



**REGULAR MEETING OF THE VILLAGE COUNCIL AND JOINT PUBLIC HEARING/MEETING
OF THE VILLAGE COUNCIL & PLANNING AND ZONING COMMISSION OF THE
VILLAGE OF POINT VENTURE**

**Wednesday, December 16, 2020 at 6:30 PM
411 Lohmans Ford Rd.
Point Venture, TX 78645**

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

In an effort to mitigate the spread of COVID-19 by avoiding meetings that bring people in group setting, and in accordance with the Texas Governor's Declaration of Disaster enacted March 13, 2020 and guidance provided by the Governor's Office, members of the Village Council will be participating remotely in compliance with the Texas Open Meetings Act, as temporarily modified by the Texas Governor, and Council Rules of Procedure. Members of the public may participate by joining at:

Join Zoom Meeting

<https://us02web.zoom.us/j/85201902351?pwd=SUhnQ3RWU3ZJRzM2bE1U1M2dlFrdz09>

Meeting ID: 852 0190 2351

Password: Council

One tap mobile

+13462487799,,85201902351#,,,0#,,8827739# US (Houston)

Meeting ID: 852 0190 2351

Password: 8827739

Agenda

A. Items Opening Meeting

1. Call to order
2. Pledge
3. Invocation
4. Roll Call (Village Council and Planning and Zoning Commission)
5. Introduction of agenda and format of hearing

B. Joint Public Hearing/Item for Consideration – Village Council and Planning and Zoning Commission

1. An Ordinance amending Zoning Ordinance No. 2020-06-18, Chapter 5, "Regulations applicable to residential districts", Section 1.1.5.3, "Multifamily - 1 (MF-1)", to amend the minimum square footage, setbacks, and maximum density restrictions of the Multifamily – 1 (MF-1) District.
 - a. Staff Report
 - b. Joint Public Hearing
 - c. Discussion: Planning and Zoning Commission
 - d. Recommendation: Planning and Zoning Commission consider and take any action necessary regarding a report and recommendation to Village Council
 - e. Adjourn: Planning and Zoning Commission only

C. Convene into Regular Village Council Meeting

D. Consent Agenda

1. Approval of Minutes for November 18, 2020 Regular Council Meeting.
2. Approval of Village Council 2021 regular called meeting dates calendar, for the third Wednesday each month.
3. Approval of new bank signatory cards to delete signors Lance Clinton and Dan Olson.
4. Approval to add bank signatory authority to Stephen Perschler, Mayor ProTem.
5. Acknowledge SSBT credit card account for Lance Clinton closed and approve primary contact for SSBT regarding Village issued credit cards to be Vickie Knight.

E. Public Comments

Public comment section to address Council.

- a) With any item on this agenda
- b) May speak for up to 3 minutes
- c) May only request to speak one time during the meeting.

Village Council may only make factual responses to specific questions for items on this agenda.

F. Mayor's Report

**G. Travis County Sheriff's Report
Emergency Services Report**

H. Items to Consider

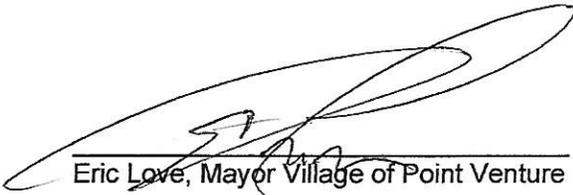
- 1. Discuss appointment for vacant seat on Village Council.
- 2. Review Outdoor/Exterior Lighting ordinance.
- 3. Review draft ordinance to adopt a records retention policy and records management officer.
- 4. Second reading and action regarding an Ordinance amending Zoning Ordinance No. 2020-06-18, Chapter 5, "Regulations applicable to residential districts", Section 1.1.5.3, "Multifamily - 1 (MF-1)", to amend the minimum square footage, setbacks, and maximum density restrictions of the Multifamily – 1 (MF-1) District.

I. Council Reports

- 1. Treasurer's Report
- 2. Building Department
- 3. Code Enforcement
- 4. Animal Control
- 5. Village Services
- 6. Public Works

J. Announcements

K. Adjourn



Eric Love, Mayor Village of Point Venture

It is hereby certified the above Notice was posted on the Bulletin Board located at Village Office by 2 PM on 12/11, 2020.

Notes to the Agenda:

- 1. *Consent Agenda items are considered to be non-controversial and will be voted on in one motion unless a council member asks for separate discussion.*
- 2. *The Council may vote and/or act upon each of the items listed in this Agenda.*
- 3. *The Council reserves the right to retire into closed executive session concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act.*

*** Reasonable modifications and equal access to communications will be provided upon request.**

NOTICE OF PUBLIC HEARING
ZONING ORDINANCE AMENDMENTS – VILLAGE OF POINT VENTURE

The Planning and Zoning Commission and the Village Council of the Village of Point Venture, Texas will conduct a joint public hearing on December 16, 2020 at 6:30 P.M. to consider testimony and act upon proposed amendments to the Zoning Ordinance to amend the following requirements for multi-family districts: minimum square footage, setbacks, and maximum density restrictions. Citizens are invited to attend and participate in this public hearing either through videoconference means as indicated below, or by writing to the Village Secretary; and the Village Council and Planning and Zoning Commission may continue a public hearing from one meeting to another.

Pursuant to section 551.127 of the Texas Government Code, and in conjunction with the guidance and provisions provided by the Governor of Texas in the declaration of disaster enacted March 13, 2020, members of the Village Council and Planning and Zoning Commission may be participating remotely in compliance with the Texas Open Meetings Act, as temporarily modified by the Governor, and Council Rules of Procedure. Members of the public may participate by joining at:

Join Zoom Meeting:

<https://us02web.zoom.us/j/85201902351?pwd=SUhnQ3RWU3ZJRzM2bE1IU1M2dIFrdz09>

Meeting ID: 852 0190 2351

Password: Council

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+13462487799,,85201902351#,,,,0#,,8827739# US (Houston)

Meeting ID: 852 0190 2351

Password: 8827739

A copy of the proposed Zoning Ordinance text amendments is available for review upon request or on the Village's website. For additional information please contact Vickie Knight, Village Secretary, at 512-267-5511 or via email at villagesecretary@vopv.org.

**Village of Point Venture
COUNCIL REGULAR MEETING
Wednesday, November 18, 2020 at 6:30 PM
555 Venture Blvd S.
Point Venture, TX 78645**

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

Governor Abbott's office approved to temporarily suspend a limited number of open meeting laws in response to the Coronavirus disaster. This action allows governmental bodies to conduct meetings by telephone or video conference to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus. Members of the public may attend in person at 555 Venture Blvd S, masks and social distance protocol required. Members of the public may also participate by joining at:

Join Zoom Meeting
<https://us02web.zoom.us/j/85201902351?pwd=SUhnQ3RWU3ZJRzM2bE1IU1M2dlFrdz09>
Meeting ID: 852 0190 2351
Password: Council

Minutes

A. Items Opening Meeting

1. Call to order – Mayor Eric Love called the meeting to order at 6:30 PM
2. Pledge - Mayor Eric Love led the Pledge of Allegiance
3. Invocation – Mayor Eric Love
4. Roll Call - Vickie Knight called roll. Present were Mayor Eric Love, Mayor ProTem Lance Clinton, Councilmember Don Conyer, Councilmember Shelly Molina, Councilmember Stephen Perschler. A quorum was present.
5. Consent Agenda
 - a. Approval of Minutes for September 16, 2020 Regular Council Meeting.
 - b. Approval of Minutes for October 21, 2020 Regular Council Meeting.
 - c. Approval sale gas powered limb chipper, no less than \$250.
 - d. Mayor's designation of Tommy Low as Floodplain Administrator.
 - e. Approve budget adjustments for fiscal year 2019/20, adjustments will not affect total income budget line nor the total expense budget line.

Councilmember Stephen Perschler made a motion to accept and approve consent agenda. Councilmember Shelly Molina seconded the motion. All present approved. Motion carried.

B. Oaths of Office and Seating of Council

Mayor Love thanked Lance Clinton for his two year's service to the Village of Point Venture. Mayor Love shared letter from Terry Petocz who will not seat on council as she has sold her Point Venture property and will move from the area. Mayor Love administered the Statement of Elected Official and Oath of Office to Steve Hafner and Stephen Perschler.

C. Appointments

1. Appointment of Mayor ProTem
Mayor Love appointed Stephen Perschler as Mayor ProTem
2. Appointment of Sheriff and Emergency Services liaison
Mayor Love appointed Don Conyer Sheriff and Emergency Services liaison.

3. Appointment of Treasurer liaison
Mayor Love appointed Steve Hafner Treasurer liaison.
4. Appointment of Village Services liaison
This appointment is not filled at this time.
5. Appointment of Public Works liaison
Mayor Love appointed Stephen Perschler Public Works liaison.
6. Appointment of Building and Code Enforcement liaison
Mayor Love appointed Shelly Molina Building and Code Enforcement liaison.

D. Public Comments

Resident and local builder addressed Council regarding Village zoning ordinance as pertains to townhouse (MF-1) maximum density allowed and fees now required prior to site plan review.

E. Mayor's Report

Mayor Love reminded of Monday with Mayor live at Village office and ZOOM each Monday and Travis County COVID holiday planning recommendations.

F. Travis County Sheriff's Report

Detective Pasak was in attendance and reported that property crime in the area is down and activity in general has settled down.

Emergency Services Report

Councilmember Conyer reported he had been notified Fire Station 103 would be opening November 26, 2020.

G. Items to Consider

1. Review and reading of proposed ordinance to update and amend Ordinance 2017-12-02.
Mayor ProTem Stephen Perschler made a motion to approve and adopt amendments to Ordinance 2017-12-02 as presented. Councilmember Don Conyer seconded the motion. All present approved. Motion carried. Amendments to Ordinance 2017-12-02 were passed and adopted this date November 18, 2020.
2. Review Outdoor/Exterior Lighting AKA Night Sky ordinance recommendation from P&Z Commission.
Mayor Love asked Carl Eckhardt, P&Z commission member, to speak to Council regarding recommendation from P&Z for review by Council and Village attorney for future reading and possible adoption. The ordinance guidelines are easy to understand and products meeting the standards in guidelines are easily accessible. New construction would be subject to new guidelines and existing homes would update and replace outdoor lighting when necessary.
Mayor ProTem made a motion to approve this ordinance recommendation from P&Z, submit to Village attorney for review and final draft form for formal Council review and reading. Councilmember Shelly Molina seconded the motion. Councilmember Steve Hafner in favor. Councilmember Don Conyer abstain from vote. Motion carried.
3. Review P&Z requested recommendations for adjustment to Zoning Ordinance 2020-06-18 as regards MF-1 Chapter 5 Sec. 1.1.5.3.
P&Z Commission presented three recommendations to Zoning Ordinance 2020-06-18, Chapter 5 Sec. 1.1.5.3. Recommendations:
Adjustment to dwelling regulations minimum square footage per dwelling, suggest 800 sq ft or 1000 sq ft.
Adjustment to yard requirements, minimum rear yard suggest 7.5'.
Adjustment to additional provisions maximum density, suggest density of 16 units per acre.
Councilmember Shelly Molina made a motion to approve recommendations of 1000 sq ft per dwelling, 7.5' rear yard requirement and maximum density of 16 units per acre and to request Village attorney to prepare and schedule these recommendations for public hearing

and Council reading to amend. Mayor ProTem Stephen Perschler seconded the motion. All present approved. Motion carried.

H. Council Reports

1. Treasurer's Report – Vickie Knight gave brief overview FYE2020 budget. The audit firm has been requested to schedule FYE2020 audit.
2. Building Department – Councilmember Molina gave the October building report.
3. Code Enforcement - No report
4. Animal Control – Deer hits and road kill are on the rise. Please slow down.
5. Village Services – No report
6. Public Works – Mayor ProTem Stephen Perschler reported that solutions for some existing drainage issues are still being sought, speed tables are ordered and placement is being determined.

I. Announcements - GO VIKINGS!!!!

J. Adjourn Councilmember Shelly Molina made a motion to adjourn the meeting. Councilmember Don Conyer seconded the motion. **Mayor Love adjourned the meeting at 7:37 PM.**

Eric Love, Mayor

Attest: Vickie Knight, Village Secretary

****This facility is wheelchair accessible and accessible parking spaces are available. Reasonable modifications and equal access to communications will be provided upon request.***

LOCAL GOVERNMENT CODE

Title 6. Records

Subtitle C. Records Provisions Applying to More Than One Type of Local Government

CHAPTER 201. GENERAL PROVISIONS

Section 203.021. DUTIES AND RESPONSIBILITIES OF GOVERNING BODY.

The governing body of a local government, including a commissioners court with regard to nonelective county offices, shall:

1. establish, promote, and support an active and continuing program for the efficient and economical management of all local government records;
2. cause policies and procedures to be developed for the administration of the program under the direction of the records management officer;
3. facilitate the creation and maintenance of local government records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the local government and designed to furnish the information necessary to protect the legal and financial rights of the local government, the state, and persons affected by the activities of the local government;
4. facilitate the identification and preservation of local government records that are of permanent value;
5. facilitate the identification and protection of essential local government records; and
6. cooperate with the commission in its conduct of statewide records management surveys.

Added by Acts 1989, 71st Leg., ch. 1248, Sec. 1, eff. Sept. 1, 1989.

VILLAGE OF POINT VENTURE

ORDINANCE NO

AN ORDINANCE ADOPTING A RECORDS RETENTION POLICY AND SCHEDULE; PROVIDING FOR AN EFFECTIVE DATE; REPEALER; SEVERABILITY; AND PROPER NOTICE AND MEETING.

WHEREAS, the Texas Local Government Records Act (Chapter 201 et seq, Texas Local Government Code) provides that a municipality shall establish by ordinance an active and continuing records management program to be administered by a Records Management Officer; and

WHEREAS, the Village of Point Venture desires to adopt an ordinance for that purpose and to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient recordkeeping;

NOW THEREFORE, BE IT ORDAINED BY THE VILLAGE COUNCIL OF THE VILLAGE OF POINT VENTURE, TEXAS that:

SECTION 1. DEFINITION OF MUNICIPAL RECORDS. All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to them is open or restricted under the laws of the state, created or received by the Village of Point Venture or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of the Village of Point Venture and shall be created, maintained, and disposed of in accordance with the provisions of this ordinance or procedures authorized by it and in no other manner.

SECTION 2. ADDITIONAL DEFINITIONS

- (1) "Essential record" means any record of the Village of Point Venture necessary to the resumption or continuation of its operations in an emergency or disaster, to the re-creation of its legal and financial status, or to the protection and fulfillment of obligations to the people of the state.
- (2) "Permanent record" means any record of the Village of Point Venture for which the retention period on a records control schedule is given as permanent.
- (3) "Records control schedule" means a document prepared by or under the authority of the Records Management Officer listing the records maintained by the Village of Point Venture, their retention periods, and other records disposition information that the records management program may require.
- (4) "Records management" means the application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of recordkeeping. The term includes the development of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and

space-effective storage of inactive records, control over the creation and distribution of forms, reports, and correspondence, and the management of micrographics and electronic and other records storage systems.

- (5) "Records management officer" means the person designated in Section 5 of this ordinance.
- (6) "Records management plan" means the plan developed under Section 6 of this ordinance.
- (7) "Retention period" means the minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction.

SECTION 3. MUNICIPAL RECORDS DECLARED PUBLIC PROPERTY. All municipal records as defined in Sec. 1 of this ordinance are hereby declared to be the property of the Village of Point Venture. No municipal official or employee has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

SECTION 4. POLICY. It is hereby declared to be the policy of the Village of Point Venture to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all municipal records through a system of procedures for their management from creation to ultimate disposition, consistent with the requirements of the Texas Local Government Records Act and accepted records management practice.

SECTION 5. DESIGNATION OF RECORDS MANAGEMENT OFFICER The Village Secretary and the successive holders of said office, shall serve as Records Management Officer for the Village of Point Venture. As provided by state law, each successive holder of the office shall file his or her name with the director and librarian of the Texas State Library within thirty days of the initial designation or of taking up the office, as applicable.

SECTION 6. RECORDS MANAGEMENT PLAN AND SCHEDULE.

(a) This Ordinance and the Texas State Library & Archives Commission Records Retention Schedule for records common local government shall comprise the records management plan for the Village of Point Venture. The Records Management Officer shall update and amend the records management plan for the Village of Point Venture for submission to the Village Council if and when needed. The plan is designed to reduce the costs and improve the efficiency of recordkeeping, to adequately protect the essential records of the municipality, and to properly preserve those records of the municipality that are of historical value. The plan is designed to enable the Records Management Officer to carry out his or her duties prescribed by state law and this ordinance effectively.

(b) This records management plan shall be binding on all offices, departments, Commissions, boards, committees or similar entities of the Village of Point Venture and records shall be created, maintained, stored, microfilmed, or disposed of in accordance with the plan.

(c) State law relating to the duties, other responsibilities, or recordkeeping requirements

of an officer or employee of the Village or the records in Village care from the application of this ordinance and the records management plan adopted under it and may not be used by the officer or employee as a basis for refusal to participate in the records management program of the Village of Point Venture.

SECTION 7. DUTIES OF RECORDS MANAGEMENT OFFICER In addition to other duties assigned in this ordinance, the Records Management Officer shall:

- (1) administer the records management program and provide assistance to department heads in its implementation;
- (2) plan, formulate, and prescribe records disposition policies, systems, standards, and procedures;
- (3) in cooperation with department heads identify essential records and establish a disaster plan for municipal office and department to ensure maximum availability of the records in order to re-establish operations quickly and with minimum disruption and expense;
- (4) develop additional procedures, as needed, to ensure the permanent preservation of the historically valuable records of the Village;
- (5) establish standards for filing and storage equipment, as needed, for recordkeeping supplies;
- (6) study the feasibility of and, if appropriate, establish a uniform filing system and a forms design and control system for the Village of Point Venture;
- (7) monitor records retention schedules and administrative rules issued by the Texas State Library and Archives Commission to determine if the records management program and the municipality's records control schedules are in compliance with state regulations;
- (8) disseminate to the Village Council information concerning state laws and administrative rules relating to local government records;
- (9) ensure that the maintenance, preservation, microfilming, destruction, or other disposition of the records of the Village of Point Venture are carried out in accordance with the policies and procedures of the records management program and the requirements of state law;
- (10) maintain records on the volume of records destroyed under approved records control schedules or through records destruction authorization requests, the volume of records microfilmed or stored electronically, and the estimated cost and space savings as the result of such disposal or disposition;
- (11) report annually to the Village Council on the implementation of the records management plan of the Village of Point Venture, including summaries of the statistical and fiscal data compiled under Subsection (10); and
- (12) bring to the attention of the Village Council non-compliance by municipal personnel with the policies and procedures of the records management program or the Local Government Records Act.

SECTION 8. DUTIES AND RESPONSIBILITIES OF MUNICIPAL OFFICERS AND EMPLOYEES. Municipal officers and employees shall:

(1) cooperate with the Records Management Officer in carrying out the policies and procedures established in the Village of Point Venture for the efficient and economical management of records and in carrying out the requirements of this ordinance ;

(2) adequately document the transaction of government business and the services, programs, and duties for which the department head and his or her staff are responsible; and

(3) maintain the records in his or her care and carry out their preservation, microfilming, destruction, or other disposition only in accordance with the policies and procedures of the records management program of the Village of Point Venture and the requirements of this ordinance.

SECTION 9. RECORDS CONTROL SCHEDULES TO BE DEVELOPED; APPROVAL; FILING WITH STATE.

(a) When and as needed, the Records Management Officer shall prepare records control schedules listing all records series created or received by the Village and the retention period for each series. Records control schedules shall also contain such other information regarding the disposition of municipal records as the records management plan may require.

(b) Each records control schedule shall be monitored and amended as needed by the Records Management Officer on a regular basis, as needed, to ensure that it is in compliance with records retention schedules issued by the state and that it continues to reflect the recordkeeping procedures and needs of the department and the records management program of the Village of Point Venture.

(c) Before its adoption an amended records control schedule or amended schedule for the City must be approved by the Village Council.

SECTION 10. IMPLEMENTATION OF RECORDS CONTROL SCHEDULES; DESTRUCTION OF RECORDS UNDER SCHEDULE.

(a) A records control schedule that has been approved for a department and adopted under Section 9 shall be implemented by the department head according to the policies and procedures of the records management plan.

(b) A record whose retention period has expired on a records control schedule shall be destroyed unless an open records request is pending on the record, the subject matter of the record is pertinent to a pending law suit, or the department head requests in writing to the Records Management Officer that the record be retained for an additional period.

(c) Prior to the destruction of a record under an approved records control schedule, authorization for the destruction must be obtained by the Records Management Officer from the City Council.

SECTION 11. DESTRUCTION OF UNSCHEDULED RECORDS. A record that has not yet been listed on an approved records control schedule may be destroyed if its destruction has been approved in the same manner as a record destroyed under an approved schedule and the Records Management Officer has submitted to and received back from the director and librarian an approved destruction authorization.

SECTION 12: EFFECTIVE DATE. This Ordinance shall be and become effective immediately upon and after its passage and publication as may be required by governing law.

SECTION 13: REPEALER. All ordinances or parts of ordinances in force when the provisions of this Ordinance becomes effective which are inconsistent or in conflict with the terms and provisions contained in this Ordinance are hereby repealed only to the extent of such conflict.

SECTION 14: SEVERABILITY. Should any part, sentence or phrase of this Ordinance be determined to be unlawful, void or unenforceable, the validity of the remaining portions of this Ordinance shall not be adversely affected. No portion of this Ordinance shall fail or become inoperative by reason of the invalidity of any other part. All provisions of this Ordinance are declared to be severable .

SECTION 15: PROPER NOTICE AND MEETING: It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

DULY PASSED AND ADOPTED by the Village Council of the Village of Point Venture, Texas, on the ____ day of _____, ____.

VILLAGE OF POINT VENTURE, TEXAS

ATTEST:

DRAFT

ADMIN

Agendas	2 yrs	*minutes do describe each matter referenced o
Cert Agendas	2 yrs	*closed/executive meetings
Minutes	PERMANENT	*written
Minutes	90 days	*notes taken during meeting from which minut
Minutes	PERMANENT	*audiovisual required permanent if NO written
Minutes	2 yrs	*workshops where no minutes are required by
Minutes	2 yrs	*supporting documents if action is reflected in r
Ordinances	PERMANENT	
Public Comment Forms	2 yrs	*listing from meeting of citizens wishing to spec

GENERAL RECORDS

Accident reports	3 yrs	*accidents to persons on local government prop
Affadavit of publications	PERMANENT	*publication of municipal ordinances
Affadavit of publications	Election day + 22 months	*Election notices
Affadavit of publications	2 yrs	*all other published legal notices
Complaints	Resolve + 2 yrs	*complaint from public relating to government
Contracts	4 yrs after expire	*consider if should PERMANENT
Correspondence - ADM	4 yrs	*policy/procedure, planning, implementing pro
Correspondence - GEN	2 yrs	*regular operations
Easements	PERMANENT	*documents relating to ROW or city easement
Insurance Policy	4 yrs after expire	*liability, auto, health, other for local governme
Legal Opinions	PERMANENT	*formal legal opinions
Public Relations	2 yrs	*press releases
PIA Request-withdrawn	date wd + 1 yr	*nonexempt and withdrawn requests
PIA Request-exempted	request date + 2 yrs	*PI request that records are exempted from dis
Policy & Procedure Manuals	5 yrs after discontinued	
Records Mgmt Records	PERMANENT	*records documenting disposition of records un
Committee Records	2 yrs	*committees, task force, commissions NOT sub

FINANCIAL

Fiscal Audit	PERMANENT	*year end audit report
Bank Security Records	4 yrs after release	*records pledging securities by bank
Budgets and documentation	PERMANENT	
Budget Amends	2 yrs	*budget change documentation
Capital Asset Records	FE + 5 yrs	*held by audit firm
Financial Reports	FE + 3 yrs	*monthly/quarterly or semi-annual
Financial Reports	PERMANENT	*year end audit report

ACCOUNTING

AP and disbursement	FE + 5 yrs	*invoices, statements to document disburseme
AR and receipt	Remit + 5 yrs	*document receipt of any monies by local gover
Banking records	FE + 5 yrs	*bank statements, credit card statements

PERSONNEL AND PAYROLL

Employee benefit records	Term + 4 yrs	*health, 403(b)
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Employee service records	Term + 75 years
Employee application-not hired	2 yrs
Employee application - hired	Term + 5 yrs
Oaths of office	Term + 5 yrs
Personnel action reports	Report date + 2 yrs
Employee training records	Term + 5 yrs
I-9	3yrs after hire
Criminal history checks	end of probation period
Federal & State tax forms and records	Term + 4 yrs
Time & Attendance reports	4 yrs
Reimbursement requests for travel	3 yrs

SUPPORT SERVICES

Bids - not successful	2 yrs
Bids - successful	FE aware + 5 yrs

ORDINANCE NO. 2020-06-18-A-1

ZONING ORDINANCE

AN ORDINANCE OF THE VILLAGE OF POINT VENTURE, TEXAS AMENDING ORDINANCE NO. 2020-06-18 BEING THE ZONING ORDINANCE OF THE VILLAGE OF POINT VENTURE, TEXAS, SPECIFICALLY CHAPTER 5, “REGULATIONS APPLICABLE TO RESIDENTIAL DISTRICTS”, SECTION 1.1.5.3, “MULTIFAMILY - 1 (MF-1)”, TO AMEND THE MINIMUM SQUARE FOOTAGE, SETBACKS, AND MAXIMUM DENSITY RESTRICTIONS OF THE MULTIFAMILY – 1 (MF-1) DISTRICT; PROVIDING A PENALTY NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE; PROVIDING FOR CODIFICATION; PROVIDING FOR REPEALING, SAVINGS AND SEVERABILITY CLAUSES; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

WHEREAS, the Village Council of the Village of Point Venture, Texas, (hereinafter “Village Council”) has investigated and determined that it would be advantageous and would promote orderly land use and development to make several amendments to its zoning regulations Chapter 5, “Regulations applicable to residential districts”, Section 1.1.5.3, “Multifamily - 1 (MF-1)”, to amend the minimum square footage, setbacks, and maximum density restrictions of the Multifamily – 1 (MF-1) District; and

WHEREAS, on November 18, 2020, after due deliberations and consideration of the recommendation of the Planning & Zoning Commission, and the information and other materials received at public meetings, the Village Council concluded that the amendments of this Ordinance are in the best interests of the Village of Point Venture, Texas; and

WHEREAS, on December 16, 2020, after properly posted and publicized public hearings were held, and due deliberations and considerations of both the Planning & Zoning Commission and Village Council, and the information and other materials received at the public meeting, the Village Council has concluded that the amendments of this Ordinance are in the best interests of the Village of Point Venture, Texas; and

WHEREAS, Council hereby also determines that the adoption of this Ordinance serves the health, safety and welfare of the Village.

NOW THEREFORE, BE IT ORDAINED BY THE VILLAGE COUNCIL OF THE VILLAGE OF POINT VENTURE, TEXAS, THAT:

SECTION 1. INCORPORATION OF PREMISES

The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

SECTION 2. FINDINGS

After due deliberations and consideration of the recommendation of the Village Council and the information and other materials received at the public hearing and public meetings, the Village Council has concluded that the amendments herein of the Point Venture Zoning Ordinance serves the best interests of the Village of Point Venture, Texas, serves the health, safety, welfare and aesthetic concerns of the public, and is consistent with the Village’s Comprehensive Plan.

SECTION 3. AMENDMENTS

Chapter 5, “Regulations applicable to residential districts”, Section 1.1.5.3, “Multifamily - 1 (MF-1)”, is hereby amended as follows (with additions being reflected as underscored and the removals being reflected as strikethrough):

EXHIBIT “A”

**VILLAGE OF POINT VENTURE, TEXAS
POINT VENTURE ZONING ORDINANCE**

...

CHAPTER 5 - REGULATIONS APPLICABLE TO RESIDENTIAL DISTRICTS

...

1.1.5.3 MULTIFAMILY - 1 (MF-1)

A) Purpose. The Multifamily-1 (MF-1) District is to provide for low density multiple-family residential development characterized by smaller scale buildings and extensive open space and landscaping. This district should not be located with frontage or direct access on major thoroughfares or with principal access to local residential streets. This district permits multi story townhouses.

B) Area Requirements.

1) Lot Size.

a) Minimum Lot Area: No lot containing multifamily units shall contain less than 10,000 square feet or 1,000 ~~4,200~~ square feet per dwelling unit, whichever is greater

b) Minimum Lot Width (feet): 60

c) Minimum Lot width of corner Lots (feet): 125

d) Minimum Lot Depth (feet): 100

3) Dwelling Regulations.

a) Minimum Square Footage: 1,000 square feet per dwelling unit. This section

does not apply to existing buildings needing to be renovated or rebuilt 1,200 square feet per dwelling unit

b) Maximum number of single-family detached dwellings units per lot: one

4) Yard Requirements - Main Structures.

a) Minimum Front Yard (feet): 12

b) Minimum Side Yard (feet): 15

c) Minimum Side Yard of Corner Lots (feet): 15

d) Minimum Side Yard of allowable nonresidential use (feet): 30

e) Minimum Rear Yard (feet): 7.5 15

f) Maximum Lot Coverage: 40%

5) Height of Structures.

a) Maximum Main Structure (feet): May not exceed 28 feet when measured from the highest parapet or roof ridge to highest point on the lot.

b) Maximum Accessory Structure (feet): Accessory structures shall be limited to a height of not more than ten (10) feet, or 50 percent of the height of the peak of the roof of the main dwelling, whichever is lowest. The maximum height of the accessory building is measured from the peak of the roof of the accessory building to grade level. The maximum height of the sidewall of an accessory building shall not exceed eight (8) feet.

C) Additional Provisions.

1) The maximum density in this district shall be 16 units per acre. This section does not apply to existing buildings needing to be renovated or rebuilt ~~The maximum density in this district shall be 12 units per acre.~~

2) If more than one building is located on the same lot, there shall be a ten-foot separation between buildings without openings (windows) and 15 feet between buildings with openings. This section does not apply to existing buildings needing to be renovated or rebuilt.

3) If a side yard or rear yard is adjacent to a single-family residential district, there shall be a 25-foot setback and a 60-foot setback from the adjacent property line for buildings in excess of one story in height. This section does not apply to existing buildings needing to be renovated or rebuilt.

4) No structure shall be placed on any lot which (by reason of high walls or fences, excessive height, specially peaked roof design, etc.) unreasonably will obscure the view of Lake Travis from a dwelling located or reasonably to be located upon an abutting lot (and, for this purpose “abutting lot” includes a lot separated only by a street).

...

SECTION 4. NO VESTED INTEREST/REPEAL

No developer or property owner shall acquire any vested interest in this Ordinance or in any other specific regulations contained herein, which are separate and apart from any vested right granted by Chapter 245 of the Local Government Code. Any portion of this Ordinance may be repealed or amended by the Village Council in the manner provided for by law.

SECTION 5. UNLAWFUL USE OF PREMISES

It shall be unlawful for any person, firm or corporation to make use of said premises in some manner other than as authorized by this Ordinance, and it shall be unlawful for any person, firm or corporation to construct on said premises any building or structure that is not in conformity with the permissible uses under this Ordinance.

SECTION 6. SAVINGS

That all rights and remedies of the Village of Point Venture are expressly saved as to any and all violations of the provisions of any Ordinances regulating, affecting, or relating to zoning, land use and/or development which have accrued at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such Ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

SECTION 7. CUMULATIVE REPEALER

That this Ordinance shall be cumulative of all other Ordinances affecting zoning and Zoning Maps which are not expressly amended or repealed hereby in accordance with Section 3 above, and shall not repeal any of the provisions of such Ordinances except for those instances where there are direct conflicts with the provisions of this Ordinance in accordance with Section 3 above. Except as provided in Section 3 above, Ordinances or parts thereof in force at the time this Ordinance shall take effect and that are inconsistent with this Ordinance are hereby repealed to the extent that they are inconsistent with this Ordinance. Provided however, that any complaint, action, claim or lawsuit which has been initiated or has arisen under or pursuant to such Ordinance on the date of adoption of this Ordinance shall continue to be governed by the provisions of that Ordinance and for that purpose the Ordinance shall remain in full force and effect.

SECTION 8. SEVERABILITY

Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. Point Venture hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional or invalid.

SECTION 9. PENALTY

It shall be unlawful for any person to violate any provision of this Ordinance, and any person violating or failing to comply with any provision hereof shall be fined, upon conviction, in an

amount not less than One Dollar (\$1.00) nor more than Two Thousand Dollars (\$2,000.00), in accordance with the enforcement and penalty provisions described in Exhibit “A”, and a separate offense shall be deemed committed each day or part of a day during or on which a violation occurs or continues. Further, if the governing body of the Village of Point Venture determines that a violation of this Ordinance creates a threat to the public safety, the Village may bring suit in the District Court to enjoin such violation and may exercise all available remedies as allowed by law.

SECTION 10. PUBLICATION

The Village Secretary of the Village of Point Venture is hereby directed to publish the Caption, Penalty and Effective Date of this Ordinance as required by Section 52.011 of the Texas Local Government Code. The Village Secretary is further directed to have this Ordinance and Ordinance No. 2020-06-18 codified as Chapter 13, Zoning Ordinance, of the Village’s Code of Ordinances at the next available codification update.

SECTION 11. EFFECTIVE DATE

That this Ordinance shall be in full force and effect from and after its date of passage, in accordance with law, and it is so ordained.

GIVEN FIRST READING AND CONSIDERATION OF THE AMENDMENTS by the Village Council of the Village of Point Venture, Texas on the 18th day of November 2020.

PASSED, APPROVED AND DULY ADOPTED ON SECOND AND FINAL READING by the Village Council of the Village of Point Venture, Texas on the 16th day of December 2020.

Eric Love, Mayor

ATTEST:

APPROVED AS TO FORM:

Vickie Knight, Village Secretary

Monte Akers, Village Attorney

Village of Point Venture
YTD ALL CLASS Income/Expense
October through November 2020

	Animal Control	Building Admin	Code Enforcement	General Admin	General Fund	Public Works	Sheriff's	TOTAL
Income								
Franchise Fees	0.00	0.00	0.00	0.00	11,599.13	0.00	0.00	11,599.13
Inspection Fees	0.00	14,260.00	0.00	0.00	0.00	0.00	0.00	14,260.00
Permits	58.00	3,560.00	0.00	0.00	0.00	0.00	0.00	3,618.00
Trash and Recycling Service	0.00	0.00	0.00	0.00	0.00	4,829.18	0.00	4,829.18
Tax Income	0.00	0.00	0.00	0.00	21,455.52	0.00	0.00	21,455.52
Interest Earned - Bank	0.00	0.00	0.00	0.00	155.84	0.00	0.00	155.84
Total Income	58.00	17,820.00	0.00	0.00	33,210.49	4,829.18	0.00	55,917.67
Expense								
Maintenance and Repair	311.99	0.00	29.97	0.00	0.00	3,145.83	0.00	3,487.79
Trash and Other Muni Expense	0.00	0.00	0.00	0.00	0.00	6,236.28	0.00	6,236.28
Professional Expenses	0.00	3,659.00	0.00	84.00	0.00	475.00	0.00	4,218.00
Education and Training	0.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00
Insurance Expense	0.00	0.00	0.00	10,594.78	0.00	0.00	0.00	10,594.78
Animal Control Costs	640.82	0.00	0.00	0.00	0.00	0.00	0.00	640.82
Administration Expenses	0.00	0.00	3.86	1,543.76	0.00	175.16	0.00	1,722.78
Dues Fees and Subscriptions	50.00	10.59	0.00	1,027.77	0.00	0.00	0.00	1,088.36
Contracted Services	0.00	4,990.00	0.00	0.00	0.00	0.00	6,445.00	11,435.00
Wages, Benefits and Payroll Exp	0.00	0.00	0.00	29,539.09	0.00	0.00	0.00	29,539.09
Bank related charges and fees	0.00	0.00	0.00	326.69	0.00	0.00	0.00	326.69
Travel	0.00	0.00	0.00	55.73	0.00	251.08	0.00	306.81
Utilities	109.26	0.00	0.00	483.22	0.00	0.00	0.00	592.48
Total Expense	1,112.07	8,659.59	33.83	43,905.04	0.00	10,283.35	6,445.00	70,438.88

Village of Point Venture
YTD Budget vs. Actual
October through November 2020

	<u>Oct '20 - Nov '20</u>	<u>20/21 FY Budget</u>
Ordinary Income/Expense		
Income		
Cap Metro	0.00	58,500.00
Fines	0.00	5,200.00
Franchise Fees	11,599.13	74,600.00
Inspection Fees	14,260.00	53,200.00
Permits	3,618.00	7,700.00
Trash and Recycling Service	4,829.18	32,160.00
Tax Income	21,455.52	369,000.00
Interest Earned - Bank	155.84	6,000.00
Total Income	<u>55,917.67</u>	<u>606,360.00</u>
Gross Profit	55,917.67	606,360.00
Expense		
Capital Outlay	0.00	116,000.00
Maintenance and Repair	3,487.79	23,000.00
Trash and Other Muni Expense	6,236.28	52,650.00
Professional Expenses	4,218.00	35,500.00
Education and Training	250.00	2,000.00
Insurance Expense	10,594.78	16,400.00
Animal Control Costs	640.82	4,850.00
Administration Expenses	1,722.78	27,150.00
Dues Fees and Subscriptions	1,088.36	20,000.00
Contracted Services	11,435.00	99,100.00
Wages, Benefits and Payroll Exp	29,539.09	195,942.36
Bank related charges and fees	326.69	500.00
Travel	306.81	3,050.00
Utilities	592.48	5,180.00
Total Expense	<u>70,438.88</u>	<u>601,322.36</u>
Net Ordinary Income	<u>-14,521.21</u>	<u>5,037.64</u>
Net Income	<u><u>-14,521.21</u></u>	<u><u>5,037.64</u></u>

Village of Point Venture
Nov YTD Income vs Expense
October through November 2020

Accrual Basis

	<u>Oct - Nov 20</u>	<u>Oct - Nov 19</u>
Ordinary Income/Expense		
Income		
Franchise Fees	11,599.13	7,107.86
Inspection Fees	14,260.00	4,100.00
Permits	3,618.00	630.00
Trash and Recycling Service	4,829.18	5,077.17
Tax Income	21,455.52	25,992.42
Interest Earned - Bank	155.84	2,403.28
Total Income	<u>55,917.67</u>	<u>45,310.73</u>
Gross Profit	55,917.67	45,310.73
Expense		
Maintenance and Repair	3,487.79	3,246.47
Trash and Other Muni Expense	6,236.28	6,235.92
Professional Expenses	4,218.00	1,799.40
Education and Training	250.00	270.00
Insurance Expense	10,594.78	8,010.68
Animal Control Costs	640.82	687.45
Administration Expenses	1,722.78	1,911.59
Dues Fees and Subscriptions	1,088.36	3,592.08
Contracted Services	11,435.00	7,694.00
Wages, Benefits and Payroll Exp	29,539.09	21,273.49
Bank related charges and fees	326.69	20.00
Travel	306.81	601.61
Utilities	592.48	778.53
Total Expense	<u>70,438.88</u>	<u>56,121.22</u>
Net Ordinary Income	<u>-14,521.21</u>	<u>-10,810.49</u>
Net Income	<u><u>-14,521.21</u></u>	<u><u>-10,810.49</u></u>

Village of Point Venture
Statement of Financial Position
 As of November 30, 2020

	Nov 30, 20	Nov 30, 19
ASSETS		
Current Assets		
Checking/Savings		
Banks		
1010 · Security State - Money Market	94,578.56	94,476.24
1015 · Security State - Operating Fund	248,307.69	153,653.06
1030 · TexPool - Money Market	290,015.89	288,227.73
1046 · TexPool - Road Fund	558,742.83	487,707.50
1047 · TexPool TimeWarner	25,691.48	21,187.23
Total Banks	1,217,336.45	1,045,251.76
Total Checking/Savings	1,217,336.45	1,045,251.76
Accounts Receivable		
1100 · Accounts Receivable	5,061.34	3,809.83
Total Accounts Receivable	5,061.34	3,809.83
Other Current Assets		
Accounts Receivable - Misc		
1105 · A/R - Taxes	7,132.56	7,132.56
Total Accounts Receivable - Misc	7,132.56	7,132.56
1499 · Undeposited Funds	620.00	288.34
Total Other Current Assets	7,752.56	7,420.90
Total Current Assets	1,230,150.35	1,056,482.49
TOTAL ASSETS	1,230,150.35	1,056,482.49
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
1500 · Accounts Payable	10,900.37	5,778.33
Total Accounts Payable	10,900.37	5,778.33
Credit Cards		
1605 · SSBT MasterCard VKnight	55.40	154.81
1606 · SSBT-MasterCard T Low	192.35	0.00
1610 · SSBT MasterCard LClinton	0.00	119.19
1615 · SSBT MasterCard Eric Love	1,032.49	755.18
Total Credit Cards	1,280.24	1,029.18
Other Current Liabilities		
2010 · Building Contractors Bond	33,153.00	26,100.00
2100 · Payroll Liabilities	3,394.62	3,142.99
2230 · Deferred Revenue - Taxes	7,132.56	7,132.56
Council Reserved Funds		
2241 · Deferred Revenue - PEG Revenue	26,475.43	22,177.89
2011 · Dedicated Road Fund	554,246.65	486,246.65
Total Council Reserved Funds	580,722.08	508,424.54
Total Other Current Liabilities	624,402.26	544,800.09
Total Current Liabilities	636,582.87	551,607.60
Total Liabilities	636,582.87	551,607.60
Equity		

**Village of Point Venture
Building Department – November 2020**

In the month of November, there were five (5) permits issued for new single family dwellings, two (2) permits for deck extensions and one (1) permit for remodel. There were three (3) certificates of occupancy issued.

NEW HOMES ISSUED PERMITS

2009	10
2010	8
2011	8
2012	6
2013	12
2014	23
2015	18
2016	36
2017	53
2018	30
2019	31
2020	25

CERTIFICATE OF OCCUPANCIES ISSUED

2009	15
2010	11
2011	6
2012	4
2013	5
2014	15
2015	18
2016	38
2017	33
2018	58
2019	24
2020	33