



**CITY OF
HILSHIRE VILLAGE
FISCAL YEAR 2023
SECRETARY'S REPORT**

Cassie Stephens

FY 2023 ACCOMPLISHMENTS

as of 9/15/2023

Communications

- Produced 64 citizens' communications, including council meeting agendas, local advisories, and public service announcements.
- Launched redesigned website focused on accessibility and function.

Economic Development

- Initiated Arbor Day Foundation's Tree City USA certification emphasizing the planting and protection of trees in public areas, thereby designating the City's annual Arbor Day.
- Provided safety devices for pedestrians including coyote whistles, reflective bracelets and bands, and educational materials

Finance

- Processed payments totaling \$2,897,757; transaction categories included utilities, permits, and franchise fees.
- Interest Earned on Accounts \$68,690.25
- Maintained the City's fund balance policy for the beginning of FY 2024. Led the discussion and passage of the City's annual budget in alignment with the City Council's strategic goals and objectives.

Development Services

- Managed the plan review and inspection process for 40 residential and commercial plan reviews.
- Issued 163 permits and scheduled 359 building inspections.

FUTURE GOALS FY 2024

Organizational Culture

- Conduct annual employee reviews to create efficiencies, maintain a positive working environment and identify needs
- Ensure employees are aware of training and career development resources
- Maintain a commitment towards openness, honesty, integrity and ethical behavior
- Foster quality improvement across all departments

Efficient Government

- Complete annual audit with no findings or budget violations
- Work with local, state, and federal partners to identify projects and programs that can provide a mutual benefit
- Update policies to protect against fraud, waste and abuse
- Enhance the website to provide a user-friendly interactive platform the ensure that residents are informed
- Structure employee responsibilities to ensure comprehensive coverage of duties while eliminating duplicate work

Economic Development

- Enhance regional city and county partnerships
- Seek grant funds to develop programs
- Support local businesses
- Support infrastructure, parking lot and sidewalk improvements to improve access to businesses
- Recognition of conformance with the highest standards for preparation in government financial reports, budgeting, and transparency (Government Finance Officers Association, Texas Comptroller's Office)

Sustainable Infrastructure

- Continue progression of infrastructure tax projects
- Development of facility condition assessment report to identify priority projects and drive facilities capital improvement projects
- Increase preventative maintenance versus reactive maintenance of City assets
- Analyze peak flow for wastewater and maximum daily demand for water flow related to capacity as well as efforts to expand capacity

Safety

- Reduce occurrence of rates of crimes against persons and property in the community
- Provide ongoing public safety education programs
- Improve pedestrian safety infrastructure by securing funding and completing priority projects
- Enforce building codes and nuisance laws
- Prepare emergency plans in conjunction with the Citizens Emergency Response Team
- Complete a new Cyber Security Response Plan in compliance with legal mandates

Quality of Life & Community

- Maintain or improve the City's Community Rating System (FEMA) classification and compare ratings with neighboring cities and counties
- Increase community awareness to enforce ordinances
- Increase community engagement in City programs and activities
- Promote collaborations with city and local nonprofit leaders to optimize healthy living, ecological conservation, leadership development and sustainable preservation of natural resources
- Seek recognitions for Tree City USA, Scenic City Designation, Keep Texas Beautiful Award



	January	February	March	April	May	June	July	August	September	October	November	December
Administrator	Qtrly Reports: TWC, 941 Taxes Houston Newspaper Contract (1) yr	City Hall & Lift Station Generator Maintenance Contracts	Annual review of non-expiring service contracts	Qtrly Reports: TWC, 941 Taxes		SECO PEA Report SBISD (5) Year Contract 9/23 – 8/28 Flock-1 (5) yr Contract 6/23 - 6/28	Qtrly Reports: TWC, 941 Taxes		VFD Commercial Occupancy Inspections CPA (3) yr Contract expires YE 9/30/23	Qtrly Reports: TWC, 941 Taxes Depository Agreement (36 months)	VMIG Recommend Insurance Carriers Flock-2 (5) yr Contract 11/23 - 11/28	Mosquito Fogging (3) yr Contract 11/22 - 12/31/24
Secretary	Election					Appoint MPT, Signatories						Order of Election, Website Postings
	Council Meeting	Council Meeting	Council Meeting	Council Meeting	Council Meeting	Council Meeting	Council Meeting	Council Meeting	Council Meeting	Council Meeting	Council Meeting	Council Meeting
Treasurer	Audit								Fiscal Year End	Internal Audit		
	Q1 Report	Investment Policy Resolution		Q2 Report	VFD Budget Approval, Transfers & Audit		Q3 Report			Q4 Report		
				CoH Water Rate Increase	HCAD Certified Esimates	Next FY Budget Prep, CIP Update		Budget Workshops	Public Hearing, Adopt Budget & Tax Rate			
Building Maintenance	Fire Alarm Testing						Fire Alarm Testing	Power Wash Parking Lot, Window Cleaning				
Utility Infrastructure		TCEQ MS4 Permit and Annual Report Update		Prepare Annual Ditch Grading List			TCEQ Water Testing					
City Holidays	New Year's Day			Good Friday	Memorial Day		4th of July (& Festival)		Labor Day		Thanksgiving	Christmas Eve, Christmas, New Year's Eve
Community		HVCERT: Contacts and Block Leaders	HVCC Spring Event	HVCC End of School Year Event	SVPD Police Week Proclamation				HVCC National Night Out, Halloween Night		Nominate HCAD Board of Directors (2) year term	

TRAINING & EDUCATION

Emergency Management

- International Association of Emergency Management
- FEMA – NIMS training
- Texas Department of Emergency Management

Planning & Zoning

- Houston Chapter of the International Code Council - Secretary Stephens is currently serving as a board member

Public Funds

- Government Finance Officers Association - Certified Government Finance Officer program
- Universal Public Procurement Certification Council

Municipal Government

- Texas Municipal League
- National Association of Parliamentarians
- Texas Municipal Clerks Association
- Texas Women Leading Government
- International Institute of Municipal Clerks
- International City/County Management Association

Support & Reference Sources

- Texas Secretary of State
- Texas Attorney General
- Texas State Library Archives Commission
- Gulf Coast Coalition of Cities
- Houston-Galveston Area Council

Secretary Stephens completed the TMCA Texas Registered Municipal Clerk program and will be graduating January 2024. She will soon be enrolled in the GFOA program for Certified Government Finance Officers.

Clerk Lisa Ray is enrolled and actively taking courses in the TMCA Texas Registered Municipal Clerk program.

Both will complete NIMS training through FEMA before the summer of 2024.