



**NOTICE OF A WORK SESSION
OF THE CITY COUNCIL
OF THE CITY OF SUNSET VALLEY, TEXAS
TUESDAY, MAY 3, 2022
5:00 P.M. – 6:00 P.M.**

In accordance with the Open Meetings Act, Chapter 551 of the Government Code of Texas, notice is hereby given to all interested persons that the Sunset Valley City Council will hold a Work Session at **5:00 P.M.** on Tuesday, May 3, 2022 in the City Council Chambers, 3205 Jones Road, Sunset Valley, Texas, for the following purposes:

1. Call to order of the City Council
2. Citizen/Public Communication (Limited to 3 minutes)
3. Council will discuss the following items, but take no action:
 - A. Review of the proposed Organizational Chart, including the Assistant City Administrator, Community Vitality Coordinator, and Code/Trail Enforcement Officer positions, and associated costs of employment (computer, etc)
 - B. Review of a City Secretary contractual position
 - C. Direction to the Budget & Finance Committee to review costs and make recommendations related to:
 - i. A part time Accountant
 - ii. Removing the TexaScapes contract and replacing it with in-house staff
4. Directive to the City Administrator by the Mayor regarding follow-up work products for a future Council Agenda.
5. Adjourn

Remote Participation Notice

AT THIS MEETING AT THE STATED LOCATION, A QUORUM OF THE CITY COUNCIL WILL BE PHYSICALLY PRESENT AND THIS NOTICE SPECIFIES THE INTENT TO HAVE A QUORUM PRESENT THERE, AND THE MEMBER OF THE CITY COUNCIL PRESIDING OVER THE MEETING WILL BE PHYSICALLY PRESENT AT THAT LOCATION. ONE OR MORE MEMBERS OF THE CITY COUNCIL MAY PARTICIPATE IN THIS MEETING REMOTELY, AND IF SO, VIDEOCONFERENCE EQUIPMENT PROVIDING TWO-WAY AUDIO AND VIDEO DISPLAY AND COMMUNICATION WITH EACH MEMBER WHO IS PARTICIPATING BY VIDEOCONFERENCE CALL WILL BE MADE AVAILABLE.

I certify that the above notice of meeting was posted at City Hall, 3205 Jones Road, Sunset Valley, Texas, on the 28th day of April 2022 at 5:00 P.M.

Sylvia Carrillo
City Administrator

CITY COUNCIL WORKSHOP DATE: MAY 3, 2022



CITY COUNCIL WORKSHOP INFORMATION

STAFF PREPARER/CONTACT INFORMATION: Sylvia Carrillo, scarrillo@sunsetvalley.org

COUNCIL SPONSOR: Mayor Bruner (mbruner@sunsetvalley.org)

SUBJECT: Administration/Human Resources

DESCRIPTION: Discussion on staffing and probable costs with direction to the City Administrator on items that are to return to the Council for action.

- A. Review of the proposed Organizational Chart, including the Assistant City Administrator, Community Vitality Coordinator, and Code/Trail Enforcement Officer positions, and associated costs of employment (computer, etc)
- B. Review of a City Secretary contractual position
- C. Direction to the Budget & Finance Committee to review costs and make recommendations related to:
 - i. A part time Accountant
 - ii. Removing the TexaScapes contract and replacing it with in-house staff

BACKGROUND:

A. The organizational chart and additional staffing

The City Council has tasked staff with developing a model organizational chart based on several staff, community, and committee requests.

The first position, the Community Vitality Coordinator was born out of discussions from the Marketing Ad Hoc Committee and the City Council to engage businesses and residents and keep both informed as to city happenings.

The second position, Assistant City Administrator is a reclassification to what is now the Assistant to the City Administrator. The Assistant To, while a common role in many organizations, has “topped out” in our city. The current incumbent is assigned and accomplishing work well above the Assistant To role, and an upgrade is warranted.

The final position, a Code/Trail Enforcement officer position is a request born out of both the Public Safety Committee and Public Works as a method to assist in monitoring our trails and commercial areas to keep them safe and sightly, addressing code and safety issues immediately to reach quick resolution. This position would tag team with the Community Vitality Coordinator as well.

B. The City Secretary to a Contractual Position

The City Secretary role in the City's Code of Ordinances is an appointed position and an officer of the organization. The current City Secretary role also serves as the City Treasurer under the role and job duties of the prior incumbent. That is no longer the case. Once the other duties are removed, the City Secretary role alone does not have enough to warrant a full-time position. The alternative is a part-time position, that according to our HR policy, may require benefits.

§ 31.55 CITY SECRETARY.

(A) The Office of City Secretary shall be appointive. At the first regular meeting held after the general city election held in November of each even-numbered year, or as soon thereafter as practicable, and after the members of City Council elected at the election in the even-numbered year have qualified and been installed in office, the City Council shall by majority vote, appoint a City Secretary to serve for a term of two years and until his or her successor shall have been duly appointed and qualified. The Secretary, at the beginning of each term of office, shall take and subscribe to the official oath of office and shall post bond in a sum as the City Council shall direct, the premium on the bond to be paid by the city. The Secretary shall perform all of the statutory duties prescribed by law in Tex. Loc. Gov't Code § 22.073, and as hereafter amended, and other duties as may be prescribed from time to time by the City Council.

(B) The person appointed as City Secretary shall be ex-officio City Treasurer of the city, and the powers and duties of the City Treasurer as prescribed in Tex. Loc. Gov't Code § 22.075, and as hereafter amended, are hereby conferred on the person holding the Office of City Secretary.

(C) Any bond posted by the City Secretary as required by division (A) above shall extend to all of the duties and responsibilities imposed by this section and applicable statutes.

(Ord. 870217B, passed 2-17-1987; Ord. 170124, passed 1-24-2017)

Additionally, Chapter 22.073 of the Local Government Code provides that the City Secretary role is more administrative in nature. It states:

Sec. 22.073. POWERS AND DUTIES OF SECRETARY. (a) The secretary of the municipality shall attend each meeting of the governing body of the municipality and shall keep, in a record provided for that purpose, accurate minutes of the governing body's proceedings.

(b) The secretary shall:

- (1) engross and enroll all laws, resolutions, and ordinances of the governing body;*
- (2) keep the corporate seal;*
- (3) take charge of, arrange, and maintain the records of the governing body;*
- (4) countersign all commissions issued to municipal officers and all licenses issued by the mayor, and keep a record of those commissions and licenses; and*
- (5) prepare all notices required under any regulation or ordinance of the municipality.*

(c) Repealed by Acts 2011, 82nd Leg., R.S., Ch. 1324, Sec. 5(2), eff. June 17, 2011.

(d) The secretary shall draw all the warrants on the treasurer, countersign the warrants, and keep, in a record provided for that purpose, an accurate account of the warrants.

(e) The secretary serves as the general accountant of the municipality and shall keep regular accounts of the municipal receipts and disbursements. The secretary shall keep each cause of receipt and disbursement separately and under proper headings. The secretary shall also keep separate accounts with each person, including each officer, who has monetary transactions with the municipality. The secretary shall credit accounts allowed by proper authority and shall specify the particular transaction to which each entry applies. The secretary shall keep records of the accounts and other information covered by this subsection.

(f) The secretary shall keep a register of bonds and bills issued by the municipality and all evidence of debt due and payable to the municipality, noting the relevant particulars and facts as they occur.

(g) The secretary shall carefully keep all contracts made by the governing body.

(h) The secretary shall perform all other duties required by law, ordinance, resolution, or order of the governing body.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1248, Sec. 47, eff. Sept. 1, 1989. Amended by: Acts 2011, 82nd Leg., R.S., Ch. 1184 (H.B. 3475), Sec. 3(2), eff. September 1, 2011. Acts 2011, 82nd Leg., R.S., Ch. 1324 (S.B. 480), Sec. 5(2), eff. June 17, 2011.

This section does not prevent the City from assigning those duties, specifically those related to fiscal responsibility. The City's Code of Ordinances would be amended to include the Accountant. Items (e) and (f) above are related to the Accountant and no longer the City Secretary.

Sec. 22.071. OTHER MUNICIPAL OFFICERS. (a) In addition to the members of the governing body of the municipality, the other officers of the municipality are the secretary, treasurer, assessor and collector, municipal attorney, marshal, municipal engineer, and any other officers or agents authorized by the governing body.

(b) The governing body by ordinance shall provide for the election or appointment of the officers provided by this section.

(c) The governing body may confer on other municipal officers the powers and duties of an officer provided for by this section.

The duties related to the City Secretary in the Local Government Code are attached and include a level of work equivalent to an Administrative Assistant and not the level of an Assistant to or Assistant City Administrator.

C. FUNDING: This item will require a budget amendment as the positions were not previously planned in the current year FY 21-22 budget. The positions are included in the FY 22-23 proposed budget.

CURRENT YEAR FISCAL BUDGET							
FUND	DEPT.	ACCT.	DESC.	BUDGET	ENCUMBERED	THIS ITEM	REMAINING
01- General Fund	01- Administration	5000- Staffing	Community Vitality Coordinator (new staff position- Grade 6)			Not to exceed 92,839 – See Payscale Attached	
01 – General Fund	02-Public Safety	5000- Staffing	Part Time Code/Trails (new officer position)			Not to exceed 37,856. Exempt position	
PRIOR YEAR FISCAL BUDGET(S)							
BUDGET YEAR	FUND	DEPT.	DESC.	ACCOUNT	AMOUNT	TOTAL	NOTES

D. Direction to the Budget & Finance Committee to review costs and make recommendations related to:

- i. A part time Accountant
The current Accounting Manager has tendered her resignation. Her replacement has been extended an offer of employment and is scheduled to begin work on May 16, 2022. The incumbent frequently discussed the amount of work being more than one person could handle. She has offered to come back to the City on a full time basis beginning in January of 2023. Before Council makes a decision on the organizational chart, a discussion with Budget and Finance is warranted.
- ii. Removing the TexaScapes contract and replacing it with in-house staff

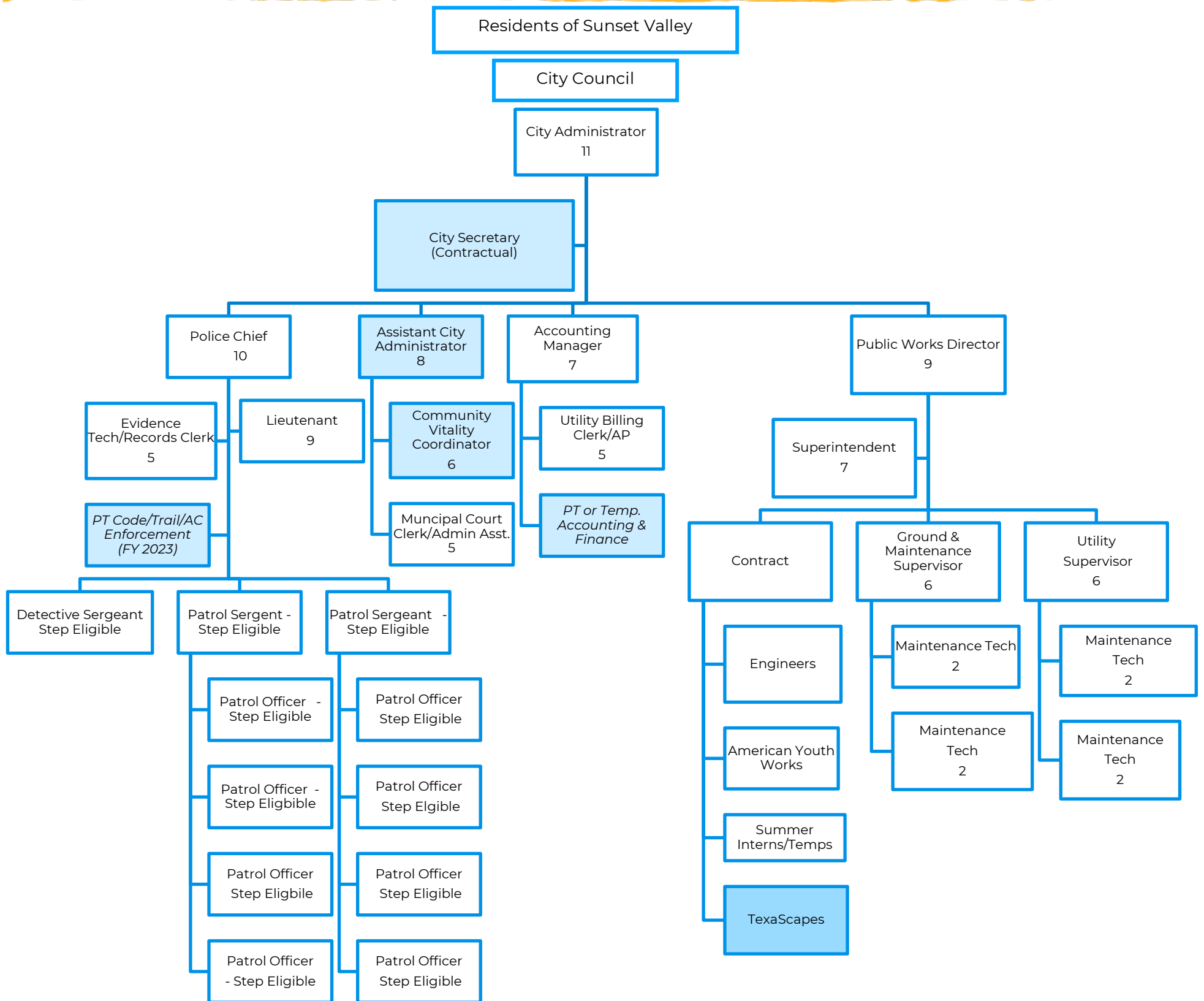
Discussion as to whether the cost benefit of continuing the relationship with TexaScapes or bring the service in-house via additional staff in the Public Works department. Before Council makes a decision on the organizational chart, a discussion with Budget and Finance is warranted.

SUPPORTING MATERIALS PROVIDED: YES

1. ORGANIZATIONAL CHART
2. JOB DESCRIPTIONS
 - A. COMMUNITY VITALITY COORDINATOR
 - B. ASSISTANT CITY ADMINISTRATOR
3. LOCAL GOVERNMENT CODE – CHAPTER 22 – CITY SECRETARY DUTIES
4. PAYSCALE

THE PROPOSED ORGANIZATIONAL CHART

5.3.22





ASSISTANT CITY ADMINISTRATOR

Department: Administration FLSA Status: Exempt Pay Grade: 8
Reports To: City Administrator Revised Date: 12.7.21 Approved Date:

GENERAL STATEMENT OF THE POSITION

Maintains close communication with and provides administrative support to the City Administrator, Mayor, City Council, Boards, Commissions and Standing Committees. Manages special projects and coordinates projects between city departments. Assists in the development of overall city goals, policies and priorities as determined by City Council. Supervises administrative clerical staff and coordinates daily operations of the development services and municipal court departments. Provides information to the public, other city departments, and other interested parties. Manages and maintains the City Website. Handles basic IT issues and acts as a liaison to the City's IT provider. Provides administrative support to the Zoning Commission and Board of Adjustment.

SPECIFIC DUTIES AND RESPONSIBILITIES

Meets with and advises the city Administrator, Mayor, and City Council related to administrative programs and policies. Keeps the City Administrator, Mayor, and City Council informed on the progress of administrative and development matters.

Attends City Council meetings, Zoning Commission meetings, Board of Adjustment meetings, and other official city meetings as needed.

Assists in the development of overall city goals, policies, and priorities as determined by the City Council. Develops recommendations and assists in the drafting and implementation of policies, laws, ordinances, resolutions, and programs related to assigned activities.

May serve as the City Administrator in the absence of the City Administrator.

Oversees and supervises the work of the staff and third-party contractors responsible for development and permitting. Facilitates Development Review meetings between staff, outside agencies, and applicants when needed.

Supervises the Community Vitality Coordinator. Coordinates and supervises all official communications to residents of Sunset Valley, including email notifications and the City's newsletter

Responds to complaints of potential code violations related to signs, building occupancy, dangerous buildings, construction, land use, zoning or other code related matters.

Responds to and attempts to resolve citizen questions and complaints. Reports problems to the City Administrator and recommends solutions of identified problems and initiate and/or participate in efforts to improve service deliver.

Coordinates efforts with police, planning, buildings and related departments, the prosecuting attorney, and other staff agencies as needed.

Research, coordinate and implement special projects and studies.

Coordinates all requests for information or reports from staff to "close the loop" on outstanding issues.

Assists the City Administrator with City Council Action Requests and Citizen Information Requests.

Supervises the Administrative Assistant/Court Clerk. Coordinates and supervises the daily operations of the development services and municipal court departments. Assists the City Administrator and Accounting Manager with the preparation of the Municipal Court, Administration and General Government Fiscal Budgets.

IT technical support liaison, including contacting outside vendor for support services. Handles basic IT issues, communication between office and IT contractor for major issues.

Coordinates with administrative staff and other departments to keep the City website updated and maintained.

Provides administrative support to the Zoning Commission and Board of Adjustment. May provide support to the City Administrator in receiving and processing applications for zoning changes, variance requests and other land use applications. Provides necessary documentation to applicants, public officials, and citizens. Attends and records minutes for the Zoning Commission and Board of Adjustment meetings.

Maintains planning, zoning, and other relevant records. Maintains Special Use Permits and Temporary Special Use Permits.

MINIMUM EDUCATION AND TRAINING

Bachelor's Degree preferred plus three years of TMCEC experience; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities. Knowledge of the Texas Local Government Code; office procedures; telephone etiquette; and City departmental policies and procedures. Knowledge of applicable Zoning and Planning regulations. Master's Degree in Public Administration preferred.

MINIMUM QUALIFICATIONS AND STANDARDS

Physical Requirements:

Must be physically able to operate a variety of office machines, tools, and equipment. Tasks require the ability to exert slight amounts of physical effort in light work, typically involving some combination of standing, sitting, stooping, kneeling and which may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 25 pounds.

Interpersonal Communication:

Requires the ability to function and communicate with co-workers, representatives from other agencies or the public both visually and verbally. Contacts usually involve discussion of an immediate and specific situation or obtaining or presenting data or statistics. Includes the ability to make decisions and makes choices between policies, rules, or procedures. Must have the ability to present to a wide variety of groups including Committees, Residents, and the City Council.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs; and understand basic statistical methods and analysis.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Contact Management systems; Internet software; Spreadsheet software, word processing software and PDF software. Individual should have intermediate website management skills and the ability to communicate clearly and post information to the City's website.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DRAFT

SUNSET VALLEY



IT'S GOOD TO BE HERE

ASSISTANT ~~TO THE CITY ADMINISTRATOR~~/CITY SECRETARY

Department: Administration FLSA Status: Exempt Pay Grade: 8
Reports To: City Administrator Revised Date: 12.7.21 Approved Date:

GENERAL STATEMENT OF THE POSITION

~~Provides~~ Maintains close communication with and provides administrative support to the City Administrator, Mayor, City Council, Boards, Commissions and Standing Committees. Manages special projects and coordinates projects between city departments. Assists in the development of overall city goals, policies and priorities as determined by City Council. Supervises administrative clerical staff and coordinates daily operations of the ~~administration~~ development services and municipal court departments. ~~Performs functions of the City Secretary.~~ Prepares, posts, and advertises all required notices in accordance with state statutes and city regulations; prepares various correspondence, documents, and reports; attends and prepares City Council meeting agendas; provides clerical and project management support to the Mayor and Council Committees. Provides information to the public, other city departments, and other interested parties. Manages and maintains the City Website. Handles basic IT issues and acts as a liaison to the City's IT provider. Provides administrative support to the Zoning Commission and Board of Adjustment. ~~May Serve as staff liaison for the Arts Commission and Community and Economic Development Committee or other committee as assigned.~~

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions—Assistant to the City Administrator

Meets with and advises the city Administrator, Mayor, and City Council related to administrative programs and policies. Keeps the City Administrator, Mayor, and City Council informed on the progress of administrative and development matters.

Attends City Council meetings, Zoning Commission meetings, Board of Adjustment meetings, and other official city meetings as needed.

Assists in the development of overall city goals, policies, and priorities as determined by the City Council. Develops recommendations and assists in the drafting and implementation of policies, laws, ordinances, resolutions, and programs related to assigned activities.

May serve as the City Administrator in the absence of the City Administrator.

Oversees and supervises the work of the staff and third-party contractors responsible for development and permitting. Facilitates Development Review meetings between staff, outside agencies, and applicants when needed.

Supervises the Community Vitality Coordinator. Coordinates and supervises all official communications to residents of Sunset Valley, including email notifications and the City's newsletter

Responds to complaints of potential code violations related to signs, building occupancy, dangerous buildings, construction, land use, zoning or other code related matters.

Responds to and attempts to resolve citizen questions and complaints. Reports problems to the City Administrator and recommends solutions of identified problems and initiate and/or participate in efforts to improve service deliver.

Coordinates efforts with police, planning, buildings and related departments, the prosecuting attorney, and other staff agencies as needed.

Research, coordinate and implement special projects and studies.

Coordinates all requests for information or reports from staff to "close the loop" on outstanding issues.

~~Handles all Open Records Requests within the timelines prescribed by the Local Government Code.~~

Assists the City Administrator with City Council Action Requests and Citizen Information Requests. ~~Assists the City Administrator with all official communications to the residents of Sunset Valley, including email notifications and the City's Newsletter.~~

~~Assists the City Administrator as needed with Building and Development Permit applications.~~

Supervises the Administrative Assistant/Court Clerk. Coordinates and supervises the daily operations of the ~~administration development services~~ and municipal court departments.

Assists the City Administrator and ~~Accountant~~ Accounting Manager with the preparation of the Municipal Court, Administration and General Government Fiscal Budgets.

IT technical support liaison, including contacting outside vendor for support services. Handles basic IT issues, communication between office and IT contractor for major issues.

~~Coordinates with administrative staff and other departments to keep the City website updated and maintained.~~

~~Updates and maintains the City Website. Post meeting agendas and backup material to the City website. Update the City website as needed. Maintain and update city email files for notification of agendas, public notices, meetings, events, and special announcements.~~

~~May serve as staff liaison for the City's Community and Economic Development (CED) Committee and provides administrative support for the City's economic development activities. This may include attendances and recording minutes for CED Meetings.~~

~~May serve as staff Liaison for the Sunset Valley Arts Commission and may provide administrative support for the City's artistic and cultural activities. This may include attending and recording minutes for the Arts Commission.~~

Provides administrative support to the Zoning Commission and Board of Adjustment. May provide support to the City Administrator in receiving and processing applications for zoning changes, variance requests and other land use applications. Provides necessary documentation to applicants, public officials, and citizens. Attends and records minutes for the Zoning Commission and Board of Adjustment meetings.

Maintains planning, zoning, and other relevant records. Maintains Special Use Permits and Temporary Special Use Permits.

~~Maintains the filing systems and records; conducts periodic retention and purging of files in compliance with applicable guidelines.~~

~~Supervise administrative staff in the creation of the City's Newsletter.~~

~~Essential Functions—City Secretary~~

~~Coordinates with other departments in preparing the agendas for City Council, Zoning Commission, Board of Adjustment, Arts Commission and Standing Committee meetings; Performs work related to the preparation of back-up materials and distribution of agenda packets.~~

~~Attends and records minutes for City Council meetings.~~

~~Prepares and coordinates publication, posting and distribution of legal notices for public meetings and hearings. Assures that legal requirements are met for publication and posting of agenda and notices in accordance with state statutes and city policies~~

~~Certifies documents; administers oaths of office and maintains custody of the city seal.~~

~~Serves as Records Management Officer for the City; manages, facilitates, and handles all technical support for Public Records; administers Records Management Program; interprets Local Government Records Act. Maintains custody of official records and archives of the city including ordinances, resolutions, judgments, and minutes.~~

~~Responsible for receiving and processing all Public Information requests (Open Records). Responds within the time constraints established by State law.~~

~~Provides information on Open Meeting Laws and compliance to city staff as well as members of the City Council, Boards and Commissions.~~

~~Serves as Municipal Election Administrator, coordinates municipal elections through the County; Receives candidate applications and required forms; Prepares, advertises, and posts all required election notices and documents; Collects and retains campaign filings for elected officials~~

MINIMUM EDUCATION AND TRAINING

Bachelor's Degree preferred plus three years of TMCEC experience; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities. Knowledge of the Texas Local Government Code; office procedures; telephone etiquette; and City departmental policies and procedures. Knowledge of applicable Zoning and Planning regulations. [Master's Degree in Public Administration preferred.](#)

MINIMUM QUALIFICATIONS AND STANDARDS

Physical Requirements:

Must be physically able to operate a variety of office machines, tools, and equipment. Tasks require the ability to exert slight amounts of physical effort in light work, typically involving some combination of standing, sitting, stooping, kneeling and

which may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 25 pounds.

Interpersonal Communication:

Requires the ability to function and communicate with co-workers, representatives from other agencies or the public both visually and verbally. Contacts usually involve discussion of an immediate and specific situation or obtaining or presenting data or statistics. Includes the ability to make decisions and makes choices between policies, rules, or procedures. Must have the ability to present to a wide variety of groups including Committees, Residents, and the City Council.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs; and understand basic statistical methods and analysis.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Contact Management systems; Internet software; Spreadsheet software, word processing software and PDF software. Individual should have intermediate website management skills and the ability to communicate clearly and post information to the City's website.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



COMMUNITY VITALITY COORDINATOR

Department: Administration FLSA Status: Non-Exempt Pay Grade: 6
Reports To: Assistant City Administrator
Approved Date:

GENERAL STATEMENT OF THE POSITION

Under general supervision, the Community Vitality Coordinator serves as a resource and liaison for residents, businesses, and visitors by facilitating the development and achievement of problem solving including but not limited to building civic partnerships between City Departments, community businesses, residential neighborhoods, and visitors to the City. The Community Vitality Coordinator is responsible for ensuring a vibrant strategy of on-going community engagement and activity with all City stakeholders.

Specific Duties and Responsibilities

Essential Functions

- Develops and maintains neighborhood engagement strategy and implementation plan:
 - Seek to open dialogue, create communication networks, and build relationships with the community.
 - Create greater involvement and improved communication between the City and its constituency that not only builds more support for government policy, process, and initiatives, but builds more supportive service to the community at large.
 - Directs community engagement outreach efforts including but not limited to monthly newsletters and website updates.
 - Establish and maintain ways to directly engage residents.

- Creates and nurtures City connection to community stakeholders through regular interaction, relationship building and follow-through:
 - Actively participate in the planning, promotion, and implementation of City initiatives, programs, services, and events.
 - Listen and identify community needs and reflect those needs to the City Departments.
 - Collaborate effectively with all City Departments.
 - Plans, prepares, and schedules community and resident meetings.
 - Participates in community events.
 - Staff liaison to both the Community & Economic Development Committee and the Arts Commission

- Serve as the main Point of Contact (POC) to increase participation/volunteerism and support through individuals and businesses that wish to become more active in the City's Initiatives:
 - Facilitate volunteer recruitment for City committees, boards, and commissions.
 - Facilitate volunteer opportunities for groups within the City such as Neighborhood Watch and Sunset Valley Nature Watch, as well as other organizations outside of the City to help with projects throughout the City.
 - Coordinate and train volunteers for events.
 - Participates in volunteer projects.

- Represents the City and coordinates ongoing relationships between the City and residents, in the development of strategies to assist with planning and implementing projects that impact the community, as well as address resident needs and concerns.
 - Participates in developing options for resolutions of community or neighborhood problems. Implements programs to address neighborhood and community issues.
 - Facilitates involvement of City staff in neighborhood and community building efforts.
 - Identifies City and other resources which can be used in problem solving resident, business, and visitor issues.
 - Participates and facilitates code enforcement throughout the City.

- Provide coordination and support for engagement with the local retail community.
 - Visit all Sunset Valley business owners and get to know them and their challenges
 - Establish ongoing communications with retailers and invite them to participate in local promotions, events, and retail round tables

- Work toward the unified promotion of Sunset Valley throughout the retail community (address corrections, use of hashtags, geo-tagging, use of official branded materials, etc.)
- Present the SV retail pitch deck to property managers and owners and discuss vision and future of SV retail with them. Establish a shared understanding of vision/direction and work with them to move toward implementation and participation (while also understanding their issues, limitations, and goals)
- Conduct quarterly retail round table meetings with local retailers to keep them up to date and show them the next season's media plans/campaigns/materials and other upcoming opportunities
- Oversee and plan an annual Sunset Valley new business event/summit—help identify potential new business targets, plan event, oversee agenda, confirm speakers, coordinate with venue
- Keep an up-to-date database of current retailers and their contact information
- Inform various parties (city staff, committees, department leads) of changes in the retail community and updating various marketing materials, store maps and directories accordingly
- Work with leasing agents to identify event opportunities in vacant spaces and create a program to brand empty spaces using SV branded attributes and benefits
- Work with leasing agents and property owners to consider improvements to façades, walkability, gathering spaces that align with overall SV goals
- Work with leasing agents and property owners by presenting them with data, media reports and other pro-retail programs and insights gleaned from city funded campaigns, programs, etc.
- Performs other duties as assigned, including receptionist and other administrative assistance duties.

Minimum Requirements

- Bachelors degree in Public Relations, Public Administration, Journalism, Marketing or closely related field.
- Three years previous experience in community outreach, local government, corporate communications, or other related environment that includes public relations, communications, journalism, or marketing.
- Proficiency in Microsoft Office suite.
- Valid Driver's License.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; sit and talk or hear. The employee is frequently required to stand. The employee is regularly required to reach with hands and arms; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision and color vision.

Interpersonal Communication:

Requires the ability to function and communicate with co-workers, representative from other agencies or the general public both visually and verbally. Contacts usually involve discussion of an immediate and specific situation. Contacts usually involve discussion of an immediate and specific situation or obtaining or presenting data or statistics. Includes the ability to make decisions and makes choices between policies, rules or procedures.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, but can be noisy as the employee spends a significant amount of time outside the office working on job sites.

DRAFT

LOCAL GOVERNMENT CODE

(Areas in highlight are referenced in the City of Sunset Valley Code of Ordinances)

TITLE 2. ORGANIZATION OF MUNICIPAL GOVERNMENT

SUBTITLE B. MUNICIPAL FORM OF GOVERNMENT

CHAPTER 22. ALDERMANIC FORM OF GOVERNMENT IN TYPE A GENERAL-LAW MUNICIPALITY

SUBCHAPTER C. OTHER MUNICIPAL OFFICERS

Sec. 22.071. OTHER MUNICIPAL OFFICERS. (a) In addition to the members of the governing body of the municipality, the other officers of the municipality are the secretary, treasurer, assessor and collector, municipal attorney, marshal, municipal engineer, and any other officers or agents authorized by the governing body.

(b) The governing body by ordinance shall provide for the election or appointment of the officers provided by this section.

(c) The governing body may confer on other municipal officers the powers and duties of an officer provided for by this section.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 22.072. POWERS AND DUTIES OF MUNICIPAL OFFICERS; BOND. (a) The governing body of the municipality may require a municipal officer whose duties are prescribed by this code to perform additional duties.

(b) The governing body may prescribe the powers and duties of a municipal officer appointed or elected to an office under this code whose duties are not specified by this code.

(c) The governing body may require a municipal officer to execute a bond payable to the municipality and conditioned that the officer will faithfully perform the duties of the office.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 22.073. POWERS AND DUTIES OF SECRETARY. (a) The secretary of the municipality shall attend each meeting of the governing body of the municipality and shall keep, in a record provided for that purpose, accurate minutes of the governing body's proceedings.

(b) The secretary shall:

(1) engross and enroll all laws, resolutions, and ordinances of

the governing body;

(2) keep the corporate seal;

(3) take charge of, arrange, and maintain the records of the governing body;

(4) countersign all commissions issued to municipal officers and all licenses issued by the mayor, and keep a record of those commissions and licenses; and

(5) prepare all notices required under any regulation or ordinance of the municipality.

(c) Repealed by Acts 2011, 82nd Leg., R.S., Ch. 1324, Sec. 5(2), eff. June 17, 2011.

(d) The secretary shall draw all the warrants on the treasurer, countersign the warrants, and keep, in a record provided for that purpose, an accurate account of the warrants.

(e) The secretary serves as the general accountant of the municipality and shall keep regular accounts of the municipal receipts and disbursements. The secretary shall keep each cause of receipt and disbursement separately and under proper headings. The secretary shall also keep separate accounts with each person, including each officer, who has monetary transactions with the municipality. The secretary shall credit accounts allowed by proper authority and shall specify the particular transaction to which each entry applies. The secretary shall keep records of the accounts and other information covered by this subsection.

(f) The secretary shall keep a register of bonds and bills issued by the municipality and all evidence of debt due and payable to the municipality, noting the relevant particulars and facts as they occur.

(g) The secretary shall carefully keep all contracts made by the governing body.

(h) The secretary shall perform all other duties required by law, ordinance, resolution, or order of the governing body.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1248, Sec. 47, eff. Sept. 1, 1989.

Amended by:

Acts 2011, 82nd Leg., R.S., Ch. 1184 (H.B. 3475), Sec. 3(2), eff. September 1, 2011.

Acts 2011, 82nd Leg., R.S., Ch. 1324 (S.B. 480), Sec. 5(2), eff. June 17, 2011.

Sec. 22.074. CERTIFICATION OF SECRETARIES. (a) In this section, "institution of higher education" has the meaning assigned by Section

61.003, Education Code.

(b) A person may be certified to practice as a municipal secretary in this state. The person shall be granted a certificate on completion of a program of instruction for municipal secretaries conducted at an institution of higher education.

(c) A private association of secretaries of municipalities may contract with an institution of higher education to use the facilities of the institution to provide a program of instruction for municipal secretaries. The association shall develop the program with the assistance of the institution. The institution shall approve a program that meets qualifications for approval developed by the institution. The association shall conduct the program at the institution.

(d) A private association of secretaries that establishes a program of instruction under this section shall pay the costs of the program, including the payment of a reasonable fee to the institution that houses the program for the use of the institution's facilities. State funds may not be appropriated to finance a certification program established under this section.

(e) A private association of secretaries that establishes a program of instruction under this section shall issue a certificate to each person who successfully completes the program. A person who holds a certificate issued under this section must renew the certificate not later than five years after the date on which the original certificate was issued. The person may renew the certificate on completion of a supplementary program of instruction conducted at the institution of higher education.

(f) This section does not require a person to be certified as a municipal secretary in order to practice in that capacity.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 22.075. BOND AND DUTIES OF TREASURER. (a) The treasurer of the municipality shall execute a bond. The bond must:

(1) be in favor of the municipality;

(2) be in the form and amount required by the governing body of the municipality;

(3) have security approved as sufficient by the governing body;

and

(4) be conditioned that the treasurer will faithfully discharge the duties of the office.

(b) The treasurer shall receive and securely keep all money belonging to the municipality. The treasurer shall make all payments on the order of the mayor, attested by the secretary of the municipality under the seal of the municipality. The treasurer may not pay an order unless the face of the order shows that the governing body directed the issuance of the order and shows the purpose for which it is issued.

(c) The treasurer shall render to the governing body a full statement of the receipts and payments. The statement must be rendered at the governing body's first regular meeting in every quarter and at other times as required by the governing body.

(d) The treasurer shall perform other acts and duties as the governing body requires.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 22.076. BOND OF MARSHAL; ABOLITION OF OFFICE. (a) The marshal of the municipality shall execute a bond. The bond must be conditioned that the marshal will faithfully perform the official duties as the governing body of the municipality may require.

(b) The governing body of a municipality with a population of less than 5,000 by ordinance may abolish the office of marshal and, at the same time in the ordinance, confer the duties of the office on a municipal police officer appointed as the governing body directs or on any other peace officer of the county. However, an elected marshal may not be removed from office under this subsection.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 22.077. REMOVAL OF MUNICIPAL OFFICERS. (a) The governing body of the municipality may remove a municipal officer for incompetency, corruption, misconduct, or malfeasance in office after providing the officer with due notice and an opportunity to be heard.

(b) If the governing body lacks confidence in a municipal officer appointed by the governing body, the governing body may remove the officer at any time. The removal is effective only if two-thirds of the elected aldermen vote in favor of a resolution declaring the lack of confidence.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 2001, 77th Leg., ch. 402, Sec. 4, eff. Sept. 1, 2001.

Adopted 2021 Pay Scale - Civilian

GRADE	MINIMUM	MIDPOINT	MAXIMUM	INCREASE FROM MIN TO MID TO MAX	POSITION			Notes
0	\$20,800.00	\$26,000.00	\$31,200.00	\$5,200.00	Temp/Interns/Teen Program - \$10-15 hr			
1	\$31,200.00	\$33,540.00	\$35,880.00	\$2,340.00	No License Required			
2	\$31,200.00	\$34,878.00	\$38,556.00	\$3,678.00	Maintenance Technician I -(First series of licenses and adjustment at 6 months)			Grade has step within the grade Grade 3, step 1 is in entry, step 2, Step 3, and Step 4 include acquiring additional licenses -Each step is indicative of licening requirements.
3	\$38,556.00	\$41,409.50	\$44,263.00	\$2,853.50	Maintenance Technician II			
4	\$44,263.00	\$47,889.50	\$51,516.00	\$3,626.50				
5	\$52,000.00	\$55,900.00	\$59,800.00	\$3,900.00	Administrative Assistant/Court Clerk	Administrative Assistant/Utility Clerk	Records & Evidence Technician	
6	\$59,800.00	\$64,285.00	\$68,770.00	\$4,485.00	Communications/Management Assistant	Utility Supervisor	Grounds & Maintenance Supervisor	
7	\$68,770.00	\$75,000.00	\$82,771.00	\$7,771.00	Accounting Manager	Superintendent		
8	\$82,771.00	\$88,978.83	\$95,186.65	\$6,207.82			City Secretary/Assistant to the CA	
9	\$95,186.65	\$104,697.33	\$114,208.00	\$9,510.67	Director of Public Works	Lieutenant		
10	\$114,208.00	\$122,773.60	\$131,339.20	\$8,565.60	Chief of Police			
11	\$131,339.20	\$142,649.00	As Determined by Council	\$11,309.80	City Administrator			

*Community Vitality Coordinator was previously called Communications/Management Assistant (generic) and is slated as a Grade 6. Salary range from 59,800 to 68,770. Loaded rate would be approximately 80,730 to 92,839