

ALEJANDRO GALAVIZ

Mayor

TERESA HOFFMAN

Council Member, Place 1

TONY BOVINICH

Council Member, Place 2



JESSICA KUYKENDALL

Council Member, Place 3

GERONIMO HERNANDEZ

Council Member, Place 4

DREW WILSON

Mayor Pro-Tem/

Council member, Place 5

VENUS REGULAR COUNCIL MEETING

Venus Civic Center

210 S. Walnut Street

Venus, Texas 76084

Monday, October 9, 2023 at 6:30 pm.

Amended

Page

1. Call to Order, Roll Call, Invocation, Pledge of Allegiance, Pledge to Texas Flag:

2. Announcements from Mayor:

Cell phones are to be 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 4 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. Staff reports: City Administrator, Police Department, Fire Department, Finance, Court, Permits, Public Works and Development Services.

5 - 32

[VPD September 2023.pdf](#) [September 2023- Court.pdf](#) [23.10](#)

- 4.2. Approval of meeting minutes for City Council regular meeting on September 11, 2023. 33 - 43

[City Council - Sep 11 2023 - Agenda - Html](#) 

- 4.3. Approval of meeting minutes for City Council special called meeting on September 18, 2023. 44 - 48

[SPECIAL CALLED: City Council - Sep 18 2023 - Agenda - Html](#) 

- 4.4. Ratifying the payment of bills for the month of September 2023. 49 - 111

[AUGUST 2023 CREDIT CARD CHARGES .pdf](#)  [Sept 23 Disbursement Report.pdf](#) 

[SEPT 23 REVENUE & EXPENSE REPORT - 0371.pdf](#) 

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

5. Presentations and Proclamations:

- 5.1. Proclamation for Fentanyl Poisoning Awareness Month. 112
(Mayor)

[Fentanyl Proclamation.pdf](#) 

6. Discussion and Consideration Items:

- 6.1. Discuss and consider nominee(s) to serve on the Board of Directors for the Central Appraisal District of Johnson County. 113 - 116
(Green)

[Agenda Item Cover sheet- Central appraisal district.pdf](#) 

[Central Appraisal district nomination.pdf](#) 

I make a motion to nominate _____ to serve on the Board of Directors for the Central Appraisal District of Johnson County.

- 6.2. Discuss and consider Resolution naming the nominee(s) to serve on the Board of Directors for the Central Appraisal District of Johnson County. (Green) 117 - 120

[Agenda Item Cover sheet- Central appraisal district.pdf](#) 

[Central Appraisal district nomination.pdf](#) 

I make a motion to approve/deny Resolution No. 24-2023-10.

- 6.3. Discuss and consider a flood damage prevention Ordinance for properties within city limits of Johnson County and Ellis County. (Ortiz) 121 - 141

[Flood Plain Agenda Item Cover sheet.pdf](#)  [Flood Plain Ordinance City of Venus 2023.pdf](#) 

I make a motion to approve/deny Ordinance No. 788-2023-10.

- 6.4. Discuss and consider selecting a search firm to conduct the search and assist in the hiring process of a city Administrator and consider appointing a committee consisting of two Council Members and the Mayor to serve as the point of contact for the search firm. (Westen) 142 - 251

[Staff Report - City Administrator Search Firm Proposals.pdf](#) 

[2382 - Proposal - City of Venus, TX - City Administrator D1 - Mosaic.pdf](#) 

[City of Venus, TX - City Manager - proposal AFFION.pdf](#) 

[SGR Proposal VenusTX CityAdmin 09.23.pdf](#) 

[Venus Executive Recruitment Contract Oct 2023 - DC Consulting.pdf](#) 

I make a motion to _____.

- 6.5. Discuss and consider releasing the Maintenance Bond regarding Bluestem Hills.(Gazaway)

I make a motion to approve/deny authorizing the Mayor to release the Maintenance Bond regarding Bluestem Hills.

- 6.6. Discuss and consider an Ordinance repealing and replacing in its entirety Chapter 20 "Signs" and enacting a new chapter 20 'Signs'. 252 - 278

[Sign Ordinance Agenda Item Cover sheet.pdf](#)  [Ordinance Sign City Council No.789-2023-10.pdf](#) 

I make a motion to approve/deny Ordinance No. 789-2023-10.

7. Executive Session:

**IN ACCORDANCE WITH TEXAS GOVERNMENT CODE, SECTION 551.001, ET SEQ.
THE CITY COUNCIL WILL RECESS INTO EXECUTIVE SESSION (CLOSED MEETING)
TO DISCUSS THE FOLLOWING: Section 551.071-Private Consultation with
Attorney**

1. Discussion regarding the filed petition for release from the Extraterritorial Jurisdiction (ETJ) by Mr. Miskimon for property generally located North of CR 109 and West of CR 213.
2. Discussion regarding the filed petition for release from the Extraterritorial Jurisdiction (ETJ) by Mr. and Mrs. Farrell for property generally located at 1308 Ozro Rd., Venus TX 76084 and a resolution initiating the proceedings for condemnation of said property.

7.1. Recess into Executive Session:

7.2. Reconvene into Open Session:

8. 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 board at 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, October 5, 2023 on or before 5:30 pm..

Callie Green, TRMC

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. This building is wheelchair accessible. Any requests for Interpretive Services must be made 48 hours in advance of the scheduled meeting. To make arrangements please call 972-366-3348.

Removed:_____

Time:_____

Venus Police Department

September 2023 Council Report



Monthly Stats

	09-2023	% + or -	08-2023	07-2023	3 MONTH AVERAGE
CAD EVENTS	1688	-13%	1948	2119	1918
REPORTS TAKEN	36	-38%	58	39	44
ARRESTS	16	-24%	21	5	14
ACCIDENTS WORKED	20	186%	7	11	13
TRAFFIC ASSIGNMENTS	79	-26%	107	33	73
TRAFFIC STOPS	279	-25%	371	476	375
CITATIONS ISSUED	57	-49%	112	124	98

Average Dispatch Time All Calls:

Average Response Time All Calls:

ARRESTS

Date	Call Type	Status	Notes
9/1/2023	Traffic Stop	Arrest	Poss CS PG 1
9/2/2023	Traffic Stop	Arrest	DWI
9/4/2023	Pedestrian in Roadway	Arrest	Public Intoxication
9/5/2023	Susp Veh/Traffic Stop	Arrest	x2 for Theft of construction material
9/6/2023	Search Warrant	Arrest	Juv Arrest for Theft of Firearm
9/8/2023	Susp Person	Arrest	Warrant Arrest ECSO Poss MJ<2
9/8/2023	Traffic Stop	Arrest	Warrant Arrest TCSO UUMV
9/10/2023	Crash	Arrest	x2 Driver for DWI / Passenger for PI
9/10/2023	Traffic Stop	Arrest	DWI
9/10/2023	Traffic Stop	Arrest	DWI / Open Container
9/21/2023	Traffic Stop	Arrest	DWI minor
9/24/2023	Disturbance	Arrest	Assault FV
9/24/2023	Traffic Stop	Arrest	DWI
9/27/2023	Meet Complainant	Arrest	Violation of Bond Condition

Notable Responses

Date	Call Type	Status	Notes
9/1/2023	Disturbance	Investigating	Assault FV
9/5/2023	Susp Vehicle	Arrested/Case filed	Traffic Stop - construction lumber theft
9/7/2023	Criminal Mischief	Pending	CM/Graffiti
9/10/2023	Disturbance	Pending	Victim did not want PD involved
9/13/2023	Juv Contact	Investigating	FV - impeding breath juvenile
9/21/2023	Hit and Run	Pending	Unoccupied vehicle
9/24/2023	Disturbance	Arrested/Case filed	FV - impeding breath
9/25/2023	Theft	Cleared	Victim did not want to cooperate
9/25/2023	Criminal Mischief	Investigating	CM and Graffiti
9/27/2023	Disturbance	Pending	Assault FV
9/29/2023	BMV	Investigating	Unlocked vehicle / tools stolen

Venus Night
Out 2023



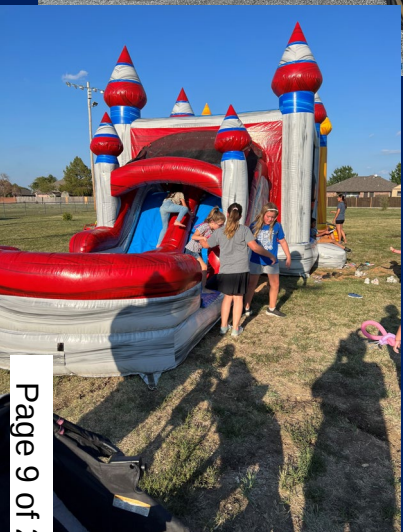
Community Involvement



Sgt. Yates was recognized 9/2 as Officer of the Year by the Johnson County Pioneer and Old Settler's Reunion



Chief Groom reading to the kids on 9/25th



Violations by Filed Date...

POLICE DEPARTMENT	56	
VENUS ISD POLICE DEPT	1	
MUNICIPAL COURT	0	
TRANSFERRED OUT	0	
Total Filed Violations		57

Completed Cases...

Paid Fine...

POLICE DEPARTMENT	42	
VENUS ISD POLICE DEPT	0	
MUNICIPAL COURT	0	
TRANSFERRED OUT	0	
Total Paid Fines		42

Before Judge...

POLICE DEPARTMENT	5	
VENUS ISD POLICE DEPT	0	
MUNICIPAL COURT	1	
TRANSFERRED OUT	0	
Total Before Judge		6
Total Completed		48

Other Completed...

DISMISSED DSC MANDATORY

POLICE DEPARTMENT	3	
VENUS ISD POLICE DEPT	0	
MUNICIPAL COURT	0	
TRANSFERRED OUT	0	
Total		3

DISMISSED AFTER DEFERRED DISP.

POLICE DEPARTMENT	40	
VENUS ISD POLICE DEPT	1	
MUNICIPAL COURT	0	
TRANSFERRED OUT	0	
Total		41

DISMISSED BY JUDGE

POLICE DEPARTMENT	2	
VENUS ISD POLICE DEPT	0	
MUNICIPAL COURT	0	
TRANSFERRED OUT	0	
Total		2

COMPLIANCE DISMISSAL

POLICE DEPARTMENT	4	
VENUS ISD POLICE DEPT	0	
MUNICIPAL COURT	0	
TRANSFERRED OUT	0	
Total		4

DISMISSED BY PROSECUTOR

POLICE DEPARTMENT	1	
VENUS ISD POLICE DEPT	0	
MUNICIPAL COURT	0	
TRANSFERRED OUT	0	
Total		1

MOTION TO DISMISS

POLICE DEPARTMENT	3	
VENUS ISD POLICE DEPT	0	
MUNICIPAL COURT	3	
TRANSFERRED OUT	2	
Total		8

Total Other Completed 59

Grand Total Completed 107

Net Difference Filed/Complete 50-

Warrants...

Issued...

POLICE DEPARTMENT	0	
VENUS ISD POLICE DEPT	0	
MUNICIPAL COURT	0	
TRANSFERRED OUT	0	
Total Violations		0
Total Warrants Issued		0

Cleared...

POLICE DEPARTMENT	5	
VENUS ISD POLICE DEPT	0	
MUNICIPAL COURT	3	
TRANSFERRED OUT	2	
Total Violations		10
Total Warrants Cleared		10

Change in Total Warrants 10-

FINE FINE	\$5,183.70	
CCC20 CCC 2020	\$3,462.00	
AR ARREST FEE	\$280.00	
LMCBSF Local Building Security Fund	\$264.60	
LTPDF Local Truancy Prevention Fund	\$269.10	
LMCTF Local Court Technology Fund	\$216.00	

LMJF Local Municipal Jury Fund	\$5.40
TITLE7 TITLE 7 TRANS CODE FINES	\$586.00
TFC TFC	\$72.00
STF19 STATE TRAFFIC FEE	\$1,123.10
DSC DSC ADMIN FEE	\$30.00
AF2 \$20 Administrative Fee	\$80.00
TPRF Time Payment Reimbursement Fee	\$45.00
COLAGY COLLECTION AGENCY FEE	\$51.27
DEF DEFERRAL FEE	\$69.00
ADMIN SPECIAL EXPENSE FEE	\$74.90
Total Fees/Fines Paid	\$11,812.07



Venus Fire Department

October 2023 Council Report

TOTAL INCIDENT



eso



ANALYTICS

Total Record Volume By Incident Type

Previous Month ▾

Sep 1, 2023 - Sep 30, 2023 ▾

32%

FIRE

Percentage of Total Incidents

68%

EMS

Percentage of Total Incidents

114

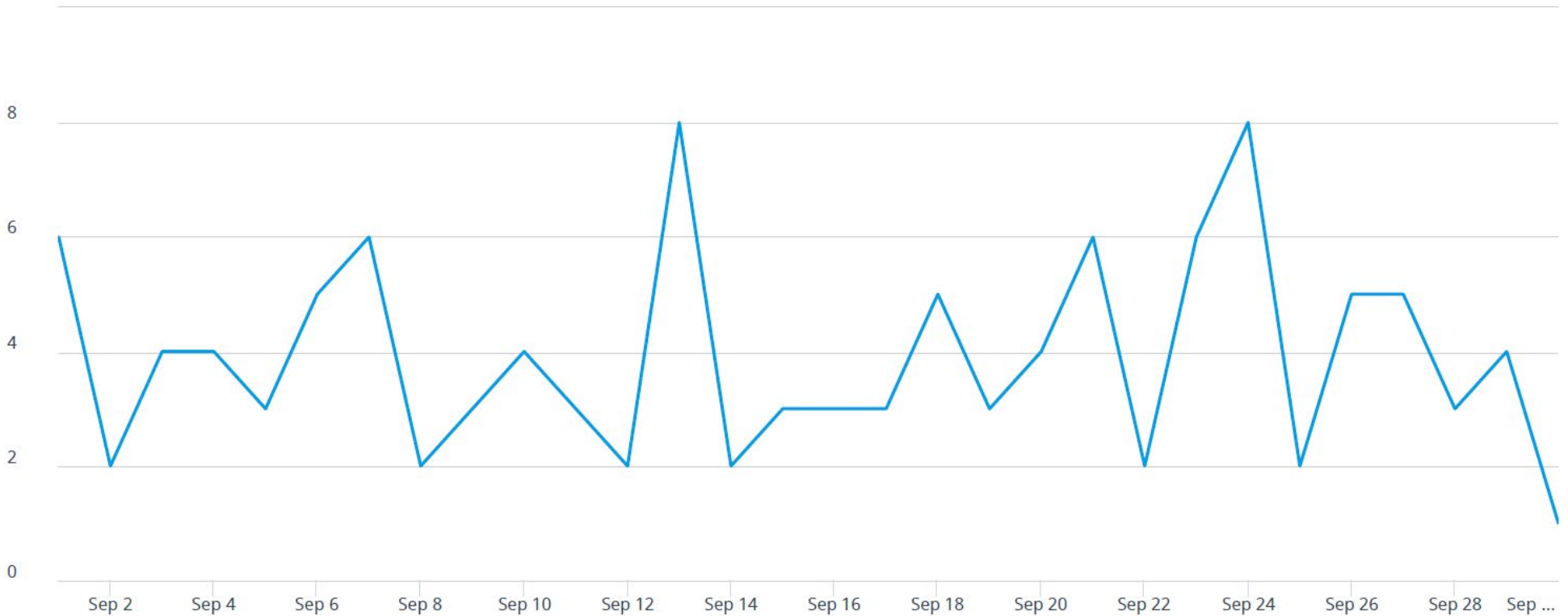
INCIDENTS

In Selected Time Slice

30

DAYS

In Selected Time Slice



INCIDENT TYPES

Week Ending	9/3/2023	9/10/2023	9/17/2023	9/24/2023	10/1/2023	Total
(11) Structure Fire	1	1				2
(14) Natural vegetation fire		2		2		4
(15) Outside rubbish fire	1		3	1	1	6
(31) Medical assist	4	12	7	11	9	43
(32) Emergency medical service (EMS) incident	3	8	5	13	5	34
(41) Combustible/flammable spills & leaks			1			1
(42) Chemical release, reaction, or toxic condition					1	1
(53) Smoke, odor problem			1			1
(55) Public service assistance	1	1	1	1		4
(56) Unauthorized burning	1		1		2	4
(61) Dispatched and canceled en route		1	2	4	1	8
(62) Wrong location, no emergency found		1			1	2
(65) Steam, other gas mistaken for smoke				1		1
(73) System or detector malfunction	1	1		1		3
Total	12	27	21	34	20	114

EVENTS

Asst. Chief Ron Hearn was awarded the 2023 First Responder Tribute Award from Johnson County Pioneers and Old Settlers Reunion.

2023 Venus Night Out.

Held CPR certification class. Scheduling classes for the City employees and the public.

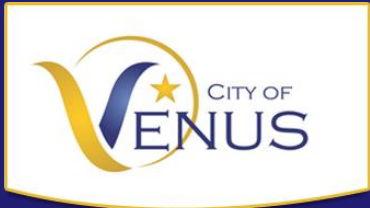
Training for My Gov permitting software.

Implementing new training software for Fire Department.

Fine tuning new record management system for Fire Department.

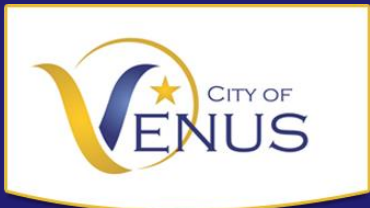
Working to complete implementation of ReGroup mass notification system.

Monthly Council Report September



Operations

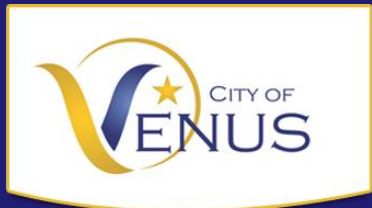
- TCEQ required sampling and rounds..... **(PW department)**
- Hydrant flushing to maintain water quality**(PW department)**
- Special operations completed to recover the water system from the Cla Valve.....**(PW department)**
- Mow City easements and ROW along county roads and 10-acre property by School Admin building.....**(PW & Parks department)**
- Emergency Prison pump replacement Completed..... **(PW department)**
- Utility line locates to assist with contractors and developers..... **(PW department)**
- Rounds of disconnects and reconnects were completed..... **(PW department)**
- Complete inspections at Heritage Hills Phase II, Heritage Trails Apt. Complex, Horizons, Brahman Ranch.....
(PW department)
- Mowing at Parks, Civic Center, Venus signs, old PW shop and city square **(Parks department)**



Projects & Engineering

Downtown Drainage

Meadow Ridge Drainage was jetted out as promised. We will continue to do so on a quarterly basis until the city can secure the land for a detention pond.



Projects & Engineering

City of Midlothian Take Point Upgrade

- BHC continues work on design and engineering for take point upgrade.
- Completion of the design is waiting on location elements that we have not secured yet due to ongoing nondisclosed developer negotiations.

SCADA

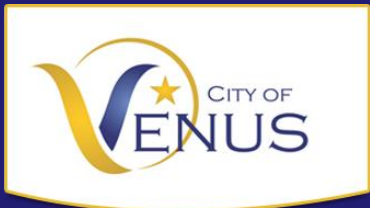
- Electrical 90% parts installed
- Awaiting for electrical upgrades to be completed
- Completion will happen once new prison pumps are installed

Water Tower

- City Staff is currently in progress with BHC engineering to survey the plot on newly purchased land

Parks updates/upgrades

- Parks has worked to install additional park equipment for Fielder Park and Shanna Park.
- Additional quantities of Rubber mulch was received and installed.
- Fence is being rebid



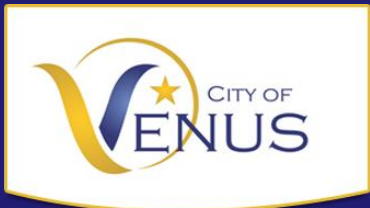
Projects & Engineering

Pump Station

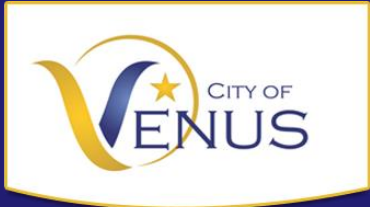
- Waiting on exact placement – Unknown now due to moving parts. Sizing and cost dependent upon development

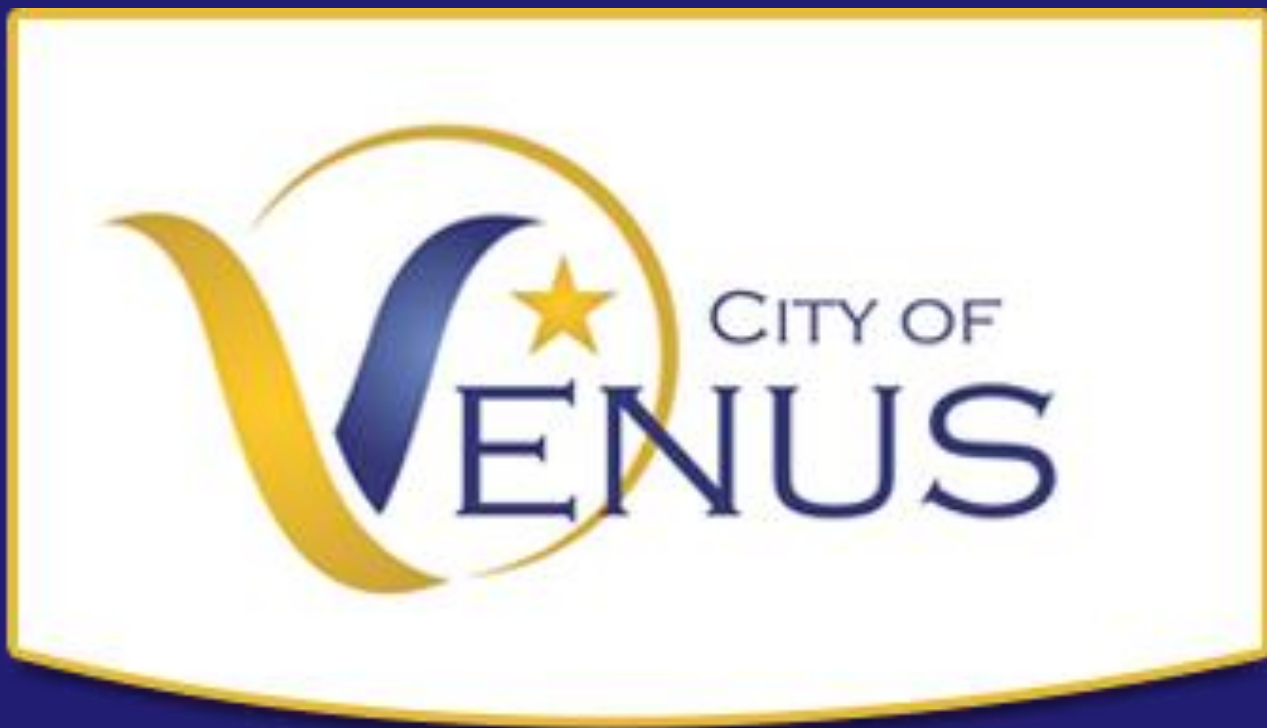
Venus Parkway

- City also working with developers to align city plans and development desires

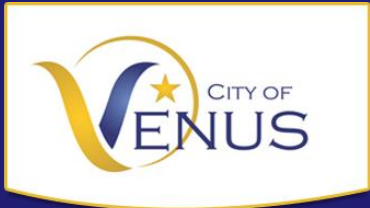


QUESTIONS???





Development Report September



Development Report

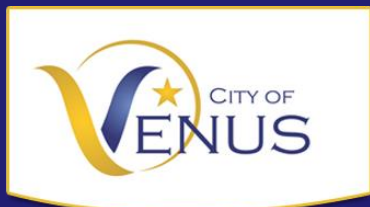
Brahman Ranch

- Assisting developer with completing and obtaining all requirements for start of civil construction of phase 1b
- Developers engineer is submitting the LOMR for phases 1B & 2
- This does not stop progress on infrastructure installation, only home building in certain areas of the development



Ridgeview

- Final plat approved
- Waiting on releasing permits until park plans are submitted and approved
- Lillian homes has started working with the building department on the permitting process.



Development Report

Buffalo Hills

- MUD agreement has been approved and awaiting prelim plat for approval.

Horizons

- Contractor has completed streets and is setting the onsite lift station. Offsite lift station is expected to be installed this month.



Development Report

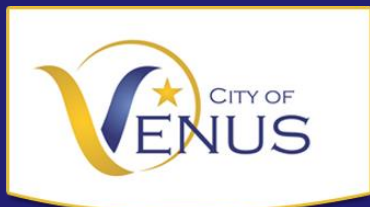
Heritage Hills II

- Final plat Approved
- The park amenities have been added
- Building in Progress



Heritage Hills Multi-Family AKA Heritage Trails

- Grade work has been done
- Concrete is continuing to be poured
- All Fire Lanes are complete



Development Report

Patriot Estates – Phase 8

- Homebuilding continues
- Internal inspections of sidewalk and driveway grading being inspected by public works.

Patriot Estates – Phase 9

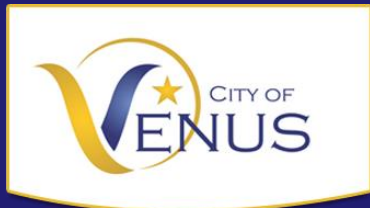
- Final plat approved

Stallion Ranch

- Project is currently in infrastructure negotiations

Starlight - Bloomfield

- Has been working on TXDOT permit for installation of waterlines



Development Report

CHOPSTICKS

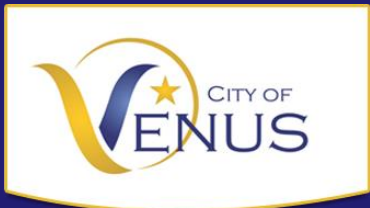
- Opening soon

Live Wire BBQ

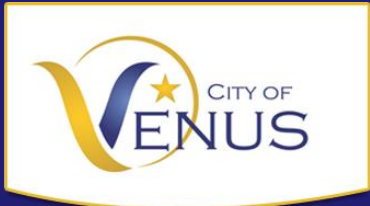
- Is working with Oscar and Permits Dept. to get all requirements satisfied for opening.

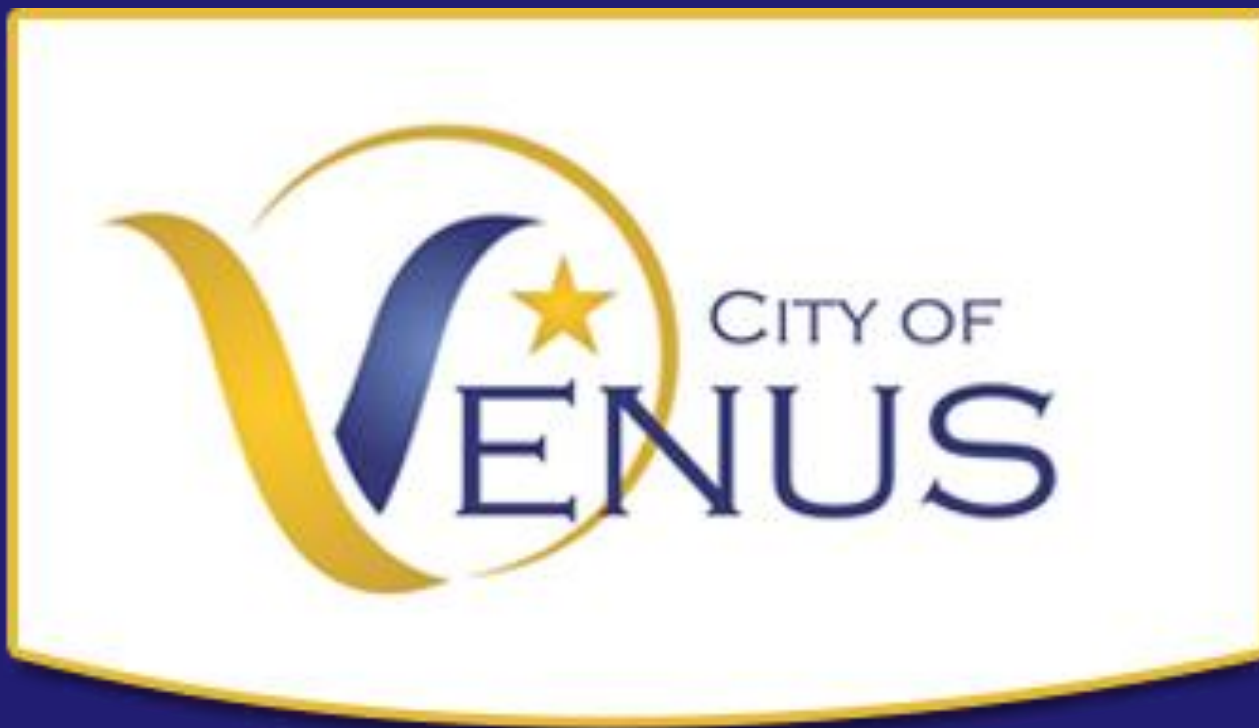
Flying Squirrel Coffee

- Is working with Development, P&Z, and Permits to get all requirements satisfied for the start of construction.

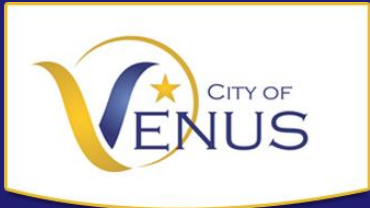


QUESTIONS???





QUESTIONS???





City Council - Minutes

Monday, September 11, 2023 at 7:00 PM

Venus Civic Center

1. Call to Order, Roll Call, Invocation, Pledge of Allegiance, Pledge to Texas Flag:

Mayor, Galaviz called the meeting to order at 7:02 PM, John Mangaline gave the Invocation, and Mayor lead the Pledge of Allegiance and Pledge to Texas Flag.

Councilmembers present: Alejandro Galaviz, Teresa Hoffman, Tony Bovinich, Jessica Kuykendall, Geronimo Hernandez, and Drew Wilson.

Staff present: Oscar Ortiz, Stacey Wyman, Callie Green, Melissa Westen, Chief Allen, Chief Groom, Brandon Gazaway, and City Attorney.

2. SEPTEMBER 11, 2001:

- 2.1 Moment of silence for recognition to those lost on September 11, 2001.

3. Announcements from Mayor:

Cell phones are to be 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.

4. Citizen Public Comment Period:

No public comments.

5. 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.

- 5.1 Staff reports: City Administrator, Police Department, Fire Department, Court, Permits, Public Works and Development Services.

[August 2023 VPD Monthly Report.pptx](#) 

[1 - Fire 23.9 Council Report.pdf](#)  [1a - COURT- August 2023.pdf](#)  [3 - September COUNCIL REPORT - PW & Development.pdf](#) 

- 5.2 Approval of meeting minutes for City Council regular meeting on August 14, 2023.

[City Council - Aug 14 2023 - Minutes - Pdf](#) 

[City Council - Aug 14 2023 - Minutes - Pdf](#) 

- 5.3 Ratifying the payment of bills for the month of August 2023.

[33 August 2023 CC Statments.pdf](#)  [33a August 2023 Check Report.pdf](#)  [33b August 2023 Revenue & Expense Report.pdf](#) 

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

Moved by: Drew Wilson

Seconded by: Teresa Hoffman

For: Unanimous. Motion carried 5-0-0.

6. Public Hearing and Consideration Item:

- 6.1 Conduct Public Hearing on the Fiscal Year 2023-2024 Proposed Budget.

Open Public Hearing: At 7:08 PM

No public speakers or comments.

Close Public Hearing: At 7:08 PM

I make a motion to postpone the vote on the budget until Monday, September 18, 2023.

Moved by: Jessica Kuykendall

Seconded by: Tony Bovinich

For: Unanimous. Motion carried 5-0-0.

- 6.2 Conduct Public Hearing on the Proposed Tax Rate of 0.754842.

Open Public Hearing: At 7:09 PM

No public speakers or comments.

Close Public Hearing: At 7:10 PM

7. Discussion and Consideration Items:

- 7.1 Discuss and consider Preliminary Plat, which consists of 7 lots in Block A, Venus Village, being 12.655 acres out of the Radford Berry Survey Abstract Number 26, Johnson County, generally located north of US Highway 67 and west of north FM 157 in the City of Venus. (Ortiz)

[13- A Venus Village - Preliminary Plat Staff Report C C.pdf](#)

[13- B Vicinity Map.pdf](#) [13- C Zoning Map.pdf](#) [13- D](#)

[Venus Village Preliminary Plat.pdf](#) [13- E Site Plan.pdf](#)

[13- F Landscape Plan.pdf](#) [13- G Site Pictures.pdf](#)

I make a motion to move this item to September 18, 2023.

Moved by: Drew Wilson

Seconded by: Teresa Hoffman

For: Drew Wilson, Teresa Hoffman, Tony Bovinich, and Geronimo Hernandez.

Against: Jessica Kuykendall.

Motion carried 4-1-0.

- 7.2 Discuss and consider a water asset maintenance program for the City of Venus. (Gazaway)

[Viking Venus presentation.pdf](#)

No action taken.

- 7.3 Discuss and consider developing a plan to hire a City Administrator. (Bovinich)

I make a motion to direct Chief of Police and H.R. Director to put a bid proposal together on finding a staffing agency for the replacement for City Administrator and prior to posting that it is reviewed and approved by the Mayor and we have that information back before the October meeting.

Moved by: Tony Bovinich

Seconded by: Teresa Hoffman

For: Unanimous. Motion carried 5-0-0.

- 7.4 Discuss and consider having two (2) scheduled regular meetings a month for the City Council. (Mayor)

I make a motion to approve having two (2) scheduled regular meetings a month. One meeting on second Monday and the second meeting on the fourth Monday of the month.

Moved by: Drew Wilson

Seconded by: Teresa Hoffman

For: Unanimous. Motion carried 5-0-0.

I make a motion to approve starting in October 2023.

Moved by: Jessica Kuykendall

Seconded by: Tony Bovinich

For: Unanimous. Motion carried 5-0-0.

- 7.5 Discuss and consider City Ordinance repealing Ordinance No. 722-2021-04 which established a juvenile curfew for minors under the age of 17 due to a new state law that prohibits cities from enacting or enforcing a Juvenile Curfew. (Groom)

[Staff Report - Juvenile Curfew.pdf](#) 

[Current Curfew Ordinance.pdf](#) 

[NEW Venus Repeal of Curfew Ordinance.docx](#) 

[HB 1819 State Law Removing Cities Ability to have Juvenile Curfews.pdf](#) 

I make a motion to approve Ordinance No. 783-2023-09.

Moved by: Drew Wilson

Seconded by: Tony Bovinich

For: Unanimous. Motion carried 5-0-0.

- 7.6 Discuss and consider entering into a service contract with Johnson County ESD#1 for fire and EMS service for 2023-2024. (Allen)

[ESD CONTRACT Agenda Item Cover sheet.pdf](#)  [ESD CONTRACT FY23-24 City of Venus Contract FINAL.pdf](#) 

I make a motion to approve entering into a service contract with Johnson County ESD #1 for fire and EMS services and authorizing the Mayor to execute the contract.

Moved by: Drew Wilson

Seconded by: Jessica Kuykendall

For: Unanimous. Motion carried 5-0-0.

- 7.7 Discuss and consider a Resolution designating the official newspaper for the City of Venus. (Green)

[Agenda Item Cover sheet- newspaper 1.pdf](#) 
[19-2023-09 Resolution official newspaper.pdf](#) 

I make a motion to approve Resolution No. 19-2023-09 designating the Cleburne Times-Review as the official newspaper for the City of Venus.

Moved by: Jessica Kuykendall

Seconded by: Drew Wilson

For: Unanimous. Motion carried 5-0-0.

- 7.8 Discuss and consider the purchase of an asphalt roller. (Gazaway)

[Roller Quote - City of Venus CB2.9.pdf](#)  [Roller Quote-CW6791 City of Venus SD45BD.pdf](#) 

I make a motion to approve the purchase of an asphalt roller in an amount not to exceed \$65,000.00.

Moved by: Jessica Kuykendall

Seconded by: Tony Bovinich

For: Unanimous. Motion carried 5-0-0.

- 7.9 Discuss and consider appointing a qualified individual for the expired term on the Planning and Zoning Commission Place 3.

I make a motion to appoint Tanitia Marvels to Place 3 on the Planning and Zoning Commission pending a background check.

Moved by: Jessica Kuykendall

Seconded by: Tony Bovinich

For: Teresa Hoffman, Tony Bovinich, Jessica Kuykendall, and Drew Wilson.

Abstain: Geronimo Hernandez.

Motion carried 4-0-1.

- 7.10 Discuss and consider appointing a qualified individual for the expired term on the Planning and Zoning Commission Place 5.

I make a motion to appoint Thomas Bosquez to Place 5 on the Planning and Zoning Commission pending a background check.

Moved by: Drew Wilson

Seconded by: Teresa Hoffman

For: Teresa Hoffman, Tony Bovinich, Jessica Kuykendall, and Drew Wilson.

Abstain: Geronimo Hernandez.

Motion carried 4-0-1.

- 7.11 Discuss and consider appointing a qualified individual for the expired term on the Planning and Zoning Commission Place 6.

I make a motion to appoint Stacey Robar to Place 6 on the Planning and Zoning Commission pending a background check.

Moved by: Jessica Kuykendall

Seconded by: Drew Wilson

For: Unanimous. Motion carried 5-0-0.

- 7.12 Discuss and consider appointing a qualified individual for the expired term on the Venus Community Service Development Corporation.

I make a motion to appoint Joe Russell to the Venus Community Service Development Corporation pending background check.

Moved by: Teresa Hoffman

Seconded by: Drew Wilson

For: Teresa Hoffman, Tony Bovinich, Geronimo Hernandez, and Drew Wilson.

Against: Jessica Kuykendall.

Motion carried 4-1-0.

- 7.13 Discuss and consider appointing a qualified individual for the expired term on the Venus Community Service Development Corporation.

I make a motion to appoint Casey Tucker to the Venus Community Service Development Corporation pending background check.

Moved by: Tony Bovinich

Seconded by: Jessica Kuykendall

For: Unanimous. Motion carried 5-0-0.

- 7.14 Discuss and consider appointing a qualified individual for the expired term on the Venus Community Service Development Corporation.

I make a motion to appoint Patricia Johnson to the Venus Community Service Development Corporation pending background check.

Moved by: Jessica Kuykendall

Seconded by: Drew Wilson

For: Teresa Hoffman, Tony Bovinich, Jessica Kuykendall, and Drew Wilson.

Abstain: Geronimo Hernandez.

Motion carried 4-0-1.

- 7.15 Discuss and consider a Resolution regarding a negotiated settlement between Atmos Cities Steering Committee and

Atmos Energy Corp. regarding the company's 2023 rate review mechanism filing. (Gazaway)

[11 - 20-2023-09-atmos settlement Resolution.pdf](#)  [11a- Atmos Mid-Tex 2023 RRM Model Staff Report.pdf](#)  [11b CY22 MTX RRM - Average Bill.pdf](#)  [11c.pdf](#)  [11d.pdf](#) 

I make a motion to approve Resolution No. 20-2023-09.

Moved by: Jessica Kuykendall

Seconded by: Tony Bovinich

For: Unanimous. Motion carried 5-0-0.

- 7.16 Discuss and consider Resolution authorizing continues participation with the steering committee of cities served by Oncor; and authorizing the payment of ten cents per capita to the Steering Committee to fund regulatory and legal proceedings and activities related to Oncor Electric Delivery Company, LLC. (Gazaway)

[12 - 21-2023-09- participation with sterring committee-oncor 2023 OCSC Assessment \(002\).pdf](#)  [12a Model Staff Report OCSC 2023 Assessment.pdf](#)  [12b OCSC MASTER LIST - July 2023.pdf](#) 

I make a motion to approve Resolution No. 21-2023-09.

Moved by: Jessica Kuykendall

Seconded by: Drew Wilson

For: Unanimous. Motion carried 5-0-0.

- 7.17 Discuss and consider repealing Ordinance No. 772-2023-01 in its entirety which repealed the place system for city elections. (Mayor)

[784-2023-09- VENUS ordinance recreating place system 9.5.2023.pdf](#) 

Joe Russell spoke regarding the place system and is in favor.

I make a motion to approve Ordinance No. 784-2023-09.

Moved by: Teresa Hoffman

Seconded by: Jessica Kuykendall

For: Teresa Hoffman, Tony Bovinich, Jessica Kuykendall, and Geronimo Hernandez.

Against: Drew Wilson.

Motion carried 4-1-0.

7.18 Mayor recessed into a break at 10:17 PM.

Reconvened back into open session at 10:28 PM

Discuss and consider approach replacement for County Road 109 and FM 157. (Gazaway)

[8 - Road Work CR 109.pdf](#) 

[10 -](#)

[Invoice 1098 from Steadfast General Contracting LLC.pdf](#)



I make a motion to approve/deny the approach replacement for CR109 and FM 157 in an amount not to exceed \$50,000.00.

Moved by: Jessica Kuykendall

Seconded by: Tony Bovinich

For: Teresa Hoffman, Tony Bovinich, and Jessica Kuykendall.

Against: Geronimo Hernandez and Drew Wilson.

Motion carried 3-2-0.

7.19 Discuss and consider pothole repairs on Patriot Parkway in Patriot Estates. (Gazaway)

[10 -](#)

[Invoice 1098 from Steadfast General Contracting LLC.pdf](#)



[9- Road Work Patriots estate.pdf](#) 

I make a motion to approve/deny the pothole repairs on Patriot Parkway in an amount not to exceed \$50,000.00.

Moved by: Tony Bovinich

Seconded by: Drew Wilson

For: Unanimous. Motion carried 5-0-0.

8. Executive Session:

The City Council reserves the right to meet in Executive Session closed to the public at any time in the course of this meeting to discuss matters listed on the agenda, pursuant to authorization by the Texas Open Meetings Act TEXAS GOVERNMENT CODE.

IN ACCORDANCE WITH TEXAS GOVERNMENT CODE, SECTION 551.001, ET SEQ. THE CITY COUNCIL WILL RECESS INTO EXECUTIVE SESSION (CLOSED MEETING) TO DISCUSS THE FOLLOWING: Section's 551.074(a)(1)- personnel matters, 551.071 - Consultation with Attorney & 551.087- Economic Development.

1. Discussion regarding the appointment, employment, evaluation, reassignment, duties, discipline, resignation or dismissal of a city officer or employee, unless such officer or employee request a public hearing, to wit: Public Works Director.
2. Discussion regarding the appointment, employment, evaluation, reassignment, duties, discipline, resignation or dismissal of a city officer or employee, unless such officer or employee request a public hearing, to wit: to discuss the proposed professional services contract received from the Municipal Court Judge for professional services provided to the Venus Municipal Court.
3. Discuss Mountain Peak Interlocal Water Agreement.
4. Discussion about the Development Agreement with Seven S Ranch and Northbrook Advisors, LLC generally located at 501 East HWY 67 in the City of Venus.

8.1 Recess into Executive Session: At 10:44 PM

8.2 Reconvene into Open Session: At 12:19 AM

Any action on above listed Executive Session.

I make a motion to appoint Brandon Gazaway as Public Works Director.

Moved by: Jessica Kuykendall

Seconded by: Drew Wilson

For: Unanimous. Motion carried 5-0-0.

I make a motion to approve the Professional Service Contract received from the Municipal Court Judge.

Moved by: Jessica Kuykendall

Seconded by: Drew Wilson

For: Unanimous. Motion carried 5-0-0.

I make a motion to approve Mountain Peak Water Agreement.

Moved by: Jessica Kuykendall

Seconded by: Drew Wilson

For: Unanimous. Motion carried 5-0-0.

I make a motion to approve the Development Agreement with Seven S Ranch and Northbrook Advisors, LLC generally located at 501 East HWY 67 in the City of Venus.

Moved by: Jessica Kuykendall

Seconded by: Drew Wilson

For: Unanimous. Motion carried 5-0-0.

9. Adjournment:

Mayor, Galaviz adjourned the meeting at 12:21 PM.

Mayor

City Secretary



SPECIAL CALLED: City Council - Minutes

Monday, September 18, 2023 at 7:00 PM

Venus Civic Center

1. Call to Order, Roll Call, Invocation, Pledge of Allegiance, Pledge to Texas Flag:

Mayor Galaviz called the meeting to order at 7:06 PM, Judge Shaw gave the Invocation and Mayor lead the Pledge of Allegiance and Pledge to Texas Flag.

Councilmembers present: Alejandro Galaviz, Teresa Hoffman, Tony Bovinich, Jessica Kuykendall, Geronimo Hernandez, and Drew Wilson.

Staff present: Callie Green, Stacey Wyman, Melissa Westen, Chief Allen, Chief Groom, Brandon Gazaway, Oscar Ortiz, and City Attorney.

2. Announcements from Mayor:

Cell phones are to be 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:

No public comments.

4. Discussion and Consideration Items:

- 4.1. Discuss and consider Preliminary Plat, which consists of 7 lots in Block A, Venus Village, being 12.655 acres out of the Radford Berry Survey Abstract Number 26, Johnson County, generally located north of US Highway 67 and west of north FM 157 in the City of Venus. (Ortiz)

[13- A Venus Village - Preliminary Plat Staff Report C C.pdf](#)

[📎 13- B Vicinity Map.pdf](#) [📎 13- C Zoning Map.pdf](#) [📎 13- D](#)

[Venus Village Preliminary Plat.pdf](#)  [13- E Site Plan.pdf](#) 

[13- F Landscape Plan.pdf](#)  [13- G Site Pictures.pdf](#) 

I make a motion to approve Preliminary Plat, which consists of 7 lots in Block A, Venus Village, being 12.655 acres out of the Radford Berry Survey Abstract Number 26, Johnson County, generally located north of US Highway 67 and west of north FM 157 in the City of Venus.

Moved by: Tony Bovinich

Seconded by: Geronimo Hernandez

For: Unanimous. Motion Carried 5-0-0.

- 4.2. Discuss and consider entering into a contract with 30 Three Sixty Public Finance, INC. for consulting services relating to Public Improvement Districts.(Gazaway)

[City of Venus PID Agreement 09.08.2023.pdf](#) 

I make a motion to approve entering into a contract with 30 Three Sixty Public Finance, INC. for consulting services relating to Public Improvement Districts and authorizing the Mayor to execute contract.

Moved by: Jessica Kuykendall

Seconded by: Drew Wilson

For: Unanimous. Motion Carried 5-0-0.

- 4.3. Discuss and consider Ordinance No. 786-2023-09 adopting the operating Budget for the Fiscal Year beginning October 1, 2023 and ending September 30, 2024; providing budgetary appropriations for the various operating funds of the City; providing for the repeal of all Ordinances in conflict; providing a severability clause; and providing an effective date. (Wyman)

[1- 786-2023-09 Adopt Budget 23-24.pdf](#) 

I make a motion to approve Ordinance No. 786-2023-09 adopting the operating budget for fiscal year beginning October 1, 2023 and ending September 30, 2024.

*****This item requires a roll-vote.*****

Teresa Hoffman: Yes

Tony Bovinich: Yes
Jessica Kuykendall: Yes
Geronimo Hernandez: No
Drew Wilson: Yes

Moved by: Drew Wilson

Seconded by: Tony Bovinich

Motion carried 4-1-0.

- 4.4. Discuss and consider Ordinance No. 787-2023-09 levying an Ad Valorem Tax Rate for Fiscal Year 2023-2024 to provide revenues for current expenses; providing due and delinquent dates, penalties and interest; repealing all Ordinance in conflict; directing the Tax Assessor- Collector to access, account for, and distribute the property taxes as herein levied. (Wyman)

[2- 787-2023-09-ad valorem tax 2023-2024.pdf](#) 

I make a motion to approve Ordinance No. 787-2023-09 that the property tax rate increase by the adoption of the tax rate of 0.754842% which is effectively a 0.6425% increase in the tax rate.

Moved by: Jessica Kuykendall

Seconded by: Drew Wilson

For: Unanimous. Motion Carried 5-0-0.

- 4.5. Discuss and consider a Resolution ratifying the property tax increase reflected in the City's Fiscal Year 2023-2024 operating budget. (Wyman)

[3- 22-2023-09-VENUS resolution ratifying tax rate.pdf](#) 

I make a motion to approve Resolution No. 22-2023-09.

Moved by: Tony Bovinich

Seconded by: Drew Wilson

For: Unanimous. Motion Carried 5-0-0.

- 4.6. Discussion regarding the current water rates. (Mayor)

Mayor announced that this item will be on the October 23, 2023 Council agenda for discussion.

- 4.7. Discuss and consider repealing Resolution No. 03-2023-02 and replacing with Resolution No. 23-2023-09 making the Mayor the authorized official for grant #4758101 which was previously approved in February of 2023 with a different authorized official for rifle resistant vests. (Groom)

[Resolution Rifle Resistant Vests FY 2024 \(1\).docx](#) 

I make a motion to approve Resolution No. 23-2023-09.

Moved by: Drew Wilson

Seconded by: Tony Bovinich

For: Unanimous. Motion Carried 5-0-0.

- 4.8. Discuss and consider a service contract with Ellis County ESD #2 for fire and EMS service for year 2023-2024. (Allen)

[Agenda Item Cover sheet- Flre.pdf](#)  [City of Venus Contract FY 24 - Final.pdf](#) 

I make a motion to approve the service contract with Ellis County ESD #2 for fire and EMS service and authorizing the Mayor to execute contract.

Moved by: Drew Wilson

Seconded by: Tony Bovinich

For: Unanimous. Motion Carried 5-0-0.

- 4.9. Discuss and consider having a mural for the City of Venus painted on the side of the Civic Center. (Kuykendall)
Direction was given to staff and will bring back options to Council at a future date.

5. Executive Session:

IN ACCORDANCE WITH TEXAS GOVERNMENT CODE, SECTION 551.001, ET SEQ. THE CITY COUNCIL WILL RECESS INTO EXECUTIVE SESSION (CLOSED MEETING) TO DISCUSS THE FOLLOWING: Section 551.071- Consultation with Attorney.

1. Discussion regarding the filed petition for release from the Extraterritorial Jurisdiction (ETJ) by Mr. and Mrs. Farrell for property generally located at 1308 Ozro Rd., Venus TX 76084.

5.1. Recess into Executive Session: At 7:58 PM

5.2. Reconvene into Open Session: At 8:59 PM

No action was taken.

6. Adjournment:

Mayor Galaviz adjourned the meeting at 8:59 PM

Mayor

City Secretary

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.

agree with

Date 9/15/25

Date 9/20/23

Date _____

City of Venus

Citi Bank Master Card

Citi Bank Master Card

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

[illegible]

Cardholder Signature _____ Date 09/19/23

Finance Director Signature J. Surman Date 9/20/23

City Administrator's Signature AS Date _____

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

agree with

Date 9-13-23

Date 9/20/23

Date _____

City of Venus
Credit Card Charges -Pay Request

Cardholder Name: Brandon Gazaway (August 2023)

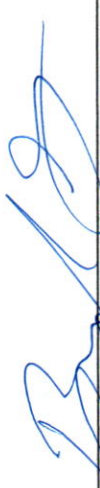
Payee: Citi Bank Master Card-2089

**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.**

		Employee			Sales		
Date	Vendor Name	Description/Purpose of Charge	Initiating Purchase	GL Code #	Charge Amount	Taxes Paid	Total Charge
8/4/2023	Amazon	Commercial grade shredder	BG		(348.98)		(348.98)
8/7/2023	Amazon	Vinager to replace chemicals	BG	30-5-0000-0448	139.99		139.99
8/7/2023	Safelite Autoglass	refund police explorer windshield	BG		(49.99)		(49.99)
8/7/2023	Amazon	dish soap to make eco weed killer	BG	30-5-0000-0448	30.60		30.60
8/7/2023	Amazon	off for the mowing	BG	60-5-0085-0429	69.23		69.23
8/7/2023	Amazon	back to school bash décor	BG	60-5-0045-0495	15.98		15.98
8/7/2023	Amazon	salt for eco weed killer	BG	30-5-0000-0448	27.19		27.19
8/9/2023	Amazon	Movie night set up	BG	60-5-0045-0495	115.72		115.72
	Amazon	dry erase board, tape etc..	BG	60-5-0045-0421	94.15		94.15
8/10/2023	Amazon	Movie night set up	BG	60-5-0045-0495	15.98		15.98
8/10/2023	Amazon	City wide cleaning	BG	10-5-0095-0429	21.11		21.11
8/10/2023	Amazon	Easy off for civic center oven	BG	10-5-0095-0429	45.20		45.20
8/11/2023	Amazon	Fabuloso, silverware	BG	10-5-0080-0429	147.41		147.41
8/11/2023	Amazon	Movie night set up	BG	60-5-0045-0495	140.07		140.07
8/11/2023	Amazon	odorban	BG	30-5-0000-0421	29.86		29.86
8/11/2023	Amazon	air wick for civic center	BG	30-5-0000-0429	58.66		58.66
8/11/2023	Amazon	trash bins for fielder park rr	BG	10-5-0090-0442	59.99		59.99
8/14/2023	Amazon	silverware	BG	60-5-0085-0429	53.68		53.68
8/14/2023	Amazon	garment rack, sunscreen	BG	60-5-0065-0486	83.76		83.76
8/14/2023	Amazon	Movie night set up	BG	60-5-0045-0495	9.98		9.98
8/16/2023	Amazon	salt refund	BG		(27.19)		(27.19)
8/16/2023	Raising Arrows	marketing & promo	BG	30-5-0000-0485	109.74		109.74
8/16/2023	Amazon	eco weed killer	BG	30-5-0000-0448	59.00		59.00
8/21/2023	Amazon	drop box for payments	BG	10-5-0010-0495	127.00		127.00
8/21/2023	Amazon	first aid kit for sewer	BG	60-5-0085-0486	19.14		19.14
8/21/2023	Amazon	no trespassing signs for wwtp	BG	60-5-0085-0481	7.99		7.99
8/21/2023	Amazon	first aid kit for streets	BG	10-5-0080-0429	17.48		17.48
8/22/2023	Amazon	refund odorban			(29.86)		(29.86)
8/22/2023	Amazon	do not enter signs & wrong way	BG	10-5-0080-0433	250.52		250.52
8/23/2023	Vista Print	business cards	BG	60-5-0045-0429	44.00	3.64	47.64
8/23/2023	Vista Print	business cards	BG	30-5-0000-0421	21.99	1.82	23.81
8/23/2023	Brunt Work Boots	Grace work boots	BG	10-5-0095-0420	122.50	10.11	132.61
8/24/2023	Macie Hernandez	CSI inspections	BG	60-5-0065-0486	240.00		240.00
8/24/2023	Northern Tool	street paint sprayer	BG	10-5-0080-0433	302.46	74.75	377.21
	Northern Tool	street paint sprayer	BG	10-5-0080-0434	1,378.79	74.77	1,453.56
	Northern Tool	street paint sprayer	BG	10-5-0080-0429	1,037.15	74.75	1,111.90
							209.87
							71.45
							2,942.67

8/24/2023	United States Flags	flags for the city	BG	10-5-0095-0442	Building R&M	458.75	458.75	458.75
8/25/2023	Vista Print	Brandons business cards	BG	30-5-0000-0421	office supplies	56.28	56.28	56.28
8/25/2023	TCEQ	johnny's license renewal	BG	60-5-0065-0418	dues & memberships	111.00	111.00	111.00
8/25/2023	Amazon	scanner for wwtp	BG	60-5-0045-0433	Small Equipment	399.99	399.99	399.99
8/25/2023	Amazon	Vinegar, breakroom supplies	BG	60-5-0085-0429	Dept Supplies	89.09	89.09	89.09
8/25/2023	Amazon	eco weed killer	BG	10-5-0090-0495	special projects	139.99	139.99	139.99
8/29/2023	Kingdom Graphics	city logo design for reuse	BG	60-5-00045-0486	Misc	80.00	80.00	80.00
8/29/2023	Simple Simons Pizza	Sewer training and lunch	BG	60-5-0085-0416	training	139.42	139.42	139.42
8/30/2023	Amazon	rod & curtain	BG	60-5-0045-0421	office supplies	48.18	48.18	48.18
8/30/2023	Amazon	copy paper	BG	30-5-0000-0421	office supplies	199.99	199.99	199.99
	Amazon	copy paper	BG	10-5-0045-0421	office supplies	263.88	263.88	263.88
Total Monthly Charges						6,426.87	239.84	6,666.71

Total must agree with credit card statement

Cardholder Signature  Date 9/12/23

Finance Director's Signature  Date 9/20/23

City Administrator's Signature _____ Date _____

City of Venus

Payee: Citi Bank Master Card-8282

Citi Bank Master Card-8282

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

**Total must agree
with credit card
statement**

Cardholder Signature [Signature] Date 9/12/23

 Date

City Administrator's Signature _____ Date _____

City of Venus

Cardholder Name: Melissa Trammell

Payee: **Citi Bank Master Card**

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

[illegible]

Total must agree with credit card statement

Cardholder Signature Theresa Hammond Date 09/12/2023

Finance Director's Signature S Nyman Date 9/12/2023

City Administrator Signature _____ Date _____

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT
4 SURE GATES LLC	8/28/23	ALIGN FRONT GATE PW	WATER & SEWER FUND	WATER DEPARTMENT
				TOTAL
AMMO PLUMBING, LLC	9/18/23	DRAIN/SEWER STOPPAGE @ FD	GENERAL FUND	FIRE DEPARTMENT
	9/18/23	WATERLINE REPAIRS	WATER & SEWER FUND	SEWER DEPARTMENT
				TOTAL
ANGELFIRE AMMUNITION	9/11/23	9MM 115 GR FMJ EEMAN CASE	GENERAL FUND	POLICE DEPARTMENT
				TOTAL
AT&T MOBILITY	8/19/23	JULY 20 - AUG 19 CELL PHON	GENERAL FUND	CITY ADMIN OFFICE
	8/19/23	JULY 20 - AUG 19 CELL PHON	GENERAL FUND	CITY ADMIN OFFICE
	8/19/23	JULY 20 - AUG 19 CELL PHON	GENERAL FUND	CITY SECRETARY
	8/19/23	JULY 20 - AUG 19 CELL PHON	GENERAL FUND	PERMITS & INSPECT
	8/19/23	JULY 20 - AUG 19 CELL PHON	GENERAL FUND	HUMAN RESOURCES
	8/19/23	JULY 20 - AUG 19 CELL PHON	GENERAL FUND	PLANNING & DEVELO
	8/19/23	JULY 20 - AUG 19 CELL PHON	GENERAL FUND	POLICE DEPARTMENT
	8/19/23	JULY 20 - AUG 19 CELL PHON	GENERAL FUND	COURT
	8/19/23	JULY 20 - AUG 19 CELL PHON	GENERAL FUND	FIRE DEPARTMENT
	8/19/23	JULY 20 - AUG 19 CELL PHON	GENERAL FUND	STREETS
	8/19/23	JULY 20 - AUG 19 CELL PHON	GENERAL FUND	PARKS & RECREATIO
	8/19/23	JULY 20 - AUG 19 CELL PHON	GENERAL FUND	CITY-WIDE (NON-DE
	8/19/23	JULY 20 - AUG 19 CELL PHON	VCSDC	ECONOMIC DEVELOPM
	8/19/23	JULY 20 - AUG 19 CELL PHON	WATER & SEWER FUND	ADMINISTRATION
	8/19/23	JULY 20 - AUG 19 CELL PHON	WATER & SEWER FUND	WATER DEPARTMENT
	8/19/23	JULY 20 - AUG 19 CELL PHON	WATER & SEWER FUND	SEWER DEPARTMENT
				TOTAL
ATMOS ENERGY CORP.	9/01/23	FD BILLING 8/2/23 - 9/1/23	GENERAL FUND	FIRE DEPARTMENT
	9/02/23	8/2/23 - 9/1/23 BILLING FO	WATER & SEWER FUND	WATER DEPARTMENT
				TOTAL
CARENOW CORPORATE	9/08/23	NEW HIRE SCREEN H.DAVIDSON	GENERAL FUND	HUMAN RESOURCES
				TOTAL
CHILD SUPPORT DISTRIBUTION FUND	8/30/23	CASE #0011334214-11305	GENERAL FUND	NON-DEPARTMENTAL
	9/14/23	CASE #0011334214-11305	GENERAL FUND	NON-DEPARTMENTAL
	9/27/23	CASE #0011334214-11305	GENERAL FUND	NON-DEPARTMENTAL
	8/30/23	001416398532571060821	GENERAL FUND	NON-DEPARTMENTAL
	9/14/23	001416398532571060821	GENERAL FUND	NON-DEPARTMENTAL
	9/27/23	001416398532571060821	GENERAL FUND	NON-DEPARTMENTAL
	9/27/23	001243867195045D	GENERAL FUND	NON-DEPARTMENTAL
	9/14/23	0012621216 2011-FAM-4378-B	WATER & SEWER FUND	NON-DEPARTMENTAL
	9/27/23	0012621216 2011-FAM-4378-B	WATER & SEWER FUND	NON-DEPARTMENTAL
	9/14/23	0011598503 1006247V	WATER & SEWER FUND	NON-DEPARTMENTAL
	9/27/23	0011598503 1006247V	WATER & SEWER FUND	NON-DEPARTMENTAL
	8/30/23	001243867195045D	WATER & SEWER FUND	NON-DEPARTMENTAL
	9/14/23	001243867195045D	WATER & SEWER FUND	NON-DEPARTMENTAL
	9/27/23	001243867195045D	WATER & SEWER FUND	NON-DEPARTMENTAL
				TOTAL
CINTAS	9/05/23	UNIFORMS/MATS	GENERAL FUND	STREETS
	9/11/23	UNIFORMS AND MATS	GENERAL FUND	STREETS
	9/18/23	UNIFORMS AND MATS	GENERAL FUND	STREETS
	9/05/23	UNIFORMS/MATS	GENERAL FUND	PARKS & RECREATIO
	9/11/23	UNIFORMS AND MATS	GENERAL FUND	PARKS & RECREATIO

CITIBANK

Page 61 of 278

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT
COUNTRY CRITTERS FARM	9/12/23	LARGE PETTING ZOO NNO	GENERAL FUND	PARKS & RECREATION
				TOTAL
DATAPROSE, LLC	8/31/23	SEPT NEWS LETTER	GENERAL FUND	CITY ADMIN OFFICE
	8/31/23	AUG 2023 WT BILLS/NEWSLETT	GENERAL FUND	CITY-WIDE (NON-DE
	8/31/23	AUG 2023 WT BILLS/NEWSLETT	WATER & SEWER FUND	ADMINISTRATION
	8/31/23	AUG 2023 WT BILLS/NEWSLETT	WATER & SEWER FUND	ADMINISTRATION
	8/31/23	AUG 2023 WT BILLS/NEWSLETT	WATER & SEWER FUND	ADMINISTRATION
	8/31/23	AUG 2023 WT BILLS/NEWSLETT	WATER & SEWER FUND	ADMINISTRATION
				TOTAL
DELL MARKETING LP	8/23/23	WILSON LAPTOP	GENERAL FUND	CITY ADMIN OFFICE
				TOTAL
DROP SHOT PEST CONTROL	8/18/23	PEST CONTROL EDC BLDG	GENERAL FUND	PLANNING & DEVELO
	8/18/23	PEST CONTROL CITY HALL & P	GENERAL FUND	POLICE DEPARTMENT
	8/18/23	PEST CONTROL FIRE DEPT	GENERAL FUND	FIRE DEPARTMENT
	8/18/23	PEST CONTROL EDC BLDG	GENERAL FUND	STREETS
	8/18/23	PEST CONTROL CITY HALL & P	GENERAL FUND	CITY-WIDE (NON-DE
	8/18/23	PEST CONTROL EDC BLDG	VCSDC	ECONOMIC DEVELOPM
	8/18/23	PEST CONTROL CIVIC CENTER	VCSDC	ECONOMIC DEVELOPM
	8/18/23	PEST CONTROL PW BLDG	WATER & SEWER FUND	ADMINISTRATION
				TOTAL
ENTERPRISE FLEET MANAGEMENT INC	8/03/23	AUG 23 LEASE & MAINT	GENERAL FUND	CITY ADMIN OFFICE
	8/03/23	AUG 23 LEASE & MAINT	GENERAL FUND	CITY ADMIN OFFICE
	9/06/23	FLEET LEASE/MAINT AUG 2023	GENERAL FUND	CITY ADMIN OFFICE
	9/06/23	FLEET LEASE/MAINT AUG 2023	GENERAL FUND	CITY ADMIN OFFICE
	8/03/23	AUG 23 LEASE & MAINT	GENERAL FUND	PERMITS & INSPECT
	8/03/23	AUG 23 LEASE & MAINT	GENERAL FUND	PERMITS & INSPECT
	9/06/23	FLEET LEASE/MAINT AUG 2023	GENERAL FUND	PERMITS & INSPECT
	9/06/23	FLEET LEASE/MAINT AUG 2023	GENERAL FUND	PERMITS & INSPECT
	8/03/23	AUG 23 LEASE & MAINT	GENERAL FUND	POLICE DEPARTMENT
	8/03/23	AUG 23 LEASE & MAINT	GENERAL FUND	POLICE DEPARTMENT
	9/06/23	FLEET LEASE/MAINT AUG 2023	GENERAL FUND	POLICE DEPARTMENT
	9/06/23	FLEET LEASE/MAINT AUG 2023	GENERAL FUND	POLICE DEPARTMENT
	8/03/23	AUG 23 LEASE & MAINT	GENERAL FUND	CODE ENFORCE/ANIM
	9/06/23	FLEET LEASE/MAINT AUG 2023	GENERAL FUND	CODE ENFORCE/ANIM
	8/03/23	AUG 23 LEASE & MAINT	GENERAL FUND	FIRE DEPARTMENT
	8/03/23	AUG 23 LEASE & MAINT	GENERAL FUND	FIRE DEPARTMENT
	9/06/23	FLEET LEASE/MAINT AUG 2023	GENERAL FUND	FIRE DEPARTMENT
	9/06/23	FLEET LEASE/MAINT AUG 2023	GENERAL FUND	FIRE DEPARTMENT
	8/03/23	AUG 23 LEASE & MAINT	VCSDC	ECONOMIC DEVELOPM
	8/03/23	AUG 23 LEASE & MAINT	VCSDC	ECONOMIC DEVELOPM
	9/06/23	FLEET LEASE/MAINT AUG 2023	VCSDC	ECONOMIC DEVELOPM
	9/06/23	FLEET LEASE/MAINT AUG 2023	VCSDC	ECONOMIC DEVELOPM
	8/03/23	AUG 23 LEASE & MAINT	WATER & SEWER FUND	ADMINISTRATION
	8/03/23	AUG 23 LEASE & MAINT	WATER & SEWER FUND	ADMINISTRATION
	9/06/23	FLEET LEASE/MAINT AUG 2023	WATER & SEWER FUND	ADMINISTRATION
	9/06/23	FLEET LEASE/MAINT AUG 2023	WATER & SEWER FUND	ADMINISTRATION
	8/03/23	AUG 23 LEASE & MAINT	WATER & SEWER FUND	WATER DEPARTMENT
	8/03/23	AUG 23 LEASE & MAINT	WATER & SEWER FUND	WATER DEPARTMENT
	9/06/23	FLEET LEASE/MAINT AUG 2023	WATER & SEWER FUND	WATER DEPARTMENT
	9/06/23	FLEET LEASE/MAINT AUG 2023	WATER & SEWER FUND	WATER DEPARTMENT
	8/03/23	AUG 23 LEASE & MAINT	WATER & SEWER FUND	SEWER DEPARTMENT
	8/03/23	AUG 23 LEASE & MAINT	WATER & SEWER FUND	SEWER DEPARTMENT

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT
	9/06/23	FLEET LEASE/MAINT AUG 2023	WATER & SEWER FUND	SEWER DEPARTMENT
	9/06/23	FLEET LEASE/MAINT AUG 2023	WATER & SEWER FUND	SEWER DEPARTMENT
				TOTAL
ENVIRONMENTAL MONITORING LABORATORY, L	8/31/23	WATER SAMPLES	WATER & SEWER FUND	WATER DEPARTMENT
				TOTAL
FRONTIER ACCESS LLC	8/31/23	AUG 2023 TRASH SERVICES	GENERAL FUND	STREETS
	8/31/23	AUG 2023 TRASH SERVICES	GENERAL FUND	PARKS & RECREATION
	8/31/23	AUG 2023 TRASH SERVICES	GENERAL FUND	CITY-WIDE (NON-DEPARTMENTAL)
	8/31/23	AUG 2023 TRASH SERVICES	VCSDC	ECONOMIC DEVELOPMENT
	8/31/23	AUG 2023 TRASH SERVICES	WATER & SEWER FUND	WATER DEPARTMENT
	8/31/23	AUG 2023 TRASH SERVICES	WATER & SEWER FUND	SANITATION
	8/31/23	AUG 2023 TRASH SERVICES	WATER & SEWER FUND	SANITATION
	8/31/23	AUG 2023 TRASH SERVICES	WATER & SEWER FUND	SANITATION
	8/31/23	AUG 2023 TRASH SERVICES	WATER & SEWER FUND	SANITATION
	8/31/23	AUG 2023 TRASH SERVICES	WATER & SEWER FUND	SANITATION
	8/31/23	AUG 2023 TRASH SERVICES	WATER & SEWER FUND	SANITATION
	8/31/23	AUG 2023 TRASH SERVICES	WATER & SEWER FUND	SANITATION
	8/31/23	AUG 2023 TRASH SERVICES	WATER & SEWER FUND	SEWER DEPARTMENT
				TOTAL
FRONTIER COMMUNICATIONS	9/01/23	PD FAX LINE SEPT 23	GENERAL FUND	POLICE DEPARTMENT
				TOTAL
GUADALAJARA TIRES	7/05/23	SEV CALL ON BACKHOE	WATER & SEWER FUND	WATER DEPARTMENT
	7/13/23	PATCH ON BACKHOE	WATER & SEWER FUND	WATER DEPARTMENT
	8/09/23	TIRES UTILITY TRAILER	WATER & SEWER FUND	WATER DEPARTMENT
				TOTAL
HOPPS AUTOMOTIVE AND TOWING	9/11/23	TOWING CHIEFS VEHICLE	GENERAL FUND	NON-DEPARTMENTAL
				TOTAL
IFIT INC.	9/18/23	NORDICTRACK AND 1YR EXT ME	GENERAL FUND	FIRE DEPARTMENT
				TOTAL
IMPACT PROMOTIONAL SERVICES	8/14/23	BASE SHIRT DELUNA	GENERAL FUND	POLICE DEPARTMENT
				TOTAL
IWERK	8/31/23	MANAGED USER SER AUG 2023	GENERAL FUND	CITY-WIDE (NON-DEPARTMENTAL)
				TOTAL
JACOB MARTIN, LLC	8/31/23	WATER RATE STUDY	WATER & SEWER FUND	WATER DEPARTMENT
				TOTAL
JAIME CANTU	9/19/23	PARKING FOR CONFERENCE	GENERAL FUND	PARKS & RECREATION
				TOTAL
JAXSON LOMAX	8/31/23	AUG 23 VOLUNTEER STIPEND	GENERAL FUND	FIRE DEPARTMENT
				TOTAL
JOHNSON COUNTY TREASURER	8/31/23	AUG23 INMATE BILLING	GENERAL FUND	POLICE DEPARTMENT
				TOTAL
LONE STAR NEWS GROUP	8/31/23	777-2023-08 ORDINANCE	GENERAL FUND	CITY SECRETARY
	8/31/23	779-2023-08 ORDINANCE	GENERAL FUND	CITY SECRETARY

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT
	8/31/23	PH NOTICEE BUDGET	GENERAL FUND	FINANCE
	8/30/23	TAX INCREASE PH NOTICE	GENERAL FUND	FINANCE
	8/31/23	XBOA 602 S MAIN ST VARIANC	GENERAL FUND	PLANNING & DEVELO
				TOTAL
LOWER COLORADO RIVER AUTHORITY	8/30/23	WATER SAMPLES	WATER & SEWER FUND	WATER DEPARTMENT
				TOTAL
MAACO MANSFIELD - M2777	8/31/23	STORAGE/ADMIN/TOW CHIEF VE	GENERAL FUND	NON-DEPARTMENTAL
				TOTAL
MCCREARY, VESELKA, BRAGG AND ALLEN P.C	8/31/23	AUG 23 COLLECTION FEES	GENERAL FUND	NON-DEPARTMENTAL
				TOTAL
METRO FIRE APPARATUS SPECIALISTS, INC.	9/11/23	TANKER 72 REPAIRS	GENERAL FUND	FIRE DEPARTMENT
				TOTAL
MICHAEL B. HALLA	9/20/23	LEGAL SERVICES SEPT 2023	GENERAL FUND	CITY ADMIN OFFICE
	9/20/23	LEGAL SERVICES SEPT 2023	GENERAL FUND	PERMITS & INSPECT
	9/20/23	LEGAL SERVICES SEPT 2023	GENERAL FUND	PLANNING & DEVELO
	9/20/23	LEGAL SERVICES SEPT 2023	VCSDC	ECONOMIC DEVELOPM
				TOTAL
MISC VENDOR	9/06/23	Bond Refund:E5041587 -01	GENERAL FUND	NON-DEPARTMENTAL
	9/13/23	01-0480-04	WATER & SEWER FUND	NON-DEPARTMENTAL
	9/13/23	01-1381-00	WATER & SEWER FUND	NON-DEPARTMENTAL
	9/13/23	02-0071-03	WATER & SEWER FUND	NON-DEPARTMENTAL
	9/13/23	02-1240-00	WATER & SEWER FUND	NON-DEPARTMENTAL
	9/13/23	02-1244-00	WATER & SEWER FUND	NON-DEPARTMENTAL
	9/13/23	02-1266-00	WATER & SEWER FUND	NON-DEPARTMENTAL
	9/13/23	02-1268-00	WATER & SEWER FUND	NON-DEPARTMENTAL
	9/13/23	02-1271-00	WATER & SEWER FUND	NON-DEPARTMENTAL
	9/13/23	02-1389-01	WATER & SEWER FUND	NON-DEPARTMENTAL
	9/13/23	02-8127-00	WATER & SEWER FUND	NON-DEPARTMENTAL
	9/13/23	02-8155-00	WATER & SEWER FUND	NON-DEPARTMENTAL
	9/13/23	02-8155-01	WATER & SEWER FUND	NON-DEPARTMENTAL
	9/13/23	02-8161-01	WATER & SEWER FUND	NON-DEPARTMENTAL
	9/13/23	02-8176-01	WATER & SEWER FUND	NON-DEPARTMENTAL
	9/13/23	02-8208-00	WATER & SEWER FUND	NON-DEPARTMENTAL
				TOTAL
MISS AIMEE'S BALLOONS	7/23/23	NNO BALLOON AND FACE PAINT	GENERAL FUND	CITY-WIDE (NON-DE
				TOTAL
MOUNTAIN PEAK SPECIAL UTILITY DISTRICT	8/08/23	7/7 -8/7 WATER	GENERAL FUND	STREETS
	8/08/23	7/7 -8/7 WATER	GENERAL FUND	CITY-WIDE (NON-DE
	8/08/23	7/7 -8/7 WATER	VCSDC	ECONOMIC DEVELOPM
	8/08/23	7/7 -8/7 WATER	VCSDC	ECONOMIC DEVELOPM
	8/08/23	7/7 -8/7 WATER	WATER & SEWER FUND	ADMINISTRATION
				TOTAL
P3WORKS LLC	9/20/23	BLUESTEM MONTHLY COLLECTIO	BLUE STEM PID	ADMINISTRATION
				TOTAL
PATILLO, BROWN & HILL, LLP	8/31/23	FY21 COMPLETION OF AUDIT	WATER & SEWER FUND	ADMINISTRATION
				TOTAL

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT
QUICKWAY SIGNS	9/15/23	STREET SIGNS PATIROT PARKW	GENERAL FUND	STREETS
				TOTAL
RALLY SPORTSWEAR LLC	8/16/23	SHIRTS FOR NNO	GENERAL FUND	PARKS & RECREATION
				TOTAL
IRON HEARN	8/31/23	AUG 23 VOLUNTEER STIPEND	GENERAL FUND	FIRE DEPARTMENT
				TOTAL
SDU-CHILD SUPPORT ENFORCEMENT	9/14/23	CASE#617500868 MEIDL	GENERAL FUND	NON-DEPARTMENTAL
	9/27/23	CASE#617500868 MEIDL	GENERAL FUND	NON-DEPARTMENTAL
	9/14/23	CASE#616868926	GENERAL FUND	NON-DEPARTMENTAL
	9/27/23	CASE#616868926	GENERAL FUND	NON-DEPARTMENTAL
				TOTAL
SOUTHERN STAR TRACTOR AND TURF LLC	4/10/23	CABLE ASSY PIGTALE	GENERAL FUND	PARKS & RECREATION
	5/24/23	REPAIRS ON GRASSHOPPER 225	GENERAL FUND	PARKS & RECREATION
				TOTAL
STATE COMPTROLLER	8/31/23	AUG 23 WATER SALE USE TAX	WATER & SEWER FUND	NON-DEPARTMENTAL
	8/31/23	AUG 23 WATER SALE USE TAX	WATER & SEWER FUND	NON-DEPARTMENTAL
				TOTAL
TEXAS MUNICIPAL HUMAN RESOURCE ASSOCIA	8/31/23	MEM DUES M.WESTEN	GENERAL FUND	HUMAN RESOURCES
				TOTAL
TEXAS MUNICIPAL RETIREMENT SYSTEM	8/02/23	TMRS RETIREMENT	GENERAL FUND	NON-DEPARTMENTAL
	8/18/23	TMRS RETIREMENT	GENERAL FUND	NON-DEPARTMENTAL
	8/02/23	TMRS RETIREMENT	GENERAL FUND	CITY SECRETARY
	8/18/23	TMRS RETIREMENT	GENERAL FUND	CITY SECRETARY
	8/02/23	TMRS RETIREMENT	GENERAL FUND	PERMITS & INSPECTION
	8/18/23	TMRS RETIREMENT	GENERAL FUND	PERMITS & INSPECTION
	8/02/23	TMRS RETIREMENT	GENERAL FUND	FINANCE
	8/02/23	TMRS RETIREMENT	GENERAL FUND	HUMAN RESOURCES
	8/18/23	TMRS RETIREMENT	GENERAL FUND	HUMAN RESOURCES
	8/02/23	TMRS RETIREMENT	GENERAL FUND	ECONOMIC DEVELOPMENT
	8/18/23	TMRS RETIREMENT	GENERAL FUND	ECONOMIC DEVELOPMENT
	8/02/23	TMRS RETIREMENT	GENERAL FUND	PLANNING & DEVELOPMENT
	8/18/23	TMRS RETIREMENT	GENERAL FUND	PLANNING & DEVELOPMENT
	8/02/23	TMRS RETIREMENT	GENERAL FUND	POLICE DEPARTMENT
	8/18/23	TMRS RETIREMENT	GENERAL FUND	POLICE DEPARTMENT
	8/02/23	TMRS RETIREMENT	GENERAL FUND	CODE ENFORCE/ANIMALS
	8/18/23	TMRS RETIREMENT	GENERAL FUND	CODE ENFORCE/ANIMALS
	8/02/23	TMRS RETIREMENT	GENERAL FUND	COURT
	8/18/23	TMRS RETIREMENT	GENERAL FUND	COURT
	8/02/23	TMRS RETIREMENT	GENERAL FUND	FIRE DEPARTMENT
	8/18/23	TMRS RETIREMENT	GENERAL FUND	FIRE DEPARTMENT
	8/02/23	TMRS RETIREMENT	GENERAL FUND	STREETS
	8/18/23	TMRS RETIREMENT	GENERAL FUND	STREETS
	8/02/23	TMRS RETIREMENT	GENERAL FUND	PARKS & RECREATION
	8/18/23	TMRS RETIREMENT	GENERAL FUND	PARKS & RECREATION
	8/02/23	TMRS RETIREMENT	GENERAL FUND	CITY-WIDE (NON-DEPARTMENTAL)
	8/18/23	TMRS RETIREMENT	GENERAL FUND	CITY-WIDE (NON-DEPARTMENTAL)
	8/02/23	TMRS RETIREMENT	WATER & SEWER FUND	NON-DEPARTMENTAL
	8/18/23	TMRS RETIREMENT	WATER & SEWER FUND	NON-DEPARTMENTAL
	8/02/23	TMRS RETIREMENT	WATER & SEWER FUND	ADMINISTRATION

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT
	8/18/23	TMRS RETIREMENT	WATER & SEWER FUND	ADMINISTRATION
	8/02/23	TMRS RETIREMENT	WATER & SEWER FUND	WATER DEPARTMENT
	8/18/23	TMRS RETIREMENT	WATER & SEWER FUND	WATER DEPARTMENT
	8/02/23	TMRS RETIREMENT	WATER & SEWER FUND	SEWER DEPARTMENT
	8/18/23	TMRS RETIREMENT	WATER & SEWER FUND	SEWER DEPARTMENT
				TOTAL
THORNADO CONSTRUCTION	8/30/23	DROP BOX AT EDC BLDG	GENERAL FUND	CITY ADMIN OFFICE
	9/22/23	109 BACKFILL TO LAY ROAD R	STREET TAX MAINT F	PUBLIC WORKS
	9/26/23	109 CONCRETE & FLEX BASE L	STREET TAX MAINT F	PUBLIC WORKS
	8/30/23	PATRIOT PARKWAY STREET REP	STREET TAX MAINT F	PUBLIC WORKS
	8/30/23	FENCE AROUND PRISON LFT ST	WATER & SEWER FUND	NON-DEPARTMENTAL
				TOTAL
TXU ENERGY	9/07/23	8/4/23 - 9/4/23 STREET LIG	GENERAL FUND	STREETS
	9/07/23	8/4/23 - 9/4/23 STREET LIG	GENERAL FUND	STREETS
	9/07/23	8/4/23 - 9/4/23 STREET LIG	GENERAL FUND	STREETS
	9/07/23	8/4/23 - 9/4/23 STREET LIG	GENERAL FUND	STREETS
	9/07/23	8/4/23 - 9/4/23 STREET LIG	GENERAL FUND	STREETS
				TOTAL
U. S. TREASURY	8/30/23	FEDERAL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL
	9/14/23	FEDERAL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL
	9/27/23	FEDERAL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL
	8/30/23	FICA WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL
	9/14/23	FICA WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL
	9/27/23	FICA WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL
	8/30/23	MEDICARE WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL
	9/14/23	MEDICARE WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL
	9/27/23	MEDICARE WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL
	8/30/23	FICA WITHHOLDING	GENERAL FUND	CITY SECRETARY
	9/14/23	FICA WITHHOLDING	GENERAL FUND	CITY SECRETARY
	9/27/23	FICA WITHHOLDING	GENERAL FUND	CITY SECRETARY
	8/30/23	MEDICARE WITHHOLDING	GENERAL FUND	CITY SECRETARY
	9/14/23	MEDICARE WITHHOLDING	GENERAL FUND	CITY SECRETARY
	9/27/23	MEDICARE WITHHOLDING	GENERAL FUND	CITY SECRETARY
	8/30/23	FICA WITHHOLDING	GENERAL FUND	PERMITS & INSPECT
	9/14/23	FICA WITHHOLDING	GENERAL FUND	PERMITS & INSPECT
	9/27/23	FICA WITHHOLDING	GENERAL FUND	PERMITS & INSPECT
	8/30/23	MEDICARE WITHHOLDING	GENERAL FUND	PERMITS & INSPECT
	9/14/23	MEDICARE WITHHOLDING	GENERAL FUND	PERMITS & INSPECT
	9/27/23	MEDICARE WITHHOLDING	GENERAL FUND	PERMITS & INSPECT
	8/30/23	FICA WITHHOLDING	GENERAL FUND	HUMAN RESOURCES
	9/14/23	FICA WITHHOLDING	GENERAL FUND	HUMAN RESOURCES
	9/27/23	FICA WITHHOLDING	GENERAL FUND	HUMAN RESOURCES
	8/30/23	MEDICARE WITHHOLDING	GENERAL FUND	HUMAN RESOURCES
	9/14/23	MEDICARE WITHHOLDING	GENERAL FUND	HUMAN RESOURCES
	9/27/23	MEDICARE WITHHOLDING	GENERAL FUND	HUMAN RESOURCES
	8/30/23	FICA WITHHOLDING	GENERAL FUND	ECONOMIC DEVELOPM
	9/14/23	FICA WITHHOLDING	GENERAL FUND	ECONOMIC DEVELOPM
	9/27/23	FICA WITHHOLDING	GENERAL FUND	ECONOMIC DEVELOPM
	8/30/23	MEDICARE WITHHOLDING	GENERAL FUND	ECONOMIC DEVELOPM
	9/14/23	MEDICARE WITHHOLDING	GENERAL FUND	ECONOMIC DEVELOPM
	9/27/23	MEDICARE WITHHOLDING	GENERAL FUND	ECONOMIC DEVELOPM
	8/30/23	FICA WITHHOLDING	GENERAL FUND	PLANNING & DEVELO
	9/14/23	FICA WITHHOLDING	GENERAL FUND	PLANNING & DEVELO

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT
	9/27/23	FICA WITHHOLDING	GENERAL FUND	PLANNING & DEVELO
	8/30/23	MEDICARE WITHHOLDING	GENERAL FUND	PLANNING & DEVELO
	9/14/23	MEDICARE WITHHOLDING	GENERAL FUND	PLANNING & DEVELO
	9/27/23	MEDICARE WITHHOLDING	GENERAL FUND	PLANNING & DEVELO
	8/30/23	FICA WITHHOLDING	GENERAL FUND	POLICE DEPARTMENT
	9/14/23	FICA WITHHOLDING	GENERAL FUND	POLICE DEPARTMENT
	9/27/23	FICA WITHHOLDING	GENERAL FUND	POLICE DEPARTMENT
	8/30/23	MEDICARE WITHHOLDING	GENERAL FUND	POLICE DEPARTMENT
	9/14/23	MEDICARE WITHHOLDING	GENERAL FUND	POLICE DEPARTMENT
	9/27/23	MEDICARE WITHHOLDING	GENERAL FUND	POLICE DEPARTMENT
	8/30/23	FICA WITHHOLDING	GENERAL FUND	CODE ENFORCE/ANIM
	9/14/23	FICA WITHHOLDING	GENERAL FUND	CODE ENFORCE/ANIM
	9/27/23	FICA WITHHOLDING	GENERAL FUND	CODE ENFORCE/ANIM
	8/30/23	MEDICARE WITHHOLDING	GENERAL FUND	CODE ENFORCE/ANIM
	9/14/23	MEDICARE WITHHOLDING	GENERAL FUND	CODE ENFORCE/ANIM
	9/27/23	MEDICARE WITHHOLDING	GENERAL FUND	CODE ENFORCE/ANIM
	8/30/23	FICA WITHHOLDING	GENERAL FUND	COURT
	9/14/23	FICA WITHHOLDING	GENERAL FUND	COURT
	9/27/23	FICA WITHHOLDING	GENERAL FUND	COURT
	8/30/23	MEDICARE WITHHOLDING	GENERAL FUND	COURT
	9/14/23	MEDICARE WITHHOLDING	GENERAL FUND	COURT
	9/27/23	MEDICARE WITHHOLDING	GENERAL FUND	COURT
	8/30/23	FICA WITHHOLDING	GENERAL FUND	FIRE DEPARTMENT
	9/14/23	FICA WITHHOLDING	GENERAL FUND	FIRE DEPARTMENT
	9/27/23	FICA WITHHOLDING	GENERAL FUND	FIRE DEPARTMENT
	8/30/23	MEDICARE WITHHOLDING	GENERAL FUND	FIRE DEPARTMENT
	9/14/23	MEDICARE WITHHOLDING	GENERAL FUND	FIRE DEPARTMENT
	9/27/23	MEDICARE WITHHOLDING	GENERAL FUND	FIRE DEPARTMENT
	8/30/23	FICA WITHHOLDING	GENERAL FUND	STREETS
	9/14/23	FICA WITHHOLDING	GENERAL FUND	STREETS
	9/27/23	FICA WITHHOLDING	GENERAL FUND	STREETS
	8/30/23	MEDICARE WITHHOLDING	GENERAL FUND	STREETS
	9/14/23	MEDICARE WITHHOLDING	GENERAL FUND	STREETS
	9/27/23	MEDICARE WITHHOLDING	GENERAL FUND	STREETS
	8/30/23	FICA WITHHOLDING	GENERAL FUND	PARKS & RECREATIO
	9/14/23	FICA WITHHOLDING	GENERAL FUND	PARKS & RECREATIO
	9/27/23	FICA WITHHOLDING	GENERAL FUND	PARKS & RECREATIO
	8/30/23	MEDICARE WITHHOLDING	GENERAL FUND	PARKS & RECREATIO
	9/14/23	MEDICARE WITHHOLDING	GENERAL FUND	PARKS & RECREATIO
	9/27/23	MEDICARE WITHHOLDING	GENERAL FUND	PARKS & RECREATIO
	8/30/23	FICA WITHHOLDING	GENERAL FUND	CITY-WIDE (NON-DE
	9/14/23	FICA WITHHOLDING	GENERAL FUND	CITY-WIDE (NON-DE
	9/27/23	FICA WITHHOLDING	GENERAL FUND	CITY-WIDE (NON-DE
	8/30/23	MEDICARE WITHHOLDING	GENERAL FUND	CITY-WIDE (NON-DE
	9/14/23	MEDICARE WITHHOLDING	GENERAL FUND	CITY-WIDE (NON-DE
	9/27/23	MEDICARE WITHHOLDING	GENERAL FUND	CITY-WIDE (NON-DE
	8/30/23	FEDERAL WITHHOLDING	WATER & SEWER FUND	NON-DEPARTMENTAL
	9/14/23	FEDERAL WITHHOLDING	WATER & SEWER FUND	NON-DEPARTMENTAL
	9/27/23	FEDERAL WITHHOLDING	WATER & SEWER FUND	NON-DEPARTMENTAL
	8/30/23	FICA WITHHOLDING	WATER & SEWER FUND	NON-DEPARTMENTAL
	9/14/23	FICA WITHHOLDING	WATER & SEWER FUND	NON-DEPARTMENTAL
	9/27/23	FICA WITHHOLDING	WATER & SEWER FUND	NON-DEPARTMENTAL
	8/30/23	MEDICARE WITHHOLDING	WATER & SEWER FUND	NON-DEPARTMENTAL
	9/14/23	MEDICARE WITHHOLDING	WATER & SEWER FUND	NON-DEPARTMENTAL
	9/27/23	MEDICARE WITHHOLDING	WATER & SEWER FUND	NON-DEPARTMENTAL
	8/30/23	FICA WITHHOLDING	WATER & SEWER FUND	ADMINISTRATION

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT
	9/14/23	FICA WITHHOLDING	WATER & SEWER FUND	ADMINISTRATION
	9/27/23	FICA WITHHOLDING	WATER & SEWER FUND	ADMINISTRATION
	8/30/23	MEDICARE WITHHOLDING	WATER & SEWER FUND	ADMINISTRATION
	9/14/23	MEDICARE WITHHOLDING	WATER & SEWER FUND	ADMINISTRATION
	9/27/23	MEDICARE WITHHOLDING	WATER & SEWER FUND	ADMINISTRATION
	8/30/23	FICA WITHHOLDING	WATER & SEWER FUND	WATER DEPARTMENT
	9/14/23	FICA WITHHOLDING	WATER & SEWER FUND	WATER DEPARTMENT
	9/27/23	FICA WITHHOLDING	WATER & SEWER FUND	WATER DEPARTMENT
	8/30/23	MEDICARE WITHHOLDING	WATER & SEWER FUND	WATER DEPARTMENT
	9/14/23	MEDICARE WITHHOLDING	WATER & SEWER FUND	WATER DEPARTMENT
	9/27/23	MEDICARE WITHHOLDING	WATER & SEWER FUND	WATER DEPARTMENT
	8/30/23	FICA WITHHOLDING	WATER & SEWER FUND	SEWER DEPARTMENT
	9/14/23	FICA WITHHOLDING	WATER & SEWER FUND	SEWER DEPARTMENT
	9/27/23	FICA WITHHOLDING	WATER & SEWER FUND	SEWER DEPARTMENT
	8/30/23	MEDICARE WITHHOLDING	WATER & SEWER FUND	SEWER DEPARTMENT
	9/14/23	MEDICARE WITHHOLDING	WATER & SEWER FUND	SEWER DEPARTMENT
	9/27/23	MEDICARE WITHHOLDING	WATER & SEWER FUND	SEWER DEPARTMENT
				TOTAL
VENUS AUTO PARTS LLC	9/18/23	WD40 HOLE SAW HO FLOAT	GENERAL FUND	CITY ADMIN OFFICE
	9/11/23	SUPPLIES FOR HC FLOAT	GENERAL FUND	CITY ADMIN OFFICE
	8/29/23	KEYS	GENERAL FUND	CODE ENFORCE/ANIM
	8/10/23	WIPERS AND BUG WASH	GENERAL FUND	STREETS
	8/15/23	OIL DRY	GENERAL FUND	STREETS
	8/15/23	CAP NUTS	GENERAL FUND	STREETS
	8/16/23	TIES AND PLIERS	GENERAL FUND	STREETS
	8/23/23	DEF FLUID	GENERAL FUND	STREETS
	8/17/23	THERMOMETER	GENERAL FUND	STREETS
	8/24/23	CHAIN LINKS	GENERAL FUND	STREETS
	9/12/23	HAND WIPES, SOCKET, BOLTS	GENERAL FUND	STREETS
	8/08/23	CLOSET PARTS PW	GENERAL FUND	PARKS & RECREATIO
	8/15/23	ELBOW, GLUE AND CLEANER	GENERAL FUND	PARKS & RECREATIO
	8/15/23	PAINT MARKERS	GENERAL FUND	PARKS & RECREATIO
	8/15/23	PIPE, ELBOWS, COUPLING	GENERAL FUND	PARKS & RECREATIO
	8/25/23	IRRIAGETION ITEMS	GENERAL FUND	PARKS & RECREATIO
	7/27/23	TRAILIER HITCH	GENERAL FUND	PARKS & RECREATIO
	8/17/23	KIOTI REPAIRS	GENERAL FUND	PARKS & RECREATIO
	8/18/23	DIRT FOR SQUARE	GENERAL FUND	PARKS & RECREATIO
	8/24/23	SAFETY FLAGS	GENERAL FUND	PARKS & RECREATIO
	8/11/23	BOLTS NAILS	GENERAL FUND	PARKS & RECREATIO
	8/11/23	BOLTS NAILS	GENERAL FUND	PARKS & RECREATIO
	8/15/23	PVC PIPE & SEALANT	GENERAL FUND	PARKS & RECREATIO
	8/31/23	SCREWS	GENERAL FUND	PARKS & RECREATIO
	9/06/23	GLUE AND CLEANER	GENERAL FUND	PARKS & RECREATIO
	9/11/23	BLACK MULCH	GENERAL FUND	PARKS & RECREATIO
	8/21/23	BLADES TOWELS SCRAPER	VCSDC	ECONOMIC DEVELOPM
	8/09/23	BOLT CUTTERS	WATER & SEWER FUND	WATER DEPARTMENT
	8/29/23	9 VOLT BATTERY	WATER & SEWER FUND	SEWER DEPARTMENT
	9/07/23	ALLAN WRECH SET & LOCK SET	WATER & SEWER FUND	SEWER DEPARTMENT
				TOTAL
VENUS MOBILE 1	4/03/23	OIL CHANGE 2017 FORD F550	GENERAL FUND	FIRE DEPARTMENT
	7/31/23	SAFETY INSPECTION	GENERAL FUND	FIRE DEPARTMENT
	7/31/23	SAFETY INSPECTION	GENERAL FUND	FIRE DEPARTMENT
				TOTAL

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT
WEX BANK	8/24/23	7/24/23- 8/23/23 GAS BILL	GENERAL FUND	NON-DEPARTMENTAL
	8/24/23	7/24/23- 8/23/23 GAS BILL	GENERAL FUND	NON-DEPARTMENTAL
	8/24/23	7/24/23- 8/23/23 GAS BILL	GENERAL FUND	PERMITS & INSPECT
	8/24/23	7/24/23- 8/23/23 GAS BILL	GENERAL FUND	POLICE DEPARTMENT
	8/24/23	7/24/23- 8/23/23 GAS BILL	GENERAL FUND	CODE ENFORCE/ANIM
	8/24/23	7/24/23- 8/23/23 GAS BILL	GENERAL FUND	CODE ENFORCE/ANIM
	8/24/23	7/24/23- 8/23/23 GAS BILL	GENERAL FUND	FIRE DEPARTMENT
	8/24/23	7/24/23- 8/23/23 GAS BILL	GENERAL FUND	STREETS
	8/24/23	7/24/23- 8/23/23 GAS BILL	GENERAL FUND	PARKS & RECREATIO
	8/24/23	7/24/23- 8/23/23 GAS BILL	GENERAL FUND	CITY-WIDE (NON-DE
	8/24/23	7/24/23- 8/23/23 GAS BILL	VCSDC	ECONOMIC DEVELOPM
	8/24/23	7/24/23- 8/23/23 GAS BILL	WATER & SEWER FUND	WATER DEPARTMENT
	8/24/23	7/24/23- 8/23/23 GAS BILL	WATER & SEWER FUND	SEWER DEPARTMENT
				TOTAL
WI SCTF	8/30/23	CASE#6068286 MEIDL	GENERAL FUND	NON-DEPARTMENTAL
	9/14/23	CASE#6068286 MEIDL	GENERAL FUND	NON-DEPARTMENTAL
	9/27/23	CASE#6068286 MEIDL	GENERAL FUND	NON-DEPARTMENTAL
				TOTAL
XEROX BUSINESS SOLUTIONS SOUTHWEST	3/31/23	3/1/23 - 3/31/23 BILLING	GENERAL FUND	POLICE DEPARTMENT
	4/30/23	4/1/23 - 4/30/23 BILLING	GENERAL FUND	POLICE DEPARTMENT
	5/31/23	5/1/23 - 5/31/23 BILLING	GENERAL FUND	POLICE DEPARTMENT
	6/30/23	6/1/23 - 6/30/23 BILLING	GENERAL FUND	POLICE DEPARTMENT
	7/31/23	7/1/23 - 7/31/23 BILLING	GENERAL FUND	POLICE DEPARTMENT
	3/31/23	3/1/23 - 3/31/23 BILLING	GENERAL FUND	CITY-WIDE (NON-DE
	3/31/23	3/1/23 - 3/31/23 BILLING	GENERAL FUND	CITY-WIDE (NON-DE
	4/30/23	4/1/23 - 4/30/23 BILLING	GENERAL FUND	CITY-WIDE (NON-DE
	4/30/23	4/1/23 - 4/30/23 BILLING	GENERAL FUND	CITY-WIDE (NON-DE
	5/31/23	5/1/23 - 5/31/23 BILLING	GENERAL FUND	CITY-WIDE (NON-DE
	5/31/23	5/1/23 - 5/31/23 BILLING	GENERAL FUND	CITY-WIDE (NON-DE
	6/30/23	6/1/23 - 6/30/23 BILLING	GENERAL FUND	CITY-WIDE (NON-DE
	6/30/23	6/1/23 - 6/30/23 BILLING	GENERAL FUND	CITY-WIDE (NON-DE
	7/31/23	7/1/23 - 7/31/23 BILLING	GENERAL FUND	CITY-WIDE (NON-DE
	7/31/23	7/1/23 - 7/31/23 BILLING	GENERAL FUND	CITY-WIDE (NON-DE
				TOTAL

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT
-------------	------	-------------	------	------------

===== FUND TOTALS =====

10	GENERAL FUND	178,240.91
30	VCSDC	4,232.87
50	STREET TAX MAINT FUND	123,278.00
55	BLUE STEM PID	416.67
60	WATER & SEWER FUND	178,377.49

GRAND TOTAL:	484,545.94

TOTAL PAGES: 12

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-CITY OF VENUS
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 9/01/2023 THRU 9/30/2023

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: Item Date
SEQUENCE: By Vendor Name
DESCRIPTION: Item
GL ACCTS: NO
REPORT TITLE: SEPT 2023 DISBURSEMENT REPORT
SIGNATURE LINES: 0

PACKET OPTIONS

INCLUDE REFUNDS: NO
INCLUDE OPEN ITEM:NO

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

10 -GENERAL FUND
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
FEES & SERVICES	13,050.00	895.00	22,602.19	173.20 (	9,552.19)
FINES & FORFEITURES	109,700.00	7,802.31	115,428.49	105.22 (	5,728.49)
FRANCHISE TAXES	145,000.00	0.00	150,300.17	103.66 (	5,300.17)
PROPERTY TAXES	2,404,288.00	0.00	2,435,328.52	101.29 (	31,040.52)
SALES TAXES	888,950.00	0.00	801,263.86	90.14	87,686.14
CONTRIBUTIONS	232,327.00	0.00	207,508.81	89.32	24,818.19
INTEREST	21,000.00	0.00	38,086.56	181.36 (	17,086.56)
LICENSES & PERMITS	665,280.00	252,729.39	576,887.28	86.71	88,392.72
MISCELLANEOUS	5,000.00	308.27	609,522.60	2,190.45 (	604,522.60)
INTERGOVERNMENTAL	462,079.00	60,930.22	464,717.80	100.57 (	2,638.80)
OTHER FIN SOURCE (USE)	<u>0.00</u>	<u>150.00</u>	<u>297,027.69</u>	<u>0.00</u> (	<u>297,027.69</u>)
TOTAL REVENUES	<u>4,946,674.00</u>	<u>322,815.19</u>	<u>5,718,673.97</u>	<u>115.61</u> (	<u>771,999.97</u>)
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	110,899.00	0.00	330,944.44	298.42 (	220,045.44)
CITY ADMINISTRATOR OFFICE	192,797.00	9,553.52	188,244.16	97.64	4,552.84
CITY SECRETARY	155,870.00	12,567.06	141,390.95	90.71	14,479.05
PERMITS & INSPECTIONS	317,807.00	18,696.87	216,267.49	68.05	101,539.51
FINANCE DEPARTMENT	160,222.00	870.72	152,943.18	95.46	7,278.82
HUMAN RESOURCES	134,627.00	10,672.94	122,568.82	91.04	12,058.18
ECONOMIC DEVELOPMENT	91,928.00	3,499.46	16,992.78	18.48	74,935.22
PLANNING	166,515.00	11,713.99	126,522.43	75.98	39,992.57
POLICE DEPARTMENT	2,030,421.00	193,524.72	2,007,789.65	98.89	22,631.35
CODE ENFORCE/ANIMAL CONTR	100,198.00	6,170.54	77,716.61	77.56	22,481.39
MUNICIPAL COURT	97,392.00	6,280.98	84,587.79	86.85	12,804.21
FIRE DEPARTMENT	840,493.00	74,983.43	714,615.20	85.02	125,877.80
STREETS	297,931.00	17,878.04	231,045.85	77.55	66,885.15
PARKS & RECREATION	330,397.00	30,687.84	258,957.31	78.38	71,439.69
CITY-WIDE (NONDEPARTMENTA	<u>218,820.00</u>	<u>12,830.46</u>	<u>172,548.68</u>	<u>78.85</u>	<u>46,271.32</u>
TOTAL EXPENDITURES	<u>5,246,317.00</u>	<u>409,930.57</u>	<u>4,843,135.34</u>	<u>92.31</u>	<u>403,181.66</u>
REVENUES OVER/(UNDER) EXPENDITURES	(299,643.00)	(87,115.38)	875,538.63		(1,175,181.63)

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

10 -GENERAL FUND

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>FEES & SERVICES</u>					
10-4-0000-0321 ACCIDENT REPORT	450.00	10.00	360.00	80.00	90.00
10-4-0000-0322 COMMUNITY CENTER RENTAL	6,500.00	885.00	14,665.00	225.62 (	8,165.00)
10-4-0000-0323 PARK RENTALS	5,000.00	0.00	1,925.00	38.50	3,075.00
10-4-0000-0324 COPY MACHINE	100.00	0.00	50.19	50.19	49.81
10-4-0000-0327 SPECIAL EVENT APPLICATION	<u>1,000.00</u>	<u>0.00</u>	<u>5,602.00</u>	<u>560.20</u> (	<u>4,602.00)</u>
TOTAL FEES & SERVICES	13,050.00	895.00	22,602.19	173.20 (	9,552.19)
<u>FINES & FORFEITURES</u>					
10-4-0000-0329 RESTITUTIONS	0.00	31.71	912.52	0.00 (	912.52)
10-4-0000-0331 ADMINISTRATIVE/OTHER FEE	42,000.00	605.90	13,689.04	32.59	28,310.96
10-4-0000-0334 FINES	66,000.00	5,769.70	98,092.93	148.63 (	32,092.93)
10-4-0000-0335 TIME PAYMENT	900.00	45.00	1,234.00	137.11 (	334.00)
10-4-0000-0337 ALARM FINES	<u>800.00</u>	<u>1,350.00</u>	<u>1,500.00</u>	<u>187.50</u> (	<u>700.00)</u>
TOTAL FINES & FORFEITURES	109,700.00	7,802.31	115,428.49	105.22 (	5,728.49)
<u>FRANCHISE TAXES</u>					
10-4-0000-0340 FRANCHISE TAX	<u>145,000.00</u>	<u>0.00</u>	<u>150,300.17</u>	<u>103.66</u> (	<u>5,300.17)</u>
TOTAL FRANCHISE TAXES	145,000.00	0.00	150,300.17	103.66 (	5,300.17)
<u>PROPERTY TAXES</u>					
10-4-0000-0342 PENALTY & INTEREST	20,000.00	0.00	20,144.74	100.72 (	144.74)
10-4-0000-0343 DELINQUENT PROPERTY TAX	0.00	0.00	13,834.19	0.00 (	13,834.19)
10-4-0000-0344 CURRENT PROPERTY TAX	<u>2,384,288.00</u>	<u>0.00</u>	<u>2,401,349.59</u>	<u>100.72</u> (	<u>17,061.59)</u>
TOTAL PROPERTY TAXES	2,404,288.00	0.00	2,435,328.52	101.29 (	31,040.52)
<u>SALES TAXES</u>					
10-4-0000-0346 SALES TAX	713,000.00	0.00	641,011.10	89.90	71,988.90
10-4-0000-0347 SALES TAX (PT RELIEF)	<u>175,950.00</u>	<u>0.00</u>	<u>160,252.76</u>	<u>91.08</u>	<u>15,697.24</u>
TOTAL SALES TAXES	888,950.00	0.00	801,263.86	90.14	87,686.14
<u>CONTRIBUTIONS</u>					
10-4-0000-0351 PAYMENT IN LIEU OF TAXES	122,696.00	0.00	122,696.00	100.00	0.00
10-4-0000-0355 VCSDC CONTRIBUTIONS	<u>109,631.00</u>	<u>0.00</u>	<u>84,812.81</u>	<u>77.36</u>	<u>24,818.19</u>
TOTAL CONTRIBUTIONS	232,327.00	0.00	207,508.81	89.32	24,818.19
<u>INTEREST</u>					
10-4-0000-0360 TEXPOOL INTEREST	<u>21,000.00</u>	<u>0.00</u>	<u>38,086.56</u>	<u>181.36</u> (	<u>17,086.56)</u>
TOTAL INTEREST	21,000.00	0.00	38,086.56	181.36 (	17,086.56)

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

10 -GENERAL FUND

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>LICENSES & PERMITS</u>					
10-4-0000-0361 ALCOHOL PERMITS	860.00	0.00	557.50	64.83	302.50
10-4-0000-0362 BUILDING INSPECTION FEES	250,000.00	0.00	0.00	0.00	250,000.00
10-4-0000-0363 ZONING FEES	15,020.00	500.00	13,325.00	88.72	1,695.00
10-4-0000-0364 ANIMAL REGISTRATION	500.00	40.00	320.00	64.00	180.00
10-4-0000-0365 PLAT, DEVELOPMENT AGREE/	75,900.00	450.00	1,500.00	1.98	74,400.00
10-4-0000-0366 LICENSE & PERMITS	100,000.00	250,689.39	550,116.80	550.12 (	450,116.80)
10-4-0000-0367 PLAN REVIEWS	200,000.00	0.00	8,926.82	4.46	191,073.18
10-4-0000-0368 PARK FEES	18,000.00	600.00	600.00	3.33	17,400.00
10-4-0000-0369 RESIDENTIAL RENTAL PROPE	<u>5,000.00</u>	<u>450.00</u>	<u>1,541.16</u>	<u>30.82</u>	<u>3,458.84</u>
TOTAL LICENSES & PERMITS	665,280.00	252,729.39	576,887.28	86.71	88,392.72
<u>MISCELLANEOUS</u>					
10-4-0000-0372 INSURANCE PROCEEDS	0.00	0.00	4,324.85	0.00 (	4,324.85)
10-4-0000-0373 MISCELLANEOUS	5,000.00	308.27	5,386.75	107.74 (	386.75)
10-4-0000-0379 PROCEEDS FROM SALE OF AS	<u>0.00</u>	<u>0.00</u>	<u>599,811.00</u>	<u>0.00</u> (	<u>599,811.00)</u>
TOTAL MISCELLANEOUS	5,000.00	308.27	609,522.60	2,190.45 (	604,522.60)
<u>INTERGOVERNMENTAL</u>					
10-4-0000-0380 DRUG INTERDICTION GRANTS	0.00	0.00	3,073.92	0.00 (	3,073.92)
10-4-0000-0381 GRANT REVENUE	25,000.00	0.00	1,113.51	4.45	23,886.49
10-4-0000-0382 JOHNSON CO ESD CONTRACT	385,079.00	33,139.22	402,501.37	104.52 (	17,422.37)
10-4-0000-0384 ESD - ELLIS COUNTY	47,000.00	25,393.00	50,786.00	108.06 (	3,786.00)
10-4-0000-0385 TEXAS A&M FOREST SERVICE	0.00	0.00	4,845.00	0.00 (	4,845.00)
10-4-0000-0386 VENUSISD-ELECTIONSREIMBU	5,000.00	0.00	0.00	0.00	5,000.00
10-4-0000-0391 AMR	<u>0.00</u>	<u>2,398.00</u>	<u>2,398.00</u>	<u>0.00</u> (	<u>2,398.00)</u>
TOTAL INTERGOVERNMENTAL	462,079.00	60,930.22	464,717.80	100.57 (	2,638.80)
<u>OTHER FIN SOURCE (USE)</u>					
10-4-0000-0400 NEW RES PERMIT FEE (10%)	0.00	0.00	85.68	0.00 (	85.68)
10-4-0000-0402 RESIDENTIAL PLAN REVIEW	0.00	0.00	253,265.89	0.00 (	253,265.89)
10-4-0000-0404 COMMERICAL INSPECTION FE	0.00	0.00	330.00	0.00 (	330.00)
10-4-0000-0405 MECHANICAL PERMIT FEES	0.00	0.00	9,900.00	0.00 (	9,900.00)
10-4-0000-0406 PLUMBING PERMIT FEES	0.00	0.00	10,100.00	0.00 (	10,100.00)
10-4-0000-0407 ELECTIRAL PERMIT FEES	0.00	0.00	12,370.00	0.00 (	12,370.00)
10-4-0000-0408 MISC PERMIT FEES	0.00	150.00	3,160.00	0.00 (	3,160.00)
10-4-0000-0409 RESIDENTIAL INSPECTION F	0.00	0.00	771.12	0.00 (	771.12)
10-4-0000-0413 HEALTH PLAN REVIEW	0.00	0.00 (	210.00)	0.00	210.00
10-4-0000-0414 HEALTH INSPECTION	0.00	0.00 (	3,120.00)	0.00	3,120.00
10-4-0000-0416 RENTAL RESTIRATION FEE	0.00	0.00	375.00	0.00 (	375.00)
10-4-0000-0427 CAPITAL RECOVERY FEES	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>0.00</u> (	<u>10,000.00)</u>
TOTAL OTHER FIN SOURCE (USE)	0.00	150.00	297,027.69	0.00 (	297,027.69)
TOTAL REVENUES	4,946,674.00	322,815.19	5,718,673.97	115.61 (	771,999.97)

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

10 -GENERAL FUND
NON-DEPARTMENTAL

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>SPECIAL PROJECTS</u>					
<u>DEBT PAYMENTS</u>					
10-5-0000-0506 CAPITAL LEASE - PRINCIPA	79,908.00	0.00	79,943.67	100.04 (	35.67)
10-5-0000-0507 CAPITAL LEASE-INTEREST	<u>4,423.00</u>	<u>0.00</u>	<u>4,387.15</u>	<u>99.19</u>	<u>35.85</u>
TOTAL DEBT PAYMENTS	84,331.00	0.00	84,330.82	100.00	0.18
<u>CAPITAL OUTLAY</u>					
10-5-0000-0671 CAPTIAL EXPENDITURES - S	0.00	0.00	216,520.00	0.00 (	216,520.00)
10-5-0000-0676 WEATHER SIREN UPGRADES	0.00	0.00	10,631.96	0.00 (	10,631.96)
10-5-0000-0682 LAND PURCHASE	0.00	0.00	1.66	0.00 (	1.66)
10-5-0000-0683 SERVER	15,000.00	0.00	15,070.00	100.47 (	70.00)
10-5-0000-0684 FLEET CAMERA REPLACEMENT	1,700.00	0.00	0.00	0.00	1,700.00
10-5-0000-0685 LIDAR REPLACEMENT	4,500.00	0.00	4,390.00	97.56	110.00
10-5-0000-0686 2-CAMERA SYSTEM INTERVIE	<u>5,368.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,368.00</u>
TOTAL CAPITAL OUTLAY	26,568.00	0.00	246,613.62	928.24 (	220,045.62)
<u>TRANSFERS</u>					
TOTAL NON-DEPARTMENTAL	110,899.00	0.00	330,944.44	298.42 (	220,045.44)

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

10 -GENERAL FUND
CITY ADMINISTRATOR OFFICE

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONNEL</u>					
10-5-0010-0400 SALARIES & WAGES	76,745.00	0.00	73,945.22	96.35	2,799.78
10-5-0010-0401 SOCIAL SECURITY TAXES	4,758.00	0.00	4,563.18	95.91	194.82
10-5-0010-0402 STATE UNEMPLOYMENT TAXES	126.00	0.00	9.00	7.14	117.00
10-5-0010-0403 MEDICARE TAXES	1,113.00	0.00	1,067.24	95.89	45.76
10-5-0010-0404 RETIREMENT (TMRS)	8,191.00	0.00	7,984.39	97.48	206.61
10-5-0010-0406 WORKERS COMPENSATION	171.00	0.00	257.00	150.29 (	86.00)
10-5-0010-0410 HEALTH INSURANCE	5,459.00	0.00	4,815.24	88.21	643.76
10-5-0010-0412 HRA	<u>250.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>250.00</u>
TOTAL PERSONNEL	96,813.00	0.00	92,641.27	95.69	4,171.73
<u>TRAVEL & TRAINING</u>					
10-5-0010-0414 TRAVEL REIMBURSEMENT	0.00	0.00	59.77	0.00 (	59.77)
10-5-0010-0416 TRAVEL & TRAINING	1,500.00	0.00	1,290.04	86.00	209.96
10-5-0010-0418 DUES & MEMBERSHIPS	<u>2,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,500.00</u>
TOTAL TRAVEL & TRAINING	4,000.00	0.00	1,349.81	33.75	2,650.19
<u>SUPPLIES</u>					
10-5-0010-0421 OFFICE SUPPLIES	500.00	41.44	50.43	10.09	449.57
10-5-0010-0423 POSTAGE	0.00	0.00	38.40	0.00 (	38.40)
10-5-0010-0426 GAS & OIL	2,000.00	0.00	232.73	11.64	1,767.27
10-5-0010-0429 DEPARTMENT SUPPLIES	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>
TOTAL SUPPLIES	3,500.00	41.44	321.56	9.19	3,178.44
<u>UTILITIES</u>					
10-5-0010-0430 CELL PHONES & MIFI	<u>684.00</u>	<u>0.00</u>	<u>512.74</u>	<u>74.96</u>	<u>171.26</u>
TOTAL UTILITIES	684.00	0.00	512.74	74.96	171.26
<u>SMALL EQUIPMENT</u>					
<u>MAINTENANCE & REPAIRS</u>					
10-5-0010-0445 VEHICLE R&M	<u>500.00</u>	<u>0.00</u>	<u>427.41</u>	<u>85.48</u>	<u>72.59</u>
TOTAL MAINTENANCE & REPAIRS	500.00	0.00	427.41	85.48	72.59
<u>CONTRACTED SERVICES</u>					
10-5-0010-0460 OTHER CONTRACTED SERVICE	0.00	625.00	2,455.00	0.00 (	2,455.00)
10-5-0010-0462 LEGAL SERVICES	<u>53,400.00</u>	<u>5,200.00</u>	<u>65,848.50</u>	<u>123.31</u> (	<u>12,448.50</u>)
TOTAL CONTRACTED SERVICES	53,400.00	5,825.00	68,303.50	127.91 (	14,903.50)
<u>DEPARTMENTAL</u>					
10-5-0010-0477 ADMIN DONATIONS	5,100.00	0.00	0.00	0.00	5,100.00
10-5-0010-0485 MAYOR'S PROJECTS	<u>10,000.00</u>	<u>929.53</u>	<u>7,676.74</u>	<u>76.77</u>	<u>2,323.26</u>
TOTAL DEPARTMENTAL	15,100.00	929.53	7,676.74	50.84	7,423.26

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 202310 -GENERAL FUND
CITY ADMINISTRATOR OFFICE

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>SPECIAL PROJECTS</u>					
10-5-0010-0495 CITY ADMIN SPECIAL PROJE	<u>7,000.00</u>	<u>681.19</u>	<u>7,044.21</u>	<u>100.63</u> (	<u>44.21)</u>
TOTAL SPECIAL PROJECTS	7,000.00	681.19	7,044.21	100.63 (	44.21)
<u>VEHICLE LEASES</u>					
10-5-0010-0560 VEHICLE LEASE PAYMENTS	10,800.00	1,784.06	9,158.17	84.80	1,641.83
10-5-0010-0562 VEHICLE MAINT PLAN	<u>1,000.00</u>	<u>292.30</u>	<u>808.75</u>	<u>80.88</u>	<u>191.25</u>
TOTAL VEHICLE LEASES	11,800.00	2,076.36	9,966.92	84.47	1,833.08
TOTAL CITY ADMINISTRATOR OFFICE	192,797.00	9,553.52	188,244.16	97.64	4,552.84

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

10 -GENERAL FUND
CITY SECRETARY

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONNEL</u>					
10-5-0015-0400 SALARIES & WAGES	88,887.00	10,877.13	89,847.53	101.08 (	960.53)
10-5-0015-0401 SOCIAL SECURITY TAXES	5,511.00	657.99	5,482.57	99.48	28.43
10-5-0015-0402 STATE UNEMPLOYMENT TAXES	252.00	0.00	9.00	3.57	243.00
10-5-0015-0403 MEDICARE TAXES	1,289.00	153.88	1,282.14	99.47	6.86
10-5-0015-0404 RETIREMENT (TMRS)	9,486.00	759.06	8,536.26	89.99	949.74
10-5-0015-0406 WORKERS COMPENSATION	198.00	0.00	186.00	93.94	12.00
10-5-0015-0410 HEALTH INSURANCE	10,517.00	0.00	11,190.20	106.40 (	673.20)
10-5-0015-0412 HRA	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>
TOTAL PERSONNEL	116,640.00	12,448.06	116,533.70	99.91	106.30
<u>TRAVEL & TRAINING</u>					
10-5-0015-0416 EMPLOYEE TRAINING	2,000.00	0.00	1,213.02	60.65	786.98
10-5-0015-0417 CITY COUNCIL TRAINING	5,000.00	0.00	1,045.57	20.91	3,954.43
10-5-0015-0418 DUES & MEMBERSHIPS	<u>400.00</u>	<u>0.00</u>	<u>225.00</u>	<u>56.25</u>	<u>175.00</u>
TOTAL TRAVEL & TRAINING	7,400.00	0.00	2,483.59	33.56	4,916.41
<u>SUPPLIES</u>					
10-5-0015-0421 OFFICE SUPPLIES	120.00	0.00	57.98	48.32	62.02
10-5-0015-0423 POSTAGE	<u>100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL SUPPLIES	220.00	0.00	57.98	26.35	162.02
<u>UTILITIES</u>					
10-5-0015-0430 CELL PHONES & MIFI	<u>1,368.00</u>	<u>0.00</u>	<u>1,173.62</u>	<u>85.79</u>	<u>194.38</u>
TOTAL UTILITIES	1,368.00	0.00	1,173.62	85.79	194.38
<u>SMALL EQUIPMENT</u>					
<u>MAINTENANCE & REPAIRS</u>					
<u>CONTRACTED SERVICES</u>					
10-5-0015-0468 INFORMATION TECHNOLOGY	<u>5,000.00</u>	<u>0.00</u>	<u>4,774.05</u>	<u>95.48</u>	<u>225.95</u>
TOTAL CONTRACTED SERVICES	5,000.00	0.00	4,774.05	95.48	225.95
<u>DEPARTMENTAL</u>					
10-5-0015-0476 BOARD MEMBER SCREENING	0.00	0.00	248.00	0.00 (	248.00)
10-5-0015-0490 ELECTION EXPENSES	12,342.00	0.00	10,542.11	85.42	1,799.89
10-5-0015-0491 LEGAL NOTICES	3,500.00	119.00	365.00	10.43	3,135.00
10-5-0015-0492 RECORDING/FILING FEES	3,000.00	0.00	60.90	2.03	2,939.10
10-5-0015-0493 COUNCIL MISCELLANEOUS	1,400.00	0.00	777.00	55.50	623.00
10-5-0015-0494 CODIFICATION	<u>5,000.00</u>	<u>0.00</u>	<u>4,375.00</u>	<u>87.50</u>	<u>625.00</u>
TOTAL DEPARTMENTAL	25,242.00	119.00	16,368.01	64.84	8,873.99

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

10 -GENERAL FUND
CITY SECRETARY

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>SPECIAL PROJECTS</u>					
TOTAL CITY SECRETARY	155,870.00	12,567.06	141,390.95	90.71	14,479.05

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

10 -GENERAL FUND
PERMITS & INSPECTIONS

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONNEL</u>					
10-5-0020-0400 SALARIES & WAGES	169,932.00	14,880.02	118,840.08	69.93	51,091.92
10-5-0020-0401 SOCIAL SECURITY TAXES	10,536.00	900.01	7,111.54	67.50	3,424.46
10-5-0020-0402 STATE UNEMPLOYMENT TAXES	756.00	0.00	19.37	2.56	736.63
10-5-0020-0403 MEDICARE TAXES	2,464.00	210.47	1,663.20	67.50	800.80
10-5-0020-0404 RETIREMENT (TMRS)	18,136.00	740.04	11,156.18	61.51	6,979.82
10-5-0020-0405 OVERTIME	0.00	0.00	362.63	0.00 (	362.63)
10-5-0020-0406 WORKERS COMP	379.00	0.00	346.50	91.42	32.50
10-5-0020-0410 HEALTH INSURANCE	35,800.00	0.00	16,304.81	45.54	19,495.19
10-5-0020-0412 HRA	<u>1,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>
TOTAL PERSONNEL	239,503.00	16,730.54	155,804.31	65.05	83,698.69
<u>TRAVEL & TRAINING</u>					
10-5-0020-0416 EMPLOYEE TRAINING	4,000.00	0.00 (	512.12)	12.80-	4,512.12
10-5-0020-0418 DUES & MEMBERSHIPS	<u>600.00</u>	<u>0.00</u>	<u>250.00</u>	<u>41.67</u>	<u>350.00</u>
TOTAL TRAVEL & TRAINING	4,600.00	0.00 (	262.12)	5.70-	4,862.12
<u>SUPPLIES</u>					
10-5-0020-0421 OFFICE SUPPLIES	5,500.00	0.00	614.39	11.17	4,885.61
10-5-0020-0423 POSTAGE	1,250.00	0.00	37.85	3.03	1,212.15
10-5-0020-0426 GAS & OIL	2,080.00	239.86	871.40	41.89	1,208.60
10-5-0020-0429 DEPARTMENT SUPPLIES	<u>1,000.00</u>	<u>11.99</u>	<u>1,042.12</u>	<u>104.21</u> (	<u>42.12)</u>
TOTAL SUPPLIES	9,830.00	251.85	2,565.76	26.10	7,264.24
<u>UTILITIES</u>					
10-5-0020-0430 CELL PHONES & MIFI	<u>1,368.00</u>	<u>0.00</u>	<u>791.16</u>	<u>57.83</u>	<u>576.84</u>
TOTAL UTILITIES	1,368.00	0.00	791.16	57.83	576.84
<u>SMALL EQUIPMENT</u>					
10-5-0020-0433 SMALL EQUIPMENT<\$5,000	<u>750.00</u>	<u>0.00</u>	<u>750.00</u>	<u>100.00</u>	<u>0.00</u>
TOTAL SMALL EQUIPMENT	750.00	0.00	750.00	100.00	0.00
<u>MAINTENANCE & REPAIRS</u>					
<u>CONTRACTED SERVICES</u>					
10-5-0020-0462 LEGAL SERVICES	2,000.00	250.00	4,192.00	209.60 (	2,192.00)
10-5-0020-0464 ENGINEERING SERVICES	0.00	0.00	949.84	0.00 (	949.84)
10-5-0020-0465 NON-CIVIL INSPECTIONS	20,000.00	0.00	25,385.00	126.93 (	5,385.00)
10-5-0020-0467 HEALTH INSPECTIONS	12,000.00	0.00	1,585.00	13.21	10,415.00
10-5-0020-0468 INFORMATION TECHNOLOGY	16,988.00	0.00	14,411.62	84.83	2,576.38
10-5-0020-0469 LIABILITY & PROPERTY	<u>0.00</u>	<u>0.00</u>	<u>620.00</u>	<u>0.00</u> (	<u>620.00)</u>
TOTAL CONTRACTED SERVICES	50,988.00	250.00	47,143.46	92.46	3,844.54

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

10 -GENERAL FUND
PERMITS & INSPECTIONS

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>DEPARTMENTAL</u>					
10-5-0020-0488 MERCHANT SERVICE FEES	0.00	0.00	703.33	0.00 (	703.33)
10-5-0020-0491 LEGAL NOTICES	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>
TOTAL DEPARTMENTAL	1,000.00	0.00	703.33	70.33	296.67
<u>SPECIAL PROJECTS</u>					
<u>VEHICLE LEASES</u>					
10-5-0020-0560 VEHICLE LEASE PAYMENTS	8,768.00	1,395.14	8,370.84	95.47	397.16
10-5-0020-0562 VEHICLE MAINT PLAN	<u>1,000.00</u>	<u>69.34</u>	<u>400.75</u>	<u>40.08</u>	<u>599.25</u>
TOTAL VEHICLE LEASES	9,768.00	1,464.48	8,771.59	89.80	996.41
TOTAL PERMITS & INSPECTIONS	317,807.00	18,696.87	216,267.49	68.05	101,539.51

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

10 -GENERAL FUND
FINANCE DEPARTMENT

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONNEL</u>					
10-5-0025-0400 SALARIES & WAGES	76,528.00	0.00	55,890.88	73.03	20,637.12
10-5-0025-0401 SOCIAL SECURITY TAXES	4,745.00	0.00	3,473.97	73.21	1,271.03
10-5-0025-0402 STATE UNEMPLOYMENT TAXES	252.00	0.00	26.02	10.33	225.98
10-5-0025-0403 MEDICARE TAXES	1,110.00	0.00	812.47	73.20	297.53
10-5-0025-0404 RETIREMENT (TMRS)	8,167.00	79.98	6,047.99	74.05	2,119.01
10-5-0025-0406 WORKERS COMPENSATION	171.00	0.00	380.00	222.22 (	209.00)
10-5-0025-0410 HEALTH INSURANCE	12,864.00	0.00	5,693.75	44.26	7,170.25
10-5-0025-0412 HRA	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>
TOTAL PERSONNEL	104,337.00	79.98	72,325.08	69.32	32,011.92
<u>TRAVEL & TRAINING</u>					
10-5-0025-0416 EMPLOYEE TRAINING	1,500.00	0.00	930.32	62.02	569.68
10-5-0025-0418 DUES & MEMBERSHIPS	<u>1,120.00</u>	<u>0.00</u>	<u>486.35</u>	<u>43.42</u>	<u>633.65</u>
TOTAL TRAVEL & TRAINING	2,620.00	0.00	1,416.67	54.07	1,203.33
<u>SUPPLIES</u>					
10-5-0025-0421 OFFICE SUPPLIES	150.00	0.00	477.79	318.53 (	327.79)
10-5-0025-0423 POSTAGE	1,500.00	0.00	614.28	40.95	885.72
10-5-0025-0429 DEPARTMENT SUPPLIES	<u>1,000.00</u>	<u>790.74</u>	<u>1,060.25</u>	<u>106.03 (</u>	<u>60.25)</u>
TOTAL SUPPLIES	2,650.00	790.74	2,152.32	81.22	497.68
<u>UTILITIES</u>					
<u>SMALL EQUIPMENT</u>					
10-5-0025-0433 SMALL EQUIPMENT<\$5,000	<u>0.00</u>	<u>0.00</u>	<u>1,191.87</u>	<u>0.00 (</u>	<u>1,191.87)</u>
TOTAL SMALL EQUIPMENT	0.00	0.00	1,191.87	0.00 (	1,191.87)
<u>MAINTENANCE & REPAIRS</u>					
<u>CONTRACTED SERVICES</u>					
10-5-0025-0459 AUDIT SERVICES	16,250.00	0.00	7,000.00	43.08	9,250.00
10-5-0025-0460 OTHER CONTRACTED SERVICE	0.00	0.00	33,016.00	0.00 (	33,016.00)
10-5-0025-0463 APPRAISAL/COLLECTION FEE	31,365.00	0.00	31,646.69	100.90 (	281.69)
10-5-0025-0468 INFORMATION TECHNOLOGY	<u>3,000.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>100.00</u>	<u>0.00</u>
TOTAL CONTRACTED SERVICES	50,615.00	0.00	74,662.69	147.51 (	24,047.69)
<u>DEPARTMENTAL</u>					
<u>SPECIAL PROJECTS</u>					
10-5-0025-0499 LATE FEES	<u>0.00</u>	<u>0.00</u>	<u>1,194.55</u>	<u>0.00 (</u>	<u>1,194.55)</u>
TOTAL SPECIAL PROJECTS	0.00	0.00	1,194.55	0.00 (	1,194.55)

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

10 -GENERAL FUND
FINANCE DEPARTMENT

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL FINANCE DEPARTMENT	160,222.00	870.72	152,943.18	95.46	7,278.82

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

10 -GENERAL FUND
HUMAN RESOURCES

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONNEL</u>					
10-5-0030-0400 SALARIES & WAGES	81,341.00	9,096.00	85,049.79	104.56 (	3,708.79)
10-5-0030-0401 SOCIAL SECURITY TAXES	5,043.00	566.31	5,290.32	104.90 (	247.32)
10-5-0030-0402 STATE UNEMPLOYMENT TAXES	252.00	0.00	9.00	3.57	243.00
10-5-0030-0403 MEDICARE TAXES	1,179.00	132.45	1,237.28	104.94 (	58.28)
10-5-0030-0404 RETIREMENT (TMRS)	8,681.00	646.60	8,660.47	99.76	20.53
10-5-0030-0406 WORKERS COMPENSATION	181.00	0.00	117.00	64.64	64.00
10-5-0030-0410 HEALTH INSURANCE	10,470.00	0.00	4,912.59	46.92	5,557.41
10-5-0030-0412 HRA	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>
TOTAL PERSONNEL	107,647.00	10,441.36	105,276.45	97.80	2,370.55
<u>TRAVEL & TRAINING</u>					
10-5-0030-0416 EMPLOYEE TRAINING	3,240.00	0.00	1,070.95	33.05	2,169.05
10-5-0030-0418 DUES & MEMBERSHIPS	<u>850.00</u>	<u>75.00</u>	<u>548.00</u>	<u>64.47</u>	<u>302.00</u>
TOTAL TRAVEL & TRAINING	4,090.00	75.00	1,618.95	39.58	2,471.05
<u>SUPPLIES</u>					
10-5-0030-0421 OFFICE SUPPLIES	1,000.00	77.19	637.36	63.74	362.64
10-5-0030-0423 POSTAGE	250.00	0.00	37.75	15.10	212.25
10-5-0030-0425 COPIERS	3,800.00	0.00	625.71	16.47	3,174.29
10-5-0030-0429 DEPARTMENT SUPPLIES	<u>200.00</u>	<u>0.00</u>	<u>213.37</u>	<u>106.69</u> (	<u>13.37</u>)
TOTAL SUPPLIES	5,250.00	77.19	1,514.19	28.84	3,735.81
<u>UTILITIES</u>					
10-5-0030-0430 CELL PHONES & MIFI	<u>540.00</u>	<u>0.00</u>	<u>557.57</u>	<u>103.25</u> (	<u>17.57</u>)
TOTAL UTILITIES	540.00	0.00	557.57	103.25 (	17.57)
<u>SMALL EQUIPMENT</u>					
<u>MAINTENANCE & REPAIRS</u>					
<u>CONTRACTED SERVICES</u>					
10-5-0030-0462 LEGAL SERVICES	1,000.00	0.00	0.00	0.00	1,000.00
10-5-0030-0468 INFORMATION TECHNOLOGY	<u>0.00</u>	<u>31.39</u>	<u>971.89</u>	<u>0.00</u> (	<u>971.89</u>)
TOTAL CONTRACTED SERVICES	1,000.00	31.39	971.89	97.19	28.11
<u>DEPARTMENTAL</u>					
10-5-0030-0475 EMPLOYEE RELATIONS	13,240.00	0.00	10,002.27	75.55	3,237.73
10-5-0030-0476 NEW HIRE SCREENING	<u>2,860.00</u>	<u>48.00</u>	<u>2,627.50</u>	<u>91.87</u>	<u>232.50</u>
TOTAL DEPARTMENTAL	16,100.00	48.00	12,629.77	78.45	3,470.23

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

10 -GENERAL FUND
HUMAN RESOURCES

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>SPECIAL PROJECTS</u>					
TOTAL HUMAN RESOURCES	134,627.00	10,672.94	122,568.82	91.04	12,058.18

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

10 -GENERAL FUND
ECONOMIC DEVELOPMENT

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONNEL</u>					
10-5-0035-0400 SALARIES & WAGES	68,149.00	3,240.00	14,649.39	21.50	53,499.61
10-5-0035-0401 SOCIAL SECURITY TAXES	4,225.00	196.20	903.77	21.39	3,321.23
10-5-0035-0402 STATE UNEMPLOYMENT TAXES	252.00	0.00	4.00	1.59	248.00
10-5-0035-0403 MEDICARE TAXES	988.00	45.90	334.16	33.82	653.84
10-5-0035-0404 RETIREMENT (TMRS)	7,273.00	17.36	1,101.46	15.14	6,171.54
10-5-0035-0406 WORKERS COMPENSATION	152.00	0.00	0.00	0.00	152.00
10-5-0035-0410 HEALTH INSURANCE	10,389.00	0.00	0.00	0.00	10,389.00
10-5-0035-0412 HRA	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>
TOTAL PERSONNEL	91,928.00	3,499.46	16,992.78	18.48	74,935.22
<u>TRAVEL & TRAINING</u>					
<u>SUPPLIES</u>					
<u>UTILITIES</u>					
<u>SMALL EQUIPMENT</u>					
<u>MAINTENANCE & REPAIRS</u>					
<u>CONTRACTED SERVICES</u>					
<u>SPECIAL PROJECTS</u>					
TOTAL ECONOMIC DEVELOPMENT	91,928.00	3,499.46	16,992.78	18.48	74,935.22

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

10 -GENERAL FUND
PLANNING

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONNEL</u>					
10-5-0045-0400 SALARIES & WAGES	80,546.00	9,567.09	82,370.80	102.27 (	1,824.80)
10-5-0045-0401 SOCIAL SECURITY TAXES	4,994.00	548.58	4,560.24	91.31	433.76
10-5-0045-0402 STATE UNEMPLOYMENT TAXES	252.00	0.00	9.00	3.57	243.00
10-5-0045-0403 MEDICARE TAXES	1,168.00	128.31	1,066.63	91.32	101.37
10-5-0045-0404 RETIREMENT (TMRS)	8,596.00	693.08	7,880.20	91.67	715.80
10-5-0045-0406 WORKERS COMPENSATION	180.00	0.00	31.50	17.50	148.50
10-5-0045-0410 HEALTH INSURANCE	19,889.00	0.00	18,211.36	91.56	1,677.64
10-5-0045-0412 HRA	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>
TOTAL PERSONNEL	116,125.00	10,937.06	114,129.73	98.28	1,995.27
<u>TRAVEL & TRAINING</u>					
10-5-0045-0416 EMPLOYEE TRAINING	6,000.00	0.00	385.29	6.42	5,614.71
10-5-0045-0418 DUES & MEMBERSHIPS	<u>750.00</u>	<u>0.00</u>	<u>255.00</u>	<u>34.00</u>	<u>495.00</u>
TOTAL TRAVEL & TRAINING	6,750.00	0.00	640.29	9.49	6,109.71
<u>SUPPLIES</u>					
10-5-0045-0421 OFFICE SUPPLIES	1,000.00	429.00	870.40	87.04	129.60
10-5-0045-0423 POSTAGE	1,250.00	0.00	83.68	6.69	1,166.32
10-5-0045-0429 DEPARTMENT SUPPLIES	<u>500.00</u>	<u>0.00</u>	<u>351.54</u>	<u>70.31</u>	<u>148.46</u>
TOTAL SUPPLIES	2,750.00	429.00	1,305.62	47.48	1,444.38
<u>UTILITIES</u>					
10-5-0045-0430 CELL PHONES & MIFI	<u>720.00</u>	<u>0.00</u>	<u>541.16</u>	<u>75.16</u>	<u>178.84</u>
TOTAL UTILITIES	720.00	0.00	541.16	75.16	178.84
<u>SMALL EQUIPMENT</u>					
10-5-0045-0433 SMALL EQUIPMENT (<\$5,000	<u>1,770.00</u>	<u>0.00</u>	<u>1,314.97</u>	<u>74.29</u>	<u>455.03</u>
TOTAL SMALL EQUIPMENT	1,770.00	0.00	1,314.97	74.29	455.03
<u>MAINTENANCE & REPAIRS</u>					
10-5-0045-0442 BUILDING R&M	<u>0.00</u>	<u>21.68</u>	<u>108.36</u>	<u>0.00</u> (	<u>108.36</u>)
TOTAL MAINTENANCE & REPAIRS	0.00	21.68	108.36	0.00 (	108.36)
<u>CONTRACTED SERVICES</u>					
10-5-0045-0462 LEGAL SERVICES	6,000.00	250.00	6,052.00	100.87 (	52.00)
10-5-0045-0464 ENGINEERING SERVICES	25,000.00	0.00	1,019.36	4.08	23,980.64
10-5-0045-0468 INFORMATION TECHNOLOGY	<u>1,400.00</u>	<u>0.00</u>	<u>227.99</u>	<u>16.29</u>	<u>1,172.01</u>
TOTAL CONTRACTED SERVICES	32,400.00	250.00	7,299.35	22.53	25,100.65

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 202310 -GENERAL FUND
PLANNING

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>DEPARTMENTAL</u>					
10-5-0045-0491 LEGAL NOTICES	6,000.00	76.25	854.30	14.24	5,145.70
10-5-0045-0492 RECORDING/FILING FEES	<u>0.00</u>	<u>0.00</u>	<u>328.65</u>	<u>0.00</u>	(<u>328.65</u>)
TOTAL DEPARTMENTAL	6,000.00	76.25	1,182.95	19.72	4,817.05
<u>SPECIAL PROJECTS</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL PLANNING	166,515.00	11,713.99	126,522.43	75.98	39,992.57

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

10 -GENERAL FUND
POLICE DEPARTMENT

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONNEL</u>					
10-5-0050-0400 SALARIES & WAGES	1,209,666.00	153,828.70	1,183,491.54	97.84	26,174.46
10-5-0050-0401 SOCIAL SECURITY TAXES	76,064.00	9,467.18	72,054.90	94.73	4,009.10
10-5-0050-0402 STATE UNEMPLOYMENT TAXES	4,536.00	0.00	172.67	3.81	4,363.33
10-5-0050-0403 MEDICARE TAXES	17,789.00	2,214.08	16,851.39	94.73	937.61
10-5-0050-0404 RETIREMENT (TMRS)	130,934.00	10,669.07	110,490.79	84.39	20,443.21
10-5-0050-0405 OVERTIME	24,408.00	2,312.86	11,472.06	47.00	12,935.94
10-5-0050-0406 WORKERS COMPENSATION	23,118.00	0.00	26,465.00	114.48 (	3,347.00)
10-5-0050-0410 HEALTH INSURANCE	213,849.00	0.00	189,064.64	88.41	24,784.36
10-5-0050-0412 HRA	<u>9,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9,000.00</u>
TOTAL PERSONNEL	1,709,364.00	178,491.89	1,610,062.99	94.19	99,301.01
<u>TRAVEL & TRAINING</u>					
10-5-0050-0414 TRAVEL REIMBURSEMENT	0.00	0.00	64.50	0.00 (	64.50)
10-5-0050-0415 POLICE TRAINING	8,500.00	40.00	6,675.34	78.53	1,824.66
10-5-0050-0416 POLICE LEOSE TRAINING	1,300.00	0.00	1,545.00	118.85 (	245.00)
10-5-0050-0418 DUES & MEMBERSHIPS	<u>775.00</u>	<u>0.00</u>	<u>692.00</u>	<u>89.29</u>	<u>83.00</u>
TOTAL TRAVEL & TRAINING	10,575.00	40.00	8,976.84	84.89	1,598.16
<u>SUPPLIES</u>					
10-5-0050-0420 UNIFORMS	19,500.00	0.00	15,383.65	78.89	4,116.35
10-5-0050-0421 OFFICE SUPPLIES	3,700.00	175.83	4,081.20	110.30 (	381.20)
10-5-0050-0423 POSTAGE	300.00	0.00	459.62	153.21 (	159.62)
10-5-0050-0425 COPIERS	1,600.00	145.03	1,041.23	65.08	558.77
10-5-0050-0426 GAS & OIL	44,000.00	5,696.20	44,857.41	101.95 (	857.41)
10-5-0050-0429 DEPARTMENT SUPPLIES	<u>33,300.00</u>	<u>1,307.83</u>	<u>30,091.31</u>	<u>90.36</u>	<u>3,208.69</u>
TOTAL SUPPLIES	102,400.00	7,324.89	95,914.42	93.67	6,485.58
<u>UTILITIES</u>					
10-5-0050-0430 CELL PHONES/MIFI	10,000.00	91.39	7,839.02	78.39	2,160.98
10-5-0050-0431 TELEPHONES	<u>1,100.00</u>	<u>0.00</u>	<u>863.41</u>	<u>78.49</u>	<u>236.59</u>
TOTAL UTILITIES	11,100.00	91.39	8,702.43	78.40	2,397.57
<u>SMALL EQUIPMENT</u>					
10-5-0050-0433 SMALL EQUIPMENT<\$5,000	<u>0.00</u>	<u>0.00</u>	<u>354.00</u>	<u>0.00</u> (	<u>354.00</u>)
TOTAL SMALL EQUIPMENT	0.00	0.00	354.00	0.00 (	354.00)
<u>MAINTENANCE & REPAIRS</u>					
10-5-0050-0442 BUILDING R&M	1,500.00	55.00	699.94	46.66	800.06
10-5-0050-0445 VEHICLE R&M	15,000.00	458.47	28,934.68	192.90 (	13,934.68)
10-5-0050-0446 EQUIPMENT R&M	<u>500.00</u>	<u>0.00</u>	<u>1,353.33</u>	<u>270.67</u> (	<u>853.33</u>)
TOTAL MAINTENANCE & REPAIRS	17,000.00	513.47	30,987.95	182.28 (	13,987.95)

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

10 -GENERAL FUND
POLICE DEPARTMENT

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CONTRACTED SERVICES</u>					
10-5-0050-0460 CONTRACTED SERVICES	21,000.00	0.00	15,699.52	74.76	5,300.48
10-5-0050-0465 DISPATCH SERVICES	93,358.00	0.00	93,358.37	100.00 (	0.37)
10-5-0050-0468 INFORMATION TECHNOLOGY	30,643.00	0.00	21,018.72	68.59	9,624.28
10-5-0050-0469 LIABILITY & PROPERTY	<u>13,441.00</u>	<u>0.00</u>	<u>17,988.98</u>	<u>133.84</u> (	<u>4,547.98)</u>
TOTAL CONTRACTED SERVICES	158,442.00	0.00	148,065.59	93.45	10,376.41
<u>DEPARTMENTAL</u>					
10-5-0050-0475 SPECIAL PROJECTS	<u>0.00</u>	<u>0.00</u>	<u>1,234.18</u>	<u>0.00</u> (	<u>1,234.18)</u>
TOTAL DEPARTMENTAL	0.00	0.00	1,234.18	0.00 (	1,234.18)
<u>SPECIAL PROJECTS</u>					
10-5-0050-0499 POLICE GRANT EXPENDITURE	<u>0.00</u>	<u>0.00</u>	<u>49,671.15</u>	<u>0.00</u> (	<u>49,671.15)</u>
TOTAL SPECIAL PROJECTS	0.00	0.00	49,671.15	0.00 (	49,671.15)
<u>DEBT PAYMENTS</u>					
<u>VEHICLE LEASES</u>					
10-5-0050-0560 VEHICLE LEASE PAYMENTS	19,540.00	5,904.80	51,931.84	265.77 (	32,391.84)
10-5-0050-0562 VEHICLE MAINT PLAN	<u>2,000.00</u>	<u>1,158.28</u>	<u>1,888.26</u>	<u>94.41</u>	<u>111.74</u>
TOTAL VEHICLE LEASES	21,540.00	7,063.08	53,820.10	249.86 (	32,280.10)
<u>CAPITAL OUTLAY</u>					
TOTAL POLICE DEPARTMENT	2,030,421.00	193,524.72	2,007,789.65	98.89	22,631.35

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

10 -GENERAL FUND
CODE ENFORCE/ANIMAL CONTR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONNEL</u>					
10-5-0055-0400 SALARIES & WAGES	46,196.00	4,944.00	44,755.03	96.88	1,440.97
10-5-0055-0401 SOCIAL SECURITY TAXES	2,864.00	306.10	2,626.66	91.71	237.34
10-5-0055-0402 STATE UNEMPLOYMENT TAXES	252.00	0.00	8.04	3.19	243.96
10-5-0055-0403 MEDICARE TAXES	670.00	71.60	614.31	91.69	55.69
10-5-0055-0404 RETIREMENT (TMRS)	4,930.00	356.00	4,282.28	86.86	647.72
10-5-0055-0406 WORKERS COMPENSATION	1,116.00	0.00	1,635.00	146.51 (	519.00)
10-5-0055-0410 HEALTH INSURANCE	15,100.00	0.00	10,342.46	68.49	4,757.54
10-5-0055-0412 HRA	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>
TOTAL PERSONNEL	71,628.00	5,677.70	64,263.78	89.72	7,364.22
<u>TRAVEL & TRAINING</u>					
10-5-0055-0416 EMPLOYEE TRAINING	500.00	0.00	525.00	105.00 (	25.00)
10-5-0055-0418 DUES & MEMBERSHIPS	<u>360.00</u>	<u>0.00</u>	<u>250.00</u>	<u>69.44</u>	<u>110.00</u>
TOTAL TRAVEL & TRAINING	860.00	0.00	775.00	90.12	85.00
<u>SUPPLIES</u>					
10-5-0055-0420 UNIFORMS	400.00	0.00	406.87	101.72 (	6.87)
10-5-0055-0421 OFFICE SUPPLIES	200.00	0.00	235.18	117.59 (	35.18)
10-5-0055-0423 POSTAGE	1,000.00	0.00	900.26	90.03	99.74
10-5-0055-0426 GAS & OIL	1,000.00	410.31	2,126.69	212.67 (	1,126.69)
10-5-0055-0429 DEPARTMENT SUPPLIES	<u>650.00</u>	<u>9.98</u>	<u>331.01</u>	<u>50.92</u>	<u>318.99</u>
TOTAL SUPPLIES	3,250.00	420.29	4,000.01	123.08 (	750.01)
<u>UTILITIES</u>					
10-5-0055-0430 CELL PHONES & MIFI	<u>1,020.00</u>	<u>0.00</u>	<u>547.97</u>	<u>53.72</u>	<u>472.03</u>
TOTAL UTILITIES	1,020.00	0.00	547.97	53.72	472.03
<u>SMALL EQUIPMENT</u>					
<u>MAINTENANCE & REPAIRS</u>					
10-5-0055-0445 VEHICLE R&M	2,040.00	7.00	398.17	19.52	1,641.83
10-5-0055-0446 EQUIPMENT R&M	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>
TOTAL MAINTENANCE & REPAIRS	2,540.00	7.00	398.17	15.68	2,141.83
<u>CONTRACTED SERVICES</u>					
10-5-0055-0460 CONTRACTED SERVICES	4,000.00	0.00	3,742.00	93.55	258.00
10-5-0055-0468 INFORMATION TECHNOLOGY	3,600.00	0.00	3,395.13	94.31	204.87
10-5-0055-0469 LIABILITY & PROPERTY	<u>300.00</u>	<u>0.00</u>	<u>469.00</u>	<u>156.33 (</u>	<u>169.00)</u>
TOTAL CONTRACTED SERVICES	7,900.00	0.00	7,606.13	96.28	293.87

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

10 -GENERAL FUND
CODE ENFORCE/ANIMAL CONTR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>DEPARTMENTAL</u>					
10-5-0055-0491 LEGAL NOTICES	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>
TOTAL DEPARTMENTAL	1,000.00	0.00	0.00	0.00	1,000.00
<u>SPECIAL PROJECTS</u>					
10-5-0055-0495 SPECIAL PROJECTS	<u>12,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>12,000.00</u>
TOTAL SPECIAL PROJECTS	12,000.00	0.00	0.00	0.00	12,000.00
<u>VEHICLE LEASES</u>					
10-5-0055-0562 VEHICLE MAINT PLAN	<u>0.00</u>	<u>65.55</u>	<u>125.55</u>	<u>0.00</u>	<u>(125.55)</u>
TOTAL VEHICLE LEASES	0.00	65.55	125.55	0.00	(125.55)
<u>CAPITAL OUTLAY</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL CODE ENFORCE/ANIMAL CONTR	100,198.00	6,170.54	77,716.61	77.56	22,481.39

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

10 -GENERAL FUND
MUNICIPAL COURT

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONNEL</u>					
10-5-0060-0400 COURT SALARIES	50,272.00	5,464.81	49,980.07	99.42	291.93
10-5-0060-0401 COURT SOCIAL SECURITY	3,117.00	340.77	3,163.89	101.50 (	46.89)
10-5-0060-0402 COURT UNEMPLOYMENT TAXES	252.00	0.00	11.21	4.45	240.79
10-5-0060-0403 COURT MEDICARE	729.00	79.68	739.89	101.49 (	10.89)
10-5-0060-0404 COURT TMRS	5,365.00	395.72	4,886.17	91.07	478.83
10-5-0060-0405 COURT OVERTIME	0.00	0.00	780.10	0.00 (	780.10)
10-5-0060-0406 COURT WORKERS COMPENSATI	112.00	0.00	235.00	209.82 (	123.00)
10-5-0060-0410 COURT INSURANCE	10,278.00	0.00	7,763.45	75.53	2,514.55
10-5-0060-0412 COURT HRA	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>
TOTAL PERSONNEL	70,625.00	6,280.98	67,559.78	95.66	3,065.22
<u>TRAVEL & TRAINING</u>					
10-5-0060-0416 COURT TRAINING	750.00	0.00	0.00	0.00	750.00
10-5-0060-0418 COURT DUES & MEMBERSHIPS	<u>75.00</u>	<u>0.00</u>	<u>110.00</u>	<u>146.67 (</u>	<u>35.00)</u>
TOTAL TRAVEL & TRAINING	825.00	0.00	110.00	13.33	715.00
<u>SUPPLIES</u>					
10-5-0060-0421 COURT OFFICE SUPPLIES	500.00	0.00	85.61	17.12	414.39
10-5-0060-0423 COURT POSTAGE	<u>1,000.00</u>	<u>0.00</u>	<u>201.47</u>	<u>20.15</u>	<u>798.53</u>
TOTAL SUPPLIES	1,500.00	0.00	287.08	19.14	1,212.92
<u>UTILITIES</u>					
10-5-0060-0430 CELL PHONES & MIFI	<u>0.00</u>	<u>0.00</u>	<u>250.00</u>	<u>0.00 (</u>	<u>250.00)</u>
TOTAL UTILITIES	0.00	0.00	250.00	0.00 (	250.00)
<u>SMALL EQUIPMENT</u>					
<u>CONTRACTED SERVICES</u>					
10-5-0060-0461 OTHER CONTRACTED SERVICE	13,800.00	0.00	8,000.00	57.97	5,800.00
10-5-0060-0468 INFORMATION TECHNOLOGY	<u>10,642.00</u>	<u>0.00</u>	<u>7,615.71</u>	<u>71.56</u>	<u>3,026.29</u>
TOTAL CONTRACTED SERVICES	24,442.00	0.00	15,615.71	63.89	8,826.29
<u>DEPARTMENTAL</u>					
10-5-0060-0488 MERCHANT SERVICE FEES	<u>0.00</u>	<u>0.00</u>	<u>765.22</u>	<u>0.00 (</u>	<u>765.22)</u>
TOTAL DEPARTMENTAL	0.00	0.00	765.22	0.00 (	765.22)
<u>SPECIAL PROJECTS</u>					
<u>VEHICLE LEASES</u>					
TOTAL MUNICIPAL COURT	97,392.00	6,280.98	84,587.79	86.85	12,804.21

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

10 -GENERAL FUND
FIRE DEPARTMENT

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONNEL</u>					
10-5-0070-0400 SALARIES & WAGES	471,364.00	50,795.43	404,921.03	85.90	66,442.97
10-5-0070-0401 SOCIAL SECURITY TAXES	29,225.00	3,357.34	27,087.02	92.68	2,137.98
10-5-0070-0402 STATE UNEMPLOYMENT TAXES	1,764.00	0.00	142.49	8.08	1,621.51
10-5-0070-0403 MEDICARE TAXES	6,835.00	785.17	6,334.66	92.68	500.34
10-5-0070-0404 RETIREMENT (TMRS)	35,972.00	3,183.52	29,797.45	82.84	6,174.55
10-5-0070-0405 OVERTIME	0.00	3,444.62	33,238.22	0.00 (	33,238.22)
10-5-0070-0406 WORKERS COMPENSATION	12,871.00	0.00	10,038.00	77.99	2,833.00
10-5-0070-0410 HEALTH INSURANCE	51,852.00	0.00	30,686.46	59.18	21,165.54
10-5-0070-0411 STIPEND PAY	0.00	432.00	5,280.00	0.00 (	5,280.00)
10-5-0070-0412 HRA	<u>2,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,500.00</u>
TOTAL PERSONNEL	612,383.00	61,998.08	547,525.33	89.41	64,857.67
<u>TRAVEL & TRAINING</u>					
10-5-0070-0414 TRAVEL REIMBURSEMENT	0.00	0.00	183.50	0.00 (	183.50)
10-5-0070-0416 EMPLOYEE TRAINING	17,473.00	2,848.40	10,341.68	59.19	7,131.32
10-5-0070-0418 DUES & MEMBERSHIPS	<u>4,525.00</u>	<u>0.00</u>	<u>1,399.50</u>	<u>30.93</u>	<u>3,125.50</u>
TOTAL TRAVEL & TRAINING	21,998.00	2,848.40	11,924.68	54.21	10,073.32
<u>SUPPLIES</u>					
10-5-0070-0420 UNIFORMS	14,300.00	1,019.80	19,212.33	134.35 (	4,912.33)
10-5-0070-0421 OFFICE SUPPLIES	1,000.00	0.00	288.90	28.89	711.10
10-5-0070-0423 POSTAGE	50.00	0.00	55.86	111.72 (	5.86)
10-5-0070-0426 GAS & OIL	14,000.00	1,471.55	12,626.74	90.19	1,373.26
10-5-0070-0429 DEPARTMENT SUPPLIES	<u>4,000.00</u>	<u>0.00</u>	<u>3,199.96</u>	<u>80.00</u>	<u>800.04</u>
TOTAL SUPPLIES	33,350.00	2,491.35	35,383.79	106.10 (	2,033.79)
<u>UTILITIES</u>					
10-5-0070-0430 CELL PHONES & MIFI	1,500.00	0.00	2,853.66	190.24 (	1,353.66)
10-5-0070-0432 UTILITIES	<u>5,200.00</u>	<u>68.49</u>	<u>4,819.27</u>	<u>92.68</u>	<u>380.73</u>
TOTAL UTILITIES	6,700.00	68.49	7,672.93	114.52 (	972.93)
<u>SMALL EQUIPMENT</u>					
10-5-0070-0433 SMALL EQUIPMENT<\$5,000	<u>6,000.00</u>	<u>3,798.00</u>	<u>12,921.62</u>	<u>215.36</u> (	<u>6,921.62</u>)
TOTAL SMALL EQUIPMENT	6,000.00	3,798.00	12,921.62	215.36 (	6,921.62)
<u>MAINTENANCE & REPAIRS</u>					
10-5-0070-0442 BUILDING MAINTENANCE	2,000.00	981.10	16,411.30	820.57 (	14,411.30)
10-5-0070-0445 VEHICLE R&M	30,900.00	725.01	38,523.80	124.67 (	7,623.80)
10-5-0070-0446 EQUIPMENT R&M	<u>10,000.00</u>	<u>0.00</u>	<u>8,074.24</u>	<u>80.74</u>	<u>1,925.76</u>
TOTAL MAINTENANCE & REPAIRS	42,900.00	1,706.11	63,009.34	146.87 (	20,109.34)

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

10 -GENERAL FUND
FIRE DEPARTMENT

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CONTRACTED SERVICES</u>					
10-5-0070-0460 OTHER CONTRACTED SERVICE	4,144.00	0.00	2,903.60	70.07	1,240.40
10-5-0070-0468 INFORMATION TECHNOLOGY	3,050.00	22.00	1,398.21	45.84	1,651.79
10-5-0070-0469 LIABILITY & PROPERTY	<u>10,000.00</u>	<u>0.00</u>	<u>6,881.00</u>	<u>68.81</u>	<u>3,119.00</u>
TOTAL CONTRACTED SERVICES	17,194.00	22.00	11,182.81	65.04	6,011.19
<u>DEPARTMENTAL</u>					
10-5-0070-0475 COMMUNITY OUTREACH	2,500.00	0.00	3,420.06	136.80 (	920.06)
10-5-0070-0478 FIRE MARSHALL	<u>8,800.00</u>	<u>0.00</u>	<u>3,653.05</u>	<u>41.51</u>	<u>5,146.95</u>
TOTAL DEPARTMENTAL	11,300.00	0.00	7,073.11	62.59	4,226.89
<u>SPECIAL PROJECTS</u>					
<u>DEBT PAYMENTS</u>					
<u>VEHICLE LEASES</u>					
10-5-0070-0560 VEHICLE LEASE PAYMENTS	39,503.00	1,951.46	11,708.76	29.64	27,794.24
10-5-0070-0561 VEHICLE MAKE READY	48,000.00	0.00	0.00	0.00	48,000.00
10-5-0070-0562 VEHICLE MAINT PLAN	<u>1,165.00</u>	<u>99.54</u>	<u>597.24</u>	<u>51.27</u>	<u>567.76</u>
TOTAL VEHICLE LEASES	88,668.00	2,051.00	12,306.00	13.88	76,362.00
<u>CAPITAL OUTLAY</u>					
10-5-0070-0660 CAPITAL EXPENDITURES	<u>0.00</u>	<u>0.00</u>	<u>5,615.59</u>	<u>0.00</u> (	<u>5,615.59</u>)
TOTAL CAPITAL OUTLAY	0.00	0.00	5,615.59	0.00 (	5,615.59)
TOTAL FIRE DEPARTMENT	840,493.00	74,983.43	714,615.20	85.02	125,877.80

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

10 -GENERAL FUND
STREETS

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONNEL</u>					
10-5-0080-0400 SALARIES & WAGES	122,410.00	9,459.47	94,441.82	77.15	27,968.18
10-5-0080-0401 SOCIAL SECURITY	7,841.00	682.62	6,751.82	86.11	1,089.18
10-5-0080-0402 STATE UNEMPLOYMENT TAX	630.00	0.00	18.00	2.86	612.00
10-5-0080-0403 MEDICARE TAXES	1,834.00	159.65	1,579.13	86.10	254.87
10-5-0080-0404 RETIREMENT (TMRS)	13,497.00	756.32	10,635.04	78.80	2,861.96
10-5-0080-0405 OVERTIME	4,057.00	1,638.67	7,605.17	187.46 (	3,548.17)
10-5-0080-0406 WORKERS COMPENSATION	3,096.00	0.00	5,143.00	166.12 (	2,047.00)
10-5-0080-0410 HEALTH INSURANCE	30,497.00	0.00	16,336.46	53.57	14,160.54
10-5-0080-0412 HRA	<u>1,250.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,250.00</u>
TOTAL PERSONNEL	185,112.00	12,696.73	142,510.44	76.99	42,601.56
<u>TRAVEL & TRAINING</u>					
10-5-0080-0416 TRAINING	<u>2,500.00</u>	<u>790.75</u>	<u>1,210.31</u>	<u>48.41</u>	<u>1,289.69</u>
TOTAL TRAVEL & TRAINING	2,500.00	790.75	1,210.31	48.41	1,289.69
<u>SUPPLIES</u>					
10-5-0080-0420 UNIFORMS	2,000.00	12.29	1,296.27	64.81	703.73
10-5-0080-0421 OFFICE SUPPLIES	200.00	0.00	284.33	142.17 (	84.33)
10-5-0080-0426 GAS & OIL	6,500.00	48.82	11,673.30	179.59 (	5,173.30)
10-5-0080-0429 DEPARTMENT SUPPLIES	<u>3,000.00</u>	<u>393.86</u>	<u>2,040.78</u>	<u>68.03</u>	<u>959.22</u>
TOTAL SUPPLIES	11,700.00	454.97	15,294.68	130.72 (	3,594.68)
<u>UTILITIES</u>					
10-5-0080-0430 CELL PHONES & MIFI	1,400.00	0.00	1,390.24	99.30	9.76
10-5-0080-0432 UTILITIES	<u>45,000.00</u>	<u>3,490.32</u>	<u>41,079.46</u>	<u>91.29</u>	<u>3,920.54</u>
TOTAL UTILITIES	46,400.00	3,490.32	42,469.70	91.53	3,930.30
<u>SMALL EQUIPMENT</u>					
10-5-0080-0433 SMALL EQUIPMENT<\$5,000	5,000.00	0.00	4,622.79	92.46	377.21
10-5-0080-0434 RENTAL EQUIPMENT	<u>2,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,000.00</u>
TOTAL SMALL EQUIPMENT	7,000.00	0.00	4,622.79	66.04	2,377.21
<u>MAINTENANCE & REPAIRS</u>					
10-5-0080-0442 BUILDING R&M	1,000.00	21.66	864.51	86.45	135.49
10-5-0080-0445 VEHICLE R&M	5,000.00	61.72	4,104.14	82.08	895.86
10-5-0080-0446 EQUIPMENT R&M	7,500.00	53.89	5,890.39	78.54	1,609.61
10-5-0080-0447 STREET REPAIRS	<u>0.00</u>	<u>0.00</u>	<u>21.78</u>	<u>0.00</u> (	<u>21.78</u>)
TOTAL MAINTENANCE & REPAIRS	13,500.00	137.27	10,880.82	80.60	2,619.18

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

10 -GENERAL FUND
STREETS

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CONTRACTED SERVICES</u>					
10-5-0080-0460 OTHER CONTRACTED SERVICE	10,000.00	0.00	0.00	0.00	10,000.00
10-5-0080-0462 LEGAL SERVICES	0.00	0.00	281.00	0.00 (	281.00)
10-5-0080-0469 LIABILITY & PROPERTY INS	<u>1,469.00</u>	<u>0.00</u>	<u>1,256.74</u>	<u>85.55</u>	<u>212.26</u>
TOTAL CONTRACTED SERVICES	11,469.00	0.00	1,537.74	13.41	9,931.26
<u>DEPARTMENTAL</u>					
10-5-0080-0470 STREET SIGNS	10,000.00	108.00	10,058.80	100.59 (	58.80)
10-5-0080-0472 DRAINAGE MATERIAL	10,000.00	0.00	2,217.62	22.18	7,782.38
10-5-0080-0475 SPECIAL PROJECTS	0.00	200.00	200.00	0.00 (	200.00)
10-5-0080-0486 MISCELLANEOUS	0.00	0.00	42.95	0.00 (	42.95)
10-5-0080-0489 PRISON WORKER MEALS	<u>250.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>250.00</u>
TOTAL DEPARTMENTAL	20,250.00	308.00	12,519.37	61.82	7,730.63
<u>VEHICLE LEASES</u>					
TOTAL STREETS	297,931.00	17,878.04	231,045.85	77.55	66,885.15

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

10 -GENERAL FUND
PARKS & RECREATION

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONNEL</u>					
10-5-0090-0400 SALARIES & WAGES	161,255.00	18,646.71	142,998.02	88.68	18,256.98
10-5-0090-0401 SOCIAL SECURITY TAXES	10,353.00	1,350.75	9,194.88	88.81	1,158.12
10-5-0090-0402 STATE UNEMPLOYMENT TAXES	882.00	0.00	34.97	3.96	847.03
10-5-0090-0403 MEDICARE TAXES	2,421.00	315.92	2,150.54	88.83	270.46
10-5-0090-0404 RETIREMENT (TMRS)	17,821.00	1,577.82	13,482.70	75.66	4,338.30
10-5-0090-0405 OVERTIME	5,721.00	955.58	4,878.03	85.27	842.97
10-5-0090-0406 WORKERS COMPENSATION	4,088.00	0.00	(268.00)	6.56-	4,356.00
10-5-0090-0410 HEALTH INSURANCE	39,315.00	0.00	24,007.84	61.07	15,307.16
10-5-0090-0412 HRA	<u>1,791.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,791.00</u>
TOTAL PERSONNEL	243,647.00	22,846.78	196,478.98	80.64	47,168.02
<u>TRAVEL & TRAINING</u>					
10-5-0090-0416 EMPLOYEE TRAINING	<u>850.00</u>	<u>856.90</u>	<u>986.52</u>	<u>116.06</u>	(<u>136.52</u>)
TOTAL TRAVEL & TRAINING	850.00	856.90	986.52	116.06	(136.52)
<u>SUPPLIES</u>					
10-5-0090-0420 UNIFORMS	1,500.00	56.30	2,147.12	143.14	(647.12)
10-5-0090-0421 OFFICE SUPPLIES	0.00	0.00	120.25	0.00	(120.25)
10-5-0090-0426 GAS & OIL	5,500.00	588.02	4,635.10	84.27	864.90
10-5-0090-0429 DEPARTMENT SUPPLIES	<u>2,500.00</u>	<u>8.65</u>	<u>2,810.48</u>	<u>112.42</u>	(<u>310.48</u>)
TOTAL SUPPLIES	9,500.00	652.97	9,712.95	102.24	(212.95)
<u>UTILITIES</u>					
10-5-0090-0430 CELL PHONES & MIFI	1,400.00	0.00	1,492.60	106.61	(92.60)
10-5-0090-0432 UTILITIES	<u>20,000.00</u>	<u>43.68</u>	<u>7,054.23</u>	<u>35.27</u>	<u>12,945.77</u>
TOTAL UTILITIES	21,400.00	43.68	8,546.83	39.94	12,853.17
<u>SMALL EQUIPMENT</u>					
10-5-0090-0433 SMALL EQUIPMENT<\$5,000	<u>5,000.00</u>	<u>0.00</u>	<u>1,450.69</u>	<u>29.01</u>	<u>3,549.31</u>
TOTAL SMALL EQUIPMENT	5,000.00	0.00	1,450.69	29.01	3,549.31
<u>MAINTENANCE & REPAIRS</u>					
10-5-0090-0442 BUILDING R&M	2,500.00	96.29	1,219.06	48.76	1,280.94
10-5-0090-0445 VEHICLE R&M	5,000.00	68.96	1,840.44	36.81	3,159.56
10-5-0090-0446 EQUIPMENT R&M	2,500.00	1,330.95	4,097.45	163.90	(1,597.45)
10-5-0090-0448 PARK MAINTENANCE	<u>15,000.00</u>	<u>414.14</u>	<u>10,698.77</u>	<u>71.33</u>	<u>4,301.23</u>
TOTAL MAINTENANCE & REPAIRS	25,000.00	1,910.34	17,855.72	71.42	7,144.28
<u>CONTRACTED SERVICES</u>					
10-5-0090-0469 GEN LIAB & PROPERTY INSU	<u>0.00</u>	<u>0.00</u>	<u>4,734.20</u>	<u>0.00</u>	(<u>4,734.20</u>)
TOTAL CONTRACTED SERVICES	0.00	0.00	4,734.20	0.00	(4,734.20)

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 202310 -GENERAL FUND
PARKS & RECREATION

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>DEPARTMENTAL</u>					
<u>SPECIAL PROJECTS</u>					
10-5-0090-0495 SPECIAL PROJECTS	<u>25,000.00</u>	<u>4,377.17</u>	<u>19,191.42</u>	<u>76.77</u>	<u>5,808.58</u>
TOTAL SPECIAL PROJECTS	25,000.00	4,377.17	19,191.42	76.77	5,808.58
<u>VEHICLE LEASES</u>					
TOTAL PARKS & RECREATION	330,397.00	30,687.84	258,957.31	78.38	71,439.69

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

10 -GENERAL FUND
CITY-WIDE (NONDEPARTMENTA

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONNEL</u>					
10-5-0095-0400 SALARIES & WAGES	33,788.00	3,780.00	31,229.35	92.43	2,558.65
10-5-0095-0401 SOCIAL SECURITY	2,095.00	244.61	1,976.12	94.33	118.88
10-5-0095-0402 STATE UNEMPLOYMENT TAX	252.00	0.00	10.84	4.30	241.16
10-5-0095-0403 MEDICARE TAXES	490.00	57.21	462.19	94.32	27.81
10-5-0095-0404 RETIREMENT (TMRS)	3,606.00	281.54	3,002.65	83.27	603.35
10-5-0095-0405 OVERTIME	0.00	141.75	478.41	0.00 (	478.41)
10-5-0095-0406 WORKERS COMPENSATION	75.00	0.00	0.00	0.00	75.00
10-5-0095-0410 HEALTH INSURANCE	10,175.00	0.00	8,506.91	83.61	1,668.09
10-5-0095-0412 HRA	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>
TOTAL PERSONNEL	50,981.00	4,505.11	45,666.47	89.58	5,314.53
<u>TRAVEL & TRAINING</u>					
10-5-0095-0416 EMPLOYEE TRAINING	0.00	0.00	16.66	0.00 (	16.66)
10-5-0095-0418 DUES & MEMBERSHIPS	<u>2,760.00</u>	<u>499.00</u>	<u>4,416.80</u>	<u>160.03</u> (	<u>1,656.80)</u>
TOTAL TRAVEL & TRAINING	2,760.00	499.00	4,433.46	160.63 (	1,673.46)
<u>SUPPLIES</u>					
10-5-0095-0420 UNIFORMS	850.00	0.00	404.30	47.56	445.70
10-5-0095-0421 OFFICE SUPPLIES	5,500.00	0.00	2,926.05	53.20	2,573.95
10-5-0095-0423 POSTAGE	2,000.00	0.00	487.77	24.39	1,512.23
10-5-0095-0425 COPIERS	4,144.00	411.37	2,698.07	65.11	1,445.93
10-5-0095-0426 GAS & OIL	0.00	72.08	774.10	0.00 (	774.10)
10-5-0095-0429 DEPARTMENT SUPPLIES	<u>8,400.00</u>	<u>918.42</u>	<u>8,599.74</u>	<u>102.38</u> (	<u>199.74)</u>
TOTAL SUPPLIES	20,894.00	1,401.87	15,890.03	76.05	5,003.97
<u>UTILITIES</u>					
10-5-0095-0430 CELL PHONES & MIFI	936.00	0.00	687.50	73.45	248.50
10-5-0095-0431 TELEPHONE SYSTEM	10,812.00	907.46	8,988.87	83.14	1,823.13
10-5-0095-0432 UTILITIES	<u>12,396.00</u>	<u>174.73</u>	<u>15,781.52</u>	<u>127.31</u> (	<u>3,385.52)</u>
TOTAL UTILITIES	24,144.00	1,082.19	25,457.89	105.44 (	1,313.89)
<u>SMALL EQUIPMENT</u>					
10-5-0095-0433 SMALL EQUIPMENT<\$5,000	5,000.00	0.00	560.00	11.20	4,440.00
10-5-0095-0434 RENTAL EQUIPMENT	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>
TOTAL SMALL EQUIPMENT	6,000.00	0.00	560.00	9.33	5,440.00
<u>MAINTENANCE & REPAIRS</u>					
10-5-0095-0442 BUILDING R&M	41,500.00	156.61	7,337.59	17.68	34,162.41
10-5-0095-0445 VEHICLE R&M	0.00	0.00	98.50	0.00 (	98.50)
10-5-0095-0446 EQUIPMENT R&M	<u>0.00</u>	<u>0.00</u>	<u>714.00</u>	<u>0.00</u> (	<u>714.00)</u>
TOTAL MAINTENANCE & REPAIRS	41,500.00	156.61	8,150.09	19.64	33,349.91

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

10 -GENERAL FUND
CITY-WIDE (NONDEPARTMENTA

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CONTRACTED SERVICES</u>					
10-5-0095-0460 OTHER CONTRACTED SERVICE	0.00	0.00	403.80	0.00 (	403.80)
10-5-0095-0468 INFORMATION TECHNOLOGY	65,868.00	3,325.90	56,162.64	85.27	9,705.36
10-5-0095-0469 GEN LIAB & PROPERTY INSU	<u>6,673.00</u>	<u>0.00</u>	<u>13,954.52</u>	<u>209.12</u> (	<u>7,281.52)</u>
TOTAL CONTRACTED SERVICES	72,541.00	3,325.90	70,520.96	97.22	2,020.04
<u>DEPARTMENTAL</u>					
10-5-0095-0486 MISCELLANEOUS	<u>0.00</u>	<u>0.00</u>	<u>10.00</u>	<u>0.00</u> (	<u>10.00)</u>
TOTAL DEPARTMENTAL	0.00	0.00	10.00	0.00 (	10.00)
<u>SPECIAL PROJECTS</u>					
10-5-0095-0495 SPECIAL PROJECTS	<u>0.00</u>	<u>1,859.78</u>	<u>1,859.78</u>	<u>0.00</u> (	<u>1,859.78)</u>
TOTAL SPECIAL PROJECTS	0.00	1,859.78	1,859.78	0.00 (	1,859.78)
TOTAL CITY-WIDE (NONDEPARTMENTA	218,820.00	12,830.46	172,548.68	78.85	46,271.32
TOTAL EXPENDITURES	5,246,317.00	409,930.57	4,843,135.34	92.31	403,181.66
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	(299,643.00)	(87,115.38)	875,538.63		(1,175,181.63)

*** END OF REPORT ***

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

60 -WATER & SEWER FUND
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
WATER	1,429,041.00	122,488.63	1,507,876.14	105.52 (	78,835.14)
SEWER	2,442,954.00	185,939.19	2,388,845.16	97.79	54,108.84
SANITATION	731,434.00	53,776.01	608,568.63	83.20	122,865.37
ADMINISTRATIVE FEES	<u>1,538,500.00</u>	<u>5,074.22</u>	<u>260,507.87</u>	<u>16.93</u>	<u>1,277,992.13</u>
TOTAL REVENUES	6,141,929.00	367,278.05	4,765,797.80	77.59	1,376,131.20
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	413,104.00	0.00	625,345.06	151.38 (	212,241.06)
ADMINISTRATION	510,746.00	35,357.61	386,300.00	75.63	124,446.00
WATER DEPARTMENT	1,187,572.00	100,376.40	1,018,120.05	85.73	169,451.95
SANITATION DEPARTMENT	676,252.00	49,018.74	537,648.86	79.50	138,603.14
SEWER DEPARTMENT	<u>2,321,334.00</u>	<u>23,806.85</u>	<u>2,099,787.77</u>	<u>90.46</u>	<u>221,546.23</u>
TOTAL EXPENDITURES	5,109,008.00	208,559.60	4,667,201.74	91.35	441,806.26
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	1,032,921.00	158,718.45	98,596.06		934,324.94

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

60 -WATER & SEWER FUND

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>WATER</u>					
60-4-0000-0300 WATER SALES	1,423,141.00	120,988.63	1,501,626.14	105.51 (	78,485.14)
60-4-0000-0302 WATER TAPS	4,000.00	0.00	3,000.00	75.00	1,000.00
60-4-0000-0303 WATER METERS	1,900.00	0.00	0.00	0.00	1,900.00
60-4-0000-0304 BULK WATER SALES	0.00	0.00	1,250.00	0.00 (	1,250.00)
60-4-0000-0305 4' SEWER CONNECTION	<u>0.00</u>	<u>1,500.00</u>	<u>2,000.00</u>	<u>0.00</u> (	<u>2,000.00)</u>
TOTAL WATER	1,429,041.00	122,488.63	1,507,876.14	105.52 (	78,835.14)
<u>SEWER</u>					
60-4-0000-0310 SEWER SALES	2,432,954.00	185,939.19	2,388,845.16	98.19	44,108.84
60-4-0000-0312 SEWER TAPS	5,000.00	0.00	0.00	0.00	5,000.00
60-4-0000-0315 SEWER CONNECTIONS	<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>
TOTAL SEWER	2,442,954.00	185,939.19	2,388,845.16	97.79	54,108.84
<u>SANITATION</u>					
60-4-0000-0326 COMMERCIAL GARBAGE	381,826.00	20,071.36	248,247.86	65.02	133,578.14
60-4-0000-0328 RESIDENTIAL GARBAGE	349,608.00	33,684.90	360,238.52	103.04 (	10,630.52)
60-4-0000-0329 GARBAGE MISCELLANEOUS	<u>0.00</u>	<u>19.75</u>	<u>82.25</u>	<u>0.00</u> (	<u>82.25)</u>
TOTAL SANITATION	731,434.00	53,776.01	608,568.63	83.20	122,865.37
<u>ADMINISTRATIVE FEES</u>					
60-4-0000-0330 LATE CHARGES	20,000.00	2,782.22	47,920.34	239.60 (	27,920.34)
60-4-0000-0332 NSF CHARGES	0.00	25.00	425.00	0.00 (	425.00)
60-4-0000-0335 RECONNECT FEES	10,000.00	1,800.00	20,495.00	204.95 (	10,495.00)
60-4-0000-0359 MT PEAK SUD TRUE UP (TRA	0.00	0.00	23,871.65	0.00 (	23,871.65)
60-4-0000-0360 INTEREST EARNINGS	5,000.00	0.00	8,076.43	161.53 (	3,076.43)
60-4-0000-0362 MISCELLANEOUS	3,500.00	467.00	3,675.40	105.01 (	175.40)
60-4-0000-0368 CASH OVER (SHORT)	0.00	0.00	(1,565.47)	0.00	1,565.47
60-4-0000-0381 4% CIVIL INSPECTION FEES	<u>1,500,000.00</u>	<u>0.00</u>	<u>157,609.52</u>	<u>10.51</u>	<u>1,342,390.48</u>
TOTAL ADMINISTRATIVE FEES	1,538,500.00	5,074.22	260,507.87	16.93	1,277,992.13
TOTAL REVENUES	6,141,929.00	367,278.05	4,765,797.80	77.59	1,376,131.20
	=====	=====	=====	=====	=====

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

60 -WATER & SEWER FUND
NON-DEPARTMENTAL

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONNEL</u>					
<u>TRAVEL & TRAINING</u>					
<u>SUPPLIES</u>					
<u>UTILITIES</u>					
<u>SMALL EQUIPMENT</u>					
<u>MAINTENANCE & REPAIRS</u>					
<u>CONTRACTED SERVICES</u>					
60-5-0000-0459 ANNUAL AUDITS	0.00	0.00	5,000.00	0.00 (	5,000.00)
TOTAL CONTRACTED SERVICES	0.00	0.00	5,000.00	0.00 (	5,000.00)
<u>DEPARTMENTAL</u>					
60-5-0000-0486 MISCELLANEOUS	0.00	0.00	1,650.04	0.00 (	1,650.04)
TOTAL DEPARTMENTAL	0.00	0.00	1,650.04	0.00 (	1,650.04)
<u>DEBT PAYMENTS</u>					
60-5-0000-0506 BOND PRINCIPAL	232,000.00	0.00	234,000.00	100.86 (	2,000.00)
60-5-0000-0507 BOND INTEREST	73,766.00	0.00	33,086.40	44.85	40,679.60
60-5-0000-0509 TRA BUY-IN	77,500.00	0.00	77,500.00	100.00	0.00
60-5-0000-0511 NOTE PAYABLE INTEREST	29,838.00	0.00	29,838.00	100.00	0.00
TOTAL DEBT PAYMENTS	413,104.00	0.00	374,424.40	90.64	38,679.60
<u>VEHICLE LEASES</u>					
<u>CAPITAL OUTLAY</u>					
60-5-0000-0612 SEWER PIPE BORING HWY 67	0.00	0.00	237,345.00	0.00 (	237,345.00)
60-5-0000-0669 CAP OUT-PRISON LIFT ST P	0.00	0.00	3,940.00	0.00 (	3,940.00)
60-5-0000-0672 AMI SYSTEM	0.00	0.00	2,985.62	0.00 (	2,985.62)
TOTAL CAPITAL OUTLAY	0.00	0.00	244,270.62	0.00 (	244,270.62)
<u>TRANSFERS</u>					
TOTAL NON-DEPARTMENTAL	413,104.00	0.00	625,345.06	151.38 (	212,241.06)

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

60 -WATER & SEWER FUND
ADMINISTRATION

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONNEL</u>					
60-5-0045-0400 SALARIES & WAGES	282,259.00	20,171.49	218,051.75	77.25	64,207.25
60-5-0045-0401 SOCIAL SECURITY TAXES	17,547.00	1,264.87	14,019.06	79.89	3,527.94
60-5-0045-0402 STATE UNEMPLOYMENT TAXES	1,134.00	0.00	29.02	2.56	1,104.98
60-5-0045-0403 MEDICARE TAXES	4,104.00	295.80	3,278.58	79.89	825.42
60-5-0045-0404 RETIREMENT (TMRS)	30,206.00	1,544.16	22,253.95	73.67	7,952.05
60-5-0045-0405 OVERTIME	764.00	190.26	3,581.00	468.72 (	2,817.00)
60-5-0045-0406 WORKERS COMPENSATION	631.00	0.00	116.00	18.38	515.00
60-5-0045-0410 HEALTH INSURANCE	52,526.00	0.00	35,688.85	67.95	16,837.15
60-5-0045-0412 HRA	<u>2,250.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,250.00</u>
TOTAL PERSONNEL	391,421.00	23,466.58	297,018.21	75.88	94,402.79
<u>TRAVEL & TRAINING</u>					
60-5-0045-0416 EMPLOYEE TRAINING	<u>2,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,500.00</u>
TOTAL TRAVEL & TRAINING	2,500.00	0.00	0.00	0.00	2,500.00
<u>SUPPLIES</u>					
60-5-0045-0420 UNIFORMS	1,000.00	0.00	468.97	46.90	531.03
60-5-0045-0421 OFFICE SUPPLIES	2,500.00	190.93	2,194.10	87.76	305.90
60-5-0045-0423 POSTAGE	7,500.00	0.00	9,889.98	131.87 (	2,389.98)
60-5-0045-0426 GAS & OIL	7,500.00	0.00	163.44	2.18	7,336.56
60-5-0045-0429 DEPARTMENT SUPPLIES	<u>0.00</u>	<u>0.00</u>	<u>224.73</u>	<u>0.00</u> (	<u>224.73)</u>
TOTAL SUPPLIES	18,500.00	190.93	12,941.22	69.95	5,558.78
<u>UTILITIES</u>					
60-5-0045-0430 CELL PHONES & MIFI	2,000.00	0.00	669.39	33.47	1,330.61
60-5-0045-0431 TELEPHONE SYSTEM	1,500.00	0.00	0.00	0.00	1,500.00
60-5-0045-0432 UTILITIES	<u>0.00</u>	<u>0.00</u>	<u>143.58</u>	<u>0.00</u> (	<u>143.58)</u>
TOTAL UTILITIES	3,500.00	0.00	812.97	23.23	2,687.03
<u>SMALL EQUIPMENT</u>					
60-5-0045-0433 SMALL EQUIPMENT (<\$5,000	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>
TOTAL SMALL EQUIPMENT	10,000.00	0.00	0.00	0.00	10,000.00
<u>MAINTENANCE & REPAIRS</u>					
60-5-0045-0442 BUILDING R&M	1,500.00	65.00	961.32	64.09	538.68
60-5-0045-0445 VEHICLE R&M	<u>4,500.00</u>	<u>0.00</u>	<u>175.16</u>	<u>3.89</u>	<u>4,324.84</u>
TOTAL MAINTENANCE & REPAIRS	6,000.00	65.00	1,136.48	18.94	4,863.52
<u>CONTRACTED SERVICES</u>					
60-5-0045-0458 DATA PROSE SERVICES	4,200.00	0.00	6,867.05	163.50 (	2,667.05)
60-5-0045-0459 AUDIT SERVICES	25,250.00	6,450.00	13,450.00	53.27	11,800.00

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

60 -WATER & SEWER FUND
ADMINISTRATION

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
60-5-0045-0465 CIVIL INSPECTIONS	0.00	0.00	950.00	0.00 (	950.00)
60-5-0045-0468 INFORMATION TECHNOLOGY	<u>28,525.00</u>	<u>0.00</u>	<u>26,266.36</u>	<u>92.08</u>	<u>2,258.64</u>
TOTAL CONTRACTED SERVICES	57,975.00	6,450.00	47,533.41	81.99	10,441.59
<u>DEPARTMENTAL</u>					
60-5-0045-0486 MISCELLANEOUS	500.00	0.00	138.45	27.69	361.55
60-5-0045-0488 MERCHANT SERVICE FEES	<u>4,200.00</u>	<u>0.00</u>	<u>8,059.19</u>	<u>191.89</u> (	<u>3,859.19)</u>
TOTAL DEPARTMENTAL	4,700.00	0.00	8,197.64	174.42 (	3,497.64)
<u>SPECIAL PROJECTS</u>					
60-5-0045-0495 SPECIAL PROJECTS	<u>5,000.00</u>	<u>0.00</u>	<u>1,051.92</u>	<u>21.04</u>	<u>3,948.08</u>
TOTAL SPECIAL PROJECTS	5,000.00	0.00	1,051.92	21.04	3,948.08
<u>VEHICLE LEASES</u>					
60-5-0045-0560 VEHICLE LEASE PAYMENTS	11,000.00	3,926.72	12,534.34	113.95 (	1,534.34)
60-5-0045-0562 VEHICLE MAINT PLAN	<u>150.00</u>	<u>1,258.38</u>	<u>5,073.81</u>	<u>3,382.54</u> (	<u>4,923.81)</u>
TOTAL VEHICLE LEASES	11,150.00	5,185.10	17,608.15	157.92 (	6,458.15)
TOTAL ADMINISTRATION	510,746.00	35,357.61	386,300.00	75.63	124,446.00

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

60 -WATER & SEWER FUND
WATER DEPARTMENT

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONNEL</u>					
60-5-0065-0400 SALARIES & WAGES	150,669.00	15,934.22	92,453.66	61.36	58,215.34
60-5-0065-0401 SOCIAL SECURITY TAXES	9,669.00	999.36	5,768.45	59.66	3,900.55
60-5-0065-0402 STATE UNEMPLOYMENT TAXES	756.00	0.00	40.46	5.35	715.54
60-5-0065-0403 MEDICARE TAXES	2,261.00	233.75	1,349.26	59.68	911.74
60-5-0065-0404 RETIREMENT (TMRS)	16,644.00	1,074.78	8,701.78	52.28	7,942.22
60-5-0065-0405 OVERTIME	5,286.00	446.00	10,231.52	193.56 (	4,945.52)
60-5-0065-0406 WORKERS COMPENSATION	3,830.00	0.00	3,277.00	85.56	553.00
60-5-0065-0410 HEALTH INSURANCE	36,171.00	0.00	23,944.43	66.20	12,226.57
60-5-0065-0412 HRA	<u>1,542.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,542.00</u>
TOTAL PERSONNEL	226,828.00	18,688.11	145,766.56	64.26	81,061.44
<u>TRAVEL & TRAINING</u>					
60-5-0065-0416 EMPLOYEE TRAINING	3,000.00	747.50	2,198.42	73.28	801.58
60-5-0065-0418 DUES & MEMBERSHIPS	<u>750.00</u>	<u>113.75</u>	<u>936.76</u>	<u>124.90</u> (	<u>186.76)</u>
TOTAL TRAVEL & TRAINING	3,750.00	861.25	3,135.18	83.60	614.82
<u>SUPPLIES</u>					
60-5-0065-0420 UNIFORMS	1,500.00	33.75	1,996.07	133.07 (	496.07)
60-5-0065-0421 OFFICE SUPPLIES	750.00	0.00	762.28	101.64 (	12.28)
60-5-0065-0423 POSTAGE	0.00	0.00	67.02	0.00 (	67.02)
60-5-0065-0426 GAS & OIL	7,000.00	2,534.28	13,295.87	189.94 (	6,295.87)
60-5-0065-0429 DEPARTMENT SUPPLIES	<u>2,000.00</u>	<u>43.92</u>	<u>2,248.21</u>	<u>112.41</u> (	<u>248.21)</u>
TOTAL SUPPLIES	11,250.00	2,611.95	18,369.45	163.28 (	7,119.45)
<u>UTILITIES</u>					
60-5-0065-0430 CELL PHONES & MIFI	1,400.00	0.00	1,939.59	138.54 (	539.59)
60-5-0065-0432 UTILITIES	<u>6,000.00</u>	<u>111.36</u>	<u>4,450.88</u>	<u>74.18</u>	<u>1,549.12</u>
TOTAL UTILITIES	7,400.00	111.36	6,390.47	86.36	1,009.53
<u>SMALL EQUIPMENT</u>					
60-5-0065-0433 SMALL EQUIPMENT (<\$5,000	4,000.00	395.65	746.32	18.66	3,253.68
60-5-0065-0434 RENTAL EQUIPMENT	<u>1,600.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,600.00</u>
TOTAL SMALL EQUIPMENT	5,600.00	395.65	746.32	13.33	4,853.68
<u>MAINTENANCE & REPAIRS</u>					
60-5-0065-0442 BUILDING R&M	500.00	0.00	193.66	38.73	306.34
60-5-0065-0445 VEHICLE R&M	2,600.00 (	1,264.66)	45.97	1.77	2,554.03
60-5-0065-0446 EQUIPMENT R&M	5,000.00	2,125.00	4,417.76	88.36	582.24
60-5-0065-0448 CONTRACTED SYSTEM R&M	20,000.00	4,000.00	30,288.75	151.44 (	10,288.75)
60-5-0065-0449 SYSTEM PARTS & SUPP (INV	<u>25,000.00</u>	<u>0.00</u>	<u>17,238.63</u>	<u>68.95</u>	<u>7,761.37</u>
TOTAL MAINTENANCE & REPAIRS	53,100.00	4,860.34	52,184.77	98.28	915.23

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

60 -WATER & SEWER FUND
WATER DEPARTMENT

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CONTRACTED SERVICES</u>					
60-5-0065-0450 MIDLOTHIAN WATER PURCHAS	825,000.00	70,025.90	756,731.50	91.73	68,268.50
60-5-0065-0464 ENGINEERING SERVICES	15,000.00	0.00	3,018.84	20.13	11,981.16
60-5-0065-0469 GEN LIAB & PROPERTY INSU	<u>7,494.00</u>	<u>0.00</u>	<u>8,174.80</u>	<u>109.08</u>	<u>(680.80)</u>
TOTAL CONTRACTED SERVICES	847,494.00	70,025.90	767,925.14	90.61	79,568.86
<u>DEPARTMENTAL</u>					
60-5-0065-0477 WATER SAMPLES	3,000.00	930.66	4,234.24	141.14 (	1,234.24)
60-5-0065-0482 CHEMICALS	1,000.00	0.00	588.00	58.80	412.00
60-5-0065-0484 TCEQ PERMITS	5,000.00	0.00	3,655.55	73.11	1,344.45
60-5-0065-0486 MISCELLANEOUS	500.00	0.00	130.34	26.07	369.66
60-5-0065-0487 BNSF RAILROAD LEASES	<u>2,650.00</u>	<u>0.00</u>	<u>1,209.53</u>	<u>45.64</u>	<u>1,440.47</u>
TOTAL DEPARTMENTAL	12,150.00	930.66	9,817.66	80.80	2,332.34
<u>SPECIAL PROJECTS</u>					
<u>VEHICLE LEASES</u>					
60-5-0065-0560 VEHICLE LEASE PAYMENTS	20,000.00	1,891.18	12,983.71	64.92	7,016.29
60-5-0065-0562 VEHICLE MAINT PLAN	<u>0.00</u>	<u>0.00</u>	<u>800.79</u>	<u>0.00</u>	<u>(800.79)</u>
TOTAL VEHICLE LEASES	20,000.00	1,891.18	13,784.50	68.92	6,215.50
TOTAL WATER DEPARTMENT	1,187,572.00	100,376.40	1,018,120.05	85.73	169,451.95

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

60 -WATER & SEWER FUND
SANITATION DEPARTMENT

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONNEL</u>					
<u>TRAVEL & TRAINING</u>					
<u>SUPPLIES</u>					
<u>UTILITIES</u>					
<u>SMALL EQUIPMENT</u>					
<u>MAINTENANCE & REPAIRS</u>					
<u>CONTRACTED SERVICES</u>					
60-5-0075-0456 COMMERCIAL GARBAGE	353,020.00	19,093.01	219,440.60	62.16	133,579.40
60-5-0075-0457 RESIDENTIAL GARBAGE	<u>323,232.00</u>	<u>29,925.73</u>	<u>318,208.26</u>	<u>98.45</u>	<u>5,023.74</u>
TOTAL CONTRACTED SERVICES	676,252.00	49,018.74	537,648.86	79.50	138,603.14
<u>SPECIAL PROJECTS</u>					
TOTAL SANITATION DEPARTMENT	676,252.00	49,018.74	537,648.86	79.50	138,603.14

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

60 -WATER & SEWER FUND
SEWER DEPARTMENT

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONNEL</u>					
60-5-0085-0400 SALARIES & WAGES	150,669.00	15,934.25	90,655.54	60.17	60,013.46
60-5-0085-0401 SOCIAL SECURITY TAXES	9,669.00	999.35	5,656.72	58.50	4,012.28
60-5-0085-0402 STATE UNEMPLOYMENT TAXES	756.00	0.00	13.62	1.80	742.38
60-5-0085-0403 MEDICARE TAXES	2,261.00	233.66	1,322.60	58.50	938.40
60-5-0085-0404 RETIREMENT (TMRS)	16,644.00	1,074.75	8,506.08	51.11	8,137.92
60-5-0085-0405 OVERTIME	5,286.00	446.01	10,231.89	193.57 (	4,945.89)
60-5-0085-0406 WORKERS COMPENSATION	3,818.00	0.00	2,041.00	53.46	1,777.00
60-5-0085-0410 HEALTH INSURANCE	36,170.00	0.00	19,369.62	53.55	16,800.38
60-5-0085-0412 HRA	<u>1,542.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,542.00</u>
TOTAL PERSONNEL	226,815.00	18,688.02	137,797.07	60.75	89,017.93
<u>TRAVEL & TRAINING</u>					
60-5-0085-0416 EMPLOYEE TRAINING	3,000.00	448.50	840.16	28.01	2,159.84
60-5-0085-0418 DUES & MEMBERSHIPS	<u>750.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>750.00</u>
TOTAL TRAVEL & TRAINING	3,750.00	448.50	840.16	22.40	2,909.84
<u>SUPPLIES</u>					
60-5-0085-0420 UNIFORMS	1,500.00	33.76	1,503.46	100.23 (	3.46)
60-5-0085-0421 OFFICE SUPPLIES	750.00	9.56	255.79	34.11	494.21
60-5-0085-0423 POSTAGE	0.00	700.00	3,910.00	0.00 (	3,910.00)
60-5-0085-0426 GAS & OIL	7,000.00	2,534.27	13,295.84	189.94 (	6,295.84)
60-5-0085-0429 DEPARTMENT SUPPLIES	<u>9,000.00</u>	<u>632.58</u>	<u>9,209.25</u>	<u>102.33 (</u>	<u>209.25)</u>
TOTAL SUPPLIES	18,250.00	3,910.17	28,174.34	154.38 (	9,924.34)
<u>UTILITIES</u>					
60-5-0085-0430 CELL PHONES & MIFI	1,400.00	0.00	1,606.04	114.72 (	206.04)
60-5-0085-0432 UTILITIES	<u>29,000.00</u>	<u>43.68</u>	<u>34,472.32</u>	<u>118.87 (</u>	<u>5,472.32)</u>
TOTAL UTILITIES	30,400.00	43.68	36,078.36	118.68 (	5,678.36)
<u>SMALL EQUIPMENT</u>					
60-5-0085-0433 SMALL EQUIPMENT (<\$5,000	5,000.00	0.00	943.02	18.86	4,056.98
60-5-0085-0434 RENTAL EQUIPMENT	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>
TOTAL SMALL EQUIPMENT	6,000.00	0.00	943.02	15.72	5,056.98
<u>MAINTENANCE & REPAIRS</u>					
60-5-0085-0442 BUILDING R&M	500.00	0.00	189.16	37.83	310.84
60-5-0085-0445 VEHICLE R&M	2,600.00 (	1,264.66) (	256.18)	9.85-	2,856.18
60-5-0085-0446 EQUIPMENT R&M	5,000.00	0.00	1,047.77	20.96	3,952.23
60-5-0085-0448 CONTRACTED SYSTEM R&M	50,000.00	0.00	30,097.96	60.20	19,902.04
60-5-0085-0449 SYSTEM PARTS & SUPP (INV	<u>15,000.00</u>	<u>0.00</u>	<u>3,693.95</u>	<u>24.63</u>	<u>11,306.05</u>
TOTAL MAINTENANCE & REPAIRS	73,100.00 (	1,264.66)	34,772.66	47.57	38,327.34

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

60 -WATER & SEWER FUND
SEWER DEPARTMENT

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CONTRACTED SERVICES</u>					
60-5-0085-0453 TRA FEES	1,925,375.00	0.00	1,838,044.00	95.46	87,331.00
60-5-0085-0464 ENGINEERING SERVICES	25,000.00	0.00	0.00	0.00	25,000.00
60-5-0085-0469 GEN LIAB & PROPERTY INSU	<u>7,494.00</u>	<u>0.00</u>	<u>4,433.08</u>	<u>59.16</u>	<u>3,060.92</u>
TOTAL CONTRACTED SERVICES	1,957,869.00	0.00	1,842,477.08	94.11	115,391.92
<u>DEPARTMENTAL</u>					
60-5-0085-0481 WWTP CHEMICALS/SUPPLIES	0.00	89.94	11,581.40	0.00 (	11,581.40)
60-5-0085-0482 CHEMICALS	2,000.00	0.00	0.00	0.00	2,000.00
60-5-0085-0486 MISCELLANEOUS	500.00	0.00	0.00	0.00	500.00
60-5-0085-0487 BNSF RAILROAD LEASES	<u>2,650.00</u>	<u>0.00</u>	<u>3,932.20</u>	<u>148.38</u> (	<u>1,282.20)</u>
TOTAL DEPARTMENTAL	5,150.00	89.94	15,513.60	301.23 (	10,363.60)
<u>SPECIAL PROJECTS</u>					
<u>VEHICLE LEASES</u>					
60-5-0085-0560 VEHICLE LEASE PAYMENTS	<u>0.00</u>	<u>1,891.20</u>	<u>3,191.48</u>	<u>0.00</u> (	<u>3,191.48)</u>
TOTAL VEHICLE LEASES	0.00	1,891.20	3,191.48	0.00 (	3,191.48)
TOTAL SEWER DEPARTMENT	2,321,334.00	23,806.85	2,099,787.77	90.46	221,546.23
TOTAL EXPENDITURES	5,109,008.00 =====	208,559.60 =====	4,667,201.74 =====	91.35 =====	441,806.26 =====
REVENUES OVER/(UNDER) EXPENDITURES	1,032,921.00	158,718.45	98,596.06		934,324.94

*** END OF REPORT ***

CITY of VENUS



OFFICE of MAYOR

Proclamation

Whereas, The State of Texas has recognized October of each year as Fentanyl Poisoning Awareness Month; and

Whereas, fentanyl poisoning claims the lives of five Texans each day; and

Whereas, one fentanyl pill kills and Naloxone can save lives; and

Whereas, Fentanyl Poisoning Awareness Month is a time in remembrance of our loved ones that died from fentanyl poisoning and to acknowledge the devastation this drug has brought to thousands of affected family members, and raise public awareness about the people that are dying at alarming rates due to illegally made fentanyl, a dangerous synthetic opioid; and

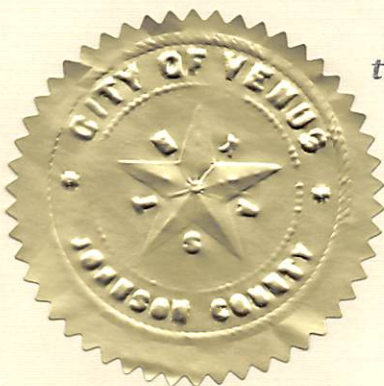
Whereas, raising awareness of this illegally made drug is necessary to remove the stigma and to educate the public on this day and beyond; and

Whereas, the City of Venus recognizes all residents of the Venus community suffering from illegally made fentanyl and offers the utmost empathy and support;

NOW, THEREFORE, I, Alejandro Galaviz, Mayor of the City of Venus, *DO HEREBY PROCLAIM* October, 2023 as **FENTANYL POISONING AWARENESS MONTH** in the City of Venus and call upon all residents to educate themselves and their loved ones to the danger of this drug.

Special remembrance for our very own City of Venus resident, Zackery Isaiah Mehlman July 19, 2004 – March 22, 2021.

**GIVEN under my hand and the Seal of the City of Venus,
this ninth day of October two thousand and twenty-three**



A handwritten signature in black ink, appearing to read "Alejandro Galaviz".

**Alejandro Galaviz
City of Venus Mayor**



**City Council Agenda Item Report
October 9, 2023**

Callie Green, City Secretary
972-366-3348 ext. 207
cgreen@cityofvenus.org

**DISCUSS AND CONSIDER NOMINEE(S) TO SERVE ON THE BOARD OF
DIRECTORS FOR THE CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY.**

- 1. BACKGROUND/HISTORY:** Every year the Central Appraisal District sends the city a letter stating that an election is being held to determine who will serve on the 2024-2025 Johnson Co. Central Appraisal Board. The board consists of five (5) members.
- 2. FINDINGS / CURRENT ACTIVITY:** Venus is entitled to 29 votes. Council can vote for any individual and up to five(5) persons.
- 3. RECOMMENDATIONS:** I recommend the Council submit nominee(s) _____. Also, this is passed by Resolution.
- 4. ATTACHMENTS:** Central Appraisal District letter and Resolution.

(SAMPLE RESOLUTION)

**RESOLUTION BY _____ AFFIRMING THE
NOMINATION(S) FOR CANDIDATE(S) FOR THE BOARD OF DIRECTORS
FOR THE CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY,
TEXAS.**

**This is to affirm that _____ on this the _____ day
of _____, 2023, did move and approve the following nomination(s).
Furthermore, said candidate(s) is(are) eligible for election to the Board of Directors
of the Central Appraisal District of Johnson County for the 2024-2025 term.**

NOMINATION(S)

VOTING FOR:

VOTING AGAINST:

**Said resolution was moved and approved on this the _____ day of
_____, 2023.**

Certified by:

Attest:

CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY

CALCULATION OF VOTES FOR ELECTION OF BOARD OF DIRECTORS FOR 2024-2025

<u>TAXING ENTITY</u>	<u>2022 LEVY</u>	<u>PORTION OF TOTAL LEVY IN DISTRICT</u>	<u>X 1000 X 5 SEATS = NUMBER OF VOTES</u>
CITY OF ALVARADO	3,353,538.72	0.0097	49
CITY OF BURLESON	25,702,485.58	0.0746	373
CITY OF CLEBURNE	17,818,519.74	0.0517	258
CITY OF CROWLEY	21,336.54	0.0001	1
CITY OF GODLEY	829,075.29	0.0024	12
CITY OF GRANDVIEW	810,797.22	0.0024	12
CITY OF JOSHUA	3,516,431.75	0.0102	51
CITY OF KEENE	2,544,936.74	0.0074	37
CITY OF MANSFIELD	6,528,561.27	0.0189	95
CITY OF RIO VISTA	269,663.52	0.0008	4
CITY OF VENUS	1,993,759.39	0.0058	29
ALVARADO ISD	23,041,073.31	0.0668	334
BURLESON ISD	58,122,864.34	0.1686	843
CLEBURNE ISD	46,473,010.06	0.1348	674
CROWLEY ISD	846,784.70	0.0025	12
GODLEY ISD	15,794,085.19	0.0458	229
GRANBURY ISD	884,600.43	0.0026	13
GRANDVIEW ISD	4,957,867.41	0.0144	72
JOSHUA ISD	27,165,740.45	0.0788	394
KEENE ISD	2,641,494.44	0.0077	38
MANSFIELD ISD	18,263,141.56	0.0530	265
RIO VISTA ISD	4,912,787.06	0.0143	71
VENUS ISD	7,063,432.08	0.0205	102
HILL COLLEGE	4,698,315.94	0.0136	68
JOHNSON COUNTY	66,496,342.73	0.1929	964
TOTAL ALL TAXING UNITS	344,750,645.46	1.0000	5000

NOTE: IT REQUIRES AT LEAST 834 VOTES TO SECURE ONE
NOMINEE TO A POSITION ON THE BOARD.

CENTRAL APPRAISAL DISTRICT
OF JOHNSON COUNTY

109 N Main St
Cleburne, TX 76033
Phone (817) 648-3000
Metro (817) 558-8100
Fax (817) 645-3105
www.johnsoncad.com
customerservice@johnsoncad.net



Board of Directors
Toby Ford, Chairman
Don Beeson, Vice Chairman
Brenda Webb, Secretary
Byron Black
Vance Castles
Scott Porter, Tax Assessor/Collector

Executive Director/Chief Appraiser
Jim Hudspeth, RPA, RTA, CTA, CSTA, CCA

September 20, 2023

**Ms. Callie Green, City Secretary
City of Venus
PO Box 380
Venus, Texas 76084**

Dear Ms. Green:

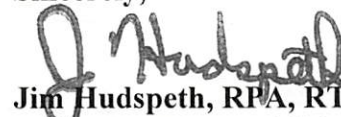
An election will be held this coming December to determine who will serve on the Board of Directors for the Central Appraisal District of Johnson County for the years 2024 and 2025. The board consists of five members.

In accordance with Section 6.03(d) of the Texas Property Tax Code, we have calculated the number of votes to which each taxing unit in our district is entitled. As indicated on the calculation enclosed, City of Venus is entitled to 29 votes. Please submit the name(s) of any nominee(s) (up to five persons), by resolution adopted by your governing body, to me on or before October 15, 2023. (A sample resolution is enclosed). Legislation prohibits nominations received after this date from appearing on the ballot.

I will then prepare a ballot listing the candidates, and deliver a copy of the ballot to you before October 30, 2023. Your governing body will then determine its vote by resolution and submit it to me on or before December 15, 2023. At that time I will count the votes, declare the five candidates who receive the largest cumulative vote totals elected, and submit the results to you and to the candidates prior to December 31, 2023.

As you can see, timeliness is very important. Please let me know if you have any questions regarding this matter.

Sincerely,


Jim Hudspeth, RPA, RTA, CTA, CSTA, CCA
Executive Director/Chief Appraiser

JH/jw

Enclosures



**City Council Agenda Item Report
October 9, 2023**

Callie Green, City Secretary
972-366-3348 ext. 207
cgreen@cityofvenus.org

**DISCUSS AND CONSIDER NOMINEE(S) TO SERVE ON THE BOARD OF
DIRECTORS FOR THE CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY.**

- 1. BACKGROUND/HISTORY:** Every year the Central Appraisal District sends the city a letter stating that an election is being held to determine who will serve on the 2024-2025 Johnson Co. Central Appraisal Board. The board consists of five (5) members.
- 2. FINDINGS / CURRENT ACTIVITY:** Venus is entitled to 29 votes. Council can vote for any individual and up to five(5) persons.
- 3. RECOMMENDATIONS:** I recommend the Council submit nominee(s) _____. Also, this is passed by Resolution.
- 4. ATTACHMENTS:** Central Appraisal District letter and Resolution.

(SAMPLE RESOLUTION)

**RESOLUTION BY _____ AFFIRMING THE
NOMINATION(S) FOR CANDIDATE(S) FOR THE BOARD OF DIRECTORS
FOR THE CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY,
TEXAS.**

**This is to affirm that _____ on this the _____ day
of _____, 2023, did move and approve the following nomination(s).
Furthermore, said candidate(s) is(are) eligible for election to the Board of Directors
of the Central Appraisal District of Johnson County for the 2024-2025 term.**

NOMINATION(S)

VOTING FOR:

VOTING AGAINST:

**Said resolution was moved and approved on this the _____ day of
_____, 2023.**

Certified by:

Attest:

CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY

CALCULATION OF VOTES FOR ELECTION OF BOARD OF DIRECTORS FOR 2024-2025

<u>TAXING ENTITY</u>	<u>2022 LEVY</u>	<u>PORTION OF TOTAL LEVY IN DISTRICT</u>	<u>X 1000 X 5 SEATS = NUMBER OF VOTES</u>
CITY OF ALVARADO	3,353,538.72	0.0097	49
CITY OF BURLESON	25,702,485.58	0.0746	373
CITY OF CLEBURNE	17,818,519.74	0.0517	258
CITY OF CROWLEY	21,336.54	0.0001	1
CITY OF GODLEY	829,075.29	0.0024	12
CITY OF GRANDVIEW	810,797.22	0.0024	12
CITY OF JOSHUA	3,516,431.75	0.0102	51
CITY OF KEENE	2,544,936.74	0.0074	37
CITY OF MANSFIELD	6,528,561.27	0.0189	95
CITY OF RIO VISTA	269,663.52	0.0008	4
CITY OF VENUS	1,993,759.39	0.0058	29
ALVARADO ISD	23,041,073.31	0.0668	334
BURLESON ISD	58,122,864.34	0.1686	843
CLEBURNE ISD	46,473,010.06	0.1348	674
CROWLEY ISD	846,784.70	0.0025	12
GODLEY ISD	15,794,085.19	0.0458	229
GRANBURY ISD	884,600.43	0.0026	13
GRANDVIEW ISD	4,957,867.41	0.0144	72
JOSHUA ISD	27,165,740.45	0.0788	394
KEENE ISD	2,641,494.44	0.0077	38
MANSFIELD ISD	18,263,141.56	0.0530	265
RIO VISTA ISD	4,912,787.06	0.0143	71
VENUS ISD	7,063,432.08	0.0205	102
HILL COLLEGE	4,698,315.94	0.0136	68
JOHNSON COUNTY	66,496,342.73	0.1929	964
TOTAL ALL TAXING UNITS	344,750,645.46	1.0000	5000

NOTE: IT REQUIRES AT LEAST 834 VOTES TO SECURE ONE
NOMINEE TO A POSITION ON THE BOARD.

CENTRAL APPRAISAL DISTRICT
OF JOHNSON COUNTY

109 N Main St
Cleburne, TX 76033
Phone (817) 648-3000
Metro (817) 558-8100
Fax (817) 645-3105
www.johnsoncad.com
customerservice@johnsoncad.net



Board of Directors
Toby Ford, Chairman
Don Beeson, Vice Chairman
Brenda Webb, Secretary
Byron Black
Vance Castles
Scott Porter, Tax Assessor/Collector

Executive Director/Chief Appraiser
Jim Hudspeth, RPA, RTA, CTA, CSTA, CCA

September 20, 2023

**Ms. Callie Green, City Secretary
City of Venus
PO Box 380
Venus, Texas 76084**

Dear Ms. Green:

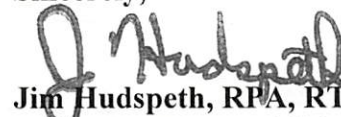
An election will be held this coming December to determine who will serve on the Board of Directors for the Central Appraisal District of Johnson County for the years 2024 and 2025. The board consists of five members.

In accordance with Section 6.03(d) of the Texas Property Tax Code, we have calculated the number of votes to which each taxing unit in our district is entitled. As indicated on the calculation enclosed, City of Venus is entitled to 29 votes. Please submit the name(s) of any nominee(s) (up to five persons), by resolution adopted by your governing body, to me on or before October 15, 2023. (A sample resolution is enclosed). Legislation prohibits nominations received after this date from appearing on the ballot.

I will then prepare a ballot listing the candidates, and deliver a copy of the ballot to you before October 30, 2023. Your governing body will then determine its vote by resolution and submit it to me on or before December 15, 2023. At that time I will count the votes, declare the five candidates who receive the largest cumulative vote totals elected, and submit the results to you and to the candidates prior to December 31, 2023.

As you can see, timeliness is very important. Please let me know if you have any questions regarding this matter.

Sincerely,


**Jim Hudspeth, RPA, RTA, CTA, CSTA, CCA
Executive Director/Chief Appraiser**

JH/jw

Enclosures



**City Council Agenda Item Report
October 9, 2023**

Oscar Ortiz, City Planner

972-366-3348 ext. 206

oortiz@cityofvenus.org

**CONSIDER AND ACT UPON APPROVING A FLOOD DAMAGE PREVENTION
ORDINANCE FOR PROPERTIES WITHIN CITY LIMITS IN JOHNSON COUNTY
AND ELLIS COUNTY.**

1. **BACKGROUND/HISTORY:** Every year, the floods get bigger and more expensive. In several cases, the floods have not worsened, but the value of structures and uses on the flood plain has increased. The City of Venus may be asked to pay for damage that should not have been allowed to occur.

With notable exceptions, the approach of the United States' municipalities and the state and federal governments has been to control floods rather than to control flood damage. Cost and benefit analyses of flood control projects are based on average yearly flood damage with little or no consideration of the flood plain uses.

2. **FINDINGS / CURRENT ACTIVITY:** The Federal Emergency Management Agency (FEMA) has revised Johnson County and Ellis County Flood Insurance Rate Maps (FIRM) and Flood Insurance Study (FIS) for City incorporated areas. Therefore, the City of Venus must submit compliant Flood Damage Prevention Ordinances provisions adopting the revised FIS and FIRM.
3. **RECOMMENDATIONS:** I recommend that the City Council approves the Flood Damage Prevention Ordinance.
4. **ATTACHMENTS:** None.

ORDINANCE 788-2023-10

AN ORDINANCE OF THE CITY OF VENUS, TEXAS, JOHNSON, AND ELLIS COUNTIES, REPLACING CHAPTER 14, FLOOD DAMAGE PREVENTION, VENUS CODE OF ORDINANCES, PROVIDING UPDTED FLOOD DAMAGE PREVENTION REGULATIONS ADOPTING NEWEST F.E.M.A. FLOOD MAPS, PROVIDING A SEVERABILITY CLAUSE, PROVIDING A REPEALER CLAUSE, AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VENUS, TEXAS:

SECTION 1. That the Code of Ordinances of the City of Venus, Texas, be and is hereby amended by repealing Chapter 14, "Flood Damage Prevention," in its entirety and replacing it with a new Chapter 14, entitled Flood Damage Prevention," to provide improved methods to promote the public health, safety, and general welfare and to minimize public and private losses due to flood conditions in specific areas, said new Chapter 14 is attached hereto and incorporated herein as Exhibit "A."

SECTION 2. That all ordinances of the City of Venus in conflict with the provisions of this ordinance be and the same hereby repealed and all other ordinances of the City of Venus not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 3. That an offense committed before the effective date of this ordinance is governed by the prior law and provisions of the Code of Ordinances, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

SECTION 4. That should any section, paragraph, sentence, subdivision, clause, phrase, or provision of this ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this ordinance as a whole or any part or provision hereof.

EXHIBIT "A"

CHAPTER 14 FLOOD DAMAGE PREVENTION

Article I. Statutory Authorization, Findings of Fact, Purpose, and Methods

Sec. 14-1.	Statutory authorization.
Sec. 14-2.	Findings of fact.
Sec. 14-3.	Statement of purpose.
Sec. 14-4.	Methods of reducing flood losses.
Sec. 14-5-14-10.	Reserved.

Article II. Definitions.

Sec. 14-11.	Words, terms defined.
Secs. 14-12-14-20.	Reserved.

Article III. General Provisions

Sec. 14-21.	Lands to which this chapter applies.
Sec. 14-22.	Basis for establishing the areas of special flood hazard.
Sec. 14-23.	Establishment of development permit.
Sec. 14-24.	Compliance.
Sec. 14-25.	Abrogation and greater restrictions.
Sec. 14-26.	Interpretation.
Sec. 14-27.	Warning and disclaimer of liability.
Secs. 14-28-14-30.	Reserved.

Article IV. Administration

Sec. 14-31.	Designation of floodplain administrator.
Sec. 14-32.	Duties and responsibilities of the floodplain administrator.
Sec. 14-33.	Permit procedures.
Sec. 14-34.	Variance procedures.
Secs. 14-35-14-40.	Reserved.

Article V. Provisions for Flood Hazard Reduction.

Sec. 14-41.	General standards.
Sec. 14-42.	Specific standards.
Sec. 14-43.	Standards for subdivision proposals.
Sec. 14-44.	Standards for areas of shallow flooding (AO/AH zones).
Sec. 14-45.	Floodways.
Sec. 14-46.	Maintenance of drainage facilities.

CHAPTER 14.- FLOOD DAMAGE PREVENTION

ARTICLE I.- STATUTORY AUTHORIZATION, FINDINGS OF FACT, PURPOSE, AND METHODS

SEC 14-1. STATUTORY AUTHORIZATION

The Legislature of the State of Texas has in the Flood Control Insurance Act, Texas Water Code, Section 16.315, delegated the responsibility of local governmental units to adopt regulations designed to minimize flood losses. Therefore, the City of Venus of Johnson County, Texas and Ellis County, Texas does ordain as follows:

SEC. 14-2. FINDINGS OF FACT

(1) The flood hazard areas of the City of Venus, Texas are subject to periodic inundation, which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, and extraordinary public expenditures for flood protection and relief, all of which adversely affect the public health, safety and general welfare.

(2) These flood losses are created by the cumulative effect of obstructions in floodplains which cause an increase in flood heights and velocities, and by the occupancy of flood hazard areas by uses vulnerable to floods and hazardous to other lands because they are inadequately elevated, floodproofed or otherwise protected from flood damage.

SEC.14-3. STATEMENT OF PURPOSE

It is the purpose of this ordinance to promote the public health, safety and general welfare and to minimize public and private losses due to flood conditions in specific areas by provisions designed to:

- (1) Protect human life and health;
- (2) Minimize expenditure of public money for costly flood control projects.
- (3) Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (4) Minimize prolonged business interruptions;
- (5) Minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in floodplains;
- (6) Help maintain a stable tax base by providing for the sound use and development of flood-prone areas in such a manner as to minimize future flood blight areas; and
- (7) Insure that potential buyers are notified that property is in a flood area.

SEC.14-4. METHODS OF REDUCING FLOOD LOSSES

In order to accomplish its purposes, this ordinance uses the following methods:

- (1) Restrict or prohibit uses that are dangerous to health, safety or property in times of flood, or cause excessive increases in flood heights or velocities;
- (2) Require that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
- (3) Control the alteration of natural floodplains, stream channels, and natural protective barriers, which are involved in the accommodation of flood waters;
- (4) Control filling, grading, dredging and other development which may increase flood damage;
- (5) Prevent or regulate the construction of flood barriers which will unnaturally divert flood waters or which may increase flood hazards to other lands.

SEC.14-5-14-10. RESERVED.

ARTICLE II. - DEFINITIONS

SEC.14-11. DEFINITIONS

Unless specifically defined below, words or phrases used in this ordinance shall be interpreted to give them the meaning they have in common usage and to give this ordinance its most reasonable application.

ALLUVIAL FAN FLOODING - means flooding occurring on the surface of an alluvial fan or similar landform which originates at the apex and is characterized by high-velocity flows; active processes of erosion, sediment transport, and deposition; and unpredictable flow paths.

APEX - means a point on an alluvial fan or similar landform below which the flow path of the major stream that formed the fan becomes unpredictable and alluvial fan flooding can occur.

APPURTENANT STRUCTURE – means a structure which is on the same parcel of property as the principal structure to be insured and the use of which is incidental to the use of the principal structure

AREA OF FUTURE CONDITIONS FLOOD HAZARD – means the land area that would be inundated by the 1-percent-annual chance (100 year) flood based on future conditions hydrology.

AREA OF SHALLOW FLOODING - means a designated AO, AH, AR/AO, AR/AH, or VO zone on a community's Flood Insurance Rate Map (FIRM) with a 1 percent or greater annual chance of flooding to an average depth of 1 to 3 feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

AREA OF SPECIAL FLOOD HAZARD - is the land in the floodplain within a community subject to a 1 percent or greater chance of flooding in any given year. The area may be designated as Zone A on the Flood Hazard Boundary Map (FHBM). After detailed rate making has been completed in preparation for publication of the FIRM, Zone A usually is refined into Zones A, AO, AH, A1-30, AE, A99, AR, AR/A1-30, AR/AE, AR/AO, AR/AH, AR/A, VO, V1-30, VE or V.

BASE FLOOD - means the flood having a 1 percent chance of being equaled or exceeded in any given year.

BASE FLOOD ELEVATION (BFE) – The elevation shown on the Flood Insurance Rate Map (FIRM) and found in the accompanying Flood Insurance Study (FIS) for Zones A, AE, AH, A1-A30, AR, V1-V30, or VE that indicates the water surface elevation resulting from the flood that has a 1% chance of equaling or exceeding that level in any given year - also called the Base Flood.

BASEMENT - means any area of the building having its floor subgrade (below ground level) on all sides.

BREAKAWAY WALL – means a wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces, without causing damage to the elevated portion of the building or supporting foundation system.

CRITICAL FEATURE - means an integral and readily identifiable part of a flood protection system, without which the flood protection provided by the entire system would be compromised.

DEVELOPMENT - means any man-made change to improved and unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

ELEVATED BUILDING – means, for insurance purposes, a non-basement building, which has its lowest elevated floor, raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns.

EXISTING CONSTRUCTION - means for the purposes of determining rates, structures for which the "start of construction" commenced before the effective date of the FIRM or before January 1, 1975, for FIRMs effective before that date. "Existing construction" may also be referred to as "existing structures."

EXISTING MANUFACTURED HOME PARK OR SUBDIVISION - means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.

EXPANSION TO AN EXISTING MANUFACTURED HOME PARK OR SUBDIVISION

- means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

FLOOD OR FLOODING - means a general and temporary condition of partial or complete inundation of normally dry land areas from:

- (1) the overflow of inland or tidal waters.
- (2) the unusual and rapid accumulation or runoff of surface waters from any source.

FLOOD ELEVATION STUDY – means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards.

FLOOD INSURANCE RATE MAP (FIRM) - means an official map of a community, on which the Federal Emergency Management Agency has delineated both the special flood hazard areas and the risk premium zones applicable to the community.

FLOOD INSURANCE STUDY (FIS) – see *Flood Elevation Study*

FLOODPLAIN OR FLOOD-PRONE AREA - means any land area susceptible to being inundated by water from any source (see definition of flooding).

FLOODPLAIN MANAGEMENT - means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works and floodplain management regulations.

FLOODPLAIN MANAGEMENT REGULATIONS - means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance and erosion control ordinance) and other applications of police power. The term describes such state or local regulations, in any combination thereof, which provide standards for the purpose of flood damage prevention and reduction.

FLOOD PROTECTION SYSTEM - means those physical structural works for which funds have been authorized, appropriated, and expended and which have been constructed specifically to modify flooding in order to reduce the extent of the area within a community subject to a "special flood hazard" and the extent of the depths of associated flooding. Such a system typically includes hurricane tidal barriers, dams, reservoirs, levees or dikes. These specialized flood modifying works are those constructed in conformance with sound engineering standards.

FLOOD PROOFING - means any combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

FLOODWAY – see *Regulatory Floodway*

FUNCTIONALLY DEPENDENT USE - means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

HIGHEST ADJACENT GRADE - means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

HISTORIC STRUCTURE - means any structure that is:

(1) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;

(2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;

(3) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or

(4) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:

(a) By an approved state program as determined by the Secretary of the Interior or;

(b) Directly by the Secretary of the Interior in states without approved programs.

LEVEE - means a man-made structure, usually an earthen embankment, designed and constructed in accordance with sound engineering practices to contain, control, or divert the flow of water so as to provide protection from temporary flooding.

LEVEE SYSTEM - means a flood protection system which consists of a levee, or levees, and associated structures, such as closure and drainage devices, which are constructed and operated in accordance with sound engineering practices.

LOWEST FLOOR - means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking or vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; **provided** that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirement of Section 60.3 of the National Flood Insurance Program regulations.

MANUFACTURED HOME - means a structure transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation

when connected to the required utilities. The term "manufactured home" does not include a "recreational vehicle".

MANUFACTURED HOME PARK OR SUBDIVISION - means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

MEAN SEA LEVEL - means, for purposes of the National Flood Insurance Program, the North American Vertical Datum (NAVD) of 1988 or other datum, to which base flood elevations shown on a community's Flood Insurance Rate Map are referenced.

NEW CONSTRUCTION - means, for the purpose of determining insurance rates, structures for which the "start of construction" commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, "new construction" means structures for which the "start of construction" commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.

NEW MANUFACTURED HOME PARK OR SUBDIVISION - means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by a community.

RECREATIONAL VEHICLE - means a vehicle which is (i) built on a single chassis; (ii) 400 square feet or less when measured at the largest horizontal projections; (iii) designed to be self-propelled or permanently towable by a light duty truck; and (iv) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

REGULATORY FLOODWAY - means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

RIVERINE – means relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

SPECIAL FLOOD HAZARD AREA – see *Area of Special Flood Hazard*

START OF CONSTRUCTION - (for other than new construction or substantial improvements under the Coastal Barrier Resources Act (Pub. L. 97-348)), includes substantial improvement and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement

of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for basement, footings, piers or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

STRUCTURE – means, for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.

SUBSTANTIAL DAMAGE - means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

SUBSTANTIAL IMPROVEMENT - means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before "start of construction" of the improvement. This term includes structures which have incurred "substantial damage", regardless of the actual repair work performed. The term does not, however, include either: (1) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions or (2) Any alteration of a "historic structure", provided that the alteration will not preclude the structure's continued designation as a "historic structure."

VARIANCE – means a grant of relief by a community from the terms of a floodplain management regulation. (For full requirements see Section 60.6 of the National Flood Insurance Program regulations.)

VIOLATION - means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in Section 60.3(b)(5), (c)(4), (c)(10), (d)(3), (e)(2), (e)(4), or (e)(5) is presumed to be in violation until such time as that documentation is provided.

WATER SURFACE ELEVATION - means the height, in relation to the North American Vertical Datum (NAVD) of 1988 (or other datum, where specified), of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

ARTICLE III. - GENERAL PROVISIONS

SEC. 14-21. LANDS TO WHICH THIS ORDINANCE APPLIES

The ordinance shall apply to all areas of special flood hazard with the jurisdiction of City of Venus, Texas.

SEC.14-22. BASIS FOR ESTABLISHING THE AREAS OF SPECIAL FLOOD HAZARD

The areas of special flood hazard identified by the Federal Emergency Management Agency in the current scientific and engineering report entitled, “Flood Insurance Study (FIS) for Johnson County, Texas, and Incorporated Areas, dated September 21, 2023, with accompanying Flood Insurance Rate Maps (FIRM) dated September 21, 2023, and any revisions thereto are hereby adopted by reference and declared to be part of this ordinance.

The areas of special flood hazard identified by the Federal Emergency Management Agency in the current scientific and engineering report entitled, “Flood Insurance Study (FIS) for Ellis County, Texas, and Incorporated Areas, dated September 21, 2023, with accompanying Flood Insurance Rate Maps (FIRM) dated October 19, 2023, and any revisions thereto are hereby adopted by reference and declared to be part of this ordinance.

SEC.14-23. ESTABLISHMENT OF DEVELOPMENT PERMIT

A Floodplain Development Permit shall be required to ensure conformance with the provisions of this ordinance.

SEC.14-24. COMPLIANCE

No structure or land shall hereafter be located, altered, or have its use changed without full compliance with the terms of this ordinance and other applicable regulations.

SEC.14-25. ABROGATION AND GREATER RESTRICTIONS

This ordinance is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance and another ordinance, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

SEC.14-26. INTERPRETATION

In the interpretation and application of this ordinance, all provisions shall be; (1) considered as minimum requirements; (2) liberally construed in favor of the governing body; and (3) deemed neither to limit nor repeal any other powers granted under State statutes.

SEC.14-27. WARNING AND DISCLAIMER OR LIABILITY

The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. On rare occasions greater floods can and will occur and flood heights may be increased by man-made or natural causes.

This ordinance does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This ordinance shall not create liability on the part of the community or any official or employee thereof for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made hereunder.

SECS. 14-28-14-30. RESERVED.

ARTICLE IV.- ADMINISTRATION

SEC.14-31. DESIGNATION OF THE FLOODPLAIN ADMINISTRATOR

The City Administrator is hereby appointed the Floodplain Administrator to administer and implement the provisions of this ordinance and other appropriate sections of 44 CFR (Emergency Management and Assistance - National Flood Insurance Program Regulations) pertaining to floodplain management.

SEC.14-32. DUTIES & RESPONSIBILITIES OF THE FLOODPLAIN ADMINISTRATOR

Duties and responsibilities of the Floodplain Administrator shall include, but not be limited to, the following:

(1) Maintain and hold open for public inspection all records pertaining to the provisions of this ordinance.

(2) Review permit application to determine whether to ensure that the proposed building site project, including the placement of manufactured homes, will be reasonably safe from flooding.

(3) Review, approve or deny all applications for development permits required by adoption of this ordinance.

(4) Review permits for proposed development to assure that all necessary permits have been obtained from those Federal, State or local governmental agencies (including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334) from which prior approval is required.

(5) Where interpretation is needed as to the exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions) the Floodplain Administrator shall make the necessary interpretation.

(6) Notify, in riverine situations, adjacent communities and the State Coordinating Agency which is the Texas Water Development Board (TWDB) and also the Texas Commission on

Environmental Quality (TCEQ), prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency.

(7) Assure that the flood carrying capacity within the altered or relocated portion of any watercourse is maintained.

(8) When base flood elevation data has not been provided in accordance with Article 3, Section B, the Floodplain Administrator shall obtain, review and reasonably utilize any base flood elevation data and floodway data available from a Federal, State or other source, in order to administer the provisions of Article 5.

(9) When a regulatory floodway has not been designated, the Floodplain Administrator must require that no new construction, substantial improvements, or other development (including fill) shall be permitted within Zones A1-30 and AE on the community's FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.

(10) Under the provisions of 44 CFR Chapter 1, Section 65.12, of the National Flood Insurance Program regulations, a community may approve certain development in Zones A1-30, AE, AH, on the community's FIRM which increases the water surface elevation of the base flood by more than 1 foot, provided that the community **first** completes all of the provisions required by Section 65.12.

SEC.14.33. PERMIT PROCEDURES

(1) Application for a Floodplain Development Permit shall be presented to the Floodplain Administrator on forms furnished by him/her and may include, but not be limited to, plans in duplicate drawn to scale showing the location, dimensions, and elevation of proposed landscape alterations, existing and proposed structures, including the placement of manufactured homes, and the location of the foregoing in relation to areas of special flood hazard. Additionally, the following information is required:

(a) Elevation (in relation to mean sea level), of the lowest floor (including basement) of all new and substantially improved structures;

(b) Elevation in relation to mean sea level to which any nonresidential structure shall be floodproofed;

(c) A certificate from a registered professional engineer or architect that the nonresidential floodproofed structure shall meet the floodproofing criteria of Article 5, Section B (2);

(d) Description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of proposed development;

(e) Maintain a record of all such information in accordance with Article 4, Section (B)(1);

(2) Approval or denial of a Floodplain Development Permit by the Floodplain Administrator shall be based on all of the provisions of this ordinance and the following relevant factors:

(a) The danger to life and property due to flooding or erosion damage;

(b) The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;

(c) The danger that materials may be swept onto other lands to the injury of others;

(d) The compatibility of the proposed use with existing and anticipated development;

(e) The safety of access to the property in times of flood for ordinary and emergency vehicles;

(f) The costs of providing governmental services during and after flood conditions including maintenance and repair of streets and bridges, and public utilities and facilities such as sewer, gas, electrical and water systems;

(g) The expected heights, velocity, duration, rate of rise and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site;

(h) The necessity to the facility of a waterfront location, where applicable;

(i) The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use.

SEC.14-34. VARIANCE PROCEDURES

(1) The Appeal Board, as established by the community, shall hear and render judgment on requests for variances from the requirements of this ordinance.

(2) The Appeal Board shall hear and render judgment on an appeal only when it is alleged there is an error in any requirement, decision, or determination made by the Floodplain Administrator in the enforcement or administration of this ordinance.

(3) Any person or persons aggrieved by the decision of the Appeal Board may appeal such decision in the courts of competent jurisdiction.

(4) The Floodplain Administrator shall maintain a record of all actions involving an appeal and shall report variances to the Federal Emergency Management Agency upon request.

(5) Variances may be issued for the reconstruction, rehabilitation or restoration of structures listed on the National Register of Historic Places or the State Inventory of Historic Places, without regard to the procedures set forth in the remainder of this ordinance.

(6) Variances may be issued for new construction and substantial improvements to be erected on a lot of 1/2 acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing the relevant factors in Section C (2) of this Article have been fully considered. As the lot size increases beyond the 1/2 acre, the technical justification required for issuing the variance increases.

(7) Upon consideration of the factors noted above and the intent of this ordinance, the Appeal Board may attach such conditions to the granting of variances as it deems necessary to further the purpose and objectives of this ordinance (Article 1, Section C).

(8) Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.

(9) Variances may be issued for the repair or rehabilitation of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.

(10) Prerequisites for granting variances:

(a) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.

(b) Variances shall only be issued upon: (i) showing a good and sufficient cause; (ii) a determination that failure to grant the variance would result in exceptional hardship to the applicant, and (iii) a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.

(c) Any application to which a variance is granted shall be given written notice that the structure will be permitted to be built with the lowest floor elevation below the base flood elevation, and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.

(11) Variances may be issued by a community for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use provided that (i) the criteria outlined in Article 4, Section D (1)-(9) are met, and (ii) the structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.

Secs. 14-35-14-40. RESERVED.

ARTICLE V. - PROVISIONS FOR FLOOD HAZARD REDUCTION

SEC.14-41. GENERAL STANDARDS

In all areas of special flood hazards the following provisions are required for all new construction and substantial improvements:

(1) All new construction or substantial improvements shall be designed (or modified) and adequately anchored to prevent flotation, collapse or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;

(2) All new construction or substantial improvements shall be constructed by methods and practices that minimize flood damage;

(3) All new construction or substantial improvements shall be constructed with materials resistant to flood damage;

(4) All new construction or substantial improvements shall be constructed with electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding;

(5) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system;

(6) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the system and discharge from the systems into flood waters; and,

(7) On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

SEC.14-42. SPECIFIC STANDARDS

In all areas of special flood hazards where base flood elevation data has been provided as set forth in (i) Article 3, Section B, (ii) Article 4, Section B (8), or (iii) Article 5, Section C (3), the following provisions are required:

(1) **Residential Construction** - new construction and substantial improvement of any residential structure shall have the lowest floor (including basement), elevated to or above the base flood elevation. A registered professional engineer, architect, or land surveyor shall submit a certification to the Floodplain Administrator that the standard of this subsection as proposed in Article 4, Section C (1) a., is satisfied.

(2) **Nonresidential Construction** - new construction and substantial improvements of any commercial, industrial or other nonresidential structure shall either have the lowest floor (including basement) elevated to or above the base flood level or together with attendant utility and sanitary facilities, be designed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water and with structural components

having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. A registered professional engineer or architect shall develop and/or review structural design, specifications, and plans for the construction, and shall certify that the design and methods of construction are in accordance with accepted standards of practice as outlined in this subsection.

A record of such certification which includes the specific elevation (in relation to mean sea level) to which such structures are floodproofed shall be maintained by the Floodplain Administrator.

(3) **Enclosures** - new construction and substantial improvements, with fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access or storage in an area other than a basement and which are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:

(a) A minimum of two openings on separate walls having a total net area of not less than 1 square inch for every square foot of enclosed area subject to flooding shall be provided.

(b) The bottom of all openings shall be no higher than one (1) foot above grade.

(c) Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

(4) **Manufactured Homes** -

(a) Require that all manufactured homes to be placed within Zone A on a community's FHBM or FIRM shall be installed using methods and practices which minimize flood damage. For the purposes of this requirement, manufactured homes must be elevated and anchored to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable State and local anchoring requirements for resisting wind forces.

(b) Require that manufactured homes that are placed or substantially improved within Zones A1-30, AH, and AE on the community's FIRM on sites (i) outside of a manufactured home park or subdivision, (ii) in a new manufactured home park or subdivision, (iii) in an expansion to an existing manufactured home park or subdivision, or (iv) in an existing manufactured home park or subdivision on which a manufactured home has incurred "substantial damage" as a result of a flood, be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated to two (2) feet or above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.

(c) Require that manufactured homes be placed or substantially improved on sites in an existing manufactured home park or subdivision with Zones A1-30, AH and AE on the community's FIRM that are not subject to the provisions of paragraph (4) of this section be elevated so that either:

(i) the lowest floor of the manufactured home is at least two (2) feet above the base flood elevation, or

(ii) the manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches (3 feet) in height above grade and be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.

(5) **Recreational Vehicles** - Require that recreational vehicles placed on sites within Zones A1-30, AH, and AE on the community's FIRM either (i) be on the site for fewer than 180 consecutive days, or (ii) be fully licensed and ready for highway use, or (iii) meet the permit requirements of Article 4, Section C (1), and the elevation and anchoring requirements for "manufactured homes" in paragraph (4) of this section. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions.

SEC.14-43. STANDARDS FOR SUBDIVISION PROPOSALS

(1) All subdivision proposals including the placement of manufactured home parks and subdivisions shall be consistent with Article 1, Sections B, C, and D of this ordinance.

(2) All proposals for the development of subdivisions including the placement of manufactured home parks and subdivisions shall meet Floodplain Development Permit requirements of Article 3, Section C; Article 4, Section C; and the provisions of Article 5 of this ordinance.

(3) Base flood elevation data shall be generated for subdivision proposals and other proposed development including the placement of manufactured home parks and subdivisions which is greater than 50 lots or 5 acres, whichever is lesser, if not otherwise provided pursuant to Article 3, Section B or Article 4, Section B (8) of this ordinance.

(4) All subdivision proposals including the placement of manufactured home parks and subdivisions shall have adequate drainage provided to reduce exposure to flood hazards.

(5) All subdivision proposals including the placement of manufactured home parks and subdivisions shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize or eliminate flood damage.

SEC.14-44. STANDARDS FOR AREAS OF SHALLOW FLOODING (AO/AH ZONES)

Located within the areas of special flood hazard established in Article 3, Section B, are areas designated as shallow flooding. These areas have special flood hazards associated with flood depths of 1 to 3 feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow; therefore, the following provisions apply:

(1) All new construction and substantial improvements of **residential** structures have the lowest floor (including basement) elevated two (2) feet above the base flood elevation or the highest adjacent grade at least as high as the depth number specified in feet on the community's FIRM

(2) All new construction and substantial improvements of **non-residential** structures;

(a) have the lowest floor (including basement) elevated to two (2) feet or above the base flood elevation or the highest adjacent grade at least as high as the depth number specified in feet on the community's FIRM, or

(b) together with attendant utility and sanitary facilities be designed so that below the base specified flood depth in an AO Zone, or below the Base Flood Elevation in an AH Zone, level the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads of effects of buoyancy.

(3) A registered professional engineer or architect shall submit a certification to the Floodplain Administrator that the standards of this Section, as proposed in Article 4, Section C are satisfied.

(4) Require within Zones AH or AO adequate drainage paths around structures on slopes, to guide flood waters around and away from proposed structures.

SEC.14-45. FLOODWAYS

Floodways - located within areas of special flood hazard established in Article 3, Section B, are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of flood waters which carry debris, potential projectiles and erosion potential, the following provisions shall apply:

(1) Encroachments are prohibited, including fill, new construction, substantial improvements and other development within the adopted regulatory floodway unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels within the community during the occurrence of the base flood discharge.

(2) If Article 5, Section E (1) above is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of Article 5.

(3) Under the provisions of 44 CFR Chapter 1, Section 65.12, of the National Flood Insurance Program Regulations, a community may permit encroachments within the adopted regulatory floodway that would result in an increase in base flood elevations, provided that the community **first** completes all of the provisions required by Section 65.12.

SEC.14-46. MAINTENANCE OF DRAINAGE FACILITIES

All open drainage courses shall be maintained by the owner (s) of the land upon which they are located.

SECTION 5. SEVERABILITY

If any section, clause, sentence, or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Ordinance.

SECTION 6. PENALTIES FOR NON-COMPLIANCE

No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this court order and other applicable regulations. Violation of the provisions of this court order by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions) shall constitute a misdemeanor. Any person who violates this court order or fails to comply with any of its requirements shall upon conviction thereof be fined not more than two thousand dollars (\$2,000.00) for each violation, and in addition shall pay all costs and expenses involved in the case. Nothing herein contained shall prevent City of Venus, Texas from taking such other lawful action as is necessary to prevent or remedy any violation.

SECTION 7. REPEALER CLAUSE

All ordinances or parts of ordinances not consistent or conflicting with the provisions of this ordinance are hereby repealed; provided that such repeal shall be only to the extent of such inconsistency and in all respects this ordinance shall be cumulative of other ordinances regulating and governing the subject matter covered in this ordinance. Any cause of action accruing prior to the passage of this ordinance shall continue as if this ordinance was not passed or any other ordinance had not been repealed.

SECTION 8. SAVINGS CLAUSE.

All rights and remedies of the City are expressly saved as to any and all violations of the provisions of any ordinances affecting dangerous and substandard buildings within the City which are pending or have accrued at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

SECTION 9. OPEN MEETING.

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

SECTION 10. EFFECTIVE DATE.

This Ordinance shall become effective from and after its date of passage in accordance with the law.

DULY ORDAINED AND ADOPTED by the City Council of the City of Venus, Texas, at a regular meeting on Monday October 9, 2023.

APPROVED:

ALEJANDRO GALAVIZ, MAYOR

ATTEST:

CALLIE GREEN, CITY SECRETARY

APPROVED AS TO FORM:

MICHAEL HALLA, CITY ATTORNEY

{SEAL}



City Council Agenda Item Report

October 9th, 2023

Melissa Westen, Human

Resources Director

mwesten@cityofvenus.org

James Groom, Chief of Police

jgroom@venuspolice.org

DISCUSS AND CONSIDER:

Discuss and consider selecting a search firm to conduct the search and assist in the hiring process of a City Administrator and consider appointing a committee consisting of two Council Members and the Mayor to serve as the point of contact for the search firm.

1. BACKGROUND/HISTORY:

The City Administrator position is currently vacant, and the City Council asked for staff to interview search firms to assist in filling this crucial vacancy.

2. FINDINGS / CURRENT ACTIVITY:

Melissa Westen and James Groom conducted research, interviewed firms, and have provided proposals from search firms that do executive searches for municipalities. We identified four companies that were recommended by other cities and had the capacity to take on our search. Their proposals are attached to the agenda. The price point for these services is \$25,000 to \$29,000. It should be noted that not all firms include everything in their price and have extras. For example, the least expensive proposal charges printing, mileage, and other project expenses separately along with additional costs for ad placements and background checks whereas these are included in many of the other proposals.

One thing to consider is that none of the search firms include travel expenses for the finalists to come in for the final interview process. Many of the firms stated that this prohibits some cities from conducting a Nationwide focused search.

Another major consideration which was brought up by most of the firms we spoke with is the salary for the position. Most of the recommendations were for this position to be paid somewhere between \$150,000 and \$175,000 at a minimum. Melissa will be providing salary survey data prior to the council meeting. One of the search firms told us this: Candidates for a position like City Administrator evaluate three main things – Location of the Job (ours is desirable with lots of growth coming) Reputation/Stability of the Job (4 City Administrators since 2015 – not a plus for our City) – Salary/Benefits Package (our salary is currently budgeted at a maximum of \$148,877). The Salary and Benefits Package is the only one

those three things we can change. Speaking with finance and looking at the timelines for the position being hired, there is an estimated \$50,000 in salary savings not including the cost for the search firm if the position begins in February. This is the quickest start date anticipated so there might be more salary savings. This gives the Council approximately \$20,000 that could be added to the salary if desired. Many of the City Managers/Administrators in cities close to our size also receive car allowances and other benefits, and the council should be aware of those related expenses that might be needed to attract more qualified candidates.

Based on the conversations that we had, staff would recommend Mosaic Public Partners over the other candidates. Mosaic has done work locally, comes highly recommended, and spent significant time speaking to staff about their process and philosophy. Mosaic offers a one-year guarantee if a candidate that they recommend is selected but does not work out. If that occurs, they will do another search for the City and only charge the actual expenses that they are out of pocket on. Mosaic will also negotiate a contract with the finalist as selected by the council. While contracts have not been done often in our city, these are designed to provide stability to the person taking the position while providing for a pre-negotiated severance if the City Council decides they want to go in a different direction down the road. The contract is beneficial to both parties and helps attract more qualified candidates for the position.

SGR and Affion would also be acceptable choices if for some reason the council did not decide that Mosaic was a good fit.

3. RECOMMENDATIONS:

Staff has several possible recommendations depending on what council would like to do:

- 1) Select a search firm based on staff's research and recommendation tonight.
- 2) Direct staff to invite 2 or 3 of the firms to attend the October 23rd or November 13th City Council meeting to do presentations. October 23rd might be too soon for the firms to arrange travel.
- 3) Approve an amount not to exceed \$30,000 (higher cost firm plus a small amount for any additional ad placements or extras) and appoint a committee of two council members and the Mayor to finalize the decision on which firm to select.

If 1 or 2 is chosen, most of the firms recommend appointing a selection committee of two Council Members and the Mayor so that they can quickly align how Council wants the process to go without having to wait for Council meetings. The firms will still contact each council member to discuss what each member wants to see in the candidate that is selected, and council will still make the overall decision as a body, but the committee would be able to meet and discuss the process and make decisions related to the process in between council meetings. The alternative to this is to direct staff to make these decisions and be the point of contact for the search firm.

4. ATTACHMENTS:

Proposals from four search firms



EXECUTIVE SEARCH PROPOSAL



CITY ADMINISTRATOR

CITY OF VENUS, TEXAS

DATE SUBMITTED
SEPTEMBER 22, 2023

SUBMITTED TO
Mayor Alejandro Galaviz
c/o Chief James Groom
City of Venus

PREPARED BY
GREG NELSON

MOSAIC PUBLIC PARTNERS
200 Gateway Dr., #1908, Lincoln, CA, 95648
916-550-4100
greg@mosaicpublic.com
connect@mosaicpublic.com

— *Placing today's public leaders*

September 22, 2023

Mayor Alejandro Galaviz
c/o Chief James Groom
City of Venus
700 W. US Highway 67
Venus, TX 76084



RE: PROPOSAL TO PROVIDE EXECUTIVE SEARCH SERVICES – CITY ADMINISTRATOR

DEAR CHIEF GROOM:

Mosaic Public Partners is pleased to have the opportunity to present our qualifications and approach to your executive search needs for the position of City Administrator. Mosaic Public Partners was founded on the principles of providing higher levels of innovation and client collaboration to complement the tried-and-true principles of executive search. By using private-sector technologies and search methodologies, we deliver a better client experience and results, while staying within the constraints of the public sector. We pride ourselves on our speed, agility, thoroughness, and client communications.

Members of our project team are seasoned public sector executives who have a true passion for the work of public agencies. We understand the challenges that public agencies face and their unique needs. Our consultants have conducted over 230 executive searches across the United States, bringing both experience and a national perspective on current trends and issues. This has allowed us to develop an extensive network of professional administrators as potential candidates that we could avail to the City of Venus if awarded this search. If selected, a senior consultant will lead this recruitment supported by both principals of the firm.

Our firm has significant experience working across the state of Texas on key recruitments. We believe that our proven work on a national scale, as well as our focus on client partnership, make Mosaic Public Partners the ideal executive search partner.

After reviewing our proposal, please contact us at (916) 550-4100 if you have questions or need additional information. We look forward to hearing from you and hope to have the opportunity to work with you on this important recruitment.

Best Regards,

A handwritten signature in black ink that reads "Gregory R. Nelson".

Greg Nelson
Founder and Managing Partner
greg@mosaicpublic.com

A handwritten signature in black ink that reads "Bryan A. Noblett".

Bryan Noblett
Founder and Managing Partner
bryan@mosaicpublic.com

INDEX

1	Professional Qualifications
3	Why Choose Mosaic Public Partners?
4	Relevant Experience
5	Additional Experience
6	References
7	Approach and Search Methodology
7	Project Management
7	Candidate Profile Development
8	Outreach and Recruiting
8	Candidate Screening and Evaluation
9	Presentation of Candidates
9	Selection Process
9	Background and Final Qualification
9	Closeout Communications
10	Executive Search Timeline
11	Project Team
14	Cost of Services
16	Sample Candidate Profile

PROFESSIONAL QUALIFICATIONS

We are seasoned public sector executives who have profound respect for the work of public agencies. We are passionate about placing today's public leaders, which enables public agencies to deliver exemplary leadership to their constituents.

Following several years of experience in a leadership role with a well-known national public sector search firm, Greg Nelson founded Mosaic Public Partners with his business partner, Bryan Noblett, in January of 2022. Since the launch of our firm, we have conducted over 80 successful executive searches and are operating in seven states. Including their experience with the prior firm, our consultants have led over 230 successful executive recruitments for 110 public agencies across the nation.

Mosaic Public Partners is a Limited Liability Company (LLC) registered in the state of California. Greg Nelson and Bryan Noblett are the founders and managing partners of Mosaic Public Partners with 55% and 45% respective ownership, and both have the authority to bind the firm. There are no known conflicts of interest related to this executive search and no subcontractors are utilized. Mosaic Public Partners has never been involved in litigation, nor has it been involved in any form of financial insolvency.

MOSAIC APPROACH

Placing today's public leaders is our mission. Aligning the right candidates with the right opportunities helps our clients to build effective teams. We enjoy building relationships with the people involved in our searches, whether it is the candidates, hiring managers, team members or stakeholders. Establishing meaningful connections with those involved in our search processes is the basis from which we derive our success as a trusted partner and client-focused search firm.

CLIENT FOCUSED

Mosaic Public Partners provides a client-focused, customized approach to every search. We create an open, transparent, and interactive search process for both our clients and candidates. As a small firm we remain highly responsive to client needs and objectives, along with being personally available during the search process. Honest communication, collaboration, and connecting with people are key components in a successful search. At Mosaic Public Partners, we pride ourselves on excellent customer service, agility, and responsiveness. We tailor our workload so that we can be readily available to assist with all elements of the search process for our clients and candidates alike.

Our use of innovative technology allows our clients unparalleled real-time access and visibility of the search process. We use an executive search software platform that provides a client portal to each project. Our commitment is that our clients have a 360-degree view of all elements of their recruitment at any time. As the only public sector search firm using this platform, we offer an innovative and collaborative experience to our clients that allows a higher level of partnership and transparency. We are proud to bring private sector technology to our public sector searches to make them as efficient and transparent as possible for our clients.

Placing today's public leaders

TRUSTED PARTNERS

Our founding partners are two former public sector executives, each with exemplary service careers. We understand local government and the importance of accountability and responsiveness. Our combined career histories exemplify professionalism and a dedication to public service, along with a keen understanding of what it takes to be an effective leader in a public sector environment. Leveraging our public service careers, we became experienced executive search consultants, bringing with us a continued dedication to public service and an ethical, confidential, and discrete approach to assisting public agencies in the executive search process. Mosaic Public Partners is your trusted partner in placing today's public leaders.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The Mosaic Team celebrates and prioritizes diversity, equity, and inclusion in its search practices and in its own organizational culture. We understand the dynamic nature of diverse teams and our clients' need to build organizations that are as representative of the communities they serve as possible. Simply stated, the need for public employers and public sector search firms to build recruitment processes anchored by a commitment to diversity, equity, and inclusion is more important now than ever. Mosaic Public Partners is committed to ensuring outreach to diverse candidate pools via inclusive and strategic advertising, targeted outreach, and other methods which are all intended to deliver a diverse, highly qualified candidate pool to our clients. Evidence of this commitment can be seen in the placements we have made over the past several years.

WHY CHOOSE MOSAIC PUBLIC PARTNERS?

NATIONAL REACH

While we have extensive experience conducting executive searches in Texas, our work across the nation brings a valuable perspective on issues and candidate markets to our clients. We invite you to view our consultants' body of executive search experience at: mosaicpublic.com/consultant-portfolio

DIVERSITY

Today's public sector leadership teams thrive when they are diverse in race, ethnic and cultural identity, gender, background and thought. Mosaic Public Partners is here to assist, guide, and lead in that endeavor.

COLLABORATION

Mosaic Public Partners believes that executive searches are more successful when the consultants and clients work closely together throughout the engagement. We treat each search as a true partnership with our clients.

EXPERIENCE

Public service is the world in which we have lived. Our search team has over 80 years of public service experience. Having attained executive level positions in our public sector careers has given us valuable insight and an advantage in understanding and responding to the nuances and challenges of selecting public sector leaders.

SERVICE

Our team will be your partner from start to finish. We are committed to providing excellent service to clients and candidates alike, as well as representing our clients at the highest level.

INNOVATION

Applying private sector technologies to the tried-and-true practices of public sector searches allows Mosaic Public Partners to deliver needed agility and improved communications to our clients.

RELEVANT EXPERIENCE

Our consultants have conducted City Administrator recruitments in the last several years that have positioned us to successfully complete this search on behalf of the City of Venus. Below is a list of the searches we feel are most relevant.

City of Burleson, TX

Population – 52,000

Deputy City Manager (2023)



City of Morro Bay, CA

Population – 11,000

City Manager (2023)



Town of Addison, TX

Population – 17,000

City Manager (2023)



City of Denton, TX

Population – 148,000

Assistant City Manager (2023)



ADDITIONAL EXPERIENCE

The following is the consultants' additional experience in conducting City Administrator executive searches, some of which are attributed to the consultants' tenure at a prior firm and annotated with an asterisk (*).

YEAR	CLIENT	POSITION
2023	City of Arroyo Grande – Arroyo Grande, CA	City Manager (Current)
2023	City of Brownsville – Brownsville, TX	City Manager
2022	City of Riverbank – Riverbank, CA	Assistant City Manager
2022	City of Palm Desert – Palm Desert, CA	Assistant City Manager
2021	City of Lincoln – Lincoln, CA	City Manager*
2021	City of Indio – Indio, CA	City Manager*
2021	City of Burleson – Burleson, TX	Deputy City Manager*
2021	City of Lewisville – Lewisville, TX	City Manager*
2021	City of Austin – Austin, TX	Assistant City Manager*
2021	City of Citrus Heights – Citrus Heights, CA	City Manager*
2019	City of South Padre Island – South Padre Island, TX	City Manager*
2019	City of Denton – Denton, TX	Assistant City Manager*
2019	City of Sugarland – Sugarland, TX	City Manager*
2019	City of Bishop – Bishop, CA	City Administrator*
2019	The Woodlands Township – The Woodlands, TX	President and General Manager*
2019	City of Allen – Allen, TX	City Manager*
2018	City of Brownsville – Brownsville, TX	City Manager*
2018	City of Austin – Austin, TX	Deputy City Manager*
2018	Town of Apple Valley – Apple Valley, CA	Town Manager*
2019	City of Austin – Austin, TX	Assistant City Manager*
2018	City of Austin – Austin, TX	Assistant City Manager*
2018	City of Lawrence – Lawrence, KS	City Manager*
2018	City of Suisun City – Suisun City, CA	City Manager*
2018	City of Austin – Austin, TX	Assistant City Manager*
2018	City of Austin – Austin, TX	Assistant City Manager*
2017	City of Morro Bay – Morro Bay, CA	City Manager*
2017	City of Moorpark – Moorpark, CA	City Manager*
2016	City of McKinney – McKinney, TX	Assistant City Manager*
2016	City of Reno – Reno, NV	City Manager*
2016	City of McKinney – McKinney, TX	City Manager*
2016	City of South Jordan – South Jordan, UT	Assistant City Manager*
2015	City of Lawrence – Lawrence, KS	City Manager*
2015	City of Sanger – Sanger, CA	City Manager*

REFERENCES

The consultants at Mosaic Public Partners are proud of their past work and are happy to provide the following references that we believe are relevant to the City of Venus in the City Administrator search.

CITY OF DENTON – DENTON, TX

SARAH KUECHLER, DIRECTOR OF HUMAN RESOURCES

601 East Hickory Street

Denton, TX 76205

940-349-8356

Sarah.Kuechler@cityofdenton.com

Searches: Deputy City Attorney (2), Assistant City Manager, Controller, Chief of Police, First Assistant City Attorney, Executive Manager of Energy Delivery*, Executive Manager of Business Services*, Chief Technology Officer*, Assistant City Manager*, Deputy City Attorney (4)*, Assistant City Attorney (2)*, Police Chief*, Assistant General Manager/Power Supply*, Assistant Parks and Recreation Director*, Electric Utility General Manager*, and Parks and Recreation Director*.

CITY OF BURLESON - BURLESON, TX

RICK DEORDIO, HUMAN RESOURCES DIRECTOR

225 W Renfro Street

Burleson, TX 76028

817-426-9641

rdeordio@burlesontx.com

Searches: Deputy Director of Public Works, Emergency Operations Manager, Chief Accountant, Deputy Director of Public Works, Assistant Director of Public Safety Communications, Deputy City Manager*, Development Services Director*, Public Safety Communications Director*, Assistant Director of Finance*, Finance Director*, and Assistant Development Services Director*.

CITY OF MCKINNEY – MCKINNEY, TX

PAUL GRIMES, CITY MANAGER

222 N Tennessee Street

McKinney, TX 75069

972-547-7500

pgrimes@mckinneytexas.org

Searches: : Fire Chief, City Manager*, and Assistant City Manager*, Economic Development President*, and Parks and Recreation Director*.

*Projects completed during the consultants' tenure with a prior firm.

APPROACH AND SEARCH METHODOLOGY

We approach every executive search as a partnership with our client. In this light, we use a proven framework as the foundation for the project and collaboratively tailor the work plan to meet the unique needs and wishes of our clients. In every search, we aim to provide our client with three deliverables: 1) a diverse selection of qualified candidates, 2) a thoughtful, inclusive, and well-communicated search process, and 3) sound advice and consultation. The following is a representation of the approach and methodology to a Mosaic Public Partners Search.

KICKOFF

PROJECT MANAGEMENT

The Mosaic Team will meet via videoconference with the City Council search committee and others, as desired. The objectives of this meeting are to learn points of contact and communication preferences, conduct a stakeholder analysis, develop the project timeline, and to create the preliminary selection process.

During this phase of the project, the consultants will review the organization's job description and review the salary and benefit offering for competitiveness in the market.

The consultants will conduct a stakeholder analysis with the City to determine the level and manner of community and stakeholder engagement necessary for a successful process.

CANDIDATE PROFILE DEVELOPMENT

Based on the project management kickoff meetings, Julie Baca, Greg Nelson and Bryan Noblett will meet with the identified stakeholders to solicit input on the desired qualities sought in the next City Administrator, as well as anticipated challenges and opportunities they will face. The project team will also gather important documents, information, and media from the City to be used in the development of the candidate profile.

The Mosaic Public Partners team will meet with City leadership and stakeholders individually or in small groups to gather their input relative to the desired characteristics sought for candidates, as well as challenges and opportunities facing the City of Venus.

Utilizing the input received, Mosaic Public Partners will create a candidate profile that accurately and attractively presents the opportunity to prospective candidates. Once approved by the City, this candidate profile serves as the standard by which all prospective candidates are evaluated, as well as for guiding the search strategies.

A sample brochure from the Town of Addison – City Manager recruitment is included in this proposal as a visual example of the quality way in which we represent our clients and market their search to potential candidates.

The search committee and others (as appropriate) will be provided with online access to Mosaic Public Partners' recruitment software through a client portal that ensures the search strategy and approach are properly calibrated for success. Our goal is to ensure that our clients are continually kept updated on the status of the recruitment.

OUTREACH

OUTREACH AND RECRUITING

Based upon the search strategy developed with the City, Mosaic Public Partners will immediately launch a targeted and comprehensive search effort that sources candidates from five primary categories.

- **Advertising Campaign:** Advertisements will be placed in sources targeted at attracting a diverse selection of highly qualified candidates.
- **Website and Social Media Campaign:** Mosaic Public Partners provides a comprehensive social media marketing campaign that includes custom graphics, eye-catching photos and distribution on LinkedIn and Facebook accounts to share the position with potential candidates. Social media posts are crafted at several points throughout the recruitment process. In addition, partners and recruiters share Mosaic Public Partners blog and social media posts on their respective LinkedIn accounts. Mosaic Public Partners will also highlight the position on our website with a blog post, listing in our "Upcoming Career Opportunities" and ultimately on our "Careers" page once the position is open.
- **Direct Outreach:** The search consultants have an extensive candidate network across the nation. These networks will be leveraged to identify and recruit candidates that appear well matched to the candidate profile.
- **Indirect Outreach:** By using the same candidate networks, Mosaic Public Partners can seek nominations from other leading public sector executives who often provide excellent insight into rising talent.
- **Researched Outreach:** Using the search strategy as a guide, Mosaic Public Partners will apply innovative technologies to find and recruit candidates that may not have been identified through other methods.

Each potential candidate is personally engaged by the search consultants and many hours are typically spent answering questions and providing information to candidates to minimize any barriers that may be a discouragement.

CANDIDATE SCREENING AND EVALUATION

The search consultants perform an initial evaluation of candidates based upon their submitted materials. Candidates who are well aligned with the candidate profile, along with all internal candidates, are interviewed via videoconference to further evaluate their qualifications and suitability for the position.

Candidates who are well matched to the candidate profile are identified and a thorough Internet and news search is conducted to help understand each candidate's public persona, as well as to ensure that any items that may be seen as controversial are known and understood.

PRESENTATION OF CANDIDATES

During a meeting with the City, the search consultants will present the candidates that submitted interest in the position. The meeting will be facilitated by Mosaic Public Partners' innovative client portal which provides the City with direct access to all candidate materials. From this meeting, a small group of candidates is invited to participate in the selection process.

SELECTION PROCESS

Having previously designed the selection process collaboratively with the City, the search consultants will provide on-site facilitation of the interviews. A typical interview process for a City Administrator will involve an interview with the City Council and possibly also with key members of the City's staff, who provide feedback to the Council to consider. Mosaic Public Partners will design and provide tailored interview materials for all interview panels and ensure the City retains the completed materials for records retention needs.

Customarily, this initial round of interviews will reduce the field of candidates to a smaller number who are then invited for a second interview with the City Council and others, if desired. The search consultants are not ordinarily on-site for this second interview unless it occurs in conjunction with the first interview.

BACKGROUND AND FINAL QUALIFICATION

Once the City has identified its candidate of choice, the search consultants will perform a thorough background investigation of the candidate, accompanied by a series of consultant-driven reference checks that seek input from people with a variety of perspectives to the candidate.

NEGOTIATION

Mosaic Public Partners will negotiate on the City's behalf to succeed in reaching an agreement with the selected candidate. Across earlier candidate conversations, the search consultants attempt to ensure the candidate's salary and benefit expectations are in accord with the City to prevent surprises at this critical culmination of the recruitment.

CLOSEOUT COMMUNICATIONS

Throughout the search process, Mosaic Public Partners maintains professional communications with all candidates involved. We realize that we are representing the City of Venus throughout the recruitment and ensure that each person we interact with is left with a favorable impression of the City. In this final communication, we inform all candidates who were not selected of their status and the City's appreciation for their interest.

EXECUTIVE SEARCH TIMELINE

At the beginning of each search engagement, Mosaic Public Partners meets with clients to collaboratively craft a work plan and timeline that best aligns with our client's needs. Our consultants will suggest best practices and share examples from prior engagements to tailor a process that is thoughtful and well communicated.

The typical duration of a traditional search project is 12-17 weeks. Additionally, the selected candidate will customarily need to provide 30-days for notice and transition, if selected from outside of the organization. This brings the total duration to approximately 16-21 weeks.

A customized timeline will be crafted in collaboration with the City during the first step of the search engagement. We are confident that we can deliver a successful search effort that meets the needs of the City of Venus.

The following timeline represents the key milestones of an executive search, including tasks and approximate durations.

KICKOFF	Project Management Pre-kickoff meeting: project schedule, stakeholder analysis, communication methods, collection of background material	1-2 Weeks
	Candidate Profile Development Client input meetings, stakeholder input meetings Drafting and layout of candidate profile	
OUTREACH	Outreach and Recruiting Advertising strategy and campaign. Candidate research and identification Seek nominations. Recruit candidates	4-6 Weeks
	Candidate Screening and Evaluation Paper screening. Screening interviews. News and internet research	2 Weeks
SELECTION	Presentation of Candidates Client meeting to review candidates and select those to advance. Candidate updates	1 Week
	Selection Process Consult and design interview process Facilitation of on-site interview process, typically 4-7 candidates	2-3 Weeks
	Background and Final Qualification Background investigation and thorough reference checks for finalist candidate	1-2 Weeks
	Negotiation Negotiation with selected candidate Assistance with employment agreement, upon request only	1-Week
	Closeout Communications	Concurrent

PROJECT TEAM

If awarded the search, both Founders and Managing Partners of the firm and Senior Consultant, Julie Baca, would serve on the project team, supported by the firm's Business Support Manager, Administrative Services Manager, a Research Associate, and a Graphic Designer.



GREG NELSON

FOUNDER & MANAGING PARTNER

For the better part of a decade, Mr. Nelson has led a successful executive search practice for a national search firm. In his role, Mr. Nelson has successfully recruited public sector executives on a national scale for a diverse array of fields and positions. His work has included positions with intense community interest, high levels of stakeholder involvement, and those with political sensitivities.

In the first twenty years of his career, Mr. Nelson served leadership roles in municipal government where he was known for his progressive and principled leadership.

Under his tenure, the City increased employee engagement, citizen satisfaction (amongst the highest in a national survey), and made drastic improvements in the labor-management climate. He created public-private partnerships that allowed for superior levels of service during budget shortfalls, while enhancing relationships with stakeholders in the community. Additionally, he has provided expert testimony for state and local legislative bodies. Mr. Nelson was a co-founder of a municipal Human Rights Committee, engaging businesses and citizens in workshops and community dialogue on diversity and social equity issues, in and out of the workplace.

Mr. Nelson holds a Master's degree in Public Administration from the University of Illinois-Springfield with a graduate certificate in Public Sector Labor Relations.

As a founder of Mosaic Public Partners, Mr. Greg Nelson leverages decades of experience in the public sector with many years of successful experience leading executive searches for a variety of client roles across the nation.



BRYAN NOBLETT

FOUNDER & MANAGING PARTNER

Bryan Noblett spent over 34 years working as a public safety leader in the Greater Sacramento Region. The majority of his career was spent working in leadership and executive level roles. Bryan placed a strong focus on staff development and on ensuring his organization was responsive to community needs throughout his career. He possesses a strong commitment to customer service and worked diligently as a municipal government executive to ensure his organization was focused on partnering with the community it served. In addition, Bryan is well-versed in labor

negotiations and working collaboratively with labor groups to achieve successful outcomes. Bryan's passion for leadership development, talent assessment and public service led him to accept a position with a nationally recognized public sector search firm shortly after his retirement. Bryan holds a Bachelor's degree in Criminal Justice, a master's degree in Organizational Leadership and has attended several prestigious professional development courses.

As a long-time contributor to city executive teams, Bryan possesses a thorough understanding of all areas of public sector leadership. He spent the last four years partnering with municipal clients and communities across the country by assisting them in recruiting talented leaders to serve as Police Chiefs, City Managers, Chief Financial Officers, and other executive-level leadership positions. Bryan deeply values his connections with people, which has led to several outstanding placements and ongoing relationships with clients and candidates alike.

As a founder of Mosaic Public Partners, Bryan is very excited to focus on client needs and work with candidates to place today's public leaders.



JULIE SZYMULA BACA

SENIOR CONSULTANT

Julie Szymula Baca has over thirteen years of experience in City Management. She holds a Master's degree in Public Administration from Southern Illinois University and an undergraduate degree from Western Colorado University in Political Science with a law emphasis. As a previously ICMA Certified Administrator, Ms. Baca served on the ICMA Diversity Committee and had the pleasure to serve on various executive Boards throughout her career.

Julie also served for over twelve years as an executive in higher education, filling the roles of Chief Financial Officer, Chief Administrative Officer and Vice President of Finance and Administration. Julie has extensive experience in the areas of talent management, grant management, capital construction, community engagement as a certified mediator, and enjoys working with both internal and external organizational stakeholders. Julie has also served on various community boards and commissions to remain engaged in strategic community planning and policy generation for local governments. She is a community builder with public service at her core.

As a Senior Consultant with Mosaic Public Partners, she leverages her extensive public sector leadership experience to serve public agencies with gaps in leadership to gain the most continuity of service possible. Her focus is to provide efficient and effective executive search services in order to deliver the highest quality experience for the candidates and clients we serve.

COST OF SERVICES

Our flat fee to provide executive search services as outlined in this proposal for the position of City Administrator is \$29,000. The flat fee includes both professional services and consultant expenses related to the aforementioned work plans. These expenses include graphic design, advertising, consultant travel, administrative support, printing, postage, technology, and educational verification and background check on the selected candidate.

Invoicing will be in four installments:

- | | |
|---|---------|
| 1. Upon Execution of the Professional Services Agreement: | \$8,700 |
| 2. After Presentation of Candidates: | \$8,700 |
| 3. After Initial Interviews: | \$8,700 |
| 4. After Accepted Offer of Employment: | \$2,900 |

Included in the flat fee are two consultant trips to review/present candidates and to facilitate candidate interviews. All other consultant meetings will be conducted via videoconference. Additional consultant trips, if requested, shall be supplementally invoiced at \$1,500 per day, per consultant. Any additional expenses will be invoiced at the end of the project and are supplemental to the flat fee. Candidate travel expenses shall be the responsibility of the City of Venus.

This cost proposal and professional search services referenced herein are valid for 90 days from date of submittal.

\$29,000 FLAT FEE

GUARANTEE

Mosaic Public Partners offers an industry-standard one-year guarantee on our full search process. If, within a one-year period after appointment, the selected candidate in a search voluntarily re-signs or is dismissed for cause, Mosaic Public Partners will conduct another search effort without additional fees for professional services. The City would be expected to reimburse the firm for all expenses incurred, which are approximately 30% of the flat fee. This guarantee does not apply to the appointment of internal candidates or to candidates selected over the expressed objection(s) of the consultants.

If a placement is not made in the first search attempt for each search, Mosaic Public Partners will conduct a second search effort with no charge for professional services. The City would be expected to pay for all expenses incurred.

Mosaic Public Partners will never actively recruit our placement while they are employed with the City of Venus.

INSURANCE

Mosaic Public Partners maintains the following insurance coverage:

Errors and Omissions/Professional Liability	\$2,000,000
General Liability/Commercial	\$2,000,000
Automobile Liability (hired/non-owned)	\$1,000,000
Workers Compensation	\$1,000,000
Data Breach Liability	\$2,000,000

SAMPLE CANDIDATE PROFILE

TOWN OF ADDISON – CITY MANAGER



CITY MANAGER

Town of **Addison, Texas**

Recruitment Services Provided By



The Opportunity

Truly unique, Addison offers a career capstone opportunity for top city management professionals. Addison has long been a trail-blazing city, and its innovation and excellent customer service delivery have surely helped fuel its prosperity. The next City Manager will enjoy working with a Council and staff unified in the goal of advancing Addison to its next version of greatness.

About Addison, Texas

The Town of Addison is located in an area once called Peters Colony. It was settled as early as 1846 when Preston Witt built a house on White Rock Creek. The area was not known as Addison until 1902. Addison was named after Addison Robertson, who served as the community's second postmaster from 1908–1916. In 1902, the first industry was introduced to Addison when a cotton gin was built on Addison Road, near the railroad, by the Pistole brothers.

In 1975, a town election to allow liquor served by the drink was a major contributor to the expansion of businesses and restaurants. All combined, Addison's restaurants and eating establishments can seat over 20,000 patrons at one time.

The region, which developed rapidly over the past five decades, is home to affluent neighborhoods, hundreds of million-dollar companies, and scores of quality restaurants. Because of Addison's overwhelming commercial atmosphere, residents of Addison enjoy a unique lifestyle not common in other suburbs. Though Addison has only 16,661 residents in 4.4 square miles, the Town has developed into a cosmopolitan center which serves well over 125,000 business persons, shoppers, and visitors daily.

The area commands a central location in proximity to downtown Dallas, DFW International Airport, Dallas'

Platinum Corridor, and the Plano Legacy corporate campus area. Addison places a special emphasis on quality of life that demands all development meet the most rigorous building requirements. For example, all commercial development must submit landscaping plans to ensure attractive green areas accompany buildings. The attention to aesthetics extends to all of Addison's major boulevards, which are also landscaped. This approach has made Addison a cosmopolitan "downtown uptown" distinguished from almost any other urban area in the nation.

With its central location in the north Dallas metro area and significant transportation assets – including Addison Airport, the Dallas North Tollway, and the DART bus terminal and (coming soon) rail station – Addison is an attractive place to locate a business. Texas' business-friendly environment and Addison's location near the geographic center of the country have helped to fuel a recent rush of corporate relocations to North Texas; proximity to Addison Airport and the convenient air transportation access it provides has been a key factor in many relocations, especially for companies with far-flung business interests. Business aviation is about convenience and efficiency, so businesses that rely on aviation will choose a location close to a suitable airport. Addison Airport doesn't just serve Addison; it is a regional transportation asset serving adjacent communities including Carrollton, Farmers



About Addison, Texas (cont.)

Branch, Richardson, Irving, and Dallas. Addison is the closest airport – and therefore the primary choice for many business aviation users – to business centers in Las Colinas (Irving), Legacy (Plano), Dallas' Platinum corridor, the Galleria (Dallas), and of course along the Dallas North Tollway (Farmers Branch and Addison). In addition to numerous corporate aviation departments and air charter operators, Addison Airport is home to many flight training operators, aircraft maintenance shops, and associated businesses ranging from aviation insurance to aircraft detailing. Addison Airport is a key asset that helps drive economic growth in the community and the wider region.

Addison's reputation for maintaining a high quality of urban life has attracted considerable development over the past few years. Addison is home to nearly 12 million square feet of quality office and warehouse space. Addison also boasts 22 hotels with over 3,600 rooms and over 200 restaurants (an average of 46 restaurants per square mile). Developments such as Addison Circle and Vitruvian Park have not only become a desired location to live but a focal point for some of North Texas' major events such as nationally recognized Addison Kaboom Town!, Oktoberfest, and Taste Addison.



City Government

The City of Addison was incorporated on June 15, 1953, and in 1982 the name was changed to the Town of Addison. With a council-manager form of government, policy-making and legislative authority are vested in a seven-member governing City Council. The Council is comprised of a Mayor and six members who are elected in at-large elections. Members are elected for two-year terms in alternating years and may serve up to three consecutive terms.

The Town’s all-funds budget for fiscal year 2021-22 totals \$87.7 million and the City has a total of 300 FTE positions. City Departments include Airport, Athletic Club, City Manager’s Office, City Secretary, Conference and Theatre Centre, Development Services, Economic Development, Finance, Fire, General Services, Human Resources, Information Technology, Marketing and Communications, Municipal Court, Parks and Recreation, Police, Public Works and Engineering, Special Events, and Tourism.

Addison’s strong financial position includes AAA/ Aaa bond ratings from S&P and Moody’s and allows it the opportunity to achieve what many cities cannot. While strong financial stewardship remains important, Addison is a city willing to pay for quality and that is evidenced throughout.

300 FTE
Employees

\$87.7M
Operating Budget





The Addison Way

The “Addison Way” is the Town’s service delivery philosophy that serves as the cornerstone of how staff delivers outstanding service to its internal and external customers. This philosophy is known by Addison residents and employees and is the foundation of Addison’s organizational culture of service. The next City Manager will be critical in not only reinforcing the “Addison Way of Service” among current staff but also supporting the transfer of Addison’s culture of service to its next generation of leaders. The next City Manager will lead the organization in celebrating “The Addison Way” and its imprint and impact across areas of Town operations and the community at large. The heart of the “Addison Way” is to:

- Be service-minded and kind;
- Exceed expectations;
- Be solution driven; and
- Value employees as partners.

Staff searches out all options to exceed expectations during each customer service interaction. The next City Manager will serve as the leader in fostering and supporting excellent service delivery, which is celebrated through established and celebrated employee awards and appreciation programs, and is recognized throughout the community and is the hallmark of Addison culture.



City Council

Values

The Council will always seek to enact policies that will promote, and to personally exemplify, the values of the Town of Addison. The Council values:

- Integrity
- Respectfulness
- Fun
- Innovation/Creativity
- Accountability
- Efficiency
- Kindness
- Openness
- Transparency

Role

The role of the Council is to develop a long-term vision for the Town, to develop policies necessary to achieve the vision, and to communicate with, and seek input from stakeholders. This includes:

- Providing the direction, trust, and support necessary for the City Manager to implement the operations aspects of our vision.
- Making difficult and sometimes unpopular decisions that preserve our unique culture, safeguard our assets into the future, and effect the positive change necessary to achieve our goals.
- Identifying future trends, challenges, and opportunities.
- Being a positive and resourceful representative for the Town.
- Promoting transparency in communicating with residents, businesses, and regional partners.
- Being good financial stewards and creating an environment that nurtures a strong, diverse business ecosystem.

Pillars of Success

Like most cities, Addison is confronted with a few issues that demand time and attention of elected officials and the Town’s management team. To best apply Addison’s limited resources, the City Council has established the following strategic pillars to guide the organization’s efforts.

- Innovation in Entrepreneurship and Business
- Excellence in Asset Management
- Excellence in Transportation Systems
- Gold Standard in Customer Service
- Gold Standard in Financial Health
- Gold Standard in Public Safety
- Optimize the Addison Brand



The Position

The City Manager is appointed to effectively implement and administer the policies established by the City Council. The City Manager is responsible for making recommendations to the Council concerning policies and programs and developing methods to ensure the efficient operation of city services. The City Manager also helps the Town anticipate and adapt to change. Significant responsibilities for the operation of the Town include:

- Provide overall leadership for the City staff;
- Fully oversee and assist the City Council on policy matters;
- Establish procedures for policy/program implementation;
- Maintain the delivery of established services in alignment with the community standard;
- Hire, assign, and promote employees;
- Implement federal, state, and county mandates as appropriate.

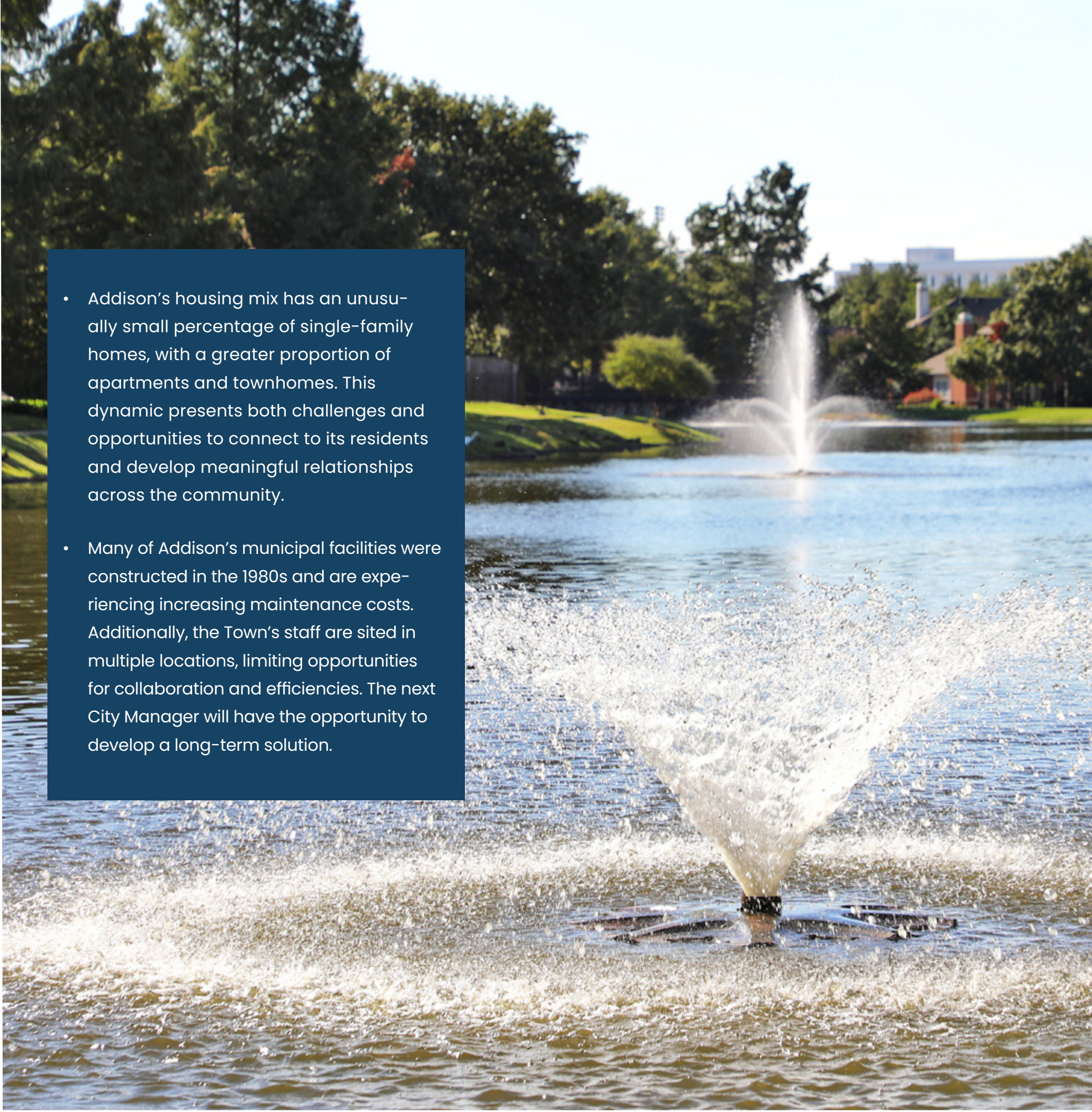
The City Manager also represents the Town within the community and with other government agencies.

Challenges & Opportunities

The next City Manager will be presented with a few known challenges and opportunities in which to excel, including:

- Decades ago, Addison established “The Addison Way” as an embodiment of its excellent customer service delivery and values toward community members and employees. Its success has been replicated in many Texas cities and there remains a strong desire across Council and staff to reinvigorate the Addison Way throughout the organizational culture.
- Addison recently inked agreements with two master developers for a \$472 million Transit-Oriented Development (TOD) surrounding a Silver Line station on the Dallas Area Rapid Transit. This massive project will provide both high-quality development but also rail connectivity east to Plano and west to the Dallas-Fort Worth International Airport.
- With little available land, the aforementioned TOD fully turns Addison’s focus toward redevelopment and reinvestment. Addison has the opportunity to reinvent itself in this next era of leadership.

- Addison’s housing mix has an unusually small percentage of single-family homes, with a greater proportion of apartments and townhomes. This dynamic presents both challenges and opportunities to connect to its residents and develop meaningful relationships across the community.
- Many of Addison’s municipal facilities were constructed in the 1980s and are experiencing increasing maintenance costs. Additionally, the Town’s staff are sited in multiple locations, limiting opportunities for collaboration and efficiencies. The next City Manager will have the opportunity to develop a long-term solution.





Ideal Candidate

In addition to being ethical, well qualified, and experienced, the next City Manager for Addison must possess certain traits that will be essential for success.

- The ability to build and maintain rich and effective relationships with Council, staff, and the community is of critical importance for success in the position.
- Related, there is a strong desire for the next City Manager to reside in Addison and fully become part of the fabric of the community.
- Top candidates will have an engaging leadership style that can drive organizational culture and truly connect with its many talented staff. Likewise, the City Manager should seek to empower staff to be decisive, innovative, and take calculated risks.
- The next City Manager should be confident, yet humble; driven, yet patient; experienced, yet seeking to learn; and inclusive, yet decisive.
- While the Council sets the vision and policy for Addison, it would benefit from a City Manager who is also creative and future-minded with the ability to present bold ideas to the Council for consideration.
- Experience with high-quality redevelopment and transformation of cities would be an asset.

Qualifications

The following are the minimum qualifications for the position of City Manager:

Education: A Bachelor’s degree from an accredited college or university in public administration or a related field. A Master’s degree is preferred.

Experience: Ten years public service experience or equivalent, including at least five years of experience as a City Manager, Assistant City Manager, Deputy City Manager, or Department Head.

Residency: There is a strong interest on the City Council for the selected candidate to live within the corporate limits of the Town of Addison.





Compensation & Benefits

The successful candidate will receive a highly competitive salary with an excellent executive benefits package that considers the candidate's qualifications and track record of career success. The City Council will negotiate a mutually agreeable employment agreement with the selected candidate, including assistance with moving and relocation if appropriate.

The Recruitment Process

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established.

Due to the public nature of searches in the State of Texas, confidential inquiries are recommended to Greg Nelson or Bryan Noblett at (916) 550-4100 before submission of materials.

Interested candidates should submit a comprehensive résumé and compelling cover letter online at www.mosaicpublic.com no later than Monday, October 3, 2022.

This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Texas. In accordance with public disclosure/open record laws, information submitted for consideration may be made available to the public upon request by interested parties.

The Town of Addison is an Equal Opportunity Employer



We deliver leaders. Our executive recruiting specialists have national contacts within the public sector and professional organizations – allowing us to find a broad range of talent. We rigorously qualify and investigate each candidate. We won't just pull names out of a database. When we are finished, you will have candidates that meet or exceed your expectations.



affion
P U B L I C
Delivering Leaders



Affion Public, LLC



@Affionpublic



affionpublic



Corporate
Address:
PO Box 794
Hershey PA 17033

www.affionpublic.com
888.321.4922 toll free
717.214.4922 local



09/21/2023

James Groom
Chief of Police
700 W. US Highway 67
Venus, Texas 76084

Dear Chief Groom,

Thank you for the opportunity to submit our offer of executive search and recruiting services for the City Manager position.

Affion Public is an executive search firm that specializes in identifying and placing exceptional executive level candidates within the public sector. We have built a successful practice on placing public sector executives and have a reputation for developing excellent working relationships with the clients we serve.

Our partnership approach and high quality of work fosters the level of comfort our clients' value and deserve. With our high touch style, we'll be able to provide you with the attention that you warrant and deserve for this very important search. Our search process and collaborative approach has enabled Affion Public to conduct multiple searches for the majority of the clients we serve.

We differentiate ourselves from our competition by seeking out passive, as well as active candidates that will best meet the needs of our clients. By conducting searches in this manner, we are able to provide a tailored pool of candidates rather than recycling the same candidates search after search. Our commitment to diversity and success at targeting minority candidates has also helped to set us apart from other firms.

On behalf of Affion Public, we will be thrilled to be your firm of choice! Please feel free to contact me directly at 717-576-9847 or via email at reilly@affionpublic.com. I look forward to speaking with you in the near future.

Best Regards,

A handwritten signature in black ink, appearing to read "Scott Reilly".

Scott Reilly
CEO, Affion Public

Delivering Leaders.



**City of Venus, TX
Executive Search Services
City Manager
09/21/2023**

Corporate Mailing Address:

**P.O. Box 794
Hershey, PA 17033
888-321-4922
www.affionpublic.com**



Table of Contents

<u>Table of Contents</u>	2
<u>Company Profile</u>	3
<u>Why Affion?</u>	3
<u>What We Do Differently</u>	4
<u>Relevant Search Experience</u>	5
<u>Objectives and Approach</u>	6
<u>Statement of Diversity</u>	11
<u>Sustainability Efforts</u>	11
<u>Individuals Assigned to Search</u>	12
<u>Cost</u>	15
<u>Guarantee:</u>	15
<u>Reference List</u>	16
<u>Client List</u>	17

Affion Disclaimer

Copyright © 2009 by Affion Public, LLC. All rights reserved. Printed in the United States of America. The information in this document is the exclusive property of Affion Public, LLC. The data and trade secrets contained herein are submitted for use solely by the City of Venus. The reproduction of this document or any portion thereof, in any form, without the express written consent of Affion Public, LLC is forbidden.



Company Profile

Affion Public is deeply rooted in the public sector, providing executive search services for state and local government, education and non-profit organizations since 2000.

Our executive search division specializes in identifying the nation's best and brightest executives and delivering those individuals to our public sector clients. Our partners are typically state, county, city, and government organizations as well as non-profits. Recognized as a leader in public sector executive searches, Affion has attained "preferred" vendor status or an exclusive relationship with a majority of its client partners.

Affion's corporate address is P.O. Box 794, Hershey, PA 17033.

Why Affion?

We are different. As a company, our strengths lie in our people, our passion, and our commitment. Affion employs an extremely talented group of professionals that bring a diverse set of skills and an average of over 10 years of experience in government and private sector venues. Extraordinary, trusted client partnerships have separated us from others in the industry. Embracing a small business approach has enabled the entrepreneurial spirit of Affion, while also ensuring a personalized approach and customized solution for our partners.

It is our unique understanding of the complexities of the public sector that gives us an edge. We know what to challenge potential candidates on, and we know how to discern and qualify the very specific set of skills an executive needs in order to succeed within the public realm. Our particular expertise lies in our ability to reach out to and ultimately attract the best and the brightest into the public executive domain. Short and long term, Affion is looking for valued, long-lasting partnerships, where we can have a real and positive effect for our client.

Our public sector team provides a full range of customized executive recruiting and management consulting services. Particular areas of expertise lie within strategy, human resources, process and solutions. We have served in an advisory capacity to state, city, and municipal governments across the country.

Historically, our specialized executive recruitment services have been client driven. By building strong client partnerships, and practicing due diligence, we gain an invaluable understanding of the mission, motivation and culture of our client. This has allowed us to successfully recruit across all departmental disciplines and ultimately to provide top executives to an array of governmental agencies and authorities (e.g. Information Systems, Public Safety, Engineering, Health and Human Services, Water Utilities, Economic Development, Assistant City Managers, City Managers, etc.).



What We Do Differently

Our executive search goal is to specify, identify, qualify and deliver candidates that meet or exceed your expectations. After consulting with client executives and stakeholders, we utilize a systematic search methodology to customize and tailor the ideal candidate and position profile to meet the specified need.

Targeting organizations that are similar to our client, we set out to find individuals that meet and exceed the background, education, experience, and personal characteristics required. This is done in a highly confidential manner and in compliance with applicable legal standards. Once a potential candidate has been identified, they will enter into a rigorous qualifying process to further establish the “fit”. A comprehensive confidential report on each of the selected candidates is prepared to include pertinent information relative to the candidates work history and background. A professional appraisal of the candidates’ competencies compared to the specific requirements will be provided as a continuum to the report. In the form of a portfolio presentation, we meet with the stakeholders to make our recommendations. We deliver individuals that are competent, qualified, and capable. We deliver solutions.



Relevant Search Experience

City of Austin, TX

- City Manager (2008)

City of Broken Arrow, OK

- City Manager (2012; 2015)

City of Celina, TX

- City Manager (2023 - present)

City of College Station, TX

- City Manager (2018)

City of Columbia, MO

- City Manager (2011)

City of Commerce City, CO

- City Manager (2021)

City of Dallas, TX

- City Manager (2016)

City of Dublin, OH

- City Manager (2022)

City of East Lansing, MI

- City Manager (2012)

City of El Paso, TX

- City Manager (2014)

City of Frisco, TX

- City Manager (2022)

City of Galveston, TX

- City Manager (2012)

City of Huntsville, TX

- City Manager (2008)

City of Hollywood, FL

- City Manager (2012)

City of Irving, TX

- City Manager (2006)

City of Kirkwood, MO

- Chief Administrative Officer (2014)

City of Kyle, TX

- City Manager (2023)

City of Leander, TX

- City Manager (2011)

City of Marshall, TX

- City Manager (2014)

City of McKinney, TX

- City Manager (2008)

City of Morgantown, WV

- City Manager (2010)

City of North Richland Hills, TX

- City Manager (2009)

City of Plano, TX

- City Manager (2011)

City of Round Rock, TX

- City Manager (2011)

City of San Antonio, TX

- City Manager (2006)

City of San Marcos, TX

- City Manager (2008)

City of Shawnee, OK

- City Manager (2015)

City of Springfield, MO

- City Manager (2008)

City of Taylor, TX

- City Manager (2019)

City of Thornton, CO

- City Manager (2015)

City of West Valley City, UT

- City Manager (2023 - present)

Delaware County, PA

- Executive Director (2020)



Objectives and Approach

1. **Establishing the Timeline** – we will work closely with you to determine your ideal start date for your executive and then work to make sure that we agree on all target dates and activities.
2. **Input from Key Decision Makers** – we will meet with all parties who will be impacted by this executive to seek input, which will also help us understand the company, the people and the working environment. This can include setting up public forums to engage the community in assisting in the process.
3. **Developing the Candidate Profile** – through extensive interviews we will gain a complete understanding of the mission and goals of the company and begin to create the profile of the executive you are seeking.
4. **Candidate Pool and Search Techniques** – we will use our own extensive internal database, our personal and professional connections, competitor intelligence, targeted recruiting, industry specific sourcing and other recruiting tools to begin to identify the perfect candidate.
5. **Screening Process** – we will conduct interviews to qualify each candidate, whether it is an internal candidate or an external one, prior to presentation to you, and will conduct an extensive background check on each potential candidate.
6. **Selecting Candidates for Client Review** – we will present the key decision makers with a portfolio of candidates for consideration and will discuss each candidate's skills and qualifications in detail.
7. **Choosing the Finalists and the Interview** – once the client has reviewed the candidates and has selected the finalists, interviews with the key decision makers or the selection committee will begin.
8. **Hiring** – all candidates will have been pre-qualified on the salary range; benefits and we will assist in all final employment matters.

Developing the Candidate Profile

Affion's approach to executive searches is a very personal and systematic one. Our success is dependent on the access and information granted to us by the client organization, so that we can gather all the information possible to have a true understanding of the client's needs. Only if we know the organization intimately and develop a very thorough and detailed profile of the ideal candidate, can we be assured of the right match for the organization and the individual who is ultimately selected.

We pride ourselves in the value we bring to the table by working with the client to develop the profile of the ideal candidate from which to conduct our search. We do this by spending a great deal of time with the chief decision makers, elected officials, etc. at the very beginning, learning the history of the position, the mission and goals of the organization, the past successes and failures of the position, staff, budget and virtually everything the selected candidate would need to have experience and success addressing. In order for us to locate the ideal leader for an organization, we must know where that organization wants to go and what it will take to get it there.

Each search is different, and we invest as much time in getting to know the style and organizational culture of our client as we do getting to know each candidate under consideration. We develop a strong relationship with the decision makers and people with whom the potential candidates would be working to ensure the right match. We spend time with the decision maker(s) to understand their idea of the "ideal" candidate, their own management style, and what the position means to them and to the organization. We learn and adopt the organization's vision, so that we are able to recruit candidates who will embrace those goals and lead a strategy that will support that vision.

We prefer to interview other successful executives at the peer level of the vacant position to get an understanding of the kind of leaders who are successful in the organization. We also find it valuable to interview some subordinate level staff, if possible, to assess some of the challenges or strengths within the current resources that the incoming executive would find.

These early stages of the search are, in our mind, the most important. Our entire search team, including our assigned recruiter(s), is involved in this information gathering/ relationship process from the beginning so we all know exactly what our client is seeking in applicants and are qualifying candidates on the client's organizational culture.

For national searches, our team also investigates the community in which the position resides. We investigate the public and private school options, and even spend time with a realtor to get a feel of the local housing market for relocation. All of this helps us when we screen and sell candidates on the position.

From the interviews and fact gathering, we will prepare a comprehensive candidate recruitment profile for the position, with the desired qualifications and characteristics, for approval by the client's designee(s). It is from this customized profile that we conduct our systematic search.

Input from Stakeholders

The first steps in any search begin with our onsite stakeholder meetings. The purpose of the stakeholder interviews is to allow Affion an intimate understanding of the organization, the people and the environment. These interviews are how we develop the two key profiles in which the search is built around. The first profile is the position profile. The position profile includes not only the requirements the successful individual will possess but also what they will be doing on a daily, weekly and monthly basis. This profile is critical in analyzing the potential candidate's previous experience. The second profile is the candidate profile in which we spoke previously about. This profile allows Affion to define the type of individuals that will be successful in your organization.

The stakeholder meetings begin with developing the list of individuals that will be working directly with this person. This list should include whomever the individual is responsible for reporting to and anyone who may be directly involved with the hiring and interview process. Affion is committed to spending as much time as necessary on the stakeholder meeting to ensure a successful placement.

The stakeholder meetings are approximately one-hour interview session in which our team will ask probing questions to what will make the candidate successful. These are generally done on an individual basis.

Additional stakeholder meetings including public input will be scheduled at the discretion of the selection team. We have a long history of being very inclusive with our stakeholder process and often meet with community leaders, business leaders, civic and religious leaders as well as neighborhood associations.

Candidate Pool

Affion is a relationship driven, select targeting firm. We use our own internal database to draw upon potential candidates with whom we have built relationships and/or referrals. We use the telephone to reach out to referrals and candidates initially. We use the Internet as well as select research firms to investigate credit, criminal and other background checks and to obtain any written publications authored by, or regarding, the candidates. Beyond this limited use of technology, our efforts are all carried out in person. We post the job on the Internet or advertise in print as required by the client organization. Even our utilization of networks of professional or trade associations, is done in person. This personal approach is how we have been most successful in targeting and attracting the best and most diverse selection of candidates.

Each Affion recruitment effort is customized specifically to the client organization's needs and preferences. One of the additional values achieved from the time we spend in the beginning is getting to know the client organization and its culture and obtaining mutual agreement on a process that works for both of us. While we have a very strict and systematic internal qualifying/screening process, it is only visible to the client in the result it produces. Any processes external to our qualifying/screening process may be modified to accommodate the client's organizational needs.

Affion Process in Screening

While the general steps outlined herein are the basis of the Affion search, flexibility is built into our model to accommodate a particular client's preferences. Our search is customized to best meet the needs of our client and as long as we are not asked to forego steps to ensure quality, modifications or additions can be made.



Sourcing/Recruiting Candidates

Our senior executive recruiters (100% dedicated to this search) will identify candidates who have been successful in like organizations in similar positions. We search from a variety of sources to ensure development of a broad representative pool in terms of affirmative action efforts and experience; including our own network of contacts and files; public or private entities, professional and other associations and organizations related to the position and referrals. We do targeted advertising in publications specific to the position.

Targeted Recruiting

Affion maintains a national database through extensive networks in industry specific business groups, trade and professional organizations. To further ensure a diverse candidate pool, we also source candidates from professional organizations and networks that are ethnic and gender specific. We reach out to a variety of sources to collectively find the best talent available.

As a result of our previous and ongoing recruiting efforts within government and quasi-government organizations, (local, city, county, and state) Affion has, and continues to build, an expansive network of candidates that includes the best and the brightest in the public sector. That network of candidates exemplifies our professional commitment to building valued relationships, knowing the individuals' experience and leadership styles, and understanding their needs and career goals. By operating within these guidelines, our deliverable to our client results in being a known and trusted entity.

Screening/Qualifying Candidates

Our senior executive recruiter conducts preliminary screening interviews of all candidates and the most promising candidates to determine their qualifications, pertinent accomplishments, experience, ability to meet special needs of the position and their interest in being considered. Preliminary screening will be based on a resume rating developed from criteria contained in the customized Candidate Recruitment Profile, information contained in the resumes submitted to Affion, and Affion's knowledge of the people and organizations with whom and in which we work. At this point in the search, our recruiter is also securing preliminary, confidential reference information on the most promising candidates (as available and appropriate) to verify experience and qualifications; i.e., to ensure that it is worthwhile proceeding with them.

After qualifying the best candidates into our process, those individuals are subjected to further rounds of interviews by additional Affion executive staff. The same criteria are used, but the emphasis here, is on organizational and cultural fit, and political acumen. This process assures the quality we demand of the short list of semi-finalists that are selected.

All candidates are met face-to-face when possible. If the face-to-face interviews cannot be arranged, then video conferencing is arranged to ensure that the recruiters and executives within Affion are comfortable with the candidates they are presenting for consideration.

Background Investigation

When all members of the Affion qualifying team have agreed that the candidate fits the desired profile we begin extensive background checks to include criminal, education, and financial investigations. Reference calls are completed. Internet and media searches are conducted. This entire procedure is intended to further eliminate unqualified candidates, and to validate the credentials of the final candidates in process.

Selecting Finalists for Promotion to Client

From our rigorous qualifying process and investigation, Affion typically narrows the field of qualified candidates to the top 6-8. We present all of the client's designated representatives with a comprehensive book of material on each of the selected individuals. These books contain summary profiles, resumes, applications, articles by or regarding the candidate, pertinent work product, and photographs of those candidates whose qualifications, work experience, achievements, and/or other special qualities qualify them for the position. This comprehensive confidential report on each candidate covers not only the candidate's working career and those personal aspects that are relevant to the position, but also our appraisal of how the candidate's competencies compare to your specific needs and environment. Affion and the client's representatives will meet to review the detailed contents of the book.

Internal Candidates

Affion always screens and evaluates those applications and resumes received by the client from in-house or outside applicants to insure, on the client's behalf, that the process is considered fair to all applicants and to determine if any of these individuals are qualified, viable candidates. Often, at the client's preference we keep all in-house applicants in process until the final qualifying phases of the search process, unless it is clearly established that certain individuals are not qualified.

We review, evaluate and acknowledge in writing all applications and resumes received. Additionally, we ask that all solicitations for consideration made directly to the client be forwarded to Affion immediately to avoid duplication of efforts and take work off the client's shoulders.

Client Selection of Candidates for Interview

Affion would work closely with the hiring team for selecting the finalist. Affion will make a portfolio presentation to the key stakeholders which will include; the resume, a brief bio written by the candidate, and an answer to the questions "Why Should I be the Next..." Upon our face-to-face presentation of the finalists, with our recommendations and comprehensive background information, we require that the client select the number and names of the candidates it wishes to interview in person.

Upon the client's direction, Affion personnel will coordinate with client personnel to arrange interviews with the top candidates selected for consideration. Affion will work with the client to coordinate any travel or accommodation details that may be needed for each outside candidate.

Client Interviews and Final Selection

The finalist interviews would be conducted in conjunction with the wishes of the hiring team. Affion typically suggests that the hiring team utilize panel interviews and also perhaps a candidate presentation. The candidate presentation would be an oral presentation accompanied by a visual presentation. The purpose of this presentation is to allow the selection committee to see how the candidates communicate their thought process and the candidate's ability to effectively express those thoughts to their audience.

The formal interview would involve the same set questions asked to each candidate by the same panel member. This allows the selection committee to evaluate each candidate on a fair and equal field. These questions are agreed upon in advance with Affion and the selection committee. Affion will be involved throughout the entire interview process to facilitate the interviews.

Hiring

Once it is time for a hiring decision, Affion will provide assistance on final employment matters, such as the negotiation process with successful candidates and notification to unsuccessful candidates.

Any candidate that is presented for consideration will have been pre-qualified on the salary range, benefits and relocation package. Once the finalist has been selected it is our standard practice that the client sends a formal offer letter to Affion on behalf of the successful candidate. Affion will facilitate the signature and closing of the process.



Statement of Diversity

Diversity is one of our core values, as well as part of our heritage. It acknowledges and celebrates the richness and value created by the differences among our employees, our customers, our service offerings, and our businesses. It is about people, backgrounds, lifestyles, ideas and balance between our work and personal lives. It is about maximizing the contributions from all members of our team so that we deliver greater value to our customers. It is about valuing differences. It is not a code word for affirmative action. It is much larger than that. It is about valuing differences. It is about inclusion. It relies on standards of performance and behavior, which lead to mutual respect. Diversity is about effectively using our collective talent to create a competitive advantage that leads to success – both for our internal support staff and contract workforce. Affion is truly committed to effectively recruiting and maintaining a diverse workforce.

Affion maintains an Affirmative Action Program and policy to afford equal employment opportunity to all without regards to race, color, religion, sex, national origin, sexual orientation, handicap or disability or status as a disabled veteran or a veteran of the Vietnam War era. We take affirmative action to ensure applicants for employment and employees are treated without regard to these characteristics. The sole basis for decisions regarding employment status has been, and will continue to be, an individual's qualifications, and based only on valid, non-biased job requirements in positions being filled. To carry out our policy, the commitment includes, but is not limited to recruitment, hiring, promotions, transfers, compensation, benefits, layoffs, terminations, educational tuition assistance and company sponsored training and recreational programs.

Affion employs responsible reporting and monitoring procedures to ensure that all personnel actions are in strict compliance with the Equal Opportunity Policy and our Affirmative Action program. We are further committed to be an Equal Opportunity Employer by various federal, state and city laws on fair employment practices. All of Affion's advertising reflects these same important standards.

We are proud of our success in ensuring a diverse candidate pool and thrilled to have placed multiple women and minority candidates in executive level municipal positions, nationwide.



Sustainability Efforts

Our commitment to climate action includes improving the environmental footprint of our operations by going paperless. All the steps involved in creating paper have significant impacts on the environment. Because of this we have made the commitment to go paperless by providing pdfs of our candidate binder presentations, proposals, and additional written communication.

We have also taken steps to reduce our carbon footprint by implementing less travel and utilizing technology for stakeholder meetings, initial interviews, etc. We hope by taking these actions, we are helping to protect the health of our planet today and for generations to come.



Individuals Assigned to Search

Scott Reilly
CEO, Affion Public
reilly@affionpublic.com
717-576-9847

Scott will be the lead on this search and responsible for quality assurance during the length of your project. During the engagement, he will be responsible for ensuring the success of the process.

Scott, previously the Vice President of Arcus Public, has more than 20 years' experience in Sales, Executive Recruiting and Technology. His depth of knowledge and experience placing top executives and technology professionals enables him to lead the talented group of professionals at Affion Public. Throughout his tenure in the public sector, he has been responsible for leading the engagement process and successfully placing more than 100 professionals in key roles. He's worked in the trenches performing the searches, as well as in leadership roles guiding his team and building relationships with clients while at the helm. He truly understands and appreciates the intricacies of the market, and as CEO for Affion Public, he is responsible for the strategic direction and approach of each of the firm's key service areas.

Scott has been a speaker/presenter on various topics nationally working with leading government officials; to help identify opportunities for technology research and share best practices as well as executive search forums. He was named a founding Honorary Alumni to the Harrisburg University of Science and Technology first graduating class. He currently serves as the vice-chairman of the Derry Township Municipal Authority and has been an active member on the Hershey Country Club Board of Governors. Scott was also recognized by the Central Penn Business Journal as one of the region's Top 40 Under 40. He holds a Bachelor of Science degree in Marketing from Rider University.

Scott has been directly involved with all executive level searches through Arcus Public and Affion Public since 2003.

Gina Sprowls
Director of Recruiting
sprowls@affionpublic.com
717-763-1987

Gina will manage the recruitment efforts of your executive search. During the engagement, she will provide the direction and coordination for the recruitment to ensure the profile of the ideal candidate is adhered to, so the best candidate is hired for the job.

Gina will be responsible for identifying, profiling, and screening the candidates. Her role will include qualifying potential candidates and conducting interviews of candidates. Additionally, she will assist in coordinating interviews, soliciting feedback, and conducting professional reference checks. She may be involved in the presentation of the final candidates to the stakeholders for consideration.

Gina brings over ten years of diverse experience in recruitment, sales and management. She offers a strong background in Human Resources with an emphasis on executive level recruitment and training. Her recruitment career has crossed over several industries including Public Sector, Technology, Finance, Healthcare, Sales and Education. She has worked on multiple executive level searches for clients across the nation and is known for building and maintaining excellent relationships with our clients and candidates. She holds a Bachelor of Science degree in Business Administration from Capella University and an Associate of Arts degree in Human Resources.

Gina has been directly involved with all executive level searches through Arcus Public and Affion Public since January 2008.



Individuals Assigned to Search continued..

Brittany Schwaber, Executive Recruiter

Brittany will focus on the recruiting efforts of your search. As she works through this process, she will adhere to providing a detailed and informative profile of ideal candidates to ensure that the best individual for the position is identified and hired.

Brittany will be responsible for screening candidates that present as qualified contenders for the role. In addition, she will be conducting candidate interviews, coordinating the logistics of interviews, gathering feedback and performing reference checks.

Brittany brings over seven years of experience in recruiting with a dynamic approach to her work. Her career has been diverse in different industries that include biopharmaceuticals, construction, and manufacturing. She has a well-rounded background in the field of Human Resources with an emphasis and passion for talent management strategies, employee retention and engagement initiatives and career development. Brittany is known for her ability and ease in establishing and building relationships with candidates. Her keen eye for detail coupled with her responsiveness makes for a great partnership between clients and candidates. She holds a Bachelor of Science degree in Business Management from Kutztown University and a Professional in Human Resources (PHR) certificate from HRCI.

Cassandra Segedy, Marketing Associate

Cassie will focus on the marketing efforts of your search. As she works through this process, she will provide thorough and concise social media marketing and marketing materials, to help reach a large array of qualified candidates.

Cassie will be responsible for creating the brochure used for social media and job postings, posting the position on all Affion Public social media platforms, creating candidate binder presentation materials, and creating job announcements for the successful candidate.

Cassie brings 7 years of marketing, advertising, and graphic design experience with her. Her career has been diverse in different industries that include manufacturing, life sciences, food service, data logging, grocery distribution, and small business management. Cassie has extensive experience in social media marketing, print advertisement, web design, and graphic design. Cassie is known for her easy-going nature, attention to detail, and responsiveness, allowing her to create the perfect marketing materials specific to your city and job posting. Cassie holds a Bachelor of Arts with a concentration in Graphic Design from the State University of New York at Oswego.

Shanice Caesar, Sourcing Specialist

Shanice will focus on the sourcing efforts for this search. As she works through this process, she will be responsible for finding candidates that match the experience and ideal candidate specs for this role, posting the position on sponsored job sites, and running background checks.

Shanice brings over five years of experience in recruiting with a dynamic approach to her work. Her career has been diverse in different industries that include Information Technology, Finance, Professional Services and Healthcare. She has a well-rounded background in the field of Information Technology with an emphasis and passion for talent management strategies, employee retention and engagement initiatives and career development. Shanice is known for her ability and ease in establishing and building relationships with candidates. Her keen eye for detail coupled with her responsiveness makes for a great partnership between clients and candidates. She holds a Bachelor of Science degree in Business Management from The University of Guyana.



Proposed Project Timeline:

Timeframe	Activity
Upon Selection	Affion to negotiate and finalize contract
Once contract is finalized	- Facilitate a meeting to discuss timelines, recruitment process and plan for completing the Position and Candidate Profiles - Affion to meet with identified stakeholders to begin the due diligence process - Conduct Public Forums if needed - Simultaneous industry research taking place
Within 10 days after the contract is finalized	Affion presents draft of Profile
Upon approval of profile/brochure	- Search Firm conducts recruitment to include: - Referrals, LinkedIn, Sourcing, etc. - Post the job on websites
Ongoing	- Progress Report—check for quality and diversity of applicants. Determine need to target any specific group or area. - Review and qualify all potential candidates
30 days after posting	Deadline to receive resumes
45 days after resume deadline	- Binder Presentation of 6-8 candidates to the Selection Panel - Affion will facilitate a review of the final candidates
2 weeks after binder presentation	- Conduct first round of candidate interviews with the Search Committee and key stakeholders - Finalize decision on the candidate of choice and negotiate employment agreement with the candidate
2 weeks after final interviews	Successful Candidate accepts offer of employment



Cost

Full Executive Search:

Affion executive searches are full-service searches conducted by senior executives within our firm. The fee we have outlined herein is all inclusive of all phases of the search including stakeholder meetings, profile development, job postings, sourcing, recruitment, interviewing, reference checking, background checks, media checks, and candidate offer negotiation.

Fee for the City Manager position: \$28,000 (all inclusive)

Additional expenses, which are not included in the overall fee but are expected to be reimbursed by the City of Venus include all candidate travel expenses for the purpose of interviews with the City of Venus. This will vary depending on the location of the finalist selected.

While invoice procedures can be adjusted, our typical billing practice is to spread the fee payment over three equal installments. (One-third to be billed when the contract is signed, one-third to be billed upon presentation of the Final Candidates, and the last one-third to be billed upon the hiring of the desired Candidate.) Adjustments to our payment and billing processes are negotiable in order to best accommodate our clients' needs.

Guarantee:

As with all of our executive searches, we are prepared to offer our standard professional service guarantee. If the hired candidate is asked to leave for reasons of non-performance or leaves of his/her own volition in the first 24 months of employment, we will re-launch a search for a new candidate, under the original position specifications. In such a case, we will do so for no additional professional fee, though charging expenses that may incur to include all Affion travel, hotel, and re-posting of job advertisements. It is our commitment to partner with you from the initial signing of the contract until the candidate accepts and offer and begins employment.



Reference List

City of Austin, TX

Sonya Alexander-Harry

HR Consultant

301 W. Second St. Austin, TX 78701

512-974-3228

Sonya.Alexander-Harry@ci.austin.tx.us

Affion has completed several searches with the City of Austin. We placed the City Manager (2008), CIO, Fire Chief, Director of Solid Waste Service, Chief Sustainability Officer, Director of Code Compliance, Chief Financial Officer; Assistant Director, Engineering Services, Assistant Director, Pipeline and Operational Maintenance, and the Water Resource Planning & Analysis positions within the Austin Water Utility, an Assistant City Manager, a Purchasing Officer, and the Deputy Director, Economic Development, a Redevelopment Division Manager, and a Chief Technology Officer with search Austin Energy. We completed their Fire Chief search (2018), Director of Economic Development search (2018), their Director of Development Services (2019) and Homeless Strategy Officer (2019) Chief Information Security Officer search (2019), their Assistant Director of Economic Development (2020), the Director of Austin Code position, their Homeless Strategy Officer (2020), and we just finished their Assistant Director, Housing and Planning search (2021). We just finished working with them on their Chief Resiliency Officer (2021), and EMS Chief searches (2021), and we are currently working with them on their Director, Transportation and Public Works position (2023 – present). Sonya has worked closely with us on several of the searches.

City of Bozeman, MT

Cassandra Tozer

Human Resources Director

121 North Rouse Ave, Bozeman, MT 59771

406.599.1563

ctozer@BOZEMAN.NET

Affion had the pleasure of working with the City of Bozeman on multiple searches including their Human Resources Director (2021), their newly created Director of Transportation and Engineering (2021), their newly created Director of Utilities (2021), their City Engineer search (2022), and their Assistant City Manager position (2022). Cassandra was the successful candidate during our Human Resources Director search, and we have worked closely with her on all of the searches since then.

City of Frisco, TX

Lauren Safranek

Director of Human Resources

6101 Frisco Square Boulevard, 4th Floor

Frisco, TX 75034

972-292-5210

LSafranek@friscotexas.gov

Mayor Jeff Cheney

6101 Frisco Square Boulevard

Frisco, Texas 75034

214-707-7320

jcheney@friscotexas.gov

Affion had the pleasure of working with the City of Frisco on their City Manager search last year. We are currently working with them on their Assistant City Manager search, their Fire Chief search and their Chief Information Officer search. We worked with the Mayor on the City Manager search and we have worked closely with Lauren on the majority of the searches.



Client List

Cities:

Borough of State College, PA

- Director of Public Works (2016; 2021)

City of Ann Arbor, MI

- Parks and Recreation Services Manager (2008)
- Parks and Recreation Services Deputy Manager (2008)
- City Administrator (2011)
- Fire Chief (2014)
- Police Chief (2015)
- City Administrator (2016)

City of Arlington, TX

- City Auditor (2014)
- Director of Community Development and Planning (2015)

City of Austin, TX

- City Manager (2008)
- Fire Chief (2008)
- Chief Information Officer (2008)
- Director of Solid Waste Services (2009)
- Chief Sustainability Officer (2010)
- Director of Code Compliance (2011)
- Chief Financial Officer (2012)
- Austin Water Utility (AWU) Assistant Director, Engineering Services (2013)
- Austin Water Utility (AWU) Assistant Director, Pipeline Operations and Maintenance (2013)
- Assistant City Manager (2013)
- Purchasing Officer (2014)
- Deputy Director, Economic Development (2015)
- Redevelopment Division Manager (2015)
- Assistant Director of Water Res Planning & Analysis (2015)
- Austin Energy – CTO (2016)
- Austin Energy – Chief of Staff (2017)
- Fire Chief (2018)
- Director of Economic Development (2019)
- Director of Development Services (2019)
- Chief Information Security Officer (2020)
- Assistant Director of Economic Development (2020)
- Director of Austin Code (2020)
- Homeless Strategy Officer (2020)
- Assistant Director of Housing and Planning (2021)
- Chief Resiliency Officer (2021)
- Emergency Medical Services Chief (2021)
- Director, Austin Water (2022)
- Director of Police Oversight (2023 – present)
- Director, Transportation and Public Works (2023 – present)

City of Asheville, NC

- Urban Planning and Design Director (2014)
- Police Chief (2015)

City of Aurora, CO

- City Manager (2018)
- Court Administrator and Detention Director (2021)

City of Atlanta, GA

- Chief Information Officer (2003)

City of Bellevue, WA

- Director of Planning and Community Development (2010)
- Chief Communications Officer (2012)
- Chief Economic Development Officer (2014)
- Chief Communications Officer (2016)
- Director of Planning and Community Development (2016)

City of Boise, ID

- Planning and Development Services Director (2021)

City of Boulder, CO

- Director of Public Works for Utilities (2011)
- Deputy Director of Community Planning and Sustainability (2011)
- Comprehensive Planning Manager (2012)
- Human Resources Director (2013)

City of Bozeman, MT

- Human Resources Director (2021)
- Director of Transportation and Engineering (2021)
- Director of Utilities (2021)
- City Engineer (2022)
- Assistant City Manager (2022)

City of Broken Arrow, OK

- Fire Chief (2010)
- Police Chief (2011)
- City Manager (2012)
- Assistant City Manager (2013)
- Director of Engineering/Construction (2014)
- Fire Chief (2014)
- City Manager (2015)

City of Burbank, CA

- Director of Finance (2009)
- Director of Parks and Recreation (2007)

City of Burleson, TX

- Chief Technology Officer (2021)

City of Cedar Park, TX

- Director of Information Services (2018)
- Police Chief (2021)
- Director of Finance (2022)
- Assistant City Manager (2022)

City of Celina, TX

- City Manager (2023 - present)

City of Chandler, AZ

- Chief Information Officer (2007)
- Director of Economic Development (2008)
- Director of Planning and Development (2008)
- Municipal Utilities Director (2015)

City of Chester, PA

- Chief Operating Officer (2022)
- Director of Finance (2023)

City of College Station, TX

- Assistant Director of Planning & Development (2008)
- Fire Chief (2016)
- Chief Information Officer (2017)
- Director of Water Services (2018)
- City Manager (2018)
- Director of Planning and Development Services (2018)

City of Columbia, MO

- City Manager (2011)
- CIO (2015)

City of Commerce City, CO

- City Manager (2021)

City of Corpus Christi, TX

- City Manager (2008)

City and County of Denver, CO

- Manager of Community Planning and Development (2012)
- Independent Monitor (2021)

City of Dallas, TX

- Deputy Director CIS (2005)
- Public Information Officer (2005)
- Assistant Director Dallas Water Utilities (2005)
- Assistant Director CIS (2005)
- Director and Chief Information Officer (2005)
- Director of Housing (2014)
- Assistant City Manager (2014)
- Director of the Department of Trinity Watershed Management (2015)
- Fire Chief (2016)
- City Manager (2016)
- Assistant Director of Transportation (2022)

City of Denton, TX

- Director of Environmental Services and Sustainability (2021)

City of Dublin, OH

- CIO (2015)
- Planning Director (2015)
- City Manager (2022)

City of Durango, CO

- Director of Public Works (2021)
- Director of Parks and Recreation (2023 -present)

City of East Lansing, MI

- City Manager (2012)

City of El Paso, TX

- City Manager (2014)
- Director of Museums and Cultural Arts (2014)
- Managing Director of Public Works (2015)
- Director of Planning and Inspections (2018)

City of Eugene, OR

- Executive Director of Planning and Development (2010)

City of Farmers Branch, TX

- City Manager (2022)

City of Fort Collins, CO

- Chief Sustainability Officer (2014)
- Light & Power Operations Manager (2015)
- Chief Human Resources Officer (2016)
- Cultural Services Director (2016)
- Transfort & Parking Services General Manager (2018)
- Director of Cultural Services (2018)
- Director of Planning, Development and Transportation (2019)

City of Fort Worth, TX

- Assistant City Manager (2022)

City of Frisco, TX

- City Manager (2022)
- Assistant City Manager (2023)
- Fire Chief (2023)
- Chief Information Officer (2023)

City of Galveston, TX

- City Manager (2011)

City of Gardner, KS

- Business and Economic Development Director (2015)
- Utility Director (2015)

City of Georgetown, TX

- Assistant City Manager (2021)

City of Hollywood, FL

- City Manager (2011)

City of Huntsville, TX

- City Manager (2008)

City of Greeley, CO

- Director of Human Resources (2020; 2022)
- City Clerk (2020; 2022)
- Finance Director (2020)
- Fire Chief (2021)
- Director of Public Works (2021)
- Human Resources Deputy Director (2021)
- Deputy Finance Director (2021)
- Culture, Parks and Recreation Director (2022)
- Human Resources Deputy Director (2022)
- Director of Communications and Engagement (2022)
- Community Development Director (2022)
- Deputy Director of Water Resources (2022)
- Payroll Manager (2023)
- Cultural Affairs Manager (2023 – present)
- Finance Director (2023 – present)
- Financial Controller (2023 – present)

City of Irving, TX

- City Manager (2006)
- Assistant City Manager (2008)
- Internal Auditor (2008)
- Director of Human Resources (2007)
- Assistant Director of Human Resources (2007)
- City Attorney (2007)
- Fire Chief (2006)
- City Secretary (2010)
- Capital Improvement Program Director (2019)

City of Kirkwood, MO

- Chief Administrative Officer (2014)
- Police Chief (2017)

City of Kyle, TX

- City Manager (2023)
- City Attorney (2023 – present)
- Director of Water Utilities (2023 – present)

City of Leander, TX

- City Manager (2011)

City of Los Angeles, CA

- CIO-Los Angeles World Airport (2007)
- General Manager, ITA (2002)
- Information Systems Manager (2002)
- General Manager Department of Aging (2003)
- Director, Bureau of Sanitation (2004)
- Los Angeles Zoo: General Manager (2003)
- City Engineer (2003)

City of Lynwood, CA

- Assistant City Manager (2007)
- Director of Human Resources (2007)
- Assistant Director of Public Works (2007)
- Deputy Director of Development (2007)

City of Marshall, TX

- City Manager (2014)

City of McKinney, TX

- City Manager (2008)
- Assistant City Manager (2009)
- Director of Finance (2011)
- Director of Water Utilities and Infrastructure (2013)
- Assistant City Manager (2014)
- Director of Public Works (2016)

City of Mesa, AZ

- Deputy City Manager (2007)
- Director of Human Resources (2007)

City of Missouri, City, TX

- Director of Finance (2016)
- Director of Development Services (2016)
- Director of Economic Development (2022)

City of Morgantown, WV

- City Manager (2010)

City of North Richland Hills, TX

- City Manager (2009)
- General Manager: NRH2O, Water Park (2014)

City of Pflugerville, TX

- Assistant City Manager (2022)
- Communications Director (2023 - present)

City of Phoenix, AZ

- Human Resources Director (2015, 2017)

City of Plano, TX

- City Manager (2010)
- City Attorney (2013)

City of Port Arthur, TX

- Assistant City Manager (2016)
- Public Works Director (2016)

City of Raleigh, NC

- Director of Human Resources (2023)

City of Round Rock, TX

- City Manager (2010)
- Director of Human Resources (2012)
- Police Chief (2013)
- Deputy CFO (2021)

City of San José, CA

- Deputy Director of Administration (2006)
- Deputy Director of Integrated Waste Management (2006)

City of San Antonio, TX

- City Manager (2006)
- Assistant City Manager (2006)
- Director for the Office of Management and Budget (2020)
- Transportation Director (2020)
- Government Affairs Director (2021)
- Communication and Public Engagement Director (2021)
- Diversity, Equity, and Inclusion Officer (2022)
- Assistant Director of Human Resources (2023 – present)
- Chief Resiliency Officer (2023 – present)
- Public Safety Outcomes (2023 – present)

City of San Marcos, TX

- City Manager (2008)
- Human Resources Director (2011)
- Chief Building Official (2011)

City of Savannah, GA

- City Manager (2010)

City of Scottsdale, AZ

- Police Technology Director (2009)

City of Shawnee, OK

- City Manager (2015)

City of Springfield, MO

- City Manager (2008)

City of Tacoma, WA

- Assistant City Manager (2006)
- Director of Finance (2007)
- Director of Information Technology (2008)
- Assistant Director of Finance (2009)

City of Tamarac, FL

- Fire Chief (2009)
- Director of Community Development (2013)
- Assistant City Manager (2017)
- Public Services Director (2022)

City of Taylor, TX

- City Manager (2019)

City of Thornton, CO

- City Manager (2017)

City of West Valley City, UT

- City Manager (2023 – present)

Incorporated Village of Garden City, NY

- Village Administrator (2014)

Township of Derry, Hershey, PA

- Township Manager (2018)

Town of Sunnyvale, TX

- Director of Planning and Development Services (2023)

Counties:

County of Los Angeles, CA

- Information Systems Manager (2007)
- CIO-Los Angeles World Airport (2007)

City and County of Denver, CO

- Independent Monitor (2021)

City and County of Philadelphia, PA

- Chief Information Officer (2000)
- CIO-Philadelphia Free Library (2001)
- CIO- Philadelphia Police Department (2006)

Delaware County, PA

- Executive Director (2020)
- Health Department Director (2021)
- Director of Purchasing (2021)
- Diversity, Equity, and Inclusion Officer (2021)
- Prison Warden (2021)
- Director of Planning (2022)

Laramie County, WY

- Public Works Director (2014)

Milwaukee County, WI

- Director of Parks, Recreation & Culture (2013)

Washtenaw County, MI

- Community Development Director (2007)

States:

Commonwealth of Pennsylvania-Office of Administration

- Chief Information Officer (2008)
- Chief Technology Officer (2008)
- Deputy Chief Information Officer (2008)

State of Texas, Austin, TX

- Director of Benefits - Employee Retirement System of Texas (2006)
- CTO - Employee Retirement System of Texas (2005)
- Chief Information Officer of DIR (2006)

Education:

Harrisburg University, Harrisburg, PA

- Director of Learning Assessment (2009)
- E-Business Program Director / Faculty (2008)
- Learning Technologies Program Director / Faculty (2008)
- CIS Program Director / Faculty (2007)
- Biotechnology Professor (2008)
- VP for Development (2005)
- Director of Development (2007)
- Controller (2006)
- Network Administrator (2006)

Other:

Austin Economic Development Council

- President/CEO (2021)

Austin Transit Partnership

- Director of Accounting (2022)
- Chief Communications Officer (2022)
- Chief of Engineering and Construction (2022)
- Director of IT (2023)
- CFO (2023 – present)

Central Texas Regional Mobility Authority (CTRMA)

- Executive Director (2020)

Clarksville-Montgomery County EDC

- President/CEO (2021)

E-470 Public Highway Authority, Aurora, CO

- Executive Director (2015; 2021)

Housing Authority of the City of El Paso, TX

- Chief Operating Officer (2010)

International City/County Management Association (ICMA)

- Chief Information Officer (2021)

Minneapolis Parks and Recreation Board, MN

- Assistant Superintendent of Planning (2011)
- Assistant Superintendent of Recreation (2012)
- Deputy Superintendent (2012)
- Assistant Superintendent of Environmental Stewardship (2012)
- Director of Park Safety and Security (2013)
- Human Resources Manager (2013)

North Texas Municipal Water District (NTMWD)

- Water System Manager (2018; 2022)

Roanoke Redevelopment and Housing Authority

- Executive Director (2006)

Round Rock Chamber of Commerce, TX

- President/Chief Executive Officer (2014)

San Antonio Water System (SAWS)

- Chief Information Officer (2016)
- Sr. Vice President / Chief Operating Officer (2022)

Valley Regional Transit, ID

- Executive Director (2022)

Williamson-Burnet County Opportunities, Inc. (WBCO)

- Executive Director (2013)



**Thank you for the opportunity to submit this proposal.
We look forward to assisting you with your
executive search needs!**

PROPOSAL FOR EXECUTIVE RECRUITMENT SERVICES

**City Administrator
City of Venus, Texas**

September 26, 2023

This proposal is valid for 60 days

Strategic Government Resources
P.O. Box 1642, Keller, Texas 76244
Office: 817-337-8581

JJ Peters, President of Executive Recruitment
JJPeters@GovernmentResource.com





September 26, 2023

Hon. Mayor Alejandro Galaviz and City Council
City of Venus, Texas

Dear Mayor Galaviz and Council Members,

Thank you for the opportunity to submit this proposal to assist the City of Venus in your recruitment for a new City Administrator. SGR has the unique ability to provide a personalized and comprehensive recruitment to meet your needs.

We would like to draw your attention to some key aspects that distinguish SGR from other recruitment firms and allow us to reach the most extensive and diverse pool of applicants available:

- SGR is a recognized thought leader in local government management and is actively engaged in local government operations, issues, and best management practices.
- SGR announces all conducted recruitments in our Servant Leadership e-newsletter, which reaches over 43,000 subscribers in all 50 states.
- SGR reaches a broad community of over 15,000 LinkedIn followers and over 2,700 Facebook followers.
- SGR sends targeted emails to our opt-in Job Alert subscriber database of over 5,000 city management professionals.
- Senior Vice President Jay Singleton would be the recruiter and project manager for this search. Jay has conducted multiple management recruitments for municipalities in Texas, and he has previous experience managing a Type A General-Law city.

We are happy to provide references upon request. We are excited about the prospect of conducting this recruitment for the City of Venus, and we are available to visit with you at your convenience.

Respectfully submitted,

Jeri J. Peters, President of Executive Recruitment
JJPeters@GovernmentResource.com

TABLE OF CONTENTS

- 1 Company Profile**
- 2 Unique Qualifications**
- 3 Project Personnel**
- 4 Recruitment Methodology**
- 5 Projected Schedule**
- 6 Costs & Service Guarantee**
- 7 SGR City/County Management Recruitments**
- 8 Appendix A: Sample Position Profile Brochure**
- 9 Appendix B: Sample Contract: Full Service Recruitment**

Company Profile

Strategic Government Resources, Inc. (SGR) exists to help local governments become more successful by Recruiting, Assessing, and Developing Innovative, Collaborative, and Authentic Leaders. SGR was incorporated in Texas in 2002 with the mission to facilitate innovative leadership in local government. SGR is fully owned by former City Manager Ron Holifield, who spent two high-profile decades in city management and served as a City Manager in several cities.

SGR's business model is truly unique. Although we are a private company, SGR operates like a local government association. Most of SGR's principals are former local government officials, allowing SGR to bring a perspective and depth of local government expertise to every project that no other firm can match.

SGR's Core Values are Customer Service, Integrity, Philanthropy, Continuous Improvement, Agility, Collaboration, Protecting Relationships, and the Golden Rule.

SGR is a full-service firm, specializing in executive recruitment, interim placements, online training, onsite training, leadership development, psychometric assessments, strategic visioning retreats, one-on-one employee coaching, and other consulting services.

SGR's services are designed to promote innovation, team building, collaboration, and continuous improvement in local governments. SGR has approximately 700 local government clients in 47 states for all of our business lines combined. SGR has been, and continues to be, a leader in spurring innovation in local government.

SGR has 31 full-time employees, 1 part-time employee, 21 recruiters, 20 facilitators and multiple consultants who function as subject matter experts on a variety of projects.

SGR has corporate headquarters in Texas, as well as virtual offices in California, Colorado, Florida, Minnesota, New York, North Carolina, Ohio, Oklahoma, and Oregon.

View all SGR team members and bios at: [Meet the Team](#).

SGR's Unique Qualifications

Extensive Network of Prospects

SGR is intent on being a leader in executive recruitment, and we believe it is imperative to be proactive in our mission to build a workforce that represents the communities we serve. SGR reaches an extensive and diverse pool of applicants by utilizing our unequaled network of prospects.

- Your position will be announced in SGR's Servant Leadership e-newsletter that reaches over 43,000 subscribers in all 50 states.
- We will send targeted emails to over 5,000 opt-in subscribers to SGR's City Management Job Alerts.
- Your position will appear on SGR's Website, <https://sgr.pub/SGRWebsite>, which has approximately 20,000 visitors per month.
- Your position will be posted to SGR's Job Board, <https://sgr.pub/SGRJobBoard>, which averages nearly 16,000 unique visitors per month and has more than 1,600 jobs listed at any given time.
- SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on Facebook, Twitter, Instagram, and LinkedIn.
- SGR frequently partners with local government associations including League of Women in Government, Alliance for Innovation, and the National Forum for Black Public Administrators.
- Approximately 65% of semifinalists selected by our clients learned about the open recruitments through our website, servant leadership e-newsletter, job board, job alert emails, social media, or personal contact.

Collective Local Government Experience

Our recruiters have years of experience in local government, as well as regional and national networks of relationships. The executive recruitment group works as a team to leverage their networks to assist with each recruitment. SGR team members are active on a national basis in local government organizations and professional associations. Many SGR team members frequently speak and write on issues of interest to local government executives. SGR can navigate all relevant networks as both a peer and insider.

Equal Opportunity Commitment

SGR strongly believes in equal employment opportunity. SGR does not discriminate and believes that equal opportunity is an ethical issue. SGR will not enter an engagement with an entity or organization that directs bias or expects bias to be demonstrated on any basis other than factors that affect the ability of the candidate to do the job. SGR will make a serious and sincere effort to encourage qualified applicants from underrepresented demographic groups to apply. Although SGR cannot guarantee the makeup of the semifinalist or finalist groups, SGR has relationships and contacts nationwide to encourage the meaningful participation of

underrepresented minority groups, and we continue to evaluate and improve our processes by embedding a lens of equity and inclusion into our recruitment practices.

Listening to Your Unique Needs

SGR devotes significant time to actively listening to your organization and helping you define and articulate your needs. We work hard to conduct a comprehensive recruitment that is unique to you. SGR dedicates a prodigious amount of energy to understanding your organization's unique culture, environment, and local issues to ensure a great fit regarding values, philosophy, and management style perspectives.

Trust of Candidates

SGR has a track record of providing remarkable confidentiality and wise counsel to candidates and next generation leaders. We have earned their trust. As a result, SGR is able to bring exceptional prospects to the applicant pool. Candidates trust SGR to assess the situation well, communicate honestly, and maintain their confidentiality to the greatest extent possible.

Accessibility & Communication

Your executive recruiter is accessible throughout the recruitment process and can be reached at any time by candidates or clients via cell phone or email. In addition, the recruiter communicates with active applicants on a weekly basis to keep the applicants informed about the community and opportunity.

Comprehensive Evaluation and Vetting of Candidates

SGR offers a screening process that ensures a detailed understanding of candidate backgrounds and minimizes surprises. Our vetting process includes:

- Prescreening questions and technical review of resumes
- Cross communication between our recruiters about candidates who have been in previous searches for greater understanding of background and skills
- Comprehensive written questionnaires to gain insights beyond what is available through a resume
- Online pre-recorded video interviews that allow search committee members to view candidates in an interview setting prior to the finalist recruitment stage
- All-inclusive media reports that far surpass automated Google/LexisNexis searches, customized to each candidate based on where they have lived and worked
- Thorough automated, anonymous reference checks that provide details on candidates' soft skills from an expansive group of references
- Psychometric assessments (supplemental cost)
- Comprehensive background checks completed by a licensed private investigation firm
- Advanced exercise for finalist candidates, customized to the organization

View a full list of our Executive Recruitment Clients at: <https://sgr.pub/ERClientList>

Project Personnel

Jay Singleton, Senior Vice President

JaySingleton@GovernmentResource.com

817-223-2654



Jay Singleton joined SGR in 2020 as Senior Vice President. Prior to joining SGR, Jay served for 21 years as Assistant County Administrator for Tarrant County, Texas, which has a population of more than 2 million citizens. Jay also has prior work experience in city government, including 5 years of service as a City Manager. Jay's local government career began in the areas of personnel, budgeting, and finance prior to moving into city and county management.

Jay is a member of the International City/County Management Association (ICMA), National Association of County Administrators (NACA), Texas City Management Association (TCMA), Government Finance Officers Association (GFOA), and Government Finance Officers Association of Texas (GFOAT). For over 20 years, Jay has been an active volunteer for Meals on Wheels of Tarrant County, delivering meals and serving in advisory roles for the organization.

Jay attended Abilene Christian University, where he received a Bachelor of Business Administration. He also holds a Master of Public Administration from the University of North Texas.

Recruitment Methodology

A full-service recruitment typically entails the following steps:

- 1. Organizational Inquiry and Analysis**
 - Development of Recruitment Plan and Timeline
 - Individual Interviews with Key Stakeholders
 - Creation of Position Profile Brochure
- 2. Advertising and Marketing, Communication with Applicants and Prospects**
- 3. Initial Screening and Review**
- 4. Search Committee Briefing to Facilitate Selection of Semifinalists**
- 5. Evaluation of Semifinalist Candidates**
 - Written Questionnaires
 - Recorded Online Interviews
 - Media Searches - Stage 1
- 6. Search Committee Briefing to Facilitate Selection of Finalists**
- 7. Evaluation of Finalist Candidates**
 - Comprehensive Media Searches - Stage 2
 - Comprehensive Background Investigation Reports
 - DiSC Management Assessments (supplemental service)
 - First Year Game Plan or Other Advanced Exercise
- 8. Interview Process**
 - Face-to-Face Interviews
 - Stakeholder Engagement (may occur earlier in process)
 - Deliberations
 - Reference Checks (may occur earlier in process)
- 9. Negotiations and Hiring Process**
 - Determination of Terms of an Offer
 - Negotiation of Terms and Conditions of Employment
 - Press Release (if requested)

Step 1: Organizational Inquiry and Analysis

Development of Recruitment Plan and Timeline

SGR will meet with the client at the outset of the project to finalize the recruitment plan and timeline. At this time, SGR will also request that the client provide us with photos and information on the community, organization, and position to assist us in drafting the position profile brochure.

Individual Interviews with Key Stakeholders

SGR devotes tremendous energy to understanding your organization's unique culture, environment, and goals to ensure you get the right match for your particular needs. Fully understanding your organizational needs is the most critical part of conducting a successful executive recruitment. In consultation with the Search Committee, SGR will develop a list of individuals to meet with about the position. These interviews identify issues that may affect the dynamics of the recruitment, as well as develop a composite understanding of the position, special considerations, and the political environment. This process helps with organizational buy-in and will assist us in developing the position profile.

Development of Position Profile Brochure

Following the individual interviews, SGR will develop a draft position profile brochure that is reviewed and revised in partnership with your organization until we are in agreement that it accurately reflects the sought-after leadership and management characteristics.

To view sample recruitment brochures, please visit:

<https://sgr.pub/OpenRecruitments>

Step 2: Advertising and Marketing, Communication with Applicants and Prospects

Advertising and Marketing

The Executive Recruiter and client work together to determine the best ways to advertise and recruit for the position. SGR's Servant Leadership e-newsletter, where your position will be announced, reaches over 43,000 subscribers in all 50 states. We will also send targeted emails to opt-in subscribers to SGR's Job Alerts. Your position will be posted on SGR's Website, <https://sgr.pub/SGRWebsite>, and on SGR's Job Board, <https://sgr.pub/SGRJobBoard>. SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on Facebook, Twitter, Instagram, and LinkedIn. Ads are also typically placed in various state and national publications, targeting the most effective venues for reaching qualified candidates for that particular position.

Communication with Prospects

SGR communicates with interested prospects on ongoing basis during the recruitment process. Outstanding prospects often will not submit a resume until they have done considerable homework on the available position. A significant number of inquiries will be made, and it is essential that the executive search firm be prepared to answer those questions with fast,

accurate, and complete information, and in a warm and personal manner. This is one of the first places a prospective candidate will develop an impression about the organization, and it is an area in which SGR excels.

Communication with Active Applicants

Handling the flow of resumes is an ongoing and significant process. On the front end, it involves tracking resumes and promptly acknowledging their receipt. It also involves timely and personal responses to any questions or inquiries. SGR communicates frequently with applicants to ensure they stay enthusiastic and informed about the opportunity. SGR sends weekly updates to active applicants regarding the organization and community.

Step 3: Initial Screening and Review

SGR uses a triage process to identify high-probability, medium-probability, and low-probability candidates. The triage ranking is focused on overall assessment based on interaction with the applicant, qualifications, any known issues regarding previous work experience, and evaluation of cultural fit with the organization.

In contrast with the triage process described above, which focuses on subjective assessment of the resumes and how the candidates present themselves, we also evaluate each candidate to ensure that the minimum requirements of the position are met and determine which preferred requirements are met. This sifting process assesses how well candidates' applications fulfill the recruitment criteria outlined in the Position Profile.

Step 4: Search Committee Briefing / Selection of Semifinalist Candidates

At this briefing, SGR will provide a comprehensive progress report and facilitate the selection of up to 12 semifinalists. The presentation will include summary information on the process so far, the candidate pool overall, and any trends or issues, as well as a briefing on each candidate and their credentials.

Step 5: Evaluation of Semifinalist Candidates

Reviewing resumes is an important and valuable step in the executive recruitment process. However, resumes can be misleading. Resumes fail to disclose the individual's personal qualities and his or her ability to get along with other people. Resumes can also exaggerate or inflate accomplishments and experience. SGR's responsibility is to go deeper than the resume to ensure that those candidates who continue in the process are truly outstanding. SGR's goal is to have a clear understanding of the person behind the resume and what makes them an outstanding prospect for you. The evaluation of semifinalist candidates includes follow-up when appropriate to ask any questions about underlying issues.

Written Questionnaires

SGR will ask semifinalist candidates to complete a comprehensive written exercise designed to provide greater insight into candidate thought processes and communication styles. SGR's written instrument is custom designed around the priorities identified by the Search Committee and usually includes questions focusing on key areas of particular interest to the client. This written instrument will be included in the semifinalist briefing book along with cover letters and resumes submitted by the candidates.

Recorded Online Interviews

SGR will ask semifinalist candidates to complete online interviews. This provides a very insightful, efficient and cost-effective way to gain additional insights to utilize in selecting finalists you want to invite for an onsite interview. The recorded online interviews allow the Search Committee to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence. Online interviews also convey to candidates that the organization is using leading edge technology in its business processes and provide an opportunity for the Search Committee to ask candidates questions on specific topics of special interest. Links to view the online interviews are emailed to the Search Committee members for viewing at their convenience prior to selection of finalist candidates.

Media Searches - Stage 1

"Stage 1" of our media search process involves the use of the web-based interface Nexis Diligence™. This platform is an aggregated subscription-based platform that allows access to global news, business, legal, and regulatory content. These media reports at the semifinalist stage have proven helpful by uncovering issues that may not have been previously disclosed by prospective candidates. The recruiter will communicate any "red flags" to the Search Committee immediately upon discovery.

Step 6: Search Committee Briefing / Selection of Finalist Candidates

Prior to this briefing, SGR will provide each member of the Search Committee with a briefing book on the semifinalist candidates. The briefing book includes cover letters, resumes, and completed questionnaires. The link to view the online interviews is emailed separately to Search Committee members. The purpose of this briefing is to facilitate narrowing the list to up to 5 finalists who will be invited for personal interviews.

Step 7: Evaluation of Finalist Candidates

Comprehensive Media Searches - Stage 2

"Stage 2" of our media search process includes the web-based interface Nexis Diligence™ along with Google as a supplementary tool. By utilizing both, we can provide our clients with an enhanced due diligence process to help vet potential candidates in an efficient and comprehensive manner, which reduces the risk of overlooking important information.

The Stage 2 media search consists of a more complex search, which also includes social media platforms, and has proven helpful in analyzing possible adverse news about the candidate by uncovering issues that may not have been previously disclosed by the candidate. The media search gives the Search Committee an overview of the type and extent of press coverage that a candidate has experienced over the course of their career. View a sample media report at: <https://sgr.pub/SGRMediaReport>.

Comprehensive Background Investigation Reports

Through SGR's partnership with a licensed private investigation firm, we are able to provide our clients with comprehensive background screening reports that include the detailed information listed below. View a sample background report at: <https://sgr.pub/SGRBackgroundReport>.

- Social Security number trace
- Address history
- Driving history/motor vehicle records
- Credit report (if desired)
- Federal criminal search
- National criminal search
- County wants and warrants for previous 10 years
- Global homeland security search
- Sex offender registry search
- State criminal search (for current and previous states of residence)
- County civil and criminal search (for every county in which candidate has lived or worked) for previous 10 years
- Education verification
- Employment verification (if desired)
- Military verification (if desired)

DiSC Management Assessments (supplemental service)

SGR uses a DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management assessment analyzes and reports comprehensively on the candidate's preferences in five vital areas: management style, directing and delegating, motivation, development of others, and working with his/her own manager. View a sample report at: <https://sgr.pub/SGRDiSCReport>. For assessments of more than two candidates, a DiSC Management Comparison Report is included, which provides a side-by-side view of each candidate's preferred management style. View a sample comparison report at: <https://sgr.pub/SGRDiSCCompare>.

First Year Game Plan or Other Advanced Exercise

SGR will work with your organization, if desired, to develop an advanced exercise for the finalist candidates. One example of such an exercise is a "First Year Game Plan," a process where finalist candidates are provided with the contact information for elected officials, key staff, and community leaders and then given free rein to make contact with all of them in advance and use those insights to develop a "first year game plan" based on what they know so far.

Feedback is received from the key contacts on their impressions of the finalist candidates from the interactions with the candidates prior to the interviews. This exercise provides the opportunity to evaluate candidates' written and interpersonal communication skills, as well as critical analysis skills.

Step 8: Interview Process

Face-to-Face Interviews

SGR will schedule interviews at a date/time convenient to your organization. This process can be as simple, or as complex, as your organization desires. SGR will help you determine the specifics and assist in developing the interview schedule and timeline. SGR will prepare sample interview questions and will participate throughout the process to make it smooth and efficient.

Stakeholder Engagement

At the discretion of the Search Committee, we will work closely with your organization to engage stakeholders in the recruitment process. Our recommendation is that we design a specific stakeholder engagement process after we learn more about the organization and the community. Different approaches work best in different communities. We will collaborate with your organization to determine which option, or combination of options, will be the most effective for the unique needs of the organization.

- Stakeholder survey (supplemental service, can be provided at an additional cost)
- Interviewing community leaders at the outset of the recruitment;
- Holding a public forum for citizen engagement at the outset of the recruitment;
- Community leader reception;
- Meet and greet;
- Search Committee and key community leader dinner meeting;
- "Round Robin" forum meetings with various community groups during a multi-day interview process.

Deliberations

SGR will facilitate a discussion about the finalist interviews and assist the Search Committee in making a hiring decision or in deciding whether to bring back one or more candidates for a second interview.

Reference Checks

SGR uses a progressive and adaptive automated reference check system to provide insights on candidates' soft skills from a well-rounded group of references. References may include elected officials, direct supervisors, direct reports, internal organizational peers, professional peers in other organizations, and civic leaders. SGR's reference check platform is anonymous, which is proven to encourage more candid and truthful responses, in turn providing organizations with more meaningful and insightful information on candidates. SGR provides a written summary report to the organization once all reference checks are completed. The timing of reference

checks may vary depending on the specific search process and situation. If the names of the finalists are made public prior to interviews, SGR will typically contact references prior to the interview process. If the names of the finalists are not made public prior to interviews, SGR will typically wait until the organization has selected its top candidate before calling references in order to protect candidate confidentiality.

Step 9: Negotiations and Hiring Process

Determine the Terms of an Offer

Upon request, SGR will provide appropriate employment agreement language and other helpful information to assist you in determining an appropriate offer to extend to your candidate of choice.

Negotiate Terms and Conditions of Employment

SGR will assist to whatever degree you deem appropriate in conducting negotiations with the chosen candidate. SGR will determine and define any special needs or concerns of the chosen candidate, including anything that could be a complicating factor. SGR is experienced and prepared to help craft win-win solutions to negotiation “log-jams.”

Press Release (if requested)

Until you have “sealed the deal,” you should be cautious in order to avoid the embarrassment of a premature announcement that does not work out. It is also best practice to notify all senior staff and unsuccessful candidates before they read about it in the newspaper. SGR will assist with this coordination and with drafting any announcements or press releases.

Satisfaction Surveys

SGR is committed to authentically following the golden rule by providing prompt, professional and excellent communication and always treating every client with honor, dignity and respect. We ask clients and candidates to complete a brief and confidential survey after the completion of their recruitment. This helps us strive to continuously improve our processes and meet the changing needs of the workforce.

Supplemental Service: Post-Hire Team Building Workshop

SGR can provide a customized team building workshop after you hire for the position. SGR utilizes I-OPT, which is a validated measurement tool that shows how a person perceives and processes information. Because people “see” different things when they assess a situation, they are motivated to take various courses of action, so understanding you and your colleagues’ I-OPT Profiles will enable you to work much more effectively as a team. This service can be provided at an additional cost. View sample I-OPT reports at: <https://sgr.pub/SampleIOPT>.

Projected Schedule

Holidays may affect recruitment schedule.

Task	Weeks
- Contract Executed - Develop Recruitment Plan, Timeline <u>Individual Interviews with Key Stakeholders</u>	Week 1
<u>Deliverable</u>: Position Profile Brochure - Search Committee Reviews and Approves Brochure	Weeks 2-3
- Advertising and Marketing - Accept Applications - Communication with Prospects and Applicants	Weeks 4-7
Initial Screening and Review	Week 8
<u>Search Committee Briefing</u> / Select Semifinalists - Questionnaires and Recorded Online Interviews - Media Searches - Stage 1	Week 9
<u>Deliverable</u>: Semifinalist Briefing Books and Online Interviews	Week 10
<u>Search Committee Briefing</u> / Select Finalist Candidates	Week 11
- Comprehensive Media Searches - Stage 2 - Comprehensive Background Investigation Reports - DiSC Management Assessments (supplemental service) - First Year Game Plan or Other Advanced Exercise	Weeks 12-13
<u>Deliverable</u>: Finalist Briefing Books	Week 14
<u>Face-to-Face Interviews</u> - Stakeholder Engagement (may occur earlier in process) - Deliberations - Reference Checks (may occur earlier in process) - Negotiations and Hiring Process	Week 15

Recruitment Costs & Service Guarantee

Not-to-Exceed Price: **\$24,900 ***

** Ad placement costs are not included in the Not-to-Exceed Price. Ad placement costs are estimated to be between \$1,750 and \$2,500 and shall be added to the total cost of services upon approval from the organization.*

Not-to-exceed price includes:

- **Professional Service Fee - \$18,500**
- **Expenses:**
 - **Position Profile Brochure & Marketing - \$1,500**
 - Production of a professional position profile brochure
 - Custom-designed graphics for social media and email marketing
 - Announcement in SGR's 10 in 10 Leadership and Innovation e-newsletter
 - Two (2) email blasts to SGR's opt-in Job Alert subscribers for the relevant job category
 - Job placement on SGR's website
 - Ad placement on SGR's job board
 - Promotions on SGR's social media pages – Facebook, Twitter, LinkedIn, and Instagram
 - **Semifinalist Recorded Online interviews** for up to twelve (12) semifinalists - **\$225 each**
 - **Comprehensive Media Reports** for up to five (5) finalists - **\$500 each**
 - **Comprehensive Background Investigation Reports** for up to five (5) finalists - **\$400 each**
 - **Comprehensive Reference Checks** with individual reports for up to five (5) finalists - **\$225 each**
 - **Up to three (3) multi-day onsite visits** by one Recruiter to the Organization, for up to 2 and 1/2 days per visit. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.

Reimbursable Expenses

- **Ad placements, as approved by the organization, will be billed back at actual cost with no markup for overhead.**

Supplemental Services

The supplemental services listed below are not included in the not-to-exceed price:

- Additional online interviews (over and above the twelve (12) included in the not-to-exceed price above) are offered for \$225 per candidate.
- Additional comprehensive media reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$500 per candidate.
- Additional background investigation reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$400 per candidate.
- Additional reference checks (over and above the five (5) included in the not-to-exceed price above) are offered for \$225 per candidate.
- There is a cost of \$175 per candidate for the DiSC Management Profile.
- Semifinalist and finalist briefing materials will be provided to the search committee via an electronic link. Should the organization request printing of those materials, the reproduction and shipping of briefing materials will be outsourced and be billed back at actual cost.
- Additional onsite visits (over and above the three (3) onsite visits included in the not-to-exceed price above) by one Recruiter will be billed over and above the not-to-exceed price. Travel and onsite time will be billed at a professional fee (per recruiter) of \$1,000 per half-day and \$1,500 per full day. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- Candidates are reimbursed directly by the organization for travel expenses.
- SGR will conduct a Stakeholder Survey for \$1,000. SGR provides recommended survey questions and sets up an online survey. Stakeholders are directed to a web page or invited to take the survey by email. A written summary of results is provided to the organization.
- A half-day onsite post-hire team building workshop is offered for \$4,000, plus travel expenses and \$150 per person for I-OPT reports.
- If the organization desires any supplemental services not mentioned in this section, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval.

Billing

The professional service fee for the recruitment is billed in three equal installments during the course of the recruitment. The initial installment is billed after the position profile brochure has been created. The second installment is billed after semifinalists are selected. The final installment is billed at the conclusion of the recruitment. Expenses and supplemental services will be billed with each of the three installments, as appropriate. Balances that are unpaid after the payment deadline are subject to a fee of 5% per month or the maximum lawful rate, whichever is less, on the owed amount every month, charged monthly until the balance is paid.

Service Guarantee

SGR guarantees that you will be satisfied with the results of the full service recruitment process, or we will repeat the entire process one additional time and charge only for expenses. Additionally, if you select a candidate (that SGR has fully vetted) who resigns or is released within 12 months of their hire date, SGR will repeat the process one additional time and charge only for expenses. If the organization circumvents SGR's recruitment process and selects a candidate who did not participate in the full recruitment process, the service guarantee is null and void. We also guarantee that we will not directly solicit a candidate we bring to you for another job.

City & County Management Recruitments, 2018-Present

In Progress

- Cleburne, Texas (pop. 33,000) - City Manager
- Edwardsville, Kansas (pop. 4,700) - City Manager
- Glenn Heights, Texas (pop. 17,000) - City Manager
- Kilgore, Texas (pop. 14,000) - City Manager
- Lafayette, Colorado (pop. 30,000) - City Administrator
- Largo, Florida (pop. 84,000) - City Manager
- Lawton, Oklahoma (pop. 90,000) - City Manager
- Snoqualmie, Washington (pop. 14,000) - City Administrator
- Trophy Club, Texas (pop. 13,000) - Town Manager

2023

- Camp Verde, Arizona (pop. 12,000) - Town Manager
- Bristol, Tennessee (pop. 27,000) - City Manager
- Dobbs Ferry, New York (pop. 11,000) - Village Administrator
- Gatesville, Texas (pop. 16,000) - City Manager
- Glastonbury, Connecticut (pop. 35,000) - Town Manager
- Great Bend, Kansas (pop. 15,000) - City Administrator
- Justin, Texas (pop. 5,000) - City Manager
- Laredo, Texas (pop. 256,000) - City Manager
- Mexia, Texas (pop. 7,000) - City Manager
- Nassau Bay, Texas (pop. 5,000) - City Manager
- Navajo County, Arizona (pop. 106,000) - County Manager
- Ottawa, Kansas (pop. 12,500) - City Manager
- Parker, Arizona (pop. 3,500) - Town Manager
- Rowlett, Texas (pop. 68,000) - City Manager
- Shawnee, Kansas (pop. 69,000) - City Manager
- Snyder, Texas (pop. 11,000) - City Manager
- Williston, North Dakota (pop. 29,000) - City Administrator

2022

- Aledo, Texas (pop. 5,500) - City Manager
- Blaine, Washington (pop. 6,000) - City Manager
- Crandall, Texas (pop. 4,000) - City Manager

- Dalhart, Texas (pop. 8,500) - City Manager
- Edinburg, Texas (pop. 100,000) - City Manager
- Frisco, Colorado (pop. 3,000) - Town Manager
- Graham, Texas (pop. 8,000) - City Manager
- Hutto, Texas (pop. 40,000) - City Manager
- Johnston, Iowa (pop. 24,000) - City Administrator
- Kennebunk, Maine (pop. 11,000) - Town Manager
- Kennedale, Texas (pop. 9,000) - City Manager
- Ketchikan, Alaska (pop. 8,000) - City Manager/Public Utilities General Manager
- Klamath Falls, Oregon (pop. 22,000) - City Manager
- Leawood, Kansas (pop. 34,000) - City Administrator
- Levelland, Texas (pop. 14,000) - City Manager
- Live Oak, Texas (pop. 16,000) - City Manager
- Madisonville, Texas (pop. 4,500) - City Manager
- Manor, Texas (pop. 15,000) - City Manager
- Marshall, Texas (pop. 23,000) - City Manager
- Mineral Wells, Texas (pop. 15,000) - City Manager
- Mont Belvieu, Texas (pop. 8,000) - City Manager
- Montgomery, Texas (pop. 2,400) - City Administrator
- Nassau Bay, Texas (pop. 5,000) - City Manager
- Parkville, Missouri (pop. 7,000) - City Administrator
- Rocky Hill, Connecticut (pop. 21,000) - Town Manager
- Sunnyvale, Texas (pop. 8,000) - Town Manager
- Tolland, Connecticut (pop. 15,000) - Town Manager
- Walla Walla, Washington (pop. 34,000) - City Manager
- West Lake Hills, Texas (pop. 3,000) - City Administrator
- Wethersfield, Connecticut (pop. 26,000) - Town Manager
- Wickenburg, Arizona (pop. 7,500) - Town Manager

2021

- Bainbridge Island, Washington (pop. 25,000) - City Manager
- Breckenridge, Texas (pop. 5,000) - City Manager
- Bridgeport, Texas (pop. 6,500) - City Manager
- Briarcliff Manor, New York (pop. 8,000) - Village Manager
- Chandler, Arizona (pop. 270,000) - City Manager
- Chanhassen, Minnesota (pop. 27,000) - City Manager
- Chickasha, Oklahoma (pop. 16,000) - City Manager
- Choctaw, Oklahoma (pop. 12,000) - City Manager

- Clermont, Florida (pop. 44,000) - City Manager
- Flower Mound, Texas (pop. 79,000) - Town Manager
- Johnson City, Tennessee (pop. 65,000) - City Manager
- Kennett Square, Pennsylvania (pop. 6,000) - Borough Manager
- Lago Vista, Texas (pop. 8,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- Monett, Missouri (pop. 9,000) - City Administrator
- North Port, Florida (pop. 77,000) - City Manager
- Port Chester, New York (pop. 30,000) - Village Manager
- Sherwood, Oregon (pop. 20,000) - City Manager
- Snoqualmie, Washington (pop. 14,000) - City Administrator
- Spokane, Washington (pop. 220,000) - City Administrator

2020

- Argyle, Texas (pop. 4,000) - Town Administrator
- Bay City, Texas (pop. 17,000) - City Manager
- Bedford, Texas (pop. 49,000) - City Manager
- Boerne, Texas (pop. 16,000) - City Manager
- Castroville, Texas (pop. 3,000) - City Administrator
- Clinton, Connecticut (pop. 13,500) - Town Manager
- Commerce, Texas (pop. 9,000) - City Manager
- Covington, Georgia (pop. 14,000) - City Manager
- DeSoto, Texas (pop. 56,000) - City Manager
- Duncanville, Texas (pop. 40,000) - City Manager
- Hutchinson, Kansas (pop. 42,000) - City Manager
- Hutto, Texas (pop. 30,000) - City Manager
- Iola, Kansas (pop. 5,500) - City Administrator
- Johns Creek, Georgia (pop. 84,000) - City Manager
- Joplin, Missouri (pop. 50,000) - City Manager
- Miami, Oklahoma (pop. 13,500) - City Manager
- Mission Hills, Kansas (pop. 3,500) - City Administrator
- Nacogdoches, Texas (pop. 33,000) - City Manager
- Santa Fe, Texas (pop. 13,000) - City Manager
- Tigard, Oregon (pop. 53,000) - City Manager
- Westworth Village, Texas (pop. 3,000) - City Administrator

2019

- Blaine, Minnesota (pop. 65,000) - City Manager
- Bullard, Texas (pop. 4,000) - City Manager
- Campbell County, Wyoming (pop. 46,000) - Commissioners' Administrative Director/County Administrator
- Canyon, Texas (pop. 15,000) - City Manager
- Copperas Cove, Texas (pop. 34,000) - City Manager
- Killeen, Texas (pop. 145,000) - City Manager
- Kingsville, Texas (pop. 26,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- Lenexa, Kansas (pop. 55,000) - City Manager
- Mineral Wells, Texas (pop. 15,000) - City Manager
- Orange, Texas (pop. 19,000) - City Manager
- Palm Coast, Florida (pop. 86,000) - City Manager
- South Windsor, Connecticut (pop. 26,000) - Town Manager
- Springfield, Oregon (pop. 62,000) - City Manager
- Terrell, Texas (pop. 17,000) - City Manager
- Tolland, Connecticut (pop. 15,000) - Town Manager
- Vail, Colorado (pop. 5,000) - Town Manager
- Venus, Texas (pop. 5,000) - City Administrator
- Victoria, Texas (pop. 67,000) - City Manager
- West Lake Hills, Texas (pop. 3,000) - City Administrator

2018

- Anna, Texas (pop. 14,000) - City Manager
- Bethany, Oklahoma (pop. 19,000) - City Manager
- Cameron, Missouri (pop. 10,000) - City Manager
- Clackamas County, Oregon (pop. 400,000) - County Administrator
- Clallam County, Washington (pop. 75,000) - County Administrator
- Coffeyville, Kansas (9,500) - City Manager
- Craig, Colorado (pop. 9,000) - City Manager
- Erie, Colorado (pop. 26,000) - Town Administrator
- Forney, Texas (pop. 19,000) - City Manager
- Freeport, Texas (pop. 12,000) - City Manager
- Fulshear, Texas (pop. 9,500) - City Manager
- Green Cove Springs, Florida (pop. 7,500) - City Manager
- Humble, Texas (pop. 15,000) - City Manager
- Jacksonville, Texas (pop. 14,000) - City Manager

- Jupiter, Florida (pop. 60,000) - Town Manager
- Lawton, Oklahoma (pop. 94,000) - City Manager
- Lebanon, Missouri (pop. 15,000) - City Administrator
- Lockhart, Texas (pop. 13,500) - City Manager
- Marshall, Texas (pop. 24,000) - City Manager
- Murfreesboro, Tennessee (pop. 130,000) - City Manager
- Nixa, Missouri (pop. 21,000) - City Administrator
- Paducah, Kentucky (pop. 25,000) - City Manager
- Pflugerville, Texas (pop. 60,000) - City Manager
- Plant City, Florida (pop. 38,000) - City Manager
- Riverside, Missouri (pop. 3,000) - City Administrator
- Smithville, Missouri (pop. 10,000) - City Administrator
- Springfield, Missouri (pop. 167,000) - City Manager
- Sunnyvale, Texas (pop. 6,500) - Town Manager
- West University Place, Texas (pop. 14,000) - City Manager
- Wethersfield, Connecticut (pop. 26,000) - Town Manager



JUSTIN
— 1887 —

CITY MANAGER

JUSTIN, TEXAS





Everything a Hometown Should Be

THE COMMUNITY

Boasting a rich history and strong sense of community just beyond the reaches of Dallas-Fort Worth's hustle and bustle, the City of Justin is everything a hometown should be. Friendly, quiet, safe; there are no strangers here, with a mere 5,400 residents scattered across 4.4 square miles of Denton County. While growth is on its way, Justin's residents hope to hold tight to the amenities and sense of place that made their home what it is today.

Located in the rich, fertile, rolling prairie lands of North Central Texas, Justin is situated at the confluence of Denton Creek, Oliver Creek, and Trail Creek. The area was originally settled by a band of French colonists in 1848, but the community's true roots began 35 years later when lots began to sell around what is now the city's Old Town. Like so many communities in North Texas, growth followed the train tracks; the Santa Fe Railroad extended its line from Fort Worth to Purcell, Oklahoma, in 1887, and the community grew into an essential shipping point for agricultural products. Eventually, area residents petitioned authorities for a post office to be named Justin in honor of Justin Sherman, chief engineer of the Santa Fe line. The City was incorporated by 1946.

The Justin of today offers excellent schools, an ideal location near the Alliance (I-35W) and Hwy. 114 commercial corridors, proximity to the Dallas/Fort Worth International Airport, and quick access to a wide variety of urban amenities and job opportunities. The BNSF Railroad, which was a key to the City's early success, still comes through the town today, and the community known for its western appeal is often referred to as the boot capital of the western world. Popular annual events include the kickoff to the Summer Reading Program, Justin Fun Day, and the beloved Old Town Christmas celebration.

The City features a slew of unique shopping and dining experiences and six parks spread over 50 acres offering sports fields and courts, playgrounds, picnic amenities, a fishing pond, and the start of a trail system. Its distinct Old Town district, already home to several local businesses, is ripe for continued redevelopment, and new construction is taking root throughout town.

Over 3,000 homes are currently in the planning or platting phases, with several subdivisions actively building houses with price points between the mid \$300s and upper \$700s. Timberbrook, the City's largest planned development, is under construction now with home sites, amenity centers, hike and bike trails, and a dog park, and The Preserve will offer hiking trails, parks, and more. The highly anticipated Justin Town Square also recently broke ground. This 36-acre master-planned development, in partnership with Office Equity Solutions, will include retail and office space as well as a municipal complex.

THE COMMUNITY, CONTINUED

Justin school children attend the fastest-growing district in the state and one of North Texas' best; Northwest ISD oversees 31 campuses educating roughly 27,000 children in kindergarten through 12th grade across 14 communities. Accessing secondary education is a breeze with more than 30 colleges and universities in the North Texas region, including the University of North Texas and Texas Woman's University less than 20 minutes away.

Other area amenities include recreation destinations like the Texas Motor Speedway, Eagle Mountain Lake, and the Hawaiian Falls waterpark in Roanoke, and shopping hotspots like Alliance Town Center, The Shops at Highland Village, Southlake Town Square, Tanger Outlets, Denton Town Square, and Grapevine's historic Main Street district.

The median household income in Justin is just over \$97,000, and homes are typically priced around \$400,000.



MAJOR EMPLOYERS:

- Ace Hardware
- AutoZone
- Homeland Grocery Store
- Justin Discount Boots

COMMUNITY VISION

To promote a unified effort in the progress of our City, provide the basis for our strategic plan, and succinctly communicate to our citizens, employees, and neighbors our guiding values and goals, we, the City Council of Justin, Texas, present our vision:

The City of Justin, Texas, is a growing community striving to retain its hometown atmosphere while adapting to the extensive growth within the Alliance corridor. We aim to 1) manage our growth in a conscientious manner, 2) provide ongoing services to our community, and 3) retain the history and charm that makes Justin unique.

We desire to attract and retain a variety of businesses and services in our retail/commercial districts, which include:

- ◆ Light industrial zone (FM 156 & 407 corridor)
- ◆ Old Town (West of FM 156)
- ◆ Western expansion (Boss Range/407 west)
- ◆ Southern/Justin Town Square (South FM 156)
- ◆ Northern expansion (North FM 156)

Additionally, we will continue to add value to our community and citizens by providing professional and efficient city administration, utilities, library, and emergency services. As we continue to expand our recreational activities with parks, walking trails, and city events, we strive to create a safe community that builds upon its heritage.

GOVERNANCE AND ORGANIZATION

Justin operates under a council-manager form of government and will undergo a shift in its City Council makeup in May 2023. The Justin City Council currently includes a mayor and five council members serving two-year terms. Later this year, the governing body will expand to seven members. The mayor and council members will all be elected at-large, the mayor for three-year terms and the council members for two.

In addition to setting a vision for the community, handling legislative matters, selecting volunteers for boards and commissions, and adopting the City's operating budget, the City Council appoints a City Attorney and Municipal Court Judge as well as a City Manager, who leads the organization's daily operations. Justin is a full-service city with a team of 61 employees offering services through the police, planning and development, public works (including parks), finance and administration departments and a public library. The Justin Community Volunteer Fire Department provides fire, rescue, and emergency medical services.

This year's budget is just under \$12.85 million based partly on an ad valorem tax rate of \$0.63 per \$100 in valuation. A few key projects underway include water and wastewater expansion projects, including connecting to the Trinity River Authority wastewater system; a beautification project on FM 156 funded by a Texas Department of Transportation Green Ribbon grant; and parking lot construction and landscaping work in Old Town.

COMMUNITY PILLARS

In January 2020, the City Council held a council retreat to establish a key set of pillars that should guide the City in the coming years. They include:

- ◆ Excellence in Operations
- ◆ Economic Development & Planned Growth
- ◆ Streets
- ◆ Community Engagement
- ◆ Appearance & Aesthetics
- ◆ Parks & Recreation



ABOUT THE POSITION

Appointed by and under the direction of the Justin City Council, the City Manager plans, directs, manages, and reviews all City activities and operations, including coordinating city services and activities among departments and providing highly responsible administrative support to the council.

This role ensures a coordinated and efficient effort to meet the goals and objectives established by City Council and various boards and commissions, develops and implements administrative policies, rules, and procedures for City staff, and resolves complex and sensitive inquiries and complaints. It also works with City Council to identify short- and long-term goals and establish appropriate service and staffing levels, evaluating the efficiency and effectiveness of City staff, consultants, and vendors and allocating resources accordingly. This includes assessing potential projects, programs, and services to determine their feasibility and community impact for recommendation to the council.

Justin's City Manager provides direct supervision to the City Secretary, Director of Planning and Development, Finance Director, Police Chief, Public Works Director, Director of Strategic Planning and Development, and other support staff. The successful candidate will also represent the City to outside agencies and partners, including Denton County and the Justin Community Volunteer Fire Department, and attend and participate in professional organizations, staying abreast of new trends and innovations in the field of city management and administration.

Additionally, this position oversees the City's budgeting, expenditures, and financial reports, ensures compliance with applicable laws, regulations, policies, and ordinances, and serves as the primary point of contact for human resources concerns.



OPPORTUNITIES & CHALLENGES

Justin's new city manager is joining the organization at an exciting time, as growth provides opportunities to enjoy and challenges to overcome. Among them:



- ◆ **Strategic Planning & Implementation** — The incoming city manager will lead efforts to implement the City Charter adopted in November, facilitating a cohesive City Council as its structure expands this spring. They will also manage the implementation of a comprehensive plan scheduled for approval in February and oversee desired updates to the community's zoning regulations and plan.
- ◆ **Quality Development** — With a projected population of 20,000 within 20 years, City staff must be steadfast in the years ahead to help Justin develop into a well-rounded community that expands its sales tax revenue while maintaining its small-town feel. This position will oversee ongoing and future residential and commercial development, supporting the community's current momentum. This will include facilitating the build-out of Justin Town Square, including locating at least one City service in the project, and developing a plan for the Old Town area, including working with the Economic Development Corporation to continue its redevelopment and city entryway improvements.
- ◆ **Capital Improvements** — Council has identified the need for a full assessment of the City's infrastructure and a plan to implement short- and long-term capital project priorities, balancing the organization's needs with its financial stability and sustainability. Priorities include a plan for Justin's parks and recreation system; street maintenance projects funded by the voter-approved sales tax; and working with partner agencies like the Texas Department of Transportation as needed to develop and realign highways serving the community, including Hwys. 1171, 407, and 156.
- ◆ **Public Safety** — As Justin grows, so will the need to expand the City's public safety initiatives to maintain appropriate service levels. An Emergency Services District is also being considered in the region that would provide fire and emergency medical services, and City leaders will soon explore the feasibility of a future bond election for upgraded facilities, including a city hall, fire station and police station.
- ◆ **Water Resources** — Discussions are underway with the Upper Trinity Regional Water District regarding future water resources for Justin. Community leaders are also exploring future wholesale water opportunities with neighboring communities and looking to add ground storage tanks to ensure that as growth comes, the City will have the water it needs to serve new businesses and residents.
- ◆ **Wastewater Investments** — Work has started on sanitary sewer line connections with the Trinity River Authority and the closing of Justin's sewer plant as the community moves away from handling its own wastewater treatment.
- ◆ **Staff Development & Assessment** — Even as development drives so many issues in Justin, City staff will work hard to plan ahead and manage challenges as they arise. The successful candidate will inherit a hardworking team with a positive outlook, eager for continued mentorship and professional growth. They will also be tasked with matching City services to staffing needs in the years ahead, recruiting and retaining skilled and knowledgeable public servants who can rise to the challenges of Justin's growth.

IDEAL CANDIDATE

The City of Justin is seeking a bold, visionary servant leader ready to take the helm of a fast-growth town eager to retain its quality of life and sense of community.

Candidates should have broad experience in city management and knowledge of municipal budget preparation and maintenance, program development and administration, applicable state and federal laws and regulations, and performance management. They should also be skilled in working with elected and appointed officials, guiding conversations, building consensus, and challenging leaders to think strategically and innovatively.

The best fit for this position will take a hands-on approach to projects and customer service, working collaboratively with staff to align programs and policies with established City objectives. They will be a team builder, mentor, and leader who empowers employees and holds them accountable. They will remain patient and calm under pressure, tackling challenges with a level head and handling a variety of personalities with a deft hand.

The Justin community is best served by an involved and engaged City Manager, someone approachable who understands how to go the extra mile in resolving resident concerns and complaints. Candidates should have strong communication, negotiating, and interpersonal skills, experience building bridges between a City and its residents and business community, and a proactive approach to managing issues through thoughtful planning. The ideal candidate is searching for a long-term post, ready to provide stability to City staff and make their mark on the community as it grows and develops.

EDUCATION & EXPERIENCE

This position requires a bachelor's degree from an accredited college or university with major coursework in public administration, business administration, or a closely related field, with a master's degree preferred. Candidates should have a minimum of five to seven years of increasingly responsible experience in local government or a related field. Experience as a city manager, assistant city manager, or high-level department head for a similarly sized or larger community would be particularly valuable.



COMPENSATION & BENEFITS

The City of Justin is offering a starting salary range of \$160,000 to \$190,000 for this position based on qualifications and experience. The City also offers a competitive benefits package, including three medical plans; dental, vision, short- and long-term disability, and life insurance; 12 paid holidays; and generous vacation, sick, emergency, administrative, jury duty, military, voting, and personal leave. This position will also receive a City phone.

The organization participates in the Texas Municipal Retirement System with a 7% employee contribution and a 2:1 municipal match.

Please note that the successful candidate will be required to establish residency in the City of Justin or its extraterritorial jurisdiction within a year of hire.

APPLICATION PROCESS

[Please apply online](#)

For more information on this position, contact:

Jay Singleton, Senior Vice President

JaySingleton@GovernmentResource.com

817-223-2654



The City of Justin, Texas, is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists will be subject to a comprehensive background check.

RESOURCES

City of Justin

cityofjustin.com

Metroport Chamber of Commerce

metroportchamber.org/justin

Justin Promotional Video

cityofjustin.com/304/Welcome-to-Justin



**Agreement for Executive Recruitment Services
for City Administrator
between**

Strategic Government Resources, Inc. ("SGR")
and
City of Venus, Texas ("Organization")

Scope of Services:

SGR shall provide all services for recruitment as described in the formal proposal submitted and described in abbreviated form as follows:

- Development recruitment plan and timeline
- Production of a professional position profile brochure
- Advertising and marketing
- Communication with prospects and applicants
- Initial screening and review of applications
- Briefing with search committee to facilitate selection of semifinalists
- Written questionnaires, customized to the position, for up to twelve (12) semifinalists
- Recorded online interviews for up to twelve (12) semifinalists
- Stage 1 Media Searches on up to twelve (12) semifinalists
- Electronic delivery of semifinalist briefing books and online interviews
- Briefing with the search committee to facilitate selection of finalist candidates
- Assistance with development of advanced exercise for finalist candidates, if desired
- Comprehensive Stage 2 Media Reports for up to five (5) finalist candidates
- Comprehensive background investigation reports on up to five (5) finalist candidates
- Comprehensive Reference Checks for up to five (5) finalist candidates
- Electronic delivery of finalist briefing books
- Assistance with interview questions and interview schedule
- Assistance with stakeholder engagement, if desired
- Assistance with negotiating terms and conditions of employment, if desired
- Up to Three (3) in-person visits by the Recruiter to the Organization.
- Periodic updates regarding the progress of the search, as frequently as desired

The Organization agrees:

- To provide photos/graphics and information necessary to develop position profile brochure
- To respond to drafts of documents and reports in a timely manner; failure to do so may extend timelines and can negatively impact the outcome of the process
- To refer all prospective applicants to SGR and shall not accept applications independently during the recruitment process

- To provide reproduction of hard copy brochure, if desired
- To provide any direct mailings desired by the Organization
- To provide legal opinions to SGR regarding when and if any information must be released in accordance with Public Information requests
- To directly reimburse finalists for travel-related expenses to interview
- That Organization is ultimately responsible for candidate selections and that Organization will not discriminate against any candidate on the basis of age, race, creed, color, religion, sex, sexual orientation, national origin, disability, marital status, or any other basis that is prohibited by federal, state, or local law
- To comply with the Fair Credit Reporting Act (FCRA) with regard to any pre- or post-adverse action notices and requirements if the Organization decides not to hire a candidate as a result of their credit history report

SGR shall be compensated by the Organization as detailed below:

Not-to-Exceed Price = \$24,900*

** Ad placement costs are not included in the Not-to-Exceed Price. These costs are estimated to be between \$1,750 and \$2,500 and shall be added to the total cost of services upon approval from the organization.*

Not-to-exceed price includes:

- **Professional Service Fee - \$18,500**
- **Expenses** (will appear on invoices until not-to-exceed price is reached):
 - **Position Profile Brochure & Marketing - \$1,500**
 - Production of a professional position profile brochure
 - Custom-designed graphics for social media and email marketing
 - An announcement in SGR's 10 in 10 Leadership and Innovation e-newsletter
 - Two (2) email blasts to SGR's opt-in Job Alert subscribers for the relevant job category
 - Job placement on SGR's website
 - Ad placement on SGR's job board
 - Promotions on SGR's social media pages – Facebook, Twitter, LinkedIn, and Instagram
 - **Semifinalist Recorded Online interviews** for up to twelve (12) semifinalists - **\$225 each**
 - **Comprehensive Media Reports** for up to five (5) finalists - **\$500 each**
 - **Comprehensive Background Investigation Reports** for up to five (5) finalists - **\$400 each**
 - **Comprehensive Reference Checks** with individual reports for up to five (5) finalists - **\$225 each**
 - **Up to three (3) multi-day onsite visits** by one Recruiter to the Organization, for up to 2 and 1/2 days per visit. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.

Reimbursable Expenses

- **Ad placements, as approved by the Organization, will be billed back at actual cost with no markup for overhead.**

Supplemental Services (not included in the not-to-exceed price above):

- SGR will conduct a Stakeholder Survey for \$1,000. SGR will provide recommended survey questions within three (3) business days of project initiation. SGR will set up an online survey within one (1) business day after Organization has reviewed and approved the survey questions. Stakeholders can be directed to a web page or invited to take the survey by email. SGR and Organization will agree to the open survey time period, typically ten (10) to thirty (30) days. Organization shall be responsible for marketing and promoting the survey to stakeholders. A written summary of results is provided to Organization within three (3) business days of survey close date. Survey is not validated statistically.
- Additional online interviews (over and above the twelve (12) included in the not-to-exceed price above) are offered for \$225 per candidate.
- Additional comprehensive media reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$500 per candidate.
- Additional background investigation reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$400 per candidate.
- Additional reference checks (over and above the five (5) included in the not-to-exceed price above) are offered for \$225 per candidate.
- There is a cost of \$175 per candidate for the DiSC Management Profile.
- Semifinalist and finalist briefing materials will be provided to the search committee via an electronic link. Should the organization request printing of those materials, the reproduction and shipping of briefing materials will be outsourced and be billed back at actual cost.
- Additional onsite visits (over and above the three (3) onsite visits included in the not-to-exceed price above) by one Recruiter will be billed over and above the not-to-exceed price. Travel and onsite time will be billed at a professional fee (per recruiter) of \$1,000 per half-day and \$1,500 per full day. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- Candidates will be reimbursed directly by the Organization for travel expenses.
- If the Organization desires any supplemental services not mentioned in this section, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval.

Billing:

The professional service fee for the recruitment is billed in three equal installments during the course of the recruitment. The initial installment is billed after the position profile brochure has been created. The second installment is billed after semifinalists are selected. The final installment is billed at the conclusion of the recruitment. Expenses and supplemental services will be billed with each of the three installments, as appropriate. Balances that are unpaid after the payment deadline are subject to a fee of 5% per month or the maximum lawful rate, whichever is less, on the owed amount every month, charged monthly until the balance is paid.

Organization Contact for Invoicing:

Name: _____

Position: _____

Email: _____

Phone: _____

Service Guarantee:

SGR guarantees that you will be satisfied with the results of the full service recruitment process, or we will repeat the entire process one additional time and charge only for expenses. Additionally, if you select a candidate (that SGR has fully vetted) who resigns or is released within 12 months of their hire date, SGR will repeat the process one additional time and charge only for expenses. If the organization circumvents SGR's recruitment process and selects a candidate who did not participate in the full recruitment process, the service guarantee is null and void. We also guarantee that we will not directly solicit a candidate we bring to you for another job.

Expenses in the event of a repeat search shall include:

- Position Profile Brochure Edits, Custom Graphics, and SGR Marketing - \$750
- Ad placements, as approved by the organization, will be billed back at actual cost with no markup for overhead.
- Online interviews - \$225 per candidate.
- Comprehensive media reports - \$500 per candidate.
- Background investigation reports - \$400 per candidate.
- Reference checks - \$225 per candidate.
- DiSC Management Profile - \$175 per candidate
- Should the organization request printing of semifinalist or finalist briefing materials, the reproduction and shipping of briefing materials will be outsourced and be billed back at actual cost.
- Recruiter travel. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- Candidates are reimbursed directly by the organization for travel expenses.
- Stakeholder Survey - \$1,000
- If the Organization desires any supplemental services not mentioned in this section, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval.

Terms and Conditions:

- The Organization reserves the right to terminate this agreement at any time upon giving SGR seven days advanced written notice to SGR, Attn: Melissa Valentine, PO Box 1642, Keller, TX 76244 or by email to MelissaValentine@GovernmentResource.com. In such an event, SGR will be compensated for all work satisfactorily completed up to and through the date of termination.
- The Organization acknowledges that the nature of executive recruitment is such that SGR engages in discussions with prospects throughout the process who may or may not ultimately become a candidate, and that SGR is utilizing its proprietary network of relationships to identify and engage prospective candidates, and that premature release of such proprietary information, including names of prospective candidates who SGR may be having conversations with as part of the recruitment process, may be damaging to the prospects and SGR. Accordingly, the Organization acknowledges and, to the extent provided by law, agrees that all information related to this search is proprietary, and remains the property of and under the exclusive control of SGR, regardless of whether such information has been shared with the Organization or not, including all decisions regarding release of information, until such time that a finalist is named. At the time finalists are determined, all information related to the finalists shall become the property of the Organization and all decisions regarding public disclosure shall be determined by the Organization, except that psychometric assessments, questionnaires, and any information produced by SGR is proprietary and shall not become the property of the Organization or subject to disclosure. If the Organization receives an open records request, the Organization shall notify and share the request with SGR in writing as soon as possible but within no more than three (3) business days of receipt. The Organization shall provide sufficient time for SGR to notify and provide advance notice to the impacted individuals prior to the Organization releasing the required information with protected information redacted.

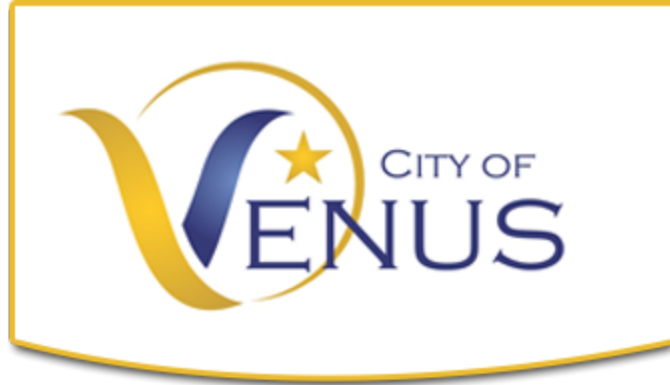
Approved and Agreed to, this the _____ day of _____, 2023 by and between

Jeri J. Peters, President of Executive Recruitment
Strategic Government Resources

City of Venus, Texas

Printed Name: _____

Title: _____



Proposal and Contract for Executive Recruitment Consulting Services

October 2023

Respectfully submitted by:



Katie Corder, Partner

Molly Deckert, Partner

Philosophy for a Successful Project

At DC Municipal Consulting (DCMC), we pride ourselves on providing professional, customized services to all of our clients. As a small firm, we have the ability to work closely with our clients to ensure that all of their needs are met.

Flexibility: We provide a scope of work with a timeline, but allow for flexibility throughout the life of the project. Molly Deckert and Katie Corder, Partners, will be responsible for performing the work as outlined in the scope. If awarded, DCMC will make this project a priority. We value long-term client relationships and will focus on learning the culture and the strategic goals of the organization.

Communication: Communication between DCMC and the City of Venus is critical to the success of the project and to build trust in the process and results. During the project, DCMC will provide the City with bi-weekly status updates. Additionally, DCMC will contact the Mayor or designated project liaison with any questions that arise during the project. DCMC requests that the City be responsive to our inquiries, notify us if there are changes to the schedule, and provide updated records, as needed.

Project Scope of Work

DCMC will provide comprehensive executive recruitment services to the City of Venus for the City Administrator position. The services may be tailored for the position needed; however, DCMC is proposing the following scope of work for the City of Venus.

Phase 1: Advertising and Recruiting

- DCMC will virtually meet with the Mayor, Human Resources Director, or project representative to outline the recruitment process and discuss candidate salary range and benefits.
- DCMC will virtually meet with City Council members and/or key staff, if desired, to discuss the experience and characteristics of an ideal candidate.
- DCMC will create advertising language for recruitment.
- DCMC will post the position for recruitment and accept all applications.
- DCMC will continually manage the applications and communicate with applicants.

Phase 2: Candidate Screening and Review

- DCMC will evaluate all submitted applications.
- DCMC will conduct virtual initial interviews with 8-10 top candidates that meet the experience and characteristics as outlined by the City.
- DCMC will present the top 5-6 candidates to the Mayor and City Council and facilitate a discussion to select 3 finalists to be interviewed.
- DCMC will communicate with all candidates regarding their status in the recruitment process.

Phase 3: Interview Process

- DCMC will recommend an interview process, schedule the finalists, and provide a list of “Interview Questions” to assist the Mayor and City Council in conducting the interviews.

- DCMC will engage a third party company to conduct an extensive background check on each of the finalists prior to the interview. The background includes:
 - SSN trace and address verification
 - Credit and financial summaries and credit bureau report
 - Personal information, address, and employment comparisons
 - County criminal and civil records search
 - State and federal criminal records search
 - Sex offender records search
 - Driving/motor vehicle records
 - Education verification
- DCMC will conduct a reference check on all of the finalists, if desired.
- DCMC will facilitate the onsite interview process and deliberations with the Mayor and City Council after all finalists are interviewed.
- DCMC will communicate with all finalists regarding their status in the recruitment process.

Phase 4: Hiring Process

- DCMC will assist the City with making a formal offer and subsequent negotiations (if needed).
- DCMC will provide negotiated terms for the City to provide to the City Attorney for contract development.

Timeline and Fees

Project Timeline:

	<i>Completion</i>
Phase 1: Advertising and Recruiting	4 weeks
Phase 2: Candidate Screening	2 weeks
Phase 3: Interview Process	3 weeks
Phase 4: Hiring Process	1 week

Professional Service Fee Structure:

Phase 1: Advertising and Recruiting	\$12,000
Phase 2: Candidate Screening	\$8,000
Phase 3: Interview Process	\$4,000
Phase 4: Hiring Process	\$1,000
TOTAL PROFESSIONAL FEE	\$25,000

The professional fee includes up to ten virtual meetings:

1. DCMC will virtually meet with the Mayor and City and/or project representative regarding the recruitment process and discuss candidate salary range and benefits.
2. DCMC will virtually meet with City Council members and/or key staff members, if desired, regarding experience and characteristics desired in the new City Administrator.
3. DCMC will virtually meet with the Mayor and City Council to select 3 finalists to be interviewed

The professional fee includes one in-person meeting:

1. DCMC will assist the City Council in conducting the interviews.

If the City of Venus requests additional in person meetings, DCMC will bill at an hourly rate of \$250.

EXPENSES

- Project expenses incurred (printing, mileage, etc) will be billed at the actual cost.
- Executive recruitment expenses *will be billed to the City of Venus directly or by DCMC at the actual rate.*
 - Ad placement varies based on organization and city memberships. Ad placements and associated costs will be pre-approved by the City Manager.
 - Third Party Background check pricing varies depending on the complexity of the candidate's history, but it is approximately \$300 per candidate.

Contract Terms

Entire Agreement/Amendment:

This Agreement sets forth the entire agreement of the parties and supersedes understandings between the Parties. This Agreement may be amended or modified only by prior written agreement by both parties.

Term of Contract:

The services outlined in the proposal are to be completed 2 months after the commencement of the project. The hourly rate will be applicable for 12 months. Any term adjustments will be approved by both parties.

Payment for Services:

The City of Venus will make payments to DCMC within 14 days of receiving an invoice. DCMC will invoice prior to the first phase and then monthly to follow.

Assignment:

DCMC shall not assign any of its rights or obligations under this Agreement without the prior written consent of the City of Venus.

Termination:

This contract may be terminated at any time upon 30 days written notice by The City of Venus or DCMC. In the event of termination, the City of Venus will be provided with copies of work and DCMC will be compensated for work satisfactorily performed before the termination date.

Project Representation:

The City of Venus agrees to appoint a Project Representative to assist in obtaining information from various City Departments as requested by DCMC and in coordinating, monitoring, and evaluating the project to its completion.

Expenses:

Any expenses incurred (printing, mileage, etc) will be billed at the actual cost. Ad placement costs will be pre-approved by the City Manager and billed to the City.

Fee for Work Outside Scope:

If the City of Venus requests work that is not included in this scope, DCMC will be billed at an hourly rate of \$200 for remote work and \$250 for on-site work.

IN WITNESS WHEREOF, by their respective signatures below, the parties have caused the Contract.

Mayor

Date



Katie Corder, DCMC Partner

October 2, 2023

Date

DC Municipal Consulting

Partners Information

Molly Deckert and Katie Corder are the Founding Partners of DCMC. Contact information is provided below.

Molly Deckert

Molly@dcmunicipalconsulting.com

816-804-2818

Katie Corder

Katie@dcmunicipalconsulting.com

214-926-3283

www.dcmunicipalconsulting.com

DCMC Background

DC Municipal Consulting (DCMC) was formed in August of 2017 as a women-owned firm specializing in consulting for local governments. DCMC has completed projects focusing on human resource management, executive recruitment, compensation and pay plan development, policy development, and grant application preparation. Katie Corder and Molly Deckert have over 40 years of experience combined in municipal government and consulting.

DCMC has completed projects focusing on human resource management, executive recruitment, compensation and pay plan development, policy development, and grant application preparation, including:

- **Compensation/Pay Plan Review and Market Analysis**
 - City of Aledo, Texas
 - City of Athens, Texas
 - City of Balch Springs, Texas
 - City of Fate, Texas
 - City of Forney, Texas
 - City of Heath, Texas
 - City of Lavon, Texas
 - City of Melissa, Texas
 - City of Mount Pleasant, Texas

- City of Josephine, Texas
- City of Royse City, Texas
- City of Watauga, Texas
- City of Wilmer, Texas
- **Executive Recruitment**
 - City of Aledo, Texas (Public Works Director)
 - City of Josephine, Texas (City Administrator)
 - City of Mount Pleasant, Texas (Police Chief, Building Official, Public Works Director/City Engineer, Parks Director, and Planner)
 - City of Seagoville, Texas (City Secretary)
- **Job Description Development**
 - City of Balch Springs, Texas
 - City of Heath, Texas
 - City of Lavon, Texas
 - City of Josephine, Texas
 - City of Mount Pleasant, Texas
 - Strategic Government Resources (SGR)
- **Organizational Assessment**
 - City of Aledo, Texas
- **Performance Evaluation Tool Development**
 - Town of Little Elm (360 Performance Review Survey Tool Creation and Administration)
 - City of Mount Pleasant
 - Strategic Government Resources (SGR)
- **Policy and Procedures Development**
 - City of Abilene, Texas (Personnel Manual Rewrite and Purchasing Policy Training)
 - Town of Little Elm, Texas (Hiring Policy Development and Training)
 - City of Mount Pleasant (Personnel Manual Rewrite)

DCMC Partners

Katie Corder

For the past twelve years, Katie has been engaged in municipal consulting. Her professional project experience includes executive recruitment, citizen surveys, grant writing, community award applications, curriculum writing for employee training, development of a webinar series for executive level managers, and market/compensation studies. During her four years of consulting as an executive recruiter for a national executive search firm, Katie worked directly with governing bodies, professional staff, and prospective executives to match the right candidate with the right opportunity. Katie successfully placed over 30 executives in 15 communities as a Sr. Vice President - Executive Recruitment for SGR.

Katie previously served as Assistant City Manager for the City of Rowlett, Texas. During her tenure with Rowlett, Katie oversaw communications, library services, and parks and recreation. She managed City Council agendas, prepared budgets, and developed strategic planning. Katie also held management positions for the communities of Sedona, Arizona, and Olathe, Kansas.

A graduate of Leadership ICMA and the Senior Executive Institute at the University of Virginia, Katie holds a Bachelor of Business Administration degree from the University of Tulsa and a Master of Public Administration degree from the University of Kansas.

Molly Deckert

Molly Deckert has provided consulting services to municipalities for twelve years. Prior to forming DCMC, her key project experiences include federal grant writing for housing and economic development projects as an independent contractor and executive level recruitment for a national executive search firm. As a recruiter, she worked directly with governing bodies, professional staff, and prospective executives to match the right candidate with the right opportunity. Molly successfully placed over 50 executives in 25 Texas communities during her four- year tenure as a Sr. Vice President - Executive Recruitment for SGR.

Molly previously served as Assistant City Administrator for the City of Lenexa Kansas; Senior Budget Analyst for the Office of Budget and Planning, District of Columbia Government in

Washington, D.C.; and Project Manager/Public Policy Analyst for the National Hispanic Housing Council in Washington, D.C. During her nine years with the City of Lenexa, Molly oversaw government affairs, economic development, neighborhood revitalization, municipal courts and social services relations.

Molly has a Master of Public Administration degree from The George Washington University and a Bachelor of Arts degree from the University of Wisconsin-La Crosse. She also attended the Senior Executive Institute at the University of Virginia.



**City Council Agenda Item Report
October 9, 2023**

Oscar Ortiz, City Planner

972-366-3348 ext. 206

[**oortiz@cityofvenus.org**](mailto:oortiz@cityofvenus.org)

CONSIDER AND ACT UPON APPROVING A SIGN ORDINANCE FOR THE CITY OF VENUS.

1. **BACKGROUND/HISTORY:** The last time that the Sign Ordinance was updated was in 2008. Since that time, there have been new materials and technological advancements on how signs are installed and approved.
2. **FINDINGS / CURRENT ACTIVITY:** The primary purpose is to establish regulation for the use of signs and sign structures, including general signs, roof signs, wall signs, and fascia signs.
3. **RECOMMENDATIONS:** I recommend that the City Council approves the Sign Ordinance.
4. **ATTACHMENTS:** None.

ORDINANCE NO. 789-2023-10

AN ORDINANCE OF THE CITY OF VENUS, JOHNSON AND ELLIS COUNTIES, TEXAS, REPEALING AND REPLACING IN ITS ENTIRETY CHAPTER 20 “SIGNS” AND ENACTING A NEW CHAPTER 20 “SIGNS” ORDINANCE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary to repeal and replace in its entirety Chapter 20 “Signs” Ordinance of the City of Venus, Texas, for the purpose of including definitions and sign regulations for the review of a variety of signs; and

WHEREAS, City staff has proposed the “repeal and replace” to the Sign Ordinance that would modernize the Ordinance and create more certainty in the sign review process; and

WHEREAS, it has become necessary to update the regulations in relation to Chapter 20 “Signs Ordinance” and has found repealing and replacing the entire ordinance, as provided herein, are in the best interest of the public health, safety, and welfare of the citizens.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VENUS, TEXAS AS FOLLOWS:

SECTION 1. The City Code Ordinance is hereby enacted to read as follows:

“...

Chapter 20 SIGNS¹

¹State law reference(s)—Municipal regulation of signs, V.T.C.A., Local Government Code § 216.003; regulation of political signs by municipality, V.T.C.A., Local Government Code § 216.903.

ARTICLE I. IN GENERAL

Sec. 20-1. -General.

A sign in the city limits of the city shall not, hereafter, be erected, re-erected, constructed, altered or maintained, except as provided by this chapter and after a permit has been issued by the appropriate official.

(Ord. No. 238-2000, §1, 7-11-2000; Ord. No. 343-2008, §1, 6-9-2008)

Sec. 20-2. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Abandoned sign means a sign that no longer identifies an active, lawful business or activity or for which no legal owner can be located.

Approved plastic materials. (See definition for *Plastic materials, approved.*)

Arterial thoroughfare means a street designed to carry large volumes of traffic and providing for efficient vehicular movement between large areas of the city normally controlled by traffic signs and signals.

Awning means an architectural projection or shelter projecting from and supported by the exterior wall of a building and composed of a covering of rigid or nonrigid materials and/or fabric on a supporting framework that may be either permanent or retractable, including such structures that are internally illuminated by fluorescent or other light sources.

Awning sign means a sign displayed on or attached flat against the surface or surfaces of an awning.

Backlit awning means an awning with a translucent covering material and a source of illumination contained within its framework.

Banner means a flexible substrate on which copy or graphics may be displayed.

Banner sign means a sign utilizing a banner as its display surface.

Billboard sign means a sign that directs attention to a business, commodity, service, or entertainment conducted, sold or offered at a location other than the premises on which the sign is located.

Building code means the Uniform Building Code (UBC) promulgated by the International Conference of Building Officials.

Building elevation means the entire side of a building from ground level to the roofline, as viewed perpendicular to the walls on that side of the building.

Building official means the officer, or other designated authority, charged with the administration and enforcement of the building code.

Cabinet sign means a sign that contains all text and/or logo symbols within a single enclosed cabinet and may or may not be illuminated.

Candelas means a unit of luminous intensity, defined as the amount of luminous flux (total luminous power emitted from a source and expressed as lumens) per unit solid angle in a given direction.

Canopy means a covering that provides cover or protection to the area below. It may be freestanding and open on all sides, or stretch out from a building, thereby closing in that one side.

Canopy sign means a sign that is permanently affixed to a canopy by paint, glue, sewing, or any other type of non-structural type of attachment.

Combination sign means a sign incorporating any combination of the features of pole, projecting and roof signs.

Construction sign means an on-premises sign, which may be erected for a limited time, identifying any or all the property owners, engineers, architects, or other participants in the construction or improvement of the premises, but which displays no goods or services for sale or other advertising.

Curb line means the line at the face of the curb nearest to the street or roadway. In the absence of a curb, the curb line shall be established by the jurisdiction's engineer. (See definition for *Legal setback line*.)

Development sign means an on-premises sign, which may be erected for a limited time, identifying and promoting one (1) or more developments, projects or buildings proposed or currently under construction, but which displays no goods or services for sale or other advertising.

Dilapidated sign means a sign where:

- 1) The structural support or frame members are visibly bent, broken, dented, or torn; or
- 2) The sign face is visibly torn, cracked or, in the case of wood and similar products, splintered in such a way as to constitute a potential harmful condition; or
- 3) The sign or its elements are twisted or leaning or at angles other than those at which originally erected (such as may result from being blown or the failure of a structural support); or
- 4) The signs or its elements are not in compliance with the requirements of the current electrical code and/or the building code of the city.

Directional sign means any sign that is designed and erected for the purpose of providing direction and/or orientation for pedestrian or vehicular traffic.

Display surface means the area made available by the sign structure for the purpose of displaying the advertising message.

Electric sign means any sign containing electrical wiring, but not including signs illuminated by an exterior light source.

Electronic message center (EMC) means an on-premise sign on which the message or copy can be electronically changed by remote or automatic means.

Face area means the entire area contained within a single continuous perimeter enclosing the extreme limits of a sign. In computing the face area of a double-faced, back-to-back or V-type sign, the side with the larger face shall be used to compute the square footage of the sign to determine the size of the sign. Cutouts, uprights, trim and aprons are to be excluded in computing face area.

Fascia sign means a sign mounted against the horizontal piece covering the joint between the top of a wall and the projecting eaves of the roof.

Fence sign means a sign attached to or painted on a fence.

Fin sign means a sign which is supported wholly by a one-story building of an open-air business, or by poles placed in the ground, or partly by such a pole or poles and partly by a building or structure.

Flag means a sign made of cloth, bunting or similar material, often attached to a pole, with specific colors, patterns, or symbolic devices, used as a national, state or local symbol, or to indicate membership in an organization. The term “flag” shall also include any such display placed for decorative purposes only, with no commercial logo or advertising message.

Flashing means a sign containing an intermittent, sequential, or blinking light source, or which gives the illusion of intermittent or blinking light by means of animation, or an externally mounted intermittent light source.

Freestanding sign means a sign which is attached to or a part of a completely self-supporting structure such as a frame or one (1) or more poles which is not attached to any building or any other structure and which is permanently affixed to the ground.

Glare means an effect created when an illumination source shines with sufficient brightness to cause discomfort, distract attention, or lead to the reduction or loss of visibility function of the public.

Ground sign means a billboard, or similar type of sign, which is supported by one or more uprights, poles or braces in or upon the ground, other than a combination sign, fin sign or pole sign, as defined in this section.

Height means the vertical distance between the highest part of the sign or its supporting structure, whichever is higher.

Legal setback line means a line established by ordinance beyond which a building may not be built. A legal setback line may be a property line.

Logo means an identifying symbol used for advertising purposes, which may or may not be a registered trademark or service mark of the entity identified.

Lumens means the luminous flux emitted per unit solid angle from a uniform point source whose luminous intensity is one (1) candela.

Maintenance means the cleaning, painting, repairing, or replacing of defective parts of a sign in a manner that does not alter the basic copy, design, or structure of the sign, but does not include changing the design of the sign's support construction, changing the type of component materials, or increasing the illumination.

Mansard sign means a sign permanently affixed to a wall or surface designed to protect the edge of a roof, such surface being no more than 30 degrees from vertical.

Marquee means a permanent roofed structure attached to and supported by the building and projecting over public property.

Menu board means a sign displaying the menu for drive-up window service.

Monument sign means a permanent freestanding sign in which a majority of the structure's width is in contact with the ground.

Mobile sign means a sign designed for use and display outdoors which is mounted on a trailer or is otherwise capable of being easily transported or moved from place to place.

Multitenant sign means an identification sign for a commercial site with multiple tenants, displaying the names of each tenant on the site.

Noncombustible, as applied to building construction material, means a material which, in the form in which it is used, is either one of the following:

- (1) Material of which no part will ignite and burn when subjected to fire. Any material conforming to UBC Standard No. 4-I shall be considered noncombustible within the meaning of this section.
- (2) Material having a structural base of noncombustible material, as defined in subsection (1) of this definition, with a surfacing material not over one-eighth inch thick, which has a flame-spread rating of 50 or less.

The term "noncombustible" does not apply to surface finish materials. Materials required to be noncombustible for reduced clearances to flues, heating appliances, or other sources of high temperature shall refer to material conforming to subsection (1) of this definition. No material shall be classed as noncombustible which is subject to increase in combustibility or flame-spread rating beyond the limits herein established, through the effects of age, moisture or other atmospheric condition.

The term "flame-spread rating," as used herein, refers to rating obtained according to tests conducted as specified in U.C. Standard No. 42-I.

Nonstructural trim means the molding, battens, caps, nailing strips, latticing, cutouts, or letters and walkways which are attached to the sign structure.

Off-premises sign means a sign which advertises or directs attention to a business, product, service, or activity which is not usually available on the premises where the sign is located.

Parapet means the extension of a building façade above the line of the structural roof.

Pennant means a temporary sign made of lightweight material which tapers to a point, hung individually or in a series, with or without a log or an advertising message printed or painted on it.

Plastic materials, approved, shall be those having a self-ignition temperature of 650 degrees Fahrenheit or greater, and a smoke-density rating not greater than 450, when tested in accordance with UBC Standard No. 42-I in the way intended for use, or a smoke-density rating no greater than 75, when tested in the thickness intended for use by UBC Standard No 52-2. Approved plastics shall be classified and shall meet the requirements for either CC1 or CC2 plastic.

Pole sign means a sign wholly supported by a sign structure in the ground.

Political sign means a temporary sign announcing or supporting political candidates or issues in connection with any national, state, or local election.

Portable display surface means a display surface temporarily fixed to a standardized advertising structure, which is regularly moved from structure to structure at periodic intervals.

Projecting sign means a sign, other than a wall sign, which projects from and is supported by a wall of a building or structure.

Projection means the distance by which a sign extends over public property or beyond the building line.

Pylon sign means a permanent freestanding sign which has at least twenty-five (25) percent of the sign structure width in contact with the ground and in which the sign face is separated from ground level by means of one (1) or more supports such as poles, pole covers or columns.

Real estate sign means a temporary sign pertaining to the sale or lease of the premises, or a portion of the premises, on which the sign is located.

Roof sign means a sign erected upon or above a roof or parapet of a building or structure.

Setback means, for a front yard setback, the required distance between the portion of a sign on private land closest to the public right-of-way and the nearest point at the edge of the nearest public right-of-way, other than an alley. If a public-right-of-way crosses a railroad right-of-way, the setback distance is to be measured from the public right-of-way line extended across the railroad right-of-way, the setback distance is to be measured from the public right-of-way line extended across the railroad right-of-way. For a side yard setback, the required distance between the portion of a sign on private land closest to the boundary line on the adjoining lot and the nearest point on the boundary line on the adjoining lot.

Sign means an outdoor structure, sign, display, light, device, figure, painting, drawing, message, plaque, poster, billboard, or other thing that is designed, intended, or used to advertise or inform.

Sign area means the actual message or display area of a sign and shall include the border and trim when calculating regular shapes (square, rectangle, triangle, circle). In the case, of an irregular-shaped sign, the gross area shall be calculated by enclosing the message area by using applicable geometric shapes.

Sign face means that portion of the sign that is or can be used to identify, display, advertise, or communicate information, or for a visual representation which attracts or intends to attract the attention of the public for any purpose.

Sign height means the vertical distance between the highest point of the sign or its supporting structure and the natural grade directly below the sign.

Sign structure means any structure which supports, or is capable of supporting, a sign, as defined in this section. A sign structure may be a single pole and may or may not be an integral part of the building.

Structure means that which is built or constructed; an edifice or building of any kind; or any piece of work artificially built up or composed of parts joined together in some definite manner.

Subdivision identification means an identification sign at the main entrance or entrances to a residential subdivision or planned development project.

Temporary sign means any sign, banner, pendant, valance or advertising display constructed of cloth, canvas, light fabric, cardboard, wallboard or other light material, with or without frames, intended to be displayed for a limited period of time only.

Transition means a visual effect used on an electronic sign to change from one (1) message to another.

UBC standards means the Uniform Building Code Standards volume, promulgated by the International Conference of Building Officials.

V-type sign means a sign structure composed of two (2) signs with the faces oriented in opposite directions and in the general shape of the letter “V,” provided, however, that only one (1) face can be viewed from any one (1) direction from any public street, and with a maximum angle between the faces of sixty (60) degrees.

Wall sign means any sign attached to or erected against the wall of a building or structure, with the exposed face of the sign in a plane parallel to the plane of said wall.

Window sign means a temporary sign placed on, affixed to, painted on or located within the frame of a transparent opening in the wall of a building.

(Ord. No. 238-2000, § 2, 7-11-2000)

Sec. 20-3. – Penalty.

Any person, or his agents servants, or employees violating or failing to comply with any of the provisions of this article shall be fined upon conviction not less than \$1.00 nor more than \$500.00, and each day of noncompliance continues shall constitute a separate and distinct offense.

(Ord. No. 271-2003, § 1, 2-11-2003)

Sec. 20-4. –Exempt signs.

The following signs shall be exempt from the provisions of this section:

- (1) Official notices authorized by a court, public body or public safety official;
- (2) Directional, warning or information signs authorized by federal, state or municipal governments;
- (3) Memorial plaques, building identification signs and building cornerstones, when cut or carved into a masonry surface, or when made of noncombustible material and made an integral part of the building or structure;
- (4) The flag of a government or a noncommercial institution, such as a school;
- (5) Religious symbols and seasonal decorations within the appropriate public holiday season.

- (6) Signs on fences or other structures that are positioned internally within the public or private play fields.
- (7) Signs prepared for buildings of historical significance.
- (8) Temporary signs advertising garage sales provided that such signs shall not exceed four (4) square feet; are only allowed on private property; and shall be removed within one (1) day following the sale.
- (9) Wall decorations and works of art that do not include a commercial message.
- (10) Flags, streamers, pennants and inflatables associated with a promotion or special event.

(Ord. No. 238-2000, § 3, 7-11-2000)

Sec. 20-5. – Signs in residential zones.

- (a) Residential development signs. Residential developments of four or more dwelling units shall be permitted one development complex sign for each public street frontage not within the project (or for each entrance in the case of a subdivision project). Such signs may be placed in any location on private property, provided the sign complies with the same height limitations specified for fences. Maximum sign area for each sign shall be two (2) square feet, plus one (1) square foot for each dwelling unit or lot, not to exceed twenty-five (25) square feet in area per face.
- (b) Business signs. Nonconforming and conditionally permitted commercial and institutional uses shall each be permitted facade signage and/or one freestanding sign per public street frontage, not to exceed a combined total of 25 square feet in area for every 150 feet, one square foot of additional sign area shall be allowed for each six feet of frontage up to a maximum of 80 square feet per sign. The height of a freestanding business sign shall not exceed that specified for fences. The height of freestanding signs for other conditionally permitted used, such as churches and schools, shall be limited to 15 feet.

(Ord. No. 238-2000, § 4, 7-11-2000)

Sec. 20-6. – Signs in commercial zones.

- (a) Development complexes. All development complexes shall require a master signage plan (as defined in section 20-12) pursuant to the requirements of this chapter, prior to the installation of any signage.
- (b) Business signs. Each enterprise, institution or business shall be permitted wall signs, one under-canopy sign (as defined in section 20-7 (c) (4)) per street frontage and one freestanding sign each.

(Note: Multiple businesses in the same building shall apportion façade length, building wall and street frontage such that any maximum is not exceeded for a particular property).

(Ord. No. 238-2000, § 5, 7-11-2000)

Sec. 20-7. – Signs in manufacturing zones.

- (a) *Development complexes.* All development complexes shall require a master signage plan pursuant to the requirements of this section and section 20-12, prior to the installation of any signage.
- (b) *Building identification signs.* One building identification sign for each building shall be permitted, provided that no such sign shall exceed 25 square feet in area.
- (c) *Business signs.* Each enterprise, institution, franchise or business shall be permitted wall signs, under-canopy sign per street frontage, and one projecting or freestanding sign per street frontage, each subject to the following maximum size requirements. (Note: Multiple businesses in the same building shall apportion facade length, building wall, and street frontage such that any maximum is not exceeded for a particular property.)
 - (1) *Maximum wall sign area.* The total area of facade signage shall not exceed three square feet for each lineal foot of the building wall from which the sign is attached.
 - (2) *Maximum projecting sign area.* One square foot for each two lineal feet of the building wall from which the sign projects, not to exceed 64 square feet. The total area of projecting signs shall be subtracted from the permitted total area of facade signs.
 - (3) *Maximum freestanding sign area.* One square foot for each lineal foot of street frontage, not to exceed 100 square feet per sign.
 - (4) *Under-canopy sign area and dimensions.*
 - a. The maximum allowable sign area shall be one square foot for each lineal foot of width of the canopy, awning, marquee or similar structure from which the sign is suspended, as measured perpendicular to the building wall.
 - b. The maximum allowable horizontal length of an under-canopy sign shall be equal to suspended length, as measured perpendicular to the building wall.
 - c. The minimum vertical clearance between the lower edge of an under-canopy sign and the ground shall be eight feet.

- (5) *Off-premises signs.* Off-premises signs shall be permitted pursuant to the requirements of this section.
- (6) *Changeable electronic variable message signs (CEVMS).* Changeable electronic variable message signs are prohibited.

(Ord. No. 238-2000, § 6, 7-11-2000; Ord. No. 343-2008, § 6, 6-9-2008)

Sec. 20-8. – General sign regulations.

- (a) Sign illumination. Except for billboards, all sign illumination shall be from the interior or from floodlight projection, shielded to preclude glare visible from public rights-of-way and neighboring properties.
 - 1) Light intensity or brightness shall not adversely affect the vision of pedestrian or vehicle operator on public or private streets, driveways, or parking areas, or operator of aircraft in the approach path to any airport runway;
 - 2) Shall not contain a light source which produces a pulsating strobe-like effect.
 - 3) Illumination from any sign shall not interfere with the effectiveness of any official traffic sign, signal or device.
 - 4) Electronic message displays must have an electronic control to produce the required illumination change required.
 - 5) No lighted sign shall be erected within one hundred fifty (150) feet of a residential development unless the sign is oriented in such manner as to not be directly visible from the residential use.
- (b) Rotating signs. Rotating signs are permitted, provided that the outer edge shall not exceed a speed of four revolutions per minute, and the rotating portion of the sign shall be a minimum of ten feet above the adjacent grade. No rotating sign shall extend over public right-of-way.
- (c) Roof-mounted signs. Signs projecting above the point of intersection of the exterior wall of the building with its roof shall be mounted on a parapet, or within the same plane as such exterior wall. Sign area for roof-mounted signs shall be calculated the same as, and counted as part of the facade signs. Roof-mounted signs shall be allowed only within commercial and commercial retail areas.
- (d) Measurement of sign area. The square footage of a sign made up of letters, words or symbols within a frame shall be determined from the outside edge of the frame itself. The square footage of a sign composed of only letters, words or symbols shall be determined from imaginary straight lines drawn around the entire copy of grouping of such letters, words or symbols. Double-faced signs shall be calculated as the area of one side only. Three-dimensional or multifaceted signs shall be calculated as the maximum

area visible from any single direction at any point in time.

- (e) Measurement of freestanding sign height. The height of a freestanding sign shall be measured from the elevation of the crown of the nearest public street to the highest point of the freestanding sign or its supporting structure.
- (f) Condition and maintenance. All signs shall be of rust-inhibitive material, or signs, together with all of their supports, braces, guys and anchors, shall be kept in good repair and in a safe state of preservation. The display surfaces of all signs shall be kept neatly painted or posted at all times.
 - 1) The Chief Building Official shall have the authority to inspect any outdoor sign to determine its structural integrity.
 - 2) Signs which are determined by the Chief Building Official in his sole discretion to be in a dilapidated or otherwise unsafe condition, shall not be allowed to remain on any premises.
 - 3) For any sign so designated as dilapidated or otherwise unsafe, written notice shall be given to remove the sign or bring the sign into compliance according to this chapter.
 - 4) Any sign which is determined by the Chief Building Official or Code Enforcement to be abandoned, after receiving written notification as described in subparagraph 3 above, the property owner, lessee, or person responsible for the sign shall have sixty (60) working days in which the message portion of the sign must be replaced to identify a bona fide business on the property, be painted over, replaced with an opaque fence, modified, or removed so that the remaining sign is left visually unobtrusive, presents a solid façade, and does not appear to be in disrepair or dismantled.
 - 5) Where an electric sign is erected or constructed, an inspection by the Chief Building Official shall be made and such electrical sign shall comply with city ordinances.
 - 6) Any person occupying any location with a sign and the owner shall be subject to the same duties and responsibilities as the owner of the location on which the sign is located, with respect to keeping the site clean, sanitary, inoffensive, and clear of debris, trash, junk or other noxious substances.
- (g) Sign construction.
 - 1) All signs shall be designed to withstand the design wind pressure as required in conformity with the appropriate adopted City construction code
 - 2) All braces, guy wires and supports shall be designed to withstand all dead load and wind load stresses.
 - 3) Any sign with more than a forty-foot height shall have the plans sealed by an architect or engineer licensed to practice in the State of Texas.

- 4) Any roof sign with more than a twenty-foot height from the top of the sign to the roof below shall have the plans sealed by an architect or engineer licensed to practice in the State of Texas.
- 5) Any roof sign that does not have three (3) feet of clearance around the ends of the sign shall have an opening of three (3) feet width by four (4) feet height at the end for service and firefighting purposes.

(h) Calculating sign area.

- 1) Back-to-back signs. Only one (1) side of a back-to-back sign is measured in calculating sign area.
- 2) V-type signs. Only the largest face of a V-type sign shall be measured in determining the total sign area of the sign.
 - a. If a two-face sign is erected in a “V” shape, both faces of which can be seen from the same public street or are at an angle of greater than sixty (60) degrees to each other, then such sign is not a V-type sign and shall be considered two (2) separate signs for all purposes.
- 3) Canopy signs. The area of canopy signs shall count towards the total area of wall signs allowed on a property.
- 4) Use of advertising on a sign structure. Any portion of a sign structure that is used for advertising shall be calculated as part of the allowed freestanding sign area.

(i) Use of an electronic message center (EMC) sign.

a. Operational limitations.

- i. The display of a static message and/or the use of scroll/travel to display a message and/or image shall be permitted.
- ii. The use of any other type of transition, such as dissolve/fade, and the use of frame effects, such as animation whereby text or graphics appear to move or change in size, shall be prohibited except in accordance with the following:
 1. Each message or image must be displayed for a minimum of five (5) seconds; and
 2. The change of message or image must be accompanied within two (2) seconds or less and must occur simultaneously on the entire sign face.

b. Size limitations.

- i. An EMC may not exceed fifty (50) percent of the total freestanding sign area as allowed for a given district.

(Ord. No. 238-2000, § 7, 7-11-2000; Ord. No. 343-2008, § 7, 6-9-2008)

Sec. 20-9. Prohibited signs.

The following devices and locations are specifically prohibited:

- (1) Signs located in such a manner as to obstruct, or otherwise interfere with, an official traffic sign, signal, or device or obstruct or interfere with a driver's view of approaching, merging or intersecting traffic;
- (2) Except as provided for elsewhere in this Code, signs encroaching upon, or overhanging, the public right-of-way. No sign shall be attached to any utility pole, light standard, street tree or any other public facility located within the public right-of-way;
- (3) Cloth, paper, soft plastic, or similar advertising signs or devices, other than in rigid frames, as provided herein, except those intended as temporary signs, or as provided by subsection (7) of this section;
- (4) Signs which blink, flash or are animated by lighting, in any fashion, that would cause such signs to have the appearance of traffic safety signs and lights, or municipal vehicle warnings, from a distance;
- (5) Portable signs, except as allowed for temporary signs;
- (6) Any sign attached to, or placed on, a vehicle or trailer parked on public or private property. The prohibition of this subsection does not prohibit the identification of a firm or its principal products on a vehicle operating during the normal course of business or being taken home;
- (7) Pennants, banners and private flags bearing any logo, product name, business name or other advertising, and balloons, except those temporarily attached to automobiles or temporarily displayed as part of a special sale, promotion or community event. For the purposes of this subsection, "temporary" means no more than 60 days in any calendar year;

(Ord. No. 238-2000, § 8, 7-11-2000; Ord. No. 343-2008, § 8, 6-9-2008)

Sec. 20-10. Specific sign requirements.

- (a) Advertising Billboards (defined as a sign which directs attention to a business, product, activity, or service which is not conducted, sold, offered, or located on the premises on which the sign is located) or billboards of any kind, in place prior to June 9, 2008. Requirements for signs in place prior to June 9, 2008 are:
 - (1) Maximum height from adjacent grade is 42 feet;

- (2) Maximum area is 300 square feet;
- (3) Minimum ground clearance is ten feet;
- (4) Minimum front yard setback is 15 feet;
- (5) Minimum distance from residential zones is 300 feet, measured along the street;
- (6) Minimum distance from other billboards is 1,000 feet;
- (7) Minimum distance from street intersection is 200 feet as measured from the right-of-way;
- (8) Maximum number, per parcel of property, is one, excluding railroad right-of-way.
- (9) All billboards shall have an annual inspection if they are on railroad right of way or within 100 feet of a public right of way; fee to be set by the city council.
- (b) Directional signs.
 - (1) No more than two directional signs per street entrance shall be permitted for any enterprise, business or institution.
 - (2) Such signs shall be for the sole purpose of ensuring safe and convenient access and egress to the use for which they apply.
 - (3) No such sign shall exceed two square feet in area in the residential zones, and shall not exceed four square feet in area in all other zones.
- (c) In the C-1 (Restricted Commercial) District:
 - 1) One Electronic Message Center shall be allowed per property and shall comply with paragraph (i) "Use of an Electronic Message Center."
 - 2) One (1) freestanding sign shall be allowed per street frontage.
 - 3) Freestanding signs are allowed a maximum area equal to 1.5 square foot per lineal foot of lot frontage, not to exceed one hundred fifty (150) square feet. A minimum of sixty (60) square feet will be allowed regardless of length of frontage.
 - 4) No portion of the sign or support shall be less than fifteen (15) feet from any adjacent right-of-way.
 - 5) The maximum height for a freestanding sign may not exceed:
 - a. Twenty (20) feet on an arterial street;
 - b. Fifteen (15) feet on a non-arterial street.
 - 6) No sign may be placed on a berm or other structure so as to artificially increase the height.
 - 7) Wall signs may not exceed the total of one and half (1.5) square feet per lineal foot

of the building frontage on which the sign is affixed. A wall sign may not exceed seventy-five (75) percent of the length of building frontage or tenant space on which the sign is affixed.

- 8) No illuminated wall sign shall be permitted on a side of a building where said sign would be adjacent to a residential use.
- 9) For properties that exceed one hundred fifty (150) linear feet of lot frontage, an additional freestanding sign shall be allowed for every one hundred fifty (150) linear feet of lot frontage with a minimum of seventy-five (75) linear feet spacing between signs. In all cases, no more than four (4) freestanding signs shall be allowed per development.
- 10) Gasoline price signs shall not be counted towards the sign area for the property, provided that no more than one (1) such sign, up to twenty (20) square feet in area shall be allowed per street frontage.

(d) In the C-2 (General Commercial) District:

- 1) One Electronic Message Center shall be allowed per property and shall comply with paragraph (i) "Use of an Electronic Message Center."
- 2) One (1) freestanding sign shall be allowed per street frontage.
- 3) Freestanding signs are allowed a maximum area equal to two (2) square foot per lineal foot of lot frontage subject to the following:
 - a. May not exceed two hundred (200) square feet if adjacent to a non-arterial thoroughfare.
 - b. May not exceed two hundred fifty (250) square feet if adjacent to an arterial thoroughfare.
 - c. A minimum of sixty (60) square feet will be allowed regardless of length of frontage.
 - d. No portion of the sign or support shall be less than fifteen (15) feet from any adjacent right-of-way.
- 4) The maximum height for a freestanding sign may not exceed:
 - a. Thirty-eight (38) feet on an arterial street;
 - b. Twenty (20) feet on a non-arterial street.
- 5) No sign may be placed on a berm or other structure so as to artificially increase the height.
- 6) Wall signs may not exceed the total of two (2) square feet per lineal foot of the

building frontage on which the sign is affixed. A wall sign may not exceed seventy-five (75) percent of the length of the building frontage or tenant space on which the sign is affixed.

- 7) No illuminated wall sign shall be permitted on a side of a building where said sign would be adjacent to a residential use.
- 8) For properties that exceed one hundred fifty (150) linear feet of lot frontage, an additional freestanding sign shall be allowed for every one hundred fifty (150) linear feet of lot frontage with a minimum of seventy-five (75) linear feet spacing between signs. In all cases, no more than four (4) freestanding signs shall be allowed per development.
- 9) Gasoline price signs shall not be counted towards the sign area for the property, provided that no more than one (1) such sign, up to twenty (20) square feet in area shall be allowed per street frontage.
- 10) Freestanding menu boards for drive-through service that not exceed thirty-two (32) square feet in an area and six (6) feet in height shall not be counted toward the allowable total sign area.

(e) In the CB (Central Business) District:

Signs may be erected so as to project into the public right-of-way of any street or alley provided that said sign shall not exceed outward from any building face into the right-of-way for a distance of more than ten (10) feet or to within two (2) feet of the back of the curb, whichever is more restrictive and shall have a minimum clearance of nine (9) feet above the sidewalk grade or ground level. The area of such projecting signs shall be calculated as a wall sign.

(f) For a property which (a) has a street frontage on US Highway 67, N FM 157, and S FM 157 (excluding those segments of S FM 157 between W 1st St.; E 1st St.; and W 8th St. and E 8th St.), and (b) is in a C-2 (General Commercial) District or less restrictive zoning district, may have one (1) on-premises freestanding sign subject to the following regulations:

- 1) One (1) Electronic Message Center shall be allowed per property and shall comply with paragraph (i) "Use of an Electronic Message Center."
- 2) The height of such sign, which must be located adjacent to the right-of-way frontage, may not exceed sixty (60) feet.
- 3) The maximum sign area may not exceed three hundred (300) square feet.
- 4) No portion of the sign or support shall be less than fifteen (15) feet from any adjacent right-of-way.
- 5) No portion of the sign or support shall be less than 100-feet from the boundary of a residential zoning district.

- 6) Gasoline price signs shall not be counted toward the sign area for the property, provided that no more than one (1) such sign, up to sixty-four (64) square feet in area, shall be allowed per street frontage.
- (g) Planned Development Districts. Any property located within a Planned Development District, or governed by a specific use permit, may be subject to additional regulations beyond those in this section. Said regulations may be either more or less restrictive than those set out herein.
- (h) Off-premises signs. “Off-premise sign” means a sign displaying advertising copy that pertains to a business, person, organization, activity, event, place, service, or product not principally located or primarily manufactured or sold on the premises on which the sign is located.
- (1) A nonprofit organization shall be eligible to apply for a conditional-use permit to allow a sign area bonus for a community event message sign. The purpose of this area bonus shall be to allow the display of changing messages and information on such matters as the date, time, location and sponsor of special events of community interest. Such signs shall meet the following standards and conditions:
- a. Each nonprofit organization shall be eligible for a bonus for no more than one facade sign or one freestanding sign.
 - b. The maximum bonus available shall be 50 percent of the base permitted sign area if located in a residential zone, or 100 percent if located in any other zone.
 - c. Permanent advertising of a commercial nature shall be allowed only in commercial zoning and shall not exceed 25 percent of the total area of the community event message sign.
 - d. The sign shall be made reasonably available to other community nonprofit organizations for the display of information about their special events or other announcements of a noncommercial nature.
 - e. The signs shall not be of a size or sited in such a manner that will substantially hinder the visibility of other legal signs on adjacent property.
- (2) In reviewing an application for a community event message sign, the planning commission, and city council on appeal, shall consider the following objectives, and may impose conditions to ensure that these objectives are met:
- a. By virtue of the sign's design, size, location and other factors, including appropriate consistent with community aesthetic sensibilities.
 - b. The sign shall not be erected, or any electronic or electric changing copy be controlled, in a manner that will be a substantial distraction to motorist, thus causing a traffic hazard.
- (i) Bus bench signs. Bus bench signs shall be limited to two benches per lot.

(Ord. No. 238-2000, § 9, 7-11-2000; Ord. No. 343-2008, § 9, 6-9-2008)

Sec. 20-11. Temporary signs.

(a) Political signs. (Fee exempt.)

- (1) Political signs shall be permitted in all zones.
- (2) Such signs shall not exceed 48 square feet in area and shall not exceed 48 inches in height.
- (3) Political signs shall be permitted only for a period of 60 days preceding the election and shall be removed within ten days after the election; provided that signs promoting successful candidates or ballot propositions in a primary election may remain displayed through the general election.
- (4) Political signs shall not be placed within any public right-of-way, nor on any city/public property.
- (5) Political signs established in violation of this subsection (a) shall be immediately removed by the city.

(b) Portable signs.

- (1) Portable signs shall not exceed 32 square feet in area. Such square footage shall be applied and calculated as part of the total square footage permitted for all business signage permitted for the business or property.
- (2) Such signs shall be displayed not more than 45 days during any single calendar year.
- (3) There shall be no more than one portable sign per parcel of property or business, whichever is the lesser, permitted at any one time.
- (4) Electrification of all portable signs shall be in compliance with the National Electrical Code as adopted.
- (5) A portable sign shall not be established or placed prior to obtaining a sign permit.

(c) Real estate signs. (Fee exempt.)

- (1) Real estate signs shall be permitted in all zones, provided that all such signs shall be located upon the property to which they apply, except as provided for in subsection (c)(4) of this section.
- (2) Such signs shall conform with the following maximum size requirements: Four square feet in area for the first 10,000 square feet of lot area, not to exceed 32 square feet.

- (3) Real estate signs shall be removed upon the closing of the sale.
 - (4) In addition, real estate signs advertising the sale of lots located within a subdivision shall be permitted provided that there shall be no more than one sign per entrance and each sign shall be no greater than 32 square feet in area, no greater than eight feet in height, and erected no longer than a period of one year. Such signs may be installed off premises in order to direct visitors to the property.
- (d) Special sale signs.
 - (1) Sale and grand opening signs shall be permitted in all zones provided that such signs are displayed no more than 15 consecutive days for every three months. Such signs shall be removed immediately upon termination of the sale or event that they advertise.
 - (2) All such signs must be attached to the facade, wall or window of the building occupying or conducting the sale or event which they advertise.
 - (3) No business shall have more than two such signs for each facade or wall of the building to which they are attached.
 - (4) The total sign size shall not exceed 50 percent of the size of the permitted facade sign or four square feet in area, whichever is greater.
- (e) Promotional signs. Promotional signs advertising a special community event such as a fair, farmer's market or parade may be permitted to be located over the public right-of-way. The size, location and method of erection of such signs shall be subject to approval by the city pursuant to good engineering practices and shall be consistent with the paramount purpose of the public right-of-way to provide safe and convenient traffic circulation. Alternatively, such signs may be permitted to be attached to the wall of a building subject to approval by the city.
- (f) Searchlights.
 - (1) The operation of searchlights of similar lighting sources for advertising, display or any other commercial purpose is considered a temporary sign pursuant to the provisions of this section.
 - (2) Such signs shall be displayed no more than five consecutive days and in no event be used for advertising greater than 30 days during any single calendar year.
 - (3) Such signs shall not be permitted on a public right-of-way and may be immediately removed from such right-of-way by the city. The city may permit the placement of a searchlight on a public right-of-way if no reasonable alternative exists and if such placement will not obstruct traffic or create a safety hazard.
- (g) Streamers.
 - (1) Streamers may be used to outline property lines and areas on a lot which display merchandise outdoors.

- (2) Streamers shall be replaced or removed when torn or faded.
- (3) Since the primary purpose of streamers is to make display areas more attractive, for those uses displaying streamers for more than 90 days in a year, landscaping must be combined with streamer usage. Plans are to be approved by the city with the intent being to provide planting areas with street trees or continuous areas with ground cover, particularly, but not limited to, the area along property lines. The cost of the required landscaping per year need not exceed the cost of the streamers.

(Ord. No. 238-2000, § 10, 7-11-2000; Ord. No. 328-2007, § 1, 5-21-2007; Ord. No. 343-2008, § 10, 6-9-2008)

Sec. 20-12. Master signage plan for development complexes.

- (a) Generally. Signs for all development complexes shall comply with a master signage plan for the development, approved by the code official pursuant to this section. Said plan shall include all proposed sign locations, materials, structures and installation details to the extent known at the time of master sign plan submittal. Additional submittals or amendments to the master sign plan may be necessary as a new development complex becomes occupied or as businesses within a complex change. Signs within a development complex shall be subject to the following requirements:
 - (1) Business signs. Each enterprise, institution or business shall be permitted facade signs and no more than one projecting sign subject to the maximum size requirements set forth for the applicable zone.
 - (2) Freestanding signs. Each development complex shall be permitted one freestanding development complex sign per public street frontage. The maximum permitted sign area for each development complex sign shall be as provided within the applicable zoning district, plus a bonus of ten additional square feet per business, enterprise, institution, or franchise within the development complex, provided that such bonus shall not exceed 50 percent of the base allowable sign area.
- (b) Performance criteria. In addition to other applicable requirements set forth in this chapter, signs for development complexes shall conform to the following performance criteria:
 - (1) Individual business signs shall share a similar and uniform location and installation format.
 - (2) All non-business signage in the complex shall be consistent in format, color and design.

(Ord. No. 238-2000, § 11, 7-11-2000)

Sec. 20-13. Change in use.

Whenever the use of land or structures change, any signs that do not relate to the new use or to

any product or service associated with the new use shall be removed or appropriately altered consistent with the provisions of this chapter. Furthermore, it shall be the responsibility of the property owner of the land and/or improvements to remove any signs on premises where the associated use has been discontinued for a period of more than 90 days.

(Ord. No. 238-2000, § 12, 7-11-2000)

Sec. 20-14. Nonconforming signs.

Whenever a business, person, enterprise, or institution for which existing signage does not conform to the requirements of this chapter, seeks to structurally alter or enlarge an existing sign, or erect or install a new sign, the provisions of this section shall apply as follows:

- (1) The alteration, enlargement, installation or erection of signage shall not increase the degree of nonconformity.
- (2) If the value of structural alterations to a nonconforming sign equals or exceeds 25 percent of the value of the sign, as determined by the building official, the sign shall be made to conform with all provisions of this chapter.
- (3) Enlargement, installation or erection of conforming signage shall be accompanied by a reduction in the degree of nonconformity for other signage existing on the premises. This reduction in nonconformity can be accomplished by a reduction in size of existing signs (if nonconforming as to square footage), removal (if nonconforming as to number of signs), relocation (if nonconforming as to location), or a combination of reduction, removal and relocation. The total cost of reduction, removal or relocation of nonconforming signage shall equal, as nearly as is practical, 75 percent of the value of the new or enlarged conforming signage, or the cost necessary to bring all signage on the premises into conformance with this section, whichever is the lesser requirement.
- (4) The provisions of subsections (2) and (3) of this section do not apply to temporary signs or to illegal signs. Temporary signs that do not comply with the requirements of this chapter, and other illegal signs, shall be removed within 90 days after notification of the sign's nonconformity.
- (5) Billboards existing prior to June 9, 2008 may not be altered or replaced.
- (6) Loss of legal non-conforming status. A non-conforming sign shall immediately lose its non-conforming designation and must be brought into compliance with these regulations, or be removed, if:
 - a) The sign structure is replaced; this shall not prevent the replacement of the face(s) to accommodate a new business, express a different message, or upgrade conditions, except that no such sign may be modified or otherwise converted to an electronic message center; or
 - b) The sign is part of an establishment that discontinues its operation for a period of one (1) year or longer; or two (2) years if the establishment is leased.
 - c) The sign is damaged or structurally altered to an extent.

(Ord. No. 238-2000, § 13, 7-11-2000; Ord. No. 343-2008, § 13, 6-9-2008)

Sec. 20-15. Permit required.

A sign permit shall be required and obtained from the building inspections department prior to its installation or construction. All signs require a permit unless specifically exempted.

(Ord. No. 238-2000, § 14, 7-11-2000)

Sec. 20-16. Public sidewalk retail displays- Permit required.

It shall be unlawful for any person to install or place any merchandise for display or sale or to post or display signs, advertising or other matter upon any sidewalk or public right-of-way without a permit as provided by sections 20-16 through 20-20 of this chapter. Each day of a violation of this section shall constitute a separate offense. Receipt of a sidewalk retail display permit shall exempt the permittee from obtaining a "minor easement" from the city for any fixture or structure approved by the permit. A sidewalk retail display permit shall be a license to use the sidewalk and shall not grant nor shall it be construed or considered to grant any person any property right or interest in the sidewalk or right-of-way. Each application for a sidewalk retail display permit shall require the payment of the permit fee as set by the city council and included in the master fee schedule.

(Ord. No. 651-2018-05 , § A, 5-14-2018)

Sec. 20-17. Same-Liability and insurance.

- (a) By applying for a sidewalk retail display permit, any person owning or operating such use agrees to indemnify, defend, save and hold harmless the city, its officers, agents and employees from any and all claims, liability, lawsuits, damages and causes of action which may rise out of such activity. The owner or operator shall enter into a written agreement with the city to evidence this indemnification. Such agreement must have the written approval of the city attorney prior to operating such use.
- (b) The owner or operator shall acquire and keep in full force and effect, at its own expense, the insurance in the following amounts and types:
 - (1) Commercial general liability in the amount of \$500,000.00 per occurrence for bodily injury and property damage. The city must be named as an additional insured on this policy and an endorsement must be issued as part of the policy evidencing compliance with this requirement.
 - (2) Workers' compensation and employers' liability as required by the State of Texas.
 - (3) All policies must be issued by companies authorized to do business in the State of Texas.

- (4) The city shall receive at least 30 days written notice prior to any cancellation, non-renewal or material change in the coverage provided.
- (5) Any person operating a sidewalk retail display shall provide, and must have approved by the city administrator, an original certificate of insurance as evidence that the above requirements have been met prior to the initiation of the sidewalk retail display. Failure to comply with all these requirements shall cause a suspension or revocation of all sidewalk retail display activities.
- (6) The insurance policy shall be in effect from October 1 until September 30 of the following calendar year.

(Ord. No. 651-2018-05 , § A, 5-14-2018)

Sec. 20-18. Same-Standards and criteria for application review.

The following standards and criteria shall be applied in reviewing an application:

- (1) Sidewalk retail display shall be a permitted accessory use to a retail business.
- (2) Sidewalk retail display shall be related to the principal use of the abutting property.
- (3) Sidewalk retail display is prohibited at any time the use of the abutting building is not open for business and is prohibited between the hours of 11:00 p.m. and 7:00 a.m.
- (4) No sidewalk retail display shall obstruct pedestrian or vehicular traffic or be in a visibility triangle.
- (5) Sidewalk retail display shall be located in a manner that promotes efficient and direct pedestrian movement.
- (6) A minimum of one unobstructed pedestrian path at least six feet wide shall be maintained, at all times. A wider pedestrian path may be required in areas of congested pedestrian activity.
- (7) Unobstructed passage shall be provided to building entrances including at least a two foot clearance on each side of any entrance, fire hydrants, or other fixture located within the display area;
- (8) A minimum setback of at least six feet from the curb line shall be provided to maintain adequate space for pedestrian access to motor vehicles;
- (9) Display may be up to three feet deep from building.
- (10) Furniture and equipment shall not be anchored to the sidewalk in the right-of-way nor shall they be attached or affixed to any tree, post, sign or other structure;
- (11) A sidewalk retail display area shall not exceed 100 square feet for all outdoor displays areas; and

- (12) Merchandise and display fixtures shall not exceed five feet in height when abutting the building and four feet when not abutting the building.
- (13) All accessible routes must be maintained in accordance with the most recent adopted Texas Accessibility Standards (TAS) promulgated by the Texas Department of Licensing and Regulation.

(Ord. No. 651-2018-05 , § A, 5-14-2018)

Sec. 20-19. Same-Conditions of sidewalk retail display permit.

Sidewalk retail display permits shall be subject to the following conditions:

- (1) The city may require the temporary removal of sidewalk retail displays by the permittee when street, sidewalk, or utility repairs necessitate such action or when it is necessary to clear sidewalks for a permit issued by the city. The permittee shall not be entitled to any refund for such removal. The city shall not be responsible for any costs associated with the removal or the return and installation of any sidewalk retail display.
- (2) The city may cause the immediate removal or relocation of all or any part of the sidewalk retail display in emergency situations. The city, its officers, agents and employees shall not be responsible for any damages or loss of sidewalk retail displays relocated during emergency situations and shall not be responsible for any costs associated with the removal or the return and installation of any sidewalk retail displays.
- (3) The sidewalk retail display shall be maintained in a neat and orderly appearance at all times and shall be cleared of all debris on a periodic basis during the day and at the close of each business day.
- (4) The permittee is responsible for repair of any damage to the sidewalk caused by the sidewalk retail display.
- (5) The city may revoke and require a new application for a sidewalk retail display permit for non-compliance with sections 20-17 or 20-18 of this chapter, change in business ownership, change in display configuration, or the age of the permit.

(Ord. No. 651-2018-05 , § A, 5-14-2018)

Sec. 20-20. Same-Exemptions.

- (a) Retail ice machines otherwise in compliance with sections 20-16 through 20-20 are exempt from the section 20-18(3) prohibition.
- (b) Newspaper stands otherwise in compliance with sections 20-16 through 20-20 are exempt from the section 20-18(3) prohibition.

(Ord. No. 651-2018-05 , § A, 5-14-2018)

...”

SECTION 2. That all Ordinances of the City of Venus, Texas in conflict with the provisions of this Ordinance are repealed and all other Ordinances of the City of Venus, Texas not in conflict with the provisions of this Ordinance shall remain in full force and effect.

SECTION 3. If any section, article, paragraph, sentence, clause phrase or word in this Ordinance or application thereof to any person or circumstance is held invalid or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

SECTION 4. That this Ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law in such cases provide.

SECTION 5. Upon publication of this Ordinance the City Secretary, any person, firm or corporation who violates, disobeys, omits, neglects, or refuses to comply with or resists the enforcement of any the provisions of this Ordinance shall be fined not more than Five Hundred Dollars (\$500.00) for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.

SECTION 6. That all recitals contained in this Ordinance are fully incorporated herein as if fully written.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF VENUS, TEXAS ON THIS THE 9th DAY OF OCTOBER 2023.

CITY OF VENUS, TEXAS

ALEJANDRO GALAVIZ, Mayor

ATTEST:

CALLIE GREEN, City Secretary

APPROVED AS TO FORM:

MICHAEL HALLA, City Attorney