



FY 2010 - 11 Budget

Elizabeth Tisdahl, Mayor

Submitted by

Wally Bobkiewicz, City Manager

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

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City of Evanston

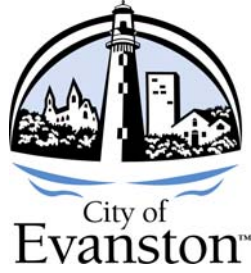
Illinois

For the Fiscal Year Beginning

March 1, 2009

President

Executive Director



ELECTED OFFICIALS

**Elizabeth B. Tisdahl
Mayor**

CITY COUNCIL

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

Wally Bobkiewicz
City Manager

CITY OF EVANSTON
2010-2011 ADOPTED BUDGET

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

TABLE OF CONTENTS

Part I – Message

	<u>Page</u>
City Manager’s Transmittal Letter.....	9
Executive Summary.....	20

Part II – Charts and Summaries

Organizational Chart.....	27
General Information.....	28
Budget Calendar.....	29
Budget Process.....	30
Budgetary Basis of Accounting.....	32
Budget Policy.....	33
Fund Descriptions.....	37
Total Budget – All Funds.....	41
Total Budget – All Funds (Adjusted for Interfund Transfer).....	42
Analysis of Budget for Transfers Summary.....	43
Fund Balance Summary.....	45
Tax Bill Charts.....	46
Property Tax Charts.....	47
2010-11 Property Tax Levy Chart.....	53
2010-11 Property Tax Graphs.....	53
Revenue Sources, Assumptions and Trends.....	54
Debt Service.....	58

Part III – General Fund Budget

General Fund Revenues, Expenses, & Balances.....	63
General Fund Revenue Detail.....	64
City Council	72
City Clerk’s Office	75
City Manager	79
Legal	85
Administrative Services	89
Community & Economic Development	97
Police	103
Fire	109
Health	114
Public Works	121
Library	127
Parks/Recreation and Community Services	131
Recreation & Community Services Division.....	135
Parks & Forestry Division.....	138
Ecology Center.....	140
Cultural Arts Division.....	141
Facilities Management Division.....	143

Part IV – Other Funds Budget

Neighborhood Stabilization Program.....	149
Motor Fuel Tax.....	150
Emergency Telephone System.....	152
Special Service Area No. 4.....	154
Community Development Block Grant.....	155
CD Loan.....	160
Economic Development	161
Neighborhood Improvement.....	164
HOME.....	165
Affordable Housing Fund.....	166
Washington National Special Tax Allocation – Debt Service Fund.....	169
Special Service Area No. 5.....	170
Southwest II (Howard Hartrey) Special Tax Allocation – Debt Service Fund.....	171
Southwest Special Tax Allocation – Debt Service Fund.....	172
Debt Service Fund.....	173
Downtown II Special Tax Allocation Service Fund.....	175
Howard/Ridge T.I.F.....	176
West Evanston T.I.F.....	177
Capital Improvements Fund.....	178
Special Assessments Fund.....	179
Parking System Fund.....	180
Water Fund.....	184
Sewer Fund.....	189
Fleet Services Fund.....	193
Insurance Fund.....	196
Firefighters Pension Fund.....	199
Police Pension Fund.....	200

Part V - Position Information

Position Comparison Charts.....	203
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Part VI - Capital Improvement Plan

Capital Improvement Plan Overview.....	223
Capital Improvement Fund Policy.....	225
Capital Projects Summary Charts.....	230
Capital Projects Summary.....	232

Part VII - Glossary

Glossary.....	247
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City of
Evanston

PART I

BUDGET MESSAGE

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March 1, 2010

To the Honorable Elizabeth B. Tisdahl, Mayor
& Members of the City Council
City of Evanston, Illinois

Ladies and Gentlemen:

Please find the fiscal year FY10/11 adopted budget for the City of Evanston beginning March 1, 2010 and ending February 28, 2011. The annual budget is a policy document that sets the financial course for the City and defines the service priorities we provide to the community. The budget was developed through a transparent process involving members of the community and all departments with the intent of balancing the budget while minimizing service impacts. This has resulted in a necessity to eliminate positions throughout every department. The changes incorporated in the FY10/11 budget were necessary for the financial stability of Evanston and were unprecedented from a historical perspective. Combining the early retirements during FY08/09 and selected staff reductions budgeted for FY10/11, over 10% of the City's work force has been eliminated.

INTRODUCTION

The recession continues to have a significant impact on the City of Evanston. Economically sensitive revenues continue to decrease although there did appear to be some leveling off during FY09/10. In addition to declining revenues, operating costs, particularly those related to personnel, continue to increase. In particular, pension costs for Evanston are projected to increase in FY10/11 and beyond with little or no relief in sight. The Police and Fire pension actuarially calculated employer contributions each increased by approximately 10%. However, it is the City's Illinois Municipal Retirement Fund (IMRF) mandated employer contribution that is resulting in the largest pension expense increase in FY10/11. The IMRF increase for FY10/11 is approximately 47% and primarily due to additional required employer contributions to pay down the early retirement incentive (ERI) liability which was incurred in FY08/09 and the large equity losses experienced by IMRF during FY08/09. Since then, the equity market has recovered a large portion of its losses, and this may have a positive effect on the City's IMRF rate in subsequent years, assuming the market continues its upward trend.

In order to make every effort to create transparency during the budget process, the City scheduled several community budget review sessions to obtain Evanston resident and business input for eliminating the City's projected deficit for FY10/11. The list summarized below is the result of a combined effort from the participants during these community budget sessions/workshops as well as City management recommendations:

- No cost-of-living-adjustments (COLA) for the coming year for employees (excluding sergeants);
- No merit increases for non-represented employees (step increases for represented employees would continue);
- 10% increase to employee contributions for health care costs (excluding sergeants);
- Four City holidays without pay (excluding sergeants);
- A 5% pay cut for Department Directors, Assistant City Manager, and City Manager.

These are changes that have implications across the entire City, not just the General Fund. Additional department specific reductions are provided later in this transmittal. There is one important operating change that may impact Library services. Council approved funding for six months of branch library operations and has requested that the remaining funding to support the branch operations come from community fundraising activities. If, after six months, community activities have not raised sufficient funds to keep the branches open, it

is anticipated that the branches will close mid-year unless other viable alternative solutions are developed by that time. In addition to the above, the branch libraries will only be opened four days a week. It is important to note that while every effort was made by City management and Council to make necessary reductions without significantly impacting service levels, the magnitude of the deficit made this an extremely difficult task to accomplish. Due to the continued weak economy and high unemployment rates, this budget does not include any increase in taxes for general city operations; but there have been some increases to user fees, specifically for refuse/yard waste collection services. There have also been some departmental restructurings to increase efficiencies throughout the City.

COUNCIL GOALS

Specific primary objectives for change, over and above the Council's goals for FY10/11, are imperative to ensure citizens receive the best services possible. In order to be successful in the coming year, the City intends to:

1. Focus on Customer Service: The City will place new focus on how residents receive services from the City and how the City communicates about our services with residents.
2. Obtain Additional Resources to Deliver Services to Evanston: The City will work to obtain additional state and federal resources, utilize volunteers and raise money from the private sector to support City services.
3. Operate More Efficiently and Effectively: The City will reorganize its operations to better serve our residents while living within our budgetary means.

Although the changes that are included in this budget may have an impact on many service levels, it is still the City's primary responsibility to serve the community using the best and most efficient means possible and we will make every attempt to keep services at the same levels as provided in the past.

With the recommended reductions in mind, we continue to focus on the goals and initiatives the Council has set for the fiscal year as identified below:

1. The City Council approved twelve goals to focus on for the coming year:
 - Affordable Housing
 - Budget Planning
 - Capital Improvement Program
 - Climate Action Plan
 - Economic Development
 - Efficiency and Effectiveness of Services
 - Federal/State/Regional Government Affairs Agenda
 - Lakefront Development
 - Northwestern University
 - Police and Fire Pension Funding Issues
 - Robert Crown Center Improvements
 - Safety Issues
2. Formulate a long-term plan for the Civic Center;
3. Provide training for boards and commissions' volunteers and staff;
4. Continue to lead policy discussion on use of Payments in Lieu of Taxes (PILOTs) with non-profit organizations;
5. Review the preservation ordinance and zoning ordinance by December, 2010.

These goals establish a framework and vision for City staff to focus on for this budget year and beyond.

FISCAL YEAR 2010-11 BUDGET OVERVIEW

The total budget for the City of Evanston is \$224,438,941 which includes all funds. It represents a total decrease of \$9,383,889 or 4% over the prior year total budget. Below is a General Fund summary, which is then followed by a review of staffing, revenues and expenditures.

GENERAL FUND

The General Fund encompasses the majority of all daily operations as budgeted, excluding fleet, parking, water and sewer services. The City has taken steps to address the General Fund's structural operating deficit as well as the impact of the global recession. During the initial budget preparation, staff created a draft document that showed the cost of current operations assuming contractual increases to wages and assuming the same level of operations as in FY09/10. This expense estimate was then compared to our revenue projections for FY10/11. The analysis showed a projected General Fund budget deficit of \$9.5 million. Through our budget review process with the community, staff, and City Council, we were able to balance the General Fund. Total General Fund expenditures for FY10/11 are \$86,578,760. This is a 3.4% decrease, or \$3,090,440 from FY09/10. The table below summarizes revenues, expenditures and beginning/ending fund balances for the General Fund:

	FY 2008-09	FY 2009-10	FY 2009-10	FY 2010-11
	Actual	Adopted	Estimated	Adopted
	Actual	Budget	Actual	Budget
Beginning Unreserved FB	19,090,420	14,325,341	14,325,341	12,626,169
Revenues	87,784,160	89,669,200	84,497,585	86,873,900
Expenditures	(92,549,239)	(89,669,200)	(86,196,757)	(86,578,760)
Surplus/(Deficit)	(4,765,079)	0	(1,699,172)	295,140
Ending Unreserved FB	14,325,341	14,325,341	12,626,169	12,921,309

As noted in our quarterly reports to the City Council, the General Fund is projected to end the year in a deficit situation of approximately \$1.7M, reducing our fund reserves from \$14.3M to \$12.6M for the start of FY10/11. The projected unreserved fund balance is equivalent to approximately 14.6% of FY09/10 annual expenditures, and is well above the 8.33% minimum as stated in the City's General Fund budget policy.

In order to end the year with surplus, significant budget reductions to staffing, wages, and benefits were implemented. The decisions on staffing reductions were based on community input and staff review of alternative options for service delivery methods. These reductions will have long lasting implications, carrying forward into future fiscal years. The largest impact will be the result of an elimination of 49.57 full-time equivalent positions from the City's work force, nearly all from the General Fund. The following table summarizes the staffing changes that are proposed for FY10/11.

POSITION	DEPARTMENT	FUND	FTE
Assistant City Manager (Vacant)	City Manager's Office	General	1
Unix Admin. .5 FTE (Vacant)	Information Technology	General	0.5
Management Analyst (Vacant)	Information Technology	General	1
GIS Manager	Information Technology	General	1
Tech Support I	Information Technology	General	1
Tech Support II	Information Technology	General	1
Replace Finance Director & HR Director with Administrative Services Director (Vacant)	Finance & HR	General	1
Revenue Manager (Vacant)	Finance & HR	General	1
Budget Analyst (Vacant)	Finance & HR	General	1
Comp and Benefits Manager (Vacant)	Finance & HR	General	1
Accounting Clerk II	Finance & HR	General	1
Administrative Adjudication Aide (Vacant)	Finance & HR	General	1
Long Term Care Ombudsman (Vacant)	HHS	General	0.6
Electrical Inspector (Vacant)	Community Development	General	1
Zoning Officer	Community Development	General	1
Assistant Director - Building	Community Development	General	1

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>FUND</u>	<u>FTE</u>
Executive Secretary	Community Development	General	1
Structural Inspector	Community Development	General	1
Police Planner (Retirement)	Police	General	1
Police Records Clerk (Vacant)	Police	General	1
Social Services Position (Vacant)	Police	General	1
Sworn Desk Officer (Retirement)	Police	General	1
Division Chief (Vacant)	Fire	General	1
Auto Shop Supervisor	Public Works	Fleet Fund	1
Equipment Mechanic III	Public Works	Fleet Fund	1
Auto Service Worker	Public Works	Fleet Fund	1
Equipment Operator II (Vacant)	Public Works	General	1
Equipment Operator II (Vacant)	Public Works	General	1
Equipment Operator II (Vacant)	Public Works	General	1
Equipment Operator II (Vacant)	Public Works	General	1
PW Maintenance Worker II (Vacant)	Public Works	General	1
Management Analyst	Public Works	General	1
Library Technical Aide	Library	General	0.23
Shelver - Children's Services	Library	General	0.4
Library Clerk	Library	General	0.58
Shelver - Library Aide I (Vacant)	Library	General	0.33
Branch Assistant - North Branch	Library	General	0.5
Library Aide I	Library	General	0.19
Branch Assistant - South Branch	Library	General	0.53
Branch Maintenance	Library	General	0.64
Library Assistant	Library	General	1
Clerk II	Library	General	5.25
Clerk	Library	General	0.25
Bookkeeper	Library	General	0.47
Chandler Newberger Coordinator	Parks and Recreation	General	1
Levy Custodian	Parks and Recreation	General	1.03
Levy Office Clerk	Parks and Recreation	General	1
Public Works Supervisor	Parks and Recreation	General	1
Robert Crown Custodian	Parks and Recreation	General	0.5
Cultural Arts Program Manager (Vacant)	Parks and Recreation	General	0.85
Fleetwood Jourdain Program Manager (Vacant)	Parks and Recreation	General	1
Robert Crown Office Asst. (Vacant)	Parks and Recreation	General	0.65
Noyes Center Office Asst. (Vacant)	Parks and Recreation	General	0.42
Noyes Center Facility Supervisor (Vacant)	Parks and Recreation	General	0.15
Chandler Preschool Instructor (Vacant)	Parks and Recreation	General	0.5
	Total:		49.57

In addition to these position reductions, the following five positions were added: Local Government Fellow, Legislative Coordinator, Development Officer, Economic Development Planner, and an Assistant Attorney II.

Furthermore, there are several consolidations that will take place in FY10/11. These changes are as follows:

- The City Manager's Office will be re-organized to include a 311 operations team.
- Administrative Adjudication and liquor licensing will be move into the Law Department.
- The Office of Sustainability will be moved from Public Works into the City Manager's Office.
- Human Resources, Information Technology, Finance, and Parking will be combined into a new Administrative Services Department.
- Community Development will be expanded to include the Summer Youth Employment, MWEBE, and Homeless and Intervention programs. The Department name will be changed to Community & Economic Development.
- Health and Human Services Department will be changed to Evanston Health Department and will focus on health programs and initiatives.
- Parks, Forestry & Recreation will include programs from Health & Human Services such as the Youth Engagement, Commission on Aging, and ADA Inclusion programs. The new department name is Parks, Recreation, and Community Services.
- A new Department of Utilities will be created.

Along with the position reductions made in the General Fund and the numerous citywide reorganizations, there have been several recommendations made to enhance revenues. Some of these recommendations are to adjust and align certain user fees closer to current market rates. Other recommendations were implemented that involve internal service fees that do not have a direct impact on residents, but do help properly allocate costs across all City funds. Below is a summary of the revenue enhancements included in the FY10-11 budget.

Parking structure PILOT	\$ 200,000
Transfer from Township for Community Purchased Services	400,000
Reimbursement from School Districts for School Resource Officers	290,000
Yard Waste Fee	950,000
Increase in Refuse Fee	500,000
Total Revenue Enhancements:	<u>\$ 2,340,000</u>

Incorporated in the adopted budget is a restructuring of the City's refuse, yard waste, and recycling operations. This restructuring will result in reduced costs and higher fees for services in these operations and will significantly help eliminate our budget deficit. The change in fees for service is as follows:

- Beginning April 5, 2010, the City will charge a yard waste collection fee. A resident can either purchase yard waste stickers at \$1.75 a sticker or have unlimited yard waste collection services via use of a wheeled cart for an annual fee of \$25.
- The refuse fee for a 95-gallon wheeled cart will increase from \$6.95 to \$10.95 per month. For residents who choose to have a smaller 65-gallon cart, the rate will be \$6.95 per month.

Overall, revenues for the General Fund have been trending down in FY10/11. Total revenues are estimated at \$86,873,900, down from \$89,669,200 in FY09/10, or a decrease of 3.12%. The following chart provides a comparison of the major budgeted revenues in the General Fund.

<u>Description</u>	<u>FY 2009-10 Budget</u>	<u>FY 2010-11 Budget</u>	<u>Difference</u>	<u>Reason</u>
Property Taxes	15,087,883	16,549,600	1,461,717	See explanation below
Real Estate Transfer Tax	3,000,000	1,600,000	(1,400,000)	Decrease due to economy
Sales Tax	9,176,000	8,914,000	(262,000)	Decrease due to economy
Sales Tax-Home Rule	5,776,000	5,520,000	(256,000)	Decrease due to economy
Building Permits	2,500,000	2,200,000	(300,000)	Decrease due to economy
Utility Taxes	5,502,600	5,254,000	(248,600)	Decreased natural gas cost

	FY 2009-10	FY 2010-11		
Description	Budget	Budget	Difference	Reason
State Income Tax	7,050,000	5,717,000	(1,333,000)	Decrease due to economy
Telecommunication Tax	3,655,400	3,230,000	(424,600)	Consumer product variations
Totals:	51,547,883	48,784,600	(2,762,483)	

Property Taxes: The City attempted to avoid increasing the property tax levy. However, Police and Fire pension funding, as well as capital improvements, are two of the City's top twelve goals and both depend on funding from property taxes. The City levies an annual tax directly attributable for the pensions as well as for the payment of bonds used to finance various budgeted capital improvement projects. The table below summarizes the property tax revenue for FY09/10 and FY10/11:

	2008 Taxes Received in 2009-10	2009 Levy to be Received in 2010-11	Increase/ (Decrease)
General Fund	\$16,638,265	\$16,926,411	\$288,146
Debt Service Fund	\$10,307,533	\$10,345,063	\$37,530
Police Pension Fund	\$6,084,034	\$6,867,980	\$783,946
Fire Pension Fund	\$5,014,836	\$5,639,910	\$625,074

The tax revenue data shown in the above table differs from the FY09/10 budget because of the timing difference in our levy and budget schedules. The General Fund taxes of \$16,638,533 are those that were budgeted in the FY08/09 budget, but not received until FY09/10. The FY10/11 projected taxes are those most recently levied in November, 2009 and include an additional amount to capture the additional equalized assessed valuation from the dissolution of the Downtown II TIF.

The City will be considering changing from a 2/28 fiscal year end to a 12/31 calendar year end beginning with the next budget cycle. This change will allow Council to adopt both a budget and a tax levy at the same time in subsequent years.

There were also some minor changes to Charges for Services, primarily in the Recreation and Parks area. These increases are very small and are intended to cover higher program costs.

Personnel costs are a major expenditure component of any service driven organization such as a city. While there is a proposal to eliminate cost of living adjustments (COLA) for all personnel (excluding sergeants) and merit/step increases for non-represented employees for FY10-11, it must be noted that the City is currently in union negotiations with three collective bargaining units.

Health insurance costs continue to increase and beginning with FY10/11, the City has entered into an intergovernmental health insurance pool to try and reduce its overall self-insurance risk and premium costs. Management has also implemented a lower cost PPO plan for FY10/11 and will also be looking at a high deductible health plan option as well. We will work closely with all employee groups on the implementation of this plan. *Important note: The Federal government has recently passed new national legislation related to health insurance. The effect that this legislation may have on City health insurance cost is unknown at the time of this writing.*

In order to bring our revenues and expenses in the General Fund into balance on an operating basis, the FY10/11 adopted budget includes the following expenditure reductions and specific revenue increases as detailed on the following pages.

**CITY OF EVANSTON 2010-11 BUDGET REDUCTION WORKSHEET
GENERAL FUND**

	FY 2010-11 INITIAL ADJUSTMENTS	FY 2010-11 FINAL ADJUSTMENTS
RECOMMENDED REVENUES		

CITY-WIDE BUDGET ADJUSTMENTS

Revenue Adjustments

Parking Structure PILOT	\$200,000	\$200,000
Transfer from Township For Community Purchased Services	\$400,000	\$0
Reimbursement from School Districts for School Resource Officers	\$290,000	\$290,000
Yard Waste fee	\$950,000	\$950,000
Refuse Fee	\$500,000	\$500,000

Subtotal Revenue Adjustments

\$2,340,000

\$1,940,000

	FY 2010-11 INITIAL ADJUSTMENTS	FY 2010-11 FINAL ADJUSTMENTS
RECOMMENDED REDUCTIONS		

Expense Adjustments

No Cost Of Living Adjustment	\$950,000	\$950,000
No Merit (non-represented employees)	\$100,000	\$100,000
Increase 5% Employee Insurance Contributions	\$50,000	\$50,000
Additional 5% Employee Insurance Contributions		\$50,000
Director pay cut (5%)	\$50,000	\$50,000
New Training Funds	-\$200,000	-\$20,000
Unpaid Holidays - 4 days - All staff	\$540,000	\$720,000
Reduction of City Overtime Support for 4th of July	\$30,000	\$17,500
Cell Phone Stipend	\$30,000	\$30,000
Refinance Illinois Municipal Retirement Fund Debt	\$150,000	\$150,000

Subtotal City-wide Expense Adjustments

\$1,700,000

\$2,097,500

Department Reduction Detail

City Manager's Office

Reform "Highlights" Newsletter	\$30,000	\$30,000
Evanston Community Media Center Contract Reduction	\$200,000	\$150,000
Eliminate Assistant City Manager (Vacant)	\$195,000	\$195,000
Add Local Government Management Fellow	-\$60,000	-\$60,000
Increase General Fund Contingency	-\$200,000	-\$200,000

Subtotal City Manager's Office

\$165,000

\$115,000

BPAT (Renamed to Information Technology Division)

Eliminate Vacant Unix Admin. .5 FTE (Vacant)	\$44,730	\$44,730
Eliminate Vacant Management Analyst (Vacant)	\$92,533	\$92,533
Eliminate Other Consultants	\$40,000	\$40,000
Eliminate Computer Replacement	\$40,000	\$40,000

RECOMMENDED REDUCTIONS	FY 2010-11 INITIAL ADJUSTMENTS	FY 2010-11 FINAL ADJUSTMENTS
Eliminate Portion of Training Budget	\$10,000	\$10,000
Eliminate GIS Manager	\$127,000	\$127,000
Eliminate Contractual Service Desk (Vacant)	\$45,000	\$45,000
Eliminate Contractual Service Desk	\$45,000	\$45,000
Eliminate Tech Support I	\$90,000	\$90,000
Eliminate Tech Support II	\$108,000	\$108,000
<u>Subtotal Information Technology Division</u>	<u>\$642,263</u>	<u>\$642,263</u>
<u>Finance/Human Resources</u>		
Eliminate Admin. Adjud. Aide (Contractual)	\$40,000	\$40,000
Replace Finance Director & HR Director with Administrative Director	\$0	\$0
Eliminate Revenue Manager (Vacant)	\$95,477	\$95,477
Eliminate Budget Analyst (Vacant)	\$92,500	\$92,500
Eliminate Comp and Benefits Manager (Vacant)	\$105,000	\$105,000
Eliminate Tuition Reimbursement	\$56,000	\$56,000
Reduce/transfer Training	\$40,000	\$40,000
Eliminate Accounting Clerk II	\$60,000	\$60,000
Additional Admin Cuts		
Sales Tax Rebate		\$25,000
Police OT at Admin Hearings		\$10,000
Budget Printing Costs		\$3,000
Vehicle Sticker OT		\$5,000
Workers Comp Medical Reduction		\$5,000
<u>Subtotal Finance/Human Resources</u>	<u>\$488,977</u>	<u>\$536,977</u>
<u>Community Development</u>		
Eliminate Electrical Inspector (Vacant)	\$90,000	\$90,000
Eliminate All Temp. Employees	\$75,000	\$75,000
Eliminate OT for Inspectors	\$20,000	\$20,000
Eliminate Zoning Officer	\$92,000	\$92,000
Eliminate Asst Director and Executive Secretary		\$150,000
Eliminate Structural Inspector		\$87,000
<u>Subtotal Community and Economic Development</u>	<u>\$277,000</u>	<u>\$514,000</u>
<u>Police</u>		
Reduce Summer Plan	\$70,000	\$70,000
Eliminate Off Campus Student Patrol	\$20,000	\$20,000
Eliminate Special Weekend Beat (Beat 87)	\$10,000	\$10,000
Eliminate Police Planner	\$93,000	\$93,000
Eliminate Police Records Clerk (Vacant)	\$60,000	\$60,000
Eliminate Social Services Position (Vacant)	\$90,500	\$90,500
Retirement Sworn Desk Officer	\$110,000	\$110,000
Reduce Unreimbursed NU Home Game Overtime	\$40,000	\$40,000
<u>Subtotal Police</u>	<u>\$493,500</u>	<u>\$493,500</u>

RECOMMENDED REDUCTIONS	FY 2010-11 INITIAL ADJUSTMENTS	FY 2010-11 FINAL ADJUSTMENTS
<u>Fire</u>		
Eliminate Overtime (Redeployment)	\$275,000	\$0
Eliminate Division Chief (Vacant)	\$120,000	\$120,000
Reduction of Training OT	\$38,000	\$38,000
One-time reductions (see memo for detail)		\$139,500
<u>Subtotal Fire</u>	<u>\$433,000</u>	<u>\$297,500</u>
<u>Health and Human Services</u>		
Eliminate Dental Services	\$153,000	\$0
Reduce Community Purchased Services	\$200,000	\$100,000
Eliminate .6 LT Care Ombudsman	\$40,000	\$40,000
Transfer from Township For Community Purchased Services	\$0	\$400,000
<u>Subtotal Health and Human Services</u>	<u>\$393,000</u>	<u>\$540,000</u>
<u>Public Works</u>		
Fleet Reorganization and Hours reduction	\$236,000	\$236,000
Auto Shop Supervisor		
Equipment Mechanic III		
Auto Service Worker		
Solid Waste Reform	\$560,000	\$560,000
Streets and Sanitation Vacancy and Reclass	\$60,000	\$60,000
Reorganization of Street Sweeping	\$25,000	\$25,000
Eliminate Admin Assistant position		\$100,000
<u>Subtotal Public Works</u>	<u>\$881,000</u>	<u>\$981,000</u>
<u>Library</u>		
Close South/North Branch	\$425,468	\$212,784
Closing South Branch on Tuesday		\$27,840
Closing North Branch on Monday		\$24,912
Eliminate Branch Maintenance	\$38,880	\$38,880
Outsource Materials Acquisition & Cataloguing	\$358,295	\$358,295
Reduce Subscriptions	\$21,000	\$21,000
<u>Subtotal Library</u>	<u>\$843,643</u>	<u>\$683,711</u>
<u>Parks and Recreation</u>		
Chandler Newberger Coordinator	\$72,460	\$72,460
Levy Custodian	\$67,864	\$67,864
Levy Office Clerk	\$58,696	\$58,696
Public Works Supervisor	\$100,562	\$100,562
Robert Crown Custodian	\$15,000	\$15,000
Cultural Arts Program Manager (Vacant)	\$63,000	\$63,000
Fleetwood Jourdain Program Manager (Vacant)	\$76,000	\$76,000
Robert Crown Office Asst. (Vacant)	\$18,472	\$18,472

RECOMMENDED REDUCTIONS	FY 2010-11 INITIAL ADJUSTMENTS	FY 2010-11 FINAL ADJUSTMENTS
Noyes Center Office Asst.	\$8,190	\$8,190
Noyes Center Facility Supervisor	\$3,785	\$3,785
Chandler Preschool Instructor (Vacant)	\$16,960	\$16,960
Arts Council restoration of funding		-\$2,100
Operations reductions		
Parks/Forestry	\$155,300	\$155,300
Ecology	\$8,100	\$8,100
Facilities Management	\$80,100	\$80,100
Cultural Arts	\$77,300	\$77,300
Recreation	\$166,000	\$166,000
<u>Subtotal Parks Forestry and Recreation</u>	<u>\$987,789</u>	<u>\$985,689</u>
<u>Department Specific Deficit Reductions - SUMMARY</u>		
City Manager's Office	\$165,000	\$115,000
Administrative Services (BPAT Human Resources, Finance)	\$1,131,240	\$1,179,240
Community Development	\$277,000	\$364,000
Additional Reduction of Asst. Director and Secretary		\$150,000
Police	\$493,500	\$493,500
Fire	\$433,000	\$297,500
Health and Human Services	\$393,000	\$540,000
Public Works	\$881,000	\$981,000
Library	\$843,643	\$683,711
Parks Forestry and Recreation	\$987,789	\$985,689
Subtotal Department Specific Reductions	\$5,605,172	\$5,789,640
<u>TOTAL EXPENSE REDUCTIONS</u>	<u>\$7,305,172</u>	<u>\$7,887,140</u>
<u>TOTAL REVENUE ADJUSTMENTS</u>	<u>\$2,340,000</u>	<u>\$1,940,000</u>
<u>TOTAL DEFICIT REDUCTION</u>	<u>\$9,645,172</u>	<u>\$9,827,140</u>
INITIAL 2010-11 BUDGET -CURRENT SERVICE LEVELS	\$94,465,900	\$94,465,900
2010-11 REVENUE BASE	\$84,933,900	\$84,933,900
<u>TOTAL PROJECTED DEFICIT</u>	<u>\$9,532,000</u>	<u>\$9,532,000</u>
<u>NET BALANCE</u>	<u>\$113,172</u>	<u>\$295,140</u>
<u>FY 2010-11 EXPENDITURE BUDGET PER RESOLUTION</u>		<u>\$86,578,760</u>
<u>FY 2010-11 REVENUE PROJECTION PER CERTIFICATION</u>		<u>\$86,873,900</u>

While this level of detail would not normally be included in a transmittal letter, the extent of our budget deficit this year makes it necessary. Using the above information, combined with the budget detail as provided in the rest of this document, the City can review a before and after presentation of our planned service levels for FY10/11.

All of the above changes are designed to address the City's long standing structural deficit in the General Fund, which was greatly exacerbated by the current weak economy. Many factors will continue to present a challenge in balancing the General Fund into the future, such as contractually required labor cost increases and changing

revenue levels based on the economy. The public process through which the above list of service changes was created shows our ability and willingness to discuss these difficult choices for future financial planning.

OTHER FUNDS

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

CONCLUSION

I would like to thank the members of the Community that participated in our workshops, all City Staff who provided valuable options for addressing the City's FY10/11 budget, and City Council for making some very difficult, but necessary, decisions.

Since we do not know what the future may hold, this budget focuses on preservation of our core services, without increasing taxes to cover General Fund operating expenditures. This approach will provide time for the local Evanston economy to recover, as well as provide needed tax relief to our residents. It will also place the City on better financial ground to weather uncertain financial times going forward.

I would once again like to express my gratitude to all Residents, Staff, City Council, and the numerous others who assisted in the development and preparation of this budget document.

Very truly yours,

Wally Bobkiewicz
City Manager

2010-2011 Adopted Budget Executive Summary

I. Introduction

The City of Evanston covers a stretch of four miles along Lake Michigan's picturesque western shoreline. The City's 8.0 square miles include residential neighborhoods encircling thoughtfully planned business districts and recreational facilities. Ongoing development of both residential and commercial occupancies has brought the City of Evanston a cosmopolitan flavor, while retaining a close-knit suburban atmosphere.

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

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

II. Budget Summary

The total operating budget for FY10/11 is \$224,438,941 for all budgeted funds, including interfund transfers, or \$9,383,889 less than the prior year budget of \$233,822,830. There were four changes that occurred in FY09/10 which account for the majority of the decrease in the consolidated budget. The City now has a new Neighborhood Stabilization Fund (NSF) to account for Federal grant proceeds with a FY10/11 budget of \$4M. Completely offsetting the expenditures in this new Fund, the City's Downtown II TIF had terminated as of December 31, 2009 and this Fund had a prior year FY09/10 budget of approximately \$13.3M. For FY10/11, the City changed the method of accounting for health insurance, adding this expenditure to the Insurance Fund and charging back the expense among the individual operating units. This change in accounting method effectively resulted in a budget increase of \$8,807,400 since the employer health insurance expenditures appear in both the operating units/funds as chargeback expenditures and the internal service Insurance Fund. It is important to note though that this change in accounting methods does not add any new costs to the consolidated budget. The final major change involved a one-time upfront balloon debt principal payment of approximately \$11.3M budgeted in the Parking Fund in FY09/10. Therefore, due to the dissolution of the Downtown II TIF Fund, the new Neighborhood Stabilization Fund, the Parking Fund year over year budget variance due to a balloon debt payment, and a change in accounting methods for health insurance, the total Citywide consolidated budget decreased approximately 4% from the prior year.

III. Fiscal Constraints

The continued national recession has forced Evanston to take unprecedented measures in order to balance the proposed FY10/11 budget. Through the last two fiscal years, Evanston has seen its work force decrease by over 10%. This reduction in workforce was required in part to offset the contractually required cost increases in our four union work forces in conjunction with lower revenues from many sources in the General Fund. The recession has forced many industries to do more with less and, unfortunately, in the absolute service area of government, the loss of personnel will undoubtedly have impacts to City offered services. However, the City is committed to maintaining an optimal level of services to the community with a minimum increase to costs assessed on its residents and businesses.

Because of the uncertain economy, the City continues to take a prudent approach to budgeting its revenues for FY10/11. While some economists project recoveries in certain sectors of the economy, we are not projecting this recovery to positively impact our sales, income, utility and real estate transfer taxes for this budget year. Moreover, the levels at which these revenues are budgeted for FY10/11 are several million dollars less than the amount budgeted for FY08/09, only two years ago. While most feel that the worst may be behind, in financial terms, the repercussions will be felt for the foreseeable future.

As noted earlier in the transmittal letter, the City's retirement costs have increased substantially in FY10/11. Police and Fire Pension cost increases continue to exceed the City's ability to fund these obligations without

tax increases. Our combined property tax increase for these two local pension funds is approximately \$1.2M. The Illinois Municipal Retirement Fund (IMRF) pension costs for non-sworn employees has also increased dramatically due to both the market losses in 2008 and the Early Retirement Incentive (ERI) completed in June, 2008. These two factors increased our employer contribution rate from 8.07% to 11.88% of eligible payroll increasing pension costs by over \$1.0 million. Our IMRF ERI payoff is scheduled for 10 years. However we are proposing the refinancing of this liability at lower interest rates, which could potentially save the City \$150,000 annually over the next 10 years. The City must continue to look at ways to properly fund all of our pension funds into the future.

IV. General Fund

Expenditures

Using our normal budget creation process, departments created their proposed FY10/11 budget requests assuming no increase or decrease in services for the year that resulted in a \$9.5 million General Fund budget deficit. During Council deliberations, the budget was balanced using a number of reductions including pay decreases and position eliminations. Details itemizing the reductions are noted in the transmittal letter. The General Fund budget for FY10/11 that resulted from these reductions is \$86,578,760. This represents a decrease of \$3,090,440 or 3.4% in expenditures compared to the FY09/10 budget.

Revenues

The City of Evanston depends upon a variety of revenue sources to fund its services. Many of these revenues are subject to fluctuations based on the economy, although demands and costs for government services typically either remain constant or increase. For FY10/11 we are projecting a decrease in overall General Fund revenues of \$2,795,300. Below is a brief summary of these revenue projections:

1. Property Tax:

The General Fund portion of the levy increased from the FY09/10 budget of \$15,087,883 to \$16,549,600 in FY10/11 or \$1,461,717. This increase was due to the dissolution of the Downtown II Tax Increment Finance District, which is projected to yield/distribute approximately \$1.7 million in tax revenues from the District without increasing taxes paid by the community as a whole. A small portion of this TIF property tax amounting to \$238,283 is required to cover General Obligation debt service payments in the Debt Service Fund. The property tax continues to be the single largest source of City tax revenues. The ease of administration and tax deductible nature of this tax by taxpayers make it a desirable source of revenue.

2. State Sales Tax:

General Fund revenue from the State sales tax is expected to be \$8,914,000 which was budgeted at \$262,000 less than the previous year based on updated projections. This revenue will increase or decrease based on the dollar amount of purchased tangible merchandise within the City.

3. Home Rule Sales Tax:

For FY10/11, this General Fund revenue is budgeted at \$5,520,000 which is \$256,000 less than the amount budgeted in FY09/10. The decrease in budget for this revenue is due to actual receipts coming in under budget for the previous year. This tax is not assessed on food, prescription medication, or registered/titled property purchases (i.e. vehicles) so it is often less than the local share of the retailers' occupation tax.

4. State Income Tax:

Based upon projections from the Illinois Municipal League, revenue budgeted for FY10/11 decreased to \$5,717,000, from the \$7,050,000 in FY09/10. This continued downward trend in Incomes Taxes is a direct correlation to growing rate of unemployment in the State of Illinois as well as lower corporate profits.

5. Utility Taxes:

Revenues from utility taxes are comprised of electric, natural gas distribution and consumption, and telecommunications taxes. For FY10/11, these taxes are budgeted at \$8,484,000, which is a decrease of \$674,000 or 7.36%. The budget decrease is due to declining natural gas costs impacting the natural gas utility distributor tax and packaged telecommunication plans decreasing the telecommunication tax received.

6. Real Estate Transfer Tax:

Real estate transfer tax revenue is budgeted to decrease by \$1,400,000, or 46.67%, to \$1,600,000 for FY10/11. The real estate market is a major component of the current recession and activity in

this segment has significantly decreased throughout the nation. The reduction in this tax is a direct result of fewer real estate transactions and lower sales prices on the properties that do transfer ownership.

7. Vehicle Licenses:

This revenue source is considered to be relatively insulated from economic fluctuations and is based on the number of vehicles registered within the City. There has been no change to the \$2,700,000 amount budgeted from the prior year.

8. Licenses, Permits, and Fees:

Excluding vehicle sticker sales, total licenses, permits, and fees are expected to generate \$5,619,900, a decrease of \$625,200 over the prior year FY09/10. A decrease in building permit revenue accounts for nearly half of the total budgeted decrease with the other half comprised from other miscellaneous permits. Similar to the real estate transfer tax reduction, this budgeted decrease is primarily due to a slow economy.

9. Fines and Forfeitures:

Parking ticket, regular and other fine revenues are budgeted to increase by \$147,000 to \$4,403,500 in FY10/11. This is an increase of 3.45% over FY09/10.

10. Charges for Services

While this category consists of many small revenue sources, overall, the City budgeted a total increase of 8.36% from \$8,706,400 in FY09/10 to \$9,434,500 for FY10/11. The majority of this increase is related to a change in the fee structure for the refuse service charge, which is expected to bring in an additional \$500,000 in revenue.

11. State and Federal Aid

This revenue is completely dependent on grants offered by the State and Federal governments. For FY10/11, a decrease of \$160,100, from \$945,600 to \$785,500 was budgeted based on anticipated grant applications approved and monies received.

V. Other Funds

Motor Fuel Tax Fund

Spending for the fund is budgeted at \$2,602,500 in FY10/11. This is an increase of \$450,000 from the FY09/10 budget. FY09/10 expenditures are typically balanced against revenues in this Fund but for the FY10/11 budget, it is anticipated that \$672,500 will be spent from fund reserves in order to make some much needed repairs to streets throughout the City.

Emergency Telephone System Fund

Revenues for this fund are derived from the \$1.50 Enhanced 911 Surcharge and a share of the State of Illinois wireless surcharge. Budgeted expenditures for FY10/11 are \$2,612,104, an increase of \$1,368,604. This increase is primarily attributable to capital investments for new communication equipment. Budgeted revenues for FY10/11 are \$1,056,000, a decrease of \$94,000. This includes landline and wireless surcharge revenue of \$670,000 and \$380,000, respectively.

Special Service District #4

This accounts for services such as promotion, advertisement and other public services of the district's territory as managed by EvMark, which is now operating under the name of Downtown Evanston, an Illinois not-for-profit corporation. In late 2008, the City learned that Cook County had incorrectly taxed all residential and commercial property in the district. The City worked with the County during FY09/10 to refund these taxes to residential property owners and collect the proper amount from all commercial property owners. For this Fund FY10/11 budgeted expenditures are \$378,000, an increase of \$49,511 or 15.1% from FY09/10.

Community Development Block Grant Fund

This accounts for funds granted from the U.S. Department of Housing and Urban Development. The amount for FY10/11 is \$2,043,933 for Community Development related programs, a decrease of \$9,113 from FY09/10 funding.

CD Loan Fund

In previous years, the CD Loan Fund was not budgeted due to the fact that this Fund acts as a pass through entity for federally funded programs and the expenditures budgeted in this Fund are immaterial to the City's overall consolidated budget. FY10/11 expenditures total \$75,000.

Economic Development Fund

Expenditures for the Economic Development Fund are budgeted to be \$1,759,082 for FY10/11, a decrease of \$233,618 compared to FY09/10. Revenues for this fund are primarily generated from locally administered hotel and amusement taxes.

HOME Fund

The HOME Fund's FY10/11 budgeted expenditures are \$576,500, up \$57,500 from FY09/10 due mainly to development activities.

Affordable Housing Fund

The Mayor's Special Housing Fund was combined with the Affordable Housing Fund in FY08/09. The Fund seeks to support housing related programs as adopted by the City Council. The FY10/11 budget is \$322,000, a decrease of \$84,000 from FY09/10.

Washington National TIF Debt Service Fund

Expenditures for the Washington National TIF Debt Fund are budgeted to be \$4,359,164 for FY10/11, an increase of \$1,002,920 compared to FY09/10. The major expense in this fund is the payment of debt service for parking facilities.

Special Service District #5 Fund

Adopted by the City Council on June 27, 1994, Special Service District 5 overlays the City of Evanston downtown business district. FY10/11 budgeted expenditures for this fund are \$438,062 for debt service costs, an increase of \$4,249 from the previous year.

Southwest II TIF Debt Service Fund

Also known as the Howard/Hartrey TIF, the district consists of a 23 acre site located at 2201 Howard Street. The FY10/11 budget for this fund is \$816,653, down from \$844,406 in FY09/10 and the majority of these costs are for debt service associated with the original development project in the TIF.

Southwest Special Tax Allocation Debt Service Fund

This Tax Increment District consists of twelve acres of land bounded by Main Street, Pitner Avenue and the North Shore Channel. Budgeted expenditures for FY10/11 are \$864,100 and include the costs of the intergovernmental agreement with School Districts 65 and 202.

Debt Service Fund

The levy tax year 2009, filed with the County in December 2009, has been budgeted as revenue for FY10/11 since this amount will primarily be received during calendar year 2010. Likewise, expenditures budgeted for FY10/11 have been aligned to those debt payments expected to be paid during FY10/11. Budgeted expenditures in this Fund primarily consist of general obligation debt not paid (and therefore abated) elsewhere such as in tax incremental financing district and enterprise funds. Total budgeted expenditures for FY10/11 are \$11,019,705, a decrease of \$646,522 from FY09/10.

Downtown TIF

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

Howard-Ridge Tax Increment Finance District Fund

The City Council adopted the Howard-Ridge Tax Increment Finance (TIF) District on January 26, 2004. The TIF district is generally bounded on the north by various parcels that front Howard Street and Chicago Avenue, on the east by the City of Evanston's boundaries and the Chicago Transit Authority (CTA) Red Line, on the south by City boundaries and on the west by Ridge Avenue. The TIF district contains mixed residential uses, retail/commercial properties and institutional uses. Total expenditures budgeted for FY10/11 total \$120,400 as an interfund transfer out to the General Fund.

West Evanston Tax Increment Finance District Fund

This new Tax Increment Finance (TIF) district collected its first tax increment in FY07/08. Expenses for FY10/11 are \$515,000 and include streetscape capital outlay expenditures for improvements in this TIF.

Capital Improvements Fund

Please take note that the Capital Improvement Fund (CIF) is not the same as the Capital Improvement Plan (CIP) as shown in the appendix of the proposed budget. The CIF is an operating budget which tracks revenues and expenses related to capital projects/infrastructure that are not specific to a tax increment financing district, an enterprise fund such as Parking, Water, Sewer or an internal service fund such as Fleet. The CIP section of the proposed budget reports all citywide projects in a summarized format, while the CIF is the budget for a subsection of the CIP, as indicated above. For the FY10/11, a decrease of \$3,543,426 has been budgeted from the previous year, from \$20,175,054 in FY09/10 to \$16,631,628 in FY10/11. This decrease is due to prioritizing projects and only budgeting for those projects that met certain criteria.

Special Assessment Fund

The Special Assessment Fund's budgeted expenditures for FY10/11 total \$797,659, a decrease of \$1,243,947 from FY09/10 due to a decrease in alley paving.

Parking Fund Summary

All parking revenue sources (lots, meters, and garages) were combined in FY09/10 for ease of tracking and comparison. Operations include the Sherman Plaza garage, the Maple Avenue parking structure and the entire municipal parking system. FY10/11 budgeted expenses total \$11,357,117, a decrease of \$10,403,083 from FY09/10, due mostly to a large debt service payment in FY09/10 for the Sherman garage.

Water Fund

The Water Fund has budgeted FY10/11 expenses totaling \$20,087,061, an increase of \$1,559,261 from the previous year. This is due to increased capital improvement costs for the replacement or improvement of infrastructure assets. Included in the budget is \$3,500,000 of bond issue proceeds for FY10-11 to assist with various capital projects. Without a bond issuance or an increase in water rates, it is estimated that the Water Fund's unrestricted fund balance may be almost depleted by the end of the budgeted year.

Sewer Fund

The Sewer Fund has budgeted FY10/11 expenses totaling \$17,507,580, a decrease of \$360,520. Due to continued lower than projected flow rates, operating revenues continue to be flat and below once projected levels (2005 projection). Based on the FY10/11 budget, in the absence of a sewer rate increase, the Sewer Fund's unrestricted fund balance will be insufficient to meet all obligations. This fund balance projection assumes a very limited budgeted capital expense of only \$700,000 and no budgeted debt proceeds. Over the past two years, the City had a Water & Sewer rate study performed and consultant recommendations should be discussed to determine the best course of action regarding potential rate increases for this Fund.

Fleet Services Fund

Budgeted expenditures for FY10/11 total \$4,901,860, a decrease of \$1,017,140 from the previous year. This decrease is due to a decreased size of the City's fleet and lower amounts designated for future replacements during FY10/11.

Insurance Fund

Budgeted expenditures for FY10/11 total \$15,858,437, an increase of \$13,140,937 from the previous year. This increase is primarily due to an increase in budgeted workers compensation expense and a change in the accounting method for employer health insurance premiums which are now reflected in both the operating units as chargeback expense and in the Insurance Fund where the premiums will be charged. In FY09/10, the City joined the Intergovernmental Personal Benefits Cooperative, a group of 50 local jurisdictions that jointly purchase health insurance coverage in order to reduce overall risk to any one participant. The City self-insures a large majority of liability insurance claims in this fund, with a self-insured retention set at \$2.0 million.

Firefighters Pension Fund

Every Illinois Municipality having a population of not less than 5,000 and not more than 500,000 must have a Fire Pension fund as prescribed in 40 ILCS 5/4-101 of the Illinois Revised Statutes. The actuarially recommended and budgeted employer contribution amount for FY10/11 is \$7,616,267.

Police Pension Fund

Every Illinois Municipality of not less than 5,000 and not more than 500,000 people must have a Police Pension Fund as prescribed in 40 ILCS 5/3-101 of the Illinois Revised Statutes. The actuarially recommended and budgeted employer contribution amount for FY10/11 is \$10,550,369.



City of
Evanston

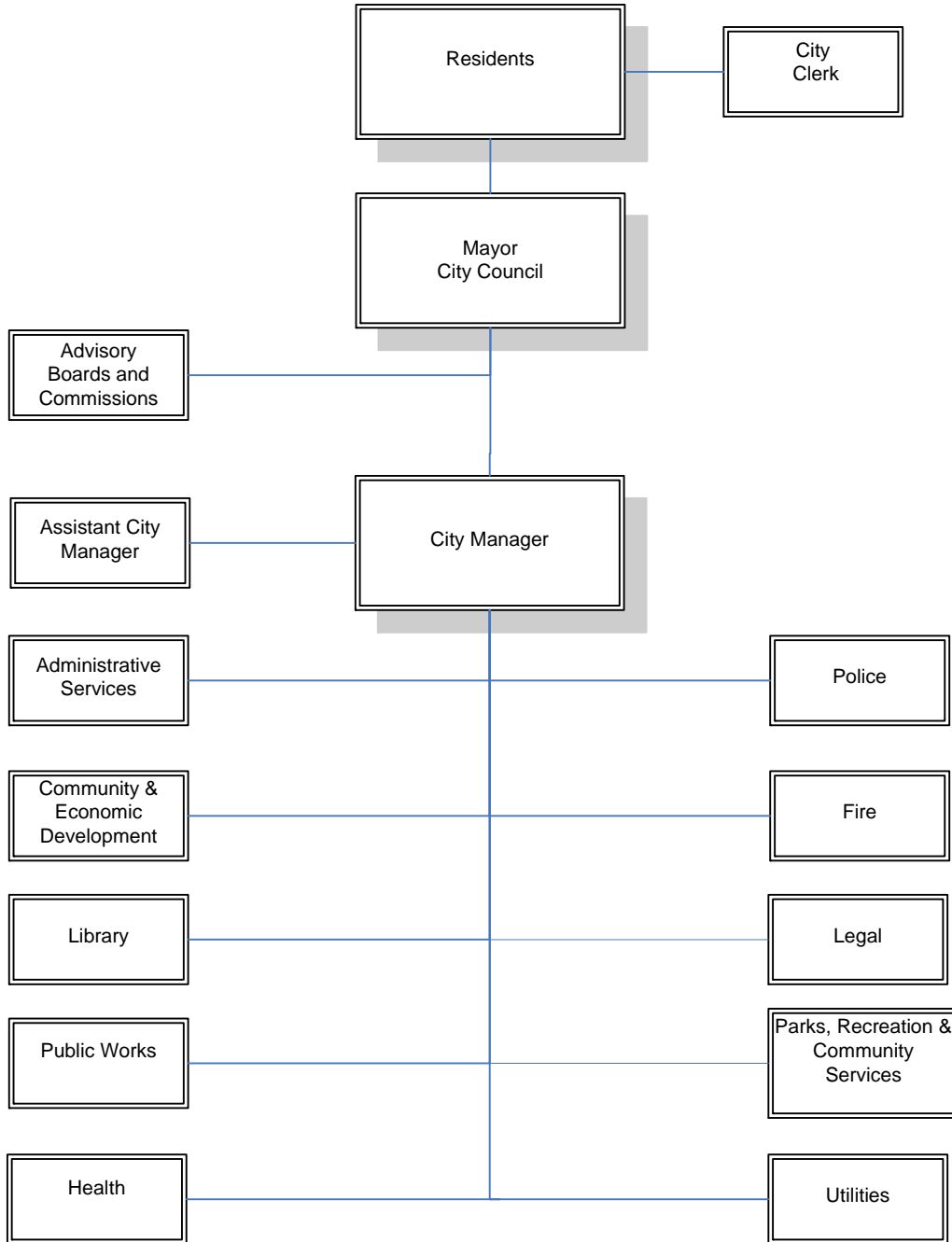
PART II

CHARTS AND SUMMARIES

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City of Evanston, Illinois Organizational Chart





General Information

Evanston and its Government

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

The City of Evanston's 8.0 square miles include over 30,000 housing units for 74,239 residents. Evanston also hosts a top tier institution of higher learning: Northwestern University. In addition, the City is home to several other international and national non-profit and philanthropic organizations.

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

Date of Incorporation	1863	Library Services	
Form of Government	Council – Manager	Library Facilities	3
Geographic Location	On Lake Michigan Immediately north of Chicago	Number of Books / Materials	486,094
		Number of Registered Borrowers	57,490
		Annual Circulation	1,011,064
Population (2000 Census)	74,239	Recreation Facilities	
Number of Households (2000 Census)	29,651	Number of City-maintained Parks and Playgrounds	75
Number of Housing Units (2000 Census)	30,817	Park Area in Acres	265
Equalized Assessed Valuation (2007)	\$2,772,340,028	Number of Public Swimming Beaches	5
Per Capita Income (2000 Census)	\$33,645	Municipal Parking Utility	
Municipal Services and Facilities		Number of Parking Meters on Streets	1,651
Miles of Streets	147	Number of Parking Lots	38
Miles of Alleys	76	Capacity of Parking Lots	1,919
Miles of Sewers	169	Metered Spaces	686
Number of Street Lights	5,641	Space Rentals and Free Spaces	1,233
Fire Protection		Capacity of Parking Garages	3,283
Number of Firefighters (2008-09)	109	Number of Parking Garages	3
Number of Stations	5	Municipal Water Utility	
Number of Fire Hydrants	1,385	Total Population Served	359,357
I.S.O. Rating	Class 3	Northwest Water Commission	221,597
Police Protection		Evanston	74,360
Number of Sworn Officers (2008-09)	164	Skokie	63,400
Number of School Crossing Guards	38	Miles of Water Mains	156.6
Number of Parking Enforcement Officers	12	Filtration Plant Rated Daily Capacity (gallons)	108,000,000
		Rated Daily Pumping Capacity (gallons)	142,000,000
		Average Daily Pumpage (gallons)	43,000,000

City of Evanston
Budget Calendar
 Fiscal Year 2010 - 2011

<u>MONTH</u>	<u>ACTIVITY</u>
April 30, 2009 - May 29, 2009	Budget Team discuss process and calendar
August 4, 2009	Budget Kickoff
August 31, 2009	Deadline for BES Submissions & Dept. Summary Form -Internal Support Departments Only
September 2-11, 2009	Budget Review Teams, Reports to CMO- Internal Operating Departments
September 11, 2009	Deadline for BES Submissions & Dept. Summary Form -Operating Departments
September 17-30, 2009	Budget Review Teams, Reports to CMO- External Operating Departments
October 8, 2009	Preliminary Report of Budget Requests/Gap
October 19, 2009	Mid-Year Budget Review - 2010/11 Preview for Council (Budget Workshop)
November 1-30, 2009	Balancing Strategy Meetings with Staff by Department
November 7, 2009	Saturday Budget Workshop with Residents- Levy Center
November 9, 2009	Property Tax Resolution Introduced
November 12, 2009	Budget Workshop with Residents - Robert Crown Center
November 17, 2009	Budget Workshop with Residents- Fleetwood Center
November 23, 2009	Truth in Taxation Hearing
November 30, 2009	Budget Workshop with Residents -Council Chambers
November 30, 2019	Deadline for All Budget Book Narratives including performance measures
December 7, 2009	Special City Council Meeting -Budget Recommendations from Residents and Staff
December 7-14, 2009	Final Balancing Meetings with City Manager
December 31, 2009	Proposed Budget Books to Council
January 9th & 23th, 2010	Saturday Budget Workshops
February 1, 2010	Public Hearing FY 2010/11 Budget
February 3, 2010	Budget Review Workshop
February 8, 2010	City Council Meeting -Budget Discussion
January 20, 2010	Saturday Budget Workshop
February 22, 2010	Final City Council Meeting for Approval of Budget
March 1, 2010	City Council Changes entered into Budget
May 14, 2010	Printing, Binding, and Distribution of City Budget

City of Evanston

Budgetary Process

Summary of Proceedings:

The City Manager submits to the City Council a proposed operating budget a minimum of two months before the end of the current budget year to provide Council ample time for discussion and passage of the final adopted budget prior to the beginning of the new fiscal year. The operating budget includes proposed expenditures and the funding for those expenditures. The City Council holds several public meetings along with one public hearing and may modify the budget at any time prior to final adoption.

The City Manager is authorized to transfer budgeted amounts between departments within any fund (such as the General Fund); however, any revisions that alter the total expenditures of any fund must be approved by the City Council.

Preparation and Adoption:

Budgets are legally adopted on a basis consistent with generally accepted accounting principles (GAAP) except that property taxes are budgeted as revenue in the year for which they are levied. Beginning with FY11/12, property taxes shall be budgeted utilizing a cash basis of accounting whereas budgeted property tax revenue will be what the City actually anticipates receiving for any given budget year. The budgets of the governmental type funds are prepared on a modified accrual basis. Debt service payments and a number of specific accrued liabilities are only recognized as expenditures when payment is due, and revenue is recognized only when it has actually been received.

Related Legislation:

The Evanston City Council has adopted three primary pieces of legislation which govern the budget process.

Resolution 67-PR-79 establishes a Budget Policy for the City of Evanston. This policy provides guidelines for determining the amount of property tax to be levied, the funding for the Police and Fire Pension Funds, and the re-appropriation of fund balance.

Ordinance 57-0-79 provides for the adoption of the annual budget. This ordinance establishes the annual budget shall be adopted by the City Council before the beginning of the fiscal year to which it applies.

Compilation of the Proposed Budget - Each year the City Manager shall prepare and submit a proposed budget to the City Council to allow for ample time for discussion and decision making. The proposed budget shall contain estimates of revenues available to the City for the fiscal year along with recommended expenditures for the departments, boards and commissions. The City Manager is required to submit a balanced budget to Council in which revenues equals expenditures.

Revision of Annual Budget - Following City Council adoption of the budget, the City Council, by a vote of two-thirds of its members, shall have the authority to revise the budget by transferring monies from one fund to another or adding to any fund. No revision of the annual budget shall increase the budget in the event monies are not available to do so.

Public Hearing, Notice and Inspection of Budget - The City Council will hold a public hearing on the annual budget prior to final action by the City Council. Notice of this hearing shall be published in a local newspaper at least ten days prior to the public hearing. Copies of the proposed budget will be available for public inspection in printed form in the office of the City Clerk for at least ten days prior to the hearing.

Resolution 6-PR-78 establishes a policy concerning municipal budget procedures. The primary components of this resolution include the following:

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

Sufficient copies of the proposed budget shall be placed on file with the City Clerk, the Public Library, and will be available for public inspection at these locations.

The City Council budget meeting agendas will be available to the public prior to the initial special meeting of the City Council on the proposed budget.

Each special meeting of the City Council on the proposed budget shall designate a period of time for citizen testimony concerning budget matters discussed during that special meeting. The length of such time shall be determined by the chairman prior to the budget meeting process.

Financial Control Procedures:

The City reports financial results based on generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board (GASB). The accounts of the City are divided into separate self-balancing funds comprised of its assets, liabilities, fund equity, revenues and expenditures, as appropriate.

The City's expenditures are monitored on a regular basis by the Administrative Services Department. Disbursements are made only if the expenditure is within the authorized appropriation. For each major expenditure, a purchase order is prepared and approved and the related appropriation is encumbered before a check is issued.

City of Evanston

Budgetary Basis of Accounting

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

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

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

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

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

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

1. The City Manager submits to the City Council a proposed operating budget for the fiscal year commencing the following fiscal year. The operating budget includes proposed expenditures and the means of financing them.
2. Public budget hearings are conducted. Taxpayer comments are received and noted.
3. The City Manager is authorized to transfer budgeted amounts between departments within any fund; however, any revisions that alter the total expenditures of any fund must be approved by the City Council.
4. Budgets are legally adopted on a basis consistent with generally accepted accounting principles (GAAP) except that (1) property taxes are budgeted as revenue in the year they are levied although beginning with FY11/12 such taxes will be budgeted on a cash basis. For purposes of preparing the combined statement of revenues, expenditure and changes in fund balances - budget and actual, GAAP revenues and expenditures have been adjusted to the budgetary basis.

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

Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve a portion of a budgeted account so that amount is not spent elsewhere. For non-enterprise funds, encumbrances are usually not counted as expenditures until the actual disbursement has been made.

The financial information of general governmental type funds (for example, the general fund itself and MFT funds) are prepared on a modified accrual basis. Briefly, this means that revenues are usually recorded when they become available and are measurable while expenditures are recorded when the liability has been incurred.

The enterprise funds (Water, Sewer & Parking), on the other hand, are often reported on a full accrual basis. Not only are expenses recognized when a commitment is made (through a purchase order) but revenues are also recognized when they are obligated to the city (for example, water user fees are recognized as revenue when bills are produced.).

The Comprehensive Annual Financial Report (CAFR) shows the status of the City's finances on the basis of "generally accepted accounting principles" (GAAP) and a Budget basis for comparison purposes.

City of Evanston

Budget Policy (Revised May 24, 2004)

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

I. Budget Process

A. Preliminary Public Hearing

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

B. Mid- year Budget Workshop

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

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

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

C. Quarterly Financial Update

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

D. Review of the Comprehensive Annual Financial Report

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

E. Copies of the Proposed and Final Budget

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

F. Submission of the Proposed Budget

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

City of Evanston

Budget Policy (Revised May 24, 2004)

II. Fund Policies

A. General Fund

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

B. Parking System Fund

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

C. Water Fund

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

D. Fire and Police Pension Funds

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

E. Emergency Telephone System Fund

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

F. Motor Fuel Tax Fund

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

G. Insurance Fund

The Insurance Fund must be maintained to meet the City's current insurance liability requirements. Requirements include current budget year obligations and building a reserve over seven years to prepare for anticipated claims and losses. The City Manager shall be required to present an annual report itemizing all of the City's current and long-term claims and liabilities. Each year City Staff will

City of Evanston

Budget Policy (Revised May 24, 2004)

review worker compensation, liability, and property insurance policies to determine if coverage meets current financial and operational needs. The City Manager each year will recommend to the City Council insurance policy coverage and limits and include the necessary funds in the operating budget.

H. Fleet Services Fund

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

I. Debt Service Fund

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

J. Economic Development Fund

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

K. Sewer Fund

This is an enterprise fund and as such is expected to be self-sufficient. As a result, rates should be scheduled to increase to meet costs of sewer programs. Transfers to other funds for administrative expenses should be maintained to reflect true program costs.

City of Evanston

Budget Policy (Revised May 24, 2004)

L. Expenditure Analysis

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

III. Fund Reserve Policy

The Fund Reserve Policy is as follows:

A. General Fund

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

B. Parking System Fund

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

C. Water Fund

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

D. Sewer Fund

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

City of Evanston

Fund Descriptions

GENERAL FUND

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

SPECIAL REVENUE FUNDS

City Funds

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

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

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

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

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

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

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

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

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

DEBT SERVICE FUNDS

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

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

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

Howard-Hartrey Tax Increment District Fund - to account for principal and interest payments

City of Evanston

Fund Descriptions

on debt proceeds issued and allocated to this tax increment financing district.

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

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

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

CAPITAL PROJECTS FUNDS

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

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

ENTERPRISE FUNDS

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

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

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

INTERNAL SERVICE FUNDS

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

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

Fund Descriptions

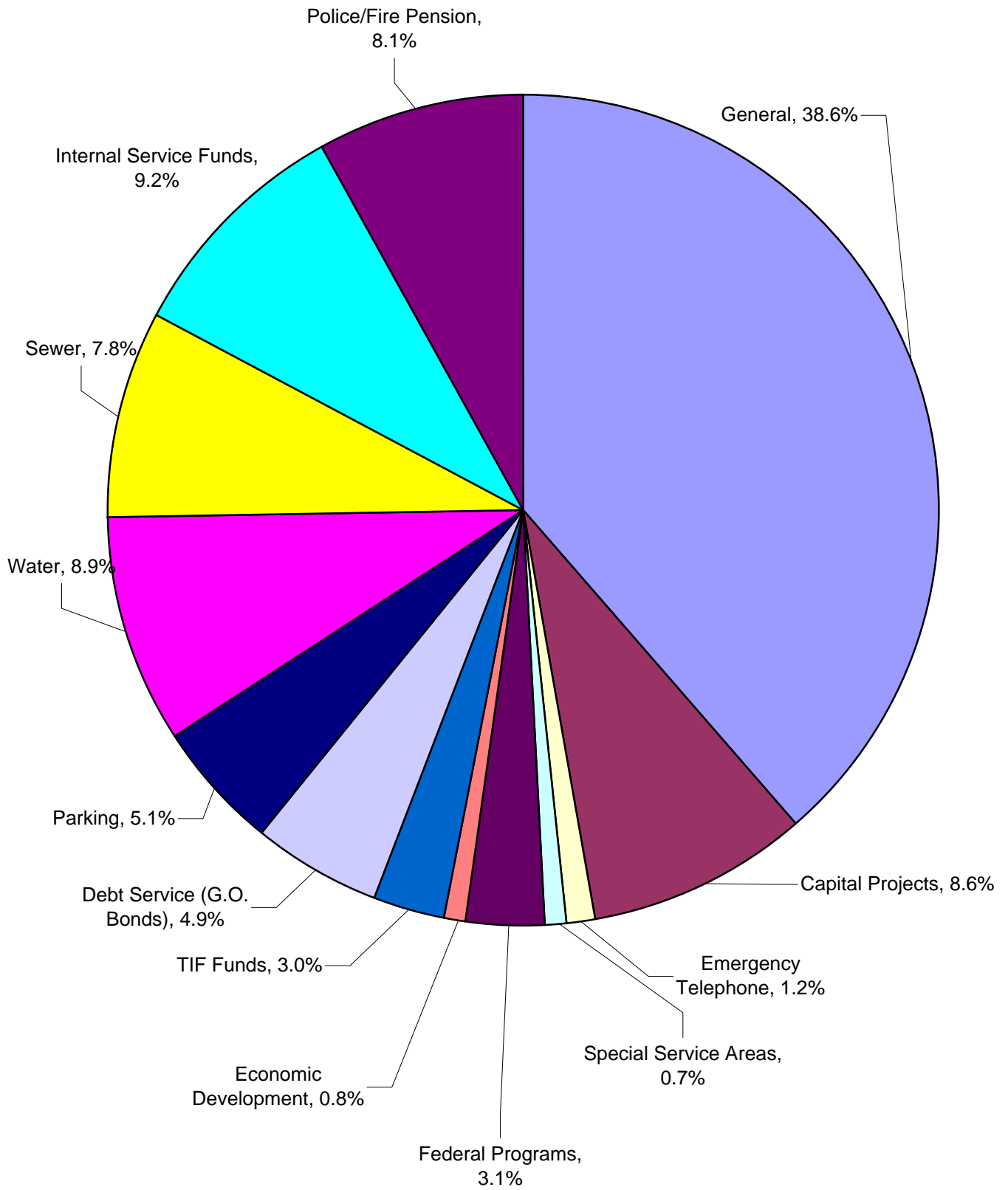
TRUST AND AGENCY FUNDS

Pension Trust Funds

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

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

**FY 2010-11 Adopted Budget
Summary - All Funds (prior to interfund transfers)
All Funds = \$224,438,941**



**Total Budgeted Expenditures- All Funds
FY09-10 vs. FY10-11
(Prior to Interfund Transfers)**

In this summary, the total budgets for all funds are compared with the approved fund totals for FY09-10.
All budget totals in this summary are gross figures prior to eliminating interfund transfers.

Fund	Fund #	FY07-08 Actual Expenditures	FY08-09 Actual Expenditures	FY09-10 Budgeted Expenditures	FY09-10 Estimated Expenditures	FY10-11 Budgeted Expenditures	Net Change	Percent Change
General	100	92,202,185	92,549,239	89,669,200	86,196,757	86,578,760	(3,090,440)	-3.4%
Neighborhood Stabilization	195	-	-	-	-	4,000,000	4,000,000	N/A
Motor Fuel	200	2,617,058	2,417,799	2,152,500	1,847,500	2,602,500	450,000	20.9%
Emergency Telephone	205	954,140	1,474,090	1,243,500	1,046,175	2,612,104	1,368,604	110.1%
Special Service District # 4	210	245,000	444,000	328,489	512,275	378,000	49,511	15.1%
CDBG	215	2,146,429	2,010,945	2,053,046	2,192,661	2,043,933	(9,113)	-0.4%
CDBG Loan	220	-	84,913	-	70,000	75,000	75,000	N/A
Economic Development	225	1,687,236	1,458,583	1,992,700	1,784,700	1,759,082	(233,618)	-11.7%
Neighborhood Improvement	235	-	71,107	-	45,000	50,000	50,000	N/A
Home	240	102,602	255,746	519,000	782,300	576,500	57,500	11.1%
Affordable Housing Fund	250	79,364	68,395	406,000	201,000	322,000	(84,000)	-20.7%
Washington National TIF	300	1,041,962	5,918,728	3,356,244	3,426,610	4,359,164	1,002,920	29.9%
Special Service District # 5	305	438,063	433,312	433,812	433,313	438,062	4,250	1.0%
Southwest II TIF	310	833,433	812,958	844,405	812,946	816,653	(27,752)	-3.3%
Southwest TIF	315	894,993	824,100	24,122	24,122	864,100	839,978	3482.2%
Debt Service (G.O. Bonds)	320	9,996,628	25,166,421	11,666,225	10,634,327	11,019,705	(646,520)	-5.5%
Downtown II TIF	325	10,323,044	6,749,594	13,346,040	15,026,857	-	(13,346,040)	-100.0%
Howard/Ridge TIF	330	115,512	199,375	136,395	120,395	120,400	(15,995)	-11.7%
West Evanston TIF	335	35,997	372,749	75,000	-	515,000	440,000	586.7%
Capital Improvement	415	16,893,052	10,385,584	20,175,054	6,884,544	16,631,628	(3,543,426)	-17.6%
Special Assessment	420	479,710	332,337	2,041,606	941,606	797,659	(1,243,947)	-60.9%
Parking	505	9,915,504	9,673,588	21,760,200	21,259,411	11,357,117	(10,403,083)	-47.8%
Water	510	11,361,890	12,197,211	18,527,800	15,700,354	20,087,061	1,559,261	8.4%
Sewer	515	8,972,019	8,725,626	17,868,100	16,969,257	17,507,580	(360,520)	-2.0%
Fleet	600	4,951,571	5,037,223	5,919,000	4,234,250	4,901,860	(1,017,140)	-17.2%
Insurance	605	3,957,372	3,069,261	2,717,500	4,021,294	15,858,437	13,140,937	483.6%
Fire Pension	700	4,781,782	5,380,446	7,328,112	5,669,000	7,616,267	288,155	3.9%
Police Pension	705	6,955,073	7,360,710	9,238,780	7,771,000	10,550,369	1,311,589	14.2%
Total All Funds		191,981,619	203,474,040	233,822,830	208,607,654	224,438,941	(9,383,889)	-4.0%

Total Budgeted Expenditures - Adjusted for Interfund Transfers

This chart presents the gross total for each fund, less interfund transfers.
The result are net expenditures for each fund and for the FY10-11 City Budget.
The total for each fund is compared with that of the approved FY09-10 budget.

Fund	Fund #	FY09-10 Net Budget	FY10-11 Adopted Expenditures	Less Transfers to Other Funds	FY10-11 Adopted Net Expenditures	Net Change	Percent Change
General	100	83,553,200	86,578,760	(14,150,300)	72,428,460	(11,124,740)	-13.3%
Neighborhood Stabilization	195		4,000,000	-	4,000,000	4,000,000	N/A
Motor Fuel	200	1,380,000	2,602,500	(772,500)	1,830,000	450,000	32.6%
Emergency Telephone	205	1,117,500	2,612,104	(201,355)	2,410,749	1,293,249	115.7%
Special Service District # 4	210	328,489	378,000	-	378,000	49,511	15.1%
CDBG	215	1,197,046	2,043,933	(896,555)	1,147,378	(49,668)	-4.1%
CDBG Loan	220	-	75,000	(55,000)	20,000		N/A
Economic Development	225	1,302,700	1,759,082	(434,055)	1,325,027	22,327	1.7%
Neighborhood Improvement	235	-	50,000	-	50,000		N/A
Home	240	484,700	576,500	(34,300)	542,200	57,500	11.9%
Affordable Housing Fund	250	382,000	322,000	(24,000)	298,000	(84,000)	-22.0%
Washington National TIF	300	604,328	4,359,164	(3,710,900)	648,264	43,936	7.3%
Special Service District # 5	305	433,812	438,062	-	438,062	4,250	1.0%
Southwest II TIF	310	702,817	816,653	(141,600)	675,053	(27,764)	-4.0%
Southwest TIF	315	-	864,100	(24,100)	840,000	840,000	N/A
Debt Service (G.O. Bonds)	320	11,166,225	11,019,705	-	11,019,705	(146,520)	-1.3%
Downtown II TIF	325	1,221,040	-	-	-	(1,221,040)	-100.0%
Howard/Ridge TIF	330	15,995	120,400	(120,400)	-	(15,995)	-100.0%
West Evanston TIF	335	75,000	515,000	(25,000)	490,000	415,000	553.3%
Capital Improvement	415	19,875,054	16,631,628	(300,000)	16,331,628	(3,543,426)	-17.8%
Special Assessment	420	1,730,000	797,659	(317,659)	480,000	(1,250,000)	-72.3%
Parking	505	20,828,900	11,357,117	(1,173,376)	10,183,741	(10,645,159)	-51.1%
Water	510	14,653,400	20,087,061	(4,447,992)	15,639,069	985,669	6.7%
Sewer	515	17,195,700	17,507,580	(1,003,703)	16,503,877	(691,823)	-4.0%
Fleet	600	5,919,000	4,901,860	(138,500)	4,763,360	(1,155,640)	-19.5%
Insurance	605	2,717,500	15,858,437	-	15,858,437	13,140,937	483.6%
Fire Pension	700	7,328,112	7,616,267	-	7,616,267	288,155	3.9%
Police Pension	705	9,238,780	10,550,369	-	10,550,369	1,311,589	14.2%
Total All Funds		203,451,298	224,438,941	(27,971,295)	196,467,646	(6,983,652)	-3.4%

**Budgeted Interfund Transfers In & Out
Sorted by Collecting Fund
FY10-11**

<u>Account #</u>		<u>Fund</u>	<u>Budget Transfers To</u>		<u>Fund</u>	<u>Budget Transfers From</u>
1910.57060	Revenue To →	General	24,000	Expense From →	Affordable Housing	-
5465.62685	Revenue To →	General	-	Expense From →	Affordable Housing	(24,000)
		Subtotal	<u>24,000</u>		Subtotal	<u>(24,000)</u>
1910.57100	Revenue To →	General	300,000	Expense From →	Capital Improvement	-
416051.66131	Revenue To →	General	-	Expense From →	Capital Improvement	(300,000)
		Subtotal	<u>300,000</u>		Subtotal	<u>(300,000)</u>
1910.57030	Revenue To →	General	856,000	Expense From →	CDBG	-
5220.various	Revenue To →	General	-	Expense From →	CDBG	(856,000)
5220.61510	Revenue To →	Insurance	23,100	Expense From →	CDBG	-
5220.66020	Revenue To →	Insurance	-	Expense From →	CDBG	(17,455)
7800.various	Revenue To →	Insurance	17,455	Expense From →	CDBG	-
Insurance Various	Revenue To →	Insurance	-	Expense From →	CDBG	(23,100)
		Subtotal	<u>896,555</u>		Subtotal	<u>(896,555)</u>
5275.56001	Revenue To →	CDBG	55,000	Expense From →	CDBG Loan	-
5280.66020	Revenue To →	CDBG	-	Expense From →	CDBG Loan	(55,000)
		Subtotal	<u>55,000</u>		Subtotal	<u>(55,000)</u>
1910.57040	Revenue To →	General	126,000	Expense From →	E911	-
5150.62680	Revenue To →	General	-	Expense From →	E911	(60,000)
5150.62685	Revenue To →	General	-	Expense From →	E911	(66,000)
5150.61510	Revenue To →	Insurance	57,900	Expense From →	E911	-
5150.66020	Revenue To →	Insurance	-	Expense From →	E911	(17,455)
7800.various	Revenue To →	Insurance	17,455	Expense From →	E911	-
Insurance Various	Revenue To →	Insurance	-	Expense From →	E911	(57,900)
		Subtotal	<u>201,355</u>		Subtotal	<u>(201,355)</u>
1910.57050	Revenue To →	General	390,000	Expense From →	Economic Dev	-
5300.66131	Revenue To →	General	-	Expense From →	Economic Dev	(390,000)
5300.61510	Revenue To →	Insurance	26,600	Expense From →	Economic Dev	-
5300.66020	Revenue To →	Insurance	17,455	Expense From →	Economic Dev	-
7800.various	Revenue To →	Insurance	-	Expense From →	Economic Dev	(17,455)
Insurance Various	Revenue To →	Insurance	-	Expense From →	Economic Dev	(26,600)
		Subtotal	<u>434,055</u>		Subtotal	<u>(434,055)</u>
Fleet Various	Revenue To →	Insurance	138,500	Expense From →	Fleet	-
Insurance Various	Revenue To →	Insurance	-	Expense From →	Fleet	(138,500)
		Subtotal	<u>138,500</u>		Subtotal	<u>(138,500)</u>
GF Various	Revenue To →	Fleet	4,047,800	Expense From →	General	-
7705.53750	Revenue To →	Fleet	-	Expense From →	General	(4,047,800)
1940.66020	Revenue To →	Insurance	-	Expense From →	General	(2,380,200)
7800.various	Revenue To →	Insurance	2,380,200	Expense From →	General	-
General Various	Revenue To →	Insurance	7,722,300	Expense From →	General	-
Insurance Various	Revenue To →	Insurance	-	Expense From →	General	(7,722,300)
		Subtotal	<u>14,150,300</u>		Subtotal	<u>(14,150,300)</u>
1910.57035	Revenue To →	General	34,300	Expense From →	Home	-
5450.61455	Revenue To →	General	-	Expense From →	Home	(34,300)
		Subtotal	<u>34,300</u>		Subtotal	<u>(34,300)</u>
1910.57070	Revenue To →	General	141,600	Expense From →	Howard Hartrey TIF	-
5500.62685	Revenue To →	General	-	Expense From →	Howard Hartrey TIF	(141,600)
		Subtotal	<u>141,600</u>		Subtotal	<u>(141,600)</u>
1910.57096	Revenue To →	General	120,400	Expense From →	Howard Ridge TIF	-
5860.66131	Revenue To →	General	-	Expense From →	Howard Ridge TIF	(120,400)
		Subtotal	<u>120,400</u>		Subtotal	<u>(120,400)</u>

**Budgeted Interfund Transfers In & Out
Sorted by Collecting Fund
FY10-11**

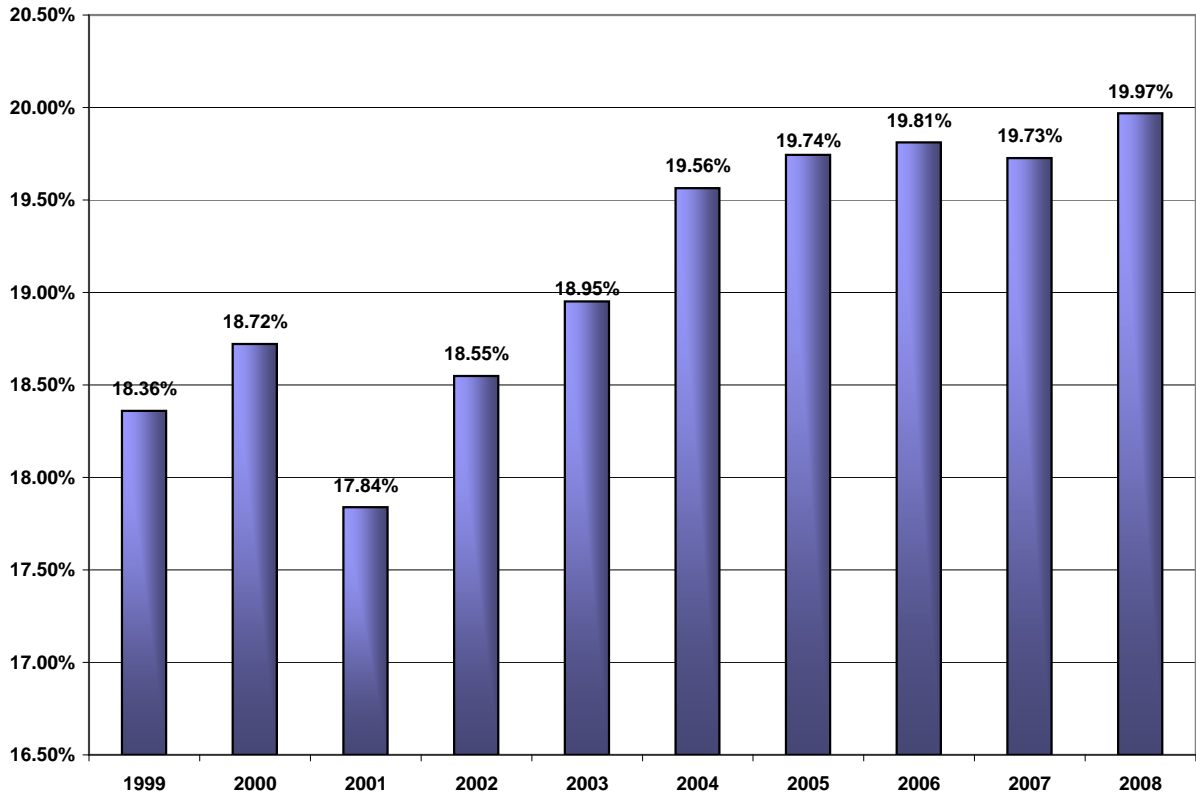
<u>Account #</u>		<u>Fund</u>	<u>Budget Transfers To</u>		<u>Fund</u>	<u>Budget Transfers From</u>
1910.57020	Revenue To →	General	772,500	Expense From →	Motor Fuel	-
5100.62720	Revenue To →	General	-	Expense From →	Motor Fuel	(122,500)
5100.66136	Revenue To →	General	-	Expense From →	Motor Fuel	(650,000)
		Subtotal	<u>772,500</u>		Subtotal	<u>(772,500)</u>
7705.53755	Revenue To →	Fleet	29,700	Expense From →	Parking	-
7005.62305	Revenue To →	Fleet	-	Expense From →	Parking	(8,600)
7005.62309	Revenue To →	Fleet	-	Expense From →	Parking	(4,000)
7015.62305	Revenue To →	Fleet	-	Expense From →	Parking	(13,400)
7015.62309	Revenue To →	Fleet	-	Expense From →	Parking	(3,700)
1910.57130	Revenue To →	General	644,500	Expense From →	Parking	-
7005.62305	Revenue To →	General	-	Expense From →	Parking	(644,500)
7050.66132	Revenue To →	Insurance	-	Expense From →	Parking	(319,776)
7800.various	Revenue To →	Insurance	319,776	Expense From →	Parking	-
Insurance Various	Revenue To →	Insurance	-	Expense From →	Parking	(179,400)
Parking Various	Revenue To →	Insurance	179,400	Expense From →	Parking	-
		Subtotal	<u>1,173,376</u>		Subtotal	<u>(1,173,376)</u>
7705.53770	Revenue To →	Fleet	305,500	Expense From →	Sewer	-
7400.62305	Revenue To →	Fleet	-	Expense From →	Sewer	(177,800)
7400.62309	Revenue To →	Fleet	-	Expense From →	Sewer	(127,700)
1910.57165	Revenue To →	General	266,000	Expense From →	Sewer	-
7411.66020	Revenue To →	General	-	Expense From →	Sewer	(266,000)
7411.66020	Revenue To →	Insurance	-	Expense From →	Sewer	(270,203)
7800.various	Revenue To →	Insurance	270,203	Expense From →	Sewer	-
Insurance Various	Revenue To →	Insurance	-	Expense From →	Sewer	(162,000)
Sewer Various	Revenue To →	Insurance	162,000	Expense From →	Sewer	-
		Subtotal	<u>1,003,703</u>		Subtotal	<u>(1,003,703)</u>
1910.57075	Revenue To →	General	24,100	Expense From →	Southwest TIF	-
5540.62685	Revenue To →	General	-	Expense From →	Southwest TIF	(24,100)
		Subtotal	<u>24,100</u>		Subtotal	<u>(24,100)</u>
5560.57110	Revenue To →	Debt Service	317,659	Expense From →	Special Assessment	-
6365.66020	Revenue To →	Debt Service	-	Expense From →	Special Assessment	(317,659)
		Subtotal	<u>317,659</u>		Subtotal	<u>(317,659)</u>
1910.57065	Revenue To →	General	325,000	Expense From →	Washington National TIF	-
5470.62685	Revenue To →	General	-	Expense From →	Washington National TIF	(325,000)
5470.66020	Revenue To →	Parking	-	Expense From →	Washington National TIF	(3,385,900)
7036.57065	Revenue To →	Parking	3,385,900	Expense From →	Washington National TIF	-
		Subtotal	<u>3,710,900</u>		Subtotal	<u>(3,710,900)</u>
7705.53760	Revenue To →	Fleet	195,100	Expense From →	Water	-
7100.62305	Revenue To →	Fleet	-	Expense From →	Water	(10,700)
7100.62309	Revenue To →	Fleet	-	Expense From →	Water	(8,800)
7115.62305	Revenue To →	Fleet	-	Expense From →	Water	(86,800)
7115.62309	Revenue To →	Fleet	-	Expense From →	Water	(54,000)
7120.62305	Revenue To →	Fleet	-	Expense From →	Water	(25,300)
7120.62309	Revenue To →	Fleet	-	Expense From →	Water	(9,500)
1910.various	Revenue To →	General	3,286,800	Expense From →	Water	-
7160.66020	Revenue To →	General	-	Expense From →	Water	(3,286,800)
7160.66020	Revenue To →	Insurance	-	Expense From →	Water	(468,492)
7800.various	Revenue To →	Insurance	468,492	Expense From →	Water	-
Insurance Various	Revenue To →	Insurance	-	Expense From →	Water	(497,600)
Water Various	Revenue To →	Insurance	497,600	Expense From →	Water	-
		Subtotal	<u>4,447,992</u>		Subtotal	<u>(4,447,992)</u>
1910.57007	Revenue To →	General	25,000	Expense From →	West Evanston TIF	-
5870.66020	Revenue To →	General	-	Expense From →	West Evanston TIF	(25,000)
		Subtotal	<u>25,000</u>		Subtotal	<u>(25,000)</u>
		Total	<u>27,971,295</u>			<u>(27,971,295)</u>

**City of Evanston
Fund Balance Summary
FY 2010-11**

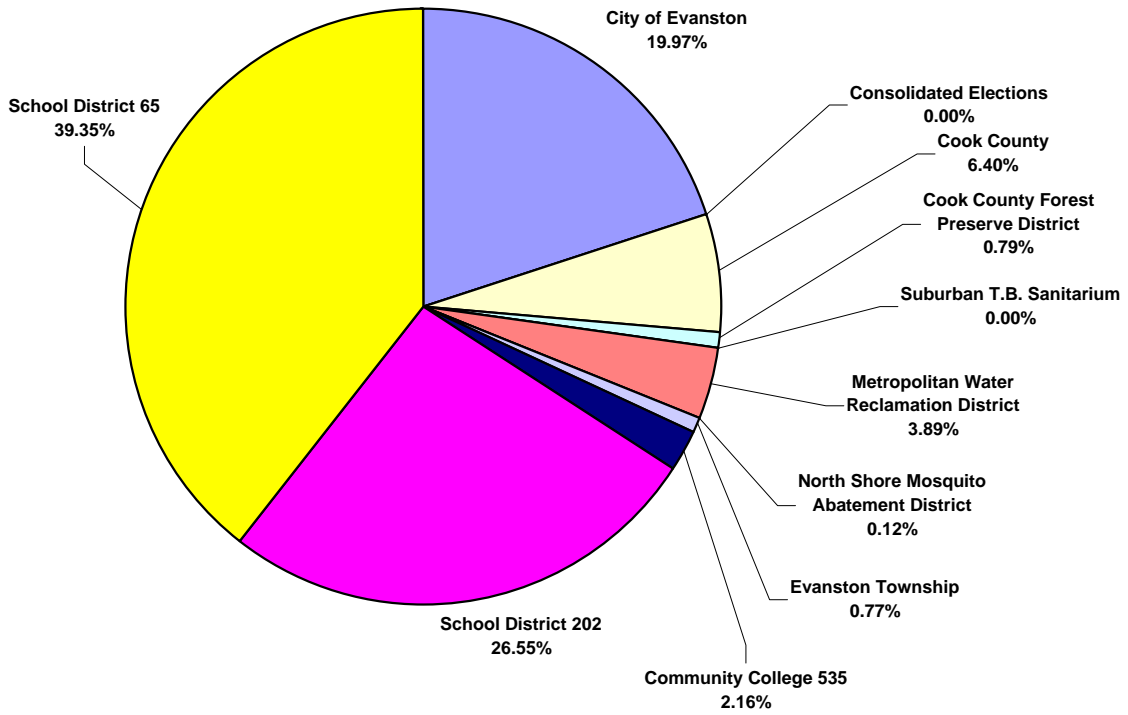
Fund Name	Fund #	3/1/10 Estimated Fund Balance*	FY10-11 Budgeted Revenues (Excluding Applied F.B.)	FY10-11 Budgeted Expenditures	FY10-11 Budgeted Surplus	2/28/11 Estimated Unreserved Fund Balance	Fund Balance as a % of Expenditures	Fund Balance Reserve Policy
General Fund	100	12,626,198	86,873,900	86,578,760	295,140	12,921,338	15%	8.3%
Neighborhood Stabilization	195	-	4,000,000	4,000,000	-	-	0%	N/A
Motor Fuel Tax Fund	200	1,152,022	1,930,000	2,602,500	(672,500)	479,522	18%	N/A
Emergency Telephone Fund	205	2,177,067	1,056,000	2,612,104	(1,556,104)	620,963	24%	N/A
Special Service Area # 4	210	310,356	378,000	378,000	-	310,356	82%	N/A
CDBG	215	422,799	2,050,176	2,043,933	6,243	429,042	21%	N/A
CDBG Loan	220	1,943,516	3,000	75,000	(72,000)	1,871,516	2495%	N/A
Economic Development Fund	225	2,000,410	1,808,000	1,759,082	48,918	2,049,328	116%	N/A
Neighborhood Improvement	235	86,391	40,000	50,000	(10,000)	76,391	153%	N/A
Home Fund	240	3,203,160	584,009	576,500	7,509	3,210,669	557%	N/A
Affordable Housing Fund	250	2,300,543	181,000	322,000	(141,000)	2,159,543	671%	N/A
Washington National TIF	300	5,726,127	4,729,000	4,359,164	369,836	6,095,963	140%	N/A
Special Service District #5	305	37,525	431,912	438,062	(6,150)	31,375	7%	N/A
Howard Hartrey TIF	310	3,733,877	1,267,000	816,653	450,347	4,184,224	512%	N/A
Southwest TIF	315	547,319	656,500	864,100	(207,600)	339,719	39%	N/A
Debt Service (G.O. Bonds)	320	743,222	10,772,283	11,019,705	(247,422)	495,800	4%	N/A
Downtown II TIF	325	-	-	-	-	-	-	N/A
Howard Ridge TIF	330	712,555	689,500	120,400	569,100	1,281,655	1064%	N/A
West Evanston TIF	335	698,291	315,500	515,000	(199,500)	498,791	97%	N/A
Capital Projects Fund	415	6,929,613	13,881,628	16,631,628	(2,750,000)	4,179,613	25%	N/A
Special Assessment Fund	420	4,122,182	575,000	797,659	(222,659)	3,899,523	489%	N/A
Parking System Fund	505	15,414,409	12,071,800	11,357,117	714,683	16,129,092	142%	10.0%
Water	510	6,481,912	17,455,781	20,087,061	(2,631,280)	3,850,632	19%	10.0%
Sewer	515	3,406,684	14,288,000	17,507,580	(3,219,580)	187,104	1%	10.0%
Fleet Service	600	9,791	4,865,130	4,901,860	(36,730)	(26,939)	-1%	N/A
Insurance	605	(3,568,639)	15,788,886	15,858,437	(69,551)	(3,638,190)	-23%	N/A
Fire Pension	700	43,666,657	7,616,267	7,616,267	-	43,666,657	573%	N/A
Police Pension	705	56,671,889	10,550,369	10,550,369	-	56,671,889	537%	N/A
TOTALS		<u>171,555,876</u>	<u>214,858,641</u>	<u>224,438,941</u>	<u>(9,580,300)</u>	<u>161,975,576</u>		

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

City of Evanston Percentage of Tax Bill Last Ten Fiscal Years



Your Real Estate Tax Bill



CITY OF EVANSTON, ILLINOIS

Property Tax Rates
Last Ten Fiscal Years

Tax Levy Year	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008
Fund											
General Corporate	0.9801	1.0231	1.0872	0.8646	0.8554	0.8977	0.7685	0.7502	0.7765	0.6248	0.5662
Debt Service	0.5443	0.5574	0.5743	0.4467	0.4404	0.4494	0.4025	0.3929	0.3918	0.3332	0.3508
	1.5244	1.5805	1.6615	1.3113	1.2958	1.3471	1.1710	1.1431	1.1683	0.9580	0.9170
Police Pension	0.2062	0.2021	0.2088	0.1819	0.1812	0.1981	0.1991	0.1943	0.1885	0.1707	0.1707
Firefighters' Pension	0.1566	0.1505	0.1626	0.1348	0.1321	0.1520	0.1573	0.1535	0.1697	0.1536	0.2071
Total All Funds	1.8872	1.9331	2.0329	1.6280	1.6091	1.6972	1.5274	1.4909	1.5265	1.2823	1.2948
Actual Rate Extended*	1.888	1.934	2.033	1.628	1.610	1.698	1.528	1.491	1.5270	1.2830	1.2950

* This is the actual tax rate levied for each fiscal year.

CITY OF EVANSTON, ILLINOIS

Property Tax Rates per \$100 - Direct and Overlapping Governments

Last Ten Levy Years

	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
Government Unit										
City of Evanston	1.934	2.033	1.628	1.610	1.698	1.528	1.491	1.527	1.283	1.295
Consolidated Elections	0.023	-	0.032	-	0.029	-	0.014	-	0.012	-
Cook County	0.854	0.824	0.746	0.690	0.630	0.593	0.533	0.500	0.446	0.415
Cook County Forest Preserve District	0.070	0.069	0.067	0.061	0.059	0.060	0.060	0.057	0.053	0.051
Suburban T.B. Sanitarium	0.008	0.008	0.007	0.006	0.004	0.001	0.005	0.005	-	-
Metropolitan Water Reclamation District	0.419	0.415	0.401	0.371	0.361	0.347	0.315	0.284	0.263	0.252
North Shore Mosquito Abatement District	0.011	0.011	0.010	0.009	0.009	0.008	0.008	0.009	0.008	0.008
Evanston Township	0.072	0.077	0.064	0.062	0.065	0.056	0.055	0.058	0.050	0.050
Community College 535	0.203	0.213	0.186	0.179	0.186	0.161	0.158	0.166	0.141	0.140
School District 202	2.865	2.977	2.469	2.349	2.444	2.078	2.023	2.099	1.750	1.722
School District 65	4.073	4.232	3.516	3.343	3.475	2.978	2.890	3.045	2.535	2.552

Total tax rate for property not in park district or special service district

10.532	10.859	9.126	8.680	8.960	8.960	7.810	7.552	7.750	6.541	6.485
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Percent of total tax rate levied by City of Evanston

18.4%	18.7%	17.8%	18.5%	19.0%	19.6%	19.6%	19.7%	19.7%	19.6%	20.0%
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Source: Cook County Assessor's office

CITY OF EVANSTON, ILLINOIS

Analysis of City Government Tax Levies
Last Ten Fiscal Years

Tax Levy Year	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008
General Corporate	12,320,265	13,304,293	13,986,844	13,970,507	14,862,245	15,504,388	16,105,714	17,040,816	17,439,796	17,322,716	16,638,265
Debt Service	6,875,709	7,248,097	7,452,297	7,218,006	7,650,852	8,263,107	8,435,448	8,915,268	8,800,251	9,237,356	10,307,533
	19,195,974	20,552,390	21,439,141	21,188,513	22,513,097	23,767,495	24,541,162	25,956,084	26,240,047	26,560,072	26,945,798
Police Pension	2,592,476	2,627,920	2,686,300	2,939,263	3,147,859	3,420,846	4,171,429	4,171,429	4,232,653	4,731,122	6,084,034
Firefighters' Pension	1,968,582	1,957,042	2,092,205	2,177,551	2,296,159	2,625,446	3,295,798	3,295,798	3,811,224	4,259,490	5,014,836
	23,757,032	25,137,352	26,217,646	26,305,327	27,957,115	29,813,787	32,008,389	33,423,311	34,283,924	35,550,684	38,044,668

CITY OF EVANSTON, ILLINOIS

Assessed Value and Actual Value of Taxable Property

Last Ten Fiscal Years

Levy Year Ended	Residential Property	Farm Property	Commercial Property	Industrial Property	Railroad Property	Total Equalized Assessed Value	Total Actual Value	Total Tax Rate
1998	789,833,544	16,895	413,956,877	90,809,247	293,665	1,294,910,228	3,884,730,684	1.888
1999	821,467,155	16,895	406,217,660	72,384,000	286,492	1,300,372,202	3,901,116,606	1.934
2000	828,097,184	16,895	390,321,697	67,725,714	298,315	1,286,459,805	3,859,379,415	2.033
2001	1,105,269,184	16,895	459,256,602	50,985,114	311,382	1,615,839,177	4,847,517,531	1.628
2002	1,202,783,327	16,895	467,795,729	66,579,781	368,172	1,737,543,904	5,212,631,712	1.609
2003	1,221,970,442	16,895	435,093,531	69,669,560	397,456	1,727,147,884	5,181,443,652	1.698
2004	1,543,464,138	16,895	479,999,412	71,684,555	446,570	2,095,611,570	6,286,834,710	1.528
2005	1,680,183,692	16,895	500,330,397	61,756,603	465,435	2,242,753,022	6,728,259,066	1.491
2006	1,707,669,215	16,895	476,821,737	60,920,888	464,011	2,245,892,746	6,737,678,238	1.527
2007	2,149,123,958	16,895	560,536,782	62,154,048	508,346	2,772,340,029	8,317,020,087	1.283
2008	Not available	Not available	Not available	Not available	Not available	2,938,397,892	8,815,193,676	1.295

Note: Property is reassessed once every three years. Equalized Assessed value is approximately 1/3 of actual value. Tax rates are per \$100 of Equalized assessed value.
 Source: Cook County Assessor's office

CITY OF EVANSTON, ILLINOIS

Principal Property Tax Payers

Current year and Nine Years Ago

<u>Tax Payer</u>	2008 (2007 EAV)			1999 (1998 EAV)		
	Total Equalized Assessed Value (EAV)	Rank	Percentage of Total City Taxable EAV	Total Equalized Assessed Value (EAV)	Rank	Percentage of Total City Taxable EAV
Golub & Company	29,797,204	1	1.07%	14,877,560	1	1.09%
Rotary International	22,909,065	2	0.83%	9,083,061	2	0.66%
RECP CBRE	22,617,724	3	0.82%	8,617,141	3	0.63%
Sherman Plaza LLC	20,703,729	4	0.75%	7,907,493	4	0.58%
Church St Plaza	18,678,155	5	0.67%	6,476,664	5	0.47%
Church & Chgo Ltd Prtn	15,530,484	6	0.56%	6,420,409	6	0.47%
Omni Orrington Hotel	14,454,696	7	0.52%	5,054,708	7	0.37%
Evanston Plaza Freed	14,046,480	8	0.51%	3,753,722	8	0.27%
Parliament Enterprises	13,329,516	9	0.48%	3,372,609	9	0.25%
Evanston Hotel Assoc.	12,867,965	10	0.46%	3,181,747	10	0.23%
Total	184,935,018		6.67%	68,745,114		5.02%
Total EAV	2,772,640,029			1,370,237,932		

Source: Evanston GIS Cook County 2007 AV by PIN Summary

CITY OF EVANSTON, ILLINOIS

Demographic and Economic Statistics

Last Ten Years

<u>Year</u>	<u>Population</u>	Per Capita Personal <u>Income</u>	Median <u>Age</u>	Education Level in Years <u>of Schooling</u>	School <u>Enrollment</u>	Unemployment <u>Rate</u>
2001	74,239	30,068	31.9	13.6	9,999	4.2%
2002	74,239	33,645	32.5	13.6	10,889	5.0%
2003	74,239	36,296	32.5	13.6	9,766	5.4%
2004	74,239	36,296	32.5	13.6	9,849	5.0%
2005	74,239	37,384	32.5	13.6	9,740	5.0%
2006	74,239	39,103	32.5	13.6	9,550	4.5%
2007	74,239	39,103	32.5	13.6	9,550	4.4%
2008	74,239	39,103	32.5	13.6	9,550	4.6%
2009	74,239	39,103	32.5	13.6	9,550	7.3%

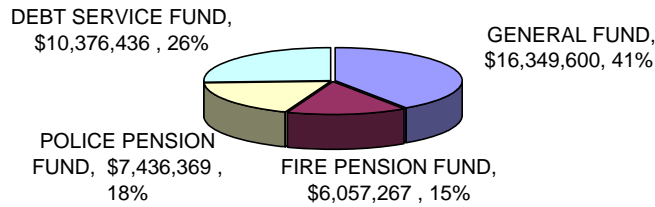
Source: Various Government agencies

City of Evanston

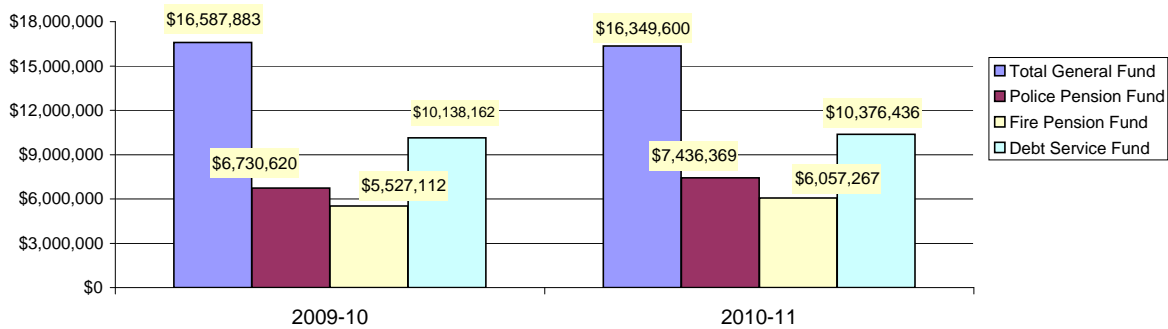
FY10-11 Adopted Property Tax Levy
Comparison with FY09-10 Approved Levy & Previous Three Years

	FY06-07 ADOPTED LEVY	FY07-08 ADOPTED LEVY	FY08-09 ADOPTED LEVY	FY09-10 ADOPTED LEVY	FY10-11 ADOPTED LEVY	VARIANCE INCREASE (DECREASE)	PERCENT INCREASE (DECREASE)
TOTAL GENERAL FUND							
Gross Levy	\$ 17,440,000	\$ 17,322,716	\$ 16,638,265	\$ 16,926,411	\$ 16,683,265	\$ (243,146)	-1.44%
2% Loss Factor	\$ 348,800	\$ 346,454	\$ 332,765	\$ 338,528	\$ 333,665	\$ (4,863)	-1.44%
Net Levy	\$ 17,091,200	\$ 16,976,262	\$ 16,305,500	\$ 16,587,883	\$ 16,349,600	\$ (238,283)	-1.44%
FIRE PENSION FUND							
Gross Levy	\$ 3,811,224	\$ 4,259,460	\$ 5,014,836	\$ 5,639,910	\$ 6,180,885	\$ 540,975	9.59%
2% Loss Factor	\$ 76,224	\$ 85,189	\$ 100,297	\$ 112,798	\$ 123,618	\$ 10,820	9.59%
Net Levy	\$ 3,735,000	\$ 4,174,271	\$ 4,914,539	\$ 5,527,112	\$ 6,057,267	\$ 530,155	9.59%
POLICE PENSION FUND							
Gross Levy	\$ 4,232,653	\$ 4,731,162	\$ 6,084,034	\$ 6,867,980	\$ 7,588,132	\$ 720,152	10.49%
2% Loss Factor	\$ 84,653	\$ 94,623	\$ 121,681	\$ 137,360	\$ 151,763	\$ 14,403	10.49%
Net Levy	\$ 4,148,000	\$ 4,636,539	\$ 5,962,353	\$ 6,730,620	\$ 7,436,369	\$ 705,749	10.49%
DEBT SERVICE FUND							
Gross Levy	\$ 8,915,268	\$ 9,237,356	\$ 10,307,536	\$ 10,345,063	\$ 10,588,200	\$ 243,137	2.35%
2% Loss Factor	\$ 178,305	\$ 184,747	\$ 206,151	\$ 206,901	\$ 211,764	\$ 4,863	2.35%
Net Levy	\$ 8,736,963	\$ 9,052,609	\$ 10,101,385	\$ 10,138,162	\$ 10,376,436	\$ 238,274	2.35%
Gross Levy	\$ 34,399,146	\$ 35,550,694	\$ 38,044,671	\$ 39,779,364	\$ 41,040,482	\$ 1,261,117	3.17%
2% Loss Factor	\$ 687,983	\$ 711,013	\$ 760,894	\$ 795,587	\$ 820,810	\$ 25,222	3.17%
Net Levy	\$ 33,711,163	\$ 34,839,681	\$ 37,283,777	\$ 38,983,777	\$ 40,219,672	\$ 1,235,895	3.17%

FY 2010-11 Adopted Tax Levy by Fund



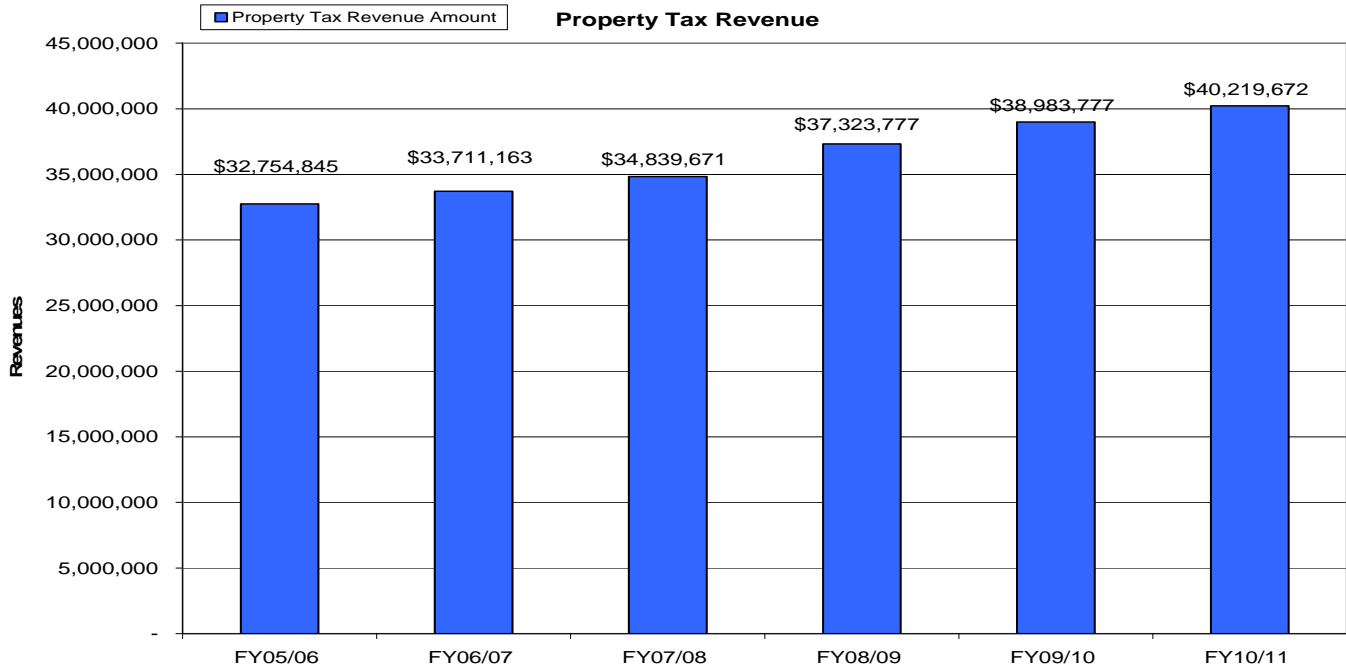
FY 2010-11 Adopted Property Tax Levy by Fund
Comparison with 2009-10 Levy by Fund



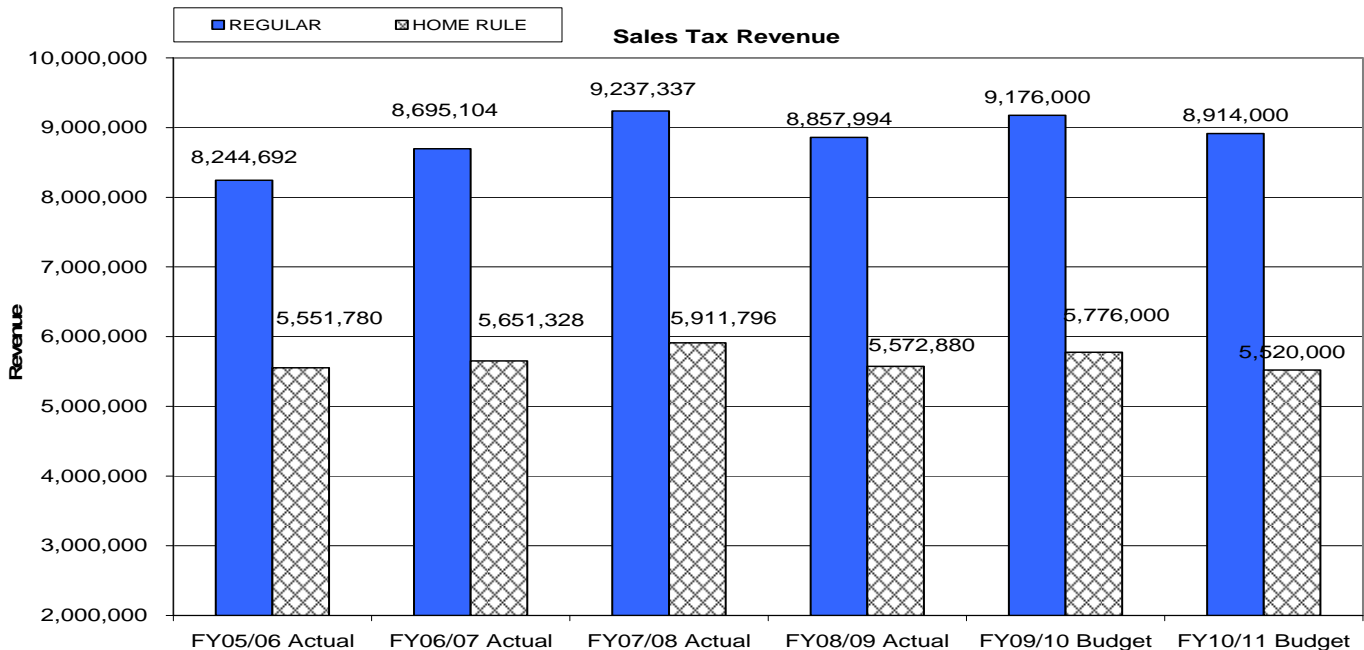
REVENUE SOURCES, ASSUMPTIONS AND TRENDS

The following is a summary of major revenue sources, trends and assumptions for FY 2010-11:

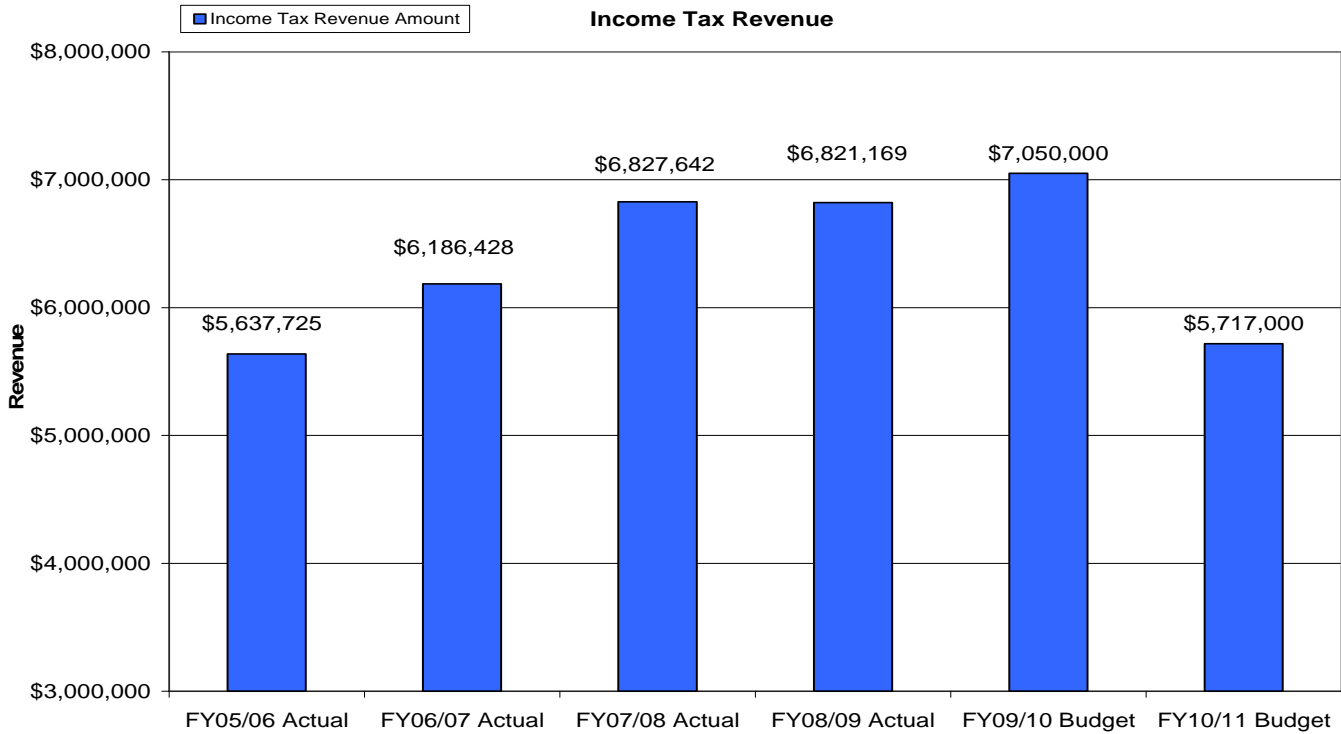
PROPERTY TAXES – Evanston property owners pay property tax to multiple entities including the City of Evanston. The FY11 adopted budget includes an overall increase to the property tax of \$1,235,904, the General Fund’s allocation of this tax actually decreased by \$238,274 which in turn was budgeted to the Debt Service Fund for mandatory principal and interest payments. The Firefighters’ and Police Pensions were allocated the entire increase of \$1,235,904.



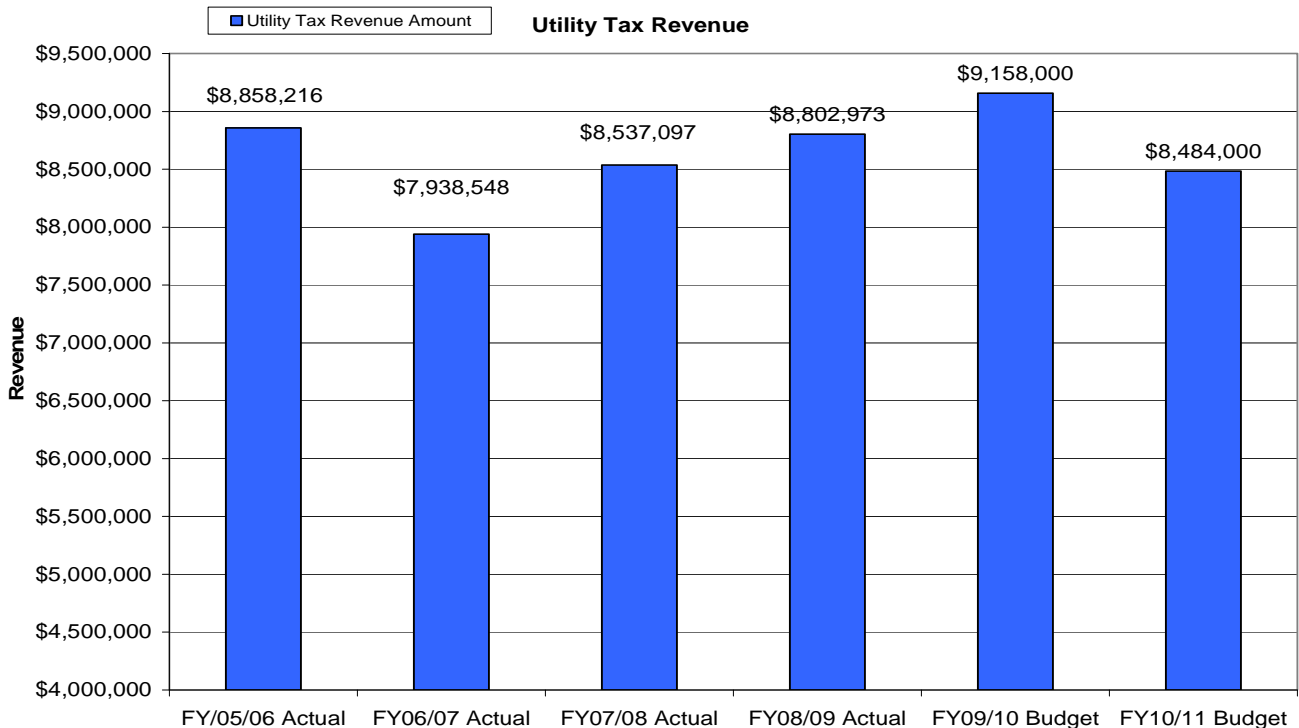
SALES TAXES – The City receives two types of sales taxes – one from the State of Illinois and another from a sales tax imposed through the City’s home-rule status. Both the State tax (retailers’ occupation tax- a.k.a. ROT) and the home rule tax rates are 1% although the home rule tax is not assessed on “listed” property such as vehicles and most grocery food items and medications. The budget includes a \$262,000 and \$256,000 decrease in the ROT and home rule sales taxes, respectively and is based on estimated prior year actual tax received.



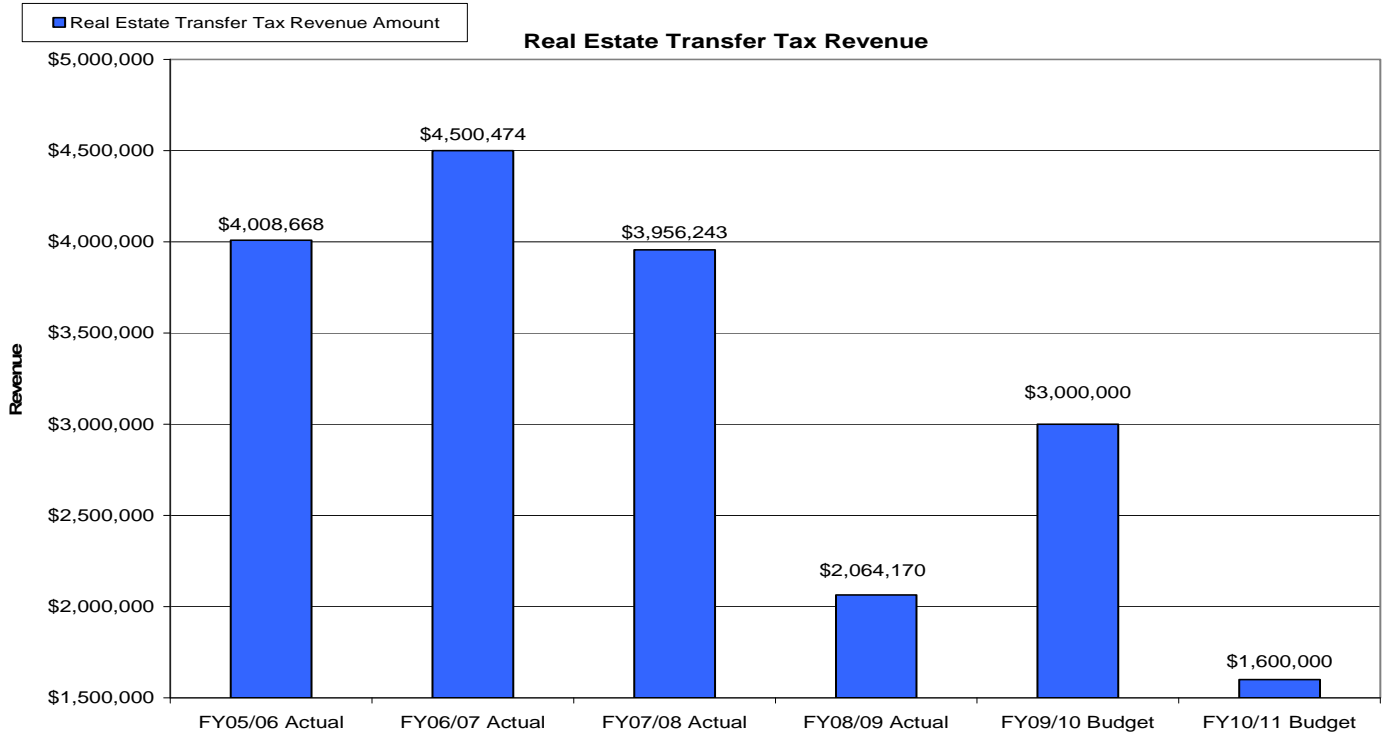
INCOME TAX – Income tax is a State shared tax that is distributed on a per capita basis and is based on the average income statewide. Based on actual year-to-date receipts and per Illinois Municipal League estimated adjustments for next year, we budget a decrease of this tax totaling \$1,333,000. In addition, there has been discussion at the State level to potentially reduce the municipal share of the State income tax from a 10% to 7% allocation of the total. If this legislation were to pass during the year, the amount budgeted for FY10/11 may need to be adjusted downward.



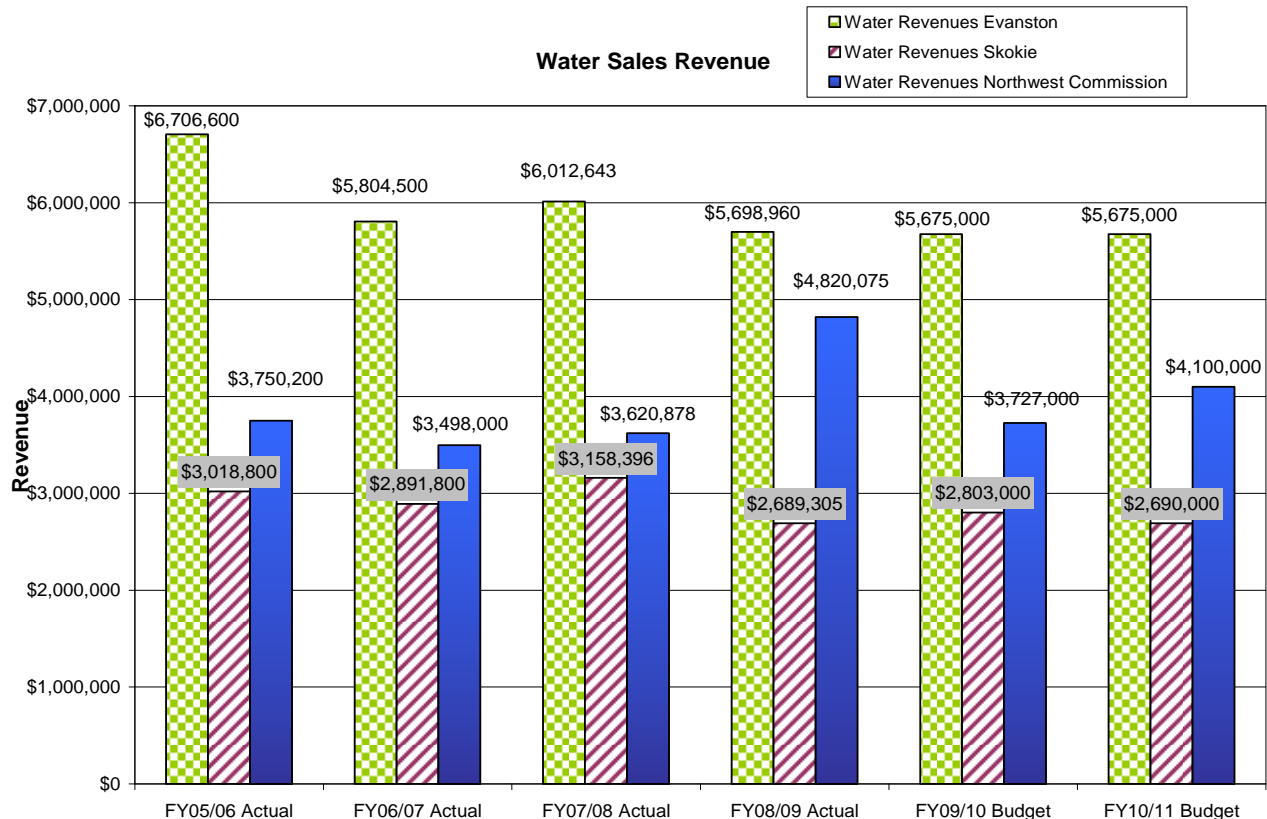
UTILITY TAXES – This revenue consists of taxes applied on electric usage, telephone usage, natural gas usage, and natural gas distribution. The utility tax rates are 6% for telecommunications, 5% for natural gas distribution (suppliers), \$.025/therm for natural gas usage, and between \$.00589-.00082 electric utility tax usage depending on kilowatt hours consumed. The amount of revenue for these taxes budgeted next year was largely dependent on year-to-date receipts and a historical trend analysis, if applicable, performed for the past three years. The sharp budget reduction is primarily attributable to much lower natural gas commodity prices.



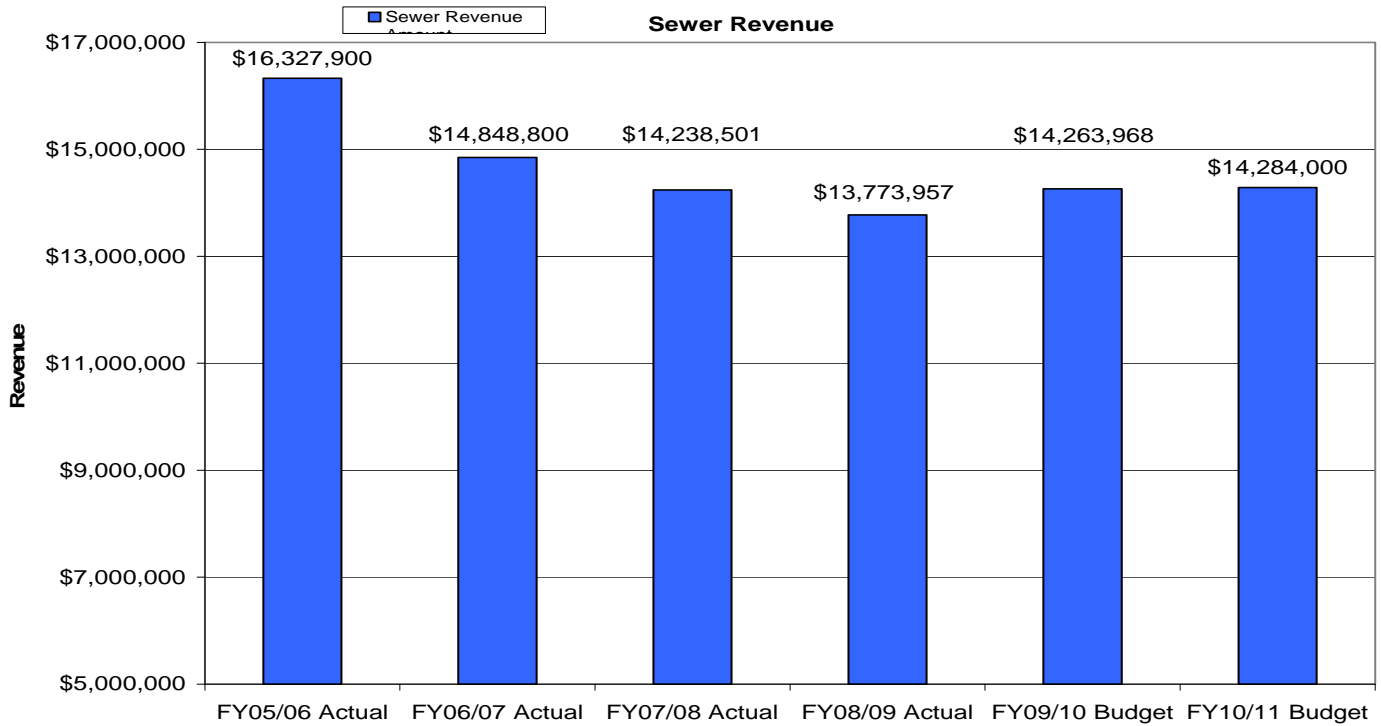
REAL ESTATE TRANSFER TAX – The real estate transfer tax is imposed at \$5 dollars per \$1,000 increment of value on the sale or transfer of real estate in the City less certain exemptions as specified per City code. Due to the continued lack of credit in the housing market and economy in general, the residential real estate market remains very slow sales throughout the nation, including the Midwest. The large budgeted revenue reduction for FY10/11 reflects the slowdown until the market begins to improve.



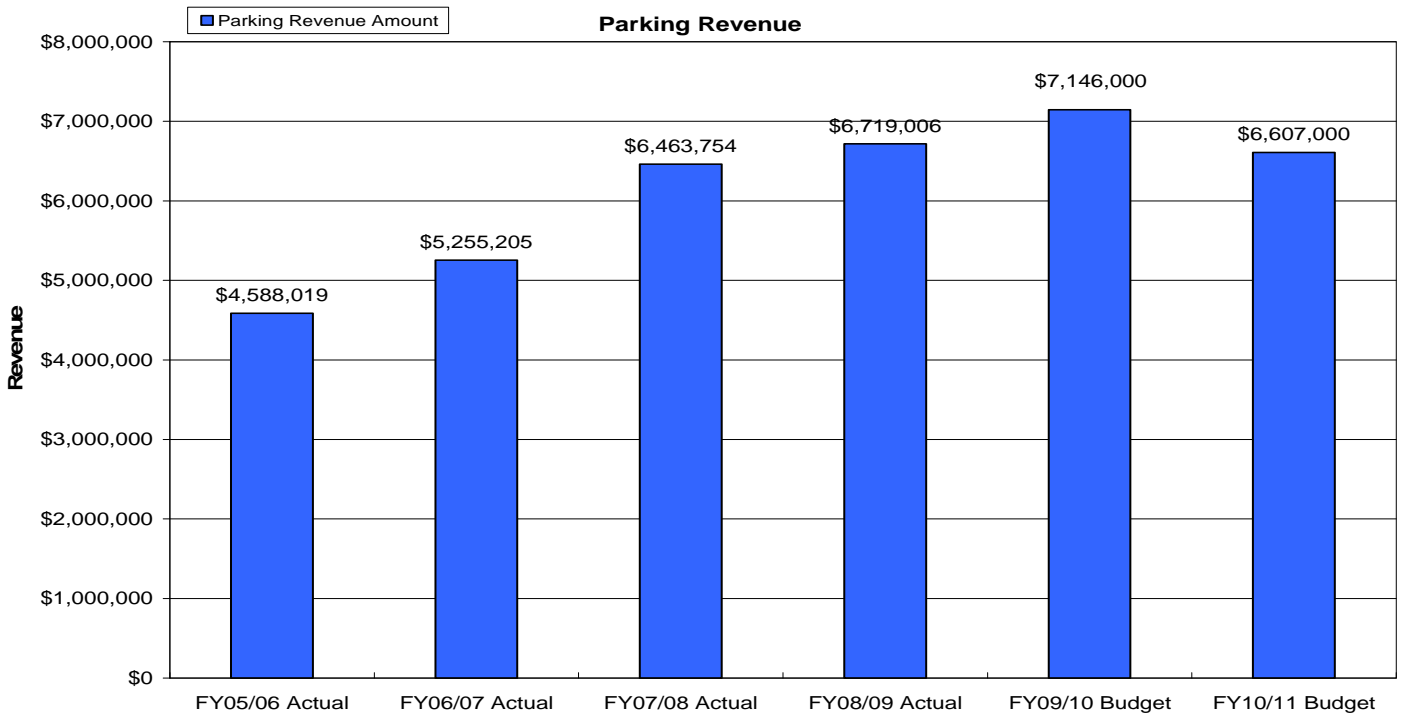
WATER REVENUES – Water revenues from Evanston’s water utility customers are expected to remain fairly constant from the prior year. Absent any water rate increases or adjustments, this revenue is almost entirely dependent on water consumption with weather playing a major role, especially during the summer.



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



PARKING REVENUES – The City operates parking meters, lots, and three major garages which generate revenues. The decrease in budgeted revenue is due to the continued slow economy which directly effects shopping (and parking) in the City’s downtown area. The City’s Maple and Sherman Garages were maintained as separate Funds prior to FY08/09, and the chart below has been adjusted to present consolidated totals.



City of Evanston

Debt Service Funds

The primary objective in debt management is to keep the level of indebtedness within available resources and it's imperative to keep the debt within the stated City Council debt limitation. Because the City of Evanston is a Home Rule Municipality there is no legal limit on the amount of debt that the City can issue. However, the Evanston City Council has established a limit of \$90,000,000 in general obligation debt as a City debt service policy.

The most recent debt issuance was December 10, 2008 when the City sold \$19,015,000 Series 2008 D General Obligation Bonds to refund the remainder of its Series 1999 issue.

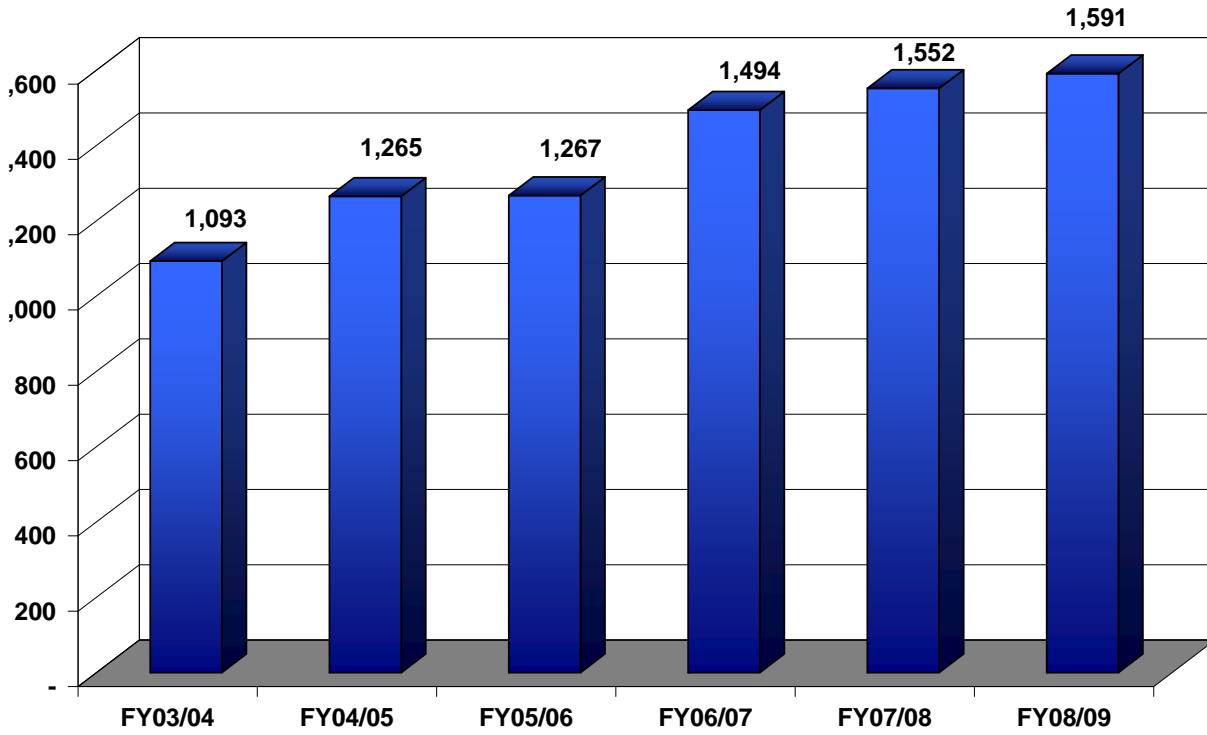
The public debt in the City of Evanston satisfies the current budget policy and is sufficient to meet the community needs. The City of Evanston has a Fitch rating of AAA and Moody rating of Aa1 as of November 11, 2008.

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

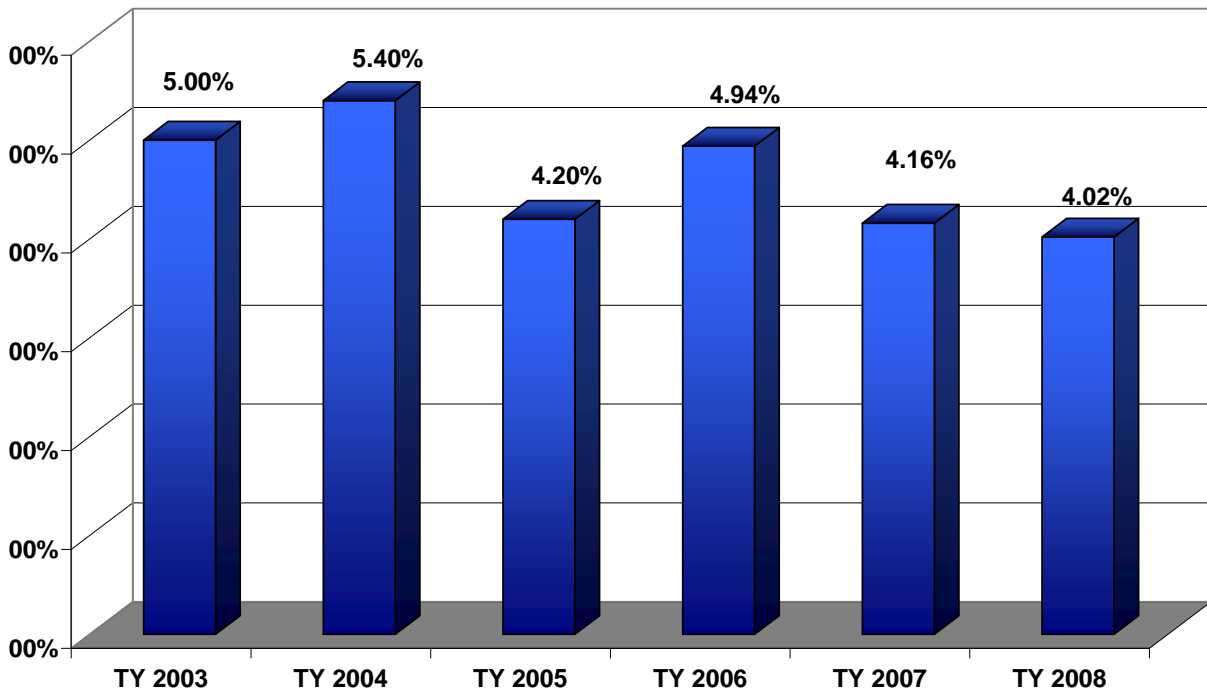
Governmental Activity G.O. Debt per capita	\$ 1,591
Governmental Activity G.O. Debt as a percentage of assessed valuation	4.02%
Total Unabated debt service (principal + interest) expense as a % of General Fund Expenditures (FY08/09)	11.8%
Bonds Rating (Moody's) – Current	Aa1
Bonds Rating (Fitch) – Current	AAA
Equalized Assessed Valuation Tax Year 2008	\$2,938,397,892
Governmental Activity General Obligation Debt (FY08/09)	\$118,126,136
Business Activity General Obligation Debt (FY08/09)	\$55,983,865

Consolidating Debt (Principal & Interest) Summary									
	Debt Service Fund	Washington Natl TIF Fund	Howard Hartrey TIF Fund	Special Assessment Fund	SSA#5 Fund	Parking Fund	Water Fund	Sewer Fund	TOTAL
Total Principal	5,637,340	304,002	533,249	187,400	325,000	2,420,000	550,000	10,971,050	20,928,041
Total Interest Payments	4,862,759	111,762	141,804	130,259	113,062	1,143,600	107,560	3,244,306	9,855,112
Total	10,500,099	415,764	675,053	317,659	438,062	3,563,600	657,560	14,215,356	30,783,153

Per Capita Governmental Activity G.O. Debt



Ratio of Governmental Activity G.O. Debt to Equalized Assessed Valuation



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City of
Evanston

PART III

GENERAL FUND BUDGET

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

Financial Summary

	2008-2009 <u>Actual</u>	2009-2010 <u>Budget</u>	2009-2010 <u>Estimate</u>	2010-2011 <u>Budget Adopted</u>	Increase <u>(Decrease)</u>
Operating Revenue					
Property Tax	16,465,386	15,087,883	16,905,500	16,549,600	1,461,717
Other Taxes	39,488,498	41,447,000	36,303,649	37,461,700	(3,985,300)
Licenses/Permits/Fees	8,825,312	8,945,100	7,964,900	8,319,900	(625,200)
Fines and Forfeitures	4,433,327	4,256,500	4,321,000	4,403,500	147,000
Charges for Services	8,297,966	8,706,400	8,457,946	9,434,500	728,100
Intergovernmental Revenue	704,494	945,600	821,482	785,500	(160,100)
Other Revenue	501,553	973,217	837,108	2,350,800	1,377,583
Interest Income	240,988	450,000	55,000	100,000	(350,000)
Transfers In (Other Funds)	8,690,992	8,757,300	8,773,000	7,336,200	(1,421,100)
Library Revenues	135,645	100,200	124,800	132,200	32,000
Total Revenue	<u>87,784,160</u>	<u>89,669,200</u>	<u>84,564,385</u>	<u>86,873,900</u>	<u>(2,795,300)</u>
Operating Expense					
Legislative	593,730	628,000	555,025	603,194	(24,806)
City Administration	4,132,293	4,964,500	3,966,942	1,952,348	(3,012,152)
Legal	673,548	698,800	660,200	1,026,853	328,053
Human Resources*	1,613,729	1,674,500	1,642,528	-	(1,674,500)
Finance Department	9,963,941	5,269,000	5,179,297	-	(5,269,000)
Administrative Services Department	-	-	-	8,770,765	8,770,765
Community & Economic Development	3,302,054	3,461,800	3,156,111	3,885,366	423,566
Police Department*	21,401,335	20,959,400	20,618,168	21,776,503	817,103
Fire Department*	12,490,227	12,117,100	11,972,885	12,329,910	212,810
Health and Human Services	3,603,217	4,084,500	3,960,038	2,307,906	(1,776,594)
Public Works	16,317,577	14,265,300	13,704,206	12,899,123	(1,366,177)
Library	4,903,774	5,012,100	4,865,989	4,217,872	(794,228)
Parks/Recreation and Community Services	13,553,814	16,534,200	15,842,568	16,808,920	274,720
Total Expenditures	<u>92,549,239</u>	<u>89,669,200</u>	<u>86,123,957</u>	<u>86,578,760</u>	<u>(3,090,440)</u>
Net Surplus (Deficit)	<u>(4,765,079)</u>	<u>-</u>	<u>(1,559,572)</u>	<u>295,140</u>	<u>295,140</u>
Beginning Fund Balance			14,325,341	12,765,769	
Ending Fund Balance			12,765,769	13,060,909	

Notes for Financial Summary

* FY 09-10 Human Resources Budget was reduced by \$600,000 as a result of a budget transfer to the Police and Fire Departments to cover payouts. As a result of the transfer, the Police and Fire Department budgets increased by \$360,000 and \$240,000, respectively.

As identified in the Manager's Transmittal memo, the FY 10-11 budget includes several citywide re-organizations.

The City Manager's Office has been re-organized to include a 311 operations team.

Administrative Adjudication and liquor licensing has moved into the Law Department.

The Office of Sustainability moved from Public Works into the City Manager's Office.

Human Resources, Information Technology, Finance, and Parking have combined into a new Administrative Services Department.

Community Development has expanded to include the Summer Youth Employment, MWEBE, and Homeless and Intervention programs. The Department name has changed to Community & Economic Development.

Health and Human Services Department has changed to Evanston Health Department and will focus on health programs and initiatives.

Parks, Forestry & Recreation includes programs from Health & Human Services such as the Youth Engagement, Commission on Aging, and ADA Inclusion programs. The new department name is Parks, Recreation, and Community Services.

A new Department of Utilities has been created.

FISCAL YEAR 2010-2011
GENERAL FUND REVENUES

REVENUE TITLE	2008 - 09 ACTUAL	2009 - 10 BUDGET	2009 - 10 ESTIMATE	2010 - 11 APPROVED	2010 vs. 2011 VARIANCE
50000 REVENUES					
50100 OPERATING REVENUES					
51000 PROPERTY TAXES					
51015 PROPERTY TAXES	16,250,329	14,887,883	16,505,500	16,349,600	1,461,717
51025 PRIOR YEAR'S TAXES	215,057	200,000	400,000	200,000	
51000 PROPERTY TAXES	16,465,386	15,087,883	16,905,500	16,549,600	1,461,717
51500 OTHER TAXES					
51515 STATE USE TAX	1,068,907	1,142,000	894,000	1,095,000	(47,000)
51525 SALES TAX - BASIC	8,857,994	9,176,000	8,446,000	8,914,000	(262,000)
51530 SALES TAX - HOME RULE	5,572,880	5,776,000	5,272,000	5,520,000	(256,000)
51535 AUTO RENTAL TAX	38,826	35,000	35,000	35,000	
51540 ATHLETIC CONTEST TAX	722,693	575,000	575,000	650,000	75,000
51545 STATE INCOME TAX	6,821,169	7,050,000	5,740,000	5,717,000	(1,333,000)
51555 FIRE INSURANCE TAX		90,000	90,000		(90,000)
51565 ELECTRIC UTILITY TAX	2,783,067	2,798,900	2,659,000	2,802,000	3,100
51570 NATURAL GAS UTILITY TAX	1,722,961	1,845,000	1,030,000	1,583,000	(262,000)
51575 NAT GAS USE TAX HOME RULE	885,992	858,700	822,000	869,000	10,300
51585 CIGARETTE TAX	374,153	485,000	452,000	485,000	
51590 EVANSTON MOTOR FUEL TAX	521,766	401,000	481,000	450,000	49,000
51595 LIQUOR TAX	1,948,366	2,040,000	1,963,000	2,050,000	10,000
51600 PARKING TAX	1,905,988	1,800,000	2,319,649	1,785,000	(15,000)
51605 PERS. PROP. RPL. TAX	692,114	622,500	528,500	580,000	(42,500)
51610 PERS. PROP. RPL. TAX REC	46,300	46,300	46,300	46,300	
51615 PERS. PROP. RPL. TAX LIB	50,200	50,200	50,200	50,200	
51620 REAL ESTATE TRANSFER TAX	2,064,170	3,000,000	1,505,000	1,600,000	(1,400,000)
51625 TELECOMMUNICATIONS TAX	3,410,953	3,655,400	3,395,000	3,230,000	(425,400)
51630 AMUSEMENT TAX				200	200
51500 OTHER TAXES	39,488,498	41,447,000	36,303,649	37,461,700	(3,985,300)
52000 LICENSES, PERMITS & FEES					
52005 LICENSES					
52010 VEHICLE LICENSES	2,598,005	2,700,000	2,700,000	2,700,000	
52015 BUSINESS LICENSES	76,941	171,000	171,000	171,000	
52020 PET LICENSES	22,555	47,000	47,000	45,000	(2,000)
52025 BICYCLE LICENSES	85				
52030 CONTRACTORS' LICENSES	78,437	75,000	75,000	80,000	5,000
52035 ROOMING HOUSE LICENSES	186,107	263,100	263,100	193,200	(69,900)
52040 LIQUOR LICENSES	328,529	437,900	437,900	370,500	(67,400)

FISCAL YEAR 2010-2011
GENERAL FUND REVENUES

REVENUE TITLE	2008 - 09	2009 - 10		2010 - 11	2010 vs. 2011
	ACTUAL	BUDGET	ESTIMATE	APPROVED	VARIANCE
52041 ONE DAY LIQUOR LICENSE	2,075				
52045 FARMERS' MARKET LICENSES	28,670	26,400	31,000	28,000	1,600
52046 RENTAL BUILDING REGISTRA	56,896	146,000	146,000	146,000	
52050 OTHER LICENSES	22	20,000	18,000	17,000	(3,000)
52055 LONG TERM CARE LICENSES	112,500	112,400	112,400	112,400	
52070 RESIDENT CARE HOME LICEN	80	500	500	500	
52005 LICENSES	3,490,902	3,999,300	4,001,900	3,863,600	(135,700)
52075 PERMITS					
52080 BUILDING PERMITS	2,854,424	2,500,000	1,542,900	2,200,000	(300,000)
52085 PLAN REVIEW	5,032	8,000	7,800	7,500	(500)
52090 PLUMBING PERMITS	104,575	135,000	135,000	110,000	(25,000)
52095 ELECTRICAL PERMITS	134,424	130,000	130,000	120,000	(10,000)
52105 SIGNS AND AWNING PERMITS	36,206	10,000	10,000	10,000	
52110 OTHER/MISC PERMITS	593,512	445,000	245,000	220,000	(225,000)
52115 ELEVATOR PERMITS	57,667	50,000	55,000	50,000	
52120 HEATING VENT. A/C PERMIT	226,610	210,000	300,000	200,000	(10,000)
52125 COMMERCIAL DRIVE. PERMIT	15,702				
52126 RIGHT-OF WAY PERMIT	179,648	150,000	160,000	160,000	10,000
52130 RESIDENTS ANNUAL PRKG PE	131,245	155,000	150,000	150,000	(5,000)
52131 VISITOR PARKING PERMITS	13,488	14,300	14,300	14,300	
52135 FIRE SUPPRESSION/ALARM PE	775				
52075 PERMITS	4,353,308	3,807,300	2,750,000	3,241,800	(565,500)
52140 FEES					
52145 ANNUAL SIGN FEES	3,165	30,000	30,000	25,000	(5,000)
52155 PLAT PR.&SIGN APP HRG FE		1,500	2,000	2,500	1,000
52170 ALARM PANEL FRANCHISE FE	15,360			5,000	5,000
52175 NU/CENTEL EASEMENT	56	47,000	26,000	27,000	(20,000)
52180 CABLE FRANCHISE FEE	854,870	890,000	950,000	890,000	
52182 AZAVAR AUDIT FEES-COMCAS	14,034				
52185 NICOR FRANCHISE FEE	93,617		95,000	95,000	95,000
52186 SOLID WASTE FRANCHISE FE		170,000	110,000	170,000	
52140 FEES	981,103	1,138,500	1,213,000	1,214,500	76,000
52000 LICENSES, PERMITS & FEES	8,825,312	8,945,100	7,964,900	8,319,900	(625,200)
52500 FINES AND FORFEITURES					
52505 TICKET FINES-PARKING	3,567,227	3,400,000	3,400,000	3,500,000	100,000

FISCAL YEAR 2010-2011
GENERAL FUND REVENUES

REVENUE TITLE	2008 - 09	2009 - 10		2010 - 11	2010 vs. 2011
	ACTUAL	BUDGET	ESTIMATE	APPROVED	VARIANCE
52510 REGULAR FINES	284,591	250,000	275,000	270,000	20,000
52530 BOOT RELEASE FEE	25,896	87,500	68,000	68,000	(19,500)
52540 FIRE FALSE ALARM FINES	120,170	155,000	165,000	165,000	10,000
52545 POLICE FALSE ALARM FINES	13,190				
52555 HOUSING CODE VIOL FINES	35,143	5,000	76,500	48,000	43,000
52560 PERMIT PENALTY FEES	6,680	15,000	16,500	7,500	(7,500)
52570 NONPARKING ORDINANCE VIOL	187,348	150,000	125,000	150,000	
52605 LANDLORD/TENANT VIOL FINE					
52610 LIBRARY FINES & FEES	193,081	194,000	195,000	195,000	1,000
52500 FINES AND FORFEITURES	4,433,327	4,256,500	4,321,000	4,403,500	147,000
53000 CHARGES FOR SERVICES					
53005 HEALTH DEPT.- CHRGS FOR S					
53050 SANITATION CLASSES	9,045	11,000	7,500	7,000	(4,000)
53075 DENTAL CLINIC	109,355	126,000	126,000	130,000	4,000
53105 HEALTH FOOD ESTBLSMNT LI	201,073	173,000	180,000	180,000	7,000
53120 S.T.D.	31				
53135 DENTAL CHECK UP	2,577	8,000	2,850		(8,000)
53136 INSURANCE COPAY-DENTAL C	176				
53140 EMERGENCY DENTAL EXAM		200	80		(200)
53145 X-RAYS	20				
53150 AMALGAM FILLING		100	50		(100)
53155 RESIN FILLING	705	4,500	1,500		(4,500)
53160 SEDATIVE FILLING		100	50		(100)
53165 EXTRACTION	230	500	300		(500)
53170 PULPOTOMY	140	1,500	150		(1,500)
53175 SEALANT OFFICE VISIT	100	600	200		(600)
53180 ADDITIONAL SEALANTS	49	100	50		(100)
53185 TEMPORARY FOOD LICENSE F	7,477	6,000	6,500	6,500	500
53190 FOOD DELIVERY VEHICLE	5,812	8,300	5,800	6,000	(2,300)
53195 SCAVENGER TRUCK		300	300	300	
53200 BEV.SNACK VENDING MACHIN	26,524	28,000	30,000	30,000	2,000
53210 TOBACCO LICENSE	20,765	12,500	20,000	20,000	7,500
53211 BEEKEEPER LICENSE FEE	25				
53212 HOME DAY CARE LICENSE FE		5,500		5,500	
53215 BIRTH CERTIFICATE	77,365	97,000	80,000	80,000	(17,000)
53220 DEATH CERTIFICATE-16.23	38,507	55,000	68,436	69,000	14,000
53230 FUNERAL DIRECTOR LICENSE	6,480	6,600	6,600	6,600	

FISCAL YEAR 2010-2011
GENERAL FUND REVENUES

REVENUE TITLE	2008 - 09 ACTUAL	2009 - 10 BUDGET	2010 - 11 ESTIMATE	2010 - 11 APPROVED	2010 vs. 2011 VARIANCE
53235 TEMP FUNERAL DIREC LICEN	4,822	5,000	5,000	5,000	
53005 HEALTH DEPT.- CHRGS FOR S	511,278	549,800	541,366	545,900	(3,900)
53240 PARKING - CHRGS FOR SVCS					
53560 RECREATION - CHRGS FOR SV					
53565 RECREATION PROGRAM CHARG	4,595,661	4,764,400	4,605,780	4,824,600	60,200
53568 TRANS.FROM RESTRICTED AC				76,300	76,300
53569 Special Events Revenue	34,639	40,000	35,000	40,000	
53560 RECREATION - CHRGS FOR SV	4,630,299	4,804,400	4,640,780	4,940,900	136,500
53570 WATER, SEWER & RECYCLING					
53600 SEWER SERV CHARG-PENALTY					
53602 SWANCC RECYCLING INCENTI					
53605 RECYCLING SERVICE CHARGE	1,538,430	1,692,400	1,600,000	2,192,400	500,000
53610 SANITATION SERV CHAR-PEN	23,878	15,000	20,000	20,000	5,000
53615 SANIT SPECIAL PICKUP FEE	89,854	80,000	90,000	80,000	
53570 WATER, SEWER & RECYCLING	1,751,164	1,937,400	1,830,000	2,442,400	505,000
53620 OTHER CHRGS FOR SVCS					
53635 WEIGHTS AND MEASURES EX	635	1,000	1,000	1,000	
53640 SENIOR TAXI COUPON SALES	119,186	95,000	125,000	105,000	10,000
53650 STATE HIGHWAY MAINTENANC	75,413	111,000	76,000	93,400	(17,600)
53655 FIRE COST RECOVERY CHARG	6,075	10,000	10,000	10,000	
53656 OTHER SERVICE CHARGES	1,584				
53660 RECYCLING-MATERIAL SALES	9,426				
53665 CONDO CONVERSION APP FEE	9,600	15,000			(15,000)
53666 HISTORIC PRESERVATION RE	3,956	4,000	5,500	8,900	4,900
53675 AMBULANCE SERVICE	886,801	925,000	950,000	985,000	60,000
53680 TOWING CHARGES				3,000	3,000
53685 POLICE REPORT FEES	17,302	16,000	15,000	16,000	
53690 WOOD RECYCLING	27,910	20,000	24,000	24,000	4,000
53695 ZONING FEES	41,958	50,000	60,000	40,000	(10,000)
53700 FIRE REPORT FEES	1,406	1,500	1,300	1,500	
53705 FIRE BUILDING INSPECTION	10,150	6,000	10,000	10,000	4,000
53715 ALARM REGISTRATION FEE	189,060	110,000	110,000	150,000	40,000
53720 SKOKIE ANIMAL BOARD FEE	5,205	300	8,000	7,500	7,200
53725 BACKGR CHKS DAYCARE PROV	442				

FISCAL YEAR 2010-2011
GENERAL FUND REVENUES

REVENUE TITLE	2008 - 09	2009 - 10		2010 - 11	2010 vs. 2011
	ACTUAL	BUDGET	ESTIMATE	APPROVED	VARIANCE
53736 NEW PAVEMENT DEGRADATION		50,000	50,000	50,000	
53620 OTHER CHRGS FOR SVCS	1,405,224	1,414,800	1,445,800	1,505,300	90,500
53000 CHARGES FOR SERVICES	8,297,966	8,706,400	8,457,946	9,434,500	728,100
55000 INTERGOVERNMENTAL REVENUE					
55005 COUNTY & LOCAL AID					
55011 PROJECT ACCESS GRANT FRO	3,750				
55005 COUNTY & LOCAL AID	3,750				
55015 STATE AID					
55020 WELL CHILD & IMMUNIZATIO	744				
55025 FOR HEALTH DEPARTMENT	127,670	76,200	76,200	76,000	(200)
55040 DENTAL SEALANT GRANT	834	4,000	1,200	2,000	(2,000)
55075 SUMMER FOOD INSPECTIONS	450	400	450	400	
55080 KID CARE AGREEMENT	2,800				
55085 IL TOBACCO FREE COMMUNIT	25,214	25,000	14,500	21,900	(3,100)
55125 TEEN PREGNANCY PREV. GRN	58,013	60,600	60,600	60,600	
55130 CHILDHOOD LEAD POISONING	362	1,000	500	500	(500)
55135 TEEN PARENT SERVICES PRO	35,900	34,700	30,600	30,600	(4,100)
55145 PROSTATE CANCER AWARENESS	9,525	10,000	10,000		(10,000)
55146 OTHER STATE GRANT	35,729	20,500	22,500	22,500	2,000
55150 TANNING PARLOR INSPECTIO	300	100	150	100	
55160 VIOL. CRIME VIC. ASST GR	22,348	24,700	24,700	24,700	
55162 ICJIA GRANTS- VICTIM SER		75,000			(75,000)
55170 FIRE DEPARTMENT TRAINING	3,860	9,000	10,508	9,000	
55173 CRI GRANT -REVENUE (HHS)		40,000	40,000	40,000	
55174 PHEP GRANT-REVENUE (HHS)		70,000	70,000	70,000	
55195 TOWNSHIP-SUMMER YOUTH EM	15,000				
55231 LEAD PAINT HAZARD GRANT	106,500	200,000	180,000	180,000	(20,000)
55245 LIBRARY STATE PER CAPITA	44,941	89,900	75,444	75,400	(14,500)
55015 STATE AID	490,189	741,100	617,352	613,700	(127,400)
55250 FEDERAL AID					
55251 FEDERAL GRANT / AID	77,357	8,500	14,110	8,500	
55255 COMM AGING GRT-ADVOCATE	23,967	40,000	40,000	37,000	(3,000)
55265 FEMA	16,522	24,000	24,000	24,000	
55270 POLICE TRAINING	14,582	8,000	8,000	8,000	
55275 HUD EMERG SHELTER GRANTS	65,326	91,900	85,920	86,000	(5,900)

FISCAL YEAR 2010-2011
GENERAL FUND REVENUES

REVENUE TITLE	2008 - 09	2009 - 10		2010 - 11	2010 vs. 2011
	ACTUAL	BUDGET	ESTIMATE	APPROVED	VARIANCE
55285 LAW ENFORCEMENT BLOCK GR		19,300	19,300		(19,300)
55290 OTHER FEDERAL AID	12,800	12,800	12,800	8,300	(4,500)
55250 FEDERAL AID	210,554	204,500	204,130	171,800	(32,700)
55000 INTERGOVERNMENTAL REVENUE	704,494	945,600	821,482	785,500	(160,100)
56000 OTHER REVENUE					
56010 PROPERTY SALES AND RENTAL	187,462	544,700	575,408	500,100	(44,600)
56011 DONATIONS	5,100				
56010 PROPERTY SALES AND RENTAL	192,562	544,700	575,408	500,100	(44,600)
56015 REVENUE FROM DAMAGE TO CI					
56025 DAMAGE TO CITY SIGNAGE	1,668	1,000	3,000	2,000	1,000
56030 DAMAGE TO CITY TRAFFIC S	17,748	20,000	35,000	20,000	
56031 DAMAGE TO STREET LIGHTS	26,386	20,000	10,000	20,000	
56035 DAMAGE TO CITY TREES/FOR	500				
56040 DAMAGE TO OTHER CITY PRO		8,000			(8,000)
56015 REVENUE FROM DAMAGE TO CI	46,302	49,000	48,000	42,000	(7,000)
56045 MISCELLANEOUS REVENUE	145,007	101,017	25,700	50,700	(50,317)
56046 TAXICAB CLASS REVENUE	7,375	5,500	7,000	7,000	1,500
56045 MISCELLANEOUS REVENUE	152,382	106,517	32,700	57,700	(48,817)
56047 RESERVES					
56048 TEEN BABY NURSERY PROG		41,000	41,000	41,000	
56047 RESERVES		41,000	41,000	41,000	
56061 BOND PREMIUM					
56064 REIMB.-SCHOOL RESOURCE				290,000	290,000
56070 OVER AND SHORT					
56095 OVER AND SHORT - COLLECT	2,585				
56070 OVER AND SHORT	2,585			290,000	
56105 PAYMENT IN LIEU OF TAXES	52,302	187,000	100,000	300,000	113,000
56131 DUTCH ELM TREE INSURANCE				75,000	75,000
56134 PRIVATE ELM TREES INS. MO				50,000	50,000
56140 FEES AND MERCHANDISE SALE	14,015				
56155 TRASH CART SALES	26,012	30,000	25,000	30,000	
56156 YARD WASTE FEES				950,000	
56175 PARKING PERMITS-RYAN FIEL	19,549	15,000	15,000	15,000	
56195 UNRECONCILED JDE INTERFAC	1,014				
56000 OTHER REVENUE	501,553	973,217	837,108	2,350,800	137,583

FISCAL YEAR 2010-2011
GENERAL FUND REVENUES

REVENUE TITLE	2008 - 09	2009 - 10		2010 - 11	2010 vs. 2011
	ACTUAL	BUDGET	ESTIMATE	APPROVED	VARIANCE
56500 INTEREST INCOME					
56501 INVESTMENT INCOME	240,988	450,000	55,000	100,000	(350,000)
56500 INTEREST INCOME	240,988	450,000	55,000	100,000	(350,000)
57000 TRNSFR FROM OTHER FUNDS					
57007 FROM WEST EVANSTON TIF				25,000	25,000
57020 FROM MOTOR FUEL FUND-S/M	772,500	772,500	772,500	772,500	
57030 FROM COMM. DEVEL. FUND	939,976	856,000	856,000	856,000	
57035 FROM HOME FUND	49,016	34,300	50,000	34,300	
57040 FROM EMERGENCY TEL SYSTEM	126,000	126,000	126,000	126,000	
57050 FROM ECON DEV FUND	390,000	690,000	690,000	390,000	(300,000)
57060 FROM HOUSING FUND	24,000	24,000	24,000	24,000	
57065 FROM WASHINGTON NAT'L DS	151,900	151,900	151,900	325,000	173,100
57070 FROM HOW HARTREY DEBT SER	141,600	141,600	141,600	141,600	
57075 FROM SW TIF DEBT SERVICE	24,100	24,100	24,100	24,100	
57080 FROM DEBT SERVICE FUND		500,000	500,000		(500,000)
57085 FROM DOWNTOWN TIF DEBT SV	325,000	325,000	325,000		(325,000)
57096 FROM HOWARD RIDGE TIF	120,400	120,400	120,400	120,400	
57097 FROM SHERMAN GARAGE	42,000	42,000			(42,000)
57100 FROM CAPITAL IMP. FUND	850,000	300,000	300,000	300,000	
57130 FROM PARKING FUND	777,500	777,500	819,500	644,500	(133,000)
57135 FROM WATER FUND	162,300	162,300	162,300	162,300	
57140 FROM WATER FUND-ROI	2,531,300	2,531,300	2,531,300	2,531,300	
57145 FROM WATER FUND-ADMIN. EX	849,600	764,600	764,600	593,200	(171,400)
57165 FROM SEWER FUND	413,800	413,800	413,800	266,000	(147,800)
57000 TRNSFR FROM OTHER FUNDS	8,690,992	8,757,300	8,773,000	7,336,200	(1,421,100)
57500 LIBRARY-OTHER REVENUE					
57505 LIBRARY VIDEO RENTALS	39,205	32,000	39,400	39,400	7,400
57510 NON-RESIDENT LIBRARY CARD	2,500	3,200	1,800	1,800	(1,400)
57515 LIBRARY MATERIAL REPLACEM	16,066	21,000	13,800	17,000	(4,000)
57520 LIBRARY MATERIAL RESERVES	9,199				
57525 LIBRARY MISC. REVENUES	1,604	1,500	2,800	2,800	1,300
57535 LIBRARY COPY MACH. CHG	24,101	35,000	23,800	25,000	(10,000)
57540 LIBRARY MEETING RM RENTAL	10,858	7,500	9,800	11,500	4,000
57545 NORTH BRANCH RENTAL INC	32,112		33,400	34,700	34,700
57500 LIBRARY-OTHER REVENUE	135,645	100,200	124,800	132,200	32,000

FISCAL YEAR 2010-2011
GENERAL FUND REVENUES

REVENUE TITLE	2008 - 09 ACTUAL	2009 - 10 BUDGET	2009 - 10 ESTIMATE	2010 - 11 APPROVED	2010 vs. 2011 VARIANCE
58000 REAPPROPRIATION OF SURPLUS					
50100 OPERATING REVENUES	87,784,161	89,669,200	84,564,385	86,873,900	(2,795,300)
50000 REVENUES	87,784,161	89,669,200	84,564,385	86,873,900	(2,795,300)

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City of Evanston

City Council

Description of Major Activities:

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

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

Total Full-Time Equivalent Positions:		
Employee Status Description	Job Type Description	2010-2011 Position FTE
City Council		
Full-Time Regular	Mayor	0.00
Full-Time Regular	Alderman (9 elected officials @ 0 FTE)	0.00
Full-Time Regular	Administrative Secretary	1.00
1300 Total		1.00
City Council Total		1.00

Financial Summary

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimated Actual	2010-2011 Budget Adopted
Expenditures:				
1300 - City Council	385,922	455,500	433,100	448,352
Total:	\$385,922	\$455,500	\$433,100	\$448,352

Notes for Financial Summary

Performance Report on FY 2009-2010 Major Program Objectives

- Hired new City Manager Wally Bobkiewicz
- Downtown Plan was adopted as revised
- Approved roof repairs for Civic Center
- Approved 12 Goals for the coming year
- Approved Green Building Ordinance

City of Evanston

City Council

2010-2011 Department Initiatives

- The City Council approved 12 Goals to focus on for the coming year.
 - Affordable Housing
 - Budget Planning
 - Capital Improvement Program
 - Climate Action Plan
 - Economic Development
 - Efficiency and Effectiveness of Services
 - Federal/State/Regional Government Affairs Agenda
 - Lakefront Development
 - Northwestern University
 - Police and Fire Pension Funding Issues
 - Robert Crown Center Improvements
 - Safety Issues
- Formulate long-term plan for Civic Center
- Provide training for boards and commissions' volunteers and staff
- Continue to lead policy discussion on use of Payments in Lieu of Taxes (PILOTs) with non-profit organizations.
- Review the preservation ordinance and zoning ordinance by December 2010

Ongoing Activity Measures	2008-2009 Actual	2009-2010 Actual	2010-2011 Projected
Number of ordinances adopted	135	91	100
Number of resolutions adopted	71	87	100
Updated board, committee, commission rosters	4	2	7

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimate	2010-2011 Approved
1300 CITY COUNCIL				
61010 REGULAR PAY	168,528	187,500	187,000	189,849
61110 OVERTIME PAY	854			
61210 LONGEVITY	1,271			
61420 ANNUAL SICK LEAVE PAYOUT	1,190			
61510 HEALTH INSURANCE	106,300	116,300	128,700	127,133
61615 LIFE INSURANCE	1,100	1,100	800	1,100
61710 IMRF	4,827	15,400	5,000	7,845
61725 SOCIAL SECURITY	9,956	10,700	5,000	12,200
61730 MEDICARE	2,435	2,500	2,000	2,657
62185 OTHER CONSULTING SERVICES	6,700			
62206 TV BROADCASTING		5,000	5,000	5,000
62210 PRINTING	48	600	300	600
62275 POSTAGE CHARGEBACKS	919	600	400	400
62280 OVERNIGHT MAIL CHARGES	54			200
62285 COURIER CHARGES	4,045	5,000	1,000	1,000
62295 TRAINING AND TRAVEL	8,928	9,000	4,500	9000
62360 MEMBERSHIP DUES	38,978	40,000	50,000	50,000
62370 EXPENSE ALLOWANCE	245	100	100	100
62380 COPY MACHINE CHARGES	1,913	2,500	1,000	1,500
62456 OUTSIDE MAIL SERVICES	130	20,000	20,000	10,000
62458 OUTSIDE COPY SERVICES	20,763	20,000	10,000	10,000
62490 OTHER PROGRAM COSTS		8,000	1,100	8,000
64505 TELECOMMUNICATIONS - CARRIER L	909			
64540 TELECOMMUNICATIONS - WIRELESS	481	500	500	1,268
65010 BOOKS, PUBLICATIONS, MAPS	445	200	200	200
65025 FOOD	4,543	4,500	4,500	4,500
65095 OFFICE SUPPLIES	362	1,000	1,000	800
66062 SISTER CITY FUNDING		5,000	5,000	5,000
1300 CITY COUNCIL	385,922	455,500	433,100	448,352

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City of Evanston

City Clerk's Office

Description of Major Activities:

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

Total Full-Time Equivalent Positions:		
Employee Status Description	Job Type Description	2010-2011 Position FTE
City Clerk		
Full-Time Regular	City Clerk	0.00
Full-Time Regular	Deputy City Clerk	1.00
1400 Total		1.00
City Clerk Total		1.00

Financial Summary

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimated Actual	2010-2011 Budget Adopted
Expenditures:				
1400 – City Clerk's Office	207,808	172,500	121,925	154,842
Total Expenditures:	\$207,808	\$172,500	\$121,925	\$154,842

Notes for Financial Summary

Performance Report on FY 2009-2010 Major Program Objectives

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

2010-2011 Department Initiatives

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

City of Evanston

City Clerk's Office

- Reorganizing the office space and filing system is a priority.
- Continue project to make obtaining documents more assessable to the citizens.
- Researched the possibility of switching Codifier for a more efficient turn around for Code publishing on website is almost completed.
- The Notary laws changed in June, 2009 and will be followed to the letter to prevent potential harm or litigation to the City.
- The City Clerk will facilitate the training of City Notaries of the new laws affecting all Notaries.
- New FOIA Officers have been designated in compliance with the new Freedom of Information Act (FOIA) laws.
- Electronic training is mandatory for all designated FOIA officers in the City and must be completed by June 30, 2010.
- The Clerk's Office will possess a copy of all certifications of the FOIA and Open Meetings Act (OMA) designees.

Ongoing Activity Measures	2008-2009 Actual	2009-2010 Actual	2010-2011 Projected
Voters registered	1,223	109	200
Early voters	9,045	1,553	2,000
Real Estate Transfer Tax transactions	917	794	1,300
Exemptions from Real Estate Transfer Tax	495	563	800
Disabled parking placards	162	140	225
Yearly calendar of scheduled meetings distributed	80	80	80
FOIA requests	345	322	450

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimate	2010-2011 Approved
1400 CITY CLERK				
61010 REGULAR PAY	101,154	101,100	43,500	93,358
61055 TEMPORARY EMPLOYEES	41,186	6,800	16,000	
61110 OVERTIME PAY	775			
61210 LONGEVITY	1,140	1,200		
61420 ANNUAL SICK LEAVE PAYOUT	1,094			
61510 HEALTH INSURANCE	18,500	21,100	10,600	23,115
61615 LIFE INSURANCE	300	300	150	300
61710 IMRF	7,631	9,100	4,900	10,741
61725 SOCIAL SECURITY	6,372	6,800	3,800	6,000
61730 MEDICARE	1,490	1,600	500	1,328
62210 PRINTING	1,093	3,200	975	1,000
62235 OFFICE EQUIPMENT MAINTENANCE		400	800	1,000
62275 POSTAGE CHARGEBACKS	586	700	400	400
62280 OVERNIGHT MAIL CHARGES			100	100
62295 TRAINING AND TRAVEL	412	1,100	2,000	1,800
62315 POSTAGE		100	50	100
62360 MEMBERSHIP DUES	191	300	400	400
62380 COPY MACHINE CHARGES		2,000	900	900
62457 CODIFICATION SERVICES	11,256	10,000	13,000	10,000
62509 SERVICE AGREEMENTS / CONTRACTS		300	400	300
65010 BOOKS, PUBLICATIONS, MAPS	592	300	450	300
65025 FOOD	170			
65080 MERCHANDISE FOR RESALE	11,781	5,000	21,000	2,500
65090 SAFETY EQUIPMENT	28			
65095 OFFICE SUPPLIES	1,354	1,000	2,000	1,200
65175 OTHER COMMODITIES		100		
65620 OFFICE MACH. & EQUIP.	701			
1400 Total CITY CLERK	207,808	172,500	121,925	154,842

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City of Evanston

City Manager's Office

Description of Major Activities:

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

The City Manager's Office coordinates the preparation of the City Council agenda, reviews all items before governing body consideration, and responds to inquiries from citizens and elected officials. Its members work closely with the public to resolve service delivery problems as well as disseminate information about the City's policies. Staff monitors legislation both in Springfield and Washington, D.C. to determine the potential impact on Evanston residents, businesses, and government.

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

Total Full-Time Equivalent Positions:		
Employee Status Description	Job Type Description	2010-2011 Position FTE
City Manager		
Full-Time Regular	City Manager	1.00
Full-Time Regular	Assistant City Manager	1.00
Full-Time Regular	Executive Assistant	1.70
Full-Time Regular	Volunteer Coordinator	1.00
1505 Total		4.70
Communications /311 Operations		
Full-Time Regular	Chief Customer Officer	1.00
Full-Time Regular	Local Government Management Fellow	1.00
Full-Time Regular	Web Developer	1.00
Full-Time Regular	Community Information Coordinator	1.00
Full-Time Regular	Community Information Specialist	1.00
Full-Time Regular	Switchboard Operator (2 @ 0.5 FTEs)	2.00
1510 Total		7.00
Sustainability		
Full-Time Regular	Sustainability Programs Coordinator	1.00
1535 Total		1.00
City Manager's Office Total		12.70

City of Evanston

City Manager's Office

Financial Summary

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimated Actual	2010-2011 Budget Adopted
Expenditures:				
1505 – City Manger's Office	875,420	902,700	835,130	720,911
1510 – Communications/ 311 Operations*	493,114	526,300	495,160	738,068
1520 – Office of Emergency Preparedness	93,434	0	0	0
1525 – Miscellaneous Business Operations	-553,585	395,000	97,907	405,000
1530 – Youth Engagement Division	78,643	0	0	0
1535 – Sustainability Grant**	78,420	0	0	88,369
1540 – Summer Youth Employment	43,110	0	0	0
1550 – BIS Performance & Technology***	105,250	38,000	22,500	0
1555 – Information Systems	2,179,288	2,357,600	1,878,960	0
1560 – Geographic Information Systems	325,458	332,300	260,745	0
1565 – BIS Performance Management	413,742	412,600	376,540	0
Total Expenditures:	\$4,132,294	\$4,964,500	3,966,942	\$1,952,348

Notes for Financial Summary

*In the FY 10-11 budget, Public Information Business Unit 1510 expanded to include a newly created 311 Operations program. Business Unit 1510 will now be called Communications/ 311 Operations.

**The Sustainability Coordinator position was budgeted in the Public Works Department under business unit 2606 in FY 2009-10. This function has moved back to the City Manager's Office and is now budgeted in business unit 1535.

***As part of a citywide re-organization in FY 2010-11, technology functions moved to a newly created Administrative Services Department.

Performance Report on FY 2009-2010 Major Program Objectives

- City Manager facilitated a Special City Council meeting which resulted in the Council's development of 12 Goals for staff to focus efforts on.
- City Council appointed a new City Manager. The Finance Director was appointed to Assistant City Manager, and a new Community Information Coordinator was hired. The Sustainability Coordinator was transferred back to the CMO staff to focus on citywide sustainability initiatives. The City Manager also hired a City Attorney and a Community Development Director.
- The CMO implemented various social networking media such as a City blog, a Twitter account, a Facebook page and YouTube account to improve public information dissemination.
- Staff successfully implemented a Community Budget Workshop process which provided residents the opportunity to learn more about the City's budget issues and provide possible solutions for staff and Council consideration. Residents participated in person, online and via phone during the City's Live Call-In Show. A final report was provided to Council for consideration during the FY 2010-11 budget process.
- Implemented a "paperless" agenda process which allows City Council to utilize laptop computers for Council meetings and routine communications while reducing print costs.
- Initiated citywide employee recognition award for staff members who excel in their service to the City.
- Implemented an online BASSET (alcohol awareness) training program to be utilized by liquor license applicants and licensed establishments.
- Coordinated inauguration and orientation for the 78th City Council.

City of Evanston

City Manager's Office

- Increased contact & visibility with local agencies such as: Rotary, EvMark (now Downtown Evanston), Northwest Municipal Conference, Northwestern University, United Way and others.

2010-2011 Department Initiatives

- For the FY 2010-2011 proposed budget, CMO has proposed a comprehensive reorganization which would impact all City operations. The reorganization includes reassigning responsibilities and improved operational efficiencies through alignment of services with departments, while achieving significant budgetary savings.
- Staff will research and develop a 311 Communications Center which would utilize appropriate customer service request management systems for aldermanic and citizen requests to improve customer service and staff responsiveness City wide.
- Maintain City financial reserves through the quarterly reporting of actual revenue and expenses against budget and adjusting operations to match economic conditions.

FY 2010-2011 Objectives

- Continue implementation of City Strategic Plan focusing specifically on 12 new Council Goals.
- Maintain City financial reserves through the quarterly reporting of actual revenue and expenses against budget and adjusting operations to match economic conditions.
- Research and develop a 311 Communications Center to improve customer service and staff responsiveness.

Ongoing Activity Measures	2008-2009 Actual	2009-2010 Actual	2010-2011 Projected
Number of aldermanic, police-service, and citizen requests	853	950	1,000
Prepare agendas and materials for regular and special Council and A&PW meetings	52	52	52

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimate	2010-2011 Approved
1500 CITY ADMINISTRATION				
61010 REGULAR PAY	2,300,653	2,270,400	2,067,723	901,833
61050 PERMANENT PART-TIME	48,496	39,900	35,000	35,500
61055 TEMPORARY EMPLOYEES	2,499	11,900	7,000	0
61060 SEASONAL EMPLOYEES	17,841			
61065 SPECIAL PROJECT EMPLOYEES	8,982			
61110 OVERTIME PAY	4,279			
61210 LONGEVITY	11,945	10,000	13,360	5,244
61415 TERMINATION PAYOUTS	146,742			
61420 ANNUAL SICK LEAVE PAYOUT	8,196			
61430 OTHER PAYOUTS	417			
61510 HEALTH INSURANCE	241,495	287,500	130,800	123,486
61615 LIFE INSURANCE	1,100	800	800	1,000
61625 AUTO ALLOWANCE	9,360	18,400	10,980	11,777
61630 SHOE ALLOWANCE	260			
61710 IMRF	189,751	194,500	87,800	101,680
61725 SOCIAL SECURITY	146,594	146,900	62,800	56,968
61730 MEDICARE	36,466	34,200	15,450	12,641
62175 IS SERVICES	78,410	91,900	71,300	
62180 STUDIES		100,000		
62185 OTHER CONSULTING SERVICES	2,930	2,000		
62210 PRINTING	23,099	33,500	33,200	400
62245 OTHER EQMT MAINTENANCE	794			
62250 COMPUTER EQUIPMENT MAINT	33,707	55,800	45,100	
62275 POSTAGE CHARGEBACKS	1,079	1,500	1,100	1,200
62280 OVERNIGHT MAIL CHARGES	105	200	200	200
62285 COURIER CHARGES		100	50	100
62295 TRAINING & TRAVEL	10,888	36,800	24,245	33,000
62305 RENTAL OF AUTO-FLEET MAINTEN.	14,020	4,600		
62309 RENTAL OF AUTO REPLACEMENT				
62315 POSTAGE	1,754	21,000	21,000	21,000
62340 COMPUTER LICENSE & SUPPORT	452,742	501,200	485,880	
62341 INTERNET SOLUTION PROVIDERS	7,410	17,700	17,170	
62360 MEMBERSHIP DUES	7,517	13,500	10,280	10,400
62380 COPY MACHINE CHARGES	5,102	1,600	1,200	1,100
62458 OUTSIDE COPY SERVICES	2,614	9,500	2,300	3,300
62490 OTHER PROGRAM COSTS	820			
62500 TECHNICAL INFORMATION SERVICES	100			
62506 WORK-STUDY	1,250	1,000	500	1,000
62605 OTHER CHARGES	78			
62661 FOREIGNFIRE INSURANCETAX BOARD		90,000	90,000	
62665 CONTRIB TO OTHER AGENCIES	378,567	353,000	357,000	207,000
64505 TELECOMMUNICATIONS - CARRIER L	191,719	101,000	140,800	
64510 TELECOMMUNICATIONS EQUIPMENT	13,684	13,600	12,050	
64515 TELECOMMUNICATIONS EQUIPMENT	3,001	3,200	3,000	
64540 TELECOMMUNICATIONS - WIRELESS	22,857	33,300	29,200	3,719
64545 PERSONAL COMPUTER SOFTWARE	2,385	10,400	2,750	
65010 BOOKS, PUBLICATIONS, MAPS	1,782	4,100	2,287	2,100
65020 CLOTHING	1,267			
65025 FOOD	1,713			

	2008-2009	2009-2010	2009-2010	2010-2011
	Actual	Budget	Estimate	Approved
65050 BLDG MAINTENANCE MATERIAL	927			
65085 MINOR EQUIPMENT & TOOLS	104			
65090 SAFETY EQUIPMENT	55			
65095 OFFICE SUPPLIES	78,473	67,300	63,010	3,800
65125 OTHER COMMODITIES	(1,157)			1,500
65555 PERSONAL COMPUTER EQUIPMENT	109,795	140,000	80,000	
65605 PBX (LICENSE & SUPPORT FEES)	9,890	10,300	12,100	
65615 WAN CONNECTIONS/LINE CHARGES	9,216	26,900	21,600	
65620 OFFICE MACH. & EQUIP.	1,832			
65625 FURNITURE, FIXTURE & EQUIPMENT	1,470			
66030 OTHER INSURANCE CHARGEBACKS				7,400
66060 KEEP EVANSTON BEAUTIFUL	5,020	5,000	5,186	5,000
66062 SISTER CITY FUNDING	1,500			
68205 CONTINGENCIES	(521,301)	200,000	2,721	400,000
1500 CITY ADMINISTRATION	4,132,293	4,964,500	3,966,942	1,952,348

Note: In the FY 10-11 budget, citywide re-organizations resulted in the movement of technology services from the City Manager's Office to a newly created Administrative Services Department. In addition to this change, Public Information expanded to include 311 operations. Please note that prior year data reflects the budget and estimate before operational changes.

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City of Evanston

Legal Department

Description of Major Activities:

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

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

Total Full-Time Equivalent Positions:		
Employee Status Description	Job Type Description	2010-2011 Position FTE
Legal Administration		
Full-Time Regular	Corporation Counsel/City Attorney	1.00
Full-Time Regular	Deputy City Attorney	1.00
Full-Time Regular	Assistant City Attorney	2.00
Full-Time Regular	Exec Secretary (to Dept. Head)	2.00
Full-Time Regular	Administrative Adjudication Manager	1.00
Full-Time Regular	Administrative Adjudication Aide	1.00
1705 Total		8.00
Legal Department Total		8.00

Financial Summary

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimated Actual	2010-2011 Budget Adopted
Expenditures:				
1705 – Legal Administration	673,548	698,800	660,200	1,026,853
Total Expenditures:	\$673,548	\$698,800	\$660,200	\$1,026,853

Notes for Financial Summary

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

City of Evanston

Legal Department

During FY 09-10, liability insurance charge backs was budgeted in 1940; however, this expense is now budgeted by department.

Performance Report on FY 2009-2010 Major Program Objectives

- Completed legal training and management development for the Legal Department attorneys, and participated in the Illinois Municipal League Home Rule Attorney Committee and the Northwest Municipal Conference Attorney Committee.
- Completed report and participation in accomplishing Strategic Plan Goal #9 regarding effective utilization of Boards and Commissions.
- Reinstated general review and modernization of the Evanston City Code.
- Reviewed Tax Increment Financing (TIF) expenditures for existing TIF districts in conjunction with anticipated expiration of existing TIFs.

2010-2011 Department Initiatives

- Complete programmatic change and transition from former Third Party Administrator (TPA) to new TPA.
- Continued support and participation in accomplishing Strategic Plan Goals for 2010-11.
- Continued representation of City in EEOC and Department of Human Rights complaints.
- Develop and implement new Illinois Freedom of Information Act policies, procedures and training programs for all City departments.
- Draft redistricting opinions as requested and serve as counsel for the implementation of a redistricting plan.
- Transition litigation in-house to Legal Department to improve cost effectiveness, results, and responsiveness.
- Work to achieve Strategic Plan Goal #10 to implement best practices for service delivery and enhanced customer service.
- Participate in regular meetings in furtherance of Strategic Plan Goal #7 to develop relationships with Northwestern University.
- Analyze, evaluate, and implement new risk management strategies for City departments.

Ongoing Activity Measures	2008-2009 Actual	2009-2010 Actual	2010-2011 Projected
Ordinance cases prosecuted (animal, aggressive panhandling, curfew, disorderly conduct)	411	465	475
Traffic prosecution cases	5,313	5,500	5700
Ordinances written and/or reviewed	126	165	150
Resolutions written and/or reviewed	84	100	100
Opinions written - Formal	71	135	100
Administrative adjudication (including appeals)	29	40	45

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimate	2010-2011 Approved
1700 LEGAL DEPARTMENT				
61010 REGULAR PAY	450,060	456,000	456,000	613,389
61055 TEMPORARY EMPLOYEES	13,307			
61210 LONGEVITY	1,617	1,600	1,600	3,400
61415 TERMINATION PAYOUTS	35,103			
61510 HEALTH INSURANCE	64,700	74,000	74,000	92,318
61615 LIFE INSURANCE	700	700	700	1,000
61625 AUTO ALLOWANCE	316	1,900	2,100	5,000
61710 IMRF	35,181	46,800	31,600	75,839
61725 SOCIAL SECURITY	30,264	35,200	25,400	42,400
61730 MEDICARE	7,078	8,200	6,000	9,394
62130 LEGAL SERVICES - GENERAL	12,072	42,000	37,000	42,300
62275 POSTAGE CHARGEBACKS	674	600	500	3,600
62295 TRAINING & TRAVEL	1,709	3,000	3,000	3,700
62315 POSTAGE				500
62345 COURT COST/LITIGATION	4,130	7,500	6,000	7,500
62360 MEMBERSHIP DUES	2,560	3,000	3,000	3,000
62380 COPY MACHINE CHARGES	2,760	4,000	2,000	4,000
62456 OUTSIDE MAIL SERVICES				1,000
62500 TECHNICAL INFORMATION SERVICES				4,000
62506 WORK-STUDY				500
62509 SERVICE AGREEMENTS/CONTRACTS				87,500
64540 TELECOMMUNICATIONS - WIRELESS	1,941	2,500	1,600	2,113
65010 BOOKS, PUBLICATIONS, MAPS	8,103	10,000	8,000	10,800
65045 LICENSING/REGULATORY SUPP				3,000
65085 MINOR EQUIPMENT & TOOLS				500
65095 OFFICE SUPPLIES	1,274	1,800	1,700	5,500
66030 OTHER INSURANCE CHARGEBACKS				4,600
1700 LEGAL DEPARTMENT	673,548	698,800	660,200	1,026,853

Note: In the FY 10-11 budget, citywide re-organizations resulted in the movement of Administrative Adjudication from the Finance Department to the Law Department. Please note that prior year data reflects the budget and estimate before operational changes.

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City of Evanston

Administrative Services Department

Description of Major Activities:

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

The Finance Division of Administrative Services is responsible for all the central financial functions of the City, which includes accounting, accounts payable, accounts receivable, collections, purchasing, & budget. More specifically, the division is responsible for producing the annual budget and the comprehensive annual financial report; conducting daily and routine accounting transactions, financial reporting and internal audits; overseeing all purchasing policies & procedures; overseeing collections/deposits and disbursements/accounts payable; issuing debt; and a host of other financial related activities.

The Human Resources Division is responsible for compliance in all activities with applicable local civil service ordinances and rules, State and Federal requirements, Equal Employment Opportunity guidelines and union contracts. The Division provides ongoing assistance to the operating departments and employees in all areas of employment, including recruitment, selection, position classification, salary administration, promotion, performance evaluation, training, benefit administration, discipline, on-the-job injuries, disability, and labor relations.

In the area of technology, the Information Technology Division is responsible for successful implementation and support of all technology initiatives including: business applications, desktop computers, servers, network services, telephony, copiers, printing, and Geographical Information Systems (GIS).

The Parking Services Division includes enforcement, street safety and the management of the City's surface parking lots, meter program and the three downtown parking garages. Parking is responsible for identifying and immobilizing vehicles for outstanding parking fines. It provides support for the following special events: NU Football games, the July 4th activities, festivals, foot races, the International Bicycle Classic and others as requested. Further, the Division assists traffic control and street closings during emergencies such as fires, traffic accidents and utility collapses. Finally, staff also provides scheduling, relief and training for the School Crossing Guard Program.

Total Full-Time Equivalent Positions:		
Employee Status Description	Job Type Description	2010-2011 Position FTE
Finance General Support		
Full-Time Regular	Administrative Services Director	1.00
Full-Time Regular	Management Analyst	2.00
Full-Time Regular	Finance Admin Assistant	1.00
1905 Total		4.00
Revenue Division		
Full-Time Regular	License and Measure Inspector	1.00

City of Evanston

Administrative Services Department

Employee Status Description	Job Type Description	2010-2011 Position FTE
Full-Time Regular	Clerk II	2.00
Full-Time Regular	Clerk III	1.00
Full-Time Regular	Finance Operations Coordinator	1.00
1910 Total		5.00
Payroll		
Full-Time Regular	Payroll Pension Administrator	1.50
Full-Time Regular	Payroll Manager	1.00
1915 Total		2.50
Accounting		
Full-Time Regular	Finance Manager	1.00
Full-Time Regular	Accounting Manager	1.00
Full-Time Regular	Accountant	1.00
Full-Time Regular	Payroll Pension Administrator	0.50
Full-Time Regular	Senior Accountant	2.00
Full-Time Regular	Accounts Payable Coordinator	1.00
1920 Total		6.50
Purchasing		
Full-Time Regular	Purchasing Manager	1.00
Full-Time Regular	Purchasing Coordinator	1.00
Part-Time Regular	Clerk I	0.50
1925 Total		2.50
Human Resources		
Full-Time Regular	Human Resources Manager	1.00
Full-Time Regular	Human Resources Specialist	2.00
Full-Time Regular	Human Resources Assistant	2.00
1929 Total		5.00
Information Technology		
Full-Time Regular	Information Systems Manager	1.00
Full-Time Regular	System Architect & Administrator	1.00
Full-Time Regular	Network Administrator	2.00
Full-Time Regular	Operations Coordinator	1.00
Full-Time Regular	Programmer Analyst	1.00
Full-Time Regular	Tech Support Specialist I	2.00
Full-Time Regular	Tech Support Specialist II	1.00
Full-Time Regular	GIS Analyst	2.00
Full-Time Regular	Information Technology Project Specialist	2.00
Full-Time Regular	IS Trainer	1.00
1932 Total		14.00
Parking Enforcement and Tickets		
Full-Time Regular	Parking Enforcement Officer	12.00
Full-Time Regular	Parking Enforcement Clerk	1.00
Full-Time Regular	Parking Enforcement Coordinator	1.00
1941 Total		14.00
Administrative Services Total		53.50

City of Evanston

Administrative Services Department

Financial Summary

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimated Actual	2010-2011 Budget Adopted
Expenditures:				
1905 – Admin. General Support	322,016	407,300	249,480	512,801
1910 – Revenue Division	1,079,674	937,800	1,154,200	933,687
1915 – Payroll	225,602	202,000	199,800	255,533
1920 – Accounting	607,304	600,700	605,700	761,718
1925 – Purchasing	302,442	332,200	310,450	215,274
1929- Human Resource Division	1,312,864	1,429,200	1,398,328	964,6
1930 – Budget	194,668	168,700	98,367	0
1932- Information Technology	3,023,738	3,140,500	2,538,745	2,360,444
1935 – Admin. Adjudication	330,066	395,300	336,300	0
1940 – Misc. Exp/Transfers *	7,203,034	2,470,300	2,470,300	1,146,957
1941– Pkg. Enforce. & Tkt. Process	0	0	0	1,248,461
1942 – School Crossing Guards	0	0	0	371,744
Total Expenditures:	\$14,601,408	\$10,084,000	\$9,361,670	\$8,770,765
Revenues:				
52010- Vehicle Licenses	2,598,004	2,700,000	2,700,000	2,700,000
52505- Parking Fines	3,567,227	3,400,000	3,422,586	3,500,000
52530- Boot Release Fee	25,896	87,500	75,085	68,000
Total Revenues:	\$6,191,127	\$6,187,500	\$6,197,671	\$6,268,000

Notes to Financial Summary

As a means to increase efficiency, the Administrative Services Department was created in FY 10-11. It is a combination of Finance, Human Resources, Information Technology and Parking Services. The prior year budget and actual amounts reflect the changes described above. In addition, Parking Operations moved from Public Works.

*As part of the re-organization, business unit 1940 includes business unit 1810.

Performance Report on FY 2009-2010 Major Program Objectives

- Received the GFOA distinguished budget and CAFR (Comprehensive Annual Financial Report) awards for FY 2008-2009
- Successfully negotiated two union contracts
- Joined the Intergovernmental Personnel Benefit Cooperative (IPBC), a coalition of municipalities that collectively purchases group health insurance
- Completed large-scale technology-based application initiatives such as Public Safety mobile computing, video surveillance at Police department, utility billing (AQUAS) and Howard Street surveillance cameras
- Expanded the use of computer virtualization that reduces costs while improving efficiency, availability, flexibility, and manageability of the City’s infrastructure
- Completed major upgrades to security infrastructure including firewall, core switch and authentication services
- Completed upgrades to enterprise systems to ensure security, reliability and support (RecTrac, GIS, Cityworks)

City of Evanston

Administrative Services Department

2010-2011 Department Initiatives

- Procure a new financial and human resources software application, which will reduce operating costs and increase citywide usage of the financial operating and human resources modules;
- Review the benefits of changing to a calendar fiscal year and develop an implementation plan;
- Analyze operations and determine methods for improved efficiencies;
- Continue to receive the GFOA Award for Excellence in Financial Reporting and Budgeting;
- Conduct an internal controls audit;
- Provide training for purchasing policies and procedures;
- Work with Departments to support reorganizations approved in 2010-2011 budget;
- Work with Departments to implement a succession planning program, which supports new organizational structures;
- Conduct a classification and compensation study, updating employee job descriptions, especially those impacted by reorganizations;
- Support the citywide implementation of 311 public access to City government services;
- Complete the migration from our traditional phone system to less costly and more effective network enabled phones (VoIP);
- Expand opportunities for computer virtualization which reduces costs while improving efficiency, availability, flexibility, and manageability of the City's infrastructure;
- Deploy Police digital cameras including the downtown, south, and west side of the city;
- Complete the implementation of Accela Automation (PAL) ;
- Procure a new software application to improve parking sticker and permit sales and enforcement;
- Develop a centralized lease and contract database.

Activity Measures

Ongoing Activity Measures	2008-2009 Actual	2009-2010 Actual	2010-2011 Projected
Percent of available cash invested	99	90	95
Quarterly financial management reports	4	4	4
Quarterly investment reports	4	4	4
# of vehicle stickers issued	37,000	37,300	37,300
# of business licenses processed	2,500	2,500	2,500
Preparation of final fund trial balance for annual independent audit	07/15/2009	6/20/2010	6/15/2011
Preparation of schedule of federal financial assistance for the Single Audit Act of 1984	07/15/2009	7/10/2010	7/10/2011
Preparation of Police and Fire Pension fund filings with Illinois Department of Insurance	08/31/2009	8/31/2010	8/31/2011
File for Certificate of Achievement for Excellence in financial reporting with Government Finance Officers Association	09/31/2009	8/31/2010	8/31/2011
Number of Information Technology projects completed	47	53	50
Number of Information Technology Service Desk requests closed	6185	5800	5500
Civil Service Commission Meetings	20	10	12
Labor Contracts negotiated and settled	4	2	4
Positions Filled – full time	90	30	30

City of Evanston

Administrative Services Department

Ongoing Activity Measures	2008-2009 Actual	2009-2010 Actual	2010-2011 Projected
Positions Filled – part time/seasonal	150/550	54/594	60/600
Regular Checks issued	33,600	33,650	33,700
Manual Checks issues	175	180	185

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimate	2010-2011 Approved
1800 HUMAN RESOURCES				
61010 REGULAR PAY	534,902	579,000	539,000	
61055 TEMPORARY EMPLOYEES	1,551			
61060 SEASONAL EMPLOYEES	5,155		640	
61110 OVERTIME PAY	110			
61210 LONGEVITY	1,213		1,045	
61415 TERMINATION PAYOUTS	67,473			
61420 ANNUAL SICK LEAVE PAYOUT		300,000		
61430 OTHER PAYOUTS	1,362	301,100		
61510 HEALTH INSURANCE	(844,711)	328,800	328,800	
61513 WELLNET PRESCRIPTION SERVICES	1,239,618			
61615 LIFE INSURANCE	(19,364)	800	800	
61625 AUTO ALLOWANCE	6,502	4,700	6,695	
61710 IMRF	45,554	48,500	45,300	
61725 SOCIAL SECURITY	34,759	36,500	39,420	
61730 MEDICARE	8,749	8,500	37,520	
62130 LEGAL SERVICES - GENERAL				
62160 EMPLOYMENT TESTING SERVICES	46,525	178,000	121,040	
62185 OTHER CONSULTING SERVICES	12,060			
62205 ADVERTISING	181			
62210 PRINTING	1,478			
62270 MEDICAL/HOSPITAL SERVICES	58,919	45,000	40,000	
62274 TEST ADMINISTRATION	51,955	50,200	49,518	
62275 POSTAGE CHARGEBACKS	4,111			
62290 TUITION	65,020	65,000	65,000	
62295 TRAINING & TRAVEL	2,716	3,800	3,800	
62310 CITY WIDE TRAINING	58,283	60,000	60,000	
62345 COURT COST/LITIGATION				
62360 MEMBERSHIP DUES	24,624	3,000	3,000	
62380 COPY MACHINE CHARGES	8,914	5,100		
62512 RECRUITMENT	80,931	75,000	75,000	
62630 UNEMP.COMP.&ADMIN.FEE	96,322	150,000	200,000	
65010 BOOKS, PUBLICATIONS, MAPS	533	1,000	1,000	
65025 FOOD	756			
65095 OFFICE SUPPLIES	4,346	5,000	4,950	
65125 OTHER COMMODITIES	13,181	25,500	20,000	
66030 OTHER INSURANCE CHARGEBACKS				
1800 HUMAN RESOURCES	1,613,729	2,274,500	1,642,528	

Note: In FY 10-11, citywide re-organizations resulted in Human Resources combining with Finance, Technology, and Parking as part of the newly created Administrative Services Department. Please note that prior year data reflects the budget and estimate before operational changes.

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimate	2010-2011 Approved
1900 ADMINISTRATIVE SERVICES DEPARTMENT				
61010 REGULAR PAY	1,711,373	1,695,800	1,483,353	3,467,296
61050 PERMANENT PART-TIME	47,984	59,600	58,000	26,600
61055 TEMPORARY EMPLOYEES	35,253	2,900	5,300	17,800
61060 SEASONAL EMPLOYEES	11,583	6,000		350,600
61110 OVERTIME PAY	25,786	14,200	15,000	40,500
61210 LONGEVITY	11,594	11,700	11,400	27,656
61410 SHIFT DIFFERENTIAL				7,900
61415 TERMINATION PAYOUTS	15,885			
61420 ANNUAL SICK LEAVE PAYOUT	4,327			275,000
61430 OTHER PAYOUTS				225,000
61446 PAYROLL SYSTEM ERRORS	(3,134)			
61510 HEALTH INSURANCE	259,100	285,000	265,400	858,308
61615 LIFE INSURANCE	13,308	2,700	2,600	4,900
61625 AUTO ALLOWANCE	2,100	1,900	300	7,400
61630 SHOE ALLOWANCE	130	100		1,800
61710 IMRF	126,199	153,600	126,165	404,537
61725 SOCIAL SECURITY	104,140	115,000	95,759	259,092
61730 MEDICARE	24,362	26,900	22,440	57,295
62110 AUDITING	51,316	80,000	80,000	107,000
62130 LEGAL SERVICES - GENERAL	98	300	300	2,000
62160 EMPLOYMENT TESTING SERVICES				140,000
62175 IS SERVICES				8,000
62185 OTHER CONSULTING SERVICES	52,892	25,000	20,100	29,000
62205 ADVERTISING	1,652	3,100	3,000	3,000
62210 PRINTING	11,902	9,800	6,800	4,900
62235 OFFICE EQUIPMENT MAINT	17,346	17,300		300
62245 OTHER EQMT MAINTENANCE	1,695	2,100	5,000	5,000
62250 COMPUTER EQUIPMENT MAINT				46,200
62270 MEDICAL/HOSPITAL SERVICES				35,000
62273 LIEN FILING FEES	17,348	6,000	20,000	
62274 TEST ADMINISTRATION				43,700
62275 POSTAGE CHARGEBACKS	151,528	181,800	29,600	18,600
62280 OVERNIGHT MAIL CHARGES	413	400	200	200
62295 TRAINING & TRAVEL	10,507	17,300	15,900	32,400
62305 RENTAL OF AUTO-FLEET MAINTEN.	4,969	5,600	5,600	94,512
62309 RENTAL OF AUTO REPLACEMENT				27,700
62310 CITY WIDE TRAINING				20,000
62315 POSTAGE	10,359	19,000	500	42,000
62340 COMPUTER LICENSE & SUPPORT				422,100
62341 INTERNET SOLUTION PROVIDERS				20,900
62345 COURT COST/LITIGATION				25,000
62360 MEMBERSHIP DUES	4,408	6,800	4,630	8,600
62380 COPY MACHINE CHARGES	28,414	64,100	3,100	1,600
62381 COPY MACHINE LEASES	34,886	25,200		
62431 ARMORED CAR SERVICES	24,777	40,000	25,400	25,000
62449 CITATION & SECO.COLLEC PROCESS	334,941	188,200	450,000	450,000
62451 TOWING AND BOOTING CONTRACTS				54,000
62456 OUTSIDE MAIL SERVICES	1,136	3,000	1,000	
62490 OTHER PROGRAM COSTS		20,000	10,550	600

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimate	2010-2011 Approved
62500 TECHNICAL INFORMATION SERVICES	2,813	6,000	3,000	
62506 WORK-STUDY		1,000	500	500
62509 SERVICE AGREEMENTS/CONTRACTS	100,440	105,500	105,500	
62512 RECRUITMENT				40,000
62625 LIFE INSURANCE	(444)			
62630 UNEMP.COMP.&ADMIN.FEE				175,000
62655 LEASE PAYMENTS		3,000		3,100
62705 BANK SERVICE CHARGES	3,397			
62706 REVENUE SHARING AGREEMENTS	436,951	400,000	400,000	400,000
64005 ELECTRICITY				1,500
64505 TELECOMMUNICATIONS - CARRIER L				100,800
64510 TELECOMMUNICATIONS EQUIPMENT				11,900
64515 TELECOMMUNICATIONS EQUIPMENT M				17,500
64540 TELECOMMUNICATIONS - WIRELESS	717	1,500	1,200	32,286
64541 AZAVAR UTILITY TAX AUDIT SVC	17,165		12,000	12,000
64545 PERSONAL COMPUTER SOFTWARE		3,000		3,000
65010 BOOKS, PUBLICATIONS, MAPS	1,083	4,000	2,150	3,700
65020 CLOTHING				6,000
65040 JANITORIAL SUPPLIES	25			
65045 LICENSING/REGULATORY SUPP	23,681	51,000	47,000	39,600
65085 MINOR EQUIPMENT & TOOLS		1,000	1,000	
65090 SAFETY EQUIPMENT				1,000
65095 OFFICE SUPPLIES	12,428	31,200	14,550	82,100
65125 OTHER COMMODITIES				15,583
65555 PERSONAL COMPUTER EQUIPMENT				60,000
65605 PBX (LICENSE & SUPPORT FEES)				10,000
65615 WAN CONNECTIONS/LINE CHARGES				16,100
65620 OFFICE MACH. & EQUIP.	2,408	2,400		500
65625 FURNITURE, FIXTURE & EQUIPMENT				1,500
65630 LIBRARY BOOKS	54			
66020 TRANSFERS TO OTHER FUNDS	1,800,000	1,825,000	1,825,000	
66030 OTHER INSURANCE CHARGEBACKS				38,100
66125 SERVICES BILLED OUT	(169,840)	(256,000)		
66145 TRANSFERS OUT-POLICE PENSION	2,714,545			
66146 TRANSFERS OUT- FIRE PENSION	1,867,941			
1900 ADMINISTRATIVE SERVICES DEPARTMENT	9,963,941	5,269,000	5,179,297	8,770,765

Note: In FY 10-11, citywide re-organizations resulted in the creation of the Administrative Services Department. The department consists of Human Resources, Finance, Technology, and Parking. Please note that prior year data reflects the budget and estimate before operational changes.

City of Evanston

Community & Economic Development Department

Description of Major Activities:

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

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

Total Full-Time Equivalent Positions:		
Employee Status Description	Job Type Description	2010-2011 Position FTE
Community & Economic Development Administration		
Full-Time Regular	Director, Community Development	1.00
2101 Total		1.00
Planning and Zoning		
Full-Time Regular	Assistant Director, Planning	1.00
Full-Time Regular	Exec Secretary (non-Dept Head)	1.00
Full-Time Regular	Housing Planner	1.00
Full-Time Regular	Planner	1.00
Full-Time Regular	Historic Preservation Planner	1.00
Full-Time Regular	Zoning Administrator	1.00
Full-Time Regular	Zoning Officer	1.00
Full-Time Regular	Zoning Planner	1.00
2105 Total		8.00
Housing Code Compliance		
Full-Time Regular	Property Maintenance Inspector I	4.00
Full-Time Regular	Secretary II	1.00
Full-Time Regular	Sign Inspector/Graffiti Tech	1.00
Full-Time Regular	Property Maintenance Superv. Inspector	1.00
2115 Total		7.00
Housing Rehab		
Full-Time Regular	Asst Director, Rehabilitation	1.00
Full-Time Regular	Construction Rehab Specialist	1.00
Full-Time Regular	Secretary II	1.00
2120 Total		3.00

City of Evanston

Community & Economic Development Department

Employee Status Description	Job Type Description	2010-2011 Position FTE
Building Inspection Services		
Full-Time Regular	Assistant Permit Coordinator	1.00
Full-Time Regular	Electrical Inspector I	1.00
Full-Time Regular	Permit Coordinator	1.00
Full-Time Regular	Plumbing/Mechanical Inspector	2.00
Full-Time Regular	Project Manager/ Plan Examiner	1.00
Full-Time Regular	Project Management Supervisor	1.00
Full-Time Regular	Supervising Structural Inspector	1.00
2126 Total		8.00
Community Intervention Services		
Full-Time Regular	Community Intervention Coordinator	1.00
2127 Total		1.00
Economic Development		
Full-Time Regular	M/W/EBE Coordinator	1.00
Full-Time Regular	Human Relations Specialist	1.00
Full-Time Regular	Secretary II	1.00
2135 Total		3.00
Community & Economic Development Total		31.00

Financial Summary

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimated Actual	2010-2011 Budget Adopted
Expenditures:				
2101 – CD Administration	213,149	189,400	187,480	178,366
2105 – Planning & Zoning	481,250	549,600	449,392	834,460
2115 – Housing Code Compliance	571,051	595,700	608,247	634,926
2120 – Housing Rehabilitation	375,361	374,100	282,942	284,804
2126 – Building Inspection Services*	0	0	0	968,360
2127 –Community Intervention**	0	0	0	314,309
2128 –Homeless Services**	0	0	0	106,200
2130 – Building & Zoning***	1,661,243	1,753,000	1,628,050	0
2135 –Economic Development*				563,941
Total Expenditures:	\$3,302,054	\$3,461,800	\$3,156,111	\$3,885,366
Revenues:				
52080 – Building Permits	2,854,424	2,500,000	1,542,900	2,200,000
52120 – Heating Vent. A/C Permits	226,610	210,000	300,000	200,000
53665 – Condo Conversion App. Fees	9,600	15,000	0	0
52030 – Contractor Licenses	78,437	75,000	75,000	80,000
52125 – Commercial Driveway Permits	15,702	0	0	0
52095 – Electrical Permits	134,424	130,000	130,000	120,000
52115 – Elevator Permits	57,667	50,000	55,000	50,000
52110 – Other/Miscellaneous Permits	593,512	445,000	245,000	220,000
52560 – Permit Penalty Fees	3,821	15,000	16,500	0

City of Evanston

Community & Economic Development Department

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimated Actual	2010-2011 Budget Adopted
52155 – Plat Approval Fees	0	1,500	2,000	2,500
52090 – Plumbing Permits	104,575	135,000	135,000	110,000
52035 – Rooming House Licenses	186,107	263,100	263,100	193,200
52105 – Sign Awning Permits	36,206	10,000	10,000	10,000
52145 – Annual Sign Fees	3,165	30,000	30,000	25,000
52046 – Rental Dwelling Registration	56,896	146,000	146,000	146,000
53695 – Zoning Fees	41,958	50,000	60,000	40,000
Total Revenues:	\$4,403,104	\$4,075,600	\$3,010,500	\$3,396,700

Notes for Financial Summary

* Building Inspection Services and Economic Development units were created in FY 10-11 as a result of citywide restructuring.

**Community Intervention and Homeless Services programs moved from the Health & Human Services Department to Community & Economic Development Department as a result of citywide restructuring.

***Due to restructuring, Building & Zoning has combined with Building Inspections and Planning & Zoning.

Similar to FY 2009-10, permit revenues are projected to decline in 2010-11 because of the lower number of large projects and the overall state of the economy.

Performance Report on FY 2009-2010 Major Program Objectives

The Community Development Department has achieved most of its objectives in the current fiscal year. Development and permit revenue had declined, but TIF incremental revenues continued to grow. The Downtown II TIF has expired resulting in significant new EAV to accrue to the benefit of all taxing districts. Additional economic development activities has included the approval of a redevelopment agreement on Emerson Street, the implementation of several other retail oriented redevelopment agreements (Autobarn, etc.) and the provision of assistance to existing small and medium sized businesses.

Property standards and housing rehabilitation functions experienced a year of increased demand for services due to increasing financial challenges within the housing market, including growing foreclosures. The condition of property in Evanston needs ongoing attention, but programmatic activity in these two areas has helped conserve older housing stock in neighborhoods and enhanced the quality of life of residents, including homeowners.

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

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

City of Evanston

Community & Economic Development Department

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

2010-2011 Department Initiatives

Promoting economic development, neighborhood revitalization and affordable housing will continue to be major priorities of the Department. Completion of the zoning amendments implementing the downtown plan is scheduled for 2010. In addition, completion of the final neighborhood plan within the West Evanston Master Plan will occur in 2010. The NSP2 Program implementation will be the major initiative of 2010, impacting 100 units of foreclosed housing. Housing activity will continue to have special emphasis on the down payment assistance program, the single family rehab program and acquisition and rehab of foreclosed property. In addition, the Department will continue the implementation of the PAL System which includes on-line permit status look-up and inspection scheduling for improved customer service.

Ongoing Activity Measures	2008-09 Actual	2009-2010 Actual	2010-2011 Projected
Total Building Permits Issued	3178	3200	3000
Total Building Inspections	6275	5950	6000
Total Building Construction Work w/o permits investigated	420	500	500
Total Elevator Inspections	1442	1900	1900
Contractor Licenses Issued/Renewed	562	600	600
Coordination & completion of Planning & Development Committee packets	25	26	26
Completion of the Planning & Development Committee minutes	25	26	26
Economic Development Committee	12	12	12
Plan Commission & Committees	30	20	24
Negotiating Team/Energy Commission	11	11	16
Housing Commission & Committees	12	18	12
Preservation Commission	24	24	24
Joint Review Board	6	6	5
Dwelling units inspected	2347	3151	3500
Occupants affected by rooming house inspections	6444	6889	6800
Complaints investigated	1334	1900	1350
Tickets Issued	266	265	275
Dwelling units demolished	2	3	2
Re-inspections for compliance	3000	2900	3100
Violations corrected	5105	6100	6200
Vacant building determinations	225	165	75
Training/safety/staff meetings	24	30	30
Graffiti tags removed by graffiti technician	4921	5700	4200

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimate	2010-2011 Approved
2100 COMMUNITY & ECONOMIC DEVELOPMENT				
61010 REGULAR PAY	2,031,727	2,235,000	1,960,586	2,103,286
61050 PERMANENT PART-TIME	17,219			
61055 TEMPORARY EMPLOYEES	47,772	17,100	46,927	
61060 SEASONAL EMPLOYEES				251,600
61110 OVERTIME PAY	45,348	36,900	34,800	14,700
61210 LONGEVITY	20,497	23,000	18,329	16,691
61415 TERMINATION PAYOUTS	89,083			
61420 ANNUAL SICK LEAVE PAYOUT	5,637			
61430 OTHER PAYOUTS	284			
61510 HEALTH INSURANCE	332,900	348,900	335,457	357,574
61615 LIFE INSURANCE	3,600	3,600	4,084	3,700
61625 AUTO ALLOWANCE	6,180	7,400	6,200	5,000
61630 SHOE ALLOWANCE	3,315	2,900	2,710	2,640
61655 EMPLOYEE LOANS - INTEREST EXPE	50			
61710 IMRF	167,039	194,000	177,976	248,205
61725 SOCIAL SECURITY	136,831	145,600	137,262	154,969
61730 MEDICARE	32,136	34,100	31,262	35,625
62136 REDEVELOPMENT CONSULTING SVCS.		4,000	4,000	
62145 ENGINEERING SERVICES	60,564	40,000	45,000	50,000
62150 CONSTRUCTION ENGINEERING SVCS.	29,063	25,000	6,000	20,000
62185 OTHER CONSULTING SERVICES	745	10,000	10,000	
62190 HOUSING REHAB SERVICES	18,119	24,500	24,500	24,000
62205 ADVERTISING	1,961	2,200	2,400	2,700
62210 PRINTING	10,919	9,500	12,650	12,600
62215 PHOTOGRAPHERS/BLEUPRINTS		500		
62235 OFFICE EQUIPMENT MAINT	558	900	350	800
62245 OTHER EQMT MAINTENANCE	780	1,500	800	1,000
62271 COURT REPORTING SERVICES	25,952	7,500	16,000	18,800
62275 POSTAGE CHARGEBACKS	15,050	12,100	14,900	6,500
62280 OVERNIGHT MAIL CHARGES	43	100	100	100
62285 COURIER CHARGES	3,498	4,000	2,200	1,500
62295 TRAINING & TRAVEL	7,339	7,800	10,100	5,800
62305 RENTAL OF AUTO-FLEET MAINTEN.	79,685	89,800	104,768	23,290
62309 RENTAL OF AUTO REPLACEMENT				19,800
62345 COURT COST/LITIGATION	3,729	4,500	4,000	4,500
62360 MEMBERSHIP DUES	1,207	2,400	2,200	2,700
62375 RENTALS	11			
62380 COPY MACHINE CHARGES	20,034	23,300	13,350	17,400
62425 ELEVATOR CONTRACT COSTS	33,531	50,000	70,000	60,000
62464 PLUMB,ELECT,PLAN REVIEW SERVI.	9,988	48,000	15,000	25,000
62490 OTHER PROGRAM COSTS	1,004			39,500
62509 SERVICE AGREEMENTS/CONTRACTS		1,100	1,100	1,100
62605 OTHER CHARGES				25,000
62645 MICROFILMING	13,575	15,000	12,500	15,100
64540 TELECOMMUNICATIONS - WIRELESS	11,445	10,300	11,350	11,680
65010 BOOKS, PUBLICATIONS, MAPS	2,503	4,700	2,900	2,700
65020 CLOTHING				2,500
65025 FOOD	270			1,100
65040 JANITORIAL SUPPLIES	48			
65050 BLDG MAINTENANCE MATERIAL	302			
65055 MATER. TO MAINT. IMP.	36	500	300	600
65085 MINOR EQUIPMENT & TOOLS	945	4,000	3,700	6,000
65090 SAFETY EQUIPMENT				5,200
65095 OFFICE SUPPLIES	9,492	9,200	9,500	10,100
65105 PHOTO/DRAFTING SUPPLIES		900	850	900

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimate	2010-2011 Approved
65525 PAINT GRANTS				180,000
65625 FURNITURE, FIXTURE & EQUIPMENT	1,110			
66005 OTHER CHARGES	9			
66030 OTHER INSURANCE CHARGEBACKS				11,700
66125 SERVICES BILLED OUT	(1,075)			
67110 CONNECTIONS FOR THE HOMELESS				52,700
67111 YWCA				6,700
67113 HARBOUR INC.				6,700
67115 INTERFAITH HOMELESS SERVICES				10,600
67165 FRESH START				4,500
68205 CONTINGENCIES				506
2100 COMMUNITY & ECONOMIC DEVELOPMENT	3,302,054	3,461,800	3,156,111	3,885,366

Note: In FY 10-11, citywide re-organizations resulted in creating an Economic Development Division within the Community Development Department. As part of this transition, Summer Youth Employment, MWEBE, and Community Intervention Services moved into the Community and Economic Development Department. Please note that prior year data reflects the budget and estimate before operational changes.

City of Evanston

Police Department

Description of Major Activities:

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

Full-Time Equivalent Positions:		
Employee Status Description	Job Type Description	2010-2011 Position FTE
Police Administration		
Full-Time Regular	Administrative Secretary	1.00
Full-Time Regular	Chief of Police	1.00
2205 Total		2.00
Patrol Operations		
Full-Time Regular	Police Commander	3.00
Full-Time Regular	Police Officer	80.00
Full-Time Regular	Police Sergeant	11.00
Full-Time Regular	Deputy Chief	1.00
2210 Total		95.00
Criminal Investigation		
Full-Time Regular	Police Commander	1.00
Full-Time Regular	Police Officer	14.00
Full-Time Regular	Police Sergeant	2.00
Full-Time Regular	Deputy Chief	1.00
2215 Total		18.00
Social Services Bureau		
Full-Time Regular	Victim Advocate	2.00
Full-Time Regular	Youth Advocate	2.00
2225 Total		4.00
Juvenile Bureau		
Full-Time Regular	Police Commander	1.00
Full-Time Regular	Police Officer	9.00
Full-Time Regular	Police Sergeant	1.00
2230 Total		11.00
School Liaison		
Full-Time Regular	Police Officer	3.00
2235 Total		3.00
Police Records		
Full-Time Regular	Dir, Police Records Bureau	1.00
Full-Time Regular	Clerk III	1.00
Full-Time Regular	Records Input Operator	3.00
Full-Time Regular	Review Officer	2.00
2240 Total		7.00
Communications		
Full-Time Regular	Telecommunicator	14.00
2245 Total		14.00

City of Evanston

Police Department

Employee Status Description	Job Type Description	2010-2011 Position FTE
Service Desk		
Full-Time Regular	Deputy Chief	1.00
Full-Time Regular	Service Desk Supervisor	1.00
Full-Time Regular	Court Liaison	1.00
Full-Time Regular	Service Desk Officer	12.00
Full-Time Regular	Property Officer	2.00
Full-Time Regular	Custodian I	1.00
2250 Total		18.00
Office of Professional Standards		
Full-Time Regular	Exec Secretary (non-Dept Head)	1.00
Full-Time Regular	Police Commander	1.00
Full-Time Regular	Police Sergeant	1.00
2255 Total		3.00
Office of Administration		
Full-Time Regular	Police Sergeant	1.00
Full-Time Regular	Administrative Specialist	1.00
Full-Time Regular	Administrative Coordinator	1.00
2260 Total		3.00
Neighborhood Enforcement Team		
Full-Time Regular	Police Commander	1.00
Full-Time Regular	Police Officer	15.00
Full-Time Regular	Police Sergeant	2.00
2265 Total		18.00
Traffic Bureau		
Full-Time Regular	Police Sergeant	1.00
Full-Time Regular	Police Officer	6.00
Full-Time Regular	Towing Coordinator	1.00
2270 Total		8.00
Community Strategic Bureau		
Full-Time Regular	Crime Analyst	1.00
2275 Total		1.00
Animal Control		
Full-Time Regular	Animal Control Warden	1.00
Full-Time Regular	Chief Animal Warden	1.00
Part-time Regular	PT Animal Warden	0.50
2280 Total		2.50
Problem Solving Team		
Full-Time Regular	Police Commander	1.00
Full-Time Regular	Police Officer	6.00
2285 Total		7.00
Police Total		214.50

City of Evanston

Police Department

Financial Summary

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimated Actual	2010-2011 Budget Adopted
Expenditures:				
2205 – Police Administration	372,528	417,300	432,300	405,345
2210 – Patrol Operations *	9,655,053	9,306,100	9,234,113	10,144,965
2215 – Criminal Investigation	1,929,701	1,851,500	1,687,700	1,865,883
2225 – Social Services Bureau	518,797	473,800	352,200	416,392
2230 – Juvenile Bureau	999,971	1,012,800	987,200	1,112,161
2235 – School Liaison	317,639	296,900	280,675	283,184
2240 – Police Records	825,057	838,200	786,760	559,843
2245 – Communications	1,257,437	1,177,000	1,251,650	1,292,812
2250 – Service Desk	1,141,331	1,106,600	1,182,930	1,333,605
2255 – Office of Prof. Standards	337,560	393,900	342,300	328,872
2260 – Office of Administration	522,240	417,900	476,600	422,011
2265 – Neighborhood Enforcement	1,571,675	1,770,900	1,685,150	1,791,501
2270 – Traffic Bureau	884,087	813,700	858,550	792,169
2275 – Community Strategic Bur.	182,836	186,200	123,050	100,411
2280 – Animal Control	204,915	208,100	198,240	208,976
2285 – Problem Solving Team	680,508	688,500	738,750	718,373
Total Expenditures:	\$21,401,335	\$20,959,400	\$20,618,168	\$21,776,503
Revenues:				
52170 – Alarm Panel Franchise Fees	15,360	0	0	5,000
52510 – Regular Fines	284,591	250,000	275,000	270,000
53685 – Police Report Fees	17,302	16,000	15,000	16,000
53720 – Skokie/Lincolnwood Animal Fees	5,205	300	8,000	7,500
55160 – Violent Crimes Victim’s Grant	22,348	24,700	24,700	24,700
55162 – ICJIA (Victim Services)	0	75,000	0	0
55270 – Police Training Grant	14,582	8,000	8,000	8,000
55285 – Law Enforcement Block Grant	0	19,300	19,300	0
Total Revenues:	\$359,388	\$393,300	\$350,000	\$331,200

Notes for Financial Summary

* \$360,000 was transferred from Business Unit 1810 to 2210 to help offset benefit time payouts. FY2010-2011 will be another year economically impacted by the world-wide economic recession, energy costs and fuel costs and the continuing conflicts overseas. Cost of fuel and ammunition has been increasing and lead times between order and receipt of goods has lengthened to nearly a year. The EPD has instituted an expanded bicycle officer program to help offset fuel costs. This was accomplished in conjunction with NUPD.

Grant opportunities, through Rep. Schakowsky’s office, have made \$350,000 available to the Evanston Police Department for various projects with the Evanston community. Social Service grants have been extended through next fiscal year, but Summer Plan grant (Justice Assistance) has been reduced significantly by the Federal Government and the City of Chicago.

The Department of Homeland Security has awarded a \$200,000 Grant to improve water plant security. EPD serves as the grant coordinator for this project.

City of Evanston

Police Department

Performance Report on FY 2009-2010 Major Program Objectives

Building renovation issues were handled with minimal impact to operational effectiveness and service to the citizens of the City of Evanston:

- Renovation of the Criminal Investigations Division offices, including the Detective, Juvenile and Social Services Bureaus began late in FY2008-2009 has been completed.
- Replacement of the current firing range (which is non-operational), to a state-of-the-art facility for proper training and certification of the sworn police personnel, is in the transitional phase. Work has not progressed past meeting with the architect/design teams for the space allocated to the range. The replacement range will have an upgraded ventilation system, and will have more effective maintenance procedures.
- Upgrading and expanding the Property Room bar-coding system which monitors and tracks evidence inventory by case has been accomplished during the FY2009-2010.

2010-2011 Department Initiatives

Purchasing of cameras and related equipment for use within the Evanston community will be handled with the cooperation of the BPAT Department with the funding coming from awards received through Rep. Schakowsky's office from the U.S. Department of Justice.

Purchasing the Field Reporting Program through HTE for the Field Operations Division to begin reporting incidents via laptop computers.

Activity Measures

As of the preparation of this report Part 1 crimes are down 15% (2847 – 2420).

Ongoing Activity Measures	2008-2009 Actual	2009-2010 Actual	2010-2011 Projected
Part I crimes	3175	2,420	2,500
Part II crimes	5750	3,610	4,000
Total calls for service	44500	34,232	35,000
Arrests (felony & misdemeanor)	3,400	2,303	2,500
D.U.I. arrests	38	146	150
Ticket & citation production – Parking	14,500	16,225	16,500
Liquor inspections	80	23	20

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimate	2010-2011 Approved
2200 POLICE DEPARTMENT				
61010 REGULAR PAY	15,093,391	15,361,700	15,060,400	15,278,409
61050 PERMANENT PART-TIME	45,920	24,700	20,500	24,300
61055 TEMPORARY EMPLOYEES	19,360	15,600	16,000	16,000
61062 SPECIAL EVENT SALARIES	323,267	218,000	251,500	188,500
61110 OVERTIME PAY	101,293	118,000	128,800	119,600
61111 HIREBACK OT	304,003	145,100	245,800	177,000
61112 SPECIAL DETAIL OT	169,841	170,100	186,300	97,000
61114 SNOW OT	323			
61210 LONGEVITY	238,733	209,500	190,900	213,808
61415 TERMINATION PAYOUTS	505,557	360,000		
61420 ANNUAL SICK LEAVE PAYOUT	82,610			
61425 ANNUAL HOLIDAY PAYOUT	66,710			
61430 OTHER PAYOUTS	33,818			
61510 HEALTH INSURANCE	2,036,581	2,305,100	2,320,400	2,472,745
61610 DENTAL INSURANCE	129,969	120,300	120,300	120,300
61615 LIFE INSURANCE	22,000	22,000	21,900	22,000
61630 SHOE ALLOWANCE	650	600	780	800
61635 UNIFORM ALLOWANCE	132,675	144,700	131,288	142,100
61655 EMPLOYEE LOANS - INTEREST EXPENSES	2,850			
61710 IMRF	237,558	82,500	207,000	264,094
61725 SOCIAL SECURITY	198,646	62,200	157,900	190,366
61730 MEDICARE	216,645	125,500	187,750	230,601
62210 PRINTING	3,040	6,000	2,700	3,000
62225 BLDG MAINTENANCE SERVICES	58,764	56,900	52,250	57,500
62245 OTHER EQMT MAINTENANCE	4,155	2,500	2,500	2,700
62270 MEDICAL/HOSPITAL SERVICES	1,770	1,000	1,600	1,000
62275 POSTAGE CHARGEBACKS	9,034	5,000	6,000	6,000
62280 OVERNIGHT MAIL CHARGES	87			
62295 TRAINING & TRAVEL	94,018	86,500	84,500	80,000
62305 RENTAL OF AUTO-FLEET MAINTEN.	821,072	923,300	905,200	567,850
62309 RENTAL OF AUTO REPLACEMENT				256,600
62315 POSTAGE	125			
62335 DATA PROCESSING SERVICE		11,500		
62360 MEMBERSHIP DUES	12,874	21,000	16,800	17,500
62370 EXPENSE ALLOWANCE	79,493	105,700	55,700	55,700
62375 RENTALS	82,376	52,300	46,000	10,200
62380 COPY MACHINE CHARGES	29			4,100
62425 ELEVATOR CONTRACT COSTS	308	3,400	3,000	3,300
62490 OTHER PROGRAM COSTS	594	1,500	1,000	1,000
62645 MICROFILMING		2,800	500	
64005 ELECTRICITY	924			
64015 NATURAL GAS	38,266	30,000	30,000	30,000
64530 TELECOMMUNICATIONS - HANDHELD	3,438			
64540 TELECOMMUNICATIONS - WIRELESS	48,654	36,000	30,000	25,356
65010 BOOKS, PUBLICATIONS, MAPS	148	800	600	600
65015 CHEMICALS	31,347	26,000	26,000	26,000

	2008-2009	2009-2010	2009-2010	2010-2011
	Actual	Budget	Estimate	Approved
65020 CLOTHING	43,751	45,800	45,500	43,000
65025 FOOD	8,369	6,600	4,300	4,600
65040 JANITORIAL SUPPLIES	9,560	3,800	10,500	7,500
65080 MERCHANDISE FOR RESALE	43			
65085 MINOR EQUIPMENT & TOOLS	(9,284)	1,000	500	500
65095 OFFICE SUPPLIES	40,042	29,200	30,000	29,000
65105 PHOTO/DRAFTING SUPPLIE	11,704	8,000	9,000	8,900
65125 OTHER COMMODITIES	39,112	7,200	6,500	9,874
66030 OTHER INSURANCE CHARGEBACKS				967,100
68205 CONTINGENCIES	5,122			
2200 POLICE DEPARTMENT	21,401,335	20,959,400	20,618,168	21,776,503

City of Evanston

Fire Department

Description of Major Activities:

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

Total Full-Time Equivalent Positions:		
Employee Status Description	Job Type Description	2010-2011 Position FTE
Fire Management and Support		
Full-Time Regular	Division Chief, Fire	1.00
Full-Time Regular	Fire Chief	1.00
Full-Time Regular	Management Analyst	1.00
2305 Total		3.00
Fire Prevention		
Full-Time Regular	Clerk II	1.00
Full-Time Regular	Division Chief, Fire	1.00
Full-Time Regular	Fire Captain	2.00
Full-Time Regular	Fire Plan Reviewer	1.00
2310 Total		5.00
Fire Suppression		
Full-Time Regular	Fire Captain	24.00
Full-Time Regular	Firefighter	74.00
Full-Time Regular	Shift Chief, Fire	3.00
Full-Time Regular	Deputy Fire Chief	1.00
2315 Total		102.00
Fire Total		110.00

Financial Summary

		2008-2009 Actual	2009-2010 Budget	2009-2010 Estimated Actual	2010-2011 Budget Adopted
Expenditures:					
2305 – Fire Management & Support		632,474	680,800	607,350	627,323
2310 – Fire Prevention		655,737	574,000	577,535	531,727
2315 – Fire Suppression*		11,202,016	10,829,800	10,759,500	11,157,394
2320 – Office of Emer. Preparedness*		0	32,500	28,500	13,466
Total Expenditures:		\$12,490,227	\$12,117,100	\$11,972,885	\$12,329,910
Revenues:					
52540 – False Alarm Fines		120,170	155,000	165,000	165,000
53655 – Cost Recovery Fines		6,075	10,000	10,000	10,000
53675 – Ambulance Fees		886,801	925,000	950,000	985,000
53715 – Alarm Registration Fee		189,060	110,000	110,000	150,000
Total Revenues:		\$1,202,106	\$1,200,000	\$1,235,000	\$1,310,000

City of Evanston

Fire Department

Notes for Financial Summary

*During FY 09-10, a budget transfer of \$240,000 from Human Resources to business unit 2315 occurred to offset Fire Department payout expenses.

*Prior to FY 09-10, the Office of Emergency Preparedness was in the City Manager's Office, which was business element 1520. Therefore, the totals for years prior to FY 09-10 can be found in business element 1520.

We are anticipating three retirements this budget year. We will have two members attending EMT-B training. Two members will participate in paramedic school.

Performance Report on FY 2009-2010 Major Program Objectives

Fire Station #5 has been opened and serving the community well. The computer aided dispatch system and the mobile computers in the field are communicating, allowing important data to be exchanged and accessed between them. The Fire dual simulcast repeater radio system was completed and is fully operational. The records archiving system is in place providing more immediate access to departmental records which are required to be on file. The mobile data computers are communicating real-time status changes to the Dispatch Center. The fire dispatch manual was updated and is in use. Promotional exams for the ranks of Fire Captain and Shift Chief have been conducted and eligibility lists are posted. All of the Department paramedics were offered Advanced Cardiac Life Support training in 2009. The proposed fire plan review process and associated fee schedule has been implemented and is functioning as anticipated.

2010-2011 Department Initiatives

For 2010-2011, we plan to conduct a self assessment of our Insurance Services Organization rating. Emergency Management will be coordinated through the Fire Department for all City functions. All paramedics will be provided Advanced Pediatric Life Support training. We will be implementing a broadcast callback notification system to alert members of emergency staffing needs. Finally, we will spearhead the continuity of city business operations planning. That is a citywide initiative which will be lead through Emergency Management.

Ongoing Activity Measures	2008-09 Actual	2009-2010 Actual	2010-2011 Projected
City fire insurance rating	3	3	3
Hydrants inspected/flow tested	1295	1310	1310
Bureau fire inspections	631	748	700
Construction plans reviewed	526	558	680
Fire equipment test witnessed	339	297	310
Staff hours on cause and origin investigations	336	300	300
Public education presentations	730	565	600
Customer request for information	3725	4000	4300
All Fire Dept. incidents, excluding ambulance calls	3327	3211	3425
Ambulance calls	5190	5355	5300
Fire, Carbon Monoxide , & Extinguishing Alarm System activations (Included above)	1728	1625	1758
Number of fires (included above)	192	154	225
Number of structure fires (included above)	88	80	103
Average fire alarm response time	350	346	350
Average ambulance response time	400	320	400
Training hours/firefighter	240	240	240
Number of paramedics	88	91	93

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimate	2010-2011 Approved
2300 FIRE DEPARTMENT				
61010 REGULAR PAY	8,870,787	8,621,600	8,668,000	8,531,604
61050 PERMANENT PART-TIME	22,612			
61055 TEMPORARY EMPLOYEES	9,900			
61065 SPECIAL PROJECT EMPLOYEES		10,000	9,000	
61110 OVERTIME PAY	133,803	156,500	155,800	156,500
61111 HIREBACK OT	270,403	356,000	320,200	350,000
61113 TRAINING OT	38,411	41,000	41,000	3,000
61210 LONGEVITY	197,577	178,500	183,000	169,100
61415 TERMINATION PAYOUTS	418,756	240,000		
61420 ANNUAL SICK LEAVE PAYOUT	88,044			
61430 OTHER PAYOUTS	20,897			
61440 EDUCATION PAY	142,283		78,000	121,100
61510 HEALTH INSURANCE	1,035,700	1,162,900	1,162,900	1,271,190
61615 LIFE INSURANCE	11,200	11,200	12,900	11,300
61710 IMRF	8,227	15,000	14,100	19,988
61725 SOCIAL SECURITY	14,230	11,600	10,500	10,800
61730 MEDICARE	95,270	69,500	104,850	131,900
62210 PRINTING	4,264	5,500	5,500	4,000
62235 OFFICE EQUIPMENT MAINT	2,024	1,100	1,100	1,100
62245 OTHER EQMT MAINTENANCE	1,349	10,500	9,000	5,500
62250 COMPUTER EQUIPMENT MAINT	3,269	10,000	9,000	5,000
62270 MEDICAL/HOSPITAL SERVICES	31,530	36,000	36,000	36,000
62275 POSTAGE CHARGEBACKS	1,783	3,400	2,500	3,000
62295 TRAINING & TRAVEL	69,925	67,800	67,835	37,800
62305 RENTAL OF AUTO-FLEET MAINTEN.	618,665	704,400	704,400	456,805
62309 RENTAL OF AUTO REPLACEMENT				271,600
62315 POSTAGE	430	500	500	500
62335 DATA PROCESSING SERVIC	1,920	3,200	3,200	3,200
62345 COURT COST/LITIGATION		300		
62355 LAUNDRY/OTHER CLEANING	582	1,000	1,000	1,000
62360 MEMBERSHIP DUES	30,343	33,900	33,400	33,900
62375 RENTALS	1,243	500	500	
62380 COPY MACHINE CHARGES	6,331	6,600	6,600	3,800
62430 CUSTODIAL CONTRACT SERVICES	6,240	5,000	5,000	5,000
62509 SERVICE AGREEMENTS/CONTRACTS	3,190	5,100	5,100	5,100
62518 SECURITY/ALARM CONTRACTS	4,370	4,900	4,900	6,400
62521 MEDICAL EQ MAINT AGREEMENTS	13,201	13,200	13,200	14,200
62522 SCBA EQ MAINT AGREEMENTS	4,916	5,000	5,000	5,000
62523 EXTRICATION EQ MAINT AGREEMNTS	2,646	3,000	3,000	3,000
62605 OTHER CHARGES	5,703	8,500	8,000	8,500
64005 ELECTRICITY	4			
64015 NATURAL GAS	86,009	75,000	75,000	75,000
64540 TELECOMMUNICATIONS - WIRELESS	17,858	25,800	23,500	15,636
65005 AGRI/BOTANICAL SUPPLIES		300	300	300
65010 BOOKS, PUBLICATIONS, MAPS	2,085	3,900	3,900	2,400
65015 CHEMICALS	5,927	6,000	6,000	6,000
65020 CLOTHING	82,664	75,000	75,000	40,000

	2008-2009	2009-2010	2009-2010	2010-2011
	Actual	Budget	Estimate	Approved
65040 JANITORIAL SUPPLIES	11,300	11,100	11,100	11,100
65050 BLDG MAINTENANCE MATERIAL	6,747	6,600	6,600	6,600
65070 OFFICE/OTHER EQT MTN MATL	3,642	4,000	4,000	4,000
65075 MEDICAL & LAB SUPPLIES	4,448	7,000	7,000	7,000
65085 MINOR EQUIPMENT & TOOLS	3,900	4,500	4,500	4,500
65090 SAFETY EQUIPMENT	1,307	2,000	2,000	2,000
65095 OFFICE SUPPLIES	6,812	9,900	9,700	7,400
65105 PHOTO/DRAFTING SUPPLIE	133	2,200	1,500	1,700
65125 OTHER COMMODITIES	17,464	17,600	17,000	12,187
65620 OFFICE MACH. & EQUIP.		900	800	900
65625 FURNITURE, FIXTURE & EQUIPMENT	47,906	62,100	40,000	30,000
66030 OTHER INSURANCE CHARGEBACKS				416,300
2300 FIRE DEPARTMENT	12,490,227	12,117,100	11,972,885	12,329,910

City of Evanston

Health Department

Description of Major Activities:

The Health Department carries out the core functions of public health: assessment, assurance and policy development. The Department identifies community health needs through the Illinois Process for the Local Assessment of Need (IPLAN) which later becomes the Evanston Local Assessment of Need or (EPLAN). The mission of the new Health Department is to promote, protect and preserve the health and well-being of all who live, work and play here in Evanston.

The Health Department investigates the occurrence of adverse health effects and health hazards in the community by conducting timely investigations identifying the magnitude of health problems, duration, trends, location and populations at risk. The Department is an advocate for public health and seeks to identify community resources and build relationships with public and private agencies. The goal of the department is to promote effective planning, implementation and management of public health activities; strong communication with units of local, state and federal government, health-related organizations, health providers, citizens, and the news media to ensure a healthy community.

The Food and Environmental Health programs provide population-based community health services. This includes risk-based food protection activities and community-based disease prevention activities. The Environmental Health Division responds to requests concerning: food protection; tobacco-clean air, rodent, public health nuisance, and lead poisoning investigations. Licensed environmental health practitioners provide inspections, investigations, consultations, and educational services. Rodent, vector, insect, and public health nuisance complaints are promptly investigated and appropriate corrective action is taken. Licensed environmental health practitioners conduct educational rodent control activities for neighborhood groups and facilitate extermination services for serious infestations on public property. They provide mosquito surveillance and education about West Nile Virus. The division is also responsible for providing an emergency response for any public health emergency.

The Infectious Disease Control Surveillance specialist provides monitoring and follow-up of all reportable communicable diseases to prevent the spread of infection in the community.

The Community Health division provides a litany of services, which include sliding scale dental services, provision of birth and death certificates, and administrative assistance on health promotion programs.

Additionally, the Health Department staff supports the Mental Health Board, Environment Board, and the Aldermanic Board of the Human Services Committee and the Rules Committee.

Full-Time Equivalent Positions:		
Employee Status Description	Job Type Description	2010-2011 Position FTE
Health Services Administration		
Full-Time Regular	Director, Health Department	1.00
Full-Time Regular	Exec Secretary (to Dept. Head)	1.00
Part-time Regular	Medical Supervisor	0.10
2407 Total		2.10
Dental Services		
Full-Time Regular	Clerk II	1.00
Full-Time Regular	Dental Assistant	1.00
Part-Time Regular	Dentist	1.40
Part-Time Regular	Dental Health Educator	0.60

City of Evanston

Health Department

Employee Status Description	Job Type Description	2010-2011 Position FTE
2425 Total		4.00
Food and Environmental Health		
Full-Time Regular	Environmental Health Practitioner	3.00
Full-Time Regular	Secretary II	1.00
Full-Time Regular	Communicable Disease Specialist	1.00
Full-Time Regular	Environmental Health Manager	1.00
Full-Time Regular	Health License Inspector	1.00
Part-Time Regular	Emergency Response Coordinator	0.08
2435 Total		7.80
Vital Records		
Full-Time Regular	Clerk II	0.40
Part-Time Regular	Clerk III	1.00
Full-Time Regular	Clerk Typist	1.00
2440 Total		2.40
Mental Health Program Administration		
Full-Time Regular	Comm. Relations Manager/Man. Analyst	1.00
Full-Time Regular	Executive Secretary (non-dept. head)	1.00
2455 Total		2.00
Health & Human Services Total		18.30

Financial Summary

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimated Actual	2010-2011 Budget Adopted
Expenditures:				
2407 – Health Services Admin.	229,276	233,000	226,000	274,392
2410 - Laboratory Services	20	0	0	0
2416 – Family & Community Wellness	118,837	0	0	0
2420 – Infectious Disease Control	880	0	0	0
2425 – Dental Services	244,574	308,800	282,100	283,466
2435 – Food & Environmental Health	650,043	819,400	789,647	922,741
2440 – Vital Records	148,044	153,400	146,650	149,873
2450 – Community Intervention Services*	133,242	0	208,150	0
2455 – Community Health Program Admin.*	110,943	123,700	122,550	292,434
2460 – Community Purchased Services	886,388	585,000	585,000	385,000
2525 – Homeless Services*	87,843	100,400	81,191	0
2530 – Commission on Aging*	229,318	405,900	362,548	0
2535 – Subsidized Taxicab Program*	267,529	252,200	260,200	0
2540 – Summer Youth Employment Program*	281,295	395,700	439,600	0
2541 – Youth Engagement Division*	6,520	116,000	97,752	0
2550 – Community Relations*	192,850	574,100	342,600	0
2555 – Farmers' Market *	15,615	16,900	16,050	0
Total Expenditures:	\$3,603,217	\$4,084,500	\$3,960,038	\$2,307,906
Revenues:				
52045 – Farmers' Market Licenses	28,670	26,400	31,000	0
52050 - Other Licenses	0	20,000	13,843	17,000
52055 – Long Term Care License Fees	112,500	112,400	112,400	112,400

City of Evanston

Health Department

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimated Actual	2010-2011 Budget Adopted
52070 - Resident Care	80	500	460	500
52085 - Plan Review	5,032	8,000	7,448	7,500
53050 - Sanitation Classes	9,045	11,000	7,500	7,000
53075 - Dental Fees & Reimbursement	109,355	126,000	126,000	130,000
53105 - Food Establishment License Fees	201,073	173,000	180,000	180,000
53135 - 53180 Dental Fees (specific)	3,997	15,600	5,230	0
53185 - Temporary Food License	7,477	6,000	6,500	6,500
53190 - Food Delivery Vehicle	5,812	8,300	5,800	6,000
53195 - Scavenger Truck	0	300	300	300
53200 - Bev. / Snack Vending License	26,524	28,000	30,000	30,000
53210 - Tobacco License Fees	20,765	12,500	20,000	20,000
53211 - Beekeeper License	25	0	0	0
53212 - Home Day Care License	0	5,500	0	5,500
53215 - Birth Certificate Fees	77,364	97,000	80,000	80,000
53220 - Death Certificate Fees	38,507	55,000	68,436	69,000
53230 - Funeral Director's License	5,850	6,600	6,600	6,600
53235 - Temp Funeral Director License	2,611	5,000	5,000	5,000
55025 - IDPH - Local Health Protection	36,947	76,200	76,200	76,000
55040 - IDPH Dental Sealant Grant	0	4,000	1,200	2,000
55075 - Summer Food Inspection	450	400	450	400
55085 - Illinois Tobacco Free Grant	21,019	25,000	14,500	21,900
55125 - Teen Pregnancy Prevention Program	58,013	60,600	60,600	60,600
55130 - Childhood Lead Poisoning Grant	341	1,000	500	500
55135 - Teen Parent Services	35,900	34,700	30,600	30,600
55145 - Prostate Cancer Awareness Grant	7,256	10,000	10,000	0
55146 - Other State Grant	35,729	20,500	22,500	22,500
55150 - Tanning Facility Inspections	300	100	150	100
55173 - CRI Grant	0	40,000	40,000	40,000
55174 - PHEP Grant	0	70,000	70,000	70,000
55231 - Lead Paint Hazard	0	200,000	180,000	0
55251 - Federal Grant/AID	14,800	8,500	14,110	8,500
55255 - Commission Aging Grant-Advocate	23,967	40,000	40,000	0
55275 - HUD Emergency Shelter	65,325	91,900	85,920	0
Total Revenues:	\$954,734	\$1,400,000	\$1,353,247	\$1,016,400

Notes for Financial Summary

* All business units with an asterisk have been impacted by a citywide re-organization. Details for changes are identified below.

- Business units 2450 and 2525 moved to 2127 and 2128, respectively, to the Community & Economic Development Department.
- Business unit 2455 combined with 2550 as a result of components of Community Relations moving to Parks, Recreation & Community Services and 311 operations.
- Business units 2555 and 2535 moved into 3205, and business unit 2530 moved to 3210 as part of the Parks, Recreation & Community Services Department.
- The Summer Youth Employment Program (2540) moved into 2135 as part of the Community & Economic Development Department.
- Business unit 2541 was budgeted in the City Manager's Office in FY 08-09; however, a reorganization mid-year moved the function from the Manager's Office to Health and Human Services. As a result, the full cost of the program for FY 08-09 is a combination of expenditures from

City of Evanston

Health Department

business element 1530 and 2541. In FY 10-11, this unit was once again moved as part of a citywide re-organization to business unit 3215 in the Parks, Recreation & Community Services Department.

Performance Report on FY 2009-2010 Major Program Objectives

- The Department of Health and Human Services received a one-time reimbursement grant from the State of Illinois to administer H1N1 clinics. Through this effort the Department was able to vaccinate over 12,000 Evanston residents.
- The Department continues to work to complete the integration of the Evanston Project for Local Assessment of Needs (EPLAN) with the City of Evanston Strategic Plan.
- The Department offered several programs this past year related to Healthy People 2010 objectives.
- The Department coordinated with many public and private entities to communicate health strategies and information. Additionally, these groups served as partners in the development of the health communication strategies.
- Dental Services was able to schedule several health screenings and education in pre-schools and District 65 schools.
- At least one Public Health Emergency Preparedness Exercise was conducted
- Additional community partners were enlisted to expand the housing options directory.
- The Mental Health Board continues to monitor agency performance and outcomes. Additionally, the evaluation process was streamlined this year through the development of an electronic report submission process and a unified reporting tool that was developed in conjunction with CDBG administrators.
- The Farmer's Market received positive feedback from farmers and market goers and was able to generate additional revenue.
- The Youth Engagement Division sponsored and coordinated a successful Youth Summit.
- The Summer Youth Employment Program realized an increase in interested youth. The program is seeking to expand its public and private employment opportunities.

2010-2011 Department Initiatives

- Provide outreach to at least 2000 individuals regarding Environmental Health Issues by March 1, 2011
- Plan and execute one Public Health Emergency Preparedness Exercise by March 1, 2011
- Survey all Risk Category 1 Food Establishments to determine baseline food safety knowledge by March 1, 2011
- Provide 1 training seminar for Home Day Care Businesses focusing on universal precautions, personal hygiene practices, and licensing information by March 1, 2011
- Utilize HPRP funds to assist at least 100 households to obtain or remain stably housed.
- Increase Farmer's Market revenue
- Expand SYEP employment opportunities. Begin offering soft-skill-training workshops earlier in the school year to increase program interest and to better prepare applicants for the job fair.
- Sponsor and coordinate the annual Youth Summit
- Establish and grow the Youth Commission
- Continue to update centralized teen website
- Build network of teens to distribute YEI information via MySpace and Facebook
- Sponsor the 8 Work-Study Evanston Township High School students
- Coordinate continued Workforce Development group meetings to develop city-based employment program

City of Evanston

Health Department

- Work with Community Relations Division to strengthen the curriculum for the Summer Youth Employment Program
- Develop a plan to monitor performance and outcome measures for city-funded youth programs
- Train youth to serve as EYC representatives at neighborhood group and city council subcommittee meetings
- Train youth health ambassadors to do outreach for Teen Test Day
- Develop anti-violence programming (peace walks, gun drive, etc)

Activity Measures

Ongoing Activity Measures	2008-2009 Actual	2009-2010 Actual	2010-2011 Projected
Number of dental clinic appointments provided	1,700	2,100	2,100
Number of preventive & restorative clinic visits	4,364	4,400	4,400
Number of children receiving clinic services	2,136	2,200	2,200
Number of sealants applied	605	650	650
Number of preventative screenings/exams given at schools	200	200	200
Number of dental health education programs/ participants	23/605	40/650	40/650
Number of licensed food establishments	385	385	385
Total number of food inspections performed	1,130	1,200	1,200
Temporary food inspections performed	140	150	150
Food complaints evaluated / inspected	100	100	100
Education Participants	507	1,625	2,000
Food establishment plans reviewed	30	42	45
Rat & Rodent complaints investigated	130	180	150
Number of Communicable Disease Investigations	250	248	250
Nuisance requests for service provided	225	240	240
Lead inspections performed	8	10	10
Persons screened for Prostate Specific Antigens (PSA)	150	N/A	N/A
Members on Youth Commission	N/A	N/A	7
Sponsor 18 Work-Study ETHS students	8	5	8
Youth Participating in Youth Council	13	15	18
Youth Participating in Youth Summit	35	70	100
Youth Health Outreach workers	N/A	N/A	30
Number of youth who attend the job fair	336	500	500
Number of youth hired	177	180	180
Persons participating in tobacco cessation activities	50	45	43
Number of families helped with HPRP funds	N/A	10	25
Seasonal stall rentals	33	36	40
Grants administered	10	11	17

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimate	2010-2011 Approved
2400 HEALTH AND HUMAN SERVICES				
61010 REGULAR PAY	1,210,777	1,244,800	1,278,600	864,572
61013 PROGRAM ASSISTANTS	868	1,600		
61050 PERMANENT PART-TIME	215,809	232,700	175,048	197,300
61055 TEMPORARY EMPLOYEES	8,125	70,500	25,836	9,000
61060 SEASONAL EMPLOYEES	221,004	288,000	335,822	
61062 SPECIAL EVENT SALARIES	3,240			
61110 OVERTIME PAY	6,041	9,900	1,900	7,900
61210 LONGEVITY	8,699	9,400	3,300	7,055
61415 TERMINATION PAYOUTS	75,429			
61420 ANNUAL SICK LEAVE PAYOUT	2,114			
61430 OTHER PAYOUTS	7,416			
61455 REGULAR SALARIES-CHGBACKS	3,897			
61510 HEALTH INSURANCE	203,400	195,700	195,700	167,633
61615 LIFE INSURANCE	2,200	2,300	2,300	1,900
61625 AUTO ALLOWANCE	4,278	8,100	5,000	5,000
61630 SHOE ALLOWANCE	650	500	390	400
61710 IMRF	104,066	130,100	152,547	102,982
61725 SOCIAL SECURITY	105,270	115,900	115,100	70,246
61730 MEDICARE	24,832	27,000	26,800	15,444
62185 OTHER CONSULTING SERVICES	95	5,500	750	2,000
62205 ADVERTISING	2,591	4,200	2,300	1,000
62210 PRINTING	7,623	17,900	10,800	7,400
62235 OFFICE EQUIPMENT MAINT	60	200	150	200
62245 OTHER EQMT MAINTENANCE		1,000	100	
62275 POSTAGE CHARGEBACKS	5,451	6,600	6,650	3,100
62285 COURIER CHARGES		200		
62295 TRAINING & TRAVEL	16,317	14,900	10,050	9,800
62305 RENTAL OF AUTO-FLEET MAINTEN.	21,119	23,800	21,700	11,941
62309 RENTAL OF AUTO REPLACEMENT			17,100	5,000
62335 DATA PROCESSING SERVIC	1,744	5,000		
62340 COMPUTER LICENSE & SUPPORT		6,000	1,000	
62355 LAUNDRY/OTHER CLEANING	29			
62360 MEMBERSHIP DUES	1,391	5,700	4,500	5,200
62375 RENTALS	2,179	1,200	1,000	
62380 COPY MACHINE CHARGES	14,716	10,300	12,750	9,100
62468 IL TOBACCO FREE COMM	3,764	25,000	14,500	21,900
62469 PROSTATE CANCER AWARENESS EXP	6,604	10,000		
62470 TEEN PEER EDUCATOR		60,600	60,600	60,600
62471 VECTOR SURVEILLANCE EXP	5,459	20,500	22,500	22,500
62472 BEACH WATER TESTING EXP		8,500	14,110	8,500
62473 ENVIRONMENTAL HEATH EXP		4,900	4,900	4,900
62474 HEALTH PROTECTION EXP		76,200	44,300	60,500
62475 TEEN PARENT SERVICES		34,700	30,600	30,600
62476 CRI GRANT -EXPENSE (HHS)		40,000	40,000	40,000
62477 PHEP GRANT-EXPENSE (HHS)		70,000	70,000	70,000
62490 OTHER PROGRAM COSTS	1,706	98,500	44,000	10,000
62491 COMUNTY INTRVENTION PROG COST	406			
62494 HOME DAY CARE LICENSE EXPEN		500	150	200
62495 LICENSED PEST CONTROL SERVICES	44	1,500		
62505 INSTRUCTOR SERVICES	1,500	1,500	1,500	1,500
62507 FIELD TRIPS	10,276			
62513 COMMUNITY PICNIC-SP EVENTS		8,000	16,000	
62521 MEDICAL EQ MAINT AGREEMENTS	1,403	2,000	1,000	2,000
62605 OTHER CHARGES	11,087	600	6,064	4,900

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimate	2010-2011 Approved
62645 MICROFILMING	810	600	600	600
62695 COUPON PMTS-CAB SUBSIDY	265,157	250,000	257,000	
62735 INTERDEPT. OTHER CHARGES		3,000	930	
62959 COLLABORATIVE SUPRTD HSNG PGM	5,163	8,800	8,800	2,384
64540 TELECOMMUNICATIONS - WIRELESS	5,468	11,000	7,100	3,803
65010 BOOKS, PUBLICATIONS, MAPS	906	2,900	1,400	1,600
65020 CLOTHING	1,890	8,000	5,300	
65025 FOOD	1,638	7,900	3,600	900
65040 JANITORIAL SUPPLIES		300	300	300
65045 LICENSING/REGULATORY SUPP	1,054	1,300	1,300	1,300
65050 BLDG MAINTENANCE MATERIAL	1,777			
65075 MEDICAL & LAB SUPPLIES	13,507	20,500	20,000	15,500
65080 MERCHANDISE FOR RESALE	2,538	2,800	2,800	2,800
65085 MINOR EQUIPMENT & TOOLS		2,500	2,200	
65090 SAFETY EQUIPMENT	297	2,100	1,800	900
65095 OFFICE SUPPLIES	6,788	11,100	10,600	8,500
65105 PHOTO/DRAFTING SUPPLIES		200		
65110 RECREATION SUPPLIES		200		
65125 OTHER COMMODITIES	200	1,000		230
65525 PAINT GRANTS		180,000	200,000	
65555 PERSONAL COMPUTER EQUIPMENT	(32)			
65620 OFFICE MACH. & EQUIP.	211	1,700	1,500	1,500
65625 FURNITURE, FIXTURE & EQUIPMENT	6,997	15,000		15,000
65630 LIBRARY BOOKS	114			
66030 OTHER INSURANCE CHARGEBACKS				27,700
67010 CHILDCARE NETWORK OF EVANSTON	129,700	104,700	104,700	68,536
67015 PEER SERVICES	133,700	69,700	69,700	52,908
67030 FAMILY FOCUS	42,000	42,000	42,000	19,800
67040 LGL ASSIST FNDTN OF METRO CHGO	35,800	35,800	35,800	
67045 Y.O.U.	88,800	88,800	88,800	54,200
67050 COMMUNITY DEFENDER OFFICE	38,242			
67065 HOUSING OPTIONS	25,400			
67070 SHORE COMMUNITY SERVICES	50,400	50,400	50,400	35,348
67075 TRILOGY INC	7,200			
67085 EVANSTON NORTH SHORE YWCA	4,900			
67090 CHILD CARE CTR OF EVNSTON	18,200			
67105 YOUTH JOB CENTER	5,400			
67110 CONNECTIONS FOR THE HOMELESS	83,665	58,700	57,287	3,484
67111 YWCA	9,131	9,100	6,687	
67113 HARBOUR INC.			6,687	
67115 INTERFAITH HOMELESS SERVICES	12,405	6,100	10,630	
67125 INFANT WELFARE SOCIETY	120,600	95,600	95,600	89,040
67140 NORTH SHORE SENIOR SERVIC	39,300	14,300	14,300	
67145 METROPOLITAN FAMILY SERVI	95,300	70,300	70,300	59,300
67155 THRESHOLDS	9,800			
67160 CENTER FOR INDEPENDENT FUTURES	8,983			
67165 FRESH START	6,131	6,100	4,500	
2400 HEALTH AND HUMAN SERVICES	3,603,217	4,084,500	3,960,038	2,307,906

Note: In FY 10-11, citywide re-organizations resulted in the Health and Human Services Department changing to the Health Department. All community service activities related to youth and the aging population are now budgeted in the Parks/Recreation & Community Services Department. Activities related to homeless services and the summer youth are now included in the Community & Economic Development Department. Please note that prior year data reflects the budget and estimate before operational changes.

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City of Evanston

Public Works Department

Description of Major Activities:

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

Total Full-Time Equivalent Positions:		
Employee Status Description	Job Type Description	2010-2011 Position FTE
Director of Public Works		
Full-Time Regular	Director, Public Works	1.00
Full-Time Regular	Exec Secretary (to Dept. Head)	1.00
2605 Total		2.00
Municipal Service Center		
Full-Time Regular	Custodian I	1.00
Part-time Regular	Service Center Coordinator	1.00
2610 Total		2.00
E.D.O.T. Administration		
Full-Time Regular	Director of Transportation/City Eng.	1.00
2620 Total		1.00
Engineering		
Full-Time Regular	Civil Engineer II	2.00
Full-Time Regular	Civil Engineer III	1.00
Full-Time Regular	Engineering Associate II	3.00
Full-Time Regular	Civil Engineer I	1.00
Full-Time Regular	Senior Engineer	1.00
2625 Total		8.00
Traffic Engineering		
Full-Time Regular	Civil Engineer II	2.00
Full-Time Regular	Senior Traffic Engineer	2.00
Full-Time Regular	Traffic Engineering Technician	0.50
2630 Total		4.50
Traffic Signal and Street Light Maintenance		
Full-Time Regular	Traffic Electrician Leader	1.00
Full-Time Regular	Traffic Electrician	3.00
2640 Total		4.00
Streets and Sanitation Administration		
Full-Time Regular	Superintendent, Streets/Sanitation	1.00
Full-Time Regular	Business Office Coordinator	1.00
Full-Time Regular	Exec Secretary (non-Dept. Head)	1.00
Full-Time Regular	Public Works Supervisor	3.00

City of Evanston

Public Works Department

Employee Status Description	Job Type Description	2010-2011 Position FTE
2665 Total		6.00
Street and Alley Maintenance		
Full-Time Regular	Equipment Operator II	6.00
Full-Time Regular	Equipment Operator III	3.00
Full-Time Regular	Public Works Crew Leader	2.00
Full-Time Regular	Public Works Maint. Worker II	3.00
Full-Time Regular	Public Works Maint. Worker III	3.00
2670 Total		17.00
Street Cleaning		
Full-Time Regular	Equipment Operator II	4.00
Full-Time Regular	Public Works Maint. Worker II	1.00
2675 Total		5.00
Refuse Collection and Disposal		
Full-Time Regular	Equipment Operator II	10.00
Part-Time Regular	Recycling Attendant	0.75
2685 Total		10.75
Yard Waste Collection		
Full-Time Regular	Equipment Operator II	2.00
2695 Total		2.00
Public Works Total		62.25

Financial Summary

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimate	2010-2011 Budget Adopted
Expenditures:				
2605 – Director of Public Works	276,910	247,800	160,040	224,055
2606 – Sustainability Grant*	0	82,600	77,100	0
2610 – Municipal Service Center	442,913	426,900	413,390	412,835
2620 – EDOT Administration	154,535	153,500	151,969	160,748
2625 – Engineering	752,600	853,100	833,888	829,940
2630 – Traffic Engineering	552,027	546,500	537,974	551,315
2635 – Traffic Signs**	331,618	345,400	335,890	0
2640 – Traffic Sig. & St. Lt. Maint.	783,290	846,100	837,620	837,278
2645 – Pkg. Enfor. & Tkt. Process***	1,182,871	1,267,800	1,252,767	0
2650 – School Crossing Guards***	336,881	389,900	353,100	0
2665 – Streets and Sanitation	666,891	697,300	693,720	1,324,625
2670 – Street & Alley Maintenance	1,805,914	1,996,000	1,908,707	2,322,760
2675 – Street Cleaning	768,311	898,600	755,870	731,875
2680 – Snow & Ice Control	1,533,128	780,200	888,100	859,769
2685 – Refuse Collection & Disposal	3,067,713	3,357,400	3,170,611	3,226,355
2690 – Residential Recycling Collect.	953,429	968,500	961,500	947,200
2695 – Yard Waste Collection	533,370	407,700	371,960	470,368
2697- Facilities Administration	584,210	0	0	0
2699 – Construction & Repair	1,590,966	0	0	0
Total Expenditures:	\$16,317,577	\$14,265,300	\$13,704,206	\$12,899,123

City of Evanston

Public Works Department

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimate	2010-2011 Budget Adopted
Revenues:				
52530 – Boot Release Fee	25,896	87,500	68,000	68,000
52505 – Parking Ticket Fines	3,567,227	3,400,000	3,400,000	3,500,000
52131 – Visitor Parking Permits	13,488	14,300	14,300	14,300
52130 – Resident Parking Permits	131,244	155,000	150,000	150,000
52126 – ROW Permits	179,648	150,000	160,000	160,000
53605 – Sanitation Service Charge	1,538,430	1,692,400	1,600,000	2,192,400
53610 – Sanitation Svc. Chg. Penalty	23,878	15,000	20,000	20,000
53615 – Special Pickup Fees	89,854	80,000	90,000	80,000
53650 – State Highway Maintenance	59,910	90,000	55,000	75,400
56155 – Trash Cart Sales	26,012	30,000	25,000	30,000
Total Revenues:	\$5,655,587	\$5,714,200	\$5,582,300	\$6,290,100

Notes for Financial Summary

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

**For FY2010-2011, Business Unit 2635 (Traffic Signs) has been combined with Business Unit 2670 (Streets & Alley Maintenance).

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

Performance Report on FY 2009-2010 Major Program Objectives

Public Works staff continued to produce results and deliver services at a high level. Street resurfacing (including work associated with water main replacement and sewer work) was completed on time and within budget.

Numerous initiatives in Streets and Sanitation were implemented on time and within budget, such as the conversion of the recycling containers from 18-gallon bins to larger capacity wheeled carts. The Department received two recycling grants from the Illinois Department of Commerce and Economic to offset the cost of the cart conversion. The year one report on the status of the Municipal Solid Waste Franchise (MSWF) was completed. Over 90 percent of businesses experienced a reduction in cost for their refuse service and recycling increased among business and multi-family dwellings.

2010-2011 Department Initiatives

- Implement revisions in the delivery of sanitation services
- Develop a five year street maintenance plan that complements the five year resurfacing plan
- Complete construction of a new salt dome
- Improve employee and fiscal accountability by expanding City Works management program to cover Street maintenance activities
- Initiate Bridge Street Bridge Design

City of Evanston

Public Works Department

- Develop a citywide pedestrian safety plan that encompasses engineering, education and enforcement
- Implement a comprehensive recycling program for business/commercial districts and major parks
- Initiate construction of Sheridan Road between Burnham Place and Chicago Avenue
- Complete a comprehensive Fleet Maintenance Plan

Activity Measures

Ongoing Activity Measures	2008-2009 Actual	2009-2010 Actual	2010-2011 Projected
Meetings / Hearings of Board of Local Improvements	15	18	10
Parking Committee meetings	10	10	10
Federal and State Grant Funding Secured *	\$2,025,000	\$1,830,000	\$1,440,000
Preparation of plans, specification and cost estimate for roadway resurfacing projects	Street improvement on 14 streets	Street improvement on 16 streets	Street improvement work on 14 streets
MFT & CIP Street Resurfacing Projects	4.85 miles	6.0 miles	5.0 miles
Preparation of bid documents for 50/50 sidewalk and block curb program	160 locations & 800 feet	215 sidewalk locations & 8100 feet of new curb/sidewalk	200 sidewalk locations & 8000 feet of new curb/sidewalk
Preparation of bid documents for Parking Lot Improvements	1	2	1
Preparation of bid documents for ADA Ramps program	40	62	110
Private development review	165	145	180
Design & preparation of bid documents for Alley Paving Program	7	5	3
Sheridan Road Rehabilitation Project		South Blvd. to Main St.	Burnham to Chicago
Sheridan Road Traffic Signal Design			8 signals
Miles of streets plowed/season	2250	3257	2000
Miles of streets salted/season	1000	1257	700
Tons of salt used/season	8500	7000	6500

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimate	2010-2011 Approved
2600 PUBLIC WORKS				
61010 REGULAR PAY	5,943,791	4,986,500	4,627,200	3,813,157
61050 PERMANENT PART-TIME	387,261	82,700	66,000	52,300
61055 TEMPORARY EMPLOYEES	10,336	6,200	6,100	2,000
61060 SEASONAL EMPLOYEES	162,384	512,600	459,000	153,000
61062 SPECIAL EVENT SALARIES	4,201			
61110 OVERTIME PAY	777,262	491,100	470,250	433,500
61114 SNOW OT	7,068			
61210 LONGEVITY	98,360	75,600	75,939	64,000
61410 SHIFT DIFFERENTIAL	17,888		4,034	4,600
61415 TERMINATION PAYOUTS	147,667			
61420 ANNUAL SICK LEAVE PAYOUT	13,336			
61430 OTHER PAYOUTS	473			
61510 HEALTH INSURANCE	960,400	861,700	861,700	721,828
61615 LIFE INSURANCE	10,900	8,900	8,900	7,100
61625 AUTO ALLOWANCE	10,525	10,400	10,400	11,000
61630 SHOE ALLOWANCE	12,780	10,500	10,125	8,540
61710 IMRF	528,838	470,000	444,900	519,721
61725 SOCIAL SECURITY	450,104	385,800	366,230	302,659
61730 MEDICARE	106,114	90,100	85,600	67,670
62185 OTHER CONSULTING SERVICES	1,288			
62205 ADVERTISING	1,175	1,000		800
62210 PRINTING	18,810	31,100	37,550	35,500
62225 BLDG MAINTENANCE SERVICES	108,899	2,000	1,200	1,800
62235 OFFICE EQUIPMENT MAINT	3,413	6,700	4,600	5,600
62240 AUTOMOTIVE EQMP MAINT	310			
62245 OTHER EQMT MAINTENANCE	27,803	7,900	4,650	7,400
62275 POSTAGE CHARGEBACKS	2,806	2,800	2,400	2,500
62280 OVERNIGHT MAIL CHARGES	139	300	150	300
62295 TRAINING & TRAVEL	18,178	17,800	10,806	16,100
62305 RENTAL OF AUTO-FLEET MAINTEN.	1,647,092	1,728,500	1,728,500	921,086
62309 RENTAL OF AUTO REPLACEMENT				521,700
62355 LAUNDRY/OTHER CLEANING	379			
62360 MEMBERSHIP DUES	4,410	5,200	4,121	4,900
62375 RENTALS	5,500	6,000	4,000	12,700
62376 2603 SHERIDAN RENTALS EXPENSE	2,956			
62380 COPY MACHINE CHARGES	2,456	3,400	3,400	7,700
62390 CONDOMINIUM REFUSE COLL.	487,080	500,000	500,000	550,000
62405 SWANCC DISPOSAL FEES	993,093	1,084,200	960,000	1,080,000
62415 DEBRIS/REMOVAL CONTRACTUAL CO	964,309	1,054,500	1,024,500	1,214,500
62425 ELEVATOR CONTRACT COSTS	4,229	6,000	5,000	5,000
62430 CUSTODIAL CONTRACT SERVICES	22,389	26,000	24,000	25,000
62440 OVERHEAD DOOR CONTRACT COSTS	14,807	15,000	14,000	14,000
62446 ROOF REPAIR CONTRACTUAL SVCS	523	1,000	5,000	1,000
62451 TOWING AND BOOTING CONTRACTS	134,615	129,000	129,000	90,000
62509 SERVICE AGREEMENTS/CONTRACTS	37,935	25,000	19,500	75,000
62518 SECURITY/ALARM CONTRACTS	4,106	4,000	4,500	4,000
62605 OTHER CHARGES	77			
64005 ELECTRICITY	30,897	6,500	3,500	5,000
64006 STREET LIGHT ELECTRICITY	142,442	231,400	231,400	211,400
64007 TRAFFIC LIGHT ELECTRICITY	110,280	110,500	110,500	110,500
64008 FESTIVAL LIGHTING		10,000	8,500	8,500

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimate	2010-2011 Approved
64015 NATURAL GAS	218,377	115,000	115,000	115,000
64540 TELECOMMUNICATIONS - WIRELESS	71,530	53,600	47,440	33,555
64545 PERSONAL COMPUTER SOFTWARE		6,000		6,000
65005 AGRI/BOTANICAL SUPPLIES		3,000	1,500	2,500
65010 BOOKS, PUBLICATIONS, MAPS	1,402	2,700	1,675	1,900
65015 CHEMICALS	650,341	350,300	500,150	400,200
65020 CLOTHING	54,628	54,200	49,025	45,400
65025 FOOD	827	300	300	300
65040 JANITORIAL SUPPLIES	25,589	5,500	25,000	5,500
65045 LICENSING/REGULATORY SUPP	5,223	9,000	5,000	
65050 BLDG MAINTENANCE MATERIAL	86,047	15,000	7,000	12,000
65055 MATER. TO MAINT. IMP.	257,223	138,000	135,850	122,600
65060 MATER. TO MAINT. AUTOS	21			
65070 OFFICE/OTHER EQT MTN MATL	54,138	45,000	37,000	40,000
65075 MEDICAL & LAB SUPPLIES	115			
65085 MINOR EQUIPMENT & TOOLS	21,575	24,600	20,400	22,800
65090 SAFETY EQUIPMENT	7,139	9,800	6,201	7,900
65095 OFFICE SUPPLIES	13,928	8,000	7,010	6,600
65105 PHOTO/DRAFTING SUPPLIES		900	900	900
65115 TRAFFIC CONTROL SUPPLIES	58,954	49,000	40,000	44,000
65125 OTHER COMMODITIES	10,386	4,500	1,000	1,200
65503 FURNITURE/FIXTURES/EQUIP	504			
65515 OTHER IMPROVEMENTS	14,760	12,000	8,500	10,000
65620 OFFICE MACH. & EQUIP.	1,832	1,000	300	1,000
65625 FURNITURE, FIXTURE & EQUIPMENT	266,124	270,000	262,800	207,500
66030 OTHER INSURANCE CHARGEBACKS				618,000
68205 CONTINGENCIES				1,207
68310 DEBT SERVC OTHER AGENCIES	54,831	80,000	95,000	100,000
2600 PUBLIC WORKS	16,317,577	14,265,300	13,704,206	12,899,123

Note: In FY 10-11, citywide re-organizations resulted in moving parking operations to the newly created Administrative Services Department. Please note that prior year data reflects the budget and estimate before operational changes.

City of Evanston

Library Department

Description of Major Activities:

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

Total Full-Time Equivalent Positions:		
Employee Status Description	Job Type Description	2010-2011 Position FTE
Children's Services		
Full-Time Regular	Librarian I	2.74
Full-Time Regular	Librarian III	1.00
Full-Time Regular	Library Assistant	3.43
Part-time Regular	Library Aide I	0.81
Part-time Regular	Shelver	0.40
2805 Total		8.38
Adult Services		
Full-Time Regular	Librarian I	7.85
Full-Time Regular	Virtual Services Librarian	1.00
Full-Time Regular	Administrative Librarian	1.00
Part-time Regular	Library Clerk	2.08
Part-time Regular	Library Aide I	0.35
Part-time Regular	Readers' Advisor	4.03
2806 Total		16.31
Circulation		
Full-Time Regular	Circulation Supervisor	1.00
Full-Time Regular	Library Aide II	1.00
Full-Time Regular	Clerk III	1.00
Part-time Regular	Library Clerk	5.81
Part-time Regular	Library Technical Aide	0.53
Part-time Regular	Security Monitor	1.17
Part-time Regular	Shelver	4.25
2820 Total		14.76
North Branch		
Part-time Regular	Librarian II	1.00
Part-time Regular	Library Aide I	0.33
Part-time Regular	Branch Assistant	1.31
2825 Total		2.64
South Branch		
Part-time Regular	Library Aide I	0.19
Part-time Regular	Branch Assistant	1.20
2830 Total		1.39
Technical Services		
Full-Time Regular	Clerk Typist II	1.00
Full-Time Regular	Librarian I	0.53

City of Evanston

Library Department

Employee Status Description	Job Type Description	2010-2011 Position FTE
Full-Time Regular	Librarian III	1.00
Part-time Regular	Library Assistant	1.00
Part-time Regular	Library Clerk	2.08
2835 Total		5.61
Maintenance		
Full-Time Regular	Custodian II	3.00
2840 Total		3.00
Administration		
Full-Time Regular	Director, Library	1.00
Full-Time Regular	Administrative Services Manager	1.00
Full-Time Regular	Clerk III	1.00
Full-Time Regular	Bookkeeper	0.53
Full-Time Regular	Community Relations Coordinator	1.00
Part-time Regular	Administrative Assistant	0.51
2845 Total		5.04
Library Total		57.13

Financial Summary

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimated Actual	2010-2011 Budget Adopted
Expenditures:				
2805 – Children’s Services	589,528	577,500	595,008	585,426
2806 – Adult Services	0	1,622,000	1,460,205	1,466,647
2810 – Readers’ Services	739,341	0	0	0
2815 – Reference & Periodicals	823,067	0	0	0
2820 – Circulation	620,164	618,600	557,348	595,343
2825 – North Branch	169,417	179,600	155,448	87,655
2830 – South Branch	208,990	219,600	222,456	61,459
2835 – Technical Services	800,129	799,900	819,155	473,701
2840 – Maintenance	509,386	491,100	506,115	446,199
2845 - Administration	443,751	503,800	550,254	501,442
Total Expenditures:	\$4,903,773	\$5,012,100	\$4,865,989	\$4,217,872
Revenues:				
57515 – Library Material Replacement	16,056	21,000	13,800	17,000
57535 – Copy Machine Charges	24,101	35,000	28,300	25,000
52610 – Library Fines & Fees	193,081	194,000	195,000	195,000
57540 – Meeting Room Fees	10,858	7,500	9,800	11,500
57525 – Miscellaneous Revenue	1,604	1,500	2,800	2,800
57550 – Multimedia Collection	0	0	0	0
57510 – Non-resident Cards	2,500	3,200	1,800	1,800
57545 – North Branch Rental Income	32,112	0	33,400	34,700
51615 – Personal Property Repl. Tax	00	0	0	50,200
57520 – Reserves on Library Materials	9,199	0	0	0
55245 – State Per Capita Grant	44,941	89,900	75,444	75,400
57505 – Video Rentals	39,205	32,000	39,400	39,400
Total Revenues:	\$373,657	\$384,100	\$399,744	\$452,800

City of Evanston

Library Department

Notes for Financial Summary

The branch libraries are funded for 6 months in the FY 10-11 budget.

Performance Report on FY 2009-2010 Major Program Objectives

- The Library completed an initial customer survey tabulation to establish baseline information regarding services and use as a first step in defining strategic direction.
- Staff began the planning and design phase for branch renovations, but the project was put on hold.
- Once the branch renovation project was put on hold, so was the capital campaign to help fund the renovations.
- Staff developed a centralized statistics reporting system; and a staff member wrote a program that is ready for implementation with FY 2010-11.
- Staff investigated and implemented several technology applications to gain efficiencies. SVA is an automated phone call out system that notifies customers of items on hold, thus saving staff time, paper and postage costs. PC Reservation provides self-service sign-ups for public access computers; manages the print functions, including laptops on the wireless network; uses our library cards as a cash card for payment of printing.

2010-2011 Department Initiatives

- The Library will focus on four specific areas moving forward—facilities, technology, collections, staffing.
- Reorganize the technical services functions to gain efficiencies by purchasing the majority of books shelf-ready (cataloged and processed) from vendors.
- Increase the level of community outreach by collaborating with other city departments and community agencies to provide library services and enhance awareness of the myriad informational resources available.
- Review the space needs and allocation of the main Library to ensure responsible upkeep and maintenance as well as enhanced use of the space for 21st century library service.
- Identify technology applications to streamline processes in circulation, interlibrary loan and support services as well as identifying additional ways to utilize technology for customer service and communication.
- Update the collection development plan to help ensure a strong and vibrant collection.

Activity Measures

Ongoing Activity Measures	2008-2009 Actual	2009-2010 Actual	2010-2011 Projected
Children's Programs & Attendance	679 / 21,391	701/22,139	700 / 22,800
Participants in the Summer Reading Program	1,958	2,273	2,400
Teen Programs & Attendance	100 / 2,409	175 / 1,514	150 / 2,400
Adult Programs & Attendance	110 / 1,785	246 / 3,335	240 / 3,200
Reference and directional questions answered	292,065	264,680	245,000
Patrons using Internet in-house	61,577	87,382	89,000
Items checked out	948,224	1,000,000	1,020,000
Library visitors	622,563	1,011,064	1,015,000
Public meeting rooms use/bookings	NA	4,008	NA
Library donors	691	705	725

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimate	2010-2011 Approved
2800 LIBRARY DEPARTMENT				
61010 REGULAR PAY	1,615,269	1,921,800	1,648,480	1,495,551
61012 LIBRARY SUBSTITUTES	66,538	30,800	64,290	30,300
61050 PERMANENT PART-TIME	1,305,343	1,061,500	1,335,014	1,032,813
61055 TEMPORARY EMPLOYEES	11,850	12,200	5,500	4,600
61060 SEASONAL EMPLOYEES	983			
61110 OVERTIME PAY	8,593	5,800	7,165	5,000
61210 LONGEVITY	40,427	38,000	43,895	31,328
61410 SHIFT DIFFERENTIAL	1,874			
61415 TERMINATION PAYOUTS	37,701			
61420 ANNUAL SICK LEAVE PAYOUT	9,406			
61510 HEALTH INSURANCE	277,500	359,600	359,600	294,270
61615 LIFE INSURANCE	3,200	3,200	3,200	3,100
61625 AUTO ALLOWANCE	2,054	1,900	1,900	1,900
61630 SHOE ALLOWANCE	520	500	500	370
61710 IMRF	205,655	259,800	206,666	176,433
61725 SOCIAL SECURITY	189,152	196,300	188,980	165,355
61730 MEDICARE	44,237	45,900	43,999	36,787
62210 PRINTING	3,153	2,200	2,000	1,500
62220 BINDING	2,890	3,600	1,800	1,300
62225 BLDG MAINTENANCE SERVICES	170,713	165,900	150,900	150,000
62235 OFFICE EQUIPMENT MAINT	6,916	8,300	5,000	7,600
62245 OTHER EQMT MAINTENANCE	4,316	1,100	3,500	1,000
62275 POSTAGE CHARGEBACKS	13,170	23,000	12,000	17,000
62295 TRAINING & TRAVEL	5,205	6,000	4,000	5,000
62305 RENTAL OF AUTO-FLEET MAINTEN.	6,566	7,400	7,400	2,511
62309 RENTAL OF AUTO REPLACEMENT				1,700
62315 POSTAGE	1,142	3,500	8,000	3,500
62340 COMPUTER LICENSE & SUPPORT	211,201	165,500	170,600	214,400
62360 MEMBERSHIP DUES	(1,675)	500	500	500
62375 RENTALS	79,036	78,400	76,200	22,500
62380 COPY MACHINE CHARGES				19,500
64005 ELECTRICITY	12			
64015 NATURAL GAS	47,027	30,300	30,300	34,000
64540 TELECOMMUNICATIONS - WIRELESS	561	700	700	592
65040 JANITORIAL SUPPLIES	11,766	10,600	9,000	10,700
65050 BLDG MAINTENANCE MATERIAL	11,789	12,000	12,000	13,300
65085 MINOR EQUIPMENT & TOOLS	161	300	300	300
65095 OFFICE SUPPLIES	16,763	19,500	18,000	18,400
65100 LIBRARY SUPPLIES	41,207	45,900	38,000	39,100
65110 RECREATION SUPPLIES	6			
65125 OTHER COMMODITIES				862
65630 LIBRARY BOOKS	317,307	341,900	291,000	284,400
65635 PERIODICALS	74,330	89,200	65,600	30,500
65640 AUDIO RECORDINGS	39,797	8,000	500	
65641 AUDIO VISUAL COLLECTIONS		43,000	49,500	54,000
65645 MULTIMEDIA COLLECTION	1,510			
65650 VISUAL MEDIA COLLECTION	18,603	8,000		
66030 OTHER INSURANCE CHARGEBACKS				5,900
2800 LIBRARY DEPARTMENT	4,903,774	5,012,100	4,865,989	4,217,872

City of Evanston

Parks, Recreation and Community Services

Description of Major Activities:

Mission Statement

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

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

Full-Time Equivalent Positions:		
Employee Status Description	Job Type Description	2010-2011 Position FTE
Management and General Support		
Full-Time Regular	Director, Parks, Recreation & Community Services	1.00
Full-Time Regular	Exec Secretary (to Dept. Head)	1.00
Full-Time Regular	Management Analyst	1.00
3005 Total		3.00
Business and Fiscal Management		
Full-Time Regular	Business Office Coordinator	1.00
Full-Time Regular	Data Control Clerk	1.00
Full-Time Regular	Recreation Support Specialist	1.00
3010 Total		3.00
Communication and Marketing Services		
Full-Time Regular	Public Information Specialist	1.00
Part-Time Regular	Public Information Assistant	0.75
3015 Total		1.75
Recreation General Support		
Full-Time Regular	Superintendent, Recreation	1.00
3020 Total		1.00
Crown Community Center		
Full-Time Regular	Building Supervisor	1.00
Full-Time Regular	Custodian II	1.00
Full-Time Regular	Fac Maint Worker/Cust II	1.00
Full-Time Regular	Recreation Program Manager	1.00
Part-Time Regular	After School Supervisor	0.50
Part-Time Regular	Preschool Instructor	2.10
Part-Time Regular	Recreation Aide	0.50
Part-Time Regular	PT Custodian	1.30
3030 Total		8.40
Chandler-Newberger Community Center		
Full-Time Regular	Recreation Center Manager	1.00
Full-Time Regular	Recreation Program Manager	2.00
Part-Time Regular	Clerk III	0.75
Part-Time Regular	PT Custodian	1.25
3035 Total		5.00
Fleetwood-Jourdain Community Center		
Full-Time Regular	Clerk II	1.50

City of Evanston

Parks, Recreation and Community Services

Employee Status Description	Job Type Description	2010-2011 Position FTE
Full-Time Regular	Custodian II	1.00
Full-Time Regular	Recreation Center Manager	1.00
Full-Time Regular	Recreation Program Manager	1.00
Full-Time Regular	Weekend/Evening Coordinator	1.00
Part-time Regular	PT Custodian	0.50
3040 Total		6.00
Fleetwood-Jourdain Theatre		
Full-Time Regular	Recreation Program Manager	1.00
3045 Total		1.00
Levy Center		
Full-Time Regular	Facilities Maint. Worker/Custodian II	1.00
Full-Time Regular	Recreation Center Manager	1.00
Full-Time Regular	Recreation Program Manager	2.00
Part-Time Regular	Office Assistant	0.77
Part-Time Regular	Facilities Supervisor	0.85
Part-Time Regular	PT Bus Driver	1.03
Part-Time Regular	Secretary II	0.50
Part-Time Regular	PT Custodian	1.90
3055 Total		9.05
Beaches		
Full-Time Regular	Recreation Program Manager	0.75
Full-Time Regular	Lakefront Sports Coordinator	0.50
3080 Total		1.25
Recreation Facility Maintenance		
Full-Time Regular	Parks/Forestry Crew Leader	1.00
Full-Time Regular	Parks/Forestry Worker II	4.00
Full-Time Regular	Supervisor, Sports/Rec Maint	1.00
3085 Total		6.00
Crown Ice Rink		
Full-Time Regular	Office Coordinator	1.00
Full-Time Regular	Operations Manager	1.00
Full-Time Regular	Recreation Program Manager	1.00
Full-Time Regular	Robert Crown Manager	1.00
Part-time Regular	Clerk II	0.70
Part-time Regular	Office Assistant	1.25
Part-time Regular	Facilities Supervisor	1.20
Part-time Regular	PT Custodian	0.50
3095 Total		7.65
Sports Leagues		
Part-time Regular	Lakefront Sports Coordinator	0.05
3100 Total		0.05
Tennis		
Part-time Regular	Facilities Supervisor	0.40
3110 Total		0.40
Special Recreation		
Full-Time Regular	Recreation Program Manager	1.00
Part-time Regular	PT Inclusion Specialist	0.75

City of Evanston

Parks, Recreation and Community Services

Employee Status Description	Job Type Description	2010-2011 Position FTE
Full-Time Regular	Lakefront Sports Coordinator	0.25
3130 Total		2.00
Bus Program		
Part-time Regular	PT Bus Driver	0.75
3140 Total		0.75
Park Service Unit		
Full-Time Regular	Recreation Program Manager	0.25
Full-Time Regular	Lakefront Sports Coordinator	0.20
Part-Time Regular	PT Park Ranger	1.30
3150 Total		1.75
Community Relations		
Full-Time Regular	Inclusion Specialist	1.00
Full-Time Regular	Health Program Coordinator	1.00
3205 Total		2.00
Commission of Aging		
Full-Time Regular	Community Health Manager	1.00
Part-Time Regular	Secretary II	0.50
3210 Total		1.50
Youth Engagement		
Full-Time Regular	Youth Coordinator	1.00
3215 Total		1.00
Parks and Forestry General Support		
Full-Time Regular	Landscape Arch/Project Mgr	1.00
Full-Time Regular	Secretary II	1.00
Full-Time Regular	Superintendent, Parks & For.	1.00
3505 Total		3.00
Horticultural Maintenance		
Full-Time Regular	Equipment Operator II	3.00
Full-Time Regular	General Tradesman	1.00
Full-Time Regular	Parks/Forestry Crew Leader	3.00
Full-Time Regular	Parks/Forestry Worker II	1.00
Full-Time Regular	Parks/Forestry Worker III	5.00
3510 Total		13.00
Parkway Tree Maintenance		
Full-Time Regular	Arborist	0.50
Full-Time Regular	Parks/Forestry Crew Leader	1.00
Full-Time Regular	Parks/Forestry Worker III	8.00
3515 Total		9.50
Dutch Elm Disease Control		
Full-Time Regular	Arborist	0.25
Full-Time Regular	Parks/Forestry Crew Leader	1.00
Full-Time Regular	Parks/Forestry Worker III	6.00
3520 Total		7.25
Tree Planting		
Full-Time Regular	Arborist	0.25
Full-Time Regular	Parks/Forestry Crew Leader	1.00
Full-Time Regular	Parks/Forestry Worker III	1.00
3525 Total		2.25

City of Evanston

Parks, Recreation and Community Services

Employee Status Description	Job Type Description	2010-2011 Position FTE
Ecology Center		
Full-Time Regular	Ecology Center Coordinator	1.00
Full-Time Regular	Recreation Program Manager	1.00
Full-Time Regular	Clerk III	1.00
Part-time Regular	Garden Coordinator	0.20
Part-time Regular	Facilities Supervisor	0.30
Part-time Regular	PT Custodian	0.55
3605 Total		4.05
Arts Council		
Full-Time Regular	Director, Arts Council	0.40
Full-Time Regular	Secretary II	0.40
3700 Total		0.80
Noyes Cultural Arts Center		
Full-Time Regular	Director, Arts Council	0.20
Full-Time Regular	Facilities Maint. Worker II	1.00
Full-Time Regular	Secretary II	0.20
Full-Time Regular	Recreation Program Manager	0.15
Part-time Regular	Facilities Supervisor	0.95
Part-time Regular	PT Custodian	1.75
3710 Total		4.25
Cultural Arts Programs		
Full-Time Regular	Director, Arts Council	0.40
Full-Time Regular	Secretary II	0.40
Full-Time Regular	Senior Program Coordinator	1.00
3720 Total		1.80
Facilities Administration		
Full-Time Regular	Exec Secretary (to Dept. Head)	1.00
Full-Time Regular	Superintendent, Fac. Mgt.	1.00
3805 Total		2.00
Civic Center Services		
Full-Time Regular	Fac Maint Worker/Custodian I	1.00
Full-Time Regular	Custodian I	1.00
Part-time Regular	PT Custodian	0.20
3806 Total		2.20
Construction & Repair		
Full-Time Regular	Construction Manager	1.00
Full-Time Regular	Facilities Mgmt Supervisor	1.00
Full-Time Regular	Facilities Maint. Worker III	13.00
Full-Time Regular	ADA/CIP Project Manager	1.00
3807 Total		16.00
Parks, Recreation & Community Services Total		128.65

City of Evanston

Recreation and Community Services Division

Financial Summary

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimated Actual	2010-2011 Budget Adopted
Expenditures:				
3005 – Mgmt. & General Support	366,928	363,100	329,834	369,018
3010 – Business & Fiscal Mgmt.	333,275	358,100	367,760	339,002
3015 – Marketing Services	226,410	258,900	257,000	252,876
3020 – Recreation General Support	205,878	223,000	220,200	367,177
3025 – Park Utilities	85,214	75,100	81,000	80,500
3030 – Robert Crown Center	714,395	754,200	747,361	713,120
3035 – Chandler-Newberger Center	759,736	846,000	805,400	691,239
3040 – Fleetwood-Jourdain Center	818,827	811,900	762,185	742,686
3045 – Fleetwood-Jourdain Theatre	127,816	154,700	119,428	128,838
3050 – Outreach Programs	201,461	247,300	221,420	216,134
3055 – Levy Senior Center	906,349	988,400	972,414	897,441
3065 – Church Street Boat Ramp	69,437	62,500	56,624	50,110
3075 – Dempster Street Facility	11,585	13,700	10,807	12,295
3080 – Beaches	535,896	513,800	488,968	489,486
3085 – Rec. Facility Maintenance	607,919	648,200	641,800	754,932
3095 – Robert Crown Ice Center	1,157,897	1,210,000	1,152,840	1,166,887
3100 – Sports Leagues	65,160	53,500	34,367	39,429
3105 – Aquatic Camp	81,573	88,500	93,600	91,031
3110 – Tennis	102,978	102,500	113,175	106,285
3130 – Special Recreation	384,878	387,300	383,116	391,709
3140 – Bus Program	46,421	51,100	45,401	50,150
3150 – Park Service Unit	91,121	109,800	106,925	114,967
3155 – Youth Golf Program	22,401	21,500	21,500	19,700
3205 – Community Services*	0	0	0	469,373
3210 – Commission on Aging*	0	0	0	152,465
3215 – Youth Engagement Division*	0	0	0	114,397
Total Expenditures:	\$7,923,555	\$8,343,100	\$8,033,125	\$8,821,247

* FY 2010/11, the Community Services division budget was transferred to the Parks, Recreation and Community Services Department. As a result of the transfer, the division's budget increased by \$736,235 respectively.

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimated Actual	2010-2011 Budget Adopted
Revenues:				
Advertising	30,105	32,500	30,000	32,500
Aquatic Camp	174,695	175,600	189,300	182,200
Beaches	594,201	568,500	581,400	590,800
Bus Program	7,421	28,500	15,000	28,500
Chandler-Newberger Center	532,541	532,600	498,700	500,300
Church Street Boat Ramp	100,669	106,100	88,800	96,400
Commission on Aging**	0	0	0	37,000
Dempster Street Facility	74,116	75,700	74,800	80,200
Farmers' Market*	0	0	0	28,700
Fleetwood-Jourdain Center	198,346	286,300	201,000	246,200
Fleetwood-Jourdain Theater	18,212	15,400	6,000	7,500
Levy Center	398,350	409,000	409,000	412,700
Outreach Program	94,648	80,500	108,000	90,000
Pooch Park	16,383	5,000	9,600	5,000
Recreation Maintenance	0	0	0	39,300
Robert Crown Community Center	251,529	277,200	263,008	277,300
Robert Crown Ice Center	957,081	1,002,300	930,000	1,009,500
Special Events	34,639	40,000	35,000	40,000
Special Recreation	63,294	70,000	64,033	87,000

City of Evanston

Recreation and Community Services Division

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimated Actual	2010-2011 Budget Adopted
Sports Leagues	34,790	40,800	37,953	46,200
Tennis	117,259	104,200	121,000	115,000
Youth Golf	34,212	25,400	30,500	25,700
Total Revenues:	\$3,732,491	\$3,875,600	\$3,693,094	\$3,978,000

Performance Report on Recreation Division FY 2009-2010 Major Program Objectives

- Robert Crown Center increased participation in the ice-dancing program by adding an additional hour of practice time (adding a 6:40-7:40pm time slot on Sundays added 10 more ice dancers/week).
- Robert Crown Community Center completed the licensing process for Creative Play Preschool as well as After-School Adventure Program; both programs were expanded to complement each other in terms of quality and quantity of services offered.
- All new bus drivers have completed the background check and fingerprinting, undergone a physical (including TB test and statement of general health), provided three letters of recommendation and applied for clearance through the DCFS and the Department of Transportation.
- The beach volleyball program expanded; two more afternoon youth beach volleyball summer camps were held.
- A Community Tennis Block Party was held at James Park on May 30, 2009. There were 80 participants at the event, which was funded by two separate grants totaling \$1,500.
- Summer golf camps were restructured and two separate youth golf house leagues were held.
- Staff continued to collaborate with similar agencies to provide educational and program experiences for Evanston seniors. Agencies included King Home, Senior Action Services, Arthritis Foundation, Mather Lifeways, Three Crowns Park, Care in the Home Health Services, Sonus Hearing Care Professionals and St. Francis Nursing and Rehab.
- A fundraiser for Special Olympics was held in conjunction with the Evanston Police Dept. in Summer 2009. The funds were used as an extra scholarship source for low-income participants.
- The Park Ranger summer weekend schedule was adjusted so a ranger was scheduled to conduct a routine inspection of all parks to look for graffiti and other damage.
- The lifeguard task manuals were further developed and included in the Lakefront Manual. This expanded information also was included in all pre-season training. Note: task manuals are step-by-step emergency action plans, including distressed swimmer rescue, CPR and missing person search.
- The Mason Park Middle School Council was established in 2009.

2010-2011 Recreation and Community Services Division Initiatives

- Staff will work with the City Council to implement the outcome from the Request for Information and Qualifications (RFI&Q) from interested companies to design, build, finance and operate any one of the four components related to the reconstruction of the Robert Crown Center.
- Merge "Arts and Recreation" magazine with the City's *Highlights* newsletter into one quarterly publication mailed to Evanston households, by May 2010.
- Continue to increase collaborations with local social service agencies to provide educational and program experiences for Evanston youth, young adults and senior adults, by February 2011.
- Organize and recruit teams for the new 16" men's softball league to be played on Sunday nights at Crown Park, by April 2010.
- By May 2010, collaborate with School District #65 teachers and Special Olympics officials to host a Special Olympics event day for children too young to participate in Special Olympics.
- Upgrade the RecTrac registration system to version 10.2, train staff and implement its use by April 1, 2010.
- Investigate the opportunity to rent windsurfing boards by June 2010.
- Develop an informational brochure listing volunteer opportunities in the Department by October 2010.
- Implement the background check program for the Department's program volunteers by July 2010.
- By August 2010, promote the sale of the extra boat racks made available by the construction of the new storage facility.
- Develop and promote a "green market" concept for the 2011 Farmer's Market season by February 2011.
- Co-host a two-day celebration to commemorate the 20th anniversary of the Americans with Disabilities Act with the Village of Skokie and the Commission on Aging's Disability Committee, by July 2010.

City of Evanston

Recreation and Community Services Division

Activity Measures

Ongoing Activity Measures	2008-2009 Actual	2009-2010 Actual	2010-2011 Projected
In-house training seminars (registration system, payroll, cash handling and budget preparation)	32	27	40
Scholarships granted (funds not collected)	\$130,000	\$137,900	\$140,000
Beach tokens sales to Evanston residents	16,747	16,880	16,693
Number of meals served (Summer Food program)	35,000	37,800	42,000
Donation funding (Recreation, Arts, Ecology programs)	\$26,120	\$38,000	\$35,000
Number of courts & fields maintained weekly (season)	66	74	74
Public skating session participants	17,200	17,250	17,300
Number of vendors at the Farmers' Market	N/A	34	34
# staff trained and certified in Am. Red Cross CPR/AED	47	47	90
Total participants in all Special Recreation programs	750	785	795

City of Evanston

Parks/Forestry Division

Financial Summary

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimated Actual	2010-2011 Budget Adopted
Expenditures:				
3505 – General Support	341,906	350,800	333,610	470,034
3510 – Horticultural Maintenance	1,505,741	1,640,800	1,568,600	1,500,827
3515 – Parkway Tree Maintenance	873,380	981,800	947,200	946,909
3520 – Dutch Elm Disease Control	741,006	733,100	719,400	770,429
3525 – Tree Planting	393,352	393,200	379,660	415,302
3530 – Private Elm Tree Insurance	0	0	(26,550)	50,000
3535 – Dutch Elm Inoculation Program	394,478	227,000	217,000	160,000
Total Expenditures:	\$4,249,863	\$4,326,700	\$4,138,920	\$4,313,501
Revenues:				
Private Elm Insurance	0	0	0	50,000
Total:	\$0	\$0	0	\$50,000

Performance Report on FY 2009-2010 Major Program Objectives

- The Lakefront Master Plan implementation process began with the construction of the new beach entrance facility at Clark Street Beach in late 2009, and the facility will be open in time for the 2010 beach season.
- As park redevelopments are designed and constructed, the use of native, low maintenance perennials have been incorporated at nearly every site, with very positive feedback from residents. Additionally, the use of recycled materials is also integrated whenever and wherever possible to align with the City’s sustainability policies in the Strategic Plan. Staff will continue to incorporate these types of features as further park redevelopment projects are undertaken.
- Staff joined a cooperative project with the National Forest Service and the Illinois Department of Agriculture to participate in a biocontrol experiment to help control the spread of the Emerald Ash Borer. Division staff assisted in the release of 350 parasitic wasps in an area known to be infested with the insect, and future surveillance of the area will take place in 2010 to determine if the wasps have become established, and whether they are impacting the EAB population (note: these wasps do not pose a threat to humans or animals).
- The Emerald Ash Borer continues to spread throughout Evanston at a rapid pace. In 2009 alone, 271 public ash trees were identified with the symptoms of infestation and removed, and an additional 333 were identified on private properties citywide. These additional public ash removals became a top priority once they were identified, and this resulted in a significant reduction in the number of other parkway trees being trimmed.
- New parkway tree plantings remained at nearly 700 in 2009, and staff has continued to improve the overall diversity by adding new species that have become available for transplanting from area nurseries. Staff continues to plant disease resistant elm varieties as they become available.
- Participation in the private elm insurance program remained nearly unchanged this year and staff continues to look for an effective means to increase the number of residents participating each year. However, the number of diseased elms removed under this program decreased sharply from 20 in 2008 to 10 in 2009.
- All parkway elms that measured between 26" and 29" in diameter during the inventory conducted in 2005 were re-measured again in 2009. This helped to determine that 38 additional elms qualified for injections in 2009 as “Signature” elms that are 30" in diameter or larger. The injection program continues to reduce the number of elms lost due to DED. The results this year are very encouraging,

City of Evanston

Parks/Forestry Division

as the loss of parkway elms has dropped from a high of 6.33% in 2004, before the injection program began, to 2.02% in 2007, and now to 1.61% in 2009.

2010-2011 Division Initiatives

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

Ongoing Activity Measures	2008-2009 Actual	2009-2010 Actual	2010-2011 Projected
Mowing rotation in days	4.5 days	5 days	5 days
Parkway trees trimmed by City crews	3,550	750	1,000
EAB infected ash trees removed	329	271	300
Total number of parkway elms removed due to DED	32	47	43
Percentage of parkway elms actually removed	1.08%	1.61%	1.50%
Total number of other trees removed	318	142	150
Total number of new park & parkway trees planted	805	693	724
Percentage of parkway trees replaced within one year	30%	53%	70%
Elm trees covered under private insurance program	412	389	403
Percentage of injected elms contracting DED	0.85%	1.09%	1.00%
Percentage of trees that are removed by the City and replaced within one year (data source: Division tracking)	30%	53%	70%

City of Evanston

Ecology Center

Financial Summary

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimated Actual	2010-2011 Budget Adopted
Expenditures:				
3605 – Ecology Center	365,746	358,200	330,100	343,015
3610 – Eco-Quest Day Camp	99,875	122,000	101,158	120,889
Total Expenditures:	\$465,621	\$480,200	\$431,258	\$463,904
Revenues:				
Ecology Center	58,393	88,300	71,450	112,700
Ecology Summer Camps	209,947	201,000	222,000	237,800
Total Revenues:	\$268,340	\$289,300	\$293,450	\$350,500

Performance Report on FY 2009-2010 Major Program Objectives

- In December 2009, the Ecology Center staff met with Evanston Environmental Association (EEA) to plan the activities centered on the 100th anniversary of the opening of the North Shore Channel.
- In May 2009, the EEA recruited a volunteer to create a Web site for the Evanston Green Living Festival, which was held in October. The site linked to the City of Evanston site and was one of the best marketing tools for the promotion of sustainable practices and businesses.
- In June, July and August 2009, Ecology staff worked with Evanston youth on a summer program that helped middle school students use science experiments to evaluate the health of the North Shore Channel.
- In July and August 2009, 330 campers from Ecology and Fleetwood-Jourdain camps participated in the Carbon Footprint program. The Archer Patterson Foundation funded the curriculum development and staff cost to hire instructors (\$1,000.00).

FY 2010-2011 Objectives

- Throughout the fiscal year, continue developing the five-year plan for the Elizabeth Archer Patterson Environmental Outreach project. Staff also will continue implementing the plan by June 2010.
- By November 2010, work with City staff and community groups to promote programs and events, such as the Evanston Green Living Festival and the 100th anniversary of the North Shore Channel, in order to promote ideas and initiatives for a sustainable future for Evanston.
- No later than June 2010, develop and launch EcoTravelers, a new camp designed for grades 3-4, in order to more effectively group children according to developmental stages and allow for a transition between EcoQuest and EcoExplorer Camps.
- Continue to integrate and expand the carbon footprint program into all school-age camps to continue to provide sustainability analysis, as well as information on how to live a more environmentally-friendly life no later than September 2010.

Activity Measures

Ongoing Activity Measures	2008-2009 Actual	2009-2010 Actual	2010-2011 Projected
Seasonal garden plots rented	210	210	216
Youth participating in Ecology Center programs	3,000	3,000	3,000
Environmental program attendance	3,700	4,500	4,800
Annual volunteer hours served	3,200	5,000	5,000
Youth enrolled in camp programs	685	740	750

City of Evanston

Cultural Arts Division

Financial Summary

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimated Actual	2010-2011 Budget Adopted
Expenditures:				
3700 – Arts Council	78,456	130,600	123,884	93,699
3710 – Noyes Cultural Arts Center	371,179	303,200	297,846	294,310
3720 – Cultural Arts Programs	460,075	542,900	521,234	465,215
Total Expenditures:	\$909,710	\$976,700	\$942,964	\$853,224
Revenues:				
Cultural Arts Programs	317,983	315,500	347,456	345,800
Noyes Center Revenues	308,059	324,000	306,780	332,300
Illinois Arts Council Re-granting	12,800	12,800	12,800	8,300
Total Revenues:	\$638,842	\$652,300	\$667,036	\$686,400

Performance Report on FY 2009-2010 Major Program Objectives

- The Starlight Concert Series featured 16 concerts presented at Dawes, James, Twiggs and Harbert Parks. Nationally-prominent performers were featured, with a special focus on artists with ties to Evanston; one-third of the performances featured current or former Evanstonians.
- The Evanston Ethnic Arts Festival was a two-day celebration of our cultural diversity featuring art, music, dance, spoken word performances and food from 80 cultures. Two stages provided continuous entertainment, including performers from Brazil, Congo, and Senegal. Aided by perfect weather, the Festival enjoyed its largest attendance in years.
- The Evanston Lakeshore Arts Festival featured 125 juried artists; many of whom donated work to the silent auction. Auction proceeds help defray the cost of free Cultural Arts Division programming. The family stage was replaced with a wellness station offering yoga lessons, food sampling, and more. Another new element was an interactive art installation by a local artist. Expanded recycling efforts at both summer festivals underscored Evanston’s philosophy of being a responsible member of the global community.
- The Public Art Committee commissioned a sculpture for the Maple Avenue Garage.
- Two new public art projects were completed through the PAC’s Community Public Art Program, which introduces public art into neighborhoods. A bricolage mural was created, through a collaboration, on the CTA retaining wall on Main St. The restoration of the 326-foot *Wall of Struggle and Dreams* mural in Clyde-Brummel Park generated extensive community involvement. A third project, a sculpture by artist Jim Brenner for the Custer Street Bridge over the CTA Yellow Line was commissioned. It was installed in Dec. 2009.
- The Evanston Arts Council expanded Arts Week Evanston to a celebration of Arts & Humanities Month in October 2009. The month-long celebration featured over 50 events, including a festive opening night celebration, a dance showcase, a breakfast with legislators featuring discussion of arts issues, and interactive events. The Arts Council maintained the evanstonartsbuzz.com online arts calendar and distributed brochures listing cultural arts organizations and annual events, as well as a map of public artworks throughout the City. The Arts Council initiated the Art Under Glass program, which helps beautify vacant downtown storefront windows with displays of artwork by Evanston artists.
- The Mayor’s Award for the Arts highlights the accomplishments of an individual and an arts organization. In February 2009, the Honorable Mayor Lorraine H. Morton presented these awards to Margherita Andreotti and Shorefront. The Arts & Business Committee of the Evanston Arts Council presented its Arts Leadership Award to Romano Brothers in recognition of the company’s support for the arts in Evanston.

City of Evanston

Cultural Arts Division

- Arts camps were held during the summer, as well as over winter and spring breaks. Full-day and half-day summer camps were filled to capacity with waiting lists. Both the teen program and the early childhood program added sections to meet demand. In 2009, two new camps were introduced: Princess Camp, which focused on women in leadership, and Battle of the Bands Camp, which collaborated with the Evanston Community Media Center, the City Youth Engagement Initiative and S.P.A.C.E.

2010-2011 Department Initiatives

- Seek to enhance revenue opportunities at the summer festivals by increasing the number of participating artist vendors and creating new and expanded sponsor relationships.
- Assist Evanston artists and arts organizations foster collaboration and community by holding 10 Arts and Business committee meetings by February 2011.
- Continue to expand the Art Under Glass display of art in store-front windows to new downtown locations, as well as elsewhere in Evanston.
- Recommend an artist for Sherman Plaza Garage TIF public artwork by October 2010.
- Develop curriculum for a new Civil War Mini-camp by August 2010.
- By January 2011, increase by two the number of arts programs offered to School District #65 students on days that school is not in session.
- Investigate the opportunity to increase rentals of community use space at Noyes by five by Feb. 2011.

Activity Measures

Ongoing Activity Measures	2008-2009 Actual	2009-2010 Actual	2010-2011 Projected
Number of applicants for Cultural Fund Grants	26	29	20
Number of community use events/rentals	55	60	65
Value of tenant community service	\$39,510	\$59,700	\$61,500
Types of arts camps offered	6	10	10
Number of out-of-school arts programs offered	3	5	7
Number of artists vendors at Lakeshore Arts Festival	125	125	125

City of Evanston

Facilities Management Division

Financial Summary

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimated Actual	2010-2011 Budget Adopted
Expenditures:				
3805 – Facilities General Support*	0	231,000	226,300	256,707
3806 – Civic Center Services	809	431,600	386,513	370,108
3807 – Construction and Repair*	4,283	1,744,900	1,683,488	1,730,229
Total Expenditures:	5,092	\$2,407,500	\$2,296,301	\$2,357,044
Revenues:				
56010 – Property Sales and Rental	22,604	24,700	24,408	50,100
Total Revenues:	\$22,604	\$24,700	\$24,408	\$50,100

Notes on Financial Summary:

* Business element 3805 was 2697 in FY 2008-09. Similarly, business element 3807 was 2699 in FY 2008-09. The actual amounts for these two business elements for fiscal years prior to 2009-10 are recorded in the Public Works Department.

Performance Report on FY 2009-2010 Major Program Objectives

- Staff improved work tracking by the field force through increased use of the Computer Maintenance Management System. The work order back-log has been reduced from a high of over 1,000 to slightly over 600.
- Meeting Room Manager software is tracking all meetings in the Civic Center.
- A new digital recording device was installed to record all meetings held in the Council Chambers.
- Fire Station #5 construction is complete. Paperwork has been submitted for LEED Silver Certification.
- A consulting architect has conducted a condition survey of the Civic Center roof. Plans and specifications are being prepared for bid in the spring of 2010.
- The Police Headquarters' second floor rehabilitation project is complete.
- Building automation upgrades are being implemented for HVAC equipment replacement at the Chandler-Newberger Center in 2010.

2010-2011 Department Initiatives

- Work with the Sustainability Coordinator to reduce energy consumption in City-owned buildings throughout the fiscal year.
- Make modifications to employee timekeeping and tracking in the Computer Maintenance Management System, which will lead to better analysis of workload and building maintenance costs by July 2010.
- Using the Building Automation Systems that are in place, improve energy management techniques throughout the fiscal year to reduce energy consumption.

City of Evanston

Facilities Management Division

Activity Measures

Ongoing Activity Measures	2008-2009 Actual	2009-2010 Actual	2010-2011 Projected
Buildings in BUILDER software	3	6	6
Deliveries	2,500	1,863	1,800
Civic Center repair costs / sq. ft.	1.50	2.00	23.5
Annual Civic Center gas usage – therms / sq. ft.	.9	.88	.86
Meetings scheduled	2,060	2,080	2,000
Room set-ups	2,200	2,300	2,300
Pounds of office paper recycled	110,000	100,000	90,000
Staff-hours tracked to work orders	17,000	17,500	16,150
Work orders completed	3,600	3,650	3,340
Total construction budget oversight	\$5,643,000	\$5,000,000	\$4,500,000
Safety / training meetings	24	24	24

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimate	2010-2011 Approved
3000 PARKS/FORESTRY AND RECREATION				
61010 REGULAR PAY	5,085,029	6572600	6,526,613	6,428,865
61011 RECREATION INSTRUCTORS REG PAY	344,588	315,800	309,721	329,500
61013 PROGRAM ASSISTANTS	53,932	338,800	296,421	328,000
61050 PERMANENT PART-TIME	982,933	916,000	882,400	793,003
61055 TEMPORARY EMPLOYEES	141,141	4,000	3,500	3,000
61060 SEASONAL EMPLOYEES	1,190,009	1,165,700	1,205,895	1,205,400
61062 SPECIAL EVENT SALARIES	740	20,200	18,200	9,400
61110 OVERTIME PAY	104,118	156,100	113,500	124,600
61111 HIREBACK OT	19			
61210 LONGEVITY	75,414	93,900	88,575	90,319
61410 SHIFT DIFFERENTIAL	4,763		1,600	1,900
61415 TERMINATION PAYOUTS	85,583			
61420 ANNUAL SICK LEAVE PAYOUT	24,806			
61430 OTHER PAYOUTS	722			
61510 HEALTH INSURANCE	804,600	1,117,400	1,119,700	1,212,740
61615 LIFE INSURANCE	8,800	10,800	10,830	12,700
61625 AUTO ALLOWANCE	19,008	25,500	19,244	18,700
61630 SHOE ALLOWANCE	9,451	12,500	12,670	11,910
61655 EMPLOYEE LOANS - INTEREST EXPE	2,099			
61660 TUITION REIMBURSEMENT	465			
61710 IMRF	455,736	656,900	623,800	769,857
61725 SOCIAL SECURITY	489,596	597,400	578,681	595,200
61730 MEDICARE	115,733	140,300	137,200	132,352
62135 ARCHITECTURAL SERVICES		1,000	800	
62185 OTHER CONSULTING SERVICES	1,893	2,100	2,100	1,000
62195 LANDSCAPE MAINTNEANCE SERVICES	120,232	125,000	110,000	120,000
62199 PARK MNTNCE & FURNITURE RPLCMI	16,970	25,000	19,800	20,000
62205 ADVERTISING	25,872	37,400	31,720	33,100
62210 PRINTING	93,730	106,700	103,303	102,700
62215 PHOTOGRAPHERS/BLUEPRINTS	600	600	600	600
62225 BLDG MAINTENANCE SERVICES	2,658	157,800	124,166	108,800
62235 OFFICE EQUIPMENT MAINT	9,531	6,200	5,900	4,900
62245 OTHER EQMT MAINTENANCE	30,338	60,100	51,053	59,000
62251 CROWN CENTER SYSTEMS REPAIR	21,837	25,000	16,000	20,000
62275 POSTAGE CHARGEBACKS	21,418	29,000	22,204	25,500
62280 OVERNIGHT MAIL CHARGES		100		
62295 TRAINING & TRAVEL	14,760	24,400	15,485	21,800
62305 RENTAL OF AUTO-FLEET MAINTEN.	626,563	803,600	783,600	549,131
62309 RENTAL OF AUTO REPLACEMENT				316,500
62315 POSTAGE	9,342	31,600	29,595	29,300
62320 TELEPHONE CHARGEBACKS	50			
62335 DATA PROCESSING SERVIC	1,935	2,000		2,000
62360 MEMBERSHIP DUES	12,645	18,600	13,915	14,300
62365 RECEPTION/ENTERTAINMENT	224	1,800	1,280	1,100
62375 RENTALS	14,848	24,800	21,985	22,200
62376 2603 SHERIDAN RENTALS EXPENSE		4,000	3,500	3,000
62380 COPY MACHINE CHARGES	734	3,400	1,000	20,800
62381 COPY MACHINE LEASES	26,616	30,100	24,100	5,100
62385 TREE SERVICES	51,914	61,000	27,900	56,000
62415 DEBRIS/REMOVAL CONTRACTUAL	18,115	20,900	15,900	14,900
62425 ELEVATOR CONTRACT COSTS	1,800	2,400	2,400	2,400
62490 OTHER PROGRAM COSTS	150,083	155,800	58,900	104,100
62495 LICENSED PEST CONTROL SERVICES	4,572	4,600	4,604	4,600
62496 DED INOCULATION	244,478	52,000	42,000	45,000
62497 INOCULATION FUND.-ANNUAL AMOF	150,000	175,000	175,000	115,000
62500 TECHNICAL INFORMATION SERVICES	7,500	7,900	7,874	6,100

	2008-2009	2009-2010	2009-2010	2010-2011
	Actual	Budget	Estimate	Approved
62505 INSTRUCTOR SERVICES	179,638	294,100	263,200	259,800
62506 WORK-STUDY	14,422	16,900	16,900	18,900
62507 FIELD TRIPS	123,416	152,400	121,540	135,500
62508 SPORTS OFFICIALS	18,940	22,200	19,031	30,400
62509 SERVICE AGREEMENTS/CONTRACTS	8,225	49,000	48,900	50,900
62510 EDUCATOR SERVICES	1,640	2,000	1,000	1,000
62511 ENTERTAIN/ PERFORMER SVCS	68,095	84,000	69,050	72,600
62513 COMMUNITY PICNIC - SPECIAL EVENTS				8,000
62515 RENTAL SERVICES	33,131	34,400	34,201	34,200
62518 SECURITY/ALARM CONTRACTS	9,818	10,800	10,800	10,800
62560 TELEPHONE CHARGEBACK		100		100
62605 OTHER CHARGES				1,000
62665 CONTRIB TO OTHER AGENCIES	32,700	37,000	37,000	10,400
62695 COUPON PMTS-CAB SUBSIDY				260,000
62705 BANK SERVICE CHARGES	41,851	50,000	50,000	50,000
62735 INTERDEPT. OTHER CHARGES				1,900
62785 FIRE SAFETY EDUCATION		500		
64005 ELECTRICITY	421,487	449,400	441,700	426,700
64015 NATURAL GAS	173,137	237,800	211,475	235,300
64530 TELECOMMUNICATIONS - HANDHELD		200		100
64540 TELECOMMUNICATIONS - WIRELESS	34,769	49,600	40,850	34,992
65005 AGRI/BOTANICAL SUPPLIES	176,623	184,800	172,600	176,600
65010 BOOKS, PUBLICATIONS, MAPS	1,578	3,500	2,350	2,300
65015 CHEMICALS	2,762	8,100	9,501	7,900
65020 CLOTHING	24,741	27,800	23,579	23,300
65025 FOOD	123,164	139,600	135,810	140,600
65040 JANITORIAL SUPPLIES	33,887	42,900	43,700	39,400
65045 LICENSING/REGULATORY SUPP	7,418	8,300	6,238	8,100
65050 BLDG MAINTENANCE MATERIAL	45,737	126,500	121,300	137,500
65055 MATER. TO MAINT. IMP.	22,245	29,000	27,000	29,000
65070 OFFICE/OTHER EQT MTN MATERIALS	23,614	28,400	26,150	27,000
65075 MEDICAL & LAB SUPPLIES	540	2,000	1,900	1,900
65080 MERCHANDISE FOR RESALE	15,112	17,000	16,000	16,000
65085 MINOR EQUIPMENT & TOOLS	13,983	21,700	21,200	18,900
65090 SAFETY EQUIPMENT	4,233	7,900	7,500	7,500
65095 OFFICE SUPPLIES	28,939	40,900	35,409	34,500
65105 PHOTO/DRAFTING SUPPLIE	108	600	350	400
65110 RECREATION SUPPLIES	158,562	183,700	155,350	241,400
65125 OTHER COMMODITIES	11,022	21,400	19,900	21,251
65550 AUTOMOTIVE EQUIPMENT	44,381	45,000	22,500	42,000
65625 FURNITURE, FIXTURE & EQUIPMENT	8,258	11,900	9,800	11,000
66030 OTHER INSURANCE CHARGEBACKS				283,400
66125 SERVICES BILLED OUT	(34,904)	(51,000)	(46,450)	
3000 PARKS/FORESTRY AND RECREATION	13,553,815	16,534,200	15,842,568	16,808,920

Note: In FY 10-11, citywide re-organizations resulted in creating a Community Services Division within the Parks/Forestry & Recreation Department. As part of this transition, all community service activities related to youth and the aging population are now budgeted in the newly created Parks/Recreation & Community Services Department. Please note that prior year data reflects the budget and estimate before operational changes.



City of
Evanston

PART IV

OTHER FUNDS BUDGET

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City of Evanston

Neighborhood Stabilization Program 2 (Fund #195)

Financial Summary

	2008-2009 Actual	2009-2010 Adopted Budget	2009-2010 Estimated Actual	2010-2011 Adopted Budget
Funds Provided				
Grant Proceeds	-	-	-	4,000,000
Interest Income	-	-	-	-
Total Funds Provided	-	-	-	4,000,000
Expenditures				
Development Activities	-	-	-	4,000,000
Total Expenditures	-	-	-	4,000,000
NET SURPLUS (DEFICIT)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Beginning Fund Balance	-		-	-
Ending Fund Balance	-		-	-
Unrestricted Portion of Fund Balance	-		-	-
Restricted Portion of Fund Balance	-		-	-

2010-2011 Department Initiatives

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

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

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

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

City of Evanston
Motor Fuel Tax Fund (Fund #200)

Financial Summary

	2008-2009 Actual	2009-2010 Adopted Budget	2009-2010 Estimated Actual	2010-2011 Adopted Budget
Operating Revenue				
State Allotment	1,956,273	2,100,000	1,900,000	1,900,000
Investment Earnings	20,064	55,000	27,000	30,000
Miscellaneous Income(80% of 2008-2009 Allotment)	-	-	-	-
Total Revenue	1,976,337	2,155,000	1,927,000	1,930,000
Operating Expenses				
2008 Asbury Avenue Brick Street Project	122,956	-	-	-
Asbury Ave Bridge Phase II	-	-	-	-
Asbury Bridge Construction	1,691	-	-	-
Ridge Avenue CMAQ Interconnect Project	-	-	-	-
Sheridan Rd./ Isabella St. Project (JT with Wilmette)	1,449	130,000	-	130,000
Sheridan Road Phase I Engineering (Evanston JT)	523,377	-	-	-
Street Resurfacing (2006)	-	-	-	-
Street Resurfacing (2007)	-	-	-	-
Street Resurfacing (2008)	995,826	-	-	-
Street Resurfacing (2009)	-	1,250,000	1,075,000	-
Street Resurfacing (2010)	-	-	-	1,700,000
Traffic Signal Installation - Central/Ashland & Central/Asbury	-	-	-	-
Traffic Signal Installation - Church/Dodge	-	-	-	-
Transfer to General Fund - Staff Engineering	122,500	122,500	122,500	122,500
Transfer to General Fund - Street Maintenance	650,000	650,000	650,000	650,000
Total Expenditures	2,417,799	2,152,500	1,847,500	2,602,500
Net Surplus (Deficit)	(441,462)	2,500	79,500	(672,500)
Beginning Fund Balance	1,513,984		1,072,522	1,152,022
Ending Fund Balance	1,072,522		1,152,022	479,522

Performance Report on FY Performance Report on FY 2009-2010 Major Program Objectives

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

The 2010-11 Budget includes an increase in the MFT expense for the Street Resurfacing project to \$1.7 million as a supplement to the reduced amount of bond financing to be done in the Capital Improvements Fund.

Motor Fuel Tax Funds were used to resurface the following streets in 2009-10:

<u>STREET</u>	<u>FROM</u>	<u>TO</u>
Ashland Avenue	Mulford Street	N/End, North of Kirk Street
Bennett Avenue	Central Street	Hartzell Street
Brown Avenue	Emerson Street	Simpson Street
Davis Street	Dewey Avenue	Florence Avenue
Foster Street	Hartrey Avenue	Dodge Avenue
Hastings Avenue	Harrison Street	Central Street
Jackson Avenue	Lincoln Street	Central Street
Mulford Street	Dodge Avenue	Dewey Avenue
Oak Avenue	Dempster Street	Lake Street

2010-2011 Department Initiatives

Projects to be initiated in 2010-2011 are:

Forest Avenue	Main Street	Burnham Place
Forestview Road	Simpson Street	Grant Street
Greenleaf Street	Dodge Avenue	Dewey Avenue
Greenwood Street	Darrow Avenue	Asbury Avenue
Hull Terrace	Asbury Avenue	Ridge Avenue
Main Street	Asbury Avenue	Maple Avenue
Maple Avenue	Simpson Street	Noyes Street

City of Evanston

Emergency Telephone System Fund Summary (Fund #205)

Total Full-Time Equivalent Positions:		
Employee Status Description	Job Type Description	2010-2011 Position FTE
Emergency Telephone System		
Full-Time Regular	Asst Communications Coord (2 @ 1 FTE)	2.00
Full-Time Regular	Communications Coordinator	1.00
Full-Time Regular	Telecommunicator	2.00
5150 Total		5.00
Emergency Telephone System Fund Total		5.00

Financial Summary

	2008-2009 Actual	2009-2010 Adopted Budget	2009-2010 Estimated Actual	2010-2011 Adopted Budget
Landline Surcharge Revenue	739,257	775,000	670,000	670,000
Wireless Surcharge Revenue	411,468	350,000	380,000	380,000
Interest	30,849	25,000	5,000	6,000
Miscellaneous Revenue	575	-	-	-
Total Revenue	1,182,149	1,150,000	1,055,000	1,056,000
Expenditures				
Operating Expense	631,181	874,500	728,375	848,949
Interfund Transfers Out	126,000	126,000	126,000	143,455
Capital Replacement	716,909	243,000	191,800	1,619,700
Total Expenditures	1,474,090	1,243,500	1,046,175	2,612,104
Net Surplus (Deficit)	(291,941)	(93,500)	8,825	(1,556,104)
Beginning Fund Balance	2,460,183		2,168,242	2,177,067
Ending Fund Balance	2,168,242		2,177,067	620,963
Unrestricted Portion of Fund Balance	2,168,242		2,177,067	620,963
Restricted Portion of Fund Balance	-		-	-

Description of Major Activities

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

This year will include: migrating the existing Computer Aided Dispatch System (CADS) from CAD6 to the CAD400 product as well as replacement of major 911 Center components (E911 phone system, radio hardware/software, console furniture) which are original from the opening of the Center in 1994 and have reached the end of their expected operational lifespan.

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimate	2010-2011 Approved
5150 EMERGENCY TELEPHONE SYSTEM				
61010 REGULAR PAY	271,196	363,100	295,000	345,893
61062 SPECIAL EVENT SALARIES	6,216	3,000	4,500	5,000
61110 OVERTIME PAY	1,262	3,000	1,800	3,000
61112 SPECIAL DETAIL OT	442			
61210 LONGEVITY	5,894	4,900	4,900	7,400
61420 ANNUAL SICK LEAVE PAYOUT	2,760	3,000	2,800	3,000
61425 ANNUAL HOLIDAY PAYOUT	2,497	2,500	2,300	3,000
61510 HEALTH INSURANCE	38,700	52,900	52,900	57,856
61615 LIFE INSURANCE	800	800	900	800
61635 UNIFORM ALLOWANCE	675	700	675	700
61710 IMRF	21,109	19,900	23,800	44,600
61725 SOCIAL SECURITY	17,784	23,400	18,300	23,300
61730 MEDICARE	4,159	5,500	4,300	5,500
62225 BLDG MAINTENANCE SERVICES	1,269	5,000	1,700	5,000
62295 TRAINING & TRAVEL	6,555	7,500	5,900	7,500
62360 MEMBERSHIP DUES	619	1,100	900	1,100
62380 COPY MACHINE CHARGES	2			
62509 SERVICE AGREEMENTS/CONTRACTS	134,914	190,600	153,000	162,300
62680 TRANSFER TO GF-DATA PROC	60,000	60,000	60,000	60,000
62685 REIMB. GF FOR ADMIN. EXP	66,000	66,000	66,000	66,000
64505 TELECOMMUNICATIONS - CARRIER L	69,637	79,600	79,500	80,000
64540 TELECOMMUNICATIONS - WIRELESS	31,272	70,000	58,100	61,600
65010 BOOKS, PUBLICATIONS, MAPS	1,476	1,300	1,500	1,600
65020 CLOTHING		1,200		1,200
65035 PETROLEUM PRODUCTS		800	600	800
65085 MINOR EQUIPMENT & TOOLS	10,552	24,200	10,500	19,300
65095 OFFICE SUPPLIES	1,392	3,500	1,500	1,500
65105 PHOTO/DRAFTING SUPPLIE	(2)			
65555 PERSONAL COMPUTER EQUIPMENT	4,081			
65620 OFFICE MACH. & EQUIP.	1,199	2,000	1,000	2,000
65625 FURNITURE, FIXTURE & EQUIPMENT	711,629	243,000	191,800	1,619,700
66020 TRANSFERS TO OTHER FUNDS				17,455
68205 CONTINGENCIES		5,000	2,000	5,000
5150 EMERGENCY TELEPHONE SYSTEM	1,474,090	1,243,500	1,046,175	2,612,104

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

Financial Summary

	2008-2009 Actual	2009-2010 Adopted Budget	2009-2010 Estimated Actual	2010-2011 Adopted Budget
Revenue By Source				
Property Tax Revenue	333,896	328,489	512,397	378,000
Investment Income	296	-	-	-
Total Revenues	334,192	328,489	512,397	378,000
Expenditures				
Professional Fees (Downtown Evanston)	444,000	328,489	512,275	378,000
Total Expenditures	444,000	328,489	512,275	378,000
Net Surplus (Deficit)	(109,808)	-	122	-
Beginning Fund Balance	420,042		310,234	310,356
Ending Fund Balance	310,234		310,356	310,356
Unrestricted Portion of Fund Balance	21,728		-	-
Restricted Portion of Fund Balance	288,506		310,356	310,356

Note: The estimated actual FY09-10 revenues and expenditures are over budget due to a County levy error.

Description of Major Activities

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

City of Evanston
Community Development Block Grant (Fund #215)

Total Full-Time Equivalent Positions:		
Employee Status Description	Job Type Description	2010-2011 Position FTE
CDBG		
Full-Time Regular	CDBG Grants Administrator	1.00
Full-Time Regular	Neighborhood Planner	1.00
5220 Total		2.00
Community Development Block Grant Fund Total		2.00

Financial Summary

	2008-2009 Actual	2009-2010 Adopted Budget	2009-2010 Estimated Actual	2010-2011 Adopted Budget
Funds Provided				
Annual Entitlement	1,940,131	1,872,000	1,961,614	1,955,566
Funds reallocated from prior years	57,700	56,048	50,000	67,531
Program Income	13,114	124,998	181,047	27,079
Total Funds Provided	2,010,945	2,053,046	2,192,661	2,050,176

Expenditures				
CDBG Administration/Planning	330,608	330,000	349,000	344,870
Development Activities	740,361	867,046	987,661	843,063
Transfers to General Fund	939,976	856,000	856,000	856,000
Total Expenditures	2,010,945	2,053,046	2,192,661	2,043,933
NET SURPLUS (DEFICIT)	-	-	-	6,243
Beginning Fund Balance	422,799		422,799	422,799
Ending Fund Balance	422,799		422,799	429,042
Unrestricted Portion of Fund Balance	26,998		26,998	26,998
Restricted Portion of Fund Balance	395,801		395,801	402,044

NOTE: 2010/11 CDBG entitlement funds are estimated. Congress has not appropriated CDBG for the federal fiscal year, estimate is based on 2009/10 actual, per HUD recommendation.

Performance Report on FY 2008-2009 Major Program Objectives

Forty new CDBG projects totaling \$2,053,046 were implemented for FY 2009/10 in addition to CDBG funded projects/programs that continue from prior years. Staff submitted the 2008/09 CAPER (Consolidated Plan Annual Performance and Evaluation Report) covering Evanston's use of CDBG, HOME and ESG funds, the Contractor-Subcontractor Report and Semi-Annual Labor Report to HUD by due dates. Staff attended HUD training on the Consolidated Plan process.

City of Evanston

Community Development Block Grant (Fund #215)

Systems for tracking and reporting outcomes of CDBG-funded projects continue to be refined to better assess program effectiveness and increase administrative efficiencies. Risk evaluation completed on all sub-recipients to identify high-risk programs and prioritize for monitoring and technical support. Assessments of all grantees' compliance with ADA requirements and their plans for accommodate individuals with disabilities was completed, working with Health & Human Services staff. RFP for the redevelopment of 1817 Church Street was released.

Planning Division staff completed the 2010-2014 Consolidated Plan, including the new system for measuring outcomes introduced by HUD, as well as two Neighborhood Revitalization Strategy Area plans.

Planning staff submitted applications to the State of Illinois, Cook County and HUD for Neighborhood Stabilization Program funds to address foreclosed and abandoned residential properties in Evanston. Staff also submitted substantial amendments to the 2008 Action Plan for the use of \$523,000 in CDBG-R funds and contributed to planning for Homelessness Prevention and Rapid Re-Housing funds of \$801,000 that Evanston is receiving through the American Recovery and Reinvestment Act of 2009. Note, Congress has not yet appropriated funds for CDBG entitlement, HOME or ESG, so the 2010/11 budget figures provided above are estimates.

In addition to the CDBG Grants Administrator and Neighborhood Planner, portions of other staff positions are charged back to budget element 5220 for CDBG administration, including: Executive Secretary - Planning Division, General Planner, Housing Planner, Senior Accountant-Finance Department, and Assistant Community Development Director, Planning Division.

The Neighborhood Planner continues to work on zoning to implement the West Evanston Master Plan and on a streetscape for the Church-Dodge commercial corridor.

2010-2011 Department Initiatives

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

City of Evanston

Community Development Block Grant Fund (#215)

ADMINISTRATION/PLANNING

CITY - COMMUNITY DEVELOPMENT/PLANNING	CDBG ADMINISTRATION	351,113
CITY - FINANCE DEPARTMENT	MINORITY, WOMEN, EVANSTON BUSINESS PROGRAM	40,000
	ADMINISTRATION/PLANNING TOTAL:	391,113

PUBLIC SERVICES

CONNECTIONS FOR THE HOMELESS	SINGLE ADULT SERVICES PROGRAMS	4,000
DIVINE WISDOM INSTITUTE FOR LEARNING	NEXT GENERATION LEADERSHIP	700
EVANSTON COALITION FOR LATINO RESOURCES	LATINO HEALTH & RESOURCES WORKSHOPS	1,500
EVANSTON COMMUNITY DEFENDER	LEGAL & SOCIAL WORK	39,000
GIRL SCOUTS-CHICAGO/NW INDIANA	FIT TO BE ME!	8,000
INTERFAITH ACTION OF EVANSTON	JOB COUNSELOR FOR THE HOMELESS	2,000
INTERFAITH HOUSING CENTER OF THE NORTH SUBURBS	HOMESHARING PROGRAM	14,000
LEGAL ASSISTANCE FOUNDATION OF CHICAGO	EVANSTON LEGAL SERVICES	9,000
MEALS AT HOME	FOOD FOR SENIORS & PEOPLE WITH DISABILITIES	9,000
MUSIC INSTITUTE OF CHICAGO	TAKING MUSIC TO SENIORS	2,000
NORTH SHORE SENIOR CENTER	CASE MANAGEMENT SERVICES	22,500
OPEN STUDIO PROJECT	ART & ACTION FOR AT-RISK YOUTH	3,000
SHOREFRONT	LEGACY CENTER PROGRAMMING	15,000
YOUTH JOB CENTER OF EVANSTON	YOUTH EMPLOYMENT INITIATIVE (CORE SERVICES)	39,697
YWCA EVANSTON/NORTHSHORE	DOMESTIC VIOLENCE SERVICES	34,000
CITY - COMMUNITY DEVELOPMENT	ADOPT A FANCY CAN	4,000
CITY - COMMUNITY DEVELOPMENT	GRAFFITI REMOVAL PROGRAM	35,000
CITY - COMMUNITY DEVELOPMENT	NEIGHBORHOOD INITIATIVES FUND	8,000
CITY - HUMAN RELATIONS DIVISION	SUMMER YOUTH EMPLOYMENT PROGRAM	42,000
CITY - PURCHASING	LOCAL EMPLOYMENT PROGRAM	5,000
	PUBLIC SERVICES TOTAL:	297,397

REHABILITATION - HOUSING & COMMERCIAL

CEDA/NEIGHBORS AT WORK	MINOR REPAIRS/PAINTING ASSISTANCE	100,000
CITY - COMMISSION ON AGING	HANDYMAN PROGRAM	12,000
CITY - COMMUNITY DEVELOPMENT/PLANNING	NEIGHBORHOOD FAÇADE PROGRAM	40,000
CITY - COMMUNITY DEVELOPMENT	HOUSING REHAB ADMINISTRATION	325,000
	HOUSING TOTAL:	477,000

CODE ENFORCEMENT

CITY - COMMUNITY DEVELOPMENT	TARGETED CODE COMPLIANCE	425,000
	CODE ENFORCEMENT TOTAL:	425,000

City of Evanston

Community Development Block Grant Fund (#215)

PUBLIC FACILITIES & IMPROVEMENTS

CITY - PARKS/FORESTRY & RECREATION	BRUMEL-RICHMOND TOT LOT	50,000
CITY - PUBLIC WORKS	ALLEY PAVING PROGRAM	75,000
CITY - PUBLIC WORKS	ADA CURB RAMP REPLACEMENT PROGRAM	45,833
CITY - PUBLIC WORKS	BLOCK CURB/SIDEWALK PROGRAM	45,833
CITY - PUBLIC WORKS/COMMUNITY DEVELOPMENT	ALLEY SPECIAL ASSESSMENT ASSISTANCE	50,000
CITY - PUBLIC WORKS/POLICE	SNAP-LIGHTING FOR SAFETY	24,000
MCGAW YMCA	RESIDENCE DOOR REPLACEMENT	25,000
OAKTON SCHOOL PTA BEAUTIFICATION COMMITTEE	SCHOOL GROUNDS BEAUTIFICATION PHASE 1	5,000
REBA EARLY LEARNING CENTER	PARAPET REPAIR AND REBUILDING	14,000
WEISSBOURD-HOLMES FAMILY FOCUS CENTER	PUBLIC FACILITIES PROJECT	40,000
YWCA EVANSTON/NORTHSHORE	ACCESS RAMP	15,000
	PUBLIC FACILITIES & IMPROVEMENTS TOTAL:	389,666

ECONOMIC DEVELOPMENT

EVANSTON COMMUNITY DEVELOPMENT CORP	BUS DEVELOPMENT & ECONOMIC OPPORTUNITY	50,000
TECHNOLOGY INNOVATION CENTER	EVANSTON BUSINESS OWNERSHIP INITIATIVE	20,000
	ECONOMIC DEVELOPMENT TOTAL:	70,000

2010-2011 TOTAL ALLOCATION **2,050,176**

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimate	2010-2011 Approved
5170 CDBG				
61010 REGULAR PAY	133,686	147,900	147,900	153,114
61050 PERMANENT PART-TIME	5,197			
61060 SEASONAL EMPLOYEES		15,000	12,000	9,500
61110 OVERTIME PAY	5,655	1,500	7,500	3,500
61210 LONGEVITY	1,662		1,700	1,800
61455 REGULAR SALARIES-CHGBACKS	77,971	47,000	63,687	47,300
61510 HEALTH INSURANCE	18,364	21,100	21,100	23,143
61615 LIFE INSURANCE	200	200	200	200
61630 SHOE ALLOWANCE	260	300	260	300
61710 IMRF	10,884	13,500	13,500	19,500
61725 SOCIAL SECURITY	9,756	10,100	10,100	10,700
61730 MEDICARE	2,282	2,400	2,400	2,500
62185 OTHER CONSULTING SERVICES	34,288		30,000	32,558
62205 ADVERTISING			800	800
62275 POSTAGE CHARGEBACKS	201	2,200	1,000	1,000
62285 COURIER CHARGES	40		200	400
62295 TRAINING & TRAVEL	32	2,500	1,000	1,500
62360 MEMBERSHIP DUES		1,100	1,100	1,100
62380 COPY MACHINE CHARGES	645	3,000		2,500
62458 OUTSIDE COPY SERVICES			500	
62490 OTHER PROGRAM COSTS	26	30,000	800	
62552 OTHER PROF SERVICES CHGBK		1,700		
62745 IMRF TRANSFER-CHARGEBACK		7,500	12,606	5,600
62750 MEDICAL INS. - CHARGEBACK	14,787	17,900	17,900	6,300
62755 LIFE INS. - CHARGEBACK		300		
62765 PENSION CONTRB- CHARGEBAK	13,974			
65010 BOOKS, PUBLICATIONS, MAPS	168	1,200	997	2,000
65095 OFFICE SUPPLIES	530	1,100	750	1,100
66020 TRANSFERS TO OTHER FUNDS				17,455
68205 CONTINGENCIES		1,000	1,000	1,000
68210 CONTINGENCIES- CHARGEBACK		1,500		
5170 CDBG	330,608	330,000	349,000	344,870

City of Evanston
CD LOAN (Fund #220)

Financial Summary

	2008-2009 Actual	2009-2010 Adopted Budget	2009-2010 Estimated Actual	2010-2011 Adopted Budget
Funds Provided:				
Intergovernmental Revenue	-	-	-	-
Interest Income	4,927	-	5,000	3,000
Total Revenues	4,927	-	5,000	3,000
Expenditures				
Program Expenses	27,213	-	20,000	20,000
Transfer to CDBG	57,700	-	50,000	55,000
Development Activities	-	-	-	-
Total Expenditures	84,913	-	70,000	75,000
NET SURPLUS (DEFICIT)	(79,986)	-	(65,000)	(72,000)
Beginning Fund Balance	2,088,502	-	2,008,516	1,943,516
Ending Fund Balance	2,008,516	-	1,943,516	1,871,516
Unrestricted Portion of Fund Balance	-	-	-	-
Restricted Portion of Fund Balance	2,008,516	-	1,943,516	1,871,516

Description of Major Activities

The C D Loan Fund is a revolving loan fund. The purpose of the fund is to provide residential rehabilitation loans to residents qualified as low and moderate income under HUD regulations. This fund was originally established with HUD approval with funds from the Community Development Block Grant. Since its establishment, funds have been provided for rehabilitation loans; funds have been received through the repayment of these loans.

CITY OF EVANSTON

Economic Development Fund (Fund #225)

Total Full-Time Equivalent Positions:		
Employee Status Description	Position Description	2010-2011 Position FTE
Economic Development		
Full-Time Regular	Economic Development Planner	2.00
Full-Time Regular	Executive Assistant	0.30
Full-Time Regular	Economic Development Manager	1.00
Full-Time Regular	Legislative Coordinator	1.00
Full-Time Regular	Development Officer	1.00
5300 Total		5.30
Economic Development Fund Total		5.30

Financial Summary

	2008-2009 Actual	2009-2010 Adopted Budget	2009-2010 Estimated Actual	2010-2011 Adopted Budget
Operating Revenue:				
Hotel Tax	1,631,809	1,500,000	1,500,000	1,500,000
Amusement Tax	284,405	300,000	300,000	300,000
Apply Fund Balance	-	-	-	-
Investment Income	21,244	-	8,000	8,000
Total Revenues	<u>1,937,458</u>	<u>1,800,000</u>	<u>1,808,000</u>	<u>1,808,000</u>
Operating Expenditures:				
Economic Development Activities	418,582	802,700	694,900	1,351,627
Tax Rebate Agreement	-	500,000	400,000	-
Transfers to General Fund	390,000	690,000	690,000	407,455
Transfer to Maple Avenue Garage Fund	650,000	-	-	-
Total Expenditures	<u>1,458,582</u>	<u>1,992,700</u>	<u>1,784,900</u>	<u>1,759,082</u>
Net Surplus (Deficit)	<u>478,876</u>	<u>(192,700)</u>	<u>23,100</u>	<u>48,918</u>
Beginning Fund Balance	1,498,234		1,977,110	2,000,210
Ending Fund Balance	1,977,110		2,000,210	2,049,128
Unrestricted Portion of Fund Balance	1,949,770		2,000,210	2,049,128
Restricted Portion of Fund Balance	27,340		-	-

Description of Major Activities

The Economic Development Fund provides support for many of the City's economic development initiatives as well as staff to support these activities. Many of the redevelopment efforts assisted by the City are initially supported by resources from the Economic Development Fund to finance consulting services, legal counsel, and staff support. In addition, the fund provides grants to intermediary entities, such as Evanston Inventure, the Evanston Convention and Visitors Bureau, and neighborhood business districts.

CITY OF EVANSTON

Economic Development Fund (Fund #225)

FY 2010-2011 Objectives

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

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

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimate	2010-2011 Approved
5300 ECONOMIC DEVELOPMENT				
61010 REGULAR PAY	80,831	203,800	203,800	214,923
61110 OVERTIME PAY	3,027	1,800	1,800	
61210 LONGEVITY	1,737	1,500	1,500	1,600
61510 HEALTH INSURANCE	22,300	24,300	24,300	26,604
61615 LIFE INSURANCE	100	100	100	100
61625 AUTO ALLOWANCE				5,000
61630 SHOE ALLOWANCE	130	100	300	100
61710 IMRF	6,526	17,000	17,000	26,800
61725 SOCIAL SECURITY	5,235	12,800	12,800	14,000
61730 MEDICARE	1,224	3,000	3,000	3,300
62130 LEGAL SERVICES - GENERAL		10,000	10,000	
62136 REDEVELOPMENT CONSULTING SVCS		70,000	40,000	100,000
62185 OTHER CONSULTING SERVICES	123,510	340,000	300,000	35,000
62205 ADVERTISING	(435)			
62210 PRINTING	656			
62275 POSTAGE CHARGEBACKS	275	800	800	800
62280 OVERNIGHT MAIL CHARGES	3,217	200	200	200
62285 COURIER CHARGES	953	900	900	900
62295 TRAINING & TRAVEL	1,820	3,000	3,000	3,000
62360 MEMBERSHIP DUES	10,011	12,000	12,000	12,000
62380 COPY MACHINE CHARGES		1,500	1,500	1,400
62416 EVMARK AGREEMENTS	127,693			
62490 OTHER PROGRAM COSTS	8,909	19,000	8,000	8,000
62509 SERVICE AGREEMENTS/CONTRACTS				65,000
62659 ECO.DEV.PARTNERSHIP CONTRIBUT.				229,000
62660 BUSI.ATTRACTIONS/EXPANSION INV		500,000	400,000	350,000
65010 BOOKS, PUBLICATIONS, MAPS	7,007	5,000	3,000	3,000
65025 FOOD	329			
65095 OFFICE SUPPLIES	446	900	900	900
65522 BUSINESS DISTRICT IMPROVEMENTS	13,083	75,000	50,000	175,000
65625 FURNITURE, FIXTURE & EQUIPMENT				75,000
66020 TRANSFERS TO OTHER FUNDS				17,455
66127 TRANSFER TO MAPLE AV GARAGE	650,000			
66131 TRANSFER TO GENERAL FUND	390,000	690,000	690,000	390,000
5300 ECONOMIC DEVELOPMENT	1,458,583	1,992,700	1,784,900	1,759,082

City of Evanston

NEIGHBORHOOD IMPROVEMENT (Fund #235)

Financial Summary

	2008-2009 Actual	2009-2010 Adopted Budget	2009-2010 Estimated Actual	2010-2011 Adopted Budget
Revenues:				
Taxes	40,000	-	40,000	40,000
Investment income	-	-	-	-
Total Revenues	40,000	-	40,000	40,000
Expenditures				
Program Expenses	71,107	-	45,000	50,000
	-	-	-	-
Total Expenditures	71,107	-	45,000	50,000
NET SURPLUS (DEFICIT)	(31,107)	-	(5,000)	(10,000)
Beginning Fund Balance	122,498	-	91,391	86,391
Ending Fund Balance	91,391	-	86,391	76,391
Unrestricted Portion of Fund Balance	51,391	-	51,391	51,391
Restricted Portion of Fund Balance	40,000	-	35,000	25,000

Description of Major Activities

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

City of Evanston
HOME (Fund #240)

Financial Summary

	2008-2009 Actual	2009-2010 Adopted Budget	2009-2010 Estimated Actual	2010-2011 Adopted Budget
Funds Provided				
Intergovernmental Revenue	527,825	510,000	575,009	575,009
Investment Income	13,122	9,000	36,000	9,000
Total Funds Provided	540,947	519,000	611,009	584,009
Expenditures				
Administration/Planning	-	76,500	51,000	51,000
CHDO Operating	-	-	25,500	25,500
Development Activities	221,446	408,200	671,500	465,700
Transfers to General Fund	34,300	34,300	34,300	34,300
Total Expenditures	255,746	519,000	782,300	576,500
NET SURPLUS (DEFICIT)	285,201	-	(171,291)	7,509
Beginning Fund Balance	3,089,250		3,374,451	3,203,160
Ending Fund Balance	3,374,451		3,203,160	3,210,669
Unrestricted Portion of Fund Balance	73,711		-	-
Restricted Portion of Fund Balance	3,300,740		3,203,160	3,210,669

Note: Restricted fund balance above consists of notes receivable for loans issued through the Home program.

Description of Major Activities

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

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

FY 2010-2011 Objectives

1. Finance the acquisition and rehabilitation of two vacant dwellings for affordable rental housing
2. Fund improvements to 32 special needs housing units
3. Fund six down-payment assistance forgivable loans (see Affordable Housing Fund for additional accomplishments)

	2008-2009 Actual	2009-2010 Actual	2010-2011 Projected
Ongoing Activity Measures			
Number of housing units acquired	10	0	2
Number of housing units rehabbed	10	10	32
Number of households helped with down-payment assistance	2	4	6
Number of Individuals receiving housing services	50	100	50

City of Evanston
Affordable Housing Fund (Fund #250)

Financial Summary

	2008-2009 Actual	2009-2010 Adopted Budget	2009-2010 Estimated Actual	2010-2011 Adopted Budget
Revenue By Source				
Interest on Investments	12,634	15,000	21,612	21,000
Demolition Taxes	60,000	60,000	-	10,000
Developer Contributions	75,000	350,000	325,000	150,000
Rehab Repayments		1,500	43,125	-
Misc.	22,265	5,000	-	-
Total Revenues	169,899	431,500	389,737	181,000
Expenditures				
Housing - Land	-	120,000	-	50,000
Housing - Buildings	-	150,000	-	-
Down Payment Assistance	-	-	150,000	200,000
Transfer to General Fund	24,000	24,000	24,000	24,000
Miscellaneous	44,395	112,000	27,000	48,000
Total Expenditures	68,395	406,000	201,000	322,000
Revenues Over/(Under) Expenditures	101,504	25,500	188,737	(141,000)
Beginning Fund Balance	2,010,302		2,111,806	2,300,543
Ending Fund Balance	2,111,806		2,300,543	2,159,543
Unrestricted Portion of Fund Balance	648,302		600,000	600,000
Restricted Portion of Fund Balance	1,463,504		1,700,543	1,559,543

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

Description of Major Activities

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

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

City of Evanston

Affordable Housing Fund (Fund #250)

FY 2010-2011 Objectives

1. Finance the acquisition or rehabilitation of three vacant dwellings for rental housing
2. Assist three Families In Transition projects
3. Fund housing counseling and foreclosure prevention initiatives
4. Fund ten down-payment assistance forgivable loans
5. Provide local match funds for Federal housing grants where appropriate
6. Fund a portion of four condominium seminars
7. Fund critical housing initiatives which are not eligible for Federal HOME funds
8. Fund consultant for Affordable Housing Comprehensive Plan

Ongoing Activity Measures	2008-2009 Actual	2009-2010 Actual	2010-2011 Projected
Number of FIT Households	2	3	3
Number of Housing Units Assisted	3		3
Number of Individuals receiving housing services	50	100	50

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimate	2010-2011 Approved
5465 AFFORDABLE HOUSING				
62490 OTHER PROGRAM COSTS	37,335			
62685 REIMB. GF FOR ADMIN. EXP	24,000	24,000	24,000	24,000
62770 MISCELLANEOUS		112,000	27,000	48,000
65505 LAND		120,000		50,000
65510 BUILDINGS		150,000	150,000	200,000
66061 FAMILIES IN TRANSITION	7,060			
5465 AFFORDABLE HOUSING	68,395	406,000	201,000	322,000

City of Evanston

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

Financial Summary

	2008-09 Actual	2009-2010 Adopted Budget	2009-2010 Estimated Actual	2010-2011 Adopted Budget
Revenues:				
Net Property Tax Increment	4,558,616	4,689,000	4,800,000	4,704,000
Interest Income	72,973	200,000	25,000	25,000
Total Revenue	4,631,589	4,889,000	4,825,000	4,729,000
Expenditures:				
Series 1997 (refunded by 1999 & 2008D) Principal	289,000	285,000	289,000	304,002
Series 1997 (refunded by 1999 & 2008D) Interest	120,229	149,328	120,229	111,762
Other Operating Expense	285	50,000	-	-
Paying Agent Fees on G.O. Bonds on GO Bonds	-	120,000	-	-
Capital Improvements	57,314		265,465	153,500
Contractual Services	-	-	-	79,000
Transfer to Parking Fund (for Sherman Garage debt)	5,300,000	2,600,050	2,600,050	3,385,900
Transfer to General Fund	151,900	151,866	151,866	325,000
Total Expenditures	5,918,728	3,356,244	3,426,610	4,359,164
Net Surplus (Deficit)	(1,287,139)	1,532,756	1,398,390	369,836
Beginning Fund Balance	5,614,876		4,327,737	5,726,127
Ending Fund Balance	4,327,737		5,726,127	6,095,963
Unrestricted Portion of Fund Balance	3,913,877		5,345,127	5,714,963
Restricted Portion of Fund Balance	413,860		381,000	381,000

Description of Major Activities

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

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

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

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

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

Financial Summary

	2008-09 Actual	2009-2010 Adopted Budget	2009-2010 Estimated Actual	2010-2011 Adopted Budget
Revenue By Source				
Net Property Taxes	451,801	440,976	437,906	431,812
Interest Income	351	600	100	100
Total Revenue	452,152	441,576	438,006	431,912
Expenditures				
Series 2002C Bonds Principal	305,000	305,000	305,000	325,000
Series 2002C Bonds Interest	128,312	128,313	128,313	113,062
General Management Support	-	500	-	-
Total Expenditures	433,312	433,813	433,313	438,062
Net Surplus (Deficit)	18,840	7,764	4,693	(6,150)
Beginning Fund Balance	13,992		32,832	37,525
Ending Fund Balance	32,832		37,525	31,375
Unrestricted Portion of Fund Balance	22,171		26,525	20,375
Restricted Portion of Fund Balance	10,661		11,000	11,000

Description of Major Activities

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

The City Council also approved a \$9,500,000 Downtown Public Works Improvement program for Area No. 5. The ordinances establishing the area authorized the issuance of up to \$5,000,000 Special Service Area bonds.

On June 21, 1995, \$3,060,000 of the Special Service Area bonds were sold and on July 9, 1996, the City sold another \$1,940,000 issue of special service bonds at public bid.

The City issued series 2002C bonds in October, 2002. Part of the proceeds were used to refund Series 1995 and Series 1996 SSA # 5 Property Tax Bonds.

City of Evanston

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

Financial Summary

	2008-09 Actual	2009-2010 Adopted Budget	2009-2010 Estimated Actual	2010-2011 Adopted Budget
Revenue By Source				
Net Property Tax Increment	1,230,915	1,322,000	1,252,000	1,252,000
Interest Income	<u>56,003</u>	<u>165,000</u>	<u>12,000</u>	<u>15,000</u>
Total Revenue	<u>1,286,918</u>	<u>1,487,000</u>	<u>1,264,000</u>	<u>1,267,000</u>
Expenditures				
1994 Bonds (refunded by 1999 and then 2008D bonds) Principal	65,912	65,000	65,912	64,787
1994 Bonds (refunded by 1999 and then 2008 D bonds) Interest	20,052	24,905	20,052	17,742
1996 Bonds (refunded by 1999 and then 2008D bonds) Principal	446,175	440,000	446,175	468,462
1996 Bonds (refunded by 1999 and then 2008D bonds) Interest	139,219	172,913	139,219	124,062
Other Expenses	-	-	-	-
Operating Transfer to General Fund	<u>141,600</u>	<u>141,588</u>	<u>141,588</u>	<u>141,600</u>
Total Expenditures	<u>812,958</u>	<u>844,406</u>	<u>812,946</u>	<u>816,653</u>
Net Surplus (Deficit)	<u>473,960</u>	<u>642,595</u>	<u>451,054</u>	<u>450,347</u>
Beginning Fund Balance	2,808,863		3,282,823	3,733,877
Ending Fund Balance	3,282,823		3,733,877	4,184,224
Unrestricted Portion of Fund Balance	2,611,823		3,062,877	3,513,224
Restricted Portion of Fund Balance	671,000		671,000	671,000

Description of Major Activities

The City Council adopted the Southwest II Tax Increment Finance (TIF) District – also called the Howard-Hartrey TIF – on April 27, 1992. The TIF District consists of a 23-acre site located at 2201 West Howard Street on the southwest corner of the City. The development consists of a shopping center with several large stores. The total project cost is estimated to be \$39,266,932, of which the City provided \$7,390,000 in land acquisition and public improvement costs.

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

City of Evanston

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

Financial Summary

	2008-2009 Actual	2009-2010 Adopted Budget	2009-2010 Estimated Actual	2010-2011 Adopted Budget
Revenue By Source				
Net Property Tax Increment	674,545	686,000	656,000	656,000
Interest Income	2,509	10,000	200	500
Total Revenue	\$ 677,054	\$ 696,000	\$ 656,200	\$ 656,500
Expenditures				
Contribution to Other Agencies	800,000	-	-	840,000
Operating Transfer to General Fund	24,100	24,122	24,122	24,100
Total Expenditures and Transfers	\$ 824,100	\$ 24,122	\$ 24,122	\$ 864,100
Net Surplus (Deficit)	\$ (147,046)	\$ 671,878	\$ 632,078	\$ (207,600)
Beginning Fund Balance	62,287		(84,759)	547,319
Ending Fund Balance	(84,759)		547,319	339,719
Unrestricted Portion of Fund Balance	(84,759)		547,319	339,719
Restricted Portion of Fund Balance	-		-	-

Description of Major Activities

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

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

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

City of Evanston

Debt Service Fund Budget Summary (Fund #320)

Financial Summary

	2008-09 Actual	2009-10 Adopted Budget	2009-10 Estimated Actual	2010-11 Adopted Budget
Revenue by Source				
Net Property Tax- Current	10,047,694	10,138,162	10,101,385	10,376,436
Net Property Tax- Prior Year	-	-	-	-
Capitalized Interest	838,619	300,000	-	68,188
Bond Proceeds/Premium/ Discounts	13,670,743	-	-	-
Misc Revenue	-	-	-	-
Interest Income	63,320	200,000	8,000	10,000
Transfer from Special Assessment Fund	328,944	311,606	311,606	317,659
Total Revenue	\$ 24,949,320	\$ 10,949,768	\$ 10,420,991	\$ 10,772,283
Expenditures				
Series 1999- Principal DSF (Debt Service Fund)	405,614	-	-	-
Series 1999- Interest DSF	72,727	-	-	-
Series 2000 - Principal DSF	195,000	-	-	-
Series 2000 - Interest DSF	209,472	-	-	-
Series 2002 C- Principal DSF	695,000	695,000	695,000	675,000
Series 2002 C- Interest DSF	206,488	206,488	206,488	171,737
Series 2003 - Principal DSF	580,000	580,000	580,000	-
Series 2003 - Interest DSF	4,550	4,550	4,550	-
Series 2003 B- Principal DSF	330,000	330,000	330,000	365,000
Series 2003 B- Interest DSF	114,872	114,873	114,873	104,560
Series 2004- Principal DSF	150,000	150,000	80,000	710,000
Series 2004- Interest DSF	594,726	594,725	559,400	559,400
Series 2004 B- Principal DSF	1,415,000	1,415,000	1,120,000	1,150,000
Series 2004 B- Interest DSF	357,788	357,788	214,881	185,824
Series 2005- Principal DSF	585,000	585,000	570,000	510,000
Series 2005- Interest DSF	781,876	781,875	761,450	741,500
Series 2006- Principal DSF	120,000	120,000	70,000	75,000
Series 2006- Interest DSF	476,898	476,898	460,348	457,583
Series 2006 B Bonds- Interest DSF	604,126	604,126	604,126	604,126
Series 2007 - Principal DSF	1,250,000	1,250,000	1,115,000	1,075,000
Series 2007 - Interest DSF	790,374	790,374	685,577	654,625
Series 2008A - Principal DSF	341,700	195,000	195,000	195,000
Series 2008A - Interest DSF	688,750	149,863	149,863	144,012
Series 2008C - Principal DSF	-	341,700	324,700	332,340
Series 2008C - Interest DSF	-	439,626	417,755	408,014
Series 2008D - Principal DSF	-	405,614	545,000	550,000
Series 2008D - Interest DSF	-	72,727	-	31,378
Series 2009- Estimated Interest/Principal DSF	-	300,000	-	-
Series 2010- Estimated Interest/Principal DSF	-	-	-	800,000
Series 2004- Principal SAF (Special Assessment Fund)	-	-	70,000	75,000
Series 2004- Interest SAF	-	-	35,350	30,450
Series 2005- Principal SAF	-	-	15,000	15,000
Series 2005- Interest SAF	-	-	20,425	19,900
Series 2006- Principal SAF	-	-	50,000	50,000
Series 2006- Interest SAF	-	-	16,550	14,575
Series 2007 - Principal SAF	-	-	30,000	30,000
Series 2007 - Interest SAF	-	-	39,119	37,919
Series 2008C - Principal SAF	-	-	17,000	17,400
Series 2008C - Interest SAF	-	-	21,872	21,362
General Management and Support	-	5,000	5,000	-
Transfer out -General Fund	-	500,000	500,000	-
Escrow Funding	13,839,563	-	-	-
Bond Issuance Costs	336,374	-	-	200,000
Fiscal Agent Fees	20,523	200,000	10,000	8,000
Total Expenditures	\$ 25,166,421	\$ 11,666,227	\$ 10,634,327	\$ 11,019,705
Net Surplus (Deficit)	\$ (217,101)	\$ (716,459)	\$ (213,336)	\$ (247,422)
Beginning Fund Balance	1,173,659	-	956,558	743,222
Ending Fund Balance	956,558	-	743,222	495,800
Unrestricted Portion of Fund Balance	956,558	-	743,222	495,800
Restricted Portion of Fund Balance	-	-	-	-

City of Evanston

Debt Service Fund Budget Summary (Fund #320)

Description of Major Activities

The property tax revenue for FY10/11 is on the accrual basis and represents the 2010 levy which will primarily be received in calendar year 2011 (FY11-12). The FY10/11 expenditures are budgeted on a cash basis and are the actual payments required to be made during the fiscal year according to debt maturity schedules.

City of Evanston

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

Financial Summary

	2008-09 Actual	2009-2010 Adopted Budget	2009-2010 Estimated Actual	2010-2011 Adopted Budget
Revenue By Source				
Net Property Tax Increment	9,207,938	9,843,000	8,700,000	N/A
Transfer in- Downtown II TIF Capital Project Fund	-	3,500,674	3,459,050	N/A
Interest Income	42,268	120,000	30,000	N/A
Total Revenue	9,250,206	13,463,674	12,189,050	-
Expenditures				
Series 2000C Principal	-	-	-	N/A
Series 2000C Interest	(55,361)	-	-	N/A
Paying Agent Fees	7,126	-	-	N/A
Contribution to Other Agency	-	820,000	820,000	N/A
General Management & Support	-	401,040	161,195	N/A
Final Year Projects	-	-	1,153,150	N/A
Close out Interfund Transfer			677,512	N/A
Transfer Out- General Fund	325,000	325,000	325,000	N/A
Transfer Out- Maple Garage Fund	4,600,000	-	-	N/A
Transfer Out- Sherman Garage	1,872,829	11,800,000	11,890,000	N/A
Total Expenditures	6,749,594	13,346,040	15,026,857	-
Net Surplus (Deficit)	2,500,612	117,634	(2,837,807)	-
Beginning Fund Balance	337,195		2,837,807	-
Ending Fund Balance	2,837,807		-	-
Unrestricted Portion of Fund Balance	2,837,807		-	-
Restricted Portion of Fund Balance	-		-	-

Description of Major Activities

In January 1985, the City Council adopted the Downtown II Tax Increment Financing (TIF) District consisting of 26 acres of contiguous land located in the northwest portion of the central business district of the City. Bonds were issued in 1986, 1992, 1996, and 1999. In June 2000, the City sold \$37.1 million in Series 2000 bonds, which were used to pay for redevelopment costs, construction of a senior center, and the construction of a parking garage.

FY 2010-11

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

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

Financial Summary

	2008-09 Actual	2009-2010 Adopted Budget	2009-2010 Estimated Actual	2010-2011 Adopted Budget
Revenue By Source				
Net Property Taxes	180,678	725,000	689,000	689,000
Interest Income	<u>2,462</u>	<u>10,000</u>	<u>400</u>	<u>500</u>
Total Revenue	<u>183,140</u>	<u>735,000</u>	<u>689,400</u>	<u>689,500</u>
Expenditures				
General Management Support	78,975	16,000	-	-
Transfer Out- General Fund	<u>120,400</u>	<u>120,395</u>	<u>120,395</u>	<u>120,400</u>
Total Expenditures	<u>199,375</u>	<u>136,395</u>	<u>120,395</u>	<u>120,400</u>
Net Surplus (Deficit)	<u>(16,235)</u>	<u>598,605</u>	<u>569,005</u>	<u>569,100</u>
Beginning Fund Balance	159,785		143,550	712,555
Ending Fund Balance	143,550		712,555	1,281,655
Unrestricted Portion of Fund Balance	143,550		712,555	1,281,655
Restricted Portion of Fund Balance	-		-	-

Description of Major Activities

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

Specific projects anticipated for 2010-11 include:

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

City of Evanston
West Evanston TIF (Fund #335)

Financial Summary

	2008-09 Actual	2009-10 Adopted Budget	2009-10 Estimated Actual	2010-11 Adopted Budget
Revenues:				
Net Property Taxes	372,641	438,482	315,000	315,000
Interest Income	108	5,000	500	500
Total Revenue	372,749	443,482	315,500	315,500
Expenditures:				
General Management & Support	-	75,000	-	-
Transfer to General Fund	-	-	-	25,000
Capital Projects	-	-	-	490,000
Total Expenditures	-	75,000	-	515,000
Net Surplus (Deficit)	372,749	368,482	315,500	(199,500)
Beginning Fund Balance	10,042		382,791	698,291
Ending Fund Balance	382,791		698,291	498,791
Unrestricted Portion of Fund Balance	382,791		382,791	382,791
Restricted Portion of Fund Balance	-		315,500	116,000

Description of Major Activities

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

Specific projects planned for 2010-11 include:

Specific Projects Planned for 2010-11 include:

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

City of Evanston
Capital Projects Fund (Fund #415)

Financial Summary

	2008-09 Actual	2009-2010 Adopted Budget	2009-2010 Estimated Actual	2010-2011 Adopted Budget
Revenue By Source				
Bond Proceeds	8,840,282	7,821,016	-	7,852,243
Installment Loan Proceeds	-	-	-	400,000
Grants	465,057	1,778,000	555,569	5,129,385
Private Contributions	64,378	450,000	33,105	450,000
Miscellaneous	-	-	-	-
Interest Income	293,789	500,000	35,000	50,000
Total Revenue	9,663,506	10,549,016	623,674	13,881,628
Expenditures				
Capital Outlay	10,085,584	19,875,054	6,784,544	16,331,628
Interfund Transfers Out	300,000	300,000	100,000	300,000
Total Expenditures	10,385,584	20,175,054	6,884,544	16,631,628
Net Surplus (Deficit)	(722,078)	(9,626,038)	(6,260,870)	(2,750,000)
Beginning Fund Balance			13,190,483	6,929,613
Ending Fund Balance	13,190,483		6,929,613	4,179,613
Unrestricted Portion of Fund Balance	13,190,483		6,929,613	4,179,613
Restricted Portion of Fund Balance	-		-	-

Description of Major Activities

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

In FY 2008-09 The Capital Improvements Report showed that approximately \$7.7 million in previously approved Capital Projects were not completed nor were these project funds encumbered with outstanding contracts/obligations. As such, this proposed budget includes the reauthorization of these funds for the 2009-10 year. No new debt or revenue will be raised for the completion of these projects, which will be funded from the original revenue sources raised in the year of their original approval.

For 2010-11, all projects will be re-authorized by the City Council with the adopted budget. This includes all projects with current contracts in place. Because the City did not issue debt in 2009-10 for new projects, the debt issue needed to continue projects at previous levels will be over \$15 million, which will create a tax levy of over \$1.1 million per year.

City of Evanston
Special Assessment (Fund #420)

Financial Summary

	2008-09 Actual	2009-2010 Adopted Budget	2009-2010 Estimated Actual	2010-2011 Adopted Budget
Revenue By Source				
Special Assessments Collected	516,169	700,000	550,000	550,000
Bond Proceeds	514,602	-	-	-
Grant Proceeds	-	-	-	-
Investment Income	61,040	150,000	25,000	25,000
Total Revenue	1,091,811	850,000	575,000	575,000
Expenditures				
Transfer to Debt Service Fund	328,944	311,606	311,606	317,659
Alley Paving Costs	-	1,700,000	630,000	480,000
General Management Support	-	30,000	-	-
Other Costs	3,393	-	-	-
Total Expenditures	332,337	2,041,606	941,606	797,659
Net Surplus (Deficit)	759,474	(1,191,606)	(366,606)	(222,659)
Beginning Fund Balance	3,729,314		4,488,788	4,122,182
Ending Fund Balance	4,488,788		4,122,182	3,899,523
Unrestricted Portion of Fund Balance	4,162,677		3,804,182	3,586,523
Restricted Portion of Fund Balance	326,111		318,000	313,000

Description of Major Activities

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

City of Evanston
Parking Fund Summary (Fund #505)

Total Full-Time Equivalent Positions:		
Employee Status Description	Job Type Description	2010-2011 Position FTE
Parking System Management		
Full-Time Regular	Parking Manager	1.00
Full-Time Regular	Parking Facilities Supervisor	1.00
Full-Time Regular	Parking System Supervisor	1.00
Full-Time Regular	Parking Operations Clerk	3.00
Full-Time Regular	Traffic Engineering Technician	0.50
7005 Total		6.50
Parking Lots & Meters		
Full-Time Regular	Parking Repair Worker	3.00
Full-Time Regular	Public Works Crew Leader	1.00
Full-Time Regular	Public Works Maint. Worker II	4.00
7015 Total		8.00
Maple Garage		
Full-Time Regular	Public Works Maint. Worker II	1.00
7037 Total		1.00
Parking System Fund Total		15.50

Financial Summary

	2008-2009 Actual	2009-2010 Adopted Budget	2009-2010 Estimated Actual	2010-2011 Adopted Budget
Operating Revenue				
Parking Lots & Meters Operations	3,078,969	3,051,500	2,826,500	2,832,000
Church Street Garage Operations	731,382	780,000	800,000	810,000
Maple Avenue Garage Operations	1,451,066	1,392,500	1,342,000	1,367,000
Maple Avenue Garage Interfund Transfers-In	5,250,000	-	-	-
Sherman Avenue Garage Operations	1,702,591	1,922,000	1,558,000	1,598,000
Transfer In- Washington National TIF	7,172,829	14,400,050	14,400,050	3,385,900
Interfund Transfer- Downtown II TIF Dissolution	-	-	700,000	-
Interest Income	290,405	255,000	34,900	34,900
Reserve for Future Repairs/Replacement	1,973,162	1,297,800	1,298,000	2,044,000
Total Revenue	21,650,404	23,098,850	22,959,450	12,071,800
Operating Expenses				
7005 - Parking System Administration	829,199	655,200	652,575	661,407
7015 - Parking Lots and Meters	732,653	999,900	922,490	971,743
7025 - Church Street Self Park	538,987	617,100	562,700	800,100
7030 - Church Street Debt Payments	58,656	838,800	838,800	159,700
7036 - Sherman Avenue Garage	4,205,333	16,319,500	16,132,300	5,878,900
7037 - Maple Avenue Garage	2,531,260	1,552,200	1,373,046	1,920,991
7050 - Interfund Transfers Out	777,500	777,500	777,500	964,276
Total Expenditures	9,673,588	21,760,200	21,259,411	11,357,117
Net Surplus (Deficit)	11,976,816	1,338,650	1,700,039	714,683
Beginning Fund Balance	1,737,554		13,714,370	15,414,409
Ending Fund Balance	13,714,370		15,414,409	16,129,092
Unrestricted Portion of Fund Balance	12,014,370		13,714,370	13,714,370
Restricted Portion of Fund Balance	1,700,000		1,700,039	2,414,722

City of Evanston
Parking Fund Summary (Fund #505)

	2008-2009 Actual	2009-2010 Adopted Budget	2009-2010 Estimated Actual	2010-2011 Adopted Budget
7015 Parking Meter Activities	688,734	999,900	922,490	927,743
7015 Parking Meter Depreciation	43,919	-	-	44,000
SUBTOTAL	<u>732,653</u>	<u>999,900</u>	<u>922,490</u>	<u>971,743</u>
Church Garage Expenditure Detail:				
7025 Church Garage Activities	366,846	617,100	562,700	584,100
7025 Reserve (Depreciation)	172,141	-	-	216,000
SUBTOTAL	<u>538,987</u>	<u>617,100</u>	<u>562,700</u>	<u>800,100</u>
Sherman Garage Expenditure Detail:				
7036 Sherman Garage Activities	1,441,716	1,583,500	1,396,300	1,425,000
7036 Transfer to General Fund	42,000	42,000	42,000	-
7036 Debt Service Payments	1,698,445	13,644,000	13,644,000	3,403,900
7036 Reserve (Depreciation)	1,023,172	1,050,000	1,050,000	1,050,000
SUBTOTAL	<u>4,205,333</u>	<u>16,319,500</u>	<u>16,132,300</u>	<u>5,878,900</u>
Maple Garage Expenditure Detail:				
7037 Maple Garage Activities	1,174,134	1,304,400	1,125,046	1,186,991
7037 Tax Rebate Agreement	548,326	-	-	-
7037 Debt Service Payments	74,870	-	-	-
7037 Reserve (Depreciation)	733,930	247,800	248,000	734,000
SUBTOTAL	<u>2,531,260</u>	<u>1,552,200</u>	<u>1,373,046</u>	<u>1,920,991</u>

Notes for Financial Summary

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

Performance Report on FY 2009-2010 Major Program Objectives

This year's focus was on continued development of a preventive maintenance program for the three parking garages. Part of the process included a condition assessment of the three (3) downtown parking garages. There were no increases in meter rates in outlying or downtown business areas and of the monthly garage parking pass. The 2007 investigation of multi-space metering equipment has led to the installation of one device in Lot #60 and a second meter in Lot #14 in March 2009. A pilot program to evaluate a better lighting system for the Church Street Self Park was continued using fluorescent technology on the second level. Also, staff worked on the development of a reduced monthly rate plan for the top floor of the Sherman Avenue Self Park and the development of a premium monthly rate pass which will allow access to all three (3) downtown parking garages. The lighting in the Maple Avenue Self Park was retrofitted with fluorescent technology along with repairs within the structure and improvements of the façade. A pilot program was instituted using IPS single-space on-street meter technology which accepts credit cards as well as coin.

2010-2011 Department Initiatives

1. Continue to work with large and small development projects to provide parking and encourage use of the garages for employee parking.
2. Continue improving the appearance inside garages through newer lighting technologies (fluorescent) for the Church Street Self Park.
3. Implement new on-street payment technology to allow payment of meter parking by credit card.

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimate	2010-2011 Approved
7005 PARKING SYSTEMS				
61010 REGULAR PAY	743,654	921,500	851,600	899,438
61055 TEMPORARY EMPLOYEES	2,657			
61060 SEASONAL EMPLOYEES	755	16,300	9,000	11,000
61110 OVERTIME PAY	15,568	12,500	9,200	18,700
61210 LONGEVITY	10,672	11,600	11,600	13,400
61410 SHIFT DIFFERENTIAL	22			
61415 TERMINATION PAYOUTS	15,522			
61420 ANNUAL SICK LEAVE PAYOUT	1,022			
61430 OTHER PAYOUTS	592			
61447 OPEB EXPENSES	315			
61510 HEALTH INSURANCE	140,200	164,000	164,100	179,403
61615 LIFE INSURANCE	1,500	1,500	1,500	1,500
61630 SHOE ALLOWANCE	1,363	1,300	585	500
61710 IMRF	61,104	78,700	73,100	115,100
61725 SOCIAL SECURITY	49,049	59,000	54,700	60,800
61730 MEDICARE	11,471	13,800	12,800	14,200
62135 ARCHITECTURAL SERVICES		60,000	60,000	
62210 PRINTING	18	100	80	100
62225 BLDG MAINTENANCE SERVICES	16,747	32,900	18,200	11,000
62230 IMPROVEMENT MAINT. SERVICE	20,912	115,000	90,000	115,000
62235 OFFICE EQUIPMENT MAINT		100	100	100
62245 OTHER EQMT MAINTENANCE	94,942	35,000	2,500	5,500
62275 POSTAGE CHARGEBACKS	2,107	2,200	2,000	2,200
62295 TRAINING & TRAVEL	2,192	4,500	3,000	4,000
62305 RENTAL OF AUTO-FLEET MAINTEN.	99,206	111,800	111,800	22,000
62309 RENTAL OF AUTO REPLACEMENT				7,700
62350 FISCAL AGENT SERVICES	31,975	150,000		
62360 MEMBERSHIP DUES	630	900	900	900
62375 RENTALS	64,694	119,900	80,700	90,000
62380 COPY MACHINE CHARGES	275	500	500	200
62400 CONTRACT SVC-PARK GARAGE	2,159,154	2,126,600	1,976,000	2,061,000
62425 ELEVATOR CONTRACT COSTS	89,623	102,500	99,500	103,000
62431 ARMORED CAR SERVICES	62,028	58,000	58,000	52,500
62509 SERVICE AGREEMENTS/CONTRACTS		185,900	183,800	206,700
62635 OTHER INSURANCE		42,000	42,000	42,000
62655 LEASE PAYMENTS	5,000			
62660 BUSI.ATTRACTIONS/EXPANSION	631,126	100,000	90,000	100,000
62685 REIMB. GF FOR ADMIN. EXP	602,500	602,500	602,500	644,500
62705 BANK SERVICE CHARGES	76,711	56,000	56,000	58,000
62715 AMORT.& BOND COSTS	(82,556)			
62721 ESCROW FUNDING	(276,693)			
64005 ELECTRICITY	511,764	450,500	474,500	439,500
64015 NATURAL GAS	907	1,000	1,000	1,000
64505 TELECOMMUNICATIONS - CARRIER L	54,430	64,000	63,000	61,000
64540 TELECOMMUNICATIONS - WIRELESS	7,265	5,800	5,800	5,800
65005 AGRI/BOTANICAL SUPPLIES	4,495	10,000	6,000	6,500
65020 CLOTHING	311	1,000	600	1,000
65040 JANITORIAL SUPPLIES	1,354	1,000	1,000	1,000
65045 LICENSING/REGULATORY SUPP	3,704	5,000	5,000	5,000
65050 BLDG MAINTENANCE MATERIAL	16,250	6,400	10,946	34,100
65070 OFFICE/OTHER EQT MTN MATL	38,566	10,000	10,000	14,000
65085 MINOR EQUIPMENT & TOOLS	1,409	1,000	800	1,000
65095 OFFICE SUPPLIES	1,577	1,300	1,500	1,500
66131 TRANSFER TO GENERAL FUND	42,000	42,000	42,000	
66132 TRANSFER TO GF-INSURANCE	175,000	175,000	175,000	319,776

	2008-2009	2009-2010	2009-2010	2010-2011
	Actual	Budget	Estimate	Approved
68010 DEPRECIATION EXPENSE	1,973,162	1,297,800	1,298,000	2,044,000
68205 CONTINGENCIES	16,390	19,000	15,700	17,900
68305 DEBT SERVICE	2,168,947	14,482,800	14,482,800	3,563,600
7005 PARKING SYSTEMS	9,673,588	21,760,200	21,259,411	11,357,117

City of Evanston

Water Fund Financial Summary (Fund #510 - 513)

Total Full-Time Equivalent Positions:		
Employee Status Description	Position Description	2010-2011 Position FTE
Water Fund		
Full-Time Regular	Director of Utilities	1.00
Full-Time Regular	Executive Secretary	1.00
Full-Time Regular	Assistant Superintendent, Construction & Field Services	1.00
Full-Time Regular	Assistant Superintendent, Water Production	1.00
Full-Time Regular	Division Chief, Pumping	1.00
Full-Time Regular	Water/Sewer Mechanic (6 @ 1 FTE)	6.00
Full-Time Regular	Water Maintenance Supervisor (2 @ 1 FTE)	2.00
Full-Time Regular	Water Worker II (4 @ 1 FTE)	4.00
Full-Time Regular	Water Plant Operator (10 @ 1 FTE)	10.00
Full-Time Regular	Chemist	1.00
Full-Time Regular	Division Chief, Filtration	1.00
Full-Time Regular	Microbiologist	1.00
Full-Time Regular	Water Worker I (3 @ 1 FTE)	3.00
Part-Time Regular	Plumbing Inspector	0.50
Full-Time Regular	Division Chief, Distribution	0.50
Full-Time Regular	Water Service Worker (2 @ 1 FTE)	2.00
Full-Time Regular	Water/Sewer Crew Leader (3 @ 1 FTE)	3.00
Full-Time Regular	Water Distribution Supervisor	1.00
Full-Time Regular	Facilities Maintenance Worker/Custodian I	1.00
Full-Time Regular	Meter Service Coordinator	1.00
Full-Time Regular	Water Billing Clerk	1.00
7100 Total		43.00
Water Fund Total		43.00

Financial Summary

	2008-2009 Actual	2009-2010 Adopted Budget	2009-2010 Estimated Actual	2010-2011 Adopted Budget
Operating Revenues				
Evanston	5,698,960	5,675,000	5,651,300	5,675,000
Skokie	2,689,305	2,803,000	2,591,000	2,690,000
Northwest Commission	4,820,075	3,727,000	4,000,000	4,100,000
Investment Earnings	193,547	100,000	4,000	12,000
Debt Proceeds	-	5,806,000	-	3,500,000
Debt Proceeds (zero interest)			931,712	531,335
Fees and Merchandise Sales	154,479	70,000	45,000	50,000
Fees and Outside Work	156,678	80,000	80,000	80,000
Grants			455,341	510,246
Phosphate Sales	35,509	33,500	55,000	60,000
Property Sales and Rentals	64,651	169,700	169,630	184,200
Misc Revenue	65,539	63,000	63,000	63,000
Total Revenue	13,878,743	18,527,200	14,045,983	17,455,781
Operating Expenses				
General Support	702,692	755,700	713,665	788,521
Pumping	2,380,075	2,494,100	2,298,055	2,655,827
Filtration	1,944,712	2,387,800	2,359,890	2,492,978
Distribution	1,270,249	1,513,800	1,430,247	1,384,891
Meter Maintenance	341,754	349,600	356,290	356,611
Other Operating Expenses	853,282	1,036,600	972,245	239,800
Debt Service	107,987	966,600	616,556	657,560
Capital Outlay	400,526	6,245,000	24,200	155,000
Capital Improvement		-	4,150,606	7,600,581
Depreciation	1,417,334	-	-	-

City of Evanston

Water Fund Financial Summary (Fund #510 - 513)

	2008-2009 Actual	2009-2010 Adopted Budget	2009-2010 Estimated Actual	2010-2011 Adopted Budget
Interfund Transfers Out- General Fund	2,778,600	2,778,600	2,778,600	3,286,800
Interfund Transfers Out- Insurance Fund	-	-	-	468,492
Total Expense	12,197,211	18,527,800	15,700,354	20,087,061
Net Surplus (Deficit)	1,681,532	(600)	(1,654,371)	(2,631,280)
Beginning Unrestricted Fund Balance	6,454,751		8,136,283	6,481,912
Ending Unrestricted Fund Balance	8,136,283		6,481,912	3,850,632

Revenue Projections

Revenues from the sale of water are projected to meet budget estimates. The projected revenue compared to budget estimate for Evanston residents is within one percent. Revenue projected from Skokie is down approximately eight percent, but is offset by the revenue projected from the Northwest Water Commission which is up approximately seven percent. The Northwest Water Commission actually purchased less water than anticipated, but revenues have increased by approximately \$350,000 due to the modification of the contract which now stipulates that the Evanston Water Utility utilize the original Appendix E rate calculation. This format allows for charging a fair rate of return on rate base as well as a charge for asset depreciation in addition to a quantity rate.

Notes for Financial Summary

The Water Division deferred the implementation of three major capital projects which also deferred the need to sell water bonds to fund these projects. The Water Division was successful in obtaining grant funding (ARRA, Build Illinois, ICECF and EECBG) totaling \$965,587 and zero percent IEP/ARRA loan funding totaling \$1,463,047.

Performance Report on FY 2009-2010 Major Program Objectives

During FY 2009-2010, the Water Division continued to work on a number of capital improvement projects as well as the continued maintenance and operations of the facilities.

The Administration Section implemented the workforce development program. Two Evanston residents were hired and began the job training program. Interns were hired to work with the maintenance staff as well as on the Water & Sewer Division's GIS/Cityworks application. Several current employees participated in the mentorship program to develop skills that will make them more promotable within the Division. The Administration staff worked on the grant and loan applications and provided oversight on several capital improvement projects.

The Pumping Section was actively involved in all phases of the 54-inch intake anchor ice control system, from the design and engineering to the installation and operation of this ARRA funded project. The system was installed in the fall/early winter of 2009 and should provide the Water Utility with additional protection against intake icing. The Division was also responsible for the inspection and repair of High Lift Pumping Unit #2 and #9 which helps supply finished and treated water to Evanston and their wholesale customers. Staff was also responsible for the oversight and management of the tuckpointing of the Pumping Station structure. In addition, Pumping Division staff also supervised the asbestos removal and remediation in the garage level of the Service Building.

The Filtration Section completed the required work on the expansion and upgrade of the workshop that was part of the Water Plant Improvement project. Staff also assisted in the collection and analysis of data regarding conventional sand/anthracite filtration versus membrane filtration in terms of what would be necessary to expand the plant to supply additional wholesale customers. The Division also finalized the research and established specifications regarding the purchase of 24 filter turbidimeters. These units measure turbidity (suspended material) throughout the treatment process and turbidity is a primary regulatory compliance parameter for the facility. The staff also received grant funding from an Illinois Department of Commerce energy grant to replace the lighting on all levels of the Filtration sections of the plant. This replacement program utilized eco-friendly CFC bulbs and will also provide significant electric cost savings.

Distribution Section staff has been extremely busy making the needed repairs and replacements in advance of this year's extremely aggressive street resurfacing program. The section also participated in a pilot unidirectional flushing of water mains to scour sediment and debris from the distribution system. The section also performed C-factor or roughness testing of several water mains to determine the carrying capacity of the water mains.

City of Evanston

Water Fund Financial Summary (Fund #510 - 513)

The Meter Section, beginning in September of 2008 and ending in December of 2009 was responsible for much of the set up, installation and implementation of the new AQUAS (A Quality Utility Account System) installation. This new system replaced the billing software that was installed in 1995 and will allow the Division much more flexibility in terms of all aspects of the metering and billing process. A comprehensive meter division work order system as well as a new internet billing system was also a part of this process. In addition, staff continued to maintain and upgrade the Automated Meter Reading (AMR) system originally installed in 2001-2002.

2010-2011 Department Initiatives

1. The Water Division continues to strive to be a leader in public drinking water industry by providing high quality water to over 350,000 customers. Our number one objective is to continue vigilantly monitoring the quality and quantity of water provided.
2. To assure the quality of the potable water supply by completing major treatment plant improvements including the replacement of the Supervisory Control And Data Acquisition (SCADA) system and rehabilitate/renovate the 1963 filters.
3. Develop and implement a strategy to expand Evanston's wholesale water customer base.
4. To work with the Public Works Divisions to coordinate capital improvement projects .

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimate	2010-2011 Approved
7100 WATER DEPARTMENT				
61010 REGULAR PAY	2,682,099	2,946,200	2,850,300	2,809,964
61055 TEMPORARY EMPLOYEES	62,480			
61060 SEASONAL EMPLOYEES	24,082	19,600	19,640	20,500
61071 INTERNSHIP PROGRAM	3,176	12,500	9,800	12,500
61072 JOB TRAINING PROGRAM		62,400	54,100	62,400
61110 OVERTIME PAY	87,736	112,300	123,200	114,300
61210 LONGEVITY	42,779	44,300	42,900	42,900
61410 SHIFT DIFFERENTIAL	14,683			
61415 TERMINATION PAYOUTS	67,614			
61420 ANNUAL SICK LEAVE PAYOUT	14,236			
61447 OPEB EXPENSES	1,382			
61510 HEALTH INSURANCE	415,600	454,600	454,600	497,564
61615 LIFE INSURANCE	4,400	4,400	4,400	4,400
61625 AUTO ALLOWANCE	1,800	1,800	1,800	1,800
61630 SHOE ALLOWANCE	5,135	5,100	4,967	5,000
61710 IMRF	221,865	261,600	252,700	366,100
61725 SOCIAL SECURITY	181,631	196,700	195,400	192,400
61730 MEDICARE	42,733	46,000	44,500	44,900
62180 STUDIES	9,688	105,000	75,000	157,000
62210 PRINTING	4,946	7,100	7,000	7,200
62225 BLDG MAINTENANCE SERVICES	300	3,500	2,500	3,500
62230 IMPROVEMENT MAINT SERVICE	34,012	59,000	44,500	62,500
62235 OFFICE EQUIPMENT MAINT		1,900	600	1,900
62245 OTHER EQMT MAINTENANCE	29,221	53,300	42,000	38,500
62273 LIEN FILING FEES				1,500
62275 POSTAGE CHARGEBACKS	3,417	3,000	3,000	3,000
62295 TRAINING & TRAVEL	17,651	25,700	17,700	26,900
62305 RENTAL OF AUTO-FLEET MAINTEN.	331,200	331,200	331,200	122,800
62309 RENTAL OF AUTO REPLACEMENT				72,300
62315 POSTAGE	24,695	20,700	20,700	21,700
62340 COMPUTER LICENSE & SUPPORT	25,840	59,800	53,245	63,400
62341 INTERNET SOLUTION PROVIDERS	1,530	1,600	1,600	
62360 MEMBERSHIP DUES	5,593	6,400	6,555	6,500
62380 COPY MACHINE CHARGES	21	100	100	1,900
62381 COPY MACHINE LEASES		4,200	100	2,000
62415 DEBRIS/REMOVAL CONTRACTUAL	9,778	50,000	40,000	50,000
62420 MWRD FEES	296,689	454,200	454,165	473,100
62455 WTR/SWR BILL PRINT AND MAIL	7,662	15,000	13,000	9,200
62460 WTR/SWR BILL EPAYMENT CONTRACT	2,433	3,000	2,200	15,000
62463 WATER MAINTENANCE CONTRACTS		1,000		1,000
62465 OUTSIDE LABARATORY COSTS	17,196	20,400	10,400	18,000
62615 INSURANCE PREMIUM	96			
62680 TRANSFER TO GF-DATA	90,700	90,700	90,700	
62685 REIMB. GF FOR ADMIN. EXP	484,000	484,000	484,000	
62705 BANK SERVICE CHARGES	27,474			
62715 AMORT.& BOND COSTS	(1,129)			
62730 GAIN/LOSS SALE FIXED ASST	27,898			
64005 ELECTRICITY	1,055,350	1,185,000	995,000	1,285,000
64015 NATURAL GAS	199,241	146,500	146,500	186,500
64505 TELECOMMUNICATIONS - CARRIER L	8,442	7,800	7,300	9,400
64540 TELECOMMUNICATIONS - WIRELESS	17,424	15,900	14,420	15,400
65005 AGRI/BOTANICAL SUPPLIES	799	1,000	1,000	1,000
65010 BOOKS, PUBLICATIONS, MAPS	7,390	7,300	7,300	7,300
65015 CHEMICALS	286,093	468,000	468,000	505,000
65020 CLOTHING	2,844	8,400	4,600	8,400

	2008-2009	2009-2010	2009-2010	2010-2011
	Actual	Budget	Estimate	Approved
65030 PHOSPHATE CHEMICALS	63,086	61,000	106,500	108,000
65035 PETROLEUM PRODUCTS	10,950	15,500	13,500	15,500
65040 JANITORIAL SUPPLIES	4,076	5,600	5,600	6,100
65050 BLDG MAINTENANCE MATERIAL	10,306	8,200	8,200	8,200
65051 MATERIALS- STREETS DIVISION	9,416	27,600	27,600	27,600
65055 MATER. TO MAINT. IMP.	89,529	150,000	140,800	150,000
65070 OFFICE/OTHER EQT MAINT MATERIALS	164,423	163,800	153,800	163,800
65075 MEDICAL & LAB SUPPLIES	17,283	20,000	19,000	20,000
65080 MERCHANDISE FOR RESALE	18,546	70,000	45,000	50,000
65085 MINOR EQUIPMENT & TOOLS	2,070	7,100	7,100	7,100
65090 SAFETY EQUIPMENT	3,071	3,700	3,700	3,700
65095 OFFICE SUPPLIES	6,345	5,500	5,500	5,500
65105 PHOTO/DRAFTING SUPPLIES	300	500	500	500
65515 OTHER IMPROVEMENTS	4,594		2,939,776	4,317,581
65555 PERSONAL COMPUTER EQUIPMENT	5,070	1,600		
65702 WATER GENERAL PLANT	118,166	6,243,400	1,075,030	3,238,000
65703 WATER PUMPING PLANT			160,000	200,000
66020 TRANSFERS TO OTHER FUNDS	2,616,300	2,616,300	2,616,300	3,755,292
66132 TRANSFER TO GF-INSURANCE	140,400	140,400	140,400	
66138 TRAN TO GF- PUB.WORKS SUPPORT	18,500	18,500	18,500	
66139 TRAN TO GF - WORKERS COMP.	31,000	31,000	31,000	
66140 TRANSFER TO GF- OPERATING CASH	162,300	162,300	162,300	
68010 DEPRECIATION EXPENSE	1,417,334			
68205 CONTINGENCIES	852	1,000	1,000	1,000
68305 DEBT SERVICE - PRINCIPAL	381,369	966,600	616,556	657,560
7100 WATER DEPARTMENT	12,197,211	18,527,800	15,700,354	20,087,061

City of Evanston
Sewer Fund Summary (Fund #515)

Total Full-Time Equivalent Positions:		
Employee Status Description	Position Description	2010-2011 Position FTE
Sewer Fund		
Full-Time Regular	Division Chief, Distribution	0.50
Full-Time Regular	Civil Engineer III	1.00
Full-Time Regular	Engineering Associate II	2.00
Part-Time Regular	Plumbing Inspector	0.50
Full-Time Regular	Water Worker I	2.00
Full-Time Regular	Water Worker II	3.00
Full-Time Regular	Water/Sewer Crew Leader	4.00
Full-Time Regular	Sewer Supervisor	1.00
Total		14.00
Sewer Fund Total		14.00

Financial Summary

	2008-2009 Actual	2009-2010 Adopted Budget	2009-2010 Estimated Actual	2010-2011 Adopted Budget
Operating Revenues				
Operations	13,998,122	14,238,968	14,272,000	14,284,000
Debt Proceeds	-	452,400	348,377	-
Investment Earnings	121,612	150,000	20,000	4,000
Miscellaneous	25,835	25,000	-	-
Total Revenue	14,145,569	14,866,368	14,640,377	14,288,000
Operating Expenses				
Sewer Operations	1,314,234	1,889,600	1,716,653	1,972,921
Other Operating Expenses	265,801	315,600	313,104	53,100
Interfund Transfers Out (excluding Fleet)	-	-	-	536,203
Capital Outlay	-	33,000	28,800	30,000
Capital Improvement Account	206,684	1,575,200	856,000	700,000
Depreciation	3,033,718	-	-	-
Debt Service	3,905,189	14,054,700	14,054,700	14,215,356
Total Expenses	8,725,626	17,868,100	16,969,257	17,507,580
Net Surplus (Deficit)	5,419,943	(3,001,732)	(2,328,880)	(3,219,580)
Beginning Unrestricted Fund Balance	315,621		5,735,564	3,406,684
Ending Unrestricted Fund Balance	5,735,564		3,406,684	187,104

City of Evanston

Sewer Fund Summary (Fund #515)

Notes for Financial Summary

Sewer Fund revenues are forecasted to meet the estimated budget revenue for FY 09/10.

Revenue Projections

Revenue projections for FY 10/11 are estimated to remain consistent with the previous year projection.

Performance Report on FY 2009-2010 Major Program Objectives

During FY 09/10 the last construction project of the Long Range Sewer Improvement Program was completed. Capital Improvements were limited to replacing or rehabilitating sewers on streets being resurfaced.

The Sewer Division crews are performing all of the preventative maintenance cleaning of the sewer system performing this work in one-third of the City annually. During FY 09/10 the crews cleaned over 2,800 drainage structures and flushed over 25,000 feet of sewer pipe. The Division continues to replace or repair deteriorated drainage structures and manholes as well as repairing collapsing sewer mains. The crews also performed all of the Closed Circuit TV inspection of the sewers under streets proposed to be resurfaced in 2010 in order to determine the repairs needed prior to the paving of the street.

2010-2011 Department Initiatives

1. In 2010-11, the Sewer Division will continue to coordinate the repair of sewer mains in advance of the street resurfacing program.
2. In 2010-11, the Sewer Division will continue to provide the preventative maintenance cleaning and inspection of sewer mains and drainage structures.
3. The Sewer Division will also perform the inspection of combined and storm sewer outfalls in accordance with IEPA requirements.

2010-11 Sewer Debt Service

<u>Loan/Bond Description</u>	<u>FY 2010-11</u>
S03 L17-0649	\$ 245,346.00
S06/S13 L17-0650	\$ 1,133,106.00
Main St. L17-0851	\$ 105,008.00
P-III Contract A L17-0930	\$ 153,112.00
P-III Contract B L17-0951	\$ 634,794.00
P-IV Contract A L17-0889	\$ 542,998.00
P-IV Contract B L17-0966	\$ 100,016.00
P-IV Contract C L17-0967	\$ 301,552.00
P-IV Contract D L17-0968	\$ 259,924.00
P-V Contract A L17-0890	\$ 342,348.00
P-V Contract B L17-1067	\$ 280,620.00
P-V & P-VII C L17-1068	\$ 545,202.00
P-VI Contract A L17-0891	\$ 1,195,206.00
P-VI Contract C L17-1129	\$ 329,568.00
P-VII Contract A L17-0892	\$ 401,678.00
P-VII Contract B,D,F L17-1130	\$ 360,906.00
P-VII Contract E L17-1069	\$ 132,000.00
P-VII Contract G L17-1126	\$ 153,734.00
P-VII Contract H L17-1192	\$ 181,070.00
P-VIII Contract A L17-0893	\$ 615,272.00
P-VIII Contract B L17-1193	\$ 257,056.00
P-IX Contract A L17-0894	\$ 331,392.00
P-X Contract A L17-0895	\$ 583,896.00
P-X Contract B L17-1452	\$ 441,578.00
BS82 Contract 1 L17-2471	\$ 692,543.00
BS82 Contract 2 L17-2736	\$ 411,720.00
Subtotal IEPA/Loans	\$ 10,731,645.00
1992 GO Bonds	\$ 1,979,013.00
1994 GO Bonds	\$ 1,072,588.00
1998 GO Bonds	\$ 242,210.00
2008C GO Bonds	\$ 189,900.00
Subtotal G.O.Bonds	\$ 3,483,711.00
TOTAL SEWER FUND DEBT SERVICE	\$ 14,215,356.00

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimate	2010-2011 Approved
7400 SEWER DEPARTMENT				
61010 REGULAR PAY	741,398	841,600	775,000	821,223
61055 TEMPORARY EMPLOYEES	8,544			
61060 SEASONAL EMPLOYEES	3,230	4,800	4,800	4,800
61110 OVERTIME PAY	24,900	27,600	20,000	27,600
61210 LONGEVITY	11,329	8,700	11,000	9,000
61410 SHIFT DIFFERENTIAL	133			
61420 ANNUAL SICK LEAVE PAYOUT	2,605			
61447 OPEB EXPENSES	296			
61510 HEALTH INSURANCE	135,300	148,000	148,000	161,998
61615 LIFE INSURANCE	1,200	1,200	1,200	1,200
61630 SHOE ALLOWANCE	1,755	1,800	1,673	1,400
61710 IMRF	58,317	72,300	63,000	105,700
61725 SOCIAL SECURITY	47,209	54,100	49,000	55,500
61730 MEDICARE	11,041	12,700	11,000	13,000
62110 AUDITING		2,500		
62180 STUDIES	19,948			30,000
62185 OTHER CONSULTING SERVICES	(10,260)			
62230 IMPROVEMENT MAINT SERVICE		18,000	13,000	18,000
62245 OTHER EQMT MAINTENANCE	3,385	6,000	6,000	6,000
62295 TRAINING & TRAVEL	3,379	5,600	5,600	5,600
62305 RENTAL OF AUTO-FLEET MAINTEN.	258,600	258,600	258,600	177,800
62309 RENTAL OF AUTO REPLACEMENT				127,700
62315 POSTAGE	7,433	18,200	18,200	19,100
62340 COMPUTER LICENSE & SUPPORT		2,100	2,100	2,100
62415 DEBRIS/REMOVAL CONTRACTUAL	30,473	50,000	40,000	50,000
62421 NPDES FEES - SEWER	21,000	21,000	21,004	21,000
62455 WTR/SWR BILL PRINT AND MAIL	13,741	15,000	12,000	9,200
62460 WTR/SWR BILL EPAYMENT CONTRACT	1,921	3,000	2,000	15,000
62461 SEWER MAINTENANCE CONTRACTS	229,590	465,000	403,600	465,000
62680 TRANSFER TO GF-DATA	69,700	69,700	69,700	
62685 REIMB. GF FOR ADMIN. EXP	72,500	72,500	72,500	
62715 AMORT.& BOND COSTS	14,159			
62721 ESCROW FUNDING	(378,862)			
64540 TELECOMMUNICATIONS - WIRELESS	5,850	6,900	5,480	6,300
65015 CHEMICALS	3,389	2,000	1,000	2,000
65020 CLOTHING	2,438	1,600	1,600	1,600
65040 JANITORIAL SUPPLIES		400	400	400
65051 MATERIALS- STREETS DIVISION	16,924	27,600	27,600	27,600
65055 MATER. TO MAINT. IMP.	15,560	74,400	72,900	74,400
65070 OFFICE/OTHER EQT MTN MATL	13,614	6,700	6,725	8,000
65085 MINOR EQUIPMENT & TOOLS	6,676	3,500	3,000	3,500
65090 SAFETY EQUIPMENT	1,710	3,500	3,475	3,500
65515 OTHER IMPROVEMENTS	27,100	1,201,400	482,200	450,000
65625 FURNITURE, FIXTURE & EQUIPMENT	17,737	33,000	28,800	30,000
66020 TRANSFERS TO OTHER FUNDS				536,203
66132 TRANSFER TO GF-INSURANCE	108,400	108,400	108,400	
66138 TRAN TO GF- PUB.WORKS SUPPORT	123,800	123,800	123,800	
66139 TRAN TO GF - WORKERS COMP.	39,400	39,400	39,400	
68010 DEPRECIATION EXPENSE	3,033,718			
68205 CONTINGENCIES	161	800	800	800
68305 DEBT SERVICE	3,905,189	14,054,700	14,054,700	14,215,356
7400 SEWER DEPARTMENT	8,725,630	17,868,100	16,969,257	17,507,580

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

Total Full-Time Equivalent Positions:		
Employee Status Description	Position Description	2010-2011 Position FTE
Fleet Fund		
Full-Time Regular	Auto Shop Supervisor	2.00
Full-Time Regular	Equipment Mechanic III	8.00
Full-Time Regular	Equipment Parts Technician	1.00
Full-Time Regular	Lead Mechanic	1.00
Total		12.00
Fleet Fund Total		12.00

Financial Summary

	2008-2009 Actual	2009-2010 Adopted Budget	2009-2010 Estimated Actual	2010-2011 Adopted Budget
Revenues				
General Fund	3,839,594	4,291,000	3,010,000	4,047,800
Parking Fund	99,206	111,800	78,000	29,700
Water Fund	331,200	331,200	232,000	195,100
Sewer Fund	258,600	258,600	181,000	305,500
Sale of Surplus Property	112,672	150,000	120,000	252,260
Damage to City Property	245	35,000	35,000	29,770
Miscellaneous Revenue	591	-	-	-
Interest Income	14,140	25,000	5,000	5,000
Total Revenues	<u>4,656,248</u>	<u>5,202,600</u>	<u>3,661,000</u>	<u>4,865,130</u>
Expenditures				
General Support	314,531	382,900	376,900	287,135
Major Maintenance	3,469,396	3,536,100	3,321,350	2,914,725
Capital Outlay	28,031	2,000,000	536,000	1,700,000
Depreciation	1,225,265	-	-	-
Total Expenditures	<u>5,037,223</u>	<u>5,919,000</u>	<u>4,234,250</u>	<u>4,901,860</u>
Net Surplus (Deficit)	<u>(380,975)</u>	<u>(716,400)</u>	<u>(573,250)</u>	<u>(36,730)</u>
Beginning Fund Balance	964,016		583,041	9,791
Ending Fund Balance	583,041		9,791	(26,939)
Unrestricted Portion of Fund Balance	251,359		9,791	(26,939)
Restricted Portion of Fund Balance	331,682		-	-

City Of Evanston

Fleet Services Fund Summary (Fund #600)

Performance Report on FY 2009-2010 Major Program Objectives

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

2010-2011 Department Initiatives

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

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimate	2010-2011 Approved
7700 FLEET DEPARTMENT				
61010 REGULAR PAY	884,429	980,200	986,200	761,684
61110 OVERTIME PAY	29,906	42,800	36,000	36,000
61114 SNOW OT	755			
61210 LONGEVITY	12,316	12,600	12,600	10,700
61410 SHIFT DIFFERENTIAL	9,835			13,354
61415 TERMINATION PAYOUTS	31,347			
61420 ANNUAL SICK LEAVE PAYOUT	3,455			
61447 OPEB EXPENSES	6,316			
61510 HEALTH INSURANCE	145,000	158,600	158,600	138,470
61615 LIFE INSURANCE	1,500	1,500	1,500	1,500
61625 AUTO ALLOWANCE	1,896	1,800	1,896	1,900
61630 SHOE ALLOWANCE	2,080	1,700	1,700	1,900
61710 IMRF	75,640	84,700	84,700	119,946
61725 SOCIAL SECURITY	60,002	63,600	63,600	61,646
61730 MEDICARE	14,033	14,900	14,900	15,100
62205 ADVERTISING	1,333	1,100	3,000	7,500
62235 OFFICE EQUIPMENT MAINT	9,652	8,000	2,700	2,900
62240 AUTOMOTIVE EQMP MAINT	11,054	59,500	40,000	40,000
62245 OTHER EQMT MAINTENANCE	745	20,100	21,200	21,200
62275 POSTAGE CHARGEBACKS	134	200	200	200
62295 TRAINING & TRAVEL	882	2,700	3,000	3,000
62340 COMPUTER LICENSE & SUPPORT	3,990	15,000	10,500	10,400
62355 LAUNDRY/OTHER CLEANING	12,769	14,000	14,000	14,000
62360 MEMBERSHIP DUES	770	1,100	1,100	1,600
62375 RENTALS	13,811	24,000	21,000	23,000
62380 COPY MACHINE CHARGES				2,000
62402 VEHICLE LEASE CHARGES	13,725	20,000	18,000	20,000
64505 TELECOMMUNICATIONS - CARRIER L	1,982	1,500	1,904	1,900
64540 TELECOMMUNICATIONS - WIRELESS	3,258	2,000	2,700	2,700
65010 BOOKS, PUBLICATIONS, MAPS		1,400	1,000	1,000
65015 CHEMICALS	3,010	9,600	1,250	1,300
65020 CLOTHING	221	900	900	900
65035 PETROLEUM PRODUCTS	1,009,163	1,200,000	1,100,000	1,100,000
65040 JANITORIAL SUPPLIES	647	200	1,200	1,200
65045 LICENSING/REGULATORY SUPP.	38			
65050 BLDG MAINTENANCE MATERIAL	431	1,000	1,700	1,700
65055 MATER. TO MAINT. IMP.		4,000	4,000	4,000
65060 MATER. TO MAINT. AUTOS	1,204,476	989,000	900,000	595,860
65065 TIRES & TUBES	125,400	130,000	110,000	110,000
65085 MINOR EQUIPMENT & TOOLS	9,586	7,600	10,000	10,000
65090 SAFETY EQUIPMENT	571	800	800	800
65095 OFFICE SUPPLIES	3,028	2,400	1,900	2,000
65550 AUTOMOTIVE EQUIPMENT	102,772	2,040,000	600,000	1,760,000
68205 CONTINGENCIES		500	500	500
68010 DEPRECIATION EXPENSE	1,225,265			
7700 FLEET DEPARTMENT	5,037,223	5,919,000	4,234,250	4,901,860

City of Evanston

Insurance Fund Summary (Fund #605)

Total Full-Time Equivalent Positions:		
Employee Status Description	Position Description	2010-2011 Position FTE
Insurance Fund		
Full-Time Regular	Assistant City Attorney	1.00
Full-Time Regular	Human Resources Assistant	1.00
Full-Time Regular	Human Resources Specialist	1.00
7800 Total		3.00
Insurance Fund Total		3.00

Financial Summary

	2008-2009 Actual	2009-2010 Adopted Budget	2009-2010 Estimated Actual	2010-2011 Adopted Budget
Revenue By Source				
General Admin Contribution- General Fund	-	-	-	126,800
General Admin Contribution- Parking	-	-	-	17,038
General Admin Contribution- Water Fund	-	-	-	24,961
General Admin Contribution- Sewer Fund	-	-	-	14,396
General Admin Contribution- E911	-	-	-	930
General Admin Contribution- CDBG	-	-	-	930
General Admin Contribution- E.D.	-	-	-	930
Subtotal				185,985
Liability/Property Contribution- General Fund	1,220,800	1,330,800	1,330,800	951,100
Liability/Property Contribution- Parking Fund	175,000	175,000	175,000	127,782
Liability/Property Contribution- Water Fund	256,400	256,400	256,400	187,209
Liability/Property Contribution- Sewer Fund	147,800	147,800	147,800	107,973
Liability/Property Contribution- E911	-	-	-	6,975
Liability/Property Contribution- CDBG	-	-	-	6,975
Liability/Property Contribution- E.D.	-	-	-	6,975
Subtotal	1,800,000	1,910,000	1,910,000	1,394,989
Workers Comp Contribution- General Fund	-	-	-	1,302,300
Workers Comp Contribution- Parking Fund	-	-	-	174,956
Workers Comp Contribution- Water Fund	-	-	-	256,322
Workers Comp Contribution- Sewer Fund	-	-	-	147,834
Workers Comp Contribution- E911	-	-	-	9,550
Workers Comp Contribution- CDBG	-	-	-	9,550
Workers Comp Contribution- E.D.	-	-	-	9,550
Subtotal				1,910,062
Health Insurance Chargebacks- General Fund	-	-	-	7,722,300
Health Insurance Chargebacks- E911 Fund	-	-	-	57,900
Health Insurance Chargebacks- CDBG	-	-	-	23,100
Health Insurance Chargebacks- E.D. Fund	-	-	-	26,600
Health Insurance Chargebacks- Parking Fund	-	-	-	179,400
Health Insurance Chargebacks- Water Fund	-	-	-	497,600
Health Insurance Chargebacks- Sewer Fund	-	-	-	162,000
Health Insurance Chargebacks- Fleet Fund	-	-	-	138,500
Retiree Health Insurance Contributions	-	-	-	2,036,000
Employee Health Insurance Contributions	-	-	-	1,304,450
Subtotal				12,147,850
Subrogation Proceeds	-	-	100,000	100,000
Miscellaneous Income	8,625	-	-	-
Investment Income	73,995	250,000	50,000	50,000
Subtotal	82,620	250,000	150,000	150,000
Total Revenues	1,882,620	2,160,000	2,060,000	15,788,886

City of Evanston

Insurance Fund Summary (Fund #605)

	2008-2009 Actual	2009-2010 Adopted Budget	2009-2010 Estimated Actual	2010-2011 Adopted Budget
Expenditures				
Claims Payable (CAFR report adjustment)	(1,161,000)	-	-	-
General Administration & Support	325,409	378,800	274,550	277,587
Subtotal	(835,591)	378,800	274,550	277,587
Liability/Property Insurance Premiums	600,556	718,700	466,510	470,000
Liability Legal Fees	670,241	-	300,000	425,000
Liability Settlement Payments	408,277	920,000	500,000	400,000
Subtotal	1,679,074	1,638,700	1,266,510	1,295,000
Workers Comp Insurance Premiums	30,246	-	90,234	90,000
Workers Comp Legal Fees	180,316	-	150,000	170,000
Workers Comp Medical Payments	105,127	-	500,000	500,000
Workers Comp Settlement Payments	564,895	700,000	1,380,000	1,000,000
Workers Comp TPA Pymts (non specific)	1,207,114	-	50,000	-
Workers Comp TTD Pymts (non sworn)	138,080	-	310,000	300,000
Subtotal	2,225,778	700,000	2,480,234	2,060,000
Health Insurance Premiums	-	-	-	12,147,850
Health Insurance Opt Out Payments	-	-	-	78,000
Subtotal	-	-	-	12,225,850
Total Expenditures	3,069,261	2,717,500	4,021,294	15,858,437
Net Surplus (Deficit)	(1,186,641)	(557,500)	(1,961,294)	(69,551)
Beginning Fund Balance			(1,607,345)	(3,568,639)
Ending Fund Balance	(1,607,345)		(3,568,639)	(3,638,190)
Unrestricted Fund Balance	(1,607,345)		(3,568,639)	(3,638,190)
Restricted Fund Balance	-		-	-

Note: Ending negative fund balance of \$(1,607,345) consists of \$5,358,600 of short and long term claims payable.
Actual cash on hand @ 2/28/09 = \$3,795,479

Description of Major Activities

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

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

FY 2010-2011 Department Initiatives

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

	2008-2009 Actual	2009-2010 Budget	2009-2010 Estimate	2010-2011 Approved
7800 INSURANCE DEPARTMENT				
61010 REGULAR PAY	124,275	128,500	128,500	196,273
61210 LONGEVITY	1,294			1,600
61510 HEALTH INSURANCE	19,300	21,100	21,100	34,714
61615 LIFE INSURANCE	400	400	400	400
61625 AUTO ALLOWANCE	500	500	500	600
61710 IMRF	9,564	10,500	10,500	24,600
61725 SOCIAL SECURITY	7,570	7,900	7,900	12,800
61730 MEDICARE	1,770	1,800	1,800	3,000
62130 LEGAL SERVICES - GENERAL	670,241	100,000	450,000	425,000
62255 SETTLEMENT COSTS - WORKERS COM		700,000	1,380,000	
62260 SETTLEMENT COSTS - LIABILITY	408,277	920,000	500,000	400,000
62266 TPA SERVICE CHARGES		100,000	100,000	
62275 POSTAGE CHARGEBACKS		1,000	500	500
62295 TRAINING & TRAVEL		1,500	500	500
62320 TELEPHONE CHARGEBACKS		1,000		
62360 MEMBERSHIP DUES		500	500	500
62380 COPY MACHINE CHARGES		600	600	300
62605 OTHER CHARGES	160,737			
62615 INSURANCE PREMIUM	600,556	718,700	556,744	470,000
65010 BOOKS, PUBLICATIONS, MAPS		1,000	500	500
65095 OFFICE SUPPLIES		500	250	300
65125 OTHER COMMODITIES		2,000	1,000	1,000
66044 WORKERS COMP. INSUR.PREMIUMS	30,246			90,000
66045 WORKERS COMP LEGAL FEES	180,316			170,000
66046 WORKERS COMP. MEDICAL PAYMENTS	105,127		500,000	500,000
66047 WORKERS COMP. SETTLEMENT PMNTS	564,895			1,000,000
66048 WORKERS COMP TPA PAYMENTS	1,207,114		50,000	
66049 WORK.COMP. TTD PMNT(NON SWORN)	138,080		310,000	300,000
66050 HEALTH INSURANCE PREMIUMS-PPO				6,282,522
66051 HEALTH INSURANCE PREMIUMS- HMO				5,865,328
66059 HEALTH INS. OPT OUT EXPENSES				78,000
7800 INSURANCE DEPARTMENT	4,230,262	2,717,500	4,021,294	15,858,437

Note: FY 2008-09 actuals do not tie into the summary rollup schedule due to CAFR reporting adjustments of (\$1,161,000).

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

Financial Summary

	2008-09 Actual	2009-10 Adopted Budget	2009-10 Estimated Actual	2010-11 Adopted Budget
Revenues:				
Property Taxes	4,286,398	5,527,112	5,527,112	6,057,267
Personal Property Replacement Tax	301,000	301,000	301,000	301,000
Interest on Investment	1,634,295	750,000	400,000	400,000
Participants Contribution	782,928	750,000	858,000	858,000
Unrealized Gain (Loss)	(6,586,337)	-	-	-
Additional General Fund Transfer	1,867,941	-	-	-
Total Revenues	<u>2,286,225</u>	<u>7,328,112</u>	<u>7,086,112</u>	<u>7,616,267</u>
Expenditures:				
Administrative Expense	235,907	175,000	175,000	175,000
Retirees Pensions	3,812,462	3,656,500	3,900,000	4,024,000
Widows' Pensions	846,328	827,399	871,000	898,000
Disability Pension	470,815	392,430	708,000	708,000
Quildro's	14,934	46,350	15,000	15,000
Reserve for future Pension Payment	-	<u>2,230,433</u>	-	<u>1,796,267</u>
Total Expenditures	<u>5,380,446</u>	<u>7,328,112</u>	<u>5,669,000</u>	<u>7,616,267</u>
Net Surplus (Deficit)	<u>(3,094,221)</u>	<u>-</u>	<u>1,417,112</u>	<u>-</u>
Beginning Fund Balance	45,343,765		42,249,544	43,666,656
Ending Fund Balance	42,249,544		43,666,656	43,666,656
Unrestricted Portion of Fund Balance	-		-	-
Restricted Portion of Fund Balance	42,249,544		43,666,656	43,666,656

Notes on Financial Summary

Property taxes above are on an accrual basis. The actual levied tax received in FY10/11 will be the FY09/10 budgeted levy amount.

Description of Major Activities

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

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

Financial Summary

	2008-09 Actual	2009-10 Adopted Budget	2009-10 Estimated Actual	2010-11 Adopted Budget
Revenues:				
Property Taxes	4,773,200	6,730,620	6,730,620	7,436,369
Personal Property Replacement Tax	351,000	351,000	351,000	351,000
Interest on Investment	2,361,539	950,000	1,400,000	1,420,000
Participants Contribution	1,125,813	1,207,160	1,343,000	1,343,000
Unrealized Gain	(11,872,451)	-	-	-
Transfer from General Fund Balance to reduce CY2008 Levy	2,714,545	-	-	-
Total Revenues	(546,354)	9,238,780	9,824,620	10,550,369
Expenditures:				
Administrative Expense	132,629	150,000	225,000	225,000
Retirees Pensions	6,197,579	5,974,000	6,430,000	6,623,000
Widows' Pensions	536,362	487,190	597,000	615,000
Disability Pension	474,216	489,250	505,000	505,000
Separation Refunds	5,657	-	-	-
Quildro's	14,267	15,450	14,000	15,000
Reserve for future Pension Payment	-	2,122,890	-	2,567,369
Total Expenditures	7,360,710	9,238,780	7,771,000	10,550,369
Net Surplus (Deficit)	(7,907,064)	-	2,053,620	-
Beginning Fund Balance	62,525,333		54,618,269	56,671,889
Ending Fund Balance	54,618,269		56,671,889	56,671,889
Unrestricted Portion of Fund Balance	-		-	-
Restricted Portion of Fund Balance	54,618,269		56,671,889	56,671,889

Notes on Financial Summary

Property taxes above are on an accrual basis. The actual levied tax received in FY10/11 will be the FY09/10 budgeted levy amount.

Description of Major Activities

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



City of
Evanston

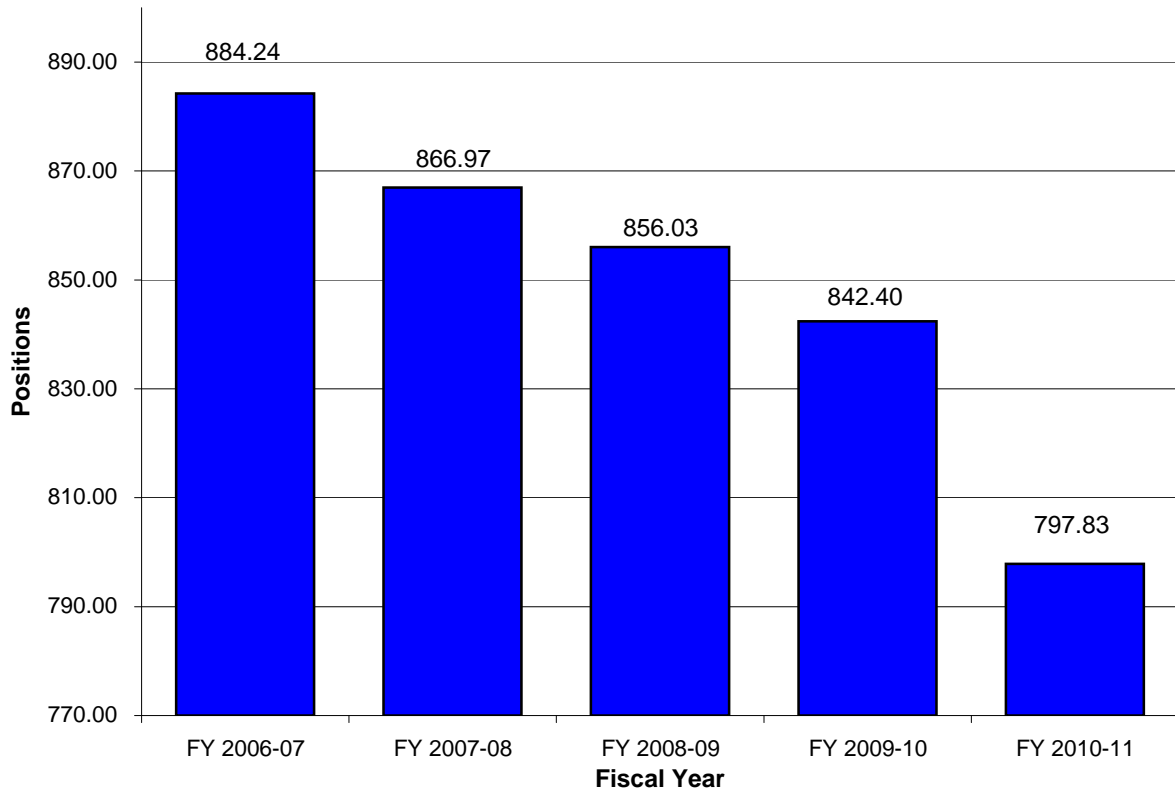
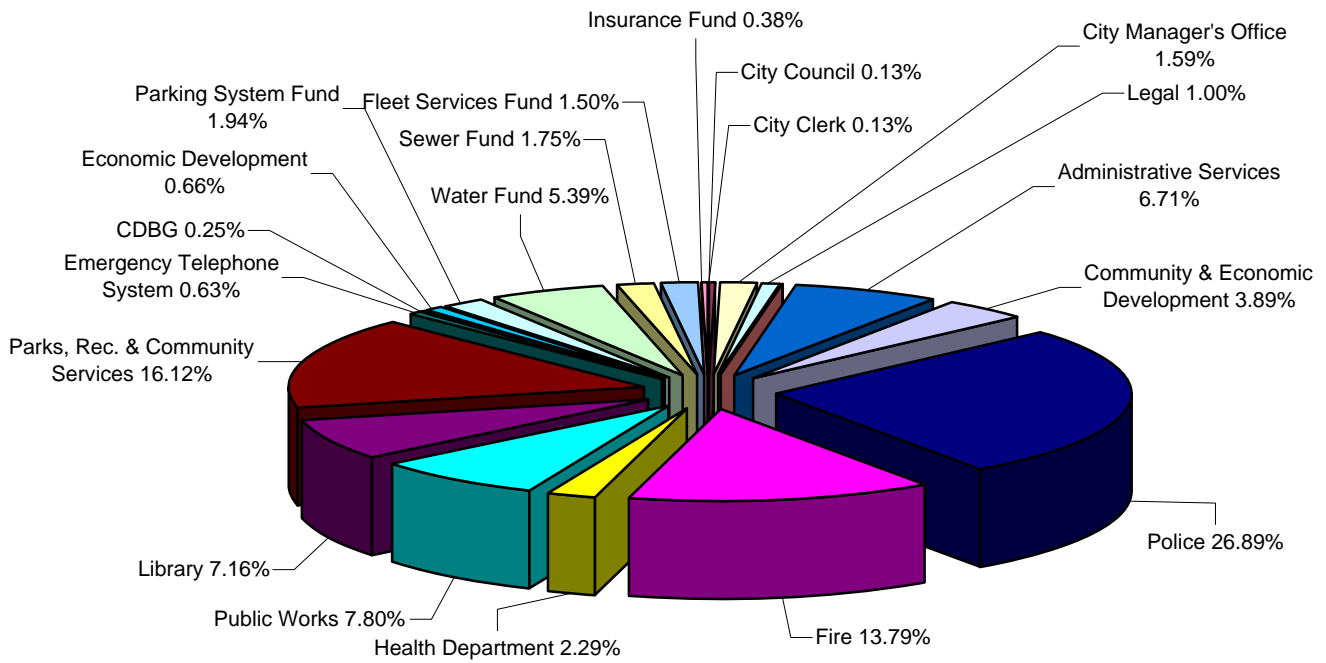
PART V

POSITION INFORMATION

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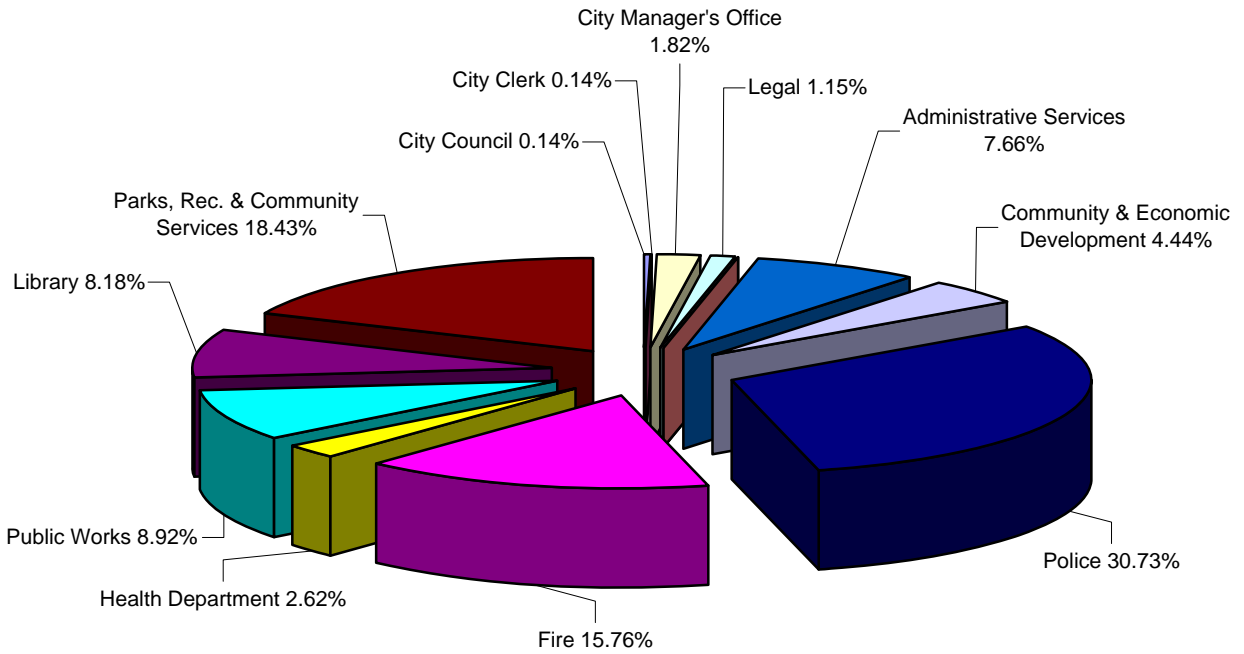
City of Evanston

All Funds Position Charts

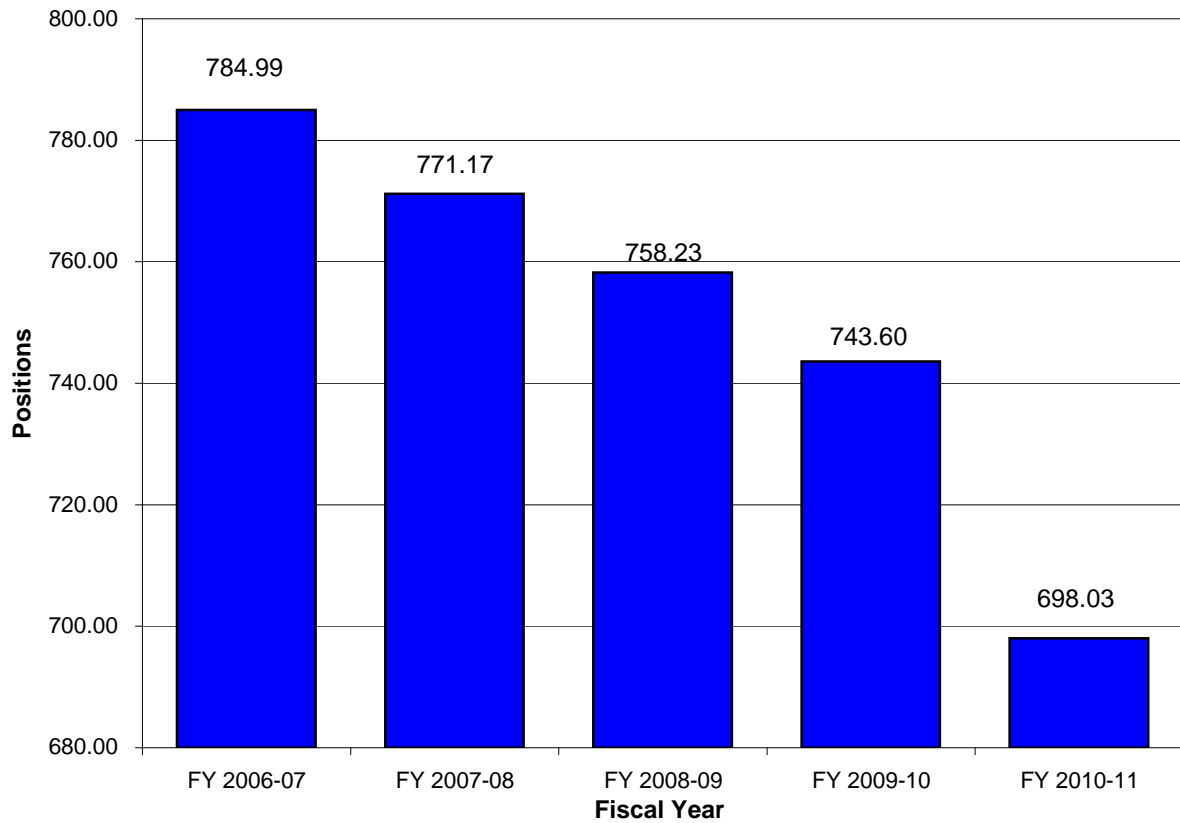


City of Evanston

General Fund Position Charts



Positions - General Fund Only Last Five Fiscal Years



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

DEPARTMENT / DIVISION SUMMARY		2006-07	2007-08	2008-09	2009-10	2010-11	FY10 - FY11 Difference
GENERAL FUND DEPARTMENTS							
1300	City Council	1.00	1.00	1.00	1.00	1.00	0.00
1400	City Clerk	2.00	1.00	1.00	1.00	1.00	0.00
1505	City Manager's Office	5.25	6.70	7.70	7.20	4.70	(2.50)
1510	Public Information	1.00	1.00	1.00	1.00	7.00	6.00
1515	Farmer's Market	0.00	0.00	0.00	0.00	0.00	0.00
1520	Emergency Management Operations	0.00	1.00	0.33	0.00	0.00	0.00
1530	Youth Engagement Division	0.00	1.00	1.00	0.00	0.00	0.00
1535	Sustainability Grant	0.00	1.00	1.00	0.00	1.00	1.00
1540	Summer Youth Employment Program	0.00	0.50	0.00	0.00	0.00	0.00
1545	Human Relations Commission	0.00	2.50	0.00	0.00	0.00	0.00
1550	Business Perf. & Technology Admin.	0.00	0.00	1.00	0.00	0.00	0.00
1555	Information Systems	0.00	0.00	13.50	12.50	0.00	(12.50)
1560	Geographic Information Systems	0.00	0.00	3.00	3.00	0.00	(3.00)
1565	BIS Performance Management	0.00	0.00	3.00	4.00	0.00	(4.00)
	Subtotal City Manager's Office	6.25	13.70	31.53	27.70	12.70	(15.00)
1605	Administration	5.00	3.00	0.00	0.00	0.00	0.00
1615	Information Systems	12.00	13.50	0.00	0.00	0.00	0.00
1620	Geographic Information System	3.00	3.00	0.00	0.00	0.00	0.00
1625	Administrative Adjudication	3.80	3.00	0.00	0.00	0.00	0.00
1630	Project Management Office	0.00	3.00	0.00	0.00	0.00	0.00
	Subtotal Mgt, Bus. & Info. Systems	23.80	25.50	0.00	0.00	0.00	0.00
1705	Legal Department	7.00	7.00	7.00	6.00	8.00	2.00
1805	Human Resources General Support	8.00	8.00	8.00	8.00	0.00	(8.00)
1905	Administration General Support	2.00	3.00	3.00	3.00	4.00	1.00
1910	Revenue Division	10.00	10.00	10.00	9.00	5.00	(4.00)
1915	Payroll	3.00	2.00	2.00	2.00	2.50	0.50
1920	Accounting	5.00	6.00	6.00	6.00	6.50	0.50
1925	Purchasing and Accounts Payable	5.50	3.50	3.50	3.50	2.50	(1.00)
1929	Human Resources Division	0.00	0.00	0.00	0.00	5.00	5.00
1930	Budget	0.00	2.00	2.00	2.00	0.00	(2.00)
1932	Information Systems	0.00	0.00	0.00	0.00	14.00	14.00
1935	Administrative Adjudication	0.00	0.00	3.00	3.00	0.00	(3.00)
1941	Parking Enforcement & Tickets	0.00	0.00	0.00	0.00	14.00	14.00
	Subtotal Administrative Services	25.50	26.50	29.50	28.50	53.50	25.00
2005	Facilities Mgt General Support	2.34	0.00	0.00	0.00	0.00	0.00
2010	Construction and Repair	16.00	0.00	0.00	0.00	0.00	0.00
2015	Mail and Information Services	0.00	0.00	0.00	0.00	0.00	0.00
2020	Custodial Maintenance	2.20	0.00	0.00	0.00	0.00	0.00
2025	Emergency Serv. & Disaster Agency	0.66	0.00	0.00	0.00	0.00	0.00
	Subtotal Facilities Management	21.20	0.00	0.00	0.00	0.00	0.00

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

DEPARTMENT / DIVISION SUMMARY		2006-07	2007-08	2008-09	2009-10	2010-11	FY10 - FY11 Difference
2101	Community Development Admin	2.00	2.00	2.00	2.00	1.00	(1.00)
2105	Planning & Support	5.00	5.00	5.00	5.00	8.00	3.00
2110	Zoning Analysis and Support	5.00	0.00	0.00	0.00	0.00	0.00
2115	Housing Code Compliance	8.00	8.00	8.00	6.00	7.00	1.00
2120	Housing Rehabilitation	3.00	3.00	4.00	4.00	3.00	(1.00)
2125	Building Code Compliance	13.00	0.00	0.00	0.00	0.00	0.00
2126	Building Inspection Services	0.00	0.00	0.00	0.00	8.00	8.00
2127	Community Intervention Services	0.00	0.00	0.00	0.00	1.00	1.00
2130	Building & Zoning	0.00	18.00	16.00	16.00	0.00	(16.00)
2135	Economic Development	0.00	0.00	0.00	0.00	3.00	3.00
Subtotal Community & Economic Development		36.00	36.00	35.00	33.00	31.00	(2.00)
2205	Police Administration	5.00	4.00	4.00	2.00	2.00	0.00
2210	Patrol Operations	94.00	94.00	96.00	95.00	95.00	0.00
2215	Criminal Investigation	18.00	18.00	18.00	18.00	18.00	0.00
2225	Victim/Witness Youth Outreach	7.00	7.00	6.00	5.00	4.00	(1.00)
2230	Juvenile Bureau	10.00	10.00	10.00	11.00	11.00	0.00
2235	School Liaison	4.00	4.00	4.00	3.00	3.00	0.00
2240	Police Records	12.50	11.50	11.50	11.00	7.00	(4.00)
2245	Communications Bureau	15.00	15.00	15.00	15.00	14.00	(1.00)
2250	Service Desk Bureau	14.00	15.00	15.00	16.00	18.00	2.00
2255	Office of Professional Standards	3.00	3.00	3.00	4.00	3.00	(1.00)
2260	Office of Administration	4.00	4.00	4.00	3.00	3.00	0.00
2265	Nbhd Enforcement Team (N.E.T.)	15.00	15.00	14.00	18.00	18.00	0.00
2270	Traffic Bureau	8.00	8.00	8.00	7.00	8.00	1.00
2275	Community Strategies Bureau	2.75	2.75	2.75	1.00	1.00	0.00
2280	Animal Control Bureau	2.50	2.50	2.50	2.50	2.50	0.00
2285	Problem Solving Team	7.00	7.00	7.00	7.00	7.00	0.00
Subtotal Police		221.75	220.75	220.75	218.50	214.50	(4.00)
2305	Fire Management and Support	3.00	3.00	3.00	3.00	3.00	0.00
2310	Fire Prevention	5.00	5.00	6.00	5.00	5.00	0.00
2315	Fire Suppression	103.00	103.00	103.00	103.00	102.00	(1.00)
Subtotal Fire		111.00	111.00	112.00	111.00	110.00	(1.00)
2407	Health Services Administration	3.00	3.00	2.83	3.10	2.10	(1.00)
2410	Laboratory	1.50	0.50	0.00	0.00	0.00	0.00
2415	Family Health	10.40	3.44	0.00	0.00	0.00	0.00
2416	Family & Community Wellness	0.00	0.00	4.10	0.00	0.00	0.00
2420	Infectious Disease Control	3.75	1.91	0.00	0.00	0.00	0.00
2425	Dental Services	3.25	3.25	3.40	4.00	4.00	0.00
2430	Adult Health	2.10	1.43	0.00	0.00	0.00	0.00
2435	Food and Environmental Health	7.00	7.00	7.60	7.80	7.80	0.00
2440	Vital Records	2.65	2.65	2.40	2.40	2.40	0.00
2450	Community Intervention Services	3.50	3.50	0.00	0.00	0.00	0.00
2455	Mental Health Administration	1.50	1.50	0.67	0.50	2.00	1.50
2530	Commission on Aging	1.50	1.50	1.90	3.10	0.00	(3.10)
2540	Summer Youth Employ. Program	0.00	0.00	0.50	1.00	0.00	(1.00)
2541	Youth Engagement Division	0.00	0.00	0.00	1.00	0.00	(1.00)
2550	Human Relations Commission	0.00	0.00	1.50	3.50	0.00	(3.50)
Subtotal Health & Human Services		40.15	29.68	24.90	26.40	18.30	(8.10)

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

DEPARTMENT / DIVISION SUMMARY		2006-07	2007-08	2008-09	2009-10	2010-11	FY10 - FY11 Difference
2605	Director of Public Works	2.50	2.50	2.50	3.00	2.00	(1.00)
2606	Sustainability Grant	0.00	0.00	0.00	1.00	0.00	(1.00)
2610	Municipal Service Center	1.00	2.00	2.00	2.00	2.00	0.00
2620	E.D.O.T. Administration	2.00	2.00	2.00	1.00	1.00	0.00
2625	City Engineer	8.00	9.00	8.00	8.00	8.00	0.00
2630	Traffic Engineering	3.50	3.50	4.50	4.50	4.50	0.00
2635	Traffic Signs	3.00	3.00	3.00	3.00	0.00	(3.00)
2640	Traffic Signals & Streetlight Maint.	5.00	5.00	5.00	4.00	4.00	0.00
2645	Parking Enforcement & Tickets	17.00	16.00	14.00	14.00	0.00	(14.00)
2665	Streets & Sanitation Administration	5.50	5.50	5.50	6.00	6.00	0.00
2670	Street and Alley Maintenance	13.00	15.00	15.00	15.00	17.00	2.00
2675	Street Cleaning	8.00	6.00	7.00	5.00	5.00	0.00
2685	Refuse Collection and Disposal	15.75	14.75	14.75	14.75	10.75	(4.00)
2695	Yard Waste Collection and Disposal	6.00	4.00	2.00	2.00	2.00	0.00
2697	Facilities Administration	0.00	4.20	4.20	0.00	0.00	0.00
2699	Construction and Repair	0.00	16.00	16.00	0.00	0.00	0.00
Subtotal Public Works		90.25	108.45	105.45	83.25	62.25	(21.00)
2705	Human Relations Commission	2.67	0.00	0.00	0.00	0.00	0.00
2710	Housing Advocacy	1.33	0.00	0.00	0.00	0.00	0.00
Subtotal Human Relations		4.00	0.00	0.00	0.00	0.00	0.00
2805	Children's Services	7.46	7.46	8.01	8.01	8.38	0.37
2806	Adult Services	0.00	0.00	0.00	17.02	16.31	(0.71)
2810	Reader's Services	7.44	8.94	8.37	0.00	0.00	0.00
2815	Reference Services and Periodicals	9.66	9.66	10.12	0.00	0.00	0.00
2820	Circulation	15.01	15.01	15.99	15.61	14.76	(0.85)
2825	North Branch	2.98	2.98	2.97	2.97	2.64	(0.33)
2830	South Branch	2.30	2.30	2.61	2.61	1.39	(1.22)
2835	Technical Services	14.17	12.17	12.13	12.13	5.61	(6.52)
2840	Library Maintenance	3.64	3.64	3.64	3.64	3.00	(0.64)
2845	Library Administration	4.53	4.53	5.51	5.51	5.04	(0.47)
Subtotal Library		67.19	66.69	69.35	67.50	57.13	(10.37)
3005	Recreation Mgt. & General Support	3.00	3.00	3.00	3.00	3.00	0.00
3010	Recreation Business and Fiscal Mgt.	4.00	3.00	3.00	3.00	3.00	0.00
3015	Communications & Marketing Serv.	1.75	1.75	1.75	1.75	1.75	0.00
3020	Recreation General Support	2.00	2.00	1.00	1.00	1.00	0.00
3030	Robert Crown Community Center	9.40	8.40	8.40	8.40	8.40	0.00
3035	Chandler Community Center	6.50	6.50	6.50	6.50	5.00	(1.50)
3040	Fleetwood-Jourdain Community Ctr.	7.00	7.00	7.00	7.00	6.00	(1.00)
3045	Fleetwood-Jourdain Comm. Theater	1.00	1.00	1.00	1.00	1.00	0.00
3055	Levy Senior Center	11.20	11.20	10.78	10.58	9.05	(1.53)
3080	Beaches	1.25	1.25	1.25	1.25	1.25	0.00
3085	Recreation Facility Maintenance	7.00	7.00	6.00	6.00	6.00	0.00
3095	Crown Ice Rink	9.45	9.45	8.80	8.80	7.65	(1.15)
3100	Sports Leagues	0.05	0.05	0.05	0.05	0.05	0.00
3110	Tennis	0.40	0.40	0.40	0.40	0.40	0.00
3130	Special Recreation	2.00	2.00	2.00	2.00	2.00	0.00
3140	Bus Program	0.75	0.75	0.75	0.75	0.75	0.00
3150	Park Service Unit	1.75	1.75	1.75	1.75	1.75	0.00

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

DEPARTMENT / DIVISION SUMMARY		2006-07	2007-08	2008-09	2009-10	FY10 - FY11	
						2010-11	Difference
3205	Community Relations	0.00	0.00	0.00	0.00	2.00	2.00
3210	Commission On Aging	0.00	0.00	0.00	0.00	1.50	1.50
3215	Youth Engagement	0.00	0.00	0.00	0.00	1.00	1.00
3505	Parks and Forestry General Support	3.00	3.00	3.00	3.00	3.00	0.00
3510	Horticulture Maintenance	15.00	14.00	14.00	14.00	13.00	(1.00)
3515	Maintenance of Parkway Trees	9.50	9.50	9.50	10.00	9.50	(0.50)
3520	Dutch Elm Disease Control	7.25	7.25	7.25	7.00	7.25	0.25
3525	Tree Planting	2.25	2.25	2.25	2.00	2.25	0.25
3605	Ecology Center	5.05	5.05	5.05	4.05	4.05	0.00
3700	Arts Council	0.80	0.80	0.80	0.80	0.80	0.00
3710	Noyes Cultural Arts Center	5.75	4.75	4.67	4.82	4.25	(0.57)
3720	Cultural Arts Programs	2.80	2.80	2.80	2.65	1.80	(0.85)
3805	Facilities Administration	0.00	0.00	0.00	2.00	2.00	0.00
3806	Civic Center Services	0.00	0.00	0.00	2.20	2.20	0.00
3807	Construction & Repair	0.00	0.00	0.00	16.00	16.00	0.00
Subtotal Parks, Recreation & Comm. Services		119.90	115.90	112.75	131.75	128.65	(3.10)
TOTAL - GENERAL FUND		784.99	771.17	758.23	743.60	698.03	(45.57)
OTHER FUNDS							
5150	Emergency Telephone System	4.00	4.00	4.00	5.00	5.00	0.00
5220	Community Develop. Block Grant (CDBG)	2.00	2.00	2.00	2.00	2.00	0.00
5300	Economic Development Fund	1.45	1.30	2.30	2.30	5.30	3.00
5800	Downtown II TIF Fund	1.00	0.00	0.00	0.00	0.00	0.00
7005	Parking System Management	6.50	6.50	6.50	6.50	6.50	0.00
7015	Parking Lots and Meters	8.00	8.00	8.00	8.00	8.00	0.00
7037	Maple Avenue Garage	1.00	1.00	1.00	1.00	1.00	0.00
Subtotal Parking Systems		15.50	15.50	15.50	15.50	15.50	0.00
7100	Water General Support	4.50	4.00	4.00	4.00	4.00	0.00
7105	Water Pumping	11.00	11.00	11.00	11.00	11.00	0.00
7110	Water Filtration	14.00	14.00	14.00	14.00	14.00	0.00
7115	Water Distribution	10.50	11.00	11.00	11.00	11.00	0.00
7120	Water Meter Maintenance	3.00	3.00	3.00	3.00	3.00	0.00
Subtotal Water		43.00	43.00	43.00	43.00	43.00	0.00
7400	Sewer Maintenance	14.00	14.00	14.00	14.00	14.00	0.00
7705	Fleet Services General Support	5.00	3.00	3.00	3.00	2.00	(1.00)
7710	Major Maintenance	12.00	12.00	12.00	12.00	10.00	(2.00)
Subtotal Fleet Service		17.00	15.00	15.00	15.00	12.00	(3.00)

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

DEPARTMENT / DIVISION SUMMARY	2006-07	2007-08	2008-09	2009-10	2010-11	FY10 - FY11 Difference
7800 Insurance Fund	1.30	1.00	2.00	2.00	3.00	1.00
TOTAL - OTHER FUNDS	100.25	96.80	98.80	98.80	99.80	1.00
GRAND TOTAL - ALL FUNDS	885.24	867.97	857.03	842.40	797.83	(44.57)

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

General Fund Full-Time Equivalent Positions

Employee Status Description	Position ID	Position Description	2009-2010 Budgeted FTE	2010-2011 Budgeted FTE	Difference FTE	Comments
Legislative						
Full-Time Regular	1000	Mayor	0.00	0.00		
Full-Time Regular	1001	Alderman	0.00	0.00		
Full-Time Regular	1109	Administrative Secretary	1.00	1.00		
1300 CITY COUNCIL			1.00	1.00	0.00	
Full-Time Regular	1002	City Clerk	0.00	0.00		
Full-Time Regular	1170	Deputy City Clerk	1.00	1.00		
1400 CITY CLERK			1.00	1.00	0.00	
1200 LEGISLATIVE			2.00	2.00	0.00	
City Administration						
Full-Time Regular	1003	City Manager	1.00	1.00		
Full-Time Regular	1115	Assistant City Manager	2.00	1.00	-1.00	Position eliminated
Full-Time Regular	1118	Assistant to the City Manager	1.00	0.00	-1.00	Position Moved to 1510- new title
Full-Time Regular	1198	Executive Assistant	1.70	1.70		
Full-Time Regular	1199	Exec Secretary (non Dept. Head)	0.50	0.00	-0.50	Moved to 2455
Full-Time Regular	1430	Administrative Coordinator	1.00	0.00	-1.00	Position eliminated
Full-Time Regular	1430	Volunteer Coordinator	0.00	1.00	1.00	Position reclassified from Admin. Coordinator
1505 CITY MANAGER			7.20	4.70	-2.50	
Full-Time Regular	1118	Chief Customer Officer	0.00	1.00	1.00	Position Moved from 1505- new title
Full-Time Regular		Local Government Mgt. Fellow	0.00	1.00	1.00	Position created
Full-Time Regular	1343	Web Developer	0.00	1.00	1.00	Moved from 1555
Full-Time Regular	1322	Switchboard Operator	0.00	2.00	2.00	Moved from 1910
Full-Time Regular	1249	Outreach Specialist	0.00	1.00	1.00	Moved from 2550
Full-Time Regular	1155	Community Information Coord.	1.00	1.00		
1510 PUBLIC INFORMATION/311 OPERATIONS			1.00	7.00	6.00	
Full-Time Regular	1417	Sustainable Programs Coord.	0.00	1.00	1.00	Moved from 2606
1535 SUSTAINABILITY			0.00	1.00	1.00	
Full-Time Regular	1009	Information Systems Manager	1.00	0.00	-1.00	Moved to 1932
Full-Time Regular	1127	Assistant System Administrator	0.50	0.00	-0.50	Position eliminated
Full-Time Regular	1166	System Architect & Admin.	1.00	0.00	-1.00	Moved to 1932
Full-Time Regular	1242	Network Administrator	2.00	0.00	-2.00	Moved to 1932
Full-Time Regular	1251	Operations Coordinator	1.00	0.00	-1.00	Moved to 1932
Full-Time Regular	1276	Programmer Analyst	1.00	0.00	-1.00	Moved to 1932
Full-Time Regular	1325	Tech Support Specialist I	3.00	0.00	-2.00	1 position eliminated; moved to 1932
Full-Time Regular	1326	Tech Support Specialist II	2.00	0.00	-2.00	Moved to 1565 then 1932
Full-Time Regular	1343	Web Developer	1.00	0.00	-1.00	Moved to 1510
1555 INFORMATION SYSTEMS			12.50	0.00	-12.50	
Full-Time Regular	1211	GIS Analyst	2.00	0.00	-2.00	Moved to 1932
Full-Time Regular	1212	GIS Manager	1.00	0.00	-1.00	Position eliminated
1560 GEOGRAPHIC INFORMATION SYS.			3.00	0.00	-3.00	
Full-Time Regular	1235	IS Trainer	1.00	0.00	-1.00	Moved to 1932
Full-Time Regular	1237	Management Analyst	1.00	0.00	-1.00	Position eliminated
Full-Time Regular	1326	Tech Support Specialist II	0.00	0.00		Moved from 1555 then eliminated
Full-Time Regular	1416	Info. Tech Project Specialist	2.00	0.00	-2.00	Moved to 1932
1565 BIS PERFORMANCE MGMNT			4.00	0.00	-4.00	
1500 CITY ADMINISTRATION			27.70	12.70	-15.00	
Legal Department						
Full-Time Regular	1119	Asst Corporation Counsel	1.00	0.00	-1.00	Reclassified to City Attorney
Full-Time Regular	1209	First Asst Corp Counsel	1.00	0.00	-1.00	Reclassified to Deputy City Attorney
		City Attorney	0.00	1.00	1.00	Reclassified from Asst. Corporation Counsel
		Deputy City Attorney	0.00	1.00	1.00	Reclassified from First Asst. Corp. Counsel
Full-Time Regular	1205	Exec Secretary (to Dept. Head)	2.00	2.00		
Full-Time Regular	1312	Staff Attorney	2.00	0.00	-2.00	Reclassified to Assistant City Attorney
Full-Time Regular	1024	Admin Adjudication Manager	0.00	1.00	1.00	Moved from 1935
Full-Time Regular	1108	Admin. Adjudication Aide	0.00	1.00	1.00	Moved from 1935
Full-Time Regular	1312	Assistant City Attorney	0.00	2.00	2.00	Reclassified from Staff Attorney
1705 LEGAL ADMINISTRATION			6.00	8.00	2.00	
1700 LEGAL DEPARTMENT			6.00	8.00	2.00	
Human Resources						
Full-Time Regular	1440	Employee Relations Manager	1.00	0.00	-1.00	Position reclassified; moved to 1905
Full-Time Regular	1441	Organizational Development Mgr	1.00	0.00	-1.00	Position reclassified; moved to 1929
Full-Time Regular	9995	HR Compensation and Benefits Mgr	1.00	0.00	-1.00	Position eliminated

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

Employee Status Description	Position ID	Position Description	2009-2010 Budgeted FTE	2010-2011 Budgeted FTE	Difference FTE	Comments
Full-Time Regular	1177	Director, Human Resources	1.00	0.00	-1.00	Re-Org: Position eliminated
Full-Time Regular	1217	Human Resources Assistant	2.00	0.00	-2.00	Moved to 1929
Full-Time Regular	1218	Human Resources Specialist	2.00	0.00	-2.00	Moved to 1929
1805 HUMAN RESOURCES GEN SUPPORT			8.00	0.00	-8.00	
1800 HUMAN RESOURCES			8.00	0.00	-8.00	

Administrative Services Department						
Full-Time Regular	1008	Director, Finance	1.00	0.00	-1.00	Re-Org: Position eliminated
Full-Time Regular		Administrative Services Director	0.00	1.00	1.00	Re-Org: Position created; Moved to 1905
Full-Time Regular	1117	Assistant Director, Finance	1.00	0.00	-1.00	Moved to 1920
Full-Time Regular	1440	Management Analyst	0.00	2.00	2.00	Position reclassified; moved from 1805 & 1930
Full-Time Regular	1204	Finance Admin Assistant	1.00	1.00		
1905 ADMINISTRATION GENERAL SUPPORT			3.00	4.00	1.00	
Full-Time Regular	1041	Revenue Manager	1.00	0.00	-1.00	Position eliminated
Full-Time Regular	1045	License and Measure Inspector	1.00	1.00		
Full-Time Regular	1148	Clerk II	3.00	2.00	-1.00	Position eliminated
Full-Time Regular	1149	Clerk III	1.00	1.00		
Full-Time Regular	1247	Finance Operations Coordinator	1.00	1.00		
Full-Time Regular	1322	Switchboard Operator	2.00	0.00	-2.00	Moved to 1510
1910 REVENUE DIVISION			9.00	5.00	-4.00	
Full-Time Regular	1258	Payroll Pension Administrator	1.00	1.50	0.50	Moved .5 FTE from 1920
Full-Time Regular	1260	Payroll Manager	1.00	1.00		
1915 PAYROLL			2.00	2.50	0.50	
Full-Time Regular	1117	Finance Division Manager	0.00	1.00	1.00	Moved from 1905-Title Change
Full-Time Regular	1049	Investment Analyst	0.00	0.00		
Full-Time Regular	1101	Accounting Manager	1.00	1.00		
Full-Time Regular	1103	Accounts Payable Coordinator	1.00	1.00		
Full-Time Regular	1130	Payroll Pension Administrator	1.00	0.50	-0.50	Moved .5 FTE to 1915
Full-Time Regular	1302	Senior Accountant	2.00	2.00		
Full-Time Regular	1436	Accountant	1.00	1.00		
1920 ACCOUNTING			6.00	6.50	0.50	
Full-Time Regular	1148	Clerk II	0.50	0.50		
Full-Time Regular	1175	Purchasing Manager	1.00	1.00		
Full-Time Regular	1236	M/W/EBE Program Coordinator	1.00	0.00	-1.00	Moved to 2135
Full-Time Regular	1289	Purchasing Coordinator	1.00	1.00		
1925 PURCHASING DIVISION			3.50	2.50	-1.00	
Full-Time Regular	1441	Human Resources Manager	0.00	1.00	1.00	Position reclassified; moved from 1805
Full-Time Regular	1217	Human Resources Assistant	0.00	2.00	2.00	Moved from 1805
Full-Time Regular	1218	Human Resources Specialist	0.00	2.00	2.00	Moved from 1805
1929 HUMAN RESOURCES DIVISION			0.00	5.00	5.00	
Full-Time Regular	1237	Management Analyst	2.00	0.00	-2.00	1 Position eliminated; 1 position moved to 1905
1930 BUDGET			2.00	0.00	-2.00	
Full-Time Regular	1024	Admin Adjudication Manager	1.00	0.00	-1.00	Moved to 1705
Full-Time Regular	1108	Admin. Adjudication Aide	2.00	0.00	-1.00	Moved to 1705; 1 position eliminated
1935 ADMINISTRATIVE ADJUDICATION			3.00	0.00	-3.00	
Full-Time Regular	1009	Information Systems Manager	0.00	1.00	1.00	Moved from 1555
Full-Time Regular	1166	System Architect & Admin.	0.00	1.00	1.00	Moved from 1555
Full-Time Regular	1242	Network Administrator	0.00	2.00	2.00	Moved from 1555
Full-Time Regular	1251	Operations Coordinator	0.00	1.00	1.00	Moved from 1555
Full-Time Regular	1276	Programmer Analyst	0.00	1.00	1.00	Moved from 1555
Full-Time Regular	1325	Tech Support Specialist I	0.00	2.00	2.00	Moved from 1555
Full-Time Regular	1326	Tech Support Specialist II	0.00	1.00	1.00	Moved to 1565; Moved from 1555
Full-Time Regular	1211	GIS Analyst	0.00	2.00	2.00	Moved from 1560
Full-Time Regular	1235	IS Trainer	0.00	1.00	1.00	Moved from 1565
Full-Time Regular	1416	Info. Tech Project Specialist	0.00	2.00	2.00	Moved from 1565
1932 INFORMATION SYSTEMS			0.00	14.00	14.00	
Full-Time Regular	1252	Parking Enforcement Officer	0.00	12.00	12.00	Moved from 2645
Full-Time Regular	1255	Parking Operations Clerk	0.00	1.00	1.00	Moved from 2645
Full-Time Regular	1291	Parking Enforcement Coordinator	0.00	1.00	1.00	Moved from 2645
1941 PARKING ENFORCEMENT & TICKETS			0.00	14.00	14.00	
1900 ADMINISTRATIVE SERVICES DEPARTMENT			28.50	53.50	25.00	

Community & Economic Development Department						
Full-Time Regular	1004	Director, Comm Development	1.00	1.00		
Full-Time Regular	1205	Exec Secretary (to Dept. Head)	1.00	0.00	-1.00	Position eliminated
2101 COMMUNITY DEVELOPMENT ADMIN			2.00	1.00	-1.00	

**CITY OF EVANSTON
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Employee Status Description	Position ID	Position Description	2009-2010 Budgeted FTE	2010-2011 Budgeted FTE	Difference FTE	Comments
Full-Time Regular	1120	Assistant Director, Planning	1.00	1.00		
Full-Time Regular	1199	Exec Secretary (non-Dept Head)	1.00	1.00		
Full-Time Regular	1215	Housing Planner	1.00	1.00		
Full-Time Regular	1269	Planner	1.00	1.00		
Full-Time Regular	1122	Zoning Administrator	0.00	1.00	1.00	Moved from 2130
Full-Time Regular	1346	Zoning Officer	0.00	1.00	1.00	Moved from 2130
Full-Time Regular	1347	Zoning Planner	0.00	1.00	1.00	Moved from 2130
Full-Time Regular	1304	Senior Planner	1.00	1.00		
2105 PLANNING & SUPPORT SRVS			5.00	8.00	3.00	
Full-Time Regular	1148	Clerk II	0.00	0.00		
Full-Time Regular	1277	Property Maint Inspector I	4.00	4.00		
Full-Time Regular	1300	Secretary II	1.00	1.00		
Full-Time Regular	1310	Sign Inspector/Graffiti Tech	0.00	1.00	1.00	Moved from 2120
Full-Time Regular	1382	Property Maint Supv Inspector	1.00	1.00		
2115 HOUSING CODE COMPLIANCE			6.00	7.00	1.00	
Full-Time Regular	1124	Asst Director, Rehabilitation	1.00	1.00		
Full-Time Regular	1158	Construc Rehabilitation Spec	1.00	1.00		
Full-Time Regular	1300	Secretary II	1.00	1.00		
Full-Time Regular	1310	Sign Inspector/Graffiti Tech	1.00	0.00	-1.00	Moved to 2115
2120 HOUSING REHABILITATION			4.00	3.00	-1.00	
Full-Time Regular	1125	Assistant Permit Coordinator	0.00	1.00		Moved from 2130
Full-Time Regular	1187	Electrical Inspector II	0.00	1.00	-1.00	Position eliminated; Moved from 2130
Full-Time Regular	1263	Permit Coordinator	0.00	1.00		Moved from 2130
Full-Time Regular	1270	Plumbing/Mechanical Inspector	0.00	2.00		Moved from 2130
Full-Time Regular	1314	Struct Inspec/Plan Examiner	0.00	1.00		Moved from 2130
Full-Time Regular	1420	Project Management Supervisor	0.00	1.00		Moved from 2130
Full-Time Regular	1427	Supervising Structural Inspec	0.00	1.00		Moved from 2130
2126 BUILDING INSPECTION SERVICES			0.00	8.00	8.00	
Full-Time Regular		Community Intervention Coordinator	0.00	1.00	1.00	Moved from 2450
2127 COMMUNITY INTERVENTION SERVICES			0.00	1.00	1.00	
Full-Time Regular	1122	Zoning Administrator	1.00	0.00	-1.00	Moved to 2105
Full-Time Regular	1123	Assistant Director, Building	1.00	0.00	-1.00	Position eliminated
Full-Time Regular	1125	Assistant Permit Coordinator	1.00	0.00	-1.00	Moved to 2126
Full-Time Regular	1186	Electrical Inspector I	0.00	0.00		Moved from Electrical Insp II then eliminated
Full-Time Regular	1187	Electrical Inspector II	2.00	0.00	-2.00	Moved to 2126
Full-Time Regular	1263	Permit Coordinator	1.00	0.00	-1.00	Moved to 2126
Full-Time Regular	1270	Plumbing/Mechanical Inspector	2.00	0.00	-2.00	Moved to 2126
Full-Time Regular	1300	Secretary II	1.00	0.00	-1.00	Moved to 2135
Full-Time Regular	1314	Struct Inspec/Plan Examiner	1.00	0.00	-1.00	Moved to 2126
Full-Time Regular	1315	Structural Inspector	1.00	0.00	-1.00	Position eliminated
Full-Time Regular	1346	Zoning Officer	2.00	0.00	-2.00	Position eliminated; moved to 2105
Full-Time Regular	1347	Zoning Planner	1.00	0.00	-1.00	Moved to 2105
Full-Time Regular	1420	Project Management Supervisor	1.00	0.00	-1.00	Moved to 2126
Full-Time Regular	1427	Supervising Structural Inspec	1.00	0.00	-1.00	Moved to 2126
2130 BUILDING & ZONING			16.00	0.00	-16.00	
Full-Time Regular	1236	M/W/EBE Program Coordinator	0.00	1.00	1.00	Moved from 1925
Full-Time Regular	1216	Human Relations Specialist	0.00	1.00	1.00	Moved from 2540
Full-Time Regular	1300	Secretary II	0.00	1.00	1.00	Moved to 2135
2135 ECONOMIC DEVELOPMENT			0.00	3.00	3.00	
2100 COMMUNITY & ECONOMIC DEVELOPMENT			33.00	31.00	-2.00	

Police Department						
Full-Time Regular	1109	Administrative Secretary	1.00	1.00		
Full-Time Regular	1140	Chief of Police	1.00	1.00		
2205 POLICE ADMINISTRATION			2.00	2.00	0.00	
Full-Time Regular	1234	Police Commander	3.00	3.00		
Full-Time Regular	1246	Police Officer	80.00	80.00		
Full-Time Regular	1307	Police Sergeant	11.00	11.00		
Full-Time Regular	1360	Deputy Chief	1.00	1.00		
2210 PATROL OPERATIONS			95.00	95.00	0.00	
Full-Time Regular	1234	Police Commander	1.00	1.00		
Full-Time Regular	1246	Police Officer	14.00	14.00		
Full-Time Regular	1307	Police Sergeant	2.00	2.00		
Full-Time Regular	1360	Deputy Chief	1.00	1.00		
2215 CRIMINAL INVESTIGATION			18.00	18.00	0.00	
Full-Time Regular	1005	Dir, Police Soc Svcs Bureau	0.00	0.00		
Full-Time Regular	1334	Victim Advocate	3.00	2.00	-1.00	Position eliminated
Full-Time Regular	1345	Youth Advocate	2.00	2.00		
2225 SOCIAL SERVICES BUREAU			5.00	4.00	-1.00	

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2010-11 FTE POSITION DETAIL - ALL FUNDS**

Employee Status Description	Position ID	Position Description	2009-2010 Budgeted FTE	2010-2011 Budgeted FTE	Difference FTE	Comments
Full-Time Regular	1234	Police Commander	1.00	1.00		
Full-Time Regular	1246	Police Officer	9.00	9.00		
Full-Time Regular	1307	Police Sergeant	1.00	1.00		
2230 JUVENILE BUREAU			11.00	11.00	0.00	
Full-Time Regular	1246	Police Officer	3.00	3.00		
2235 SCHOOL LIAISON			3.00	3.00	0.00	
Full-Time Regular	1007	Dir, Police Records Bureau	1.00	1.00		
Full-Time Regular	1149	Clerk III	1.00	1.00		
Full-Time Regular	1161	Court Liaison	1.00	0.00	-1.00	Moved to 2250
Full-Time Regular	1279	Property Officer	1.00	0.00	-1.00	Moved to 2250
Full-Time Regular	1290	Records Input Operator	5.00	3.00	-2.00	1 Reclassed to Review Officer; 1 eliminated
Full-Time Regular	1296	Review Officer	1.00	2.00	1.00	Reclassified from Records Input Operator
Full-Time Regular	1371	Property Room Aide	1.00	0.00	-1.00	Moved to 2250
2240 POLICE RECORDS			11.00	7.00	-4.00	
Full-Time Regular	1327	Telecommunicator	15.00	14.00		Correction made- 14 in 2245 and 5 in 5150
2245 COMMUNICATIONS			15.00	14.00	-1.00	
Full-Time Regular	1360	Deputy Chief	1.00	1.00		
Full-Time Regular	1413	Service Desk Supervisor	1.00	1.00		
Full-Time Regular	1163	Custodian I	1.00	1.00		
Full-Time Regular	1161	Court Liaison	0.00	1.00	1.00	Moved from 2240
Full-Time Regular	1279	Property Officer	0.00	2.00	2.00	Moved from 2240
Full-Time Regular	1371	Property Room Aide	0.00	0.00	-1.00	Moved from 2240; reclassified to Property Officer
Full-Time Regular	1246	Police Officer	1.00	0.00	-1.00	Position eliminated
Full-Time Regular	1324	Service Desk Officer	12.00	12.00		
2250 SERVICE DESK			16.00	18.00	2.00	
Full-Time Regular	1199	Exec Secretary (non-Dept Head)	1.00	1.00		
Full-Time Regular	1272	Police Planner	1.00	0.00	-1.00	Position eliminated
Full-Time Regular	1234	Police Commander	1.00	1.00		
Full-Time Regular	1307	Police Sergeant	1.00	1.00		
2255 OFFICE-PROFESSIONAL STANDARDS			4.00	3.00	-1.00	
Full-Time Regular	1106	Administrative Specialist	1.00	1.00		
Full-Time Regular	1107	Administrative Coordinator	1.00	1.00		
Full-Time Regular	1307	Police Sergeant	1.00	1.00		
2260 OFFICE OF ADMINISTRATION			3.00	3.00	0.00	
Full-Time Regular	1234	Police Commander	1.00	1.00		
Full-Time Regular	1246	Police Officer	14.00	15.00	1.00	Staffing Change
Full-Time Regular	1307	Police Sergeant	3.00	2.00	-1.00	Moved to 2270
2265 NEIGHBORHOOD ENFORCEMENT TEAM			18.00	18.00	0.00	
Full-Time Regular	1307	Police Sergeant	0.00	1.00	1.00	Moved from 2265
Full-Time Regular	1246	Police Officer	6.00	6.00		
Full-Time Regular	1391	Towing Coordinator	1.00	1.00		
2270 TRAFFIC BUREAU			7.00	8.00	1.00	
Part-time Regular	1362	Crime Analyst	1.00	1.00		
2275 COMMUNITY STRATEGIC BUREAU			1.00	1.00	0.00	
Full-Time Regular	1134	Animal Control Warden	1.00	1.00		
Full-Time Regular	1139	Chief Animal Warden	1.00	1.00		
Part-time Regular	1401	PT Animal Warden	0.50	0.50		
2280 ANIMAL CONTROL			2.50	2.50	0.00	
Full-Time Regular	1234	Police Commander	1.00	1.00		
Full-Time Regular	1246	Police Officer	6.00	6.00		
2285 PROBLEM SOLVING TEAM			7.00	7.00	0.00	
2200 POLICE DEPARTMENT			218.50	214.50	-4.00	

Fire Department						
Full-Time Regular	1180	Division Chief, Fire	1.00	1.00		
Full-Time Regular	1207	Fire Chief	1.00	1.00		
Full-Time Regular	1237	Management Analyst	1.00	1.00		
2305 FIRE MGT & SUPPORT			3.00	3.00	0.00	
Full-Time Regular	1148	Clerk II	1.00	1.00		
Full-Time Regular	1180	Division Chief, Fire	1.00	1.00		
Full-Time Regular	1206	Fire Captain	2.00	2.00		
Full-Time Regular	9999	Fire Plan Reviewer	1.00	1.00		
2310 FIRE PREVENTION			5.00	5.00	0.00	
Full-Time Regular	1180	Division Chief, Fire	1.00	0.00	-1.00	Position eliminated
Full-Time Regular	1206	Fire Captain	24.00	24.00		
Full-Time Regular	1208	Firefighter	74.00	74.00		
Full-Time Regular	1309	Shift Chief, Fire	3.00	3.00		
Full-Time Regular	1426	Deputy Fire Chief	1.00	1.00		

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2010-11 FTE POSITION DETAIL - ALL FUNDS**

Employee Status Description	Position ID	Position Description	2009-2010 Budgeted FTE	2010-2011 Budgeted FTE	Difference FTE	Comments
2315 FIRE SUPPRESSION			103.00	102.00	-1.00	
2300 FIRE DEPARTMENT			111.00	110.00	-1.00	

Health Department						
Full-Time Regular	1173	Director, Health & Human Services	1.00	1.00		
Full-Time Regular	1205	Exec Secretary (to Dept. Head)	1.00	1.00		
Full-Time Regular	1237	Comm. Relations Mgr./Man. Analyst	1.00	0.00	-1.00	Moved to 2455
Part-time Regular	1375	Medical Director	0.10	0.10		
2407 HEALTH SERVICES ADMIN			3.10	2.10	-1.00	
Full-Time Regular	1148	Clerk II	1.00	1.00		
Full-Time Regular	1168	Dental Assistant	1.00	1.00		
Part-time Regular	1363	Dental Health Educator	0.60	0.60		
Part-time Regular	1364	Dentist	1.40	1.40		
2425 DENTAL SERVICES			4.00	4.00	0.00	
Full-Time Regular	1190	Environmental Health Practitioner	3.00	3.00		
Full-Time Regular	1300	Secretary II	1.00	1.00		
Full-Time Regular	1442	Environmental Health Manager	1.00	1.00		
Full-Time Regular	1313	Communicable Dis Surv Specialist	1.00	1.00		
Part-time Regular		Emergency Response Coordinator	0.80	0.80		
Full-Time Regular	9999	Health License Coordinator	1.00	1.00		
2435 FOOD AND ENVIRONMENTAL HEALTH			7.80	7.80	0.00	
Full-Time Regular	1148	Clerk II	0.40	0.40		
Full-Time Regular	1149	Clerk III	1.00	1.00		
Full-Time Regular	1150	Clerk Typist I	1.00	1.00		
2440 VITAL RECORDS			2.40	2.40	0.00	
Full-Time Regular		Community Intervention Coordinator	0.00	0.00	-1.00	Moved to 2127
2450 COMMUNITY INTERVENTION SERVICES			0.00	0.00	0.00	
Full-Time Regular	1300	Secretary II	0.50	0.00	-0.50	Moved to 3055
Full-Time Regular	1199	Exec Secretary (non Dept. Head)	0.00	1.00	1.00	Moved from 1505/2550
Full-Time Regular	1444	Comm. Relations Mgr./Man. Analyst	0.00	1.00	1.00	Moved from 2550/2407
2455 MENTAL HEALTH PROGRAM ADMINIST			0.50	2.00	1.50	
Full-Time Regular	1300	Secretary II	0.50	0.00	-0.50	Moved to 3210
Full-Time Regular	1374	Long Term Care Ombudsman	0.60	0.00	-0.60	Position eliminated
Full-Time Regular	1369	Inclusion Specialist	1.00	0.00	-1.00	Moved to 3205
Full-Time Regular	9999	Community Health Manager	1.00	0.00	-1.00	Moved to 3210
2530 COMMISSION ON AGING			3.10	0.00	-3.10	
Full-Time Regular	1216	Human Relations Specialist	1.00	0.00	-1.00	Moved to 2135
2540 SUMMER YOUTH EMPLOY PROG			1.00	0.00	-1.00	
Full-Time Regular	1418	Youth Coordinator	1.00	0.00	-1.00	Moved to 3215
2541 YOUTH ENGAGEMENT DIVISION			1.00	0.00	-1.00	
Full-Time Regular	1199	Exec Secretary (non Dept. Head)	0.50	0.00	-0.50	Moved to 2455
Full-Time Regular	1214	Health Program Coordinator	1.00	0.00	-1.00	Moved to 3205
Full-Time Regular	1444	Comm. Relations Mgr./Man. Analyst	1.00	0.00	-0.50	Moved to 2455
Full-Time Regular	1249	Outreach Specialist	1.00	0.00	-1.00	Moved to 1510
2550 COMMUNITY RELATIONS			3.50	0.00	-3.50	
2400 HEALTH DEPARTMENT			26.40	18.30	-8.10	

Public Works						
Full-Time Regular	1174	Director, Public Works	1.00	1.00		
Full-Time Regular	1205	Exec Secretary (to Dept. Head)	1.00	1.00		
Full-Time Regular	1237	Management Analyst	1.00	0.00	-1.00	Position eliminated
2605 DIRECTOR OF PUBLIC WORKS			3.00	2.00	-1.00	
Full-Time Regular	1417	Sustainable Programs Coord.	1.00	0.00	-1.00	Moved to 1535
1535 SUSTAINABILTY GRANT			1.00	0.00	-1.00	
Full-Time Regular	1163	Custodian I	1.00	1.00		
Full-Time Regular	1321	Service Center Coordinator	1.00	1.00		
2610 MUNICIPAL SERVICE CENTER			2.00	2.00	0.00	
Full-Time Regular	1169	Dir of Transportation/City Eng	1.00	1.00		
2620 E.D.O.T. ADMINISTRATION			1.00	1.00	0.00	
Full-Time Regular	1145	Civil Engineer II	2.00	2.00		
Full-Time Regular	1145	Civil Engineer III	1.00	1.00		
Full-Time Regular	1189	Engineering Associate II	3.00	3.00		
Full-Time Regular		Civil Engineer I	1.00	1.00		
Full-Time Regular	1303	Senior Engineer	1.00	1.00		
2625 ENGINEERING			8.00	8.00	0.00	
Full-Time Regular	1145	Civil Engineer II	2.00	2.00		
Full-Time Regular	1306	Senior Traffic Engineer	2.00	2.00		
Full-Time Regular	1329	Traffic Engineering Technician	0.50	0.50		

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

Employee Status Description	Position ID	Position Description	2009-2010 Budgeted FTE	2010-2011 Budgeted FTE	Difference FTE	Comments
2630 TRAFFIC ENGINEERING			4.50	4.50	0.00	
Full-Time Regular	1331	Traffic Sign Repair Worker	3.00	0.00	-3.00	Moved to 2670
2635 TRAFFIC SIGNS			3.00	0.00	-3.00	
Full-Time Regular	1224	Traffic Electrician Leader	1.00	1.00		
Full-Time Regular	1330	Traffic Electrician	3.00	3.00		
2640 TRAF. SIG. & ST. LIGHT. MAINT			4.00	4.00	0.00	
Full-Time Regular	1252	Parking Enforcement Officer	12.00	0.00	-12.00	Moved to 1941
Full-Time Regular	1255	Parking Operations Clerk	1.00	0.00	-1.00	Moved to 1941
Full-Time Regular	1291	Parking Enforcement Coordinator	1.00	0.00	-1.00	Moved to 1941
2645 PARKING ENFORCEMENT & TICKETS			14.00	0.00	-14.00	
Full-Time Regular	1011	Superintendent, Streets/San	1.00	1.00		
Full-Time Regular	9999	Business Office Coordinator	1.00	1.00		
Full-Time Regular	1199	Exec Secretary (non-Dept Head)	1.00	1.00		
Full-Time Regular	1284	Public Works Supervisor	3.00	3.00		
2665 STREETS AND SANITATION ADMINIS			6.00	6.00	0.00	
Full-Time Regular	1195	Equipment Operator II	6.00	6.00		
Full-Time Regular	1196	Equipment Operator III	3.00	3.00		
Full-Time Regular	1283	Public Works Crew Leader	2.00	2.00		
Full-Time Regular	1331	Public Works Maint Wrkr III	0.00	3.00	3.00	Moved from 2635/positions reclassified
Full-Time Regular	1288	Public Works Maint Wrkr II	4.00	3.00	-1.00	Position eliminated
2670 STREET AND ALLEY MAINTENANCE			15.00	17.00	2.00	
Full-Time Regular	1195	Equipment Operator II	4.00	4.00		
Full-Time Regular	1288	Public Works Maint Wrkr II	1.00	1.00		
2675 STREET CLEANING			5.00	5.00	0.00	
Full-Time Regular	1195	Equipment Operator II	14.00	10.00	-4.00	Positions eliminated
Part-time Regular	1386	Recycling Attendant	0.75	0.75	0.00	
2685 REFUSE COLLECT & DISPOSAL			14.75	10.75	-4.00	
Full-Time Regular	1195	Equipment Operator II	2.00	2.00		
2695 YARD WASTE COLLECTION			2.00	2.00	0.00	
2600 PUBLIC WORKS			83.25	62.25	21.00	

Library						
Full-Time Regular	1226	Librarian I	2.74	2.74		
Full-Time Regular	1228	Librarian III	1.00	1.00		
Full-Time Regular	1231	Library Assistant	2.43	3.43	1.00	Public service support thru re-organization
Part-time Regular	1229	Library Aide I	0.81	0.81		
Part-time Regular	1373	Library Technical Aide	0.23	0.00	-0.23	Position eliminated
Part-time Regular	1388	Shelver	0.80	0.40	-0.40	Position eliminated
2805 CHILDREN'S SERVICES			8.01	8.38	0.37	
Full-Time Regular	1226	Librarian I	7.34	7.85	0.51	Public service support thru re-organization
Full-Time Regular	1227	Virtual Services Librarian	1.00	1.00		
Full-Time Regular	9999	Administrative Librarian	1.00	1.00		
Part-time Regular	1229	Library Aide	0.35	0.35		
Part-time Regular	1372	Library Clerk	2.66	2.08	-0.58	Position eliminated
Part-time Regular	1373	Library Technical Aide	0.48	0.00	-0.48	Technical Aide moved to Circulation
Part-time Regular	1384	Readers' Advisor	4.19	4.03	-0.16	Re-organization
2806 ADULT SERVICES			17.02	16.31	-0.71	
Full-Time Regular	1141	Circulation Supervisor	1.00	1.00		
Full-Time Regular	1230	Library Aide II	1.50	1.00	-0.50	Re-organization
Part-time Regular	1149	Clerk III	1.00	1.00		
Part-time Regular	1372	Library Clerk	5.59	5.81	0.22	Re-organization
Part-time Regular	1373	Library Technical Aide	0.00	0.53	0.53	Technical Aide moved from Adult Services
Part-time Regular	1387	Security Monitor	2.01	1.17	-0.84	Re-organization
Part-time Regular	1388	Shelver	4.51	4.25	-0.26	Re-organization
2820 CIRCULATION			15.61	14.76	-0.85	
Full-Time Regular	1227	Librarian II	0.50	1.00	0.50	Full-time Branch Mgr budgeted in 2825
Part-time Regular	1229	Library Aide I	0.66	0.33	-0.33	Position eliminated
Part-time Regular	1355	Branch Assistant	1.81	1.31	-0.50	Position eliminated
2825 NORTH BRANCH			2.97	2.64	-0.33	
Part-time Regular	1227	Librarian II	0.50	0.00		Full-time Branch Mgr budgeted in 2825
Part-time Regular	1229	Library Aide I	0.38	0.19	-0.19	Position eliminated
Part-time Regular	1355	Branch Assistant	1.73	1.20	-0.53	Position eliminated
2830 SOUTH BRANCH			2.61	1.39	-1.22	
Full-Time Regular	1148	Clerk II	5.25	0.00	-5.25	Positions eliminated
Full-Time Regular	1151	Clerk Typist II	1.00	1.00		
Full-Time Regular	1226	Librarian I	0.53	0.53		
Full-Time Regular	1228	Librarian III	1.00	1.00		
Full-Time Regular	1231	Library Assistant	2.00	1.00	-1.00	Position eliminated
Part-time Regular	1372	Library Clerk	2.35	2.08	-0.27	Position eliminated

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

Employee Status Description	Position ID	Position Description	2009-2010 Budgeted FTE	2010-2011 Budgeted FTE	Difference FTE	Comments
2835 TECHNICAL SERVICES			12.13	5.61	-6.52	
Full-Time Regular	1163	Custodian I	0.64	0.00	-0.64	Position eliminated
Full-Time Regular	1165	Custodian II	3.00	3.00		
2840 MAINTENANCE			3.64	3.00	-0.64	
Full-Time Regular	1110	Administrative Services Manager	1.00	1.00		
Full-Time Regular	1232	Director, Library	1.00	1.00		
Full-Time Regular	1149	Clerk III	1.00	1.00		
Full-Time Regular	9999	Bookkeeper	1.00	0.53	-0.47	Re-organization
Full-Time Regular	1430	Community Relations Coordinator	1.00	1.00		
Part-time Regular	1151	Administrative Assistant	0.51	0.51		
2845 ADMINISTRATION			5.51	5.04	-0.47	
2800 LIBRARY DEPARTMENT			67.50	57.13	-10.37	

Parks, Recreation and Community Services						
Full-Time Regular	1006	Director, Parks/Forestry & Rec	1.00	1.00		
Full-Time Regular	1205	Exec Secretary (to Dept. Head)	1.00	1.00		
Full-Time Regular	1237	Management Analyst	1.00	1.00		
3005 REC. MGMT. & GENERAL SUPPORT			3.00	3.00	0.00	
Full-Time Regular	9999	Business Office Coordinator	1.00	1.00		
Full-Time Regular	1167	Data Control Clerk	1.00	1.00		
Full-Time Regular	1431	Recreation Support Specialist	1.00	1.00		
3010 REC. BUS. & FISCAL MGMT			3.00	3.00	0.00	
Full-Time Regular	1281	Public Information Specialist	1.00	1.00		
Part-time Regular	1383	Public Information Assistant	0.75	0.75		
3015 COMMUNICATION & MARKETING SRVS			1.75	1.75	0.00	
Full-Time Regular	1317	Superintendent, Recreation	1.00	1.00		
3020 RECREATION GENERAL SUPPORT			1.00	1.00	0.00	
Part-time Regular	1379	Preschool Instructor	2.10	2.10		
Full-Time Regular	1129	Building Supervisor	1.00	1.00		
Full-Time Regular	1165	Custodian II	1.00	1.00		
Full-Time Regular	1201	Fac Maint Worker/Cust II	1.00	1.00		
Full-Time Regular	1294	Recreation Program Manager	1.00	1.00		
Part-time Regular	1353	After School Supervisor	0.50	0.50		
Part-time Regular	1385	Recreation Aide	0.50	0.50		
Part-time Regular	1403	PT Custodian	1.30	1.30		
3030 CROWN COMMUNITY CENTER			8.40	8.40	0.00	
Part-time Regular	1379	Preschool Instructor	0.50	0.00	-0.50	Position eliminated
Full-Time Regular	1149	Clerk III	0.75	0.75		
Full-Time Regular	1293	Recreation Center Manager	1.00	1.00		
Full-Time Regular	1294	Recreation Program Manager	2.00	2.00		
Full-Time Regular	1344	Weekend/Evening Coordinator	1.00	0.00	-1.00	Position eliminated
Part-time Regular	1403	PT Custodian	1.25	1.25		
3035 CHANDLER COMMUNITY CENTER			6.50	5.00	-1.50	
Full-Time Regular	1148	Clerk II	1.50	1.50		
Full-Time Regular	1165	Custodian II	1.00	1.00		
Full-Time Regular	1293	Recreation Center Manager	1.00	1.00		
Full-Time Regular	1294	Recreation Program Manager	2.00	1.00	-1.00	Position eliminated
Full-Time Regular	1344	Weekend/Evening Coordinator	1.00	1.00		
Part-time Regular	1403	PT Custodian	0.50	0.50		
3040 FLEETWOOD JOURDAIN COM CT			7.00	6.00	-1.00	
Full-Time Regular	1294	Recreation Program Manager	1.00	1.00	0.00	
3045 FLEETWOOD/JOURDAIN THEATR			1.00	1.00	0.00	
Full-Time Regular	1151	Clerk Typist II	1.00	0.00	-1.00	Position eliminated
Full-Time Regular	1165	Custodian I	1.00	0.00	-1.00	Position eliminated
Full-Time Regular	1201	Fac Maint Worker/Cust II	1.00	1.00		
Full-Time Regular	1293	Recreation Center Manager	1.00	1.00		
Full-Time Regular	1294	Recreation Program Manager	2.00	2.00		
Part-time Regular	1376	Office Assistant	0.77	0.77		
Part-time Regular	1397	Facilities Supervisor	0.85	0.85		
Part-time Regular	1402	PT Bus Driver	1.03	1.03		
Full-Time Regular	1300	Secretary II	0.00	0.50	0.50	Moved from 2455
Part-time Regular	1403	PT Custodian	1.93	1.90	-0.03	Adjusted based on hours
3055 LEVY CENTER			10.58	9.05	-1.53	
Full-Time Regular	1294	Recreation Program Manager	0.75	0.75		
Full-Time Regular	1311	Lakefront Sports Coordinator	0.50	0.50		
3080 BEACHES			1.25	1.25	0.00	
Full-Time Regular	1250	Parks/Forestry Crew Leader	1.00	1.00		
Full-Time Regular	1264	Parks/Forestry Worker II	4.00	4.00		
Full-Time Regular	1320	Supervisor, Sports/Rec Maint	1.00	1.00		

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

Employee Status Description	Position ID	Position Description	2009-2010 Budgeted FTE	2010-2011 Budgeted FTE	Difference FTE	Comments
3085 RECREATION FACILITY MAINT			6.00	6.00	0.00	
Full-Time Regular	1148	Clerk II	0.70	0.70		
Full-Time Regular	1245	Office Coordinator	1.00	1.00		
Full-Time Regular	1248	Operations Manager	1.00	1.00		
Full-Time Regular	1294	Recreation Program Manager	1.00	1.00		
Full-Time Regular	1297	Robert Crown Manager	1.00	1.00		
Part-time Regular	1376	Office Assistant	1.90	1.25	-0.65	Position eliminated
Part-time Regular	1397	Facilities Supervisor	1.20	1.20		
Part-time Regular	1403	PT Custodian	1.00	0.50	-0.50	Position eliminated
3095 CROWN ICE RINK			8.80	7.65	-1.15	
Full-Time Regular	1311	Lakefront Sports Coordinator	0.05	0.05		
3100 SPORTS LEAGUES			0.05	0.05	0.00	
Part-time Regular	1397	Facilities Supervisor	0.40	0.40		
3110 TENNIS			0.40	0.40	0.00	
Full-Time Regular	1294	Recreation Program Manager	1.00	1.00		
Part-time Regular	1369	PT Inclusion Specialist	0.75	0.75		
Full-Time Regular	1311	Lakefront Sports Coordinator	0.25	0.25		
3130 SPECIAL RECREATION			2.00	2.00	0.00	
Full-Time Regular	1402	PT Bus Drivers	0.75	0.75		
3140 BUS PROGRAM			0.75	0.75	0.00	
Full-Time Regular	1294	Recreation Program Manager	0.25	0.25		
Full-Time Regular	1311	Lakefront Sports Coordinator	0.20	0.20		
Part-time Regular	1404	PT Park Ranger	1.30	1.30		
3150 PARK SERVICE UNIT			1.75	1.75	0.00	
Full-Time Regular	1369	Inclusion Specialist	0.00	1.00	1.00	Moved from 2530
Full-Time Regular	1214	Health Program Coordinator	0.00	1.00	1.00	Moved from 2550
3205 COMMUNITY RELATIONS			0.00	2.00	2.00	
Full-Time Regular	9999	Community Health Manager	0.00	1.00	1.00	Moved from 2530
Full-Time Regular	1300	Secretary II	0.00	0.50	0.50	Moved from 2530
3210 COMMISSION ON AGING			0.00	1.50	1.50	
Full-Time Regular	1418	Youth Coordinator	0.00	1.00	1.00	Moved from 2541
3215 Youth Engagement			0.00	1.00	1.00	
Full-Time Regular	1222	Landscape Arch/Project Mgr	1.00	1.00		
Full-Time Regular	1300	Secretary II	1.00	1.00		
Full-Time Regular	1316	Superintendent, Parks & For.	1.00	1.00		
3505 PARKS & FORESTRY GENERAL SUP			3.00	3.00	0.00	
Full-Time Regular	1195	Equipment Operator II	3.00	3.00		
Full-Time Regular	1210	General Tradesman	1.00	1.00		
Full-Time Regular	1250	Parks/Forestry Crew Leader	3.00	3.00		
Full-Time Regular	1264	Parks/Forestry Worker II	1.00	1.00		
Full-Time Regular	1265	Parks/Forestry Worker III	5.00	5.00		
Full-Time Regular	1284	Public Works Supervisor	1.00	0.00	-1.00	Position eliminated
3510 HORTICULTURAL MAINTENANCE			14.00	13.00	-1.00	
Full-Time Regular	1113	Arborist	1.00	0.50	-0.50	Shared between 3515, 3520 & 3525
Full-Time Regular	1250	Parks/Forestry Crew Leader	1.00	1.00		
Full-Time Regular	1265	Parks/Forestry Worker III	8.00	8.00		
3515 PARKWAY TREE MAINTENANCE			10.00	9.50	-0.50	
Full-Time Regular	1113	Arborist	0.00	0.25	0.25	Moved from 3515
Full-Time Regular	1250	Parks/Forestry Crew Leader	1.00	1.00		
Full-Time Regular	1265	Parks/Forestry Worker III	6.00	6.00		
3520 DUTCH ELM DISEASE CONTROL			7.00	7.25	0.25	
Full-Time Regular	1113	Arborist	0.00	0.25	0.25	Moved from 3515
Full-Time Regular	1250	Parks/Forestry Crew Leader	1.00	1.00		
Full-Time Regular	1265	Parks/Forestry Worker III	1.00	1.00		
3525 TREE PLANTING			2.00	2.25	0.25	
Full-Time Regular	1149	Clerk III	1.00	1.00		
Full-Time Regular	1191	Ecology Center Coordinator	1.00	1.00		Formerly titled Environmental Educator
Full-Time Regular	1191	Recreation Program Manager	1.00	1.00		Formerly titled Environmental Educator
Part-time Regular	1366	Garden Coordinator	0.20	0.20		
Part-time Regular	1397	Facilities Supervisor	0.30	0.30		
Part-time Regular	1403	PT Custodian	0.55	0.55		
3605 ECOLOGY CENTER			4.05	4.05	0.00	
Full-Time Regular	1114	Director, Arts Council	0.40	0.40		
Full-Time Regular	1300	Secretary II	0.40	0.40		
3700 ARTS COUNCIL			0.80	0.80	0.00	
Full-Time Regular	1114	Director, Arts Council	0.20	0.20		
Full-Time Regular	1202	Facilities Maint. Worker II	1.00	1.00		
Full-Time Regular	1300	Secretary II	0.20	0.20		
Full-Time Regular	1294	Recreation Program Manager	0.15	0.15		

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

Employee Status Description	Position ID	Position Description	2009-2010 Budgeted FTE	2010-2011 Budgeted FTE	Difference FTE	Comments
Part-time Regular	1376	PT Office Assistant	0.42	0.00	-0.42	Position eliminated
Part-time Regular	1397	Facilities Supervisor	1.10	0.95	-0.15	Position eliminated
Part-time Regular	1403	PT Custodian	1.75	1.75		
3710 NOYES CULTURAL ARTS CTR			4.82	4.25	-0.57	
Full-Time Regular	1114	Director, Arts Council	0.40	0.40		
Full-Time Regular	1294	Recreation Program Manager	0.85	0.00	-0.85	Position eliminated
Full-Time Regular	1300	Secretary II	0.40	0.40		
Full-Time Regular	1305	Senior Program Coordinator	1.00	1.00		
3720 CULTURAL ARTS PROGRAMS			2.65	1.80	-0.85	
Full-Time Regular	1205	Exec Secretary (to Dept. Head)	1.00	1.00		
Full-Time Regular	1428	Superintendent, Fac. Mgt.	1.00	1.00		
3805 FACILITIES ADMINISTRATION			2.00	2.00	0.00	
Full-Time Regular	1164	Fac Maint Worker/Custodian I	2.00	1.00		
Full-Time Regular		Custodian I	0.00	1.00		
Part-time Regular	1403	PT Custodian	0.20	0.20		
3806 CIVIC CENTER SERVICES			2.20	2.20	0.00	
Full-Time Regular	1159	Construction Manager	1.00	1.00		
Full-Time Regular	1200	Facilities Mgmt Supervisor	1.00	1.00		
Full-Time Regular	1202	Facilities Maint. Worker II	1.00	1.00		
Full-Time Regular	1203	Facilities Maint. Worker III	12.00	12.00		
Full-Time Regular	1351	ADA/CIP Project Manager	1.00	1.00		
3807 CONSTRUCTION & REPAIR			16.00	16.00	0.00	
3000 PARKS, REC. & COMMUNITY SERVICES			131.75	128.65	-3.10	
Grand Total - General Fund			743.60	698.03	-45.57	

Other Funds - Full-Time Equivalent Positions

Employee Status Description	Position ID	Position Description	2009-2010 Budgeted FTE	2010-2011 Budgeted FTE	Difference FTE	Comments
Emergency Telephone System Fund						
Full-Time Regular	1105	Asst Communications Coord	2.00	2.00		
Full-Time Regular	1156	Communications Coordinator	1.00	1.00		
Full-Time Regular	1327	Telecommunicator	2.00	2.00		
5150 EMERGENCY TELEPHONE SYSTEM			5.00	5.00	0.00	
5150 EMERGENCY TELEPHONE SYSTEM			5.00	5.00	0.00	

Community Development Block Grant Fund						
Employee Status Description	Position ID	Position Description	2009-2010 Budgeted FTE	2010-2011 Budgeted FTE	Difference FTE	Comments
Full-Time Regular	1136	CDBG Grants Administrator	1.00	1.00		
Full-Time Regular	1241	Neighborhood Planner	1.00	1.00		
5220 CDBG ADMINISTRATION			2.00	2.00	0.00	
5220 CDBG ADMINISTRATION			2.00	2.00	0.00	

Economic Development Fund						
Employee Status Description	Position ID	Position Description	2009-2010 Budgeted FTE	2010-2011 Budgeted FTE	Difference FTE	Comments
Full-Time Regular	9999	Economic Development Director	1.00	0.00	-1.00	Position eliminated and reclassified
Full-Time Regular	9999	Economic Development Manager	0.00	1.00	1.00	Position reclassified to Manager
Full-Time Regular	1185	Economic Development Planner	1.00	2.00	1.00	Position added
	9999	Legislative Coordinator	0.00	1.00	1.00	New Position
	9999	Development Officer	0.00	1.00	1.00	New Position
Full-Time Regular	1198	Executive Assistant	0.30	0.30		
5300 ECON. DEVELOPMENT FUND			2.30	5.30	3.00	
5300 ECON. DEVELOPMENT FUND			2.30	5.30	3.00	

Parking System Fund						
Employee Status Description	Position ID	Position Description	2009-2010 Budgeted FTE	2010-2011 Budgeted FTE	Difference FTE	Comments
Full-Time Regular	1255	Parking Operations Clerk	3.00	3.00		
Full-Time Regular	1256	Parking Manager	1.00	1.00		
Full-Time Regular	1257	Parking System Supervisor	1.00	1.00		
Full-Time Regular		Parking Facilities Supervisor	1.00	1.00		
Full-Time Regular	1329	Traffic Engineering Technician	0.50	0.50		
7005 PARKING SYSTEM MGT			6.50	6.50	0.00	
Full-Time Regular	1254	Parking Repair Worker	3.00	3.00		
Full-Time Regular	1283	Public Works Crew Leader	1.00	1.00		
Full-Time Regular	1288	Public Works Maint Wrkr II	4.00	4.00		

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

Employee Status Description	Position ID	Position Description	2009-2010 Budgeted FTE	2010-2011 Budgeted FTE	Difference FTE	Comments
7015 PARKING LOTS & METERS			8.00	8.00	0.00	
Full-Time Regular	1288	Public Works Maint Wrkr II	1.00	1.00		
7037 MAPLE AVENUE GARAGE			1.00	1.00		
7005 PARKING SYSTEM MGT			15.50	15.50	0.00	

Water Fund						
Full-Time Regular	1012	Utilities Director	1.00	1.00		
Full-Time Regular	1199	Exec Secretary (non-Dept Head)	1.00	1.00		
Full-Time Regular	1421	Asst Superin, Const & Fld Svcs	1.00	1.00		
Full-Time Regular	1435	Asst Superin, Water Production	1.00	1.00		
7100 WATER GENERAL SUPPORT			4.00	4.00	0.00	
Full-Time Regular	1183	Division Chief, Pumping	1.00	1.00		
Full-Time Regular	1238	Water/Sewer Mechanic	3.00	3.00		
Full-Time Regular	1337	Water Maintenance Supervisor	1.00	1.00		
Full-Time Regular	1339	Water Worker II	1.00	1.00		
Full-Time Regular	1340	Water Plant Operator	5.00	5.00		
7105 PUMPING			11.00	11.00	0.00	
Full-Time Regular	1138	Chemist	1.00	1.00		
Full-Time Regular	1182	Division Chief, Filtration	1.00	1.00		
Full-Time Regular	1238	Water/Sewer Mechanic	3.00	3.00		
Full-Time Regular	1240	Microbiologist	1.00	1.00		
Full-Time Regular	1337	Water Maintenance Supervisor	1.00	1.00		
Full-Time Regular	1338	Water Worker I	1.00	1.00		
Full-Time Regular	1339	Water Worker II	1.00	1.00		
Full-Time Regular	1340	Water Plant Operator	5.00	5.00		
7110 FILTRATION			14.00	14.00	0.00	
Part- Time Regular	1271	Plumbing Inspector	0.50	0.50		
Full-Time Regular	1181	Division Chief, Distribution	0.50	0.50		
Full-Time Regular	1338	Water Worker I	2.00	2.00		
Full-Time Regular	1339	Water Worker II	2.00	2.00		
Full-Time Regular	1341	Water Service Worker	2.00	2.00		
Full-Time Regular	1390	Water/Sewer Crew Leader	3.00	3.00		
Full-Time Regular	1393	Water Distribution Supervisor	1.00	1.00		
7115 DISTRIBUTION			11.00	11.00	0.00	
Full-Time Regular	1164	Fac Maint Worker/Custodian I	1.00	1.00		
Full-Time Regular	1239	Meter Service Coordinator	1.00	1.00		
Full-Time Regular	1336	Water Billing Clerk	1.00	1.00		
7120 WATER METER MAINTENANCE			3.00	3.00	0.00	
7100 WATER FUND			43.00	43.00	0.00	

Sewer Fund						
Full-Time Regular	1146	Civil Engineer III	1.00	1.00		
Full-Time Regular	1181	Division Chief, Distribution	0.50	0.50		
Full-Time Regular	1189	Engineering Associate II	2.00	2.00		
Part-Time Regular	1271	Plumbing Inspector	0.50	0.50		
Full-Time Regular	1338	Water Worker I	2.00	2.00		
Full-Time Regular	1339	Water Worker II	3.00	3.00		
Full-Time Regular	1390	Water/Sewer Crew Leader	4.00	4.00		
Full-Time Regular	1392	Sewer Supervisor	1.00	1.00		
7400 SEWER MAINTENANCE			14.00	14.00	0.00	
7400 SEWER MAINTENANCE			14.00	14.00	0.00	

Fleet Service Fund						
Full-Time Regular	1110	Fleet Services Manager	1.00	0.00	-1.00	Position eliminated
Full-Time Regular	1128	Auto Shop Supervisor	2.00	2.00		
7705 GENERAL SUPPORT			3.00	2.00	-1.00	
Full-Time Regular	1193	Equipment Mechanic III	9.00	8.00	-1.00	Position eliminated
Full-Time Regular	1197	Equipment Parts Technician	1.00	1.00		
Full-Time Regular	1233	Lead Mechanic	1.00	1.00		
Full-Time Regular	1409	Auto Service Worker	1.00	0.00	-1.00	Position eliminated
7710 MAJOR MAINTENANCE			12.00	10.00	-2.00	
7700 FLEET SERVICES DEPT.			15.00	12.00	-3.00	

Insurance Fund						
Full-Time Regular	1414	Assistant City Attorney	0.00	1.00	1.00	New position added
Full-Time Regular	1217	Human Resources Assistant	1.00	1.00		

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

Employee Status Description	Position ID	Position Description	2009-2010 Budgeted FTE	2010-2011 Budgeted FTE	Difference FTE	Comments
Full-Time Regular	1218	Human Resources Specialist	1.00	1.00		
7800 INSURANCE FUND			2.00	3.00	1.00	
7800 INSURANCE FUND			2.00	3.00	1.00	
Grand Total - Other Funds			98.80	99.80	1.00	
Grand Total - All Funds			842.40	797.83	-44.57	

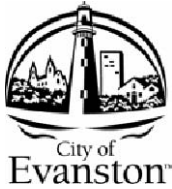


City of
Evanston

PART VI

CAPITAL IMPROVEMENT PLAN

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Capital Improvement Plan

Overview

The Capital Improvement Plan is a process by which the City designs a multi-year plan for major capital expenditures. It represents the City's plan for physical development and is reviewed/updated each year to reflect changing priorities. It provides an ongoing framework for identifying capital requirements, scheduling projects over a period of years, coordinating related projects, and identifying future fiscal impacts. Generally the CIP includes improvements that are relatively expensive, have a multi-year useful life, and like capital outlay items, result in fixed assets. These include the construction of new buildings, additions to or renovations of existing buildings, construction of streets, sewer improvements, land purchases, and major software or equipment purchases. Due to the nature and total costs of the identified projects, bond proceeds are one of the major sources of revenue. The CIP is a dynamic process, with anticipated projects being changed, added, and deleted from the plan as the five year timeline evolves.

During the past several years staff has undertaken a variety of comprehensive assessments of many of the City's capital assets to provide a more complete understanding of the City's future needs. A sample of these include: the Comprehensive Pavement Study; Parks, Forestry, and Recreation Strategic Plan; the analysis of the Civic Center; the Crown Center study, the Ten Year Sewer Improvement Program; Street Lighting; Chicago Avenue Corridor; Downtown Streetscape Audit; the assessments of Fire and Police Stations; the current development of the IS Strategic Plan, as well as development of the City's Strategic Plan. These studies serve as the foundation for the staff recommendations set forth in the attached Capital Improvement Plan. As we move forward we must continue to assess the ongoing infrastructure needs of the community.

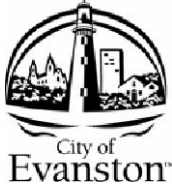
Formal City Council adoption of the Capital Improvement Program indicates the City's commitment to the plan, but does not in itself authorize expenditures. The necessary funding mechanisms must be adopted each year to pay for the improvements – year one is the approved Capital Budget for which Council approval authorizes expenditures, with years two through five reflecting the City's plan for improvements.

Summary of FY10/11 to FY14/15 Capital Improvement Plan

It is important to distinguish between the City's Capital Improvement Plan (CIP) and Capital Improvement Fund (CIF). The CIP report in this section includes all Citywide capital projects, regardless of the Fund and/or funding source, whereas the City's CIF includes only those capital projects that are not paid through one of the City's internal service, special revenue, or enterprise Funds. It is usually the case that capital purchases that are used to benefit the City as a whole are budgeted and paid from the CIF, while capital purchases specific to one area, function, or Fund are typically paid from that specific source or Fund.

An example of the above would be an addition or capital improvement to the City's water filtration plant. While this project would be included in the City's CIP report, the expense would be budgeted in the City's Water Utility Fund. There are a couple of exceptions to this rule. Capital projects funded via the City's Motor Fuel Fund (MFT) may benefit the City as a whole but for legal purposes, such capital projects must be budgeted and paid out of the City's MFT Fund. Another example would be capital purchases related to the City's fleet. Since the City maintains a separate internal service Fleet Fund for tracking purposes, CIP projects pertaining to fleet vehicles/equipment purchases are budgeted and paid from the Fleet Fund rather than the CIF.

Per the CIP summary report, prior to the adoption of the City's CIP, each capital improvement project requested or recommended by City staff for FY10/11 was assigned a ranking by City management. A ranking of "1" indicates that this capital project was recommended by Management and approved by City Council to go forward for fiscal year FY10/11. A ranking of "2" or "3" indicates that although the capital project was originally recommended for completion



Capital Improvement Plan

during FY10/11, it was determined by City management and agreed to by City Council that it should be delayed for a future fiscal year due to funding restrictions and maintaining debt at a reasonable level. Prioritizing projects was not an easy task, and every effort was made by City management to reduce the arbitrary nature of assigning rankings to projects as much as possible. Priority ranking was based on several criteria as follows:

- 1) The project was already approved or in progress at the start of FY10/11
- 2) The project is funded by revenues other than general obligations bonds
- 3) The project is critical to the success of other projects or operations
- 4) The project is a part of a multi-year maintenance program that if interrupted, would most likely result in higher costs for the same improvements in later years

As indicated on the CIP summary report, all past, present, and future capital projects have been identified as either “routine” or “non-routine”. It is apparent that the vast majority of all the City’s capital projects are non-routine in nature and if all of these capital projects are approved over the next five years without any outside assistance (grants), the City would be required to substantially increase its general obligation debt burden. It is also important to take note that if these capital projects are not approved and completed over the next five years, there could be an adverse affect on the City’s operating expenditures in order to keep older buildings, equipment, and infrastructure operating safely for employees, residents, and the general public. The specific dollars involved are summarized in the CIP report.



Capital Improvement Fund Policy

Section I: Objectives and Priorities

The overall goal for Evanston's capital improvement effort is:

A comprehensive capital improvement program that is used by decision makers to guide capital investments, make the best use of limited resources and provide community facilities that function well and contribute to the attractiveness, public health and safety of the City.

To accomplish this goal, a broad set of objectives and policies has been developed to guide preparation and monitoring of the capital improvement program. These broad objectives, priorities and policies adopted by the City Council guide staff each year as a capital program is developed and presented to the City Council for review and consideration.

Objectives

- Undertake a comprehensive assessment of all capital needs and develop a strategic plan to meet the city's capital needs, so that projects and funding are rationally sequenced, coordinated and kept on the public agenda.
- Undertake capital improvements that are needed to maintain existing public facilities, increase operating efficiency and reduce operating costs.
- Undertake capital investments that encourage and support economic development or directly produce income.
- Undertake capital improvements that are of the highest quality that the city can afford which enhance Evanston's physical appearance, public image, and quality of life and promote public health and safety.
- Limit the extent to which local property taxes are required to finance capital improvements.
- Plan all capital projects to meet ADA requirements.

Priorities

- Project major capital improvement replacement needs to cover a 20 to 30 year period so that a long-range capital maintenance plan can be developed.
- Set priorities for capital improvements and match projects with appropriate funding sources.
- Monitor implementation of the Capital Improvement Program through periodic capital improvement staff meetings and reports to the Administration and Public Works Committee.
- Undertake an annual review of capital improvement funding sources and an assessment of capital improvement projects proposed for the following years.
- Commit funds annually for improvements so that incremental progress can be made toward long-range goals.
- Coordinate planned capital improvement projects where opportunities exist to do so.



Capital Improvement Fund Policy

- Leverage local capital improvement funds to the extent possible.
- Give priority to projects that further the objectives of the Comprehensive General Plan.

More specific policies have also been written to guide the scheduling and prioritization of projects within each of the major project classifications.

Economic Development

- Make capital investments needed to realize the full potential of the Downtown Redevelopment.
- Coordinate improvements made in retail and commercial areas.
- Develop and implement programs to upgrade and maintain streetscapes in each neighborhood business district within the city.
- Develop and implement plans for capital needs of neighborhood economic development.

Environment

- Maintain water system improvements needed to ensure a safe and adequate water supply.
- Develop and implement programs to eliminate environmental hazards where they exist in City facilities and on public grounds.
- Participate in development of area wide solutions to the problem of solid waste disposal and promote local recycling and waste reduction efforts to minimize solid waste disposal requirements and conserve resources.
- Complete the long-range comprehensive sewer plan.

Parks and Recreation

- Rehabilitate parks through periodic replacement of pavement, athletic fields and courts, equipment, site furnishings, infrastructure and landscaping.
- Undertake improvements to enhance and protect the lakefront park system.
- Maintain Evanston's community recreational facilities to the high standard expected.
- Bring play equipment into compliance with current CPSC and ASTM safety guidelines and ADA requirements.

Public Buildings

- Consider life cycle costs (long-term costs of maintenance, operation, utilities and financing) in making decisions concerning construction, purchasing, disposal or rehabilitation of public facilities.



Capital Improvement Fund Policy

- Continue to undertake preventive maintenance, energy conservation, and rehabilitation programs for public buildings.
- Undertake projects needed to improve the security of public buildings and facilities.
- Complete the fire station construction and improvement plan.
- Complete the rehabilitation of the Police/Fire Headquarters.
- Undertake projects and improvement to municipal facilities to meet the standards of the Federal Americans with Disabilities Act (ADA).
- Develop and implement a plan for the municipal offices.
- Implement policy advocating art within city building projects, in compliance with Title 7, Chapter 16 of the City Code.

Transportation

- Improve the condition, efficiency and safety of Evanston's circulation system.
- Undertake improvements needed to keep municipal parking facilities well maintained, safe and attractive.
- Plan and implement expanded public parking inventory.
- Continue the City's programs for maintaining curbs, gutters and sidewalks.
- Evaluate all sidewalks and develop an improvement schedule.
- Enhance livability of neighborhoods by implementing various traffic controls.
- Improve Evanston's remaining unpaved streets and alleys.
- Implement a citywide bike plan and encourage intermodal transportation.
- Ensure adequate street lighting to balance crime prevention, safety and residential atmosphere.
- Develop plans and programs to improve the appearance and maintenance of rail embankments, viaducts and rail stations.

Section II: Fiscal Management

Capital Expenditure Policies

- Drawn from the long range capital needs list, a five year capital improvement program will be developed and updated annually, including anticipated funding sources.
- The City will maintain all its physical assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs.



Capital Improvement Fund Policy

- The City will coordinate development of the capital improvement budget with the development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts.
- If a new project (non-emergency) is identified during the fiscal year, staff shall prepare a report to the City Council describing the project, and if necessary recommend a decrease in another approved project so as not to alter the overall appropriation for the capital budget.

Capital Financing Policies

- Long-term borrowing will not be used to finance current operations or normal maintenance.
- Capital projects financed through the issuance of bonds will be financed for a period not to exceed the expected useful life of the project.
- The City will establish an appropriate mix of bonded debt and pay-as-you-go financing in the funding of capital projects. The City will strive to find more streams of revenue to support pay-as-you-go financing of its future capital improvements.
- Dedicated revenue stream options include but are not limited to excess funds, additional taxes (i.e. motor fuel tax for street improvements) and use of tax increment financing revenues as they become available.
- Outstanding tax-supported debt shall not exceed \$90 million.

Capital Project Planning and Cost Containment

- City staff will meet monthly to review the progress on all outstanding projects. Semi-annual reports will be presented to the Administration & Public Works Committee.
- Identification of funding opportunities should be included within the project development phase.
- Recognize that most projects will take at least two years to plan and implement.
- Where appropriate, separate project planning and execution costs, acknowledging that approving a study does not guarantee the implementation of the project.
- For any enterprise fund or storm water management fund that is supporting debt, an annual rate study will be performed to ensure that the fees or rates are sufficient to meet the debt service requirements.
- A five –year projection of revenues and expenditures for the general, special revenue, and enterprise funds should be prepared to provide strategic perspective to each annual budget process.

Emergency Fund Reserves

- An emergency account within the capital improvement fund shall be established to fund emergency capital needs.
- The emergency account shall be initially funded through a one-time revenue source and replenished with a percentage of project surpluses at the end of the fiscal year.



Capital Improvement Fund Policy

Grants

- City staff should seek grants for projects which are in the current fiscal year, the five year plan, or fund a recognized city need.
- For projects not currently funded or in the 5 year plan, the Council must approve the reduction or elimination of a previously planned project
- If a grant is received, the original funds can be used in any of the following ways:
 - Reallocated to a new project within the 5 year plan within the same area.
 - Reallocated to a priority list of projects approved by the City Council during consideration of the capital plan.
 - Used to expand the scope of the existing project for which the grant is received.
 - Placed in the contingency fund for future matches or cost overruns.
 - Placed in an emergency fund for unanticipated projects.

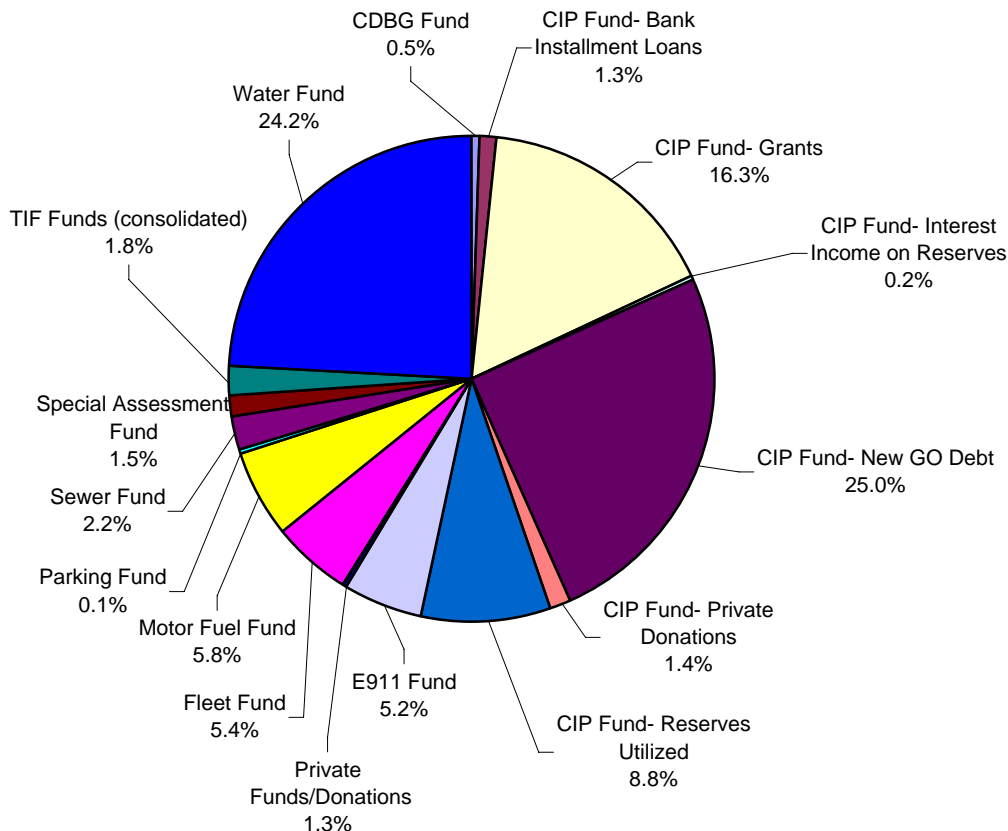
Community Development Block Grant Funds

- A comprehensive program for all capital projects in the CDBG target area will be presented to the CDBG Committee.

**City of Evanston
Capital Improvement Plan Summary by Funding Source
FY 2010-11**

<u>Funding Source</u>	<u>Amount</u>
CDBG Fund	150,000
CIP Fund- Bank Installment Loans	400,000
CIP Fund- Grants	5,129,385
CIP Fund- Interest Income on Reserves	50,000
CIP Fund- New GO Debt	7,852,243
CIP Fund- Private Donations	450,000
CIP Fund- Reserves Utilized	2,750,000
E911 Fund	1,619,700
Economic Development Fund	75,000
Fleet Fund	1,700,000
Motor Fuel Fund	1,830,000
Parking Fund	24,000
Sewer Fund	700,000
Special Assessment Fund	480,000
TIF Funds (consolidated)	575,000
Water Fund	7,600,581
TOTAL FY 10-11 CIP	<u>31,385,909</u>

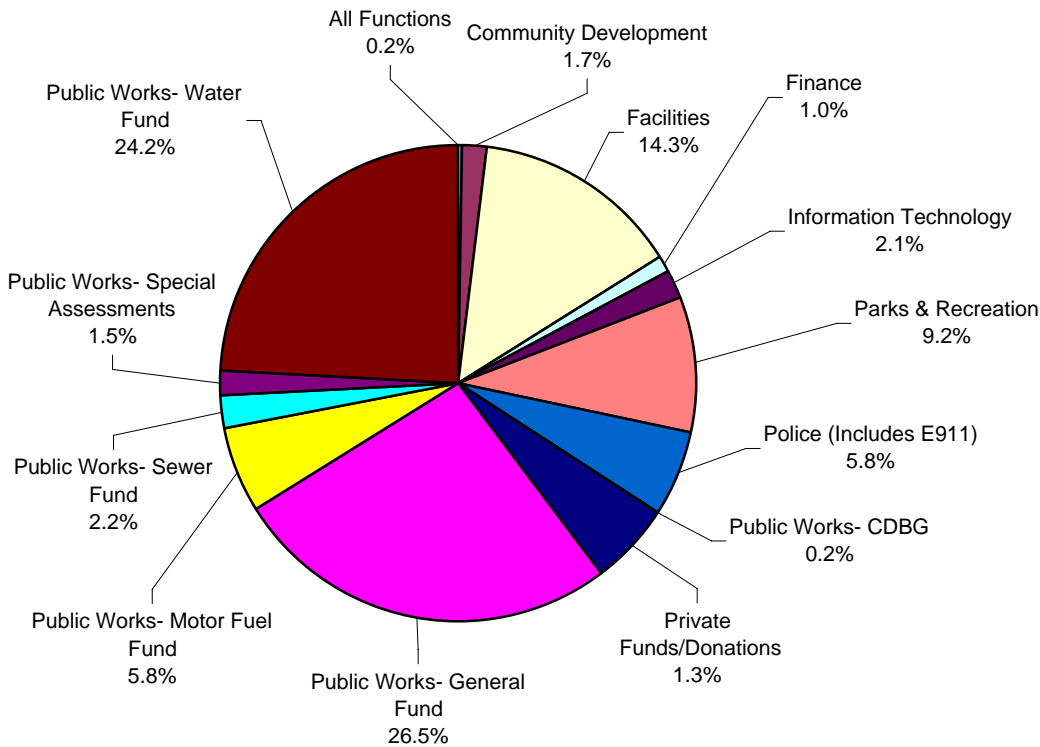
FY 2011 CIP by Funding Source



**City of Evanston
Capital Improvement Plan Summary by Function
FY 2010-11**

<u>Funding Source</u>	<u>Amount</u>
All Functions	50,000
Community Development	540,000
Facilities	4,474,243
Finance	300,000
Information Technology	650,000
Parks & Recreation	2,876,000
Police (Includes E911)	1,826,085
Public Works- CDBG	50,000
Public Works- Fleet Fund	1,700,000
Public Works- General Fund	8,309,000
Public Works- Motor Fuel Fund	1,830,000
Public Works- Sewer Fund	700,000
Public Works- Special Assessments	480,000
Public Works- Water Fund	7,600,581
TOTAL FY 10-11 CIP	<u>31,385,909</u>

FY 2011 CIP by Function



City of Evanston									
Adopted Capital Improvement Plan									
Sorted by Fund & Funding Source									
Fiscal Year 2010/2011									
Description	Department	Funding Source	Project # BU	Fund Responsible	Fund # Responsible	Council Approved FINAL 2/28/2011	Ranking	Routine or Non-Routine	
REVENUES (by Funding Source)									
CIP Fund GO Debt		N/A	N/A	N/A	N/A	7,852,243			
CIP Fund Bank Installment Loan		N/A	N/A	N/A	N/A	400,000			
CIP Fund Grants		N/A	N/A	N/A	N/A	5,129,385			
CIP Fund Private Donations		N/A	N/A	N/A	N/A	450,000			
CIP Fund Interest Income		N/A	N/A	N/A	N/A	50,000			
MFT Fund Funding		N/A	N/A	N/A	N/A	1,830,000			
E911 Fund Funding		N/A	N/A	N/A	N/A	1,619,700			
Economic Development Funding		N/A	N/A	N/A	N/A	75,000			
CDBG Fund Funding		N/A	N/A	N/A	N/A	150,000			
TIF Funds Funding		N/A	N/A	N/A	N/A	575,000			
SA Fund Funding		N/A	N/A	N/A	N/A	480,000			
Parking Fund Funding		N/A	N/A	N/A	N/A	24,000			
Water Fund Funding		N/A	N/A	N/A	N/A	7,600,581			
Sewer Fund Funding		N/A	N/A	N/A	N/A	700,000			
Fleet Fund Funding		N/A	N/A	N/A	N/A	1,700,000			
				TOTAL REVENUE		28,635,909			
EXPENDITURES									
Sheridan/Isabella (JTW/ Wilmette)	Public Works	MFT Revenues	415137	MFT	200	130,000		1	Non-routine
Street Resurfacing	Public Works	MFT Revenues	415857	MFT	200	1,700,000		1	Routine
				SUBTOTAL		1,830,000			
Computer/radio replacement	Police	E911 Revenue	415717	E911	205	40,000		1	Non-routine
Police 911 Center HVAC Replacement	Facilities Mgmt	E911 Revenue	415728	E911	205	100,000		1	Non-routine
CAD400 Migration	Police	E911 Revenue	415731	E911	205	80,000		1	Non-routine
Computer/radio/furniture replacement	Police	E911 Revenue	415732	E911	205	1,249,700		1	Non-routine
911 Center flooring	Facilities Mgmt	E911 Revenue	415733	E911	205	10,000		1	Non-routine
Phone room A/C unit replacement	Facilities Mgmt	E911 Revenue	415734	E911	205	25,000		1	Non-routine
Field reporting	Police	E911 Revenue	415735	E911	205	115,000		1	Non-routine
				SUBTOTAL		1,619,700			

City of Evanston									
Adopted Capital Improvement Plan									
Sorted by Fund & Funding Source									
Fiscal Year 2010/2011									
Description	Department	Funding Source	Project # BU	Fund Responsible	Fund # Responsible	Approved 2/28/2011	Ranking	Routine or	
								Council	FINAL
Noyes Cultural Arts Center Roof Replacement	Facilities Mgmt	GO Debt	415664	CIP	415	17,150	1		Non-routine
Animal Shelter Renovation	Facilities Mgmt	GO Debt	415705	CIP	415	100,000	1		Non-routine
Police Firing Range	Facilities Mgmt	GO Debt	415721	CIP	415	460,000	1		Non-routine
Furniture Replacement	All	GO Debt	415726	CIP	415	50,000	1		Non-routine
Police Headquarters Parapet Wall Repairs	Facilities Mgmt	GO Debt	415727	CIP	415	570,000	1		Non-routine
Fire Station #1 Window Replacement	Facilities Mgmt	GO Debt	415816	CIP	415	65,000	1		Non-routine
50/50 Sidewalk	Public Works	GO Debt	415864	CIP	415	100,000	1		Routine
Neighborhood Traffic Calming	Public Works	GO Debt	415870	CIP	415	50,000	1		Routine
Traffic Signal Upgrades Central & Girard	Public Works	GO Debt	415871	CIP	415	531,000	1		Non-routine
Traffic Signal Upgrades Sheridan Road	Public Works	GO Debt	415871	CIP	415	210,000	1		Non-routine
Traffic Signal Upgrades Chicago Avenue	Public Works	GO Debt	415871	CIP	415	120,000	1		Non-routine
Lake Street LAPP	Public Works	GO Debt	415892	CIP	415	650,000	1		Non-routine
West Evanston Planning	Community Dev.	GO Debt	415901	CIP	415	50,000	1		Non-routine
Traffic Operations Maintenance	Public Works	GO Debt	416028	CIP	415	150,000	1		Non-routine
Services to General Fund	Finance	GO Debt	416051	CIP	415	300,000	1		Routine
New Salt Dome	Public Works	GO Debt	416088	CIP	415	20,000	1		Non-routine
Lakefront Master Plan Implementation	Parks, Rec. & Comm.	GO Debt	416127	CIP	415	1,100,000	1		Non-routine
Neighborhood Public Art	Parks, Rec. & Comm.	GO Debt	416132	CIP	415	11,000	1		Non-routine
Accelal/Property Standards Software Lease	IT	GO Debt	416302	CIP	415	250,000	1		Non-routine
City Works Upgrade for PW Field Personnel	Public Works	GO Debt	416393	CIP	415	90,000	1		Non-routine
				SUBTOTAL		7,852,243			
Traffic Signal Upgrades Sheridan/Chicago	Public Works	Grant	415871	CIP	415	793,000	1		Non-routine
Lake Street LAPP	Public Works	Grant	415892	CIP	415	1,285,000	1		Non-routine
Emergency Repair Program	Public Works	Grant	415894	CIP	415	610,000	1		Non-routine
Lakefront Master Plan Implementation	Parks, Rec. & Comm.	Grant	416127	CIP	415	1,100,000	1		Non-routine
CTA Yellow Line Infill Station Study	Public Works	Grant	416209	CIP	415	220,000	1		Non-routine
Police Outpost RTU & Electrical Service Replace.	Facilities Mgmt	Grant	416424	CIP	415	30,000	1		Non-routine
Cops Technology Program	Police	Grant	415736	CIP	415	341,385	1		Non-routine
				SUBTOTAL		4,379,385			
Infrastructure- servers network and systems	IT	Loan	416001	CIP	415	400,000	1		Non-routine
Animal Shelter Renovation	Facilities Mgmt	Private Donation	415705	CIP	415	450,000	1		Non-routine
				SUBTOTAL		450,000			

City of Evanston									
Adopted Capital Improvement Plan									
Sorted by Fund & Funding Source									
Fiscal Year 2010/2011									
<u>Description</u>	<u>Department</u>	<u>Funding Source</u>	<u>Project # BU</u>	<u>Fund Responsible</u>	<u>Fund # Responsible</u>	<u>Approved 2/28/2011</u>	<u>Ranking</u>	<u>Routine or Non-Routine</u>	
Alley Paving City Share	Public Works	SA Reserves	415854	SA SUBTOTAL	420	480,000 480,000	1	Routine	
Church St. Garage Hardware Replacement	Facilities Mgmt	Parking Revenue	416432	Parking SUBTOTAL	505	24,000 24,000	1	Non-routine	
54 Inch intake anchor ice control system	Public Works	IEPA 0%	733090	Water	510			Non-routine	
Water Main Installation	Public Works	IEPA 0%	733110	Water	510	470,472	1	Non-routine	
Water Main Engineering Services	Public Works	IEPA 0%	733116	Water SUBTOTAL	510	60,863 531,335	1	Non-routine	
Filter and Filter Roof Rehab	Public Works	Water Fund Revenues	733048	Water	510	1,703,000	1	Non-routine	
Water Utility- Additions and Renovations	Public Works	Water Fund Revenues	733055	Water	510	15,000	1	Non-routine	
Security Improvements	Public Works	Water Fund Revenues	733067	Water	510	80,000	1	Non-routine	
Water Main Engineering Services	Public Works	Water Fund Revenues	733071	Water	510	350,000	1	Non-routine	
Tuckpointing	Public Works	Water Fund Revenues	733072	Water	510	200,000	1	Non-routine	
Scada System Improvements	Public Works	Water Fund Revenues	733078	Water	510	950,000	1	Non-routine	
Water Main Installation	Public Works	Water Fund Revenues	733086	Water	510	2,823,000	1	Non-routine	
Asbestos Removal	Public Works	Water Fund Revenues	733095	Water	510	88,000	1	Non-routine	
Standpipe Painting	Public Works	Water Fund Revenues	733097	Water SUBTOTAL	510	350,000 6,559,000	1	Non-routine	
Scada System Improvements	Public Works	Water Grants	733078	Water	510	350,000	1	Non-routine	
Water Main Installation	Public Works	Water Grants	733086	Water	510	139,958	1	Non-routine	
54 Inch intake anchor ice control system	Public Works	Water Grants	733090	Water SUBTOTAL	510	20,288 510,246	1	Non-routine	
Emergency Sewer Work	Public Works	Sewer Debt	7420	Sewer SUBTOTAL	515	75,000 75,000	1	Routine	

City of Evanston									
Adopted Capital Improvement Plan									
Sorted by Fund & Funding Source									
Fiscal Year 2010/2011									
<u>Description</u>	<u>Department</u>	<u>Funding Source</u>	<u>Project #</u> <u>BU</u>	<u>Fund Responsible</u>	<u>Fund #</u> <u>Responsible</u>	<u>Approved</u> <u>FINAL</u> <u>2/28/2011</u>	<u>Ranking</u>	<u>Routine</u> <u>or</u> <u>Non-Routine</u>	
Sewer Lining	Public Works	Sewer Revenues	7420	Sewer	515	250,000	1	Routine	
Sewer Repairs on Street Improvements	Public Works	Sewer Revenues	7420	Sewer	515	375,000	1	Routine	
				SUBTOTAL		625,000			
Fleet Capital Replacements	Public Works	Fleet Revenues	7720	Fleet	600	1,700,000	1	Routine	
				TOTAL		31,385,909			
				NET SURPLUS (DEFICIT)		(2,750,000)			
				Beginning CIP Fund fund balance		6,929,613			
				Ending CIP Fund fund balance		4,179,613			

City of Evanston										
Recommended Future Projects										
Sorted by Fund & Funding Source										
Fiscal Year 2010/2011										
Description	Department	Funding Source	Project # BU	Fund Responsible	Fund # Responsible	Routine or Non-Routine	2/28/12	2/28/13	2/28/14	2/28/15
				SUBTOTAL			180,000	150,000	175,000	50,000
1817 Church Street Chimney & Roof Replacement	Facilities Mgmt	Economic Dev Revenue	415402	ED	225	Non-routine	-	-	-	-
West Evanston Planning	Community Dev.	TIF Increment	415901	West Evanston TIF	335	Non-routine	200,000	200,000	250,000	
Property acquisitions	Community Dev.	TIF Increment	587005	West Evanston TIF	335	Non-routine				
Demo costs	Community Dev.	TIF Increment	587010	West Evanston TIF	335	Non-routine				
Misc capital project costs	Community Dev.	TIF Increment	587015	West Evanston TIF	335	Non-routine	-	-	-	-
				SUBTOTAL			200,000	200,000	250,000	-
Lights/Maple Garage	Facilities Mgmt	Grant DCEO	TBA	Washington TIF	405	Non-routine	-	-	-	-
Sherman Ave. Public Art	Facilities Mgmt	TIF Increment	588005	Washington TIF	405	Non-routine	-	-	-	-
Crown Center Improvements	Facilities Mgmt	CIP Fund Reserves	415553	CIP	415	Non-routine	85,000	50,000	50,000	50,000
Street Resurfacing	Public Works	CIP Fund Reserves	415857	CIP	415	Routine	3,300,000	3,600,000	3,900,000	4,200,000
McCormick Blvd Reconstruction	Public Works	CIP Fund Reserves	415882	CIP	415	Non-routine				
Parking Lot Lighting Replacements	Facilities Mgmt	CIP Fund Reserves	415883	CIP	415	Non-routine				
Bridge Rehab Program	Public Works	CIP Fund Reserves	415885	CIP	415	Non-routine	800,000	600,000		
Ridge Ave Construction Project	Public Works	CIP Fund Reserves	415889	CIP	415	Non-routine				
Downtown Brick Repair	Public Works	CIP Fund Reserves	416006	CIP	415	Non-routine	50,000	50,000	50,000	
2009 CIP Paving Dodge/Dermp/McDaniel	Public Works	CIP Fund Reserves	416135	CIP	415	Non-routine				
CTA Yellow Line Infill Station Study	Public Works	CIP Fund Reserves	416209	CIP	415	Non-routine	500,000			
Servers & Storage	IT	CIP Fund Reserves	416392	CIP	415	Non-routine	269,000	99,000	141,000	150,000
				SUBTOTAL			5,003,000	4,399,000	4,141,000	4,400,000
Other Admin Services	Finance	GO Debt	415100	CIP	415	Non-routine				
Copiers	Finance	GO Debt	415102	CIP	415	Non-routine				
Civic Center Projects	Facilities Mgmt	GO Debt	415151	CIP	415	Non-routine				
Civic Center Roof	Facilities Mgmt	GO Debt	415169	CIP	415	Non-routine				
Civic Center Renovation	Facilities Mgmt	GO Debt	415169	CIP	415	Non-routine	-	-	-	-

City of Evanston										
Recommended Future Projects										
Sorted by Fund & Funding Source										
Fiscal Year 2010/2011										
Description	Department	Funding Source	Project # BU	Fund Responsible	Fund # Responsible	2/28/12	2/28/13	2/28/14	2/28/15	
										Routine or Non-Routine
Civic Center Interim Repairs	Facilities Mgmt	GO Debt	415172	CIP	415	70,000	80,000	80,000	80,000	
Security Improvement Service Center	Public Works	GO Debt	415201	CIP	415	200,000				
Service Center System Repairs	Facilities Mgmt	GO Debt	415216	CIP	415					
Service Center Renovations	Public Works	GO Debt	415227	CIP	415	400,000	500,000	500,000	500,000	
Fleetwood Jourdain Gym Roof Replacement	Facilities Mgmt	GO Debt	415692	CIP	415					
Park Maintenance & Furniture Replacement	Parks, Forestry Rec	GO Debt	415307	CIP	415					
Lagoon Building	Parks, Forestry Rec	GO Debt	415333	CIP	415	-	17,000			
Brummel Richmond Park Renovations	Parks, Forestry Rec	GO Debt	415347	CIP	415					
Mason Park	Parks, Forestry Rec	GO Debt	415350	CIP	415					
James Park Renovations	Parks, Forestry Rec	GO Debt	415354	CIP	415	1,900,000	1,000,000	1,000,000	1,000,000	
Lovelace Park	Parks, Forestry Rec	GO Debt	415355	CIP	415					
Lighthouse Beach House Repairs	Facilities Mgmt	GO Debt	415371	CIP	415					
Fog/Signal House Renovations	Facilities Mgmt	GO Debt	415377	CIP	415	545,000				
Hobart Park Renovations	Parks, Forestry Rec	GO Debt	415379	CIP	415	-	275,000			
Lawson Park	Parks, Forestry Rec	GO Debt	415380	CIP	415					
Torgerson Park	Parks, Forestry Rec	GO Debt	415381	CIP	415					
Boat Ramp Extension	Parks, Forestry Rec	GO Debt	415382	CIP	415					
Dempster St. Beach Lock & Rack	Parks, Forestry Rec	GO Debt	415383	CIP	415					
Southwest Park Renovations	Parks, Forestry Rec	GO Debt	415384	CIP	415					
Fireman's Park Renovations	Parks, Forestry Rec	GO Debt	415385	CIP	415	200,000				
Grey Park Renovations	Parks, Forestry Rec	GO Debt	415387	CIP	415	480,000				
Twiggs Park Renovations	Parks, Forestry Rec	GO Debt	415391	CIP	415	400,000				
Lighthouse Landing ADA Improvement	Parks, Forestry Rec	GO Debt	415393	CIP	415	220,000				
Fence Imp. Snyder/Penny Park	Parks, Forestry Rec	GO Debt	415394	CIP	415					
Gilbert Park Replacement	Parks, Forestry Rec	GO Debt	415396	CIP	415					
Independence Park Renovations	Parks, Forestry Rec	GO Debt	415397	CIP	415					
Penny Park Renovations	Parks, Forestry Rec	GO Debt	415398	CIP	415	650,000				
St. Paul's Park Renovations	Parks, Forestry Rec	GO Debt	415399	CIP	415	100,000				
Parks/Recreation Strategic Plan Update	Parks, Forestry Rec	GO Debt	415400	CIP	415	745,000				
Lagoon Suction Pit Replacement	Parks, Forestry Rec	GO Debt	415401	CIP	415	300,000				
Cultural Arts Master Plan	Parks, Forestry Rec	GO Debt	415403	CIP	415					
Philbrick Park Renovations	Parks, Forestry Rec	GO Debt	415404	CIP	415	80,000				
McCulloch Park Renovations	Parks, Forestry Rec	GO Debt	415405	CIP	415					
Fitzsimons Park Renovations	Parks, Forestry Rec	GO Debt	415406	CIP	415					
Baker Park Renovations	Parks, Forestry Rec	GO Debt	415407	CIP	415					
Robinson Park Community Gardens	Parks, Forestry Rec	GO Debt	415408	CIP	415					
Chandler Center HVAC Improvements	Facilities Mgmt	GO Debt	415507	CIP	415	90,000				
Chandler Center Renovations	Facilities Mgmt	GO Debt	415509	CIP	415	50,000				
Chandler Newberger Center Flood Control	Facilities Mgmt	GO Debt	415511	CIP	415	70,000				
Crown Center Partnership Study	Facilities Mgmt	GO Debt	415555	CIP	415	100,000				
Crown Tennis Court Renovation	Parks, Forestry Rec	GO Debt	415561	CIP	415					
Crown Center Fire Alarm	Parks, Forestry Rec	GO Debt	415564	CIP	415					

City of Evanston										
Recommended Future Projects										
Sorted by Fund & Funding Source										
Fiscal Year 2010/2011										
Description	Department	Funding Source	Project # BU	Fund Responsible	Fund # Responsible	2/28/12	2/28/13	2/28/14	2/28/15	
										Routine or Non-Routine
Robert Crown Center Switchgear	Parks, Forestry Rec	GO Debt	415565	CIP	415	70,000				Non-routine
Crown Park Fencing Replacement	Parks, Forestry Rec	GO Debt	415566	CIP	415					Non-routine
Lewy Senior Center Boiler Replacement	Facilities Mgmt	GO Debt	415602	CIP	415		226,000			Non-routine
Lewy Center Draperies	Facilities Mgmt	GO Debt	415605	CIP	415	75,000				Non-routine
Noyes Cultural Arts Center HVAC Improvements	Facilities Mgmt	GO Debt	415653	CIP	415	50,000	1,050,000			Non-routine
Noyes Center Painting	Facilities Mgmt	GO Debt	415660	CIP	415	20,000	20,000	20,000		Non-routine
Noyes Cultural Arts Center Roof Replacement	Facilities Mgmt	GO Debt	415664	CIP	415					Non-routine
Noyes Cultural Arts Center Switchgear	Facilities Mgmt	GO Debt	415665	CIP	415	9,000	69,000			Non-routine
Noyes Cultural Arts Center Chimney Restoration	Facilities Mgmt	GO Debt	415666	CIP	415		200,000			Non-routine
Ecology Center Greenhouse Renovations	Facilities Mgmt	GO Debt	415688	CIP	415	210,000				Non-routine
Animal Shelter Renovation	Facilities Mgmt	GO Debt	415705	CIP	415	350,000				Non-routine
Police HQ Interior	Facilities Mgmt	GO Debt	415718	CIP	415					Non-routine
Police Firing Range	Facilities Mgmt	GO Debt	415721	CIP	415					Non-routine
Strong Box Camera Foster/Dodge & Howard/Custer	Police	GO Debt	415722	CIP	415	60,000				Non-routine
In Car/Motorcycle Digital Camera System	Police	GO Debt	415725	CIP	415					Non-routine
Furniture Replacement	All	GO Debt	415726	CIP	415					Non-routine
Police Headquarters Parapet Wall Repairs	Facilities Mgmt	GO Debt	415727	CIP	415					Non-routine
Police Headquarters Valve and Pump Upgrade	Facilities Mgmt	GO Debt	415730	CIP	415	80,000	300,000			Non-routine
Fire Station #5	Facilities Mgmt	GO Debt	415802	CIP	415					Non-routine
Public Art Fire Station #5	Parks, Forestry Rec	GO Debt	415809	CIP	415					Non-routine
Fire Station #1 Window Replacement	Facilities Mgmt	GO Debt	415816	CIP	415					Non-routine
Fire Station #4 Reconstruction	Fire	GO Debt	415817	CIP	415	3,615,000	3,000,000			Non-routine
Fire Department Training Facility	Fire	GO Debt	415818	CIP	415	1,209,250	954,000			Non-routine
Fire Station #2 Window Glass Replacement	Facilities Mgmt	GO Debt	415819	CIP	415					Non-routine
Fire Department Vehicle Replacement	Fire	GO Debt	415820	CIP	415					Non-routine
Alley Light Incentive Program	Public Works	GO Debt	415859	CIP	415					Non-routine
Traffic System Study	Public Works	GO Debt	415862	CIP	415					Non-routine
50/50 Sidewalk	Public Works	GO Debt	415864	CIP	415					Non-routine
Block Curb & Sidewalk Replacement	Public Works	GO Debt	415867	CIP	415	350,000	350,000	350,000		Routine
Streetlight Upgrade Program	Public Works	GO Debt	415868	CIP	415	200,000	200,000	200,000		Routine
Neighborhood Traffic Calming	Public Works	GO Debt	415870	CIP	415	100,000	100,000	100,000		Routine
Traffic Signal Upgrades Central & Girard	Public Works	GO Debt	415871	CIP	415	50,000	50,000	50,000		Routine
Traffic Signal Upgrades Sheridan Road	Public Works	GO Debt	415871	CIP	415					Non-routine
Traffic Signal Upgrades Chicago Avenue	Public Works	GO Debt	415871	CIP	415	476,000	350,000	350,000		Non-routine
Chicago Ave. Signals	Public Works	GO Debt	415874	CIP	415	874,000				Non-routine
Chicago Ave. Signals CMAQ	Public Works	GO Debt	415874	CIP	415					Non-routine
Vehicle Tracking System	Public Works	GO Debt	415876	CIP	415					Non-routine
Parking Lot Lighting Replacements	Facilities Mgmt	GO Debt	415883	CIP	415					Non-routine
Central Street Streetscape Phase I Study	Public Works	GO Debt	415884	CIP	415	660,000				Non-routine
Dodge Ave. Intersection Improvements	Public Works	GO Debt	415886	CIP	415					Non-routine
Lake Street LAPP	Public Works	GO Debt	415892	CIP	415					Non-routine
West Evanston Planning	Community Dev.	GO Debt	415901	CIP	415	75,000	75,000	75,000		Non-routine

City of Evanston										
Recommended Future Projects										
Sorted by Fund & Funding Source										
Fiscal Year 2010/2011										
Description	Department	Funding Source	Project # BU	Fund Responsible	Fund # Responsible	2/28/12	2/28/13	2/28/14	2/28/15	
										Routine or Non-Routine
Library Chiller Replacement	Library	GO Debt	415950	CIP	415					Non-routine
Library Interior Renovations	Library	GO Debt	415951	CIP	415	400,000				Non-routine
Library Pump and Fan Replacement	Library	GO Debt	415952	CIP	415	30,000				Non-routine
Library Entrance Door Renovation	Library	GO Debt	415953	CIP	415	20,000				Non-routine
Directional Signage	Public Works	GO Debt	416004	CIP	415					Non-routine
Evanston Art Center	Parks, Forestry Rec	GO Debt	416009	CIP	415		40,000	590,000		Non-routine
Environmental Remediation	Parks, Forestry Rec	GO Debt	416010	CIP	415	25,000	25,000	25,000	25,000	Non-routine
Ladd Arboretum Master Plan Implementation	Parks, Forestry Rec	GO Debt	416019	CIP	415	1,300,000	450,000	350,000	400,000	Non-routine
Traffic Operations Maintenance	Public Works	GO Debt	416028	CIP	415	150,000	150,000	150,000	150,000	Non-routine
ADA Improvements	Facilities Mgmt	GO Debt	416031	CIP	415					Non-routine
Services to General Fund	Finance	GO Debt	416051	CIP	415	300,000	300,000	300,000	300,000	Routine
Contingency Fund	Finance	GO Debt	416052	CIP	415					Non-routine
Foster Field Renovations	Parks, Forestry Rec	GO Debt	416055	CIP	415	530,000	255,000			Non-routine
Cartwright Park Renovations	Parks, Forestry Rec	GO Debt	416063	CIP	415		100,000	700,000		Non-routine
Noyes Center Capital Maintenance	Parks, Forestry Rec	GO Debt	416072	CIP	415					Non-routine
Art Center Coach House Apartment	Parks, Forestry Rec	GO Debt	416077	CIP	415	350,000				Non-routine
New Salt Dome	Public Works	GO Debt	416088	CIP	415					Non-routine
Bike Plan Implementation	Public Works	GO Debt	416096	CIP	415					Non-routine
Viaduct Screening	Public Works	GO Debt	416097	CIP	415	50,000				Non-routine
Chicago Ave. Streetscape	Public Works	GO Debt	416112	CIP	415	200,000				Non-routine
Service Center Emergency Generator	Parks, Forestry Rec	GO Debt	416116	CIP	415			675,000		Non-routine
Lakefront Master Plan Implementation	Parks, Forestry Rec	GO Debt	416127	CIP	415	1,300,000	1,150,000	1,500,000	1,750,000	Non-routine
Cashiering Software	IT	GO Debt	416130	CIP	415					Non-routine
Neighborhood Public Art	Parks, Forestry Rec	GO Debt	416132	CIP	415					Non-routine
Neighborhood Public Art	Parks, Forestry Rec	GO Debt	416132	CIP	415	70,000	65,000	70,000	65,000	Routine
Neighborhood Public Art	Parks, Forestry Rec	GO Debt	416132	CIP	415					Non-routine
Multimodal Transportation	Public Works	GO Debt	416133	CIP	415					Non-routine
Sherman Ave. Garage Repairs	Parks, Forestry Rec	GO Debt	416133	CIP	415					Non-routine
Refuse Cart Replacement	Public Works	GO Debt	416208	CIP	415	200,000	200,000	200,000	200,000	Routine
Service Center Structural Repairs	Facilities Mgmt	GO Debt	416226	CIP	415	100,000				Non-routine
BPAT Strategic Plan	IT	GO Debt	416301	CIP	415	250,000				Non-routine
Accela/Property Standards Software Lease	IT	GO Debt	416302	CIP	415					Non-routine
Computer Desktop Technology	IT	GO Debt	416390	CIP	415					Non-routine
Network Technology	IT	GO Debt	416391	CIP	415	200,000	200,000	200,000	200,000	Routine
City Works Upgrade for PW Field Personnel	Public Works	GO Debt	416393	CIP	415	250,000				Non-routine
Library Branch Renovations	Library	GO Debt	416401	CIP	415	304,900				Non-routine
Evanston Art Center Coach House Greenhouse	Parks, Forestry Rec	GO Debt	416403	CIP	415	86,000				Non-routine
Fire Station #2 Air Handler Replacement	Parks, Forestry Rec	GO Debt	416405	CIP	415					Non-routine
Flag Pole Lighting	Parks, Forestry Rec	GO Debt	416406	CIP	415			70,000		Non-routine
Service Center Fleet Service Make Up Air Unit	Parks, Forestry Rec	GO Debt	416407	CIP	415	75,000				Non-routine
Service Center D Building Heating System Replace	Parks, Forestry Rec	GO Debt	416408	CIP	415	60,000				Non-routine
Robert Crown Center	Parks, Forestry Rec	GO Debt	416409	CIP	415	11,000,000	12,000,000			Non-routine

City of Evanston										
Recommended Future Projects										
Sorted by Fund & Funding Source										
Fiscal Year 2010/2011										
Description	Department	Funding Source	Project # BU	Fund Responsible	Fund # Responsible	Routine or Non-Routine	2/28/12	2/28/13	2/28/14	2/28/15
Main Library Compressor	Library	GO Debt	416410	CIP	415	Non-routine				
Roof Assessments Citywide	Parks, Forestry Rec	GO Debt	416412	CIP	415	Non-routine				
Ackerman Park HVAC & Exhaust Upgrade	Parks, Forestry Rec	GO Debt	416414	CIP	415	Non-routine	8,000			
Baker Park HVAC Upgrade	Parks, Forestry Rec	GO Debt	416415	CIP	415	Non-routine	8,000			
Bent Park HVAC Upgrade	Parks, Forestry Rec	GO Debt	416416	CIP	415	Non-routine		8,000		
Fire Station #1 Mechanical Upgrade	Parks, Forestry Rec	GO Debt	416417	CIP	415	Non-routine		160,000		
Fire Station #2 Boiler/Chimney & Heating Replace.	Parks, Forestry Rec	GO Debt	416418	CIP	415	Non-routine		157,000		
Fire Station #4 HVAC Upgrade & Water Heater	Parks, Forestry Rec	GO Debt	416420	CIP	415	Non-routine	80,000			
James Park HVAC Upgrade & Bldg Repairs	Parks, Forestry Rec	GO Debt	416422	CIP	415	Non-routine		50,000		
Recycle Center HVAC Upgrade	Parks, Forestry Rec	GO Debt	416425	CIP	415	Non-routine		50,000		
Service Center Exhaust Fan & Space Heaters	Parks, Forestry Rec	GO Debt	416426	CIP	415	Non-routine			112,000	
Police & Fire Sewer Project	Parks, Forestry Rec	GO Debt	416429	CIP	415	Non-routine		45,000		
Deering Shelter Repairs	Parks, Forestry Rec	GO Debt	416431	CIP	415	Non-routine			8,777,000	8,940,000
				SUBTOTAL			31,530,150	25,011,000	8,777,000	8,940,000
James Park Renovations	Parks, Forestry Rec	Grant	415354	CIP	415	Non-routine	500,000	100,000		100,000
Southwest Park Renovations	Parks, Forestry Rec	Grant	415384	CIP	415	Non-routine		200,000		
Twiggs Park Renovations	Parks, Forestry Rec	Grant	415391	CIP	415	Non-routine			100,000	
Traffic Signal Upgrades Sheridan/Chicago	Public Works	Grant	415871	CIP	415	Non-routine				
Bridge Rehab Program	Public Works	Grant	415885	CIP	415	Non-routine	2,000,000			
Lake Street LAPP	Public Works	Grant	415892	CIP	415	Non-routine				
Emergency Repair Program	Public Works	Grant	415894	CIP	415	Non-routine				
Ladd Arboretum Master Plan Implementation	Parks, Forestry Rec	Grant	416019	CIP	415	Non-routine	200,000			
Chicago Ave. Streetscape	Public Works	Grant	416112	CIP	415	Non-routine	800,000			
Lakefront Master Plan Implementation	Parks, Forestry Rec	Grant	416127	CIP	415	Non-routine	200,000			250,000
Library Children's Area Expansion	Facilities Mgmt	Grant	416129	CIP	415	Non-routine				
CTA Yellow Line Infill Station Study	Public Works	Grant	416209	CIP	415	Non-routine				
Police Outpost RTU & Electrical Service Replace.	Facilities Mgmt	Grant	416424	CIP	415	Non-routine				
Service Center General Lighting Retrofit	Facilities Mgmt	Grant	416428	CIP	415	Non-routine	135,000			
Cops Technology Program	Police	Grant	415736	CIP	415	Non-routine				
				SUBTOTAL			3,835,000	300,000	100,000	350,000
Infrastructure- servers network and systems	IT	Loan	416001	CIP	415	Non-routine				
James Park Renovations	Parks, Forestry Rec	Private Donation	415354	CIP	415	Non-routine	200,000			
Animal Shelter Renovation	Facilities Mgmt	Private Donation	415705	CIP	415	Non-routine				
Library Interior Renovations	Library	Private Donation	415951	CIP	415	Non-routine	50,000			

**City of Evanston
Recommended Future Projects
Sorted by Fund & Funding Source
Fiscal Year 2010/2011**

Description	Department	Funding Source	Project # BU	Fund Responsible	Fund # Responsible	Routine		Non-Routine	
						2/28/13	2/28/14	2/28/13	2/28/14
				SUBTOTAL		250,000	-	-	-
Alley Paving City Share	Public Works	SA Reserves	415854	SA	420	500,000	500,000	500,000	500,000
Alley Paving Private Share	Public Works	SA Reserves	415856	SA	420	500,000	500,000	500,000	500,000
Alley Maintenance	Public Works	SA Reserves	415888	SA	420	125,000	125,000	125,000	125,000
				SUBTOTAL		1,125,000	1,125,000	1,125,000	1,125,000
Maple Garage Store Front Improvement	Public Works	Parking Revenue	415890	Parking	505	150,000			
Parking Lot 4 Improvements	Public Works	Parking Revenue	415891	Parking	505	540,000			
Church St. Garage Hardware Replacement	Facilities Mgmt	Parking Revenue	416432	Parking	505				
				SUBTOTAL		690,000	-	-	-
54 Inch intake anchor ice control system	Public Works	IEPA 0%	733090	Water	510				
Water Main Installation	Public Works	IEPA 0%	733110	Water	510				
Water Main Engineering Services	Public Works	IEPA 0%	733116	Water	510				
Solar Pilot Plan	Public Works	IEPA 0%	733118	Water	510				
				SUBTOTAL					
Water Billing Software	Public Works	Water Fund Revenues	733032	Water	510				
Filter and Filter Roof Rehab	Public Works	Water Fund Revenues	733048	Water	510	537,000			
Water Utility- Additions and Renovations	Public Works	Water Fund Revenues	733055	Water	510				
Emergency Interconnection	Public Works	Water Fund Revenues	733066	Water	510				
Security Improvements	Public Works	Water Fund Revenues	733067	Water	510	50,000	50,000	50,000	50,000
Water Main Engineering Services	Public Works	Water Fund Revenues	733071	Water	510	250,000	275,000	300,000	400,000
Tuckpointing	Public Works	Water Fund Revenues	733072	Water	510	150,000	1,200,000		275,000
Zebra Mussel System Repair	Public Works	Water Fund Revenues	733074	Water	510				
Scada System Improvements	Public Works	Water Fund Revenues	733078	Water	510				250,000
Water Main Installation	Public Works	Water Fund Revenues	733086	Water	510	3,000,000	3,100,000	3,200,000	4,300,000
Filter Effluent Turbidimeter System	Public Works	Water Fund Revenues	733087	Water	510				
Water Plant Evaluation Study	Public Works	Water Fund Revenues	733091	Water	510				150,000
Standpipe Mixing Equipment	Public Works	Water Fund Revenues	733092	Water	510				175,000
South Standpipe Paving	Public Works	Water Fund Revenues	733093	Water	510				100,000

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City of
Evanston

GLOSSARY

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City of Evanston

Glossary

ACCRUAL BASIS: The basis of accounting under which transactions are recognized when they occur, regardless of the timing of estimated cash flows.

ACCRUED EXPENSES: Expenses incurred but not due until a later date.

ACTIVITY: A specified and distinguishable line of work performed by a Division.

AFSCME: American Federation of State, County and Municipal Employees, a labor union representing some City of Evanston employees.

ALERTS: Allows officers to access to driver's license, registration, warrant and other computerized law enforcement data. The ALERTS system also provides for inter-car communications via in-car data terminals.

APPROPRIATION: A legal authorization granted by the City Council to make expenditures and incur obligations for specific purposes. The Council appropriates funds annually by department, agency, or project, at the beginning of each fiscal year based upon the adopted Annual Fiscal Plan. Additional appropriations may be approved by the Council during the fiscal year by amending the Annual Fiscal Plan and appropriating the funds for expenditure.

ASSESSED VALUATION: A value that is established for real or personal property for use as a basis for levying property taxes. (Note: Property values are established by the Cook County Assessor's Office.)

AUDIT: An examination of an organizations' financial statements and the utilization of resources.

BOCA: Building Officials and Code Administrators International, an organization that writes the guidelines for basic community building codes.

BOND: A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date in the

future, called the maturity date, together with periodic interest at a specified rate.

BOND RATING: An assessment of the likelihood that a bond issuer will pay the interest on its debt on time. Bond ratings are assigned by independent agencies, such as Moody's Investors Service and Standard & Poor's. Ratings range from AAA or Aaa (highest) to D (in default). Bonds rated below B are not investment grade and are called high-yield or junk bonds. Since the likelihood of default is greater on such bonds, issues are forced to pay higher interest rates to attract investors. Evanston is rated as a Aaa community by Moody's Investors Service.

BONDED DEBT: Portion of indebtedness represented by outstanding bonds.

BUDGET: A fiscal plan showing estimated expenditures, revenue, and service levels for a specific fiscal year.

BUDGET ADJUSTMENT: Legal procedure utilized by the City staff and Council to revise a budget appropriation. The City of Evanston has a written budget adjustment policy that allows adjustments in accordance with the City Code.

BUDGET CALENDAR: The schedule of key dates or milestones, which the City departments follow in the preparation, adoption and administration of the budget.

BUDGET DOCUMENT: Instrument used by the budget-making authority to present a comprehensive financial plan of operations to the City Council.

BUDGET MESSAGE: The opening section of the budget document, which provides the City Council and the public with a general summary of the most important aspects of the budget, including current and previous fiscal years, and the views and recommendations of the City Manager.

BUDGETARY CONTROL: The control or management of a governmental or enterprise fund in accordance with an approved budget to keep expenditures

City of Evanston

Glossary

within the limitations of available appropriations of revenue.

CAPITAL IMPROVEMENT PROGRAM (CIP): A plan for capital expenditures to provide long-lasting physical improvements to be incurred over a fixed period of several future years.

CAPITAL IMPROVEMENT PROGRAM BUDGET: A capital Improvement Program (CIP) budget is a separate budget from the operating budget. Items in the CIP are usually construction projects designed to improve the value of government assets.

CAPITAL OUTLAY: Refers to the purchase of land, buildings and other improvements and also the purchase of machinery and equipment items which have an estimated useful life of three years or more and belong to the classes of property commonly considered as fixed assets.

CAPITAL PROJECT: A specific identifiable improvement or purpose for which expenditures are proposed within the capital budget or capital improvement program. Examples of capital improvement projects include new roads, sewer lines, buildings, operating systems, recreational facilities, and large scale remodeling.

CAPITAL PROJECT FUND: A fund created to account for financial resources to be used for the acquisition or the construction of major capital facilities or equipment.

CASH BASIS: A basis of accounting under which transactions are recognized only when cash changes hand.

CITY COUNCIL: The Mayor and nine (9) Aldermen collectively acting as the legislative and policy making body of the City.

COMMODITIES: All expenditures for materials, parts, supplies and commodities, except those incidentally used by outside firms performing contractual services for the City.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG): Federal funds made available to municipalities specifically for community revitalization. Funds may be used by internal City divisions, or distributed to outside organizations located within the City's boundaries.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): A governmental unit's official annual report prepared and published as a matter of public record, according to governmental accounting standards.

CONTINGENCY: A budgetary reserve, set aside for emergencies or unforeseen expenditures not otherwise budgeted.

CONTRACTUAL SERVICES: Expenditures for services which are obtained by an express or implied contract. Major types of contractual services are: (1) advertising and printing; (2) maintenance and repair services; (3) public utility services; and (4) travel and training.

DEBT SERVICE: The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

DEBT SERVICE FUND: A fund established to account for the accumulation of resources for the payment of principal and interest on long term debt.

DEFICIT: The excess of the liabilities of a fund over its assets; or the excess of expenditures over revenues during an accounting period; or, in the case of proprietary funds, the excess of expense over income during an accounting period.

DEPARTMENT: Administrative subsection of the City that indicates management responsibility for an operation.

DEPRECIATION: That portion of the cost of a capital asset that is charged as an expense during a particular period. This is a process of estimating and recording the lost usefulness, expired useful life, or diminution of service from a fixed asset that cannot or will not be restored by repair and will be

City of Evanston

Glossary

replaced. The cost of the loss of usefulness of a fixed asset is the depreciation or the cost to reserve in order to replace the item at the end of its useful life.

DISTINGUISHED BUDGET RESENTATION AWARD: A voluntary program administered by the Government Finance Officers Association to encourage governments to publish well organized and easily readable budget documents and to provide peer recognition and technical assistance to the fiscal officers preparing them.

ENCUMBRANCE: Obligations in the form of purchase orders and contracts which are chargeable to an appropriation and for which a part of the appropriation is reserved because the goods or services have not been received. When paid, the encumbrance is liquidated.

ENTERPRISE FUND: A fund established to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

ETSB: Emergency Telephone Systems Board.

EXPENDITURES: This term refers to the outflow of funds paid or to be paid for an asset obtained or goods and services obtained, regardless of when the expense is actually paid. Note: An encumbrance is not expenditure. An encumbrance reserves funds to be expended for a future date.

EXPENSES: A decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

FEMA: Federal Emergency Management Agency.

FICA: Federal Insurance Contribution Act, the name of the piece of federal legislation that established the Social Security payroll tax. The current FICA tax rate is 15%, half of

which is paid by the employer and half by the employee.

FISCAL YEAR (FY): The time period designating the beginning and ending period for recording financial transactions. The City of Evanston uses March 1 to February 28 (29 in a leap year) as its fiscal year.

FIXED ASSETS: Assets of a long term character which are intended to continue to be held or used, such as land, buildings, machinery and equipment.

FRANCHISE FEE: The fee paid by public service businesses for use of City streets, alleys and property in providing their services to the citizens of a community. Services requiring franchises include electricity, telephone, natural gas and cable television.

FULL ACCRUAL BASIS: The basis of accounting under which transactions are recognized when they occur, regardless of the timing of estimated cash flows.

FUND: An accounting entity with a separate set of self-balancing accounts which comprise its assets, liabilities, fund balance, revenues and expenditures.

FUND ACCOUNTING: A governmental accounting system that is organized and operated on a fund basis.

FUND BALANCE: The assets of a fund less liabilities, as determined at the end of each fiscal year. Any reservations of fund balance are deducted to result in an “unreserved fund balance.”

FUND TYPE: In governmental accounting, all funds are classified into eight fund types: General, Special Revenue, Debt Services, Capital Projects, Special Assessment, Enterprise, Internal Service, and Trust and Agency.

GENERAL FUND: The largest fund within the City, the General Fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, local taxes, service charges, and other types

City of Evanston

Glossary

of revenue. This fund usually includes most of the basic operating services such as fire and police protection, parks/forestry and recreation, libraries, public works, health and human services, community development, and general administration.

GENERAL ACCEPTED ACCOUNTING PRINCIPLES (GAAP): Uniform minimum standard of and guidelines to financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. They encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. They provide a standard by which to measure financial presentations.

GENERAL OBLIGATIO BONDS: Bonds that finance public projects such as streets, municipal facilities, and park improvements. The repayment of these bonds is made from property taxes, and these bonds are backed by the full faith and credit of the issuing government.

GFOA: Government Finance Officers Association.

GPS: Global Positioning System, equipment that has the ability to survey the location of an object.

GRANT: A contribution by a government or other organization to support a particular function. Typically, these contributions are made to local governments from the state and federal governments.

IDOT: Illinois Department of Transportation.

IDPH: Illinois Department of Public Health.

IEPA: Illinois Environmental Protection Agency.

IMRF: Illinois Municipal Retirement Fund, a pension plan for employees of member cities within the State of Illinois.

INCOME: A term used in proprietary fund type accounting to represent revenues, or the excess of revenues over expenses.

INFRASTRUCTURE: The underlying permanent foundation or basic framework.

INTEREST EARNINGS: The earnings from available funds invested during the year in U.S. Treasury Bonds, Government agencies, and Certificates of Deposits.

INTERFUND TRANSFER: Amounts transferred from one fund to another.

INTERNAL SERVICE FUND: Fund used to account for the financing of goods or services provided by one department to another department on a cost reimbursement basis.

INVESTMENTS: Securities and real estate held for the production of revenues in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets used in governmental operations.

ISO: Insurance Services Office, a non-profit organization that grades the Fire Department's ability to provide service to a community, which is reflected in the insurance premium paid by the occupier.

LEVY: To impose taxes, special assessments, or service charges for the support of City services.

LIABILITIES: Debts or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.

LONG TERM DEBT: Debt with a maturity of more than one year after the date of issuance.

MABAS: Mutual Aid Box Alarm System, This system was established to provide a swift, standardized and effective method of mutual aid assistance for extra alarm fires and mass casualty incidents. The MABAS system is divided into over 20 Divisions from the communities along I-53 and the Northwest Tollway corridor.

City of Evanston

Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

City of Evanston

Glossary

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

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

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

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

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

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

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

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

SAMSHA: Substance Abuse and Mental Health Services Administration.

SERVICES BILLED OUT: Includes revenues received for services provided by

one department to another within the same fund. An example would be the revenue received by the Parks Department from the Recreation Department for services provided in support of Recreation programs.

SYEP: Summer Youth Employment Program.

TAX BASE: The total value of all real and personal property in the City as of January 1 of each year, as certified. The tax base represents net value after all exemptions.

TAX LEVY: The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

TAX RATE: A percentage applied to all taxable property to raise general revenues. It is derived by dividing the total tax levy by the taxable net property valuation.

TAXES: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. The term does not include charges for services rendered only to those paying such charges, for example sewer service charges.

TIF: Tax Increment Financing or the act of capturing the amount of property taxes levied by a taxing unit for the year on the appraised value of real property located within a defined investment zone. The tax increments are paid into the TIF fund and used to pay project costs within the zone, including debt service obligations.

TRUST AND AGENCY FUNDS: Funds created to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. These include pension trust funds and agency funds.

USER CHARGES: The payment of a fee for direct receipt of a public service by the party benefiting from the service.