

# ADMINISTRATION

## MISSION STATEMENT:

The mission of the Administration Department is to coordinate and facilitate the delivery of the highest quality services to the citizens of Cedar Hill consistent with the goals and objectives of the City Council.

## CORE FUNCTIONS:

The Administration Department consists of the City Council, the City Manager's Office and the City Secretary's Office. These divisions work together to coordinate the following functions:

- 1) **Oversee Implementation of City Council's Strategic Plan and Premier Statements**
- 2) **Provide oversight to day to day operations**
- 3) **Respond to Citizens' questions and service requests**
- 4) **Manage Official Record Keeping of the City Council and the City of Cedar Hill, according to state law and records policies**
- 5) **Administer City Elections**

## 2014-2015 WORK PLAN

### **CORE FUNCTION: #1 Oversee implementation of City Council's Strategic Plan and Premier Statements**

#### **Action:**

- Direct City departments' actions toward the ultimate achievement of Council goals

#### **Activity Measurement:**

- Propose and implement measures that work toward the City Council's seven Premier Statements

#### **Meets City Council's Premier Statements:**

Cedar Hill has Distinctive Character.

Cedar Hill is Safe.

Cedar Hill has Texas Schools of Choice.

Cedar Hill is Clean.

Cedar Hill has Vibrant Parks and Natural Beauty.

Cedar Hill has Strong and Diverse Economy.

Cedar Hill has Excellent, Safe and Efficient Infrastructure.

**CORE FUNCTION: #2 Provide management oversight to day to day operations**

**Action:**

- Coordinate and direct the administrators of each operating department to implement efficient and high-quality services within the policies and directives of the City

**Activity Measurement:**

- Direct the City's operating departments to implement measures that work toward the City Council's seven Premier Statements

**Meets City Council's Premier Statements:**

Cedar Hill has Distinctive Character.

Cedar Hill is Safe.

Cedar Hill has Texas Schools of Choice.

Cedar Hill is Clean.

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**CORE FUNCTION: #3 Respond to citizens' questions and service requests**

**Action:**

- Receive and respond to citizens' concerns expressed in person, mail or e-mail
- Receive Open Records Requests and produce public information documents as requested

**Activity Measurement:**

- Respond to 100% of citizens' inquiries within 24 hours
- Respond to Open Records Requests within ten business days 100% of the time

**CORE FUNCTION: #4 Manage official record keeping of the City Council and the City of Cedar Hill, according to state law and records policies**

**Action:**

- Produce agendas, post and record City Council meetings and certify official City documents
- Store and maintain official records as required by the City's Record Retention Policy
- Oversee and administer the City's Record Management Program

**Activity Measurement:**

- Produce and post 100% of the City Council Meeting Agendas within 72 hours

**CORE FUNCTION: #5 Administer City elections**

**Action:**

- Process candidates for placement on ballot
- Administer elections, according to mandated laws and procedures

**Activity Measurement:**

- Conduct all elections in compliance with City Charter and state statutes 100% of the time

**SUMMARY - ADMINISTRATION**

EXPENDITURES	ACTUAL	ACTUAL	EST.	FISCAL YEAR 2014-2015		
	FYE 12	FYE 13	FYE 14	CONTINUED	GROWTH	PROPOSED
Personnel	\$ 1,069,838	\$ 1,060,748	\$ 1,155,875	\$ 1,157,985	\$ 1,157,985	\$ 1,157,985
Supplies	9,694	14,571	12,520	12,520	12,520	12,520
Maintenance	6,775	20,267	8,600	9,000	9,000	9,000
Services	49,130	86,424	50,375	77,175	77,175	77,175
Utilities	4,453	4,858	7,410	4,540	4,540	4,540
Leases/Rentals	3,554	2,538	3,555	3,555	3,555	3,555
Sundry	116,929	132,107	120,545	126,545	126,545	126,545
<b>TOTAL Dept. Budget</b>	<b>\$ 1,260,373</b>	<b>\$ 1,321,513</b>	<b>\$ 1,358,880</b>	<b>\$ 1,391,320</b>	<b>\$ 1,391,320</b>	<b>\$ 1,391,320</b>

STAFFING	ACTUAL	ACTUAL	EST.	FISCAL YEAR 2014-2015		
	FYE 12	FYE 13	FYE 14	CONTINUED	GROWTH	PROPOSED
City Manager	1.00	1.00	1.00	1.00	1.00	1.00
Deputy City Manager	1.00	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00	1.00	1.00
City Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Assistant to the City Manager	0.00	1.00	1.00	1.00	1.00	1.00
Public Relations Manager	1.00	1.00	1.00	1.00	1.00	1.00
Admin. Assistant to the City Manager	1.00	1.00	1.00	1.00	1.00	1.00
Executive Assistant	2.00	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time Clerk	1.00	1.00	1.00	1.00	1.00	1.00
<b>TOTAL Department Staff</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>

REPLACEMENT VEHICLES & EQUIPMENT:	ACTUAL COST	LEASE COST	FUNDED
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N/A

PROGRAMS:	PRIORITY	COST	FUNDED
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N/A

ADMINISTRATION  
VEHICLES AND EQUIPMENT

ITEM	X IF ITEM IS UNRELIABLE	YEAR	MILEAGE	DESCRIPTION OF REPLACEMENT ITEM	COST	ESTIMATED LIFE	CM APPROVED
<b>OFFICE EQUIPMENT:</b>							
HP 611Color Fax Machine		2002					
Paper Shredder		2001					
Lanier 210 Dictaphone		1998					
GBC Binding Machine		1997					
IBM Typewriter		1991					