

City Secretary Report for 08-20-13 City Council Meeting

1. Processed FY budget 2012/13 line item amendments for end of year.
2. Searched existing ordinances for reference for old LCRA Non-Point Solution Ordinance to collect those ordinance that need to be amended. Created Amending Ordinance 2013-O-3 for Water Quality Regulations & Permits for adoption by Court,
3. Printed and delivered to the post office the bulk mailing for postcard to Leander Post office for Naming of the Park survey.
4. Collected and collated the different names and created report for Council rev view of park names.
5. Meet with auditor to create a more accurate chart of accounts in QuickBooks and fixed asset inventory report for suggestions to Council Member Mark Scott
6. Processed open Records Request for building permits in Volente.
7. Barbara and I solicited and received bids from printer companies for lease equipment for budget workshop.
8. Sent legal notification to US Banc for lease termination of equipment.
9. Printed and delivered postcard for bulk mailing to Leander Post Office for roadwork for interior roads
10. Talked to numerous builders and homeowners on permitting process in Volente.
11. Reviewed and corrected Village of Volente's present accounting records.
12. Created template for budget overview and month by month comparison for FY 2012/2013 and 2013/2014.
13. Took in applications for one pool, two remodels for porch and pavilion and prepared applications for mailing to TRE & Associates
14. Inputted all bills and prepared checks for vendors, law enforcement and code enforcement.
15. Work with Barbara and Computer Vendor to set up emails for training and implementation of new emails for Staff and Council.
16. Meet with Barbara and Marc Dickey and worked on fees structure ordinance.
17. Worked with Barbara, Tim Davis, the County and Miller Blue Print to create a historical and informative listing and plats of the various subdivision and re subdivisions in the Village. Also a collection of deed restrictions to inform new residents and builders. Delivered to Miller Blueprint maps and subdivision plans for reproduction and picked them up following week.
18. Processed payroll and created accurate and detailed deductions and addition field in the payroll software.
19. Prepared and processed mandatory monthly and quarterly tax reports for the IRS and State of Texas.
20. Processed and prepared agenda for August and back up material for packets.