

# City Hall Overview

## Business Overview



The center of government and social services. It is responsible for collecting taxes, handling town legal matters, operating radio station, holding a town election, and assisting citizens in all matters.

<p style="text-align: center;"><b>MAYOR (CEO)</b></p> <ol style="list-style-type: none"> <li>1. Submits loan application.</li> <li>2. Signs all business payroll checks.</li> <li>3. Oversees business operations and makes business decisions.</li> <li>4. Opens Utility Account.</li> <li>5. Signs Insurance Policy and Rental Agreement.</li> <li>6. Completes the Business Improvement Plan.</li> <li>7. Prepares and gives speech at the Opening and Closing Town Meetings.</li> <li>8. Prepares and delivers Certificate of Appreciation to all volunteers.</li> <li>9. Interviews citizens, teachers, and volunteers for award nominations.</li> <li>10. Prepares certificates for various awards.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Places supply order.</li> <li>2. Submits online request for business loan.</li> <li>3. Inputs employee payroll information.</li> <li>4. Processes business payroll.</li> <li>5. Prepares direct deposit enrollment paperwork.</li> <li>6. Completes Loan Promissory Note.</li> <li>7. Makes business expense payments.</li> <li>8. Makes business loan payments and tracks loan payoff progress.</li> </ol>
<p style="text-align: center;"><b>AD EXECUTIVE</b></p> <ol style="list-style-type: none"> <li>1. Prepares and sends advertising invoices.</li> <li>2. Collects Radio advertisements and delivers to the DJ to read on the air.</li> <li>3. Sets up Point of Sale system.</li> <li>4. Greets customers, assists them with song requests and retail purchases, and processes payments.</li> <li>5. Solicits song requests from JA Staff.</li> </ol>	<p style="text-align: center;"><b>ATTORNEY</b></p> <ol style="list-style-type: none"> <li>1. Reviews and signs legal documents (i.e. loan agreements, rental agreements, bank charter, non-profit charter).</li> <li>2. Investigates criminal case(s) and prepares case results and recommendations.</li> <li>3. Prepares and gives speech at the Closing Town Meeting, if time permits.</li> </ol>
<p style="text-align: center;"><b>DJ</b></p> <ol style="list-style-type: none"> <li>1. Selects music for airtime.</li> <li>2. Completes scheduling of on-air play list, news and sports reports, ads, weather, announcements, etc. to avoid "dead air".</li> <li>3. Clearly reads ads, announcements, and song requests with enthusiasm and energy.</li> <li>4. Assists Ad Executive with greeting customers, taking song requests, and processing payments, when necessary.</li> </ol>	<p style="text-align: center;"><b>IRS AGENT</b></p> <ol style="list-style-type: none"> <li>1. Completes <i>JA BizTown</i> census to record official population.</li> <li>2. Signs the 501(c)3 form for the Non-Profit Agent.</li> <li>3. Collects personal income taxes from citizens.</li> <li>4. Prepares and sends property and payroll tax invoices.</li> </ol>
<p style="text-align: center;"><b>ELECTION OFFICER</b></p> <ol style="list-style-type: none"> <li>1. Distributes supplies received from the Supply Center.</li> <li>2. Welcomes and greets visitors to City Hall.</li> <li>3. Prepares voting system.</li> <li>4. Registers citizens for voting.</li> <li>5. Creates election marketing.</li> <li>6. Prepares end of day voting results report.</li> <li>7. Assists others as needed.</li> </ol>	