



**NOTICE OF THE REGULARLY CALLED MEETING OF THE
CITY COUNCIL
OF THE VILLAGE OF VOLENTE, TEXAS
TUESDAY, MARCH 17, 2015 at 6:30 P.M.
16100 Wharf Cove, Volente, Texas 78641**

Notice is hereby given that the City Council of the Village of Volente will hold its Regularly Called Meeting at 6:30 p.m., Tuesday, the 17th day of March, 2015 in Council Chambers at 16100 Wharf Cove, Volente, Texas at which time the following items will be discussed, to wit:

1. Open Regular Meeting.
2. Call Roll.
3. Pledge of Allegiance.
4. Mayor's Report.
5. Citizens Comments. *At this time, any person with business before the Council not scheduled on the agenda may speak to the Council. In accordance with the Open Meetings Act, Council is prohibited from acting on or discussing (other than factual responses to specific questions) any items brought before them that are not on the agenda. There is a four (4) minute time limit on any communication.*
6. Approval of the Meeting Minutes from February 17, 2015.
7. Village Reports. (Chair of the Finance Committee and Staff)
 - a. Financial Reports.
 - b. Construction Update.
 - c. City Administrator Report.
 - d. City Secretary Report.
 - e. Crime & Complaints Report.
 - f. Committee Reports.
8. Discussion on the Possible Expansion of the Current Nuisance Ordinance No. 2014-O-17 to Include Deteriorating Property within the Village of Volente.
9. Discussion on a Possible Hotel Tax Ordinance for the Village of Volente.
10. Update and Discussion on the tasks assigned to the Planning and Zoning Commission. (Bill Connors)
11. Discussion and Possible Action on the implementation of Block Captains for the Public Safety Committee and Public Relations and Communications Committee. (Babs Yarbrough and Kristi Belote)
 - a. Presentation by Chairs
 - b. Citizen Comments

12. Discussion and Possible Action on a Requested Survey by the Public Relations and Communications Committee.

- a. Presentation by Chair (Kristi Belote).
- b. Citizen Comments.

13. Discussion and Possible Action on the Job Descriptions for City Secretary and City Administrator.

14. Discussion and Possible Action on the Personnel Manual for Employees of the Village of Volente.

15. Discussion and Possible Action on an Upgrade to the Website allowing for Local Pictures to be displayed on the Website Banner.

16. Discussion and Possible Action on the Local Contribution to Capital Area Metropolitan Planning Organization (CAMPO).

17. Adjourn.

IT IS HEREBY CERTIFIED that the above Agenda was posted at the Village Offices and the VVFD Bulletin Board on this 12th day of March, 2015.

JV

Julia Vicars, City Secretary

The Village of Volente is committed to the compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications are provided upon request. The Village Council reserves the right to enter executive session at any time during the course of this meeting to discuss any of the matters above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.086 (Economic Development). A quorum of the Planning and Zoning Commission or Board of Adjustments may be in attendance however, no official action by the Planning and Zoning Commission or Board of Adjustments shall be taken.



MINUTES
OF THE
CITY COUNCIL

OF THE VILLAGE OF VOLENTE, TEXAS
TUESDAY, FEBRUARY 17, 2015 at 6:30 P.M.
16100 Wharf Cove, Volente, Texas 78641

Present:

Also in Attendance:

Council Member Bill Connors
Council Member Babs Yarbrough
Council Member David Springer
Council Member Kristi Belote
Mayor Pro Tem Mark Scott
Mayor Ken Beck

Tom Buckle, City Attorney

1. Open Regular Meeting.

Mayor Ken Beck called the meeting to order at 6:34 p.m.

2. Call Roll.

Julia Vicars, Acting City Secretary called roll. All present and a quorum established.

3. Pledge of Allegiance.

All stood for the Pledge of Allegiance.

4. Mayor's Report.

Mayor Ken Beck reviews the Council's prioritized goals for 2015 with ordinance review being a major priority. Reminds the Audience of the Town Hall Meeting scheduled for Saturday, February 21 at which the BCRUA will present Phase 2 of their plans. The Mayor met with the Mayor of Cedar Park. The Mayor summarized the process of staff meetings in office, during which the Mayor reviews any complaints or crime that has occurred. These reports will be included at Council beginning in March. Mayor is in the process of reviewing the administrative and building costs for the Village.

5. Citizens Comments.

Judy Barrick, 15907 Booth Circle, spoke on wanting more public copies for the Audience at future meetings.

Nancy Carufel, 8138 Joy Rd, spoke about the roadway clearing and asked that the mulch be cleared out sooner than last year's mulch was.

Jan Yenawine, says he attended the Planning and Zoning Commission meeting and asks Council to encourage the use of trams and stairs over the use of roadways for lake access.

41 Allison Thrash, comments on the improved appearance of the website and thanks Acting City Secretary
42 Julia Vicars for the work on the website. Wishes to see the Vision Statement return to the Agenda for
43 reading aloud.

44 Terry Spurlin, suggests that the Vision Statement be printed and placed on the wall to save time, since
45 she is limited in the amount of time she can be in attendance at meetings.

46
47 *Adendum to Mayor's Report:*

48 Monday began the Right of Way Clearing project on Lime Creek Rd. In the contract with Central Texas
49 Tree Care, any mulch not utilized by residents will be cleared away at the end of the project. Residents
50 can request mulch by calling the Village offices.

51
52 6. Approval of the Meeting Minutes from January 10th and January 20th, 2015.

53 **Council Member Babs Yarbrough makes a motion to approve the Minutes from January 10th and**
54 **January 20th 2015. Seconded by Council Member Bill Connors. Carries unanimously.**

55
56 7. Village Reports. (Chair of the Finance Committee and Staff)

57 a. Financial Reports.

58 Revenue is mostly from property tax revenue; expenses slightly under budget; outside
59 services higher than expected, cash flow as expected.

60 b. Construction Update.

61 Barbara Wilson, City Administrator details the ongoing development projects within the
62 Village of Volente.

63 c. City Administrator Report.

64 Barbara Wilson gives her City Administrator's Report.

65 d. City Secretary Report.

66 Julia Vicars summarizes her City Secretary Report.

67 *Committee Chairs gave a brief update of the work their committees are doing.*

68
69 8. Discussion and Possible Action on proposed Ordinance 2015-O-4 to allow for the Codification of the
70 Village of Volente's Ordinances.

71 a. Staff Presentation.

72 Barbara Wilson summarizes the need for this ordinance, to allow the ordinances of the
73 Village of Volente to become codified and searchable online.

74 b. Citizen Comments.

75 Jan Yenawine states his support for this ordinance.

76
77 Discussion amongst Council on the process of reviewing and the process of codifying the
78 ordinances and how best to do those synonymously.

79
80 **Mayor Pro Tem Scott makes a motion to accept and pass Ordinance No. 2015-O-04.**
81 **Seconded by Council Member Babs Yarbrough. Carries unanimously.**

82
83 9. Discussion and Possible Action on Amending Ordinance No. 2004-O-24, 2004-O-25, and 2014-O-12;
84 possibly changing the process and routing of variance requests. (Mayor Ken Beck)

85 a. Staff Presentation.

86 Mayor Ken Beck gives a presentation on the process variance requests currently go through
87 with suggested changes to go to the Planning and Zoning Commission for review.

88 Tom Buckle, City Attorney, explains the process of consolidated hearings, which could
89 streamline the process of variance requests.

90 b. Citizen Comments.

91 Judy Barrick, 15907 Booth Circle, asks for a copy of the Resolution in which it states that the
92 Planning and Zoning Commission must review every application to determine if it was
93 administratively complete.

94 Allison Thrash states that the Resolution was created to streamline and ensure that the
95 Planning and Zoning Commission receive complete applications before an applicant comes
96 before the Commission. She adds that with a variance comes a lot of material for review to
97 make an informed decision.

98 Jan Yenawine, states that the Planning and Zoning Commission are the worker bees, with
99 Council being an oversight Committee. Believes Council will not have enough time to go
100 through the minutia of reviewing a variance request in the way that Planning and Zoning
101 does.

102 **Council Member Kristi Belote makes a motion to recommend to the Planning and Zoning
103 Commission review of Ordinance No. 2004-O-24, 2004-O-25 and 2014-O-12 specifically for
104 the process of variance requests. Seconded by Council Member Bill Connors. The motion
105 carries with Council Members Connors, Belote, Yarbrough, and Mayor Pro Tem voting for;
106 Council Member David Springer votes against.**

107
108 10. Recommendations from the Planning and Zoning Commission on Ordinance No. 2004-O-24, 2004-O-25,
109 and 2014-O-12; Suggesting a change to the regularly scheduled time of meetings. (Interim Chair Jeff
110 Browning)

111 a. Presentation by Interim Chair of Planning and Zoning Commission.

112 b. Citizen Comments.

113 *Jeff Browning, Interim Chair of the Planning and Zoning Commission, was absent at the time
114 of this Agenda item. Since staff already have record of the recommendation to change this
115 time, Staff presented the request in Agenda item 11.*

116
117 11. Discussion and Possible Action on submitting recommendations to the Planning and Zoning Commission
118 for amending Ordinance No. 2004-O-24, 2004-O-25, and 2014-O-12; allowing a time change of regularly
119 scheduled meetings for the Planning and Zoning Commission.

120 a. Staff Presentation.

121 Barbara Wilson, City Administrator, summarizes the request from Planning and Zoning
122 Commission.

123 Council Member Bill Connors adds that the Planning and Zoning Commission would like to
124 change the time of their regularly scheduled meetings from 7:00 p.m. to 6:30 p.m.

125 b. Citizen Comments.

126 **Council Member Kristi Belote makes a motion to amend the ordinances to allow Planning
127 and Zoning to meet at 6:30 p.m. instead of 7:00 p.m. Seconded by Council member Bill
128 Connors. Carries unanimously.**

129 12. Recommendations from the Public Relations and Communications Committee for suggested changes to
130 Ordinance No. 2004-O-24, 2004-O-25, and 2014-O-12, Section 22.301 (O); suggesting that the Public
131 Relations and Communications Committee conduct Community Surveys, with approval of the Village
132 Council. (Council Member Belote)

133 a. Staff Presentation.

134 b. Citizen Comments.

135 *For the purposes of saving time, Agenda items 12 and 13 were discussed at the same time.*
136

137 13. Discussion and Possible Action on submitting recommendations to the Planning and Zoning Commission
138 for amending Ordinance No. 2004-O-24, 2004-O-25, and 2014-O-12, Section 22.301; allowing the Public
139 Relations and Communications Committee to conduct Council approved Surveys.

140 a. Staff Presentation.

141 Council Member Kristi Belote says that allowing the Public Relations and Communications
142 Committee to conduct surveys is essential to their committee.

143 Council Member Bill Connors says that Planning and Zoning will be reviewing Ordinances
144 and the Comprehensive Plan. Bill Connors states for the record that it is very important to
145 get a lot of feedback from the community on an ongoing basis and that if we have questions
146 we have the ability to quickly turn around, go to the Public Relations and Communications
147 committee, ask clarifying questions all as questions arise through this process.

148 b. Citizen Comments.

149 Judy Barrick, states that City Council made this change last year. Asks why it is necessary to
150 have the Planning and Zoning Commission come back with a recommendation to remove
151 this, when they did not place it there in the first place.

152 Mattie Adams, 15941 Booth Circle, states the whole purpose of adding this section in was
153 for the Planning and Zoning Commission to conduct a Community Survey for the
154 Comprehensive Plan.

155 Council Member Bill Connors makes a motion to recommend to the Planning and Zoning
156 Commission that they review the ordinances above, specifically in regards to surveys, and
157 possibly strike the section. Motion defeated.

158
159 Council Member David Springer makes a motion that we do nothing on these ordinances.
160 Seconded by Council Member Babs Yarbrough. Council Members Yarbrough, Springer, and
161 Mayor Pro Tem Mark Scott vote for; Council Members Connors and Belote vote against.
162 The motion passes.
163

164 14. Discussion and Possible Action on Rescinding Resolution 2010-O-58 establishing clarification of Policy for
165 Administration and Procedures between City Administration and the Planning and Zoning Commission.

166 a. Staff Presentation.

167 Barbara Wilson, City Administrator, says that in going through the Ordinances to prepare for
168 codification she found a Resolution that requires every application would go to the Planning
169 and Zoning Commission to establish if it is administratively complete or not.

170 b. Citizen Comments.

171 **Mayor Pro Tem Mark Scott makes a motion to amend the Resolution to remove the**
172 **requirement that every application be reviewed by the Planning and Zoning Commission.**
173 **Seconded by Council Member Babs Yarbrough. Carries unanimously.**
174

175 15. **Nomination and Possible Appointment of members of the Planning and Zoning Commission and Board**
176 **of Adjustments including the possible appointment of a Vice Chair and possible appointment of an ad**
177 **hoc member for consultation and professional advice to the Board of Adjustments.**

178 a. **Presentation by the Mayor.**

179 **The Mayor summarizes the changes in members for the Planning and Zoning Commission**
180 **and Board of Adjustments.**

181 b. **Nominations.**

182 c. **Citizen Comments.**

183 **Council Member David Springer makes a motion to accept the list of members of the**
184 **Planning and Zoning Commission and Board of Adjustments, as listed. Seconded by**
185 **Council Member Kristi Belote. Carries unanimously.**
186

187 16. **Discussion on the Village of Volente involvement in the Capital Metro Build Central Texas program.**

188 a. **Staff Presentation.**

189 **The Mayor summarizes the Village's participation in Capital Metro Build Central Texas**
190 **Program. Mayor Pro Tem Scott adds additional background information.**

191 b. **Citizen Comments.**

192 **Jan Yenawine states his support for adding this topic to the November election.**

193 **Mattie Adams, Booth Circle, says that she participated in the election that enrolled our**
194 **Village in this program and at that time it made fiscal sense to get more out of the program**
195 **than what we contributed. The program has since changed and CapMetro should step up to**
196 **the table and account for the past years of poor performance.**

197 **Council Member Babs Yarbrough makes a motion to put withdrawal from the CapMetro**
198 **BCT Program on the Ballot for the November election. Seconded by Council Member**
199 **Connors. Carries unanimously.**
200

201 17. **Discussion and Possible Action on the 2015 Olive Fest and the implementation of a Public and Private**
202 **Partnership. (Mayor Ken Beck).**

203 a. **Staff Presentation.**

204 **Mayor Ken Beck details the upcoming Olive Fest and the proposal that the Village of Volente**
205 **become a sponsor of this event with a maximum amount of \$500 sponsorship.**

206 b. **Timeline, Costs, Budgetary Impact, and End Results.**

207 c. **Citizen Comments.**

208 **Anne Steichen, 15807 FM 2769, states her support of this sponsorship.**

209 **Allison Thrash suggests we encourage more local vendors this year.**

210 **Judy Barrick, 15907 Booth Circle, states her support for the Village sponsoring the Olive**
211 **Fest.**

212 **Nancy Carufel, 8138 Joy Rd, states her support of this item.**

213 **Jan Yenawine states that he is not in support of spending public money on private**
214 **partnerships.**

215 **Mattie Adams, Booth Circle, states she is not in support of this item and that public funds**
216 **should not be given to private entities.**

217 **Joyce Beck, Booth Circle, says she in support of the Village sponsoring the Olive Fest.**

218 Council Member Babs Yarbrough makes a motion to become a sponsor of the Olive Fest
219 with a sponsorship amount of \$500.00. Seconded by Council Member Bill Connors. Carries
220 unanimously.
221

222 18. Presentation, Discussion, and Possible Action Regarding the Bid for Roadway Mowing in conjunction
223 with the Public Works Committee. (Mayor Ken Beck)

224 a. Staff Presentation.

225 Mayor Ken Beck reviews the bid for Roadway mowing.

226 b. Timeline, Costs, Budgetary Impact, and End Results.

227 c. Citizen Comments.

228 Jan Yenawine suggests that mowing be done in spots that do not have any wildflowers, with
229 a second mow after the wildflowers have died.

230 Council Member Kristi Belote makes a motion to approve the bid with Gerry and Gerry
231 mowing the critical areas first, then a secondary mow after the wildflowers and spring
232 rain. Seconded by Council Member Babs Yarbrough. Carries unanimously.
233

234 19. Close Public Meeting, Open Executive Session.

235 Mayor Ken Beck closed the Public Meeting at 9:50 p.m.
236

237 20. Close Executive Session and Re-Open Public Meeting.

238 Mayor Ken Beck closes the Executive Session and Re-opens the Public Meeting at 10:07 p.m.
239

240 21. Discussion and Possible Action resulting from the Executive Session, if any.

241 Council Member Bill Connors makes a motion to extend the offer for employment as discussed to the
242 City Secretary. Seconded by Council Member David Springer. Carries unanimously.
243

244 22. Adjourn.

245 The meeting adjourned at 10:09 p.m.
246

247 Passed and approved this _____ day of _____, 20____.
248

249 Signed:

250 _____
251 Ken Beck, Mayor of the Village of Volente

252 Attest:

253 _____
254 _____
255 Julia Vicars, City Secretary
256

Village of Volente
Income and Expense Actual vs. Budget
 October 2014 through February 2015

					TOTAL			
	Feb 15	Budget	\$ Over Budget	% of Budget	Fiscal YTD	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
40000 - Property Tax Revenue	41,662.08	31,523.00	10,139.08	132.16%	207,928.03	200,657.00	7,271.03	103.62%
41000 - Sales Tax Revenue	3,091.19	4,121.00	-1,029.81	75.01%	18,424.44	26,663.00	-8,238.56	69.1%
42000 - Utility Franchise Fees	7,418.55	6,916.00	502.55	107.27%	16,803.98	15,462.00	1,341.98	108.68%
43000 - Development Fees/Permits	250.00	83.00	167.00	301.21%	310.00	416.00	-106.00	74.52%
44000 - Grant Revenue	0.00	0.00	0.00	0.0%	0.00	14,500.00	-14,500.00	0.0%
47000 - Investment Earning	0.00	125.00	-125.00	0.0%	150.14	625.00	-474.86	24.02%
Total Income	52,421.82	42,768.00	9,653.82	122.57%	243,616.59	258,323.00	-14,706.41	94.31%
Gross Profit	52,421.82	42,768.00	9,653.82	122.57%	243,616.59	258,323.00	-14,706.41	94.31%
Expense								
50000 - Operations	1,598.55	2,661.16	-1,062.61	60.07%	15,452.03	18,012.97	-2,560.94	85.78%
52000 - Municipal Court	-100.00	0.00	-100.00	100.0%	150.00	600.00	-450.00	25.0%
53000 - Facilities & Equipment	2,560.00	3,075.00	-515.00	83.25%	13,223.20	15,625.00	-2,401.80	84.63%
55000 - Community Events	102.53	179.17	-76.64	57.23%	1,532.09	3,035.84	-1,503.75	50.47%
57000 - Public Works	31,200.00	291.67	30,908.33	10,697.02%	31,325.00	19,048.34	12,276.66	164.45%
64000 - Outside Services	3,895.00	3,357.51	537.49	116.01%	32,454.04	16,787.52	15,666.52	193.32%
64100 - Development Costs	-242.72	833.33	-1,076.05	-29.13%	-1,350.09	4,166.66	-5,516.75	-32.4%
65000 - Contract Labor	0.00	1,266.67	-1,266.67	0.0%	0.00	6,333.34	-6,333.34	0.0%
66000 - Compensation & Benefits	9,969.11	10,003.34	-34.23	99.66%	48,101.78	50,016.68	-1,914.90	96.17%
Total Expense	48,982.47	21,667.85	27,314.62	226.06%	140,888.05	133,626.35	7,261.70	105.43%
Net Ordinary Income	3,439.35	21,100.15	-17,660.80	16.3%	102,728.54	124,696.65	-21,968.11	82.38%
Other Income/Expense								
Other Expense								
80000 - Other Expense	0.00				5.50			
Total Other Expense	0.00				5.50			
Net Other Income	0.00				-5.50			
Net Income	3,439.35	21,100.15	-17,660.80	16.3%	102,723.04	124,696.65	-21,973.61	82.38%

64000 - Outside Services Detail

12:15 PM

03/13/15

Accrual Basis

Village of Volente Transaction Detail By Account October 2014 through February 2015

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
64000 - Outside Services								
64011 - Audit								
Bill	12/01/2014		Neffendorf, Knopp, ...	invoice dated 11/25/14		20000 - Accou...	5,700.00	5,700.00
Total 64011 - Audit							5,700.00	5,700.00
64012 - Tax Collection - All								
Bill	10/30/2014		Travis County Tax ...	Balance of 2014 collection fe...		20000 - Accou...	623.13	623.13
Bill	12/01/2014	1664	Travis Central Appr...	appraisal fees		20000 - Accou...	302.37	925.50
Total 64012 - Tax Collection - All							925.50	925.50
64014 - Consultant/Inspection								
Bill	12/31/2014	255486	ATS	Monthly retainer for municip...		20000 - Accou...	1,700.00	1,700.00
Bill	01/26/2015	253656	ATS	special outside service - flat ...		20000 - Accou...	1,700.00	3,400.00
Bill	01/31/2015	2289	TRE & Associates, ...	dredge and fill standards for ...		20000 - Accou...	149.00	3,549.00
Bill	01/31/2015	2289	TRE & Associates, ...	fill lookup for existing house ...		20000 - Accou...	111.75	3,660.75
Bill	01/31/2015	2289	TRE & Associates, ...	8011 lakeview st, review of p...		20000 - Accou...	223.50	3,884.25
Bill	02/05/2015	256618	ATS	Monthly retainer for municip...		20000 - Accou...	1,700.00	5,584.25
Bill	02/28/2015	I-603...	ATS	Monthl retainer for municip...		20000 - Accou...	1,700.00	7,284.25
Total 64014 - Consultant/Inspection							7,284.25	7,284.25
64018 - Bookkeeping Service								
Bill	11/20/2014	1060	LF Bookkeeping Se...	10/17 - 11/20/14		20000 - Accou...	588.95	588.95
Bill	12/20/2014	1079	LF Bookkeeping Se...	11/20 - 12/17/14 + discount		20000 - Accou...	500.00	1,088.95
Bill	01/20/2015	1092	LF Bookkeeping Se...	12/20/14 - 1/20/15		20000 - Accou...	755.10	1,844.05
Bill	02/20/2015	1104	LF Bookkeeping Se...	services 1/20/15 - 2/20/15		20000 - Accou...	495.00	2,339.05
Total 64018 - Bookkeeping Service							2,339.05	2,339.05
64400 - Professional Services								
64410 - Attorney - General Services								
Bill	10/31/2014	47186	Scanlan, Buckle, & ...	Oct 2014 billing		20000 - Accou...	2,987.43	2,987.43
Bill	11/30/2014	47298	Scanlan, Buckle, & ...	review of Resolution Canvas...		20000 - Accou...	48.00	3,035.43
Bill	11/30/2014	47298	Scanlan, Buckle, & ...	work relating to council mtg		20000 - Accou...	112.00	3,147.43
Bill	11/30/2014	47298	Scanlan, Buckle, & ...	prep and appearance at cou...		20000 - Accou...	528.00	3,675.43
Bill	01/09/2015	47566	Scanlan, Buckle, & ...			20000 - Accou...	952.00	4,627.43
Bill	01/31/2015	47732	Scanlan, Buckle, & ...	emails, phonecalls re ADT c...		20000 - Accou...	728.00	5,355.43
Total 64410 - Attorney - General Services							5,355.43	5,355.43
64470 - City Professional Services								
64471 - P&Z - Ordinances								
Bill	11/14/2014	2093	TRE & Associates, ...			20000 - Accou...	149.00	149.00
Bill	11/14/2014	2093	TRE & Associates, ...			20000 - Accou...	447.00	596.00
Bill	11/14/2014	2093	TRE & Associates, ...			20000 - Accou...	298.00	894.00
Bill	11/14/2014	2093	TRE & Associates, ...			20000 - Accou...	49.00	943.00
Bill	11/14/2014	2093	TRE & Associates, ...			20000 - Accou...	223.50	1,166.50
Bill	11/30/2014	47298	Scanlan, Buckle, & ...	p/c with Judy Graci, researc...		20000 - Accou...	272.00	1,438.50
Bill	12/10/2014	2146	TRE & Associates, ...	tree ordinance mtg, plat revi...		20000 - Accou...	3,054.50	4,493.00
Bill	01/12/2015	2208	TRE & Associates, ...	12/3/14 project rep, zoning a...		20000 - Accou...	745.00	5,238.00
Bill	01/12/2015	2208	TRE & Associates, ...	12/9/14 project rep, p&z wor...		20000 - Accou...	223.50	5,461.50
Bill	01/31/2015	47732	Scanlan, Buckle, & ...	review revisions to short ter...		20000 - Accou...	40.00	5,501.50
Bill	01/31/2015	2289	TRE & Associates, ...	various services 1/12/15 - 1/...		20000 - Accou...	4,915.50	10,417.00
Total 64471 - P&Z - Ordinances							10,417.00	10,417.00
64474 - Govt. Committee - BCRUA								
Bill	10/15/2014		City of Cedar Park	PIR 14-115		20000 - Accou...	80.20	80.20
Total 64474 - Govt. Committee - BCRUA							80.20	80.20
64475 - P&Z Community Survey								
Bill	11/01/2014	95718...	Lancer Label	community survey		20000 - Accou...	116.86	116.86
Total 64475 - P&Z Community Survey							116.86	116.86
64470 - City Professional Services - Other								
Bill	11/14/2014	2093	TRE & Associates, ...			20000 - Accou...	12.25	12.25
Bill	11/14/2014	2093	TRE & Associates, ...			20000 - Accou...	223.50	235.75
Total 64470 - City Professional Services - Other							235.75	235.75
Total 64470 - City Professional Services							10,849.81	10,849.81
Total 64400 - Professional Services							16,205.24	16,205.24
Total 64000 - Outside Services							32,454.04	32,454.04
TOTAL							32,454.04	32,454.04

**Village of Volente
Balance Sheet
As of February 28, 2015**

11:42 AM
03/13/2015
Accrual Basis

	FY 2014-2015	FY 2013-2014
ASSETS		
Current Assets		
Checking/Savings		
10100 · Cap One Checking- 5191	81,707.76	101,291.75
10200 · Cap One Tower Fund - 1411	488,100.60	487,691.61
10300 · Cap One Savings - 6099	225,345.60	194,469.68
10400 · Parkland Fund - Restricted	61,250.00	61,250.00
10500 · Temporarily Restricted Cash	-61,250.00	-61,250.00
Total Checking/Savings	795,153.96	783,453.04
Accounts Receivable		
12000 · Accounts Receivable	489.34	14,939.00
Total Accounts Receivable	489.34	14,939.00
Other Current Assets		
12110 · Undeposited Funds	0.00	30.00
12300 · Prepaid Deposits	2,111.00	2,111.00
Total Other Current Assets	2,111.00	2,141.00
Total Current Assets	797,754.30	800,533.04
Fixed Assets		
14100 · Leasehold Improvements	7,777.25	5,812.25
14150 · Accum Depreciation - Leasehold	-3,888.63	0.00
14200 · Furniture & Equipment	17,412.03	16,176.03
14250 · Accum Depr Furniture & Equip	-1,963.10	0.00
Total Fixed Assets	19,337.55	21,988.28
TOTAL ASSETS	817,091.85	822,521.32
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20000 · Accounts Payable	45,615.81	13,357.25
Total Accounts Payable	45,615.81	13,357.25
Other Current Liabilities		
20100 · Other Payables	5,700.00	0.00
24000 · Payroll Liabilities	2,038.31	1,831.86
Total Other Current Liabilities	7,738.31	1,831.86
Total Current Liabilities	53,354.12	15,189.11
Total Liabilities	53,354.12	15,189.11
Equity		
39000 · Net Assets - Retained Earnings	594,381.77	636,875.26
39010 · Opening Bal Equity	-74,735.10	-74,735.10
39020 · Fund Balance Designated	80,118.02	80,118.02
39100 · Net Assets - Temp Restricted	61,250.00	61,250.00
Net Income	102,723.04	103,824.03
Total Equity	763,737.73	807,332.21
TOTAL LIABILITIES & EQUITY	817,091.85	822,521.32

**Village of Volente
Statement of Cash Flows
February 2015**

11:39 AM
03/13/2015

Feb 15

OPERATING ACTIVITIES

Net Income 3,439.35

Adjustments to reconcile Net Income

to net cash provided by operations:

12000 · Accounts Receivable -254.47

20000 · Accounts Payable 32,256.14

24015 · Social Security - EE -0.39

24020 · Medicare Tax - EE -0.09

24025 · TMRS Employee Paid 325.00

24515 · Social Security ER Paid -0.39

24525 · Medicare Tax - ER Paid -0.09

24530 · Texas Unemployment Tax 146.79

24550 · TMRS ER Paid 489.66

Net cash provided by Operating Activities 36,401.51

Net cash increase for period 36,401.51

Cash at beginning of period 758,752.45

Cash at end of period 795,153.96

Village of Volente
Job Profitability Summary
 Excludes Administrative Costs

11:05 AM
 03/13/2015

	<u>VoV Cost</u>	<u>Cust. Cost</u>	<u>(\$)</u> Diff.
8102 Lime Creek	1,317.93	1,775.87	457.94
Total	1,317.93	1,775.87	457.94
15811 Booth Circle	642.50	879.06	236.56
Total	642.50	879.06	236.56
8114 Joy	3,261.00	5,609.55	2,348.55
Total	3,261.00	5,609.55	2,348.55
8420 Lime Creek	255.62	2,855.47	2,599.85
Total	255.62	2,855.47	2,599.85
8111 Beauregard	284.00	519.50	235.50
Total	284.00	519.50	235.50
7303 Reed Dr	70.88	516.25	445.37
Total	70.88	516.25	445.37
15757 Booth Circle	1,192.00	1,846.39	654.39
Total	1,192.00	1,846.39	654.39
8132 Joy Rd	1,976.75	2,373.85	397.10
Total	1,976.75	2,373.85	397.10
15916 Booth Circle	1,692.50	2,166.56	474.06
Total	1,692.50	2,166.56	474.06
TOTAL	10,693.18	18,542.50	7,849.32

Agenda Item 7b

Address	Owner' Name	Type of Project	Stage/Status	Date Discuss Started	Builder	Red Tagged	Variance
8136 Lime Creek Rd	Marzan	Single Family Home	Built awaiting Final and CO	Sept. 2013	Themselves		Side Set Back Drive way over .15 degrees Impervious Coverage granted
8120 Joy Rd	Hoag	Single Family Home	Building in Progress	Oct. 2013	Housemean		
16301 Jackson	Staalenburg	Pool	Finished awaiting restoration	Nov. 2013	Austin Custom Pools		
8420 Lime Creek	Doodleys	Single Family Home with Pool	Building in Progress	Mar-14	Silverton Custom Homes		Side Set Back Building on Slopes greater than 25 degrees building in the Floodplain granted
16107 Wharf Cove	Beaches LTD	Moving Building into Side Set Back	Pending Variance Request	May-14	Themselves		Building in the Set Back due to Mandatory Changes in Septic System from LCRA
8336 Lime Creek	Anderson	Driveway	Awaiting Owner's Submission	May-14			Possible due to Impervious Coverage
15757 Booth Circle	Ratcliff	90 percent Remodel and increase in footprint	Awaiting Owner's Submission on P&Z Variances	Feb. 2014	Not Selected Yet		BOA Variance 2 hearings for Side Set Back granted

Address	Owner' Name	Type of Project	Stage/Status	Date Discuss Started	Builder	Red Tagged	Variance
15904 Amos now 15916 Booth	Smith	Single Family Resident	Building in Progress	Mar-14	Leon Urbanski		
8201 West	Koll	Pool	Awaiting Spring and then want to submit plans	Mar-14			Came in to build Carport and Porch in Set Back Did not get Variance Now thinking of building Pool
16500 Jackson	Kerr	Selected a builder submitted building Plans waiting on application	Reviewing Building Plans	Mar-14			Variance Hearing and was granted extra impervious coverage and they mitigated for it
16601 Jackson	Anger	Built Accessory Building in the Set Back and in the Floodplain for horses and Water Quality violation	Negoating Settlement with Staff and Mayor	Apr-14			Would need several variances
16319 Jackson	Blauvelt	Single Family Resident added Water Tank Storage Then Added Pool	Waiting for Landscaping and Screening of Water Tanks	Jun-14	David Weekley		Administrative with in 1 percent of side set back

15900 Mary Street Address	Renking Owner' Name	Pool	Waiting for Landscaping	May-14	Bertram	Variance	
	Owner' Name	Type of Project	Stage/Status	Date Discuss Started	Builder	Red Tagged	
8108 Bernard	Keating	Installation of two Septic Systems without permit built in the roadway platted ROW Installation and Renting out of two mobile homes	Mobile homes have been removed, Septic Systems have been removed from Ground Awaiting LCRA confirmation that Septic Tanks and Pollution Properly dealt with	May-14	Themselves	Yes	Built septic system in the roadway easement with no permits from LCRA and no inspections by LCRA
8132 Joy Rd	Robinson	Total Remodel Increase in Footprint	Submitted corrected plans and information for several variance requests From BOA	Aug-14	Steve Todd?		There will be several P and Z and BOA Variance Requests Now in process of setting up BOA
8111 Beauregard	Hamblin	Remodel of Garage to Add and Apartment	Information to approve building plans	Aug-14	GC Builders		Owner now wants to wait on project
7216 Debbie	Mokry	Addition of Water Storage Tanks in the Set Back and on common property	Awaiting applicants approval of neighbors	Sept. 2014	Morky	Yes	When property issue cleared up then set back variance
8201 Lime Creek	Arifi	Single Family Home	Building in Progress	Sept. 2014	Malviniz	Yes	Underground Utilities Variance not granted now they want to go underground from first pole
8216 Lime Creek	Johnson	Single Family Home	Developing Plans Met with Tree Clearance Vendor	Nov. 2014			
Lakeview/Puryear/Davidson/Lime Creek	Gold and Beaches LTD	Ammended Plat	Working on Roadway Easement	Nov. 2014			Lime Creek Rd is a prescriptive easement thru Lot 51

8011 Lakeview Address	Gold and Beaches LTD		Resubdivision	Awaiting Ammended Plat		Nov-14	Red Tagged	Variance
	Owner' Name	Type of Project		Stage/Status	Builder			
8110 Sharon	Francesco	Addition of Large Concrete Deck Awaiting Mitigation of IC	Large Increase In Impervious Coverage	14-Apr	Francesco	Yes		He owns three lots but does not want to join them together at this time He removed the forms for the concrete and will not pour it
8010 Bernard 15811 Booth	Gamble Browning	Built Driveway without a permit No drainage Mitigation	?	Oct. 2013	Robert Nelson	Yes		Joan started with my help awaiting plans
8504 Lime Creek Booth	Springer Confidential	Single Family Resident	Awaiting Final Awaiting Owners Plans and Timetable	Aug-14 Nov. 2014	Da Vinci Pools			
8408 Lime Creek		Resubdivision	Awaiting Owners Decision and Plans	Dec. 2014				
16202 Davidson (8208 Lakeview)	Chaudhari	Single Family Resident	Had Conceptual Meeting awaiting Owners Plans	Dec. 2014				
8212 West Drive 15779 Booth	Mitchell Smith Greer	Major Remodel Change of Footprint Thinking of Building a Small Garage and Guest Home Underground Utilities	Met with owner and he will bring back a building plan Awaiting Owners Plans and Timetable	Jan. 2015 Mar-14	Themselves	Yes		
15716 Booth	Spurlin	Building New Home	In Progress Had Conceptual Meeting awaiting Owners Plans	15-Feb 15-Mar	Bowne Electric	Yes		

City Administrator Report 3-17-15

Work on and attended committees meetings on the standing committees. 4 more Meetings since last Regular Council Meeting

Worked with City Engineer on recommendations to PZ on zoning conditional use ongoing projects, meeting on a regular basis.

Several construction meetings and pre application meetings with new incoming residents and their builders had five meetings on variance requests. We are getting a lot of interest in property out here.

Set up several inspections and follow up on the several construction projects going on in the town.

Working with ATS for sign compliance list.

Processing few complaints mostly on, what is going on at adjacent properties.

Finishing List on all of our Ordinances and Resolutions

Working with Capital Metro on receiving our Build Central Texas funds rebate.

Still Working with R Roucloux on developing a checklist for subdivision.

Work with auditors to finish audit and start new audit

Working with Fire Chief to develop new Fire Code and Urban Wildfire Interface codes

Working on GLO to see if we can tack on the Travis County and City of Austin National Disaster Recovery Grant

Reworking the application for building permits and checklists.

Working to develop Emergency Management Plan specific to Volente

Working on two more subdivisions.

Working with Bookkeeper to correct posting errors and reports.

Worked on updating Personnel Manual and Job Descriptions

Working with Public Safety and 911 on Reverse 911 and getting us set up as a local provider.

Extensive work on clearing roadway easements

Meet with Council Members to update them on our different ordinances, survey results.

Working and attending several meetings and request for information from TCRFMA for FEMA required Mitigation Plan.

Working closely with Bill Connors on timetable, comparison cities, and zoning categories, comprehensive plan.

Budget Analysis

Personnel Manual Update and corrections

BCCP on removal of Poached Hogs butchered on Lime Creek Rd from preserve

Work with Travis County Joint Task Force for Evacuation Plan and hardened areas and structures.

CITY SECRETARY REPORT



VILLAGE OF VOLENTE

Ken Beck
MAYOR

Mark Scott
MAYOR PRO-TEM

Babs Yarbrough
COUNCILMAN

Kristi Belote
COUNCILMAN

Bill Connors
COUNCILMAN

David Springer
COUNCILMAN

Bookkeeping:

- Revisions to the Chart of Accounts and Development Billing procedures have been underway. The Mayor, Barbara, the Bookkeeper and I had a meeting to discuss necessary changes for the Audit.
- Setting up a billing process for the STR Operators
- Interfaced directly with Laura to guide her through the QB Corrections for customers

Website:

- Constant changes to the website have been underway, including a revision to the tabs on the left hand side of the website and inclusion of Olive Fest information
- Keep in Touch with the Village! has gathered a pretty good response amount, considering it has not been advertised anywhere aside from the website and Nextdoor. We have had 23 residents submit their information in the last month.

Agendas and Minutes:

- Prepared Agendas and Minutes as well as assisted Committees with the preparation of their minutes. With the Small Committees becoming so active, this has been more of my time than usual! So far there are 8 meeting scheduled this month, each with Agenda and Backup Packet.

Training:

- I have been watching free Webinars that cover some of the basics for my job description
- Attended the Capital Chapter of City Secretaries meeting
- I have been reading the Ordinances one at a time, excluding the "Big 4"

MVP:

- Working on finding routine tasks for the Volunteers that work the office to complete. Just their phone support has been a huge help!
- Gained two new volunteers, both who are available for positions other than the office (possibly Park clean up or special events)

Day to Day:

- Answered emails, resident phone calls, took complaints.
- Researched items for Council Members and Mayor
- Took payments on sign permits, development projects, and now STR Operator packets

Julia Vicars, City Secretary



Monthly Crime Report – February

2-4-15 Traffic Stop near Dodd St

2-5-15 Traffic Stop on Lime Creek Rd

2-8-15 Report of Reckless Driving on 2769 on way out of the Village

2-17-15 Reckless Damage near Navajo Pass

2-19-15 Traffic Stop near 7811 Lime Creek Rd

2-19-15 Traffic Stop near 15406 FM 2769

SpotCrime Totals: 1 Reckless Damage incident

TCSO TOTALS: 4 Traffic Stops, 1 Reckless Driving Incident and 6 patrols without incident

**Monthly Complaints
February 2015**

Type of Violation	Date	Location	Complaint	Complainant	Resolution
Pets	02/07/2015	Office	Loose Dogs	Staff	Dog kept in office til owner came to pick up
Building without Permit					
	02/19/2015	Booth Circle	Excavating and Moving Rocks	Kit Hopkins	Barbara went to investiage, all OK
Office Complaints					
	02/20/2015	Village Offices; email	Not enough Notice for Town Hall Meeting	Confidential	Julia explained that the Town Hall Meeting had been posted on the website for two weeks, that the Agenda for the meeting had been up for a week prior to the event, and that an email blast was just a reminder and not official notice of the event
Suspicious Persons / Trespassing					
	02/11/2015	8300 Lime Creek	Trespassing persons	Confidential	BW called; detailed what to do in future, advised putting up fence and no trespassing signs

Village of Volente, TX Job Description

Job Title: Village Secretary/Municipal Court Clerk

Department:

Administration

Reports To: Mayor

FLSA Status: Exempt

Revised Date: _____

Approved Date: _____

General Statement of Job

The Village Secretary is a professional position appointed by the Village Council and is responsible for the preparation and documentation of Village Council meetings and other public gatherings. The Village Secretary is also responsible for attendance at and minute preparation for all public meetings of the Village Council. This position requires a working knowledge of local and state laws, Village and departmental policies and procedures, Village records, and secretarial skills.

Requires the ability to effectively communicate orally and in writing in a fair and courteous manner with a variety of individuals regardless of ethnicity, gender, beliefs, or personal style to fulfill requests and provide services, accurate information, or assistance in a courteous and timely manner to present a positive image of the Village.

Specific Duties and Responsibilities

General: 100%

- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, Village Council, Municipal Judge, management and staff, and the public;
- Performs responsibilities with a focus on high quality customer service.
- Complies with the Village Code of Conduct standards, the Personnel Policy Manual and Financial Control and Spending Policy as adopted and may be amended from time to time.
- Ability to set goals and accomplish the same.
- Ability to maintain an accurate and legible record of Village business.

Village Secretary: 50%

- Serves as the primary resource to provide information to the public, other agencies and Village staff and responds to inquiries regarding official records, Village actions and permit processing;
- Responds to routine letters, general correspondence, and requests for information;
- Coordinates with other departments in preparing agendas for Village Council, Planning and Zoning Commission, Board of Adjustments and Council committee meetings. Performs work related to the preparation of back-up materials and distribution of agenda packets;
- Schedules meetings for Mayor and/or other Village Council members.

Job Description: Village Secretary/Municipal Court Clerk

- Maintains Open Records Logs
- Prepares and sets up meeting room for various Council, Board and Committee meetings, and ensures proper arrangement for the next use after the meeting is over;
- Attends Village Council, Planning and Zoning Commission and Board of Adjustment meetings and prepares minutes from tape or notes taken at various meetings to create the official record
- Prepares and coordinates publication, posting and distribution of legal notices for public meetings and hearings.
- Assures that legal requirements are met for publication and posting of agenda and notices in accordance with state statutes and Village policies;
- Secretary, if appointed, to Council's Standing Committees, mandatory secretary to the Planning and Zoning and Board of Adjustments Commissions;
- Provides support to other staff in Administrative Services Department, as needed
- Other duties as may be assigned.

Public Information/Information Services: 15%

- Assists with notification to residents of all Village departmental events through mail outs, social media, telephone and email contact;
- Coordinates and publishes annual Village directory;
- Maintains and updates Village email distribution lists for notification of agendas, meetings, events, and special announcements.
- Responsible for the preparation and distribution of Village newsletter to citizens, electronic or printed.

Mayor and Council/Committee Support: 15%

- Performs a wide variety of responsible, confidential, and complex administrative, technical and secretarial duties for the Mayor's office;
- Provides research, clerical support, and follow-up for Village Council with regard to projects and communication of activities and programs of the Village;
- Assists with maintenance of calendars of activities, meetings, and various events. Provide notification to residents of all Village departmental events through mail outs, telephone, social media and email contact.

Elections: 5%

- Assists the Village Administrator in the planning and execution of periodic Village elections;
- Ability to organize and conduct an efficient and honest election in compliance with State law and local ordinances.
- Receives candidate applications and required forms;
- Prepares, advertises and posts all required election notices and documents;
- Orders election ballots and supplies;

- Collects and retains campaign filings for elected officials.
- Acts in the capacity of early Voting Clerk

Bookkeeping 10%

- Monitors the general accounting functions, including verification of financial and banking statements, annual audits, accounts payable, purchasing and asset management, payroll services, and budget assistance. Responsible for file management and ensuring adherence to the Village's record retention policy for all financial data.
- Formats financial statements for distribution and presentation in Village Council and/or committee meetings, as necessary.
- Coordinates all bookkeeping activities, including preparing and transmitting transaction documents to be posted by the Bookkeeper into QuickBooks.
- Prepares all preliminary audit requests for annual audit; works with auditor during audit and ensures the report of audit results to Finance Committee and Village Council.
- Monitors and verifies revenue received; prepares deposits as necessary.
- Prepares payable vouchers and disburses checks as necessary. Ensures prompt communication with vendors to resolve billing questions or issues.
- Reviews timesheets, PTO requests, and overtime requests; and transmits to the Bookkeeper for processing in QuickBooks; maintains personnel files.
- Monitors and maintains a log of annual contracts and expirations dates to ensure timely renewal and renegotiation.

Municipal Court Clerk 5%

Once the Village's Municipal Court is activated, the following duties will be required:

- Files and maintains cases, including data entry and maintaining a database of information.
- Monitors the progress of cases, including preparing and mail warning letters regarding suspense dates.
- Prepares various daily, weekly, monthly, quarterly reports pertaining to Village cases and status of fines received, and files required reports in a timely manner with state agencies.
- Works with various law enforcement agencies on driver's license revocations and returns and on obtaining criminal histories of defendants appearing in court on alleged violations of the penal codes, alcohol codes and health and safety codes.
- Prepares arrest warrants.
- Prepares case files for court.
- Receives and records payment for fines.
- Prepares documents associated with court decisions.
- Sets Municipal Court Docket.
- Prepares Bench Judgments for Judge's signature.
- Responds to defendant questions regarding cases

- **Maintain and keep current the Incode Municipal Court Record Keeping System**
Attends required continuing education seminars to maintain proper Municipal Court Certification.

The above percentages are estimates and will vary depending on the actual activities of the Village.

Minimum Education and Training

High school diploma or General Education Degree (GED) and five years related experience and/or training; or equivalent combination of education and experience that provides the necessary knowledge, skills, and abilities. Experience of at least one year of case adjudication preferred.

Minimum Qualifications and Standards Required

Knowledge:

Knowledge of the Texas Election Code, Texas Local Government Code and Texas Open Meetings Act; excellent knowledge of grammatical and technical writing rules and standards; knowledge of General Law Type B Municipalities and Ordinances; basic knowledge related to local government administration and home rule governance; knowledge of municipal election laws and duties; knowledge of basic accounting principles; knowledge of computer systems including Microsoft Windows, Microsoft Office 2010 (Word, Excel, PowerPoint); knowledge of document retention and records management; knowledge of secretarial and administrative practices.

Confidentiality:

Ability to safeguard sensitive or confidential information from intentional or unintentional disclosure.

Reasoning Skills:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Able to effectively record, document and process complex information in a timely manner. Includes the ability to make decisions and make choices between policies, rules, or procedures.

Interpersonal Communication:

Excellent oral and written communications skills including accurately recording information in precise written form. Requires the ability to function and communicate with Village Council, co-workers, representatives from other agencies or the general public both visually and verbally.

Language Ability:

Skill in technical writing and copy editing. Able to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from Village Council, clients, customers, and the general public.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Computer Skills:

To perform this job successfully, an individual should be proficient in Microsoft Office 2010 and have a working knowledge of municipal court software (Incode), and contact management systems. Ability to type a minimum of 40 words per minute without errors.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skill in operating office equipment including copiers, scanners and fax machines. Tasks require the ability to exert slight amounts of physical effort in light work, typically involving some combination of standing, sitting, stooping, kneeling and which may involve some lifting, carrying, pushing, and/or pulling of objects and materials up to 40 pounds.

Certificates, Licenses, Registrations

Notary Public, Municipal Court Clerk 1, Flood Plain Manager, preferred

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to moderate. The employee is constantly required to work under time pressures to meet deadlines, to perform multiple tasks simultaneously, to frequently change tasks, constant interruptions, and to perform tedious exacting work.

Village of Volente

Personnel Policy Manual

Effective ~~October 1, 2014~~XXXX

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 City Council. The City 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.

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 except for that of the City Administrator.

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 and drug free workplace and controlled substance policy to ensure the safety and well-being of all employees. The Village (prohibits) s the possession or consumption of alcoholic beverages and the possession or use of controlled substances on property owned or leased by the Village. 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.~~Note: Too broad. If needed, replace with new verbage

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/her eligibility to work in the United States. Additionally, the law makes it unlawful for an employer not to maintain documents establishing the individual's eligibility for 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.~~ As an ongoing condition of employment, you will be required to provide documentation verifying your identity and legal authority to work in the United States which may include a completed I-9 Form and the required support documentation.

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 deemed 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, as agreed by Village Council.

Types of positions

Employment shall be designated as regular full-time, regular part-time, irregular part-time, or temporary. Regular full-time positions require a normal workweek (37.5 hours) and employment is not limited to a specific period of time or purpose. Whereas, regular part-time positions generally require less than the normal workweek and employment is not limited to a specific period of time or purpose. 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 eligible for benefits as provided for in this policy unless otherwise stated herein. Temporary employees, interns and part-time employees not appointed to more than 20 hours a week or 1000 hours per year 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.

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 interested applicants for open and posted positions are required to complete an application for employment available from the Village office or website. Applications will be accepted as indicated on the job posting. Additional documentation may accompany the required completed application and should be addressed to the Mayor. Incomplete applications will not be considered.

Selection process

Applications and supporting materials shall be reviewed by the Mayor and the ~~Budget~~ Finance and 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 qualified applicant(s) and prepare a recommendation for the City Council to consider.

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

Confidentiality policy

Respecting the privacy of our clients, donors, members, staff, volunteers and of the Village of Volente itself is a basic value of Village of Volente. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Mayor. ~~Reasonable~~ Care shall also be taken to ensure that unauthorized individuals are not ~~exposed to~~ ~~exposed~~ to any discussion of confidential information or to any documents containing confidential and proprietary information for the Village.

Employees, volunteers and board members of Village of Volente may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of Village of Volente that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline including termination of employment.

Dismissal policy

Any employee may be dismissed by the City 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 City Council finds there is no other suitably qualified candidate. If the City 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, as allowed by law.

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 regular pay shall be made for: Federal income taxes, required

employee Social Security and Medicare taxes, employee portion of any health insurance premiums, employee portion of retirement plan contributions, if such plan exists.

Benefits

Health Insurance

Regular full-time employees will be offered individual 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 48 hours 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:

Vacation Leave – Paid Time Off

Eligibility for Vacation Time - Regular full-time and part-time employees (defined as those that are appointed to work more than 20-30 hours per week) are eligible for paid vacation. Temporary employees, interns and part-time employees that are not working more than 20-30 hours per week or 1000 hours per year are not eligible for paid vacation, but may take time off as necessary without pay.

Accumulation of Vacation Time - Vacation time begins accruing as of the date of employment, but an employee is not eligible to use vacation time until the employee has completed six months of service at which time five (5) days of vacation will be available. Thereafter, employees will accrue vacation days at a rate per month based on the number of months worked as indicated in the table below. A regular part-time employee's vacation time will be prorated based upon percentage of time appointed. Vacation time may ~~not~~ be accumulated or carried forward to the next year without the written approval of the Mayor up to a maximum accrual of 20 days.

Vacation leave after one year of service is calculated according to the following table:

<i>Months Worked (based on employment anniversary date)</i>	<i>Annual Vacation Leave Equivalent for Regular Employees*</i>
<i>13 to 36 months (1-3 years of service completed)</i>	<i>.833 days per month or 10 days per year</i>
<i>37 to 120 months (4-10 years of service completed)</i>	<i>1.25 days per month or 15 days per year</i>
<i>Over 120 months (10 or more years of service completed)</i>	<i>1.666 days per month or 20 days per year</i>

***Part-time Employee Example:** a Part-time 12-month 60% employee works 24 hours per week (40.0 hours x .60 =24.00) and earns 6.0 vacation days per year (12 months x .833 x .60 = 6.0 days)

Use of Vacation Leave - Vacation leave may be used only at times approved in advance by the Supervisor. Requests for vacation shall be made using vacation request forms provided for this purpose. It is strongly recommended that employees plan for and use accrued vacation time each year. After an employee has used all of his or her available leave, the employee may apply for personal leave without pay.

Termination of Employment - Upon the termination of employment, an employee shall be entitled to payment for any unused vacation time which has accrued. All approved vacation requests must be entered into the payroll system for tracking and accounting and documented in the employee's personnel file.

Sick Leave – Paid Time Off

Eligibility for Sick Leave - Regular full-time and part-time employees (defined as those that are appointed to work more than ~~20~~30 hours per week) are eligible to earn sick leave. Temporary employees, interns and part-time employees that are not working more than ~~20~~30 hours per week or 1000 hours per year are not eligible for sick leave, but may take sick leave as necessary without pay.

Earning and Accumulation of Sick Days - Sick leave shall be considered a benefit and privilege and not a right. Eligible employees will receive full pay during incapacity caused by illness if sick leave is taken. Sick leave is earned at the rate of .83 day per month (10 days per year) and may be used after one month of employment up to the accumulated amount. The maximum accumulation of sick leave is 10 days. Accumulated sick leave has no value except for the

purpose granted, and in the event of retirement or termination of employment, all unused sick leave shall be forfeited.

Use of Sick Leave - An employee may use sick leave allowance for absence due to the employee's own illness or injury. Sick leave also may be used for appointments with a licensed doctor, dentist or recognized practitioners. When appropriate, a partial sick day may be used rather than a full day. Employees who become ill during the period of their vacation may request that their vacation be temporarily terminated and the time changed to sick leave. However, such request must be justified by means of a doctor's statement upon return to work. No employee may give or loan sick leave time to another employee.

Documentation of Sick Leave - Employees are required to notify the employer as early as possible on the first day of their sick leave absence, and shall notify the employer in advance whenever the need for leave is foreseeable. Employees shall document their use of paid sick leave on a Time Sheet forms provided for this purpose. Such forms shall be completed by the employee and approved by the supervisor in advance of the leave when the need for sick leave is foreseeable, and in all other instances as soon as possible after the employee's return to work. An employee who claims sick leave of 3 or more days may, at the discretion of the employer, be required to furnish a certificate from a physician stating that the employee was incapacitated from work for the period of absence as a result of sickness or injury, and that the employee is again physically able to perform his or her duties.

Exhaustion of Sick Leave - Employees who have used all of their accumulated sick leave will not receive financial compensation for additional days needed due to illness or injury. For any additional time needed, the employee will be considered on a leave without pay status unless the employee has accumulated vacation time remaining and the employee requests such leave.

Official holidays – Paid Time Off

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 Thanksgiving
- 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 absence.

Conflicts of interest

Outside employment

The Village wants employees to have the opportunity to engage in outside employment that poses no conflict as it relates to ethics or scheduling or disposition of job-related requirements. All outside employment, including self-employment, must receive 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 their 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, W-2's, W-4's, benefits enrollment forms and medical leave requests. All files related to personnel records are maintained by the Mayor or his designee. Medical records, applications 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 is authorized to release the information.

Disciplinary actions

The City 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 - treat everyone with respect
- 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 grievance to the Mayor or Budget, Finance and Administrative Committee. All employees are guaranteed thorough consideration with no fear of 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 Administrative Committee, or City council in executive session.

The Mayor, Administrative Committee or City council member 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

All Village of Volente positions for employment are required to have up-to-date and approved job descriptions. These are attached for reference.



Quotation for Budget Design Service

Today's Date February 24, 2015

Prepared By Mike Chaloupka, Sales Representative

Upon agreement to the deliverables of the Budget design package below, please sign and fax both pages of this form to GovOffice at 612-617-5701, or e-mail it to mike@govoffice.com. The Contact Person then will receive a confirmation e-mail with the next steps.

Budget Design Price **\$595**

Name of Client Village of Volente, Texas

Web Address villageofvolente-tx.gov

Contact Person

Contact Person Phone

Contact Person E-mail

Scope of Service

GovOffice will enhance the Wide Screen (blue style) template from the Design Center to include community photographs (images) supplied by the Client. The Client's images will replace the stock photos within the free version of the template and result in one static, non-collage style banner.

GovOffice will accept up to 8 images for inclusion to the customized design. The images must be ordered in terms of importance by the Client. The number of images that ultimately are included in the final design will depend on the capability of the template selected and the professional judgment of the GovOffice Design Team.

Also included is placement of the Client's official logo, if applicable, to display beside the Title (Village of Volente) within the banner.

The new, customized banner will appear on every page of the website.

The Client will not have the ability to alter the banner images via its administrative website. Any alterations to the banner photos can be made only by the GovOffice Design Team at an hourly rate of \$125 (2-hour minimum).

The \$595 Budget design service does not include alterations to any other characteristic—colors, font types, etc.—of the template selected for customization.

Process

The Budget Solution is a 1 draft, 1 revision process. This means that the GovOffice Design Team will create one draft based on the Client's design objectives for the design template selected. Upon evaluation of the draft, the Client will communicate to GovOffice its requested edits. GovOffice then will revise it one time before asking for final approval.

The Quotation for Design Service is valid for 60 days from the date above.

1

GovOffice Sales Department Sales@GovOffice.com Toll-Free: 877-564-4979, Press 3



Guarantees

1. No content—text, images, documents, and the like—that resides on the Client’s current website will be lost in the transition from the stock design template to the customized design.
2. The Client will continue to have the ability to edit the contents of its website during and after the custom graphic Web design process.
3. The public website will not be offline or *under construction* during the custom design development process.
4. The amount of the Client’s Annual Service Package (website hosting, toll-free technical support, etc.) will not change as result of having an upgraded Web design.

Not Within the Scope of Service & Timeline

This design project is strictly a custom graphic Web design service. It does not include arrangement of the Client’s navigation menu or Web content—text, images, documents, and the like—by the GovOffice Team.

While GovOffice strives to complete each client’s custom design project as efficiently as possible, we do not guarantee the deployment (go-live) of a custom design by or on any date. However, updates will be provided, upon request.

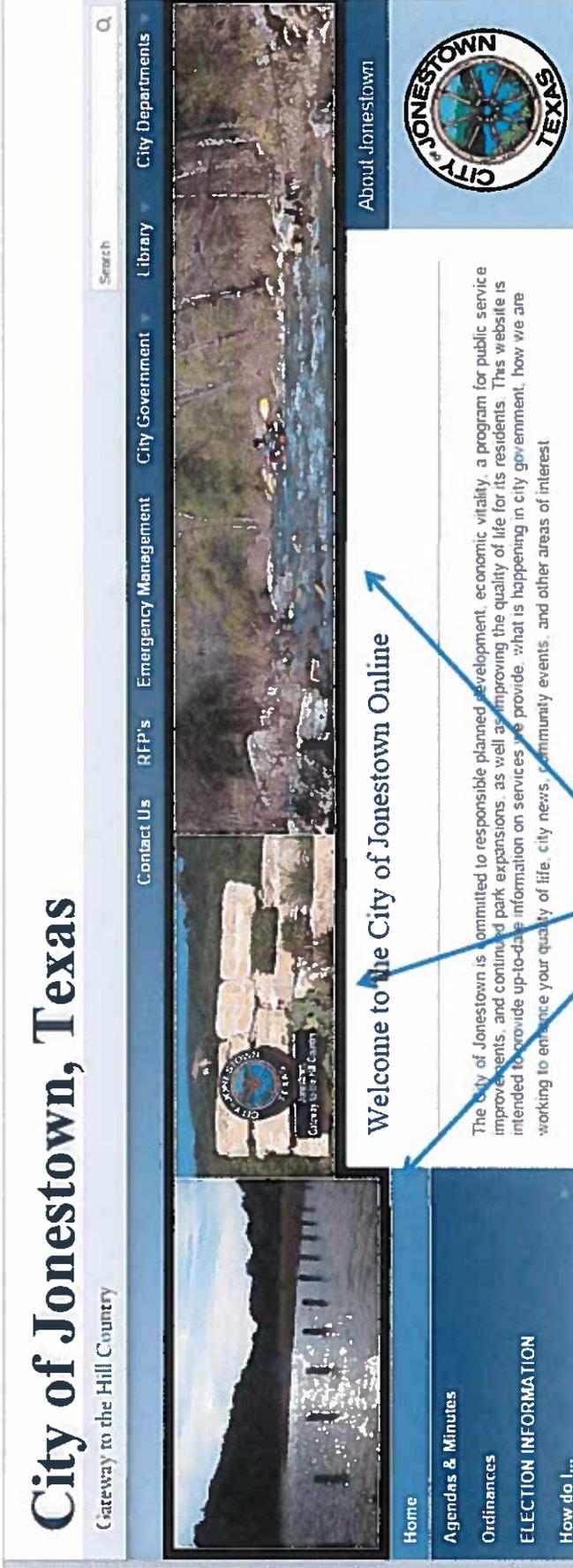
By signing below, you acknowledge that you have read, understand, and agree to the contents of this *Quotation for Budget Design Service*.

Date _____

Print Name _____

Signature _____

The Quotation for Design Service is valid for 60 days from the date above.



\$595 Budget Design Service would allow the Village of Volente website to have chosen images (up to 8) displayed in a banner style across the website.

This banner would appear on every page of the website and could include images like our rock sign with logo on 2769, photos of the lake, etc. Annual amount of hosting will not change as result of having an upgraded website.



August 11, 2014

The Honorable Frederick Graber
16100 Wharf Cove
Volente, Texas 78641

Dear Mayor Graber:

Each year, the Capital Area Metropolitan Planning Organization (CAMPO), the regional agency charged with coordinating transportation infrastructure in the six-county region within Central Texas, depends on financial participation from local governments and transportation providers to augment the federal funds we receive.

MPO's use different methods of generating contributions; many are based on population, which is the method CAMPO uses. For FY 2015, the amount being requested is based upon 6 cents per capita plus a base fee of \$350. Cities with a population of 500 or less will be charged a flat base fee of \$350. The minimum charge is \$350 and a maximum charge of \$30,000 using the 2010 census population numbers.

The amount of funds we would like the Village of Volente to budget for FY 2015 is \$385.

We recognize that in these challenging economic times, your city is faced with competing requests for limited funds. As you consider our request, we ask that you recognize the importance these funds play in contributing to the overall success of our region.

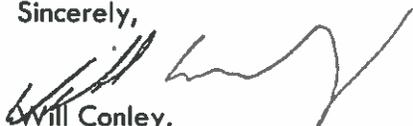
CAMPO's numerous programs and projects are vital to our region such as:

- implementing the region's long-range transportation plan
- continuing to improve our travel demand model to help justify requests for discretionary highway and transit funds
- coordinating the region's Commute Solutions Program to help to reduce the use of single occupant vehicles

Programs such as these not only help CAMPO satisfy federal requirements for receiving federal funds, they also help our region maintain its quality of life, vitality and economic competitiveness.

We hope that we can count on your city's financial support by including \$385 in your FY 2015 budget for CAMPO. If you have questions about this request, or any other CAMPO issue, you may contact me by phone 512-847-3159 or email at will.conley@co.hays.tx.us. Alternatively, you may contact CAMPO, by phone at 512-974-2275.

Sincerely,


Will Conley,
Chair