

City Hall

Business Overview



The center of government and social services. It is responsible for collecting taxes, operating a postal center, overseeing law enforcement, providing attorney services, and assisting citizens in all civic matters.

<p style="text-align: center;">MAYOR (CEO)</p> <ol style="list-style-type: none"> 1. Submits loan application. 2. Signs all business payroll checks. 3. Oversees business operations and makes business decisions. 4. Signs Insurance Policy and Rental Agreement. 5. Completes the Business Improvement Plan. 6. Prepares and gives speech at the Opening and Closing Town Meetings. 7. Prepares and delivers Certificate of Appreciation to all volunteers. 8. Interviews citizens, teachers, and volunteers for award nominations. 9. Prepares certificates for various awards. 	<p style="text-align: center;">CONTROLLER (CFO)</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Inputs employee payroll information. 3. Prints and distributes employee payroll checks. 4. Makes business expense payments. 5. Makes business deposits and tracks loan payoff progress.
<p style="text-align: center;">CITY ATTORNEY</p> <ol style="list-style-type: none"> 1. Reviews and signs legal documents (i.e. loan agreements, rental agreements). 2. Investigates criminal case(s) and prepares case results and recommendations. 3. Prepares and gives speech at the Closing Town Meeting, if time permits. 	<p style="text-align: center;">ELECTION OFFICER</p> <ol style="list-style-type: none"> 1. Distributes supplies received from the Supply Center. 2. Welcomes and greets visitors to City Hall. 3. Prepares voting system and checks citizens in to vote. 4. Prepares end of day voting results report. 5. Assists others as needed.
<p style="text-align: center;">IRS AGENT</p> <ol style="list-style-type: none"> 1. Completes <i>JA BizTown</i> census to record official population. 2. Signs the 501(c)3 form for the Non-Profit Agent. 3. Collects personal income taxes from citizens. 4. Prepares and sends property and payroll tax invoices. 	<p style="text-align: center;">LAW ENFORCEMENT OFFICER</p> <ol style="list-style-type: none"> 1. Provides town security. 2. Reviews laws to be enforced at <i>JA BizTown</i>. 3. Determines fines for violations. 4. Issues tickets to citizens in violation of laws. 5. Manages the collection of fines. 6. Solves case using provided clues.
<p style="text-align: center;">MAIL CARRIER</p> <ol style="list-style-type: none"> 1. Collects friendly letters from the <i>JA BizTown</i> central mailbox located at Kirby Risk. 2. Sorts, tallies, and stamps friendly letters. 3. Delivers processed mail to individual citizens in <i>JA BizTown</i>. 	<p style="text-align: center;">MARKETING DIRECTOR</p> <ol style="list-style-type: none"> 1. Distributes supplies received from the Supply Center. 2. Takes photographs of <i>JA BizTown</i> officials, citizens, etc. 3. Updates City Social Media to reflect civic activities throughout the day. 4. Creates flyers to promote City Hall activities. 5. Assists the Mayor with interviews for award nominations.