

Village of Point Venture
Village Council Meeting
February 20, 2019
@ 6:30 PM
555 Venture Blvd. S.
Point Venture, Texas

*"Partnership with the community. Foster community pride.
Preserve and enhance the natural beauty of our environment"*

MINUTES

In Point Venture, Travis County, Texas, commencing on February 20, 2019 @ 6:30 p.m.
To consider and act upon any lawful subject, which may come before it, including among others, the following:

A. Items Opening Meeting

1. **Call to order** Mayor Love called the meeting to order at 6:30 p.m.
2. **Pledge** Mayor Love led the Pledge of Allegiance.
3. **Roll Call** Vickie Knight called roll. Present were Mayor Eric Love, Mayor Pro Tem Lance Clinton, Councilmember Dan Olson, Councilmember Stephen Perschler, Councilmember Royce Christopher. Absent: Councilmember Don Conyer. A quorum was present.

4. Consent Agenda

All items under Consent Agenda are considered routine by the Village Council and will be enacted on by one motion. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- a. Approval of minutes
 1. Village Council Meeting January 16, 2019
 2. Village Executive Closed Session February 17, 2019
- b. Approval to post and accept requests for proposal for Village of Point Venture bank depository agreement to be effective May 1, 2019 to April 30, 2024.

Councilmember Olson made a motion to approve consent agenda. Mayor Pro Tem Clinton seconded the motion.

All

approved. Motion carried.

- B. Citizen Communications:** Not for items listed on this agenda. No deliberations with Council. Council may respond with factual information. There is a three (3) minute time limit on any communication.

Leslie Rupard inquired where tree and brush trimmings could be disposed. The Community Collection Center has been closed indefinitely, POA not accepting brush at park for community-controlled burn at this time. There should be concern that empty lots will be abused with residents dumping of trees and brush trimmings.

Lance Bass spoke regarding the amenity of the Community Collection Center not available to community at this time. He felt this is an important amenity and has come to be an expected amenity.

C. General Business and Action Items

1. Mayor's Report
 - a. WCID Letter of Intent Mayor Love chose to speak of this item with agenda item under New Business.
2. Old Business
 - a. Discussion regarding an initiative to involve and request property owners to trim tree and brush on their own property in conjunction with a discussion of Village options to assist with tree/brush trimming.

The council views brush and tree trimming the responsibility of the home/property owner for trees and brush on their property. Tree and brush in public right of ways must be maintained for safety concerns. Councilmember Conyer has scheduled with a vendor to remove all remaining

brush/trim/tree/chippings from the Community Collection Center yard. The Council is analyzing costs and options to provide a repository for all community brush and tree trimmings. No further discussion or action is necessary for this initiative.

- b. Update on drainage issues and Haynie Consulting recent survey for possible improvement options on Lakefront Drive.

Councilmember Perschler reported that Haynie had performed a survey in order to submit final plan and or options for drainage issues on Lakefront. Haynie has not yet submitted final plans. This will be reported when plans and cost estimates have been received.

- c. Discussion regarding current Village of Point Venture fine schedule and need to update fines and/or consistently address violations and issue citations.

Councilmember Conyer was to offer suggestions regarding the current Village of Point fine schedule. There had been discussion of rate increase to fines or the need to consistently enforce the ordinances and fine schedule. No further discussion or action is necessary for this item.

3. New Business

- a. Discuss and take action regarding Letter of Intent received by WCID to lease shared space at 18606 Venture Drive to Village of Point Venture via an interlocal agreement based on a two-year lease.

Mayor Love recapped the letter of intent dated February 1 from the WCID regarding Village services having access to office space, the Community Collection Center and the dog kennels. Mayor Love also recapped the meeting with Fred Marshall, Board President of WCID, on Monday, February 18, regarding the terms of this letter of intent. Mayor Love addressed the council that they must determine if terms of letter of intent are agreeable as offered. Mayor Love requested the council divide this item into three separate questions for consideration, discussion and action.

1.The letter of intent dated 2/1/19 for office space, shared space, storage space, maintenance of building and outbuilding and areas (“dump yard” and “dog kennels”).

Councilmember Christopher moved to decline the letter of intent dated 2/1/19. Councilmember Perschler seconded the motion. All approved. Motion carried.

2.Counter offer, as discussed between Mayor Love and Board President Fred Marshall on February 18, from the Council to the terms and agreement of the letter of intent.

Councilmember Perschler moved to accept and move forward with counter offer as discussed with Board President Fred Marshall to lease two office spaces, common area for a total of \$400 per month for a two-year lease. Councilmember Christopher seconded the motion. There was discussion that a more defined agreement must be in place. There was no vote taken on this motion. Councilmember Perschler defined each item in letter of intent the Village Council would respond and counter offer.

Item 1. The Village will pay \$400 per month to the WCID for 208 square feet of office space consisting of two offices, shared common areas (hallways, restrooms, kitchen and conference room space), and 125 square feet of storage space.

Item 3. Repair and maintenance will be omitted completely from the agreement.

Item 6. Additional areas for lease will include: ease and full access to parking area, all entrances and exits to outbuildings and storage areas.

Acceptance of this counter offer must be made by full WCID Board by Monday, March 4, 2019.

Mayor Pro Tem Clinton moved the Village Council submit a counter offer as outlined above to the WCID Board. Requested this counter offer be delivered as soon as possible by Mayor Love. Councilmember Christopher seconded the motion. All approved. Motion carried.

Mayor Pro Tem Clinton requested the Council consider a contingency motion, should the Village counter offer not be accepted by WCID, to retrofit the fire house to accommodate two Village employees immediately. The fire house space would serve as Village administration space and storage. Councilmember Olson moved to approve to retrofit the fire house space for Village administration space and storage not to exceed \$10,000. Councilmember Christopher seconded the

motion. There was discussion regarding budget expense line item adjustments that would be available to fund this motion. All approved this contingency motion. Motion carried.

- b. Discuss and take possible action regarding employment positions posted for Village of Point Venture services. Mayor Love asked the Council to make consideration regarding the Public Works/Animal Control position before the Village administrator position.

Councilmember Olson moved to offer the position of Public Works Maintenance/Animal Control Officer to Chad Christianson at \$21.00 per hour plus benefits. The position is to start as soon as possible. Councilmember Perschler seconded the motion. All approved. Motion carried.

Mayor Love briefed Council regarding the position of Village Office Administrator as the day to day operations decision and direction, oversight of field personnel, building administration, experience with municipal duties and obligations. Applicant submitted has qualifications necessary.

Councilmember Olson moved to offer the position of Village Office Administrator to Sandra Barton at salary level suggested by Mayor Love. Mayor Pro Tem seconded the motion. There was discussion that at this salary level there would not be sufficient budget dollars to cover this total compensation package. There was also discussion that Council would need to consider stop gap personnel for vacation and sick leave of full-time personnel. There was no vote taken on this motion.

Councilmember Christopher moved to offer the position of Village Office Administrator to Sandra Barton at a salary of \$71,000 plus benefits with total compensation package not to exceed \$96,000 and that \$6,000 will be moved from Professional Services budget expense line item to supplement personnel/payroll costs. Councilmember Perschler seconded the motion. All approved. Motion carried.

- c. Discussion, update and possible action on short term independent contractor agreements
 1. Animal Control
This on-call independent contract agreement is no longer in effect. Roger Stroms, on call independent contractor, has secured a full-time position. At this time the Village does not have animal control service personnel.
 2. Building Administration
Independent contractor agreement has been extended with Melissa Uptadel through March 1, 2019.

Councilmember Christopher moved that the independent contractor agreement with Melissa Uptadel be extended to a date that coincides with Village Office Administrator position being filled and a one week overlay for training and information to be provided regarding building administration schedule and duties to newly hired Village office Administrator. Councilmember Perschler seconded the motion. All approved. Motion carried.

D. Council Reports

1. Treasurer Report

Councilmember Olson reported on cash in bank

2. Building Department

Councilmember Christopher reported that building permits were down, this will be a revenue source that will continue to slow down.

3. Code Enforcement

Councilmember Christopher had nothing new to report.

4. Animal Control

Councilmember Conyer was not present, Mayor Pro Tem reported that the animal control vehicle and the dog kennels needed to be detailed and cleaned.

5. Village Services

There was nothing new to report.

6. Public Works

Councilmember Perschler reported

- a. Travis County bid for reconstruction projects for Valley Hill and Venture Blvd N has been accepted and submitted for scheduling to Travis County.

Council is awaiting scheduled appointment date that Travis County will install stop bars.

7. Emergency Services

Councilmember Perschler reported that ESD 1 & 7 construction seems to be on track for completion by September. Councilmember Perschler also provided handout and information on the R&R Van Volunteer Program requesting volunteers. Councilmember Perschler and Naomi Giroux will have volunteer applications for all interested in this volunteer program.

8. Travis Co. Sherriff’s Report

Mayor Pro Tem Clinton reported that sheriff’s coverage hours per month had been lowered to 30 hours per month during winter months but their coverage hours will increase as activity in our community increases.

Mayor Pro Tem also requested a revisit on Village Services and asked permission from the Council to pursue options with the Point Venture POA to investigate the possibility of a Point Venture wide phone system. The Village would be responsible for the research and expense to enrich/enhance the phone system currently in place at the Point Venture POA offices. Mayor Pro Tem will move forward with this research.

E. Announcement / Closing comments

- a. Councilmembers – nothing further
- b. Mayor – nothing further

Adjournment

Councilmember Christopher moved to adjourn the meeting. Councilmember Perschler seconded the motion. All approved. Meeting adjourned at 8:42 p.m.

This facility is wheelchair accessible and accessible parking spaces are available. Reasonable modifications and equal access to communications will be provided upon request. The Village Council for the Village of Point Venture reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed 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).

Eric Love, Mayor - Village of Point Venture

Attest:

ANIMAL CONTROL FINES AND COURT COST

ALL FINES RELATING TO ORDINANCE VIOLATIONS WILL
INCLUDE A \$66.00 COURT COST NO EXCEPTIONS

Dog impound fine		
1st offense	\$35.00 per day	Court Cost
\$66.00 = \$101.00		
2nd offense	\$50.00 day 3rd	Court cost
\$66.00 = \$116.00		
Offense thereafter	\$75.00 day	Court cost
\$66.00 = \$141.00		

Outside regular working hours, weekends, and holidays the impound fine is \$140.00 per day with a \$66.00 court cost.

These cost maybe higher depending on the amount of days in impound. Remember any and all ordinance violation fines will include a \$66.00 court cost.

Dog at Large - Each fine per dog (s)

1st offense	\$50.00 + \$66.00 = \$116.00
2nd offense	\$80.00 + \$66.00 = 146.00
3rd offense	\$120.00 + \$66.00 = 186.00

No Registration or Expired Registration – each fine per month , per animal

1st offense	\$50.00 (per month) + \$66.00
(onetime fee) = \$116.00	
2nd offense	\$75.00 (per month) + 66.00 =
141.00	
3rd and thereafter	\$100.00 (per month) + 66.00 =
166.00	

Dog without collar and or Tag

With proof of tags	\$10.00 + \$66.00 = 76.00
Without proof of tags	\$25.00 + 66.00 = 91.00 1st
offense	
Without proof of tags	\$50.00 + 66.00 = 116.00 2nd
offense	

Without proof of tags
offense and thereafter $\$75.00 + 66.00 = 141.00$ 3rd

No Rabies Vaccination

1st offense $\$10.00 + 66.00 = 76.00$

2nd offense $\$20.00 + 66.00 = 86.00$

3rd offense and thereafter $\$30.00 + 66.00 = 96.00$

Dangerous Dog Registration $\$50.00 \text{ yr.} + \$66.00 = 116.00$

1st offense $\$150.00 + 66.00 = 216.00$

2nd offense $\$175.00 + 66.00 = 241.00$

Dog Attack 10 day Quarantine and proof of rabies maybe required

1st offense $\$150.00 + 66.00 = 216.00$

2nd offense $\$175.00 + 66.00 = 241.00$

3rd offense may require animal to be removed from Village including
a fine $\$250.00 + 66.00 = 316.00$

If animal (s) are quarantined for the 10 day requirement proof of
rabies will be required, this expense is the pet owners responsibility.

ALL FINES RELATING TO ORDINANCE VIOLATIONS WILL
INCLUDE A \$66.00 COURT COST NO EXCEPTIONS

Tying Animal in Public Right - of - Way

1st offense $\$50.00 + 66.00 = 116.00$

2nd offense $\$80.00 + 66.00 = 146.00$

3rd offense $\$120.00 + 66.00 = 192.00$

Dog Nuisance Violation

1st offense $\$25.00 + 66.00 = 91.00$

2nd offense $\$50.00 + 66.00 = 116.00$

3rd offense $\$75.00 + 66.00 = 141.00$

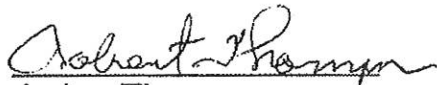
Dog Defecating on Property of Another $\$50.00 + 66.00 = 116.00$

Animal Cruelty $\$100.00 + 66.00 = 166.00$

Poisoning of Animals $\$100.00 + 66.00 = 166.00$

Refusal to submit dog (s) for rabies and or testing of rabies
quarantine
1st offense $\$150.00 + 66.00 = 216.00$
2nd offense $\$175.00 + 66.00 = 241.00$
3rd offense may require animal to be removed from Village including
a fine $\$250.00 + 66.00 = 316.00$
Fine is subject up to \$500.00.

Approved this 18th day of October, 2016 by Judge Thompson


Judge Thompson
Village of Point Venture



Village of Point Venture
 February 2019 YTD - All Depts
 October 2018 through February 2019

	Animal Control	Building Administration	Code Enforcement	Emergency Mgmt	Fire House	General Administration	General Fund	Public Works	Sheriff's	TOTAL
Ordinary Income/Expense										
Income										
Permits Fines and Fees	497.00	20,864.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,361.62
Franchise Fees	0.00	0.00	0.00	0.00	0.00	0.00	20,495.68	0.00	0.00	20,495.68
Trash and Recycling Service	0.00	0.00	0.00	0.00	0.00	0.00	85,386.60	0.00	0.00	85,386.60
Tax Income	0.00	0.00	0.00	0.00	0.00	0.00	279,109.76	0.00	0.00	279,109.76
Interest Earned - Bank	0.00	0.00	0.00	0.00	0.00	0.00	5,856.22	0.00	0.00	5,856.22
Total Income	497.00	20,864.82	0.00	0.00	0.00	0.00	305,461.67	85,386.60	0.00	412,209.89
Expense										
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,784.44	0.00	40,784.44
Maintenance and Repair	0.00	0.00	0.00	366.83	0.00	117.35	0.00	6,716.18	0.00	7,200.36
Trash and Other Muni Expense	0.00	0.00	0.00	0.00	0.00	0.00	93,881.49	0.00	0.00	93,881.49
Professional Expenses	210.00	0.00	0.00	0.00	0.00	223.40	0.00	5,619.00	0.00	6,052.40
Education and Training	0.00	0.00	0.00	0.00	0.00	521.43	0.00	0.00	0.00	521.43
Insurance Expense	0.00	0.00	0.00	0.00	0.00	7,177.66	0.00	0.00	0.00	7,177.66
Animal Control Costs	751.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	751.14
Office Expense	100.00	119.85	0.00	0.00	0.00	3,197.15	0.00	0.00	0.00	3,543.64
Dues Fees and Subscriptions	16.99	350.00	139.39	39.57	0.00	864.04	1,790.34	0.00	126.84	3,000.33
Contract Services	1,578.11	20,677.12	2,157.24	0.00	0.00	10,248.73	0.00	9,980.22	11,400.00	56,041.42
Bank related charges and fees	0.00	0.00	0.00	0.00	0.00	36.90	0.00	0.00	0.00	36.90
ACO Programs	6.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.20
Travel	2.76	0.00	0.00	37.69	0.00	94.12	0.00	0.00	0.00	134.57
Utilities	117.54	0.00	0.00	0.00	440.13	283.79	0.00	0.00	0.00	841.46
Total Expense	2,782.74	21,146.97	2,296.63	444.09	440.13	22,564.57	1,790.34	156,981.33	11,526.84	219,973.44

**Village of Point Venture
3 Year Trend
10/2015-9/2018 with YTD 2019 Budget**

Accrual Basis

	Oct '15 - Sep 16	Oct '16 - Sep 17	Oct '17 - Sep 18	Feb YTD 2019	2019 Annual Budget
Ordinary Income/Expense					
Income					
Permits Fines and Fees	52,267.00	71,942.60	77,480.00	21,361.62	50,570.00
Franchise Fees	53,892.45	50,375.82	61,602.76	20,495.69	51,000.00
Trash and Recycling Service	168,295.61	181,684.78	194,882.46	85,386.60	203,322.40
Tax Income	246,255.97	274,673.43	306,272.14	279,109.76	320,946.75
Grants	0.00	3,633.15	0.00	0.00	0.00
Interest Earned - Bank	1,102.48	4,184.34	8,470.73	5,856.22	3,034.73
Miscellaneous	117.11	65.00	565.00	0.00	0.00
Total Income	521,930.62	586,559.12	649,293.09	412,209.89	628,873.88
Gross Profit	521,930.62	586,559.12	649,293.09	412,209.89	628,873.88
Expense					
Capital Outlay	0.00	95,587.47	235,645.83	40,784.44	185,000.00
Maintenance and Repair	19,241.42	14,326.78	14,034.55	7,200.36	20,770.00
Trash and Other Muni Expense	145,658.50	164,510.64	152,180.83	93,881.49	221,824.40
Professional Expenses	18,773.73	28,982.68	21,375.19	6,052.40	25,150.00
Education and Training	3,148.00	2,822.71	2,997.06	521.43	5,200.00
Insurance Expense	6,908.44	7,730.68	7,380.52	7,177.66	8,120.00
Animal Control Costs	2,461.57	1,470.78	2,494.39	751.14	3,850.00
Office Expense	20,747.63	11,531.98	9,675.49	3,543.64	12,100.00
Dues Fees and Subscriptions	4,460.99	4,774.45	6,119.56	3,000.33	10,450.00
Contract Services					
6095 - Contract Labor	19,520.00	0.00	0.00	0	0.00
Security Expenses	10,200.00	19,780.00	37,040.00	11,400.00	43,500.00
Other Contract Services					
6345 - Admin Support					30,000.00
6102 - Field	21,600.00	18,000.00	21,600.00	9,000.00	21,600.00
6056 - Inspection Fee	5,878.00	19,458.00	18,680.00	5,895.00	11,642.00
6097 - Accounting Services	0.00	7,275.00	19,864.37	4,270.00	17,000.00
Total Other Contract Services	27,478.00	44,733.00	60,144.37	19,165.00	80,242.00
Interlocal Agreement	109,535.76	109,535.76	109,535.76	25,476.42	116,300.00
Total Contract Services	166,733.76	174,048.76	206,720.13	56,041.42	196,542.00
Bank related charges and fees	312.82	152.92	163.14	36.90	250.00
ACO Programs	6.47	0.00	0.00	6.20	
Travel	6,277.66	3,055.85	4,960.11	134.57	6,420.00
Utilities	2,673.47	2,696.50	2,654.30	841.46	4,295.00
Total Expense	397,404.46	511,692.20	666,401.10	219,973.44	743,471.4
Net Ordinary Income	124,526.16	74,866.92	-17,108.01	192,236.45	(114,597.52)
Other Income/Expense					
Other Income					
Cap Metro	0.00	0.00	0.00	19,500.00	
Other Expense					
6405 - Capital Expenditures Fund	30,000.00	33,172.53	-126,025.00	0.00	115,000.00
8010 - Other Surplus Expense	0.00	42,250.00	100,000.00	0.00	
Total Other Expense	30,000.00	75,422.53	-26,025.00	0.00	0.00
Net Other Income	-30,000.00	-75,422.53	26,025.00	0.00	0.00
Net Income	94,526.16	-555.61	8,916.99	211,736.45	402.48

Village of Point Venture
Cash in Banks
As of February 28, 2019

	<u>Feb 28, 19</u>	<u>Feb 28, 18</u>
ASSETS		
Current Assets		
Checking/Savings		
Banks		
1010 · Security State - Money Market	94,412.33	94,331.54
1015 · Security State - Operating Fund	172,949.07	463,838.29
1030 · TexPool - Money Market	283,458.35	179,521.04
1046 · TexPool - Road Fund	440,742.98	333,705.62
1047 · TexPool TimeWarner	16,491.97	12,664.71
Total Banks	<u>1,008,054.70</u>	<u>1,084,061.20</u>
Total Checking/Savings	<u>1,008,054.70</u>	<u>1,084,061.20</u>
Total Current Assets	<u>1,008,054.70</u>	<u>1,084,061.20</u>
TOTAL ASSETS	<u><u>1,008,054.70</u></u>	<u><u>1,084,061.20</u></u>
LIABILITIES & EQUITY	0.00	0.00

Village of Point Venture
Statement of Financial Position
 As of February 28, 2019

	Feb 28, 19	Feb 28, 18
ASSETS		
Current Assets		
Checking/Savings		
Banks	1,008,054.70	1,084,061.20
Total Checking/Savings	1,008,054.70	1,084,061.20
Accounts Receivable		
1100 · Accounts Receivable	38,165.51	18,575.86
Total Accounts Receivable	38,165.51	18,575.86
Other Current Assets		
Accounts Receivable - Misc	10,917.03	5,617.03
Total Other Current Assets	10,917.03	5,617.03
Total Current Assets	1,057,137.24	1,108,254.09
TOTAL ASSETS	1,057,137.24	1,108,254.09
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
1500 · Accounts Payable	24,752.43	38,970.22
Total Accounts Payable	24,752.43	38,970.22
Credit Cards		
1610 · SSBT MasterCard LClinton	237.02	0.00
1605 · SSBT MasterCard VKnight	17.86	0.00
1600 · MasterCard -Jean Cecala	-59.73	0.00
Total Credit Cards	195.15	0.00
Other Current Liabilities		
1510 · A/P Clearing	4,500.00	4,500.00
2010 · Building Contractors Bond	15,150.00	60,650.00
2230 · Deferred Revenue - Taxes	5,617.03	5,617.03
Council Reserved Funds		
2240 · Deferred Revenue - Cap Metro	19,500.00	127,134.00
2013 · Reserve for future expenditures	152,250.00	52,250.00
2014 · Reserve for PEG Public Ed Grant	18,842.75	14,569.65
2011 · Dedicated Road Fund	360,487.84	359,378.84
Total Council Reserved Funds	551,080.59	553,332.49
Total Other Current Liabilities	576,347.62	624,099.52
Total Current Liabilities	601,295.20	663,069.74
Total Liabilities	601,295.20	663,069.74
Equity		
3000 · Opening Bal Equity	26,368.59	26,368.59
3200 · Retained Earnings	217,737.00	208,820.01
Net Income	211,736.45	209,995.75
Total Equity	455,842.04	445,184.35
TOTAL LIABILITIES & EQUITY	1,057,137.24	1,108,254.09