



CITY COUNCIL REGULAR MEETING

**CITY OF EVANSTON, ILLINOIS
LORRAINE H. MORTON CIVIC CENTER
JAMES C. LYTTLE COUNCIL CHAMBERS
Monday, November 20, 2017
6:00 p.m.**

ORDER OF BUSINESS

- (I)** Roll Call – Begin with Alderman Suffredin
- (II)** Mayor Public Announcements and Proclamations
- (III)** City Manager Public Announcements – Shop Evanston for the Holidays
- (IV)** Communications: City Clerk
- (V)** Public Comment
Members of the public are welcome to speak at City Council meetings. As part of the Council agenda, a period for public comments shall be offered at the commencement of each regular Council meeting. Public comments will be noted in the City Council Minutes and become part of the official record. Those wishing to speak should sign their name and the agenda item or non-agenda topic to be addressed on a designated participation sheet. If there are five or fewer speakers, fifteen minutes shall be provided for Public Comment. If there are more than five speakers, a period of forty-five minutes shall be provided for all comment, and no individual shall speak longer than three minutes. The Mayor will allocate time among the speakers to ensure that Public Comment does not exceed forty-five minutes. The business of the City Council shall commence forty-five minutes after the beginning of Public Comment. Aldermen do not respond during Public Comment. Public Comment is intended to foster dialogue in a respectful and civil manner. Public comments are requested to be made with these guidelines in mind.
- (VI)** Special Orders of Business

SPECIAL ORDERS OF BUSINESS

(SP1) 2018 City Council Goals

It is recommended that the City Council consider adopting 2018 City Council goals.

For Consideration

(SP2)2018 Proposed Budget Adjustments

Staff recommends that the City Council discuss and consider the following items as they relate to the 2018 Proposed Budget. These items are modifications to the original Budget Balancing Worksheet provided at City Council budget meetings and provided in the City Manager's Transmittal Memorandum.

For Discussion**(SP3)Third Quarter Financial Report for Fiscal Year 2017**

Staff recommends City Council accept and place the Third Quarter Financial Report for FY 2017 on file.

For Action: Accept and Place on File**(SP4)Ordinance 122-O-17, Amending City Code Title 2, Chapter 3, Standardizing Home Rule Taxes for Due Dates, Deductions Provided, and Late Fees Assessed**

Staff recommends City Council adopt Ordinance 122-O-17, amending portions of the City Code to standardize home rule taxes for due dates, deductions provided, and late fees assessed all contained within Title 2, Chapter 3 of the City Code.

For Introduction**(SP5)Ordinance 116-O-17, Amending City Code 7-12-17, Increasing the Meter Charges and Water Rates**

Staff recommends that City Council adopt Ordinance 116-O-17, amending City Code Section 7-12-17 increasing the water meter charges and water rates by seven percent (7%).

For Introduction**(SP6)Ordinance 117-O-17, Amending City Code 7-13-3, Decreasing the Sewer User Rates**

Staff recommends that City Council adopt Ordinance 117-O-17, amending City Code Section 7-13-3 decreasing the sewer user rate by 4%, from \$3.82 to \$3.66 per billing unit (100 cubic feet of water consumed).

For Introduction**(SP7)Ordinance 119-O-17, Amending City Code 3-2, Adding Section 3-2-19 Creating a Transportation Network Provider Tax**

Staff recommends that the City Council adopt Ordinance 119-O-17, amending City Code Section 3-2 by adding Section 3-2-19 "Transportation Network Company Tax", which would implement a .20 cent per ride tax on rides provided by transportation network providers.

For Introduction

(SP8) Ordinance 123-O-17, Amending City Code 10-11-17, Schedule XVII: Parking Violation Penalties

Staff recommends that the City Council adopt Ordinance 123-O-17, amending City Code Section 10-11-17, Schedule XVII, Parking Violation Penalties to increase the fine for an expired parking meter by ten dollars (\$10) to twenty dollars (\$20).

For Introduction

(SP9) Ordinance 124-O-17, Amending City Code Section 10-11-12, "Parking Meter Zones"

Staff recommends City Council adopt Ordinance 124-O-17, amending various sections of Title 10, Chapter 11, Section 12 "Parking Meter Zones" to change all meters operating from nine o'clock (9:00) a.m. to six o'clock (6:00) p.m. to the operating hours of eight o'clock (8:00) a.m. to nine o'clock (9:00) p.m. and increase the rate from seventy-five cents (\$0.75) per hour to one dollar (\$1.00) per hour.

For Introduction

(SP10) Ordinance 151-O-17, Amending City Code Section 3-2-15, Municipal Parking Tax Parking, Schedule 2 (a); Tax Imposed

Staff recommends that the City Council City adopt Ordinance 151-O-17 Amending City Code Section 3-2-15-2, increasing the Municipal Parking Tax Imposed from thirty-five (\$35) to fifty (\$50) dollars per month for monthly parking permits in City-owned parking garages.

For Introduction

(SP11) Ordinance 121-O-17, Amending City Code Section 3-2-4 "Hotel-Motel Tax" to Include "Vacation Rental Units" within the Purview of the Tax

Staff recommends City Council adopt Ordinance 121-O-17, amending Section 3-2-4 "Hotel-Motel Tax" to include "Vacation Rental Units" within the purview of the tax. In addition, staff proposes levying a 7.5% tax on the gross rental receipts from the leasing or letting of vacation rental units.

For Introduction

(SP12) Ordinance 125-O-17, Amending Ordinance 138-O-14 Regarding the City of Evanston Permit Fee Schedule

Staff recommends adoption of Ordinance 125-O-17, amending Ordinance 138-O-14 regarding the City of Evanston Permit Fee Schedule. The proposed fee increases would increase planning and zoning fees, and building demolition fees.

For Introduction

(SP13) Ordinance 149-O-17, Amending City Code Section 2-8-16, "Fees," Increasing Historic Preservation Fees

Staff recommends City Council adopt Ordinance 149-O-17, amending City Code Section 2-8-16, "Fees," increasing historic preservation fees. These fees were last updated in 2008 and would bring fees in line with similar Zoning review fees.

For Introduction**(SP14) Ordinance 150-O-17, Amending City Code Section 4-2-3, "Building Contractor"**

Staff recommends City Council adopt Ordinance 150-O-17, amending City Code 4-2-3, "Building Contractor." The proposal is to require any person engaged in the business of a building contractor within the City to annually register for a fee.

For Introduction**(SP15) Ordinance 137-O-17, Amending City Code Section 5-2-5 "License Fees"**

Staff recommends City Council adopt Ordinance 137-O-17, amending City Code Section 5-2-5 "License Fees" to decrease the Flat Fee to one hundred and fifty dollars and increase the Roomer Fee to twenty eight dollars.

For Introduction**(SP16) Ordinance 127-O-17, Amending Evanston City Code 10-11-17, "Parking Violation Penalties"**

Staff recommends that the City Council adopt Ordinance 127-O-17, amending portions of City Code Section 10-11-17, Schedule XVII, Parking Violation Penalties to increase the fine for street sweeping violations by five (\$5) to forty dollars (\$40) effective January 1, 2018.

For Introduction**APPOINTMENTS****(APP1) For Reappointment:**

M/W/EBE Development Committee	Jessica Oldani
Preservation Commission	Elliott Dudnik
Preservation Commission	Julie Hacker
Preservation Commission	Timothy Schmitt

For Action**(VII) Call of the Wards**

(Aldermen shall be called upon by the Mayor to announce or provide information about any Ward or City matter which an Alderman desires to bring before the Council.) {Council Rule 2.1(10)}

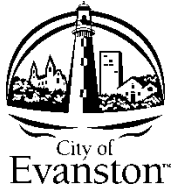
(VIII) Executive Session**(IX) Adjournment**

MEETINGS SCHEDULED THROUGH DECEMBER 15 2017

Upcoming Aldermanic Committee Meetings

11/21/2017	7:00 PM	Housing & Community Development Act Committee
11/27/2017	6:00 PM	Administration & Public Works, Planning & Development, City Council
11/29/2017	6:00 PM	Transportation/Parking Commission
12/4/2017	6:00 PM	Human Services
12/7/2017	7:00 PM	Housing, Homelessness and Human Relations Commission
12/11/2017	6:00 PM	Administration & Public Works, Planning & Development, City Council

Information is available about Evanston City Council meetings at: www.cityofevanston.org/citycouncil. Questions can be directed to the City Manager's Office at 847-866-2936. The City is committed to ensuring accessibility for all citizens. If an accommodation is needed to participate in this meeting, please contact the City Manager's Office 48 hours in advance so that arrangements can be made for the accommodation if possible.



Memorandum

To: Honorable Mayor and Members of the City Council
From: Wally Bobkiewicz, City Manager
Subject: 2018 City Council Goals
Date: November 16, 2017

Recommended Action:

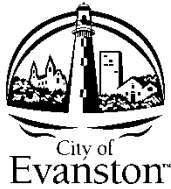
It is recommended that the City Council consider adopting 2018 City Council goals.

Background:

As part of the City Manager evaluation for 2017, the City Council asked me to develop draft goals for 2018. The City Council reviewed and approved the following goals during the evaluation process:

1. Invest in City Infrastructure and Facilities
2. Enhance Community Development and Job Creation Citywide
3. Expand Affordable Housing Options
4. Further Police/Community Relations Initiatives
5. Review Key City Programs and Operations
6. Ensure Equity in All City Operations
7. Stabilize Long Term City Finances

The City Council asked that these goals be placed on a future City Council agenda for basis of consideration for the City Council's 2018 goals.



Memorandum

To: Honorable Mayor and Members of the City Council

From: Martin Lyons, Assistant City Manager/Chief Financial Officer
Budget Team

Subject: 2018 Proposed Budget Adjustments

Date: November 15, 2017

Recommended Action:

Staff recommends that the City Council discuss and consider the following items as they relate to the 2018 Proposed Budget. These items are modifications to the original Budget Balancing Worksheet provided at City Council budget meetings and provided in the City Manager's Transmittal Memo.

Discussion:

During the October 28, 2017 Council meeting and Public Hearing on the 2018 Proposed Budget, the City Council directed staff to provide further research and/or recommendations regarding a number of items initially proposed. Based on a final review of the 2018 Proposed Budget document, staff has also changed information regarding the General Fund property tax budget and total debt service requirements as noted below.

Budget Balancing Worksheet

Staff has made changes to the 2018 Budget Balancing Worksheet based on Council feedback. With these changes, the new proposed General Fund surplus is \$598,592, compared to the original proposed surplus of \$662,859. A new copy of the worksheet is included as an attachment, with all changes from the Proposed Budget highlighted in yellow. The changes made are summarized below and in Budget Memos for November 9, 2017 which will be communicated separately.

1. General Fund property tax – revenue reduction of \$212,174
In the 2018 Baseline Budget, property tax revenue was initially budgeted at the extended amount which is 2% higher than the budgeted amount. All other levies (General Assistance, Library, Police and Fire Pensions) are budgeted without the extension amount of 2%.
2. Gas Tax – increase gas tax by 1 cent, for revenue increase of \$200,000. See Budget Memo 17 provided on October 11, 2017.

3. City Clerk baseline cut – change from \$11,020 to \$7,307. See Budget Memo 56.
4. Social Services Bureau reorganization – expense addition of \$92,000. This change reflects the addition of the Youth Advocate position to the Parks, Recreation and Community Services department. Staff initially proposed to eliminate this position. See October 28, 2017 Council Presentation for further detail.
5. Reclassification of new Environmental Services Coordinator position – expense addition of \$10,000. See Budget Memo 54.
6. Dutch Elm Disease – expense reduction of \$500,000
Every three years, the Public Works Agency spends \$750,000 on inoculations for Dutch Elm Disease. This amount is budgeted at \$250,000 every year and the money is reserved for two years until it is spent. In the year of inoculation, \$750,000 is budgeted because this is required for spending authority. Inoculation was conducted in 2017, and therefore the 2018 budget is being reduced to \$250,000.
7. Increase transfer to Debt Service Fund – expense addition of \$446,379. See Budget Memo 55.

Capital Improvements Plan

Staff is also proposing a reduction to General Obligation debt funded projects in the Capital Improvements Plan from \$12.2 million to \$9.14 million. These cuts are detailed in Budget Memo 57 provided on November 9, 2017.

**FY 2018 BALANCING BUDGET WORKSHEET
GENERAL FUND
AS OF NOVEMBER 13, 2017**

Proposed Revenue Adjustments

Recurring Revenue Changes

Ground Transportation Tax on Rideshare Services (20 cents per ride on Uber and Lyft)	100,000
AirBnB tax	90,000
Collections Standardization - Home Rule Taxes (One time)	100,000
PRCS - 3% Boat Storage Fee, 2% Increase Rec Fees at All Facilities	80,000
Library Interfund to General Fund	20,000
Community Development Fee Rate Increase	50,000
Parking - Increase parking deck fees with increase to General Fund/\$95 to \$110 (include Sherman Plaza rooftop)	550,000
Parking - Meter hour standardization (All 9AM-6PM meters switch to 8AM-9PM) and uniformity in meter rate (\$1/hr)	450,000
Parking - Parking Meters - Expired Meter Fine Increase - from \$10-\$20	250,000
Parking - Street Cleaning Ticket (\$35 - \$40)	100,000
Parking - Increase Surface Lot Permit Rates (new fee \$60 per month)	160,000
Property Tax Increase for Police/Fire Pension - No change in investment rate of 6.5%	421,742
Health & Human Services Department Inspection Fee Increase	10,000
Washington National Transfer Increase - TIF Closes in 2018	150,000
Reduce Revenue from Assigned Fund Balances for Compensated Absences	(250,000)
Increase in Transfer from Water Fund - Administrative Costs	50,000
Increase in Transfer from Water Fund - Increase in ROI for Water Sales	50,000
Property Tax Levy Adjustment-- Extended reduced to levy amount (included in Baseline Budget)	(212,174)
Gas Tax	200,000
TOTAL REVENUE CHANGES FOR 2018 BUDGET	\$ 2,369,568

Proposed Expense Adjustments

Recurring Expense Changes

<u>General Fund Reductions by Department</u>		
<u>Council</u>	Baseline 4% Cut Amount	(19,928)
<u>Clerk</u>	Baseline 4% Cut Amount	(7,307)
<u>CMO</u>		(792,612)
	Economic Development Reduction	(400,000)
	Seasonal Employee (Economic Development)	(15,000)
	Add Budget for Police Management Audit	50,000
	Duncan/Passport Annual Fee Savings	(75,000)
	Move 50% Workforce Compliance Coordinator to Water and Sewer Funds	(49,800)
	Move 50% Sustainability Coordinator to Water and Solid Waste funds	(60,000)
	1 FTE - Senior Accountant (Vacant, Eliminate)	(89,490)
	1 FTE - Customer Service Rep. (Vacant, Eliminate)	(74,042)
	1 FTE Sustainability Specialist (billed in Water and Sewer Funds) (Vacant, Eliminate)	-
	1 FTE - Econ Dev Specialist (Vacant, Eliminate)	(79,280)
<u>Law</u>		(6,000)
	Legal Services - General	(14,000)
	Court Cost/Litigation	(12,000)
	Hourly Billing Software	20,000
<u>Admin. Services</u>		(832,592)
	Unemployment Compensation and Admin. Fee - Reduce from budget of \$205,000	(63,000)
	Move Parking Coordinator to Parking Fund	(93,858)
	Move PEO License Plate Reader Costs to Parking Fund	(135,734)
	1 FTE - HR Specialist Training (Eliminate)	(130,000)
	Reduce Transfer to Fleet Services (Fuel Cost Savings)	(150,000)
	Reduced Transfers (1 FTE Parking Repair Worker, 1 FTE Jr Mechanic (Vacant), 1 FTE Equipment Mechanic III)	(260,000)
	.4 FTE Fleet Manager (Vacant) (Eliminate)	-
<u>CD</u>		(345,875)
	1 FTE Elec. Inspector / Plan Review (Vacant, Eliminate)	(102,193)
	1 FTE - Customer Service Representative (Eliminate)	(72,000)
	Move Transportation & Mobility Coordinator to Parking Fund	(91,000)
	Community Grants Program (Mental Health Board) Funding - FY17 \$767,055 to FY18 \$736,193	(30,682)
	Move 25% of Director to Affordable Housing Fund	(50,000)

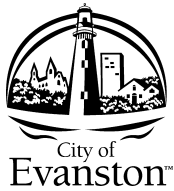
Police		(671,238)
	Transfer Social Services Bureau (Reorganize to Health and Human Services Department)	
	Transfer 0.8 FTE Youth Advocate (Reorganize to Parks Department)	
	1 FTE Social Services Manager (Vacant) 3 FTE Victim Advocate; 0.5 FTE Youth Advocate (Eliminate)	(680,000)
	1 FTE - Records Operator Position (Eliminate)	(83,426)
	Add 1 FTE - Videos Records Clerk (Body Cameras)	83,426
	1 FTE - Training Coordinator (Vacant, Eliminate)	(74,742)
	1 FTE Police Commander - (Hold vacancy, not funded)	(165,000)
	2 FTE Police Officers - (Hold vacancies, not funded)	(255,000)
	0.5 FTE - Service Desk Officer I 311 (Vacant, Eliminate)	(22,000)
	2017 Police Actuarial Study Increase - Pension Cost Increase	225,504
	Overtime - Based on 5 year historical average; Increase required	300,000
Fire		(288,762)
	4 FTE Fire Suppression - Hold vacancies	(540,000)
	OT Increase	150,000
	Natural Gas	(20,000)
	Clothing	(20,000)
	Training	(20,000)
	Furniture and fixtures	(35,000)
	2017 Fire Actuarial Study Increase - Pension Cost Increase	196,238
Health		125,421
	Move 25% of Director to General Assistance	(55,079)
	Add 3 PT & 1 Full-Time Human Services Specialists (From Police Social Services Bureau)	280,000
	1 FTE - Secretary II (Eliminate)	(80,000)
	.10 FTE - Medical Director (Eliminate)	(19,500)
PRCS		(260,372)
	Seasonal Employee	(14,148)
	Transfer 0.8 Youth Advocate from Police Youth Services Bureau	92,000
	1 FTE - Festival Coordinator (Eliminate)	(70,000)
	1 FTE - Administrative Supervisor (Eliminate)	(105,800)
	1 FTE - Recreation Center Manager (Chandler Center) (Eliminate)	(142,889)
	1 FTE - Recreation Center Manager (Levy Center) (Eliminate)	(122,735)
	Move 50% Workforce Compliance Coordinator to Water and Sewer Funds	(49,800)
	Add 1 FTE - Combined Chandler/Levy Center Manager	128,000
	Increase class outreach efforts	25,000
PWA		(1,985,934)
	Move Seasonal Employees to Solid Waste	(21,000)
	Reclassification - Environmental Services Coordinator	10,000
	Dutch Elm Disease Inoculation	(500,000)
	Reduce Seasonal Employees	(14,000)
	Reduce Police OT for Snow Event	(75,000)
	Reduce PW crew OT for snow event	(68,500)
	Reduce Salt	(53,100)
	Move PW Crew Leader Salary to Solid Waste Fund	(97,074)
	Engineering Salary Redistribution	
	Move 4.5 FTE to Capital Fund, Eliminate \$500,00 transfer from Capital to General Fund	(85,527)
	Move 0.75 FTE to Sewer Fund (Currently 1; proposed increase to 1.75 FTE)	(51,760)
	Move 1 FTE to Parking Fund	(144,683)
	Move 0.5 FTE to Special Assessment Fund	(71,790)
	1 FTE Special Projects Assistant (Eliminate)	(88,000)
	1 FTE Parks/Forestry Worker II Forestry (Vacant, Eliminate)	(75,000)
	2 FTE Bureau Chiefs (Eliminate)	(340,000)
	Add 1 FTE - Public Services Bureau Chief, Move Expenses to Other Funds	170,000
	Move 25% of New Public Services Bureau Chief to Solid Waste Fund	(42,500)
	1 FTE Equipment Operator II - Streets (Vacant, Eliminate)	(88,000)
	Decrease Solid Waste Fund Transfer Over Three Years - Year 1 decrease	(350,000)
TOTAL RECURRING EXPENSE CHANGES		\$ (5,085,199)

One-time expense changes

General Fund transfer to Insurance Fund for Solid Waste Fund Claims Settlement (2018, 2019, 2020)	400,000
Credit Card Merchant Procurement Change Savings - City-wide	(50,000)
Reduction in Health Insurance Cost for Part-time Employees	(100,000)
3 Furlough Days	(360,000)
Labor Day (City is already closed)	
Memorial Day (City is already closed)	
President's Day (City not closed)	
Budget All Salaries at 99.5%	(278,000)
Increase Transfer to Insurance Fund	700,000
Increase Transfer to Debt Service Fund - 2017 Required Abatement to have no tax levy increase	446,379

TOTAL ONE-TIME EXPENSE CHANGES	\$ 758,379
TOTAL EXPENSE CHANGES FOR 2018 BUDGET	\$ (4,326,820)

TOTAL PROPOSED REVENUES (General Fund - Baseline)	<u>\$ 112,411,185</u>
TOTAL PROPOSED EXPENDITURES (General Fund - Baseline)	<u>\$ 118,508,981</u>
TOTAL PROPOSED SURPLUS/Deficit (General Fund - Baseline)	<u>\$ (6,097,796)</u>
Above-the-line BBWS PROPOSED REVENUE ADJUSTMENTS (detailed above)	\$ 2,369,568
Above-the-line BBWS PROPOSED EXPENSE ADJUSTMENTS (detailed above)	\$ (4,326,820)
TOTAL REVISED PROPOSED REVENUES (General Fund)	<u>\$ 114,780,753</u>
TOTAL REVISED PROPOSED EXPENSES (General Fund)	<u>\$ 114,182,161</u>
PROPOSED 2018 BUDGET SURPLUS (DEFICIT)	<u>\$ 598,592</u>



Memorandum

To: Honorable Mayor and Members of the City Council

From: Martin Lyons, Assistant City Manager/Chief Financial Officer
Ashley King, Budget & Finance Manager

CC: Wally Bobkiewicz, City Manager

Subject: Third Quarter Financial Report for Fiscal Year 2017

Date: November 13, 2017

Recommended Action:

Staff recommends City Council accept and place the Third Quarter Financial Report for FY 2017 on file.

Funding Source: N/A

Livability Benefit: Innovation & Process: Support local government best practices and processes.

Summary:

The City ended the third quarter of the 2017 fiscal year as projected during the 2nd quarter report to the City Council. The City's financial performance is the result of difficult decisions which were made over the summer when it was estimated that the City's General Fund Revenues for 2017 would be coming in well under budget. Additional information about the implementation of these changes is detailed below.

The chart below shows the Fund and Cash balance differences between the third quarter of 2016 and this third quarter 2017 report.

Balance Differences	Cash 2016	Fund Balance 2016	Cash 2017	Fund Balance 2017	Cash Difference	Fund Balance Difference
General Fund	9,442,294	15,983,933	8,595,629	14,723,355	(846,665)	(1,260,578)
Capital Fund	16,061,794	15,336,421	7,528,218	6,663,604	(8,533,576)	(8,672,817)
Parking Fund	13,113,893	13,565,633	7,746,262	8,125,005	(5,367,631)	(5,440,628)
Water Fund	8,323,248	11,443,368	7,139,598	9,512,235	(1,183,650)	(1,931,133)
Sewer Fund	3,234,833	5,353,331	3,083,449	5,388,516	(151,384)	35,185
All Other Funds	35,406,802	43,047,785	31,024,438	28,070,144	(4,382,364)	(14,977,641)
Total	85,582,864	104,730,471	65,117,594	72,482,859	(20,465,270)	(32,247,612)

Of this difference, the 2016 General Obligation bonds make up just over \$9million in the Capital Fund and \$3.7 million in the Water Fund. In total, \$13.7 million in bonds were received in September 2016; 2017 bonds were received in October and therefore not included in this report.

Parking Fund balance decreases are attributable to capital projects.

Approximately \$8.4 million of the decrease from 2016 to 2017 is attributable to housing programs being reclassified differently during the audit. In previous years, loans in these programs, even though classified as forgivable, were listed as assets. The City is no longer considering forgivable loans as assets. This affects the CDBG, CDBG Loan, HOME, and Affordable Housing Funds. The General Fund balance includes the combination of the Economic Development Fund into the General Fund, effective January 1, 2017.

These three factors explain over \$27 million in the differences in fund balances from 2016 to 2017.

Attached are summaries of the City's funds for the first quarter of FY 2017. In reviewing these reports, please note the following:

- A majority of the revenues are recorded at the time they are actually received (permits, property taxes, fees, etc.), however, some revenues are recorded at the time of notification of the revenue being earned by the City (sales, income, telecommunications taxes, etc).
- State revenue sources are delayed by one to three months based on the revenue source in question.
- While some revenues are received on a monthly basis, other revenues are received less uniformly throughout the year. An example is property taxes, which

are billed semi-annually and then distributed by the County as payments are received. This disbursal method contrasts with other revenue sources such as sales taxes, which are collected by the State and distributed on a monthly basis. The September financial report shows nearly 98% of property taxes being received by the City of Evanston. Staff does not anticipate significant additional property tax revenue.

- Operating expenses, including payroll, are reported at the time they are incurred during the year. At year-end, the City often receives invoices after the close of the year, for services used or items purchased during the year. These expenses are recorded into the previous year for which they were incurred.
- Operating expenses are incurred on a uniform basis for items such as payroll, utilities, fuel, etc., and on an as needed basis for supplies, equipment and specific outsourced services.

General Fund Revenues:

General Fund revenues through September 30, 2017 were \$87,484,657 or 73.65% of budget. The first quarter performance of major General Fund revenue sources is summarized below:

- Through September 30, 2017 property tax revenue was \$28,030,940 or 97.9% of budget. Financial reports include all Police and Firefighter Pension property taxes in the General Fund. These taxes are then transferred to the respective pension funds. This is one of the reasons that expenses for Police and Fire Departments are over the 75% goal for the month—98% of property taxes have been transferred (expensed) out of those departments into the Police and Fire Pension Funds.
- State income tax is \$5,494,805 through September 30, 2017, achieving 70% of the budget target for this revenue item. State income tax is typically received in arrears by one or two months.
- Sales tax revenue through the third quarter of FY 2017 was \$11,854,720 or 68% of budget. This is in line with the past two years of sales tax receipts for this quarter; typically sales tax has the highest collections in the fourth quarter.
- Real estate transfer tax through September 30, 2017 totaled \$2,664,677, achieving 86% of the budget target for this item.
- Through September 30, 2017, licenses, permits, and fees were approximately 24% of budget at \$719,768.

The General Fund Revenue budget for 2017 is \$118,778,832. A 75% target of this amount is \$89,084,124. This means that General Fund is currently under budget on revenues by \$1,599,467.

Based on staff estimates and expenditure cuts, staff estimates ending 2017 in a stable financial position with only a modest surplus/deficit depending on final revenue numbers, weather conditions and other variables that can impact operations in the fourth quarter.

The revenue gap has closed because of property tax receipt in the third quarter. We anticipate that the revenue gap will again widen as we operate in the fourth quarter with no further property taxes being received.

As noted during Council review of the second quarter report, permit revenues are still anticipated to be well below budget which accounts for a majority of the revenue shortfall.

Currently, the General Fund has a surplus of \$130,001. In the third quarter of 2016, the surplus was \$5.3 million. The main reason for this surplus last year was the receipt of building permit revenues along with the timing of property tax revenues in the third quarter.

General Fund Expenditures:

Through September 30, 2017, General Fund expenditures were \$87,354,657 or 73.6% of budget for FY 2017. It is important to note, for the General Fund, many expenditures / disbursements are not made evenly throughout the year. For example:

- Seasonal employee wages in Parks, Recreation and Community Services are typically charged during the summer months.
- Police Department assigns additional patrol details during the summer months.
- The first paycheck paid in January (January 13, 2017) has been partially charged back to 2016 (payroll ended January 8, 2017). This means that January only has 1 ½ payrolls booked. These expenses will “catch up” at year-end when December 2017 has 3 ½ payrolls.
- As previously stated, the expenses for Police and Fire now include the transfer of property taxes to their respective pension funds. 98% of this expense has been charged to these departments, pushing both over the 75% expense goal.
- As directed in July, staff has implemented a number of expense cutting procedures designed to end 2017 with expenses in line with the reduced revenues.
 - Non-essential purchases have been held (i.e. furniture, training and travel)
 - Over-time reports presented to Council monthly

- o Hiring freeze
- o Furlough Day November 10th (to be reflected in 4th Quarter Report)
- o Additional transfers from other funds

Staff will continue to monitor expenditures throughout the year and will provide regular reports to the City Council.

Overall, a comparison between the third quarter of 2016 and the third quarter of 2017 can be seen below. It is important to note that 2017 is the first year where Economic Development funds are included as revenues and expenses in the General Fund.

	Revenues	Expenses
Third Quarter 2016	\$ 88,063,846	\$ 82,784,748
Third Quarter 2017	\$ 87,484,657	\$ 87,354,657

Enterprise Funds:

Revenues and expenses for the Parking, Water, Sewer and Solid Waste Funds were all below the 75% budget target. Similar to the General Fund, many enterprise fund revenues and expenses / disbursements do not occur evenly throughout the fiscal year. In the case of the Water and Sewer Funds, pumpage levels are lower, which reduces both expense and revenues in these funds for the first quarter. In the case of Water, Sewer, and Parking, capital expenses do not usually occur until the second and third quarters each year. Staff will continue to monitor and report on the performance of City enterprise fund revenues and expenditures throughout FY 2017.

A summary of Enterprise Revenue and Expenses is below:

	Revenues	% of Budget	Expenses	% of Budget	Net Q3
Parking Fund	7,017,436	62.8%	6,645,095	45.8%	372,341
Water Fund	13,454,536	55.2%	11,478,378	30.1%	1,976,158
Sewer Fund	9,701,233	73.9%	8,924,815	61.1%	776,418
Solid Waste Fund	3,670,652	70.6%	3,536,905	68.0%	133,747

Attachments

Attachment 1: September 30, 2017 Monthly Financial Report

Attachment 2: Investment Report

Attachment 3: September 30, 2017 Investment Report

Attachment 4: September 30, 2017 Cash & Investment Summary by Fund



Memorandum

To: Wally Bobkiewicz, City Manager
Martin Lyons, Assistant City Manager/Chief Financial Officer

From: Ashley King, Finance & Budget Manager

Subject: September 2017 Monthly Financial Report

Date: November 1, 2017

Please find attached the unaudited financial statements as of September 30, 2017. A summary by fund for revenues, expenditures, fund and cash balances is as follows:

Fund	Fund Description	YTD Revenues	YTD Expenses	YTD Net	Fund Balance	Cash Balance
100	GENERAL FUND	87,484,657	87,354,657	130,001	14,723,355	8,595,629
176	HEALTH AND HUMAN SERVICES	644,365	509,204	135,161	205,967	205,967
175	GENERAL ASSISTANCE FUND	949,293	671,492	277,801	864,189	864,189
180	GOOD NEIGHBOR FUND	1,000,000	750,000	250,000	250,000	1,250,000
185	LIBRARY FUND	6,655,851	4,788,069	1,867,783	2,518,438	2,518,400
195	NEIGHBORHOOD STABILIZATION	131	30,962	(30,831)	(30,831)	101,579
200	MOTOR FUEL TAX FUND	1,447,647	643,493	804,154	2,217,832	2,041,131
205	EMERGENCY TELEPHONE (E911)	754,104	707,091	47,012	210,073	(115,398)
210	SPECIAL SERVICE AREA (SSA) #4	321,688	246,750	74,938	(117,338)	(117,338)
215	CDBG FUND	128,654	647,015	(518,361)	(454,255)	(454,254)
220	CDBG LOAN	71,321	25,345	45,976	256,897	256,897
235	NEIGHBORHOOD IMPROVEMENT	-	-	-	169,915	169,915
240	HOME FUND	273,090	323,498	(50,408)	(48,031)	(48,031)
250	AFFORDABLE HOUSING FUND	152,136	302,722	(150,586)	1,250,602	1,250,602
300	WASHINGTON NATIONAL TIF	5,256,862	3,334,186	1,922,676	7,547,352	7,626,271
310	HOWARD-HARTREY TIF	(44,005)	599,668	(643,672)	-	-
330	HOWARD-RIDGE TIF FUND	675,807	351,930	323,877	323,793	326,062
335	WEST EVANSTON TIF FUND	53,953	32,007	21,947	439,207	447,529
340	DEMPSTER-DODGE TIF FUND	48,003	46,935	1,068	(28,347)	(28,347)
345	CHICAGO-MAIN TIF	595,433	602,194	(6,761)	128,316	128,316
350	SPECIAL SERVICE AREA (SSA) #6	214,101	116,356	97,745	176,039	176,040
320	DEBT SERVICE FUND	13,026,080	1,982,953	11,043,127	11,789,124	11,803,921
186	LIBRARY DEBT SERVICE FUND	338,904	38,227	300,677	330,386	317,480
415	CAPITAL IMPROVEMENTS FUND	2,043,482	6,885,041	(4,841,560)	6,663,604	7,528,218
187	LIBRARY CAPITAL IMPROVEMENT	-	850,739	(850,739)	(850,739)	(850,739)
420	SPECIAL ASSESSMENT FUND	210,865	197,570	13,295	3,012,511	3,008,974
505	PARKING SYSTEM FUND	7,017,436	6,645,095	372,341	8,125,005	7,746,262
510	WATER FUND	13,454,536	11,478,378	1,976,158	9,512,235	7,139,598
515	SEWER FUND	9,701,233	8,924,815	776,418	5,388,516	3,083,449
520	SOLID WASTE FUND	3,670,652	3,536,905	133,748	(839,035)	(1,485,479)
600	FLEET SERVICES FUND	2,569,382	2,160,211	409,171	1,171,915	464,220
601	EQUIPMENT REPLACEMENT FUND	1,220,613	534,554	686,059	1,571,392	1,571,392
605	INSURANCE FUND	13,079,524	14,077,728	(998,204)	(3,995,229)	(404,861)
		173,015,799	159,395,788	13,620,011	72,482,859	65,117,594

Included above are the ending balances as of September 30, 2017 for both unreserved fund and cash balances. Of these two amounts, cash balance is the more meaningful metric since this represents liquid cash and/or invested assets which can be used (or easily sold) to support and fund current operations. While ending fund balance is also an important measurement of the City's financial health, it usually includes illiquid assets or future cash receipts or disbursements such as receivables (including property tax) due to the City and accounts payable/accrued expenses.

During the 2016 Audit Process, a number of changes were made to the methodology behind Evanston's financial reporting. As a result, 2017 fund balances since April look significantly different than those presented previously. In most instances, they are more closely aligned with cash.

As of September 30, 2017, the General Fund is reporting a net surplus of \$130,001. The General Fund balance is \$14,723,355 with a cash balance of \$8,595,629. The attached supplemental charts show the General Fund Revenues at 73.65% of budget and expenses slightly lower at 73.60%. As of September 30, property tax revenues received are at 98% of budget.

Through September 30, 2017, the Neighborhood Stabilization Fund is showing a negative fund balance of \$30,831. This is due to the timing of grant funding revenues.

Through September 30, 2017, the E911 Fund is showing negative cash balance of \$115,398. This is due to timing of E911 revenues from the state and the expenses related to the replacement of Computer Aided Dispatch (CAD) and Police/Fire Records Software. Staff will monitor the fund for the remainder of the year to ensure a positive ending balance.

Through September 30, 2017, the SSA #4 Fund is showing a negative fund and cash balance of \$117,338. This is due to the timing of payments to the Downtown Evanston group.

Through September 30, 2017, the CDBG Fund is showing a negative fund and cash balance of \$454,254. This is reimbursed with draw-downs in October.

Through September 30, 2017, the Home Fund is showing a negative fund and cash balance of \$48,031. This is reimbursed with draw-downs in October.

Through September 30, 2017, the Dempster-Dodge TIF Fund is showing a negative fund and cash balance of \$28,347. This is due to the payment of interest on the Line of Credit. This negative balance was mitigated by the first receipt of TIF increment property taxes in August and will be move closer to balance with September receipts.

Through September 30, 2017, the Capital Fund is showing a fund balance of \$6,663,604 and a cash balance of \$7,528,218. Bond proceeds from the 2017A General Obligation Bonds were received in October and will increase revenue received in this fund.

Through September 30, 2017, the Library Capital Improvements Fund is showing a negative fund and cash balance of \$850,739. The 2017A General Obligation Bonds included \$1.4 million in bonds for Library Capital Projects as noted in the September 11, 2017 Council

packet. These bond proceeds were received in October and will cover the current costs listed in this fund.

Through September 30, 2017, the enterprise funds (Parking, Water, and Sewer) continue to spend down fund balance for capital projects during 2017.

Through September 30, 2017, the Solid Waste Fund has a negative fund balance of \$839,035 and a negative cash balance of \$1,485,479.

Through September 30, 2017, the Insurance Fund is showing a negative fund balance of \$3,995,229 and a negative cash balance of \$404,861.

If there are any questions on the attached report, please contact me by phone at (847) 859-7884 or by email: aking@cityofevanston.org. Detailed fund summary reports can be found at: <http://www.cityofevanston.org/city-budget/financial-reports/>.

CERTIFICATION OF ATTACHED FINANCIAL REPORTS

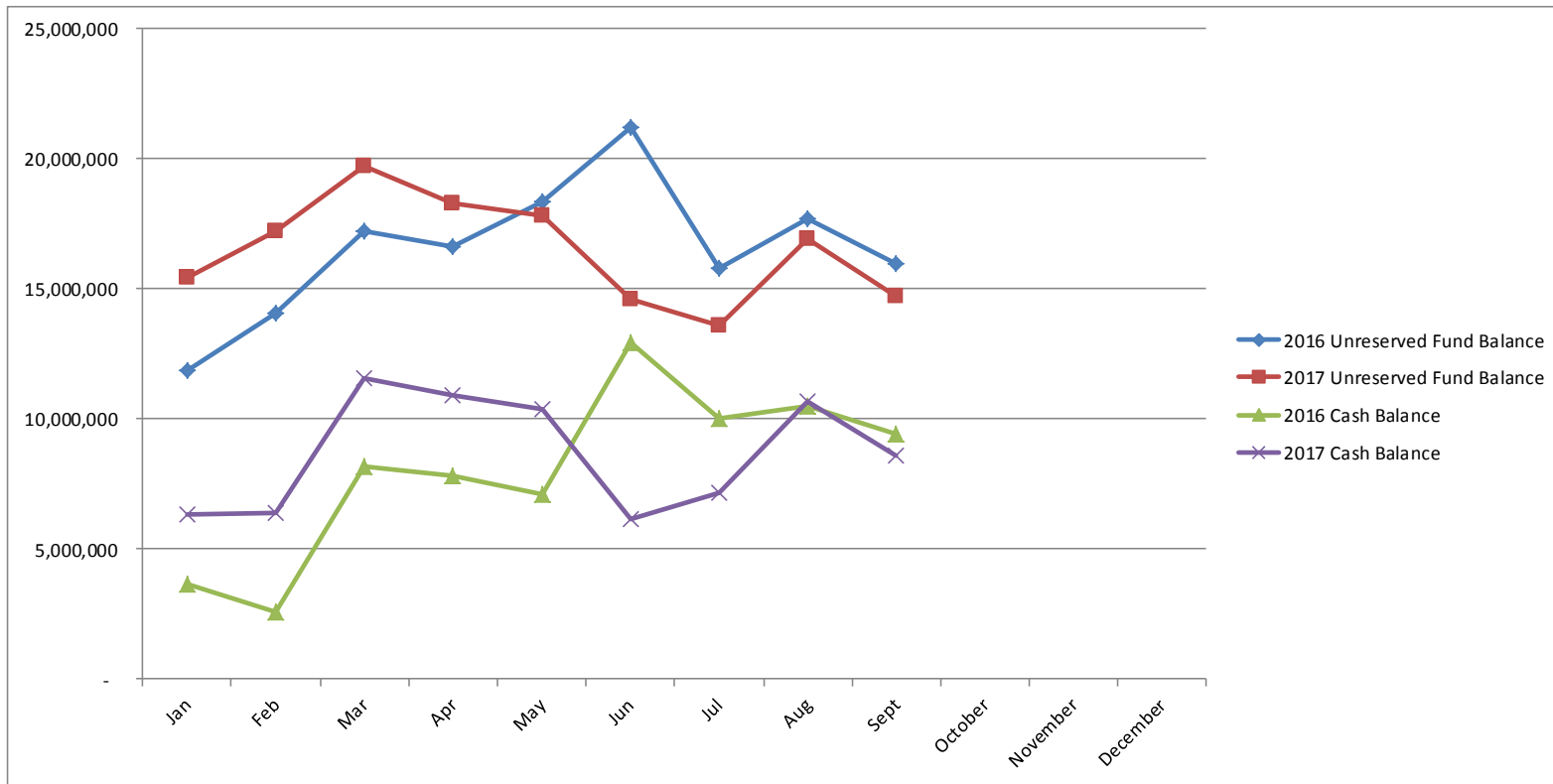
As required per Illinois Statute 65 ILCS 5/3.1-35-45 I, Martin Lyons, Treasurer of the City of Evanston, hereby affirm that I have reviewed the September 30, 2017 year-to-date financial information and reports which to the best of my knowledge appear accurate and complete.



Martin Lyons, Treasurer

2016 v 2017 Fund and Cash Balance-- General Fund

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
2016 Unreserved Fund Balance	11,859,782	14,097,256	17,193,730	16,597,583	18,375,173	21,225,995	15,790,000	17,674,579	15,983,833
2017 Unreserved Fund Balance	15,453,984	17,244,431	19,734,012	18,292,843	17,839,404	14,612,957	13,603,487	16,910,096	14,723,355
2016 Cash Balance	3,656,830	2,587,845	8,182,090	7,808,208	7,101,333	12,919,440	10,046,315	10,473,240	9,442,294
2017 Cash Balance	6,338,271	6,393,110	11,561,044	10,901,398	10,376,936	6,169,276	7,179,518	10,652,102	8,595,629



September 2017 Financial Report

Through 09/30/17
Summary Listing

Fund 100 - GENERAL FUND Classification	2017 Budget	September 2017	YTD Actual	%	2016 Actual
Property Taxes	28,639,628	62,673	28,030,940	97.87%	27,302,687
Other Taxes	49,402,274	3,090,978	34,014,975	68.85%	44,156,868
License	5,496,150	98,835	2,356,241	42.87%	6,851,422
Permit	11,648,000	566,367	6,090,377	52.29%	11,012,646
Fee	115,500	50,450	147,908	128.06%	70,395
Fines and Forfeitures	3,810,000	338,878	2,435,355	63.92%	3,611,901
Parking Charges for Services	640,000	53,333	502,214	78.47%	687,835
Parks and Recreation Charges for Services	5,650,895	314,047	4,805,670	85.04%	5,401,563
Other Charges for Services	2,642,500	182,154	1,902,305	71.99%	2,687,897
Interfund Transfers	7,455,774	606,476	5,458,287	73.21%	8,099,626
Intergovernmental Revenue	1,089,965	76,606	1,074,497	98.58%	1,238,785
Other Revenue	2,138,046	206,067	634,964	29.70%	1,338,382
Interest Income	50,100	7,478	30,925	61.73%	30,285
REVENUE TOTAL	118,778,832	5,654,341	87,484,657	73.65%	112,490,292
CITY COUNCIL	498,189.26	40,532.83	357,288.50	71.72%	433,601.01
CITY CLERK	275,488.00	19,691.04	197,185.43	71.58%	294,664.86
CITY MANAGER'S OFFICE	9,878,454.00	806,952.23	5,232,516.47	52.97%	7,471,733.90
LAW	854,050.00	62,579.28	555,271.73	65.02%	1,052,130.01
ADMINISTRATIVE SERVICES	9,700,879.00	735,345.68	6,475,655.46	66.75%	9,164,946.70
COMMUNITY DEVELOPMENT	2,804,668.00	226,693.36	1,783,724.54	63.60%	2,510,408.43
POLICE	38,223,842.00	1,869,228.18	30,599,585.20	80.05%	37,817,627.43
FIRE MGMT & SUPPORT	24,294,001.00	974,501.37	19,553,609.90	80.49%	23,235,713.69
HEALTH	3,582,312.00	259,459.54	2,259,524.65	63.07%	3,097,350.98
PARKS, REC. AND COMMUNITY SERV.	12,361,460.00	1,157,847.80	9,389,957.56	75.96%	11,997,475.88
PUBLIC WORKS AGENCY	16,212,848.00	1,688,250.97	10,950,337.54	67.54%	14,488,136.71
EXPENSE TOTAL	118,686,191	7,841,082	87,354,657	73.60%	11,562,594
Fund 100 - GENERAL FUND Totals					
REVENUE TOTALS	118,778,832	5,654,341	87,484,657	73.65%	112,490,292
EXPENSE TOTALS	118,686,191	7,841,082	87,354,657	73.60%	111,562,594
Fund 100 - GENERAL FUND Net Gain (Loss)	92,641	(2,186,741)	130,001		927,698

September 2017 Financial Report

Through 09/30/17
Summary Listing

Fund 505 - PARKING SYSTEM FUND	2017	September	YTD		2016
Classification	Budget	2017	Actual	%	Actual
Permit	-	50	1,900	-	3,350
Parking Charges for Services	6,737,875	905,918	4,690,235	69.61%	6,340,992
Parks and Recreation Charges for Services	65,000	-	61,000	93.85%	168,500
Interfund Transfers	4,120,636	-	2,060,318	50.00%	3,711,768
Intergovernmental Revenue	12,125	-	-	0.00%	-
Other Revenue	203,216	26,902	163,637	80.52%	195,895
Interest Income	35,070	6,691	40,347	115.05%	38,159
REVENUE TOTAL	11,173,922	939,560	7,017,436	62.80%	10,458,663
Employee Pay	26,000	906	22,174	85.29%	26,465
Benefits	1,117,119	90,780	771,508	69.06%	1,206,649
Pensions	104,802	8,477	72,710	69.38%	229,588
Services	3,222,411	210,799	2,167,749	67.27%	2,846,933
Supplies	278,864	11,030	155,944	55.92%	237,610
Capital Outlay	3,020,000	659,603	1,789,086	59.24%	(24,598)
Insurance and Other Chargebacks	524,102	48,017	405,406	77.35%	504,784
Depreciation Expense	-	-	-	-	2,836,672
Contingencies	11,000	169	2,527	22.98%	5,910
Debt Service	4,331,771	-	141,632	3.27%	390,235
Miscellaneous	304,000	11,938	160,346	52.75%	255,626
Interfund Transfers	1,584,683	106,224	956,012	60.33%	1,303,783
EXPENSE TOTAL	14,524,752	1,147,943	6,645,095	45.75%	9,819,656
Fund 505 - PARKING SYSTEM FUND Totals					
REVENUE TOTALS	11,173,922	939,560	7,017,436	62.80%	10,458,663
EXPENSE TOTALS	14,524,752	1,147,943	6,645,095	45.75%	9,819,656
Fund 505 - PARKING SYSTEM FUND Net Gain (Loss)	(3,350,830)	(208,383)	372,341		639,007

September 2017 Financial Report

Through 09/30/17
Summary Listing

Fund 510-513 - WATER FUND Classification	2017 Budget	September 2017	YTD Actual	%	2016 Actual
Fee	70,000	6,123	70,257	100.37%	90,592
Water Charges for Services	17,324,000	1,485,953	12,485,262	72.07%	15,851,052
Sewer Charges for Services	36,000	4,641	37,119	103.11%	51,737
Other Charges for Services	135,000	428	140,164	103.82%	168,482
Other Revenue	6,828,400	57,825	698,022	10.22%	306,143
Interest Income	1,600	3,661	23,711	1481.91%	16,536
REVENUE TOTAL	24,395,000	1,558,632	13,454,536	55.15%	16,484,543
Employee Pay	183,365	19,489	126,352	68.91%	193,328
Benefits	4,037,387	298,576	2,894,321	71.69%	3,898,385
Pensions	368,658	29,037	274,110	74.35%	888,372
Services	2,250,760	303,855	1,320,708	58.68%	1,743,992
Supplies	1,360,390	72,412	583,348	42.88%	876,885
Capital Outlay	14,982,119	385,553	2,370,203	15.82%	36,713
Insurance and Other Chargebacks	1,174,064	97,268	860,832	73.32%	1,110,835
Depreciation Expense	-	-	-	-	1,973,593
Contingencies	1,000	-	-	-	1,000
Debt Service	1,438,470	-	421,769	29.32%	633,708
Miscellaneous	62,980	-	-	-	238,468
Interfund Transfers	3,502,313	291,859	2,626,735	75.00%	3,502,313
EXPENSE TOTAL	29,361,507	1,498,050	11,478,378	39.09%	15,097,592
Fund 510 - WATER FUND Totals					
REVENUE TOTALS	24,395,000	1,558,632	13,454,536	55.15%	16,484,543
EXPENSE TOTALS	29,361,507	1,498,050	11,478,378	39.09%	15,097,592
Fund 510 - WATER FUND Net Gain (Loss)	(4,966,507)	60,582	1,976,158		1,386,951

September 2017 Financial Report

Through 09/30/17
Summary Listing

Fund 515 - SEWER FUND Classification	2017 Budget	September 2017	YTD Actual	%	2016 Actual
Sewer Charges for Services	12,501,500	891,872	9,659,018	77.26%	13,027,160
Other Charges for Services	19,650	21,750	21,750	-	21,600
Other Revenue	604,165	-	11,989	1.98%	3,087
Interest Income	1,000	2,299	8,476	847.61%	4,450
REVENUE TOTAL	13,126,315	915,922	9,701,233	73.91%	13,056,297
Employee Pay	57,040	2,985	26,269	46.05%	37,763
Benefits	859,043	65,285	616,845	71.81%	862,355
Pensions	73,398	6,310	58,859	80.19%	204,330
Services	908,500	6,075	318,773	35.09%	109,493
Supplies	92,300	7,282	41,853	45.34%	48,058
Capital Outlay	2,819,700	39,736	779,671	27.65%	15,370
Insurance and Other Chargebacks	432,953	36,798	323,046	74.61%	414,270
Depreciation Expense	-	-	-	-	3,461,103
Debt Service	8,370,946	1,588,322	6,015,742	71.86%	1,336,366
Miscellaneous	1,500	-	-	-	5,000
Interfund Transfers	991,677	82,640	743,757	75.00%	773,873
EXPENSE TOTAL	14,607,057	1,835,431	8,924,815	61.10%	7,267,980
Fund 515 - SEWER FUND Totals					
REVENUE TOTALS	13,126,315	915,922	9,701,233	73.91%	13,056,297
EXPENSE TOTALS	14,607,057	1,835,431	8,924,815	61.10%	7,267,980
Fund 515 - SEWER FUND Net Gain (Loss)	(1,480,742)	(919,510)	776,418		5,788,316

September 2017 Financial Report

Through 09/30/17
Summary Listing

Fund 520 - SOLID WASTE FUND Classification	2017 Budget	September 2017	YTD Actual	%	2016 Actual
License	275,000	-	127,255	46.27%	170,144
Other Charges for Services	3,632,394	299,383	2,687,904	74.00%	3,586,453
Interfund Transfers	1,055,967	87,997	791,975	75.00%	1,055,967
Other Revenue	238,000	1,554	63,518	26.69%	274,808
REVENUE TOTAL	5,201,361	388,933	3,670,652	70.57%	5,087,372
Employee Pay	45,000	3,892	27,323	60.72%	43,025
Benefits	644,768	39,785	397,720	61.68%	620,226
Pensions	60,473	3,640	38,365	63.44%	151,916
Services	3,679,126	517,243	2,555,921	69.47%	3,438,311
Supplies	53,050	5,964	26,949	50.80%	54,768
Capital Outlay	25,750	126	23,112	89.76%	6,034
Insurance and Other Chargebacks	149,325	8,788	85,374	57.17%	138,618
Debt Service	21,046	-	920	4.37%	2,251
Miscellaneous	15,000	-	2,615	17.43%	12,232
Interfund Transfers	504,807	42,067	378,605	75.00%	499,493
EXPENSE TOTAL	5,198,345	621,505	3,536,905	68.04%	4,966,872
Fund 520 - SOLID WASTE FUND Totals					
REVENUE TOTALS	5,201,361	388,933	3,670,652	70.57%	5,087,372
EXPENSE TOTALS	5,198,345	621,505	3,536,905	68.04%	4,966,872
Fund 520 - SOLID WASTE FUND Net Gain (Loss)	3,016	(232,572)	133,748		120,500



Memorandum

To: Wally Bobkiewicz, City Manager

From: Martin Lyons, Asst. City Manager/CFO

Subject: 3rd Quarter 2017 - Cash and Investment Report

Date: October 31, 2017

Attached please find the Cash and Investment report as of September 30, 2017.

A comparison between the 2017 third quarter and 2016 third quarter investment report indicate a decrease in combined cash & investments of \$20,465,270 from \$85,582,864 to \$65,117,594. This was principally due to \$14M bond proceeds received in September 2016 which were used to fund various projects. Cash and investment changes from the previous period are summarized below:

	9/30/2017	9/30/2016	Change
Cash	31,201,554	44,784,035	(13,582,481)
Investments	33,916,040	40,798,829	(6,882,789)
TOTAL	65,117,594	85,582,864	(20,465,270)

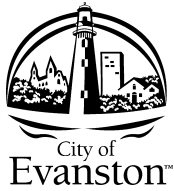
As of September 30, 2017, ledger balances showing the highest percentage of total deposits was held by First Bank and Trust at \$31.2M or 47.9% of the total. PMA Financial is in custody of money market funds at approximately \$20.7M, or 31.8%, and Certificates of Deposits at \$3.5M or 5.3%. Illinois Funds was at \$8.2M or 12.7% and IMET was at \$1.5M or 2.3%. The allocation of Cash and Investments is in compliance with the City's investment policy to ensure no financial institution should have greater than 50% of the city's total deposits. Approximately \$19 million of the difference in cash balances are due to the timing of bond issue proceeds in 2016 versus 2017 and the timing of capital projects.

If you have any questions on this report or would like to discuss in greater detail, please contact me by phone at (847) 448.8082 or by e-mail at mlyons@cityofevanston.org.

	A	B	C	D	E	F	G	H
1	City of Evanston							
2	Cash & Investments Bank							
3	September 30, 2017							
4								
5	Investment	Investment				Investment		
6	Description	Type	Bank	Rate		Amount	Fund #	Fund
7								
8	IL Funds	MMA	US Bank	1.050		3,083,777	100	General
9	IL Funds	MMA	US Bank	1.050		14,913	175	General Assistance
10	IL Funds	MMA	US Bank	1.050		2,112,630	200	MFT
11	IL Funds	MMA	US Bank	1.050		653,216	205	E911
12	IL Funds	MMA	US Bank	1.050		367,967	250	Affordable Housing
13	IL Funds	MMA	US Bank	1.050		122	300	Washington National
14	IL Funds	MMA	US Bank	1.050		329,428	320	DS
15	IL Funds	MMA	US Bank	1.050		42	330	Howard Ridge TIF
16	IL Funds	MMA	US Bank	1.050		10,072	335	West Evanston TIF
17	IL Funds	MMA	US Bank	1.050		1,220,330	415	Capital Improvements
18	IL Funds	MMA	US Bank	1.050		220,619	420	Special Assessment
19	IL Funds	MMA	US Bank	1.050		63,857	505	Parking
20	IL Funds	MMA	US Bank	1.050		160,343	510	Water
21	IL Funds	MMA	US Bank	1.050		5,035	515	Sewer
22			US BANK Total			8,242,351		
23								
24	Money Market Fund	MMA	IMET	0.880		137,491	300	Washington National
25	Money Market Fund	MMA	IMET	0.880		25,778	320	Debt Service
26	Money Market Fund	MMA	IMET	0.880		3,954	330	Howard Ridge TIF
27	Money Market Fund	MMA	IMET	0.880		14,498	335	West Evanston TIF
28	Money Market Fund	MMA	IMET	0.880		389,020	415	Capital Improvements
29	Money Market Fund	MMA	IMET	0.880		724,356	420	Special Assessment
30	Money Market Fund	MMA	IMET	0.880		6,303	505	Parking
31	Money Market Fund	MMA	IMET	0.880		178,925	510	Water
32			IMET Total			1,480,325		
33								
34	Money Market Fund	MMA	PMA-SDA	1.000		5,689,588	300	Washington National
35	Money Market Fund	MMA	PMA-SDA	1.000		1,880,254	320	Debt Service
36	Money Market Fund	MMA	PMA-SDA	1.000		497,162	335	West Evanston TIF
37	Money Market Fund	MMA	PMA-SDA	1.000		4,024,388	415	Capital Improvements
38	Money Market Fund	MMA	PMA-SDA	1.000		4,583,170	505	Parking
39	Money Market Fund	MMA	PMA-SDA	1.000		3,287,262	510	Water
40	Money Market Fund	MMA	PMA-SDA	1.000		757,580	515	Sewer
41			PMA-SDA Total			20,719,404		
42								
43	Money Market Fund	MMA	PMA-CD	.953-1.272		2,481,800	505	Parking
44	Money Market Fund	MMA	PMA-CD	.993-1.060		248,185	510	Water
45	Money Market Fund	MMA	PMA-CD	.993-1.060		743,975	515	Sewer
46			PMA-CD Total			3,473,960		
47								
48			Grand Total			33,916,040		
49								
50								
51	Cash							
52						1st Bank		
53	Cash	Cash				5,232,669	100	General
54	Cash	Cash				873,997	175	General Assistance
55	Cash	Cash				137,020	176	Health and Human Services
56	Cash	Cash				1,333,333	180	Good Neighbor
57	Cash	Cash				2,577,962	185	Library
58	Cash	Cash				303,264	186	Library Debt Service
59	Cash	Cash				108,029	195	Neighbrhd Stablztn
60	Cash	Cash				0	205	E911
61	Cash	Cash				0	210	SSD 4
62	Cash	Cash				0	215	CDBG
63	Cash	Cash				253,227	220	CD Loan
64	Cash	Cash				169,915	235	Neighbrhd Improvemt
65	Cash	Cash				0	240	Home
66	Cash	Cash				885,028	250	Affordable Housing
67	Cash	Cash				2,764,927	300	Washington National TIF
68	Cash	Cash				9,647,930	320	Debt
69	Cash	Cash				319,717	330	Howard Ridge
70	Cash	Cash				0	335	West Evanston
71	Cash	Cash				0	340	Dempster-Dodge-TIF
72	Cash	Cash				128,316	345	Chicago-Main TIF
73	Cash	Cash				176,040	350	Special Service Area (SSA)
74	Cash	Cash				659,799	415	Capital Improvements
75	Cash	Cash				2,803,772	420	Special Assess
76	Cash	Cash				273,212	505	Parking
77	Cash	Cash				4,917,499	510	Water
78	Cash	Cash				499,953	515	Sewer
79	Cash	Cash				0	520	Solid Waste
80	Cash	Cash				270,325	600	Fleet
81	Cash	Cash				1,438,946	601	Equipment Replacemnt
82	Cash	Cash				0	605	Insurance
83						35,774,878		
84								
85			Total Cash			35,774,878		
86			Interfunds & negative cash			(4,573,324)		
87			Net Cash			31,201,554		
88			Total Investments & Cash			65,117,594		
89								
90	CASH / INVESTMENT		Investments	Cash		Total		
91	GENERAL LEDGER		Amount	%	Amount	%	Amount	%
92	1ST Bank				31,201,554	100.00%	31,201,554	47.92%
93	PMA-SDA		20,719,404	61.09%			20,719,404	31.82%
94	CD		3,473,960	10.24%			3,473,960	5.33%
95	IMET		1,480,325	4.36%			1,480,325	2.27%
96	IL Funds		8,242,351	24.30%			8,242,351	12.66%
97	Total		33,916,040	100.00%	31,201,554	100.00%	65,117,594	100.00%

City of Evanston
Cash & Investment Summary by Fund
September 30, 2017

<u>Fund #</u>	<u>Fund</u>	<u>Cash</u>	<u>Investments</u>	<u>Interfund</u>	<u>Total</u>
100	General	5,232,669	3,083,777	279,183	8,595,629
175	General Assistance	873,997	14,913	(24,721)	864,189
176	Health and Human Services	137,020	-	68,947	205,967
180	Good Neighbor	1,333,333	-	(83,333)	1,250,000
185	Library	2,577,962	-	(59,562)	2,518,400
186	Library Debt Service	303,264	-	14,215	317,480
187	Library Capital Improvement FC	-	-	(850,739) *	(850,739)
195	Neighborhood Stabilization	108,029	-	(6,450)	101,579
200	MFT	-	2,112,630	(71,499)	2,041,131
205	E911	-	653,216	(768,614) *	(115,398)
210	SSD4	-	-	(117,338) *	(117,338)
215	CDBG	-	-	(454,254) *	(454,254)
220	CD Loan	253,227	-	3,670	256,897
235	Neighborhood Improvement	169,915	-	-	169,915
240	Home	-	-	(48,030) *	(48,030)
250	Affordable Housing	885,028	367,967	(2,393)	1,250,602
300	Washington National TIF	2,764,927	5,827,200	(965,856)	7,626,271
320	Debt Service	9,647,930	2,235,460	(79,470)	11,803,921
330	Howard Ridge	319,717	3,996	2,350	326,062
335	West Evanston	-	521,732	(74,203) *	447,529
340	Dempster-Dodge-TIF	-	-	(28,347) *	(28,347)
345	Chicago Main-TIF	128,316	-	-	128,316
350	Special Service Area (SSA) #6	176,040	-	-	176,040
415	Capital Improvements	659,799	5,633,738	1,234,681	7,528,218
420	Special Assessment	2,803,772	226,922	(21,720)	3,008,974
505	Parking	273,212	7,853,183	(380,133)	7,746,262
510	Water	4,917,499	3,874,715	(1,652,615)	7,139,598
515	Sewer	499,953	1,506,590	1,076,906	3,083,449
520	Solid Waste	-	-	(1,485,479) *	(1,485,479)
600	Fleet	270,325	-	193,895	464,220
601	Equipment Replacement	1,438,946	-	132,446	1,571,392
605	Insurance	-	-	(404,861) *	(404,861)
		35,774,878	33,916,040	(4,573,324)	65,117,594



Memorandum

To: Honorable Mayor and Members of the City Council

From: Martin Lyons, Assistant City Manager/CFO

Subject: Ordinance 122-O-17, Amending Portions of the City Code to Standardize Home Rule Taxes for Due Dates, Deductions Provided, and Late Fees Assessed

Date: November 14, 2017

Recommended Action:

Staff recommends City Council adopt Ordinance 122-O-17, amending portions of the City Code to standardize home rule taxes for due dates, deductions provided, and late fees assessed all contained within Title 2, Chapter 3 of the City Code.

Funding Source:

There are no expenses in this proposed amendment.

Livability Benefits:

Innovation & Process: Support local government best practices and processes

Background:

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

Additionally, staff is recommending the elimination of the deduction percentage offered on these home rule returns. These deductions were originally implemented to

compensate the remitter for their time and effort in the collection of information and payment, as well as to encourage compliance. With this amendment to standardize the remittance date, as well as allowing all businesses to file their returns online, the original intent of the deduction has been mitigated. Additionally neither the State nor County offers this such deduction. This elimination will provide an additional \$100,000 in home rule tax revenues.

Current structure

Tax Type	Code Section	Tax Percentage	Deduction Percentage (% of tax amount)	Due Date	Late fee %
Amusement	3-2-17	4.0%	None	30 days after the end of each month	10% + 1% interest per month late
Athletic Contest And Exhibitions	3-2-1	3.0%	None	10th day of subsequent month	None
Athletic Contests And Exhibitions Attendance	3-2-2	8.0%	None	10th day of subsequent month	None
Cable Franchise (Municipal Television Consumer)	3-2-12	10.0%	1%	Quarterly	\$250 - \$500
Gas Use (Natural Gas)	3-2-9-7	2.5 cents per therm	None	On or before the fifteenth day of the second month following the month in which the gas is used or consumed	None
Hotel / Motel	3-2-4	7.5%	3%	15 th of the quarter (1/15, 4/15...)	10% + 1% interest per month late
Liquor	3-2-14	6.0%	2%	13th day of the subsequent month	2% per month late
Medical Cannabis	3-2-18	6.0%	None	20 th day of subsequent month	10% per month late
Motor Fuel	3-2-16	\$0.04 per gallon	3%	10 th day of subsequent month	1% per month late
Municipal Utility (Natural Gas)	3-2-9	5% of gross receipts	None	On or before the first day of the month	None
Parking lot and Garage operations	3-2-15	Structured Rates	None	10 days after the end of the subsequent month	10% per month late
Telecommunications	3-2-9-8	6.0%	None	30 days after the end of each month	None
Utility Tax (Electric)	3-2-9-9	Structured Rates	3%	Last day of the subsequent month	\$200 - \$500

The proposed structure would make all due dates on the 20th day of the subsequent month, make all late fees a standard 10% of the original amount due, and eliminate the deduction percentage.

Attachments:
Ordinance 122-O-17

122-O-17

AN ORDINANCE

Amending Portions of the City Code to Standardize Home Rule Taxes for Due Dates, Deductions Provided, and Late Fees Assessed

NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS, THAT:

SECTION 1: Section 3-2-1(D) “Athletic Contest and Exhibitions Tax” within the Evanston City Code of 2012, as amended (“City Code”), is hereby amended to read as follows:

(D) *Payment.* The athletic tax ~~shall~~must be paid to the City Collector not later than the ~~tenth~~ twentieth day of each calendar month for all gross receipts during the preceding calendar month. A verified statement of such gross receipts in the form prescribed from time to time by the City Collector ~~shall~~must accompany the payment. Acceptance by the City of any amount tendered in payment of the tax ~~shall be~~is without prejudice to any claim, demand or right on account of any deficiency. Canceled admission tickets and complete and accurate records, books and accounts in detail of all such gross receipts ~~shall~~must be kept in the offices of the person engaged in conducting the athletic contests or exhibitions within the City, or such other place as may be designated in writing by the person liable to the tax. The City Collector ~~shall~~must have access to the canceled admission tickets, records, books and accounts at all reasonable times for auditing purposes. All taxes imposed by this Section 3-2-1 and remaining unpaid after they are due will bear interest at a rate of ten percent (10%) per month of the tax due.

SECTION 2: Section 3-2-2(D) “Athletic Contests and Exhibitions Attendance Tax” within the City Code is hereby amended to read as follows:

(D) The admission tax ~~shall~~must be paid to the city collector not later than the ~~tenth~~ twentieth day of each calendar month for all gross receipts during the preceding calendar month. A verified statement of such gross receipts in the form prescribed from time to time by the City Collector ~~shall~~must accompany the payment. Acceptance by the City of any amount tendered in payment of the tax ~~shall be~~is without prejudice to any claim, demand or right on account of any deficiency. Canceled admission tickets and complete and accurate

records, books and accounts in detail of all such gross receipts ~~shall~~must be kept in the offices of the persons engaged in conducting such athletic contests or exhibitions within the City, or such other place as may be designated, in writing, by the person liable for the tax. The City Collector ~~shall~~must have access to the canceled admission tickets, records, books and accounts at all reasonable times for auditing purposes. All taxes imposed by this Section 3-2-2 and remaining unpaid after they are due will bear interest at a rate of ten percent (10%) per month of the tax due.

SECTION 3: Sections 3-2-4-4 and 3-2-4-5 of the “*Hotel-Motel Tax*”

Chapter within the City Code are hereby amended to read as follows:

3-2-4-4. - ADMINISTRATION AND ENFORCEMENT.

The City Manager or his/her designee is hereby designated as the administration and enforcement officer of the tax hereby imposed on behalf of the City. It ~~shall be~~is the responsibility and duty of the City Manager or his/her designee to collect all amounts due the City from the owners, operators and licensees of motels and hotels within the City.

~~The sworn monthly return for each completed calendar month is due within twenty (20) days of the completion of the calendar month. At the time of filing such tax returns, the owner, operator or licensee must pay to the City Manager or his/her designee all taxes due for the period to which the tax return applies. A sworn quarterly hotel and motel occupancy tax return shall be filed by each owner, operator or licensee of each hotel or motel in the City and filed with the City Manager or his/her designee, on forms prescribed by him/her, showing all receipts from each renting, leasing or letting of rooms during the preceding three (3) months.~~

~~Each return shall be accompanied by payment to the City of all taxes due and owing for the quarter covered by the return; provided, however, that the person making said return may retain an amount of money equal to three percent (3%) of the tax due as compensation for services rendered in the collection and payment of such tax.~~

The City Manager or his/her designee, or any person certified by him/her as his/her deputy or representative, may enter the premises of any hotel or motel for the purposes of inspection and examination of its books and records for the proper administration of this Section, and for the enforcement of collection of the tax hereby imposed. It is unlawful for any person to prevent, hinder or interfere with the City Manager or his/her designee or his/her duly authorized deputy or representative in the discharge of his/her duties hereunder.

3-2-4-5. - ENFORCE PAYMENT OF TAX.

~~(A) *Failure to Pay.* Whenever any person shall fail to pay any taxes herein provided, or when any owner, operator or licensee of a hotel or motel in the City shall fail to collect the tax hereby imposed from any person who has the~~

~~ultimate liability for payment of the same, the Corporation Counsel shall, upon request of the City Manager or his/her designee, bring or cause to be brought an action to enforce the payment of said tax on behalf of the City in any court of competent jurisdiction.~~

~~If the City Manager, after a hearing held by or for him/her, shall find that any hotel or motel owner, operator or licensee has willfully evaded his/her responsibility to collect the tax imposed by this Section, he may suspend or revoke all City licenses held by such tax evader. Said person shall have an opportunity to be heard at such hearing, to be held not less than five (5) days after notice of the time and place thereof, addressed to him/her at his/her last known place of business. Any suspension or conviction resulting from such hearing shall not relieve or discharge any civil liability for nonpayment of the tax due.~~

- ~~(B) *Interest and Penalties.* In the event of failure by any hotel or motel owner, operator or licensee to collect and pay to the City Manager or his/her designee the tax required hereunder within 20 days following the completion of the calendar month, ~~thirty (30) days after the same shall be due~~, interest shall accumulate and be due upon said tax at the rate of one percent (1%) per month. In addition, a late fee penalty of ten percent (10%), per month, of the tax, and interest due shall be assessed and collected against any hotel or motel owner, operator or licensee who shall fail to collect and remit the tax imposed by this Section.~~

SECTION 4: Subsections 3-2-9-4 and 3-2-9-5 of the "Municipal Utility Tax"

Section within the City Code are hereby amended to read as follows:

3-2-9-4. - RETURNS, PAYMENT OF TAX.

- (A) On or before the ~~first~~twentieth day of ~~the~~every month, the taxpayers described in Section 3-2-9-2 of this Chapter ~~shall~~must make a return to the City Finance Director. Said return ~~shall~~must state:
1. Name;
 2. Principal place of business;
 3. Gross receipts during those months upon which the basis of the tax is imposed;
 4. Amount of tax;
 5. Such other reasonable and related information as the corporate authorities may require.
- (B) The taxpayer making the return herein provided for ~~shall~~must, at the time of making such return, pay to the City Finance Director the amount of tax herein imposed; provided, that in connection with any return the taxpayer may, if he/she so elects, report and pay an amount based upon his/her total billings of the

business subject to the tax during the period for which the return is made (exclusive of any amounts previously billed) with prompt adjustments of later payments based upon any difference between such billings and the taxable gross receipts.

- (C) If it ~~shall~~ appears that an amount of tax has been paid which was not due under the provisions of this Section, whether as the result of a mistake of fact or an error of law, then such amount ~~shall~~ must be credited against any tax due, or to become due, under this Section, from the taxpayer who made the erroneous payment; provided, that no amounts erroneously paid more than three (3) years prior to the filing of a claim therefor ~~shall~~ will be so credited. If a taxpayer under this Section is unable to use a credit authorized by this Subsection solely because the tax imposed by Section 3-2-9-2 of this Chapter has been replaced by the tax imposed under Section 3-2-9-9 of this Chapter, then the taxpayer may apply such credit against any tax due under said Section 3-2-9-9.
- (D) No action to recover any amount of tax due under the provisions of this Section ~~shall~~ will commence more than three (3) years after the due date of such amount.

3-2-9-5. - FAILURE TO MAKE RETURN; FRAUDULENT RETURN.

Any taxpayer who fails to make a return, or who makes a fraudulent return, or who willfully violates any other provision of this Section ~~shall~~ will be fined not less than five hundred dollars (\$500.00), and in addition ~~shall~~ will be liable in a civil action for the amount of tax due, plus interest and costs.

All taxes imposed by this Section 3-2-9 and remaining unpaid after they are due will bear interest at a rate of ten percent (10%) per month, or fraction thereof. The tax by this Section must be collected by any person pursuant to this Section and constitutes a debt owed by the person to the City.

SECTION 5: Sections 3-2-9-7-3 and 3-2-9-7-5 of the "*Evanston Gas Use*

Tax" Chapter within the City Code are hereby amended to read as follows:

3-2-9-7-3. - TAX IMPOSED.

- (A) Except as otherwise provided by this Section 3-2-9-7, a tax is imposed on the privilege of using or consuming gas in the City that is purchased in a sale at retail at the rate of 2.5 cents (\$0.025) per therm.
- (B) The ultimate incidence of and liability for payment of the tax is on the retail purchaser, and nothing in this Section 3-2-9-7 ~~shall~~ must be construed to impose a tax on the occupation of distributing, supplying, furnishing, selling or transporting gas.
- (C) The retail purchaser ~~shall~~ must pay the tax, measured by therms of gas delivered to the retail purchaser's premises, to the public utility designated to collect the tax pursuant to Section 3-2-9-7-5 of this Chapter on or before the payment due date of the public utility's bill first reflecting the tax, or directly to the Finance Director

on or before the ~~fifteenth~~twentieth day of the second month following the month in which the gas is delivered to the retail purchaser if no public utility has been designated to collect the tax pursuant to Section 3-2-9-7-5 of this Chapter or if the gas is delivered by a person other than a public utility so designated.

- (D) To prevent multiple taxation, the use of gas in the City by a retail purchaser ~~shall~~will be exempt from the tax imposed by this Section 3-2-9-7 if the gross receipts from the sale at retail of such gas to the retail purchaser are properly subject to a tax imposed upon the seller of such gas pursuant to the City's municipal utility tax, Section 3-2-9 of this Chapter, as amended from time to time, authorized pursuant to 65 ILCS 5/8-11-2.
- (E) A purchaser who purchases gas for resale and therefore does not pay the tax imposed by this Section 3-2-9-7 with respect to the use or consumption of the gas, but who later uses or consumes part or all of the gas, ~~shall~~must pay the tax directly to the Finance Director on or before the ~~fifteenth~~twentieth day of the second month following the month in which the gas is used or consumed.
- (F) The tax ~~shall~~will apply to gas for which the delivery to the retail purchaser is billed by a public utility.
- (G) The tax ~~shall~~will not apply to the use or consumption of gas by:
1. A public utility engaged in the business of distributing gas, or
 2. A school district created and operating under the school code of the state, or
 3. A unit of local government.

3-2-9-7-5. - COLLECTION OF TAX.

- (A) The Finance Director is authorized to enter into a contract for collection of the tax imposed by this Section 3-2-9-7 with any public utility providing gas service in the City. The contract ~~shall~~must include and substantially conform with the following provisions:
1. The public utility will collect the tax with respect to gas delivered by it to its customers as an independent contractor;
 2. The public utility will remit collected taxes to the Finance Director no more often than once each month;
 3. ~~The public utility will be entitled to withhold from tax collections a service fee not to exceed three percent (3%) of the amounts collected and timely remitted to the Finance Director;~~
 4. The public utility ~~shall~~will not be liable to the City for any tax not actually collected from a retail purchaser; and
 - ~~5.4.~~ Such additional terms as the parties may agree upon.
- (B) A public utility designated to collect the tax imposed by this Section 3-2-9-7 from its customers ~~shall~~must bill each customer for the tax on all gas delivered to the customer unless: 1) the customer's use or consumption is exempt from the tax pursuant to a duly passed and authorized ordinance of the City, or 2) the public

utility has received written notification from the City that the customer is exempt from the tax.

SECTION 6: Subsections 3-2-9-8-2 and 3-2-9-8-6 of the “*Telecommunications Tax*” Chapter within the City Code are hereby amended to read as follows:

3-2-9-8-2. - COLLECTION OF TAX.

The tax authorized by this Section 3-2-9-8 ~~shall~~must be collected from the taxpayer by a retailer maintaining a place of business in this State and making or effectuating the sale at retail and ~~shall~~must be remitted by such retailers to the City on or before the twentieth day of every month. Any tax required to be collected pursuant to this Section and any such tax collected by such retailer ~~shall~~will constitute a debt owed by the retailer to the City. Retailers ~~shall~~must collect the tax from the taxpayer by adding the tax to the gross charge for the act or privilege of originating or receiving telecommunications when sold for use in the manner prescribed by the City. The tax authorized by this Section 3-2-9-8 ~~shall~~will constitute a debt of the purchaser to the retailer who provides such taxable services until paid and, if unpaid, is recoverable at law in the same manner as the original charge for such taxable services. If the retailer fails to collect the tax from the taxpayer, then the taxpayer ~~shall~~will be required to pay the tax directly to the City in the manner provided by the City.

3-2-9-8-6. - PENALTY.

Any taxpayer who fails to make a return or who makes a fraudulent return, or who willfully violates any other provision of this Section ~~shall~~must be fined not less than five hundred dollars (\$500.00), and in addition ~~shall~~will be liable in a civil action for the amount of tax due, plus interest and costs.

All taxes imposed by this Section 3-2-9-8 and remaining unpaid after they are due will bear interest at a rate of ten percent (10%) per month, or fraction thereof. The tax by this Section must be collected by any person pursuant to this Section and constitutes a debt owed by the person to the City.

SECTION 7: Sections 3-2-9-9-3, 3-2-9-9-4 and 3-2-9-9-8 of the “*Municipal Utility Electricity Tax*” chapter within the City Code are hereby amended to read as follows:

3-2-9-9-3. COLLECTION OF TAX.

- (A) Subject to the provisions of Section 3-2-9-9-5 of this Chapter regarding the delivery of electricity to resellers, the tax imposed under this Section 3-2-9-9 ~~shall~~ must be collected from purchasers by the person maintaining a place of business in this state who delivers electricity to such purchasers. This tax ~~shall~~ will constitute a debt of the purchaser to the person who delivers the electricity to the purchasers and is recoverable at the same time and in the same manner as the original charge for delivering electricity.
- (B) Any tax required to be collected by this Section 3-2-9-9, and any tax in fact collected, ~~shall~~ will constitute a debt owed to the City by the person delivering the electricity, provided, that the person delivering electricity ~~shall~~ will be allowed credit of such tax related to deliveries of electricity the charges for which are written off as uncollectible, and provided further, that if such charges are thereafter collected, the delivering supplier ~~shall~~ will be obligated to remit such tax.
- (C) Persons delivering electricity ~~shall~~ must collect tax from the purchaser by adding such tax to the gross charge for delivering electricity. ~~Persons delivering electricity shall also be authorized to add to such gross charge an amount equal to three (3) percent of the tax they collect to reimburse them for their expenses incurred in keeping records, billing customers, preparing and filing returns, remitting the tax and supplying data to the City upon request.~~ For purposes of this Section, any partial payment of a billed amount not specifically identified by the purchasers ~~shall~~ will be deemed to be for the delivery of electricity.

3-2-9-9-4. – TAX REMITTANCE AND RETURN.

- (A) Every tax collector ~~shall~~ must on a monthly basis file a return in a form prescribed by the City Finance Director or his/her designee. The return and accompanying remittance ~~shall~~ will be due ~~on or before the last day of the month~~ twenty (20) days following the completion of the calendar month, following the month during which the tax is collected or is required to be collected under this Chapter.
- (B) If the person delivering electricity fails to collect the tax from the purchaser or is excused from collecting the tax, then the purchaser ~~shall~~ must file a return in a form prescribed by the City Finance Director or his/her designee and pay the tax directly to the City Finance Director or his/her designee ~~on or before the last day of the month~~ twenty (20) days following the completion of the calendar month, following the month following the month during which the electricity is used or consumed.

3-2-9-9-8. – FAILURE TO MAKE RETURN; FRAUDULENT RETURN.

If for any reason any tax is not paid when due, a penalty at the rate of ten percent (10%) per month on the amount of tax which remains unpaid will be added and collected. Any taxpayer who ~~fails to make a return, or who~~ makes a fraudulent return, or who willfully

violates any other provision of this Section 3-2-9-9 ~~shall~~ will be fined not less than two hundred dollars (\$200.00), nor more than five hundred dollars (\$500.00), and in addition ~~shall~~ will be liable in a civil action for the amount of tax due, ~~plus interest and costs.~~

SECTION 8: Sections 3-2-12-5 and 3-2-12-8 of the “Municipal Television Consumer Tax” Chapter within the City Code is hereby amended to read as follows:

3-2-12-5. - SUBMIT RETURNS, PAYMENT OF TAX.

~~This Section shall be effective as of the date of its operation on or before the first day of January, April, July and October of each year in which the person engaged in any business set forth in Subsection 3-2-12-1 of this Section shall make a return to the City Collector for the previous three (3) months stating.~~ The monthly return for each completed calendar month will be due within twenty (20) days of the completion of the calendar month. Each return must state the following:

1. Name;
2. Principal place of business;
3. Gross payment for services in the City as defined in Subsection 3-2-12-4 hereof during the preceding ~~quarter~~ month;
4. Amount of tax;
5. Such other reasonable and related information as the corporate authorities may require.

The persons making the return herein provided for ~~shall~~ must, at the time of making such return, pay to the City Collector the amount of tax herein imposed; provided, that in connection with any return the person may, if he/she so elects, report and pay an amount based upon his/her total billings of business subject to the tax during the period for which the return is made (exclusive of any amounts previously billed) with prompt adjustments of later payments based upon any differences between such billings and the taxable gross costs.

~~The person making the return shall be entitled to retain a sum equal to one percent (1%) of the amount due to the City as compensation for the collection of said taxes.~~

3-2-12-8. - PENALTY.

Any person who fails to make a return, or who makes a fraudulent return, or who willfully violates any other provision of this Section ~~shall~~ must be fined not less than two fifty hundred dollars (\$250.00) nor more than five hundred dollars (\$500.00) and in addition, ~~shall~~ will be liable in a civil action for the amount of tax due. In addition to the foregoing, the City may commence appropriate action in law or equity to enjoin any person providing services covered by this tax who ~~shall~~ fails to make a return from providing such services within the City.

All taxes imposed by this Section 3-2-12 and remaining unpaid after they are due will bear interest at a rate of ten percent (10%) per month, or fraction thereof. The tax by this Section must be collected by any person pursuant to this Section and constitutes a debt owed by the person to the City.

SECTION 9: Sections 3-2-14-3, 3-2-14-7, and 3-2-14-8 of the “*Liquor Code*” chapter within the City Code are hereby amended to read as follows:

3-2-14-3. - TAX IMPOSED.

A tax is hereby levied and imposed upon the privilege of purchasing beverages containing alcoholic liquor at a lawfully licensed liquor dealer in the City for consumption on or off the premises at the rate of six percent (6%) of the purchase price, exclusive of any other tax charged for such alcoholic liquor. ~~However, the dealer may retain an amount of money equal to two percent (2%) of the tax due as compensation for services rendered in the collection and payment of such tax.~~

3-2-14-7. - FILING OF RETURN.

The owner or owners of each lawfully licensed liquor dealer within the City ~~shall~~must file tax returns showing tax receipts received during each month period on forms prescribed by the City Manager. The returns ~~shall~~will be due on or before the twentieth ~~thirtieth~~ day of the calendar month succeeding the end of the monthly filing period. At the time of filing said returns, the owner ~~shall~~will pay to the City all taxes due for the period to which the tax return applies.

3-2-14-8. - FAILURE TO PAY TAX.

If for any reason any tax is not paid when due, a penalty at the rate of ~~ten~~ two percent (10 ~~2~~%) per month on the amount of tax which remains unpaid ~~shall~~must be added and collected. Whenever any person ~~shall~~ fails to pay any tax as herein provided, the Corporation Counsel, may bring an action to enforce the payment of said tax on behalf of the City in any court of competent jurisdiction.

SECTION 10: Section 3-2-15-5 of the “*Municipal Parking Tax*” chapter within the City Code is hereby amended to read as follows:

3-2-15-5. - FILING OF RETURN.

- (A) The monthly return for each completed calendar month will be due within twenty (20) days of the completion of the calendar month. ~~By the tenth twentieth~~ day of the month succeeding the month for which the tax was due, Every person operating or conducting a parking lot, parking area, or garage ~~shall~~ must file tax returns showing tax receipts received with respect to each

parking place during each month period ending on the last day of each month upon forms prescribed by the City Manager or his/her designee ~~Director of Finance~~. At the time of filing said tax returns, the operator must ~~shall~~ pay over to the City Manager or his/her designee ~~Director of Finance~~ all taxes due for the period to which the tax return applies.

- (B) All taxes imposed by this Section 3-2-15 and remaining unpaid after they are due ~~shall~~will bear interest at a rate of ten (10) percent per month, or fraction thereof.

SECTION 11: Sections 3-2-16-4 and 3-2-16-7 of the “*Motor Fuel Tax*”

chapter within the City Code are hereby amended to read as follows:

3-2-16-4. - COLLECTION OF TAX.

The dealer must ~~shall~~ ~~have the duty to~~ collect the tax imposed by this Section ~~herein~~ from each purchaser. The monthly return for each completed calendar month will be due within twenty (20) days of the completion of the calendar month and submitted ~~On the tenth day of each month, the dealer shall transmit a report of sale of motor fuel in the previous month to the Finance Director or his/her designee on such form and in the manner prescribed by the Finance Director or his/her designee.~~ Each report of sale of motor fuel shall ~~must~~ be accompanied by a remittance of the appropriate amount of tax applicable to the sale reported; ~~provided, however, that the dealer may retain an amount of money equal to three (3) percent of the tax due as compensation for services rendered in the collection and payment of such tax.~~ Payment of the tax imposed herein shall be made to the Finance Director.

3-2-16-7. - FAILURE TO PAY TAX.

Any violation of this Section 3-2-16 ~~shall~~ will be punishable by a fine of not less than one hundred dollars (\$100.00) and not more than five hundred dollars (\$500.00). It ~~shall~~ will be deemed a violation of this Section 3-2-16 for any person knowingly to furnish false or inaccurate information as required herein.

Criminal prosecutions pursuant to this Section ~~shall~~ will in no way bar the right of the City to institute civil proceedings to recover delinquent taxes, interest and penalties due and owing as well as costs incurred for such proceedings. Civil penalties assessed pursuant to this Section ~~shall~~ will not exceed five hundred dollars (\$500.00) for each offense.

All taxes imposed by this Section 3-2-16 and remaining unpaid after they are due will bear interest at a rate of ten percent (10%) per month, or fraction thereof. ~~For the purpose of this Section interest shall be computed at the rate of one percent (1%) per month from the first day of delinquency.~~ The tax herein by this Section ~~must~~ ~~required~~ to be collected by any dealer pursuant to this Section and ~~shall~~ ~~constitutes~~ a debt owed by the dealer to the City.

SECTION 12: Section 3-2-17-4 and 3-2-17-5 of the "Amusement Tax"

Chapter within the City Code is hereby amended to read as follows:

3-2-17-4. – COLLECTION, PAYMENT AND ACCOUNTING.

- (A) ~~It shall be the duty of~~ Every owner, manager or operator of amusement or of a place where an amusement is being held ~~to~~ must collect ~~secure~~ from each patron the tax imposed by this Section 3-2-17. The monthly verified return for each completed calendar month shall be due within twenty (20) days of the completion of the previous calendar month. ~~and to remit the tax to the City not later than the last day of each calendar month for all admission fees or other charges received during the immediately preceding calendar month.~~ A verified statement of admission or charges in a form prescribed by the Finance Director ~~shall~~must accompany each remittance. Acceptance by the City of any amount tendered in payment of the tax ~~shall~~must be without prejudice to any claim, demand or right on account of any deficiency.
- (B) Canceled admission tickets, stubs, receipts, and complete and accurate records, books and accounts in detail of all receipts ~~shall~~must be kept at the place of amusement or such other place in the City as may be designated in writing by the person liable for collection of the tax, addressed to the Finance Director. All such books, records and accounts ~~shall~~will be open to inspection by the Finance Director or his/her designee, at all reasonable times during regular business hours.
- (C) Every owner, manager or operator who is required to collect the tax imposed by this Section 3-2-17 ~~shall~~will be considered a tax collector for the City. All amusement taxes collected ~~shall~~must be held by such tax collector as trustee for and on behalf of the City. The failure of the tax collector to collect the tax ~~shall~~will not excuse or release the patron from the obligation to pay the tax.
- ~~(D) In order to permit sound fiscal planning and budgeting by the City, no person shall be entitled to a refund of, or credit for, the tax imposed by this Section 3-2-17 unless the person files a claim for refund or credit within one year after the date on which the tax was paid or remitted to the City.~~

3-2-17-5. - PENALTIES.

- (A) It is unlawful for any person to produce, present or conduct any amusement, without collection of the amusement tax, except as otherwise provided in this Section 3-2-17.
- ~~(B) If for any reason any tax is not paid on or before the twentieth day of the month, a penalty at the rate of ten percent (10%) per thirty-day period, or portion thereof, from the day of delinquency will be added and collected. If the person required to collect the amusement tax fails to remit amusement taxes to the Finance Department of the City within ten (10) days after such remittance is due, a penalty of ten percent (10%) of the amusement taxes due shall be~~

~~assessed against such person. Additionally, interest shall be due upon any such unpaid amusement taxes at a rate of one percent (1%) per month commencing on the first day of the month immediately following the month in which such amusement taxes were required to be remitted to the City.~~

- (C) Any person who violates any of the provisions of this Section 3-2-17 shall, upon conviction thereof, be punished by a fine of not less than five hundred dollars (\$500.00) nor more than one thousand dollars (\$1,000.00). Each fee or charge paid by a person for admission for amusement without payment of the tax shall will constitute a separate offense. All fines shall will be in addition to the unpaid amusement taxes plus interest and penalties. The payment of a fine shall will not relieve the person so fined from liability for the tax herein provided.

SECTION 13: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 14: This ordinance shall be in full force and effect on January 1, 2018.

SECTION 15: If any provision of this ordinance or application thereof to any person or circumstance is held unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this ordinance is severable.

Introduced: _____, 2017

Approved:

Adopted: _____, 2017

_____, 2017

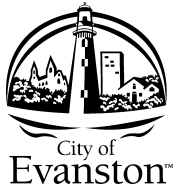
Stephen H. Hagerty, Mayor

Attest:

Approved as to form:

Devon Reid, City Clerk

W. Grant Farrar, Corporation Counsel



Memorandum

To: Honorable Mayor and Members of the City Council

From: David D. Stoneback, Public Works Agency Director

Subject: Ordinance 116-O-17, Amending City Code 7-12-17,
Increasing the Meter Charges and Water Rates

Date: November 16, 2017

Recommended Action:

Staff recommends that City Council adopt Ordinance 116-O-17, which would increase the water meter charges and water rates by seven percent (7%).

Livability Benefits:

Built Environment: Manage water resources responsibly

Summary:

Staff is recommending a seven percent (7%) water rate increase. The existing water rate is billed as a minimum charge for the first 5 units based on water meter size, and a quantity charge for every unit in excess of the first 5 units in the bi-monthly billing period (1 unit = 100 cubic feet or 748 gallons of water).

Effective January 1, 2018, both the minimum charge and the quantity charge are proposed to be raised by seven percent. For the 5/8-inch and the 3/4-inch meter sizes (the meter sizes most commonly used in single family homes), the minimum charge for the first 5 units consumed in the bi-monthly billing period will increase from \$8.25 to \$8.83. The quantity charge for usage in excess of the first 5 units will increase from \$2.31 per unit to \$2.47 per unit. A fee table for the proposed water rates is provided in Exhibit 1.

EXHIBIT 1
PROPOSED 2018 WATER RATES AND MINIMUM CHARGE STRUCTURE

BI-MONTHLY MINIMUM CHARGE BASED ON WATER METER SIZE*		
Meter Size	Minimum Charges Proposed 1/1/2017	Minimum Charges Proposed 1/1/2018
5/8" & 3/4"	\$ 8.25	\$ 8.83
1"	\$ 16.46	\$ 17.61
1 1/2"	\$ 30.81	\$ 32.97
2"	\$ 48.52	\$ 51.92
3"	\$ 85.45	\$ 91.43
4"	\$136.88	\$146.46
6"	\$241.38	\$258.28
8"	\$408.63	\$437.23
*The minimum charges include the first 5 units (500 cubic feet) of water consumed per bi-monthly billing period.		

QUANTITY CHARGE FOR USAGE IN EXCESS OF 5 UNITS*	
Quantity Charge Effective 1/1/2017	Quantity Charge Proposed 1/1/2018
\$2.31 per unit	\$2.47 per unit
*1 unit = 100 cubic feet of water consumption. As of January 1, 2018, customers would be charged \$2.47 per unit of usage in excess of the minimum in each bi-monthly billing period.	

Analysis:

The financial goals of the water fund are to maintain a minimum cash balance of \$3,500,000 and to keep debt service expenses to less than twenty-five percent of the operating capital while maintaining the water treatment plant in good operating condition and to replace or rehabilitate one percent (1.5 miles) of the water distribution system annually.

The major challenge in meeting these financial goals is the annual cost to replace 1.5 miles of the water distribution system. The cost to complete this type of work is approximately \$3,500,000 annually and continues to increase.

A recent article in the Chicago Tribune indicated that Evanston had one of the lowest water rates, and also had a very low percentage of water loss through leaky pipes or water main breaks. Another statistic reviewed in the article was the age of the water main pipes. For the 163 communities surveyed in the article, the average percentage of water main over 60 years old was 29.3%. In Evanston 62.8% of the water mains are over 60 years old, much higher than the average of all the communities. Several other surrounding communities (Skokie, Lincolnwood, Morton Grove, and Park Ridge) also have high percentages of water mains over 60 years old. The article indicates that 88% of Skokie's water mains are over 60 years old. However, Evanston is unique in the age of its water mains because unlike Skokie, whose water mains were mostly constructed in the late 1940s, early 1950s, Evanston water main system is much older. Evanston has nearly 50 miles, or 32% of the total system, that is over 100 years old and another 40 miles, or 25% of the total system, that is over 80 years old. These older water mains are constructed of cast iron pipes which are projected to have a useful life of 125 years. A map indicating the age of the Evanston water main is attached for reference.

It is therefore critical for Evanston to continue to replace water main each year. Since this work should be completed annually, staff recommends that the cost to complete this work be provided by the water fund without the need to sell bonds. The majority (78%) of the Evanston water mains are comprised of smaller diameter water mains that Evanston retail customers are solely responsible for. The responsibility for the remaining 22% of the distribution system is equally shared with Skokie. Unlike projects at the water plant where all of the wholesale water customers help fund the improvements, funding for water main projects is vastly dependent on revenue from the Evanston retail users.

Impact to Users:

Exhibit 2 illustrates staff's recommendation for both the sewer and water rates adjustments over the next several years. It is staff's recommendation to continue to lower the sewer rate, as debt service from the Long Range Sewer Improvement project decreases, and to raise the water rate accordingly so that the Evanston users do not realize any overall increase to the sewer and water rates.

EXHIBIT 2

Evanston Combined Water & Sewer Rates per 100 Cubic Feet

YEAR	2017	2018	2019	2020	2021
Sewer Rate per 100 CF	\$3.82	\$3.66	\$3.39	\$3.09	\$3.09
Water Rate per 100 CF	\$2.31	\$2.47	\$2.74	\$3.04	\$3.04
Total Water & Sewer Rate	\$6.13	\$6.13	\$6.13	\$6.13	\$6.13
Total Percent Change	0%	0%	0%	0%	0%

Raising the water rates helps provide the funding needed for the annual water main replacement program, minimizing the amount of bonds needed to fund the program.

Summary:

Evanston's water and sewer rates are based on one-hundred cubic feet units because water meters measure water usage in cubic feet. Municipalities bill in different units, including 100 cubic feet, 1,000 cubic feet and 1,000 gallons. In order to compare the Evanston rate to other municipalities, all rates were converted to a cost per 1,000 gallons.

Even with the proposed 2018 water rate increase, Evanston's water rate at \$3.30 / 1,000 gallons will continue to be the lowest in the Chicagoland area. Evanston's sewer rate, at \$4.89 / 1,000 gallons will continue to be one of the highest in the Chicagoland area. However, Evanston's combined water and sewer rate at \$8.19 / 1,000 gallons is in the lower half of the surrounding communities.

EXHIBIT 3

Evanston Combined Water & Sewer Rates per 1,000 Gallons

Community	Rate per 1,000 Gallons		
	water	sewer	total
Palatine	\$ 4.05	\$ 1.10	\$ 5.15
Skokie	\$ 5.71	\$ -	\$ 5.71
Wheeling	\$ 6.00	\$ 1.48	\$ 7.48
Arlington Heights	\$ 6.09	\$ 1.52	\$ 7.61
Chicago	\$ 3.88	\$ 3.88	\$ 7.76
Glenview	\$ 6.47	\$ 1.35	\$ 7.82
Des Plaines	\$ 6.82	\$ 1.22	\$ 8.04
Evanston	\$ 3.30	\$ 4.89	\$ 8.19
Wilmette	\$ 3.49	\$ 5.67	\$ 9.16
Niles	\$ 8.44	\$ 0.75	\$ 9.19
Park Ridge	\$ 7.97	\$ 1.42	\$ 9.39
Lincolnwood	\$ 8.69	\$ 1.00	\$ 9.69
Buffalo Grove	\$ 5.91	\$ 4.00	\$ 9.91
Deerfield	\$ 5.89	\$ 4.43	\$ 10.32
Schamburg	\$ 9.34	\$ 1.93	\$ 11.27
Lincolnshire	\$ 5.38	\$ 6.06	\$ 11.44
Morton Grove	\$ 10.81	\$ 1.15	\$ 11.96
Oak Park	\$ 9.33	\$ 2.67	\$ 12.00

Staff believes that other communities will increase their combined rates over the next several years, where Evanston is projecting to avoid any combined rate increase. As a result, staff anticipates that the Evanston rate will move towards the top of this list and be one of the lower combined rates.

Attachments:

Ordinance 116-O-17

Water distribution main age map

116-O-17**AN ORDINANCE****Amending City Code Section 7-12-17,
City Waterworks System “Charges, Rates, Fees and Penalties”**

**NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
EVANSTON, COOK COUNTY, ILLINOIS, THAT:**

SECTION 1: Section 7-12-17 of the City Code is hereby amended to read as follows, to include a seven percent (7%) rate increase effective January 1, 2018.

7-12-17: CHARGES, RATES, FEES AND PENALTIES:

The fees and penalties for the waterworks system shall be paid according to the following table. Fees and penalties not covered by this table shall be as described in Section 1-4-1 of this Code.

Waterworks System Charges, Rates, Fees and Penalties	
Construction Water Fee (prior to meter installation) Section 7-12-3(B)	\$100.00/ diametric inch/ month
Connection Fee	
Initial Connections:	
5/8 inch displacement	\$930.00
3/4 inch displacement	\$1,331.00
1 inch displacement	\$2,261.00
1 1/2 inch displacement	\$4,393.00
2 inch displacement, compound, or turbine	\$7,024.00
3 inch displacement	\$13,310.00
3 inch compound	\$14,197.00
3 inch turbine	\$15,923.00
4 inch displacement or compound	\$22,615.00
4 inch turbine	\$27,280.00
6 inch displacement or compound	\$43,936.00
6 inch turbine	\$54,483.00
8 inch compound	\$70,988.00
8 inch turbine	\$80,081.00

<p>Upgrade Connections: The fee for upgrading to a larger connection shall equal the difference between the costs of the new, larger connection and the original connection. The fees collected for Initial Connections and Upgrade Connections shall be placed in a special account earmarked for the purpose of funding capital investment in new waterworks facilities.</p> <p>Replacement Connections: Services, 2" and smaller Services, greater than 2"</p> <p>Section 7-12-3(D)</p>	<p>\$100.00 \$100.00/ diametric inch</p>																				
<p>Water Meter Installation Permit Fee Section 7-12-6-2(B)</p>	<p>\$50.00</p>																				
<p>Water Meter Transfer Fee Section 7-12-6-2(B)2</p>	<p>\$50.00</p>																				
<p>Meter Charges & Water Rates Bi-monthly meter charge - The minimum service charge includes the first five hundred cubic feet (500 cu.ft.) of water consumed during the two (2)-month period for which the minimum service charge is assessed. Any fractional part of the calendar year less than two (2) months shall be prorated and the proper minimum service charge collected. Quantity rate charged for all water used during the period for which the minimum service charge is assessed, in excess of the first five hundred cubic feet (500 cu.ft.) of water that is included in the minimum service charge.</p> <p>Section 7-12-7-1</p>	<table border="1"> <thead> <tr> <th>Size</th> <th>Charge</th> </tr> </thead> <tbody> <tr> <td>5/8" and 3/4"</td> <td>\$8.25<u>8.83</u></td> </tr> <tr> <td>1"</td> <td>\$16.46<u>17.61</u></td> </tr> <tr> <td>1 1/2"</td> <td>\$30.81<u>32.97</u></td> </tr> <tr> <td>2"</td> <td>\$48.52<u>51.92</u></td> </tr> <tr> <td>3"</td> <td>\$85.45<u>91.43</u></td> </tr> <tr> <td>4"</td> <td>\$136.88<u>146.46</u></td> </tr> <tr> <td>6"</td> <td>\$241.38<u>258.28</u></td> </tr> <tr> <td>8"</td> <td>\$408.63<u>437.23</u></td> </tr> <tr> <td colspan="2">\$2.34<u>2.47</u>/ 100 cubic feet</td> </tr> </tbody> </table>	Size	Charge	5/8" and 3/4"	\$8.25 <u>8.83</u>	1"	\$16.46 <u>17.61</u>	1 1/2"	\$30.81 <u>32.97</u>	2"	\$48.52 <u>51.92</u>	3"	\$85.45 <u>91.43</u>	4"	\$136.88 <u>146.46</u>	6"	\$241.38 <u>258.28</u>	8"	\$408.63 <u>437.23</u>	\$2.34 <u>2.47</u> / 100 cubic feet	
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<p>Water Turn On Fee During business hours Outside of business hours</p> <p>Section 7-12-7-3</p>	<p>\$25.00 \$75.00</p>																				
<p>Fire Service Semi-Annual Charge Section 7-12-8</p>	<p>\$20.00/ diametric inch/ 6 months</p>																				
<p>Air Conditioning Device Annual Demand Charge (unless equipped with water conservation device)</p> <p>Section 7-12-9-2(C)</p>	<p>\$20.00/ ton capacity over 5 tons</p>																				
<p>Unauthorized Water Turn On Penalty Services, 2" and smaller Services, greater than 2"</p> <p>Section 7-12-12</p>	<p>Time and materials for repairs plus: \$100.00 \$500.00</p>																				
<p>Shut-Off for Property Vacancy Fee Section 7-12-13</p>	<p>\$50.00</p>																				
<p>Lawn Sprinkling Restriction Violation Penalty Section 7-12-14-2(C)</p>	<p>\$25.00 - \$500.00 per day of violation</p>																				

Penalty For Tampering With City Waterworks System Section 7-12-15(A)	\$500.00 plus the estimated cost of water
Penalty for Obstruction of Roundway, Service Box or Water Meter Section 7-12-15(B)	\$50.00
Cross Connection Control Device Installation Permit Fee Subsection 7-12-16-4	\$40.00/ device
Annual Cross Connection Control Fee Subsection 7-12-16-6	\$35.00/ device

SECTION 2: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: If any provision of this Ordinance 116-O-17 or application thereof to any person or circumstance is held unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid application of this Ordinance is severable.

SECTION 4: The findings and recitals contained herein are declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.

SECTION 5: This Ordinance 116-O-17 shall be in full force and effect on January 1, 2018, after its passage, approval, and publication in the manner provided by law.

Introduced: _____, 2017

Approved:

Adopted: _____, 2017

_____, 2017

Stephen H. Hagerty, Mayor

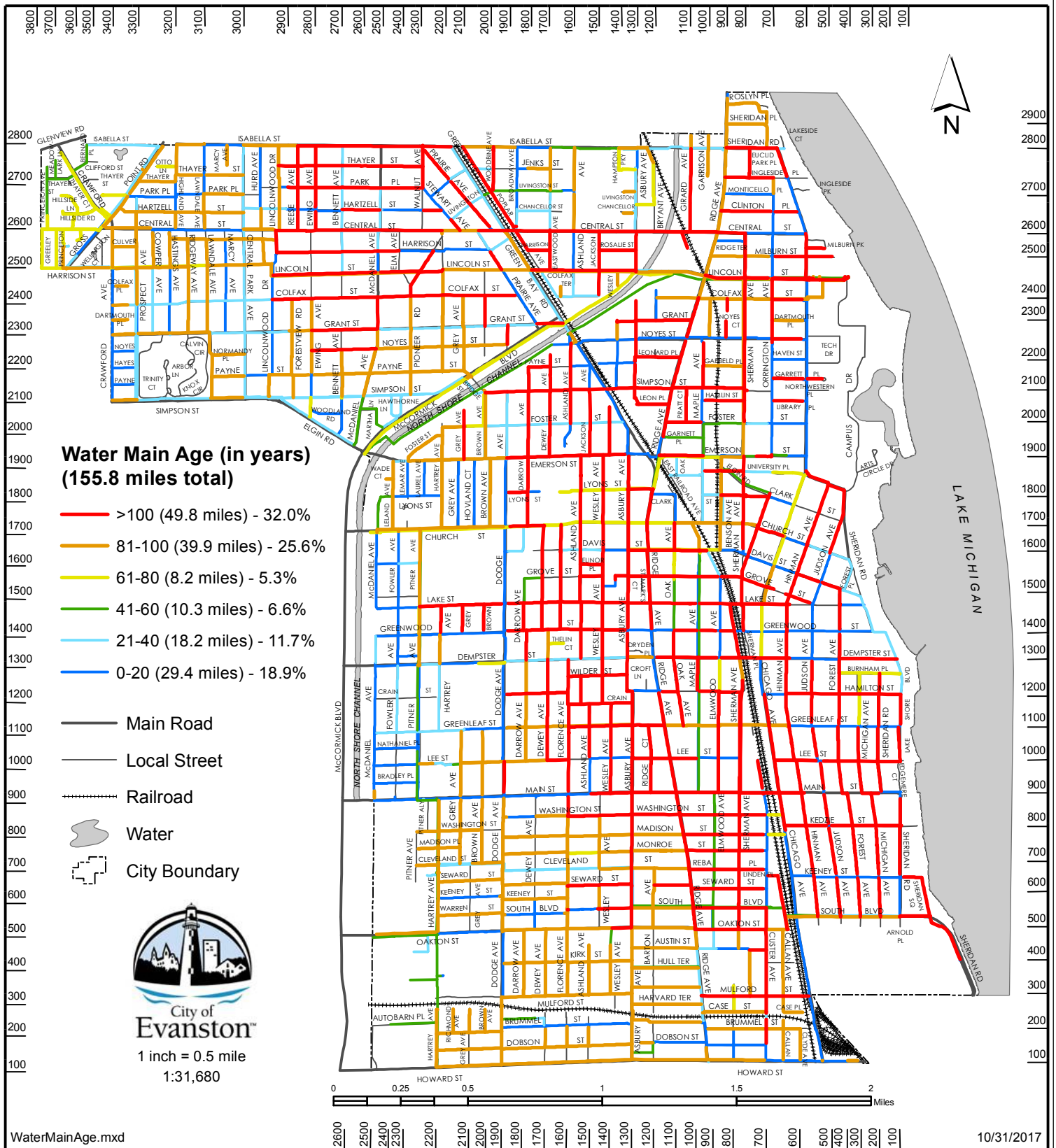
Attest:

Approved as to form:

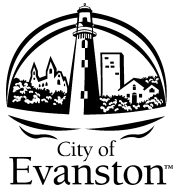
Devon Reid, City Clerk

W. Grant Farrar, Corporation Counsel

City of Evanston Water Distribution Mains (as of December 31, 2016)



This map is provided "as is" without warranties of any kind. See www.cityofevanston.org/mapdisclaimers.html for more information.



Memorandum

To: Honorable Mayor and Members of the City Council

From: David D. Stoneback, Public Works Agency Director

Subject: Ordinance 117-O-17, Amending City Code 7-13-3,
Decreasing the Sewer User Rates

Date: November 16, 2017

Recommended Action:

Staff recommends that City Council adopt Ordinance 117-O-17, which would decrease the sewer user rate by 4%, from \$3.82 to \$3.66 per billing unit (100 cubic feet of water consumed).

Livability Benefits:

Built Environment: Manage water resources responsibly

Analysis:

Approximately 60% of the sewer fund budget is for debt service. The vast majority of the debt service is a result of borrowing funds for the City's \$210 million Long Range Sewer Improvement program that was constructed between 1991 and 2008. Final debt service payments for two IEPA loans were made during 2017, reducing the debt service amount by over \$750,000.

Using a cost of service analysis, staff determined that the sewer user charge could be reduced by 4% and still provide sufficient funding to allow the sewer fund to maintain a minimum cash balance of \$2,500,000 and provide funding for rehabilitation of 1% of the combined sewer system and implement storm water management improvements.

History:

The sewer user charge was raised to its maximum rate of \$3.94 per billing unit in March 2004. The sewer user charge was reduced by 3% (to \$3.82) in 2017. In January 2011, a minimum sewer charge and a second tier sewer charge was established for tax exempt properties.

Attachments:

Ordinance 117-O-17

117-O-17

AN ORDINANCE

Amending City Code Section 7-13-3 to Decrease Sewer User Rates

NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS, THAT:

SECTION 1: Section 7-13-3 of the City Code of 2012 is hereby amended to read as follows, to include a four percent (4%) rate decrease in the Sewer User Rate effective January 1, 2018.

7-13-3. - SEWER USER RATES.

- (A) There is hereby established a sewer user charge for the use of, and service supplied by, the public sewer of the City. The sewer user charges shall be assessed for all users each bimonthly billing period commencing on or after January 1, 20178.
- (B) The sewer user charge for users of the system within the City that are not exempt from the payment of property taxes shall be three dollars ~~eighty-two~~sixty-six cents (\$~~3.8266~~) per billing unit of water consumed.
- (C) The sewer user charge for users of the system within the City that are exempt from the payment of property taxes shall be three dollars ~~eighty-two~~sixty-six cents (\$~~3.8266~~) per billing unit for the first one hundred (100) billing units of water consumed. Thereafter, the sewer user charge shall be four dollars fifty-three cents (\$4.53) per billing unit in excess of one hundred (100) billing units of water consumed.
- (D) The adequacy of the sewer user charge shall be reviewed annually by the City Council. The sewer user charge will be revised by ordinance as needed.
- (E) The users of the public sewer will be notified of any change in the total sewer user charges in conjunction with the regular sewer billing.
- (F) Those furnished with sewer service only, and not connected with or supplied with water from the City water supply system, shall pay a bimonthly sewer service fee based on a calculated estimate of the volume of use at the rate established in Subsection (A) of this Section.
- (G) Those furnished with water service only and not connected with or supplied with sewer service shall pay only the water rates and charges established by Section 7-12-17 of this Title.

(H) Those furnished with water and sewer service but not consuming any water shall pay a bimonthly minimum sewer service charge of nineteen dollars ten cents (\$19.10).

SECTION 2: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: If any provision of this Ordinance 117-O-17 or application thereof to any person or circumstance is held unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid application of this Ordinance is severable.

SECTION 4: The findings and recitals contained herein are declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.

SECTION 5: This Ordinance 117-O-17 shall be in full force and effect on January 1, 2018, after its passage, approval, and publication in the manner provided by law.

Introduced: _____, 2018

Approved:

Adopted: _____, 2018

_____, 2018

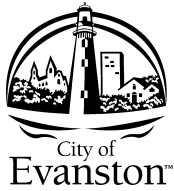
Stephen H. Hagerty, Mayor

Attest:

Approved as to form:

Devon Reid, City Clerk

W. Grant Farrar, Corporation Counsel



Memorandum

To: Honorable Mayor and Members of the City Council

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

Subject: Ordinance 119-O-17, Creation of a Transportation Network Provider Tax

Date: November 14, 2017

Recommended Action:

Staff recommends that the City Council adopt Ordinance 119-O-17, amending City Code Section 3-2 by adding Section 3-2-19 "Transportation Network Company Tax", which would implement a .20 cent per ride tax on rides provided by transportation network providers (TNP's) in the City of Evanston effective January 1, 2018.

Funding Source:

General Fund Revenue (Account 100.15.1560.51536)

Livability Benefit:

Innovation & Process: Support Local Government Best Practices and Processes

Summary:

As part of the 2018 Proposed Budget Staff is recommending the implementation of a transportation network provider tax. This .20 cent per ride fee would be charged to riders each time they take a ride with Uber, Lyft or any transportation network provider that may operate in Evanston in the future. The TNP's will remit the tax collected from riders on a quarterly basis to the City for all rides starting or ending in the Evanston city limits.

The ordinance also requires all TNP drivers to be licensed with the City of Chicago. This is the current practice for all drivers in the Chicago region at present. Rideshare companies would also be required to provide a log of all rides for reconciliation purposes.

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

Attachments

Ordinance 119-O-17

119-O-17

AN ORDINANCE

Amending Title 3, Chapter 2 of the Evanston City Code to Add Section 19, "Transportation Network Company Tax"

NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS:

SECTION 1: Title 3, Chapter 2 of the Evanston City Code of 2012, as amended, is hereby further amended to add Section 19, "Transportation Network Company Tax," which will read as follows:

3-2-19. – TRANSPORTATION NETWORK COMPANY TAX

3-2-19-1. – DEFINITIONS.

For the purposes of this Section, the following definitions apply:

<i>CITY MANAGER.</i>	The City of Evanston City Manager or his/her designee.
<i>RIDE ACCEPTED.</i>	Any ride during which transportation network company services are provided by a transportation network company driver in the City of Evanston.
<i>TRANSPORTATION NETWORK COMPANY.</i>	Has the meaning as defined in the Transportation Network Providers Act, 625 ILCS 57/et seq., as may be amended from time to time.
<i>TRANSPORTATION NETWORK VEHICLE.</i>	Has the meaning as defined in City Code Section 3-17-1 as may be amended from time to time.

<i>TRANSPORTATION NETWORK COMPANY DRIVER.</i>	Has the meaning as defined in the Transportation Network Providers Act, 625 ILCS 57/et seq., as may be amended from time to time.
<i>TRANSPORTATION NETWORK COMPANY SERVICES.</i>	Has the meaning as defined in the Transportation Network Providers Act, 625 ILCS 57/et seq., as may be amended from time to time.

3-2-19-2. – TRANSPORTATION NETWORK COMPANY TAX IMPOSED.

A tax is imposed and levied on all transportation network companies operating transportation network company services performed by transportation network company drivers in the City of Evanston at a rate of forty cents (\$0.40) per transportation network vehicle per ride accepted. The incidence of the tax and the obligation to pay the tax are imposed upon the transportation network company operating services for any ride accepted originating or ending in the City of Evanston. This tax is in addition to any and all other taxes imposed.

3-2-19-3. – COLLECTION OF TAX.

- (A) Except as otherwise provided, the tax must be collected by each transportation network company operating transportation network company services in the City of Evanston. The transportation network company must remit the tax and file returns in accordance with this Section.
- (B) Each transportation network company must collect the tax from each transportation network company driver operating a transportation network vehicle in the City of Evanston.
- (C) If a transportation network company fails to collect the tax imposed by this Section from a transportation network company driver, then the transportation network company driver must file a return and pay the tax directly to the City on or before the date required by City Code Subsection 3-2-19-6(A).

3-2-19-4. – ADMINISTRATION AND ENFORCEMENT.

The City Manager will administer and enforce the tax imposed and levied by the City and will collect all amounts due to the City from the transportation network companies operating transportation network company services in the City of Evanston.

3-2-19-5. – BOOKS AND RECORDS.

Every transportation network company required to collect the tax imposed by this Section must keep accurate books and records of its business or activity, including original source documents, books of entry, and/or digital records, denoting the transaction that gave rise, or may have given rise, to the tax liability or any exemption that may be claimed. All such books and records must be legibly kept in the English language. All books and records regarding the tax imposed and levied are subject to, and must be available for inspection by, the City Manager.

3-2-19-6. – TRANSMITTAL OF TAX REVENUE.

- (A) A transportation network company must file tax returns with the City showing tax receipts received with respect to every transaction for every ride accepted during each and every quarterly calendar period. These returns will be on forms prescribed by the City Manager. The quarterly return for each completed period is due within twenty (20) days of the completion of the applicable calendar quarter period ending March 31, June 30, September 30, or December 31, as the case may be. At the time of filing such tax returns, the transportation network company must pay to the City all taxes due for the period to which the tax return applies.
- (B) If any tax is not timely paid when due, a penalty at the rate of ten percent (10%) per thirty (30) day period, or portion thereof, from the day of delinquency, will be added and collected. The City may file an action to enforce the payment and collection of the tax imposed by this Section, as well as any penalty that is added. The City may suspend or revoke the City registration of any transportation network company that refuses or fails to pay the tax imposed by this Section.

3-2-19-7. – REGISTRATION.

Every transportation network company must register with the City within thirty (30) days after the date of commencing transportation network company services in the City of Evanston. If a transportation network company is already operating transportation network company services in the City, any such company must register with the City on or before January 1, 2018. In addition, all transportation network companies operating in the City must maintain their current registration and licensure with the City of Chicago.

3-2-19-8. – PENALTY.

Any transportation network company, transportation network company driver, firm or corporation who violates any of the provisions of this Section 3-2-19 will be fined two hundred dollars (\$200.00) for each offense. A separate offense is deemed committed on each day on which a violation occurs or continues to exist.

3-2-19-9. – DEPOSIT OF FUNDS.

All proceeds resulting from the imposition of this tax, including; interest and penalties, will be deposited in the City of Evanston General Fund.

SECTION 2: The findings and recitals contained herein are declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4: This ordinance will be in full force and effect on January 1, 2018.

SECTION 5: If any provision of this ordinance or application thereof to any person or circumstance is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this ordinance is severable.

Introduced: _____, 2017

Approved:

Adopted: _____, 2017

_____, 2017

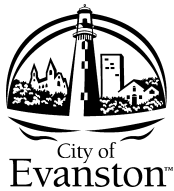
Stephen H. Hagerty, Mayor

Attest:

Approved as to form:

Devon Reid, City Clerk

W. Grant Farrar, Corporation Counsel



Memorandum

To: Honorable Mayor and Members of the City Council

From: Erika Storlie, Deputy City Manager/Director of Administrative Services
Jill Velan, Parking Division Manager

Subject: Ordinance 123-O-17, Amending Title 10, Motor Vehicles and Traffic, Chapter 11, Traffic Schedules, Section 17, Schedule XVII: Parking Violation Penalties

Date: November 14, 2017

Recommended Action:

Staff recommends that the City Council adopt Ordinance 123-O-17, amending City Code Section 10-11-17, Schedule XVII, Parking Violation Penalties to increase the fine for an expired parking meter by ten dollars (\$10) to twenty dollars (\$20) effective January 1, 2018.

Funding Source:

General Fund Revenue (Account 100.19.1941.52505)

Livability Benefit:

Innovation & Process: Support Local Government Best Practices and Processes

Summary:

Staff is recommending that the parking violation fine for an expired parking meter be increased by ten dollars (\$10) to twenty dollars (\$20). Below is a list of some comparable fines for like violations.

Current Expired Meter Fines

City	Fine
Evanston	\$10
Oak Park	\$30
Skokie	\$35
Wilmette	\$38
Chicago	\$50 (Residential Area) \$65 (Business District)

The fines listed above are base fines without late penalties. There are no recommended penalty increases at this time. The current penalty is an additional fifteen dollars (\$15.00) if paid after the expiration of twenty-one (21) days following issuance of a final determination of liability.

This increase is being proposed as part of the 2018 Proposed Budget. The last indication of a fine increase or assignment was noted in the Original Traffic Ordinance dated January 22, 1976 that indicated all fines would be a ten dollar (\$10) minimum.

Attachments

Ordinance 123-O-17

123-O-17

AN ORDINANCE

Amending Schedule XVII, "Parking Violation Penalties," of City Code Section 10-11-17(A)

NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS:

SECTION 1: Schedule XVII, "Parking Violation Penalties," of Section 10-11-17(A), of the Evanston City Code of 2012, as amended, is hereby further amended to read as follows:

- (A) ~~Ten dollars (\$10.00)~~ Twenty dollars (\$20.00) plus fifteen dollars (\$15.00) additional penalty if paid after the expiration of twenty-one (21) days following issuance of a final determination of liability:

SCHEDULE XVII (A): PARKING VIOLATION PENALTIES	
1. Expired parking meter	10-5-4(B)

SECTION 2: The findings and recitals contained herein are declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4: This Ordinance 123-O-17 shall be in full force and effect on January 1, 2018, after its passage, approval, and publication in the manner provided by law.

SECTION 5: If any provision of this ordinance or application thereof to any person or circumstance is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this ordinance is severable.

Introduced: _____, 2017

Approved:

Adopted: _____, 2017

_____, 2017

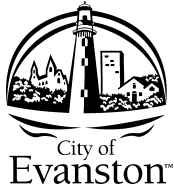
Stephen H. Hagerty, Mayor

Attest:

Approved as to form:

Devon Reid, City Clerk

W. Grant Farrar, Corporation Counsel



Memorandum

To: Honorable Mayor and Members of the City Council

From: Erika Storlie, Deputy City Manager/Administrative Services Director
Jill Velan, Parking Division Manager

Subject: Ordinance 124-O-17, Amending Various Sections of Title 10, Chapter 11,
Section 12 "Parking Meter Zones"

Date: November 15, 2017

Recommended Action:

Staff recommends City Council adopt Ordinance 124-O-17, amending various sections of Title 10, Chapter 11, Section 12 "Parking Meter Zones" to change all meters operating from nine o'clock (9:00) a.m. to six o'clock (6:00) p.m. to the operating hours of eight o'clock (8:00) a.m. to nine o'clock (9:00) p.m. and increase the rate from seventy-five cents (\$0.75) per hour to one dollar (\$1.00) per hour.

Funding Source:

The cost of replacement stickers and reprogramming the parking meters will be paid for through the Parking Fund.

Livability Benefits:

Innovation & Process: Support local government best practices and processes

Background:

As part of the FY2018 Budget proposal staff recommends having standardized times and rates for hourly meters in the business districts citywide. This will improve consistency understanding for the public parker.

Attachments:

Ordinance 124-O-17

124-O-17

AN ORDINANCE

Amending Various Sections of Title 10, Chapter 11, Section 12
"Parking Meter Zones"

**NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
EVANSTON, COOK COUNTY, ILLINOIS:**

SECTION 1: Schedule XII, "Parking Meter Zones," of Section 10-11-12(B), of the Evanston City Code of 2012, as amended, is hereby further amended to read as follows:

(B) Two (2) hour maximum parking limit at a rate of one dollar (\$1.00) per hour, between the hours of eight o'clock (8:00) nine o'clock (9:00) A.M. to nine o'clock (9:00) six o'clock (6:00) P.M.:

SECTION 2: Schedule XII, "Parking Meter Zones," of Section 10-11-12(C), of the Evanston City Code of 2012, as amended, is hereby further amended to read as follows:

(C) Two (2) hour maximum parking limit at rate of one dollar (\$1.00) seventy-five cents (\$0.75) per hour, between the hours of eight o'clock (8:00) nine o'clock (9:00) A.M. to nine o'clock (9:00) six o'clock (6:00) P.M.:

SECTION 3: Schedule XII, "Parking Meter Zones," of Section 10-11-12(H), of the Evanston City Code of 2012, as amended, is hereby further amended to read as follows:

SCHEDULE XII (H):	
Parking lot # 4, 2101-2121 Central Street:	
47 meters	<u>\$1.00</u> \$0.75 per hour

	Maximum limit, 15 hours
	Eight o'clock (8:00) Nine o'clock (9:00) A.M. to Nine o'clock (9:00) Six o'clock (6:00) P.M.
Parking lot # 15, behind 716 Main Street:	
29 meters	\$1.00 \$0.75 per hour
	Maximum limit, 2 hours
	Eight o'clock (8:00) Nine o'clock (9:00) A.M. to Nine o'clock (9:00) Six o'clock (6:00) P.M.
Parking lot # 24, 727 Main Street:	
30 meters	\$1.00 \$0.75 per hour
	Maximum limit, 2 hours
	Eight o'clock (8:00) Nine o'clock (9:00) A.M. to Nine o'clock (9:00) Six o'clock (6:00) P.M.
Parking lot # 51, 900 Noyes Street:	
12 meters	\$1.00 \$0.75 per hour
	Maximum limit, 3 hours
	Eight o'clock (8:00) Nine o'clock (9:00) A.M. to Nine o'clock (9:00) Six o'clock (6:00) P.M.

	No Parking, 11:00 p.m. to 7:00 a.m.
Parking lot # 60, 1234 Chicago Avenue:	
20 meters	<u>\$1.00</u> \$0.75 per hour
	Maximum limit, 2 hours
	<u>Eight o'clock (8:00)</u> Nine o'clock (9:00) A.M. to <u>Nine o'clock (9:00)</u> Six o'clock (6:00) P.M.

SECTION 4: The findings and recitals contained herein are declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.

SECTION 5: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 6: This Ordinance 124-O-17 shall be in full force and effect on January 1, 2018, after its passage, approval, and publication in the manner provided by law.

SECTION 7: If any provision of this ordinance or application thereof to any person or circumstance is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this ordinance is severable.

Introduced: _____, 2017

Approved:

Adopted: _____, 2017

_____, 2017

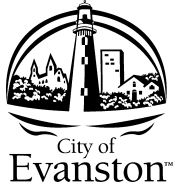
Stephen H. Hagerty, Mayor

Attest:

Approved as to form:

Devon Reid, City Clerk

W. Grant Farrar, Corporation Counsel



Memorandum

To: Honorable Mayor and Members of the City Council

From: Erika Storlie, Deputy City Manager/Administrative Services Director
Jill Velan, Parking Division Manager

Subject: Ordinance 151-O-17, Amending Title 3, Business Regulations, Chapter 2, Section 15, Municipal Parking Tax Parking, Schedule 2 (a); Tax Imposed

Date: November 16, 2017

Recommended Action:

Staff recommends that the City Council City adopt Ordinance 151-O-17 Amending City Code Section 3-2-15-2, increasing the Municipal Parking Tax Imposed from thirty-five (\$35) to fifty (\$50) dollars per month for monthly parking permits in City-owned parking garages.

Livability Benefit:

Innovation & Process: Support local government best practices and processes.

Summary:

In 2017 the municipal parking tax for monthly permits in City-owned parking garages was raised to thirty-five (\$35) dollars to bring the ordinance in line with the 2017 monthly parking rate increase to ninety-five (\$95) dollars. As discussed and approved in the budget process, the City-owned parking garage rate will increase to one hundred ten dollars (\$110) and therefore it is recommended that the parking tax imposed on monthly permits in City-owned garages be increased to fifty dollars (\$50.00) per month. The increase will take effect in January. The tax imposed (\$50) is a portion of the monthly price (\$110), not an extra cost in addition to the \$110.

Attachments:

Ordinance 151-O-17

151-O-17

AN ORDINANCE

Amending Evanston City Code 3-2-15-2(A), "Tax Imposed,"
To Increase the Parking Tax on Monthly Permits in City Owned
Garages from Thirty-Five Dollars to Fifty Dollars

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
EVANSTON, COOK COUNTY, ILLINOIS:**

SECTION 1: Subsection 3-2-15(2)(A) of the Evanston City Code of 2012,
as amended, is hereby further amended and revised as follows:

(A) There is hereby levied and imposed upon the use and privilege of parking a motor vehicle in or upon any "parking lot, parking area, or garage," as defined in this Section 3-2-15, in the City, a tax of sixty cents (\$0.60) for each motor vehicle parked in or on each parking lot, parking area, or garage for every twenty-four-hour period or any fraction thereof. If a motor vehicle is parked in or on a parking lot, parking area, or garage for which a charge is made on a weekly, monthly, quarterly, or annual basis, the amount of tax shall be three dollars (\$3.00) per week, twelve dollars (\$12.00) per month, thirty-six dollars (\$36.00) per quarter, or one hundred forty-four dollars (\$144.00) per year. The weekly, monthly, quarterly, or annual tax shall not be increased or decreased on account of Saturdays, Sundays, or legal holidays falling within such weekly, monthly, quarterly, or annual period, whether or not the motor vehicle is actually parked in or on said parking lot, parking area, or garage on such days. Exception: The parking tax on monthly permits in City-owned parking garages shall be fifty ~~thirty five~~ dollars (\$50~~\$35~~.00) per month.

SECTION 2: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: If any provision of this ordinance or application thereof to any person or circumstance is held unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this ordinance is severable.

SECTION 4: This Ordinance 151-O-17 shall be in full force and effect on January 1, 2018, after its passage, approval, and publication in the manner provided by law.

SECTION 5: The findings and recitals contained herein are declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.

Introduced: _____, 2017

Approved:

Adopted: _____, 2017

_____, 2017

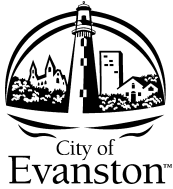
Stephen H. Hagerty, Mayor

Attest:

Approved as to form:

Devon Reid, City Clerk

W. Grant Farrar, Corporation Counsel



Memorandum

To: Honorable Mayor and Members of the City Council

From: Paul Zalmezak, Economic Development Manager

Subject: Ordinance 121-O-17, Amending Section 3-2- 4 "Hotel-Motel Tax" to Include "Vacation Rental Units" within the Purview of the Tax

Date: November 14, 2017

Recommended Action:

Staff recommends City Council adopt Ordinance 121-O-17, amending Section 3-2- 4 "Hotel-Motel Tax" to Include "Vacation Rental Units" within the purview of the tax.

Funding Source:

There are no expenses in this proposed amendment.

Livability Benefits:

Innovation & Process: Support local government best practices and processes

Background:

"Vacation Rental Unit" means a dwelling unit or a habitable unit that is offered for rent, lease or hire that is rented, leased or hired for which an owner receives consideration from a person for a period of thirty (30) days or less and that person has the right to use, occupy or possess the dwelling unit or habitable unit for said period in conformance with regulations contained in Title 5, Chapter 9 "Vacation Rentals".

Staff proposes levying a 7.5% tax on the gross rental receipts from the leasing or letting of vacation rental units. The tax will be in addition to any and all other taxes. It will be the duty of the owner/manager/operator of the vacation rental unit to collect the tax from the user and submit payment to the City. Collections will be deposited into the City's Economic Development Fund.

Attachments:

Ordinance 121-O-17

121-O-17

AN ORDINANCE

Amending Section 3-2-4 "Hotel-Motel Tax" to Include "Vacation Rental Units" within the Purview of the Tax

WHEREAS, the City of Evanston ("City") as a home rule unit of local government as provided by Article VII, Section 6 of the Illinois Constitution of 1970 has the authority to exercise any power and perform any function pertaining to its government and affairs except as limited by Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, pursuant to its home rule powers and Section 8-11-6a of the Illinois Municipal Code, 65 ILCS 5/8-11-6a, the City may enact a tax based on the use of a hotel or motel room or similar facility; and

WHEREAS, pursuant to said authority and the City's home rule powers, the City has determined to amend Section 3-2-4 "Hotel-Motel Tax" of the City of Evanston Code of 2012, as set forth in this Ordinance,

NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS:

SECTION 1: Section 3-2-4 "Hotel-Motel Tax" of the Evanston City Code of 2012, as amended, is hereby further amended to fully replace the Section with the text provided below:

3-2-4. - HOTEL-MOTEL TAX AND VACATION RENTAL TAX.

3-2-4-1. - DEFINITIONS.

(A) "Hotel" and "motel" shall mean and refer to every building or structure kept, used, maintained, advertised and held out to the public to be a place where lodging or

lodging and food, or apartments, or suites, or other accommodations are offered for a consideration to guests, in which ten (10) or more rooms, apartments or suites, or other accommodations are used for the lodging or lodging and food for such guests. A building or structure, such as a convention center, or executive conference facility, not open to the public but otherwise meeting the criteria set forth in the previous sentence, shall be subject to the hotel-motel tax.

(B) "Operator" shall mean and refer to persons engaged in the business of selling or reselling the right to occupy hotel accommodations, whether online, in person or otherwise to the public.

(C) "Person" means any natural person, receiver, administrator, executor, conservator, assignee, trust in perpetuity, trust, estate, firm, co-partnership, joint venture, club, company, business trust, domestic or foreign corporation, association, syndicate, society, or any group of individuals acting as a unit, whether mutual, cooperative, fraternal, nonprofit, or otherwise. Whenever the term "person" is used in any clause prescribing and imposing a penalty, the term as applied to associations shall mean the owners or part-owners thereof, and as applied to corporations shall mean the officers thereof.

(D) "Vacation Rental Unit" means a dwelling unit or a habitable unit that is offered for rent, lease or hire that is rented, leased or hired for which an owner receives consideration from a person for a period of thirty (30) days or less and that person has the right to use, occupy or possess the dwelling unit or habitable unit for said period in conformance with regulations contained in Title 5, Chapter 9 "Vacation Rentals".

3-2-4-2. - TAX IMPOSED.

A tax is hereby levied and imposed upon the use and privilege of renting, leasing, or letting of rooms in a motel, ~~or hotel~~ or vacation rental in the City at a rate of seven and one-half percent (7.5%) of the gross rental receipts from such rental, leasing or letting. The ultimate incidence of, and liability for, payment of said tax shall be borne by the user, lessee or tenant of said rooms or vacation rental unit. The tax herein levied shall be in addition to any and all other taxes. It shall be the duty of every owner, manager, and/or operator of hotel, ~~or motel~~ or vacation rental unit accommodations to secure said tax from the user, lessee or tenant of the hotel, ~~or motel~~ or vacation rental unit accommodations and issue payment to the City.

3-2-4-3. - PAYMENT AND COLLECTION.

The owner and operator of each hotel, ~~or motel~~ or vacation rental unit and the person to whom the license to operate said hotel or motel shall have been issued by the City, shall bear, jointly and severally, the duty to collect the tax from each user, lessee or tenant of rooms in such hotel, ~~or motel~~ or vacation rental unit. Every person required to collect the tax levied by ordinance shall secure said tax from the user, lessee or tenant of a room(s) or vacation rental unit ~~rooms~~ at the time that he/she collects the price, charge or rent to which it applies.

3-2-4-4. - ADMINISTRATION AND ENFORCEMENT.

The City Manager or his/her designee is hereby designated as the administration and enforcement officer of the tax hereby imposed on behalf of the City. It shall be the responsibility and duty of the City Manager or his/her designee to collect all amounts due the City from the owners, operators and licensees of motels and hotels within the City.

A sworn quarterly hotel, ~~and motel~~ and vacation rental occupancy tax return shall be filed by each owner, operator or licensee of each hotel, ~~or motel~~ and vacation rental in the City with the City Manager or his/her designee, on forms prescribed by him/her, showing all receipts from each renting, leasing or letting of rooms or vacation rental units during the preceding three (3) months. The dates upon which said quarterly returns are to be filed shall be provided by rules and regulations promulgated by the City Manager or his/her designee.

Each return shall be accompanied by payment to the City of all taxes due and owing for the quarter covered by the return. ~~provided, however, that the person making said return may retain an amount of money equal to three percent (3%) of the tax due as compensation for services rendered in the collection and payment of such tax.~~

The City Manager or his/her designee, or any person certified by him/her as his/her deputy or representative, may enter the premises of any hotel, ~~or motel~~ or vacation rental for the purposes of inspection and examination of its books and records for the proper administration of this Section, and for the enforcement of collection of the tax hereby imposed. It is unlawful for any person to prevent, hinder or interfere with the City Manager or his/her designee or his/her duly authorized deputy or representative in the discharge of his/her duties hereunder.

3-2-4-5. - ENFORCE PAYMENT OF TAX.

(A) *Failure to Pay.* Whenever any person shall fail to pay any taxes herein provided, or when any owner, operator or licensee of a hotel, ~~or motel~~ or vacation rental in the City shall fail to collect the tax hereby imposed from any person who has the ultimate liability for payment of the same, the Corporation Counsel shall, upon request of the City Manager or his/her designee, bring or cause to be brought an action to enforce the payment of said tax on behalf of the City in any court of competent jurisdiction.

If the City Manager, after a hearing held by or for him/her, shall find that any hotel, ~~or motel~~ or vacation rental owner, operator or licensee has willfully evaded his/her responsibility to collect the tax imposed by this Section, he/she may suspend or revoke all City licenses held by such tax evader. Said person shall have an opportunity to be heard at such hearing, to be held not less than five (5) days after notice of the time and place thereof, addressed to him/her at his/her last known place of business. Any suspension or conviction resulting from such hearing shall not relieve or discharge any civil liability for nonpayment of the tax due.

(B) *Interest and Penalties.* In the event of failure by any hotel, ~~or~~ motel or vacation rental owner, operator or licensee to collect and pay to the City Manager or his/her designee the tax required hereunder within thirty (30) days after the same shall be due, interest shall accumulate and be due upon said tax at the rate of one percent (1%) per month. In addition, a penalty of ten percent (10%) of the tax and interest due shall be assessed and collected against any hotel or motel owner, operator or licensee who shall fail to collect and remit the tax imposed by this Section.

3-2-4-6. - DISPOSITION OF TAX MONEYS.

All proceeds resulting from the imposition of the tax under this Section, including interest and penalties, shall be paid to the ~~into the Treasury of the City~~ Collector and shall be credited to and deposited in the ~~Economic Development~~ General Fund of the City.

3-2-4-7. - EXEMPTION.

The tax imposed under Subsection 3-2-4-2 of this Section shall not apply to the renting, leasing or letting of accommodations in a hotel, ~~or~~ motel or vacation rental to permanent residents. For the purpose of this Section a "permanent resident" means any person who occupies or has the right to occupy any room or rooms in the hotel or motel for at least thirty (30) consecutive days. If a hotel, ~~or~~ motel or vacation rental provides accommodations for both permanent residents and other guests, the rental obtained from permanent residents shall not be included in the computation of the tax due.

3-2-4-8. - PENALTY.

Any person found guilty of violating, disobeying, omitting, neglecting or refusing to comply with or resisting or opposing the enforcement of any provision of this Section, except when otherwise specifically provided, shall be fined not less than two hundred and fifty dollars (\$250.00) for the first offense, and not less than seven hundred and fifty dollars (\$750.00) for the second and each subsequent offense in any one hundred eighty (180) day period; each day of violation shall constitute a separate and distinct offense.

SECTION 2: The findings and recitals contained herein are declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4: If any provision of this Ordinance 121-O-17 or application thereof to any person or circumstance is held unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Ordinance 121-O-17 that can be given effect without the invalid application or provision, and each invalid application of this Ordinance 121-O-17 is severable.

SECTION 5: This Ordinance 121-O-17 shall be in full force and effect on January 1, 2018, after its passage, approval, and publication in the manner provided by law.

Introduced: _____, 2017

Approved:

Adopted: _____, 2017

_____, 2017

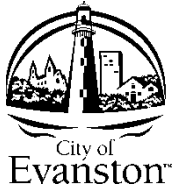
Stephen H. Hagerty, Mayor

Attest:

Approved as to form:

Devon Reid, City Clerk

W. Grant Farrar, Corporation Counsel



Memorandum

To: Honorable Mayor and Members of City Council

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

Subject: Ordinance 125-O-17, Amending Ordinance 138-O-14 Regarding the City of Evanston Permit Fee Schedule

Date: November 16, 2017

Recommendation:

Staff recommends adoption of Ordinance 125-O-17, amending Ordinance 138-O-14 regarding the City of Evanston Permit Fee Schedule. The proposed fee increases would increase planning and zoning fees, and building demolition fees.

Funding Source:

Not Applicable

Livability Benefits:

Innovation & Process: Support local government best practices and processes

Background:

The proposed fee increases are part of a total fee schedule increase that could result in an additional \$50,000 to \$150,000 in new permit fee revenue for the General Fund if the fee increase were to take effect.

More specifically, the proposed changes to the fee schedule include:

- A general fee increase of 10% for Planning and Zoning Division services. The proposed fee increase is due to the amount of time required of staff to perform zoning services such as zoning analysis, plan reviews, and coordinate the approval process. These reviews often involve multi-step process that includes a consultation with applicants and then revisions to the final analysis or staff review. Proposed fee increases are higher for services with additional procedural

steps to complete reviews including Planned Developments and Amendments. Details of the proposed fee increases are provided in Spreadsheet A.

Fee Types	FY 2016	FY 2017 YTD	Proj. FY 2018 without increase	2018 fee	Projected FY 2018 with increase
Zoning Fees	\$63,580	\$55,626	\$61,000		\$64,000 - \$71,000

- The Building Division charges applicants a relatively low fee for building demolition permits. The base fee is \$50 plus \$5 per 1,000 cubic feet. The proposal is to charge the \$50 base fee plus \$50 per 1,000 cubic feet for commercial and residential structures and \$50 base fee plus \$10 per cubic feet for accessory structures. The chart below provides the total current revenue and expected revenue in 2018:

Fee Types	FY 2016	FY 2017 YTD	Proj. FY 2018 without increase	2018 fee	Projected FY 2018 with increase
Demolition Building	\$138,467	\$80,840	\$85,000		\$90,000 - \$110,000
Demolition Interior Building	\$27,798	\$16,856	\$18,000		\$19,000 - \$22,000

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

Demolition Fees	Evanston Current	Evanston Proposed	Wilmette	Skokie
Residential* (20,000 Cubic Feet)	\$150	\$1,700	\$4,500	\$800
Commercial* (50,000 Cubic Feet)	\$290	\$3,800	\$4,500	\$1,200
Accessory** (5,000 Cubic Feet)	\$75	\$150	\$39	\$50

Attachments:

- Ordinance 125-O-17
- Spreadsheet A: Planning and Zoning Division Fee Proposal

10/23/2017

125-O-17

AN ORDINANCE

Amending Ordinance 138-O-14 Regarding the City of Evanston
Permit Fee Schedule

**NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY
OF EVANSTON, COOK COUNTY, ILLINOIS:**

SECTION 1: Ordinance 138-O-14, which established certain fees relating to permits, licenses, and review or inspection procedures, is hereby deleted in its entirety and the Permit Fee Schedule, attached hereto as Exhibit A and incorporated herein by reference, hereby substituted in lieu thereof.

SECTION 2: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: If any provision of this ordinance or application thereof to any person or circumstance is held unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this ordinance is severable.

SECTION 4: This ordinance will be in full force and effect on January 1, 2018.

Introduced: _____, 2017

Approved:

Adopted: _____, 2017

_____, 2017

Stephen H. Hagerty, Mayor

Attest:

Approved as to form:

Devon Reid, City Clerk

W. Grant Farrar, Corporation Counsel

EXHIBIT A
PERMIT FEE SCHEDULE

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I. BUILDING PERMIT FEES:

A. **BASIS OF BUILDING PERMIT FEES:** For the purpose of determining a basis for computing building permit fees, the established cost of construction shall be determined by the Director of Community Development as follows:

1. The Director of Community Development will accept an estimate furnished to him by the applicant for the permit at the time of the application.

2. In every instance where a building permit is issued with a construction valuation of one hundred thousand dollars (\$100,000.00) or more, the property owner and general contractor shall provide to the City at the conclusion of construction a sworn contractor's statement indicating the full and final construction cost of the project, less land cost. Upon presentation of said sworn statement, any permit fees due the City for costs over and above the cost-valuation submitted as construction valuation on the permit application form shall be immediately paid to the City. In cases of a construction cost less than the estimated valuation, the City shall refund the difference to the property owner or general contractor.

3. In cases of estimated construction valuation of less than one hundred thousand dollars (\$100,000.00), the property owner and general contractor shall submit a sworn contractor's statement upon the written request of the Director of Community Development.

4. In cases of dispute of valuation, the owner shall produce, upon request of the Director of Community Development, copies of all contracts, change orders, and final waivers of lien for the subject building which may be submitted, at the discretion of the Director, to an architectural firm for review and a written cost opinion. Fees for the said review are to be paid by the property owner. Upon completion of the review, the Director shall render a final ruling as to fees due or to be refunded.

5. No final Certificate of Occupancy shall be issued until said sworn statement is submitted, and permit fees adjusted accordingly, and such fees and all costs, e.g., those relating to valuation disputes, are paid.

6. The plan review fee will be assessed on refunded permits or withdrawn projects.

7. The following fee structure includes first and second plan reviews. If a third and any subsequent review is required prior to permit issuance, a fee of ten percent (10%) of the original fee shall apply to the final cost per additional review. A post permit plan review shall be assessed at one hundred percent (100%) of the original fee.

B. **FEES FOR BUILDING PERMITS:** The Fee to be charged for permits authorized by the City Code shall be paid to the City Collector and shall be paid as provided

PERMIT FEE SCHEDULE

herein. No permit or amendment thereto shall be issued without the fee being paid. Pursuant to Section 105.5 of the 2012 International Building Code as amended by City Code Section 4-2-2, a building permit shall, without further action by the City, automatically expire and be rendered null, void and of no further force or effect, if the permit holder does not begin work authorized by the permit within one-hundred and eighty (180) calendar days of permit issuance, unless an extension is granted in accordance with Subsection 2 of Section 105.5 of the 2012 International Building Code as amended by City Code Section 4-2-2. A fee of fifty percent (50%) of the original cost of permit shall be charged for reinstatement of permit; provided, however, that in no case shall a permit be issued or renewed for a fee less than fifty dollars (\$50.00).

1. The fee for cost of work valuation of less than or equal to one million dollars (\$1,000,000.00) shall be as follows:

Building Permit Fees (Title 4, Chapter 2):

Estimated Construction Cost	Permit Fees
1 - 100	\$ 28.00
101 - 1,000	\$ 48.00
1,001 - 2,000	\$ 64.00
2,001 - 4,000	\$ 88.00
4,001 - 6,000	\$ 124.00
6,001 - 8,000	\$ 160.00
8,001 - 10,000	\$ 196.00
10,001 - 12,000	\$ 230.00
12,001 - 16,000	\$ 293.00
16,001 - 20,000	\$ 357.00

The fee shall be three hundred fifty-seven dollars (\$357.00) plus thirteen dollars and fifty cents (\$13.50) for each additional one thousand dollars (\$1,000.00), or part of one thousand dollars (\$1,000.00), of cost of work valuation over twenty thousand dollars (\$20,000.00) until one million dollars (\$1,000,000.00).

2. The fee for cost of work valuation greater than one million dollars (\$1,000,000.00) shall be seventeen dollars and fifty cents (\$17.50) for each one thousand dollars (\$1,000.00), or part of one thousand dollars (\$1,000.00), of cost of work over one dollar (\$1.00).

C. FENCE FEES: The fee for a permit to erect or install a fence shall be computed at the rate of twenty dollars (\$20.00) for the first one hundred lineal feet (100') or fraction thereof plus six dollars (\$6.00) for each additional one hundred feet (100') or fraction thereof.

II. ZONING AND PLAN REVIEW FEES

A. Plan review fee shall be based upon building floor area, computed in square feet from the exterior dimensions of length and width of each floor, including all basements, cellars, garages, and storage areas. A minimum non-refundable fee of twenty-five dollars (\$25.00) shall be charged at the time of submission for all residential projects. A minimum non-refundable fee of one-hundred dollars (\$100.00) shall be charged at the time of submission for all commercial projects. These fees shall be credited towards the final cost of plan reviews.

B. PLAN REVIEW FEES:

Work Value	Plan Review Fee
\$ 0 - \$ 9,999	\$ 25.00
\$ 10,000 - \$ 49,999	\$ 50.00
\$ 50,000 - \$ 99,999	\$ 90.00
\$ 100,000 - \$ 149,999	\$ 150.00
\$ 150,000 - \$ 199,999	\$ 200.00
\$ 200,000 - \$ 499,999	\$ 0.002310 *
\$ 500,000 - \$ 999,999	\$ 0.002156 *
\$ 1,000,000 - \$ 1,499,999	\$ 0.001848 *
\$ 1,500,000 - \$ 1,999,999	\$ 0.001386 *
\$ 2,000,000 - \$ 2,999,999	\$ 0.001232 *
\$ 3,000,000 - \$ 3,999,999	\$ 0.001078 *
\$ 4,000,000 - \$ 4,999,999	\$ 0.000924 *
\$ 5,000,000 - \$ 9,999,999	\$ 0.000770 *
\$10,000,000 - and above	\$ 0.000616 *

* Where a fee multiplier is given, the Plan Review Fee is computed as the product of the appropriate fee multiplier and the work value.

C. ZONING ANALYSIS FEE:

For zoning analyses of proposed construction of 0-10,000 square feet, the fee shall be one-hundred ten dollars (\$1100.00). For proposed construction of more than 10,000 square feet, the fee shall be one hundred sixty-five dollars (\$1650.00). Said fee(s) shall not apply to City proposals. The fee for a zoning analysis on a revised proposal shall be the same as the fee for the initial proposal. The fee for zoning analyses done pursuant to an application for a building permit for which a permit is subsequently issued may be deducted from the building permit fee.

D. CONSULTANT PLAN EXAMINATION:

Fees hereby established shall not be applied to plan reviews to be conducted by agencies other than the Department of Community Development when such review is

recommended by the Director. The applicant will pay to the City of Evanston such fees, as set by that agency and approved by the City Council.

E. MINIMUM INSPECTION/ REINSPECTION FEES:

The minimum charge for any required trade (structural, mechanical, electrical or plumbing inspection) shall be forty-five dollars (\$45.00). There shall be a minimum reinspection fee of forty-five dollars (\$45.00) for each subsequent inspection. A minimum fee for missed inspection for any required trade or failure to cancel a scheduled inspection within twenty-four hours 24 hours of the inspection shall be forty-five dollars (\$45.00) for each inspector.

F. CERTIFICATE OF OCCUPANCY:

The fee for a final Certificate of Occupancy for residential buildings shall be twenty dollars (\$20.00) for each residential dwelling unit. The fee to be charged for all other uses shall be fifty dollars (\$50.00). The fee to be charged for a Certificate of Occupancy for part of a residential building (Temporary Certificate of Occupancy) shall be twenty dollars (\$20.00) in addition to the fee for the final Certificate of Occupancy. A Temporary Certificate of Occupancy for a portion of any commercial and/or institutional industrial building shall be one hundred twenty-five dollars (\$125.00) for thirty (30) days.

G. ZONING BOARD OF APPEALS FEES:

Any application for a special use, a variation, or a unique use, shall be accompanied by a fee according to the following schedule:

Special and Unique Use Application Fees

Planned Development or Planned Development Amendment	\$ <u>56,000.00</u>
Planned Development Major Adjustment	\$ <u>2,200.00</u>
Planned Development Minor Adjustment or Amendment for Extension	\$ <u>1,050.00</u>
<u>Zoning Analysis</u>	\$ <u>1,000.00</u>
Hospital Uses	\$ <u>1,2140.00</u>
Drive-in Uses	\$ <u>1,5400.00</u>
Special or Unique Uses	\$ <u>6600.00</u>

PERMIT FEE SCHEDULE

Substitution for an existing special use \$ 4400.00

Variation Application Fees

All major and family necessity variations for single family and two family dwellings	\$38550.00
All major and family necessity variations for uses other than single family and two family dwellings	\$6600.00
All minor and fence variations	\$2750.00
All major variations sought after commencement of construction	\$1,6500.00

The specified fee shall be applicable to each special use or variation included in an application except that any application for variations for an owner occupied residence within the R1, R2, or R3 Districts shall require only the applicable fee for a single variation and any applicable fee for a special use.

H. ZONING AMENDMENT FEES:

Any petition for amendment to the text or map of the Zoning Ordinance shall be accompanied by a fee of ~~six hundred~~ one thousand one hundred dollars (\$1,1600.00).

I. FEES FOR REQUEST FOR CERTIFICATES OF ZONING COMPLIANCE:

Any application for a Certificate of Zoning Compliance pursuant to Section 6-3-2 of the Zoning Ordinance shall be accompanied by the following fees.

Major Home Occupation Permits	\$11025.00
Administrative Interpretations, Temporary Uses and all other requests for Certificates of Zoning Compliance for proposed projects or existing buildings of 0-10,000 square feet.	\$ 1100.00
Administrative Interpretations, Temporary Uses and all other requests for Certificates of Zoning Compliance for proposed projects or existing buildings of more than 10,000 square feet.	\$ 1650.00

Notwithstanding the previous schedule, in instances where the application for a Certificate of Zoning Compliance is accompanied by a request for a zoning analysis the fee provisions of II C, "Zoning Analysis Fee" shall supersede the fee provisions of this item II J.

J. PLAT APPROVAL FEES:

PERMIT FEE SCHEDULE

Fees for City Council approval of plats of subdivision or consolidation shall be three hundred thirty dollars (\$3300.00) per plat.

K. ZONING FEE WAIVER:

Notwithstanding the fee schedule set forth in II.G and II.H supra, the City Council shall have the authority to waive in whole or in part any fee or deposit for any hearing before the Zoning Administrator, Plan Commission or Zoning Board of Appeals, for referrals by any governmental agency, or for any other party when such fee would present hardship. An applicant for such a hardship waiver must present his request in writing to the Committee of the Whole outlining the degree of such hardship. Consideration may be given, among other reasons, to the extent to which the hardship was created by Council action, and the financial state of the applicant.

L. APPEALS:

Any appeal of an order or final decision made by the Zoning Administrator shall be accompanied by a fee of two hundred fiftyseveny-five dollars (\$2750.00).

III. ELECTRICAL PERMIT FEES:

A. BASIS FOR FEES:

Electrical fees shall be computed according to circuits and amperes. The term "circuit" as used in the current National Electrical Code, shall mean ant set of branch wiring conductors which have been extended from a distribution center, and which may be utilized for the transmission of electrical energy. A minimum inspection fee in accordance with Section II-E hereof shall also be added.

1. In all use groups as defined in the current Adopted Electrical Code of the City of Evanston, the inspection fee for each nominal 15-ampere or 20-ampere two-wire branch circuit, Including fixtures, sockets or receptacles shall be:

B. ELECTRICAL PERMIT FEES: (Title 4, Chapter 7)

Circuits	15 Amperes	20 Amperes	30 Amperes	40 Amperes	50 Amperes
1	\$ 12.00	\$ 15.00	\$ 24.00	\$ 30.00	\$ 36.00
2	\$ 22.00	\$ 29.00	\$ 44.00	\$ 58.00	\$ 66.00
3	\$ 30.00	\$ 41.00	\$ 60.00	\$ 82.00	\$ 90.00
4	\$ 40.00	\$ 53.00	\$ 80.00	\$106.00	\$120.00
5	\$ 48.00	\$ 65.00	\$ 96.00	\$130.00	\$144.00
6	\$ 56.00	\$ 75.00	\$112.00	\$150.00	\$168.00
7	\$ 64.00	\$ 84.00	\$128.00	\$168.00	\$192.00
8	\$ 69.00	\$ 94.00	\$138.00	\$188.00	\$207.00
9	\$ 78.00	\$101.00	\$156.00	\$202.00	\$234.00

PERMIT FEE SCHEDULE

Circuits	15 Amperes	20 Amperes	30 Amperes	40 Amperes	50 Amperes
10	\$ 84.00	\$110.00	\$168.00	\$220.00	\$252.00
11	\$ 89.00	\$118.00	\$178.00	\$236.00	\$267.00
12	\$ 95.00	\$124.00	\$190.00	\$248.00	\$285.00
13	\$ 98.00	\$132.00	\$196.00	\$264.00	\$294.00
14	\$103.00	\$140.00	\$206.00	\$280.00	\$309.00
15	\$110.00	\$146.00	\$220.00	\$292.00	\$330.00
16	\$115.00	\$152.00	\$222.00	\$304.00	\$333.00
17	\$118.00	\$157.00	\$236.00	\$314.00	\$354.00
18	\$123.00	\$165.00	\$246.00	\$330.00	\$369.00
19	\$125.00	\$171.00	\$250.00	\$342.00	\$375.00
20	\$128.00	\$176.00	\$256.00	\$352.00	\$384.00
21	\$130.00	\$182.00	\$260.00	\$364.00	\$390.00
22	\$133.00	\$189.00	\$266.00	\$378.00	\$399.00
23	\$134.00	\$198.00	\$268.00	\$396.00	\$402.00
24	\$138.00	\$204.00	\$276.00	\$408.00	\$414.00
25	\$143.00	\$210.00	\$286.00	\$420.00	\$429.00

Additional 15 or 20 amperes:

26-50 \$ 9.00 each additional circuit
 51-75 \$ 8.00 each additional circuit
 76-100 \$ 6.00 each additional circuit
 over 100 \$ 4.00 each additional circuit

Additional 30 or 40 amperes:

26-50 \$18.00 each additional circuit
 51-75 \$16.00 each additional circuit
 76-100 \$12.00 each additional circuit
 over 100 \$ 8.00 each additional circuit

Additional 50 amperes:

26-50 \$27.00 each additional circuit
 51-75 \$24.00 each additional circuit
 76-100 \$18.00 each additional circuit
 over 100 \$12.00 each additional circuit

C. The Inspection fee for the inspection of each electric motor or current-consuming device shall be as follows:

One HP or larger \$ 19.00
 Each additional motor \$ 8.00
 Heating device \$ 19.00
 Each additional heating device \$ 8.00 + .55 per KW

PERMIT FEE SCHEDULE

D. The fees for the inspection of electrical interior communication systems and burglar and shall be as follows:

Low voltage burglar, communication systems \$ 30.00

The plan review fees for low voltage fire alarms are conducted by agencies other than the Department of Community Development. The applicant will pay fees as set by that agency. The plan review fees are in addition to the permit fees set forth in this ordinance.

E. Permit fees for new services shall be as follows:

60-ampere service \$ 21.00
each additional meter \$ 12.00

100-ampere service \$ 30.00
each additional meter \$ 12.00

200-ampere service \$ 38.00
each additional meter \$ 12.00

400-ampere service \$ 45.00
each additional meter \$ 12.00

600-ampere service \$ 80.00
each additional meter \$ 12.00

800-ampere service \$ 120.00
each additional meter \$ 12.00

1000-ampere service \$ 150.00
each additional meter \$ 12.00

1200-ampere service \$ 200.00
each additional meter \$ 12.00

1400-ampere service \$ 240.00
each additional meter \$ 12.00

1600-ampere service \$ 260.00
each additional meter \$ 12.00

1800-ampere service \$ 300.00
each additional meter \$ 12.00

For service ampere rating other than those \$ 20.00
listed, fee will be for each additional 100
amperes or fraction

PERMIT FEE SCHEDULE

1. Feeders: Feeders installed or increased in amperage on a separate installation shall be the same as service fees above.

2. New wires: Changing, moving, or altering any wiring apparatus, machinery or device in any way where new wires of a different size or, of a greater or lesser length, are installed, shall be classed as new work and a fee covering such work shall be required in accordance with the foregoing fee schedules.

IV. PLUMBING PERMIT FEES:

The fees for permits for the installation, alteration or extension of a plumbing system shall be:

- 1. Replacement of fixtures * \$ 10.00 each
- 2. New installation of fixtures * \$ 15.00 each
- 3. Water service or any alterations - \$ 25.00
each unit or floor
- 4. Hot water heaters, new or \$ 25.00 each
replacement

* Definition of Fixture: Any device having either a water supply or drain connected to the plumbing system.

A minimum inspection fee in accordance with Section II-E hereof shall also be added.

V. WATER & SEWER - PERMITS:

The fee to be charged for sewer installation and repairs shall be as follows:

- Sewer repair \$ 45.00
- Water Service repair \$ 45.00
- Swimming pools \$ 40.00
- Sewer tap per 1.0 inch \$ 7.00
- Sewer Installation - first 50 \$ 45.00
- Each additional 50 feet (or fraction thereof) \$ 15.00
- Basins - per basin \$ 45.00

VI. GAS PIPING - PERMITS:

The fee for permits for installation of gas piping shall be twenty-five dollars (\$25.00) for the first (25) lineal feet, plus ten dollars (\$10.00) for (25) lineal feet or fraction thereof.

VII. LAWN SPRINKLERS - PERMITS:

The permit fee for lawn sprinkling systems shall be thirty dollars (\$30.00) plus one dollar (\$1.00) per head.

VIII. FIRE PLAN REVIEW FEES:

The following fee structure shall include the first plan review, a re-review, permit and system acceptance testing. If a third review and subsequent review is required, a fee of fifty percent (50%) of the original fee shall be applied to the final cost.

The permit fees for fire related systems are as follows:

Sprinkler System Permit and Plan Review Fee

1 to 5 heads	\$100.00
6 to 20 heads	\$200.00
21 to 100 heads	\$350.00
101 to 200 heads	\$500.00
201 to 300 heads	\$600.00
Over 300 heads	\$700.00 + \$1 per sprinkler head over 300

Fire Pump Review and Permit Fees (If not part of system)

Flat Fee of \$200.00

Standpipe Fees (If not part of system)

Flat Fee of \$200.00

Gas Suppression Systems

1 to 50 pounds	\$225.00
51 to 100 pounds	\$350.00
101 to 200 pounds	\$450.00
Over 200 pounds	\$600 plus \$.50 cents per pounds over 200

Fire Alarm System Permit Fee and Plan Review Fee

1 to 10 devices	\$200.00
11 to 25 devices	\$300.00
26 to 50 devices	\$425.00
51 to 75 devices	\$550.00
Over 75 devices	\$700.00 plus \$5 per device

Wet Chemical Kitchen Hood Suppression System

Per hood \$225.00

IX. MECHANICAL PERMIT FEES:

A. Fee based on mechanical contract price:

Value of Contract More Than	Less Than	Fee
\$ 0.00	\$ 500.00	\$ 20.00
\$ 501.00	\$ 1,000.00	\$ 30.00
\$ 1,001.00	\$ 3,000.00	\$ 45.00
\$ 3,001.00	\$ 5,000.00	\$ 60.00
\$ 51001.00	\$10,000.00	\$112.00
\$10,001.00	\$25,000.00	\$256.00
\$25,001.00	\$50,000.00	\$500.00
Above \$50,000.00	add \$ 10.00 per \$ 1,000.00	

B. New or Replacement Furnace or A/C Unit: \$40.00

C. New or Replacement Boiler: \$40.00

D. New or Replacement Process Equipment: \$40.00

X. LIFT FEES:

A. ELEVATORS (NEW AND EXISTING):

1. Five stories and under: \$70.00 each elevator per year (two semi-annual inspections).
2. Over five stories: \$120.00 each elevator per year (two semi-annual inspections).

B. ESCALATORS: \$70.00 each escalator per year (two semi-annual inspections).

C. HELICOPTER USAGE FOR CONSTRUCTION: Five hundred dollar (\$500.00) fee plus any costs incurred by the City for public safety.

XI. BUILDING MOVING PERMIT:

The fees will be assessed at the cost of city services.

XII. BUILDING DEMOLITION PERMITS:

The fee for demolition permits shall be computed on the cubic volume of the building or structure to be demolished as follows:

PERMIT FEE SCHEDULE

Fifty dollar (\$50.00) basic fee plus ~~five~~fifty dollars (\$50.00) for each one thousand (1,000) cubic feet of volume for commercial and residential structures and fifty dollar (\$50.00) basic fee plus ten dollars (\$10.00) for each additional cubic foot of volume for accessory structures. The cubic volume shall include the basement and/or cellar.

BONDS (Demolition Permit): No demolition contractor shall perform work within the City unless, prior thereto he shall have filed in the Office of the City Clerk liability and surety of performance bonds in the sum of \$150,000 to \$300,000 in a form approved by the Corporation Counsel, upon sureties approved by the City Clerk. Any permits will be conditioned upon the applicant's prior indemnification of the City from all claims arising out of work performed in the City by virtue of any permit issued to the demolition contractor, or by the Department of Community Development, and conditioned upon the restoration of any portion of public right-of-ways or excavations made by the permittee or at its direction to a safe and presentable condition. Such restorations shall be maintained in good order for a reasonable period thereafter.

XIII. DRIVEWAY PERMITS:

The fee for driveway permits shall be twenty-five dollars (\$25.00) for residential buildings and fifty dollars (\$50.00) for all other driveways. "Residential buildings" are defined in the Zoning Ordinance.

XIV. SIGNS, AWNINGS, AND CANOPIES:

A. SIGN PERMIT FEES:

- 1. Non-illuminated Signs (unless temporary): \$21.00
- 2. Illuminated Signs & Scoreboards: \$25.00 plus \$0.20 per sq. ft. of gross surface area of each face thereof.
- 3. Temporary Signs: \$20.00
- 4. Marquees, Fixed Canopies and Fixed Awnings: \$26.00 plus \$0.26 per sq. ft. of plan area.
- 5. Retractable Canopies, Fixed Awnings, and Retractable Awnings: \$26.00 plus \$0.26 per sq. ft. of plan area.

B. ANNUAL SIGN INSPECTION FEE:

Signs, Awnings with signage, and Canopies: Any sign, awning with signage, or canopy with signage, having a total surface area less than or equal to twenty-six square feet is subject an eleven dollar (\$11.00) annual fee. The annual fee for any sign, awning with signage, or canopy with signage, having a total surface area more than twenty-six square feet is seventeen dollars (\$17.00).

Illuminated Signs, Awnings and Canopies: Any illuminated sign, awning or canopy is subject to an annual surcharge of three dollars (\$3.00) in addition to any fee based upon surface area.

C. APPEALS FOR VARIATION FROM SIGN ORDINANCE: \$175.00

D. SIGN PENALTY FEES:

If the annual sign fees are not paid within (60) days of date of renewal, the City of Evanston reserves the right to double the annual fees. If the annual fee is not paid within (120) days of the date renewal, the annual fee will be tripled.

XV. MISCELLANEOUS PERMITS AND LICENSES:

A. STATIONARY ENGINEERS AND WATER TENDERS LICENSE: The fee to be charged for the original license and for the annual renewal license shall be as follows:

Stationary Engineer \$ 50.00 annually

B. CONTRACTORS REGISTRATION/LICENSE FEES:

The fee to be charged for the original license and for the annual renewal license shall be as follows:

Building Contractors	\$ 100.00	Residential
	\$ 125.00	Commercial
Drain Layers	\$ 50.00	
Electrical Contractors	\$ 50.00	
HVAC Contractors	\$ 100.00	

C. TANK PERMITS:

The fee for installation of tanks to be used for the storage or handling of flammable liquids and chemicals shall be eleven dollars (\$11.00) for each one thousand (1,000) gallons of capacity. The minimum fee for a tank removal is twenty-two dollars (\$22.00).

XVI. TENT PERMIT FEES: \$30.00

XVII. ANNUAL PERMIT FEES:

A. The fees to be charged for annual permits issued for a twelve (12) month period for minor repairs and additions to existing installations shall be as follows:

Electrical	\$400.00
Plumbing	\$400.00
Carpentry	\$400.00

XVIII. PENALTY FEES:

If work is commenced without a permit having been obtained, the permit fee shall be increased by seventy-five percent (75%) or two hundred fifty dollars (\$250.00), whichever is greater.

XIX. WAIVER OF BUILDING PERMIT FEES:

Notwithstanding the fees set forth in Sections I, III, IV, V, VI, VII, IX, and X hereof, the City Council shall have the authority to waive in whole or in part any fees or deposit for any building permit for any governmental agency, or for any other party when such fee would present a substantial hardship. An applicant for such a hardship waiver must present his request in writing to the Planning & Development Committee outlining the degree of such hardship. Consideration may be given, among other reasons, to the extent to which the hardship was created by the Council action, and the financial state of the applicant.

Spreadsheet A: Planning and Zoning Division Fee Proposal

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



Memorandum

To: Honorable Mayor and Members of the City Council

From: Johanna Leonard, Community Development Director
Scott Mangum, Planning & Zoning Administrator
Jim Hurley, Management Analyst

Subject: Ordinance 149-O-17, Amending City Code Section 2-8-16, "Fees,"
Increasing Historic Preservation Fees

Date: November 16, 2017

Recommendation:

Staff recommends City Council adopt Ordinance 149-O-17, amending City Code Section 2-8-16, "Fees," increasing historic preservation fees. These fees were last updated in 2008 and would bring fees in line with similar Zoning review fees.

Funding Source:

Not Applicable

Livability Benefits:

Innovation & Process: Support local government best practices and processes

Background:

Given the current fee schedule, the Planning and Zoning Division projects to collect \$8,000 in Historic Preservation permit fee revenue for Fiscal Year 2018. The proposed increases could result in an additional \$12,000 to \$30,000 in Historic Preservation permit fee revenue if the fee increase would take effect January 1, 2018.

<i>Fee Types</i>	FY 2016	FY 2017 YTD	Proj. FY 2018	Projected FY 2018 with increase
Historic Preservation Reviews	\$9,632	\$8,003	\$8,000	\$20,000 - \$38,000

Preservation fees have not been updated since 2008 when fees were initially instituted and are not commensurate with the amount of staff time required for review of projects. Certificates of Appropriateness for Minor Work are issued by staff, where Major work involves significantly more staff time including preparation of materials for review at a Preservation Commission meeting. Details of the proposed fee increases are provided in Ordinance 149-O-17.

Attachments:

Ordinance 149-O-17

149-O-17

AN ORDINANCE

Amending City Code Section 2-8-16, "Fees," Increasing
Historic Preservation Fees

**NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
EVANSTON, COOK COUNTY, ILLINOIS:**

SECTION 1: Section 2-8-16, "Fees," of the Evanston City Code of 2012,
as amended, is hereby amended as follows:

2-8-16. - FEES.

Persons who file applications for review by the historic preservation Commission shall pay an application fee or fees as determined by the type of application(s).

(A) Minor Work On Existing Primary And Accessory Structures: Applicants shall pay a fee of one hundred fifty two ~~twenty five~~ dollars (~~\$150~~25.00) for applications for minor work on existing primary and accessory structures, including, but not limited to, the following projects:

1. Roof replacement;
2. Replacement of existing windows and doors;
3. Replacement of existing storm windows and storm doors;
4. Replacement of garage/coach house doors;
5. New window and door openings on accessory buildings;
6. New installation or replacement of fences;
7. Repair, restoration and replacement of existing exterior finish materials when such work affects less than twenty five percent (25%) of the finish materials on exterior walls or facades;
8. Replacement of existing exterior stairs and/or steps;
9. Installation of antennas or satellite dishes;
10. Porches: replacement of roof, columns, decks, railings, stairs;
11. Installation of air conditioning units;
12. Installation of arbors and trellises;
13. Installation of exterior lighting fixtures; and
14. Reopening enclosed porches.

(B) Construction Of Garages And Accessory Structures: Applicants shall pay a fee of three hundred eighty five ~~thirty~~ dollars (~~\$385~~30.00) for applications for

construction of garages and accessory structures, including, but not limited to, the following projects:

1. New garages and coach houses/barns;
2. Porte-cocheres;
3. Storage sheds;
4. New decks and stairs;
5. Freestanding solar panels;
6. Swimming pools;
7. Tennis courts;
8. Basketball courts; and
9. Fire escapes.

(C) Major Work; Alterations And Construction: Applicants shall pay a fee of five hundred thirty five dollars (\$500~~35~~.00) for applications for major alterations and construction, including, but not limited to, the following projects:

1. Alterations to the existing primary structures (e.g., new dormers; new window or door openings; changing or altering roof design or pitch; balconies);
2. Construction of additions not greater than twenty five percent (25%) of the building's square footage;
3. Enclosure of existing open porches;
4. Installation of solar panels on existing buildings;
5. Repair, restoration and replacement of existing exterior materials when affecting more than twenty five percent (25%) of the exterior walls or facades;
6. Construction of new driveways;
7. Construction of terraces at grade;
8. Construction of gazebos;
9. Installation of awnings, canopies and signs; and
10. Construction of off street parking.

(D) Construction Of Additions Greater Than Twenty Five Percent Of The Existing Building Square Footage: Applicants shall pay a fee of three hundred eighty-five dollars (\$385~~50~~.00) for applications for construction of new additions greater than twenty five percent (25%) of the existing building square footage, including additions of one or more stories and additions over the existing footprint of buildings.

(E) Construction Of New Primary Structures: Applicants shall pay a fee of one thousand seventy five dollars (\$1,000~~75~~.00) for applications for construction of new primary buildings.

- (F) Demolition Of A Landmark Structure: Applicants shall pay a fee of five ~~thousand~~hundred dollars (\$5,000.00) for applications for the demolition of a landmark structure.
- (G) Demolition Of Significant Or Contributing Structure: Applicants shall pay a fee of three ~~thousand five hundred-fifty~~ dollars (\$3,500.00) for applications for the demolition of a significant or contributing structure.
- (H) Demolition Of Nonsignificant Or Noncontributing Structure: Applicants shall pay a fee of two ~~thousand five hundred-fifty~~ dollars (\$2,500.00) for applications for the demolition of a nonsignificant or noncontributing structure.
- (I) Rescission Of Landmark Designation: Applicants shall pay a fee of two ~~thousand five hundred-fifty~~ dollars (\$2,500.00) for applications for the rescission of a landmark designation when the landmark is not demolished.
- (J) Postapproval Amendments: Applicants shall pay a fee of ~~three hundred eighty-five~~twenty five dollars (\$38525.00) for applications for review of proposed amendments to previously approved projects.
- (K) Postapproval Amendments for Minor Work: Applicants shall pay a fee of one hundred fifty dollars (\$150.00) for applications for review of proposed minor amendments to previously approved projects.
- (L) Nomination of Landmark: Applicant shall pay a fee of one hundred dollars (\$100.00) for applications for the nomination of a landmark.

SECTION 2: The findings and recitals contained herein are declared to be prima facie evidence of the law of the City and must be received in evidence as provided by the Illinois Compiled Statues and the courts of the State of Illinois.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4: This ordinance will be in full force and effect on January 1, 2018.

SECTION 5: If any provision of this ordinance or application thereof to any person or circumstance is ruled unconstitutional or otherwise invalid, such invalidity must not affect other provisions or applications of this ordinance that can be given effect

without the invalid application or provision, and each invalid provision or invalid application of this ordinance is severable.

Introduced: _____, 2017

Approved:

Adopted: _____, 2017

_____, 2017

Stephen H. Hagerty, Mayor

Attest:

Approved as to form:

Devon Reid, City Clerk

W. Grant Farrar, Corporation Counsel



Memorandum

To: Honorable Mayor and Members of City Council

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

Subject: Ordinance 150-O-17, Amending City Code Section 4-2-3, "Building Contractor"

Date: November 20, 2017

Recommendation:

Staff recommends City Council adopt Ordinance 150-O-17, amending City Code 4-2-3, "Building Contractor." The proposal is to require any person engaged in the business of a building contractor within the City to annually register for a fee.

Funding Source:

Not Applicable

Livability Benefits:

Innovation & Process: Support local government best practices and processes

Background:

Given the current fee schedule, the Building Division projects to collect \$110,000 in Building Contractor registration fee revenue in Fiscal Year 2018. The proposed increase could result in an additional \$35,000 to \$110,000 in registration fee revenue, part of a total fee schedule increase of \$50,000 to \$150,000 in fees related to Community Development Department activities (if approved). The fee increase would take effect January 1, 2018.

Currently only Commercial and Residential General Contractors (GC) and Mechanical Contractors must be licensed in the City. Most surrounding communities register all contractor trades. Contractor and Sub-contractor registration fees are required to perform work in Wilmette, Skokie, Glenview, Hoffman Estates and Palatine. The proposal is to require all contractors performing work within City limits to register with the City, including Electrical, Carpentry, Concrete, Excavation, Masonry, Landscaping, Fence, Roofing and Sign contractors. The Division proposes to increase the annual registration fee for Residential GCs from \$100 to \$125 to align with the annual fee for Commercial GCs. The annual licensing fee for all other contractors will be \$100. While

additional revenue is anticipated for 2018, it may take up to 6-12 months to fully implement and make sure all contractors are paying license fee.

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

Building Contractors will be required to annually register with the Community Development Department. The standard examination for contractors will no longer be required to register. Evidence of insurance in the form of a certificate of insurance will be required documenting the applicant's coverage meets the required minimum standards.

Attachments:

Ordinance 150-O-17

150-O-17

AN ORDINANCE

Amending City Code Section 4-2-3, "Building Contractors"

**NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
EVANSTON, COOK COUNTY, ILLINOIS:**

SECTION 1: Section 4-2-3, "Building Contractors," of the Evanston City Code of 2012, as amended, is hereby amended as follows:

4-2-3. - BUILDING CONTRACTORS.

- (A) Definition: The term "building contractor" means any person, individual, company, or corporation engaged in the business of constructing, enlarging, altering, removing, or remodeling any structure by furnishing of labor, material, and methods necessary to accomplish a given result, and who retains for himself/herself the control of the means, method, and manner of accomplishing this desired result. ~~The term "building contractor" shall not be construed to include any person, individual, company, or corporation currently licensed as a plumbing contractor, electrical contractor, or heating, air conditioning or refrigeration contractor.~~
- (B) License Registration Required: Any~~No~~ person shall engaged in the business of building contractor within the City for which a building permit is required must register with the Community Development Department.

Registration must be submitted on forms available from the City and must include the following information:

1. Contractor's name;
2. Business name;
3. Business address;
4. Business telephone;
5. Federal Employer Identification Number (FEIN);
6. Whether the business is a sole proprietorship, partnership or corporation, and registered agent, if applicable;
7. Whether the contractor is required to be licensed by the State of Illinois, a copy of the current license number and an original certificate of insurance as detailed in this Section;
8. Electrical contractors must be licensed by an accredited licensure commission, a copy of the current license with the license number, and an original certificate of insurance as detailed in this Section;

9. An original certificate of insurance or policy declaration documenting that the contractor carries general liability insurance with a minimum of three hundred thousand dollars (\$300,000.00) per occurrence, bodily injury insurance with a minimum of one hundred thousand dollars (\$100,000.00) per occurrence, property damage insurance with a minimum of one hundred thousand dollars (\$100,000.00) per occurrence and workers' compensation insurance at the statutory minimum amounts.

Exceptions:

- a. Sole proprietorships and partnerships with no employees are exempt from the workers' compensation insurance requirement with submission of an affidavit.
- b. Contractors required to maintain insurance as part of their state licensure must provide proof of insurance in forms and amounts required by state law.
- c. Contractors who are engaged to perform work in the public right of way must carry general liability insurance with a minimum of one million dollars (\$1,000,000.00) per occurrence and name the City of Evanston as an additional insured.

without first having secured a license in the manner provided herein.

- ~~(C) Application for License: Application for license shall be made to the Community Development Department. All licenses shall be subject to the provisions of this Code, other ordinances of the City and the statutes of the State of Illinois.~~
- ~~(D) Registration License Fee: The amount of the annual registration license fee for persons engaged in the business of building contractor shall be established from time to time by action of the City Council.~~
- ~~(E) Renewal of Registration: Registration is valid for one year from the date of issuance. Registration may be renewed based upon an application for renewal and the payment of the annual registration fee. The City Manager or his/her designee is authorized to review a renewal request in the same manner as the initial application.~~
- ~~(F) Amended Registration: Registered individuals must notify the Community Development Department within twenty (20) business days of any change in the registration information by filing an amended registration statement on a form provided by the Community Development Department for such purpose. There is no additional fee for filing an amended registration.~~
- ~~(G) Examination Required: No person shall receive such a license until he or she has passed a standardized examination administered and designed by the Community Development Department. Said examination shall be for the purpose of determining that all licensees are knowledgeable in the business of building, contracting, and life safety components of the Building Code.~~
- ~~(H) Suspension or Revocation of Registration License:~~
1. If any person shall violate any of the provisions of this Chapter or the Code adopted hereby, he/she shall be liable to be prosecuted against for any fine or penalty imposed thereto and his/her registration license may be suspended or revoked by the City Manager.

2. No such registration~~license~~ shall be so revoked or suspended except after a hearing by the City Manager or his/her designee with a three (3) business day notice to the registered person~~licensee~~ affording the registered person~~licensee~~ an opportunity to appear and defend. The notice shall specify the reason for the contemplated suspension or revocation and shall give the date, time, and room number in the civic center of the hearing. Notice shall be sufficient if sent to the address stated on the registered person~~licensee~~'s application.
3. If the Building Official certifies to the City Manager that he/she has reason to believe that immediate suspension of the registration~~license~~ is necessary to prevent the threat of immediate harm to the community, the City Manager may, upon the issuance of a written order stating the reason for such conclusion and without notice or hearing, order the registration~~license~~ suspended for not more than seven (7) days. The City Manager may extend the suspension during the pendency of a hearing upon a written determination that doing so is necessary to prevent the aforesaid harm to the community.
4. Hearings shall be conducted in accordance with procedures on file with the City Clerk.
5. The City Manager shall issue his/her decision within ten (10) business days after the close of the hearing. In reaching a decision, the City Manager may consider any of the following:
 - a. The nature of the violation.
 - b. The nature and extent of the harm caused by the licensee's action or failure to act.
 - c. The factual situation and circumstances surrounding the violation.
 - d. Whether or not the action or failure to act was willful.
 - e. The record of the registered person~~licensee~~ with respect to violations.
6. The City Manager may suspend a registration~~license~~ for a period of up to ninety (90) days. A registered person~~licensee~~ whose registration~~license~~ has been revoked shall not be eligible to reapply for a registration~~license~~ until the expiration of one year after the effective date of the revocation.

SECTION 2: The findings and recitals contained herein are declared to be prima facie evidence of the law of the City and must be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4: This Ordinance 150-O-17 shall be in full force and effect on January 1, 2018, after its passage, approval, and publication in the manner provided by law.

SECTION 5: If any provision of this ordinance or application thereof to any person or circumstance is ruled unconstitutional or otherwise invalid, such invalidity must not affect other provisions or applications of this ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this ordinance is severable.

Introduced: _____, 2017

Approved:

Adopted: _____, 2017

_____, 2017

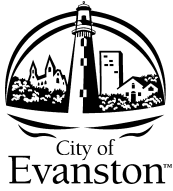
Stephen H. Hagerty, Mayor

Attest:

Approved as to form:

Devon Reid, City Clerk

W. Grant Farrar, Corporation Counsel



Memorandum

To: Honorable Mayor and Members of the City Council

From: Evonda, Thomas- Smith, Director of Health and Human Services
Ike C. Ogbo, Public Health Manager, Health and Human Services

Subject: Ordinance 137-O-17, Amending City Code Section 5-2-5 "License Fees"
To Decrease the Flat Fee to One Hundred & Fifty Dollars and Increase the
Roomer Fee to Twenty Eight Dollars

Date: November 14, 2017

Recommended Action:

Staff recommends City Council adopt Ordinance 137-O-17, amending City Code Section 5-2-5 "License Fees" to decrease the flat fee to one hundred and fifty dollars and increase the roomer fee to twenty eight dollars.

Funding Source:

There are no expenses in this proposed amendment.

Livability Benefits:

Innovation & Process: Support local government best practices and processes

Background:

Staff proposes reducing the flat rate appearing in Section A to \$150.00 and increasing the fee charged per roomer to \$28.00. Amending the Code will result in increased revenue.

The following table illustrates the revenue generated by the change.

Table 1. Current Revenue for Rooming Houses.

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

Table 2. Proposed Revenue per Ordinance Amendment

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

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

Attachments:

Ordinance 137-O-17

137-O-17

AN ORDINANCE

Amending Evanston City Code 5-2-5, "License Fees,"
To Decrease the Flat Fee to One Hundred & Fifty Dollars and Increase
the Roomer Fee to Twenty Eight Dollars

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
EVANSTON, COOK COUNTY, ILLINOIS:**

SECTION 1: Section 5-2-5 of the Evanston City Code of 2012, as
amended, is hereby further amended and revised as follows:

5-2-5. – LICENSE FEES.

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

- (A) For each and every building containing a use as set forth in Section 1 of this
Chapter, one hundred fifty ~~sixty-six~~ dollars (~~\$15066.00~~).
- (B) Buildings containing a use as set forth in Section 1 of this Chapter, twenty-eight
~~six~~ dollars (~~\$286.00~~) per roomer, guest or transient occupant.
- (C) Late Payment Penalty: Failure to pay the annual fee for any such license within
six (6) weeks of license expiration shall result in an additional late charge of thirty
percent (30%).

SECTION 2: All ordinances or parts of ordinances in conflict herewith are
hereby repealed.

SECTION 3: If any provision of this ordinance or application thereof to
any person or circumstance is held unconstitutional or otherwise invalid, such invalidity
shall not affect other provisions or applications of this ordinance that can be given effect
without the invalid application or provision, and each invalid provision or invalid
application of this ordinance is severable.

SECTION 4: This Ordinance 137-O-17 shall be in full force and effect on January 1, 2018, after its passage, approval, and publication in the manner provided by law.

SECTION 5: The findings and recitals contained herein are declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.

Introduced: _____, 2017

Approved:

Adopted: _____, 2017

_____, 2017

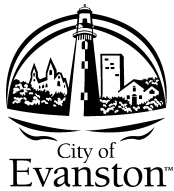
Stephen H. Hagerty, Mayor

Attest:

Approved as to form:

Devon Reid, City Clerk

W. Grant Farrar, Corporation Counsel



Memorandum

To: Honorable Mayor and Members of the City Council

From: Erika Storlie, Deputy City Manager/Director of Administrative Services
Jill Velan, Parking Division Manager

Subject: Ordinance 127-O-17, Amending Evanston City Code 10-11-17, "Parking Violation Penalties" to Increase the Fine for Street Cleaning Parking Violations by Five Dollars to Forty Dollars

Date: November 15, 2017

Recommended Action:

Staff recommends that the City Council adopt Ordinance 127-O-17, amending portions of City Code Section 10-11-17, Schedule XVII, Parking Violation Penalties to increase the fine for street sweeping violations by five (\$5) to forty dollars (\$40) effective January 1, 2018.

Funding Source:

General Fund Revenue (Account 100.19.1941.52505)

Livability Benefit:

Innovation & Process: Support Local Government Best Practices and Processes

Summary:

As part of the 2018 Proposed Budget staff is recommending that parking fines for street sweeping violations be increased by five (\$5) to forty dollars (\$40). Below is a list of some comparable fines for like violations.

Current Street Sweeping Violation Fines

City	Fine
Evanston	\$35
Oak Park	\$40
Chicago	\$60
Skokie	N/A
Wilmette	N/A

The fines listed above are base fines without late penalties. There are no recommended late penalty increases at this time. The current late penalty is an additional thirty dollars (\$30.00) if paid after the expiration of twenty-one (21) days following issuance of a final determination of liability.

The last increase for this violation was in effect on October 5, 2015, Ordinance 110-O-15.

The City has offered email and text message reminders for street sweeping to residents for the past 4 years. Currently over 23,000 residents receive notifications of upcoming street sweeping activity on the day before it occurs so that they may move their vehicles. Residents can call 311 to have their email address or phone number added to the list or they may sign up online.

Attachments

Ordinance 127-O-17

127-O-17

AN ORDINANCE

Amending Evanston City Code 10-11-17, "Parking Violation Penalties,"
To Increase the Fine for Street Cleaning Regulation Parking Violations
from Thirty Five Dollars to Forty Dollars

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
EVANSTON, COOK COUNTY, ILLINOIS:**

SECTION 1: Subsection 10-11-17(D) of the Evanston City Code of 2012,

as amended, is hereby further amended and revised as follows:

- (D) Fine of thirty-five dollars (\$35.00) plus thirty dollars (\$30.00) additional penalty if paid after the expiration of twenty-one (21) days following issuance of a final determination of liability:

SCHEDULE XVII (D): PARKING VIOLATION PENALTIES	
1. Parked in violation of street cleaning regulations	10-4-12
1.2. Parked under fire escape	10-4-1(A)(12)
2.3. Parked left wheel to curb on two-way street or parked more than 12 inches from curb	10-4-8
3.4. Parked for selling merchandise from vehicle	10-4-3(B)
4.5. Parked within an intersection	10-4-1(A)(3)
5.6. Parked on or within a crosswalk	10-4-1(A)(4)
6.7. Parked within 20 feet of a crosswalk	10-4-1(B)(3)
7.8. Parked within 30 feet of traffic control device	10-4-1(B)(4)
8.9. Parked within 50 feet of railroad crossing	10-4-1(C)(1)
9.10. Parked within 20 feet of fire station driveway or within 75 feet of fire station entrance on opposite side of street	10-4-1(B)(5)
10.11. Leaving vehicle unattended with motor running	10-4-9
11.12. On a sidewalk in such a way as to obstruct any portion thereof	10-4-1(A)(2)
12.13. Parked on a parkway	10-4-1(A)(11)
13.14. Parked in violation of "passenger vehicle parking only" for vehicles longer than 25 feet	10-4-5-3
14.15. Nonmotorized vehicle parked between 9:00 p.m. and 6:00 a.m.	10-4-3(D)

SECTION 2: Section 10-11-17 of the Evanston City Code of 2012, as amended, is hereby further amended to add Subsection 10-11-17(D.1) as follows:

(D.1) Fine of fifty dollars (\$40.00) plus thirty dollars (\$30.00) additional penalty if paid after the expiration of twenty-one (21) days following issuance of a final determination of liability:

<u>SCHEDULE XVII (D.1): PARKING VIOLATION PENALTIES</u>	
<u>1. Parked in violation of street cleaning regulations</u>	<u>10-4-12</u>

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4: If any provision of this ordinance or application thereof to any person or circumstance is held unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this ordinance is severable.

SECTION 5: This Ordinance 127-O-17 shall be in full force and effect on January 1, 2018, after its passage, approval, and publication in the manner provided by law.

SECTION 6: The findings and recitals contained herein are declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.

Introduced: _____, 2017

Approved:

Adopted: _____, 2017

_____, 2017

Stephen H. Hagerty, Mayor

Attest:

Approved as to form:

Devon Reid, City Clerk

W. Grant Farrar, Corporation Counsel