WINDCREST
TEXAS

PARTIAL MINUTES OF SPECIAL CITY COUNCIL MEETING

On the 30th day of November 2015 at 7:00 p.m. the City Council, of the City of Windcrest, Texas convenened in a special meeting at the Windcrest City Hall, 8601 Midcrown Dr., Windcrest Texas the meeting being open to the public and notice of said meeting giving the date, place and subjects thereof, having been posted as prescribed by 551.041 of the Government Code, and there being present and in attendance the following members: Mayor Alan E. Baxter, Council Members Gerd "Jake" Jacobi, Pam Dodson, Kim Wright, and Matt Vandenberg, thus constituting a quorum at which time the following business was transacted. Also present were Rafael Castillo, Jr., City Manager, and David Rodulfo, Assistant City Secretary.

These minutes are in lieu of official minutes at the beginning of the meeting being recorded on the Granicus system in which there were techical difficulties.

I. Call to Order, Pledge of Allegiance, Invocation and Announcement

Mayor Baxter called the meeting in to order at 6:00 p.m. and lead the pledge of allegiance. Council Member Matt Vandenberg provided the invocation.

****The remainder of the meeting is on Granicus****
http://windcresttx.granicus.com/MediaPlayer.php?view_id=8&clip_id=1620

****Approved 12.07.15 5/0 vote ****
http://windcresttx.granicus.com/MediaPlayer.php?view_id=8&clip_id=1623

WINDCREST
TEXAS

AGENDA
CITY OF WINDCREST, TEXAS

SPECIAL CITY COUNCIL MEETING

November 30, 2015

7:00 P.M.

NOTICE IS HEREBY GIVEN THAT A SPECIAL WINDCREST CITY COUNCIL MEETING WILL BE HELD AT WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS ON THE 30TH DAY OF NOVEMBER 2015 STARTING AT 7:00 P.M. DURING THE MEETING THE FOLLOWING SUBJECTS WILL BE CONSIDERED AND THE COUNCIL MAY TAKE ACTION ON ANY OF THE LISTED SUBJECTS.

THE CITY COUNCIL RESERVES THE OPTION TO RECESS THE MEETING DURING THE MORNING OF NOVEMBER 30, 2015 AND TO RECONVENE THE MEETING ON THE FOLLOWING DAY, DECEMBER 1, 2015 AT 9:00 A.M. AT THE WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS.

IT IS ANTICIPATED THAT MEMBERS OF OTHER CITY BOARDS, COMMISSIONS AND COMMITTEES MAY ATTEND THE MEETING IN NUMBERS THAT MAY CONSTITUTE A QUORUM OF SUCH OTHER CITY BOARDS, COMMISSIONS AND COMMITTEES, SO THAT NOTICE IS HEREBY GIVEN THAT THE MEETING IS ALSO A MEETING OF THE OTHER CITY BOARDS, COMMISSIONS AND COMMITTEES WHOSE MEMBERS ARE IN ATTENDANCE. THE MEMBERS OF THE OTHER CITY BOARDS, COMMISSIONS AND COMMITTEES MAY PARTICIPATE IN DISCUSSIONS WHICH OCCUR AT THE MEETING, BUT NO ACTION WILL BE TAKEN BY THE OTHER BOARDS, COMMISSIONS AND COMMITTEES WHOSE MEMBERS ARE IN ATTENDANCE.

REQUEST ALL PAGERS AND CELL PHONES BE TURNED OFF, EXCEPT EMERGENCY ON-CALL PERSONNEL. CITIZENS ARE ASKED TO REFRAIN FROM TALKING DURING COUNCIL PROCEEDINGS.

Ordinance No. 618 (09/20/10), Repealing Ordinance No. 593
At all City Council, City Commission or City Board meetings, the agenda shall include a "citizens to be heard" item. It is suggested that Citizens wishing to speak during this item sign in on the sign up roster prior to the meeting. During "citizens to be heard" comments, each individual may speak on an agenda item or any other matter affecting the city. In addition to the "citizens to be heard" portion of meetings, a person may make comments on agenda items prior to the vote on the agenda item. A member of the public will have a total of six (6) minutes to be heard during a City Council, City Commission or City Board Meeting. This does not include any responses from the body. The six (6) minutes time limit authorized herein may not be

transferred to another speaker in whole or in part. The presiding Officer or his/her designee will assign a Time Keeper to each meeting. The Time Keeper will maintain strict compliance of the six (6) minute rule, stopping speakers who exceed the allotted time. As authorized by Section 551.042 of the Texas Government Code, the Presiding Officer may direct a City Official to make: a statement of specific factual information in response to an inquiry made by a member of the public or of the City Council, or; a recitation of existing policy in response to an inquiry made by a member of the public or the City Council. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting. Any question posed by a Citizen, Council Member, Board Member or Commission Member for which an answer is not available at a meeting shall be answered by a member of the staff or Presiding Officer at the next regular meeting of the Body, if an answer is reasonably available and prudent. If the information is sensitive, staff will seek advice from the City Attorney.

Meeting Chair: please remind each participant in your meeting that they must speak into a microphone; the recording is the Official Minutes of your meeting and all who speak must be recorded. All guest speakers and citizens to be heard must speak from podium. Please interrupt speakers during meeting if you recognize that they are not speaking into microphone and have them do so.

I. Call to Order, Pledge of Allegiance, Invocation and Announcement

II. Citizens to be Heard on Subsequent and Non-Subsequent Agenda Items

1. A member of the public will have three (3) minutes to discuss non-subsequent agenda items.

2. A member of the public will have six (6) minutes to discuss subsequent agenda items.

3. City Council may discuss and respond to current and past agendas on subsequent and non-subsequent agenda items by citizens to be heard.

III. Executive Session

City Council will convene in a closed session as authorized by Section 551.074 of the Texas Government Code to deliberate the employment of the Municipal Finance Officer. (Att. 1)

IV. Open Session

City Council will reconvene into open session to review, discuss and may take action on the employment of the Municipal Finance Officer.

V. Ordinances

"In conjunction with the first reading of an ordinance, a motion should be made to either "reject the proposed ordinance" or "to forward the proposed ordinance to a subsequent City Council meeting for final adoption at its second reading".

None

VI. Resolutions

None

VII. Discuss & Act

1. City Council will review, discuss and may take action on necessary steps for the posting and hiring of the Municipal Finance Officer position.

2. City Council will review, discuss and may take action on adopting an organizational chart. (Att. 2)

3. City Council will review, discuss and may take action on job duties of the Fire Department Administrative Assistant. (Att. 3)

4. City Council will review, discuss and may take action on the support of City staff to the Windcrest Volunteer Fire Association.

VIII. General Announcements & Future Agenda Items Requested

Per Ordinance No. 618, repealing Ordinance No. 593; Section 9: Every agenda shall include an item entry granting a member the opportunity to propose an item for consideration of future agendas for Regular or Special Meetings. Any member may request the inclusion of such items at any meeting.

IX. Adjournment

The City Council reserves the right to retire into executive session whenever it is considered necessary and legally justified under the Texas Government Code, Subchapter D, Sections 551.071 et. seq. including, but not limited to, consultation with attorney, real property, prospective gifts, personnel matters, exclusion of witness, security devices, and economic development matters.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the City Council of the City of Windcrest is a true and correct copy of said Notice and was posted on the bulletin board at City Hall of said City in a convenient place to the public and said Notice was posted more than seventy-two hours prior to the meeting on November 30, 2015.

By: Kelly Rodriguez **, City Secretary**

In compliance with the Americans With Disabilities Act, the City of Windcrest Council Chambers are wheelchair accessible, and accessible parking spaces are available. The City of Windcrest will provide for reasonable accommodations for persons attending City Council meetings. To better serve you, requests should be received 48 hours prior to the meetings. Please contact Kelly Rodriguez, City Secretary, at 210-655-0022 ext. 2150 or Fax 210-655-8776.

I certify that the attached notice and agenda of items to be considered by the City Council was removed by me from the City Hall bulletin board on the ____ November, 2015.

_____ **Title:** _____

WINDCREST
TEXAS

JOB DESCRIPTION

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

EFFECTIVE DATE: January 2010

JOB TITLE: Municipal Finance Officer

DEPARTMENT: Finance

REPORTING RESPONSIBILITY: City Manager

SCOPE OF SUPERVISION: Finance Department

FLSA CLASSIFICATION: Exempt

I. JOB SUMMARY: Performs various accounting duties for the City, Crime Control and Prevention District Board and Economic Development Corporation including creating and posting entries to the general ledger, reconciling accounts, bank statements, preparing tax reports, preparing analyses of expenditures and revenues, and compiling financial statements. Manages and coordinates the City's accounting operations and activities including budget, payroll, purchasing, accounts receivable, accounts payable, general ledger, financial records maintenance and annual audit functions. Performs various functions in the City's budgetary process and in accomplishing the City's payroll processes.

II. JOB REQUIREMENTS:

A. EDUCATION AND/OR EXPERIENCE:

B. CERTIFICATES, LICENSES, REGISTRATIONS:

C. CONTINUING EDUCATION:

D. SKILLS:

1. **READING:** Ability to read and comprehend simple to complex instructions. Technical reports, manuals, correspondence and memos, office communications, policies and procedures.

2. **WRITING:** Ability to communicate effectively in writing.

3. **MATH:** Operation of calculator and computer.

4. **REASONING:** Constantly make decisions, analyze, synthesize, troubleshoot, and act on a wide variety of sources and types of information on a daily basis. Helping to formulate policy, and developing and implementing new strategies and procedures. Skill in organizing resources and establishing priorities.

5. **SPEAKING:** Effective verbal communication skill required.

6. **SUPERVISORY:** Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.

7. **MANAGERIAL:** Ability to develop, prepare and implement effective city policies and procedures. Ability to develop personnel and effectively instruct, guide, coach, teach, and mentor personnel. Ability to maintain recordkeeping systems.

8. **INTERPERSONAL:** Interact with staff, Mayor, City Council, other agencies and the general public, clear verbal communication required.

9. **OTHER JOB SKILLS:** Must be computer literate with experience in Microsoft and Incode programs and have the ability to key in data, type and operate a computer keyboard. Ability to respond outside of normal working hours on an on call basis. Knowledge, ability and certifications required to maintain the skills necessary to effectively carry out the multiple job duties and responsibilities.

III. ESSENTIAL JOB FUNCTIONS:

A. Municipal Finance Officer

1. Performs and coordinates all activities and functions of the general ledger, accounts receivable, payroll, fixed assets, financial statements, tax notes, capital projects, capital leases, accounts payable and grants for both the City, Economic Development Corporation and Crime Control and Prevention District Board.
2. Manages the proper accounting of all City, Economic Development Corporation and Crime Control and Prevention

District Board funds and sub funds in accordance with the Generally Accepted Accounting Principles.

3. Establishes and maintains a system of internal accounting and administrative controls for safeguarding all the City, Economic Development Corporation and Crime Control and Prevention District Board assets.
4. Prepares monthly budgeted financial statements and investment reports for City, which includes special revenue fund, garbage utility fund, capital projects fund, and debt services fund, Economic Development Corporation and Crime Control and Prevention District Board.
5. Develops and drafts quarterly and annual financial reports, to include the City's comprehensive Annual Financial Report and Single Audit Report in compliance with the governmental accounting and auditing financial reporting standards.
6. Performs year-end closing and coordinates all audits, to include the annual audit, and develops and schedules outside auditor activities.
7. Assists independent auditor with their annual review of financial records; prepares and provides support documentation and answers questions concerning financial records and accounting practices.
8. Monitors the activities of all departments to insure compliance and adherence to prescribed accounting policies and procedures.
9. Prepares, reviews and evaluates a variety of financial reports and statements including general ledger, bank reconciliation, and budget variances, monthly and annual reports.
10. Maintains City contracts; monitors contract payments; ensures contracts are within budget requirements; ensures compliance with contractual obligations.
11. Performs fixed assets accounting; maintains accurate fixed record assets, provides statistics for capital and operating budgets.
12. Monitors expenditures to insure compliance with approved appropriations and pertinent local, State, and Federal regulations.
13. Performs monthly reconciliation of bank accounts for cash and investments for the City, Economic Development Corporation and Crime Control and Prevention District Board.
14. Assists in drafting and implementing policies and procedures with regards to internal financial security.
15. Implements provisions of the City's Investment Policy under the direction of the City Investment Officer.
16. Performs related duties and responsibilities as required.

17. Knowledge and operation of software systems including Microsoft Excel, Word and Incode Accounting Program.

B. Budgeting

1. Assists the Mayor, City Administrator, Department Heads, Economic Development Corporation Director and Crime Control and Prevention District Board in the development and administration of the budget; analysis and forecasting of revenues; forecasting of expenditures, i.e. salaries, equipment, material and supplies.

2. Establishes and maintains computerized and paper files of budget information for current fiscal year as well as historic data for five previous fiscal years for both City, Economic Development Corporation and Crime Control and Prevention District Board.

3. Attends public hearing on City, Economic Development Corporation and Crime Control and Prevention District Board budgets as required.

4. Serves as Treasurer for the Economic Development Corporation and Crime Control and Prevention District Board.

5. Knowledge and operation of software systems including Microsoft Excel, Word and Incode Budgeting Programs.

C. Payroll

1. Establishes and maintains computerized and paper personnel and payroll files on all City employees, Crime Control and Prevention District employees, Economic Development Corporation employees, City Council members, Planning and Zoning Commissioners.

2. Receives all approved time sheets from department heads, calculates time sheets and maintains files on overtime, compensatory time, holiday pay, vacation pay, sick leave pay, and other miscellaneous pay and deductions.

3. Prepares payroll checks for City Employees, City Council members, EDC employees, Crime Control Prevention District employees and Planning and Zoning Commissioners.

4. Maintains employee payroll tax records, completes all mandated employee payroll tax reports including periodic federal income tax withholding reporting to IRS.

5. Maintains and coordinates all workers compensation reports and claim files.

6. Issue all W-2's and 1099's.

7. Knowledge and operation of software systems including Microsoft Excel, Word, and Incode Payroll Programs.

IV. OTHER JOB FUNCTIONS:

1. Performs any duties necessary to insure and/or assist in the operation of the Administrative Office.

2. Assists the City Administrator in administering all City Insurance Programs.
3. Any other duties or projects as assigned by City Administrator.

V. **WORKING CONDITIONS AND JOB DEMANDS:** Work may, on occasion, involve exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Work environment involves minimal exposure to physical risks, such as operating dangerous equipment or working with chemicals.

JOB DUTIES	PERCENT OF TIME	STRENGTH	PHYSICAL DEMAND
ESSENTIAL FUNCTIONS			
OTHER JOB FUNCTIONS			

ESSENTIAL FUNCTIONS - LISTED IN DESCENDING ORDER OF FREQUENCY; IN THE STRENGTH COLUMN, S= SEDENTARY, L= LIGHT, M= MEDIUM, H= HEAVY, VH= VERY HEAVY.

PHYSICAL DEMANDS - SEE CODE LISTED IN PHYSICAL DEMAND COLUMN; A= STANDING, B= SITTING, C= WALKING, D= LIFTING, E= CARRYING, F= PUSHING/PULLING, G= REACHING, H= HANDLING, I= FINE DEXTERITY, J= KNEELING, K= CROUCHING, L=CRAWLING, M= BENDING, N= TWISTING, O= CLIMBING, P= BALANCING, Q= VISION, R= HEARING, S=TALKING, T= FOOT CONTROLS, U= OTHER

VI. **NON-PHYSICAL DEMANDS:** Change of tasks, performing multiple tasks simultaneously and working with others as part of a team, noisy/distracting environment, irregular schedule/overtime and tedious exacting work.

VII. **MACHINES, TOOLS, EQUIPMENT AND WORK AIDES:** City vehicle, computer workstation and/or laptop, phone, copier and fax.

I HAVE REVIEWED THIS JOB ANALYSIS AND FIND IT TO BE A FAIR DESCRIPTION OF THE JOB DEMANDS.

HR Director Signature Date Employee Signature Date

Ed Theriot, AICP
Managing Member
(512) 618-2865
ed@etrdevcon.com

ETR
Development
Consulting, LLC

Thomas Rhodes
Managing Member
(512) 618-7449
thomas@etrdevcon.com

CONTRACT FOR PROFESSIONAL SERVICES

This Contract is made and entered into on this the 1st day of March, 2011, by and between the City of Windcrest, Texas (herein after referred to as Client) and ETR Development Consulting, LLC (herein after referred to as Consultant).

The Client hereby engages the Consultant for professional municipal financial consulting services. The specific responsibilities of the Consultant are outlined under Section I of this Contract.

Section I – Services of Consultant

The Consultant shall provide the following professional services to the Client with respect to municipal finance duties to include:

A. Perform monthly Municipal Finance Officer duties in accordance with the City of Windcrest Job Description for a Municipal Finance Officer (attachment A).
B. Perform monthly and quarterly reviews of the City's, EDC's, and CCPD's budgets/expenditures, and provide monthly and quarterly updates to the Windcrest City Council.
C. Prepare for and attend two (2) meetings with the City Council, to provide monthly reports, and to provide professional municipal finance assistance to the Windcrest City Council.
D. Provide general consultation for Municipal Finance related activities, as necessary.

Section II – Period of Service

A. This Contract shall be effective March 1, 2011 and shall be effective until terminated in accordance with the provisions of Section IV below.
B. This Contract provides for a maximum of 104 hours of work per month to be provided by the Consultant. Additional hours may be provided for in accordance with Section III.C of this Contract.
C. The Consultant shall provide professional services in accordance with the provisions of this contract on a month-to-month basis for the life of this Contract.

Section III – Consultant's Compensation

A. The Client hereby agrees to pay the Consultant a rate of $5,600.00 per month as identified in connection with services outlined in Section I.A. above.

B. Additional services beyond the scope of this contract shall be provided at an hourly rate of $65.00 per hour.

C. The fee identified in Sections III.A-B above is provided excluding reimbursable expenses. Reimbursable expenses shall be those reasonable expenses related to providing professional services to the Client including, but not limited to, postage and handling, duplication costs, delivery and courier fees, and other similar professional fees.

D. Additional meetings beyond the two (2) regularly scheduled Council Meetings per month shall be provided at an hourly rate of $65.00 per hour. During the months of July and August if additional Council Meetings are necessary in association with the preparation of the City's annual budget, the hourly rate shall be $54.00 per hour, per meeting, for up to two (2) additional meetings per month.

E. The Client shall pay the Consultant within 30 days of receipt of invoice for services rendered. Late payments shall be assessed a penalty equivalent to 5% of the total monthly invoice due. Late penalties shall be added to the next monthly invoice for services rendered. Each invoice reflecting an overdue amount shall be assessed a late fee for the total amount due.

Section IV –Termination

A. The Client, at its sole discretion, may terminate this Contract for any reason upon 30 days written notice delivered to the Consultant personally or by certified mail, return receipt requested.

B. Immediately upon receiving said notice of termination, the Consultant shall discontinue any and all services under this Contract and proceed to close said operations under this Contract. The Consultant shall deliver to the Client all documents, files, and data, both electronically and hard copy, that have been prepared in connection with the Consultant's work with the Client.

C. The Consultant, at its sole discretion, may terminate this contract

prior to completion of the items identified in Section I above for any reason upon 30 days written notice delivered to the Client personally or by certified mail, return receipt requested.

D. The Client shall make final payment within 30 days after the Consultant has delivered all documents, files and data as required above.

E. Venue for all legal proceedings hereunder shall be in Bexar County, Texas.

In Witness Whereof, the parties hereto have executed this Contract on this the 10TH day of February, 2011

City of Windcrest, Texas

By: David Cadena
David Cadena
Acting City Manager

The Consultant warrants that the person who is signing this Contract on behalf of ETR Development Consulting, LLC is authorized to do so and to execute all other documents necessary to carry out the terms of this Contract.

Consultant

Thomas Rhodes, Managing Member
ETR Development Consulting, LLC

WINDCREST
TEXAS

JOB DESCRIPTION

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

EFFECTIVE DATE:

JOB TITLE: Municipal Finance Officer

DEPARTMENT: Finance

REPORTING RESPONSIBILITY: City Manager

SCOPE OF SUPERVISION: Finance Department

FLSA CLASSIFICATION: Exempt

I. **JOB SUMMARY**: Performs various accounting duties for the City, Crime Control and Prevention District Board and Economic Development Corporation including creating and posting entries to the general ledger, reconciling accounts, bank statements, preparing tax reports, preparing analyses of expenditures and revenues, and compiling financial statements. Manages and coordinates the City's accounting operations and activities including budget, payroll, purchasing, accounts receivable, accounts payable, general ledger, financial records maintenance and annual audit functions. Performs various functions in the City's budgetary process and in accomplishing the City's payroll processes.

II. **JOB REQUIREMENTS:**

A. **EDUCATION AND/OR EXPERIENCE:**

B. **CERTIFICATES, LICENSES, REGISTRATIONS:**

C. **CONTINUING EDUCATION:**

D. **SKILLS:**

1. **READING:** Ability to read and comprehend simple to complex instructions. Technical reports, manuals, correspondence and memos, office communications, policies and procedures.

2. **WRITING:** Ability to communicate effectively in writing.

3. **MATH:** Operation of calculator and computer.

4. **REASONING:** Constantly make decisions, analyze, synthesize, troubleshoot, and act on a wide variety of sources and types of information on a daily basis. Helping to formulate policy, and developing and implementing new strategies and procedures. Skill in organizing resources and establishing priorities.

5. **SPEAKING:** Effective verbal communication skill required.

6. **SUPERVISORY:** Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.

7. **MANAGERIAL:** Ability to develop, prepare and implement effective city policies and procedures. Ability to develop personnel and effectively instruct, guide, coach, teach, and mentor personnel. Ability to maintain recordkeeping systems.

8. **INTERPERSONAL:** Interact with staff, Mayor, City Council, other agencies and the general public, clear verbal communication required.

9. **OTHER JOB SKILLS:** Must be computer literate with experience in Microsoft and Incode programs and have the ability to key in data, type and operate a computer keyboard. Ability to respond outside of normal working hours on an on call basis. Knowledge, ability and certifications required to maintain the skills necessary to effectively carry out the multiple job duties and responsibilities.

III. ESSENTIAL JOB FUNCTIONS:

A. Municipal Finance Officer

1. Performs and coordinates all activities and functions of the general ledger, accounts receivable, payroll, fixed assets, financial statements, tax notes, capital projects, capital leases, accounts payable and grants for both the City, Economic Development Corporation and Crime Control and Prevention District Board.
2. Manages the proper accounting of all City, Economic Development Corporation and Crime Control and Prevention

District Board funds and sub funds in accordance with the Generally Accepted Accounting Principles.

3. Establishes and maintains a system of internal accounting and administrative controls for safeguarding all the City, Economic Development Corporation and Crime Control and Prevention District Board assets.
4. Prepares monthly budgeted financial statements and investment reports for City, which includes special revenue fund, garbage utility fund, capital projects fund, and debt services fund, Economic Development Corporation and Crime Control and Prevention District Board.
5. Develops and drafts quarterly and annual financial reports, to include the City's comprehensive Annual Financial Report and Single Audit Report in compliance with the governmental accounting and auditing financial reporting standards.
6. Performs year-end closing and coordinates all audits, to include the annual audit, and develops and schedules outside auditor activities.
7. Assists independent auditor with their annual review of financial records; prepares and provides support documentation and answers questions concerning financial records and accounting practices.
8. Monitors the activities of all departments to insure compliance and adherence to prescribed accounting policies and procedures.
9. Prepares, reviews and evaluates a variety of financial reports and statements including general ledger, bank reconciliation, and budget variances, monthly and annual reports.
10. Maintains City contracts; monitors contract payments; ensures contracts are within budget requirements; ensures compliance with contractual obligations.
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12. Monitors expenditures to insure compliance with approved appropriations and pertinent local, State, and Federal regulations.
13. Performs monthly reconciliation of bank accounts for cash and investments for the City, Economic Development Corporation and Crime Control and Prevention District Board.
14. Assists in drafting and implementing policies and procedures with regards to internal financial security.
15. Implements provisions of the City's Investment Policy under the direction of the City Investment Officer.
16. Performs related duties and responsibilities as required.

17. Knowledge and operation of software systems including Microsoft Excel, Word and Incode Accounting Program.

B. Budgeting

1. Assists the Mayor, City Administrator, Department Heads, Economic Development Corporation Director and Crime Control and Prevention District Board in the development and administration of the budget; analysis and forecasting of revenues; forecasting of expenditures, i.e. salaries, equipment, material and supplies.
2. Establishes and maintains computerized and paper files of budget information for current fiscal year as well as historic data for five previous fiscal years for both City, Economic Development Corporation and Crime Control and Prevention District Board.
3. Attends public hearing on City, Economic Development Corporation and Crime Control and Prevention District Board budgets as required.
4. Serves as Treasurer for the Economic Development Corporation and Crime Control and Prevention District Board.
5. Knowledge and operation of software systems including Microsoft Excel, Word and Incode Budgeting Programs.

C. Payroll

1. Establishes and maintains computerized and paper personnel and payroll files on all City employees, Crime Control and Prevention District employees, Economic Development Corporation employees, City Council members, Planning and Zoning Commissioners.
2. Receives all approved time sheets from department heads, calculates time sheets and maintains files on overtime, compensatory time, holiday pay, vacation pay, sick leave pay, and other miscellaneous pay and deductions.
3. Prepares payroll checks for City Employees, City Council members, EDC employees, Crime Control Prevention District employees and Planning and Zoning Commissioners.
4. Maintains employee payroll tax records, completes all mandated employee payroll tax reports including periodic federal income tax withholding reporting to IRS.
5. Maintains and coordinates all workers compensation reports and claim files.
6. Issue all W-2's and 1099's.
7. Knowledge and operation of software systems including Microsoft Excel, Word, and Incode Payroll Programs.

IV. OTHER JOB FUNCTIONS:

1. Performs any duties necessary to insure and/or assist in the operation of the Administrative Office.

2. Assists the City Administrator in administering all City Insurance Programs.
3. Any other duties or projects as assigned by City Administrator.

V. **WORKING CONDITIONS AND JOB DEMANDS:** Work may, on occasion, involve exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Work environment involves minimal exposure to physical risks, such as operating dangerous equipment or working with chemicals.

JOB DUTIES	PERCENT OF TIME	STRENGTH	PHYSICAL DEMAND
ESSENTIAL FUNCTIONS			
OTHER JOB FUNCTIONS			

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VI. **NON-PHYSICAL DEMANDS:** Change of tasks, performing multiple tasks simultaneously and working with others as part of a team, noisy/distracting environment, irregular schedule/overtime and tedious exacting work.

VII. **MACHINES, TOOLS, EQUIPMENT AND WORK AIDES:** City vehicle, computer workstation and/or laptop, phone, copier and fax.

I HAVE REVIEWED THIS JOB ANALYSIS AND FIND IT TO BE A FAIR DESCRIPTION OF THE JOB DEMANDS.

HR Director Signature Date Employee Signature Date

Development
Consulting

www.etrdevcon.com

Ed Theriot, AICP, Managing Member
5395 US Highway 183 North
Lockhart, Texas 78644
(512) 618-2865
ed@etrdevcon.com

Thomas Rhodes, Managing Member
401 Dryden Lane
Buda, Texas 78610
(512) 618-7449
thomas@etrdevcon.com

The People that Make Up ETR

Ed Theriot, AICP

Graduated from Texas State University in 1986 with a B.A. in Geography, Urban and Regional Planning
20 years of experience working directly for municipalities across the state
Approximately 4 years of experience working as a consultant for municipalities across the state
Member of the American Institute of Certified Planners since 1994
Member of the Central Texas Section of the Texas Chapter of the American Planning Association

Thomas Rhodes

Graduated Magna Cum Laude from Texas State University in 2004 with a B.S in Geography
Approximately 2 years of experience working directly for municipal government
Approximately 4 years of experience working as a consultant for municipalities across the state
Member of the Central Texas Section of the Texas Chapter of the American Planning Association
Member of the Boy Scouts of America, Eagle Scout – 1999

Ed Theriot, AICP
(512) 618-2865
ed@etrdevcon.com

ETR
Development
Consulting LLC

Thomas Rhodes
(512) 618-7449
thomas@etrdevcon.com

Municipal Finance Consulting Services

Sarah Mangham is a Certified Government Finance Officer . Sarah has over 15 successful years experience in Financial Analysis, Research, Documentation, Budget Development, Grant Monitoring, Management and Operations, Communications, Client/Staff Relations, of which 5 years were with a fast growing small Municipality. Sarah is available to provide additional financial services at the level you need.

Below is a brief list of how Sarah can be of assistance to your City.

- **Assist in Daily Operations of Municipal Finance Departments**
  - Bank reconciliations
  - Investments
  - Regular routine audits of the GL
  - Preparation of Monthly Reports to Management / Council
  - Annual review of changes in the utility rates / winter averaging
  - Other duties as needed

- **Financial Policies**
  - Assist the City in writing policies such as:
    - Fiscal / Budgetary Policy
    - Purchasing Policy
    - Investment Policy

- **Hotel / Motel Tax Audits / Ordinance Review**
  - Is the City missing some possible Hotel / Motel Tax Revenue?
  - How many hotels does the City have? Are they all reporting correctly?

- **Internal Control Reviews**
  - Where are the City's strengths & weaknesses?
  - How can the City improve on the weaknesses?

- **Sales Tax Audits**
  - Is the City missing some possible Sales Tax Revenue?
  - When did the City last review the reporting businesses to ensure that all is correct?

- **Budget Document Preparation**
  - Ready to take the Budget Document to the next level, but just need help with getting the files and documents ready for the first GFOA Distinguished Budget Award submission?

- **Other Special Finance Projects as needed**

Sarah Mangham, CGFO
Municipal Finance Specialist
(512) 804-9675
sarah@etrdevcon.com

Burns & Wilcox
40 Years of Excellence

2301 East Lamar Blvd., 5th Floor, Arlington, TX 76006
Phone: (817) 652-1277 OR (800) 442-1496 Fax: (817) 652-9090

DATE: 10/18/201(

INSURANCE BINDER

THIS BINDER IS A TEMPORARY INSURANCE CONTRACT, SUBJECT TO THE CONDITIONS SHOWN BELOW.

INSURED: ETR Development Consulting

401 Dryden Lane
Buda, TX 78610

B&W PRODUCER: Dick Weaver
AGENT: Michael Bickel Insurance Agency
595 Round Rock W Dr Ste 501
Round Rock, TX 78681

LOCATION(S) OF RISK:

1: 401 Dryden Lane, Buda, TX 78610

POLICY EFFECTIVE FROM: 10/13/10 AT 12:01 AM TO 10/13/11 AT 12:01 AM STD TIME AT RISK LOCATION.

FORM OF COVERAGE: PACKAGE COMMERCIAL CLAIMS MADE **Retro Date:** 10/13/2008
Consultant

POLICY NO: SRD424117 (Renewal of Policy# SRD366979)

INSURER(S):

Line Of Business	Supplier(s)	Participation
Commercial General Liablity	Certain Underwriters at Lloyds	100.00 %
Errors & Omissions	Certain Underwriters at Lloyds	100.00 %

LIMITS / DEDUCTIBLES:

Loc	Sub	Coverage	Limit(s)	Deductible(s)		Co Ins
1		Each Claim	$1,000,000	$2,500	Per Claim	
1		Annual Aggregate	$1,000,000			
1		General Aggregate	$2,000,000			
1		Each Occurrence	$1,000,000	$500	Per Claimant	
1		Personal and Advertising Injury	$1,000,000	$500	Per Claimant	
1		Fire Damage / Any One Fire	$100,000	$500	Per Occurrence	
1		Medical Expense / Any One Person	$5,000			
1		Products and Completed Operations	$2,000,000	$500	Per Claimant	

TOTAL CHARGES:

Premium:	$	250.00	Additional Insured (Fully Earned)
Premium:	$	1,955.00	Errors & Omissions
Premium:	$	100.00	Additional Insured (Fully Earned)
Premium:	$	500.00	Commercial General Liability
Tax:	$	1.68	Stamping Tax
Tax:	$	136.04	Surplus Lines Tax - CommPkge
TOTAL:	$	2,942.72	

100% MINIMUM & DEPOSIT

TERM MINIMUM PREMIUM:

25.00 % EARNED (Except Where Fully Earned)
MINIMUM PREMIUM = $963.75

EXCLUSIONS:

Burns & Wilcox
40 Years of Excellence

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Phone: (817) 652-1277 OR (800) 442-1496 Fax: (817) 652-9090

E&O Exclusions: NMA2915 - Electronic Data Recognition Exclusion, NMA 464 - War and Terrorism Exclusion, NMA2920 - Terrorism Exclusion Endorsement, BW5001E&O (5/03) - Asbestos, Lead, Silica Dust, Mold, Bio-Organic Growth and/or Mildew Exclusion, NMA2341 - Land, Water & Air Exclusion, NMA1191 - Radioactive Contamination Exclusion Clause - Physical Damage Direct, NMA2962 - Biological and Chemical Materials Exclusion.

Other E&O Exclusions included, but not limited to: BI/PD, Punitive, Absolute Pollution, Etc.

GENERAL LIABILITY EXCLUSIONS: NMA2920 War and Terrorism Exclusion , BW5001 Asbestos, Lead, Silica Dust, Mold, Bio-Organic Growth and/or Mildew Exclusion, CG0001 Commercial General Liability Coverage From Exclusions, BWUN101 Exclusions including but not limited to pollution, asbestos, lead paint, punitive damages and sexual action, CG2160 Y2K Exclusion, PS-1 Professional Services Exclusion, CG2147 Employee Related Practices Exclusion, CU-142 Leased Employees Exclusion, NMA464 War & Civil War Exclusion; NMA2962 Biological or Chemical Materials Exclusion; BWUN101 (12/08)

ENDORSEMENTS:

TP059, TP081A , BWSD100, IL0017, LMA 5020, LSW1001, SOFAE (02/05) Schedule of Forms & Endorsements, LPG1 (10/95) Lloyds Policy Jacket, LLOYDS1A (09/98) Certificate of Insurance, LLOYDS1B (10/93) Commercial Policy Coverage Part, CG00001 (2007) Commercial General Liability Coverage Part Supplemental Declarations, BWSD100 (05/94) Mandatory Provisions Endorsement, BW001401 (09/07) Fire Legal Liab Cov, CG0067 (3/05) Violation of Statues, CG2426 (7/04) Amendment of Insured Contract Definition, LMA5021 (9/05) Applicable Law (U.S.A.), CG0001 (12/07) Commercial General Liability Coverage Form, LSW1001 (08/94) Several Liability Notice, UN1026 Classification Limitation, BW3378 (01/08) Audit Premiums - Amendatory Endorsement, IL0017 (11/98) Common Policy Conditions.

CONDITIONS:

Burns & Wilcox
40 Years of Excellence

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Phone: (817) 652-1277 OR (800) 442-1496 Fax: (817) 652-9090

DATE: 10/18/201(

INSURANCE BINDER

NAMED INSURED'S PROFESSION: Urban Planning and Land Use Consulting

[X] EO1 (09/08) INSURED IS REQUIRED TO OBTAIN CERTIFICATES OF INSURANCE FROM ALL SUBCONTRACTORS EVIDENCING THEY ARE CARRYING THEIR OWN ERRORS & OMISSIONS POLICY AT EQUAL OR HIGHER LIMITS DURING THE TERM OF THIS POLICY.

[X] EO2 (11/08) IT IS HEREBY UNDERSTOOD AND AGREED THAT THE INSURED MUST BE AN INDEPENDENT CONTRACTOR AND MUST USE A FORMAL WRITTEN CONTRACT WITH EACH CLIENT.

ERRORS & OMISSIONS COVERAGE WILL BE CLAIMS MADE.
GENERAL LIABILITY COVERAGE WILL BE OCCURRENCE.

RETRO DATE: This quotation provides coverage for loss(s) arising from claims by reason of wrongful acts occurring only after indicated date shown as 'RETRO DATE' on page 1 of this document and before cancellation or termination of this policy.

GENERAL LIABILITY REQUIREMENT: Insured is required to carry CGL including Products/completed Operations with equal limits throughout the E&O policy term.

APPLICATION: The application will become a part of the policy. A signed application dated not more than 30 days (60 days for renewals) prior to the inception date will be required in the event coverage is effected.

E&O APPLICATION DATED: 10/08/10
GL ACCORD APPLICATION DATED: NEED
TRIA ACCEPTANCE/REJECTION FORM DATED: 10/15/10

TP083 - Optional Provisions Endorsements:
[x] Conditions applicable to: Consultant

Additional Endorsements and Policy Language:
[X] CG2026 (07/04)
[X] It is hereby agreed and understood that Sarah Mangham is added to the miscellaneous E&O coverage solely for her professional services provided on behalf of and under direct contract for the Named Insured.
[X] Excludes claims in connection with or arising out any guarantees or warranties.

GENERAL LIABILITY: Terrorism Risk Insurance Additional Premium $100 (Fully Earned at Inception) per Disclosure Notice C attached, accept/reject form required to bind coverage. If accepted forms LMA 5091 (12/07) will be added. If rejected, form LMA 5092 (12/07) will be added. COVERAGE WILL NOT BE BOUND WITHOUT THIS COMPLETED FORM.

PLEASE FEEL FREE TO CONTACT US IF YOU SHOULD NEED A SAMPLE COPY OF ANY POLICY FORMS.

POLICY IS ONLY COMPLETE SOURCE OF COVERAGE INFORMATION.

PLEASE REVIEW THIS BINDER CAREFULLY AS IT MAY DIFFER FROM COVERAGES AND LIMITS REQUESTED.

THIS INSURANCE CONTRACT IS WITH AN INSURER NOT LICENSED TO TRANSACT INSURANCE IN THIS STATE AND IS ISSUED AND DELIVERED AS A SURPLUS LINES COVERAGE PURSUANT TO THE TEXAS INSURANCE STATUTES. THE TEXAS DEPARTMENT OF INSURANCE, STATE BOARD OF INSURANCE, DOES NOT AUDIT THE FINANCES OR REVIEW THE SOLVENCY OF THE SURPLUS LINES INSURER PROVIDING THIS COVERAGE, AND THIS INSURER IS NOT A MEMBER OF THE PROPERTY AND CASUALTY INSURANCE ASSOCIATION CREATED UNDER THE INSURANCE CODE, ARTICLE 21.28-C. THE INSURANCE CODE, ARTICLE 1.14-2, REQUIRES PAYMENT OF 4.85% TAX ON GROSS PREMIUM.

THIS COMPANY BINDS THE KIND(S) OF INSURANCE STIPULATED HEREIN. THE ABOVE COVERAGES ARE THE ONLY COVERAGES BOUND. ANY COVERAGE REQUESTED IN THE APPLICATION THAT DIFFERS FROM THE ABOVE IS NOT INCLUDED. THE INSURANCE IS SUBJECT TO THE TERMS, CONDITIONS, LIMITATIONS, AND FORMS OF THE POLICY(S) IN CURRENT USE BY THE COMPANY. THIS BINDER IS CANCELLED SIXTY (60) DAYS FROM THE EFFECTIVE DATE OR WHEN REPLACED BY A POLICY, WHICHEVER COMES FIRST.

THE AGENT MUST READ THIS CERTIFICATE AND IF NOT CORRECT RETURN IT IMMEDIATELY TO BURNS & WILCOX, LTD.

BY: DON CARSON, Authorized Representative

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this __ day of November, 2015, by and between the City of Windcrest, State of Texas, a municipal corporation, hereinafter called "Employer," as party of the first part, and Sarah Mangham, hereinafter called "Officer", as party of the second part, both of whom understand as follows:

WITNESSETH:

WHEREAS, Sarah Mangham received a Business Degree from Sam Houston State University, is a Certified Government Finance Officer, Number 218, and possesses extensive municipal finance and human resources experience as well as other professional experience and credentials; and

WHEREAS, Employer desires to continue the employment of Sarah Mangham, who has served as the Municipal Finance Officer of the City of Windcrest since December of 2010; and

WHEREAS, it is the desire of the governing body, hereinafter called "Council," to provide certain benefits, to establish certain conditions of employment, and to set working conditions of said Officer; and

WHEREAS, Officer desires to continue her employment as Municipal Finance Officer of the City of Windcrest;

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1: Duties

Employer hereby agrees to extend the employment of Sarah Mangham as Municipal Finance Officer of said Employer to perform the functions and duties specified in the charter and ordinances of the City of Windcrest and to perform other legally permissible and proper duties and functions as the Mayor or City Council shall from time to time assign.

Section 2: Term

Officer agrees to remain in the non-exclusive employment of Employer for one (1) year commencing on November 6, 2015 and ending on September 30, 2016. Said term of employment shall automatically renew monthly thereafter until either (1) extended by further written agreement of the parties, (2) terminated by Employer, or (3) terminated by written resignation from Officer to Employer.

Section 3: Suspension

Employer may suspend Officer with full pay and benefits at any time during the term of this agreement, with or without cause, if a majority of the Council votes such suspension.

Section 4: Disability

If Officer is permanently disabled or is otherwise unable to perform her duties because of sickness, accident, injury, mental incapacity or health, even with reasonable accommodation, the parties hereto acknowledge that the Employer may replace Officer as the Municipal Finance Officer of the City.

Section 5: Salary

Officer's scheduling shall be approved by the City Manager, with the understanding that Officer shall perform her duties for a weekly average of 24.5 hours, of which an average of 8 hours per week shall be performed onsite. Employer agrees to pay Officer for her services rendered pursuant hereto a monthly salary of $4,261.89, of which $3,675.00 shall be paid in cash and $586.89 shall be used by Employer for the purchase of health insurance for Officer. The cash portion of Officer's salary shall be payable in installments at the same time as other department heads of the Employer are paid. Officer shall receive no perks or benefits (such as retirement contributions, holidays, vacation and sick days, except that Officer shall receive HSA contributions). Officer shall be covered under Employer's officer and director liability insurance. If this contract is automatically renewed, Officer's compensation shall be adjusted by any increase or decrease in the cost of furnishing health insurance for Officer.

Section 6: Performance Evaluation

The City Council regularly adopts goals and objectives for the operation of the City, and establishes relative priority among those goals and objectives. The goals and objectives are subject to the annual operating and capital budgets and appropriations provided for attainment of the goals and objectives. The City Manager and the City Council shall review and evaluate the performance of Officer annually to determine the City's satisfaction with Officer's success in providing the leadership and management expertise appropriate to attain the goals and objectives adopted by the City Manager and City Council. If the City Manager and City Council determine that Officer has consistently failed to provide leadership and management expertise in attaining compliance with the City's established goals and objectives, the City Manager or the City Council may terminate Officer.

Section 7: Dues, Subscriptions and Professional Development

Subject to approval by the City Manager, Officer's dues and subscriptions, professional development, meetings, official travel and subsistence expenses adequate to continue the professional development of Officer and to adequately pursue necessary official functions for Employer, shall be paid by the City. These include, but are not limited to, Texas Municipal League

annual conventions and such other national, regional, state, and local governmental groups and committees related to Officer's role as Director of Public Works of City.

Section 8: Bonding

Employer shall bear the full cost of any fidelity or other bonds required of the Officer under any law or ordinance.

Section 9: Other Terms and Conditions of Employment

The Council, in consultation with the Officer, shall fix any such other terms and conditions of employment as it may determine from time to time, relating to the performance of Officer, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this agreement, the ordinances of the City of Windcrest or any other law.

Section 10: Notices

Notices pursuant to this agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

(1) EMPLOYER: City of Windcrest
ATTN: City Manager
8601 Midcrown
Windcrest, Texas 78239

(2) OFFICER: Sarah Mangham
517 Evening Star
Kyle, Texas78640

Alternatively, notices required pursuant to this agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 11: General Provisions

A. The text herein shall constitute the entire agreement between the parties.

B. This agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Officer.

C. This agreement shall become effective upon signing by both parties.

D. If any provision, or any portion thereof, contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

E. This agreement shall be construed in accordance with, and governed by, the laws of the State of Texas. Venue shall lie exclusively in Bexar County, Texas.

F. The parties agree to negotiate in good faith in an effort to resolve any dispute related to this agreement that may arise. If the dispute cannot be resolved by negotiation, the parties will submit the dispute to mediation before resorting to litigation and will equally share the costs of a mutually acceptable mediator. This paragraph does not preclude a party from seeking equitable relief from a court of competent jurisdiction.

G. If the parties cannot settle a dispute related to this agreement through negotiations and mediation, the parties hereby WAIVE THEIR RIGHT TO TRIAL BY JURY AND AGREE TO A TRIAL BY A JUDGE.

H. EXCEPT AS MODIFIED HEREINABOVE, THE PARTIES HERETO ACKNOWLEDGE THAT THE MUNICIPAL FINANCE OFFICER'S EMPLOYMENT IS AT WILL.

I. This Agreement shall not be construed more or less strictly against either party hereto because of the authorship of the agreement.

IN WITNESS WHEREOF, the City of Windcrest has caused this agreement to be signed and executed on its behalf by its City Manager, and the Officer has signed and executed this agreement, both in duplicate, the day and year first above written.

_____

Rafael Castillo, City Manager of the City of Windcrest

ATTEST:

_____

Kelly Rodriquez, City Secretary

APPROVED AS TO FORM:

_____

Michael S. Brenan, City Attorney

_____

Sarah Mangham

WINDCREST
TEXAS

JOB DESCRIPTION

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

EFFECTIVE DATE: January 2010

JOB TITLE: Municipal Finance Officer

DEPARTMENT: Finance

REPORTING RESPONSIBILITY: City Manager

SCOPE OF SUPERVISION: Finance Department

FLSA CLASSIFICATION: Exempt

I. JOB SUMMARY: Performs various accounting duties for the City, Crime Control and Prevention District Board and Economic Development Corporation including creating and posting entries to the general ledger, reconciling accounts, bank statements, preparing tax reports, preparing analyses of expenditures and revenues, and compiling financial statements. Manages and coordinates the City's accounting operations and activities including budget, payroll, purchasing, accounts receivable, accounts payable, general ledger, financial records maintenance and annual audit functions. Performs various functions in the City's budgetary process and in accomplishing the City's payroll processes.

II. JOB REQUIREMENTS:

A. EDUCATION AND/OR EXPERIENCE:

B. CERTIFICATES, LICENSES, REGISTRATIONS:

C. CONTINUING EDUCATION:

D. SKILLS:

1. **READING:** Ability to read and comprehend simple to complex instructions. Technical reports, manuals, correspondence and memos, office communications, policies and procedures.

2. **WRITING:** Ability to communicate effectively in writing.

3. **MATH:** Operation of calculator and computer.

4. **REASONING:** Constantly make decisions, analyze, synthesize, troubleshoot, and act on a wide variety of sources and types of information on a daily basis. Helping to formulate policy, and developing and implementing new strategies and procedures. Skill in organizing resources and establishing priorities.

5. **SPEAKING:** Effective verbal communication skill required.

6. **SUPERVISORY:** Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.

7. **MANAGERIAL:** Ability to develop, prepare and implement effective city policies and procedures. Ability to develop personnel and effectively instruct, guide, coach, teach, and mentor personnel. Ability to maintain recordkeeping systems.

8. **INTERPERSONAL:** Interact with staff, Mayor, City Council, other agencies and the general public, clear verbal communication required.

9. **OTHER JOB SKILLS:** Must be computer literate with experience in Microsoft and Incode programs and have the ability to key in data, type and operate a computer keyboard. Ability to respond outside of normal working hours on an on call basis. Knowledge, ability and certifications required to maintain the skills necessary to effectively carry out the multiple job duties and responsibilities.

III. ESSENTIAL JOB FUNCTIONS:

A. Municipal Finance Officer

1. Performs and coordinates all activities and functions of the general ledger, accounts receivable, payroll, fixed assets, financial statements, tax notes, capital projects, capital leases, accounts payable and grants for both the City, Economic Development Corporation and Crime Control and Prevention District Board.
2. Manages the proper accounting of all City, Economic Development Corporation and Crime Control and Prevention

District Board funds and sub funds in accordance with the Generally Accepted Accounting Principles.

3. Establishes and maintains a system of internal accounting and administrative controls for safeguarding all the City, Economic Development Corporation and Crime Control and Prevention District Board assets.
4. Prepares monthly budgeted financial statements and investment reports for City, which includes special revenue fund, garbage utility fund, capital projects fund, and debt services fund, Economic Development Corporation and Crime Control and Prevention District Board.
5. Develops and drafts quarterly and annual financial reports, to include the City's comprehensive Annual Financial Report and Single Audit Report in compliance with the governmental accounting and auditing financial reporting standards.
6. Performs year-end closing and coordinates all audits, to include the annual audit, and develops and schedules outside auditor activities.
7. Assists independent auditor with their annual review of financial records; prepares and provides support documentation and answers questions concerning financial records and accounting practices.
8. Monitors the activities of all departments to insure compliance and adherence to prescribed accounting policies and procedures.
9. Prepares, reviews and evaluates a variety of financial reports and statements including general ledger, bank reconciliation, and budget variances, monthly and annual reports.
10. Maintains City contracts; monitors contract payments; ensures contracts are within budget requirements; ensures compliance with contractual obligations.
11. Performs fixed assets accounting; maintains accurate fixed record assets, provides statistics for capital and operating budgets.
12. Monitors expenditures to insure compliance with approved appropriations and pertinent local, State, and Federal regulations.
13. Performs monthly reconciliation of bank accounts for cash and investments for the City, Economic Development Corporation and Crime Control and Prevention District Board.
14. Assists in drafting and implementing policies and procedures with regards to internal financial security.
15. Implements provisions of the City's Investment Policy under the direction of the City Investment Officer.
16. Performs related duties and responsibilities as required.

17. Knowledge and operation of software systems including Microsoft Excel, Word and Incode Accounting Program.

B. Budgeting

1. Assists the Mayor, City Administrator, Department Heads, Economic Development Corporation Director and Crime Control and Prevention District Board in the development and administration of the budget; analysis and forecasting of revenues; forecasting of expenditures, i.e. salaries, equipment, material and supplies.

2. Establishes and maintains computerized and paper files of budget information for current fiscal year as well as historic data for five previous fiscal years for both City, Economic Development Corporation and Crime Control and Prevention District Board.

3. Attends public hearing on City, Economic Development Corporation and Crime Control and Prevention District Board budgets as required.

4. Serves as Treasurer for the Economic Development Corporation and Crime Control and Prevention District Board.

5. Knowledge and operation of software systems including Microsoft Excel, Word and Incode Budgeting Programs.

C. Payroll

1. Establishes and maintains computerized and paper personnel and payroll files on all City employees, Crime Control and Prevention District employees, Economic Development Corporation employees, City Council members, Planning and Zoning Commissioners.

2. Receives all approved time sheets from department heads, calculates time sheets and maintains files on overtime, compensatory time, holiday pay, vacation pay, sick leave pay, and other miscellaneous pay and deductions.

3. Prepares payroll checks for City Employees, City Council members, EDC employees, Crime Control Prevention District employees and Planning and Zoning Commissioners.

4. Maintains employee payroll tax records, completes all mandated employee payroll tax reports including periodic federal income tax withholding reporting to IRS.

5. Maintains and coordinates all workers compensation reports and claim files.

6. Issue all W-2's and 1099's.

7. Knowledge and operation of software systems including Microsoft Excel, Word, and Incode Payroll Programs.

IV. OTHER JOB FUNCTIONS:

1. Performs any duties necessary to insure and/or assist in the operation of the Administrative Office.

2. Assists the City Administrator in administering all City Insurance Programs.
3. Any other duties or projects as assigned by City Administrator.

V. **WORKING CONDITIONS AND JOB DEMANDS:** Work may, on occasion, involve exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Work environment involves minimal exposure to physical risks, such as operating dangerous equipment or working with chemicals.

JOB DUTIES	PERCENT OF TIME	STRENGTH	PHYSICAL DEMAND
ESSENTIAL FUNCTIONS			
OTHER JOB FUNCTIONS			

ESSENTIAL FUNCTIONS - LISTED IN DESCENDING ORDER OF FREQUENCY; IN THE STRENGTH COLUMN, S= SEDENTARY, L= LIGHT, M= MEDIUM, H= HEAVY, VH= VERY HEAVY.

PHYSICAL DEMANDS - SEE CODE LISTED IN PHYSICAL DEMAND COLUMN; A= STANDING, B= SITTING, C= WALKING, D= LIFTING, E= CARRYING, F= PUSHING/PULLING, G= REACHING, H= HANDLING, I= FINE DEXTERITY, J= KNEELING, K= CROUCHING, L=CRAWLING, M= BENDING, N= TWISTING, O= CLIMBING, P= BALANCING, Q= VISION, R= HEARING, S=TALKING, T= FOOT CONTROLS, U= OTHER

VI. **NON-PHYSICAL DEMANDS:** Change of tasks, performing multiple tasks simultaneously and working with others as part of a team, noisy/distracting environment, irregular schedule/overtime and tedious exacting work.

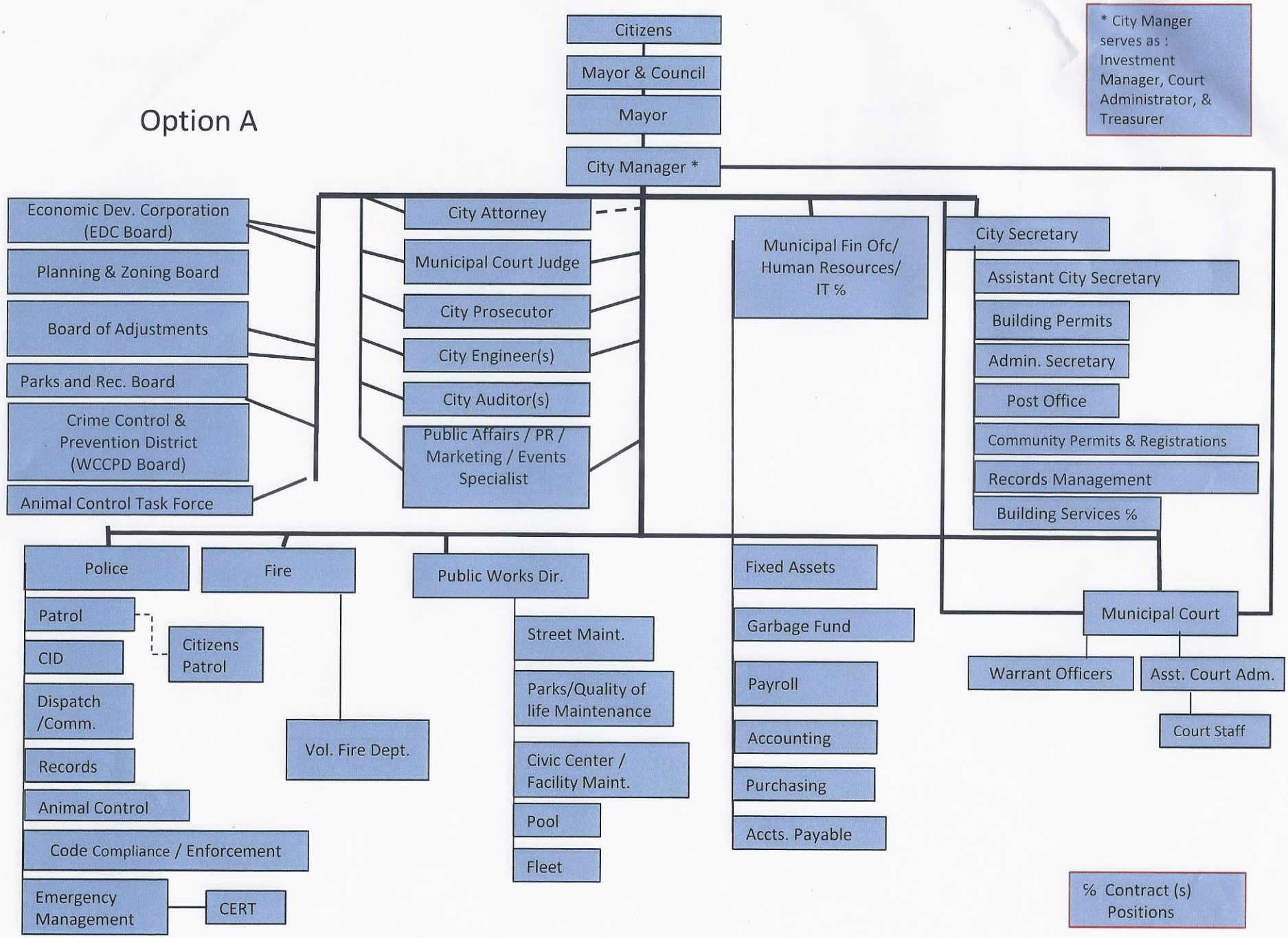
VII. **MACHINES, TOOLS, EQUIPMENT AND WORK AIDES:** City vehicle, computer workstation and/or laptop, phone, copier and fax.

I HAVE REVIEWED THIS JOB ANALYSIS AND FIND IT TO BE A FAIR DESCRIPTION OF THE JOB DEMANDS.

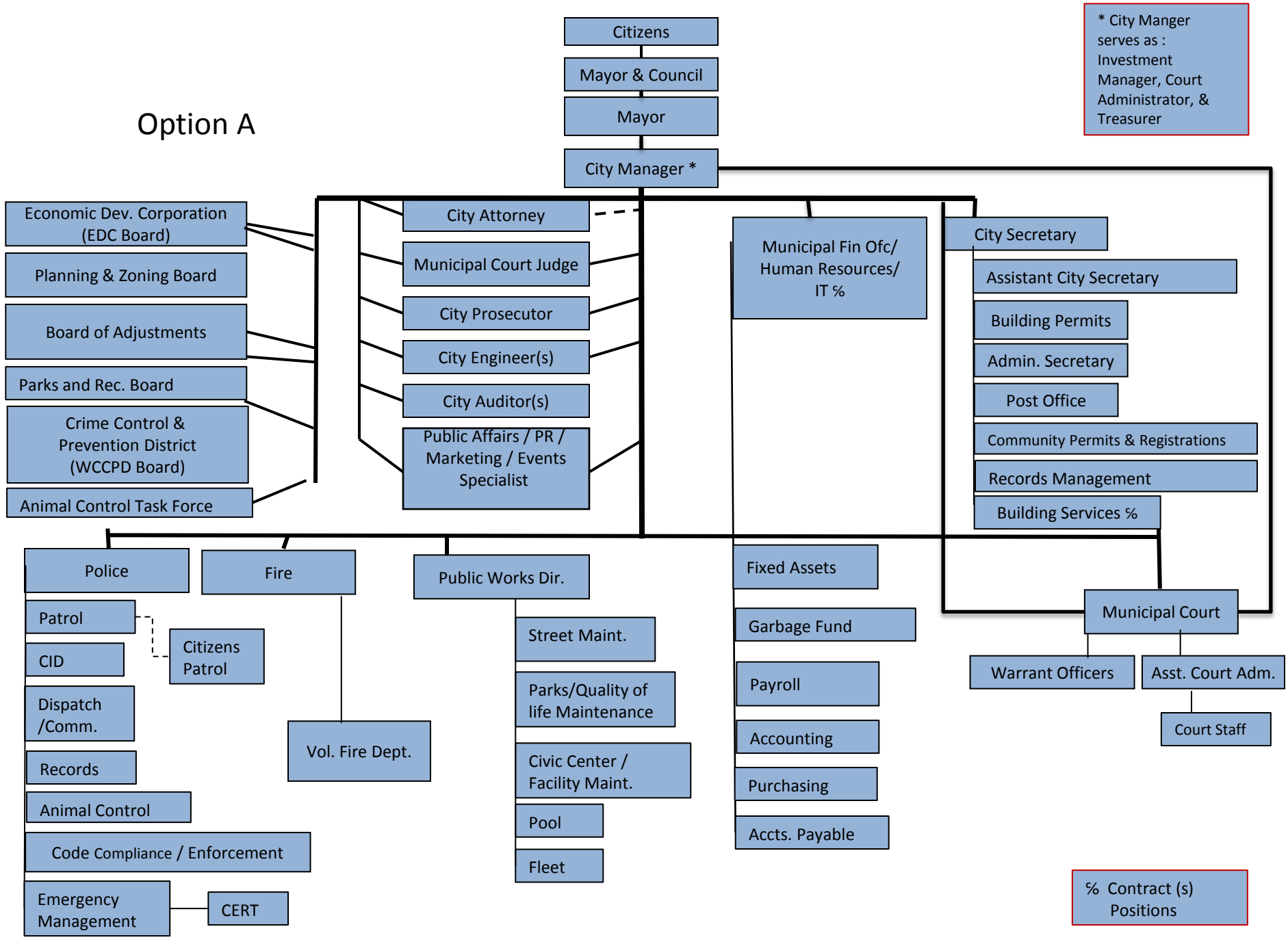
HR Director Signature Date Employee Signature Date

City of Windcrest Organizational / Functional Chart FY 2015-2016

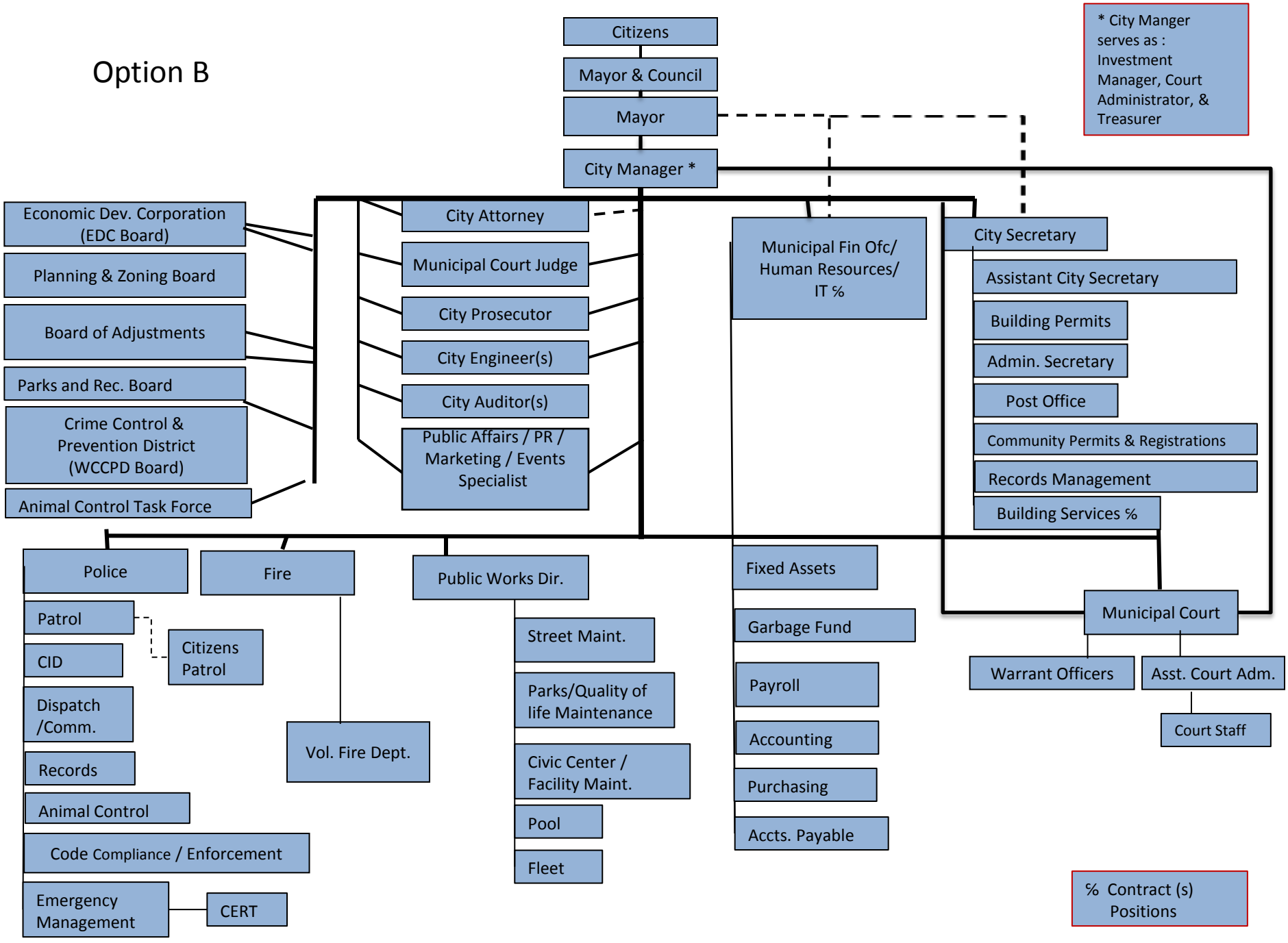
Option A



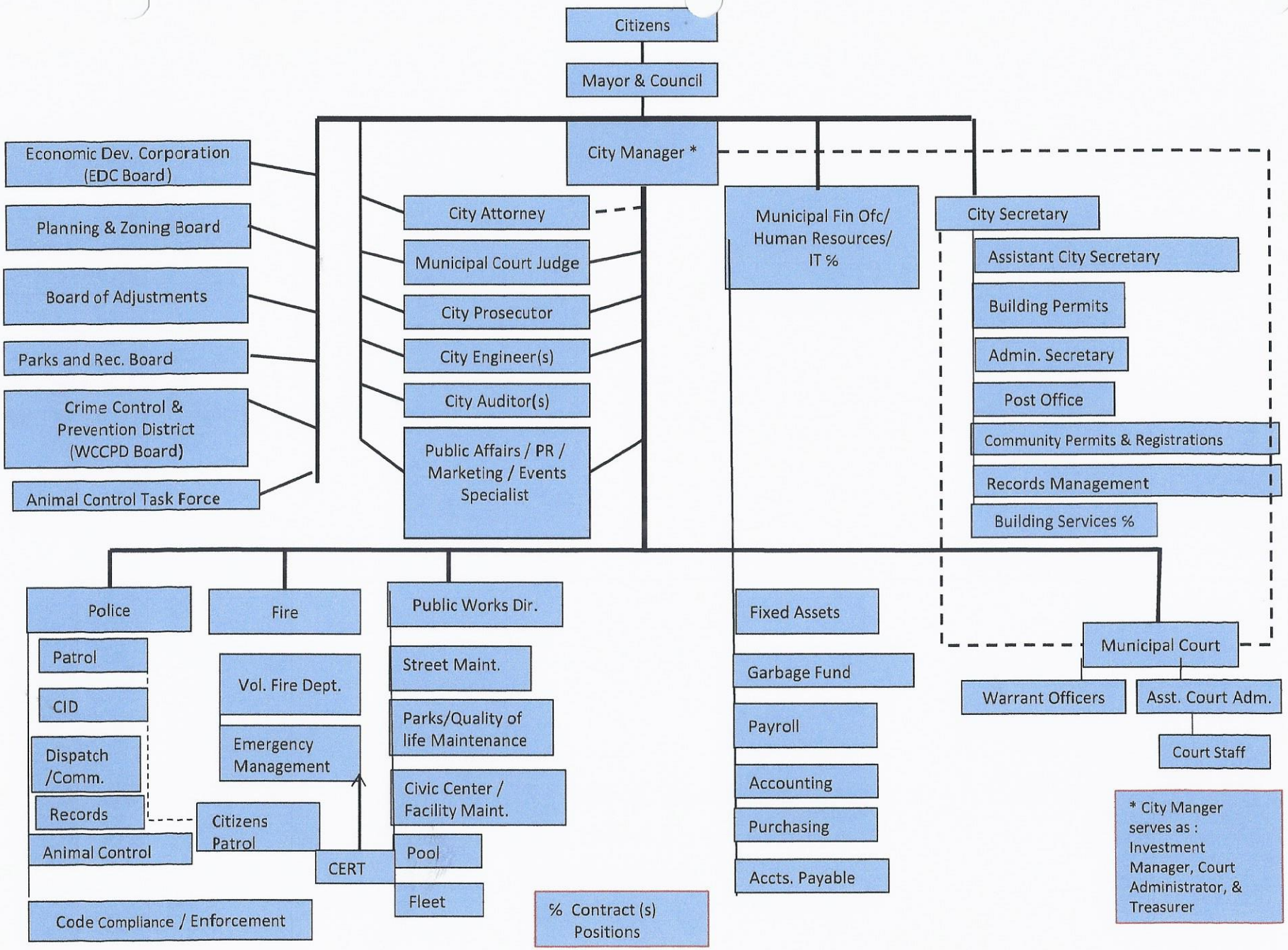
City of Windcrest Organizational / Functional Chart FY 2015-2016



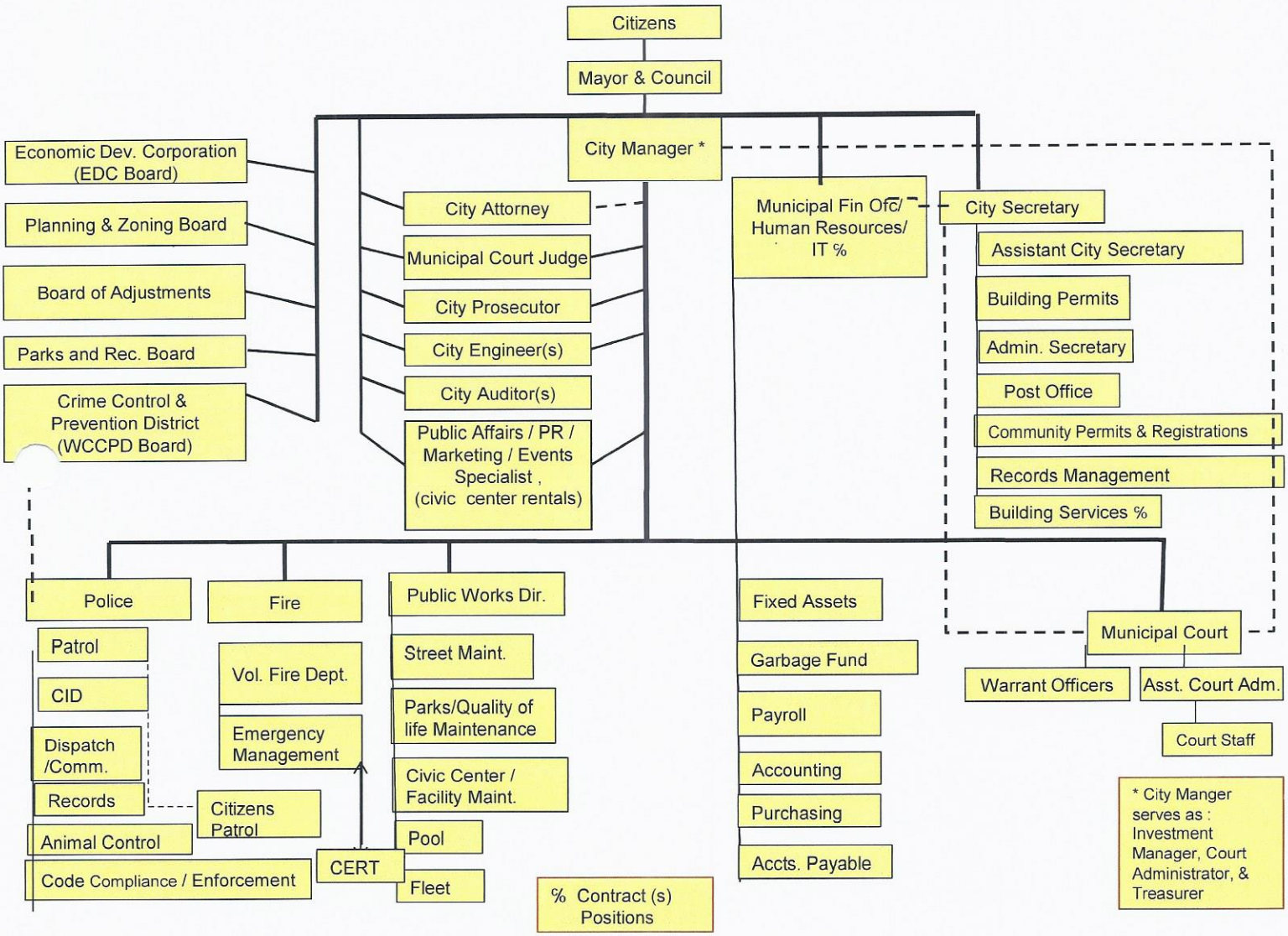
City of Windcrest Organizational / Functional Chart FY 2015-2016



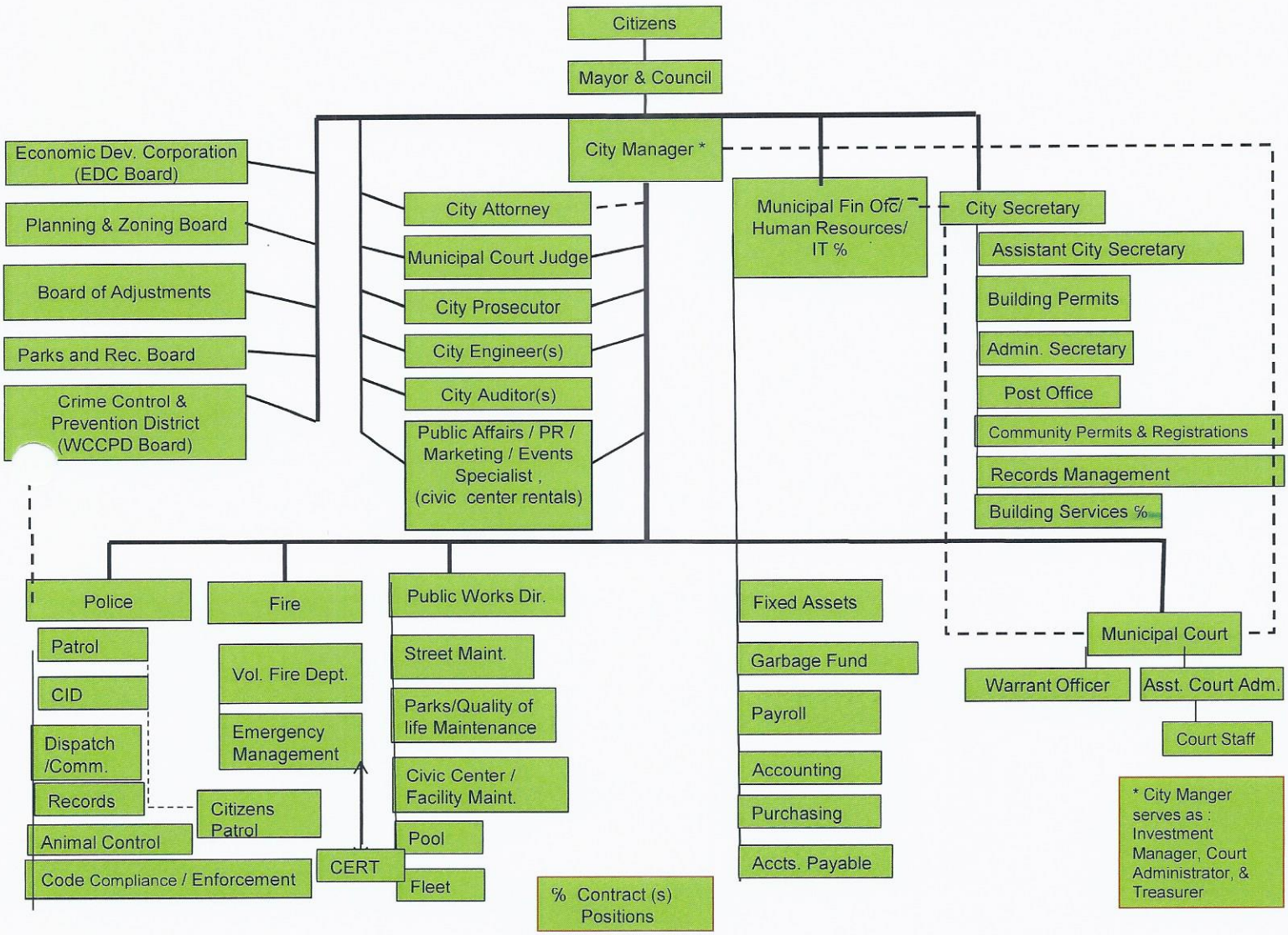
City of Windcrest Organizational / Functional Chart FY 2014-2015



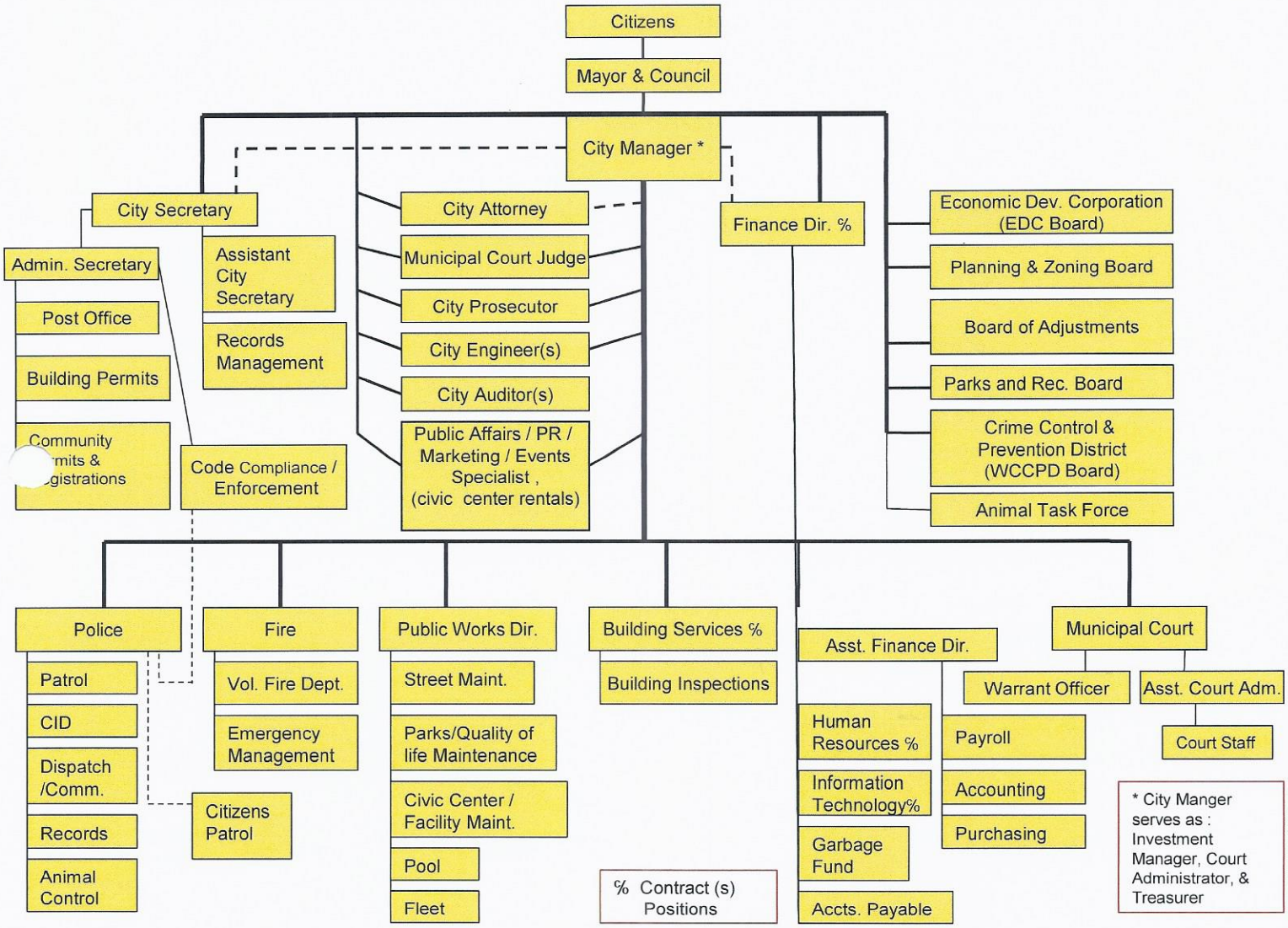
City of Windcrest Organizational / Functional Chart FY 2013-2014 Proposed



City of Windcrest Organizational / Functional Chart FY 2012-2013



City of Windcrest Organizational / Functional Chart FY 2011-2012 Ordinance # 2011-652 (O)



WINDCREST
TEXAS

JOB DESCRIPTION

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

EFFECTIVE DATE: April 2013

JOB TITLE: Administrative Assistant

DEPARTMENT: Fire

REPORTING RESPONSIBILITY: Fire Chief

SCOPE OF SUPERVISION: N/A

FLSA CLASSIFICATION: Non-exempt

I. JOB SUMMARY: Under supervision, the Administrative Assistant will maintain a positive link between the community and the Fire Department; perform clerical, reception and secretarial duties. Responsible for maintaining patient records, monthly reports to the City, Fire Department Association and the State.

II. JOB REQUIREMENTS:

A. EDUCATION AND/OR EXPERIENCE: High school diploma or GED, college degree preferred.

B. CERTIFICATES, LICENSES, REGISTRATIONS: Emergency Care Assistant (ECA) desired but not required.

C. CONTINUING EDUCATION: ECA Qualified CE's as required

D. SKILLS:

1. READING: Fire reports, manuals, memos, office communications, policies and procedures

2. WRITING: Ability to communicate effectively in writing.

3. **MATH:** Operation of calculator and computer.

4. **REASONING:** Constantly make decisions, analyze, synthesize, troubleshoot, and act on a wide variety of sources and types of information on a daily basis. Skill in organizing resources and establishing priorities.

5. **SPEAKING:** Effective verbal communication skill required.

6. **SUPERVISORY:** Chairperson for Annual fundraising activities as defined by the Fire Chief. Primarily Annual Gala and Firefighter Picnic

7. **MANAGERIAL:** N/A

8. **INTERPERSONAL:** Work with staff, the general public, Mayor, and City Council, clear verbal communication required.

9. **OTHER JOB SKILLS:** Skill in the use of computers. Knowledge, ability and certifications required to maintain the skills necessary to effectively carry out the multiple job duties and responsibilities.

III. ESSENTIAL JOB FUNCTIONS:

A. Maintain current and accurate documentation

1. Process, maintain and submit patient forms monthly to the managing agency
2. Maintain current records for the Insurance Services Office Inc. Records include hose, ladder, SCBA, pump and fire hydrant testing reports.
3. Process, maintain and submit patient forms monthly to the UTHSCSA-EMT CE Coordinator.
4. Maintain current records for the Insurance Services Office Inc.
5. Records include hose, ladder, SCBA, pump and fire hydrant testing reports.
6. Works to maintain the City's electronics records system.
7. Coordinate and schedule meetings when necessary.
8. Receive and direct incoming phone calls and visitors
9. Compose and type minutes of meetings when necessary.
10. Post-daily service calls to Fire Programs.
11. Prepare monthly reports to City Council and Fire Department Association.
12. Prepare monthly & semi-annual reports to the State of Texas (NFIRS).

13. Report annual county expenditures to the Bexar County Fire Marshal's Office.
14. Prepare Fire Department review for the Bexar County Fire Marshal's Office.
15. Report Medic training hours as needed to the Texas Department of State Health Services.
16. Maintain First Responder personnel certification levels and expiration date.
17. Report annually to the State Firemen Fire Marshal's Association of firefighter qualifications.
18. Prepare audit for worker's compensation on an annual basis for the Texas Municipal League.
19. Maintain area Fire Department Chief's and address list.
20. Maintain receipts of expenditures for medical reimbursement.
21. Maintain current contracts with San Antonio EMS, First Responder Agreement and Mutual Aid.
22. Prepare and maintain fire department inventory
23. Update fire department phone roster, daily log and service call sheets.
24. Serves as head chairperson of the Annual Firemen's Picnic. Duties include:
    a. Coordinating and conducting meetings with a total of 100 volunteers amounting to 800 man hours.
    b. Preparations of correspondences to local business and residents
    c. Create and maintain database for donations received
    d. Responsible for booking entertainment, carnival activities, and delivery of gifts

IV. OTHER JOB FUNCTIONS:

1. Operates computer, typewriter, copier/fax, and calculator.
2. Miscellaneous daily and phone work;
    b. Direct customers to appropriate personnel when necessary.

assist voters requesting general election information.

10. Assists the Mayor, City Manager, Municipal Finance Officer, Economic Development Corporation, Fire Department, and City pool with various tasks and projects.

V. WORKING CONDITIONS AND JOB DEMANDS: Work may, on occasion, involve exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. The physical demands

described here are representative to those that must be met by an employee to successfully perform the essential functions of this position.

While performing the duties of this position, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

JOB DUTIES	PERCENT OF TIME	STRENGTH	PHYSICAL DEMAND
ESSENTIAL FUNCTIONS	90%	M	A B C D E F G H I J K M N P Q R S U
OTHER JOB FUNCTIONS	10%	L	A B C D E F G H I J K L M N O P Q R S T U

ESSENTIAL FUNCTIONS - LISTED IN DESCENDING ORDER OF FREQUENCY; IN THE STRENGTH COLUMN, S= SEDENTARY, L= LIGHT, M= MEDIUM, H= HEAVY, VH= VERY HEAVY.

PHYSICAL DEMANDS - SEE CODE LISTED IN PHYSICAL DEMAND COLUMN; A= STANDING, B= SITTING, C= WALKING, D= LIFTING, E= CARRYING, F= PUSHING/PULLING, G= REACHING, H= HANDLING, I= FINE DEXTERITY, J= KNEELING, K= CROUCHING, L=CRAWLING, M= BENDING, N= TWISTING, O= CLIMBING, P= BALANCING, Q= VISION, R= HEARING, S=TALKING, T= FOOT CONTROLS, U= OTHER

VI. **NON-PHYSICAL DEMANDS**: Change of tasks, performing multiple tasks simultaneously and working with others as part of a team, noisy/distracting environment, irregular schedule/overtime, tedious exacting work, and time line demands.

VII. **MACHINES, TOOLS, EQUIPMENT AND WORK AIDES**: City vehicle, computer workstation and/or laptop, phone, copier and fax.

Other duties may be assigned to meet needs of the City of Windcrest.

I have reviewed this Job Description and find it to be a fair description of Job Responsibility and Duties.

_____ _____

Employee-Signature City Manager Signature

Modify: Administrative Ass...

Last Updated: 8/17/2015 11:00:15 AM *Updated By:* Natalia Witmer

Version Name: Administrative Assistant/Building Permits Clerk

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Administrative Assistant

Job Description

Under supervision, the Administrative Assistant will maintain a positive link between the community and the Fire Department; perform clerical, reception and secretarial duties. Responsible for maintaining patient records, monthly reports to the City, Fire Department Association and the State. Under direct supervision of the City Administration responsible for issuing permits, scheduling inspections.

Job Requirements

Education and/or Experience:
High school diploma or GED, college degree preferred.

To Apply

For Job Application please click here.