



NOTICE OF THE REGULARLY CALLED MEETING OF THE
CITY COUNCIL
OF THE VILLAGE OF VOLENTE, TEXAS
TUESDAY, JULY 21, 2015 at 6:30 P.M.
16100 Wharf Cove, Volente, Texas 78641

Notice is hereby given that the City Council of the Village of Volente will hold its Regularly Called Meeting at 6:30 p.m., Tuesday, the 21ST day of July, 2015 in Council Chambers at 16100 Wharf Cove, Volente, Texas to consider and act upon any lawful subject which may come before it, including the following:

A. Items Opening the Meeting

1. Call to Order.
2. Call Roll.
3. Pledge of Allegiance.
4. Approval of the Meeting Minutes from June 3rd, June 16th, June 17th, June 24th, June 29th, July 1st, July 2nd, July 8th, and July 14th, 2015.
5. Village Reports.
 - a. Financial Reports.
 - b. Construction Update.
 - c. City Secretary Report.
 - d. Crime & Complaints Report.
 - e. Committee Reports.

B. Citizen Communications. *At this time, any person with business before the Council **NOT** scheduled on the agenda may speak to the Council. In accordance with the Open Meetings Act, Council is prohibited from acting on or discussing (other than factual responses to specific questions) any items brought before them that are not on the agenda. There is a four (4) minute time limit on any communication.*

C. General Business and Action Items.

1. Review of the Candidates for appointment to the vacant Council seat.
 - a. Statements from Candidates
 - b. Questions from the Public
 - c. Questions from Council
2. Discussion and Possible Action on the Appointment of a Candidate to the vacant Council seat.
3. Administer the Oath of Office and Statement of Officer for the new candidate appointed to the vacant Council seat. (Honorable Judge Denise Thrash)
4. Discussion and Possible Action on the Appointment of Richard Roucloux as Chair of the Planning and Zoning Commission, effective August 1st, 2015.
5. Discussion and Possible Action on Line Item Transfer recommendations from the Budget, Finance, and Administration Committee.
6. Discussion and Possible Action on the Emergency Management Plan.

- a. Presentation from Public Safety Chair, Council Member Yarbrough.
 - b. Review of the Document.
7. Close Public Meeting, Enter Executive Session. *The Village Council will announce that it will go into Executive Session, if necessary, pursuant to **Section 551.074 of the Texas Government Code "Personnel Matters"** for discussion regarding Julia Vicars, City Secretary and Executive Session for **Section 551.072 of the Texas Government Code "Deliberations about Real Property"**.*
8. Re-Open Public Meeting.
9. Discussion and Action resulting from Executive Session, if any.
10. Discussion and Possible Action on establishing a part-time receptionist position for City Hall.
 - a. Job Description
 - b. Job Posting
11. Discussion and Possible Action on contract labor for administrative assistance for July 23rd and 24th.
12. Discussion on Subdivision Ordinance, Ordinance 2004-O-31, Section 31.121(A)(5).
 - a. Staff Presentation
13. Public Hearing on Amending Ordinance No. 2015-O-06; an Ordinance to add the definitions of foundation and water tank and to amend the definition of height.
14. Discussion and Possible Action on Amending Ordinance No. 2015-O-06; an Ordinance to add the definitions of foundation and water tank and to amend the definition of height.
15. Discussion and Possible Action on the Zoning Ordinance Review and Revisions.
 - a. Review of Progress
 - b. Review of Time Line
 - c. New Assignments
16. Presentation and Vote on proposed Agenda Items
17. Adjourn.

IT IS HEREBY CERTIFIED that the above Agenda was posted at the Village Offices and the VVFD Bulletin Board on this 15th day of June, 2015.

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 are provided upon request. The Village Council reserves the right to enter executive session at any time during the course of this meeting to discuss any of the matters above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.086 (Economic Development). A quorum of the Planning and Zoning Commission or Board of Adjustments may be in attendance however, no official action by the Planning and Zoning Commission or Board of Adjustments shall be taken.

Village of Volente
Income & Expense Budget vs. Actual
October 2014 through June 2015

	TOTAL							
	Jun 15	Budget	\$ Over Budget	% of Budget	FYTD	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income	3,341.16	5,174.00	-1,832.84	64.58%	343,709.32	302,145.00	41,564.32	113.76%
Gross Profit	3,341.16	5,174.00	-1,832.84	64.58%	343,709.32	302,145.00	41,564.32	113.76%
Expense								
50000 - Operations								
50100 - Office Supplies & Equipment								
50120 - Office Supplies - General	497.37	1,000.00	-502.63	49.74%	4,356.27	9,000.00	-4,643.73	48.4%
50130 - Office Supplies printing	0.00				-320.41			
50140 - Office Equipment Lease	0.00				3,165.94			
50100 - Office Supplies & Equipment - Other	0.00				50.00			
Total 50100 - Office Supplies & Equipment	497.37	1,000.00	-502.63	49.74%	7,251.80	9,000.00	-1,748.20	80.58%
50200 - Postage and Shipping	73.35	160.00	-86.65	45.84%	895.64	1,440.00	-634.36	55.95%
50300 - Communications & Internet	144.34	454.18	-309.84	31.78%	6,264.20	4,087.50	2,176.70	153.25%
50600 - Computer Services and Support	0.00	0.00	0.00	0.0%	1,427.50	4,370.00	-2,942.50	32.67%
50800 - Other Operating Expense	0.01	729.70	-729.69	0.0%	5,738.27	7,946.85	-2,208.58	72.21%
Total 50000 - Operations	715.07	2,343.88	-1,628.81	30.51%	21,487.41	26,844.35	-5,356.94	80.04%
52000 - Municipal Court	0.00	2,400.00	-2,400.00	0.0%	1,637.75	3,000.00	-1,362.25	54.58%
53000 - Facilities and Equipment	4,398.63	3,075.00	1,323.63	143.05%	25,641.54	28,050.00	-2,408.46	91.41%
55000 - Community Events	35.00	179.16	-144.16	19.54%	3,749.69	5,252.50	-1,502.81	71.39%
57000 - Public Works								
57110 - Park Maintenance	3,000.00	125.00	2,875.00	2,400.0%	3,125.00	1,125.00	2,000.00	277.78%
57121 - Mowing	0.00				18,510.00			
57123 - Tree Trimming	0.00				45,050.00	0.00	45,050.00	100.0%
57131 - Roads & Rightaway	223.50	17,590.00	-17,366.50	1.27%	3,243.50	52,770.00	-49,526.50	6.15%
57140 - Street Signs (New & Repairs)	0.00	166.66	-166.66	0.0%	3,658.44	1,500.00	2,158.44	243.9%
Total 57000 - Public Works	3,223.50	17,881.66	-14,658.16	18.03%	73,586.94	55,395.00	18,191.94	132.84%
64000 - Outside Services								
64011 - Audit	0.00	0.00	0.00	0.0%	5,700.00	0.00	5,700.00	100.0%
64012 - Tax Collection - All	300.24	54.16	246.08	554.36%	904.98	487.50	417.48	185.64%
64014 - Consultant/Inspection	4,959.00				18,196.45			
64018 - Bookkeeping Service	258.75	720.00	-461.25	35.94%	3,887.95	6,480.00	-2,592.05	60.0%
64400 - Professional Services								
64410 - Attorney - General Services	2,160.00	833.34	1,326.66	259.2%	13,635.06	7,500.00	6,135.06	181.8%
64470 - City Professional Services								
64471 - P&Z - Ordinances	0.00	1,000.00	-1,000.00	0.0%	11,236.50	9,000.00	2,236.50	124.85%
64472 - Adhoc Water Planning	0.00	166.66	-166.66	0.0%	0.00	1,500.00	-1,500.00	0.0%
64473 - Public Safety - Emergency Mgt	0.00	166.66	-166.66	0.0%	0.00	1,500.00	-1,500.00	0.0%
64474 - Govt. Committee - BCRUA	0.00	416.66	-416.66	0.0%	80.20	3,750.00	-3,669.80	2.14%
64475 - P&Z Community Survey	0.00				116.86			
64477 - Attorney - Gen City Projects	0.00				144.00			
64470 - City Professional Services - Other	0.00				235.75			
Total 64470 - City Professional Services	0.00	1,749.98	-1,749.98	0.0%	11,813.31	15,750.00	-3,936.69	75.01%
Total 64000 - Outside Services	7,677.89	3,357.48	4,320.51	228.68%	54,137.75	30,217.50	23,920.25	179.16%
64100 - Development Costs	261.95	833.34	-571.39	31.43%	-1,948.43	7,500.00	-9,448.43	-25.98%
65000 - Contract Labor	0.00	1,266.66	-1,266.66	0.0%	900.00	11,400.00	-10,500.00	7.9%
66000 - Compensation and Benefits	5,596.41	10,003.32	-4,406.91	55.95%	84,380.49	90,030.00	-5,649.51	93.73%
Total Expense	21,908.55	41,340.50	-19,431.95	53.0%	263,573.14	257,689.35	5,883.79	102.28%
Net Ordinary Income	-18,567.39	-36,166.50	17,599.11	51.34%	80,136.18	44,455.65	35,680.53	180.26%
Other Income/Expense								
Other Expense								
80000 - Other Expense								
80050 - Penalties and Interest	0.00				5.50			
Total 80000 - Other Expense	0.00				5.50			
Total Other Expense	0.00				5.50			
Net Other Income	0.00				-5.50			
Net Income	-18,567.39	-36,166.50	17,599.11	51.34%	80,130.68	44,455.65	35,675.03	180.25%

Village of Volente
Statement of Cash Flows
October 2014 through June 2015

	Oct '14 - Jun 15
OPERATING ACTIVITIES	
Net Income	80,130.68
Adjustments to reconcile Net Income to net cash provided by operations:	
12000 · Accounts Receivable	-1,654.18
20000 · Accounts Payable	-3,382.45
24010 · Federal Withholding Tax	-1,692.00
24015 · Social Security - EE	-704.65
24020 · Medicare Tax - EE	-709.82
24025 · TMRS Employee Paid	-263.05
24045 · Empl Health Ins ER Paid	7.00
24515 · Social Security ER Paid	-705.33
24525 · Medicare Tax - ER Paid	240.04
24550 · TMRS ER Paid	-57.52
Net cash provided by Operating Activities	<u>71,208.72</u>
INVESTING ACTIVITIES	
14200 · Furniture & Equipment	-1,236.00
Net cash provided by Investing Activities	<u>-1,236.00</u>
Net cash increase for period	69,972.72
Cash at beginning of period	661,321.11
Cash at end of period	<u><u>731,293.83</u></u>

Village of Volente
Balance Sheet
 As of June 30, 2015

	Jun 30, 15	May 31, 15	% Change	Jun 30, 14
ASSETS				
Current Assets				
Checking/Savings				
10100 · Cap One Checking- 5191	37,723.70	46,849.65	-19.5%	57,722.73
10200 · Cap One Tower Fund - 1411	488,180.17	488,160.11	0.0%	487,936.15
10300 · Cap One Savings - 6099	205,389.96	205,381.52	0.0%	154,593.43
10400 · Parkland Fund - Restricted	61,250.00	61,250.00	0.0%	61,250.00
10500 · Temporarily Restricted Cash	-61,250.00	-61,250.00	0.0%	-61,250.00
Total Checking/Savings	731,293.83	740,391.28	-1.2%	700,252.31
Accounts Receivable				
12000 · Accounts Receivable	3,309.41	27,853.86	-88.1%	-1,700.00
Total Accounts Receivable	3,309.41	27,853.86	-88.1%	-1,700.00
Other Current Assets				
12110 · Undeposited Funds	0.00	10.00	-100.0%	10.00
12300 · Prepaid Deposits	2,111.00	2,111.00	0.0%	2,111.00
Total Other Current Assets	2,111.00	2,121.00	-0.5%	2,121.00
Total Current Assets	736,714.24	770,366.14	-4.4%	700,673.31
Fixed Assets				
14100 · Leasehold Improvements	7,777.25	7,777.25	0.0%	10,072.25
14150 · Accum Depreciation - Leasehold	-3,888.63	-3,888.63	0.0%	0.00
14200 · Furniture & Equipment	17,412.03	17,412.03	0.0%	16,176.03
14250 · Accum Depr Furniture & Equip	-1,963.10	-1,963.10	0.0%	0.00
Total Fixed Assets	19,337.55	19,337.55	0.0%	26,248.28
TOTAL ASSETS	756,051.79	789,703.69	-4.3%	726,921.59
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	9,460.35	22,866.94	-58.6%	2,797.47
Total Accounts Payable	9,460.35	22,866.94	-58.6%	2,797.47
Other Current Liabilities				
20100 · Other Payables	5,700.00	5,700.00	0.0%	0.00
24000 · Payroll Liabilities	369.20	2,047.12	-82.0%	-1,961.63
Total Other Current Liabilities	6,069.20	7,747.12	-21.7%	-1,961.63
Total Current Liabilities	15,529.55	30,614.06	-49.3%	835.84
Total Liabilities	15,529.55	30,614.06	-49.3%	835.84
Equity				
39000 · Net Assets - Retained Earnings	593,758.64	593,758.64	0.0%	636,875.26
39010 · Opening Bal Equity	-74,735.10	-74,735.10	0.0%	-74,735.10
39020 · Fund Balance Designated	80,118.02	80,118.02	0.0%	80,118.02
39100 · Net Assets - Temp Restricted	61,250.00	61,250.00	0.0%	61,250.00
Net Income	80,130.68	98,698.07	-18.8%	22,577.57
Total Equity	740,522.24	759,089.63	-2.5%	726,085.75
TOTAL LIABILITIES & EQUITY	756,051.79	789,703.69	-4.3%	726,921.59

Village of Volente
Job Profitability Summary
Excludes Administrative Costs

	<u>Act. Cost</u>	<u>Act. Revenue</u>	<u>(\$)</u> Diff.
8102 Lime Creek	1,532.93	2,186.50	653.57
TOTAL	1,532.93	2,186.50	653.57
15811 Booth Circle	642.50	879.06	236.56
TOTAL	642.50	879.06	236.56
8114 Joy	3,261.00	5,547.05	2,286.05
TOTAL	3,261.00	5,547.05	2,286.05
8408 Lime Creek	1,116.50	1,256.06	139.56
TOTAL	1,116.50	1,256.06	139.56
16409 Sherman St	1,168.25	1,370.53	202.28
TOTAL	1,168.25	1,370.53	202.28
8420 Lime Creek	628.12	3,274.53	2,646.41
TOTAL	628.12	3,274.53	2,646.41
8033 Arren Terrace	0.00	56.25	56.25
TOTAL	0.00	56.25	56.25
15779 Booth Circle	0.00	112.50	112.50
TOTAL	0.00	112.50	112.50
8111 Beauregard	284.00	519.50	235.50
TOTAL	284.00	519.50	235.50
8216 Lime Creek	298.00	335.25	37.25
TOTAL	298.00	335.25	37.25
16500 Jackson St.	686.50	828.56	142.06
TOTAL	686.50	828.56	142.06
8201 West Dr - Pool	324.50	365.06	40.56
TOTAL	324.50	365.06	40.56
7303 Reed Dr	70.88	516.25	445.37
TOTAL	70.88	516.25	445.37
16508 Jackson	199.00	392.63	193.63
TOTAL	199.00	392.63	193.63
15757 Booth Circle	1,899.75	2,642.61	742.86
TOTAL	1,899.75	2,642.61	742.86
8132 Joy Rd	4,468.63	5,313.61	844.98
TOTAL	4,468.63	5,313.61	844.98
15916 Booth Circle	1,742.50	2,345.31	602.81
TOTAL	1,742.50	2,345.31	602.81
15718 Booth Circle	1,065.75	1,391.62	325.87
TOTAL	1,065.75	1,391.62	325.87
TOTAL	19,388.81	29,332.88	9,944.07



MINUTES OF THE
CITY COUNCIL
OF THE VILLAGE OF VOLENTE, TEXAS
WEDNESDAY, JUNE 3, 2015 at 6:30 P.M.
16100 Wharf Cove, Volente, Texas 78641

Present

Mayor Pro Tem Mark Scott
Council Member David Springer
Council Member Babs Yarbrough
Council Member Bill Connors
Council Member Kristi Belote

Absent

Mayor Ken Beck

Also in Attendance

1. Open Work Session.

Mayor Pro Tem Mark Scott calls the work session to order at 6:38 p.m.

2. Call Roll.

Julia Vicars, City Secretary, calls roll. A quorum is established.

3. Overall Concept Plan for the review of land use Ordinances. (Council Member Connors).

Council Member Connors presents a calendar plan for review of the Ordinances, coordinating times for Council, Planning and Zoning, and Town Hall presentation.

4. Draft Zoning Definitions.

Council Member Belote

5. Matrix of Zoning Categories

a. Setbacks

b. Height

Council Member Connors presents a plan to rely on the Travis County standards and rules for setbacks and height requirements.

c. Impervious Cover

Council discusses matching Impervious Cover regulations to LCRA's requirements for both residential and commercial.

Council tasks research of Travis County, Austin ETJ, and other area requirements and standards to bring back to the next work session.

6. Discussion on Possible Edits to the Zoning Ordinance.

40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62

Council Member Babs Yarbrough presents her research on Commercial Zoning including a plan to break out Marinas into their own Zoning category and a change that would allow a single family residence on a commercial lot.

Council discusses off-street parking for FM 2769 and commercial setbacks in regards to existing commercial property. Research will be done on the easements, parking, and driveway requirements for TxDot and our current restrictions.

7. Proposed Town Hall Meeting Date.

Council agrees that a Town Hall meeting should be scheduled for the end of July.

8. Adjourn.

The work session adjourned at 8:56 p.m.

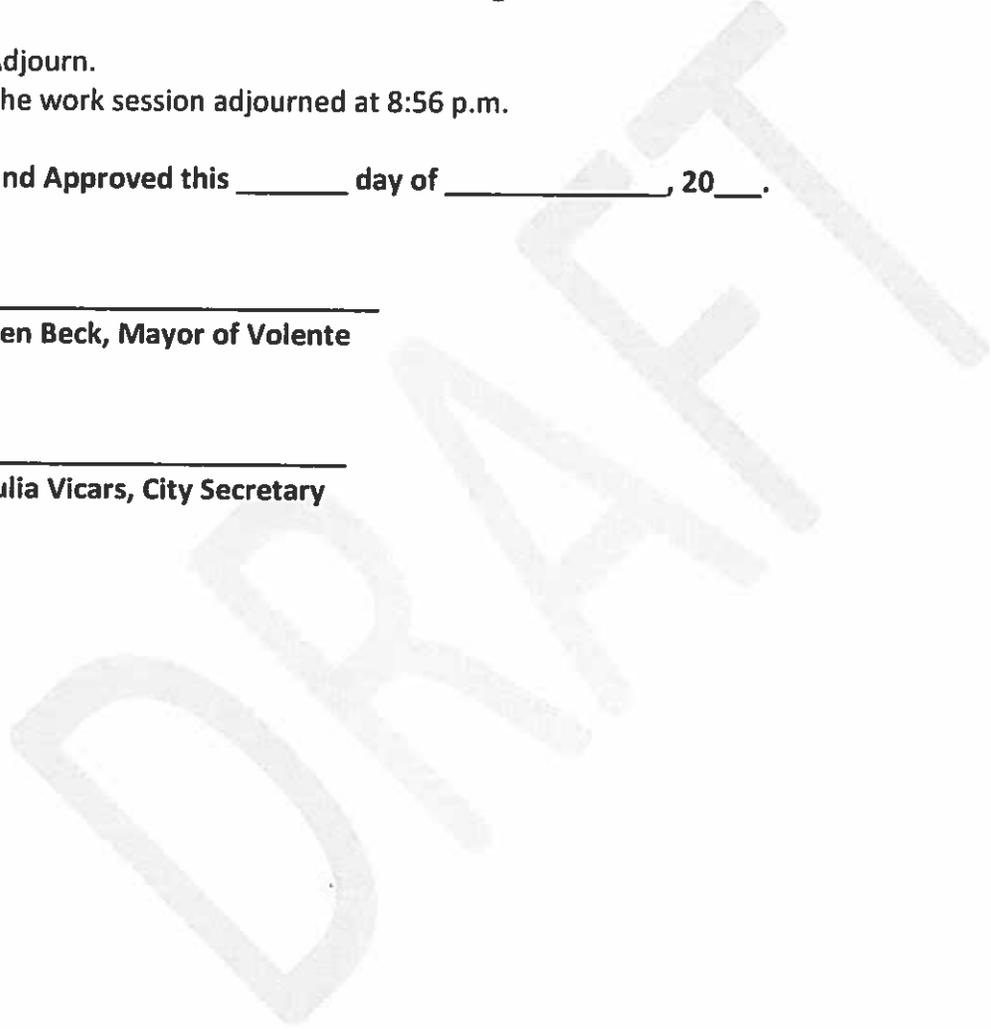
Passed and Approved this _____ day of _____, 20__.

Signed:

Ken Beck, Mayor of Volente

Attest:

Julia Vicars, City Secretary





MINUTES OF THE
CITY COUNCIL

OF THE VILLAGE OF VOLENTE, TEXAS
TUESDAY, JUNE 16, 2015 at 6:30 P.M.
16100 Wharf Cove, Volente, Texas 78641

Present

Mayor Pro Tem Mark Scott
Council Member Bill Connors
Council Member David Springer
Council Member Babs Yarbrough
Council Member Kristi Belote

Absent

Mayor Ken Beck

Also in Attendance

Tom Buckle, City Attorney

A. Items Opening the Meeting

1. Call to Order.

Mayor Pro Tem Scott calls the meeting to order at 6:33 p.m.

2. Call Roll.

City Secretary Julia Vicars calls roll. A quorum is established.

3. Pledge of Allegiance.

All stood for the pledge of allegiance.

4. Approval of the Meeting Minutes from May 19th and May 27th, 2015.

Council Member Bill Connors makes a motion to approve the minutes from May 19th and May 27th as amended. Seconded by Council Member Springer. Carries unanimously.

B. Citizen Communications.

Nancy Carufel, 8138 Joy Rd, makes an announcement about PEC's annual meeting, taking place on Saturday, the 20th.

Scott Spurlin, Booth Circle, spoke about the possible moving City Hall to the Fire Hall.

C. General Business and Action Items.

1. Village Reports.

a. Financial Reports.

Mayor Pro Tem Scott summarizes the financial reports for the Village of Volente. Operation costs are well in line, below budget on most items. The Public Works budget close to being used up, as to be expected. Revenues are ahead of projected amount but sales tax below what was budgeted. Mayor Pro Tem Scott states there are some issues with the balance sheet that he is working to get straightened out with the accountant.

b. Construction Update.

City Secretary Julia Vicars briefly reports on the seven active construction projects within the Village.

- 43 c. City Secretary Report.
- 44 Julia Vicars, City Secretary, summarizes the work she has done in the last month.
- 45 d. Crime & Complaints Report.
- 46 The frequency of complaints has gone down, with very few to report. Most
- 47 complaints stem from loose dogs. There have been some more burglaries within the
- 48 Village, but an increase in TCSO presence has cut down on the crime.
- 49 e. Committee Reports.
- 50 Council Member Bill Connors gives a brief update, letting the community know that
- 51 he visited with the Planning and Zoning Commission and they have a general
- 52 consensus to proceed with the proposed changes to the Zoning Ordinance but the
- 53 Planning and Zoning Commission recommends the Village keep inspections in house.
- 54 Council Member Connors plans on having the proposed changes on the Council
- 55 Message Board as soon as possible.
- 56 Council Member Springer gives a brief update for the Parks and Environment
- 57 committee stating that Robert Nelson has completed his work on the park and
- 58 Phase 2 is done.
- 59 Council Member Babs Yarbrough says Public Safety Committee has finished the
- 60 Emergency Management Plan and will send to Council for review prior to approval at
- 61 the next Council Meeting. The Committee will next work on the Hazard Mitigation
- 62 Plan.
- 63 Council Member Kristi Belote says that the next town hall will most likely be the end
- 64 of July.
- 65

66 ***The Staff and Mayor present the following agenda items (2 and 3) to be considered as consent items***
67 ***by the City Council to be enacted by one motion. If a citizen or City Council Member requests***
68 ***discussion on an item, it will not be approved on consent and will be moved to the end of the agenda***
69 ***to be considered at that time. City Council Members may add additional items to be considered for***
70 ***the consent agenda.***

- 71
- 72 2. The addition of Steve Baker to the Budget, Finance, and Administration Committee.
- 73 3. The addition of Cindy Metro to the Public Relations and Communications Committee.
- 74

75 **Council Member David Springer makes a motion to accept the above items. Seconded by Council**
76 **Member Babs Yarbrough. Carries unanimously.**

- 77
- 78
- 79 4. Presentation from Will Boettner, P.G., EMT, Mitigation & Prevention Wild Land Urban
- 80 Interface Specialist on becoming a Fire Wise Community.
- 81 This item was taken out of order before Agenda Item 1.
- 82 Council Member Babs Yarbrough introduces Will Boettner from the Texas A&M Forest Service,
- 83 stemming from Public Safety Committee's recommendation that the Village of Volente
- 84 become a Fire Wise Community.
- 85 Will Boettner speaks to becoming a Fire Wise Community, a national movement to get
- 86 communities to adopt a series of practices and efforts in order to make their communities less

87 vulnerable to the dangers of fire. Most approaches are simple tasks, like pruning branches,
88 being aware of where you plant new landscape, and reaching out to neighbors to educate
89 them. Home ignition zone evaluations allow Mr. Boettner to go door to door to see what types
90 of exposures the property has for fire. The evaluations are presented to the homeowner and
91 are not for public eye. The goal is that these simple fixes can be done via usual upkeep and
92 without the assistance of a contractor and that most homeowners make these simple fixes to
93 contribute to the City as a whole becoming less of a fire danger.
94 Mayor Pro Tem Scott asks about the inspection scheduling.
95 Mr. Boettner says he can speak at a Town Hall Meeting for outreach and fire prevention and
96 residents interested in receiving an evaluation could call for scheduling.
97

- 98 5. Close Public Meeting, Enter Executive Session. *The Village Council will announce that it will go*
99 *into Executive Session, if necessary, pursuant to Section 551.074 of the Texas Government*
100 *Code "Personnel Matters" for discussion on the severance negotiations for Barbara Wilson and*
101 *Executive Session for Section 551.072 of the Texas Government Code "Deliberations about*
102 *Real Property".*

103 The Council closes the Public Meeting at 7:28 p.m. All present Council Members (see above)
104 and the City Attorney enter into executive session.
105

- 106 6. Re-Open Public Meeting.
107 Public Meeting re-opens at 7:54 p.m. All Council Members return.
108
- 109 7. Discussion and Action resulting from Executive Session, if any.
110 **Council Member Connors makes a motion for Mayor Pro Tem Scott to offer the proposed**
111 **agreement to Barbara Wilson. Seconded by Council Member Yarbrough. The motion carries**
112 **unanimously.**
113
- 114 8. Public Hearing on Amending Ordinance No. 2015-O-06; an Ordinance to add the definitions of
115 foundation and water tank and to amend the definition of height.
116 Nancy Carufel, 8138 Joy Rd, said she is against this ordinance.
117
- 118 9. Discussion and Possible Action on Amending Ordinance No. 2015-O-06; an Ordinance to add
119 the definitions of foundation and water tank and to amend the definition of height.
120 Council Member Connors wants more research to be done on the definitions provided in the
121 Ordinance, specifically looking to the International Residential Code for the definitions.
122 **Council Member Kristi Belote makes a motion to postpone this Ordinance until the next**
123 **meeting. Seconded by Council Member Babs Yarbrough. The motion carries unanimously.**
124
- 125 10. Discussion and Possible Action on the safety, traffic control, trailer parking, and right-of-ways
126 for Wharf Cove Boat Ramp.
127 a. Presentation from Austin Cameron, VIP Marina
128 Austin Cameron, owner of VIP Marina, states a year or two ago there were
129 trespassers on the property and with the water down it was an open area for people
130 to come and party on his property. Safety is biggest concern. Two 480 volt power

131 lines at the edge of his property are a concern of those who use Wharf Cove as a
132 boat ramp and fishing spot. Mr. Cameron states that the fence that is currently at
133 the property line was put up at the advice of past Council. Trespassers on the
134 property often leave barrels of oil on the water's edge, trash, fishing equipment –
135 there have even been RVs parked at the end of Wharf Cove for the weekend.
136 Highland Lakes has safe boat ramps and safe launch that Mr. Cameron recommends
137 people looking to launch a boat use. He adds that there is not a public boat ramp on
138 the lake allowing people to launch for free for a reason – there are upkeep costs
139 associated with having a boat ramp and the fee offsets those costs. Mr. Cameron
140 would like to see rules posted and consistent enforcement of those rules. If the City
141 wishes to use Wharf Cove as a public boat ramp then the city needs to take
142 responsibility of maintenance, enforcement, and safety. Mr. Cameron as removed
143 the barbed wire from the fence as a sign of good faith and showing his willingness to
144 work with the city.

145 Council Member Connors asked if a permit was given for the erection of the fence.
146 Austin Cameron states that he was told a permit was not necessary.

147 Council Member Connors asks if LCRA gave him a permit for his parking lot in the
148 floodplain.

149 Austin Cameron states that LCRA is aware of the parking lot. LCRA told them they
150 could only haul in and not haul out, to help control erosion and that LCRA uses the
151 parking lot during their inspections of the marina. Mr. Cameron says he wants to be
152 a good neighbor and help the city, stating that his Marina contributes greatly to the
153 tax revenue for the city.

154 Mayor Pro Tem Scott states Council should research the type B municipal power to
155 allow no parking signs and the ability to enforce them to help with the trash and
156 traffic control.

157 Council agrees to look into parking enforcement.

158
159 b. Presentation from Mike Carter, Highland Lakes Marina

160 Speaks to the issues of safety that are going on at the end of Wharf Cove. Says he
161 was contacted by Mayor Ken Beck who inquired about removal of the barbed wire
162 from Highland Lakes Marina's fence. Mr. Carter said that he is against removing the
163 fence because of the frequency of trespassers looking to avoid the \$5 parking fee.
164 He says that Wharf Cove is not a boat ramp, but instead a public access road. County
165 put concrete down there years ago, in the interest of preserving the road and not to
166 create a boat ramp. The trash that gets left behind is picked up by Austin Cameron
167 and himself. Mowing and cleaning up of the property is not done by anyone other
168 than the Marina owners. His concerns are to keep people out that don't need to be
169 in and to provide a controlled situation for the safety of the public coming to enjoy
170 the lake.

171 Council Member Belote asks if he would be willing to take down the barbed wire at
172 the top of the fence.

173 Mr. Carter states that the barbed wire is the top fence line and holds the fence in
174 place. Mike states he has no problem with the community accessing the lake
175 through Wharf Cove, but he does have a problem with people skipping the fees.
176 Council Member Connors states that he himself has picked up trash at the end of
177 Wharf Cove, and that the Community is willing to volunteer and help with the trash
178 control and has been doing so.

179 Council Member Babs Yarbrough states that there are options to research and then
180 the Council will meet together during Work Session and put common sense ideas in
181 place to present to the public.

182 Bob Steichen, 15807 FM 2769, states he has lived in Volente around 40 years. When
183 they would call Travis County for help with Wharf Cove they would say it is a ramp,
184 and not in their jurisdiction. And when they would call LCRA, they would say it is a
185 road and not in their jurisdiction. States he has volunteered and picked up trash and
186 helped make the end of Wharf Code more accessible. He suggests the city invest in
187 making Wharf Cove a beautiful boat ramp, possibly through contract with Austin
188 Cameron of VIP Marina.

189 Rett Scudder, Booth Circle, states that the problem is all the cars and trailers and
190 trucks – congestion of vehicles. The big problem is the volume of cars coming down
191 and parking on the side of the road, where there is nowhere to turn around, then
192 getting on the lake and leaving. Pedestrian access is great, but the cars are the
193 immediate problem.

194 Nancy Carufel, 8138 Joy Rd, states if there are private property and no trespassing
195 signs then violations of those signs can be reported to the Sheriff's office.
196

197 11. Recommendations from the Budget, Finance, and Administration Committee in regards to
198 Budget Line Item Transfers for this fiscal year. (Mayor Pro Tem Mark Scott)

199 Council Member Babs Yarbrough makes a motion to postpone item 11 to the next meeting.
200 Council Member Connors seconds. Carries unanimously.
201

202 12. Adjourn.

203 The meeting adjourns at 9:01 p.m.
204

205 Passed and Approved this _____ day of _____, 20__.

206 Signed:

207 _____
208 Mayor Ken Beck
209

210 Attest:

211 _____
212 City Secretary, Julia Vicars
213
214
215



MINUTES OF THE
CITY COUNCIL
OF THE VILLAGE OF VOLENTE, TEXAS
WEDNESDAY, JUNE 17, 2015 at 8:00 A.M.
16100 Wharf Cove, Volente, Texas 78641

Present

Mayor Pro Tem Mark Scott
Council Member Bill Connors
Council Member Kristi Belote
Council Member David Springer
Council Member Babs Yarbrough

Absent

Mayor Ken Beck

Also in Attendance

1. Open Work Session.

Mayor Pro Tem Mark Scott calls the meeting to order at 8:02 a.m.

2. Call Roll.

City Secretary Julia Vicars calls roll. A quorum is established.

3. Draft of changes to the Zoning Ordinance.

Council Member Bill Connors states he has made changes through the sections to Commercial, but has not changed the matrix chart, as of yet. Single family residential contains categories for the following: historical small lots, historical medium lots, large lots, ridgeline development lots, and cluster housing, which is currently only listed in the PDD. Council Member Connors states that Governmental category was kept unchanged. "Open space" will be split out to become "private rights of way" and "OS" for open space. OS includes the following parks: Mollberg, Wharf Cove, and Friendship.

Council discusses eliminating cluster housing from Zoning, because the PDD already has a set of regulations regarding cluster housing.

Council Member Springer states there is interest in cluster housing for full life cycle housing. Discussion ensues about the difference between cluster homes and condominiums.

Cluster homes being made specific to the PDD, and adding it into the PDD section with adding townhomes and condos into the definition as well.

a. Definitions

35 Connors and Belote will come up with definitions of townhomes, condos and cluster
36 housing as well as review the definitions section of the Zoning Ordinance.

37 b. Telecommunications addendum
38 Council Member Belote says that she has pulled some simpler versions of the
39 Telecommunications Ordinance from neighboring cities and is working on drafting
40 the changes to ours, which would make it nearly impossible for a huge cell tower to
41 be erected in the Village but would allow some freedom for residents to own and
42 operate small telecommunication radios.

43 c. Replacement of the Zoning Category Matrix
44 The Zoning Category Matrix will be edited by Council Member Connors and emailed
45 out for review to Council.

46 d. Commercial Categories Matrix
47 Categories for Commercial potentially are divided according to lot size -- C1 under
48 an acre, and C2 over an acre.
49 3 possible districts – Commercial, Marina, and Commercial Resort.
50 Council agrees to discuss these potential changes with commercial entities within
51 the Village.

52
53 4. Date and time of next work session.
54 The next work Session will be on June 24th at 8:00 a.m.

55 a. Next Ordinance for Review
56 The next Ordinance Council will review after concluding the Zoning changes will be
57 the Site development ordinance.

58
59 5. Adjourn.
60 Meeting adjourned at 9:04 a.m.

61
62 Passed and Approved this _____ day of _____, 20__.

63
64 Signed:
65 _____
66 Mayor Ken Beck

67
68 Attest:
69 _____
70 City Secretary Julia Vicars

71
72



MINUTES OF THE
CITY COUNCIL
OF THE VILLAGE OF VOLENTE, TEXAS
WEDNESDAY, JUNE 24, 2015 at 8:00 A.M.
16100 Wharf Cove, Volente, Texas 78641

Present

Council Member Bill Connors
Council Member David Springer
Council Member Kristi Belote
Council Member Babs Yarbrough

Absent

Mayor Ken Beck
Mayor Pro Tem Mark Scott

1. Open Work Session.

City Secretary Julia Vicars calls the meeting to order at 8:13 a.m.

2. Call Roll.

City Secretary Julia Vicars calls roll, a quorum is present.

Council Member David Springer makes a motion to appoint Council Member Connors as presiding officer for this meeting. Seconded by Council Member Yarbrough. Carries unanimously.

3. Draft of changes to the Zoning Ordinance.

a. Definitions

Council Member Belote presents her first version of the definitions to the Zoning Ordinance, with possible revisions to follow when the redline draft is complete. There have been some revisions that have eliminated the need for some of the definitions.

b. Telecommunications addendum

Council Member Kristi Belote presents the newly revised Telecommunications Ordinance, to be sent out to Council for review.

c. Replacement of the Zoning Category Matrix

The Zoning Category Matrix will be edited to reflect the changes to the setbacks, impervious cover, and height to match the new edits to the Zoning ordinance. It will be split based on lot size, by three different size categories. There will be a provision made for "buildable area" of a lot, to assist with development of the smaller, uniquely shaped lots. For instance, the floodplain would not be counted towards your lot size for building, or long, narrow lots would have the ability to use 10% of their width as setbacks.

d. Commercial Categories Matrix

41 Council Member Babs Yarbrough, currently revising the Commercial categories in
42 the Zoning ordinance, will apply those to a new matrix to be created. Council
43 Member Kristi Belote suggests that Council Member Yarbrough send her the
44 changes, then she will input it into the format necessary.

45 4. Discussion on a date for a Town Hall Meeting.

46 The redline draft of the ordinance, discussion guide, and overall concept plan will be made
47 available on the website, Nextdoor, and the email distribution list in advance of the meeting to
48 give time for residents to review before the Town Hall Meeting.

49 a. Discussion on the next Ordinance for review

50 The next ordinance for review upon completion of the Zoning ordinance will be the
51 Site Development Ordinance.

52
53 5. Adjourn.

54 The meeting adjourns at 9:22 a.m.

55
56 Passed and Approved this _____ day of _____, 20____.

57
58 Signed:

59 _____
60 Mayor Ken Beck

61
62 Attest:

63 _____
64 Julia Vicars, City Secretary



MINUTES OF THE
CITY COUNCIL
OF THE VILLAGE OF VOLENTE, TEXAS
MONDAY, JUNE 29, 2015 at 8:00 A.M.
16100 Wharf Cove, Volente, Texas 78641

Present

Council Member Connors
Council Member Springer
Council Member Belote
Council Member Yarbrough

Absent

Mayor Ken Beck
Mayor Pro Tem Mark Scott

1. Open Special Called Meeting.
City Secretary Julia Vicars called the meeting to order at 8:28 a.m.
2. Call Roll.
Julia Vicars, City Secretary, calls roll. A quorum was established.
Council Member Springer makes a motion to appoint Council Member Connors as presiding officer for the duration of this meeting. Seconded by Council Member Yarbrough. Carries unanimously.
3. Close Special Called Meeting and Enter Executive Session. *At this time, Council announced it will enter into executive session as authorized by Texas Government Code, Section 551.074 "Personnel Matters" for discussion about the severance agreement for Barbara Wilson.*
Council Member Connors closes the Special Called Meeting at 8:29 a.m. Council Members Connors, Springer, Belote, Yarbrough and City Secretary Julia Vicars enter executive session.
4. Close Executive Session and Re-Open Special Called Meeting.
Council closes the Executive Session and Council Member Connors re-opens the Special Called Meeting at 8:31 a.m.
5. Discussion and Possible Action resulting from Executive Session, if any.
Council Member Yarbrough makes a motion to authorize Mayor Ken Beck to sign the agreement with Barbara Wilson as it is presented to Council today. Council Member Belote seconds. Carries unanimously.
6. Adjourn.
The meeting adjourned at 8:33 a.m.

Passed and approved this _____ day of _____, 20____.

Signed:

Mayor Ken Beck

Attest:

Julia Vicars, City Secretary



MINUTES OF THE
CITY COUNCIL
OF THE VILLAGE OF VOLENTE, TEXAS
WEDNESDAY, JULY 1, 2015 at 8:00 A.M.
16100 Wharf Cove, Volente, Texas 78641

Present

Council Member Kristi Belote
Council Member Bill Connors
Council Member David Springer
Council Member Babs Yarbrough

Absent

Mayor Ken Beck

Also in Attendance

1. Open Work Session.

City Secretary Julia Vicars calls the meeting to order at 8:07 a.m.

2. Call Roll.

City Secretary Julia Vicars calls roll. A quorum is established.

Council Member David Springer makes motion to appoint Council Member Bill Connors as presiding officer over this meeting. Seconded by Council Member Babs Yarbrough. The motion carries unanimously.

3. Review of the Zoning Ordinance Discussion Guide.

Discussion about the presentation for the town hall meeting. Town Hall Meeting date set for August 8th at 10:00 a.m. The Agenda for the Town Hall Meeting would be Review of the Zoning Ordinance. Council Member Connors is going to add a summary of suggested changes to the Zoning Discussion Guide. This guide to be sent via email blast and on link on Nextdoor, so final edits will be necessary at next week's Zoning Work Session. Announcement for Town Hall will have both the Zoning Discussion Guide and the Overall Concept Plan and the Zoning Charts with a link to the Governmental Message Board with the draft Zoning ordinance.

4. Re-cap of Council Member Research.

Council Member Connors discusses making a few changes to the process of routing variances. After discussion, Council agrees to keep combining the public notices and keep the variance process as routing through the Planning and Zoning Commission then to Council.

Council Member Connors states he had planned to review the LCRA Commercial Impervious cover requirements and could not find any difference between commercial and residential for LCRA. He will be

37 confirming with LCRA and proposed changes to residential and commercial zoning will be run by the
38 LCRA for review.

39 Council Member Yarbrough is going to research Minor Addition/Remodel terminology.

40 Council Member Connors is going to research more into minor addition as it is listed in the Zoning
41 Ordinance.

42 Council Member Yarbrough summarizes her research on Commercial Zoning. Commercial building
43 height may change to 35 ft instead of 28. Side Yard Setback will change to 7.5 ft instead of 5 ft. A buffer
44 will be planted between any lot line and a single family residential home. Marinas will become a
45 separate Zoning Category, combined with the proposed Commercial Resort category. C-1 and C-2
46 become C-2, and Marinas are split into their own category.

47

48 5. Draft of changes to the Zoning Ordinance.
49 Postponed until next week.

50

51 6. Date and time of next work session.
52 Wednesday, July 8th at 8:00 a.m.

53

54 7. Adjourn.
55 The meeting adjourns at 9:15 a.m.

56

57 Passed and Approved this _____ day of _____, 20____.

58

59 Signed:

60

61 Mayor Ken Beck

62

63 Attest:

64

65 City Secretary Julia Vicars

66

67



MINUTES OF THE
CITY COUNCIL
OF THE VILLAGE OF VOLENTE, TEXAS
THURSDAY, JULY 2, 2015 at 6:00 P.M.
16100 Wharf Cove, Volente, Texas 78641

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32

Present

Council Member Bill Connors
Council Member David Springer
Council Member Kristi Belote
Council Member Babs Yarborough

Absent

Mayor Ken Beck
Mayor Pro Tem Mark Scott

Also in Attendance

Tom Buckle, City Attorney

1. Open Special Called Meeting.

City Secretary Julia Vicars called the meeting to order at 6:16 p.m.

Council Member David Springer makes a motion to appoint Council Member Connors as presiding officer for this meeting. Council Member Babs Yarbrough Seconds. The motion carries unanimously.

2. Call Roll.

City Secretary Julia Vicars calls roll, a quorum is established.

Taken out of Order:

Linda Carter, landlord for the office space of the Village of Volente, would like to speak about the possible relocation of City Hall after executive session. Linda asks for consideration that when Council decides what to do, they give Linda plenty of notice and the possibility to re-negotiate.

Council Member Yarborough states that we will be respectful and give her an answer in a timely manner.

3. Resignation of Mayor Pro Tem Mark Scott from the City Council and the Budget, Finance and Administration Committee.

33 Council Member David Springer makes a motion to accept resignation of Mayor Pro Tem
34 Scott from the Council and Budget Finance and Admin committee. Council Member Babs
35 Yarbrough seconds. The motion carries unanimously.

36 Council Member Babs Yarbrough wishes to recognize Mark Scott for his years of service and
37 volunteerism.

38 Council Member Babs Yarbrough makes a motion to activate a Call for Candidates for
39 appointment. Council Member Kristi Belote seconds. The motion carries unanimously.

40
41 4. Selection of a Mayor Pro Tem.
42 Council Member David Springer makes a motion to appoint Council Member Bill Connors as
43 Mayor Pro Tem. Council Member Babs Yarbrough seconds. The motion carries unanimously.

44
45 5. Close Special Called Meeting and Enter Executive Session. *At this time, Council will announce it will*
46 *enter into executive session as authorized by Texas Government Code, Section 551.072 "Deliberations about Real*
47 *Property" regarding the location of City Hall and the potential sale of Mollberg Park.*
48 Council, City Attorney, and City Secretary Julia Vicars enter executive session at 6:29 p.m.

49
50 6. Close Executive Session and Re-Open Special Called Meeting.
51 Council closes executive session and Re-Opens the Special Called Meeting at 7:13 p.m.

52
53 7. Discussion and Possible Action resulting from Executive Session, if any.
54 *No action or discussion took place.*

55
56 8. Adjourn.
57 Meeting adjourns at 7:14 p.m.

58
59 Passed and Approved this _____ day of _____, 20____.

60
61 Signed:
62 _____
63 Mayor Ken Beck

64
65 Attest:
66 _____
67 City Secretary Julia Vicars

68



MINUTES OF THE
CITY COUNCIL
OF THE VILLAGE OF VOLENTE, TEXAS
WEDNESDAY, JULY 8, 2015 at 8:00 A.M.
16100 Wharf Cove, Volente, Texas 78641

Present

Absent

Mayor Ken Beck
Mayor Pro Tem Bill Connors
Council Member Kristi Belote
Council Member Babs Yarbrough
Council Member David Springer

1. Open Work Session.

Mayor Ken Beck called the Work Session to order at 8:06 a.m.

2. Call Roll.

City Secretary Julia Vicars calls roll. A quorum is established.

3. Review of the Zoning Ordinance Discussion Guide.

a. Edits

b. Plan for Distributing the Discussion Guide to the Public

Council agrees to review the Discussion Guide via email and send suggested edits in.

4. Review of the proposed Commercial Zoning.

This item was taken out of order.

Mayor Pro Tem Bill Connors states that there are other items in the existing ordinance not addressed by Bab's Commercial proposed change, for instance "Signs". Council Member Connors inquires if this is intentional, and that regulations like signs will come from the separate ordinance that will give those requirements.

Council Member Babs Yarbrough states that we already have a separate sign ordinance, so the Villaged does not need to replicate these requirements into the Zoning ordinance. Council Member Babs Yarbrough then presents her proposed Commercial Zoning with the categories being C-1, C-3 General, Marina, Government and PDD. C-1 "Professional Business" would be low density retail district.

Council discusses proposed commercial categories. Commercial office, marina, and entertainment and a chart for each based on lot size. Council discusses the handles, or names for each category. Setbacks and

37 impervious cover will be set based on size – splitting out lots under 1 acre and lots over 1 acre. Mayor
38 Ken Beck and Council Member Babs Yarbrough will work on a chart for commercial and bring it back to
39 Council, noting requirements for commercial setbacks on state roads.
40 Connors brings up a clause in the old ordinance that should be transferred over, allowing for a variance
41 to flow through the Planning and Zoning Commission and Council.
42 Council discusses Hotel/Motel use, what category it would be permitted in, and if it would be allowed.
43

44 5. Discussion and Draft of Revisions to the Zoning Ordinance.

45 Mayor Pro Tem Bill Connors presents a couple of changes to the Zoning Ordinance and asks for
46 clarification and consensus from Council on nonconforming uses. No changes to the sections
47 establishing Board of Adjustments, Planning and Zoning, or the PDD areas. No changes to Short
48 Term Rentals conditional use.
49

50 6. Date and time of next work session.

51 Next work session scheduled for July 15, 2015 at 8:00 a.m.
52

53 7. Adjourn.

54 The meeting adjourns at 9:07 a.m.
55

56 Passed and Approved this _____ day of _____, 20____.

57
58 Signed:

59 _____
60 Mayor Ken Beck

61
62 Attest:

63 _____
64 Julia Vicars, City Secretary
65
66



MINUTES OF THE
CITY COUNCIL

OF THE VILLAGE OF VOLENTE, TEXAS
TUESDAY, JULY 14, 2015 at 7:30 P.M.
16100 Wharf Cove, Volente, Texas 78641

Present

Mayor Pro Tem Bill Connors
Council Member David Springer
Council Member Babs Yarbrough
Council Member Kristi Belote

Absent

Mayor Ken Beck

Also in Attendance

Tom Buckle, City Attorney

1. Open Special Called Meeting.
Mayor Pro Tem Bill Connors calls the meeting to order at 8:17 p.m.
2. Call Roll.
City Secretary Julia Vicars calls roll, a quorum is established.
3. Citizen Comments. *At this time, any person with business before the Council not scheduled on the agenda may speak. There is a four (4) minute time limit on any communication.*
None.
4. Public Hearing on the Conditional Use Permit Application for Sandy Creek Marina, currently zoned C2 – “Medium Commercial”, applying for the conditional use of Marina.
 - a. Staff Presentation
City Secretary Julia Vicars gives a brief presentation and points out the suggested edits to the permit, Exhibit A, and the new inclusion of Exhibit B – the surveys of the property with the boat slips and breakwater called out.
5. Recommendations from the Planning and Zoning Commission on the Conditional Use Permit Application for Sandy Creek Marina, currently zoned C2 – “Medium Commercial”, applying for the conditional use of Marina.
City Secretary Julia Vicars presents to Council the motion made by the Planning and Zoning Commission, to accept the Conditional Use of Marina for Sandy Creek Marina with the amended language in paragraph 8 of Exhibit A and with the addition of Exhibit B.
6. Discussion and Possible Action on the Conditional Use Permit Application for Sandy Creek Marina, currently zoned C2 – “Medium Commercial”, applying for the conditional use of Marina.

40 Changes to the document include a revision to paragraph eight of exhibit A, the inclusion of an
41 exhibit B, and the additional language about transference, all inserted below for record.

42
43 8. Design of boat storage facilities. Any modification to the marina must be approved in
44 writing by the Village. Owner agrees that the marina shall have no more than eight (8) courtesy
45 slips in the location as set forth on exhibit "B", attached hereto. Owner shall not have slips in
46 location at the marina other than as set forth on exhibit "B", attached hereto. (Changes made
47 include the removal of the first sentence, the change of exhibit "a" to be exhibit "B".

48 9. Transferability This permit is transferable to a new owner of the marina after the new
49 owner demonstrates to the satisfaction of the Village Council that it can, and will, comply with
50 all of the conditions in the conditional use permit. The Village Council must approve the transfer
51 of the conditional use permit to the new owner. (Paragraph 9 added into the document at the
52 advice of City Attorney, Tom Buckle)

53 *For purposes of the permit, exhibit "B" will be the survey, used for the sale of the property, with*
54 *boat slips breakwater, and other points of interest called out.*

55
56 Council Member David Springer makes a motion to approve the permit for Sandy Creek Yacht Club,
57 with the changes as read into the record. Seconded by Council Member Kristi Belote. Carries
58 unanimously.

59 7. Adjourn.

60 Meeting adjourns at 8:25 p.m.

61
62 Passed and Approved this _____ day of _____, 20____.

63
64 Signed:

65 _____
66 Mayor Ken Beck

67
68 Attest:

69 _____
70 City Secretary Julia Vicars
71

June-July 2015 Construction Report

Site Address	Owner	Project Type	Status	Start Date	Variance	Notes
15757 Booth Circle	Ratcliffe	SF Home: Tear Down & Rebuild	App Phase	Jan '14	✓	Planning and Zoning Variances
16500 Jackson	Kerr	Addition to Home	Construction	Mar '14	✓	Inspections taking place, possibly adding another 54 sq. ft.
8102 Lime Creek	Arifi	SF Home	Construction	Sept '14	✓	Temp C/O issued, awaiting final
15718 Booth	Spurlin	SF Home	App Phase	Mar '15	✓	Permit issued, Inspections taking place
16501 Sherman	Gleinser	Pool	Construction	May '15		Issued Permit, inspections ongoing
8216 Lime Creek	Johnson	SF Home	App Phase	May '15		Pre-development meeting, waiting on formal submission
15916 Booth	Smith	SF Home	Construction	June '14		Temp C/O issued, Inspections taking place
8408 Lime Creek	Chaudhari	SF Home	App Phase	April '14		Waiting on inspection for pre-construction

Old Fee Schedule

New Fee Schedule

Monthly Crime Report – June/July



Due to a pipe bursting and flooding at TCSO offices, only the Spot Crime report is available for the month of June as of 7/16/15.

Spot Crime's Reported Incidents

Date	Time	Location	Incident
6/12/15	2:54 PM	9500 Block of Lime Creek	Minor in Possession
6/13/15	3:38 PM	9500 Block of Lime Creek	Minor in Possession
6/29/15	5:31 PM	16100 Block of Wharf Cove	Assist EMS
7/7/15	4:24 PM	9500 Block of Lime Creek	Criminal Mischief, less than \$1500
7/13/15	4:07 PM	16100 Block of Wharf Cove	Assault
7/14/15	1:44 PM	15400 Block of 2769	Suspicious Vehicle
<p>NOTE: THE ABOVE LISTED INCIDENTS HAVE NOT BEEN VERIFIED BY TRAVIS COUNTY AND ARE NOT OFFICIAL REPORTS OF ANY INCIDENT.</p>			

RECEIVED
7/15/15 4:31 PM

Candidate Application for Council



**VILLAGE OF
VOLENTE**

General Information	
Name	Steven Baker
Street Address:	8204 West Dr.
City, State, Zip	Volente, TX 78641
Home Phone	512-328-6154
Work or Cell Phone	512-751-5744 cell
Email Address	steve baker@BTA.co

Length of Continuous Residency in Volente	
_____ 2 _____ years	_____ 2 _____ months

For Office Use

Date Application was Submitted:
7/15/15

Who rec'd Application:
Julia Vicars

Initial Application is Complete:
[Signature]

Which Committees have you served on, or Elected Positions have you held in Volente and for how long?		
Environmental Committee	_____ yrs	_____ mos.
Budget, Finance and Administration Committee	_____ yrs	_____ 1 _____ mos
Public Safety Committee	_____ yrs	_____ mos
Governmental Relations Committee	_____ yrs	_____ mos
Public Relations and Communications Committee	_____ yrs	_____ mos
Public Works Committee	_____ yrs	_____ mos
Planning and Zoning Commission	_____ yrs	_____ mos
Board of Adjustments	_____ yrs	_____ mos
City Council	_____ yrs	_____ mos

Special Skills or Qualifications
Summarize any special skills or qualifications you may have acquired from employment, previous volunteer work, or through other activities. CPA and business consultant for world wide accounting firm (7 yrs). CFO for real estate investment/development firm and multi-site mfg company (6 yrs). CEO and founder of business consulting and software company (28 yrs) that was twice awarded Top 25 Fastest Growing Companies by Austin Bus Journal. Activities Director for Fellowship of Christian Sportsman. VP Board of Dir - American Production and Inventory Control Society, Austin Chapter. Lived in Austin area since 1982. Owner of Lake Travis waterfront property since 1999.

Previous Volunteer Experience (excluding Village of Volente)
Summarize your previous volunteer experiences Austin Chamber of Commerce Ambassador Austin Children's Shelter volunteer Austin Disaster Relief volunteer Life Austin Church special committees volunteer

Candidate Application for Council, *cont.*



VILLAGE OF
VOLENTE

Potential Conflicts of Interest

It is imperative that the Village Council know of any conflicts of interest that may arise during your term. Please list your involvement in any commercial, financial, or residential (other than your own residence) entities or persons in Volente or those that you are engaged in business with.

Name None

Street Address

City, State, Zip

Describe Involvement:

Name

Street Address

City, State, Zip

Describe Involvement:

Name

Street Address

City, State, Zip

Describe Involvement:

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am appointed as a Council Member, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed) Steven Baker

Signature

Date 7/14/15

Felony Declaration

I affirm that I have not been convicted of a felony under the laws of the United States of America, the laws of the State of Texas, or Travis County.

Name (printed) Steven Baker

Signature

Date 7/14/15

It is the policy of this municipality to provide equal opportunities without regard to race, religion, national origin, gender, sexual preference, sexual orientation, age, or disability.

Written Supplement to Council Application – Steve Baker

Why do I want to be a council member and how am I qualified?

- I lived in Austin for 30 years and always wished I could have an impact on the quality of life for the community, but Austin is so large and it was difficult to make a difference. Also, my wife Liz worked in the Travis County Courts for 25 years, where it also was hard to make a difference. Volente seems like a community where I could make a difference.
- I have come to love Volente after moving here over two years ago and Liz and I plan to spend the rest of our lives here. All the people I have met are kind and friendly and we greatly appreciate the feeling of the small community.
- I want to help Volente face the challenge of keeping the small community environment and quality of life while dealing with all the growth around us and benefiting from that growth.
- I feel that I could make a difference here, like my Grandfather did when he was the mayor of a town just a little bigger than Volente.
- I have a lot to offer, including extensive financial management experience:
 - CPA with experience in managing an Austin real estate development company, and a manufacturing company.
 - Founded a business consulting and software company that I grew to be one of the top 25 fastest growing companies in Austin.
 - I only work part time now as a consultant and have a very flexible schedule
 - I am a very good problem solver, very practical, very responsible, and have ample resources to help me with performing council duties.
- I also have experience in working as a part of a volunteer team on various boards. I am a team player and a good listener:
 - The Alternative Board, Austin Chapter (group advisory board to small business owners)
 - Fellowship of Christian Sportsmen, Austin Activities Board (planning ~ 100 annual activities for Austin area outdoor sportsmen)
 - American Production and Inventory Control Society, Austin Chapter Board (managers local chapter of manufacturing professionals)
 - Austin Chamber of Commerce Ambassadors Board (Chamber outreach to local business community)
 - Austin Forum (Chairman. board of business leaders sharing ideas on conducting business in Austin)

Candidate Application for Council

RECEIVED
7/14/15 3:12 PM



VILLAGE OF
VOLENTE

General Information	
Name	David Robinson
Street Address:	8132 Joy Rd
City, State, Zip	Volente Tx
Home Phone	
Work or Cell Phone	512 963 7621
Phone	
Email Address	david@davidrinc.com

Length of Continuous Residency in Volente	
_____ 11 _____	_____ months

Which Committees have you served on, or Elected Positions have you held in Volente and for how long?		
Environmental Committee	_____ yrs	_____ mos.
Budget, Finance and Administration Committee	_____ yrs	7 mos
Public Safety Committee	_____ yrs	_____ mos
Governmental Relations Committee	_____ yrs	_____ mos
Public Relations and Communications Committee	_____ yrs	_____ mos
Public Works Committee	_____ yrs	_____ mos
Planning and Zoning Commission	_____ yrs	_____ mos
Board of Adjustments	_____ yrs	_____ mos
City Council	_____ yrs	_____ mos

For Office Use

Date Application was Submitted:
7/14/15

Who rec'd Application:
Julia Vicars

Initial Application is Complete:

Summarize any special skills or qualifications you may have acquired from employment, previous volunteer work, or through other activities.

I believe my 11 years as a resident coupled with my professional experience as a manager will allow me to provide the city with a thoughtful perspective. Most of my time as a software developer is used to take problems apart and break them down in to consumable pieces. I would apply this same tact to problems presented to the city council.

I volunteer as team member for the Autism Speaks annual run walk event. The annual event is designed to raise awareness for autism and donations for further research. My son Balin is autistic so the cause is close to home for me.

In addition I have volunteered my time to be on the village finance committee.

Candidate Application for Council, *cont.*



VILLAGE OF
VOLENTE

Potential Conflicts of Interest

It is imperative that the Village Council know of any conflicts of interest that may arise during your term. Please list your involvement in any commercial, financial, or residential (other than your own residence) entities or persons in Volente or those that you are engaged in business with.

Name

Street Address

City, State, Zip

Describe Involvement:

Name

Street Address

City, State, Zip

Describe Involvement:

Name

Street Address

City, State, Zip

Describe Involvement:

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am appointed as a Council Member, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)

Signature

Date

David Robinson
David Robinson
7/14/15

Felony Declaration

I affirm that I have not been convicted of a felony under the laws of the United States of America, the laws of the State of Texas, or Travis County.

Name (printed)

Signature

Date

David Robinson
David Robinson
7/14/15

It is the policy of this municipality to provide equal opportunities without regard to race, religion, national origin, gender, sexual preference, sexual orientation, age, or disability.

Recommended Budget Line Item Transfers

*From the Budget, Finance, and Administration Committee
April 28, 2015*

A motion was made by Gina Woodward to recommend to Council that they make Budget Line Item Transfers as described below. Seconded by David Robinson. Carried unanimously.

Line Item Transfers:

The two below mentioned amounts are to be transferred:

Chart of Accounts Number	Description	Amount Budgeted
65120	Code Compliance	\$10,200.00
53110	Depreciation	\$5,100.00
	TOTAL	\$15,300.00

The total amount of \$15,300.00 is to be divided and applied to:

Chart of Accounts Number	Description	Amount Budgeted
64011	Audit	\$6,000.00
64470 or 64000	City Prof. Services or Prof. Services	\$9,300.00
	TOTAL	\$15,300.00

Agenda Item C6

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19

DRAFT EMERGENCY RESPONSE PLAN VILLAGE OF VOLENTE, TEXAS 2015



20
21
22
23
24

DRAFT EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

Table of Contents

25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67

I. Overview.....	3
A. Purpose	3
B. Scope	3
C. Regulatory Requirements	3
D. Village of Volente Profile.....	3
II. Village of Volente Hazards	5
A. Wildfire.....	5
B. Severe Storms.....	6
C. Flood.....	6
D. Other Hazards	7
III. Emergency Response Organization.....	8
A. The Emergency Operations Center	8
B. Emergency Responders	8
IV. Notification and Mobilization.....	11
A. Notification to Management Advisory Team	11
B. Notification of outside responders	11
C. Notification of Volente Residents.....	11
V. Protective Actions	12
A. Protective Action Decision	12
VI. Emergency Response Operations.....	122
A. Evacuation.....	122
B. Shelter in Place	133
VII. Emergency Management	133
A. Volente Director of The Emergency Management Advisory Team (VDEMAT)	15
B. Communications Officers (VCOMO).....	19
C. Administrative Support Staff	22
D. Volente Scene Control Officer (VSCO).....	223
E. Volente Incident Assessment (VIA) Team Members	255
VIII. Appendix.....	277
A. Evacuation Map.....	277

DRAFT EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

68

69 **I. Overview**

70 **A. Purpose**

71 The purpose of this document is to establish an emergency
72 response plan for the Village of Volente, Texas (hereinafter
73 called Volente) for three specific hazards, wildfire, severe
74 storms including tornadoes, and flood. Each of these hazards
75 involves a “community” response including evacuation or
76 sheltering in place.

77 **B. Scope**

78 The scope of the emergency response plan for the Village of
79 Volente is to establish a prepared response to the hazards of
80 wildfire, flood, and severe windstorm, ice storms in Volente.
81 The plan does NOT include response to localized emergencies
82 normally handled by fire, police, or other available emergency
83 response personnel and not requiring action by a broad section
84 of residents.

85 **C. Regulatory Requirements**

86 There are no regulatory requirements in existence for the
87 format or content of this document, however, the document will
88 be reviewed by the Travis County Emergency Management
89 Agency and the Volente Fire Department prior to approval by
90 the Village Council. Any comments from those agencies will be
91 incorporated, or provided to the Village Council for
92 consideration prior to approval.

93 **D. Village of Volente Profile**

94 Volente is located in Travis County approximately 12 miles west
95 of Austin on the north eastern shore of Lake Travis. The
96 community of Volente was initially developed in the 1930 & 40s
97 with further development in the 60's and 70's with over 15 miles
98 of paved road. The Village of Volente covers approximately
99 1,280 acres of which about 115 acres are occupied by privately
100 owned businesses. The majority of the privately owned
101 acreage consists of four marinas, beach club, boat repair, and

DRAFT EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

102 two office complexes. The Village of Volente was incorporated
103 in 2003. The Village of Volente encompasses 2 square miles
104 with two major roadways, Lime Creek Rd and FM 2769. These
105 two roadways leave only two points of ingress and egress to
106 the Village of Volente. Lake Travis lies to the north and east of
107 the Village. The northern side of Volente adjoins Barton Creek
108 Preserve property where there is no access by road. Lime
109 Creek Road forms the northern ingress and egress of Volente
110 and eventually intersects with Anderson Mill Rd. outside the
111 corporate boundaries of Volente. FM 2769 forms the southern
112 ingress and egress of Volente and eventually intersects with
113 both Anderson Mill Rd and Bullock Hollow Rd outside of the
114 corporate boundaries of Volente. Volente is primarily accessed
115 FM 2769. Anderson Mill Road provides access to both FM 620
116 and FM 1431. Bullock Hollow provides access to FM 620 and
117 FM 2222. Ingress or egress to Volente can be made only from
118 FM 2769 or Lime Creek Rd or by water from Lake Travis.

119 1. The Village of Volente is primarily a residential community
120 consisting of 336 single family homes, 3 multiple family units
121 and twelve commercial lots occupied by marinas, two
122 restaurants, a water amusement park, office building, boat
123 repair facility, construction yard, boat dry dock storage, RV
124 rental park and a large parking lot and storage area. Most
125 of the commercial enterprises are located in the center
126 section of the Village as well as City Hall at the intersection
127 of Lime Creek Rd. and FM 2769. There is a north and south
128 entrance into this section of the Village each well marked.

129 2. The northern section of the Village, can be accessed from
130 Lime Creek Rd. There are 227 single family lots, and two
131 marinas, one office building, and a large parking lot in this
132 section of the Village. The portion which borders Lake
133 Travis entertains both marinas and single family units used
134 frequently by summer renters, both short and long term.

135 3. The southern section of the Village, can be accessed from
136 FM 2769. There are 398 single family lots, and two marinas,
137 two governmental office buildings, two restaurants,
138 construction lot, marina repair business, water amusement

DRAFT EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

139 park, dry dock boat storage and the Volente Fire Station in
140 this section of the Village. The portion which borders Lake
141 Travis entertains both marinas and single family units used
142 frequently by summer renters, both short and long term.

143 4. Growth in Volente is limited primarily to single family
144 homes. Volente has approximately 625 single family lots.
145 Approximately 336 of these are currently occupied.
146 Additional homes in Volente are built at a rate of 6 units per
147 year in good economic times to a low of one unit per year
148 when the economy is down. There are currently no specific
149 plans for additional commercial development in the Village.
150 There are no plans to expand the geographic area of the
151 Village.

152 5. Emergency Response is managed in Volente by a Volente
153 Public Safety Committee and Mayor, Travis County Sheriff's
154 Department, and the Texas Department of Public Safety
155 (State Police). Fire and medical emergencies are handled
156 by the Volente Fire Department, a paid fire department,
157 located immediately at the Fire Station located at 15406 FM
158 2769, Volente Texas. The Travis County Emergency
159 Management Agency provides coordination for community
160 wide emergencies.

161

162 **II. Village of Volente Hazards**

163 **A. Wildfire**

164 The primary hazard in Volente is wildfire. Central Texas,
165 including Volente, experiences drought conditions, sometimes
166 severe, on a cyclical basis and is subject to medium to strong
167 winds. The country side consists of scrub brush, live oak,
168 mesquite, and primarily cedar. Cedar burns and spreads easily
169 and is the primary growth in the hills which surround Volente on
170 three sides. It is also prevalent within Volente particularly on
171 undeveloped lots and areas that are not buildable. Housing
172 construction in Volente is almost exclusively frame. Most roofs
173 are composition shingled. Roads are of the narrow residential
174 type and do not in themselves constitute firebreaks in any

DRAFT EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

175 significant wind conditions. Residential lots vary from less than
176 an acre, to 5 acres or more, treed, and landscaped with various
177 types of vegetation. Drought conditions can result in water
178 restrictions which leave the vegetation in yards in a very dry
179 condition. These conditions create an environment where a
180 wind blown fire could envelope much or all of the community.
181 Immediately to the north of Volente behind the residential
182 homes lies the 9.7 square miles (28,000 acres) of the Balcones
183 Canyonlands Preserve. The Preserve is left in its natural
184 condition as a conservation area for endangered flora and
185 fauna. Wild fire is an expected occurrence. The Preserve is
186 patrolled, but fires, even when prohibited, do occur. Winds
187 from the north or northeast would immediately threaten Volente
188 were a wildfire to develop in the Preserve. A wildfire developing
189 to the east of Volente between RR 620 and Anderson Mill Rd.
190 would cause the greatest threat to Volente since it would
191 potentially shut off the primary means of egress from the area.

192 **B. Severe Storms**

193 The second most probable hazard in Volente is severe storms
194 including hail, ice storm, shear wind, or tornado. These
195 conditions are not uncommon to Central Texas and present a
196 threat to all Texas communities in this area. Volente has not
197 been impacted directly by a tornado since it's incorporation but
198 has suffered localized damage from hail and shear winds. Ice
199 storms have present more of an ingress and egress problem for
200 ice on the low water crossing, and hazardous road conditions
201 for driving. While central Texas, including Volente, does not set
202 in the "tornado alley" more common to areas in north central
203 Texas the threat is real and continuing if at a somewhat lower
204 probability for tornados. A direct strike by a high shear wind or
205 a tornado touchdown would have high consequence including
206 potential loss of life and widespread property damage.

207 **C. Flood**

208 The final area of threat for Volente is flood. While the Volente
209 area is subject to cyclical drought, it is also subject to isolated
210 flash flooding. Texas is noted for severe rainstorms that deliver
211 multiple inches of rain in a short period of time. These severe
212 rains "run off" the hills toward Lake Travis. This causes

DRAFT EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

213 flooding at low water crossings at the bottom of the basin.
214 These crossing are located just outside the entrance to Volente
215 on FM 2769, the low water bridge on Bullock Hollow, and the
216 low water crossing on FM 2769 in front of Twin Creeks Hall.
217 The flooding at these low water crossings can cut off access to
218 properties in the west, north, and south central section of
219 Volente to the intersection of Lime Creek Rd. Isolated flash
220 flooding on certain spots along Lime Creek Rd. and FM 2769
221 also occur and tend to be of short duration. These can cause
222 minor delays in ingress and egress. Concurrent with flooding
223 issues caused by run-off to the lake, Lake Travis itself rises
224 rapidly during these sustained severe storms. Historically Lake
225 Travis has caused minor flooding to some homes on lakeside
226 frontage of Volente, when major rain events occur. Flooding
227 that covers the Marinas' parking lots is not uncommon but
228 results in little or no property damage in most cases. The
229 probability of these events is high, but the consequence low
230 given adequate communication. The threat of flood must also
231 include the possible failure of one of the Highland Lakes LCRA
232 Dams that supply Lake Travis. A failure of any of the upper
233 Highland Lakes dams when these lakes are full could result in a
234 release that might endanger lives and homes adjacent to or
235 below these dams. Failure of one or more dams would result in
236 an event of high consequence due to danger of loss of life and
237 property damage.

238 **D. Other Hazards**

239 While the threat of explosion of propane gas tanks, overturn
240 and release of gas by propane delivery vehicles, or traffic
241 accidents on Lime Creek Road or FM 2769 by vehicles carrying
242 hazardous materials exists, the probability of occurrence is low,
243 the impact localized, and the response handled by the fire
244 department, or law enforcement from the county or state
245 without wide community impact. Events such as these will NOT
246 be included in the emergency response plan unless they
247 escalate to one of the three named hazards.
248

249 **III. Emergency Response Organization**

250 **A. The Emergency Operations Center**

251 The Emergency Operations Center for Volente will be located in
252 the conference room of the Volente Fire Department Station, at
253 15406 FM 2769.

254 **B. Emergency Responders and Volunteers**

255 **1. Law Enforcement**

256 Adequate law enforcement resources are available.
257 These multiple resources have experience with
258 coordinating and establishing Command and Control
259 through the State and County Emergency Operations
260 Centers. Response time for law enforcement responders
261 for traffic control in the event of wildfire threatening
262 Volente are problematic and present a threat to orderly
263 evacuation. There is little doubt that evacuation of
264 Volente would begin prior to law enforcement resources
265 arriving to help at critical intersections. These roadways
266 include the northern and southern ingress and egress of
267 Volente, Lime Creek Rd., and most of FM 2769. The
268 Travis County Sheriff Officer that is on duty for Western
269 Travis County, and the probability of other resources
270 being immediately available is low. This issue presents
271 the highest element of risk in this emergency response
272 plan. Volente law enforcement and evacuation resources
273 include:

- 274 a) Mayor or his designee
- 275 b) Volente Volunteer Public Safety Block Captains
- 276 c) Travis County Sheriff Department
- 277 d) Texas Department of Public Safety
- 278

DRAFT EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

279
280
281
282
283
284
285
286
287
288

289
290

291
292

293
294
295
296
297
298
299
300
301
302
303

304

305
306
307
308
309

2. Fire including Emergency Medical

Volente Fire Station located inside the incorporated limits of Volente will normally be the first responder for fire and emergency medical needs. This fire station has in-place agreements with county and local municipal resources for assistance as required. These resources are coordinated through the Travis County Emergency Management Agency. Adequate resources exist for fire and medical response and response time would be immediate.

3. Volente Emergency Response Management Advisory Team (VMAT)

a) Volente Director of Emergency Response Management Advisory Team (VDMAT)

The elected Mayor of Volente will be the designated Director of Emergency Response unless the mayor formally names an alternate. The VDMAT will be responsible for initiating response actions of the VMAT in consultation with the Chief or the Chief's designee of the Volente Fire Department, and for directing the activities of the Volente Management Advisory Team. The DMAT will report to the EOC. The VDMAT will gather data from the Volente Scene Control Officer (VSCO), Volente communication (VCOM) officer(s), Law

Enforcement, Fire, and County Emergency Management and ensure every means possible is taken to ensure Volente and visitors are informed as events unfold. The VDMAT will direct the VSCO and his/her resources in the event of an evacuation.

DRAFT EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

310
311
312
313
314
315
316
317
318
319
320
321
322
323
324
325
326
327
328
329
330
331
332
333
334
335
336
337
338
339
340
341
342
343
344
345

b) Volente Scene Control Officer (VSCO)

The Volente Scene Control Officer (VSCO) is responsible for directing actions taken by Volente volunteers in the field, if any, and for observing and reporting on conditions in the field. The VSCO will report directly to the VDMAT in the EOC by cell phone or radio. The VSCO may assume the duties of VIAs, and both assess and communicate conditions to the VDMAT.

c) Volente Communications Officer (VCOMO)

The VDMAT will direct the communication officers to specific liaison functions: Fire, Police, Volente residents, Volente city officials or employees, Volente emergency response personnel, and media. A single communication officer may have multiple assignments. The Volente Management Advisory Team will include two (2) persons designated as communication officers. One communications officer will have the responsibility for preparing any written statements to be released as "official" statements from Volente. Only the VDMAT may approve final release. Note, based on community interest this group may be expanded to up to four (4) individuals.

d) Volente Incident Assessment Volunteers (VIA)

VIA volunteers designated by the Public Safety Committee will be the eyes and ears of the VSCO in the field. They will be stationed at critical points of egress and ingress from Volente in the case of evacuation or flood, and at points of professional response activity in the event of damage by storm. They will report their observations to the VSCO, by cell phone or radio. Within Volente, but not at intersections with public roads, they may direct traffic in the event of flood or evacuation, if and as directed by the VSCO. Their primary duty will be

DRAFT EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

346 notification of residents, head counts for evacuation
347 and incident assessment.
348

349 **IV. Notification and Mobilization**

350 **A. Notification to Management Advisory Team**

351 The Mayor will rely on reports from the Fire Chief, or his
352 designee, the Travis County Sheriff Office, Travis County
353 Emergency Management, residents, and local media to
354 determine when to activate the Emergency Response Plan.
355 Notification to members of the Volente Management Advisory
356 Team will take place by phone or text or radio. The Mayor, or
357 his designee, who will be Volente Director of the Management
358 Advisory Team will notify all Volente Emergency Management
359 Team Members to report to their designated locations, The
360 Mayor on arriving at the EOC will notify the fire chief and the
361 Travis County EOC that the Volente Emergency Management
362 Plan has been activated and that the Volente Management
363 Advisory Team will be at the EOC. The Mayor will pre-
364 designate an alternate person, and delegate the responsibility
365 for notification in the event that the Mayor is not available.
366 Normally, activation for wildfire will occur as soon as the
367 potential threat is recognized. Activation for severe storm or
368 tornado will normally occur only if damage within Volente is
369 imminent, or has occurred. Activation for flood will normally
370 occur as flooding is identified within Volente at low water
371 crossings. However, notification and activation is the
372 prerogative of the mayor and may be done at any point he/she
373 deems it appropriate.

374 **B. Notification of outside responders**

375 Notification of outside responders will be managed by their
376 normal protocols and will not be a responsibility of the VMAT.

377 **C. Notification of Volente Residents**

378 Residents will be notified through TV, Radio, reverse 911, VIA
379 volunteers and a Volente electronic bulletin. Volente has no
380 siren, autodial or other means of broad scale notification to its
381 residents.

382

383 **V. Protective Actions**

384 **A. Protective Action Decision**

385 The two protective actions available to Volente residents are
386 shelter in place or evacuation. If the fire department, sheriffs
387 department, Department of Public Safety, or County or State
388 Emergency Management Agencies determine and announce a
389 protective action, that decision will automatically be accepted
390 and supported by the Volente Management Advisory Team. If
391 there is no direction from professional response organizations,
392 the Volente Director of the Emergency Management Advisory
393 Team will have the authority to recommend an independent
394 protective action decision subject to the approval of county fire
395 and law enforcement personnel. No protective action can be
396 ordered without concurrence of county fire and police since
397 their resources will be impacted.
398

399 **VI. Emergency Response Operations**

400 **A. Evacuation**

401 In the event of evacuation of Volente for any hazard,
402 evacuation will occur as detailed in the Appendix to this
403 document. The Evacuation Map will be provided to all Volente
404 residents, and is included on the Volente Website. Volente
405 residents are noted for their independence. The outlined
406 evacuation routes are the "recommended" routes for evacuation
407 and should become the primary routes of evacuation for the
408 large majority of our citizens. Orderly evacuation in the event
409 of wildfire is critical to safety of Volente citizens and the Village
410 Council and the Home Owners Associations will work to
411 educate the citizens of Volente to respect the plan as
412 developed. The Village of Volente does not have the resources
413 to enforce these routes using traffic control personnel or fixed
414 barriers such as saw horses. Some deviation should be
415 expected to occur. Traffic Control by the State or County law
416 enforcement at the two exits to Volente will be critical to
417 success.

DRAFT EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

418
419
420
421
422
423
424
425
426
427
428
429
430
431

When a flood is imminent based on heavy rains or possible dam failure, and/or when flood conditions are identified at the low water crossings, residents of each of the homes which could be involved will be notified of the possibility of flood, the current situation as indicated by water at the low water crossings, and if possible the locations of isolated flash flooding on the roadways, and/or weather reports by professional weather personnel. We will encourage Home Owners subject to lake flooding to sign up for notifications from LCRA. The Volente Emergency Management Advisory Team, may recommend evacuation, but will not order evacuation unless that action is initiated by professional fire, law enforcement, or Travis County Emergency Management Personnel.

432 **B. Shelter in Place**

433
434
435
436
437
438
439
440
441
442
443
444
445
446
447
448

Volente homes, like almost all in Texas are slab built. Few, if any, have formal storm shelters. Most, if not all citizens of Volente, have determined the most secure location within their homes as storm shelters. Many homes have a floor below grade level because of the topography of Volente. These may provide a slightly higher than normal level of protection depending on construction. Volente residents have experience with shelter-in-place for severe storms and will react appropriately given warning.

449 **VII. Emergency Management**

450
451
452
453
454
455

The Operation Plan outlined in the remaining section of this plan outline the actions to be taken in the event of a declared emergency. Since Volente has limited resources the focus of the response effort will be to provide a clear means of communication to and from emergency responders, and to

DRAFT EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

456 community members. Information becomes critical to decision
457 makers when an emergency initiates. The primary function of
458 the Volente Emergency Management Advisory Team is to
459 provide clear and current information to responders and the
460 community in an organized fashion.

461
462 Specific actions are outlined below for each identified position
463 on the Volente Emergency Management Advisory Team.
464

DRAFT EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

465

466 **A. Volente Director of The Emergency Management Advisory**
467 **Team (VDMAT)**

- 468 1. Determine if the Volente Emergency Management Advisory
469 Team (VDMAT) should be activated based on local
470 conditions.
- 471 2. Notify the Communications Officers, to convene at
472 Emergency Operations Center (EOC), the conference room
473 of the Volente Fire Department, immediately.
- 474 3. Activate the Volente Scene Control Officer and Volente
475 Incident Assessment Team Members and assign them to
476 locations as appropriate.
- 477 4. Report to the EOC.
- 478 5. Ensure you have cell phone.
479
- 480 6. Ensure you have key to supply cabinet and access code to
481 Fire Department.
- 482 7. Notify the Fire Chief that the Volente Emergency
483 Management Advisory Team is being activated.
- 484 8. Get contact names and numbers for fire, rescue, Travis
485 County EOC, and, if possible, for police.
- 486 9. Receive briefing from Fire Chief or his designee on current
487 conditions, activations, response actions.
- 488 10. Open the VMAT supply packet stored at the EOC.
- 489 11. Ensure all VMAT personnel log in.
- 490 12. Ensure all VMAT personnel have cell phones and create a
491 list of cell phone numbers for each responder in the EOC
492 and the field.
- 493 13. Notify the VSCO and Volente Incident Assessment Team
494 Members of activation and assigned initial locations.

DRAFT EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

495

496 14. Establish points of contact for the Communications Officers

497 a) Fire Contact

498 b) Police contact, State Police, County Sheriff

499 c) Travis County EOC

500 d) Media, with pre-approved outlets and email
501 addresses. These contacts would be used to
502 ensure media is helping with notification to Volente
503 residents.

504 15. Ensure one of the communication officers begin a log of
505 events beginning with activation.

506 16. Brief VMAT team members when they arrive.

507 17. Ensure Communications Officers establish communication with
508 points of contact.

509 18. Determine if VSCO and VIAs are at assigned points.

510 a) In the event of wildfire the VSCO should be
511 assigned to the Volente Firehouse and from there
512 under direction from the VDMAT and/or Fire Chief
513 or his designee to a location as needed in Volente.
514 One VIA should be assigned to the City Hall at the
515 intersection of Lime Creek and Wharf Cove in
516 Volente. The second VIA should be assigned to
517 the intersection of Lime Creek Rd and West Drive.
518 Any additional VIAs should be held in reserve at
519 the Firehouse entrance and assigned as needed
520 to trouble spots.

521

522 b) In the event of storm damage the VSCO should be
523 assigned to a location near the area of maximum
524 damage. VIAs should be assigned to areas of

DRAFT EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

- 525 lesser damage. The VSCO should make VIA
526 assignments based on the situation.
- 527 c) In the event of flood the VSCO should be assigned
528 to areas of greatest impact, and VIAs to areas of
529 secondary impact. The VSCO should assign VIAs
530 based on circumstances.
- 531 d) In any situation VIAs initial assignments can be
532 changed by the VSCO based on reports to the
533 VEMAT and feedback to the VSCO, or by
534 observations of the VSCO. If the traffic situation
535 allows, VIAs can be assigned to roaming
536 observations as long as the area to be covered is
537 defined by the VSCO.
- 538 e) The VDMAT should be informed of any change to
539 VIA locations.
- 540 19. Ensure you have cell numbers for VSCO, VIAs.
- 541 20. Receive reports from VSCO on a continuing basis.
- 542 21. Keep VSCO informed of key events from briefings by fire,
543 police or other professional responders.
- 544 22. Maintain log of calls made to and received from the VSCO.
545 Report of times made and received is critical. Critical
546 information received or provided should also be included in
547 abbreviated fashion.
- 548 23. Relocate VSCO as required by events.
- 549 24. Recommend relocation of VIAs as required by events.
- 550 25. Ensure VSCO is reminding VIAs of safety issues, and that they
551 are not placed in danger. Terminate VSCO and VIAs if danger is
552 imminent. Receive notification of event termination.
- 553 26. Brief VMAT team members periodically on input from VSCO.
- 554 27. If significant information is provided, ensure VCOMO officers
555 brief professional responder points of contact.

DRAFT EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

- 556 28. Ensure VMAT log is being kept up to date.
- 557 29. If VCOMO officers receive situation reports or significant
558 information from points of contact, receive report.
- 559 30. Ensure information is passed to all team members.
- 560 31. If contact is made by media, ensure that all statements are
561 approved by the Director. All contact by, and communication
562 with media must be recorded. It is advisable only to release
563 written statements developed by a Communication Officer.
- 564 32. Continue to receive and pass information from VSCO, VIAs,
565 and Communications Officers throughout incident.
- 566 33. Ensure a log is maintained throughout incident.
- 567 34. Determine when VMAT should be terminated.
- 568 35. Notify members that VMAT is being terminated.
- 569 36. Ensure VSCO and VIA members are notified of termination.
- 570 37. Ensure log is recorded and saved.
- 571 38. Ensure all notes or written materials are saved.
- 572 39. Ensure unused materials are returned to the supply folder,
573 that an inventory is done of supplies, and that a list of items
574 to be replaced is developed.
- 575 40. Terminate event.
- 576 41. When logical assemble all members of the VMAT including
577 VSCO and VIAs for after action review.
- 578 42. Note areas of concern.
- 579 43. Develop recommendations for improvement as required.
580
581
582
583
584

DRAFT EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

585

586 **B. Volente Communications Officers (VCOMO)**

- 587 1. Receive notification that the VMAT is being
588 activated.
- 589 2. Report to the EOC, conference room of Volente Fire
590 Department.
- 591 3. Ensure you have cell phone, radio and means of
592 transportation.
- 593 4. If possible, ensure that you have laptop, lpad, or
594 other electronic communications device.
- 595 5. Log in.
- 596 6. Receive briefing from the VDMAT.
- 597 7. Receive assignment(s) from VDMAT.
- 598 8. Establish contact with assigned points of contact.
- 599 9. Establish who you are and that you will be POC for
600 Volente community.
- 601 10. If available, provide situation update.
- 602 11. Establish means and frequency of contact. This will
603 normally be by phone, radio if possible, but in some
604 cases POC may be in the fire station and personal
605 contact possible. In some cases, contact may be
606 possible only by radio....in which case, advise
607 Director that access to radio needs to be worked out
608 if possible. Phone is the preferred means of
609 communication. This step may take a little detective
610 work, but is critical.
- 611 12. If assigned contact with the community, develop a
612 message using the Volente Notes indicating the
613 activation of the VMAT. **ALL MESSAGES MUST BE**

DRAFT EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

614
615

**APPROVED BY THE DIRECTOR PRIOR TO
RELEASE!**

616
617
618
619

a) Message should indicate means of contact with the VMAT. Email is preferred. Provide email address. Ensure computer to monitor messages is up and running prior to release.

620
621
622
623

b) If phone, this should be a dedicated phone used only for the purpose of receiving incoming calls. If possible, phone should be a back-up to email if it is used at all.

624
625
626
627
628

c) If two means of communication with community are used, ensure someone is assigned as PRIMARY duty to monitor each one. Normally VCOMO assigned to community will monitor email which should be primary.

629

13 Monitor incoming messages and respond.

630
631
632

d) Care must be taken to not over promise. If you are unsure of response contact Director prior to response.

633

b. If critical situation, advise Director immediately

DRAFT EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

634 c. Ensure all contacts are logged, or if email saved to
635 the hard drive.

636 14. If assigned media, prepare a release stating
637 activation of the Volente Emergency Management Team.
638 Include location of EOC and an email address. **NO**
639 **RELEASE TO THE MEDIA can be made without review**
640 **and approval by the Director.**

641 e) Receive approval by Director in writing for release.
642 (or ensure that approval is noted on event log).

643 f) Identify media for release (TV and major radio
644 stations). Release by email.

645 15. Release notice.

646 16. Monitor incoming email.

647 a. Respond as appropriate, but not prior to
648 review and approval by Director or
649 his/her designee.

650 b. Prepare and release formal "all media"
651 updates as directed.

652 c. If members of the media should appear
653 at the EOC, direct them to the Director
654 unless the Director delegates this
655 responsibility.

656 d. Ensure all contacts are logged, including
657 the media source, the person contacted
658 if appropriate, the time, and specifically
659 what information was provided.

660 e. Maintain copies of all formal releases on
661 hard drive.

662

DRAFT EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

663

664 **C. Administrative Support**

665

1. Receive notice of activation from the VDMAT.

666

2. Report to the VDMAT at the EOC at the Volente Fire Department.

667

668

669

3. Provide administrative support as needed to the VDMAT.

670

671

672

673

674

675

676

677

678

679

680

681

682

683

684

685

686

687

688

689

690

691

692

DRAFT EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

693 **D. Volente Scene Control Officer (VSCO)**

- 694 1. Receive notice of activation from VDMAT.
- 695 2. Report to assigned location.
- 696 3. Ensure you have cell phone and radio.
- 697 4. Ensure you have cell phone numbers of VIAs.
- 698 5. Ensure you have vest.
- 699 6. Notify VDMAT of arrival at assigned location.
- 700 7. Notify VDMAT of VIAs arrival at assigned locations.
- 701 8. Receive briefing from VIAs.
- 702 9. Brief VDMAT on observations of VSCO and VIAs.
- 703 10. Brief VDMAT on observations.
- 704 At a minimum, once every thirty minutes
- 705 Whenever conditions change significantly
- 706 11. Receive briefing from VDMAT on conditions.
- 707 12. Inform VIAs on changes in conditions.
- 708 13. As needed reassign VIAs locations to ensure safety
- 709 or provide better observations.
- 710 14. On a continuing basis, ensure VIAs are safe.
- 711 15. If danger threatens inform VDMAT that you are
- 712 dismissing or relocating VIAs.
- 713 16. Dismiss or relocate VIAs as needed to ensure
- 714 safety.
- 715 17. Receive notice of event termination, or termination
- 716 of observations.

DRAFT EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

726 **E. Volente Incident Assessment (VIA) Team Members**

- 727 1. Receive notice of VMAT activation and assigned
728 location from VSCO or VDMAT.
- 729 2. Report to assigned location.
- 730 3. Ensure you have cell phone and radio and that they
731 are operational.
- 732 4. Ensure you have the cell phone number of VSCO,
733 other VIAs
- 734 5. Ensure you have your vest
- 735 6. Notify VSCO you are on scene
- 736 7. Observe conditions and report to VSCO.
- 737 a) At minimum once every fifteen minutes.
- 738 b) Any time a significant change in conditions occurs.
- 739 c) At any point where you are reassigned and arrive
740 at a new location
- 741 d) At any time you feel your position puts you in any
742 type of danger
- 743 8. Receive reports on conditions from
744 VSCO....normally on same call as report in.
- 745 9. As appropriate, recommend changes in location to
746 provide better information to VSCO. NOTE: Do not
747 change position without approval of VSCO.
- 748 10. If ordered to abandon position and terminate
749 observations, report to VSCO when you are in a
750 safe position.
- 751 11. Receive notice of event terminated.

DRAFT EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

752
753
754

12. Attend after action review with VSCO and VMAT as scheduled.

DRAFT EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

755

756 **VIII. Appendix**

757 ***A. Evacuation Map***

758

759

RECEIVED
7/2/15

**VILLAGE OF VOLENTE
EMPLOYMENT APPLICATION**

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

PLEASE PRINT

Position(s) Applied for: Secretary/Receptionist Date of Application: 7/2/15

How did you hear about us? Nancy Carufel

Full Name: Kelly Sara R
Last First MI

Address: [Redacted] Cedar Park TX 78613
Number Street City State Zip

Telephone Numbers: [Redacted] [Redacted]
Home Cell or Alternative Number

Social Security Number: [Redacted] Drivers License #: [Redacted]

Best time to contact you at home is: ANY a.m. / p.m. Email: [Redacted]

(CIRCLE ONE)

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No N/A

Have you ever filed an application with us before?..... Yes No
If Yes, date _____

Have you ever been employed with us before? Yes No
If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No N/A

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? *Proof of Citizenship of immigration status will be required upon employment.* Yes No

Have you ever been convicted of a felony? Yes No

Date available for work: ANY What is your desired salary? \$ _____ per _____

Are you available to work: _____ Full-Time
✓ Part-Time (Please indicate Morning or Afternoon)
_____ Temporary (Please indicate dates available) _____

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

EDUCATION:

Elementary School Name and Address <u>Dillingham, Sherman, TX</u>		Years completed <u>All</u>	
High School Name and Address <u>Sherman High, Sherman, TX</u>		Years completed <u>4</u>	Diploma? <input checked="" type="checkbox"/>
Undergraduate College Name and Address <u>Grayson Co. Community College</u>	Course of Study <u>Gen. Ed.</u>	Years completed <u>2</u>	Diploma/D <input checked="" type="checkbox"/>
Graduate/Professional School Name and Address	Course of Study	Years completed	Diploma/D
Other (Specify) Name and Address of School	Course of Study	Years completed	Diploma/D

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

Type 63wpm, 10-key, Word & Excel Proficient, Experience with Quickbooks

Describe any job-related training received while in United States military service:

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.) Employer: Cedar Park Construction, LLC
 Address: 2008 Brushy Creek Road Cedar Park TX 78613
Number Street City State Zip
 Telephone Number(s): (512) 257-3500 Supervisor: Tom McSwath
 Job Title: Operations Manager Dates employed: from May 14 to June '15
 Work performed: Daily Operations, Phones Quickbooks, Schedule Inspections
 Hourly Rate/Salary: \$ 35,000 to \$ _____
 Reason for leaving: Wanted part time work

2.) Employer: W3 Event Security
Address: 611 S. Congress Ave. Austin TX 78704
Number Street City State Zip
Telephone Number(s): (512) 916-9461 Supervisor: Steve Richter
Job Title: Security Officer Dates employed: from 2012 to 2014
Work performed: Security for concerts and other events
Hourly Rate/Salary: \$ 10.00 to \$ 10.00
Reason for leaving: Tired of commute downtown

3.) Employer: Criswell's Body Shop
Address: 1040 Middle Road Denison, TX 75020
Number Street City State Zip
Telephone Number(s): (903) 744-2908 Supervisor: Rex Criswell
Job Title: Office Manager Dates employed: from '06 to '08
Work performed: Answered Phones, Filing, Day to Day
Hourly Rate/Salary: \$ 12.00 to \$ 12.00
Reason for leaving: Moved to Austin

4.) Employer: Owner Operator Services, etc.
Address: 101 E. Park Blvd Ste 721 Plano TX 75074
Number Street City State Zip
Telephone Number(s): _____ Supervisor: Tom Adams
Job Title: Account Administrator Dates employed: from 1999 to 2006
Work performed: Became a stay at home Mom
Hourly Rate/Salary: \$ 27,500 to \$ 32,500 sorry! :-)
Reason for leaving: Answered Phones, filed claims, accounting

IF YOU NEED ADDITIONAL SPACE, PLEASE CONTINUE ON A SEPARATE SHEET OF PAPER.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

I Volunteer at the Fire Hall Fish Fry & Pancake
Breakfast every year.

ADDITIONAL INFORMATION

Other Qualifications:

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills: (Check skills)

Terminal PC/MAC Typewriter (WPM 63)
 Spreadsheet Word Processing Shorthand (WPM _____)

Production/Mobile Machinery (list) _____

Other (list): _____

State any additional information you feel may be helpful to us in considering your application.

My schedule is flexible

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. (Circle One) **YES** NO

REFERENCES:

 Name	ADDRESS	 PHONE
 Name	 Address	 Phone
 Name	 Address	 Phone

APPLICANT'S STATEMENT:

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Sara Kelly

Date

7/2/15

Village of Volente

Job Description: Receptionist / Administrative Assistant

EEOC CATEGORY: Office and Clerical

FLSA: Nonexempt

EXPECTED HOURS: This is a part-time position with an expected maximum of 20 hours per week

PAY RANGE: \$10-12/hour

SUMMARY OF POSITION

General administrative duties; greets walk-in customers/citizens; answer phones and direct inquiries; This position is highly visible involving constant contact with the public, council and board members, vendors, media, etc.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** City Secretary
2. **Directs:** This is a non-supervisory position.
3. **Other:** Has contact with the general public; Mayor and Council; other City Employees, Volunteers

EXAMPLES OF WORK

Essential Duties*

Greets public in person and on telephone, answers questions, handles complaints, and directs to other parties when necessary;

Maintain established records and files; prepare reports and other documents neatly and accurately, assists the City Secretary with the creation and distribution of backup material; assists the City Secretary with tasks as assigned;

Assisting in the day to day operations of the office.

Other Important Duties*

Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: general office practices and procedures, Microsoft Office software

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Receptionist Job Description

including Word and Excel, internet navigation and researching skills

Skill/Ability to: demonstrate proficiency in both oral and written communication; maintain established records and files; type accurately at a speed of at least 40 words per minute; operate standard office equipment, including copier, fax machine, calculator, and computer using standard word processing, spreadsheet, and data inquiry software; apply correct business grammar, spelling, and punctuation; and establish and maintain effective working relationships with other city employees, outside agencies, city officials, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus one year of clerical experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Must be able to pass criminal history background check and pre-employment drug screening.

City Secretary

From: Marc Dickey <mdickey@tr-eng.com>
Sent: Thursday, July 16, 2015 10:58 AM
To: city.secretary@volentetexas.gov
Subject: FW: Platting question

Follow Up Flag: Follow up
Flag Status: Flagged

Julia,

Below are the two references to be amended or removed for the minor plat applications.
The definition of minor plat also addresses easements so we need to remove or amend the definition as well.

Let me know if you need more information or a formal write up.

Thank you,

Marc Dickey

TRE & Associates, LLC

6101 W. Courtyard Dr. Bldg. 1, Suite 100

Austin, Texas 78730

O: (512) 358-4049

mdickey@tr-eng.com

From: Tom Buckle [<mailto:tbuckle@sbylaw.com>]
Sent: Tuesday, June 30, 2015 1:00 PM
To: Marc Dickey
Cc: city.secretary@volentetexas.gov
Subject: RE: Platting question

There is technically a problem that should be cured when the subdivision ordinance is re-written or if it is not being rewritten, should be amended to provide: "No new easements (other than Village required setbacks) are determined to be necessary to serve each lot and the plat shall show existing and required easements thereon." The other alternative is just to eliminate (5) as I do not understand why new easements on site should eliminate a subdivision from qualifying as a short form subdivision.

W. Thomas Buckle
Scanlan, Buckle & Young, P.C.
602 West 11th Street
Austin, Texas 78701
(T) 512.478.4651
(F) 512.478.7750
tbuckle@sbylaw.com

From: Marc Dickey [<mailto:mdickey@tr-eng.com>]
Sent: Tuesday, June 30, 2015 12:21 PM
To: Tom Buckle
Cc: city.secretary@volentetexas.gov
Subject: Platting question

Tom,

I have a question regarding small subdivisions in the Village of Volente. The subdivision ordinance requires all new subdivisions add a 15-foot easement along the front or side lot lines for utility providers, so does the requirement automatically kick all plats out of being a Minor Plat? See the minor plat definition and section below.

Thank you,
Marc Dickey

Sec. 31.121 Minor Plats Subdivision Ordinance Village of Volente 43of 46 October 19, 2004

(a) A minor plat for subdivisions or resubdivisions creating no more than four (4) new lots may follow the procedure set forth below provided that the subdivision meets all of the following criteria:

- (1) No new public street shall be necessary for each lot to access a public street;
- (2) Each of the lots is contiguous with at least one (1) of the other lots in the subdivision for a distance of at least fifty feet (50');
- (3) No off-site improvements to the Village's infrastructure are determined to be necessary;
- (4) No off-site drainage improvements are determined to be necessary, and
- (5) No new easements are determined to be necessary to serve each lot and the plat shall show existing easements thereon.

Definition:

Minor Plat: A subdivision resulting in four (4) or fewer lots, provided that the plat is for conveyance purposes only with no development or construction proposed, and provided that the plat does not create any new easements for public facilities nor the extension of any municipal facilities to serve any lot within the subdivision. Any property to be subdivided using a minor plat shall already be served by all required utilities and services.

VILLAGE OF VOLENTE

AMENDING ORDINANCE NO. 2015-O-06

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

AN ORDINANCE OF THE VILLAGE OF VOLENTE, TEXAS AMENDING THE VILLAGE’S ZONING ORDINANCE (ORDINANCE NO. 2004-O-32), CODIFIED AS ARTICLE 30, SECTION 30.105 OF THE VILLAGE’S ZONING REGULATIONS, SO AS TO AMEND THE DEFINITION OF HEIGHT AND TO ADD THE DEFENITIONS OF WATER TANKS AND FOUNDATIONS; PROVIDING PURPOSE, REQUIREMENTS AND PROHIBITIONS; AND SEVERABILITY, EFFECTIVE DATE, AND PUBLIC NOTICE AND MEETING REQUIREMENTS.

WHEREAS, the Village Council of the Village of Volente (“Village”) finds that certain definitions of its existing Zoning Ordinance are unclear and may cause an unanticipated hardship on the residents of the Village of Volente; and

WHEREAS, the Planning and Zoning Commission of the Village of Volente, after notice and a public hearing, has recommended to the Village Council the amendment of the definition of height and the addition of definitions for water tanks and foundations; and

WHEREAS, the Village Council believes that the existing definition of “Height” and the lack of definitions for “Water Tanks” and “Foundation” could be clarified to ensure that they are accurately interpreted and fairly applied and enforced; 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 finds that reasonable restrictions as to the placement of water tanks, within the incorporated Village of Volente, on lots zoned both residential and commercial, should be in place; and

WHEREAS, the Village Council finds that no restrictions shall be placed on the size, color, height and amount of water tanks placed within the Village of Volente, on lots zoned both residential and commercial are necessary; and

42 WHEREAS, the Village Council remains dedicated to protecting the quality of life for future
43 and present generations and strives to maintain minimal government as prescribed
44 by the Vision Statement.
45

46
47 NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE COUNCIL OF THE
48 VILLAGE OF VOLENTE, TEXAS, THAT:
49

50
51 **Section 1. Findings.**

52 The above and foregoing recitals are hereby found to be true and correct and are incorporated
53 herein as findings of fact.
54

55 **Section 2. Purpose.**

56
57 The provisions of this Ordinance are intended to enhance and protect the welfare, convenience
58 and overall enjoyment and quality of life of the citizens of Volente.
59

60 **Section 3. Amendments to Existing Definitions.**

61
62 The Village of Volente's Zoning Ordinance (Ordinance No. 2004-O-32) and Article 30, Section
63 30.105 of the Village's Zoning Regulations are hereby amended so as to redefine in its entirety
64 the following definitional terms (*in bold italics*).
65

66 *Height* means the vertical height of a structure as measured from the finished
67 grade at halfway between the front building foundation and the rear building
68 foundation.
69

70 **Section 4. Amendment to Add Definitions.**

71 The Village of Volente's Zoning Ordinance (Ordinance No. 2004-O-32) and Article 30, Section
72 30.105 of the Village's Zoning Regulations are hereby amended so as to define in their entirety
73 the following definitional terms (*in bold italics*).
74

75 *Foundation* means the footings of a residence or building under the heated and
76 cooled living space of the structure.
77

78 *Water Storage Tank* means an installed tank used as a water supply to buildings,
79 filled by a water truck, well, or rainwater harvesting, allowed to be installed in
80 the rear and side setbacks with the property owner assuming full liability if a

81 water storage tank installed in the Public Utility Easement (PUE) must be moved
82 by request of a utility company.

83
84 **Section 5. Amendment of Conflicting Ordinances.**

85
86 Section 30.105 of the Village of Volente Zoning Ordinance (Ordinance No. 2004-O-32) is
87 hereby amended as provided with this Ordinance. All ordinances and parts of ordinances in
88 conflict with this Ordinance are amended to the extent of such conflict. In the event of a conflict
89 or inconsistency between this Ordinance and any other code or ordinance of the city, the terms
90 and provisions of this Ordinance shall govern.

91
92 **Section 4. Savings Clause.**

93
94 All rights and remedies of Village of Volente are expressly saved as to any and all violations
95 of the provisions of any ordinances affecting zoning within the City which have accrued at the
96 time of the effective date of this Ordinance; and, as to such accrued violations and all pending
97 litigation, both civil and criminal, whether pending in court or not, under such ordinances, same
98 shall not be affected by this Ordinance but may be prosecuted until final disposition by the
99 courts.

100
101 **Section 5. Severability.**

102
103 If any provision of this Ordinance or the application of any provision to any person or
104 circumstance is held invalid, the invalidity shall not affect other provisions or applications of the
105 ordinance which can be given effect without the invalid provision or application, and to this end
106 the provisions of this Ordinance are declared to be severable.

107
108 **Section 6. Effective Date.**

109
110 This Ordinance shall take effect immediately from and after its passage, in accordance with the
111 provisions of Chapter 52 of the Texas Local Government Code.

112
113 **Section 7. Compliance with Public Notice and Meeting Requirements.**

114
115 It is hereby officially found and determined that the meeting at which this Ordinance is passed
116 was open to the public as required and that public notice of the time, place, and purpose of said
117 meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government
118 Code.

121 PASSED AND APPROVED THIS ____ DAY OF _____, 20__ by a vote of the
122 Village Council of _____ in favor, _____ against and _____ abstaining.

123

124 **Signed:**

125

126 _____
127 **Ken Beck, Mayor of Volente**

127

128 **Attest:**

129

130 _____
131 **Julia Vicars, City Secretary**

131

132