



NOTICE OF A MEETING OF THE
BUDGET, FINANCE AND ADMINISTRATION COMMITTEE
OF THE VILLAGE OF VOLENTE, TEXAS
FEBRUARY 17, 2016 at 6:30 P.M.

City Hall, 16100 Wharf Cove, Volente, Texas.

Notice is hereby given that the Finance Committee of the Village of Volente will hold a meeting at 6:30 PM, the 17TH day of February, at 16100 Wharf Cove, Volente, TX at which time the following items will be discussed, to wit:

1. Open Meeting.
2. Call Roll.
3. Approval of the minutes from the January 13, 2016 meeting.
4. Discussion and Review of the job descriptions for City Administrator, City Secretary, and Receptionist.
5. Discussion and review of the flowchart of accounting processes in the Village and overall administration.
6. Discussion and review of Standard Operating Procedures for the Village.
7. Discussion and review of Request for Proposal/Qualifications for engineer and attorney.
8. Adjourn.

IT IS HEREBY CERTIFIED that the above Agenda was posted on the bulletin board at the Village Offices and the Volente Fire Department Bulletin Board on this 12th day of February, 2016.

Julia Vicars, City Secretary

The Village of Volente is committed to the compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. A quorum of the City Council, Board of Adjustments or Planning and Zoning Commission may be in attendance at this meeting however, no official action by the City Council, Board of Adjustments or Planning and Zoning Commission shall be taken.