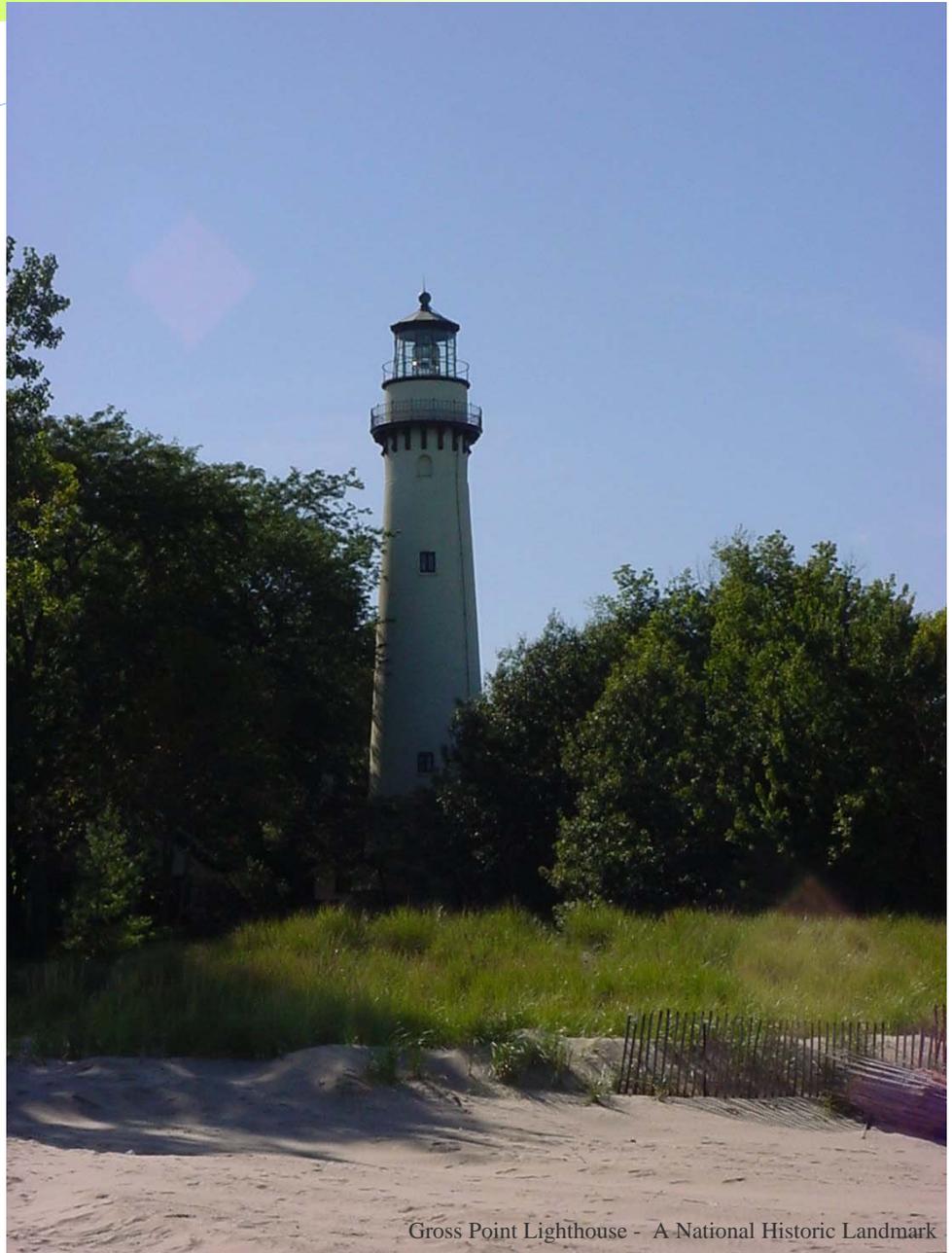
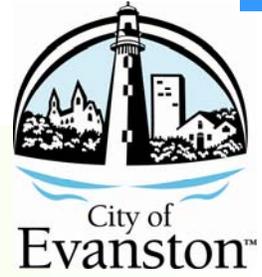


CITY OF EVANSTON

**2005 - 2006  
PROPOSED  
BUDGET**



Gross Point Lighthouse - A National Historic Landmark

CITY OF EVANSTON

2100 Ridge Avenue  
Evanston, Illinois 60201  
Phone: 847-328-2100  
Website: [www.cityofevanston.org](http://www.cityofevanston.org)

**AS SUBMITTED BY THE CITY MANAGER—DECEMBER 2004**



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Evanston**

**Illinois**

For the Fiscal Year Beginning

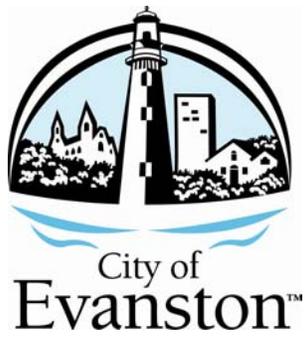
**March 1, 2004**

*Nancy L. Zelle*

President

*Jeffrey R. Emer*

Executive Director





**ELECTED OFFICIALS**

**Lorraine H. Morton**

**Mayor**

**ALDERMAN**

**Arthur B. Newman**

**First Ward**

**Lionel Jean-Baptiste**

**Second Ward**

**Melissa A. Wynne**

**Third Ward**

**Steven J. Bernstein**

**Fourth Ward**

**Joseph N. Kent**

**Fifth Ward**

**Edmund B. Moran, Jr.**

**Sixth Ward**

**Elizabeth B. Tisdahl**

**Seventh Ward**

**Ann Rainey**

**Eighth Ward**

**Gene Feldman**

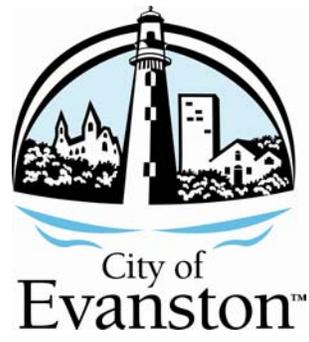
**Ninth Ward**

**Mary P. Morris**

**City Clerk**

---

**Judith A. Aiello, Interim City Manager**



**CITY OF EVANSTON**  
**2005-2006 PROPOSED BUDGET**

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

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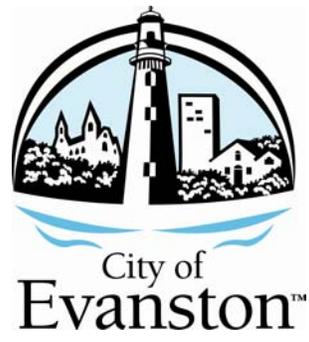
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December 20, 2004

To the Honorable Lorraine H. Morton, Mayor  
and Members of the City Council  
City of Evanston, Illinois

Ladies and Gentlemen:

Transmitted herewith is the Proposed Budget for the City of Evanston for the fiscal year beginning March 1, 2005 and ending February 28, 2006. The annual budget together with Capital Improvement Program is the City's most important policy and management statements. These two documents define and establish the City of Evanston's priorities and services we provide to the community.

The City of Evanston is fortunate that the City Council's policies regarding economic development implemented in the past years have made us less dependent on a single industry or sector of the state and local economies which are experiencing a slow rebound. We are beginning to see a rebound in the state income tax revenue but at the same time growth in shared state and local sales tax revenues remain flat.

Once again during the preparation of the budget, various City departments identified areas where additional personnel and/or programs would enhance their operations. All of these are valid proposals that should be considered in future years. However, given our current financial start, the FY 2005/06 Budget does not propose a significant expansion of service or personnel. Minor adjustments have been made to reflect shifting needs and priorities of the organization. However, since the City of Evanston is a service provider to the community most of its expenses are for salaries and benefits. The FY 2005/06 proposed budget relies on a modest increase in the property tax and recommends the creation of a food and beverage tax. It reflects a cautious outlook for the coming year.

Prior to considering a property tax increase or new revenue sources staff pared down the proposed budget to a very modest increase. Many of the increases reflected in this year's budget are a result of mandated costs. Union contracts, federal and state requirements, and necessary utility costs all increase the cost of doing business. In order to meet this austere budget request each General Fund line item was reviewed and wherever possible reduced to coincide with its three-year expenditure history.

Below is a summary of the expenditures that comprise this request:

Current 2005/06 Proposed Budget	\$ 81,215,000		
FY 2004/05 Adopted Budget	<u>\$ 78,225,000</u>		
	\$ 2,990,000	3.82%	Increase

The following is a listing of the expenditures in the General Fund that have increased as a result of labor contacts, state mandates, utility costs, City Council requested tree planting services, and the addition of a Firefighter/Paramedic. These costs represent 3.27% of the total increase of 3.82%



- 3. Cigarette Tax.**  
This proposal would raise the tax on a pack of cigarettes from \$ .16 to \$ .32 per pack. This increase would generate an additional \$126,000 per year. The City of Chicago has approved increasing their cigarette tax by \$ .16 to \$ .48 per pack. By increasing our tax rate by only \$.08 we will still be competitive and not experience a major drop in sales.
- 4. Vehicle Sticker Fines.**  
Currently the cost of a City of Evanston vehicle sticker is \$60.00. The cost of a ticket for not obtaining or displaying a city sticker is \$30.00 it is therefore cheaper not to buy a sticker and risk receipt of a ticket. The budget proposes to increase the fine for not having a sticker to \$50.00. This increase will result in additional revenue of \$70,000 and hopefully an increase in city sticker compliance.
- 5. Labor Contracts.**  
All labor contracts, except for the Firefighter's Union have been settled for FY 2005/06. These settlements require an increase of 3.75% to the total wages for the AFSCME and Sergeants union members and 3.5% for the Police Union (Teamsters). Non-represented employees are recommended to receive a 3.75% increase in wages.
- 6. Health Insurance.**  
During the mid-year budget review held in September 2004 staff estimated that renewal rate increases for health insurance for FY 05/06 would be approximately 20%. If in fact that rate held true the City of Evanston would have had to budget an additional \$1,000,000 for this expense. Through the hard work of the Human Resources staff and the Budget Office staff, and better claims experience than expected for the prior year, the City was able to obtain health insurance coverage at no increased cost. The City will be switching its provider to Blue Cross and Blue Shield of Illinois on February 1, 2005.
- 7. Water Fund.**  
There is no water rate increased proposed in the 2005/06 budget. The water fund continues to be financially stable and self-sufficient.
- 8. Sewer Fund.**  
Ordinance 13-O-03 established the sewer rates for fiscal years 2004, 2005, and 2006. To be in compliance with this ordinance sewer rates will increase 5% on March 1, 2005. This final increase will complete the funding plan for the long-range sewer improvement program. No additional rate increases are forecast beyond this point.
- 9. Fleet Service Fund.**  
The Fleet Service Fund is stable and will require no additional General Fund subsidy. For the upcoming budget year, new equipment purchases will be limited to \$1,836,000. The final debt service payments will be complete in FY 2005/06, which will establish an annual equipment replacement budget of \$2 million dollars.
- 10. Insurance Fund.**  
Transfer to the Insurance Fund from the General Fund will remain at \$1.9 million dollars. This amount will support annual operating expenses but does not address the total outstanding liability issues. Currently, the City of Evanston has an outstanding liability of \$28,000,000. The timing and necessity of paying the liability stands with the appellate and trial courts. Negative outcome of our major cases will impact finances and may cause a restructuring, reduction or a suspension of our Capital Improvement Plan expenditures.

**11. Parking Fund.**

The Parking Fund is currently under review by City Staff and the Parking Committee. The Parking Fund is running operational deficits; it is necessary to adjust the rates and fees charged by the parking system and allow the Parking Fund to return to a positive net income position.

**12. Personnel Adjustments.**

The FY 2005/06 budget has minor personnel adjustments. The Fire Department is reorganizing its clerical support staff. The Executive Secretary and the Clerk Typist III positions are being eliminated. There will be one Management Analyst Position created to assist in new initiatives underway in the Department. There is also a position increase of one firefighter/paramedic this year. It is our intention that this will be the first of three firefighter/paramedic positions that we hope to add over the next three years. It is anticipated that with the addition of these positions the City will be better equipped to respond to changes in shift strength and reduce overtime expenditures.

The proposed budget also includes 1-½ position additions in the Police Department. The new full-time position is a service desk officer. This is the first of three desk officers and a supervisor that will be added over the next four years to allow the redeployment of sworn officers to field work. This is a continuation of a prior initiative that has returned six sworn officers to field duty. The additional ½ position is the result of the overwhelming impact of the racial profiling requirement mandated by the State of Illinois. Last year a half time position was added to handle the workload requirements. After nearly a year of experience we have found that a full time position is necessary

The proposed budget also includes the addition of Facilities Management Maintenance Worker III funded through TIF funds. Recent experience with the Maple Avenue Self-Park and the Church/Chicago Self-Park and the expected workload increase from the Sherman Avenue Garage has made an additional position necessary. We recognize that new facilities must be maintained.

The final change in personnel is the creation of two new Management Analyst positions in the Office of Management & Budget. There will not be a monetary increase since we will save money from the Fire Department reorganization and there is a vacant Management Analyst position in Parks Forestry and Recreation Department. This position will be transferred to Management and Budget. This new emphasis will create a team with each of the Departments; Management & Budget Office and City Manager's Office that will be used to review and analyze financial efficiencies, business trends, organizational needs and improvements, and policy issues, to provide better service delivery. Given the constraints of a department's workload, many of these opportunities are lost and cannot be completed currently. If the City had adequate resources, I would recommend that each City department have an analyst position. There are many projects within departments that the Departments are unable to accomplish because of a lack of adequate personnel to address issues.

**13. Building Permit Revenue**

Due to sustained housing and commercial development the building permit fee revenue for FY 2005/06 is estimated to be \$3 million dollars. This year we recommend that the full value not be budgeted due to the uncertain economic conditions and that only \$2 million dollars be considered as on-going revenue for the general fund. This next fiscal year, we will receive the revenue from the building permit fee for Sherman Plaza and possibly phase II of Sienna project. There are not any new major projects on the drawing board.

We are recommending that the extra revenue (\$1,000,000) be considered as the required revenue for the first year of the tree inoculation program. Our full recommendation regarding the tree inoculation program will be outlined below.

#### 14. Tree Inoculation and Planting Service

During the past several years, the City Council has highlighted the need to enhance our efforts to preserve Evanston's tree heritage. The City Council directed staff to increase the amount of funds budgeted annually for tree planting. The proposed FY 2005/06 budget allocates \$162,000 for tree planting material. This is an increase of \$97,000 over the prior year budget.

In September 2004 the City Council approved a proposal to survey the inventory of parkway trees to determine the extent and feasibility of inoculating all public elm trees to prevent the spread of the Dutch Elm disease. In addition to the survey, staff was directed to provide funding options for City Council consideration during the 2005/06-budget process for a fungicidal injection program. It is estimated that the cost for the injection program would be \$1,100,000 and the treatment would last approximately three years.

The FY 2005/06 Proposed Budget does not include funding for the inoculation program. Staff has discussed the following structure and funding scenarios and is recommending that the City Council dedicate a significant portion of a Saturday budget session to discuss the Tree Inoculation program.

To support the Tree Inoculation Program, staff is recommending that a New Special Revenue Fund be established to support the program. This will allow the City to isolate costs of this program and to make annual adjustments when necessary. The City must identify an annual revenue stream to support the program. The following are some funding options:

##### 1. Funding Options

###### A. Single Year Funding.

Assuming that the cost to inoculate the elm trees is \$1,100,000 then there would need to be an annual revenue stream of \$350,000 dedicated to the Tree Fund. If it were the City Council's desire to complete all of the inoculations in one year they we would recommend that \$1,450, 000 be allocated the first year. This allows the inoculations in the first year and then to have funds set aside for the fourth year, when the inoculation triennial must begin again. Every year moving forward, funds must be clearly identified and transferred to the Tree Inoculation Fund. This would ensure the appropriate amount of funds would be available to fund the triennial program.

###### For the First Year Only

- Appropriate \$ 1,100,000 from fund balance to complete all inoculations in the first year.
- Appropriate the excess Building Permit Fees for year one
- Create an annual revenue stream of \$350,000 to fund the triennial program

Revenues options for future years include but are not limited to:

- i. An increase in the Property Tax Levy of \$350,000
- ii. An Increase in the Gasoline Tax by \$ .02
- iii. A reallocation of other revenues now designated for the General Fund.
- iv. Appropriate excess Building Permit Fees for Year One
- v. Dedicate funds from Northwestern for the Trees for the first three years
- vi. Approve an annual appropriation of \$350,000 to fund the program after the first year.

*B. Multi-Year Funding*

- Fund program over a three-year period, 1/3<sup>rd</sup> of the trees inoculated each year.
- Appropriate \$350,000 from fund balance for the first year.
- Establish a revenue source to fund an annual appropriation of \$350,000. Revenue options would be similar to those listed above.

*C. Single Year 50/50 Program*

The City of Evanston and many other communities use a cost-sharing model when replacing streets, alleys, sidewalks, and curbs in the community. A similar plan could be adopted for the tree inoculation program. In this model the City would pay for 50% of the cost for inoculating a parkway tree in the front of a resident's home. The Council will have to consider options regarding a mandatory or voluntary participation. If it is assumed that a mandatory system is created an allocation of \$550,000 would be necessary.

Steps necessary to complete this model are:

- Appropriate \$ 550,000 from fund balance.
- Create an annual revenue stream of \$170,000.

*D. Three year 50/50 Program.*

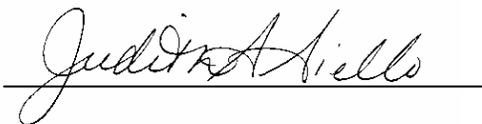
This program is similar to the single year 50/50 program but extends it over a three-year period. The City would again share the cost equally with the resident but only inoculate 1/3<sup>rd</sup> of the trees each year. This approach would require an initial appropriation of \$170,000 from fund balance for the first year and the establishment of a revenue source of \$170,000 in perpetuity.

Finally, it is recommended that no matter which alternative the City Council chooses, the inoculation program will be reevaluated after three years to measure its effectiveness and determine if it should continue. This is particularly critical since there is concern by arborists that other species may also experience damage due to disease and exotic pests. As you will recall, the Request for Proposals for the tree survey is requesting proposals to survey all trees.

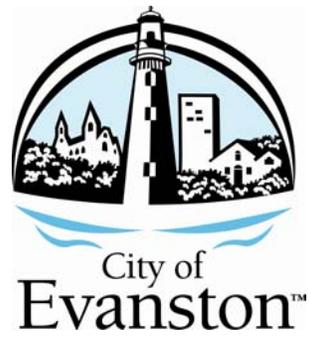
Again, we are recommending that a Saturday budget session be dedicated to the tree program. Staff will provide additional information for the Saturday discussion.

I would like to thank the department heads and each of their employees for their efforts every day to make this a better community. I would also like to thank the department heads and those who assisted in the development of this budget document. Each year it is a difficult task to maintain the quality and quantity of services with limited resources. In particular, I express my deep gratitude to Patrick Casey, Director of Management and Budget, William Stafford, Director of Finance, Judith Witt, Director of Human Resources, Tracy Roberts, Management Analyst, Alison Zelms, Management Analyst for all of their efforts in preparing this document.

A heartfelt thanks to the Mayor and Members of the City Council, the City Clerk, and the members of the appointed Boards and Commissions, for your tireless efforts on behalf of the Evanston community. Although you each spend many long and sometimes thankless hours devoted to city business, there is no doubt that the citizens and community is a better place as a result. While there are many problems facing this community, it is a community rich in heritage and culture, strengthened by our diversity and a desirable place to live, work and play. While there is not unanimity on each issue, we must all pledge to work together so that the common goals of the community can be achieved. The City staff and I stand ready to assist you during your deliberation of the 2005-06 City of Evanston Budget.

A handwritten signature in cursive script, reading "Judith A. Aiello", is positioned above a solid horizontal line.

Judith A. Aiello  
Interim City Manager



## **City of Evanston, 2005-2006 Approved Budget Executive Summary**

### **I. Introduction**

The City of Evanston covers a stretch of four miles of 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 hint of cosmopolitan flavor, while retaining a close-knit suburban atmosphere.

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

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

### **II. Budget Summary**

The total operating budget for FY2006 is \$174,726,300 prior to interfund transfers. This represents an increase of \$9,817,051 or 5.95%.

### **III. Fiscal Constraints**

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

### **IV. General Fund**

#### Expenditures

The General Fund budget for 2005-2006 is \$81,215,000. This represents a \$2,990,100 or 3.82% increase in expenditures.

#### Revenues

The City of Evanston depends upon a variety of revenue sources to fund services. Many of these revenues are subject to fluctuations in the economy, while demands for government services frequently are not. As a result, there is a

continued interest in developing revenue sources that remain more insulated from economic effects while also seeking to appropriately tax those receiving benefits.

**1. Property Tax:**

The total proposed property tax levy is \$32,776,511. This is an increase of \$1,253,270 or 3.98%. The General Fund portion of this raises from \$15,783,600 to \$16,700,000 an increase of \$916,400. The property tax continues to make up the largest percentage of City tax revenues. The relative economic stability and tax deductible feature of the property tax make it a desirable revenue source.

**2. State Sales Tax:**

General Fund revenue from the state sales tax is expected to remain at the \$8,200,000. This is an indication of the slow growth in the economy.

**3. Home Rule Sales Tax:**

Projections show \$5,500,000 of this revenue source for the General Fund. Once again the revenue remains flat due too the economic situation.

**4. State Income Tax:**

State income tax revenues are expected to increase by 11.6 %, bringing the expected revenue to \$4,800,000. This increase is due to the beginnings of the economic rebound and the State of Illinois discontinuing its one time tax refund deduction of \$300,000. The revenue projected is still \$900,000 less than received in FY 2000/01.

**5. Utility Taxes:**

Revenues from utility taxes are comprised of electric, natural gas, and telecommunications taxes. For FY2005-2006, these are projected to total \$7,900,000, which is a decrease of \$300,000, or 3.7%. This results primarily from a decrease in the projection from the electric tax and a drop of \$300,000 in the telecommunications tax. The drop in the telecommunications tax is due to having a better estimate after the first year under the State of Illinois 6% Telecommunications Simplification Legislation.

**6. Real Estate Transfer Tax:**

Real estate transfer tax revenue is expected to be \$3,500,000 for FY2005. This is mainly due to new development in Evanston. Staff does not believe this is the historic level which is still believed to settle in the future at a number nearer to \$3.0 million.

**7. Vehicle Licenses:**

Vehicle license fees are expected to increase by about \$100,000 this year, to \$2,100,000. This revenue source is considered to be relatively insulated from economic fluctuations.

**8. Licenses, Permits, and Fees:**

Total licenses, permits, and fees are expected to generate \$6,704,950 in revenues, an increase of \$466,250 over the prior year. The main reason for the increase is a continued strong housing and development market. An additional \$132,400 is expected from the cable franchise fee. Historical trends show that this revenue source has been performing well. In addition Comcast Cable has recently announced that cable rates are going to be increased by a minimum of 6% in the upcoming year.

**9. Fines and Forfeitures:**

Parking ticket, regular and other fine revenues are expected to increase by a modest \$188,000 to \$4,355,500. The majority of this increase is due to the proposed increase in the vehicle sticker fine. It is recommended that the fine for not displaying a city vehicle sticker be raised from its current level of \$30.00 to \$50.00.

**10. State and Federal Aid**

State and federal aid revenues will decrease by \$275,300 due to a partial loss of the law enforcement grant and a correction in the revenue budget for the lead base paint program.

**V. Other Funds**

Motor Fuel Tax Fund

Spending for the fund is budgeted at \$3,862,500 in FY2006. This is an increase of \$1,012,500 from the FY2005 appropriation

Emergency Telephone System Fund

Revenues for this fund are derived from the \$1.50 Enhanced 911 Surcharge and a share of the State of Illinois wireless surcharge. Budgeted expenditures for FY2005/06 are \$2,190,300 up \$107,000. Projected revenues are \$1,144,500, a decrease of 11.0%. This includes wireless surcharge revenue of \$241,000.

Community Development Block Grant Fund

This accounts for funds granted from the U.S. Department of Housing and Urban Development. The amount for FY2005/06 is \$2,859,353 for Community Development related programs, an increase of \$99,720 from FY2004/05.

#### Economic Development Fund

Expenditures from the Economic Development Fund are budgeted to be \$1,498,900 for FY2006. Revenues for this fund are generated from the Hotel and Amusement Taxes.

#### Housing Fund

The Mayor's Special Housing Fund seeks to support housing related programs as adopted by the City Council. The FY2005/06 budget is \$254,300, an increase of \$15,200

#### Washington National Special Tax Allocation Debt Service Fund

This fund is expected to account for the payment of general obligation debt issued for this tax increment financing district bounded by Church Street on the North, Davis Street on the South, and Chicago Avenue on the East. Fiscal year 2006 budgeted expenditures are \$1,881,250, an increase of 12.6% from last year.

#### Special Service Area No. 5 Fund

Adopted by the City Council on June 27, 1994 Special Service District 5 comprises the City of Evanston downtown business district. FY2006 budgeted expenditures for this fund is \$430,810. This is an increase in the budget of \$278,134.

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

Better known as the Howard/Hartrey District, the district consists of a 23 acre site located at 2201 Howard Street. A slight increase in projected expenditures brings the fiscal year 2006 budget for this fund to \$998,400.

#### 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 this fund will be \$896,825 a decrease of \$6, 925.

#### Debt Service Fund

The property tax levy reported in this budget is stated on the full accrual basis. The property tax revenue represents the 2004 levy, almost all of which will be collected in the 2005-06 fiscal year. The expenditures for the general obligation bonds represent debt service payments due in fiscal year 2005-06.

During fiscal year 2004-05 the City issued Series 2004B general obligation refunding bonds in the amount of \$11,730,000 to refund Series 1997 bonds. The City also issued \$13,355,000 Series 2004 general obligation bonds. Proceeds from this issue are being used to finance the Capital Improvement budget. The debt service payments budgeted in this fund is due in FY2006. Total budgeted expenditures are \$9,881,447.

### Downtown II Special Tax Allocation Service Fund

On January 1985 the City Council adopted the Downtown II tax increment finance district consisting of 26 acres of contiguous land located in the northwest portion of the central business district of the city. Bonds were issued in 1986, 1992, 1996 and 1999. On June 29, 2000 the City sold \$37.1 million in Series 2000 Bonds which were used to pay for redevelopment costs, construction of a senior center and the construction of a parking garage.

This fund accounts for payment of debt service associated with the Downtown II Tax Increment Financing District whose expenditures will be \$9,204,315 for FY2006. This is an increase of \$393,615 which is due primarily to an increase of funds being transferred to the Maple Avenue Fund.

### Maple Avenue Fund

This fund is responsible for paying the operating expenses and debt service for repayment of bonds that were issued to fund construction of the Maple Avenue Parking structure. Total operating expenses for 2005/06 will be \$7,017,700.

### Parking System Fund

The Parking System Fund has anticipated expenditures of \$3,842,100. This is less a 5.1% increase and is inclusive of capital outlay, debt service, and transfers to the General Fund. Revenues are projected to be \$2,985,400. This includes no projected revenue from the Sherman Avenue Garage which is closed.

### Water Fund

The Water Fund is expected to have total expenditures of \$13,690,600 which represents an increase of \$211,700 or 1.6%. Water Fund revenues are expected to increase by \$132,300. No water rate increase is proposed for FY2005/06.

### Sewer Fund

The Long Range Sewer Improvement Program continues to make progress with further investments in sewer infrastructure. As a result, expenditures have increased by 4.8% to \$17,619,100. There is a scheduled 5% sewer rate increase for FY2005/06. This is the final planned increase in the sewer rate under a plan that was adopted by the City Council in February 2003.

### Fleet Services Fund

Budgeted expenditures for FY2005 are \$4,880,400. This is an increase of less than 1.0% totaling \$37,500. Again this year, no new bond sale is proposed for vehicles.

### Insurance Fund

Fiscal year 2006 budgeted expenditures for the Insurance Fund remain the same at \$1,900,500. This is largely due to the increase that was initiated in FY03.

### Fire Pension Fund

Every Illinois Municipality having a population of not less than 5,000 and not more than 500,000 must have a Fire Pension fund as prescribed in Chapter 108 1/2 - Article 4 of the Illinois Revised Statutes.

Actuarially determined funding requirements indicate that no increase in funding requirements is expected for FY2006, making the budgeted amount \$4,714,000. Presently, this fund is budgeted to levy for \$3,229,882, which translates into no increase in the property tax levy.

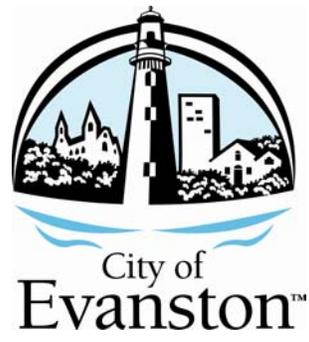
### Police Pension Fund

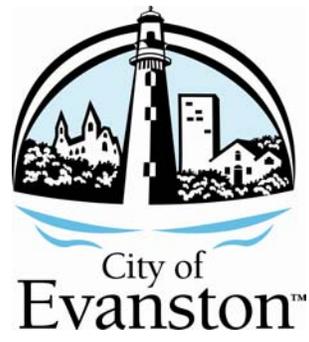
Every Illinois Municipality of not less than 5,000 and not more than 500,000 people must have a Police Pension Fund as prescribed in Chapter 108 1/2, Article 4 of the Illinois Revised Statutes.

Actuarially determined funding requirements indicate that no increase in funding requirements is expected for FY2006, making the budgeted amount \$5,888,500. Presently, this fund is budgeted to levy for \$4,088,000, which translates into no increase in the property tax levy.

## **VI. Conclusions**

The 2005-2006 budget attempts to implement the goals and priorities developed by the City Council and City Staff. This is done with an understanding that long-term planning and fiscal austerity will help ensure the City of Evanston retains its position as one of the more respected communities in the Greater Chicago area.



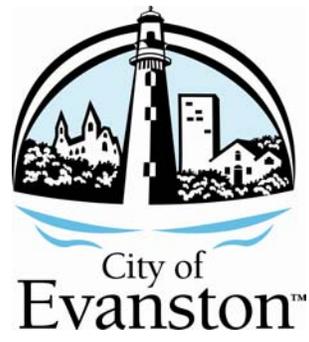




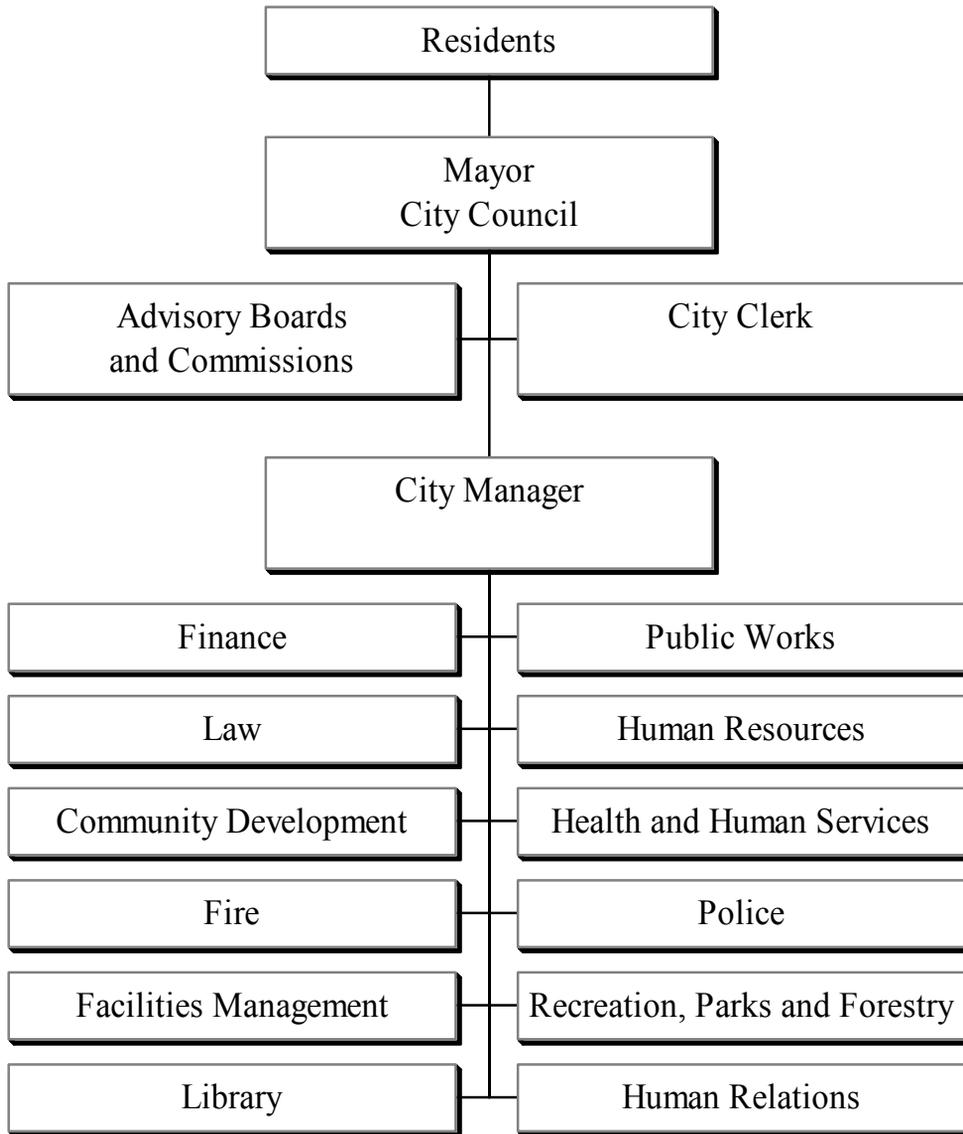
City of  
**Evanston**

**PART II**

**CHARTS AND SUMMARIES**



# City of Evanston Organizational Chart





## General Information: Evanston and its Government

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

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

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

Date of Incorporation	1863	Library Services	
Form of Government	Council – Manager	Branch Libraries	2
Geographic Location	On Lake Michigan Immediately north of Chicago	Number of Books / Materials	437,104
		Number of Registered Borrowers	58,999
		Annual Circulation	858,343
Population (2000 Census)	74,239	Recreation Facilities	
Number of Households (2000 Census)	29,651	Number of Parks and Playgrounds	75
Number of Housing Units (2000 Census)	30,817	Park Area in Acres	268
Equalized Assessed Valuation (2002)	\$1,737,543,903	Number of Beaches	5
Per Capita Income (2000 Census)	\$33,645	Municipality Parking Utility	
Municipal Services and Facilities		Number of Parking Meters on Streets	1,671
Miles of Streets	147	Number of Parking Lots	38
Miles of Alleys	76	Capacity of Parking Lots	1,988
Number of Sewers	169	Metered Spaces	720
Number of Street Lights	5,641	Space Rentals and Free Spaces	1,268
Value of Authorized Construction	\$260,000,000	Capacity of Parking Garages	2,653
Fire Protection		Number of Parking Garages	3
Number of Firefighters	107	Municipality Water Utility	
Number of Stations	5	Total Population Served	356,502
Number of Fire Hydrants	1,236	Northwest Water Commission	218,915
I.S.O. Rating	Class 3	Evanston	74,239
Police Protection		Skokie	63,348
Number of Police Officers	162	Miles of Water Mains	155.995
Number of School Crossing Guards	38	Filtration Plant Rated Daily Capacity (gallons)	108,000,000
Number of Parking Enforcement Officers	16	Rated Daily Pumping Capacity (gallons)	142,000,000
		Average Daily Pumpage (gallons)	48,492,000

## GENERAL FUND

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

## SPECIAL REVENUE FUNDS

### City Funds

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

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

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

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

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

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

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

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

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

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

## DEBT SERVICE FUNDS

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

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

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

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

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

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

## CAPITAL PROJECTS FUNDS

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

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

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

## ENTERPRISE FUNDS

**Water Fund** - to account for the provision of water services to the residents of the City and the sale of water to the Village of Skokie, Illinois and the Northwest Water Commission. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, administration, operation, maintenance, financing and related debt service and billing and collection.

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

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

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

## **INTERNAL SERVICE FUNDS**

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

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

## **TRUST AND AGENCY FUNDS**

### **Pension Trust Funds**

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

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

### **Expendable Trust Fund**

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

### **Agency Funds**

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

## **City of Evanston Budget Policy** **Revised May 24, 2004**

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

### **I. Budget Process**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **II. Fund Policies**

### **A. General Fund**

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

### **B. Parking System Fund**

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

### **D. Water Fund**

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

### **E. Fire and Police Pension Funds**

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

### **F. Emergency Telephone System Fund**

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

### **G. Motor Fuel Tax Fund**

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

### **H. Insurance Fund**

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

#### I. Fleet Services Fund

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

#### J. Debt Service Fund

General Obligation Debt of the City means debt (viz., bonds) for which an unlimited real property tax levy is made or pledged for payment. General Obligation Debt shall be allocated into two categories. Self-Supporting General Obligation Debt shall mean General Obligation Debt which, at the time of issuance, is expected and intended by the Finance Director to be payable out of a source of funds other than the City's general real property tax levy, thus permitting the abatement and avoidance of the property tax levy to pay such bonds; examples of Self-Supporting General Obligation Debt include (without limitation) bonds payable from the Water Fund or the Sewer Fund, bonds payable from special assessments, bonds payable from tax increment financing areas, and bonds payable from Motor Fuel Taxes. Tax-Supported General Obligation Debt shall mean all other General Obligation Debt, which is expected and intended to be paid from a general real property tax levy. General Obligation Debt shall not include any obligation of the City not denominated a bond, including, without limitation, short term notes or warrants or other obligations which the City may issue from time to time for various purposes and to come due within three (3) years of issuance. General Obligation Debt does not include bonds which have been refunded or defeased and which, as a consequence of same, are provided for from a dedicated source of funds or investments. Self-Supporting General Obligation Debt shall not be limited by this Budget Policy. Tax-Supported General Obligation Debt shall not exceed \$90,000,000 in aggregate principal amount, which limit is expressly subject to increase from time to time by action of the City Council as the needs of the City may grow. General Obligation Debt issued as so-called zero coupon bonds or capital appreciation bonds shall be counted as debt in the original principal amount issued. The Finance Director shall at all times keep a book or record of all General Obligation Debt and its proper allocation. The Finance Director's statements as to the allocation of General Obligation Debt into these two categories shall be conclusive. Notwithstanding this statement of policy, all bonds or other obligations by whatever name designated of the City duly authorized to be issued by the City Council shall be valid and legally binding as against the City, and there shall be no defense of the City as against any bondholder or other obligation holder on the basis of this policy.

#### K. Economic Development Fund

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

#### L. Sewer Fund

This is an enterprise fund and as such is expected to be self-sufficient. As a result, rates should be scheduled to increase to meet costs of sewer programs. In compliance with Ordinance 12-O-00, and 13-O-03, rates are scheduled to increase in fiscal years 2001 (12%), 2002 (10%), 2003 (10%), 2004 (5%), 2005 (5%). Transfers to other funds for administrative expenses should be maintained to reflect true program costs.

#### M. Expenditure Analysis

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

### III. Fund Reserve Policy

The Fund Reserve Policy is as follows:

#### A. General Fund

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

#### B. Parking System Fund

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

#### C. Water Fund

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

#### D. Sewer Fund

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

**CITY OF EVANSTON**  
**BUDGETARY BASIS OF ACCOUNTING**

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

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

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

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

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

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

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

The following funds have legally adopted budgets:

*General*

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

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

**Enterprise:** Water, Motor Vehicle Parking System, Sewer

**Internal Service:** Fleet Services

**Pension Trust:** Firefighters' Pension, Police Pension

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

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

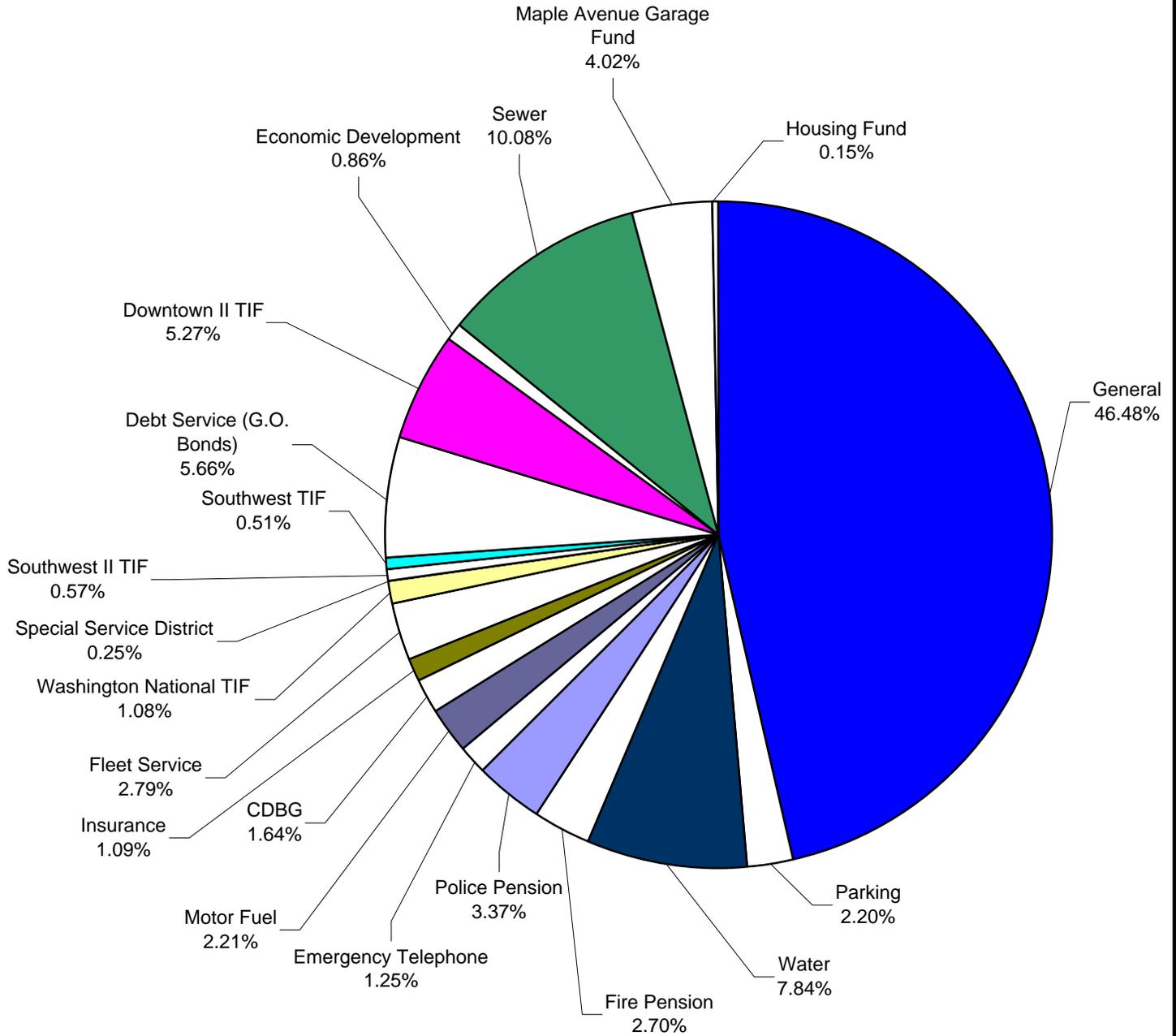
The budgets of general government type funds (for example, the general fund itself and MFT funds) are prepared on a modified accrual basis. Briefly, this means that obligations of the City (for example outstanding purchase orders) are budgeted as expenses, but are recognized only when they are actually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

The enterprise funds (water and sewer), on the other hand, are budgeted on a full accrual basis. Not only are expenditures recognized when a commitment is made (through a purchase order) but revenues are also recognized when they are obligated to the city (for example, water user fees are recognized as revenue when bills are produced.).

The Comprehensive Annual Financial Report (CAFR) shows the status of the City's finances on the basis of "generally accepted accounting principles" (GAAP). In most cases this conforms to the way the City prepares its budget. Two exceptions are the treatment of depreciation expense (these are not shown in the budget although the full purchase price of equipment and capital improvements is, while purchases of capital improvements are depreciated in CAFR for enterprise funds) and compensated absences (accrued but unused sick leave) are treated slightly differently in the budget and in the CAFR.

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

**Fund Summary**  
(prior to interfund transfers)



**Analysis of Appropriations for Transfers to Other Funds**  
**FY 2005-2006 Proposed Budget**

**General Fund**

Various 62305 Accounts	Transfer to Fleet Service Fund	\$4,055,400
2690.68305	Debt Service - Recycling and Vehicle	\$175,000
1610.66020	Transfer to Insurance Fund	\$1,900,000
1615.66020	To Capital Improvements	\$200,000
	<b>Total General Fund Transfers</b>	<b>\$6,330,400</b>

**Parking Systems Fund**

Various 62305 Accounts	Transfer to Fleet Service Fund	\$105,000
7005, 7025.62675	Transfer to General Fund for Pension	\$124,600
7005.66133	General Fund Cash Transfer - Meter Revenue	\$300,000
7015, 7025.66132	Transfer to General Fund for Insurance	\$85,300
7050.62685	Transfer to General Fund for Administrative Expense	\$452,500
7050.66134	To General Fund for Parking Lot Maintenance	\$26,500
	<b>Total Parking Systems Fund Transfers</b>	<b>\$1,093,900</b>

**Emergency Telephone System**

5150.62690	Transfer to Debt Service	\$0
5150.62680	Transfer to General Fund for Information Systems Support	\$60,000
5150.62685	Transfer to General Fund For Administrative Expense	\$60,000
5150.62675	Transfer to General Fund for Pension	\$50,000
	<b>Total Emergency Telephone System Fund Transfers</b>	<b>\$170,000</b>

**Motor Fuel Tax Fund**

5100.62720	Transfer to General Fund for Street Maintenance	\$650,000
5100.66136	Transfer to General Fund for Engineering Services	\$122,500
	<b>Total Motor Fuel Tax Fund Transfers</b>	<b>\$772,500</b>

**CDBG Fund**

Various CDBG Accounts	Transfer to General Fund for Pension, Health & Life Ins.	\$193,800
Various CDBG Accounts	Transfer to General Fund for CDBG Supported Programs	\$714,500
	<b>Total CDBG Fund Transfers</b>	<b>\$908,300</b>

**HOME Fund**

5450.61455	Transfer to General Fund for Salary	\$32,700
Various HOME Accounts	Transfer to General Fund for Pension, Health & Life Ins.	\$6,600
	<b>Total HOME Fund Transfers</b>	<b>\$39,300</b>

**MAPLE Garage Fund**

7000.66132	Transfer to General Fund for Insurance	\$40,700
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**Water Fund**

Various 62305 Accounts	Transfer to Fleet Services Fund	\$311,000
Various 62675 Accounts	Transfer to General Fund for Pension	\$348,400
7125.66138	Transfer to General Fund for Public Works Support	\$18,500
7160.66020	Transfer to General Fund - Return in Investment	\$2,531,300
7125.66132	Transfer to General Fund for Insurance	\$140,400
7125.66139	Transfer to General Fund for Worker's Compensation Expense	\$31,000
7180.66140	Transfer to General Fund - Operating Cash	\$162,300
7125.62680	Transfer to General Fund for Collections and Information Systems	\$90,700
7125.62685	Transfer to General Fund for Administrative Expense	\$484,000
	<b>Total Water Fund Transfers</b>	<b>\$4,117,600</b>

**Fleet Service Fund**

7705, 7710, 7715.62675

Transfer to General Fund for Pension \$123,300

**Economic Development Fund**

5300.66131

Transfer to General Fund \$376,900

5300.62675

Transfer to General Fund for Pension \$8,400

5300.66127

Transfer to Maple Avenue Garage Fund \$650,000

**Total Economic Development Fund Transfers \$1,035,300****Sewer Fund**

7400.62305

Transfer to Fleet Service Fund \$242,900

7400.61510

Transfer to General Fund for Health Insurance \$123,300

7410.62675

Transfer to General Fund for Pension \$110,300

7410.66132

Transfer to General Fund for Insurance \$108,400

7410.66139

Transfer to General Fund for Worker's Compensation Expense \$39,400

7410.62680

Transfer to General Fund for Collections and Information Systems \$69,700

7410.62685

Transfer to General Fund for Administrative Expense \$72,500

7420.66138

Transfer to General Fund for Public Works Support \$123,800

**Total Sewer Fund Transfers \$890,300****Capital Improvement Fund**

Transfer to General Fund for Engineering for Capital Projects \$275,000

**Special Assessment**

Transfer to General Fund for Administrative Expense \$31,800

**TIF Funds**

To General Fund From Downtown II Expense \$309,000

To Maple Ave. Garage fund From Downtown II Expense \$4,502,000

To Washington National TIF from Downtown II Expense \$845,315

To General Fund From Washington National TIF \$137,900

To General Fund From Howard Hartrey TIF \$128,800

To General Fund From Southwest TIF \$21,200

**Total TIF Transfers \$5,944,215****ETHS**

To General Fund - Police \$30,000

**Grand Total Transfers \$21,802,615**

**Total Appropriation All Funds  
2004-05 vs. 2005-06  
(Prior to Interfund Transfers)**

In this summary, the total budgets for all funds are compared with the approved fund totals for FY 2004-05. All budget totals in this summary are gross figures prior to adjustment to eliminate double counting of expenditures due to interfund transfers. Each interfund transfer appears as an appropriation in two funds.

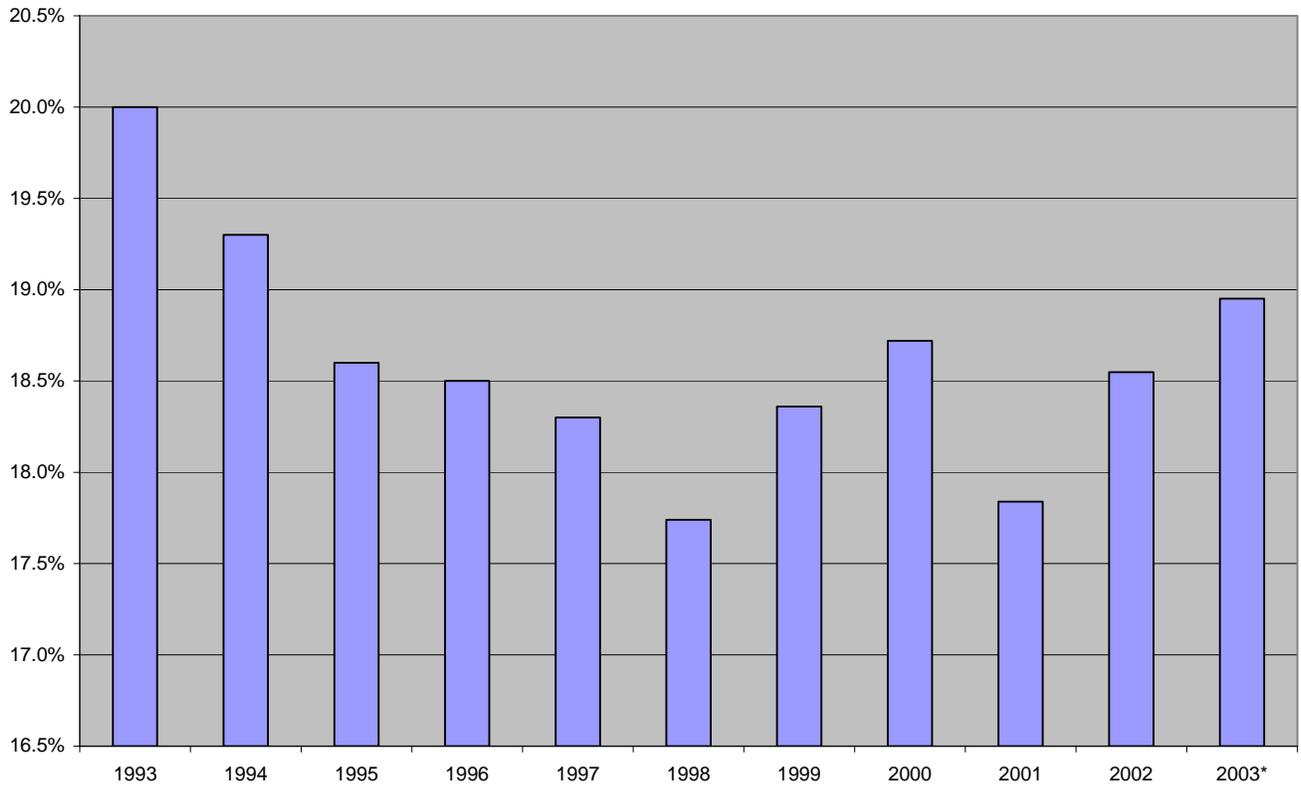
Fund	2004-05 Appropriation	2005-06 Proposed Appropriation	Net Change	Percent Change
General	\$ 78,225,000	\$ 81,215,000	\$ 2,990,000	3.82%
Parking	\$ 3,653,200	\$ 3,842,100	\$ 188,900	5.17%
Water	\$ 13,478,900	\$ 13,690,600	\$ 211,700	1.57%
Fire Pension	\$ 4,480,000	\$ 4,714,000	\$ 234,000	5.22%
Police Pension	\$ 5,899,000	\$ 5,888,500	\$ (10,500)	-0.18%
Emergency Telephone	\$ 2,083,300	\$ 2,190,300	\$ 107,000	5.14%
Motor Fuel	\$ 2,850,000	\$ 3,862,500	\$ 1,012,500	35.53%
CDBG	\$ 2,749,633	\$ 2,859,353	\$ 109,720	3.99%
Insurance	\$ 1,900,500	\$ 1,900,500	\$ -	0.00%
Fleet Service	\$ 4,842,900	\$ 4,880,400	\$ 37,500	0.77%
Washington National TIF	\$ 1,671,281	\$ 1,881,250	\$ 209,969	12.56%
Special Service District	\$ 152,686	\$ 430,810	\$ 278,124	182.15%
Southwest II TIF	\$ 1,000,713	\$ 998,400	\$ (2,313)	-0.23%
Southwest TIF	\$ 903,750	\$ 896,825	\$ (6,925)	-0.77%
Debt Service (G.O. Bonds)	\$ 10,495,071	\$ 9,881,447	\$ (613,624)	-5.85%
Downtown II TIF	\$ 5,992,515	\$ 9,204,315	\$ 3,211,800	53.60%
Economic Development	\$ 1,399,000	\$ 1,498,900	\$ 99,900	7.14%
Sewer	\$ 16,815,100	\$ 17,619,100	\$ 804,000	4.78%
Maple Avenue Garage Fund	\$ 6,077,600	\$ 7,017,700	\$ 940,100	15.47%
Housing Fund	\$ 239,100	\$ 254,300	\$ 15,200	6.36%
<b>Total All Funds</b>	<b>\$ 164,909,249</b>	<b>\$ 174,726,300</b>	<b>\$ 9,817,051</b>	<b>5.95%</b>

### Total Appropriation All Funds - Adjusted for Interfund Transfers

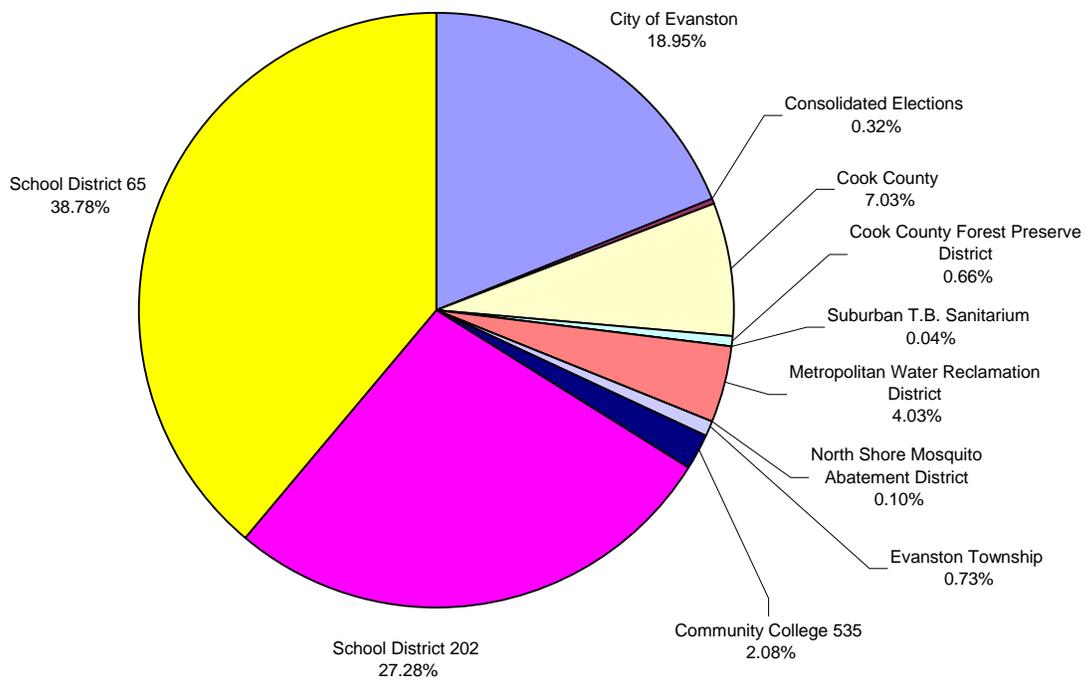
This chart presents the gross total for each fund, less interfund transfers. The result is a net appropriation for each fund and for the 2005-06 City Budget. The total for each fund is compared with that of the approved FY 2004-05.

Fund	2004-05 Net Appropriation	2005-06 Proposed Appropriation	Less Transfers to Other Funds	2005-06 Proposed Net Appropriation	Net Change	Percent Change
General	\$ 71,902,900	\$ 81,215,000	\$ 6,330,400	\$ 74,884,600	\$ 2,981,700	4.15%
Parking	\$ 2,593,900	\$ 3,842,100	\$ 1,093,900	\$ 2,748,200	\$ 154,300	5.95%
Water	\$ 9,481,200	\$ 13,690,600	\$ 4,117,600	\$ 9,573,000	\$ 91,800	0.97%
Fire Pension	\$ 4,480,000	\$ 4,714,000	\$ -	\$ 4,714,000	\$ 234,000	5.22%
Police Pension	\$ 5,899,000	\$ 5,888,500	\$ -	\$ 5,888,500	\$ (10,500)	-0.18%
Emergency Telephone	\$ 1,731,900	\$ 2,190,300	\$ 170,000	\$ 2,020,300	\$ 288,400	16.65%
Motor Fuel	\$ 2,100,000	\$ 3,862,500	\$ 772,500	\$ 3,090,000	\$ 990,000	47.14%
CDBG	\$ 1,763,233	\$ 2,859,353	\$ 908,300	\$ 1,951,053	\$ 187,820	10.65%
Insurance	\$ 1,900,500	\$ 1,900,500	\$ -	\$ 1,900,500	\$ -	0.00%
Fleet Service	\$ 4,719,700	\$ 4,880,400	\$ 123,300	\$ 4,757,100	\$ 37,400	0.79%
Washington National TIF	\$ 1,537,381	\$ 1,881,250	\$ 137,900	\$ 1,743,350	\$ 205,969	13.40%
Special Service District	\$ 152,686	\$ 430,810	\$ -	\$ 430,810	\$ 278,124	182.15%
Southwest II TIF	\$ 1,000,713	\$ 998,400	\$ 128,800	\$ 869,600	\$ (131,113)	-13.10%
Southwest TIF	\$ 883,150	\$ 896,825	\$ 21,200	\$ 875,625	\$ (7,525)	-0.85%
Debt Service (G.O. Bonds)	\$ 10,495,071	\$ 9,881,447	\$ -	\$ 9,881,447	\$ (613,624)	-5.85%
Downtown II TIF	\$ 729,491	\$ 9,204,315	\$ 5,656,315	\$ 3,548,000	\$ 2,818,509	386.37%
Economic Development	\$ 383,100	\$ 1,498,900	\$ 1,035,300	\$ 463,600	\$ 80,500	21.01%
Sewer	\$ 15,964,600	\$ 17,619,100	\$ 890,300	\$ 16,728,800	\$ 764,200	4.79%
Maple Avenue Garage Fund	\$ 6,038,100	\$ 7,017,700	\$ 40,700	\$ 6,977,000	\$ 938,900	15.55%
Housing Fund	\$ 239,100	\$ 254,300	\$ -	\$ 254,300	\$ 15,200	6.36%
Total All Funds	\$ 143,995,725	\$ 174,726,300	\$ 21,426,515	\$ 153,299,785	\$ 9,304,060	6.46%

### City of Evanston Percentage of Tax Bill



### Your Real Estate Tax Bill



## CITY OF EVANSTON, ILLINOIS

### Property Tax Rates Last Ten Fiscal Years

Tax Levy Year	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003*
Fund										
General Corporate	1.3672	1.1649	1.1161	1.0918	0.9801	1.0231	1.0872	0.8646	0.8554	0.8977
Debt Service	0.5740	0.5308	0.5417	0.5946	0.5443	0.5574	0.5743	0.4467	0.4404	0.4494
	1.9412	1.6957	1.6578	1.6864	1.5244	1.5805	1.6615	1.3113	1.2958	1.3471
Police Pension	0.2209	0.2111	0.2154	0.2138	0.2062	0.2021	0.2088	0.1819	0.1812	0.1981
Firefighters' Pension	0.1842	0.1774	0.1855	0.1681	0.1566	0.1505	0.1626	0.1348	0.1321	0.1520
Total All Funds	2.3463	2.0842	2.0587	2.0683	1.8872	1.9331	2.0329	1.6280	1.6091	1.6972
Actual Rate Extended	2.347	2.085	2.059	2.069	1.888	1.934	2.033	1.628	1.610	1.698

\*2004 property tax rates were not available at publication of this report.

**CITY OF EVANSTON, ILLINOIS**

Analysis of City Government Tax Levies  
Last Ten Fiscal Years

Tax Levy Year	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
Fund										
General Corporate	13,278,261	12,879,799	12,540,791	12,320,265	13,304,293	13,986,844	13,970,507	14,862,245	15,504,388	16,105,714
Debt Service	6,050,947	6,250,681	6,829,848	6,875,709	7,248,097	7,452,297	7,218,006	7,650,852	8,263,107	8,593,632
	19,329,208	19,130,480	19,370,639	19,195,974	20,552,390	21,439,141	21,188,513	22,513,097	23,767,495	24,699,346
Police Pension	2,405,808	2,486,082	2,455,583	2,592,476	2,627,920	2,686,300	2,939,263	3,147,859	3,420,846	4,171,429
Firefighters' Pension	2,022,127	2,140,581	1,930,921	1,968,582	1,957,042	2,092,205	2,177,551	2,296,159	2,625,446	3,229,882
*2004 property tax rates we	23,757,143	23,757,143	23,757,143	23,757,032	25,137,352	26,217,646	26,305,327	27,957,115	29,813,787	32,100,657

Note:

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

## CITY OF EVANSTON, ILLINOIS

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

Tax Levy Year	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002*	2003*
Government Unit											
City of Evanston	2.295	2.347	2.085	2.059	2.069	1.888	1.934	2.033	1.628	1.610	1.698
Consolidated Elections	-	-	-	-	0.027	0.000	0.023	0.000	0.032	0.000	0.029
Cook County	0.993	0.993	1.023	0.989	0.919	0.911	0.854	0.824	0.746	0.690	0.630
Cook County Forest Preserve District	0.072	0.073	0.072	0.074	0.074	0.072	0.070	0.069	0.067	0.061	0.059
Suburban T.B. Sanitarium	0.008	0.008	0.008	0.008	0.008	0.008	0.008	0.008	0.007	0.006	0.004
Metropolitan Water Reclamation District	0.471	0.495	0.495	0.492	0.451	0.444	0.419	0.415	0.401	0.371	0.361
*2004 property tax rates were not available at publication of this report.											
North Shore Mosquito Abatement District	0.011	0.011	0.011	0.011	0.011	0.011	0.011	0.011	0.010	0.009	0.009
Evanston Township	0.085	0.088	0.077	0.076	0.077	0.072	0.072	0.077	0.064	0.062	0.065
Community College 535	0.248	0.255	0.233	0.206	0.216	0.205	0.203	0.213	0.186	0.179	0.186
School District 202	3.000	3.202	2.946	2.992	3.107	2.905	2.865	2.977	2.469	2.349	2.444
School District 65	4.148	4.678	4.245	4.209	4.356	4.126	4.073	4.232	3.516	3.343	3.475
Total tax rate for property not in park district or special service district	11.331	12.150	11.195	11.116	11.315	10.642	10.532	10.859	9.126	8.680	8.960
Percent of total tax rate levied by City of Evanston	20.0%	19.3%	18.6%	18.5%	18.3%	17.74%	18.36%	18.72%	17.84%	18.55%	18.95%

\*2004 property tax rates were not available at publication of this report.

## CITY OF EVANSTON, ILLINOIS

Equalized Assessed Valuation of Taxable Property  
Last Ten Levy Years

Tax Levy Year	Real Property	Railroad Property	Total Assessment		Equalization Factor
1993	1,035,262,113	95,997	1,035,358,110		2.1407
1994	1,012,476,073	111,936	1,012,588,009	-2.20%	2.1135
1995	1,139,714,098	153,640	1,139,867,738	12.57%	2.1243
1996	1,153,575,794	356,179	1,153,931,973	1.23%	2.1517
1997	1,148,286,831	317,786	1,148,604,617	-0.46%	2.1489
1998	1,256,699,519	296,665	1,256,996,184	9.44%	2.2505
1999	1,300,075,537	296,665	1,300,372,202	3.45%	2.2505
2000	1,286,161,490	298,315	1,286,459,805	-1.07%	2.2235
2001	1,615,527,795	311,382	1,615,839,177	25.60%	2.3098
2002	N/A	N/A	1,737,543,904	7.53%	2.4689
2003	N/A	N/A	1,727,147,885	-0.60%	2.4598

Notes: Equalized assessed value is based on approximately 33% of estimated actual value.  
Equalized assessed values do not include tax increment financing district incremental assessed values.  
Equalized assessed values and equalization factor for the levy year 2004 were not available at publication of this report.

## CITY OF EVANSTON, ILLINOIS

Demographic Statistics  
Last Ten Fiscal Years

<b>Fiscal Year Ended</b>	<b>(1) Population</b>	<b>(2) Per Capita Income</b>	<b>(3) Median Age</b>	<b>(4) % of Population 18+ with Bachelor's Degree or Higher</b>	<b>(5) School Enrollment (K-12)</b>	<b>(6) Unemployment Percentage</b>
1991	73,233	\$23,441	31.9	N/A	9,047	4.30%
1992	73,233	\$24,074	31.9	N/A	9,214	5.10%
1993	73,233	\$24,917	31.9	N/A	9,354	5.30%
1994	73,233	\$25,786	31.9	N/A	9,348	5.10%
1995	73,233	\$26,559	31.9	N/A	9,478	4.30%
1996	73,233	\$27,356	31.9	N/A	9,533	3.80%
1997	73,233	\$28,117	31.9	N/A	9,556	3.90%
1998	73,233	\$28,740	31.9	N/A	9,764	3.70%
1999	73,233	\$29,372	31.9	N/A	9,433	3.60%
2000	73,233	\$30,068	31.9	62.4%	10,068	3.50%
2001	74,239	\$30,068	31.9	62.4%	9,999	4.20%
2002	74,239	\$33,645	32.5	62.4%	10,889	5.00%
2003	74,239					

### Data Sources

(1) U.S. Department of Commerce, Bureau of the Census, 1990 census.

(2) U.S. Department of Commerce, Bureau of the Census, based on adjustments through the

(3) U.S. Department of Commerce, Bureau of the Census, 1990 census.

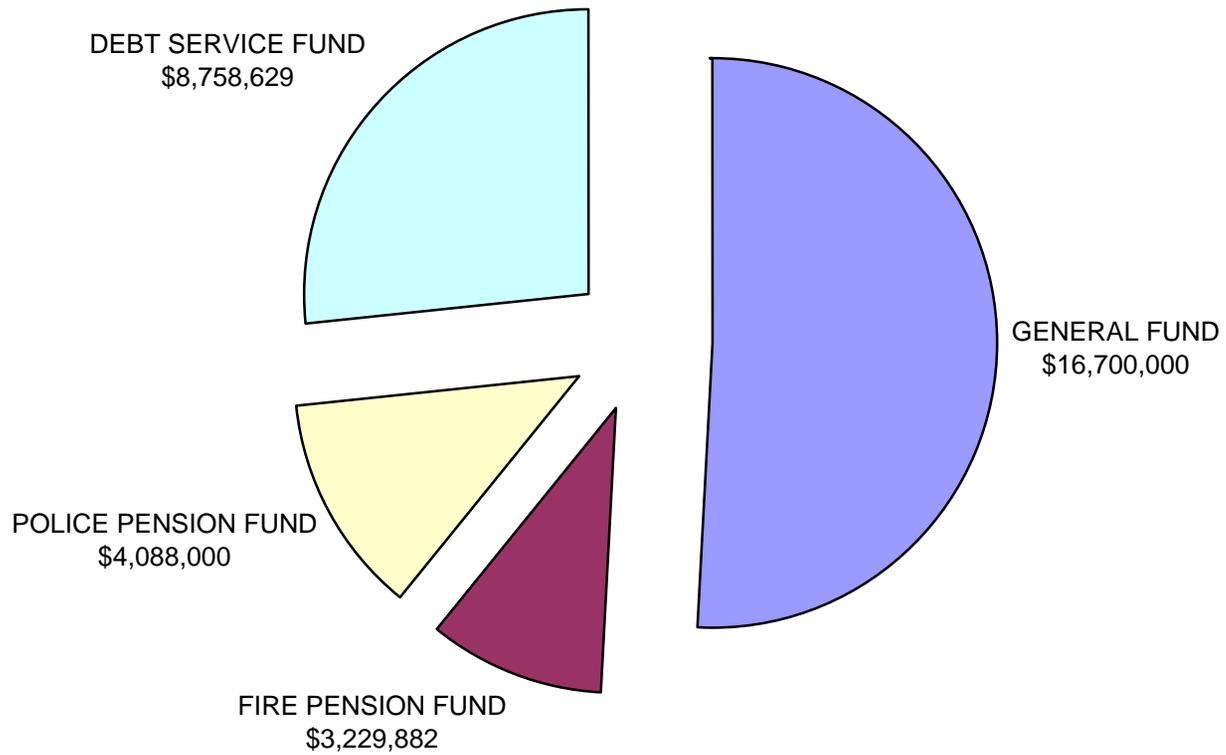
(4) U.S. Department of Commerce, Bureau of the Census, 1990 census.

\*2004 property tax rates were not available at publication of this report.

(6) Illinois Department of Labor, Research Division. Figures are for Evanston only and represent

\* Preliminary 2000 Census

**FY 2005/06 Proposed Property Tax Levy  
Fund Allocation**



**City of Evanston  
FY2005/06 Proposed Property Tax Levy  
Comparison with 2004/05 Adopted Levy**

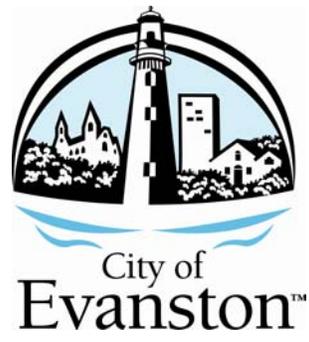
	2001-2002 APPROVED LEVY	2002-2003 APPROVED LEVY	2003-2004 APPROVED LEVY	2004-2005 APPROVED LEVY	2005-06 Proposed LEVY	VARIANCE INCREASE (DECREASE)	PERCENT INCREASE (DECREASE)
<b>GENERAL FUND</b>							
LEVY	\$13,970,507	\$14,862,245	\$15,504,388	\$16,105,714	\$17,040,816	\$935,102	5.81%
LESS: 2% LOSSES	\$279,410	\$297,245	\$310,088	\$322,114	\$340,816	\$18,702	5.81%
TOTAL	\$13,691,097	\$14,565,000	\$15,194,300	\$15,783,600	\$16,700,000	\$916,400	5.81%
<b>FIRE PENSION FUND</b>							
LEVY	\$2,177,551	\$2,296,159	\$2,625,446	\$3,295,798	\$3,295,798	\$0	0.00%
LESS: 2% LOSSES	\$43,551	\$45,923	\$52,509	\$65,916	\$65,916	\$0	0.00%
TOTAL	\$2,134,000	\$2,250,236	\$2,572,937	\$3,229,882	\$3,229,882	\$0	0.00%
<b>POLICE PENSION FUND</b>							
LEVY	\$2,939,263	\$3,147,859	\$3,420,846	\$4,171,429	\$4,171,429	\$0	0.00%
LESS: 2% LOSSES	\$58,785	\$62,957	\$68,417	\$83,429	\$83,429	\$0	0.00%
TOTAL	\$2,880,478	\$3,084,902	\$3,352,429	\$4,088,000	\$4,088,000	\$0	0.00%
<b>DEBT SERVICE FUND</b>							
LEVY	\$7,218,005	\$7,650,862	\$8,263,107	\$8,593,632	\$8,937,377	\$343,745	4.00%
LESS: 2% LOSSES	\$144,360	\$153,017	\$165,262	\$171,873	\$178,748	\$6,875	4.00%
TOTAL	\$7,073,645	\$7,497,845	\$8,097,845	\$8,421,759	\$8,758,629	\$336,870	4.00%
<b>TOTAL ALL FUNDS</b>							
LEVY	\$26,305,326	\$27,957,126	\$29,813,787	\$32,166,572	\$33,445,419	\$1,278,847	3.98%
LESS: 2% LOSSES	\$526,106	\$559,143	\$596,276	\$643,331	\$668,908	\$25,577	3.98%
TOTAL	\$25,779,220	\$27,397,983	\$29,217,511	\$31,523,241	\$32,776,511	\$1,253,270	3.98%



City of  
**Evanston**

**PART III**

**GENERAL FUND BUDGET**



# FISCAL YEAR 2005 - 2006

## BUDGET

### GENERAL FUND EXPENDITURE SUMMARY

<u>Expenditure by Purpose</u>	2003 - 04	2004 - 05	2005 - 06	2005 vs. 06	
	Actual	Appropriation	Proposed	\$ DIFF	% DIFF
LEGISLATIVE	456,173	488,400	479,400	(9,000)	1.84-
CITY MANAGER'S OFFICE	679,368	648,500	668,000	19,500	3.01
MANAGEMENT AND BUDGET	9,175,810	8,773,100	11,117,600	2,344,500	26.72
LEGAL DEPARTMENT	565,893	662,800	643,600	(19,200)	2.90-
HUMAN RESOURCES	1,137,833	1,170,900	1,199,600	28,700	2.45
FINANCE DEPARTMENT	1,848,039	1,889,000	1,891,500	2,500	.13
FACILITIES MANAGEMENT	2,257,901	2,273,300	2,409,000	135,700	5.97
COMMUNITY DEVELOPMENT	2,537,220	2,787,400	2,778,300	(9,100)	.33-
POLICE DEPARTMENT	16,867,553	17,658,300	17,672,200	13,900	.08
FIRE DEPARTMENT	10,207,798	10,085,500	10,264,900	179,400	1.78
HEALTH AND HUMAN SERVICES	4,182,472	4,802,100	4,660,100	(142,000)	2.96-
PUBLIC WORKS	11,284,477	11,500,000	11,732,900	232,900	2.03
HUMAN RELATIONS COMM DEP	492,514	542,700	591,400	48,700	8.97
LIBRARY DEPARTMENT	3,954,342	4,057,900	4,050,200	(7,700)	.19-
PARKS/FORESTRY AND RECREATION	10,202,684	10,885,100	11,056,300	171,200	1.57
<b>Grand Total(s)</b>	<u>75,850,077</u>	<u>78,225,000</u>	<u>81,215,000</u>	<u>2,990,000</u>	<u>3.82</u>

**FISCAL YEAR 2005 - 2006**  
**GENERAL FUND REVENUES**

REVENUE TITLE	2003 - 04 ACTUAL	2004 - 05 BUDGET	2005 - 06 PROPOSED	2005 vs. 2006 VARIANCE
<b>50000 REVENUES</b>				
<b>50100 OPERATING REVENUES</b>				
51000 PROPERTY TAXES	15,268,770	15,808,600	16,725,000	916,400
51500 OTHER TAXES	35,212,887	34,881,500	36,067,500	1,186,000
52000 LICENSES, PERMITS & FEES	6,699,056	6,238,700	6,704,950	466,250
52500 FINES AND FORFEITURES	4,162,610	4,167,500	4,355,500	188,000
53000 CHARGES FOR SERVICES	5,838,611	6,084,000	6,144,950	60,950
55000 INTERGOVERNMENTAL REVENUE	1,306,378	1,793,600	1,518,300	(275,300)
56000 OTHER REVENUE	582,819	275,000	508,400	233,400
56500 INTEREST INCOME	205,456	200,000	232,700	32,700
57000 TRNSFR FROM OTHER FUNDS	8,004,723	8,612,200	8,789,000	176,800
57500 LIBRARY-OTHER REVENUE	184,710	163,900	168,700	4,800
<b>50100 OPERATING REVENUES</b>	<b>77,466,020</b>	<b>78,225,000</b>	<b>81,215,000</b>	<b>2,990,000</b>
<b>50000 REVENUES</b>	<b>77,466,020</b>	<b>78,225,000</b>	<b>81,215,000</b>	<b>2,990,000</b>

**FISCAL YEAR 2005 - 2006**  
**GENERAL FUND REVENUES**

REVENUE TITLE	2003 - 04 ACTUAL	2004 - 05 BUDGET	2005 - 06 PROPOSED	2005 vs. 2006 VARIANCE
<b>50000 REVENUES</b>				
<b>50100 OPERATING REVENUES</b>				
<b>51000 PROPERTY TAXES</b>				
51015 PROPERTY TAXES	15,194,300	15,783,600	16,700,000	916,400
51025 PRIOR YEAR'S TAXES	74,470	25,000	25,000	
<b>51000 PROPERTY TAXES</b>	<b>15,268,770</b>	<b>15,808,600</b>	<b>16,725,000</b>	<b>916,400</b>
<b>51500 OTHER TAXES</b>				
51515 STATE USE TAX	714,225	660,000	700,000	40,000
51525 SALES TAX - BASIC	7,762,537	8,200,000	8,200,000	
51530 SALES TAX - HOME RULE	5,459,126	5,500,000	5,500,000	
51535 AUTO RENTAL TAX	32,872	34,000	34,000	
51540 ATHLETIC CONTEST TAX	519,506	500,000	500,000	
51545 STATE INCOME TAX	4,492,918	4,300,000	4,800,000	500,000
51555 FIRE INSURANCE TAX	58,947	50,000	50,000	
51565 ELECTRIC UTILITY TAX	2,550,321	2,700,000	2,600,000	(100,000)
51570 NATURAL GAS UTILITY TAX	1,396,711	1,000,000	1,150,000	150,000
51575 NAT GAS USE TAX HOME RULE	415,382	900,000	850,000	(50,000)
51585 CIGARETTE TAX	179,099	300,000	378,000	78,000
51590 EVANSTON MOTOR FUEL TAX	308,210	320,000	310,000	(10,000)
51595 LIQUOR TAX	1,531,964	1,425,000	1,500,000	75,000
51596 FOOD AND BEVERAGE TAX			700,000	700,000
51600 PARKING TAX	1,669,478	1,500,000	1,500,000	
51605 PERS. PROP. RPL. TAX	502,260	297,000	400,000	103,000
51610 PERS. PROP. RPL. TAX REC	45,800	45,800	45,800	
51615 PERS. PROP. RPL. TAX LIB	49,700	49,700	49,700	
51620 REAL ESTATE TRANSFER TAX	4,011,084	3,500,000	3,500,000	
51625 TELECOMMUNICATIONS TAX	3,624,075	3,600,000	3,300,000	(300,000)
51630 AMUSEMENT TAX	6,565			
<b>51500 OTHER TAXES</b>	<b>35,212,887</b>	<b>34,881,500</b>	<b>36,067,500</b>	<b>1,186,000</b>
<b>52000 LICENSES, PERMITS &amp; FEES</b>				
<b>52005 LICENSES</b>				
52010 VEHICLE LICENSES	2,100,343	2,000,000	2,100,000	100,000
52015 BUSINESS LICENSES	101,051	90,000	90,000	
52020 PET LICENSES	42,746	40,000	40,000	
52025 BICYCLE LICENSES	40	100	50	(50)
52030 CONTRACTORS' LICENSES	89,391	80,000	90,000	10,000
52035 ROOMING HOUSE LICENSES	180,774	170,000	194,700	24,700

**FISCAL YEAR 2005 - 2006**  
**GENERAL FUND REVENUES**

REVENUE TITLE	2003 - 04 ACTUAL	2004 - 05 BUDGET	2005 - 06 PROPOSED	2005 vs. 2006 VARIANCE
52040 LIQUOR LICENSES	288,462	275,000	275,000	
52045 FARMERS' MARKET LICENSES	23,780	27,700	27,700	
52050 OTHER LICENSES	141			
52055 LONG TERM CARE LICENSES	108,540	112,400	112,400	
52070 RESIDENT CARE HOME LICEN	500			
52005 LICENSES	2,935,767	2,795,200	2,929,850	134,650
<b>52075 PERMITS</b>				
52080 BUILDING PERMITS	1,916,310	1,900,000	2,000,000	100,000
52085 PLAN REVIEW			10,000	10,000
52090 PLUMBING PERMITS	165,189	150,000	160,000	10,000
52095 ELECTRICAL PERMITS	175,960	160,000	175,000	15,000
52105 SIGNS AND AWNING PERMITS	8,742	10,000	10,000	
52110 OTHER/MISC PERMITS	294,540	220,000	250,000	30,000
52115 ELEVATOR PERMITS	42,874	55,000	55,000	
52120 HEATING VENT. A/C PERMIT	184,249	150,000	180,000	30,000
52125 COMMERCIAL DRIVE. PERMIT	740	500	700	200
52130 RESIDENTS ANNUAL PRKG PE	114,509	130,000	116,000	(14,000)
52131 VISITOR PARKING PERMITS	18,421		18,000	18,000
52135 FIRE SUPPRESSION/ALARM PE	1,565			
52075 PERMITS	2,919,967	2,775,500	2,974,700	199,200
<b>52140 FEES</b>				
52145 ANNUAL SIGN FEES	40,230	32,000	35,000	3,000
52155 PLAT PR.&SIGN APP HRG FE	397	1,000	1,000	
52170 ALARM PANEL FRANCHISE FE	18,000	20,000	14,400	(5,600)
52175 NU/CENTEL EASEMENT	97,104	40,000	40,000	
52180 CABLE FRANCHISE FEE	627,977	525,000	660,000	135,000
52185 NICOR FRANCHISE FEE	59,614	50,000	50,000	
52140 FEES	843,322	668,000	800,400	132,400
52000 LICENSES, PERMITS & FEES	6,699,056	6,238,700	6,704,950	466,250
<b>52500 FINES AND FORFEITURES</b>				
52505 TICKET FINES-PARKING	3,375,155	3,500,000	3,640,000	140,000
52510 REGULAR FINES	259,098	175,000	185,000	10,000
52520 BUILDING CODE VIOLATIONS	178	5,000		(5,000)
52525 ANIMAL ORDINANCE PENALTIE		1,500		(1,500)
52530 BOOT RELEASE FEE	121,495	85,000	121,500	36,500

**FISCAL YEAR 2005-2006**  
**GENERAL FUND REVENUES**

REVENUE TITLE	2003 - 04 ACTUAL	2004 - 05 BUDGET	2005 - 06 PROPOSED	2005 vs. 2006 VARIANCE
52540 FIRE FALSE ALARM FINES	11,761	55,000	55,000	
52545 POLICE FALSE ALARM FINES	105,575	75,000	85,000	10,000
52555 HOUSING CODE VIOL FINES	2,900	1,000		(1,000)
52560 PERMIT PENALTY FEES	33,386	5,000	5,000	
52570 ADMIN ADJUDICATION	84,296	100,000	95,000	(5,000)
52610 LIBRARY FINES & FEES	168,766	165,000	169,000	4,000
<b>52500 FINES AND FORFEITURES</b>	<b>4,162,610</b>	<b>4,167,500</b>	<b>4,355,500</b>	<b>188,000</b>
<b>53000 CHARGES FOR SERVICES</b>				
<b>53005 HEALTH DEPT.- CHRGS FOR S</b>				
53010 BIRTH AND DEATH RECORDS	6,427			
53020 TB NURSING SERVICES	12,000	12,000	12,000	
53025 VD PROGRAM-SKOKIE	2,250	2,250	2,250	
53040 CHILD HEALTH			1,700	1,700
53045 HEALTH SVC. FEES-LAB WOR	5			
53050 SANITATION CLASSES	5,395		10,000	10,000
53070 FAMILY PLANNING OUTREACH	1,465	2,000		(2,000)
53075 DENTAL CLINIC	67,989	90,000	68,000	(22,000)
53080 FLU & PNEUMONIA PROGRAM	17,393		23,500	23,500
53085 HEALTH CLINIC IMMUNIZATN	3,832	5,000	4,200	(800)
53090 HEALTH CL. SEX TRANS DIS		1,200	8,000	6,800
53095 HEALTH CLINIC-TB	3,360	3,200	3,500	300
53100 HEALTH CLINIC-LAB	12,043	16,200	16,200	
53105 HEALTH CLINIC FOOD EST	150,149	145,000	150,000	5,000
53110 HEALTH CLINIC-WELL CHILD		250		(250)
53115 HEALTH CLINIC-SCHOOL PHY	2,065	2,000	2,300	300
53120 S.T.D.	3,386			
53125 S.T.D-E	3,399			
53135 DENTAL CHECK UP	8,250		9,000	9,000
53140 EMERGENCY DENTAL EXAM	140		100	100
53145 X-RAYS	91			
53150 AMALGAM FILLING	895		900	900
53155 RESIN FILLING	2,145		4,000	4,000
53160 SEDATIVE FILLING	95		100	100
53165 EXTRACTION	405		100	100
53170 PULPOTOMY	730		800	800
53175 SEALANT OFFICE VISIT	649		700	700
53180 ADDITIONAL SEALANTS	77		100	100
53185 TEMPORARY LICENSE FEE	3,251	3,300	3,300	

**FISCAL YEAR 2005 - 2006**  
**GENERAL FUND REVENUES**

REVENUE TITLE	2003 - 04 ACTUAL	2004 - 05 BUDGET	2005 - 06 PROPOSED	2005 vs. 2006 VARIANCE
53190 FOOD DELIVERY VEHICLE	6,460	6,500	6,500	
53195 SCAVENGER TRUCK	2,250		2,300	2,300
53200 BEV.SNACK VENDING MACHIN	21,326	33,000	22,000	(11,000)
53205 FOOD VENDING MACHINE	1,770		2,000	2,000
53210 TOBACCO LICENSE	15,000	12,000	15,000	3,000
53215 BIRTH CERTIFICATE	83,494	90,000	83,500	(6,500)
53220 DEATH CERTIFICATE-16.23	47,321	55,000	47,500	(7,500)
53230 FUNERAL DIRECTOR LICENSE	7,050	4,500		(4,500)
53235 TEMP FUNERAL DIREC LICEN	5,059			
53005 HEALTH DEPT.- CHRGS FOR S	497,616	483,400	499,550	16,150
53240 PARKING - CHRGS FOR SVCS				
53560 RECREATION - CHRGS FOR SV	482			
53565 RECREATION PROGRAM CHARG	3,669,310	4,103,000	4,084,500	(18,500)
53569 Rec unreconciled JDE int	2,745			
53560 RECREATION - CHRGS FOR SV	3,672,537	4,103,000	4,084,500	(18,500)
53570 WATER, SEWER & RECYCLING				
53605 RECYCLING SERVICE CHARGE	635,595	628,000	628,000	
53610 RECYCLING SERV CHAR-PENA	11,826			
53615 SANIT SPECIAL PICKUP FEE	61,663	25,000	50,000	25,000
53570 WATER, SEWER & RECYCLING	709,084	653,000	678,000	25,000
53620 OTHER CHRGS FOR SVCS				
53635 WEIGHTS AND MEASURES EX	955	1,000	1,000	
53640 SENIOR TAXI COUPON SALES	61,816	68,000	68,000	
53650 STATE HIGHWAY MAINTENANC	119,317	100,000	90,000	(10,000)
53655 FIRE COST RECOVERY CHARG	5,990	5,000	5,000	
53656 OTHER SERVICE CHARGES	3,280	5,000	4,000	(1,000)
53660 RECYCLING-MATERIAL SALES	365			
53665 CONDO CONVERSION APP FEE	34,390	52,000	70,000	18,000
53675 AMBULANCE SERVICE	399,312	440,000	470,000	30,000
53680 TOWING CHARGES	38,495			
53685 POLICE REPORT FEES	19,468	19,500	15,000	(4,500)
53690 WOOD RECYCLING	11,615			
53695 ZONING FEES	47,693	40,000	40,000	
53700 FIRE REPORT FEES		100	900	800
53705 FIRE BUILDING INSPECTION			8,000	8,000

**FISCAL YEAR 2005 - 2006**  
**GENERAL FUND REVENUES**

REVENUE TITLE	2003 - 04 ACTUAL	2004 - 05 BUDGET	2005 - 06 PROPOSED	2005 vs. 2006 VARIANCE
53710 PASSPORT EXECUTION FEE	17,208	13,000	10,000	(3,000)
53715 ALARM PANEL SUB. FEE	151,520	100,000	100,000	
53720 SKOKIE ANIMAL BOARD FEE	510	1,000	1,000	
53725 BACKGR CHKS DAYCARE PROV	500			
53735 CURB/SIDEWALK REPLACE FE	46,940			
53620 OTHER CHRGS FOR SVCS	959,374	844,600	882,900	38,300
<b>53000 CHARGES FOR SERVICES</b>	<b>5,838,611</b>	<b>6,084,000</b>	<b>6,144,950</b>	<b>60,950</b>
<b>55000 INTERGOVERNMENTAL REVENUE</b>				
<b>55005 COUNTY &amp; LOCAL AID</b>				
<b>55015 STATE AID</b>				
55025 FOR HEALTH DEPARTMENT	47,037	71,000	63,300	(7,700)
55035 FAMILY CASE MANGMNT GRAN	117,200	126,300	123,800	(2,500)
55040 DENTAL SEALANT GRANT	4,213		4,200	4,200
55045 STATE AID-AIDS TESTING	1,814			
55070 IMMUNIZATION INITIATIVE			2,900	2,900
55075 SUMMER FOOD INSPECTIONS	600			
55080 KID CARE AGREEMENT	9,606	10,500	11,300	800
55085 IL TOBACCO FREE COMMUNIT	25,593	25,000	25,000	
55090 TITLE XX FAMILY PLANNING	51,900	54,500	54,500	
55100 ACCESS TO CARE	12			
55105 HEARING AND VISION	12,700	6,400	6,400	
55125 TEEN PREGNANCY PREV. GRN	53,976	56,600	56,600	
55130 CHILDHOOD LEAD POISONING	2,526	4,000	4,000	
55135 TEEN PARENT SERVICES PRO	10,034	15,000	30,000	15,000
55140 GENETIC EDUCATION GRANT	5,100	10,200	10,200	
55141 VECTOR PREVENTION GRANT	1,135			
55142 REACH LEARN GROW GRANT			400,000	400,000
55145 PROSTATE CANCER AWARENESS	448			
55146 OTHER STATE GRANT	6,067	400,000		(400,000)
55150 TANNING PARLOR INSPECTIO	100			
55155 FAMILY CASE MGMT REIMB	67,621	140,000	66,000	(74,000)
55160 VIOL. CRIME VIC. ASST GR		20,000	24,700	4,700
55161 ICJIA GRANT-COMMUNITY SE		15,000	15,000	
55162 ICJIA GRANTS- VICTIM SER		60,000	60,000	
55165 DISTRICT 65 DENTAL EDGRT			1,500	1,500
55170 FIRE DEPARTMENT TRAINING	3,551	600	600	

**FISCAL YEAR 2005 - 2006**  
**GENERAL FUND REVENUES**

REVENUE TITLE	2003 - 04 ACTUAL	2004 - 05 BUDGET	2005 - 06 PROPOSED	2005 vs. 2006 VARIANCE
55180 ARTS COUNCIL	20,630			
55185 STATE ALLOTMENT	112,063			
55231 LEAD PAINT HAZARD GRANT	121,273	373,000	178,000	(195,000)
55245 LIBRARY STATE PER CAPITA	92,799	83,500	92,700	9,200
55015 STATE AID	767,997	1,471,600	1,230,700	(240,900)
<b>55250 FEDERAL AID</b>				
55255 COMM AGING GRT-ADVOCATE	15,140	19,000	33,000	14,000
55265 FEMA	12,932	20,000	20,000	
55270 POLICE TRAINING		8,000	8,000	
55275 HUD EMERG SHELTER GRANTS	83,021	80,000	88,100	8,100
55285 LAW ENFORCEMENT BLOCK GR		105,000	44,400	(60,600)
55290 OTHER FEDERAL AID	104,344		14,100	14,100
55295 HEALTH DEPT.S.E.E.D.GRAN	322,944			
55310 BIO-TERRORISM GRANT		90,000	80,000	(10,000)
55250 FEDERAL AID	538,381	322,000	287,600	(34,400)
55000 INTERGOVERNMENTAL REVENUE	1,306,378	1,793,600	1,518,300	(275,300)
<b>56000 OTHER REVENUE</b>				
56010 PROPERTY SALES AND RENTAL	93,223	46,000	102,900	56,900
56015 REVENUE FROM DAMAGE TO CI				
56025 DAMAGE TO CITY SIGNAGE	3,615			
56030 DAMAGE TO CITY TRAFFIC S	32,680			
56031 DAMAGE TO STREET LIGHTS	30,379			
56040 DAMAGE TO OTHER CITY PRO	32,157	40,000	50,000	10,000
56015 REVENUE FROM DAMAGE TO CI	91,601	40,000	50,000	10,000
56045 MISCELLANEOUS REVENUE	352,245	150,000	316,500	166,500
56046 TAXICAB CLASS REVENUE	175			
56045 MISCELLANEOUS REVENUE	352,420	150,000	316,500	166,500
<b>56061 BOND PREMIUM</b>				
56095 OVER AND SHORT - COLLECT	1,603			
56100 OVER AND SHORT - OTHER	5			
56101 DISCOUNTS TAKEN	2,290			
56102 DISCOUNTS LOST	100			
56061 BOND PREMIUM	3,787			
56105 PAYMENT IN LIEU OF TAXES	26,000	27,000	27,000	

**FISCAL YEAR 2005 - 2006**  
**GENERAL FUND REVENUES**

REVENUE TITLE	2003 - 04 ACTUAL	2004 - 05 BUDGET	2005 - 06 PROPOSED	2005 vs. 2006 VARIANCE
56140 FEES AND MERCHANDISE SALE	4,445			
56155 TRASH CART SALES	78			
56175 PARKING PERMITS-RYAN FIEL	11,670	12,000	12,000	
56180 MAYORS SUMMER YOUTH PROGR	406			
56000 OTHER REVENUE	582,819	275,000	508,400	233,400
56500 INTEREST INCOME				
56501 INTEREST INCOME	161,936	200,000	232,700	32,700
56585 UNREALIZED GAIN/LOSS	43,503			
56600 CITY REHAB REPAYMENTS	17			
56500 INTEREST INCOME	205,456	200,000	232,700	32,700
57000 TRNSFR FROM OTHER FUNDS				
57010 FROM FLEET SERVICES	117,400	123,200	127,000	3,800
57015 FROM MOTOR FUEL FUND		750,000	772,500	22,500
57020 FROM MOTOR FUEL FUND-S/M	750,000			
57030 FROM COMM. DEVEL. FUND	922,855	986,400	908,300	(78,100)
57035 FROM HOME FUND	32,868	38,400	39,300	900
57040 FROM EMERGENCY TEL SYSTEM	125,400	139,400	170,000	30,600
57050 FROM ECON DEV FUND	250,000	365,900	376,900	11,000
57060 FROM HOUSING FUND	30,000	30,900	31,800	900
57065 FROM WASHINGTON NAT'L DS	130,000	133,900	137,900	4,000
57070 FROM HOW HARTREY DEBT SER	100,000	125,000	128,800	3,800
57075 FROM SW TIF DEBT SERVICE	20,000	20,600	21,200	600
57085 FROM DOWNTOWN TIF DEBT SV	250,000	300,000	309,000	9,000
57100 FROM CAPITAL IMP. FUND	250,000	257,500	265,200	7,700
57110 FROM SPECIAL ASSMT. FUND	30,000	30,900	31,800	900
57130 FROM PARKING FUND	893,700	960,100	988,900	28,800
57135 FROM WATER FUND	153,000	157,600	162,300	4,700
57140 FROM WATER FUND-ROI	2,386,000	2,457,600	2,531,300	73,700
57145 FROM WATER FUND-ADMIN. EX	1,038,000	1,080,600	1,113,000	32,400
57160 FROM MAPLE AVE GARAGE FND	38,300	39,500	40,700	1,200
57165 FROM SEWER FUND	487,200	614,700	633,100	18,400
57000 TRNSFR FROM OTHER FUNDS	8,004,723	8,612,200	8,789,000	176,800
57500 LIBRARY-OTHER REVENUE				
57505 LIBRARY VIDEO RENTALS	62,649	60,000	63,000	3,000
57510 NON-RESIDENT LIBRARY CARD	3,080	3,000	3,000	
57515 LIBRARY MATERIAL REPLACEM	22,621	21,000	21,000	

**FISCAL YEAR 2005 - 2006**  
**GENERAL FUND REVENUES**

REVENUE TITLE	2003 - 04 ACTUAL	2004 - 05 BUDGET	2005 - 06 PROPOSED	2005 vs. 2006 VARIANCE
57520 LIBRARY MATERIAL RESERVES	5,616	5,000	5,600	600
57525 LIBRARY MISC. REVENUES	3,526	3,500	3,500	
57530 LIBRARY RENTAL BOOKS	8,316	8,600	8,600	
57535 LIBRARY COPY MACH. CHG	26,559	26,000	26,000	
57540 LIBRARY MEETING RM RENTAL	24,979	8,700	9,000	300
57545 NORTH BRANCH RENTAL INC	25,200	26,100	27,000	900
57550 LIBRARY MULTIMEDIA COLLEC	2,165	2,000	2,000	
57500 LIBRARY-OTHER REVENUE	184,710	163,900	168,700	4,800
 58000 REAPPROPRIATION OF SURPLUS				
 50100 OPERATING REVENUES	<u>77,466,019</u>	<u>78,225,000</u>	<u>81,215,000</u>	<u>2,990,000</u>
 50000 REVENUES	<u>77,466,019</u>	<u>78,225,000</u>	<u>81,215,000</u>	<u>2,990,000</u>

# City of Evanston

## City Council

### Financial Summary

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed
<b>Expenditures:</b>				
1300 - City Council	267,900	283,000	280,000	289,400
<b>Total:</b>	<b>\$ 267,900</b>	<b>\$ 283,000</b>	<b>\$ 280,000</b>	<b>\$ 289,400</b>

### Notes for Financial Summary

#### Performance Report on FY 2004-2005 Major Program Objectives

As part of the redevelopment of the Howard Street Neighborhood, Council approved a planned development at 413-421 Howard Street.

Council approved \$24 million in General Obligation Bonds with \$13.5 million for capital improvements and \$12 million for refinancing part of the bonds issued in 1997.

City budget policy was changed to allow the debt limit to be raised from \$85 million to \$90 million.

City Council interviewed three national human resource search firms and selected Slavin Associates to conduct a nationwide search for a new City Manager.

Council raised fines for certain alcohol related violations such as possession/consumption on the public way.

Two citizens were appointed by Council to serve on the Northwestern University/City Committee as part of the Consent Decree.

A Civic Center Committee consisting of aldermen met and with citizens about determining the fate of the Civic Center Building.

Council voted to recognize the Matricula Consular Identification card as an official form of ID for Mexican Nationals.

Council adopted the second and third amendments to the Sherman Plaza Redevelopment Agreement which is part of the continuing revitalization and redevelopment of downtown Evanston.

Council amended the City's Indoor Clean Air Ordinance to prohibit smoking in common areas of multi-family buildings and all work places except bars, restaurants and long term care facilities.

City Council voted to extend the franchise with ComEd to supply electrical power to the City for another three years.

Legislation was introduced to ban the incineration of medical waste at Evanston Hospital at the request of residents who live near the hospital.

#### 2005-2006 Department Initiatives

To Be Determined

# City of Evanston

## City Council

### 1300 – City Council

#### Description of Major Activities

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

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

#### FY 2005-2006 Objectives

- Continuation of the downtown revitalization and redevelopment program
- Land use and density issues, especially in established neighborhoods
- Continued review of inculsionary and affordable housing issues
- Continuing support to neighborhood and business revitalization of the west side
- Determination of the direction to removal, rebuild or replaceme the Civic Center

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Number of Ordinances adopted	104	125	110
Number of Resolutions Adopted	73	75	75
Updated Board, Committee, Commission rosters	ongoing	ongoing	ongoing
<b>FULL TIME EQUIVALENT POSITIONS</b>	1	1	1

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
CITY COUNCIL  
1300**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>1300 CITY COUNCIL</b>		
61010 REGULAR PAY	151,800	151,800
61110 OVERTIME PAY	300	300
61510 HEALTH INSURANCE	56,800	56,800
61615 LIFE INSURANCE	100	100
62210 PRINTING	17,000	500
62275 POSTAGE CHARGEBACKS	600	600
62280 OVERNIGHT MAIL CHARGES		200
62290 TUITION	2,000	2,000
62295 TRAINING & TRAVEL	10,000	10,000
62315 POSTAGE	400	400
62320 TELEPHONE CHARGEBACKS	7,700	
62360 MEMBERSHIP DUES	32,700	32,700
62370 EXPENSE ALLOWANCE	100	100
62380 COPY MACHINE CHARGES	2,000	2,000
62458 OUTSIDE COPY SERVICES		25,000
64505 TELECOMMUNICATIONS - CARRIER L		200
64510 TELECOMMUNICATIONS EQUIPMENT		200
64520 TELECOMMUNICATIONS - LOCAL		4,700
64540 TELECOMMUNICATIONS - WIRELESS		200
65010 BOOKS, PUBLICATIONS, MAPS	100	200
65095 OFFICE SUPPLIES	1,200	1,200
68205 CONTINGENCIES	200	200
<b>1300 CITY COUNCIL</b>	<b>283,000</b>	<b>289,400</b>

City of Evanston

City Clerk's Office

**Financial Summary**

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed
<b>Expenditures:</b>				
1400 – City Clerk's Office	292,700	205,400	205,400	190,000
<b>Total Expenditures:</b>	<b>\$ 292,700</b>	<b>\$ 205,400</b>	<b>\$ 205,400</b>	<b>\$ 190,000</b>
<b>Revenues:</b>				
BOCA Codes	8,900	9,000	9,000	9,000
City Codes/Zoning Codes	2,200	2,200	2,200	2,200
Hunting/Fishing License Fees	55	60	60	60
Landlord/Tenant Ordinances	465	465	465	465
Maps	485	485	485	485
Minutes Subscriptions	35	35	35	35
Miscellaneous	750	750	750	750
Model Lease Forms	1,125	1,200	1,200	1,200
Passport Application	17,200	14,000	14,000	14,000
Photocopying	140	150	150	150
Planning/Preservation Booklets	300	300	300	300
Second Recycling Bins	365	400	400	400
<b>Total Revenues:</b>	<b>\$ 32,020</b>	<b>\$ 29,045</b>	<b>\$ 29,045</b>	<b>\$ 29,045</b>

**Notes for Financial Summary**

**Performance Report on FY 2004-2005 Major Program Objectives**

Participated in March 16, 2004 primary election and November 2, 2004 General Election by being open additional hours on Saturdays to facilitate voter registration and in-person absentee voting. Worked with Cook County Department of Elections to find accessible polling places where needed.

Continued program to index minutes.

Began an annual program of restoring old Council records to preserve them from further deterioration.

**2005-2006 Department Initiatives**

Establish a data base to track Freedom of Information requests and their disposition.

# City of Evanston

## City Clerk

### 1400 – City Clerk

#### Description of Major Activities

The City Clerk is secretary to the City Council and staff to special Council committees. The Clerk produces official minutes of all Council meetings; is responsible for maintaining the City Code and official City records; serves as the local election official, Deputy Registrar for Voter Registration and provides absentee voter services and other election related activities. The City Clerk also assists the Mayor, Aldermen, and staff with special projects and activities and represents the City at various meetings.

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

#### FY 2005-2006 Objectives

- Conduct fair and impartial elections in 2005. Provide consolidated primary election February 22 if more than two individuals file petitions for the office of Mayor. Provide consolidated election for all municipal and township offices on April 5, 2005.
- Continue program of restoration of City Council records.
- Establish a data base for Freedom of Information requests for information that tracks all requests and disposition of requests.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Voters registered	600	750	600
In-person absentee voters	125	400	125
Real Estate Transfer Tax Transactions	2,020	2,000	2,000
Exemptions from real estate transfer tax	820	820	820
Replacement Recycling Bins	425	450	450
Disabled Parking Placards	140	140	140
Yearly Calendar of Scheduled Meetings	1	1	1
Passport applications	575	320	350
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>3</b>	<b>3</b>	<b>3</b>

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
CITY CLERK  
1400**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>1400 CITY CLERK</b>		
61010 REGULAR PAY	130,700	130,700
61055 TEMPORARY EMPLOYEES	5,900	5,900
61110 OVERTIME PAY	700	700
61510 HEALTH INSURANCE	22,500	22,500
61615 LIFE INSURANCE	200	200
62210 PRINTING	900	900
62235 OFFICE EQUIPMENT MAINT	500	500
62275 POSTAGE CHARGEBACKS	900	900
62280 OVERNIGHT MAIL CHARGES		300
62295 TRAINING & TRAVEL	1,500	1,500
62315 POSTAGE	700	700
62320 TELEPHONE CHARGEBACKS	1,600	
62360 MEMBERSHIP DUES	300	400
62380 COPY MACHINE CHARGES	6,500	2,000
62457 CODIFICATION SERVICES	10,000	10,000
62509 SERVICE AGREEMENTS / CONTRACTS		700
62645 MICROFILMING	500	
65010 BOOKS, PUBLICATIONS, MAPS	700	700
65080 MERCHANDISE FOR RESALE	10,000	10,000
65085 MINOR EQUIPMENT & TOOLS		100
65095 OFFICE SUPPLIES	1,000	1,000
65175 ELECTION SUPPLIES	100	100
65515 OTHER IMPROVEMENTS	10,000	
68205 CONTINGENCIES	200	200
<b>1400 CITY CLERK</b>	<b>205,400</b>	<b>190,000</b>

# City of Evanston

## City Manager's Office

### Financial Summary

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed
<b>Expenditures:</b>				
1505 – City Manger's Office	559,885	522,000	600,000	538,500
1510 – Public Information	108,091	108,900	106,000	111,900
1515 – Farmer's Market	11,333	17,600	17,000	17,600
<b>Total Expenditures:</b>	<b>\$ 679,309</b>	<b>\$ 648,500</b>	<b>\$ 723,000</b>	<b>\$ 668,000</b>
<b>Revenues:</b>				
Seasonal Farmer's Market Licenses	23,780	27,700	27,700	27,700
Film Permits	842	0	0	1500
<b>Total Revenues:</b>	<b>\$ 24,622</b>	<b>\$ 27,700</b>	<b>\$ 27,700</b>	<b>\$ 29,200</b>

### Notes for Financial Summary

- Retirement of City Manager and Executive Assistant will lower FY '04 Actuals
- Charges for printing in Public Information budget will be recaptured from other departments that have included inserts in the Highlights newsletter
- Position in Insurance Fund (7800) for Risk Manager will be activated in FY '05 for this department
- Public information (1510) copy charges have been charged to the 1505 budget, leading to an overage in that line item for BU# 1505
- Line 1505.65555 (Personal Computer Equipment) has been receiving film permit fees

### Performance Report on FY 2004-2005 Major Program Objectives

- The City Manager's Office has continued to support and encourage responsible growth and development in the downtown area by providing leadership and direction to relevant departments and by coordinating efforts with various entities throughout the community.
- This office continues to organize and lead monthly managers' meetings in an effort promote interdepartmental communication and professional development among the City's leadership positions.
- The staff of the City Manager's Office is acting to refine and more effectively utilize software and procedures developed to track aldermanic requests, citizen's inquiries, and police service requests.
- City Manager's Office staff, in conjunction with the Legal department and other departments as appropriate, has begun an effort to review the various City Codes and will propose amendments and/or updates as necessary.
- Staff has negotiated, and City Council has approved a new longer-term contract with ComEd.
- The public information officer has gathered materials for the proposed relocation packet, and is developing on a plan for funding the production and distribution of the packet.
- The public information officer is in early phase of collecting economic development data for publication in a variety of formats.

### 2005-2006 Department Initiatives

1. Continue to lead Managers' Meetings, with an emphasis on professional development.
2. Continue to refine and effectively utilize the process for responding to aldermanic requests, citizen inquiries, and police service requests and providing updates to the aldermen.
3. The City Manager's Office will house a new position, which will be responsible for coordinating the City's Risk Management program. This position is to be funded from the City's Insurance Fund.
4. Continue to work with the Evanston Chamber of Commerce to publish and begin distribution of a comprehensive relocation packet.
5. Continue to develop economic development information for publication.
6. Refine and streamline the agenda process.
7. Continue to work with the Legal department and other departments as appropriate, to review the various City Codes and propose amendments and/or updates as necessary.
8. Improve and publicize the film permitting process.
9. Continue to coordinate efforts with all parties involved in the Sherman Avenue redevelopment project
10. Establish a City-University commission to provide a forum for discussing shared issues.
11. Explore possible alternatives for Civic Center facilities.

# City of Evanston

## City Manager's Office

### 1505 – City Manager's Office

#### Description of Major Activities

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

The City Manager's Office coordinates the preparation of the City Council agenda, reviews all items before governing body consideration and responds to inquiries from citizens and elected officials. Its members work closely with the public to resolve service delivery problems, as well as to disseminate information about the City's policies. Staff monitors legislation both in Springfield and Washington, D.C. to determine the potential impact on Evanston residents, businesses and government. Additionally, the office staffs the Council Rules Committee and works with that group to coordinate lobbying efforts. The office is also responsible for issuing a number of permits including loudspeaker, film, and raffle licenses, and responds to a wide variety of general inquiries.

#### FY 2005-2006 Objectives

- To analyze aldermanic requests in order to anticipate common issues and develop public information and other methods to address them.
- To provide city council with regular reports on the status of aldermanic requests.
- To resolve "Items for Future Consideration" on the City Council agenda.
- To review the Landscape Ordinance, Historic Preservation Ordinance, and Planned Development Ordinance.
- To provide weekly reports of activities and information to the City Council.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Number of Aldermanic Requests, Police Service Requests, & Citizen Requests	1,150	1,349	1,500
Prepare agendas and materials for regular and special Council and A&PW meetings	49	50	52
Film Permits	55	50	60
Sidewalk Cafes	20	30	20
Raffle Permits	30	30	30
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>5</b>	<b>5.55</b>	<b>5.55</b>

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
CITY MANAGER  
1505**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>1505 CITY MANAGER</b>		
61010 REGULAR PAY	444,800	464,800
61055 TEMPORARY EMPLOYEES	3,000	3,000
61510 HEALTH INSURANCE	41,700	41,700
61615 LIFE INSURANCE	1,400	1,400
61625 AUTO ALLOWANCE	7,400	7,400
62235 OFFICE EQUIPMENT MAINT	500	500
62275 POSTAGE CHARGEBACKS	900	900
62295 TRAINING & TRAVEL	500	2,000
62320 TELEPHONE CHARGEBACKS	5,100	
62360 MEMBERSHIP DUES	7,000	7,000
62380 COPY MACHINE CHARGES	3,000	3,000
62605 OTHER CHARGES	5,000	5,000
65010 BOOKS, PUBLICATIONS, MAPS	200	300
65095 OFFICE SUPPLIES	1,000	1,000
68205 CONTINGENCIES	500	500
<b>1505 CITY MANAGER</b>	<b>522,000</b>	<b>538,500</b>

# City of Evanston

## City Manager's Office

### 1510 – Public Information

#### Description of Major Activities

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

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

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

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

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

#### FY 2005-2006 Objectives

- Work with Evanston Chamber of Commerce on a comprehensive relocation package for new members of our community.
- Help create new residents' section on the City's web site.
- Continue research on economic development information for inclusion on the City's web site, possible publications and video production.
- Automate the distribution of minutes, agendas, and announcements from committees, boards and commissions using the web site and listserves.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Highlights Newsletter	4	4	4
CityBeat Newsletter	12	10	12
Electronic Newsletter + updates	35	35	35
<b>Total:</b>	51	49	16
<b>FULL TIME EQUIVALENT POSITIONS</b>	1	1	1

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
PUBLIC INFORMATION  
1510**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>1510 PUBLIC INFORMATION</b>		
61010 REGULAR PAY	58,800	58,800
61510 HEALTH INSURANCE	7,500	7,500
61615 LIFE INSURANCE	200	200
62210 PRINTING	15,000	18,000
62275 POSTAGE CHARGEBACKS	24,000	24,000
62295 TRAINING & TRAVEL	100	100
62360 MEMBERSHIP DUES	1,000	1,000
62380 COPY MACHINE CHARGES	1,500	1,500
65010 BOOKS, PUBLICATIONS, MAPS	300	300
65095 OFFICE SUPPLIES	500	500
<b>1510 PUBLIC INFORMATION</b>	<b>108,900</b>	<b>111,900</b>

# City of Evanston

## City Manager's Office

### 1515 – Farmers' Market

#### Description of Major Activities

The City Manager's Office coordinates a Farmers' Market in downtown Evanston from the third Saturday in May through the first Saturday in November. Farmers from the surrounding metropolitan area, Wisconsin, Michigan and Indiana participate by bringing and selling their goods. Stalls, from which fresh produce, bread, meat, cheese and flowers are sold, can be rented on a seasonal or weekly basis. A market manager oversees several area youth in the set-up and take-down of the weekly event. Every Saturday one of Evanston's not-for-profit organizations is at the market to sell fresh baked goods to support their organization's work. Each year one Saturday is set aside as "Non-profit Day" at the market. 30 to 40 non-profits that serve Evanston residents participate in this event to promote awareness of their work in the community. The Market is a very popular event for not only residents of Evanston, but visitors from all over.

#### FY 2005-2006 Objectives

- To continue to provide a pleasant environment for the Farmer's Market in downtown Evanston

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Seasonal stall rentals	34	35	35
Weekly stall rentals	1	0	0
Number of non-profit organizations per week	1	1	1
City department stalls per week	1	1	1
Annual Non-profit Day Booths	35	40	40
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
FARMER'S MARKET  
1515**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>1515 FARMER'S MARKET</b>		
61060 SEASONAL EMPLOYEES	10,000	10,000
61110 OVERTIME PAY	4,300	4,300
62205 ADVERTISING	600	600
62275 POSTAGE CHARGEBACKS	200	200
62375 RENTALS	1,500	1,500
68205 CONTINGENCIES	1,000	1,000
<b>1515 FARMER'S MARKET</b>	<b>17,600</b>	<b>17,600</b>

# City of Evanston

## Office of Management and Budget

### Financial Summary

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed
<b>Expenditures:</b>				
1605 – Budget Office	344,032	330,000	319,000	447,200
1610 – Contingency	7,405,047	6,378,300	6,378,300	8,294,000
1615 – Information Systems Mgmt.	835,441	1,372,100	1,372,100	1,685,800
1620 – GIS	201,026	282,600	230,000	290,100
1625 – Administrative Adjudication	390,264	410,100	390,000	409,700
<b>Total Expenditures:</b>	<b>\$9,175,810</b>	<b>\$8,773,100</b>	<b>\$8,689,400</b>	<b>\$11,126,800</b>
<b>Revenues:</b>				
Liquor Sales Tax	1,367,700	1,425,000	1,450,000	1,500,000
Liquor Licensing	269,300	275,000	278,000	275,000
Administrative Adjudication	84,100	100,000	95,000	95,000
<b>Total Revenues:</b>	<b>\$1,721,100</b>	<b>\$1,800,000</b>	<b>\$1,823,000</b>	<b>\$1,870,000</b>

### Notes for Financial Summary

Contingency provides funds for purposes unanticipated at the time of budget adoption, or salary adjustments and other purposes for which it is necessary to appropriate funds. In addition, overexpenditure or over estimation of revenues within the General Fund are balanced through the use of funds in this element.

Information Systems now includes all the City's (General Fund) landline telephone costs. Centralizing the budgets and bills for the landline phone service will lead to improved efficiency.

### Performance Report on FY 2004-2005 Major Program Objectives

**Budget:** Staff assisted in implementing of a City/Northwestern University joint venture fiberoptic network which will increase the capacity of the City's network capabilities; participated in the continued implementation of JD Edwards financial software; continued to assist local businesses in understanding liquor laws and maintaining permits; staffed Budget Committee Meetings and Emergency Telephone Board Meetings; maintained the 04/05 Budget and created the 05/06 Budget in a timely manner for Council consideration.

**Information Systems:** Staff facilitated the deployment of the JD Edwards financial system including the technology system, user administration, and report generation; continued upgrades to the telephone system voice mail; continued tracking of cellular and landline telephone costs; continued deployed of Microsoft Windows and Windows XP; replaced personal computers not meeting minimum performance standards; continued planning for a backup server and network facility.

**Geographic Information Systems:** Staff continued to assist city departments, elected officials, and residents in obtaining geographic data - including major involvement in the redistricting process; completed investigation into and participated in a cooperative agreement to obtain new aerial photography of the City; added additional geographic layers to the City's GIS.

**Administrative Adjudication:** This division has been operating for 5 years and hears increasingly higher numbers of cases each year. The division aids the City in both the correction of city code violations and in the collection of fines associated with those violations. The division continues to receive overwhelmingly positive user comments that that the process is fair and convenient. Professionalism and efficiency continue to be the main objectives of the division.

**Office of Management and Budget**

**2005-2006 Department Initiatives**

- Continued research and support for implementation of backend systems and additional functionality of the JDEdwards financial system.
- Addition of Taxi cab inspections, faulty vehicle equipment, vehicle impoundment, and overweight vehicles to cases adjudicated by the Administrative Hearings Division.
- Implement and carry through IS Committee to discuss technology needs in various departments and work toward compatibility of multiple software products in the City.

# City of Evanston

## Office of Management and Budget

### 1605 – Budget Office

#### Description of Major Activities

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

#### FY 2005-2006 Objectives

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

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
Completion of the Proposed Budget	December 31, 2002	December 31, 2003	December 31, 2004
Completion of the Approved Budget	June 15, 2003	June 15, 2004	June 15, 2005
City Council Budget Memo's Prepared	80	25	60
<b>FULL TIME EQUIVALENT POSITIONS</b>	4	4	6

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
BUDGET  
1605**

	2004 - 2005 Appropriation	2005 - 2006 Proposed
<b>1605 BUDGET</b>		
61010 REGULAR PAY	277,000	377,000
61510 HEALTH INSURANCE	29,700	47,700
61615 LIFE INSURANCE	600	800
61625 AUTO ALLOWANCE	1,700	1,800
62210 PRINTING	10,000	10,000
62275 POSTAGE CHARGEBACKS	200	300
62295 TRAINING & TRAVEL	400	400
62320 TELEPHONE CHARGEBACKS	2,200	
62360 MEMBERSHIP DUES	2,000	2,000
62380 COPY MACHINE CHARGES	2,500	2,500
65010 BOOKS, PUBLICATIONS, MAPS	200	200
65095 OFFICE SUPPLIES	1,000	1,500
65555 PERSONAL COMPUTER EQUIPMENT	2,500	3,000
<b>1605 BUDGET</b>	<b>330,000</b>	<b>447,200</b>

**Office of Management and Budget**

**1610 – Contingency**

**Description of Major Activities**

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

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
GENERAL CONTINGENCY  
1610**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>1610 GENERAL CONTINGENCY</b>		
61010 REGULAR PAY	100,000	1,653,400
61050 PERMANENT PART-TIME		98,000
61055 TEMPORARY EMPLOYEES		4,000
61060 SEASONAL EMPLOYEES		61,000
61062 SPECIAL EVENT SALARIES	20,000	20,000
61760 EMPLOYER'S SHARE - FICA	1,758,400	1,824,500
61765 PENSION CONTR-PART-IMRF	1,748,300	1,813,900
61810 NON FICA MEDICARE PAYMNTS	500,000	519,000
62305 RENTAL OF AUTO-FLEET SER	96,600	100,000
62431 ARMORED CAR SERVICES		36,000
62661 FOREIGNFIRE INSURANCETAX BOARD	50,000	50,000
66020 TRANSFERS TO OTHER FUNDS	1,900,000	1,900,000
66060 KEEP AMERICA BEAUTIFUL	5,000	5,000
68205 CONTINGENCIES	200,000	200,000
<b>1610 GENERAL CONTINGENCY</b>	<b>6,378,300</b>	<b>8,284,800</b>

**Office of Management and Budget**  
**1615 – Information Systems**

**Description of Major Activities**

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

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

**FY 2005-2006 Objectives**

- Continue assisting in the deployment of the J. D. Edwards financial system.
- Replace seventy five Personal Computers that do not meet minimum performance requirements.
- Continue deploying Microsoft Windows XP and Office XP
- Migrate from the UNIX platforms to Linux platforms all back office systems.
- Migrate from Civic center to Service Center and Police, the data center operations.
- Consolidate Network Servers to reduce administrative cost.
- Begin implementing redundant Server's to improve reliability and disaster failover.
- Begin long term preparation for anytime anyplace access to City computerized systems.
- New system development and programming that includes: parking ticket web payment, property owner tracking, Health and Human Services provider services, service requests via web, and the implementation of a cashiering system.
- Implement an improved voice mail system including unified messaging which is the integration of voice, fax, and e-mail messages whether it's a wire line phone, wireless phone, PC, or Internet-enabled PC.
- Provide an improve telephone call accounting system that properly tracks usage.
- Utilize the City Fiber network: (1) to reduce line charges by eliminating telephone company connections between buildings, (2) for video camera surveillance, and (3) as part of a long term project, eliminate the traditional telephone infrastructure.

City of Evanston

Office of Management and Budget

1615 – Information Systems

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
Number of Users with logon privileges	848	850	850
Number of personal computers supported	473	466	470
Number of locations supported	15	15	15
Visits to City WEB site (average per day)	7000	7955	8250
Number of application and network servers supported	28	28	28
Number of Help Desk calls per year	3336	2928	3000
Average time to close a call	4.5 days	3.6 Days	4 Days
Percent of Help Desk calls resolved within one day	62.60%	54 %	50%
Percent of Help Desk calls resolved within two days	70%	68 %	65%
User Feedback - Problem Solved Satisfactory	97.30%	97.10 %	97%
User Feedback - Problem Solved Unsatisfactory	2.60%	2.90 %	3%
User Feedback - Response time to call - Very Fast	64.70%	61.20 %	60%
User Feedback - Response time to call – Fast	22.10%	25.20 %	25%
User Feedback - Response time to call – Average	11.50%	11.40 %	11%
User Feedback - Response time to call – Slow	1.05%	1.60 %	1.60%
User Feedback - Response time to call - Very Slow	0.53%	0.60 %	0.60%
Number of users trained in Computer concepts and Word	18	83	125
Number of users trained in Excel	22	95	100
Number of users trained in other PC productivity tools	72	84	50
Number of users trained in E-mail/Outlook/Internet	331	19	20
<b>FULL TIME EQUIVALENT POSITIONS</b>	11	11	11

Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON**  
**INFORMATION SYSTEMS MGMT**  
**1615**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>1615 INFORMATION SYSTEMS MGMT</b>		
61010 REGULAR PAY	740,300	740,300
61055 TEMPORARY EMPLOYEES	2,600	2,600
61510 HEALTH INSURANCE	82,600	82,600
61615 LIFE INSURANCE	1,400	1,400
62175 IS SERVICES	75,000	70,000
62250 COMPUTER EQUIPMENT MAINT	85,300	88,600
62295 TRAINING & TRAVEL	1,000	1,000
62305 RENTAL OF AUTO-FLEET SER	6,000	6,000
62320 TELEPHONE CHARGEBACKS	211,500	
62340 COMPTER LICENSE & SUPP	121,700	100,200
62360 MEMBERSHIP DUES	2,900	2,600
62380 COPY MACHINE CHARGES	300	300
64505 TELECOMMUNICATIONS - CARRIER L		215,000
64510 TELECOMMUNICATIONS EQUIPMENT		32,600
64515 TELECOMMUNICATIONS EQUIPMENT M		8,200
64525 TELECOMMUNICATIONS - LONG DIST		23,700
64540 TELECOMMUNICATIONS - WIRELESS	10,000	12,600
64545 PERSONAL COMPUTER SOFTWARE	2,000	2,000
65010 BOOKS, PUBLICATIONS, MAPS	1,000	1,500
65095 OFFICE SUPPLIES	34,900	47,000
65605 PBX (LICENSE & SUPPORT FEES)		22,000
65615 WAN CONNECTIONS/LINE CHARGES		24,600
66020 TRANSFERS TO OTHER FUNDS	200,000	200,000
66125 SERVICES BILLED OUT	207,400-	
68205 CONTINGENCIES	1,000	1,000
<b>1615 INFORMATION SYSTEMS MGMT</b>	<b>1,372,100</b>	<b>1,685,800</b>

# City of Evanston

## Office of Management and Budget

### 1620 – GIS Division

#### Description of Major Activities

A Geographic Information System (GIS) combines layers of information about a place to give us a better understanding of that place.

Evanston's GIS was created to offer a better way to organize, view and analyze Evanston features and events by combining layers of information. Data elements such as addresses, crimes, tax parcels, buildings, streets, water meters, parks, political boundaries, etc., can be incorporated into Evanston's GIS as a layer. Currently, Evanston's GIS incorporates over 150 of layers of information which can be maintained, studied and analyzed together in a visual context.

Some examples of GIS layers:

16,267 Tax Parcels

26,913 Building Structures

224 Miles of Streets

Zoning Districts, Parks, Parking Lots, Beaches, Census data, Wards, 911 Response Plans, Street Sweeping Zones and Tree Trimming Cycles

The goal of Evanston's GIS is to make this information easily available to all employees and residents. The ability to view and analyze this information allows people to be more informed, more efficient and to make better decisions.

#### FY 2005-2006 Objectives

- Assist in preparing disability access map and database
- Create a Zoning focused web application for residents and city staff
- Prepare specification for GIS data as a required deliverable in City construction projects
- Implement a Web based GIS editing tool to allow non-GIS staff to edit GIS data

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Map Requests	134	208	210
Permanent geographic layers created	12	18	18
GIS web mapping request per week	3800	0	0
Geographic layers maintained	130	160	175
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>3</b>	<b>3</b>	<b>3</b>

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON**  
**GEOGRAPHIC INFORMATION SYSTEMS**  
**1620**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>1620 GEOGRAPHIC INFORMATION SYSTEMS</b>		
61010 REGULAR PAY	186,700	200,000
61060 SEASONAL EMPLOYEES	10,600	10,600
61510 HEALTH INSURANCE	22,400	22,400
61615 LIFE INSURANCE	200	200
62175 IS SERVICES	10,000	10,000
62215 PHOTOGRAPHERS/BBLUEPRINTS	200	
62235 OFFICE EQUIPMENT MAINT	300	300
62250 COMPUTER EQUIPMENT MAINT	4,500	
62295 TRAINING & TRAVEL	300	500
62320 TELEPHONE CHARGEBACKS	900	
62340 COMPTER LICENSE & SUPP	22,500	22,500
62360 MEMBERSHIP DUES	300	500
62380 COPY MACHINE CHARGES	1,100	1,100
62500 TECHNICAL INFORMATION SERVICES	15,000	15,000
64545 PERSONAL COMPUTER SOFTWARE	5,000	5,000
65010 BOOKS, PUBLICATIONS, MAPS	500	500
65085 MINOR EQUIPMENT & TOOLS	500	500
65090 SAFETY EQUIPMENT	100	
65095 OFFICE SUPPLIES	1,000	1,000
65105 PHOTO/DRAFTING SUPPLIE	500	
<b>1620 GEOGRAPHIC INFORMATION SYSTEMS</b>	<b>282,600</b>	<b>290,100</b>

City of Evanston

Office of Management and Budget

1625 – Administrative Adjudication

**Description of Major Activities**

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

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

**FY 2005-2006 Objectives**

- Establish capability of on-line payments for all fines.
- Implement cross-functional policies to better regulate vacation of findings and internal contesting procedures.
- Work closely with Parking Systems, Evanston PD, and the Property Maintenance Division in order to increase adherence to the Code and increase collections on outstanding liability.

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
Number of parking summons issued	42,967	67,960	88,000
Number of parking tickets adjudicated	35,140	49,340	63,000
Percentage paid prior to hearing (parking)	22%	73%	85%
Percentage paid after hearing (parking)	44%	22%	15%
Number of property citations adjudicated	40	135	235
Number of police cases adjudicated	215	1,230	2,250
Other cases adjudicated (fire, health, parks)	41	40	60
Percentage of code cases paid	48%	31%	50%
<b>FULL TIME EQUIVALENT POSITIONS</b>	3.5	3.5	3.5

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
ADMINISTRATIVE ADJUDICATION  
1625**

	2004 - 2005 Appropriation	2005 - 2006 Proposed
<b>1625 ADMINISTRATIVE ADJUDICATION</b>		
61010 REGULAR PAY	154,500	140,000
61050 PERMANENT PART-TIME	118,400	23,000
61055 TEMPORARY EMPLOYEES	4,200	4,000
61110 OVERTIME PAY	1,000	500
61510 HEALTH INSURANCE	22,000	22,000
61615 LIFE INSURANCE	300	300
62130 LEGAL SERVICES - GENERAL	1,500	
62210 PRINTING	1,000	500
62235 OFFICE EQUIPMENT MAINT	500	500
62275 POSTAGE CHARGEBACKS	30,000	30,000
62295 TRAINING & TRAVEL	400	400
62315 POSTAGE	25,000	25,000
62320 TELEPHONE CHARGEBACKS	2,700	
62345 COURT COST/LITIGATION	2,500	
62380 COPY MACHINE CHARGES	500	1,000
62456 OUTSIDE MAIL SERVICES	3,000	3,500
62500 TECHNICAL INFORMATION SERVICES	20,000	15,000
62509 SERVICE AGREEMENTS / CONTRACTS		125,000
64540 TELECOMMUNICATIONS - WIRELESS	600	
65010 BOOKS, PUBLICATIONS, MAPS	500	500
65045 LICENSING/REGULATORY SUPP	15,000	10,000
65085 MINOR EQUIPMENT & TOOLS	2,000	1,500
65095 OFFICE SUPPLIES	4,000	6,000
68205 CONTINGENCIES	500	1,000
<b>1625 ADMINISTRATIVE ADJUDICATION</b>	<b>410,100</b>	<b>409,700</b>

City of Evanston

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**Legal Department**

**Financial Summary**

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed
<b>Expenditures:</b>				
1705 – Legal Administration	559,000	662,800	524,000	643,600
<b>Total Expenditures:</b>	<b>\$ 559,000</b>	<b>\$ 662,800</b>	<b>\$ 524,000</b>	<b>\$ 643,600</b>
<b>Revenues:</b>				
Damages – General Fund	40,000	40,000	50,000	50,000
Damages – Fleet Services Fund	15,000	15,000	15,000	15,000
<b>Total Revenues:</b>	<b>\$ 55,000</b>	<b>\$ 55,000</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>

**Notes for Financial Summary**

- The Legal Department had a new position created in the 04-05 Budget process for a land use attorney which was not filled for the majority of the 04-05 fiscal year. Another attorney position has also become vacant during the 04-05 fiscal year.

**Performance Report on FY 2004-2005 Major Program Objectives**

- Overweight truck prosecution program through Administrative Adjudication has not been implemented.
- Some significant major litigation has been resolved through negotiated settlement and motion practice.
- The response to Departmental requests has been successfully implemented (one day contact).
- Council agenda objectives have been satisfactorily met.

**2005-2006 Department Initiatives**

To develop a coordinated risk management, risk transfer, and risk chargeback program for all City Departments.

# City of Evanston

## Legal Department

### 1705 – Legal Department

**Description of Major Activities**

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

The Department, through the Insurance Fund, supervises the General Liability Third Party Administration of claims. The Department recommends the purchase of insurance in all areas of exposure including: general liability, all-risk property, ambulance attendant, inland marine and crime. The Department, in conjunction with the City Manager's office, reviews Safety and Risk issues and all third party matters. The Department is responsible for the risk transfer and subrogation programs throughout the City.

**FY 2005-2006 Objectives**

- To establish a Truck Overweight Enforcement Program, with ultimate enforcement as an ordinance mechanism.
- To coordinate all significant zoning matters with the Zoning Division of the Community Development Department.
- To accomplish an efficient purchasing, bid review and award process with the Purchasing Division for all purchases and services in excess of \$25,000.

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
1. Ordinance cases prosecuted (animal, aggressive panhandling, curfew, disorderly conduct)	500	550	600
2. Traffic prosecution cases	7,500	7,500	7,500
3. Ordinances written and/or reviewed	162	160	165
4. Resolutions written and/or reviewed	118	120	120
5. Opinions written	50	36	44
6. Administrative adjudication (including appeals)	250	80	80
7. Truck Safety Prosecutions (including overweight)	0	0	0
<b>Total:</b>	8580	8446	7,909

<b>FULL TIME EQUIVALENT POSITIONS</b>	6	7	7
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**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
LEGAL ADMINISTRATION  
1705**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>1705 LEGAL ADMINISTRATION</b>		
61010 REGULAR PAY	494,100	494,100
61510 HEALTH INSURANCE	54,600	54,600
61615 LIFE INSURANCE	1,300	1,300
61625 AUTO ALLOWANCE	1,700	1,800
62130 LEGAL SERVICES - GENERAL	75,000	65,000
62275 POSTAGE CHARGEBACKS	600	400
62295 TRAINING & TRAVEL	600	1,000
62320 TELEPHONE CHARGEBACKS	5,800	
62345 COURT COST/LITIGATION	15,000	10,000
62360 MEMBERSHIP DUES	1,400	1,400
62380 COPY MACHINE CHARGES	1,800	1,800
64540 TELECOMMUNICATIONS - WIRELESS		3,000
65010 BOOKS, PUBLICATIONS, MAPS	10,000	8,000
65095 OFFICE SUPPLIES	900	1,200
<b>1705 LEGAL ADMINISTRATION</b>	<b>662,800</b>	<b>643,600</b>

# City of Evanston

## Human Resources Department

### Financial Summary

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed
<b>Expenditures:</b>				
1805 –HR General Support	0	1,170,900	1,226,200	1,199,600
<b>Total Expenditures:</b>	<b>\$ 0</b>	<b>\$ 1,170,900</b>	<b>\$ 1,226,200</b>	<b>\$ 1,199,600</b>

### Notes for Financial Summary

### Performance Report on FY 2004-2005 Major Program Objectives

- AFSCME: The consolidation of the bargaining unit, resulting in the contract approved in September 2003, started a major challenge to this department and the City. Significant training of managers and supervisors was conducted regarding the contract itself, as well as management and supervisory techniques and requirements. Interpretation of changes to the existing contract, as well as introducing concepts, procedures, policies and guidelines to those formerly non-union departments presented and continue to present challenges. Significant changes to the way the organization works include: identifying newly-included positions and developing procedures to deal with their inclusion, such as level of union dues/fair share participation based on work schedules, dealing with the many permanent part-time employees who change work schedules, positions, and status fairly regularly, negotiating with the union on inclusion/exclusion of positions created after the state certification of the bargaining unit; implementing a procedure within JDE and the departments for identifying union membership, fair share deductions, and PEOPLE contributions; a total change to the way vacant positions are filled, with posting all positions once, rather than the former internal/external method, and adding approximately 40 new permanent part-time titles to those Human Resources is responsible for posting, coordinating recruitment and selection, interviewing, applicant maintenance, eligible list creation and maintenance, correspondence, etc.; implementing a vacation selection scheduling process for all AFSCME departments within the contractual timeline; introducing departments to a revised grievance procedure (some of whom had never dealt with the grievance concept before), and enforcing the procedure with the departments and more importantly with the union representatives, many of whom are equally new to the process; integrating permanent part-time employees into the formal disciplinary system; implementing formal Family and Medical Leave procedures for the bargaining unit and management; indoctrinating employees and managers into the "have to take your birthday off" concept which is much too complicated for such a seemingly-simple concept; implementing paid holiday rules for permanent part-time employees, especially in the Library which has many such employees and different schedules than other bargaining unit employees; implementing a dual vacation schedule for employees hired before or after March 1, 2003; dealing with the impact of the union agreeing to eliminate annual sick leave payout for bargaining unit employees; implementing a new overtime pay system for formerly non-union employees; implementing safety shoe allowance rather than the former shoemobile system; implementing a three-tier health insurance deduction plan for the bargaining unit; categorizing employees into appropriate benefit groups for benefit eligibility purposes; assigning pay grades to permanent part-time positions formerly unclassified. The department also processed and handled multiple grievances, some of which were advanced to arbitration over individual disciplinary matters and contract language interpretation.
- IRIS/JDEdwards: Implementation of the HR/Payroll system has taken significant amounts of time in the last year. Human Resources staff has taken over virtually all of the system input regarding employee maintenance, including personal information, demographic information, pay rate, pay rate changes, leaves of absence, promotions, demotions, suspensions, hiring, health insurance deductions, dental insurance deductions, life insurance deductions, universal life insurance deductions, pension deductions, vacation, sick leave, floating holidays, holidays, compensatory time accruals. Learning the system, discovering where setup or system bugs existed and fixing them, relearning the system, and continual monitoring and maintenance have taken the HR Assistants significantly increased amounts of time, and forced the department to rework the workload schedule to accommodate payroll processing.

# City of Evanston

## Human Resources Department

The Assistant Director and Director have spent countless hours in setting up plans, benefit deductions, payroll deductions, employer costs for shifting to accounting, employee eligibility and the like for health, dental and life insurance. We are on our third iteration due to the complexity of plans (3 providers, 8 plans, and 13 employee groups with 28 possible deduction levels just for health insurance). Dealing with employee deduction issues each payroll, identifying the issue, making the retroactive correction and the current deduction correct takes time. We are closer to making this aspect of the system “clean” which hopefully will also allow us to do bill payment easier, and to identify missed deductions due to suspensions, leaves, etc. on a payroll by payroll basis prior to payroll being run.

Paid leave accruals for all employee groups, full and part-time, union and non-union, were translated into the JDE system, corrected, validated and are up and running. With the exception of compensatory time, paid leave accruals and usage are working for everyone except Police and Fire. Police is almost complete, and Fire is requiring an analysis for each and every member of the Fire Department going back to date of hire (in some cases, 30 years), tracking accruals and usage month by month. That analysis and communication to the employees is being completed, and will then be reviewed individual by individual. When complete, those accruals will be loaded into the system, and that automation taking effect. The goal is to have all accruals on the system by the end of September so that the automatic caps and maximums may be “turned on” prior to the end of the calendar year, and year end rollover.

Smaller accomplishments include a revised personnel requisition form and procedure, allowing for JDE usage, and leading to manager self-service. The disciplinary action form is on the website, making it easier for departments to complete forms, get them to HR for review and approval, and back to the department for issuance. The benefit accrual correction form was enhanced on the website from read only to being able to input information onto the form. The Summer Youth Employment Program used an enhanced but easier personnel change form to put participants on the payroll, and to terminate them at the end of the season. Practices were changed with Recreation to allow for earlier input of seasonal employees, and with other changes as a check and balance at the end of the season. These initiatives were undertaken and accomplished by Human Resources, interfacing with Payroll and the departments. This is the first summer that HR was responsible for inputting all seasonal employees into the payroll system, which in the past has caused overtime in Payroll; we accomplished it via the procedural changes described above without overtime, and on a timely and reasonably accurate manner.

We have conducted training for payroll processors in the operating departments, both on the new time sheets (dealing with policy questions), and on the accrual system; there is a need to do more training with this group, but there is some resistance to doing this until “payroll is clean”. There also needs to be an Executive Steering Committee level decision as to the future of decentralized payroll, so that expectations and responsibilities of the departments can be detailed and then enforced.

- Other Accomplishments of note: We have filled 54 vacancies; we have maintained staffing levels in the Police Department for Police Officer; conducted promotional exam for Sergeant, and are in the midst of promotional exams for Commander and Deputy Chief. Telecommunications is fully staffed, and we are in the process of filling at least 4 vacant Service Desk Officers. Some Police Officers have already been transferred from Service Desk duties, and when fully staffed, the remaining sworn officers will be transferred from that division. Civilian staffing is complete. The Fire Department is fully staffed, and we are preparing for promotional examinations for Fire Captain, Shift Chief and Division Chief. Vacancies in other departments continue to be filled on a reasonably timely basis, with delays at this point due to departmental schedules rather than HR being a roadblock to progress. Several major litigations were resolved, two arbitrations settled successfully on terms favorable to the City; several serious employee issues have been resolved on terms favorable to the City, resulting in retirements and resignations without protracted legal proceedings or litigation. Two vacant Human Resources Specialist positions have been filled, and the new employees are integrating well into the workflow; the learning curve for our procedures and processes, the attention to multiple details, and usage of the JDEdwards system can be fairly steep, but consistent progress is being made.

**Human Resources Department**

**2005-2006 Department Initiatives**

A primary initiative for the upcoming fiscal year will be a professional audit, analysis and review of our entire benefit package, emphasizing health insurance, but not to the exclusion of other benefits. As we all know, health insurance costs continue to escalate well beyond the inflationary rise in prices, and as we all know, this market is managed and controlled by influences far outside of our realm. The reality is, however, that employers are forced to be in the middle, trying to give reasonable benefits to employees, and trying to pay for them. My tentative design for the study will include asking for recommendations on plan design, benefit initiatives but more importantly, long-range planning that will allow for funding alternatives (such as perhaps funding in incremental levels in the insurance fund as a future reserve) over the long term. Given the instability of the younger workforce, our benefit package is critical in attracting and retaining quality employees – not just insurance, but paid leave, child and elder care, etc. I would also envision that this study makes some long-term recommendations and strategic planning that will lead us to a cafeteria benefit package in the next 5 years.

Continued implementation and work on the JDEdwards system in order to fully realize the management information benefits of the system will continue to be a major focus. We are only at the beginning stages of being able to get the added value out of the system, once the basics are in place correctly.

Increased usage of the website for form completion will not only ease the administrative burden on departments and employees, but will set the stage for employee self-service through JDEdwards, in terms of employee usage of the website and getting used to using the computer rather than paper and/or typewriter. Revised forms that tie into required information for the JDE system will continue to be introduced.

Updating job descriptions and tying them to competencies and performance evaluations, leading to managers and supervisors being able to more easily develop analyses of skills and weaknesses, and then turning that gap analysis into training programs will be another focus. And while the existing technology does not lend itself easily to transferring data into the system, updating job descriptions for non-AFSCME positions (those were all updated three years ago) is an unmet need; doing it now will kill two birds with one stone.

# City of Evanston

## Human Resources

### 1805 – Human Resources

#### Description of Major Activities

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

#### FY 2005-2006 Objectives

- Stabilize Worker's Compensation Third-Party Administrator performance by October 31, 2005 in order to determine future need.
- Stabilize existing JDEdwards Payroll/Human Resources systems in order to complete implementation, assure accuracy, and accurate and timely implementation of 2005 information.
- Maintain appropriate staffing levels in all departments but particularly Police and Fire throughout 2005-06.
- Negotiate IAFF and FOP contracts within budget by 4/1/05.
- Prepare for AFSCME and Teamster negotiations beginning 6/1/05.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Civil Service Commission meetings	13	24	18
Labor contract negotiated	4	2	2
Supervisory/management training programs	30	20	12
<b>FULL TIME EQUIVALENT POSITIONS</b>	7.00	7.00	7.00

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
HUMAN RESOURCES GEN SUPPORT  
1805**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>1805 HUMAN RESOURCES GEN SUPPORT</b>		
61010 REGULAR PAY	497,200	487,200
61510 HEALTH INSURANCE	52,500	52,500
61615 LIFE INSURANCE	800	800
61625 AUTO ALLOWANCE	3,200	2,400
62130 LEGAL SERVICES - GENERAL	500	500
62160 EMPLOYMENT TESTING SERVICES	90,000	75,000
62205 ADVERTISING	80,000	65,000
62235 OFFICE EQUIPMENT MAINT	100	100
62270 MEDICAL/HOSPITAL SERVICES	45,000	45,000
62274 TEST ADMINISTRATION	60,000	65,000
62275 POSTAGE CHARGEBACKS	2,700	
62290 TUITION	65,000	130,000
62295 TRAINING & TRAVEL	800	800
62310 CITY WIDE TRAINING	150,000	150,000
62320 TELEPHONE CHARGEBACKS	2,400	
62345 COURT COST/LITIGATION	500	500
62360 MEMBERSHIP DUES	1,800	1,700
62380 COPY MACHINE CHARGES	5,800	5,800
62630 UNEMP. COMP. & ADMIN. FEE	90,000	90,000
65010 BOOKS, PUBLICATIONS, MAPS	1,600	2,000
65095 OFFICE SUPPLIES	3,500	5,300
65125 OTHER COMMODITIES	17,500	20,000
<b>1805 HUMAN RESOURCES GEN SUPPORT</b>	<b>1,170,900</b>	<b>1,199,600</b>

City of Evanston

Finance Department

**Financial Summary**

	<b>2003-2004 Actual</b>	<b>2004-2005 Appropriation</b>	<b>2004-2005 Estimated Actual</b>	<b>2005-2006 Appropriation Proposed</b>
<b>Expenditures:</b>				
1905 – Finance General Support	267,688	436,900	436,900	457,200
1910 – Revenue Division	577,174	522,900	522,900	519,000
1915 – Payroll	214,108	212,300	214,000	211,000
1920 – Accounting	456,568	431,800	431,800	426,800
1925 – Purchasing/AP/MWEBE	326,284	285,100	300,000	277,500
<b>Total Expenditures:</b>	<b>\$ 1,841,822</b>	<b>\$ 1,841,822</b>	<b>\$ 1,841,822</b>	<b>\$ 1,841,822</b>

**Notes for Financial Summary**

No new positions or major expenditure increases are expected for the upcoming fiscal year.

**Performance Report on FY 2004-2005 Major Program Objectives**

The department:

- a) implemented the HR/Payroll module of the new financial system
- b) implemented the capital improvements module of the new financial system
- c) prepared and issued FY 2004 Comprehensive Annual Financial Report
- d) Awarded Certificate of Achievement for Financial Reporting from the GFOA
- e) Successfully issued \$12 million in capital bonds and refinanced \$12 million in GO bonds

**2005-2006 Department Initiatives**

For FY 2006 the major department initiatives will be:

- a) Implementation of the Accounts Receivable module of the new financial system
- b) Completion of the annual Comprehensive Annual Financial Report
- c) Development of finance department operations manual

# City of Evanston

## Finance Department 1905 – Finance General Support

### Description of Major Activities

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

- Accounting
- Collections
- Purchasing and Accounts Payable
- Payroll

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

The department is also responsible for investing the City's monies. These include short term operating cash, bond proceeds, reserve accounts and any long term investments.

The department is also responsible for the issuance of all of the City's debt in the form of bonds. This includes the annual preparation of an official statement, securing a financial rating and issuing the subsequent debt.

### FY 2005-2006 Objectives

- Complete the stabilization of the new PeopleSoft financial system and implement a new Accounts Receivable module
- Implement new investment program and reporting system.
- Issue 2005 series bonds.
- Begin implementation of new parking fund rates and revenues.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Percent of available cash invested	99	99	99
Bond Issuances	3	1	1
Quarterly financial management reports	12	4	4
Quarterly investment reports			4
<b>FULL TIME EQUIVALENT POSITIONS</b>	2	2	2

### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
FINANCE GENERAL SUPPORT  
1905**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>1905 FINANCE GENERAL SUPPORT</b>		
61010 REGULAR PAY	241,000	241,000
61060 SEASONAL EMPLOYEES	7,000	7,000
61510 HEALTH INSURANCE	23,000	23,000
61615 LIFE INSURANCE	600	600
61625 AUTO ALLOWANCE	1,700	1,800
62275 POSTAGE CHARGEBACKS	900	800
62295 TRAINING & TRAVEL	300	300
62320 TELEPHONE CHARGEBACKS	4,700	
62340 COMPTER LICENSE & SUPP	150,000	175,000
62360 MEMBERSHIP DUES	1,000	1,000
62380 COPY MACHINE CHARGES	1,400	1,400
64545 PERSONAL COMPUTER SOFTWARE	2,000	2,000
65010 BOOKS, PUBLICATIONS, MAPS	900	900
65095 OFFICE SUPPLIES	2,000	2,000
68205 CONTINGENCIES	400	400
<b>1905 FINANCE GENERAL SUPPORT</b>	<b>436,900</b>	<b>457,200</b>

# City of Evanston

## Finance Department 1910 – Revenue Division

### Description of Major Activities

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

### FY 2005-2006 Objectives

- Implementation of comprehensive Accounts Receivable (AR) software system that will boost revenue collection via a centralized tracking system.
- Finalize implementation of parking ticket and vehicle sticker payments via the City Web Site.
- Implementation of Automated Clearing House (ACH) payments for over the counter water bill and vehicle sticker transactions.

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
Water Bills Processed Total	85,500	85,500	85,550
Avg # of Delinquent Accts/shut off cycle	400	400	400
Actual # of Accts Sched./shut off cycle	60	60	60
Amount outstanding past due for shut off	75,000	75,000	75,000
Internet Water Billing Payments Processed	1,400	7,000	8,000
Number of Citation Payments Processed	122,000	125,000	125,000
Internet Parking Citation Payments Processed	0	3,000	8,000
Number of Vehicle Stickers Issued	37,000	40,000	40,000
Number of Business Licenses Processed	2,500	2,500	2,500
Number of Animal Licenses Issued	2,550	2,700	2,700
Cigarette Stamps Issued	1.5 Million	1.5 Million	1.5 Million
Daily Deposits Prepared	260	260	260
Subsidized Taxi Coupons Sold	31,000	38,000	45,000
Taxicab Medallion Business Licenses Issued	140	140	140
Taxicab Inspections	560	560	560
Taximeter Inspections	560	560	560
Gasoline Pumps Inspected	190	190	190
Scales Inspected	160	160	160
UPC Optical Scanners Inspected	40	50	50
A/R Invoices Processed Manually	6,000	6,000	6,000
# Inv/Checks sent to Collection Agency	1,000	400	400
		0	0
	0	0	0
	0	0	0
	0	0	0
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>8</b>	<b>8</b>	<b>8</b>

### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
REVENUE DIVISION  
1910**

	2004 - 2005 Appropriation	2005 - 2006 Proposed
<b>1910 REVENUE DIVISION</b>		
61010 REGULAR PAY	330,200	330,200
61060 SEASONAL EMPLOYEES		5,000
61110 OVERTIME PAY	7,700	9,000
61510 HEALTH INSURANCE	51,900	51,900
61615 LIFE INSURANCE	500	500
61630 SHOE ALLOWANCE		100
62205 ADVERTISING	200	200
62235 OFFICE EQUIPMENT MAINT	300	300
62273 LIEN FILING FEES		6,000
62275 POSTAGE CHARGEBACKS	31,000	31,000
62295 TRAINING & TRAVEL	800	800
62305 RENTAL OF AUTO-FLEET SER	5,100	5,100
62315 POSTAGE	15,000	15,000
62320 TELEPHONE CHARGEBACKS	5,200	
62360 MEMBERSHIP DUES	800	800
62380 COPY MACHINE CHARGES	1,200	3,600
62455 WTR/SWR BILL PRINT AND MAIL CO	12,000	
64545 PERSONAL COMPUTER SOFTWARE	6,000	4,000
65045 LICENSING/REGULATORY SUPP	50,000	50,000
65095 OFFICE SUPPLIES	5,000	5,500
<b>1910 REVENUE DIVISION</b>	<b>522,900</b>	<b>519,000</b>

# City of Evanston

## Finance Department 1915 – Payroll Division

### Description of Major Activities

The Payroll Division is responsible for the ongoing bi-weekly payroll for more than 1,100 permanent, part-time and temporary City employees. During the summer, payroll increases by more than 450 employees due to the Recreation summer staff and the City's Summer Youth Program. The primary objective of the Payroll Division is to produce a timely, accurate payroll in compliance with federal and state payroll tax laws. This function performs quarterly and annual reconciliations of FICA, Medicare, Federal and State withholding liabilities, as well as Unemployment Compensation, used in preparing the federal and state payroll tax returns. Special year-end activities include preparation, balancing and distribution of W-2's as well as special year-end rollovers and audits of the City's payroll records.

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

### FY 2005-2006 Objectives

1. Continue staff education in the legal and payroll aspects of garnishments.
2. Continue stabilization of the financial payroll system.
3. Continue to provide good customer service to internal as well as external customers.
4. Implement electronic payments to our payroll vendors.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Regular checks issued	32,700	33000	33300
Manual checks issued	150	170	180
<b>Total:</b>	<b>32,850</b>	<b>33,170</b>	<b>33,180</b>
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>3</b>	<b>3</b>	<b>3</b>

### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
PAYROLL  
1915**

	2004 - 2005 Appropriation	2005 - 2006 Proposed
<b>1915 PAYROLL</b>		
61010 REGULAR PAY	182,800	182,800
61110 OVERTIME PAY	1,300	2,500
61510 HEALTH INSURANCE	22,500	22,500
61615 LIFE INSURANCE	400	400
62275 POSTAGE CHARGEBACKS	200	100
62295 TRAINING & TRAVEL	400	500
62320 TELEPHONE CHARGEBACKS	2,500	
62360 MEMBERSHIP DUES	500	500
62380 COPY MACHINE CHARGES	400	400
65010 BOOKS, PUBLICATIONS, MAPS	500	500
65095 OFFICE SUPPLIES	800	800
<b>1915 PAYROLL</b>	<b>212,300</b>	<b>211,000</b>

City of Evanston

**Finance Department**  
**1920 – Accounting Division**

**Description of Major Activities**

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

**FY 2005-2006 Objectives**

- Expand on library of reports for new financial system, and train staff on usage.
- Create automated interface between investment software and financial system.
- Produce Comprehensive Annual Financial Report (CAFR) in Adobe format for viewing on City's web page.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Preparation of final fund trial balance for annual independent audit	7/30/03	7/30/04	7/30/05
Preparation of Schedule of Federal Financial Assistance for the Single Audit Act of 1984	9/15/03	9/15/04	9/15/05
Preparation of Police and Fire Pension fund filings with Illinois Department of Insurance	10/31/03	08/31/04	08/31/05
<b>FULL TIME EQUIVALENT POSITIONS</b>	6.00	6.00	6.00

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
ACCOUNTING  
1920**

	2004 - 2005 Appropriation	2005 - 2006 Proposed
<b>1920 ACCOUNTING</b>		
61010 REGULAR PAY	314,600	314,600
61110 OVERTIME PAY	2,000	2,000
61510 HEALTH INSURANCE	37,500	37,500
61615 LIFE INSURANCE	600	600
62110 AUDITING	62,000	62,000
62185 OTHER CONSULTING SERVICES	800	
62205 ADVERTISING	2,300	2,000
62235 OFFICE EQUIPMENT MAINT	100	
62275 POSTAGE CHARGEBACKS	600	600
62280 OVERNIGHT MAIL CHARGES		200
62295 TRAINING & TRAVEL	700	700
62320 TELEPHONE CHARGEBACKS	4,500	
62340 COMPTER LICENSE & SUPP	600	
62360 MEMBERSHIP DUES	1,600	1,200
62380 COPY MACHINE CHARGES	600	2,400
65010 BOOKS, PUBLICATIONS, MAPS	500	500
65095 OFFICE SUPPLIES	2,800	2,500
<b>1920 ACCOUNTING</b>	<b>431,800</b>	<b>426,800</b>

# City of Evanston

## Finance Department 1925 – Purchasing Division

### Description of Major Activities

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

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

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

### FY 2005-2006 Objectives

- Continued implementation of financial software modules for A/P, Purchasing, Fixed Assets including decentralization where appropriate.
- Prioritize the CIP annual projects and establish a timetable for their procurement and MBE/W/E compliance.
- Create a master calendar of critical activities and deadlines in AP -Purchasing.
- Staff development and cross-training to provide depth.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Purchase orders issued	1,000	1,575	2,025
Bid items purchased	175	250	250
Term agreements issued	20	35	35
Vouchers/invoices processed	10,000	17,000	18,950
M/W/BE solicited	800	1,200	1,325
Advisory Committee meetings	10	10	10
Project site visits	20	28	28
Pre-bid meetings	20	28	35
<b>FULL TIME EQUIVALENT POSITIONS</b>	5.00	5.00	5.00

### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON**  
**PURCHASING & ACCOUNTS PAYABLE**  
**1925**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>1925 PURCHASING &amp; ACCOUNTS PAYABLE</b>		
61010 REGULAR PAY	247,800	247,800
61050 PERMANENT PART-TIME		15,000
61055 TEMPORARY EMPLOYEES	1,800	
61510 HEALTH INSURANCE	34,400	34,400
61615 LIFE INSURANCE	600	600
62185 OTHER CONSULTING SERVICES	2,500	
62205 ADVERTISING	500	500
62210 PRINTING	1,300	300
62235 OFFICE EQUIPMENT MAINT	26,600	17,000
62275 POSTAGE CHARGEBACKS	6,400	6,400
62295 TRAINING & TRAVEL	400	400
62320 TELEPHONE CHARGEBACKS	7,700	
62360 MEMBERSHIP DUES	1,500	1,500
62380 COPY MACHINE CHARGES	6,800	6,800
65010 BOOKS, PUBLICATIONS, MAPS	1,000	1,000
65095 OFFICE SUPPLIES	13,600	13,600
66125 SERVICES BILLED OUT	96,000-	96,000-
68205 CONTINGENCIES	3,000	3,000
68305 DEBT SERVICE	25,200	25,200
<b>1925 PURCHASING &amp; ACCOUNTS PAYABLE</b>	<b>285,100</b>	<b>277,500</b>

City of Evanston

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**Facilities Management Department**

**Financial Summary**

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed
<b>Expenditures:</b>				
2005 – FM General Support	228,138	231,600	250,600	245,900
2010 – Construction and Repair	1,195,176	1,236,000	1,247,000	1,343,900
2015 – Mail & Information Service	101,893	146,900	103,000	97,300
2020 – Custodial Maintenance	281,091	270,700	259,000	300,000
2025 – Emergency Management	52,169	71,000	70,000	81,100
2030 – Cable Communications	436,042	317,100	350,000	340,800
<b>Total Expenditures:</b>	<b>\$ 2,294,509</b>	<b>\$ 2,273,300</b>	<b>\$ 2,279,600</b>	<b>\$ 2,409,000</b>
<b>Revenues:</b>				
Illinois Emergency Mgmt. Agency	7,189	20,000	20,000	20,000
Central Street Metra Rent	0	0	0	0
<b>Total Revenues:</b>	<b>\$ 7,189</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>

**Notes for Financial Summary**

Increases are directly due to increasing costs and the need to better maintain City facilities.

**Performance Report on FY 2004-2005 Major Program Objectives**

- Staff and outside consultant have begun work on the Sherman Plaza Garage.
- Programming for Fire Station #5 has begun and design services will be started this year.
- Staff continues to work with the Civic Center Committee to find appropriate space and location for a new Civic Center.
- Department electricians have installed raceway for fiber optic cable in 13 buildings.
- Staff has also built a new data center at the Service Center. A new postage machine has been bid and will be installed by the end of the year.
- Receptionists have been trained on the Emergency Alert board in the Civic Center lobby. Bids have been received for the cleaning of the Civic Center.
- The Community radio has been installed and will be in use this winter.
- Staff has been working with the High School for a full scale exercise in October. New cable broadcast equipment has been researched for the Council Chambers.
- The Cable Consumer Bill of Rights has been developed but is on hold for more area support.

**2005-2006 Department Initiatives**

- Department will utilize US Corps of Engineer engineered software to forecast building costs and future needs for maintenance
- Staff will train and utilize JD Edwards system for tracking of all project and departmental costs

**Facilities Management Department**

**2005 – Facilities Management General Support**

**Description of Major Activities**

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

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

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

**FY 2005-2006 Objectives**

- Implement first stage of Engineered Maintenance System to track roof performance.
- Implement Room Scheduling Software to track meeting room usage with equipment.
- Implement Furniture web page to assist staff in selecting and purchasing office furniture.
- Initiate programming of City Government to assist Civic Center Committee in their task.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Civic Center room reservations	1,700	1,800	1,850
Average number of sick days used per employee	7	7	7
Total workdays lost due to work related to injury	2	2	1
<b>FULL TIME EQUIVALENT POSITIONS</b>	2.34	2.34	2.34

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
FACILITIES MNGMT GEN SUPT  
2005**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2005 FACILITIES MNGMT GEN SUPT</b>		
61010 REGULAR PAY	196,400	196,400
61055 TEMPORARY EMPLOYEES	4,000	4,000
61510 HEALTH INSURANCE	17,700	17,700
61615 LIFE INSURANCE	400	400
61630 SHOE ALLOWANCE		300
62235 OFFICE EQUIPMENT MAINT	100	100
62275 POSTAGE CHARGEBACKS	200	
62295 TRAINING & TRAVEL	400	400
62305 RENTAL OF AUTO-FLEET SER	8,400	8,400
62360 MEMBERSHIP DUES	500	700
62376 2603 SHERIDAN RENTALS EXPENSE		6,000
62380 COPY MACHINE CHARGES	1,000	1,000
64540 TELECOMMUNICATIONS - WIRELESS		8,000
65010 BOOKS, PUBLICATIONS, MAPS	400	400
65095 OFFICE SUPPLIES	2,000	2,000
68205 CONTINGENCIES	100	100
<b>2005 FACILITIES MNGMT GEN SUPT</b>	<b>231,600</b>	<b>245,900</b>

City of Evanston

**Facilities Management Department  
2010 – Construction and Repair**

**Description of Major Activities**

This element provides for the mechanical, electrical and structural maintenance of 46 City owned facilities. These include the Civic Center, Service Center, Police Station, 5 Fire Stations, Fire Headquarters, 9 park shelters, 7 beach shelters, 7 recreation centers, 2 art centers, Fountain Square and Merrick Rose Garden fountains. In addition staff maintains the Animal Shelter, Evanston Art Center Coach House, Central Street METRA Station, 3 parking facilities, 15 bus shelters and many drinking fountains and water supply outlets in the parks. The total footage exceeds 1,300,000 square feet.

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

**FY 2005-2006 Objectives**

- Get construction Documents out to bid for Fire Station #5.
- Observe construction of new parking garage.
- Complete installation of new Data Center at Service Center.
- Complete installation of 3 new roofs at Fleetwood, Chandler and Service Center.
- Assist in the implementation of the new Engineered Management System.
- Get construction Documents out to bid for Art Center Coach House.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Manhours related to work orders	16,000	1,600	1,800
Work orders completed	2,600	2,300	2,400
Total Construction Budget Oversight	\$8,500,000	\$37,000,000	\$39,000,000
Safety/Training Meetings	14	14	14
<b>FULL TIME EQUIVALENT POSITIONS</b>	16.00	16.00	16.00

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
CONSTRUCTION AND REPAIR  
2010**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2010 CONSTRUCTION AND REPAIR</b>		
61010 REGULAR PAY	898,400	898,400
61062 SPECIAL EVENT SALARIES	15,000	15,000
61110 OVERTIME PAY	15,000	15,000
61510 HEALTH INSURANCE	121,900	121,900
61615 LIFE INSURANCE	1,300	1,300
61630 SHOE ALLOWANCE		2,200
62135 ARCHITECTURAL SERVICES	1,000	1,000
62225 BLDG MAINTENANCE SERVICES	23,000	90,000
62245 OTHER EQMT MAINTENANCE	6,000	5,000
62295 TRAINING & TRAVEL	1,600	1,500
62305 RENTAL OF AUTO-FLEET SER	80,900	80,900
62355 LAUNDRY/OTHER CLEANING	500	500
62360 MEMBERSHIP DUES	1,000	500
62375 RENTALS	400	400
62509 SERVICE AGREEMENTS / CONTRACTS		37,900
65015 CHEMICALS	3,000	3,000
65020 CLOTHING	400	400
65050 BLDG MAINTENANCE MATERIAL	35,600	40,000
65055 MATER. TO MAINT. IMP.	4,000	4,000
65070 OFFICE/OTHER EQT MTN MATL	8,000	8,000
65085 MINOR EQUIPMENT & TOOLS	4,000	4,000
65090 SAFETY EQUIPMENT	3,000	3,000
68205 CONTINGENCIES	12,000	10,000
<b>2010 CONSTRUCTION AND REPAIR</b>	<b>1,236,000</b>	<b>1,343,900</b>

City of Evanston

**Facilities Management Department  
2015 – Mail & Info Services**

**Description of Major Activities**

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

**FY 2005-2006 Objectives**

- Have new mail machine fully coordinated with J. D. Edwards accounting package.
- Assist City Clerk and Hearings Dept in bringing back out-sourced mailings.
- Implement seminar on mail management to city manager's meeting.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Avg number of daily incoming calls through the telephone switch	6,000	6,100	6,200
Avg number of pieces of outgoing mail processed monthly	28,000	29,000	3,300
Average number of daily calls to switchboard	290	290	310
Average number of daily customers at front desk	120	150	150
<b>FULL TIME EQUIVALENT POSITIONS</b>	2.00	2.00	2.00

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
MAIL AND INFORMATION SERVICES  
2015**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2015 MAIL AND INFORMATION SERVICES</b>		
61010 REGULAR PAY	72,300	72,300
61055 TEMPORARY EMPLOYEES	3,500	3,500
61510 HEALTH INSURANCE	15,000	15,000
61615 LIFE INSURANCE	100	100
62245 OTHER EQMT MAINTENANCE	2,500	2,500
62295 TRAINING & TRAVEL	200	200
62315 POSTAGE	140,000	150,000
62320 TELEPHONE CHARGEBACKS	16,000	
62375 RENTALS	5,300	700
65095 OFFICE SUPPLIES	2,000	2,000
65620 OFFICE MACH. & EQUIP.	30,000	1,000
66125 SERVICES BILLED OUT	140,000-	150,000-
<b>2015 MAIL AND INFORMATION SERVICES</b>	<b>146,900</b>	<b>97,300</b>

**Facilities Management Department  
2020 – Custodial Maintenance**

**Description of Major Activities**

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

**FY 2005-2006 Objectives**

- Install 50 linear feet of removable shelving in attic to further organize the space.
- Implement storage criteria to better track materials to be destroyed.
- Organize storage areas to optimize the use of existing space.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Cooling System preparation	May 15, 2003	May 1, 2004	May 15, 2005
Heating System preparation	September 1, 2003	September 1, 2004	September 1, 2005
Deliveries received	1,350	2,000	2,500
Room Set-ups	1,000	1,700	1,800
Pounds of office paper recycled	70,000	80,000	80,000
<b>FULL TIME EQUIVALENT POSITIONS</b>	2.00	2.00	2.00

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
CUSTODIAL MAINTENANCE  
2020**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2020 CUSTODIAL MAINTENANCE</b>		
61010 REGULAR PAY	89,300	89,300
61050 PERMANENT PART-TIME		5,000
61055 TEMPORARY EMPLOYEES	5,000	
61110 OVERTIME PAY	5,000	5,000
61410 SHIFT DIFFERENTIAL		800
61510 HEALTH INSURANCE	15,200	15,200
61615 LIFE INSURANCE	100	100
61630 SHOE ALLOWANCE		300
62225 BLDG MAINTENANCE SERVICES	61,400	70,000
62245 OTHER EQMT MAINTENANCE	20,000	15,000
62295 TRAINING & TRAVEL	200	200
62355 LAUNDRY/OTHER CLEANING	1,000	1,000
62785 FIRE SAFETY EDUCATION		500
64005 ELECTRICITY	13,000	13,000
64015 NATURAL GAS	16,500	45,000
65015 CHEMICALS	6,000	5,000
65040 JANITORIAL SUPPLIES	10,000	9,000
65050 BLDG MAINTENANCE MATERIAL	15,000	14,000
65085 MINOR EQUIPMENT & TOOLS	2,000	1,800
65090 SAFETY EQUIPMENT	1,000	1,800
68205 CONTINGENCIES	10,000	8,000
<b>2020 CUSTODIAL MAINTENANCE</b>	<b>270,700</b>	<b>300,000</b>

City of Evanston

**Facilities Management Department  
2025 – Emergency Management**

**Description of Major Activities**

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

**FY 2005-2006 Objectives**

- Increase departmental and City awareness of Homeland Security issues and the Emergency Operations Plan by conducting several tabletop exercises.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Planning Sessions	6	6	6
Submit objectives statement to State	4	4	4
Disaster exercises/incident responses	5	5	5
Federal funding submission	September 2003	August , 2004	August , 2005
Quarterly reports to the State	4	4	4
<b>FULL TIME EQUIVALENT POSITIONS</b>	0	0	0

**Approved Adjustments in 2005-2006 Budget**

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

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2025 EMERG. SER., &amp; DISASTER AGENCY</b>		
61010 REGULAR PAY	60,800	60,800
61065 SPECIAL PROJECT EMPLOYEES		10,000
61510 HEALTH INSURANCE	5,000	5,000
61615 LIFE INSURANCE	100	100
62245 OTHER EQMT MAINTENANCE	500	500
62295 TRAINING & TRAVEL	300	300
62320 TELEPHONE CHARGEBACKS	1,200	
62360 MEMBERSHIP DUES	200	200
62375 RENTALS	200	200
64005 ELECTRICITY	200	200
65010 BOOKS, PUBLICATIONS, MAPS	400	400
65085 MINOR EQUIPMENT & TOOLS	400	400
65095 OFFICE SUPPLIES	400	400
65125 OTHER COMMODITIES	100	100
65620 OFFICE MACH. & EQUIP.	1,000	1,000
68205 CONTINGENCIES	200	1,500
<b>2025 EMERG. SER., &amp; DISASTER AGENCY</b>	<b>71,000</b>	<b>81,100</b>

City of Evanston

**Facilities Management Department  
2030 – Cable Communications**

**Description of Major Activities**

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

**FY 2005-2006 Objectives**

- Implement New Video equipment in Council Chambers.
- Increase ECMC Revenues in areas other than City Grants.
- Increase original programs shown on ECMC.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Consumer cable complaints monitored per month	30	30	25
Cablecast meetings broadcast per year	45	45	45
Videotape copies of public meetings	50	10	10
<b>FULL TIME EQUIVALENT POSITIONS</b>	0	0	0

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
CABLE OPERATIONS  
2030**

	2004 - 2005 Appropriation	2005 - 2006 Proposed
<b>2030 CABLE OPERATIONS</b>		
62245 OTHER EQMT MAINTENANCE	600	600
62360 MEMBERSHIP DUES	600	700
62665 CONTRIB TO OTHER AGENCIES	314,000	338,000
65010 BOOKS, PUBLICATIONS, MAPS	1,000	600
65070 OFFICE/OTHER EQT MTN MATL	200	200
65095 OFFICE SUPPLIES	200	200
65105 PHOTO/DRAFTING SUPPLIE	500	500
<b>2030 CABLE OPERATIONS</b>	<b>317,100</b>	<b>340,800</b>

City of Evanston

Community Development Department

**Financial Summary**

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed
<b>Expenditures:</b>				
2101 – CD Administration	184,938	195,900	195,000	197,000
2105 – Planning & Support Srvc.	353,257	398,200	390,000	398,700
2110 – Zoning Analysis & Support	382,500	382,500	385,000	379,800
2115 – Housing Code Compliance	453,285	563,900	540,000	542,300
2120 – Housing Rehabilitation	212,265	224,400	223,000	223,100
2125 – Building Code Compliance	950,535	1,022,500	1,030,400	1,037,400
<b>Total Expenditures:</b>	<b>\$ 2,536,780</b>	<b>\$ 2,787,400</b>	<b>\$ 2,763,400</b>	<b>\$ 2,778,300</b>
<b>Revenues:</b>				
Building Code Violations	178	5,000	1,000	0
Building Permits	1,910,810	1,900,000	2,000,000	2,000,000
Combustion Permits	184,159	150,000	170,000	180,000
Condominium Conversion Fees	34,390	52,000	50,000	70,000
Contractor Licenses	89,291	80,000	90,000	90,000
Driveway Permits	740	500	700	700
Electrical Permits	175,748	160,000	165,000	175,000
Elevator Permits	42,874	55,000	55,000	55,000
Other Permits	293,186	220,000	240,000	250,000
Permit Penalty Fees	33,286	5,000	3,000	5,000
Plat Approval Fees	397	1,000	400	1,000
Plumbing Permits	164,628	150,000	150,000	160,000
Rooming House Licenses	180,774	170,000	194,700	194,700
Sign Awning Permits	8,492	10,000	10,000	10,000
Sign License Fees	40,230	32,000	35,000	35,000
Zoning Fees	47,675	40,000	35,000	40,000
<b>Total Revenues:</b>	<b>\$ 3,206,858</b>	<b>\$ 3,030,500</b>	<b>\$ 3,199,800</b>	<b>\$ 3,266,400</b>

**Notes for Financial Summary**

Due to the continuing robust new residential development market in Evanston, revenue projections are expected to be met for FY2004-05. At midyear, building permit revenue is already at 1.4 million dollars, with several major projects to be permitted this fall. These include Phase one of the Sienna residential project at Clark & Ridge, and the full permitting of the condominium project at 603 Main St.

For FY 2005-06, the market is anticipated to be even stronger. Over 170 million dollars worth of new construction projects are at various stages of City approval. These projects alone will bring in over 2 million dollars in permit revenue. These proposed projects include new residential at the former Shure Brothers site, new condominiums at the corner of Green Bay & Emerson, the second phase of the Sienna project consisting of townhouses and condominiums at Clark and Ridge, as well as a new major facility on the Northwestern University campus.

Requested budget increases for FY2005-06 include the addition of an Assistant Permit Coordinator position in the Building Code Compliance Business Unit. Increased funding is also sought in the Microfilming accounts, where the Department struggles to maintain microfiche records of completed projects for Central Records.

**Community Development Department**

**Performance Report on FY 2004-2005 Major Program Objectives**

- The Director, the Assistant Director for Planning, and other Planning staff continue to work with the Plan Commission, elected officials, neighborhood groups and developers on a comprehensive plan for the 5th Ward. A proposed comprehensive plan has been brought to the Plan Commission which includes, economic development, public safety, public safety and housing related issues. A TIF feasibility study has been approved by the Council for the 5th as well as parts of the 2d Ward.
- The Director, the Assistant Director for Zoning and zoning staff had a series of meetings with the Plan Commission to discuss the issue of "Teardowns." A building moratorium on the construction of new single family housing was enacted in the 6th Ward by the City Council, while revisions to the zoning ordinance were discussed. The City Council approved several Plan Commission recommendations to amend the zoning ordinance, which will reduce the height of new single family housing.
- The Zoning staff ushered a number of planned developments through the City process. These included the old District #65 headquarters site on Ridge Ave and a new residential building at 413 Howard St.. Current projects under review are a 60 condominium development at Green Bay Rd.& Emerson, and a potential 20 story condominium tower on Maple at the site of the current Jung Institute.
- The Planning Division has remained very active in the 5th Ward Plan, the TIF designation on Howard St, and the feasibility study of TIF in the 5th and 2d Wards. Housing staff, along with the Housing Commission, and the Task force on Inclusionary Affordable Housing, have made recommendations to the Planning & Development Committee for affordable housing requirements in both new and redeveloped housing projects.
- The Property Standards Division continues in their mission to insure that all Evanston residents live in clean, safe, code compliant housing. Staff has been utilizing the recently passed Vacant & Boarded Building Ordinance. This ordinance allows staff much greater power in combating boarded buildings. Three boarded buildings have already been demolished, with more to follow. Staff has also been extremely active in the downtown area, with weekly inspection sweeps of alleys to insure the dumpster regulations are being followed.
- The Building Division continues their most important work of insuring that all of the new construction is safe and code compliant. The Orrington Hotel renovation has consumed a great deal of inspection time, as inspectors work with the developer for code compliance in an extremely difficult rehabilitation project.
- Staff is also winding up their recommendations on the 2003 International Building Codes. It is expected that the codes along with staff recommendations will be presented to the City Council this fall for adoption.

**2005-2006 Department Initiatives**

- Staff will continue to work with agencies and developers to provide affordable housing through the use of Home funds. A new five year Consolidated Plan for use of Federal Grant funds will be developed.
- Building Code Staff will be working with the International Building Code for the first time. Plans for implementing enforcement of the recently adopted Energy Efficiency Code will be developed.
- Zoning staff will work closely with the Plan Commission and City Council on amendments to the zoning ordinance concerning development regulations
- Property Standards will continue their special program of weekly alley inspections in the downtown to insure compliance with dumpster regulations.
- Property Standards will continue a minimum of yearly housing inspections in the University off-campus area, with weekly inspection sweeps of streets, alleys, parkways, and exteriors
- Inspectors will continue working with the Boarded Building Ordinance to rid the City of vacant and Boarded buildings.
- Housing Rehabilitation will continue to provide low interest loans to income-eligible homeowners to maintain their properties.
- Planning staff will continue their TIF work both on Howard Street and in the 5th and 2d Wards, revise the plan for downtown Evanston, and complete the redevelopment for the Main Street Commons Shopping Center.

**Community Development Department**

**2101 – Community Development Administration**

**Description of Major Activities**

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

**FY 2005-2006 Objectives**

- The Director will continue working with the City Council and Plan Commission on Council concerns over development and related zoning issues.
- The Director will work with Community Development and Information Systems staff to investigate replacement software for the outdated Accella permit tracking program.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Coordination & completion of Planning & Development Committee packets.	24	28	24
<b>FULL TIME EQUIVALENT POSITIONS</b>	2	2	2

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
COMMUNITY DEVELOPMENT ADMIN  
2101**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2101 COMMUNITY DEVELOPMENT ADMIN</b>		
61010 REGULAR PAY	165,800	165,800
61110 OVERTIME PAY	2,500	3,500
61510 HEALTH INSURANCE	15,000	15,000
61615 LIFE INSURANCE	400	400
61625 AUTO ALLOWANCE	3,600	4,800
61630 SHOE ALLOWANCE		200
62210 PRINTING	500	500
62235 OFFICE EQUIPMENT MAINT	500	500
62275 POSTAGE CHARGEBACKS	200	200
62295 TRAINING & TRAVEL	200	200
62320 TELEPHONE CHARGEBACKS	1,800	
62360 MEMBERSHIP DUES	300	300
62380 COPY MACHINE CHARGES	1,400	1,400
62645 MICROFILMING	2,000	2,000
64540 TELECOMMUNICATIONS - WIRELESS		500
65010 BOOKS, PUBLICATIONS, MAPS	200	200
65095 OFFICE SUPPLIES	1,000	1,000
68205 CONTINGENCIES	500	500
<b>2101 COMMUNITY DEVELOPMENT ADMIN</b>	<b>195,900</b>	<b>197,000</b>

# City of Evanston

## Community Development Department

### 2105 – Planning Division

#### Description of Major Activities

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

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

#### FY 2005-2006 Objectives

- Revise the plan for Downtown Evanston
- Prepare a new Five Year Consolidated Plan for Use of Federal Grant Funds
- Evaluate performance in meeting Community Development and Housing Objectives with Federal and local funds during the past five years.
- Complete and implement the West Side Neighborhood Plan
- Stimulate development in the Church and Dodge Corridors
- Stimulate 30 new units of affordable housing
- Complete the redevelopment of the Main Street Commons Shopping Center
- Provide strategic services and resources to Evanston manufacturers and retailers
- Complete TIF feasibility Study for Church Dodge Corridor
- Achieve next level of implementation of Chicago Avenue Streetscape Plan and other Chicago Avenue Plan objectives
- Implement redevelopment plan for Howard Street TIF
- Secure approval of neighborhood expenditures from Evanston Plaza Neighborhood Fund

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
Economic Development Committee	12	12	12
Plan Commission & Committees	36	28	30
Negotiating Team/Energy Commission	24	20	20
Housing Commission & Committees	24	16	16
Preservation Commission	24	24	24
Joint Review Board	4	5	5

<b>FULL TIME EQUIVALENT POSITIONS</b>	5	5	5
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#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
PLANNING & SUPPORT SRVS  
2105**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2105 PLANNING &amp; SUPPORT SRVS</b>		
61010 REGULAR PAY	321,400	321,400
61110 OVERTIME PAY	5,000	6,500
61510 HEALTH INSURANCE	37,500	37,500
61615 LIFE INSURANCE	500	500
61625 AUTO ALLOWANCE	100	400
61630 SHOE ALLOWANCE		300
62136 REDEVELOPMENT CONSULTING SVCS	11,000	11,000
62185 OTHER CONSULTING SERVICES		2,500
62205 ADVERTISING	200	200
62210 PRINTING	2,500	2,500
62215 PHOTOGRAPHERS/BBLUEPRINTS		300
62275 POSTAGE CHARGEBACKS	1,500	1,500
62280 OVERNIGHT MAIL CHARGES		100
62285 COURIER CHARGES		2,000
62295 TRAINING & TRAVEL	600	700
62315 POSTAGE	300	300
62320 TELEPHONE CHARGEBACKS	6,500	
62360 MEMBERSHIP DUES	1,000	900
62380 COPY MACHINE CHARGES	5,000	5,000
65010 BOOKS, PUBLICATIONS, MAPS	400	400
65095 OFFICE SUPPLIES	1,600	1,600
65105 PHOTO/DRAFTING SUPPLIE	600	600
68205 CONTINGENCIES	2,500	2,500
<b>2105 PLANNING &amp; SUPPORT SRVS</b>	<b>398,200</b>	<b>398,700</b>

City of Evanston

**Community Development Department  
2110 – Zoning Analysis & Support Service**

**Description of Major Activities**

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

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

**FY 2005-2006 Objectives**

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

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Zoning Analyses	1,563	1,642	1,600
Zoning Complaints	25	11	18
Site Plan & Appearance Review Cases	254	282	300
Zoning Board of Appeals Cases	59	58	57
Zoning Administrator Decision Cases	86	102	118
Plan Commission Cases	12	13	14
Sidewalk Cafes Approved	25	30	35
Plats for Council Approval	2	10	10
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>5</b>	<b>5</b>	<b>5</b>

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
ZONING ANALYSIS & SUPPORT  
2110**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2110 ZONING ANALYSIS &amp; SUPPORT</b>		
61010 REGULAR PAY	312,500	312,500
61110 OVERTIME PAY	4,000	4,000
61510 HEALTH INSURANCE	37,500	37,500
61615 LIFE INSURANCE	500	500
61630 SHOE ALLOWANCE		500
62145 ENGINEERING SERVICES	200	
62205 ADVERTISING	1,000	1,000
62210 PRINTING	100	100
62235 OFFICE EQUIPMENT MAINT	100	100
62271 COURT REPORTING SERVICES	6,000	6,000
62275 POSTAGE CHARGEBACKS	4,600	4,600
62295 TRAINING & TRAVEL	500	500
62305 RENTAL OF AUTO-FLEET SER	4,700	4,700
62320 TELEPHONE CHARGEBACKS	2,700	
62335 DATA PROCESSING SERVIC	500	500
62360 MEMBERSHIP DUES	200	200
62380 COPY MACHINE CHARGES	4,500	4,500
62645 MICROFILMING	500	500
65010 BOOKS, PUBLICATIONS, MAPS	300	300
65095 OFFICE SUPPLIES	1,800	1,500
65105 PHOTO/DRAFTING SUPPLIE	200	200
68205 CONTINGENCIES	100	100
<b>2110 ZONING ANALYSIS &amp; SUPPORT</b>	<b>382,500</b>	<b>379,800</b>

City of Evanston

**Community Development Department**

**2115 – Housing Code Compliance**

**Description of Major Activities**

This element provides systematic area inspections for non-owner occupied rental dwellings and annual inspections of rooming houses, to gain compliance with the codes enforced by the Property Standards Division which include the BOCA National Property Maintenance Code and Burglary Prevention Ordinance. As part of the inspection process, the interior of all non-owner occupied dwelling units and rooming houses are inspected, as well as the building's common areas, building exterior, building premises and accessory structures. Inspections consist of viewing all building surfaces and components, so that all items are in good repair, functioning as intended and code compliant. Subsequent to an inspection of the building, inspection staff produce a written list of code violations that the building owner must complete. The inspector monitors the progress on correction of the code violations until all are brought into compliance. When compliance on violations cannot be produced voluntarily, the inspector initiates legal action via the Administrative Hearings process or Cook County Circuit Court as needed.

Property Standards responds to citizen complaints regarding the condition of any building, structure or premises, which includes building violations as well as violations for debris, weeds, garbage, graffiti, abandoned vehicles, overoccupancy, lack of heat, electricity, gas or water, and ice/snow removal. Any violations that are not brought into compliance voluntarily are processed through Administrative Hearings or the court process. As part of the inspection process, staff refers property owners and tenants to the appropriate department or agency for any needed assistance including, Housing Rehabilitation, Emergency Assistance, Neighbors at Work, Commission on Aging, Health Department, and Human Relations.

Property Standards enforces the Vacant Building Ordinance, an ordinance adopted to regulate the building conditions, as well as the amount of time a building may remain vacant or boarded, the Dangerous Building Ordinance, and provisions of the Zoning ordinance and City Code. The Division also conducts ongoing inspections of downtown alleys to gain compliance regarding the storage of garbage and refuse.

**FY 2005-2006 Objectives**

- To expand Downtown Alley/Dumpster Inspections beyond summer months, to a year round basis.
- To update the Divisions standard operating procedures/policies in this fiscal year.
- To continue promotion of the Property Standards & Graffiti Hotline at 847-448-8021.
- To produce and distribute a guide to Property Standards services.
- To develop an internal process to reduce the time that Property Standards violations remain in alleys.
- To dedicate one "Area Inspector" to an area that includes NU off campus housing to result in annual inspections of housing as well as weekly survey of alleys.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Dwelling units inspected	2,421	3,000	3,000
Occupants affected by rooming house inspections	6,880	7,384	7,277
Complaints investigated	3,024	1,200	1,200
Dwelling units demolished	1	2	2
Re-inspections for compliance	3,085	4,000	4,000
Violations corrected	5,428	6,000	6,000
Vacant Building Determinations			15
Training/safety/staff meetings			24
Graffiti tags removed by Graffiti Technician			2,500
<b>FULL TIME EQUIVALENT POSITIONS</b>	7	8	8

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
HOUSING CODE COMPLIANCE  
2115**

	2004 - 2005 Appropriation	2005 - 2006 Proposed
<b>2115 HOUSING CODE COMPLIANCE</b>		
61010 REGULAR PAY	402,100	402,100
61055 TEMPORARY EMPLOYEES	1,500	1,500
61110 OVERTIME PAY	9,800	9,800
61510 HEALTH INSURANCE	61,300	61,300
61615 LIFE INSURANCE	600	600
61630 SHOE ALLOWANCE		800
62190 HOUSING REHAB SERVICES	15,500	15,500
62205 ADVERTISING	200	200
62210 PRINTING	200	200
62235 OFFICE EQUIPMENT MAINT	200	200
62245 OTHER EQMT MAINTENANCE	2,000	2,000
62275 POSTAGE CHARGEBACKS	2,700	2,700
62295 TRAINING & TRAVEL	800	800
62305 RENTAL OF AUTO-FLEET SER	27,100	27,100
62320 TELEPHONE CHARGEBACKS	11,900	
62345 COURT COST/LITIGATION	5,000	5,000
62365 RECEPTION/ENTERTAINMEN		300
62380 COPY MACHINE CHARGES	2,200	2,200
62645 MICROFILMING	700	2,000
64540 TELECOMMUNICATIONS - WIRELESS		2,500
65010 BOOKS, PUBLICATIONS, MAPS	200	600
65055 MATER. TO MAINT. IMP.	1,500	1,500
65070 OFFICE/OTHER EQT MTN MATL	200	200
65085 MINOR EQUIPMENT & TOOLS	800	800
65095 OFFICE SUPPLIES	1,400	1,400
65105 PHOTO/DRAFTING SUPPLIE	300	300
65620 OFFICE MACH. & EQUIP.	15,000	
68205 CONTINGENCIES	700	700
<b>2115 HOUSING CODE COMPLIANCE</b>	<b>563,900</b>	<b>542,300</b>

City of Evanston

Community Development Department

2120 – Housing Rehabilitation Administration

**Description of Major Activities**

This element provides low interest loans for housing rehabilitation targeted to low and moderate income households through a variety of programs. Under CDBG Programs, loans are processed for both single-family and multi-family properties. Staff assists applicants in completing applications, then processes verifications, determines eligibility, processes mortgage documents, conducts building inspections, prepares work specifications and cost estimates, assists in securing contractors, processes contracts, monitors work, processes contractor payouts and services loan portfolios. The Division also administers the Self-Help Exterior Paint Program, Emergency Rehab Program, Garage Demolition Program and the Diseased Tree Removal Program. The Division works closely with the Commission on Aging, Health Department, Evanston Neighbors at Work, in providing services, also provides technical assistance to homeowners regarding tax, title, credit and other eligibility issues. The Division is also responsible for the administration of the Evanston Housing Corporation First Time Homebuyer Program and handles all verification, processing, and servicing of loans.

Housing Rehabilitation programs also assist low/moderate income households with basic building improvements including repair or replacement of building systems or components such as roofing, heating, electrical, plumbing, walls, floors, doors, and windows. The Housing Rehabilitation Division addresses and incorporates HUD Lead Based Paint Regulations, within the scope of work on Housing Rehab projects and works closely with the Health Department in utilizing Cook County Lead Based Paint Grants within Housing Rehab projects. These programs allow for low and moderate income households to have needed repairs completed without the cost of interest or fees.

Housing Rehabilitation serves many Senior Citizens within the scope of its programs. These services assist many Seniors in remaining in their homes in situations where safe and decent conditions may be difficult to maintain without assistance.

**FY 2005-2006 Objectives**

- To fund the purchase of 10 homes through the Evanston Housing Corporation.
- To update and revise all Housing Rehab brochures and advertising.
- To continue and expand working relationships with City Departments and outside agencies to promote Rehab services.
- To increase the number of training sessions for Division staff to 24.

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
Single Family Rehab Units Completed	12	12	12
Multi-Family Rehab Units Completed	12	12	12
Dangerous/Damaged Trees Removed	3	3	3
Garage Demolitions	4	4	4
Self-Help Exterior Paint Program Cases			20
Condominium Rehab Units Completed			4
<b>FULL TIME EQUIVALENT POSITIONS</b>	3	3	3

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
HOUSING REHABILITATION  
2120**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2120 HOUSING REHABILITATION</b>		
61010 REGULAR PAY	183,100	183,100
61055 TEMPORARY EMPLOYEES	500	500
61510 HEALTH INSURANCE	22,500	22,500
61615 LIFE INSURANCE	300	300
61625 AUTO ALLOWANCE	300	300
61630 SHOE ALLOWANCE		300
62205 ADVERTISING	200	200
62210 PRINTING	200	200
62235 OFFICE EQUIPMENT MAINT	700	700
62275 POSTAGE CHARGEBACKS	900	900
62295 TRAINING & TRAVEL	300	300
62305 RENTAL OF AUTO-FLEET SER	5,700	5,700
62320 TELEPHONE CHARGEBACKS	3,500	
62360 MEMBERSHIP DUES	200	600
62380 COPY MACHINE CHARGES	3,500	3,500
62645 MICROFILMING	700	1,000
64540 TELECOMMUNICATIONS - WIRELESS		1,000
65010 BOOKS, PUBLICATIONS, MAPS	200	400
65095 OFFICE SUPPLIES	600	600
65105 PHOTO/DRAFTING SUPPLIE	300	300
68205 CONTINGENCIES	700	700
<b>2120 HOUSING REHABILITATION</b>	<b>224,400</b>	<b>223,100</b>

# City of Evanston

## Community Development Department

### 2125 – Building Code Compliance

#### Description of Major Activities

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

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

#### FY 2005-2006 Objectives

- To train inspectors and plan reviewers in the 2003 International Energy Code, adopted by the State of Illinois for all commercial projects, and effective summer, 2005.
- Develop a strategy for purchasing and implementing new permit tracking software, which will be compatible with the Oracle Database upgrades.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Building Permits issued within 10 days	60%	50%	60%
Percent of requested building inspections completed within 24 hours.	70%	60%	70%
Percent of business license inspections completed within 5 working days.	80%	80%	80%
Average inspections per inspector per day	8	8	8
<b>FULL TIME EQUIVALENT POSITIONS</b>	12	12	12

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
BUILDING CODE COMPLIANCE  
2125**

	2004 - 2005 Appropriation	2005 - 2006 Proposed
<b>2125 BUILDING CODE COMPLIANCE</b>		
61010 REGULAR PAY	744,000	744,000
61110 OVERTIME PAY	5,000	5,000
61510 HEALTH INSURANCE	97,400	97,400
61615 LIFE INSURANCE	1,200	1,200
61625 AUTO ALLOWANCE	2,000	2,000
61630 SHOE ALLOWANCE		1,300
62145 ENGINEERING SERVICES	40,700	50,000
62150 CONSTRUCTION ENGINEERING SERVI		10,000
62210 PRINTING	1,000	1,000
62235 OFFICE EQUIPMENT MAINT	300	300
62275 POSTAGE CHARGEBACKS	1,600	1,600
62295 TRAINING & TRAVEL	1,400	1,400
62305 RENTAL OF AUTO-FLEET SER	44,800	44,800
62320 TELEPHONE CHARGEBACKS	12,300	
62360 MEMBERSHIP DUES	700	700
62380 COPY MACHINE CHARGES	2,400	2,400
62425 ELEVATOR CONTRACT COSTS	50,000	50,000
62464 PLUMB,ELECT,PLAN REVIEW SERVI.	10,000	10,000
62645 MICROFILMING	4,100	6,000
64540 TELECOMMUNICATIONS - WIRELESS		4,800
65010 BOOKS, PUBLICATIONS, MAPS	1,500	1,200
65085 MINOR EQUIPMENT & TOOLS	200	200
65095 OFFICE SUPPLIES	1,800	2,000
65105 PHOTO/DRAFTING SUPPLIE	100	100
<b>2125 BUILDING CODE COMPLIANCE</b>	<b>1,022,500</b>	<b>1,037,400</b>

City of Evanston

Police Department

**Financial Summary**

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed
<b>Expenditures:</b>				
2205 – Police Administration	843,326	1,125,500	0	1,161,600
2210 – Patrol Operations	7,401,356	7,473,000	7,765,180	7,442,000
2215 – Criminal Investigation	1,362,701	1,439,100	1,540,000	1,439,800
2225 – Vic/Wit Youth Outreach	413,223	388,400	350,000	388,400
2230 – Juvenile Bureau	769,867	817,200	880,000	817,700
2235 – School Liaison	260,988	320,100	262,000	320,300
2240 – Police Records	791,190	705,400	750,000	740,500
2245 – Communications	1,112,463	1,038,600	1,008,000	950,900
2250 – Service Desk	806,434	591,200	707,000	639,500
2255 – Office of Prof. Standards	253,437	251,800	267,000	251,800
2260 – Office of Administration	298,695	357,900	375,000	379,900
2265 – Neighborhood Enforcement	1,127,740	1,284,300	1,219,000	1,272,900
2270 – Traffic Bureau	274,776	802,200	780,000	803,200
2275 – Community Strategic Bur.	163,414	308,000	170,000	308,100
2280 – Animal Control	162,951	162,000	149,000	161,700
2285 – Problem Solving Team	391,354	593,600	530,000	593,900
<b>Total Expenditures:</b>	<b>\$16,433,915</b>	<b>\$ 17,658,300</b>	<b>\$ 16,752,180</b>	<b>\$ 17,672,200</b>
<b>Revenues:</b>				
Alarm Panel Contract Fees	14,400	15,000	14,000	14,400
Alarm Panel Subscription Fees	151,200	100,000	100,000	100,000
Bicycle Fees	100	100	20	50
Cherry Family Foundation	2,000	2,000	2,000	2,000
False Alarm Fines (after 4 calls)	90,500	75,000	87,000	85,000
Highway Safety Project Grant	5,000	5,000	5,000	0
ICJIA (Community Service)	15,000	15,000	15,000	15,000
ICJIA (Victim Services)	0	60,000	60,000	60,000
Irving Stern Foundation	10,000	10,000	5,000	2,500
Law Enforcement Block Grant –cc	65,000	52,000	52,000	52,000
Law Enforcement Block Grant – f	79,000	105,000	90,325	44,000
Levy Foundation Grant	16,500	16,500	16,500	16,500
Police Report Fees	18,800	19,500	17,500	15,000
Police Training Grant	8,000	8,000	8,000	7,500
Skokie/Lincolnwood Animal Fees	500	1,000	800	1,000
Tobacco Compliance Grant	8,200	7,200	6,200	5,200
Violent Crimes Victim's Grant	0	20,000	24,000	24,700
<b>Total Revenues:</b>	<b>\$ 484,200</b>	<b>\$ 511,300</b>	<b>\$ 503,345</b>	<b>\$ 444,850</b>

**Notes for Financial Summary**

**Performance Report on FY 2004-2005 Major Program Objectives**

- FY2004-05 began with yet another period of declining crime rates. The crime index declined 18.8% for 2003 which represents one of the lowest rates since 1970.
- The Department was one of only twelve (12) agencies, out of more than 1,000 departments, in the State of Illinois to be recognized for its community policing efforts by the Illinois Association of Chiefs of Police in FY2004-05. The award specifically highlighted the Department's partnership style of policing.
- "Operation Top Drawer" concluded in FY2004-05 was a collaboration between the Evanston Police Department and the Drug Enforcement Agency. This five year undercover initiative targeted the upper echelon of the

# City of Evanston

## Police Department

Gangster Disciples street gang, netting arrests of over eleven key gang leaders. In addition, the Department worked with the Chicago Police Department on a sequel "Operation Border Patrol" which targeted the Black P Stone street gang. The Department concluded an operation with the Cook County Sheriff's Police targeting street level drug dealers. A Parole Compliance check was conducted with the Illinois Department of Correction.

- The Department developed and implemented several plans to address particular issues. The Summer Plan provided additional resources for the peak warm weather months. Both a Fall and Spring initiative were implemented to address issues related to off-campus students.
- During the fiscal year, the Department addressed a number of new legislative mandates. Plans were operationalized to collect data on traffic stops. Video equipment was installed in the Detective Bureau interview rooms in order to comply with the new law to video record homicide confessions. The Department also participated in a study to pilot test the sequential line up protocol. Several new ordinances were introduced covering overweight trucks, scooters and curfew.
- The Department participated in a number of professional development initiatives. The Chaplains hosted the Midwest Conference of the International Association of Police Chaplains. This successful two day conference was attended by over 100 Chaplains from departments throughout the Midwest. The Department also participated in the International Association of Police Planners Conference in Chicago. At the international level, the Department hosted visitors from Cyprus and Trinidad.
- The Department's preparedness efforts continued. All sworn supervisors received training in the incident command concept. A full day mock disaster was held in conjunction with Evanston Township High School. Representatives from various departments and agencies met to discuss security measures for the CTA and Metra. Two classes of the Citizen Emergency Response Team were graduated giving us a core of twenty-five (25) civilian volunteers to assist in emergencies.
- Our partnership initiatives continued in FY2004-05. Our Bike Helmet Program gave free bicycle helmets to young violators. The Citizen police Academy graduated two more classes. The Kiwanis Club of Evanston joined as the new sponsor of the Community Picnic. National Night Out was celebrated at five venues throughout the City. Besides conducting tobacco sting operations, the Department participated in Operation Straight ID to target underage drinking. A number of liquor establishments were trained through our BASSET Program.
- In reference to our automation plan, the arrest reports process was computerized. A grant for \$100,000 was awarded to the Department by the federal government to assist in our automation efforts to upgrade computers, software and video cameras. In addition, our website was reviewed and updated.
- The Department has embarked on a fitness program to encompass all levels of sworn staff. The annual fitness test showed a continued increase in the fitness level of the department. Fitness incentives were built into the Sergeant's contract and command staff promotional process includes a fitness segment.
- Current Grant Funding:
  - Local Law Enforcement Block Grant funding will continue to fund the summer plan.
  - The Cops on Trains program is funded by the Chicago Transit Authority.
  - Judicial Advisory Council of Cook County funds our Youth Outreach Initiative.
  - Illinois Criminal Justice Information Authority gives the Department funding in both the Victim and Youth Services Bureaus.
  - State of Illinois funds our efforts against Victims of Violent Crimes.
  - Department of Justice awarded us funding for technology advancement (mentioned above).
  - Levy Foundation assists us with funding for the Prevention of Crime Against Senior Citizens.
  - Stern Foundation funds the School Liaison Officers' programs with students.
  - Tobacco Compliance initiative funding the Juvenile Bureau's enforcement of sanctions against illegal sale of tobacco products to minors.

### 2005-2006 Department Initiatives

City of Evanston

Police Department

2205 – Police Administration

**Description of Major Activities**

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

**FY 2005-2006 Objectives**

- To prepare the Department for Reaccreditation from CALEA and conduct a successful on-site by June 2005.
- To monitor and evaluate the Department's participation in the sequential line-up field study by January 2006.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Part I crimes	4,400	4,400	4400
Part II crimes	7,450	7,500	7500
Total calls for service	60,000	60000	60000
Average in-progress response time	3	3	3
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>5</b>	<b>5</b>	<b>5</b>

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
POLICE ADMINISTRATION  
2205**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2205 POLICE ADMINISTRATION</b>		
61010 REGULAR PAY	334,000	344,000
61062 SPECIAL EVENT SALARIES	300,000	300,000
61110 OVERTIME PAY	1,000	2,000
61415 TERMINATION PAYOUTS	300,000	300,000
61510 HEALTH INSURANCE	39,000	39,000
61615 LIFE INSURANCE	600	600
61630 SHOE ALLOWANCE		100
62210 PRINTING		10,000
62225 BLDG MAINTENANCE SERVICES	50,000	55,000
62245 OTHER EQMT MAINTENANCE	500	500
62270 MEDICAL/HOSPITAL SERVICES	1,500	1,500
62275 POSTAGE CHARGEBACKS	1,600	1,600
62305 RENTAL OF AUTO-FLEET SER	16,900	16,900
62360 MEMBERSHIP DUES	6,000	8,000
62375 RENTALS	40,100	40,100
64005 ELECTRICITY	10,000	10,000
64015 NATURAL GAS	11,500	11,500
65010 BOOKS, PUBLICATIONS, MAPS	300	300
65040 JANITORIAL SUPPLIES	3,000	4,000
65625 FURNITURES & FIXTURES	500	7,500
68205 CONTINGENCIES	9,000	9,000
<b>2205 POLICE ADMINISTRATION</b>	<b>1,125,500</b>	<b>1,161,600</b>

City of Evanston

Police Department

2210 – Patrol Operations

**Description of Major Activities**

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

**FY 2005-2006 Objectives**

- To conduct a preliminary assessment and report of the traffic stop data collection efforts by June 2005.
- To train and equip the patrol shifts with TAZERS by February 2006.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Community/Officer interface	150	160	175
Responses to service calls (written)	25,000	25000	25000
Responses to service calls (coded incidents)	25,000	25000	25000
Assists (other than responding to calls)	28,000	30000	30000
Arrests (felony & misdemeanor)	3,200	3300	3,350
D.U.I. arrests	75	90	100
Ticket & Citation Production -Parking	7,500	8,000	8,200
<b>FULL TIME EQUIVALENT POSITIONS</b>	90	90	90

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
PATROL OPERATIONS  
2210**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2210 PATROL OPERATIONS</b>		
61010 REGULAR PAY	5,758,400	5,758,400
61110 OVERTIME PAY	226,100	226,100
61510 HEALTH INSURANCE	898,000	898,000
61615 LIFE INSURANCE	8,500	8,500
62305 RENTAL OF AUTO-FLEET SER	427,000	427,000
65015 CHEMICALS	800	1,000
65020 CLOTHING	78,200	105,000
65105 PHOTO/DRAFTING SUPPLIE	4,500	6,500
65550 AUTOMOTIVE EQUIPMENT	60,000	
65620 OFFICE MACH. & EQUIP.	3,000	3,000
65625 FURNITURES & FIXTURES	8,500	8,500
<b>2210 PATROL OPERATIONS</b>	<b>7,473,000</b>	<b>7,442,000</b>

City of Evanston

Police Department

2215 – Criminal Investigation

**Description of Major Activities**

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

**FY 2005-2006 Objectives**

- To comply with Public Act 93-0206 (HB 223) requiring electronic recording of custodial interrogations of persons accused in homicide investigations. This initiative will involve the installation of a fixed recording site within the confines of the detective bureau and to develop a standard operating procedure. Installation to be completed by July 2005.
- To improve the investigative techniques and clearance rates for Robberies by September 2005.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Cases assigned to criminal	3,600	3500	3600
Percentage of assigned cases cleared	44	52	54
Percentage of assigned burglaries cleared	12	25	20
Task Force Operations	5	2	4
Liquor inspections	30	40	60
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>17</b>	<b>17</b>	<b>17</b>

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
CRIMINAL INVESTIGATION  
2215**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2215 CRIMINAL INVESTIGATION</b>		
61010 REGULAR PAY	1,133,900	1,133,900
61110 OVERTIME PAY	60,400	60,400
61510 HEALTH INSURANCE	169,000	169,000
61615 LIFE INSURANCE	1,900	1,900
62305 RENTAL OF AUTO-FLEET SER	55,100	55,100
62360 MEMBERSHIP DUES	5,000	5,000
62370 EXPENSE ALLOWANCE	2,500	2,500
65020 CLOTHING	9,800	10,500
65105 PHOTO/DRAFTING SUPPLIE	1,500	1,500
<b>2215 CRIMINAL INVESTIGATION</b>	<b>1,439,100</b>	<b>1,439,800</b>

# City of Evanston

## Police Department

### 2225 – Social Services Bureau

#### Description of Major Activities

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

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

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

#### FY 2005-2006 Objectives

##### Victim Services:

- To re-organize all computer based program files by December 2005.
- To develop a program guide for providing assistance for immigrant domestic violence victims by December 2005.

##### Youth Services:

- To revise the Community Service Client participation survey by December 2005.
- To implement a youth community based prevention/socialization group by December 2005.

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
Sexual crime victims assisted - adult	16	19	10
- juvenile	14	16	12
Domestic related cases - crime related	580	600	550
- non-crime related	240	250	250
Other crime related cases - personal	600	625	550
- property	130	150	175
Other non-crime related cases	510	540	500
At-risk youth referrals received	112	125	125
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>6</b>	<b>7</b>	<b>7</b>

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
SOCIAL SERVICES BUREAU  
2225**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2225 SOCIAL SERVICES BUREAU</b>		
61010 REGULAR PAY	304,700	304,700
61110 OVERTIME PAY	16,000	16,000
61510 HEALTH INSURANCE	45,100	45,100
61615 LIFE INSURANCE	500	500
61625 AUTO ALLOWANCE	2,200	2,200
62305 RENTAL OF AUTO-FLEET SER	11,000	11,000
62360 MEMBERSHIP DUES	100	100
62370 EXPENSE ALLOWANCE	300	300
62375 RENTALS	4,500	4,500
68205 CONTINGENCIES	4,000	4,000
<b>2225 SOCIAL SERVICES BUREAU</b>	<b>388,400</b>	<b>388,400</b>

City of Evanston

Police Department

2230 – Juvenile Bureau

**Description of Major Activities**

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

**FY 2005-2006 Objectives**

- To review the Bureau SOP for possible updates and changes by December 2005.
- To conduct roll call training to field operations on juvenile processing procedures by December 2005.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Total number of cases assigned	2,600	2750	2800
Percentage of assigned cases cleared	75	80	80
Child abuse investigations	165	115	185
Minors requiring authoritative intervention	480	520	600
Outreach referrals	160	170	165
Youth arrested for cuiminal offenses	740	750	760
Juvenile court referrals	255	240	230
<b>FULL TIME EQUIVALENT POSITIONS</b>	10	10	10

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
JUVENILE BUREAU  
2230**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2230 JUVENILE BUREAU</b>		
61010 REGULAR PAY	660,500	660,500
61062 SPECIAL EVENT SALARIES	7,900	7,900
61110 OVERTIME PAY	4,500	4,500
61510 HEALTH INSURANCE	102,200	102,200
61615 LIFE INSURANCE	900	900
62305 RENTAL OF AUTO-FLEET SER	34,900	34,900
65020 CLOTHING	6,300	6,800
<b>2230 JUVENILE BUREAU</b>	<b>817,200</b>	<b>817,700</b>

City of Evanston

Police Department

2235 – School/Community Liaison Bureau

**Description of Major Activities**

The officers' responsibilities include student counseling sessions, attendance at after school events, issuance of trespass warnings at schools, resource for the neighborhood surrounding the school, investigation of incidents occurring within the school and escorts on extra curricular school events (field trips, dances, sporting activities).

**FY 2005-2006 Objectives**

- To better coordinate the monitoring of at-risk youth by establishing monthly meetings between the SLOs, Youth Outreach, Juvenile Officers and Youth Services Advocates by March 2006.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Semesters of instruction	2	2	2
Sixth grade successfully completing DARE	855	1140	1150
Counseling of students	125	155	165
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON**  
**SCHOOL LIAISON**  
**2235**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2235 SCHOOL LIAISON</b>		
61010 REGULAR PAY	256,000	256,000
61510 HEALTH INSURANCE	41,500	41,500
61615 LIFE INSURANCE	400	400
62305 RENTAL OF AUTO-FLEET SER	18,400	18,400
65020 CLOTHING	2,800	3,000
65125 OTHER COMMODITIES	1,000	1,000
<b>2235 SCHOOL LIAISON</b>	<b>320,100</b>	<b>320,300</b>

City of Evanston

Police Department

2240 – Records Bureau

**Description of Major Activities**

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

**FY 2005-2006 Objectives**

- To review the Department Standard Operating Procedures for the Records Bureau for possible updates and changes by February 2006.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Cases handled By Property Officer	2,650	2600	2500
Fingerprints processed by ID Technical	425	450	425
Liquor licenses issued	160	175	140
Report copies provided	2,800	3000	3000
Records computerized	51,500	51,000	51,000
<b>FULL TIME EQUIVALENT POSITIONS</b>	11	12	13

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
POLICE RECORDS  
2240**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2240 POLICE RECORDS</b>		
61010 REGULAR PAY	482,400	510,400
61050 PERMANENT PART-TIME	31,500	31,500
61510 HEALTH INSURANCE	88,600	97,600
61615 LIFE INSURANCE	600	700
61625 AUTO ALLOWANCE	600	600
62275 POSTAGE CHARGEBACKS	8,400	8,400
62305 RENTAL OF AUTO-FLEET SER	7,800	7,800
62335 DATA PROCESSING SERVIC	40,000	40,000
62645 MICROFILMING	4,500	4,500
65095 OFFICE SUPPLIES	30,000	30,000
65105 PHOTO/DRAFTING SUPPLIE	4,000	2,000
65625 FURNITURES & FIXTURES	7,000	7,000
<b>2240 POLICE RECORDS</b>	705,400	740,500

City of Evanston

Police Department

2245 – Communications Bureau

**Description of Major Activities**

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

**FY 2005-2006 Objectives**

- To fill the ETSB (emergency telephone system board) approved temporary telecommunicator overhire vacancy and facilitate its transition to a permanent position by February 2006.
- Convert the current Dictaphone "Call Check" digital message repeater system from rack console (hardware) to a software application by February 2006.
- To evaluate the twelve (12) hour shift schedule by June 2005.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
911 calls received (includes wireless 911)	63,500	65000	65000
Entries in LEADS system	4,050	4100	4100
Alarms handled (includes fire alarms)	6,850	6,750	6,750
<b>FULL TIME EQUIVALENT POSITIONS</b>	15	15	15

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
COMMUNICATIONS  
2245**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2245 COMMUNICATIONS</b>		
61010 REGULAR PAY	774,600	774,600
61110 OVERTIME PAY	11,600	11,600
61510 HEALTH INSURANCE	147,100	147,100
61615 LIFE INSURANCE	1,100	1,100
62320 TELEPHONE CHARGEBACKS	89,000	
62340 COMPTER LICENSE & SUPP	7,500	7,500
65020 CLOTHING	7,700	9,000
<b>2245 COMMUNICATIONS</b>	<b>1,038,600</b>	<b>950,900</b>

City of Evanston

Police Department

2250 – Service Desk Bureau

**Description of Major Activities**

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

**FY 2005-2006 Objectives**

- To complete the recruitment/training of the Civilian Desk Officers to the complement of 12 staff members by June 2005.
- To train the Civilian Desk Officers self defense strategies and techniques in order to properly and safely handle prisoners.
- To conduct an annual one day in-service training program for Civilian Desk Officers by December 2005.

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
Prisoners processed	1,750	1800	1850
Custodial prisoners	2,275	2250	2300
Bail Bonds processed	2,750	2600	2800
Reports taken by officers	5,100	5300	5400
Alarm subscriptions billed	3,650	3700	3800
False alarm fines billed	1,025	1100	1200
Control Station alarms handled	4,850	4,750	4,800
<b>FULL TIME EQUIVALENT POSITIONS</b>	12	12	13

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON**  
**SERVICE DESK**  
**2250**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2250 SERVICE DESK</b>		
61010 REGULAR PAY	480,100	517,100
61110 OVERTIME PAY	12,200	12,200
61510 HEALTH INSURANCE	83,900	92,900
61615 LIFE INSURANCE	800	900
62425 ELEVATOR CONTRACT COSTS	2,400	2,400
65020 CLOTHING	5,000	7,200
65025 FOOD	3,300	3,300
65125 OTHER COMMODITIES	1,500	1,500
65620 OFFICE MACH. & EQUIP.	2,000	2,000
<b>2250 SERVICE DESK</b>	<b>591,200</b>	<b>639,500</b>

City of Evanston

Police Department

2255 – Office of Professional Standards

**Description of Major Activities**

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

**FY 2005-2006 Objectives**

- To improve field inspections by conducting three (3) unannounced inspections of operational activities by December 2005.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Staff inspections	25	25	25
Citizen complaints	15	15	15
Pre-employment background investigations	275	280	300
Weapons use reports	22	20	20
Internally generated administrative reviews	70	65	65
Department inquiries	62	60	60
Resisting arrest/use of force investigations	35	37	35
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON**  
**OFFICE-PROFESSIONAL STANDARDS**  
**2255**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2255 OFFICE-PROFESSIONAL STANDARDS</b>		
61010 REGULAR PAY	199,200	199,200
61055 TEMPORARY EMPLOYEES	5,000	5,000
61110 OVERTIME PAY	10,000	10,000
61510 HEALTH INSURANCE	25,300	25,300
61615 LIFE INSURANCE	300	300
62305 RENTAL OF AUTO-FLEET SER	8,000	8,000
65620 OFFICE MACH. & EQUIP.	4,000	4,000
<b>2255 OFFICE-PROFESSIONAL STANDARDS</b>	<b>251,800</b>	<b>251,800</b>

City of Evanston

Police Department

2260 – Office of Administration

**Description of Major Activities**

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

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

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

**FY 2005-2006 Objectives**

- To ensure the safety of the members in the event of a disaster, train and equip each member with a respiratory safety mask by December 2005.
- To better prepare all recruits by reviewing and updating our recruit training tapes by June 2005.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
External schools and seminars provided	248	252	260
Bulletins and orders issued	213	210	215
In-service schools attendees	210	185	190
Invoices, purchase requisitions	1,610	1,540	1,580
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
OFFICE OF ADMINISTRATION  
2260**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2260 OFFICE OF ADMINISTRATION</b>		
61010 REGULAR PAY	247,300	247,300
61510 HEALTH INSURANCE	30,000	30,000
61615 LIFE INSURANCE	400	400
62295 TRAINING & TRAVEL	70,000	75,000
62305 RENTAL OF AUTO-FLEET SER		17,000
62360 MEMBERSHIP DUES	200	200
65015 CHEMICALS	10,000	10,000
<b>2260 OFFICE OF ADMINISTRATION</b>	<b>357,900</b>	<b>379,900</b>

City of Evanston

Police Department

2265 – Neighborhood Enforcement Team

**Description of Major Activities**

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

**FY 2005-2006 Objectives**

- To continue to update the Department's computerized gang identification directory with the proper additions, deletions and changes. Add a field containing gang members street names and aliases making this information available to all sworn officers by December 2005.

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
Narcotic arrests	135	135	140
Search warrants	25	28	25
Problem oriented narcotic tip sheets	50	50	45
Adult gang members arrests	220	220	220
Juvenile gang member arrests	80	80	70
Felony arrests	100	100	105
Misdemeanor arrests	285	285	285
Criminal warrant service	115	115	100
<b>FULL TIME EQUIVALENT POSITIONS</b>	15	15	15

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON**  
**NEIGHBORHOOD ENFORCEMENT TEAM**  
**2265**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2265 NEIGHBORHOOD ENFORCEMENT TEAM</b>		
61010 REGULAR PAY	989,400	989,400
61110 OVERTIME PAY	32,900	32,900
61510 HEALTH INSURANCE	149,700	149,700
61615 LIFE INSURANCE	1,500	1,500
62305 RENTAL OF AUTO-FLEET SER	88,400	88,400
62320 TELEPHONE CHARGEBACKS	12,000	
62370 EXPENSE ALLOWANCE	2,000	2,000
65020 CLOTHING	8,400	9,000
<b>2265 NEIGHBORHOOD ENFORCEMENT TEAM</b>	<b>1,284,300</b>	<b>1,272,900</b>

City of Evanston

Police Department

2270 – Traffic Bureau

**Description of Major Activities**

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

**FY 2005-2006 Objectives**

- Implement training classes, demonstrations and traffic speed reduction activities, in conjunction with the State of Illinois traffic Safety Challenge program, to be completed by December 2005.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Moving violations	4,800	4800	4850
Non-moving violations issued	3,150	3150	3200
Abandoned automobiles investigated	2,100	2100	2000
Hit and run follow-up investigations	550	550	550
Vehicles towed	4,500	4,500	4,600
<b>FULL TIME EQUIVALENT POSITIONS</b>	10	10	10

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON**  
**TRAFFIC BUREAU**  
**2270**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2270 TRAFFIC BUREAU</b>		
61010 REGULAR PAY	616,800	616,800
61110 OVERTIME PAY	7,200	7,200
61510 HEALTH INSURANCE	90,400	90,400
61615 LIFE INSURANCE	900	900
62305 RENTAL OF AUTO-FLEET SER	81,300	81,300
65020 CLOTHING	5,600	6,600
<b>2270 TRAFFIC BUREAU</b>	<hr/> 802,200	<hr/> 803,200

City of Evanston

Police Department

2275 – Community Strategies Bureau

Description of Major Activities

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

FY 2005-2006 Objectives

- To study the feasibility of combining the Community Picnic with the District 65 "Back to School" Picnic by June 2005.
- To maintain the level of preparedness for our CERT program by conducting two training/field activities for the team by December 2005.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Home security surveys	350	350	300
Commercial surveys	10	10	9
Speaker's Bureau engagements	50	50	50
Seminars conducted	25	25	25
Daily bulletins	220	220	220
Weekly crime analysis reports	52	52	52
Monthly crime statistics by beat	12	12	12
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>3</b>	<b>3</b>	<b>3</b>

Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
COMMUNITY STRATEGIC BUREAU  
2275**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2275 COMMUNITY STRATEGIC BUREAU</b>		
61010 REGULAR PAY	212,300	212,300
61050 PERMANENT PART-TIME	18,600	18,600
61110 OVERTIME PAY	4,200	4,200
61510 HEALTH INSURANCE	23,900	23,900
61615 LIFE INSURANCE	400	400
62275 POSTAGE CHARGEBACKS	500	500
62295 TRAINING & TRAVEL	3,000	3,000
62305 RENTAL OF AUTO-FLEET SER	43,400	43,400
65020 CLOTHING	700	800
65125 OTHER COMMODITIES	1,000	1,000
<b>2275 COMMUNITY STRATEGIC BUREAU</b>	<b>308,000</b>	<b>308,100</b>

City of Evanston

Police Department

2280 – Animal Control Bureau

**Description of Major Activities**

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

**FY 2005-2006 Objectives**

- Update the Animal Shelter's filing system using a web-based program to organize and track animal bite reports, citizen complaints, citations issued and calls for service. To be completed by February 2006.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Animals adopted	550	550	550
Animals impounded	750	750	750
Citizen complaints handled	7,000	7000	7500
Animals returned to owners	200	200	200
Animals euthanized	80	80	80
Citations issued	220	220	220
<b>FULL TIME EQUIVALENT POSITIONS</b>	2	2	2

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
ANIMAL CONTROL  
2280**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2280 ANIMAL CONTROL</b>		
61010 REGULAR PAY	111,000	111,000
61050 PERMANENT PART-TIME	13,500	13,500
61110 OVERTIME PAY	6,300	6,300
61510 HEALTH INSURANCE	15,100	15,100
61615 LIFE INSURANCE	100	100
62225 BLDG MAINTENANCE SERVICES	1,100	1,400
62305 RENTAL OF AUTO-FLEET SER	11,100	11,100
62415 DEBRIS/REMOVAL CONTRACTUAL COS	800	
65020 CLOTHING	1,500	1,500
65025 FOOD	1,500	1,700
<b>2280 ANIMAL CONTROL</b>	<b>162,000</b>	<b>161,700</b>

City of Evanston

Police Department

2285 – Problem Solving Team

**Description of Major Activities**

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

**FY 2005-2006 Objectives**

- To impact underage drinking in liquor establishments by conducting three undercover sting operations by February 2006.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Neighborhood meetings	350	350	350
Resident surveys completed	50	50	50
Tickets and citations issued-parking	400	400	420
-traffic	80	80	85
-C tickets	50	50	55
-S tickets	15	15	15
Arrests	100	100	105
Tactical missions	15	15	15
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>7</b>	<b>7</b>	<b>7</b>

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
PROBLEM SOLVING TEAM  
2285**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2285 PROBLEM SOLVING TEAM</b>		
61010 REGULAR PAY	481,600	481,600
61110 OVERTIME PAY	6,600	6,600
61510 HEALTH INSURANCE	71,100	71,100
61615 LIFE INSURANCE	700	700
62245 OTHER EQMT MAINTENANCE	2,000	2,000
62305 RENTAL OF AUTO-FLEET SER	27,400	27,400
65020 CLOTHING	4,200	4,500
	<hr/>	<hr/>
<b>2285 PROBLEM SOLVING TEAM</b>	<b>593,600</b>	<b>593,900</b>

# City of Evanston

## Fire Department

### Financial Summary

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed
<b>Expenditures:</b>				
2305–Fire Management & Support	704,109	520,000	457,000	569,300
2310 – Fire Prevention	472,583	562,900	553,600	466,700
2315 – Fire Suppression	9,024,876	9,002,600	8,999,000	9,228,900
<b>Total Expenditures:</b>	<b>\$10,201,568</b>	<b>\$10,085,500</b>	<b>\$10,009,600</b>	<b>\$10,264,900</b>
<b>Revenues:</b>				
False Alarm Fines	24,800	55,000	38,000	55,000
Cost Recovery Fines	6,000	5,000	3,000	5,000
Ambulance Fees	399,300	440,000	500,000	470,000
<b>Total Revenues:</b>	<b>\$430,100</b>	<b>\$500,000</b>	<b>\$541,000</b>	<b>\$530,000</b>

### Notes for Financial Summary

#### Performance Report on FY 2004-2005 Major Program Objectives

The Fire Prevention Division has reviewed the International Fire Code 2003 edition for adoption as the City's fire code regulation. A recommendation on adoption will be forthcoming. Fire Prevention has mobilized an expanded public education team, consisting of prevention division and operation division members. The team will be utilizing the Public Safety House Trailer to bring the presentations to the audience in their neighborhoods.

The capital improvement plan for the renovation of the Fire Station 5 site is in a stage where request for proposals for architectural design will be let. The plan is a cooperative effort with Facilities Management. We have completed the system analysis of the fire radio infrastructure. We are in the process of developing equipment procurement data. The compiled equipment list will allow us to advance to a request for quotes on the equipment and its installation.

The skills enhancement course Pediatric Advanced Life Support was made available to all paramedics 69 paramedics successfully received the certification. All medical licenses expiring were renewed. Three members have completed the paramedic course through Saint Francis Hospital. The three members are completing post course field requirements prior to challenging the State of Illinois licensure exam. The Department has accepted a federal grant to assist with the purchase of a heavy rescue vehicle and is moving toward purchase. We have continued the process of reviewing and revising our Standard Operating Guidelines. We have updated some existing and written and issued some new guidelines. The process is ongoing.

#### 2005-2006 Department Initiatives

We intend to augment organizational safety by providing enhanced communications capabilities. We will begin upgrading our radio infrastructure. The implementation of the upgrade will improve field to field radio communication as well as field to dispatch center communication. We will continue to provide superior quality service to the community. We will evaluate the Fire Accreditation model for acceptance as a means to improve our overall ability to serve the public, our members, and the other Departments within the City. We will initiate a process to involve supervisors more closely with the developing, monitoring, and evaluating department expenditures and revenues. The Department will continue to explore means to expand our nonemergent service delivery. We wish to expand our Car Seat Check Program and address senior citizen falls in the home. We must develop our ability to protect the safety of our members on emergency incident scenes by responsibly providing rapid intervention rescue on those scenes.

City of Evanston

Fire Department

2305 – Fire Management & Support

Description of Major Activities

This element provides leadership and stewardship for administering efficient and effective departmental services. It develops strategies to support the organizational efforts toward achieving its mission. The element allocates resources and develops the request for those resources. The success of the Department in accomplishing its goals is evaluated. Policies and procedures are adjusted as necessitated. The environment is monitored and relationships with internal and external agencies are cultivated and supported.

FY 2005-2006 Objectives

- In cooperation with Facilities Management, develop, solicit, and evaluate a request for proposal for the remodeling of Fire Station 5, by February 2006.
- Assess the Fire Accreditation Model for application to our Department, by February 2006.
- Develop procedures for fire supervisors to request and account for resources to support their station houses.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
City fire insurance rating	3	3	3
Average number of sick days per employee	1	1	1
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>3</b>	<b>3</b>	<b>3</b>

Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
FIRE MGT & SUPPORT  
2305**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2305 FIRE MGT &amp; SUPPORT</b>		
61010 REGULAR PAY	249,900	249,900
61110 OVERTIME PAY		2,000
61510 HEALTH INSURANCE	22,500	22,500
61615 LIFE INSURANCE	700	700
62160 EMPLOYMENT TESTING SERVICES		1,600
62210 PRINTING	200	500
62235 OFFICE EQUIPMENT MAINT	1,000	1,000
62270 MEDICAL/HOSPITAL SERVICES	20,000	32,000
62275 POSTAGE CHARGEBACKS	800	800
62295 TRAINING & TRAVEL	300	1,000
62305 RENTAL OF AUTO-FLEET SER	27,500	27,500
62315 POSTAGE	500	500
62320 TELEPHONE CHARGEBACKS	51,000	
62335 DATA PROCESSING SERVIC	3,000	3,000
62355 LAUNDRY/OTHER CLEANING	1,000	1,000
62360 MEMBERSHIP DUES	6,500	3,500
62380 COPY MACHINE CHARGES	6,600	6,600
62518 SECURITY/ALARM CONTRACTS		2,500
64015 NATURAL GAS	38,300	75,000
64540 TELECOMMUNICATIONS - WIRELESS		25,800
65010 BOOKS, PUBLICATIONS, MAPS	600	800
65020 CLOTHING	60,000	80,000
65050 BLDG MAINTENANCE MATERIAL	5,000	6,500
65070 OFFICE/OTHER EQT MTN MATL	6,000	4,000
65095 OFFICE SUPPLIES	3,000	5,000
65125 OTHER COMMODITIES	15,000	15,000
68205 CONTINGENCIES	600	600
<b>2305 FIRE MGT &amp; SUPPORT</b>	<b>520,000</b>	<b>569,300</b>

City of Evanston

Fire Department

2310 – Fire Prevention Bureau

Description of Major Activities

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

FY 2005-2006 Objectives

- Create a database to monitor the installation and annual maintenance records of all fire pumps in the City.
- Enhance the Public Education Curriculum by developing a program directed toward 4<sup>th</sup> - 6<sup>th</sup> grades, in public and private schools that would utilize both classroom and the Fire Safety House, by February 2006.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Hydrants Inspected/flow tested	1,218	1,318	1,318
Bureau Fire Inspections	732	704	710
Construction Plans Review	409	415	425
Fire Equipment Test Witnessed	499	425	440
Staff Hours on Cause and Origin Investigations	387	316	325
Public Education presentations	398	350	425
Customer request for information	3,710	3,220	3,500
In service Company Inspections	600	650	650
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>5</b>	<b>6</b>	<b>5</b>

Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
FIRE PREVENTION  
2310**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2310 FIRE PREVENTION</b>		
61010 REGULAR PAY	411,200	366,000
61110 OVERTIME PAY	6,400	12,500
61510 HEALTH INSURANCE	50,000	41,000
61615 LIFE INSURANCE	700	600
62210 PRINTING	1,500	1,500
62245 OTHER EQMT MAINTENANCE	4,000	4,000
62250 COMPUTER EQUIPMENT MAINT	49,500	9,000
62295 TRAINING & TRAVEL	400	800
62305 RENTAL OF AUTO-FLEET SER	23,500	23,500
62345 COURT COST/LITIGATION	300	300
62360 MEMBERSHIP DUES	700	800
65010 BOOKS, PUBLICATIONS, MAPS	2,000	2,000
65095 OFFICE SUPPLIES	3,000	3,000
65105 PHOTO/DRAFTING SUPPLIE	1,500	1,500
65620 OFFICE MACH. & EQUIP.	500	
65625 FURNITURES & FIXTURES	7,500	
68205 CONTINGENCIES	200	200
<b>2310 FIRE PREVENTION</b>	<b>562,900</b>	<b>466,700</b>

City of Evanston

Fire Department

2315 – Fire Suppression Bureau

**Description of Major Activities**

Fire Suppression members mitigate all fires, explosions, accidents and medical emergencies. This division conducts in-house medical training and continuing education classes to upgrade emergency medical care skill levels as well as firefighting and its related skill demands. Suppression also responds to community service calls such as; lock-outs or lock-ins, downed power lines, odor investigations, flammable liquid spills and other non-emergency incidents that require prompt response, investigation and/or action. Suppression also provides the opportunity for members of our departments to participate in the MABAS Division III Water Rescue, Hazardous Materials, Technical Rescue, and Urban Search and Rescue Teams.

**FY 2004-2005 Objectives**

- Provide medical training for three members through EMT-Paramedic level, by the end of February 2006.
- Enhance water rescue capabilities by adding a personal watercraft element, by the end of February 2006.
- Provide an Advanced Cardiac Life Support certification course, available to all paramedics, by the end of February 2006.
- Improve member safety on emergency incidents by augmenting our rapid intervention capabilities, by the end of February 2006.

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
City Fire Insurance Rating	3	3	3
All Fire Dept. Incidents Excluding Ambulance Calls	3,343	3,093	3,200
Ambulance Calls	4798	4697	4830
Fire Alarm System Activations (Included above)	1,704	1,494	1,500
Number of Fires (Included above)	225	210	210
Number of Fires to One/Two Family Dwellings (Included above)	28	25	25
Average Fire Alarm Response Time	350	344	345
Average Ambulance Response Time	350	350	350
Training Hours/Firefighter	240	240	240
Number of Paramedics	78	79	81
<b>FULL TIME EQUIVALENT POSITIONS</b>	101	101	102

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
FIRE SUPPRESSION  
2315**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2315 FIRE SUPPRESSION</b>		
61010 REGULAR PAY	7,086,400	7,136,400
61110 OVERTIME PAY	272,000	372,000
61510 HEALTH INSURANCE	897,600	906,600
61615 LIFE INSURANCE	9,900	10,000
62210 PRINTING	1,200	1,200
62295 TRAINING & TRAVEL	40,000	40,000
62305 RENTAL OF AUTO-FLEET SER	587,700	587,700
62360 MEMBERSHIP DUES	3,500	3,500
62430 CUSTODIAL CONTRACT SERVICES		6,000
62509 SERVICE AGREEMENTS / CONTRACTS		6,000
62521 MEDICAL EQ MAINT AGREEMENTS	10,000	13,000
62522 SCBA EQ MAINT AGREEMENTS	5,000	5,000
62523 EXTRICATION EQ MAINT AGREEMNTS	3,500	3,500
62605 OTHER CHARGES	10,000	10,000
65005 AGR/BOTANICAL SUPPLIES	100	600
65010 BOOKS, PUBLICATIONS, MAPS	1,000	1,200
65015 CHEMICALS	3,000	6,000
65040 JANITORIAL SUPPLIES	10,000	10,000
65075 MEDICAL & LAB SUPPLIES	7,000	7,000
65085 MINOR EQUIPMENT & TOOLS	4,000	4,000
65090 SAFETY EQUIPMENT	1,200	1,500
65095 OFFICE SUPPLIES	2,500	2,500
65105 PHOTO/DRAFTING SUPPLIE	1,000	1,000
65125 OTHER COMMODITIES	1,200	1,200
65625 FURNITURES & FIXTURES	44,300	92,000
68205 CONTINGENCIES	500	1,000
<b>2315 FIRE SUPPRESSION</b>	<b>9,002,600</b>	<b>9,228,900</b>

City of Evanston

**Health and Human Services Department**

**Financial Summary**

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed
<b>Expenditures:</b>				
2407 – Health Services Admin.	260,893	357,000	270,000	340,100
2410 – Laboratory Services	94,030	139,100	97,000	109,500
2415 – Family Health	614,468	652,500	660,000	649,000
2420 – Infectious Disease Control	196,061	249,200	200,000	278,200
2425 – Dental Services	205,961	193,900	214,000	195,000
2430 – Adult Health	200,187	203,300	200,000	187,900
2435 – Food & Environment	420,753	485,400	480,000	482,900
2440 – Vital Records	106,867	116,300	115,000	112,300
2445 – Health Department Grants	0	804,600	600,000	620,400
<b>Total Expenditures:</b>	<b>\$ 2,099,220</b>	<b>\$ 3,201,300</b>	<b>\$ 2,836,000</b>	<b>\$ 2,975,300</b>
<b>Revenues:</b>				
Adolescent Health Program Grant	54,000	56,600	56,600	56,600
Bioterrorism Grant	0	90,000	90,000	80,000
Birth and Death Certificate Fees	130,800	145,000	140,000	131,000
Center for Public Ministry	375	375	375	375
Child Residential Care Fees	480	480	480	480
Childhood Lead Poisoning Grant	4,000	4,000	11,000	4,000
Dental Fees & Reimbursement	68,000	90,000	70,000	68,000
Environmental & Tobacco Fees	12,000	12,000	12,000	12,000
Family Case Management Grant	117,200	126,300	125,000	123,800
Family Planning Grant	51,900	54,500	54,500	54,500
Food Education Activities	5,000	5,000	5,000	5,000
Food Establishment License Fees	150,100	145,000	145,000	150,000
Food Establishment Plan Review	9,400	9,600	9,500	9,600
Genetics Grant	5,100	10,200	15,000	10,200
Health Service Fees – Lab	12,000	16,200	16,000	16,200
IDPH Dental Sealant Grant	5,000	0	0	0
IDPH – Local Health Protection	47,000	71,000	60,000	63,300
Illinois Tobacco Free Grant	25,600	25,000	25,000	25,000
Kid Care	9,600	10,500	10,500	11,300
Long Term Care License Fees	108,500	112,400	112,400	112,400
Patient Fees	39,800	41,200	41,200	41,200
Prostate Grant	500	7,000	7,000	0
Residential Care Home Licenses	400	400	400	400
Skokie Contract	2,250	2,250	2,250	2,250
Tanning Facility Inspections	100	100	0	0
Teen Parent Services	10,000	15,000	31,000	30,000
Tuberculosis Grant	12,000	12,000	13,000	12,000
Vision & Hearing Grant	6,400	6,400	6,000	6,400
West Nile Virus	5,000	36,000	10,000	36,000
<b>Total Revenues:</b>	<b>\$ 892,505</b>	<b>\$ 1,104,505</b>	<b>\$ 1,069,205</b>	<b>\$ 1,062,005</b>

**Notes for Financial Summary**

# City of Evanston

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## Health and Human Services Department

### **Performance Report on FY 2004-2005 Major Program Objectives**

- Clean air issues became dominant in 2004. The City Council considered proposals from the Evanston Community Health Advisory Board to ban all indoor smoking. A public hearing was held and Evanston's Indoor Clean Air Act was amended and strengthened, although a total ban was not adopted. In addition, community concern about a medical incinerator at Evanston Hospital resulted in a public hearing on that issue as well and an ordinance banning its operation.
- West Nile Virus prevention activities continued including larvaciding, public notification of adulticiding, and a new joint program with the Summer Youth Employment Program whereby abandoned tires were picked up from Evanston alleys.
- Department staff collaborated with Parks Recreation and Forestry staff in development of a new brochure on beach closings. Beach water testing resulted in 75 swimming bans in 2004.
- Bioterrorism activities focused on disease surveillance. An outbreak of pertussis in Northern Illinois occurred and staff provided alerts to local health care providers. Evanston recorded the second highest total of pertussis cases in Suburban Cook County. All local health Departments in Illinois have entered into a new mutual aid agreement.
- Commission on Aging staff worked with Finance Department staff to establish a consistent income eligibility standard for the reduced fee vehicle sticker and the subsidized taxi cab program.
- Department community intervention staff were given coordination responsibilities for all lead based paint prevention activities, including grants management, nursing visits, environmental health reviews, Community Development rehabilitation.

### **2005-2006 Department Initiatives**

- Conduct a community health needs assessment
- Conduct a bioterrorism training exercise

# City of Evanston

## Health and Human Services Department

### 2407 – Human Services Administration

#### Description of Major Activities

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

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

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

In fiscal year 04-05 the Director of Health and Human Services also served as interim director of the Department of Human Relations.

#### FY 2005-2006 Objectives

- In compliance with State mandates, conduct a needs assessment of community health priorities.
- Submission of recommendations to Mayor and City Council on citizen review processes related to issues of disability access and programming.
- Development of joint initiatives with School Districts 65 and 202 and the Department of Parks, Recreation and Forestry regarding childhood obesity.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Human Services Committee Packets	12	11	12
Public Health Media Inquiries	200	150	150
Regional Bioterrorism Meetings	15	20	20
Day Care Permits Issued	70	75	80
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>2</b>	<b>2</b>	<b>2</b>

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
HEALTH SERVICES ADMIN  
2407**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2407 HEALTH SERVICES ADMIN</b>		
61010 REGULAR PAY	281,800	281,800
61055 TEMPORARY EMPLOYEES	19,000	5,000
61110 OVERTIME PAY	2,000	2,000
61510 HEALTH INSURANCE	30,000	30,000
61615 LIFE INSURANCE	700	700
61625 AUTO ALLOWANCE	1,800	1,800
62185 OTHER CONSULTING SERVICES	5,000	5,000
62210 PRINTING	1,000	1,000
62235 OFFICE EQUIPMENT MAINT	100	100
62275 POSTAGE CHARGEBACKS	1,000	1,000
62295 TRAINING & TRAVEL	500	500
62320 TELEPHONE CHARGEBACKS	2,900	
62360 MEMBERSHIP DUES	1,600	1,600
62380 COPY MACHINE CHARGES	5,000	5,000
65010 BOOKS, PUBLICATIONS, MAPS	300	300
65095 OFFICE SUPPLIES	300	300
65555 PERSONAL COMPUTER EQUIPMENT	4,000	4,000
<b>2407 HEALTH SERVICES ADMIN</b>	<b>357,000</b>	<b>340,100</b>

City of Evanston

Health and Human Services Department

2410 - Laboratory

**Description of Major Activities**

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

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

**FY 2005-2006 Objectives**

- Update procedure manual with recent procedure changes.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Blood Chemistries	180	200	200
Environmental-dairy & water tests	5,655	5,800	5,800
Hematology	627	722	700
Lead Testing	122	120	120
Urinalysis	560	530	530
STD Tests	2,289	2,380	2,400
HIV Antibody Blood Draw	958	1,100	1,000
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>2</b>	<b>1</b>	<b>1.5</b>

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
LABORATORY SERVICES  
2410**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2410 LABORATORY SERVICES</b>		
61010 REGULAR PAY	109,600	57,100
61050 PERMANENT PART-TIME		24,400
61510 HEALTH INSURANCE	15,000	15,000
61615 LIFE INSURANCE	300	300
62235 OFFICE EQUIPMENT MAINT	100	
62245 OTHER EQMT MAINTENANCE	800	800
62295 TRAINING & TRAVEL	200	200
62320 TELEPHONE CHARGEBACKS	1,400	
62360 MEMBERSHIP DUES	200	200
65010 BOOKS, PUBLICATIONS, MAPS	100	100
65075 MEDICAL & LAB SUPPLIES	11,100	11,100
65095 OFFICE SUPPLIES	300	300
<b>2410 LABORATORY SERVICES</b>	<b>139,100</b>	<b>109,500</b>

# City of Evanston

## Health and Human Services Department

### 2415 – Family Health

**Description of Major Activities**

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

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

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

**FY 2005-2006 Objectives**

- Increase client compliance by 30% of (3) well child visits for all family case management infants by January 2006
- Increase childhood immunization compliance by 30% for all 1 year old family case management clients by February 2006

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
Number of Child Health clinic visits	175	152	180
Number of WIC clinic visits	60	40	50
Number of immunizations	1,100	1,000	1,350
Number of blood lead test	150	150	180
Number of children with elevated blood lead	15	25	30
Number of productive home visits	900	850	925
Number of vision and hearing screenings	6,500	7,626	7,700
Number of school physicals	168	140	160
Number of Adolescent Health Ed. Sessions	230	90	100
Number of Adolescent Participants	690	840	875
Consultation Visits	1,189	1,050	1,100
Number of Family Planning Visits	916	854	900
Number of Community Presentations	25	20	25
Number of Participants at Presentations	240	212	275
Number of Family case management referrals	852	875	900
<b>FULL TIME EQUIVALENT POSITIONS</b>	10	10	10

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
FAMILY HEALTH  
2415**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2415 FAMILY HEALTH</b>		
61010 REGULAR PAY	407,800	407,800
61050 PERMANENT PART-TIME	82,400	82,400
61110 OVERTIME PAY	7,500	7,500
61510 HEALTH INSURANCE	68,100	68,100
61615 LIFE INSURANCE	600	600
61625 AUTO ALLOWANCE	2,200	2,200
62210 PRINTING	600	600
62235 OFFICE EQUIPMENT MAINT	100	100
62245 OTHER EQMT MAINTENANCE	200	200
62285 COURIER CHARGES		1,500
62295 TRAINING & TRAVEL	2,100	2,100
62320 TELEPHONE CHARGEBACKS	9,600	
62355 LAUNDRY/OTHER CLEANING	300	200
62360 MEMBERSHIP DUES	300	300
62465 OUTSIDE LABARATORY COSTS (HLTH		4,800
62470 TEEN PEER EDUCATOR CONTR SVCS	30,000	24,000
62475 CHILD CARE CONTRACTUAL COSTS (		2,300
62485 PATIENT CARE EXPENSES (HLTH DE	6,000	6,000
64540 TELECOMMUNICATIONS - WIRELESS	2,700	2,700
65010 BOOKS, PUBLICATIONS, MAPS	2,000	2,000
65020 CLOTHING	700	700
65025 FOOD	2,000	2,000
65070 OFFICE/OTHER EQT MTN MATL		200
65075 MEDICAL & LAB SUPPLIES	22,000	25,000
65095 OFFICE SUPPLIES	1,600	2,000
65110 RECREATION SUPPLIES	1,400	1,400
65555 PERSONAL COMPUTER EQUIPMENT	2,300	
65625 FURNITURES & FIXTURES		2,300
<b>2415 FAMILY HEALTH</b>	<b>652,500</b>	<b>649,000</b>

City of Evanston

**Health and Human Services Department**

**2420 – Infectious Disease Control**

**Description of Major Activities**

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

**FY 2005-2006 Objectives**

- Increase the number of African American clients who are tested for HIV by 40% from the previous year by December 05
- Increase by 25% from the previous year, the number of clients in the sexually transmitted disease clinic (STD) who begin and complete the Hepatitis B vaccine series by January 05
- Develop a system of streamlining required communication and reporting of communicable diseases by December 05

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Number of AIDS presentations	2	2	2
Number of participants at AIDS presentation	270	125	130
Number of STD visits (total)	960	1,058	1,100
Number of STD treatment visits	530	484	500
Number of Gonorrhea cases reported	200	165	220
Number of Syphilis cases reported	30	25	20
Number of Chlamydia cases reported	370	420	475
Number counseled/tested for HIV	875	1,670	1,700
Number positive for HIV	5	6	10
Number of new AIDS cases	0	2	4
Number of TB clinic visits	275	285	300
Number of TB skin tests	910	820	875
Number of CD Epidemiological investigations	110	208	250
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON**  
**INFECTIOUS DISEASE CONTROL**  
**2420**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2420 INFECTIOUS DISEASE CONTROL</b>		
61010 REGULAR PAY	147,000	147,000
61050 PERMANENT PART-TIME	65,100	65,100
61065 SPECIAL PROJECT EMPLOYEES		25,000
61110 OVERTIME PAY		3,700
61510 HEALTH INSURANCE	22,500	22,500
61615 LIFE INSURANCE	200	200
61625 AUTO ALLOWANCE	600	600
62210 PRINTING	500	500
62235 OFFICE EQUIPMENT MAINT	100	
62285 COURIER CHARGES		3,300
62295 TRAINING & TRAVEL	400	400
62320 TELEPHONE CHARGEBACKS	3,200	
62360 MEMBERSHIP DUES		300
62485 PATIENT CARE EXPENSES (HLTH DE	5,000	5,000
64540 TELECOMMUNICATIONS - WIRELESS	1,000	1,000
65010 BOOKS, PUBLICATIONS, MAPS	600	600
65020 CLOTHING	200	200
65075 MEDICAL & LAB SUPPLIES	2,000	2,000
65095 OFFICE SUPPLIES	800	800
<b>2420 INFECTIOUS DISEASE CONTROL</b>	<b>249,200</b>	<b>278,200</b>

# City of Evanston

## Health and Human Services Department

### 2425 – Dental Services

#### Description of Major Activities

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

#### FY 2005-2006 Objectives

- By February 2006, increase the number of clients registered and seen in the clinic by 100 patients. Children who are under five years old may be served if the child can sit for the dentist. The number of available appointments will be increased by 100 by using the dental health educator in the clinic during check-up and sealant days.
- By February 2006, increase the number of preventive dental visits by 100. this will be done by offering recall visits twice a year rather than once a year.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Number of clients registered at the clinic	1,700	1,728	1,700
Number of preventive visits	2,300	2,379	2,600
Number of restorative visits	1,200	1,050	1,400
Number of sealants applied	750	1,100	1,100
Number of dental health education programs	75	40	45
Number of dental health education participants	800	810	900
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>3.30</b>	<b>3.30</b>	<b>3.40</b>

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
DENTAL SERVICES  
2425**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2425 DENTAL SERVICES</b>		
61010 REGULAR PAY	61,800	61,800
61050 PERMANENT PART-TIME	88,000	88,000
61055 TEMPORARY EMPLOYEES		4,000
61110 OVERTIME PAY	6,200	1,000
61510 HEALTH INSURANCE	15,000	15,000
61615 LIFE INSURANCE	200	200
61625 AUTO ALLOWANCE	100	100
62245 OTHER EQMT MAINTENANCE	600	2,000
62295 TRAINING & TRAVEL	300	300
62320 TELEPHONE CHARGEBACKS	1,800	
62360 MEMBERSHIP DUES	100	100
62521 MEDICAL EQ MAINT AGREEMENTS		900
65010 BOOKS, PUBLICATIONS, MAPS	300	300
65075 MEDICAL & LAB SUPPLIES	16,000	17,500
65095 OFFICE SUPPLIES	500	600
65555 PERSONAL COMPUTER EQUIPMENT	800	1,000
65620 OFFICE MACH. & EQUIP.	2,200	2,200
<b>2425 DENTAL SERVICES</b>	<b>193,900</b>	<b>195,000</b>

City of Evanston

Health and Human Services Department

2430 – Adult Health

**Description of Major Activities**

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

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

**FY 2005-2006 Objectives**

- Expand educational outreach efforts regarding the need for pneumonia vaccination to vulnerable adults by January 06

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Number of adults in cardiovascular screening	300	175	200
Number receiving HTN screening	300	200	225
Number receiving cholesterol screening	300	175	200
Number receiving flu/pneumonia vaccine	1,700	1,750	1,800
Number of long term care licensure reviews by the Evanston Health Dept.	11	11	11
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>2</b>	<b>2</b>	<b>2</b>

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
ADULT HEALTH  
2430**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2430 ADULT HEALTH</b>		
61010 REGULAR PAY	105,300	109,500
61050 PERMANENT PART-TIME	25,900	26,900
61065 SPECIAL PROJECT EMPLOYEES	9,200	9,200
61510 HEALTH INSURANCE	15,000	15,000
61615 LIFE INSURANCE	300	300
61625 AUTO ALLOWANCE	1,800	1,800
62185 OTHER CONSULTING SERVICES	22,000	3,000
62210 PRINTING	200	200
62235 OFFICE EQUIPMENT MAINT	100	100
62295 TRAINING & TRAVEL	300	300
62320 TELEPHONE CHARGEBACKS	3,600	
62360 MEMBERSHIP DUES	400	400
65010 BOOKS, PUBLICATIONS, MAPS	500	500
65075 MEDICAL & LAB SUPPLIES	18,000	20,000
65095 OFFICE SUPPLIES	700	700
<b>2430 ADULT HEALTH</b>	<b>203,300</b>	<b>187,900</b>

# City of Evanston

## Health and Human Services Department

### 2435 – Food & Environmental Health Services

#### Description of Major Activities

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

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

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

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

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

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

#### FY 2005-2006 Objectives

- By February 2006, review, update and provide the following information on line: forms used for the plan review process, construction guide, and temporary food application forms.
- By December 2005, update and begin using the Hazard Analysis Critical Control Point (HACCP) form used in the food program inspection process.
- By February, 2006, educate at least 200 men about prostate cancer and test 125 men, at least 30 of whom have never been tested before.

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
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**CITY OF EVANSTON**  
**FOOD AND ENVIRONMENTAL HEALTH**  
**2435**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2435 FOOD AND ENVIRONMENTAL HEALTH</b>		
61010 REGULAR PAY	326,400	354,900
61050 PERMANENT PART-TIME	28,500	
61110 OVERTIME PAY	12,000	12,000
61510 HEALTH INSURANCE	45,000	45,000
61615 LIFE INSURANCE	600	600
61625 AUTO ALLOWANCE	500	500
61630 SHOE ALLOWANCE		600
62185 OTHER CONSULTING SERVICES	3,000	3,000
62210 PRINTING	1,600	1,600
62295 TRAINING & TRAVEL	1,000	1,100
62305 RENTAL OF AUTO-FLEET SER	15,700	15,700
62320 TELEPHONE CHARGEBACKS	3,800	
62360 MEMBERSHIP DUES	1,900	1,900
62495 LICENSED PEST CONTROL SERVICES	1,500	1,500
62505 INSTRUCTOR SERVICES	1,200	2,400
62605 OTHER CHARGES	29,700	29,700
64540 TELECOMMUNICATIONS - WIRELESS	3,000	3,000
65010 BOOKS, PUBLICATIONS, MAPS	700	700
65045 LICENSING/REGULATORY SUPP	500	500
65070 OFFICE/OTHER EQT MTN MATL	2,000	
65080 MERCHANDISE FOR RESALE	3,600	3,600
65090 SAFETY EQUIPMENT	400	
65095 OFFICE SUPPLIES	1,400	1,600
65125 OTHER COMMODITIES	800	800
65555 PERSONAL COMPUTER EQUIPMENT		1,600
65620 OFFICE MACH. & EQUIP.	600	600
<b>2435 FOOD AND ENVIRONMENTAL HEALTH</b>	<b>485,400</b>	<b>482,900</b>

City of Evanston

Health and Human Services Department

2440 – Vital Records

**Description of Major Activities**

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

**FY 2005-2006 Objectives**

- Improve Customer Service by decreasing time spent waiting for certificates
- Update procedure manual

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Number of registered births	4,738	4,723	4,700
Number of registered deaths	1,250	1,226	1,225
Number of certified copies issued	29,415	26,258	26,300
<b>FULL TIME EQUIVALENT POSITIONS</b>	2	2.4	2.4

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON**  
**VITAL RECORDS**  
**2440**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2440 VITAL RECORDS</b>		
61010 REGULAR PAY	87,500	76,100
61050 PERMANENT PART-TIME		12,500
61060 SEASONAL EMPLOYEES	1,100	1,100
61510 HEALTH INSURANCE	15,000	15,000
61615 LIFE INSURANCE	200	200
62235 OFFICE EQUIPMENT MAINT	200	200
62295 TRAINING & TRAVEL	200	200
62320 TELEPHONE CHARGEBACKS	1,400	
62335 DATA PROCESSING SERVIC	5,000	5,000
62520 OTHER CONTRACTUAL SERVICES	4,000	
62645 MICROFILMING		300
65095 OFFICE SUPPLIES	1,500	1,500
65105 PHOTO/DRAFTING SUPPLIE	200	200
<b>2440 VITAL RECORDS</b>	<b>116,300</b>	<b>112,300</b>

# City of Evanston

## Health and Human Services Department

### 2445 – Health & Human Services Department Grants

#### Description of Major Activities

##### **Cook County Lead-Based Paint Hazard Control**

The total number of Evanston Children infected by lead poisoning in 2003- 2004 was 1,136.00 confirmed. Approximately 21,456 of Evanston's housing units, or 79% of the total housing units, are estimated to contain lead-based paint. Evanston's figures correlate to the age of the housing stock, with 93% of the housing units built prior to 1960, when lead-based paint was still used. The total number of pre-1979 housing units occupied by very low income individuals is 10,868. Assuming that a lower number of these homes have been abated or re-mediated, a conservative estimate is that 90% of these dwelling units (9782) will have lead based paint in them. About 90% of these units (8804) will have lead hazards in some form. The number of low and very low income households in Evanston is 8,716 or 31.2% of Evanston households. Low income homeowners (at or below 80% PMSI), in the first years of home ownership, will be targeted by this grant program.

##### **Reach, Grow, and Learn (previously Project SEED)**

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

#### FY 2005-2006 Objectives

##### **Cook County Lead-Based Paint Hazard Control Grant:**

- BY May 31, 2005 to have abated or mitigated 15 housing units.
- By October of 2005 have conducted a community outreach information day on Childhood Lead Poisoning.

##### **Reach, Grow, and Learn (previously Project SEED):**

- By October 30, 2005, through the project's research design, demonstrate significantly positive outcomes in the lives of the families and children who have received The Incredible Years training and curriculum during Year 3 of the SAMHSA grant.
- By February 28, 2005, to have provided a community-wide conference for families child care workers, and professional on various aspects of early childhood mental health prevention, and the implementation of universal social and emotional learning interventions in the community.

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
Teachers in Evanston's child care centers and classrooms trained in the TIY curriculum.	0	47	60
Provide 12-week training parent training groups to train Parents of 3-5 year olds who have kids in public and private child care centers in the TIY curriculum	16	89	90
In conjunction with trained teachers, implement the TIY curriculum for children 3-5 years old in public and private child care centers	0	232	160
Home Mitigated or abated	12	14	14
<b>FULL TIME EQUIVALENT POSITIONS</b>	0	0	0

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON**  
**HUMAN SERVICES**  
**2445**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
65126 BIOTERRORISM GRANT EXPENSES	90,000	80,000
65127 LEADPAINT HAZARD GRANT EXPENSE	354,600	177,900
65128 SEED GRANT EXPENSES	360,000	
67145 METROPOLITAN FAMILY SERVI		362,500
<b>Grand Total(s)</b>	<u><u>804,600</u></u>	<u><u>620,400</u></u>

City of Evanston

Community Intervention Services

**Financial Summary**

	<b>2003-2004 Actual</b>	<b>2004-2005 Appropriation</b>	<b>2004-2005 Estimated Actual</b>	<b>2005-2006 Appropriation Proposed</b>
<b>Expenditures:</b>				
2450 – Community Intervention	238,820	267,600	267,600	329,100
2525 – Homeless Services	81,500	82,000	82,000	88,000
<b>Total Expenditures:</b>	<b>\$320,320</b>	<b>\$ 349,600</b>	<b>\$ 349,600</b>	<b>\$ 417,100</b>

**Notes for Financial Summary**

**Performance Report on FY 2004-2005 Major Program Objectives**

- The Division has in conjunction with other municipalities co-sponsored the first Disabled Conference for Persons with Disabilities. Approximately 150 attended the conference held at the Levy center.
- The Health and Human Services participated in the fourth annual Hispanic Health Fair. This event was held at St Nick's Church. Approximately 100 people attended.

**2005-2006 Department Initiatives**

City of Evanston

**Community Intervention Services**

2450 – 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 includes outreach and a practical assistance service to those populations for whom English is not a primary language. CIS staff also coordinate City responses to persons with disabilities, including an Adaptive Device Program, and monitoring City compliance with the Americans With Disabilities Act. CIS staff manages City funding of homelessness assistance programs, including City funding of Evanston Township for emergency assistance, the federal Emergency Shelter Grant program and the Cook County Childhood Lead Prevention Program. CIS provides staff support to the Homeless Task Force, Citizen's Advisory Committee on Compliance with the Americans with Disabilities Act, Bilingual Service Provider's Exchange (BSPE), Service Providers Interagency Network (SPIN) and the Cook County Childhood Lead Prevention Program and the Illinois Lead Safe Housing Taskforce.

**FY 2005-2006 Objectives**

- Expand educational efforts to families with children under 6 years of age on Childhood Lead Poisoning by working closely with District 65 and Community Development Housing Rehab.
- By August, 2005 implement and organize job fairs for persons with Disabilities city-wide
- Develop and implement programming in celebration of Hispanic Heritage Month, in conjunction with community groups and other city departments

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Applicants seeking assistance	1,500	4,000	5,500
Total households assisted - DPR's / Lead	6,000	2,000	2,300
SPIN and Wraparound Mtgs for Interagency intervention and case plans	10	12	12
Referrals to Different agencies	600	3,000	3,000
Homeless Task Force	12	12	12
ADA Committee	12	12	11
BSPE (Bilingual Service Providers Exchange)	6	6	6
<b>FULL TIME EQUIVALENT POSITIONS</b>	3.60	3.60	3.60

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
COMMUNITY INTERVENTION SVCS  
2450**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2450 COMMUNITY INTERVENTION SVCS</b>		
61010 REGULAR PAY	96,700	146,700
61050 PERMANENT PART-TIME		14,000
61060 SEASONAL EMPLOYEES	1,900	1,900
61510 HEALTH INSURANCE	15,000	15,000
61615 LIFE INSURANCE	300	300
61625 AUTO ALLOWANCE		1,600
62210 PRINTING	300	300
62235 OFFICE EQUIPMENT MAINT	100	100
62275 POSTAGE CHARGEBACKS	900	900
62295 TRAINING & TRAVEL	300	1,200
62320 TELEPHONE CHARGEBACKS	6,100	
62360 MEMBERSHIP DUES	100	300
62380 COPY MACHINE CHARGES	1,000	1,000
62491 COMUNTY INTRVENTION PROG COSTS		130,000
62605 OTHER CHARGES	143,000	13,000
64540 TELECOMMUNICATIONS - WIRELESS		600
65010 BOOKS, PUBLICATIONS, MAPS	100	100
65095 OFFICE SUPPLIES	700	700
65620 OFFICE MACH. & EQUIP.	900	900
68205 CONTINGENCIES	200	500
<b>2450 COMMUNITY INTERVENTION SVCS</b>	<b>267,600</b>	<b>329,100</b>

City of Evanston

**Community Intervention Services**

**2525 – Homeless Services**

**Description of Major Activities**

**Connections for the Homeless**

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

**Evanston Ecumenical Action Council**

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

**The Youth Job Center of Evanston, Inc.**

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

**FY 2005-2006 Objectives**

- Continue to service the Homeless population in the overnight shelter, warming centers and provide counseling and placement services.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Persons Served at:			
Connections for the homeless	450	241	480
EEAC	350	396	450
Youth Job Center	59	59	59
<b>FULL TIME EQUIVALENT POSITIONS</b>	0	0	0

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
HOMELESS SERVICES  
2525**

	<b>2004 - 2005</b>	<b>2005 - 2006</b>
	<b>Appropriation</b>	<b>Proposed</b>
<b>2525 HOMELESS SERVICES</b>		
67105 YOUTH JOB CENTER	10,000	12,000
67110 CONNECTIONS FOR THE HOMELESS	66,000	68,000
67115 EVAN EC ACT CN-HOMELESS	6,000	8,000
<b>2525 HOMELESS SERVICES</b>	<hr/> <b>82,000</b>	<hr/> <b>88,000</b>

City of Evanston

**Mental Health Board & Community Purchased Services**

**Financial Summary**

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed
<b>Expenditures:</b>				
2455 – Mental Health Admin.	110,461	113,300	115,000	112,000
2460 – Community Purchased Services	827,183	828,900	775,000	828,900
<b>Total Expenditures:</b>	<b>\$ 937,644</b>	<b>\$ 942,200</b>	<b>\$ 890,000</b>	<b>\$ 940,900</b>

**Notes for Financial Summary**

In the FY05-06 appropriation for Community Purchased Services, the Mental Health Board is funding 28 programs in 19 agencies.

**Performance Report on FY 2004-2005 Major Program Objectives**

**Agency Monitoring and Allocation Process.** The Mental Health Board (MHB) monitored 28 programs in 18 funded agencies. Each MHB member served as an Agency Liaison for regular, monthly contact with two agencies; monthly statistical reports were received about each funded program; narrative program reports were received quarterly. In the last fiscal year, the MHB funded programs that provided services to 8684 undupli-cated Evanston individuals and families; 86% of those individuals were low-income. The MHB developed and, with several agencies, tested a new electronic quarterly reporting format that requires agencies to provide more extensive reporting about outcome objectives and measures. The reporting format and criteria that were implemented emphasize the measurable impact upon clients of services that are funded. In addition, the MHB revised format for funding proposals that requires a greater emphasis upon the projection of outcome measures in all funding requests. Training and resources about outcome measures were provided for all agencies requesting funds

**Community Education.** The MHB sponsored, coordinated and/or assisted in the production of the following conferences: • Third Annual Naomi Ruth Cohen Charitable Foundation Mental Health Conference “Understanding and Treating Adolescent and Child Depression.” More than 320 consumers, family members and professionals participated. • In conjunction with the Commission on Aging and twenty social service organizations, the sixth annual “Aging Well: Choices and Myths” about mental health issues for older adults. Approximately 140 people attended the conference. • A one-day Family Support Network Conference for approximately 60 individuals with disabilities and their families to teach them about current support services and home-based programs in the area and Illinois, and how to effect constructive policy changes through communication and self-advocacy with policy makers. Area state legislators served as adjunct faculty to discuss issues in policymaking and how to pursue personal advocacy goals. • “Maximizing Children’s Potential” to explore “the power of the brain” and raising emotionally healthy children. The conference focused early child mental health prevention. A keynote speaker and ten workshop presenters discussed what research is revealing about “healthy brains and healthy communities.” They will explore how environment, diet, medicine, stress and a host of other factors contribute to the overall health and social/emotional development of the brains of our children. Approximately 140 parents and early childhood teachers attended the event. “Maximizing Children’s Potential” to explore “the power of the brain” and raising emotionally healthy children. The conference focused early child mental health prevention. A keynote speaker and ten workshop presenters discussed what research is revealing about “healthy brains and healthy communities.” They will explore how environment, diet, medicine, stress and a host of other factors contribute to the overall health and social/emotional development of the brains of our children. Approximately 140 parents and early childhood teachers attended the event.

**Community Planning.** Staff is overseeing the implementation of Project Reach (previously SEED), a 3-year, federally funded project that is implementing an evidence-based mental health prevention program for children ages 3-5 who are enrolled in public and private early childhood day care programs. Reach is also targeting and training the parents and teachers of these children. The City subcontracts with Metropolitan Family Services to implement and coordinate Reach.

# City of Evanston

## Mental Health Board and Community Purchased Services

### 2455 – Mental Health Board

**Description of Major Activities**

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

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

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

**FY 2005-2006 Objectives**

- By September 2005, to have evaluated and revised the MHB's funding criteria, and to have incorporated funding priorities that include both mental health and broad based human service issues.
- By February 2006, to have organized and provided at least four community-wide educational presentations related to contemporary mental health and broad-based human service issues.
- By February 2006, to have monitored monthly the MHB-funded agencies' use of City funds by visiting program sites; meeting with agency staff; attending agency board meetings; and monitoring reports of outcome measures.
- By December 2005, to have completed an update of the directory of community services and distributed it as a printed document as well as made it available to the community through an online version of the City web page.
- By February, 2006, to have evaluated and modified the Liaison role of the MHB, incorporating information from Board members and funded agency directors, to assess it effectiveness as a monitoring tool.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Meetings organized and facilitated for the network of mental health providers	14	14	30
MHB Liaison meetings with funded agencies			72
Services provided for families and individuals through crisis intervention, information & referrals, and staffing	53	165	150
Community-wide educational presentations	5	5	5
Contracts with purchased service agencies negotiated, developed and monitored	17	19	20
Residential care home licensing reviews implemented	4	3	3
<b>FULL TIME EQUIVALENT POSITIONS</b>	1.5	1.5	1.5

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON**  
**MENTAL HEALTH PROGRAM ADMINIST**  
**2455**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2455 MENTAL HEALTH PROGRAM ADMINIST</b>		
61010 REGULAR PAY	89,200	89,200
61510 HEALTH INSURANCE	11,300	11,300
61615 LIFE INSURANCE	200	200
61625 AUTO ALLOWANCE	600	600
62210 PRINTING		500
62275 POSTAGE CHARGEBACKS	1,500	1,500
62295 TRAINING & TRAVEL	200	200
62320 TELEPHONE CHARGEBACKS	1,300	
62360 MEMBERSHIP DUES	1,500	1,500
62380 COPY MACHINE CHARGES	4,000	3,500
65010 BOOKS, PUBLICATIONS, MAPS	600	600
65095 OFFICE SUPPLIES	800	800
65555 PERSONAL COMPUTER EQUIPMENT	1,800	1,800
68205 CONTINGENCIES	300	300
<b>2455 MENTAL HEALTH PROGRAM ADMINIST</b>	<b>113,300</b>	<b>112,000</b>

# City of Evanston

## Mental Health Board

### 2460 – Community Purchased Services

#### Description of Major Activities

As the local mental health authority, the Evanston Mental Health (708) Board is responsible for ensuring that there are effective mental health programs in Evanston for people who have, or are at risk of having, mental and emotional disorders or problems, developmental disabilities, and/or substance abuse problems. They are accountable for allocating, monitoring, and evaluating the use of local tax dollars to purchase broad based human services, for both mental health and broad-based human service issues, for Evanston residents

Annually, the MHB determines its goals and objectives, and develops funding guidelines, criteria and priorities. Every fall, the Board reviews and evaluates funding proposals from not-for-profit agencies, and allocates City funds to the program areas identified above. The MHB monitors and evaluates its funded programs to ensure that they are accessible, effective and responsive to the needs of Evanston's residents. An annual contract is written; data is collected from each funded program monthly and quarterly; and agencies are monitored for contract compliance.

In the FY05-06 City Budget, the MHB is funding 28 programs at 19 different agencies.

#### FY 2005-2006 Objectives

- Three outcome objectives and outcome measures are developed and written into each agency purchase of service contract for each of the 28 funded programs. The outcome objectives are program specific, and are monitored quarterly.
- Performance objectives for each of the funded programs are developed separately, and monitored monthly.
- In addition to the agencies submitting their reports on objectives to staff, each of the agencies is monitored monthly by the Mental Health Board Liaison who is assigned to the agency.

<b>Ongoing Activity Measures (Evanston Individuals Served)</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
<b><u>BEHIV</u></b>			
Educational Outreach	1094	641	750
Mental Health Services	7	7	10
<b><u>Center for Independent Futures</u></b>			
Community Living Options	NA	NA	50
<b><u>Child Care Center of Evanston</u></b>			
Home Day Care	128	112	130
<b><u>Childcare Network of Evanston</u></b>			
Services for Children with Special Needs	72	86	85
City-Wide Scholarships (families served)	106	49	40
<b><u>Connections for the Homeless</u></b>			
Entry Point	118	134	100
Substance Abuse Case Manager	26	NA	NA
<b><u>Dimensions</u></b>			
MISA Collaboration	34	39	35
<b><u>Evanston Community Defender</u></b>			
Legal Services	105	80	132
Social Work Services	90	71	105
<b><u>Family Focus Evanston</u></b>			
Pregnant and Parenting Teen	1367	1380	1200
Primary Prevention	138	183	150
<b><u>Housing Options</u></b>			
Residential Services	15	16	15
SHIP	13	14	10
<b><u>Infant Welfare Society</u></b>			
Teen Baby Nursery	67	66	68

City of Evanston

Mental Health Board

2460 – Community Purchased Services

<b>Legal Assistance Foundation of Metro Chicago</b>			
Evanston Legal Services	520	610	560
<b>Metropolitan Family Services</b>			
Family Support and Prevention (families served)	36	56	35
General Family Counseling	1226	816	800
<b>North Shore Senior Center</b>			
Evanston/Skokie Valley Senior Services	2205	2307	2325
<b>PEER Services</b>			
Adolescent Treatment	98	101	90
Adult Treatment	114	103	115
Youth Early Intervention	138	178	150
<b>SHORE: Community Services</b>			
Lois Lloyd Center	31	34	33
DD Residential Services	33	33	33
<b>Thresholds</b>			
Transitions	NA	32	50
<b>Trilogy</b>			
Evanston Psychosocial Activities Program	32	38	35
<b>Youth Job Center</b>			
Youth Opportunity Creation Initiative	924	782	850
<b>Y.O.U.</b>			
Youth Development	549	571	700
<b>TOTALS</b>	<b>9034</b>	<b>8539</b>	<b>8606</b>
<b>FULL TIME EQUIVALENT POSITIONS</b>	0	0	0

**Approved Adjustments in 2005-2006 Budget**

Evanston Community Defender/Social Work Services, which was previously funded, is not being recommended for funding because they did not request funds for FY2005-2006.

The Mental Health Board is recommending funding for one new program in FY2005-2006, Center for Independent Futures/Community Living Options.

**CITY OF EVANSTON  
COMMUNITY PURCHASED SERVICES  
2460**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2460 COMMUNITY PURCHASED SERVICES</b>		
67010 CHILDCARE NETWORK OF EVANSTON	130,700	130,700
67015 PEER SERVICES	72,800	73,800
67025 DIMESIONS - PEER SERVICES	61,000	61,000
67030 FAMILY FOCUS	42,000	42,700
67040 LGL ASSIST FNDTN OF METRO CHGO	34,600	36,000
67045 Y.O.U.	90,400	90,400
67050 COMMUNITY DEFENDER OFFICE	46,600	32,000
67065 HOUSING OPTIONS	22,400	23,800
67070 SHORE COMMUNITY SERVICES	43,000	44,000
67075 TRILOGY INC	6,000	6,000
67090 CHILD CARE CTR OF EVNSTON	18,500	18,500
67105 YOUTH JOB CENTER	8,000	8,000
67110 CONNECTIONS FOR THE HOMELESS	26,000	27,000
67125 INFANT WELFARE SOCIETY	80,000	80,000
67130 BETTER EXISTENCE WITH HIV	8,000	5,000
67140 NORTH SHORE SENIOR SERVICES	32,900	34,000
67145 METROPOLITAN FAMILY SERVICES	96,000	96,000
67155 THRESHOLDS	10,000	10,000
67160 CENTER FOR INDEPENDENT FUTURES		10,000
<b>2460 COMMUNITY PURCHASED SERVICES</b>	<b>828,900</b>	<b>828,900</b>

# City of Evanston

## Commission on Aging

### Financial Summary

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed
<b>Expenditures:</b>				
2530 – Commission on Aging	92,120	96,600	108,000	114,400
2535 – Subsidized Taxi Program	186,489	212,400	230,000	212,400
<b>Total Expenditures:</b>	<b>\$ 278,609</b>	<b>\$ 309,000</b>	<b>\$ 338,000</b>	<b>\$ 326,800</b>
<b>Revenues:</b>				
Long Term Care Ombudsman	19,255	19,000	26,869	33,000
Participant Contributions	64,332	55,000	67,132	\$75,188
<b>Total Revenues:</b>	<b>\$ 83,587</b>	<b>\$ 74,000</b>	<b>\$ 94,001</b>	<b>\$ 108,188</b>

### Notes for Financial Summary

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

The Ombudsman Program will receive additional grant funding from the Illinois Department on Aging and the Illinois Department of Public Health to cover the cost of a .38 FTE Ombudmsan, to support program activities. 28% of the Commission on Aging budget (2530) is covered by grants from the Illinois Department on Aging and the Illinois Department of Public Health.

### Performance Report on FY 2004-2005 Major Program Objectives

- Staff participated in the planning and presentation of community seminars on a variety of topics including prescription drug programs, predatory lending, healthy aging, compulsive hoarding, long-term care facility residents' rights, community resources and abuse and neglect. In addition to these presentations, staff developed and distributed throughout the community senior service directories and brochures describing community services available to seniors.
- Staff are working with local pharmacies to establish a regular schedule of medication delivery to the four subsidized senior housing buildings. One local pharmacy has agreed to deliver medications to the four buildings at a reduced cost. Staff are working with building and pharmacy staff to establish a delivery schedule that will meet the needs of building residents.
- Staff are working with a youth agency and a volunteer agency to obtain yardwork assistance for seniors. These entities have been able to respond to the majority of seniors seeking assistance. Those seniors requesting volunteer assistance have experienced some delays in service due to volunteer availability. Requests for volunteers willing to assist with yardwork and snow shoveling are included in City publications and in local newspapers. Staff will continue to work with local agencies to repond to these requests.
- A senior discount program was initiated in November 2003. Financial eligibility guidelines for the Subsidized Taxicab Program were changed to make them consistent with those of the Reduced Fee Vehicle Sticker Program. Eligible seniors are issued an identification card that enables them to purchase a reduced fee vehicle sticker and register for other City programs with similar income eligibility requirements.
- Staff continue to work with the City Collector's Office to monitor the effectiveness of the taxicab driver training program and the complaint process. Following receipt of a complaint that a driver refused to transport a person with a wheel chair, all cab drivers were required to attend an inservice on the American's with Disabilities Act. Drivers were informed of the types of passenger assistance they must provide and that refusal to comply would result in the inability to drive for an Evanston basd cab company. The number of complaints about driver refusal to offer assistance has declined significantly since the training.

### 2005-2006 Department Initiatives

- Continue to evaluate program effectiveness and identify areas for improvement, further outreach and program development.
- Continue to improve driver courtesy and responsiveness in order to better serve taxicab program participants.

City of Evanston

**Commission on Aging**

**2530 – Commission on Aging**

**Description of Major Activities**

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

**FY 2005-2006 Objectives**

- Establish a framework for the discussion and case management of complex community situations involving multiple community agencies and City departments, by April 2005.
- Increase outreach to seniors through the distribution of information about community resources at public libraries, Levy Senior Center, Fleetwood-Jourdain Center, senior housing buildings, long-term care facilities and local faith communities, by May 2005.
- Establish a schedule for meetings with local bank officials, community agencies and City staff to develop an effective mechanism to identify, report, and investigate suspected financial exploitation of seniors, by July 2005.
- Establish outreach programs to educate seniors and other Evanston residents, long term care facilities and community agencies about financial exploitation by September 2005.
- 

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Callers given information, assistance or referrals	1,500	1,700	1,700
In-home assessments of at-risk seniors	69	100	100
Long-term care facility residents assisted	1,700	1,700	1,700
Long-term care facility resident complaints handled by the Ombudsman Program	115	118	118
Handyman visits	130	135	135
<b>FULL TIME EQUIVALENT POSITIONS</b>	1.5	1.5	1.9

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
COMMISSION ON AGING  
2530**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2530 COMMISSION ON AGING</b>		
61010 REGULAR PAY	73,500	77,600
61050 PERMANENT PART-TIME		15,000
61510 HEALTH INSURANCE	11,300	11,300
61615 LIFE INSURANCE	100	100
61625 AUTO ALLOWANCE	600	1,200
62275 POSTAGE CHARGEBACKS	2,100	2,100
62295 TRAINING & TRAVEL	100	100
62320 TELEPHONE CHARGEBACKS	1,900	
62360 MEMBERSHIP DUES	300	300
62380 COPY MACHINE CHARGES	2,200	2,200
62605 OTHER CHARGES	3,100	400
64540 TELECOMMUNICATIONS - WIRELESS		2,400
65010 BOOKS, PUBLICATIONS, MAPS	500	400
65025 FOOD		500
65095 OFFICE SUPPLIES	400	400
68205 CONTINGENCIES	500	400
<b>2530 COMMISSION ON AGING</b>	<b>96,600</b>	<b>114,400</b>

City of Evanston

Commission on Aging

2535 – Subsidized Taxicab Program

**Description of Major Activities**

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

**FY 2005-2006 Objectives**

- Evaluate options for expansion of the Subsidized Taxicab Program to include lift equipped vehicles.

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
Total persons registered	1,630	1,750	1,850
New registrations in fiscal year	170	190	200
Average number of trips per day	98	113	116
Coupon activity:			
Number of coupons sold	30,322	33,566	37,594
Number of coupons redeemed	35,588	41,262	42,480
<b>FULL TIME EQUIVALENT POSITIONS</b>	0	0	0

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON**  
**SUBSIDIZED TAXICAB PROGRAM**  
**2535**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2535 SUBSIDIZED TAXICAB PROGRAM</b>		
62210 PRINTING	800	1,600
62275 POSTAGE CHARGEBACKS		800
62380 COPY MACHINE CHARGES	1,500	
62695 COUPON PMTS-CAB SUBSIDY	210,000	210,000
65095 OFFICE SUPPLIES	100	
<b>2535 SUBSIDIZED TAXICAB PROGRAM</b>	<hr/> 212,400	<hr/> 212,400

# City of Evanston

## Public Works Department

### Financial Summary

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed
<b>Expenditures:</b>				
2605 – Director of Public Works	148,712	192,500	185,900	189,500
2610 – Municipal Service Center	257,648	268,000	198,400	298,000
<b>Total Expenditures:</b>	<b>\$ 406,360</b>	<b>\$ 460,500</b>	<b>\$ 384,300</b>	<b>\$ 487,500</b>

### Notes for Financial Summary

### Performance Report on FY 2004-2005 Major Program Objectives

- Provided training sessions for AFSCME supervisors.
- Continued as participant in the process to review the proposed Sherman Avenue garage
- Coordinated with both school districts to develop a program for improvement of the condition of sidewalks near the schools and to construct new walks where there were none.
- Worked with Streets and Sanitation Superintendent to develop more efficient routings for snow removal, garbage collection, and street cleaning through the use of a GPS-based location system.
- Reviewed current and potential uses of Recycling Center with various City departments.

### 2005-2006 Department Initiatives

1. Work with all divisions to complete five-year plans - increasing effectiveness and efficiency for all divisions of the Public Works Department.
2. Work with other City departments that currently utilize the Recycling Center location to more efficiently allocate space.
3. Continue to coordinate utility construction with street repaving to avoid damage to newly-paved streets.

# City of Evanston

## Public Works

### 2605 – Director of Public Works

#### Description of Major Activities

The Director of Public Works manages the planning, construction and maintenance of public improvements and the delivery of public works services. This includes the design and implementation of work programs and construction activities to accomplish policies and goals formulated by the City Council and the City Manager. The Director also assists in developing alternative solutions to community problems for consideration by the Mayor and Council. Divisions within the Department of Public Works include Streets and Sanitation, Transportation, Fleet Services, Water and Sewer Utilities and Municipal Service Center operations.

#### FY 2005-2006 Objectives

- To complete five year plans in all divisions, similar to the five year street improvement plan
- To investigate the feasibility of a central clearinghouse for all temporary parking sign information, regardless of the department or agency which placed the sign
- To implement policies and procedures to start construction and related activities earlier in order to complete all projects before weather becomes an issue
- To revamp the alley construction public information program and expand to other areas if feasible

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Flood and Pollution Control Meetings	6	6	6
Meetings/Hearings of Board of Local Improvements	25	29	25
Parking Committee Meetings	11	11	11
Supervisor Training Sessions	10	10	10
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>1</b>	<b>2</b>	<b>2</b>

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
DIRECTOR OF PUBLIC WORKS  
2605**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2605 DIRECTOR OF PUBLIC WORKS</b>		
61010 REGULAR PAY	169,800	169,800
61510 HEALTH INSURANCE	15,000	15,000
61615 LIFE INSURANCE	500	500
62275 POSTAGE CHARGEBACKS	300	300
62295 TRAINING & TRAVEL	100	100
62320 TELEPHONE CHARGEBACKS	3,000	
62360 MEMBERSHIP DUES	1,000	1,000
62380 COPY MACHINE CHARGES	1,000	1,000
65010 BOOKS, PUBLICATIONS, MAPS	300	300
65095 OFFICE SUPPLIES	1,000	1,000
68205 CONTINGENCIES	500	500
<b>2605 DIRECTOR OF PUBLIC WORKS</b>	<b>192,500</b>	<b>189,500</b>

# City of Evanston

## Public Works

### 2610 – Municipal Service Center

**Description of Major Activities**

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

**FY 2005-2006 Objectives**

- Utilize Fleet software inventory program for the first and second floor warehouse stored material.
- Manage the painting of the first three phases of the Service Center building.
- To develop, organize and maintain adequate storage space at the Recycling Center for our large equipment.
- Upgrade all internal lighting fixtures and electrical components in buildings A, B & C which will provide better quality of light, longer life for the fluorescent tubes and be more energy efficient.

**FY 2005-2006 INITIATIVE**

- To improve Municipal Service Center landscaping.
- To increase the life of the building by restoring it: interior and exterior painting, replacing the roof, and replacing the air conditioning units

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
Conduct annual truck bay cleanup by all user departments	1	1	1
Cordinate fire drills with the Fire Prevention Bureau	2	2	2
Conduct annual lighting fixture cleanup	1	1	1
Complete re-organization of second floor warehouse	1	1	1
Conduct annual fire extenquisher inspection	12	12	12
Conduct weekly inspection of eyewash stations	52	52	52
Quarterly inspection of 63 overhead doors	4	4	4
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>1</b>	<b>1</b>	<b>1</b>

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
MUNICIPAL SERVICE CENTER  
2610**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2610 MUNICIPAL SERVICE CENTER</b>		
61050 PERMANENT PART-TIME	39,800	39,800
61110 OVERTIME PAY		300
61630 SHOE ALLOWANCE		400
62205 ADVERTISING	400	400
62225 BLDG MAINTENANCE SERVICES	23,000	3,000
62235 OFFICE EQUIPMENT MAINT		200
62245 OTHER EQMT MAINTENANCE	1,500	1,500
62305 RENTAL OF AUTO-FLEET SER	5,600	5,600
62320 TELEPHONE CHARGEBACKS	500	
62355 LAUNDRY/OTHER CLEANING		1,600
62375 RENTALS	1,000	7,000
62415 DEBRIS/REMOVAL CONTRACTUAL COS	5,500	4,000
62425 ELEVATOR CONTRACT COSTS	4,000	4,800
62430 CUSTODIAL CONTRACT SERVICES		20,000
62440 OVERHEAD DOOR CONTRACT COSTS	20,000	20,000
62446 ROOF REPAIR CONTRACTUAL SVCS	3,000	2,000
62518 SECURITY/ALARM CONTRACTS	5,000	3,000
64005 ELECTRICITY	3,600	3,000
64015 NATURAL GAS	41,600	90,000
64505 TELECOMMUNICATIONS - CARRIER L		700
64540 TELECOMMUNICATIONS - WIRELESS		700
65005 AGRI/BOTANICAL SUPPLIES	5,000	5,000
65010 BOOKS, PUBLICATIONS, MAPS		300
65020 CLOTHING	38,000	35,000
65040 JANITORIAL SUPPLIES	6,000	10,000
65050 BLDG MAINTENANCE MATERIAL	15,000	15,000
65085 MINOR EQUIPMENT & TOOLS		1,000
65090 SAFETY EQUIPMENT	41,800	10,000
65095 OFFICE SUPPLIES	500	500
65515 OTHER IMPROVEMENTS		7,000
65625 FURNITURES & FIXTURES	7,000	5,500
65650 VISUAL MEDIA COLLECTION		500
68205 CONTINGENCIES	200	200
<b>2610 MUNICIPAL SERVICE CENTER</b>	<b>268,000</b>	<b>298,000</b>

# City of Evanston

## Division of Transportation

### Financial Summary

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed
<b>Expenditures:</b>				
2620 – E.D.O.T. Administration	2,101	183,900	160,000	172,400
2625 – Engineering	654,837	631,900	631,900	628,600
2630 – Traffic Engineering	449,027	281,900	274,900	280,700
2635 – Traffic Signs	271,938	265,400	265,400	263,800
2640 – Signals & Streetlights	685,818	709,800	709,800	710,500
2645 – Enforcement & Tickets	1,092,780	1,015,600	1,110,000	1,067,400
2650 – School Crossing Guards	279,535	287,400	287,400	293,400
<b>Total Expenditures:</b>	<b>\$ 3,436,036</b>	<b>\$ 3,375,900</b>	<b>\$ 3,439,400</b>	<b>\$ 3,416,800</b>

### Notes for Financial Summary

Evanston Division of Transportation (E.D.O.T.) expenditure reflects the consolidation of expenditure of all the business units that are part of E.D.O.T.

### Performance Report on FY 2004-2005 Major Program Objectives

- Completed the engineering and construction of the expanded alley paving projects
- Completed the annual street resurfacing projects
- Completed the 50/50 sidewalk projects, ADA ramps, and the block curb & sidewalk projects
- Completed Dodge Ave/Main St intersection signal upgrade and working to complete Dodge Ave/Church St intersection signal upgrade
- Completed the reconstruction of the Ridge Ave/Green Bay Rd intersection safety enhancement project.
- Completed the sidewalk bulb-out(knuckles)pedestrian safety enhancement projects at Central St/Prairie Ave, Emerson St/Dewey Ave, Emerson St/Hartrey Ave, and Chicago Ave/Hamilton St intersections
- Completed the installation of traffic calming devices(mainly speed humps) approved by Council through July of 2004
- Facilitated the installation of the "Dark Fiber Project" connecting major city buildings in conjunction with Northwestern University and the Information Systems Division
- Began implementing the Street Light upgrade project in some areas of the City
- Started working on the CMAQ funded Phase I Engineering of the on-street portion of the Evanston Bike System Plan
- Started working on Phase II Engineering of the Central St/Gross Point Rd/Crawford Ave traffic signal and street upgrade project
- Completed Phase II Engineering of the McCormick Blvd. reconstruction project
- Completed Phase II Engineering of the Asbury Ave. bridge over the CTA Skokie Swift tracks
- Continued the first and second shift for parking enforcement to adequately enforce the regulations

### 2005-2006 Department Initiatives

- Coordinate and manage the selection and installation of a new Parking Ticket Processing and Hearings software system, which will provide a singular database for use among the departments in issuing, processing, collecting, and adjudicating parking tickets by February 28, 2006
- Work towards collecting city wide pavement marking data(type, width, length, etc...) and subsequently create a pavement marking database. Upon completion, it will allow to E.D.O.T. to program a yearly pavement marking capital improvement project
- Federal funding for 2 million dollars has been applied for to reconstruct Sheridan Rd. If funding is granted, program reconstruction of Sheridan Rd. in phases
- Federal funding for 3 million dollars has been applied for to reconstruct Ridge Ave. If funding is approved and the State transfers jurisdiction of Ridge over to the City, program reconstruction of Ridge Ave. in phases
- Finalize the standards for the Chicago Ave. streetscape design

# City of Evanston

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## Division of Transportation

### 2620 – E.D.O.T. Administration

**Description of Major Activities**

The Evanston Division of Transportation (EDOT) manages and administers work in the following areas: engineering, traffic engineering, traffic signs, traffic signals and street light maintenance, parking enforcement, parking ticket processing, school crossing guards, as well as the non-general fund portions of the Parking System which include parking lots and meters, on-street parking districts, and the parking garages. The Evanston Division of Transportation Administration includes the Director of Transportation and an executive secretary.

**FY 2005-2006 Objectives**

- Upon the jurisdictional transfer of Ridge Ave from the State to the City, and the subsequent authorization from FHWA and IDOT to permit post top signals in lieu of mast arm signals, to complete the CMAQ funded Ridge Ave/Davis St/Church St signal interconnect project.
- To complete Phase I and Phase II Engineering of the Chicago Ave. signal interconnect project.
- To complete signal and street upgrade of the Central St/Gross Point Rd/Crawford Ave intersections.
- To complete the installation of decorative mast arm signals at Central St/Girard Ave and Central St/Ridge Ave intersections.
- Upon approval by IDOT and FHWA, to implement the on-street portion of the Evanston Bike System Plan which is primarily being funded through the CMAQ program.
- To start the reconstruction of McCormick Blvd between Emerson St and Green Bay Rd.
- To start the reconstruction of the Asbury Ave Bridge over the CTA Skokie Swift tracks.
- To continue the street light upgrades in other areas of the City.
- To complete Isabella St/Sheridan Rd Phase II Engineering joint project with Wilmette.
- To complete resurfacing of Central St. from McDaniel Ave. to Ashland Ave.

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
Board of Local Improvements meetings and hearings	25	25	25
Parking Committee meetings	11	11	11
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>0</b>	<b>2</b>	<b>2</b>

**Approved Adjustments in 2005-2006 Budget**

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

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2620 E.D.O.T. ADMINISTRATION</b>		
61010 REGULAR PAY	154,400	154,400
61510 HEALTH INSURANCE	14,000	14,000
61615 LIFE INSURANCE	400	400
62305 RENTAL OF AUTO-FLEET SER	12,100	
64540 TELECOMMUNICATIONS - WIRELESS	3,000	3,600
<b>2620 E.D.O.T. ADMINISTRATION</b>	<hr/> 183,900	<hr/> 172,400

City of Evanston

Division of Transportation

**2625 – Engineering**

**Description of Major Activities**

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

**FY 2005-2006 Objectives**

- Spot sewer repair and sewer replacement project
- Watermain Installation Projects
- Street Resurfacing Program
- Complete construction of Home Depot Alleys
- 50/50 Sidewalk program
- Block Curb & Sidewalk Program
- Alley Paving Program
- ADA Ramps Program
- Paving of East Railroad Avenue
- Complete construction Chicago Avenue Streetscape Prototype Block
- Complete Dodge/Church Signal Modernization

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Plans and specifications ready to bid for various projects by May 2005 (Streets, Curb, Sidewalk, Sewer Repair and Watermain Projects) - Percentage.	100	100	100
Construction Progress of Various Projects by October in Percentage	90	95	90
Plans and specifications ready to bid for Special Assessment Alley Paving project by May 2005.	100	100	100
Construction Progress of Special Assessment Alley Paving - No. of Alleys expected is 9	100	100	90
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>9</b>	<b>7</b>	<b>7</b>

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
ENGINEERING  
2625**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2625 ENGINEERING</b>		
61010 REGULAR PAY	451,700	451,700
61055 TEMPORARY EMPLOYEES	2,000	5,000
61110 OVERTIME PAY	25,000	25,000
61510 HEALTH INSURANCE	60,600	60,600
61615 LIFE INSURANCE	700	700
61625 AUTO ALLOWANCE	1,200	1,200
61630 SHOE ALLOWANCE		1,400
62210 PRINTING		400
62215 PHOTOGRAPHERS/BLEUPRINTS	100	400
62235 OFFICE EQUIPMENT MAINT	1,400	1,400
62245 OTHER EQMT MAINTENANCE	300	400
62275 POSTAGE CHARGEBACKS	100	400
62280 OVERNIGHT MAIL CHARGES	900	200
62295 TRAINING & TRAVEL	1,000	2,000
62305 RENTAL OF AUTO-FLEET SER	41,000	41,000
62310 CITY WIDE TRAINING	4,000	4,000
62320 TELEPHONE CHARGEBACKS	8,100	
62360 MEMBERSHIP DUES	600	800
62380 COPY MACHINE CHARGES	2,500	2,500
64540 TELECOMMUNICATIONS - WIRELESS	7,000	9,000
64545 PERSONAL COMPUTER SOFTWARE	20,000	15,000
65010 BOOKS, PUBLICATIONS, MAPS	500	900
65085 MINOR EQUIPMENT & TOOLS	700	900
65090 SAFETY EQUIPMENT	200	200
65095 OFFICE SUPPLIES	800	1,600
65105 PHOTO/DRAFTING SUPPLIE	800	900
65555 PERSONAL COMPUTER EQUIPMENT	500	800
68205 CONTINGENCIES	200	200
<b>2625 ENGINEERING</b>	<b>631,900</b>	<b>628,600</b>

City of Evanston

Division of Transportation

2630 – Traffic Engineering Administration

**Description of Major Activities**

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

**FY 2005-2006 Objectives**

- To construct all traffic calming devices approved by City Council through July of 2005 by October of 2005
- To start maintaining accident data on a new Accident Information Management Software program

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Aldermanic requests received and answered	225	200	225
Service requests received and answered	1,775	1,800	1,800
Development plans reviewed	275	275	275
Obstruction permit review and site visits	700	725	725
Traffic counts made	550	550	550
Traffic studies	275	275	275
<b>FULL TIME EQUIVALENT POSITIONS</b>	5	4	4

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
TRAFFIC ENGINEERING  
2630**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2630 TRAFFIC ENGINEERING</b>		
61010 REGULAR PAY	201,500	201,500
61055 TEMPORARY EMPLOYEES	2,000	2,000
61110 OVERTIME PAY	10,000	10,000
61510 HEALTH INSURANCE	22,500	22,500
61615 LIFE INSURANCE	400	400
61625 AUTO ALLOWANCE	1,200	1,200
61630 SHOE ALLOWANCE		500
62210 PRINTING	8,600	8,600
62235 OFFICE EQUIPMENT MAINT	100	100
62245 OTHER EQMT MAINTENANCE	300	300
62275 POSTAGE CHARGEBACKS	3,600	3,600
62295 TRAINING & TRAVEL	500	500
62305 RENTAL OF AUTO-FLEET SER	12,600	12,600
62320 TELEPHONE CHARGEBACKS	10,200	
62360 MEMBERSHIP DUES	800	800
62380 COPY MACHINE CHARGES	200	200
62506 WORK-STUDY		6,700
64540 TELECOMMUNICATIONS - WIRELESS	4,800	6,600
65010 BOOKS, PUBLICATIONS, MAPS	200	200
65085 MINOR EQUIPMENT & TOOLS	1,200	1,200
65090 SAFETY EQUIPMENT	200	200
65095 OFFICE SUPPLIES	800	800
65105 PHOTO/DRAFTING SUPPLIE	100	100
68205 CONTINGENCIES	100	100
<b>2630 TRAFFIC ENGINEERING</b>	<b>281,900</b>	<b>280,700</b>

# City of Evanston

## Division of Transportation

### 2635 – Traffic Signs

#### Description of Major Activities

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

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

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

#### FY 2005-2006 Objectives

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

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Signs removed	250	250	250
Signs repaired/replaced	1,600	1,600	1,600
Signs fabricated	5,000	5,000	5,000
New signs installed	1,000	1,000	1,000
Special events coordinated	25	25	25
Linear feet of pavement marking applied	35,000	35,000	35,000
Crosswalks, legends, arrows	600	600	600
Parking stalls marked	750	750	750
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>3</b>	<b>3</b>	<b>3</b>

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON**  
**TRAFFIC SIGNS**  
**2635**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2635 TRAFFIC SIGNS</b>		
61010 REGULAR PAY	145,800	145,800
61110 OVERTIME PAY	10,000	10,000
61510 HEALTH INSURANCE	23,000	23,000
61615 LIFE INSURANCE	200	200
61630 SHOE ALLOWANCE		400
62245 OTHER EQMT MAINTENANCE	400	400
62295 TRAINING & TRAVEL	300	300
62305 RENTAL OF AUTO-FLEET SER	34,100	34,100
65085 MINOR EQUIPMENT & TOOLS	1,600	1,600
65115 TRAFFIC CONTROL SUPPLI	48,000	48,000
65625 FURNITURES & FIXTURES	2,000	
<b>2635 TRAFFIC SIGNS</b>	<b>265,400</b>	<b>263,800</b>

City of Evanston

Division of Transportation

2640 – Traffic Signals & Street Light Maintenance

**Description of Major Activities**

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

**FY 2005-2006 Objectives**

- Paint and maintain street lights as required
- Maintain traffic signals as required
- Install the new street light system
- Include the City's fiber optic cable in the JULIE marking system

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
Signals cleaned	30	30	30
Controllers serviced	100	100	100
Arterial timings checked	12	12	12
Street lights changed over	0	2,000	2,000
Street light bulbs replaced	1,300	1,000	1,000
Street light repairs made	1,200	800	800
Signal bulbs replaced	900	900	900
Signal repairs made	1,000	1,000	1,000
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>5</b>	<b>5</b>	<b>5</b>

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON**  
**TRAF. SIG. & ST. LIGHT. MAINT**  
**2640**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2640 TRAF. SIG. &amp; ST. LIGHT. MAINT</b>		
61010 REGULAR PAY	265,800	265,800
61110 OVERTIME PAY	30,000	30,000
61510 HEALTH INSURANCE	37,500	37,500
61615 LIFE INSURANCE	300	300
61630 SHOE ALLOWANCE		700
62245 OTHER EQMT MAINTENANCE	200	200
62295 TRAINING & TRAVEL	400	400
62305 RENTAL OF AUTO-FLEET SER	57,100	57,100
64006 STREET LIGHT ELECTRICITY	178,000	178,000
64007 TRAFFIC LIGHT ELECTRICITY	85,000	85,000
64008 FESTIVAL LIGHTING	10,000	10,000
65070 OFFICE/OTHER EQT MTN MATL	44,000	44,000
65085 MINOR EQUIPMENT & TOOLS	1,500	1,500
<b>2640 TRAF. SIG. &amp; ST. LIGHT. MAINT</b>	<b>709,800</b>	<b>710,500</b>

City of Evanston

Division of Transportation

2645 – Parking Enforcement & Ticket Processing

Description of Major Activities

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

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

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

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

FY 2005-2006 Objectives

- To coordinate and manage the selection and implementation of parking ticket software to replace the Power park system, which is nearing the end of its useful life.

Table with 4 columns: Ongoing Activity Measures, 2003-2004 Actual, 2004-2005 Actual, 2005-2006 Projected. Rows include Parking tickets issued, Vehicles Booted, and FULL TIME EQUIVALENT POSITIONS.

Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON**  
**PARKING ENFORCEMENT & TICKETS**  
**2645**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2645 PARKING ENFORCEMENT &amp; TICKETS</b>		
61010 REGULAR PAY	695,300	695,300
61110 OVERTIME PAY	25,300	25,300
61510 HEALTH INSURANCE	91,600	91,600
61615 LIFE INSURANCE	1,100	1,100
61630 SHOE ALLOWANCE		1,700
62185 OTHER CONSULTING SERVICES		6,500
62245 OTHER EQMT MAINTENANCE	12,500	24,500
62295 TRAINING & TRAVEL	1,300	1,500
62305 RENTAL OF AUTO-FLEET SER	90,000	90,000
62320 TELEPHONE CHARGEBACKS	12,000	
62360 MEMBERSHIP DUES	400	300
62451 TOWING AND BOOTING CONTRACTS	46,800	80,000
64005 ELECTRICITY	1,900	1,500
64540 TELECOMMUNICATIONS - WIRELESS		10,200
65020 CLOTHING	6,600	6,600
65045 LICENSING/REGULATORY SUPP	25,200	25,200
65095 OFFICE SUPPLIES	600	1,100
65625 FURNITURES & FIXTURES	5,000	5,000
<b>2645 PARKING ENFORCEMENT &amp; TICKETS</b>	<b>1,015,600</b>	<b>1,067,400</b>

City of Evanston

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**Division of Transportation**

**2650 – School Crossing Guards**

**Description of Major Activities**

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

**FY 2005-2006 Objectives**

- Re-evaluate the crossing locations to determine whether a crossing guard is needed at the current location or some other intersection and if so, during what hours.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Intersections Staffed	40	41	41
<b>FULL TIME EQUIVALENT POSITIONS</b>	0	0	0

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON**  
**SCHOOL CROSSING GUARDS**  
**2650**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2650 SCHOOL CROSSING GUARDS</b>		
61060 SEASONAL EMPLOYEES	285,400	291,400
65090 SAFETY EQUIPMENT	2,000	2,000
<b>2650 SCHOOL CROSSING GUARDS</b>	287,400	293,400

# City of Evanston

## Streets & Sanitation Division

### Financial Summary

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed
<b>Expenditures:</b>				
2665 – Administration	446,090	448,800	475,000	514,000
2670 – Street & Alley Maint.	1,549,724	1,542,200	1,599,600	1,489,100
2675 – Street Cleaning	726,230	788,400	825,000	839,600
2680 – Ice & Snow Removal	572,410	555,100	555,100	554,900
2685 – Refuse Col. & Disposal	2,789,173	2,988,700	3,068,000	3,059,700
2690 – Residential Recycling	786,453	787,000	750,915	817,100
2695 – Yard Waste Services	557,474	553,400	554,000	554,200
<b>Total Expenditures:</b>	<b>\$ 7,427,554</b>	<b>\$ 7,663,600</b>	<b>\$ 7,827,615</b>	<b>\$ 7,828,600</b>
<b>Revenues:</b>				
Residential Recycling Surcharge	635,800	628,000	630,000	628,000
<b>Total Revenues:</b>	<b>\$ 635,800</b>	<b>\$ 628,000</b>	<b>\$ 630,000</b>	<b>\$ 628,000</b>

### Notes for Financial Summary

#### Performance Report on FY 2004-2005 Major Program Objectives

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

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

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

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

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

#### 2005-2006 Department Initiatives

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

City of Evanston

Streets and Sanitation

2665 – Streets & Sanitation Administration

Description of Major Activities

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

FY 2005-2006 Objectives

- To hire a second full time office worker to supplement the existing Administrative Assistant

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Employee safety training program	12	12	12
Equipment Training programs	4	4	4
Avg. number of occasional sick days used per employee	4	4	4
<b>FULL TIME EQUIVALENT POSITIONS</b>	5	6	6

Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON**  
**STREETS AND SANITATION ADMINIS**  
**2665**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2665 STREETS AND SANITATION ADMINIS</b>		
61010 REGULAR PAY	347,300	402,100
61060 SEASONAL EMPLOYEES	1,400	1,400
61110 OVERTIME PAY	2,800	2,800
61510 HEALTH INSURANCE	37,500	37,500
61615 LIFE INSURANCE	600	600
61630 SHOE ALLOWANCE		700
62295 TRAINING & TRAVEL	600	600
62305 RENTAL OF AUTO-FLEET SER	39,000	39,000
62320 TELEPHONE CHARGEBACKS	1,000	
62360 MEMBERSHIP DUES	200	200
64540 TELECOMMUNICATIONS - WIRELESS	16,900	27,600
65010 BOOKS, PUBLICATIONS, MAPS	100	100
65095 OFFICE SUPPLIES	500	500
65625 FURNITURES & FIXTURES	500	500
68205 CONTINGENCIES	400	400
<b>2665 STREETS AND SANITATION ADMINIS</b>	<b>448,800</b>	<b>514,000</b>

# City of Evanston

## Streets and Sanitation

### 2670 – Street & Alley Maintenance

#### Description of Major Activities

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

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

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

#### FY 2005-2006 Objectives

- Depending on the number street repairs in the 2005 construction season, the division proposes to blacktop five (5) to ten (10) alleys and continue to evaluate their stability and possible use instead of stone or re-cycled asphalt.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Cubic yards of concrete used for repairs	300	300	300
Number of repaired utility openings	300	300	300
Tons of asphalt used for repair	300	300	300
Tons of leaves collected	2,000	2,000	2,000
Cubic yards of compost available by May	1,500	1,500	1,500
<b>FULL TIME EQUIVALENT POSITIONS</b>	15	14	14

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
STREET AND ALLEY MAINTENANCE  
2670**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2670 STREET AND ALLEY MAINTENANCE</b>		
61010 REGULAR PAY	728,600	673,800
61060 SEASONAL EMPLOYEES	29,800	29,800
61110 OVERTIME PAY	60,300	60,300
61510 HEALTH INSURANCE	129,200	129,200
61615 LIFE INSURANCE	1,000	1,000
61630 SHOE ALLOWANCE		1,700
62226 COMPOST RELATED SERVICE	36,000	36,000
62295 TRAINING & TRAVEL	1,600	1,600
62305 RENTAL OF AUTO-FLEET SER	489,000	489,000
65020 CLOTHING	800	800
65055 MATER. TO MAINT. IMP.	54,000	54,000
65085 MINOR EQUIPMENT & TOOLS	6,300	6,300
65090 SAFETY EQUIPMENT	1,000	1,000
65625 FURNITURES & FIXTURES	4,600	4,600
<b>2670 STREET AND ALLEY MAINTENANCE</b>	<b>1,542,200</b>	<b>1,489,100</b>

# City of Evanston

## Streets and Sanitation 2675 – Street Cleaning

### Description of Major Activities

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

### FY 2005-2006 Objectives

- To plan, discuss and evaluate a change from nighttime sweeping to daytime sweeping for all or a portion of the areas now swept at night.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Number of street sweepings on regular streets	18	18	18
Number of street sweepings on posted streets	9	9	9
Number of weeks streets are in business districts	45	45	45
Tons of debris collected by sweeping	1,400	1,400	1400
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>7</b>	<b>7</b>	<b>7</b>

### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
STREET CLEANING  
2675**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2675 STREET CLEANING</b>		
61010 REGULAR PAY	340,000	340,000
61060 SEASONAL EMPLOYEES	15,000	65,300
61110 OVERTIME PAY	31,000	31,000
61510 HEALTH INSURANCE	54,000	54,000
61615 LIFE INSURANCE	400	400
61630 SHOE ALLOWANCE		900
62295 TRAINING & TRAVEL	900	900
62305 RENTAL OF AUTO-FLEET SER	269,400	269,400
62415 DEBRIS/REMOVAL CONTRACTUAL COS	73,100	73,100
65020 CLOTHING	700	700
65085 MINOR EQUIPMENT & TOOLS	1,000	1,000
65090 SAFETY EQUIPMENT	900	900
65625 FURNITURES & FIXTURES	2,000	2,000
<b>2675 STREET CLEANING</b>	<b>788,400</b>	<b>839,600</b>

City of Evanston

Streets and Sanitation

2680 – Ice and Snow Removal

**Description of Major Activities**

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

**FY 2005-2006 Objectives**

- Evaluate performance of snow melter.
- Determine feasibility of using the drop spreader in alleys for snow/ice control

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Number of snow emergency days	4	4	4
Number of snow route parking bans	4	4	4
Salt operation 2" or less (days)	16	16	16
Tons of salt used	5,000	5,000	5,000
Night snow removal operations	6	6	6
<b>FULL TIME EQUIVALENT POSITIONS</b>	0	0	0

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
SNOW AND ICE CONTROL  
2680**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2680 SNOW AND ICE CONTROL</b>		
61110 OVERTIME PAY	250,800	250,800
62305 RENTAL OF AUTO-FLEET SER	56,400	56,400
62320 TELEPHONE CHARGEBACKS	200	
62451 TOWING AND BOOTING CONTRACTS	70,800	70,800
65015 CHEMICALS	175,000	175,000
65025 FOOD	200	200
65055 MATER. TO MAINT. IMP.	500	500
65085 MINOR EQUIPMENT & TOOLS	1,200	1,200
	<hr/>	<hr/>
<b>2680 SNOW AND ICE CONTROL</b>	<b>555,100</b>	<b>554,900</b>

City of Evanston

Streets and Sanitation

2685 – Refuse Collection & Disposal

**Description of Major Activities**

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

**FY 2005-2006 Objectives**

- To evaluate the conversion of the special collection services rendered and to review the fees collected to determine if the special collection service is self-sustaining.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Units served by municipal crews	15,550	15,550	15,550
Number of neighborhood clean ups	40	40	40
Units served by contractual agreements	4,695	4,695	4,965
Collection of bulk items within one week of request (1= 100%)	1	1	1
Materials collected per month (tons)	1,500	1,500	1,500
Amount of material collected annually (tons)	18,000	18,000	18,000
<b>FULL TIME EQUIVALENT POSITIONS</b>	16	15	15

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON**  
**REFUSE COLLECT & DISPOSAL**  
**2685**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2685 REFUSE COLLECT &amp; DISPOSAL</b>		
61010 REGULAR PAY	739,800	739,800
61050 PERMANENT PART-TIME	12,900	12,900
61060 SEASONAL EMPLOYEES	30,000	30,000
61110 OVERTIME PAY	75,100	75,100
61510 HEALTH INSURANCE	122,300	122,300
61615 LIFE INSURANCE	1,000	1,000
61630 SHOE ALLOWANCE		2,000
62210 PRINTING	300	300
62275 POSTAGE CHARGEBACKS	200	200
62295 TRAINING & TRAVEL	1,700	1,700
62305 RENTAL OF AUTO-FLEET SER	481,600	481,600
62320 TELEPHONE CHARGEBACKS	1,000	
62390 CONDOMINIUM REFUSE COLL	360,000	430,000
62405 SWANCC DISPOSAL FEES	891,100	891,100
62415 DEBRIS/REMOVAL CONTRACTUAL COS	60,000	60,000
65015 CHEMICALS	1,400	1,400
65020 CLOTHING	1,500	1,500
65055 MATER. TO MAINT. IMP.	700	700
65085 MINOR EQUIPMENT & TOOLS	800	800
65090 SAFETY EQUIPMENT	1,200	1,200
65625 FURNITURES & FIXTURES	47,000	47,000
68205 CONTINGENCIES	300	300
68310 DEBT SERVC OTHER AGENCIES	158,800	158,800
<b>2685 REFUSE COLLECT &amp; DISPOSAL</b>	<b>2,988,700</b>	<b>3,059,700</b>

**Streets and Sanitation**

**2690 – Residential Recycling Services**

**Description of Major Activities**

Full recycling removal service is provided once per week to all qualified residential units under this budget element. Twenty-four routes are scheduled in a four day work week (Monday through Thursday). Condominium buildings and cooperative units (4,869) and all residential units (15,544) are serviced by a private contractor (Groot Recycling & Waste Services). Employees that provide this service are budgeted in the refuse collection and disposal element.

**FY 2005-2006 Objectives**

- This service has been contracted through 2010, so the major objective is to ensure that the contract is followed and the service is provided per the contract.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
<b>FULL TIME EQUIVALENT POSITIONS</b>			

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
RESIDENTIAL RECYCLING COL  
2690**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2690 RESIDENTIAL RECYCLING COL</b>		
62415 DEBRIS/REMOVAL CONTRACTUAL COS	601,800	631,900
64005 ELECTRICITY	4,700	4,700
64015 NATURAL GAS	2,000	2,000
65125 OTHER COMMODITIES	3,500	3,500
68305 DEBT SERVICE	175,000	175,000
<b>2690 RESIDENTIAL RECYCLING COL</b>	<b>787,000</b>	<b>817,100</b>

City of Evanston

Streets and Sanitation

2695 – Yard Waste Collection & Disposal

**Description of Major Activities**

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. The Division also operates a weekend drop off at 2222 Oakton Street that is open an additional week in December.

**FY 2005-2006 Objectives**

- To continue to provide yard waste collection and disposal weekly during the yard waste season

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Tons of waste collected from April 1 - October	3,000	3,000	3,000
Tons of waste collected from mid-October to November 30	1,000	1,000	1,000
<b>FULL TIME EQUIVALENT POSITIONS</b>	6	6	6

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
YARD WASTE COLLECTION  
2695**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2695 YARD WASTE COLLECTION</b>		
61010 REGULAR PAY	270,400	270,400
61060 SEASONAL EMPLOYEES	59,800	59,800
61110 OVERTIME PAY	11,200	11,200
61510 HEALTH INSURANCE	45,800	45,800
61615 LIFE INSURANCE	400	400
61630 SHOE ALLOWANCE		800
62210 PRINTING	100	100
62295 TRAINING & TRAVEL	600	600
62305 RENTAL OF AUTO-FLEET SER	35,100	35,100
62415 DEBRIS/REMOVAL CONTRACTUAL COS	130,000	130,000
<b>2695 YARD WASTE COLLECTION</b>	<b>553,400</b>	<b>554,200</b>

# City of Evanston

## Human Relations Department

### Financial Summary

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed
<b>Expenditures:</b>				
2705 – Human Relations Commission	226,570	230,600	180,000	226,400
2710 – Housing Advocacy	72,874	93,900	70,000	93,900
2715 – Summer Youth Empl. Prog.	192,751	218,200	254,600	271,100
<b>Total Expenditures:</b>	<b>\$ 492,195</b>	<b>\$ 542,700</b>	<b>\$ 504,600</b>	<b>\$ 591,300</b>

### Notes for Financial Summary

#### Performance Report on FY 2004-2005 Major Program Objectives

- Successful achievement of department objectives was hindered by staff illness and vacancy during this fiscal year. The Director of Human Relations has been on extended medical leave the entire fiscal year, and this position was directly involved in many fair housing and other community outreach activities. In addition one full time Human Relations Specialist position has remained vacant in FY 05. With the reduced staff availability, a priority was placed on core programs and maintenance of effort.
- A successful Summer Youth Employment Program was again implemented. 430 Evanston youth attended a Job Fair in April. Unfortunately the program can only accommodate about 25% of those youth who apply. The SYEP was enhanced this year with a 50/50 program in which the City subsidized 50% of the wages in private sector jobs. Also new this fiscal year was a joint program with the Departments of Health and Human Services and Public Works whereby abandoned tires were collected and disposed. This program grew out of a City priority to reduce breeding sites of mosquitoes which can carry West Nile Virus. Over 800 tires were collected.
- The Community Picnic has become an annual responsibility of the Human Relations Department working in partnership with the Evanston Police Department. The 2004 picnic was a very well attended with an estimated crowd of over 3,000. New this year was a partnership with the Evanston Kiwanis which provided all of the picnic foodservice.
- The Human Relations Commission and staff worked jointly to close certain long standing open fair housing cases. Both staff and commission members are committed to improvements which will provide for the timely resolution of complaints.

#### 2005-2006 Department Initiatives

The Human Relations Commission hopes to initiate a series of "community conversations" during which existing community groups offer suggestions as to the Commission's priorities. It is hoped that perhaps as many 10-15 of these conversations be held in 2005. In addition, staff will conduct a professional review of other communities' best practices in the area of human relations to suggest possible Evanston initiatives.

# City of Evanston

## Human Relations

### 2705 – Human Relations Commission

#### Description of Major Activities

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

The department administers and enforces the Fair Housing Ordinance and the Residential Landlord and Tenant Ordinance and provides mediation services through our Neighborhood Justice Center/Alternative Dispute Resolution. The Service 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. Department staff investigate and prepare responses to allegations of employment discrimination filed through the Illinois Department of Human Rights and/or the U. S. Equal Employment Opportunity Commission against the City by employees or those attempting to become employees and advises City Manager on appropriate course of action; monitors workforce to ensure appropriate levels of minority and female representation; administers City's sexual harassment program and investigates charges of sexual harassment; serves as a resource to City employees on a wide range of issues.

#### FY 2005-2006 Objectives

- To conduct a series of community outreach programs designed to solicit input on establishing commission priorities
- To conduct a best practices review to determine how other communities are defining the municipal role in human relations

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Mediations conducted	43	20	40
Training programs conducted, (sexual harassment, hate crimes, diversity, etc.)	16	5	15
Civil rights and/or discrimination charges investigated	20	5	20
Civil rights and/or discrimination charges referred	3	0	2
Employee consultations	45	10	10
Meetings with community/civic organizations	11	20	25
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>2.67</b>	<b>2.67</b>	<b>2.67</b>

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
HUMAN RELATIONS COMMISSION  
2705**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2705 HUMAN RELATIONS COMMISSION</b>		
61010 REGULAR PAY	194,400	194,400
61510 HEALTH INSURANCE	20,100	20,100
61615 LIFE INSURANCE	400	400
61625 AUTO ALLOWANCE	1,200	1,200
62205 ADVERTISING	2,200	2,200
62210 PRINTING	1,000	1,000
62275 POSTAGE CHARGEBACKS	2,200	2,200
62295 TRAINING & TRAVEL	300	300
62320 TELEPHONE CHARGEBACKS	4,200	
62360 MEMBERSHIP DUES	300	300
62380 COPY MACHINE CHARGES	2,300	2,300
62605 OTHER CHARGES	600	
64540 TELECOMMUNICATIONS - WIRELESS		600
65010 BOOKS, PUBLICATIONS, MAPS	500	500
65095 OFFICE SUPPLIES	400	400
68205 CONTINGENCIES	500	500
<b>2705 HUMAN RELATIONS COMMISSION</b>	<b>230,600</b>	<b>226,400</b>

# City of Evanston

## Human Relations

### 2710 – Housing Advocacy

#### Description of Major Activities

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

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

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

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

#### FY 2005-2006 Objectives

- Revise internal timelines for the processing and resolution of fair housing complaints.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
	0		
	0		
Fair housing complaints perfected and processed	0	1	3
Landlord/Tenant inquiries and complaints processed	2,300	1,500	1,500
Training, (programs conducted, conference presentations, bilingual workshops, etc.)	10	5	10
Individual landlord training sessions	0		
Housing providers audited	5	0	0
Meetings with civic, community, professional groups/organizations	15	10	20
<b>FULL TIME EQUIVALENT POSITIONS</b>	1.33	1.33	1.33

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
HOUSING ADVOCACY  
2710**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2710 HOUSING ADVOCACY</b>		
61010 REGULAR PAY	64,000	64,000
61510 HEALTH INSURANCE	9,900	9,900
61615 LIFE INSURANCE	100	100
62130 LEGAL SERVICES - GENERAL	500	500
62205 ADVERTISING	1,100	1,100
62210 PRINTING	5,000	5,000
62275 POSTAGE CHARGEBACKS	100	100
62295 TRAINING & TRAVEL	100	100
62360 MEMBERSHIP DUES	400	400
62380 COPY MACHINE CHARGES	100	100
62605 OTHER CHARGES	8,000	8,000
65010 BOOKS, PUBLICATIONS, MAPS	3,000	3,000
65095 OFFICE SUPPLIES	400	400
68205 CONTINGENCIES	1,200	1,200
<b>2710 HOUSING ADVOCACY</b>	<b>93,900</b>	<b>93,900</b>

# City of Evanston

## Human Relations

### 2715 – Summer Youth Employment Program

#### Description of Major Activities

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

A job fair is held to provide employers the opportunity to meet and interview the young job seekers. Job seekers have the opportunity to learn more about available position(s) and to "sell" themselves. The job fair typically attracts in excess of 400 job seekers.

In addition to providing employment opportunities with the City, a Mayor's initiative to encourage private sector participation was implemented. The 50/50 program involved the City and local businesses splitting costs to encourage their participation in the program.

New in 2004 was a tire pick up program aimed at reducing mosquito breeding sites. The program was supported by the Department of Health and Human Services as part of their effort to combat West Nile Virus. Over 800 tires were collected in this effort.

#### FY 2005-2006 Objectives

- Expansion of the private sector 50/50 program

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Percent of participants who complete the program	96	114	115
Percent of participants who participate in training	95	98	98
Number of alleys cleaned	204	150	150
Businesses in 50/50 program	0	9	15
Traffic poles, lights and control boxes scraped, primed and painted	139	201	200
Youth served in 50/50 program	0	16	25
Abandoned Tires Collected	0	800	500
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON**  
**SUMMER YOUTH EMPLOY PRGRM**  
**2715**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2715 SUMMER YOUTH EMPLOY PRGRM</b>		
61060 SEASONAL EMPLOYEES	183,200	236,100
62275 POSTAGE CHARGEBACKS	400	400
62305 RENTAL OF AUTO-FLEET SER	6,100	6,100
62375 RENTALS	8,000	8,000
62405 SWANCC DISPOSAL FEES	6,000	6,000
62605 OTHER CHARGES	3,000	
64540 TELECOMMUNICATIONS - WIRELESS		3,000
65020 CLOTHING	7,000	7,000
65085 MINOR EQUIPMENT & TOOLS	1,600	1,600
65090 SAFETY EQUIPMENT	1,000	1,000
65095 OFFICE SUPPLIES	500	500
68205 CONTINGENCIES	1,400	1,400
<b>2715 SUMMER YOUTH EMPLOY PRGRM</b>	<b>218,200</b>	<b>271,100</b>

# City of Evanston

## Library Department

### Financial Summary

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed
<b>Expenditures:</b>				
2805 – Children’s Services	410,397	423,800	423,000	408,400
2810 – Readers’ Services	538,851	538,100	539,000	543,400
2815 – Reference & Periodicals	718,021	667,800	675,000	676,700
2820 – Circulation	388,373	425,800	422,000	426,200
2825 – North Branch	135,834	136,900	137,000	137,700
2830 – South Branch	190,237	182,600	185,000	184,600
2835 – Technical Services	807,952	827,200	830,000	855,400
2840 – Maintenance	351,329	426,500	422,000	414,800
2845 - Administration	424,592	429,200	428,000	403,000
<b>Total Expenditures:</b>	<b>3,965,586</b>	<b>4,057,900</b>	<b>4,061,000</b>	<b>4,050,200</b>
<b>Revenues:</b>				
Books Lost & Paid	23,060	21,000	21,500	21,000
Copy Machine Charges	26,559	26,000	27,000	26,000
Library Fines & Fees	168,766	165,000	169,000	169,000
Meeting Room Fees	10,080	8,700	8,700	9,000
Miscellaneous Revenue	3,526	3,500	3,500	3,500
Multimedia Collection	2,165	2,000	2,100	2,000
Non-resident Cards	3,080	3,000	3,000	3,000
North Branch Rental Income	25,200	26,100	26,100	27,000
Personal Property Repl. Tax	49,720	49,720	49,720	49,720
Rental Books	8,316	8,600	8,500	8,600
Reserves on Library Materials	5,616	5,000	5,500	5,600
State Per Capita Grant	92,799	83,500	92,700	92,700
Video Rentals	62,649	60,000	63,000	63,000
<b>Total Revenues:</b>	<b>481,536</b>	<b>462,120</b>	<b>480,320</b>	<b>480,120</b>

### Notes for Financial Summary

Key changes in FY06 budget:

- one additional part-time processing position in Technical Services
- new public access computers with application software
- decrease of janitorial contract
- new DVD/CD repair system
- Increase in library materials (books, a/v, etc.) for inflation

### Performance Report on FY 2004-2005 Major Program Objectives

- The Library conducted an exit survey in March of 2004. Highlights of the survey results are:  
 81.2% of Library visitors found at least 70% of the items they looked for  
 80.2% of Library visitors asking reference questions indicated that their question had been fully answered  
 The demographic makeup of Library users is very similar to the demographic makeup of the community
- In June of 2004 the Library Board approved a building program for the appropriate remodeling of the Main Library to permit the expansion of collection, seating, and programming space in the Children’s Room. An RFP for architectural services is being prepared and the Board expects to select an architect before the close of the fiscal year.
- The Library’s Board and staff have been involved in a significant budget planning process. This effort has focused on those services that are common in north suburban libraries but that are not available or not adequately supported at the Evanston Public Library. The planning document will be completed by the end of this fiscal year and will provide guidance for the Library’s budgeting in future years.

# City of Evanston

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## Library Department

- Outreach efforts in Children's Services have maintained successful programs like the kindergarten card drive, the Young Evanston Storytellers, and the home daycare delivery project, which added three homes this year. Some new projects have been added, too. The outreach librarian took charge of the juvenile book collection at Fleetwood-Jourdain Community Center by weeding, cataloguing, and augmenting it with reference materials. This winter a reading club there will give the after-school students incentives to use the collection. In addition to the usual summer reading game partnerships at parks and summer camps, we coordinated our game with District 65's new summer libraries program. Also, our new program-exchange agreement with the Evanston Ecology Center allowed us to raffle off canoe trips, tell campfire stories at the Lighthouse Park fire pit, and host a live animal program, all for no charge. Our commitment to poetry in Evanston will grow through a poetry workshop series for middle-school students, co-sponsored by Rhino literary magazine. Outreach project ideas were submitted as grant applications to Target, the State of Illinois, and will be submitted this fall to The Women's Club of Evanston. The outreach librarian represents the library as a community partner in District 65's newly awarded 21st Century Grant.

### **2005-2006 Department Initiatives**

The Evanston Public Library Board of Trustees envisions a future in which the Library's collections, programs, and leadership help ensure:

- That every Evanston resident has the opportunity to enjoy an intellectually and culturally rich life
- That every child enters school with the requisite developmental skills
- That every child experiences the pleasure of reading and the joy of learning
- That our community celebrates and appreciates its diversity
- That those in need can find assistance and information with ease
- The mission of the Evanston Public Library is to promote the development of independent, self-confident, and literate citizens through the provision of open access to cultural, intellectual, and informational resources.

# City of Evanston

## Library

### 2805 – Children’s Services

#### Description of Major Activities

Children's Services provides library services for all Evanston children (from infancy through junior high), parents, teachers and adults interested in reading books to children. It provides and maintains a collection of books, reference materials, magazines, pamphlets, CD's, audio and video cassettes, and software designed specifically for children. It provides assistance in using these collections, answers reference inquiries and provides programs and displays that complement the book collection and promote children's literature, library services, and literacy. The Children's Services collection comprises over 97,900 books and 7,500 audio-visual items.

#### FY 2005-2006 Objectives

- To provide literary, educational, and cultural programs for a combined audience of 20,000 children during FY 2005 – 06.
- To establish 25,000-child book links in FY 2005 – 06.
- To answer at least 85% of reference questions to the satisfaction of Library patrons.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Circulation of materials	240,549	241,000	242,000
Library programs for children	500	500	500
Attendance at children's programs	16,033	16,000	20,000
Summer reading game participants	1,077	1,017	1,000
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>7.47</b>	<b>7.47</b>	<b>7.47</b>

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
CHILDREN'S SERVICES  
2805**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2805 CHILDREN'S SERVICES</b>		
61010 REGULAR PAY	184,900	184,900
61050 PERMANENT PART-TIME	99,900	99,900
61055 TEMPORARY EMPLOYEES	6,600	6,600
61510 HEALTH INSURANCE	30,000	30,000
61615 LIFE INSURANCE	300	300
62295 TRAINING & TRAVEL	700	700
64540 TELECOMMUNICATIONS - WIRELESS	600	500
65100 LIBRARY SUPPLIES	600	1,000
65620 OFFICE MACH. & EQUIP.	17,900	
65630 LIBRARY BOOKS	63,600	65,300
65635 PERIODICALS	1,200	1,300
65640 AUDIO RECORDINGS	8,200	8,400
65645 MULTIMEDIA COLLECTION	1,300	1,300
65650 VISUAL MEDIA COLLECTION	8,000	8,200
<b>2805 CHILDREN'S SERVICES</b>	<b>423,800</b>	<b>408,400</b>

# City of Evanston

## Library

### 2810 – Reader's Services

#### Description of Major Activities

Reader's Services provides assistance to patrons in locating materials in the Library and in other resource centers; answers reader's advisory questions; promotes understanding and use of the Library through bibliographies, tours and displays; and selects all adult books and audio-visual materials for circulating collections. The Reader's Services Department responds to patron questions both in person and by telephone. The adult circulating collection comprises over 280,000 books and 18,000 audio-visual items.

#### FY 2005-2006 Objectives

- To answer at least 85% of reference questions to the satisfaction of Library patrons.
- To make at least 70% of the titles that patrons search for immediately available when patrons visit the Library.
- To fill 30% of reserves for adult materials within 7 days and 75% within 30 days and to measure the performance on this objective by collecting and reviewing data in October, 2006.
- To review 25% of the adult non-fiction collection for retention, replacement, and enhancement by February 2006.
- To provide the community with 70 high quality literary, educational, and cultural programs for a combined audience of 3,000 during FY 2005 – 06.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Reference and directional questions	94,800	100,000	100,000
Number of adult programs	154	160	160
Attendance at adult programs	4,943	5,000	5,000
<b>FULL TIME EQUIVALENT POSITIONS</b>	7.44	7.44	7.44

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON**  
**READER'S SERVICES**  
**2810**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2810 READER'S SERVICES</b>		
61010 REGULAR PAY	170,500	170,500
61050 PERMANENT PART-TIME	141,800	141,800
61055 TEMPORARY EMPLOYEES	5,800	5,800
61510 HEALTH INSURANCE	22,500	22,500
61615 LIFE INSURANCE	200	200
62295 TRAINING & TRAVEL	700	700
62340 COMPUTER LICENSE & SUPP	3,200	3,300
65100 LIBRARY SUPPLIES	600	600
65630 LIBRARY BOOKS	158,200	162,500
65640 AUDIO RECORDINGS	21,300	21,900
65645 MULTIMEDIA COLLECTION	500	500
65650 VISUAL MEDIA COLLECTION	12,800	13,100
<b>2810 READER'S SERVICES</b>	<b>538,100</b>	<b>543,400</b>

# City of Evanston

## Library

### 2815 – Reference Services & Periodicals

#### Description of Major Activities

Reference Services & Periodicals provides assistance to patrons in locating information and materials within the Evanston Public Library and from other sources; selects all materials for the reference collection; maintains a periodicals collection; responds to questions in person, by telephone and by written correspondence; and collects Evanston documents and materials. The reference collection consists of approximately 25,000 volumes, 30 on-line databases, and a large collection of clipping files and pamphlets. There are specialized collections on careers, grants and foundations, and small business. The periodicals collection consists of approximately 900 titles.

#### FY 2005-2006 Objectives

- To answer at least 85% of reference questions to the satisfaction of Library patrons.
- To provide 80 classes on the use of the Internet and other electronic resources in FY 2005 – 06.
- Job seekers in Evanston will successfully use library services to find career opportunities. We will measure our performance on this objective by surveying participants in job search programs in 2005.
- Parents will successfully use library services to locate childcare and healthcare services for their families. We will measure our performance on this objective by surveying participants in family support programs in 2005.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Reference and directional questions	119,212	115,000	115,000
Periodicals use in-house	32,104	32,000	32,000
Internet use in-house	52,866	55,000	55,000
<b>FULL TIME EQUIVALENT POSITIONS</b>	9.65	9.65	9.65

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON**  
**REFERENCE SRVS & PERIODICALS**  
**2815**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2815 REFERENCE SRVS &amp; PERIODICALS</b>		
61010 REGULAR PAY	254,300	254,300
61050 PERMANENT PART-TIME	141,400	141,400
61055 TEMPORARY EMPLOYEES	7,300	7,300
61510 HEALTH INSURANCE	37,500	37,500
61615 LIFE INSURANCE	400	400
62220 BINDING	1,800	1,800
62295 TRAINING & TRAVEL	900	900
62340 COMPUTER LICENSE & SUPP	70,600	72,500
65100 LIBRARY SUPPLIES	5,000	5,000
65630 LIBRARY BOOKS	73,500	75,500
65635 PERIODICALS	75,100	80,100
<b>2815 REFERENCE SRVS &amp; PERIODICALS</b>	<b>667,800</b>	<b>676,700</b>

# City of Evanston

## Library

### 2820 – Circulation

#### Description of Major Activities

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

#### FY 2005-2006 Objectives

- To re-shelve all adult library materials within two day of their return.
- To keep the wait time for service at the Circulation Desk less than four minutes.
- To inventory the North Branch collection, the children's fiction collection, and the Main Library Dewey numbers 100 – 500.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Items checked out	757,191	775,000	775,000
Reserves filled	17,444	17,000	17,000
New cards issued	7,016	7,200	7,200
Notices sent	41,881	42,000	42,000
<b>FULL TIME EQUIVALENT POSITIONS</b>	15.03	15.03	15.03

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
CIRCULATION  
2820**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2820 CIRCULATION</b>		
61010 REGULAR PAY	140,000	140,000
61050 PERMANENT PART-TIME	236,000	236,000
61055 TEMPORARY EMPLOYEES	14,400	14,400
61510 HEALTH INSURANCE	30,000	30,000
61615 LIFE INSURANCE	200	200
62295 TRAINING & TRAVEL	1,600	1,600
65100 LIBRARY SUPPLIES	3,600	4,000
<b>2820 CIRCULATION</b>	<b>425,800</b>	<b>426,200</b>

# City of Evanston

## Library

### 2825 – North Branch

#### Description of Major Activities

The North Branch, at 2026 Central Street, is an extension of the Main Library. It provides library service to the adjacent neighborhoods through a collection of popular materials, assistance in using the materials, programs, and displays for children and adults. It serves as a community center in a busy business district. The North Branch has a collection of over 38,000 books.

#### FY 2005-2006 Objectives

- To answer at least 85% of reference question to the satisfaction of Library patrons.
- To provide three to five children's programs featuring guest artists.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Circulation of materials	69,283	72,000	72,000
Reference and directional transactions	20,408	23,000	23,000
Number of patrons entering North Branch	68,455	71,000	71,000
<b>FULL TIME EQUIVALENT POSITIONS</b>	2.98	2.98	2.98

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
NORTH BRANCH  
2825**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2825 NORTH BRANCH</b>		
61050 PERMANENT PART-TIME	105,200	105,200
61055 TEMPORARY EMPLOYEES	2,200	2,200
62225 BLDG MAINTENANCE SERVICES	1,000	1,000
64015 NATURAL GAS	900	900
65050 BLDG MAINTENANCE MATERIAL	600	400
65100 LIBRARY SUPPLIES	200	400
65630 LIBRARY BOOKS	24,300	25,000
65635 PERIODICALS	2,500	2,600
<b>2825 NORTH BRANCH</b>	<b>136,900</b>	<b>137,700</b>

# City of Evanston

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## Library

### 2830 – South Branch

#### Description of Major Activities

The South Branch, at 949 Chicago Avenue, is an extension of the Main Library. It provides library service to the adjacent neighborhoods through a collection of popular materials, assistance in using the materials, programs, and displays for children and adults. The South Branch has a collection of over 29,000 books.

#### FY 2005-2006 Objectives

- To answer at least 85% of reference question to the satisfaction of Library patrons.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Circulation of materials	42,363	40,000	40,000
Reference and directional questions	20,583	22,000	22,000
Number of patrons entering South Branch	50,063	54,000	54,000
<b>FULL TIME EQUIVALENT POSITIONS</b>	2.31	2.31	2.31

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
SOUTH BRANCH  
2830**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2830 SOUTH BRANCH</b>		
61010 REGULAR PAY	58,500	58,500
61050 PERMANENT PART-TIME	37,400	37,400
61055 TEMPORARY EMPLOYEES	4,600	4,600
61510 HEALTH INSURANCE	7,500	7,500
61615 LIFE INSURANCE	100	100
62225 BLDG MAINTENANCE SERVICES	4,000	4,000
62375 RENTALS	45,300	46,400
65050 BLDG MAINTENANCE MATERIAL	100	200
65100 LIBRARY SUPPLIES	300	400
65630 LIBRARY BOOKS	22,500	23,100
65635 PERIODICALS	2,300	2,400
<b>2830 SOUTH BRANCH</b>	<b>182,600</b>	<b>184,600</b>

# City of Evanston

## Library

### 2835 – Technical Services

#### Description of Major Activities

Technical Services is responsible for the ordering, cataloging, classifying, recording and processing of all library materials given to or bought with the funds of the Evanston Public Library. It coordinates the annual addition of approximately 34,000 new volumes for the collection. It prepares and maintains computer databases for the recording of and access to the materials in the Library's collection. Technical Services is responsible for the proper operation and maintenance of all computer hardware and software for all of the Library's automated systems. The automated systems include the integrated on-line library system, the local area network, the Internet connection, and on-line databases.

#### FY 2005-2006 Objectives

- To catalog, process, and make available to Library patrons all library materials within 30 days of receipt.
- To have all automated library public and staff services available 99% of the hours that the Library is open and to have the integrated library system and the Evanston Information Server available 95% of the remaining hours of published availability.
- To oversee the successful migration of the Library from the legacy DRA Classic integrated library system to the SIRSI Unicorn system by joining Cooperative Computer Services, a public library consortium, by fall of 2005.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Titles added to the collections	16,544	17,000	17,000
Volumes added to the collections	30,702	31,000	31,000
Volumes withdrawn from the collections	19,491	14,000	14,000
Volumes bound or mended	4,518	4,000	4,000
Visits to the Library's website	721,067	900,000	900,000
<b>FULL TIME EQUIVALENT POSITIONS</b>	13.19	13.19	13.19

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
TECHNICAL SERVICES  
2835**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2835 TECHNICAL SERVICES</b>		
61010 REGULAR PAY	419,300	419,300
61050 PERMANENT PART-TIME	147,600	158,200
61055 TEMPORARY EMPLOYEES	3,200	3,200
61510 HEALTH INSURANCE	67,600	67,600
61615 LIFE INSURANCE	600	600
62220 BINDING	5,000	5,000
62250 COMPUTER EQUIPMENT MAINT	7,600	7,400
62295 TRAINING & TRAVEL	1,300	1,300
62340 COMPTER LICENSE & SUPP	108,000	113,900
64545 PERSONAL COMPUTER SOFTWARE	9,000	3,000
65100 LIBRARY SUPPLIES	26,000	30,000
65555 PERSONAL COMPUTER EQUIPMENT	32,000	36,300
65620 OFFICE MACH. & EQUIP.		9,600
<b>2835 TECHNICAL SERVICES</b>	<b>827,200</b>	<b>855,400</b>

# City of Evanston

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## Library

### 2840 – Library Maintenance

#### Description of Major Activities

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

#### FY 2005-2006 Objectives

- A complete review and update of the preventive maintenance system by December 2005.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Conduct seasonal cleaning of boilers	1	1	1
<b>FULL TIME EQUIVALENT POSITIONS</b>	3.64	3.64	3.64

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
MAINTENANCE  
2840**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2840 MAINTENANCE</b>		
61010 REGULAR PAY	133,900	133,900
61050 PERMANENT PART-TIME	27,400	27,400
61055 TEMPORARY EMPLOYEES	500	500
61110 OVERTIME PAY	8,400	8,400
61510 HEALTH INSURANCE	23,000	23,000
61615 LIFE INSURANCE	200	200
61630 SHOE ALLOWANCE		500
62225 BLDG MAINTENANCE SERVICES	175,200	160,000
62235 OFFICE EQUIPMENT MAINT	3,900	500
62245 OTHER EQMT MAINTENANCE	3,900	9,700
62295 TRAINING & TRAVEL	400	400
62305 RENTAL OF AUTO-FLEET SER	6,800	6,800
64015 NATURAL GAS	22,100	22,100
65040 JANITORIAL SUPPLIES	12,000	12,500
65050 BLDG MAINTENANCE MATERIAL	8,000	8,000
65070 OFFICE/OTHER EQT MTN MATL	600	600
65085 MINOR EQUIPMENT & TOOLS	200	300
<b>2840 MAINTENANCE</b>	<b>426,500</b>	<b>414,800</b>

# City of Evanston

## Library

### 2845 – Library Administration

#### Description of Major Activities

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

#### FY 2005-2006 Objectives

- To assist and facilitate the successful migration of the Library from the legacy DRA Classic integrated library system to the SIRSI Unicorn system by joining Cooperative Computer Services, a public library consortium, by fall of 2005.
- To advance the Library Board's plan for the appropriate remodeling of the Main Library to permit the expansion of collection, seating, and programming space in the Children's Room.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Number of patrons entering the Main Library	556,834	557,000	557,000
<b>FULL TIME EQUIVALENT POSITIONS</b>	4.53	4.53	4.53

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
ADMINISTRATION  
2845**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>2845 ADMINISTRATION</b>		
61010 REGULAR PAY	261,900	261,900
61050 PERMANENT PART-TIME	17,900	17,900
61055 TEMPORARY EMPLOYEES	200	200
61510 HEALTH INSURANCE	30,000	30,000
61615 LIFE INSURANCE	500	500
61625 AUTO ALLOWANCE	1,700	1,700
62210 PRINTING	2,800	2,800
62235 OFFICE EQUIPMENT MAINT	16,500	6,000
62275 POSTAGE CHARGEBACKS	28,500	28,500
62295 TRAINING & TRAVEL	500	500
62315 POSTAGE	1,000	1,800
62320 TELEPHONE CHARGEBACKS	30,300	
62360 MEMBERSHIP DUES	2,000	2,000
62375 RENTALS		28,200
62655 LEASE PAYMENTS	17,700	
65095 OFFICE SUPPLIES	17,700	21,000
<b>2845 ADMINISTRATION</b>	<b>429,200</b>	<b>403,000</b>

City of Evanston

Recreation Department

**Financial Summary**

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed
<b>Expenditures:</b>				
3002 – Recreation Department	0	0	4,868	0
3005 – Mgmt. & General Support	232,440	225,100	298,500	223,900
3010 – Business & Fiscal Mgmt.	342,720	306,200	321,600	250,300
3015 – Marketing Services	215,900	204,800	170,600	205,500
<b>Management Subtotal:</b>	<b>\$ 791,060</b>	<b>\$ 736,100</b>	<b>\$ 795,568</b>	<b>\$ 679,700</b>
3020 – Recreation General Support	227,006	324,000	288,000	355,000
3025 – Park Utilities	60,970	51,200	51,500	59,600
3030 – Robert Crown Center	634,826	567,900	599,600	569,300
3035 – Chandler Comm. Center	575,836	593,200	600,000	592,600
3040 – Fleetwood-Jourdain	609,365	637,200	553,300	628,100
3045 – Fleetwood-Joudain Thtr.	122,755	120,800	84,600	120,700
3050 – At Risk Opportunities	156,097	188,700	172,600	186,200
3055 – Levy Activity Center	733,844	688,900	685,000	719,300
3065 – Church Street Boat Ramp	55,945	67,700	65,000	67,600
3075 – Boat Storage Facilities	9,743	11,200	10,000	11,700
3080 – Beaches	394,454	426,500	400,000	427,500
3085 – Facility Maintenance	508,485	530,900	530,000	529,800
3095 – Crown Ice Rink	1,058,434	988,100	950,000	980,000
3100 – Sports Leagues	90,033	80,900	75,000	76,300
3105 – Aquatic Camp	32,314	40,000	38,000	71,500
3110 – Tennis	141,627	123,300	120,000	148,300
3115 – Youth Sports	246	0	347	0
3120 – Club Activities & Classes	304	0	0	0
3125 – Special Program	4,245	12,300	16,000	12,300
3130 – Special Recreation	201,123	255,400	260,000	263,800
3140 – Skate Park/Bus Program	72,214	36,600	34,500	37,800
3150 – Park Service Unit	26,042	61,300	72,000	61,500
3155 – Youth Golf Program	8,933	14,300	14,000	17,100
<b>Total Expenditures:</b>	<b>\$ 7,306,961</b>	<b>\$ 7,292,600</b>	<b>\$ 7,210,583</b>	<b>\$ 7,295,400</b>

<b>Revenues:</b>				
Advertising Revenue	30,530	28,000	27,500	28,500
Aquatic Camp Revenues	78,418	101,300	101,300	124,500
At-Risk Program Revenues	2,185	87,500	91,000	87,500
Beach Revenue	505,362	517,800	463,000	490,000
Boat Storage Facility Revenue	77,582	83,000	69,000	85,000
Chandler-Newberger Center	360,614	412,400	450,000	420,000
Church Street Boat Ramp Revenue	55,370	127,600	101,000	125,000
Fleetwood-Jourdain Center	216,572	217,000	242,000	220,000
Fleetwood-Jourdain Theater	15,427	28,400	12,500	28,400
Levy Center Revenue	229,093	297,500	260,000	305,300
Robert Crown Center Revenue	379,448	195,000	385,000	195,000
Robert Crown Ice Center Revenue	290,355	934,000	509,700	935,000
Skate Park/Bus Program Revenues	90	9,200	100	9,200
Special Recreation Revenue	47,204	41,700	50,200	43,700
Sports League Revenues	35,555	46,800	45,000	43,800
Tennis Revenues	154,456	133,100	154,000	158,300
Youth Golf Program	13,856	14,300	16,000	17,100
<b>Total Revenues:</b>	<b>\$ 2,492,117</b>	<b>\$ 3,274,600</b>	<b>\$ 2,977,300</b>	<b>\$ 3,316,300</b>

**Notes for Financial Summary**

# City of Evanston

## Recreation Department

### Performance Report on FY 2004-2005 Major Program Objectives

Each division within the Parks/Forestry and Recreation Department faced challenges during FY 2004-2005.

3005 Recreation Management and General Support: Staff continued to work on updating the park ordinances and obtaining a long-term lease from School District #65 for the Foster Field property. Staff worked with the community to successfully develop a Parks Foundation that will better accommodate grants, donations and contributions.

Staff continues to identify, develop and submit grants for all five divisions. During FY 2003-04 the following grants were awarded: a Local Arts Agency Program Grant from the Illinois Arts Council for \$20,630; a Community Arts Access grant from the Illinois Arts Council for \$14,100; a Summer Food Program grant from the U. S. Dept. of Agriculture through the Illinois State Board of Education for \$126,010; an Open Space Lands Acquisition & Development (OSLAD) grant to renovate Leahy Park from the Illinois Department of Natural Resources for \$277,700; a grant to improve Fleetwood-Jourdain Center lighting from the Illinois Clean Energy Community Foundation for \$26,775; and Cons Vehicle Procurement Capital Assistance for a Levy Center bus from the Illinois Department of Transportation for \$98,000 (not yet received). As of August 2004, grants awarded during FY 04-05 are: a grant for fencing equipment from US Fencing for \$500 and a Summer Food Program grant from the U. S. Dept. of Agriculture through the Illinois State Board of Education for \$158,840.

The number of trees planted in FY 2004-05 increased from the usual 325 to approximately 500 trees. A fall American Elm Injection Program was developed and approved. We received a report from the Army Corps of Engineers, exploring the steps to develop a marina, which was submitted to the Human Services Committee. Staff implemented steps to investigate and evaluate seven alternatives for renovating/reconstructing the Robert Crown Community Center and Ice Complex.

The Forestry Division fell behind in tree trimming due to the higher rate of Dutch Elm Disease. Staff will get back on schedule in 2005-06. Development of an ID card system for residents with swipe card capabilities for registration has been deferred to 2006-07 as we continue to integrate the JD Edwards financial system with the RecTrac registration system.

3010 Recreation Business & Fiscal Management:

A cash handling manual was completed and all staff involved in cash handling were trained on the City's cash handling policies and procedures. Staff continues to work with the Finance Department in the implementation of the new financial software and the reorganization and reengineering of the Business Office. Beach tokens were consecutively numbered to provide better control and accountability of tokens issued. Staff continues to review financial polices and procedures to maximize efficiency and provide internal controls.

3015 Communications & Marketing Services: Coordinating the implementation of the TeleTrac and WebTrac registrations systems in conjunction with the Business Office was postponed due to the vacancy in the new position of Recreation Systems Administrator.

3020 Recreation General Support: Park permits were logged into the RecTrac registration system and a separate weekly report was created. The separate report is a temporary measure until the new full-time employee who will be working in the System Administrator position is able to update the fields in the RecTrac software. The scheduling of a monthly clerical meeting will begin in October. Staff convened a meeting of athletic field group users to better coordinate field usage and foster good communication between the groups.

3030 Robert Crown Community Center: The goal to combine the existing after-school program with structured recreational games and rename it the Robert Crown After-School Fun and Games Program has been postponed. As of August 2004, managers had determined that the educational component should be eliminated and the program should concentrate solely on fun and games. Because this would require staff changes, the timeline to adapt the program was extended to Fall 2005. Due to the absence of bleacher seating at Crown Center and the popularity of the renovated McGaw YMCA gymnasiums, Robert Crown Center did not create a 3-on-3 adult basketball league as planned. Adult basketball at Crown Center will most likely be only low-key or industrial league play. A new Saturday morning Breakfast Club for parents who bring in their children for early-morning classes has been postponed until Spring 2005. After researching the project, it was determined that most parents drop off their children and then either do errands or drive other children to activities. More planning than anticipated will be needed to develop the program and market it to parents.

3035 Chandler-Newberger Center: The Leahy Preschool Camp was evaluated and restructured, leading to maximum attendance in four of the five sessions offered. Four new girls' and boys' basketball camps will be offered during the winter break session.

# City of Evanston

## Recreation Department

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3040 Fleetwood-Jourdain Community Center: Staff evaluated and restructured programs that serve children and youth. The Blooming Campers staffing was redesigned to upgrade personnel to the program supervisor level, thereby allowing the center to hire people with more experience working with children in a camp setting. A popular new monthly parent newsletter also was created. Several social skill development programs were offered, including "The Butterfly Project," which had 34 young women enrolled. In addition, 45 youth participated in the "Start Something" program, which was developed by the Tiger Woods Foundation. These grade school and middle school-age participants performed several community service projects.

Staff also restructured the summer youth basketball programs and eliminated the draft process. Several special events were held throughout the year, drawing 5,000 participants. These included the Dream Keepers MLK Birthday program, the Black History Month liturgical dance concert, the workshops and performances by the internationally-acclaimed Children of Uganda, and Children's Day.

3045 Fleetwood-Jourdain Theatre: The Theatre opened its new Outreach Center at the Noyes Cultural Arts Center. This small venue is used for poetry, readers' theatre, and spoken word performances, as well as workshops and seminars. Theatre staff assisted with the Black History Month program and produced a poetry session in conjunction with Evanston Child Care Networks. The featured poets were fathers of children who attend day care centers in Evanston. The Theatre also created a new summer program, Arts in the Park. This program provided activities for all major City-sponsored camps and also served the two drop-in sites. The theatre created a new jazz series. The first live concert featured music created by artists in the 1920s; the second jazz concert will take place in mid-September. The Evanston Children's Theater produced three full-stage productions and offered classes in playwriting. The program is being restructured to provide a more extensive opportunity for children to become involved in the creative and performing arts.

3050 At-Risk Opportunities: The department received a Summer Food Program grant from the Illinois Board of Education to provide meals for 10 weeks at four sites. An average of 875 meals were served daily. This program has served free lunches in the parks for eight summers. The summer drop-in program at Mason Park and Clyde-Brummel Park was restructured to provide more cultural arts activities. The new Arts in the Park program was held at the drop-in sites two days a week.

3055 Levy Senior Center: The horticultural program in the enabling garden began in March 2004. As of August 2004, the garden club has 9 seniors in each 10-week session who assist with maintaining the enabling garden. The Life Enrichment Committee by-laws were revised in March 2004 and the Advisory Board will discuss their by-laws at their September and October 2004 meetings.

3065 Church Street Boat Ramp: Although staff was not able to meet the goal of cleaning the dog beach on a weekly basis, the beach was cleaned every two weeks, which was an improvement over previous years. Staff created a dog beach policy booklet and submitted it for review. Staff also developed a liability waiver for all dog beach token holders and implemented a program to assure that the waivers were submitted before dogs were allowed on the beach.

3075 Boat Storage Facility: Staff developed a plan to staff the facility seven days per week, resulting in increased revenue for daily launches. Staff researched the possibility of converting the racks to accommodate kayaks. However, the project turned out to be beyond their expertise. The racks, and especially the lockers, at Dempster do need renovation and/or replacement.

3080 Beaches: Staff worked with the Recreation Superintendent to formulate an updated Lakefront Management Plan, which is under review. Because some ordinance revisions will be sent to City Council for consideration, it is anticipated that the plan will be updated in 2005. Staff will work on developing an off-season American Red Cross lifeguarding program after the 2004 beach season ends.

3085 Recreation Facility Maintenance: Staff planned to renovate the soccer field adjacent to the James Park community gardens. However, the field at the base of the hill was renovated instead because it needed it more. Plans are in place for one staff member to obtain a commercial driver's license in winter 2004. This would add flexibility in assigning and performing tasks. The Leahy Park softball field could not be renovated due to other construction/renovation at Leahy Park. Instead, staff will renovate the field at Mason Park. Staff will purchase a pull-behind top dresser to improve the condition of the athletic fields in Winter 2004. Staff experimented with the use of "turf" to help improve drainage on soccer field #1 as planned; this project will be completed in November 2004.

3095 Robert Crown Ice Rink: The ice rink staff has continued to market the skating school through handouts, flyers, and by participating in various events held in rinks in surrounding suburbs. This marketing will increase in frequency because the vacancy in the skating director position has been filled. A 3-on-3 coed adult hockey program has not been created due to a vacancy in the Hockey Director position. However, the position has been filled and the new Hockey Director will work on establishing this new program.

# City of Evanston

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## Recreation Department

3100 Sports Leagues: Staff tried, for a second year, to offer a weekend Men's 12" tournament in August (after the summer leagues and before the fall leagues). Staff planned a tournament, passed out flyers to all our summer league teams, and mailed flyers to the teams who played in the fall 2003 leagues. Unfortunately, due to lack of interest the tournament was cancelled.

3105 Aquatic Camp: The goal to increase the size of camp by 10 campers was accomplished in the three sessions that were fully subscribed. Unfortunately, the June afternoon session did not fill to capacity. The plan to introduce more skills, including basic water safety and junior lifeguarding, was cancelled because during planning sessions it was determined that these skills do not fit within the camp's format, which is to teach sailing, water skiing, canoeing, etc.

3110 Tennis: Efforts to double participation in the middle school tennis league by promoting the league through the schools did not yield the desired results; registration only increased from 29 to 32. Plans to develop and implement a registration system for individual instruction on City courts was successful. Private lessons are now offered through the City's contracted vendor. A new comprehensive park policy which addresses outside private instruction is being developed for Recreation Board/City Council review.

3125 Drum and Bugle Corps: Enrollment as of August 2004 is 38 children; the director is doing additional outreach at the middle schools. The director also will be incorporating more drill routines in order to attract participants and help retain current members. The instructors have successfully taught the children in the Drum Corps to read music. The Drum Corps repertoire has been changed to include more contemporary music. Drill team members have performed at Community Center and civic events.

3130 Special Recreation Programs: The first objective was to develop cooperative initiatives with School District #65 to address summer programming for special education students and youth at risk. This objective was partially met; two staff members proposed the idea to Dist. #65 personnel from the Childcare Department. Due to administrative changes there, no further meetings were held. However, a number of at-risk children still attended summer camps with an inclusion aide. Staff also reassessed inclusion protocol and established a parent-driven model. A new policy requiring at least two weeks notice before inclusion services could be provided was drafted and publicized. As of August 2004, the plan to develop and implement a community gardening program at Butler Park with Over the Rainbow residents is under way. Most of the materials required for the program have been purchased, but plants still need to be ordered. The program probably will begin in Spring 2005.

3140 Bus Program: As of August 2004, ridership had increased slightly and efforts to increase ridership will continue through the school year.

3150 Park Service Unit: Park Rangers will be trained in CPR in Fall 2004.

3155 Youth Golf Program: Instead of providing one free golf clinic for youth age 9-14, staff conducted nine additional summer camps. Plans to expand the age range for golf program participants from 11-14 years to 9-14 was modified and the program is now designed for ages 10-15.

### **2005-2006 Department Initiatives**

- Continue to address the needs of the Robert Crown Center.
- Work with School District #65 in obtaining a long term lease for Foster Field.
- Update the Department's equipment inventory.
- Update the summer camp staff training manuals.

# City of Evanston

## Recreation

### 3005 – Management & Support

#### Description of Major Activities

The Administration Division of the Parks/Forestry and Recreation Department, together with the Business Office and the Public Information Office, provides all management and administrative support services for the department's other divisions: Parks/Forestry; Recreation; Ecology; and Cultural Arts.

The Administration Division works to create a vision for Evanston's future. This is accomplished by long-range planning in collaboration with elected officials, City administrators, advisory boards and the general public.

The Administration Division reviews the conditions of facilities and the relevancy of programs; investigates and resolves citizens' concerns; reviews, evaluates and implements the Capital Improvement Program (CIP); prepares general correspondence and reports; monitors affirmative action programs; interviews and evaluates personnel; trains full-time and part-time staff; oversees staff training programs, including those pertaining to customer service and safety; prepares, coordinates and submits grants; acts as liaison to all City Council Committees; assigns and coordinates all boards, commissions and councils within the department's responsibilities; and monitors overall budget activity.

Administrative staff implement policies as approved by the governing body. Staff works with elected officials, appointed officials, and boards and commissions, including the Playground and Recreation Board, Arts Council, Public Art Committee, Public Place Names, Ladd Arboretum Committee and the Evanston Environment Board. In addition, personnel work directly with various recreation center advisory boards, community groups and community associations, all of which contribute input to the department.

In order to provide greater opportunities for citizens, cooperative arrangements are coordinated with School Districts #65 and #202, the Metropolitan Water Reclamation District, Peter N. Jans Golf Board and with community agencies. Interagency collaboration prevents duplication of services and broadens the number of programs, services and facilities available to the public.

The Administration Division's public information staff inform residents about programs offered by the Recreation, Cultural Arts and Ecology Divisions, as well as those offered by local arts organizations, through Arts + Recreation magazine. Other promotional materials include press releases, flyers and advertising and brochures.

The Administration Division also coordinates Special Events held within the City of Evanston.

#### FY 2005-2006 Objectives

- Continue the review and recommendation of the new Park Ordinances - ongoing.
- Review the beach closing regulations with the Law and Health Departments by June 2005.
- Research and apply for grants and sponsorships for department programs - ongoing.
- Train staff on the workings of the AED (automated external defibrillator).
- Research the feasibility of obtaining Special Event Insurance for the festivals by June 2005.
- Increase baseball field usage/maintenance to accommodate the increased participation by June 2005.
- Develop and implement an American Elm Tree injection program.
- Complete a comparative survey of programs and fees with the surrounding communities.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
In-house training seminars	1	1	1
<b>FULL TIME EQUIVALENT POSITIONS</b>	2.50	2.50	2.50

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
REC. MGMT. & GENERAL SUPPORT  
3005**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>3005 REC. MGMT. &amp; GENERAL SUPPORT</b>		
61010 REGULAR PAY	192,600	192,600
61110 OVERTIME PAY	1,000	1,000
61510 HEALTH INSURANCE	18,800	18,800
61615 LIFE INSURANCE	500	500
61625 AUTO ALLOWANCE	3,600	5,000
62275 POSTAGE CHARGEBACKS	500	400
62295 TRAINING & TRAVEL	200	200
62320 TELEPHONE CHARGEBACKS	5,300	
62360 MEMBERSHIP DUES	700	700
62490 OTHER PROGRAM COSTS	500	500
64540 TELECOMMUNICATIONS - WIRELESS		2,800
65010 BOOKS, PUBLICATIONS, MAPS	300	300
65025 FOOD	800	800
65125 OTHER COMMODITIES	300	300
<b>3005 REC. MGMT. &amp; GENERAL SUPPORT</b>	<b>225,100</b>	<b>223,900</b>

City of Evanston

Recreation

3010 – Business & Fiscal Management

Description of Major Activities

The Business Office audits and records revenues from fees and charges resulting from departmental activities; controls and processes purchases and disbursements of both City and restricted account funds; maintains financial records relative to both expenditures and revenues; performs bank account reconciliation and prepares journal entries and monthly reports for Finance Department review; prepares financial reports for Recreation Board meetings and staff use; processes payroll for permanent and temporary staff; administers the RecTrac registration system; troubleshoots RecTrac system problems; and provides technical assistance to staff. In conjunction with the Director, the Business Manager coordinates the preparation and presentation of the budget and monitors budget performance. The Business Office also assists in providing customer service to patrons who register for Recreation Division programs at the Civic Center office.

FY 2005-2006 Objectives

- Reorganize and reengineer the Business division to maximize use of the new financial system.
• Develop a new policies and procedures manual for the new financial system and RecTrac.
• Implement Finance Department's recommendations by November 2005.
• Complete RecTrac upgrade and research implementing PhoneTrac and WebTrac registration.

Table with 4 columns: Ongoing Activity Measures, 2003-2004 Actual, 2004-2005 Actual, 2005-2006 Projected. Rows include RecTrac training sessions for staff, Budget preparation training for staff, and FULL TIME EQUIVALENT POSITIONS.

Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON**  
**REC. BUS. & FISCAL MGMT**  
**3010**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>3010 REC. BUS. &amp; FISCAL MGMT</b>		
61010 REGULAR PAY	202,100	152,100
61050 PERMANENT PART-TIME	9,000	9,000
61110 OVERTIME PAY	1,000	1,000
61510 HEALTH INSURANCE	22,500	22,500
61615 LIFE INSURANCE	300	300
61625 AUTO ALLOWANCE	300	300
62235 OFFICE EQUIPMENT MAINT	13,400	9,500
62275 POSTAGE CHARGEBACKS	300	900
62295 TRAINING & TRAVEL	400	400
62320 TELEPHONE CHARGEBACKS	2,600	
62360 MEMBERSHIP DUES	700	700
62375 RENTALS	14,000	14,000
62380 COPY MACHINE CHARGES	300	300
62500 TECHNICAL INFORMATION SERVICES	3,500	3,500
62510 EDUCATOR SERVICES	2,500	2,500
64545 PERSONAL COMPUTER SOFTWARE	1,000	1,000
65010 BOOKS, PUBLICATIONS, MAPS	300	300
65095 OFFICE SUPPLIES	17,000	17,000
65620 OFFICE MACH. & EQUIP.	15,000	15,000
<b>3010 REC. BUS. &amp; FISCAL MGMT</b>	<b>306,200</b>	<b>250,300</b>

Recreation

**3015 – Communications & Marketing Services**

**Description of Major Activities**

The Communications and Marketing Services office produces press releases and a wide variety of promotional materials for the Parks/Forestry and Recreation Department, which includes four community centers, the Ecology Center, the Cultural Arts Division and the Parks/Forestry Division. Staff also responds to requests for information from local media and the public.

The department's major marketing tool is "Arts + Recreation" magazine, which is published quarterly. The magazine promotes classes and programs offered by the Department and includes class and special event listings from Evanston artists and arts organizations, maps, general information and special events listings. Partial funding comes from display advertising revenue and from fees for listings from independent arts organizations and Evanston residents who teach classes in the arts.

**FY 2005-2006 Objectives**

- Produce a video promoting the Parks/Forestry and Recreation Department in conjunction with Evanston Community Media Center by May 2005.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Advertising sales revenue	30,530	28,000	28,500
<b>FULL TIME EQUIVALENT POSITIONS</b>	1	1	1

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON**  
**COMMUNICATION & MARKETING SRVS**  
**3015**

	2004 -2005	2005 -2006
	Appropriation	Proposed
<b>3015 COMMUNICATION &amp; MARKETING SRVS</b>		
61010 REGULAR PAY	61,200	61,200
61050 PERMANENT PART-TIME	31,300	31,300
61510 HEALTH INSURANCE	7,500	7,500
61615 LIFE INSURANCE	100	100
61625 AUTO ALLOWANCE	300	300
62205 ADVERTISING	300	400
62210 PRINTING	72,300	72,000
62250 COMPUTER EQUIPMENT MAINT	1,500	1,500
62275 POSTAGE CHARGEBACKS	1,000	1,000
62280 OVERNIGHT MAIL CHARGES	100	100
62295 TRAINING & TRAVEL	200	200
62315 POSTAGE	24,000	25,000
62320 TELEPHONE CHARGEBACKS	600	
62335 DATA PROCESSING SERVIC	2,000	2,000
62360 MEMBERSHIP DUES	200	200
62506 WORK-STUDY	2,000	2,000
65010 BOOKS, PUBLICATIONS, MAPS	200	200
65125 OTHER COMMODITIES		500
<b>3015 COMMUNICATION &amp; MARKETING SRVS</b>	<b>204,800</b>	<b>205,500</b>

City of Evanston

Recreation

3020 – Recreation General Support

**Description of Major Activities**

All Recreation administrative functions are part of Recreation General Support. This business unit includes the Superintendent of Recreation, Management Analyst and a Clerical staffer. This business unit is responsible for overseeing and developing Recreation programs offered in the community and for developing and implementing policies and procedures associated with use of those facilities and programs. Activities include staff training, applying for grants and other available funding sources, improving customer service, coordinating special events, providing permits to park rental groups, and working with community groups, advisory boards and the Recreation Board.

**FY 2005-2006 Objectives**

- Begin holding a quarterly meeting with all Full-time and Part-time maintenance personnel in order to review the current maintenance practices and procedures by September 2005.
- Begin to review and update the Recreation Board's by-laws and policies with the Board by April 2005.
- Update the summer all-staff training materials and revise the training agenda to include any new information, by May 2005.

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
Scholarships Granted - In Dollars	156,000		160,000
<b>FULL TIME EQUIVALENT POSITIONS</b>	2.50	3.00	3.00

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
RECREATION GENERAL SUPPORT  
3020**

	2004 - 2005 Appropriation	2005 - 2006 Proposed
<b>3020 RECREATION GENERAL SUPPORT</b>		
61010 REGULAR PAY	215,600	215,600
61050 PERMANENT PART-TIME	25,600	25,600
61110 OVERTIME PAY	1,000	1,000
61510 HEALTH INSURANCE	26,300	26,300
61615 LIFE INSURANCE	500	500
61625 AUTO ALLOWANCE	1,500	2,000
62275 POSTAGE CHARGEBACKS	1,000	500
62295 TRAINING & TRAVEL	400	1,000
62305 RENTAL OF AUTO-FLEET SER	46,400	46,400
62320 TELEPHONE CHARGEBACKS	1,800	
62360 MEMBERSHIP DUES	900	900
64540 TELECOMMUNICATIONS - WIRELESS	1,300	1,300
65010 BOOKS, PUBLICATIONS, MAPS	300	300
65025 FOOD	600	600
65125 OTHER COMMODITIES	800	13,000
68205 CONTINGENCIES		20,000
<b>3020 RECREATION GENERAL SUPPORT</b>	<b>324,000</b>	<b>355,000</b>

City of Evanston

Recreation

3025 – Park Utilities

**Description of Major Activities**

Mason, Lovelace, and James Parks provide area residents with opportunities for playing tennis, basketball and other leisure activities on a drop-in basis. The facilities may be used by local residents for hosting parties, meetings and special get-togethers. Lovelace and James Parks are also a site for the men's and women's tennis leagues. Electricity and natural gas costs for the parks listed previously, as well as for Baker, Ackerman, Robert Crown, Bent, and Harbart Parks are included in this business unit.

**FY 2005-2006 Objectives**

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Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
<b>FULL TIME EQUIVALENT POSITIONS</b>	0	0	0

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
PARK UTILITIES  
3025**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>3025 PARK UTILITIES</b>		
62320 TELEPHONE CHARGEBACKS	400	
64005 ELECTRICITY	46,000	47,000
64015 NATURAL GAS	4,500	12,600
65110 RECREATION SUPPLIES	300	
<b>3025 PARK UTILITIES</b>	<b>51,200</b>	<b>59,600</b>

City of Evanston

Recreation

3030 – Robert Crown Community Center

**Description of Major Activities**

The Robert Crown Community Center provides comprehensive recreational activities for all ages. These activities are designed to serve residents with diverse interests, including sports, arts, hobbies and preschool learning. Leisure activities are scheduled at convenient times for each age group. The Community Center continues to coordinate programs with those of the adjacent Ice Center Facility. Some of the programs/services that are offered at the center include: adult pottery, low-impact aerobics, t-ball, karate classes, after-school programs, Surf'nTurf Summer Camp, Robert Crown Summer Camp, various preschool programs, room rentals (for birthday parties), various dance programs, gymnastic programs and 4th & 5th Grade basketball. The schools that participate are Dawes, Dewey, King Lab, Kingsley, Lincoln, Lincolnwood, Oakton, Orrington, Timber Ridge, Walker, Washington, Willard, Park School, Baker Demonstration, Pope John XXIII, Saint Athanasius and Roycemore.

**FY 2005-2006 Objectives**

- Increase the number of fitness participants by offering a "drop-in with a buddy" incentive. Customers pay one full price admission and allow the guest of the participant to get half off. The current walk in fee is \$5.00 per person. A monthly pass is \$20.00. This program should be in place by fall 2005.
- Create a family fun day on Sundays with the emphasis on different themes every week by October 2005. Activities will include nerf football, jump rope, nerf soccer, basketball, relay games, volleyball, rope climb and many other games.

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
Teams in sports leagues	50	40	40
Recreation instructional	930	930	930
Arts and Crafts participants	350	350	350
Preschool age programs participants	500	500	550
Self-development/performing arts participants	725	725	700
Holiday Events Participants/Camps	270	270	270
Fitness Participants	200	200	175
Open Gym Participants	1,000	1,000	1000
<b>FULL TIME EQUIVALENT POSITIONS</b>	7.17	7.17	7.17

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
CROWN COMMUNITY CENTER  
3030**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>3030 CROWN COMMUNITY CENTER</b>		
61010 REGULAR PAY	218,500	218,500
61050 PERMANENT PART-TIME	140,200	140,200
61060 SEASONAL EMPLOYEES	33,700	33,700
61110 OVERTIME PAY	2,400	5,800
61510 HEALTH INSURANCE	37,800	37,800
61615 LIFE INSURANCE	300	300
61625 AUTO ALLOWANCE	300	800
61630 SHOE ALLOWANCE		1,000
62205 ADVERTISING	600	600
62210 PRINTING	400	400
62235 OFFICE EQUIPMENT MAINT	2,600	1,400
62245 OTHER EQMT MAINTENANCE	1,900	1,000
62275 POSTAGE CHARGEBACKS	300	300
62295 TRAINING & TRAVEL	500	500
62320 TELEPHONE CHARGEBACKS	4,300	
62360 MEMBERSHIP DUES	500	500
62375 RENTALS	2,000	2,000
62505 INSTRUCTOR SERVICES	41,000	41,000
62507 FIELD TRIPS	3,400	3,400
62508 SPORTS OFFICIALS	1,500	1,500
62515 RENTAL SERVICES	1,400	1,400
62705 BANK SERVICE CHARGES	2,100	
64005 ELECTRICITY	37,800	37,800
64015 NATURAL GAS	6,800	14,400
65020 CLOTHING	500	1,000
65040 JANITORIAL SUPPLIES	2,000	2,000
65050 BLDG MAINTENANCE MATERIAL	2,400	2,400
65070 OFFICE/OTHER EQT MTN MATL	2,800	1,800
65075 MEDICAL & LAB SUPPLIES	900	500
65095 OFFICE SUPPLIES	2,200	1,000
65110 RECREATION SUPPLIES	16,800	16,300
<b>3030 CROWN COMMUNITY CENTER</b>	<b>567,900</b>	<b>569,300</b>

**Recreation**

**3035 – Chandler-Newberger Community Center**

**Description of Major Activities**

The Chandler-Newberger Center offers comprehensive programs for infants through adults. Major programs include nine types of summer day camps for school-aged youth and preschoolers, after-school sports classes, girls' youth basketball leagues, youth flag football leagues, preschool play groups, youth chess, adult/youth fencing, preschool development classes, youth gymnastics, adult/youth volleyball leagues, women's basketball classes and more. The emphasis of programs is to provide positive self-development through learning skills and individual improvement. The 14,000-sq-foot facility also provides room, racquetball court and gymnasium rentals to community groups, youth birthday party groups and recreation enthusiasts.

**Preschool Programs**

Terrific Threes Preschool  
Fabulous Fours and Fives Preschool  
Time Together - Drop In Gym  
Preschool Gymnastics  
Preschool Sports Classes  
Preschool Art Classes  
Parent-Infant Classes  
Parent - Toddler Classes  
Pee Wee Sports Camp  
Leahy Park Preschool Camp

Open Gym  
Racquetball  
Red Cross Babysitting Training Classes  
Red Cross CPR/First Aid Training

**Youth Programs**

Summer Sports Camp  
Summer Sports Mini-Camp  
Winter Sports Camp  
Youth Afterschool Sports  
Home School Sports Classes  
Basketball Camps  
Beach Volleyball Camp  
Indoor Volleyball Camp  
Gymnastics  
Chess Camps and Classes  
Fencing Camps and Classes  
Girl's Basketball Leagues  
Flag Football League  
Open Gym

**Adult Programs**

Indoor Volleyball Leagues  
Beach Volleyball Leagues  
Volleyball Skills Training Classes  
Women's Basketball Classes  
Women's Open Basketball  
Men's Open Basketball  
Racquetball  
Red Cross CPR/First Aid Training  
Self-Improvement Classes

**Teen Programs**

Summer Beach Volleyball Camps  
Indoor Volleyball Camps  
Volleyball Classes

**Special Events**

March Madness Basketball Tournament  
Chandler-Newberger Carnival Night  
Youth Garage Sale

**FY 2005-2006 Objectives**

- Offer a Chandler-Newberger Carnival Night to replace the Halloween Party by November 2005
- Offer summer open basketball for men's and women's groups by June 2005

**CITY OF EVANSTON  
CHANDLER COMMUNITY CENTER  
3035**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>3035 CHANDLER COMMUNITY CENTER</b>		
61010 REGULAR PAY	194,400	194,400
61050 PERMANENT PART-TIME	106,300	106,300
61060 SEASONAL EMPLOYEES	79,700	79,700
61110 OVERTIME PAY	1,000	3,500
61510 HEALTH INSURANCE	30,000	30,000
61615 LIFE INSURANCE	200	200
61625 AUTO ALLOWANCE	1,200	2,100
61630 SHOE ALLOWANCE		300
62205 ADVERTISING	300	600
62210 PRINTING	600	600
62235 OFFICE EQUIPMENT MAINT	600	600
62245 OTHER EQMT MAINTENANCE	4,200	1,300
62275 POSTAGE CHARGEBACKS	2,700	2,700
62295 TRAINING & TRAVEL	400	400
62360 MEMBERSHIP DUES	800	1,000
62375 RENTALS	1,600	5,000
62490 OTHER PROGRAM COSTS	700	700
62495 LICENSED PEST CONTROL SERVICES	300	300
62505 INSTRUCTOR SERVICES	55,500	63,200
62506 WORK-STUDY	4,500	4,500
62507 FIELD TRIPS	24,500	21,500
62508 SPORTS OFFICIALS		1,100
62518 SECURITY/ALARM CONTRACTS		3,800
62705 BANK SERVICE CHARGES	8,900	
64005 ELECTRICITY	28,500	28,500
64015 NATURAL GAS	9,300	11,400
64520 TELECOMMUNICATIONS - LOCAL	5,000	
64540 TELECOMMUNICATIONS - WIRELESS	1,800	2,200
65010 BOOKS, PUBLICATIONS, MAPS	100	300
65020 CLOTHING	600	600
65025 FOOD	900	900
65040 JANITORIAL SUPPLIES	2,500	2,500
65050 BLDG MAINTENANCE MATERIAL	1,000	1,000
65070 OFFICE/OTHER EQT MTN MATL	200	200
65075 MEDICAL & LAB SUPPLIES	100	100
65080 MERCHANDISE FOR RESALE	3,900	
65095 OFFICE SUPPLIES	2,500	3,200
65110 RECREATION SUPPLIES	17,900	17,900
65555 PERSONAL COMPUTER EQUIPMENT	500	
<b>3035 CHANDLER COMMUNITY CENTER</b>	<b>593,200</b>	<b>592,600</b>

Recreation

**3040 – Fleetwood-Jourdain Community Center**

**Description of Major Activities**

Fleetwood-Jourdain programs enhance the participant's ability to learn through involvement. Recreational activities include sports, dance, drama, special events, drop-in activities and arts and crafts. Participants maximize their use of leisure time through diverse programs tailored to special interests during fall, winter and spring months. An extensive nine-month after-school program is offered during the school year and a ten-week camp program is offered in summer. In addition to the numerous programs sponsored by the Department, the Center also accommodates community groups such as Community Awareness Block Club, Foster Neighbors and VWF. Program space and staff support is also provided for affiliate organizations such as FAAM, COE-POPS/MOMS, Junior Wildkits, and AYSO.

**FY 2005-2006 Objectives**

- Evaluate and restructure programs that serve children and young adults to improve program delivery by May 2005.
- Develop a citywide community outreach program to increase participation in the programs offered by the center's theater and at-risk programs by September 2005.
- Centralize program promotions with the development of a quarterly newsletter to highlight successful programs and upcoming events, as well as to advocate the value of recreation in the community by November 2005.
- Develop a program that focuses on the adult population by June 2005.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
League participation sports offered	7	7	8
Classes offered in fitness program	6	6	8
Classes offered in dance program	5	5	3
Classes offered in skilled craft program	5	5	4
Scholarship granted	\$20,000	\$20,000	\$20,000
<b>FULL TIME EQUIVALENT POSITIONS</b>	9.33	9.33	9.33

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
FLEETWOOD JOURDAIN COM CT  
3040**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>3040 FLEETWOOD JOURDAIN COM CT</b>		
61010 REGULAR PAY	258,300	258,300
61050 PERMANENT PART-TIME	68,200	107,000
61060 SEASONAL EMPLOYEES	80,900	45,600
61110 OVERTIME PAY	3,000	4,500
61510 HEALTH INSURANCE	45,200	45,200
61615 LIFE INSURANCE	500	500
61625 AUTO ALLOWANCE	1,800	1,800
61630 SHOE ALLOWANCE		200
62205 ADVERTISING	2,400	3,000
62210 PRINTING	1,900	1,900
62225 BLDG MAINTENANCE SERVICES	1,000	1,000
62235 OFFICE EQUIPMENT MAINT	1,000	500
62245 OTHER EQMT MAINTENANCE	1,800	1,000
62275 POSTAGE CHARGEBACKS	1,500	1,500
62295 TRAINING & TRAVEL	600	600
62315 POSTAGE	400	400
62320 TELEPHONE CHARGEBACKS	2,100	
62360 MEMBERSHIP DUES	800	800
62375 RENTALS	2,000	1,000
62490 OTHER PROGRAM COSTS	13,000	7,000
62495 LICENSED PEST CONTROL SERVICES	500	500
62505 INSTRUCTOR SERVICES	6,000	6,000
62507 FIELD TRIPS	16,800	16,800
62510 EDUCATOR SERVICES	3,000	3,000
62511 ENTERTAIN/ PERFORMER SVCS	9,000	6,000
62518 SECURITY/ALARM CONTRACTS	4,100	4,100
62705 BANK SERVICE CHARGES	200	
64005 ELECTRICITY	43,700	43,700
64015 NATURAL GAS	16,200	18,200
64505 TELECOMMUNICATIONS - CARRIER L	2,400	
64540 TELECOMMUNICATIONS - WIRELESS	1,500	1,500
65010 BOOKS, PUBLICATIONS, MAPS	600	600
65020 CLOTHING	3,000	3,000
65025 FOOD	8,400	10,000
65040 JANITORIAL SUPPLIES	6,000	6,000
65050 BLDG MAINTENANCE MATERIAL	3,000	1,500
65070 OFFICE/OTHER EQT MTN MATL	2,500	1,500
65095 OFFICE SUPPLIES	3,000	3,000
65110 RECREATION SUPPLIES	20,900	20,900
<b>3040 FLEETWOOD JOURDAIN COM CT</b>	<b>637,200</b>	<b>628,100</b>

City of Evanston

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Recreation

**3045 – Fleetwood-Jourdain Theater**

**Description of Major Activities**

Fleetwood-Jourdain Theatre programs increase the community's awareness of the performing arts. The Theatre presents shows that are relevant to the community and enable a better understanding of the community. The program showcases the outstanding talent in our area and fosters a sense of pride and enthusiasm. The Evanston Children's Theatre program produces three productions, which include classical musicals, fairy tales and adaptations. Participants are involved in acting and singing and assist with costumes, lighting and set decoration.

**FY 2005-2006 Objectives**

- Increase the variety of workshops to include audition techniques, stage presence, voice and diction, by January 2006.
- Provide live concerts to showcase local performing artists and a variety of live entertainment, such as dance troupes, spoken word artists, readers-theater and one-act plays, by November 2005.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Theatre Productions/classes/workshops/seminars	8	8	14
Scholarships	\$1,000	\$1,000	\$1,000
<b>FULL TIME EQUIVALENT POSITIONS</b>	1.77	1.77	1.77

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
FLEETWOOD/JOURDAIN THEATR  
3045**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>3045 FLEETWOOD/JOURDAIN THEATR</b>		
61010 REGULAR PAY	39,700	39,700
61050 PERMANENT PART-TIME	9,800	9,800
61510 HEALTH INSURANCE	7,500	7,500
61615 LIFE INSURANCE	100	100
61625 AUTO ALLOWANCE	500	500
62205 ADVERTISING	6,000	6,000
62210 PRINTING	2,000	2,000
62275 POSTAGE CHARGEBACKS	1,500	1,500
62375 RENTALS	3,000	3,000
62490 OTHER PROGRAM COSTS	1,000	1,000
62505 INSTRUCTOR SERVICES	23,800	23,800
62511 ENTERTAIN/ PERFORMER SVCS	12,200	12,200
62705 BANK SERVICE CHARGES	100	
64540 TELECOMMUNICATIONS - WIRELESS	500	500
65025 FOOD	3,000	3,000
65050 BLDG MAINTENANCE MATERIAL	1,000	1,000
65070 OFFICE/OTHER EQT MTN MATL	500	500
65095 OFFICE SUPPLIES	600	600
65110 RECREATION SUPPLIES	8,000	8,000
<b>3045 FLEETWOOD/JOURDAIN THEATR</b>	<b>120,800</b>	<b>120,700</b>

# City of Evanston

## Recreation

### 3050 – At-Risk Opportunities

#### Description of Major Activities

At-risk programs are structured to increase participation of grade and high school youth and young adults in need of non-traditional leisure services. Programs and services offered in this element are free to the participant(s) and offered at various recreation centers: Fleetwood-Jourdain, Mason, Robert Crown, Clyde/Brummel Park and other locations throughout the community. The program choices create alternatives in lifestyle, better self-image, and ultimately a better quality of life.

Recreational and sports activities are held at the lakefront and at Elks, James, Robert Crown and Mason Parks. The summer food program provides 1,000 nutritional meals per day to Evanston youth at four sites: Fleetwood-Jourdain, Mason Park, Robert Crown and Clyde-Brummel.

#### FY 2005-2006 Objectives

- Submit an application for a reimbursable grant from the Illinois State Board of Education for a Summer Lunch Program to serve five sites: Fleetwood-Jourdain, Mason Park, Robert Crown, Clyde-Brummel Park and the fifth undetermined site located in south Evanston. The program will serve 40,000 lunches over a 10-week period, by August 2005.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Cultural Arts	5	3	3
Drop-In Playground	2	2	2
Family Outing	3	2	2
Summer Food Service Program Sites	4	4	4
Meals Served	45,000	40,000	40,000
Community Outreach	2	2	2
<b>FULL TIME EQUIVALENT POSITIONS</b>	0.95	0.95	0.95

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON**  
**AT-RISK PROGRAMS**  
**3050**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>3050 AT-RISK PROGRAMS</b>		
61050 PERMANENT PART-TIME	39,700	39,700
61060 SEASONAL EMPLOYEES	43,200	43,200
62205 ADVERTISING	1,000	1,000
62210 PRINTING	1,000	1,000
62275 POSTAGE CHARGEBACKS	400	400
62295 TRAINING & TRAVEL	200	200
62415 DEBRIS/REMOVAL CONTRACTUAL COS	900	900
62490 OTHER PROGRAM COSTS	1,500	1,500
62495 LICENSED PEST CONTROL SERVICES	400	400
62505 INSTRUCTOR SERVICES	1,000	1,000
62507 FIELD TRIPS	4,500	4,500
62511 ENTERTAIN/ PERFORMER SVCS	1,500	1,000
62515 RENTAL SERVICES	3,500	3,000
64005 ELECTRICITY	2,300	2,300
64520 TELECOMMUNICATIONS - LOCAL	2,200	
64540 TELECOMMUNICATIONS - WIRELESS	400	1,100
65025 FOOD	73,000	73,000
65040 JANITORIAL SUPPLIES	2,500	2,500
65095 OFFICE SUPPLIES	1,500	1,500
65110 RECREATION SUPPLIES	8,000	8,000
<b>3050 AT-RISK PROGRAMS</b>	<b>188,700</b>	<b>186,200</b>

# City of Evanston

## Recreation

### 3055 – Levy Center

#### Description of Major Activities

The Levy Senior Center primarily serves senior citizens. There are countless recreational activities to meet the interests and needs of people 55 years and better.

The Hulda B. and Maurice L. Rothschild Garden is an enabling garden located in the central courtyard. The development of this space has been guided by the expertise of the Chicago Botanic Garden. Its raised beds, vertical trellis gardens, water feature, accessible paving, and tactile colorful and aromatic plantings have been a source of pleasure for those who come to the center. A garden club has been formed for the seniors to assist with the maintenance of this space. Classes and special events have been held in the courtyard.

The computer lab teaches and enhances the computer skills of seniors. The library offers a quiet space for those who want to meditate or read. The game room boasts two pool tables, a shuffleboard table and a dart board. This is a popular place for physically active seniors who want to socialize and partake in some friendly competition. The gym/auditorium is a grand space for basketball, volleyball, shuffleboard, badminton, music programs and dance programs.

The Center's program offerings include theme parties, holiday gatherings, day trips, long distance trips, arts and craft classes, card games, dance classes, woodcarving, writing workshops, social groups, and more. The health & wellness classes and the fitness room have become popular with people over 18 and seniors alike. A public health nurse, the senior crime prevention officer, and a social worker operate from the Health Screening Room. Weekend and evening hours have allowed for additional activities at the center for all ages. For young adults, there are a variety of fitness classes, Spanish classes, computer classes, crafts, woodcarving, line dance classes, etc. Currently, martial arts classes for young children and adults have played a role at the Levy Center during evening hours. The Levy Center building and courtyard is popular as a rental space in Evanston.

#### FY 2005-2006 Objectives

- Begin Levy membership email address project in order to notify and update participants with Levy information by April 2005
- Increase collaborations with similar agencies to provide educational and program experiences for Evanston seniors by February 2006
- Include a wider variety of evening programming at Levy Center by September 2006

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Levy Membership	2,475	1,750	1,800
Fitness Room Membership	250	265	300
Scholarships	300	300	300
<b>FULL TIME EQUIVALENT POSITIONS</b>	7.93	7.93	7.93

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
LEVY CENTER  
3055**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>3055 LEVY CENTER</b>		
61010 REGULAR PAY	268,600	268,600
61050 PERMANENT PART-TIME	125,500	143,300
61110 OVERTIME PAY	1,000	1,000
61510 HEALTH INSURANCE	45,300	45,300
61615 LIFE INSURANCE	400	400
61625 AUTO ALLOWANCE	1,300	1,300
61630 SHOE ALLOWANCE		400
62205 ADVERTISING	1,000	500
62210 PRINTING	1,000	1,000
62235 OFFICE EQUIPMENT MAINT	1,000	
62245 OTHER EQMT MAINTENANCE	6,500	6,000
62275 POSTAGE CHARGEBACKS	6,000	6,000
62295 TRAINING & TRAVEL	500	700
62360 MEMBERSHIP DUES	1,000	1,000
62375 RENTALS	800	900
62495 LICENSED PEST CONTROL SERVICES	500	500
62505 INSTRUCTOR SERVICES	100,000	100,000
62507 FIELD TRIPS	17,000	12,200
62509 SERVICE AGREEMENTS / CONTRACTS		1,000
62511 ENTERTAIN/ PERFORMER SVCS	2,500	2,500
62515 RENTAL SERVICES		4,800
62518 SECURITY/ALARM CONTRACTS	700	800
62705 BANK SERVICE CHARGES	1,500	1,500
64005 ELECTRICITY	48,000	52,000
64015 NATURAL GAS	18,000	28,000
64520 TELECOMMUNICATIONS - LOCAL	7,900	
64540 TELECOMMUNICATIONS - WIRELESS	1,100	1,100
65020 CLOTHING	1,000	500
65025 FOOD	8,500	12,700
65040 JANITORIAL SUPPLIES	3,800	3,800
65050 BLDG MAINTENANCE MATERIAL	2,000	6,000
65070 OFFICE/OTHER EQT MTN MATL	1,000	1,000
65095 OFFICE SUPPLIES	4,000	4,000
65110 RECREATION SUPPLIES	11,500	10,500
<b>3055 LEVY CENTER</b>	<b>688,900</b>	<b>719,300</b>

City of Evanston

Recreation

3065 – Church Street Boat Ramp

**Description of Major Activities**

Both Church Street Boat Ramps are open May 1 through October 31, weather permitting. Boats 15 feet to approximately 22 feet in length may be launched from this facility. A portable dock, installed during the season, enhances the use of both ramps. Daily supervision is provided during peak periods before, during, and after the beach season. Large sailboats and personal watercraft are also launched at this facility. Also included in this business unit is the operation of the dog beach.

**FY 2005-2006 Objectives**

- To develop a schedule for the cleaning of the dog beach during the summer months with the beach cleaner by June 2005.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Facility in operating condition by opening dates	May 1	MAY 1	MAY 1
Dog Beach Cleanings	5	6	12
Season Permits sold - residents	67	68	70
Season Permits sold - non-residents	39	28	30
Dog beach tokens sold - residents	1,283	1,100	1,200
Dog beach tokens sold - non-residents	580	260	350
<b>FULL TIME EQUIVALENT POSITIONS</b>	0	0	0

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
BOAT RAMP-CHURCH ST  
3065**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>3065 BOAT RAMP-CHURCH ST</b>		
61060 SEASONAL EMPLOYEES	26,700	26,700
61110 OVERTIME PAY	11,000	11,000
62275 POSTAGE CHARGEBACKS	200	100
65040 JANITORIAL SUPPLIES	500	500
65045 LICENSING/REGULATORY SUPP	500	500
65050 BLDG MAINTENANCE MATERIAL	28,500	28,500
65125 OTHER COMMODITIES	300	300
	<hr/>	<hr/>
<b>3065 BOAT RAMP-CHURCH ST</b>	<b>67,700</b>	<b>67,600</b>

# City of Evanston

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## Recreation

### 3075 – Boat Storage Facility

#### Description of Major Activities

The Dempster Storage/Launch Facility provides 209 racks for storage of small sailboats and kayaks. Furthermore, there is beach space allocated for 15 double hull crafts (Hobie Cats) and additional storage space for 30 sailboards. This facility also provides winter storage for up to 30 size-appropriate vessels. The large sandy beach provides an excellent area for any boater that has purchased a storage, launch or daily permit.

This facility is open for use from May through October. During the swimming season, staff is there seven days a week to monitor the entry points and assist boaters as needed.

#### FY 2005-2006 Objectives

- To research the available options for renovating the boat racks at Dempster St. Boat by May 2005.
- To develop a new sailing/kayaking instructional/rental program by June 2005.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Storage racks occupied	228	223	230
Season launch permits sold	119	121	125
Daily launch permits sold	25	30	35
<b>FULL TIME EQUIVALENT POSITIONS</b>	0	0	0

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
BOAT STORAGE FACILITIES  
3075**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>3075 BOAT STORAGE FACILITIES</b>		
61060 SEASONAL EMPLOYEES	9,300	9,300
61110 OVERTIME PAY		500
62275 POSTAGE CHARGEBACKS	300	300
62490 OTHER PROGRAM COSTS	300	300
65045 LICENSING/REGULATORY SUPP	700	700
65070 OFFICE/OTHER EQT MTN MATL	600	600
<b>3075 BOAT STORAGE FACILITIES</b>	<b>11,200</b>	<b>11,700</b>

# City of Evanston

## Recreation

### 3080 – Beaches

#### Description of Major Activities

Skilled, trained and supervised staff of the Lakefront Division provide for the safety of swimmers and beach patrons at the Lighthouse, Clark St., Greenwood, Lee St. and South Boulevard beaches. The staff also maintains beachfront areas.

The staff at the Dempster St. Beach office is responsible for selling season permits, collecting beach revenues and depositing all lakefront revenues.

#### FY 2005-2006 Objectives

- To establish a pre-season American Red Cross Lifeguarding program to aide in the hiring and training of staff during the off season by January 2006.
- To better define the role and duties of the Head Lifeguard and Beach Manager positions by June 2005.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Number of resident pre-season tokens sold	13,128	11,432	13,000
Total number of resident season tokens sold	3,061	2,116	2,800
Total Number of res. 1/2 price tokens sold	229		215
Total number of adult daily tickets sold	10,645		10,000
Total number of child daily tickets sold	6,117		6,000
Non-resident pre-season tokens sold	88	81	85
Non-residents season tokens Sold	38	36	37
Total Picnic Permits Sold	195	189	193
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
BEACHES  
3080**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>3080 BEACHES</b>		
61010 REGULAR PAY	75,800	75,800
61060 SEASONAL EMPLOYEES	263,900	263,900
61110 OVERTIME PAY		3,000
61510 HEALTH INSURANCE	11,300	11,300
61615 LIFE INSURANCE	200	200
62205 ADVERTISING	600	600
62235 OFFICE EQUIPMENT MAINT		400
62245 OTHER EQMT MAINTENANCE	1,200	600
62275 POSTAGE CHARGEBACKS	500	300
62305 RENTAL OF AUTO-FLEET SER	46,100	46,100
62490 OTHER PROGRAM COSTS	500	500
62518 SECURITY/ALARM CONTRACTS		600
62705 BANK SERVICE CHARGES	1,900	
64005 ELECTRICITY	3,200	3,200
64015 NATURAL GAS	1,600	1,900
64505 TELECOMMUNICATIONS - CARRIER L	1,700	
64540 TELECOMMUNICATIONS - WIRELESS	4,500	4,500
65020 CLOTHING	3,000	3,500
65025 FOOD	300	300
65045 LICENSING/REGULATORY SUPP	5,000	5,000
65110 RECREATION SUPPLIES	3,700	4,300
65125 OTHER COMMODITIES	1,500	1,500
<b>3080 BEACHES</b>	<b>426,500</b>	<b>427,500</b>

City of Evanston

Recreation

3085 – Recreation Facility Maintenance

**Description of Major Activities**

This maintenance service ensures the efficient operation of our recreation programs and facilities. Services provided include maintenance of five city swimming beaches, the dog beach, Greenwood sailboard beach, and Dempster sailing beach; field maintenance of 23 soccer fields, four football fields, and 18 baseball fields; and custodial services to seven park shelters and seven lakefront buildings. Major cleaning, painting, and minor carpentry, pick-up/deliveries are provided to our six Parks/Forestry and Recreation buildings. Five natural ice rinks are maintained during the winter months. Snow removal is also provided for parkways, sidewalks, and parking lots for all recreation buildings.

**FY 2005-2006 Objectives**

- To improve drainage on the playing surface of James Park soccer field #2 by adding 10 tons of "turface" by November 2005.
- To renovate the softball infield at Fleetwood-Jourdain Center by November 2005.

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
Service deliveries	590	590	590
Number of beach cleanings	290	290	290
Install snowfence (in linear feet)	19,000	19,000	19,000
Remove snow from sidewalks within 24 hours	24	24HRS	24 HRS
Resurface natural ice rinks	20	25	25
Dredge boat ramp	30	MAY 30	MAY 30
Maintain tennis and basketball courts	40	40	40
Maintain football and soccer fields	20	20	20
<b>FULL TIME EQUIVALENT POSITIONS</b>	6.75	6.75	6.75

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
RECREATION FACILITY MAINT  
3085**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>3085 RECREATION FACILITY MAINT</b>		
61010 REGULAR PAY	331,400	331,400
61060 SEASONAL EMPLOYEES	48,800	48,800
61110 OVERTIME PAY	23,800	24,900
61510 HEALTH INSURANCE	49,700	49,700
61615 LIFE INSURANCE	400	400
61630 SHOE ALLOWANCE		1,000
62245 OTHER EQMT MAINTENANCE	1,000	500
62295 TRAINING & TRAVEL	700	700
62305 RENTAL OF AUTO-FLEET SER	45,600	45,600
62320 TELEPHONE CHARGEBACKS	1,100	
62360 MEMBERSHIP DUES	300	300
62375 RENTALS	600	
64540 TELECOMMUNICATIONS - WIRELESS	2,400	2,400
65040 JANITORIAL SUPPLIES	2,900	2,900
65050 BLDG MAINTENANCE MATERIAL	3,500	3,500
65055 MATER. TO MAINT. IMP.	13,000	13,000
65070 OFFICE/OTHER EQT MTN MATL	4,000	3,000
65085 MINOR EQUIPMENT & TOOLS	1,000	1,000
65090 SAFETY EQUIPMENT	700	700
<b>3085 RECREATION FACILITY MAINT</b>	<b>530,900</b>	<b>529,800</b>

City of Evanston

Recreation

3095 – Robert Crown Ice Rink

**Description of Major Activities**

The Robert Crown Ice Rink provides comprehensive year-round ice-related programs. Staff strives to maintain a high quality indoor ice skating facility at a competitive fee rate. Participants of all ages and abilities, as well as the broad spectrum of special interest groups, are served by the varied recreation programs. The services and facilities of the Robert Crown Ice Center are structured to complement the programs of the Robert Crown Community Center. Some Robert Crown Ice Center classes include: Learn to Skate, Figure Skating Lessons, Speed Skating, Learn to Skate Hockey Classes, Hockey Specialty Clinics, Adult Broom Ball, Open Skate, and Rink Rentals.

**FY 2005-2006 Objectives**

- Continue to market the skating school through handouts, flyers, and participating in various skating events held in the surrounding rinks by 2005
- Create additional figure skating programs such as: Ice Dance for Beginners, Pre-Competition Workshops and Holiday Adult Skating Seminars by 2005.
- Create an intramural co-ed hockey program of at least six (6) teams (no checking). Market this program through already existing women's programs and men's drop-in hockey programs by October 2005.
- Offer more youth hockey clinics, power clinics, puck handling, goalie clinics, etc by January 2006.
- Add more themes to open skate times such as: Valentine's Day Sweetheart Skate, Skate with the Easter Bunny, Buddy Day, President's Day Skate, etc. by May 2006.

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
Learn to skate classes	320	320	330
Hockey sessions held	30	32	32
Public skate participation	17,000	17,000	17,000
Broomball league teams	28	28	24
Teams in Adult Hockey league	20	20	16
Scholarships granted	\$37,000	\$32,000	\$32,000
<b>FULL TIME EQUIVALENT POSITIONS</b>	10.94	10.94	10.94

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
CROWN ICE RINK  
3095**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>3095 CROWN ICE RINK</b>		
61010 REGULAR PAY	242,500	242,500
61050 PERMANENT PART-TIME	268,900	268,900
61060 SEASONAL EMPLOYEES	48,300	48,300
61110 OVERTIME PAY	3,400	5,500
61510 HEALTH INSURANCE	37,700	37,700
61615 LIFE INSURANCE	300	300
61625 AUTO ALLOWANCE	300	800
61630 SHOE ALLOWANCE		400
62205 ADVERTISING	600	5,000
62210 PRINTING	10,400	6,000
62235 OFFICE EQUIPMENT MAINT	2,800	1,800
62245 OTHER EQMT MAINTENANCE	22,000	22,000
62275 POSTAGE CHARGEBACKS	4,900	4,900
62295 TRAINING & TRAVEL	300	300
62305 RENTAL OF AUTO-FLEET SER	20,500	20,500
62320 TELEPHONE CHARGEBACKS	4,300	
62360 MEMBERSHIP DUES	5,400	5,400
62375 RENTALS	3,200	3,200
62490 OTHER PROGRAM COSTS	9,000	9,000
62495 LICENSED PEST CONTROL SERVICES	600	600
62505 INSTRUCTOR SERVICES	10,200	10,200
62507 FIELD TRIPS	20,500	20,500
62508 SPORTS OFFICIALS	12,500	5,000
62515 RENTAL SERVICES	1,000	1,000
62705 BANK SERVICE CHARGES	9,000	
64005 ELECTRICITY	101,500	98,000
64015 NATURAL GAS	28,100	43,300
64540 TELECOMMUNICATIONS - WIRELESS	700	700
65010 BOOKS, PUBLICATIONS, MAPS	300	300
65020 CLOTHING	3,600	3,600
65040 JANITORIAL SUPPLIES	6,400	6,400
65050 BLDG MAINTENANCE MATERIAL	5,000	5,000
65070 OFFICE/OTHER EQT MTN MATL	10,400	9,400
65075 MEDICAL & LAB SUPPLIES	900	900
65080 MERCHANDISE FOR RESALE	35,900	35,900
65095 OFFICE SUPPLIES	3,100	3,100
65110 RECREATION SUPPLIES	53,600	53,600
<b>3095 CROWN ICE RINK</b>	<b>988,100</b>	<b>980,000</b>

City of Evanston

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**Recreation**

**3100 – Sports Leagues**

**Description of Major Activities**

Activities contained in this business unit include the adult softball leagues and the Arbor Day Five race. These programs give residents the opportunity to be involved in community recreation activities.

**FY 2005-2006 Objectives**

- To work with the Web page designer on the creation of a page for posting rainout announcements on the City Web page by April 2005.
- To reformat the Arbor Day Five race to a "fun run" by March 2005.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Adult Summer Softball Teams	73	80	80
Arbor Day Five Participants	55	0	100
<b>FULL TIME EQUIVALENT POSITIONS</b>	1.27	1.27	1.27

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
SPORTS LEAGUES  
3100**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>3100 SPORTS LEAGUES</b>		
61010 REGULAR PAY	29,200	29,200
61050 PERMANENT PART-TIME	7,000	7,000
61060 SEASONAL EMPLOYEES	7,900	7,900
61510 HEALTH INSURANCE	3,800	3,800
61615 LIFE INSURANCE	100	100
61625 AUTO ALLOWANCE	900	900
62275 POSTAGE CHARGEBACKS	400	200
62295 TRAINING & TRAVEL	100	100
62320 TELEPHONE CHARGEBACKS	900	
62360 MEMBERSHIP DUES	100	100
62508 SPORTS OFFICIALS	20,000	18,000
65110 RECREATION SUPPLIES	10,500	9,000
<b>3100 SPORTS LEAGUES</b>	<b>80,900</b>	<b>76,300</b>

# City of Evanston

## Recreation

### 3105 –Aquatic Camp

#### Description of Major Activities

The Aquatics Camp program is offered to youths age 8-13. The program consists of two 4-week sessions, with a morning and afternoon group in each session. Activities include swimming, water skiing, sailing, canoeing and kayaking. In addition to these water activities, campers participate in land-related activities such as: kickball, volleyball, special event days and other games and contests.

There are four parents' nights scheduled (1 per group). During these evenings, parents can participate with their child in camp activities.

#### FY 2005-2006 Objectives

- To increase the training given to camp counselors in order to provide a better camp experience by June 2005.
- To continue to improve the skill set by further improving the basic water-safety skills by June 2005.
- To research and develop an evening camp for adults and children two nights a week by June 2005.
- To develop a non-motorized watercraft rental program at the lakefront seven days a week by July 2005.
- To research and develop a private/group lesson program (paddle and sail) two days a week at the lakefront by June 2005.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Aquatic Camp Revenue	\$90,458	\$95,020	\$98,500
Total Camp Registrations	314	333	345
<b>FULL TIME EQUIVALENT POSITIONS</b>	0	0	0

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
AQUATIC CAMP  
3105**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>3105 AQUATIC CAMP</b>		
61060 SEASONAL EMPLOYEES	34,400	56,000
61110 OVERTIME PAY		300
62210 PRINTING	800	200
62275 POSTAGE CHARGEBACKS	500	300
65025 FOOD	400	500
65070 OFFICE/OTHER EQT MTN MATL	400	
65110 RECREATION SUPPLIES	3,500	5,200
65125 OTHER COMMODITIES		9,000
<b>3105 AQUATIC CAMP</b>	<b>40,000</b>	<b>71,500</b>

# City of Evanston

## Recreation

### 3110 – Tennis

#### Description of Major Activities

The tennis program, coordinated through Chandler-Newberger Center, includes indoor and outdoor programs, as well as youth outreach programs. Indoor tennis is offered at Evanston Township High School. Outdoor youth and adult tennis programs are offered in spring, summer and fall--primarily at four sites: James, Leahy, Lovelace and Robert Crown Parks. The outdoor tennis program includes various camps, classes and leagues. Youth outreach lessons are provided primarily at Evanston Township High School as well as various City parks.

#### **Youth/Preschool Tennis Programs**

Pee Wee Tennis Classes  
Youth Free Lesson Days  
Tennis Instruction Classes, Beg-Adv.  
Weekend Tennis Camps  
Summer Tennis Camps  
Middle School Tennis League  
Youth Tennis Leagues  
Community Tennis  
Private Lessons

#### **Adult Programs**

Tennis Instruction Classes, Beg.-Adv.  
Weekend Tennis Classes  
Senior Classes  
Tennis Leagues  
Adult Free Lessons Days

#### FY 2005-2006 Objectives

- Restructure the spring middle school tennis league by involving Evanston middle schools in the registration and organizational process by March 2005.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Adult Outdoor Lesson/League Participants	457	425	425
Youth Outdoor Lesson/League Participants	276	250	250
Youth Outdoor Summer Camp Participants	237	300	300
Adult Indoor Participants	178	175	175
Youth Indoor Participants	198	200	200
<b>FULL TIME EQUIVALENT POSITIONS</b>	0	0	0

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON**  
**TENNIS**  
**3110**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>3110 TENNIS</b>		
61050 PERMANENT PART-TIME	14,400	14,400
62210 PRINTING	400	400
62235 OFFICE EQUIPMENT MAINT	500	
62275 POSTAGE CHARGEBACKS	1,200	1,700
62320 TELEPHONE CHARGEBACKS	400	
62375 RENTALS		10,500
62380 COPY MACHINE CHARGES		1,000
62505 INSTRUCTOR SERVICES	93,800	116,900
62506 WORK-STUDY	500	1,000
62515 RENTAL SERVICES	10,500	
65095 OFFICE SUPPLIES		800
65110 RECREATION SUPPLIES	1,600	1,600
<b>3110 TENNIS</b>	<b>123,300</b>	<b>148,300</b>

**Recreation**

**3125 – Drum and Bugle Corps**

**Description of Major Activities**

The Drum and Bugle Corps allows Evanston youth to participate in an organized free band. The band performs in local parades and national competitions.

**FY 2005-2006 Objectives**

- Develop a community sponsorship program to support Drum and Bugle Corps activities by February 2006.
- Continue to restructure the horn, drum and flag line to improve their presentation by February 2006.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Drum Corps appearances	6	1	8
<b>FULL TIME EQUIVALENT POSITIONS</b>	0	0	0

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
SPECIAL PROGRAMS  
3125**

	<b>2004 - 2005 Appropriation</b>	<b>2005 - 2006 Proposed</b>
<b>3125 SPECIAL PROGRAMS</b>		
<b>61060 SEASONAL EMPLOYEES</b>	<b>12,300</b>	<b>12,300</b>
<b>3125 SPECIAL PROGRAMS</b>	<hr/> <b>12,300</b>	<hr/> <b>12,300</b>

City of Evanston

Recreation

3130 – Special Recreation Programs

**Description of Major Activities**

Special Recreation offers, through the Evanston Recreation Division, specialized recreational programming for individuals who have varying degrees of sensory, physical and/or developmental disabilities. Programs such as swimming, bowling, the arts, athletics, after-school activities, special events and Special Olympics competition are offered during the year. Day camp programs are offered during the summer in conjunction with District 65 programs for special education students. In addition, Special Recreation provides inclusive support services for participants with disabilities to assure equal access to all recreation programs in the least restrictive and appropriate environment, as required by the Americans with Disabilities Act.

**Youth Programs**

Drama Therapy  
 Music Therapy  
 Ecology Program  
 After-School Swim  
 Cooking Program  
 Fitness Training  
 Special Olympics Track and Field Training  
 Special Olympics Aquatics Training  
 Special Olympics Bowling Training  
 Park Camp  
 Camp REAL  
 Special Olympics Area and State Competition  
 Special Events- Weekend full day trips  
 Family Camp Weekend

**Adult Programs**

Recreational Swim  
 Fitness Training  
 Special Olympics Bowling Training  
 Special Olympics Track and Field Training  
 Special Olympics Aquatic Training  
 Special Olympics Area and State Competition  
 Special Events- Weekend full day trips  
 Family Camp Weekend  
 Adult Gadabout activities  
 Adult craft programs  
 Adult cooking program

Inclusion services provided to the Recreation Division (including but not limited to)

1. Inclusion training
2. Behavior management
3. Inclusion companions
4. Family consultations

**FY 2005-2006 Objectives**

- Provide all staff with the opportunity to become certified in basic principles of coaching for Special Olympics by April 2005.
- To establish a Thursday evening basketball program for young adults/adults with disabilities by June 2005.
- Develop a teen/young adult weekend social program to address independent socialization skills by September 2005.
- Develop a marketing strategy to increase the awareness and availability of Special Recreation services by January 2006.

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
Attendance	918	1,209	1,300
Volunteers	25	35	40
Program Offerings	72	81	85
<b>FULL TIME EQUIVALENT POSITIONS</b>	1.60	1.60	1.60

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
SPECIAL RECREATION  
3130**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>3130 SPECIAL RECREATION</b>		
61010 REGULAR PAY	43,000	43,000
61050 PERMANENT PART-TIME	109,500	109,500
61060 SEASONAL EMPLOYEES	31,700	36,700
61110 OVERTIME PAY		3,000
61510 HEALTH INSURANCE	7,500	7,500
61615 LIFE INSURANCE	100	100
61625 AUTO ALLOWANCE	1,200	1,200
62205 ADVERTISING	100	100
62210 PRINTING	200	200
62275 POSTAGE CHARGEBACKS	1,500	1,500
62295 TRAINING & TRAVEL	100	200
62320 TELEPHONE CHARGEBACKS	1,800	
62360 MEMBERSHIP DUES	300	500
62490 OTHER PROGRAM COSTS	19,100	19,100
62505 INSTRUCTOR SERVICES	4,400	4,400
62507 FIELD TRIPS	3,100	5,000
62511 ENTERTAIN/ PERFORMER SVCS	6,700	2,000
62515 RENTAL SERVICES	10,900	10,900
64540 TELECOMMUNICATIONS - WIRELESS	1,500	1,500
65010 BOOKS, PUBLICATIONS, MAPS	300	300
65020 CLOTHING	2,700	3,500
65025 FOOD	2,700	4,000
65075 MEDICAL & LAB SUPPLIES	600	600
65095 OFFICE SUPPLIES	500	500
65110 RECREATION SUPPLIES	5,900	8,500
<b>3130 SPECIAL RECREATION</b>	<b>255,400</b>	<b>263,800</b>

City of Evanston

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**Recreation**

**3140 – Bus Program**

**Description of Major Activities**

The Recreation Division provides after-school bus transportation from District 65 schools to the community centers. This program serves children who would be unable to participate in after-school activities and who would, in some cases, return to an empty home due to lack of transportation. There are approximately eighty (80) children between the ages of 5-12 years old who currently use this bus transportation during the entire school year, Monday through Friday. The schools that participate are Dawes, Dewey, King Lab, Kingsley, Lincoln, Lincolnwood, Oakton, Orrington, Timber Ridge, Walker, Washington, and Willard.

**FY 2005-2006 Objectives**

To update the safety procedure information, provided to the bus drivers of the bus program by June 2005.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
After-School Bus Program Participants	80	90	100
<b>FULL TIME EQUIVALENT POSITIONS</b>	2	2.30	2.30

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
BUS PROGRAM  
3140**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>3140 BUS PROGRAM</b>		
61050 PERMANENT PART-TIME	34,500	34,500
61110 OVERTIME PAY	1,000	2,000
64540 TELECOMMUNICATIONS - WIRELESS	1,100	1,300
	<hr/>	<hr/>
<b>3140 BUS PROGRAM</b>	<b>36,600</b>	<b>37,800</b>

# City of Evanston

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## Recreation

### 3150 – Park Service Unit

#### Description of Major Activities

The Park Rangers check all City parks, the lakefront and all community centers on a routine basis. Special emphasis is given to the lakefront and other highly-used areas.

Rangers inform patrons of regulations and enforce the regulations when needed. The Park Rangers also contact the Evanston Police Department if needed.

Rangers check and secure park buildings and gates each evening. They also identify broken equipment, making needed repairs and/or reporting the problem to the Recreation Maintenance or Parks Department.

Rangers issue tickets for parking violations or unleashed dogs in the parks; assist with traffic control and parking at special events; inspect park equipment for safety; and check users of athletic fields for permits.

#### FY 2005-2006 Objectives

- To document and photograph all of the city ordinance signs, which are located in each park by January 2006.
- To develop a program on playground inspections to include in the Ranger training by June 2005.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Playground inspections per-month	2	2	3
<b>FULL TIME EQUIVALENT POSITIONS</b>	0.57	0.57	0.57

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
PARK SERVICE UNIT  
3150**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>3150 PARK SERVICE UNIT</b>		
61010 REGULAR PAY	9,900	9,900
61050 PERMANENT PART-TIME	37,400	37,400
61060 SEASONAL EMPLOYEES	4,600	4,600
61110 OVERTIME PAY	2,200	2,200
61510 HEALTH INSURANCE	1,900	1,900
61630 SHOE ALLOWANCE		400
64540 TELECOMMUNICATIONS - WIRELESS	2,600	2,600
65020 CLOTHING	1,200	1,000
65085 MINOR EQUIPMENT & TOOLS	1,500	1,500
<b>3150 PARK SERVICE UNIT</b>	<b>61,300</b>	<b>61,500</b>

City of Evanston

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**Recreation**

**3155 – Youth Golf Program**

**Description of Major Activities**

The youth golf program, coordinated by Chandler-Newberger Center, provides youth golf instruction, spring through fall, at Peter N. Jans Community Golf Course, which is adjacent to the Center. The primary purpose of the program is to provide an introduction to golf, including skills instruction, etiquette and rules of the game.

**FY 2005-2006 Objectives**

- Increase girls, youth golf participation from 10 girls in 2004 to 20 girls in 2005.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Youth Golf Participants	114	130	135
<b>FULL TIME EQUIVALENT POSITIONS</b>	0	0	0

**Approved Adjustments in 2005-2006 Budget**

# CITY OF EVANSTON

## GOLF

3155

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>3155 GOLF</b>		
61060 SEASONAL EMPLOYEES	700	
62205 ADVERTISING	200	200
62375 RENTALS		1,200
62505 INSTRUCTOR SERVICES	11,900	12,900
62506 WORK-STUDY		1,000
65095 OFFICE SUPPLIES		300
65110 RECREATION SUPPLIES	1,500	1,500
<b>3155 GOLF</b>	<b>14,300</b>	<b>17,100</b>

City of Evanston

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**Parks and Forestry Department**

**Financial Summary**

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed
<b>Expenditures:</b>				
3505 – General Support	263,017	258,500	258,500	255,400
3510 – Horticultural Maintenance	1,105,716	1,280,600	1,265,600	1,287,600
3515 – Parkway Tree Maintenance	637,000	701,700	701,700	701,700
3520 – Dutch Elm Disease Control	552,546	572,800	572,800	574,100
3525 – Tree Planting	237,164	246,500	246,500	344,400
3530 – Private Elm Tree Insurance	16,020	42,200	46,100	42,300
Services Billed Out	-41,000	-44,000	-42,300	-42,000
<b>Total Expenditures:</b>	<b>\$ 2,770,463</b>	<b>\$ 3,058,300</b>	<b>\$ 3,048,900</b>	<b>\$ 3,163,500</b>

**Notes for Financial Summary**

With the heavy losses of insured Elms over the past two years, the projected revenues for FY 2005-06 have been reduced to reflect actual historical data. This has resulted in a decrease of \$2,000 for Services Billed Out.

**Performance Report on FY 2004-2005 Major Program Objectives**

- Expansion of the Private Elm Tree Insurance Plan has proven difficult. Staff has increased publicity of the program and attempted to further educate residents, but overall participation remains constant.
- Efforts to draft a Tree Preservation Ordinance have taken a lower priority to other unforeseen priorities within the Division. The extremely high incidence of Dutch Elm Disease, and the request to reduce the extremely long waiting list for tree planting have taken precedence over other staff endeavors.
- The development of a Master Plan for the Ladd Arboretum is progressing. Staff has met with the Ladd Arboretum Committee and other stakeholders to begin the process. It is hoped that the plan will be completed in early to mid 2005.

**2005-2006 Department Initiatives**

- Lead the efforts to implement a fungicide injection program for the remaining American Elm trees citywide in an attempt to preserve them for as long as possible.
- Educate citizens on the benefits of tree planting and maintenance.
- Maintain, upgrade, and preserve all parkland so the residents are able to use and enjoy them to their fullest potential.

City of Evanston

Parks and Forestry

3505 – Parks & Forestry General Support

**Description of Major Activities**

The administrative functions of the Parks/Forestry Division are included in this Business Unit. The unit includes the work of the Superintendent, a Landscape Architect/Project Manager, and a Secretary. Activities include public relations and education, program development, employee training programs, and oversight of all Departmental capital improvement projects.

**FY 2005-2006 Objectives**

- To continue the development and completion of the Ladd Arboretum Master Plan by the Summer of 2005.
- Begin the development of a master plan for all lakefront park properties.
- Develop a methodology for accurately tracking fungicide injections for all public American Elm trees citywide.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Capital Projects Funded	8	8	10
Capital Projects Completed	6	7	8
Employees attending outside training programs	15	26	30
Average sick days used per employee annually	4	3	4
Citizen requests for tree work	1,150	1,760	1,500
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
PARKS & FORESTRY GENERAL SUP  
3505**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>3505 PARKS &amp; FORESTRY GENERAL SUP</b>		
61010 REGULAR PAY	207,300	207,300
61510 HEALTH INSURANCE	22,500	22,500
61615 LIFE INSURANCE	400	400
61625 AUTO ALLOWANCE	2,100	3,000
61630 SHOE ALLOWANCE		300
62185 OTHER CONSULTING SERVICES	3,500	3,500
62210 PRINTING	100	100
62245 OTHER EQMT MAINTENANCE	500	500
62275 POSTAGE CHARGEBACKS	1,500	1,500
62295 TRAINING & TRAVEL	400	400
62320 TELEPHONE CHARGEBACKS	13,900	
62335 DATA PROCESSING SERVIC	800	800
62360 MEMBERSHIP DUES	900	900
62375 RENTALS	2,800	2,800
64540 TELECOMMUNICATIONS - WIRELESS		9,600
65010 BOOKS, PUBLICATIONS, MAPS	200	200
65095 OFFICE SUPPLIES	1,000	1,000
65105 PHOTO/DRAFTING SUPPLIE	600	600
<b>3505 PARKS &amp; FORESTRY GENERAL SUP</b>	<b>258,500</b>	<b>255,400</b>

City of Evanston

Parks and Forestry

3510 – Horticultural Maintenance

Description of Major Activities

This Business Unit provides the horticultural maintenance of all public grounds within the City. Over 300 acres of land, encompassing 97 sites, are maintained by employees assigned to this business unit. These sites include 76 parks, 50 playgrounds, 9 roadside plantings, the grounds of 8 public buildings, and 4 civic beautification plantings. The major components of horticulture maintenance are lawn care, small tree, shrub and ground cover care, perennial bed maintenance, weed control, and refuse removal from all park properties. Employees assigned to this unit also assist in citywide snow removal and recreation facility maintenance when necessary. Additionally, employees maintain the equipment used for the upkeep of the grounds, and make repairs to all the different site furnishings such as playground equipment, tables, benches, and fencing. Employees also oversee landscape and irrigation system maintenance contracts.

FY 2005-2006 Objectives

- To develop a formal plan for tree and shrub replacements when removals take place on park properties by June, 2005.
To investigate the feasibility of converting and using City-generated wood waste into ADA compliant playground mulch by September, 2005.

Table with 4 columns: Ongoing Activity Measures, 2003-2004 Actual, 2004-2005 Actual, 2005-2006 Projected. Rows include Trees planted, Shrubs planted, Shrub bed maintenance interval, Mowing rotation, Playground surfacing renovations, Bulbs/Ground Cover planted, and FULL TIME EQUIVALENT POSITIONS.

Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
HORTICULTURAL MAINTENANCE  
3510**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>3510 HORTICULTURAL MAINTENANCE</b>		
61010 REGULAR PAY	720,500	720,500
61060 SEASONAL EMPLOYEES	30,000	30,000
61110 OVERTIME PAY	27,000	27,000
61510 HEALTH INSURANCE	114,600	114,600
61615 LIFE INSURANCE	1,000	1,000
61630 SHOE ALLOWANCE		2,000
62195 LANDSCAPE MAINTENANCE SERVICES	110,000	115,000
62245 OTHER EQMT MAINTENANCE	400	400
62295 TRAINING & TRAVEL	100	100
62305 RENTAL OF AUTO-FLEET SER	180,700	180,700
65005 AGRI/BOTANICAL SUPPLIES	12,300	12,300
65015 CHEMICALS	1,800	1,800
65020 CLOTHING	700	700
65055 MATER. TO MAINT. IMP.	17,600	17,600
65070 OFFICE/OTHER EQT MTN MATL	10,500	10,500
65085 MINOR EQUIPMENT & TOOLS	2,800	2,800
65090 SAFETY EQUIPMENT	1,200	1,200
65550 AUTOMOTIVE EQUIPMENT	42,500	42,500
65625 FURNITURES & FIXTURES	6,900	6,900
<b>3510 HORTICULTURAL MAINTENANCE</b>	<b>1,280,600</b>	<b>1,287,600</b>

City of Evanston

Parks and Forestry

3515 – Maintenance of Parkway Trees

**Description of Major Activities**

All parkway tree maintenance (26,729 trees) is provided for within this Business Unit. Tasks include--but are not limited to--regular cycle trimming of all parkway trees, cabling trees, responding to and repairing storm damage and fertilizing young trees to promote good development. Other problems such as vandalism and suppression of any insect or disease outbreaks (other than Dutch Elm Disease) that occur and threaten the health of the trees.

**FY 2005-2006 Objectives**

- Implement an inspection program for parkway trees by June 2005 in order to identify hazardous trees before damage results.
- Contract out additional tree trimming by May 2005 to assist staff in returning to a six-year trimming cycle.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Parkway trees trimmed by City crews	4,617	3,300	4,400
Hazardous trees removed	51	46	50
Dead trees removed	127	61	75
Other City owned trees removed	12	19	15
Total number of trees removed	190	126	140
Hazardous trees cabled	3	2	2
Wasp/hornet nests removed	5	9	5
Employee overtime hours for emergency storm damage	650	420	500
<b>FULL TIME EQUIVALENT POSITIONS</b>	9.50	9.50	9.50

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
 PARKWAY TREE MAINTENANCE  
 3515**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>3515 PARKWAY TREE MAINTENANCE</b>		
61010 REGULAR PAY	444,500	444,500
61110 OVERTIME PAY	14,900	14,900
61510 HEALTH INSURANCE	72,600	72,600
61615 LIFE INSURANCE	600	600
62245 OTHER EQMT MAINTENANCE	200	200
62305 RENTAL OF AUTO-FLEET SER	154,200	154,200
65005 AGRI/BOTANICAL SUPPLIES	800	800
65015 CHEMICALS	300	300
65020 CLOTHING	800	800
65070 OFFICE/OTHER EQT MTN MATL	5,500	5,500
65085 MINOR EQUIPMENT & TOOLS	4,500	4,500
65090 SAFETY EQUIPMENT	200	200
65625 FURNITURES & FIXTURES	2,600	2,600
<b>3515 PARKWAY TREE MAINTENANCE</b>	<b>701,700</b>	<b>701,700</b>

City of Evanston

Parks and Forestry

**3520 – Dutch Elm Disease Control**

**Description of Major Activities**

If uncontrolled, Dutch Elm Disease (DED) has the potential to kill nearly all American Elm trees in a community within 12 years. The comprehensive control program currently in place consists of intense scouting of all public and private American Elms during the growing season and prompt removal of all diseased limbs and trees within 30 days of detection. This program has enabled the City of Evanston to “manage” the disease for more than 40 years. The City currently has a parkway American Elm population of 3,401 trees.

**FY 2005-2006 Objectives**

- To implement a fungicide injection program by June 2005 to preserve as many remaining American Elms as possible.
- Continue to aggressively scout for symptoms of Dutch Elm Disease in order to perform as many cut-outs as possible.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Parkway Elms infected with DED	191	500	300
Percentage of parkway elms infected	5.07 %	13.77%	8.82%
Number of cut-outs performed on parkway Elms	52	121	100
Newly infected parkway Elm removals	121	197	200
Removals due to unsuccessful cut-outs	18	33	30
Total of parkway Elms removed	139	230	230
Percentage of parkway Elms actually removed	3.69 %	6.33%	6.76%
Other City owned Elms removed	89	164	100
Average work days from disease identification until tree removal	24	44	25
Average work days from tree removal until stump removal	86	90	60
<b>FULL TIME EQUIVALENT POSITIONS</b>	7.25	7.25	7.25

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
DUTCH ELM DISEASE CONTROL  
3520**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>3520 DUTCH ELM DISEASE CONTROL</b>		
61010 REGULAR PAY	350,700	350,700
61060 SEASONAL EMPLOYEES	12,000	12,000
61110 OVERTIME PAY	16,600	16,600
61510 HEALTH INSURANCE	55,400	55,400
61615 LIFE INSURANCE	500	500
61630 SHOE ALLOWANCE		1,300
62210 PRINTING	100	100
62245 OTHER EQMT MAINTENANCE	400	400
62305 RENTAL OF AUTO-FLEET SER	108,200	108,200
62385 TREE SERVICES	12,000	12,000
62415 DEBRIS/REMOVAL CONTRACTUAL COS	10,800	10,800
65020 CLOTHING	600	600
65070 OFFICE/OTHER EQT MTN MATL	400	300
65075 MEDICAL & LAB SUPPLIES	100	200
65085 MINOR EQUIPMENT & TOOLS	2,800	2,800
65090 SAFETY EQUIPMENT	500	500
65625 FURNITURES & FIXTURES	1,700	1,700
<b>3520 DUTCH ELM DISEASE CONTROL</b>	<b>572,800</b>	<b>574,100</b>

# City of Evanston

## Parks and Forestry

### 3525 – Tree Planting

#### Description of Major Activities

Planting of new trees on parkways throughout the City is facilitated by staff from this business element during the Spring and Fall months. Maintenance of the urban forest population is facilitated by planting in proportion to the number of trees removed during the previous year. The City is divided into six planting areas to insure equitable replacement of trees on a citywide basis. New trees with a 2.5" diameter are planted at no charge to the residents. As an address comes to the top of the list for a replacement tree, the resident is notified prior to planting and given an option to upgrade to a 3.5" diameter tree for a fee of \$160.00. At the same time, residents are also given a choice of at least three different tree species for each planting site. Species selection is developed with regard to specific site characteristics such as salt tolerance, parkway width, adjacent structures, traffic conditions, nearby existing tree species, and soil type.

#### FY 2005-2006 Objectives

- Work with the Suburban Tree Consortium to develop availability of new tree species for parkway plantings over the next 5 - 10 years.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Percentage of new tree survival	95 %	94%	95%
Percentage of residents choosing tree species	38 %	39%	40%
Percentage of residents choosing larger size tree	12 %	8%	10%
Total number of new parkway trees planted	238	493	650
<b>FULL TIME EQUIVALENT POSITIONS</b>	2.25	2.25	2.25

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
TREE PLANTING  
3525**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>3525 TREE PLANTING</b>		
61010 REGULAR PAY	112,900	112,900
61110 OVERTIME PAY	5,200	5,200
61510 HEALTH INSURANCE	17,100	17,100
61615 LIFE INSURANCE	200	200
61630 SHOE ALLOWANCE		900
62305 RENTAL OF AUTO-FLEET SER	45,100	45,100
65005 AGRI/BOTANICAL SUPPLIES	65,000	162,000
65020 CLOTHING	200	200
65085 MINOR EQUIPMENT & TOOLS	800	800
<b>3525 TREE PLANTING</b>	<b>246,500</b>	<b>344,400</b>

City of Evanston

Parks and Forestry

**3530 – Private Elm Tree Insurance**

**Description of Major Activities**

This Business Unit allows residents to insure their private Elm tree to cover the costs associated with removal if the tree contracts Dutch Elm Disease in a given year. Residents participating in the program pay an annual premium to the City of Evanston by June 1 of each year. These premiums are then used to cover all costs associated with removal if the tree is diagnosed with Dutch Elm Disease. Premium amounts are based on the size of the tree to be insured, and staff's projection of the amount needed to cover the costs of all insured removals within the fiscal year. There is no City share for the removal costs, and the removal of the stump is not included as part of this program.

**FY 2005-2006 Objectives**

- To investigate methods for expanding participation in the program through further educational programs and publicity by May 2005 .

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Percentage of removal costs covered by premiums	96	87	100
Insured Elms removed	25	30	25
Elm trees covered under program:			
Small	15	11	15
Medium	79	66	65
Large	163	165	163
Extra-Large	198	197	195
TOTAL	455	439	438
<b>FULL TIME EQUIVALENT POSITIONS</b>	0	0	0

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
PRIVATE ELM TREE INSURANCE  
3530**

	2004 - 2005 Appropriation	2005 - 2006 Proposed
<b>3530 PRIVATE ELM TREE INSURANCE</b>		
61630 SHOE ALLOWANCE		300
62275 POSTAGE CHARGEBACKS	200	
62385 TREE SERVICES	42,000	42,000
66125 SERVICES BILLED OUT	44,000-	42,000-
<b>3530 PRIVATE ELM TREE INSURANCE</b>	<b>1,800-</b>	<b>300</b>

# City of Evanston

## Ecology Center

### Financial Summary

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed
<b>Expenditures:</b>				
3605 – Ecology Center	276,233	292,000	299,000	305,600
3610 – Eco-Quest Day Camp	85,917	89,700	79,000	100,200
<b>Total Expenditures:</b>	<b>\$ 362,150</b>	<b>\$ 381,700</b>	<b>\$ 378,000</b>	<b>\$ 405,800</b>
<b>Revenues:</b>				
Birdseed Sales	4,000	4,000	3,000	3,000
Bookstore Sales	700	300	300	400
Building Rental	1,500	10,500	4,000	5,500
Dried Flower Sales	2,200	2,200	2,200	2,000
Ecology Center Classes	18,500	18,500	30,000	32,000
Ecology Center Summer Camps	165,000	160,000	163,000	160,000
Evanston Environmental Assoc.	1,500	1,500	1,500	1,500
Garden Plot Rentals	11,300	11,300	11,500	11,500
Greenhouse Plant Sales	200	1,000	200	200
School Group Revenue	4,400	1700	3,000	4,000
<b>Total Revenues:</b>	<b>\$ 209,300</b>	<b>\$ 211,000</b>	<b>\$ 218,700</b>	<b>\$ 220,100</b>

### Notes for Financial Summary

The Ecology Center is responsible for issuing permits for the Bonfire Circle, which is an additional revenue source of \$1,500.

### Performance Report on FY 2004-2005 Major Program Objectives

The Ecology Center has enjoyed using the new addition. Not only is program space doubled, but several functions can take place at the same time. A preliminary rental policy was established which includes the option of having a one-day liquor license; this has allowed for functions such as organizational annual meetings, parties, and wedding receptions. The rental policy will be refined as the Ecology Center becomes more familiar with issues, supervision, and accommodations necessary for successful rentals. Additionally, the room has hosted public meetings, hearings, and community educational initiatives.

Initial work has begun on a plan for the future of the Ladd Arboretum. The plan addresses specific initiatives such as landscaping around the Ecology Center, as well as planning for the mature development of the Ladd Arboretum. Accommodations are being made for the resurfacing of McCormick Boulevard which will occur in summer 2005. The Rotary Club of Evanston is in the final stages of planning for the re-development of the Rotary Friendship Garden area of the Ladd Arboretum. Rotary International will host its 100<sup>th</sup> anniversary celebration in June 2005 and the Garden dedication will occur during the Convention in June 2005.

With the final completion of the Ecology Center addition, planning is in place for a Grand Opening on October 24, 2004. The month of October will celebrate the Ecology Center and provide several fundraising opportunities for the Evanston Environmental Association (EEA) which will help to reduce the existing construction loan on the facility. Two exhibits will be highlighted at the Grand Opening: an entrance ceramic mosaic that was crafted by Special Recreation and summer camp participants, and a building-wide exhibit in which every summer camper in the 2000 season handcrafted some part of the exhibit. Details range from a giant bird's nest to a walk-through garden.

Ecology Center summer camps continue to provide the largest source of revenue for the Center as well as fulfill its mission of environmental education. Camp curriculums are in place and will be modified through constant evaluation and input from staff and participants as the programs are modified to meet changing themes and locations. Summer camp staff is encouraged to create relationships with camper parents that allow for successful camper experiences. Ecology Center camps continue to set standards for camper inclusiveness modeling successful strategies that provide good experiences for campers of all abilities.

## City of Evanston

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### Ecology Center

Ecology Center staff provided several after-school science clubs at a number of elementary schools, as well as provided expertise on science power, a District #65 interactive cable television program that hosts live calls from students.

#### **2005-2006 Department Initiatives**

With construction completed, Ecology Center staff will concentrate on projects in several areas, including increasing membership in the Evanston Environmental Association, which provides a support basis for the Center and its programming. A membership goal of 400 has been established for 2005/06.

Staff will concentrate on developing a system for hanging art work, as well as a gallery space for local art and nature exhibits. Integral to the Ecology Center's mission is creating displays that help Center visitors learn more about the natural history of Evanston. We plan to renovate donated display cases that will feature items such as animal skins, bird nests, and ecology displays.

Several wooden picnic tables and benches will be refinished to provide an extension of our new multi-purpose room to the outdoors. This will allow for a seated outdoor classroom, as well outdoor space for programs and events.

With the reconstruction of McCormick Blvd., staff will be working with the contractor in regards to replacing trees along the Blvd.

# City of Evanston

## Ecology Center

### 3605 – Ecology Center

#### Description of Major Activities

Program personnel provide environmental education programs and services to the community. Staff works with the Ladd Arboretum Committee (which reports to Human Services Committee), Evanston Environmental Association (501c3) membership organization and its members, Evanston Environment Board (reports to Human Services Committee), program participants, and the public. Services include school programs, public education programs, summer nature day camps, teacher workshops, and community gardening. The Ecology Center is responsible for four City buildings: the Ecology Center, the Carlson Educational Greenhouse, and the North and South Foghouses at Lighthouse Park. Fund-raising projects from membership drives to special events provide additional revenues for operations. Ecology Center staff work with area garden and bird clubs to promote environmental projects and information. A resource library of curriculum materials, natural history and environmental books is maintained for use by the staff and the public. Outdoor recreation programming includes a canoeing program on the North Shore Canal, as well as a six month free public fishing program at Lovelace Park. The Ecology Center coordinates volunteer work groups in the Ladd Arboretum, as well as other City parks.

#### FY 2005-2006 Objectives

- Develop an informative and attractive brochure for the public distribution focusing on rental opportunities at the Ecology Center by March 2005.
- Research storage options for Ecology Center program and camp materials; determine a storage plan by April 2005.
- Work with Parks/Forestry to develop a comprehensive plan for the Ladd Arboretum by February 2006.
- Complete exhibit cases for natural history displays by April 2005.

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
Number of Garden Plots Rented	234	234	234
Number of Ecology Center visitors	18,000	18,500	19,000
Number of EEA members	237	300	400
Number of School Participants	2,800	3,000	3,200
Number of Program Participants	2,800	3,500	3,500
Number of Public Programs offered	112	120	120
Number of program hours	5,800	6,000	7,000
Hours of volunteer participation	2,100	2,800	3,200
Public Meeting Use	N/A	25	50
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
ECOLOGY CENTER  
3605**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>3605 ECOLOGY CENTER</b>		
61010 REGULAR PAY	187,900	187,900
61050 PERMANENT PART-TIME	27,200	42,800
61510 HEALTH INSURANCE	30,000	30,000
61615 LIFE INSURANCE	500	500
61625 AUTO ALLOWANCE	2,200	2,600
61630 SHOE ALLOWANCE		300
62205 ADVERTISING	200	
62210 PRINTING	1,000	800
62235 OFFICE EQUIPMENT MAINT	600	500
62275 POSTAGE CHARGEBACKS	2,000	2,400
62295 TRAINING & TRAVEL	200	400
62320 TELEPHONE CHARGEBACKS	2,500	
62360 MEMBERSHIP DUES	600	600
62375 RENTALS	1,000	500
62490 OTHER PROGRAM COSTS	2,800	1,000
62495 LICENSED PEST CONTROL SERVICES		800
62507 FIELD TRIPS	500	1,500
62511 ENTERTAIN/ PERFORMER SVCS	100	600
64005 ELECTRICITY	8,100	8,100
64015 NATURAL GAS	7,500	7,500
64540 TELECOMMUNICATIONS - WIRELESS		500
65005 AGRI/BOTANICAL SUPPLIES	400	400
65010 BOOKS, PUBLICATIONS, MAPS	100	100
65020 CLOTHING		500
65025 FOOD	900	1,100
65040 JANITORIAL SUPPLIES	400	400
65050 BLDG MAINTENANCE MATERIAL	1,200	1,200
65080 MERCHANDISE FOR RESALE	7,000	4,000
65085 MINOR EQUIPMENT & TOOLS	800	800
65095 OFFICE SUPPLIES	2,500	3,600
65105 PHOTO/DRAFTING SUPPLIE	200	200
65110 RECREATION SUPPLIES	3,600	4,000
<b>3605 ECOLOGY CENTER</b>	<b>292,000</b>	<b>305,600</b>

City of Evanston

Ecology Center

3610 – Eco-Quest Day Camp

**Description of Major Activities**

The Ecology Center summer camp program provides camp experiences for children ages 3 - 12 years. All Ecology Camps are designed to provide an appreciation for the natural environment through science activities, outdoor games, crafts and stories. Camps are child-centered, providing a "hands-on" approach to exploring the world around us. EcoQuest, Kinglet, and EcoExplorer camp provide full-day or half-day sessions for children ages 5 -12 years.

Wildflowers, our oldest camp, provides four sessions for children ages 3 and 4 in which they have an opportunity to investigate the natural environment.

Kinglet Camp, a camp exclusively for 5-year-olds, utilizes the Lovelace Park fieldhouse.

EcoExplorer, started in 1994, addresses a more advanced camping and outdoor experience for 4th - 6th graders and uses the foghouses at Lighthouse Beach.

Kinglet Camp and EcoExplorer Camp rotate sites using both the North Foghouse at Lighthouse Park and the building at Lovelace Park. Summer Summit, our mini-camp at the end of summer, is for campers of any age that need a full-day camp. Sites for the camp include the two foghouses at Lighthouse Park, several beaches, and the Ecology Center.

**FY 2005-2006 Objectives**

- Research and evaluate the Ecology Center camp structure with consideration of changing from 2-week to 4-week sessions (especially for EcoExplorer) as well as content focus to ensure quality programming by March 2005.
- Review and revise the summer staff operations manual as well as the parent packet based on camp evaluations sent out in Fall 2004, staff feedback, and department review by April 2005.

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
Total camp enrollment	820		850
Number of camp program hours (# of campers X # of hours spent in camp)	43,800		45,000
<b>FULL TIME EQUIVALENT POSITIONS</b>	0	0	0

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
ECO-QUEST DAY CAMP  
3610**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>3610 ECO-QUEST DAY CAMP</b>		
61060 SEASONAL EMPLOYEES	68,600	76,300
62205 ADVERTISING	100	100
62210 PRINTING	1,300	1,300
62490 OTHER PROGRAM COSTS	5,200	4,000
62507 FIELD TRIPS	2,500	6,000
62511 ENTERTAIN/ PERFORMER SVCS	2,000	1,000
62705 BANK SERVICE CHARGES	2,000	
65020 CLOTHING	2,500	3,000
65025 FOOD	2,500	3,500
65110 RECREATION SUPPLIES	3,000	5,000
<b>3610 ECO-QUEST DAY CAMP</b>	<b>89,700</b>	<b>100,200</b>

# City of Evanston

## Cultural Arts Division

### Financial Summary

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed
<b>Expenditures:</b>				
3700 – Arts Council	102,421	116,700	69,000	103,400
3710 – Noyes Cultural Arts Center	247,789	288,500	247,300	295,300
3720 – Cultural Arts Programs	417,547	483,400	470,000	472,600
<b>Total Expenditures:</b>	<b>\$767,757</b>	<b>\$888,600</b>	<b>\$786,300</b>	<b>\$871,300</b>
<b>Revenues:</b>				
Cultural Arts Programs	285,000	324,200	300,000	288,500
Noyes Center Revenues	210,000	278,100	246,534	278,800
Illinois Arts Council Re-granting	15,000	14,100	14,100	14,100
<b>Total Revenues:</b>	<b>\$510,000</b>	<b>\$616,400</b>	<b>\$560,634</b>	<b>\$581,400</b>

### Notes for Financial Summary

#### Performance Report on FY 2004-2005 Major Program Objectives

The many cultural arts programs offered by the Cultural Arts Division in 2004-05 provided Evanstonians a wide variety of art experiences. In addition, our Cultural Fund supported Evanston arts organizations and individual artists by funding worthwhile projects throughout our City.

The Starlight Concert Series featured 12 concerts, evenly split between Dawes and James Parks. Residents flock to the concert series to picnic in the park and enjoy everything from Cajun to classical music.

The Evanston Ethnic Arts Festival, a two-day celebration of cultural diversity, presented the best in ethnic art, food and performance. Over 65 cultures were represented on the third weekend in July, through 120 artist exhibitors, 20 food vendors, family art activities, a poetry/storytelling tent and two stages of continuous entertainment with performances of ethnic music and dance.

The 32nd Evanston Lakeshore Arts Festival featured 125 juried artists from across the country who exhibited ceramics, sculpture, textiles, paintings, jewelry, watercolors, photography, glass and wood of the highest quality. Many exhibitors donated original works to be sold at the festival's live auction. The entertainment line-up featured live classical and jazz music. An array of food vendors and the Children's Corner, which featured family entertainment and art projects, made this two-day event a destination for thousands of people this summer.

Over 5,000 people attended events throughout the City during Arts Week Evanston 2003. From a sold-out dance showcase at the Levy Center, to a legislative breakfast with Evanston's state and federal legislators, to concerts, workshops and tours, the City turned its spotlight on the truly rich variety of arts produced and housed in Evanston. The event continues to grow in popularity; planning is under way now Arts Week Evanston 2004.

The Cultural Fund program awarded \$38,100 in grants to artists and arts organizations who requested funding for high quality, innovative projects or for stability grants.

Strong curricular components are included in the planning and execution of the summer Arts Camp and the Young Artist Program (YAP) in order to involve more youth in the arts. Arts Camp is now available in both a half-day and full-day format. The Arts Camp theme day curriculum was very successful and utilized City staff from outside the division as resources. Attendance in the Young Artist Program for teens continues to grow.

The Public Art Committee continued to review several projects, including the new mural at Fire Station #3. The Arts Council revised and updated the Cultural Fund guidelines for 2005. In addition, the Arts Council and Public Art Committee increased its presence during Arts Week; both groups hosted activities.

# City of Evanston

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## Cultural Arts Division

Minor renovations were completed in the theatre space and Green Room at the Noyes Cultural Arts Center. A new handicap lift was installed on the first floor north landing. The new part-time building supervisor positions were filled, which has increased security and provided improved customer service. The second floor gallery renovations are being completed in order to showcase additional works. The gallery had international attention regarding some of the art work being displayed.

Once again, the Mayor's Award recognized the importance of individuals in the arts.

### **2004-2005 Department Initiatives**

- Assist Evanston artists and arts organizations and foster collaboration and communication between them.
- Identify community arts needs and develop programs and opportunities to meet those needs.
- Integrate the arts and foster arts education into the community.
- Increase resources to support the arts in the community.
- Insure artistic and cultural diversity.
- Propose and promote the creation and preservation of public art in the community.

City of Evanston

Cultural Arts Division

3700 – Arts Council

**Description of Major Activities**

The Arts Council provides an environment that encourages arts activities and the creation of art by supporting Evanston's wide variety of arts organizations and individual artists of every discipline. The Cultural Fund awards matching grants of up to \$5,000 per grant to Evanston-based not-for-profit organizations and up to \$2,500 to individual artists for innovative arts programming of high quality that benefits the community. The Arts Council provides additional ongoing support to the arts industry, including the collective marketing of Evanston arts organizations in metropolitan Chicago.

**FY 2005-2006 Objectives**

- Review and monitor the community service requirements of Noyes resident artists by February 2006.
- Review and make recommendations to City Council for Cultural Fund grants by March 2006.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Groups Receiving Cultural Fund Assistance:			
Organizational Projects	15	13	20
Grant Workshops	1	1	2
Technical Assistance	120		150
<b>FULL TIME EQUIVALENT POSITIONS</b>	0.75	0.75	0.75

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
ARTS COUNCIL  
3700**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
61010 REGULAR PAY	44,800	38,300
61050 PERMANENT PART-TIME	2,600	
61110 OVERTIME PAY	600	1,200
61510 HEALTH INSURANCE	5,700	5,700
61615 LIFE INSURANCE	100	100
61625 AUTO ALLOWANCE	1,200	1,200
62185 OTHER CONSULTING SERVICES		1,700
62205 ADVERTISING	400	400
62210 PRINTING	4,375	4,400
62235 OFFICE EQUIPMENT MAINT	800	400
62275 POSTAGE CHARGEBACKS	2,800	1,400
62295 TRAINING & TRAVEL	300	300
62315 POSTAGE	2,525	1,000
62320 TELEPHONE CHARGEBACKS	4,100	
62360 MEMBERSHIP DUES	1,500	1,500
62365 RECEPTION/ENTERTAINMEN	300	300
62375 RENTALS	800	800
62490 OTHER PROGRAM COSTS	3,500	1,800
62506 WORK-STUDY		2,600
62515 RENTAL SERVICES	300	300
62665 CONTRIB TO OTHER AGENCIES	38,100	38,100
65010 BOOKS, PUBLICATIONS, MAPS	300	300
65020 CLOTHING	100	100
65025 FOOD	400	400
65095 OFFICE SUPPLIES	1,100	1,100
<b>Grand Total(s)</b>	<b>116,700</b>	<b>103,400</b>

City of Evanston

Cultural Arts Division

3710 – Noyes Cultural Arts Center

**Description of Major Activities**

This element manages the Noyes Cultural Arts Center, which rents studio, rehearsal, classroom, performance and office space to professional artists and arts organizations, including the Piven Theatre Workshop, the Next Theatre Company, Art Encounter, The Actors Gymnasium, and Light Opera Works.

The Center's 190-seat theater is rented on an hourly, weekly or monthly basis. The Center also has two galleries and a mid-sized (826.6 sq. ft.) studio that is rented on an hourly basis. Rental activities include but are not limited to: summer arts camp, theater productions, lectures, board meetings, auditions, receptions, and workshops. The Noyes Gallery exhibits works by metropolitan artists. Exhibits change bi-monthly.

Classes, workshops and performances offered by Noyes Center resident artists and Cultural Arts Division-sponsored events such as Black History Month and Arts Week draw thousands of people into the Center each year. In addition, Noyes resident artists provide more than \$30,000 in community service each year.

**FY 2005-2006 Objectives**

- Update study of artist's facilities to compare amenities and fees for space and services by September 2005.
- Develop a "How To" office procedures manual to support the building supervisors and secretarial functions by June 2005.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Tenant Rental Revenue	214,892	250,116	246,534
Number of Community Use Events/Rentals	22,000		22,000
Tenant Community Service Value	34,115	35,062	36,980
<b>FULL TIME EQUIVALENT POSITIONS</b>	2.65	2.65	2.65

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
NOYES CULTURAL ARTS CTR  
3710**

	2004 - 2005 Appropriation	2005 - 2006 Proposed
<b>3710 NOYES CULTURAL ARTS CTR</b>		
61010 REGULAR PAY	119,300	119,300
61050 PERMANENT PART-TIME	58,000	67,000
61110 OVERTIME PAY	6,100	6,100
61510 HEALTH INSURANCE	20,100	20,100
61615 LIFE INSURANCE	200	200
61625 AUTO ALLOWANCE	100	100
61630 SHOE ALLOWANCE		800
62205 ADVERTISING	1,000	1,000
62210 PRINTING	100	100
62225 BLDG MAINTENANCE SERVICES	11,100	3,600
62235 OFFICE EQUIPMENT MAINT	1,000	700
62275 POSTAGE CHARGEBACKS	800	800
62295 TRAINING & TRAVEL	300	300
62320 TELEPHONE CHARGEBACKS	7,600	
62365 RECEPTION/ENTERTAINMEN	100	100
62375 RENTALS	100	4,000
62425 ELEVATOR CONTRACT COSTS		2,400
62495 LICENSED PEST CONTROL SERVICES	400	800
62518 SECURITY/ALARM CONTRACTS		800
64005 ELECTRICITY	28,000	28,000
64015 NATURAL GAS	24,400	29,300
65010 BOOKS, PUBLICATIONS, MAPS	300	300
65020 CLOTHING	400	400
65025 FOOD	200	200
65040 JANITORIAL SUPPLIES	3,000	3,000
65045 LICENSING/REGULATORY SUPP	800	800
65050 BLDG MAINTENANCE MATERIAL	1,500	1,500
65075 MEDICAL & LAB SUPPLIES	100	100
65085 MINOR EQUIPMENT & TOOLS	400	400
65095 OFFICE SUPPLIES	3,100	3,100
<b>3710 NOYES CULTURAL ARTS CTR</b>	<b>288,500</b>	<b>295,300</b>

City of Evanston

Cultural Arts Division

3720 – Cultural Arts Programs

**Description of Major Activities**

Program activities include the Young Artist Program, Arts Camp, Winter Arts Camp, Ethnic Arts Festival, Lakeshore Arts Festival, Starlight Concert Series, the Noyes Center Gallery, Arts Week, the Mayor's Award for the Arts and Community Service at Noyes. The administrative functions of the Cultural Arts Division are included in this element. These activities involve the work of the Cultural Arts/Arts Council Director, Secretary, Senior Program Coordinator and Program Manager.

**FY 2005-2006 Objectives**

- Increase the number of organizations committed to support the sponsorship package (2 festivals, concerts, and Arts Week) by 50% by February 2006.
- Add a spring break camp for children ages 6 to 10 years by April 2005.
- Develop 1/2 day camp into speciality camps such as media and creative writing camp by June 2005.
- Award an individual and an institution a Mayor's Award for the Arts.
- Review the structure of arts week and determine how additional activities can be incorporated into the program by November 2005.

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
Number of organizations committed to sponsoring events.	4	4	6
<b>FULL TIME EQUIVALENT POSITIONS</b>	0	0	0

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
CULTURAL ARTS PROGRAMS  
3720**

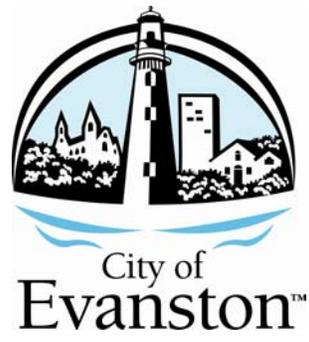
	2004 - 2005	2005 - 2006
	Appropriation	Proposed
61010 REGULAR PAY	131,000	124,500
61050 PERMANENT PART-TIME	11,700	8,200
61060 SEASONAL EMPLOYEES	153,900	144,500
61062 SPECIAL EVENT SALARIES	5,000	5,000
61510 HEALTH INSURANCE	19,600	19,600
61615 LIFE INSURANCE	100	100
61625 AUTO ALLOWANCE	800	800
62205 ADVERTISING	15,700	16,200
62210 PRINTING	21,200	23,100
62215 PHOTOGRAPHERS/BLEUPRINTS	700	700
62235 OFFICE EQUIPMENT MAINT	800	
62275 POSTAGE CHARGEBACKS	1,400	1,600
62295 TRAINING & TRAVEL	1,700	1,700
62315 POSTAGE	4,400	4,500
62320 TELEPHONE CHARGEBACKS	2,600	
62360 MEMBERSHIP DUES	500	500
62365 RECEPTION/ENTERTAINMEN	1,900	1,900
62375 RENTALS	100	100
62490 OTHER PROGRAM COSTS	3,900	4,100
62500 TECHNICAL INFORMATION SERVICES	6,000	6,000
62506 WORK-STUDY	400	1,200
62507 FIELD TRIPS	3,800	3,800
62509 SERVICE AGREEMENTS / CONTRACTS	2,500	4,600
62511 ENTERTAIN/ PERFORMER SVCS	46,400	47,300
62515 RENTAL SERVICES	22,300	26,500
62560 TELEPHONE TELEGR CHBK	100	100
62602 OTHER CONTRACTUAL SVC CHGBACK	600	600
62700 SCHOLARSHIPS	200	200
64530 TELECOMMUNICATIONS - HANDHELD	300	200
64540 TELECOMMUNICATIONS - WIRELESS	200	1,200
65010 BOOKS, PUBLICATIONS, MAPS	500	500
65020 CLOTHING	4,600	4,700
65025 FOOD	600	600
65095 OFFICE SUPPLIES	3,700	3,700
65110 RECREATION SUPPLIES	14,200	14,300
<b>Grand Total(s)</b>	<b>483,400</b>	<b>472,600</b>



City of  
**Evanston**

**PART IV**

**OTHER FUNDS BUDGET**



City of Evanston

**Motor Fuel Tax Fund Summary**

**Financial Summary**

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed
<b>Appropriation:</b>				
Estimated Funds Available for Programming 3/01	2,162,418	1,570,818	2,597,643	2,462,643
Plus State Allotments	2,119,189	2,000,000	2,000,000	2,000,000
Investment Earnings	25,809	55,000	25,000	55,000
<b>Total Funds Provided:</b>	<b>\$ 4,307,416</b>	<b>\$ 3,625,818</b>	<b>\$ 4,622,643</b>	<b>\$ 4,517,643</b>

<b>Funds Applied:</b>				
Transfer to General Fund – Street Maintenance	630,000	630,000	630,000	650,000
Transfer to General Fund – Staff Engineering	120,000	120,000	120,000	122,500
<b>Total Transfers to General Fund:</b>	<b>\$ 750,000</b>	<b>\$ 750,000</b>	<b>\$ 750,000</b>	<b>\$ 772,500</b>

<b>Capital Improvements:</b>				
Traffic Signal Installation – Church/Dodge	0	125,000	0	200,000
Traffic Signal Installation – Main/Dodge	0	125,000	0	0
Maintenance Operations by Contract:				
Street Resurfacing (2002)	29,830	0	8,000	0
Street Resurfacing (2003)	734,300	0	30,000	0
Street Resurfacing (2004)	0	1,200,000	950,000	0
Street Resurfacing (2005)	0	0	0	1,200,000
Central/Crawford/Gross Point Resurfacing	0	0	0	200,000
McCormick Blvd. Phase I & II Engineering:	40,000	0	190,000	400,000
Asbury Bridge Study – Phase I & II	67,600	300,000	40,000	200,000
Chicago Avenue Bridge over Skokie Swift	6,700	0	130,000	200,000
Dempster Street Bridge	0	0	52,000	60,000
Oakton Street Bridge Replacement	0	0	10,000	30,000
Chicago Avenue CMAQ Engineering	0	50,000	0	200,000
Ridge Avenue CMAQ Interconnect Project	0	300,000	0	400,000
<b>TOTAL CAPITAL IMPROVEMENTS:</b>	<b>\$ 878,430</b>	<b>\$ 2,100,000</b>	<b>\$ 1,410,000</b>	<b>\$ 3,090,000</b>
<b>TOTAL FUNDS APPLIED:</b>	<b>\$ 1,628,430</b>	<b>\$ 2,850,000</b>	<b>\$ 2,160,000</b>	<b>\$ 3,862,500</b>
<b>Estimated Funds Available for Programming 2/28/05:</b>	<b>\$ 2,678,986</b>	<b>\$ 775,818</b>	<b>\$ 2,462,643</b>	<b>\$ 655,143</b>

**Notes for Financial Summary**

The funding is shown for few of the completed projects since we have to reimburse the local share of the construction cost to IDOT.

**Performance Report on FY 2004-2005 Major Program Objectives**

The Motor Fuel Tax fund is used for the street Maintenance Programs, Signal Projects and other Capital Improvement projects authorized by Illinois Department of Transportation (IDOT). Financing is provided from the City's share of the gasoline tax appropriated by IDOT. FY 2004-05 Funds were used for various projects as listed below.

# City of Evanston

## Motor Fuel Tax Fund Summary

Motor Fuel Tax Funds were used to resurface the following streets.

LIBRARY PLACE	ORRINGTON AVENUE To	SHERIDAN ROAD
MAIN STREET	McDANIEL AVENUE To	DODGE AVENUE
WESLEY AVENUE	DAVIS STREET To	EMERSON STREET
SHERIDAN ROAD	MAIN STREET To	HAMILTON STREET
GREENLEAF STREET	DEWEY AVENUE To	ASHLAND AVENUE
LEMAR AVENUE	LYONS STREET To	EMERSON STREET
CENTRAL PARK AVENUE	GRANT STREET To	CENTRAL STREET
GRANT STREET	CENTRAL PARK AVENUE To	LINCOLNWOOD DRIVE
COLFAX STREET	CENTRAL PARK AVENUE To	LINCOLNWOOD DRIVE
HARTZELL STREET	GROSSPOINT ROAD To	PROSPECT AVENUE
LEONARD PLACE	ASBURY AVENUE To	RIDGE AVENUE
CALLAN AVENUE	HOWARD STREET To	BRUMMEL STREET
MADISON STREET	WESLEY AVENUE To	ASBURY AVENUE
MONROE STREET	RIDGE AVENUE To	SHERMAN AVENUE

### 2005-2006 Department Initiatives

Various Projects initiated are;

2005 Street Resurfacing Program  
Traffic Signal Installation – Church/Dodge  
Central/Crawford/Gross Point Resurfacing  
Asbury Avenue Bridge Project  
Chicago Avenue CMAQ - Engineering  
Ridge Avenue CMAQ Project

City of Evanston

**Emergency Telephone System Fund Summary**

**Financial Summary**

<b>Revenue By Source:</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Appropriation</b>	<b>2004-2005 Estimated Actual</b>	<b>2005-2006 Appropriation Proposed</b>	<b>Increase (Decrease)</b>
Surcharge Revenue	1,142,762	935,200	837,000	902,000	(33,200)
Wireless Surcharge Revenue	0	342,000	204,000	241,000	(101,000)
Interest Income	1,816	9,000	25,000	1,500	(7,500)
<b>Total Funds Provided:</b>	<b>\$ 1,144,578</b>	<b>\$ 1,286,200</b>	<b>\$ 1,066,000</b>	<b>\$ 1,144,500</b>	<b>(\$ 141,700)</b>

<b>Funds Applied:</b>					
Operating Expense	902,291	841,700	841,700	871,300	29,600
Debt Service	213,400	212,000	212,000	0	(212,000)
Capital Replacement	0	1,029,600	1,029,600	1,319,000	289,400
<b>Total Operating Expenses:</b>	<b>\$ 1,115,691</b>	<b>\$ 2,083,300</b>	<b>\$ 2,083,300</b>	<b>\$ 2,190,300</b>	<b>\$ 107,000</b>
<b>Revenues vs. Expenditures:</b>	<b>\$ 28,887</b>	<b>(\$ 797,100)</b>	<b>(\$ 1,017,300)</b>	<b>(\$ 1,045,800)</b>	<b>(\$ 248,700)</b>

Beginning of Year	2,268,733	2,297,620	2,297,620	1,280,320	(1,017,300)
Year End Balance	2,297,620	1,500,520	1,280,320	234,520	(1,266,000)
Change in Cash Balance	\$ 28,887	(\$ 797,100)	(\$ 1,017,300)	(\$ 1,045,800)	(\$ 248,700)

**Description of Major Activities**

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

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
<b>FULL TIME EQUIVALENT POSITIONS</b>	3	3	4

**Approved Adjustments in the 2005-2006 Budget**

**CITY OF EVANSTON**  
**EMERGENCY TELEPHONE SYSTM**  
**5150**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>5150 EMERGENCY TELEPHONE SYSTM</b>		
61010 REGULAR PAY	275,300	291,600
61110 OVERTIME PAY	7,500	7,500
61510 HEALTH INSURANCE	42,000	39,700
61615 LIFE INSURANCE	600	700
62225 BLDG MAINTENANCE SERVICES	10,000	10,000
62295 TRAINING & TRAVEL	32,500	22,500
62360 MEMBERSHIP DUES	1,100	1,100
62509 SERVICE AGREEMENTS / CONTRACTS	176,700	159,000
62675 INTERDEPT. TRSF.-PENSIONS	39,400	50,000
62680 TRANSFER TO GF-DATA PROC	50,000	60,000
62685 REIMB. GF FOR ADMIN. EXP	50,000	60,000
62690 TRANSFER TO DEBT SERVICE	212,000	
64505 TELECOMMUNICATIONS - CARRIER L	124,500	126,000
64540 TELECOMMUNICATIONS - WIRELESS	3,500	13,400
65010 BOOKS, PUBLICATIONS, MAPS	1,100	1,100
65020 CLOTHING	1,200	1,200
65035 PETROLEUM PRODUCTS	500	800
65085 MINOR EQUIPMENT & TOOLS	16,200	16,200
65095 OFFICE SUPPLIES	2,600	3,500
65620 OFFICE MACH. & EQUIP.	2,000	2,000
65625 FURNITURES & FIXTURES	1,029,600	1,319,000
68205 CONTINGENCIES	5,000	5,000
<b>5150 EMERGENCY TELEPHONE SYSTM</b>	<b>2,083,300</b>	<b>2,190,300</b>

City of Evanston

**Community Development Block Grant Fund Summary**

**Financial Summary**

	<b>2003-2004 Actual</b>	<b>2004-2005 Appropriation</b>	<b>2004-2005 Estimated Actual</b>	<b>2005-2006 Appropriation Proposed</b>	<b>Increase (Decrease)</b>
<b>Funds Provided:</b>					
Community Development Block Grant	480,657	345,533	345,533	328,293	(26,240)
Estimated Entitlement	2,409,000	2,399,000	2,399,000	2,531,060	132,060
<b>Total Funds Provided:</b>	<b>\$ 2,889,657</b>	<b>\$ 2,744,533</b>	<b>\$ 2,744,533</b>	<b>\$ 2,859,353</b>	<b>\$ 132,060</b>

<b>Expenditures:</b>					
Administration	475,604	519,000	519,000	512,685	(6,315)
Development Activities	2,414,053	2,240,633	2,230,930	2,346,668	106,035
<b>Total Expenditures:</b>	<b>\$ 2,889,657</b>	<b>\$ 2,759,633</b>	<b>\$ 2,749,930</b>	<b>\$ 2,859,353</b>	<b>\$ 99,720</b>

**Notes for Financial Summary**

\$2,399,000 2005/06 Entitlement (estimate)  
 150,000 Reallocation from prior years (estimate)  
 200,000 Estimated Program Income 2005/06  
 \$2,749,000 TOTAL 2005/06 CDBG program (estimate)

**Performance Report on FY 2004-2005 Major Program Objectives**

Submitted to HUD 2003/04 CAPER (Consolidated Plan Annual Performance and Evaluation Report) covering Evanston's use of 2003/04 CDBG, HOME and ESG funds.

Forty-five new CDBG projects were implemented for FY 2004/05 totaling \$2,749,932.

The financial services portion of the CDBG program has been performed by contractual services. Current monthly expenses for this service are \$2,565 or \$30,780 a year. 1.8 FTE positions are charged back to the CDBG Administration budget: General Planner (50%), Executive Secretary Planning (50%), Housing Planner (30%), Assistance Community Development Director (20%) and Senior Accountant (30%).

During the program year, the Neighborhood Planner continued to work with CDBG Target area neighborhood organizations. Under the direction of the Evanston Plan Commission, the neighborhood planner concluded community meetings with the Dr. Hill community (5th ward) and developed a consensus and objectives for neighborhood improvement projects in the streets bounded by Green Bay Road, Church Street, and the canal. The neighborhood plan has been presented to the full Plan Commission and will be submitted for City Council approval in the coming months. Other neighborhood planning activities include liaison to the Howard Street Redevelopment Committee, project management for CDBG Target Area neighborhood security program and assistance in the Chicago Avenue streetscape redevelopment.

Planning Division staff has begun the process for preparation of the City's next Consolidated Plan for the years 2005-2009.

# City of Evanston

## CDBG Fund

### 5220 – CDBG Administration

**Description of Major Activities**

This activity provides overall management of the City's Community Development Block grant (CDBG) program and administrative support to coordinate planning, monitoring and implementation of CDBG projects. Specific tasks include:

- Provision of staff assistance to the Housing & Community Development Act Committee;
- Preparation of the annual Consolidated Plan Action Plan for the CDBG program (City's application for annual funding);
- Preparation of the annual CDBG program CAPER (Consolidated Annual Performance and Evaluation Report), which reports to HUD on the use of Evanston's CDBG, HOME, and ESG funds;
- Financial management and record keeping for the CDBG program;
- Staff liaison with the U.S. Department of Housing & Urban Development (HUD) on CDBG matters;
- Provision of technical assistance to citizens, neighborhood groups and local agencies;
- Management of CDBG projects with related monitoring and reporting, such as Davis/Bacon Prevailing Wage requirements and environmental review;
- Provide services of Neighborhood Planner, included in this budget element, who works with CDBG target area neighborhoods in building citizen consensus and development of neighborhood comprehensive plans.

**FY 2005-2006 Objectives**

- ISubmit CAPER (Consolidated Plan Annual Performance Report) for FY 2005/06 to HUD no later than May 31, 2005.
- Prepare Consolidated Plan for yeard 2005-2009.
- Provide staff assistance to the Housing & Community Development Act Committee, including coordinating the annual CDBG application/funding process, preparation of the City's Annual Action Plan (CDBG program budget) for approval by the City Council and submission to HUD.
- Prepare/submit other reports and information to HUD, as required. Continue to streamline reporting on HUD's IDIS (Integrated Disbursement Information System) so that Evanston's accomplishments can be accurate reflected to HUD, Congress and the public.
- Provide neighborhood planning support to CDBG Target neighborhood groups and assist neighborhood stakeholders with meeting their community Development objectives.
- Provide technical assistance to CDBG grantees and potential grantees, monitor all CDBG funded projects, and provide administrative oversight of the City's CDBG program.

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
Submission of annual CDBG application to HUD	1/15/03	1/15/04	1/15/05
Submission of previous year's HUD Consolidated Annual Performance and Evaluation Report (CAPER)	5/31/03	5/31/04	5/31/05
Review monthly and quarterly reports submitted by all CDBG grant recipients	320	320	320
Review sub-grantee audit reports to determine that grantees are in compliance with the CDBG program regulations	25	25	25
Monitor all CDBG funded activities	50	50	50
Complete environmental review record for CDBG, HOME and ESG program	1/15/03	1/15/04	1/15/05
Provide staff assistance to City's Housing & Community Development Act Committee	14 meetings	14 meetings	14 meetings
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>2</b>	<b>2</b>	<b>2</b>

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON**  
**CDBG**  
**5220**

	2004-2005 Appropriation	2005-2006 Proposed
<b>5520 CDBG</b>		
61010 REGULAR PAY	117,700	121,300
61060 SEASONAL EMPLOYEES	10,000	10,000
61110 OVERTIME PAY	1,000	1,000
61455 REGULAR SALARIES CHARGEBACKS	99,400	101,200
61625 AUTO ALLOWANCE	-	100
62210 PRINTING	-	2,000
62272 OTHER PROFESSIONAL SVCS	-	
62275 POSTAGE CHARGEBACKS	2,200	
62295 TRAINING & TRAVEL	2,500	2,500
62360 MEMBERSHIP DUES	1,000	1,300
62380 COPY MACHINE CHARGES	3,000	
62490 OTHER PROGRAM COSTS	23,208	14,393
62552 OTHER PROFESSIONAL SVCS CHGBK	-	1,500
62560 TELEPHONE & TELEGRAPH	-	
65010 BOOKS, PUBLICATIONS, MAPS	1,500	1,300
65095 OFFICE SUPPLIES	1,200	1,200
68205 CONTINGENCIES	4,500	4,500
68210 CONTINGENCIES CHARGEBACKS	3,500	3,500
62620 MEDICAL INSURANCE	16,200	16,200
62750 MEDICAL INSURANCE CHARGEBACKS	14,600	14,600
62625 LIFE INSURANCE	200	200
62755 LIFE INSURANCE CHARGEBACKS	200	200
62675 INTERDPTMNTL TRANSFER PENSIONS	17,200	17,200
62745 IMRF CHARGEBACK	14,100	14,100
<b>5520 CDBG</b>	<b>\$333,208</b>	<b>328,293</b>

City of Evanston  
**Community Development Block Grant**

**ADMINISTRATION/PLANNING**

1	CITY - COMMUNITY DEVELOPMENT/PLANNING	CDBG ADMINISTRATION	328,293
2	CITY - HUMAN RELATIONS COMMISSION	HOUSING ADVOCACY PROGRAM	88,824
3	CITY - FINANCE DEPARTMENT	MINORITY, WOMEN, EVANSTON BUSINESS PROGRAM	95,568
<b>ADMINISTRATION/PLANNING TOTAL:</b>			<b>\$512,685</b>

**PUBLIC SERVICES**

4	CONNECTIONS FOR THE HOMELESS	ENTRY POINT	13,000
5	EVANSTON COMMUNITY DEFENDER	EVANSTON COMMUNITY DEFENDER'S OFFICE	47,500
6	EVANSTON ECUMENICAL ACTION COUNCIL	HOSPITALITY CENTER FOR THE HOMELESS	4,000
7	<i>EVANSTON JR. WILDKITS</i>	<i>WILDKITS SCHOLARSHIP &amp; TRAINING PROGRAM</i>	2,500
8	FIRST BASE/FISHER MEMORIAL AME ZION CHURCH	FIRST BASE - HOMELESS PROGRAM	5,000
9	<i>GEMARIAH BOROUGH</i>	<i>BLDG. CODE &amp; PROPERTY STANDARDS FILM PROJECT</i>	2,500
10	GIRL SCOUTS/ILLINOIS CROSSROADS COUNCIL	SOY UNICA, SOY LATINA AND UNIQUELY ME	4,500
11	INTERFAITH HOUSING CENTER	HOMESHARING PROGRAM	14,000
12	INTERFAITH HOUSING CENTER	PREDATORY LENDING PREVENTION	5,000
13	LEGAL ASSISTANCE FOUNDATION/CHICAGO	EVANSTON LEGAL SERVICES	10,000
14	MEALS AT HOME	FOOD DELIVERY TO SENIORS AND DISABLED	10,000
15	METROPOLITAN FAMILY SERVICES	PSYCHIATRIC SERVICES FOR PARENTS	5,000
16	NORTH SHORE SENIOR CENTER	EVANSTON/SKOKIE VALLEY SENIOR SERVICES	25,000
17	OPEN STUDIO PROJECT	ART & ACTION PROGRAM FOR AT RISK YOUTH	5,968
18	<i>SHOREFRONT NFP</i>	<i>THE LEGACY PROJECT</i>	10,000
19	YOUTH JOB CENTER OF EVANSTON	JOB READINESS, JOB PLACEMENT AND FOLLOW-UP SVC.	71,300
20	YWCA-EVANSTON/NORTHSHORE	DOMESTIC VIOLENCE SERVICES	38,500
21	CITY - COMMUNITY DEVELOPMENT	GRAFFITI REMOVAL PROGRAM	29,900
22	CITY - COMMUNITY DEVELOPMENT/PLANNING	ADOPT A FANCY CAN	5,000
23	CITY - POLICE DEPARTMENT	SENIOR CRIME PREVENTION PROGRAM	20,000
24	CITY - POLICE DEPARTMENT	NEIGHBORHOOD YOUTH SERVICES	15,000
25	CITY - HUMAN RELATIONS COMMISSION	SUMMER YOUTH EMPLOYMENT ADMINISTRATION	50,000
<b>PUBLIC SERVICES TOTAL:</b>			<b>\$393,668</b>

**HOUSING**

26	CITY - COMMUNITY DEVELOPMENT	COMMUNITY DEVELOPMENT ADMINISTRATION	106,000
27	CITY - COMMUNITY DEVELOPMENT	HOUSING CODE COMPLIANCE	248,000
28	CITY - COMMUNITY DEVELOPMENT	HOUSING REHAB ADMINISTRATION	238,000
29	CITY - COMMUNITY DEVELOPMENT	PROGRAM INCOME: REVOLVING LOAN FUND	200,000
30	CITY-HEALTH/HUMAN SERVICES	HANDYMAN PROGRAM	12,000
31	CEDA/NEIGHBORS AT WORK	MINOR REPAIRS/PAINTING ASSISTANCE	148,000
<b>HOUSING TOTAL:</b>			<b>\$952,000</b>

**PUBLIC IMPROVEMENTS**

32	CITY - COMMUNITY DEVELOPMENT	NEIGHBORHOOD PUBLIC IMPROVEMENTS	25,000
33	CITY - PARKS/FORESTRY & RECREATION	EAST WALL/WINDOW REPLACEMENT FLEETWOOD/JOURDAIN	75,000
34	CITY - PARKS/FORESTRY & RECREATION	MASON PARK & MASON PARK FIELDHOUSE	360,000
35	CITY - PUBLIC WORKS	ALLEY IMPROVEMENT PROGRAM	150,000
36	CITY - PUBLIC WORKS	BLOCK CURB/SIDEWALK PROGRAM	75,000
37	CITY - PUBLIC WORKS	SPECIAL ASSESSMENT ASSISTANCE PROGRAM	80,000
38	RIDGEVILLE PARK DISTRICT	BRUMMEL PARK LIGHTING	16,000
<b>PUBLIC IMPROVEMENTS TOTAL:</b>			<b>\$756,000</b>

City of Evanston

Community Development Block Grant

**PUBLIC FACILITIES**

39	FAMILY FOCUS, INC.	WEISSBOURD-HOLMES FAMILY FOCUS CENTER - ROOF	\$50,000
40	<i>HEMENWAY UNITED METHODIST CHURCH</i>	<i>HANDICAPPED ACCESSIBILITY PROJECT</i>	50,000
41	<i>McGAW YMCA</i>	<i>RESIDENCE SERVICE ELEVATOR PROJECT</i>	50,000
42	<i>REBA EARLY LEARNING CENTER</i>	<i>RENOVATION &amp; ENHANCEMENT PROJECT</i>	50,000
<b>PUBLIC FACILITIES TOTAL:</b>			<b>\$200,000</b>

**ECONOMIC DEVELOPMENT**

43	CITY - COMMUNITY DEV/PLANNING	NEIGHBORHOOD STOREFRONT IMPROVEMENT PROGRAM	\$20,000
44	<i>EVANSTON COMMUNITY DEVELOPMENT CORPORATION</i>	<i>EVANSTON COMMUNITY DEVELOPMENT CORPORATION</i>	25,000
<b>ECONOMIC DEVELOPMENT TOTAL:</b>			<b>\$45,000</b>

**2005-2006 TOTAL ALLOCATION**

**\$2,859,353**

*Italics: Indicate First Time Applicant or New Program*

City of Evanston

**Economic Development Fund Summary**

**Financial Summary**

	<b>2003-2004 Actual</b>	<b>2004-2005 Appropriation</b>	<b>2004-2005 Estimated Actual</b>	<b>2005-2006 Appropriation Approved</b>	<b>Increase (Decrease)</b>
<b>Funds Provided: Operating Revenue</b>					
Hotel Tax	750,000	675,000	675,000	650,000	(25,000)
Amusement Tax	280,174	300,000	300,000	300,000	0
Sales Tax	286,663	0	0	0	0
Interest Income	729	2,000	2,000	0	(2,000)
<b>Total Funds Provided:</b>	<b>\$ 1,317,566</b>	<b>\$ 977,000</b>	<b>\$ 977,000</b>	<b>\$ 950,000</b>	<b>(\$ -2,000)</b>

<b>Funds Applied: Operating Expenses</b>					
Economic Development Activities	606,870	383,100	345,000	472,000	88,900
Transfers To General Fund	0	365,900	365,900	376,900	11,000
Transfer to Maple Avenue Garage Fund	498,219	650,000	650,000	650,000	0
<b>Total Operating Expenses:</b>	<b>\$ 1,105,089</b>	<b>\$ 1,399,000</b>	<b>\$ 1,360,900</b>	<b>\$ 1,498,900</b>	<b>\$ 99,900</b>

**Notes on Financial Summary**

**Performance Report on FY 2004-2005 Major Program Objectives**

The following projects have been undertaken during the 2004-05 fiscal year: completion of Howard Street TIF, planned development application for Bristol development project approved, redevelopment of former Builder Square site completed (Food for Less), financing of Sherman Plaza completed, completion of preliminary study for proposed West Evanston TIF, and completion of annual review of Tax Increment Financing Districts through the annual Joint Review Board meetings. Staff has also worked on several expansion and relocation projects of industrial and commercial properties within Evanston.

**Description of Major Activities**

The Economic Development Fund provides support for many of the City's economic development initiatives as well as staff to support these activities. Many of the redevelopment efforts assisted by the City are initially supported by resources from the Economic Development Fund to finance consulting services, legal counsel, and staff support. In addition, the Fund provides grants to intermediary entities such as Evanston Inventure, the Evanston Convention and Visitors Bureau and neighborhood business districts.

**FY 2005-2006 Objectives**

- Complete review of West Evanston TIF
- Redevelopment of former Belmont Steel site into commercial use
- Implement economic development objectives of West Evanston Planning Report approved by the Plan Commission
- Improve condition of neighborhood business districts through façade improvements and other assistance
- Implement objectives of Howard Street TIF District

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Economic Development Committee Meetings	12	12	12
Redevelopment Projects Assisted	10	11	10
Number of JRB Meetings	4	5	5

<b>FULL TIME EQUIVALENT POSITIONS</b>	1.45	1.45	1.45
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**Approved Adjustments in the 2005-2006 Budget**

**CITY OF EVANSTON  
ECON. DEVELOPMENT FUND  
5300**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>5300 ECON. DEVELOPMENT FUND</b>		
61010 REGULAR PAY	99,000	99,000
61060 SEASONAL EMPLOYEES	5,000	5,000
61110 OVERTIME PAY		2,000
61510 HEALTH INSURANCE	6,900	6,900
61615 LIFE INSURANCE	200	200
61625 AUTO ALLOWANCE		250
61630 SHOE ALLOWANCE		150
62130 LEGAL SERVICES - GENERAL	30,000	30,000
62136 REDEVELOPMENT CONSULTING SVCS		75,000
62185 OTHER CONSULTING SERVICES	151,000	151,000
62210 PRINTING	1,000	1,000
62235 OFFICE EQUIPMENT MAINT		700
62275 POSTAGE CHARGEBACKS	200	300
62280 OVERNIGHT MAIL CHARGES		100
62285 COURIER CHARGES		600
62295 TRAINING & TRAVEL	100	1,500
62360 MEMBERSHIP DUES		2,000
62380 COPY MACHINE CHARGES	2,200	2,200
62490 OTHER PROGRAM COSTS	20,000	20,000
62675 INTERDEPT. TRSF.-PENSIONS	8,400	8,400
65010 BOOKS, PUBLICATIONS, MAPS		600
65095 OFFICE SUPPLIES	500	500
65522 BUSINESS DISTRICT IMPROVEMENTS	50,000	50,000
65630 LIBRARY BOOKS		100
66127 TRANSFER TO MAPLE AV GARAGE	650,000	650,000
66131 TRANSFER TO GENERAL FUND	357,500	376,900
68205 CONTINGENCIES	17,000	14,500
<b>5300 ECON. DEVELOPMENT FUND</b>	<b>1,399,000</b>	<b>1,498,900</b>

City of Evanston

**Housing Fund Summary**

**Financial Summary**

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed	Increase (Decrease)
<b>Revenue By Source:</b>					
Interest on Investments	7,219	10,000	8,000	10,000	0
Miscellaneous	18,987	7,000	7,000	7,000	0
<b>Total Revenues:</b>	<b>\$ 26,206</b>	<b>\$ 17,000</b>	<b>\$ 15,000</b>	<b>\$ 17,000</b>	<b>\$ 0</b>

<b>Expenditures:</b>					
Housing & Economic Development	69,644	239,100	70,000	254,300	15,200
<b>Total Operating Expenses:</b>	<b>\$ 69,644</b>	<b>\$ 239,100</b>	<b>\$ 70,000</b>	<b>\$ 254,300</b>	<b>\$ 15,200</b>
<b>Revenues Over/(Under) Expenditures:</b>	<b>\$ 43,438</b>	<b>\$ 222,100</b>	<b>\$ 55,000</b>	<b>\$ 254,300</b>	<b>\$ 15,200</b>

**Description of Major Activities**

The Mayor's Special Housing Fund was formed to oversee and make recommendations on the expenditure of Special Housing Fund dollars to support housing related programs as adopted by the City Council. The goals of this program include the following:

1. To address boarded up structures.
2. To provide funds for the rehabilitation and new construction of affordable housing.
3. To provide funding support for transitional housing.

**FY 2005-2006 Objectives**

- Rehabilitate two distressed properties
- Retain or create 20 affordable housing units
- Provide funding for two households through families in transition program
- 

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
Number of FIT Households	1	1	2
Number of Housing Units Assisted	2	1	20

<b>FULL TIME EQUIVALENT POSITIONS</b>	0	0	0
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**Approved Adjustments in the 2005-2006 Budget**

**CITY OF EVANSTON  
HOUSING FUND  
5340**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>5340 HOUSING FUND</b>		
62130 LEGAL SERVICES - GENERAL	1,600	2,000
62185 OTHER CONSULTING SERVICES	1,300	1,300
62210 PRINTING	300	200
62295 TRAINING & TRAVEL		400
65095 OFFICE SUPPLIES	400	400
65505 LAND	40,000	40,000
65510 BUILDINGS	195,500	210,000
<b>5340 HOUSING FUND</b>	<b>239,100</b>	<b>254,300</b>

City of Evanston

Washington National Special Tax Allocation Debt Service Fund Summary

**Financial Summary**

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed	Increase (Decrease)
<b>Revenue By Source:</b>					
Net Property Tax Increment	1,083,584	981,199	998,570	998,600	17,401
Regular Sales Tax Incremental Revenues	75,000	75,000	0	0	(75,000)
Downtown II – 50% Allocation	800,000	845,315	845,315	845,315	0
Interest Income	11,311	10,000	10,000	10,000	0
<b>Total – Revenue:</b>	<b>\$ 1,969,895</b>	<b>\$ 1,911,514</b>	<b>\$ 1,853,885</b>	<b>\$ 1,853,915</b>	<b>(\$ 57,999)</b>

<b>EXPENDITURES:</b>					
Series 1997 General Obligation Bonds					
Principal	130,000	140,000	140,000	195,000	55,000
Interest	192,902	189,490	185,815	177,100	(8,715)
Series 2002 A Bonds	0	0	0	0	0
Interest	281,000	885,000	885,000	885,000	0
Series 2002 B Bonds – Taxable	0	0	0	0	0
Interest	100,095	206,250	206,250	206,250	0
Housing and Economic Development	0	0	0	0	0
Other Operating Expense	1,210	41,916	150,000	150,000	108,084
Paying Agent Fees on G.O. Bonds	129,661	74,725	130,000	130,000	55,275
<b>Total Expenditures:</b>	<b>\$ 834,868</b>	<b>\$ 1,537,381</b>	<b>\$ 1,697,065</b>	<b>\$ 1,743,350</b>	<b>\$ 205,969</b>
<b>Other Financing Uses Operating Transfers Out:</b>					
Transfers to General Fund	130,000	133,900	133,900	137,900	4,000
<b>Total Transfers &amp; Expenditures:</b>	<b>\$ 964,868</b>	<b>\$ 1,671,281</b>	<b>\$ 133,900</b>	<b>\$ 1,881,250</b>	<b>\$ 209,969</b>

**Description of Major Activities**

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

The City issued \$3.8 million in 1997 series general obligation TIF bonds of which \$3 million was distributed to the developer for eligible tax increment district development costs for the project. The City issued \$35 million in 2002 series general obligation variable rate demand bonds. The bonds will be used to construct a parking garage for the new Sherman Plaza Project which will consist of a new 200 plus unit condominium development and retail space of over 100,000 square feet.

**Approved Adjustments in the 2005-2006 Budget**

City of Evanston

**Special Service Area No. 5 – Fund Summary**

**Financial Summary**

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed	Increase (Decrease)
<b>Revenue By Source:</b>					
Net Property Taxes	436,000	440,854	440,854	438,000	(2,854)
Interest Income	200	200	200	200	0
<b>Total Revenues:</b>	<b>\$ 436,200</b>	<b>\$ 441,054</b>	<b>\$ 441,054</b>	<b>\$ 438,200</b>	<b>(\$ 2,854)</b>
<b>Expenditures:</b>					
<b>Series 1995 Bonds – Partially Abated</b>					
Principal	135,000	145,000	145,000	150,000	5,000
Interest	125,994	7,686	118,574	110,719	103,033
<b>Series 1996 Bonds</b>					
Principal	90,000	0	95,000	100,000	100,000
Interest	81,025	0	75,707	70,101	70,101
Paying Agent Fees	0	0	0	0	0
<b>Total Expenditures:</b>	<b>\$ 432,019</b>	<b>\$ 152,686</b>	<b>\$ 434,281</b>	<b>\$ 430,810</b>	<b>\$ 278,134</b>
<b>Excess (Deficiency) Revenues over Expenditures</b>	<b>\$ 4,181</b>	<b>\$ 288,368</b>	<b>\$ 6,773</b>	<b>\$ 7,390</b>	<b>(\$ 280,978)</b>
<b>Other Financing (Uses)</b>					
Operating Transfers In (Out)					
Series 2002C Bond Proceeds					
Escrow Funding					
Debt Service Fund					

**Notes for Financial Summary**

Continued debt service on Series 1995 and 1996 bonds.

**Description of Major Activities**

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

The City Council also approved a \$9,500,000 downtown public works improvement program for Area No. 5. The ordinances establishing the Area authorized the issuance of up to \$5,000,000 Special Service Area Bonds.

On June 21, 1995 \$3,060,000 of the special service area bonds were sold and on July 9, 1996 the City sold another \$1,940,000 issue of Special Service bonds at public bid.

The two bond issues, totaling \$5,000,000, are being retired from the annual property tax levy on the real property located within the Special Service Area. The debt service fund is utilized to account for the timely retirement of these bonds.

**Approved Adjustments in the 2005-2006 Budget**

City of Evanston

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**Southwest II (Howard – Hartrey) Special Tax Allocation Debt Service Fund Summary**

**Financial Summary**

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed	Increase (Decrease)
<b>Revenue By Source:</b>					
Net Property Tax Increment	1,199,378	1,168,810	1,199,891	1,199,900	31,100
Sales Tax Incremental Revenues	0	0	0	0	0
Capitalized Interest	0	0	0	0	0
Interest Income	34,596	50,000	35,000	35,000	(15,000)
<b>Total Revenues:</b>	<b>\$ 1,233,974</b>	<b>\$ 1,218,810</b>	<b>\$ 1,234,891</b>	<b>\$ 1,234,900</b>	<b>(\$ 16,100)</b>

<b>Expenditures:</b>					
<b>1994 Bonds (1999 refinancing portion)</b>					
Principal	50,000	50,000	50,000	55,000	5,000
Interest	38,655	37,280	40,000	33,100	(4,180)
<b>1994 Bonds</b>					
Principal	85,000	95,000	95,000	100,000	5,000
Interest	100,196	97,093	93,650	86,500	(10,593)
<b>1996 Bonds</b>					
Principal	325,000	345,000	345,000	370,000	25,000
Interest	259,465	251,340	242,750	225,000	(26,340)
Operating Transfer to General Fund	100,000	125,000	125,000	128,800	3,800
<b>Total Expenditures and Transfers:</b>	<b>\$ 958,316</b>	<b>\$ 1,000,713</b>	<b>\$ 991,400</b>	<b>\$ 998,400</b>	<b>(\$ 2,313)</b>

**Notes on Financial Summary**

**Description of Major Activities**

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

On April 13, 1993 the City sold \$46,820,000 in Series 1993 General Obligation Bond Anticipation Bonds. A portion of this sale provided for capitalized interest and \$5,532,750 for the redevelopment costs of this project. In addition the City sold Series 1994 general obligation bonds on April 12, 1994, which allocated an additional \$1,857,250 to this project. The City sold \$6,750,000 in general obligation bonds in 1996 to provide proceeds to refund the series 1993 anticipation bonds dedicated to this project.

**Approved Adjustments in the 2005-2006 Budget**

City of Evanston

**Southwest Special Tax Allocation Debt Service Fund Summary**

**Financial Summary**

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed	Increase (Decrease)
<b>Revenue By Source:</b>					
Net Property Tax Increment	498,318	583,995	600,363	600,400	16,400
Interest Income	5,780	10,000	6,000	6,000	(4,000)
<b>Total Revenues:</b>	<b>\$ 504,098</b>	<b>\$ 593,995</b>	<b>\$ 606,363</b>	<b>\$ 606,400</b>	<b>\$ 12,400</b>

<b>Expenditures:</b>					
<b>Series 2003 GO Bonds (refinanced 1993)</b>					
Principal	170,000	225,000	195,000	225,000	0
Interest	84,050	58,150	65,325	50,625	(7,525)
Transfer to Schools	600,000	600,000	600,000	600,000	0
Operating Transfer to General Fund	20,000	20,600	20,600	21,200	600
<b>Total Expenditures:</b>	<b>\$ 874,050</b>	<b>\$ 903,750</b>	<b>\$ 880,925</b>	<b>\$ 896,825</b>	<b>(\$ 6,925)</b>

**Notes on Financial Summary**

Insert Notes

**Description of Major Activities**

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

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

**Approved Adjustments in the 2005-2006 Budget**

City of Evanston

**Debt Service Fund Summary**

**Financial Summary**

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed	Increase (Decrease)
<b>Revenue By Source:</b>					
Net Property Tax	7,609,413	8,447,258	8,267,011	8,758,600	311,342
Interest Income	106,593	90,000	110,000	110,000	20,000
<b>Total Revenue:</b>	<b>\$ 7,716,006</b>	<b>\$ 8,537,258</b>	<b>\$ 8,377,011</b>	<b>\$ 8,868,600</b>	<b>\$ 331,342</b>
<b>Transfers In:</b>					
Transfer from Sewer Fund		0	0	0	0
Transfer from Capital Improvement Fund	293,488	0	0	0	0
Transfer from Water Fund	726,103	1,254,750	1,254,750	0	(1,254,750)
Transfer from SS. Dist No. 5	189,203	288,168	288,168	437,700	149,538
Transfer from Special Assessment Fund	280,000	253,055	360,555	300,500	47,423
Transfer from General Fund	175,000	126,840	126,840	125,750	(1,100)
Transfer from Emergency Telephone System Fund	213,400	0	0	0	0
<b>Total – Revenues and Transfers:</b>	<b>\$ 9,593,200</b>	<b>\$10,460,071</b>	<b>\$ 10,407,324</b>	<b>\$ 9,732,550</b>	<b>(\$ 727,547)</b>

<b>Debt Service General Obligation Bonds:</b>					
Series 1993 – Refunding G.O. Bonds	(2,518,109)	0	0	0	0
Series 1994	0	0	0	0	0
Series 1995	439,540	0	0	0	0
Series 1996	163,910	170,160	170,160	0	(170,160)
Series 1997	1,227,483	1,281,350	2,124,565	2,158,090	876,740
Series 1998	551,780	559,060	559,060	560,380	1,320
Series 1999	1,967,083	2,375,283	936,100	970,260	(1,405,023)
Series 2000	246,507	290,000	290,000	286,000	(4,000)
Series 2002	1,857,451	2,295,000	2,295,000	1,825,000	(470,000)
Series 2003 B	1,227,078	584,591	584,591	582,991	(1,600)
Series 2003 Refunding	4,562,295	1,959,188	1,959,188	1,877,475	(81,713)
Series 2004 – Estimated - \$12,000,000	0	855,439	1,535,441	1,398,251	542,812
Fiscal Agent Fees	201,979	125,000	220,000	220,000	95,000
General Management & Support	3,103	0	0	3,000	3,000
<b>Total Expenditures</b>	<b>\$ 10,530,100</b>	<b>\$ 10,495,071</b>	<b>\$ 10,674,105</b>	<b>\$ 9,881,447</b>	<b>(\$ 613,624)</b>

**Notes on Financial Summary**

**Description of Major Activities**

The property tax levy reported in this budget is stated on the full accrual basis. The property tax revenue represents the 2004 levy, almost all of which will be collected in the 2005-06 fiscal year. The expenditures for the general obligation bonds represent debt service payments due in fiscal year 2005-06.

During fiscal year 2004-05 the City issued Series 2004B general obligation refunding bonds in the amount of \$11,730,000 to refund Series 1997 bonds. The City also issued \$13,355,000 Series 2004 general obligation bonds. Proceeds from this issue are being used to finance the Capital Improvement budget.

**Approved Adjustments in the 2005-2006 Budget**

City of Evanston

**Downtown II Special Tax Allocation Service Fund Summary**

**Financial Summary**

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed	Increase (Decrease)
<b>Revenue By Source:</b>					
Net Property Tax Increment	5,285,664	8,307,128	7,235,116	7,235,100	(1,072,028)
Interest Income	63,095	50,000	50,000	50,000	0
Sales Taxes	159,000	250,000	250,000	250,000	0
<b>Total – Revenue:</b>	<b>\$ 5,507,759</b>	<b>\$ 8,607,128</b>	<b>\$ 7,535,116</b>	<b>\$ 7,535,100</b>	<b>(\$ 1,072,028)</b>

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed	Increase (Decrease)
<b>Expenditures:</b>					
<b>Series 1996</b>	0	0	0	0	0
Principal	280,000	295,000	295,000	315,000	20,000
Interest	37,500	30,500	30,500	16,000	(14,500)
<b>Series 2000C</b>	0	0	0	0	0
Principal	0	0	0	2,600,000	2,600,000
Interest	385,664	364,000	364,000	327,000	(37,000)
Paying Agent Fees	317,210	40,000	40,000	40,000	0
General Management and Support	368,470	0	250,000	250,000	250,000
<b>Total Expenditures:</b>	<b>\$ 1,388,844</b>	<b>\$ 729,500</b>	<b>\$ 979,500</b>	<b>\$ 3,548,000</b>	<b>\$ 2,818,500</b>
<b>Transfers Out:</b>					
Transfer to General Fund	250,000	300,000	300,000	309,000	9,000
Transfer to Maple Avenue	2,900,000	4,117,700	4,117,700	4,502,000	384,300
Transfer to Washington National TIF	800,000	845,315	845,000	845,315	315
<b>Total Transfers Out:</b>	<b>\$ 3,950,000</b>	<b>\$ 5,263,015</b>	<b>\$ 5,262,700</b>	<b>\$ 5,656,315</b>	<b>\$ 393,615</b>
<b>Total Expenditures &amp; Transfers Out:</b>	<b>\$ 5,338,844</b>	<b>\$ 5,992,515</b>	<b>\$ 6,242,200</b>	<b>\$ 9,204,315</b>	<b>\$ 3,211,800</b>

**Notes for Financial Summary**

**Description of Major Activities**

On January 1985 the City Council adopted the Downtown II tax increment finance district consisting of 26 acres of contiguous land located in the northwest portion of the central business district of the city. Bonds were issued in 1986, 1992, 1996 and 1999. On June 29, 2000 the City sold \$37.1 million in Series 2000 Bonds which were used to pay for redevelopment costs, construction of a senior center and the construction of a parking garage.

**Approved Adjustments in the 2005-2006 Budget**

City of Evanston

Maple Avenue Garage Fund Summary

**Financial Summary**

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed
<b>Operating Revenue:</b>				
Garage	1,250,124	1,300,000	1,372,000	1,502,000
Transfer from General Fund (Sales Tax)	200,000	300,000	300,000	300,000
Transfer from Economic Development	590,000	650,000	650,000	650,000
Transfer from Downtown II (17014)	2,900,000	4,117,700	3,000,000	4,502,000
Interest Income	13,267	5,000	10,000	5,000
Miscellaneous Income	13,291	10,000	10,000	10,000
<b>Total Revenue:</b>	<b>\$ 4,966,682</b>	<b>\$ 6,382,700</b>	<b>\$ 5,342,000</b>	<b>\$ 6,969,000</b>
<b>Operating Expenses:</b>				
Maple Garage Activities	1,684,388	1,228,600	1,700,000	1,887,000
Tax Rebate Agreement	0	295,300	0	0
Transfer to General Fund	38,300	39,500	39,500	40,700
Debt Service	2,220,068	3,824,200	3,997,225	4,400,000
Depreciation	685,674	690,000	690,000	690,000
<b>Total Operating Expenses:</b>	<b>\$ 4,628,430</b>	<b>\$ 6,077,600</b>	<b>\$ 6,426,725</b>	<b>\$ 7,017,700</b>

**Notes for Financial Summary**

The main increase reflected in Operating expenses is the increase in debt service for repayment of bonds that were issued to fund construction of the structure.

**Description of Major Activities**

The daily cashing and operations of the 1,400-space Maple Avenue Self Park are performed under contracts. A management contractor will oversee the daily use of the garage and collect all revenues. A security guard services contractor will provide personnel to patrol the building 24 hours every day. General cleaning and janitorial services are performed by the operations/management contractor or a subcontractor.

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
Review monthly usage reports with contractor	Monthly	Monthly	Monthly
Review operations expenses monthly with contractor	Monthly	Monthly	Monthly
<b>FULL TIME EQUIVALENT POSITIONS</b>	0	0	0

**Approved Adjustments in the 2005-2006 Budget**

**CITY OF EVANSTON  
MAPLE AVENUE GARAGE  
7000**

	2004 - 2005 Appropriation	2005 - 2006 Proposed
<b>7000 MAPLE AVENUE GARAGE</b>		
61010 REGULAR PAY	50,000	50,000
61062 SPECIAL EVENT SALARIES	10,400	10,000
61110 OVERTIME PAY	2,100	2,100
61510 HEALTH INSURANCE	6,500	6,500
61615 LIFE INSURANCE	100	100
62225 BLDG MAINTENANCE SERVICES	5,000	5,000
62245 OTHER EQMT MAINTENANCE	52,000	50,000
62350 FISCAL AGENT SERVICES	40,000	50,000
62400 CONTRACT SVC-PARK GARAGE	882,000	1,000,000
62425 ELEVATOR CONTRACT COSTS		45,000
62660 PAYMENTS TO DEVELOPERS	295,300	500,000
62705 BANK SERVICE CHARGES		1,000
64005 ELECTRICITY	140,000	140,000
64015 NATURAL GAS	1,000	1,000
64505 TELECOMMUNICATIONS - CARRIER L	1,000	4,000
64520 TELECOMMUNICATIONS - LOCAL	8,500	4,000
65020 CLOTHING	500	300
65040 JANITORIAL SUPPLIES	7,500	6,500
65045 LICENSING/REGULATORY SUPP	3,000	2,500
65050 BLDG MAINTENANCE MATERIAL	10,000	1,000
65095 OFFICE SUPPLIES	3,000	2,000
65115 TRAFFIC CONTROL SUPPLIES	1,000	1,000
66132 TRANSFER TO GF-INSURANCE	39,500	40,700
68010 DEPRECIATION EXPENSE	690,000	690,000
68205 CONTINGENCIES	5,000	5,000
68305 DEBT SERVICE	3,824,200	4,400,000
<b>7000 MAPLE AVENUE GARAGE</b>	<b>6,077,600</b>	<b>7,017,700</b>

City of Evanston

**Parking System Fund Summary**

**Financial Summary**

<b>Funds Provided: Operating Revenue</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Appropriation</b>	<b>2004-2005 Estimated Actual</b>	<b>2005-2006 Appropriation Proposed</b>	<b>Increase (Decrease)</b>
Street and Lot Meters	1,881,706	2,000,000	1,900,000	2,000,000	0
Space Rentals	248,223	250,000	250,000	250,000	0
Sherman Avenue Garage	517,602	0	134,832	0	0
Church Street Self Park	625,454	650,000	650,000	650,000	0
Research Park / Lot 20*	0	0	0	0	0
Interest Income	74,252	74,000	74,200	74,000	0
Miscellaneous Revenues	15,573	11,400	11,400	11,400	0
<b>Total Funds Provided:</b>	<b>\$ 3,362,810</b>	<b>\$ 2,985,400</b>	<b>\$ 3,020,432</b>	<b>2,985,400</b>	<b>\$ 0</b>
<b>Funds Applied: Operating Expenses</b>					
7005 - Parking System Management	799,787	897,100	865,000	947,300	50,200
7010 - Sherman Avenue Garage	411,405	0	124,000	0	0
7015 - Parking Lots and Meters	634,200	772,300	702,500	815,500	43,200
7025 - Church Street Self Park	515,823	688,300	655,300	761,600	73,300
<b>Total Operating Expenses:</b>	<b>\$ 2,361,215</b>	<b>\$ 2,357,700</b>	<b>\$ 2,346,800</b>	<b>\$ 2,524,400</b>	<b>\$ 166,700</b>
<b>Other Expenses &amp; Disbursements:</b>					
7030 & 7035 - Debt Service	749,650	839,100	839,100	838,700	(400)
7050 - Transfers to General Fund	421,000	456,400	456,400	479,000	22,600
<b>Total Other Expenses &amp; Disbursements:</b>	<b>\$ 1,170,650</b>	<b>\$ 1,295,500</b>	<b>\$ 1,295,500</b>	<b>\$ 1,317,700</b>	<b>\$ 22,200</b>
<b>TOTAL FUNDS APPLIED:</b>	<b>\$ 3,531,865</b>	<b>\$ 3,653,200</b>	<b>\$ 3,642,300</b>	<b>\$ 3,842,100</b>	<b>\$188,900</b>
<b>Increase (Decrease) in Working Capital:</b>	<b>(169,055)</b>	<b>(667,800)</b>	<b>(621,868)</b>	<b>(856,700)</b>	<b>\$ 188,900</b>

**Revenue Projections**

Revenue projections reflect overall maximum revenue levels which can be obtained under existing rates. The revenues for the Church Street Self Park assume increased usage based on closure of the Sherman Ave. Parking Garage (April, 2004). Although the Sherman Plaza project schedule anticipates the new garage opening in late November, 2005, (before the holiday shopping season), we will likely not move monthly parkers or lose many hourly parkers from the Church St. Self Park until the spring or 2006.

Staff has developed several options for increasing rates and revenues; however, the Parking Committee will not review any of these options until later this fall.

City of Evanston

**Parking System Fund Summary**

<b>Expenditures:</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Appropriation</b>	<b>2004-2005 Estimated Actual</b>	<b>2005-2006 Appropriation Proposed</b>
7005 - Parking System Management	799,787	897,100	865,000	947,300
7010 - Sherman Avenue Garage	411,405	0	124,000	0
7015 - Parking Lots and Meters	634,200	772,300	702,500	815,000
7025 - Church Street Self Park	515,823	688,300	655,300	761,600
7030 - Sherman Ave Garage Bonds	138,749	164,100	164,100	164,100
7035 - Church Street Debt Svc	610,901	675,000	675,000	674,600
7050 - Parking Fund Transfers	421,000	456,400	456,400	479,000
<b>Total Expenditures:</b>	<b>\$ 3,531,865</b>	<b>\$ 3,653,200</b>	<b>\$ 3,642,300</b>	<b>\$ 3,842,100</b>

**Notes for Financial Summary**

Expenditures reflect a continuation budget without any major changes. Revenues are based on current rates; however, it is likely that some rate changes may be recommended by the Parking Committee to the Council before the beginning of the year. Depreciation costs are not included in the 03-04 Actuals for Business Unit 7005.

**Performance Report on FY 2004-2005 Major Program Objectives**

The closure and demolition of the Sherman Ave. Parking Garage and the groundbreaking for the new Sherman Plaza Self Park are the biggest highlights this year. Closure of the garage and relocation of the monthly and hourly parkers went extremely smoothly due to preplanning and communication between City staff and the garage operations staff.

This deferred closure delayed progress on many objectives, including ID signs for parking lots; evaluation of meter housings; power-washing for the Church St. Self Park and Library garages; lighting system design in the Church St. Self Park. Staff still hopes to complete most of these objectives by the end of the fiscal year.

On-street parking was regained in several vital downtown areas: on Benson Ave., Maple Ave., and Elgin Rd. as a result of completion of several major developments, which began in 2003. Residents Only Parking District R was implemented mid-summer to restrict nighttime parking around the southernmost beach area.

**2005-2006 Department Initiatives**

In addition to undertaking the objectives cited in the business units for Parking System Management, Lots and Meters, and the Church Street Self Park, we plan to review the organizational needs of the Parking System based on the current responsibilities, accountability, revenues and costs related to the various parking programs within the City. The goal is to see if there are ways to improve operations as a result of restructuring or whether staffing needs to be redistributed or revised.

# City of Evanston

## Parking System Fund

### 7005 – Parking System Management

#### Description of Major Activities

This element manages, coordinates, and oversees operations related to the City's on-street and off-street parking operations and the City's civilian parking enforcement and booting operations. The on-street parking operations include installation, maintenance, and collection of parking meters as well as the implementation and sales of residential parking district permits. The off-street operations include installation, maintenance, and collection at metered parking lots, reserved (permit) parking lots, and City parking garages.

This program element works with residential neighborhoods and commercial business districts to provide parking for all of the various user groups. This element performs parking studies and recommends changes in parking regulations in order to meet the parking demands for on-street and off-street parking.

The physical conditions of the parking lots and garages is assessed and capital improvement programs developed from this program element. Contracts for garage management and operations as well as security services and custodial services are managed from this program element.

The Parking System Management element is also responsible for the software system which is used to issue automated parking citations as well as to manage the database for all parking citations and the collection of parking ticket fines and fees. Parking ticket payments, boot release fees, and City stickers are sold from this program element using the PowerPark software.

#### FY 2005-2006 Objectives

- Develop 2 parking lots on properties owned by the CTA by November 30, 2005.
- Review residential parking programs and districts; and develop recommendations for modifications and or changes in criteria for discussion by the Parking Committee by September 30, 2005.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
1. Parking Studies Performed	8	10	20
2. Parking lot inspections	24	24	24
3. Quarterly billing schedules for lot permits	4	4	4
4. Parking Ticket Investigations	3,500	4,500	4,500
5. Residential permit applications processed	9,085	10,000	9,500
6. Evanston Vehicle Stickers sold	5,265	5,500	5,500
7. Avg. No. of sick days used per employee	7	8	8
8. Total days lost due to work related injury	0	0	0
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>6</b>	<b>7</b>	<b>7</b>

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
PARKING SYSTEM MGT  
7005**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>7005 PARKING SYSTEM MGT</b>		
61010 REGULAR PAY	370,600	385,700
61060 SEASONAL EMPLOYEES	5,500	5,500
61110 OVERTIME PAY	5,100	6,000
61415 TERMINATION PAYOUTS	13,600	
61510 HEALTH INSURANCE	49,500	56,900
61615 LIFE INSURANCE	500	600
61630 SHOE ALLOWANCE		100
61725 SOCIAL SECURITY		24,600
61730 MEDICARE		5,700
62210 PRINTING	100	100
62235 OFFICE EQUIPMENT MAINT	600	100
62275 POSTAGE CHARGEBACKS	3,300	1,300
62295 TRAINING & TRAVEL	3,000	3,000
62305 RENTAL OF AUTO-FLEET SER	30,800	36,600
62320 TELEPHONE CHARGEBACKS	2,000	2,000
62360 MEMBERSHIP DUES	600	700
62380 COPY MACHINE CHARGES	2,400	2,000
62431 ARMORED CAR SERVICES	35,000	40,000
62675 INTERDEPT. TRSF.-PENSIONS	55,500	57,200
64540 TELECOMMUNICATIONS - WIRELESS	4,300	4,200
65045 LICENSING/REGULATORY SUPP	8,000	8,000
65095 OFFICE SUPPLIES	1,200	1,500
66133 TRANS TO GF- METER REVENUE	300,000	300,000
68205 CONTINGENCIES	5,500	5,500
<b>7005 PARKING SYSTEM MGT</b>	<b>897,100</b>	<b>947,300</b>

City of Evanston

**Parking System Fund**

**7015 – Parking Lots & Meters**

**Description of Major Activities**

This program element is responsible for installation, maintenance, and collections of approximately 2400 parking meters throughout Evanston and for the maintenance and landscaping of 32 lots, 18 traffic circles, and numerous cul-de-sacs. This element also assists with special events by covering meters and posting temporary signage. The installation and maintenance of speed bumps in alleys continues to be performed by this program. During the winter months, this program element provides snow plowing in the parking lots and maintains the sidewalks adjacent to these lots.

**FY 2005-2006 Objectives**

- Evaluate and select new parking meter equipment and software for tracing revenues and repairs/maintenance by December 1, 2005.
- Evaluate parking lot surfaces and develop a long-range plan for resurfacing by February 28, 2005.
- Assess condition of aging parking lot lighting systems and determine where/what major replacements are needed by September 2, 2005.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Meters installed or relocated within system	100	125	125
Meters removed from system	90	27	20
Meters checked/repaired/batteries replaced	2,500	2,955	2,500
Meters converted (rate/time changes)	965	250	25
Preventive maintenance to meters/locks	4,500	4,415	4,500
Meter hooding requests	169	200	125
Installation of speed bumps in alleys	100	20	20
Avg. Number Sick Days Used/Employee	6	8	8
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>7</b>	<b>7</b>	<b>7</b>

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
PARKING LOTS & METERS  
7015**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>7015 PARKING LOTS &amp; METERS</b>		
61010 REGULAR PAY	330,700	343,200
61060 SEASONAL EMPLOYEES	26,400	26,400
61110 OVERTIME PAY	7,100	7,400
61510 HEALTH INSURANCE	45,100	51,700
61615 LIFE INSURANCE	500	700
61630 SHOE ALLOWANCE		900
61725 SOCIAL SECURITY		23,400
61730 MEDICARE		5,500
62230 IMPROVEMENT MAINT SERVICE	1,500	1,500
62245 OTHER EQMT MAINTENANCE	2,000	2,000
62305 RENTAL OF AUTO-FLEET SER	68,400	68,400
62375 RENTALS	156,000	146,000
64005 ELECTRICITY	16,000	16,000
65005 AGRI/BOTANICAL SUPPLIES	6,400	6,400
65020 CLOTHING	3,400	3,400
65040 JANITORIAL SUPPLIES	1,000	1,400
65050 BLDG MAINTENANCE MATERIAL	3,500	3,500
65070 OFFICE/OTHER EQT MTN MATL	16,500	16,500
65085 MINOR EQUIPMENT & TOOLS	500	1,500
66132 TRANSFER TO GF-INSURANCE	80,600	83,000
68205 CONTINGENCIES	6,700	6,700
<b>7015 PARKING LOTS &amp; METERS</b>	<b>772,300</b>	<b>815,500</b>

City of Evanston

Parking System Fund

7025 – Church Street Self Park

**Description of Major Activities**

The Church Street Self Park provides approximately 600 public parking spaces in the downtown. Daily operations for cashing and management are performed by a contractor. Security guard services are also provided 24 hours per day, 365 days per year by a security contractor. General cleaning and maintenance are provided by the management contractor. Major repairs to the electrical and mechanical systems are provided by City employees or outside service companies. Landscaping services are contracted by Evanston Place apartments and the City pays a portion of the total costs of this contract.

**FY 2005-2006 Objectives**

- Perform a structural conditions review of the garage using an outside engineering firm and develop a program of repairs, which will be budgeted for FY2006-07.
- Evaluate a feasibility and costs study by September 30, 2005, for installing automatic pedestrian doors on both ends of the garage to assist Disabled Person's in entering/exiting the garage.

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
Review daily sales reports weekly	52	52	52
Monthly Facility inspections	12	12	12
Test Emergency Generator Monthly	12	12	12
Review contractor's monthly revenue/use reports	12	12	12
<b>FULL TIME EQUIVALENT POSITIONS</b>	0	0	0

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
CHURCH STREET GARAGE  
7025**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>7025 CHURCH STREET GARAGE</b>		
62135 ARCHITECTURAL SERVICES	5,000	10,000
62245 OTHER EQMT MAINTENANCE	20,000	20,000
62320 TELEPHONE CHARGEBACKS	3,000	
62375 RENTALS	5,500	6,000
62400 CONTRACT SVC-PARK GARAGE	204,200	223,200
62425 ELEVATOR CONTRACT COSTS	8,500	8,500
62440 OVERHEAD DOOR CONTRACT COSTS	1,500	2,000
62450 PARKING GARAGE MANAGEMENT FEES	300,000	336,000
62675 INTERDEPT. TRSF.-PENSIONS	65,400	67,400
64005 ELECTRICITY	64,000	64,000
64505 TELECOMMUNICATIONS - CARRIER L		13,200
65040 JANITORIAL SUPPLIES	2,500	2,500
65045 LICENSING/REGULATORY SUPP	3,500	3,500
65050 BLDG MAINTENANCE MATERIAL	1,000	1,000
65070 OFFICE/OTHER EQT MTN MATL	200	200
65085 MINOR EQUIPMENT & TOOLS	200	200
65090 SAFETY EQUIPMENT	100	100
65095 OFFICE SUPPLIES	1,000	1,000
66132 TRANSFER TO GF-INSURANCE	2,200	2,300
68205 CONTINGENCIES	500	500
<b>7025 CHURCH STREET GARAGE</b>	<b>688,300</b>	<b>761,600</b>

City of Evanston

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**Parking System Fund**

**7030 – Sherman Avenue Garage Bonds**

**Description of Major Activities**

This business element accounts for the outstanding debt service for the \$2,000,000 Series 1997 Corporate Purpose Bond. All payments are made by the Finance Department in accordance with the terms of the obligation.

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON**  
**SHERMAN AVE GARAGE BONDS**  
**7030**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>7030 SHERMAN AVE GARAGE BONDS</b>		
<b>68305 DEBT SERVICE</b>	<b>164,100</b>	<b>164,100</b>
<b>7030 SHERMAN AVE GARAGE BONDS</b>	<b>164,100</b>	<b>164,100</b>

City of Evanston

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**Parking System Fund**

**7035 – Church Street Self Park Debt Service**

**Description of Major Activities**

Debt Service on the \$7,000,000 Series 1987 Corporate Purpose Bonds for construction of the Church St. Self Park at 525 Church Street is accounted for in this business element. All payments are made by the Finance Department in accordance with the terms of the obligation.

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
CHURCH/CHICAGO GARAGE  
7035**

	2004 - 2005 Appropriation	2005 - 2006 Proposed
7035 CHURCH/CHICAGO GARAGE 68305 DEBT SERVICE	675,000	674,600
7035 CHURCH/CHICAGO GARAGE	675,000	674,600

City of Evanston

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**Parking System Fund**

**7050 – Parking Fund Transfers**

**Description of Major Activities**

This element provides transfers to the General Fund to offset expenses for services provided by the Director of Public Works, Deputy Director of Public Works, Traffic Engineering, and Streets & Sanitation .

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
TRANSFERS  
7050**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>7050 TRANSFERS</b>		
62685 REIMB. GF FOR ADMIN. EXP	431,000	452,500
66134 TRAN TO GF- PARKING LOT MAINT.	25,400	26,500
<b>7050 TRANSFERS</b>	456,400	479,000

City of Evanston

**Water Fund Summary**

**Financial Summary**

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed	Increase (Decrease)
<b>Funds Provided:</b>					
<b>Operating Revenues – Water Sales</b>					
Evanston	6,665,200	6,588,000	6,588,000	6,588,000	0
Skokie	2,959,700	3,183,600	3,183,600	3,247,300	63,700
Northwest Commission	3,367,300	3,428,200	3,428,200	3,496,800	68,600
<b>Total – Water Sales:</b>	<b>\$ 12,992,200</b>	<b>\$ 13,199,800</b>	<b>\$ 13,199,800</b>	<b>\$ 13,332,100</b>	<b>\$ 132,300</b>
<b>Other Revenues:</b>					
Investment Earnings	39,000	65,000	30,000	50,000	(15,000)
Property Sales and Rentals	126,600	133,000	133,000	139,600	6,600
Fees and Merchandise Sales	57,800	36,100	45,000	36,100	0
Fees and Outside Work	73,700	45,000	45,000	45,000	0
Bond Reserve Transfer	0	0	0	0	0
Bond Reserve Transfer	0	0	0	0	0
<b>Total Other Revenues:</b>	<b>\$ 297,100</b>	<b>\$ 279,100</b>	<b>\$ 253,000</b>	<b>\$ 270,700</b>	<b>(\$ 8,400)</b>

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed	Increase (Decrease)
<b>Funds Applied:</b>					
<b>Operating Expenses</b>					
General Support	771,500	636,500	636,500	676,800	40,300
Pumping	1,699,700	1,868,800	1,830,800	1,863,000	(5,800)
Filtration	1,763,400	1,954,700	1,900,000	2,066,100	111,400
Distribution	1,098,200	1,154,100	1,154,100	1,197,100	43,000
Meter Maintenance	279,900	287,800	300,000	301,700	13,900
Other Operating Expenses	1,565,200	837,900	837,900	867,800	29,900
<b>Total Operating Expenses:</b>	<b>\$ 7,177,900</b>	<b>\$ 6,739,800</b>	<b>\$ 6,659,300</b>	<b>\$ 6,972,500</b>	<b>\$ 232,700</b>
<b>Other Expenses &amp; Disbursements:</b>					
Debt Service	1,041,400	1,020,400	1,020,400	1,042,300	21,900
Capital Outlay	153,900	109,900	109,900	105,000	(4,900)
	<b>\$ 1,195,300</b>	<b>\$ 1,130,300</b>	<b>\$ 1,130,300</b>	<b>\$ 1,147,300</b>	<b>\$ 17,000</b>
<b>Transfers</b>					
Transfers to Reserves	2,384,300	2,993,600	2,993,600	2,877,200	(116,400)
Transfer to General Fund	145,800	157,600	157,600	162,300	4,700
Transfer to General Fund – ROI	2,386,000	2,457,600	2,457,600	2,531,300	73,700
Transfer to Sewer Fund	0	0	0	0	0
<b>Total Other Expenses &amp; Disbursements &amp; Transfers:</b>	<b>\$ 6,111,400</b>	<b>\$ 6,739,100</b>	<b>\$ 6,739,100</b>	<b>\$ 6,718,100</b>	<b>(\$ 21,000)</b>
<b>TOTAL FUNDS APPLIED:</b>	<b>\$ 13,289,300</b>	<b>\$ 13,478,900</b>	<b>\$ 13,398,400</b>	<b>\$ 13,690,600</b>	<b>\$ 211,700</b>
<b>Increase (Decrease) in Capital:</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>(\$ 54,400)</b>	<b>\$ 83,600</b>	

**Revenue Projections**

The 2005-2006 water fund revenues are projected to remain stable. Sales to Evanston residents are not anticipated to decline or increase except as related to weather conditions. Revenues from the sale of water to the Village of Skokie and the Northwest Water Commission are projected to increase 2% based on contract provisions.

# City of Evanston

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## Water Fund Summary

### **Notes for Financial Summary**

There are no major changes to the Operating of Capital Budgets. Overall budget request reflects a 1.5% increase over the current FY2004-2005 budget amount.

### **Performance Report on FY 2004-2005 Major Program Objectives**

During the first six months of FY 2004-2005 Water Department staff have continued to work on a number of capital improvement projects.

A hydraulic analysis of the water distribution system was recently completed and staff has been working to incorporate the identified need for water main improvements in the Capital Improvement Program.

The Pumping Division has been working in preparation for replacing the engine on Low Lift Pumping Unit #4. This engine will be installed by in-house personnel. The old gasoline piping has been removed, the base has been enlarged to accommodate the new engine, parts ordered for the fabrication of the new gauge panel and a new four way valve and 24 volt power supply has been installed. The Division has installed the new Uninterruptible Power Supply.

The Filtration Division have made necessary modifications to accommodate the construction of the new chlorine building accessway and garages. The Division has also installed and made the necessary connections to the new Uninterruptible Power Supply system as well as installed a new compressor which operates the pneumatic controls in the filter plant.

Distribution Division crews have installed a new 8" water main on Lee Street between Maple and Sherman. Prior to the installation there was no water main on this section of Lee Street. Currently, the Division is installing a 10" section of water main on Keeney, east of Chicago Avenue.

The Meter Division has located our underground facilities for over 1400 individual location requests. The division has installed 116 new or replacement meters and made over 155 repairs to the meter reading system. The Division is also working to inspect properties with larger services insuring that the required backflow prevention is in place and fire services are appropriately recorded and billed.

### **2004-2005 Department Initiatives**

The Water Department continues to strive to be a leader in the public drinking water industry in providing high quality water to over 350,000 customers. Our number one initiative remains the continued vigilant monitoring of the quality and quantity of water provided.

In addition, the Division is working to improve Evanston's Distribution System through the utilization of hydraulic modeling tools. These tools are being used to both analyze the quantity of water supplied and determine where fire flow needs should be improved and to look at the water quality in the system as it relates to the length of time in the system.

Customer Service remains a central focus as we look at new water billing software and work to integrate this system with other financial systems and improve our ability to provide fast and accurate data to the public.

# City of Evanston

## Water Fund

### 7100 – Administration

#### Description of Major Activities

The administrative staff are the Superintendent, two Assistant Superintendents, Executive secretary and one-half of the salary for the GIS Analyst. The Superintendent guides, promotes, checks, implements and oversees the total operation of the water and sewer utilities. This includes planning, budgeting, training, safety management and engineering. The Assistant Superintendent of Operations provides direct support, which relates to operating maintenance, pumping, filtration, distribution and sewer. The Assistant Superintendent of Administration oversees the office staff, meter division and laboratory functions as it relates to compliance with federal and state regulations. This includes preparation of the budgets, personnel functions, and regulatory reporting.

#### FY 2005-2006 Objectives

- To expand the distribution hydraulic analysis to include software to determine the age of water in the distribution system for water quality analysis by February 28, 2006.
- To prepare a request for proposal in conjunction with the Finance Department for the purchase of a new water billing software compatible with the existing meter reading and financial systems to improve water billing efficiency by February 28, 2006.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Average sick days per employee	4	5	5
Total Workdays lost due to injury	45	5	5
<b>FULL TIME EQUIVALENT POSITIONS</b>	4.50	4.50	4.50

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
WATER GENERAL SUPPORT  
7100**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>7100 WATER GENERAL SUPPORT</b>		
61010 REGULAR PAY	350,300	364,000
61060 SEASONAL EMPLOYEES	15,600	15,600
61110 OVERTIME PAY	100	100
61510 HEALTH INSURANCE	34,300	34,300
61615 LIFE INSURANCE	900	900
61625 AUTO ALLOWANCE	1,200	1,200
61630 SHOE ALLOWANCE		400
62210 PRINTING	8,000	8,000
62215 PHOTOGRAPHERS/BLEUPRINTS	1,200	1,200
62225 BLDG MAINTENANCE SERVICES	100	100
62235 OFFICE EQUIPMENT MAINT	1,900	6,100
62245 OTHER EQMT MAINTENANCE	6,000	6,000
62275 POSTAGE CHARGEBACKS	3,000	3,000
62295 TRAINING & TRAVEL	1,900	20,000
62305 RENTAL OF AUTO-FLEET SER	45,400	46,800
62315 POSTAGE	5,000	2,500
62320 TELEPHONE CHARGEBACKS	10,300	10,300
62360 MEMBERSHIP DUES	5,800	6,000
62380 COPY MACHINE CHARGES	300	300
62420 MWRD FEES	6,000	6,200
62463 WATER MAINTENANCE CONTRACTS	1,300	2,500
62675 INTERDEPT. TRSF.-PENSIONS	47,800	50,000
64015 NATURAL GAS	58,300	58,300
64505 TELECOMMUNICATIONS - CARRIER L		5,000
64520 TELECOMMUNICATIONS - LOCAL	5,000	
64540 TELECOMMUNICATIONS - WIRELESS	1,200	1,600
65010 BOOKS, PUBLICATIONS, MAPS	600	600
65020 CLOTHING	7,000	7,000
65040 JANITORIAL SUPPLIES	1,200	1,200
65050 BLDG MAINTENANCE MATERIAL	2,000	2,000
65070 OFFICE/OTHER EQT MTN MATL	10,000	10,000
65090 SAFETY EQUIPMENT	200	200
65095 OFFICE SUPPLIES	4,000	5,000
65105 PHOTO/DRAFTING SUPPLIES	400	400
68205 CONTINGENCIES	200	
<b>7100 WATER GENERAL SUPPORT</b>	<b>636,500</b>	<b>676,800</b>

# City of Evanston

## Water Fund

### 7105 – Pumping Division

#### Description of Major Activities

This program element operates the low lift and high lift pumping units. The six low lift pumps, with a daily rated capacity of 130 million gallons, take water from the intake system and pump it to the treatment plant. Eight high lift pumps, with a daily rated capacity of 147 million gallons, pump the finished treated water to the distribution system. Water plant operators, working rotating shifts on a weekly basis, provide around the clock supervision. The master mechanics maintain and repair the pumping units, hydraulic and electric controls, instruments, electric switch gear, standby engines, heating plant, pipe systems, building and grounds.

The Pumping Division operates and maintains four booster pumping stations with seven pumps, two 4.9 million gallon storage tanks, one 5 million gallon storage tank and one 7.5 million gallon storage tank. All equipment is remotely controlled over leased telephone lines to maintain pressure in the distribution system. This element also provides pumping to the Northwest Water Commission, and remotely controls an in-line booster station with three booster pumps, and control valves at the Northwest Water Commission reservoir.

#### FY 2005-2006 Objectives

- To disassemble, inspect and make all necessary repairs and replace worn parts on Low Lift Pumping Units #8 and #6 by February 28, 2006.
- To work in conjunction with the Engineers and contractor for the replacement of Low Lift Pumping Unit #7 by February 28, 2006.
- To replace High Lift Pumping Unit #7 with in house personnel by April, 2005.
- To transfer 30% of the maintenance records to electronic storage by February 28, 2006.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Weekly inspections of Skokie booster station and Evanston standpipes	52	52	52
High and Low lift pumps receiving preventative maintenance.	14	14	14
Engines inspected and lubricated	12	12	12
Billion Gallons pumped per year	17	16	18
<b>FULL TIME EQUIVALENT POSITIONS</b>	11	11	11

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
PUMPING  
7105**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>7105 PUMPING</b>		
61010 REGULAR PAY	662,800	649,300
61060 SEASONAL EMPLOYEES	16,100	16,100
61110 OVERTIME PAY	24,400	25,300
61510 HEALTH INSURANCE	92,700	92,700
61615 LIFE INSURANCE	1,000	1,000
61630 SHOE ALLOWANCE		1,400
62230 IMPROVEMENT MAINT SERVICE	12,600	12,600
62245 OTHER EQMT MAINTENANCE	4,500	4,500
62295 TRAINING & TRAVEL	200	200
62320 TELEPHONE CHARGEBACKS	3,000	
62360 MEMBERSHIP DUES	200	300
62675 INTERDEPT. TRSF.-PENSIONS	90,600	94,000
64005 ELECTRICITY	875,000	875,000
64015 NATURAL GAS	26,000	26,000
64505 TELECOMMUNICATIONS - CARRIER L		3,000
64520 TELECOMMUNICATIONS - LOCAL	2,200	
64540 TELECOMMUNICATIONS - WIRELESS	1,200	2,100
65020 CLOTHING	300	1,300
65035 PETROLEUM PRODUCTS	6,500	7,200
65040 JANITORIAL SUPPLIES	1,800	1,800
65050 BLDG MAINTENANCE MATERIAL	2,300	2,300
65055 MATER. TO MAINT. IMP.	400	400
65070 OFFICE/OTHER EQT MTN MATL	42,000	43,500
65085 MINOR EQUIPMENT & TOOLS	2,000	2,000
65090 SAFETY EQUIPMENT	800	1,000
68205 CONTINGENCIES	200	
<b>7105 PUMPING</b>	<b>1,868,800</b>	<b>1,863,000</b>

# City of Evanston

## Water Fund

### 7110 – Filtration Division

#### Description of Major Activities

The Water Filtration element provides supervision for the operation of chemical storage facilities, chemical feed equipment, mixing and settling basins and the filter and backwash system. Filter plant operators work rotating shifts, with one operator on duty at all times to monitor the operation of all treatment equipment, perform laboratory tests and make adjustments as needed to meet water demands that vary with the seasons, weather, and time of day.

Maintenance personnel perform maintenance and repairs of 24 filters, chemical feeders, control equipment, motors, pipe systems and other related systems to provide reliable service. The buildings and grounds assigned are also maintained by division personnel. Maintenance is performed twice per year on the flocculating equipment, settling basins, detention tanks and clear wells.

Metropolitan Water Reclamation District of Greater Chicago user charges for basin sludge disposal are funded in this element. The Water Chemist monitors and tests the quality of the water at various stages of its treatment. The latest technology available and modern instruments are used in the analysis of the finished water. Changes in chemical feed rates are made by the chief of the filtration division and chemist to provide water of the best possible quality with the lowest expenditure for chemicals. Dutch Elm cultures are analyzed by the chemist for the Division of Parks and Forestry.

#### FY 2005-2006 Objectives

- To increase reliability of the chlorination system by adding a redundant booster pump by February 28, 2006.
- To improve operation of the sludge removal system by replacing three (3) 16" gate valves by February 28, 2006.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Clean and inspect settling basins and slow mix equipment	2	4	4
Underground chemical storage tanks cleaned and inspected	7	7	7
Wash Water pumps inspected and maintained	4	4	4
Filters inspected and probed annually	24	24	24
Billion gallons treated per year	17	16	18
<b>FULL TIME EQUIVALENT POSITIONS</b>	14	14	14

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
FILTRATION  
7110**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>7110 FILTRATION</b>		
61010 REGULAR PAY	798,000	828,900
61110 OVERTIME PAY	20,800	21,600
61510 HEALTH INSURANCE	107,900	107,900
61615 LIFE INSURANCE	1,200	1,200
61630 SHOE ALLOWANCE		1,600
62245 OTHER EQMT MAINTENANCE	4,900	4,900
62295 TRAINING & TRAVEL	300	300
62360 MEMBERSHIP DUES	200	300
62420 MWRD FEES	425,000	425,000
62465 OUTSIDE LABARATORY COSTS (HLTH	20,800	12,000
62675 INTERDEPT. TRSF.-PENSIONS	109,100	110,000
64540 TELECOMMUNICATIONS - WIRELESS	1,800	2,100
65005 AGR/BOTANICAL SUPPLIES	1,000	1,000
65015 CHEMICALS	300,000	300,000
65020 CLOTHING	1,000	1,000
65030 PHOSPHATE CHEMICALS	97,500	180,000
65035 PETROLEUM PRODUCTS	1,200	1,500
65040 JANITORIAL SUPPLIES	1,400	1,400
65050 BLDG MAINTENANCE MATERIAL	3,300	3,300
65070 OFFICE/OTHER EQT MTN MATL	46,000	49,000
65075 MEDICAL & LAB SUPPLIES	10,000	10,000
65085 MINOR EQUIPMENT & TOOLS	1,600	1,600
65090 SAFETY EQUIPMENT	1,500	1,500
68205 CONTINGENCIES	200	
<b>7110 FILTRATION</b>	<b>1,954,700</b>	<b>2,066,100</b>

# City of Evanston

## Water Fund

### 7115 – Distribution

#### Description of Major Activities

The Water Distribution element repairs water mains and a portion of customer service lines, replaces or adjusts service boxes and valve vaults and inspects and maintains fire hydrants. Additions are made to the distribution system (i.e. short sections of water mains, valves, hydrants and new service taps) and routine maintenance is performed with equipment and personnel funded from this program element.

Other services include; maintenance and repair of water meters; replacement of water pipes when disrupted in digging, backfilling, and temporary asphalt of street openings; locations and measurements of services/mains for other utilities for contractors; snow plowing assigned parking lots; removal of snow around hydrants; and the on-the-job training of personnel.

#### FY 2005-2006 Objectives

- To install 580' of 8" water main on Haven between Orrington and Sheridan replacing the existing 4" water main and improving hydraulics in the area by September, 2005.
- To install 400' of 6" water main on Greenleaf between Sheridan & Lake Shore Blvd. where no water main currently exists by September, 2005.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Number of hydrants repaired	100	75	75
Number of hydrants replaced	40	20	20
Number of water main breaks repaired	70	60	60
Number of water services repaired	70	30	30
Number of valves replaced/installed new	25	32	32
<b>FULL TIME EQUIVALENT POSITIONS</b>	10.5	10.5	10.5

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
DISTRIBUTION  
7115**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>7115 DISTRIBUTION</b>		
61010 REGULAR PAY	517,000	534,400
61060 SEASONAL EMPLOYEES	3,200	3,200
61110 OVERTIME PAY	37,300	46,700
61510 HEALTH INSURANCE	81,200	81,200
61615 LIFE INSURANCE	800	800
61630 SHOE ALLOWANCE		1,400
62225 BLDG MAINTENANCE SERVICES	3,500	3,500
62230 IMPROVEMENT MAINT SERVICE	47,600	47,600
62245 OTHER EQMT MAINTENANCE	3,000	3,000
62295 TRAINING & TRAVEL	200	200
62305 RENTAL OF AUTO-FLEET SER	211,800	218,200
62360 MEMBERSHIP DUES	100	100
62415 DEBRIS/REMOVAL CONTRACTUAL COS	26,200	30,100
62675 INTERDEPT. TRSF.-PENSIONS	70,700	73,400
64540 TELECOMMUNICATIONS - WIRELESS		2,000
65020 CLOTHING	1,200	1,200
65050 BLDG MAINTENANCE MATERIAL	1,200	1,200
65055 MATER. TO MAINT. IMP.	142,800	142,800
65070 OFFICE/OTHER EQT MTN MATL	3,000	3,000
65085 MINOR EQUIPMENT & TOOLS	2,100	2,100
65090 SAFETY EQUIPMENT	1,000	1,000
68205 CONTINGENCIES	200	
<b>7115 DISTRIBUTION</b>	<b>1,154,100</b>	<b>1,197,100</b>

# City of Evanston

## Water Fund

### 7120 – Meter Maintenance

#### Description of Major Activities

The Water Meter Maintenance element provides for the coordination and scheduling for customer services including; special meter readings and removal, testing, repair and installation of water meters. It also provides customers with an emergency water connection when there is a service line failure. Inspections are made for high or low water consumption. This element establishes accounts for new customers, reviews water usages prior to billing, shuts off delinquent accounts, locates boxes and shuts off water for plumbing repairs, and checks on water cooled air conditioners and fire lines to large buildings. The meter division also maintains the remote meter reading equipment associated with the automatic meter reading system.

#### FY 2005-2006 Objectives

- To continue to inspect properties with water services larger than 4" to insure that backflow prevention is in place and fire services are appropriately recorded and billed by February 28, 2006.
- To assist in the process of selecting a water billing system and to conversion of existing data into the new system by February 28, 2006.
- To replace the older style residential meters (Trident 8s) which were installed in 1985 with newer style meters that include leak detectors and better resolution for meter reading by February 28, 2006.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
New Meters installed with MTU devices	50	50	50
Final Bills processed for payment at time of transfer	728	800	800
Special trash pickup fees added to water bills	2,127	2,200	2,200
Meter exchanges by meter shop	240	201	150
Number of inspections to investigate problems	1,120	204	800
Number of meter readings billed on remote readings	85,800	85,800	85,800
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>3</b>	<b>3</b>	<b>3</b>

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
WATER METER MAINTENANCE  
7120**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>7120 WATER METER MAINTENANCE</b>		
61010 REGULAR PAY	135,000	144,100
61110 OVERTIME PAY	300	300
61510 HEALTH INSURANCE	23,000	23,000
61615 LIFE INSURANCE	200	200
61630 SHOE ALLOWANCE		100
62210 PRINTING	800	800
62245 OTHER EQMT MAINTENANCE	5,600	6,000
62295 TRAINING & TRAVEL	100	100
62305 RENTAL OF AUTO-FLEET SER	44,700	46,000
62315 POSTAGE	1,000	300
62320 TELEPHONE CHARGEBACKS	4,800	
62360 MEMBERSHIP DUES	100	100
62675 INTERDEPT. TRSF.-PENSIONS	20,000	21,000
64540 TELECOMMUNICATIONS - WIRELESS		7,700
65070 OFFICE/OTHER EQT MTN MATL	52,000	52,000
68205 CONTINGENCIES	200	
<b>7120 WATER METER MAINTENANCE</b>	<b>287,800</b>	<b>301,700</b>

# City of Evanston

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## Water Fund

### 7125 – Other Operating Expenses

#### Description of Major Activities

This element provides for special operating expenses such as worker's compensation insurance, property insurance, water billing and other administrative charges paid to the City's General Fund. These expenditures reflect services and personnel charges that are not ongoing, or are not generally anticipated in multiple budget years. Operating expenses that are directly related to the operation and maintenance of Evanston's water system are accounted for in other Water Fund accounts, such as Administration, Pumping, Filtration, Distribution, and Meter Maintenance.

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
OTHER OPERATIONS  
7125**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>7125 OTHER OPERATIONS</b>		
62235 OFFICE EQUIPMENT MAINT	15,000	24,700
62315 POSTAGE	17,000	17,000
62350 FISCAL AGENT SERVICES	2,500	500
62455 WTR/SWR BILL PRINT AND MAIL CO	15,000	15,000
62460 WTR/SWR BILL EPAYMENT CONTRACT	10,000	10,000
62680 TRANSFER TO GF-DATA PROC	88,000	90,700
62685 REIMB. GF FOR ADMIN. EXP	470,000	484,000
65080 MERCHANDISE FOR RESALE	35,000	35,000
66132 TRANSFER TO GF-INSURANCE	136,300	140,400
66138 TRAN TO GF- PUB.WORKS SUPPORT	18,000	18,500
66139 TRAN TO GF - WORKERS COMP.	30,100	31,000
68205 CONTINGENCIES	1,000	1,000
<b>7125 OTHER OPERATIONS</b>	<b>837,900</b>	<b>867,800</b>

# City of Evanston

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## Water Fund

### 7130 – Water Capital Outlay

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

This element provides for the scheduled replacement of existing capital equipment as well as any required additions to the inventory of equipment in the water system. The expenditures reflected here do not represent the large capital projects undertaken by the water department and which are generally funded through the Capital Improvement Plan. Information regarding large multi-year capital improvement projects can be found in the Capital Improvement Plan, located at the back of the City of Evanston Budget.

#### **Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON**  
**WATER CAPITAL OUTLAY**  
**7130**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>7130 WATER CAPITAL OUTLAY</b>		
65555 PERSONAL COMPUTER EQUIPMENT	21,800	10,600
65620 OFFICE MACH. & EQUIP.	8,000	
65625 FURNITURES & FIXTURES	1,400	2,500
65702 WATER GENERAL PLANT	78,700	91,900
<b>7130 WATER CAPITAL OUTLAY</b>	<b>109,900</b>	<b>105,000</b>

# City of Evanston

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## Water Fund

### 7160 – 7185 Transfers

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

This element assures that the appropriate amount of funding is transferred to the water utility depreciation reserve, bond reserve and improvement and extension accounts. Funds from the depreciation reserve and improvement and extension account provide monies for the 2004/05 Capital Improvement Program. Funds are transferred to the General Fund as a return on investment.

#### **FY 2005-2006 Objectives**

#### **Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
TRANSFER TO GF-ROI  
7160**

	<b>2004 - 2005 Appropriation</b>	<b>2005 - 2006 Proposed</b>
<b>7160 TRANSFER TO GF-ROI</b>		
<b>66020 TRANSFERS TO OTHER FUNDS</b>	<b>2,457,600</b>	<b>2,531,300</b>
<b>7160 TRANSFER TO GF-ROI</b>	<hr/> <b>2,457,600</b>	<hr/> <b>2,531,300</b>

**CITY OF EVANSTON**  
**TRANSFER TO DEP.,IMP.,EXT**  
**7165**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
7165 TRANSFER TO DEP.,IMP.,EXT		
66020 TRANSFERS TO OTHER FUNDS	2,993,600	2,877,200
7165 TRANSFER TO DEP.,IMP.,EXT	2,993,600	2,877,200

**CITY OF EVANSTON**  
**TRANSFER TO GEN FUND-OPER**  
**7180**

	2004 - 200 Appropriation	2005 - 2006 Proposed
<b>7180 TRANSFER TO GEN FUND-OPER</b>		
<b>66140 TRANSFER TO GF- OPERATING CASH</b>	<b>157,600</b>	<b>162,300</b>
<b>7180 TRANSFER TO GEN FUND-OPER</b>	<b>157,60</b>	<b>162,300</b>

# City of Evanston

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## Water Fund

### 7200 – Debt Service

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

In November of 1997, the City issued Series 1997 Water Revenue Refunding Bonds in the amount of \$10,485,000. The proceeds were used to retire, on January 1, 1998 the outstanding balance of Series 1980, 1988, and 1990 Water Revenue Bonds. The 2005/06 debt service payment on this issue is \$427,600.

In 1999, the City issued Series 1999 Water Revenue Bonds in the amount of \$3,500,000. The 2005/06 debt service on this issue is \$320,200.

In September, 2002 the City issued Series 2002 Water Revenue Refunding Bonds in the amount of \$2,400,000. The proceeds were used to retire the 1992 Water Revenue Bonds. The 2005/06 debt service payment on the issue is \$294,500.

#### **Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
WATER DEBT SERVICE  
7200**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
7225 1992 WATER REV BONDS D.S.	407,100	294,500
7235 1997 WATER REV BONDS D.S.	294,100	427,600
7245 1999 WATER REV BONDS D.S.	319,200	320,200
<b>Grand Total(s)</b>	<u><u>1,020,400</u></u>	<u><u>1,042,300</u></u>

City of Evanston  
Sewer Fund Summary

**Financial Summary**

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed	Increase (Decrease)
<b>Funds Provided:</b>					
<b>Sewer Service Charge</b>					
Operations	3,668,300	4,528,100	4,528,100	4,430,100	-98,000
Capital Improvement Account	720,300	787,400	787,400	795,200	7,800
Debt Service	11,039,600	11,451,600	11,451,600	12,350,300	898,700
<b>Total – Sewer Service Charge:</b>	<b>\$ 15,428,200</b>	<b>\$ 16,767,100</b>	<b>\$ 16,767,100</b>	<b>\$ 17,575,600</b>	<b>\$ 808,500</b>
<b>Other Revenues:</b>					
Investment Earnings	150,700	20,000	20,000	20,000	0
Transfers from Water Fund	0	0	0	0	0
<b>Total Other Revenues:</b>	<b>\$ 150,700</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 0</b>
<b>TOTAL FUNDS PROVIDED</b>	<b>\$ 15,578,900</b>	<b>\$ 16,787,100</b>	<b>\$ 16,787,100</b>	<b>\$ 17,595,600</b>	<b>\$ 808,500</b>

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed	Increase (Decrease)
<b>Funds Applied:</b>					
<b>Operating Expenses</b>					
Sewer Operations	1,409,400	1,716,000	1,716,000	1,778,000	62,000
Other Operating Expenses	374,800	2,838,400	2,838,400	2,663,400	-175,000
Capital Outlay	50,000	13,900	13,900	28,000	14,100
<b>Total Operating Expenses:</b>	<b>\$ 1,834,200</b>	<b>\$ 4,568,300</b>	<b>\$ 4,568,300</b>	<b>\$ 4,469,400</b>	<b>(\$ -98,900)</b>
<b>Capital Expenses</b>					
Capital Improvement Account	720,300	795,200	795,200	798,800	3,600
<b>Total Capital Expenses:</b>	<b>\$ 720,300</b>	<b>\$ 795,200</b>	<b>\$ 795,200</b>	<b>\$ 798,800</b>	<b>\$ 3,600</b>
<b>Debt Service</b>					
Debt Service	11,039,600	11,451,600	11,451,600	12,350,900	899,300
<b>Total Debt Expenses:</b>	<b>\$ 11,039,600</b>	<b>\$ 11,451,600</b>	<b>\$ 11,451,600</b>	<b>\$ 12,350,900</b>	<b>\$ 899,300</b>
<b>TOTAL FUNDS APPLIED:</b>	<b>\$ 13,594,100</b>	<b>\$ 16,815,100</b>	<b>\$ 16,815,100</b>	<b>\$ 17,619,100</b>	<b>\$ 804,000</b>
<b>Increase (Decrease) in Capital</b>	<b>\$ 1,984,800</b>	<b>(\$ 28,000)</b>	<b>(\$ 28,000)</b>	<b>(\$ 23,500)</b>	<b>\$ 4,500</b>

**Notes for Financial Summary**

There are no major changes to the Operating and Capital Budgets. Debt service is based on existing repayment schedules and anticipated repayments based on completed work and work in progress and is consistent with the Long Range Sewer Improvement Program projections.

**Revenue Projections**

Revenues indicated in the Sewer Financial Summary are based on the 5% rate increase approved in 2003 for the 2005-2006 fiscal year.

**Sewer Fund Summary**

**Performance Report on FY 2004-2005 Major Program Objectives**

During the first six months of the 2004-2005 fiscal year, Sewer Division Personnel have cleaned 1047 drainage structures for the combined sewer system and 1,100 structures for the relief sewer system. In-house staff extended the relief sewer, including high capacity inlets and catch basins, on Central Park north to Thayer.

Construction of the Long Range Sewer Improvement Program has continued during the first six months of the fiscal year. Contractors recently completed the work on the junction box at Noyes and Orrington. Also recently completed is the work included in Phase VIII, Contract B which involved relief sewers and detention in the area around Brummel and Callan as well as the installation of restrictors between Ridge and Chicago Ave. from Davis to Main St. Construction is currently underway on three sewer contracts; Phase IX, Contract A located in the northeast section of the city; Phase IX, Contract B which includes the work in the Oak Ave. and Grove St. area as well as restrictor installation; and Phase X, Contract A which involves the installation of relief sewers in the area east of Chicago Ave. from Davis St. to South Blvd.

**2005-2006 Department Initiatives**

Initiatives in the Sewer Division for the coming year include increasing the number of catch basins cleaned by in-house crews reducing the amount of cleaning previously contracted out. The division is also continuing to utilize the Cityworks maintenance management software system in their daily operations and working to insure that the existing information is accurately reflected in the system. Division crews will continue to monitor the relief sewer system, and where necessary and feasible, extend the relief sewer to maximize the effectiveness of the storm water relief system.

City of Evanston  
Sewer Fund

**2005-2006 SEWER SERVICE CHARGE CALCULATION**

**Department: Sewer**

Ordinance 13-O-03, adopted February 24, 2003 established the sewer rate for Fiscal Year 2003-2004, Fiscal Year 2004-2005, and Fiscal Year 2005-2006. In accordance with this ordinance, the rate as depicted in the Fiscal Year 2005-2006 budget is \$4.13 per one hundred (100) cubic feet of water consumed. Based on the expenses, transfers and investment income reflected in the budget, the following depicts the breakdown of this rate.

Estimated Meter Water Usage in One Hundred Cubic Feet (CCF) for Evanston Customers: 4,255,600 CCF (cubic feet)

Operating and Maintenance User Charge	Capital User Charge	Debt Service User Charge
Operating and Maintenance Costs: \$4,469,400	Capital Costs: \$798,800	Debt Service Costs: \$12,350,900
Investment Income: \$20,000		
O & M Charge Per CCF: \$1.05	Capital Charge per CCF: \$0.19	Debt Service Charge per CCF: \$2.90
<b>TOTAL USER CHARGE: \$4.13</b>		

**CALCULATIONS**

$$\text{OPERATING USER CHARGE} = \frac{(\text{Operating Costs}) - (\text{Investment Income})}{(\text{Metered Water Usage})}$$

$$\text{CAPITAL USER CHARGE} = \frac{(\text{Capital Costs})}{\text{Metered Water Usage}}$$

$$\text{DEBT SERVICE CHARGE} = \frac{(\text{Debt Service Costs})}{\text{Metered Water Usage}}$$

**TOTAL USER CHARGE = (Debt Service Charge) + (Operating & Maintenance Charge) + (Capital Charge)**

# City of Evanston

## Sewer Fund

### 7400 – Sewer Operations & Maintenance

#### Description of Major Activities

The ongoing tasks of the Sewer Maintenance Division are to rod sewer lines, either on a routine basis in known trouble areas or when lines are obstructed or backed up due to a pipe failure. This element also provides cleaning, repairing and replacing of catchbasins and manholes, replaces old sewer pipes that have deteriorated, and adjusts frames and grates on street resurfacing projects.

Miscellaneous work includes restoration of lawns or parkways damaged by sewer system work, maintenance of the south tank storage area, inspection and personal contact with residents to identify sewer problems and determine responsibility (private or City), and assistance to other departments in emergency repair work and snow plowing.

#### FY 2005-2006 Objectives

- To inspect 2,000 feet of large diameter sewers with TV equipment by February 28, 2006.
- To clean over 2,000 feet of large diameter sewers using in-house equipment by February 28, 2006.
- To extend the relief sewer in two areas including high capacity inlets and catch basins by February 28, 2006.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Repairs to manholes, basins, and inlets	221	160	160
Basins and inlets cleaned	3,000	2,000	2,000
Number of feet of sewer pipe rodded	275,311	250,000	250,000
Number of feet of sewer chemically treated for root control	0	15,000	15,000
<b>FULL TIME EQUIVALENT POSITIONS</b>	14	14	14

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
SEWER MAINTENANCE  
7400**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>7400 SEWER MAINTENANCE</b>		
61010 REGULAR PAY	712,000	741,900
61060 SEASONAL EMPLOYEES	3,900	3,900
61110 OVERTIME PAY	29,100	30,200
61510 HEALTH INSURANCE	119,700	123,300
61615 LIFE INSURANCE	1,100	1,100
61630 SHOE ALLOWANCE		1,600
62230 IMPROVEMENT MAINT SERVICE	13,000	13,000
62245 OTHER EQMT MAINTENANCE	3,500	3,500
62295 TRAINING & TRAVEL	1,400	6,000
62305 RENTAL OF AUTO-FLEET SER	235,800	242,900
62315 POSTAGE	17,000	17,000
62415 DEBRIS/REMOVAL CONTRACTUAL COS	36,000	47,000
62455 WTR/SWR BILL PRINT AND MAIL CO	15,000	15,000
62460 WTR/SWR BILL EPAYMENT CONTRACT	5,000	5,000
62461 SEWER MAINTENANCE CONTRACTS	421,500	421,500
64540 TELECOMMUNICATIONS - WIRELESS	900	1,400
65015 CHEMICALS	2,000	2,000
65020 CLOTHING	1,900	1,900
65040 JANITORIAL SUPPLIES	400	400
65050 BLDG MAINTENANCE MATERIAL	59,000	59,000
65055 MATER. TO MAINT. IMP.	30,400	30,400
65070 OFFICE/OTHER EQT MTN MATL	4,900	4,900
65085 MINOR EQUIPMENT & TOOLS	1,500	3,500
65090 SAFETY EQUIPMENT	800	800
68205 CONTINGENCIES	200	800
<b>7400 SEWER MAINTENANCE</b>	<b>1,716,000</b>	<b>1,778,000</b>

# City of Evanston

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## **Sewer Fund**

### **7410 – Other Operating Expenses**

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

This element provides for special operating expenses including pension contributions, service charge bill and administrative charges paid to the City's General Fund. These expenditures reflect services and personnel charges that are not ongoing, or are not generally anticipated in multiple budget years. Operating expenses that are directly related to the operation and maintenance of Evanston's sewer system are accounted for in the Sewer Operations and Maintenance business unit.

#### **Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON**  
**SEWER OTHER OPERATIONS**  
**7410**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>7410 SEWER OTHER OPERATIONS</b>		
62110 AUDITING	2,500	2,500
62675 INTERDEPT. TRSF.-PENSIONS	93,400	110,300
62680 TRANSFER TO GF-DATA PROC	67,600	69,700
62685 REIMB. GF FOR ADMIN. EXP	70,400	72,500
66020 TRANSFERS TO OTHER FUNDS	2,461,100	2,260,600
66132 TRANSFER TO GF-INSURANCE	105,200	108,400
66139 TRAN TO GF - WORKERS COMP.	38,200	39,400
<b>7410 SEWER OTHER OPERATIONS</b>	<b>2,838,400</b>	<b>2,663,400</b>

# City of Evanston

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## **Sewer Fund**

### **7415 – Sewer Capital Outlay**

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

This element provides for scheduled replacements or additions to the capital equipment of the sewer system. The expenditures reflected here do not represent the large capital projects undertaken by the sewer department and which are generally funded through the Capital Improvement Plan. Information regarding large multi-year capital improvement projects can be found in the Capital Improvement Plan, located at the back of the City of Evanston Budget.

#### **Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON**  
**CAPITAL OUTLAY**  
**7415**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>7415 CAPITAL OUTLAY</b>		
65555 PERSONAL COMPUTER EQUIPMENT	12,000	10,400
65625 FURNITURES & FIXTURES	1,900	17,600
<b>7415 CAPITAL OUTLAY</b>	13,900	28,000

City of Evanston

**Sewer Fund**

**7420 – Capital Improvement Account**

**Description of Major Activities**

In order to reduce backups and basement flooding, sewer improvements are required to either replace or repair existing sewers that have experienced structural failures, or to increase the size of sewers that are too small to convey an adequate amount of storm water during intense rainstorms. Funding in this element provides for; emergency repairs, improvements required when the surface of the street is affected by either special assessment paving projects or resurfacing, catch basin replacements, and sewer lining. In addition, funds are provided to the General Fund for administrative expenses.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Number of feet of sewer replaced by contract	1,537	706	1,100
Number of feet of sewer pipeline reconstructed using a liner	2,750	2,188	2,300
Number of catch basins and manholes replaced by contract	42	54	50
<b>FULL TIME EQUIVALENT POSITIONS</b>	0	0	0

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
SEWER IMPROVEMENTS  
7420**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>7420 SEWER IMPROVEMENTS</b>		
62461 SEWER MAINTENANCE CONTRACTS	300,000	300,000
65515 OTHER IMPROVEMENTS	375,000	375,000
66138 TRAN TO GF- PUB.WORKS SUPPORT	120,200	123,800
<b>7420 SEWER IMPROVEMENTS</b>	<b>795,200</b>	<b>798,800</b>

# City of Evanston

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## Sewer Fund

### 7490 – Sewer Debt Service

#### Description of Major Activities

In 1991, the City entered into a loan agreement with the Illinois Environmental Protection Agency (IEPA) for Phase I of the planned long range improvements as outlined in the Sewer System Facilities Plan Report. In 1992, G.O. Bonds totaling \$23,700,000 were sold to finance construction of the Phase II Improvements. G.O. Anticipation Bonds to finance the Phase III improvements, including the Main Street Combined Sewer Project, were sold in 1993 in the amount of \$22,175,000. Also during 1993 the City received approval from the IEPA Loan Fund for \$10,840,969 in loan funds to cover a portion of the Phase III costs. As a result of these loan funds, the net amount due from G.O. bond sales for Phase III improvements was reduced to \$12,180,000.

The Phase III IEPA loan agreement was provided in three separate agreements; Main Street, Contract A, and Contract B.

The Phase IV IEPA loan agreement was provided in four separate agreements; Contracts A, B, C, and D.

Phase V loan funds were awarded in 1996 and were provided in three separate agreements; Contracts A, B, and C.

Phase VII loan agreements were awarded in six separate agreements. A \$3,000,000 bond was issued in 1998 to fund costs that were not eligible for IEPA funding associated with the sewer improvement program.

The Phase VI project was divided into three contracts (A, B, and C). Phase VI, Contract A was awarded IEPA loan funds in 1999. Phase VI, Contract B was awarded IEPA loan funds in 2001, however, the project has been stopped as a result of a court order and further action is pending the determination of the court. Phase VI, Contract C was awarded IEPA funding in 2002 and loan repayments began in the 2003-2004 fiscal year.

The Phase VIII project has been divided into two separate contracts and both Phase VIII, Contract A and Contract B have been funded from the IEPA. Repayment of the debt on Phase VI, Contract A, Phase VII, Contract H and Phase VIII, Contract A began during the 2002-2003 fiscal year. IEPA loan funds have also been received for Phase IX, Contract A and repayment began during the 2004-2005 fiscal year. Phase X, Contract A was funded primarily through the IEPA and repayment will begin during fiscal year 2005-2006. The total debt service anticipated in the 2005-2006 fiscal year is \$12,350,900.

#### Approved Adjustments in 2005-2006 Budget

# City of Evanston

## 7500-7600 Sewer Debt Service FY 2005-2006 Budget Justification

	<b>Description and Justification</b>	<b>2004-2005 Approved</b>	<b>2005-2006 Proposed</b>
7500	Debt Service Payments for IEPA Loan Phase I (Basin S03) (Loan No. L17-0649)	\$245,300	\$245,300
7505	Debt Service Payments for IEPA Loan Phase I (Basins S06/S13) (Loan No. L17-0650)	\$1,133,100	\$1,133,100
7510	Debt Service Series 1992 G.O. Bonds	\$1,970,800	\$1,970,800
7515	Debt Service Series 1994 G.O. Bonds	\$1,015,200	\$1,025,200
7520	Debt Service IEPA Loan (Main Street) (Loan No. L17-0851)	\$105,000	\$105,000
7525	Debt Service IEPA Loan - Phase III B (Loan No. L17-0951)	\$634,800	\$634,800
7530	Debt Service IEPA Loan - Phase IIIA (Loan No. L17-0930)	\$153,100	\$153,100
7535	Debt Service IEPA Loan - Phase IVB (Loan No. L17-0966)	\$100,000	\$100,000
7540	Debt Service IEPA Loan - Phase IV C (Loan No. L17-0967)	\$301,600	\$301,600
7545	Debt Service IEPA Loan - Phase IV A (Loan No. L17-0889)	\$543,000	\$543,000
7550	Debt Service IEPA Loan - Phase IV D (Loan No. L17-0968)	\$260,000	\$259,900
7555	Debt Service IEPA Loan - Phase V A (Loan No. L17-0890)	\$342,300	\$342,300
7560	Debt Service IEPA Loan - Phase V B (Loan No. L17-1067)	\$280,600	\$280,600
7590	Debt Service Series 1998 G.O. Bonds	\$233,500	\$233,200
7565	Debt Service IEPA Loan - Phase VII B, D, & F (Loan No. L17-1130)	\$360,900	\$360,900

7570	Debt Service IEPA Loan - Phase V C and Phase VII C (Loan No. L17-1068)	\$545,200	\$545,200
7575	Debt Service IEPA Loan - Phase VII A (Loan No. L17-0892)	\$401,700	\$401,700
7580	Debt Service IEPA Loan - Phase VII E (Loan No. L17-1069)	\$132,000	\$132,000
7585	Debt Service IEPA Loan - Phase VII G (Loan No. L17-1126)	\$153,700	\$153,700
7600	Debt Service IEPA Loan - Phase VI, Contract A (Loan No. L17-0891)	\$1,195,200	\$1,195,200
7610	Debt Service IEPA Loan - Phase VII, Contract H (Loan No. L17-1192)	\$181,100	\$181,100
7605	Debt Service IEPA Loan - Phase VIII, Contract A (Loan No. L17-0893)	\$615,300	\$615,300
7620	Debt Service IEPA Loan - Phase VI, Contract C (Loan No. L17-1129)	\$252,900	\$331,100
7621	Debt Service IEPA Loan - Phase VIII, Contract B (Loan No. L17-1193)	\$127,900	\$262,200
7622	Debt Service IEPA Loan - Phase IX, Contract A (Loan No. L17-0894)	\$167,400	\$344,600
7623	Debt Service IEPA Loan - Phase X, Contract A (Loan No. L17-0895)	\$0	\$500,000
	<b>Totals</b>	<b>\$11,451,600</b>	<b>\$12,350,900</b>

City of Evanston

Fleet Services Fund Summary

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed	Increase (Decrease)
<b>Funds Provided:</b>					
<b>Charges for Revenue - Charges for Service</b>					
General Fund	4,047,098	4,047,100	4,047,100	4,055,400	8,300
Parking Fund	99,200	99,200	99,200	105,000	5,800
Water Fund	301,900	301,900	301,900	311,000	9,100
Sewer Fund	235,800	235,800	235,800	242,900	7,100
Fleet Service Fund	0	50,500	50,500	0	(50,500)
<b>Total – Services Charged:</b>	<b>\$ 4,683,998</b>	<b>\$ 4,734,500</b>	<b>\$ 4,734,500</b>	<b>\$ 4,714,300</b>	<b>(\$ 20,200)</b>
<b>Other Revenues:</b>					
Interest Income	455	0	0	0	0
Sale of Surplus Property	136,355	105,000	105,000	175,000	70,000
Damage to City Property	51,591	15,700	50,000	41,700	26,000
<b>Total Other Revenues:</b>	<b>\$ 188,401</b>	<b>\$ 120,700</b>	<b>\$ 155,000</b>	<b>216,700</b>	<b>\$ 96,000</b>
<b>TOTAL FUNDS PROVIDED:</b>	<b>\$ 4,872,399</b>	<b>\$ 4,855,200</b>	<b>\$ 4,889,500</b>	<b>\$ 4,931,000</b>	<b>\$ 75,800</b>

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed	Increase (Decrease)
<b>Funds Applied:</b>					
<b>Operating Expenses</b>					
General Support	425,394	438,300	438,300	458,000	19,700
Major Maintenance	1,949,653	2,012,200	2,012,200	2,132,700	120,500
Vehicle Body Maintenance	251,720	215,200	215,200	244,100	28,900
Other Expenses & Disbursements	116,701	0	0	0	0
<b>Total Operating Expenses:</b>	<b>\$ 2,743,468</b>	<b>\$ 2,665,700</b>	<b>\$ 2,665,700</b>	<b>\$ 2,834,800</b>	<b>\$ 169,100</b>
<b>Other Expenses &amp; Disbursements:</b>					
Capital Outlay	749,420	1,185,700	1,185,700	1,836,000	650,300
Debt Service 1994 Issue	296,813	300,700	300,700	0	(300,700)
Debt Service 1995 Issue	259,649	260,700	260,700	0	(260,700)
Debt Service 1996 Issue	264,563	0	0	0	0
Debt Service 1997 Issue	224,097	226,600	226,600	0	(226,600)
Debt Service 1998 Issue	199,780	203,500	203,500	209,600	6,100
<b>Total Other Expenses &amp; Disbursements:</b>	<b>\$ 1,994,322</b>	<b>\$ 2,177,200</b>	<b>\$ 2,177,200</b>	<b>\$ 2,045,600</b>	<b>(\$ 131,600)</b>
<b>TOTAL FUNDS APPLIED:</b>	<b>\$ 4,737,790</b>	<b>\$ 4,842,900</b>	<b>\$ 4,842,900</b>	<b>\$ 4,880,400</b>	<b>\$ 37,500</b>

Financial Summary

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed
<b>Expenditures:</b>				
7705 – General Support	425,394	438,300	438,300	458,000
7710 – Major Maintenance	1,949,653	2,012,200	2,012,200	2,132,700
7715 – Vehicle Body Maintenance	251,720	215,200	251,200	244,100
7720 – Capital Outlay	1,040,346	1,185,700	1,185,700	1,836,000
7740 – Fleet Debt Service	1,130,000	991,500	991,500	209,600
<b>Total Expenditures:</b>	<b>\$ 4,797,113</b>	<b>\$ 4,842,900</b>	<b>\$ 4,878,900</b>	<b>\$ 4,880,400</b>

**Fleet Services Fund Summary**

**Notes for Financial Summary**

**Performance Report on FY 2004-2005 Major Program Objectives**

Performance Objectives Here

**2005-2006 Department Initiatives**

- Insert Department Initiatives Here

City of Evanston

Fleet Service Fund

7705 – General Support

**Description of Major Activities**

Fleet Service General Support maintains operating cost records, provides billing and chargeable data to all user City departments, develops vehicle specifications, and purchases vehicular and other equipment. Overall supervision of department personnel is provided, as is training, direction and coordination of all activities to assure effective and efficient operations.

Key emphasis is placed on reducing down time; that is the time a vehicle or a piece of equipment is out of service for repair.

**FY 2005-2006 Objectives**

- To prepare an update of the Five Year Vehicle replacement Plan by July, 2005
- To complete purchase of all vehicles and equipment prior to January, 2006
- To implement a monthly safety program with rotating presenters (fleet mechanics) by April 2005.
- To install a drive on vehicle lift by June 2005.
- To paint the interior of the shop areas by February, 2006.

Ongoing Activity Measures	2003-2004 Actual	2004-2005 Actual	2005-2006 Projected
Computer training hours per employee	8	5	5
Safety training hours per person	4	4	4
Specifications written for new vehicles	13	13	19
Annual average number of occasional sick days used per employee	4	4	3
<b>FULL TIME EQUIVALENT POSITIONS</b>	5	5	5

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
GENERAL SUPPORT  
7705**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>7705 GENERAL SUPPORT</b>		
61010 REGULAR PAY	326,900	339,200
61110 OVERTIME PAY	16,000	20,000
61510 HEALTH INSURANCE	38,100	38,100
61615 LIFE INSURANCE	600	600
61625 AUTO ALLOWANCE	1,200	1,200
61630 SHOE ALLOWANCE		400
62205 ADVERTISING	1,200	1,200
62235 OFFICE EQUIPMENT MAINT	2,000	5,600
62245 OTHER EQMT MAINTENANCE	1,100	500
62275 POSTAGE CHARGEBACKS	400	400
62295 TRAINING & TRAVEL	1,800	1,800
62360 MEMBERSHIP DUES	1,200	1,100
62675 INTERDEPT. TRSF.-PENSIONS	41,900	42,000
64505 TELECOMMUNICATIONS - CARRIER L		1,000
64520 TELECOMMUNICATIONS - LOCAL	1,000	
64540 TELECOMMUNICATIONS - WIRELESS	1,700	1,700
65010 BOOKS, PUBLICATIONS, MAPS	500	500
65095 OFFICE SUPPLIES	2,500	2,500
68205 CONTINGENCIES	200	200
<b>7705 GENERAL SUPPORT</b>	<b>438,300</b>	<b>458,000</b>

# City of Evanston

## Fleet Service Fund

### 7710 – Major Maintenance

#### Description of Major Activities

The major maintenance element provides repair services (except body repairs) to all City vehicles, including Fire and Police emergency vehicles, on a scheduled and a non-scheduled basis. A vehicle parts inventory for all vehicles is maintained and controlled via a computerized fleet management program. The major maintenance division responds to emergency road repairs and breakdowns. In addition, specialized non-vehicular equipment with gasoline or diesel engines, such as stump cutters and chippers, are maintained. All equipment attachments, such as blades, plows, and spreaders are also repaired.

#### FY 2005-2006 Objectives

- Order 100% of the replacement scheduled vehicles by January 2006.
- Complete training of mechanics and operators prior to placing new vehicles into service.
- Provide each mechanic and supervisor with two training programs annually to enhance technical and interpersonal skills.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Preventative Maintenance	731	396	500
Motorized vehicles maintained	311	313	314
Non-motorized vehicles maintained	35	36	36
Miles accumulated	1,800,000	1,915,210	1,910,000
Work Orders Processed	3,700	7,189	7,000
Average number of occasional sick days per employee	5	7	5
<b>FULL TIME EQUIVALENT POSITIONS</b>	11	11	11

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
MAJOR MAINTENANCE  
7710**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>7710 MAJOR MAINTENANCE</b>		
61010 REGULAR PAY	583,300	605,200
61110 OVERTIME PAY	17,000	20,000
61510 HEALTH INSURANCE	85,200	85,200
61615 LIFE INSURANCE	800	800
61630 SHOE ALLOWANCE		1,500
62240 AUTOMOTIVE EQMP MAINT	70,000	70,000
62245 OTHER EQMT MAINTENANCE	15,000	18,000
62295 TRAINING & TRAVEL	1,100	2,000
62305 RENTAL OF AUTO-FLEET SER	50,500	
62320 TELEPHONE CHARGEBACKS	4,100	4,100
62355 LAUNDRY/OTHER CLEANING	14,400	14,700
62375 RENTALS		3,000
62675 INTERDEPT. TRSF.-PENSIONS	75,500	75,500
65010 BOOKS, PUBLICATIONS, MAPS		1,800
65015 CHEMICALS	12,000	11,000
65020 CLOTHING	2,000	2,000
65035 PETROLEUM PRODUCTS	425,000	510,000
65040 JANITORIAL SUPPLIES	1,000	700
65055 MATER. TO MAINT. IMP.		6,000
65060 MATER. TO MAINT. AUTOS	500,000	525,000
65065 TIRES & TUBES	90,000	100,000
65070 OFFICE/OTHER EQT MTN MATL	4,000	4,000
65085 MINOR EQUIPMENT & TOOLS	5,500	6,000
65090 SAFETY EQUIPMENT	600	1,000
65550 AUTOMOTIVE EQUIPMENT	55,000	65,000
68205 CONTINGENCIES	200	200
<b>7710 MAJOR MAINTENANCE</b>	<b>2,012,200</b>	<b>2,132,700</b>

# City of Evanston

## Fleet Service Fund

### 7715 – Vehicle Body Maintenance

#### Description of Major Activities

Personnel in this element repair minor damage to City vehicles resulting from accidents, rusting and deteriorating parts. The service technicians perform preventative maintenance work such as oil changes to cars and light duty trucks. Other work includes changing tires and lights and wiper blades and other non-highly skilled vehicle and equipment repairs. Service technicians also serve as porters, picking up and delivering City vehicles to local dealer agencies for warranty repair work. Installation of special/emergency equipment such as light boards, radios, sirens and prisoner cages on police cars and other special use vehicles is outsourced, as is all major body damage repair work.

Funding for the maintenance of vehicles comes, from the annual maintenance contributions charged to the department in which the vehicle is assigned and, from insurance claims collected on behalf of the City.

#### FY 2005-2006 Objectives

- Repair, sandblast, repaint all snowplows and spreaders prior to October, 2005.
- Repair all leaf pushers prior to August, 2005.
- Perform at least one A pm service on all City automobiles, vans and light trucks during the year.

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
All body repairs	65	60	55
Striping and decals applied	30	32	18
Snow Plows repaired/repainted	37	37	38
Spreaders repaired/repainted	20	20	21
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>1</b>	<b>1</b>	<b>1</b>

#### Approved Adjustments in 2005-2006 Budget

**CITY OF EVANSTON  
VEHICLE BODY MAINTENANCE  
7715**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>7715 VEHICLE BODY MAINTENANCE</b>		
61010 REGULAR PAY	44,700	46,400
61110 OVERTIME PAY	1,000	2,000
61510 HEALTH INSURANCE	6,500	6,500
61615 LIFE INSURANCE	100	100
61630 SHOE ALLOWANCE		200
61650 TOOL ALLOWANCE		500
62240 AUTOMOTIVE EQMP MAINT	80,000	90,000
62295 TRAINING & TRAVEL	100	100
62355 LAUNDRY/OTHER CLEANING	900	500
62675 INTERDEPT. TRSF.-PENSIONS	5,800	5,800
65015 CHEMICALS		500
65020 CLOTHING	200	200
65060 MATER. TO MAINT. AUTOS	75,000	90,000
65085 MINOR EQUIPMENT & TOOLS	600	700
65090 SAFETY EQUIPMENT	100	400
68205 CONTINGENCIES	200	200
<b>7715 VEHICLE BODY MAINTENANCE</b>	<b>215,200</b>	<b>244,100</b>

City of Evanston  


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**Fleet Service Fund**  
**7720 – Capital Outlay**

**Description of Major Activities**

These elements provide for the scheduled replacement of existing vehicles and automotive equipment for all City departments. Funds for the replacement of vehicles come from the annual depreciation contributions charged to the department to which the vehicle is assigned. In addition to these resources, a \$2,225,000 Bond Issue in 1994, a \$1,940,000 Bond Issue in 1995, a \$1,510,000 Bond Issue in 1996, a \$1,265,000 Bond Issue in 1997 and a \$1,165,000 Bond Issue in 1998 have provided funds to replace older equipment in the fleet. No additional Bond Issues are contemplated for vehicle replacement needs.

Debt costs for these Bond Issues are included in the next section of the budget for this division.

**FY 2005-2006 Objectives**

- Provide user departments with economical vehicles that meet the needs of the various tasks performed
- Meet with user departments to develop specifications so that vehicles can be ordered that will accomplish the first objective

<b>Ongoing Activity Measures</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Actual</b>	<b>2005-2006 Projected</b>
Number of retired vehicles meeting or exceeding life span	45	40	40
<b>FULL TIME EQUIVALENT POSITIONS</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON**  
**CAPITAL OUTLAY**  
**7720**

	2004 - 2005 Appropriation	2005 - 2006 Proposed
7720 CAPITAL OUTLAY		
65550 AUTOMOTIVE EQUIPMENT	1,185,700	1,836,000
7720 CAPITAL OUTLAY	1,185,700	1,836,000

## City of Evanston

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### Fleet Service Fund

### 7740 – Fleet Debt Service

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

These elements provide for debt service on General Obligation Bonds issued for the purpose of purchasing vehicles for the City. The first issue occurred in 1994 in the amount of \$2,255,000 and was retired in 2004. The second issue occurred in 1995 in the amount of \$1,940,000 and will be retired in December 2005. The third issue occurred in 1996 in the amount of \$1,510,000 and was retired in 2003. The fourth issue occurred in 1997 in the amount of \$1,265,000 and was retired in 2003. The final debt issue was issued in 1998 in the amount of \$1,165,000 and will be retired in December 2005. No additional debt is anticipated and the fund is returned to a cash basis in 2006.

#### **FY 2005-2006 Objectives**

- Complete payment on all outstanding bonds in FY2005.

#### **Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
FLEET DEBT SERVICE  
7740**

	<b>2004 - 2005</b>	<b>2005 - 2006</b>
	<b>Appropriation</b>	<b>Proposed</b>
<b>7745 1994 GO BONDS</b>	<b>300,700</b>	
<b>7750 1995 GO BONDS</b>	<b>260,700</b>	
<b>7760 1997 GO BONDS</b>	<b>226,600</b>	
<b>7765 1998 GO BONDS</b>	<b>203,500</b>	<b>209,600</b>
<b>Grand Total(s)</b>	<b>991,500</b>	<b>209,600</b>

City of Evanston

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**Insurance Fund Summary**

**Financial Summary**

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed
<b>Revenue By Source:</b>				
Charges for Services – General Fund	1,900,000	1,900,000	1,900,000	1,900,000
Miscellaneous	721,110	0	0	0
Investment Income	500	8,000	500	500
<b>Total Revenues:</b>	<b>\$ 2,621,610</b>	<b>\$ 1,908,000</b>	<b>\$ 1,900,500</b>	<b>\$ 1,900,500</b>

<b>Expenditures:</b>				
Liability Claims	6,602,462	500,000	500,000	500,000
Workman's Compensation Claims	561,543	400,000	400,000	400,000
Administration	0	350,500	350,500	350,500
Insurance Premiums	650,000	650,000	650,000	650,000
<b>Total Expenditures:</b>	<b>\$ 7,814,005</b>	<b>\$ 1,900,500</b>	<b>\$ 1,900,500</b>	<b>\$ 1,900,500</b>

**Notes for Financial Summary**

**Description of Major Activities**

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

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

**FY 2005-2006 Objectives**

- Reduce risk to the public and the City through prudent loss prevention measures.
- Continue to implement third party claims processing.
- Collect and analyze loss information from filed claims to identify and reduce the causes of loss, as well as to establish internal benchmarking.
- Facilitate funding of the Insurance Fund to maintain adequate reserves for claims.

**Approved Adjustments in 2005-2006 Budget**

**CITY OF EVANSTON  
INSURANCE FUND  
7800**

	2004 - 2005	2005 - 2006
	Appropriation	Proposed
<b>7800 INSURANCE FUND</b>		
61010 REGULAR PAY	100,000	100,000
61510 HEALTH INSURANCE	11,000	11,000
61615 LIFE INSURANCE	400	400
61625 AUTO ALLOWANCE	500	500
62130 LEGAL SERVICES - GENERAL	231,000	231,000
62255 SETTLEMENT COSTS - WORKERS COM	500,000	400,000
62260 SETTLEMENT COSTS - LIABILITY	400,000	500,000
62275 POSTAGE CHARGEBACKS	1,000	1,000
62295 TRAINING & TRAVEL	1,000	1,000
62320 TELEPHONE CHARGEBACKS	1,000	1,000
62360 MEMBERSHIP DUES	500	500
62380 COPY MACHINE CHARGES	600	600
62605 OTHER CHARGES	150,000	150,000
62615 INSURANCE PREMIUM	500,000	500,000
65010 BOOKS, PUBLICATIONS, MAPS	1,000	1,000
65095 OFFICE SUPPLIES	500	500
65125 OTHER COMMODITIES	2,000	2,000
<b>7800 INSURANCE FUND</b>	<b>1,900,500</b>	<b>1,900,500</b>

City of Evanston

**Firefighters Pension Fund Summary**

**Financial Summary**

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed	Increase (Decrease)
<b>Additions:</b>					
Net Property Tax Levy	2,572,000	2,910,000	3,229,882	3,229,900	319,900
Personal Property Replacement Tax	112,109	145,000	112,109	112,100	(32,900)
Interest on Investments	666,592	800,000	690,000	715,000	(85,000)
Participants Contributions	611,657	625,000	635,000	657,000	32,000
<b>Total Additions:</b>	<b>\$ 3,962,358</b>	<b>\$ 4,480,000</b>	<b>\$ 4,666,991</b>	<b>\$ 4,714,000</b>	<b>\$ 234,000</b>
<b>Deductions:</b>					
Current Pensions and Refunds	3,159,762	2,900,000	3,270,000	3,785,000	885,000
Administrative Expense	13,944	100,000	100,000	100,000	0
Reserve for Future Payments	788,652	1,480,000	1,296,991	829,000	(651,000)
<b>Total Deductions:</b>	<b>\$ 3,962,358</b>	<b>\$ 4,480,000</b>	<b>\$ 4,666,991</b>	<b>\$ 4,714,000</b>	<b>\$ 234,000</b>

**Revenue Projections**

Based on actuarial tax levy requirements.

**Notes for Financial Summary**

The property tax levy is based on the amount mandated by the State and calculated by the City's actuary.

**Description of Major Activities**

Every Illinois Municipality having a population of not less than 5,000 and not more than 500,000 must have a Fire Pension fund as prescribed in Chapter 108 1/2 - Article 4 of the Illinois Revised Statutes.

The Board of Trustees of the Firemen's Pension Board consists of the City Clerk, Fire Chief, Comptroller, three members chosen by the active firemen of the City, and one chosen from the retirees. The Board has those powers set forth in the Statutes, among which is the control and management of the Pension Fund.

City of Evanston

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**Police Pension Fund Summary**

**Financial Summary**

	2003-2004 Actual	2004-2005 Appropriation	2004-2005 Estimated Actual	2005-2006 Appropriation Proposed	Increase (Decrease)
<b>Additions:</b>					
Property Tax Levy	3,352,000	4,088,000	4,088,000	4,088,000	0
Personal Property Replacement Tax	153,500	204,000	204,000	153,500	(50,500)
Plan Member Contributions	1,063,146	1,100,000	1,100,000	1,140,000	40,000
Bicycle Auction Revenue	7,000	7,000	7,000	7,000	0
Net Investment Income	1,361,480	500,000	500,000	500,000	0
<b>Total Additions:</b>	<b>\$ 5,937,126</b>	<b>\$ 5,899,000</b>	<b>\$ 5,899,000</b>	<b>\$ 5,888,500</b>	<b>(\$ 10,500)</b>
<b>Deductions:</b>					
Benefits and Refunds of Contributions	4,872,913	4,500,000	5,000,000	5,160,000	660,000
Reserve for Future Payments	0	1,259,000	749,000	588,500	(670,500)
Administrative Expense	44,656	140,000	140,000	140,000	0
<b>Total Deductions:</b>	<b>\$ 4,917,569</b>	<b>\$ 5,899,000</b>	<b>\$ 5,889,000</b>	<b>5,888,500</b>	<b>(\$ 10,500)</b>

**Revenue Projections**

Based on actuarial tax levy requirements.

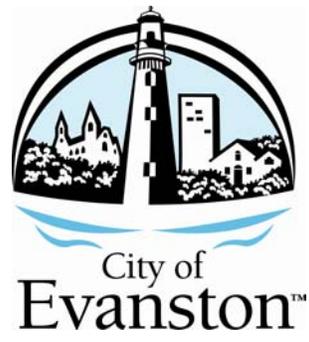
**Notes for Financial Summary**

The property tax levy is based on the amount mandated by the State and calculated by the City's actuary.

**Description of Major Activities**

Every Illinois Municipality of not less than 5,000 and not more than 500,000 people must have a Police Pension Fund as prescribed in Chapter 108 1/2, Article 4 of the Illinois Revised Statutes.

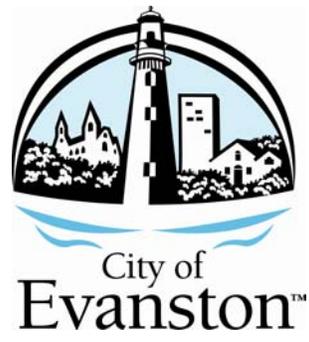
The Pension Fund is administered by a Board composed of five members, the majority of whom must be residents of the City. Two Members of the Board are appointed by the Mayor, two members of the Board are elected by the active members of the regular police and one member is elected by and from among the beneficiaries of the Fund. The Board of Trustees of the Police Pension Fund has those powers and duties set out by the State Statutes, among which powers and duties are the control and management of the Fund.





City of  
**Evanston**

## **APPENDIX**



**FY 2005-2006 PERSONNEL FULL-TIME EQUIVALENT TOTALS**

<b>DEPARTMENT / DIVISIONAL PERSONNEL SUMMARY</b>		<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06 Difference</b>
<b>1300</b>	<b>City Council</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	0.00
<b>1400</b>	<b>City Clerk</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	0.00
<b>1505</b>	City Manager's Office	6.55	5.55	5.10	5.75	5.75	0.00
<b>1510</b>	Public Information	0.00	1.00	1.00	1.00	1.00	0.00
<b>1515</b>	Farmer's Market	0.00	0.00	0.00	0.00	0.00	0.00
	<b><i>Subtotal City Manager's Office</i></b>	<b>6.55</b>	<b>6.55</b>	<b>6.10</b>	<b>6.75</b>	<b>6.75</b>	0.00
<b>1605</b>	Budget Office	3.75	4.00	4.00	4.00	6.00	2.00
<b>1615</b>	Information Systems	10.00	11.00	11.00	12.00	12.00	0.00
<b>1620</b>	Geographic Information System	3.00	3.00	3.00	3.00	3.00	0.00
<b>1625</b>	Administrative Adjudication	4.00	3.50	3.50	4.10	4.10	0.00
	<b><i>Subtotal Management and Budget</i></b>	<b>20.75</b>	<b>21.50</b>	<b>21.50</b>	<b>23.10</b>	<b>25.10</b>	2.00
<b>1705</b>	Legal Department	6.25	6.00	6.00	7.00	7.00	0.00
<b>7800</b>	Insurance / Risk Management	1.25	0.00	0.00	0.00	0.00	0.00
	<b><i>Subtotal Legal Department</i></b>	<b>7.50</b>	<b>6.00</b>	<b>6.00</b>	<b>7.00</b>	<b>7.00</b>	0.00
<b>1705</b>	Human Resources General Support	2.00	3.00	7.00	7.00	7.00	0.00
<b>1925</b>	Employment and Equal Opportunity	5.00	5.00	0.00	0.00	0.00	0.00
<b>7800</b>	Workers' Compensation	1.00	0.00	0.00	0.00	0.00	0.00
	<b><i>Subtotal Human Resources</i></b>	<b>8.00</b>	<b>8.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	0.00
<b>1905</b>	Finance General Support	3.00	3.00	2.00	2.00	2.00	0.00
<b>1910</b>	Revenue Division	7.50	8.00	8.50	8.50	8.50	0.00
<b>1915</b>	Payroll	4.00	3.50	3.50	3.00	3.00	0.00
<b>1920</b>	Accounting and Auditing	7.00	6.00	6.00	6.00	6.00	0.00
<b>1925</b>	Purchasing and Accounts Payable	4.00	5.50	4.50	5.00	5.00	0.00
<b>1925</b>	MBE/WBE Small Business Administration	1.50	0.00	0.00	0.00	0.00	0.00
	<b><i>Subtotal Finance</i></b>	<b>27.00</b>	<b>26.00</b>	<b>24.50</b>	<b>24.50</b>	<b>24.50</b>	0.00

<b>DEPARTMENT / DIVISIONAL PERSONNEL SUMMARY</b>		<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06 Difference</b>
<b>2005</b>	Emergency Service and Disaster Agency	0.66	0.66	0.66	0.00	0.00	0.00
<b>2005</b>	Facilities Management General Support	2.34	2.34	2.34	3.00	3.00	0.00
<b>2010</b>	Construction and Repair	16.00	16.00	16.00	16.00	16.00	0.00
<b>2015</b>	Mail and Information Services	2.00	2.00	2.00	2.00	2.00	0.00
<b>2020</b>	Custodial Maintenance	2.00	2.00	2.00	2.00	2.00	0.00
	<b>Subtotal Facilities Management</b>	<b>23.00</b>	<b>23.00</b>	<b>23.00</b>	<b>23.00</b>	<b>23.00</b>	0.00
<b>2101</b>	Community Development Administration	2.00	2.00	2.00	2.00	2.00	0.00
<b>2105</b>	Planning & Support	6.00	5.00	5.00	5.00	5.00	0.00
<b>2110</b>	Zoning Analysis and Support	5.00	5.00	5.00	5.00	5.00	0.00
<b>2115</b>	Housing Code Compliance	8.00	8.00	7.00	8.00	8.00	0.00
<b>2120</b>	Housing Rehabilitation	3.00	3.00	3.00	3.00	3.00	0.00
<b>2125</b>	Building Code Compliance	14.00	13.00	12.00	13.00	13.00	0.00
	<b>Subtotal Community Development</b>	<b>38.00</b>	<b>36.00</b>	<b>34.00</b>	<b>36.00</b>	<b>36.00</b>	0.00
<b>2205</b>	Police Administration	5.00	5.00	5.00	6.00	6.00	0.00
<b>2210</b>	Patrol Operations	89.00	89.00	89.00	89.00	89.00	0.00
<b>2215</b>	Criminal Investigations	18.00	17.00	17.00	18.00	18.00	0.00
<b>2225</b>	Police Social Services Bureau	4.00	6.00	6.00	6.00	6.00	0.00
<b>2230</b>	Juvenile Bureau	10.00	10.00	10.00	9.00	9.00	0.00
<b>2235</b>	School Community Liaison Bureau	4.00	4.00	4.00	3.00	3.00	0.00
----	Youth Services Bureau	4.00	0.00	0.00	0.00	0.00	0.00
<b>2240</b>	Records Bureau	12.00	11.00	11.50	11.50	12.00	0.50
<b>2245</b>	Communications Bureau	15.00	15.00	15.00	16.00	16.00	0.00
<b>2250</b>	Service Desk Bureau	11.00	11.00	12.00	11.00	12.00	1.00
<b>2255</b>	Office of Professional Standards	3.00	3.00	3.00	4.00	4.00	0.00
<b>2260</b>	Office of Administration	4.00	4.00	4.00	3.00	3.00	0.00
<b>2265</b>	Neighborhood Enforcement Team (N.E.T.)	15.00	15.00	15.00	15.00	15.00	0.00
<b>2270</b>	Traffic	9.00	9.00	9.00	8.00	8.00	0.00
<b>2275</b>	Community Strategies Bureau	2.80	3.80	3.80	2.50	2.50	0.00
<b>2280</b>	Animal Control Bureau	2.50	2.50	2.50	2.50	2.50	0.00
<b>2285</b>	Problem Solving Team	8.00	7.00	7.00	7.00	7.00	0.00
	<b>Subtotal Police</b>	<b>216.30</b>	<b>212.30</b>	<b>213.80</b>	<b>211.50</b>	<b>213.00</b>	1.50

DEPARTMENT / DIVISIONAL PERSONNEL SUMMARY		2001-02	2002-03	2003-04	2004-05	2005-06	2005-06 Difference
2305	Fire Management and Support	3.00	3.00	3.00	3.00	3.00	0.00
2310	Fire Prevention	5.00	5.00	5.00	6.00	5.00	(1.00)
2315	Fire Suppression	101.00	101.00	101.00	101.00	102.00	1.00
	<b>Subtotal Fire</b>	<b>109.00</b>	<b>109.00</b>	<b>109.00</b>	<b>110.00</b>	<b>110.00</b>	0.00
2407	Health Services Administration	6.00	4.50	3.00	3.00	3.00	0.00
----	Public Health Administration	0.00	0.00	0.00	0.00	0.00	0.00
2410	Laboratory	2.00	2.00	2.00	2.00	2.00	0.00
2415	Family Health	11.49	11.49	10.35	9.55	9.55	0.00
2420	Infectious Disease Control	4.21	4.19	4.19	3.85	3.85	0.00
2425	Dental Services	3.40	3.30	3.30	3.25	3.25	0.00
2430	Adult Health	2.53	2.53	2.00	2.10	2.10	0.00
2435	Food and Environmental Health	6.00	6.30	6.30	6.25	6.25	0.00
2440	Vital Records	2.40	2.40	2.40	2.75	2.75	0.00
2450	Community Intervention Services	4.00	2.00	3.60	3.50	3.50	0.00
2455	Mental Health Administration	1.50	1.50	1.50	2.00	2.00	0.00
2530	Commission on Aging	1.50	1.50	1.50	1.00	1.00	0.00
	<b>Subtotal Health and Human Services</b>	<b>45.03</b>	<b>41.71</b>	<b>40.14</b>	<b>39.25</b>	<b>39.25</b>	0.00
2605	Director of Public Works	2.00	1.00	1.00	2.00	2.00	0.00
2610	Municipal Service Center	0.50	1.00	1.00	1.00	1.00	0.00
2620	E.D.O.T. Administration	0.00	0.00	0.00	1.00	1.00	0.00
2625	City Engineer	10.00	9.00	9.00	9.00	9.00	0.00
2630	Traffic Engineering	5.00	5.00	5.00	4.00	4.00	0.00
2635	Traffic Signs	3.00	3.00	3.00	3.00	3.00	0.00
2640	Traffic Signals and Streetlight Maintenance	4.00	5.00	5.00	5.00	5.00	0.00
----	Parking Ticket Processing	1.00	1.00	1.00	0.00	0.00	0.00
----	Parking Enforcement	12.00	16.00	16.00	0.00	0.00	0.00
2645	Parking Enforcement & Tickets (combined above)	0.00	0.00	0.00	17.00	17.00	0.00
2665	Streets & Sanitation Administration	6.00	5.00	5.00	5.00	5.00	0.00
2670	Street and Alley Maintenance	13.84	15.00	15.00	14.00	14.00	0.00
2675	Street Cleaning	8.00	8.00	7.00	8.00	8.00	0.00
----	Leaf Collection	2.16	0.00	0.00	0.00	0.00	0.00
2685	Refuse Collection and Disposal	17.00	16.00	16.00	16.75	16.75	0.00
2695	Yard Waste Collection and Disposal	6.00	6.00	6.00	6.00	6.00	0.00
	<b>Subtotal Public Works</b>	<b>90.50</b>	<b>91.00</b>	<b>90.00</b>	<b>91.75</b>	<b>91.75</b>	0.00

DEPARTMENT / DIVISIONAL PERSONNEL SUMMARY		2001-02	2002-03	2003-04	2004-05	2005-06	2005-06 Difference
2705	Human Relations Commission	2.67	2.67	2.67	2.67	2.67	0.00
2710	Housing Advocacy	1.33	1.33	1.33	1.33	1.33	0.00
2715	Summer Youth Program	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Subtotal Human Relations</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	0.00
2805	Children's Services	7.47	7.47	7.47	6.70	6.70	0.00
2810	Reader's Services	7.44	7.44	7.44	5.85	5.85	0.00
2815	Reference Services and Periodicals	9.12	9.92	9.65	8.75	8.75	0.00
2820	Circulation	15.64	15.64	15.03	13.25	13.25	0.00
2825	North Branch	2.98	2.98	2.98	2.85	2.85	0.00
2830	South Branch	2.31	2.31	2.31	2.85	2.85	0.00
2835	Technical Services	13.19	13.19	13.19	14.50	14.50	0.00
2840	Library Maintenance	3.64	3.64	3.64	3.50	3.50	0.00
2845	Library Administration	4.53	4.53	4.53	4.50	4.50	0.00
	<b>Subtotal Library</b>	<b>66.32</b>	<b>67.12</b>	<b>66.24</b>	<b>62.75</b>	<b>62.75</b>	0.00
3005	Recreation Management and General Support	2.50	2.50	2.50	2.50	2.50	0.00
3010	Recreation Business and Fiscal Management	5.00	5.00	4.00	5.00	4.00	(1.00)
3015	Communications and Marketing Services	1.70	1.70	1.70	1.75	1.75	0.00
3020	Recreation General Support	3.50	2.50	2.50	3.00	3.00	0.00
3030	Robert Crown Community Center	7.17	7.17	7.17	11.60	11.60	0.00
3035	Chandler Community Center	6.87	6.87	6.87	9.70	9.70	0.00
3040	Fleetwood-Jourdain Community Center	9.33	9.33	9.33	11.10	11.10	0.00
3045	Fleetwood-Jourdain Community Theater	1.70	1.70	1.70	1.95	1.95	0.00
3050	At-Risk Programs	0.95	0.95	0.95	1.00	1.00	0.00
3055	Levy Senior Center	8.50	7.93	7.93	10.50	10.50	0.00
3080	Beaches	0.75	1.50	1.50	1.50	1.50	0.00
3085	Recreation Facility Maintenance	6.75	6.75	6.75	6.75	6.75	0.00
3095	Robert Crown Ice Center	10.94	10.94	10.94	14.40	14.40	0.00
3100	Sports Leagues	1.27	1.27	1.27	0.75	0.75	0.00
3125	Special Programs	0.00	0.00	0.00	1.45	1.45	0.00
3130	Special Recreation	1.60	1.60	1.60	3.25	3.25	0.00
3140	Skate / Bus Program	2.30	2.30	2.30	0.95	0.95	0.00
3150	Park Service Unit	1.32	0.57	0.57	1.00	1.00	0.00

<b>DEPARTMENT / DIVISIONAL PERSONNEL SUMMARY</b>		<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06 Difference</b>
<b>3505</b>	Parks and Forestry General Support	3.00	3.00	3.00	3.00	3.00	0.00
<b>3510</b>	Horticulture Maintenance	15.00	15.00	15.00	15.00	15.00	0.00
<b>3515</b>	Maintenance of Parkway Trees	10.50	10.50	9.50	9.50	9.50	0.00
<b>3520</b>	Dutch Elm Disease Control	8.25	7.25	7.25	7.25	7.25	0.00
<b>3525</b>	Tree Planting	2.25	2.25	2.25	2.25	2.25	0.00
<b>3605</b>	Ecology Center	4.90	4.90	4.90	6.20	6.20	0.00
<b>3700</b>	Arts Council	0.75	0.75	0.75	0.75	0.75	0.00
<b>3710</b>	Noyes Cultural Arts Center	3.89	3.89	3.89	3.65	3.65	0.00
<b>3720</b>	Cultural Arts Programs	3.13	3.13	3.13	2.60	2.60	0.00
	<b><i>Subtotal Recreation, Parks and Forestry</i></b>	<b>123.82</b>	<b>121.25</b>	<b>119.25</b>	<b>138.35</b>	<b>137.35</b>	<b>(1.00)</b>
<b>5150</b>	Emergency Telephone System	3.00	3.00	4.00	4.00	4.00	0.00
<b>5220</b>	Community Development Block Grant (CDBG)	3.50	2.00	2.00	2.00	2.00	0.00
<b>5300</b>	Economic Development Fund	1.45	1.45	1.45	1.45	1.45	0.00
<b>7005</b>	Parking System Management	6.00	6.00	6.00	6.50	6.50	0.00
<b>7015</b>	Parking Lots and Meters	7.00	7.00	7.00	7.00	7.00	0.00
	<b><i>Subtotal Parking Systems</i></b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.50</b>	<b>13.50</b>	<b>0.00</b>
<b>1900</b>	Water General Support	4.50	4.50	4.50	4.50	4.50	0.00
<b>1905</b>	Water Pumping	12.00	12.00	12.00	11.00	11.00	0.00
<b>1910</b>	Water Filtration	14.00	14.00	14.00	14.00	14.00	0.00
<b>1915</b>	Water Distribution	10.50	10.50	10.50	10.50	10.50	0.00
<b>1920</b>	Water Meter Maintenance	3.00	3.00	3.00	3.00	3.00	0.00
	<b><i>Subtotal Water</i></b>	<b>44.00</b>	<b>44.00</b>	<b>44.00</b>	<b>43.00</b>	<b>43.00</b>	<b>0.00</b>

<b>DEPARTMENT / DIVISIONAL PERSONNEL SUMMARY</b>		<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06 Difference</b>
<b>605</b>	Insurance Fund	0.00	2.00	1.55	1.30	1.30	0.00
<b>4010</b>	Fleet Services General Support	5.00	5.00	5.00	5.00	5.00	0.00
<b>4020</b>	Major Maintenance	11.00	11.00	11.00	11.00	11.00	0.00
<b>4030</b>	Vehicle Body Maintenance	1.00	1.00	1.00	1.00	1.00	0.00
	<b><i>Subtotal Fleet Service</i></b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	0.00
<b>7405</b>	Sewer Maintenance	14.00	14.00	14.00	14.00	14.00	0.00
	<b>GRAND TOTAL</b>	<b>884.72</b>	<b>872.88</b>	<b>864.53</b>	<b>884.20</b>	<b>886.70</b>	2.50

**FY 2004-2005 PERSONNEL FULL-TIME EQUIVALENT TOTALS**

DEPARTMENT / DIVISIONAL PERSONNEL SUMMARY	2001-02	2002-03	2003-04	2004-05	2005-06	2005-06 Difference
1300 City Council	1.00	1.00	1.00	1.00	1.00	0.00
1400 City Clerk	2.00	2.00	2.00	2.00	2.00	0.00
1505 City Manager's Office	6.55	5.55	5.10	5.75	5.75	0.00
1510 Public Information	0.00	1.00	1.00	1.00	1.00	0.00
1515 Farmer's Market	0.00	0.00	0.00	0.00	0.00	0.00
<b>Subtotal City Manager's Office</b>	<b>6.55</b>	<b>6.55</b>	<b>6.10</b>	<b>6.75</b>	<b>6.75</b>	<b>0.00</b>
1605 Budget Office	3.75	4.00	4.00	4.00	6.00	2.00
1615 Information Systems	10.00	11.00	11.00	12.00	12.00	0.00
1620 Geographic Information System	3.00	3.00	3.00	3.00	3.00	0.00
1625 Administrative Adjudication	4.00	3.50	3.50	4.10	4.10	0.00
<b>Subtotal Management and Budget</b>	<b>20.75</b>	<b>21.50</b>	<b>21.50</b>	<b>23.10</b>	<b>25.10</b>	<b>2.00</b>
1705 Legal Department	6.25	6.00	6.00	7.00	7.00	0.00
7800 Insurance / Risk Management	1.25	0.00	0.00	0.00	0.00	0.00
<b>Subtotal Legal Department</b>	<b>7.50</b>	<b>6.00</b>	<b>6.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>
1705 Human Resources General Support	2.00	3.00	7.00	7.00	7.00	0.00
1925 Employment and Equal Opportunity	5.00	5.00	0.00	0.00	0.00	0.00
7800 Workers' Compensation	1.00	0.00	0.00	0.00	0.00	0.00
<b>Subtotal Human Resources</b>	<b>8.00</b>	<b>8.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>
1905 Finance General Support	3.00	3.00	2.00	2.00	2.00	0.00
1910 Revenue Division	7.50	8.00	8.50	8.50	8.50	0.00
1915 Payroll	4.00	3.50	3.50	3.00	3.00	0.00
1920 Accounting and Auditing	7.00	6.00	6.00	6.00	6.00	0.00
1925 Purchasing and Accounts Payable	4.00	5.50	4.50	5.00	5.00	0.00
1925 MBE/WBE Small Business Administration	1.50	0.00	0.00	0.00	0.00	0.00
<b>Subtotal Finance</b>	<b>27.00</b>	<b>26.00</b>	<b>24.50</b>	<b>24.50</b>	<b>24.50</b>	<b>0.00</b>

## Budget Process

### Summary of Proceedings:

The City's fiscal year begins on March 1 of each year. The City Manager submits to the City Council a proposed operating budget in December for the fiscal year commencing the following March 1. The operating budget includes proposed expenditures and the means of financing those expenditures. The City Council holds public hearings (two Saturday morning public hearings were held prior to adoption of the 2004/2005 budget) and then may modify the budget prior to adoption.

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

### Preparation and Adoption:

Budgets are legally adopted on a basis consistent with generally accepted accounting principles (GAAP) except that 1) property taxes are budgeted as revenue in the year for which they are levied; 2) debt service payments are budgeted upon tax levy for such purposes and 3) encumbrances are recorded as the equivalent of an expenditure for budget purposes. For purposes of preparing the General Fund schedule of revenues – budget and actual, GAAP revenue and expenditures have been adjusted to the budgetary basis. The budgets of the governmental type funds are prepared on a modified accrual basis. Debt service payments and a number of specific accrued liabilities are only recognized as expenditures when payment is due, and revenue is recognized only when it has actually been received.

### Related Legislation:

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

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

Ordinance 57-0-79 provides for the adoption of the annual budget. This ordinance establishes the following:

Fiscal Year - The fiscal year of the City of Evanston shall commence on March 1 each year and close on the last day of February each year.

Passage of the Annual Budget - The annual budget shall be adopted by the City Council before the beginning of the fiscal year to which it applies.

Compilation of the Proposed Budget - Each year the City Manager shall prepare and submit a proposed budget to the City Council on or before the last day of December. The proposed budget shall contain estimates of revenues available to the City for the fiscal year along with recommended expenditures for the departments, boards and commissions.

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

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

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

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

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

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

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

**Financial Control Procedures:**

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

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

# City of Evanston

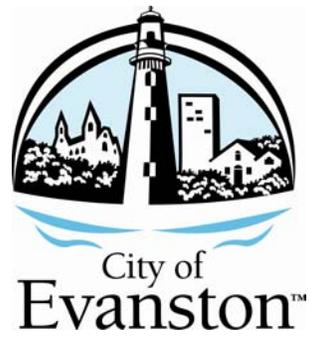
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## Budget Calendar

### Fiscal Year 2005 - 2006

<u>MONTH</u>	<u>ACTIVITY</u>
May 2004	Meet with City Council to review previous budget and set goals and objectives for the new budget year. Council provides staff direction for items to study or review for upcoming budget year.
June 2004	Review of feedback from prior year's budget process to be used for improvement and revision. Review of current GFOA standards.  Finance Director prepares revenue projections. Meets with City Manager.  Budget Office prepares expenditure projections. Meets with City Manager.
July 2004	<b>Preliminary Public Hearing held by Administration and Public Works Committee addressing issues for Proposed Budget.</b>  Revision of software, forms and budget schedule as needed to improve the budget process.
August 2, 2004	Budget and CIP kickoff. General information session about the upcoming fiscal year's process, the required forms and timetable, and budget goals.  Individual technical assistance sessions held upon request. Financial data (projected revenues and expenditures) due from department heads.
August 23, 2004	Departmental Budget and CIP submissions are due.
September 2004	Formal six-month budget status review with City Council.
September – October 2004	Staff meets with City Council to review studies and projects assigned in May. City Council determines which initiatives will be reflected in the upcoming budget.  City Board and Commission Budgets to be submitted to the Budget Office.  Budget requests entered into financial software.  Departmental Budget Review Sessions held by Budget Office.
October 2004	Departmental budget narratives, objectives and performance indicators entered into budget word processing document and reviewed for accuracy by Budget Office.

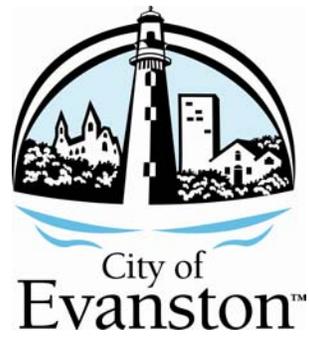
	City Manager, Budget Officer, Finance Director meet to make final adjustments to the Proposed Budget.
November 2004	City Manager prepares Transmittal Message to City Council.
December 1, 2004	Final Proposed Budget to Printer.
December 31, 2004	City Manager's Proposed Budget to be submitted to City Council.
January - February 2005	Weekly Saturday budget review sessions by City Council. Response by City Staff to aldermanic budget memo requests. All sessions open to the public.
<b>February 7, 2005</b>	<b>Public Hearing on Proposed Budget.</b>
February 14, 2005	Final discussion and adoption of 2005-2006 Budget by City Council.
March 2005	City Council changes entered into Budget.  Update narrative, performance objectives and activity measures submitted by departments. Budget document updated to reflect changes.
April 2005	Printing, binding and distribution of City Budget.





City of  
**Evanston**

**CAPITAL IMPROVEMENT PLAN**





## CITY COUNCIL MEMORANDUM

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

**DATE:** December 17, 2004  
**TO:** MAYOR MORTON & ALDERMEN  
**FROM:** Judith A. Aiello, Interim City Manager  
Capital Improvement Team  
**SUBJECT:** 2005/06 – 2009/10 CAPITAL IMPROVEMENT PROGRAM

Transmitted herewith for consideration by the City Council is a copy of the 2005/06 – 2009/10 Capital Improvement Program (CIP). The five (5)-year Capital Improvement Program has been prepared in accordance with the Capital Improvement Fund Policies, which the City Council approved in October 2002. The Capital Improvement Program is a five (5)-year plan to address the City's capital needs. The City Council has established a goal for annual capital funding of \$6.5 million.

The first year of the Capital Improvement Program is the Capital Budget which is reviewed and approved each year by the City Council concurrent with the City Council's consideration of the operating budget. The subsequent four (4) years of the Capital Program is presented for information only and sets forth the recommended plan for capital needs. It also provides the City Council and public with an overview of the City's capital infrastructure needs.

During the past several years, staff has undertaken a variety of comprehensive assessments of most of the City's capital assets (parks, streets, buildings, etc) so that there was a complete understanding of the City's capital needs. These have included the Comprehensive Pavement Study; Parks, Forestry & Recreation Strategic Plan; the Analysis of the Civic Center; Ten (10) Year Sewer Improvement Program, Street Lighting, Chicago Avenue Corridor and the assessments of the Police and Fire Stations. These studies now serve as the foundation for the staff recommendations set forth in the attached Capital Improvement Program. As we move forward we must continue to assess the infrastructure needs of the community.

Saturday January 29, 2009 has been designated to present and review the 2005/06 Capital Improvement Plan. In preparation for the City Council's review, this memorandum will:

- \*Review the projects completed in 2004
- \*Highlight the 2005/06 – 2009/10 Capital Improvement Program
- \*Outline the 2005/06 Capital Budget
- \*Identify Policy Issues
- \*Set Forth Recommendations

In addition, the following exhibits are included:

*Exhibit A:*                   **Capital Improvement Fund Policy**

*Exhibit B:*                   **2005/06 – 2009/10 Capital Improvement Program**  
                                  - **Five (5) year Summary by Funding Source**  
                                  - **2005/06 General Obligation Bond Projects**  
                                  - **Five (5) year Summary by Department**

*Exhibit C:*                   **2005/06 Capital Budget Project Descriptions**

## **I.       2004-2005 PROJECTS**

During 2004, many capital projects were undertaken and some are highlighted below:

**Parks:** Five (5) parks were either completed or are nearly completed by the end of 2004: Eggleston Park (ecologically-themed playground); Fitzsimons Park (tennis court and lighting reconstruction); Gilbert Park Tot Lot (African-themed playground); Kelly Tot Lot; and Leahy Park - which benefited from the receipt of a state grant from the Illinois Department of Natural Resources.

**Streets:** In 2002 the City completed a comprehensive street system evaluation study. The City Council reviewed the study and adopted a five (5) year plan in August 2002. Each year, the plan outlines approximately \$1.7 million of street paving, curb work, and related roadway maintenance. The City of Evanston is now utilizing both MFT funds (\$1.2 million per year) and General Obligation Bonds (\$500,000 per year) for the street resurfacing program.

**Street Lights:** The first year of the Street Lighting Upgrade Project was completed, 828 mercury vapor streetlights with the new induction lights were installed. This constitutes 18% of the total to be replaced. The work cost approximately \$550,000, which includes the bulbs, electronic components, housings, labor and equipment to install them in the existing Tallmadge lights, and the purchase of one-bucket truck.

**Public Buildings:** Construction for Fire Station #3 (1105 Central) was completed at the end of 2003 and the Station opened earlier this year. Fire Station #3 is a state-of-the-art, well-designed and highly functional facility that allows quick access to the apparatus floor from anywhere in the station. The new Station has been very well received by the firefighters.

The Civic Center Committee has determined that the City will not remain in the existing building so alternative locations for the Civic Center are being considered at this time.

The Library Board's success with its annual campaign - Fund for Excellence - has permitted the children's collection to grow faster than had been anticipated. Attendance at children's programs has grown 133% between 1999 and 2003. The Library Board approved a building program for the children's and young adult area. The Library Board has issued a Request for Proposal for the renovation to the Children's Collection Area. Upon its review and presentation to the Human Services Committee and City Council, a decision must be made regarding the implementation of this planned renovation.

The Gross Pointe Lighthouse Task Force completed their work and presented their recommendations to the Human Services Committee. The recommended projects will be incorporated into the Capital Program.

**Economic Development:** The Plan Commission has completed the West Side planning study and the Economic Development Committee is studying the feasibility of creating a Tax Increment Financing District for the area. That study will be completed in 2005. Staff continues to attempt to stimulate additional private investment in the Howard Street corridor. A Tax Increment Financing District was approved for Howard Street and we are working with developers who are interested in new development. This year we are beginning to see some additional private investment being considered.

The Sherman Plaza Project has begun but final bids for the new self-park garage structure will not be received until January 2005. Preliminary estimates indicate that the cost of construction has increased and we may need to consider additional funding or significant value engineering for the project. This information will be available for the City Council's consideration prior to the adoption of the Capital Improvement Program.

**Technology/Information Systems:** The implementation of the new financial system continued in 2004. Highlights of the implementation were: a) the first closing of the financial statements, b) implementation of the HR/Payroll system and the first calendar closing and reconciliation, c) the first successful audit of the system, and d) the activation of over 200 users.

Information Systems projects and activities were carried out this year to meet the mission of ensuring that solutions and services fulfill the City's broad based information technology needs. This year's activities included adding and upgrading various back office servers and systems i.e. Voice mail, WEB services, and network servers and the replacement of one hundred personal computers, and forty printers.

A long-term project finally completed is the City Fiber Optic initiative. During 2004, Information Systems and Facilities Management successfully installed an inter-building network to 14 City facilities that will provide the City with reliable high-speed network communications services for many years and improve our ability to share data. Facilities Management and Information Systems are also working together to develop a new Data Center which is going to be the main hub for network and back office services in the Service Center.

**Ecology Center Expansion** The Ecology Center Expansion project has been completed and a grand opening celebration was held this fall. After the City experienced problems with the contractor, the Facilities Management Department was able to complete the building. The space will greatly enhance the opportunities for programming at the Ecology Center.

**Police-Fire Headquarters:** Several years ago it was recommended that the City renovate the Police Fire Headquarters. A portion of the request was funded and work has been underway with CIP and State funds. Work included creating offices for the Police Department on the second floor of the old Fire Station #1 and the conversion of the first floor equipment bays into the new Fire Department Headquarters. The remodeling included the alteration of the major systems and exterior alterations including adding a new sally port for the processing of people in the custody of the Evanston

Police Department. In order to accomplish the extensive project scope without exceeding the project budget, City tradesmen worked in conjunction with outside contractors to minimize the project costs. We estimated that the value added to the project by actual work performed by the FM staff approached \$500,000. There is still work which needs to be accomplished which staff will bring to the City Council in future years.

## **II. SUMMARY OF THE 2005/06 – 2009/10 CAPITAL IMPROVEMENT PROGRAM**

The attached 2005/06 – 2009/10 Capital Improvement Program (Exhibit B) represents the City's commitment to the Capital Improvement Fund Policies adopted by the City Council. In addition, the Plan follows plans and guidelines approved by the City Council over the past several years. This includes the Parks & Recreation Strategic Plan, comprehensive street improvement program, sewer improvement program, and plans for upgrade of public buildings. The five (5) year plan does not include any funding for the Civic Center or Crown Center. The City Council needs to discuss and determine a final strategy for these properties.

The five (5) year plan includes funding for parks as outlined in the seven (7) year strategic plan. However, since we are concluding that cycle, the area being recommended for attention is the lakefront. There is a need to assess all of the lakefront parks and beach areas and develop a strategic plan. This is a long-term process planning scheduled for the next two years and phased implementation anticipated beginning in 2007.

We will continue to fund the street improvements in accordance with the strategy adopted by the City Council.

In the area of public buildings, the Five Year Program includes funding for the planning of Fire Station #5 and the proposed renovation of the Children's Collection Area as outlined herein. Initial funding for the RFP process was provided by the Library Board's Fund for Excellence.

The Five Year Capital Program continues the implementation of the Street Light Upgrade Project. If we maintain our current level of funding and costs remain fairly constant, we believe that we will be able to complete the changeover of the Tallmadge lights for approximately \$3 Million. Once the current phase of replacing the Tallmadge lights are completed we will start the conversion of the davit arm lights from mercury vapor to induction, but we have not estimated the cost for these lights. However, we believe that we will likely be under our estimate of \$5 Million for the entire City.

## **III. 2005/06 CAPITAL BUDGET**

### **A. GENERAL OBLIGATION BONDS/ PROJECTS**

The projects being recommended for funding in the 2005/06 Capital Budget (Exhibit B) represent the second phase of projects begun this year; annual appreciations for capital maintenance projects; new projects which had been in the five year plan; and additional funds for projects which may have been bid in 2004 or before where the City received bids in excess of appropriated revenue.

The Capital Budget funding level of \$6,500,000 represents a consistent level of capital spending and is due to the favorable interest rates that are available to the City. This increased level of available revenue is still at an annual debt service level of approximately \$600,000. A brief highlight of some of the projects is contained herein but a more complete summary of each of the capital budget projects is included in Exhibit B.

### ***Parks & Recreation***

The projects outlined in the 2005/06 Capital Budget are in substantial compliance with the park improvement seven plan. The improvements in the next fiscal year include the following projects: Baker Park, Bike Plan Implementation, Chandler Center Facility, Clark Street Beach house, Ecology Center, Eiden Park, Greenleaf Park Shelter, Greenwood St Beach house, GPLA Fog Houses, GPLA Beach House, Lovelace Park, Mason Park, Megowan Park, Monroe Tot lot, and Sargent Park. We will also begin to assess the Lakefront. These projects will be undertaken by Parks, Recreation & Forestry, Facilities Management, and Public Works.

### ***Street Improvements***

This year funds for street resurfacing will be from Motor Fuel Tax (\$1.2 Million), Capital Improvement Program (\$500,000) and the Isabella Vacation (\$475,000). The City Council has recently approved the streets to be funded in 2005.

### ***Public Buildings***

The planning and implementation of a strategy to improve all of our public buildings is an important component of the capital program. To date, we have tried to undertake assessments and plan for the eventual rehabilitation or replacement of all of our public facilities. We have focused on public safety buildings and parks. The capital budget reflects the continued attention to these buildings. Fire Station # 5 replacement is the major project for the year. In addition, while not funded there needs to be resolution of Crown Center and the Civic Center.

### ***Financial Software***

The implementation of the financial software program is on schedule and on budget. This next year will see the system move to PeopleSoftNow upgrade 8.11 which is a fully web enabled environments. Additionally, plans are to implement the Accounts Receivable, Service Orders, Employee Self Service modules as well as Crystal Reports. It continues to be a major undertaking for staff but one that each of us believes will provide better service for both our internal and external customers. The Capital Budget reflects our continued implementation of this project.

### ***Information Systems***

The division's goals for the coming year will continue to be to replacing back office and desktop systems near capacity or too old to be properly supported. We will also be using our resources to provide redundant back office services in case of system failure or a disaster occurring at one of the City buildings. We will utilize the fiber communication infrastructure to add security systems and consolidation of various support systems. To accomplish our goals we will need to complete the new data center, and then move our mission critical equipment. The long term goals of the Planned Telephony Replacement improvement program is to utilize the fiber to replace all of the traditional PBX based systems in our enterprise with less costly Voice over IP (VoIP)

systems, and the new centralized voice mail system. In the coming year our plan is to migrate the Library and one or two other off sites operations

***Street Lighting***

The City Council has approved a multi-year program to upgrade the electrical components of the streetlights, which involves changing the mercury vapor lamps to a new system called induction lighting. The Capital Budget includes funds for the second year of this program.

**B. NON-GENERAL OBLIGATION BONDS/PROJECTS**

There are many capital projects that the City undertakes every year with the use of non-general obligation bonds. These include all of the capital projects, which use the enterprise funds or special dedicated revenues. The major ones have been the water and sewer projects, CDBG, and TIF- supported projects.

***Sewer System Improvements***

The 2005/06 CIP reflects the continued commitment to the improvement of the City's sewer system. This long-term project began in the late 80's with the planning and the City Council's approval of the Improvement Plan adopted in December 1990. The Plan outlined a \$158,000,000 program to mitigate the problems residents have been experiencing for years, such as combined sewage surcharge into basements. The construction program was initiated in 1991 and is approximately 90% complete at this time. The current status of each phase is summarized below:

The current status of each phase is summarized below:

Phase I, II, III, IV, V, VII, VIII	Construction Complete
Phase VI, Contract A & Contract C	Construction Complete
Phase VI, Contract B	Litigation- authorization to rebid the project
Phase IX, Contract A & Contract B	Construction Complete – Closing out Project
Phase X, Contract A	Construction in Progress
Phase X, Contract B	Design Complete – Out to bid for Construction in 2005

The repayment of the debt associated with the Long-Range Sewer Improvement Program is funded through the Sewer Fund.

***Water Fund***

The projects planned for 2005/06 will be completed without any increase in the water rates. The proposed projects continue to upgrade this important capital asset. While the Water Plant is maintained in excellent condition there exist components which need to be replaced and upgraded. In 2004 a hydraulic analysis of the water distribution system was completed identifying needed improvements to the system to meet recommended fire flows. These improvements are coordinated with street projects so as to minimize disruptions for the community.

***Community Development Block Grant (CDBG)***

The capital projects, which have been approved by the Community Development Block Grant Committee, have been included in the Capital Budget. Staff's policy has been to

recommend all capital projects within the CDBG target area to the Committee for funding.

#### **IV. CIP POLICY ISSUES & PRIORITY PROJECT REVIEWS**

The City Council's annual review of the Capital Improvement Program is the opportunity for the Council and public to review the capital infrastructure needs of the community, review community input, establish priorities and funding levels. As stated so often, the magnitude of our capital needs is great and totals well over \$300 million. We are grateful for the City Council's commitment to the built environment and recognize that the Plan does not address all of our capital needs but does represent a good strategy to continue to address our needs.

The Capital Improvement Fund Policy will assist staff in our annual development of the CIP. We must continue to work with the Administration & Public Works Committee and City Council to explore capital funding options. However, recognizing the considerable fiscal constraints at all levels of government, we must be prepared not only to take advantage of grant opportunities but also adjust our timetable for some projects if necessary. As we have stated on several occasions, the funding of the Capital Program may be effected by our outstanding litigation.

Regardless of the fiscal constraints there are several projects still in need of an action plan whereby we look forward to working with the City Council to develop such a strategy. These include the Civic Center, Fountain Square, Crown Center and the Recycling Center. The Human Services Committee accepted the recommendations of the Gross Pointe Lighthouse Area Task Force in September 2004 and many of the recommended capital items have been included in the five (5)-year CIP. Fountain Square options will begin to be explored as Sherman Plaza is developed. Each of these public spaces and buildings is a valuable physical asset and a great community resource. Each contain major capital needs and a thorough review and plan must be developed for each even if funding is not available at this time.

It should be noted that the issuance of bonds for the FY 2005-06 Capital Improvement Program is still interrelated to the City's strategy for funding the Insurance Fund.

#### **V. RECOMMENDATIONS**

At this time, it is recommended that the City Council:

- (1) Accept the attached 2005/06- 2009/10 Capital Improvement Program
- (2) Review and consider the 2005/06 Capital Budget
- (3) Approve the sale of the following Debt instruments in 2005 as follows:

##### **Property Tax Supported Debt**

City wide Capital Improvements	<b>\$ 6,500,000</b>
--------------------------------	---------------------

##### **Non-Property Tax Supported Debt**

Citizen funded Alley Improvements	500,000
Downtown Brick Repair (TIF)	50,000
Water main- Chicago Avenue to Howard St	<u>753,000</u>
Total	<b>\$ 1,303,000</b>

**TOTAL 2005/06 GENERAL OBLIGATION BOND ISSUE           \$ 7,808,000**

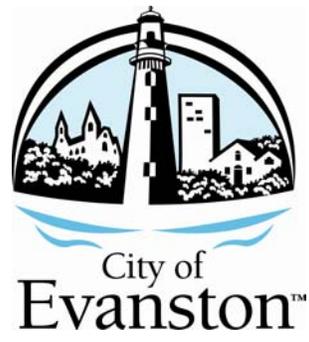
Staff respectfully submits the 2005/06 – 2009/10 Capital Improvement Program and looks forward to the City Council’s consideration of the program on Saturday January 29, 2005.

**Capital Improvement Team:**

Judith Aiello, Assistant City Manger  
Alan Berkowsky, Fire Chief  
Bobbe Tolsen-Brown, Purchasing Director  
Patrick Casey, Director of Management & Budget  
Paul D’Agostino, Superintendent of Parks & Forestry  
Robert Donenker, Superintendent of Recreation  
Douglas Gaynor, Director of Parks, Recreation & Forestry  
Sam Hunter, Deputy Fire Chief  
David Jennings, Director of Public Works  
Vincent Jones, Assistant to the City Manager  
Frank Kaminski, Police Chief  
Frank Kassen, Construction Manager  
Anil Khatkhate, ADA/CIP Manager  
Stefanie Levine, Landscape Architect  
Regina Lookis, Assistant Superintendent of Water & Sewer/Administration  
Dennis Marino, Assistant Community Development Director /Planning  
Gavin Morgan, Assistant to the City Manager  
Dennis Nilsson, Commander-Police Department  
Catherine Radek, Superintendent of Administrative Services/Public Works/Fleet  
Tracy Roberts, Management Analyst  
Max Rubin, Director of Facilities Management  
Carlos Ruiz, Preservation Coordinator  
Bruce Slown, Director of Information Systems  
William Stafford, Director of Finance  
Lloyd Shephard, M/W/EBE Coordinator  
David Stonebeck, Assistant Superintendent of Water & Sewer/Operations  
James Wolinski, Director of Community Development  
Barbara Zdanowicz, Assistant Finance Director  
Alison Zelms, Management Analyst

**EXHIBIT A**

**Capital Improvement Fund Policy**



# Capital Improvement Fund Policy

## Section I: Objectives and Priorities

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

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

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

### Objectives

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

### Priorities

- Project major capital improvement replacement needs to cover a 20 to 30 year period so that a long-range capital maintenance plan can be developed.
- Set priorities for capital improvements and match projects with appropriate funding sources.
- Monitor implementation of the Capital Improvement Program through periodic capital improvement staff meetings and reports to the Administration and Public Works Committee.
- Undertake an annual review of capital improvement funding sources and an assessment of capital improvement projects proposed for the following years.
- Commit funds annually for improvements so that incremental progress can be made toward long-range goals.
- Coordinate planned capital improvement projects where opportunities exist to do so.
- Leverage local capital improvement funds to the extent possible.
- Give priority to projects that further the objectives of the Comprehensive General Plan.

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

### **Economic Development**

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

## **Environment**

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

## **Parks and Recreation**

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

## **Public Buildings**

- Consider life cycle costs (long-term costs of maintenance, operation, utilities and financing) in making decisions concerning construction, purchasing, disposal or rehabilitation of public facilities.
- Continue to undertake preventive maintenance, energy conservation, and rehabilitation programs for public buildings.
- Undertake projects needed to improve the security of public buildings and facilities.
- Complete the fire station construction and improvement plan.

- Complete the rehabilitation of the Police/Fire Headquarters.
- Undertake projects and improvement to municipal facilities to meet the standards of the Federal Americans with Disabilities Act (ADA).
- Develop and implement a plan for the municipal offices.
- Implement policy advocating art within city building projects, in compliance with Title 7, Chapter 16 of the City Code.

## **Transportation**

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

## **Section II: Fiscal Management**

### **Capital Expenditure Policies**

- Drawn from the long range capital needs list, a five year capital improvement program will be developed and updated annually, including anticipated funding sources.

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

### **Capital Financing Policies**

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

### **Capital Project Planning and Cost Containment**

- City staff will meet monthly to review the progress on all outstanding projects. Semi-annual reports will be presented to the Administration & Public Works Committee.
- Identification of funding opportunities should be included within the project development phase.
- Recognize that most projects will take at least two years to plan and implement.
- Where appropriate, separate project planning and execution costs, acknowledging that approving a study does not guarantee the implementation of the project.
- For any enterprise fund or storm water management fund that is supporting debt, an annual rate study will be performed to ensure that the fees or rates are sufficient to meet the debt service requirements.
- A five –year projection of revenues and expenditures for the general, special revenue, and enterprise funds should be prepared to provide strategic perspective to each annual budget process.

## **Contingencies Account**

- A contingency line item should be included for each project equal to 10% of the project's estimated cost.
- A bond funded capital plan contingency account shall be included at the beginning of each fiscal year. This shall be equal to 10% of the current year general obligation capital improvement projects.
- Funds from the overall CIP contingency account can be used to supplement a project if none are available within the department's existing projects.
- Any unused contingency funds could be reallocated by the City Council at the end of the fiscal year.

## **Emergency Fund Reserves**

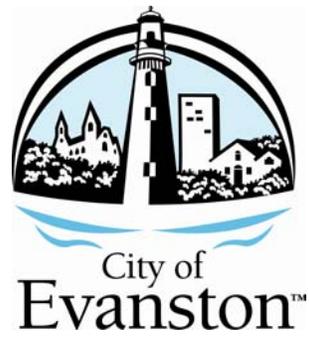
- An emergency account within the capital improvement fund shall be established to fund emergency capital needs.
- The emergency account shall be initially funded through a one-time revenue source and replenished with a percentage of project surpluses at the end of the fiscal year.

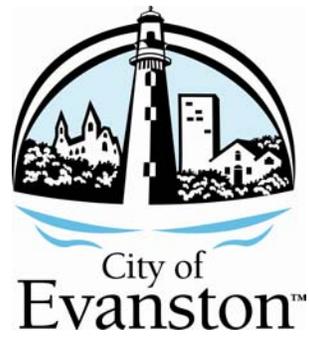
## **Grants**

- City staff should seek grants for projects which are in the current fiscal year, the five year plan, or fund a recognized city need.
- For projects not currently funded or in the 5 year plan, the Council must approve the reduction or elimination of a previously planned project
- If a grant is received, the original funds can be used in any of the following ways:
  - Reallocated to a new project within the 5 year plan within the same area.
  - Reallocated to a priority list of projects approved by the City Council during consideration of the capital plan.
  - Used to expand the scope of the existing project for which the grant is received.
  - Placed in the contingency fund for future matches or cost overruns.
  - Placed in an emergency fund for unanticipated projects.
- The city shall hire a grant writer for a two-year trial period.

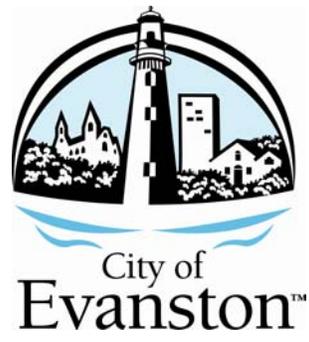
## **Community Development Block Grant Funds**

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





**EXHIBIT B**  
**2005/06 – 2009/10**  
**Capital Improvement Program**



**CAPITAL PLAN**  
**City of Evanston, IL**  
**SUMMARY BY FUNDING SOURCE**  
**2005 Thru 2009**

<b>Sources</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
Bonds - GO/Special Assessmen	1,303,000	550,000	550,000	550,000	550,000	3,503,000
Bonds - Property Tax Support	6,500,000	7,978,000	7,595,000	6,454,500	6,373,000	34,900,500
CDBG Funds	660,000					660,000
ETSB Funds	1,275,000					1,275,000
Fleet Services Fund	1,836,000					1,836,000
IEPA Loan Funds	5,000,000			2,953,000		7,953,000
Motor Fuel Tax (MFT)	1,200,000					1,200,000
Parking Fund Annual Budget	15,000					15,000
Sewer Capital Fund	675,000	675,000	675,000	675,000	675,000	3,375,000
Sewer Reserves	11,212,000	7,308,000	611,500	944,100		20,075,600
Water Fund - DI & E A/C	2,598,000	4,756,900	5,316,500	5,450,000	5,650,000	23,771,400
<b>Grand Total(s)</b>	<b><u>32,274,000</u></b>	<b><u>21,267,900</u></b>	<b><u>14,748,000</u></b>	<b><u>17,026,600</u></b>	<b><u>13,248,000</u></b>	<b><u>98,564,500</u></b>

**CAPITAL PLAN**  
**City of Evanston, IL**  
**PROJECTS BY FUNDING SOURCE**  
**2005 Thru 2009**

<b>Sources</b>		<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
Bonds - GO/Special Assessmen							
415856	ALLEY PAVING - PRIVATE SHAR	500,000	500,000	500,000	500,000	500,000	2,500,000
416006	DOWNTOWN BRICK REPAIR	50,000	50,000	50,000	50,000	50,000	250,000
733068	WATER MAIN-CHICAGO AVENUE	753,000					753,000
Bonds - GO/Special Assessmen		1,303,000	550,000	550,000	550,000	550,000	3,503,000
Bonds - Property Tax Support							
415100	CAPITAL IMPROVEMENTS	40,000	40,000	40,000	40,000	40,000	200,000
415172	CIVIC CENTER INTERIM REPAIR		100,000	100,000	100,000	100,000	400,000
415200	SERVICE CENTER CIP PROJECTS		175,000		285,000		460,000
415220	SERVICE CTR FIRE SUPPRESSIO			150,000			150,000
415222	SERVICE CTR VEHICLE WASH			180,000			180,000
415223	SERVICE CTR OVERHEAD DOOR R		300,000				300,000
415307	PARK MAINT & FURNITURE REPL		50,000	50,000	50,000	50,000	200,000
415321	BAKER PARK	15,000					15,000
415350	MASON PARK	120,000					120,000
415355	LOVELACE PARK	513,000					513,000
415356	BENT PARK TENNIS COURT		180,000				180,000
415358	LARIMER PARK BASKETBALL COU		58,000				58,000
415359	EIDEN PARK	356,000					356,000
415360	MONROE TOT LOT	117,000					117,000
415361	SARGENT PARK	138,000					138,000
415362	SMITH PARK			435,000			435,000
415365	CLARK ST BEACH HOUSE FAC	25,000					25,000
415367	GREENWOOD ST BEACH HOUSE FA	25,000					25,000
415370	EVANSTON ART CTR ASBESTOS R		90,000	90,000			180,000
415371	LIGHTHOUSE BEACH HOUSE REPA	25,000					25,000
415372	MEGOWAN PARK	70,000	280,000				350,000
415376	SOUTH BLVD BEACH HOUSE FAC			27,000			27,000
415377	LIGHT / FOG HOUSES FAC	60,000	450,000				510,000
415378	GREENLEAF PARK SHELTER	25,000					25,000
415379	HOBART PARK					197,000	197,000
415380	LAWSON PARK					358,000	358,000
415381	TORGERSON PARK					218,000	218,000
415509	CHANDLER CENTER FAC	160,000					160,000
415553	CROWN CENTER SYSTEMS REPR		50,000	50,000	50,000	50,000	200,000
415561	CROWN TENNIS COURT RENOVATI			338,000			338,000
415600	LEVY CTR CIP PROJECTS					20,000	20,000
415653	NOYES CENTER FAC					130,000	130,000
415686	ECOLOGY CENTER FAC	25,000	115,000				140,000
415717	PUBLIC SAFETY RADIO EQUIPME			400,000	400,000	400,000	1,200,000
415718	POLICE - FIRE HQ INTERIOR	225,000	350,000	400,000			525,000
415720	POLICE - FIRE HQ ROOF	135,000					135,000
415802	FIRE STATION #5	300,000	2,000,000	2,500,000	500,000		5,300,000
415854	ALLEY PAVING - CITY SHARE	450,000	500,000	500,000	500,000	500,000	2,450,000
415857	STREET RESURFACING	500,000	500,000	500,000	500,000	500,000	2,500,000
415862	TRAFFIC SIGNAL SYST STUDY	50,000	50,000	50,000	50,000	50,000	250,000
415864	50/50 CURB & SIDEWALK PRG	50,000	100,000	100,000	100,000	100,000	450,000

**CAPITAL PLAN**  
**City of Evanston, IL**  
**PROJECTS BY FUNDING SOURCE**  
**2005 Thru 2009**

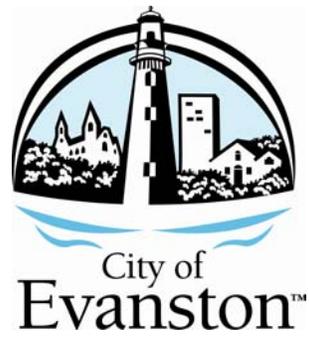
	<b>Sources</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
415867	BLOCK CURB REPLACEMENT	50,000	100,000	100,000	100,000	100,000	450,000
415868	STREETLIGHT UPGRADE PROGM	500,000	500,000				1,000,000
415870	NEIGHBORHOOD TRAFFIC CALM	40,000	75,000	75,000	75,000	75,000	340,000
415871	TRAFFIC SIGNAL UPGRADES	250,000	250,000				500,000
415880	PUBLIC WORKS CAPITAL EQUIPM	175,000					175,000
415881	ROAD CONST.RELATED IMPROVEM	175,000					175,000
416001	INFORMATION TECHNOLOGY	225,000	300,000	300,000	300,000	300,000	1,425,000
416009	EVANSTON ART CENTER FAC		130,000	165,000			295,000
416010	ASBESTOS REMOVAL		20,000	20,000	20,000	20,000	80,000
416014	TELEPHONE SYSTEM	100,000	50,000	50,000			200,000
416019	LADD CAPITAL MAINTENANCE		25,000	25,000	25,000	25,000	100,000
416020	FINANCIAL/HR SOFTWARE SYSTE	200,000	100,000	100,000	100,000	100,000	600,000
416028	TRAFFIC SIGNAL& ST.LIGHT MA	125,000	75,000	75,000	75,000	75,000	425,000
416038	2222 OAKTON FACILITY				67,500		67,500
416041	CITY NETWORK INFRASTRUCTURE	51,000	50,000				101,000
416047	GIS BASEMAP UPDATING		25,000	25,000	25,000	25,000	100,000
416051	SERVICES TO GENERAL FUND	275,000	300,000	300,000	300,000	300,000	1,475,000
416052	CONTINGENCY FUND	200,000	200,000	200,000	200,000	200,000	1,000,000
416053	EMERGENCY PROJECT RESERVES	100,000	100,000	100,000	100,000	100,000	500,000
416055	FOSTER PARK				275,000	1,200,000	1,475,000
416069	SHORE PRESERVATION		30,000	30,000	30,000	30,000	120,000
416072	NOYES CTR CAPITAL MAINTENAN		20,000	20,000	20,000	20,000	80,000
416086	SERVICE CENTER PAINTING	40,000					40,000
416089	SERVICE CENTER SECURITY SYS	20,000					20,000
416096	BIKE PLAN IMPLEMENTATION	100,000					100,000
416116	EMERGENCY GENERATOR	75,000					75,000
416121	TWIGGS PARK				359,000		359,000
416122	PERRY PARK				458,000		458,000
416127	LAKEFRONT STUDY				1,350,000	1,350,000	2,700,000
416128	INSPECT-PERMIT-ZONING SOFTW		300,000	300,000			600,000
416129	LIBR. CHILDRENS AREA EXPANS	200,000	600,000	600,000			1,400,000
416130	CASHIERING SOFTWARE	175,000					175,000
416131	GROSS POINT LIGHTHOUSE AREA		40,000				40,000
	<b>Bonds - Property Tax Support</b>	<b>6,500,000</b>	<b>7,978,000</b>	<b>7,595,000</b>	<b>6,454,500</b>	<b>6,373,000</b>	<b>34,900,500</b>
	<b>CDBG Funds</b>						
415350	MASON PARK	360,000					360,000
415690	FLEETWOOD-JOURDAIN CTR	75,000					75,000
415854	ALLEY PAVING - CITY SHARE	150,000					150,000
415867	BLOCK CURB REPLACEMENT	75,000					75,000
	<b>CDBG Funds</b>	<b>660,000</b>					<b>660,000</b>
	<b>ETSB Funds</b>						
5150	EMERGENCY TELEPHONE SYSTM	1,200,000					1,200,000
416116	EMERGENCY GENERATOR	75,000					75,000
	<b>ETSB Funds</b>	<b>1,275,000</b>					<b>1,275,000</b>
	<b>Fleet Services Fund</b>						

**CAPITAL PLAN**  
**City of Evanston, IL**  
**PROJECTS BY FUNDING SOURCE**  
**2005 Thru 2009**

<b>Sources</b>		<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
7720	CAPITAL OUTLAY	1,836,000					1,836,000
	Fleet Services Fund	1,836,000					1,836,000
	Grants - Federal/State						
	IEPA Loan Funds						
7472	IEPA PHASE 10 C				2,953,000		2,953,000
7489	IEPA PHASE 10 B	5,000,000					5,000,000
	IEPA Loan Funds	5,000,000			2,953,000		7,953,000
	Motor Fuel Tax (MFT)						
415857	STREET RESURFACING	1,200,000					1,200,000
	Motor Fuel Tax (MFT)	1,200,000					1,200,000
	Parking Fund Annual Budget						
415224	SERV. CTR PARKING DECK REPA	15,000					15,000
	Parking Fund Annual Budget	15,000					15,000
	Private Sources						
	Sewer Capital Fund						
7420	SEWER IMPROVEMENTS	675,000	675,000	675,000	675,000	675,000	3,375,000
	Sewer Capital Fund	675,000	675,000	675,000	675,000	675,000	3,375,000
	Sewer Reserves						
7425	LONG RANGE SEWER IMPROVE	367,000	1,316,000				1,683,000
7440	IEPA PH 6B (L171128)	10,050,000	4,676,000				14,726,000
7472	IEPA PHASE 10 C			16,500	328,100		344,600
7489	IEPA PHASE 10 B	606,000					606,000
742501	RIDGE AVE RELIEF SEWER-CLEV		1,316,000				1,316,000
742502	LEE ST RELIEF SEWER-RIDGE-M	189,000					189,000
742503	RIDGE AV RELIEF SEWER-CRAIN			472,500			472,500
742504	GREENWOOD ST RELIEF SEWER			122,500			122,500
742505	RIDGE AV RELIEF SEWER-CLARK				532,000		532,000
742506	GROVE ST RELIEF SEWER-RIDGE				84,000		84,000
	Sewer Reserves	11,212,000	7,308,000	611,500	944,100		20,075,600
	Water Fund - DI & E A/C						
7330	WATER FUND DEP, IMP, EXT		1,500,000	1,500,000	1,500,000	1,500,000	6,000,000
416130	CASHIERING SOFTWARE	175,000					175,000
733032	WATER BILLING SYSTEM	750,000					750,000
733042	ADA RENOVATIONS		200,000				200,000
733043	SERVICE BLDG WINDOW REPLACM	70,000					70,000
733041	PHASE 10 A WTR MAINS (JUD/G				1,350,000	1,350,000	2,700,000
733044	MAIN ST. ( ASBURY - DODGE)	320,000					320,000
733045	REPAIRS TO 1895 SUCTION WAL	50,000					50,000
733047	GROVE ( DEWEY- ASHLAND)			157,500			157,500
733048	FILTER REHAB ( #19-#24)			100,000	2,000,000		2,100,000

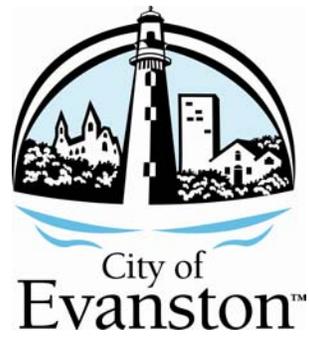
**CAPITAL PLAN**  
**City of Evanston, IL**  
**PROJECTS BY FUNDING SOURCE**  
**2005 Thru 2009**

	<b>Sources</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
733049	CELL IN DETENTION BASIN(ADD		2,000,000	1,806,000			3,806,000
733050	REVIEW OF SCADA SYSTEM		10,000	200,000	200,000		410,000
733052	CRAIN(RIDGE-SHERMAN) PH VII		268,800				268,800
733055	FILTER SHOP EXPANSION	200,000					200,000
733056	CROFT LANE (CRAIN NORTH)		39,100				39,100
733057	DEMPSTER ( JUDSON- FOREST)	100,000					100,000
733058	FOWLER(DEMP.-CHURCH) PHASE	438,000					438,000
733061	RIDGE ( GREENWOOD-CRAIN)			253,000			253,000
733062	GARAGES		75,000				75,000
733066	EMER.INTERCON. ANALYSIS/ CO			1,000,000			1,000,000
733067	SECURITY IMPROVEMENTS - WAT	50,000	50,000	50,000	50,000	50,000	250,000
733069	CRAIN (ASBURY - RIDGE)-WATE		189,000				189,000
733070	ROOF REPL.-FILTR PMP HEADHO	100,000					100,000
733071	ENGINEERING SERV.-WATER MAI	250,000	250,000	250,000	250,000	250,000	1,250,000
733073	WATER QUALITY DIST. SYS.EVA	25,000					25,000
733074	REPAIR ZEBRA MUSSELCONTROL		100,000				100,000
733075	REBULDING OF ALUM TANKS		75,000				75,000
733076	UV TREATMENT OF FINISHED WA				100,000	2,500,000	2,600,000
733502	TUCKPOINTING	70,000					70,000
	Water Fund - DI & E A/C	2,598,000	4,756,900	5,316,500	5,450,000	5,650,000	23,771,400
	<b>Grand Total(s)</b>	<b>32,274,000</b>	<b>21,267,900</b>	<b>14,748,000</b>	<b>17,026,600</b>	<b>13,248,000</b>	<b>98,564,500</b>



**CAPITAL PLAN**  
**2005 - 2006 Capital Budget General Obligation Bonds**

415864	50/50 CURB & SIDEWALK PRG	50,000
415854	ALLEY PAVING - CITY SHARE	450,000
415321	BAKER PARK	15,000
416096	BIKE PLAN IMPLEMENTATION	100,000
415867	BLOCK CURB REPLACEMENT	50,000
415100	CAPITAL IMPROVEMENTS	40,000
416130	CASHIERING SOFTWARE	175,000
415509	CHANDLER CENTER FAC	160,000
416041	CITY NETWORK INFRASTRUCTURE	51,000
415365	CLARK ST BEACH HOUSE FAC	25,000
416052	CONTINGENCY FUND	200,000
415686	ECOLOGY CENTER FAC	25,000
415359	EIDEN PARK	356,000
416116	EMERGENCY GENERATOR	75,000
416053	EMERGENCY PROJECT RESERVES	100,000
416020	FINANCIAL/HR SOFTWARE SYSTEM	200,000
415802	FIRE STATION #5	300,000
415378	GREENLEAF PARK SHELTER	25,000
415367	GREENWOOD ST BEACH HOUSE FAC	25,000
416001	INFORMATION TECHNOLOGY	225,000
416129	LIBR. CHILDRENS AREA EXPANSION	200,000
415377	LIGHT / FOG HOUSES FAC	60,000
415371	LIGHTHOUSE BEACH HOUSE REPAIRS	25,000
415355	LOVELACE PARK	513,000
415350	MASON PARK	120,000
415372	MEGOWAN PARK	70,000
415360	MONROE TOT LOT	117,000
415870	NEIGHBORHOOD TRAFFIC CALM	40,000
415718	POLICE - FIRE HQ INTERIOR	225,000
415720	POLICE - FIRE HQ ROOF	135,000
415880	PUBLIC WORKS CAPITAL EQUIPMENT	175,000
415881	ROAD CONST.RELATED IMPROVEMENT	175,000
415361	SARGENT PARK	138,000
416086	SERVICE CENTER PAINTING	40,000
416089	SERVICE CENTER SECURITY SYSTEM	20,000
416051	SERVICES TO GENERAL FUND	275,000
415857	STREET RESURFACING	500,000
415868	STREETLIGHT UPGRADE PROGM	500,000
416014	TELEPHONE SYSTEM	100,000
415862	TRAFFIC SIGNAL SYST STUDY	50,000
415871	TRAFFIC SIGNAL UPGRADES	250,000
416028	TRAFFIC SIGNAL& ST.LIGHT MAINT	125,000
	Grand Total(s)	6,500,000



**CAPITAL PLAN**  
**City of Evanston, IL**  
**SUMMARY BY DEPARTMENTS**  
**2005 Thru 2009**

<b>Departments</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
Economic Development		40,000				40,000
Environment	19,993,000	12,739,900	6,603,000	10,022,100	6,325,000	55,683,000
Information Technology	2,126,000	825,000	1,175,000	825,000	825,000	5,776,000
Other Improvements	765,000	640,000	640,000	640,000	640,000	3,325,000
Public Buildings	1,365,000	3,630,000	3,432,000	972,500	763,000	10,162,500
Parks & Recreation	1,749,000	693,000	948,000	2,617,000	2,745,000	8,752,000
Transportation	6,276,000	2,700,000	1,950,000	1,950,000	1,950,000	14,826,000
<b>Grand Total(s)</b>	<u><u>32,274,000</u></u>	<u><u>21,267,900</u></u>	<u><u>14,748,000</u></u>	<u><u>17,026,600</u></u>	<u><u>13,248,000</u></u>	<u><u>98,564,500</u></u>

**CAPITAL PLAN**  
**City of Evanston, IL**  
**PROJECTS BY DEPARTMENT**  
**2005 Thru 2009**

	<b>Department</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
	Economic Development						
416131	GROSS POINT LIGHTHOUSE AREA		40,000				40,000
	Economic Development		40,000				40,000
	Environment						
7330	WATER FUND DEP, IMP, EXT		1,500,000	1,500,000	1,500,000	1,500,000	6,000,000
7420	SEWER IMPROVEMENTS	675,000	675,000	675,000	675,000	675,000	3,375,000
7425	LONG RANGE SEWER IMPROVE	367,000	1,316,000				1,683,000
7440	IEPA PH 6B (L171128)	10,050,000	4,676,000				14,726,000
7472	IEPA PHASE 10 C			16,500	3,281,100		3,297,600
7489	IEPA PHASE 10 B	5,606,000					5,606,000
733032	WATER BILLING SYSTEM	750,000					750,000
733041	PHASE 10 A WTR MAINS (JUD/G				1,350,000	1,350,000	2,700,000
733042	ADA RENOVATIONS		200,000				200,000
733043	SERVICE BLDG WINDOW REPLACM	70,000					70,000
733044	MAIN ST. ( ASBURY - DODGE)	320,000					320,000
733045	REPAIRS TO 1895 SUCTION WAL	50,000					50,000
733047	GROVE ( DEWEY- ASHLAND)			157,500			157,500
733048	FILTER REHAB ( #19-#24)			100,000	2,000,000		2,100,000
733049	CELL IN DETENTION BASIN(ADD		2,000,000	1,806,000			3,806,000
733050	REVIEW OF SCADA SYSTEM		10,000	200,000	200,000		410,000
733052	CRAIN(RIDGE-SHERMAN) PH VII		268,800				268,800
733055	FILTER SHOP EXPANSION	200,000					200,000
733056	CROFT LANE (CRAIN NORTH)		39,100				39,100
733057	DEMPSTER ( JUDSON- FOREST)	100,000					100,000
733058	FOWLER(DEMP.-CHURCH) PHASE	438,000					438,000
733061	RIDGE ( GREENWOOD-CRAIN)			253,000			253,000
733062	GARAGES		75,000				75,000
733066	EMER.INTERCON. ANALYSIS/ CO			1,000,000			1,000,000
733067	SECURITY IMPROVEMENTS - WAT	50,000	50,000	50,000	50,000	50,000	250,000
733068	WATER MAIN-CHICAGO AVENUE	753,000					753,000
733069	CRAIN (ASBURY - RIDGE)-WATE		189,000				189,000
733070	ROOF REPL.-FILTR PMP HEADHO	100,000					100,000
733071	ENGINNERING SERV.-WATER MAI	250,000	250,000	250,000	250,000	250,000	1,250,000
733073	WATER QUALITY DIST. SYS.EVA	25,000					25,000
733074	REPAIR ZEBRA MUSSELCONTROL		100,000				100,000
733075	REBULDING OF ALUM TANKS		75,000				75,000
733076	UV TREATMENT OF FINISHED WA				100,000	2,500,000	2,600,000
742501	RIDGE AVE RELIEF SEWER-CLEV		1,316,000				1,316,000
742502	LEE ST RELIEF SEWER-RIDGE-M	189,000					189,000
742503	RIDGE AV RELIEF SEWER-CRAIN			472,500			472,500
742504	GREENWOOD ST RELIEF SEWER			122,500			122,500
742505	RIDGE AV RELIEF SEWER-CLARK				532,000		532,000
742506	GROVE ST RELIEF SEWER-RIDGE				84,000		84,000
	Environment	19,993,000	12,739,900	6,603,000	10,022,100	6,325,000	55,683,000
	Information Technology						
5150	EMERGENCY TELEPHONE SYSTM	1,200,000					1,200,000

**CAPITAL PLAN**  
**City of Evanston, IL**  
**PROJECTS BY DEPARTMENT**  
**2005 Thru 2009**

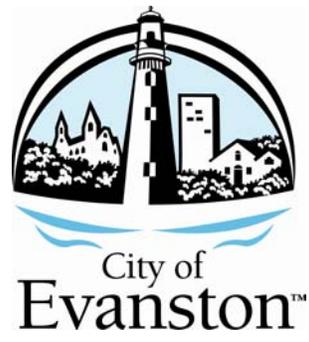
	<b>Department</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
415717	PUBLIC SAFETY RADIO EQUIPME			400,000	400,000	400,000	1,200,000
416001	INFORMATION TECHNOLOGY	225,000	300,000	300,000	300,000	300,000	1,425,000
416014	TELEPHONE SYSTEM	100,000	50,000	50,000			200,000
416020	FINANCIAL/HR SOFTWARE SYSTE	200,000	100,000	100,000	100,000	100,000	600,000
416041	CITY NETWORK INFRASTRUCTURE	51,000	50,000				101,000
416047	GIS BASEMAP UPDATING		25,000	25,000	25,000	25,000	100,000
416128	INSPECT-PERMIT-ZONING SOFTW		300,000	300,000			600,000
416130	CASHIERING SOFTWARE	350,000					350,000
	Information Technology	2,126,000	825,000	1,175,000	825,000	825,000	5,776,000
	Other Improvements						
415100	CAPITAL IMPROVEMENTS	40,000	40,000	40,000	40,000	40,000	200,000
416051	SERVICES TO GENERAL FUND	275,000	300,000	300,000	300,000	300,000	1,475,000
416052	CONTINGENCY FUND	200,000	200,000	200,000	200,000	200,000	1,000,000
416053	EMERGENCY PROJECT RESERVES	100,000	100,000	100,000	100,000	100,000	500,000
416116	EMERGENCY GENERATOR	150,000					150,000
	Other Improvements	765,000	640,000	640,000	640,000	640,000	3,325,000
	Public Buildings						
415172	CIVIC CENTER INTERIM REPAIR		100,000	100,000	100,000	100,000	400,000
415200	SERVICE CENTER CIP PROJECTS		175,000		285,000		460,000
415220	SERVICE CTR FIRE SUPPRESSIO			150,000			150,000
415222	SERVICE CTR VEHICLE WASH			180,000			180,000
415223	SERVICE CTR OVERHEAD DOOR R		300,000				300,000
415224	SERV. CTR PARKING DECK REPA	15,000					15,000
415321	BAKER PARK	15,000					15,000
415365	CLARK ST BEACH HOUSE FAC	25,000					25,000
415367	GREENWOOD ST BEACH HOUSE FA	25,000					25,000
415370	EVANSTON ART CTR ASBESTOS R		90,000	90,000			180,000
415371	LIGHTHOUSE BEACH HOUSE REPA	25,000					25,000
415376	SOUTH BLVD BEACH HOUSE FAC			27,000			27,000
415377	LIGHT / FOG HOUSES FAC	60,000	450,000				510,000
415378	GREENLEAF PARK SHELTER	25,000					25,000
415379	HOBART PARK					197,000	197,000
415380	LAWSON PARK					358,000	358,000
415381	TORGERSON PARK					218,000	218,000
415509	CHANDLER CENTER FAC	160,000					160,000
415653	NOYES CENTER FAC					130,000	130,000
415686	ECOLOGY CENTER FAC	25,000	115,000				140,000
415718	POLICE - FIRE HQ INTERIOR	225,000	350,000	400,000			525,000
415720	POLICE - FIRE HQ ROOF	135,000					135,000
415802	FIRE STATION #5	300,000	2,000,000	2,500,000	500,000		5,300,000
416009	EVANSTON ART CENTER FAC		130,000	165,000			295,000
416010	ASBESTOS REMOVAL		20,000	20,000	20,000	20,000	80,000
416038	2222 OAKTON FACILITY				67,500		67,500
416086	SERVICE CENTER PAINTING	40,000					40,000
416089	SERVICE CENTER SECURITY SYS	20,000					20,000
416129	LIBR. CHILDRENS AREA EXPANS	200,000	600,000	600,000			1,400,000

**CAPITAL PLAN**  
**City of Evanston, IL**  
**PROJECTS BY DEPARTMENT**  
**2005 Thru 2009**

<b>Department</b>		<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
733502	TUCKPOINTING	70,000					70,000
	Public Buildings	1,365,000	3,630,000	3,432,000	972,500	763,000	10,162,500
	Parks & Recreation						
415307	PARK MAINT & FURNITURE REPL		50,000	50,000	50,000	50,000	200,000
415350	MASON PARK	480,000					480,000
415355	LOVELACE PARK	513,000					513,000
415356	BENT PARK TENNIS COURT		180,000				180,000
415358	LARIMER PARK BASKETBALL COU		58,000				58,000
415359	EIDEN PARK	356,000					356,000
415360	MONROE TOT LOT	117,000					117,000
415361	SARGENT PARK	138,000					138,000
415362	SMITH PARK			435,000			435,000
415372	MEGOWAN PARK	70,000	280,000				350,000
415553	CROWN CENTER SYSTEMS REPR		50,000	50,000	50,000	50,000	200,000
415561	CROWN TENNIS COURT RENOVATI			338,000			338,000
415600	LEVY CTR CIP PROJECTS					20,000	20,000
415690	FLEETWOOD-JOURDAIN CTR	75,000					75,000
416019	LADD CAPITAL MAINTENANCE		25,000	25,000	25,000	25,000	100,000
416055	FOSTER PARK				275,000	1,200,000	1,475,000
416069	SHORE PRESERVATION		30,000	30,000	30,000	30,000	120,000
416072	NOYES CTR CAPITAL MAINTENAN		20,000	20,000	20,000	20,000	80,000
416121	TWIGGS PARK				359,000		359,000
416122	PERRY PARK				458,000		458,000
416127	LAKEFRONT STUDY				1,350,000	1,350,000	2,700,000
	Parks & Recreation	1,749,000	693,000	948,000	2,617,000	2,745,000	8,752,000
	Transportation						
7720	CAPITAL OUTLAY	1,836,000					1,836,000
415854	ALLEY PAVING - CITY SHARE	600,000	500,000	500,000	500,000	500,000	2,600,000
415856	ALLEY PAVING - PRIVATE SHAR	500,000	500,000	500,000	500,000	500,000	2,500,000
415857	STREET RESURFACING	1,700,000	500,000	500,000	500,000	500,000	3,700,000
415862	TRAFFIC SIGNAL SYST STUDY	50,000	50,000	50,000	50,000	50,000	250,000
415864	50/50 CURB & SIDEWALK PRG	50,000	100,000	100,000	100,000	100,000	450,000
415867	BLOCK CURB REPLACEMENT	125,000	100,000	100,000	100,000	100,000	525,000
415868	STREETLIGHT UPGRADE PROGM	500,000	500,000				1,000,000
415870	NEIGHBORHOOD TRAFFIC CALM	40,000	75,000	75,000	75,000	75,000	340,000
415871	TRAFFIC SIGNAL UPGRADES	250,000	250,000				500,000
415880	PUBLIC WORKS CAPITAL EQUIPM	175,000					175,000
415881	ROAD CONST.RELATED IMPROVEM	175,000					175,000
416006	DOWNTOWN BRICK REPAIR	50,000	50,000	50,000	50,000	50,000	250,000
416028	TRAFFIC SIGNAL& ST.LIGHT MA	125,000	75,000	75,000	75,000	75,000	425,000
416096	BIKE PLAN IMPLEMENTATION	100,000					100,000
	Transportation	6,276,000	2,700,000	1,950,000	1,950,000	1,950,000	14,826,000
	Grand Total(s)	<u>32,274,000</u>	<u>21,267,900</u>	<u>14,748,000</u>	<u>17,026,600</u>	<u>13,248,000</u>	<u>98,564,500</u>

**EXHIBIT C**

**2005 - 2006 Capital Budget Project Descriptions**



## Capital Improvement Bond Issuance Costs

BU# 415100

Project Description		Estimated Project Costs			
Costs associated with the issuance of the General Obligation Bonds.	Consulting		100,000		
	Construction		0		
	Furniture/Fixtures/Equipment		0		
	Contingency		0		
	Capital Expenditures		0		
	Total		100,000		
Justification		Funding Sources			
Project is needed to provide emergency power to the newly constructed data center, the emergency operations center and critical componets of the service center	Bonds Property Tax Supported		100,000		
	Select Funding Sources		0		
	Select Funding Sources		0		
	Total		100,000		
		Operational Impact			
		Emergency power to these critical operations will reduce the need for personnel to be onsite after hours and reduce possible overtime costs.			
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
100,000	40,000	40,000	40,000	40,000	260,000

## Service Center Parking Deck Repairs

BU# 415224

Project Description		Estimated Project Costs			
Ongoing repairs to parking deck	Consulting		15,000		
	Construction		0		
	Furniture/Fixtures/Equipment		0		
	Contingency		0		
	Capital Expenditures		0		
	Total		15,000		
Justification		Funding Sources			
Continuing maintenance of structure to extend life of building - we have engaged a parking structure engineer to guide us as we plan the best long-term maintenance for this structure.	Parking Fund Annual Budget		15,000		
	Select Funding Sources		0		
	Select Funding Sources		0		
	Total		15,000		
		Operational Impact			
		Extend life of structure by good routine maintenance program - delays replacement of the building, which would be prohibitively expensive.			
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
15,000	0	0	0	0	15,000

**Baker Park Shelter**

**BU# 415321**

<b>Project Description</b>		<b>Estimated Project Costs</b>			
Paint the interior and exterior woodwork. Repair the existing roof.		Consulting	0		
		Construction	15,000		
		Furniture/Fixtures/Equipment	0		
		Contingency	0		
		Capital Expenditures	0		
		<b>Total</b>	<b>15,000</b>		
<b>Justification</b>		<b>Funding Sources</b>			
The existing building exterior is in poor condition. Maintaining the exterior paint coatings will preserve the existing wood components of the building. Maintaining the integrity of the roof will prevent future water infiltration, and extend the useful life of the building.		Bonds Property Tax Supported	15,000		
		Select Funding Sources	0		
		Select Funding Sources	0		
		<b>Total</b>	<b>15,000</b>		
		<b>Operational Impact</b>			
		Extend the useful life expectancy of the existing building components. Reduced future replacement costs. Over the past three years, Facilities Management has spent over \$3,000 at this facility to maintain it. We have spent over \$1,500 in this year. Well over half of these expenditures could be eliminated with the implementation of the above described repairs.			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
15,000	0	0	0	0	15,000

**Mason Park**

**BU# 415350**

<b>Project Description</b>		<b>Estimated Project Costs</b>			
Reconstruction of the existing baseball backstop, dugouts and infield area. This project is part of a larger planned renovation to Mason Park funded to date as follows: \$150,000 2003-04 CDBG, \$317,200 2004-05 CIP, \$150,000 2004-05 CDBG and \$400,000 2005-06 IDNR grant (pending). Phase I design is scheduled for fall 2004. Phase I construction is scheduled for spring 2005. Phase II design is scheduled for summer 2005. Phase II construction is scheduled for spring 2006. Phase II scheduling is pending successful grant procurement.		Consulting	118,000		
		Construction	1,282,000		
		Furniture/Fixtures/Equipment	0		
		Contingency	116,800		
		Capital Expenditures	0		
		<b>Total</b>	<b>1,516,800</b>		
<b>Justification</b>		<b>Funding Sources</b>			
Deteriorated backstop, existing dugouts do not meet current programming needs, existing spectator seating does not meet current programming needs, existing ballfield location requires adjustment/relocation to fit within context of proposed park master plan.		Bonds Property Tax Supported	120,000		
		CDBG Funds	360,000		
		Select Funding Sources	0		
		<b>Total</b>	<b>480,000</b>		
		<b>Operational Impact</b>			
		This project will not increase or decrease the annual maintenance costs associated with baseball field preparation. The existing and proposed fields both require similar infield dragging 2 to 3 times per week for league games.			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
480,000	0	0	0	0	480,000

## Lovelace Park

BU# 415355

Project Description		Estimated Project Costs			
Bike path, lighting/electrical system, parking lot, fencing renovations/reconstruction and gazebo installation. This project was partially funded with GO bonds at \$400,000 in FY 2004-05. Design is scheduled for fall 2004. Construction is scheduled for summer/fall 2005.	Consulting				89,000
	Construction				749,000
	Furniture/Fixtures/Equipment				0
	Contingency				75,000
	Capital Expenditures				0
	<b>Total</b>				
Justification		Funding Sources			
Failing electrical/lighting system, pavements and fencing. Program need for picnic gazebo.	Bonds Property Tax Supported				513,000
	Select Funding Sources				0
	Select Funding Sources				0
	<b>Total</b>				
		Operational Impact			
		Additional maintenance requirements for the proposed gazebo are currently unknown as the design/material of the gazebo will be determined through a future public input process. Additional trash pick-ups are possible with the proposed gazebo but should be absorbed within current routine trash pick-up operations.			
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
513,000	0	0	0	0	513,000

## Eiden Park

BU# 415359

Project Description		Estimated Project Costs			
Reconstruct playground and general park grounds. Improvements will be based on input from public involvement process scheduled to occur in fall 2005. Design work is scheduled for fall/winter 2005. Construction is scheduled for spring 2006.	Consulting				50,000
	Construction				276,000
	Furniture/Fixtures/Equipment				0
	Contingency				30,000
	Capital Expenditures				0
	<b>Total</b>				
Justification		Funding Sources			
Failing play equipment, surfacing, edging and site furnishings. Non-compliant (ADA, ASTM, CPSC) playground and pavements.	Bonds Property Tax Supported				356,000
	Select Funding Sources				0
	Select Funding Sources				0
	<b>Total</b>				
		Operational Impact			
		This project will likely increase bi-annual maintenance costs to replenish ADA accessible wood chip playground surfacing. Currently, non ADA compliant wood chips are procured at no cost from the city's Forestry operations. The new playground will require the city to purchase engineered, wood fiber mulch which is compliant with ADA requirements. It is not possible to quantify this increased cost at this time as the amount of material required will depend on the design of the new playground area.			
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
356,000	0	0	0	0	356,000

## Monroe Tot Lot

BU# 415360

Project Description		Estimated Project Costs			
Reconstruct playground and general park grounds. Improvements will be based on input from public involvement process scheduled to occur in fall 2005. Design is scheduled for fall/winter 2005. Construction is scheduled for spring 2006.		Consulting	0		
		Construction	105,000		
		Furniture/Fixtures/Equipment	0		
		Contingency	12,000		
		Capital Expenditures	0		
		<b>Total</b>	<b>117,000</b>		
Justification		Funding Sources			
Failing play equipment, surfacing, edging and site furnishings. Non-compliant (ADA, ASTM, CPSC) playground and pavements.		GO/Special Assessment Bond	117,000		
		Select Funding Sources	0		
		Select Funding Sources	0		
		<b>Total</b>	<b>117,000</b>		
		Operational Impact			
		This project will likely increase bi-annual maintenance costs to replenish ADA accessible wood chip playground surfacing. Currently, non ADA compliant wood chips are procured at no cost from the city's Forestry operations. The new playground will require the city to purchase engineered, wood fiber mulch which is compliant with ADA requirements.			
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
117,000	0	0	0	0	117,000

## Sargent Park

BU# 415361

Project Description		Estimated Project Costs			
Reconstruct playground and general park grounds. Improvements will be based on input from public involvement process scheduled to occur in fall 2005. Design is scheduled for fall/winter 2005. Construction is scheduled for spring 2006.		Consulting	0		
		Construction	124,000		
		Furniture/Fixtures/Equipment	0		
		Contingency	14,000		
		Capital Expenditures	0		
		<b>Total</b>	<b>138,000</b>		
Justification		Funding Sources			
Failing play equipment, surfacing, edging and site furnishings. Non-compliant (ADA, ASTM, CPSC) playground and pavements.		Bonds Property Tax Supported	138,000		
		Select Funding Sources	0		
		Select Funding Sources	0		
		<b>Total</b>	<b>138,000</b>		
		Operational Impact			
		This project will likely increase bi-annual maintenance costs to replenish ADA accessible wood chip playground surfacing. Currently, non ADA compliant wood chips are procured at no cost from the city's Forestry operations. The new playground will require the city to purchase engineered, wood fiber mulch which is compliant with ADA requirements.			
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
138,000	0	0	0	0	138,000

## Clark Street Beach House

BU# 415365

Project Description		Estimated Project Costs				
Paint the interior and exterior woodwork. Repair the existing roof. Remove and replace the existing doors. Implement ADA modifications to meet current code requirements within the building. Install new toilet partitions.	Consulting					
	Construction				25,000	
	Furniture/Fixtures/Equipment				0	
	Contingency				0	
	Capital Expenditures				0	
	<b>Total</b>					<b>25,000</b>
Justification		Funding Sources				
The lakefront buildings get extensive use during the year and require constant maintenance and repair. The exterior doors and interior partitions require replacement. The existing building exterior is in poor condition. Maintaining the exterior paint coatings will preserve the existing wood components of the building. Maintaining the integrity of the roof will prevent future water infiltration, and extend the useful life of the building. The alteration of the buildings interior to become ADA compliant with the will allow more users access to the facility. The replacement of the existing doors and maintenance of the existing windows will reduce the maintenance requirements, while improving the appearance and security of the building.	Bonds Property Tax Supported				25,000	
	Select Funding Sources				0	
	Select Funding Sources				0	
	<b>Total</b>					<b>25,000</b>
	Operational Impact		Over the past two years, Facilities Management has spent over \$1,200 to maintain this facility. We anticipate that if the above described repairs are implemented, over half of that money could be saved.			
	<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>	
25,000	0	0	0	0	25,000	

## Greenwood Street Beach House

BU# 415367

Project Description		Estimated Project Costs				
Paint the interior and exterior woodwork. Repair the existing roof. Remove and replace the existing doors. Implement ADA modifications to meet current code requirements within the building. Install new toilet partitions..	Consulting				0	
	Construction				25,000	
	Furniture/Fixtures/Equipment				0	
	Contingency				0	
	Capital Expenditures				0	
	<b>Total</b>					<b>25,000</b>
Justification		Funding Sources				
The lakefront buildings get extensive use during the year and require constant maintenance and repair. The exterior doors and interior partitions require replacement. The existing building exterior is in poor condition. Maintaining the exterior paint coatings will preserve the existing wood components of the building. Maintaining the integrity of the roof will prevent future water infiltration, and extend the useful life of the building. The alteration of the buildings interior to become ADA compliant with the will allow more users access to the facility. The replacement of the existing doors and maintenance of the existing windows will reduce the current maintenance requirements, while improving the appearance and security of the building.	Bonds Property Tax Supported				25,000	
	Select Funding Sources				0	
	Select Funding Sources				0	
	<b>Total</b>					<b>25,000</b>
	Operational Impact		Facilities Management has spent over \$2,500 in labor and materials to maintain this building last year, and we expect to spend over \$1,200 this year.			
	<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>	
25,000	0	0	0	0	25,000	

## Lighthouse Beach House

BU# 415371

<b>Project Description</b>		<b>Estimated Project Costs</b>			
Rehab the existing beach house. Work is to include the removal and replacement of the exterior and interior doors and interior toilet partitions. Paint the interior and exterior railings.		Consulting			0
		Construction			25,000
		Furniture/Fixtures/Equipment			0
		Contingency			0
		Capital Expenditures			0
		Total			25,000
<b>Justification</b>		<b>Funding Sources</b>			
The lakefront buildings get extensive use during the year and require constant maintenance and repair. The exterior doors and interior partitions require replacement. The replacement of the existing doors will reduce the current maintenance requirements, while improving the appearance and security of the building.		Bonds Property Tax Supported			25,000
		Select Funding Sources			0
		Select Funding Sources			0
		Total			25,000
		<b>Operational Impact</b>			
		Over the past two years Facilities Management has spend over \$2,000 in labor and materials to maintain this building. Facilities Management believes that this amount could be reduced by half if the above described improvements were implemented.			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
25,000	0	0	0	0	25,000

## Megowan Park

BU# 415372

<b>Project Description</b>		<b>Estimated Project Costs</b>			
Reconstruct playground, lighting and general park grounds. Improvements will be based on input from public involvement process scheduled to occur in fall 2005. Design is scheduled for fall/winter 2005. Construction is scheduled for spring 2006 pending receipt of construction funding in FY 2006-07.		Consulting			47,000
		Construction			273,000
		Furniture/Fixtures/Equipment			0
		Contingency			30,000
		Capital Expenditures			0
		Total			350,000
<b>Justification</b>		<b>Funding Sources</b>			
Failing play equipment, surfacing, edging, lighting and site furnishings. Non-compliant (ADA, ASTM, CPSC) playground and pavements.		Bonds Property Tax Supported			70,000
		Select Funding Sources			0
		Select Funding Sources			0
		Total			70,000
		<b>Operational Impact</b>			
		This project will likely increase bi-annual maintenance costs to replenish ADA accessible wood chip playground surfacing. Currently, non ADA compliant wood chips are procured at no cost from the city's Forestry operations. The new playground will require the city to purchase engineered, wood fiber mulch which is compliant with ADA requirements. It is not possible to quantify this increased cost at this time as the amount of material required will depend on the physical design and layout of the new playground area.			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
70,000	280,000	0	0	0	350,000

## Light / Fog House Facility

BU# 415377

<b>Project Description</b>		<b>Estimated Project Costs</b>			
Work with preservation architect to restore the roof, walls and wood frame to its original exterior conditions. Install an interior HVAC system and security system. work with the parks dept to re-work some of the exterior retaining walls and walkways in order to make them ADA compliant. \$30,00 was received in 04-05 budget to retain an architect for this work.		Consulting	80,000		
		Construction	460,000		
		Furniture/Fixtures/Equipment	0		
		Contingency	0		
		Capital Expenditures	0		
		<b>Total</b>	<b>540,000</b>		
<b>Justification</b>		<b>Funding Sources</b>			
The Lighthouse Foghorn houses are part of the designated National landmark. They are priceless and must be conserved. In order to properly use them, they should be ADA compliant so that more programs can be held in these spaces. At the present time they are threatened by water infiltration, vandalism, and neglect. If the proposed repairs are made, the buildings will be preserved for future generations.		Bonds Property Tax Supported	60,000		
		Select Funding Sources	0		
		Select Funding Sources	0		
		<b>Total</b>	<b>60,000</b>		
		<b>Operational Impact</b>			
		Reduced future maintenance. Facilities Management has spent approx \$3,000 over the past two years at these buildings, and we anticipate spending over \$1,200 this year. Increased program usage, reduced future vandalism			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
60,000	450,000	0	0	0	510,000

## Greenleaf Park Shelter

BU# 415378

<b>Project Description</b>		<b>Estimated Project Costs</b>			
Rehab existing park shelter. Work to include the removal and replacement of the existing roof, exterior doors and windows. Implement ADA modifications to meet current code requirements. Install new toilet partitions.		Consulting	0		
		Construction	60,000		
		Furniture/Fixtures/Equipment	0		
		Contingency	0		
		Capital Expenditures	0		
		<b>Total</b>	<b>60,000</b>		
<b>Justification</b>		<b>Funding Sources</b>			
The lakefront buildings get extensive use during the year and require constant maintenance and repairs. This project has been delayed and now the required repairs have become extensive. The doors and windows require replacement. Several alterations are required of the interior to bring the building into compliance with the current ADA, which will allow more users of the facility. The replacement of the existing doors and windows will reduce current maintenance levels, improve the appearance of the building, and improve its security during periods when it is closed and locked.		Bonds Property Tax Supported	60,000		
		Select Funding Sources	0		
		Select Funding Sources	0		
		<b>Total</b>	<b>60,000</b>		
		<b>Operational Impact</b>			
		Facilities Management does not track work at this specific shelter, however at a similar park shelter, Greenwood, over \$2,500 in labor and materials was spent at last year. Since these shelters are similar, we expect that similar expenditures were used for the maintenance of Greenleaf.			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
60,000	0	0	0	0	60,000

## Chandler Newberger Center

BU# 415509

Project Description		Estimated Project Costs			
Remove and replace the existing roof. Repair the existing skylight. \$40,000 was received for consulting work in the 2003-04 CIP.	Consulting				40,000
	Construction				160,000
	Furniture/Fixtures/Equipment				0
	Contingency				0
	Capital Expenditures				0
	<b>Total</b>				
Justification		Funding Sources			
Water leakage is actively entering the building in at least three locations. The existing roof is at the end of its useful life expectancy. It should be removed and replaced. As part and parcel of the work, the existing skylight should be repaired. Repeated efforts to repair the roof have met with varying degrees of success. The leaks have re-occurred or have begun in new areas.	Bonds Property Tax Supported				160,000
	Select Funding Sources				0
	Select Funding Sources				0
	<b>Total</b>				
		Operational Impact			
		Facilities Management has begun tracking expenses related to roofs this summer. We do not have costs broken out for their repair at this time. The ceilings below the leaks have not been repaired at this time due to the ongoing nature of the leakage. If they were repaired each time that the leak occurred, costs could be assumed to be well over \$3,000 per year.			
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
160,000	0	0	0	0	160,000

## Ecology Center facility

BU# 415686

Project Description		Estimated Project Costs			
Remove and replace the existing greenhouse structure at the south west corner of the building. This would include the glazing, rafters, masonry kneewalls and foundation. \$60,000 was contributed to this project in the 03-04 CIP.	Consulting				30,000
	Construction				170,000
	Furniture/Fixtures/Equipment				0
	Contingency				0
	Capital Expenditures				0
	<b>Total</b>				
Justification		Funding Sources			
The existing greenhouse structure is severely deteriorated in several aspects. It is leaking water in a number of locations. The doors do not close properly allowing large amounts of air and water infiltration. The kneewalls contain open joinery allowing pests and vermin free access to the interior of the building.	Bonds Property Tax Supported				25,000
	Bonds Property Tax Supported				0
	Select Funding Sources				0
	<b>Total</b>				
		Operational Impact			
		Reduced energy costs due to better insulating greenhouse exterior envelope. Reduced cleaning costs due to reduced infiltration from pests and rodents.			
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
25,000	115,000	0	0	0	140,000

## Fleetwood-Jourdain Community Center

BU# 415690

Project Description		Estimated Project Costs			
Remove and replace existing window system at the facility's east gymnasium wall with a new structural window system capable of withstanding the structural forces imposed by facility patrons leaning against the windows during gymnasium events.	Consulting		15,000		
	Construction		50,000		
	Furniture/Fixtures/Equipment		0		
	Contingency		10,000		
	Capital Expenditures		0		
	<b>Total</b>		<b>75,000</b>		
Justification		Funding Sources			
The existing window system is failing due to the structural forces of spectators seated at the bleachers and in the hallway who lean against the windows during events. This force causes the windows to shatter and the steel framing to bend and deteriorate, creating a hazardous condition for facility patrons. A new structural window system is required to eliminate this hazard.	CDBG Funds		75,000		
	Select Funding Sources		0		
	Select Funding Sources		0		
	<b>Total</b>		<b>75,000</b>		
		Operational Impact			
		Estimated annual decrease of \$500.00 in maintenance costs to repair/replace broken windows.			
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
75,000	0	0	0	0	75,000

## Police-Fire Headquarters

BU# 415718

Project Description		Estimated Project Costs			
Rehabilitate the 2 <sup>nd</sup> floor of the Police Station to comply with code exiting requirements, and update general office layout. Remove and replace the roof above the 2 <sup>nd</sup> floor police station. Install ADA compliant signage, Renovate the basement locker rooms to upgrade finishes, lighting, and ventilation. Install a new Fire Alarm System Move evidence technician to the basement storage room. Install new exterior building signage to identify both Police and Fire Dept. Headquarters	Consulting		100,000		
	Construction		775,000		
	Furniture/Fixtures/Equipment		40,000		
	Contingency		60,000		
	Capital Expenditures		0		
	<b>Total</b>		<b>975,000</b>		
Justification		Funding Sources			
The existing second floor layout does not meet code exiting requirements. The second floor office layout does not meet current staffing requirements. Existing roof is at the anticipated life expectancy. It currently leaks and needs to be replaced. The basement locker room is in poor condition, lacking proper ventilation. The existing equipment is old and deteriorated. Some of the equipment does not function at this time. There is no audible fire alarm system in the Police Station at this time.	Bonds Property Tax Supported		225,000		
	Select Funding Sources		0		
	Select Funding Sources		0		
	<b>Total</b>		<b>225,000</b>		
		Operational Impact			
		Improved safety and evacuation in the event of an emergency. Improved officer efficiency and productivity. Improved officer morale. Improved exterior and interior identification. Slight reduction in energy expenditure due to improved roof insulation. better processing by emergency technicians. No other readily identifiable monetary change in the operation.			
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
225,000	350,000	400,000	0	0	975,000

## Police-Fire Headquarters Roof

BU# 415720

Project Description		Estimated Project Costs			
Remove and replace the roof above the 2 <sup>nd</sup> floor police station.		Consulting	25,000		
		Construction	100,000		
		Furniture/Fixtures/Equipment	0		
		Contingency	10,000		
		Capital Expenditures	0		
		Total	135,000		
Justification		Funding Sources			
Existing roof has exceeded it's anticipated life expectancy. It currently leaks and needs to be replaced.		Bonds Property Tax Supported	135,000		
		Select Funding Sources	0		
		Select Funding Sources	0		
		Total	135,000		
		Operational Impact			
		Will not have a significant impact.			
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
135,000	0	0	0	0	135,000

## Fire Station #5

BU# 415802

Project Description		Estimated Project Costs			
Remove and replace Fire Station #5. \$230,000 was allocated in 2004-05 CIP for this project. This will be the fifth and final fire station to be renovated.		Consulting	530,000		
		Construction	4,500,000		
		Furniture/Fixtures/Equipment	200,000		
		Contingency	300,000		
		Capital Expenditures	0		
		Total	5,530,000		
Justification		Funding Sources			
The existing facility is inadequate to properly house the existing Fire Righting Equipment. Newer, larger equipment requires increased space.		Bonds Property Tax Supported	300,000		
		Select Funding Sources	0		
		Select Funding Sources	0		
		Total	300,000		
		Operational Impact			
		This station will be larger and more complex. There will be increased costs due to energy consumption, maintenance, and service agreements.			
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
300,000	2,000,000	2,500,000	500,000	0	5,300,000

## Special Assessment Alley Paving - City Share

BU# 415854

<b>Project Description</b>		<b>Estimated Project Costs</b>			
The Special Assessment alley paving program provides for paving of the existing gravel alleys. Alley construction includes the necessary sewer improvements, installation of drainage structures and paving the alley with Portland Cement Concrete, 8" thick.		Consulting			0
		Construction			600,000
		Furniture/Fixtures/Equipment			0
		Contingency			0
		Capital Expenditures			0
		Total			600,000
<b>Justification</b>		<b>Funding Sources</b>			
The alley paving program is quite popular and many residents prefer paved alleys instead of gravel alleys. The funding is for City's share of the Special Assessment alley construction cost, which is funded 50% by the City and 50% by the property owners.		Bonds Property Tax Supported			450,000
		CDBG Funds			150,000
		Select Funding Sources			0
		Total			600,000
		<b>Operational Impact</b>			
		Paved alleys are virtually maintenance-free for 50 years. This reduces maintenance costs for the Streets Section, eliminating the need to grade these alleys. Alley grading is the most expensive single maintenance operation in the Streets area.			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
600,000	500,000	500,000	500,000	500,000	2,600,000

## Special Assessment Alley Paving - Private Share

BU# 415856

<b>Project Description</b>		<b>Estimated Project Costs</b>			
The Special Assessment alley paving program provides for paving of the existing gravel alleys. Alley construction includes the necessary sewer improvements, installation of drainage structures and paving the alley with Portland Cement Concrete, 8" thick.		Consulting			0
		Construction			500,000
		Furniture/Fixtures/Equipment			0
		Contingency			0
		Capital Expenditures			0
		Total			500,000
<b>Justification</b>		<b>Funding Sources</b>			
The alley paving program is quite popular and many residents prefer paved alleys instead of gravel alleys. The funding is for City's share of the Special Assessment alley construction cost, which is funded 50% by the City and 50% by the property owners.		GO/Special Assessment Bond			500,000
		Select Funding Sources			0
		Select Funding Sources			0
		Total			500,000
		<b>Operational Impact</b>			
		Paved alleys are virtually maintenance-free for 50 years. This reduces maintenance costs for the Streets Section, eliminating the need to grade these alleys. Alley grading is the most expensive single maintenance operation in the Streets area.			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
500,000	500,000	500,000	500,000	500,000	2,500,000

## Street Resurfacing Program

BU# 415857

<b>Project Description</b>		<b>Estimated Project Costs</b>			
This is the annual program to resurface the streets in poor condition throughout the City.		Consulting			0
		Construction			1,700,000
		Furniture/Fixtures/Equipment			0
		Contingency			0
		Capital Expenditures			0
		<b>Total</b>			<b>1,700,000</b>
<b>Justification</b>		<b>Funding Sources</b>			
There are streets in poor condition throughout the City. City Council has approved a five year resurfacing plan to address this need. It is coordinated with other infrastructure improvements to minimize utility work on newly paved streets. We use \$1,200,000 of Motor Fuel Tax Funds and \$500,000 CIP Funds to fund this program.		Bonds Property Tax Supported			500,000
		Motor Fuel Tax			1,200,000
		Select Funding Sources			0
		<b>Total</b>			<b>1,700,000</b>
		<b>Operational Impact</b>			
		This street maintenance effort improves safety and ride quality for users. It also reduces maintenance costs. Finally, it extends pavement life and greatly delays road reconstruction which is a much more expensive undertaking than regular resurfacing.			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	8,500,000

## Traffic Signal System Study

BU# 415862

<b>Project Description</b>		<b>Estimated Project Costs</b>			
To conduct intersection capacity analyses, accident reviews, and pedestrian safety analyses at a various intersections. After the review, recommendations will be made to staff and City Council in order to determine what measures, if any, should be taken.		Consulting			50,000
		Construction			0
		Furniture/Fixtures/Equipment			0
		Contingency			0
		Capital Expenditures			0
		<b>Total</b>			<b>50,000</b>
<b>Justification</b>		<b>Funding Sources</b>			
A number of intersections are operating at low level of service, have pedestrian and vehicular conflicts, and have either accident problems or significant accident potential. The study will identify corrective measures that can be taken to mitigate the problems.		Bonds Property Tax Supported			50,000
		Select Funding Sources			0
		Select Funding Sources			0
		<b>Total</b>			<b>50,000</b>
		<b>Operational Impact</b>			
		Improved pedestrian and traffic safety and better flow of traffic. Also, it may ultimately reduce our liability as fewer accidents are anticipated. Maintenance costs should go down after the recommended measures are implemented.			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
50,000	50,000	50,000	50,000	50,000	250,000

## 50/50 Curb & Sidewalk Program

BU# 415864

<b>Project Description</b>		<b>Estimated Project Costs</b>			
This is a cost sharing program for the Evanston residents to replace the deteriorated Sidewalks and Curbs. It pays 50% of the construction cost and the residents pay the remainder.		Consulting			0
		Construction			50,000
		Furniture/Fixtures/Equipment			0
		Contingency			0
		Capital Expenditures			0
		<b>Total</b>			<b>50,000</b>
<b>Justification</b>		<b>Funding Sources</b>			
The existing curb & sidewalk are in poor condition at several locations throughout the City and is safety hazard. This program encourages the residents to participate in the program by sharing the cost.		Bonds Property Tax Supported			50,000
		Select Funding Sources			0
		Select Funding Sources			0
		<b>Total</b>			<b>50,000</b>
		<b>Operational Impact</b>			
		This program reduces maintenance costs and eliminates flooding problems due to uneven curb grades. It also reduces the City's liability by providing safer walking areas for pedestrians.			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
50,000	100,000	100,000	100,000	100,000	450,000

## Block Curb & Sidewalk Program

BU# 415867

<b>Project Description</b>		<b>Estimated Project Costs</b>			
This program provides for the replacement of deteriorated curbs and sidewalks for large areas, generally generally full blocks.		Consulting			0
		Construction			125,000
		Furniture/Fixtures/Equipment			0
		Contingency			0
		Capital Expenditures			0
		<b>Total</b>			<b>125,000</b>
<b>Justification</b>		<b>Funding Sources</b>			
As sidewalk and curb ages, it deteriorates and causes street ponding and uneven walking surfaces for pedestrians. This program is needed to eliminate these problems and to upgrade the City's infrastructure.		Bonds Property Tax Supported			50,000
		CDBG Funds			75,000
		Select Funding Sources			0
		<b>Total</b>			<b>125,000</b>
		<b>Operational Impact</b>			
		This program reduces maintenance costs and eliminates flooding problems due to uneven curb grades. It also reduces the City's liability by providing safer walking areas for pedestrians.			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
125,000	100,000	100,000	100,000	100,000	525,000

## Streetlight Upgrade Program

BU# 415868

<b>Project Description</b>		<b>Estimated Project Costs</b>			
Replacement of mercury vapor streetlights with induction lighting units in accordance with City Council approved plan.		Consulting			0
		Construction			500,000
		Furniture/Fixtures/Equipment			0
		Contingency			0
		Capital Expenditures			0
		Total			500,000
<b>Justification</b>		<b>Funding Sources</b>			
This program is needed to replace existing lighting system with a more environmentally-friendly induction lighting system. The new lights will be brighter than the existing mercury vapor lights, resulting in better visibility and safer streets and sidewalks for motorists and pedestrians.		Bonds Property Tax Supported			500,000
		Select Funding Sources			0
		Select Funding Sources			0
		Total			500,000
		<b>Operational Impact</b>			
		Upon completion, the costs to maintain the system will be reduced due to the much longer bulb life and the lower power consumption.			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
500,000	500,000				1,000,000

## Neighborhood Traffic Calming

BU# 415870

<b>Project Description</b>		<b>Estimated Project Costs</b>			
Construction of speed humps, traffic circles, sidewalk bulb outs, cul-de-sacs, etc., which are approved by City Council as part of the Neighborhood Traffic Management Program.		Consulting			0
		Construction			40,000
		Furniture/Fixtures/Equipment			0
		Contingency			0
		Capital Expenditures			0
		Total			40,000
<b>Justification</b>		<b>Funding Sources</b>			
This annual program for neighborhood traffic calming is supported by residents, aldermen, and City staff due to its positive impact on traffic and pedestrian safety.		Bonds Property Tax Supported			40,000
		Select Funding Sources			0
		Select Funding Sources			0
		Total			40,000
		<b>Operational Impact</b>			
		This project has a definite positive impact on traffic safety due to the speed reduction on neighborhood streets which it causes. There are some maintenance costs associated with the program, primarily in the signing and pavement marking area. These costs are covered in the existing maintenance budget in Traffic Engineering.			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
40,000	75,000	75,000	75,000	75,000	340,000

## Traffic Signal Upgrades

BU# 415871

Project Description		Estimated Project Costs			
Traffic signal upgrades for two intersections.		Consulting			0
		Construction			250,000
		Furniture/Fixtures/Equipment			0
		Contingency			0
		Capital Expenditures			0
		<b>Total</b>			<b>250,000</b>
Justification		Funding Sources			
Traffic signals that have aged and need to be upgraded to latest standards. The selection of the two intersections will be made from the Division's Five Year Plan for signal improvements and will be approved by City Council.		Bonds Property Tax Supported			250,000
		Select Funding Sources			0
		Select Funding Sources			0
		<b>Total</b>			<b>250,000</b>
		Operational Impact			
		Improved pedestrian and traffic safety, as well as lower maintenance costs and power consumption costs. Intersections selected are typically at (or past) the end of their useful life.			
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
250,000	250,000	0	0	0	500,000

## Public Works Capital Equipment

BU# 415880

Project Description		Estimated Project Costs			
City Council has authorized the Public Works Department through the Streets and Sanitation Division to enter into a rent/purchase agreement with SES, Inc. for a Trecon 40PD Snow Melter. Total price: \$220,000 with \$45,000 paid for out of current year's budget. Net cost to CIP is \$175,000.		Consulting			0
		Construction			0
		Furniture/Fixtures/Equipment			0
		Contingency			0
		Capital Expenditures			175,000
		<b>Total</b>			<b>175,000</b>
Justification		Funding Sources			
The City of Evanston has little, if any, space to dump snow removed from its business districts. The purchase of a snow melter would eliminate the need to designate an area for storage and greatly reduce the time, labor and equipment to accomplish heavy snowfall removal.		Bonds Property Tax Supported			175,000
		Select Funding Sources			0
		Select Funding Sources			0
		<b>Total</b>			<b>175,000</b>
		Operational Impact			
		There will be minor costs for training and operation, which will be offset by the savings generated by this unit. The cost of snow removal and disposal is about \$20,000 per night in the downtown, so it only needs to be used 11 or 12 times over its life (est. 10 years) to pay for the investment.			
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
175,000	0	0	0	0	175,000

## Road Construction Related Improvements

BU# 415881

Project Description		Estimated Project Costs			
This project consists of burying an existing Com Ed aerial power line on the east side of McCormick along the Ladd Arboretum.	Consulting		0		
	Construction		175,000		
	Furniture/Fixtures/Equipment		0		
	Contingency		0		
	Capital Expenditures		0		
	<b>Total</b>		<b>175,000</b>		
Justification		Funding Sources			
The project would benefit the arboretum by removing power poles which interfere with a long (about 1/2 mile) row of trees. We would prefer to do this as part of the McCoorminck Improvement project, but it is not eligible for federal funding so local funding is needed.	Bonds Property Tax Supported		175,000		
	Select Funding Sources		0		
	Select Funding Sources		0		
	<b>Total</b>		<b>175,000</b>		
		Operational Impact			
		No operational impact to the City, but the tree pruning costs would be eliminated.			
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
175,000					175,000

## Information Techonology - Replacement Schedule

BU# 416001

Project Description		Estimated Project Costs			
This is funding for the "Planned Technology Replacement Schedule" which consists of Personal Computers, Printers, Servers, Network devices, and Office Productivity Tools. The useful life of this Computer equipment and software varies and is driven by many factors such as how long the technology is supported by the vendor, the impact of new releases, availability of parts, or simple wear from usage.	Consulting		0		
	Construction		0		
	Furniture/Fixtures/Equipment		0		
	Contingency		0		
	Capital Expenditures		250,000		
	<b>Total</b>		<b>250,000</b>		
Justification		Funding Sources			
Information technology has become an integral part of the City's operations. Without the technology there is little the City could do to provide the everyday back office services. The frequently used maxim, "If it isn't broken, don't fix it", is a formula we try to follow, and thus attempt to use computer equipment until it becomes too costly to repair. But this formula does not take into consideration any advantages that newer hardware and software brings, the ability to support the product, or any new services the City wants to provide. So more than not we must continue to upgrade the hardware and software before it dies of old age.	Bonds Property Tax Supported		250,000		
	Select Funding Sources		0		
	Select Funding Sources		0		
	<b>Total</b>		<b>250,000</b>		
		Operational Impact			
		No impact in the first year			
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
250,000	300,000	300,000	300,000	300,000	1,450,000

## Downtown Brick Repair Program

BU# 416006

Project Description		Estimated Project Costs			
This program provides for the replacement of deteriorated brick sidewalks in the downtown area.	Consulting		0		
	Construction		50,000		
	Furniture/Fixtures/Equipment		0		
	Contingency		0		
	Capital Expenditures		0		
	<b>Total</b>		<b>50,000</b>		
Justification		Funding Sources			
There are locations where the existing brick paver walk is uneven and needs to be reset, providing a smooth walking surface.	TIF Fund		50,000		
	Select Funding Sources		0		
	Select Funding Sources		0		
	<b>Total</b>		<b>50,000</b>		
		Operational Impact			
		This program results in better walking surfaces for pedestrians, resulting in fewer trip and fall injuries. This also reduces the City's exposure to claims and saves City funds.			
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
50,000	50,000	50,000	50,000	50,000	250,000

## Telephone System Replacement

BU# 416014

Project Description		Estimated Project Costs			
The long term goals of the Planned Telephony Replacement improvement program are: (1) Replace all of the traditional PBX based systems in our enterprise with Voice over IP (VoIP) systems. (2) Migrate users on various telephony and voice mail Systems onto one standard system. (3) Provide unified messaging which is the integration of voice, fax, and e-mail messages. 05-06: Move the Library to the IP phones and the central voice mail system. 06-07: Move Recreation sites and Fire Stations to the IP phones and the central voice mail system. 07-08: Replace the Civic center PBX	Consulting		0		
	Construction		0		
	Furniture/Fixtures/Equipment		0		
	Contingency		0		
	Capital Expenditures		100,000		
	<b>Total</b>		<b>100,000</b>		
Justification		Funding Sources			
The strategy is less cost, better more integrated operations, and more capability. In the long term eliminating the entire telephone infrastructure will dramatically and permanently drive down the cost of communication since we will have one communications infrastructure rather than two. In addition we will be enabling new ways to deploy voice solutions, and improve the integration between voice and data systems such as a single interface, whether it is a wireline phone, wireless phone, or PC. The workforce is going to become increasingly mobile and applications for multimedia wireless communications devices will become increasingly abundant.	Select Funding Sources		0		
	Select Funding Sources		0		
	Bonds Property Tax Supported		100,000		
	<b>Total</b>		<b>100,000</b>		
		Operational Impact			
		No impact for 2005-06			
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total

100,000	50,000	50,000	50,000	50,000	300,000
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## Financial/HR Software System

BU# 416020

<b>Project Description</b>		<b>Estimated Project Costs</b>			
Continued implementation of financial software. Will require several interfaces - cashiering, water, etc. This project will begin in March of 2005 and be completed by December, 2005.		Consulting	50,000		
		Construction	0		
		Furniture/Fixtures/Equipment	0		
		Contingency	0		
		Capital Expenditures	150,000		
		Total	200,000		
<b>Justification</b>		<b>Funding Sources</b>			
Due to the fact the financial software is the back bone of the financial interfaces it will continue to need funds to establish new links to other related systems.		Bonds Property Tax Supported	200,000		
		Select Funding Sources	0		
		Select Funding Sources	0		
		Total	200,000		
		<b>Operational Impact</b>			
		Reduce staff workload with automated interfaces.			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
200,000	100,000	100,000	100,000	100,000	600,000

## Traffic Signal & Streetlight Maintenance

BU# 416028

<b>Project Description</b>		<b>Estimated Project Costs</b>			
Regular maintenance is necessary to operate traffic signals and street lights. This item includes such major maintenance items as pole painting and repair, pole replacement, controller replacement, power center replacement and repair, and related tasks.		Consulting	0		
		Construction	150,000		
		Furniture/Fixtures/Equipment	0		
		Contingency	0		
		Capital Expenditures	0		
		Total	150,000		
<b>Justification</b>		<b>Funding Sources</b>			
During the course of the year, we encounter unexpected jobs due to construction, both City and private development work, which require us to make adjustments in our electrical systems. Also, we need to repair and replace poles which become deteriorated to the point where they are unsafe to the public.		Bonds Property Tax Supported	150,000		
		Select Funding Sources	0		
		Select Funding Sources	0		
		Total	150,000		
		<b>Operational Impact</b>			
		Improved pedestrian and traffic safety. Also, if we do not provide these services, it delays or prevents City projects and private developments from occurring.			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
150,000	75,000	75,000	75,000	75,000	450,000

## City Network Infrastructure

BU# 416041

<b>Project Description</b>		<b>Estimated Project Costs</b>			
Ordinance 78-O-03, telecommunications easement agreement with Northwestern University will provide the City of Evanston with fiber connected between all buildings. These funds are required to purchase the network equipment that connects all the City buildings to this new infrastructure.		Consulting			0
		Construction			0
		Furniture/Fixtures/Equipment			0
		Contingency			0
		Capital Expenditures			56,000
		<b>Total</b>			<b>56,000</b>
<b>Justification</b>		<b>Funding Sources</b>			
With a life span of twenty years or more, fiber will provide tremendous gain in the communication speed between buildings. It will also significantly reduce server management and network complexity which in turn reduces network staff resources and travel between buildings. Fiber also provides the ability to combine computer and telephone network infrastructures which reduces cost and enhances service. Finally, fiber sets the stage for "Hot Standby" disaster recovery for such critical applications such as emergency 911 and the financial system		Select Funding Sources			0
		Select Funding Sources			0
		Bonds Property Tax Supported			56,000
		<b>Total</b>			<b>56,000</b>
		<b>Operational Impact</b>			
		None for 2005-2006			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
56,000	50,000	0	0	0	106,000

## Reimbursement to the General Fund

BU# 416051

<b>Project Description</b>		<b>Estimated Project Costs</b>			
Services for capital improvement projects.		Consulting			0
		Construction			0
		Furniture/Fixtures/Equipment			0
		Contingency			0
		Capital Expenditures			275,000
		<b>Total</b>			<b>275,000</b>
<b>Justification</b>		<b>Funding Sources</b>			
A transfer is needed to the general fund for all of the services provided by general fund staff on capital projects.		Bonds Property Tax Supported			275,000
		Select Funding Sources			0
		Select Funding Sources			0
		<b>Total</b>			<b>275,000</b>
		<b>Operational Impact</b>			
		This is a fund reimbursement needed to keep the CIP program viable.			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
275,000	300,000	300,000	300,000	300,000	1,475,000

## Contingency Fund

BU# 416052

Project Description		Estimated Project Costs			
In accordance with the Capital Improvement Fund Policy adopted by the City Council, a bond funded capital plan contingency account shall be included at the beginning of each fiscal year. Funds from the overall CIP contingency account can be used to supplement a project if none are available within the department's existing projects.	Consulting		0		
	Construction		0		
	Furniture/Fixtures/Equipment		0		
	Contingency		200,000		
	Capital Expenditures		0		
	<b>Total</b>		<b>200,000</b>		
Justification		Funding Sources			
Project is needed to provide emergency power to the newly constructed data center, the emergency operations center and critical componets of the service center	Bonds Property Tax Supported		200,000		
	Select Funding Sources		0		
	Select Funding Sources		0		
	<b>Total</b>		<b>200,000</b>		
		Operational Impact			
		Emergency power to these critical operations will reduce the need for personnel to be onsite after hours and reduce possible overtime costs.			
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
200,000	200,000	200,000	200,000	200,000	1,000,000

## Emergency Project Reserves

BU# 416053

Project Description		Estimated Project Costs			
In accordance with the Capital Improvement Fund Policy adopted by the City Council, an emergency account within the Capital Improvement Fund shall be established to fund unanticipated emergency capital needs.	Consulting		0		
	Construction		0		
	Furniture/Fixtures/Equipment		0		
	Contingency		100,000		
	Capital Expenditures		0		
	<b>Total</b>		<b>100,000</b>		
Justification		Funding Sources			
Project is needed to provide emergency power to the newly constructed data center, the emergency operations center and critical componets of the service center	Bonds Property Tax Supported		100,000		
	Select Funding Sources		0		
	Select Funding Sources		0		
	<b>Total</b>		<b>100,000</b>		
		Operational Impact			
		Emergency power to these critical operations will reduce the need for personnel to be onsite after hours and reduce possible overtime costs.			
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
100,000	200,000	200,000	200,000	200,000	900,000

## Service Center Painting

BU# 416086

Project Description		Estimated Project Costs			
Continuation of painting program for exterior and interior of building	Consulting		0		
	Construction		40,000		
	Furniture/Fixtures/Equipment		0		
	Contingency		0		
	Capital Expenditures		0		
	<b>Total</b>		<b>40,000</b>		
Justification		Funding Sources			
This will fund the last phase of the painting project for this building which began last year. The paint being updated was applied when the building was built over 20 years ago.	Bonds Property Tax Supported		40,000		
	Select Funding Sources		0		
	Select Funding Sources		0		
	<b>Total</b>		<b>40,000</b>		
		Operational Impact			
		Painting prolongs useful life by protecting from the elements and has aesthetic benefits as well.			
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
40,000	0	0	0	0	40,000

## Service Center Security System

BU# 416089

Project Description		Estimated Project Costs			
Replacement of exterior door locking system with computerized key card system - Building A	Consulting		0		
	Construction		20,000		
	Furniture/Fixtures/Equipment		0		
	Contingency		0		
	Capital Expenditures		0		
	<b>Total</b>		<b>20,000</b>		
Justification		Funding Sources			
This is a continuation of the program to secure the building using key card access.	Bonds Property Tax Supported		20,000		
	Select Funding Sources		0		
	Select Funding Sources		0		
	<b>Total</b>		<b>20,000</b>		
		Operational Impact			
		Enables staff to provide more secure access to facility by eliminating keys. There is a minor maintenance cost, but this will probably be offset by loss of material due to unauthorized building entry. Also, it makes the building safer for the office and shop staff due to reduced public access.			
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
20,000	0	0	0	0	20,000

## Bicycle Plan Implementation

BU# 416096

<b>Project Description</b>		<b>Estimated Project Costs</b>			
Implement the on-street portion of the Evanston Bike System Plan. CMAQ Grant is \$365,160. Total project cost is around \$520,000.		Consulting	20,000		
		Construction	80,000		
		Furniture/Fixtures/Equipment	0		
		Contingency	0		
		Capital Expenditures	0		
		<b>Total</b>	<b>100,000</b>		
<b>Justification</b>		<b>Funding Sources</b>			
Matching funds needed for grant for Phase II Engineering and Construction costs.		Bonds Property Tax Supported	100,000		
		Select Funding Sources	0		
		Select Funding Sources	0		
		<b>Total</b>	<b>100,000</b>		
		<b>Operational Impact</b>			
		Improved safety for cyclists. There are increased maintenance costs in signing and pavement marking, but these are minimal compared to the \$365,160 in federal funds this project generates.			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
100,000					100,000

## Emergency Generator

BU# 416116

<b>Project Description</b>		<b>Estimated Project Costs</b>			
Emergency Generator to power service center, Emergency operations center and data center		Consulting	0		
		Construction	0		
		Furniture/Fixtures/Equipment	0		
		Contingency	0		
		Capital Expenditures	150,000		
		<b>Total</b>	<b>150,000</b>		
<b>Justification</b>		<b>Funding Sources</b>			
Project is needed to provide emergency power to the newly constructed data center, the emergency operations center and critical componets of the service center		Bonds Property Tax Supported	75,000		
		ETSB Funds	75,000		
		Select Funding Sources	0		
		<b>Total</b>	<b>150,000</b>		
		<b>Operational Impact</b>			
		Emergency power to these critical operations will reduce the need for personnel to be onsite after hours and reduce possible overtime costs.			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
150,000	0	0	0	0	150,000

## Library Children's Area Expansion

BU# 416129

Project Description		Estimated Project Costs			
Renovation and expansion of the Youth Services area on the first floor of the Main Library and relocation of the Browsing Collection to the 2 <sup>nd</sup> floor. This is a two year project to provide more space for services and collections for children and young adults.	Consulting		200,000		
	Construction		1,000,000		
	Furniture/Fixtures/Equipment		200,000		
	Contingency		100,000		
	Capital Expenditures		0		
	<b>Total</b>			<b>1,500,000</b>	
Justification		Funding Sources			
This renovation is required to meet the contemporary expectations of high quality library services for Evanston's expanding youth and young adult populations (the population of 5 to 14 year olds increased by 16% per the 2000 census). There is a significant need for a designated area for pre-teen and teen library users	Bonds Property Tax Supported		200,000		
	Private Sources		200,000		
	Select Funding Sources		0		
	<b>Total</b>			<b>400,000</b>	
	Operational Impact		When the project is completed, a net increase of 0.36 FTE is required to meet the additional services, programs and collections used by patrons in the new facility.		
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
400,000	550,000	550,000	0	0	1,500,000

## Cashiering Software

BU# 416130

Project Description		Estimated Project Costs			
Replace existing software enabling interfacing real time payment update with General Ledger, Accounts Receivable, Water billing, Community Development and Parking Ticket systems. System will also allow for ACH deposits each evening. Funding will include an extensive training component. The project will begin in July and end by December, 2005.	Consulting		50,000		
	Construction		0		
	Furniture/Fixtures/Equipment		0		
	Contingency		0		
	Capital Expenditures		325,000		
	<b>Total</b>			<b>375,000</b>	
Justification		Funding Sources			
Current software is now over 5 years old, is coupled to unsupported Parking Ticket software and does not interface with any other city systems.	Bonds Property Tax Supported		200,000		
	Water Fund - DIE A/C		175,000		
	Select Funding Sources		0		
	<b>Total</b>			<b>375,000</b>	
Operational Impact		Increase cash flow as well as point of sale customer service.			
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
375,000	0	0	0	0	375,000

## Emergency Telephone System Capital Purchases

BU# 5150

Project Description		Estimated Project Costs			
The ETSB funds the purchase of capital items to be used for the Emergency Telephone System.	Consulting				0
	Construction				0
	Furniture/Fixtures/Equipment				0
	Contingency				0
	Capital Expenditures				1,200,000
	<b>Total</b>				<b>1,200,000</b>
Justification		Funding Sources			
	ETSB Funds				1,200,000
	Select Funding Sources				0
	Select Funding Sources				0
	<b>Total</b>				<b>1,200,000</b>
		Operational Impact			
		Increased efficiency of first responder communications.			
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
1,200,000	0	0	0	0	1,200,000

## Water Billing Software

BU# 733032

Project Description		Estimated Project Costs			
Replace existing water billing software enabling interfacing with general ledger, GIS, cashiering, and maintenance management systems. Funding will include an extensive training component.	Consulting				0
	Construction				0
	Furniture/Fixtures/Equipment				0
	Contingency				0
	Capital Expenditures				750,000
	<b>Total</b>				<b>750,000</b>
Justification		Funding Sources			
Current software is now over 10 years old and does not interface with other city systems.	Water Fund - DIE A/C				750,000
	Select Funding Sources				0
	Select Funding Sources				0
	<b>Total</b>				<b>750,000</b>
		Operational Impact			
		Enable better flow of information and enhance customer service capabilities.			
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
750,000	0	0	0	0	750,000

## Water Dept. Service Bldg. Window Replacement

BU# 733043

<b>Project Description</b>		<b>Estimated Project Costs</b>			
The existing windows in the service building are the original windows installed when the building was built in 1950. This project will provide funds to replace the existing windows.		Consulting			0
		Construction			0
		Furniture/Fixtures/Equipment			0
		Contingency			0
		Capital Expenditures			70,000
		<b>Total</b>			<b>70,000</b>
<b>Justification</b>		<b>Funding Sources</b>			
This is a necessary maintenance item to prevent further rusting and more extensive damage. The existing windows are also not energy efficient. New windows will increase energy efficiency lowering fuel consumption as well as extend the life of the building.		Water Fund - DIE A/C			70,000
		Select Funding Sources			0
		Select Funding Sources			0
		<b>Total</b>			<b>70,000</b>
		<b>Operational Impact</b>			
		Increased energy efficiency should provide lower fuel bills related to heating and cooling of the building. In addition, extend the life of the building.			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
70,000	0	0	0	0	70,000

## Main (Ashland to Dodge) Water Main

BU# 733044

<b>Project Description</b>		<b>Estimated Project Costs</b>			
Provides for the installation of a 12" water main on Main Street in conjunction with the 2005 MFT street resurfacing program.		Consulting			0
		Construction			0
		Furniture/Fixtures/Equipment			0
		Contingency			0
		Capital Expenditures			320,000
		<b>Total</b>			<b>320,000</b>
<b>Justification</b>		<b>Funding Sources</b>			
The installation of this 12" water main is recommended to improve hydraulics and fire flows in this area. It replaces an existing 6" water main.		Water Fund - DIE A/C			320,000
		Select Funding Sources			0
		Select Funding Sources			0
		<b>Total</b>			<b>320,000</b>
		<b>Operational Impact</b>			
		Improve fire flows and hence ability to respond in the event of an emergency.			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
320,000	0	0	0	0	320,000

## Repairs to 1895 Suction Well

BU# 733045

Project Description		Estimated Project Costs			
The suction well is located underneath the garages facing Lincoln Street. This project will provide for the placement of scaffolding and then blasting the steel trusses and reinforcing them and the brick arches which support the garage floor.	Consulting		0		
	Construction		0		
	Furniture/Fixtures/Equipment		0		
	Contingency		0		
	Capital Expenditures		50,000		
	<b>Total</b>		<b>50,000</b>		
Justification		Funding Sources			
This is a necessary maintenance item to reinforce the garage floor and prevent damage and structural failure.	Water Fund - DIE A/C		50,000		
	Select Funding Sources		0		
	Select Funding Sources		0		
	<b>Total</b>		<b>50,000</b>		
		Operational Impact			
		Preventing potential failure of garage floor and associated potential safety hazards.			
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
50,000	0	0	0	0	50,000

## Filter Shop Expansion

BU# 733055

Project Description		Estimated Project Costs			
The existing Filtration Division work shop is located on top of two existing filters. This project will provide funding to expand the existing Shop further west over the remaining four filters which will triple the size of the work area.	Consulting		0		
	Construction		200,000		
	Furniture/Fixtures/Equipment		0		
	Contingency		0		
	Capital Expenditures		0		
	<b>Total</b>		<b>200,000</b>		
Justification		Funding Sources			
The existing Filtration Division work shop is extremely small. The current configuration makes machining equipment very cumbersome. The tight quarters represents a safety hazard as well as impacts efficiency. In addition, it is often necessary to store materials outside in the elements. The additional space will allow for storage of materials and equipment in a much more secure and protected environment.	Water Fund - DIE A/C		200,000		
	Select Funding Sources		0		
	Select Funding Sources		0		
	<b>Total</b>		<b>200,000</b>		
		Operational Impact			
		Provide greater efficiency & increase safety by providing more space. Current configuration makes machining equipment very cumbersome. The tight quarters represents a safety hazard as well as impacts efficiency.			
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
200,000	0	0	0	0	200,000

**Dempster St from Judson to Forest Water Main**

**BU# 733057**

<b>Project Description</b>		<b>Estimated Project Costs</b>			
Installation of an 8" water main on Dempster from Judson to Forest Avenue.		Consulting	0		
		Construction	0		
		Furniture/Fixtures/Equipment	0		
		Contingency	0		
		Capital Expenditures	100,000		
		<b>Total</b>	<b>100,000</b>		
<b>Justification</b>		<b>Funding Sources</b>			
Project provides for the replacement of the existing 4" water main. This work will be scheduled to be done in conjunction with the MFT street resurfacing program.		Water Fund - DIE A/C	100,000		
		Select Funding Sources	0		
		Select Funding Sources	0		
		<b>Total</b>	<b>100,000</b>		
		<b>Operational Impact</b>			
		Improve fire flow capability in the area in the event of an emergency.			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
100,000	0	0	0	0	100,000

**Dempster St from Judson to Forest Water Main**

**BU# 733058**

<b>Project Description</b>		<b>Estimated Project Costs</b>			
Provides for the replacement of the existing 6" water main with a new 8" water main on Fowler from Dempster St to Church St. Work is being done in conjunction with the Phase XB sewer project.		Consulting	0		
		Construction	0		
		Furniture/Fixtures/Equipment	0		
		Contingency	0		
		Capital Expenditures	438,000		
		<b>Total</b>	<b>438,000</b>		
<b>Justification</b>		<b>Funding Sources</b>			
Replacement of this water main is necessary due to the extensive age of the existing main and frequent maintenance problems.		Water Fund - DIE A/C	438,000		
		Select Funding Sources	0		
		Select Funding Sources	0		
		<b>Total</b>	<b>438,000</b>		
		<b>Operational Impact</b>			
		Reduce main breaks in the area provides better service to the neighborhood and reduces the demand for staff time.			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
438,000	0	0	0	0	438,000

## Security Improvements

BU# 733067

Project Description		Estimated Project Costs			
Provides for security enhancements to the Water Treatment Plant & remote facilities.	Consulting				0
	Construction				0
	Furniture/Fixtures/Equipment				0
	Contingency				0
	Capital Expenditures				250,000
	<b>Total</b>				<b>250,000</b>
Justification		Funding Sources			
The recently completed vulnerability assessment for the water utility facilities recommends a number of security enhancements. Funding allocations provide for a gradual installation of these improvements.	Water Fund - DIE A/C				50,000
	Select Funding Sources				0
	Select Funding Sources				0
	<b>Total</b>				<b>50,000</b>
		Operational Impact			
		Increased security provides greater protection of the water supply for over 350,000 people.			
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
50,000	50,000	50,000	50,000	50,000	250,000

## Chicago/Howard Water Main

BU# 733068

Project Description		Estimated Project Costs			
Installation of a 16" water main on Chicago Avenue from South Boulevard to Howard Street and on Howard Street from Chicago Avenue east to the new development site.	Consulting				0
	Construction				0
	Furniture/Fixtures/Equipment				0
	Contingency				0
	Capital Expenditures				753,000
	<b>Total</b>				<b>753,000</b>
Justification		Funding Sources			
Project will provide needed flow for the planned development on Howard Street as well as improve fire flow in the general area.	TIF Fund				753,000
	Select Funding Sources				0
	Select Funding Sources				0
	<b>Total</b>				<b>753,000</b>
		Operational Impact			
		Enable increased development as well as improve fire flow.			
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
753,000	0	0	0	0	753,000

## Roof Replacement Filter Plant Head House & Garages

BU# 733070

<b>Project Description</b>		<b>Estimated Project Costs</b>			
Funds will provide for the complete tearoff and replacement of the roof on the filter plant head house and garages.		Consulting			0
		Construction			0
		Furniture/Fixtures/Equipment			0
		Contingency			0
		Capital Expenditures			100,000
		<b>Total</b>			<b>100,000</b>
<b>Justification</b>		<b>Funding Sources</b>			
Necessary to maintain these essential city facilities.		Water Fund - DIE A/C			100,000
		Select Funding Sources			0
		Select Funding Sources			0
		<b>Total</b>			<b>100,000</b>
		<b>Operational Impact</b>			
		Maintenance to facilities essential to continuing operations.			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
100,000	0	0	0	0	100,000

## Engineering Services for Water Main Design & Construction Services

BU# 733071

<b>Project Description</b>		<b>Estimated Project Costs</b>			
Provides for the design of upcoming water main work and engineering services during the construction.		Consulting			250,000
		Construction			0
		Furniture/Fixtures/Equipment			0
		Contingency			0
		Capital Expenditures			
		<b>Total</b>			<b>250,000</b>
<b>Justification</b>		<b>Funding Sources</b>			
The Capital Improvement Program includes an aggressive schedule for the design and construction of new and replacement water mains. A large portion of the water main system in Evanston is nearly 100 years old. The recently completed hydraulic analysis indicated a large amount of water main work is required to meet fire flow demands.		Water Fund - DIE A/C			250,000
		Select Funding Sources			0
		Select Funding Sources			0
		<b>Total</b>			<b>250,000</b>
		<b>Operational Impact</b>			
		Provide necessary fire flow and increase reliability of the Water Distribution System			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
250,000	250,000	250,000	250,000	250,000	1,250,000

## Distribution System Evaluation of Water Quality using Modeling to Determine Flow Pattern and Aging

BU# 733073

Project Description		Estimated Project Costs				
In 2004 a hydraulic model of the distribution system was completed providing extensive data on the distribution system pressures and flows and critical information on water main replacement needs to provide necessary fire flow. This project would extend this model to provide data on flow patterns and the age of water in the system.		Consulting				25,000
		Construction				0
		Furniture/Fixtures/Equipment				0
		Contingency				0
		Capital Expenditures				0
		<b>Total</b>				<b>25,000</b>
Justification		Funding Sources				
This model will provide us accurate information on the pattern of water flow in the system to enable better monitoring and respond to water quality concerns. The length of time water is in the Distribution system directly correlates to water quality. In the event of contamination in the distribution system, information on the pattern of water flow is critical to enable isolation of the contamination. In addition, new regulations are requiring extensive monitoring throughout distribution systems based on sampling taken from locations where the water has had the maximum residence time.		Water Fund - DIE A/C				25,000
		Select Funding Sources				0
		Select Funding Sources				0
		<b>Total</b>				<b>25,000</b>
		Operational Impact				
		Provide information for upcoming monitoring regulations. Also provide information on water flow pattern in the event of contamination of the system to enable isolation.				
Requirements by Fiscal Year						
2005-06	2006-07	2007-08	2008-09	2009-10	Total	
25,000		0	0	0	0	

## Masonry & Tuckpointing of Pumping Station

BU# 733502

Project Description		Estimated Project Costs				
Funds will provide for masonry repairs and tuckpointing of the 1949 high lift pumping building and 1956 low lift building.		Consulting				0
		Construction				0
		Furniture/Fixtures/Equipment				0
		Contingency				0
		Capital Expenditures				70,000
		<b>Total</b>				<b>70,000</b>
Justification		Funding Sources				
Necessary to maintain these essential city facilities. Complete tuckpointing has not been done on either building since their original construction.		Water Fund - DIE A/C				70,000
		Select Funding Sources				0
		Select Funding Sources				0
		<b>Total</b>				<b>70,000</b>
		Operational Impact				
		I				
Requirements by Fiscal Year						
2005-06	2006-07	2007-08	2008-09	2009-10	Total	
70,000	0	0	0	0	70,000	

## Catch Basins/Manholes

BU# 7420

<b>Project Description</b>		<b>Estimated Project Costs</b>			
Project covers the cost of the replacement of deteriorated catch basins and manholes.		Consulting			0
		Construction			100,000
		Furniture/Fixtures/Equipment			0
		Contingency			0
		Capital Expenditures			0
		Total			100,000
<b>Justification</b>		<b>Funding Sources</b>			
These funds are necessary to maintain the integrity of the existing combined sewer system.		Sewer Capital			100,000
		Select Funding Sources			0
		Select Funding Sources			0
		Total			100,000
		<b>Operational Impact</b>			
		Elimination of deteriorated manholes and catch basins reduces the potential for related accidents and liabilities. Functioning catchbasins are essential to the proper operation of the sewer system.			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
100,000	100,000	100,000	100,000	100,000	500,000

## Emergency Sewer Work

BU# 7420

<b>Project Description</b>		<b>Estimated Project Costs</b>			
This project has been funded at a level of \$75,000 per year to provide funding for emergency sewer failure situations.		Consulting			0
		Construction			75,000
		Furniture/Fixtures/Equipment			0
		Contingency			0
		Capital Expenditures			0
		Total			75,000
<b>Justification</b>		<b>Funding Sources</b>			
These funds are necessary to maintain the integrity of the existing combined sewer system.		Sewer Capital			75,000
		Select Funding Sources			0
		Select Funding Sources			0
		Total			75,000
		<b>Operational Impact</b>			
		Provides a mechanism to handle the financial impact of sewer emergencies.			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
75,000	75,000	75,000	75,000	75,000	375,000

## Street Improvement Projects

BU# 7420

<b>Project Description</b>		<b>Estimated Project Costs</b>			
Provides funds for sewer repairs on streets scheduled for resurfacing and street improvement projects.		Consulting			0
		Construction			300,000
		Furniture/Fixtures/Equipment			0
		Contingency			0
		Capital Expenditures			0
		<b>Total</b>			<b>300,000</b>
<b>Justification</b>		<b>Funding Sources</b>			
These funds are necessary to maintain the integrity of the existing combined sewer system. Coordination of these underground repairs and improvements prior to street resurfacing minimizes the long term disruption to the neighborhoods.		Sewer Capital			300,000
		Select Funding Sources			0
		Select Funding Sources			0
		<b>Total</b>			<b>300,000</b>
		<b>Operational Impact</b>			
		Taking care of sewer repairs in conjunction with the resurfacing of the street reduces the likelihood of needing to disrupt the area in the future for repairs. This allows sewer crews to focus efforts in other areas of the city.			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
300,000	300,000	300,000	300,000	300,000	1,500,000

## Custer Avenue Relief Sewer - Main N. 1 Block

BU# 7425

<b>Project Description</b>		<b>Estimated Project Costs</b>			
Provides for the extension of the relief sewer system to serve the area on Custer Avenue north of Main Street.		Consulting			0
		Construction			250,000
		Furniture/Fixtures/Equipment			0
		Contingency			0
		Capital Expenditures			0
		<b>Total</b>			<b>250,000</b>
<b>Justification</b>		<b>Funding Sources</b>			
This work is necessary to provide drainage to this area during rain events.		Sewer Reserves			250,000
		Select Funding Sources			0
		Select Funding Sources			0
		<b>Total</b>			<b>250,000</b>
		<b>Operational Impact</b>			
		Extension of the relief sewer will reduce the potential for street flooding and the associated calls on sewer crews related to flooding incidents in this area.			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
250,000	0	0	0	0	250,000

## Engineering Services for Sewer Main Design & Construction Services

BU# 7425

Project Description		Estimated Project Costs			
Provides for the design of upcoming sewer main work and engineering services during the construction.	Consulting				117,000
	Construction				0
	Furniture/Fixtures/Equipment				0
	Contingency				0
	Capital Expenditures				0
	Total				117,000
Justification		Funding Sources			
This work is necessary to facilitate the installation of these sewers in conjunction with the MFT street resurfacing program.	Sewer Reserves				117,000
	Select Funding Sources				0
	Select Funding Sources				0
	Total				117,000
	Operational Impact				
Provide for the installation of sewers prior to resurfacing reducing the need for disruption to the neighborhood in the future.					
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
117,000					117,000

## Lee Street Relief Sewer - Ridge to Main

BU# 742502

Project Description		Estimated Project Costs			
Provides for the extension of the relief sewer system on Lee Street from Ridge Avenue to Main St.	Consulting				189,000
	Construction				0
	Furniture/Fixtures/Equipment				0
	Contingency				0
	Capital Expenditures				0
	Total				189,000
Justification		Funding Sources			
This work is planned in conjunction with the resurfacing of Lee Street from Ridge to Sherman as a part of the MFT program. The relief sewer is necessary to adequately reduce flooding in this area.	Sewer Reserves				189,000
	Select Funding Sources				0
	Select Funding Sources				0
	Total				189,000
	Operational Impact				
Extension of the relief sewer will reduce the potential for street flooding and the associated calls on sewer crews related to flooding incidents in this area.					
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
189,000	0	0	0	0	189,000

**Phase VI, Contract B**

**BU# 7440**

<b>Project Description</b>		<b>Estimated Project Costs</b>			
These funds will provide for engineering and construction services for Phase VI, Contract B of the Long Range Sewer Improvement Program. This project takes place in the area around Orrington St, between Noyes and Emerson The project has been delayed due to court proceedings for an extended period of time.		Consulting	650,000		
		Construction	9,400,000		
		Furniture/Fixtures/Equipment	0		
		Contingency	0		
		Capital Expenditures	0		
		<b>Total</b>	<b>10,050,000</b>		
<b>Justification</b>		<b>Funding Sources</b>			
This work is necessary to reduce the flooding in this area during rain events.		Sewer Reserves	10,050,000		
		Select Funding Sources	0		
		Select Funding Sources	0		
		<b>Total</b>	<b>10,050,000</b>		
		<b>Operational Impact</b>			
		The installation of relief sewers in this area is essential to the mitigation of flooding. When this area is addressed we anticipate reduced calls for sewer crews during rain events.			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
10,050,000	4,676,000	0	0	0	14,726,000

**Sewer Phase XB**

**BU# 7489**

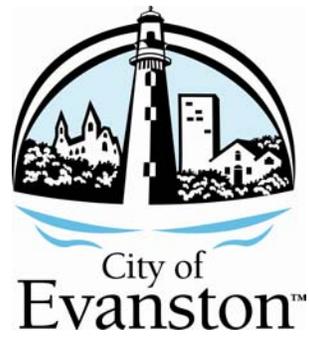
<b>Project Description</b>		<b>Estimated Project Costs</b>			
Phase X, Contract B consists of the installation of a small section of relief sewers in the area west of Evanston Township Highschool south of Church St. and North of Lake St, and the installation of restrictors in the areas where relief sewers were completed as a part of Phase X, Contract A.		Consulting	556,000		
		Construction	5,050,000		
		Furniture/Fixtures/Equipment	0		
		Contingency	0		
		Capital Expenditures	0		
		<b>Total</b>	<b>5,606,000</b>		
<b>Justification</b>		<b>Funding Sources</b>			
This work is necessary to reduce the flooding in this area during rain events.		Sewer Reserves	606,000		
		IEPA Loan Fund	5,000,000		
		Select Funding Sources	0		
		<b>Total</b>	<b>5,606,000</b>		
		<b>Operational Impact</b>			
		The installation of relief sewers in this area is essential to the mitigation of flooding. When this area is addressed we anticipate reduced calls for sewer crews during rain events.			
<b>Requirements by Fiscal Year</b>					
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Total</b>
5,606,000	0	0	0	0	5,606,000

# Fleet Capital Outlay

BU# 7720

<b>Project Description</b>	<b>Estimated Project Costs</b>	
This is the funding for the replacement of all City fleet vehicles. 2005-2006 is the last year of debt service for the Fleet Service Fund which will then establish an annual equipment replacement budget of \$2,000,000.	Consulting	0
	Construction	0
	Furniture/Fixtures/Equipment	0
	Contingency	0
	Capital Expenditures	1,836,000
	<b>Total</b>	<b>1,836,000</b>
<b>Justification</b>	<b>Funding Sources</b>	
Scheduled replacement of vehicles and equipment reduces maintenance costs and helps keep vehicles in service.	Fleet Services Fund	1,836,000
	Select Funding Sources	0
	Select Funding Sources	0
	<b>Total</b>	<b>1,836,000</b>
	<b>Operational Impact</b>	
	Regular replacement reduces major maintenance as well as unanticipated failure and financial impact of unplanned purchases.	

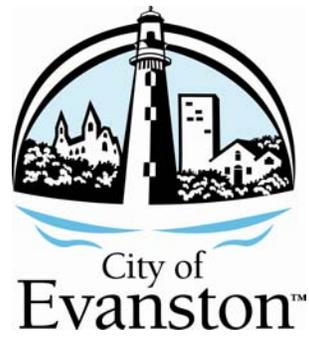
Requirements by Fiscal Year					
2005-06	2006-07	2007-08	2008-09	2009-10	Total
1,836,000	2,000,000	2,000,000	200,000	200,000	6,236,000





City of  
**Evanston**

**GLOSSARY**



# City of Evanston

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## 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

# City of Evanston

## Glossary

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

# City of Evanston

## Glossary

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

# City of Evanston

## Glossary

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.

# City of Evanston

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## Glossary

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

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

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

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

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

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

Glencoe, Glenview, Kenilworth, Lincolnwood, Morton Grove, Nilis, 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.

# City of Evanston

## Glossary

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

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

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

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

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

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

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

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

SAMSHA: Substance Abuse and Mental Health Services Administration.

SERVICES BILLED OUT: Includes revenues received for services provided by

one department to another within the same fund. An example would be the revenue received by the Parks Department from the Recreation Department for services provided in support of Recreation programs.

SYEP: Summer Youth Employment Program.

TAX BASE: The total value of all real and personal property in the City as of January 1 of each year, as certified. The tax base represents net value after all exemptions.

TAX LEVY: The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

TAX RATE: A percentage applied to all taxable property to raise general revenues. It is derived by dividing the total tax levy by the taxable net property valuation.

TAXES: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. The term does not include charges for services rendered only to those paying such charges, for example sewer service charges.

TIF: Tax Increment Financing or the act of capturing the amount of property taxes levied by a taxing unit for the year on the appraised value of real property located within a defined investment zone. The tax increments are paid into the TIF fund and used to pay project costs within the zone, including debt service obligations.

TRUST AND AGENCY FUNDS: Funds created to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. These include pension trust funds and agency funds.

USER CHARGES: The payment of a fee for direct receipt of a public service by the party benefiting from the service.