



BUDGET, FINANCE AND ADMINISTRATIVE COMMITTEE
OF THE VILLAGE OF VOLENTE, TEXAS
MINUTES

June 14, 2021, at 10:00 A.M.

1. Call to order and roll call. Meeting called to order at 10:02 a.m. Shannon Scoville, Judy Graci and Sonja De La Fuente present and Ben Peterson joined shortly thereafter.
2. Discussion and review of YTD Operating Results and kick off the 2021 Budget process.
 - Kit Hopkins briefly reviewed the May 2021 Preliminary Budget vs. Actual results. At the end of May 2021, we are in good shape compared to budget. This is a preliminary report as some costs related to the office move are still pending input into the QuickBooks reporting system.
 - The budget process was discussed. Volente is a Small Taxing Authority and has reduced reporting requires at detailed in the Truth-in-Taxation handout. Key dates were reviewed. April 30th – estimated appraisal of taxable property value received with a value of \$278.7 million was received, July 25th – certified appraisal of taxable property value will be received, and the tax rate is required to be adopted before September 30th. We also need to provide a public notice of the meeting date at which we intend to adopt the tax rate. The committee's goal is complete the operating budget prior to July 25th.
 - It was noted that sales tax for Volente requires residents to ensure that the address for deliveries use Volente, not Leander as the city. Otherwise, there is a potential for Leander to receive any sales tax collected. The Community newsletter letter going out in June will remind residents to use Volente in their shipping address.
 - Also noted was that cost run rates will be changing with out move to new office space. Council Members have been given a deadline of June 30th for projects they plan for next year.
3. Discussion and review of the Financial Controls and Spending Policy for possible recommendation for revision.
 - Original policy was put in place in 2014 to add oversight over spending, contracts, designate purchasing agents and approval levels for expenditures and disbursements. Feedback has been that it is complicated and confusing. The goal for the committee is to make it simpler and clearer. Suggestion was to add examples.
4. Review the status of the accounts receivable collections and review methods to improve collections.
 - Suggestions for actions to take to collect the outstanding amounts was asked of committee members. Statements for all accounts with balances to be sent monthly and add to the letter that Village records indicate the balance based on supporting documents. The possibility of filing liens against homeowner's property with long standing account balances was discussed as a final action after several other attempts are made to collect and after supporting source documents are provided. A process will be developed for staff to follow to rectify the current situation as well as implementing monthly statements to all residents with account balances.

- The outstanding balance with the Fire Department was discussed. And the next step will be to sit down with Walter Gorman to review and revise the billing statement, so the right entity is being billed.
5. Discussion and review of the Village codified Fee Schedule for recommendations for possible revision.
 - The goal of Fee Schedule was discussed as well as the role of the fee schedule in not allowing the Village to go out of pocket with tax dollars on someone's development project. This will be further discussed in future meetings.
 6. Discussion on the Administrative Ordinance 2017-O-183 and Resolution 2017-R-06.
 - Background was given on the current state of the Administrative Ordinance and Resolution. I will forward these documents to each member.
 7. Discussion of possible agenda items for next meeting and date for next meeting.
 - Monday at 10 a.m. works for all members. Folder of documents being discussed will be provided for members going forward.
 8. Adjournment at 11:06 a.m.