

4:54 PM
10/17/14
Accrual Basis

Village of Volente
Revenue and Expense Budget Performance
September 2014

	Sep 14	Budget	\$ Over Budget	Oct 13 - Sep 14	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expenses							
Income							
40000 - Property Tax Revenue	157.59	1,890.02	-1,732.03	202,447.99	204,632.65	-2,184.66	204,632.65
40110 - Real Property Tax - Current Yr	400.88			482.84		41.86	100.00
40130 - Penalties & Interest	113.28			141.86	100.00		
Total 40000 - Property Tax Revenue	671.53	1,890.02	-1,218.09	203,082.79	204,732.65	-1,649.86	204,732.65
41000 - Sales Tax Revenue	0.00	0.00	0.00	3,282.00	3,000.00	282.00	3,000.00
41110 - Mixed Beverage Sales Tax	5,283.67	5,428.86	-135.19	50,631.67	55,000.00	-4,368.33	55,000.00
41120 - Sales & Use Taxes	5,283.67	5,428.86	-135.19	53,923.67	58,000.00	-4,076.33	58,000.00
Total 41000 - Sales Tax Revenue	10,567.34	10,857.86	-290.52	104,537.34	113,000.00	-8,462.66	113,000.00
42000 - Utility Franchise Fees	0.00	0.00	0.00	31,769.00	31,000.00	769.00	31,000.00
42110 - Franchise Fees	0.00	0.00	0.00	31,769.00	31,000.00	769.00	31,000.00
Total 42000 - Utility Franchise Fees	0.00	0.00	0.00	31,769.00	31,000.00	769.00	31,000.00
43000 - Development Fees/Permits	0.00	0.00	0.00	4.34	5,000.00	4,943.85	5,000.00
43110 - ROW Fees and Permits	50.00			9,943.85	5,000.00	4,943.85	5,000.00
43120 - Building Review Fees	0.00			1,200.00	5,000.00	-3,800.00	5,000.00
43140 - Subdivision Review Fee	10.00	0.00	10.00	1,010.00	1,000.00	10.00	1,000.00
43150 - Sign Permit Fees	0.00			0.00	600.00	-600.00	600.00
43160 - Variance Fees	0.00	0.00	0.00	3,000.00	1,250.00	1,750.00	1,250.00
Total 43000 - Development Fees/Permits	60.00	0.00	60.00	15,158.19	12,850.00	2,308.19	12,850.00
44000 - Grant Revenue	0.00	0.00	0.00	29,378.00	29,000.00	378.00	29,000.00
44110 - Cap Metro	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	25,000.00
44120 - Grants	0.00	0.00	0.00	29,378.00	54,000.00	-24,622.00	54,000.00
Total 44000 - Grant Revenue	0.00	0.00	0.00	29,378.00	54,000.00	-24,622.00	54,000.00
46000 - Court Fees	0.00	0.00	0.00	0.00	100.00	-100.00	100.00
46110 - Municipal Court Fees	0.00	0.00	0.00	0.00	100.00	-100.00	100.00
Total 46000 - Court Fees	0.00	0.00	0.00	0.00	100.00	-100.00	100.00
47000 - Investment Earning	0.00	372.91	-372.91	144.01	2,000.00	-1,859.85	2,000.00
47110 - Savings account 3832166899	0.00			940.15			
47120 - Interest Earned /Savings/IRA	0.00			1,084.16	2,000.00	-915.84	2,000.00
Total 47000 - Investment Earning	0.00	372.91	-372.91	1,084.16	2,000.00	-915.84	2,000.00
48100 - Miscellaneous Income	0.00	0.00	0.00	7.13	3.00	4.13	3.00
48130 - Uncollected Income	0.00	0.00	0.00	7.13	3.00	4.13	3.00
Total 48100 - Miscellaneous Income	0.00	0.00	0.00	7.13	3.00	4.13	3.00
Total Income	6,025.60	7,691.79	-1,666.19	334,402.84	382,685.65	-28,282.71	382,685.65
Gross Profit	6,025.60	7,691.79	-1,666.19	334,402.84	382,685.65	-28,282.71	382,685.65
Expense							
50000 - Operations	0.00	533.33	-533.33	213.81	5,216.45	5,669.95	5,216.45
50100 - Office Supplies & Equipment	107.40	250.00	-142.60	11,886.40	3,000.00	-2,427.20	3,000.00
50120 - Council Supplies	-4.45	380.00	-384.45	2,757.30	4,590.00	-1,832.70	4,590.00
50130 - Office Supplies - General	356.94			4,318.24			
50140 - Office Equipment Lease	459.89	1,163.33	-703.44	19,173.75	12,776.45	6,397.30	12,776.45
50200 - Postage and Shipping	0.00			488.04			
50210 - Delivery Services	0.00						

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Village of Volente
Revenue and Expense Budget Performance
September 2014

	Sep 14	Budget	\$ Over Budget	Oct 13 - Sep 14	YTD Budget	\$ Over Budget	Annual Budget
50220 - Postage	115.89	66.67	49.22	1,917.17	1,300.00	617.17	1,300.00
Total 50220 - Postage and Shipping	115.99	66.67	49.32	2,383.21	1,300.00	1,083.21	1,300.00
50300 - Communications & Internet							
50310 - Website Maintenance	240.00	250.00	-10.00	2,094.59	1,500.00	594.59	1,500.00
50320 - Telephone & Internet	519.40	296.29	223.11	3,022.93	3,555.48	-532.55	3,555.48
50350 - Domain Sites	31.25	0.00	31.25	316.10	725.50	-409.40	725.50
50360 - Community Survey	790.00			790.00			
50380 - Cellular Phone Reimbursement	119.85	125.00	-5.15	1,451.28	1,500.00	-48.72	1,500.00
Total 50300 - Communications & Internet	1,690.30	671.29	1,019.01	7,664.89	7,280.98	383.91	7,280.98
50600 - Computer Services and Support							
50610 - Computer Software and Support	801.50	41.67	759.83	3,823.04	774.74	3,048.30	774.74
50620 - Computer Hardware	300.00			300.00			
Total 50600 - Computer Services and Support	1,101.50	41.67	1,059.83	4,123.04	774.74	3,348.30	774.74
50900 - Other Operating Expense							
50903 - Miscellaneous/Reimbursement	0.00	83.00	82.98	11.30	0.00	1.30	0.00
50904 - Advertising/Public Notices	165.38	0.00	165.38	1,495.89	1,000.00	495.89	1,000.00
50905 - Books & Publications	0.00	0.00	0.00	489.00	500.00	-11.00	500.00
50906 - Dues, Fees, & Subscriptions	0.00	33.00	-33.00	1,092.39	2,000.00	-907.61	2,000.00
50907 - Industrial Relations	0.00	100.00	-100.00	548.21	1,200.00	-651.79	1,200.00
50908 - Insurance, Laborers comp	0.00	250.00	-250.00	848.29	3,000.00	-2,151.71	3,000.00
50909 - Training & Ed - Council	0.00	0.00	0.00	1,627.92	3,000.00	-1,372.08	3,000.00
50910 - Travel Expense							
50912 - Mileage Reimbursement	255.19	625.00	-369.81	6,381.28	5,900.00	481.28	5,900.00
Total 50910 - Travel Expense	255.19	625.00	-369.81	6,381.28	5,900.00	481.28	5,900.00
50912 - Other Operating Discrepancies	0.00			12.03		12.03	
Total 50900 - Other Operating Expense	430.57	1,091.00	-660.43	12,484.31	16,600.00	-4,115.69	16,600.00
Total 50000 - Operations	3,798.25	3,023.96	774.29	45,829.20	38,732.17	7,097.03	38,732.17
52000 - Municipal Court							
52120 - Municipal Court Expenditures	0.00	100.00	-100.00	2,093.50	1,200.00	893.50	1,200.00
Total 52000 - Municipal Court	0.00	100.00	-100.00	2,093.50	1,200.00	893.50	1,200.00
53000 - Facilities and Equipment							
53100 - Facilities and Equip -Other							
53110 - Depreciation	0.00	0.00	0.00	5,851.73	0.00	5,851.73	0.00
53120 - Office Equipment & Furniture	0.00	374.11	-374.11	669.23	1,000.00	-330.77	1,000.00
53130 - Utilities - Electric	625.12	891.00	-265.88	4,013.38	4,289.32	-275.94	4,289.32
53140 - Repairs & Maint Facilities	0.00	33.00	-33.00	4,892.80	8,071.98	-3,179.18	8,071.98
53150 - Burglar Alarm	0.00			449.54	396.00	53.54	396.00
53160 - Pest & Extermination Services	0.00			0.00	350.00	-350.00	350.00
Total 53100 - Facilities and Equip -Other	625.12	1,268.11	-642.99	15,876.88	14,107.28	1,769.60	14,107.28
53200 - Facility and Equipment Rent	0.00	2,000.00	-2,000.00	2,945.00	0.00	2,945.00	0.00
53210 - Firehall Rental	0.00			22,258.08	24,000.00	-1,741.92	24,000.00
53220 - Office Space Lease	0.00	2,000.00	-2,000.00	25,103.08	24,000.00	1,103.08	24,000.00
Total 53200 - Facility and Equipment Rent	0.00	2,000.00	-2,000.00	25,103.08	24,000.00	1,103.08	24,000.00
Total 53000 - Facilities and Equipment	625.12	3,268.11	-2,642.99	40,979.76	38,107.28	2,872.48	38,107.28
55000 - Community Events	0.00	0.00	0.00	1,510.00	1,500.00	10.00	1,500.00
55120 - Village Cleanup, other	0.00	0.00	0.00	283.46			
55130 - Meet the Candidates	0.00	0.00	0.00	2,897.73	0.00	2,897.73	0.00
55140 - Christmas Party	0.00			366.13			
55150 - City Council Meetings & Workshops							

Village of Volente
Revenue and Expense Budget Performance
September 2014

	Sep 14	Budget	S Over Budget	Oct '13 - Sep 14	YTD Budget	S Over Budget	Annual Budget
55160 - Election Expense	229.41	0.00	229.41	1,536.83	2,400.00	-863.17	2,400.00
55170 - Events - Other	0.00	0.00	0.00	249.89	1,500.00	-1,250.11	1,500.00
Total 55000 - Community Events	229.41	0.00	229.41	6,844.14	5,400.00	1,444.14	5,400.00
57000 - Public Works							
57110 - Park Maintenance	816.58	125.00	691.58	1,316.58	1,500.00	-183.42	1,500.00
57121 - Mowing	0.00	0.00	0.00	3,000.00	6,000.00	-3,000.00	6,000.00
57123 - Tree Trimming	0.00	0.00	0.00	20,495.00	20,000.00	495.00	20,000.00
57131 - Roads & Rightway	0.00	5,000.00	-5,000.00	10,544.39	15,000.00	-4,455.61	15,000.00
57140 - Street Signs (New & Repairs)	0.00	0.00	0.00	6,559.78	5,000.00	1,559.78	5,000.00
Total 57000 - Public Works	816.58	5,125.00	-4,308.42	41,915.75	47,500.00	-5,584.25	47,500.00
64000 - Outside Services							
64011 - Audit	0.00	5,700.00	-5,700.00	5,700.00	5,700.00	0.00	5,700.00
64012 - Tax Collection - Trivis Co	260.56	0.00	260.56	1,035.15	1,500.00	-464.85	1,500.00
64013 - Finance Consultant	0.00	0.00	0.00	350.00	0.00	350.00	0.00
64100 - Development Costs							
64101 - Inspection Services Reimbursable	0.00	1,225.00	-1,225.00	3,294.50	3,000.00	294.50	3,000.00
64102 - Plan Review Reimbursable	0.00	0.00	0.00	18,608.72	10,000.00	8,608.72	10,000.00
64104 - Special Engineering Consultant	972.80	563.33	389.47	3,755.35	5,000.00	-1,244.65	5,000.00
64105 - Professional Serv Non Reimb	1,736.00	0.00	1,736.00	8,101.43	10,000.00	-1,898.57	10,000.00
64110 - Dev. Cost to be Invoiced	-1,558.80	0.00	-1,558.80	1,676.25	0.00	1,676.25	0.00
64111 - Development Fees Invoiced	-222.08	0.00	-222.08	-3,833.60	0.00	3,833.60	0.00
64113 - Handling Fee	890.12	1,808.33	-918.21	-557.64	28,000.00	4,033.01	28,000.00
Total 64100 - Development Costs	890.12	1,808.33	-918.21	32,033.01	28,000.00	4,033.01	28,000.00
64400 - Attorneys Fees							
64410 - Attorney - General Services	6,821.98	574.37	6,247.61	18,875.18	30,000.00	-11,124.81	30,000.00
64451 - Attorney Litigation	0.00	0.00	0.00	1,341.84	0.00	1,341.84	0.00
64470 - Legal Fees - City Projects	0.00	0.00	0.00	10,216.11	0.00	10,216.11	0.00
64477 - Attorney - Dan City Projects	0.00	0.00	0.00	10,216.11	0.00	10,216.11	0.00
Total 64470 - Legal Fees - City Projects	0.00	0.00	0.00	10,216.11	0.00	10,216.11	0.00
Total 64400 - Attorneys Fees	6,821.98	574.37	6,247.61	30,433.14	30,000.00	433.14	30,000.00
65000 - Outside Services							
65020 - Contract Labor - Other	543.75	100.00	443.75	69,551.30	65,200.00	4,351.30	65,200.00
65100 - Enforcement Costs	0.00	3,000.00	-3,000.00	875.53	1,200.00	-324.07	1,200.00
65110 - Contract Police	0.00	1,050.56	-1,050.56	5,990.00	15,000.00	-8,010.00	15,000.00
65120 - Code Compliance	0.00	4,050.56	-4,050.56	0.00	8,306.72	-8,306.72	8,306.72
Total 65100 - Enforcement Costs	0.00	4,050.56	-4,050.56	5,990.00	23,306.72	-17,316.72	23,306.72
66000 - Compensation and Benefits							
66100 - Salaries and Wages	5,416.66	0.00	5,416.66	6,965.93	24,506.72	-17,540.79	24,506.72
66110 - Salaried wages	0.00	0.00	0.00	107,117.90	0.00	107,117.90	0.00
66120 - Paid Time Off - Salaried	3.20	0.00	3.20	1,127.00	0.00	1,127.00	0.00
66140 - Payroll Services	0.00	10,342.33	-10,342.33	75.39	0.00	75.39	0.00
66100 - Salaries and Wages - Other	5,419.66	10,342.33	-4,922.47	108,320.29	119,107.00	-10,786.71	119,107.00
Total 66100 - Salaries and Wages	5,419.66	10,342.33	-4,922.47	108,320.29	119,107.00	-10,786.71	119,107.00
66500 - Employee Related							
66510 - Employee Paid Health Ins	541.82	1,024.29	-482.47	11,808.01	12,291.48	-482.47	12,291.48
66515 - Employee Paid Health Ins	-59.36	0.00	-59.36	712.32	0.00	712.32	0.00
66520 - Tufts Retirement ER	341.80	445.00	-103.20	6,823.53	5,340.00	1,503.53	5,340.00
66530 - Texas Unemployment Tax	0.00	0.00	0.00	-114.91	0.00	-114.91	0.00

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Revenue and Expense Budget Performance
September 2014

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Total 66000 - Compensation and Benefits	6,788.40	11,811.82	-5,013.22	134,413.14	140,238.48	-5,825.34	140,238.48
Total Expense	20,844.17	35,591.95	-14,747.78	348,492.72	360,885.65	-12,392.93	360,885.65
Net Ordinary Income	-14,818.57	-27,800.16	13,081.59	-14,089.76	1,800.00	-15,889.76	1,800.00
Other Income/Expense							
80000 - Other Expense		0.00		196.19		196.19	0.00
80000 - Penalties and Interest		0.00		196.19		196.19	0.00
Total Other Expense		0.00		-196.19		-196.19	0.00
Net Other Income							
Net Income	-14,818.57	-27,800.16	13,081.59	-14,285.97	1,800.00	-16,085.97	1,800.00

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 Accrual Basis

Village of Volente
 Balance Sheet
 As of September 30, 2014

	Sep 30, 14
ASSETS	
Current Assets	
Checking/Savings	
10100 - Cap One Checking- 5191	18,730.60
10200 - Cap One Tower Fund - 1411	487,977.59
10300 - Cap One Savings - 6099	154,593.43
10400 - Parkland Fund - Restricted	61,250.00
10500 - Temporarily Restricted Cash	-61,250.00
Total Checking/Savings	<u>661,301.62</u>
Accounts Receivable	
12000 - Accounts Receivable	141.94
Total Accounts Receivable	<u>141.94</u>
Other Current Assets	
12300 - Prepaid Deposits	2,111.00
Total Other Current Assets	<u>2,111.00</u>
Total Current Assets	<u>663,554.56</u>
Fixed Assets	
14100 - Leasehold Improvements	7,777.25
14150 - Accum Depreciation - Leasehold	-3,888.83
14200 - Furniture & Equipment	16,176.03
14250 - Accum Depr Furniture & Equip	-1,963.10
Total Fixed Assets	<u>18,101.55</u>
TOTAL ASSETS	<u><u>681,656.11</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	12,119.75
Total Accounts Payable	<u>12,119.75</u>
Other Current Liabilities	
20100 - Other Payables	
20110 - A/P Accrued Liabilities	5,700.00
Total 20100 - Other Payables	<u>5,700.00</u>
24000 - Payroll Liabilities	
24010 - Federal Withholding Tax	1,692.00
24015 - Social Security - EE	705.29
24020 - Medicare Tax - EE	709.82
24025 - TMRG Employee Paid	122.52
24515 - Social Security ER Paid	705.29
24525 - Medicare Tax - ER Paid	-240.04
24560 - TMRG ER Paid	170.90
Total 24000 - Payroll Liabilities	<u>3,865.78</u>
Total Other Current Liabilities	<u>9,565.78</u>
Total Current Liabilities	<u>21,685.53</u>
Total Liabilities	<u>21,685.53</u>
Equity	
39000 - Net Assets - Retained Earnings	607,623.63
39010 - Opening Bal Equity	-74,735.10
39020 - Fund Balance Designated	80,118.02
39100 - Net Assets - Temp Restricted	
39110 - Parkland Fund	61,250.00
Total 39100 - Net Assets - Temp Restricted	<u>61,250.00</u>
Net Income	<u>-14,285.97</u>
Total Equity	<u>659,970.58</u>
TOTAL LIABILITIES & EQUITY	<u><u>681,656.11</u></u>

Village of Volente
A/R Aging Summary
As of September 30, 2014

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Austin Custom Pools Busch, Tana Development/Building Fees	0.00	0.00	0.00	65.00	0.00	65.00
Total Busch, Tana	717.77	0.00	0.00	0.00	0.00	717.77
CPA Use Only Da Vinci Pools - Jeff Browning Development/Building Fees	717.77	0.00	0.00	0.00	0.00	717.77
Total Da Vinci Pools - Jeff Browning	0.00	-44.41	0.00	0.00	0.00	-44.41
Hamblin, Steve Development/Building Fees	0.00	-44.41	0.00	0.00	0.00	-44.41
Total Hamblin, Steve	-371.94	0.00	0.00	0.00	0.00	-371.94
Marzan, Lourdes Mitchell, Michael B. Development/Building Fees	-371.94	0.00	0.09	0.00	0.00	-371.94
Total Mitchell, Michael B.	0.00	50.00	0.00	195.00	0.00	245.00
Ratcliffe, Lori Development/Building Fees	0.00	91.25	0.00	0.00	0.00	91.25
Total Ratcliffe, Lori	0.00	91.25	0.00	0.00	0.00	91.25
Robinson, David Development/Building Fees	0.00	105.40	528.59	0.00	0.00	633.99
Total Robinson, David	0.00	105.40	528.59	0.00	0.00	633.99
Smith, Christopher Development/Building Fees	0.00	0.00	0.00	-643.34	0.00	-643.34
Total Smith, Christopher	0.00	0.00	0.00	-643.34	0.00	-643.34
TOTAL	345.83	202.24	528.59	-383.34	-551.38	141.94

Village of Volente
A/P Aging Summary
As of October 17, 2014

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
ATS	150.00	50.00	-50.00	0.00	0.00	150.00
Capitol Courier	0.00	60.50	0.00	0.00	0.00	60.50
Dahill Industries	0.00	0.00	0.00	1,024.55	0.00	1,024.55
Hill Country News	165.38	0.00	0.00	0.00	0.00	165.38
Hill Country Springs	28.74	0.00	0.00	0.00	0.00	28.74
Federmates Electrical Cooperative, Inc	0.00	251.05	0.00	0.00	0.00	251.05
S&S Computer Solutions, LLC	0.00	616.00	0.00	0.00	0.00	616.00
Scanlon, Buckle, & Young	0.00	3,370.00	0.00	0.00	0.00	3,370.00
Texas Municipal League (TP	0.00	2,379.30	0.00	0.00	0.00	2,379.30
Thrash, Allison	0.00	780.00	0.00	0.00	0.00	780.00
Time Warner Cable	0.00	259.70	0.00	0.00	0.00	259.70
TRE & Associates, LLC	0.00	2,743.63	0.00	0.00	0.00	2,743.63
TOTAL	344.12	10,510.18	-50.00	1,024.55	0.00	11,828.85

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Village of Volente
Statement of Cash Flows
October 2013 through September 2014

	<u>Oct '13 - Sep 14</u>
OPERATING ACTIVITIES	
Net Income	-14,285.97
Adjustments to reconcile Net income to net cash provided by operations:	
12000 - Accounts Receivable	-141.94
12300 - Prepaid Deposits	-2,111.00
20000 - Accounts Payable	-8,614.98
20110 - A/P Accrued Liabilities	5,700.00
24000 - Payroll Liabilities	-275.49
24010 - Federal Withholding Tax	408.91
24015 - Social Security - EE	427.17
24020 - Medicare Tax - EE	580.38
24025 - TMRS Employee Paid	-454.93
24515 - Social Security ER Paid	-123.79
24526 - Medicare Tax - ER Paid	-383.65
24530 - Texas Unemployment Tax	-532.85
24550 - TMRS ER Paid	170.90
Net cash provided by Operating Activities	<u>-19,637.24</u>
INVESTING ACTIVITIES	
14100 - Leasehold Improvements	-7,777.25
14200 - Furniture & Equipment	-15,826.03
14150 - Accum Depreciation - Leasehold	3,888.63
14250 - Accum Depr Furniture & Equip	1,963.10
Net cash provided by Investing Activities	<u>-17,551.55</u>
Net cash increase for period	-37,188.79
Cash at beginning of period	<u>698,490.41</u>
Cash at end of period	<u>661,301.62</u>

11/12

VILLAGE OF VOLENTE

ORDINANCE NO. 2014-O-11

AN ORDINANCE OF THE VILLAGE OF VOLENTE, TEXAS AMENDING THE VILLAGE'S ZONING ORDINANCE (ORDINANCE NO. 2004-O-32), CODIFIED AT ARTICLE 30, SECTIONS 30.105 AND 30.133 OF THE VILLAGE'S ZONING REGULATIONS; PROVIDING THE DEFINITIONS OF SHORT TERM RENTAL; DEFINING, REGULATING AND RESTRICTING THE USE OF SHORT TERM RENTAL USAGE IN ZONING CATEGORIES; AND PROVIDING FOR LEGISLATIVE FINDINGS, PURPOSE, PENALTY PROVISIONS, SEVERABILITY, EFFECTIVE DATE, AND PUBLIC NOTICE AND MEETING REQUIREMENTS.

WHEREAS, the Village Council seeks to provide for the orderly and harmonious development of land and use of property within its corporate limits; and

WHEREAS, the Village Council seeks to protect the Village's economic strength and quality of life through a comprehensive regulatory system imposing land use and development regulations through zoning ordinance provisions, which will ensure an ordered and quality development of property; and

WHEREAS, the Village Council believes that the a definition of "Short Term Rental" should be defined and clarified to ensure that it is fairly applied and enforced; and

WHEREAS, the Village Council finds that the unrestricted use, placement, and operation of Short Term Rentals on residential improved lots can cause aesthetic harm, devalue adjacent properties, result in undesirable overcrowding, and constitute a public nuisance and health and safety issues for both neighboring residents and rental clientele; and

WHEREAS, the Village Council finds that reasonable restrictions on the use and operation of Short Term Rentals protects and enhances property values, create a pleasing environment for residents and the entire community, preserve the quality of life for the Village's residents, and are in the best interest of the public's general welfare;

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

Section 1. Legislative Findings.

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

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Section 2. Purpose.

The provisions of this Ordinance are intended to protect the welfare, convenience and overall enjoyment and quality of life of the citizens of Volente, and to prevent public nuisance.

Section 3. Amendments to Existing Definitions.

The Village of Volente’s Zoning Ordinance (Ordinance No. 2004-O-32) and Article 30, Section 30.105 of the Village’s Zoning Regulations are hereby amended so as to define in their entirety the following definitional terms (*in bold italics*):

Short Term Rental means the rental of a portion of or an entire residence for less than thirty (30) days. Where permitted in a district, a property owner who desires to rent his or her partial and/or entire residential structure for a period of less than thirty (30) days, whether leased directly or subleased through another party, is engaged in the operation of a short term rental.

Bedroom is defined as a room that is designated to be used as a sleeping room and for no other primary purpose.

Section 4. Amendment to Section 30.133 Conditional Use Permit Restricting the Use and location Short Term Rentals.

The Village of Volente’s Zoning Ordinance (Ordinance No. 2004-O-32) and Article 30, Section 30.133 of the Village’s Zoning Regulations are hereby amended to add Item (c) 17 and to define, place restrictions, and permitting process and requirements upon Short Term Rentals, which are defined and restricted as follows:

Short Term Rental the rental of a portion of or an entire residence for less than thirty (30) days. Where permitted in a district, a property owner who desires to rent his or her partial and/or entire residential structure for a period of less than thirty (30) days, whether leased directly or subleased through another party, shall comply with the following special criteria and conditions:

1. All structures used for Short Term Rentals shall comply with all applicable regulations and ordinances of the Village of Volente;
2. All structures used for Short Term Rentals shall comply with LCRA and OSSF septic tank regulations and have the septic tank capacity to adequately dispose of the volumes of wastewater generated from the short term rental of the structure;
3. The Application for a Short Term Rental Permit shall include the following:
 - a. A written verification from the owner of the real property verifying the property

93 will be used for Short Term Rentals;
94

95 b. A sworn affidavit by the owner of the property to be used for Short Term Rentals that
96 the applicant has sent written notification by regular first class mail via the United States
97 Postal Service or email to all owners of real property within five hundred (500) feet of the
98 property to be used for Short Term Rentals that the owner has applied for a permit for
99 Short Term Rental use. Written notification shall include:

100
101 1. The name of the authorized agent and owner of the unit, and telephone numbers at
102 which those parties may be reached on a twenty-four (24) hour basis,
103

104 2. The enforcement telephone number at which members of the public may report
105 violations of the vacation rental program regulations or conditions of approval attached to
106 a specific vacation rental permit,
107

108 3. The maximum number of occupants permitted to stay in the rental unit.
109

110 c. The maximum number of persons at the Short Term Rental that can stay overnight are
111 two persons, over the age of 16, per bedroom with a maximum of three additional
112 overnight guests.
113

114 d. The maximum number of persons permitted at the Short Term Rental in addition to
115 the number of occupants for overnight occupancy shall be the lesser of ten (10) persons
116 or the maximum number of persons permitted at the Short Term Rental under the
117 provisions of the Uniform Fire Code.
118

119 e. The permit fee is one hundred and fifty dollars (\$150.00) for the original application
120 and a fifty dollar (\$50) fee for each renewal permit application.
121

122 f. Once the Village Administrator determines that the application is administratively
123 complete, he/she is authorized to issue the Owner of a Short Term Rental a permit for
124 an initial period of one year. If the Village Administrator determines that the
125 application is not administratively complete and the Applicant disagrees, the Planning
126 and Zoning Commission shall determine whether the application is administratively
127 complete.
128

129 g. If the Village Administrator refuses to issue the Owner a permit, the Owner can
130 appeal the Village Administrator's decision to the Village Council.
131

132 3. Parking by renters or their guests shall be limited to one-side of the right-of-way directly
133 contiguous to the Short Term Rental (provided the pavement is a minimum of twenty
134 (20) feet from the side of the vehicle to the other side of the roadway); to the garage and
135 to the driveway on the Short Term rental property. The parking and shall not prevent or
136 obstruct ingress and egress to the neighboring properties or to emergency and/or fire
137 vehicles;
138

- 139 4. There shall be no signage or advertisement of the Short Term Rental Use displayed on
140 the premises of the Short Term Rental property that is visible from the exterior of the
141 house.
142
- 143 5. Holders of a Short Term Rental Use permit shall comply with and ensure that their
144 tenants comply with all applicable City Ordinances and state laws regulating litter, waste
145 disposal, noise, nuisance, and other regulations for the protection of the health, safety,
146 and welfare of the public.
147
- 148 6. The address of the Short Term Rental, the phone numbers of the Owner, Agent, Fire
149 Department and Village Office shall be prominently displayed on the inside front door of
150 the Short Term Rental Unit.
151
- 152 7. Tenants of a property used for Short Term Rental Use shall not create a nuisance by way
153 of noise, damage, odors, inconsiderate or offensive behavior, late night parties, illegal
154 drug or alcohol use, public exposure, disturbance of the peace, disorderly conduct, or any
155 other conduct that may constitute a private or public nuisance. Nuisance is defined as an
156 activity that disturbs neighboring persons of ordinary sensibilities or that unreasonably
157 interferes with the normal use and enjoyment of properties beyond the boundaries of the
158 Short Term Rental property.
159
- 160 8. Permits authorizing the use of single family residential properties as Short Term Rentals
161 will be for a term of one year with an annual renewal unless the Owner of the Short Term
162 Rental shall have been convicted of three or more violations of this ordinance by
163 proceedings in either the Village's Municipal Court or in the Travis County Courts at
164 Law or District Courts.
165
- 166 9. Any current permit will automatically terminate upon the third conviction of a violation
167 of the provisions of this Ordinance by proceedings in either the Village of Volente
168 Municipal Court or in the Travis County Courts at Law or District Courts. The Owner
169 cannot apply for a new permit under this Ordinance for a period of one year following
170 termination of a permit for three violations of the provisions of this Ordinance.
171
- 172 10. A permit under this Ordinance is not transferable upon sale of the Short Term Rental
173 Property.
174

175 **Section 5. The Addition of Short Term Rentals to various Zoning Categories**
176

177 The Village of Volente's Zoning Ordinance (Ordinance No. 2004-O-32) and Article 30, Section
178 30.112, 30.113, 30.114, 30.115, 30.119, 30.120, 30.121, 30.122, and 30.123 of the Village's
179 Zoning Regulations are hereby amended to add short term rentals as follows:
180

181 ***Section 30.112 Single Family Residential (e) (1) (A)***
182

183 **(e) Authorizing Short Term Rentals by Permit in this zoning district.**
184

185 **(1) Conditional Uses Permitted by Permit and upon Authorization of Planning and**

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Zoning and the Village Council.

(A) Short Term Rentals

Section 30.113 Single Family Residential 1 Ridge top (f) (1) (A)

(f) Authorizing Short Term Rentals by Permit in this zoning district.

(1) Conditional Uses Permitted by Permit and upon Authorization of Planning and Zoning and the Village Council.

(A) Short Term Rentals

Section 30.114 Single Family Residential Cluster (e) (1) (A)

(g) Authorizing Short Term Rentals by Permit in this zoning district.

(1) Conditional Uses Permitted by Permit and upon Authorization of Planning and Zoning and the Village Council.

(A) Short Term Rentals

Section 30.115 Single Family Residential 2 (e) (1) (A)

(e) Authorizing Short Term Rentals by Permit in this zoning district.

(1) Conditional Uses Permitted by Permit upon Authorization of Planning and Zoning and the Village Council.

(A) Short Term Rentals

Section 6. Penalty.

An individual, business, entity, or person who violates this Ordinance or fails to comply with the conditions of a permit required by this Ordinance commits a Class C misdemeanor. A violation of this Ordinance is punishable by a fine of up to \$500.00 per violation. Each day of violation is a separate violation.

Section 7 Severability.

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

Section 8. Effective Date.

231 This Ordinance shall take effect immediately ninety days (90) after the fulfillment of the public
232 posting and newspaper publication requirements of Section 52.012 of the Local Government
233 Code.

234

235 **Section 9. Compliance with Public Notice and Meeting Requirements.**

236

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

240

241 **PASSED AND APPROVED** this, the ____ day of September , 2014, by a vote of the
242 Volente Village Council of _____ in favor, to _____ opposed, and with _____ abstentions.

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VILLAGE OF VOLENTE

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Frederick Graber, Mayor

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254 **ATTEST:**

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Barbara Wilson, Acting Village Secretary

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Village of Volente

ORDINANCE NO. _____

AN ORDINANCE ADOPTING THE COMMON LAW NUISANCE NOISE STANDARD WITHIN THE VILLAGE OF VOLENTE; PROVIDING FOR DEFINITIONS; PROHIBITIONS; ENFORCEMENT, FINES AND CRIMINAL PENALTIES; SEVERABILITY; PUBLIC NOTICE; OPEN MEETINGS; AND, EFFECTIVE DATE.

WHEREAS, the Village of Volente desires to protect its citizens from excessive sound levels within its corporate boundaries; and

WHEREAS, the Village of Volente finds that at this time the adoption of the common law noise standard as set forth in this Ordinance will help protect its citizens from excessive noise within the Village of Volente; and

WHEREAS, excessive sound is a hazard to the public health and welfare, safety, and the quality of life: and

WHEREAS, the people have a right to and should be ensured an environment free from excessive sound that may jeopardize their health or welfare or degrade their quality of life

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

Section One: The Village of Volente adds Chapter _____ to its Code of Ordinances by adopting the following common law nuisance noise standard within its corporate boundaries.

Section Two: Legislative Findings.

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

Section Three: Purpose and Scope

This Ordinance is adopted to prevent excessive sound levels within the corporate limits of the Village of Volente to promote the health, safety, welfare, convenience and enjoyment of the citizens of Volente

Section Four:

It shall be a violation of this Ordinance to cause or be responsible for the production of nuisance noises. Nuisance noises are sounds at noise levels that are excessive or unreasonable and which disturb persons of ordinary sensibilities, or that unreasonably interfere with the normal use and enjoyment of properties beyond the boundaries of the property on which the activity producing the noise occur.

Section Five Enforcement

a. Penalties and Injunctive Relief

(1) The Village may bring a civil action for the enforcement of this ordinance in a Travis County District Court pursuant to the provisions of Chapter 54.012 *et seq.* of the Texas Local Government Code for civil penalties and injunctive relief.

(2) The Village may bring a criminal action in its municipal court against any person who violates any provision of this ordinance. Upon conviction, the person shall be fined for each offense a sum of not less than one hundred dollars and not more than one thousand dollars.

(3) Each day of violation of any provision of this ordinance shall constitute a separate offense.

b. Notice of Violation

Violation of any provision of this ordinance shall be cause for a notice of violation to be issued by the representative of the Village.

Section Six: Severability

If any provision of this ordinance is held to be unconstitutional or otherwise invalid by any court of competent jurisdiction, the remaining provisions of the ordinance shall not be invalidated.

Section Seven: Effective Date

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

Section Eight: Public Notice and Meeting

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

PASSED AND APPROVED this _____ day of October, 2014 by a vote of _____ to _____.

Frederick Graber, Mayor
Village of Volente

ATTEST:

,Village Secretary

Village of Volente Investment Policy

The Village of Volente assumes the responsibility to our citizens to carefully account for public funds, and to manage city finances conservatively and wisely. The purpose of this policy is to provide guidance in the managing and investing of village funds.

I. Governing Authority

Legality

The investment program shall be operated in conformance with federal, state, and other legal requirements, including *Title 4: Finances of the Texas Local Government Code*

II. Scope

This policy applies to the investment of all funds.

1. Pooling of Funds

Except for cash in certain restricted and special funds, the village will consolidate cash and reserve balances from all funds to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

III. General Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

1. Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

a. Credit Risk

The village will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Section VII of this Investment Policy
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the village will do business in accordance with Section V

b. Interest Rate Risk

The village will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity
- Investing operating funds primarily in shorter-term securities.

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist of at least 3 months anticipated expenses in demand deposits or checking accounts.

3. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. Investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

IV. Standards of Care

1. Prudence

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the village.

3. Delegation of Authority

Authority to manage the investment program is granted to [designated official, hereinafter referred to as investment officer] and derived from the following:

LOCAL GOVERNMENT CODE

TITLE 4. FINANCES

SUBTITLE A. MUNICIPAL FINANCES

CHAPTER 101. GENERAL FINANCIAL PROVISIONS AFFECTING MUNICIPALITIES

SUBCHAPTER A. PROVISIONS AFFECTING TYPE A GENERAL-LAW MUNICIPALITIES

Sec. 101.001. MUNICIPALITY COVERED BY SUBCHAPTER. This subchapter applies only to a Type A general-law municipality.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 101.002. CONTROL OF FINANCES. The governing body of the municipality may manage and control the finances of the municipality.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Responsibility for the operation of the investment program is hereby delegated to the investment officer, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, investment accounting, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures approved by the village council.

V. Authorized Banks, and Broker/Dealers

1. Authorized Banks, and Broker/Dealers

A list will be maintained of banks authorized to provide banking services. All banks must be members of the FDIC, and be properly licensed in the state of Texas, with tier 1 capital of at least \$100,000,000. In addition, a list will be maintained of approved security broker/dealers selected by creditworthiness. Broker/ Dealers must maintain a minimum capital requirement of \$10,000,000 and have at least ten years of operation history. All banks and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines
- Proof of Financial Industry Regulatory Authority (FINRA) certification (not applicable to Certificate of Deposit counterparties)
- Proof of state registration
- Certification of having read and understood and agreeing to comply with the village's investment policy.
- Evidence of adequate insurance coverage.

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

VI. Safekeeping and Custody

1. Delivery vs. Payment

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

2. Safekeeping

Securities will be held by a [centralized] independent third-party custodian selected by the entity as evidenced by safekeeping receipts in the [entity's] name. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

3. Internal Controls

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

The internal controls structure shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Control the use of wire transfers

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

VII. Suitable and Authorized Investments

1. *Investment Types*

The following investments will be permitted by this policy and are those defined by state and local law where applicable:

- U.S. Treasury obligations which carry the full faith and credit guarantee of the United States government and are considered to be the most secure instruments available;
- U.S. government agency and instrumentality obligations that have a liquid market with a readily determinable market value;
- Certificates of deposit and other evidences of deposit at financial institutions,
- Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities; and
- Local government investment pools either state-administered or developed through joint powers statutes and other intergovernmental agreement legislation.

2. *Collateralization*

Coverage by FDIC insurance or full collateralization will be required on all bank deposit accounts, including checking accounts, savings accounts and certificates of deposit.

VIII. Investment Parameters

1. *Diversification*

It is the policy of the village to diversify its investment portfolios. To eliminate risk of loss resulting from the over-concentration of assets in a specific maturity, issuer, or class of securities, all cash and cash equivalent assets in all village funds shall be diversified by maturity, issuer, and class of security. Diversification strategies shall be determined and revised periodically by the investment committee/investment officer for all funds. In establishing specific diversification strategies, the following general policies and constraints shall apply: Portfolio maturities shall be staggered to avoid undue concentration of assets in a specific maturity sector. Maturities selected shall provide for stability of income and reasonable liquidity.

2. *Maximum Maturities*

To the extent possible, the village shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the [entity] will not directly invest in securities maturing more than five (2) years from the date of purchase or in accordance with state and local statutes and ordinances. The village shall adopt weighted average maturity limitations, consistent with the investment objectives. Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding five (5) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the legislative body. Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, or demand deposits to ensure that appropriate liquidity is maintained to meet ongoing obligations.

IX. Reporting

1. *Methods*

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

- Listing of individual securities and deposits held at the end of the reporting period.
- Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration that are not intended to be held until maturity (in accordance with Governmental Accounting Standards Board (GASB) requirements).
- Average weighted yield to maturity of portfolio on investments.
- Listing of investment by maturity date.
- Percentage of the total portfolio which each type of investment represents.

2. *Performance Standards*

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates.

3. *Marking to Market*

The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly.

X. Approval of Investment Policy

The investment policy shall be formally approved and adopted by the village council and reviewed annually.

XI. List of Attachments

The following documents, as applicable, are attached to this policy:

- Listing of authorized personnel,
- Relevant investment statutes and ordinances,
- Listing of authorized broker/dealers and financial institutions,
- Internal Controls
- Glossary

XIII. Other Documentation

- Safekeeping agreements,
- Wire transfer agreements,
- Sample investment reports

**Village of Volente, TX
Job Description**

Job Title: City Secretary/Municipal Court Clerk

**Department:
Administration**

Reports To: Mayor

FLSA Status: Exempt

Revised Date: _____

Approved Date: _____

General Statement of Job

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

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 city.

Specific Duties and Responsibilities

General: 100%

- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City Council, Municipal Judge, management and staff, and the public;
- Performs responsibilities with a focus on high quality customer service.
- Complies with the City 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 city business.

City Secretary: 50%

- Serves as the primary resource to provide information to the public, other agencies and City staff and responds to inquiries regarding official records, City actions and permit processing;
- Responds to routine letters, general correspondence, and requests for information;
- Coordinates with other departments in preparing agendas for City 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 City Council members.

Job Description: City 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 City 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 city policies;**
- **Records documents with the Travis County Deed Records;**
- **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 city departmental events through mail outs, social media, telephone and email contact;**
- **Coordinates and publishes annual city directory;**
- **Maintains and updates city email distribution lists for notification of agendas, meetings, events, and special announcements.**
- **Responsible for the preparation and distribution of city newsletter to citizens.**
- **Notarizes and certifies documents; administers oaths of office, and maintains custody of the city seal.**

Mayor and Council/Committee Support: 10%

- **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 City Council with regard to projects and communication of activities and programs of the City;**
- **Assists with maintenance of calendars of activities, meetings, and various events. Provide notification to residents of all city departmental events through mail outs, telephone, social media and email contact.**

Elections: 5%

- **Assists the City Administrator in the planning and execution of periodic City 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;**

Job Description: City Secretary/Municipal Court Clerk

- **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 City 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 reports audit results to Finance Committee and City 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.**
- **Monitors and approves purchasing policies and requirements; prepares and reviews RFPs, RFQs, etc.**
- **Maintains inventory of fixed assets or other inventory items and documents to support recorded values. Communicate the retirement of assets to the Bookkeeper for processing.**
- **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 10%

Once the city'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 City 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.**

Job Description: City Secretary/Municipal Court Clerk

- 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 keeps 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 City Council, co-workers, representatives from other agencies or the general public both visually and verbally.

Language Ability:

Job Description: City Secretary/Municipal Court Clerk

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 City 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
ORDINANCE NO. 2014-O-12

AN ORDINANCE OF THE VILLAGE OF VOLENTE, TEXAS, ADOPTING THE PERSONNEL POLICY MANUAL FOR THE VILLAGE; PROVIDING A SAVINGS CLAUSE, SEVERABILITY; PUBLIC NOTICE AND OPEN MEETINGS CLAUSES; AND AN EFFECTIVE DATE.

WHEREAS, the Council finds it beneficial to both the Village and it's employees to have a comprehensive document setting forth the rules and regulations governing employment by the Village and the benefits to which employees of the Village are entitled; and

WHEREAS, the Council finds it reasonable and necessary to update the Personnel Policy Manual from time to time; and

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

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

Section 1. Legislative Findings.

The foregoing recitals made in the Preamble are hereby found to be true and correct Legislative Findings and are hereby adopted by the Village Council and made a part hereof for all purposes within the Ordinance.

Section 2. Purpose.

The Village of Volente Personnel Policy Manual is adopted to set forth clear rules, regulations and benefits governing current and future employees of the Village.

Section 3. Adoption of the Village of Volente Personnel Policy Manual.

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

Section 4. Savings Clause.

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

Section 5. Severability.

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

Section 6. Effective Date.

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

Section 7. Public Notice and Meeting.

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

PASSED AND APPROVED this _____ day of October, 2014 by a vote of _____ to _____.

Frederick Graber, Mayor
Village of Volente

ATTEST:

_____, Acting City Secretary
Village of Volente

Village of Volente
Personnel Policy Manual

Effective October ____, 2014

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.

Americans with Disabilities Act

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

with Disabilities Act.

Drug-free Workplace

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

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

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

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

Immigration Reform and Control Act of 1986

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

The Village is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States which may include a completed I-9 Form and the required support documentation. 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.

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 City 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 City 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 entitled to benefits as provided for in this policy after satisfactory completion of the required probationary period, unless otherwise stated herein. Temporary employees and part-time employees working less 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.

Probationary period

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

Application process

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

All applicants for positions shall obtain an application form available from the Village office or website. Before the posted closing date, applicants shall return the completed application along with any other helpful information such as a resume to the Village office, addressed to the Mayor. Incomplete applications will not be considered. No person shall willfully or knowingly make any false statement in the application or supporting materials. Any violation of this rule, whenever discovered, shall be

considered cause for disciplinary action, up to and including termination.

Selection process

Applications and supporting materials shall be reviewed by the Mayor and the administration committee. The Mayor and administration committee shall select the most qualified candidates for interview. After interviewing the most qualified candidates, the Mayor and administration committee shall choose the best applicant(s) and prepare a recommendation for the 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. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

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 removal/dismissal.

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 report 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.

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 health insurance benefits not subject to any probationary period. This health insurance may require some employee contribution to premiums

Workers compensation

All regular full-time employees are eligible for workers compensation benefits if injured as a result of duties performed in the course of his or her job. An employee suffering a work related illness or injury shall submit a written report of such incident as soon as possible and no later than 30 days after the accident or learning of the condition. No employee shall be discriminated or retaliated against in connection with a worker's compensation claim. (not my area of expertise but I think it has to apply to all employees, including part time – you may need to talk to your provider)

Unemployment insurance

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

Leaves of Absence

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

Paid Time Off (Vacation/Sick Leave)

Regular full-time and part-time employees (defined as those that are appointed to work more than 20 hours per week) are eligible for paid time off (PTO). Part time employees that are not appointed to more than 20 hours per week and interns are not eligible for PTO, but may take time off as necessary without pay. Paid time off is calculated based on the anniversary date of employment with the Village in a regular paid position. When an employee has been working for one full year, he/she will earn 10 days of PTO. For the first calendar year, a new employee's leave will be prorated based on the number of months to be worked in that calendar year. PTO is not earned until successfully completing one year of service however; new employees may draw against their PTO after six months of service for the first year of employment only. In other words, in the first year of employment, an employee may take 5 days of PTO after six months - even though he/she has not actually earned it. A part-time employee's PTO is prorated based upon percentage of time appointed. If for any reason, the employee leaves the Village before earning this time, it will be deducted from the final paycheck. Acknowledgement of this manual serves as your authorization for the deduction if required.

All PTO must be documented, approved prior to taking and logged in the payroll system for tracking and accounting purposes.

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

<i>Months Worked (based on employment anniversary date)</i>	<i>Annual PTO Leave Equivalent for Full-time 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)**

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

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

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

Official holidays

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

- New Year's Day
- Memorial Day
- Independence Day

- Labor Day
- Thanksgiving Day
- Day after 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 and personal information will be maintained in a separate file and all employee records will be maintained in a secure location with controlled access. The personnel records may include the application for employment, the employee's acknowledgment of receipt of this manual, performance evaluations, written record of any disciplinary action, written record of any commendations, copies of any certifications necessary or helpful, time records, status reports, and any other information relevant to the employee's status. Except as required by law, no information placed in an employee's file will be communicated to any person or organization. In cases where disclosure is required by law, only the Mayor or the Village's Public Information Officer 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 - disrespect for anyone
- Negligence in performance of duty or operation of Village equipment
- Incompetence, inefficiency or neglect in work performance
- Failure to meet prescribed standards of work
- Insubordination - failure to follow the lawful order of a recognized superior
- Unauthorized absence from work
- Unauthorized use of official information or unauthorized disclosure of confidential information
- Physical or mental unfitness for duty due to intoxication from alcohol or drugs
- Acceptance of money, gifts, privileges, or other valuable consideration which was given with the expectation of influencing the employee in the performance of his duties
- Use of official position for personal advantage
- Misuse, theft or destruction of Village property
- Conviction of a criminal offense or other conduct punishable as a crime
- Falsification of records
- Conduct which would be the equivalent of violation of any Federal or State law, Village ordinance or any section of this manual
- Abuse of leave, habitual tardiness, or excessive absenteeism Personal use of Village equipment
- Violation of any rule of this written policy

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

Grievance policy

Employees not only have the right but also are encouraged to discuss their problems and grievances with their immediate supervisor. If the employee is not satisfied, they may take their grievance to the Mayor or 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.

Village of Volente

Financial Controls and Spending Policy

Effective October 1, 2014

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- Roles of Authorized Signers

Reporting Procedures

- Reporting to Finance Committee
- Reporting to City Council

- 
- to ensure that spending is undertaken according to decisions taken by the staff and the City Council;
 - to ensure flexibility in making day to day spending decisions necessary to manage the Village of Volente;
 - to provide for emergency spending;
 - to allow for effective delegation of spending authority to any other party in the Village authorized to spend;
 - to provide guidelines to control spending; and
 - to ensure adequate financial and management reporting

mandatory purchases – expenditures which are incurred by the Village of Volente routinely and are not the result of a specific purchase order. These include such things as:

- rent;
- utilities;
- telephone and internet
- alarm services
- salaries (once a position and salary have been approved);
- insurance (if the coverage is not being changed); and
- any contracted services, once a contract has been signed

routine purchases – certain expenditures are incurred by Village of Volente on an ongoing basis in the regular course of business, and do not require prior authorization as long as they remain within the monthly budgeted amount. These include such things as:

- office supplies
- postage and delivery
- maintenance supplies
- equipment repairs
- printing

discretionary purchases – expenditures which Village of Volente has an option as to when, or if, to incur and, as such, require prior authorization. These include such things as:

- equipment purchases;
- outside services which are not reimbursable;
- contract services;
- travel and other reimbursable business expenses (requires an Expense Report Form see attached);
- changes in insurance coverage; and
- signing new contracts for goods or services
- public works

project expenditures

- part time contract
- committee projects
- communication
- events

emergency expenses – expenses which have to be incurred immediately because a delay will risk property damage, endanger personal safety or result in significant financial loss.

All expenditures must be properly approved. Further, all persons making expenditures on behalf of Village of Volente must exercise financial discretion in order to ensure that purchases are reasonable and cost-effective. The purchase of goods or services from a business in which a Council member, employee or their family has a financial interest, or may directly benefit from such purchase, is a potential conflict of interest. Such situations should be disclosed to the City Council for review prior to the purchase.

1. The City Council will ultimately responsible for all expenditures made on behalf of the Village of Volente. For unbudgeted expenditures anticipated to be in excess of \$3000.00 must be preapproved by both the

Mayor and Mayor Pro-Tem. For all expenditures over \$1000.00 must be approved by either the Mayor or Mayor Pro-Tem.

2. The City Administrator shall expend the Village of Volente funds each fiscal year in accordance with the approved Village of Volente Annual Budget and spending policies.
3. The City Administrator shall not obtain any funds by way of a loan from a bank, trust company, lending institution, or any other source without prior written approval from the City Council.
4. The City Administrator will be given Credit Card from the institution approved by the City Council for the purpose of paying only emergency expenses of the Village of Volente.
5. The City Administrator as primary Purchasing Agent of the Village of Volente shall maintain financial records in a manner consistent with Generally Accepted Accounting Principles.
6. The City Administrator will provide regular financial and management reporting as an important part of spending control as described in Part IV.

Spending by the City Administrator

1. The City Administrator will normally act as the primary Purchasing Agent for Village of Volente.
2. The City Administrator will have authority to spend within the monthly operating budget, on a category by category basis.

The City Administrator will require prior approval from designated City Council members for:

- All single expenditures over \$1,000.00;
 - expenditures that are not within the monthly operating budget;
 - reimbursement of business expenses i.e. Expense Report Form;
 - the creation of new staff positions or the filling of staff vacancies; or
 - contracts or agreements which bind Village of Volente to the purchase of goods or services for a period of more than two months
3. As soon as the City Administrator becomes aware of:
 - a potential or actual unbudgeted month-end deficit; or
 - an unfunded liability;He or she must notify the Chairman of the Finance Committee and the Mayor immediately, and report to the next meeting of the City Council with recommendations for any budget revisions, additional controls or proposed recoveries.

Spending by the Alternate Purchasing Agent

The City Administrator may not delegate his or her purchasing authority without prior approval of the City Council.

Emergency Expenses

1. Notwithstanding restrictions set out above, an *emergency expenditure* may be approved by designated Council members without a spending limit.

2. The City Council designates the Council members authorized to approve *emergency expenditures*.
3. In the absence of any member of Council, an attempt should be made to contact the Vice Chair of the Finance Committee and if that fails the Secretary of the Finance Committee before the expenditure.
4. All *emergency expenditures* must be reported immediately to the City Council and included as an agenda item at the next meeting of Council.

Competitive Bids

1. All Purchasing Agents will ensure that competitive quotes are obtained for any services, supplies or capital purchases exceeding \$250.00, and any ongoing expenses exceeding \$1,000.00 over twelve months. Purchases may not be split in order to avoid this spending limit.
2. Three quotations, if possible, are to be received and reviewed. The Village of Volente is not bound to accept the lowest price offered. Factors that shall inform the selection of a successful tender include: quality, warranty, financial stability of the supplier, experience, references, ability to accommodate our program and scheduling needs, and cost.
3. Efforts should be made to obtain the most reasonable prices for purchases below \$1,000.00.

Supplier Gratuities

1. Employees who are directly or indirectly involved in tendering of contracts or purchasing of supplies or services on behalf of Village of Volente may not receive gifts, entertainment, meals or travel from vendors for those purchases. All such offers or cases must be disclosed to the City Council to avoid appearance of impropriety and conflict of interest.

Spending and Reporting By Committees

1. Any spending to be done by a Committee must be budgeted and cleared through the Finance Committee (Chairman and Secretary) for prior approval.
2. The above procedures concerning Spending, Emergency Expenses and Competitive Quotes apply.
3. The Committee shall report to the Finance Committee and shall forward the invoice to the City Administrator, with sufficient details to determine which account the payment is to come from.

Transfer of Budget Line Items

1. The City Administrator may transfer funds between budget lines set out in the Annual Budget, but may not, without first obtaining the City Council's consent.

Investment of Funds

1. Upon approval of the Finance Committee Chair, the City Administrator may invest funds in accordance with the Village of Volente Investment Policy, which may be amended from time to time and approved by the City Council.

V. INVOICE PAYMENT and REIMBURSEMENT PROCEDURES

Checks

1. All checks are to be pre-numbered. The City Administrator purchases these checks, and ensures the checks are used sequentially.
2. Checks (other than payroll) are to be presented for signature with the supporting invoices, receipts or another accurate reflection of money to be spent. Checks issued in this format will be reconciled within one month of the release of funds.
3. Checks are never written payable to "Cash".
4. Blank checks are never to be signed in advance.
5. Checks requested are to be supported by a duly completed Check Request Usage Form (if not supported by the following), Expense Report Form or acceptable Invoice, with supporting documentation as required.

Petty Cash

1. The City Administrator is responsible for administering the city petty cash fund and reimbursing the petty cash float.
2. There can be no borrowing or IOU's from the office petty cash fund.
3. Check Requests are required for each reimbursement via petty cash, signed by the recipient of the reimbursement. These requisitions are to be evidenced by proper supporting receipts, etc., and the requisition must have sufficient particulars to know the proper account distribution.
4. Petty cash reimbursements are made directly to the custodian by name, rather than "cash" or "Bearer."

Role of Authorized Check Signers

1. Appropriate check signer must sign every Village of Volente check disbursed. For checks up to \$1000.00, one signature is required. For checks above to \$1000.00, two signatures are required.
2. Authorized Signers are established via the Authorized Signatories Policy.
3. The role of the authorized check signer is not to control spending. The purchase is usually already confirmed. The authorized check signer's role is to carefully review the documentation accompanying the check, and the check itself, to guard against financial errors.
4. The task of the authorized check signer is to do the following:
 - ensure that the correct documentation accompanies each check;
 - to check that purchases are being made in accordance with the Village of Volente Financial Controls & Spending Policy;
 - to ensure that checks are made out for the correct amount.

Reporting To Finance Committee

1. The Finance Committee shall review at a schedule monthly meeting the following reports defined as the "Monthly Financial Report" prepared by the City Administrator, including cash flow projections as required
 - Balance Sheet

- draft Monthly Profit and Loss Budget Performance to City Council
2. As required, the Finance Committee will be provided with written commentary to explain variances from budget in each budget category.

Reporting To City Council

1. At its regular monthly meeting, the City Council shall receive and review a Monthly Financial Report from the Chairman of the Finance Committee, or their designate.
2. The Chairman of the Finance Committee, or their designate, shall advise the City Council of any a potential or actual unbudgeted month-end deficit or unfunded liability.
3. The books and records of Village of Volente, including bank balances, shall be reconciled for each financial report.
4. At the Council Meeting immediately following each quarter end, the City Council shall receive and review the Quarterly Financial Report.
5. The report for the quarter ending June 30th will include an estimated projection of revenue and expenses for each budget category in the General Fund for the remainder of the year.

Village of Volente

Expense Reimbursement Policy

Effective October 1, 2014

Objective

This policy provides a uniform system for reporting and reimbursement of ordinary and necessary business expenses incurred by employees, contractors and/or Council Members. Items not provided for herein are considered to be personal in nature and therefore not reimbursable.

Scope of Policy

All submissions of expense reports must to follow this policy.

Approval and Responsibilities

All expense reports are to be approved by the Mayor or Mayor Pro-Tem prior to reimbursement. It is the responsibility of the submitter to understand and comply with this policy prior to submitting an expense report for payment. Any questions or guidance should be directed to the City Administrator. Periodic audits will be conducted on expense reports for compliance with this policy.

By signing an expense report form you are representing to the City Council and the citizens of the Village of Volente that the expenditures incurred are in accordance with this policy. A completed and signed expense report form, including the required documentation and receipts should be forwarded to City Administrator for processing.

Expense reports should be submitted on a monthly basis [monthly should be adequate as billings are monthly i.e. credit cards, cell phone]. Upon submission of a proper expense report, the submitter will be reimbursed by check for the ordinary and necessary expenses incurred on behalf of the Village of Volente (as described elsewhere herein). No exception to the policies and procedures defined elsewhere herein will be approved, unless undertaken by City Council.

Only the City Council may approve changes to the Expense Reimbursement Policy.

Documentation Requirements

A daily record of expenses is required. All items listed on the expense report should show date, business location (city and state) and business purpose. Original receipts must be attached for individual meals, entertainment, lodging, auto rental, cab fare and commercial travel. All receipts

should be taped (not stapled) on letter size plain paper in chronological order. Original receipts are required for processing.

Additional requirements unique to a particular type of business expense are detailed in the appropriate sections that follow.

Lodging

Lodging costs, if necessary to stay overnight, will be calculated either at the U.S. General Services Commission rate or the discounted rate provided by the conference, meeting, or training entity. Only the room rate and the applicable taxes will be reimbursed; no other room charges will be reimbursed. Original paid receipts must substantiate lodging expense.

Transportation

Every effort should be made to use the lowest priced transportation available. Reimbursement will be made for the following modes of transportation:

- Personal auto used for business will be reimbursed at the prevailing IRS mileage allowance. The mileage reimbursement rate covers all vehicle expenses including gas, insurance, and depreciation. Mileage must be documented on the page 3 of the Expense Report Form; Mileage Log and verified by a complete Map Quest or Google map which shows the starting address and ending address with no tolls and the shortest mileage.
- Parking fees, if required to be purchases will be reimbursed, but must be substantiated by a paid parking receipt.
- Commercial airline travel will only be reimbursed for coach class unless approved by management.
- Cost of taxi or bus to hotels or airports from place of business or residence. Local commuting costs between residence and work location are not allowable business expenses. Local commuting costs between residence and place of departure for commercial travel in excess of commuting cost between residence and work locations are an allowed expense.

Meals

Reimbursement for meals will be made as follows.

- When away from home overnight on city business or while attending conferences and seminars.
 - i) Meals will be reimbursed if traveling to or attending the conference requires the Council Member to be on the road or be out of town. Per Diem: breakfast \$9.50,

lunch \$14.50 and dinner \$19.50. Receipts are not required.

ii) If the conference, meeting or training session provides meals then no meal will not be reimbursed.

Business meals are discussed below.

Miscellaneous Expenses

Costs incurred for items of a business nature not provided for above (such as telephone, postage, small supplies on an emergency basis, etc.) will be reimbursed. These items should be detailed on the expense report and substantiated by applicable receipts. Reimbursement for miscellaneous expense via expense reports should not be considered a normal business practice.

Purchases of miscellaneous supplies, software or computer hardware should be purchased through the Finance Controls and Spending Policy and not included on an expense reports. No exceptions.

Business Entertainment

A. General

- Expenditures for entertaining individuals must be ordinary and necessary in the normal course of business to be allowable and must meet acceptable standards for appropriate business conduct. The person(s) must have an influence on City business or business activities.
- Individuals may claim reimbursement for the business meals with City employees away from home to the extent that their expenses are reasonable and necessary to the conduct of City business.

B. Documentation Requirements

When reporting expenditures for entertainment, the following should be shown on page two of the expense report form:

- Date.
- Name, title and company of the person(s) involved.
- Name and location of restaurant or other facility.
- Business purpose: The nature of the expected business benefit to be derived.
- Amount of each separate expenditure.

Business Gifts

Gifts to any individual are not reimbursable.

Expenses of Spouse

Travel and related expenses of a spouse are not reimbursable expense items. All spousal related expenses should be excluded from the expense report.

Dues of Professional or Technical Organizations

With advance approval, dues paid for memberships in professional or technical organizations are reimbursable. Amounts claimed for reimbursement should be itemized on the expense report and substantiated by receipts.

Training, Conferences, Meetings and Seminars

Employees and City Council Members shall be only be reimbursed for attendance at conferences, meetings, training and seminars that are directly beneficial to the Village of Volente and its citizens.

With advance approval from the Mayor or City Administrator, registration fees or similar expenses for conferences, meetings, training and seminars are reimbursable. A Pre-request for conferences, meetings, training and seminars must be turned in to the Mayor or City Administrator.

Donations or Contributions

Donations or contributions are not reimbursable expense items.

Expense Advances

Cash advances for employee travel are not provided.

Attachment: Expense Report Form

The Village of Volente will only provide for expense reimbursement under this Ordinance.

Serving Cedar Park & Leander since 1968

HILL COUNTRY NEWS

Published Weekly on Thursdays or 17,500+ Households



The Hill Country News has served the Cedar Park and Leander areas since 1968. It distributes more than 17,500 copies each Thursday to 17 different neighborhoods and 45 racks located in Cedar Park and Leander area. (See circulation map on reverse side.) In addition Hill Country News offers mail subscriptions.

The Hill Country News offers extensive news coverage of the events that take place in Leander ISD, including coverage of city councils, the school board, athletic events, feature stories and much more. The Hill Country News has won many awards for community journalism over the years from the Texas Press Association and the Texas Community Newspaper Association and continues to be an active member of both organizations.

With our website, hillcountrynews.com, readers can get daily updates of breaking news 24/7, including videos and slide shows. With more than 30,000 unique visitors each month and over 100,000-plus page views, hillcountrynews.com is the dominant online news source for Cedar Park and Leander. (Source: statbrain.com) This provides advertisers a valuable resource in addition to the print product to reach readers in the areas, as our online presence continues to grow each month.

Special Publications

Another way to reach potential customers is through our stable of special and niche publications, both inserted in our newspaper and distributed separately. Here is a rundown of our top sections. Contact your advertising representative for more information.

Medical Messenger - Published quarterly and distributed in-paper, online and throughout the medical community, this themed publication features timely articles about health issues such as breast cancer awareness, fitness and summer health tips. It provides an excellent advertising vehicle for the area's growing medical community.

Hill Country's Summer Camp Guide - Published annually in March. This publication focuses on summer camps, events and activities in our area.

Horizons - Published annually in mid-March, this publication is a look back at the key business events of the past year and a look forward at what is expected to occur in the months to come.

Best of the Best - Published every April, this is our most popular publication with our readers. They vote in 3 different categories, for the best businesses, people, food and drink. The winners receive a certificate, recognition in the publication, and the opportunity to advertise their business.

Kickoff - Published every August, is our second most popular publication with our readers. This section provides information of who's who in Leander ISD sports and our local private schools. It provides rosters and schedules for each team from football to tennis.

Seasonal - Seasonal sections throughout the year, such as Home and Garden, FYI, tributes to mom and dad, a Valentine's Day Special, Salute to Graduates and Women in Business. Contact your ad rep for more information.

Non-Newspaper Products

Business Card Directory - Published in August, advertisers are invited to be a part of this highly popular, full-color glossy publication that is distributed to area businesses such as hotels, real estate offices, city offices and chambers of commerce. This annual business card guide is the definitive publication for newcomers and for those who wish to support fellow community members.

City of Lago Vista Map - This is a full-color, high-quality map that is distributed by the chamber & city. Contact your advertising representative for more information.



Proud member of Texas Press Association, Texas Community Newspaper Association, Association of Free Community Newspapers, and Cedar Park, Leander and Lago Vista Area Chambers of Commerce



RATE CARD

Effective January 2013

hillcountrynews.com | 512.259.4449 | hcnads@hillcountrynews.com
 103 Woods Lane, Cedar Park, Texas | Fax 512.259.8889

RETAIL RATES

ROP	1 Wk	4 Wk	13 Wk	26 Wk	52 Wk
PER COLUMN INCH	\$19.00	\$14.00	\$12.00	\$11.00	\$10.00

CHURCH PAGE (per col. in)	\$6.50
NATIONAL (per col. in)	\$23.00

CLASSIFIED DISPLAY RATES

PER COLUMN INCH	1 Wk	4 Wk	13 Wk
	\$16.00	\$12.00	\$10.50

LEGAL ADVERTISING

PER COLUMN INCH	Classified	Retail
	\$16.50	\$16.00

ANNOUNCEMENTS

Engagement	\$35	(includes 2 col x 3" photo above 2 col x 3" of text Additional space @ \$5/col in)
Wedding	\$50	
Combination	\$70	
Obits	\$10 (per col in)	

PREPRINTS

Zoned	\$65/m
Full-Run	\$50/m

Deliver Preprints, Mon-Thurs, 8 a.m. - 5 p.m. to:
Granite Printing
 2675 CR 374
 Taylor, TX 76574

Deadline for reservation and delivery is Thursday prior to publication.

COLOR RATES

1 Color + Black	\$125
2 Color + Black	\$200
3 Color + Black	\$250

MECHANICAL SPECS

Broadsheet page is 21.5" in depth.
 Tabloid page is 9.75" in depth.

COLUMN MEASUREMENTS

	Retail	Classified
1 COL	1.52"	1"
2 COL	3.22"	2.12"
3 COL	4.91"	3.25"
4 COL	6.61"	4.37"
5 COL	8.31"	5.5"
6 COL	10"	6.62"
7 COL		7.75"
8 COL		8.87"
9 COL		10"

DEADLINES

Display & Legal
 Classified Line
 Preprints

Friday: 5 p.m.
 Monday: Noon
 Thursday: 5 p.m.

SUBMISSION REQUIREMENTS

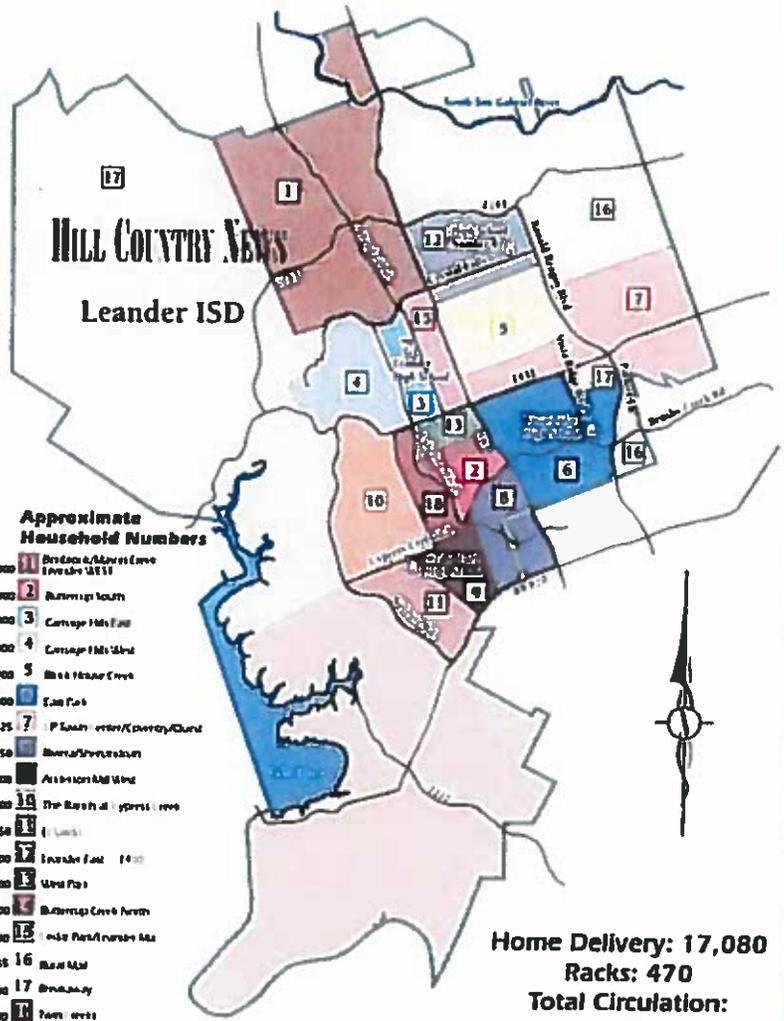
Electronic submission as .pdf files.
 Photos preferred in .tif or .jpg format.

All color files should be in CMYK mode at no fewer than 200 dpi.
 Flip site available. Email the Design department for additional
 questions, hcnads@hillcountrynews.com.

Macintosh environment using InDesign CS5, Illustrator CS5,
 Photoshop CS5, and Adobe Acrobat Pro. We also have Microsoft
 Word, Powerpoint and Excel.

All Rates are

per column inch. Publisher reserves the right to accept, decline or alter all advertising.
 Final advertising is prepared. Publisher is not responsible for
 errors beyond the cost of the printed space.





Capital Area Council of Governments

6800 Burlison Road, Building 310, Suite 165 Austin, Texas 78744-2306
(p) 512 916 6000 (f) 512 916 6001
www.capcog.org

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Betty Voights, Executive Director

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

Oct. 1, 2014

The Honorable Frederick Graber
Mayor of Village of Volente
15403 Yenawine Way
Volente, TX 78641

Dear Mayor Graber:

The Capital Area Council of Governments has continued to expand programs and services with the support of the local governments and organizations in our region; we are hopeful you will continue to support our work during 2015.

If you would like a better idea of the work we do than what is represented in our reports and on our website, please call me. I'm happy to come to your meeting and provide an overview of our organization.

Each year around this time, we send invoices for membership dues for the upcoming calendar year, which is enclosed. But we also wanted to remind you who represents your organization on our General Assembly in case your governing body needs to make a replacement, fill a vacancy, or in some cases appoint a representative to a newly created position because of population increases.

CAPCOG also is seeking to expand its workshops and training opportunities for local governments; please let me know if you or your staff has identified issues or topics we should consider.

Best regards,

Betty Voights

- Enc. Membership Invoice
- General Assembly Representation Summary
- General Assembly Appointment Form



Capital Area Council of Governments

6800 Burleson Road, Building 310, Suite 165 Austin, Texas 78744-2306
(p) 512 916 6000 (f) 512.916 6001
www capcog.org

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

General Assembly Representation Summary for Village of Volente

The representatives of members of the Capital Area Council of Governments are collectively the General Assembly of the Council.

According to the CAPCOG Bylaws, full members – counties and municipalities – are entitled to at least one representative on the council’s General Assembly committee. The number of representatives for full members increase based on population of the entity according to the following schedule:

<i>Counties</i>	<i>Municipalities</i>	<i>No. of Representatives</i>
Under 20,000	Under 10,000	1
20,000-100,000	10,000-50,000	2
100,000+	50,000-100,000	3
-----	100,000+	4

Associate members organizations – special districts, school districts, non-profits, utilities, chambers of commerce, and other governmental agencies – also can have one representative on the General Assembly.

Sustaining members, an individual or organization with a positive interest in the welfare of the region, can have a non-voting representative on the General Assembly.

At least two-thirds of the General Assembly voting representatives must be elected officials.

Village of Volente has 1 position available on the CAPCOG General Assembly based on the State Data Center’s biennial population estimate. Its current General Assembly representatives are as follows:

Council Member Judy Graci

If you would like to review additional information about CAPCOG General Assembly representation, membership or the invoicing process, please read the CAPCOG Bylaws at <http://www.capcog.org/about-capcog/>. Articles II, III, VII and 9.4 highlight the three topics.

SCANLAN, BUCKLE & YOUNG, P.C.

ATTORNEYS AT LAW

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DOUG YOUNG
DAVID SANDER
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Retired:
JOHN McALLEN SCANLAN
Of counsel:
ELLIOTT NAISHTAT

September 22, 2014

The Honorable Frederick Graber
Mayor, Village of Volente
15403 Hill Street
Volente, Texas 78641

Re: Contract for Legal Services for the Village of Volente, Texas for the 2014-2015 fiscal year.

Dear Mayor Graber:

This letter is the contract between the Village Council and Scanlan, Buckle & Young, P.C. for the provision of legal services to the Village of Volente during fiscal year 2014-2015 and the fees to be charged for those services.

Pursuant to this Contract, our fees for legal services rendered to the Village of Volente are as follows:

Retainer Fee: None.

Legal Fees for Attorneys, Law Clerks and Legal Assistants for all Non-Litigation Matters and Litigation before the Municipal Court in Non-Traffic Related Matters:

- Senior Attorneys (licensed more than five years).....\$160.00 per hour
- Associate Attorneys (licensed less than two years)..... 125.00 per hour
- Law Clerks and Legal Assistants (substantive work)..... 60.00 per hour
- Law Clerks and Legal Assistants (clerical work)..... 35.00 per hour

Hourly Legal Fee Rates for Attorneys, Law Clerks and Legal Assistants in Litigation Matters in the County and District Courts involving amounts in controversy of less than \$100,000.00 or which do not involve equitable relief:

Senior Attorney (licensed more than five years).....	\$185.00 per hour
Associate Attorneys (licensed less than five years).....	160.00 per hour
Law Clerks and Legal Assistants (substantive work).....	85.00 per hour
Law Clerks and Legal Assistants (clerical work).....	35.00 per hour

Hourly Legal Fee Rates for Attorneys, Law Clerks and Legal Assistants in Litigation Matters in the County and District Courts involving amounts in controversy in excess of \$100,000.00 or which involve equitable relief:

Senior Attorney (licensed more than five years).....	\$200.00 per hour
Associate Attorneys (licensed less than five years).....	175.00 per hour
Law Clerks and Legal Assistants (substantive work).....	85.00 per hour
Law Clerks and Legal Assistants (clerical work).....	40.00 per hour

If at any time you or members of the Village Council have any questions or comments regarding our fees or their reasonableness or the necessity of the work we have done, we encourage you to contact us and we agree to work in good faith to resolve any issues regarding our fees.

All disbursement costs incurred by the firm on behalf of the Village (such as court and administrative filing fees, depositions, transcripts, postage or freight, transportation, copying, facsimile, long distance charges, fees for service of process and subpoenas, etc.) will be paid by the Village. Detailed statements for legal services rendered will be sent to the Village on a regular monthly basis. Bills will be due and payable within twenty (20) days after receipt.

If it is necessary to adjust any of these rates, we will first discuss that matter with the Village Manager and if the Village agrees to the adjustment, we will advise you in writing at least thirty (30) days prior to the effective date of the increase. The rates stated above will be effective from October 1, 2014 through September 30, 2015.

The Village may terminate this agreement with or without cause upon written notice to our firm. All papers and property in our possession to which the Village is entitled shall be returned to the Village immediately upon termination of this agreement. This firm may

terminate this agreement for reasons permitted under the Texas Disciplinary Rules of Professional Conduct.

Nothing contained in this agreement shall be interpreted to limit the professional obligations of attorneys within this firm under the Texas Disciplinary Rules of Professional Conduct.

The State Bar Act provides that you are to be advised that the State Bar of Texas investigates and prosecutes professional misconduct committed by Texas attorneys. Although not every complaint against or dispute with a lawyer involves professional misconduct, the State Bar Office of General Counsel will provide you with information about how to file a complaint. For additional information please call (toll free) 1-800-932-1900.

We look forward to serving you.

Sincerely,

SCANLAN, BUCKLE YOUNG, P.C.

By: W. Thomas Buckle
W. Thomas Buckle

ACCEPTED:

VILLAGE OF VOLENTE

By: _____
Frederick Graber, Mayor
Village of Volente, Texas

Date: _____

STANDARD FEE SCHEDULE

Personnel:

Personnel cost is reimbursed based on a multiplier applied to "Salary Cost". "Salary Cost" for each employee is based on the employee's actual hourly wage plus benefits. The approximate ranges of hourly "Salary Cost" by personnel classification are as follow:

Manager	\$ 65.00 to 95.00
Project Staff	35.00 to 65.00
Design Tech	27.00 to 60.00
Field Representative	30.00 to 50.00
Clerical Support	19.00 to 45.00

The normal multiplier for overhead expenses and fees is 2.4 time "Salary Cost".

Expert Representation – Services as an expert witness will be provided at 2 times the hourly rate as set forth above.

Travel and Subsistence:

All travel and subsistence expenses are invoiced at actual cost plus 10% handling. Cost of mileage on vehicles is computed at the rate approved by the IRS for allowable mileage expense deduction for federal tax income purposes.

Reimbursable Expenses/Purchased Services:

All reimbursable expenses and purchased services are invoiced at actual cost plus 10% handling. These include, but are not limited to, costs of reproduction, long distance telephone, facsimile transmissions, subcontract services, rented or leased equipment, and expendable supplies. Reimbursable Expenses are not included in project fees proposed unless specifically stated otherwise.

Terms:

Invoices are submitted monthly for all services rendered during the previous month are payable "net 30 days". Invoices over 30 days past due will accrue interest at 1.5% per month.

Fee Schedule Adjustment:

Due to the changing cost of doing business the personnel cost listed above will be adjusted as of the billing period starting May 1st of each year.

VILLAGE OF VOLENTE
APPLICATION FOR A SUBDIVISION PLAT

DATE SUBMITTED 7/31/14 ORIGINAL REVISED _____ Revision Number & Date _____

Name Of Applicant Tara Bush Engineer Land Planner Stuart Watson

Name of Owner if not Applicant _____ SURVYOR

Address and Phone # of Contact Person 8114 & 8116 by Rd 512 632 3181

Location of Property same

Name of Proposed Subdivision no change amend 2 lots into 1 lot

- Concept Plan _____ Minor Plat _____ Final Plat _____ Replat
- Amended Plat _____ Plat Vacation _____ Preliminary Plat _____
- # of Lots 3 #of Blocks _____ # of Acres 1.044

Is it a resubdivision of existing lot(s)? yes Is this an original subdivision of acreage? no

Will streets or alleys be platted? No Is this a plat to correct an error? No

Proposed use with number of lots proposed for each usage:

Residential Commercial/Retail _____ Public/Institutional _____ Other _____

Improvements Proposed:

1. Water Supply: Well _____ MUD _____ Lake
2. Type of Sanitary Facilities: Septic Tank MUD _____ Other _____
3. Type Street Surfacing: Village of Volente Standards _____ Existing Paved Streets Other _____
4. Type of Storm Drainage: Curb & Gutter _____ Storms Sewers _____ Other Sheet Flow

Please provide information required on checklist to the Village to be reviewed by the Village's consulting engineer. Village Engineer must determine that application is "administratively complete" before proposed plat is considered filed with the City.

FRENCH
DRAINS
if negative
Exhibit

List all variances being requested, referring to each section of the subdivision requirements:

Impervious cover P32 -> 11.14 by 500 sq ft max 4' from
existing structures in set back BOA
subdivision

In submitting this application for approval of the above described subdivision, I understand that if said subdivision is within the corporate limits or within the extraterritorial jurisdiction of the Village of Volente, all improvements installed shall be in conformance with the standards and requirements of the Village of Volente.

Applicant: [Signature] Date 3/17/11
FOR USE BY CITY

Preliminary Plat Filed on _____ Filing Fee _____ Pd _____

Copy of Plat sent to City Engineer on _____

Date of Public Notice in Hill Country News _____

Date Letters Mailed Out _____

Deed Restrictions Attached _____ or filed at County _____ Filing Location _____

Letter of verification of submittal to LCRA attached _____

Letter of verification of submittal to Travis County if in ETJ _____

Tax Certificates _____

Certified Complete by _____ Date _____

Public Hearing Date and Time at P&Z _____ at City Council _____

P&Z Action _____ City Council Action _____

Final Plat Filed on _____ Filing Fee _____

Date of Public Notice in Austin American Statesman _____ Date Letters Mailed Out _____

Utility, Drainage and Street Plan Checked and Approved for Construction or Bond or Escrow Submitted

On _____ Amount of Bond or Escrow _____

Receipt Number _____ Public Hearing of Final-Date & Time at P&Z _____

At City Council _____ P&Z Action on Final _____

City Council Action on Final _____

City Council Action on Construction Plans and Fiscal Arrangements _____

Date _____ Final Plat Filed at County Clerk's Office on _____

AGENT AUTHORIZATION FORM

Taina Busch

(Print Name)

Owner of 8314 & 3111, Hwy 75 Volente, Tx 78641

have authorized Paula Yackobson

of Living ~~in~~ Austin, Keller

To represent and act on the behalf of the above named property for the purpose of preparing and

Submitting this application to the Village of Volente for the review and approval of the

splitting 2 lots into 1 lot

(Name of Subdivision)

Taina Busch

3-15-2014

Applicant's Signature

Date

THE STATE OF TEXAS

COUNTY OF TRAVIS

BEFORE ME, the undersigned authority on this day personally appeared Taina Busch

Known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that (s)he executed same for the purpose and consideration therein expressed

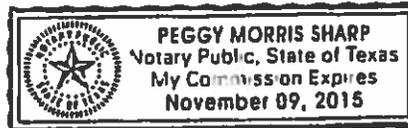
GIVEN under my hand and seal of office on this 18 day of March 2014

Notary Public

My Commission Expires

Peggy Morris Sharp

11/9/2015



VILLAGE OF VOLENTE

VARIANCE APPLICATION FORM P&Z

Date of Submission: 7/31/14

APPLICANT/OWNER INFORMATION

Applicant Tana Marie Busch

Address 8114 & 8116 Jay Rd

Phone 512-696-6467 Fax _____ Email babs@tctheavislin.com
tb@DETana.com

Applicants Status: (check one) Babs Owner _____ Tenant _____ Contractor _____
Owner must sign the application or submit a notarized letter of authorization

Owner: _____

Address: _____

Phone _____ Fax _____ Email _____

Ownership: (check one) Individual _____ Partnership _____ Corporation _____ Other _____
If ownership is a trust, partnership, corporation, or other legal entity, the applicant must name the partners or principals on a separate attachment.

PROPERTY DESCRIPTION

Acreage: 1.044

Physical Address: 8114 & 8116 Jay Rd

Legal Description: (attach map of area also if available)

Lot(s): 10 & 9A Rebub of § .375ac of F Carlton Survey No 501a
lot 9 Block(s): _____

Subdivision: Sandy Shores Addition: _____

Existing Use of Property: Single Family Residential

VILLAGE OF VOLENTE

VARIANCE DESCRIPTION

Applicable Regulation(s): Subdivision Section

Project Description: Amend the 3 lots into 1

Variance Sought: Impervious cover P&Z
27.48%

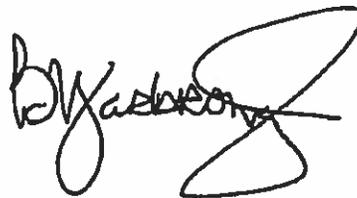
Justification(s): 1. Built prior to incorporation 2. Septic
Crosses property line 3) to obtain homestead on
entire property 4) have only one tax ID & address

Special Condition(s): see above
Sandy Shoals was subdivided in the 1960's

Project Timeline: ASAP

Attachments: Neighborhood map, names & addresses
of neighbors, proposed survey

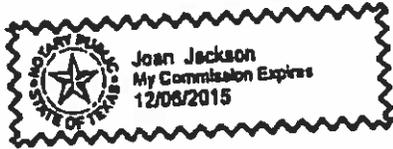
(e.g., construction drawings, site plan, survey, photographs, list of names and addresses for all property owners within 500 feet of the footprint of the structure for which a variance is sought.)



VILLAGE OF VOLENTE

SWORN AFFIRMATION

SUDCRIBED AND SWORN TO BEFORE ME on August 26, 2014 by Barbara Yarbrough, who is the applicant for a variance as described above, and on whose oath certifies that the above statements are true and correct to the best of the applicant's knowledge.



Joan Jackson
Notary Public, State of Texas

My Commission expires: 12-6-2015

If the owner of the subject property is not the applicant, by signing below, the owner authorizes the applicant or his authorized representative to make this application on its behalf and to appear before the Village Council.

Owner

Date

SUBSCRIBED AND SWORN TO BEFORE ME on _____, 20__ by,

_____, who is the owner of the property for which a variance is sought, and on whose oath certifies that the above statements are true and correct to the best of the owners knowledge.

Notary Public, State of Texas

My Commission expires: _____



*Specializing in: Earth Retention Solutions,
Geosynthetic Material Solutions &
Civil Engineering Solutions*

Barbara Wilson
City Administrator
Village of Volente
16100 Wharf Cove
Volente, Texas 78641

August 20, 2014

RE: Engineer Certification of Ordinance Compliance of Resubdivision of 8116 Joy
8116 Joy
Volente, Texas 78641

Dear Barbara,

We have reviewed the resubdivision of 8116 Joy for compliance with the Engineering related portions of the Village of Volente Subdivision ordinance and offer the following comments and certification. We understand that the following variances are being requested to bring the property into compliance:

- 1) Side yard and front yard setback. The variance will request a 15' front yard setback and 5' side yard setbacks.

Justifications: the balance of the neighborhood has similar setbacks to those being requested. This is an existing developed lot (developed prior to VOV Incorporation) with structures that encroach on the ordinance prescribed setbacks. The owner is combining several smaller lots to create a resulting lot that will meet the preferred 1 acre minimum. As the owner endeavors to create a larger substantially compliant lot it is not practical or financially feasible to require the owner to demolish structures that encroach on setback requirements that came into effect after the lot had been developed.

- 2) Variance from impervious cover requirements to allow an impervious cover of 27.48%. See attached "Survey of Proposed Lot 1, Busch Subdivision, with Impervious Cover Measured" as prepared by Stuart W. Watson Surveyor.

Justifications: This is an existing developed lot (developed prior to VOV Incorporation) with structures and drives that create a lot with 27.48% impervious cover. The current owner has improved the drainage and runoff characteristics of the site by installing a series of retaining walls to flatten and terrace portions of the site and installed a series of trench grates and piping to slow and control runoff. These were done at considerable expense. It is not practical or financially feasible to require the owner to demolish structures and/or drives to minimize the degree of impervious area. The improved conditions relative to drainage are providing sufficient controls for runoff and pollutant treatment.

GEO-SOLUTIONS, Inc.
4417 Burlinson Road - Austin, Texas 78744
Ph: 512-330-0796 Fax: 512-330-0790
e-mail: cwitt@geosolutionsinc.com



*Specializing in: Earth Retention Solutions,
Geosynthetic Material Solutions &
Civil Engineering Solutions*

SOLUTIONS

Page 2. 8116 Joy

We have reviewed the site drainage and have performed water quality calculations to verify that the property is in compliance with the Village of Volente Water Quality requirements. As stated under Variance Item 2, considerable work was performed to the property to create a controlled storm water runoff process thus minimizing potential pollutant loads resulting from storm water events. There is considerable vegetation that acts as vegetative filter strips along the areas of the site that experience storm water runoff. Additionally, there are considerable natural vegetative filter areas that further filter storm water prior to release into Lake Travis. Based upon our observation and the attached calculations, we believe that the property meets the current Village of Volente requirements.

The LCRA has no objection to the replat and has an active OSSF (on-site sewage facility) permit for the property. See attached May 13, 2014 email correspondence from Mr. Erik Harris of LCRA.

There is no well on the site.

If the above noted variances are granted it is our professional opinion that 8116 Joy meets or exceeds the minimum Engineering requirements as prescribed by the current Village of Volente Subdivision Ordinance.

Please contact us if you have questions regarding this information or if we can be of further service.

Respectfully,

Carey M. Witt, P.E.
President
GeoSolutions, Inc.



GEO-SOLUTIONS, Inc.
4417 Burleson Road - Austin, Texas 78744
Ph: 512-330-0796 Fax: 512-330-0790
e-mail: cwitt@geosolutionsinc.com



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Geosynthetic Material Solutions &
Civil Engineering Solutions*

Vegetative Filter Strip Calculations

Project: 8116 Joy, Volente, Texas 78641

Impervious Cover

Total Lot Area 45,475 SF

Gross Site Area 40,899 SF

Impervious Cover 11,238 SF

Percent Impervious Cover 27.48%

Water Quality Volume

$$\begin{aligned}\text{Runoff Volume} &= [0.05 + (0.0085)(I_{C_{\text{eff}}})](1.93) \\ &= [0.05 + (0.0085)(27.48)](1.93) \\ &= 0.55 \text{ in.}\end{aligned}$$

$$\begin{aligned}\text{Water Quality Volume (WQV)} &= DA(\text{Runoff Volume})(43,560/12) \\ &= 0.939(0.55)(43,560/12) \\ &= 1,875 \text{ CF}\end{aligned}$$

Vegetative Filter Strip

$$\begin{aligned}\text{Required Area (A)} &= \text{WQV}(1.15) \\ &= 1,875 (1.15) \\ &= 2,156 \text{ SF}\end{aligned}$$

Area Provided = 2,484 SF > 2,156 SF, OK

GEO-SOLUTIONS, Inc.
4417 Burlison Road - Austin, Texas 78744
Ph: 512-330-0796 Fax: 512-330-0790
e-mail: cwitt@geosolutionsinc.com

Re: Minor Re-Subdivision of 8114 & 8116 Joy plus .375 ac of Carlton

August 8, 2014

Dear Friends, Neighbors, Council Members, Planning & Zoning & Board of Adjustments

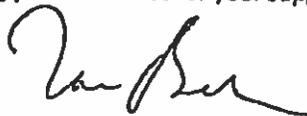
In 1987 LCRA approved a plan for abandonment of the original septic and construction of one septic crossing the common property line for the 2 lots to accommodate a new single septic for the original lake house and the "to be built" new home. I bought these 2 legal lots in 1996, at that time there was one driveway into both lots with the original lake house on 8116 and I built my main home on 8114 in 1998. In 1987 LCRA approved a plan for abandonment of the original septic and construction of one septic crossing the property line to accommodate a new single septic for the original lake house and the "to be built" new home.. Later all the lakefront owners on Joy took advantage to buy additional lots from LCRA which went down to 690 which we all participated in, therefore I ended up with 3 lots & 2 homes, I still have only the one driveway and have managed to blend the 2 homes together in a relaxed lake style adding entertaining areas, a pool, place for an outdoor kitchen. This was all completed prior to the incorporation of the Village and I adhered to each and every current requirement at that time.

In requesting approval for turning my 3 lots into 1 and the variances I need to accomplish this, my hardships as required to share, are as follows:

- 1. All improvements on my property were completed prior to the Village incorporation.**
- 2. Currently I am only able to claim a homestead exemption on one of the 3 lots. As you are all aware of the latest tax assessments, this would be a huge advantage for any homeowner.**
- 3. I currently have an LCRA approved septic system. But today LCRA would never approve a single septic to cross property lines to accommodate 2 homes. We already have the application for inspection and approval with Viola at the LCRA. She is waiting on us to receive approval for this request from the Village. At that time, we will contact her to set the inspection so they can update their records and we can receive a new "Continued Use Certification".**
- 4. We promptly received the vacate of easements from Time Warner, Southwestern Bell and PEC. We also received a clear to go from LCRA after their review of this request.**
- 5. We would like to have one address and one tax ID number.**
- 6. This process revises my 3 lots into one lot that will be 1.04 acres which meets the current Village ordinance of 1 acre lot minimum.**

I feel confident that you will all see the common sense this makes for not only me but the Village.

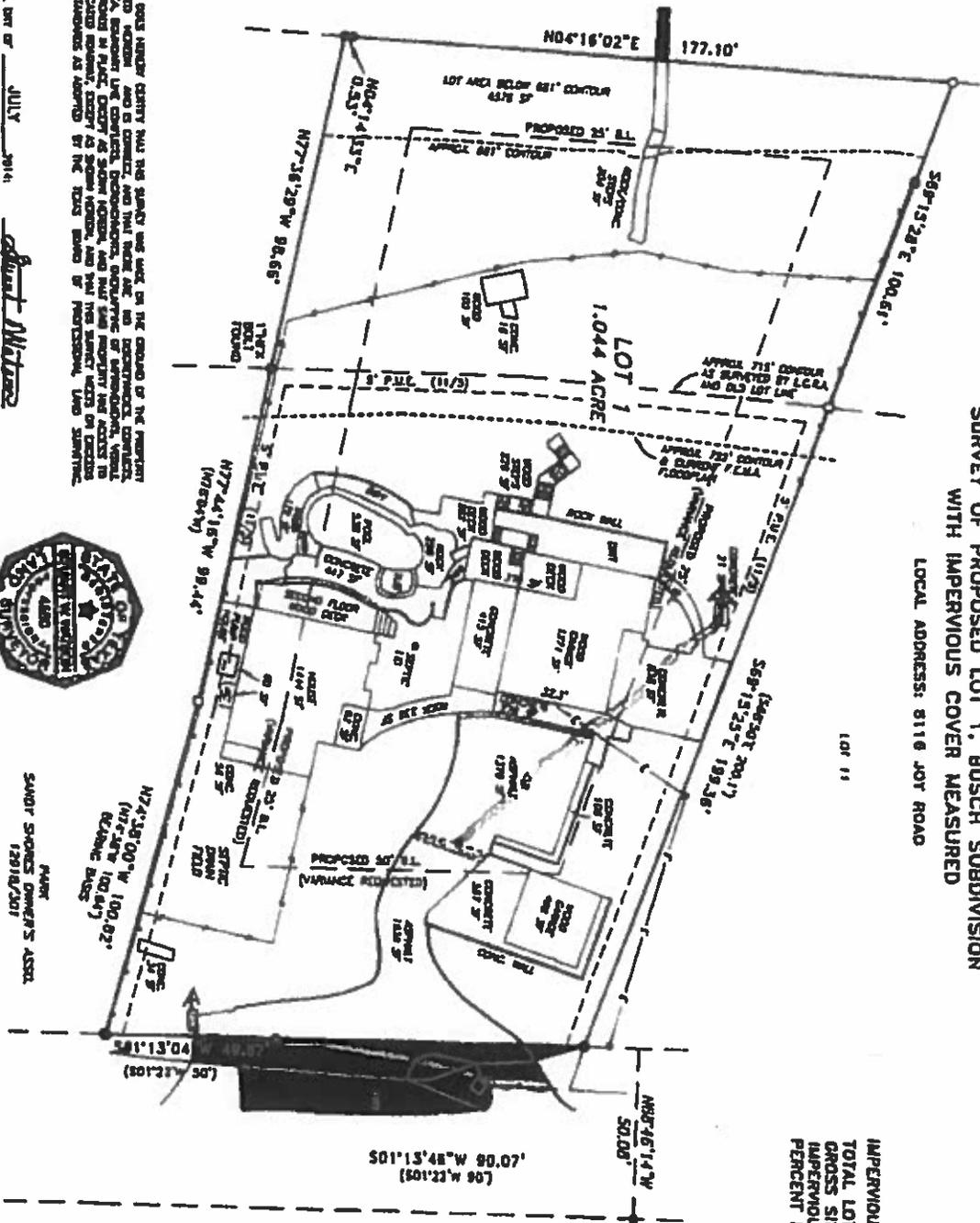
Thanking you in advance for your support and approval.



Tana Busch

Drainage System Joy Rd

SURVEY OF PROPOSED LOT 1, BUSCH SUBDIVISION
WITH IMPERVIOUS COVER MEASURED
LOCAL ADDRESS: 8116 JOY ROAD



IMPERVIOUS COVER NOTES
TOTAL LOT AREA: 45,475 SQ. FT.
GROSS SITE AREA: 40,899 SQ. FT.
IMPERVIOUS COVER: 11,238 SQ. FT.
PERCENT IMPERVIOUS COVER: 27.48%

LEGEND

- 1/2" STEEL PIN FOUND
- 3/4" STEEL PIN SET W/CAP
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- 99" STEEL PIN FOUND
- 100" STEEL PIN FOUND

SCALE: 1"=30'
BEARING BASES IS FROM PLAT
ALL COURSES ARE RECORD, UNLESS OTHERWISE NOTED.

THE UNDERSIGNED DOES HEREBY CERTIFY THAT THE SURVEY WAS MADE ON THE GROUND OR THE INSTRUMENTS USED WERE CORRECTLY ADJUSTED AND THAT THERE ARE NO INSTRUMENTAL ERRORS. THE SURVEY WAS MADE ON THE GROUND OR THE INSTRUMENTS USED WERE CORRECTLY ADJUSTED AND THAT THERE ARE NO INSTRUMENTAL ERRORS. THE SURVEY WAS MADE ON THE GROUND OR THE INSTRUMENTS USED WERE CORRECTLY ADJUSTED AND THAT THERE ARE NO INSTRUMENTAL ERRORS.



MARK SANDY SHONES OWNER'S ASSN.
12918/2011

DATE: JULY 17, 2014

