

HILSHIRE VILLAGE – OFFICE

Procedure Manual	Policy Date	Policy Number
Guidelines – City Secretary - City Administrator	10/15	Sec. 15-4

ACCOUNTING

- Bank Deposits
- Posting all deposits
- Manage different funds and what disbursements get paid from what funds
- Payroll, 941 Deposits, Quarterly Reports and W-2's
- A/P
- Review all invoices for accuracy (engineering and utilities fees)
- A/R – Re-inspection Fees, utilities
- Bank Reconciliations (13 accounts)
- Work with Bankers with any questions and problems
- Record all General Ledger journals for interest, utilities, taxes, etc;
- Audit Petty Cash Monthly
- Prepare financial statements in Peachtree
- Convert Peachtree financials into Excel for Council
- Prepare Year End information for Audit
- Work with Auditors to supply all year end audit requirements
- Balance the budget at year end and prepare a budget amendment if needed
- Prepare Annually a Proposed Budget for Mayor to finalize and submit to City Council
- Set up Budget Workshops and Meetings to adopt the Budget and new Tax rate
- Set up Budget in the Accounting Software for new year
- Administer the City Budget

TAXES

- Work with SBISD and the Mayor on setting tax rate
- Set up Public Hearings
- Advertise in paper, post on website and at City Hall
- Work with SBISD on delinquent accounts
- Audit monthly reports from tax office
- Fill out Quarterly Survey of Property Tax Collections for U.S. Census Bureau

OFFICE

- Manage Office to insure a constant flow of operations
- Maintain email data base and send out emails
- Negotiate contracts and supply information to Council for approval
- Supervise City Clerk
- Maintain computers and office equipment work with outside vendor when solutions are not found
- Answer phones and emails
- Respond promptly to address and resolve citizen inquiries and complaints.
- Handle emergency situations when they arise (working closely with the Mayor)
- Field complaints when City Clerk is not in. Log solutions and reports to council
- Communicate with the Mayor regarding major events in the Village that happen
- Work with volunteers giving them assignments

UTILITIES AND RIGHT OF WAY ISSUES

- Make sure all water and sewer infrastructure problems are handled
- Work with Severn Trent and Residents to clear up water billing problems
- Keep records of deposits for new residents
- Keep records of move-ins-and outs
- Make sure all Residents are billed properly
- Cut refund checks for deposits
- Issue Credit Reports for leaving residents for their new water company
- Call email or send out letters on past due residents to keep them from having water turned off
- Supply sewer accounts for the City of Houston monthly
- Report to Centerpoint any utility outage (streetlights, etc)
- Fill out all TCEQ Reports
- Water & Wastewater Utility Cost Survey
- Complete yearly CCR report
- Keep a running log of all issues and work to solve issues with vendors, franchises and residents
- Setup lab testing to meet TCEQ requirements

CITY SECRETARY

- Maintain all Official City Records including Contracts, Ordinances, Resolutions, Bids, Minutes, Agendas and Insurance Policies
- Work with the Mayor, Council, City Engineers, City Official, City Inspector, City Attorney, and other Cities and Villages
- Work with the Mayor to prepare Agenda for Council and Special Meetings
- Attend and Record all Council Meetings and Public Hearings
- Prepare Minutes from all City Council Meetings and other Public Gatherings

- Prepare Ordinances, Resolutions and Proclamations. Maintain a log of all and Codify all Ordinances. Advertise any Ordinance that has a fee
- Coordinate all special meetings with Mayor, Council and Attorney
- Keep Website Updated
- Post all Notices in Newspapers
- Handle all Requests for Open Records requested by vendors, residences, city's, and anyone who might think they need information
- Attest to Official Documents and Licenses
- Conduct General Election following guidelines of the State. Handle all early Voting Procedures and be available in the City Secretary's Office on Election Day
- Keep up with the calendar for City Hall
- Fill out all Government Census
- Notary for City Residences and Council
- Prepare correspondence for the City Secretary's Office, as well as the Mayor, City Council, City's Building Official

PERMITS

- Answer questions and supply information to contractors and residents on working in the City
- Answer questions from residents, contractors, architects regarding building in the City
- Work with City Official, City Inspectors and City Clerk to assure that all permit issues are handled professional and timely
- Coordinate with City Engineer on all drainage issues including, questions from residents and contractors
- Meet with Contractor, Home Owner, Architect prior to development
- Work with City Official on creating and updating all permits and requirements
- Make sure records are maintained properly
- Issue permits and handle inspections when City Clerk is not in.
- Supply Harris County Appraisal District information on permits
- Fill out monthly US Census Bureau form on Residential Building Permits

GENERAL DUTIES

- Keep City Hall in a professional manner
- Take Trash and recycling out
- Keep refrigerator stocked with drinks for Council and City Officials
- Committee Member for the Village Independence Festival
- Maintain City Hall building

CITY ADMINISTRATOR

- In cooperation with the City Attorney, ensure that all state laws and City Ordinances are effectively enforced.
- Coordinate infrastructure projects with public works department and consulting engineers (as appropriate) including the design, construction and planning of infrastructure projects.
- Support the Emergency Management Coordinator
- Prepare recommendations to the City Council on matters requiring legislative action.
- Represent the City to other elected officials and outside agencies, and coordinate activities between departments and among outside agencies and organizations.
- Administer all contracts with the City to ensure faithful execution.
- Perform related duties and responsibilities as may be presented by the laws of the State of Texas governing Type A General Law Cities or required by the City Council consistent with City Ordinances.
- Develop and recommend policies and procedures to City Council and implement changes or new policies and procedures. Administer policies and procedures as adopted by City Council.
- Set up and administer Pre-Development Meetings for new Construction

OTHER COMMITTEES

Work closely with any Council appointed committees

Board of Adjustment

- Answer questions on all inquiries – determine if a meeting needs to be set up
- Schedule meeting with Board
- Prepare Agenda and post
- Prepare ad and advertise
- Send emails to residents
- Set up meeting
- Keep up with records

HVCEFFC and HVHEFC

- Answer questions on all inquiries
- Work with Finance and Legal to prepare documents
- Determine if a meeting needs to be set up
- Schedule meeting with Board
- Assist with preparing Agenda and post
- Send emails to residents
- Keep up with records