

SLAVIN MANAGEMENT CONSULTANTS  
**CITY OF EVANSTON, ILLINOIS**  
**FINANCE DIRECTOR**

**EVANSTON, ILLINOIS**

The City of Evanston constitutes many communities, perspectives and qualities: it is a suburb, an urban center, a college town and lake-front community; it has leafy neighborhoods and lake-front mansions and apartment, condominium and student housing; its residents are commuters and locally employed workers; the downtown is prospering, but neighborhood commercial centers are also strong and developing. It is a part of the Chicago-land economy and has a

vigorous commercial and professional economy of its own. A population of approximately 75,000 is diverse by race, religion, age, education, economics and occupation. The City has over 260 acres in 75 parks and 5 beaches. The City has four miles of shoreline along Lake Michigan.

Evanston is contiguous with Chicago and only 13 miles by rapid transit, commuter rail, expressway or parkway from downtown Chicago.

Evanston is the home of Northwestern University,

so named as it was established to serve the Northwest Territory.

About 4,000 students live in university housing; another 900 live in fraternities and sororities. Roughly 800 live in graduate student-housing complexes and 3,500 live off-campus in Evanston.

FEBRUARY 2008

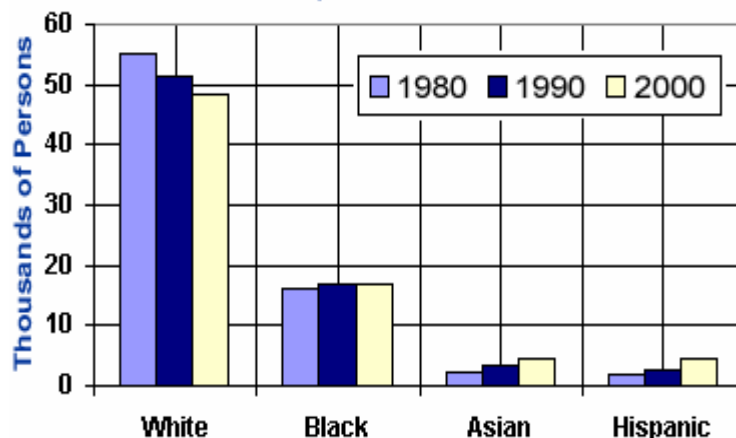
**EVANSTON, ILLINOIS:**

- *Is a highly stable "home rule" municipal government*
- *Has excellent recreation and cultural amenities*
- *Provides citizens with a "home town" feeling encouraging their direct voice in city government*
- *Is a great "family" community*
- *Has an outstanding educational system*
- *Is where the community supports its government.*

**SELECTED EVANSTON FACTS**

Population (2006 Est.)	75,543
Area (sq. miles)	8.5
Households	29,651
Per Capita Income	\$33,645
Median Household Income	\$58,940
Median Age of Population	32.5
Residents with College Degree's	62.4%
Unemployment Rate	4.7%
Avg. Single Family Home Cost	\$372,500
Acres of Parks	268
Miles of Streets	147
City's Water Utility Serves	218,915

**Racial Composition, 1980, 1990 & 2000**



\*(Hispanic origin may be of any race)

## ABOUT THE POSITION OF FINANCE DIRECTOR

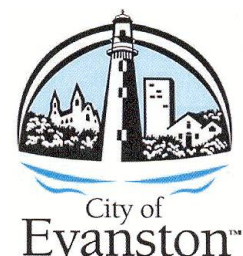
- Supervises Division Managers in Accounting, Payroll, Revenue, Purchasing/Accounts Payable and Budget; assigns projects and activities; monitors work activity, evaluates performance, initiates and/or reviews discipline; hires and approves hiring of other employees by Division Managers.
- Oversees preparation of the Comprehensive Annual Financial Report and other financial and statistical reports. Coordinates audit with CPA firm to include preparation of reports and correspondence. Uses result of the audit to improve processes and accounting methods.
- Monitors the cash position of City funds. Prepares cash forecasts and compares actual cash flow to forecasts for City funds as needed.
- Invests excess cash in accordance with approved policies. Monitors both short- and long-term investments on a daily basis to ensure resources are secure and earning a competitive return.
- Administers debt programs in accordance with City policy. Arranges the sale of City debt as required to fund the Capital Improvement Program. Oversees the preparation of financial data for inclusion in the Debt Official Statements and in credit reports to Moody's Investor Services, Fitch, and other credit rating agencies.
- Assists the City Manager in the preparation of the annual budget. Prepares revenue estimates for the General Fund and other funds of the City. Prepares the annual budget for the various funds, including the Police and Firefighters' Pension Funds and enterprise funds.
- Responsible for Tax Increment Financing District accounting and financial management.
- Serves on the Capital Improvement Program team. Plans the funding for the program in keeping with City Council budget policy.
- Provides technical support and participates in the formulation and execution of the City's financial policies.
- Provides technical support and participates in the analysis of economic development proposals; provides staff support as appropriate to the Economic Development Committee.
- Directs the formulation of financial analyses, reports, work programs and informational summaries; interprets and summarizes such studies, including quarterly budget and investment reports.
- Works with other Department Directors and managers to coordinate financial policies and procedures within overall City goals, objectives, policies and practices.
- Attends night and weekend meetings as required.



## QUALIFICATIONS

Requires a Bachelor's degree in finance, accounting or related discipline from an accredited college or university; master's degree in finance, accounting or public administration preferred; CPA preferred.

Requires eight to ten years of increasingly responsible experience in government/municipal finance administration or accounting, including five years of supervisory and upper management responsibility.



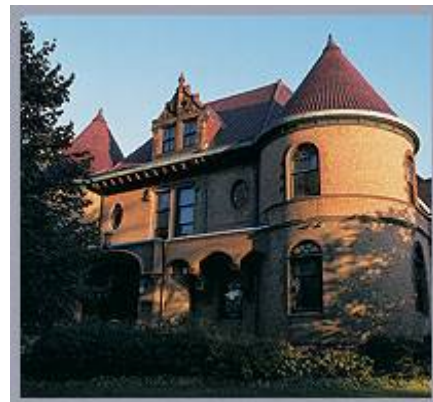
## EVANSTON'S MUNICIPAL GOVERNMENT

The City is a home rule municipality under the Illinois Constitution. As such, it has no tax rate or debt limits, nor is it required to conduct a referendum to authorize the increase of debt or the imposition of real property taxes.

The City has a Council/Manager form of government with an elected Mayor. The Mayor is elected for a four-year term. The Aldermen each represent one of nine wards and are elected to terms of four years. The City Council is organized into standing committees: Administration and Public Works, Human Services, Planning and Development and Rules. The City Council has also established several special committees and commissions and advisory boards.

The City Manager is the Chief Administrative Officer of the City and is responsible for the management of all City operations under the direction of the City Council. The City Manager appoints directors of the City's twelve departments. The Finance Director is responsible for the central financial functions of the City.

The City provides a broad range of municipal services including police and fire protection, streets and parking, water and sewer service, sanitation, public libraries, social services, health and services for the aging, beaches, parks and cultural events. The City is engaged in assisting in community and economic development and maintains



History Center

land use controls. Evanston has a Triple "A" bond rating.

## ABOUT THE FINANCE DEPARTMENT

The Finance Department is a service department that assists both external and internal customers.

The Department serves as the main billing and collection agent of the City. Items such as vehicle stickers applications and collections are conducted in the Department. Additional revenue collection areas the Department performs, in part or whole, are water bills, parking tickets, business license and other miscellaneous billings.

Its Budget Office prepares the annual City Budget. Responsibilities include balancing revenues and expenditures and developing program objectives and producing the proposed and approved budgets.

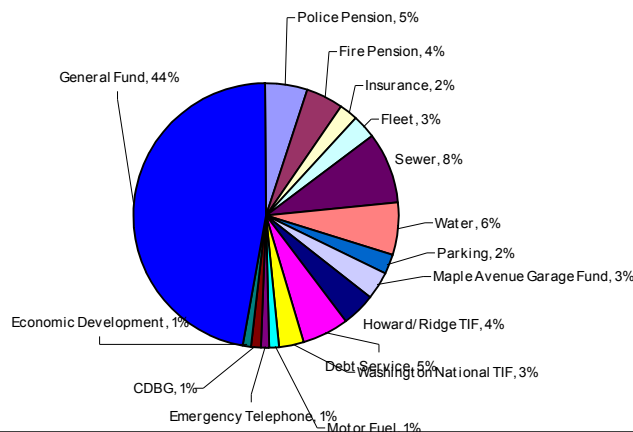
Internally, the Department provides services to other departments such as payroll, accounting, accounts payable, and purchasing and coordinates the City's Minority/Women/Evanston Based Business program.

The City's fiscal year begins on March

1 of each year. The operating budget includes proposed expenditures and the means of financing those expenditures. The City Manager is authorized to transfer budgeted amounts between departments within any fund (such as the General Fund); however, any revisions that alter the total expenditures of any fund must be approved by the City Council.

The proposed FY 2008-2009 total Operating Budget is \$213,674,000 of which \$94,562,000 supports the General Fund.

### 2008 - 2009 Summary of Funds



SLAVIN MANAGEMENT  
CONSULTANTS

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THE NATION'S PREMIER  
GOVERNMENTAL CONSULTING FIRM

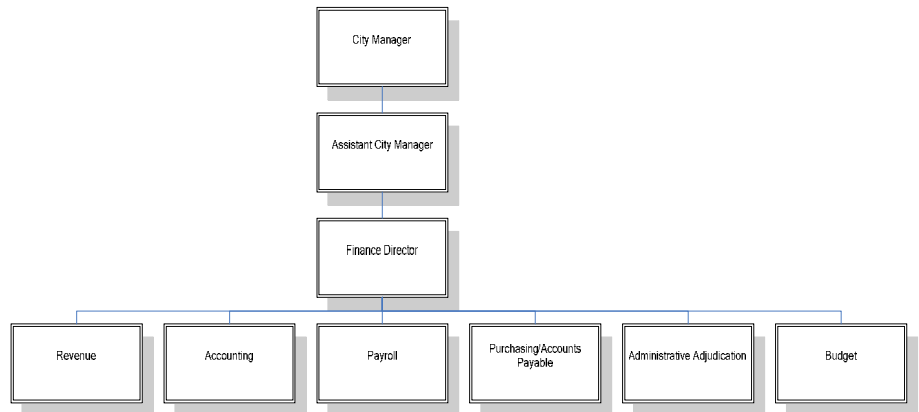
VISIT EVANSTON ON THE  
WEB AT [www.cityofevanston.org/](http://www.cityofevanston.org/)

DEPARTMENT PERFORMANCE AND INITIATIVES

**Examples 2008-2009 Department Initiatives**

- Implement Payroll Disaster Plan
- Implement new Parking Citation Management System
- Implement new Utility Billing Software during Fall 2008
- Implementation of Revenue Division related licensing/Permit Management System
- Complete research and make recommendation for comprehensive Accounts Receivable (AR) software system.
- Continue training users on IRIS system
- Continue Investigating Revenue Enchainment Options
- Continue Working on Pension Obligation Funding.

ORGANIZATIONAL STRUCTURE



TO BECOME A CANDIDATE

*For immediate consideration, send confidential resume to:*

Robert E. Slavin, President

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**AN EQUAL OPPORTUNITY RECRUITER/EMPLOYER**

**Compensation**

The City will provide a highly competitive salary and benefit package. The current salary range is \$96,720 to \$138,320.

