

JAMES BURGESS

Mayor

RITA BISHOP

Mayor Pro Tem/

Councilmember Place 1

KAYLA SANGUINETTI

Councilmember Place 2



JESSICA KUYKENDALL

Councilmember Place 3

GERONIMO HERNANDEZ

Councilmember Place 4

DREW WILSON

Councilmember Place 5

VENUS REGULAR COUNCIL MEETING

Venus Civic Center

210 S. Walnut St.

Venus, Texas 76084

Monday, October 10, 2022 7:00 PM

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 3 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 City Council Special called meeting on September 28, 2022.

4.2. Ratifying the payment of bills for the month of September 2022

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[1-September 2022 Checks Written.pdf](#)  [2-July 2022 Credit Card](#)

[Charges.pdf](#)  [3-August 2022 Credit Card Charges.pdf](#) 

I make a motion to approve/deny the consent agenda as presented.

5. Staff Reports:

- 5.1. City Administration- Tonya Roberts: All department report for month of September 2022.

6. Discussion and Action Items:

- 6.1. Discuss and consider Resolution No. 16-2022-10 amending the City of Venus Policies and Procedure Policy by amending section 1.4(2) to allow each elected official the same amount of time to speak and repeal Resolution No. 12-2022-09 in its entirety. 38 - 54

[Venus Amended Policy to include Robert's Rule of Order-mark-up.pdf](#) 

I make a motion to approve/deny Resolution No. 16-2022-10.

- 6.2. Discuss and consider Resolution No. 17-2022-10 amending the City of Venus Financial Policies. 55 - 75

[Financial Policies Packet.pdf](#) 

I make a motion to approve/deny Resolution No. 17-2022-10 amending the City of Venus Financial Policies as presented.

- 6.3. Discuss and consider Resolution No. 18-2022-10 amending TexPool authorized representatives. 76 - 78

[18-2022-10- TexPool.pdf](#) 

I make a motion to approve/deny Resolution No. 18-2022-10 amending TexPool authorized representatives.

- 6.4. Discuss and consider Resolution No. 19-2022-10 repealing the Master Fee Schedule in its entirety and replacing it with a new master fee schedule . 79 - 102

[Resolution 19-2022-10.pdf](#) 

[Master Fee Schedule 10.10.2022.pdf](#) 

I make a motion to approve/deny Resolution No. 19-2022-10.

- 6.5. Discuss and consider approval to open new TexPool investment account and new accounting fund for 2022 bond proceeds.

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[New 2022 CO Bond Fund TexPool Account.pdf](#) 

I make a motion to approve/deny new TexPool investment account and new accounting fund for 2022 CO bond proceeds.

- 6.6. Discuss and consider creating a Master Plan and Benchmarks.
I make a motion to approve/deny _____.

- 6.7. Discuss and consider the creation of a Public Service Agency.
I make a motion to approve/deny _____.

7. 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 (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, Thursday, October 6, 2022 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	4,777.23
			TMRS RETIREMENT	4,831.75
		U. S. TREASURY	FEDERAL WITHHOLDING	5,559.70
			FEDERAL WITHHOLDING	5,266.68
			FEDERAL WITHHOLDING	5,273.52
			FICA WITHHOLDING	4,452.56
			FICA WITHHOLDING	4,322.48
			FICA WITHHOLDING	4,316.56
			MEDICARE WITHHOLDING	1,041.32
			MEDICARE WITHHOLDING	1,010.90
			MEDICARE WITHHOLDING	1,009.50
		CHILD SUPPORT DISTRIBUTION FUND	CASE #0011334214-11305	136.15
			CASE #0011334214-11305	136.15
			CASE #0011334214-11305	129.15
			001416398532571060821	295.38
			001416398532571060821	295.38
			001416398532571060821	275.47
			001413824936069749121	424.18
			001413824936069749121	408.15
			001413824936069749121	423.75
			0012848314CV32231	161.20
			0012848314CV32231	158.73
			0012848314CV32231	161.03
			001243867195045D	131.54
			001243867195045D	131.54
			001243867195045D	117.66
		MISC VENDOR	MAYRA SAENZ	REFUND CIVIC CENTER DEPOSI
			MICHELLE STOUT	REFUND CIVIC CENTER DEPOSI
			YESENIA GONZALES	REFUND CIVIC CENTER DEPOSI
		FIRST UNUM LIFE	INSURANCE CO	DENTAL/VISION 2022-09
				363.97
		TML HEALTH	TML HEALTH AUGUST 2022	3,565.72
			TML HEALTH PREMIUM SEPT 20	3,440.14
		CITIBANK	GROOM CC CHARGES	2,080.24
			ESTES CC CHARGES	1,603.64
			GREEN CC CHARGES	718.37
			GLEASON CC CHARGES	548.99
			HOMESLEY CC CHARGES	470.00
			ORTIZ CC CHARGES	118.96
			ALLEN CC CHARGES	538.94
			GORDON CC CHARGES	2,177.52
			HOPKINS CC CHARGES	3,617.54
			ROBERTS CC CHARGES	2,026.12
		WEX BANK	CAR WASH - SEQUIUO	10.00
			CAR WASH - SEQUIUO	79.42
			MAY, JUNE JULY& AUG22 SETUP	19.96
		COLONIAL LIFE	JULY PR DEDUCTIONS	153.56
			SEPTEMBER 2022	142.10
		DEARBORN LIFE INSURANCE CO	LVE 2022-09	562.50
			LVS 2022-09	107.87
			LVC 2022-09	10.35
		**PAYROLL EXPENSES	9/01/2022 - 9/30/2022	0.01
			TOTAL:	68,344.74
NON-DEPARTMENTAL	GENERAL FUND	WALMART	BATTERIES FOR TORNADO SIRE	379.36
			TOTAL:	379.36

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
CITY ADMIN OFFICE	GENERAL FUND	TEXAS MUNICIPAL RETIREMENT SYSTEM	TMRS RETIREMENT	227.72
			TMRS RETIREMENT	227.72
		U. S. TREASURY	FICA WITHHOLDING	131.16
			FICA WITHHOLDING	130.20
			FICA WITHHOLDING	130.20
			MEDICARE WITHHOLDING	30.68
			MEDICARE WITHHOLDING	30.45
			MEDICARE WITHHOLDING	30.45
			DENTAL/VISION 2022-09	36.67
			GENERAL COUNSEL	5,200.00
			SEPTEMBER 2022 NEWSLETTER	271.10
			TML HEALTH AUGUST 2022	350.47
			TML HEALTH PREMIUM SEPT 20	350.47
		ENTERPRISE FLEET MANAGEMENT INC	SEPTEMBER MONTHLY MAINT	6.00
			LIFE/ADD PREMIUMS 2022-09	1.84
			LTD 2022-09	15.86
		DEARBORN LIFE INSURANCE CO	STD 2022-09	13.70
			9/01/2022 - 9/30/2022	4,595.24
		**PAYROLL EXPENSES	TOTAL:	11,779.93
CITY SECRETARY	GENERAL FUND	TEXAS MUNICIPAL RETIREMENT SYSTEM	TMRS RETIREMENT	289.05
			TMRS RETIREMENT	289.05
		U. S. TREASURY	FICA WITHHOLDING	166.34
			FICA WITHHOLDING	166.26
			FICA WITHHOLDING	166.26
			MEDICARE WITHHOLDING	38.90
			MEDICARE WITHHOLDING	38.88
			MEDICARE WITHHOLDING	38.88
			SEMINAR: BUCSEE'S GAS EXP R	55.01
			DENTAL/VISION 2022-09	38.64
			COMMUNITY PACKAGE SUBSCRIP	4,774.05
			TML HEALTH AUGUST 2022	700.94
			TML HEALTH PREMIUM SEPT 20	700.94
		DEARBORN LIFE INSURANCE CO	LIFE/ADD PREMIUMS 2022-09	3.68
			LTD 2022-09	20.11
			STD 2022-09	22.06
		**PAYROLL EXPENSES	9/01/2022 - 9/30/2022	6,192.64
			TOTAL:	13,701.69
PERMITS & INSPECTIONS	GENERAL FUND	TEXAS MUNICIPAL RETIREMENT SYSTEM	TMRS RETIREMENT	819.68
			TMRS RETIREMENT	792.07
		U. S. TREASURY	FICA WITHHOLDING	455.82
			FICA WITHHOLDING	426.77
			FICA WITHHOLDING	427.65
			MEDICARE WITHHOLDING	106.60
			MEDICARE WITHHOLDING	99.81
			MEDICARE WITHHOLDING	100.01
			DENTAL/VISION 2022-09	177.10
			BLUESTEM HILLS - DRAINAGE	43.75
			STALLION RANCH - PLAN REVI	306.25
			STARLIGHT MEADOW - PLAN RE	1,356.25
			HORIZONS BANKSTON - PLAN R	1,575.00
			SWEENEY TRACT - PLAN REVIE	962.50
			HERITAGE HILLS - PLAN REVI	393.75
			ANNEXATION MAP	962.50
			STALLION RANCH - PLAN REVI	4,156.25
		FIRST UNUM LIFE INSURANCE CO		
		JACOB MARTIN, LLC		

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			STARLIGHT MEADOW - PLAN RE	218.75
			HORIZONS BANKSTON - PLAN R	3,106.25
			HERITAGE HILLS - PLAN REVI	270.00
			ANNEXATION MAP	2,672.50
			COMPREHENSIVE PLAN	2,785.00
			ZONING MAP	3,758.75
			HORIZONS BANKSTON - PLAN R	3,777.50
			COMPREHENSIVE PLAN	660.00
			NGUYEN DEV - PLAT REVIEW	185.00
			HERITAGE TRAILS - PLAN REV	312.50
		MICHAEL B. HALLA	DEVELOPMENT ALLOC	500.00
		TML HEALTH	TML HEALTH AUGUST 2022	3,087.61
			TML HEALTH PREMIUM SEPT 20	3,087.61
		ENTERPRISE FLEET MANAGEMENT INC	SEPTEMBER 2022	697.57
			SEPTEMBER MONTHLY MAINT	29.67
		WEX BANK	FUEL COSTS 07/24 - 08/23/2	83.10
		BUREAU VERITAS NORTH AMERICA, INC	106 MT VERNON LN - SOLAR P	160.00
		DEARBORN LIFE INSURANCE CO	LIFE/ADD PREMIUMS 2022-09	11.04
			LTD 2022-09	54.81
			STD 2022-09	60.12
		BIRKHOFF,HENDRICKS & CARTER, LLP	NGUYEN FINAL PLAT REVIEW	119.93
			HERITAGE HILLS MULTI FAMIL	554.50
			CHARLEY'S RESTAURANT	239.85
		**PAYROLL EXPENSES	9/01/2022 - 9/30/2022	16,591.47
			TOTAL:	56,185.29
FINANCE	GENERAL FUND	TEXAS MUNICIPAL RETIREMENT SYSTEM	TMRS RETIREMENT	315.71
			TMRS RETIREMENT	317.07
		U. S. TREASURY	FICA WITHHOLDING	211.62
			FICA WITHHOLDING	192.75
			FICA WITHHOLDING	197.98
			MEDICARE WITHHOLDING	49.49
			MEDICARE WITHHOLDING	45.08
			MEDICARE WITHHOLDING	46.31
		FIRST UNUM LIFE INSURANCE CO	DENTAL/VISION 2022-09	45.06
		LOWES BUSINESS ACCT/SYNCB	JUNE22 LATE FEES	40.00
			JULY 22 LATE FEES	40.00
			JULY 22 FINANCE CHARGES	0.90
			LATE FEE	40.00
		TML HEALTH	GOVPAY ACH CHARGE-TML PYMT	1.50
			TML HEALTH AUGUST 2022	520.66
			TML HEALTH PREMIUM SEPT 20	871.13
		STATE COMPTROLLER	JULY 2022 SALESTAX RETURN	320.66
			SALES TAX RETURN 2022-08	184.76
		DEARBORN LIFE INSURANCE CO	LIFE/ADD PREMIUMS 2022-09	1.84
			LTD 2022-09	15.26
			STD 2022-09	13.70
		**PAYROLL EXPENSES	9/01/2022 - 9/30/2022	7,514.52
			TOTAL:	10,986.00
HUMAN RESOURCES	GENERAL FUND	TEXAS MUNICIPAL RETIREMENT SYSTEM	TMRS RETIREMENT	279.65
			TMRS RETIREMENT	287.64
		U. S. TREASURY	FICA WITHHOLDING	181.27
			FICA WITHHOLDING	164.00
			FICA WITHHOLDING	142.16
			MEDICARE WITHHOLDING	42.39

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			MEDICARE WITHHOLDING	38.35
			MEDICARE WITHHOLDING	33.25
		FIRST UNUM LIFE INSURANCE CO	DENTAL/VISION 2022-09	38.64
		AMERIFLEX	36 PARTICIPANTS @ \$5.15 EA	185.40
		TML HEALTH	TML HEALTH AUGUST 2022	0.00
			TML HEALTH PREMIUM SEPT 20	0.00
		WALMART	SNACKS FOR OPEN ENROLLMENT	49.30
			SNACKS FOR OPEN ENROLLMENT	25.26
		FIRST CHECK	GARRETT PEACOCK VOL FF	27.00
			TYLOR CHANDLER VOL FF	27.00
			MARCELINO MARTINEZ PW	27.00
		CARENOW CORPORATE	SCREENING - TYLER YORK	123.00
			SCREENING - GARRETT PEACOC	108.00
			SCREENING - TYLOR CHANDLER	123.00
		DEARBORN LIFE INSURANCE CO	LIFE/ADD PREMIUMS 2022-09	3.68
			LTD 2022-09	14.94
			STD 2022-09	16.39
		**PAYROLL EXPENSES	9/01/2022 - 9/30/2022	5,769.98
			TOTAL:	7,707.30
ECONOMIC DEVELOPMENT	GENERAL FUND	TEXAS MUNICIPAL RETIREMENT SYSTEM	TMRS RETIREMENT	106.90
			TMRS RETIREMENT	106.90
		U. S. TREASURY	FICA WITHHOLDING	34.10
			FICA WITHHOLDING	43.40
			FICA WITHHOLDING	73.63
			MEDICARE WITHHOLDING	7.98
			MEDICARE WITHHOLDING	10.15
			MEDICARE WITHHOLDING	17.22
		**PAYROLL EXPENSES	9/01/2022 - 9/30/2022	2,033.56
			TOTAL:	2,433.84
POLICE DEPARTMENT	GENERAL FUND	TEXAS MUNICIPAL RETIREMENT SYSTEM	TMRS RETIREMENT	3,411.42
			TMRS RETIREMENT	3,346.81
		U. S. TREASURY	FICA WITHHOLDING	1,961.27
			FICA WITHHOLDING	1,890.75
			FICA WITHHOLDING	1,897.04
			MEDICARE WITHHOLDING	458.68
			MEDICARE WITHHOLDING	442.20
			MEDICARE WITHHOLDING	443.66
		GT DISTRIBUTORS, INC	RIFLE RESISTANT VEST	4,329.16
		FIRST UNUM LIFE INSURANCE CO	DENTAL/VISION 2022-09	744.24
		TML HEALTH	TML HEALTH AUGUST 2022	10,886.81
			TML HEALTH PREMIUM SEPT 20	10,886.81
		ENTERPRISE FLEET MANAGEMENT INC	SEPTEMBER MONTHLY MAINT	78.00
			SEPTEMBER ENTERPRISE R&M	472.49
		BLUESTONE SAFETY PRODUCTS INC	WEBBING LOAD BEARING VEST	999.80
			RIFLE LEVEL 4 ARMOR POCKET	599.60
			VELCRO POLICE PATCH	79.80
			MOLLE WEBBING ON SIDE (4)	79.80
			CUSTOM MOLLE CAMERA MOUNT	79.80
			MOLLE WEBBING RADIO POUCH	41.95
			HIDDEN RIFLE MAG POCKET (3	104.85
			SHIPPING CHARGES	99.80
		PRIMARY ARMS LLC	PRIMARY ARMS SL X 1X (2)	377.98
			ACSS GEMINI 9MM RETICLE (1	139.99
			45 MOS 9MM FIXED SIGHTS (1	477.40

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			MAGAZINE - 17 ROUND - 9MM	500.00
			AR-15 MAGAZINE - BLACK (11	154.00
			HEIGHT SIGHTS FOR GLOCK (1	37.54
			SHIPPING COST	0.25
		DELL MARKETING LP	DELL LATITUDE 5430 RUGGED	4,869.32
		JOHNSON COUNTY TREASURER	AUG-22 INMATE BILLING	116.56
		WEX BANK	FUEL COSTS 07/24 - 08/23/2	3,844.62
		STOP STICK, LTD.	9' STOP STICK KIT (4)	2,000.00
		FRONTIER COMMUNICATIONS	PD FAX LINE 09.01.22-09.30	77.21
		DROP SHOT PEST CONTROL	PEST CONTROL: POLICE DEPAR	55.00
		DEARBORN LIFE INSURANCE CO	LIFE/ADD PREMIUMS 2022-09	47.84
			LTD 2022-09	227.06
			STD 2022-09	246.50
		**PAYROLL EXPENSES	9/01/2022 - 9/30/2022	67,778.41
			TOTAL:	124,284.42
CODE ENFORCE/ANIMAL CO GENERAL FUND		TEXAS MUNICIPAL RETIREMENT SYSTEM	TMRS RETIREMENT	190.71
			TMRS RETIREMENT	190.71
		U. S. TREASURY	FICA WITHHOLDING	109.76
			FICA WITHHOLDING	99.47
			FICA WITHHOLDING	99.47
			MEDICARE WITHHOLDING	25.67
			MEDICARE WITHHOLDING	23.26
			MEDICARE WITHHOLDING	23.26
		FIRST UNUM LIFE INSURANCE CO	DENTAL/VISION 2022-09	57.46
		SPCA OF TEXAS	AUG 2022 ANIMAL DROP OFF F	560.00
		TML HEALTH	TML HEALTH AUGUST 2022	1,041.32
			TML HEALTH PREMIUM SEPT 20	1,041.32
		ENTERPRISE FLEET MANAGEMENT INC	SEPTEMBER MONTHLY MAINT	6.00
			SEPTEMBER ENTERPRISE R&M	496.64
		WEX BANK	FUEL COSTS 07/24 - 08/23/2	233.65
		DEARBORN LIFE INSURANCE CO	LIFE/ADD PREMIUMS 2022-09	3.68
			LTD 2022-09	12.97
			STD 2022-09	14.22
		**PAYROLL EXPENSES	9/01/2022 - 9/30/2022	3,583.47
			TOTAL:	7,813.04
COURT	GENERAL FUND	TEXAS MUNICIPAL RETIREMENT SYSTEM	TMRS RETIREMENT	222.93
			TMRS RETIREMENT	231.81
		U. S. TREASURY	FICA WITHHOLDING	125.55
			FICA WITHHOLDING	137.88
			FICA WITHHOLDING	130.94
			MEDICARE WITHHOLDING	29.36
			MEDICARE WITHHOLDING	32.25
			MEDICARE WITHHOLDING	30.63
		BILL J. SCOTT	AUG-22 JUDGE DUTIES	800.00
			MUNICIPAL JUDGE	800.00
		FIRST UNUM LIFE INSURANCE CO	DENTAL/VISION 2022-09	38.64
		TML HEALTH	TML HEALTH AUGUST 2022	700.94
			TML HEALTH PREMIUM SEPT 20	700.94
		DEARBORN LIFE INSURANCE CO	LIFE/ADD PREMIUMS 2022-09	3.68
			LTD 2022-09	14.17
			STD 2022-09	15.54

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		**PAYROLL EXPENSES	9/01/2022 - 9/30/2022	5,086.89
			TOTAL:	9,102.15
FIRE DEPARTMENT	GENERAL FUND	TEXAS MUNICIPAL RETIREMENT SYSTEM	TMRS RETIREMENT	380.91
		U. S. TREASURY	TMRS RETIREMENT	380.91
			FICA WITHHOLDING	544.39
			FICA WITHHOLDING	561.72
			FICA WITHHOLDING	560.29
			MEDICARE WITHHOLDING	127.32
			MEDICARE WITHHOLDING	131.37
			MEDICARE WITHHOLDING	131.02
		FIRST UNUM LIFE INSURANCE CO	DENTAL/VISION 2022-09	0.00
		TML HEALTH	TML HEALTH AUGUST 2022	0.00
			TML HEALTH PREMIUM SEPT 20	0.00
		CASCO INDUSTRIES, INC.	CAS-FLOWTEST (2)	80.00
			MSA SCBA G1 4500 PSI PER (	8,500.00
			MSA FACEPIECE G1 MED 4 PT	630.00
			MSA CYL VLV QC G1 RX 450 (	1,610.00
			SHIPPING	115.00
		ENTERPRISE FLEET MANAGEMENT INC	SEPTEMBER 2022	975.73
			SEPTEMBER MONTHLY MAINT	49.77
			SEPTEMBER ENTERPRISE R&M	89.99
		PETRA'S NAEHSTUEBERL	EMBROIDERED POLO SHIRT ALL	25.00
		DELL MARKETING LP	PRECISION 3460 SMALL FORM	2,656.82
		IMPACT PROMOTIONAL SERVICES	FIREFIGHTER SHIRT - HEARN	171.70
			CARGO PANT - HEARN (2)	260.10
			FIREFIGHT SHIRT - HAGAMAN	171.70
			CARGO PANT - HAGAMAN (2)	260.10
			FIREFIGHTER SHIRT - LOMAX	171.70
			CARGO PANT - LOMAX (2)	260.10
			FIREFIGHTER SHIRT - SHOCK	171.70
			CARGO PANT - SHOCK (2)	260.10
			FIREFIGHT SHIRT - SPURLOCK	171.70
			CARGO PANT - SPURLOCK (2)	260.10
			FIREFIGHTER SHIRT - SUTTON	171.70
			CARGO PANT - SUTTON (2)	260.10
			EMBROID STANDARD NAMETAPE	216.00
			PATCH MED TECH - SUTTON (2	7.00
		WEX BANK	FUEL COSTS 07/24 - 08/23/2	1,361.01
		GEAXA ENERGY	FIRE DEPT - ELECTRICITY	294.25
			FIRE DEPARTMENT - ELECTRIC	308.98
			ICE STORM RECOVERY	88.38
		DROP SHOT PEST CONTROL	PEST CONTROL: FIRE DEPARTM	65.00
		DEARBORN LIFE INSURANCE CO	LIFE/ADD PREMIUMS 2022-09	3.68
			LTD 2022-09	26.00
			STD 2022-09	27.40
		**PAYROLL EXPENSES	9/01/2022 - 9/30/2022	23,194.71
			TOTAL:	45,733.45
STREETS	GENERAL FUND	TEXAS MUNICIPAL RETIREMENT SYSTEM	TMRS RETIREMENT	449.96
		U. S. TREASURY	TMRS RETIREMENT	524.55
			FICA WITHHOLDING	220.44
			FICA WITHHOLDING	209.64
			FICA WITHHOLDING	204.21
			MEDICARE WITHHOLDING	51.55
			MEDICARE WITHHOLDING	49.03

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			MEDICARE WITHHOLDING	47.76
		CINTAS	HOMESLEY, FITZGERALD, & JAR	14.81
			HOMESLEY, JARAL, FITZGERAL	14.81
			HOMESLEY, FITZGERALD, & JA	14.81
			HOMESLEY, FITZGERALD, & JA	14.81
			FITZGERALD, HOMESLEY, & JA	14.81
		FIRST UNUM LIFE INSURANCE CO	DENTAL/VISION 2022-09	162.95
		JACOB MARTIN, LLC	BLUESTEM HILLS - DRAINAGE	1,803.75
			CIP STREETS	2,100.00
			CIP DRAINAGE	7,800.00
		LOWES BUSINESS ACCT/SYNCB	LADDER & CONCRETE	265.90
			DRINKING WATER	137.60
			PINE/BROOM/MOP/BRUSH/POIS/	52.03
		DOBIE SUPPLY, LLC	PAINT FAST DRY ACRYLIC (5)	175.00
		TML HEALTH	TML HEALTH AUGUST 2022	2,601.17
			TML HEALTH PREMIUM SEPT 20	1,662.21
		ENTERPRISE FLEET MANAGEMENT INC	SEPTEMBER MONTHLY MAINT	7.50
		TXU ENERGY	STLG 1 049774	1,626.03
			STLG 2 391223	28.78
			STLG-A 101-140 753619	51.70
			STLG-C LED 0-55 357942	1,020.44
			STLG-C LED 141-180 550367	187.01
		VENUS AUTO PARTS LLC	COOLANT ANTIFREEZE (1)	16.99
			AA BATTERY (1)	2.49
			HOOKS (1)	2.19
			FMM 20 FUSES (2) FOR F350	9.98
			DOOR SWEEP	4.99
		GUADALAJARA TIRES	PATCH FOR TIRE	10.00
		MOUNTAIN PEAK SPECIAL UTILITY DISTRICT	1090 N FM 157-PW SHOP	13.17
		WEX BANK	FUEL COSTS 07/24 - 08/23/2	862.68
		GEXA ENERGY	STREETS - ELECTRICITY	152.21
			STREETS - ELECTRICITY	169.34
			ICE STORM RECOVERY	129.03
		DEARBORN LIFE INSURANCE CO	LIFE/ADD PREMIUMS 2022-09	14.72
			LIFE/ADD PREMIUMS 2022-09	0.92
			LTD 2022-09	10.31
			LTD 2022-09	3.45
			STD 2022-09	12.59
			STD 2022-09	3.77
		**PAYROLL EXPENSES	9/01/2022 - 9/30/2022	6,505.07
			TOTAL:	29,437.16
PARKS & RECREATION	GENERAL FUND	TEXAS MUNICIPAL RETIREMENT SYSTEM	TMRS RETIREMENT	467.00
			TMRS RETIREMENT	554.53
		U. S. TREASURY	FICA WITHHOLDING	236.48
			FICA WITHHOLDING	224.43
			FICA WITHHOLDING	226.76
			MEDICARE WITHHOLDING	55.31
			MEDICARE WITHHOLDING	52.49
			MEDICARE WITHHOLDING	53.03
		CINTAS	CANTU & MOORE	14.81
			HOMESLEY, CANTU, MOORE	14.81
			CANTU & MOORE	14.81
			CANTU & MOORE	14.81
			CANTU & MOORE	14.81
		FIRST UNUM LIFE INSURANCE CO	DENTAL/VISION 2022-09	53.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		LOWES BUSINESS ACCT/SYNCB	ANT KILLER, ROUNDUP BERMUD	219.16
			DRINKING WATER	137.60
			PINE/BROOM/MOP/BRUSH/POIS/	52.03
			2-IN SCH40 UNION (2)	36.80
			2-IN SCH40 ADAPTER (4)	9.88
			2-IN X 2-FT PVC SCH40 SOL	12.50
		TML HEALTH	TML HEALTH AUGUST 2022	1,900.23
			TML HEALTH PREMIUM SEPT 20	1,662.21
		ENTERPRISE FLEET MANAGEMENT INC	SEPTEMBER MONTHLY MAINT	7.50
			SEPTEMBER ENTERPRISE R&M	107.93
		SOUTHERN STAR TRACTOR AND TURF LLC	HOSE AND FLUID FOR MOWER	87.89
		VENUS AUTO PARTS LLC	PRESSURE GAUGE (1)	8.99
			AIR CHUCK (1)	10.99
			5 GALLON GAS CAN (2)	51.98
			1/4 TEE (1)	1.99
			1/4 X 1 BUSHING (2)	3.38
			1 X 3/4 BUSHING (1)	1.39
			5 GALLON NO SPILL CAN (1)	49.99
			DOOR SWEEP	5.00
		WEX BANK	FUEL COSTS 07/24 - 08/23/2	414.76
		GEKA ENERGY	PARKS & REC - ELECTRICITY	151.31
			PARKS & REC - ELECTRICITY	148.41
		DESOTO JANITORIAL SUPPLY	60 GL TRASH BAGS (10)	293.30
		DEARBORN LIFE INSURANCE CO	LIFE/ADD PREMIUMS 2022-09	7.36
			LIFE/ADD PREMIUMS 2022-09	0.92
			LTD 2022-09	22.64
			LTD 2022-09	3.44
			STD 2022-09	24.83
			STD 2022-09	3.78
		**PAYROLL EXPENSES	9/01/2022 - 9/30/2022	8,423.81
			TOTAL:	15,859.08
CITY-WIDE (NON-DEPARTM GENERAL FUND		TEXAS MUNICIPAL RETIREMENT SYSTEM	TMRS RETIREMENT	133.91
			TMRS RETIREMENT	129.10
		U. S. TREASURY	FICA WITHHOLDING	74.40
			FICA WITHHOLDING	75.22
			FICA WITHHOLDING	59.99
			MEDICARE WITHHOLDING	17.40
			MEDICARE WITHHOLDING	17.59
			MEDICARE WITHHOLDING	14.03
		CINTAS	ANDERSON	11.48
			CITY HALL FLOOR MATS	33.11
			ANDERSON	11.48
			CITY HALL FLOOR MATS	33.11
			ANDERSON	11.48
			CITY HALL FLOOR MATS	33.11
			ANDERSON	11.48
			CITY HALL FLOOR MATS	33.11
			ANDERSON	11.48
			CITY HALL FLOOR MATS	33.11
		FIRST UNUM LIFE INSURANCE CO	DENTAL/VISION 2022-09	77.28
		XEROX FINANCIAL SERVICES	ANNUAL LEASE PYMTS	228.00
		LOWES BUSINESS ACCT/SYNCB	AIR FILTERS CITY WIDE	62.28
			TOOL KIT, NUTS, ELECTRICAL	119.63
			CLEANING SUPPLIES, PAINT	139.94
		TML HEALTH	TML HEALTH AUGUST 2022	700.94

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			TML HEALTH PREMIUM SEPT 20	700.94
		VENUS AUTO PARTS LLC	PULL HANDLES (2)	13.98
		MOUNTAIN PEAK SPECIAL UTILITY DISTRICT	700 W HWY 67-CITY HALL	32.33
		WEX BANK	BRANDON	166.72
			CAR WASH - SEQUIUO	7.00
		GEXA ENERGY	CITY-WIDE - ELECTRICITY	1,330.10
			CITY-WIDE - ELECTRICITY	1,229.95
			ICE STORM RECOVERY	49.65
			ICE STORM RECOVERY	572.25
		DESOTO JANITORIAL SUPPLY	40 GL TRASH BAGS (5)	139.90
		DROP SHOT PEST CONTROL	PEST CONTROL: CITY HALL	55.00
			PEST CONTROL: ECO DEV BLDG	65.00
		ARAMARK UNIFORM SERV	NI SS SOFT CREW T SHIRT (3	29.97
			NI SS SOFT CREW T SHIRT (3	29.97
			TEMPORARY SUPPLY CHAIN FEE	3.50
			CUSTOM EMBROIDERY	41.94
			SHIPPING & HANDLING	8.66
		DEARBORN LIFE INSURANCE CO	LIFE/ADD PREMIUMS 2022-09	7.36
			LTD 2022-09	18.00
			STD 2022-09	19.72
		**PAYROLL EXPENSES	9/01/2022 - 9/30/2022	2,696.04
			TOTAL:	9,290.64
NON-DEPARTMENTAL	CPF-2020 BOND PROC	BIRKHOFF,HENDRICKS & CARTER, LLP	PRELIM ENGINEER & FINAL DE	3,097.35
			TOTAL:	3,097.35
SPECIAL REV DEPT/VCSDC	VCSDC	AMMO PLUMBING, LLC	URINAL LEAK REPAIR	315.00
		MICHAEL B. HALLA	VCSDC ALLOCATION	300.00
		VENUS AUTO PARTS LLC	BOX FAN (1)	39.99
			EXTENSION CORD (1)	17.99
			OUTDOOR TRIPLE-TAP CORD (1	15.99
		MOUNTAIN PEAK SPECIAL UTILITY DISTRICT	502 E HWY 67-VENUS SIGN	39.13
			CR 213 IRRG-VENUS SIGN	35.13
		GEXA ENERGY	CIVIC CENTER - ELECTRICITY	645.23
			CIVIC CENTER - ELECTRICITY	565.83
			ICE STORM RECOVERY	387.84
		DROP SHOT PEST CONTROL	PEST CONTROL: CIVIC CENTER	65.00
			TOTAL:	2,427.13
NON-DEPARTMENTAL	SPECIAL EVENTS	U. S. TREASURY	FEDERAL WITHHOLDING	125.83
			FICA WITHHOLDING	110.97
			MEDICARE WITHHOLDING	25.96
		CHILD SUPPORT DISTRIBUTION FUND	CASE #0011334214-11305	7.00
			001416398532571060821	19.91
			001243867195045D	13.88
			TOTAL:	303.55
NON-DEPARTMENTAL	SPECIAL EVENTS	U. S. TREASURY	FICA WITHHOLDING	110.96
			MEDICARE WITHHOLDING	25.95
		LOWES BUSINESS ACCT/SYNCB	PARKING MARKERS AC UNIT	428.19
			WATER HOSE, EXT CORDS, SPL	494.95
		COUNTRY CRITTERS FARM	PETTING ZOO FOR VNO	650.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT	
		**PAYROLL EXPENSES	9/01/2022 - 9/30/2022	1,340.26	
			TOTAL:	3,050.31	
SPECIAL REV FUND/GRANT	GRANTS FUND	AXON ENTERPRISE, INC	PD/FD DRONE	15,476.00	
			2021 TASER 7 BASIC BUNDLE	6,644.19	
			TASER 7 CLOSE QUARTERS (50	427.89	
			TASER 7 STANDOFF (50)	427.89	
			TOTAL:	22,975.97	
NON-DEPARTMENTAL	BRAHMAN RANCH I PS	JACOB MARTIN, LLC	RECLASS SPENT PSA REVENUE	43.75	
			RECLASS SPENT PSA REVENUE	43.75-	
			RECLASS SPENT PSA REVENUE	1,050.00	
			RECLASS SPENT PSA REVENUE	1,050.00-	
		PAPE-DAWSON CONSULTING ENGINEERS INC	RECLASS SPENT REVENUE	2,802.50	
			RECLASS SPENT REVENUE	2,802.50-	
			RECLASS SPENT REVENUE	6,650.00	
			RECLASS SPENT REVENUE	6,650.00-	
		P3WORKS LLC	RECLASS SPENT PSA DEPOSIT	3,380.42	
			RECLASS SPENT PSA DEPOSIT	3,380.42-	
			RECLASS SPENT PSA DEPOSIT	12,198.41	
			RECLASS SPENT PSA DEPOSIT	12,198.41-	
		BIRKHOFF,HENDRICKS & CARTER, LLP	RECLASS SPENT REVENUE	683.21	
			RECLASS SPENT REVENUE	683.21-	
			RECLASS SPENT REVENUE	1,041.44	
			RECLASS SPENT REVENUE	1,041.44-	
			TOTAL:	0.00	
NON-DEPARTMENTAL	BRAHMAN RANCH I PS	JACOB MARTIN, LLC	CONSTRUCTION REVIEW	43.75	
			CONSTRUCTION REVIEW	1,050.00	
		PAPE-DAWSON CONSULTING ENGINEERS INC	CIVIL INSP - BRAHMAN RANCH	2,802.50	
			CIVIL INSP - BRAHMAN RANCH	6,650.00	
		P3WORKS LLC	BRAHMAN I-PID CONSULTING	3,380.42	
			BRAHMAN I-PID CONSULTING	12,198.41	
			BRAHMAN RANCH	683.21	
			BRAHMAN RANCH I	1,041.44	
			TOTAL:	27,849.73	
NON-DEPARTMENTAL	JMJ DEVELOPMENTS P	JACOB MARTIN, LLC	RECLASS SPENT PSA REVENUE	262.50	
			RECLASS SPENT PSA REVENUE	262.50-	
			RECLASS SPENT PSA REVENUE	262.50	
			RECLASS SPENT PSA REVENUE	262.50-	
			RECLASS SPENT PSA REVENUE	481.25	
			RECLASS SPENT PSA REVENUE	481.25-	
			RECLASS SPENT PSA REVENUE	1,925.00	
			RECLASS SPENT PSA REVENUE	1,925.00-	
		P3WORKS LLC	RECLASS SPENT PSA DEPOSIT	316.25	
			RECLASS SPENT PSA DEPOSIT	316.25-	
			RECLASS SPENT PSA DEPOSIT	128.33	
			RECLASS SPENT PSA DEPOSIT	128.33-	
		BIRKHOFF,HENDRICKS & CARTER, LLP	RECLASS SPENT REVENUE	276.01	
			RECLASS SPENT REVENUE	276.01-	
			TOTAL:	0.00	
NOR	TAR DEVELOPMENT	JMJ DEVELOPMENTS P	JACOB MARTIN, LLC	PLAN REVIEW - MJM DEV	262.50
				PLAN REVIEW - NORTHSTAR	262.50
				PLAN REVIEW - MJM DEV	481.25

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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		P3WORKS LLC	PLAN REVIEW - SEWER PROPOR	1,925.00
			JMJ DEVELOPMENTS - TIRZ NO	316.25
			JMJ DEVELOPMENTS	128.33
		BIRKHOFF,HENDRICKS & CARTER, LLP	NORTHSTAR PHASE 2 & 3	276.01
			TOTAL:	3,651.84
NON-DEPARTMENTAL	BRAHMAN RANCH II P	JACOB MARTIN, LLC	RECLASS SPENT REVENUE	787.50
			RECLASS SPENT REVENUE	787.50-
			TOTAL:	0.00
NON-DEPARTMENTAL	BRAHMAN RANCH II P	JACOB MARTIN, LLC	PLAN REVIEW - SEWER FLOWS	787.50
			TOTAL:	787.50
NON-DEPARTMENTAL	WATER & SEWER FUND	TEXAS MUNICIPAL RETIREMENT SYSTEM	TMRS RETIREMENT	1,076.38
			TMRS RETIREMENT	1,257.10
		U. S. TREASURY	FEDERAL WITHHOLDING	728.49
			FEDERAL WITHHOLDING	563.91
			FEDERAL WITHHOLDING	776.36
			FICA WITHHOLDING	880.78
			FICA WITHHOLDING	759.79
			FICA WITHHOLDING	910.24
			MEDICARE WITHHOLDING	206.00
			MEDICARE WITHHOLDING	177.70
			MEDICARE WITHHOLDING	212.87
	MISC VENDOR	RAGGIO, CHARLES	01-0440-02	77.07
		LEWIS, RONALD	01-1335-02	81.46
		LOUDERMILK, SCOTT	01-1654-00	83.63
		ARMENTANO, MARK	01-4115-04	56.88
		FITE MANAGEMENT, CEN	02-0191-04	50.53
	FIRST UNUM LIFE	INSURANCE CO	DENTAL/VISION 2022-09	43.25
	TML HEALTH		TML HEALTH AUGUST 2022	968.25
			TML HEALTH PREMIUM SEPT 20	842.68
	STATE COMPTROLLER		SALES TAXES COLLECTED 2022	2,894.65
			SALES TAXES PAID ON PURCHA	188.26-
			TIMELY DISCOUNT	0.02
			SALES TAXES COLLECTED	2,864.40
			SALES TAXES PAID ON PURCHA	169.10-
			TIMELY DISCOUNT	0.02-
	CAREFLITE		AUG 22 CITIZEN BILLING	364.00
			JULY 22 CITIZEN BILLING	360.00
			JUNE 22 CITIZEN BILLING	351.00
	COLONIAL LIFE		JULY PR DEDUCTIONS	86.94
			SEPTEMBER 2022	75.04
	DEARBORN LIFE	INSURANCE CO	LVE 2022-09	92.90
			LVS 2022-09	37.63
			LVC 2022-09	0.85-
			TOTAL:	16,521.72
ADMINISTRATION	WATER & SEWER FUND	TEXAS MUNICIPAL RETIREMENT SYSTEM	TMRS RETIREMENT	829.86
			TMRS RETIREMENT	1,079.38
		U. S. TREASURY	FICA WITHHOLDING	618.61
			FICA WITHHOLDING	517.06
			FICA WITHHOLDING	621.84
			MEDICARE WITHHOLDING	144.68
			MEDICARE WITHHOLDING	120.93
			MEDICARE WITHHOLDING	145.42

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		INTERFACE SECURITY SYSTEMS LLC	MONTHLY SUBSCRIPTION	34.99
			MONTHLY SUBSCRIPTION	34.99
		FIRST UNUM LIFE INSURANCE CO	DENTAL/VISION 2022-09	123.92
		DATAPROSE, LLC	AUGUST LATE NOTICES	96.50
			POSTAGE FOR LATE BILLS	184.68
			MONTHLY BILLS MAILED 08.01	626.32
			POSTAGE FOR MONTHLY BILLIN	740.02
		PAPE-DAWSON CONSULTING ENGINEERS INC	RIDGEVIEW ADDITION	285.00
			HERITAGE HILLS	2,660.00
			BRAHMAN RANCH I	3,040.00
			HERITAGE HILLS	1,805.00
			HERITAGE HILLS	190.00
		TML HEALTH	TML HEALTH AUGUST 2022	2,524.16
			TML HEALTH PREMIUM SEPT 20	2,173.69
		ENTERPRISE FLEET MANAGEMENT INC	SEPTEMBER MONTHLY MAINT	6.00
		WALMART	2 DESK & 4FT TABLE	263.98
		MOUNTAIN PEAK SPECIAL UTILITY DISTRICT	1090 N FM 157-PW SHOP	13.16
		WEX BANK	FUEL COSTS 07/24 - 08/23/2	319.37
		DROP SHOT PEST CONTROL	PEST CONTROL: PUBLIC WORKS	65.00
		DEARBORN LIFE INSURANCE CO	LIFE/ADD PREMIUMS 2022-09	7.36
			LTD 2022-09	47.00
			STD 2022-09	44.83
		**PAYROLL EXPENSES	9/01/2022 - 9/30/2022	22,131.09
			TOTAL:	41,494.84
WATER DEPARTMENT	WATER & SEWER FUND	TEXAS MUNICIPAL RETIREMENT SYSTEM	TMRS RETIREMENT	416.65
			TMRS RETIREMENT	427.71
		U. S. TREASURY	FICA WITHHOLDING	135.41
			FICA WITHHOLDING	121.92
			FICA WITHHOLDING	144.76
			MEDICARE WITHHOLDING	31.68
			MEDICARE WITHHOLDING	28.51
			MEDICARE WITHHOLDING	33.85
		ATMOS ENERGY CORP.	301 S MAIN ST WD GAS BILL	59.63
		CITY OF MIDLOTHIAN	CONSUMP - 14,015,400 GALLO	64,579.20
		CINTAS	ISAAC, ABSHIRE, & HOMESLEY	13.92
			HOMESLEY, ISAAC, ABSHIRE	13.92
			ISAAC, ABSHIRE, & HOMESLEY	13.92
			ISAAC, ABSHIRE, & HOMESLEY	13.92
			ISAAC, ABSHIRE, & HOMESLEY	13.92
		FIRST UNUM LIFE INSURANCE CO	DENTAL/VISION 2022-09	48.81
		ABILENE PLUMBING SUPPLY CO., INC	16X22X12 BOX LID W READER	194.56
			FIRE HYDRANT SAFETY KIT	201.60
			PIPES, COUPLING & STIFFENE	1,271.27
			GASKET/BELL END	282.00
			GASKET/BELL END	652.00
			ROLL BLUE CTS POLY	182.63
		JACOB MARTIN, LLC	CIP WATER	2,800.00
		LOWES BUSINESS ACCT/SYNCR	DRINKING WATER	137.60
			PINE/BROOM/MOP/BRUSH/POIS/	52.03
		TML HEALTH	TML HEALTH AUGUST 2022	1,675.34
			TML HEALTH PREMIUM SEPT 20	736.37
		ENTERPRISE FLEET MANAGEMENT INC	SEPTEMBER MONTHLY MAINT	10.50
		LYNESS CONSTRUCTION LP	ROAD BORE ON STUDENT DRIVE	3,840.00
		TEXAS WATER DEVELOPMENT BOARD	WATER LIMITED BROCHURE	40.00
			TOILET TAND LEAK DETECTOR	40.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		CONSOR ENGINEERS, LLC	TANK REPAIR SERVICES	700.00
			ROV INSPECTION 235K GST	300.00
			ROV INSPECTION 150K EST P	300.00
			MOB/DEMOB	75.00
		VENUS AUTO PARTS LLC	BALL VALVES (1)	17.58
			WET SET TWIN PACK (1)	13.99
			O-RINGS ASSORTMENT (1)	17.99
			PROPANE (1)	6.59
			1/2 COMP UNION (1)	8.99
		WALMART	BATTERY RETURNS	48.00-
		TRINITY RIVER AUTHORITY	LAB ANALYSIS - 8.1.22-9.7.	160.00
			WATER SAMPLES JULY 1 - AUG	163.79
		HOLT CAT RENTAL	CHECK ON BACKHOE POST TURN	347.50
		WEX BANK	FUEL COSTS 07/24 - 08/23/2	480.29
		GEXA ENERGY	50% PW BLDG & GDL - ELECTR	216.87
			50% PW BLDG & GDL - ELECTR	221.52
			ICE STORM RECOVERY	77.46
		DEARBORN LIFE INSURANCE CO	LIFE/ADD PREMIUMS 2022-09	0.00
			LIFE/ADD PREMIUMS 2022-09	0.92
			LTD 2022-09	1.37-
			LTD 2022-09	3.45
			STD 2022-09	1.50-
			STD 2022-09	3.77
		**PAYROLL EXPENSES	9/01/2022 - 9/30/2022	5,332.80
			TOTAL:	86,611.27
SEWER DEPARTMENT	WATER & SEWER FUND	TEXAS MUNICIPAL RETIREMENT SYSTEM	TMRS RETIREMENT	397.28
			TMRS RETIREMENT	412.64
		U. S. TREASURY	FICA WITHHOLDING	126.72
			FICA WITHHOLDING	120.80
			FICA WITHHOLDING	143.63
			MEDICARE WITHHOLDING	29.63
			MEDICARE WITHHOLDING	28.25
			MEDICARE WITHHOLDING	33.60
		CINTAS	ISAAC, ABSHIRE, & HOMESLEY	13.92
			HOMESLEY, ISAAC, ABSHIRE	13.92
			ISAAC, ABSHIRE, & HOMESLEY	13.92
			ISAAC, ABSHIRE, & HOMESLEY	13.92
			ISAAC, ABSHIRE, & HOMESLEY	13.92
		FIRST UNUM LIFE INSURANCE CO	DENTAL/VISION 2022-09	48.80
		ABILENE PLUMBING SUPPLY CO., INC	METER COUPLING G NUT FORD	544.48
		G & S SAFETY PRODUCTS	BREATHABLE T-SHIRT (6)	69.00
			LONG SLEEVE SHIRT (6)	89.70
			SCREEN PRINTING (12)	18.00
			UPS SHIPPING CHARGE	23.85
		JACOB MARTIN, LLC	CITY ENGINEER - CONSTR REV	3,708.85
			CIP SEWER	700.00
			UPDATE CONSTRUCTION STANDARDS	1,625.00
			ENGINEERING SERVICES	4,538.90
		LOWES BUSINESS ACCT/SYNCR	DRINKING WATER	137.60
			PINE/BROOM/MOP/BRUSH/POIS/	52.04
		TML HEALTH	TML HEALTH AUGUST 2022	974.40
			TML HEALTH PREMIUM SEPT 20	1,437.32
		ENTERPRISE FLEET MANAGEMENT INC	SEPTEMBER MONTHLY MAINT	4.50
		VENUS AUTO PARTS LLC	1 INCH BALL VALVE (1)	29.99
		TRINITY RIVER AUTHORITY	OPERATION & MAINTENANCE	83,251.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			DEBT DERVICE	75,522.00
		HOLT CAT RENTAL	CHECK ON BACKHOE POST TURN	347.50
		WEX BANK	FUEL COSTS 07/24 - 08/23/2	395.38
		GEXA ENERGY	50% PW BLDG & GDL - ELECTR	216.87
			LIFT STATIONS - ELECTRICIT	562.20
			50% PW BLDG & GDL - ELECTR	221.51
			LIFT STATIONS - ELECTRICIT	1,656.57
			ICE STORM RECOVERY	523.06
		DEARBORN LIFE INSURANCE CO	LIFE/ADD PREMIUMS 2022-09	3.68
			LIFE/ADD PREMIUMS 2022-09	0.92
			LTD 2022-09	10.96
			LTD 2022-09	3.44
			STD 2022-09	12.02
			STD 2022-09	3.78
		**PAYROLL EXPENSES	9/01/2022 - 9/30/2022	5,176.79
			TOTAL:	183,272.26
NON-DEPARTMENTAL	W/S CPF - 2018 CO	JACOB MARTIN, LLC	ENGINEERING-CONSTRUCTION A	3,270.20
			ENGINEERING-CONSTRUCTION A	1,572.50
			ENGINEERING-DESIGN & SURVE	3,992.10
			ENGINEERING-CONSTRUCTION A	1,110.00
			ENGINEERING-DESIGN-CLIENT	1,308.75
		LONE STAR NEWS GROUP	TIMES REVIEW - 08.11-08.18	451.50
			TR TEXT - 08.11-08.18.22	30.00
			AFFA AFFIDAVIT CHARGE	5.00
			INT INTERNET	4.00
			TIMES REVIEW - 08.11-08.18	388.50
			TR TEXT - 08.11-08.18.22	30.00
			AFFA AFFIDAVIT CHARGE	5.00
			INT INTERNET	4.00
		BIRKHOFF,HENDRICKS & CARTER, LLP	CONSTRUCTION ADMIN	1,173.45
			REPRODUCTION BUDGET	232.00
			CONSTRUCTION ADMIN	1,173.45
			PRELIM ENGINEER & FIELD SU	9,358.00
			DESIGN & SURVEY	1,621.03
			TOTAL:	25,729.48
NON-DEPARTMENTAL	BRAHMAN RANCH WTPP	JACOB MARTIN, LLC	RECLASS SPENT PSA REVENUE	2,785.21
			RECLASS SPENT PSA REVENUE	2,785.21-
			RECLASS SPENT PSA REVENUE	4,456.97
			RECLASS SPENT PSA REVENUE	4,456.97-
			RECLASS SPENT PSA REVENUE	5,161.09
			RECLASS SPENT PSA REVENUE	5,161.09-
			RECLASS SPENT PSA REVENUE	1,626.48
			RECLASS SPENT PSA REVENUE	1,626.48-
			TOTAL:	0.00
NON-ADMINISTRATION	BRAHMAN RANCH WTPP	JACOB MARTIN, LLC	SURVEYING SERVICES	2,785.21
			CONSTRUCTION ADMIN	825.00
			SURVEYING SERVICES	3,631.97
			CONSTRUCTION ADMIN	2,062.50
			SURVEYING SERVICES	3,098.59
			SURVEYING SERVICES	1,626.48
			TOTAL:	14,029.75
NON-DEPARTMENTAL	GF CPF - 2018 CO B	KINGS GATE	ACCESS CONTROL AT EDC BLDG	6,808.67
			TOTAL:	6,808.67

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
===== FUND TOTALS =====				
10		GENERAL FUND		413,038.09
11		CPF-2020 BOND PROCEEDS		3,097.35
30		VCSDC		2,427.13
35		SPECIAL EVENTS		3,353.86
40		GRANTS FUND		22,975.97
56		BRAHMAN RANCH I PSA		27,849.73
58		JMJ DEVELOPMENTS PSA		3,651.84
59		BRAHMAN RANCH II PSA		787.50
60		WATER & SEWER FUND		327,900.09
64		W/S CPF - 2018 CO BONDS		25,729.48
66		BRAHMAN RANCH WTPP		14,029.75
70		GF CPF - 2018 CO BONDS		6,808.67

GRAND TOTAL:				851,649.46

TOTAL PAGES: 15

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-CITY OF VENUS
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: 99
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: 9/01/2022 THRU 9/30/2022

PAYROLL SELECTION

PAYROLL EXPENSES: YES
EXPENSE TYPE: NET
CHECK DATE: 9/01/2022 THRU 9/30/2022

PRINT OPTIONS

PRINT DATE: None
SEQUENCE: By Department
DESCRIPTION: Distribution
GL ACCTS: NO
REPORT TITLE: SEPTEMBER 2022 CHECKS WRITTEN
SIGNATURE LINES: 0

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

City of Venus
Credit Card Charges -Pay Request

Cardholder Name: Tonya Roberts

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
7/4/2022	Park Warehouse	Memory Bench for Brenden Ward	TR	10-5-0010-0495	ADMIN SPECIAL PROJ	1,445.82		1,445.82
7/4/2022	Harbor Freight Tools	Tires for Barrell Train	TR	10-5-0000-0498	JULY 4 EVENT	87.90	7.30	95.20
7/11/2022	TXTAG	toll tag	MW	10-5-0095-0416	EMPLOYEE TRAINING	10.00		10.00
7/15/2022	Amazon	Monitor & Webcam Tonya office	SW	10-5-0010-0433	SMALL EQUIPMENT	247.86		247.86
7/18/2022	Full Identity	badge for Brooke Malicoat	SW	10-5-0030-0468	INFO TECHNOLOGY	30.50		30.50
07/18/2022	Full Identity	badge for David Isaac	SW	10-5-0030-0468	INFO TECHNOLOGY	30.50		30.50
7/19/2022	Amazon	HDMI cable Tonya office	SW	10-5-0010-0421	OFFICE SUPPLIES	12.99		12.99
7/27/2022	Hilton Hotel	Lodging for Offical Orientation	CG	10-5-0015-0417	CITY COUNCIL TRAINING	382.74	64.10	446.84
7/27/2022	Amazon	pencils for HR	SW	10-5-0030-0421	OFFICE SUPPLIES	2.62		2.62
7/28/2022	Amazon	Post it Notes for HR	SW	10-5-0030-0421	OFFICE SUPPLIES	5.99		5.99
7/28/2022	Amazon	Sharpies for HR	SW	10-5-0030-0421	OFFICE SUPPLIES	17.99		17.99
8/3/2022	Amazon	Pointer & USB splitter	SW	10--0095-0429	DEPARTMENT SUPPLIES	61.49		61.49
								-
								-
								-
								-
								-
								-
								-
								-
								-
Total Monthly Charges						2,336.40	71.40	2,407.80

Total must
agree with
credit card
statement

Cardholder Signature Tonya Roberts Date 8/8/22

Finance Director's Signature [Signature] Date 8/24/22

City Administrator Signature Tonya Roberts Date 8/8/22

ENTERED
BM-08.09.22

City of Venus

Payee: Citi Bank Master Card

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

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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
7/13/2022	UPS Store	Fax	Cgreen	10-5-0015-0423	postage	2.99	3.24	3.24
7/28/2022	Amazon	Council name tags	Cgreen	10-5-0015-0493	Council Misc.	24.44	0.25	24.44
7/29/2022	Amazon	P&Z name Plate-Stoddard	Cgreen	10-5-0015-0493	Council Misc.	9.99		9.99
7/29/2022	Amazon	Ortiz Name Plate	Cgreen	10-5-0015-0493	Council Misc.	17.92		17.92
8/2/2022	Amazon	binding rings	Cgreen	10-5-0095-0429	Dept. Supplies	43.97		43.97
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
Total Monthly Charges						99.56	-	99.56

Total must agree with credit card statement

Cardholder Signature

Date _____

Finance Director

City Administrator's Signature

Date _____

ENTERED
BM-08.09.22

City of Venus

Cardholder Name: Michael Gleason CBO MCP

Payee: Citi Bank Master Card

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

Total must agree with credit card statement

Cardholder Signature

Date _____

Finance Director's Signature

Date _____

City Administrator Signature

Date _____

ENTERED
BM-08.09.22

**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.
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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
7/3/2022	Amazon Prime	Annual prime City membership		5-0095-0418	Dues & memberships	499.00		499.00
7/10/2022	GoToCom*GoToConnect	City landline telephone system lease payment	TG	5-0095-0431	Telephone System	802.07		802.07
7/18/2022	Adobe Creative Cloud	Pro; (1) Creative Cloud All Apps	CE	5-0095-0468	Information Technology	220.91	-	220.91
7/19/2022	U-Attend	Time clock monthly subscription	CE	5-0095-0468	Information Technology	145.00		145.00
7/27/2022	Amazon Marketplace	Post-it notes	BM	5-0025-0421	Office supplies	12.99		12.99
		Stapler and remover	BM	5-0025-0421	Office supplies	10.99		10.99
		Drawer organizer	BM	5-0025-0421	Office supplies	17.49		17.49
		Spiral notebook-1 subject	BM	5-0025-0421	Office supplies	5.09		5.09
		Self-inking rubber stamp "Entered"	BM	5-0025-0429	Department supplies	9.99		9.99
		Three-hole punch	BM	5-0025-0421	Office supplies	14.23		14.23
		Ruler	BM	5-0025-0421	Office supplies	9.99		9.99
		Letter opener	BM	5-0025-0421	Office supplies	6.92		6.92
		Swingline Staples	BM	5-0025-0421	Office supplies	4.41		4.41
		Desk Organizer	BM	5-0025-0421	Office supplies	21.97		21.97
7/28/2022	Amazon.com	Spiral notebook-3 subject	BM	5-0025-0421	Office supplies	7.90		7.90
7/28/2022	Amazon.com	Tape dispenser	BM	5-0025-0421	Office supplies	3.98		3.98
7/29/2022	Amazon Marketplace	Scissors	BM	5-0025-0421	Office supplies	6.77		6.77
Total Monthly Charges						1,799.70	-	1,799.70

114.07

Total must
agree with
credit card
statement

Cardholder Signature [Signature] Date 8/12/22

Finance Director's Signature [Signature] Date 9/24/22

City Administrator Signature X [Signature] Date 9/26/22

ENTERED
BM-08.12.22

City of Venus
Credit Card Charges -Pay Request

Cardholder N: James Groom

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
7/1/2022	Amazon	Animal Control Catch Poles	JC	10-5-0055-0429		400.44	-	400.44
7/4/2022	Amazon	CID Organizing Supplies	DM	5-0050-0421 Office Supplies		76.53	-	76.53
7/19/2022	Amazon	White Board - Chief's Office	JG	5-0050-0421 Office Supplies		40.98	-	40.98
7/21/2022	Mr. Sugar Rush	Venus Night Out - Ice Cream Truck	HS	35-5-0000-0497		1,071.23		1,071.23
7/22/2022	Dollar Tree	Candy for Back to School Event	DM	5-0050-0421 Office Supplies		26.25	-	26.25
7/26/2022	Amazon	Animal Control Gloves	JC	5-0055-0429		29.99	-	29.99
							-	-
							-	-
							-	-
							-	-
							-	-
							-	-
							-	-
							-	-
							-	-
							-	-
							-	-
							-	-
							-	-
							-	-
							-	-
							-	-
							-	-
							-	-
							-	-
Total Monthly Charges						1,645.42	-	1,645.42

agree with

Cardholder Signature [Signature] Date 08/11/22

Finance Director Signature [Signature] Date 9/24/22

City Administrator's Signature X James Roberts Date 9/26/2023

ENTERED
BM-08.12.22

City of Venus Credit Card Charges -Pay Request

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.
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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
7/4/2022	Women of LE	Conference	J.Silva	5-0050-0415	Training	350.00		350.00
7/15/2022	Amazon	Sunshades for Squads	J.Gordon	5-0050-0429	Department Supply	55.48		55.48
7/18/2022	OSS Academy	FTO Training	G. Spurlock	5-0050-0415	Training	70.00		70.00
7/19/2022	Amazon	Sunshade	J.Gordon	5-0050-0429	Department Supply	15.96		15.96
7/19/2022	Amazon	Lock Box and Gun stuff	J.Gordon	5-0050-0429	Department Supply	183.96		183.96
07/21/2022	Amazon	Balloon Launcher	J.Gordon	35-5-0000-0497	NNO	15.99		15.99
7/22/2022	Texas Police	Refund for cancelled training	J.Gordon	5-0050-0415	Training	(105.00)		(105.00)
7/22/2022	Amazon	Paint for NNO	J.Gordon	35-5-0000-0497	NNO	16.94		16.94
7/22/2022	Amazon	Water Balloons	J.Gordon	35-5-0000-0497	NNO	107.98		107.98
7/26/2022	Inflatable Party Magic	Inflatables NNO	H.Syvertson	35-5-0000-0497	NNO	1,691.25		1,691.25
7/26/2022	Orieleys	OIL for Squad	J.Gordon	5-0050-0426	Gas and Oil	14.05		14.05
7/28/2022	Amazon	Mouse movers	J.Gordon	5-0050-0429	Department Supply	59.98		59.98
								-
								-
								-
								-
								-
								-
								-
								-
								-
Total Monthly Charges						2,476.59	-	2,476.59

49.
69
64

Cardholder Signature [Signature] Date 8-7-22
 Finance Director's Signature [Signature] Date 9/24/22
 City Administrator Signature X [Signature] Date 9/26/22

Total must agree
with credit card
statement

ENTERED
BM-08.09.22

July CC Statement

City of Venus
Credit Card Charges -Pay Request

Cardholder Name: Richard Allen

Payee: Citi Bank Master Card

ORIGINAL RECEIPTS MUST BE ATTACHED TO THIS FORM. PLEASE TAPE RECEIPTS TO 8.5 X 11 SHEET OF PAPER.
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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
7/1/2022	Courtyard Beaumont	Refund of Taxes for 1 room	R. Allen	10-5-0070-0416	EMPLOYEE TRAINING	57.60	57.60	(57.60)
7/4/2022	Positive Promotions	Items for Back to School Fair	R. Allen	10-5-0070-0475	COMMUNITY OUTREACH	1,368.67	-	1,368.67
7/5/2022	Courtyard Beaumont	1 Room for SFFMA Training	R. Allen	10-5-0070-0416	EMPLOYEE TRAINING	384.00	57.60	384.00
7/5/2022	Courtyard Beaumont	1 Room for SFFMA Training	R. Allen	10-5-0070-0416	EMPLOYEE TRAINING	384.00	57.60	384.00
7/6/2022	Amazon	Items for Chief Vehicle	R. Allen	10-5-0070-0433	SMALL EQUIPMENT	61.57	-	61.57
7/9/2022	Get Sling	Staffing Software for P-T firefighters	R. Allen	10-5-0070-0468	INFORMATION & TECH	39.84	-	39.84
7/10/2022	Amazon	5 Shirts for Fire Chief	R. Allen	10-5-0070-0420	UNIFORMS	99.95	-	99.95
7/11/2022	Overhead Garage Door	Repairs to Garage Doors	R. Allen	10-5-0070-0442	BUILDING MAINTENANCE	1,832.09	-	1,832.09
7/13/2022	Amazon	Returned 5 shirts for Fire Chief	R. Allen	10-5-0070-0420	UNIFORMS	(99.95)	-	(99.95)
7/16/2022	NAFECO	Hydrant Wrech for Engine	R. Allen	10-5-0070-0433	SMALL EQUIPMENT	141.22	-	141.22
7/17/2022	Amazon	5 Shirts for Fire Chief	R. Allen	10-5-0070-0420	UNIFORMS	78.50	-	78.50
7/22/2022	Walmart	Flash drives for A&M Classes	R. Allen	10-5-0070-0421	OFFICE SUPPLIES	35.08	1.45	36.53
7/22/2022	Walmart	Refund Flash drives. Charged Tax	R. Allen	10-5-0070-0421	OFFICE SUPPLIES	(36.53)	(1.45)	(36.53)
7/22/2022	Walmart	Flash drives for A&M Classes	R. Allen	10-5-0070-0421	OFFICE SUPPLIES	35.08	-	35.08
7/25/2022	ATT	Direct TV at Station	R. Allen	10-5-0070-0468	INFORMATION TECH	109.16	6.75	109.16
8/1/2022	Johnson County	Service fee for Engine's Registration	R. Allen	10-5-0070-0445	VEHICLE MAINTENANCE	1.00	-	1.00
8/1/2022	Johnson County	Registration for Engine	R. Allen	10-5-0070-0445	VEHICLE MAINTENANCE	7.50	-	7.50
								-
								-
								-
Total Monthly Charges						4,385.03	-	4,385.03

Total must agree
with credit card
statement

Cardholder Signature [Signature] Date 8/8/22

Finance Director's Signature [Signature] Date 9/24/22

City Administrator Signature X [Signature] Date 9/26/22

ENTERED
BM-08.09.22

City of Venus
Credit Card Charges -Pay Request

Cardholder Name: Troy Hopkins (JULY 2022)

Payee: Citi Bank Master Card

[illegible]

Total must agree with credit card statement

Cardholder Signature [Signature] Date 8/4/22

Finance Director's Signature [Signature] Date 9/24/22

City Administrator's Signature X Thomas K. Davis Date 9/26/21

ENTERED
BM-08.09.22

**City of Venus
Credit Card Charges -Pay Request**

Cardholder Name: Tonya Roberts

Payee: Citi Bank Master Card

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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
8/10/2022	Full Identitiy	city badge for Holt & Lucas	SW	10-5-0030-0468	Info Technology	46.00		46.00
8/10/2022	Amazon	frames and ink cartridges	SW	10-5-0030-0421	Office Supplies	94.59		94.59
		monitor and stands for water clerk	SW	10-5-0030-0433	small equipment	169.17		169.17
8/10/2022	Amazon	Adding machine	SW	10-5-0030-0421	Office Supplies	66.50		66.50
8/11/2022	Amazon	Basic 31 tab divider for budget	SW	10-5-0095-0421	office supplies	55.40		55.40
8/11/2022	Amazon	3 ring binders for budget	SW	10-5-0095-0421	office supplies	33.86		33.86
08/15/2022	Hilton Hotels	lodging council member	CG	10-5-0015-0417	City Council Training	446.82		446.82
8/15/2022	Hilton Hotels	lodging council member	CG	10-5-0015-0417	City Council Training	522.60	5.78	522.60
8/15/2022	Hilton Hotels	lodging council member Bishop	CG	10-5-0015-0417	City Council Training	75.78	5.78	75.78
8/19/2022	TRWA	PW job postings for 60 days	SW	10-5-0030-0418	Dues & Memberships	85.00		85.00
8/22/2022	Checks for less	Checks for new account	SW	10-5-0025-0429	Dept Supplies	430.40		430.40
								-
								-
								-
								-
								-
Total Monthly Charges						2,026.12	-	2,026.12

Total must
agree with
credit card
statement

Cardholder Signature X Tonya Roberts Date 9/30/22
Finance Director's Signature [Signature] Date 9/29/22
City Administrator Signature X Tonya Roberts Date 9/30/22

ENTERED
BM-09.28.22

263.73

446.82
Vale 75.78
522.60

Cardholder Name: Callie Green

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
8/8/2022	Southwest	Airfare	Cgreen	10-5-0015-0416	employee training	292.96		292.96
8/11/2022	Amazon	name plates	Cgreen	10-5-0015-0493	council misc.	19.98		19.98
8/12/2022	Amazon	roberts rule of order books X7	Cgreen	10-5-0015-0493	council misc.	55.93		55.93
8/25/2022	lyft	transportation	Cgreen	10-5-0015-0416	employee training	5.00		5.00
8/26/2022	Comida	Dinner(food truck)	Cgreen	10-5-0015-0416	employee training	18.40		18.40
08/29/2022	Omni	Hotel stay for seminar	Cgreen	10-5-0015-0416	employee training	326.10		326.10
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
Total Monthly Charges						718.37	-	718.37

Cardholder Signature

Date _____

City Administrator's Signature

Date _____

ENTERED
BM-09.19.22

City of Venus

Cardholder Name: Michael Gleason CBO MCP

Payee: Citi Bank Master Card

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[illegible]

Total must agree with credit card statement

Cardholder Signature M. G. [Signature] Date 9/15/22
Finance Director's Signature [Signature] Date 9/22/22
City Administrator Signature X [Signature] Date 9/30/22

ENTERED
BM-09.14.22

Cardholder Name: Oscar Ortiz

Total must agree with credit card statement

Date 09/15/2022

Date 9/30/22

sample of cc statement.xlsx

Credit Card Charges -Pay Request

Cardholder Name: Cheryl Estes

Payee: Citi Bank Master Card

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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
8/7/2022	AICPA	Annual membership renewal	CE	10-5-0025-0418	Dues & memberships	315.00		315.00
8/10/2022	GoToCom*GoToConnect	City landline telephone lease pymt	CE	10-5-0095-0431	Telephone System	900.56		900.56
8/15/2022	DNH GoDaddy.com	Website hosting?? Disputed	??	10-5-0095-0468	Information Technology	22.17		22.17
8/18/2022	Adobe Creative Cloud	Adobe Pro-8; All Apps-1	CE	10-5-0095-0468	Information Technology	220.91		220.91
8/25/2022	U-Attend	Time clock monthly subscription	CE	10-5-0095-0468	Information Technology	145.00		145.00
								-
								-
								-
								-
								-
								-
								-
								-
Total Monthly Charges						1,603.64	-	1,603.64

Total must agree with credit card statement

Cardholder Signature _____

Date 9/29/22

Finance Director's Signature _____

Date 9/29/22

City Administrator Signature [Signature]

Date 9/13/2023

ENTERED
BM-09.28.22

City of Venus Credit Card Charges -Pay Request

Cardholder N: James Groom

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
8/5/2022	Hilton Hotels	Travel to Building School	JG	10-5-0050-0415	Police Training	458.34	-	458.34
8/10/2022	Amazon	Refund for Johnny's Glove (wrong size)	JG	10-5-0055-0420	Uniforms	-26.02	-	(26.02)
8/14/2022	Amazon	Purchase of correct size gloves	JG	10-5-0055-0420	Uniforms	29.99	-	29.99
8/16/2022	Amazon	Batteries for Tornado Sirens	JG	10-5-0095-0429	Department Supplies	194.94	-	194.94
8/18/2022	Amazon	Replacement butt stock	JG	10-5-0050-0429	Supplies	28.98	-	28.98
8/23/2022	Boot Barn	Hats	JG	10-5-0050-0420	Uniforms	208.18	-	208.18
8/25/2022	Amazon	CID Camera	JG	10-5-0050-0429	Supplies	533.99	-	533.99
8/25/2022	Amazon	Nitrile Gloves	JG	10-5-0050-0429	Supplies	387.98	-	387.98
8/27/2022	Amazon	Nitrile Gloves and Water Hose for AC	JG	10-5-0055-0429	Supplies	117.88	-	117.88
8/29/2022	Amazon	SD Cards for Drone	JG	10-5-0050-0429	Supplies	145.98	-	145.98
							-	-
							-	-
							-	-
							-	-
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							-	-
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							-	-
							-	-
							-	-
							-	-
							-	-
							-	-
							-	-
Total Monthly Charges						2,080.24	-	2,080.24

agree with

Cardholder Signature [Signature] Date 09/21/22
 Finance Director Signature [Signature] Date 9/29/22
 City Administrator's Signature X [Signature] Date 9/30/22

ENTERED
BM-09.29.22

City of Venus Credit Card Charges -Pay Request

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.

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
8/3/2022	Positive Promotions	NNA flair	J.Gordon	35-5-0000-0497	National Night Out	339.82		339.82
8/8/2022	Amazon	Printer batteries	J.Gordon	5-0050-0429	Department Supplies	83.98		83.98
8/8/2022	Texas DMV	Registration	J.Gordon	5-0050-0445	Vehicle Maint	2.00		2.00
8/8/2022	Texas DMV	Registration	J.Gordon	5-0050-0445	Vehicle Maint	8.25		8.25
8/9/2022	Amazon	Sun Shades	J.Gordon	5-0050-0445	Vehicle Maint	28.72		28.72
08/11/2022	DeSoto Police Department	Barrons Rifle School	J.Gordon	5-0050-0415	Training	150.00		150.00
8/22/2022	SP Hard Head Veteran	Yates Helmet for Swat	J.Gordon	5-0050-0420	Uniforms	584.01		584.01
8/25/2022	Amazon	Patrol Chairs	J.Gordon	5-0050-0429	Department Supplies	499.94		499.94
8/29/2022	FAA	Drone registration Fee	J.Gordon	5-0050-0429	Department Supplies	5.00		5.00
9/1/2022	Amazon	CID Chairs	J.Gordon	5-0050-0429	Department Supplies	475.80		475.80
					Office			-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
Total Monthly Charges						2,177.52	-	2,177.52

Cardholder Signature [Signature] Date 9-18-22

Finance Director's Signature [Signature] Date 9/29/22

City Administrator Signature X [Signature] Date 9/30/22

Total must agree
with credit card
statement

ENTERED
BM-09.20.22

Credit Card Charges -Pay Request

Cardholder Name: Richard Allen

Payee: Citi Bank Master Card

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
8/5/2022	Hilton Hotels	Tx Fire Station Confrence	R. Allen	10-5-0070-0416	EMPLOYEE TRAINING	352.26	-	352.26
8/9/2022	Get Sling	Staffing Software for P-T firefighters	R. Allen	10-5-0070-0465	INFORMATION & TECH	43.79	-	43.79
8/16/2022	Casa Jacaranda	Lunch with JCESD Director	R. Allen	10-5-0070-0495	SPECIAL PROJECTS	24.20	-	24.20
8/24/2022	ATT	Direct TV at Station	R. Allen	10-5-0070-0465	INFORMATION TECH	103.44 110.19	6.75	110.19
8/29/2022	Johnson County	Service fee for Tanker's Registration	R. Allen	10-5-0070-0445	VEHICLE MAINTENANCE	1.00	-	1.00
8/29/2022	Johnson County	Registration for Tanker	R. Allen	10-5-0070-0445	VEHICLE MAINTENANCE	7.50	-	7.50
							-	-
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							-	-
							-	-
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							-	-
Total Monthly Charges						538.94	-	538.94

Total must agree
with credit card
statement

Cardholder Signature

Date 9/8/22

Finance Director's Signature

Date 7/19/22

City Administrator Signature

Date 9/30/22

ENTERED
BM-04.19.22

**City of Venus
Credit Card Charges -Pay Request**

Cardholder Name: Troy Hopkins (August 2022)

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
8/3/2022	Tx Water Utilities Asso	Rodolfo Training	CH	10-5-0080-0416	Employee Training	495.00		495.00
8/3/2022	TX A&M Eng Ext	Homesley Mgt Class	CH	10-5-0090-0416	Employee Training	470.00		470.00
8/4/2022	Amazon	Wipe off board for office	CH	10-5-0090-0426	Office Supplies	7.91		7.91
8/5/2022	Amazon	AC filters Civic Center	CH	10-5-0095-0442	City Wide Building R&M	138.63		138.63
8/5/2022	Venus Truck Shop	Dumptruck repairs	CH	10-5-0080-0446	Equipment R&M	1,892.43		1,892.43
8/5/2022	Amazon	Dept Supplies	CH	10-5-0090-0426	PW Dept Supplies	105.77		105.77
8/5/2022	Amazon	Stick Vacuum	CH	10-5-0095-0429	Dept. Supplies	95.39		95.39
8/10/2022	Amazon	Paper Towels Public Works	CH	60-5-0065-0429	Dept. Supplies	19.99		19.99
				10-5-0080-0429	Dept. Supplies	20.00		20.00
				10-5-0090-0429	Dept. Supplies	19.99		19.99
				60-5-0085-0429	Dept. Supplies	20.00		20.00
8/11/2022	Amazon	Pink Foaming Soap	CH	10-5-0095-0429	Dept. Supplies	63.36		63.36
8/17/2022	Amazon	Parks Dept Supplies	CH	10-5-0090-0429	Dept. Supplies	29.96		29.96
8/18/2022	Amazon	Water Dept Supplies	CH	60-5-0065-0421	Dept. Supplies	17.99		17.99
		City Wide Air Filters	CH	10-5-0095-0442	Dept. Supplies	43.99		43.99
		City Wide Dept Supplies	CH	10-5-0095-0429	Dept. Supplies	19.30		19.30
8/17/2022	Amazon	PW phone clips	CH	10-5-0080-0429	Dept. Supplies	16.91		16.91
				10-5-0090-0429	Dept. Supplies	16.91		16.91
				60-5-0065-0429	Dept. Supplies	16.91		16.91
				60-5-0085-0429	Dept. Supplies	16.92		16.92
8/23/2022	Amazon	Utinsiles and lightbulbs PW	CH	10-5-0080-0429	Dept. Supplies	30.06		30.06
				60-5-0065-0429	Dept. Supplies	30.06		30.06
				60-5-0085-0429	Dept. Supplies	30.06		30.06
Total Monthly Charges						3,617.54	-	3,617.54

total must
agree with
credit card
statement

Cardholder Signature _____ Date _____

Finance Director's Signature _____ Date 9/6/22

City Administrator's Signature X Donna Roberts Date 9/30/22

ENTERED
BM-09.20.22

City of Venus
Credit Card Charges -Pay Request

Cardholder Name: Casey Homesley (August 2022)

Payee: Citi Bank Master Card

[illegible]

Total must agree with credit card statement	470.00
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Cardholder Signature

Finance Director's Signature

City Administrator's Signature

Date _____

Date _____

Date

ENTERED
BM-04.14.22

RESOLUTION NO. 16-2022-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VENUS, TEXAS, ADOPTING EQUITABLE AND UNIFORM PROCEDURES FOR ETIQUETTE OF CITY COUNCIL MEETINGS AND TO ASSIST IN THE ORDERLY CONDUCT OF THE CITY'S BUSINESS; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council for the City of Venus finds it is in the best interests for the City of Venus to conduct City business in a professional, orderly and proficient manner; and

WHEREAS, the City Council for the City of Venus has determined that conducting City business in such a manner is conducive to good government and is in the best interests of the City of Venus;

WHEREAS, the City Council desires to provide that the City Council's meeting procedures will be consistent with the Texas Opening Meetings Act (Texas Government Code §551); and

WHEREAS, the City Council of the City of Venus finds it in the public interest to adopt the foregoing Resolution which establishes general policies and procedures to conduct the City's business in an orderly and efficient manner.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VENUS, TEXAS, THAT:

SECTION 1. The Mayor is hereby authorized and directed to sign and execute this Resolution on behalf of the City Council for the City of Venus, Texas.

SECTION 2. The policies and procedures attached hereto as Exhibit "A" are adopted and made a part of this Resolution hereof for all purposes as if fully recited herein.

SECTION 3. Any Resolution in conflict with the provisions of this Resolution is hereby repealed to the extent it conflicts with this Resolution.

SECTION 4. This Resolution shall become effective immediately from and after its passage.

SECTION 5. All recitals are adopted herein as if fully recited and incorporated for all purposes.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF VENUS ON THIS the 10th DAY OF OCTOBER, 2022.

ATTEST:

APPROVED:

Callie Green, City Secretary

James L. Burgess, Mayor



City of Venus

City Council Policies and Procedure Venus, Texas

RESOLUTION # 16-2022-10
October 10, 2022



City Council Policies and Procedures

ARTICLE 1.0 RULES OF PROCEDURE

1.1 Authority

A Robert's Rules of Order

Except as provided in this document, proceedings of the city council shall in all cases be governed by "Robert's Rules of Order."

B. Adoption of Rules

These rules may be amended or suspended in the manner described in this document.

1.2 General Procedure

A Meetings to be Public

1. All meetings of the city council shall be open to the public unless pertaining to matters authorized under the Texas Open Meetings Act to be discussed in executive session. All actions of the city council shall be public and sufficient copies of the minutes shall be made available by the city secretary to staff members, the news media, and other interested persons upon request.
2. When meeting in executive session, the city council shall publicly announce the category under the Texas Open Meetings Act that permits the executive session and comply with all requirements of the Texas Open Meetings Act applicable to executive sessions.
3. A printed agenda of items to be considered at each regular meeting must be posted for public inspection at least three days prior to the meeting.



City Council Policies and Procedures

B. Quorum

At the beginning of each regular or special meeting, the mayor shall determine whether or not a quorum exists in order to properly transact business of the city council. A quorum exists when they are physically present a simple majority of the number of city council members. If a quorum does not exist 15 minutes after the time for which the meeting was called, the mayor shall adjourn the meeting and either re-schedule the meeting at its next regular time or call a special meeting, depending on the circumstances.

C. Attendance

1. No member shall be excused from attendance at a city council meeting, unless for medical reasons, having to work, vacation, the death or illness of a family member, or unless excused by the Presiding Officer. A member having three consecutive unexcused absences at regular called meetings in succession may be removed by majority vote by City Council.
2. A councilmember may not leave a council meeting in regular session without acknowledgement by the mayor. A councilmember who leaves a council meeting after the council has been duly called to order and is absent for the remainder of the meeting, without first obtaining the consent of the mayor, shall be charged with an unexcused absence for that meeting. The consent of the mayor may be given only in an emergency beyond the control of the councilmember that requires the councilmember to leave the meeting.

D. Minutes of Meetings

1. The city secretary shall record and produce written minutes of all regular and special called council meetings and shall have these minutes posted on the city's website following approval by the city council. Following approval of the written minutes, the city secretary will keep the digitally formatted minutes for regular and special called meetings for the period of time designated in the city's records retention schedule.



City Council Policies and Procedures

2. The public may obtain hard copies of written or recorded minutes through an open records request, such to be made during regular business hours. In the event the city secretary is unable to attend a meeting, the city administrator shall designate a representative to take minutes/record the proceedings.

E. Suspension of Rules

Any provision of these rules not governed by the city Ordinance, or state or federal law may be temporarily suspended by a majority vote of all members of the city council.

F. Amendment of Rules

These rules may be amended, or new rules adopted, by a simple majority vote of the city council and are not in conflict with state or federal law or the code and ordinances of the City of Venus.

G. Attendance of Officers and Employees

Other officers and employees of the city shall attend city council meetings when requested to do so by the city administrator or mayor.

1.3 Types of Meetings

a. Regular Meetings

The city council shall hold regular meetings on the 2nd Mondays of each month, at 7:00 p.m.; and may hold as many additional meetings during the month as may be necessary for the transaction of the business of the city and its citizens.

b. Special Meetings

1. Special meetings may be called by the mayor, the mayor pro-tem (when acting in place of the mayor), or by any two members of the city council. The call for a special meeting must specify the day and time of such meeting, as well as the items to be considered.



City Council Policies and Procedures

2. The call for a special meeting must be filed with the city secretary, in written form, signed by the mayor, mayor pro-tem (in the absence of the mayor), or two city council members at least four days prior to the special meeting. In case of a call for a special meeting, the purpose of such meeting will be expressed in the notice.
3. The call for a special city council meeting as provided for above made at a regular meeting, at which a quorum of members of the city council are present, is sufficient notice of such meeting. If any member of the city council is absent from any regular meeting when such special meeting is called, that member must be given either written or telephone notice through a reasonable effort by the city secretary. It is the responsibility of each city council member to notify the city secretary of an address or telephone number where the notification can be made.

c. Executive Session

The city council may meet in executive session at the call of the mayor, mayor pro-tem (when acting in place of the mayor), or any two members of the city council, or at any city council meeting where the city council seeks legal advice in accordance Section 551.071 of the Texas Government Code. The city secretary shall properly post the agenda. At such meeting, the city council may consider those matters allowed under state law.

d. Joint Sessions

The city council may meet with other boards and Commissions in joint sessions at the call of the mayor, mayor pro-tem (when acting in place of the mayor), or any two members of the city council at such times as the business of the city requires.

e. Recessed Meetings

Any meeting of the city council may be recessed to a later time by a majority vote of the city council, provided that no recess may be for period in excess of 24 hours. All recessed meetings must set a time to reconvene.

City Council Policies and Procedures

f. Work Session

The city council may hold work sessions to receive briefings and background information from city staff and consultants. Work session meetings must be at a time and place established by two city council members. Work sessions must be held in compliance with all provisions of the Texas Open Meetings Act. No official action may be taken by city council in a work session meeting, although city council may give direction to staff on issues under consideration.

1.4 Conducting a Meeting

a. Presiding Officer

1. The mayor shall preside over all city council meetings.
2. The presiding officer should make every effort to maintain an appearance of impartiality so that members on both sides of any issue can feel confident that they will receive fair treatment. Presiding officer must remain impartial during council debate other than when the chair has the floor to express their opinion and is allowed to speak twice for up to 10 minutes of any agenda item. Time cannot be saved to speak at a later time.
3. The mayor pro-tem shall be selected from among the members of the city council at the first regular meeting following the general election at which all council places have been filled. The mayor pro-tem serves for a term of one year. The mayor pro-tem shall perform all duties of the mayor in their absence.
4. In the absence of both the mayor and mayor pro-tem, the city secretary shall call the meeting to order and shall call upon the city council to select a member to act as presiding officer.

b. Preservation of Order and Meeting Decorum

- 1 The presiding officer shall have the authority to maintain the order and decorum of a meeting.
2. The presiding officer shall ensure that the meeting discourse follows the posted agenda.

c. City Council Members

1. During city council meetings, council members shall preserve order and decorum and shall neither, by conversation or otherwise, delay or interrupt the proceedings nor refuse to obey the orders of the presiding officer or the rules of the city council.



City Council Policies and Procedures

2. Every city council member desiring to speak shall address the presiding officer and, upon recognition by the presiding officer, shall limit remarks to the question under debate and shall avoid discussion of personalities and indecorous language. Council members may address, to include asking questions, to city staff while they have the floor. City staff may respond without addressing the presiding officer first.
3. The presiding officer may only call a council member to order if the council member is out of order and is voted by simple majority by council that the council member in question is in fact out of order otherwise, no council member may be interrupted when they have the floor.
4. All council members are allowed to speak twice for up to 10 minutes of any agenda item. Time cannot be saved to speak at a later time.
5. A city council member, once recognized, shall not be interrupted while speaking unless called to order by the presiding officer, except when a point of order is raised by another member or the speaker chooses to yield to questions from another member. If a city council member is called to order while speaking, the member shall cease speaking immediately until the question of order is determined. If ruled to be in order, the member shall be permitted to proceed. If ruled to be not in order, the member shall remain silent or otherwise comply with rules of the council.
6. All members of the city council shall accord the utmost courtesy to each other, to city employees, and to members of the public appearing before the city council and shall refrain at all times from rude and derogatory remarks, reflection as to integrity, abusive comments, and statements as to motives and personalities.
7. City council members shall confine their questions as to the particular matters before the assembly and, in debate, shall confine their remarks to the issues before the city council
8. If the presiding officer fails to act, any member may move to require the presiding officer to enforce the rules, and the affirmative vote of a majority of the city council shall require the presiding officer to act. A motion may be made to remove the Mayor and/or city council members from the meeting for failure to comply with decisions of the presiding officer or appeals.

d. **Members of the Public**

1. Citizens are welcome to attend all official meetings of the city council and will be admitted to the meeting room up to the fire safety capacity of the room.



City Council Policies and Procedures

2. Members of the public attending city council meetings shall observe the same rules of propriety, decorum, and good conduct applicable to members of the city council. Any person making personal, impertinent, and slanderous remarks, or who becomes boisterous while addressing the city council or while attending the city council meeting, shall be removed from the room if the sergeant-at-arms is so directed by the presiding officer, and the person shall be barred from attendance for the remainder of the meeting.
 3. It is the intent of the city council to provide a forum for persons to address the city council on topics or issues of concern. A person desiring to address the city council shall sign the speaker's sheet prior to the beginning of the meeting.
 4. Persons wishing to address issues not on the agenda may have three (3) minutes to address the city council during the citizen comments portion of the agenda. City council is prohibited from discussing any item not posted according to the Texas Open Meetings Act.
 5. Citizens shall not be rude, use profanity or be derogatory towards city staff or council members.
 6. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted and the presiding officer, who shall direct the sergeant-at-arms to remove offenders from the room. Aggravated cases shall be prosecuted on appropriate complaint signed by the presiding officer. If the presiding officer fails to act, any member of the city council may move to require the presiding officer to act to enforce the rules, and the affirmative vote of the majority of the city council shall require the presiding officer to act.
- e. News media
1. During the conduct of official business, members of the news media shall occupy spaces allocated for them.
 2. Members of the news media shall refrain from conversing privately with other persons in the meeting room during the conduct of official business.



City Council Policies and Procedures

3. Interview of persons attending city council meetings shall be conducted outside the meeting room.

f. City staff

1. Members of the administrative staff and employees of the city may attend city council meetings but shall observe the same rules of procedure and decorum applicable to members of the city council.
2. All remarks and questions addressed to the city council by a staff member shall be addressed to the city council as a whole and not to any individual member.
3. No staff member, other than a staff member having the floor, shall enter into discussion either directly or indirectly without permission of the presiding officer.

1.5 Order of Business

a. Agenda

1. The order of the business of each city council meeting shall be contained in the agenda prepared under the supervision of the mayor and city administrator and posted by the city secretary at city hall no fewer than 72 hours prior to the scheduled meeting, or as required by the Texas Open Meetings Act. The agenda must be posted on the bulletin board at the front of city hall and visible to all persons at all times during the posting period.
2. Business coming before the city council must be placed in one of the following categories and in the following order:
 - a. Call to Order
 - b. Invocation
 - c. Pledge of Allegiance
 - d. Announcements by the Mayor
 - e. Citizen Public Comments
 - f. Consent Agenda
 - g. Staff reports



City Council Policies and Procedures

- h. Presentation/Proclamations/Recognitions
 - i. Public Hearings
 - j. Discussion & Action items
 - k. Executive Session
 - l. Adjourn
- 3. Items requiring a public hearing followed by an action item will be consolidated into one agenda item with action on the ordinance or resolution following the close of the public hearing.
- b. Procedure for Submitting Topics, Items to be Included on the City Council Agenda.
 - 1. Items may be placed on the agenda by the mayor, mayor pro-tem (when acting in place of the mayor), city administrator, or following action by a board of commission.
 - 2. A council member may request that an item be placed on the agenda by providing the captioned item in writing to the city secretary. The item to be placed on the agenda must be presented no later than 5:00 PM on the Monday of the week preceding the city council meeting. The presiding officer has no authority to veto the requested item.
 - 3. The council member's requested item must be placed in the appropriate agenda category. If more than one council member requests that an item be placed on the agenda, the items will be listed on the agenda in the order in which they were received. If a requesting council member has more than one item, the council member shall list them in order of their priority.



City Council Policies and Procedures

4. The first priority item/topic submitted by a council member received first must precede in order of any subsequent items submitted by other council members; the first priority item/topic submitted by a council member received after the first council member's requested item must precede any subsequent items submitted by a council member. Second and third priority agenda items must be placed on the agenda in the same manner as the first priority items. (Basically, first in, first on, by priority, by agenda category)
5. A citizen desiring to present an item for the city council's consideration may do so by written request to the city administrator. When a written request from a person desiring to present an item for the city council's consideration is received, it must first be placed on an agenda or as a discussion item on the regular agenda. To be considered, a written request must be received no later than 5:00 p.m. on Monday of the week preceding the City Council work session or regular meeting. Any written presentation must also be submitted with the request prior to placement on the agenda. Should a person fail to appear at the city council at which they requested an item to be considered by the city council, that item may be dropped by the city council unless that person has earlier requested the item to be tabled. Any item requested to be on the agenda may be tabled no more than two meetings after receipt of the request.
6. At a regular meeting of the city council, citizens will be allowed three (3) minutes to speak before the city council.
7. Council members will receive "packets" of information relative to the upcoming city council meeting no later than Wednesday afternoon once approved by Mayor. Packets will be available after publishing on Community by Diligent.



City Council Policies and Procedures

1.6 Motions and Voting Procedures

a. Vote of the Presiding Officer

The Mayor is entitled to vote only in case of a tie.

b. Abstention from Voting

Every city council member present when a question is put shall vote either "yes" or "no," unless the city council member is prevented from voting because of conflict of interests. A city council member who is absent from the meeting during a vote and returns to or arrives at the meeting before adjournment shall, upon returning or arriving, vote on the question for the record unless prevented from voting by a conflict of interests. A city council member recorded present during a meeting who does not vote and who is not prevented from voting by a conflict of interests shall be recorded as having voted in the affirmative, unless the member has obtained the consent of the presiding officer to leave the meeting and is absent for the remainder of the meeting.

c. Roll call vote

Upon demand from any city council member, made before the negative has been put, the roll shall be called for "yes" and "No" with a raise of hands upon any question before the city council. It shall not be in order for city council members to explain their votes during the roll call.

d. Conflict of interest

A city council member stopped from voting on a matter for reasons of financial interest shall:

1. refrain from discussing the matter at any time with any other member of the city council or any other body that will consider the matter;
2. leave the room during debate and hearing; and
3. refrain from voting on the matter.



City Council Policies and Procedures

1.7 Dealings with city employees.

a. In general

Under no circumstances shall members of the city council interfere in any manner with the employees or personnel who work with or under the city council, but they shall in all cases make their wishes known to the city administrator, who shall handle the matter with employees the same as in other employee-personnel problems. The Mayor is exempt from this section.

b. Chain of authority

1. All directives, instructions, or orders to department heads or other city employees from the city council shall be made through the city administrator.
2. The procedural requirement set forth in this article is established for the purpose of providing a proper chain of command in regard to the routine administrative functions of the city and shall not apply in case of emergency or where such requirements would be contrary to the laws and constitution of this state.
3. Provided further, such requirement shall not prohibit direct instructions or orders between the city council and the city secretary in matters related to the city secretary's statutory duties as official city secretary of the city, but shall apply to the additional clerical functions which are performed by the city secretary under the direction of the City Administrator.

1.8 Legal opinions

If a legal opinion has been rendered by the city attorney regarding the city council's powers, duties, or responsibilities, the city council shall conform its actions in accordance with the opinion of the city attorney unless such opinion is in conflict with a decision by a court of competent jurisdiction.

ARTICLE 2.0
COUNCIL TRAVEL AND TRAINING

2.1 Education and Training

- a. In order to be an effective representative, it is the policy of the city council that members should be as informed as possible on local, state, and national issues. In order to be an informed representative, council members should avail themselves of training and informational opportunities within budgetary constraints.
- b. It is also the policy of the city council that members should make, to the extent possible, themselves available as city representatives at official city, county, and state sponsored and community-based events.

2.2 Funding and Eligible Travel Expenditures

- a. Within the funds available, the council shall budget annually an amount of funds that shall be made available for council member education and training. These funds may be used to pay or reimburse council members for the following expenses associated with education and training:
 - 1. City vehicle will be provided for transportation to events and city issues gas card. If private transportation will be used the city will not reimburse those expenses.
 - 2. Hotel or motel lodging when associated with an education or training event.
 - 3. Funds will be advanced or reimbursed for meals while attending an educational or training event, including meals traveling to or from the event.
 - 4. Registration expenses will be advanced or reimbursed for educational or training events, including materials, luncheons, and receptions when made a part of the registration fee.

-
5. This travel policy includes travel expenses as described above for a member traveling as a city representative when the city or the council member is a member of a governmental board or organization.
- b. Payment or reimbursement applies only to the Mayor and city council member.
 - c. In order to receive reimbursement or subsequent to an advance of funds, Mayor & city council members are responsible for providing receipts or appropriate documentation of expenses in a timely manner following the travel event.



City Council Agenda Item Report

October 10, 2022

Cheryl Estes, CPA, CGFO

Finance Director

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DISCUSS AND CONSIDER APPROVAL

1. BACKGROUND/HISTORY:

The City adopted financial policies for the first time in July 2020 and provided to new City Councilmembers during orientation with the City's Finance Director. The purpose of these policies is to provide guidelines for City staff in planning and directing the City's day-to-day financial affairs. The scope of these policies cover accounting, auditing, financial reporting, internal controls, fiscal budgeting, capital programs, revenue management, expenditure control, debt management, financial condition and fund reserves. These policies should be reviewed and approved by the City Council at least every two years.

2. FINDINGS / CURRENT ACTIVITY:

In addition to revisions being proposed by the Finance Director, several financial policies were changed during the adoption of the FY 22-23 operating budgets.

Proposed Changes by Finance Director

II. Accounting, Auditing and Financial Reporting

E – Internal Financial Reporting

(1) – change monthly to quarterly

IV. Fiscal Budgeting

A – Operating Budget

Change basis of accounting for budget preparation from modified accrual basis of accounting (GAAP) to budgetary basis of accounting (non-GAAP). By doing so, staff can provide more timely end-of-year budget and actual reports since adjustments to convert to GAAP basis are no longer required.

City Council Changes During Adoption of FY 22-23 Operating Budgets

VI. Revenue Management

G – One-Time Revenues

First sentence should be removed since annual operating expenditures were budgeted and approved to be funded with ARPA grant proceeds.

X. Financial Conditions and Reserves

A – Minimum Unassigned Fund Balance

Change policy from one hundred twenty (120) days to ninety (90) days.

B – Replenishment of Minimum Fund Balance Reserves

Change amount from hundred twenty (120) days to ninety (90) days.

D – Appropriation of Unassigned Fund Balance

The City adopted a deficit for an operating fund which requires appropriation of unassigned fund balance. Therefore, a viable revenue plan designed to sustain the expenditures should have been simultaneously adopted.

Some of these policy changes have the potential to negatively impact the City's credit rating should the City issue bonds in the future. A copy of the last credit rating is attached showing financial aspects that are considered by the rating agency.

3. **RECOMMENDATIONS:**

Management recommends

- 1) updating the current financial policies to incorporate policy changes made during the adoption of the FY 22-23 operating budgets
- 2) adopt a viable revenue plan designed to sustain expenditures in future years.

4. **ATTACHMENTS:**

City of Venus Financial Management Policies (as amended)
S&P Rating Publication – July 31, 2020



Financial Management Policies
Adopted July 13, 2020
Amended October 10, 2022

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I. PURPOSE STATEMENT

The policies set forth below provide guidelines to enable City staff to achieve long-term, stable financial conditions while conducting daily operations and providing services to the community. The watchwords of the City's financial management include integrity, prudent stewardship, planning, accountability, and full disclosure.

The long-range policies regarding financial management are as follows:

1. Exercise a discipline which allows the City to retain a sound financial condition.
2. Give recognition to the community's needs and ability to pay.
3. Strive to retain the best possible rating on bonds.

The purpose of these policies is to provide guidelines for City staff in planning and directing the City's day-to-day financial affairs. The scope of these policies cover accounting, auditing, financial reporting, internal controls, fiscal budgeting, capital programs, revenue management, expenditure control, debt management, financial condition and fund reserves.

II. ACCOUNTING, AUDITING AND FINANCIAL REPORTING

A. Accounting

The City's Finance Director is responsible for establishing the City's chart of accounts and for properly recording financial transactions.

B. Funds

Self-balancing groups of accounts are used to account for City financial transactions in accordance with generally accepting accounting principles (GAAP). Each fund is created for a specific purpose except the General Fund which is used to account for all transactions not accounted for in other funds. Funds are created by the Finance Director and approved by the City Council.

C. External Auditing

The City will be audited annually by outside independent accountants (auditors). The auditors must be a reputable CPA firm and must demonstrate experience in the field of local government auditing. They must conduct the City's audit in accordance with GAAP, governmental accounting and auditing standards (GAAS) and be knowledgeable in the Government Finance Officers Association (GFOA) Certificate of Achievement Program. The City will follow a five-year rotation of outside independent auditors. The audited financial statements should be prepared within 180 days after the close of the fiscal year.

D. External Financial Reporting

The City will prepare and publish externally an Annual Financial Report for each fiscal year which begins October 1st and ends September 30th.

E. Internal Financial Reporting

The Finance Department will prepare and issue timely financial reports on the City's current fiscal status. These reports include the following:

1. ~~Monthly-Quarterly~~ budget status reports to the City Administrator, all department heads and to the City Council;
2. Mid-year budget amendments to the City Administrator and City Council; and
3. Quarterly cash and investment reports to the Mayor and City Council.

III. INTERNAL CONTROLS

A. Written Procedures

The Finance Director is responsible for developing written guidelines on accounting, cash handling and other financial matters which will be approved by the City Council. The Finance Department will assist Department Directors, as needed, in tailoring such guidelines to fit each department's requirements. Financial policies will be reviewed and approved by the City Council at least every two years.

B. Department Directors' Responsibilities

Department Directors are responsible for ensuring that proper internal controls are followed throughout his or her department, that all guidelines on accounting and internal controls are implemented and that all independent auditor control recommendations are addressed.

C. Cash Management

The City's cash flow will be managed to maximize the investable cash in accordance with the City's investment policy.

D. Capital Assets

Capital assets classifications include buildings and improvements, machinery and equipment, vehicles, and infrastructure. Such assets will be reasonably safeguarded, properly accounted for and prudently used. Capital asset inventories will be updated at least annually.

1. Capital assets will be capitalized and depreciated over the useful life of the asset when the cost of the asset is \$5,000 or greater;
2. The capitalization threshold of \$5,000 will be applied to the individual items rather than to a group of similar items (i.e., desks, chairs, computers, etc.); and
3. To maintain control over high-risk items, such as electronic equipment and weapons, high-risk items costing \$250 - \$4,999 will be monitored tagged, and tracked as part of inventory.

IV. FISCAL BUDGETING

A. Operating Budget

The General Fund is the operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund. The City's annual budgets are prepared and adopted on a budgetary basis of accounting (~~-consistent with non-GAAP~~) for all governmental and proprietary funds except for capital projects funds, which adopts project-length budgets.

For external reporting purposes, account balances shall be reported on the modified accrual basis of accounting within the General Fund and other governmental funds and the accrual basis of accounting in the proprietary funds.

B. Balanced Budgets

Currently available unassigned operating revenue shall be sufficient to support current operating expenditures. Temporary shortages or operating deficits can and do occur;

however, they are not tolerated as extended trends. Measures should be developed to provide additional revenue and/or reduced expenditures to eliminate operating deficits when necessary.

C. Planning

The budget process will be coordinated to identify major policy issues for City Council consideration well in advance of the budget approval date for proper analysis and accurate decision making.

D. Budgetary Control

1. The City Administrator's level of budgetary control is at the department level for all City funds. Changes in budgeted expenditure appropriations at the department level require approval of the City Council.
2. Department Directors' level of budgetary control is at the category level. Modifications within and between a respective department's operating categories are allowed except for personnel costs and capital expenditures. Personnel costs and capital expenditure modifications require the approval of the City Administrator.

V. CAPITAL PROGRAMS

A. Capital Improvement Programs

Capital improvement programs will include plans for future years as well as future maintenance and operational costs. Capital improvement programs and planning should include a minimum of five (5) years. Capital project funds will be accounted for in multi-year funds that cross fiscal years and do not close until the project is completed.

B. Capital Budgets

Capital project budgets will include all capital project fund expenditures as well as all funding sources. Capital projects financed through bond proceeds shall be financed for a period not to exceed the useful life of the project. Unspent bond proceeds will be transferred to the Debt Service Fund at the completion of the capital project.

C. Alternate Resources

Where applicable, assessments, impact fees and/or other user-based fees should be used to fund capital projects.

VI. REVENUE MANAGEMENT

A. Diversification and Stability

A diversified and stable revenue system will be maintained to shelter the City from short-run fluctuations in any one revenue source.

B. Unpredictable Revenue

The City will try to understand its revenue sources, and enact consistent collection policies so that assurances can be provided that the revenue base will materialize according to budgets and plans. Use of unpredictable revenue will depend upon management's determination whether the revenue is considered a one-time revenue or will recur annually.

C. Revenue Monitoring

Revenues actually received will be regularly compared to budgeted revenues. Significant variances will be investigated and reported in the appropriate reports.

D. Revenue Collections

The City shall maintain high collection rates for all revenues by monitoring monthly receivables. The City shall follow an aggressive, consistent, yet reasonable approach to collecting revenues to the fullest extent allowed by law for all delinquent taxpayers and others overdue in payments to the City.

E. Write-Off of Uncollectible Accounts (Excluding Property Taxes)

Uncollectible accounts shall be written off annually at year end and upon approval of the City Administrator. The write-off of uncollectible accounts is a bookkeeping entry only and does not release the debtor from the debt owed to the City.

F. Fees and Charges

The City will maximize utilization of user charges in lieu of property taxes for services that can be individually identified and where the costs are directly related to the level of service. There will be periodic review of fees and charges to ensure that fees provide adequate coverage of costs of service.

G. One-time Revenues

~~One-time revenues will be used only for one-time expenditures and will not be used for ongoing operations.~~ Care will be taken not to use these revenues for budget balancing purposes.

H. Restricted Revenues

When an expenditure is incurred for purposes for which both restricted and unrestricted revenues/fund balance is available, the City considers restricted funds to have been spent first.

I. Sufficiency

The benefits of revenue shall exceed the cost of producing the revenue.

J. Utility Rates

The City shall review and adopt utility rates that shall generate revenues required to fully cover operating expenditures, meet the legal restrictions of all applicable bond covenants, and provide for an adequate level of working capital needs.

VII. EXPENDITURE CONTROL

A. Appropriations

The City adopts annual appropriations at the department level for all City funds. Any increase in budgeted appropriations at the department level must be approved by the City Council.

B. Encumbrances

All appropriations lapse at fiscal year end. Encumbrances shall be rolled to the next fiscal year and added to the current year's budgeted appropriations.

C. Purchasing

All purchases shall be in accordance with both the City's purchasing policy and State law. In the event that State law and City policy conflict, the strictest policy will be followed.

D. Prompt Payment

All invoices will be paid upon thirty (30) days of receipt in accordance with State law. Procedures will be used to take advantage of all cost effective purchase discounts. Payments will be processed to maximize the City's investable cash.

E. Department Directors' Responsibilities

Each Department Director is held accountable for meeting program objectives and monitoring the use of budget funds expended to ensure compliance with the annual appropriated budget approved by the City Council.

VIII. DEBT MANAGEMENT

A. Debt Service Requirements

The Finance Department will determine annual debt payment requirements as well as funding sources during the preparation of the annual budget for the Debt Service Fund and as per the City's Debt Management Policy.

B. Self-Supporting Debt

When appropriate, self-supporting revenues will pay debt service in lieu of property taxes. The Debt Service Fund's current fiscal year debt payment requirements shall not exceed debt service property tax, self-supporting revenue and balances carried forward from the prior year.

C. Debt Covenants

The Finance Department will diligently monitor the City's compliance to its bond covenants. The Finance Department will maintain ongoing communications with bond rating agencies about the City's financial condition and follow a policy of full disclosure on every financial report.

D. Debt Capacity and Issuance

The City has and will continue to retain a Financial Advisor in connection with any debt issuance.

IX. FUND BALANCE

A. Purpose

The purpose of this policy is to establish a key element of the financial stability of the City by setting guidelines for fund balance. Unassigned fund balance is an important measure of economic stability and it is essential that the City maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and other similar circumstances. This policy will ensure the City maintains adequate fund balances in the City's various operating funds with the capacity to:

1. Provide sufficient cash flow for daily financial needs,
2. Secure and maintain investment grade bond ratings,

3. Offset significant economic downturns or revenue shortfalls, and
4. Provide funds for unforeseen expenditures related to emergencies.

B. Definitions

Fund Equity

A fund's equity is generally the difference between its assets and its liabilities. Fund equity is affected by the results of each year's operations [revenues over (under) expenditures].

Fund Balance

The fund equity of a governmental fund for which an accounting distinction is made between the portions that are spendable and non-spendable. Fund balance is classified into five categories:

- 1) **Non-spendable fund balance** – includes the portion of net resources that cannot be spent because of their form (i.e. inventory, or prepaids) or because they must remain in-tact.
- 2) **Restricted fund balance** – includes the portion of net resources on which limitations are imposed by creditors, grantors, contributors, or by laws or regulations of other governments (i.e. externally imposed limitations). Amounts can be spent only for the specific purposes stipulated by external resource providers or as allowed by law through constitutional provisions or enabling legislation. Examples include grant awards, bond proceeds, street maintenance taxes, and court technology and security fees.
- 3) **Committed fund balance** – includes the portion of net resources upon which the City Council has imposed limitations on use. Amounts that can be used only for the specific purposes determined by a formal action of the City Council. Commitments may be charged or lifted only by the Council taking the same formal action that originally imposed the constraint. The formal action must be approved before the end of the fiscal year in which the commitment will be reflected on the financial statements.
- 4) **Assigned fund balance** – includes the portion of net resources for which an intended use has been established by the City Council or the City Official authorized to do so by the City Council. Assignments of fund balance are much less formal than commitments and do not require formal action for their imposition or removal. In governmental funds, other than the General Fund, assigned fund balance represents the amount that is not restricted or committed which indicates that resources are, at a minimum, intended to be used for the purpose of that fund.
- 5) **Unassigned fund balance** – the amounts in excess of what can properly be classified in one of the other four categories of fund balance. It is the residual classification of the General Fund and includes all amounts not contained in other classifications. Unassigned amounts are available for any purpose. Negative residual amounts for all other governmental funds are reported in this classification.

C. City Policy

Committed Fund Balance

The City Council is the City's highest level of decision-making authority, and the formal action that is required to be taken to establish, modify, or rescind a fund balance

commitment is a resolution approved by the Council at the City's Council meeting. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period (i.e. the Council may approve the calculation or formula for determining the amount to be committed).

Assigned Fund Balance

The City Council authorizes the City Administrator as the City Official responsible for the assignment of fund balance to a specific purpose as approved by this fund balance policy.

X. FINANCIAL CONDITIONS AND RESERVES

A. Minimum Unassigned Fund Balance

The City's goal is to achieve and maintain an unassigned fund balance in the General Fund equal to ~~one hundred twenty (120)~~ninety (90) days of total expenditures (excluding one-time expenditures and operating transfers); and, in the Water/Sewer Fund a balance equal to ~~one hundred twenty (120)~~ninety (90) days of total expenditures (excluding one-time expenditures and operating transfers). The City considers a balance of less than ~~one hundred twenty (120)~~ninety (90) days to be cause for concern, barring unusual or deliberate circumstances. In the event the unassigned fund balance is calculated to be less than the policy stipulates, the City shall plan to adjust budget resources in the next fiscal year to restore the balance.

B. Replenishment of Minimum Fund Balance Reserves

If unassigned fund balances in either fund *unintentionally* falls below ~~one hundred twenty (120)~~ninety (90) days, or if it is anticipated that at the completion of any fiscal year, the projected unassigned fund balance will be less than ~~one hundred twenty (120)~~ninety (90) days, the City Administrator shall prepare and submit a plan to restore the minimum required level as soon as economic conditions allow or within a three (3) year period, whichever comes first. The plan shall detail the steps necessary for the replenishment of fund balances as well as an estimated timeline for achieving such. If restoration of the reserve cannot be accomplished within such a period without severe hardship to the City, then the Council shall establish an extended time line for attaining the minimum balance.

C. Order of Expenditure of Fund Balances

If an expenditure meets the criteria of multiple categories of fund balance, first spend the most restricted funds before moving down to the next most restrictive category with available funds.

D. Appropriation of Unassigned Fund Balance

Appropriation from the minimum unassigned fund balance shall require the approval of the Council and shall be utilized only for one-time expenditures, such as capital expenditures, and not for ongoing expenditures unless a viable revenue plan designed to sustain the expenditure is simultaneously adopted.

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The Council may appropriate unassigned fund balances for emergency purposes, as deemed necessary, even if such use decreases the fund balance below the established minimum.

E. Monitoring and Reporting

The Finance Director shall be responsible for monitoring and reporting the City's various reserve balances. The City Administrator is directed to make recommendations to the Council on the use of reserve funds both as an element of the annual operating budget submission and from time-to-time throughout the fiscal year as needs may arise. Compliance with the provisions of the policy shall be reviewed as a part of the annual operating budget adoption process and subsequent review will be included in the annual audit and financial statement preparation procedures.

XI. GRANTS

A. Solicitation

It is the responsibility of City Departments to locate grant sources, determine the appropriateness of the grant, prepare council communications regarding grant applications and/or grant offers, and draft grant applications for submission for grants which would be cost beneficial and meet the City's objectives.

B. Authority

The City Council determines the goals and priorities of the City; therefore, all grant-funded activities/programs are assessed and all grant applications are approved by the City Council to assure that (1) the activity/program is consistent with these goals and priorities; (2) grant financial assistance is needed; and (3) grant proposals and budgets accurately reflect these goals and needs. Any potential grants shall be examined for matching requirements so that the source and availability of these funds may be determined before the grant application is made.

C. Budgeting

A comprehensive needs assessment is conducted and approved by the City Council during the annual budget process. This assessment will be used for developing all Federal and State grant budgets. Depending on the type and amount of grant, the budget process may be done during the writing of the grant or after amounts are awarded.

D. Applicable Laws

Federal grants are governed by, and the City shall adhere to, the Federal Register Title 2, Subtitle A, Chapter II, Part 200 – *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

State grants are governed by, and the City shall adhere to, Local Government Code Title 7, Chapter 783 – *Uniform Grants Management Standards* issued by the Governor's Office of Budget and Planning for the State of Texas.

E. Supplement Not Supplant (Federal Grants)

The City has implemented guidelines to ensure compliance with Federal fiscal requirement of supplement, not supplant. The purpose of these procedures is to ensure that the level of State and local support for programs remain at least constant and is not replaced by Federal funds. Federal funds are used to supplement (add to, enhance, to expand, create something new, increase) the funds available from non-Federal sources, and not to supplant (replace or take the place of) the existing non-Federal funds.

F. Procurement

In addition to City procurement policies and guidelines as outlined in the City's Purchasing Policy, all applicable procurement requirements of Federal and State grant fund regulations, other applicable laws and regulations, apply to the use of grant funds.

G. Compliance

The City shall comply with **specific** terms and conditions as set forth in Federal and State Grant Award Notices (GANs). GANs may also include **general** terms and conditions. Should there be any inconsistency between the (1) **specific** terms and conditions and (2) **general** terms and conditions, **specific** terms and conditions will govern.

If **general** and **specific** terms and conditions conflict with City policies and procedures, the most conservative term or condition will govern.

H. Management

Grant management lies within each Department of the City under the direction of the Department Director. Department Directors are accountable to the City Administrator, City Council, and Finance Department.

XII. REVIEW AND REPORTING

A. Annual Review

These financial management policies will be reviewed administratively by the City Administrator at least annually, prior to preparation of the annual budget and will be presented to the City Council for confirmation of any significant changes.

B. Reporting

The Finance Director will report annually to the City Council on compliance with these policies.

RatingsDirect®

Summary:

Venus, Texas; General Obligation

Primary Credit Analyst:

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Stable Outlook

Credit Opinion

Related Research

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Venus, Texas; General Obligation

Credit Profile

US\$4.315 mil comb tax and rev cert of oblig ser 2020 dtd 08/15/2020 due 02/15/2045

<i>Long Term Rating</i>	A+/Stable	New
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Venus GO (BAM)

<i>Unenhanced Rating</i>	A+(SPUR)/Stable	Affirmed
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Many issues are enhanced by bond insurance.

Rating Action

S&P Global Ratings assigned its 'A+' rating to Venus, Texas' anticipated \$4.3 million series 2020 combination tax and revenue certificates of obligation. At the same time, we affirmed our 'A+' underlying rating (SPUR) on the city's certificates outstanding. The outlook is stable.

The combination tax and revenue certificates of obligation are secured by the city's direct and continuing annual ad valorem tax levied, within the limits prescribed by law, on all taxable property within the city. Texas statutes limit the maximum ad valorem tax rate for Type A general law cities to \$1.50 per \$100 taxable assessed value (AV) for all city purposes. Administratively, the Texas attorney general will permit the allocation of \$1.00 of the \$1.50 maximum for ad valorem tax debt service. In fiscal 2020, Venus levied at 86.99 cents per \$100 of AV, using 71.2 cents for operations and 15.8 cents for debt service. The certificates are additionally secured by a limited pledge of not to exceed \$1,000 of water and wastewater system surplus net revenues. Given the de minimis pledge, we rate the certificates based on the city's general obligation (GO) pledge. We do not differentiate between the city's limited-tax GO debt and its general creditworthiness given that the ad valorem tax is not derived from a measurably narrower tax base and that there are no limitations on the fungibility of the city's general resources.

Proceeds from the 2020 certificates will be used to finance various public improvements including roads, utility infrastructure, and municipal buildings. After this issuance, the city will have about \$9 million of GO debt outstanding.

Credit overview

Venus is located 30 miles southwest of Dallas and participates in the broad and diverse Dallas metropolitan statistical area (MSA). Reflective of the growth of the Dallas MSA, the city experienced strong tax base growth due to residential development and rising property values. Given the uncertainty in the current economic environment stemming from the recent spread of COVID-19, in our view, the city could face unexpected economic or financial pressures over the medium-to-long term. (See "The U.S. Faces A Longer And Slower Climb From The Bottom," published June 25, 2020.) Even accounting for these potential risks, we believe it has sufficient financial flexibility, with a roughly 83% reserves and strong budget monitoring practices in place to address uncertainties and budget pressures. For this reason, the outlook is stable. Generally, our rating outlook time frame is up to two years; given the current uncertainty around the pandemic, our view of the credit risks focus on the next six to 18 months.

The ratings reflect our opinion of the city's:

- Weak economy, with projected per capita effective buying income at 64.5% and market value per capita of \$58,041, mitigated by access to a broad and diverse MSA;
- Adequate management, with standard financial policies and practices under our Financial Management Assessment (FMA) methodology;
- Weak budgetary performance, with operating results that we expect could improve in the near term relative to fiscal 2019, which closed with operating deficits in the general fund and at the total governmental fund level in fiscal 2019;
- Very strong budgetary flexibility, with a high available fund balance in fiscal 2019 of 83% of operating expenditures;
- Very strong liquidity, with total government available cash at 111.6% of total governmental fund expenditures and 9.9x governmental debt service;
- Very weak debt and contingent liability profile, with debt service carrying charges at 11.2% of expenditures and net direct debt that is 255.9% of total governmental fund revenue; and
- Strong institutional framework score.

Environmental, social, and governance (ESG) factors

We analyzed the city's ESG risks relative to its economy, management, financial measures, and debt and liability profile and determined that all are in line with our view of the sector standard. Our rating incorporates our view regarding the health and safety risks posed by the COVID-19 pandemic, which, if sustained, could weaken the city's economy, liquidity, and budget performance. Absent the implications of COVID-19, we consider the city's social risks to be in line with those of the sector. While the city is in a region prone to hurricanes, it has historically maintained very strong reserves that provide a significant cushion to address unexpected expenditures and revenue declines.

Stable Outlook

Downside scenario

We could lower the ratings if the city were to experience a trend of weak budgetary performance without a plan to correct any structural imbalance, resulting in a weakening of its reserves to levels we no longer consider very strong.

Upside scenario

Although unlikely, a higher rating would likely follow an expansion of the economic base, resulting in wealth and income levels comparable with those of higher-rated peers, coupled with material improvement of the city's elevated debt profile.

Credit Opinion

Weak economy

We consider Venus' economy weak. The city, with an estimated population of 3,974, is located in Ellis and Johnson counties in the Dallas-Fort Worth-Arlington, Texas, MSA, which we consider broad and diverse. The city has a projected per capita effective buying income of 64.5% of the national level and per capita market value of \$58,041.

Overall, the city's market value grew by 12.1% over the past year to \$230.7 million in 2021. The preliminary June 2020 unemployment rate for the MSA was 8.4%.

Venus is primarily a residential community that is strategically located about 30 miles southwest of Dallas and southeast of Fort Worth, which allows residents easy access throughout the MSA and has contributed to steady population growth and ongoing economic activity. Commercial growth in the city has historically been low, though management reports two retail projects currently in progress, within view of the highway. They will include convenience stores and food services, and one will include a gas station. Residential development continues to be a boon for the city, with six projects in progress and plans for 10 more. Officials project population will increase to about 12,000 over the next 10 years.

Adequate management

We view the city's management as adequate, with standard financial policies and practices under our FMA methodology, indicating the finance department maintains adequate policies in some but not all key areas.

Management uses five years of historical data to generate the revenue and expenditure assumptions used in the budget process. Budget-to-actual results are presented to the council monthly, and amendments require the approval of council. Venus maintains a formal investment management policy that follows state guidelines, and city council reviews investment performance quarterly. The city recently adopted several new policies including a financial management policy and reserve policy. The financial management policy requires the finance department to assess debt affordability and monitor bond covenants, among other things, but lack quantitative targets and limits regarding debt. The reserve policy requires the city to maintain a minimum of 120 days of total expenditures (excluding one-time expenditures and transfers) in both its unassigned general fund balance and water and sewer fund balance, which it is currently meeting. Previously, management an informal reserve target to maintain an available fund balance equal to one year of operating expenditures. With the lower policy requirement, the fund balance in excess of the 120 days may be used for capital projects or set aside for disaster recovery. Venus currently lacks formal a multiyear financial forecast and capital plan. However, officials are in the process of preparing a five-year capital plan that they intend to annually update as part of the budget process.

Weak budgetary performance

Venus' budgetary performance is weak, in our opinion. The city had operating deficits of 3.5% of expenditures in the general fund and of 5.2% across all governmental funds in fiscal 2019. Our assessment accounts for our expectation that budgetary results could improve somewhat from 2019 results in the near term. In assessing the city's budgetary performance, we adjusted for annually recurring transfers into and out the general fund and one-time capital expenditures.

The city reported general fund deficits for fiscal 2018 and fiscal 2019. After a prior-period adjustment for the receipt of grant revenue, the fiscal 2018 deficit was eliminated. For fiscal 2019, the city adopted a debt service tax rate for the first time, shifting 15.2 cents from its operating levy to the debt service levy. The city used its substantial excess reserves to offset the loss and expects AV growth over the next three years to restore operating revenues lost to the tax rate shift. About 46% of general fund revenue comes from property taxes, while the next-largest revenue source is sales taxes at 21%. Similar to trends across the state, sales tax revenues have not been affected by the onset of the

COVID-19-driven recession. Officials report sales taxes are up about 21% year to date through July 2020 compared to last year, with the months of June and July up 45% and 48%, respectively. June and July reflect sales transactions that occurred during April and May. The largest sales tax generators are a liquor store, restaurants, and a building materials company. Although the forecast for economic recovery continues to shift, and recent COVID-19 outbreaks across the state are likely to dampen the state's original recovery forecast, we believe the city is well positioned with very strong reserves to handle short-term interruptions in revenues.

For fiscal 2020 and fiscal 2021, officials report that the general fund operating budget is balanced, and they plan to spend a portion of the general fund unassigned fund balance, in excess of policy requirements, on two major street rehabilitation projects.

Very strong budgetary flexibility

Venus' budgetary flexibility is very strong, in our view, with a high available fund balance in fiscal 2019 of 83% of operating expenditures, or \$2.2 million. We expect the available fund balance to remain above 75% of expenditures for the current and next fiscal years, which we view as a positive credit factor.

Venus has historically maintained very strong reserve levels, exceeding 83% of operating expenditures in the past three fiscal years. Previously, management had an informal reserve target to maintain an available fund balance equal to one year of operating expenditures. With the lower policy requirement, the city has slowly been spending down the fund balance to 83% in fiscal 2019 from 115% in fiscal 2017. The city plans to spend a portion of the fund balance in excess of its 120-day minimum requirement two major street rehabilitation projects. However, we still consider 120 days to be very strong.

Very strong liquidity

In our opinion, Venus' liquidity is very strong, with total government available cash at 111.6% of total governmental fund expenditures and 9.9x governmental debt service in 2019. In our view, the city has satisfactory access to external liquidity if necessary.

All of the city's investments comply with state guidelines as well as its internal investment policy. As of year-end fiscal 2019, the city's investments were held in certificates of deposits or TexPool, which is a statewide local government investment pool. We do not consider these investments to be aggressive. The city's series 2016 GO refunding bonds were privately placed with the First National Bank; however, the private placement does not include acceleration or cross-default provisions, and contain no variable-rate components or permissive covenants. Therefore, we do not believe the city has exposure to liquidity pressure from contingent liabilities.

Very weak debt and contingent liability profile

In our view, Venus' debt and contingent liability profile is very weak. Total governmental fund debt service is 11.2% of total governmental fund expenditures, and net direct debt is 255.9% of total governmental fund revenue.

The city does not have additional general fund-backed debt plans within the next two years. They may issue additional self-supporting debt for its water system, most likely through the state revolving loan program. Officials plan to fund other capital needs through the implementation of water and sewer impact fees.

Venus' pension contributions totaled 4.5% of total governmental fund expenditures in 2019. The city made its full

annual required pension contribution in 2019.

Pensions and other postemployment benefits (OPEBs)

- Pension and OPEB costs are not a source of credit pressure, given that they represent just 4.5% of the city's total governmental funds budget in fiscal 2019.
- Recent volatility in the markets and the amortization and payroll growth assumptions will likely lead to increased costs in the future. However, we believe the city has sufficient budgetary flexibility and liquidity to address these costs.
- The city does not provide postemployment health benefits.

The city provides pension benefits for all of its full-time employees through the Texas Municipal Retirement System (TMRS), a multiple employer, defined-benefit pension plan. Actuarially determined contributions fell slightly short of our minimum funding progress metric. However, the plan is well funded at 92.9% funded with a net pension liability of \$135,162, as of Dec. 31, 2018. Actuarial assumptions include a discount rate of 6.75% and a 26-year closed amortization period. The plan's assumed discount rate is not aggressive, in our opinion, although we consider the closed amortization period of 25 years extended, leaving greater potential for costs to grow based on actual performance. Lastly, contributions are likely to increase given the level percent of payroll funding method, as opposed to level-dollar contributions, which would result in consistent payments.

Strong institutional framework

The institutional framework score for Texas municipalities is strong.

Related Research

- Through The ESG Lens 2.0: A Deeper Dive Into U.S. Public Finance Credit Factors, April 28, 2020
- 2019 Update Of Institutional Framework For U.S. Local Governments

Certain terms used in this report, particularly certain adjectives used to express our view on rating relevant factors, have specific meanings ascribed to them in our criteria, and should therefore be read in conjunction with such criteria. Please see Ratings Criteria at www.standardandpoors.com for further information. Complete ratings information is available to subscribers of RatingsDirect at www.capitaliq.com. All ratings affected by this rating action can be found on S&P Global Ratings' public website at www.standardandpoors.com. Use the Ratings search box located in the left column.

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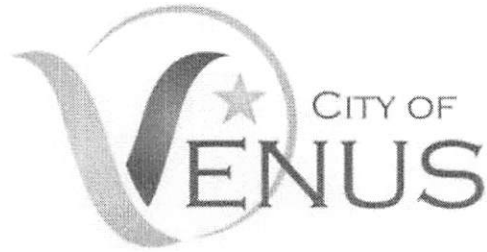
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City Council Agenda Item Report

October 10, 2022

Cheryl Estes, CPA, CGFO

Finance Director

972-366-3348 ext 208

cestes@cityofvenus.org

**DISCUSS AND CONSIDER RESOLUTION NO. 18-2022-10
AMENDING TEXPOOL AUTHORIZED REPRESENTATIVES**

1. BACKGROUND/HISTORY:

TexPool is an investment pool for investing public funds. TexPool is an approved form of investment per the City's Investment Policy. Authorized representatives must be approved by City Council and have the authority to execute transactions between TexPool and City bank accounts.

2. FINDINGS / CURRENT ACTIVITY:

Current authorized representatives are Cheryl Estes, Finance Director, and Ruth Babel, former Finance Assistant.

3. RECOMMENDATIONS:

Management recommends updating the authorized representatives for TexPool to be consistent with administrators for the City's bank accounts. Resolution No. 18-2022-10 lists the following individuals as authorized representatives:

James Burgess, City Mayor

Cheryl Estes, Finance Director

Brooke Malicoat, Finance Assistant

Tonya Roberts, City Administrator (inquiry purposes only)

4. ATTACHMENTS:

Resolution No. 18-2022-10



Resolution Amending Authorized Representatives

RESOLUTION NO. 18-2022-10

Please complete this form to amend or designate Authorized Representatives. *This document supersedes all prior Authorized Representative forms.*

* Required Fields

1. Resolution

WHEREAS,

CITY OF VENUS

Participant Name*

7 7 8 4 7

Location Number*

("Participant") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool ("TexPool / Texpool Prime"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

- That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.
- That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and
- That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. CHERYL ESTES FINANCE DIRECTOR

Name Title

4 6 9 7 1 6 4 9 7 9 9 7 2 3 6 6 3 8 2 4 CESTES@CITYOFVENUS.ORG

Phone Fax Email

Signature
2. BROOKE MALICOAT FINANCE ASSISTANT

Name Title

9 7 2 3 6 6 3 3 4 8 9 7 2 3 6 6 3 8 2 4 BMALICOAT@CITYOFVENUS.ORG

Phone Fax Email

Signature
3. JAMES BURGESS CITY MAYOR

Name Title

8 1 7 6 4 8 0 4 4 4 9 7 2 3 6 6 3 8 2 4 MAYORBURGESS@CITYOFVENUS.ORG

Phone Fax Email

Signature

1. Resolution (continued)

4. N/A

Name	Title
Phone	Fax
Email	
Signature	

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

CHERYL ESTES

Name

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. *This limited representative cannot perform transactions.* If the Participant desires to designate a representative with inquiry rights only, complete the following information.

TONYA ROBERTS										CITY ADMINISTRATOR																			
Name										Title																			
4	6	9	7	1	6	4	9	8	0	9	7	2	3	6	6	3	8	2	4	TROBERTS@CITYOFVENUS.ORG									
Phone										Fax										Email									

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the 10 day of OCTOBER, 2022.

Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.

CITY OF VENUS

SIGNED

Signature*

JAMES BURGESS

Printed Name*

CITY MAYOR

Title*

ATTEST

Signature*

CALLIE GREEN
Printed Name*

CITY SECRETARY _____
Title*

2. Delivery Instructions

Please return this document to **TexPool Participant Services:**

Email: texpool@dstsystems.com

Fax: 866-839-3291

Resolution 19-2022-10

AN RESOLUTION OF THE CITY OF VENUS, JOHNSON & ELLIS COUNTY, TEXAS, REPEALING THE "MASTER FEE SCHEDULE" IN ITS ENTIRETY AND REPLACING IT WITH A NEW MASTER FEE SCHEDULE WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT A, PROVIDING FOR THE AMOUNT OF ALL FEES ASSESSED BY THE CITY; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Venus ("City") has established fees for various services, permits and necessary items and which are contained in the Master Fee Schedule; and

WHEREAS, after reviewing said fees, the City has determined certain fees are inappropriate and should be amended; and

WHEREAS, the City Council has determined that it is more appropriate to repeal the previous Master Fee Schedule in its entirety and replace it with a new Master Fee Schedule.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF VENUS, TEXAS:

SECTION 1. That the City of Venus' current "Master Fee Schedule" established by Resolution No. 05-2022-05 should be repealed in its entirety and replaced by this Master Fee

Schedule which is attached hereto and incorporated herein for all purposes as Exhibit "A", is hereby adopted.

SECTION 2. That all provisions of any resolution of the City of Venus, Texas, in conflict

with the provisions of this Resolution be, and the same are hereby, repealed, and all other provisions

not in conflict with the provisions of this Resolution shall remain in full force and effect.

SECTION 3. That should any word, phrase, paragraph, or section of this Resolution be held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Resolution as a whole, or any part or provision thereof other than the part so decided to be unconstitutional, illegal or invalid, and shall not affect the validity of the Resolution as a whole.

SECTION 4. That this Resolution shall take effect on and after its adoption by the City Council of the City of Venus.

SECTION 5. The recitals to this Resolution are incorporated herein by reference as if fully recited.

PASSED AND APPROVED this 10th day of October 2022.

Approved

By: _____

James L. Burgess, Mayor

Attest

By: _____

Callie Green, City Secretary

City of Venus, Texas

Ellis/Johnson Counties



Master Fee Schedule

Approved 10/10/2022

Master Fee Schedule

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Approved 10/10/2022

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Code Enforcement		
Description	Current	Notes
Animal Control Fees		
Registration: Cat & Dog - every 2 years	\$ 10.00	
Registration: Dangerous Dog	\$ 50.00	
Registration waiver: Assist hearing/visual/physical impaired, law	\$ -	
Lost or Replacement Registration tag:	\$ 5.00	
Microchip (after impoundment release)		
Impoundment Fee: City of Venus holding pens - per animal (if the animal is	\$ 25.00	
Transport animal to SPCA	\$ 125.00	
Pickup and disposal of dead animal for owner	\$ 50.00	
Surrender Animal (72hr Hold) per animal	\$ 125.00	
Puppies or Kitten up to 4mths - per litter	\$ 150.00	
10 Day Observation Period (if owner does not claim)per animal	\$ 225.00	
After 10 Day Observation Period (absent evidence compliance req under	\$ 21.00	
Animal Trap Deposit (Refundable if not damaged)	\$ 50.00	
Alarms		
Annual Residential Alarm Registration	\$ 50.00	
Annual Commercial Alarm Registration	\$ 100.00	
Annual Education/Government/Non Profit Alarm Registrtion	\$ -	
Penalty for operation without permit	\$ 200.00	
False Alarm		
Burglary: more than 3 fewer than 6 in the preceding 12mths	\$ 50.00	
Burglary: more than 5 fewer than 8 in the preceding 12mths	\$ 75.00	
Burglary: more than 8 in the preceding 12mths	\$ 100.00	
Fire alarm: excess 2 alarms in preceding 12mth	\$ 200.00	
Robbery: excess 2 alarms in preceding 12mth	\$ 200.00	
Emergency medical assistance, panic, distress: excess 2 alarms in	\$ 75.00	
Police Retiree Firearms Qualification Course - (# Years of Service with		
Qualified Retired Officer in Good Standing without 10 YOS	\$ 75.00	
Qualified Retired Officer in Good Standing with 10 YOS	\$ -	

Fire			
Description		Current	Notes
Fire Underground			
Fire Code Plan review		\$ 200.00	
Fire Code Plan inspection		\$ 250.00	
Fire Extinguisher Suppression System			
Per permit, one inspection		\$ 450.00	
Each, re-inspection		\$ 100.00	
Fire - Site Plan			
Fire Code Plan review		\$ 250.00	
Fire Code Plan inspection		\$ 250.00	
Fire - Certificate of Occupancy Inspections			
Fire Certificate of Occupancy inspections (min. 1hr per inspection)		\$ 150.00	
Fire - Fire Safety Inspections			
Day Care, Foster Care, Commercial Business (each inspection and re-inspection per location)		\$ 100.00	
Nursing Home/Assisted Living/Group Home/School (each inspection and re-inspection per location)		\$ 250.00	
Fire - Underground/Above ground Fuel Storage tanks			
Fire Code Plan review		\$ 350.00	
Fire Code Plan inspection		\$ 450.00	
Installation or testing underground flammable liquid storage tank system (per location)		\$ 400.00	
Testing of underground flammable liquid storage tank system lines only (per location)		\$ 125.00	
Testing of underground flammable liquid storage tank system equipment (per location)		\$ 125.00	
Removal of underground flammable liquid storage tanks (per tank)		\$ 75.00	
Abandonment of underground/lines (per tank)		\$ 250.00	
Above ground waste oil tank inspection		\$ 75.00	
Above ground protected tank inspection		\$ 125.00	
Mobile fueling inspection		\$ 250.00	

Fire			
Single Family Residential - Fire Services			
Fire Code Plan Review (fire sprinkler)		\$ 175.00	
Fire Code Inspection (fire sprinkler)		\$ 400.00	
Explosive Material			
2015 International Fire Code Sec 5601.2 related to explosive material		\$ 125.00	
Conduct authorized burning operations		\$ 1,000.00	
Fireworks displays direction		\$ 200.00	
Pyrotechnic special or theatrical effects (per event)		\$ 75.00	
Pyrotechnic special or theatrical effects - annual		\$ 700.00	
Flame effects (only required if not used in conjunction with either fireworks display or pyrotechnic) per event		\$ 75.00	
Flame effects (only required if not used in conjunction with either fireworks display or pyrotechnic) annual		\$ 700.00	
Fire Alarm System Code			
Commercial/Multi-Family (construction plan review)	Valuation	Fee	
	Less than \$6,250.00	\$200.00	
	\$6,251.00 to \$250,999.00	\$300.00	
	\$251,000.00 to \$500,999.00	\$425.00	
	\$501,000.00 to \$1,000,999.00	\$550.00	
	\$1,001,000.00 to \$3,000,999.00	\$800.00	
	\$3,001,000.00 to \$6,000,999.00	\$1,200.00	
	\$6,001,000.00 and up	\$1,200.00 plus \$0.38 for each additional \$1,000.00	
Commercial/Multi-Family (inspection)	Valuation	Fee	
	Less than \$6,250.00	\$300.00	
	\$6,251.00 to \$250,999.00	\$425.00	
	\$251,000.00 to \$500,999.00	\$525.00	
	\$501,000.00 to \$1,000,999.00	\$675.00	
	\$1,001,000.00 to \$3,000,999.00	\$950.00	
	\$3,001,000.00 to \$6,000,999.00	\$1,425.00	
	\$6,001,000.00 and up	\$1,425.00 plus \$0.38 for each additional \$1,000.00	

Fire			
Fire Alarm Sprinkler System			
Commercial/Multi-Family (construction plan review)	Valuation	Fee	
	Less than \$6,250.00	\$200.00	
	\$6,251.00 to \$250,999.00	\$300.00	
	\$251,000.00 to \$500,999.00	\$425.00	
	\$501,000.00 to \$1,000,999.00	\$550.00	
	\$1,001,000.00 to \$3,000,999.00	\$800.00	
	\$3,001,000.00 to \$6,000,999.00	\$1,200.00	
	\$6,001,000.00 and up	\$1,200.00 plus \$0.38 for each additional \$1,000.00	
Commercial/Multi-Family (inspection)	Valuation	Fee	
	Less than \$6,250.00	\$300.00	
	\$6,251.00 to \$250,999.00	\$425.00	
	\$251,000.00 to \$500,999.00	\$525.00	
	\$501,000.00 to \$1,000,999.00	\$675.00	
	\$1,001,000.00 to \$3,000,999.00	\$950.00	
	\$3,001,000.00 to \$6,000,999.00	\$1,425.00	
	\$6,001,000.00 and up	\$1,425.00 plus \$0.38 for each additional \$1,000.00	

Parks & Recreation		
Description	Current	Notes
All Rental Fees and Deposit Due 5 Days prior to Rental		
Fielder Park		
Baseball Field without Lights (Resident) per day	\$ 25.00	
Baseball Field with Lights (Resident) per day	\$ 50.00	
Baseball Field without Lights (Non-Resident) per day	\$ 50.00	
Baseball Field with Lights (Non-Resident) per day	\$ 75.00	
Association/Organization Baseball Fields (per person per season)		
Youth - Resident	\$ 5.00	
Youth - Non-Resident	\$ 10.00	
Adult - Resident	\$ 10.00	
Adult - Non-Resident	\$ 15.00	
Baseball Field Clean up Fee (Charged only if area around bleachers & dugouts not cleaned by renter)	\$ 100.00	
Concession Stand Rental for Associations & Organizations (For private sales in Park) per day	\$ 60.00	
Concession Stand Key Deposit (Refundable)	\$ 65.00	
Concession Stand Cleanup Fee (Only charged if Concession Stand Not cleaned by Renter)	\$ 150.00	
Key Deposit (Restroom & Lights)	\$ 50.00	
Large Pavilion/Downtown Gazebo		
Basic Usage Fee/First 2hrs of event (minimum)	\$ 25.00	
Additional Hours (per hour)	\$ 10.00	
Gazebo & Pavilion Cleanup Fee (Charged only if area around Pavilion not cleaned by renter)	\$ 150.00	
Civic Center Rental Fees		
Level A: Rental of Lobby	Resident/Non-Resident	
Cleaning Fee	\$ 25.00	
Rental fee for first 2hrs	\$75/\$100	
Additional per hour (after first 2hrs)	\$ 25.00	
Level B: Rental of Lobby & Main Hall		
Cleaning Fee	\$ 50.00	
Rental fee for first 2hrs	\$100/\$125	
Additional per hour (after first 2hrs)	\$ 25.00	
Level C: Rental of Lobby, Main Hall, & Kitchen		
Cleaning Fee	\$ 75.00	
Rental fee for first 2hrs	\$125/\$150	
Additional per hour (after first 2hrs)	\$ 25.00	
Level D: Video & Sound System Rental w/Level A - C		
Rental of Equipment (first 2hrs)	\$100/\$125	
Additional per hour (after first 2hrs)	\$ 25.00	
Rate of Equipment Operator (City Employee) per hour	\$ 50.00	
Reservation fee (due at booking) nonrefundable	\$ 20.00	
Deposit (Refundable)	\$ 300.00	
Lost Key(s) Fee (if key(s) are not returned)	\$ 50.00	
Damage Fee (if facility is damage in any way)	Actual Cost + \$50.00	
Cancellation Fee	\$ 100.00	

Alcohol_Food_General		
Description	Current	Notes
Alcohol		
Mixed Beverage Permit (Bar)	1/2 of TABC application fee	
Mixed Beverage w/Food Permit (Bar, Restaurant, etc)	1/2 of TABC application fee	
Package Store Permit (Liquor)	1/2 of TABC application fee	
Wine & Beer Off Premise	1/2 of TABC application fee	
Food Establishments		
Food Permit	\$ 50.00	
Food Permit Renewal	\$ 25.00	
Mobile Food Vendor Permit	\$ 50.00	
Health Inspection	\$ 150.00	
Health Reinspection	\$130.00	
Temporary Event Permit	\$75.00	
New Construction Health Consultation Plan Reviews, Certificate of Occupancy, Venus Consultation	\$225.00	May be higher depending on plan complexity.
Complaint Investigation	\$180.00	
Grease,Grit,Sand Trap		
Grease,Grit,Sand Trap	\$ 100.00	
Demolition		
Residential	\$ 25.00	
Commercial (require asbestos report)	\$ 100.00	
Garage Sale		
Garage Sale Permit (2 per year/3mth apart)	\$ 10.00	
Peddler, Solicitors, Itinerant Vendor		
Peddler, Solicitors, Itinerant Vendor Permit (business + one agent)	\$ 75.00	
Additional individual agent	\$ 25.00	
Residential Rental Property		
Property Registration	\$ 25.00	
Registration Renewal	\$ 10.00	
Certificate of Occupancy		
New Building	\$ 25.00	
Existing Building	\$ 50.00	
Clean & Show (for owner to get power turned on prior to tenant occupancy)	\$ 35.00	
Certificate replacement	\$ 5.00	
Certificate of Occupancy Health (Change of Use)	\$225.00	

Alcohol_Food_General		
	Description	Current
	Notes	
	Contractor Registration	
	Master Plumber	
	Master Electrician	
	Licensed Irrigator	\$ 100.00
	Mechanical	\$ -
	General Contractor	\$ 100.00
	Backflow Inspector	\$ 60.00
	Trade Permits	
	Electrical	\$ 100.00
	Meter change	\$ 25.00
	Temporary Pole	\$ 25.00
	Mechanical	\$ 100.00
	Residential HVAC	\$ 75.00
	Commercial HVAC	\$ 85.00
	Plumbing	\$ 100.00
	Water Heater / Water Softener	\$ 85.00
	Gas line replacement	Based on Valuation: Minimum \$25.00 & higher
	Sewer line replacement	Based on Valuation: Minimum \$25.00 & higher
	Water line replacement	Based on Valuation: Minimum \$25.00 & higher
	Irrigation System	\$ 85.00
	Backflow inspection	\$ 75.00

Alcohol_Food_General			
	Description	Current	Notes
	Fence		
	Residential	\$ 50.00	
	Commercial	\$ 100.00	
	Pool		
	Residential: In-ground	\$ 50.00	
	Commercial	\$ 100.00	
	Commercial Pool Inspections	\$ 225.00	
	Commercial Pool Health Insp.	\$165.00	
	Roofing		
	Residential		
	Roof shingle replacement	\$ 25.00	
	Roof decking/shingle replacement	\$ 125.00	
	Commercial		
	Roof shingle replacement	\$ 100.00	
	Roof decking/shingle replacement	\$ 300.00	

Alcohol_Food_General		
	Description	Current
	Notes	
	Signs	
	Pole signs	\$ 150.00
	Monument Sign	\$ 150.00
	Wall signs, marquee, projecting or roof sign	\$ 75.00
	Portable Sign	\$ 25.00
	Builder directional sign (annually)	\$ 30.00
	Lighted sign, electrical fee	\$ 150.00
	Awning/Canopy sign	\$ 75.00
	Reface	\$ 75.00
	Development/project sign (annually)	\$ 150.00
	Banners, flags, and pennants	\$ 25.00
	Temporary (45 days during a single calendar year)	\$ 25.00
	Solar Panels	
	Solar Panel review & inspections	\$ 160.00
	Accessory / Storage Building	
	Under 600 sq ft	\$ 75.00
	Over 600 sq ft	\$ 100 + 75 per inspection, varies per scope.
		Accessory buildings over 600 feet require a full engineered foundation per code.
	Moving of Building(s)	
	Structure moving	\$ 100.00

Open Record Mgmt			
Description		Current	Notes
Standard Paper Copy (*each side that has recorded information is considered a page)		\$0.10 per page*	
Diskette		\$ 1.00	
Rewritable CD (CD-RW)		\$ 1.00	
Non-writable CD (CD-R)		\$ 1.00	
Digital video disc (DVD)		\$ 3.00	
Other electronic media		Actual cost	
Audio Cassette		\$ 2.50	
Oversized paper copy		\$ 0.50	
Specialty paper		Actual cost	
Postage and shipping		Actual cost	
Accident report		\$ 6.00	
Certified accident report		\$ 8.00	
Police Dash cam video		\$10.00 per recording + \$1.00 per full minute	
Police Body Worn camera		\$10.00 per recording + \$1.00 per full minute	
Thumb drives		Actual cost	
Notary Stamp		\$5.00 first stamp, \$1.00 each additional stamp	
Fax		\$2.00 first page, \$1.00 each additional page	
Labor charge for programming		\$28.50 an hour	
Labor charge for 50 pages or more		\$15.00 an hour	
Labor charge for records stored in two or more buildings		\$15.00 an hour	
Overhead charge for programming or 50 pages or more		20% of labor charge	
Miscellaneous supplies(e.g.; labels, boxes)		Actual cost	

Building Permit			
	Description	Fee	Notes
	Permit fee	\$0.56 per sq ft	
	Plan Review		
	Residential - New Construction - Add ons (closed-in area) (per sq ft)		
	0 - 1500 sq ft	\$785.00	
	1501 - 10,000 sq ft	\$785.00 for the first 1,500 sq ft. plus \$0.35 for each additional sq ft to and included 10,000 sq ft	
	Over 10,001 sq ft	\$3,760.00 for the first 10,000 sq ft. plus \$0.15 for each additional sq ft to and included 10,000 sq ft	
	Commercial/Multi-Family		
	Valuation	Fee	
	\$1.00 to \$10,000.00	\$50.00	
	\$10,001.00 to \$25,000.00	\$70.69 for the first \$10,000.00 plus \$5.46 for each additional \$1,000.00	
	\$25,001.00 to \$50,000.00	\$152.59 for the first \$25,000.00 plus \$3.94 for each additional \$1,000.00	
	\$50,001.00 to \$100,000.00	\$251.09 for the first \$50,000.00 plus \$2.73 for each additional \$1,000.00	
	\$100,001.00 to \$500,000.00	\$387.59 for the first \$100,000.00 plus \$2.19 for each additional \$1,000.00	
	\$500,001 to \$1,000,000	\$1,200.00 for the first \$500,000 plus \$1.62 for each additional \$1,000; or fraction thereof, to and including \$1,000,000	
	\$1,000,001 and up	\$2000.00 for the first \$1,000,001 plus \$1.07 for each additional \$1,000; or fraction thereof	

Building Permit		
	Description	Fee
Inspections		
	Description	Fee
	Residential - New Construction	fee calculated with plan review
	Residential - Reinspection Fee	Not in schedule \$55.00 Proposed
	Commercial/Multi-Family	
	Commercial - Reinspection Fee	Not in schedule \$165.00 Proposed
	Multi-family - Reinspection Fee	Not in schedule \$255.00 Proposed
	Valuation	Fee
	\$1.00 to \$10,000.00	\$75.00
	\$10,001.00 to \$25,000.00	\$108.00 for the first \$10,000 plus \$8.00 for each additional \$1,000; or fraction thereof, to and including \$25,000
	\$25,001.00 to \$50,000.00	\$230.00 for the first \$25,000 plus \$5.75 for each additional \$1,000; or fraction thereof, to and including \$50,000
	\$50,001 to \$100,000	\$375.00 for the first \$50,000 plus \$4.00 for each additional \$1,000; or fraction thereof, to and including \$100,000
	\$100,001 to \$500,000	\$560.00 for the first \$100,000 plus \$3.20 for each additional \$1,000; or fraction thereof, to and including \$500,000
	\$500,001 to \$1,000,000	\$1,800.00 for the first \$500,000 plus \$2.75 for each additional \$1,000; or fraction thereof, to and including \$1,000,000
	\$1,000,001 and up	\$3,250.00 for the first \$1,000,001 plus \$1.75 for each additional \$1,000; or fraction thereof
Residential Alterations / Additions		
Carports, decks, patios, pergola,gazebos, garages, retaining walls, window replacement		
	Valuation	Fee
	*Notes, for ease of use for the public we would like to move to a fee simple system for all residential jobs.	
	Additions to an existing building, Vertical Structures, New Structural	68 cents per square foot, min \$230
	Interior Remodel Residential, Infill, Non Structural improvements	24 cents per square foot, min \$115

Building Permit			
	Description	Fee	Notes
	Commercial Alterations / Additions		
	Carports, decks, patios, pergola,gazebos, garages, retaining walls, window replacement		
	Valuation	Fee	
	\$1.00 to \$10,000.00	\$75.00	
	\$10,001.00 to \$25,000.00	\$108.00 for the first \$10,000 plus \$8.00 for each additional \$1,000; or fraction thereof, to and including \$25,000	
	\$25,001.00 to \$50,000.00	\$230.00 for the first \$25,000 plus \$5.75 for each additional \$1,000; or fraction thereof, to and including \$50,000	
	\$50,001 to \$100,000	\$375.00 for the first \$50,000 plus \$4.00 for each additional \$1,000; or fraction thereof, to and including \$100,000	
	\$100,001 to \$500,000	\$560.00 for the first \$100,000 plus \$3.20 for each additional \$1,000; or fraction thereof, to and including	
	\$500,001 to \$1,000,000	\$1,800.00 for the first \$500,000 plus \$2.75 for each additional \$1,000; or fraction thereof, to and including	
	\$1,000,001 and up	\$3,250.00 for the first \$1,000,001 plus \$1.75 for each additional \$1,000; or fraction thereof	

Subdivision & Development	
Description	Fee
Park Fees	
New Single Family Residence	\$ 100.00
Fees in lieu of Park Space	\$40,000 per acre
Outdoor Warning Siren - New Home	
Warning siren fee (if opt out of Subdivision development construction) per lot	\$ 250.00
Subdivision development siren construction (if not within 1 mile distance from operational siren)	Actual cost
Plats	

Includes initial review and one review after re-submittal

Description	Cost 1 to 5 lots	Cost 6 to 20 lots	Cost 21 or more lots
Preliminary and/or Final Plat	\$400.00 (+50 per lot/acre)	\$800.00 (+50 per lot/acre)	\$1,2500.00 (+50 per lot/acre) Max \$6,500
Additional Review - Preliminary and/or Final Plat	\$ 500.00	\$ 500.00	\$ 500.00
Plat Revision			
Preliminary Plat	1/2 of fee schedule in effect	1/2 of fee schedule in effect	1/2 of fee schedule in effect
Filing/Recording Plat			
Johnson County	\$100+Actual Cost		
Ellis County	\$100+Actual Cost		
Replat			
Residential Application Fee	\$ 500.00		
Commercial Application Fee	\$ 1,000.00		
Amending/Minor/Vacating Plat			
Residential			
Application fee	\$ 500.00		
Development Plans			
Site Plan Less than 2.00 Acres	\$ 1,000.00		
Site Plan More than 2.00 Acres	1000.00 + \$50.00/acre (150 acre max)		
Amendments to Approved Site Plan	\$ 200.00		
Floodplain Study Review	Actual cost + 15%		

Subdivision & Development	
Agreements	
Development Agreement	\$1,000.00 + \$10.00/acre
Annexation Agreement	\$1,000.00 + \$10.00/acre
Pre-Annexation Agreement	\$1,000.00 + \$10.00/acre
Agreement Amendment	\$750.00 + \$10.00/acre
Board of Adjustment	\$400.00 + \$10.00/acre
Variance Application	\$100.00 per code section
Change Order	\$100.00
Conditional Use	
With new construction	\$1,000.00
Without new construction	\$500.00
Planned Development	
Site plan less than 2.00 acres	\$1,000.00
Site Plan more than 2.00 Acres	\$1,000.00 + \$50/acre - 150 Acre Max
Amendment to Approved Site Plan	\$200.00
Sit Plan Review	\$600.00
Zoning/Rezoning	\$700.00 + \$10.00/acre
Zone Change - Planned Development	\$700.00 + \$30.00/acre
Request for Information	\$50/hr.
Consultant Plan Review	Escrow \$5,000 - Refundable based on actual cost
Impact Fees	
Water	\$ 3,500.00
Sewer	\$ 3,500.00
PID Fees	
Fee (per lot)	\$ 2,500.00
Professional Service Reimbursement Agreement	
Fee (required at time petition is filed)	\$ 15,000.00
Construction Inspection Fees	
Fee for inspecting utility and street construction	4% of total cost of construction project. Fee must be paid prior to construction commencing.
Engineering Review Fees	
Engineering Review Fees	Fee = \$2500 to cover anticipated engineer review costs shall be made with each clearing
Extraordinary Review/City Engineer	Actual cost + 15%

Public Works		
Description	Current	Notes
Water Meter Connection: Service at property Line		
All meter connections include meter box/vault		
3/4" Meter	\$ 525.00	
1" Meter	\$ 575.00	
2" Meter	\$ 1,400.00	
Larger than 2" Meter	Cost + 10%	
Water Meter Tap & Pavement Repair: Service from main to property Line		
Based on materials & labor + 100% of pavement repairs charges		
3/4" Tap	\$ 1,000.00	
1" Tap	\$ 1,750.00	
2" Tap	\$ 2,000.00	
Larger than 2" Meter	Cost + 10%	
Wastewater Fees Connection		
Private sewer to city sewer available near property line		
4" Residential	\$ 500.00	
6" Non-Residential	\$ 1,000.00	
8" Non-Residential	\$ 1,200.00	
Wastewater Tap & Pavement Repair		
Up to 15 feet of sewer piping + 100% of pavement repair charges material for service from main to property		
Service Line - 4"	\$ 1,000.00	
Service Line - 6"	\$ 1,250.00	
Based on materials & labor + 100% of pavement repairs charges	\$ 55.00	
On Site Sewer Facility (OSSF)		
OSSF System Plan review & inspection	\$ 600.00	
Repairs to exisiting system	\$ 200.00	
Re-inspections	\$ 200.00	
Pavement Repairs and Road Bores		
Road Bore	Cost + 10%	
Bore Under City R.O.W (per project)	\$ 200.00	
Sidewalk Repair (per sq ft)	\$ 15.00	
Street Repair (per sq ft)	\$ 35.00	

Public Works			
	Description	Current	Notes
	Bulk Water/Fire Hydrant Meter		
	Deposit	\$ 2,000.00	
	Non-Refundable Deposit	\$ 150.00	
	Per 1,000 Gallons of Water	\$ 22.50	
	Weeds, Grass, and Unsanitary Accumulations		
	Tall Grass Mowing Fee	Actual cost	
	Gas Well		
	Gas Well Plan review	Actual cost + \$50 administrative fee	
	Gas Well permit	\$ 5,500.00	
	Gas Well inspection fee - annual		
	Driveway, Curb, Sidewalk, Drive Approach		
	Residential	\$ 75.00	
	Commercial	\$ 100.00	
	Grading, Fill or Excavation		
	50 cubic yards or less	\$ 50.00	

Utility Billing

Description	Current	Notes
Water		
Refundable water deposit for a home owner	\$ 100.00	
Refundable water deposit for a renter	\$ 150.00	
Refundable water deposit for commercial	\$ 200.00	
Returned check fee	\$ 25.00	
Residential - Water (monthly) (2001-5000: \$5.36 / 5001-Above: \$9.36)	\$56.34 minimum	
Small Business - Water (monthly) (2001-Above: \$7.91)	\$75.41 minimum	
Retail Business - Water (monthly) (5001 -15000: \$7.91 / 15001 - Over: \$9.08)	\$378.58 minimum	
Commercial - Water (monthly) (50001 - Above: \$8.77)	\$468.56 minimum	
Multi-Family - Water (monthly) (5001- Over: \$9.08)	\$1373.80 minimum	
Residential - Sewer (monthly) 6,500 - above: \$11.60	\$68.64 minimum	
Small Business - Sewer (monthly) 10,001 - Above: \$11.60	\$105.55 minimum	
Retail Business - Sewer (monthly) 15,001 - Above: \$11.60	\$ 160.86 minimum	
Commercial - Sewer (monthly) 50,001 - Above: \$11.60	\$527.50 minimum	
Multi-Family - Sewer (monthly) 50,001 - Above: \$11.60	\$560.64 minimum	
Monthly charge for Commerical Irrigation	\$ 422.13	
Bulk water base	\$ 25.00	

Utiliy Billing

Water late fee	10% of balance	
Disconnect fee	\$ 25.00	
After hours reconnect fees	\$ 75.00	\$25 Reconnect/\$50 After l
Tamper Fee	\$ 50.00	
Leak Check	\$ 50.00	
Meter Testing	\$ 50.00	
Re-read request	\$ 25.00	
Garabage		
Residential Polycart	\$ 17.79	
Residential Extra Polycart	\$ 10.83	
Commerical Load	\$ 23.09	
Extra Commerical Load	\$ 13.86	
Dumpster 2 yard dumped 1x a week	\$ 66.41	
Dumpster 2 yard dumped 2x a week	\$ 115.35	
Dumpster 2 yard dumped 3x a week	\$ 206.21	
Dumpster 3 yard dumped 1x a week	\$ 83.90	
Dumpster 3 yard dumped 2x a week	\$ 150.29	
Dumpster 3 yard dumped 3x a week	\$ 267.38	
Dumpster 4 yard dumped 1x a week	\$ 101.36	
Dumpster 4 yard dumped 2x a week	\$ 185.22	
Dumpster 4 yard dumped 3x a week	\$ 295.35	
Dumpster 6 yard dumped 1X a week	\$ 136.30	
Dumpster 6 yard dumped 2x a week	\$ 242.91	
Dumpster 6 yard dumped 3x a week	\$ 335.54	
Dumpster 8 yard dumped 1x a week	\$ 171.27	
Dumpster 8 yard dumped 2x a week	\$ 284.86	
Dumpster 8 yard dumped 3x a week	\$ 400.20	

Zoning		
	Description	Current
	Zoning Change	
	Residential - Zoning Change	\$ 500.00
	Commercial - Zoning Change	\$ 1,000.00
	Planned Development - Zoning Change (per development)	\$ 1,050.00



City Council Agenda Item Report

October 10, 2022

Cheryl Estes, CPA, CGFO

Finance Director

972-366-3348 ext 208

cestes@cityofvenus.org

**DISCUSS AND CONSIDER OPENING NEW TEXPOOL INVESTMENT
ACCOUNT FOR 2022 CO BOND PROCEEDS**

1. BACKGROUND/HISTORY:

Per City policy, City Council approves all new bank and investment accounts and all new City accounting funds.

2. FINDINGS / CURRENT ACTIVITY:

The City issued bonds on September 12, 2022 which will be funded on October 11, 2022 in the amount of \$7,900,000 (after payment of closing costs). Bond covenants require that these funds be deposited into a separate account.

3. RECOMMENDATIONS:

Management recommends depositing these bond funds into a new TexPool account called 2022 CO Bond Fund and to set up a new accounting fund in the City's financial accounting software to account for all revenues and expenditures associated with these bond proceeds.

4. ATTACHMENTS:

TexPool Bank Information Sheet



Bank Information Sheet

1 0 1 0 2 0 2 2
Effective Date*

Please complete this form to add new banking instructions, or to change or delete existing banking instructions.

*Required Fields

1. Participant Information

CITY OF VENUS

Participant Name*

700 W US HWY 67

Street Address*

VENUS

City*

T X

State*

7 6 0 8 4

Zip Code*

PO BOX 380

Mailing Address*

VENUS

City*

T X

State*

7 6 0 8 4

Zip Code*

JOHNSON

County*

CESTES@CITYOFVENUS.ORG

Authorized Representative Email*

CHERYL ESTES

Primary Representative*

4 6 9 7 1 6 4 9 7 9

Phone Number*

9 7 2 3 6 6 3 8 2 4

Fax Number*

2. Instructions

7 7 8 4 7

Location Number*

N E W

Account Number

2022 CO BOND FUND

Account Name*

☒ 449 TexPool

☐ 590 TexPool Prime

Please check all that apply:

☒ Add New Account

☐ Add New Banking Instructions

☐ Change Banking Instructions

☐ Delete Banking Instructions

☒ Wire and ACH*

☐ Wire Only

☐ ACH Only*

☒ Primary

☐ Primary

☐ Primary

3. Bank Information

PINNACLE BANK

Bank Name*

220 E US HWY 287, SUITE 100

Bank Address*

MIDLOTHIAN

City*

7 6 0 6 5

Texas Zip Code*

ELLIS

County*

1 1 1 9 0 3 5 1 7

Bank ABA Number*

4 6 9 5

Bank Account Number*

CITY OF VENUS-CONSOLIDATED CASH

Bank Account Name*

ALICIA MCCORMICK 469-672-8092

Bank Contact

Credit Information

Correspondent Bank Information (if applicable)

N/A

Correspondent Bank Name/City

Correspondent Bank ABA Number

N/A

Correspondent Bank Account Name

Correspondent Bank Account Number

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Account Number*

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Location Number*

4. Signatures

CONFIRM THE INSTRUCTIONS FOR WIRE AND ACH TRANSFERS WITH YOUR LOCAL BANK. ACH INSTRUCTIONS MAY VARY FROM YOUR BANK'S WIRING INSTRUCTIONS IF THE LOCAL BANK IS NOT ON-LINE WITH THE FEDERAL RESERVE. IF ACH INSTRUCTIONS DIFFER FROM WIRING INSTRUCTIONS, PLEASE COMPLETE AN ADDITIONAL BANK INFORMATION SHEET.

*If ACH availability is selected, I hereby authorize State Street Bank to directly deposit and withdraw funds by means of ACH electronic transfer to and from the financial institution and the account designated above ("**Designated Account**"). I agree that this authorization may be withdrawn with at least 45-days advance written notice to TexPool Participant Services. I understand that the Trust Company reserves the right to discontinue ACH electronic transfer without advance notice. I also authorize State Street Bank to deduct from the Designated Account or from subsequent deposits made to the Designated Account all amounts deposited in error. Likewise, I authorize State Street Bank to credit all amounts withdrawn in error to Designated Account.

Note: This authorization must be executed by a current Authorized Representative of the Participant as set forth in the duly enacted Resolution of the Participant, which is on file with TexPool.

By signing below, I authorize TexPool and its transfer agent to act on any instructions believed to be genuine for any service authorized on this form. Provided reasonable processes are used to confirm the instructions are genuine, I agree that Federated Hermes, Inc., the Texas Treasury Safekeeping Trust Company, TexPool, its transfer agent, and their respective officers, directors, affiliates, representatives, employees and agents (each an "Indemnified Party") will not be liable for any losses, claims, expenses and liabilities (collectively, the "Losses") that result from accepting such instructions, and I agree to indemnify and hold harmless each Indemnified Party from and against any and all Losses arising from or resulting from such reliance on, or acceptance of, such instructions.

As a current Authorized Representative, I certify that the above information is both true and correct.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Signature of First Authorized Representative*

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Date*

JAMES BURGESS

8	1	7	6	4	8	0	4	4	4
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Printed Name*

Telephone Number*

CITY MAYOR

MAYORBURGESS@CITYOFVENUS.ORG

Title*

Email*

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Signature of Second Authorized Representative*

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Date*

CHERYL ESTES, CPA

4	6	9	7	1	6	4	9	7	9
---	---	---	---	---	---	---	---	---	---

Printed Name*

Telephone Number*

FINANCE DIRECTOR

CESTES@CITYOFVENUS.ORG

Title*

Email*

5. Delivery Instructions

Please return this document to TexPool Participant Services:

Email: texpool@dstsystems.com

Fax: 866-839-3291

TEX-BANK

2 OF 2