

Department Program Listing - By Type of Mandate

Federal/State Mandate

Airport

- Airfield Lighting
- Maintenance of runways, taxiways and airfield operating areas
- Monitor pavement conditions
- Pavement maintenance and marking
- Provide crash, fire and rescue services
- Provide fire and law enforcement protection
- Snow removal on runways, taxiways and airfield operating areas

City Clerk

- Council meeting minutes and records management
- Distribute contracts
- Ensure public hearing notices are published
- Notify agencies; etc. as follow up to council meeting actions
- Record Documents
- Secretary to the Board of Adjustment

City Council

- Board of Adjustment
- Other Boards/Commissions
- Planning & Zoning Commission
- Records management

Emergency Management

- Coordinate and maintain NIMSCAST Federal reporting requirements.
- Mitigation, preparedness, response and recovery for any catastrophic event

Finance

- Accounts Payable
- DBE/EEO/Title VI Compliance
- Financial Reporting/bank reconciliation
- Medicare, Medicaid & SCHIP Extension Act 2007
- Payroll

Fire

- Bomb squad
- Fire investigations
- Fire prevention education
- IST participation and support
- Mitigate Hazardous Materials spills
- NIMS compliance training
- PIO

Department Program Listing - By Type of Mandate

Federal/State Mandate

Human Resources

- Recruitment Advertisement/AA/EEO
- Selection - Drug testing
- Selection AA/EEO
- Selection E-verify/I-9

Parks and Recreation - General Fund

- Operation and maintenance of Parks acquired or developed with federal grants
- Records management

Planning

- Annual Community Development Action Plan
- CATSO Long Range Transportation Plan
- CATSO Metropolitan Planning Organization
- CATSO Transportation Improvement Program
- CATSO Unified Planning Work Program
- Consolidated Annual Performance evaluation Report
- Consolidated Housing and Community Development Plan
- HOME CHDO funding

Police

- Alcohol Enforcement Activities
- All paperwork processing of all police activity
- Alternative Sentencing Program
- Code Red (Homeland Security, Critical Incidents)
- Domestic Violence Enforcement Unit
- FBI Uniform Crime Reporting
- Interagency Major Case Squad
- Mustang interagency task force
- Special Assignments (sporting events and facilities, parades, festivals, and other community events, various enforcement grants to include speed enforcement, DWI enforcement, etc.)
- Training recordskeeping

PSJC

- Regularly test outdoor emergency sirens

PW Non-Motorized Grant

- Non-Motorized Transportation Pilot Project Program

Transit

- Saturday Fixed Routes (Six)
- Saturday para-transit service

Department Program Listing - By Type of Mandate

Local

City Clerk

- Elections
- Petition Filings

City Council

- Adopt Budget
- Airport Advisory Board
- Appoint City Manager, City Clerk, and Municipal Judge
- Bicycle/Pedestrian Commission
- Disabilities Commission
- Enact local legislation
- Historic Preservation Commission
- Mayor's Council on Physical Fitness
- Parks & Recreation Commission
- Set Policy

City Manager

- Hires and supervises department heads
- Preparation and distribution of Council agenda packets
- Preparation of the annual budget and five year CIP plan
- Prepare Annual report on Programs and Priorities
- Represents City in an official capacity at numerous functions and events

Cultural Affairs

- Percent for Art & staffing of the Standing Committee on Public Art
- Staffing of the Commission on Cultural Affairs

Emergency Management

- Act as liaison with all Counties within Region F.
- Coordinate all other County-wide emergency management and disaster response training
- Emergency Operations Plan (EOP)
- Maintain annual state EMPG (Emergency Management Program Grant)
- Manage and coordinate essential functions
- Manage and maintain the Emergency Operations Center (EOC)
- Obtain state and federal disaster declarations.
- Obtain state and federal funding and grants.
- Organize and manage all groups, agencies, and jurisdictions involved in a disaster environment.
- Schedule and execute exercises for those with significant roles during a disaster.

Finance

- Budget
- Debt Management

Department Program Listing - By Type of Mandate

Local

Human Resources

Law

- Advise City Council, City Manager, City departments, boards and commissions
- Prosecute ordinance violations
- Represent City in legal proceedings

Parks and Recreation - General Fund

- Acquisition, Maintenance, and Development of adequate recreational facilities
- Budget administration
- Budget Preparation/Management
- Capital Improvement Program - CIP
- Clean-up and Litter Removal
- Mowing and Trimming
- Payroll
- Personnel Management
- Proper promotion of recreational programs

Planning

- Bicycle and Pedestrian Commission programs
- City Bicycle Plan
- Comprehensive planning
- Development Planning - Street naming
- Development Planning - Street, alley, easement vacations
- Development Planning - Subdivisions
- Development Planning - Zoning amendments (map and text)
- Historic Preservation Programs
- Historic resources survey program

Police

- Accreditation management and oversight
- Bait car program
- Computer Operations
- Downtown Foot Officer Program (foot, bike, and Segway in business district)
- Drug Abuse Resistance Education Program Instructor (D.A.R.E.)
- Evidence management
- Fleet Operations
- High Risk apprehensions
- High risk warrant service
- Illegal Narcotics Enforcement
- Inspections (Tow Companies and Taxis)
- Mounted Unit (mostly volunteer unit)
- Patrol Program - 24/7 operation

Department Program Listing - By Type of Mandate

Local

PW - Streets & Sidewalks

- Concrete Street Preservation - Sidewalk repair
- Concrete Street Preservation - Slab replace/repair
- Landscape - Cut brush/vegetation
- Landscape - Mow R.O.W.
- Snow Removal - Critical, First, Second Priority, Subdivision Streets
- Snow Removal - Downtown Parking Lots
- Street Cleaning - Street sweeping
- Street Maintenance
- Traffic Control - Cross walk markings
- Traffic Control - Line striping
- Traffic Control - Traffic control signage
- Traffic Control - Traffic signal maintenance

Recreation Services

- Acquisition, Maintenance, and Development of adequate recreational facilities
- Budget administration
- Personnel Management & Supervision
- Personnel Post training licensure and In-service training coordination/management
- Personnel Recruitment and hiring testing
- Proper promotion of recreational programs
- Public Relations/Promotions

Transit

- Shuttle service to the University (fully funded by the University)

Volunteer Services

- Adopt-A-Spot Beautification
- Share the Light - utility contributions

Department Program Listing - By Type of Mandate

No Mandate

Economic Development

- Increase partnership efforts with the University
- Marketing efforts
- Promote Business Incubator and Discovery Ridge Research Park
- Promote Collaborative efforts
- Promote Positive Economic Growth
- Support regional economic development partnership effort with CORE.

Emergency Management

- Provide public education

Finance

- Administration
- Animal License
- Cash Receipt
- Cigarette Tax Collections
- General Business License
- Hotel/Motel Tax Collections
- Investment
- Junk Yard
- Liquor License
- Private Detective License
- Pro card Administration
- Receivable Billing
- Security Guard License
- Solicitors License
- Special Assessments
- Taxi Drivers License
- TDD tax collections
- Waste Haulers License

Fire

- Accreditation
- Bike inspections/registrations
- Bike team
- Child safety seats/ bike helmets
- Customer service van & bus
- Explorer Scout Post
- Honor Guard
- Hydrant testing
- Juvenile firesetter intervention
- Maintain ISO equipment standards
- Maintain ISO training standards

Department Program Listing - By Type of Mandate

No Mandate

Parks and Recreation - General Fund

- Fleet Maintenance
- Force account construction
- General Park Utilities
- Grants Administration
- Greenhouse operations
- Maintenance and Repair
- Park Landscape Beds/Plantings
- Park Master Planning
- Park Ranger - Enforcement
- Park trees/forestry
- Policy Development
- Project and Special Event Support
- Projects and Priorities
- Public Relations
- Purchasing and Procurement
- Reservations and Registrations
- Site and Construction Planning
- Special Projects/Programs/Agreements
- Trail Maintenance and construction

Planning

- Annexations, voluntary
- CATSO Major Roadway Plan
- CDBG economic development; community facilities and community services
- CDBG public improvements
- CDBG/Home: Planning and Administration
- Certified Local Government (CLG) Grants and Technical Assistance
- CIP Planning Document
- City housing programs
- Community Development Block Grant Entitlement Program
- Development plan approvals
- Development planning
- Economic planning
- HOME Investment Partnerships
- HOME rental production, including housing constructed by subrecipients and city rental rehab program
- Local historic landmarks/districts
- Most notable properties
- Safe Routes to School Grants
- Surface Transportation Program - Enhancement Grants

Police

- Administrative duties including hiring, payroll, preparing council bills

Department Program Listing - By Type of Mandate

No Mandate

PSJC

- Actualize Federal Grant-supplemented technology enhancement of our communications system.
- Continually maintain and improve communication technology and public service.
- Continually monitor and improve department and individual quality assurance.
- Coordinate multi-agency review and enhancement of Medical Priority Dispatch System (MPDS) protocols.
- Develop, coordinate and implement Police and Fire Priority Dispatching protocols.
- Employee Retention and satisfaction
- Establish and maintain emergency back-up and mobile systems
- Handle Total call volume
- Maintain National Emergency Medical Dispatch standards

Public Works - Administration

- Administration (contract payments, grants, agreements & records, check requests, travel reimbursements, purchase orders, manage cell phone accounts, utility bill payments for City buildings)
- Budget
- Council Items (memos/bills/ordinances/resolutions)
- Employee requisitions and evaluations
- Meter Hood Rentals
- Parking Tags
- Payroll
- Public Information
- Utilities

PW - Streets & Sidewalks

- Asphalt Street Preservation - Contract Mill and Overlay
- Asphalt Street Preservation - Service Cut Repair
- Concrete Street Preservation - Summer sidewalk repair directed by CM
- Landscape - Tree R.O.W. removal
- Landscape - Water trees
- Neighborhood Response Team
- Safety Cleanup - Contract mowing
- Safety Cleanup - R.O.W. cleanup
- Street Cleaning - Bike lane sweeping
- Traffic Control - Bike lane striping
- Traffic Control - Contract line striping

Recreation Services

- Adapted - Paquin Breakfast and Diner's Clubs
- Adapted - Paquin Ceramics and Craft Classes
- Adapted - Paquin Social Activities and Exercise
- Adapted - Paquin Trips and Special Programs
- Adapted - Special Olympics Competition
- Adapted Dance and Activity Programs

Department Program Listing - By Type of Mandate

No Mandate

Recreation Services

- Maintenance - Enterprise fleet acquisition
- Maintenance - Enterprise fleet maintenance
- Maintenance - Facility Set-Up
- Maintenance - Indoor Facilities Maintenance/Utilities
- Maintenance - Janitorial Services
- Seniors - 50 plus programs
- Seniors - Craft classes, etc.
- Seniors - Music and dance activities
- Seniors - Oak Tours Travel Program
- Seniors - Older Americans Klub - OAK
- Special event support
- Special Events - Fire In the Sky, Flat Branch Family
- Special Events - First Night, Halloween Night of Fun
- Special Events - Heritage Festival, Tons of Trucks
- Special Events - Outdoor Movies, Easter Egg Eggstravaganza
- Special Events - Show-Me Game Support
- Youth Programs - After School Recreation
- Youth Programs - Armory Science Club
- Youth Programs - Arts and Crafts classes
- Youth Programs - Bike Safety Challenge, etc.
- Youth Programs - Blue Thunder Track and Field
- Youth Programs - Camp Adventure
- Youth Programs - City Drum Line
- Youth Programs - Computer Training and Tutoring
- Youth Programs - Dance, Cheerleading, Tumbling
- Youth Programs - Douglass Baseball and Gym
- Youth Programs - Fencing and Martial Arts
- Youth Programs - Holiday Toy Drive
- Youth Programs - Kids Duathlon, Active Kids Club,
- Youth Programs - Kwanzaa
- Youth Programs - Miscellaneous Recreation Classes/Programs
- Youth Programs - Pre-school programs & activities
- Youth Programs - Schools Out One Day Camps
- Youth Programs - Skate Park Jam, etc
- Youth Programs - Spring Break Adventure Camp
- Youth Programs - Sunset Camp and STARS Programs
- Youth Programs - Teen Garage Band Bash
- Youth Sports - Baseball, Soccer, Football, etc.
- Youth Sports - Camps
- Youth Sports - Tournaments

Transit