CITY OF CARBONDALE, ILLINOIS
Departmental Services Chart

Voters of Carbondale Elect

Mayor & Six City Council Members Appoint

Legislative
City Policies & Goals
Liquor License Approval

City Clerk

City Council Meeting Minutes
Voter Registration
Cemetery Grave Site Sales
Business Licenses (Liquor, Street Vendor, Etc.)
Maintains Permanent City Records
Administer Police & Fire Written Exams
Requests for Records
Free Notary Service
Housing Discrimination Inquiries
City Vision 16 TV Channel)

Boards Commissions Committees

Citizens Advisory Comm.
Planning Commission
Liquor Advisory Board
Energy & Environ. Advisory Comm.
Carbondale Information & Telecommunications Comm.
Zoning Board of Appeals
Preservation Commission
Personnel Board
Board of Fire & Police Commissioners
Firemen's Pension Board
Police Pension Board

Library Board of Trustees

Library Component Unit

Circulation (Books, Periodicals, Tapes, Etc.)
Reference Assistance
Information and Referral
Children's Programs

Administrative Services

Personnel Management
Job Applications & Interviews
Labor Negotiations
Employee Benefits & Health Insurance
Switchboard/Receptionist
City Hall/Civic Center Management
Eurma C. Hayes Child Care Center

City Manager Appoints

Chief City Administrator
Citizens Concerns and Information
Business & Economic Development
Management Analysis
Parade Permits
Street Light Requests
City Council Agenda
Carbondale Communique
CityVision 16 (TV Channel)
Sidewalk Sale Permits

City Attorney

City Code
Ordinance & Resolution Preparation
City Court Prosecution
Files & Defends Lawsuits
Prepares Liens
Legal Advice
Cable Television Inquiries

Community Services Department

Community Relations
Affirmative Action
Equal Employment Opportunity
Community Youth Coordination
Contracts with Community Based Organizations
Human & Social Service Coord.
Fair Housing

Economic Development

Business and Economic Development
Business Ombudsman
Assistant City Administrator

Finance Department

City Financial Management,
Budgeting & Reporting
Purchasing
Treasury Management
Billing & Collection for:
- Water, Sewer, Refuse Serv.
- Hotel/Motel Taxes
- Motor Fuel Tax
- Utility Taxes
- Landscape Waste Stickers
- Weed Mowing Fees

Parking Meters & Permits
Accounting, Payroll, Accounts Payable, and Accounts Receivable
Risk Management
Printing
Internal City Information Systems & P.C. Services

Police Department

Traffic Control
Investigations
Patrol
Neighborhood Watch
Animal Control
Records Unit
Communications
Bicycle Licenses
Vehicle Accident Reports

Fire Department

Fire Prevention (Education & Inspection)
Fire Suppression
Arson Investigation
Emergency Management Services
Emergency Planning
Weather Watches
Disaster Response
Haz-Mat

Development Services Department

Commercial & Residential Building Inspection
Housing Codes
Weed Mowing & Litter Compliance
Demolition Permits
Development Site Plan Review
Zoning & Subdivision Administration
Downtown Development
Annexation Coordination
Historical Preservation
Street Name/Numbering System
Amusement License
Affordable Housing Efforts
Housing Assist. Payment Admin.
Grant Coordination
Support Services
Census Data Analysis

Public Works Department

Infrastructure Engineering
Equipment Maintenance
Cemetery Operations
Street Surface Repairs, Cleaning & Sign Maintenance
Tree Maintenance & Planting
ROW Mowing
Curbside Refuse & Recycling Collection
Landscape Waste Management
Property Management and Maintenance
Internal City Telephone Service
Sidewalk Program
Parking Lot Maintenance
Water Treatment
Wastewater Treatment
Water & Sanitary Sewer Distribution
Laboratory Services
Cedar Lake Management
- Beach
- Boat Launch
- Concession Sales
- Regulation

Public Rentals for Civic Center, Downtown Pavilion and E.C. Hayes