

Department Services and Service Levels - City Manager

General Fund		Other Funds								
Budget	FTE	Budget	FTE	Revenue offset	Notes	Cost Center	Program/Service	Customer Type	Customer's	Current Level of Service (Describe)
\$863,982	4					1040	City Manager Admin	Internal	City departments/citizens	Responsible for day to day operations of the City.
\$189,946	1					1040	Training & Development	Internal	All departments	Coordination of the citywide training and development program, including the initial required training of new employees, the City's Supervisor's Academy and Manager's Academy; coordinates and manages training and development activities provided by outside training vendors; designs and delivers a number of in-house training sessions/events customized to meet identified needs within City departments, divisions and work groups; assesses citywide training needs and recommends solutions to meet those needs. Sponsor and administer the City's automated learning management system (ChandLearn) that serves as the City's official repository of employee training records.
\$172,257	1					1040	Intergovernmental Affairs	External	State Legislature/ Elected Officials/ City Management	Develops and implement strategies to achieve City's goals with federal and state legislative bodies and the Governor's Office, including working with the Assistant City Managers and City manager to solidify the City's position and strategy on legislative issues, working with other governmental units to develop unified proposals, and identifying technical experts to present relevant testimony; responding to citizens' issues; developing fundraising programs; and representing the City in a variety of settings.
\$48,776	.20 .25					1040	Celebration of Unity/ *Multicultural Festival <small>*Partner with Comm Svcs for event.</small>	External	Students, teachers, businesses, residents & City employees	Combination of events in honor of MLK Jr. Holiday - Events include: Unity Luncheon, Multicultural Festival, Creative Expression Competition, High school and Jr. High School Assembly, Elementary School Author Reading.
\$184,052	.80 .75					1040	Diversity Office	External	Residents, Council, Commission members, other depts, business owners, downtown representatives, city employees, sister cities organization, faith based & non-profit organizations	Staff Human Relations Commission. Monitor and serve as resource for immigration and Day Labor Issues. Serve as point of contact for internal ADA issues and awareness and assures compliance with the Americans with Disabilities (ADA) Act. Coordinate meetings, outreach and opportunities to increase volunteer efforts of faith based and non-profit organizations for the Mayor's For Our City initiative. Serve as Liaison between Sister Cities International and the City of Chandler to coordinate City's participation in all Sister City activities including visits by delegations, special events and Sister City inquiries. Coordinate, assist or sponsor yearly events

Department Services and Service Levels - City Manager

General Fund		Other Funds								
Budget	FTE	Budget	FTE	Revenue offset	Notes	Cost Center	Program/Service	Customer Type	Customer's	Current Level of Service (Describe)
\$0	0.00					1040	Sustainability	Internal	City departments/citizens	Develop and regularly maintain spreadsheet/graphs for Green Team, employees and citizens regarding department progress on meeting citywide consumption reduction goals. Share citywide Sustainability goals and progress with staff through Power Point presentations at city staff and group meetings. Apply for, assist in implementation of and report to Department of Energy on Energy Efficiency Block Grant funds. Make presentations regarding City sustainability goals and programs to outside relevant organizations. In consultation with City internal stakeholders and Green Team, facilitate development of annual sustainability goals and staff Green Team every other week.. Develop and maintain Green Chanweb and green chandleraz.gov
\$174,731	1					1040	HPO	Internal	All departments	Facilitation of Executive Leadership Team meetings, citywide teams and the Chandler At Its Best recognition program; Coordination of the Leading, Educating and Developing (LEAD) program offered by the University of Virginia.
\$50,877	0.5					1540	Admin	Internal	Commercial property owners, business owners, downtown representatives, and various City Staff	
\$249,406	0.5					1540	District and Property Management	External	Commercial property owners, business owners, downtown representatives, and various City Staff	Provide oversight and coordination of EMSD including all needed contracts, renewals, report reviews and legislative approvals by Council. Serve as liaison to all DCCP committees. As a significant City property "owner" DT Redevelopment is responsible for the maintenance, upkeep and demolitions needed on City Property.
\$137,521	1					1540	Business and Development Attraction	External	Development & Investment Industries	Market the Downtown to the professional real estate industry including developers, brokers, and investors. Negotiate development and grant agreements for Council consideration. Conduct due diligence for all agreements related to Downtown.
\$17,792	0.1	\$3,667	0.05			3080	Admin	Internal	City Departments	
\$28,460	0.55	\$33,003	0.45			3080	Property Acquisition/Disposition and Relocations	External	Property Owners, Outside Contractors, City Departments	Develop policy, procedures, and estimates related to acquisition and relocation. Review appraisals and site constraints. Implement Federal Relocation Guidelines and approve relocation claims. Conduct negotiations, prepare acquisition documentation, bid and manage contractors; make decisions related to title issues to protect the City. Conduct sales of surplus property; perform vacations & extinguishments; order and review land/boundary surveys.

Department Services and Service Levels - City Manager

General Fund		Other Funds								
Budget	FTE	Budget	FTE	Revenue offset	Notes	Cost Center	Program/Service	Customer Type	Customer's	Current Level of Service (Describe)
\$17,156	0.35	\$3,667	0.05			3080	Property Management	Internal	City Departments, Lessees, Citizens	Maintain inventory of City properties; ensure and monitor clear title on all City properties; plat & replat as necessary; process alley & easement vacations and extinguishments. Respond to citizen inquiries regarding property sales & other requests. Prepare, implement and monitor leases and process rental remittance. Provide assistance to Legal in all phases of acquisition and settlement.