

CITY OF EVANSTON

FY 2018 Budget

Responses to 2018 Budget Discussion and Questions
up to November 17, 2017

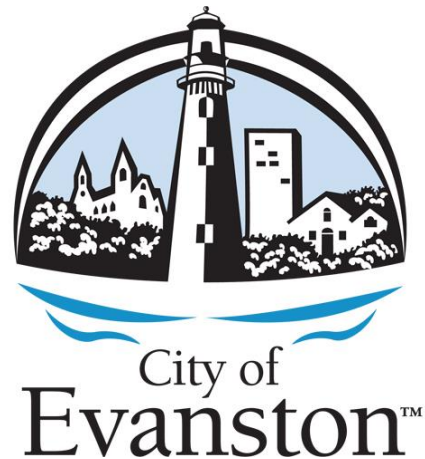


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Memorandum

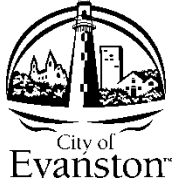
To: Honorable Mayor Hagerty and Members of the City Council
From: Budget Team
Subject: Hotel Tax comparison
Date: September 8, 2017

Question: Compare the City of Evanston's Hotel / Motel Tax against surrounding communities.

Response: The City of Evanston municipal code was amended in 1981 to impose a 5% tax on Hotels. It was then amended in 2001 to increase the tax amount to 7.5%.

Below is a chart of surrounding municipal Hotel / Motel Tax rates.

Municipality	Hotel Tax Rate
Mount Prospect	None
Lincolnwood	None
Wilmette	9.75%
Schaumburg	8%
Evanston	7.50%
Skokie	7.50%
Des Plaines	7%
Champaign-Urbana	7%
Oak Lawn	7%
Tinley Park	6%
Hoffman Estates	6%
Northbrook	5.50%
Arlington Heights	5%
Rockford	5%
Highland Park	5%
Palatine	5%
Oak Park	4%
Elgin	4%
Aurora	3%



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: Budget Team

Subject: Bed and Breakfast (bnb) Tax

Date: October 10, 2017

Question: Detail the proposed Bed and Breakfast Tax impact.

Response: There are two active bed and breakfasts in the City. With daily rates ranging from \$290 - \$400 per night, an assumed 65% occupancy rate would generate nearly \$10,000.



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: Erika Storlie, Deputy City Manager, Director of Administrative Services

Subject: Ground Transportation Tax on Transportation Network Providers (Uber & Lyft)

Date: October 2, 2017

Question: Please detail the proposed ground transportation tax and potential revenue that may be received.

Response: The City of Chicago imposes a ground transportation tax on transportation network providers (TNPs) Uber and Lyft. The tax has been in effect since 2014 and the current rate is .52 cents per ride for every Uber or Lyft ride that begins or ends in the Chicago city limits. The breakdown of the fee assessed is:

Amount	Type	Purpose
.40	ground transportation tax	general fund revenue for roadway maintenance
.10	accessibility fee	provide funds for accessible transit
.02	administrative fee	offset costs related to licensing drivers

Airports, Navy Pier and McCormick Place are taxed at \$5.40 per trip fee instead of the .52 cent fee

Chapter 3-46 of the Chicago City Code addresses Ground Transportation Tax which is assessed at different rates on taxi cabs, charter buses, pedicabs, horse drawn carriages, livery and transportation network providers.

The per ride fee is charged to riders each time they ride with Uber or Lyft. The TNP's pay the City of Chicago on a monthly basis for all rides occurring during the previous month. They also provide a log of all rides for reconciliation purposes.

The proposed ground transportation tax for the City of Evanston would require all drivers to be licensed with the City of Chicago and the proposed per ride fee is .20 cents per ride. Staff calculates approximately \$100,000 in revenue for 2018 by estimating an average of 1,400 rides per day originating or ending in the City of Evanston. The TNPs

will not share daily ride data until a tax requires them to do so, so this is only an estimate.

If implemented, rides that start or end in Chicago and Evanston will have both taxes assessed, so the user will pay .72 cents per ride (.52 Chicago tax + .20 Evanston tax). On rides that start in Evanston and end in Evanston, or end in any other community besides Chicago, the rider would only be charged the .20 cents per ride.

The tax would be paid on the same terms as the City of Chicago via monthly payments to the City of Evanston to include Evanston ride data reports to support the tax amount charged.

Staff met with representatives from Uber and Lyft twice this summer to discuss this proposed tax. Both companies are in opposition to such tax and cited that it would have an adverse effect on drivers who live in Evanston who would potentially have fewer fares if the tax were imposed. This concern was in part why only .20 cents per ride is being suggested as once the tax is imposed we will be able to see if it has any effect on ridership. If it is determined that no adverse impact occurs, the tax could be adjusted if the City Council so choose to do so at a later date. The City of Chicago has already increased its tax once, as it started in 2014 at .42 cents and was increased to .52 cents in 2016. In conversations with some Uber & Lyft drivers, Evanston continues to have high demand for rides and as such, many drivers who live outside of Evanston come to Evanston to drive for the majority of their chosen work shifts.

At this time, there are no legal issues which would prevent Evanston from imposing this tax. The fact that Uber and Lyft acquiesced to Chicago's imposition of the tax in 2014 impeaches any legal objections those companies may subsequently raise related to an Evanston TNP tax.

An additional request from the council for this budget memo was to calculate what our revenue would be if we imposed the same tax rate as the City of Chicago. Using the same 1,400 rides per day average, if Evanston imposed .52 cents per ride the estimated revenue would be \$259,168 per year. However, due to the double tax issue, there is not an easy way to estimate any lost rides that may occur if the total tax paid by the customer was over \$1 per ride for those ride that originate and end in Evanston/Chicago.



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: Budget Team

Subject: Airbnb Tax comparison

Date: October 10, 2017

Question: Detail the proposed Airbnb Tax impact.

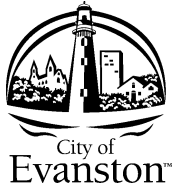
Response: At the July 24, 2017 City Council meeting, members of the City Council asked staff to research the possibility of imposing a new tax on Airbnb properties in the City of Evanston. Airbnb is a website that allows individuals to rent private homes to visitors. Currently in the City of Evanston, Airbnb rentals are not subject to local hotel taxes.

Other communities in Cook County have begun to charge a tax on Airbnb rentals. Staff is currently in contact with representatives from Oak Park and Schaumburg to discuss the specific mechanisms of how the tax is collected.

Currently, Airbnb shows about 75 properties for rent in the City of Evanston. Prices range from \$39-\$145 per night, with an average price of \$92.

The City's hotel tax rate is 7.5%. If this same rate were to be imposed upon Airbnb rentals, staff estimates an additional \$83,000-\$113,000 per year. This assumes an 80% compliance rate and an occupancy rate ranging from 55-75%.

There are approximately 275 different Airbnb governmental partners nationwide that impose taxes in a similar fashion. Airbnb refers to this as the Voluntary Collection Process. In several conversations staff had with the company, they are agreeable to this and will assist us in the process. The tax would be paid by the guests and then remitted to the City. This is assuming a city-administered tax rate of 7.5%, no long term stay exemption, and the tax base is inclusive of the cleaning fee.



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: Budget Team

Subject: Water Bill Customer

Date: October 10, 2017

Question: How many water bill customers are there?

Response: Please break them out residential commercial, not for profit, or by amount of use.

Metered Water Services

Single-Family	10,008
Multi-Family	3,412
Commercial	945
Industry	30
City	31
Park	77
School	34
Subtotal	14,537

Question: How many water bill customers do not receive a sanitation bill?

Response: 1772 customers

Question: Are there sanitation customers who do not receive a water bill?

Response: Three (3) receive water from Wilmette.

Question: Please break out between residential, commercial and institutional:

Response:

- Two (2) residential
- One (1) commercial

Question: How many non-franchise customers are there?

Response:

1. Northwestern University
2. St. Francis (Presence) Hospital
3. Evanston Hospital
4. Jewels
5. Wholefoods
6. Pete Miller Restaurant/Tommy Nevins
7. Orrington Hotel

Question: How is a customer removed from the franchise?

Response:

They are exempt if they:

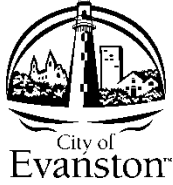
1. have a national contract.
2. have specialized (hazardous) waste

Question: Do the non-franchise customers receive all of their services - garbage, recycling and yard waste from non-franchise service providers?

Response: They contract based on their needs; generally they do not engage our yard waste service.

Question: Have any of the original non-franchise customers opted back in to our services?

Response: No.



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: Budget Team

Subject: Home Rule Tax Change Impact

Date: October 2, 2017

Question: Detail the impact on fee increases to residents, businesses, and other entities of the reduction of the administrative discount for the Home Rule tax returns.

Response:

The chart below is a consolidation of all Home Rule taxes levied by the City with the associated tax percentage, deduction amount, due date and late fees. As detailed in the chart, each tax type has different due date, late fee, and deduction amount which creates a burden on businesses that must remit multiple tax returns. In many instances these business also remit a similar tax return to the other governmental agencies. Both the State of Illinois and Cook County Department of Revenue require all home rule taxes to be remitted by the 20th of the month. By amending the City code and moving to a standardize date that coincides with these other governmental agencies, Evanston businesses would benefit by alleviating these differentiating due dates for these tax returns.

Staff is recommending the elimination of the deduction percentage offered on these home rule returns. These deductions were originally implemented to compensate the remitter for their time and effort in the collection of information and payment, as well as to encourage compliance. This elimination will provide an additional \$100,000 in home rule tax revenues. With the move to a standard remittance date, as well as allowing businesses to file their returns online, the original intent of the deduction has been mitigated. Neither the State nor County offers this deduction.

The proposed administrative reduction will not cause a tax increase on residents and customers of these establishments. This item is on the October 16th Council agenda for introduction.

Current structure

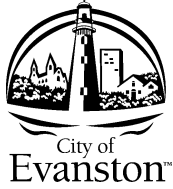
Tax Type	Tax Percentage	Deduction Percentage (% of tax amount)	Due Date	Late fee %
Liquor	6%	2%	30 th of each month	2% per month late
Medical Cannabis	6%	None	20 th day of subsequent month	10% per month late
Hotel/Motel	7.5%	3%	15 th of the quarter (1/15, 4/15...)	10% + 1% interest per month late
Motor Fuel	\$0.04 per gallon	3%	10 th day of subsequent month	1% per month late
Telecommunications	6%	None	30 days after the end of each month	None
Amusement	4%	None	30 days after the end of each month	10% + 1% interest per month late
Cable Franchise (Municipal Television Consumer)	10%	1%	Quarterly (first day of January, April, July and October)	\$250 - \$500
Utility Tax (Gas)	2.5 cents per therm	None	1 st of the month	None
Utility Tax (Electric)	Structured Rates	3%	Last day of the subsequent month	\$200 - \$500
Parking lot and Garage operations	Structured Rates	None	10 days after the end of the subsequent month	10% per month late

Proposed structure

Tax Type	Tax Percentage	Deduction Percentage (% of tax amount)	Due Date	Late fee %
Liquor	6%	None	20 th day of subsequent month	10% per month late
Medical Cannabis	6%	None	20 th day of subsequent month	10% per month late
Hotel/Motel	7.5%	None	20 th day of subsequent month	10% per month late
Motor Fuel	4%	None	20 th day of subsequent month	10% per month late
Telecommunications	5%	None	20 th day of subsequent month	10% per month late
Amusement	4%	None	20 th day of subsequent month	10% per month late
Cable Franchise Tax	10%	None	20 th day of subsequent month	10% per month late
Utility Tax (Gas)	5%	None	20 th day of subsequent month	10% per month late
Utility Tax (Electric)	3%	None	20 th day of subsequent month	10% per month late
Parking lot and Garage operations	Variable rate multiplied by the # of daily, weekly, monthly, quarterly, and annual admissions	None	20 th day of subsequent month	10% per month late

Below is a table of various surrounding communities late fee schedule.

Community	Tax Type	Late fee	Interest fee
Arlington Heights	Food and Beverage	10%	N/A
Mount Prospect	Food and Beverage	10% (5% late + 5% delinquent tax)	1%
Mount Prospect	Motor Fuel	10% (5% late + 5% delinquent tax)	1%
Morton Grove	Hotel	1%	N/A
Morton Grove	Self Storage	10% (5% late + 5% delinquent tax)	1%
Champaign	Motor Fuel	1%	N/A
Champaign	Food and Beverage	2%	N/A
Champaign	Hotel	2%	2%
Hoffman Estates	Hotel	10% (5% late + 5% delinquent tax)	N/A
Hoffman Estates	Food and Beverage	2%	N/A
Schaumburg	Amusement	10% (5% late + 5% delinquent tax)	1%
Schaumburg	Hotel	10% (5% late + 5% delinquent tax)	1%
Elgin	Liquor	5%	1%
Aurora	Liquor	7.50%	1.25%
Palatine	Food and Beverage	2%	N/A
Skokie	Food and Beverage	3%	N/A
Oak Park	Liquor	2%	N/A



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: David D, Stoneback, Public Works Agency Director

Subject: Budget Memo– Five Year Summary of Snow Costs

Date: October 9, 2017

Question: Please provide information regarding snow operations and five years of history for these accounts.

Response: Staff is recommending budget savings in three snow operation accounts as follows:

Budget Item	FY 2017 Budget Amount	Proposed FY 2018 Budget Amount	Proposed Savings
Police Overtime for Towing	\$275,000	\$200,000	\$75,000
Public Works Snow Overtime	\$393,500	\$325,000	\$68,000
Salt Purchase	\$384,100	\$331,000	\$53,000

Police Overtime:

The proposed Police overtime for towing is based on two large winter snow events that require towing operations. Each day that the Police assist with the towing operations costs approximately \$50,000. When towing is undertaken, it is a two day operation. Staff is proposing to budget \$200,000 for this portion of the operation.

Public Works Overtime:

The Public Works snow overtime is based on three different types of snow events as indicated below:

Snow Amount	Number of Events	Number of Employees	Number of Shifts	Estimated Overtime Labor Cost
1" to 3"	9	22	1	\$ 38,000
1" to 3"	9	22	2	\$ 76,000
4" to 6"	8	34	2	\$106,000
6" +	2	41	3	\$ 50,000

The estimated overtime cost for the snow events listed above totals \$270,000. An additional \$55,000 is included for overtime associated with snow cleanup of the business districts. Staff has therefore requested a 2018 budget allocation of \$325,000.

Salt Purchase:

Council approved the purchase of salt for the 2017/2018 on August 14, 2017. This purchase is for the estimated quantity of 7,500 tons of salt at the unit price of \$47.35 for a total price of \$355,125.

The salt dome is currently full. Staff anticipates using approximately 500 tons of salt in November and December 2017, spending \$24,000 of the \$355,125 contract amount. This leaves a balance of \$331,000 needed for the 2018 season.

The unit price for salt has dropped significantly. In 2012 through 2014 the price was approximately \$60 per ton and reached a high of \$70 per ton in 2015. In 2016 the price fell to \$51 per ton and in 2017 the purchase price was \$47.35.

Five Year Summary:

Below is a table that indicates the funds needed for Public Works snow overtime, Police overtime for towing operations and salt purchases. It should be noted that 2014 was a bitter cold winter with unusually high snow quantity. Staff therefore provided a 4 year average, not including the 2014 winter, and a 5 year average including the costs associated with the 2014 winter.

It appears that Police overtime may have been charged to the Public Works overtime line item in previous years. Based on the total overtime expenses, staff believes that it is properly budgeting for overtime associated with the average snow events predicted for this area. The total overtime budgeted in 2018 (\$525,000) is higher than the 5 year overtime average (\$467,323). With the exception of the 2014 winter, the proposed 2018 overtime budgeted amount would be sufficient for the overtime incurred during any other winter within the five year summary.

SNOW OPERATIONS BUDGET SUMMARY					
	Actual	Actual	Actual	Actual	Actual
Budget Item / YEAR	2012	2013	2014	2015	2016
PW Overtime	\$ 197,176	\$ 410,344	\$ 732,824	\$ 371,705	\$ 432,163
Police Overtime	\$ 6,355	\$ 17,179	\$ 38,024	\$ 105,231	\$ 25,616
Total Overtime cost	\$ 203,531	\$ 427,523	\$ 770,848	\$ 476,936	\$ 457,779
Salt Purchase	\$ 181,517	\$ 536,784	\$ 599,209	\$ 596,292	\$ 407,374

Total Costs	\$ 385,048	\$ 964,307	\$1,307,057	\$1,073,228	\$ 865,153
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	4 year average w/o 2014	5 year average including 2014	Actual (to date)	2018 Proposed Budget
Budget Item / YEAR			2017	2018
PW Overtime	\$ 352,847	\$ 428,842	\$ 84,473	\$ 325,000
Police Overtime	\$ 38,595	\$ 38,481	\$ 10,796	\$ 200,000
Total Overtime cost	\$ 391,442	\$ 467,323	\$ 95,269	\$ 525,000
Salt Purchase	\$ 430,492	\$ 464,235	\$ 105,031	\$ 331,000



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: Budget Team

Subject: Gas Tax comparison

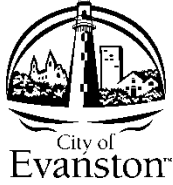
Date: October 2, 2017

Question: Compare the City of Evanston's Gas Tax against surrounding communities.

Response: The City of Evanston municipal code was amended in 2008 to impose a \$0.03 per gallon tax on gasoline sold. It was then amended in 2010 to increase the tax amount to \$0.04 per gallon.

Below is a chart of surrounding municipal Gas Tax rates.

Municipality	Gas Tax Rate
Oak Park	0.06
Champaign-Urbana	0.06
Skokie	0.05
Aurora	0.04
Des Plaines	0.04
Evanston	0.04
Mount Prospect	0.04
Niles	0.04
Hoffman Estates	0.04
Naperville	0.04
Rolling Meadows	0.04
Warrenville	0.04
Woodridge	0.04
Lincolnwood	0.03
Highland Park	0.02
Batavia	0.02
Bloomington	0.02
Carpentersville	0.02
Rosemont	0.02



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council
From: Budget Team
Subject: Clerk and Council Proposed Budget Detail
Date: October 9, 2017

Question: Please provide detail for the Clerk and City Council budgets to determine potential cuts.

Response: The Budget Balancing Worksheet contained in the transmittal letter of the 2018 Proposed Budget includes a 4% baseline cut to both the City Council and City Clerk budgets. The detail of these cuts has not yet been determined. Members of the City Council requested to see line item detail of the Council and Clerk budgets in order to determine the where in each budget these cuts would be taken.

Full-time personnel costs have been calculated according to current employment numbers and with a 2.75% general wage increase applied for 2017 and a 3.0% general wage increase applied for 2018.

The decrease in personnel costs in the City Clerk's Office from the 2017 Budget to the 2018 Proposed Budget is due to the transfer of one Deputy Clerk to the finance division and the reclassification of this position to a Customer Service Representative.

This information can also be found on pages 70-73 of the 2018 Proposed Budget document, available at www.cityofevanston.org/budget.

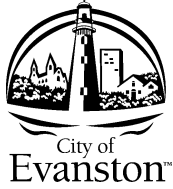
City Council Proposed Budget

Proposed 4% cut = \$19,928

Account Number - Description	FY 2016 Actual Amount	FY 2017 Amended Budget	FY 2017 Estimated Amount	FY 2018 Proposed Budget
Salary and Benefits	\$ 241,112	\$ 280,586	\$ 270,079	\$ 301,508
61010 - REGULAR PAY	215,266	253,085	240,630	263,577
61420 - ANNUAL SICK LEAVE PAYOUT	1,508	-	-	-
61615 - LIFE INSURANCE	-	-	-	108
61626 - CELL PHONE ALLOWANCE	-	-	6,000	9,000
61710 - IMRF	8,511	8,290	7,997	7,971
61725 - SOCIAL SECURITY	12,827	15,570	12,523	16,900
61730 - MEDICARE	3,000	3,641	2,929	3,952
Services and Supplies	\$ 60,347	\$ 72,313	\$ 64,219	\$ 72,313
62206 - TV BROADCASTING	-	4,165	500	4,165
62210 - PRINTING	204	2,904	500	2,904
62275 - POSTAGE CHARGEBACKS	197	333	333	333
62280 - OVERNIGHT MAIL CHARGES	-	167	167	167
62285 - COURIER CHARGES	126	300	600	300
62295 - TRAINING & TRAVEL	6,076	8,000	8,000	8,000
62360 - MEMBERSHIP DUES	44,926	38,000	45,000	38,000
62370 - EXPENSE ALLOWANCE	145	9,125	1,000	9,125
62380 - COPY MACHINE CHARGES	1,068	619	619	619
62456 - OUTSIDE MAIL SERVICES	108	4,000	500	4,000
64505 - TELECOMMUNICATIONS	930	-	-	-
64540 - TELECOMMUNICATIONS - WIRELESS	286	500	300	500
65010 - BOOKS, PUBLICATIONS, MAPS	37	200	200	200
65025 - FOOD	5,837	2,500	5,000	2,500
65095 - OFFICE SUPPLIES	406	1,500	1,500	1,500
Miscellaneous	\$ 8,844	\$ 7,829	\$ 6,474	\$ 7,829
62490 - OTHER PROGRAM COSTS	482	3,664	2,000	3,664
62605 - OTHER CHARGES	-	-	309	-
62770 - MISCELLANEOUS	8,362	-	-	-
66062 - SISTER CITY FUNDING	-	4,165	4,165	4,165
Insurance and Other Chargebacks	\$ 121,094	\$ 135,169	\$ 159,972	\$ 130,195
61510 - HEALTH INSURANCE	121,094	133,369	159,972	128,395
66059 - HEALTH INSURANCE OPT OUT EXPENSE	-	1,800	-	1,800
Interfund Transfers	\$ 2,204	\$ 2,292	\$ 2,292	\$ 2,361
66025 - TRANSFER TO DEBT SERVICE - ERI	2,204	2,292	2,292	2,361
Grand Total	\$ 433,601	\$ 498,189	\$ 503,036	\$ 514,206

City Clerk Proposed Budget
Proposed 4% cut = \$11,020

Account Number - Description	FY 2016 Actual Amount	FY 2017 Amended Budget	FY 2017 Estimated Amount	FY 2018 Proposed Budget
Salary and Benefits	\$ 230,782	\$ 211,306	\$ 228,922	\$ 138,062
61010 - REGULAR PAY	180,926	179,961	189,302	121,928
61110 - OVERTIME PAY	14,989	-	10,000	-
61710 - IMRF	20,454	17,644	15,313	6,041
61725 - SOCIAL SECURITY	11,682	11,104	11,595	8,180
61730 - MEDICARE	2,732	2,597	2,712	1,913
Services and Supplies	\$ 27,239	\$ 26,931	\$ 51,331	\$ 26,931
61060 - SEASONAL EMPLOYEES	-	-	21,301	-
62130 - LEGAL SERVICES-GENERAL	-	-	5,000	-
62210 - PRINTING	117	876	200	876
62275 - POSTAGE CHARGEBACKS	826	200	200	200
62280 - OVERNIGHT MAIL CHARGES	-	65	65	65
62295 - TRAINING & TRAVEL	10,343	5,000	1,000	5,000
62315 - POSTAGE	536	35	35	35
62360 - MEMBERSHIP DUES	1,951	525	1,000	525
62380 - COPY MACHINE CHARGES	690	400	400	400
62457 - CODIFICATION SERVICES	9,052	17,330	17,330	16,330
65010 - BOOKS, PUBLICATIONS, MAPS	125	-	-	-
65025 - FOOD	32	-	-	-
65095 - OFFICE SUPPLIES	3,565	2,000	4,300	2,000
65175 - ELECTION SUPPLIES	-	500	500	1,500
Insurance and Other Chargebacks	\$ 32,741	\$ 33,192	\$ 27,979	\$ 21,944
61510 - HEALTH INSURANCE	31,991	33,192	27,979	21,944
66059 - HEALTH INSURANCE OPT OUT EXPENSE	750	-	-	-
Interfund Transfers	\$ 3,903	\$ 4,059	\$ 4,059	\$ 5,059
62305 - RENTAL OF AUTO-FLEET MAINTENANCE	-	-	-	500
62309 - RENTAL OF AUTO REPLACEMENT	-	-	-	500
66025 - TRANSFER TO DEBT SERVICE - ERI	3,903	4,059	4,059	4,059
Grand Total	\$ 294,665	\$ 275,488	\$ 312,291	\$ 191,996



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: David D, Stoneback, Public Works Agency Director

Subject: Budget Memo – Seasonal Employee Reduction in PWA

Date: October 9, 2017

Question: Please explain the Public Works Agency proposed reduction in seasonal employee funding.

Response: The 4% budget reduction in the PWA includes reducing Seasonal Employee funding by \$14,000.

This proposed cost savings is reducing the seasonal employee funding in account 100.40.4320.61060 (Forestry) from \$34,000 to \$20,000. The \$14,000 reduction equates to one non-CDL seasonal employee not being hired over a six month period. The seasonal employee funding for the Forestry Division will continue to have a budget of \$20,000 and will allow for the hiring of two seasonal employees for approximately five months each.



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: Budget Team

Subject: Cultural Arts

Date: October 10, 2017

Question: Please detail the Cultural Arts Coordinator projects and costs over last 5 years.

Response: The Cultural Arts Coordinator position was created in November 2013. Below is the information for the past 4 years.

Since 2014, the cultural arts office within the CMO had an administrative budget of \$50,000 per year. That amount is broken down as follows:

- \$30,000 Cultural Fund Grant Allocations
- \$10,000 Arts Council Community Support Funds
- \$10,000 Administrative Costs, such as office and project supplies, small events, postage, training, etc.

In addition to the administrative budget, the Cultural Arts office, in conjunction with the Arts Council, oversees the Neighborhood Public Art Fund, which has been listed at \$75,000 per year in the Capital Improvements Plan for 2017 and in the proposed budget for 2018.

The following is a list of projects that have been funded, at least partially, through either the administrative budget – Arts Council (AC), Cultural Fund (CF) or Coordinator’s Office (CO) -- or the Neighborhood Public Art Fund (NPAF):

2014:

Winter Hearth Pop Up Art Series	\$700	CO
Noyes Gallery Exhibition Rotations	\$1500	CO
Bright Night for the Arts	\$500	AC
Cultural Fund Grants	\$11,000	CF
10,000 Ripples Sculpture	\$2,000	NPAF

2015:

Winter Hearth Pop Up Art Series	\$500	CO
Noyes Gallery Exhibition Rotations	\$1,500	CO
Bright Night for the Arts	\$800	CO
Cultural Fund Grants	\$30,000	CF
Arts Council Support Projects		
• Donovan Mixon Internat Trio	\$1,100	AC
• Ridgeville Shakespeare	\$1,000	AC
• ETHS Pippin Performance	\$1,000	AC
• Mudlark Theater	\$1,000	AC
• Evanston Made	\$1,500	AC
• ESO Holiday Concert	\$890	AC
• Shorefront Legacy Boards	\$700	AC
• North Shore Choral Soc	\$1,000	AC
North Shore Line Mural	\$7,500	NPAF
ECTV Station	\$1,765	NPAF
Dave Ford Sound Sculpture	\$1,500	NPAF
One State for the Arts Co-Host	\$5,000	CO
One State Scholarships	\$600	AC/CO
Cultural Arts Luncheons	\$375	CO
Art After Hours	\$350	CO

2016:

Arts Council Support Projects:

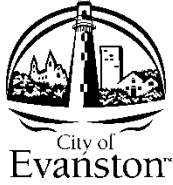
• Winter Hearth Pop Up Art Series	\$500	AC
• Identity Dance Project	\$500	AC
• Out of the Box Project	\$800	AC
• Art of Evolution Theatre	\$3,750	AC
Bright Night for the Arts	\$800	CO
Cultural Fund Grants	\$30,000	CF
Civic Center Exhibitions	\$1500	CO
Church Street Mural	\$10,000	NPAF
Women of Substance Photo. Proj	\$3,750	NPAF
Repair and Clean Hirshfield Sculpt	\$2,000	NPAF
Jill King Sculpture	\$7,500	NPAF
Cultural Arts Luncheons	\$425	CO
Art After Hours	\$175	CO

2017: (to date)

Civic Center Exhibitions	\$1500	CO
Bright Night for the Arts	\$800	CO
Cultural Fund Grants	\$30,000	CF
Arts Council Support Projects:		
• WNUR Jazz Series	\$1,000	AC
• Winter Hearth Pop Up Art Series	\$1,000	AC

• YWCA Equity Art	\$500	AC
• Accompanetta Concert	\$712	AC
• Evanston Made Maps	\$600	AC
• MEET Sewing Circles	\$800	AC
• Terrain Biennial	\$1,000	AC
• Identity Dance Project	\$500	AC
• LakeDance Performanice	\$500	AC
• ESO Holiday Concert	\$650	AC
• EISMA	\$700	AC
Janet Austin Sculpture Lease	\$3,200	NPAF
Smith 10000 Ripples Sculpture	\$2,000	NPAF
2 nd Church Street Mural	\$9,000	NPAF
Partnership of 3 Evanston Murals	\$12,000	NPAF
Foster Street Mural	\$15,500	NPAF
Seated Girl Sculpture	\$5,000	NPAF

*In 2017, RFPs went out for a sculpture at GreenBay/Emerson Ridge (\$89,000 NPAF) and for a Cultural Arts Master Plan (\$50,000 CIP). A percentage of those project amounts will be paid out in 2017 before the end of the year.



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council
From: Budget Team
Subject: 2018 Proposed Budget: Commuter Parking Rates Near Transit Stations
Date: September 26, 2017

Question: Please investigate the possibility of raising rates for parking near the Central Street transit stations.

Response:

The City of Evanston currently charges \$0.25 per hour for long-term parking at Lot #54 (along Poplar) near the Central Street Metra Station for 15 hours, Monday through Saturday. The maximum charge for the day is \$3.75, which is paid daily using City pay stations. The charge for 12 hours of parking is \$3/day. The charge is also \$0.25 per hour at the 12 daily parking spaces in Lot #21 near the CTA station on Central Street.

FY2016 total revenue January 1 – December 31, 2016	\$140,258
FY2017 revenue to date January 1 – August 31, 2017	\$ 92,540

There are 218 daily spaces, which generate revenue 306 days per year, including Saturdays but not Sundays or holidays. Based on actual revenue, 2016 average daily usage was 8 hours per meter.

Assuming 8 hours daily average usage, increasing the rate charged to \$0.50 per hour could increase revenue at this lot to \$266,832 annually. For commuters, the rate for 12 hours would double to \$6 per day. For those paying for the maximum time of 15 hours, the daily parking fee would jump from \$3.75 to \$7.50 per day.

Increasing the rate to a flat fee maximum all day Monday through Friday for up to 15 hours of usage could generate the following annual revenue:

- \$3/day = \$166,116
- \$4/day = \$221,488
- \$5/day = \$276,860

These revenue estimates do not include additional hourly revenue collected on Saturdays. The hourly rate could also be increased to \$0.75 or \$1 per hour up to the daily maximum fee.

The 12 daily parking spaces at Lot 21 near the Central CTA could also be increased to match any changes made to Lot 54.

Expenses

Per lease agreement, any increase in meter rates would result in a rate increase for the Union Pacific lease. The current rate of \$.25 per hour results in a 2016 annual lease rate of \$11,458. If meter rates increased to \$0.50 per hour, the lease rental rate would be \$23,297, an increase of \$11,839.

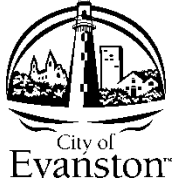
Union Pacific would need to be notified and agree to any new rate arrangement. Due to the age of the current lease agreement, staff recommends that the City work with the Union Pacific Railroad to negotiate a new lease going forward.

Comparative Rates

The following rates are currently being charged in commuter parking areas by other entities in Evanston or in nearby communities.

1. Metra Lot along Tracks at Main Street Station – owned by Metra, \$1.50/day or \$30 per month permit fee.
2. Chicago Howard Street CTA Garage - \$5 for 12 hours with ticket validation
3. Wilmette
 - a. In January 2017, Wilmette increased their daily parking rate at their downtown Metra Berman lot from \$2 per day to \$2.50 per day. Parking is free in this lot after 4 pm and all day on Saturday and Sunday. No parking is allowed between 2 am and 4 am on any day.
 - b. The rate at the 4th and Linden CTA lot is \$4.00 per day for 24 hours. Lot is owned by CTA.
4. Skokie
 - a. Two commuter parking lots are available at the Dempster-Skokie Swift Station.
 - b. Skokie Swift South Lot is adjacent to the Skokie Swift Station. The fee is \$3 per day.
 - c. Skokie Swift North Lot is across Dempster Street north of the Skokie Swift Station. The fee is \$2 per day.
5. Glenview

- a. Glenview has two Metra stations: downtown Glenview, 1116 Depot Street, and The Glen, 3000 Old Willow Road. Parking rates are:
 - b. Daily fee parking is available at both stations at a cost of \$2 per day.
 - c. Overnight parking for multiple days is available only at the downtown station in designated spaces at a cost of \$2 per day.
6. Oak Park
 - a. Oak Park has designated permit parking for almost all parking lot spaces near transit stations. Permit parking is paid quarterly.
 - b. Quarterly daytime permits are available in commuter lots near transit for 10 hours. Rates are \$210 for residents or \$265 for non-residents or approximately \$2.33 for a resident per day, and \$2.94 for non-residents per day.
 - c. Hourly rates for commuter lots in Oak Park are \$0.50 per hour for 10 hours.
 - d. The Village of Oak Park owns all their transit lots. None are leased from Metra.
7. Highland Park - 12-Hour meters near Metra for \$0.25 per hour



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: Budget Team

Subject: Effective General Wage Increase

Date: October 10, 2017

Question: Detail of the effective general wage increase with health insurance savings included.

Response: The 2018 Proposed Budget includes a general wage increase (GWI) for all employees of 3% in 2018 and 2.75% in 2017, per current union negotiations.

The 2017 Adopted Budget included a 1.5% GWI for all employees rather than the expected 2.75%. Therefore, the 2018 Proposed Budget shows a total 4.25% increase in wages from the 2017 Adopted Budget. The 2018 proposed budget also includes annual step increases for eligible union employees.

With these changes, the 2018 Proposed Budget for regular and permanent part-time pay in the General Fund is \$2,180,000 higher than the 2017 Adopted Budget. Of this, \$641,000 can be attributed to the 2017 GWI and \$1,539,000 is the amount of the 2018 3% GWI.

The 2018 Proposed Budget includes changes to the City's health insurance plan that decrease costs. The savings of these changes is \$312,462 in the General Fund.

The net change in expenses for the 2018 GWI and health insurance savings is \$1,226,557 in the General Fund, which equates to a 2.4% effective General Wage Increase. This analysis is shown in the table below applied to the General Fund and to all funds.

	General Fund	All Funds
2018 GWI (3.0%)	1,539,019	2,058,410
2018 Health Insurance Savings	(312,462)	(390,196)
2018 Net Change	1,226,557	1,668,214
Effective 2018 GWI	2.4%	2.4%



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: Budget Team

Subject: Engineer Billing/Transfers

Date: October 10, 2017

Question: Please explain the transfers and funding of engineers in the 2018 Proposed Budget.

Response: Currently, the City has 16 engineers in the Public Works Agency. Of these 10 full-time equivalents (FTE) are currently funded in the General Fund, and 6 FTE are distributed in the Water, Sewer, and Parking Funds.

The transmittal letter in the 2018 Proposed Budget includes a proposal to further distribute funding for engineering to other funds in order to better align funding with project responsibilities. The existing baseline distribution and proposed redistribution are shown below.

Engineering Salary Distribution

Fund	2018 Baseline		2018 Proposed	
	FTE	Total Cost	FTE	Total Cost
General	10	\$ 1,390,306	4	\$ 536,546
Water	4.5	\$ 571,980	4.5	\$ 571,980
Sewer	1	\$ 94,953	1.5	\$ 146,713
Parking	0.5	\$ 54,528	1.5	\$ 199,212
Special Assessment	0	\$ -	0.5	\$ 71,790
Capital Improvement	0	\$ -	4	\$ 585,527

This distribution is based on the list of major project responsibilities by staff member included as Attachment A. Detailed information on the current and proposed distribution by employee is included in Attachment B.

Currently, the General Fund receives a transfer of \$500,000 from the Capital Improvements Fund for engineering services. If the aforementioned change was adopted, this transfer would be eliminated and engineering services would be paid for directly from the Capital Improvements Fund.

The net impact of these proposed changes to the expenses of each fund is shown below. This includes the elimination of the transfer from the Capital Fund to the General Fund.

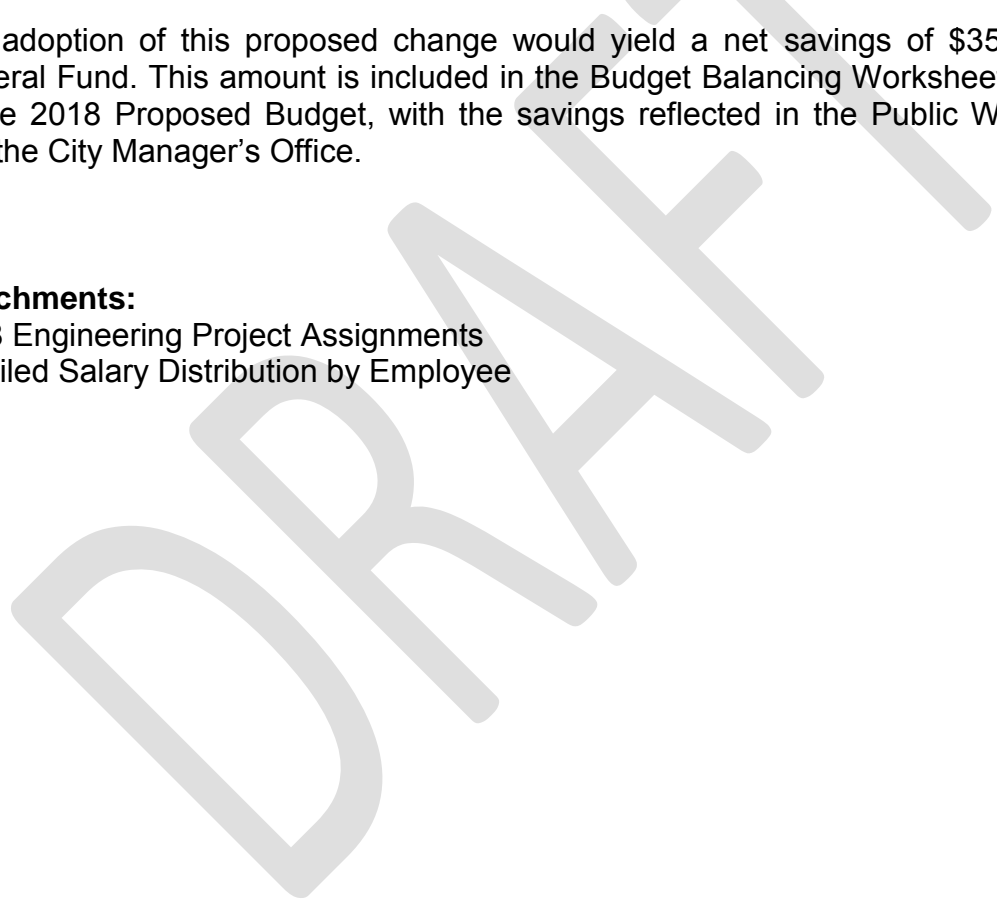
2018 Proposed – Net Impact

Fund	Net Impact
General	\$ (353,761)
Water	\$ -
Sewer	\$ 51,760
Parking	\$ 144,684
Special Assessment	\$ 71,790
Capital Improvement	\$ 85,527

The adoption of this proposed change would yield a net savings of \$353,761 in the General Fund. This amount is included in the Budget Balancing Worksheet on page 17 of the 2018 Proposed Budget, with the savings reflected in the Public Works agency and the City Manager’s Office.

Attachments:

- 2018 Engineering Project Assignments
- Detailed Salary Distribution by Employee

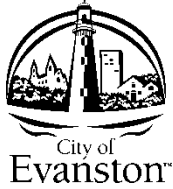


Attachment A: 2018 Engineering Project Assignments

Name	Title	Largest Assignments
Biggs, Lara	Bureau Chief	
Chokshi, Pankaj	CE III	MFT Street Resurfacing Special Assessment Alley Paving CDBG Alleys and Streets
Nash, Bridget	CE II	Parking Lot Improvements Traffic Calming, Bicycle, Sidewalk Impr Drainage Improvements
Manis, Dan	Sr Proj Mgr	Parking Lot Improvements Water Main Street Resurfacing
Taruntul, David	Eng Assoc II	MFT Street Resurfacing Survey
Nagar, Sathysha	Sr Proj Mgr	Sheridan Road/ Chicago Avenue Howard Street Corridor Improvements Central Street Bridge Improvements
Dahal, Rajeev	Sr Proj Mgr	Traffic Calming, Bicycle, Sidewalk Impr Streetlight Master Plan Main Street, Maple to Hinman Main Street Commons
Idesis, Michael	Traffic Eng Tech	Permit Processing and Review Traffic Counts
Cary, Shane	Architect	Chandler Electrical/HVAC Improvements Parking Garage Improvements Service Center Repairs
Khatkhate, Anil	Project Mgr	Roofing and Tuckpointing Various Facilities Civic Center Elevator Upgrades Noyes Center Hallway Impr
Levine, Stefanie	Sr Proj Mgr	Robert Crown Fleetwood HVAC/Elec Howard Street Theater
Schueneman, Alec	GIS/Engr Tech	Water Main/Service Testing ArcGIS Updates CMMS System Maintenance
Alonzo, Angeleo	CE II	Water Main Street Resurfacing Hinman Relief Sewer Extension
Barcelona, Dennis	GIS/Engr Tech	Water Main/Service Testing ArcGIS Updates CMMS System Maintenance
Grooms, Hannah	CE II	Cost of Service Modeling CIPP Sewer Lining Utility Coordination
Moyano, Paul	Sr Proj Mgr	Treated Water Storage Replacement 36/42" Intake Replacement South Standpipe MCC and Storage Bldg Repair

Attachment B: Detailed Salary Distribution by Employee

Name	Title	2018 Total Cost	2018 Baseline				2018 Proposed					
			General	Water	Sewer	Parking	General	Water	Sewer	Parking	SA	Capital
Biggs, Lara	Bureau Chief	\$ 196,266	0.50	0.50				0.50				0.50
Chokshi, Pankaj	CE III	\$ 143,579	1.00				0.50				0.50	
Nash, Bridget	CE II	\$ 103,520	1.00						0.50			0.50
Manis, Dan	Sr Proj Mgr	\$ 159,223	1.00				0.50			0.50		
Tarantul, David	Eng Assoc II	\$ 98,809	1.00				1.00					
Nagar, Sathysha	Sr Proj Mgr	\$ 166,732	1.00									1.00
Dahal, Rajeev	Sr Proj Mgr	\$ 166,736	1.00				1.00					
Idesis, Michael	Traffic Eng Tech	\$ 109,056	0.50				0.50				0.50	
Cary, Shane	Architect	\$ 130,145	1.00				0.50				0.50	
Khatkhate, Anil	Project Mgr	\$ 124,455	1.00									1.00
Levine, Stefanie	Sr Proj Mgr	\$ 144,446	1.00									1.00
Schueneman, Alec	GIS/Engr Tech	\$ 120,042		1.00				1.00				
Alonzo, Angeleo	CE II	\$ 115,162		1.00				1.00				
Barcelona, Dennis	GIS/Engr Tech	\$ 94,953			1.00					1.00		
Grooms, Hannah	CE II	\$ 96,285		1.00				1.00				
Moyano, Paul	Sr Proj Mgr	\$ 142,359		1.00				1.00				
Total FTE Count			10.0	4.5	1.0	0.5	4.0	4.50	1.50	1.5	0.5	4.0
Total Cost			\$ 1,390,306	\$ 571,980	\$ 94,953	\$ 54,528	\$ 536,546	\$ 571,980	\$ 146,713	\$ 199,212	\$ 71,790	\$ 585,527



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: Johanna Leonard, Director of Community Development
Gary Gerdes, Building & Inspection Services Division Manager

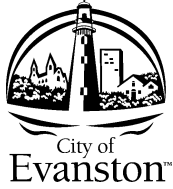
Subject: Proposed Elimination of Electrical Inspector/Plan Reviewer Position

Date: October 10, 2017

Question: Please explain the impact of the proposed elimination of the Electrical Inspector/Plan Review position.

Response: The Electrical Inspector/Plan Reviewer position was created to meet two Building & Inspection Service Division needs where current staff was not able to always meet timely demand for inspections and plan review activities. The position was posted twice and each time candidates were interviewed. A qualified candidate was not identified in either recruitment effort and the position has remained unfilled.

A full-time Electrical Inspector (1), Commercial Plan Reviewer (1) and Residential Plan Reviewer (1) remain on staff. In order to meet the demand for plan review and inspection needs, the City has utilized Safebuilt. Safebuilt provides Building Department and Code Enforcement Services to over 500 municipalities nationally. The City is able to utilize this group to support the increased seasonal demand for inspections and plan review; this augments existing staff resources and support.



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: David D, Stoneback, Public Works Agency Director

Subject: Budget Memo – Estimating Street Leaf Pick up

Date: October 6, 2017

Question: Could you estimate the cost of leaf pick-up?

Response: Employees from the Public Works Agency currently pick up leaves in the street in conjunction with the street sweeping effort beginning around October 1 and ending around December 15. During the 10 week period, ten additional staff are assigned to remove leaves from the street. In addition to labor, the following equipment is also assigned to the effort:

- Three front-end loaders
- Two small trucks with leaf pushing baskets
- Four dump trucks

The leaves are hauled to the transfer station area in James Park and then loaded into larger, contractor owned dump trucks for disposal at a compost site. Approximately 30 loads of leaves are removed by the hauler.

The cost for the current program is approximately \$208,000 as follows:

- Labor - \$106,000
- Equipment - \$82,500
- Contract hauling - \$19,500

Staff estimates that if all residents were allowed to push leaves to the street that the quantity of leaves to be handled would increase by fivefold, from the current 1,650 cubic yards to 8,250 cubic yards.

In order to accommodate this, a total of twenty employees would have to be assigned to the effort and that the following equipment would need to be utilized:

- Four front-end loaders
- Four small trucks with leaf pushing baskets
- Twelve dump trucks

Approximately 150 loads of leaves would be disposed by the contracted hauler.

The cost for the proposed program would be approximately \$509,500 as follows:

- Labor - \$212,000
- Equipment - \$200,000
- Contract hauling - \$97,500

Staff has reservations in attempting to undertake a leaf pick up program of this magnitude.

The number of employees required for the leaf program would prohibit other regular maintenance activities from being completed. The Streets Division only has sixteen employees, and some of those employees would still be needed for street maintenance. This would require employees from Forestry, Greenways, Distribution and / or Sewer Division to assist with the effort.

The City would need to purchase auxiliary equipment attachments in order to the properly outfit the equipment used for the program.

- 1 additional clam bucket for a front-end loader - \$20,000
- 2 additional leaf pushing baskets - \$15,000

Scheduling 150 large dump trucks to come pick up leaves from the transfer station at James Park in 2017 would be challenging, since no prior arrangement for this quantity of trucks had been made. In 2018, it would still be a logistical challenge to accommodate that many trucks in this location.

Residential streets are only cleaned once per month. If residents push leaves to the street during the entire month between street cleaning / leaf pick up, the leaf piles will begin to take away parking spaces. If parked cars don't move on the street cleaning day, the leaf piles will accumulate and become a nuisance.

The leaf pick up process requires a truck with the leaf pushing basket to drive down the curb line first. This truck pushes the leaves into a large pile at the end of the block, near the cross street intersection. The street sweeper then follows that truck to pick up what debris remains. The debris box on the street sweeper fills quickly and is emptied at the large leaf pile.

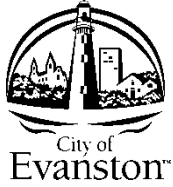
The leaf piles are placed by an intersection so that a front end loader has room to maneuver and load the leaves into the City dump trucks. The dump trucks must then drive to James Park to dump the leaves at the transfer station. Based on the distance between from James Park and the leaf piles, it can take each truck up to 45 minutes to make a round trip. Therefore, it is unlikely that all of the leaf removal could be completed within normal work hours. The large leaf piles at the intersections would need to be picked up each day because they create an obstruction to motorists and are therefore a potential safety hazard.

Evanston has more on-street parking than most communities, which creates a challenge for effectively collecting all of the leaves in the street. If special posting for street cleaning / leaf pick up was required, additional staff would be needed to post the no-parking signs and then remove the signs after the cleaning took place.

Even if staff were able to keep on schedule, there is the concern for inclement weather. With so many leaves in the street, a big rain storm could result in unwanted street flooding and cause drainage structures to be blocked. The drainage structures could also become filled with the leaves, preventing their proper use until they are cleaned.

An early frost and / or snow event would require employees to abandon the leaf pick up program to address the snow event. This situation has happened in the past few years. The leaves become very challenging to move once they are frozen, especially if vehicles begin to park on them and they freeze to the road pavement. Currently, employees work all winter long, as weather permits, to try and remove the leaves that are missed. This is accomplished with mixed results.

Plowing streets with frozen leaves along the curb is also difficult and can result in the street not being cleared the full width, from curb to curb. Some of the narrow streets in Evanston then become too narrow for snow plows and fire trucks to safely navigate.



Memorandum

To: Honorable Mayor and Members of the City Council

From: Lawrence C. Hemingway, Director, Parks, Recreation & Community Services

Subject: 2017 Budget Memo—Justification for Marketing Funding

Date: October 19, 2017

Question: Provide detail for decrease in registration in PRCS programs, and justification for the \$25,000 marketing.

Response: In the winter of 2016, PRCS reduced the number of LIFE magazines being printed from 35,000 per run to 10,000 per run. We also discontinued mass mailings to all Evanston households of the magazine. We believed this was a very inefficient manner of promoting our programs and thought with proper promotion and the use of technology, we could continue to promote our programs and classes with minimum disruption or impact. Even with this decrease, we continued to deliver magazines to the Levy Center for convenience for our senior citizen population. We continued delivery of the magazines to all of our community centers and libraries.

We instituted mailing postcards to households to notify families the new magazine was available online or available for pickup at the Civic Center or any of our community centers or libraries. We did email an e-news blast to residents who had signed up for a class previously or requested electronic communication.

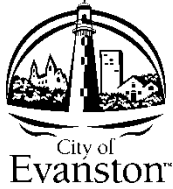
Through all these efforts, the department noticed a reduction in registrations in a timely manner. This has caused us to do additional outreach to families to promote and market our offerings to the community. Some of the reductions in classes include programs for pre-school age children at Chandler-Newberger, athletic programs, fitness classes, and art/cultural classes.

The chart below shows some classes with a decrease in registration:

Activity Type	2016 Enrolled Year to Date	2017 Enrolled Year Date	to	Enrollment Change
Art	461	450		-11
Ecology	2122	2094		-28
Fencing	104	72		-32
Figure Skating	1874	1776		-98
Fitness	141	88		-53
Martial Arts	427	390		-37
Preschool Sports	103	99		-4
Volleyball	19	9		-10
Special Rec	585	574		-11
Tennis	599	356		-243
Total	6435	5908		-527

To address this pattern, the department is requesting an additional \$25,000 for specific targeted marketing strategies that we believe would help the department increase our program registration numbers. Some of the strategies include, but are not limited to:

- Buying social media ads on Facebook that target Evanston zip codes. This will allow the department to post class offering reminders on the social media site that offer residents the opportunity to register for the classes before registration closes.
- The department will be able to do additional postcard mailings to remind residents about the dates of availability for when the new brochures are available.
- The department will do additional targeted marketing by doing advertisements in magazines such as Chicago Parent, Oakley's Guide, and Natural Awakenings to promote our ecological classes.
- The department will create a promotional video about the various types of programmatic offerings we have for residents to enjoy. The video will be used as a marketing tool to promote on all the City's social media sites.
- Some of the funding will be used to offset registration specials such as 2 for 1, bring-a-friend, 1st time free, etc.



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: Evonda Thomas-Smith, Director Health and Human Services

Subject: Human Services Division Reorganization

Date: October 16, 2017

Question: Please provide additional information about the Health & Human Services Reorganization.

Response: The 2018 Proposed Budget includes the reorganization of victim's advocacy from the Police Department to the Health & Human Services Department. The positions which are proposed to be added to the Health Department would allow for cross-training of existing Human Services staff. It would also allow for better client service.

These new functions would require an additional 4 staff (3 part time and 1 full time) added to the Health Department as Human Service Advocates (job descriptions attached).

Background:

Under the supervision of the Human Services Manager and or designee, the Human Services Specialist (HSS) position involves the single point of entry for high risk populations. Services entail general assistance, emergency assistance, employment and workforce development referrals, financial and health literary planning to meet the basic needs of high risk individuals and their families. The HSS provides advocacy for all individuals in navigating complex systems, and connect individuals to services to offering stability for issues that impact high risk populations. The HSS assists individuals and families by: interviewing clients and families; coordinating activities associated with client cases; referring clients to appropriate internal and external community stakeholders, making home and work-site visits when necessary; and providing limited guidance counseling to clients.

The reorganization of victim's advocacy creates a synergistic collaboration of Public Health and Trauma-informed care. The new integration will promote an approach to administering services in care and prevention acknowledging that traumas may have occurred or may be active in clients' lives, and that those traumas can manifest physically, mentally, and/or behaviorally. In the United States, public health practitioners understand the framework for trauma informed care and we also realize evidence based practice has increased and expanded in recent years. The Adverse Childhood

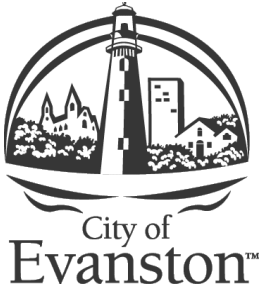
Experiences (ACE) study, published in 1998, was the first time the relationship between exposure to abuse and/or household dysfunction and the risk factor for several of the leading causes of death in adults were highlighted. The ACE study showed a strong, graded relationship between exposures to abuse and/or household dysfunction and risk factors, which means the more often or more extreme the exposure, the more likely the person will experience measured risk factors.

Examples of trauma include being diagnosed with a chronic illness, surviving a major or life altering tragedy, physical abuse, and sexual violence. Experiences of trauma are not limited to a single gender identity, sexual orientation, race, or ethnicity.

Recommendation

Understanding trauma and how to respond to trauma is critical in both community based care and prevention service coordination. Recognizing the role of trauma in a client's life is critical. Regardless of the setting, all trauma-informed care models include significant training for staff and providers, to ensure interactions with clients or victims are evidence based and trauma-informed. The current staff of the Human Services Division receives ongoing training and already possesses the formal educational expertise required.

Trauma-informed care is a method for delivering services that acknowledges previous and current trauma in a person's life. Implementing trauma-informed care involves a multi-pronged approach, starting with comprehensive staff training, on-going learning, work group development, and employee support. For effectiveness the team must be comprised of 1 FTE Team Lead and 3 PT staff with expertise in trauma informed care principles and practices, under the leadership of the Health and Human Services Department.



Date Developed:	October, 2017
HR Review Date:	New

JOB DESCRIPTION/JOB POSTING
AN EQUAL OPPORTUNITY EMPLOYER M/W/D

DEPARTMENT:	Health and Human Services
DIVISION:	Human Services
POSITION TITLE:	Senior Human Services Advocate
PAY GRADE/RANGE:	AFSCME
FLSA STATUS:	Non-Exempt
OPENING DATE:	
CLOSING DATE:	

*Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for range.

NATURE OF WORK:

Under the supervision of the Human Services Manager and/or designee, the Senior Human Services Advocate coordinates professional development including on-going training for all staff and school-based partner staff, and additional training to a Trauma Advisory Team (TAT). The TAT shall consist of a small team of 3-5 staff members in different roles who share project ownership and decision making. Facilitates the alignment of school based health, mental health, culturally specific programs, youth service and/or other community organizations under trauma informed principles and practices through training, networking opportunities and streamlining of referral systems. Creates the environment and information sharing via newsletter or online and social media based focusing on resiliency and healing. Collects and interprets data around Trauma Informed Care.

ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following):

- Conducts ongoing/refreshers/just-in time training on nationally recognized trauma-informed approaches.
- Trains/coaches the team to deliver universal support for victims exposed to forms of trauma.
- Trains and coaches on resiliency and healing.
- Provides leadership for the development and promotion of trauma-awareness
- Promotes trauma-informed and strength-based approaches in community.
- Conducts observations and interviews using surveys/checklists to document baselines in agency commitment and endorsement, governance and leadership, environment and safety, workforce development, systems change, and cross-sector collaboration.
- Provides training and networking opportunities to health, mental health and other community based partner organizations, culturally specific organizations, and/or social services organizations that might serve to facilitate improved integration and coordination with outside partners.
- Monitors local, state and national trends and best practices in the trauma informed communities.
- Serves as liaison to agencies, advocates, parents and students facilitating trauma-informed practices.
- Supervises work and activities of part-time human services advocates on TAT.
- Assesses staff training needs and provides training on trauma-awareness and evidence-based approaches.
- Provides liaison and technical consultant to develop and implement trauma-informed behavioral health assessments and interventions.
- Provides technical consultation for staff for specific strategies to use to support families who have experienced trauma.
- Attends training sessions in evidence-based trauma-informed practices.
- Keeps superiors apprised of activities and developments.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS OF WORK:

- Must possess a Bachelor's degree or higher in Counseling, Social Work, Psychology, or substantially similar area from an accredited college or university. Possession of a

Master's degree in Counseling, Social Work, Psychology, or substantially similar area is preferred.

- Must possess three (3) or more years of counseling work experience with victims, families or others affected by trauma and two (2) or more years of work experience with case management and assessment.
- Must possess a valid driver's license and a safe driving record.
- Knowledge, skills, and abilities in the following areas:
 - Extensive knowledge of current public aid policy and related services.
 - Knowledge and familiarity with HIPAA and its obligations and regulatory requirements.
 - Knowledge and familiarity with state legislation under the purview of DCFS involving children.
 - Ability to work with diverse groups of people.
 - Knowledge of computers and familiarity with Microsoft Office Suite.
 - Ability to communicate effectively, both orally and in writing.
 - Ability to maintain confidentiality and trust with students and other victims of trauma.
 - Ability to establish and maintain effective working relationships with schools, state and federal agencies, and other partners.

PHYSICAL REQUIREMENTS OF WORK:

Mostly sedentary work occasionally exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. May involve walking or standing for brief periods of time. The worker is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes. No environmental hazards indicated for this classification.

SUPERVISION:

Work is performed under the general direction of a supervisor. Assignments may vary from day to day, however primarily routine. Assignments can be either verbal or written, with the employee determining proper procedure and work methods and is responsible for completing the work according to City work rules and safety regulations. Work is reviewed through ongoing observation, written and verbal communication, meetings and feedback from supervisors and other department employees. Guidance is provided through rules and regulations, policies and procedures, Unified Work Rules, Union Contract, Personnel Rules and OSHA. Work is evaluated at least annually for the safe and skilled utilization of equipment, quality of tasks, adherence to work rules, and performance in accordance with the classification standard.

PUBLIC CONTACT:

This person has regular and frequent contact with all levels of internal staff as well as contact with the public at large.

SELECTION METHOD

Structured Oral Interview

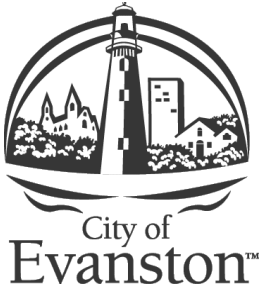
TYPE OF ELIGIBILITY LIST

LIFE OF ELIGIBILITY LIST

To apply for this position, please apply online at www.cityofevanston.org on or before the closing date.

Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.

The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-448-8204 (voice) or 847-448-8052 (TTY).



Date Developed:	October, 2017
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JOB DESCRIPTION/JOB POSTING
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SELECTION METHOD

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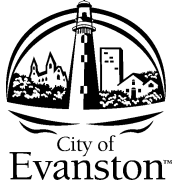
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Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: Richard Eddington, Chief of Police

Subject: Staffing Reductions in Police

Date: October 4, 2017

Question: How will police manage with proposed staff reductions? Please provide the previous five years of overtime history.

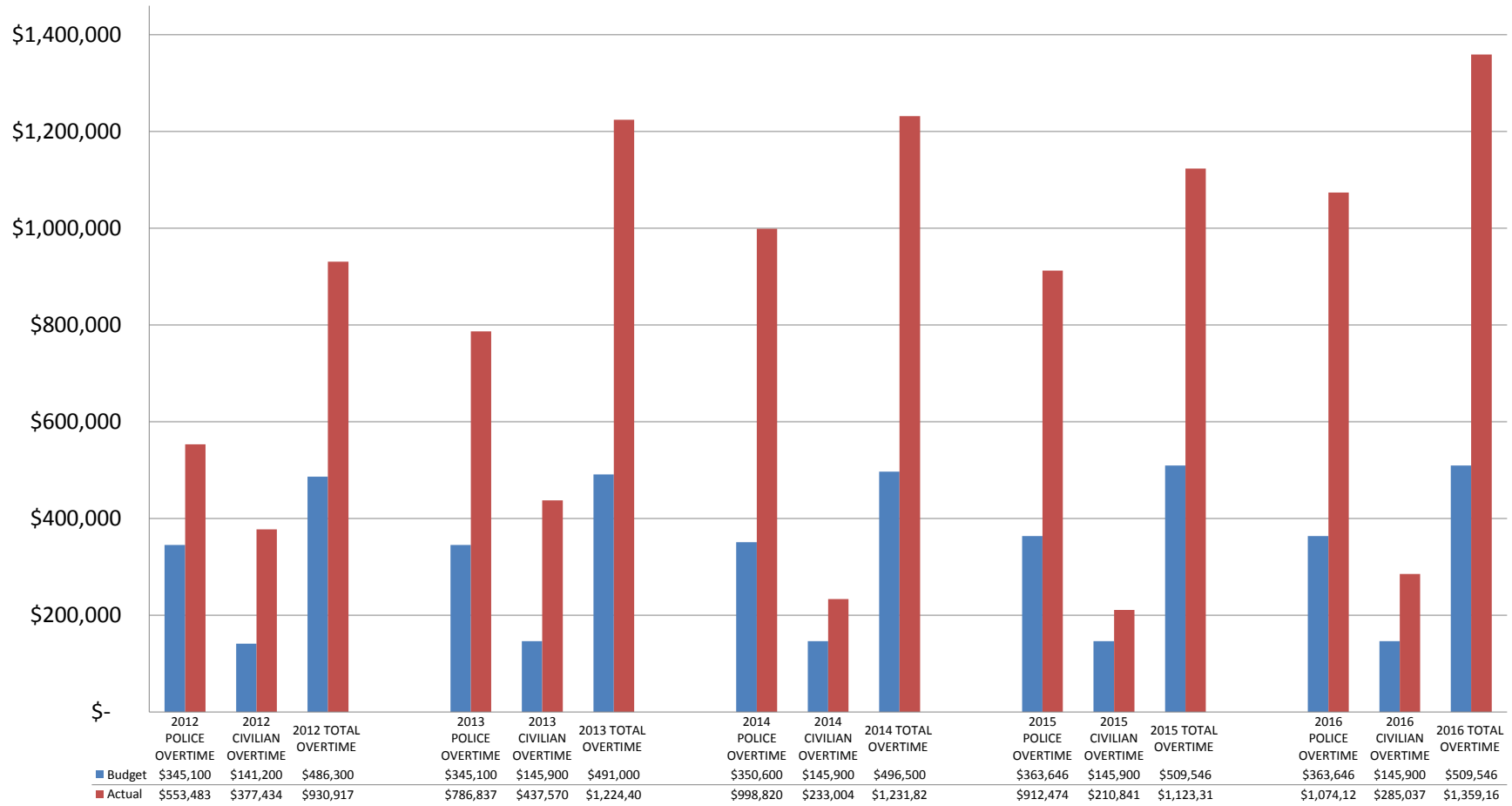
Response: The police department command staff has anticipated this issue for the past several months.

In the past we covered overtime overages via vacant positions. Those vacant positions now are being categorized as other budget savings. Since it would be inappropriate to count those dollars twice, the department is in process of reviewing its staffing minimums, a review that will result in some budget savings, inasmuch as approximately 25% of all overtime is related to maintaining minimums. With minimums lowered the most noticeable result will be an increase in response-time for non-emergency calls.

With a more accurate overtime figure proposed, the police department will increase scrutiny of special-events staffing (to include the 4th of July, NORTAF call-outs, MCAT call-outs, and other overtime-generating activities) during the course of the year.

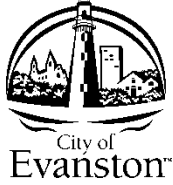
Attached, please find the chart of police overtime from 2012 through 2016.

EVANSTON POLICE DEPARTMENT OVERTIME COMPARISON 2012-2016



Evanston Police Department
 Comparison of Overtime Expenditures
 2012 through 2016

<u>Account</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>Percentage</u>
2012 POLICE OVERTIME	\$ 345,100	\$ 553,483	\$ 208,383	160.38%
2012 CIVILIAN OVERTIME	\$ 141,200	\$ 377,434	\$ 236,234	267.30%
2012 TOTAL OVERTIME	\$ 486,300	\$ 930,917	\$ 444,617	191.43%
2013 POLICE OVERTIME	\$ 345,100	\$ 786,837	\$ 441,737	228.00%
2013 CIVILIAN OVERTIME	\$ 145,900	\$ 437,570	\$ 291,670	299.91%
2013 TOTAL OVERTIME	\$ 491,000	\$ 1,224,407	\$ 733,407	249.37%
2014 POLICE OVERTIME	\$ 350,600	\$ 998,820	\$ 648,220	284.89%
2014 CIVILIAN OVERTIME	\$ 145,900	\$ 233,004	\$ 87,104	159.70%
2014 TOTAL OVERTIME	\$ 496,500	\$ 1,231,824	\$ 735,324	248.10%
2015 POLICE OVERTIME	\$ 363,646	\$ 912,474	\$ 548,828	250.92%
2015 CIVILIAN OVERTIME	\$ 145,900	\$ 210,841	\$ 64,941	144.51%
2015 TOTAL OVERTIME	\$ 509,546	\$ 1,123,315	\$ 613,769	220.45%
2016 POLICE OVERTIME	\$ 363,646	\$ 1,074,122	\$ 710,476	295.38%
2016 CIVILIAN OVERTIME	\$ 145,900	\$ 285,037	\$ 139,137	195.36%
2016 TOTAL OVERTIME	\$ 509,546	\$ 1,359,160	\$ 849,614	266.74%



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: Budget Team

Subject: Ground Transportation Tax

Date: October 17, 2017

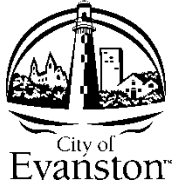
Question: What would the Ground Transportation Tax generate for revenue if it were applied to private charter / shuttle buses?

Response: As a home rule community Evanston has the ability to charge a ground transportation tax. Currently this tax is being proposed to be charged on transportation network providers such as Uber and Lyft. If desired, Evanston could also apply the tax to taxi cabs, charter buses/shuttle buses, pedicabs, horse drawn carriages, and livery, similar to the City of Chicago. The City of Chicago charges up to \$9.00 per day for vehicles with a vehicle capacity of up to 24. This charge must be paid even if the vehicle is not operating.

If the ground transportation tax were applied to businesses that provide ground transportation vehicles for hire in Evanston, staff is aware of multiple daily shuttle bus routes at Northwestern University. There are potentially others in the City but for this example we are applying the tax only to vehicles capable of transporting 24 or more passengers.

Using the available shuttle bus data from Northwestern University, a conservative estimate of the number of shuttles provided during one calendar year is 17,500. This includes intra-Evanston campus shuttles, inter-campus shuttles that originate or terminate in Evanston, shop and ride shuttles and gameday shuttles for football and basketball events. Please note that as of October 17, 2017, this estimate does not include other special event shuttles or any non-Northwestern University shuttles.

If the tax was applied on per ride basis, at \$2.00 per ride, the revenue estimate is \$35,000 annually. At \$4.00 per ride, the revenue estimate is \$70,000 annually.



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: Budget Team

Subject: Indexing of Parking Permits and Hourly Rates in Garages and Surface Lots

Date: October 17, 2017

Question: Explain how planned annual increases for parking garage permits, surface parking lot permits, and hourly parking rates could be implemented.

Response: In order to appropriately maintain the City's parking system in an era of rising costs, an automatic annual rate schedule is prudent. Such a system was in place when the Sherman Plaza parking garage was opened, however the annual increases were stopped during the recent recession. Over the long term, this approach will ensure that adequate funding is available to operate the City's parking system through reasonable and incremental annual increases.

Without planned annual increases the cost of operating the parking garages and surface lots can exceed the revenue they generate and limit the amount of capital available for long term maintenance. This can also cause the assets to become subsidized by non-users and the rates to fall below what the market would allow for.

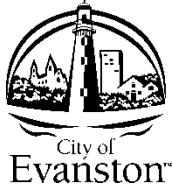
Recommendation:

In conjunction with the Parking & Transportation Committee in 2018, a full analysis of the citywide parking system, pricing, and availability is to be conducted. This comprehensive study will recommend new rates and annual increases for parking assets that are prudent and allow for the long term cost recovery of the assets as well as the health of the parking fund.

Staff is also working on the creation of an Enterprise Parking & Transportation Fund which would be implemented on 1/1/19. This would transform the existing parking fund into a true enterprise fund that would accurately capture revenue and expenses related to all parking and transportation infrastructure, personnel and activities in the City of Evanston. Currently these costs and activities are a mix of parking fund and general fund distributions. The newly created fund will allow for greater understanding of true

costs of the parking and transportation activities as well as provide a funding mechanism for future upgrades to the transportation systems in the City.

Staff recommends that this item be reviewed as part of the planned 2018 Parking & Transportation System Analysis and that recommendations from the analysis, including indexing of fees, be considered as part of the 2019 budget process.



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

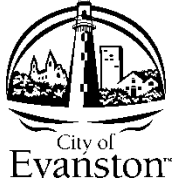
From: Johanna Leonard, Director of Community Development
Gary Gerdes, Building & Inspection Services Division Manager

Subject: Proposed Elimination of Electrical Inspector/Plan Reviewer Position

Date: October 10, 2017

Question: Please explain the impact of the proposed elimination of the electrical inspector/plan reviewer position.

Response: The Electrical Inspector/Plan Reviewer position was created to meet two Building & Inspection Service Division needs where current staff was not able to always meet timely demand for inspections and plan review activities. The position was posted twice and each time candidates were interviewed. A qualified candidate was not identified in either recruitment effort and the position has remained unfilled. A full-time Electrical Inspector (1), Commercial Plan Reviewer (1) and Residential Plan Reviewer (1) remain on staff. In order to meet the demand for plan review and inspection needs, the City has utilized Safebuilt. Safebuilt provides Building Department and Code Enforcement Services to over 500 municipalities nationally. The City is able to utilize this group to support the increased seasonal demand for inspections and plan review; this augments existing staff resources and support.



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: Budget Team

Subject: Sales Tax Forecast

Date: October 10, 2017

Question: Sales tax revenue forecast explanation

Response: The City starts its revenue forecasting process 6 to 12 months prior to the release of the proposed budget. The sales tax revenue forecast is based in part upon many economic predictions from professional organizations, as well as other government agencies. Forecasting tax revenue is often difficult due in part to its dependencies on the individual taxpayers behavior, as well as other governmental legislative and administrative changes outside of Evanston’s control (ex: Cook County sweetened beverage tax). Using a variety of these sources, the City determines a growth rate multiplier that is applied to the year-end estimate which will determine the baseline budget.

Chart 1 below details FY2012 – FY2016 revenues for the State’s Municipal Tax (MT) and the City of Evanston’s Home Rule (HMR) sales tax. Explanations of these taxes are found at the end of this memo.

Chart 1

	2012 - 2016	Collected	Variance from Budget
Total - Actual	78,589,751		
Total - Budget	79,879,525		
Variance	(1,289,774)	98.4%	-1.61%
MT - Actual	48,544,266		
MT - Budget	49,251,705		
Variance	(707,439)	98.6%	-1.44%
HMR - Actual	30,045,485		
HMR - Budget	30,627,820		
Variance	(582,335)	98.1%	-1.90%

From FY2012 – FY2016 the combined total dollar variance from budget was -\$1.2M, or -1.61%, against a \$79.8M budget. During this time, the averaged year over year budget growth rate was +2.9%, while the average actual increase was +2.3% per year, a -0.6% variance.

However, the actual growth rate from just FY2015 – FY2016 fell to +1.2%, a -1.1% decrease. In response both of the sales tax forecasts for the 2017 year end estimate and 2018 budget have been adjusted downward to reflect a slower growth rate. Without adjusting the growth rate multiplier downward the variance from budget will only continue grow wider. For FY2018 the sales tax forecast combined multiplier is 1.1% after adjusting for the enacted Illinois 2% home rule surcharge imposed on the collection of the home rule sales tax as well as the addition of a Target in the first half of FY2018.

	2017 Budget	2017 Year end estimate	Year end Variance from Budget	2018 Proposed Budget	FY18 Yee to FY18 Proposed Difference	2018 multiplier rate
Total - Budget	17,555,974	16,775,974	(780,000)	16,955,974	180,000	1.1%
MT - Budget	10,942,386	10,552,386	(390,000)	10,542,386	(10,000)	-0.1%
HMR - Budget	6,613,588	6,223,588	(390,000)	6,413,588	190,000	3.1%

MT – Municipal 1% Sales Tax

The City of Evanston municipal sales tax rate is 1.0% on general merchandise. This source of revenue is directly correlated to economic development activities within the City and influenced by general economic conditions of the State. In addition to the 1% received on general merchandise, the City also receives 100% of the 1% State sales tax on food and qualifying drugs.

HMR – Home Rule 1% Sales Tax

The City of Evanston, pursuant to its home rule authority, imposes a 1% local home rule sales tax. This tax is applicable to all sales except qualifying food and drugs and titled vehicles. The chart below is a profile of other various Cook County communities.

Municipality	Population	Pop Rank	Total Rate	Homerule rate as of Sept 2017	HMR Tax collected IL FY17	HMR per capita	HMR Tax Rank
Chicago	2,695,598	1	10.25%	1.25%	256,391,764	\$ 95.11	27
Cicero	83,891	2	10.75%	1.75%	8,926,708	\$ 106.41	22
Arlington Heights	75,101	3	10.00%	1.00%	6,929,360	\$ 92.27	28
Evanston	74,486	4	10.00%	1.00%	6,141,714	\$ 82.45	31
Schaumburg	74,227	5	10.00%	1.00%	20,925,318	\$ 281.91	3
Palatine	68,557	6	10.00%	1.00%	4,241,885	\$ 61.87	38
Skokie	64,784	7	10.25%	1.25%	13,995,110	\$ 216.03	9
Des Plaines	58,364	8	10.00%	1.00%	6,170,441	\$ 105.72	23
Orland Park	56,767	9	9.75%	0.75%	10,037,637	\$ 176.82	13
Tinley Park	56,703	10	9.75%	0.75%	5,596,897	\$ 98.71	26
Oak Lawn	56,690	11	9.75%	0.75%	3,880,389	\$ 68.45	34
Berwyn	56,657	12	10.00%	1.00%	2,713,448	\$ 47.89	41
Mount Prospect	54,167	13	10.00%	1.00%	5,524,017	\$ 101.98	25
Hoffman Estates	51,895	14	10.00%	1.00%	3,579,879	\$ 68.98	33
Oak Park	51,878	15	10.00%	1.00%	2,399,526	\$ 46.25	42
Glenview	44,692	16	9.75%	0.75%	8,004,196	\$ 179.10	12
Streamwood	39,858	17	10.00%	1.00%	2,503,227	\$ 62.80	37
Wheeling	37,648	18	10.00%	1.00%	3,895,529	\$ 103.47	24
Park Ridge	37,480	19	10.00%	1.00%	1,665,104	\$ 44.43	43
Calumet City	37,042	20	10.00%	1.00%	3,272,919	\$ 88.36	29
Northbrook	33,170	21	9.75%	0.75%	5,595,568	\$ 168.69	14
Elk Grove Village	33,127	22	10.00%	1.00%	8,591,989	\$ 259.37	4
Chicago Heights	30,276	23	10.00%	1.00%	1,272,468	\$ 42.03	46
Niles	29,803	24	10.25%	1.25%	11,626,295	\$ 390.10	2
Burbank	28,925	25	9.75%	0.75%	1,891,070	\$ 65.38	35
Lansing	28,331	26	9.50%	0.50%	1,162,717	\$ 41.04	48
Oak Forest	27,962	27	10.00%	1.00%	1,210,947	\$ 43.31	45
Wilmette	27,087	28	10.00%	1.00%	2,144,748	\$ 79.18	32
Melrose Park	25,411	29	10.50%	1.50%	6,239,493	\$ 245.54	6
Melrose Park	25,411	30	10.00%	1.00%	6,239,493	\$ 245.54	7
Harvey	25,282	31	10.00%	1.00%	930,336	\$ 36.80	50
Rolling Meadows	24,099	32	10.00%	1.00%	2,728,771	\$ 113.23	20
Maywood	24,090	33	10.00%	1.00%	648,008	\$ 26.90	54
Morton Grove	23,270	34	10.25%	1.25%	3,202,631	\$ 137.63	15
Dolton	23,153	35	9.75%	0.75%	727,912	\$ 31.44	52
South Holland	22,030	36	9.50%	0.50%	649,101	\$ 29.46	53
Evergreen Park	19,852	37	9.75%	0.75%	2,375,576	\$ 119.66	19
Alsip	19,277	38	10.00%	1.00%	2,407,439	\$ 124.89	18
Bellwood	19,071	39	10.50%	1.50%	784,140	\$ 41.12	47
Country Club Hills	16,541	40	10.25%	1.25%	1,068,056	\$ 64.57	36
Bridgeview	16,446	41	10.00%	1.00%	4,042,772	\$ 245.82	5
Midlothian	14,819	42	10.00%	1.00%	651,558	\$ 43.97	44
Chicago Ridge	14,305	43	10.00%	1.00%	3,320,317	\$ 232.11	8
Hazel Crest	14,100	44	10.00%	1.00%	453,701	\$ 32.18	51
Riverdale	13,549	45	10.00%	1.00%	223,118	\$ 16.47	56
Lincolnwood	12,590	46	10.00%	1.00%	2,392,230	\$ 190.01	11
Markham	12,508	47	10.00%	1.00%	678,042	\$ 54.21	40
Schiller Park	11,793	48	9.75%	0.75%	1,278,476	\$ 108.41	21
River Grove	10,227	49	11.00%	2.00%	1,372,744	\$ 134.23	16
Glenwood	8,969	50	10.00%	1.00%	536,848	\$ 59.86	39
Harwood Heights	8,612	51	10.25%	1.25%	1,117,793	\$ 129.79	17
Hillside	8,157	52	10.00%	1.00%	1,556,098	\$ 190.77	10
Posen	5,987	53	10.00%	1.00%	232,952	\$ 38.91	49
Berkeley	5,209	54	10.00%	1.00%	136,284	\$ 26.16	55
Stone Park	4,946	55	10.25%	1.25%	414,027	\$ 83.71	30
Bedford Park	580	56	9.75%	0.75%	2,570,468	\$ 4,431.84	1



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: Johanna Leonard, Community Development Director
Jim Hurley, Management Analyst

Subject: 2017 Community Development Proposed and Actual Building Permit Budget and 2018 Proposed Budget

Date: October 19, 2017

Question: Please provide the method for developing the budget for building permits.

Response:

The 2017 building permit fee revenue was estimated based on the:

- 1) proposed schedule for Planned Developments (i.e. larger projects),
- 2) Northwestern University construction projects, and
- 3) projection of “baseline” permit revenue (inclusive of all other permits for smaller residential and commercial projects).

As of October 1, 2017, the City had received permit fee revenue for the following Northwestern University projects: Welsh Ryan Arena, Lakefront Athletics Center and a variety of smaller NU projects. Payment for the Tech A&B Wing Infill is expected by December 2017. The City has received baseline revenue that is similar to 2016. Fee payments were delayed for several Planned Developments expected in 2017 until 2018. The permit fees for approved developments at 1815 Ridge Ave. and 831 Emerson St. were planned to be paid in 2017; however developers of both projects anticipate not starting projects (and making permit payments) until 2018. The development at 824 Noyes St. was deferred for payment. The Inclusionary Housing Ordinance provided for fee deferral for the applicant until the issuance of the first temporary certificate of occupancy for non-affordable dwelling unit, when developers provide affordable units on-site. Payments for permit fees will not be received until 2018.

Revenue by Fund	2017 Adopted Budget	2017 Actual	2017 Estimated
2126 - Building Inspection Services	\$11,169,100	\$6,063,923	*\$8,243,310

* 2017 Estimated includes Tech A&B Wing Infill expected December 2017

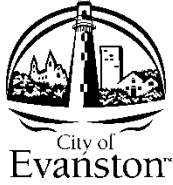
The 2018 Building permit fee revenue was estimated in close discussion with developers of approved planned developments and Northwestern University Facilities Management. Staff confirmed construction schedules for anticipated projects in 2018. The City expects to receive \$1,995,000 in building permit fees for Northwestern University's renovation and expansion of the Jacobs Center. The baseline revenue is expected to be similar to 2017.

	2016 Actual	2017 Estimate	Proj. 2018
Baseline Permit Revenue	\$3,521,275	\$3,215,425	\$2,912,000

The baseline is in-step with previous years; staff currently sees no indication that this number would decline significantly. Staff regularly monitors trends in the building and construction industry to relate how it impacts local construction. The U.S. Census and the Department of Housing regularly releases housing and construction data for each month. On the national level, issued building permits for private projects, have continued to show small gains, which is a good indicator of continued construction activity in the market.

Based on utilizing the baseline and projected newer and larger planned development projects, total permit fee revenues include:

Project	Projected 2018 Permit Revenue
<i>NU Projects</i>	
Jacobs Center	\$1,995,000
NU TOTAL	\$1,995,000
<i>Planned Developments</i>	
831 Emerson	\$500,000
1815 Ridge	\$556,000
824 Noyes	\$240,000
PD TOTAL	\$1,296,000
<i>Baseline Permit Revenue</i>	
	\$2,912,000
TOTAL REVENUE	\$6,203,000



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council
From: Budget Team
Subject: Mobile Parking Application Time Extension Flexibility
Date: October 17, 2017

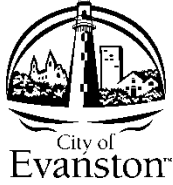
Question: Can the private label mobile application being provided by Passport Parking extend the time of a parking session?

Response: Yes. The mobile payment application can be used in a simple and effective manner to extend the time of a parking session.

When members of the City Council asked staff to research the possibility of using the mobile payment application to extend a parking session, the discussion focused on a real world example involving on-street parking meters with a two hour maximum parking limit.

Specifically, in a situation where a parker is nearing the two-hour maximum time allowed but needs extra time, the question arose if the mobile payment application could be utilized to extend the parking session up to one (1) hour, *even though this would extend the parking session beyond the two hour maximum limit.*

The mobile payment application has this capability and functionality already built in. However, since parking meter zones and rates are codified, changes cannot be implemented without amending the requisite section in the City Code. (Please see: Title 10, Chapter 5, PARKING METER ZONES; and, Title 10, Chapter 11 - SCHEDULE XII; PARKING METER ZONES.)



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: Johanna Leonard, Community Development Director
Gary Gerdes, Building & Inspection Services Division Manager
Scott Mangum, Planning & Zoning Administrator
Jim Hurley, Management Analyst

Subject: Community Development Department Proposed Fee Increases

Date: October 19, 2017

Question: Please explain the community development proposed fee increases

Response: Staff reviewed current fee schedules for permits, licenses, reviews, and inspections conducted by the Community Development Department. The Department proposes to update its fees and structure to better reflect current costs and to be comparable to adjacent communities. The proposed fee increases could result in an additional \$50,000 to \$150,000 in new permit fee revenue for the General Fund if the fee increase would take effect January 1, 2018.

The Building Division's current fees and structure is projected to result in \$6,203,000 in permit fee revenue for commercial and residential projects in Fiscal Year 2018. Proposed changes to fees and structures include:

- Contractor Licensing: Currently only Commercial and Residential General Contractors (GC) and Mechanical Contractors must be licensed in the City. Most surrounding communities register all contractor trades. Contractor and Sub-contractor registration fees are required to perform work in Wilmette, Skokie, Glenview, Hoffman Estates and Palatine. The proposal is to require all contractors performing work within City limits to register with the City, including Electrical, Carpentry, Concrete, Excavation, Masonry, Landscaping, Fence, Roofing and Sign contractors. The Division proposes to increase the annual

registration fee for Residential GCs from \$100 to \$125 to align with the annual fee for Commercial GCs. The annual licensing fee for all other contractors will be \$100. While additional revenue is anticipated for 2018, it may take up to 12-18 months to fully implement and make sure all contractors are paying license fee.

Fee Type	FY 2016	FY 2017 YTD	Proj. FY 2018	Projected FY 2018 range with increase
Contractor Licensing	\$109,475	\$91,275	\$110,000	\$145,000 - \$220,000

- **Demolition:** Currently applicants are charged a \$50 base fee plus \$5 per 1,000 cubic feet being demolished resulting in a relatively low demolition fee. The proposal is to charge the \$50 base fee plus \$50 per 1,000 cubic feet for commercial and residential structures and \$50 base fee plus \$10 per cubic feet for accessory structures. The chart below provides the total current revenue and expected revenue in 2018:

Fee Type	FY 2016	FY 2017 YTD	Proj. FY 2018	Projected FY 2018 range with increase
Demolition Building	\$138,467	\$80,840	\$85,000	\$90,000 - \$110,000
Demolition Interior Building	\$27,798	\$16,856	\$18,000	\$19,000 - \$22,000

This revised structure would bring Evanston to demolition fees comparable to adjacent communities. The chart below compares Evanston demolition fees with Wilmette and Skokie:

Demolition Fees	Evanston Current	Wilmette	Skokie
Residential* (20,000 Cubic Feet)	\$ 150	\$ 4,500	\$ 600
Commercial* (50,000 Cubic Feet)	\$ 290	\$ 4,500	\$ 1,200
Accessory** (5,000 Cubic Feet)	\$ 75	\$ 39	\$ 50

The Planning and Zoning Division proposes a general fee increase of 10% for Zoning services and overall increases for historic preservation review work. The proposed fee increase is due to the amount of time required of staff to perform zoning services such as zoning analysis, plan reviews, and coordinate the approval process. Proposed fee increases are higher for services with additional procedural steps to complete reviews including Planned Developments, Amendments, and Preservation. Details of the

proposed fee increases and comparisons to surrounding communities are provided in Spreadsheet A. Notable increases include:

- Preservation fees have not been updated since 2008 when fees were initially instituted and are not commensurate with the amount of staff time required for review of projects (see attached Spreadsheet A). The proposed updates would more closely align Preservation fees with similar Zoning review fees. Certificates of Appropriateness for Minor Work are issued by staff, where Major work involves significantly more staff time including preparation of materials for review at a Preservation Commission meeting.
- Planned Developments are the most complex zoning applications for review of large developments. A Zoning Analysis is required to analyze compliance with Zoning regulations. The complexity of projects and depth of review required is the reason for higher zoning analysis fees, including modifications to Planned Development proposals that require a new Zoning Analysis.

Fee Types	FY 2016	FY 2017 YTD	Proj. FY 2018 (No increase)	Projected FY 2018 with increase
Zoning Fees	\$63,580	\$55,626	\$61,000	\$64,000 - \$71,000
Historic Preservation Reviews	*\$46,872	\$8,003	\$8,000	\$20,000 - \$38,000

**Includes Preservation Grant*

Summary below compares the projected revenue for the General Fund:

Projected Total FY 2018 Revenue (No Increase)	Proj. FY 2018 (With proposed increases - low)	Proj. FY 2018 (With proposed increases - high)
\$179,000	\$229,000	\$329,000

In total, the City could collect an additional \$50,000 to \$150,000 in revenue for the General Fund.

Demolition fee revenue is deposited in the Affordable Housing Fund:

Projected Total FY 2018 Revenue (No Increase)	Proj. FY 2018 (With proposed increases - low)	Proj. FY 2018 (With proposed increases - high)
\$103,000	\$109,000	\$132,000

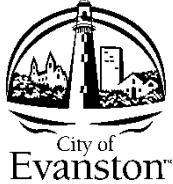
Attachments:

Spreadsheet A: Planning and Zoning Division Fee Proposal

Spreadsheet A: Planning and Zoning Division Fee Proposal

<i>Permit Type</i>		Current	Proposed
Zoning Analysis	<10K SF	\$100	\$110
	>10K SF	\$150	\$165
Cert Zoning Compliance, Amin Interp, Temp Use <10K SF		\$100	\$110
	<10K SF	\$150	\$165
Zoning Plan Review	Based on Valuation		
Planned Dev		\$5,000	\$6,000
	Major Adjust	\$2,000	\$2,200
	Minor Adjust	\$500	\$1,000
	Zoning Analysis - New Fee		\$1,000
Special or Unique Use		\$600	\$660
	Hospital	\$1,100	\$1,210
	Drive-In	\$1,100	\$1,500
	Substitution	\$400	\$440
Variation			
	Major or Family Necessity (SFR, 2 Family)	\$350	\$385
	Major or Family Necessity (Comm, MFR)	\$600	\$660
	Minor and Fence	\$250	\$275
	Major after the fact	\$1,500	\$1,650
Amendment		\$1,000	\$1,100
Major Home Occupation		\$25	\$110
Subdivision Plat		\$300	\$330
Appeals		\$250	\$275
Preservation Fees			
COA Minor Work		\$25	\$150
Accessory Structures		\$30	\$385
COA Major Work		\$35	\$500

Additions > 25%		\$50	\$385
New Primary Structures		\$75	\$1,000
Demo of Landmark		\$500	\$5,000
Demo of Significant or Contributing		\$350	\$3,500
Demo of Nonsignificant or Non Contributing		\$250	\$2,500
Rescission of Landmark		\$250	\$2,500
Post Approval Amendments		\$25	\$385-\$500
Post Approval Amendments (Minor) - New Fee			\$150
Nomination of Landmark – New Fee			\$100



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: Johanna Leonard, Community Development Director
Paul Zalmezak, Economic Development Division Manager

Subject: Community Development / Economic Development Reorganization

Date: October 19, 2017

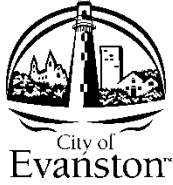
Question: Please explain the impact of reorganizing Economic Development into the Community Development Department.

Response: Under the proposed FY2018 Budget, the Economic Development Division is proposed to be relocated back to the Community Development Department. It was moved from the Community & Economic Development Department to the City Manager's Office in August 2014. The greatest impact and move back to Community Development will be the increased opportunity for collaboration and streamlined communication among staff within this larger Department.

Discussions with both City Council and business district leaders has identified a need for the City's Economic Development Division staff to shift to retention and attraction activities through business district vitality. The following were identified as opportunities for further collaboration between the existing Community Development Divisions (Building & Inspection Services, Housing and Grants, and Planning & Zoning):

- Work with the Transportation & Mobility Coordinator on district vitality work such as streetscape improvements that increase foot traffic, supporting bicycling/divvy station expansion, and improved wayfinding signage.
- Work with both the Housing & Grants and Planning and Zoning Divisions on large scale housing developments. Economic Development Division staff will be able to lend a market driven lens to affordable housing process/review and participate more actively in staff's formal review process of proposed new developments.
- Utilization of Economic Development Division staff to provide more extensive information to businesses on expansions, sidewalk cafes, signage, and other aspects of the built environment. Currently, Economic Development staff refers these inquiries to Planning & Zoning staff. With the addition of Economic Development staff back to Community Development Department,

there will be an opportunity to provide direct response through the Economic Development Division on these inquiries.



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: Richard Eddington, Chief of Police
Jason Parrott, Deputy Chief of Police

Subject: Court Liaison

Date: October 17, 2017

Question: What is the purpose of the Court Liaison position? What are the costs of the Court Liaison position? Could this work be distributed to others?

Response: The Court Liaison position for the Evanston Police Department is critical in the day to day functions of coordinating with the Circuit Court of Cook County and the individuals charged with criminal offenses, traffic offenses, and city ordinance violations referred to the county court system.

The Court Liaison oversees multiple aspects of the criminal, traffic, and ordinance court process. On a daily basis, the Court Liaison is responsible for filing the paperwork produced as a result of arrests and violations for traffic offenses including city ordinances performed by Evanston police officers. This processing of legal documents includes providing the assigned circuit court judge, assistant state's attorney and the Cook County Sheriff with documentation so that prisoner(s) or individuals that already received bond can be processed through the court system in a timely manner as required by law.

The Court Liaison monitors court calls on a daily basis which includes providing the appropriate court documents for specific court cases, dates, times, and court rooms assigned. Court files vary from multiple rooms depending on whether an offense is a felony, misdemeanor, traffic offense, city ordinance or a domestic violence offense. The Court Liaison also has the duties of monitoring/supervising the police officer's timeliness in arriving and departing from court, proper attire, and demeanor in court during testimony and/or waiting to testify.

Court schedules, often referred to as court calls, are distributed to the Court Liaison based on assigned court keys for officers or by subpoena. The Court Liaison must ensure that all documents for specific cases are sent to the correct court room and that

the officer is notified of the proper court call to guarantee that the officer is in attendance.

The Court Liaison also monitors court time and overtime submissions by staff. Personnel receive compensation for attending court proceedings while on their off-duty time in accordance with their bargaining agreement. The liaison must approve all court time submitted for personnel and ensure that the appropriate allocated compensatory time or pay is approved for that officer. In 2016, the Court Liaison coordinated, monitored, and approved 6,383 hours of officer court time with an approximate labor cost of \$255,350.

Personnel by department policy can be disciplined for inappropriate behavior, failure to appear in court when required, or improper appearance. The Court Liaison is tasked with recommending an investigation into court deviations of personnel.

This position also coordinates with the bond court judge on issues regarding legal paperwork for direct custody transports to the Cook County Department of Corrections when prisoners cannot be taken to Skokie court due to medical or psychiatric reasons. Timely and appropriate processing of legal paperwork by the Court Liaison is instrumental to assuring that violator's rights are protected and a prisoner's custody is minimized within the parameters set forth by the Constitution. The current Court Liaison handles these tasks without issue and has the proper knowledge to continue to navigate this sometimes tedious system within the courts.

During previous absence of the Court Liaison due to vacation or illness, the management of court files, court time records and prisoner transmittals created issues of concern with the use of other staff.

This position requires a high degree of institutional knowledge and intimacy with the working of Cook County Court System. The work of the position cannot be distributed to others without significant negative impact on police operations, county court functions, defendants, and victims.

The budgeted cost of the Court Liaison for 2018 is \$116,445. The following is a break of expense of the position:

Salary	Benefits	Taxes	Total
\$ 81,236	\$ 28,995	\$ 6,215	\$ 116,446



Memorandum

To: Honorable Mayor Haggerty and Members of the City Council

From: Budget Team

Subject: 4 Day Work-Week

Date: October 19, 2017

Question: Please provide potential cost savings of closing the Civic Center on Fridays and creating a four-day work week.

Response: The closing of the Civic Center and the Service Center on Fridays would yield a substantial savings in payroll expenses. This assumes the following:

- 4 day workweeks at the Civic Center and the Service Center
- Library branches, community centers, and water plant operations would continue without interruption or disruption
- Employees who normally work 37.5 hours/week would work 36 hours/week, reducing weekly hours by 1.5 hours/week (9-hour workdays)
- Employees who normally work 40 hours/week would work 38 hours/week, reducing weekly hours by 2 hours/week (9.5-hour workdays)
- Some administrative staff at the Water Plant will be included in the reduced hours
- Part-time staff have been excluded
- Parking Enforcement Officers are included

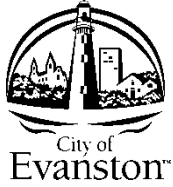
Assuming the reduction of the above work hours/week, the savings to payroll expenses would be approximately \$923,720 annually.

In addition to payroll expenses, the City would see savings in other expenses including utility bills to include water, gas, and electric, due to the buildings being closed an additional day each week; one less day of janitorial services on Fridays; fuel savings from vehicles not being driven one additional day each week; and other non-quantifiable savings.

Advantages would include less absenteeism and less abuse of sick leave during the workweek and longer operating hours for residents and employees Mondays-Thursdays.

However, disadvantages would include employees needing to work longer hours each day which might be burdensome (for child care purposes as an example). Finally, more than half of the employees are union employees in the group/departments considered; decreasing their hours and their corresponding pay would need to be bargained with respective unions.

An alternative to a reduction in work hours may be to have employees work their normal weekly hours in 4 days. Payroll expenses would not change which would eliminate the above \$900,000 plus savings.



Memorandum

To: Honorable Mayor and Members of the City Council

From: Lawrence C. Hemingway, Director, Parks, Recreation & Community Services
Karen Danczak Lyons, Library Director

Subject: Evanston Cradle to Career

Date: October 9, 2017

Question: Please provide an update on Evanston Cradle to Career.

Response: Evanston Cradle to Career has seen growth and expansion in a number of areas that has helped move the common vision that all children in Evanston have what they need to be happy, healthy, and ready to step into fulfilling adult lives by the age of 23. This vision has led the organization to address issues of equity, early childhood learning, summer learning loss and creating a trauma informed City. Staff from the Parks, Recreation and Community Services, Health and Human Services, and the Evanston Public Library play leadership roles in these efforts and contribute programs and thought leadership to the initiatives of Cradle to Career.

Cradle to Career Organizational Accomplishments

- Continued to engage over 40 organizations and over 170 individuals.
- Added two parents and three youth to our Operations Team to engage community voice in decision-making.
- Leveraged role as a United Way Neighborhood Network to support Partner Organizations including:
 - Providing \$50,000 to expand free summer literacy programming serving over 100 children.
 - Securing \$40,000 to support equity training reaching Partner staff members and their boards.
 - Allocating over \$170,000 to support collaborative systems change initiatives to be distributed in November. If funded, three of the proposals would bring funds to the City.
 - Secured five full-time AmeriCorps volunteers (2 in 2016 and 3 in 2017) providing youth services through partner organizations.
 - Facilitated \$10,000 for back-to-school shopping through \$100 Target gift cards to Evanston children and their families.

- Invited to present on EC2C funding model at an international convening of collective impact initiatives.
- Produced our first formal *Report to the Community* about the activities and goals of EC2C.

Programmatic Accomplishments and Plans

Collective impact is the cumulative efforts of diverse organizations committed to changing the systems that lead to inequitable outcomes in the community. Over the last year, EC2C partners have undertaken the following:

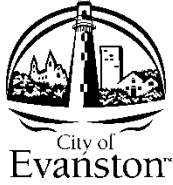
- **Advancing Equity within Partner Organizations**
 - Offering Beyond Diversity training to 84 attendees, including at least 25 City employees (this training cost \$450 per person when offered at Northwestern this Spring), with more planned for the coming year.
 - Offering two cohorts of 10 month long SEED Training, including 7 City employees, two of whom are Department Directors, with a similar number of cohorts to be offered this year.
 - Provided training for Executive Directors and Board members of Partner organizations about the importance of equity self-assessment and addressing inequity.
 - Received partner commitments to conduct equity self-assessments, with 10 partners having begun or completed their assessment and 11 others scheduled to begin this Fall.
 - Expanding community engagement through a variety of activities, including hiring a Community Engagement Coordinator and creating a Parents Leadership Team driven by parents and serving as decision-makers regarding work of action teams.

- **Supporting Parents as their Child’s First Teachers**

Co-chaired by the Children’s Outreach Librarian from the Evanston Public Library, and in partnership with local health care providers, kicked off a *Talk, Read, Sing Initiative* to support parents with children 0 – 3 by providing best practice information, text reminders, and culturally relevant books. Flyers, posters and car magnets have been distributed initially to Home Visiting programs, hospitals and health care institutions, Home Daycare Providers with whom the Evanston Public Library has relationships and preschools serving at-risk families. Additionally, EPL sends out Brain Builder tips twice weekly to those who subscribe to either Talk Read Sing text messages or emails through the City’s GovDelivery system. The text message program has been active for 1 1/2 years and currently reaches 549 subscribers. We have brought together the 4 Home Visiting agencies in Evanston to hear information from the State as to how they might construct a shared, collaborative network.

- Brought together service providers to streamline access to home family visiting and subsidized early childhood programming by sharing information about available slots and sharing referrals to make it easier for families to access needed services. Exploring possibility of centralized intake.
- **Increasing Kindergarten Readiness**
 - Reached consensus on readiness for kindergarten standards and held trainings for early childhood providers about those standards reaching over 60 providers.
 - Hosted an early childhood summit attended by over 100 early childhood and kindergarten teachers to share readiness information and to provide some initial training on the impact of childhood trauma.
 - Created formal process for sharing individual level info (with parent's permission) from early childhood providers to D65 to support class balancing and smoothing the transition for children to kindergarten
 - Exploring use of D65 readiness data to identify program practices that are associated with higher levels of readiness to share across programs.
 - Literacy on Track Solution Design Team: Concluded the pilot of the SSKFF (Strong Start to Kindergarten Feedback) form and is planning to expand to include more of the 30 preschools that send over 50% of the students to D65 Kindergartens. Conducted a survey for D65 principals to see how the SSKFF information is used or could be improved. SSKFF also piloted cross-visiting of classrooms between Kindergarten and Early Childhood Educators.
- **Targeting Summer Learning Loss**
 - Supported expansion of free literacy programming at Freedom School, ABC Boosters, and YReaders by over 100 slots. ABC Boosters is produced by the Evanston Public Library in Partnership with the Youth Job Center and District 65 and support from the City of Evanston. District 65 identifies rising Kindergarten students in need of assistance in the area of letter recognition. Teenaged "Boosters" are trained on ways to work one-on-one with the rising students over the summer. Each rising Kindergartener has shown gains in letter recognition. His program is produced in both English and Spanish and often provides the "Booster" with their first job.
 - Brought together Family Focus and the Freedom School to share space, training, and extended day programming to increase access for families who need full-day coverage.
 - Distributed over 500 culturally diverse books to City summer camps for daily reading time, to health care providers, and to little free libraries in City parks.

- Working now to streamline access to Park District and other program scholarships by coordinating with the school district to allow certification for free or reduced lunch to satisfy proof of income requirements.
- **Creating a Trauma-Informed City**
 - Developed a curriculum for train-the-trainer program for clinical professionals of color on trauma-informed care based on the Sanctuary Model to be presented by trauma professionals of color
 - Providing train-the-trainer session in November with sessions for community members in the Spring
 - Providing a series of trainings for EC2C partner staff on trauma-informed care, beginning in November with Dr. Terry Mason, Dir of Cook County Dept. of Public Health, and Evonda Thomas-Smith



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: Budget Team

Subject: Revenue Impact of Parking Maintenance Worker Reduction

Date: October 17, 2017

Question: Explain how the reductions in a FTE Parking Repair Worker will impact the projected revenue from parking meters?

Response: Parking meter collections and parking meter repair is a constantly changing landscape. For example, the City is in preparations to launch a pilot program, approved by Council earlier this summer, on the 1500 & 1700 blocks of Sherman Ave that will eliminate approximately 100 of the most used and maintenance heavy meters. Combined with additional meter reductions over the past two years, there are approximately 150 fewer meters to maintain and repair. The overall trend over time is to decrease reliance on single space meters for on-street parking spaces because they have a higher cost of ownership than pay boxes and there is a wide adoption of mobile pay parking apps.

Further, meter collections have changed dramatically over the last 3 years. Specifically, since the City introduced smart meters, over 50% of all single space meter transactions use a credit card instead of coin.

Also, with the planned introduction of the private label mobile payment for parking app (with wallet access), estimates of app utilization are at 30% after 18 months (Urbana, IL is at 50% after 2 years.) This increase in the mobile app utilization combined with the already high credit card utilization will further decrease the wear and tear on the meters and the maintenance required without affecting revenue collection.

Until January of 2016, the parking repair operations were staffed with only two parking repair workers. The current staffing level is three. The third position went unfilled for 18 months as we were assessing whether or not the need was there for it. Ultimately when many of the meters began to fail we filled the position, however now for all the reasons detailed above we believe with some modifications to the operations, the staffing level can be again reduced to two with minimal impact to operations. Additionally, facilities

management staff have been crossed trained in parking repair operations since merging with the Facilities Maintenance Division early last year so there are now more staff available to handle overflow needs of the parking repair staff.



Memorandum

To: Honorable Mayor and Members of the City Council

From: Lawrence C. Hemingway, Director, Parks, Recreation & Community Services

Subject: Proposed After school Programming at the James Park Field House

Date: October 19, 2017

Question: Provide an estimated cost to offer a weekday recreational after school program at the James Park Field House during the months of September to June.

Response: The James Park Field House is currently utilized on a periodic basis during the months of September to June and would be available for after school programming. The James Park programming space consists of one large room that is approximately 400 square feet and could accommodate twenty participants.

Staff would propose modeling James Park after-school programming after the Mason Park after-school program site. Programming would include educational activities, snacks, games, computers with internet access, homework time and enrichment opportunities. The site would be managed and supervised by staff members of the Parks, Recreation and Community Services Department. James Park would be open Monday thru Friday from 3:00 p.m. to 6:00 p.m. during the months of September to June. This mirrors the current Mason Park program schedule, for youth ages 10 to 13 years of age. There would only be a minimal fee of \$50 per month for field trips or special projects. Annual revenue generated would be approximately \$6,750 and fee assistance would be available for those in need.

Additionally, the Y.O.U. outreach team members have been discussing a collaborative partnership with the City to provide staffing for an after school program at the field house. The nearest after school program for middle school students is located at Chute and is currently at capacity with a waiting list. Library staff has also expressed an interest in assisting with program at the site.

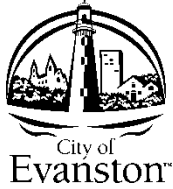
If approved, the plan would be to begin the program in January 2018.

Listed below is an estimated operational budget for the program:

Operational program expenses for approximately thirty six weeks	
Programming Staff (two seasonal employees)	\$ 17,904
Social Security	\$ 1,200
Medicare	\$ 260
Other Program Cost (special events, field trips and guest instructors)	\$ 4,000
Food (\$2 per snack x 180 days x 20 avg. participants)	\$ 7,200
Custodial Supplies to maintain the restrooms	\$ 750
Recreation Supplies (art supplies, school items, paper goods and utensils, office supplies, special project supplies and general building items)	\$ 3,500
<u>Original Startup expenses:</u>	
<ul style="list-style-type: none"> ● Site Furnishing (chairs, tables, couch, rugs and pictures -\$3,000) ● Television - \$600 ● Computers- \$3,500 ● Internet connection \$10,000 	\$ 17,100
2018 EXPENSE TOTAL	\$ 51,914

In summary:

- Yearly operational expenses \$34,814
- Initial start-up expenses \$17,100
- Projected Revenue \$6,750
- **Total Net Expenses \$45,164**



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: Johanna Leonard, Director of Community Development
 Gary Gerdes, Building & Inspection Services Division Manager
 Jim Hurley, Community Development Management Analyst

Subject: SAFEbuilt plan review and inspection services

Date: October 19, 2017

Question: How much money has been spent on contractual inspection services?

Response: In 2013 the City along with the Villages of Glenview, Kenilworth, Wilmette and Winnetka hired SAFEbuilt through a joint Request for Proposal (RFP) in order to secure supplemental plan review and inspection services work. The SAFEbuilt expense for 2016 & 2017 included:

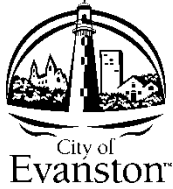
Fiscal Year	Total Expense	Plan Review	Plan Review %	Inspection	Inspection %
FY 2016	\$86,169	\$65,636	76%	\$20,533	24%
2017 YTD	\$49,993	\$39,858	85%	\$7,135	15%

The majority of the SAFEbuilt expense is for plan review services. Use of SAFEbuilt for plan review is to keep initial response as timely as possible; inspection services are for sickness and vacation coverage. The number of permits issued and plan reviews completed annually continues to increase but staffing levels to provide services has remained the same:

	FY 2012	FY 2014	Increase %	FY 2016	Increase % from 2012
Residential Plans	518	738	42%	903	74%

In 2015 the electrical inspector/plan review position was created to increase response time to demand for plan review and inspection services work. The position was posted twice and interviews were completed but the Division was unable to find a qualified candidate. The decision was made to continue to utilize SAFEbuilt services in lieu of filling the created position. Filling the position would benefit the Division but SAFEbuilt

services would still be needed for back-up plumbing, mechanical and structural inspections. SAFEbuilt also offers permit technician or zoning assistance if the need arises. Staff recommends that the City continue to contract with SAFEbuilt to provide supplemental plan review and inspection services.



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: Budget Team

Subject: Administrative Hearing Fee Schedule

Date: October 18, 2017

Question: Please provide information about the Administrative Hearings fee schedule.

Response: The Administrative Hearings fee schedule consists of almost 600 different fee violation codes. Some of these fees are set by the State of Illinois and cannot be increased by the City. Attachment 1 shows all of the violations that are set by the State of Illinois. All but EE and FF are \$35, which are \$75. Also, 10-3-13B (Driving while on a cell phone) is \$75 is also set by the State. Cell phone violations are also the largest volume of citations written. All other fees on the schedule fall within a minimum and maximum range. If there is no designed fine schedule in the ordinance, the minimum and maximum range falls to the City's general penalty schedule which is \$20 - \$750. The actual violation amount is determined by the administrative hearing judge at the hearing. The chart below summarizes departmental citation activity since 2014.

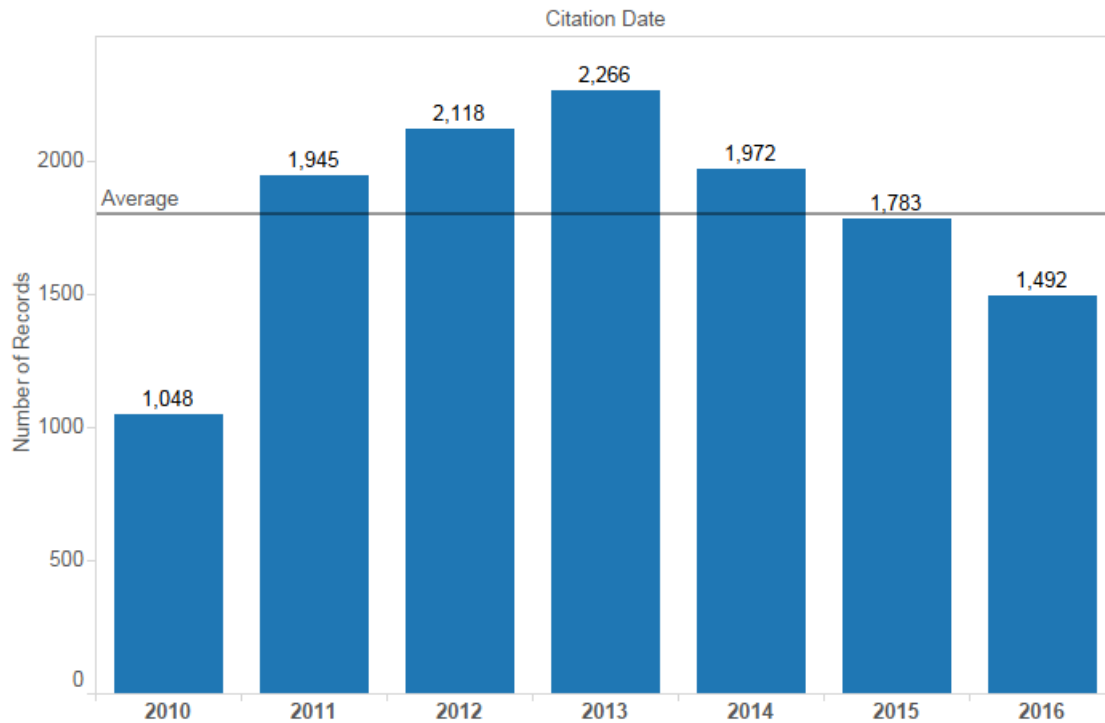
Dept Summary

Issue Dept		Citation Year				Grand Total
		2014	2015	2016	2017	
Building	Number of Tickets	5		1	1	7
	Violation Amount	\$150		\$150	\$0	\$300
	Paid Amount	\$150		\$150	\$0	\$300
Fire	Number of Tickets	7	12	7	2	28
	Violation Amount	\$3,125	\$2,785	\$450	\$150	\$6,510
	Paid Amount	\$3,125	\$2,785	\$450	\$75	\$6,435
Health	Number of Tickets	47	41	178	101	367
	Violation Amount	\$7,050	\$6,125	\$23,250	\$34,325	\$70,750
	Paid Amount	\$2,780	\$3,455	\$550	\$2,300	\$9,085
Juvenile	Number of Tickets	47	120	89	53	309
	Violation Amount	\$4,115	\$5,275	\$4,755	\$1,600	\$15,745
	Paid Amount	\$2,075	\$2,900	\$1,730	\$825	\$7,530
NU- Police	Number of Tickets	78	46	38	3	165
	Violation Amount	\$6,745	\$4,930	\$3,550	\$500	\$15,725
	Paid Amount	\$5,920	\$4,020	\$3,250	\$500	\$13,690
Police	Number of Tickets	4,171	4,065	3,145	1,569	12,950
	Violation Amount	\$32,155	\$36,800	\$26,750	\$17,475	\$113,180
	Paid Amount	\$16,121	\$17,393	\$11,273	\$7,820	\$52,607
Police - Animal Control	Number of Tickets	13	23	28	24	88
	Violation Amount	\$1,650	\$1,700	\$1,475	\$3,675	\$8,500
	Paid Amount	\$275	\$925	\$775	\$775	\$2,750
Property Standards	Number of Tickets	74	75	63	19	231
	Violation Amount	\$55,025	\$5,600	\$2,475	\$7,508	\$70,608
	Paid Amount	\$29,200	\$1,450	\$1,280	\$400	\$32,330
Zoning	Number of Tickets	5	7			12
	Violation Amount	\$1,800	\$6,000			\$7,800
	Paid Amount	\$0	\$18,000			\$18,000

Below is a summary of the top violations written, by violation code and description, from 2013 through September 1, 2017.

Violation Code	Violation Description	Citation Year				
		2013	2014	2015	2016	2017
10-3-13B	Cell Phone	2266	1972	1783	1492	821
10-12-2, 5/12-603	Seat Belt	890	1120	1218	923	319
10-12-2, 5/3-413(f)	Display of expired registration	246	256	138	108	56
8-13-2	Possession of cannabis	169	142	178	194	98
10-1-9-2(A)	Commercial vehicle excessive weight prohibited on certain streets	47	112	108	78	10
10-1-9-2	Commercial vehicle excessive weight prohibited on certain streets	128	65	45	45	23
10-9-4(c)	No bicycle riding on sidewalks in central business district	34	63	149	20	30
9-6-1(B)1	Curfew	35	19	62	44	24
9-4-7(A)	Restraint of animals required	36	15	23	26	27
10-12-2,5/12-201	Lighted lamps are required	37	27	49	8	2
9-5-10(c)1	Alcoholic beverages: Consumption/possession public property	40	33	20	13	9
9-5-20(j)	Noises prohibited; Yelling, shouting	11	15	35	17	7
10-4-14-5(D)	Stopping, standing parking of buses and taxicabs regulated	63	10	9	1	
9-5-10(A)	Alcoholic beverages: Consumption/possession public property; transport	13	22	20	14	7

Below is a graphic of the cell phone violations by year.



Attachment 2 is a full breakdown of each violation code and description with how many citations have been written for that code since 2013. The descriptions have been consolidated for space purposes.

10-12-2, 25/4	Child Safety Seat	75.00
10-12-2, 25/4(a)	Child Safety Seat	75.00
10-12-2, 5/12-101	Unsafe vehicle / improperly equipped	35.00
10-12-2, 5/12-201	When lighted lamps are required	35.00
10-12-2, 5/12-202	Clearance, identification and side marker lamps	35.00
10-12-2, 5/12-205	Lamps on other vehicles and equipment	35.00
10-12-2, 5/12-208	Signal lamps and signal devices	35.00
10-12-2, 5/12-210	Use of headlamps	35.00
10-12-2, 5/12-211	Number of driving lamps required or permitted	35.00
10-12-2, 5/12-401	Restrictions as to tire equipment	35.00
10-12-2, 5/12-405	Operating condition of pneumatic tires	35.00
10-12-2, 5/12-503	Unobstructed Windshield	35.00
10-12-2, 5/12-601	Horns and warning Devices	35.00
10-12-2, 5/12-602	Prevention of noise with mufflers	35.00
10-12-2, 5/12-603	Use of safety belts	35.00
10-12-2, 5/12-604	Television receivers visible to driver prohibited	35.00
10-12-2, 5/12-607	Modification of vehicle suspension system restricted	35.00
10-12-2, 5/12-608	Required bumpers	35.00
10-12-2, 5/12-610	Use of headset receivers by driver restricted	35.00
10-12-2, 5/12-611	Sound amplification systems	35.00
10-12-2, 5/3-401	No valid registration	35.00
10-12-2, 5/3-413(a)	No front/rear license plate	35.00
10-12-2, 5/3-413(b)	Improper display license plates/sticker	35.00
10-12-2, 5/3-413(f)	Expired Registration	35.00
10-12-2, 5/3-701	Operation of vehicles without evidence of registration	35.00
10-3-13(B)	Cell-Phone prohibited	75.00

Violation Code and Description

Issue Dept	Violation Code	Viol Desc	
AH	10-1-9-2	When signs are erected giving notice thereof, no person shall operate any commercial vehicle exceeding eight thous..	1
	10-12-2, 5/12-603	Use of safety belts.	1
	PM-302.7-R1	Accessory structures. All accessory structures, including detached garages, sheds, fences, gates and walls, shall be ..	1
Building	4-10-5	No "sign", as defined herein, shall be constructed, erected, originally painted, converted, altered, rebuilt, enlarged, ..	2
	6-3-2	CERTIFICATE OF ZONING COMMPLIANCE REQUIRED. After the effective date of this Ordinance and except as expres..	1
	IBC-3303.6	Service utility connections shall be discontinued and capped in accordance with the approved rules and the require..	1
	IRC-R105.10-A	R105.10: Construction and Repair of Buildings: 105.10: Hours of Work Permitted for the Construction, Repair, and ..	1
	PM-302.4	All premises and exterior property shall be maintained free from weeds or plant growth in excess of eight inches (8" ..	1
	PM-606.1-R1	General. Elevators, dumbwaiters and escalators shall be maintained to sustain safely all imposed loads, to operate ..	1
Fire	4-12-1(G)	All buildings or structures which have any or all of the following defects shall be deemed defined as dangerous or un..	1
	10-3-13(B)	Except as otherwise provided in Subsection (c) of this Section, no person shall operate a motor vehicle while using a ..	3
	10-12-2, 5/12-603	Use of safety belts.	1
	F107.4	RENDERING EQUIPMENT INOPERABLE. Portable or fixed fire-extinguishing systems or devices and fire-warning sys..	1
	F110.1.1	UNSAFE CONDITIONS. Structures or existing equipment that are or hereafter become unsafe or deficient because of ..	2
	F906.1	PORTABLE FIRE EXTINGUISHERS; Where required. Portable fire extinguishers shall be installed in the following loca..	1
	F907.8.1	MAINTENANCE REQUIRED. Whenever required for compliance with the provisions of this code, devices, equipment, ..	1
	F9072.11.2	System Response. The activation of two or more smoke detectors , a single smoke detector with alarm verification, ..	1
	F-105.1.1	Permits required by this code shall be obtained from the fire code official. Permit fees, if any, shall be paid prior to is..	5
	F-105.7.1	A construction permit is required for installation of or modification to an automatic fire-extinguishing system. Main..	6
	F-110.1	If during the inspection of a premises, a building or structure or any building system, in whole or in part, constitutes..	1
	F-110.1.1	Structures or existing equipment that are or hereafter become unsafe or deficient because of inadequate means of e..	1
	F-901.8	Removal of or tampering with equipment. It shall be unlawful for any person to remove, tamper with or otherwise d..	2
	F.904.11.6.2	Grease Extractors. Where grease extractors are installed they shall be operated when the commercial type cooking ..	1
	N/A	The Officer, Inspector or Authorized Employee did not provide or provided the correct City Code on Compliance Ticket.	1
	Health	4-12-1(J)	All buildings or structures which have any or all of the following defects shall be deemed defined as dangerous or un..
4-12-2(B)		It shall be unlawful for any person to maintain a building or structure in violation of this chapter.	2
6-4-1-10		Outdoor storage will be prohibited on lots within all zoning districts, unless otherwise specified in this Ordinance.	1
6-4-6-3, 28		ALLOWABLE ACCESSORY USES AND STRUCTURES (DETACHED FROM PRINCIPAL STRUCTURE):..	1
6-4-8-3		6-4-8-3: PERMITTED TEMPORARY USE REGULATIONS: ..	1
6-4-8-3, (A)		6-4-8-3: PERMITTED TEMPORARY USE REGULATIONS:..	2
6-4-8-4		During construction, temporary exceptions to the zoning regulations for parking, fences, yards, and other items ma..	2
6-5-4		All home occupations shall comply with the following standards: ..	1
6-5-5		MINOR HOME OCCUPATIONS:..	1
6-5-6		MAJOR HOME OCCUPATIONS:..	1
6-5-7		PROHIBITED HOME OCCUPATIONS:..	1
6-5-8		PERMIT PROCEDURES:..	1
7-2-9-3(A)		Sidewalks: Every owner or occupant of any dwelling house or other building, or proprietor or lessee of any enclosed l..	2
7-11-6(-newF)-R		It shall be unlawful for any peddler licensed under the provisions of Title 3, Chapter 13 of this Code, except the City a..	1
8-2-2(B)		No person shall cause or allow any matter or thing in or about any building or structure to exist or to be done which i..	1
8-3-1(B)		Anything which is made, permitted, used, kept, maintained, operated, or any building or any animal that is kept in a ..	2
8-3-2		(A)To store, dump or permit the accumulation of debris, refuse, garbage, trash, tires, buckets, cans, wheelbarrows, ..	2
8-3-7-2		The owner or person in control of any private property shall at all times maintain the premises free of litter; howeve..	3
8-3-8-7		Unused food product, food waste and animal droppings shall not be allowed to accumulate and become foul, putrid, ..	2
8-4-10(B)1		Occupants of residences whose property does not abut an alley shall locate garbage containers along the curb imme..	1
8-6-16(A)		Correction of the reported violations shall be accomplished within the period specified on the inspection report for..	2
8-8-21(A)1-R		Disposal of Refuse, Litter and Debris: Each Food Establishment shall at least once in each twenty-four (24) hour peri..	1
9-5-20(D)1		The following acts, among others, are declared to be loud, disturbing and unnecessary noises in violation of this sec..	1
9-5-20(D)4		The following acts, among others, are declared to be loud, disturbing and unnecessary noises in violation of this sec..	7
9-15-3(A)		Every dwelling unit shall be equipped with at least one approved carbon monoxide alarm in an operating condition w..	2
9-16-3, A-R		Carbon Monoxide Alarms Required:..	2
750.1130(a)		Garbage and refuse shall be kept in durable easily cleanable insect-proof and rodent-proof containers that do not le..	2
750.1140(a)		Garbage and refuse on the premises shall be stored in a manner inaccessible to insects and rodents. When stored o..	3
PM-102.5		Repairs, maintenance work, alterations or installations which are caused directly or indirectly by the enforcement o..	2
PM-104.6		The code official may require written submittal of estimates, executed contracts, invoices, receipts, proof of payme..	2
PM-104.7		Engineering reports. The code official may require submittal of written reports by a licensed design professional re..	2
PM-104.10-R1		Engineering reports. The code official may require submittal of written reports by a licensed design professional re..	1
PM-104.11	Permits required. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, o..	5	
PM-104.11-R1	Permits required. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, o..	7	
PM-104.12-R1	Stop work order authority. Whenever the code official finds any work regulated by any of the following codes being ..	1	
PM-108.1	General. When a structure or equipment is found by the code official to be unsafe, or when a structure is found unfit..	1	
PM-108.1.1	Unsafe structures. An unsafe structure is one that is found to be dangerous to the life, health, property or safety of ..	2	
PM-109.1	Imminent danger. When, in the opinion of the code official, there is imminent danger of failure or collapse of a buildi..	1	
PM-109.2-R1	Temporary safeguards. Notwithstanding other provisions of this code, whenever, in the opinion of the code official, ..	1	
PM-112.1	Authority / Stop work order. Whenever the code official finds any work regulated by this code being performed in a ..	1	
PM-302.1	Sanitation. All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occup..	2	
PM-302.1-R1	Sanitation. All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occup..	2	
PM-302.3	Sidewalks. All private sidewalks, walkways, stairs, driveways, parking spaces, parking lots and similar areas shall ..	2	
PM-302.3-R1	Sidewalks. All private sidewalks, walkways, stairs, driveways, parking spaces, parking lots and similar areas shall ..	2	

Sum of Number of Tickets broken down by Issue Dept, Violation Code and Viol Desc. The view is filtered on Issue Dept, which excludes Law.

Violation Code and Description

Issue Dept	Violation Code	Viol Desc	
Health	PM-302.4	All premises and exterior property shall be maintained free from weeds or plant growth in excess of eight inches (8" ..	4
	PM-302.4-R1	Weeds and grass. All premises and exterior property shall be maintained free from weeds or plant growth in excess ..	7
	PM-302.5	Rodent harborage. All structures and exterior property shall be kept free from rodent harborage and infestation. W..	1
	PM-302.5-R1	Rodent harborage. All structures and exterior property shall be kept free from rodent harborage and infestation. W..	4
	PM-302.7	Accessory structures. All accessory structures, including detached garages, sheds, fences, gates and walls, shall be ..	4
	PM-302.7-R1	Accessory structures. All accessory structures, including detached garages, sheds, fences, gates and walls, shall be ..	5
	PM-302.8	Motor vehicles, boats and trailers. Except as provided for in other regulations,no inoperative or unlicensed motor v..	12
	PM-302.8-R1	Motor vehicles, boats and trailers. Except as provided for in other regulations,no inoperative or unlicensed motor v..	3
	PM-302.11.1-R1	Grass. All premises, including vacant land and park ways, shall have grass, or other forms of approved ground cover..	1
	PM-302.11.2-R1	Trees. All premises and exterior property shall be maintained free of fallen trees, limbs and branches. Trees with de..	1
	PM-302.11.3-R1	Encroachment. Any plant growth which shall encroach on the public way or affect movement or vision of pedestrian..	1
	PM-302.13	Parking of motor vehicles. No vehicle, regardless of status of licensing, registration or operability, shall be parked ..	2
	PM-302.13-R1	Parking of motor vehicles. No vehicle, regardless of status of licensing, registration or operability, shall be parked ..	2
	PM-304.1	General. The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to ..	1
	PM-304.1-R1	General. The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to ..	3
	PM-304.2	Protective treatment. All exterior surfaces, including but not limited to, doors, door and window frames, cornices, p..	10
	PM-304.2-R1	Protective treatment. All exterior surfaces, including but not limited to, doors, door and window frames, cornices, p..	1
	PM-304.3.1	Alley frontage identification. Buildings shall have approved address numbers placed in a position to be plainly legibl..	1
	PM-304.6	Exterior walls. All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained we..	5
	PM-304.7	The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to ..	14
	PM-304.7-R	The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to ..	1
	PM-304.7-R1	The roof and flashing shall be sound, tight and not have defects that admit rain. All roof components, including , but..	2
	PM-304.7.1	Where gutters are provided, downspouts shall be required and shall terminate water discharge a minimum of three ..	1
	PM-304.10	Stairways, decks, porches and balconies. Every exterior stairway, deck, porch and balcony, and all appurtenances at..	9
	PM-304.10-R1	Stairways, decks, porches and balconies. Every exterior stairway, deck, porch and balcony, and all appurtenances at..	1
	PM-304.11-R1	Chimneys and towers. All chimneys, cooling towers, smoke stacks, and similar appurtenances shall be maintained s..	1
	PM-304.12	Handrails and guards. Every handrail and guard shall be firmly fastened and capable of supporting normally impose..	3
	PM-304.13	Window, skylight and door frames. Every window, skylight, door and frame shall be kept in sound condition, good r..	3
	PM-304.13.1	Glazing. All glazing materials shall be maintained free from cracks and holes.	2
	PM-304.13.1-R1	Glazing. All glazing materials shall be maintained free from cracks and holes. Open cracks and/or unstable glazing s..	1
	PM-304.13.2	Openable windows. Every window, other than a fixed window, shall be easily openable and capable of being held in ..	1
	PM-304.13.2-R1	Openable windows. Every window, other than a fixed window, shall be easily openable and capable of being held in ..	1
	PM-304.14	Insect screens. During the period from April1st to November 1st, every door, window and other outside opening util..	6
	PM-304.14-R1	Insect screens. During the period from April1st to November 1st, every door, window and other outside opening util..	4
	PM-304.15	Doors. All exterior doors, door assemblies and hardware shall be maintained in good condition. Locks at all entrance..	4
	PM-304.24	Window glass maintained. All windows and window areas shall be maintained in a clean and sanitary condition, fre..	1
	PM-305.1	General. The interior of a structure and equipment therein shall be maintained in good repair, structurally sound an..	8
	PM-305.1-R1	General. The interior of a structure and equipment therein shall be maintained in good repair, structurally sound an..	1
	PM-305.3	Interior surfaces. All interior surfaces, including windows and doors, shall be maintaied in good, clean and sanitary ..	16
	PM-305.3-R	All interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peelin..	1
	PM-305.3-R1	Interior surfaces. All interior surfaces, including windows and doors, shall be maintaied in good, clean and sanitary ..	2
	PM-305.4	Every stair, ramp and landing, balcony, porch, deck or other walking surface shall be maintained in sound condition ..	3
	PM-305.6	Interior doors. Every interior door shall fit reasonably well within its frame and shall be capable of being opened an..	7
	PM-305.7	Bathrooms, toilet rooms, and kitchen floors. Every bathroom, toilet room, kitchen and similar rooms equipped with ..	2
	PM-306.1-R1	Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair ..	1
	PM-307.1-R1	Accumulation of rubbish or garbage. All exterior property and premises, and the interior of every structure shall be ..	11
	PM-307.2.1-R1	Rubbish and garbage containers. The owner of every occupied premises and the operator or occupant of every esta..	1
	PM-307.2.3-R1	Container locks. If located in the Downtown Zoning Districts, as defined in Section 6-18-3 of the Evanston Zoning Or..	1
	PM-307.8-R1	Tires, discarded. Tires for use on any type of vehicle or equipment shall not be discarded, abandoned, kept or stored..	1
	PM-308.1	All exterior property and premises, and the interior or every structure, shall be free from any accumulation of rubbis..	3
	PM-309.1	Infestation. All structures shall be kept free from insect and rodent infestation. All structures in which insects or ro..	1
	PM-404.2	Minimum room widths. A habitable room, other than a kitchen, shall not be less than 7 feet (2134 mm) in any plan di..	1
	PM-404.3	Minimum ceiling heights. Habitable spaces, hallways, corridors, laundry areas, bathrooms, toilet rooms and habita..	1
	PM-404.4	Bedroom requirements. Every bedroom shall comply with the requirements of Sections 404.4.1 through 404.4.5.	1
	PM-404.4.5	Other requirements. Bedrooms shall comply with the applicable provisions of this code including, but not limited to..	1
	PM-404.6	Efficiency unit. Nothing in this section shall prohibit an efficiency living unit from meeting the following requiremen..	1
	PM-404.7	Food preparation. All spaces to be occupied for food preparation purposes shall contain suitable space and equipme..	1
	PM-405.5-R	Overcrowding. Dwelling units shall not be occupied by more occupants than permitted by the minimum area require..	1
	PM-501.2-R1	Responsibility. The owner of the structure shall provide and maintain such plumbing facilities and plumbing fixture..	1
	PM-501.2.1-R1	Disconnection notice. It shall be a violation of this code for any owner of a non-owner occupied residential property ..	1
	PM-504.1	General. All plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free fro..	12
	PM-505.1	General. Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixture shall be ..	2
	PM-505.4	Water heating facilities. Water heating facilities shall be properly installed, maintained and capable of providing an..	3
	PM-505.4-R1	Water heating facilities. Water heating facilities shall be properly installed, maintained and capable of providing an..	2
	PM-601.2.1-R1	Disconnection notice. It shall be a violation of this code for any owner of a non-owner occupied residential property ..	2
	PM-602.2	Residential occupancies. Dwellings shall be provided with heating facilities capable of maintaining a room tempera..	1
	PM-602.2-R1	Residential occupancies. Dwellings shall be provided with heating facilities capable of maintaining a room tempera..	1
	PM-602.3	Every owner and operator of any building who rents, leases, or lets one or more dwelling unit, lodging unit, rooming ..	1

Sum of Number of Tickets broken down by Issue Dept, Violation Code and Viol Desc. The view is filtered on Issue Dept, which excludes Law.

Violation Code and Description

Issue Dept	Violation Code	Viol Desc		
Health	PM-602.3-R1	Heat supply. Every owner and operator of any building who rents, leases, or lets one or more dwelling unit, rooming..	1	
	PM-603.1	All mechanical appliances, fireplaces, solid fuel-burning appliances, cooking appliances and water heating applianc..	11	
	PM-603.3	Clearances. All required clearances to combustible materials shall be maintained.	1	
	PM-604.2	Service. The size and usage of appliances and equipment shall serve as a basis for determining the need for addition..	3	
	PM-604.3	Electrical system hazards. Where it is found that the electrical system in a structure constitutes a hazard to the occ..	9	
	PM-604.3-R1	Electrical system hazards. Where it is found that the electrical system in a structure constitutes a hazard to the occ..	2	
	PM-604.7	Disconnecting means identification. All electrical disconnecting means including circuit breakers and fuses, shall be..	3	
	PM-605.1	Installation. All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and ..	13	
	PM-605.2	Receptacles. Every habitable space in a dwelling shall contain at least two separate and remote receptacle outlets. ..	3	
	PM-605.3-R1	Lighting fixtures. Every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and..	2	
	PM-607.1	General. Duct systems shall be maintained free of obstructions and shall be capable of performing the required func..	1	
	PM-608.1-R1	Meter identification. All meters, including but not limited to gas and electric serving a building, structure or any por..	1	
	PM-702.1 (F)	General. A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structu..	2	
	PM-702.1-R1	General. A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structu..	1	
	PM-702.2 (F)	Aisles. The required width of aisles in accordance with the International Fire Code shall be unobstructed.	1	
	PM-702.4 (F)	Emergency escape openings. Required emergency escape openings shall be maintained in accordance with the code ..	4	
	PM-704.1 (F)	General. All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any c..	1	
	PM-704.2 (F)	Single or multiple-station smoke alarms shall be installed and maintained in groups R-2, R-3, R-4 and in dwellings no..	8	
	PM-704.2-R1	Single or multiple-station smoke alarms shall be installed and maintained in groups R-2, R-3, R-4 and in dwellings no..	1	
	PM-802.1	Building security. Doors, windows and hatchways shall be provided with devices designed to provide security for th..	1	
	Juvenile	3-4-11(C)	Any person to whom the sale, gift or delivery of alcoholic liquor is prohibited because of age shall not purchase, or a..	1
		3-4-11(E)	It shall be unlawful for any holder of a liquor license, or his/her agent or employee, to permit any person under the a..	2
		3-4-11(F)	Notwithstanding Subsection (E) of this Section, it shall be unlawful for any holder of a C liquor license, or his/her ag..	3
		3-4-14(A)	(A) Violation; Hearing. The local liquor control commissioner may revoke or suspend any license issued by him/her if ..	2
		3-5-14(A)-R	AGE RESTRICTIONS; IDENTIFICATION CARDS: Any person to whom the sale, gift or delivery of alcoholic liquor is prof..	1
3-14-6(A)		It shall be unlawful for any person, including any licensee, to sell, offer for sale, give away or deliver tobacco produc..	1	
3-14-6(D)		Possession: for any person under the age of eighteen (18) years to possess any tobacco products; provided, that the..	5	
7-2-12-1		No person or persons shall at any time assemble in or upon any public right-of-way in such a manner as to obstruct o..	1	
7-10-2(C)		(C) Prohibited Acts: It shall be unlawful for any person to use, occupy, play in, lounge about or loiter in any park or pl..	5	
7-11-6(A)		REGULATIONS ON CITY BEACHES. (A) Bonfires. No bonfires or beach fires will be permitted within the enclosures of ..	6	
8-13-2		It shall be unlawful for any person to knowingly possess cannabis within the limits of the City. This Chapter shall not..	54	
8-13-3		Any person who violates Section 8-13-2 of this Chapter by possessing ten grams (10 g) or less of cannabis shall be fi..	1	
8-14-3		It is unlawful for any person to use or to possess with intent to use drug paraphernalia to plant, propagate, cultivat..	4	
9-5-3(E)		A person commits disorderly conduct when he/she knowingly:..	7	
9-5-10-1		Except as otherwise provided below, no person less than twenty-one (21) years of age shall within the corporate lim..	1	
9-5-10-1(A)		PURCHASE, POSSESSION, OR ACCEPTANCE OF GIFT BY PERSONS LESS THAN 21 YEARS OF AGE; CONSUMPTION BY P..	7	
9-5-10-1(B)		PURCHASE, POSSESSION, OR ACCEPTANCE OF GIFT BY PERSONS LESS THAN 21 YEARS OF AGE; CONSUMPTION BY P..	10	
9-5-10-2		Presence Restriction: It shall be unlawful for any person under the age of nineteen (19) to be or to remain in any roo..	1	
9-5-10(A)		Except as otherwise provided below, no person shall within the corporate limits of the city: ..	13	
9-5-10(B)		Except as otherwise provided below, no person shall within the corporate limits of the city: ..	7	
9-5-10(C)1		Except as otherwise provided below, no person shall within the corporate limits of the city: (C) Consumption In Publi..	2	
9-5-10(C)2		Except as otherwise provided below, no person shall within the corporate limits of the city: ..	1	
9-5-11(B)(1)		It shall be unlawful for any person tourinate or defecate: In or on a public street, alley, sidedwalk, yard, park, buildin..	1	
9-5-13		Whoever enters upon the land or building or any part thereof of another after receiving, immediately prior to such e..	1	
9-5-14		It shall be unlawful for any person to throw or cast any stone or other missile upon or at any building, railroad car, tr..	3	
9-5-18-1		Any person, in or on any public place in the City, who is violating any provision of this Code or any statute of the stat..	1	
9-5-18-4		Whoever in the City shall resist any member of the police force in the discharge of his duties, shall in any way interfe..	1	
9-5-20(J)		The following acts, among others, are declared to be loud, disturbing and unnecessary noises in violation of this sec..	1	
9-6-1		Curfew	10	
9-6-1(A)1		Ten o'clock (10:00) P.M. on any Sunday, Monday, Tuesday, Wednesday, and Thursday until six o'clock (6:00) A.M. of ..	1	
9-6-1(B)1		A minor commits an offense if he/she is present in any public place or on the premises of any establishment within t..	142	
9-6-1(B)2		A parent or LEGAL guardian of a minor commits an offense if he/she knowingly permits, or by insufficient control all..	2	
9-6-1B(1)-R	CURFEW: (B)Offenses: ..	2		
9-14-2	No person shall possess in the City of Evanston any "air rifle" as defined in Section 9-14-1 of this Chapter.	3		
10-7-2(B)	No pedestrian shall cross a roadway other than in a crosswalk upon any through street marked with a crosswalk.	1		
10-9-4(C)	No bicycle riding on sidewalks is permitted in the Central Business District designated as D1, D2, and D3 Districts in ..	1		
10-9-4(H)	No person operating a bicycle shall carry any package, bundle or article which prevents the use of both hands on the ..	1		
10-9-5(B)	EQUIPMENT: Lamp Reflector. No per son may operate a bicycle on a public roadway, bicycle lane, or sidewalk during..	1		
10-12-2, 5/12-603	Use of safety belts.	1		
N/A	The Officer, Inspector or Authorized Employee did not provide or provided the correct City Code on Compliance Ticket.	1		
NU- Police	3-4-11(C)	Any person to whom the sale, gift or delivery of alcoholic liquor is prohibited because of age shall not purchase, or a..	1	
	3-4-14(A)	(A) Violation; Hearing. The local liquor control commissioner may revoke or suspend any license issued by him/her if ..	14	
	3-4-14(B)-R	IF A LICENSEE OR HIS/HER AGENTS OR EMPLOYEES BELIEVES OR HAS REASON TO BELIEVE THAT A SALE OR DELIVE..	1	
	3-4-14(C)	REVOCAATION OR SUSPENSION OF LICENSE. Public hearings. All public hearings convened by the local liquor control c..	6	
	3-4-14(C)-R	No person shall transfer, alter or deface such an identification card; use the identification card of another; carry or u..	1	
	3-5-14(C)-R	AGE RESTRICTIONS; IDENTIFICATION CARDS; No person shall transfer, alter or deface such an identification; us the i..	1	
	8-3-7-3(A)	It shall be unlawful for any person to throw or deposit litter in or upon any street, alley, sidewalk or other public pla..	1	
	8-13-2	It shall be unlawful for any person to knowingly possess cannabis within the limits of the City. This Chapter shall not..	14	

Sum of Number of Tickets broken down by Issue Dept, Violation Code and Viol Desc. The view is filtered on Issue Dept, which excludes Law.

Violation Code and Description

Issue Dept	Violation Code	Viol Desc		
NU- Police	8-13-3	Any person who violates Section 8-13-2 of this Chapter by possessing ten grams (10 g) or less of cannabis shall be fi..	4	
	8-13-3(A)-R	Any person who violates this Chapter by possessing not more than ten grams (10g) of cannabis shall be issued a not..	4	
	8-14-3	It is unlawful for any person to use or to possess with intent to use drug paraphernalia to plant, propagate, cultivat..	17	
	8-16-2-R	It shall be unlawful for any person to knowingly possess cannabis within the limits of the city.	7	
	8-17-3-R	It is unlawful for any person to use or to possess with intent to use drug paraphernalia to plant, propagate, cultivat..	2	
	9-2-7	It shall be unlawful to interfere with, attempt to interfere with, conspire to interfere with, obstruct or restrict the ..	4	
	9-2-13	UNLAWFUL BOARDING, TAMPERING WITH FIRE AND LIFE SAFETY SERVICES DEPARTMENT EMERGENCY EQUIPMEN..	2	
	9-2-19	A person shall not obstruct, remove, tamper with or otherwise disturb any fire hydrant or fire appliance required to ..	2	
	9-4-7(A)	All animals except cats shall be kept under restraint.	1	
	9-5-1	It shall be unlawful for any person to commit a battery upon another person, or fight in public with another person s..	1	
	9-5-10-1	Except as otherwise provided below, no person less than twenty-one (21) years of age shall within the corporate lim..	2	
	9-5-10(C)1	Except as otherwise provided below, no person shall within the corporate limits of the city: (C) Consumption In Publi..	9	
	9-5-10(C)2	Except as otherwise provided below, no person shall within the corporate limits of the city: ..	1	
	9-5-11(A)	It shall be unlawful for any person to appear in a public place in a state of nudity or to make any indecent exposure o..	4	
	9-5-11(B)	PUBLIC NUDITY; URINATING OR DEFECATING IN PUBLIC.:It shall be unlawful for any person to urinate or defecate:	8	
	9-5-11(B)(1)	It shall be unlawful for any person tourinate or defecate: In or on a public street, alley, sidedwalk, yard, park, buildin..	9	
	9-5-12(F)	Signs, Gates, Sidewalks and Fences: Any person who carelessly or maliciously breaks, defaces, carries away, injures ..	3	
	9-5-13	Whoever enters upon the land or building or any part thereof of another after receiving, immediately prior to such e..	25	
	9-5-18-1	Any person, in or on any public place in the City, who is violating any provision of this Code or any statute of the stat..	4	
	9-5-18-4	Whoever in the City shall resist any member of the police force in the discharge of his duties, shall in any way interfe..	2	
	9-5-20	IT SHALL BE UNLAWFUL FOR ANY PERSON WITHIN THE CITY TO MAKE, CONTINUE OR CAUSE TO BE MADE OR CONTI..	1	
	9-5-20(A)	Null	1	
	9-5-20(J)	The following acts, among others, are declared to be loud, disturbing and unnecessary noises in violation of this sec..	1	
	9-5-23(A)1-R	It shall be unlawful for any person within the City to make, continue or cause to be made or continued, any loud, unn..	1	
	9-6-2-2(B)	OFFENSES: .Within the corporate limits of the City no person shall. Knowingly and without authority enter into or o..	1	
	10-3-13(B)	Except as otherwise provided in Subsection (c) of this Section, no person shall operate a motor vehicle while using a ..	1	
	10-9-3	The Chief of Police or his designee shall ticket unregistered bicycles. Upon receipt of proof of ownership and evidenc..	2	
	N/A	The Officer, Inspector or Authorized Employee did not provide or provided the correct City Code on Compliance Ticket.	7	
	Other	10-3-13(B)	Except as otherwise provided in Subsection (c) of this Section, no person shall operate a motor vehicle while using a ..	1
	Parks/Forestry	9-4-13	All owners shall exercise proper care and control of their animals to prevent them from becoming a public nuisance. ...	1
		9-5-20(A)5a	The following acts, among others, are declared to be loud, disturbing and unnecessary noises in violation of this sec..	1
	Police	3-4-11(A)	(A) No licensee, representative, agent or employee of such licensee shall sell, give or deliver alcoholic liquor to any p..	1
		3-4-11(B)	No person, after purchasing or otherwise obtaining alcoholic liquor, shall sell, give or deliver such alcoholic liquor to ..	4
		3-4-11(C)	Any person to whom the sale, gift or delivery of alcoholic liquor is prohibited because of age shall not purchase, or a..	10
		3-4-11(E)	It shall be unlawful for any holder of a liquor license, or his/her agent or employee, to permit any person under the a..	2
		3-4-11(F)	Notwithstanding Subsection (E) of this Section, it shall be unlawful for any holder of a C liquor license, or his/her ag..	1
		3-4-14(A)	(A) Violation; Hearing. The local liquor control commissioner may revoke or suspend any license issued by him/her if ..	9
		3-4-14(C)	REVOCAION OR SUSPENSION OF LICENSE. Public hearings. All public hearings convened by the local liquor control c..	4
		3-11-2	It shall be unlawful for any person to engage in the business of peddling any goods, wares or merchandise as herein..	4
		3-12-2	No organization, person or corporation (hereinafter for convenience referred to as organization) shall conduct a tag ..	1
3-14-6(A)		It shall be unlawful for any person, including any licensee, to sell, offer for sale, give away or deliver tobacco produc..	6	
3-17-3-1(A)		(A) No person shall operate a public passenger vehicle without having first obtained a license therefor. No motor ve..	1	
3-17-4-1		It shall be unlawful for any person to drive a public passenger vehicle that is licensed by the City without a current, v..	1	
3-17-4-5		The public passenger vehicle driver's license must be displayed on the rear of the front seat at all times in the public ..	2	
3-17-6-6		TAXIMETER INSPECTIONS:	2	
3-17-6-6(A)		Prerequisite for Vehicle License; Regular; Before any vehicle license shall be issued for a taxicab, the Inspector of We..	2	
3-18-2		No person shall manage, conduct, operate or carry on the business of a motor vehicle repair shop without first havin..	2	
4-4-2		The hereinabove adopted 2003 International Fire Code and the 2003 National Fire Protection Association ("NFPA") ..	13	
4-8-10-2(C)		Open Fires: No open fires are allowed. No person shall burn leaves or other refuse in an open fire...	1	
5-3-12-1		It is unlawful for any landlord or any person acting at his direction to knowingly oust or dispossess or attempt to ou..	2	
5-8-4(A)		The owner of a rental building or rental unit shall register such property with Property Standards Department no lat..	1	
7-2-12-1		No person or persons shall at any time assemble in or upon any public right-of-way in such a manner as to obstruct o..	4	
7-2-12-3		It shall be unlawful for any person to use the public street or public right of way for the storage of goods and mercha..	8	
7-10-2(A)		Playgrounds/Tot Lots: Unless otherwise specifically designated herein, the hours of operation of any public playgro..	1	
7-10-2(C)		(C) Prohibited Acts: It shall be unlawful for any person to use, occupy, play in, lounge about or loiter in any park or pl..	33	
7-11-2		No swimming is permitted from public rights of way not officially designated as public..	4	
7-11-4(B)		Beach Hours; No person shall use, occupy, play in, lounge about or loiter in any beach or building or structure therein..	3	
7-11-6(A)		REGULATIONS ON CITY BEACHES. (A) Bonfires. No bonfires or beach fires will be permitted within the enclosures of ..	1	
7-11-7(A)		Season permits are required for launching motorized craft from the Church Street Boat Ramp. Season or daily perm..	1	
8-3-2		(A)To store, dump or permit the accumulation of debris, refuse, garbage, trash, tires, buckets, cans, wheelbarrows, ..	2	
8-3-7-3 (E)		PROHIBITED ACTS: No person shall throw or deposit litter on any private property within the City, whether owned b..	1	
8-3-7-3(A)		It shall be unlawful for any person to throw or deposit litter in or upon any street, alley, sidewalk or other public pla..	1	
8-3-7-3(B)		No person shall sweep into or deposit in any gutter, street, alley or other public place in the City the accumulation of..	3	
8-3-7-3(C)	No person, while a driver or passenger in a vehicle, shall throw or deposit litter upon any street, alley or other public..	9		
8-3-7-3(E)	No person shall throw or deposit litter on any private property within the City, whether owned by such person or no..	6		
8-12-2	LICENSING REQUIREMENTS.	1		
8-13-1	The following words and phrases, when used in this Chapter, have the following definitions:..	1		
8-13-2	It shall be unlawful for any person to knowingly possess cannabis within the limits of the City. This Chapter shall not..	544		

Sum of Number of Tickets broken down by Issue Dept, Violation Code and Viol Desc. The view is filtered on Issue Dept, which excludes Law.

Violation Code and Description

Issue Dept	Violation Code	Viol Desc	
Police	8-13-3	Any person who violates Section 8-13-2 of this Chapter by possessing ten grams (10 g) or less of cannabis shall be fi..	7
	8-13-3(A)-R	Any person who violates this Chapter by possessing not more than ten grams (10g) of cannabis shall be issued a not..	4
	8-14-3	It is unlawful for any person to use or to possess with intent to use drug paraphernalia to plant, propagate, cultivat..	8
	8-16-2-R	It shall be unlawful for any person to knowingly possess cannabis within the limits of the city.	11
	8-18-6	Smoking is prohibited within twenty five feet (25") of any entrances, exits, windows that open, ventilation intakes, ..	2
	9-2-7	It shall be unlawful to interfere with, attempt to interfere with, conspire to interfere with, obstruct or restrict the ..	1
	9-4-3	NO CITY LICENSE	14
	9-4-3-2(A)	THE OCCUPANCY OF ANY PREMISES BY MORE THAT THREE (3) DOGS, WHETHER LICENSED OR UNLICENSED, SHALL ..	1
	9-4-5(C)	CERTAIN ANIMALS PROHIBITED. It shall be unlawful to keep roosters within City limits.	1
	9-4-7(A)	All animals except cats shall be kept under restraint.	47
	9-4-7(C)	It shall be unlawful for any dog or cat, even though on leash, to go or be upon any school premises or public bathing ..	14
	9-4-7(D)	(D) It shall be unlawful for any dog or cat, unless on leash, to go or be upon any public playground or public park wit..	3
	9-4-9	PROOF OF RABIES VACCINATION	9
	9-4-9(A)	All animals which have attacked, bitten, scratched or otherwise injured any person so as to cause an abrasion or bre..	4
	9-4-12(A)	CONTROL OF DEFECATION It shall be unlawful for any person to cause or permit a dog to be on any property, public o..	1
	9-4-12(B)	All persons in control of, causing or permitting any dog to be on any property, public or private, not owned or posses..	1
	9-4-13	All owners shall exercise proper care and control of their animals to prevent them from becoming a public nuisance. ..	16
	9-4-14	All owners shall provide their animals with sufficient good and wholesome food and water, proper shelter and prote..	8
	9-5-1	It shall be unlawful for any person to commit a battery upon another person, or fight in public with another person s..	11
	9-5-3(A)	A person commits disorderly conduct when he knowingly: (A) Does any act in such unreasonable manner as to provo..	12
	9-5-3(C)	A person commits disorderly conduct when he/she knowingly...	1
	9-5-3(E)	A person commits disorderly conduct when he/she knowingly:...	3
	9-5-4(B)1	Any person who owns, manages, or controls a premises and who encourages or permits an illegal activity described ..	1
	9-5-4(G)	9-5-4(G). - NUISANCE PREMISES::NUISANCE PREMISES DECLARED: Any premises with one or more aggravated offen..	1
	9-5-6	No person owning or occupying any building or premises shall use the same, or permit the use of the same, or rent t..	31
	9-5-7	PUBLICATIONS INCITING RIOTS OR PHYSICAL VIOLENCE.It shall be unlawful to write, print, manufacture, utter, circ..	1
	9-5-10-1(A)	PURCHASE, POSSESSION, OR ACCEPTANCE OF GIFT BY PERSONS LESS THAN 21 YEARS OF AGE; CONSUMPTION BY P..	12
	9-5-10-1(B)	PURCHASE, POSSESSION, OR ACCEPTANCE OF GIFT BY PERSONS LESS THAN 21 YEARS OF AGE; CONSUMPTION BY P..	8
	9-5-10-2	Presence Restriction: It shall be unlawful for any person under the age of nineteen (19) to be or to remain in any roo..	2
	9-5-10-3	A pedestrian who is under the influence of alcohol or any drug to a degree which renders himself/herself a hazard sh..	4
	9-5-10(A)	Except as otherwise provided below, no person shall within the corporate limits of the city: ..	50
	9-5-10(B)	Except as otherwise provided below, no person shall within the corporate limits of the city: ..	32
	9-5-10(C)1	Except as otherwise provided below, no person shall within the corporate limits of the city: (C) Consumption In Publi..	64
	9-5-10(C)2	Except as otherwise provided below, no person shall within the corporate limits of the city: ..	41
	9-5-11(A)	It shall be unlawful for any person to appear in a public place in a state of nudity or to make any indecent exposure o..	10
	9-5-11(B)	PUBLIC NUDDITY; URINATING OR DEFECATING IN PUBLIC.:It shall be unlawful for any person to urinate or defecate:	18
	9-5-11(b)2	It shall be unlawful for any person to urinate or defecate: In public view.	5
	9-5-11(B)(1)	It shall be unlawful for any person tourinate or defecate: In or on a public street, alley, sidedwalk, yard, park, buildin..	35
	9-5-12(B)	Injure City Property: It shall be unlawful for any person to injure in any way any property of any kind belonging to th..	15
	9-5-13	Whoever enters upon the land or building or any part thereof of another after receiving, immediately prior to such e..	11
	9-5-18-1	Any person, in or on any public place in the City, who is violating any provision of this Code or any statute of the stat..	1
	9-5-18-4	Whoever in the City shall resist any member of the police force in the discharge of his duties, shall in any way interfe..	1
	9-5-20	IT SHALL BE UNLAWFUL FOR ANY PERSON WITHIN THE CITY TO MAKE, CONTINUE OR CAUSE TO BE MADE OR CONTI..	32
	9-5-20-(G)(2)	Permit Required: Any person, group, association, organization, business or other similar entity desiring to use in an ..	3
	9-5-20(A)1	The following acts, among others, are declared to be loud, disturbing and unnecessary noises in violation of this sec..	2
	9-5-20(A)4a	The following acts, among others, are declared to be loud, disturbing and unnecessary noises in violation of this sec..	30
	9-5-20(A)4b	The following acts, among others, are declared to be loud, disturbing and unnecessary noises in violation of this sec..	2
	9-5-20(A)5a	The following acts, among others, are declared to be loud, disturbing and unnecessary noises in violation of this sec..	17
	9-5-20(C)	The following acts, among others, are declared to be loud, disturbing and unnecessary noises in violation of this sec..	6
	9-5-20(D)1	The following acts, among others, are declared to be loud, disturbing and unnecessary noises in violation of this sec..	1
	9-5-20(D)4	The following acts, among others, are declared to be loud, disturbing and unnecessary noises in violation of this sec..	13
	9-5-20(F)2	The following acts, among others, are declared to be loud, disturbing and unnecessary noises in violation of this sec..	5
	9-5-20(G)1	The following acts, among others, are declared to be loud, disturbing and unnecessary noises in violation of this sec..	14
	9-5-20(J)	The following acts, among others, are declared to be loud, disturbing and unnecessary noises in violation of this sec..	72
	9-5-20(K)	The following acts, among others, are declared to be loud, disturbing and unnecessary noises in violation of this sec..	3
	9-5-23(A)1-R	It shall be unlawful for any person within the City to make, continue or cause to be made or continued, any loud, unn..	1
	9-5-23(A)4(a)-R	It shall be unlawful for any person within the City to make, continue or cause to be made or continued, any loud, unn..	1
	9-5-23(A)4a-R	Vehicular Noises: Motor Vehicle Alarms: The use of a continuous, audible signal device which acts as a vehicle burgla..	1
	9-5-23(F)3-R	t shall be unlawful for any person within the City to make, continue or cause to be made or continued, any loud, unne..	1
	9-5-23(G)1-R	It shall be unlawful for any person within the City to make, continue or cause to be made or continued, any loud, unn..	1
	9-5-23(J)-R	Yelling, shouting, hooting, whistling or singing on the public streets of the City, particularly between the hours of ele..	2
	9-5-25	It shall be unlawful to engage in an act of panhandling when the person being solicited is located in a sidewalk café, i..	3
	9-5-25(B)1	(B) Panhandling Prohibited: (1) It shall be unlawful to engage in an act of panhandling when the person being solici..	3
	9-5-25(B)2	(B) Panhandling Prohibited: (2) It shall be unlawful to engage in an act of panhandling when either the panhandler ..	11
	9-5-25(B)3	PANHANDLING AND SOLICITING: Limitations on Panhandling and Soliciting. It shall be unlawful to engage in an act o..	1
	9-5-25(B)7	PANHANDLING AND SOLICITING:Limitations on Panhandling and Soliciting. It shall be unlawful to engage in an act o..	1
	9-5-25(B)(4)	PANHANDLING AND SOLICITING. Limitations on Panhandling and Soliciting. It shall be unlawful to engage in an act o..	1
	9-5-25(C)1	(C) Aggressive Panhandling Prohibited: It shall be unlawful to engage in an act of panhandling in an aggressive man..	2

Sum of Number of Tickets broken down by Issue Dept, Violation Code and Viol Desc. The view is filtered on Issue Dept, which excludes Law.

Violation Code and Description

Issue Dept	Violation Code	Viol Desc	
Police	9-5-25(C)2	(C) Aggressive Panhandling Prohibited: It shall be unlawful to engage in an act of panhandling in an aggressive man..	1
	9-5-25(C)3	(C) Aggressive Panhandling Prohibited: It shall be unlawful to engage in an act of panhandling in an aggressive man..	1
	9-5-25(C)6	(C) Aggressive Panhandling Prohibited: It shall be unlawful to engage in an act of panhandling in an aggressive man..	1
	9-5-25(C)7	(C) It shall be unlawful to engage in an act of panhandling in an aggressive manner. A person's manner is aggressiv..	1
	9-5-25(C)8	(8)IMMEDIATELY BEFORE, DURING OR AFTER PANDHANDLING, MAKING ANY STATEMENT OTHER THAN THE PANHA..	2
	9-6-1	Curfew	2
	9-6-1(B)1	A minor commits an offense if he/she is present in any public place or on the premises of any establishment within t..	9
	9-6-1B(1)-R	CURFEW: (B)Offenses: ..	2
	9-14-2	No person shall possess in the City of Evanston any "air rifle" as defined in Section 9-14-1 of this Chapter.	4
	9-14-4	No person shall discharge an air rifle within the City.	2
	9-14-5	It shall be unlawful to brandish or openly display any air rifle while on the grounds..	1
	10-1-5-4(A)	(A) No person upon roller skates, rollerblades, skateboards, scooters or riding in or by means of any coaster, toy ve..	3
	10-1-6-3	The driver of any vehicle shall obey the instructions of any officail traffic control device applicable thereto placed in ..	6
	10-1-8-2	Turning movements including right and left hand turns and U-turns shall be prohibited on streets or portions of stre..	2
	10-1-9-2	When signs are erected giving notice thereof, no person shall operate any commercial vehicle exceeding eight thous..	179
	10-1-9-2(A)	COMMERCIAL VEHICLES OF EXCESSIVE WEIGHT PROHIBITED ON CERTAIN STREETS. No motor vehicle having a total ..	308
	10-1-9-3	OPERATIONS OF VEHICLES CARRYING MERCHANDISE RESTRICTED: When signs have been erected giving notice ther..	26
	10-1-9-6	OPERATION OF CERTAIN VEHICLES ON CERTAIN STREETS, ALLEYS, AND OTHER PUBLIC AREAS PROHIBITED	3
	10-1-9-8	When signs have been erected giving notice thereof, no operator of a morot vehicle shall enter or pass through thos..	2
	10-2-2	Null	1
	10-3-5	It shall be unlawful for any person to operate any vehicle upon a public way negligently, heedlessly and without due ..	4
	10-3-10	When signs are posted giving notice thereof, no person shall use any alley for general traffic circulation. For purpos..	22
	10-3-13(B)	Except as otherwise provided in Subsection (c) of this Section, no person shall operate a motor vehicle while using a ..	6,082
	10-4-1(A)3	Stop, stand or park a vehicle.Within an intersection;	2
	10-4-6	PARKING ON PRIVATE PROPERTY. No person shall stand or park a vehicle on any private lot or lot area without the e..	1
	10-4-13(F)1	(F) Snow Removal, Deposit in Certain Places Prohibited: (1) No person shall deposit or cause to be deposited any sn..	2
	10-4-14-5(D)	(D)The operator of a taxicab while for hire shall not stand or park such vehicle upon any street at any place other tha..	20
	10-4-18-1	No standing orparked motor vehicle with a gross vehicle weight rating of eight thousand (8,000) pounds or greater ..	3
	10-7-2(B)	No pedestrian shall cross a roadway other than in a crosswalk upon any through street marked with a crosswalk.	1
	10-9-4(A)	Every person operating a bicycle upon a roadway shall be granted all the rights and be subject to all the duties appli..	1
	10-9-4(C)	No bicycle riding on sidewalks is permitted in the Central Business District designated as D1, D2, and D3 Districts in ..	261
	10-9-4(D)	The operator of a bicycle shall not suddenly stop, slow down or turn without giving a legal arm signal. A continuous ..	2
	10-9-4(J)	No bicycles shall be operated on a public roadway so as to obstruct motor vehicle traffic.	3
	10-9-5(A-D)	(A)Brakes: Every bicycle shall be equipped with a brake or brakes in good working order which will enable the operat..	1
	10-9-5(B)	EQUIPMENT: Lamp Reflector. No per son may operate a bicycle on a public roadway, bicycle lane, or sidewalk during..	8
	10-12-2, 5/3-401	No valid registration.	42
	10-12-2, 5/3-413(..	No front/rear license plate.	16
	10-12-2, 5/3-413(..	Improper display license plates/sticker and tinted/obstructed covers.	7
	10-12-2, 5/3-413(..	Display of expired registration.	558
	10-12-2, 5/3-701	Operation of vehicles without evidence of registration.	31
	10-12-2, 5/11-14..	Special equipment for persons riding motorcycles.	3
	10-12-2, 5/11-14..	Obstruction of driver's view of driving mechanism.	2
	10-12-2, 5/12-101	Operating a motor vehicle which is in an unsafe condition or properly equipped.	3
	10-12-2, 5/12-201	When lighted lamps are required.	86
	10-12-2, 5/12-202	Clearance iderntification and side marker lamps.	1
	10-12-2, 5/12-205	Lamps on other vehicles and equipment.	2
	10-12-2, 5/12-208	Signal lamps and signal devices.	4
	10-12-2, 5/12-210	Use of head lamps.	9
	10-12-2, 5/12-211	Number of driving lamps required or permitted.	24
	10-12-2, 5/12-401	Restrictions as to tire equipment.	25
	10-12-2, 5/12-405	Operating condition of pneumatic tires.	1
	10-12-2, 5/12-503	Windshields must be unobstructed and equipped with wipers.	13
	10-12-2, 5/12-601	Horns and warning devices.	3
	10-12-2, 5/12-602	Prevention of noise with mufflers.	5
	10-12-2, 5/12-603	Use of safety belts.	3,586
	10-12-2, 5/12-604	Television receivers visible to driver prohibited.	7
	10-12-2, 5/12-607	Modification of vehicle suspension system restricted.	1
	10-12-2, 5/12-608	Required bumpers.	5
	10-12-2, 5/12-610	Use of headset receivers by driver restricted.	12
	10-12-2, 5/12-611	Sound amplification systems.	3
	10-12-2, 25/4	Child Passenger Protection Act.	46
	10-12-2, 25/4(a)	Child Passenger Protection Act.	13
	10-12-3	Any person who violates the provisions of Section 10-12-2 of this Chapter shall be guilty of an offense punishable by ..	1
	F907.6.5	MONITORING. Fire alarm systems required by this chapter or by the International Building Code shall be monitored ..	1
	F3301.1.3	The possession, manufacture, storage, sale, handling and use of fireworks and explosives are prohibited except as ..	1
	F-105.7.3	Fire alarm and detection systems and related equipment. A construction permit is required for installation of or m..	2
	N/A	The Officer, Inspector or Authorized Employee did not provide or provided the correct City Code on Compliance Ticket.	20
	PM-302.4-R1	Weeds and grass. All premises and exterior property shall be maintained free from weeds or plant growth in excess ..	1

Sum of Number of Tickets broken down by Issue Dept, Violation Code and Viol Desc. The view is filtered on Issue Dept, which excludes Law.

Violation Code and Description

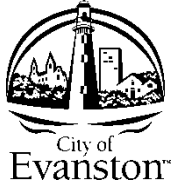
Issue Dept	Violation Code	Viol Desc	
Police	PM-302.8-R1	Motor vehicles, boats and trailers. Except as provided for in other regulations,no inoperative or unlicensed motor v..	1
	PM-302.11.3-R1	Encroachment. Any plant growth which shall encroach on the public way or affect movement or vision of pedestrian..	1
	PM-305.5-R1	Handrails and guards. Every handrail and guard shall be firmly fastened and capable of supporting normally impose..	1
	PM-307.1-R1	Accumulation of rubbish or garbage. All exterior property and premises, and the interior of every structure shall be ..	1
Police - Animal Control	9-4-3	NO CITY LICENSE	13
	9-4-3-1	No person shall, without first obtaining a license therefor in writing from the City Manager or his/her designee, own..	4
	9-4-3-2(A)	THE OCCUPANCY OF ANY PREMISES BY MORE THAT THREE (3) DOGS, WHETHER LICENSED OR UNLICENSED, SHALL ..	1
	9-4-7(A)	All animals except cats shall be kept under restraint.	43
	9-4-7(C)	It shall be unlawful for any dog or cat, even though on leash, to go or be upon any school premises or public bathing ..	5
	9-4-9	PROOF OF RABIES VACCINATION	10
	9-4-9(A)	All animals which have attacked, bitten, scratched or otherwise injured any person so as to cause an abrasion or bre..	6
	9-4-12(B)	All persons in control of, causing or permitting any dog to be on any property, public or private, not owned or posses..	1
	9-4-13	All owners shall exercise proper care and control of their animals to prevent them from becoming a public nuisance. ..	3
	10-3-13(B)	Except as otherwise provided in Subsection (c) of this Section, no person shall operate a motor vehicle while using a ..	1
	N/A	The Officer, Inspector or Authorized Employee did not provide or provided the correct City Code on Compliance Ticket.	1
Property Standards	4-10-5	No "sign", as defined herein, shall be constructed, erected, originally painted, converted, altered, rebuilt, enlarged, ..	1
	4-16-6(A)1a	The owner of a building who knows, or from all the facts and circumstances should know, that his/her building is or ..	7
	4-16-12	Certification. A Certificate of Code Compliance for Vacant Buildings issued by the Community Development Depart..	2
	4-20-6(A)1a-R	Obligation to Register Vacant Buildings. The owner of a building who knows, or from all the facts and circumstance..	1
	5-8-4(A)	The owner of a rental building or rental unit shall register such property with Property Standards Department no lat..	4
	6-4-1-10	Outdoor storage will be prohibited on lots within all zoning districts, unless otherwise specified in this Ordinance.	1
	6-8-3-2	R2 Single Family Residential District: Permitted Uses. ..	2
	9-15-3(A)	Every dwelling unit shall be equipped with at least one approved carbon monoxide alarm in an operating condition w..	5
	PM-104.7	Engineering reports. The code official may require submittal of written reports by a licensed design professional re..	2
	PM-104.9-R1	Documentation. The code official may require written submittal of estimates, executed contracts, invoices, receipts..	3
	PM-104.10-R1	Engineering reports. The code official may require submittal of written reports by a licensed design professional re..	1
	PM-104.11	Permits required. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, o..	1
	PM-104.11-R1	Permits required. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, o..	1
	PM-108.1.4	Unlawful structure. An unlawful structure is one found in whole or in part to be occupied by more persons than per..	1
	PM-108.1.4-R1	Unlawful structure. An unlawful structure is one found in whole or in part to be occupied by more persons than per..	3
	PM-302.1	Sanitation. All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occup..	1
	PM-302.3-R1	Sidewalks. All private sidewalks, walkways, stairs, driveways, parking spaces, parking lots and similar areas shall ..	1
	PM-302.4	All premises and exterior property shall be maintained free from weeds or plant growth in excess of eight inches (8" ..	6
	PM-302.4-R1	Weeds and grass. All premises and exterior property shall be maintained free from weeds or plant growth in excess ..	9
	PM-302.5	Rodent harborage. All structures and exterior property shall be kept free from rodent harborage and infestation. W..	1
	PM-302.7	Accessory structures. All accessory structures, including detached garages, sheds, fences, gates and walls, shall be ..	9
	PM-302.7-R1	Accessory structures. All accessory structures, including detached garages, sheds, fences, gates and walls, shall be ..	6
	PM-302.8	Motor vehicles, boats and trailers. Except as provided for in other regulations,no inoperative or unlicensed motor v..	2
	PM-302.8-R1	Motor vehicles, boats and trailers. Except as provided for in other regulations,no inoperative or unlicensed motor v..	5
	PM-302.10-R1	Graffiti Removal. All exterior and interior structure surfaces must be kept clean and free of graffiti, as graffiti is def..	1
	PM-302.11.2	All premises and exterior property shall be maintained free of fallen trees, limbs and branches. Trees with dead limb..	2
	PM-302.11.2-R1	Trees. All premises and exterior property shall be maintained free of fallen trees, limbs and branches. Trees with de..	3
	PM-302.12-R1	Furniture. Any furniture placed exterior of a building shall have been constructed for such exterior use and shall be ..	1
	PM-302.13	Parking of motor vehicles. No vehicle, regardless of status of licensing, registration or operability, shall be parked ..	1
	PM-302.13-R1	Parking of motor vehicles. No vehicle, regardless of status of licensing, registration or operability, shall be parked ..	1
	PM-304.1-R1	General. The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to ..	1
	PM-304.1.1	The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the Internat..	1
	PM-304.2	Protective treatment. All exterior surfaces, including but not limited to, doors, door and window frames, cornices, p..	2
	PM-304.2-R1	Protective treatment. All exterior surfaces, including but not limited to, doors, door and window frames, cornices, p..	8
	PM-304.3.1	Alley frontage identification. Buildings shall have approved address numbers placed in a position to be plainly legibl..	1
	PM-304.3.1-R1	Alley frontage identification. Buildings shall have approved address numbers placed in a position to be plainly legibl..	4
	PM-304.6	Exterior walls. All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained we..	2
	PM-304.6-R1	Exterior walls. All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained we..	5
	PM-304.7	The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to ..	4
	PM-304.7-R1	The roof and flashing shall be sound, tight and not have defects that admit rain. All roof components, including , but..	5
	PM-304.7.1	Where gutters are provided, downspouts shall be required and shall terminate water discharge a minimum of three ..	2
	PM-304.10	Stairways, decks, porches and balconies. Every exterior stairway, deck, porch and balcony, and all appurtenances at..	1
	PM-304.13	Window, skylight and door frames. Every window, skylight, door and frame shall be kept in sound condition, good r..	1
	PM-304.13-R1	Window, skylight and door frames. Every window, skylight, door and frame shall be kept in sound condition, good r..	4
	PM-304.13.1-R1	Glazing. All glazing materials shall be maintained free from cracks and holes. Open cracks and/or unstable glazing s..	1
	PM-304.13.2-R1	Openable windows. Every window, other than a fixed window, shall be easily openable and capable of being held in ..	2
	PM-304.14	Insect screens. During the period from April1st to November 1st, every door, window and other outside opening util..	2
	PM-304.15	Doors. All exterior doors, door assemblies and hardware shall be maintained in good condition. Locks at all entrance..	1
	PM-304.15-R1	Doors. All exterior doors, door assemblies and hardware shall be maintained in good condition. Locks at all entrance..	1
	PM-305.1-R1	General. The interior of a structure and equipment therein shall be maintained in good repair, structurally sound an..	2
	PM-305.3	Interior surfaces. All interior surfaces, including windows and doors, shall be maintaied in good, clean and sanitary ..	2
	PM-305.3-R1	Interior surfaces. All interior surfaces, including windows and doors, shall be maintaied in good, clean and sanitary ..	3
	PM-305.4	Every stair, ramp and landing, balcony, porch, deck or other walking surface shall be maintained in sound condition ..	1

Sum of Number of Tickets broken down by Issue Dept, Violation Code and Viol Desc. The view is filtered on Issue Dept, which excludes Law.

Violation Code and Description

Issue Dept	Violation Code	Viol Desc	
Property Standards	PM-305.4-R1	Stairs and walking surfaces. Every stair, ramp and landing, balcony, porch, deck or other walking surface shall be m..	2
	PM-305.5-R1	Handrails and guards. Every handrail and guard shall be firmly fastened and capable of supporting normally impose..	1
	PM-305.6	Interior doors. Every interior door shall fit reasonably well within its frame and shall be capable of being opened an..	2
	PM-305.6-R1	Interior doors. Every interior door shall fit reasonably well within its frame and shall be capable of being opened an..	1
	PM-307.1-R1	Accumulation of rubbish or garbage. All exterior property and premises, and the interior of every structure shall be ..	12
	PM-307.3.1-R1	Container capacity. Each container or dumpster shall be considered to contribute the volume of garbage and rubbis..	1
	PM-307.3.4-R1	Additional capacity requirements. Any container or dumpster in which the volume of contents prevents full closure ..	2
	PM-308.1	All exterior property and premises, and the interior or every structure, shall be free from any accumulation of rubbis..	6
	PM-308.1-R1	Infestation. All structures shall be kept free from insect and rodent infestation. All structures in which insects or ro..	2
	PM-308.2.3	Container locks. If located in the Downtown Zoning Districts, as defined in Section 6-18-3 of the Evanston Zoning Or..	1
	PM-308.3.2	Minimum service schedule. All containers or dumpsters shall be emptied and maintained at least once per week, or ..	1
	PM-308.3.4	Additional capacity requirements. Any container or dumpster in which the volume of contents prevents full closure ..	1
	PM-403.2-R1	Bathrooms and toilet rooms. Every bathroom and toilet room shall comply with the ventilation requirements for ha..	1
	PM-501.2.1	Disconnection notice. It shall be a violation of this code for any owner of a non-owner occupied residential property ..	1
	PM-504.1	General. All plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free fro..	1
	PM-504.1-R1	General. All plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free fro..	5
	PM-505.4	Water heating facilities. Water heating facilities shall be properly installed, maintained and capable of providing an..	1
	PM-505.4-R1	Water heating facilities. Water heating facilities shall be properly installed, maintained and capable of providing an..	2
	PM-601.2.1-R1	Disconnection notice. It shall be a violation of this code for any owner of a non-owner occupied residential property ..	1
	PM-603.1-R1	Mechanical equipment. All mechanical appliances, fireplaces, solid fuel-burning appliances, cooking appliances and ..	1
	PM-603.2	Removal of combustion products. All fuel-burning equipment and appliances shall be connected to an approved chi..	1
	PM-603.3	Clearances. All required clearances to combustible materials shall be maintained.	1
	PM-604.2	Service. The size and usage of appliances and equipment shall serve as a basis for determining the need for addition..	1
	PM-604.3	Electrical system hazards. Where it is found that the electrical system in a structure constitutes a hazard to the occ..	1
	PM-604.3-R1	Electrical system hazards. Where it is found that the electrical system in a structure constitutes a hazard to the occ..	11
	PM-604.6-R1	Panel identification. All electrical panels regardless of type of disconnecting means shall be legibly marked to desig..	1
	PM-604.7-R1	Disconnecting means identification. All electrical disconnecting means including circuit breakers and fuses, shall be..	1
	PM-605.1	Installation. All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and ..	3
	PM-605.1-R1	Installation. All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and ..	4
	PM-605.2-R1	Receptacles. Every habitable space in a dwelling shall contain at least two separate and remote receptacle outlets. ..	1
	PM-605.3-R1	Lighting fixtures. Every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and..	1
	PM-608.1-R1	Meter identification. All meters, including but not limited to gas and electric serving a building, structure or any por..	1
	PM-702.4-R1	Emergency escape openings. Required emergency escape openings shall be maintained in accordance with the code ..	2
	PM-704.1-R1	General. All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any c..	2
	PM-704.2 (F)	Single or multiple-station smoke alarms shall be installed and maintained in groups R-2, R-3, R-4 and in dwellings no..	1
	PM-704.2-R1	Single or multiple-station smoke alarms shall be installed and maintained in groups R-2, R-3, R-4 and in dwellings no..	3
	PM-802.3-R1	Widnow locks. Accessible openable windows shall be equipped with window locking devices.	3
	PM-802.5	Doors. Exterior doors, doors leading from garage areas into multiple-dwelling buildings, and doors leading into stai..	2
	PM-802.5-R1	Doors. Exterior doors, doors leading from garage areas into multiple-dwelling buildings, and doors leading into stai..	1
	PM-802.6-R1	Vision panels. Accessible vision panels in individual entrance doors to individual units or within forty inches (40") o..	1
	PM-802.10-R1	Window panels. Accessible windows shall be so constructed and/or maintained so that when the window is locked i..	1
	PM-802.11-R1	Lighting. All exterior common entrances of multiple family buildings shall be illuminated with a minimum sixty (60) ..	3
Zoning	6-4-1-1	The following types of uses of land and buildings, and no others, are allowed in the zoning districts established by th..	3
	6-4-6-3, 28	ALLOWABLE ACCESSORY USES AND STRUCTURES (DETACHED FROM PRINCIPAL STRUCTURE):..	1
	6-5-5	MINOR HOME OCCUPATIONS:..	1
	6-5-6	MAJOR HOME OCCUPATIONS:..	1
	6-5-7	PROHIBITED HOME OCCUPATIONS:..	1
	6-8-7-2	PERMITTED USES: ..	1
	6-11-3-3	The following uses are permitted in the D2 district:..	1
	6-11-3-4	The following uses may be allowed in the D2 district, subject to the provisions set forth in Section 6-3-5 of this Title:..	1
	6-11-4-2	The following uses are permitted in the D3 district: ..	1
	6-11-4-3	o Amended by Ordinance No. 57-O-14; Amended by Ordinance No. 81-O-14; Amended by Or	1

Sum of Number of Tickets broken down by Issue Dept, Violation Code and Viol Desc. The view is filtered on Issue Dept, which excludes Law.



Memorandum

To: Honorable Mayor and Members of the City Council

From: Budget Team

Subject: Overtime Costs

Date: October 19, 2017

Question: Provide costs associated with the over-time presented on October 9th.

Response: On October 9th, Departments presented over-time (OT) for the period of July 24 to September 17, 2017. This information came in the form of two different files/time periods.

Unfortunately, these reports omitted some OT expenses. The PRCS Department missed some OT costs due to an offset processing period for seasonal OT; OT for these personnel is actually paid in the following pay period, even though it is recorded in the proper pay period. This means that the data was not picked up in the initial reports run but for reports run as of this date, all of the data is included. The Budget Team also identified several business units across departments that were omitted from the initial reports.

Fortunately, a review of this information provides two positive comparative results as follows:

- Overtime as noted on the next page is only just over 3.1% of total payroll costs for the four pay periods covered during this period assuming an average payroll of \$3.0 million.
- Overtime as noted on the next page is approximately 30% below the overtime recorded for the same time last year. In other words, the directive to reduce overtime appears to be having an impact for 2017 expenses

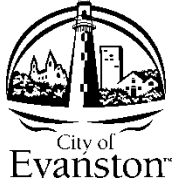
The summaries on the next page provide a breakdown of OT costs by type and by all departments for all business units for the period in question.

According to payroll data, the following are costs for overtime for this period:

Hours Code	Hours	Gross
Court Regular Police	370.0000	15,009.57
Fire Training 1.5	101.0000	5,725.09
Hireback Police/Fire 1.5	3,943.2500	244,322.84
Hireback Police/Fire 2.0	11.7500	1,040.86
Overtime 1.0	100.5000	2,534.55
Overtime 1.5	2,531.2500	92,624.05
Overtime 2.0	220.0000	14,531.86
TOTAL	7,277.75	\$ 375,788.82

This is broken down by department as follows:

Department	Hours	Gross
Administrative Services Total	176.25	7,984.27
City Manager's Office Total	67.7500	2,914.20
Community Development Total	2.00	148.09
Fire Total	1,790.75	99,514.60
Health Total	50.50	1,694.93
Parks Total	1,236.00	25,917.39
Police Total	3,309.00	202,369.68
PWA Total	645.50	35,244.86
	7,277.75	375,788.02



Memorandum

To: Honorable Mayor Hagarty and Members of the City Council
From: Mario Treto, Jr., Assistant City Attorney
Subject: Hours Spent on Freedom of Information Act Requests
Date: October 27, 2017

Question: What is the total number of hours the Law Department spends on Freedom of Information Act requests?

Response: The number of hours spent on all Freedom of Information Act requests depends on the number of requests received, the depth and breadth of the information request, and the number of departments involved with each specific request. An individual request may consume anywhere between five minutes to eight hours.

The Law Department on average spends ten to twenty-five hours per week addressing Freedom of Information Act requests.

To date, in 2017 the City has received 694 Freedom of Information Act requests. In 2016, there were a total of 769.



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

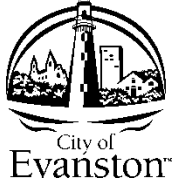
From: Budget Team

Subject: Cultural Arts Coordinator

Date: October 19, 2017

Question: Please provide the Cultural Arts Coordinator's salary

Response: The Cultural Arts Coordinator position is currently paid at grade 124 which ranges from \$74,698 to \$108,313. The current employee makes \$81,255.83 annually. Her fully-loaded cost (salary, insurance, pension, taxes, etc) for 2018 is budgeted at \$123,099.



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: Budget Team

Subject: 50 Highest/Lowest Salaries

Date: October 19, 2017

Question: Please provide an electronic copy of the highest 50 and lowest 50 full-time salaries.

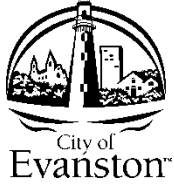
Response: The requested salary data is attached to this cover memo.

High 50 Salaries - As of August 14, 2017

Department	Position	Pay Rate	Base Rate	Longevity	Special Assignment	Certification	Total Current Rate	Annual
15.1505 - CITY MANAGER/CITY MANAGER ADMINISTRATION	10007001 - City Manager	CMGR	210,206.20	-	-	-	210,206.20	210,206.20
15.1555 - CITY MANAGER/FINANCIAL ADMINISTRATION	30003001 - Assistant City Manager/CFO	ACM	178,500.00	-	-	-	178,500.00	178,500.00
22.2205 - POLICE/POLICE ADMINISTRATION	50002001 - Chief of Police	138E	173,400.00	-	-	-	173,400.00	173,400.00
17.1705 - LAW/LAW	20005001 - City Attorney	139E	170,850.00	-	-	-	170,850.00	170,850.00
40.4200 - PUBLIC WORKS AGENCY/WATER PRODUCTION	160005001 - Director of Public Works Agency	137E	169,830.00	-	-	-	169,830.00	169,830.00
24.2407 - HEALTH/HEALTH ADMINISTRATION	70001001 - Director, Health	137E	158,298.00	-	-	-	158,298.00	158,298.00
19.1905 - ADMINISTRATIVE SERVICES/ADMIN SERVICES ADMINISTRATION	10010001 - Dir. Admin. Serv/Deputy City Mgr	137E	157,060.00	-	-	-	157,060.00	157,060.00
23.2305 - FIRE/FIRE MANAGEMENT AND SUPPORT	50006004 - Division Chief	137E	153,000.00	-	-	-	153,000.00	153,000.00
30.3005 - PARKS, REC & COMM SERV/RECREATION MGMT AND SUPPORT	90001001 - Director of Parks/Rec/Comm Serv	137E	145,000.00	-	-	-	145,000.00	145,000.00
30.3020 - PARKS, REC & COMM SERV/PRCS - COMM & MARKETING SERV	90006001 - Assistant Director of P,R,CS	132E	144,494.65	-	-	-	144,494.65	144,494.65
40.4200 - PUBLIC WORKS AGENCY/WATER PRODUCTION	80001004 - Capital Planning Bureau Chief	133E	140,953.97	-	-	-	140,953.97	140,953.97
40.4310 - PUBLIC WORKS AGENCY/Recycling & Env Services	80001003 - Environmental Svcs Bureau Chief	133E	140,953.97	-	-	-	140,953.97	140,953.97
40.4510 - PUBLIC WORKS AGENCY/Street Maintenance	80001002 - Infrast.Maint. Bureau Chief	133E	140,953.97	-	-	-	140,953.97	140,953.97
21.2101 - COMMUNITY DEVELOPMENT/CD ADMINISTRATION	140003001 - Economic Development Manager	137E	140,000.00	-	-	-	140,000.00	140,000.00
22.2210 - POLICE/PATROL	50006003 - Deputy Chief	134E	139,346.44	-	-	-	139,346.44	139,346.44
22.2215 - POLICE/CRIMINAL INVESTIGATIONS	50006001 - Deputy Chief	134E	139,346.44	-	-	-	139,346.44	139,346.44
22.2260 - POLICE/OFFICE OF ADMINISTRATION	50006002 - Deputy Chief	134E	139,346.44	-	-	-	139,346.44	139,346.44
23.2315 - FIRE/FIRE SUPPRESSION	60003003 - Division Chief, Fire	132E	138,507.84	-	-	-	138,507.84	138,507.84
23.2310 - FIRE/FIRE PREVENTION	60003001 - Division Chief, Fire	132E	135,791.58	-	-	-	135,791.58	135,791.58
23.2315 - FIRE/FIRE SUPPRESSION	60004025 - Fire Captain	132E	135,791.58	-	-	-	135,791.58	135,791.58
23.2315 - FIRE/FIRE SUPPRESSION	60008002 - Shift Chief, Fire	F39 - Shift - GP	47.37	2.84	-	0.95	51.16	132,486.01
23.2315 - FIRE/FIRE SUPPRESSION	60008003 - Shift Chief, Fire	F39 - Shift - GP	47.37	2.84	-	0.95	51.16	132,486.01
22.2205 - POLICE/POLICE ADMINISTRATION	50003002 - Police Commander	131E	132,379.16	-	-	-	132,379.16	132,379.16
22.2210 - POLICE/PATROL	50003005 - Police Commander	131E	132,379.16	-	-	-	132,379.16	132,379.16
22.2210 - POLICE/PATROL	50003003 - Police Commander	131E	132,379.16	-	-	-	132,379.16	132,379.16
22.2210 - POLICE/PATROL	50003001 - Police Commander	131E	132,379.16	-	-	-	132,379.16	132,379.16
22.2215 - POLICE/CRIMINAL INVESTIGATIONS	50003009 - Police Commander	131E	132,379.16	-	-	-	132,379.16	132,379.16
22.2230 - POLICE/JUVENILE BUREAU	50003004 - Police Commander	131E	132,379.16	-	-	-	132,379.16	132,379.16
22.2255 - POLICE/OFFICE OF PROFESSIONAL STANDARDS	50005012 - Police Sergeant	131E	132,379.16	-	-	-	132,379.16	132,379.16
22.2265 - POLICE/NEIGHBORHOOD ENFORCEMENT TEAM	50003006 - Police Commander	131E	132,379.16	-	-	-	132,379.16	132,379.16
22.2285 - POLICE/PROBLEM SOLVING TEAM	50003008 - Police Commander	131E	132,379.16	-	-	-	132,379.16	132,379.16
40.4200 - PUBLIC WORKS AGENCY/WATER PRODUCTION	80001005 - Water Production Bureau Chief	133E	130,560.00	-	-	-	130,560.00	130,560.00
23.2315 - FIRE/FIRE SUPPRESSION	60008001 - Shift Chief, Fire	F39 - Shift - EP	43.57	2.61	-	1.74	47.92	124,100.88
17.1705 - LAW/LAW	20004001 - Deputy City Attorney	133E	124,000.00	-	-	-	124,000.00	124,000.00
22.2210 - POLICE/PATROL	50005011 - Police Sergeant	PS34 - Hourly - F	56.16	3.09	-	-	59.25	123,229.60
22.2215 - POLICE/CRIMINAL INVESTIGATIONS	50005014 - Police Sergeant	PS34 - Hourly - F	56.16	3.09	-	-	59.25	123,229.60
22.2215 - POLICE/CRIMINAL INVESTIGATIONS	50005013 - Police Sergeant	PS34 - Hourly - F	56.16	3.09	-	-	59.25	123,229.60
22.2270 - POLICE/TRAFFIC BUREAU	50005018 - Police Sergeant	PS34 - Hourly - F	56.16	3.09	-	-	59.25	123,229.60
22.2210 - POLICE/PATROL	50005008 - Police Sergeant	PS34 - Hourly - F	56.16	2.25	-	-	58.41	121,482.40
22.2230 - POLICE/JUVENILE BUREAU	50005004 - Police Sergeant	PS34 - Hourly - E	54.52	2.18	-	-	56.70	117,936.00
23.2315 - FIRE/FIRE SUPPRESSION	60004024 - Fire Captain	F31 - Shift - GP	41.13	2.47	-	1.65	45.25	117,184.06
23.2315 - FIRE/FIRE SUPPRESSION	60004020 - Fire Captain	F31 - Shift - GP	41.13	2.47	-	1.65	45.25	117,184.06
23.2315 - FIRE/FIRE SUPPRESSION	60004026 - Fire Captain	F31 - Shift - GP	41.13	2.47	-	1.65	45.25	117,184.06
23.2315 - FIRE/FIRE SUPPRESSION	60004017 - Fire Captain	F31 - Shift - GP	41.13	2.47	-	1.65	45.25	117,184.06
22.2255 - POLICE/OFFICE OF PROFESSIONAL STANDARDS	50005009 - Police Sergeant	PS34 - Hourly - D	52.93	2.91	-	-	55.84	116,153.44
22.2260 - POLICE/OFFICE OF ADMINISTRATION	50020001 - Manager of Finance and Budget	132E	116,033.87	-	-	-	116,033.87	116,033.87
40.4420 - PUBLIC WORKS AGENCY/TRANSPORTATION	80012001 - Sr Proj Mgr: Traf/ROW/Permits	128E	115,881.13	-	-	-	115,881.13	115,881.13
40.4410 - PUBLIC WORKS AGENCY/STREETS & ROW	80010002 - Senior Project Manager	130E	115,880.16	-	-	-	115,880.16	115,880.16
23.2310 - FIRE/FIRE PREVENTION	60004001 - Fire Captain	F31-5 Day - GP	54.62	2.18	-	2.18	58.98	115,016.85
22.2265 - POLICE/NEIGHBORHOOD ENFORCEMENT TEAM	50005005 - Police Sergeant	PS34 - Hourly - D	52.93	2.12	-	-	55.05	114,510.24

Low 50 Salaries - As of August 14, 2017

Department	Position	Pay Rate	Base Rate	Longevity	Special		Total	
					Assignment	Certification	Current Rate	Annual
24.2440 - HEALTH/VITAL RECORDS	10005001 - Deputy City Clerk	A24 - D	27.62	0.55	-	-	28.17	54,925.65
23.2315 - FIRE/FIRE SUPPRESSION	60007059 - Firefighter/Paramedic	F26 - Shift - NH	21.18	-	-	-	21.18	54,843.84
23.2315 - FIRE/FIRE SUPPRESSION	60007063 - Firefighter/Paramedic	F26 - Shift - NH	21.18	-	-	-	21.18	54,843.84
22.2245 - POLICE/COMMUNICATIONS	50012014 - Telecommunicator	P26 - Hourly - A1	26.30	-	-	-	26.30	54,704.00
22.2245 - POLICE/COMMUNICATIONS	50012008 - Telecommunicator	P26 - Hourly - A1	26.30	-	-	-	26.30	54,704.00
22.2245 - POLICE/COMMUNICATIONS	50012015 - Telecommunicator	P26 - Hourly - A1	26.30	-	-	-	26.30	54,704.00
30.3215 - PARKS, REC & COMM SERV/YOUTH ENGAGEMENT DIVISION	90038001 - Assistant Program Coordinator	113 - 3	27.84	-	-	-	27.84	54,288.00
19.1950 - ADMINISTRATIVE SERVICES/FACILITIES	80005002 - Facilities Maintenance Worker I	PW20 - B	26.04	-	-	-	26.04	54,152.80
15.1560 - CITY MANAGER/REVENUE AND COLLECTIONS	10005002 - Customer Service Representative	A24 - D	27.62	-	-	-	27.62	53,853.15
40.4310 - PUBLIC WORKS AGENCY/Recycling & Env Services	150005002 - Public Works Maint Wrkr I	PW22 - A2	25.89	-	-	-	25.89	53,840.80
40.4320 - PUBLIC WORKS AGENCY/ENV-PARKS & FORESTRY MAINT. & OP	80036000 - Forestry Worker I	PW22 - A2	25.89	-	-	-	25.89	53,840.80
15.1570 - CITY MANAGER/ACCOUNTING	30010002 - Accountant	111 - 5	27.57	-	-	-	27.57	53,761.50
22.2251 - POLICE/311 CENTER	50018002 - Service Desk Officer I	P23 - Hourly - G	25.81	-	-	-	25.81	53,684.80
22.2240 - POLICE/POLICE RECORDS	50010001 - Records Input Operator	A21 - F	26.64	0.80	-	-	27.44	53,502.15
22.2240 - POLICE/POLICE RECORDS	50010004 - Records Input Operator	A21 - F	26.64	0.80	-	-	27.44	53,502.15
30.3605 - PARKS, REC & COMM SERV/ECOLOGY CENTER	90016002 - Clerk III	A21 - F	26.64	0.80	-	-	27.44	53,502.15
30.3055 - PARKS, REC & COMM SERV/LEVY CENTER	90056002 - Custodian I	PW20 - A	25.66	-	-	-	25.66	53,368.64
19.1941 - ADMINISTRATIVE SERVICES/PARKING ENFORCEMENT & TICKETS	30023004 - Parking Enforcement Officer	PW23 - A1	25.64	-	-	-	25.64	53,331.20
19.1941 - ADMINISTRATIVE SERVICES/PARKING ENFORCEMENT & TICKETS	30023001 - Parking Enforcement Officer	PW23 - A1	25.64	-	-	-	25.64	53,331.20
22.2251 - POLICE/311 CENTER	50018007 - Service Desk Officer I	P23 - Hourly - F	24.81	0.74	-	-	25.55	53,144.00
22.2240 - POLICE/POLICE RECORDS	50010003 - Records Input Operator	A21 - F	26.64	0.53	-	-	27.17	52,975.65
22.2240 - POLICE/POLICE RECORDS	50010002 - Records Input Operator	A21 - F	26.64	0.53	-	-	27.17	52,975.65
15.1570 - CITY MANAGER/ACCOUNTING	30010004 - Accountant	111 - 4	26.76	-	-	-	26.76	52,182.00
21.2126 - COMMUNITY DEVELOPMENT/BUILDING INSPECTION SERVICES	40009004 - Customer Service Representative	A24 - C	26.64	-	-	-	26.64	51,942.15
24.2435 - HEALTH/FOOD AND ENVIRONMENTAL HEALTH	50018006 - Service Desk Officer I	A24 - C	26.64	-	-	-	26.64	51,942.15
22.2250 - POLICE/SERVICE DESK	50015001 - Service Desk Officer II	P24 - Hourly - C	24.89	-	-	-	24.89	51,771.20
22.2251 - POLICE/311 CENTER	50018003 - Service Desk Officer I	P23 - Hourly - F	24.81	-	-	-	24.81	51,604.80
19.1905 - ADMINISTRATIVE SERVICES/ADMIN SERVICES ADMINISTRATION	10019001 - Administrative Assistant	112 - 2	26.11	-	-	-	26.11	50,914.50
30.3095 - PARKS, REC & COMM SERV/CROWN ICE RINK	90019001 - Clerk II	A19 - F	24.60	0.74	-	-	25.34	49,403.25
30.3215 - PARKS, REC & COMM SERV/YOUTH ENGAGEMENT DIVISION	90038006 - Yth/Yng Adult Outreach Worker	111 - 2	25.23	-	-	-	25.23	49,198.50
30.3215 - PARKS, REC & COMM SERV/YOUTH ENGAGEMENT DIVISION	90038003 - Yth/Yng Adule Outreach Worker	111 - 2	25.23	-	-	-	25.23	49,198.50
24.2499 - HEALTH/General Assistance	70010002 - Customer Service Representative	A24 - A	24.60	-	-	-	24.60	47,960.25
30.3215 - PARKS, REC & COMM SERV/YOUTH ENGAGEMENT DIVISION	90038005 - Yth Yng Adult Outreach Dev Wrk	111 - 1	24.49	-	-	-	24.49	47,755.50
30.3215 - PARKS, REC & COMM SERV/YOUTH ENGAGEMENT DIVISION	90022009 - Facilities Supervisor	111 - 1	24.49	-	-	-	24.49	47,755.50
15.1505 - CITY MANAGER/CITY MANAGER ADMINISTRATION	10009001 - ICMA Fellow	OPEN HOURLY	24.23	-	-	-	24.23	47,249.87
22.2250 - POLICE/SERVICE DESK	50015012 - Service Desk Officer II	P24 - Hourly - A	22.70	-	-	-	22.70	47,216.00
22.2250 - POLICE/SERVICE DESK	100003017 - Latino Engagement Librarian	P24 - Hourly - A	22.70	-	-	-	22.70	47,216.00
30.3055 - PARKS, REC & COMM SERV/LEVY CENTER	90034002 - FT Bus Driver	A18 - F	23.64	0.47	-	-	24.11	47,014.50
15.1560 - CITY MANAGER/REVENUE AND COLLECTIONS	150002001 - Customer Service Representative	A24 - A2	24.10	-	-	-	24.10	47,000.85
30.3055 - PARKS, REC & COMM SERV/LEVY CENTER	90023002 - Senior Citizen Ombudsman Asnt.	107 - 3	22.64	-	-	-	22.64	44,148.00
22.2250 - POLICE/SERVICE DESK	50015007 - Service Desk Officer II	P24 - Hourly - A1	20.89	-	-	-	20.89	43,451.20
22.2250 - POLICE/SERVICE DESK	50015005 - Service Desk Officer II	P24 - Hourly - A1	20.89	-	-	-	20.89	43,451.20
22.2250 - POLICE/SERVICE DESK	50015003 - Service Desk Officer II	P24 - Hourly - A1	20.89	-	-	-	20.89	43,451.20
22.2251 - POLICE/311 CENTER	50018004 - Service Desk Officer I	P23 - Hourly - A	20.24	-	-	-	20.24	42,099.20
30.3040 - PARKS, REC & COMM SERV/FLEETWOOD JOURDAIN CENTER	90018016 - Program Supervisor	105 - 3	21.14	-	-	-	21.14	41,223.00
22.2251 - POLICE/311 CENTER	50018008 - Service Desk Officer I	P23 - Hourly - A2	19.41	-	-	-	19.41	40,372.80
22.2251 - POLICE/311 CENTER	50018001 - Service Desk Officer I	P23 - Hourly - A2	19.41	-	-	-	19.41	40,372.80
22.2251 - POLICE/311 CENTER	50018005 - Service Desk Officer I	P23 - Hourly - A2	19.41	-	-	-	19.41	40,372.80
22.2251 - POLICE/311 CENTER	50018006 - Service Desk Officer I	P23 - Hourly - A1	18.62	-	-	-	18.62	38,729.60
30.3030 - PARKS, REC & COMM SERV/CROWN COMMUNITY CENTER	90010001 - After School Supervisor	A16 - C	19.23	-	-	-	19.23	37,488.75



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

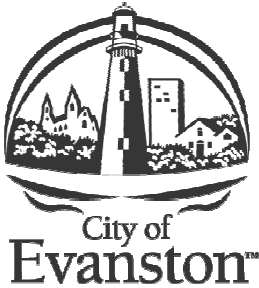
From: Budget Team

Subject: Job Descriptions for Police

Date: October 25, 2017

Question: Please provide copies of the job descriptions for the Police positions proposed to be eliminated.

Response: The requested job descriptions are attached to this cover memo.



Date Developed:	2009
HR Review Date:	February 2017

JOB DESCRIPTION/JOB POSTING
AN EQUAL OPPORTUNITY EMPLOYER M/W/D

DEPARTMENT:	Police Department
DIVISION:	Social Services Division – Victim Services
POSITION TITLE:	Victim Advocate
JOB TYPE:	
PAY GRADE/RANGE:	AFSCME A30: 29.968—38.474/ hour
FLSA STATUS:	Non-Exempt
CIVIL SERVICE STATUS:	2/21/17
OPENING DATE:	3/6/2017
CLOSING DATE:	

*Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for range.

NATURE OF WORK:

Under the direction of the Deputy Chief of Investigation, this position provides counseling, emotional support, crisis intervention, court advocacy, information and referral for victims and/or witnesses of crimes such as but not limited to, assault, battery, sexual assault, robbery, homicide and domestic abuse. Assists individuals in non-crime related situations who are in need of social service assistance. Assists in providing 24-hour in person support by being available for after-hour emergencies when necessary.

ESSENTIAL FUNCTIONS OF WORK (Specific assignment will include some or all of the following):

- Provides crisis counseling.
- Provides 24 hour on call crisis response and intervention.
- Serves as a liaison between the courts, law enforcement agencies and the clients.
- Provides court advocacy and transportation to and from court as needed.
- Coordinates ancillary services.
- Provides information and referrals for additional services.
- Maintains confidential client records and/or files.
- Provides training for police officers on law enforcement Domestic Violence Act legal mandates.
- Performs public speaking on program related services.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS OF WORK:

- Must possess a Bachelor’s degree in counseling, social work, or substantially similar area from an accredited college or university and must possess two (2) or more years of counseling experience with victims, families, witnesses, and others affected by the trauma of urban violence; OR must possess a Master’s degree in counseling, social work, or substantially similar area.
- Must possess a valid driver’s license and a safe driving record and access to a personal vehicle in an effort to provide 24-hour service.
- Knowledge, skills, and abilities in the following areas:
 - Excellent verbal and written communication skills and public speaking abilities.
 - Knowledge of the use of personal computer and software to include, word processing, spreadsheets.
 - Ability to establish and maintain effective working relationships with diverse groups of people including the general public and City employees.
 - Ability to handle stressful situations involving conflict and sensitive issues.
 - Ability to work on multiple projects at one time, some of which may have conflicting deadlines.
 - Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions.
 - Ability to use practical application of fractions, percentages, ratio and proportion, taking measurements, practical algebra.
 - Ability to read manuals (safety, instructional, etc.), professional journals, newspapers, and encyclopedias.
 - Ability to prepare work assignments, summaries, and reports using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to speak before an audience with poise, voice control, and confidence, using correct English and well-modulated voice (Bilingual Spanish/English preferred).

PHYSICAL REQUIREMENTS OF WORK:

- Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to negligible amount of force constantly to move objects.
- Ability to use hand for picking pinching, or otherwise working primarily with fingers rather than the whole hand or arm as in handling.
- Ability to express oneself when exchanging ideas by means of the spoken word when workers must impart oral information to clients or to the public, and in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly
- Ability to hear when communicating with clients which requires the ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on running engines.
- Clarity of vision at 20 inches or less; this factor is important when special and minute accuracy is demanded and defective near acuity would adversely affect job performance and/or the safety of self or others.
- The worker is primarily subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes. The worker is occasionally subject to outside environmental conditions, no protection from the weather.
- No environmental hazards indicated for this classification

SUPERVISION:

The Victim Advocate reports to the Deputy Chief and Commanders of Investigations or designee, whom provides administrative and clinical supervision, review work in progress, and completed work. Guidance is also provided via the City Code, (City) Evanston Police Department policies and procedures, applicable state and federal laws and regulations, ensuring that initiatives are met. Work is evaluated at least annually with respect to progress toward achieving goals, leadership, communication skills, customer service, ability to work productively and effectively with employees at all levels in the organization as well as elected and appointed officials, community groups and the general public..

PUBLIC CONTACT:

The Victim Advocate has regular and frequent contact with many levels of City staff members, with the victims, witness and their families, the general public, attorneys, Courthouse staff, and other officials.

SELECTION METHOD

Structured Oral Interview
Background Testing (including fingerprinting)
Psychological & Polygraph Testing

TYPE OF ELIGIBILITY LIST

Category Group

LIFE OF ELIGIBILITY LIST

To apply for this position, please apply online at www.cityofevanston.org on or before the closing date.

Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.

The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-448-8204 (voice) or 847-448-8052 (TTY).

**CITY OF EVANSTON
CLASSIFICATION STANDARD**

DEPARTMENT: POLICE DEPARTMENT
DIVISION: SOCIAL SERVICES BUREAU
POSITION TITLE: YOUTH ADVOCATE
DATE: JULY 2004
PAY GRADE: A30

NATURE OF WORK:

Provides social services for at risk youth and their families. Performs individual and family intake assessments for services; provides brief and ongoing individual, family and group counseling. Performs tasks related to crisis intervention. Prepares and maintains client case files. Prepares for and participates in scheduled supervision conferences and team meetings. Coordinates and further develops a police-based Community Service Program targeted for youth offenders.

SUPERVISION:

Work is performed under the general direction of the Director of Social Services. The employee is responsible for completing work according to City work rules and safety regulations. Work is reviewed through ongoing observation, written and verbal communications, meetings and feedback from the supervisor and from other department employees. Guidance is provided through rules and regulations, policies and procedures, Unified Work Rules, Union Contract and Personnel Rules, and grant guidelines. Work is evaluated at least annually.

PUBLIC CONTACT:

The employee has regular contact with youth and their families, other City employees, the Police Department, other city, county and state agencies/institutions.

ESSENTIAL FUNCTIONS OF WORK:

Provides counseling for individuals, families and groups.

Works closely with schools, employers, health, welfare, and recreation agencies in developing services plans for youths and their families.

Monitors community service activities, identifies potential placements, conducts interviews, and monitors hours.

Prepares and maintains client case files to include in-take assessments, treatment plans, quarterly evaluations, progress notes, etc.

Prepares for and participates in scheduled supervision conferences and team meetings.

Refers juveniles to a variety of service related community agencies.

Write and maintain assigned grants and grant reports.

Maintain relationships with community service supervisors.

Recruit new community service sites.

Develop and implement an evaluation method to measure the effectiveness of the Community Service Program.

Collaborate with Juvenile Bureau and Juvenile Probation office.

May be needed for critical incident situations that require all personnel to report beyond normal work hours.

May make presentations to schools, community groups and the like.

MINIMUM REQUIREMENTS:

Education: Master's Degree in counseling or social work.

Experience: At least one year of related experience.

Experience with grant writing and grant monitoring.

Valid State of Illinois Drivers License and access to a personal vehicle.

Excellent verbal and written communication skills and public speaking abilities.

Knowledge and use of personal computer and software to include word processing and spreadsheets.

Ability to establish and maintain effective working relationships with diverse groups of people, including the general public, agencies and City employees.

Ability to work on multiple projects at one time, some of which may have conflicting deadlines.

Ability to speak and understand Spanish is preferable.

Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form.

Ability to use practical application of fractions, percentages, ratio and proportion, taking measurements, practical algebra.

Ability to read instruction manuals, professional journals, newspapers, and encyclopedias.

Ability to prepare work assignments, summaries, and reports using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Ability to speak before an audience with poise, voice control, and confidence, using correct English and well-modulated voice. Bilingual in Spanish is preferred.

PHYSICAL REQUIREMENTS OF WORK:

Light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to negligible amount of force constantly to move objects.

Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients or to the public, and in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.

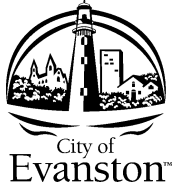
Hearing is important for those activities that require the ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on running engines.

Clarity of vision at 20 inches or less. This factor is important when special and minute accuracy is demanded and defective near acuity would adversely affect job performance and/or the safety of self or others.

The worker is primarily subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes. The worker is occasionally subject to outside environmental conditions, no protection from the weather.
No environmental hazards indicated for this classification.

NECESSARY SPECIAL REQUIREMENTS:

Ability to operate personal computer and related software including word processing and spreadsheet applications, typewriter, pen, pencil, ruler, contracts, directives, documents, forms, manuals, publications, reference books.



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: Budget Team

Subject: Equipment Mechanic III Position Impact

Date: October 23, 2017

Question: What will the impact be to fleet operations with the proposed elimination of one (1) Equipment Mechanic III?

Response: Fleet Services is currently staffed with 8 Equipment Mechanics, 1 Fleet Supervisor and 1 Fleet Operations Coordinator. In 2018, this division will be combined with the facilities management division and will be managed by the current Facilities Division Manger Sean Ciolek.

Reducing the current staffing by one mechanic will have an impact on operations. In order to minimize this impact staff is evaluating several options that could be implemented to achieve efficiencies. One of these options is to slightly increase the number of vehicles that would be out-sourced for maintenance and repairs.

Currently the City leases 7 vehicles and the maintenance of those vehicles is handled locally by the Autobarn car dealership. The Autobarn is very interested in further partnering with the City to provide additional vehicles where it makes sense and to service those vehicles at the Evanston facility. There are options to replace some vehicles in this manner in the near term.

Additionally, we are looking at options for reducing the current fleet of vehicles by implementing a larger pool car system. One of the many great features of the Automatic Vehicle Locator (AVL) system that fleet installed in 2016 on the majority of the fleet was the ability to get usage reports on all vehicles. The examination of these records shows us that many vehicles that are assigned to individual employees are not at mass utilization. These vehicles will be better served in a pool of vehicles that can be checked out as needed instead of sitting idle when employees are on vacation or not using the vehicles for long periods of time. Reducing the overall number of vehicles in the fleet will reduce the amount of maintenance and repair that the mechanics will have to perform, as well as being better for the environment and maximizing the resources of the City.

All Equipment Mechanics are crossed trained on all equipment with some specializing on emergency vehicles. They can fabricate parts in the shop if needed for emergency repairs and can make the vast majority of repairs in-house except for warranty work. During snow operations they can make adjustments and repairs immediately in-house with minimum loss of time. Current staffing levels help in maintaining efficiencies in operations when vacations, sickness or injuries occur. We will evaluate over the next year what impacts there might be and look to seasonal hiring or apprenticeships to cover the loss of a full-time employee if necessary.

Equipment Mechanic III Job Description

The Equipment III Mechanic is a senior level, highly skilled worker in the diagnosis, maintenance and repair of gasoline and diesel powered equipment and vehicles. The work requires diagnosing, repairing and maintaining complex mechanical, hydraulic, electrical, and electronic systems, engine, transmission, brake, suspension and HVAC repair and maintenance, welding, and fabricating. Employees may be assigned tasks of similar or higher level classifications to gain experience and training in preparation for advancement. Work is performed inside, underneath and around elevated equipment and vehicles in the Fleet Garage located in the Service Center.

Essential Functions: (Specific assignments include some or all of the following):

- Diagnoses, maintains, repairs and overhauls all City-owned gasoline and diesel powered vehicles, construction equipment, including police and other emergency vehicles, fire apparatus and EMT vehicles, sanitation trucks, snow plows, busses, excavation and loading equipment and other specialized heavy equipment.
- Diagnoses, removes and replaces and repairs electrical and electronic systems including engine controls, accessories, lighting, charging and cranking systems, engines, fuel systems, ignition systems, emission controls, cooling and exhaust systems.
- Diagnoses, removes and replaces and repairs air, hydraulic and electric brake systems, suspensions, chassis, steering, tires, pumps, motors, tanks, valves, pipes, hoses, hydrostatic transmissions.
- Diagnoses, removes and replaces and repairs heating, air conditioning, and ventilation systems; transmissions, clutches, drive shafts, axles, chain drives, u-joints, flex couplings and others.
- Cleans, lubricates, adjusts and repairs the mechanical components of equipment.
- Welds and fabricates parts for damaged vehicles and construction equipment; rebuilds heavy equipment parts using specialized welding equipment.
- Makes parts lists, completes repair orders online, and maintains work tools and equipment.
- Cleans and maintains shop area; cleans dirty components or areas on vehicles to be worked on for employee safety and efficiency.
- Test operates and drives equipment and vehicles; picks up parts and tools; delivers cars and trucks to respective user departments.
- Receives training in contemporary vehicle systems.



Memorandum

To: Honorable Mayor and Members of the City Council

From: Lawrence C. Hemingway, Director, Parks, Recreation & Community Services

Subject: Comparison of Recreation Program Fees with Surrounding Communities

Date: October 19, 2017

Question:

Please provide information on the rates for recreation programs and to compare the difference in rates to other neighboring communities.

Response:

Attached is a copy of the 2017 fee survey in which Recreation staff identified department programs and compared those program offerings and fees to similar programs in surrounding communities. In the survey information, an Evanston resident is defined as a person who resides in the 60201 or 60202 zip codes. Program fees are also normally determined by evaluating the cost of operating the program, degree of participation, the product or service that is provided, and competition in the area.

For 2018, staff is recommending to increase recreation fees by 2% to 3%, to help offset rising expense cost. Staff is not recommending increases in season beach tokens or daily admission fees for next year.

Program fees were last increased in 2015. The attached comparison fee charts illustrate that many of our programs are competitive with other local municipalities and park districts, while other program offerings can with stand a fee increase while staying competitive in the market place.

Attachment:

2017 Recreation Program Fees Comparison

Fall Art Program Fee Comparisons

Art Programs - Fall	# of sessions	hours	Cost Resident/ member	Cost Non-resident	Cost per hour non-resident
Mom and Tot Art	7	1	\$70	\$73	\$73
Willmetter Art for Wee (ages 2-3)	7	0.75	\$91	\$110	\$147
Skokie Body Steps (1.5-2)	13	1	\$134	\$168	\$168
Lilstreet Lil'artist (ages 1 to 4)	10	0.75	\$160	\$160	\$213
Skokie You and Me Two (2-3)	13	1	\$161	\$201	\$201
Open Studio Project Parent and child	8	1.25	\$175	\$175	\$140
Hands on Drop-in Art	1	2	\$5	\$5	\$2.50
Willmette Family Art Night	1	1	\$9.50	\$11.75	\$12
Beading with Cordelia Rose (4th to 8th)	1	3.5	\$30	\$35	\$10
Open Studio Project parent/child	1	1.5	\$30.00	\$30.00	\$20
Beading with Cordelia Rose (4th to 8th)	1	3.5	\$30	\$35	\$10
Evanstonston Childrens Theatre	26		\$100	\$110	
Willmette fall/winter production (4 and up)	8	0.75	\$138	\$163	\$217
Skokie Youth Acting	11	0.75	\$171	\$214	\$285
Intro to Piven 3rd thru 5th	8	1	\$175	\$175	\$175
Second City Acting Class (ages 7-8)	7	1	\$175	\$175	\$175

Summer Art Program Fee Comparisons

Art Programs - Summer	# of weeks	hours	Cost Resident/ member	Cost Non-resident	Cost per hour non-resident	Year
Early Childhood	4	3	\$410	\$450	\$150	2017
Skokie Happy Camps (Early Summer)	4	3	\$214	\$268	\$89	2017
Skokie Happy Camps (Late Summer)	4	3	\$288	\$360	\$120	2017
Wilmette Tiny Tots	4	2.5	\$511	\$639	\$256	2017
Immersion in the Arts	4	6.5	\$675	\$740	\$114	2017
YAP	3	7	\$590	\$605	\$86	2017
Skokie Camp Art (Early Summer)	4	6.5	\$494	\$618	\$95	2017
Ridgeville arts Summer Camps	4	7	\$495	\$620	\$89	2017
Skokie Camp Art (Late Summer)	4	6.5	\$520	\$650	\$100	2017
Wilmette Arts in the Parks	4	5.5	\$699	\$874	\$159	2017
YAP	3	3	\$395	\$430	\$143	2017
Ridgeville Renegade Writer's Camp	1	3	\$110	\$125	\$42	2017
Arts Camps ages 9-11	1	3	\$225	\$255	\$85	2017
Summer Musical Theatre (7th to 12th)	1	3	\$375	\$375	\$125	2017
Dream Big Production Camp	2	3	\$425	\$425	\$142	2017
Unicoi art studio afternoon camp	4	2.5	\$630	\$630	\$252	2017
One week camps	1	6.5	\$270	\$290	\$45	2017
Wilmette Arts in the Parks	1	5.5	\$215	\$269	\$49	2017
Glenview school of art (ages 6-8)	1	5.5	\$300	\$300	\$55	2017
Glenview school of art (ages 9-13)	1	5.5	\$325	\$325	\$59	2017
Oasis Summer Day Camp	1	8	\$367	\$367	\$46	2018
Piven Theatre Camp	1	6	\$375	\$375	\$63	2017
The Wishcraft Workshop	1	7.5	\$395	\$395	\$53	2017
Unicoi Art Studios	1	7	\$400	\$400	\$57	2017
Second City Comedy Camp	1	8	\$500	\$500	\$63	2018
Second City Mini Camps	1	8	\$550	\$550	\$69	2018

Senior Center Program Fee Comparison

	Levy Center						Other Districts												
	2017			2018 Proposed			NSCC		Wilmette		Glenview		Park Ridge		Lincolnwood		Skokie		
	R/M	NR/NM	NR	R/M	NR/NM	NR	R/M	NR/NM	R/M	NR/NM	R/M	NR/NM	R/M	NR/NM	R/M	NR/NM	R/M	NR/NM	
Memberships																			
Single	\$30.00	\$50.00	NA	\$34.00	\$54.00	NA	\$70.00	NA	\$40.00	NA	\$35.00	\$45.00	\$47.00	\$67.00	\$30.00	\$36.00	\$30.00	\$36.00	
Household/Couple	NA	-	-	NA	-	-	\$130.00	NA	NA	-	\$65.00	\$75.00	\$72.00	\$100.00	\$50.00	\$62.00	\$50.00	\$62.00	
Fitness Center																			
Initiation	NA	-	-	NA	-	-	NA	-	\$75.00	\$75.00	\$75.00	\$75.00	NA	NA	NA	-	-	\$40.00	\$40.00
Monthly	\$10.00	\$26.00	\$32.00	\$10.00	\$26.00	\$32.00	\$55.00	\$65.00	\$70.00	\$90.00	\$33.00	\$40.00	\$60.00	\$75.00	NA	-	-	\$28.00	\$34.00
Annual	\$115.00	\$300.00	\$350.00	\$115.00	\$300.00	\$350.00	NA	-	\$436.00	\$562.00	NA	-	\$27.00	\$34.00	NA	-	-	\$268.00	\$335.00
Personal Training																			
1 Session (30 mins)	\$30.00	-	-	\$30.00	-	-	\$50.00	\$60.00	NA	-	NA	-	\$30.00	\$39.00	NA	-	-	\$34.00	\$39.00
5 Sessions (30 mins)	\$135.00	-	-	\$135.00	-	-	\$225.00	\$270.00	NA	-	NA	-	NA	-	NA	-	-	\$149.00	\$174.00
10 Session (30 mins)	\$270.00	-	-	\$270.00	-	-	\$440.00	\$530.00	NA	-	NA	-	NA	-	NA	-	-	NA	-
1 Session (60 mins)	\$43.00	-	-	\$43.00	-	-	\$85.00	\$100.00	\$70.00	-	\$72.00	\$75.00	\$55.00	\$70.00	NA	-	-	\$44.00	\$55.00
5 Sessions (60 mins)	\$194.00	-	-	\$194.00	-	-	\$380.00	\$430.00	\$340.00	-	\$275.00	\$285.00	NA	NA	NA	-	-	\$198.00	\$248.00
10 Session (60mins)	\$387.00	-	-	\$387.00	-	-	\$675.00	\$750.00	\$670.00	-	\$520.00	\$540.00	NA	NA	NA	-	-	NA	-
Music/Arts Classes (8 weeks)																			
Clay Classes	\$70.00	\$85.00	-	\$80.00	\$95.00	-	NA	-	\$144.00	\$154.00	\$200.00	\$225.00	\$96.00	\$112.00	-	-	-	\$200.00	\$250.00
Music Classes	\$64.00	\$79.00	-	\$64.00	\$79.00	-	NA	-	\$80.00	\$90.00	-	-	\$35.00	\$42.00	-	-	-	NA	-
Piano Lessons	\$20.00	NA	-	\$25.00	NA	-	NA	-	\$44.00	\$55.00	-	-	\$30.00	\$32.00	-	-	-	\$33.00	\$41.00
Dance Classes	\$65.00	\$80.00	-	\$72.00	\$87.00	-	NA	-	\$70.00	\$83.00	\$43.00	\$53.00	NA	NA	\$80.00	\$104.00	-	\$40.00	\$40.00
Fitness Classes (8 weeks)																			
1 day	\$48.00	\$63.00	-	\$52.00	\$67.00	-	\$75.00	\$89.00	\$90.00	\$100.00	\$32.00	\$37.00	\$48.00	\$53.00	\$56.00	\$70.00	-	\$36.00	\$45.00
2 day	\$72.00	\$87.00	-	\$80.00	\$95.00	-	\$56.00	\$64.00	-	-	-	-	-	-	-	-	-	\$48.00	\$60.00
3 day	\$96.00	\$111.00	-	\$108.00	\$123.00	-	\$110.00	\$129.00	-	-	-	-	-	-	-	-	-	-	-
Facility Rentals																			
200-300 people	\$215.00	\$430.00	-	\$215.00	\$430.00	-	NA	-	-	-	\$183.00	\$229.00	-	-	\$95.00	\$160.00	-	\$250.00	\$500.00
80-100 people	\$70.00	\$140.00	-	\$70.00	\$140.00	-	NA	-	\$108.00	-	\$77.00	\$97.00	\$65.00	\$98.00	-	-	-	\$120.00	\$240.00
50 people	\$55.00	\$110.00	-	\$55.00	\$110.00	-	NA	-	\$67.00	-	\$50.00	\$63.00	\$35.00	\$53.00	\$55.00	\$110.00	-	\$50.00	\$100.00

Ecology Center Program Fee Comparison

Program Class/Rental	City of Evanston PRCS Department Ecology Center		Skokie Park District Emily Oaks Nature Center		Highland Park District Heller Nature Center		Glencoe Park District The Grove	
	Resident	NonRes	Resident	NonRes	Resident	NonRes	Resident	NonRes
Winter Break Camp	\$ 220.00	\$ 255.00						
Day Off School Camp	\$ 60.00	\$ 75.00	\$ 35.00	\$ 44.00				
Small Fry Science	\$ 12.00	\$ 15.00						
Tracking	\$ 12.00	\$ 15.00						
Boy Scout Merit Badge	\$ 30.00	\$ 38.00						
Eco Center Sitters	\$ 20.00	\$ 25.00						
Shelter Building	\$ 10.00	\$ 13.00						
Constellation Quest	\$ 60.00	\$ 75.00						
Fireside Yoga	\$ 48.00	\$ 60.00						
Evergreen Wreaths	\$ 35.00	\$ 44.00						
Home Brewing	\$ 50.00	\$ 63.00						
Winter Container Gardening	\$ 35.00	\$ 44.00						
Worm Blns	\$ 25.00	\$ 32.00	\$ 15.00	\$ 19.00				
Owl Nest Box	\$ 50.00	\$ 65.00						
Owl Prowl	\$ 7.00	\$ 9.00			\$ 8.00		\$ 8.00	\$ 10.00
Squirrel Appreciation Day	\$ 5.00	\$ 7.00						
Nature Pals	\$ 96.00	\$ 120.00	\$ 85.00	\$ 106.00				
Tiny Trekkers	\$ 96.00	\$ 120.00	\$ 105.00	\$ 131.00	\$ 85.00	\$ 105.00		
Nature Play Date	\$ 5.00	\$ 7.00						
Night Hike	\$ 5.00	\$ 7.00						
Squirrel Tales	\$ 5.00	\$ 7.00			\$ 8.00			
Spring Break Camp	\$ 250.00	\$ 300.00	\$ 175.00	\$ 210.00				
Terrariums	\$ 16.00	\$ 20.00	\$ 28.00	\$ 35.00				
After School Animals	\$ 5.00	\$ 7.00						
Lunch and Learn	\$ 5.00	\$ 7.00			\$ 6.00			
Nature Artists	\$ 12.00	\$ 15.00						
Seed Starting	\$ 12.00	\$ 15.00	\$ 16.00	\$ 20.00				
Treasure Hunt	\$ 5.00	\$ 7.00						
Canal Study	\$ 12.00	\$ 15.00						

Ecology Center Program Fee Comparison

Program Class/Rental	City of Evanston PRCS Department Ecology Center		Skokie Park District Emily Oaks Nature Center		Highland Park District Heller Nature Center		Glencoe Park District The Grove	
	Resident	NonRes	Resident	NonRes	Resident	NonRes	Resident	NonRes
Junior Naturalists	\$ 60.00	\$ 75.00			\$ 101.00	\$ 116.00		
Egg Hunt	\$ 5.00	\$ 7.00						
Campfire	\$ 5.00	\$ 7.00	\$ 5.00	\$ 7.00	\$ 9.00			
Campout	\$ 50.00	\$ 63.00						
Canoe The Canal	\$ 18.00	\$ 23.00			\$ 22.00			
Bubble Science	\$ 7.00	\$ 9.00						
Wild Weekends	\$ 10.00	\$ 13.00						
Bug a boo	\$ 5.00	\$ 7.00			\$ 3.00			
Big Gross Out	\$ 10.00	\$ 13.00						
Afterschool STEM	\$ 12.00	\$ 15.00						
Garden Club	\$ 10.00	\$ 13.00						
Nature Movie Night	\$ 25.00	\$ 32.00						
Learn to Canoe	\$ 15.00	\$ 20.00						
Astronomy Night	\$ 12.00	\$ 15.00						
Wildflower	\$ 170.00	\$ 213.00						
Eco Quest	\$ 300.00	\$ 375.00						
Eco Quest 1/2 day	\$ 180.00	\$ 225.00						
Eco Travelers	\$ 350.00	\$ 438.00						
Eco Explorers	\$ 850.00	\$ 1,063.00						
CIT	\$ 405.00	\$ 507.00						
Summer Summit	\$ 350.00	\$ 438.00						
School Program- Off Site	\$ 60.00	\$ 75.00	\$ 65.00	\$ 80.00	\$ 4.50	\$ 6.00		
School Program- Onsite	\$ 3.50	\$ 4.00	\$ 3.50	\$ 4.25	\$ 3.50	\$ 5.00	\$5.25 - \$6.75	
Birthday Party	\$ 185.00	\$ 215.00	\$ 180.00	\$ 225.00	\$ 235.00		\$ 100.00	\$ 100.00
Scout Program	\$ 5.00	\$ 8.00	\$3.50 - \$5	\$5.25 - \$6.75	\$ 8.00	\$ 8.25		
Room Rental	\$ 80.00	\$ 160.00	\$ 80.00	\$ 160.00	\$ 90.00	\$ 110.00		
Community Garden	\$ 42.50	N/A						
Snow Shoe Rental	\$ 25.00	N/A						

Chandler Newberger Program Fee Comparisons

Evanston Chandler - Newberger Center									
# of hours per day	# of weeks	# of days	# of hours	Fee Resident	Fee Non Res	Per Hour Fee Resident	Per Hour Fee Non Res		
	3	4	20	60	\$289.00	\$329.00	\$4.82	\$5.48	
Sports Camp (half day # of hours)									
Sports Mini Camp	3	1	5	15	\$95.00	\$115.00	\$6.33	\$7.67	
Preschool/Tot Gymnastics	0.75	7	1	5.25	\$93.00	\$98.00	\$17.71	\$18.67	
Beginning Gymnastics	1	7	1	7	\$110.00	\$123.00	\$15.71	\$17.57	
Intermediate/Advanced Gymnastics	1.5	7	1	10.5	\$175.00	\$185.00	\$16.67	\$17.62	
Play Well LEGO Camp	3	1	5	15	\$182.00	\$230.00	\$12.13	\$15.33	
Robothink Camp	3	1	5	15	\$180.00	\$230.00	\$12.00	\$15.33	
Beginning Fencing	1	6	1	6	\$106.00	\$123.00	\$17.67	\$20.50	
Adv/Int Fencing	1	6	1	6	\$119.00	\$134.00	\$19.83	\$22.33	
Ultimate Adventure Camp	7	1	5	35	\$289.00	\$359.00	\$8.26	\$10.26	
Gymnastics Camp	2	2	10	20	\$194.00	\$225.00	\$9.70	\$11.25	
Fencing Camp	1.5	1	5	7.5	\$169.00	\$193.00	\$22.53	\$25.73	

Skokie Park District									
# of hours per day	# of weeks	# of days	# of hours	Fee Resident	Fee Non Res	Per Hour Fee Resident	Per Hour Fee Non Res		
	6	4	20	120	\$457.00	\$571.00	\$3.81	\$4.76	
Sports Camp (half day # of hours)									
Sports Mini Camp	6	1	5	30	\$132.00	\$165.00	\$4.40	\$5.50	
Preschool/Tot Gymnastics	0.75	12	1	9	\$99.00	\$124.00	\$11.00	\$13.78	
Beginning Gymnastics	1	12	1	12	\$121.00	\$151.00	\$10.08	\$12.58	
Intermediate/Advanced Gymnastics	1.5	12	1	18	\$147.00	\$184.00	\$8.17	\$10.22	
Play Well LEGO Camp	3	1	5	15	\$160.00	\$200.00	\$10.67	\$13.33	
Robothink Camp	3	1	5	15	\$200.00	\$250.00	\$13.33	\$16.67	
Beginning Fencing	1	5	5	5	\$175.00	\$219.00	\$35.00	\$43.80	
Adv/Int Fencing									
Ultimate Adventure Camp	11		1	11	\$45.00	\$56.00	\$4.09	\$5.09	
Gymnastics Camp									
Fencing Camp									

Chandler Newberger Program Fee Comparisons

Wilmette Park District									
# of hours per day	# of weeks	# of days	# of hours	Fee Resident	Fee Non Res	Per Hour Fee Resident	Per Hour Fee Non Res		
5.5	4	20	110	\$781.00	\$976.00	\$7.10	\$8.87		
3	1	5	15	\$144.00	\$180.00	\$9.60	\$12.00		
0.75	6	1	4.5	\$71.00	\$87.00	\$15.78	\$19.33		
1	6	6	6	\$71.00	\$87.00	\$11.83	\$14.50		
1.5	6	1	9	\$125.00	\$153.00	\$13.89	\$17.00		
3	1	5	15	\$198.00	\$248.00	\$13.20	\$16.53		
2	1	5	10	\$238.00	\$298.00	\$23.80	\$29.80		
5	4	3	15	\$609.00	\$760.00	\$40.60	\$50.67		

Sports Camp (half day # of hours)
 Sports Mini Camp
 Preschool/Tot Gymnastics
 Beginning Gymnastics
 Intermediate/Advanced Gymnastics
 Play Well LEGO Camp
 Robothink Camp
 Beginning Fencing
 Adv/Int Fencing
 Ultimate Adventure Camp
 Gymnastics Camp
 Fencing Camp

Adult Theatre Ticket Fee Comparison

	Evanston Fleetwood Jourdain Theatre	Oark Park Theatre festival	Skokie Devonshire Theatre	Western Springs Theatre of Western Springs
Adult	\$17-\$20	\$32.54	\$15-\$17	\$20
Seniors	\$15	\$27.28	\$13-\$15	
Students	\$15	\$16.78		

Swimming Beach Fees Comparison

Swimming Beach Fees	Evanston		Wilmette		Kenilworth		Winnetka		Glencoe		Park		Lake Forest		Lake Bluff	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
Individual Resident	\$ 34.00	\$ 30.00	\$ 44.00	\$ 30.00	\$ 60.00	\$ 60.00	\$ 60.00	76 (Early Bird)/95	Free	Free	Free	Free	Free	Free	Free	Free
Two Person Resident	N/A	\$ 35.00	\$ 63.00	\$ 35.00	\$ 70.00	\$ 70.00	86 EB/ 105	Free	Free	Free	Free	Free	Free	Free	Free	Free
Additional Resident	N/A	\$ 5.00	\$ 24.00	\$ 5.00	\$ 10.00	\$ 10.00	106 EB/ 125	Free	Free	Free	Free	Free	Free	Free	Free	Free
Family Resident (4)	N/A	\$ 90.00	\$ 111.00	\$ 90.00	\$ 90.00	\$ 90.00	106 EB/ 132	Free	Free	Free	Free	Free	Free	Free	Free	Free
Individual Non Resident	\$ 58.00	\$ 75.00	\$ 111.00	\$ 75.00	\$ 95.00	\$ 95.00	132 EB/ 158	Free	Free	Free	Free	Free	Free	Free	Free	\$ 77.00
Two Person Non Resident	N/A	\$ 85.00	\$ 170.00	\$ 85.00	\$ 110.00	\$ 110.00	EB 184/210	Free	Free	Free	Free	Free	Free	Free	Free	\$ 148.00
Additional Non Resident	N/A	\$ 10.00	\$ 46.00	\$ 10.00	\$ 15.00	\$ 15.00		Free	Free	Free	Free	Free	Free	Free	Free	\$ 77.00
Family Non Resident (4)	N/A	\$ 150.00	\$ 262.00	\$ 150.00	\$ 140.00	\$ 140.00		Free	Free	Free	Free	Free	Free	Free	Free	\$ 304.00
Daily Prices																
Adult Resident	\$ 8.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	7.00	Free	Free	Free	Free	Free	Free	Free	Free	Free
Child Resident	\$ 6.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	5.00	Free	Free	Free	Free	Free	Free	Free	Free	Free
Adult Non Resident	\$ 8.00	\$ 15.00	\$ 9.75	\$ 15.00	\$ 10.00	\$ 10.00	14.00	Free	Free	Free	Free	Free	Free	Free	Free	\$ 12.00
Child Non Resident	\$ 6.00	\$ 9.75	\$ 9.75	\$ 9.75	\$ 10.00	\$ 10.00	10.00	Free	Free	Free	Free	Free	Free	Free	Free	\$ 12.00
Dog Beach Fees																
Resident 1 dog	\$ 50.00	N/A	\$ 33.00	N/A	\$ 40.00	\$ 40.00	N/A	\$ 40.00	\$ 40.00	N/A	N/A	N/A	N/A	N/A	N/A	Free
Resident Additional Dog	N/A	N/A	\$ 6.00	N/A	\$ 15.00	\$ 15.00	N/A	\$ 20.00	\$ 20.00	N/A	N/A	N/A	N/A	N/A	N/A	Free
Non Resident 1 dog	\$ 100.00	N/A	\$ 184.00	N/A	*\$180.00	*\$180.00	N/A	\$ 140.00	\$ 140.00	N/A	N/A	N/A	N/A	N/A	N/A	\$150
Non Resident Additional dog	N/A	N/A	\$ 63.00	N/A	\$ 40.00	\$ 40.00	N/A	\$ 70.00	\$ 70.00	N/A	N/A	N/A	N/A	N/A	N/A	owner
* Includes Parking	N/A	N/A		N/A			N/A			N/A	N/A	N/A	N/A	N/A	N/A	Pass
Parking																
Resident Season Parking	N/A	\$ 20.00	\$ 20.00		**		Free	City Sticker	City Sticker	Free	City Sticker	City Sticker	City Sticker	City Sticker	City Sticker	
Resident Daily Parking	N/A	\$11/\$14	\$11/\$14		**		Free	\$ 40.00	\$ 40.00	Free	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$10 (5 per year)
Non Resident Season Parking	N/A	\$ 120.00	\$ 120.00		**		Free	\$ 250.00	\$ 250.00	Free	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	938.00
Non Resident Daily Parking	N/A	\$11/\$18	\$11/\$18		**		Free	\$ 40.00	\$ 40.00	Free	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	na

Sailing Rental Fee Comparison

Hourly Rental Fees	Evanston 2017	Wilmette 2017	Winnetka 2017	Glencoe 2017	Highland Park* No Rentals	Lake Forest 2016	Lake Bluff 2017
SUP				r/hr			
Weekday	R. \$25/NR. \$35	\$26.00		25/30		\$35/hour-\$75/day	\$ 45.00
Weekend	R. \$25/NR. \$35	\$36.00	R. \$25/NR. \$40	25/30		\$35/hour-\$75/day	\$ 45.00
Single Kayak							
Weekday	R. \$25/NR. \$35	\$26.00		25/30		\$20/hour-\$65/day	\$ 35.00
Weekend	R. \$25/NR. \$35	\$36.00		25/30		\$20/hour-\$65/day	\$ 35.00
DbI Kayak							
Weekday	R. \$25/NR. \$35	\$40.00		25/30		\$25/hour-\$75/day	\$ 45.00
Weekend	R. \$25/NR. \$35	\$50.00		25/30		\$25/hour-\$75/day	\$ 45.00
Barnett/ Sunfish							
Weekday	R. \$30/NR. \$40	\$40.00		30/40			
Weekend	R. \$30/NR. \$40	\$50.00		30/40			
Hobie 16'							
Weekday	R. \$50/NR. \$60	\$51 Wave/\$63 Get		40/50		\$40/hour-\$140/day	
Weekend	R. \$50/NR. \$60	\$71 Wave/\$83 Get		40/50		\$40/hour-\$140/day	
Windsurfer							
Weekday						\$35/hour-\$75/day	
Weekend						\$35/hour-\$75/day	

Sailing Beach Capacity Comparison

Sailing Beach Capacities	Evanston	Wilmette	Kenilworth	Winnetka	Glencoe	Highland Park	Lake Forest	Lake Bluff
Current # of vessels								No Season
Small Monohull	98	282	14	124	5	15		
Kayak	194	included above	29	included above	49	35		
SUP	24	110	40	36 + above	34	4		
Windsurf	8	15	2	0	2	0		
Large Monohull	0	22	0	8	1	0		
Catamaran	24	179	0	0	66	14		
Capacity	348	608	85	155	80	65		
Shoreline Length (ft.)	600	950	150	500	200	300		

Robert Crown Ice Rink Programs Fee Comparison

Activity	Evanston	Wilmette	Skokie	Glenview	Highland Park
Main Ice Rental Prime	\$330	\$370	\$340	\$360	\$330
Studio Ice Rink Prime	\$160	\$170	\$160	\$160	N/A
Public Skate Children	\$3	\$7.75	\$4.50	\$7	\$5
Public Skate Adults	\$7	\$8.75	\$5.50	\$7	\$6
Skate Rental	\$3	\$4.50	\$3	\$4	\$3
Season Pass Adult	\$90	\$90	\$85	\$60	\$70
Season Pass Child	\$90	\$90	\$70	\$60	\$70
Family of Two Season	NA	\$130	\$120	\$75	NA
Snow Plow Sam per class	\$10	\$11.28	\$8.18	\$13	\$11.71
Basic per class	\$12.50	\$17	\$11.18	\$17.60	\$13.71
Pre-free Skate per class	\$14.16	\$17	\$11.72	\$17.60	\$13.71
Free Skate per class	\$14.16	\$18	\$12.54	\$19.60	\$13.71
Adult Figure Skating per class	\$12.50	\$18	NA	\$18.50	\$13.71
RC edge for 4-6 per class	\$10	\$17	\$14	N/A	\$12.71
RC edge for 7-12 per class	\$10	\$17	\$14	N/A	\$12.71
Hockey 101 per class	\$8	\$17	NA	N/A	\$12.71
Hockey Skills per class	\$8	\$17	\$18	N/A	\$12.71
Adult Hockey per class	\$11	\$22	\$22	N/A	N/A
Parent Tot Hockey per class	\$7	\$17	NA	N/A	\$12.71

Robert Crown Center Programs Fee Comparison

Activity	Evanston	Skokie	Wilmette	Morton Grove
Marial Arts (per class)	\$17/R \$55/NR	10/R \$11.75/NR	\$11.57/R \$14.42/NR	\$10.71/R \$13.42/NR
Adult Dance (per class)	\$9/R \$11/NR	13.6/R 15.76/NR	\$8.77/R \$11/NR	N/A
Pre-school (4hours)	\$23.76/R/NR	\$28.2 R/NR	\$24.61/R \$30.75/NR	\$16.40/R/NR
After School (per day)	\$18.00	\$11/R/NR	\$23.76/R \$29.55/NR	\$10.95/R/NR
Traditional Summer Camp (per week)	\$150.00	\$104/R \$130/NR	\$231/R \$289/NR 5.5 hrs day	\$145/R \$186/NR
Gymnastics (per class)	\$15.71/R \$17.57 N/R	\$10.08/R \$12.58 N/R	\$11.83/R \$14.50 N/R	\$12.54/R \$15.72/NR
Pottery (per class)	\$8 to \$10/R \$10-\$16/NR	\$25/R \$31.12/NR	\$29/R \$37/NR	N/A
Preschool Sports (per class)	\$11.25/R \$12.50/NR	\$12.83/R \$13.71/NR	\$14/R \$18/NR	\$11/R \$13.85/NR

Fee Comparison for Program Offerings at the
Gibbs-Morrison Cultural Arts Center

DANCE									
	Age Range	GMCC		Session	Hour				
		Res	N/R						
Youth Hip Hop Dance	4-8	\$ 100.00	\$ 120.00	10	1.5				
Youth Hip Hop Dance	8-13	\$ 100.00	\$ 120.00	10	1.5				
Young Adult Hip Dance	14-18	\$ 100.00	\$ 120.00	10	1.5				
		Morton Grove							
	Age Range	Morton Grove		Session	Hour				
		Res	N/R						
Hip Hop Kidz I	5-7	\$ 63.00	\$ 79.00	8	0.45				
Hip Hop Kidz I	6-8	\$ 63.00	\$ 79.00	8	0.45				
Hip Hop Kidz II	8 - 12	\$ 63.00	\$ 79.00	8	0.45				
Company Hip Hop	12+	\$ 63.00	\$ 79.00	8	0.45				
		Winnetka							
	Age Range	Winnetka		Session	Hour				
		Res	N/R						
Girls Hip Hop	1st-3rd	\$ 195.00	\$ 210.00	13	1				
Girls Hip Hop	2.5yrs-5yr	\$ 160.00	\$ 175.00	13	0.45				
Girls Hip Hop	4yrs-8yrs	\$ 195.00	\$ 210.00	13	1				
		Skokie							
	Age Range	Skokie		Session	Hour				
		Res	N/R						
Hip Hoppers	4-6	\$ 157.00	\$ 198.00	12	0.45				
Youth Hip Hop	10-12	\$ 164.00	\$ 205.00	12	1				
Hip Hop Teens	12-18	\$ 164.00	\$ 205.00	12	1				
Hip Hop I	13-18	\$ 159.00	\$ 199.00	12	1				
MUSIC									
Chicago Park District									
	Age Range	Chicago Park District		Session	Hour				
		Res	N/R						
Mom, Pops and Tot Music	1-6	\$ 28.00	\$ 55.00	45	12				
Musical Theater	8-18	Free	Free						
		GMCC							
	Age Range	GMCC		Session	Hour				
		Res	N/R						
Music, Stories and More	3-5	\$ 55.00	\$ 65.00	10	0.45				
Music in your world	0.5-2	\$ 55.00	\$ 65.00	10	0.45				
Musical Theater	8+	\$ 100.00	\$ 120.00	10	1				
		Winnetka							
	Age Range	Winnetka		Session	Hour				
		Res	N/R						
Music Together	0-5	\$ 250.00	\$ 250.00	11	0.45				
Music Together additional child	0-5	\$ 210.00	\$ 210.00	11	0.45				
		Glencoe Park District							
	Age Range	Glencoe Park District		Session	Hour				
		Res	N/R						
Music and More	3	\$ 270.00	\$ 315.00	\$ 15.00	1.5				

Special Recreation Program Fee Comparison

Activity	Age	Evanston	Length of Program
After School Music Program	Ages vary	Res	
		\$ 130.00	N/R
		MNSAR	\$ 155.00
		\$ 73.00	1.5
		NSSRA	
		N/A	1
Swim Program	Ages vary	Evanston	
		\$ 140.00	\$ 165.00
		MNSAR	0.45
		\$ 94.00	\$ 188.00
		NSSRA	0.45
		\$ 136.00	N/A
Bowling	Ages vary	Evanston	
		\$ 70.00	\$ 85.00
		MNSAR	2
		\$ 132.00	\$ 264.00
		NSSRA	1
		\$ 134.00	N/A
Basketball	Ages vary	Evanston	
		\$ 70.00	\$ 85.00
		MNSAR	2
		\$ 138.00	\$ 276.00
		\$ 161.00	N/A
			1.5
			1.5

North Suburban Special Recreation Association (NSSRA)
 Maine Niles Special Recreation Association (MNSAR)

Fleetwood-Jourdain Center Program Fee Comparison

Activity	Evanston	Wilmette	Skokie	Lincolnwood	Glenview
Youth Basketball	\$80R \$100NR	\$101R \$101NR	\$80R \$80NR	\$77R \$96NR	\$100R \$125NR
Men's Basketball League	\$300 Team	\$620 Team	\$655 Team	N/A	\$850 Team
Youth Karate	\$75R \$85NR	\$81R \$100NR	\$150R/NR	\$84R \$105NR	\$107R 134NR
Youth Boxing	\$65R \$75NR	N/A	N/A	N/A	N/A
Youth Cooking	\$30R \$40NR	100 4wk	\$81R \$101NR	N/A	N/A
Youth Open Gym	Free	N/A	\$4	\$6	\$6
Adult Open Gym	\$2	N/A	\$6	\$6	\$6
Summer Camp	\$1115 8wks 8hrs Day	\$1303 8Wks 6.5Hrs	\$832 8wks 6hrs Day	(**)	\$1780 8wks 7hrs Day
After School Care	\$290 - \$320	\$475	\$325	(*)	(*)
Winter Break Camp	\$170	Incl in AS	\$225	\$200R \$250NR	\$340
Spring Break Camp	\$210	Incl in AS	\$225	\$200R \$250NR	\$340
Fitness Center Yearly	\$100R \$150NR	\$436	\$358R \$448NR	N/A	\$720
Monthly	\$30	\$50	\$50	N/A	\$75
Daily	\$10	\$10	\$10	N/A	\$10
Holiday Breakfast					
Oakens	\$5	N/A	N/A	\$20R \$25NR	N/A
Middle School Parties	\$2	N/A	N/A	N/A	N/A
Rollerskating	Free	N/A	N/A	N/A	N/A
Cartooning	\$40R \$50NR	100 4 wks	N/A	N/A	N/A
Adult Stepping	\$10	N/A	\$5	\$10R \$13NR	\$20
Senior Line Dancing	\$10	N/A	\$5	\$10R \$13NR	\$20
Daddy Daughter Dance	\$5 Per Person	N/A	N/A	N/A	N/A

*Contracted to School...Not offered by Park District

**Could not obtain pricing for program

Outdoor Leagues and Permit Fee Comparison

Activity	Evanston	Wilmette	Skokie	Lincolnwood
Adult Softball Team	\$600	\$800	\$575	\$450
*Affiliated organizations using athletic field	\$10 per player/per season	N/A	N/A	N/A

* Team Evanston Soccer, Evanston Lacrosse, AYSO, Evanston Baseball, Wildkit Football, Evanston Cricket Club

Fee Comparison of Outdoor Leagues and Permits

Activity	Evanston	Wilmette	Skokie	Lincolnwood
Adult Softball Team	\$600	\$800	\$575	\$450
*Affiliated organizations using athletic field	\$10 per player/per season	N/A	N/A	N/A
Shelter Rental	\$80	N/A	N/A	\$200 R/\$250 NR

* Team Evanston Soccer, Evanston Lacrosse, AYSO, Evanston Baseball, Wildkit Football, Evanston Cricket Club



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council
From: Budget Team
Subject: 2018 Proposed Budget: Rooming House Fees
Date: October 25, 2017

Response: Staff has investigated the possible revenue raising options for Rooming Houses.

Fees for Rooming Houses are currently defined in the municipal code, specifically:

5-2-5. - LICENSE FEES.

The license required by this Chapter shall be issued by the Department of Community and Economic Development and the annual fee for such license, which the applicant shall submit with the license application, shall be as follows:

(A) For each and every building containing a use as set forth in Section 1 of this Chapter, one hundred sixty six dollars (\$166.00).

(B) Buildings containing a use as set forth in Section 1 of this Chapter, twenty-six dollars (\$26.00) per roomer, guest or transient occupant.

(C) Late Payment Penalty: Failure to pay the annual fee for any such license within six (6) weeks of license expiration shall result in an additional late charge of thirty percent (30%).

Staff proposes reducing the flat rate appearing in Section A to \$150.00 and increasing the fee charged per roomer to \$28.00. Amending the code in this way addresses City Staff allocating more time to the Rooming Houses with more Roomers.

The following table illustrates the revenue generated by the change.

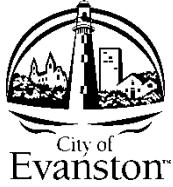
Table 1. Current Revenue for Rooming Houses

Fee Type	Number	Fee	Revenue
Flat Fee (A)	79	\$166.00	\$13,114
Roomer (B)	7022	\$26.00	\$182,572
Total Revenue			\$195,686

Table 2. Proposed Revenue per Ordinance Amendment

Fee Type	Number	Fee	Revenue
Flat Fee (A)	79	\$150.00	\$11,850
Roomer (B)	7022	\$28.00	\$196,616
Total Revenue			\$208,266

Amending the code would result in \$12,780 in additional revenue.



Memorandum

To: Honorable Mayor and Members of the City Council

From: Budget Team

Subject: AFSCME Contract

Date: October 25, 2017

Question: Provide a cost-savings breakdown with the proposed AFSCME contract.

Response:

SALARY COST SAVINGS:

Cost savings for the AFSCME 2017-2018 contract can be seen in 2017. For the 2017 Budget, staff calculated a 1.5% wage increase for the full year. Initial union deliberations included a 2.75% increase back to 1/1/2017. AFSCME has accepted 2.75% back to July 1, 2017. This is a savings of \$22,544 over budgeted amounts.

TOTAL	
Current Salaries	\$17,958,739.45
Budgeted Salaries	\$18,223,804.62
2.75% 1/1/2017 Salaries	\$18,443,781.08
2.75% 7/1/2017 Salaries	\$ 18,201,260.28
TOTAL SAVINGS	\$ 22,544.34

This savings, however, was already calculated into year-end estimates as presented to the City Council July 24th and included in all budget documents.

The 2018 Budget includes a 2018 GWI of 3% as negotiated when the 2018 Proposed Budget was drafted.

HEALTHCARE COST SAVINGS:

The AFSCME Contract included healthcare plan changes. These changes, when applied to AFSCME employees' current plan and dependent numbers, save the City \$106,951 in 2018. This savings is already reflected in the 2018 Proposed Budget. There will be no actual savings in 2017; it is a savings over the status quo, should a negotiation have not resulted in changes to the plan design.

	Current Health Insurance Plan			New Contract 2018 Amounts		
	# EEs	City annual cost/EE	City annual cost/year	2018 monthly (w/changes)	City annual cost/EE	City annual cost/year
Employee	6	\$5,897.76	\$35,386.58	\$546.09	\$5,897.76	\$35,386.58
Employee + Spouse/Dom Part	1	\$16,040.91	\$16,040.91	\$1,468.95	\$16,040.91	\$16,040.91
Family	2	\$15,864.64	\$31,729.28	\$1,468.95	\$15,864.64	\$31,729.28
Employee	25	\$6,626.50	\$165,662.55	\$613.57	\$6,626.50	\$165,662.55
Employee + 1 or 2 Children	12	\$18,221.70	\$218,660.43	\$1,650.52	\$18,221.70	\$218,660.43
Employee + Spouse/Dom Part	11	\$18,023.64	\$198,260.04	\$1,650.52	\$18,023.64	\$198,260.04
Family	28	\$17,825.58	\$499,116.19	\$1,650.52	\$17,825.58	\$499,116.19
Employee	48	\$8,241.44	\$395,589.02	\$732.17	\$7,907.38	\$379,554.44
Employee + 1 or 2 Children	12	\$23,167.34	\$278,008.10	\$2,013.43	\$22,228.31	\$266,739.70
Employee + Spouse/Dom Part	27	\$22,915.52	\$618,719.12	\$2,013.43	\$21,986.70	\$593,640.79
Family	56	\$22,663.70	\$1,269,167.42	\$2,013.43	\$21,745.08	\$1,217,724.70
Employee	6	\$7,199.79	\$43,198.72	\$641.54	\$6,928.58	\$41,571.50
Employee + Spouse/Dom Part	1	\$20,018.82	\$20,018.82	\$1,764.17	\$19,264.78	\$19,264.78
Family	1	\$19,798.83	\$19,798.83	\$1,764.17	\$19,053.08	\$19,053.08
TOTAL			\$3,809,356.00			\$3,702,404.96

OTHER SAVINGS:

The AFSCME contract also reduces the annual sick payout maximum to 3 days instead of 5 beginning in 2018. Because this is hard to predict for future years, 2017 annual sick payouts were used to estimate savings. In 2017, the City paid out 1658 sick hours for a total of \$58,070 for AFSCME employees. If the same employees were seeking similar payouts under the new contract, the sick payout hours would have totaled 1133.5 hours for a total of \$39,501.

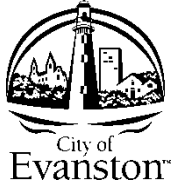
TOTAL SAVINGS:

TOTAL	
Salary Savings	22,544.36
Healthcare Savings	106,951.03
Sick Payout Savings	18,569.00
TOTAL	148,064.39

ADDITIONAL COSTS:

The savings listed above will be offset by additional costs to be incurred in the new contract. Shoe allowances have increased from \$155 to \$250 and \$300, depending on the department. The exact additional costs are still being determined.

In addition, shift differential under certain circumstances has also been increased from 3.5% to 5%. The additional costs associated with this increase cannot be estimated at this time.



Memorandum

To: Honorable Mayor and Members of the City Council

From: Lara Biggs, City Engineer

Subject: Howard Street Theater

Date: November 1, 2017

Question: What was spent in 2016 and 2017 for the Howard Street Theater project? What is the cost estimate amount? When is the project going to bid?

Response: The Howard Street Theater Project is authorized by Ordinance 23-O-17, Lease of City-Owned real property located at 721-723 Howard Street to Theo Ubique. In the ordinance, the total project cost was estimated at \$1,756,058.

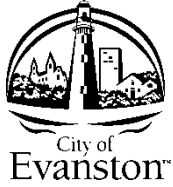
As of 10/31/17, the following expenses have been paid:

Service	Vendor	Amount	Approved Amount
<u>2016</u>			
Legal Advertisement	Pioneer Press	\$ 69	\$ 69 (Note 1)
<u>Architectural/Engineering Services</u>	Ross Barney Architects	<u>\$51,964</u>	<u>\$52,370 (Note 2)</u>
Total 2016		\$52,033	\$52,439
<u>2017</u>			
Legal Advertisement	Chicago Tribune	\$ 2,204	\$ 2,204 (Note 1)
<u>Architectural/Engineering Services</u>	Ross Barney Architects	<u>\$39,310</u>	<u>\$150,455 (Note 3)</u>
Total 2017 (as of 10/31/17)		\$41,514	\$152,659
Total-to-Date		\$93,547	\$205,098

Notes:

1. Per City of Evanston purchasing rules, expenses up to \$9,999 are approved by a Department Director. Legal advertisement costs are approved in this manner.
2. On 9/21/16, City Council approved the City Manager to seek bids for design and architectural services to develop conceptual and bid-level drawings for the Howard Street Theatre to be located at 717-723 Howard Street in the amount up to \$40,000. On 10/24/16, City Council approved Change Order No. 1 in the amount of \$12,505.
3. On 3/13/17, City Council approved the Architectural Services contract for the Howard Street Theatre (17-07) with Ross Barney Architects LLC in the amount of \$150,455.

The final design is not yet complete. The consultant-provided cost estimate based on 50% complete construction drawings is \$1,235,315. This estimate does not include items to be supplied by/paid for by Theo Ubique. The project is expected to advertise for bid in January 2018.



Memorandum

To: Honorable Mayor and Members of the City Council

From: Lara Biggs, City Engineer

Subject: Animal Shelter

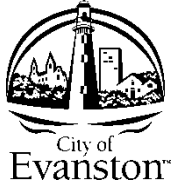
Date: November 1, 2017

Question: Provide additional information on the Animal Shelter capital project.

Response: The Animal Shelter has known issues, including limited space and building systems nearing the end of their useful life. The purpose of the study proposed in the Capital Improvement Program is to determine the needs of the animal shelter, identify specific building code requirements, and explore options to best address those items.

The options, which have not yet been identified, will likely include continuing in the current location with the rehabilitation of the existing building and/or expansion as one of the possibilities. If this project is included in the 2018 Adopted Budget list, additional staff time will be spent to do further research and finalize the exact scope of the study.

It is expected that the final construction solution will exceed \$50,000; therefore, funding is being spent to determine the most cost-effective long-term course of action rather than just moving straight to construction.



Memorandum

To: Honorable Mayor and Members of the City Council

From: Lara Biggs, City Engineer

Subject: Water Plant Intake

Date: November 1, 2017

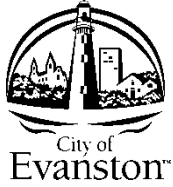
Question: Please provide justification for the cost of inspecting the incoming water line from the lake.

Response: The water utility has three intakes extending approximately one mile into the lake along the bottom of the lake. The \$600,000 budget for the water plant intake project is the engineering services associated with the planning and design of a new intake to replace the existing 36"/42" intake, which is the smallest of the three intakes. Inspection of the existing intake is not included.

The existing intake is 80 to 100 years old, depending on the section, and has known deterioration. It's capacity is lower than preferred, and it is also experiencing continued sedimentation and deposit of sand within the intake. It is difficult to inspect the intake internally for the entire length. The intake can be taken out of service to limit the flow, but it cannot be dewatered, and it is 30 feet below the surface of Lake Michigan. The diameter, which varies from 36" to 42" depending on the section, is large enough to make it challenging for a small robotic device to see the entire internal surface of the pipe, particularly through several feet of water.

There is no light so the camera device would need to provide a light source that can penetrate underwater for the field of vision of the camera. The camera would need a tether at least 2,000 feet in length or would need to be remote controlled and operable for that length. Previous inspections of intakes at the water plant have been completed using remote devices, but the information provided was limited and answered very specific questions.

An inspection done by a diver would present unique safety hazards. Underwater confined space diving would be prohibitively expensive and would be unlikely to provide information that would change the recommendations to replace the existing pipeline with a larger intake in a slightly different orientation to mitigate sedimentation caused by lake currents.



Memorandum

To: Honorable Mayor and Members of the City Council

From: Lara Biggs, City Engineer

Subject: Cost to Improve Alley, North of Washington, East of Dodge

Date: November 1, 2017

Question: Please provide a cost estimate to improve the alley located north of Washington, east of Dodge.

Response: This alley is a T-shaped alley, with the main East-West (E-W) alley located Dodge to Dewey, and a shorter N-S alley leg located running north from Washington to the E-W alley. It is City policy to improve the entire connected alley system in the same project. This cost estimate will consider both sections together.

Based on construction pricing received for alleys constructed in 2017, the following is the estimate of construction cost:

Alley Location	Length (feet)	Width (feet)	Area (square yards)	Unit Price (\$/sq yd)	Estimated Cost
Dodge to Dewey, North of Washington (East-West)	605	16	1,076	\$295	\$317,420
Washington to Main, East of Dodge (North-South)	205	16	364	\$295	\$107,380
Total					\$425,000

Current Backlog

The City has three approved petitions for alleys to be constructed. At the current rate of funding, these are expected to be constructed at a rate of 1/year in 2018, 2019 and 2020. There are currently 23 residents who have requested petitions and are on a waitlist to receive one. In late 2019, staff will begin issuing petitions in batches of 5 alleys each. Assuming 1 in 3 petitions are approved by a majority of the residents, it will result in eight additional alleys to be added to the backlog. At a rate of 1-2 alleys per year, staff estimates it will take approximately six years to clear this backlog. Any new alleys not currently on the waitlist, including the alley priced out in this memo, would probably not be considered for construction until 2027 under the current program and funding level.



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: Budget Team

Subject: Historical Debt Analysis

Date: November 1, 2017

Question: Please show historical analysis on the City and Library's debt amount.

Response: The City of Evanston utilizes a variety of debt types to fund capital improvements. Described below are the major types of debt and their usage.

1. General Obligation (G.O.) Debt
 - a. Full faith and credit of the City via pledge of property taxes
 - b. Unabated – means the County levies tax on City behalf
 - c. Abated – means City directs County not to levy tax and provides sources of alternative payment by resolution (Parking Fund, Water Fund, etc.)
 - d. Usually 20 years in duration
2. IEPA Debt
 - a. 20-year debt through State of Illinois revolving loan fund
 - b. Historically lower interest rate than G.O. debt
 - c. Used for sewer and water capital projects
3. Line of Credit – Used for TIF financing when increment has not been received yet; used during economic downturns if General Fund has cash flow issues
4. Pension Debt – Unfunded liability for Police, Fire and IMRF pensions
5. OPEB Debt – Other Post-Employment Benefits (health insurance for public safety disability retirees and implicit liability for all retirees)
6. Other – Claims payable, compensated absences payable, etc.

Unabated G.O. Debt

Unabated G.O. Debt is solely supported by property tax collections. There is no federal or state statutory limit for Home Rule communities for G.O. debt. The City of Evanston adheres to a self-imposed limit on property tax supported G.O. debt of \$113 million. The projected year-end unabated debt through December 31, 2017 is \$111,448,137.

The debt limit has increased over time through City Council resolutions to amend the budget policy. The last increase from \$90 million to \$113 million occurred on January 9, 2012 (Resolution 1-R-12). The debt limit was \$90 million from 2004-2012. The table below shows end-of-year unabated G.O. debt since 2002 (projected for 2017).

City G.O. Debt History		
Budget Year	Debt Limit	Debt Amount*
2002	\$75,000,000	\$55,804,420
2003	\$85,000,000	\$63,424,290
2004	\$90,000,000	\$70,035,897
2005	\$90,000,000	\$73,496,641
2006	\$90,000,000	\$79,111,196
2007	\$90,000,000	\$84,460,493
2008	\$90,000,000	\$94,148,433
2009	\$90,000,000	\$102,847,888
2010	\$90,000,000	\$101,597,740
2011	\$90,000,000	\$109,403,940
2012	\$113,000,000	\$109,665,822
2013	\$113,000,000	\$111,485,286
2014	\$113,000,000	\$110,155,022
2015	\$113,000,000	\$111,162,397
2016	\$113,000,000	\$109,188,538
2017	\$113,000,000	\$111,448,137

*Back to 2011, debt amount reflects total debt calculations through date of issuance in each year. Prior to 2011, debt amount is taken from CAFR and may show fluctuations due to the refinancing of prior year bond issues.

With the debt expected for the Robert Crown Center Project and the Main Library Renovation, the total debt amount is expected to increase as high as \$132,848,137 by end of 2018. The City Council would need to increase the debt limit policy for unabated G.O. debt to allow this to occur.

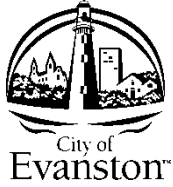
Library Debt

As a component unit of the City for financial reporting, the debt held by the Evanston Public Library is included in unabated G.O. debt amount and limit reported above. The Library's outstanding principal as of December 31, 2017 is projected to be \$3,029,128. The table below shows year-end debt held by the library as a percentage of total city debt.

Library G.O. Debt			
Year	Library G.O. Debt	City and Library	Library %
2013	\$2,737,926	\$111,485,286	2.46%
2014	\$2,125,317	\$110,155,022	1.93%
2015	\$1,643,381	\$111,162,397	1.48%
2016	\$1,970,140	\$109,188,538	1.80%
2017	\$3,029,128	\$111,448,137	2.72%

Detail of total debt service amount by year is shown in the table below. These amounts include debt service for the library's portion (\$1,400,000) of the 2017A issue.

Year	<u>Library Debt Service</u>		
	Principal	Interest	Principal + Interest
2014	641,811	106,710	748,521
2015	481,936	80,804	562,740
2016	323,241	62,454	385,695
2017	1,064,547	51,944	1,116,491
2018	231,831	101,573	333,404
2019	182,561	86,778	269,339
2020	167,390	81,648	249,038
2021	174,214	76,815	251,029
2022	181,602	71,740	253,342
2023	188,424	66,159	254,583
2024	191,373	59,626	250,999
2025	199,563	53,308	252,871
2026	177,376	46,395	223,771
2027	184,794	40,073	224,867
2028	105,000	33,381	138,381
2029	110,000	30,581	140,581
2030	110,000	27,588	137,588
2031	110,000	24,506	134,506
2032	120,000	21,425	141,425
2033	120,000	18,025	138,025
2034	125,000	14,575	139,575
2035	125,000	10,869	135,869
2036	130,000	7,113	137,113
2037	95,000	3,088	98,088
Total Outstanding as of 12/31/2017	3,029,128	875,265	3,904,393



Memorandum

To: Honorable Mayor and Members of the City Council

From: Lawrence C. Hemingway, Director, Parks, Recreation & Community Services

Subject: 2017 Budget Memo—Levy Revenues

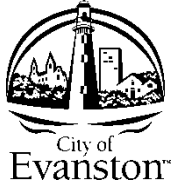
Date: November 1, 2017

Question: Provide a detailed account of Levy Center revenues

Response: A detailed breakout of revenues for 2017 is provided below.

	2017 – YTD	2016 – Year End
Programs (Paid classes, field trips, drop-in fees, lunch program, reimbursements)	\$238,156.27	\$279,288.35
Rentals (private facility rentals)	\$126,068.50	\$135,991.50
Levy Memberships	\$24,005.00	\$28,072.00
Fitness Memberships (includes both senior (55 +) and adult (ages 18-54) fitness room memberships)	\$17,923.25	\$19,382.00
Taxi Coupons (taxi program boundaries expanded to Wilmette, Lincolnwood, Skokie in addition to Evanston in Oct 2016)	\$110,891.00	\$82,067.00
Grants (Ombudsman, Title III Nutrition grant, SHIP)	\$82,529.31	\$98,597.52
Total Revenues	\$599,573.33	\$643,398.37

*The increased revenue in taxi coupon sales due to expanded boundaries has additionally created a significant increase in the overall expense of the program.



Memorandum

To: Honorable Mayor and Members of the City Council

From: Budget Team

Subject: Seasonal Demographics

Date: November 1, 2017

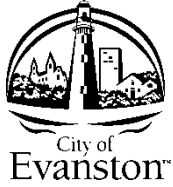
Question: Provide demographic information on the seasonal line item which is proposed to be decreased by the 2018 Proposed Budget.

Response: The question posed by City Council is for the seasonal line item for PWA, but included below is the demographic information for seasonal employees employed in 2017 between April and October, not including interns, or youth and SYEP employees in Parks, Recreation & Community Services. The below includes the departments in which they worked, race, gender, and residence city.

<u>Department/Division</u>	<u>Gender</u>	<u>Race</u>	<u>Residence City</u>
40.4105 PWA Admin	Male	Black	Evanston
40.4310 PWA Recycling	Male	Black	Chicago
40.4310 PWA Recycling	Female	Black	Evanston
40.4310 PWA Recycling	Male	Black	Skokie
40.4330 PWA Greenways	Male	Black	Grayslake
40.4330 PWA Greenways	Male	Hispanic	Evanston
40.4330 PWA Greenways	Male	Hispanic	Skokie
40.4320 PWA Forestry	Female	White	Chicago
19.1950 AS Facilities	Male	Black	Evanston
19.1950 AS Facilities	Male	Hispanic	Evanston
19.1950 AS Facilities	Male	White	Chicago
19.1950 AS Facilities	Male	White	Evanston

Some of these employees were returning seasonal employees from previous seasons. Seasonal positions are posted on the City's website and are open to anyone who applies. Previous seasonal hiring demographics do not necessarily guarantee future hiring demographics as there is variation year over year based on the number of applicants and their qualifications.

Despite this proposed reduction in PWA, seasonal hiring will continue throughout the City in almost all departments.



Memorandum

To: Honorable Mayor and Members of the City Council

From: Budget Team

Subject: Priority-Based Budgeting

Date: November 7, 2017

Question: For future budget years, please provide detail on which programs are dictated by law and therefore cannot be cut.

Response: In 2011, the City utilized a priority-based budgeting process for the creation of the 2012 Budget. This process evaluated City programs based on scoring areas. The first of these reflected to what extent the City was mandated to provide the program, with different ratings given for services mandated by federal law, state law, City charter, ordinance or resolution.

Attached to this memo are definitions of all nine scoring areas used and the resulting spreadsheet of City Services with scores from the 2012 process. Council may direct staff to pursue a similar process in the 2018 calendar year in preparation for the 2019 City Budget.

Attachments:

Basic Program Attributes and Definitions
Priority Results and Definitions
2012 City Services Scoring List

City of Evanston
Basic Program Attributes and Definitions

Score	Definition	Basic Program Attribute
4	Service is mandated Federally	Mandated to Provide Program
3	Service is mandated by State	
2	Service is mandated by charter	
1	Service is mandated by ordinance or resolution	
0	Service is not mandated	
4	Service recovers 75-100% of costs	Cost Recovery of Program
3	Service recovers 50-74% of costs	
2	Service recovers 25-49% of costs	
1	Service recovers 1-25% of costs	
0	Service recovers less than 1% of costs	
4	Demand for service is significantly increasing	Change in Demand for Service
3	Demand for service is slightly increasing	
2	Demand for service is remaining constant	
1	Demand for service is slightly decreasing	
0	Demand for service is significantly decreasing	
4	Only City can provide service	Reliance on City to Provide Service
3	Only government entities can provide service	
2	Only public agencies can provide service	
1	Service could be provided by a public agency or not-for-profit	
0	Service can be provided by either a public or private entity	

City of Evanston
Priority Results and Definitions

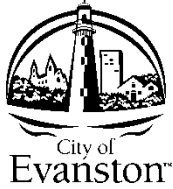
If the City of Evanston can...	then it will have addressed the functional area of...
Create and implement a comprehensive economic development strategy, which results in a vibrant and diverse economy for the City of Evanston Create policies and programs that result in a well-maintained, divers housing stock throughout the City of Evanston Generate marketable job skills for Evanston Residents	Economic Viability
Create and maintain functionally appropriate, sustainable, accessible and high quality infrastructure facilities Protect and optimize the City's natural resources and built environment, leading by example through sustainable practices and behaviors Coordinate and influence transportation resources to provide an improved system that is safe, integrated, accessible, responsive, understandable, efficient, and meets the needs of all people	Environmental Sustainability
Continue to develop a collaborative and reciprocal relationship with Northwestern University Create collaborative and productive partnerships with schools, hospitals, business organizations, arts organizations, and other not-for-profit groups and governments More effectively utilize Boards and Commissions Promote a standard of excellence and collaboration between staff and the City Council to provide outstanding customer service to the citizens of Evanston Define Evanston neighborhoods and ensure that they are safe, clean and attractive Provide opportunities for and engage Evanston youth and young adults to become active and productive citizens of the Evanston community Strive to ensure that all Evanston residents have access to healthcare as well as basic food, housing and shelter	Strengthening Community
Affordable Housing Budget Planning Capital Improvement Program Climate Action Plan Economic Development Efficiency and Effectiveness of Services Federal/State/Regional Government Affairs Agenda Lakefront Development Northwestern University Police and Fire Pension Funding Issues Robert Crown Center Improvements Safety Issues Youth Services	City Council Goals
Foster a climate of safety for individuals in homes, businesses, neighborhoods and public places Enforce the law, taking into account the needs of individuals and community values Plan for and provide timely and effective response to emergencies and natural disasters Promote environmental safety and community health Encourage an inclusive community that is accepting, connected and promotes shared responsibility Provide safe and well-maintained public infrastructure	Safe Community

FY 2012 CITY SERVICE SCORING
Priority-Based Budgeting

	Department	Service	Mandated Program	Cost Recovery	Increased Demand for Service	Reliance on City for Service	Economic Viability	Environmental Sustainability	Strengthening Community	City Council Goals	A Safe Community	TOTAL SCORE
1	CED	Neighborhood Stabilization Program	4	4	4	0	4	2	4	3	3	28
2	Police	Patrol Operations	4	0	4	3	4	1	4	4	4	28
3	CED	Building Plan Review and Inspection Services	4	4	3	0	3	4	3	2	4	27
4	Police	Traffic Bureau	3	2	4	3	2	1	4	4	4	27
5	CMO	Administration	2	1	3	4	3	4	4	2	3	26
6	Police	Criminal Investigation	4	0	4	3	4	0	3	4	4	26
7	Police	Emergency Telephone System	4	3	4	3	2	0	3	3	4	26
8	CED	Planning and Zoning	4	2	2	0	3	4	4	2	4	25
9	CED	Community Development Block Grant	4	4	3	0	4	2	3	2	3	25
10	Health	Food and Environmental Health	3	3	4	0	3	2	4	2	4	25
11	CED	Housing Rehabilitation	0	4	3	0	3	4	4	2	4	24
12	CED	Economic Development Fund	0	4	4	0	4	3	4	3	2	24
13	CED	Housing Code Compliance	4	3	3	0	2	3	4	2	3	24
14	Fire	Fire Prevention Bureau	4	2	4	1	1	2	3	3	4	24
15	Police	Police Administration	4	1	4	3	2	0	3	3	4	24
16	Police	Records Bureau	4	1	4	3	2	0	3	3	4	24
17	PRCS	Beaches and Boat Facilities	1	4	4	0	4	2	3	3	3	24
18	CED	Administration	1	1	3	0	4	2	4	4	4	23
19	CMO	Sustainability Programs	1	4	4	0	2	4	3	3	2	23
20	Law	Liquor Licensing	3	4	3	3	3	0	2	1	4	23
21	Police	Juvenile Bureau	1	0	4	3	2	0	4	4	4	22
22	Police	Animal Control	1	1	4	3	2	1	3	3	4	22
23	Police	Service Desk Bureau	3	0	4	3	2	0	3	3	4	22
24	Utilities	Sewer Operations	1	4	3	0	3	4	2	2	3	22
25	Fire	Administration	3	1	4	1	1	1	3	3	4	21
26	Fire	Fire Suppression	3	1	4	1	1	1	3	3	4	21
27	Fire	Emergency Medical Services	0	4	4	1	1	1	3	3	4	21
28	Police	Neighborhood Enforcement Team	0	0	4	3	2	0	4	4	4	21
29	PRCS	Levy Center/Senior Services	3	2	4	0	4	1	3	2	2	21
30	Public Works	Refuse Collection and Disposal	1	4	2	0	3	4	2	2	3	21
31	Public Works	Traffic Engineering	3	3	2	0	2	4	2	2	3	21
32	Utilities	Distribution	1	4	3	0	3	3	2	2	3	21
33	CMO	Intergovernmental Relations	0	4	3	0	3	3	2	3	2	20
34	Police	Communications Bureau	3	0	4	1	2	0	3	3	4	20
35	PRCS	Ecology Center	0	4	3	0	2	4	3	2	2	20
36	PRCS	Special Events	1	4	3	0	4	1	3	2	2	20
37	Utilities	Water Operations	1	4	1	0	3	4	2	2	3	20
38	Utilities	Pumping	1	4	1	0	3	4	2	2	3	20
39	Utilities	Filtration	1	4	1	0	3	4	2	2	3	20
40	Police	Problem Solving Team	0	0	4	0	2	1	4	4	4	19
41	Police	School Liaison	1	0	4	0	2	0	4	4	4	19
42	Police	Social Services	0	1	4	1	2	0	4	3	4	19
43	Police	Office of Professional Standards	3	0	4	0	2	0	3	3	4	19
44	PRCS	Robert Crown Community Center & Ice Rink	0	3	4	0	4	0	3	3	2	19
45	Public Works	Recycling Collection and Disposal	1	2	2	0	3	4	2	2	3	19
46	Utilities	Meter Maintenance	1	4	3	0	3	4	2	2	0	19
47	Admin Serv	Administration	3	0	4	0	3	2	2	4	0	18
48	PRCS	Youth Services	0	0	4	1	2	1	4	3	3	18
49	PRCS	Facility Maintenance, Construction and Repair	4	0	4	0	1	2	2	2	3	18
50	PRCS	Special Recreation	4	1	4	0	2	0	3	3	1	18

FY 2012 CITY SERVICE SCORING
Priority-Based Budgeting

	Department	Service	Mandated Program	Cost Recovery	Increased Demand for Service	Reliance on City for Service	Economic Viability	Environmental Sustainability	Strengthening Community	City Council Goals	A Safe Community	TOTAL SCORE
51	Public Works	Administration	1	1	3	0	2	4	2	2	3	18
52	Public Works	Street and Alley Maintenance	1	1	3	0	3	3	2	2	3	18
53	Public Works	Street Light and Signal Maintenance	3	1	2	0	2	4	1	2	3	18
54	CMO	Citizen Engagement	0	0	4	0	2	2	4	3	2	17
55	Health	Administration	1	1	3	0	1	1	4	2	4	17
56	Law	Administration	3	0	4	0	1	2	2	2	3	17
57	Law	Litigation	4	4	4	0	0	1	2	1	1	17
58	Police	311 Center	0	0	4	0	2	1	4	3	3	17
59	Police	Community Strategy	0	0	4	0	2	0	4	3	4	17
60	PRCS	Park Services/Recreation Maintenance	0	1	4	0	2	2	3	2	3	17
61	PRCS	Community Services/Youth Engagement	1	1	4	0	3	1	3	3	1	17
62	PRCS	Forestry	1	1	4	0	1	3	2	2	3	17
63	PRCS	Chandler-Newberger Community Center	0	4	4	0	2	0	3	2	2	17
64	Public Works	Street Sweeping	1	0	2	0	3	4	2	2	3	17
65	Admin Serv	Parking Enforcement	3	4	2	0	1	2	1	1	2	16
66	Health	Mental Health Board	1	0	4	1	1	1	3	2	3	16
67	Law	Contracts / Transactions	4	0	4	0	1	3	1	1	2	16
68	PRCS	Administration	1	1	4	0	1	1	3	4	1	16
69	PRCS	Indoor/Outdoor Recreation Programs	0	4	3	0	2	1	3	2	1	16
70	Public Works	Business District Maintenance	1	0	2	0	3	3	2	2	3	16
71	Public Works	Snow Removal Operations	3	0	2	0	3	2	1	2	3	16
72	Public Works	Yard Waste Collection and Disposal	1	2	2	0	3	1	2	2	3	16
73	Admin Serv	Accounting	4	0	4	0	3	1	1	2	0	15
74	PRCS	Noyes Cultural Arts Center	0	4	2	0	3	0	3	2	1	15
75	PRCS	Cultural Arts Programs	0	4	3	0	2	0	3	2	1	15
76	Public Works	Engineering	0	0	2	0	2	4	2	2	3	15
77	Admin Serv	Revenue Operations	3	4	3	0	1	1	1	1	0	14
78	Health	Dental Services	0	3	3	0	1	0	3	1	3	14
79	Police	Office of Administration	0	0	4	0	2	0	3	3	2	14
80	PRCS	Horticultural Maintenance	1	0	3	0	1	3	2	2	2	14
81	PRCS	Fleetwood-Jourdain Community Center	0	1	4	0	2	0	3	2	2	14
82	PRCS	Fleetwood-Jourdain Theater	0	1	4	0	2	0	3	2	2	14
83	CED	Minority/Women/Evanston Business Enterprise	1	1	2	4	2	0	2	1	0	13
84	Admin Serv	Purchasing	4	0	3	0	1	2	1	1	0	12
85	Admin Serv	Human Resources	4	0	4	2	1	0	0	0	1	12
86	CED	Community Intervention & Emergency Housing	4	1	0	0	1	1	2	2	1	12
87	Health	Community Health	0	1	4	0	0	0	4	1	2	12
88	Law	Administrative Adjudication	1	4	3	0	0	0	1	0	3	12
89	PRCS	Communication and Marketing	0	1	3	0	2	1	2	2	1	12
90	Public Works	Fleet Services	0	0	2	0	2	2	1	2	3	12
91	Admin Serv	Information Technology	0	0	4	0	1	1	1	2	1	10
92	Admin Serv	School Crossing Guards	3	0	0	0	0	0	2	1	3	9
93	Health	Vital Records	0	1	3	3	0	0	1	0	1	9
94	CMO	Evanston Community Media Center	1	0	1	0	1	0	3	1	1	8
95	Admin Serv	Payroll	4	0	2	0	0	1	0	0	0	7
96	PRCS	Lighthouse Landing	1	0	0	0	1	1	1	1	1	6



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: Budget Team

Subject: Administrative Hearing Fee Schedule

Date: October 18, 2017

Question: Please provide information about the Administrative Hearings fee schedule.

Response: Below are various Administrative Hearings reports with a date range from 1/1/2015 – 11/8/2017.

The chart below is a ticket summary report. It details the number of tickets issued, the number paid, the total fine amount of the ticket, and the amount paid with a balance remaining and payment collection rate by department.

<i>1/1/2015 through 11/8/2017</i>						
<u>Department Description</u>	<u>Number of Tickets Issued</u>	<u>Number Paid</u>	<u>Total Fines</u>	<u>Paid</u>	<u>Balance Due</u>	<u>Payment Collection Rate</u>
Building	3	1	\$600	\$150	\$450	25.0%
Fire	21	18	\$3,535	\$3,460	\$75	97.9%
Health	92	16	\$135,410	\$4,315	\$131,095	3.2%
Juvenile	272	58	\$25,395	\$11,430	\$14,090	45.0%
NU- Police	89	57	\$11,550	\$9,495	\$2,055	82.2%
Police	9,484	6,842	\$754,015	\$549,113	\$205,392	72.8%
Police - Animal Control	78	31	\$10,775	\$3,725	\$7,050	34.6%
Property Standards	85	22	\$23,760	\$4,140	\$19,620	17.4%
Zoning	3	1	\$6,000	\$6,000	\$0	100.0%
Total	10,127	7,046	\$971,040	\$591,828	\$379,827	60.9%

The chart below is a top 5 violations report with number of tickets written.

<i>Top 5 Violations Report - 1/1/2015 - 11/8/2017</i>		
<u>Violation Code</u>	<u>Violation Caption</u>	<u>Number of Violations</u>
10-3-13(B)	Use of mobile telephones while operating a motor vehicle.	4,506
10-12-2, 5/12-603	Use of safety belts.	2,628
8-13-2	Possession of cannabis prohibited.	499
10-12-2, 5/3-413(f)	Display of expired registration	310
10-1-9-2(A)	Commercial vehicles of excessive weight on certain streets	205

The chart below is the hearing outcome of citations that had a scheduled in person hearing during this time frame.

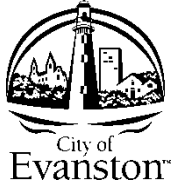
Department Description	Dismissed	Liabile	Liabile/Default	Not Liabile	Stricken
Fire	4	13	2	-	-
Health	39	119	135	51	1
Juvenile	21	105	82	7	-
NU- Police	9	36	20	6	-
Police	66	676	4,464	188	3
Police - Animal Control	11	24	33	9	-
Property Standards	25	153	23	17	-
Zoning	-	3	5	5	-
Total	175	1,129	4,764	283	4
<i>Percentage of Total</i>	<i>2.8%</i>	<i>17.8%</i>	<i>75.0%</i>	<i>4.5%</i>	<i>0.1%</i>

The chart below total amount of revenue received from citations during this time. *Note, these payments can be from citations written or liens placed prior to this date range.*

<i>1/1/2015 through 11/8/2017</i>		
Department Description	County Recording Fee	Total Received
Building	-	150
Fire	-	3,555
Health	480	10,985
Juvenile	-	11,505
NU- Police	-	10,365
Other	-	250
Police	-	579,293
Police - Animal Control	-	3,850
Property Standards	3,157	32,417
Zoning	-	6,000
Total	3,637	658,370

Total number of 35 day delinquent letters generated during this time.

<i>Adjudicated Report - 1/1/2015 - 11/8/2017</i>	
Department Description	35-Day Letter
AH	-
Building	-
Fire	2
Health	48
Juvenile	88
NU- Police	13
Police	2,813
Police - Animal Control	24
Property Standards	27
Zoning	-
Total	3,015



Memorandum

To: Honorable Mayor and Members of the City Council

From: David Stoneback, Public Works Agency Director

Subject: Public Works Agency Reorganization

Date: November 6, 2017

Question: Please explain the Tree Advocacy Program under the new Bureau proposal.

Response: The Public Works Agency currently has four Bureaus, and divisions within the Bureaus, as indicated in the table below:

Water Production	Environmental Services	Infrastructure Maintenance	Capital Improvement and Engineering
Meter	Recycling/Env. Service	Streets	Streets & ROW
Pumping	Forestry	Traffic	Transportation
Filtration	Greenways	Distribution	Parks & Facilities
		Sewer	Water & Sewer

Staff is proposing to reorganize the Agency to three bureaus by reorganizing the divisions as indicated below:

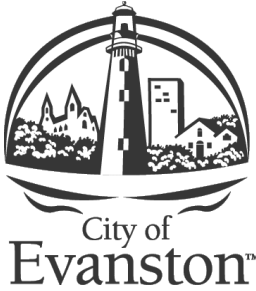
Water Production	Public Service	Capital Improvement and Engineering
Meter	Recycling/Env. Service	Streets & ROW
Pumping	Forestry	Transportation
Filtration	Greenways	Parks & Facilities
Distribution	Streets	Water & Sewer
Sewer	Traffic	

In order to maintain and hopefully improve the agencies work on community environmental and sustainability initiatives, staff is proposing to create a new Environmental Services Coordinator position. The position will work with community organizations to assist them in their efforts as well as support the supervisors within the public service bureau respond to residents' concerns.

A requirement of the position will be that the candidate must possess, or obtain within 6 months of hire, a certified arborist designation. This will allow the person to interact knowledgeably with the community groups and assist with the forestry supervisor in managing the City's urban forest. The full proposed job description is attached.

This position is a reclassification of a vacant Forestry Worker III position, which was funded at \$71,200. This new position will be a union position at A34, with a salary range of \$70,000 to \$89,700.

Attachments:
Job Description



Date Developed:	November 2017
HR Review Date:	

JOB DESCRIPTION/JOB POSTING
AN EQUAL OPPORTUNITY EMPLOYER M/W/D

DEPARTMENT:	Public Works
DIVISION:	Public Services
POSITION TITLE:	Environmental Services Coordinator
JOB TYPE:	
PAY GRADE/RANGE:	A34
FLSA STATUS:	Non-Exempt
CIVIL SERVICE STATUS:	
OPENING DATE:	
CLOSING DATE:	

*Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for range.

NATURE OF WORK:

This position manages and implements programs and relevant plans to support environmental sustainability programs provided by the Public Service Bureau of the Public Works Agency. This position will support the City's efforts in forestry and natural habitats management as well as waste reduction and recycling.

Work includes responding to citizen concerns, serving as staff contact for community groups and external organizations. Implements education, outreach and fundraising initiatives to support Evanston's urban forest, including coordination for annual events such as Earth Day, Arbor Day, Volunteer Evanston events, and recycling events.

ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following):

- Assists in planning, negotiations, administration, and inspection of forestry related activities.
- Evaluates hazardous trees for potential removal or remedial action.
- Responds to citizen requests/complaints by performing field inspections.
- Prepares and maintains a variety of records and reports.
- Builds and fosters relationships with Evanston residents and community groups regarding forestry management and waste reduction and recycling.
- Discusses plant and tree maintenance with staff to coordinate Forestry projects.
- Performs plantation establishment, vegetation control, density management, forest inventory, and slash disposal.
- Resolves problems, develops procedures for new species and new cultivation techniques.
- Develops and oversees preventive maintenance programs performed by employees and contractors.
- Prepares bids and specifications for equipment, tools, contract trimming, and tree selections.
- Assists with laboratory procedures for Dutch Elm Disease sampling.
- Assists with the management of the Evanston recycling program and initiatives.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS OF WORK:

- Must possess a Bachelor's Degree or higher in Horticulture, Forestry, or substantially similar area from an accredited college or university.
- Must possess a Certified Arborist designation from the International Society of Arboriculture or the ability to obtain this designation within 6 months of employment and be willing to maintain it as a condition of employment.
- Must possess three (3) or more years of work experience in forestry management or operations.
- Must possess a valid driver's license and a safe driving record.

Knowledge, skills, and abilities in the following areas:

- Considerable knowledge of the maintenance methods and operating characteristics of equipment and tools used by forestry workers.
- Experience in forestry investment management and forestry valuation.
- Ability to manage a tree inventory database.

- Knowledge of public land survey legal descriptions, aerial photos, and topographic and property ownership maps.
- Knowledge of forest management principles, forest mensuration, dendrology, forest harvest methods, soils, and forest engineering principles.
- Experience with sustainability objectives with recycling, waste management, and forestry management.
- Ability to create management plans that capture resident objectives for land use.
- Ability to keep records of work performed, and materials, supplies, or equipment used.
- Knowledge and ability to use Microsoft Office.

PHYSICAL REQUIREMENTS OF WORK:

- Ability to work outdoors in a variety of weather conditions such as extreme cold, high winds, rain, snow, sleet, high temperatures, and humidity.
- Ability to lift and move objects weighing up to fifty pounds without mechanical assistance.
- Ability to use cellular telephone, personal computer, camera.
- Ability to use equipment including, but not limited to, chainsaw, handsaw, tree calipers, hammer, and drill.
- Ability to stand for long periods of time, bend, and work outdoors with limited lighting.
- Ability to work safely around operating equipment, fumes, loud noises, dust and dirt, and chemicals normally encountered by the position.
- Ability to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Ability to climb, balance, taste/smell, and see.
- Ability to handle a variety of physical hazards, such as proximity to moving mechanical parts, electrical shock, working on scaffolding and high places, exposure to burns and radiant energy, exposure to all types of explosives, and exposure to toxic chemicals.

SUPERVISION:

Work is performed with technical independence under the direction of a supervisor. Works may also involve providing skills enhancement training to employees assisting with the work. Assignments are general in nature and can be in the form of verbal or written instructions as to the desired results, with employee deciding the proper methods required to complete the work and responsible for completing the work in accordance with City work rules and safety regulations. Work is checked at the completion of a project through observation, meetings and feedback from the supervisor and from other department employees. Guidance is provided through rules and regulations, policies and procedures, Unified Work Rules, Union Contract, Personnel Rules and OSHA. Work is evaluated at least annually for the safe and skilled operation of equipment, quality of tasks, adherence to work rules, and performance in accordance with classification standard. Additionally, work is evaluated for the quality of workmanship, timely completion of projects, and cost-effective resolution of construction or maintenance problems encountered.

PUBLIC CONTACT:

The employee has regular contact with other City employees to complete work requests and to clarify maintenance needs, and with the general public in public facilities. The employee may also have contact with part suppliers or vendors to order materials.

SELECTION METHOD

Structured Oral Interview
Qualifications Assessment

TYPE OF ELIGIBILITY LIST

LIFE OF ELIGIBILITY LIST

To apply for this position, please apply online at www.cityofevanston.org on or before the closing date.

Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.

The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-448-8204 (voice) or 847-448-8052 (TTY).



Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: Budget Team

Subject: Debt Service Tax Levy Adjustment Abatement.

Date: November 7, 2017

Question: Staff Generated

Each year the City abates a substantial portion of the debt service tax levy via multiple resolutions directing the County of Cook to abate a portion of the levy outlined in each bond ordinance on file. Final numbers were not available for the proposed budget when completed in early October, but since then we have finalized the 2017A-C bonds.

Unfortunately, the results of this analysis for 2017 is an approximate \$446,379 increase in unabated debt service over the 2016 levy amounts. This increase comes from two basic sources:

- The steady but gradual increase of unabated bonds issued for capital improvements.
- The bond structure of the 2015B bonds (which were refinanced from 2006B bonds which were originally issued as 2002C bonds and 2003B bonds for capital and insurance claim funding), include larger payments in later years of the debt service schedule. These bonds were originally issued as unabated bonds and the City levied property taxes for the debt service. When the 2006B bonds were issued to refinance the original bonds the debt service structure was not a level debt service model, which the City has used for all new issues since 2010.

More recently, the City has been able to abate these larger payments, initially through the 2015B refinancing and through the use of increased revenues in the General Fund (building permits) being transferred to the Debt Service Fund, and finally by using Debt Service Fund reserves.

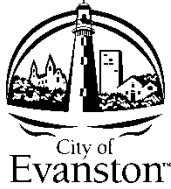
The table on the next page shows our recent payment history for the 2006B and 2015B bonds and the source of funds.

Fiscal Year	2006B Principle	2006B Interest	2006B Total	2015B Principle	2015B Interest	2015B Total	Source of Debt Service
2011	\$ -	\$ 604,126	\$ 604,126				Tax Levy
12/31/2011		\$ 302,063	\$ 302,063				Tax Levy
2012	\$ -	\$ 604,126	\$ 604,126				Tax Levy
2013	\$ 35,000	\$ 603,426	\$ 638,426				Tax Levy
2014	\$ 55,000	\$ 601,626	\$ 656,626				Tax Levy
2015	\$ 1,130,000	\$ 577,926	\$ 1,707,926				Tax Levy
2016	\$ 1,880,000	\$ 517,726	\$ 2,397,726	\$ 1,000,000	\$ 252,677	\$ 1,252,677	Tax levy and General Fund Transfer
2017	\$ 1,695,000	\$ 444,107	\$ 2,139,107	\$ 1,750,000	\$ 218,750	\$ 1,968,750	General Fund Transfer and Debt Service Fund Balance
2018	\$ 1,725,000	\$ 369,275	\$ 2,094,275	\$ 1,550,000	\$ 183,750	\$ 1,733,750	
2019	\$ 1,555,000	\$ 299,362	\$ 1,854,362	\$ 1,550,000	\$ 152,750	\$ 1,702,750	
2020	\$ 1,585,000	\$ 234,977	\$ 1,819,977	\$ 1,750,000	\$ 121,750	\$ 1,871,750	
2021	\$ 1,825,000	\$ 164,052	\$ 1,989,052	\$ 1,750,000	\$ 86,750	\$ 1,836,750	
2022	\$ 1,855,000	\$ 86,368	\$ 1,941,368	\$ 1,725,000	\$ 51,750	\$ 1,776,750	
2023	\$ 1,090,000	\$ 23,162	\$ 1,113,162				

For 2018 the total amount owed in debt service on the 2015B bond issue is \$1,733,750 and the 2018 Proposed Transfer to Debt Service (equal to the 2017 transfer amount) is \$1,444,663, a difference of \$289,087. The remaining increase in debt service cost from overall growth in debt service payments for a total of approximately \$446,379. Options to cover this additional debt service costs include:

1. Keep the General Fund Transfer as budgeted and do not abate \$446,379. This will result in a tax levy increase of just over 1.1% and when combined with the other two tax levy increases for Pension and Solid Waste Funds will result in an approximate 3.2% increase in property taxes for 2018. This option will improve General Fund Reserves but will also increase taxes
2. Reduce the Proposed General Fund Surplus and increase the Debt Service Fund transfer by \$446,379. This option will reduce the General Fund surplus currently proposed, as detailed in the Budget Balancing Worksheet presented on November 13, 2017. This will eliminate any further property tax increase and the General Fund will remain in a surplus situation for 2018.
3. The above options could be split and result in a lower increase in taxes and a higher surplus in the 2018 General Fund.

The funding of this issue will remain a budget consideration through 2022 however as noted, it can be managed.



Memorandum

To: Honorable Mayor and Members of the City Council

From: Budget Team

Subject: Council and Clerk 4% Reductions

Date: November 9, 2017

City Council 4% Budget Cut

The Budget Balancing Worksheet included in the transmittal letter of the 2018 Proposed Budget (page 17) includes a 4% reduction to the City Council budget. This amount is equal to \$19,928. Staff proposes the following line-item reductions in order to achieve this amount in cuts:

Account Number	Account Description	2018 Baseline Budget	Reduction Amount	2018 Proposed	Explanation
Department: 13 - CITY COUNCIL					
61010	REGULAR PAY	263,577	10,220	253,357	Remove GWI for elected officials
61725	SOCIAL SECURITY	16,900	655	16,245	Remove GWI for elected officials
61730	MEDICARE	3,952	153	3,799	Remove GWI for elected officials
61710	IMRF	7,971	309	7,662	Remove GWI for elected officials
62206	TV BROADCASTING	4,165	3,665	500	No spending last 5 years
62210	PRINTING	2,904	2,204	700	Average spending \$200 last 5 years
62370	EXPENSE ALLOWANCE	9,125	2,125	7,000	No budget prior to 2017
62490	OTHER PROGRAM COSTS	3,664	664	3,000	Average spending \$700 over last 5 years
Total		\$514,206	\$19,996	\$494,211	

The reduction in salary and tax lines reflects removing the general wage increase (GWI) applied to the Mayor and City Council members' earnings. A GWI of 2.75% for 2017 and 3% for 2018 was applied to all City staff in the 2018 baseline budget based on approved and expected union contract outcomes. Because elected official earnings are set by ordinance, they will not receive the GWI, and the budget can therefore be reduced by this amount.

Other lines are reduced based on actual spending over the last five years.

City Clerk 4% Budget Cut

The Budget Balancing Worksheet also includes a 4% reduction to the City Clerk budget. Originally proposed at \$11,020, this has been reduced to \$7,307 to reflect reclassifying one Deputy Clerk position to the Finance Division. Staff proposes the following line-item reductions in order to achieve this amount in cuts:

Account Number	Account Description	2018 Baseline Budget	Reduction Amount	2018 Proposed	Explanation
Department: 14 - CITY CLERK					
61010	REGULAR PAY	121,928	3,000	118,928	Remove GWI for elected officials
61725	SOCIAL SECURITY	8,180	201	7,979	Remove GWI for elected officials
61730	MEDICARE	1,913	47	1,866	Remove GWI for elected officials
61710	IMRF	6,041	149	5,892	Remove GWI for elected officials
62295	TRAINING & TRAVEL	5,000	3,000	2,000	Based on actual spending
62315	POSTAGE	35	35	-	Based on actual spending
62380	COPY MACHINE CHARGES	400	400	-	Based on actual spending
65095	OFFICE SUPPLIES	2,000	475	1,525	Based on actual spending
62305	RENTAL OF AUTO-FLEET MAINTENANCE	500		500	New budget for car usage
62309	RENTAL OF AUTO REPLACEMENT	500		500	New budget for car usage
Department Total: 14 - CITY CLERK		191,996	7,307	184,689	

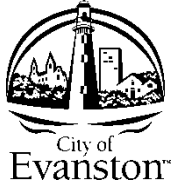
The reduction in salary and tax lines reflects removing the general wage increase (GWI) applied to the Clerk's earnings. A GWI of 2.75% for 2017 and 3% for 2018 was applied to all City staff in the 2018 baseline budget based on approved and expected union contract outcomes. Because elected official earnings are set by ordinance, they will not receive the GWI, and the budget can therefore be reduced by this amount.

Other lines are reduced based on actual spending over the last two years.

New to the City Clerk's budget this year is an appropriation for usage of city vehicles. The clerk has requested to use city vehicles on a recurring basis and the charge to the budget is reflective of the clerk's average use from May to present.

The staff proposal outlined above is similar to the 4% cuts that all departments incurred for the 2018 budget including the City Council. The Clerk, however, is proposing an alternate scenario for City Council approval. The City Clerk will be proposing an additional full-time staff person under separate cover. The total amount of this position with salary and benefits is estimated to be \$85,000.

The Clerk initially agreed to give up this FTE earlier this year when he agreed to move transfer tax stamps and passport services out of the Clerk's office and into the Collector's Office.



Memorandum

To: Honorable Mayor and Members of the City Council

From: Budget Team

Subject: 2018 Capital Improvements Plan Revision

Date: November 9, 2017

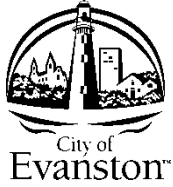
The 2018 Capital Improvements Plan presented in the Proposed Budget includes \$84 million in total projects across all funds. Projects to be funded from 2018 General Obligation (G.O.) Bonds currently total \$27.5 million. Of this, \$5.2 million is for the City's contribution to the Robert Crown Community Center & Library, and \$10.1 million is for the Evanston Public Library, including the Library's contribution to the Crown project. This leaves \$12.2 million proposed in General Obligation debt for other capital projects.

As noted in our total debt analysis presented to the Council on October 25, 2017, the City will need to increase our debt limit to issue G.O. bonds for the Robert Crown Community Center & Library. The City will presently retire approximately \$9.5 million in unabated debt in 2018, and our maximum target for new G.O. bonds, excluding Crown and the Main Library renovation, should be no more than this amount if we do not wish to increase ongoing debt issuance for infrastructure purposes.

The table on the following pages shows the 2018 Proposed capital projects at \$12.2 million from G.O. Bonds and recommended deferrals (highlighted) of \$3.06 million. This gives a new G.O. Bond amount of \$9.14 million.

City of Evanston		
2018 Property Tax Funded Projects		
Through General Obligation Bonds		
Project Title	FY 2018 Proposed	FY 2018 Recommended
STREET RESURFACING, WATER MAIN AND SEWER		
Major Projects		
Sheridan Road/Chicago Avenue Const Engr Ph III	\$ 280,000	\$ 280,000
Sheridan Road/Chicago Avenue, Grove to Isabella	\$ 1,600,000	\$ 1,600,000
Main Street, Maple to Hinman Design Engr Ph I/II	\$ 380,000	\$ -
Main Street Commons/Corridor - Engr Svcs	\$ 100,000	\$ 100,000
Main Street Commons/Corridor - Construction	\$ 900,000	\$ 900,000
Howard Street Corridor, Dodge to Custer - Original Scope	\$ 103,000	\$ 103,000
Howard Street Corridor, Dodge to Custer - Extended Scope	\$ 105,000	\$ -
Street Resurfacing/Water Main		\$ -
WM - Colfax, Bryant to Ridge	\$ 170,000	\$ 170,000
WM - Dewey, Lake to Church	\$ 210,000	\$ 210,000
TOTAL STREETS, SEWER, WATER MAIN PROJECTS	\$ 3,848,000	\$ 3,363,000
OTHER TRANSPORTATION		
Major Projects		
Bridge Inspection	\$ 30,000	\$ 30,000
Dodge Ave Bus Stop Pilot	\$ 50,000	\$ 50,000
Central Street Bridge - Engr Svcs Ph II Design	\$ 100,000	\$ 100,000
Comprehensive Signs		\$ -
Pavement Condition Survey	\$ 250,000	\$ 250,000
Survey Benchmark Update	\$ 50,000	\$ -
Annual Projects		\$ -
General Phase I Engineering	\$ 50,000	\$ 50,000
Street Impr Program (Lighting, Pavement Marking)	\$ 175,000	\$ 175,000
Street Patching Program	\$ 600,000	\$ 300,000
Street Rejuvenation Pilot	\$ 50,000	\$ 50,000
Traffic Calming, Bicycle and Ped Improvements	\$ 300,000	\$ 150,000
Viaduct Painting	\$ 600,000	\$ -
Alley Improvements		\$ -
North of Payne, East of McDaniel	\$ 250,000	\$ 250,000
CDBG - North of Emerson, West of Jackson		\$ -
North of Grove, East of Dodge	\$ 140,000	\$ 140,000
North of Davis, East of Dodge	\$ 200,000	\$ 200,000
North of Church, East of Darrow	\$ 120,000	\$ 120,000
TOTAL TRANSPORTATION PROJECTS	\$ 2,965,000	\$ 1,865,000
PARKS		
Beck Park Expansion/Shore School	\$ 400,000	\$ -
Church Street Harbor - South Pier - Construction	\$ 600,000	\$ 600,000
Garden Park - Engr Svcs	\$ 75,000	\$ 75,000
James Park - Field Lighting	\$ 400,000	\$ -
Parks Contingency	\$ 75,000	\$ 75,000
TOTAL PARKS PROJECTS	\$ 1,550,000	\$ 750,000

FACILITIES			
Animal Shelter Programming Study	\$	50,000	\$ -
Electrical Improvements per Arc Flash Requirements	\$	150,000	\$ -
Chandler - Electrical Upgrades	\$	334,000	\$ 334,000
Civic Center - Elevator Upgrades	\$	310,000	\$ 310,000
Ecology Center - Crawl Space Impr - Engr Svcs	\$	50,000	\$ 50,000
Energy Efficiency Improvements	\$	50,000	\$ 50,000
Facilities Contingency	\$	450,000	\$ 450,000
Fire Station 2 - Roof Replacement	\$	220,000	\$ 220,000
Fleetwood - HVAC and Electrical - Const	\$	700,000	\$ 700,000
Service Center - Parking Deck Membrane and Joint Repairs - Const	\$	500,000	\$ 500,000
Service Center - Tuckpointing/Windows Bldg B/C	\$	450,000	\$ -
TOTAL FACILITIES PROJECTS	\$	3,264,000	\$ 2,614,000
MISCELLANEOUS			
Engineering transfer to General Fund	\$	500,000	\$ 500,000
Public Art - Neighborhood Public Art	\$	75,000	\$ 50,000
TOTAL MISCELLANEOUS PROJECTS	\$	575,000	\$ 550,000
SUMMARY			
		FY 2018 GO Bond	FY 2018 GO Bond
Street Resurfacing, Water Main, Sewer Projects	\$	3,848,000	\$ 3,363,000
Other Transportation	\$	2,965,000	\$ 1,865,000
Parks	\$	1,550,000	\$ 750,000
Facilities	\$	3,264,000	\$ 2,614,000
Miscellaneous	\$	575,000	\$ 550,000
TOTAL 2017 CITY PROJECTS	\$	12,202,000	\$ 9,142,000



Memorandum

To: Honorable Mayor and Members of the City Council

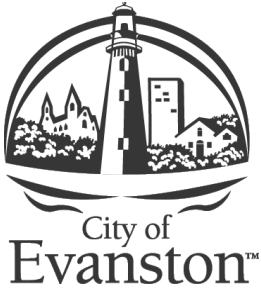
From: Budget Team

Subject: Human Services Advocates

Date: November 13, 2017

Question: Please provide updated job descriptions for the Human Service's Advocates based on the discussion that occurred during the budget hearing on October 28, 2017

Response: The updated job descriptions are attached. The main update is the addition of on-call response for death notifications and other traumas.



Date Developed:	November, 2017
HR Review Date:	New

JOB DESCRIPTION/JOB POSTING
AN EQUAL OPPORTUNITY EMPLOYER M/W/D

DEPARTMENT:	Health and Human Services
DIVISION:	Human Services
POSITION TITLE:	Senior Human Services Advocate
PAY GRADE/RANGE:	AFSCME
FLSA STATUS:	Non-Exempt
OPENING DATE:	
CLOSING DATE:	

*Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for range.

NATURE OF WORK:

Under the supervision of the Human Services Manager and/or designee, the Senior Human Services Advocate coordinates professional development including on-going training for all staff and community partners and additional training to a Trauma Advisory Team (TAT). The TAT shall consist of a small team of 3-5 staff members in different roles who share project ownership and decision making addressing community trauma. Facilitates the alignment of public health, mental health, culturally specific programs, and community organizations under trauma informed principles and practices through training, networking opportunities and streamlining of referral systems. Creates the environment and information sharing via newsletter or online and social media based focusing on resiliency and healing. Collects and interprets data around Trauma Informed Care.

ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following):

- Conducts ongoing/refresher/just-in time training on nationally recognized trauma-informed approaches.
- Trains/coaches the team to deliver universal support for victims exposed to forms of trauma.
- Trains and coaches on resiliency and healing.
- Provides leadership for the development and promotion of trauma-awareness
- Promotes trauma-informed and strength-based approaches in community.
- Works with staff to ensure that support is provided during death notifications and traumatic events (loss of life and property i.e. Fire) and the role of trauma in human behavior and recovery.
- Conducts observations and interviews using surveys/checklists to document baselines in agency commitment and endorsement, governance and leadership, environment and safety, workforce development, systems change, and cross-sector collaboration.
- Provides training and networking opportunities for community based partner organizations, culturally specific organizations, and/or social services organizations that might serve to facilitate improved integration and coordination addressing trauma as it relates to death notifications, loss of property (Fire, Assault, Domestic Violence etc.).
- Monitors local, state and national trends and best practices in the trauma informed communities.
- Serves as liaison to agencies, advocates, parents and students facilitating trauma-informed practices.
- Supervises work and activities of part-time human services advocates on TAT.
- Assesses staff training needs and provides training on trauma-awareness and evidence-based approaches.
- Provides liaison and technical consultant to develop and implement trauma-informed behavioral health assessments and interventions.
- Provides technical consultation for staff for specific strategies to use to support families who have experienced trauma.
- Attends training sessions in evidence-based trauma-informed practices.
- Keeps superiors apprised of activities and developments.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS OF WORK:

- Must possess a Bachelor’s degree or higher in Counseling, Social Work, Behavioral Health Sciences, Psychology, or substantially similar area from an accredited college or university. Possession of a Master’s degree in Counseling, Social Work, Psychology, or substantially similar area is preferred.
- Must possess three (3) or more years of counseling work experience with victims, families or others affected by trauma and two (2) or more years of work experience with case management and assessment.
- Must possess a valid driver’s license and a safe driving record.
- Knowledge, skills, and abilities in the following areas:
 - Extensive knowledge of current public aid policy and related services.
 - Knowledge and familiarity with HIPAA and its obligations and regulatory requirements.
 - Knowledge and familiarity with state legislation under the purview of DCFS involving children.
 - Ability to work with diverse groups of people.
 - Knowledge of computers and familiarity with Microsoft Office Suite.
 - Ability to communicate effectively, both orally and in writing.
 - Ability to maintain confidentiality and trust with students and other victims of trauma.
 - Ability to establish and maintain effective working relationships with schools, state and federal agencies, and other partners.

PHYSICAL REQUIREMENTS OF WORK:

Mostly sedentary work occasionally exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. May involve walking or standing for brief periods of time. The worker is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes. No environmental hazards indicated for this classification.

SUPERVISION:

Work is performed under the general direction of a supervisor. Assignments may vary from day to day, however primarily routine. Assignments can be either verbal or written, with the employee determining proper procedure and work methods and is responsible for completing the work according to City work rules and safety regulations. Work is reviewed through ongoing observation, written and verbal communication, meetings and feedback from supervisors and other department employees. Guidance is provided through rules and regulations, policies and procedures, Unified Work Rules, Union Contract, Personnel Rules and OSHA. Work is evaluated at least annually for the safe and skilled utilization of equipment, quality of tasks, adherence to work rules, and performance in accordance with the classification standard.

PUBLIC CONTACT:

This person has regular and frequent contact with all levels of internal staff as well as contact with the public at large.

SELECTION METHOD

Structured Oral Interview

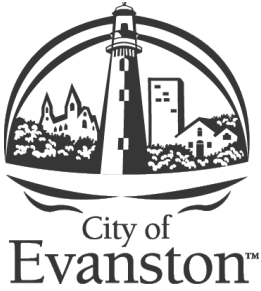
TYPE OF ELIGIBILITY LIST

LIFE OF ELIGIBILITY LIST

To apply for this position, please apply online at www.cityofevanston.org on or before the closing date.

Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.

The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person’s race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-448-8204 (voice) or 847-448-8052 (TTY).



Date Developed:	October, 2017
HR Review Date:	New

JOB DESCRIPTION/JOB POSTING
AN EQUAL OPPORTUNITY EMPLOYER M/W/D

DEPARTMENT:	Health and Human Services
DIVISION:	Human Services
POSITION TITLE:	Human Services Advocate (Part Time)
PAY GRADE/RANGE:	AFSCME
FLSA STATUS:	Non-Exempt
OPENING DATE:	
CLOSING DATE:	

*Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for range.

NATURE OF WORK:

Under the supervision of the Senior Human Services Advocate and/or designee, the Human Services Advocate (HSA) develops, coordinates and implements trauma-informed practices in the community. Works with administrative, instructional and non-instructional staff to put into place evidence-based trauma-informed systems to reduce re-traumatization, promote resilience and increase positive outcomes for those who have experienced trauma. Establishes a comprehensive trauma-informed approach to address both preventative and responsive measures for those who have experienced some form of trauma.

Provides training and technical consultation for all team members, staff and leadership on evidence-based practices and strategies. The HSA will provide advocacy for all individuals assisting to navigate complex systems, and connect individuals to services to offer stability for issues that impact populations. The HSA will utilize a universal tracking system to decrease duplication of client services, help identify services received and gaps in service provision.

ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following):

- Provides leadership for the development and promotion of trauma-awareness to promote trauma-informed and strength-based approaches in communities.
- Serves as liaison to schools, agencies, and social service advocates, facilitating trauma-informed practices.
- Serves as liaison between the School District, local, state and federal government agencies regarding transformational initiatives.
- Works collaboratively with the staff to implement a comprehensive trauma-informed approach to address both preventative and responsive measures for community members.
- Works with staff to ensure that support is provided during death notifications and traumatic events (loss of life and property i.e. Fire) and the role of trauma in human behavior and recovery.
- Assesses staff training needs and provides training on trauma-awareness and evidence-based approaches.
- Interprets and explains policies and applies them to individual circumstances and situations in an appropriate manner.
- Plans, coordinates, and implements community-wide training initiative and trauma informed practices.
- Organizes and maintains accurate records of program activities.
- Evaluates programmatic activities to ensure that identified objectives are being met in accordance with governmental mandates and system-wide goals.
- Develops and implements tactical action plans; maintains records and logs and prepares reports.
- Provides liaison and technical consultation to develop and implement trauma-informed behavioral health assessments and interventions.
- Provides technical consultation for specific strategies to support those who have experienced trauma.
- Attends training sessions in evidence-based trauma-informed practices.
- Keeps superiors apprised of activities and developments.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS OF WORK:

- Must possess a Bachelor’s degree or higher in Social Work, Counseling, Behavioral Health Sciences, Psychology, or substantially similar area. Possession of a Master’s degree in Social Work, Counseling, Psychology, or substantially similar area is preferred.
- Must possess two (2) or more years of counseling work experience with victims, families, or others affected by trauma and one (1) or more years of work experience with case management and assessment.
- Must possess a valid driver’s license and a safe driving record.
- Knowledge, skills, and abilities in the following areas:
 - Extensive knowledge of current public aid policy and related services.
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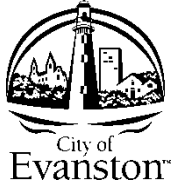
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Memorandum

To: Honorable Mayor and Members of the City Council

From: Budget Team

Subject: Crossing Guard Costs

Date: November 13, 2017

Question: Please provide the cost of a Crossing Guard.

Response: The total cost of the Crossing Guard Program is budgeted for \$462,942 in 2018. This includes employees, payroll taxes, supplies, and some administrative cost. Currently the City provides a Crossing Guard Program, for a fee, to Evanston Township High School and Chiaravalle Montessori School. In addition the City provides a Crossing Guard Program to School District 65, Pope John XXIII School and Saint Athanasius School for no fee.

The overall cost per crossing guard is \$7,900 per school year. Generally, each crossing guard works nine months of the year at 10 hours per week (one hour in the morning, one hour in the afternoon), and a very small amount of work during summer school. Below is a breakdown of the costs associated with each crossing guard:

\$7,200.00	Salary (\$20 per hour)
\$ 550.00	Payroll taxes
<u>\$ 150.00</u>	Safety equipment (stop sign, rain coat, hat and vest)
\$7,900.00	Total cost per a crossing guard

Attached is the 2018 Proposed Budget for Business Unit 1942, which is where Crossing Guards are budgeted.

The Crossing Guard Program is based on the Safe Routes to School Maps that have been approved by the City and the respective school district. The maps are posted on the various school district websites. These routes follow best practices and safety guidelines related to children walking and bicycling to school. Crossing Guards are assigned to intersections based on the approved route for each school. Any changes to the Cross Guard locations would need to meet safety guidelines and require a change to the Safe Routes to School Maps.



Budget Worksheet Report

Budget Year 2018

Account	Account Description	2017 Amended Budget	2017 Actual Amount	2018 Baseline Budget
Fund 100 - GENERAL FUND				
REVENUE				
<i>Charges for Services</i>				
<i>Parking Charges for Services</i>				
53516	PARKING ENFORCMENT REIMB	.00	22,214.15	33,500.00
<i>Parking Charges for Services Totals</i>		<u>\$0.00</u>	<u>\$22,214.15</u>	<u>\$33,500.00</u>
<i>Charges for Services Totals</i>		<u>\$0.00</u>	<u>\$22,214.15</u>	<u>\$33,500.00</u>
REVENUE TOTALS		<u>\$0.00</u>	<u>\$22,214.15</u>	<u>\$33,500.00</u>
EXPENSE				
<i>Salary and Benefits</i>				
<i>Benefits</i>				
<i>Benefits General</i>				
61010	REGULAR PAY	.00	(23.85)	.00
61725	SOCIAL SECURITY	25,000.00	19,716.65	25,000.00
61730	MEDICARE	6,000.00	4,611.18	6,000.00
<i>Benefits General Totals</i>		<u>\$31,000.00</u>	<u>\$24,303.98</u>	<u>\$31,000.00</u>
<i>Benefits Totals</i>		<u>\$31,000.00</u>	<u>\$24,303.98</u>	<u>\$31,000.00</u>
<i>Salary and Benefits Totals</i>		<u>\$31,000.00</u>	<u>\$24,303.98</u>	<u>\$31,000.00</u>
<i>Services and Supplies</i>				
<i>Supplies</i>				
<i>GENERAL</i>				
61060	SEASONAL EMPLOYEES	430,609.00	318,505.00	430,609.00
65090	SAFETY EQUIPMENT	1,333.00	1,072.56	1,333.00
<i>GENERAL Totals</i>		<u>\$431,942.00</u>	<u>\$319,577.56</u>	<u>\$431,942.00</u>
<i>Supplies Totals</i>		<u>\$431,942.00</u>	<u>\$319,577.56</u>	<u>\$431,942.00</u>
<i>Services and Supplies Totals</i>		<u>\$431,942.00</u>	<u>\$319,577.56</u>	<u>\$431,942.00</u>
EXPENSE TOTALS		<u>\$462,942.00</u>	<u>\$343,881.54</u>	<u>\$462,942.00</u>



Budget Worksheet Report

Budget Year 2018

Fund **100 - GENERAL FUND** Totals

REVENUE TOTALS	\$0.00	\$22,214.15	\$33,500.00
EXPENSE TOTALS	\$462,942.00	\$343,881.54	\$462,942.00

Fund 100 - GENERAL FUND Totals	(\$462,942.00)	(\$321,667.39)	(\$429,442.00)
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Net Grand Totals

REVENUE GRAND TOTALS	\$0.00	\$22,214.15	\$33,500.00
EXPENSE GRAND TOTALS	\$462,942.00	\$343,881.54	\$462,942.00

Net Grand Totals	(\$462,942.00)	(\$321,667.39)	(\$429,442.00)
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Memorandum

To: Honorable Mayor Hagerty and Members of the City Council

From: Budget Team

Subject: Private Bus Transportation Tax

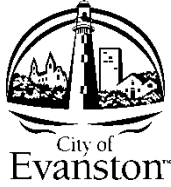
Date: November 16, 2017

Question: Please detail how much revenue would potentially be generated through taxing private bus service (or assessing impact fees), with a reduced fee for zero-emission vehicles.

Response: Budget memo #21 addressed the application of a ground transportation tax to private bus services in the City of Evanston. That memo is available on page 49 here: <https://www.cityofevanston.org/home/showdocument?id=29480>

The approximate revenue this tax would generate was potentially \$35,000 annually. If a reduction were to be implemented for zero emission vehicles that number would possibly be lower, however staff is not aware at present of any private buses operating in Evanston that meet this qualifier. Staff recommends a 50% reduction in the fee for zero emission vehicles to encourage the use of vehicles that are better for the environment.

The City of Chicago currently assesses a ground transportation tax to private charter buses. If this were to be implemented in Evanston it would be a tax as well, not an impact fee, as that is legal under home rule authority.



Memorandum

To: Honorable Mayor and Members of the City Council

From: Lara Biggs, City Engineer

Subject: Cost to Add Sidewalk Replacement to Water Main & MFT Street Resurfacing Projects

Date: November 9, 2017

Question: What is the financial impact of replacing deficient sidewalk areas on the streets to be included in the 2018 Water Main and Street Resurfacing contract and the 2018 MFT Street Resurfacing contract?

Response: It is the current City practice to not replace deficient sidewalk areas on these two annual contracts – they are both focused on specific maintenance issues (water main issues for the Water Main contract and road surface quality for the MFT street resurfacing). To assess the implications of adding sidewalk to the streets included in these contracts, staff inspected those streets and estimated the cost for 2018 as follows:

Proposed 2018 Water Main Project								
Street	From	To	Ward	Length	2018 GO Bond	Water Fund	Total	Sidewalk Cost
Dodge Ave	Howard	Mulford	8	1,350	patching only	\$610,000	\$610,000	\$14,175
Dewey Ave	Lake	Church	2	2,580	\$210,000	\$640,000	\$850,000	\$6,464
Madison Pl	Hartrey	West End	9	821	--	\$550,000	\$550,000	\$24,211
Colfax St	Bryant	Ridge	7	840	\$170,000	\$380,000	\$550,000	\$41,517
Colfax Pl	Crawford	East End	6	250	patching only	\$140,000	\$140,000	\$4,883
Total							\$2,700,000	\$91,249

Proposed 2018 MFT Street Resurfacing							
Street	From	To	Ward	Length	MFT Fund	Total	Sidewalk Cost
Colfax St	Ridge Av	Sherman	1	890	\$180,000	\$180,000	\$58,272
Chicago Ave	patching only		3/8	n/a	\$160,000	\$160,000	--
Hinman Av	Keeney	Kedzie	3	890	\$220,000	\$220,000	\$10,137
Lake St	Sherman	Chicago	4	387	\$130,000	\$130,000	\$33,496
Lake St	Chicago	Hinman	1/3	495	\$100,000	\$100,000	\$9,540
Monroe St	Asbury	Ridge	9	1093	\$190,000	\$190,000	\$35,906
Thayer St	McDaniel	Walnut	6	813	\$130,000	\$130,000	\$56,854
South Blvd	Custer	Callan	9	361	\$90,000	\$90,000	\$1,984
Total						\$1,200,000	\$206,189

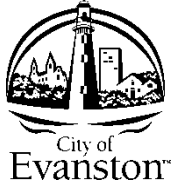
Based on the estimated costs to add sidewalk, one street would need to be eliminated from each of the contracts in order to complete the work without exceeding the budgets currently proposed in the 2018 Capital Improvement Program (CIP). Since these are contracts developed to deal with maintenance and reliability issues, staff is proposing to defer to 2019 the areas with the least maintenance problems for each contract. In the case of the water main contract, this is the water main with the fewest maintenance problems, which is Colfax Street, Bryant to Ridge. For the MFT street resurfacing contract, staff is proposing to defer the street that has the highest surface condition rating in the 2013 Surface Condition Rating Study, which is Monroe Street, Asbury to Ridge.

If these modifications are accepted, the 2018 CIP will be revised as follows:

Proposed 2018 Water Main Project (w/ Sidewalk Included)								
Street	From	To	Ward	Length	2018 GO Bond	Water Fund	Sidewalk Cost (2018 GO Bond)	Total Cost
Dodge Ave	Howard	Mulford	8	1,350	patching only	\$610,000	\$14,175	\$625,000
Dewey Ave	Lake	Church	2	2,580	\$210,000	\$640,000	\$6,464	\$857,000
Madison Pl	Hartrey	West End	9	821	--	\$550,000	\$24,211	\$575,000
Colfax St	Bryant	Ridge	7	840	\$170,000	\$380,000	\$41,517	--
Colfax Pl	Crawford	East End	6	250	patching only	\$140,000	\$4,883	\$145,000
Total				5,001			\$49,733	\$2,212,000

Proposed 2018 MFT Street Resurfacing (w/ Sidewalk Included)							
Street	From	To	Ward	Length	MFT Fund	Sidewalk Cost	Total Cost
Colfax St	Ridge Av	Sherman	1	890	\$180,000	\$58,272	\$239,000
Chicago Ave	patching only various locations		3/8	n/a	\$160,000	--	\$160,000
Hinman Av	Keeney	Kedzie	3	890	\$220,000	\$10,137	\$231,000
Lake St	Sherman	Chicago	4	387	\$130,000	\$33,496	\$165,000
Lake St	Chicago	Hinman	1/3	495	\$100,000	\$9,540	\$110,000
Monroe St	Asbury	Ridge	9	400	\$190,000	\$35,006	--
Thayer St	McDaniel	Walnut	6	813	\$130,000	\$56,854	\$187,000
South Blvd	Custer	Callan	9	361	\$90,000	\$1,984	\$92,000
Total				3,836		\$170,283	\$1,184,000

It is a City goal to install 1.5 miles of water main a year. In 2018, 0.5 miles of water main are proposed to be installed as part of the Sheridan Road project (and are not shown in the above table). Reducing water main installation to accommodate sidewalk replacements will reduce the total amount of water main installed in 2018 from 1.6 miles to 1.4 miles. On the MFT Street Resurfacing contract, the amount of street resurfaced will be reduced from 0.9 miles to 0.7 miles.



Memorandum

To: Honorable Mayor and Members of the City Council

From: Budget Team

Subject: Commercial Bed and Breakfast Taxation

Date: November 17, 2017

Question: Please provide more information on the State of Illinois commercial Bed and Breakfast Tax and if any of that revenue is distributed to the City of Evanston

Response: The State of Illinois imposed a Hotel Tax at 6% of 94% of gross receipts. State of Illinois Publication 106 provides more information (attached). Additionally, Cook County imposed a tax of 1% tax of gross receipts on the use of any hotel accommodations in Cook County.

None of the hotel taxes collected by these governments are distributed back to the City of Evanston. The State of Illinois funds the Local Convention and Visitors Bureau with 6.5% of revenue collected by the Hotel Tax.

Below are the only taxes that are remitted to local governments from the State of Illinois. Note this is a comprehensive list and the City of Evanston does not receive revenue from all these sources.

- Automobile Renting Occupation & Use Tax (ART)
- Business District Development & Redevelopment Sales Tax
- Chicago Home-Rule Municipal Soft Drink Tax
- County Motor Fuel Tax
- County School Facility Occupation Tax
- E-911 Surcharge
- Gaming Taxes
- Home Rule Sales Tax
- Income Tax
- Mass Transit District Tax
- Metro-East Park and Recreation District Tax
- Metropolitan Pier & Expo Authority Tax
- Motor Fuel Tax (IDOT)
- Non-Home Rule Sales Tax

- Personal Property Replacement Tax (PPRT)
- Simplified Municipal Telecommunications Tax
- Special County Retailers' Occupation Tax for Public Safety or Transportation
- Use Tax (titled/registered items)
- Use Tax (other than titled/registered items)
- Video Gaming

Attachment:

- ILDOR Publication 106



Purpose:

To explain to hotel operators the deductions that are allowable under the hotel taxes collected by the Illinois Department of Revenue.

Objectives:

- To identify the hotel taxes that are collected by the Illinois Department of Revenue
- To identify who is responsible for paying the hotel taxes
- To identify allowable deductions under the hotel taxes
- To answer frequently asked questions regarding hotel tax deductions

General Information:

This publication explains the proper reporting of allowable deductions for the hotel taxes collected by the Illinois Department of Revenue (IDOR).

Throughout this publication, the term “hotel tax” refers to all IDOR-collected hotel taxes to which you are subject.

What hotel taxes does the IDOR collect?

The IDOR collects the following state and Chicago area hotel taxes on Form RHM-1, Hotel Operators’ Occupation Tax Return:

State tax

- Illinois Hotel Operators’ Occupation Tax (HOOT)

Chicago area taxes

- Metropolitan Pier and Exposition Authority (MPEA) Hotel Tax
- Chicago Municipal Hotel Tax (CMHT)
- Illinois Sports Facilities Tax (ISFT).

The IDOR does not collect any local hotel taxes other than the Chicago area taxes listed above. All other local taxes are paid directly to the local taxing authority.

Upon whom are these taxes imposed?

The state and Chicago area hotel taxes collected by the IDOR are imposed on persons in the occupation of renting, leasing, or letting rooms to the public for living quarters for periods of less than 30 days (*i.e.*, hotel operators).

The HOOT is imposed on all hotel operators whose businesses are located in Illinois.

The CMHT and ISFT are imposed on hotel operators whose businesses are located in the city of Chicago.

The MPEA Hotel Tax is imposed on hotel operators whose businesses are located within the MPEA boundaries.

Depending on the location of your business, you may be subject to one or more of these hotel taxes.

What deductions are allowable under these taxes?

You may take the following deductions on Form RHM-1:

- local hotel tax paid directly to a local jurisdiction and not collected by the IDOR
- receipts from permanent residents
- receipts from foreign diplomats
- receipts from student housing not applicable to hotels
- receipts associated with display rooms, public rooms, sampler rooms, meeting rooms, dressing rooms for swimming pools, offices, and private dining rooms
- receipts from the sale of food and beverages
- receipts from the use of a telephone
- receipts associated with barber shops, laundry services, vending services, ticket sales, valet parking, garage rent, promotions, photos, magazines, and sundries

- room adjustment charges, allowances, and discounts
- bad debts and uncollectables
- intracompany sales
- refunds

Each of these items is deductible under all IDOR-collected state and Chicago area hotel taxes.

If an item is not listed above, it most likely is not an allowable deduction on Form RHM-1.

Note: Receipts from the sale of food and beverages, prepaid phone cards, barber shop services, laundry services, vending services, promotions, photos, magazines, and sundries may be subject to Illinois Sales Tax.

Are receipts from “no shows” deductible on Form RHM-1?

No. When a guest becomes liable for paying a charge to rent a room, the receipts from the rental are subject to hotel tax, regardless of whether the person actually occupies the room.

Do I include all hotel taxes I collected on Form RHM-1, Line 1, Total receipts?

Yes. You must include all state, Chicago area, and local hotel taxes you collected in your total receipts on Form RHM-1, Line 1.

If you collected a local hotel tax, you may deduct that tax on Line 2, Local tax deduction, because you pay it directly to the local jurisdiction. You may not deduct the amount you collected for the MPEA Hotel Tax, CMHT, or ISFT on Line 2.

Who is a “permanent resident”?

A permanent resident is a person who has the right to occupy any room in a hotel for at least 30 consecutive days.

If I have a contract with a permanent resident, do I owe hotel tax for the first 30 days of that guest's stay?

When you have a binding contract with a permanent resident for at least 30 days, no hotel tax is due. However, if the contract is terminated before the end of the first 30 days, you owe hotel tax for the period up to the time when the contract was terminated.

If a guest stays for 30 consecutive days or more, has paid hotel tax, and later asks for a refund, what do I do?

In this situation, your guest has a legal right to request a refund of hotel tax paid. Therefore, you should refund the amount of tax paid to your guest. If you do not refund the amount of tax paid, you are liable to pay that amount to us. We do not refund hotel tax to hotel guests.

If I am unsure whether or not a guest is "permanent" at the end of the reporting period, should I report and pay hotel tax on that guest's stay?

When you do not know whether a guest is a permanent resident at the end of the period for which you are filing Form RHM-1 because the guest's first 30 days have not ended, you owe hotel tax on receipts from that rental. If the guest later stays for 30 days, the receipts from that rental for the first 30 days, or portion thereof, upon which you have already paid tax should be deducted on Form RHM-1, Step 2, Line 3, for the next month. Be sure to include a breakdown with that month's RHM-1 explaining the deduction.

Who is a "foreign diplomat?"

A foreign diplomat is an official from a foreign country who is stationed in the United States while working as a diplomat, consular officer, or staff member at a foreign mission. This individual has been issued a tax exemption card. Each card contains the individual's picture and either a blue, a green, a yellow, or a red stripe. A blue-striped card exempts the individual from paying hotel tax. A red-striped card exempts the individual from paying hotel tax over

a minimum purchase amount listed on the face of the card. A yellow-striped or green-striped card exempts the individual from paying hotel tax unless hotels are listed as a restricted category on the face of the card, (e.g., exempt on purchases, except hotels).

The United States Department of State, Office of Foreign Missions, issues two types of exemption cards:

- A personal tax exemption card is for use only by the individual named on the card.
- A mission tax exemption card is for official use only.

In order to receive the exemption, your guest must provide you with proper identification. You must attach a copy of both sides of the tax-exempt card to Form RHM-1 to be allowed to take receipts from the rental of a room to a foreign diplomat as a deduction. Please indicate the color of the card on your return. If you do not attach a copy of the card to the return, we will bill you for tax due, plus penalty and interest.

If a foreign diplomat is accompanied by visitors, are receipts from rentals to those visitors also exempt from hotel tax?

If a foreign diplomat has a

- blue-striped mission card,
- red-striped mission card and is spending above the minimum purchase amount listed on the card, or
- yellow-striped or green-striped mission card that does not specifically restrict hotels,

he or she may rent rooms on behalf of the mission and obtain tax-exempt lodging for visitors or nonaccredited persons. The individual using the card does not need to stay at the hotel. He or she may pay the hotel bill with a mission credit card or a mission check, but may **not** use a personal credit card, check, or cash.

The foreign diplomat may **not** use his or her personal tax exemption card to pay for hotel rooms of those outside his or her immediate family.

Where can I get more information about foreign diplomats and tax exemption cards?

If you would like more information about foreign diplomats and their exemption from hotel tax, request a copy of *Diplomatic Tax Exemption Program* by contacting:

U.S. Department of State
Office of Foreign Missions
77 West Jackson Blvd., Suite 2122
Chicago, IL 60604

Phone: 312 353-5762

Fax: 312 353-5768

or writing to:

Office of Legal Services (5-500)
Illinois Department of Revenue
101 West Jefferson Street
Springfield, IL 62702

Are receipts from rentals to federal, state, and local government employees exempt from hotel tax?

No. Receipts from rooms rented to federal, state, and local government employees are not exempt from hotel tax. Being government employees does not exempt these individuals from paying hotel tax.

Are receipts from rentals to persons affiliated with schools or charitable, religious, or other not-for-profit organizations exempt from hotel tax?

No. Receipts from rooms rented to individuals associated with these groups are not exempt from hotel tax. Being associated with a school or not-for-profit organization does not exempt these individuals from paying hotel tax.

If a person or not-for-profit organization presents a tax exemption certificate issued by the Illinois Department of Revenue to me, are receipts from that rental exempt from hotel tax?

No. A tax exemption certificate issued by the Illinois Department of Revenue exempts certain entities from Illinois Sales Tax, **not** hotel tax.

Because of confusion on this issue, we have revised exemption certificates to specifically state that the organization is not exempt from hotel tax.

If I operate a private club and rent rooms only to club members and their guests. Am I exempt from paying hotel tax?

Since hotel tax is limited to the renting of rooms to the public and your club restricts its renting of rooms to members and their guests, you are not liable for hotel tax on your rental receipts from such rooms.

Are schools that rent rooms to students as living quarters subject to hotel tax?

A school is not subject to hotel tax on receipts from renting rooms to its students for use as living quarters, or for sleeping or housekeeping accommodations, because these are not rentals to the public. If the school rents rooms for such purposes to persons who are not enrolled with the school in courses of study for credit, such renting is being made to the public. Therefore, the school owes hotel tax on receipts from such rentals, as long as the person does not qualify as a permanent resident.

If a guest requests a roll-away bed, are receipts from the rental of the bed subject to hotel tax?

Yes. Receipts from the rental of the roll-away bed are subject to hotel tax. If you make a separate and specific charge for the use of bedding or other facilities furnished in connection with the use of a room as living quarters or for sleeping or housekeeping accommodations, the receipts from this source are subject to hotel tax.

Are receipts from meeting or banquet rooms subject to hotel tax?

No. Since hotel tax is imposed on receipts from renting rooms for living quarters or for sleeping or housekeeping accommodations, the tax does not apply to receipts from the renting of rooms for other purposes (e.g., for use as display rooms, sample rooms, meeting rooms, offices, or private dining rooms).

If I operate a bed and breakfast and do not include the breakfast in the room rate, are receipts from the breakfast subject to hotel tax?

No. The receipts you receive from selling food, beverages, or other tangible personal property are not subject to hotel tax.

If you provide complimentary food to your guests and do not operate a restaurant that is open to the public, you must pay Illinois Use Tax on the food items when they are purchased. If you sell food to your guests and operate a restaurant that is open to the public, your receipts are subject to Illinois Sales Tax. You must be registered separately with us to report and pay sales tax on these items.

Are “in-room movies” subject to hotel tax?

Receipts for movie rentals are not subject to hotel tax if you

- are not the entity that actually provides the movie,
- authorize a movie vendor to install equipment in the rooms and sell movies to your guests, and
- merely collect the money for the movie vendor.

However, if you actually provide movies to your guests, these receipts are subject to hotel tax.

What if a person or organization refuses to pay hotel tax?

As a hotel operator, the liability for paying hotel tax falls upon you, not your guests. You may, however, pass hotel taxes to which you are subject on to your guests as separately stated items on your guests’ bills. If you do not pay the tax liability on Form RHM-1, you will be assessed for the tax due, plus penalty and interest.

Will I be penalized if I fail to properly identify a deduction I claim on Form RHM-1?

If you do not properly identify a deduction you claim on Form RHM-1, we will automatically assess you for the tax due, plus penalty and interest. If the deduction is allowable, you must file an amended Form RHM-1 identifying the allowable deduction you are claiming. If, after reviewing your return, we determine the deduction is allowed, we will withdraw the assessment in full. If we determine the deduction is not allowed, you will owe the full assessment.

How can I correct an error I made on my return?


If you made an error on your Form RHM-1 (e.g., failed to claim an allowable deduction), you must file an amended return to correct the error. (To file an amended return, use Form RHM-1 and check the “amended” box.) You must pay any additional tax due. Penalty and interest will be due on the additional tax if you do not file the amended return and pay the additional tax due by the due date of the original return. If your amended return shows that you have overpaid tax, you must indicate this fact and request a refund or credit.

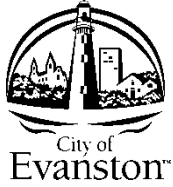
Questions?

If you have questions or need more information, please call or write us. Our telephone numbers and address are listed at the end of this publication.

For information or forms

Call us at **217 782-6045**.
 Call our TDD (telecommunications device for the deaf) at **1 800 544-5304**.
 Write us at Illinois Department of Revenue,
 Miscellaneous Taxes Division P.O. Box 19477, Springfield, IL 62794-9477.
 Visit our website at **tax.illinois.gov**.
 Call our 24-hour Forms Order Line at **1 800 356-6302**.

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Memorandum

To: Honorable Mayor and Members of the City Council

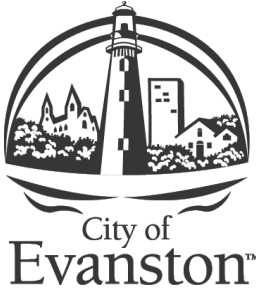
From: Budget Team

Subject: Environmental Services Coordinator

Date: November 17, 2017

Question: Please provide an updated job description for the Environmental Services Coordinator.

Response: The updated job description is attached.



Date Developed:	November 2017
HR Review Date:	

JOB DESCRIPTION/JOB POSTING
AN EQUAL OPPORTUNITY EMPLOYER M/W/D

DEPARTMENT:	Public Works Agency
DIVISION:	Public Services
POSITION TITLE:	Environmental Services Coordinator
PAY GRADE/RANGE:	A34 \$73,000 – \$93,000 annually
FLSA STATUS:	Non-Exempt
CIVIL SERVICE STATUS:	
OPENING DATE:	
CLOSING DATE:	

*Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for range.

NATURE OF WORK:

The Environmental Services Coordinator will develop, implement, manage and direct the City's environmental sustainability programs provided by the Public Services Bureau of the Public Works Agency. The person in this position will support the City's efforts in forestry and natural habitats management as well as waste reduction and recycling.

In carrying forth the vision of the City of Evanston's premier urban forest, the Coordinator will recognize the importance of the stewardship of forestry assets to the community and the overall livability of the City, and will enhance these efforts by helping to craft new policies and programs in coordination with community stakeholders while also supporting and enhancing existing programs.

The Environmental Services Coordinator reports to the Public Works Agency Director. Work includes serving as staff contact for community groups and external organizations and attending Environment Board and Utilities Commission meetings. The Coordinator will also implement education, outreach and fundraising initiatives to support Evanston's urban forest, including coordination for annual events such as Earth Day, Arbor Day, Volunteer Evanston events and recycling events.

ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following):

- Assists in planning, negotiations, administration, and inspection of forestry related activities.
- Evaluates hazardous trees for potential removal or remedial action.
- Responds to citizen requests/complaints by performing field inspections.
- Prepares and maintains a variety of records and reports.
- Fosters communication among community stakeholders (public, private and non-profit) so that resources are more effectively deployed and serves as the chief spokesperson on forestry matters on behalf of the City.
- Plans, organizes, and executes programs working with residents and community organizations regarding forestry management, waste reduction and recycling.
- Discusses plant and tree maintenance with staff to coordinate Forestry projects.
- Performs plantation establishment, vegetation control, density management, forest inventory, and slash disposal.
- Resolves problems, develops procedures for new species and new cultivation techniques.
- Develops and oversees preventive maintenance programs performed by employees and contractors.
- Prepares bids and specifications for equipment, tools, contract trimming, and tree selections.
- Assists with laboratory procedures for Dutch Elm Disease sampling.
- Assists with the management of the Evanston recycling program and initiatives.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS OF WORK:

- Must possess a Bachelor's Degree or higher in Horticulture, Forestry, or substantially similar area from an accredited college or university.
- Must possess a Certified Arborist designation from the International Society of Arboriculture or the ability to obtain this designation within 6 months of employment and be willing to maintain it as a condition of employment.
- Must possess three (3) or more years of work experience in forestry management or operations.

- Must possess a valid driver’s license and a safe driving record.

Knowledge, skills, and abilities in the following areas:

- Considerable knowledge of the maintenance methods and operating characteristics of equipment and tools used by forestry workers.
- Experience in forestry investment management and forestry valuation.
- Ability to manage a tree inventory database.
- Knowledge of public land survey legal descriptions, aerial photos, and topographic and property ownership maps.
- Knowledge of forest management principles, forest mensuration, dendrology, forest harvest methods, soils, and forest engineering principles.
- Experience with sustainability objectives with recycling, waste management, and forestry management.
- Ability to create management plans that capture resident objectives for land use.
- Ability to keep records of work performed, and materials, supplies, or equipment used.
- Knowledge and ability to use Microsoft Office.

PHYSICAL REQUIREMENTS OF WORK:

- Ability to work outdoors in a variety of weather conditions such as extreme cold, high winds, rain, snow, sleet, high temperatures, and humidity.
- Ability to lift and move objects weighing up to fifty pounds without mechanical assistance.
- Ability to use cellular telephone, personal computer, camera.
- Ability to use equipment including, but not limited to, chainsaw, handsaw, tree calipers, hammer, and drill.
- Ability to stand for long periods of time, bend, and work outdoors with limited lighting.
- Ability to work safely around operating equipment, fumes, loud noises, dust and dirt, and chemicals normally encountered by the position.
- Ability to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Ability to climb, balance, taste/smell, and see.
- Ability to handle a variety of physical hazards, such as proximity to moving mechanical parts, electrical shock, working on scaffolding and high places, exposure to burns and radiant energy, exposure to all types of explosives, and exposure to toxic chemicals.

SUPERVISION:

Work is performed with technical independence under the direction of a supervisor. Works may also involve providing skills enhancement training to employees assisting with the work. Assignments are general in nature and can be in the form of verbal or written instructions as to the desired results, with employee deciding the proper methods required to complete the work and responsible for completing the work in accordance with City work rules and safety regulations. Work is checked at the completion of a project through observation, meetings and feedback from the supervisor and from other department employees. Guidance is provided through rules and regulations, policies and procedures, union contracts, Unified Work Rules, Personnel Rules and OSHA. Work is evaluated at least annually for quality of tasks, adherence to work rules, and performance in accordance with classification standard. Additionally, work is evaluated for the quality of workmanship, timely completion of projects, and cost-effective resolution of problems encountered.

PUBLIC CONTACT:

The employee has regular contact with other City employees to complete work requests and to clarify maintenance needs, and with the general public in public facilities. The employee may also have contact with part suppliers or vendors to order materials.

SELECTION METHOD

TYPE OF ELIGIBILITY LIST

LIFE OF ELIGIBILITY LIST

Structured Oral Interview
Qualifications Assessment

To apply for this position, please apply online at www.cityofevanston.org on or before the closing date.

Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.

The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person’s race, color, sex, age, religion, disability, national origin,

ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-448-8204 (voice) or 847-448-8052 (TTY).