

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 appraised 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 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.

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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 and the Southern Illinois Research Park and is actively involved in all major economic development initiatives.

In FY 2015, the position of Economic Development Coordinator was transitioned into the position of Assistant City Manager for Economic Development. The re-creation of this position will allow the City Manager to divest the office of certain responsibilities and oversight of special projects.

In FY 2016, a comprehensive review of the management and staffing of all departments within the City of Carbondale will be completed.

NUMBER OF FULL-TIME EQUIVALENT EMPLOYEES:

POSITION TITLE	ACTUAL FY 2014	AUTHORIZED BUDGET FY 2015	ESTIMATED ACTUAL FY 2015	BUDGET FY 2016	\$ AMOUNT BUDGET FY 2016
City Manager	1.00	1.00	1.00	1.00	\$107,114
Administrative Assistant	1.00	1.00	1.00	1.00	\$51,010
TOTAL	2.00	2.00	2.00	2.00	\$158,124

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EXPENDITURE CLASSIFICATION		ACTUAL FY2014	AUTHORIZED BUDGET FY2015	ESTIMATED ACTUAL FY2015	BUDGET FY2016
PERSONAL SERVICES					
100	Employee Salary and Wages	154,315	159,826	156,654	158,124
101	Accrued Sick Leave	0	0	0	0
102	Accrued Vacation Leave	(791)	0	0	0
110	Employee Overtime	0	0	0	0
130	Employee Health Ins. Benefits	27,453	27,682	27,453	28,991
131	Employee Retirement Benefits	34,502	36,388	35,419	34,225
140	Employee Work. Comp. Benefits	461	522	462	365
150	Special Contractual Benefits	12,682	15,764	15,669	15,733
TOTAL PERSONAL SERVICES		228,622	240,182	235,657	237,438
DIRECT OPERATING CHARGES & SERVICES					
210	Publishing and Filing fees	593	0	0	0
220	Communications-Telephone	1,009	1,008	1,004	1,008
222	Communications-Postage	45	100	83	100
240	Travel, Conferences, Training	6,664	13,975	11,000	6,025
270	Outside Printing Services	0	200	68	200
272	Office Supplies	1,592	1,626	1,900	1,626
273	Operating Supplies & Materials	1,881	500	300	500
280	Subscriptions and Memberships	1,359	2,065	1,958	2,065
299	Operating Equipment	4,742	0	0	0
TOTAL DIRECT OPER. CHRGS & SRVCS		17,885	19,474	16,313	11,524
TOTAL EXPENDITURES		<u>246,507</u>	<u>259,656</u>	<u>251,970</u>	<u>248,962</u>