



**Minutes of
Budget, Administration and Finance Committee
Village of Volente
March 27, 2014**

1. Call to Order.

The meeting was called to order at 6:30 p.m. by Chairman Mark Scott.

2. Roll Call.

City Secretary, Joan Jackson, called roll. Present: Mark Scott, Kit Hopkins, Daniel Davila
Absent: Gina Woodward.

3. Discussion and possible approval of January 28, 2014 minutes.

Kit Hopkins made a motion to table the minutes. Daniel Davila seconded the motion. The motion passed unanimously.

4. Discussion and possible action for recommendation on Mid-year Budget Amendments.

Barbara Wilson, City Administrator, explained the mid-year review of the budget. Her review included the reimbursement from Travis County to the road budget. She brought the Committee up to date on bank accounts the Village has. The following items were given to the Finance Committee for possible budget transfers.

- a. City Secretary to full time position.
- b. City Council's Training Budget.
- c. Advertising Public Notice.
- d. Office Supplies
- e. Utilities
- f. Office Supplies Postage
- g. Mileage Reimbursement
- h. Development Plan Review Reimbursement
- i. Facilities Maintenance
- j. Payroll Expenses City Secretary

The Committee discussed the possible budget amendments that were presented to them for items a-j above. After much discussion and review of the present budget, it was decided to move :

- b. \$1000.00 City Council's Training Budget
- c. \$500.00 Advertising & Public Notices
- d. \$500.00 to Office Supplies Postage
- e. \$1000.00 to Office Supplies General



- f. \$1000.00 to Utilities
- g. \$2000.00 to Mileage Reimbursement
- h. \$4000.00 to Development Plan Review Reimbursable
- i. \$2500.00 to Facilities Maintenance
- j. \$5000.00 to Payroll Expenses City Secretary

All of the budget amendments were transfers within the budget for FY 2013.14. Kit Hopkins made a motion to add the money above to each line item by taking \$5000.00 from Contract Police Services, \$8500.00 from Village Cleanup, \$4000.00 from Professional Services NonReimbursable. She included in her motion adding 416 hrs. per year at the rate of \$20.42 plus benefits to the City Secretary moving her into 5 days a week. Daniel Davila seconded the motion. The motion passed unanimously. In addition, Kit Hopkins made a motion on Item b City Council Training that the Council Member attending the training come back to Council and give a report from the training. Daniel Davila seconded the motion. The motion passed unanimously. All of above amendments and motions will be recommendations from the Finance Committee to City Council at the next regular scheduled meeting.

5. Update on Small Cities Unified Tax District Meeting.

Barbara Wilson, City Administrator, gave a presentation.

6. Discussion and Possible Action on Trash and Recycling Contract.

Kit Hopkins made a motion to continue with TX Disposal Systems by allowing the contract we presently have renew. Daniel Davila seconded the motion. The motion passed unanimously. This will be a recommendation to Council.

7. Discussion and Possible Actions to make recommendations to the City Council on use of the back Conference room.

Barbara Wilson, City Administrator gave a presentation. Allison and Denise Thrash have made a proposal to lease the back room. Daniel Davila made a motion to sublet the back room of City Hall to Allison and Denise Thrash. Kit Hopkins seconded the motion. The motion passed unanimously. The Committee will make this recommendation to City Council.

8. Discussion and possible action for recommendations to Auditor and Staff on Accounting Methodology.

Daniel Davila made a motion to table this item. Kit Hopkins seconded the motion. The motion passed unanimously.

9. Adjourn

Kit Hopkins made a motion to adjourn. Daniel Davila seconded the motion. The motion passed Unanimously.



Approved this 7th day of August, 2014.

Mark Scott, Chair

Joan Jackson, City Secretary