



Administrative Services





Outline

- Department/Divisions
 - Purpose
 - Primary Functions
 - Revenues and Expenses
 - Staffing



Department/Divisions

- City Clerk
- City Manager's Office
 - Technology (BPAT)
- Finance
- Human Resources
- Law



City Clerk's Office

- Purpose: The Clerk's Office is the depository of all City related information. This Office is the caretaker of the City's documents.

It is through this office that all FOIA requests begin and end, where storage and safekeeping of all Council, Board, Committees, and Commissions minutes reside.



City Clerk's Office

Primary Services:

- Supply information from requests (FOIA)
- Collect Funds (RETT)
- Notary
- Certifications
- Sale of maps, code books, etc.
- Budget preparation
- Issue Temp. Handicap Placards
- Register Voters and Early Voting
- The safekeeping of all Ordinances and Resolutions
- Prepares yearly calendar for meetings
- Updates committee events
- Records and delivers legal documents



City Clerk's Office

- Revenue:
 - \$13,700
 - Code sales
- Expenses:
 - \$172,500
- Staffing:
 - Rodney Greene, City Clerk
 - Elaine Autwell, Deputy Clerk



City Manager's Office

- Purpose:
 - To oversee the day-to day administrative and operational functions of the City of Evanston, under the policy direction set by the Evanston City Council.
 - To review and execute long range plans related to capital and infrastructure as approved by the Evanston City Council.
 - To adapt City operations to meet the needs of the Community as outlined by the Evanston City Council.



City Manager's Office

- Primary Services:
 - Provides advice and recommendations to City Council
 - Develops City Council Agenda
 - Implements immediate and long range City priorities
 - Establishes procedures to deliver services to City residents
 - Supervises all City departments
 - Disseminates City information via various outlets
 - Coordinates large-scale economic development projects
 - Monitors legislation in Springfield and D.C.
 - Staffs the Liquor Commission
 - Responds to resident inquiries



City Manager's Office

- Revenue:
 - \$2,477,900
 - Liquor Sales Tax
- Expenses:
 - \$1,824,600
- Staffing:
 - City Manager
 - Assistant City Manager
 - Assistant to the City Manager
 - Liquor/Special Projects Coordinator
 - Public Information Officer
 - Executive Assistants
 - Executive Secretary
 - 8.2 FTEs
 - 1 Vacancy



City Manager's Office – Technology (BPAT)

- **Purpose:**

To provide responsive and valued technology services that are innovative and cost-effective.

- **Primary Services Areas:**

- Service Desk Team
- Infrastructure Team
- Project Management Team
- GIS and Development Team



City Manager's Office – Technology (BPAT)

- Primary Services:

- General Service Desk
- Technology Projects and Implementations
- Project Management
- Application Administration
- GIS Services
- Phone Administration
- Server Administration
- Documentation Development
- Network Administration
- Technology Purchasing
- Technology Research and Development
- Desktop & Laptop Administration
- Training
- Web Development & Design
- GIS Administration
- Database Administration
- Web Administration
- Application Development
- Computer and Data Security
- Backup and Recovery
- Camera Administration



City Manager's Office – Technology (BPAT)

- Revenue:
 - \$0.00
- Expenses:
 - \$3,139,900
 - Staffing, computer licensing and support and hardware
- Staffing:
 - Information Systems Manager
 - Assistant system Administrator
 - Application Architect
 - Network Administrator
 - Operations Coordinator
 - Systems Programmer
 - Tech Support Specialists
 - Web Developer
 - GIS Manager
 - GIS Analysts
 - IS Trainer
 - Management Analyst
 - Project Manager
 - 19.5 FTEs
 - 2.5 Vacancies



Finance

- **Purpose:**

- The Finance Department is responsible for the central financial functions of the City.
- Duties include providing technical support on financial matters including payroll, accounts payable, revenue collection and participating in the formulation and execution of the City's financial policies. The main switchboard and mailroom functions, adjudication hearings, and budget preparation and monitoring are also a functions of the Finance Department.



Finance

- Primary Services:
 - Annual budget (adopt resolution)
 - Comprehensive Annual Financial Report
 - Annual revenue certification report
 - Annual treasurer's report
 - Annual police/fire certification reports
 - Annual property tax levy
 - Annual TIF comptroller reports
 - Quarterly Financial Reports
 - Monthly expense and revenue tracking
 - Administer and maintain purchasing policies and procedures
 - Payroll tax returns to Federal and State
 - W2s/1099s
 - Arbitrage rebate analysis and debt administration
 - Weights & measures inspections
 - MWEBE - LEP
 - Contractual payment processing (debt, Econ. Development agreements)
 - Grant proceeds audit/oversight (single audit)
 - Paycheck processing
 - Accounts payable processing
 - Revenue collections
 - Adjudication hearings



Finance

- Revenue:
 - \$150,000 Admin Fines
 - \$2,700,000 Vehicle Stickers
- Expenses:
 - \$5,269,000
 - Includes \$2,225,000 in interfund transfers
- Staffing in 7 divisions
 - Finance Administration (3 FTE)
 - Accounting & Accounts Payable (6 FTE)
 - Collections (9 FTE)
 - Purchasing (3.5 FTE)
 - Payroll (2.0 FTE)
 - Budget (2.0 FTE)
 - Administrative Adjudication (3.0 FTE)
 - 28.5 FTEs
 - 4 Vacancies



Human Resources

- Purpose:
 - To recruit, retain and retire all City staff. To comply with all applicable Federal, State and Local regulations.
- Mission Statement:
 - To provide exceptional human resources services with integrity in a courteous and efficient manner.

Human Resources:

- Primary Services:
 - Recruitment
 - Testing
 - Selection
 - Position Classification
 - HRIS Administration
 - TALEO
 - Salary Administration
 - Payouts
 - Promotion
 - Performance Evaluation
 - Training
 - Leadership Development
 - Benefits Administration
 - Wellness
 - Benefits Fair
 - Workers Compensation
 - Employee Safety
 - Succession Planning
 - Employee Relations
 - Public Service Week
 - Disability
 - Discipline
 - Diversity and Inclusion
 - Diversity Council
 - Employee Problems
 - EAP
 - Labor Relations
 - Negotiations
 - Grievance Administration
 - Compliance
 - ADA, FMLA, FLSA, EEOC, DOT, Rules and Regulations



Human Resources

- Revenue:
 - \$0.00
- Expenses:
 - \$2,274,500
 - \$845,300
(Total Fund Payouts for sick and vacation accruals, etc.)
 - Two staff are budgeted in Insurance Fund
- Staffing:
 - Director
 - Organizational Development Manager
 - Employee Relations Manager
 - Compensation and Benefits Manager
 - Human Resources Specialists
 - Human Resources Assistants
 - 8 FTEs
 - 1 Vacancy



Law

- Purpose:
 - Provides legal advice and/or opinions to the City Council and standing committees, City manager, City staff, elected officials and City board and commissions.

Law

- Primary Services:
 - Provides counseling
 - Drafts and reviews all ordinances and resolutions
 - Conducts legal research
 - Prosecutes claims – administrative review, traffic and housing
 - Administration of general liability claims
 - Administers garnishments
 - Attends Due Cause Board meetings
 - Supervises general litigations matters:
 - General tort litigation
 - Personal injury
 - Property damage
 - Employment discrimination
 - Civil rights
 - Special assessments
 - Prepares and/or reviews all contracts, leases, easements and plats
 - Attends administrative hearings



Law

- Revenue:
 - \$49,000
 - Damage to City property
- Expenses:
 - \$698,800
- Staffing:
 - First Assistant Corporation Counsel
 - Assistant Corporation Counsel
 - Staff Attorneys
 - Executive Secretaries
 - 6 FTEs
 - 1 Vacancy