

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**

2015-2016 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		BUDGET		EST.			FISCAL YEAR 2015-2016	
	FYE 13	FYE 14	FYE 15	FYE 15	CONTINUED	GROWTH	PROPOSED		
Personnel	\$ 1,060,748	\$ 1,391,460	\$ 1,157,985	\$ 1,108,835	\$ 1,076,685	\$ 1,076,685	\$ 1,076,685		
Supplies	14,571	11,450	12,520	10,595	11,520	11,520	11,520		
Maintenance	20,267	-	9,000	8,965	16,500	16,500	16,500		
Services	86,424	47,889	77,175	70,930	62,375	62,375	62,375		
Utilities	4,858	7,947	4,540	7,760	5,340	5,340	5,340		
Leases/Rentals	2,538	254	3,555	-	-	-	-		
Sundry	132,107	169,301	126,545	123,545	126,545	126,545	126,545		
TOTAL Dept. Budget	\$ 1,321,513	\$ 1,628,301	\$ 1,391,320	\$ 1,330,630	\$ 1,298,965	\$ 1,298,965	\$ 1,298,965		

STAFFING	ACTUAL		BUDGET		EST.			FISCAL YEAR 2015-2016	
	FYE 13	FYE 14	FYE 15	FYE 15	CONTINUED	GROWTH	PROPOSED		
City Manager	1.00	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	1.00		
Assistant City Manager	1.00	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	1.00		
Assistant to the City Manager	1.00	1.00	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	1.00		
Admin. Assistant to the City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Executive Assistant	1.00	1.00	1.00	1.00	2.00	2.00	2.00		
Administrative Secretary	1.00	1.00	1.00	1.00	0.00	0.00	0.00		
Part-Time Clerk	0.50	0.50	0.50	0.50	0.50	0.50	0.50		
TOTAL Department Staff	9.50	9.50	9.50	9.50	9.50	9.50	9.50		

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
OFFICE EQUIPMENT:							
HP 611Color Fax Machine		2002					
Paper Shredder		2001					
Lanier 210 Dictaphone		1998					
GBC Binding Machine		1997					
IBM Typewriter		1991					