22	
Full-Time Regular	1294	Recreation Program Manager	0.75	0.75	0.00	
Full-Time Regular	1311	Lakefront Sports Coordinator	0.50	0.50	0.00	
3080 BEACHES			1.25	1.25	0.00	
Full-Time Regular	1250	Parks/Forestry Crew Leader	1.00	1.00	0.00	
Full-Time Regular	1264	Parks/Forestry Worker II	4.00	4.00	0.00	
Full-Time Regular	1320	Supervisor, Sports/Rec Maint	1.00	1.00	0.00	
3085 RECREATION FACILITY MAINT			6.00	6.00	0.00	
Full-Time Regular	1148	Clerk II	0.70	0.70	0.00	
Full-Time Regular	1245	Office Coordinator	1.00	1.00	0.00	
Full-Time Regular	1248	Operations Manager	1.00	1.00	0.00	
Full-Time Regular	1294	Recreation Program Manager	1.00	1.00	0.00	
Full-Time Regular	1297	Robert Crown Manager	1.00	1.00	0.00	
Part-time Regular	1376	Office Assistant	1.25	1.25	0.00	
Part-time Regular	1397	Facilities Supervisor	1.20	1.20	0.00	
Part-time Regular	1403	PT Custodian	0.50	0.50	0.00	
3095 CROWN ICE RINK			7.65	7.65	0.00	
Full-Time Regular	1311	Lakefront Sports Coordinator	0.05	0.05	0.00	
Full-Time Regular	1381	Program Supervisor	0.00	0.40	0.40	Adjustment - 0.40 FTE
3100 SPORTS LEAGUES			0.05	0.45	0.40	
Part-time Regular	1397	Facilities Supervisor	0.40	0.40	0.00	
3110 TENNIS			0.40	0.40	0.00	
Full-Time Regular	1294	Recreation Program Manager	1.00	1.00	0.00	
Part-time Regular	1369	PT Inclusion Specialist	0.75	0.75	0.00	

CITY OF EVANSTON
2010-11 FTE POSITION DETAIL - ALL FUNDS

Employee Status Description	Position ID	Position Description	2010-2011 Budgeted FTE	2011 Proposed FTE	Difference FTE	Comments
Full-Time Regular	1311	Lakefront Sports Coordinator	0.25	0.25	0.00	
Part-time Regular	1381	Program Supervisor	0.00	0.46	0.46	Adjustment - 0.46 FTE
3130 SPECIAL RECREATION			2.00	2.46	0.46	
Full-Time Regular	1402	PT Bus Drivers	0.75	1.15	0.40	Adjustment - 0.4 FTE PT Bus Driver
3140 BUS PROGRAM			0.75	1.15	0.40	
Full-Time Regular	1294	Recreation Program Manager	0.25	0.25	0.00	
Full-Time Regular	1311	Lakefront Sports Coordinator	0.20	0.20	0.00	
Part-time Regular	1404	PT Park Ranger	1.30	1.00	-0.30	Position reduced by 0.3 FTE
3150 PARK SERVICE UNIT			1.75	1.45	-0.30	
Full-Time Regular	1369	Inclusion Specialist	1.00	1.00	0.00	
Full-Time Regular	1214	Health Program Coordinator	1.00	1.00	0.00	
3205 COMMUNITY RELATIONS			2.00	2.00	0.00	
Full-Time Regular	1461	Part-Time Ombudsman	0.00	0.40	0.40	0.4 FTE Ombudsman recommended for FY11
Full-Time Regular	1300	Secretary II	0.50	0.50	0.00	
Full-Time Regular	1461	Senior Citizen Ombudsman	1.00	1.00	0.00	Reclass from Comm. Health Mgr
3210 COMMISSION ON AGING			1.50	1.90	0.40	
Full-Time Regular	1418	Youth Coordinator	1.00	1.00	0.00	
3215 YOUTH ENGAGEMENT			1.00	1.00	0.00	
Full-Time Regular	1467	Assistant Super of P/F Fac. Mgmt	1.00	1.00	1.00	
Full-Time Regular	1300	Secretary II	1.00	1.00	0.00	
Full-Time Regular	1316	Superintendent, Parks/For/FM	1.00	1.00	0.00	
3505 PARKS & FORESTRY GENERAL SUP			3.00	3.00	0.00	
Full-Time Regular	1195	Equipment Operator II	3.00	3.00	0.00	
Full-Time Regular	1210	General Tradesman	1.00	1.00	0.00	
Full-Time Regular	1250	Parks/Forestry Crew Leader	3.00	3.00	0.00	
Full-Time Regular	1264	Parks/Forestry Worker II	1.00	1.00	0.00	
Full-Time Regular	1265	Parks/Forestry Worker III	5.00	5.00	0.00	
3510 HORTICULTURAL MAINTENANCE			13.00	13.00	0.00	
Full-Time Regular	1113	Arborist	0.50	0.50	0.00	
Full-Time Regular	1250	Parks/Forestry Crew Leader	1.00	1.00	0.00	
Full-Time Regular	1265	Parks/Forestry Worker III	8.00	8.00	0.00	
3515 PARKWAY TREE MAINTENANCE			9.50	9.50	0.00	
Full-Time Regular	1113	Arborist	0.25	0.25	0.00	
Full-Time Regular	1250	Parks/Forestry Crew Leader	1.00	1.00	0.00	
Full-Time Regular	1265	Parks/Forestry Worker III	6.00	6.00	0.00	
3520 DUTCH ELM DISEASE CONTROL			7.25	7.25	0.00	
Full-Time Regular	1113	Arborist	0.25	0.25	0.00	
Full-Time Regular	1250	Parks/Forestry Crew Leader	1.00	1.00	0.00	
Full-Time Regular	1265	Parks/Forestry Worker III	1.00	1.00	0.00	
3525 TREE PLANTING			2.25	2.25	0.00	
Full-Time Regular	1149	Clerk III	1.00	1.00	0.00	
Full-Time Regular	1191	Ecology Center Coordinator	1.00	1.00	0.00	
Full-Time Regular	1191	Recreation Program Manager	1.00	1.00	0.00	
Part-time Regular	1366	Garden Coordinator	0.20	0.20	0.00	
Part-time Regular	1397	Facilities Supervisor	0.30	0.32	0.02	
Part-time Regular	1403	PT Custodian	0.55	0.25	-0.30	Position adjustment: -0.30 FTE
3605 ECOLOGY CENTER			4.05	3.77	-0.28	
Full-Time Regular	1114	Director, Arts Council	0.40	0.40	0.00	
Full-Time Regular	1300	Secretary II	0.40	0.40	0.00	
3700 ARTS COUNCIL			0.80	0.80	0.00	
Full-Time Regular	1114	Director, Arts Council	0.20	0.20	0.00	
Full-Time Regular	1202	Facilities Maint. Worker II	1.00	1.00	0.00	
Full-Time Regular	1300	Secretary II	0.20	0.20	0.00	
Full-Time Regular	1294	Recreation Program Manager	0.15	0.00	0.15	
Part-time Regular	1397	Facilities Supervisor	0.95	0.95	0.00	
Part-time Regular	1403	PT Custodian	1.75	1.96	0.21	Position adjustment - 0.21 FTE
3710 NOYES CULTURAL ARTS CTR			4.25	4.31	0.06	
Full-Time Regular	1114	Director, Arts Council	0.40	0.40	0.00	
Full-Time Regular	1300	Secretary II	0.40	0.40	0.00	
Full-Time Regular	1305	Senior Program Coordinator	1.00	1.00	0.00	
3720 CULTURAL ARTS PROGRAMS			1.80	1.80	0.00	
Full-Time Regular	1199	Executive Secretary (Non-DH)	1.00	1.00	0.00	
Full-Time Regular	1468	Architect / Project Manager	1.00	1.00	1.00	
3805 FACILITIES ADMINISTRATION			2.00	2.00	0.00	
Full-Time Regular	1164	Fac Maint Worker/Custodian I	1.00	1.00	0.00	
Full-Time Regular		Custodian I	1.00	1.00	0.00	
Part-time Regular	1403	PT Custodian	0.20	0.20	0.00	
3806 CIVIC CENTER SERVICES			2.20	2.20	0.00	

**CITY OF EVANSTON
2010-11 FTE POSITION DETAIL - ALL FUNDS**

Employee Status Description	Position ID	Position Description	2010-2011 Budgeted FTE	2011 Proposed FTE	Difference FTE	Comments
Full-Time Regular	1200	Facilities Mgmt Supervisor	2.00	2.00	0.00	
Full-Time Regular	1203	Facilities Maint. Worker III	13.00	13.00	0.00	
Full-Time Regular	1351	ADA/CIP Project Manager	1.00	1.00	0.00	
3807 CONSTRUCTION & REPAIR			16.00	16.00	0.00	
3000 PARKS, REC.& COMMUNITY SERVICES			128.65	131.45	2.80	
Grand Total - General Fund			698.03	699.68	1.65	
Other Funds - Full-Time Equivalent Positions						
Employee Status Description	Position ID	Position Description	2009-2010 Budgeted FTE	2010-2011 Budgeted FTE	Difference FTE	
Neighborhood Stabilization Program 2						
Full-Time Regular	1462	NSP 2 Housing Specialist	0.00	1.00	1.00	New position - grant funded
5005 NSPS			0.00	1.00	1.00	
5005 NSPS			0.00	1.00	1.00	
Emergency Telephone System Fund						
Full-Time Regular	1105	Asst Communications Coord	2.00	2.00	0.00	
Full-Time Regular	1156	Communications Coordinator	1.00	1.00	0.00	
Full-Time Regular	1327	Telecommunicator	2.00	2.00	0.00	
5150 EMERGENCY TELEPHONE SYSTEM			5.00	5.00	0.00	
5150 EMERGENCY TELEPHONE SYSTEM			5.00	5.00	0.00	
Community Development Block Grant Fund						
Full-Time Regular	1488	Housing and Grant Administrator	1.00	1.00	0.00	
Full-Time Regular	1241	Neighborhood Planner	1.00	1.00	0.00	
5220 CDBG ADMINISTRATION			2.00	2.00	0.00	
5220 CDBG ADMINISTRATION			2.00	2.00	0.00	
Economic Development Fund						
Full-Time Regular	1185	Economic Development Planner	3.00	3.00	0.00	
Full-Time Regular	9999	Intergovernmental Affairs Coordinator	1.00	1.00	0.00	
Full-Time Regular	9999	Development Officer	1.00	1.00	0.00	
Full-Time Regular	1198	Executive Assistant	0.30	0.00	-0.30	0.3 FTE moved to BU 1505
5300 ECON. DEVELOPMENT FUND			5.30	5.00	-0.30	
5300 ECON. DEVELOPMENT FUND			5.30	5.00	-0.30	
Parking System Fund						
Full-Time Regular	1482	Customer Service Representatives	3.00	3.00	0.00	
Full-Time Regular	1256	Parking Manager	1.00	1.00	0.00	
Full-Time Regular	1257	Parking System Supervisor	1.00	1.00	0.00	
Full-Time Regular		Parking Facilities Supervisor	1.00	1.00	0.00	
Full-Time Regular	1329	Traffic Engineering Technician	0.50	0.50	0.00	
7005 PARKING SYSTEM MGT			6.50	6.50	0.00	
Full-Time Regular	1254	Parking Repair Worker	3.00	3.00	0.00	
Full-Time Regular	1283	Public Works Crew Leader	1.00	1.00	0.00	
Full-Time Regular	1288	Public Works Maint Wrkr II	4.00	4.00	0.00	
7015 PARKING LOTS & METERS			8.00	8.00	0.00	
Full-Time Regular	1288	Public Works Maint Wrkr II	1.00	1.00	0.00	
7037 MAPLE AVENUE GARAGE			1.00	1.00	0.00	
7005 PARKING SYSTEM MGT			15.50	15.50	0.00	
Water Fund						
Full-Time Regular	1012	Utilities Director	1.00	1.00	0.00	
Full-Time Regular	1199	Exec Secretary (non-Dept Head)	1.00	1.00	0.00	
Full-Time Regular	1421	Asst Superin, Const & Fld Svcs	1.00	1.00	0.00	
Full-Time Regular	1435	Asst Superin, Water Production	1.00	1.00	0.00	
7100 WATER GENERAL SUPPORT			4.00	4.00	0.00	
Full-Time Regular	1183	Division Chief, Pumping	1.00	1.00	0.00	
Full-Time Regular	1238	Water/Sewer Mechanic	3.00	3.00	0.00	
Full-Time Regular	1337	Water Maintenance Supervisor	1.00	1.00	0.00	
Full-Time Regular	1339	Water Worker II	1.00	1.00	0.00	

**CITY OF EVANSTON
2010-11 FTE POSITION DETAIL - ALL FUNDS**

Employee Status Description	Position ID	Position Description	2010-2011 Budgeted FTE	2011 Proposed FTE	Difference FTE	Comments
Full-Time Regular	1340	Water Plant Operator	5.00	5.00	0.00	
7105 PUMPING			11.00	11.00	0.00	
Full-Time Regular	1138	Chemist	1.00	1.00	0.00	
Full-Time Regular	1182	Division Chief, Filtration	1.00	1.00	0.00	
Full-Time Regular	1238	Water/Sewer Mechanic	3.00	3.00	0.00	
Full-Time Regular	1240	Microbiologist	1.00	1.00	0.00	
Full-Time Regular	1337	Water Maintenance Supervisor	1.00	1.00	0.00	
Full-Time Regular	1338	Water Worker I	1.00	1.00	0.00	
Full-Time Regular	1339	Water Worker II	1.00	1.00	0.00	
Full-Time Regular	1340	Water Plant Operator	5.00	5.00	0.00	
7110 FILTRATION			14.00	14.00	0.00	
Part- Time Regular	1271	Plumbing Inspector	0.50	0.50	0.00	
Full-Time Regular	1181	Division Chief, Distribution	0.50	0.50	0.00	
Full-Time Regular	1338	Water Worker I	2.00	2.00	0.00	
Full-Time Regular	1339	Water Worker II	2.00	1.00	-1.00	One Water Worker II FTE eliminated.
Full-Time Regular	1341	Water Service Worker	2.00	2.00	0.00	
Full-Time Regular	1390	Water/Sewer Crew Leader	3.00	3.00	0.00	
Full-Time Regular	1146	Civil Engineer III	0.00	1.00	1.00	Transferred from 7400
Full-Time Regular	1393	Water Distribution Supervisor	1.00	1.00	0.00	
7115 DISTRIBUTION			11.00	11.00	0.00	
Full-Time Regular	1164	Fac Maint Worker/Custodian I	1.00	1.00	0.00	
Full-Time Regular	1239	Meter Service Coordinator	1.00	1.00	0.00	
Full-Time Regular	1336	Water Billing Clerk	1.00	1.00	0.00	
7120 WATER METER MAINTENANCE			3.00	3.00	0.00	
7100 WATER FUND			43.00	43.00	0.00	
Sewer Fund						
Full-Time Regular	1146	Civil Engineer III	1.00	0.00	-1.00	Transferred to 7115
Full-Time Regular	1181	Division Chief, Distribution	0.50	0.50	0.00	
Full-Time Regular	1189	Engineering Associate II	2.00	2.00	0.00	
Part-Time Regular	1271	Plumbing Inspector	0.50	0.50	0.00	
Full-Time Regular	1338	Water Worker I	2.00	2.00	0.00	
Full-Time Regular	1339	Water Worker II	3.00	3.00	0.00	
Full-Time Regular	1390	Water/Sewer Crew Leader	4.00	4.00	0.00	
Full-Time Regular	1392	Sewer Supervisor	1.00	1.00	0.00	
7400 SEWER MAINTENANCE			14.00	13.00	-1.00	
7400 SEWER MAINTENANCE			14.00	13.00	-1.00	
Solid Waste Fund						
Full-Time Regular	1195	Equipment Operator II	0.00	10.00	10.00	Positions moved from BU 2685
7685 REFUSE COLLECTION AND DISPOSAL			0.00	10.00	10.00	
Full-Time Regular	1195	Equipment Operator II	0.00	2.00	2.00	Positions moved from BU 2695
7695 YARD WASTE DISPOSAL			0.00	2.00	2.00	
7600 SOLID WASTE			0.00	12.00	12.00	
Fleet Service Fund						
Full-Time Regular	1110	Fleet Services Manager	1.00	1.00	0.00	
Full-Time Regular	1128	Auto Shop Supervisor	1.00	1.00	0.00	
7705 GENERAL SUPPORT			2.00	2.00	0.00	
Full-Time Regular	1193	Equipment Mechanic III	8.00	8.00	0.00	
Full-Time Regular	1197	Equipment Parts Technician	1.00	1.00	0.00	
Full-Time Regular	1233	Lead Mechanic	1.00	1.00	0.00	
7710 MAJOR MAINTENANCE			10.00	10.00	0.00	
7700 FLEET SERVICES DEPT.			12.00	12.00	0.00	
Insurance Fund						
Full-Time Regular	1414	Assistant City Attorney	1.00	1.00	0.00	
Full-Time Regular	1472	Insurance Administrator	1.00	1.00	0.00	
Full-Time Regular	1473	Workers Comp and Safety Manager	1.00	1.00	0.00	
7800 INSURANCE FUND			3.00	3.00	0.00	
7800 INSURANCE FUND			3.00	3.00	0.00	
Grand Total - Other Funds			99.80	111.50	11.70	

**CITY OF EVANSTON
2010-11 FTE POSITION DETAIL - ALL FUNDS**

Employee Status Description		Position ID	Position Description	2010-2011 Budgeted FTE	2011 Proposed FTE	Difference FTE	Comments
Grand Total - All Funds				797.83	811.18	13.35	



City of
Evanston[™]

PART VI
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

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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 OBLIGATION 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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PER CAPITA COSTS: The cost of service per person. Per capita costs in Evanston are based on a 74,239 estimated population provided by the 2000 Census.

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

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

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

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

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

REVENUE BONDS: Bonds whose principal and interest are payable exclusively from a revenue source pledged as the payment source before issuance.

ROI: Return on investment, a method to assist management decision making by evaluating the return on various investment alternatives.

SALES TAXES: The City receives two types of sales taxes – one from the state and the other from a home-rule sales tax. The state tax rate is 1% and the local home rule sales tax rate is 1%.

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.