

Fund:

GENERAL

Department:

GENERAL GOVERNMENT

Division:

CITY MANAGER

Division No.: **40001**

MISSION:

The mission of the Office of the City Manager is to provide Carbondale's City Government with professional public administration in a responsive, effective and efficient manner utilizing available resources to provide a full range of municipal services for the community.

SERVICES:

The City Manager is the executive head of City Government and provides overall administrative direction for City Government. The Office provides for business and economic development; formulates and prepares City Council Agendas; processes parade, street light, and sidewalk sale permits; edits and publishes the *Carbondale Communiqué*; and provides assistance to citizens regarding complaints and concerns.

SIGNIFICANT GOALS AND OBJECTIVES:

GOAL:

A. Assist the City Council in evaluating community needs and in developing action plans to address those needs

Objective:

1. Keep the City Council apprised of issues, opportunities and challenges facing the City

Strategies:

- a. Provide the City Council with written reports on a regular basis identifying areas where policy direction may be needed
- b. Provide comprehensive staff reports prior to City Council meetings that address alternatives, fiscal impacts and recommendations
- c. Provide the City Council with input from advisory boards and commissions and the public that may be directed to the City Manager's Office

Objective:

2. Increase the City Council's capabilities to provide leadership and policy direction on issues pertaining to City government

Strategies:

- a. Provide information to the Mayor and City Council Members regarding methods that can strengthen their roles as policy makers
- b. Encourage City Council Members to identify and articulate their goals

GOAL:

B. Increase the effectiveness and productivity of all City employees

Objective:

1. Provide training opportunities for employees

Strategies:

- a. Encourage Department and Division heads to participate in professional associations and meetings
- b. Provide in-house training workshops for all employees
- c. Encourage management innovation by focusing on ways to improve operations and services
- d. Recognize employees for successful innovation and productivity improvements

Objective:

2. Encourage employee participation in management decisions and programs

Strategies:

- a. Utilize focus groups on workplace issues
- b. Enhance the effectiveness of standing employee committees in the areas of safety and employee recognition and benefits

GOAL:

C. Enhance the City government's effectiveness and reputation as a responsive, service and action oriented organization

Objective:

1. Provide a means for citizens to notify the City regarding complaints and/or special problems

Strategies:

- a. Maintain a Citizens Assistance Program that promptly addresses complaints and special problems
- b. Refer problems and requests for service received from citizens to appropriate City departments
- c. Continue to utilize tracking methods to assure follow up on citizen complaints and communicate solutions(s) to citizens

Objective:

2. Inform the public of issues to be discussed and encourage their participation in decision-making

Strategies:

- a. Utilize the CityVision 16 Cable Channel, AM 1620 and www.explorecarbondale.com to inform the public of meetings and agendas
- b. Work with the Chamber of Commerce, Carbondale Main Street, Southern Illinois University Carbondale Administration, Southern Illinois University Carbondale student government, neighborhood organizations and other special interest groups to obtain input on various public issues
- c. Encourage and facilitate the establishment of neighborhood associations

Objective:

3. Continue public relations efforts to highlight City government achievements

Strategies:

- a. Increase publicity about positive aspects of City government through brochures, the *Carbondale Communique* and other printed material
- b. Publish an annual report to citizens highlighting accomplishments, prudent expenditure of funds and community improvements

GOAL:

- D. Increase the economic well-being of community residents

Objective:

1. Promote Carbondale as a community for economic opportunity

Strategies:

- a. Represent the City on economic development agency boards including the Carbondale Business Development Corporation, Jackson Growth Alliance Board and the Southern Illinois Research Park Board
- b. Represent the City's interests on economic development projects
- c. Provide a pro-business atmosphere by assisting developers and businesses through economic development programs and City services

GOAL:

- E. Manage City government in a fiscally sound and responsible manner

Objective:

1. Present an annual budget that maintains quality City services in an efficient and cost effective manner

Strategies:

- a. Review expenditures to assure they are essential in the delivery of services to citizens
- b. Review staffing levels and organizational structure to assure the delivery of services is done in the most efficient manner

Objective:

2. Maintain established minimum fund balances in the City's operating funds

Strategies:

- a. Review monthly financial reports on revenues and expenditures
- b. Review division expenditures monthly to assure the integrity of the Budget
- c. Provide City Council with quarterly division expenditure reports

PROGRAM HIGHLIGHTS:

The City Manager and City staff assisted the City Council in establishing goals, objectives and strategies.

The City Manager works toward meeting the community's goals including economic development, increasing community pride, improving public communications and

public relations, continuing employee recognition and development and developing neighborhood improvements and neighborhood pride.

The City Manager will work closely with the City Council to implement policies and further develop long-term Community Goals and Objectives.

The City Manager serves on the Board of Directors of the Carbondale Business Development Corporation, the Southern Illinois Research Park, and the Jackson Growth Alliance Board and is actively involved in all major economic development initiatives.

In FY 2014, An Assistant to the City Manager will be added to oversee contracts with community agencies and organizations and oversee special projects.

NUMBER OF FULL-TIME EQUIVALENT EMPLOYEES:

POSITION TITLE	ACTUAL FY 2012	AUTHORIZED BUDGET FY 2013	ESTIMATED ACTUAL FY 2013	BUDGET FY 2014	\$ AMOUNT BUDGET FY 2014
City Manager	0.98	1.00	1.00	1.00	\$108,075
Assistant to City Manager	0.00	0.00	0.00	1.00	\$35,496
Administrative Assistant	1.00	1.00	1.00	1.00	\$47,586
TOTAL	1.98	2.00	2.00	3.00	\$191,157

Fund: GENERAL**Division: MAYOR and COUNCIL****Department: GENERAL GOVERNMENT****Division No: 40000**

EXPENDITURE CLASSIFICATION	ACTUAL FY2012	AUTHORIZED	ESTIMATED	BUDGET FY2014
		BUDGET FY2013	ACTUAL FY2013	
PERSONAL SERVICES				
120 Elected Officials Salaries	33,850	34,200	34,200	34,200
130 Employee Health Ins. Benefits	14,443	30,086	14,839	13,355
131 Employee Retirement Benefits	3,114	3,726	3,763	3,836
140 Employee Work. Comp. Benefits	224	248	193	101
TOTAL PERSONAL SERVICES	51,631	68,260	52,995	51,492
DIRECT OPERATING CHARGES & SERVICES				
220 Communications-Telephone	785	1,000	175	675
222 Communications-Postage	193	1,000	200	600
240 Travel, Conferences, Training	2,508	9,250	5,000	14,500
270 Outside Printing Services	352	500	200	400
271 Other Outside Services	38	1,750	1,250	10,750
272 Office Supplies	566	1,164	500	910
273 Operating Supplies & Materials	788	1,100	1,000	1,200
280 Subscriptions and Memberships	4,526	6,555	4,846	5,390
299 Operating Equipment	300	0	0	0
TOTAL DIRECT OPER. CHRGS & SRVCS	10,056	22,319	13,171	34,425
TOTAL EXPENDITURES	61,687	90,579	66,166	85,917