



City of Evanston

City Manager's Office

<p>Department Overview</p>	<p>Purpose: The City Manager's Office is responsible for the overall administration of all City services. Working with all Department Directors and Chiefs, the City Manager is responsible for the execution of all programs in accordance with City Council policies and direction. The City Manager's Office also includes the Public Information office, and the Sustainability program.</p> <p>Primary Services/Divisions: The primary services of the department are:</p> <ul style="list-style-type: none"> • City Manager (7.2 FTE) • Public Information (1.0 FTE) • Sustainability(1.0 FTE) <p>Number of Full-time Positions: 9.2 (positions are split between City Managers office and other departments)</p> <p>Number of Part-time Positions: 0</p> <p>List of Committees/Boards that require staff assistance:</p> <p>The City Manager's office provides support to many of the over 30 City Committees, Commissions, and Boards. Working with the City Clerk and Mayor's office, all calendars are coordinated and scheduled in accordance with the Open Meetings Act.</p>
<p>Mandated vs. Non-Mandated Services</p> <p>(Required by Federal/State/ or Local Legislation)</p>	<p>Mandated Services and required reporting are categorized into the actual departments responsible for these services and reports.</p> <ul style="list-style-type: none"> ▪ Coordination and review of all agenda items delivered to the City Council, and the standing committees of the Council (Administration and Public Works, Planning and Development, Human Services, and Rules). ▪ Implementation of the City's Strategic Plan ▪ Customer Service Review and Aldermanic Communications ▪ Service review and staff/re-assignment as needed within budgetary guidelines ▪ Annual budget (adopt resolution) ▪ Quarterly Financial Reports ▪ Department by department review of operations ▪ Leadership training ▪ Move toward paperless and sustainable operating procedures ▪ Administer all aspects of Liquor Commission operations ▪ Administer all press releases and quarterly newsletters ▪ Liaison with multiple City organizations including the Chamber of Commerce, EVMARK, and Northwestern University



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Financial Summary

FY 09-10 Department Specific Revenues	\$ 437,900
FY 09-10 Budgeted Expenses:	\$1,824,000
Variance:	\$(1,386,100)

Department Specific Revenues:

Revenue Type	Amount
Liquor License	\$ 437,900