



NOTICE OF MEETING OF THE
BUDGET, FINANCE AND ADMINISTRATIVE COMMITTEE
OF THE VILLAGE OF VOLENTE, TEXAS
March 10, 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 10TH day of March, at 16100 Wharf Cove, Volente, TX at which time the following items will be discussed, to wit:

1. Open Meeting.
2. Roll Call.
3. Approval of Meeting Minutes from February 17, 2016.
4. Discussion and review of YTD Operating Results and Financial Position.
5. Discussion and review of the Financial Controls and Spending Policy and recommendation for revision. (Kit Hopkins)
6. Update, discussion and review of RFP for the City Attorney/Legal Services. (Gina Woodward)
7. Discussion and review of job descriptions for City Secretary and Receptionist. (Kit Hopkins)
8. Discussion and review of flowchart of accounting processes in the Village and overall administration.
9. Discussion and review of the Administrative Ordinance for the Village.
 - 2013-O-04 Original
 - 2014-O-01 Amendment #1
 - 2014-O-02 Amendment #2
 - 2014-O-18 Amendment #3
10. Discussion of possible agenda items for next meeting and date for next meeting.
11. Adjourn.

IT IS HEREBY CERTIFIED that the above Agenda was posted on this 7th day of March, 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.