

**Notice of the Village of Volente rescheduled Regular Council Meeting,
Tuesday, March 22, 2011, 7:00 P.M.
At VVFD and Community Center, 15406 FM 2769, Volente, Texas.**

A quorum of the Planning & Zoning Commission and the Board of Adjustments may be present.

AGENDA

A. ITEMS OPENING MEETING

1. Call to order. Mayor Justine Blackmore-Hlista
2. Roll Call City Secretary
3. Pledge to the Flag and reading of the Village Vision Statement:

B. CITIZEN COMMUNICATIONS: At this time, any person with business before the Council not scheduled on the agenda may speak to the Council. No formal action can be taken on these items at this meeting. Three (3) minute time limit.

C. GENERAL BUSINESS AND ACTION ITEMS

4. Consideration and possible approval of:
 - a. 2/15/11 minutes
 - b. Financial reports for February
 - c. Investment Policy
 - d. Farmers Market report
 - e. Travis County quotes for herbicide and mowing.
 - f. Bulky Items Clean up Day
5. Discussion and possible action to approve ordinance adopting personnel policy manual for the Village of Volente.
6. Discussion regarding the adoption of streets for maintenance by the Village.
7. Discussion and possible action regarding Lime Creek RD shoulder repair and Debbie Drive repair.
8. Discussion regarding enforcement of noise ordinance.
9. Discussion and possible action to review appointments for the Planning & Zoning Commission and Board of Adjustment.
10. Discussion and possible action to purchase storage unit and place on ESD property behind Fire Hall.
11. Discussion and possible action to cancel the May 14, 2011 General Election and accept the unopposed candidate certification.

(The certification will be determined once the deadline for Write-In Candidates to file has expired on Monday, March 21, 2011 at 5 p.m.)

D. Adjourn

If you have questions or comments, please contact the Village Office at (512) 250- 2075.

The Village of Volente reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any enforcement of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.086 (Economic Development).

The Village of Volente is committed to compliance with the Americans with Disabilities Act (ADA). Reasonable accommodations and equal access to communications will be provided to those who provide notice to the Village Office at (512) 250- 2075 at least 48 hours in advance.

I certify that a copy of the _____, agenda of items to be considered by the Council of the Village of Volente was posted on the Village Office Window on _____.

Jennifer Zufelt, City Secretary

I certify that the attached notice and agenda of items to be considered by the Village Council was removed by me from the Village Office window on ____ day of _____, 2011 .Jennifer Zufelt, City Secretary_____

**Village of Volente Regular Council Meeting,
Tuesday, February 15, 2011, 7:00 P.M.
At VVFD and Community Center, 15406 FM 2769, Volente, Texas.**

MINUTES

A. ITEMS OPENING MEETING

1. **Call to order.** Mayor Justine Blackmore-Hlista
Mayor Blackmore-Hlista called the meeting to order at 7:00 PM

2. **Roll Call** City Secretary
The following members were present: Mayor Blackmore-Hlista, Councilmember Hammond, Mayor Pro Tem Graber, Councilmember Wilder, Councilmember Graci and Councilmember Scott. Village Attorney, Tom Buckle and ATS Representative, Marc Dickey were also present

3. **Pledge to the Flag and reading of Village Vision Statement:**
Mayor Blackmore-Hlista led the Pledge and read the Vision Statement

B. CITIZEN COMMUNICATIONS:

David DiRe, 7623 Debbie Dr, spoke to Council first to congratulate on the Farmers Market stating that it brought people from outside Volente as well as locally and the business community. He then stated that he would like for the Council to work on communicating better for example what the delay is for repair of Debbie Dr. Mr. DiRe asked that council consider focusing on cleaning up Volente such as the older houses that are falling down and all the abandoned cars, boats and broken fences, offering his service to help clean it up then to charge the Council to make sure it stays cleaned up.

C. GENERAL BUSINESS AND ACTION ITEMS

4. **Receive update and recommendations from the Planning & Zoning Commission.**

Commissioner Chair, Ken Beck, updated Council on what P&Z has been doing and thanked Council for approving their recommendation of the Mobile Home/RV amendments. Commissioner Beck gave the P&Z recommendation to approve the variance application for 8136 Joy RD.

5. **Consideration and possible action on Planning and Zoning recommendation to approve a variance application from homeowner Gary Cower, 8136 Joy RD., regarding Sec. 33.339 Site Development ordinance. C. Fences in Single-Family Residential Areas: Gates designed for vehicular access shall be set back from the property line a minimum of twenty-five feet (25').**

Councilmember Hammond made a motion to approve the variance. Councilmember Graci seconded. The motion was approved unanimously. The variance was granted.

Councilmember Hammond also suggested that the ordinance be looked at for possible amendment. Mayor Blackmore-Hlista suggested to P&Z Chair that they review it.

6. Discussion and possible action to approve ordinance adopting personnel policy manual for the Village of Volente.

Mayor Blackmore-Hlista informed council members that the changes discussed at the January 24th meeting were added and that the City Attorney was comfortable with it. The item was tabled until next month as Council did not have a copy of the changes.

7. Discussion and possible action to authorize the Mayor to sign an interlocal agreement with Travis County for Lake Travis Economic Study.

Mayor Blackmore-Hlista informed Council that all the money for the study had been pledged which amounted to \$128, 000.00. Mayor Pro Tem Graber made a motion to authorize the Mayor to sign the Lake Travis Economic Development Study Interlocal agreement and send a check for the amount of \$5000.00. Councilmember Graci seconded the motion. The motion was approved unanimously.

8. Consideration and possible approval of:

a. Minutes January 18, 2011, January 21, 2011 and February 4, 2011

Councilmember Wilder made a motion to approve the minutes for January 18th, January 21st, and February 4th. Councilmember seconded the motion. The motion was approved unanimously.

b. Financial Statement and balance sheet for January 2011

Councilmember Scott reviewed the statements saying we appeared to be over in the franchise fee payments and that we were on target with the property tax income. Resident David DiRe asked if financially there were long term plans for the roads. Councilmember Hammond stated that we had budgeted funds and Capital Metro funds for roads. Resident Nancy Carufel asked about the amount that was spent on the Farmers Market if that included the two markets or just one. Councilmember Hammond made a motion to approve the statements. Councilmember Graci seconded. The motion was approved unanimously.

F. Adjourn.

Councilmember Scott made a motion to adjourn. Mayor Pro Tem Graber seconded the motion. Meeting adjourned at 7:40 PM.

PASSED AND APPROVED THIS ___ DAY OF MARCH, 2011

Justine Blackmore-Hlista, Mayor

Jennifer Zufelt, City Secretary

Village of Volente
Balance Sheet
As of February 28, 2011

ASSETS

Current Assets

Checking/Savings

1010 · General Fund -Capital One	
1020 · 4677 Parkland fee acct	61,250.00
1040 · Savings Account 7/08/10	447,322.34
1010 · General Fund -Capital One - Other	287,948.11
Total 1010 · General Fund -Capital One	<u>796,520.45</u>

Total Checking/Savings 796,520.45

Total Current Assets 796,520.45

Other Assets

1401 · Fixed assets 9/30/09	10,727.00
Total Other Assets	<u>10,727.00</u>

TOTAL ASSETS 807,247.45

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable	
2000 · Accounts Payable	5,280.50
Total Accounts Payable	<u>5,280.50</u>

Total Current Liabilities 5,280.50

Long Term Liabilities

1411 · Parkland Fund Collections	61,250.00
Total Long Term Liabilities	<u>61,250.00</u>

Total Liabilities 66,530.50

Equity

Total Equity 740,716.95

TOTAL LIABILITIES & EQUITY 807,247.45

Village of Volente
Revenue & Expenditures
February 2011

	<u>Feb 11</u>
Ordinary Income/Expense	
Income	
4010 · Real Property Tax - Current Yr	24,856.94
4020 · Penalties & Interest	89.90
4040 · Franchise Fees	4,028.10
4050 · Sales & Use Taxes	1,953.34
4400 · Building Review Fees.	5,608.00
4402 · Sign Permit Fees	90.00
4700 · Interest	34.31
4999 · Uncategorized Income	150.00
Total Income	<u>36,810.59</u>
Gross Profit	36,810.59
Expense	
5020 · Wages Reg Employees	3,466.40
5026 · Employment Taxes	372.64
5027 · Payroll Services	74.50
5028 · Emp Benefits Ins	480.61
5100 · Attorney	960.00
5114 · Development Plan Review Reimb	1,160.00
5115 · Professional Services Non Reimb	1,139.41
5128 · Advertising/Public Notices	374.46
5211 · Events	2,569.83
5212 · Office Supplies - General	168.74
5213 · Office Supplies printing	900.35
5214 · Office Supplies - Postage	9.96
5216 · Equipment Rental	256.00
5220 · Dues, Fees, & Subscriptions	487.00
5222 · Utilities - Electric	112.16
5263 · Street Signs (New & Repairs)	89.27
5282 · Training & Ed - Council	55.00
5900 · Lake Travis Economic Developmen	5,000.00
66901 · *Reconciliation Discrepancies	-3.68
Total Expense	<u>17,672.65</u>
Net Ordinary Income	<u>19,137.94</u>
Net Income	<u><u>19,137.94</u></u>

Village of Volente
Revenue & Expenditures
 October 2010 through February 2011

Oct '10 - Feb 11

Ordinary Income/Expense	
Income	
1030 · Savings account 7/8/10	157.63
4010 · Real Property Tax - Current Yr	180,671.44
4020 · Penalties & Interest	102.26
4030 · Mixed Beverage Sales Tax	1,879.30
4040 · Franchise Fees	17,142.63
4050 · Sales & Use Taxes	14,062.48
4400 · Building Review Fees.	6,968.00
4402 · Sign Permit Fees	490.00
4700 · Interest	34.31
4998 · Farmers Market	704.80
4999 · Uncategorized Income	784.12
Total Income	222,996.97
Gross Profit	222,996.97
Expense	
10000 · Bank service charges	100.31
5020 · Wages Reg Employees	17,464.59
5026 · Employment Taxes	1,408.23
5027 · Payroll Services	419.90
5028 · Emp Benefits Ins	2,824.96
5100 · Attorney	3,998.41
5113 · Development Inspection Serv Rei	830.00
5114 · Development Plan Review Reimb	2,127.92
5115 · Professional Services Non Reimb	1,459.41
5120 · Special Engineering Consultant	1,000.00
5127 · Tax Collection - Travis Co	1,051.68
5128 · Advertising/Public Notices	374.46
5211 · Events	5,098.36
5212 · Office Supplies - General	509.36
5213 · Office Supplies printing	1,363.87
5214 · Office Supplies - Postage	469.56
5216 · Equipment Rental	1,734.93
5217 · Office Equipment & Furniture	48.70
5218 · Website Maintenance	300.00
5220 · Dues, Fees, & Subscriptions	807.00
5222 · Utilities - Electric	368.85
5223 · Telephone Internet	614.22
5240 · Insurance, Liab/workers comp	893.67
5263 · Street Signs (New & Repairs)	775.27
5266 · Energy Grant Project	10,124.00
5282 · Training & Ed - Council	55.00
5900 · Lake Travis Economic Developmen	5,000.00
66901 · *Reconciliation Discrepancies	-102.02
Total Expense	61,120.64
Net Ordinary Income	161,876.33
Other Income/Expense	
Other Income	
1045 · Lime Creek Escrow Interest	24,419.86
Total Other Income	24,419.86
Net Other Income	24,419.86
Net Income	186,296.19

Village of Volente Proposed Updates to Investment Policy. March 22nd 2011.

1) Item V. 1.

1. Authorized Financial Institutions, Depositories, and Broker/Dealers

A list will be maintained of financial institutions and depositories authorized to provide investment services.

A list has been created, that must be approved. This list contains just Capital One bank, as our only approved relationship

(Financial Institution) Certification of having read and understood and agreeing to comply with the village's investment policy.

A draft of a letter has been prepared for council approval

An annual review of the financial condition and registration of all qualified financial institutions and broker/dealers will be conducted by the investment officer

See attached letter referencing review of Capital One Bank.

2) Item VI. 3 Internal Controls

3. Internal Controls

The investment officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the village are protected from loss, theft or misuse. Details of the internal controls system shall be documented in an investment procedures manual and shall be reviewed and updated annually. The internal control structure shall be designed to provide reasonable assurance that these objectives are met.

. The internal controls structure shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- **Written confirmation of transactions for investments and wire transfers**
- **Dual authorizations of wire transfers**
- **Development of a wire transfer agreement with the lead bank and third-party custodian**

Change to: **Control the use of wire transfers**

Accordingly, the investment officer shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures or alternatively, compliance should be assured through the village annual independent audit.

****See draft of Internal Controls manual that has been prepared for council approval.**

Item IX. 1. Reporting

1. Methods

The investment officer shall prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and the individual transactions executed over the last quarter. *Insert line: If the Village financial assets consist only of bank deposits, than a statement of bank balances shall be considered as an investment report.* This management summary will be prepared in a manner which will allow the village to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the entity's chief administrative officer, the legislative body, the investment committee and any pool participants. The report will include the following:

Mark Scott

March 22nd, 2011

Village of Volente

Authorized Depositories, Financial Institution Counterparties, and Broker Dealers

The Village is hereby authorized by the Council to conduct business with the following institutions:

- 1) Capital One Bank

Justine Blackmore-Hlista
Mayor, Village of Volente

ATTEST:

Jennifer Zufelt, City Secretary

Review of Capital One, March 17th 2011

Capital One is one of the 10 largest banks in the US based on deposits. Ranked #145 on the Fortune 500 and serving approximately 45 million customer accounts, Capital One trades on the New York Stock Exchange under the symbol "COF" and is included in the S&P 100 index

Excerpt from their 2010 financial report released on January 20th, 2011:

Balance sheet remains strong Excluding run-off portfolios, loans grew \$1 billion in the quarter

Strong deposit growth with disciplined pricing continued, with Commercial and Consumer Banking deposits up more than \$10 billion, or 11.6 percent, in 2010

Tier 1 common equity ratio improved to 8.78 percent in the fourth quarter

Capital One Financial Corporation (NYSE:COF - News) today announced net income for the fourth quarter of 2010 of \$697 million, or \$1.52 per common share, an increase of 85 percent compared to fourth quarter 2009 net income of \$376 million, or \$0.83 per share. For the full year of 2010, net income was \$2.7 billion, or \$6.01 per share, compared to net income of \$320 million, or \$0.74 per share for 2009 including the (\$563.9) million, or (\$1.31) per share, impact to net income from the repayment of the government's TARP preferred share investment in 2009.

"In the second half of 2010, improvements in our credit results outpaced the economic recovery, and we began to see some stabilization in loan volumes and early signs of a return to loan growth in 2011," said Richard D. Fairbank, Capital One's Chairman and Chief Executive Officer. "With high performing businesses, a well-recognized brand, and a strong balance sheet, we have emerged from the recession well-positioned to create shareholder value in 2011 and beyond."

Total Company Results

- Total revenue in the fourth quarter of 2010 of \$4.0 billion decreased \$54 million, or 1.3 percent, reflecting slightly lower average loans and the full quarter impact of implementing the CARD Act.
 - Net interest income decreased \$86 million, and net interest margin declined to 6.95 percent from 7.21 percent.
 - Non-interest income increased \$32 million in the fourth quarter relative to the prior quarter.
- Provision expense of \$839 million in the fourth quarter decreased \$28 million from the prior quarter driven by lower charge-offs which were partially offset by a smaller allowance release in the fourth quarter. Continued improvement in charge-offs and delinquency performance in the portfolio was the primary driver of the fourth quarter allowance release.
- The allowance as a percentage of loans was 4.47 percent at the end of the fourth quarter of 2010 compared with 4.89 percent at the end of the prior quarter.
- Charge-offs as a percentage of loans were 4.45 percent at the end of the fourth quarter of 2010 compared with 4.82 percent at the end of the prior quarter and 6.33 percent at the end of 2009.
- Ending managed loans held for investment declined \$387 million, or 0.3 percent, in the fourth quarter to \$125.9 billion at December 31, 2010.
 - Excluding the expected run-off in the company's Installment Loan portfolio in Domestic Card, Home Loan portfolio in Consumer Banking, and Small-Ticket CRE portfolio in Commercial Banking, loan balances grew approximately \$1.0 billion in the fourth quarter of 2010.
- For the year 2010, ending managed loans declined by \$10.9 billion, or 7.9 percent, with approximately \$6.0 billion of that decline coming from the expected runoff of Home Loans, Installment Loans, and Small-Ticket CRE.
- Average total deposits increased \$3.5 billion, or 2.9 percent, during the quarter to \$121.7 billion. Period-end total deposits increased by \$3.0 billion, or 2.5 percent, to \$122.2 billion.
- The cost of funds decreased to 1.50 percent in the fourth quarter from 1.64 percent in the prior quarter, driven by the continuing replacement of higher cost wholesale funding with lower cost deposits.
- Non-interest expense of \$2.0 billion in the fourth quarter of 2010 increased \$95 million, or 4.8 percent, compared with the prior quarter, driven in large part by an increase in marketing expenses. Compared with the prior year, non-interest expenses increased \$517 million, or 7.0 percent, driven primarily by a 63 percent increase in marketing relative to 2009.
- The company's Tier 1 common equity ratio of 8.78 percent increased 57 basis points relative to the ratio of 8.21 percent in the prior quarter.

"Loan balances are stabilizing, marketing and partnership opportunities are evident, and headwinds such as charge-offs and the runoff of portfolios continue to abate," said Gary L. Perlin, Capital One's Chief Financial Officer. "We also expect that our strong capital position and generation will enable us to deploy capital in the service of shareholders to generate attractive returns in 2011 and beyond."

Village of Volente

Internal Controls and Procedures Manual for Payments, Deposits and Investments

The investment officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the village are protected from loss, theft or misuse.

• Control of collusion

All payments made by the Village must first be authorized with an Accounts Payable Authorization Form (see blank example attached). This form must be signed by two approved council members, or, the Mayor and one council member. This form shall include a description of the expense as well as reference to the related budget line item, and shall have a copy of the invoice or receipt attached.

All payments by check must have 2 signatures. The Village Secretary/Assistant to the Village Administrator will maintain the recordkeeping and accounting for the village. All payment transactions will be authorized by an Accounts Payable Authorization Form (see blank example attached). This form must be signed by two approved council members, or, the Mayor and one council member.

• Custodial safekeeping

Any custodial safekeeping of securities will be done only with approved Authorized Financial Institutions, Depositories, and Broker/Dealers, per Part V. Village of Volente Investment Policy

1. Authorized Financial Institutions, Depositories, and Broker/Dealers

A list will be maintained of approved security broker/dealers selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and Securities and Exchange Commission registration and qualification for investment transactions with qualified for investment transactions (see list of eligible counterparties)).

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines
- Proof of National Association of Securities Dealers (NASD) certification (not applicable to Certificate of Depositors)
- Proof of state registration
- Certification of having read and understood and agreeing to comply with the village's investment policy.
- Evidence of adequate insurance coverage.

An annual review of the financial condition and registration of all qualified financial institutions and broker/dealers will be conducted by the investment officer

• Avoidance of physical delivery securities

The Village will not purchase or transact in any physical delivery securities

• Clear delegation of authority to subordinate staff members

Any changes in authority must be approved by the Village Council, and be included as part of this manual

• Control of wire transfers

There shall be no wire transfers from the village accounts, without prior written authorization approved by the council and signed by the Mayor.

The Village Council shall review this manual annually, and make any amendments necessary to ensure the safety and clear consistent management of the Village financial assets.

Village transactions shall be reviewed annually by the external auditor to ensure compliance with this manual.

VENDORS	Paid		Vendors	Paid	
Poochie Trends	\$25.00	cash	Lil Mama's Delicious Desserts	\$25.00	check
Christens Gourmet	\$25.00	cash	Microbial Earth	\$25.00	check
Gardners Feast Tamales	\$25.00	cash	Texas Hill Country Olive Co	\$25.00	check
Moonshine Sweet Tea	\$25.00	cash	Tanks for Less	\$25.00	check
Calbri Crusine	\$25.00	cash	Plant it Earth	\$25.00	check
Gold Star Kettle Corn	\$25.00	cash	Four Points Family Chiropractic	\$25.00	check
Face Painting & Art	\$25.00	cash	Wine Shop at Home	\$25.00	check
Round Rock Honey	\$25.00	cash	SK Designs	\$25.00	check
Lambra Indian Food	\$25.00	cash	Smarter Fitness Etc	\$25.00	check
Total Cash	\$225.00		Total Checks	\$225.00	

Motorum Cars	owes 25		Sponsors		
Shakleen Independent Distrib	?		VIP Marina	owes 250.00	

Accounts Payable		
Home Depot	\$9.63	
Home Depot	\$213.34	
Home Depot	\$195.69	
Walmart	\$32.30	
Office Depot	\$38.40	
Rock & Roll Austin	\$250.06	
Rock & Roll Austin	\$5.41	
Superior Clean Can	\$150.00	
Hill Country News	\$400.00	
Jump House	\$150.00	
Bands	\$1,125.00	
Total	\$2,569.83	

TRANSPORTATION AND NATURAL RESOURCES

STEVEN M. MANILLA, P.E., COUNTY EXECUTIVE, TNR



411 West 13th Street
Executive Office Building
PO Box 1748
Austin, Texas 78767
Phone: (512) 854-9383
Fax: (512) 854-4697

March 15, 2011

Matthew Hammond
Councilmember
Village of Volente
1503 Hill Street
Volente, Texas 78641

Reference: Inter-local Agreement / Mowing of Right of Ways

Councilmember Hammond:

The Travis County Transportation and Natural Resource Department (TNR) is submitting a cost estimate for your review and consideration for Mowing of Right of Way on 7.54 miles of roadway within the limits of The Village of Volente. This estimate is in response to the Village of Volente's request that the county provide this service.

If approved, TNR will require written confirmation to proceed and the deposit of the estimated cost prior to work commencement and will perform the mowing operations within Ten (10) working days of acceptance. A summary of the estimated cost and timeframe for completion for 7.54 miles of Right of Way mowing operations on designated roadways is as follows:

- One (1) Tractor with 15' Bat Wing Mower Attachment for One (1) Day.
- One (1) Safety/Supply P/U Truck, for One (1) day.
- Two (2) Road Maintenance Workers for One (1) day.

Labor / Materials & Equipment	\$ 558.24
Administrative Cost @ 10%	\$ 55.82
Estimated Total for 7.54 Miles:	\$ 614.06 / Total Mowing Operations

Estimated Completion Time: One (1) Day

This is an estimate only and the final cost of service will be determined when the project is completed, at which time any refund due the Village of Volente, or additional charge due the county will be settled. Should you have any question, please contact me at (512) 266-3314.

Sincerely,

Howard Herrin
Manager, Road Maintenance

HH:hh
Village of Volente Interlocal Agreement

TRANSPORTATION AND NATURAL RESOURCES

STEVEN M. MANILLA, P.E., COUNTY EXECUTIVE, TNR



411 West 13th Street
Executive Office Building
PO Box 1748
Austin, Texas 78767
Phone: (512) 854-9383
Fax: (512) 854-4697

March 15, 2011

Matthew Hammond
Councilmember
Village of Volente
1503 Hill Street
Volente, Texas 78641

Reference: Inter-local Agreement / Herbicide Application

Councilmember Hammond:

The Travis County Transportation and Natural Resource Department (TNR) are submitting a cost estimate for your review and consideration for the application of Herbicide on 7.54 miles of roadway within the limits of The Village of Volente. This estimate is in response to the Village of Volente's request that the county provide this service.

If approved, TNR will require written confirmation to proceed and the deposit of the estimated cost prior to work commencement and will perform the application within Ten (10) working days of acceptance. A summary of the estimated cost and timeframe for completion for 7.54 miles of herbicide application on roadway shoulders is as follows:

- Eight (8) Gallons Roundup Herbicide concentrate.
- Two (2) Road Maintenance Workers for One (1) day.
- One (1) Application Truck & One (1) Safety / Supply PU for One (1) day.

Labor / Material & Equipment	\$ 1,154.88
Administrative Cost @ 10%	\$ <u>115.49</u>
Estimated Total for 7.54 Miles:	\$ 1,270.37 / Total Herbicide Application

Estimated Completion Time: One (1) Day

This is an estimate only and the final cost of service will be determined upon completion of the project, at which time any refund due the Village of Volente, or additional charges due the county will be settled.

Village of Volente Inter-local Agreement

ORDINANCE NO. 2011-O-122

AN ORDINANCE OF THE VILLAGE OF VOLENTE, TEXAS, ADOPTING THE PERSONNEL POLICY MANUAL FOR THE VILLAGE; PROVIDING AN EFFECTIVE DATE, SAVINGS, AND OPEN MEETINGS CLAUSES; AND PROVIDING FOR RELATED MATTERS.

WHEREAS, the Council finds that the Village needs a Personnel Policy Manual which sets forth the rules and regulations governing employment by the Village and the benefits to which employees of the Village are entitled; and

WHEREAS, the Village Council has reviewed the draft manual attached as Exhibit "A" and finds that it should be adopted as the Personnel Policy Manual for the Village;

NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE COUNCIL OF THE VILLAGE OF VOLENTE, TEXAS, THAT:

Section 1. Adoption of Findings of Fact.

The foregoing recitals are hereby found to be true and correct and are hereby adopted by the Village Council and made a part hereof for all purposes as findings of fact.

Section 2. Adoption of the Village of Volente Personnel Policy Manual.

The Village of Volente Personnel Policy Manual, attached hereto as Exhibit "A", is adopted as the Personnel Policy Manual for the Village of Volente.

Section 3. Savings Clause.

All rights and remedies of the Village of Village are expressly saved as to any and all violations of the provisions of any ordinances of the Village governing employment by the Village of Volente which have accrued at the time of the effective date of this ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.

Section 4. Effective Date.

This ordinance shall be in full force and effect from and after its publication as provided in the Local Government Code.

Section 5. Severability.

That if any section, subsection, sentence, clause or phrase of this ordinance is, for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Village Council hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 6. Open Meetings.

It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, *Chapt. 551, Tex. Gov't. Code.*

PASSED AND APPROVED this the _____ day of March, 2011.

ATTEST:

VILLAGE OF VILLAGE, TEXAS

Jenifer Zufelt, Village Secretary

Justine Blackmore-Hlista, Mayor

Village of Volente Personnel Policy Manual

Purpose

The purpose of the personnel manual is to establish consistent, basic policies, practices and standards for Village of Volente employees. In addition, this manual is designed to inform employees of the benefits and obligations of employment with the village. These guidelines shall apply to all village employees. All employees must sign an acknowledgment that the manual has been read and understood. Individuals who contract independently with the village are not employees of Volente and are not subject to the provisions of this manual.

The policies set forth in this manual supersede all written and verbal statements, rules and regulations by previous and present mayors on the date these policies are adopted by the village council. The village council of the Village of Volente reserves the right to modify the provisions of this manual at any time. This manual in no way constitutes an employment contract between the village and any village employee. The provisions of this manual take precedence over any contradictory statements made by any person.

Definite rules and regulations cannot be readily formulated for every possible problem and situation. This manual serves as general basis and guide for the proper, efficient and effective administration of personnel matters of the employees of Volente.

Effective Date

Equal Opportunity Employment Statement

The Village of Volente is committed to providing equal employment opportunity to all employees and applicants for employment. No person in the service of the village or persons seeking employment with the village shall be employed, retained, promoted, removed or in any way favored or discriminated against on the basis of race, religion, age, color, creed, ancestry, national origin, political affiliation, sex or any other unlawful basis.

At Will Employment Status

All employment with the Village of Volente shall be considered "at will" employment. Each employee can terminate employment with the village, or be terminated by the village, at any time and for any or no reason. The village shall also have the right to change any condition, benefit, or policy of employment at any time, with or without notice. No contract of employment shall exist between any individual and the Village of Volente for any duration, either specified or unspecified.

Americans with Disabilities Act

It is the policy of the Village of Volente to comply with the employment provisions of the Americans with Disabilities Act.

Drug-free Workplace

The village has adopted an alcohol, drug and controlled substance policy to ensure the safety and well being of all employees. The village forbids the possession or consumption of alcoholic beverages and the possession or use of controlled substances on village property. In addition, off-duty conduct which adversely affects the reputation or interests of the village is prohibited.

The definition of a controlled substance is any drug, narcotic, hallucinogen, barbiturate, amphetamine mixture or compound not prescribed by a licensed physician for the legitimate treatment of a specific

employee's medical condition. Users of illegal drugs, mixtures, compounds or alcohol present a serious danger not only to themselves but to all employees with whom they work or come into contact. Lack of mental alertness, slow reactions and other effects of alcohol and drugs lead to poor judgment and errors that place the safety of workers and others in danger.

If an employee is required by a physician to take legitimate prescription drugs for a specific illness or other legitimate medical need that could have adverse side-effects occurring from the use of the drug, the employee must discuss their situation with their supervisor upon reporting for work.

Immigration Reform and Control Act of 1986

The Immigration Reform and Control Act of 1986 makes it unlawful for an employer to knowingly hire, recruit or refer for a fee for employment in the United States, an individual (citizen or alien) not supplying proper documentation to verify his eligibility to work in the United States. Additionally, the law makes it unlawful for an employer not to maintain documents establishing the individual's entitlement to employment on file. The law applies to all employees hired by an employer after November 6, 1986.

The village is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States which may include a completed I-9 Form and the required support documentation. An ongoing condition of employment, you will be required to provide documentation verifying your identity and legal authority to work in the United States.

Firearms

Carrying firearms on grounds or within facilities owned by or leased by the Village of Volente is prohibited.

Authority

Pursuant to its statutory power, the Village of Volente shall administer all aspects of the Personnel Policy in accordance with state and federal laws. The mayor is the Chief Administrator of the village. The Chief Administrator shall interpret and enforce these rules and shall from time to time recommend to the governing body such revisions as he deems necessary.

In order to retain necessary flexibility in the administration of policies and procedures, the village council reserves the right to add, revise or eliminate any part of the policies or benefits described in this manual. There shall not be any oral modifications of the written personnel policy. All modifications or exceptions to this policy shall be in writing.

Types of positions

Employment shall be designated as full time regular, part time regular, part time non-regular, or temporary. Full-time positions generally require performance of thirty five or more hours of work per week, whereas part-time positions generally require less than 20 hours per week. Part-time non-regular employees may occasionally work more than 20 hours per week, but shall not work more than 1000 hours in any fiscal year. Temporary positions are those positions which are established for a stated period of time generally not to exceed 6 months to fill a temporary need.

A regular full-time employee is entitled to benefits as provided in these policies after satisfactory completion of the required probationary period. Temporary employees and non-regular part-time employees are not eligible for benefits other than worker's compensation coverage as may be arranged

by the village and any other benefits that are required by applicable law.

No vested rights

Acceptance of a regular, non-regular, or temporary position does not give the employee any vested right to continue employment.

Probationary period

Employees that are hired into a regular position must successfully complete a probationary period of six consecutive months. Benefits are withheld until the probationary period is successfully completed. The probationary period shall be used to closely observe and evaluate the work and fitness of new employees. Only employees who meet acceptable standards during their probationary periods shall be deemed to have successfully completed the probationary period. During the probationary period, the employee may be discharged from employment at any time and for any or no reason.

Application process

Whenever a position becomes vacant, or a new position is created, the mayor shall cause such vacancy to be announced by posting of appropriate notice on the village website and may advertise the vacancy in the village designated newspaper or other public venues. The notice shall state the title and minimum qualifications for employment and may specify a date beyond which applications will not be accepted. The full job description may be made available on the village website and may be requested by interested applicants.

All applicants for positions shall obtain an application form available from the village office or website. Before the posted closing date, applicants shall return the completed application along with any other helpful information such as a resume to the village office, addressed to the mayor. Incomplete applications will not be considered.

No person shall willfully or knowingly make any false statement in the application or supporting materials. Any violation of this rule, whenever discovered, shall be considered cause for disciplinary action, up to and including termination.

Selection process

Applications and supporting materials shall be reviewed by the mayor and the administration committee. The mayor and administration committee shall select the most qualified candidates for interview. After interviewing the most qualified candidates, the mayor and administration committee shall choose the best applicant(s) and prepare a recommendation for the village council to consider.

Temporary positions may be filled at the discretion of the mayor subject to available funds and short term needs.

Dismissal policy

Any employee may be dismissed by the village council at will.

Voluntary resignation

An employee who voluntarily resigns his/her position is expected to provide appropriate notice, complete an exit interview, and assist management in the transition of work. Employees are required to provide their immediate supervisor with written notice of resignation at least two (2) weeks or ten (10) workdays prior to the last intended workday. The last day the employee reports to work is the separation date.

Nepotism policy

It is the village's policy to avoid conflicts of interest and appearances of favoritism that result from the employment, appointment or supervision of close relatives of village officials or of village employees. A close relative is a spouse, son and daughter (including stepchild), son-in-law and daughter-in-law, parents (including stepparents), father-in-law and mother-in-law, brother and sister (include stepbrother and stepsister), brother-in-law and sister-in-law, aunt, uncle, niece, nephew, grandparent, grandchildren, great grandparent and great grandchildren. Supervision means the exercise of authority or responsibility with regard to employment, appointment, promotion, management, oversight, termination, salary or other terms and conditions of employment.

No village employee or official may approve, recommend or otherwise take action with regard to the employment, appointment, reappointment, promotion, salary or supervision of a close relative as defined by this policy unless the village council finds there is no other suitably qualified candidate. If the village council finds that there is no other suitably qualified candidate, it may issue a written exception to this policy.

Background checks

The village reserves the right to conduct post employment background checks, annually or as deemed necessary, as a condition of employment.

Fair Labor Standards Act

The village is subject to the wage and overtime provision of the Fair Labor Standards Act. Under the Act, all village employees fall into two categories: exempt and non-exempt. Entitlement to overtime compensation or compensatory time off in lieu thereof depends on whether an employee is exempt or non-exempt.

Exempt employees are typically those in executive, professional or administrative positions. Exempt employees are not entitled to overtime compensation. The employee is expected to render necessary and reasonable overtime services with no additional compensation. Records of time worked in excess of the regular work week may be reported by exempt employees. An exempt employee with regular work hours may be given discretion to determine flexible work schedules to accommodate excessive work demands. Planned absence during regular hours of work must be requested in advance from the mayor. The mayor must approve such absences to ensure adequate staff support.

Non-exempt employees are subject to the overtime provision of the FLSA and are entitled to overtime at a rate of 1.5 hours for each hour physically worked over 40 hours in one week. All overtime worked must be pre-approved by the mayor. An employee may be subject to disciplinary action for working overtime without authorization or failing to report overtime. All overtime must be accurately reported. Overtime hours may be paid at the applicable overtime rate or may be accrued as compensatory time. The overtime rate shall be the rate of the employees regular base pay times 1.5. In calculating regular base pay, time such as annual and medical leave shall not be included. An employee may accumulate no more than 240 hours of compensatory time. An employee who has accrued 240 compensatory hours will receive overtime pay for any additional overtime worked. The village may require employees to use earned compensatory time as paid leave prior to using accrued vacation or other accrued leave.

Payroll deductions

Deductions from each employee's pay shall be made for:

Federal income taxes, required employee Social Security and Medicare taxes, employee portion of any

medical care premiums, employee portion of any retirement plan contributions..

Benefits

Health Insurance

Regular full-time employees will be offered health insurance benefits not subject to any probationary period. This health insurance may require some employee contribution to premiums

Workers compensation

All regular full-time employees are eligible for workers compensation benefits if injured as a result of duties performed in the course of his or her job. An employee suffering a work related illness or injury shall submit a written report of such incident as soon as possible and no later than 30 days after the accident or learning of the condition. No employee shall be discriminated or retaliated against in connection with a worker's compensation claim.

Unemployment insurance

All regular full-time employees are covered under the Texas Unemployment Compensation Insurance program.

Leaves of Absence

Leave of absence is time away from the job, normally with or without pay. The village makes leaves of absence available to employees as follows:

Paid Time Off

Regular full-time and part-time employees (defined as those that are appointed to work more than 20 hours per week) are eligible for paid time off (PTO). Part time employees that are not appointed to more than 20 hours per week and interns are not eligible for PTO, but may take time off as necessary without pay. PTO is annually deposited in an employee's leave bank at the beginning of each calendar year. Earned time off is calculated based on the anniversary date of employment with the village in a regular paid position. When an employee has been working for one full year, he/she will earn 10 days of PTO. For the first calendar year, a new employee's leave will be prorated based on the number of months to be worked in that calendar year. New employees may draw against their PTO after six months of service for the first year of employment only. In other words, in the first year of employment, an employee may take 5 days of PTO after six months – even though he/she has not actually earned it. If for any reason, the employee leaves the village before earning this time, it will be deducted from the final paycheck.

PTO after one year of service is calculated according to the following schedule:

Months Worked (based on employment anniversary date)	Vacation Credit/Paid Hours Earned (Excluding Overtime)	Annual Vacation Leave Equivalent
13 to 36 months (1-3 yrs of service completed)	>35 hr.: 120 hours 30-34hr.: 90 hours 20-29 hr.: 60 hours	10 days
37 to 120 months (4-10 years of service completed)	>35 hr.:144 hours 30-34 hr.: 108 hours 20-29 hr.: 72	15 days
121 months or more	>35 hr.: 160 hours	20 days

(10 or more years of service completed)	30-34 hr.: 120 hours 20-29 hr.: 80 hours	
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It is strongly recommended that employees plan and use earned PTO each year. In order to encourage this philosophy, employees must use time within a one-year period of the time it is granted or permanently forfeit it. Employees may take earned days as needed – either all at once or spread out over the one-year period. It may be used for sick time or planned time off. The Village of Volente reserves the right to require a medical doctor's verification of the cause or extent of absence due to accident or illness. After an employee has used all of his or her available leave, the employee may apply for personal leave without pay.

Terminating employees who have worked for the village in a regular capacity for more than 12 full months will be paid for unused earned paid time for that 12 month period. Again, PTO cannot be carried over from year to year and is not carried on a month to month basis.

All PTO must be requested and recorded in the employee's personnel file.

Official holidays

As time and workloads permit, regular full-time employees are entitled to the following paid holidays:

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day + day after

Christmas Day, Day after Christmas

If the holiday falls on a Saturday, the Friday before will be the paid holiday. If the holiday falls on a Sunday, the following Monday will be the paid holiday.

In some circumstances, it may be necessary to direct some employees to report for work on a holiday. In that case, the employee will be granted compensatory time off.

Family Medical Leave (FMLA)/Military leave/Jury Duty

The village complies with all federal regulations regarding Family Medical Leave, Military leave and Jury Duty. To arrange leave under these circumstances, the employee must submit a written request with supporting documentation to their supervisor as soon as possible prior to planned absence.

Conflicts of interest

Outside employment

The village wants employees to have the opportunity to engage in outside employment that pose no conflict as it relates to ethics or scheduling or disposition of job-related requirements. All outside employment, including self employment, must received the prior written approval of the mayor, and shall not be approved where such employment would adversely affect or be incompatible with or conflict with the employee's performance in the village service, or would create an appearance of unfair or improper bias or influence or access to decision makers of the village.

A full-time regular employee must consider his or her job with the village as the primary job.

If the work standards or performance of an employee of the village suffer and it is determined to be

caused by outside employment, approval of outside work may be rescinded or the employee may be subject to discharge. The village will not pay medical benefits for injuries or illnesses suffered as a result of outside employment. Employees may not use village equipment or property in the execution of outside employment.

Employees shall not accept any employment or compensation that could influence their judgment or hinder their independence of judgment in the performance of their official duties. Employees shall not accept other employment that could require or cause them to reveal confidential information acquired through their employment with the village.

Ethics/general conduct

Employees shall always treat members of the public and government with dignity and respect
Employees shall avoid any action that may result in or give the appearance of using their positions for private gain

Employees shall avoid any action that may adversely affect the public's confidence in government

Employees shall not provide false statements or false information in any area of official duty

Employees shall submit truthful and complete reports

Employees shall not publicly use his or her position with the village to interfere with or affect the result of an election or nomination for municipal office

Employee shall not use working hours or village property to participate in the political campaign of any person or for any other political purpose.

Employees shall not engage in rumors, gossip or false accusations.

Violation of any of the foregoing may subject an employee to disciplinary action, up to and including termination. The foregoing is not an exhaustive list of proscribed or required activities.

Resignation upon election to office

Any employee who is elected to a village office will resign from village employment upon his or her election. Failure to resign will result in the immediate dismissal of the employee.

Electronic mail policy

The village respects the individual privacy of its employees. However, employee privacy does not extend to the employee's work related conduct or use of village provided equipment or supplies.

Stored email messages belong to the village and the contents of email communications are accessible at all times by village management for any business purpose. The secretary, mayor and communications chairperson shall have the current system passwords for all accounts on the village email and computer systems and all encryption keys. Employees may not use passwords that are unknown or install encryption programs without turning over encryption keys to the mayor or his designee. All email messages are the village's records. The mail and computer system may be subject to periodic unannounced inspections and should be treated like other shared filing systems. The village reserves the right to access and disclose as necessary all messages sent over its email system without regard to content.

All employees are required to consent to disclosure to village agents of all communications generated, sent or received on equipment owned by the village. In addition, all employees are required to consent to disclosure to and review by agents of the village the use of any other electronic communications effected through equipment owned by the village, including but not limited to the history of websites accessed. By your signature acknowledging receipt of this manual, you consent to the disclosure and review of all communications effected, generated, sent, or received by or to you and stored on

equipment belonging to the city. Stored information may include information that has been deleted from active electronic files.

Performance evaluations

All employment positions shall be subject to performance evaluations on a regular basis by the mayor or his designee. Such performance evaluations shall be completed at least annually, but may be done more frequently. The employee and the mayor shall both sign the evaluation and it shall be placed in the employee's personnel record.

Personnel records

Personnel records include employee documentation and may include medical records and personal information such as I-9s, benefits enrollment forms and medical leave requests. All files related to personnel records are maintained by the mayor or his designee. Medical records and personal information will be maintained in a separate file and all employee records will be maintained in a secure location with controlled access. The personnel records may include the application for employment, the employee's acknowledgment of receipt of this manual, performance evaluations, written record of any disciplinary action, written record of any commendations, copies of any certifications necessary or helpful, time records, status reports, and any other information relevant to the employee's status. Except as required by law, no information placed in an employee's file will be communicated to any person or organization. In cases where disclosure is required by law, only the mayor or the village's Public Information Officer are authorized to release the information.

Disciplinary actions

The village council has the authority to discipline employees. Some causes for discipline include but are not limited to:

Attitude – employees must meet and treat the public and village officials courteously and pleasantly

Misconduct on the job – disrespect for anyone

Negligence in performance of duty or operation of village equipment

Incompetence, inefficiency or neglect in work performance

Failure to meet prescribed standards of work

Insubordination – failure to follow the lawful order of a recognized superior

Unauthorized absence from work

Unauthorized use of official information or unauthorized disclosure of confidential information

Physical or mental unfitness for duty due to intoxication from alcohol or drugs

Acceptance of money, gifts, privileges, or other valuable consideration which was given with the expectation of influencing the employee in the performance of his duties

Use of official position for personal advantage

Misuse, theft or destruction of village property

Conviction of a criminal offense or other conduct punishable as a crime

Falsification of records

Conduct which would be the equivalent of violation of any Federal or State law, Village ordinance or any section of this manual

Abuse of leave, habitual tardiness, or excessive absenteeism

Personal use of village equipment

Violation of any rule of this written policy

Disciplinary actions may include oral reprimands, written reprimands, suspension, demotion, counseling, training and dismissal. A written record of all disciplinary action shall be kept in the employee's personnel file.

Grievance policy

Employees not only have the right but also are encouraged to discuss their problems and grievances with their immediate supervisor. If the employee is not satisfied, they may take their problem to the mayor. All employees are guaranteed thorough consideration with no fear or reprisal on grievances or problems properly communicated.

Harassment policy

The Village of Volente does not tolerate any form of sexual or other unlawful harassment of an employee by any other employee or supervisor. Harassment based on age, race, color, religion, disability or any other unlawful basis will subject the individual harasser to immediate disciplinary action up to and including termination.

Employees are required to report acts of harassment to the mayor. If the mayor were the alleged harasser, it should be reported to the village council in executive session.

The mayor or village council person shall meet with the alleged harasser no more than 3 working days from the filing of the complaint to investigate the matter and take prompt corrective action if necessary. The investigation will be confidential and well documented.

Nothing in these procedures shall prohibit the employee from filing a complaint directly with the Federal Equal Employment Opportunity Office or the Texas Human Rights Division.

Job Descriptions and Performance Evaluations

Descriptions of the positions currently defined for the Village of Volente, along with their associated performance evaluation forms, are included in the appendix of this document.

Village of Volente Job Description

Title: Part time Code Enforcement Official

Reports To: Mayor

FLSA Status: non-exempt

Type: Part time non-regular

General description

This employee is responsible for enforcing the Village of Volente ordinances pertaining to health and safety, construction, land development, noise, signs, and other similar ordinances. In particular, this employee is responsible for ensuring construction sites are maintained properly for health, safety and water quality; enforcing the sign ordinance; investigating complaints of violations; noting and reporting any compliance issues on regular tours of the city. In addition, this employee will note and report potential Village maintenance issues, such as potholes, street repairs, street signs, road/ROW debris and obstructions, and trees or brush trimming needs. This employee reports to the Mayor, and may be required to complete a weekly status report. The position is part-time and the number of hours assigned will vary. The time that work is to be performed will also vary. Employee must have own vehicle, and a vehicle allowance will be paid based on mileage traveled in performance of the job (originating from the city office).

Essential duties and responsibilities:

Enforces Village of Volente Code of Ordinances. Meets with contractors prior to construction to ensure understanding of requirements. Visits active construction sites to ensure compliance including health and safety, drainage and water quality control requirements. During regular tours of the Village, checks for non-compliance and unpermitted activities such as land clearing and land uses inconsistent with zoning and placement of unpermitted signs. Responds to complaints regarding noise or non-compliance. Issues notices of violations, contacts responsible parties and explains steps necessary for compliance. Issues stop work orders as appropriate. Discusses compliance and enforcement procedures with citizens and others. Documents cases of violations and prepares detailed reports on all activities.

Knowledge/skills/abilities:

Knowledge of Volente's Code of Ordinances and applicable municipal and state regulations. Ability to interpret codes and regulations and anticipate problems. Skill in understanding specific permit and application requirements, and recognizing deviations from drawings and specifications. Skill in resolving problems or situations or confrontations requiring the exercise of excellent judgment. Strong oral and written communication skills. Ability to interact positively with public.

Physical requirements:

Employee must be capable of inspecting active construction sites. Some lifting may be required.

Minimum qualifications and experience:

High school diploma or GED; valid Tx driver's license; 3 years experience in municipal code enforcement. Certification as Code Enforcement Officer or completion of certification within 6 months of employment.

Preferred qualifications and experience:

Experience in residential and commercial construction and public works

Work environment:

Employee may be exposed to inclement weather or active construction sites that are hazardous. Employee may be required to deal with unhappy or unruly members of the public.

Hours:

10 - 20 hours per week, depending on the needs of the Village.

Village of Volente Job Description

Title: Village Secretary/Assistant to Village Administrator

Reports to: Mayor

FLSA status: exempt

Type: full time regular

General Description

Performs the essential functions of both Village Secretary and Assistant to the Village Administrator. Serves as Village Secretary, providing administrative support for Village officials, managing and maintaining official records of Village (including website), managing Village financial books, processing permit applications, complaints and requests for information, supervising municipal elections, and coordinating and attending public meetings in accordance with Texas Local Govt Code. Serves as Assistant to Village Administrator, providing highly reliable managerial and administrative assistance to Village Administrator to meet the needs of the Village, helping to plan and coordinate policies and procedures to ensure effective and efficient operation of Village government, and ensuring accountability in the implementation of official policies and procedures.

Essential duties and responsibilities

Work with Mayor and Chairs to create and post agendas and notices for meetings in compliance with all applicable laws

Create and deliver packets for each meeting including all available information in a timely manner

Attend, record and keep minutes of Council, Commission and Board meetings

Receive and process planning, building and development applications in accordance with official policies and ordinances, and ensure appropriate coordination of engineering, building inspectors, and Village officials as necessary

Serve as primary point of contact for public, and maintain detailed call and contact log

Act as Village's Public Information Officer maintaining and releasing information in accordance with the Public Information Act

Perform full range of accounting related duties, including maintenance of financial books for accounts payable and receivable, maintaining payroll and assisting with annual audit

Coordinate and conduct municipal elections, including receiving forms and filings, ordering ballots and other supplies, and posting all required election notices

Prepare and maintain codified ordinances, resolutions, and proclamations

Prepare detailed reports regarding office activities, including permits and projects in process, and interactions with consultants and public

Plan and implement effective records management strategy for all media, including paper, electronic and website documents

Plan and implement effective communication strategy for citizen notifications

Plan and implement strategies for effective and efficient Council, Commission and Board activity, such as keeping and communicating schedules of required future actions and those taken, creating checklists and timetables for routine activities, preparing training materials for new staff and Village officials

Help coordinate public works projects, code enforcement and other official activities

Help ensure policies and directives of council are followed and goals are achieved

Provide Village officials with accurate and timely information to support decision making and policy direction

Interpret and communicate Village ordinances and administrative policy to public and officials as necessary

Demonstrate continuous effort to improve operations, decrease turnaround times, and streamline work processes

Exercise considerable judgment in dealings with the public, applicants, consultants and Village officials
Perform wide variety of complex, trustworthy and confidential duties for Village officials requiring knowledge and analysis of local ordinances and municipal code
Perform special projects and other assignments as directed by Village Administrator

Knowledge/skills/abilities

Knowledge of Texas Local Govt Code as it relates to administration of the Village; knowledge of Volente ordinances; knowledge of general accounting and payroll practices and proficiency with QuickBooks; knowledge of Robert's Rules of Order; knowledge of website maintenance; knowledge of public information act and records retention requirements; proficiency with Microsoft Office;

General characteristics

Excellent interpersonal skills; excellent oral and written communication skills; highly organized and detail oriented; excellent judgment and discretion;

Minimum qualifications and experience

High school diploma or GED plus Associate's Degree in Office Administration, Management, Accounting or related field; 3 years experience with responsible administrative functions, preferably in public sector; accounts payable and payroll experience;

Preferred qualifications and experience

Bachelor's Degree; significant experience with municipal government;

Work environment/hours

Work must be performed in the Village office. Public office hours must be maintained. Attendance at all Council, Commission and Board meetings is required. Occasionally must perform code enforcement duties.

ORDINANCE NO. 2011-O-122

AN ORDINANCE OF THE VILLAGE OF VOLENTE, TEXAS, ADOPTING THE PERSONNEL POLICY MANUAL FOR THE VILLAGE; PROVIDING AN EFFECTIVE DATE, SAVINGS, AND OPEN MEETINGS CLAUSES; AND PROVIDING FOR RELATED MATTERS.

WHEREAS, the Council finds that the Village needs a Personnel Policy Manual which sets forth the rules and regulations governing employment by the Village and the benefits to which employees of the Village are entitled; and

WHEREAS, the Village Council has reviewed the draft manual attached as Exhibit "A" and finds that it should be adopted as the Personnel Policy Manual for the Village;

NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE COUNCIL OF THE VILLAGE OF VOLENTE, TEXAS, THAT:

Section 1. Adoption of Findings of Fact.

The foregoing recitals are hereby found to be true and correct and are hereby adopted by the Village Council and made a part hereof for all purposes as findings of fact.

Section 2. Adoption of the Village of Volente Personnel Policy Manual.

The Village of Volente Personnel Policy Manual, attached hereto as Exhibit "A", is adopted as the Personnel Policy Manual for the Village of Volente.

Section 3. Savings Clause.

All rights and remedies of the Village of Village are expressly saved as to any and all violations of the provisions of any ordinances of the Village governing employment by the Village of Volente which have accrued at the time of the effective date of this ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.

Section 4. Effective Date.

This ordinance shall be in full force and effect from and after its publication as provided in the Local Government Code.

Section 5. Severability.

That if any section, subsection, sentence, clause or phrase of this ordinance is, for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Village Council hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 6. Open Meetings.

It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, *Chapt. 551, Tex. Gov't. Code.*

PASSED AND APPROVED this the _____ day of March, 2011.

ATTEST:

VILLAGE OF VILLAGE, TEXAS

Jenifer Zufelt, Village Secretary

Justine Blackmore-Hlista, Mayor

VILLAGE OF VOLENTE

ORDINANCE NO. 2007-O-72

AN ORDINANCE OF THE VILLAGE OF VOLENTE, TEXAS, ACCEPTING CERTAIN STREETS AND ROADWAYS LOCATED WITHIN THE VILLAGE OF VOLENTE AS PUBLIC STREETS, PROVIDING THE FOLLOWING: NAME; PURPOSE; EFFECTIVE DATE; SEVERABILITY; PUBLIC NOTICE AND MEETING.

WHEREAS, at the time the Village of Volente was incorporated, there were a number of streets and roadways within the corporate limits of the Village of Volente that either had been dedicated by plat to the public, had been maintained by Travis County as public roads, or had been used by the public for more than ten years as public roads;

WHEREAS, the Village of Volente is not willing at this time to accept all of such streets and roadways as public streets to be repaired and maintained by the Village of Volente;

WHEREAS, the Village of Volente has a duty to provide for the safety of its residents;

WHEREAS, because of said conditions and for the health, safety, and protection of the residents of the Village of Volente, Texas, the Village Council deems it desirable at this time only to accept certain streets and roadways as public streets within the Village of Volente that will be repaired and maintained by the Village of Volente

NOW THEREFORE, BE IT ORDAINED BY THE VILLAGE OF VOLENTE, TEXAS, THAT:

DIVISION 1. ENACTMENT PROVISIONS

Section 1. Name

This Ordinance shall commonly be referred to as the "Village of Volente's Acceptance of Certain Streets and Roadways as Public Streets to be Repaired and Maintained by the Village of Volente"

Section 2. Legislative Findings

The recitals above made in the Preamble are hereby deemed to be the Factual and Legislative Findings of the Village Council, and are hereby incorporated within this Ordinance.

Section 3. Purpose

This Ordinance accepts certain streets and roadways within the corporate limits of the Village of Volente as public streets to be repaired and maintained by the Village of Volente.

Section 4. Scope

This Ordinance is limited to the streets and roadways identified on Exhibit "A" to this Ordinance.

DIVISION 2. STREETS AND ROADWAYS ACCEPTED AS PUBLIC STREETS

Section 1. Public Streets to be Repaired and Maintained by the Village of Volente.

From and after the effective date of this Ordinance, the streets identified on Exhibit "A", attached hereto and incorporated herein for all purposes shall be the public streets and roadways to be repaired by maintained by the Village of Volente

Section 2. Existing Streets and Roadways not being Accepted as Public Streets to be Maintained or Repaired by the Village of Volente.

From time to time after the effective date of this Ordinance, the Village of Volente can accept additional streets and roadways as public streets to be repaired and maintained by the Village of Volente. Nothing herein shall be considered as a determination by the Village of Volente that any particular street or roadway not accepted as a street to be maintained or repaired by the Village of Volente has not either been platted as a public roadway or the public has not acquired the right to use the roadway as a public roadway.

DIVISION 3. GENERAL PROVISIONS

Section 1. Severability.

If any provision of this Ordinance or the application of any provision to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

Section 2. Effective Date

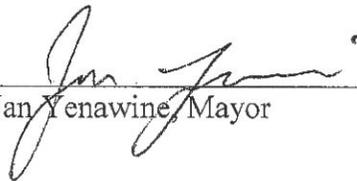
This Ordinance shall take effect after any required posting and publication of this Ordinance.

Section 3. Public Notice and Meeting

It is hereby officially found and determined that the meeting at which this Ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act.

PASSED AND APPROVED on this the 20th day of March 2007, by a vote of 3 ayes, 0_ nays, and 0 abstentions of the Volente Village Council.

VILLAGE OF VOLENTE



Jan Yenawine, Mayor

ATTEST:



Jennifer Zufelt, Village Secretary

STREETS IN VOLENTE

Macks Canyon	Paved		
Randolph	Paved		
Reed	Paved		
Hill	Paved Portion		
Booth	Paved Portion		
Debbie	Paved		
Davy	Paved		
Wharf Cove	Paved		
Dodd St	Paved		
Lakeview St	Paved		
Jackson St	Paved		
Arren	Paved		
Sherman	Paved		
Bernard	Paved Portion		
Beauregard	Paved		
West	Paved		
Sharon	Paved		
Joy	Paved		
Lime Creek	Paved		

STREETS IN VOLENTE

Macks Canyon	Paved		
Randolph	Paved		
Reed	Paved		
Hill	Paved		
Booth	Paved		
Amos		Not Developed	
Debbie	Paved		
Davy	Paved		
Ray Vista		Part not developed	part being developed
Buddy Ave		Not Developed	
Mary St	paved		
Short St		Not Developed	
Pumyear St		Not Developed	not adopted
Mollberg St		Not Developed	not adopted
Wharf Cove	Paved		
Dodd St	Paved		
Hall St		Not Developed	not adopted
Lookover St	Paved		
Davidson St		Not Developed	not adopted
Lakeview St	Paved		
Jackson St	Paved		
Arren	Paved		
Sherman	Paved		
Bernard	Paved	Part not developed	
Beauregard	Paved		
West	Paved		
Sharon	Paved		
Joy	Paved		
Lime Creek	Paved		
FM 2769	Paved	Part to Wharf Cove	
Blue Hearon CV	Paved		
Brandy Way	paved		

March 11, 2011

Verbal quote from R. Nelson Concrete for broken shoulders of Lime Creek RD

Asphalt repair of broken shoulders, Lime Creek RD

2 flagmen

2 workers

Robert Nelson

Dump truck

Backhoe

1 load of asphalt

Total \$4300

If it takes two loads of asphalt the total would be **\$5500.**

Planning & Zoning

Position of 1, 3, 5 & 7 to expire in January 2011.

Position one: Ken Beck

Position three: Ruan Lourens

Position five: Silvia Brunet-Jones

Position seven: Jack Hirschhorn Alternate 2

Positions of 2, 4, & 6 to expire in January 2010.

Position two: Babs Yarbrough

Position four: Felix DeHerrera

Position six: Ron Montanez Alternate 1

BOA

Position one: Mike Gold 2011

Position two: Roe Fleenor

Position three: Isabelle Evans 2011

Position Four: James Jordan

Position five: Richard Roucloux 2011

Position six: Open Alternate 1

Position seven: Tony Vacca Alternate 2 2011

Expire 2012

Position two: Roe Fleenor

Position Four: James Jordan

Position six: Joe Lamoreux Alternate 1

Storage Container Information

Iron Horse

512-496-0122

20ft Storage container 8' wide and 8 ½' tall

\$2600 to buy new. Or rent for \$70 a month

**ORDER OF CANCELLATION
DE ORDEN DE CANCELACIÓN**

The Village of Volente, Texas hereby cancels the election scheduled to be held on May 14, 2011 in accordance with Section 2.053(a) of the Texas Election Code. The following candidates have been certified as unopposed and are hereby elected as follows:

El Ciudad de Volente, Texas por la presente cancela la elección que, de lo contrario, se hubiera celebrado el May 14, 2011 de conformidad, con la Sección 2.053(a) del Código de Elecciones de Texas, Los siguientes candidates han sido certificados como candidatos únicos y por la presente quedan elegidos como se haya indicado a continuación:

Candidate (<i>Candidato</i>)	Office Sought (<i>Cargo al que presenta candidature</i>)
Christopher R. Wilder	Alderman (Conjejal en General)
Mark Scott	Alderman (Conjejal en General)
Matthew Hammond	Alderman (Conjejal en General)

A copy of this order will be posted on Election Day at each polling place that would have been used in the election.

El Dia de las Elecciones se exhibirá una copia de esta orden en todas las mesas electorales que se hubieran utilizado en la elección.

Mayor (*alcalde*)

Secretary (*Secretario*)

Seal (*Sello*)

March 22, 2011

Date of Adoption (*Fecha de adopción*)

Certification of Unopposed Candidates

Certificacion de oposicion Candidatos

By the City Secretary

I, Jennifer Zufelt, certify that I am the city secretary of the Village of Volente, Texas and the authority responsible for preparing the ballot for the May 14, 2011 city election. I further certify that no proposition is to appear on the ballot at the election, no person has made a declaration of write-in candidacy, and all of the following candidates are unopposed:

Yo, Jennifer Zufelt, certifico que soy la secretaria de la Ciudad de Volente, Tejas y la autoridad responsable de la preparacion de la votacion de las elecciones de la ciudad para el 8 de Mayo, 2010. Certifico ademas que ninguna proposicion aparece en la votacion de elecciones, ninguna persona ha sido registraddo como candidate, y todos los candidates siguientes estan sin oposicion:

Alderman At-Large (*Concejales en General*)

Christopher R. Wilder

Alderman At-Large(*Concejales en General*)

Mark Scott

Alderman At-Large(*Concejales en General*)

Matthew Hammond

Jennifer Zufelt, City Secretary
Village of Volente, Texas

Dated this 22nd day of March, 2011.
Fecha 22nd de Marzo 2011