



BUDGET, FINANCE AND ADMINISTRATIVE COMMITTEE

OF THE VILLAGE OF VOLENTE, TEXAS

MINUTES

June 28, 2021, at 10:00 A.M.

1. Chairperson Kit Hopkins called meeting to order at 10:02 a.m. Committee members Shannon Scoville, Judy Graci, Ben Peterson and City Secretary Sonja De La Fuente were present.
2. Discussion and review of the preliminary draft of the 2022 budget workpaper was led by Kit Hopkins.
 - Kit Hopkins and Sonja De La Fuente met last week to confirm ongoing administrative expenses and to identify any duplicated subscriptions/costs to be cancelled or ignored going forward.
 - The budget workpaper included preliminary and confirmed details of expenses with further discussions noted below. **Village committee chairs deadline to submit their budget requests and non-budgeted spending requests for this year is June 30, 2021.**
 - TCAD will certify appraisal rolls on July 15, 2021, to determine the budgeted property tax revenue.
 - It was noted that permit revenue for short term rentals to extremely low and should be investigated to ensure that the Vacation Rental Ordinance is being followed.
 - Communications & Internet – the proposed budget includes \$50/mo. for Towncloud, an agenda and minutes software program. Also includes \$84/yr for Vinmeo, video storage and retrieval.
 - Community Survey – it was agreed to add \$10,000 to \$15,000 in consulting services to complete a new community survey, since the last one conducted was in 2014. This would include an independent party to draft relevant questions and analyze and present results. Previous RFP's for this work ranged from \$2,500 to \$80,000, in the past. Survey Monkey costs were also included.
 - Computer Services and Support – the proposed budget includes ongoing expenses and \$652/mo. for DataNet Cyber Security to protect the network from hacking and

ransom demands. Additionally, to maintain security network, 6 laptops will be purchased to for council to conduct Village business in lieu of using personal devices. This will be discussed at the June council meeting and will be an additional capital cost for the current year once a proposal obtained and approved.

- Other Operating Expenses include the bank fees associated with Village's new account with Frost Bank.
 - Facilities, Equip & Furniture – Other – Expenses will be lower since many costs required at the previous location are now covered by the Landlord under the new Lease at Dodd Street.
 - Audit – each audit costs roughly \$6,000 per year. Annual accruals should be made yearly but was not. The Projected 2021 audit expense is \$18,000 for 2019, 2020, which are currently under audit and 2021 the current year.
 - Tax Collection – TCAD increased its fees by 12% for next year.
 - Development Costs – should only include engineering costs for Village projects which are non-reimbursable. All other costs are not budgeted since these should be reimbursed by the developer, apart from public notices, which are a separate revenue charge.
 - City Attorney - costs should be lower going forward with the new City Secretary responding to Public Information Requests. Need to confirm if there are rate increases.
3. Next Budget, Finance and Administrative Committee meetings are scheduled for July 5th and July 12th at 10:00 a.m. via Zoom.
 4. Meeting adjourned at 11:26 a.m.