



Budget, Finance & Administration Committee

Meeting Minutes

July 9, 2020

Call to order at 4:00pm by Steve Baker, Chair. Meeting held by video conference on Zoom.

Committee Members in Attendance

Steve Baker, Chairperson

Judy Graci

Mayor Jana Nace

Claudia Wilson

Kristin Ruff

Non-Committee Members (Observers)

Allison Thrash

Agenda for Meeting

The following items were included on the agenda sent to committee members and posted on the Village of Volente website, in accordance with legal Open Meeting requirements:

- Proposed budget amendments to 2020 budget
- Timeline of New Budget
- Onboarding of new City Secretary
- Deposits, fees, etc.

Proposed Budget Amendments

First section, BAP, are items Steve has recognized that we need to review. Committee was encouraged to add content if needed, but no one had any additional items.

Tax revenue has been tracked YOY and we are currently seeing an increase. This data typically runs 2 months behind so current reports are reflecting May taxes. 18% increase May YOY; 40% increase Feb YOY. Increase could be attributed to more purchased items being delivered, but not sure.

Recommendation: Committee recommends increasing tax revenue budget by \$40K.

Office Lease – landlord wants \$2500 a month. She has agreed to \$2300 a month, provided we execute a lease. Due to COVID Executive Order (no eviction), we have had a little longer to make the final decision.

Recommendation: Committee recommends increasing office lease expense to \$2500.



Special Consultant – BCURA consulting needs. Current budget has \$45K approved. Committee discussed if we needed to leave this open and move it into next year. Site development work in process, but we haven't used as much this year.

Recommendation: Committee recommends leaving the special consultant expense at \$45K.

Contract Labor – nothing budgeted, but Nan's costs paid to Kelley Services have been applied to this account.

Recommendation: Committee recommends increasing contract labor expense to \$55K.

Contract Police – Budget is \$15K; nothing paid to date.

Recommendation: Leave Security expense open for Jana to research and reevaluate projected hours needed.

Action Item: Jana to put together a new schedule that she will present to council.

Employee Wages – budget is \$85K. Angela \$16K through the end of the year.

Recommendation: Committee recommends amending Employee Salaries to \$16K.

Employee/Payroll Amendments

Recommendation: Committee recommends reducing health care expenses to \$1950 (based on stipend to be paid to Angela for the remainder of the year)

Recommendation: Committee recommends reducing SS budget to \$992

Recommendation: Committee recommends reducing Medicare expense to \$232

Capital outlay – road maintenance - 3 years ago we set up a road fund where we can put money aside so we can earmark funds for future road repairs. ½ of sales tax + allocation from general fund = Capital Outlay Fund. Budget = \$176K. Per Claudia, waiting for Travis County to approve ILA; then will begin requesting bids. Can't move forward until the ILA gets approved. Work will not be completed by 9/30/2020; currently forecasted for a 6-month completion.

Recommendation: Committee recommends reducing budget to \$0 and move anticipated cost to 2021.

Nearly \$600K accumulated because of funds not being spent and work not being completed. Work needs to be prioritized and completed right away before maintenance costs increase.

Financial Review Questions That Could Lead to Budget Amendments

Income from building fees, admin fees, and variances are extremely high. Site and building fees & permits - \$15K to date; \$1600 last year. \$35K in admin fee; \$6K for entire year of 2019. \$8500 year to date; \$2000 for entire 2019.

Explanation: Per Jana – lots of turnover with the person who was previously doing the work. These fees may be 2 years' worth of expenses. Jana did not have access until December 2019 so uncollected fees could be incorrect.



Recommendation: *Judy Graci recommends that Angela start reviewing records as far back as 2017 and see how everything was billed and processed, specifically how it was broken down and billed. Someone needs to figure out where it is all going – correcting all of the billing issues and get it cleaned up.*

Steve: Currently \$65K in A/R as far back as 18 months ago – not collected and no one has attempted to collect. (All construction projects)

Recommendation: *Committee recommends to leave budget line item as is until we can dig in and verify accuracy.*

Water - \$1400; well repair - \$1500. Committee reminded Jana she had agreed to reach out to Adam (Beachside Billy's) as he agreed to pay for this repair.

Action Item: *Jana to follow-up with Adam on the payment.*

Public Works – Mowing, Tree Trimming, ROW Maint, Signs, Parks. Probably not going to be able to get much completed by 9/30. Still moving forward on getting work completed, but it may go into early next year. **Phase 2** is supposed to be completed by end of August, but these costs will need to go back to Council for approval. (1 dead-end sign, 14 no parking, no loading/unloading) - \$7000. **Phase 3** – (September 2020) costs unknown at this time (this will include the Volente city limit marker & speed limit sign) – recommended \$15K

Recommendation: *Committee recommends increasing signs budget by \$15k and no change to the remaining PW line items \$32K budget*

Tree trimming – Judy Graci reported she is waiting until she hears back what Travis County is doing so she can ensure bids are accurate.

Recommendation: *Committee recommends leaving the tree trimming budget at \$20K for now, with a follow-up in one month.*

Audit bills won't be received until after auditor has completed the audit so no need to make any changes to this budget item.

Police for July 4th weekend - cost \$4,640

Development Costs – engineering and inspections that are not reimbursable. Budgeted \$10K.

Action Item: *Need to review development costs and make sure the expenses were billed to the correct entity.*

Action Item: *Attorney Fees for BCRUA –Jana needs to investigate as the number doesn't appear to be correct.*

IT expenses – all were approved in December 2019 –

Action Item: *Angela to review and make recommendations on what we will need.*



Committee agreed that we needed to move quickly to identify what she needs and move forward with purchasing what she needs right away.

New City Secretary's Onboarding

Possible software needs: "Minutes and Agenda" program

Workflow system – collaboration software

Recommendation: Increase budget for Computer purchase for Angela – \$3000

Action Items:

Acting on feedback provided by the new city secretary, the Committee and Mayor agreed to provide the following:

- Schedule weekly meetings for City Secretary and Mayor to discuss priorities, projects, and address any concerns/issues.
- Mayor to provide focused training on building & permitting process to ensure effective transition of this work to the City Secretary.
- Provide access and transition to City Secretary email
- Identify technology needs and order computer equipment
- Order and activate voice mail for Village phones; add an additional phone line
- Upgrade telephone equipment to allow multi-line phone.
- Setup 2nd room as office as City Secretary office
- Train and transition meeting agenda and posting responsibilities to City Secretary
- Mayor to have discussion with Nanette on her desire to stay on in some capacity, pay expectations, etc.

Summary of Recommended Budget Amendments

1. FY20 Budget Amendments to propose to Council Committee agreed to the following amendments:
 - Increase Sales+Road Tax Rev by \$20k each. See RevStatus year over year comparison
 - Development fees – no change until reconciled
 - Office Lease #53220. Increase \$1750 to \$2500/mo starting 5/1/20. 4 months x \$750=\$3000
 - Special Consultant #64014. Aurora Consultants up to 25,000 approved 3/2/20. Budget=\$45k, no change.
 - PW Street signs #57140 – increase by \$15k for phase 1,2,3 replacements
 - Contract labor-Nan #65020. Zero budget, need to increase to \$55k (already spent \$41k)
 - Contract Police #65110. Budget \$15k, have not spent \$4640 for 7/4 weekend. Mayor will prepare new schedule thru 9/30. No change to budget yet.
 - Employee wages #66110. budget \$85k, change to \$16k
 - Employee health ins #66515. budget=18k, change to \$1950
 - Soc Sec #66540. budget=5274, change to 992,
 - Medicare #66550 budget=1234, change to 232



- Capital outlay #70000. budget=\$176k, change to "0"
- Computer #50620 budget=0, change to \$3000 for Angela computer

2. Timeline for FY21 budget

No actions. Angela has agreed to help put this together.

3. Onboarding of City Secretary, Angela Walton (Training by our law firm, or schedule of TML training, TMCA <https://municlerks.unt.edu/about-tmca>)

Nace will talk with Angela on 7/10/20 about concerns:

- Sole use of her own email account
- Ordering new laptop that will support Agenda/minutes/recording software
- Assigning middle office to Angela
- Participation in Permitting process
- Managing council meeting agendas
- Setting up multi-line phone system with voice mail
- List of prioritized training needs with focus on TML, TMCA, and Bogorquez offerings.

4. Reconciliation of Fee, Billings, Deposits, Engineering Costs, etc.

Angela and Nan will work on this with asking questions of Maureen, Nace, Hopkins.

7:05 Adjourned