

Management Services

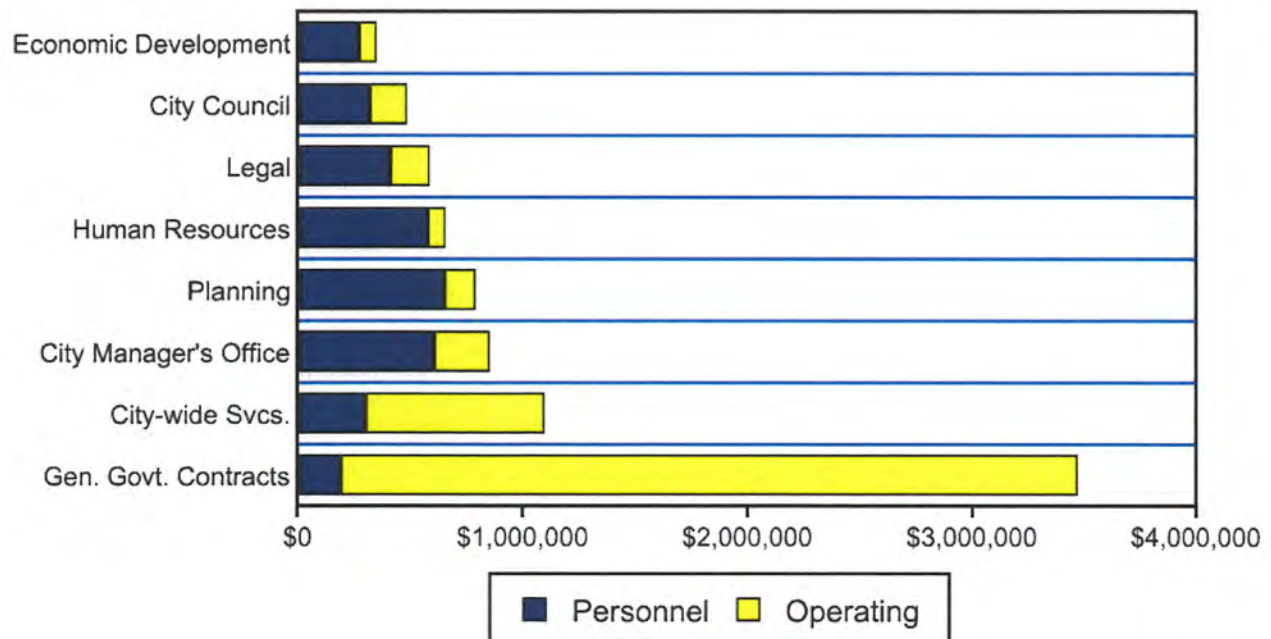
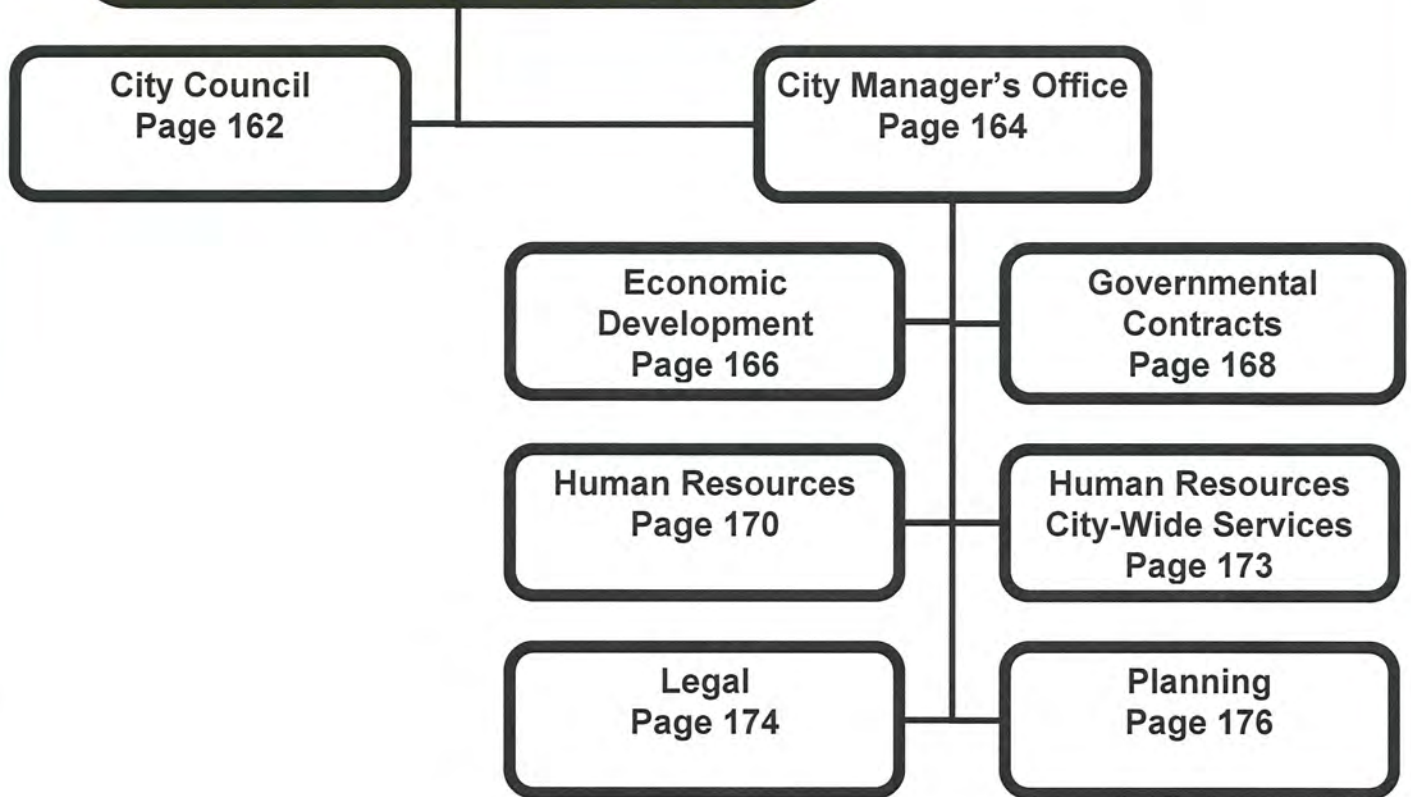


Division Director: Paul Brandenburg, City Manager

Management Services consists of the executive and governing functions of the City. The City Council is the legislative body that provides the leadership and vision for the community of Georgetown. The City Manager's Office functions as the central communication link between the Council and the City organization, and manages the day-to-day operations and services of the City. The City Secretary maintains official records, oversees all municipal elections and coordinates the boards and commissions appointment process. Human Resources and Safety Services provide employee and organizational support to retain and attract quality employees. Other departments overseen include Economic Development, Legal, and Planning.

Sources of funding for the division include the General Fund (City Manager's Office, City Council and Communications), Joint Services Fund (Human Resources, Economic Development, Legal and Planning).

Management Services



Management Services Uses & Expenses

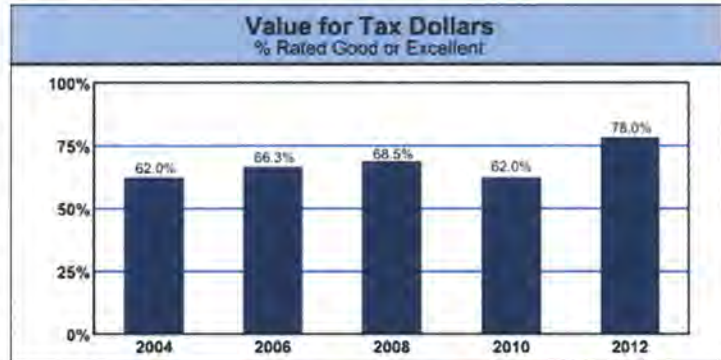
	12/13 AMENDED BUDGET	12/13 PROJECTED ACTUAL	13/14 ADOPTED BUDGET	% CHANGE (PROJ. ACTUAL)
<u>General Fund</u>				
Planning	789,831	770,278	785,661	2.0%
Gen. Govt. Contracts	3,018,039	3,048,109	3,464,915	13.7%
City Manager's Office	664,016	550,063	847,236	54.0%
City Council	429,870	392,639	479,835	22.2%
Public Communications*	257,531	249,949	-	-100.0%
<i>total General Fund</i>	<i>5,159,287</i>	<i>5,011,038</i>	<i>5,577,647</i>	<i>11.3%</i>
<u>Internal Service Funds</u>				
Economic Development	320,663	320,416	342,489	6.9%
HR - City-Wide Services	408,723	216,522	456,017	110.6%
Human Resources	652,896	643,116	650,129	1.1%
Legal	543,094	537,289	579,850	7.9%
Insurance	635,000	585,000	635,000	8.5%
<i>total Internal Svc. Funds</i>	<i>2,560,376</i>	<i>2,302,343</i>	<i>2,663,485</i>	<i>15.7%</i>
Division Total	7,719,663	7,313,381	8,241,132	12.7%
* Department moved to Downtown and Community Services				

	13/14 ADOPTED BUDGET				PERSONNEL SUMMARY (FTE's)
	PERSONNEL	OPERATING	CAPITAL	TOTAL	
<i>General Fund</i>					
Planning	644,106	141,555	-	785,661	8
Gen. Govt. Contracts	182,018	3,282,897	-	3,464,915	-
City Manager's Office	599,670	247,566	-	847,236	5.5
City Council	312,020	167,815	-	479,835	4
<i>total General Fund</i>	<i>1,737,814</i>	<i>3,839,833</i>	<i>-</i>	<i>5,577,647</i>	<i>17.5</i>
<i>Internal Service Funds</i>					
Economic Development	261,899	80,590	-	342,489	2.5
HR - City-Wide Services	293,517	162,500	-	456,017	-
Human Resources	569,941	80,188	-	650,129	6
Legal	403,017	176,833	-	579,850	4
Insurance	-	635,000	-	635,000	-
<i>total Internal Svc. Funds</i>	<i>1,528,374</i>	<i>1,135,111</i>	<i>-</i>	<i>2,663,485</i>	<i>12.5</i>
Division Total	3,266,188	4,974,944	0	8,241,132	30

Management Services City Council

DEPARTMENT DESCRIPTION

The City Council is composed of a Mayor, elected at large, and seven Councilmembers elected from single-member districts. Georgetown is a Home Rule City, which means that the Council is free to enact legislation, adopt budgets, and determine policies, subject only to the limitations imposed by the Texas Constitution and City Charter. The Council appoints a City Manager, who coordinates and implements activities to effectively accomplish the goals and objectives it establishes. The Council also appoints the City Attorney, the Municipal Court Judge and the City Secretary. In addition, the Council appoints citizens to serve on advisory boards, commissions, and committees. The City Secretary, who is included in this budget area, maintains official City records, conducts City elections and coordinates the boards and commissions appointment process.



MAJOR DEPARTMENT GOALS

- Develop policies that enhance the quality of life for the community while preserving its unique character and natural resources.
- Ensure the long-term financial viability of Georgetown through sustained development.
- Practice Effective Governance through the promotion of community involvement and participation in local government.
- Adopt policies that enhance a balanced transportation network and efficient mobility in the community.

MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FISCAL YEAR 2012/13

- Continued to refine the definition for the "City of Excellence" and provided strategic goals to be incorporated into the City's 5 year business plan.
- Approved the purchase of property for the future Georgetown Utility System West Side Service Center and for a West Side Park.
- Approved the renovation of the old Downtown Fire Station #1 for a Downtown Art Center.
- Approved the Public Safety Plan Overview Element of the 2030 Comprehensive Plan.

MAJOR DEPARTMENT STRATEGIES FOR FISCAL YEAR 2013/14

- Continue to refine the "City of Excellence" vision to ensure long-term financial responsibility and future economic viability of the community.
- Continue to foster ongoing communication and cooperation with local, regional, state and federal representatives to nurture a healthy relationship between the City and these organizations.
- Continue to work with local, regional, state and federal agencies to ensure that the community's long term growth needs are met, including the development of long-term water and electric strategies and transportation planning to enhance Georgetown's competitive advantage through quality growth and sustainable development.
- Continue implementation of an improved records management program.
- Continue revitalization and economic development in a manner that ensures the City's best economic interest, while still enhancing the community's unique historical identity and quality of life.

CITY COUNCIL	11/12 ACTUAL	12/13 ORIGINAL BUDGET	12/13 FINAL / ACTUAL	13/14 ADOPTED	14/15 PROPOSED
City Secretary	1	1	1	1	1
Assistant City Secretary	1	1	1	1	1
Records Coordinator	1	1	1	1	1
Office Specialist	0	0	0	1	1
TOTAL	3	3	3	4	4

WORKLOAD MEASURES	ACTUAL FY 10/11	ACTUAL FY 11/12	BUDGETED FY 12/13	PROJECTED FY 12/13	PROJECTED FY 13/14
1. # of agenda items processed/reviewed	867	917	750	675	750
2. # of hours spent in Council meetings	140.22	126.78	125	125	125
3. # of Council/special meetings posted	65	69	60	60	60
4. # of public meetings posted	314	400	350	400	400
5. # of elections held	2	2	1	1	2

PERFORMANCE MEASURES	ACTUAL FY 10/11	ACTUAL FY 11/12	BUDGETED FY 12/13	PROJECTED FY 12/13	PROJECTED FY 13/14
1. % of citizens who rated the value received from City tax dollars to be excellent or good *	61.99%	N/A	N/A	78%	N/A
2. City Council meeting minutes completed and approved in two weeks	100%	100%	100%	100%	100%

* Bi-annual citizen's survey

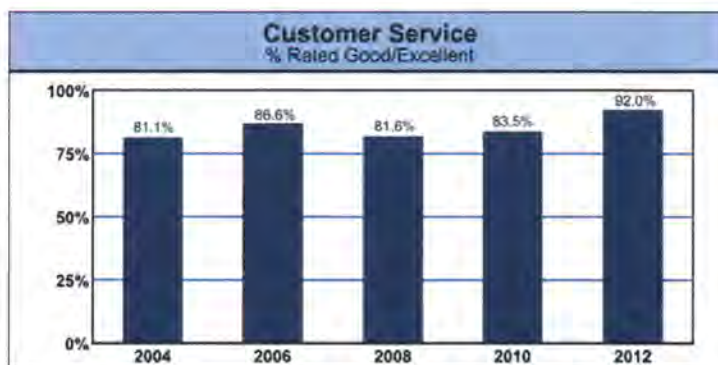
DEPARTMENTAL BUDGET: GENERAL FUND

11/12 ACTUAL	12/13 BUDGET	12/13 PROJECTED ACTUAL		13/14 ADOPTED	14/15 ESTIMATED BASE
217,346	249,187	251,956	Personnel	312,020	312,020
129,270	180,683	140,683	Operations	167,815	162,815
<u>346,616</u>	<u>429,870</u>	<u>392,639</u>		<u>479,835</u>	<u>474,835</u>

Management Services City Manager's Office

DEPARTMENT DESCRIPTION

The City Manager's Office is responsible for the administration of all City affairs and serves as the liaison between the policymaking and administrative branches of City Government. The City Manager, appointed by City Council, is the chief administrative and executive officer of the City. Responsibilities of the City Manager's Office include coordinating activities to effectively accomplish the City Council goals and objectives. The City Manager also acts as the City's representative and liaison to local groups, service organizations and businesses in the community, as well as at the County, State and Federal level.



MAJOR DEPARTMENT GOALS

- Ensure the delivery of quality services to citizens through effective management and efficient administration.
- Coordinate the implementation of City Council goals and objectives with all City departments.
- Facilitate partnerships with other agencies, the development community, and others to ensure quality growth and development in the community.
- Improve citizen awareness and understanding of City programs, services and issues and promote a positive public image of the City and organization.
- Promote revitalization and future economic growth of the underdeveloped areas within the city.
- Ensure quality systems, processes, and procedures are established to ensure efficient and effective service delivery.

MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FISCAL YEAR 2012/13

- Worked with Finance and Administration to develop multi-year budgets and financial planning as part of the annual budget process that implements the City Council's "City of Excellence" vision.
- Worked with all Divisions to develop the 5 Business Plans as defined by the "City of Excellence" vision, including Signature Destination, Economic Development, Public Safety, Transportation and Utilities..
- Continued to work with Human Resources to review the City's Compensation Plan, Performance Review System, Job Audit Process, and Benefits and make necessary recommendations and changes to ensure the City's ability to recruit and retain competent and professional staff.
- Worked with Public Safety to continue implementation of the overall plan for the completion of Public Safety Facilities, including Fire Station #2, Fire Station #5, and the Public Safety Operations and Training Complex.
- Worked with Project Developers, Planning, Utility and Transportation, and Economic Development Departments and Williamson County, to negotiate the terms to bring a Regional Hotel and Conference Center to Georgetown.
- Worked with Georgetown Housing Authority, Texas Housing Foundation and State and Federal Agencies to finalize the Gateway Northwest Project.

MAJOR DEPARTMENT STRATEGIES FOR FISCAL YEAR 2013/14

- Continue to build relationships with the building/development community and Chamber of Commerce through regular feedback sessions to ensure open communication to facilitate quality development.
- Continue to utilize external and internal review of organizational structure, processes and procedures to ensure effective service delivery and establish or improve employee recognition programs, training, salary management and performance feedback systems to ensure consistent services and employee job satisfaction.
- Continue to enhance marketing and communication efforts to enhance transparency, as well as improve citizens' access to quality of life services.
- Continue the development and implementation of the City's long-range Facilities Plan to ensure the efficient utilization of the City's current resources to the fullest and most economical use.

CITY MANAGER'S OFFICE	11/12 ACTUAL	12/13 ORIGINAL BUDGET	12/13 FINAL / ACTUAL	13/14 ADOPTED	14/15 PROPOSED
City Manager	1	1	1	1	1
Project Coordinator	0	0	1	1	1
Capital Projects Manager	0	0	1	1	1
Risk & Safety Coordinator	0	0	0	1	1
Executive Assistant	1	1	1	1	1
Office Specialist	1	1	1	0	0
Mail Couriers (P/T)	0.5	0.5	0.5	0.5	0.5
TOTAL (FT/PT)	3/5	3/5	5/5	5/5	5/5

WORKLOAD MEASURES	ACTUAL FY 10/11	ACTUAL FY 11/12	BUDGETED FY 12/13	PROJECTED FY 12/13	PROJECTED FY 13/14
1. # of Public Information Requests handled	835	759	850	700	850
2. # of Council/Special Meetings	65	69	60	55	60

PERFORMANCE MEASURES	ACTUAL FY 10/11	ACTUAL FY 11/12	BUDGETED FY 12/13	PROJECTED FY 12/13	PROJECTED FY 13/14
1. % of citizens who rated their customer service experience with city employees to be excellent or good *	N/A	N/A	85%	92%	N/A

* Biennial citizen's survey

DEPARTMENTAL BUDGET: GENERAL FUND

11/12 ACTUAL	12/13 BUDGET	12/13 PROJECTED ACTUAL		13/14 ADOPTED	14/15 ESTIMATED BASE
455,113	525,582	395,429	Personnel	599,670	627,353
154,491	138,434	154,634	Operations	247,566	146,366
40,793	-	-	Capital	-	-
<u>650,397</u>	<u>664,016</u>	<u>550,063</u>		<u>847,236</u>	<u>773,719</u>

Management Services Economic Development

DEPARTMENT DESCRIPTION

The Economic Development department coordinates and leads the community's economic development efforts. The department's mission is to create and maintain a balanced, dynamic local economy while embracing community values. The department markets the community to business prospects, provides a one-stop source of economic and demographic information, fosters relationships locally to internationally, encourages partnerships between private and public entities, and represents the community in regional, state, and national economic development initiatives and programs.

MAJOR DEPARTMENT GOALS

- Develop quality advertising and marketing programs.
- Continue to work with the Main Street Program, Convention and Visitors' Bureau, and Public Information Department to implement the IF Marketing Report recommendations.
- Promote and expand the retention/expansion program.
- Continue to develop and maintain positive relationships with private sector developers, local and national commercial brokers and site selectors, and corporate real estate agents to improve and promote the City's reputation as a place to do business.
- Work with regional, state and federal economic development organizations and allies to develop and implement programs that assist and encourage the success and growth of local businesses.

MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FISCAL YEAR 2012/13

- Strengthened our community outreach and retention programs through breakfast presentations, social media, and retention visits.
- Increased marketing efforts with individual broker meetings, marketing trips, tradeshow participation, target advertising, and website revision.
- Attracted additional life sciences business to the Texas Life Sciences Commercialization Center (TLCC), supported the growth of existing TLCC businesses, and helped plan for building expansion.
- Worked with the Main Street Program to bring new businesses and investment into downtown.
- Maintained a large following and daily interaction on the "Shop Georgetown" Facebook page (now over 1,560 fans).
- Provided information and assistance to existing businesses and prospects resulting in the expansion and location of businesses to Georgetown.

MAJOR DEPARTMENT STRATEGIES FOR FISCAL YEAR 2013/14

- Meet with local, regional, and national brokers to provide in-depth information on Georgetown.
- Evaluate results of recent advertising and marketing efforts to continue or redirect as needed.
- Meet with owners and senior staff of at least 12 businesses per year through the Business Retention and Expansion (BRE) Program.
- Continue to develop and maintain up-to-date, in-depth information on Georgetown's workforce, key economic indicators, business trends, business assistance programs, available properties, etc. to strengthen both the BRE and recruitment programs.
- Maintain and expand the "buy local" program.
- Continue to work with other City departments to implement IF Marketing Report recommendations.
- Work closely with state and regional allies to promote the area and improve marketing materials.

ECONOMIC DEVELOPMENT	11/12 ACTUAL	12/13 ORIGINAL BUDGET	12/13 FINAL / ACTUAL	13/14 ADOPTED	14/15 PROPOSED
Economic Development Director	1	1	1	1	1
Economic Development Program Mgr	1*	0	0	0.5	0.5
Administrative Assistant	1	1	1	1	1
TOTAL	3	2	2	2/.5	2/.5

*Included 1 "frozen" unfunded position

WORKLOAD MEASURES	ACTUAL FY 10/11	ACTUAL FY 11/12	BUDGETED FY 12/13	PROJECTED FY 12/13	PROJECTED FY 13/14
1. No. of inquiries	70	70	70	70	70
2. No. of proposals generated	50	38	35	40	50
3. No. of Business Retention and Expansion (BRE) visits	12	12	12	12	24
4. No. of Shop Georgetown fans	N/A	500	1,000	1,000	1,800

PERFORMANCE MEASURES	ACTUAL FY 10/11	ACTUAL FY 11/12	BUDGETED FY 12/13	PROJECTED FY 12/13	PROJECTED FY 13/14
1. No. of prospects	20	20	20	20	20
2. No. of site visits	12	12	12	12	12
3. No. of new jobs generated within the community	1,500	1,500	1,000	1,500	2,000

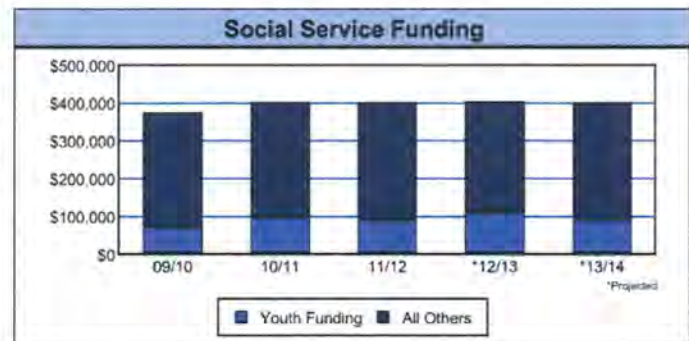
DEPARTMENT BUDGET: JOINT SERVICES FUND

11/12 ACTUAL	12/13 BUDGET	12/13 PROJECTED ACTUAL		13/14 ADOPTED	14/15 ESTIMATED BASE
219,354	225,325	225,078	Personnel	261,899	261,899
106,161	95,338	95,338	Operations	80,590	80,590
<u>325,515</u>	<u>320,663</u>	<u>320,416</u>		<u>342,489</u>	<u>342,489</u>

Management Services Governmental Contracts

DEPARTMENT DESCRIPTION

This department includes funds for the City's contracted social and community service commitments, and is managed through the City Manager's Office. Funds for maintenance of four community buildings and utility subsidies for local social service and youth organizations, supported by the City, are also budgeted in this department, as are administrative allocations for services received from other City funds.



MAJOR DEPARTMENT GOALS

- Insure all citizens have access to services which enable them to live safe, healthy, and productive lives.
- Provide resources necessary for community agencies to operate in Georgetown.
- Utilize resources to take advantage of available grant funding sources to offset the cost of the City's expenditures for capital improvements and other projects and ensure the long-term financial viability of Georgetown.

MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FISCAL YEAR 2012/13

- Awarded 11 Social Service and 5 Youth and Children's Programming Contracts.
- Contracted with the Williamson County and Cities Health District to ensure the health and safety of the citizens of the community.
- Received funding for Community Development Block Grants in the amount of \$78,900 for sidewalk on the south side of West University, from I-35 to Austin Avenue.

MAJOR DEPARTMENT STRATEGIES FOR FISCAL YEAR 2013/14

- Continue to ensure that community and social services providers and youth program providers meet their results-oriented performance objectives and prevention issues, and form service partnerships as appropriate.
- Continue to support the Williamson County and Cities Health District to ensure the health and safety of the citizens of the community.
- Continue commitment to funding Social Services and Youth Program Funding at levels approved in the City Council's Fiscal and Budgetary Policy.
- Continue to identify and pursue grant opportunities in order to offset the cost of the City's expenditures for capital improvement and other projects.

WORKLOAD MEASURES	ACTUAL FY 10/11	ACTUAL FY 11/12	BUDGETED FY 12/13	PROJECTED FY 12/13	PROJECTED FY 13/14
1. Contracts developed and monitored	18	17	17	21	21
2. Amount spent on Social Services Funding	\$303,750	313,549	\$311,331	\$296,049	\$311,331
3. Amount spent on Youth Program Funding	\$96,500	86,500	\$88,718	\$106,000	\$88,718

PERFORMANCE MEASURES	ACTUAL FY 10/11	ACTUAL FY 11/12	BUDGETED FY 12/13	PROJECTED FY 11/12	PROJECTED FY 12/13
1. % of contracts with prevention objectives	7	7	7	7	7

DEPARTMENTAL BUDGET: GENERAL FUND

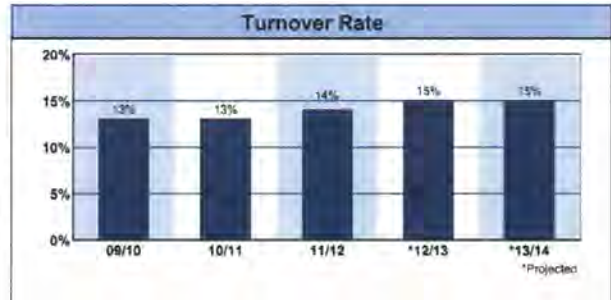
11/12 ACTUAL	12/13 BUDGET	12/13 PROJECTED ACTUAL		13/14 ADOPTED	14/15 ESTIMATED BASE
103,529	(106,527)	-	Personnel ⁽¹⁾	182,018	223,960
309,549	311,331	311,331	Social Services Contributions	311,331	311,331
<u>2,562,944</u>	<u>2,813,235</u>	<u>2,736,778</u>	Operations	<u>2,971,566</u>	<u>2,919,302</u>
<u><u>2,976,022</u></u>	<u><u>3,018,039</u></u>	<u><u>3,048,109</u></u>		<u><u>3,464,915</u></u>	<u><u>3,454,593</u></u>

⁽¹⁾ This line item is used to account for staff raises, bonuses and projected vacancy savings in the General Fund and is allocated to departments throughout the fiscal year.

Management Services Human Resources

DEPARTMENT DESCRIPTION

The Human Resources (HR) Department develops and delivers innovative human resource programs and services designed to support City of Georgetown's mission statement. Our core services and competencies include recruitment and staffing, employee relations, organizational and employee development, safety, compensation and benefits, wellness, performance management, and policy interpretation. We do this with an emphasis on customer service based on respect and integrity.



MAJOR DEPARTMENT GOALS

- Provide services, tools and open communication to create an environment where individuals are treated fairly and consistently.
- Attract, retain, and develop a quality workforce.
- Provide each employee with a safe work environment.
- Wellness

MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FISCAL YEAR 2012/13

- Updated and implemented the performance review system and tools.
- Updated the classification review process and implemented internal procedures.
- Continued to maintain/improve quality and competitive benefits by looking for new and innovative ways to keep health care costs down. Encouraged and expanded participation in the City's Wellness Program.
- Continued to provide training for supervisors/managers by hosting the supervisory training academy for the surrounding cities with SGR.
- Continued implementation of the ongoing strategy for the Classification/Compensation study that was conducted by external consultants. Implemented the Police/Fire new pay structure.
- Worked with Finance & Administration in analyzing and development of a plan for future self-insurance for employee health insurance.
- Worked with TML loss prevention and COG departments to better capture the city's property for insurance rating and coverage.

MAJOR DEPARTMENT STRATEGIES FOR FISCAL YEAR 2013/14

- Work with Finance & Administration to implement the self-funding of the City's health insurance.
- Develop tools to help departments identify and develop internal people with potential to fill key business leadership positions.
- Continue to implement the phases of the Classification/Compensation study.
- Finalize and update the City's Personnel and Procedures by working with the employee task force to ensure the most effective outcome for the city.
- Review process and procedures in order to streamline and ensure continued excellence customer service.
- Complete the review of job descriptions and post to external website.
- Collaborate with interdepartmental staff to develop an intranet site for a one stop resource for all employees from onboarding to a supervisor tool box.

HUMAN RESOURCES	11/12 ACTUAL	12/13 ORIGINAL BUDGET	12/13 FINAL / ACTUAL	13/14 ADOPTED	14/15 PROPOSED
Human Resources Director	1	1	1	1	1
Assistant HR Director	1	1	1	1	1
Human Resources Generalist	3	3	3	3	3
Human Resources Specialist	1	1	1	1	1
Administrative Assistant I	0.5	0.5	0.5	0	0
TOTAL	6/5	6/5	6/5	6	6

WORKLOAD MEASURES	ACTUAL FY 10/11	ACTUAL 11/12	BUDGETED FY 12/13	PROJECTED FY 12/13	PROJECTED FY 13/14
1. Application/resumes processed	5,728	8,262	6,873	7,000	8,246
2. Employee training hours provided (per employee)	45	45	47	50	50
3. # Civil Service Commission mtgs.	5	5	3	4	8
4. # of worker's compensation claims processed	49	45	45	45	40

PERFORMANCE MEASURES	ACTUAL FY 10/11	ACTUAL 11/12	BUDGETED FY 12/13	PROJECTED FY 12/13	PROJECTED FY 13/14
1. Average # of open positions	13	15	16	17	19
2. Turnover rate	12%	10%	14%	15%	15%
3. # of work injuries/illness requiring days off or modified duty	28	10	25	12	12

DEPARTMENTAL BUDGET: JOINT SERVICES FUND

11/12 ACTUAL	12/13 BUDGET	12/13 PROJECTED ACTUAL		13/14 ADOPTED	14/15 ESTIMATED BASE
534,747	570,599	565,582	Personnel	569,941	566,102
71,608	82,297	77,534	Operations	80,188	80,188
<u>606,355</u>	<u>652,896</u>	<u>643,116</u>		<u>650,129</u>	<u>646,290</u>



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Human Resources City-Wide Services

This department represents the pooled funds available for the City's one-time performance bonus program, as well as, market adjustments for employees funded through the Joint Services Fund. Training for City-wide issues, such as supervisory training and safety are also included here, as is property and liability insurance for the City.

CITY- WIDE SERVICES BUDGET: JOINT SERVICES FUND

11/12 ACTUAL	12/13 BUDGET	12/13 PROJECTED ACTUAL		13/14 ADOPTED	14/15 ESTIMATED BASE
67,467	313,223	99,541	Benefits/Market	293,517	328,430
90,404	95,500	116,981	Operations	162,500	102,500
<u>157,871</u>	<u>408,723</u>	<u>216,522</u>	Subtotal-Department	<u>456,017</u>	<u>430,930</u>
498,477	575,000	525,000	Insurance	575,000	575,000
(57,185)	60,000	60,000	Insurance Deductible	60,000	60,000
<u>599,163</u>	<u>1,043,723</u>	<u>801,522</u>		<u>1,091,017</u>	<u>1,065,930</u>

Management Services Legal Department

DEPARTMENT DESCRIPTION

The Legal Department includes the City Attorney, Assistant City Attorneys, Legal Assistant and Administrative Assistant. The Department provides in-house legal services for the City Council, Staff, Boards and Commissions and supervises legal services provided by outside counsel. The Department also provides advice and training on legal issues to other City Departments and Staff and provides annual ethics training for the City Council, Boards, and Commissions. The Legal Department issues legal opinions to interpret the City Charter, and City ordinances, policies and procedures. The Legal Department represents the City in litigation and administrative matters.

MAJOR DEPARTMENT GOALS

- Provide legal services in a timely and efficient manner.
- Recommend and prepare amendments to City codes and ordinances in accordance with Council direction.
- Support police and code enforcement efforts through effective Municipal Court prosecution consistent with Council objectives.

MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FISCAL YEAR 2012/2013

- Provided legal advice to various Departments and staff concerning significant claims against the City.
- Prepared submissions to the Justice Department concerning annexations.
- Issued opinions or presentations on various legal issues including Open Meetings Act, Public Information Act, ethics and conflicts of interest, including additional training for Advisory Board officers.
- Negotiated and drafted agreements, contracts and documents including several Interlocal Agreements.
- Prepared substantive revisions to several Ordinances.
- Initiated Open Records Management System.
- Transitioned all Open Records Requests for police records to the Legal Department.
- Coordinated all complex Open Records Requests and handled all correspondence with the Texas Attorney General concerning Open Records Requests.
- Managed claims and litigation matters.
- Assisted with many and various legal issues related to the Airport.
- Assisted with the negotiation and drafting of amended development agreement packages for significant developments.
- Assisted with the negotiation and drafting of economic development agreements for significant projects.
- Assisted with the negotiation and drafting of real estate transactions.
- Effectively manage and coordinate Contract Attorneys for significant projects.

MAJOR DEPARTMENT STRATEGIES FOR FISCAL YEAR 2013/2014

- Implement Open Records Management System City-wide to create a streamlined and effective system for processing Open Records Requests.
- Assist in the City's economic development initiatives through effective negotiation and preparation of economic incentive agreements, including participation in formulation and implementation of the Airport Business Plan.
- Continue efforts to standardize contract forms, agreements and other documents.
- Work with other City departments on active development agreements and other projects.
- Work with City Management and staff to identify and address Risk Management issues.
- Continue systematic review and revision of the Code of Ordinances.
- Continue efficient coordination of legal services provided by Contract Attorneys.

LEGAL	11/12 ACTUAL	12/13 ORIGINAL BUDGET	12/13 FINAL / ACTUAL	13/14 ADOPTED	14/15 PROPOSED
City Attorney	1	1	1	1	1
Assistant City Attorney	1	1	1	1	1
Legal Assistant	1	1	1	1	1
Administrative Assistant	0	1	1	1	1
TOTAL	3	4	4	4	4

WORKLOAD MEASURES	ACTUAL FY 10/11	ACTUAL FY 11/12	BUDGETED FY 12/13	PROJECTED FY 12/13	PROJECTED FY 13/14
1. Legal Consultations	120	120	120	120	120
2. Memorandum/Opinions/Comments	50	75	75	75	75
3. Lawsuits	10	10	10	10	10
4. Claims	24	24	24	24	24
5. Contracts/Agreements	150	50	50	50	50
6. Board, Commission, Agenda and other Staff Meetings	120	120	120	120	120
7. Open Records Act requests	80	100	100	275	350
8. Municipal Court Cases (arraignments, bench trials and jury trials)	Contracted	Contracted	Contracted	Contracted	Contracted

PERFORMANCE MEASURES	ACTUAL FY 10/11	ACTUAL FY 11/12	BUDGETED FY 12/13	PROJECTED FY 12/13	PROJECTED FY 13/14
1. Provide timely legal counsel as requested by City Staff	N/A	100%	100%	100%	100%
2. Provide annual ethics training to Council Members and Committee Members	N/A	100%	100%	100%	100%
3. Review of documents that are submitted to the Legal Department for Council action and attend respective Council meetings	N/A	100%	100%	100%	100%
4. Provide timely assistance with and response to Open Records Act requests	N/A	100%	100%	100%	100%

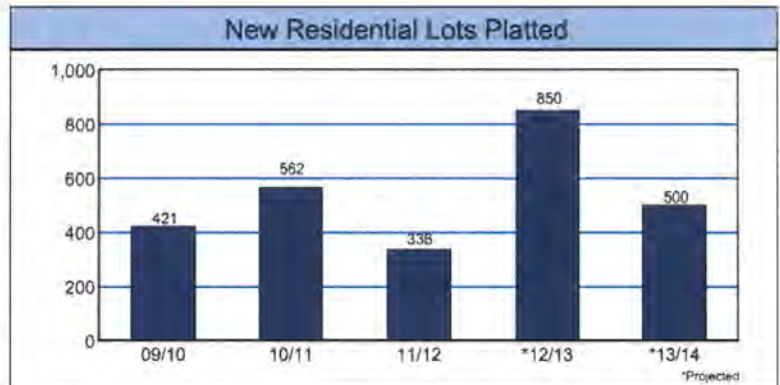
DEPARTMENTAL BUDGET: JOINT SERVICES FUND

11/12 ACTUAL	12/13 BUDGET	12/13 PROJECTED ACTUAL		13/14 ADOPTED	14/15 ESTIMATED BASE
207,433	382,645	376,840	Personnel	403,017	403,017
113,312	160,449	160,449	Operations	176,833	176,833
19,886	-	-	Capital	-	-
<u>340,631</u>	<u>543,094</u>	<u>537,289</u>		<u>579,850</u>	<u>579,850</u>

Management Services Planning

DEPARTMENT DESCRIPTION

The Planning Department coordinates the development review process in accordance with City Council policies adopted through the City's 2030 Comprehensive Plan and the Unified Development Code (UDC). The Department reviews and develops recommendations on annexations and development applications, prepares reports, participates in meetings of the City Council, and is the primary liaison and support for the Planning and Zoning Commission and Board of Adjustment. To carry out these duties, Planning serves as the first point of contact and public face for the City of Georgetown and therefore must provide information on past, present, and future development conditions;



demographic information, population projections, development trends and concern for infrastructure and quality of life impacts. As build out of the community continues, this data is reanalyzed and targets are adjusted. The Department also provides significant program support and staff resources for the Historic and Architectural Review Committee (HARC) and the City's Housing Program in furtherance of UDC mandates and City Council priorities.

MAJOR DEPARTMENT GOALS

- Facilitate new development and redevelopment through customer service, accountability and transparency.
- Promote a sustainable pattern of future growth and solidify the vision for build-out of the community.
- Promote strategies to enhance quality of life and economic development.
- Continue to make Georgetown a signature destination through downtown initiatives, park systems and historic preservation guidance.

MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FISCAL YEAR 2012/13

- Updated UDC provisions to further economic development goals to expand allowances for psychiatric care facilities and certain automotive facilities.
- Adopted Elements for Housing and Public Safety and completed annual update to 2030 Comprehensive Plan.
- Completed 360 acres of annexations and 2 annexation agreements covering 32.
- Updated and expanded Downtown and Old Town Design Guidelines and contracted to have Unified Development Code codified with MuniCode.
- Obtained reauthorization of Georgetown's Certified Local Government designation with the State of Texas for local discretion on historic preservation determinations.
- Launched MyPermitNow electronic permitting system and held training for Department customers.
- Established and confirmed policies for mobile food vending with City Council.
- Reported multi-family housing profile to City Council.

MAJOR DEPARTMENT STRATEGIES FOR FISCAL YEAR 2013/14

- Conduct audit of development process.
- Ratify strategy for growth in the extraterritorial jurisdiction (ETJ) through a program of annexation, ETJ line agreements with Leander and Jarrell.
- Formalize policies for requests for special districts such as MUDs and development agreements to promote fiscal responsibility and infrastructure concurrency.
- Promote fulfillment of employment centers identified in the 2030 Plan and reuse of abandoned sites.
- Update development standards for Williams Drive between Interstate 35 and Power Road.

PLANNING	11/12 ACTUAL	12/13 ORIGINAL BUDGET	12/13 FINAL / ACTUAL	13/14 ADOPTED	14/15 PROPOSED
Director of Community Development	1	0	0	0	0
Planning Director	1*	1	1	1	1
Development Engineer Associate	1*	0	0	0	0
Project Manager	0	1	0	0	0
Principal Planner	2	2	2	2	2
Planning Technician	2	2	2	2	2
Planner, Senior	2*	1	1	1	1
Planner	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
TOTAL	11	9	8	8	8

*included "frozen" unfunded positions.

WORKLOAD MEASURES	ACTUAL FY 10/11	ACTUAL FY 11/12	BUDGETED FY 12/13	PROJECTED FY 12/13	PROJECTED FY 13/14
1. Total development applications	290	290	275	275	300
2. Preliminary plat applications	11	18	8	12	14
3. Final plat applications	28	35	20	35	30
4. Site plans	29	20	25	25	28
5. Rezoning and SUP applications	26	30	15	20	25
6. Certificate of Design Compliance	46	48	40	50	55
7. # of new lots platted & recorded					
Residential	562	336	350	850	500
Commercial	3	13	10	25	15
8. Average # of walk-in, unscheduled customers per day.	NA*	NA*	NA*	8	9

*New workload measure, information not tracked previously.

PERFORMANCE MEASURES	ACTUAL FY 10/11	ACTUAL FY 11/12	BUDGETED FY 12/13	PROJECTED FY 12/13	PROJECTED FY 13/14
1. % final decisions consistent with staff Rezoning recommendations	N/A*	100%	100%	100%	95%
2. Site Plan (initial review, avg # of days)	NA*	NA*	NA*	21	21
3. Preliminary Plat (technical review, avg # of days)	NA*	NA*	NA*	14	14

*Not used as a measurement in previous budget.

DEPARTMENT BUDGET: GENERAL FUND

11/12 ACTUAL	12/13 BUDGET	12/13 PROJECTED ACTUAL		13/14 ADOPTED	14/15 ESTIMATED BASE
688,197	642,697	653,994	Personnel	644,106	644,106
157,430	147,134	116,284	Operations	141,555	111,555
<u>845,627</u>	<u>789,831</u>	<u>770,278</u>		<u>785,661</u>	<u>755,661</u>

Notes: The Planning Department was part of the Community Development Division that was restructured in May 2012. The Department became part of the Management Services Division and a Planning Director was hired. As part of the re-organization, the Historic District Planner (II) and Housing Coordinator were moved on the organization chart and funded by the Community Services and Downtown Division, although they continue to receive technical and administrative support and office in the Planning Department.



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