

JAMES BURGESS

Mayor

RITA BISHOP

Councilmember Place 1

KAYLA SANGUINETTI

Councilmember Place 2



JEANIE SCOTT

Mayor Pro Tem/

Councilmember Place 3

GERONIMO HERNANDEZ

Councilmember Place 4

PHYLLIS LEWIS

Councilmember Place 5

VENUS REGULAR COUNCIL MEETING

Venus Civic Center

210 S. Walnut St.

Venus, Texas 76084

Monday, July 12, 2021 7:00 PM

Regular Agenda

While the Mayor and other Councilmembers may be physically present at the Venus Civic Center, 210 South Walnut Street, Venus, Texas 76084, there may be Councilmembers or staff that will attend and participate via video or audio link due to the COVID-19 emergency situation.

Page

1. Call to Order, Roll Call, Invocation, Pledge of Allegiance

2. Announcements from Mayor:

Cell phones are to be turned off or placed on vibrate/silent only. No conversation or comment from the audience is permitted unless specifically called upon by the Mayor. Please remain respectfully quiet.

3. Citizen Public Comment Period:

Citizens may sign up before the meeting begins and will be allowed up to 5 minutes to address the Mayor and Council. The Mayor, Council members and staff members may not respond or converse with speakers during this time. The comments from the speaker must be in the form of a statement. By State law, no questions may be asked or answered for items not appearing on the agenda.

4. Consent Agenda:

All matters listed under consent agenda have been previously discussed, require little or no deliberation, or are routine by the council. If discussion is desired, then an item will be removed from the consent agenda and considered separately. Otherwise, approval of the consent agenda authorizes the City Administrator to implement each item in accordance with staff's recommendation.

- 4.1. Approval of meeting minutes for Joint City Council meeting on June 14, 2021.
- 4.2. Approval of meeting minutes for City Council regular meeting on June 14, 2021.
- 4.3. Ratifying the payment of bills for the month of Jul 12 2021 6 - 22
[AP Check Report - June 2021.pdf](#) 
 I make a motion to approve the consent agenda as presented.

5. Staff Reports:

- 5.1. Fire Department - Jason DeLeon: No report.
- 5.2. Public Works - Chip Hopkins: 23 - 26
[Public Works – Council Meeting.pdf](#) 
- 5.3. Police Department -James Groom: 27
[VPD June 2021 Monthly Report.pdf](#) 
- 5.4. Interim City Administration- Cheryl Estes:
 To be presented Monday night
- 5.5. Finances - Cheryl Estes: 28 - 30
[Budget Calendar.pdf](#) 
- 5.6. Planning & Development - Dave Gattis:
 Dave Gattis began assuming the responsibilities of Interim City Planner on June 23rd. Since that time, Mr. Gattis has performed the following activities:
 Met with a Realtor regarding future development on 6/23/2021, participated in weekly development team meetings regarding financing statue for various developments, met with developers for Seven S Ranch regarding a draft Development Agreement on 6/25/2021, Participated in a predevelopment conference for the Ridgeview Addition on 6/28/2021, Participated in interviews of potential candidates for Chief Building Official, Building Inspector, and City Planner on 6/30/2021 and 7/2/2021, Provided information to the developer of Starlight Meadows, Coordinated review for the Christian Corners final plat, provided a letter to Johnson County regarding a building permit request in the ETJ, revised the P&Z submittal and review schedule and investigate a Fire Code issue

regarding outdoor fireplaces.

6. Public Hearing:

- 6.1. Conduct public hearing on levying of assessments in the Brahman Ranch Public Improvement District No. 1.

Open Public Hearing:

Close Public Hearing:

7. Consideration Items:

- 7.1. Discuss and consider re-appointing Mr. Joe Russell to the Venus Community Service Development Corporation.
Mr. Russell was appointing to the Commission by the City Council in June 2019 and is up for re-appointment.

I make a motion to approve/deny re-appoint Mr. Joe Russell to the Venus Community Service Development Corporation.

- 7.2. Discuss and consider re-appointing Mr. Randall Buck to the Venus Community Service Development Corporation.

Mr. Buck was appointed to the Commission by the City Council in June 2019 and is up for re-appointment.

I make a motion to approve/deny re-appoint Mr. Randall Buck to the Venus Community Service Development Corporation.

- 7.3. City Secretary to issue Oath of Office to the newly appointed Commissioners.

- 7.4. Discuss and consider appointing a Commissioner to the Venus Community Service Development Corporation to fill a vacancy.

Ms. Shelley Clower resigned her seat in June 2021. Ms. Clower was appointed in March 2017.

I make a motion to appoint _____ to the Venus Community Service Development Corporation.

- 7.5. Discuss and consider appointing a member to the Mountain Creek Reginal Wastewater System Advisory Committee.

31 - 32

[TRA.pdf](#) 

I make a motion to appoint _____ Mountain

Creek Reginal Wastewater System advisory Committee.

- 7.6. Discuss and consider appointing an alternate representative to the Mountain Creek Reginal Wastewater System Advisory Committee. 33 - 34
[TRA.pdf](#) 
I make a motion to appoint _____ as an alternate to the Mountain Creek Reginal Wastewater System Advisory Committee.
- 7.7. Discuss and consider approval/denial of the Building Official position and job description. 35 - 38
[CHIEF BUILDING OFFICIAL-Venus.pdf](#) 
I make a motion to approve/deny the Building Official position and job description.
- 7.8. Discuss and consider approval/denial of the City Planner position and job description. 39 - 41
[CITY PLANNER- Venus.pdf](#) 
I make a motion to approve/deny the City Planner position and job description.
- 7.9. Discuss and consider approval/denial of the Building Inspector position and job description. 42 - 44
[BUILDING INSPECTOR \(003\)-Venus.pdf](#) 
I make a motion to approve/deny the Building Inspector position and job description.
- 7.10. Discuss and consider approval/denial of the Human Resource/Planning Specialist position and job description. 45 - 48
[Human Resources Planning Specialist-Venus.pdf](#) 
I make a motion to approve/deny the Human Resource/Planning Specialist position and job description.

8. Executive Session:

The City Council reserves the right to meet in Executive Session closed to the public at any time in the course of this meeting to discuss matters listed on the agenda, pursuant to authorization by the Texas Open Meetings Act TEXAS GOVERNMENT CODE, 551.071 (2) on a matter which the duty of the attorney to the governmental body

under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.

Section: 551.071 (2)- (Private consultation with attorney for the city)to discuss project JMJ Development, Seven S Ranch, Patriot Estates, Brahman Ranch I, Brahman Ranch II, and TRA Regional Sewer Line.

8.1. Recess into Executive Session:

8.2. Reconvene into Open Session:

9. Adjournment

The City Council reserves the right to meet in Executive Session closed to the public at any time in the course of this meeting to discuss matters listed on the agenda, pursuant to authorization by the Texas Open Meetings Act TEXAS GOVERNMENT CODE, Chapter 551.071 (2)(Private consultation with attorney for the city), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), 551.087 (economic development), 418.183 (homeland security).

This is to certify that a copy of this Notice of Meeting was posted on the bulletin of City Hall, 700 W. Hwy 67 Venus, Texas and at a place readily accessible to the general public at all times and to the City's website www.cityofvenus.org, July 9, 2021 by 5:00 P.M..

Callie Green,
City Secretary

For more information or a copy of the Open Meetings Act, please contact the Attorney General of Texas at 1-800-252-8011; the City Secretary at 972-366-3348, ext. 211 or visit the City of Venus web site at www.cityofvenus.org. This building is wheelchair accessible. Any requests for Interpretive Services must be named 48 hours in advance of the scheduled meeting. To make arrangements please call 972-366-3348.

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
NON-DEPARTMENTAL	GENERAL FUND	TEXAS MUNICIPAL RETIREMENT SYSTEM	TMRS RETIREMENT	3,447.76
			TMRS RETIREMENT	3,454.86
		U. S. TREASURY	FEDERAL WITHHOLDING	4,146.24
			FEDERAL WITHHOLDING	4,181.13
			FICA WITHHOLDING	2,899.70
			FICA WITHHOLDING	2,906.02
			MEDICARE WITHHOLDING	678.14
			MEDICARE WITHHOLDING	679.63
			CASE #0011334214-11305	136.15
			CASE #0011334214-11305	136.15
		CHILD SUPPORT DISTRIBUTION FUND	CASE ID 0010216557	207.69
			CASE ID 0010216557	207.69
			CASE ID 0012061075	192.00
			CASE ID 0012061075	192.00
			CASE ID 0010420256	200.77
			CASE ID 0010420256	200.77
			DANIEL GONZALEZ:RF C.CENTE	200.00
			JAMES BURGESS: CIVIC CNT R	200.00
			ANNETTE MORALEZ:CC REFUND	200.00
		FIRST UNUM LIFE INSURANCE CO	GTLI/STD/LTD 2021-06	1,065.62-
			UNUM DENTAL/VISION	288.79
			UNUM DENTAL/VISION	1,529.52-
			UNUM DENTAL/VISION	30.72
			UNUM DENTAL/VISION	30.72-
		CITIBANK	UNUM VOL LIFE	331.65
			GROOM-MAY21 CC CHARGES	1,336.03
			WOLFE MAY 21 CC CHARGES	3,217.99
			ESTES MAY 21 CC CHARGES	2,690.14
			GREEN MAY 21 CC CHARGES	344.01
			FLAGG MAY 21 CC CHARGES	32.44
			GORDON MAY 21 CC CHARGES	399.00
			JUNE 21 CITY CREDIT CARDS	8,019.61-
		MCCREARY, VESELKA, BRAGG AND ALLEN P.C CIGNA HEATHCARE	COURT COLLECTION FEES	1,312.47
			CIGNA HEATHCARE 2021-06	4,602.11
			CIGNA HEATHCARE 2021-06	708.91
			TOTAL:	29,115.49
NON-DEPARTMENTAL	GENERAL FUND	AVI SYSTEMS, INC.	AUDIO FINAL PYMNT	5,467.28
			TOTAL:	5,467.28
PLANNING & DEVELOPMENT GENERAL FUND	GENERAL FUND	TEXAS MUNICIPAL RETIREMENT SYSTEM	TMRS RETIREMENT	423.34
			TMRS RETIREMENT	423.34
		U. S. TREASURY	FICA WITHHOLDING	234.40
			FICA WITHHOLDING	234.40
			MEDICARE WITHHOLDING	54.82
			MEDICARE WITHHOLDING	54.82
			APRIL 20- MAY 19 2021	47.86
		FIRST UNUM LIFE INSURANCE CO	GTLI/STD/LTD 2021-06	75.54
			UNUM DENTAL/VISION	86.27
			R.FLAGG TRAINING	562.50
		CITY HALL ESSENTIALS	R.FLAGG TRAINING	42.00
			CITY PLANNER	2,299.95
			AMAZON-CALENDAR BATTERIES	17.65
		BUREAU VERITAS NORTH AMERICA, INC	FEDEX-REDUCTION OF PLATS	32.44
			139 BUSH DR	160.00
			133 KENNEDY DR	160.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			108 LIBERTY LN	160.00
			1105 SAVANH ST	831.45
			700 W HWY 67	1,261.34
			125 YORKTOWN CT	76.92
			115 AUSTIN AVE	160.00
			1118 SUMNER DR	160.00
			401 W 4TH ST	76.92
			112 CROCKETT WAY	76.92
			203 S WALNUT ST	400.00
			118 PATTON LN	76.92
			236 LEWIS LN	76.92
			155 BUSH DR	76.92
			246 LEWIS LN	76.92
			137 CROCKETT WAY	76.92
			227 LEWIS LN	76.92
			210 CLIFF RIDGE LN	76.92
			160 HIGHGATE DR	76.92
			160 OCELOT LN	76.92
			210 TIGER RIDGE	76.92
			151 HIGHGATE DR	76.92
			111 CLARK ST	76.92
			108 S MAIN ST STE B	76.92
			302 MEADOW RIDGE DR	150.75
			118 PATTON LN	160.00
			403 W 5TH ST	76.92
			419 COTTON BEND TRL	76.92
			500-B W SECOND ST	76.92
			107 COLONAL LN	133.95
			204 N HICKORY ST	76.92
			4052 S MAIN ST	76.92
			120 PATRIOT WAT	76.92
			111 HIGHGATE DR	76.92
			414 FIELDSTONE LN	76.92
			102 PRESIDENTS WAY	117.15
			165 WASHINGTON WAY	76.92
			308 RIDGE HOLLOW TRL	117.15
			109 S HANCOCK ST	76.92
			702 S OAK ST	76.92
			409 COTTON BEND TRL	76.92
			203 S LOCUST ST	76.92
			104 S OAK ST	76.92
			400 FIELDSTONE LN	192.75
			204 W 8TH ST	159.15
		BIRKHOFF,HENDRICKS & CARTER, LLP	PATRIOT ESTATES PHASE 8	2,451.28
			HERITAGE HILLS PHASE 1	65.05
			HERITAGE HILLS PHASE 2	222.83
			PATRIOT ESTATES PHASE 9	241.43
			STARLIGHT MEADOWS	389.95
			COLORADO RIVER CROSSING AD	445.66
			HUDSON OAKS	222.83
		CIGNA HEATHCARE	CIGNA HEATHCARE 2021-06	1,804.15
		MESSER, ROCKEFELLER,& FORT , PLLC	PLANNING & DEVELOPMENT	276.42

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		**PAYROLL EXPENSES	6/01/2021 - 6/30/2021	<u>5,667.12</u>
			TOTAL:	23,007.34
ADMINISTRATION	GENERAL FUND	TEXAS MUNICIPAL RETIREMENT SYSTEM	TMRS RETIREMENT	621.57
			TMRS RETIREMENT	619.03
		U. S. TREASURY	FICA WITHHOLDING	355.01
			FICA WITHHOLDING	353.54
			MEDICARE WITHHOLDING	83.03
			MEDICARE WITHHOLDING	82.69
		CENTRAL APPRAISAL DISTRICT	3RD QRT 2021 APPRAISAL SER	5,019.35
		AT&T MOBILITY	APRIL 20- MAY 19 2021	292.49
		KINGS GATE	LIGHTNING STRIKE GYM	510.95
		FRONTIER ACCESS LLC	CITY HALL	89.36
		CINTAS	MATS FOR CITY HALL	31.39
			MATS AT CITY HALL	31.39
			MATS FOR CITY HALL	31.39
			MATS FOR CITY HALL	31.39
		CHERYL ESTES	CPA LICENSE RENEWAL	75.00
		FIRST UNUM LIFE INSURANCE CO	GTLI/STD/LTD 2021-06	150.70
			UNUM DENTAL/VISION	153.85
		LORETTA S. MILLER	CITY HALL	125.00
			CITY HALL	125.00
			CITY HALL	125.00
			FEE FOR BLDG BEING CLOSED	25.00
		AMERIFLEX	HRA ADMIN FEES 28 EMP @ \$5	140.00
		MIDLO H2O	#5GAL RO H2O	45.00
			#5 GAL H2O	60.00
		XEROX FINANCIAL SERVICES	XEROX LEASE PAYMENT	129.00
		XEROX USAGE	781 @ .0045 COLOR	35.15
			1185 @ 0.005 B&W	5.92
		FTDJ, LLC	MONTHLY IT & MICROSOFT	937.00
		KAY HARRINGTON	CLEAN SEPTIC AT CITY HALL	395.00
		CALLIE GREEN	TEAM BUILDING BOWLING	240.00
		BRUCE J. LATTIMER	COUNCIL PICTURES	240.00
		LOWES BUSINESS ACCT/SYNCB	GE AC UNIT FOR SERVER ROOM	521.55
			SUPPLIES FOR THE GYM	134.42
		DALLAS COOL AIR CORP.	REPAIRS ON OUTSIDE AC UNIT	242.05
		PITNEY BOWES PURCHASE POWER	POSTAGE REFILL	499.00
		TYLER TECHNOLOGIES	ANNUAL MT ON PRINTER/CA DR	409.12
			CORE FIN ANNUAL MAINT	4,741.07
		CITIBANK	AMAZON-LABLESL AND SORTER	16.97
			CHECKS FOR LESS- AP CHECKS	107.95
			GODADDY-LINUX HOSTING RENE	115.00
			OFFICE DEPOT-PAPER AND FIL	112.60
			SAM'S-FOOD FOR ANDY'S PART	99.92
			OFFICE DEPOT-STAPLE PULLER	3.69
			AMAZON-ERASERS AND PENCILS	14.77
			AMAZON-CAL, FILE FOLDERS,	83.27
			ADOBE-MNLTY CITY LICENSES	215.92
			UATTEND-EMPLOYEE TIMECLOCK	100.67
			OFFICE DEPOT-BINDER, PAPER	205.03
			WALMART-PW APPRECIATION DA	200.28
			VENUS DONUST-PW APPREC DAY	63.00
			AMAZON-DIXIE CUPS BREAKROO	74.14
			OFFICE DEPOT-PAPER CLIPS	9.95
			AMAZON-PLATES BREAKROOM	42.99

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			AMAZON-TRASHBAGS, COFFEE,	112.38
			AMAZON-CREAMER, WIPES, COF	61.56
			AMAZON-ADDING MACHINE TAPE	10.19
			TMC- SEMINAR	280.00
			AMAZON-COUNCIL NAME PLATES	26.02
			AMAZON-THUMB DRIVES OPEN R	37.99
		MOUNTAIN PEAK SPECIAL UTILITY DISTRICT	700 W HWY 67	17.36
		GEXA ENERGY	50% CITYHALL/AUXILARY	357.31
		FIRST CHECK	T.HOPKINS BACKGROUND CHECK	27.00
		CARENOW CORPORATE	TROY HOPKINS	258.00
		CIGNA HEATHCARE	CIGNA HEATHCARE 2021-06	1,309.69
		MESSER, ROCKEFELLER,& FORT , PLLC	GENERAL COUNCEL	1,653.00
		**PAYROLL EXPENSES	6/01/2021 - 6/30/2021	8,727.40
			TOTAL:	32,050.46
POLICE DEPARTMENT	GENERAL FUND	TEXAS MUNICIPAL RETIREMENT SYSTEM	TMRS RETIREMENT	3,197.55
			TMRS RETIREMENT	3,201.71
		U. S. TREASURY	FICA WITHHOLDING	1,753.49
			FICA WITHHOLDING	1,755.93
			MEDICARE WITHHOLDING	410.08
			MEDICARE WITHHOLDING	410.66
		AT&T MOBILITY	APRIL 20- MAY 20 2021	657.68
		KINGS GATE	LIGHTNING STRIKE GYM	510.95
		FIRST UNUM LIFE INSURANCE CO	GTLI/STD/LTD 2021-06	545.77
			UNUM DENTAL/VISION	575.54
		LORETTA S. MILLER	POLICE	125.00
			POLICE	125.00
			POLICE	125.00
		XEROX FINANCIAL SERVICES	XEROX LEASE PAYMENT	99.00
		XEROX USAGE	667 @ 0.0050 B&W	3.34
		FTDJ, LLC	MONTHLY IT & MICROSOFT	937.00
		PETE'S TIRE SHOP	TIRE MOUNT & BALANCE	15.00
		C.S. LEE TIRE & AUTO SERVICE	TIRES AND WIPERS	886.60
		MARSCHALL FIRE & SAFETY	FIRE EXTINGUISHER CHARGE	23.00
			FIRE EXT REFILLS	23.00
		IMPACT PROMOTIONAL SERVICES	SPURLOCK UNIFORM ALTERATIO	94.99
			UNIFORM MANDUJANO	67.98
			UNIFORMS MANDUJANO	23.99
			BELT SPURLOCK	21.24
			NAMEPLATE SPURLOCK	14.99
		VENUS MOBILE 1	OIL CHANGE ON COROLLA	53.95
		CITIBANK	AMAZON-HAND WASHING STATIO	2,178.00
			MR SUGAR RUSH- ICE CREAM T	740.00
			LAW ENFORCEMENT TRAINING	399.00
			AMAZON-SIGNS & LEADERSHIP	87.89
			AMAZON-LEADERSHIP BOOK	14.18
			TX LE ANALYST-MEM RENEWAL	25.00
			WALMART-DOOR PRIZES NAT'L	361.00
			LASER AMMO- CAMERA UPGRADE	410.00
			UPS- SHIPPING FOR CAMERA U	22.12
			KROGER-HANDSOAP NITE OUT	6.00
			AMAZON-COFFEE CUPS & NOTEP	132.27
			CHALLENGE TARGETS-RANGE TA	277.07
		MOUNTAIN PEAK SPECIAL UTILITY DISTRICT	PD/WATER	17.37
		GEXA ENERGY	OLD PD/50% CITY HALL	364.40
		FRONTIER COMMUNICATIONS	PD FAX LINE	92.65

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		CITY OF BURLESON	FY20/21 CONSORTIUM FEES	13,166.00
		CIGNA HEATHCARE	CIGNA HEATHCARE 2021-06	11,983.75
		HEATHER SYVERTSON	BOOT REIMBURESMENT	150.00
		**PAYROLL EXPENSES	6/01/2021 - 6/30/2021	<u>39,177.27</u>
			TOTAL:	85,262.41
CODE ENFORCE/ANIMAL CO GENERAL FUND		TEXAS MUNICIPAL RETIREMENT SYSTEM	TMRS RETIREMENT	180.70
			TMRS RETIREMENT	181.54
		U. S. TREASURY	FICA WITHHOLDING	89.76
			FICA WITHHOLDING	90.25
			MEDICARE WITHHOLDING	20.99
			MEDICARE WITHHOLDING	21.11
		AT&T MOBILITY	APRIL 20- MAY 20 2021	56.11
		FIRST UNUM LIFE INSURANCE CO	GTLI/STD/LTD 2021-06	32.62
			UNUM DENTAL/VISION	45.62
		SPCA OF TEXAS	ANIMAL DROP OFF FEES	630.00
		CIGNA HEATHCARE	CIGNA HEATHCARE 2021-06	1,201.55
		**PAYROLL EXPENSES	6/01/2021 - 6/30/2021	<u>1,970.56</u>
			TOTAL:	4,520.81
COURT	GENERAL FUND	TEXAS MUNICIPAL RETIREMENT SYSTEM	TMRS RETIREMENT	213.49
			TMRS RETIREMENT	221.38
		U. S. TREASURY	FICA WITHHOLDING	123.95
			FICA WITHHOLDING	128.56
			MEDICARE WITHHOLDING	28.98
			MEDICARE WITHHOLDING	30.07
		BILL J. SCOTT	JUNE 21 MUNICIPAL JUDGE	800.00
			JUDGE TRAINING TMCEC	200.00
		BENNETT'S OFFICE SUPPLY	CITATION FORMS	310.90
		AT&T MOBILITY	APRIL 20- MAY 19 2021	43.88
		RODNEY RAMSEY	JUNE 21 PROSECUTOR	300.00
			MAY 21 COURT PROSECUTOR	300.00
		FIRST UNUM LIFE INSURANCE CO	GTLI/STD/LTD 2021-06	38.29
			UNUM DENTAL/VISION	55.55
		FTDJ, LLC	MONTHLY IT & MICROSOFT	937.00
		TYLER TECHNOLOGIES	ANNUAL MT ON PRINTER/CA DR	409.12
			BRAZOS SOFTWARE ANNUAL MAI	703.49
			SERVER HOSTING ANNUAL MAIN	234.84
		CITIBANK	AMAZON-CALENDER BATTERIES	17.66
		CIGNA HEATHCARE	CIGNA HEATHCARE 2021-06	708.91
		**PAYROLL EXPENSES	6/01/2021 - 6/30/2021	<u>3,088.76</u>
			TOTAL:	8,894.83
FIRE DEPARTMENT	GENERAL FUND	GEXA ENERGY	FIRE DEPT	<u>225.54</u>
			TOTAL:	225.54
PUBLIC WORKS	GENERAL FUND	TEXAS MUNICIPAL RETIREMENT SYSTEM	TMRS RETIREMENT	594.09
			TMRS RETIREMENT	594.52
		U. S. TREASURY	FICA WITHHOLDING	343.09
			FICA WITHHOLDING	343.35
			MEDICARE WITHHOLDING	80.24
			MEDICARE WITHHOLDING	80.30
		INTERFACE SECURITY SYSTEMS LLC	PW ALARM	49.99
		AT&T MOBILITY	APRIL 20- MAY 19 2021	181.25
		FRONTIER ACCESS LLC	PUBLIC WORKS	118.96
		CINTAS	WEEKLY SERVICES	18.48

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			WEEKLY SERVICE	18.48
			WEEKLY SERVICES	18.48
			WEEKLY SERVICES	18.48
		FIRST UNUM LIFE INSURANCE CO	GTLI/STD/LTD 2021-06	87.23
			UNUM DENTAL/VISION	113.83
		LOWES BUSINESS ACCT/SYNCB	FLOOR FAN, AIRHOSE, COMPRE	531.59
			CONDUIT & COUPLING	48.29
			FLOWERS FOR THE CITY SIGNS	678.30
			WATER/GATORADE FOR PW	672.80
		TXU ENERGY	STLG 1 78924SD	1,621.22
			STLD 2 61834SD	74.89
			STLD-C LE 22287LE	1,028.27
			STLD-C LE 141-180	144.66
		VENUS AUTO PARTS LLC	TOP SOIL FOR CITY SIGNS	29.90
			KEYS	39.80
			PIPE COUPLER & COVERS	6.57
			SAW & MANDREL SET	16.49
			2' ELBOW, ADAPTER, CONDUIT	4.28
			ELECTRICAL TAP	8.34
			WD 40 BLASTER, ERASER, ELC	44.35
		COSPER TRACTOR	SWITCH, BELT, STABILIZER	232.04
		CITIBANK	AM WATER COLLEGE-TRAINING	299.99
			AMAZON-COFFEE FOR PW BLDG	23.94
			AMAZON-SUGAR FOR PW BLDG	7.81
			AMAZON-PINE SOL FOR PW BLD	39.60
			AMAZON-MONITOR STANDS	16.97
			MANSFIELD GARDEN- FLOWERS	803.22
			VISATAPRINT-BUS CARDS FOR	20.00
			TX GOV- REG/TAG ADMIN FEES	4.00
		MOUNTAIN PEAK SPECIAL UTILITY DISTRICT	1090 N FM 157	25.93
		GEXA ENERGY	PUBLIC WORKS	545.51
		DESOTO JANITORIAL SUPPLY	PAPER TOWELS	122.19
		FRONTIER COMMUNICATIONS	PW LANDLINES	158.16
		CIGNA HEATHCARE	CIGNA HEATHCARE 2021-06	1,949.50
		**PAYROLL EXPENSES	6/01/2021 - 6/30/2021	<u>8,324.31</u>
			TOTAL:	20,183.69
NON-DEPARTMENTAL	CPF-2020 BOND PROC	BNSF RAILWAY COMPANY	RR PERMIT VENUS PRKWY	1,350.00
		BIRKHOFF,HENDRICKS & CARTER, LLP	PRELIMINARY ENGINEERING	<u>13,265.01</u>
			TOTAL:	14,615.01
NON-DEPARTMENTAL	CPF-LGI/PE SEWER F	DAVID MARTINEZ	PAY REQUEST NO 4	10,421.60-
			PAY REQUEST NO 5	<u>16,465.75-</u>
			TOTAL:	26,887.35-
NON-DEPARTMENTAL	CPF-LGI/PE SEWER F	DAVID MARTINEZ	CONSTRUCTION PAY REQUEST	104,216.00
			CONSTRUCTION PAY REQUEST	164,657.50
		PAPE-DAWSON CONSULTING ENGINEERS INC	ENGINEERING SERVICES	5,640.00
			CONSTRUCTION STAKING	7,576.00
		TERRADYNE ENGINEERING INC	REPORT NUMBER 36	<u>305.00</u>
			TOTAL:	282,394.50
NON-DEPARTMENTAL	VENUS COMM DEVELOP	TEXAS MUNICIPAL RETIREMENT SYSTEM	TMRS RETIREMENT	87.67
			TMRS RETIREMENT	87.58
		U. S. TREASURY	FEDERAL WITHHOLDING	69.56
			FEDERAL WITHHOLDING	76.33

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			FICA WITHHOLDING	77.65
			FICA WITHHOLDING	77.58
			MEDICARE WITHHOLDING	18.16
			MEDICARE WITHHOLDING	<u>18.14</u>
			TOTAL:	512.67
SPECIAL REV DEPT/VCSDC VENUS COMM DEVELOP	TEXAS MUNICIPAL RETIREMENT SYSTEM		TMRS RETIREMENT	133.01
			TMRS RETIREMENT	132.88
		U. S. TREASURY	FICA WITHHOLDING	77.65
			FICA WITHHOLDING	77.58
			MEDICARE WITHHOLDING	18.16
			MEDICARE WITHHOLDING	18.14
		AT&T MOBILITY	APRIL 20- MAY 19 2021	40.20
		FRONTIER ACCESS LLC	CIVIC CENTER	88.64
		CINTAS	WEEKLY SERVICES	4.15
			WEEKLY SERVICE	4.15
			WEEKLY SERVICES	4.15
			WEEKLY SERVICES	4.15
		FIRST UNUM LIFE INSURANCE CO	GTLI/STD/LTD 2021-06	24.93
			UNUM DENTAL/VISION	30.72
		LORETTA S. MILLER	CIVIC CENTER	75.00
		VENUS AUTO PARTS LLC	PRIMER PAINT	11.58
			TOWELS & TOLIET PAPER HO	26.78
		VENUS MOBILE 1	2019 FORD INSPECTION	25.50
		MOUNTAIN PEAK SPECIAL UTILITY DISTRICT	502 E HWY 67	29.13
			CR 213 IRRIGATION	27.53
		GEXA ENERGY	PARKS/CIVIC CENTER	815.55
		CIGNA HEATHCARE	CIGNA HEATHCARE 2021-06	708.91
		**PAYROLL EXPENSES	6/01/2021 - 6/30/2021	<u>1,970.53</u>
			TOTAL:	4,349.02
PUBLIC WORKS	STREET TAX FUND	PROFESSIONAL COATING TECHNOLOGIES, INC	POTHOLE PATCH 24 GALS	<u>142.80</u>
			TOTAL:	142.80
NON-DEPARTMENTAL	CPF-STREET IMPROVE	THURMAN TRANSPORTATION	TOP SOIL 1 LOAD	470.00
			TOP SOIL - 1 LOAD	470.00
			TOP SOIL - 1 LOAD	<u>470.00</u>
			TOTAL:	1,410.00
ADMINISTRATION	BLUE STEM PID	P3WORKS LLC	BLUESTEM HILLS PID	<u>62.50</u>
			TOTAL:	62.50
NON-DEPARTMENTAL	BRAHMAN RANCH PID	P3WORKS LLC	BRAHMAN RANCH I	187.50
		BIRKHOFF,HENDRICKS & CARTER, LLP	BRAHMAN RANCH	<u>2,229.77</u>
			TOTAL:	2,417.27
NON-DEPARTMENTAL	PATRIOT ESTATES (L	P3WORKS LLC	PATRIOT EESTATES PID	<u>578.10</u>
			TOTAL:	578.10
NON-DEPARTMENTAL	JMJ DEVELOPMENTS	BIRKHOFF,HENDRICKS & CARTER, LLP	JMJ DEVELOPMENTS	<u>111.42</u>
			TOTAL:	111.42
NORTHSTAR DEVELOPMENT	JMJ DEVELOPMENTS	P3WORKS LLC	JMJ DEVELOPMENT NORTHSTAR	<u>82.50</u>
			TOTAL:	82.50
NON-DEPARTMENTAL	WATER & SEWER FUND	TEXAS MUNICIPAL RETIREMENT SYSTEM	TMRS RETIREMENT	770.54

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		U. S. TREASURY	TMRS RETIREMENT	758.01
			FEDERAL WITHHOLDING	480.19
			FEDERAL WITHHOLDING	452.66
			FICA WITHHOLDING	649.12
			FICA WITHHOLDING	638.02
			MEDICARE WITHHOLDING	151.80
			MEDICARE WITHHOLDING	149.22
		CHILD SUPPORT DISTRIBUTION FUND	CASE ID 0014129442	436.46
			CASE ID 0014129442	436.46
		MISC VENDOR WELCH, BRANDON	01-5135-01	78.77
		AMERICAN PETROLOG	01-0305-01	136.55
		ENGLAND, DOUG	01-0735-00	59.49
		SHAW, MELISSA	01-4355-03	26.86
		SIGNPOSTS HOMES	01-5135-02	43.29
		FIRST UNUM LIFE INSURANCE CO	UNUM DENTAL/VISION	41.33
			UNUM VOL LIFE	49.25-
		STATE COMPTROLLER	TOTAL SALES TAXES COLLECTE	2,942.51
			SALES TAXES PAID ON PURCHA	7.26-
			TIMELY PAYMENT DISCOUNT	14.66-
		CITIBANK	KROGER-TAXES ON HAND SOAP	0.50
		CIGNA HEATHCARE	CIGNA HEATHCARE 2021-06	738.95
			TOTAL:	8,919.56
NON-DEPARTMENTAL	WATER & SEWER FUND	TEXAS MUNICIPAL RETIREMENT SYSTEM	TMRS RETIREMENT	1,169.00
			TMRS RETIREMENT	1,150.00
		U. S. TREASURY	FICA WITHHOLDING	649.12
			FICA WITHHOLDING	638.01
			MEDICARE WITHHOLDING	151.80
			MEDICARE WITHHOLDING	149.20
		ATMOS ENERGY CORP.	301 S MAIN ST 5/4 TO 6/1 2	57.78
		CITY OF MIDLOTHIAN	7,482.300 GALLONS	57,697.20
		AT&T MOBILITY	APRIL 20- MAY 19 2021	175.46
		KINGS GATE	SURVEILLANCE SYSTEM PW	5,658.38
			SECURITY GATE PW ACCESS SY	7,288.28
		FRONTIER ACCESS LLC	RESIDENTIAL	20,367.81
			COMMERICAL	26,180.72
		CINTAS	WEEKLY SERVICES	21.10
			WEEKLY SERVICE	21.10
			WEEKLY SERVICES	21.10
			WEEKLY SERVICES	21.10
		UNITED COOPERATIVE	FM 157/WASTEWATER TREATMEN	141.19
			CR 213	25.02
			PLANIVIEW ACRES	31.57
			CR 214/TS2/3PH/C11	539.52
			CR 214/TX2/PH3/C11 LIFTSTA	69.69
			LIFTSTATION	25.00
			CR 214 LIFTSTATION	477.62
		FIRST UNUM LIFE INSURANCE CO	GTLI/STD/LTD 2021-06	164.22
			UNUM DENTAL/VISION	199.46
		ABILENE PLUMBING SUPPLY CO., INC	2' FIP COUPLING	87.99
		FTDJ, LLC	MONTHLY IT & MICROSOFT	937.00
		LOWES BUSINESS ACCT/SYNCB	CRAFTMAN TOOL	26.98
			CONDUIT & COUPLING	48.28
			BRACKET AND SHELF	37.94
		4 SURE GATES LLC	STRAIGHTEN POLE, INSTALL EY	1,450.00
		LONE STAR HAZMAT RESPONSE, LLC	DISPOSE OF OIL AND PESTICI	2,990.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		STAPLES CREDIT PLAN	LED MONITOR	119.99
			WIRELESS KEYBOARD	22.49
			MONITOR DOCKING STATION	119.99
		VENUS AUTO PARTS LLC	8 COUPLINGS, 5 ELBOWS	27.57
			SAW & MANDREL SET	16.49
			2' ELBOW, ADAPTER, CONDUIT	4.28
			HAMMER BIT SET	19.99
			HOSE, CV LAMB=PS	6.79
			PRESURE GAUGE	9.05
			DRIVEBELT, OIL & AIR HOSE	59.21
		TRINITY RIVER AUTHORITY	OPERATIONS & MAINT	21,956.00
			DEBT SERVICE	56,207.00
		FERGUSON WATERWORKS	PW SUPPLIES	6,627.00
			SEWER PIPES	140.00
			PVC COUPLING & ADAPTERS	291.66
			MTR FLG BIT & GSKT SETS	244.00
		TYLER TECHNOLOGIES	XML EXTRACT-THIRD PARTY IN	420.00
			ANNUAL MT ON PRINTER/CA DR	409.11
		PRAXAIR DISTRIBUTION INC	CYLINDER RENTALS	62.44
		GUADALAJARA TIRES	PATCH	10.00
		USA BLUEBOOK	PRESURE GAUGES	327.32
		COSPER TRACTOR	BLADE	95.10
		VENUS MOBILE 1	2018 TUNDRA OIL CHANGE	96.42
			2007 CHEVY INSPECTION	25.50
			2019 FORD INSPECTION	25.50
			2015 CHEVY OIL CHANGE	68.94
		CITIBANK	AMAZON-COFFEE	23.94
			AMAZON-SUGAR	7.81
			AMAZON-PINE SOL	39.60
			AMAZON-CALENDAR, BATTERIES	17.66
		US UNDERWATER SERVICES	50K EST CITY HALL (INSPECT	225.00
			150K EST PRISON (INSPECTIO	225.00
			MOB DEOB (INSPECTION)	100.00
		GEXA ENERGY	WATER/SEWER	1,338.99
		DESOTO JANITORIAL SUPPLY	PAPER TOWELS	122.19
		BIRKHOFF,HENDRICKS & CARTER, LLP	TRA REGIONAL SEWER	111.42
			RRA ERP	8,400.00
		CORE & MAIN LP	HYD LUBE	40.00
		CIGNA HEATHCARE	CIGNA HEATHCARE 2021-06	1,979.55
		**PAYROLL EXPENSES	6/01/2021 - 6/30/2021	<u>15,640.15</u>
			TOTAL:	244,351.79
NON-DEPARTMENTAL	W/S CPF - 2018 CO	JORDAN KUHN	25% DRAW ON INERIOR RENOV	37,239.13
		4 SURE GATES LLC	PW SLIDING SECURITY GATE	10,545.00
		PRECISION AIR	NEW 5 TON AC UNIT AT CITY	7,100.00
		BIRKHOFF,HENDRICKS & CARTER, LLP	DESIGN ENGINEERING	2,325.79
			DESIGN ENGINEERING	1,282.20
			DESIGN ENGINEERING	<u>2,562.15</u>
			TOTAL:	61,054.27

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
------------	------	-------------	-------------	--------

===== FUND TOTALS =====				
10	GENERAL FUND		208,727.85	
11	CPF-2020 BOND PROCEEDS		14,615.01	
12	CPF-LGI/PE SEWER FORCE MA		255,507.15	
30	VENUS COMM DEVELOP		4,861.69	
50	STREET TAX FUND		142.80	
51	CPF-STREET IMPROVEMENTS		1,410.00	
55	BLUE STEM PID		62.50	
56	BRAHMAN RANCH PID		2,417.27	
57	PATRIOT ESTATES (LGI) PID		578.10	
58	JMJ DEVELOPMENTS		193.92	
60	WATER & SEWER FUND		253,271.35	
64	W/S CPF - 2018 CO BONDS		61,054.27	

	GRAND TOTAL:		802,841.91	

TOTAL PAGES: 10

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-CITY OF VENUS
 VENDOR: All
 CLASSIFICATION: All
 BANK CODE: All
 ITEM DATE: 0/00/0000 THRU 99/99/9999
 ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
 GL POST DATE: 0/00/0000 THRU 99/99/9999
 CHECK DATE: 6/01/2021 THRU 6/30/2021

PAYROLL SELECTION

PAYROLL EXPENSES: YES
 EXPENSE TYPE: NET
 CHECK DATE: 6/01/2021 THRU 6/30/2021

PRINT OPTIONS

PRINT DATE: None
 SEQUENCE: By Department
 DESCRIPTION: Distribution
 GL ACCTS: NO
 RREPORT TITLE: COUNCIL REPORT - JUNE 2021
 SIGNATURE LINES: 0

PACKET OPTIONS

INCLUDE REFUNDS: YES
 INCLUDE OPEN ITEM:NO

Cardholder Name: James Groom

Payee: Citi Bank Master Card

Date	Vendor Name	Description/Purpose of Charge	Emp	GL Code #	Charge	Sales	Total
5/6/2021	Amazon	Signs and Leadership books	Department	5-0050-0421 Office Supplies	87.89		87.89
5/7/2021	Amazon	Leadership Book	Department	5-0050-0421 Office Supplies	14.18		14.18
5/7/2021	Texas LE Analyst Network	Membership Renewal	CID	5-0050-0418 Dues and Memberships	25.00		25.00
5/10/2021	Walmart	Door Prizes for Venus Night Out	Department	10-5-0050-0495	361.00	-	361.00
5/12/2021	Laser Ammo	Camera Upgrade for Simulator	Department	5-0050-0415 Training	410.00	-	410.00
5/12/2021	UPS Store	Shipping for Camera Upgrade	Department	5-0050-0421 Office Supplies	22.12	-	22.12
5/14/2021	Kroger	Hand Soap for Venus Night Out	Department	10-5-0050-0495	6.00	0.50	6.50
5/19/2021	Amazon	Coffee Cups and Notebooks	Department	5-0050-0421 Office Supplies	132.27	-	132.27
5/20/2021	Challenge Targets	Target Backers for Range	Department	5-0050-0429 Supplies	277.07		277.07
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
Total Monthly Charges					1,335.53	0.50	1,336.03

Page 17 of 18

Total Monthly Charges		*** JUN 14 2021
Cardholder Signature		Date
Supervisor's Signature		Date 7/1/21
City Administrator's Signature		Date

Monthly Credit Card Pay Form (5-2021)

agree with

Cardholder Name: ANDY WOLFE

ORIGINAL RECEIPTS MUST BE ATTACHED TO THIS FORM. PLEASE TAPE RECEIPTS TO 8.5 X 11 SHEET OF PAPER.
MISSING RECEIPTS MUST BE REPLACED WITH A COMPLETED "LOST RECEIPT TEMPLATE" FORM SIGNED BY THE CITY ADMINISTRATOR.

**Total must agree
with credit card
statement**

Finance Director's Signature _____ Date 11/20

City of Venus Credit Card Charges -Pay Request

Cardholder Name: Cheryl Estes

Payee: Citi Bank Master Card

ORIGINAL RECEIPTS MUST BE ATTACHED TO THIS FORM. PLEASE TAPE RECEIPTS TO 8.5 X 11 SHEET OF PAPER.

MISSING RECEIPTS MUST BE REPLACED WITH A COMPLETED "LOST RECEIPT TEMPLATE" FORM SIGNED BY THE CITY ADMINISTRATOR.

Date	Vendor Name	Description/Purpose of Charge	Employee Initiating Purchase	GL Code # 5-XXXX-XXXX	GL Acct Description	Charge Amount	Sales Taxes Paid	Total Charge
5/4/2021	Amazon	Labels & tower sorter	SW	10-5-0040-0421	Office Supplies	16.97		16.97
5/5/2021	Checks for less	Checks for Finance	SW	10-5-0040-0421	Office Supplies	107.95		107.95
5/10/2021	GoDaddy	Linux hosting renewal	MB	10-5-0040-0435	IT Subscriptions	115.00		115.00
5/10/2021	Amazon	Coffee	sw	10-5-0080-0429	Dept Supplies	47.88		47.88
5/10/2021	Amazon	Sugar	sw	10-5-0080-0429	Dept Supplies	15.62		15.62
5/11/2021	Office Depot	Copy paper files hand sanitizer	sw	10-5-0040-0421	Office Supplies	112.60		112.60
5/11/2021	Amazon	Pine Sol	sw	10-5-0080-0429	Dept Supplies	79.20		79.20
5/11/2021	Sam's Club	Food for Andy's going away lunch	RB	10-5-0040-0475	Employee Relations	99.92		99.92
05/12/2021	Office Depot	staple puller	sw	10-5-0040-0421	Office Supplies	3.69		3.69
05/12/2021	Amazon	Pencils and erasers	SW	10-5-0040-0421	Office Supplies	14.77		14.77
05/12/2021	Amazon	monitor stands for Stacey	SW	10-5-0040-0421	Office Supplies	16.97		16.97
5/14/2021	Mansfield Gardens	Flowers for the city signs	JC	10-5-0080-0475	Special Project	803.22		803.22
5/17/2021	Amazon	10-key, file folders & binder clips	SW	10-5-0040-0421	Office Supplies	83.27		83.27
5/19/2021	Adobe	City Licenses	CE	10-5-0040-0435	IT Subscriptions	215.92		215.92
5/19/021	Uattend	Employee timeclock	CE	10-5-0040-0435	IT Subscriptions	100.67		100.67
5/20/2021	Office Depot	copy paper, pens , binders, postits	DD	10-5-0040-0421	Office Supplies	205.03		205.03
5/20/2021	Walmart	food and gift cards for PW appreciation day	RB	10-5-0040-0475	Employee Relations	200.28		200.28
5/20/2021	Venus Donuts	Donuts for PW appreciation day	RB	10-5-0040-0475	Employee Relations	63.00		63.00
5/20/2021	Amazon	Dixie coffee cups	TS	10-5-0040-0429	Dept Supplies	74.14		74.14
5/21/2021	Office Depot	Paper clips	DD	10-5-0040-0421	Office Supplies	9.95		9.95
5/24/2021	Amazon	Plates	TS	10-5-0040-0429	Dept Supplies	42.99		42.99
5/24/2021	Amazon	Trash bags, Coffe, paper towels	TS	10-5-0040-0429	Dept Supplies	112.38		112.38
5/26/2021	Amazon	coffee creamer, calendars, batteries, sugar	TS	10-5-0040-0429	Dept Supplies	114.53		114.53
		split the Amazon of \$114.53	TS	10-5-0040-0421	Office Supplies			
5/26/2021	Amazon	Adding machine tape	SW	10-5-0040-0421	Office Supplies	10.19		10.19
5/27/2021	Vistaprint	Business cards for Chip	SW	10-5-0080-0421	Office Supplies	20.00		20.00
6/3/2021	TX Gov Service Fees	registration Admin-fees	SW	10-5-0080-0445	Vehicle R&M	4.00		4.00
						2,690.14	-	2,690.14

Total must agree with credit card statement

Cardholder Signature [Signature] Date 7/1/21

City Administrator's Signature _____ Date _____

City of Venus Credit Card Charges -Pay Request

Cardholder Name: Callie Green

Payee: Citi Bank Master Card

ORIGINAL RECEIPTS MUST BE ATTACHED TO THIS FORM. PLEASE TAPE RECEIPTS TO 8.5 X 11 SHEET OF PAPER.
MISSING RECEIPTS MUST BE REPLACED WITH A COMPLETED "LOST RECEIPT TEMPLATE" FORM SIGNED BY THE CITY ADMINISTRATOR.

Date	Vendor Name	Description/Purpose of Charge	Employee Initiating Purchase	GL Code # 5-XXXX-XXXX	GL Acct Description	Charge Amount	Sales Taxes Paid	Total Charge
5/11/2021	Texas Municipal Clerks	Seminar	Cgreen	10-5-0040-0416	Training	280.00		280.00
5/13/2021	Amazon	New Council name plates	Cgreen	10-5-0040-0415	Admin. Spec. Proj.	26.02		26.02
5/31/2021	Amazon	Thumb Drives for open records	Cgreen	10-5-0040-0429	dept supplies	37.99		37.99
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
Total Monthly Charges						344.01	-	344.01

Total must
agree with
credit card
statement

Cardholder Signature Callie Green Date 4/7/21

City Administrator's Signature [Signature] Date 7/1/21

© 2005 Blackwell Publishing Ltd *Journal of Internal Medicine* 258: 111–118

Payee: Citi Bank Master Card

Date	Vendor Name	Description/Purpose of Charge	Employee Initiating Purchase	GL Code # 5-XXXX-XXXX	GL Acct Description	Charge Amount	Sales Taxes Paid	Total Charge
5/12/2021	FedEx Office	Reduction of Preliminary Plats	RF	10-5-0020-0421	Office Supplies	29.97	2.47	32.44
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
Total Monthly Charges						29.97	2.47	32.44

Cardholder Signature _____ Date _____

City Administrator's Signature [Signature] Date 1/1/21

Cardholder Name: Jason Gordon

Payee: Citi Bank Master Card

ORIGINAL RECEIPTS MUST BE ATTACHED TO THIS FORM. PLEASE TAPE RECEIPTS TO 8.5 X 11 SHEET OF PAPER.
MISSING RECEIPTS MUST BE REPLACED WITH A COMPLETED "LOST RECEIPT TEMPLATE" FORM SIGNED BY THE CITY ADMINISTRATOR.

[illegible]

Cardholder Signature _____ Date 6-6-21
Supervisor's Signature _____ Date 7/11/21

City Administrator's Signature _____ Date _____
 ✓ of Monthly Credit Card Pay Form (5-2021) Gordon _____



Work Completed

- Mow and weed-eat city facilities and most right of ways
- Re-worked roads for lift stations and Elevated Storage Tank
- Street Repairs on CR 501, 5th St., Vista Ridge, CR 620
- Utility line repairs on Walnut and on 6th St.
- Landscaping work at City of Venus signs
- Preventative Maintenance for all Lift Stations
- Repair/Replace street signs
- Assist with renovation at City Hall
- Repair/Replace water meters with new electronic meters
- Daily duties to ensure compliance with TCEQ
- Drainage work on CR 109

Public Works – Projects

- Patriot Estates Lift Station
 - Force main 90% installed.
 - Electrical has started. Cannot be completed without work from Oncor to update incoming power. Waiting on cost and design from Oncor
- FM 157 Water Line Improvements
 - Permit submitted through TXDOT on 6/14/21
 - Approval from TXDOT to construct was given June 22, 2021.
 - Sealed bids will be opened on July 29, 2021
- Venus Parkway
 - Birkhoff, Hendricks and Carter needs to survey the railroad portion of the project. Approval has yet to be received.
 - Specs for construction substantially complete minus RR Crossing.

Public Works – Projects

- Patriot Estates Traffic Signal
 - TXDOT has a date to open bids set at September 1, 2021
 - Anticipating completion by end of 2021
- Fire Station
 - Contractor re-graded property June 20th
 - After rain, one spot was found not draining. Contractor re-graded on July 7th to eliminate water seeping into building
 - Mold remediation company has been contacted to complete remediation work.
- BNSF Drainage concern
 - BNSF contact has been non-responsive since information was sent on 6/15/21

Public Works – Projects

- Fueling Station at PW Shop
 - Have 2 of 3 quotes needed for tank install.
- Supervisory Control and Data Acquisition (SCADA) system installation
 - Jacob Martin working with SOAP engineering to get the specs and system installed
- Neptune Advanced Metering Infrastructure (AMI) System
 - Quote should be received soon to install infrastructure for electronic reporting of meter reads, daily use data and leak detection.



VENUS POLICE DEPARTMENT

MONTHLY REPORT

June 2021

Crime Stats

	06-2021	% + or -	05-2021	04-2021	3 MONTH AVERAGE
CAD EVENTS	1427	-13.7%	1654	1384	1488
REPORTS TAKEN	30	-18.9%	37	26	31
ARRESTS	7	0.0%	7	12	9
ACCIDENTS WORKED	9	125.0%	4	7	7
TRAFFIC ASSIGNMENTS	62	1.6%	61	17	47
TRAFFIC STOPS	182	-10.8%	204	180	189
CITATIONS ISSUED	55	14.6%	48	56	53

Significant Police Responses

Date	Call Type	Status	Notes
06/03/2021	Fraud	Suspended	No Known Suspects
06/04/2021	Injury to a Child	Active	Active Investigation
06/07/2021	DWI	Arrest	Case Filed with County Attorney
06/09/2021	Theft \$750 - \$2500	Active	Stolen Property Recovered / Active Investigation
06/14/2021	Hit and Run	Suspended	No Known Suspects
06/22/2021	Public Intoxication	Arrest	Case filed with Municipal Court
06/27/2021	Assault FV	Active	Active Investigation

2021 JULY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	01	02	03
04	05	06	07	08	09	10
11	12 FY 21-22 Budget Workshops: - Type B Board - Governmental Activities - Water/Sewer Funds	13	14	15	16	17
18	19	20	21	22	23	24
25	26 Deadline for chief appraiser to certify rolls to taxing units.	27	28	29	30	31
01	02	03	04	05	06	07

2021 AUGUST

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02	03	04	05	06	07
	-----Publication of no-new-revenue and voter-approval tax rates on Johnson County website and appraisal district websites-----					
08	09 FY 20-21 Projected Final Budgets FY 21-22 Proposed Budgets Discuss tax rate; take record vote and schedule public hearing	10	11	12	13 Last day to file FY 21-22 Proposed Budget with City Secretary's Office	14
15	16	17	18	19	20	21
22	23 Deadline to adopt a tax rate above the voter-approval tax rate	24	25 Last day to send notice of public hearing on budget and tax rate to newspaper	26	27	28
29	30	31	01	02	03	04
05	06	07	08	09	10	11

2021 SEPTEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	01	02 Publication in newspaper and on homepage of website the date of public hearing on proposed budget AND tax rate	03	04
05	06	07	08	09	10	11
12	13 Public Hearing - Proposed Budgets Adoption of FY 21-22 Budgets Public Hearing - Tax Rate Adoption of 2021 Tax Rate	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	01	02
03	04	05	06	07	08	09



DATE: April 12, 2021

FILE: 3510.102

TO: MEMBERS, Advisory Committee
Mountain Creek Regional Wastewater System

RE: Authorized Contracting Party Representative and
Authorized Alternate Representative

In compliance with the contracting parties' contracts and Mountain Creek Regional Wastewater System Bylaws, the governing body of each of the Contracting Parties annually shall appoint one of the members of its governing body or one of its employees as a voting member of the Advisory Committee. The term of membership on the Advisory Committee shall be at the pleasure of each governing body represented, respectively, and each member shall serve until replaced by such governing body. The Mountain Creek System Bylaws state that an alternate representative should be appointed.

Please complete the attached authorized representative and alternate representative form and have it executed by your authorized official.

It is requested that this form be returned to us by May 14, 2021. You may send an electronic copy to Lisa Allen, Executive Assistant, Northern Region, at allenl@trinityra.org.

If you have any questions about this, please contact me at 817-493-5100 or clevelandp@trinityra.org.

PATRICIA M. CLEVELAND
Executive Manager
Northern Region

/lma

Enclosure



**MOUNTAIN CREEK REGIONAL WASTEWATER SYSTEM
ADVISORY COMMITTEE**

CONTRACTING PARTY: _____

In accordance with Section 11 ADVISORY COMMITTEE of the Contracting Party Contracts and the Bylaws of the Mountain Creek Regional Wastewater System, the following individual has been appointed as the Contracting Party Representative and Voting Member. In addition, an Alternate Contracting Party Representative is also named.

<u>CONTRACTING PARTY REPRESENTATIVE</u>	
Name _____	
Title _____	
Address _____	
Email _____	
Phone _____	Cell _____

<u>ALTERNATE REPRESENTATIVE</u>	
Name _____	
Title _____	
Address _____	
Email _____	
Phone _____	Cell _____

MAYOR/CITY MANAGER

DATE

<u>CONTACT FOR OPERATIONAL EMERGENCY:</u> (If other than Contracting Party Representative)	
Name _____	Title _____
Phone _____	Cell _____
Email _____	

COMPLETED FORM CAN BE RETURNED ELECTRONICALLY TO allenl@trinityra.org
OR MAILED TO:

Lisa Allen
Executive Assistant, Northern Region
Trinity River Authority of Texas
P. O. Box 240
Arlington, TX 76004-0240

If you have questions, please contact Lisa Allen at 817-493-5100.



DATE: April 12, 2021

FILE: 3510.102

TO: MEMBERS, Advisory Committee
Mountain Creek Regional Wastewater System

RE: Authorized Contracting Party Representative and
Authorized Alternate Representative

In compliance with the contracting parties' contracts and Mountain Creek Regional Wastewater System Bylaws, the governing body of each of the Contracting Parties annually shall appoint one of the members of its governing body or one of its employees as a voting member of the Advisory Committee. The term of membership on the Advisory Committee shall be at the pleasure of each governing body represented, respectively, and each member shall serve until replaced by such governing body. The Mountain Creek System Bylaws state that an alternate representative should be appointed.

Please complete the attached authorized representative and alternate representative form and have it executed by your authorized official.

It is requested that this form be returned to us by May 14, 2021. You may send an electronic copy to Lisa Allen, Executive Assistant, Northern Region, at allenl@trinityra.org.

If you have any questions about this, please contact me at 817-493-5100 or clevelandp@trinityra.org.

PATRICIA M. CLEVELAND
Executive Manager
Northern Region

/lma

Enclosure



**MOUNTAIN CREEK REGIONAL WASTEWATER SYSTEM
ADVISORY COMMITTEE**

CONTRACTING PARTY: _____

In accordance with Section 11 ADVISORY COMMITTEE of the Contracting Party Contracts and the Bylaws of the Mountain Creek Regional Wastewater System, the following individual has been appointed as the Contracting Party Representative and Voting Member. In addition, an Alternate Contracting Party Representative is also named.

<u>CONTRACTING PARTY REPRESENTATIVE</u>	
Name _____	
Title _____	
Address _____	
Email _____	
Phone _____	Cell _____

<u>ALTERNATE REPRESENTATIVE</u>	
Name _____	
Title _____	
Address _____	
Email _____	
Phone _____	Cell _____

MAYOR/CITY MANAGER

DATE

<u>CONTACT FOR OPERATIONAL EMERGENCY:</u> (If other than Contracting Party Representative)	
Name _____	Title _____
Phone _____	Cell _____
Email _____	

COMPLETED FORM CAN BE RETURNED ELECTRONICALLY TO allenl@trinityra.org
OR MAILED TO:

Lisa Allen
Executive Assistant, Northern Region
Trinity River Authority of Texas
P. O. Box 240
Arlington, TX 76004-0240

If you have questions, please contact Lisa Allen at 817-493-5100.



JOB DESCRIPTION

JOB TITLE:	Chief Building Official	FLSA:	Exempt
DEPARTMENT:	Planning & Development	Pay Grade:	10
REPORTS TO:	City Administrator	Date:	06/01/2021

SUMMARY OF JOB

Under the City Administrator's general direction, the incumbent plans, directs and supervises all city building inspection department activities in the enforcement of all building codes, laws, regulations, and ordinances. Performs field inspections to enforce and ensure compliance with adopted building codes, ordinances, and applicable regulations. Provides field enforcement of zoning, sign ordinance, and environmental regulations, in addition to building construction systems including structural, mechanical, electrical, plumbing, gas, and fire protection. Reviews construction plans, writes field reports, maintains official records, and assists the public in person and over the phone. Building Official supervises building inspectors, administrative support staff, and outside third-party vendors.

PRIMARY DUTIES AND RESPONSIBILITIES

- Make field inspections at various stages of construction to ensure compliance with applicable building codes; write inspection reports and communicate with contractors, subcontractors, and property owners regarding compliance with codes and corrections that must be made as the project progresses
- Plan, direct, and exercise general supervision over the work of the permitting, inspection, and code enforcement department
- Make field inspections to ensure compliance with applicable city codes, including zoning regulations, sign regulations, and various environmental regulation; work with citizens, property owners and contractors as necessary; documents violations, and where warranted, issue citations
- Review construction plans and specifications for compliance with applicable codes and city ordinances; make review comments, note needed corrections, check specific code references before issuing a permit
- Communicate with architects, engineers, contractors, subcontractors, utility companies, and building owners during the plan approval process
- Provide in-office assistance to the public regarding the process for obtaining building permits, contractor licensing or meeting state requirements for construction
- Maintain inspection reports and work with the Permit Technician to verify that records are appropriately filed for each construction project
- Occasionally supplement field inspection reports with photographs or video recording where serious violations are found or where there is a potential of claims or litigations
- Responsible for the enforcement of TCEQ rules and the City Code of Ordinances for the protection of the public potable water distribution system from contamination or pollution due to the backflow of contaminants or pollutants through the water service connection
- Attend staff, committee, and council meetings; participate as warranted
- Serves as the staff liaison and subject matter expert to the Zoning Board of Adjustments

- Performs other duties aligned with the skills, authority, and pay grade, and have been determined to improve city operations

KNOWLEDGE AND SKILLS:

Knowledge of:

- Building and construction materials, methods, and the appropriate tools to construct objects, structures, and buildings
- Technical and administrative aspects of all phases of building plan reviews, inspections, codes, contractor licenses, and qualifications necessary to obtain them
- City land use and development regulations and zoning and building codes
- Principles and practices of the construction industry and building trade
- Principles and practices of building, electrical, mechanical, and plumbing inspection
- Building material specifications and product installation standards
- International Building and Fire Codes, National Electric Code, Uniform Plumbing Code, Uniform Mechanical Code, and related state and local statutes and regulations
- Record keeping and file maintenance principles and procedures
- Principles and practices of public sector administrative management, including cost accounting, budgeting, purchasing, contract management, customer service, and personnel rules
- Techniques and practices for efficient and cost-effective management of resources

Skill in:

- Interpreting and applying statutes, rules, ordinances, codes, and regulations
- Reading and interpreting building plans and technical specifications and checking details, estimates, plans, and specifications of projects
- Applying technical knowledge of building trades work and using sound inspection methods to determine workmanship quality and detect deviations from plans, specifications, and standard practices
- Providing advice and consultation on construction methods and technical requirements

Ability to:

- Analyze situations accurately, making independent decisions while working in the field, and following established procedures
- Maintain accurate and interrelated technical and computerized records
- Establish and maintain cooperative working relationships with City employees, elected officials, regional community development agencies, advocacy groups and the general public
- Operate a personal computer utilizing a variety of business and specialized software
- Manage staff, delegating tasks and authority, and coaching to improve staff performance
- Communicate effectively verbally and in writing

SUPERVISORY/BUDGET RESPONSIBILITIES

- Prepares an annual Operating Budget request to supervisor for all operations under direct supervision and monitors and controls actual expenditures for fiscal year
- Supervises building inspectors, code enforcement, administrative support staff, and outside third-party vendors

WORKING CONDITIONS

- Work is performed in an office environment and an outdoor work environment with exposure

to extreme temperatures and weather conditions

- Regularly required to stand, walk, hold, reach, stoop, kneel, crouch, crawl, and bend
- Frequent climbing and balancing to high or precarious positions
- Frequently exposed to fumes, airborne particles, toxic or caustic chemicals, and risk of electrical shock
- Potential exposure to unusually high noise levels, radiation, and vibration

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent
- Five (5) years of experience, including three (3) years of management or supervisory experience, in building code review and inspections
- OR Combination of education and experience demonstrating competency to perform required tasks at a high level
- Valid Texas Driver's License
- Completed or be substantially through the Chief Building Official certification within two (2) years
- Commercial Plan Review certification or be able to complete within twelve (12) months
- Commercial Inspection Certificate, and Code Enforcement license within eighteen (18) months of hire date
- Ability to obtain the ICC Certified Building Official (CBO) Certification
- Depending on the City's needs, the incumbent may be required to obtain specific technical training and certifications.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree in Architecture, Engineering, Construction or related field
- Bilingual English and Spanish, both verbal and written

SIGNATURE AND APPROVAL

Job Title: Chief Building Official
Dated: 06/01/2021

I have reviewed this job description and any attachments and find it a fair description of this position's demands and duties.

Agreed:

Employee Signature



JOB DESCRIPTION

JOB TITLE:	City Planner	FLSA:	Exempt
DEPARTMENT:	Planning & Development	Pay Grade:	7
REPORTS TO:	City Administrator	Date:	06-01-2021

SUMMARY OF JOB

Under the City Administrator's general supervision, the City Planner manages planning & development projects, including research, analysis, preparing plans, reports, studies, and data presentation. This position performs technical planning duties requiring detailed examination, excellent writing, organization, and presentation skills.

PRIMARY DUTIES AND RESPONSIBILITIES

- Analyze and evaluate zoning and development proposals following applicable codes, ordinances, policies, and design guidelines, and make presentations to Planning and Zoning, and City Council
- Compiles and analyzes data on economic, social, and physical factors affecting land use and prepares graphic and narrative reports on data
- Maintains departmental data and records related to demographic changes, building and development activity, and annual reports and studies
- Develop municipal planning documents and plans, including amendments to the comprehensive plans and development ordinances
- Prepares and presents oral and written technical reports to staff, City Council, boards, and the general public
- Meets with local authorities, land planning, and development consultants to devise and recommend arrangements of land use for residential, commercial, industrial, and community usage and strategies to promote economic development and community development
- Performs advanced professional work related to a variety of planning assignments
- Provides customer service and responds to concerns and inquiries
- Processes zoning change applications and plat applications
- Prepares public notices and conducts property owner research
- Assists customers with related planning and development questions
- Performs other duties aligned with the skills, authority, and pay grade that have been determined to improve city operations.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Zoning laws and comprehensive plans, including their formation, the process of adoption, and implementation
- Annexation procedures and pre-annexation agreements

- Land use and subdivision procedures and requirements
- Knowledge of ArcMAP or similar mapping systems
- Municipal finance, economic development, and financing tools for revitalization
- Advanced research methods and statistical analysis

Skill in:

- Interpreting City codes and ordinances and providing a comparative analysis
- Mediating and resolving complex and sensitive complaints and inquiries
- Working creatively and effectively with city and elected officials in formulating policy
- Methods and techniques of effective technical report preparation and presentation
- Advanced site planning and evaluation, and platting
- Reading complex maps and plans

Ability to:

- Read, analyze, and interpret technical procedures, or governmental regulations, including but not limited to Texas Local Government Code, and ICC building regulations
- Read and understand engineering and architectural drawings and utilize appropriate scales
- Read, review, and analyze legal descriptions, site plans, and other related planning documents
- Deal effectively, professionally, and ethically with the public and government officials
- Develop comprehensive planning reports, findings, and recommendation
- Interpret and explain City land use, zoning, subdivision, and general planning laws and regulations
- Analyze site design, terrain constraints, circulation, land use compatibility, utilities, and other services
- Communicate clearly and concisely, both orally and in writing
- Work independently in the absence of supervision

SUPERVISORY/BUDGET RESPONSIBILITIES

- None

WORKING CONDITIONS

- Tasks are regularly performed in a standard office environment
- May be subject to repetitive motion such and typing, data entry, and vision to monitor
- Bullet Points of Working Conditions

MINIMUM QUALIFICATIONS

- Bachelor's degree in urban planning, urban development, geography, public administration, architecture, or closely related field
- Three (3) years of increasingly responsible professional experience in municipal government
- Valid Class C Texas Driver's License
- American Institute of Certified Planner certification or ability to achieve within one year upon obtaining required qualifying experience

PREFERENCES

- Advanced knowledge of GIS system
- AICP certification
- Previous experience as a Planner for a city or development firm
- Previous experience delivering presentations to boards, committees, commissions, City Council, and staff

SIGNATURE AND APPROVAL

Job Title: City Planner
Dated: 06-01-2021

I have reviewed this job description and any attachments and find it a fair description of this position's demands and duties.

Agreed:

Employee Signature



JOB DESCRIPTION

JOB TITLE:	Building Inspector	FLSA:	Non-Exempt
DEPARTMENT:	Planning & Development	Pay Grade:	5
REPORTS TO:	Chief Building Official	Date:	06/01/2021

SUMMARY OF JOB

This position works under the Chief Building Official's direct supervision. This position will perform various tasks associated with advanced technical building inspections and preliminary plans to examine work; to enforce building codes, regulations, and ordinances for residential and commercial construction.

PRIMARY DUTIES AND RESPONSIBILITIES

- Inspect residential and commercial building during various stages of construction and remodeling; enforce compliance with applicable codes, ordinances, and regulations; recommend modifications and adjustments as necessary
- Inspect previously occupied buildings, spaces or suites for code compliance; approve inspected areas for certificates of occupancy
- Inspect existing residential and commercial structures for change of use, occupancy, or compliance with applicable codes and ordinances
- Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering, installations, and a large variety of other complex and routine building system elements for both residential and commercial construction
- Confer with architects, contractors, builders, and the general public; explain and interpret requirements and restrictions of adopted codes and ordinances
- Receive calls and answer questions about permits and code requirements; direct inquiries as necessary relating to residential and commercial construction
- Retrieve permit information from the computer; verify legal data, including owner's tax records, and other data required to issue permits
- Maintain files and reports regarding inspection activities and findings on all active projects
- Testify in court as necessary
- Conduct or participate in pre-construction meeting with architects, engineers, and contractors to explain code and local regulations as related to new project construction
- Oversee maintenance of an assigned vehicle
- Investigate and resolve public complaints; determine compliance with City codes and ordinances; recommend appropriate action
- Performs other duties aligned with the skills, authority, and pay grade that have been determined to improve city operations.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Complex principles and techniques of building inspection
- Principles of structural design and engineering mathematics
- Residential and commercial construction, materials, and methods of construction
- Safety standards and methods of building construction for commercial, industrial, and residential buildings
- Pertinent federal, state, and local laws, codes, and regulations

Skill in:

- Organizing daily inspections, inspection files, and test reports
- Detecting code violations within all required building construction
- Analyzing building plans for existing and new structures for code compliance
- Using specialized technical equipment as assigned
- Computing mathematical equations

Ability to:

- Learn building related codes and ordinances adopted and enforced by the City, including currently adopted Building Codes and Zoning Ordinances
- Interpret and apply pertinent federal, state, and local laws, codes, and regulations
- Read and interpret complex building plans, specifications and building codes
- Determine if construction systems conform to City code requirements
- Apply technical knowledge and follow proper inspection techniques to examine work quality and materials
- Detect deviations from plans, regulations, and standard construction practices
- Advise on standard construction methods and requirements for residential, commercial, and industrial buildings
- Make mathematical computations rapidly and accurately
- Enforce regulations fairly, firmly, factually, and with proper public relations skills
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships with those contacted in the course of work

SUPERVISORY/BUDGET RESPONSIBILITIES

- None

WORKING CONDITIONS

- Standing, walking, sitting, kneeling, stooping, bending, twisting, climbing, and crouching will be required
- Lifting, carrying, pushing/pulling up to 50 pounds
- Occasional outdoor work in all weather conditions
- Occasional contact with hazardous chemicals, materials, and spills
- Occasional work around loud equipment and fumes

MINIMUM QUALIFICATIONS

- High School Diploma or GED
- Possession of a valid driver's license
- Three (3) years of increasingly responsible construction or building inspection experience
- One (1) year of experience working with residential and commercial buildings
- Valid State of Texas Journeyman Plumber license and must be able to obtain State of Texas Plumbing Inspector license within six (6) months of employment
- ICC Residential Mechanical Inspector Certification or ability to obtain within one (1) year
- ICC Residential Building Inspector Certification or ability to obtain within one (1) year
- ICC Combination Energy Inspector/Plans Examiner Certification or ability to obtain within one (1) year
- Ability to obtain TCEQ On-Site Sewage Facilities (OSSF) Designated Representative within one (1) year

PREFERENCES

- Bilingual in Spanish and English, both oral and written

SIGNATURE AND APPROVAL

Job Title: Building Inspector
Dated: 06/01/2021

I have reviewed this job description and any attachments and find it a fair description of this position's demands and duties.

Agreed:

Employee Signature



JOB DESCRIPTION

JOB TITLE:	Human Resource/Planning Specialist	FLSA: Exempt
DEPARTMENT:		Pay Grade:
REPORTS TO:		Date: 06/29/2021

SUMMARY OF JOB

Provides professional and procedural duties to the City's Human Resources and Planning and Development Departments. Assist staff members and customers with Planning and Zoning. Manages City's talent acquisition, new-hire and termination process, personnel status changes, employee records, orientation, and required by city, state, and federal reports.

PRIMARY DUTIES AND RESPONSIBILITIES

Human Resources

- Manages the talent acquisition process; posts and screens applications; coordinates interviews with hiring managers; conducts background checks; schedules post-offer physicals and drug tests; conducts new-hire orientation.
- Administers the health and retirement benefits programs by communicating with vendors; audits benefits invoices; responds to employee inquiries; works with vendors for annual renewal bids; coordinates open enrollment activities and presents information at open enrollment meetings.
- Maintains informational systems: Incode-Tyler (Human Resource Information System), TML, Online Learning Management System, Onboarding, Office 365, MyGov, CivicPlus, and other systems related.
- Responds to request for information from other agencies and the public to include employment verifications; conducts salary and other surveys.
- Coaches and advises employees, supervisors, and managers on personnel issues.
- Verifies that all State and Federal posters are maintained and update in all locations.
- Manages and coordinate worker's compensation, FMLA, STD, and LTD claims; tracks hours for payroll.
- Administers the drug-free workplace program.
- Manages the City's HIPAA compliance program.

- Manages and develops Human Resources forms for FMLA, COBRA, employment benefits, and worker's compensation.
- Consults with hiring manager to understand the requirements, duties, and qualifications desired for the specified vacant position(s).
- Coordinates to ensure that the office administrative functions of the department are effectively carried out, including preparing correspondence, memoranda, and reports; performing reception functions; processing mail; performing data entry; maintaining schedules and records; and coordinating the maintenance of the official human resources records of the City as per the City's retention schedule.
- Helps to maintain city/department employee directory.
- Conducts special research assignments, analyzing data and preparing conclusions and recommendations for consideration of management.
- Assist with employee recognition programs to include but not limited to employee events and creating avenues to increase awareness of City sponsored benefits and programs.
- Recognizes and solves issues and problems in situations that may require the use of tact, independent judgement, and skill in resolving conflicts.
- Organizes and maintains various administrative, confidential, reference and follow-up files; purges files as required.
- Participate as a member of the Emergency Management Team
- Perform other duties as assigned

Planning & Development

- Performs a variety of customer service duties including answering and directing telephone calls, responding to routine questions from the public, and assisting applicants with the preparation of and status of Land Development and Zoning applications.
- Assists staff and the public in person, via telephone and email.
- Assists in the intake of project submissions and other tasks related to Electronic Plan Review.
- Assists in the preparation and scheduling of pre-submission meetings.
- Utilizes a variety of computer programs and databases to create PowerPoint presentations, to create locator maps, to maintain project databases, and to prepare reports and informational packets.
- Assists in post-approval/disapproval/denial processing of Department files.
- Prepares public hearing notices for newspaper publication and to send to property owners.
- Assists in the organization and publishing of packets for the Planning & Zoning Commission, Board of Adjustment, City Council meetings, and other meetings.
- Coordinates the final review and filing of plats at Ellis and Johnson Counties.
- Complies with all City policies and procedures.

OTHER DUTIES AND RESPONSIBILITIES

- Contributes to a positive group environment by complying with all safety policies, practices and procedures.
- Participates in proactive team efforts to achieve departmental and City-wide goals.

- Assists co-workers on special projects as required and provides leadership to others through example and by sharing knowledge and skills.

KNOWLEDGE, SKILLS, AND ABILITIES

CORE COMPETENCIES

Dependability: Responds to requests for service and assistance. Follows instructions, responds to management direction. Requires minimal supervision. Takes responsibility for own actions. Commits to doing the best job possible. Keeps commitments. Meets attendance and punctuality guidelines.

Job Knowledge: Exhibits ability to learn and apply new skills. Displays understanding of how job relates to others. Uses resources effectively.

Quality: Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.

Teamwork: Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests.

SPECIALIZED COMPETENCIES

Cooperation: Establishes and maintains effective relations. Exhibits tact and consideration. Displays positive outlook and pleasant manner. Offers assistance and support to co-workers. Works cooperatively in group situations. Works actively to resolve conflicts.

Judgment: Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision making process. Makes timely decisions.

Problem Solving: Identifies problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages. Works well in group problem solving situations.

SKILLS AND ABILITIES

- Skilled in planning and organizing
- Skilled in handling multiple tasks and prioritizing in order to meet deadlines
- Detail oriented with analytical skills

- Ability to deal with system of real numbers, practical application of fractions, percentages, ratios/proportions and measurement.

SPECIALIZED EQUIPMENT, MACHINES, SOFTWARE, TOOLS AND WORK AIDS

- Incode v9 Financial Accounting Software (Utility Billing, Accounts Payable, Purchase Orders)
- MyGov software
- CivicPlus Website

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING ENVIRONMENT

- Fast-paced environment with frequent interruptions and changes in priorities.
- The noise level in the work environment is usually quiet to moderate.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SIGNATURE AND APPROVAL

Job Title: Human Resource/Planning Specialist

Dated: 06/29/2021

I have reviewed this job description and any attachments and find it a fair description of this position's demands and duties.

Agreed:

Employee Signature