

# 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) **Manage the City's 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**

**SUMMARY  
ADMINISTRATION**

<b>EXPENDITURES</b>	<b>ACTUAL FY 11-12</b>	<b>BUDGET FY 12-13</b>	<b>ESTIMATED FY 12-13</b>	<b>BUDGET FY 13-14</b>
Personnel	\$ 1,069,838	\$ 1,066,340	\$ 1,056,045	\$ 1,138,200
Supplies	9,694	12,220	12,200	12,220
Maintenance	6,775	9,500	12,500	9,000
Services	49,130	77,285	83,925	77,325
Utilities	4,453	4,180	4,180	4,180
Lease / Rentals	3,554	3,555	3,555	3,555
Sundry	116,929	121,545	109,045	123,545
<b>TOTAL Department Budget</b>	<b>\$ 1,260,373</b>	<b>\$ 1,294,625</b>	<b>\$ 1,281,450</b>	<b>\$ 1,368,025</b>

<b>STAFFING</b>	<b>ACTUAL FY 11-12</b>	<b>BUDGET FY 12-13</b>	<b>ESTIMATED FY 12-13</b>	<b>BUDGET FY 13-14</b>
City Manager	1.00	1.00	1.00	1.00
Deputy City Manager	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00
City Secretary	1.00	1.00	1.00	1.00
Assistant to the City Manager	0.00	0.00	1.00	1.00
Public Relations Manager	1.00	1.00	1.00	1.00
Administrative Asst. to the CM	1.00	1.00	1.00	1.00
Executive Assistant	2.00	2.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00	1.00
Part-Time Receptionist	0.00	0.00	1.00	1.00
Part-Time Clerk	1.00	1.00	0.00	0.00
<b>TOTAL Department Staff</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>

<b>PERFORMANCE INDICATORS</b>	<b>ACTUAL FY 11-12</b>	<b>BUDGET FY 12-13</b>	<b>ESTIMATED FY 12-13</b>	<b>BUDGET FY 13-14</b>
Direct City Departments toward Council's Premier Statements	100%	100%	100%	100%
Produce and post Council meetings within 72 hours	100%	100%	100%	100%

## 2013-2014 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 Manage the City's operation**

**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.

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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