

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, 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, the position of Assistant to the City Manager was not filled. In FY 2015, the office of the City Manager will utilize graduate interns from Southern Illinois University to oversee contracts with community agencies and organizations and special projects.

***NUMBER OF FULL-TIME EQUIVALENT EMPLOYEES:***

<b>POSITION TITLE</b>	<b>ACTUAL FY 2013</b>	<b>AUTHORIZED BUDGET FY 2014</b>	<b>ESTIMATED ACTUAL FY 2014</b>	<b>BUDGET FY 2015</b>	<b>\$ AMOUNT BUDGET FY 2015</b>
City Manager	0.98	1.00	1.00	1.00	\$108,816
Assistant to the City Manager	0.00	1.00	0.00	0.00	\$0
Administrative Assistant	1.00	1.00	1.00	1.00	\$51,010
<b>TOTAL</b>	1.98	3.00	2.00	2.00	\$159,826

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EXPENDITURE CLASSIFICATION	ACTUAL FY2013	AUTHORIZED BUDGET FY2014	ESTIMATED ACTUAL FY2014	BUDGET FY2015
<b>PERSONAL SERVICES</b>				
100 Employee Salary and Wages	151,198	189,157	156,760	159,826
101 Accrued Sick Leave	0	0	0	0
102 Accrued Vacation Leave	(523)	0	0	0
110 Employee Overtime	0	0	0	0
130 Employee Health Ins. Benefits	30,279	34,131	27,453	27,682
131 Employee Retirement Benefits	32,364	39,600	35,481	36,388
140 Employee Work. Comp. Benefits	980	480	483	522
150 Special Contractual Benefits	9,529	15,742	15,703	15,764
<b>TOTAL PERSONAL SERVICES</b>	<b>223,827</b>	<b>279,110</b>	<b>235,880</b>	<b>240,182</b>
<b>DIRECT OPERATING CHARGES &amp; SERVICES</b>				
210 Publishing and Filing fees	2,429	0	350	0
220 Communications-Telephone	1,263	660	1,005	1,008
222 Communications-Postage	474	250	57	100
240 Travel, Conferences, Training	2,922	6,220	8,700	13,975
270 Outside Printing Services	0	200	50	200
271 Other Outside Services	1,060	0	0	0
272 Office Supplies	1,947	1,826	1,626	1,626
273 Operating Supplies & Materials	243	2,500	2,500	500
280 Subscriptions and Memberships	1,980	2,250	2,010	2,065
299 Operating Equipment	1,020	0	5,279	0
<b>TOTAL DIRECT OPER. CHRGS &amp; SRVCS</b>	<b>13,338</b>	<b>13,906</b>	<b>21,577</b>	<b>19,474</b>
<b>TOTAL EXPENDITURES</b>	<b>237,165</b>	<b>293,016</b>	<b>257,457</b>	<b>259,656</b>