



Agenda

Workshop & Regular Town Council Meeting

Thursday July 17, 2025

Poetry Community Christian School

18688 FM 986, Poetry, TX 75160

5:30 pm

A. Call to Order

Roll Call for Quorum

Pledge of Allegiance

Invocation

Persons wishing to speak on any posted Regular Agenda item may do so when the individual item is opened for consideration by the Council. Speakers will be limited to (3) minutes. If a translator is needed, the speaker may be given up to (4) minutes. Sign up is required in advance either in-person prior to the start of the meeting or by emailing your request/comments to speak@poetrytexas.org at least 24 hours prior to the start of the meeting.

B. Workshop Agenda (approx. 1 hr. – no public comments)

1. 2025-2026 Budget Preparation Discussion

C. Items of Community Interest

Pursuant to Section 551.0415 of the Texas Government Code, the Town Council may report on the following items: 1) expression of thanks, congratulations, or condolences; 2) information about holiday schedules; 3) recognition of individuals; 4) reminders upcoming Town Council events; 5) about community events, and 6) announcements involving an imminent threat to public health and safety.

1. Thank you to the volunteer road crew for helping pothole CR249 and CR2458 on July 3. CM Fowler, Josh Knight, Debbie Emard, Trevor Kroeger, Jimmy and DJ Johnson, David Potts, CM Kendrick, JT West, Mike Griffin, CM Bryant, Kenny Hibbs, and Sue Jaffe
2. Thank you to Hunt County Precinct 2 road crew
3. Thank you to David Emard for helping with Sound and Video.
4. Thank you to Scott, Lora and Zoe Lehew for helping with meeting setup.
5. Thank you to PCCS for hosting us.

D. Reports

1. Financial
 - a. P&L Budget vs Actual Jun '25
 - b. Bank Reconciliation Summary Jun '25
 - c. Bank Reconciliation Detail Jun '25
 - d. Sales & Use Tax Report Jun '25

2. Roads update

E. Consent Agenda

All items under Consent Agenda are considered to be routine by the Council and will be approved by a single motion. If discussion is desired on an item, it will be removed from the Consent Agenda and will be considered separately as part of the Regular Agenda.

1. Approve Minutes from June 19, 2025 Executive Session & Regular Meeting
2. Approve Nichols Jackson 6/30/25 legal bill (\$430.00 lawsuit, \$592.00 other) = \$1,022.00

F. Regular Agenda (item sponsor)

1. Discuss and take action as necessary on Quickbooks upgrade (Mayor)
Our current desktop version of Quickbooks 2021 is out of date. This proposal will move us to Quickbooks "Plus" Online along with their "Core" payroll module. Our auditors have approved using Quickbooks online.
2. Discuss and take action as necessary on next steps for P&Z implementation (Mayor)
Prior Council passed "Zoning Ordinance 2024-03-01" on 3/21/24. We need to begin laying out our P&Z plan including next steps.
3. Discuss and take action as necessary on Code of Conduct/Ethics resolution for Council. (Mayor)
2 ½ years ago Council considered implementing a Code of Ethics resolution that would establish standards for Council, Town Employees and Committee Members. This is a continuation of that effort. We'll look at and consider our draft as well as some from other Texas towns.
4. Discuss and take action as necessary on \$615.33 shortfall in Volunteer Road Crew funding (Mayor)
In reconciling our volunteer road crew funding for this fiscal year we determined that there was an overspend of \$615.33, based on approved funding. In the past, this approval and spending was tracked and documented outside of our accounting system. Going forward it will be integrated into it allowing greater accountability.

G. General Public Comments

Comments are limited to three (3) minutes. If a translator is needed, the speaker may be given up to four (4) minutes. Sign up is required in advance either in-person prior to the start of the meeting or by emailing your request/comments to speak@poetrytexas.org at least 24 hours prior to the start of the meeting. The Texas Open Meetings Act restricts council members from discussing items not posted on the agenda. Action or responses to your remarks by council members (if not a posted agenda item) are limited to either a statement of fact or recitation of an existing policy or a proposal to place the subject on the agenda for a future meeting.

H. Adjournment

Note: The Town 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, as authorized by the Texas Open Meetings Act, Texas Government Code, Chapter 551, including Sec. 551.071 (private consultation with the attorney for the Town); Sec. 551.072 (purchase, exchange, lease, or value of real property); Sec. 551.074 (personnel or to hear complaints against personnel); Sec. 551.076 (deployment, or specific occasions for implementation of security personnel or devices); and Sec. 551.087 (economic development negotiations). Any decision held on such matters will be taken or conducted in Open Session following the conclusion of the Executive Session.

Note: Disabled persons requiring special assistance are requested to notify the Town of Poetry 24 hours in advance of the meeting by calling the Mayor at 214-704-1593.

I certify that the above Notice of the Meeting and Agenda was posted at 5671 CR 323 Poetry, Texas on Friday, July 11, 2025 by 6:30 pm and online at poetrytexas.org.

A handwritten signature in dark ink, appearing to read "Mike Jaffe", is written over a horizontal line.

Mike Jaffe, Mayor

5:58 PM

07/09/25

Accrual Basis

Town of Poetry
Profit & Loss Budget Overview
 October 2025 through September 2026

	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sep 26	TOTAL Oct '25 - Sep '26
Ordinary Income/Expense													
Income													
3000 Use of Prior Year Excess	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4000 Franchise Fees Electric	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,500.00	14,500.00
4010 Oncor Franchise Fees				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38,000.00	38,000.00
4020 FEC Franchise Fees													
Total 4000 Franchise Fees Electric	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52,500.00	52,500.00
4100 Franchise Fees Solid Waste													
4160 Blackjack Disposal Franchi	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46,000.00	46,000.00
Total 4100 Franchise Fees Solid Waste	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46,000.00	46,000.00
4200 Franchise Fees Communicati													
4210 Charter Communications	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	300.00
Total 4200 Franchise Fees Communicati	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	300.00
4400 Sales Tax Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110,000.00	110,000.00
4450 Encumbered Road Fund Prior	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72,000.00	72,000.00
4500 Donations													
4580 Donations Scholarship	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00
Total 4500 Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00
Total Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	282,800.00	282,800.00
Gross Profit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	282,800.00	282,800.00
Expense													
5000 Salary Secretaries				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,600.00	15,600.00
5005 Wage Exp Secretary				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,560.00	14,560.00
5010 Wage Exp Deputy Secretary				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,136.00	2,136.00
5040 Quickbooks Software				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,800.00	1,800.00
5056 Payroll taxes -Employer				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Total 5000 Salary Secretaries				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34,096.00	34,096.00
5100 Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00
5110 Office Equipment, Printers				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00
5130 Dues/Membership Admin				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00	900.00
5200 Shipping and Postage				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
5300 Newspaper Publications	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00
5450 Poetry Scholarship Donated				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00
5600 Professional Services													
5610 Engineering Services				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5620 Engineering Consultants				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5630 Professional Services - Other				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 5600 Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5700 Tech Support & Serv													
5705 Town Public Forum	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00	180.00
5710 Website	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	312.00	312.00
5715 Tech Services - Other				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00	1,200.00
5740 Internet Phone Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,100.00	2,100.00
5780 Windows Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00	900.00
5790 Domain Renewal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.17	23.17
Total 5700 Tech Support & Serv	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,715.17	4,715.17
5800 Legal Services													
5810 Legal Services Meetings				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00
5820 Legal Lawsuit Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	15,000.00
5830 Legal Documents				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00
5840 Legal - Other				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
Total 5800 Legal Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00
5900 Town Insurance													
5910 Cyber Ins Policy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,250.00	1,250.00
5920 Bldg Ins. *Craig & Leig	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	700.00	700.00
5930 TML Town Ins	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
Total 5900 Town Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,950.00	6,950.00
6000 Capital Expenditure													
6010 Cap Exp Road Refurbishment													
6011 Cap Exp HC Road Refurbishm				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	65,000.00	65,000.00
6012 Cap Exp KC Road Refurbishm				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00	35,000.00
Total 6010 Cap Exp Road Refurbishment				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	100,000.00
6020 Cap Exp Signage				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
Total 6000 Capital Expenditure				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105,000.00	105,000.00
6100 Pothole Signage & Road Rel													
6111 HC Project Sheets				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00
6112 KC Project Sheets				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,500.00	23,500.00
6125 Volunteer Pothole Repair				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00
6150 Volunteer Road Supplies				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
6175 Volunteer Road Equip. Rent				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Total 6100 Pothole Signage & Road Rel				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77,000.00	77,000.00
6200 TownHall Grounds Maint	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,700.00	1,700.00
6350 Town Hall Building Repairs				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,300.00	1,300.00
6400 Bldg Utilities Exp													
6420 Town Hall Electricity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00
6430 Water Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	600.00
Total 6400 Bldg Utilities Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,100.00	2,100.00
6410 Reimburse Church/Utilities				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	600.00
6500 Audit Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,200.00	5,200.00
6650 Rainy Day Fund 24-25				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	267,561.17	267,561.17
Net Ordinary Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,238.83	15,238.83
Net Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,238.83	15,238.83

Needs
deleted

Town of Poetry Profit & Loss Budget Overview

October 2022 through September 2023

	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	TOTAL Oct '22 - Se...
Income													
3000 Use of Prior Year Excess	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,397.67	29,397.67
4000 Franchise Fees Electric													
4010 Onco Franchise Fees				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4000 Franchise Fees Electric - Other	0.00	0.00	14,000.00	0.00	0.00	14,000.00	0.00	0.00	14,000.00	0.00	0.00	14,000.00	56,000.00
Total 4000 Franchise Fees Electric	0.00	0.00	14,000.00	0.00	0.00	14,000.00	0.00	0.00	14,000.00	0.00	0.00	14,000.00	56,000.00
4100 Franchise Fees Solid Waste	0.00	0.00	8,500.00	0.00	0.00	8,500.00	0.00	0.00	8,500.00	0.00	0.00	8,500.00	34,000.00
4300 Public Information Req	0.00	0.00	0.00										0.00
4400 Sales Tax Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	0.00	0.00	7,500.00	15,000.00
Total Income	0.00	0.00	22,500.00	0.00	0.00	22,500.00	0.00	0.00	30,000.00	0.00	0.00	59,397.67	134,397.67
Gross Profit	0.00	0.00	22,500.00	0.00	0.00	22,500.00	0.00	0.00	30,000.00	0.00	0.00	59,397.67	134,397.67
Expense													
5000 Salary Secretaries													
5050 Payroll Exp SS Company	0.00	0.00	0.00										0.00
5000 Salary Secretaries - Other	0.00	0.00	2,625.00	0.00	0.00	2,625.00	0.00	0.00	2,625.00	0.00	0.00	2,625.00	10,500.00
Total 5000 Salary Secretaries	0.00	0.00	2,625.00	0.00	0.00	2,625.00	0.00	0.00	2,625.00	0.00	0.00	2,625.00	10,500.00
5100 Office Supplies, Postage, P	0.00	0.00	1,500.00	0.00	0.00	1,500.00	0.00	0.00	1,500.00	0.00	0.00	1,500.00	6,000.00
5130 Dues/Membership Admin	0.00	0.00	0.00										0.00
5200 Shipping and Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5300 Newspaper Publications	0.00	0.00	225.00	0.00	0.00	225.00	0.00	0.00	225.00	0.00	0.00	225.00	900.00
5393 Repair & Maint - Admin	0.00	0.00	0.00										0.00
5398 Town Maint & Clean Up	0.00	0.00	0.00										0.00
5400 Membership, Prof, Mbrship	0.00	0.00	375.00	0.00	0.00	375.00	0.00	0.00	375.00	0.00	0.00	375.00	1,500.00
5600 Education & Mtg Exp	0.00	0.00	150.00	0.00	0.00	150.00	0.00	0.00	150.00	0.00	0.00	150.00	600.00
5600 Mapping, Eng. & Prof. Fees													
5665 Bank and Misc Fees	0.00	0.00	0.00										0.00
5600 Mapping, Eng. & Prof. Fees - Other	0.00	0.00	625.00	0.00	0.00	625.00	0.00	0.00	625.00	0.00	0.00	625.00	2,500.00
Total 5600 Mapping, Eng. & Prof. Fees	0.00	0.00	625.00	0.00	0.00	625.00	0.00	0.00	625.00	0.00	0.00	625.00	2,500.00
5700 Tech Support & Serv													
5710 Website-Admin	19.48	19.48	1,021.76	19.48	19.48	19.48	19.48	19.48	19.48	19.48	19.48	135.12	1,351.68
5720 Info Tech Internet	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	960.00	960.00
5730 Misc Tech Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,100.00	1,100.00
5740 Internet Phone Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	366.00	366.00
5760 IT Maintenance/Flex	0.00	0.00	225.00	0.00	0.00	225.00	0.00	0.00	225.00	0.00	0.00	225.00	900.00
5760 Alarm Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	168.00	168.00
5700 Tech Support & Serv - Other	0.00	0.00	0.00										0.00
Total 5700 Tech Support & Serv	19.48	19.48	1,246.76	19.48	19.48	244.48	19.48	19.48	244.48	19.48	19.48	2,984.12	4,875.68
5800 Legal Fees	0.00	0.00	6,462.25	0.00	0.00	6,462.25	0.00	0.00	6,462.25	0.00	0.00	6,462.25	25,849.00
5900 Town Insurance													
5910 Cyber Ins Policy				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	242.30	242.30
5920 Bldg Ins. *Craig & Leig	0.00	0.00	0.00	908.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	908.24	908.24
5930 TML Town Ins				2,060.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,060.12
5900 Town Insurance - Other	0.00	0.00	0.00										0.00
Total 5900 Town Insurance	0.00	0.00	0.00	2,968.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	242.30	3,210.66
6000 Capital Expenditure													
6010 Cap Exp Road Refurbishment	0.00	0.00	750.00	0.00	0.00	750.00	0.00	0.00	750.00	0.00	0.00	750.00	3,000.00
6020 Cap Exp Signage	0.00	0.00	0.00										0.00
6030 Cap Exp Bldg Improvement													
6033 Cap Exp Town Hall Septic	2,500.00	0.00	0.00										2,500.00
6034 Capital Town Hall Improvem	5,650.00	0.00	0.00										5,650.00
6035 ADA Ramp Town Hall	1,500.00	0.00	0.00										1,500.00
6036 ADA Bathroom	1,200.00	0.00	0.00										1,200.00
6037 Cap Exp Town Hall Parking	4,150.00	0.00	0.00										4,150.00
6020 Cap Exp Bldg Improvement - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 6030 Cap Exp Bldg Improvement	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00
6060 Cap Exp Office Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6070 Cap Exp Office Furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 6000 Capital Expenditure	15,000.00	0.00	750.00	0.00	0.00	750.00	0.00	0.00	750.00	0.00	0.00	750.00	18,000.00
6100 Pothole Signage & Road Rel	0.00	0.00	6,515.00	0.00	0.00	6,515.00	0.00	0.00	6,515.00	0.00	0.00	6,515.00	26,060.00
6200 Grounds, Bldg Repair & Janito	0.00	0.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,050.00	2,200.00
6300 Election Expense	0.00	0.00	0.00	0.00	0.00	6,200.00	0.00	0.00	0.00	0.00	0.00	6,200.00	12,400.00
6400 Bldg Utilities Exp													
6420 Town Hall Electricity	0.00	0.00	600.00	0.00	0.00	600.00	0.00	0.00	600.00	0.00	0.00	600.00	2,400.00
6430 Water Utilities	0.00	0.00	300.00	0.00	0.00	300.00	0.00	0.00	300.00	0.00	0.00	300.00	1,200.00
6450 Town Hall Internet & Phone	0.00	0.00	222.50	0.00	0.00	222.50	0.00	0.00	222.50	0.00	0.00	222.50	890.00
6400 Bldg Utilities Exp - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 6400 Bldg Utilities Exp	0.00	0.00	1,122.50	0.00	0.00	1,122.50	0.00	0.00	1,122.50	0.00	0.00	1,122.50	4,490.00
6410 Reimburse Church/Utilities	0.00	0.00	212.50	0.00	0.00	212.50	0.00	0.00	212.50	0.00	0.00	212.50	850.00
6600 Audit Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,250.00	4,250.00
6690 Rainy Day Fund Exp 23-24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,712.33	9,712.33
6801 Rainy Day Prior Yr 21-22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6700 Miscellaneous	0.00	0.00	125.00	0.00	0.00	125.00	0.00	0.00	125.00	0.00	0.00	125.00	500.00
Total Expense	15,019.48	19.48	22,084.01	2,967.84	19.48	27,131.73	19.48	19.48	20,931.73	19.48	19.48	46,128.00	134,397.67
Net Income	-15,019.48	-19.48	415.99	-2,967.84	-19.48	-4,631.73	-19.48	-19.48	9,068.27	-19.48	-19.48	13,271.67	0.00

Town of Poetry
Profit & Loss Budget Overview
October 2023 through September 2024

	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	TOTAL Oct '23 - ...
Income													
3000 Use of Prior Year Excess	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36,000.00	36,000.00
4000 Franchise Fees Electric													
4010 Onco Franchise Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4020 FEC Franchise Fees				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4000 Franchise Fees Electric - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58,000.00	58,000.00
Total 4000 Franchise Fees Electric	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58,000.00	58,000.00
4100 Franchise Fees Solid Waste													
4110 AWT Solid Waste Franch Fee				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4120 CRS Solid Waste Franch Fee				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4130 CARDS Solid Waste Franch				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4140 Titan Solid Waste Franch				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4150 Tx Contractor Roll Off				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4160 Blackjack Disposal Franchi				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36,000.00	36,000.00
4100 Franchise Fees Solid Waste - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 4100 Franchise Fees Solid Waste	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36,000.00	36,000.00
4200 Franchise Fees Communicati													
4210 Charter Communications				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4200 Franchise Fees Communicati - Other				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
Total 4200 Franchise Fees Communicati				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
4300 Public Information Req				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4400 Sales Tax Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80,000.00	80,000.00
4500 Donations													
4510 Donations FEC Reimb				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4520 Donations Christma				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4530 Donations Work Comp Ins				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4540 Donations Septic Town Hall				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4550 Donations ADA Ramp Town Ha				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4560 Donations ADA Bathroom				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4570 Donations Misc Town Hall				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4580 Donations Scholarship				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4500 Donations - Other				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00
Total 4500 Donations				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00
4505 Contributed Capial Assets				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4600 PID Permit Application				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4800 Appl Fee ETJ Petitions				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	212,000.00	212,000.00
Cost of Goods Sold													
Cost of Goods Sold				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total COGS				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gross Profit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	212,000.00	212,000.00
Expense													
5000 Salary Secretaryps													
5050 Payroll Exp SS Company				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5055 Secretarial Wages				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5056 Payroll taxes -Employer				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5057 Payroll-Employee				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5000 Salary Secretaryps - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,400.00	14,400.00
Total 5000 Salary Secretaryps	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,400.00	14,400.00
5100 Office Supplies,Postage, P	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
5110 Office Equipment, Printers				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00
5130 Dues/Membership Admin				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5200 Shipping and Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5300 Newspaper Publications	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00	1,200.00
5393 Repair & Maint - Admin				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5398 Town Maint & Clean Up				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5400 Membership, Prof. Mbrship	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00
5450 Poetry Scholarship Donated				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5500 Education & Mtg Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00	1,200.00
5550 Travel Meeting Exp				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5600 Mapping, Eng. & Prof. Fees													
5055 Bank and Misc Fees				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5600 Mapping, Eng. & Prof. Fees - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,222.34	5,222.34
Total 5600 Mapping, Eng. & Prof. Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,222.34	5,222.34
5700 Tech Support & Serv													
5705 Town Public Forum				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5710 Website-Admin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	233.76	233.76
5720 Info Tech Internet	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5730 Misc Tech Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5740 Internet Phone Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00	1,200.00
5750 IT Maintenance/Flex	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00	900.00
5760 Alarm Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	669.88	669.88
5770 Upgrade Calendar				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	143.88	143.88
5780 O365 MS Windows Subs/Email				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	960.00	960.00
5790 Domain Renewal				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.04	14.04
5795 Device Backup				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	300.00
5700 Tech Support & Serv - Other				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 5700 Tech Support & Serv	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,421.56	4,421.56
5800 Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,664.29	15,664.29
5900 Town Insurance													
5910 Cyber Ins Policy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151.72	151.72
5920 Bldg Ins. *Craig & Leig	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,200.00	2,200.00
5930 TML Town Ins	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,813.20	1,813.20
5900 Town Insurance - Other				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 5900 Town Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,164.92	4,164.92
6000 Capital Expenditure													
6010 Cap Exp Road Refurbishment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	78,207.99	78,207.99
6020 Cap Exp Signage				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6030 Cap Exp Bldg Improvement													

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	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	TOTAL Oct '23 - ...
6033 Cap Exp Town Hall Septic				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6034 Capital Town Hall Improvem				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6035 ADA Ramp Town Hall				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00
6036 ADA Bathroom				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6037 Cap Exp Town Hall Parking				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6040 Cap Exp Parking Lot Improv				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,450.00	1,450.00
6075 Cap Bldg Skirt & Foam Spr				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,297.00	7,297.00
6085 Cap Exp Roofing				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,736.45	4,736.45
6090 Cap Exp Landscaping				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00	800.00
6091 Cap Misc Overage				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00
6095 Cap Exp HVAC				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,500.00	10,500.00
6030 Cap Exp Bldg Improvement - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 6030 Cap Exp Bldg Improvement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,783.45	26,783.45
6050 Cap Exp Pre-Lit Christmas				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6060 Cap Exp Office Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6070 Cap Exp Office Furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6080 Cap Exp Sound & Audio				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cap Expense Security				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6000 Capital Expenditure - Other				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 6000 Capital Expenditure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104,991.44	104,991.44
6100 Pothole Signage & Road Rel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33,953.01	33,953.01
6200 Grounds, Bldg Repair & Janito	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,544.53	3,544.53
6300 Election Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	751.00	751.00
6350 Town Hall Building Repairs				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6400 Bldg Utilities Exp													
6420 Town Hall Electricity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,753.56	1,753.56
6430 Water Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	661.04	661.04
6450 Town Hall Internet & Phone	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6460 Town Hall Trash Service				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.49	32.49
6400 Bldg Utilities Exp - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 6400 Bldg Utilities Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,447.09	2,447.09
6410 Reimburse Church/Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00
6440 Internet & Phone Utility				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6500 Audit Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,750.00	4,750.00
6600 Rainy Day Fund Exp 23-24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,189.82	6,189.82
6601 Rainy Day Prior Yr 21-22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6700 Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	212,000.00	212,000.00
Net Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

October 2024 through September 2025

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Town of Poetry
Profit & Loss Budget Overview
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Accrual Basis

	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sep 25	TOTAL Oct '24 - Sep 25
6100 Pothole Signage & Road Rel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00	35,000.00
6200 Grounds, Bldg Repairs & Janitor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,700.00	4,700.00
6300 Election Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	7,500.00
6350 Town Hall Building Repairs	0.00	0.00	0.00										0.00
6400 Bldg Utilities Exp													
6420 Town Hall Electricity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,860.08	1,860.08
6430 Water Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	939.92	939.92
6450 Town Hall Internet & Phone	0.00	0.00	0.00										0.00
6460 Town Hall Trash Service	0.00	0.00	0.00										0.00
6400 Bldg Utilities Exp - Other	0.00	0.00	0.00										0.00
Total 6400 Bldg Utilities Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,800.00	2,800.00
6410 Reimburse Church/Utilities	0.00	0.00	0.00										0.00
6440 Internet & Phone Utility	0.00	0.00	0.00										0.00
6500 Audit Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,750.00	4,750.00
6600 Depreciation				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38,579.51	38,579.51
6600 Rainy Day Fund Exp 23-24	0.00	0.00	0.00										0.00
6601 Rainy Day Prior Yr 21-22	0.00	0.00	0.00										0.00
6700 Miscellaneous	0.00	0.00	0.00										0.00
Total Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	346,453.82	346,453.82
Net Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Town of Poetry
Profit & Loss Budget vs. Actual
October 2024 through September 2025

	Oct '24 - Sep 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 Use of Prior Year Excess	0.00	68,914.11	-68,914.11	0.0%
4000 Franchise Fees Electric				
4010 Oncor Franchise Fees	11,204.34	47,000.00	-35,795.66	23.8%
4020 FEC Franchise Fees	19,331.87	0.00	19,331.87	100.0%
4000 Franchise Fees Electric - Other	0.00	0.00	0.00	0.0%
Total 4000 Franchise Fees Electric	30,536.21	47,000.00	-16,463.79	65.0%
4100 Franchise Fees Solid Waste				
4110 AWT Solid Waste Franch Fee	0.00	0.00	0.00	0.0%
4120 CRS Solid Waste Franch Fee	0.00	0.00	0.00	0.0%
4130 CARDS Solid Waste Franch	0.00	0.00	0.00	0.0%
4140 Titan Solid Waste Franch	0.00	0.00	0.00	0.0%
4150 Tx Contractor Roll Off	0.00	0.00	0.00	0.0%
4160 Blackjack Disposal Franchi	34,166.00	44,000.00	-9,834.00	77.7%
4100 Franchise Fees Solid Waste - Other	0.00	0.00	0.00	0.0%
Total 4100 Franchise Fees Solid Waste	34,166.00	44,000.00	-9,834.00	77.7%
4200 Franchise Fees Communicati				
4210 Charter Communications	188.00	1,200.00	-1,012.00	15.7%
4200 Franchise Fees Communicati - Other	0.00	0.00	0.00	0.0%
Total 4200 Franchise Fees Communicati	188.00	1,200.00	-1,012.00	15.7%
4300 Public Information Req	51.70	0.00	51.70	100.0%
4400 Sales Tax Revenue	83,474.28	107,000.00	-23,525.72	78.0%
4450 Encumbered Road Fund Prior	0.00	76,839.71	-76,839.71	0.0%
4500 Donations				
4510 Donations FEC Reimb	0.00	0.00	0.00	0.0%
4520 Donations Christma	23.73	0.00	23.73	100.0%
4530 Donations Work Comp Ins	0.00	0.00	0.00	0.0%
4540 Donations Septic Town Hall	0.00	0.00	0.00	0.0%
4550 Donations ADA Ramp Town Ha	0.00	0.00	0.00	0.0%
4560 Donations ADA Bathroom	0.00	0.00	0.00	0.0%
4570 Donations Misc Town Hall	0.30	0.00	0.30	100.0%
4580 Donations Scholarship	0.00	1,000.00	-1,000.00	0.0%
4500 Donations - Other	0.00	500.00	-500.00	0.0%
Total 4500 Donations	24.03	1,500.00	-1,475.97	1.6%
4505 Contributed Captial Assets	0.00	0.00	0.00	0.0%
4600 PID Permit Application	100.00	0.00	100.00	100.0%
4800 Appl Fee ETJ Petitions	125.00	0.00	125.00	100.0%
Total Income	148,665.22	346,453.82	-197,788.60	42.9%
Cost of Goods Sold				
Cost of Goods Sold	0.00	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.00	0.0%
Gross Profit	148,665.22	346,453.82	-197,788.60	42.9%
Expense				
5000 Salary Secretarys				
5050 Payroll Exp SS Company	0.00	0.00	0.00	0.0%
5055 Secretarial Wages	2,447.05	0.00	2,447.05	100.0%
5056 Payroll taxes -Employer	3,161.06	0.00	3,161.06	100.0%
5057 Payroll-Employee	373.69	0.00	373.69	100.0%
5000 Salary Secretarys - Other	12,503.88	24,480.00	-11,976.12	51.1%
Total 5000 Salary Secretarys	18,485.68	24,480.00	-5,994.32	75.5%
5100 Office Supplies,Postage, P	2,751.58	5,000.00	-2,248.42	55.0%
5110 Office Equipment, Printers	461.98	0.00	461.98	100.0%
5130 Dues/Membership Admin	0.00	0.00	0.00	0.0%
5200 Shipping and Postage	0.00	0.00	0.00	0.0%
5300 Newspaper Publications	1,349.00	1,000.00	349.00	134.9%
5393 Repair & Maint - Admin	0.00	0.00	0.00	0.0%
5398 Town Maint & Clean Up	0.00	0.00	0.00	0.0%
5400 Membership, Prof. Mbrship	310.86	900.00	-589.14	34.5%
5450 Poetry Scholarship Donated	0.00	0.00	0.00	0.0%
5500 Education & Mtg Exp	640.52	1,500.00	-859.48	42.7%
5550 Travel Meeting Exp	0.00	0.00	0.00	0.0%
5600 Mapping, Eng, & Prof. Fees				
5065 Bank and Misc Fees	0.00	0.00	0.00	0.0%
5600 Mapping, Eng, & Prof. Fees - Other	22,945.14	35,000.00	-12,054.86	65.6%
Total 5600 Mapping, Eng, & Prof. Fees	22,945.14	35,000.00	-12,054.86	65.6%
5610 Security Town Hall Mtgs	300.00	2,400.00	-2,100.00	12.5%
5700 Tech Support & Serv				
5705 Town Public Forum	179.95	179.95	0.00	100.0%
5710 Website-Admin	227.28	233.76	-6.48	97.2%
5720 Info Tech Internet	0.00	0.00	0.00	0.0%
5730 Misc Tech Equipment	0.00	0.00	0.00	0.0%
5740 Internet Phone Services	1,184.02	1,625.64	-441.62	72.8%
5750 IT Maintenance/Flex	283.28	900.00	-616.72	31.5%
5760 Alarm Security	0.00	419.88	-419.88	0.0%

Town of Poetry
Profit & Loss Budget vs. Actual
October 2024 through September 2025

	Oct '24 - Sep 25	Budget	\$ Over Budget	% of Budget
5770 Upgrade Calendar	0.00	143.88	-143.88	0.0%
5780 O365 MS Windows Subs/Email	860.26	850.00	10.26	101.2%
5785 Public Forum Annual Fee	0.00	14.04	-14.04	0.0%
5790 Domain Renewal	0.00	0.00	0.00	0.0%
5795 Device Backup	0.00	0.00	0.00	0.0%
5700 Tech Support & Serv - Other	0.00	0.00	0.00	0.0%
Total 5700 Tech Support & Serv	2,734.79	4,367.15	-1,632.36	62.6%
5800 Legal Fees	3,232.02	5,000.00	-1,767.98	64.6%
5850 Legal Lawsuit Fees	15,073.50	11,000.00	4,073.50	137.0%
5900 Town Insurance				
5910 Cyber Ins Policy	0.00	1,250.00	-1,250.00	0.0%
5920 Bldg Ins. *Craig & Leig	0.00	682.02	-682.02	0.0%
5930 TML Town Ins	4,858.84	4,994.56	-135.72	97.3%
5900 Town Insurance - Other	681.79	0.00	681.79	100.0%
Total 5900 Town Insurance	5,540.63	6,926.58	-1,385.95	80.0%
6000 Capital Expenditure				
6010 Cap Exp Road Refurbishment	64,859.68	148,839.71	-83,980.03	43.6%
6020 Cap Exp Signage	4,847.48	0.00	4,847.48	100.0%
6030 Cap Exp Bldg Improvement				
6033 Cap Exp Town Hall Septic	0.00	0.00	0.00	0.0%
6034 Capital Town Hall Improvem	0.00	0.00	0.00	0.0%
6035 ADA Ramp Town Hall	0.00	0.00	0.00	0.0%
6036 ADA Bathroom	0.00	0.00	0.00	0.0%
6037 Cap Exp Town Hall Parking	0.00	0.00	0.00	0.0%
6040 Cap Exp Parking Lot Improv	2,540.87	2,190.00	350.87	116.0%
6075 Cap Bldg Skirt & Foam Spr	0.00	0.00	0.00	0.0%
6085 Cap Exp Roofing	0.00	0.00	0.00	0.0%
6090 Cap Exp Landscaping	176.61	4,520.87	-4,344.26	3.9%
6091 Cap Misc Overage	0.00	0.00	0.00	0.0%
6095 Cap Exp HVAC	0.00	0.00	0.00	0.0%
6030 Cap Exp Bldg Improvement - Other	0.00	0.00	0.00	0.0%
Total 6030 Cap Exp Bldg Improvement	2,717.48	6,710.87	-3,993.39	40.5%
6050 Cap Exp Pre-Lit Christmas	0.00	0.00	0.00	0.0%
6060 Cap Exp Office Equipment	0.00	0.00	0.00	0.0%
6070 Cap Exp Office Furniture	215.44	0.00	215.44	100.0%
6080 Cap Exp Sound & Audio	0.00	0.00	0.00	0.0%
Cap Expense Security	0.00	0.00	0.00	0.0%
6000 Capital Expenditure - Other	0.00	0.00	0.00	0.0%
Total 6000 Capital Expenditure	72,640.08	155,550.58	-82,910.50	46.7%
6100 Pothole Signage & Road Rel	24,767.45	35,000.00	-10,232.55	70.8%
6200 Grounds, Bldg Repair & Janito	2,466.60	4,700.00	-2,233.40	52.5%
6300 Election Expense	4,962.96	7,500.00	-2,537.04	66.2%
6350 Town Hall Building Repairs	0.00	0.00	0.00	0.0%
6400 Bldg Utilities Exp				
6420 Town Hall Electricity	1,505.98	1,860.08	-354.10	81.0%
6430 Water Utilities	447.84	939.92	-492.08	47.6%
6450 Town Hall Internet & Phone	0.00	0.00	0.00	0.0%
6460 Town Hall Trash Service	0.00	0.00	0.00	0.0%
6400 Bldg Utilities Exp - Other	0.00	0.00	0.00	0.0%
Total 6400 Bldg Utilities Exp	1,953.82	2,800.00	-846.18	69.8%
6410 Reimburse Church/Utilities	0.00	0.00	0.00	0.0%
6440 Internet & Phone Utility	0.00	0.00	0.00	0.0%
6500 Audit Expense	4,950.00	4,750.00	200.00	104.2%
6500 Depreciation	0.00	38,579.51	-38,579.51	0.0%
6600 Rainy Day Fund Exp 23-24	0.00	0.00	0.00	0.0%
6601 Rainy Day Prior Yr 21-22	0.00	0.00	0.00	0.0%
6700 Miscellaneous	0.00	0.00	0.00	0.0%
Total Expense	185,566.61	346,453.82	-160,887.21	53.6%
Net Ordinary Income	-36,901.39	0.00	-36,901.39	100.0%
Other Income/Expense				
Other Income				
8000 Reconciliation Item	40.00			
Total Other Income	40.00			
Net Other Income	40.00	0.00	40.00	100.0%
Net Income	-36,861.39	0.00	-36,861.39	100.0%

Town of Poetry

Reconciliation Summary

American National Bank of Texas, Period Ending 06/30/2025

	Jun 30, 25	
Beginning Balance		112,432.89
Cleared Transactions		
Checks and Payments - 10 items	-8,127.34	
Deposits and Credits - 3 items	12,922.23	
Total Cleared Transactions	4,794.89	
Cleared Balance		117,227.78
Uncleared Transactions		
Checks and Payments - 18 items	-7,643.65	
Total Uncleared Transactions	-7,643.65	
Register Balance as of 06/30/2025		109,584.13
New Transactions		
Checks and Payments - 3 items	-11,475.60	
Total New Transactions	-11,475.60	
Ending Balance		98,108.53

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07/03/25

Town of Poetry Reconciliation Detail

American National Bank of Texas, Period Ending 06/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						112,432.89
Cleared Transactions						
Checks and Payments - 10 items						
Bill Pmt -Check	06/05/2025	1681	The Terrell Tribune	X	-792.00	-792.00
Bill Pmt -Check	06/05/2025	1679	Herbert Fletcher	X	-160.00	-952.00
Bill Pmt -Check	06/12/2025	1680	Nichols, Jackson, Di...	X	-4,461.25	-5,413.25
Bill Pmt -Check	06/19/2025	1682	PWSC	X	-35.74	-5,448.99
Bill Pmt -Check	06/26/2025	ACH	Charter Communica...	X	-130.44	-5,579.43
Bill Pmt -Check	06/26/2025	ACH	Wix.com	X	-25.98	-5,605.41
Bill Pmt -Check	06/26/2025	debitc...	Walmart	X	-9.84	-5,615.25
General Journal	06/27/2025	09302...		X	-2,020.93	-7,636.18
General Journal	06/27/2025	09302...		X	-426.13	-8,062.31
General Journal	06/27/2025	09302...		X	-65.03	-8,127.34
Total Checks and Payments					-8,127.34	-8,127.34
Deposits and Credits - 3 items						
Deposit	06/10/2025			X	9,598.68	9,598.68
General Journal	06/26/2025	09302...		X	40.00	9,638.68
Deposit	06/27/2025			X	3,283.55	12,922.23
Total Deposits and Credits					12,922.23	12,922.23
Total Cleared Transactions					4,794.89	4,794.89
Cleared Balance					4,794.89	117,227.78
Uncleared Transactions						
Checks and Payments - 18 items						
Bill Pmt -Check	09/30/2022	1193	Joel F. Watts		-109.97	-109.97
Bill Pmt -Check	09/30/2022	1127	Bruce Wigley		-100.70	-210.67
Bill Pmt -Check	09/30/2022	1126	Brian Dalton		-62.63	-273.30
Bill Pmt -Check	09/30/2022	1233	McKenna Ortega		-41.48	-314.78
Bill Pmt -Check	09/30/2022	1216	Larry Faulhaber		-29.44	-344.22
Bill Pmt -Check	09/30/2022	1161	Dillian A. Slayton		-13.68	-357.90
Bill Pmt -Check	09/30/2022	1219	Lauren Ruiz		-10.21	-368.11
Bill Pmt -Check	09/30/2022	1183	James A. Scott		-9.07	-377.18
Bill Pmt -Check	09/30/2022	1262	Samantha N. LLoyd		-0.75	-377.93
Bill Pmt -Check	09/30/2022	1173	Filomena Langlois		-0.05	-377.98
Bill Pmt -Check	08/01/2024	1566	Haley Anderton-Den...		-6.00	-383.98
Bill Pmt -Check	08/01/2024	1564	Mrs. Shelley Smith		-3.05	-387.03
Bill Pmt -Check	06/26/2025	1684	Hunt County Voter ...		-3,035.50	-3,422.53
Bill Pmt -Check	06/26/2025	1683	Birkhoff, Hendricks ...		-2,125.02	-5,547.55
Bill Pmt -Check	06/26/2025	1689	Texas A&M University		-1,000.00	-6,547.55
Bill Pmt -Check	06/26/2025	1685	Nichols, Jackson, Di...		-967.50	-7,515.05
Bill Pmt -Check	06/26/2025	ACH	Reliant		-123.62	-7,638.67
Bill Pmt -Check	06/26/2025	1687	Poetry Tack & Ag, L...		-4.98	-7,643.65
Total Checks and Payments					-7,643.65	-7,643.65
Total Uncleared Transactions					-7,643.65	-7,643.65
Register Balance as of 06/30/2025					-2,848.76	109,584.13
New Transactions						
Checks and Payments - 3 items						
Bill Pmt -Check	07/01/2025	1694	Kaufman County Au...		-5,000.00	-5,000.00
Bill Pmt -Check	07/01/2025	1692	Hunt County Attn Bri...		-5,000.00	-10,000.00
Bill Pmt -Check	07/03/2025	1695	Texas Materials Gro...		-1,475.60	-11,475.60
Total Checks and Payments					-11,475.60	-11,475.60
Total New Transactions					-11,475.60	-11,475.60
Ending Balance					-14,324.36	98,108.53



Town of Poetry

Jun-25

GL Account 6010
Capital Road
Refurbishment &
6100 Pothole
Signage, Road
Repair

Sales and Use Tax Revenue

Texas Comptroller Allocation

May-23	\$392.28
Jun-23	\$6,432.63
July-23	\$8,529.55
August-23	\$7,633.36
September-23	\$9,172.77
October-23	\$8,169.48
November-23	\$10,285.29
December-2023	\$8,982.72
January-2024	\$9,297.01
February-2024	\$11,177.13
March-2024	\$8,313.79
April-2024	\$8,767.73
May-2024	\$9,379.24
June-2024	\$8,025.35
July-2024	\$8,761.22
August-2024	\$8,616.47
September-2024	\$9,517.29
October-2024	\$8,149.79
November-2024	\$8,692.26
December-2024	\$8,333.01
January-2025	\$9,549.48
February-2025	\$12,200.67
March-2025	\$8,778.05
April-2025	\$7,790.71
May-2025	\$10,381.66
June-2025	\$9,598.68

Total Allocation **\$224,927.62**

Expenditures

GL 6010 YE 09302022	\$ 7,477.00
GL 6010 YE 09302023	\$ 20,826.16
GL 6010 YE 09302025	\$64,859.68
6010 TOTAL	\$93,162.84
GL 6100 YE 09302024	\$ 33,300.50
GL 6100 YE 09302025	\$ 23,291.85
6100 TOTAL	\$ 56,592.35

10/01 - 06/30/2025

	12/1/24	
Kaufman CO	3280	5042023
Uline	421.75	5152023
Hunt CO	3000	6202023
Hunt CO	500	7232023
Road Traffic Si	101.93	8052023
Amazon	15.99	8212023
SmartSign	7.9	8312023
SmartSign	203.05	9052023
	7530.62	

Road GL 6010 & 6100
Total Expenditures

\$149,755.19

Road Fund Balance	\$75,172.43
General Fund Balance	\$42,055.35
Bank Bal 06/30/2025	\$117,227.78

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07/03/25

Accrual Basis

Town of Poetry
Account QuickReport
 October 1, 2024 through July 3, 2025

Type	Date	Num	Name	Memo	Split	Amount
6100 Pothole Signage & Road Rel						
Bill	10/21/2024	H-17 p...	Hunt County	CR 2458, CR ...	Accounts Paya...	4,500.00
Bill	10/31/2024		Texas Materials Gro...		Accounts Paya...	1,375.40
Bill	11/04/2024		Centerline	Signs Roads	Accounts Paya...	450.00
Bill	11/12/2024		Amazon Online	slow down sig...	Accounts Paya...	39.96
Bill	11/12/2024		Amazon Online	slow down sig...	Accounts Paya...	35.98
Bill	11/12/2024		Amazon Online	workers ahea...	Accounts Paya...	31.18
Bill	11/12/2024		Amazon Online	SLOW TRAF...	Accounts Paya...	41.00
Bill	11/14/2024		Poetry Tack & Ag, L...	Road Worker...	Accounts Paya...	3.00
Bill	11/21/2024	271379	Texas Materials Gro...	ASPPM Grad...	Accounts Paya...	1,476.80
Bill	12/05/2024	20142...	Texas Materials Gro...	ASPPM GRA...	Accounts Paya...	657.80
Bill	12/05/2024		Poetry Tack & Ag, L...	roads	Accounts Paya...	46.50
Bill	01/06/2025		Amazon Online	Rust Oleum ...	Accounts Paya...	82.44
Bill	01/16/2025	01-00...	Poetry Tack & Ag, L...	VOID:	Accounts Paya...	0.00
Bill	01/20/2025	H-18	Hunt County	H-18 10 roa...	Accounts Paya...	5,500.00
Bill	01/30/2025		Poetry Tack & Ag, L...		Accounts Paya...	23.95
Bill	02/13/2025	271379	Texas Materials Gro...	04283 Asphalt	Accounts Paya...	1,446.20
Bill	02/20/2025	20145...	Texas Materials Gro...	ASPPM Grad...	Accounts Paya...	681.80
Bill	02/21/2025	Hunt ...	Hunt County		Accounts Paya...	2,200.00
Bill	03/13/2025	271379	Texas Materials Gro...	ASPPM Grad...	Accounts Paya...	701.40
Bill	03/13/2025	20146...	Texas Materials Gro...	ASPPM Grad...	Accounts Paya...	754.60
Bill	03/20/2025	271379	Texas Materials Gro...	ASPPM Grad...	Accounts Paya...	777.00
Bill	03/21/2025	3089...	Nichols, Jackson, Di...	Roads Related	Accounts Paya...	215.00
Bill	03/21/2025	Tree T...	Hunt County		Accounts Paya...	100.00
Bill	04/01/2025	271379	Texas Materials Gro...	Inv 20146985...	Accounts Paya...	693.00
Bill	04/09/2025		Texas Materials Gro...	Inv 20148435...	Accounts Paya...	721.00
Bill	04/10/2025	20148...	Texas Materials Gro...	Inv 20148549...	Accounts Paya...	728.00
Bill	06/26/2025	Volunt...	Walmart	Volunteer Cre...	Accounts Paya...	9.84
Bill	07/03/2025	271379	Texas Materials Gro...	Volunteer Ro...	Accounts Paya...	1,475.60
Total 6100 Pothole Signage & Road Rel						24,767.45
TOTAL						24,767.45

1475.60

= 23,291.85

6:14 PM

07/03/25

Accrual Basis

Town of Poetry
Account QuickReport
October 1, 2024 through July 3, 2025

Type	Date	Num	Name	Memo	Split	Amount
6000 Capital Expenditure						
6010 Cap Exp Road Refurbishment						
Bill	12/23/2024		U Rent It	Per Mayor	Accounts Paya...	500.00
Bill	12/23/2024		U Rent It	per Mayor	Accounts Paya...	7.68
Bill	01/02/2025	20143...	Texas Materials Gro...	201434765	Accounts Paya...	8,879.00
Bill	01/02/2025	TOPT-...	LBJ Diversified, LLC	TOPT-12-24-7L	Accounts Paya...	893.00
Bill	01/20/2025	H-19	Hunt County	H-19 Patch R...	Accounts Paya...	54,580.00
Total 6010 Cap Exp Road Refurbishment						64,859.68
Total 6000 Capital Expenditure						64,859.68
TOTAL						64,859.68



**STATE OF TEXAS
COUNTIES OF KAUFMAN AND HUNT
CITY OF POETRY, TEXAS**

BE IT REMEMBERED THAT ON THIS DAY OF THE 19th of June 2025 at 5:30 pm, the Town Council of Poetry, Texas, held a Regular Town Council Meeting at Poetry Community Christian School, 18688 FM 986 Poetry, Texas 75160 with the following present:

- A. Mayor Jaffe** called the public meeting to order at 5:30 p.m. Roll call was taken by Mayor Jaffe. Present were Councilmembers Terry Fowler, Tom Anderson, Doug Kendrick, Tracie Hibbs and Dale Bryant.

Section 38.13 - Hindering Proceedings By Disorderly Conduct

(a) A person commits an offense if he intentionally hinders an official proceeding by noise or violent or tumultuous behavior or disturbance

(b) A person commits an offense if he recklessly hinders an official proceeding by noise or violent or tumultuous behavior or disturbance and continues after explicit official request to desist.

(c) An offense under this section is a Class A misdemeanor.

Tex. Pen. Code § 38.13

- B. Pledge of Allegiance and Invocation:** Councilmember Terry Fowler

- C. Executive Session—** At 5:35 pm Mayor Jaffe closed session in chambers to discuss legal matters according to Texas Government Code, Chapter 551, including Sec. 551.071 (private consultation with the town attorney) to provide new member training, updates on pending litigation, West v. Poetry and discussion regarding the town map.

EXECUTIVE SESSION: NOTE: *The Town 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, as authorized by the Texas Open Meetings Act, Texas Government Code, Chapter 551, including Sec. 551.071 (private consultation with the attorney for the Town); Sec. 551.072 (purchase, exchange, lease, or value of real property); Sec. 551.074 (personnel or to hear complaints against personnel); Sec. 551.076 (deployment, or specific occasions for implementation of security personnel or devices); and Sec. 551.087 (economic development negotiations). Any decision held on such matters will be taken or conducted in Open Session following the conclusion of the Executive Session.*

- Executive session began at 5:35 pm
- Executive session adjourned at 6:49 pm
- Mayor Jaffe reconvened the public meeting at 6:49 pm and provided a brief overview of items discussed during the closed session:
 - **Training for New Mayor and Council:** Covered legal responsibilities including open meetings compliance, conflicts of interest, and parliamentary procedures. This is standard training provided at the start of each new council term.
 - **Lawsuit Against the Town:** Council received a brief update on the status of an ongoing court case involving the Town.
 - **Town Map Concerns:** Some council members raised general questions regarding the Town map; no specific issues or decisions were addressed.

No decisions or actions were taken during the session, in accordance with legal requirements.

D. Items of Community Interests:

Pursuant to Section 551.0415 of the Texas Government Code, the Town Council may report of the following items: 1) expression of thanks, congratulations, or condolences; 2) information about holiday schedules; 3) recognition of individuals; 4) reminders of upcoming Town Council events; 5) about community events, and 6) announcements involving an imminent threat to public health and safety.

1. Thank you to all who contributed to our 3rd Annual Poetry Agricultural Scholarship.
2. Thank you to CM Kendrick and CM Bryant for clearing tree debris from the roadway after a recent storm.
3. Thank you to CM Anderson, the Kirby Family and Bill Carter for clearing tree debris from CR 2434 roadway after a recent storm.
4. Thank you to our Hunt and Kaufman County Commissioners and their teams for their willingness to help us with our road repairs.

E. Reports:

1. Financial
 - a. May End 2025
 - b. May Sales & Use Report

F. Consent Agenda:

1. Approve minutes from May 22, 2025 Special Meeting: CM Anderson made a motion to approve, with a second by CM Fowler. ***Motion passed unanimously 5:0***
2. Approve Minutes from May 29, 2025 Town Hall Meeting: CM Anderson made a motion to approve, with a second by CM Fowler. ***Motion passed unanimously 5:0***
3. Approve Hunt County Election Total Election Cost invoice 5/29/25 - \$2,283.00: CM Anderson made a motion to approve, with a second by CM Fowler. ***Motion passed unanimously 5:0***
4. Approve Hunt County Elections Annual License & Support Fee 5/15/25 - \$752.00: CM Anderson made a motion to approve, with a second by CM Fowler. ***Motion passed unanimously 5:0***
5. **Approve Nichols Jackson 5/31/25 legal bill (\$215.00 lawsuit, \$752.20 other) - \$967.50:** Request by CM Kendrick to move to the regular agenda. Motion by CM Hibbs to move to the regular agenda, with a second by CM Anderson. ***Motion passed unanimously 5:0***
6. **Approve BHC Engineering 6/3/25 invoice - \$2,125.02:** Request by CM Kendrick to move to the regular agenda. Motion by CM Hibbs to move to the regular agenda, with a second by CM Anderson. ***Motion passed unanimously 5:0***

F. Regular Agenda:

- 0-5 (Moved from consent agenda) Approve Nichols Jackson 5/31/25 legal bill (\$215.00 lawsuit, \$752.20 other) - \$967.50:** Mayor Jaffe cleared up invoice totals confusion for new council members. Motion by CM Hibbs to pay invoice in the amount of \$967.50, with a second by CM Anderson. ***Motion passed unanimously 5:0***
- 0-6 (Moved from consent agenda) Approve BHC Engineering 6/3/25 invoice - \$2,125.02:** Questions were asked/answered about this invoice amount and how it may pertain/affect the upcoming 2025-2026 Town budget. Motion by CM Anderson to pay invoice in the amount of \$2,125.02, with a second by CM Kendrick. ***Motion passed unanimously 5:0***

1. **Nominate and elect a Mayor Pro-Tem (Mayor):** Nominations were presented for both CM Fowler and CM Kendrick for Mayor Pro Tem by council. A motion was made by CM Bryant with a second by CM Hibbs to nominate CM Fowler as the Mayor Pro Tem. ***Motion passed unanimously 5:0***
 - **Citizen Robin Followell:** Voiced her support for CM Fowler attributing to his council experience.
2. **Announce and Award Poetry 3rd Annual Agricultural Scholarship finalist (Anderson/Fowler):** Shaylee Reed is the recipient of the 2025 Agricultural Scholarship.
Discussion Item – no vote needed
3. **Update on Town of Poetry signage project (Bryant):** CM Bryant provided progress on the Town signage project approved last year. New and missing road signs have been purchased and are ready to install. CM Bryant reached out to TXDOT to discover that they will step in to assist with installation—potentially at no cost—sometime in the fall, after the mowing season is complete. This item will be brought back as a formal agenda item when a commitment is needed to move forward with TXDOT. **Discussion Item – no vote needed**
 - **Citizen Tara Senkevich:** thanked Dale Bryant and noted that TxDOT has been great to work with. She added that, after consulting with the town's attorney, she confirmed that signs for some private roads within town boundaries were permissible and have already been included in the existing sign inventory.
4. **Discuss and take action as necessary on updated Town of Poetry Decorum and Procedures Policy (Mayor):** Council discussed updates to the Town of Poetry's Decorum and Procedures Policy, sponsored by Mayor Jaffe. Revisions focused on clarifying language, aligning with state law and Robert's Rules of Order, and improving transparency.
Key changes included:
 - Clarification between public comments on agenda items and general public comments at the end of meetings.
 - Standardizing terminology to "general public comments."
 - Noting that some items may require a supermajority vote, as determined by law.
 - In compliance with new state law, the policy was amended to require:
 - Council members receive agenda packets five (5) business days prior to meetings.
 - Public posting of agendas no later than three (3) business days before meetings.CM Bryant made a motion to approve the Town of Poetry Decorum and Procedures Policy as amended with a second by CM Hibbs. ***Motion passed with a vote of 4:1 with CM Anderson opposed.***
 - **Citizen Jonathan Blake:** commented that the October 17, 2024, update to the Town's Decorum and Procedures Policy is not currently reflected on the website and requested it be added to the official resolutions for transparency and historical record. He also raised concern about language in the policy that appears to shift the council's authority to determine meeting locations to the mayor, suggesting the council consider whether they intend to delegate that power. Additionally, he recommended adjusting the council's

internal review timeline to align with the new state requirement of three business days for public notice, ensuring members have sufficient time to review materials before posting.

- **Citizen Tara Senkevich:** expressed appreciation for Mayor Jaffe's professionalism and supported the addition of a certified agenda. She raised concerns about the mayor unilaterally changing the public comment policy before a council vote, arguing that such changes should be made only with council approval. She advocated for public comments at the beginning of meetings to allow broader participation, noted disappointment over the removal of language encouraging community service by council members, and emphasized the importance of maintaining such standards to promote volunteerism and servant leadership.
- **Citizen Robin Followell:** clarified that the issue with the outdated policy not being on the website was not the council's fault, acknowledging that it hadn't been updated since October. She emphasized that the council members are committed to volunteering and serving the town, even if that commitment wasn't explicitly listed in the current document.

5. **Discuss and take action as necessary on placing \$3,000 in escrow with Hunt County for road repair work, Project Agreement H25 (Mayor):** The Mayor presented a proposal to establish escrow accounts with Hunt County and Kaufman County to expedite road repair work. The current process requires council approval followed by commissioner's court approval, creating approximately 60-day delays during which road conditions deteriorate significantly.

Current Road Conditions

Multiple roads are in critical condition requiring immediate attention:

- Tar Road 2326: Falling apart
- CR 2434: Deteriorating and becoming dangerous, especially at night
- FM 249: Has dangerous potholes and is becoming unsafe
- FM 2458: Contains large potholes

Proposed Solution

- The Mayor requested authority to place funds in escrow with both counties, allowing for:
- Immediate work orders between council meetings
- Shortened repair cycle times
- Better utilization of seasonal repair opportunities (hot asphalt weather)
- Accountability through monthly reporting to council

Financial Discussion

- **Initial Proposal:** Council Member Hibbs suggested \$33,000 total (\$11,000 per county plus \$11,000 in interest-bearing account)

Concerns Raised:

- Need for accountability beyond just the Mayor's discretion
- Different cost structures between counties:
- Hunt County ILA: Charges only for fuel and asphalt
- Kaufman County ILA: Charges for fuel, asphalt, labor, and equipment

- Current road fund balance: \$65,583 (as of May 25th)
- Monthly sales tax revenue: Approximately \$8,600

Revised Proposal: Council Member Anderson motioned for \$5,000 discretionary spending subject to Mayor Pro Tem review and approval, with a resolution to be drafted for next month's discussion.

County Agreements

- **Hunt County:** Commissioner David Monroe willing to provide favorable rates, charging only for materials on some projects.
- **Kaufman County:** Commissioner Kelly Lane has discretion to contribute labor and equipment, with judge approval. Specific example cited: 3.67-mile stretch of FM 249 repair for \$2,100 (asphalt only).

Public Input

- **Jonathan Blake:** Supported \$5,000 amount and recommended Council Member Anderson co-approve expenditures due to his experience.
- **Tara Senkevich:** Supported concept with two council member approval requirement. Suggested limiting discretionary spending to pothole/shoulder repair only, not major refurbishments. Noted volunteer road crew still has approximately \$600 remaining in approved funds.
- **Obie Rooker:** Raised concern about buried culverts on FM 249 causing flooding and accelerated road deterioration. Mayor agreed to coordinate site visit to identify problem areas.
- **Robin Followell:** Supported the district concept where each council member would be responsible for specific roads, similar to larger cities. Raised concerns about road marking procedures and who would be responsible for spray painting sections needing repair. Reported that her section of CR 2400 was the only one not repaired during previous work - approximately 3.5-4 feet of shoulder missing. Noted that Hunt County acknowledged this was the only section not spray painted and therefore not fixed, but promised follow-up never occurred. Recommended Terry Fowler and Dale Bryant as the two-person approval team for road expenditures, citing Bryant's extensive construction and road experience and the existing working relationship with Kaufman County Commissioner Kelly Lane.

Council Action Taken

- **Motion Approved (Unanimous):** Council Member Anderson motioned to approve Agenda Item 5 with the following modifications:
 - A. Increase escrow amount from \$3,000 to \$5,000 for Hunt County
 - B. Require approval from Mayor AND Council Member Fowler AND Council Member Anderson (three-person approval process)
 - C. Restrict expenditures to edge/shoulder repair, pothole repair, and culvert repair only
- Council Member Hibbs seconded the motion

Key Clarifications Made:

- This authorization is strictly for road repairs, NOT road rebuilding or major reconstruction

- All three designated council members must agree before issuing work orders
- Monthly reporting back to full council required
- Emergency repairs only during summer construction season

Budget Discussion

Council Member Bryant noted upcoming budget process and suggested:

- Creating separate capital line item for major road projects
- Operational expense category for routine pothole repairs
- Better tracking and transparency of road expenditures
- No budget changes made during this meeting - all budget modifications will go through proper public hearing process

Outstanding Issues

- Need to identify and address buried culverts contributing to road damage (coordinate with Obie Rooker)
- Resolve Robin Followell's unrepaired road section on CR 2400
- Implement objective road prioritization system
- Address Agenda Item 6 (Kaufman County escrow account)

Next Steps

- Begin coordinating road repairs with Hunt County using new \$5,000 escrow account
- Schedule site visits to identify problem culverts and unrepaired sections
- Report back to council next month on escrow account usage and effectiveness
- Consider similar escrow arrangement with Kaufman County (Agenda Item 6)

6. Discuss and take action as necessary on placing \$3,000 in escrow with Kaufman County for road repair work, Project Agreement (Mayor): Council discussed establishing identical escrow arrangement with Kaufman County as approved for Hunt County. Key points:

- **Commissioner Kelly Lane** willing to charge only for materials on some projects, similar to Hunt County arrangement
- **Road conditions** in Kaufman County also deteriorating but fewer total miles than Hunt County roads
- **Equipment testing opportunity** - Commissioner Lane has new equipment to test on 3.6-mile stretch for \$2,100
- **Seasonal urgency** emphasized - need to complete repairs before winter weather causes further damage

Public Input on Item 6

- **Jonathan Blake:** Supported identical escrow arrangement for Kaufman County. Noted that escrow account doesn't prevent additional work orders for specific projects or tree trimming as needed.
- **Tara Senkevech:** Suggested adding debris and tree trimming to allowable expenditures beyond culvert, pothole, and edge/shoulder repair.
- **Robin Followell:** Recommended increasing Kaufman County amount to \$7,000 instead of \$5,000, citing additional time between quotes and actual work completion, plus accelerated road deterioration in summer heat.

Council Action Taken

- **Motion Approved (Unanimous):** Council Member Anderson motioned to approve Agenda Item 6 with identical terms as Item 5:
 - \$5,000 escrow account with Kaufman County
 - Same three-person approval process (Mayor + Fowler + Anderson)
 - Limited to edge/shoulder repair, pothole repair, and culvert repair
 - Council Member Bryant seconded the motion

Note: Tree trimming and debris removal noted for future consideration but not included in current motion.

Next Steps

- Begin coordinating road repairs with Kaufman County using new \$5,000 escrow account
- Schedule site visits to identify problem culverts and unrepaired sections
- Report back to council next month on escrow account usage and effectiveness

7. **Discuss and take action as necessary on Texas Municipal League (TML) Cyber Liability Insurance lapse (Mayor):** Mayor Jaffe informed Council that the Town of Poetry is currently not covered under cyber liability insurance due to a recent change in Texas Municipal League (TML) policy, which now separates cyber liability into its own risk pool with a separate premium. While coverage was previously bundled and cost \$175, the new standalone premium is approximately \$1,000 annually, with prorated coverage available for the remainder of the current year.

- Council discussed the importance of protection against cyber threats such as ransomware. Although current town systems are considered low risk, members agreed that potential future costs justify coverage.
- Council authorized the Mayor to sign the required interlocal agreement (ILA) to request a quote and initiate coverage for the remainder of the year. Full-year coverage will be reconsidered during the upcoming budget cycle.

CM Kendrick made a motion to allow the Mayor to sign the ILA with TML and pay the prorated amount for liability cyber insurance for the balance of the year, with a second by CM Anderson.

Motion passed unanimously with a vote of 5:0.

8. **Update on Town Emergency Management Preparedness (Kendrick):** CM Kendrick provided an update on the Town's emergency management planning. Because Town Hall is located in Kaufman County, Kaufman County serves as Poetry's primary emergency management partner, though Hunt County also remains a willing and cooperative resource. Emergency Management Coordinator, CM Kendrick, reported on efforts to strengthen emergency preparedness, including:

- Coordination with both Kaufman and Hunt Counties, who are open to mutual aid.
- Plans to implement Kaufman County's emergency notification system, allowing residents to receive alerts about weather events, road closures, and other hazards.
- Outreach to East Texas Regional CERT (Citizens Emergency Response Team) to explore local CERT training for interested residents, which would allow citizens to assist during emergencies or events.

- Emphasis on NIMS (National Incident Management System) training compliance for town officials, with certificates to be retained by the Town.

The Council emphasized the importance of proactive planning, community involvement, and inter-county collaboration to ensure a prepared and responsive emergency framework for Poetry.

Discussion item – no vote needed

Council broke for short recess at 8:51 pm. Council resumed at 8:55 pm

G. General Public Comments

Comments are limited to three (3) minutes. If a translator is needed, the speaker may be given up to four (4) minutes. Sign up is required in advance either in-person prior to the start of the meeting or by emailing your comments to speak@poetrytexas.org at least 24 hours prior to the start of the meeting. The Texas Open Meetings Act restricts council members from discussing items not posted on the agenda. Action or responses to your remarks by council members (if not a posted agenda item) are limited to either a statement of fact or recitation of an existing policy or a proposal to place the subject on the agenda for a future meeting.

- **Citizen Chad McFarlan:** shared his experience serving on the Terrell Chamber of Commerce Board, noting his recent appointment as Chairman for 2025. Highlighting the valuable networking opportunities offered by the Chamber, he mentioned inviting Mayor Jaffe to recent luncheon meetings, which have already yielded positive results for the Town. To support continued engagement, Mr. McFarlan donated a \$300 check to cover a one-year Chamber membership for the Town of Poetry, along with the application and contact information for the Chamber's membership coordinator.
- **Jonathan Blake:** asked if the town newsletter was going to continue.
- **Stella Walker:** raised concerns about drainage and road conditions near County Roads 2454–2456, noting that damaged culverts and unmaintained bar ditches are causing water to overflow onto roads, leading to potholes. She emphasized that without addressing drainage issues, pothole repairs will be ineffective. On behalf of Carol Lee (CR 2458), she also asked about the status of the *Poetry Post* newsletter, approved by council in prior years, which provided updates on town events, finances, and other news.
- **Shelley Smith:** thanked the council for returning to earlier practices and made three suggestions: establish a reimbursement process for councilmembers' expenses; consider a "dark sky" ordinance to reduce light pollution; and add a "New Business" section to agendas so councilmembers can share ideas for future discussion in advance.
- **Rose Ingram:** suggested the council consider adding language to clarify that members serve as volunteers, noting that many new or less-engaged residents may not be aware. She also expressed support for reinstating the *Poetry Post*, the town's official newsletter approved in 2021, highlighting its value for residents who lack reliable internet access and prefer printed communication.
- **Kevin Senkevech:** supported the additional funding for pothole repairs, noting the town is now dealing with significantly larger ones. He mentioned that the county's road crews must work through a queue, but the town may receive quicker service due to urgent road conditions. He also shared helpful information from Hunt County: if a culvert originally purchased by a citizen collapses, the county is responsible for replacing it at no cost. He pointed out several collapsed

culverts on Lon Akens drive and offered to send photos to assist with repairs. He reminded the council that funding for asphalt has already been approved in previous motions and at least one trailer of asphalt remains unused. He also recommended the council take advantage of Hunt County's low-cost services for bar ditch maintenance and tree trimming, which only require fuel reimbursement.

- **Tara Senkevech:** noted that while reimbursing council members for expenses is a valid idea, donated supplies like paper and ink have been helpful in the past. She recalled only being reimbursed once, for gas during a trip to Austin. She again emphasized the value of the *Poetry Post* as the town's official newsletter—approved in 2021—and encouraged its continuation, especially for residents without reliable internet access. The paper newsletter not only informs citizens but also serves as a historical record of town activity. Additionally, she pointed out a misspelling of Representative Brent Money's name in the May 29th meeting minutes and asked for a correction to a prior statement regarding zoning. Specifically, she clarified that in the event of a home loss on a non-conforming lot, the current ordinance allows homeowners to rebuild up to 150% of the previous home's value.
- **Dennis Jenkins:** presented a petition from 16 neighbors on County Road 249, raising urgent safety concerns about excessive speeding and heavy truck traffic. Despite the posted 35 mph speed limit, vehicles are regularly clocked going 50–84 mph, creating a dangerous situation for children, pets, and pedestrians. He reported speaking with DPS and county law enforcement and shared that even commercial trucks like Bud Light semis use the road as a GPS shortcut between major highways, worsening the issue. He requested additional signage—such as weight limits, no through trucks, and no passing signs—and emphasized the need for actual enforcement with real monetary consequences, not just symbolic signs. He also urged council members to visit the area firsthand to witness the traffic patterns. Mayor Jaffe responded that the issue is a priority and could present a revenue opportunity for the town by fining violators.
- **Robin Followell:** praised CM Bryant's efforts to implement real-time notifications, such as alerts for road closures like FM 1565, stating that timely updates are more helpful than a once-a-month letter. While supportive of the *Poetry Post* newsletter, she emphasized the importance of having both forms of communication. She shared past issues with not receiving town mail but believe it's now resolved. She closed by thanking the council for the smooth, respectful tone of the meeting, expressing appreciation for the open dialogue and a renewed interest in attending future meetings and volunteering.
- **Robin Bowles:** expressed appreciation for both the new and previous councils, acknowledging their efforts despite past struggles. She urged the council to prioritize fixing a badly damaged road that's affecting their vehicle. She also emphasized a desire to stay positive and supportive rather than critical and offered prayers for the council's success moving forward. She asked to be included in any safety-related volunteer efforts.

H. Adjournment

The Town Council meeting was adjourned at 9:29 pm

Nichols, Jackson, Dillard, Hager & Smith L.L.P.
500 N Akard St.
Suite 1800
Dallas, TX 75201 USA
214-965-9900 Tax ID: 75-0861592

TOWN OF POETRY
TX USA

Date: 06/30/2025
Ref.: 3089.000
Bill #: 60390

RE: General Legal Services

Attention: Mayor Tara Senkevech

Date	Init	Description of Service	Hours	Amount
06/19/2025	DMB	Preparation of council orientation materials, attendance at council meeting.	2.75	591.25
06/25/2025	DMB	Court appearance on status conference and order of clarification; email to court coordinator. Re West case	2.00	430.00
		Our Fee	4.75	1,021.25

Time Summary

Lawyer Initials	Rate	Hrs	Amount
DMB	215.00	4.75	1,021.25

Disbursements

Photocopies @ \$.25	0.75
---------------------	------

Total Disbursements	0.75
----------------------------	-------------

Total Fees and Disbursements	1,022.00
-------------------------------------	-----------------

TOTAL	1,022.00
--------------	-----------------

Net Amount Owing on This Bill	1,022.00
--------------------------------------	-----------------

Statement of Account

Prior Balance	5,428.75
Payments & Adjustments	-5,428.75
Current Fees	1,021.25
Current Disbursements	\$0.75

06/30/2025

3089.000

TOWN OF POETRY

Page: 2

Amount Due and Owing to Date

\$1,022.00

Nichols, Jackson, Dillard, Hager & Smith L.L.P.
Attorneys & Counselors at Law
500 N Akard St.
Suite 1800
Dallas, TX 75201 USA
214-965-9900
Fax (214) 965-0010
E-mail NJDHS@NJDHS.com

Jun 30, 2025

Client: 3089

TOWN OF POETRY
TX USA

MATTER STATUS

		Prior Balance	Payments Adjustments	Current Charges	Total
3089.000	General Legal Services	5,428.75	-5,428.75	1,022.00	1,022.00
Total		5,428.75	-5,428.75	1,022.00	1,022.00

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Includes:

Intuit Assist

Smart expense organization

Boosts your efficiency by reviewing and organizing your transactions

Automated bookkeeping

5 free ACH bank transfers/mo for bills

Essentials

Save time and focus on growth

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\$7.50/mo

Save 90% for 3 months*

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3 users

Includes access for your accountant

Simple Start features, and:

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Accounting Agent **NEW**

Posts transactions quickly—with explanations and predictions

Payments Agent **NEW**

Helps create tailored strategies to get you paid faster

Recurring invoices

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\$115

\$11.50/mo

Save 90% for 3 months*

Choose plan

5 users

Includes access for your accountant

Essentials features, and:

Intuit Assist

AI-powered reconciliation

BETA

Identifies potential issues and suggests solutions

Customer Agent **BETA**

Prioritizes leads from your inbox and personalizes email followups

AI-powered profit & loss insights

Anomaly detection and resolution

Budgeting

Advanced

Boost efficiency and profitability

\$275

\$27.50/mo

Save 90% for 3 months*

Choose plan

25 users

Includes access for your accountant

Plus features, and:

Intuit Assist

Finance Agent **NEW**

Goes beyond P&L with financial planning and KPI analysis

Project Management Agent **BETA**

Helps win bids and allocate costs to keep projects on time

Custom user management and permissions

Custom report builder

Data sync with Excel

Revenue recognition

Forecasting



Talk to sales

Feedback



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Save 90% for 3 months*
+\$6.50/employee per month

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Save 90% for 3 months*
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[Auto payroll](#)[1099 E-File & Pay](#)[24/7 expert product support](#)[Same-day direct deposit](#)[Track time and projects on the go](#)[Expert setup](#)[Tax penalty protection](#)

Take care of your team

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Quickbooks Online Cost Breakdown

<i>Product</i>	<i>monthly cost</i>	<i>1st 3 month monthly cost</i>	<i>1st year cost</i>	<i>2nd year cost</i>	<i>Benefits</i>
Quickbooks "Plus"	\$115.00	\$11.50	\$1,069.50	\$1,380.00	Up to date software, free migration support, budget integration, cloud backup, purchase orders, ongoing support, up to 5 users
Quickbooks Payroll "Core"	\$50.00	\$5.00	\$465.00	\$600.00	Integrated into accounting system (no rekeying of data), shorter interval from entry to employee paid, separate roles for individual users
payroll cost per employee (\$6.50 ea)	\$13.00	\$13.00	\$156.00	\$156.00	
Total Cost	\$178.00	\$29.50	\$1,690.50	\$2,136.00	

* Cost of current payroll service through "Gusto" is \$65.03 monthly

TOWN OF POETRY, TEXAS

ORDINANCE NO. 2024-03-01

AN ORDINANCE OF THE TOWN OF POETRY, TEXAS, ADOPTING A COMPREHENSIVE ZONING ORDINANCE AND MAP; PROVIDING FOR A REPEALING CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Town Council of the Town of Poetry, Texas, after having conducted multiple open meetings and public hearings, has approved a Comprehensive Zoning Ordinance and a Zoning Map of the Town on March 21, 2024, which Ordinance and Map are hereby formally adopted by this Ordinance; and

WHEREAS, the Town Council of the Town of Poetry, Texas, in compliance with the laws of the State of Texas with reference to the consideration and adoption of zoning regulations and classifications, has given requisite notices by publication and otherwise, and have held due hearings and afforded a full and fair hearing to all property owners generally and to all persons interested and situated in the Town and in the vicinity thereof, and the Town Council of the Town of Poetry is of the opinion and finds that the adoption of a Comprehensive Zoning Ordinance and Map is in the best interests of the public health, safety, morals and general welfare.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF POETRY, TEXAS:

SECTION 1: That the Comprehensive Zoning Ordinance and Zoning Map of the Town of Poetry, Texas, attached hereto as Exhibit A and B respectively, as heretofore approved, be and the same are hereby adopted as the official Comprehensive Zoning Ordinance and Zoning Map of the Town of Poetry, Texas. Copies of the Ordinance and Map shall be maintained in the office of the Town Secretary.

SECTION 2: All provisions of the Ordinances of the Town of Poetry, Texas, in conflict with the provisions of this ordinance as amended, be and are hereby repealed and all other provisions not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 3: Should any sentence, paragraph, subdivision, clause, phrase, or section of this ordinance or the Comprehensive Zoning Ordinance, as adopted hereby, be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance or the Comprehensive Zoning Ordinance as a whole, or any part or provision thereof, other than the part declared to be invalid, illegal, or unconstitutional.

SECTION 4: Any person, firm, or corporation violating, disobeying, neglecting, refusing to comply with, or resisting the enforcement of any of the provisions or terms of the Comprehensive Zoning Ordinance shall be subject to a penalty of fine not to exceed the sum of

Exhibit "A"

Zoning Ordinance

Passed 3/21/24

AN ORDINANCE OF THE TOWN COUNCIL OF POETRY, TEXAS, ADOPTING A PLANNING AND ZONING CODE TO MAINTAIN RURAL INTEGRITY AND FURTHER THE OBJECTIVES OF THE COMPREHENSIVE PLAN.

WHEREAS, the Town of Poetry, Texas is a Type A General Law municipality of the State of Texas and is a municipal body politic and corporate, established and existing under the laws of the State of Texas; and

WHEREAS, the Town Council of Poetry is the governing body of the Town and is authorized by the Texas Local Government Code to adopt ordinances and rules that are necessary and proper for governing and maintaining the good government of the Town, the welfare of the municipality and its trade, commerce, and sanitation; and

WHEREAS, the Council is authorized under Chapter 211 of the Texas Local Government Code to regulate the use of land within the municipal boundaries of the Town to promote the health, safety, morals, general welfare, protection and promotion of areas of historical, cultural, or architectural importance and significance; and

WHEREAS, the Town of Poetry, Texas, cherishes its unique rural spirit and agricultural lifestyle, valuing the tranquil, peaceful life it provides to its residents; and

WHEREAS, in accordance with the Poetry Comprehensive Plan, the Town seeks to protect this lifestyle from encroachment, uphold the rights of its residents, prevent overcrowding and congestion, and regulate development consistent with rural living; and

WHEREAS, the Town intends to uphold the liberties of its citizens, acknowledging the importance of having as few rules as possible and ensuring that any rules instituted are consistent with rural life; and

WHEREAS, the Town intends to preserve its natural landscape, avoiding where possible the destruction of trees and environmentally sensitive areas, promoting the preservation of open space; and

WHEREAS, the Town Council finds and determines that the comprehensive zoning ordinance and regulations adopted herein are intended to accomplish the goals and objectives of the Town Council and that these regulations are in the best interests of the public health, safety, morals, and general welfare of the citizens of the Town of Poetry.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE
TOWN OF POETRY, TEXAS:**

SECTION 1. PURPOSE; APPLICABILITY

1.1. This Code shall be known as and may be cited as the Zoning Ordinance, or the comprehensive zoning ordinance, of the Town of Poetry, Texas.

1.2. The provisions of this ordinance are enacted to protect the public health, safety, morals, and general welfare, and to protect, preserve, and promote areas of historical, cultural, or architectural importance and significance. These provisions are specifically intended to:

- 1.2.1. Preserve and protect the Town's rural atmosphere by regulating and limiting the density of development;
- 1.2.2. Lessen congestion in the streets;
- 1.2.3. Secure safety from fire, panic, and other dangers;
- 1.2.4. Prevent the overcrowding of land;
- 1.2.5. Ensure the provision of adequate size of yards, courts, and open space for adequate light, air, and fire safety;
- 1.2.6. Conserve the value of buildings and land;
- 1.2.7. Avoid undue concentration of population;
- 1.2.8. Promote health, safety, morals, and the general welfare

1.3. The provisions of this ordinance shall apply to all land, buildings, structures, and uses thereof located within the Town of Poetry and its extraterritorial jurisdiction unless an exclusion is provided by the terms of this ordinance or as otherwise exempted by state law.

1.4. To the extent allowed by law, the provisions of this Code shall apply to all land, buildings, structures, and uses owned by government agencies, including all municipal, state, and federal lands, within the corporate limits of the Town and its extraterritorial jurisdiction.

1.5. No building or structure shall be erected, converted, enlarged, reconstructed, or altered for use, nor shall any land, building, or structure be used or changed, except in accordance with all of the applicable regulations established by this ordinance.

SECTION 2. ZONING DISTRICTS ESTABLISHED

2.1. Zoning Districts Identified

The Town of Poetry, Texas, is hereby divided into zoning districts as listed in the section.

ABBREVIATED DESIGNATION	ZONING DISTRICT NAME
AR	AR: Agrarian. Farm/cattle land and large residential properties (= or >5 acres)
SF-E	SF-E: Single Family Estate. Mid-sized residential properties (2.5 - <5 acres)
SF	SF: Single Family. Small residential properties (1 - <2.5 acres)
B	B: Business. Light retail and neighborhood services

2.2. Description and Purpose of Zoning Districts

AR- Agrarian Residential District: This district provides for the farming, ranching, residential, and gardening activities on land being utilized for these purposes. Density in this district is limited to one residential dwelling unit per 2.5 acres of the mother tract.

SF-E - Single-Family Residential - Estate: The SF-E district provides for residential use and development on large lots with a minimum lot size of 108900 square feet (two and a half acres). Density in this district is limited to one residential dwelling unit per 2.5 acres of the mother tract.

SF – Single Family Residential: This SF District provides for residential use and development on lots that are less than 108900 square feet (two and a half acres). Density in this district is limited to one residential dwelling unit per lot.

B - Business District - Light Retail, and Neighborhood Services. This district is intended for neighborhood shopping facilities and retail and/or commercial facilities of a service character. Uses developed under the standards of the B District are designed to provide a compatible relationship between the nonresidential use and development and adjacent residential areas.

SECTION 3. ZONING DISTRICT MAP

3.1. Zoning District Boundaries Delineated on Zoning District Map

The proposed boundaries of the zoning districts set out herein are delineated upon the Zoning District Map of the Town of Poetry, Texas, said map being hereby adopted as part of this ordinance as fully as if the same were set forth herein in detail.

3.2. Regulations for Maintaining Zoning District Map

Upon adoption, two (2) original, official, and identical copies of the Zoning District Map bearing the signature of the Mayor and attestation of the Town Secretary shall be filed and maintained as follows:

- 3.2.1. One copy shall be filed with the Town Secretary, to be retained and labeled as the "Original Zoning Map" and shall not be changed in any manner.
- 3.2.2. One copy shall be filed with the Town Secretary and shall be maintained up-to-date by posting thereon all changes and subsequent amendments. A written record (logbook) shall be kept by the Town Secretary of all changes made to the Zoning District Map.
- 3.2.3. Reproductions of the original and most current Zoning District Map may be made for information purposes.

SECTION 4. ZONING DISTRICT BOUNDARIES

4.1. Rules for Determining District Boundaries

The district boundary lines of zoning districts shown on the zoning district map are usually along streets and property lines, or extensions thereof. Where uncertainty exists as to the boundaries of districts as shown on the official zoning map, the following rules shall apply:

- 4.1.1. Boundaries indicated as approximately following streets shall be construed to follow the centerline of such street, highway, or alley.
- 4.1.2. Boundaries indicated as approximately following platted lot lines shall be construed as following such lines.
- 4.1.3. Boundaries indicated as approximately following Town limits shall be construed as following Town limits.
- 4.1.4. Where physical features of the ground are at variance with information shown on the Official Zoning Map, or if there arises a question as to how a parcel of property is zoned and such question cannot be resolved, or the zoning of property is invalidated by a final judgment of a court of competent jurisdiction, the property shall be considered as AR - Agrarian District, temporarily.

SECTION 5. ZONING OF ANNEXED TERRITORY

5.1. Permanent Zoning Concurrent With Zoning

An area (or areas) being annexed to the Town of Poetry shall ordinarily be given permanent zoning concurrently with the annexation.

5.2. Temporary Classification

In instances in which the zoning of a newly annexed territory concurrently with the annexation is

not accomplished, the annexed territory shall be temporarily classified as AR – Agrarian District, until permanent zoning is established by the Town Council. The procedure for establishing permanent zoning of annexed territory shall conform to the procedure established by law for changes to zoning district boundaries. The Town Council shall determine a permanent zoning for such area as soon as practicable after annexation.

SECTION 6. COMPLIANCE WITH ZONING REGULATIONS & SIGNAGE

6.1. Exclusions/Grandfathering

Nothing herein contained shall require any change in the plans, construction, or designated use of a building under construction or the use of land at the time of the passage of this ordinance.

6.2. Signage

No off-premise or on-premise sign in excess of ten (10) feet in height, measured from the average grade of the property on which the sign is erected, shall be constructed or be allowed on any lot or tract in the Town or within the Town's extraterritorial jurisdiction unless authorized by a majority vote of the Town Council. The regulations contained within this ordinance pertaining to nonconforming structures shall apply to signs. Wall mounted signs shall not exceed the maximum height of the building. The total signs, wall mounted or freestanding, shall not exceed 160 square feet per building. There shall be no more than one freestanding sign per lot, excluding parking signs, menu signs for restaurant drive-throughs, and on-site directional signs. The square footage of wall mounted signs shall not exceed 20% of the square footage of the wall on which it is erected. The maximum size for any one sign shall be 64 square feet.

6.3 No waste water treatment facilities or plants and no wastewater transmission lines other than service lines to On-Site Septic Facilities to an individual residential dwelling are permitted within the Town.

SECTION 7. AR – AGRARIAN RESIDENTIAL

7.1. General Purpose and Description

This district provides for the continuance and use of land for residential, farming, ranching, raising, producing, or keeping plants or animals, or cultivation and management of other natural resources or farm products on land being utilized for these purposes. Accessory uses that are incidental to the permitted uses are also allowed, and may include dwellings for proprietors and family thereof, employees, barns, storage of grain, animal raising, feed preparation, and wholesale sales of products produced on-site. Density in this district will usually be no greater than one (1) single family dwelling unit per 2.5 acres of the mother tract and may include other buildings and structures incidental to agricultural use including barns, stables, and loafing sheds.

7.2. Permitted Uses

A building or premise shall be only for the following purposes:

- 7.2.1. Single family dwelling use;
- 7.2.2. Farming and raising of crops, fruits and vegetables;
- 7.2.3. Ranching and raising of livestock (excluding commercial feed lots);

- 7.2.4. Parks, playgrounds, community buildings, libraries, museums, and other public recreational facilities, police and fire stations, and similar public uses owned and/or operated by the Town or other public agency; and privately owned and maintained playgrounds and like recreation areas;
- 7.2.5. Churches and public and private schools; and
- 7.2.6. Such other uses as may be permitted with a Specific Use Permit.

7.3. Height and Area Regulations

See Appendix 1, Area, Setback, Height, and Coverage Regulations.

7.4. Solid (non-transparent) fencing and solar panels shall not be placed or erected in the front yard setback.

SECTION 8. SF-E – SINGLE-FAMILY RESIDENTIAL – ESTATE

8.1. General Purpose and Description

The SF-E district provides for residential development and use on large lots with a minimum lot size of two and a half acres. Density in this district will usually be no greater than one (1) single family dwelling unit per 2.5 acres of the mother tract. Uses that are incidental to the permitted uses are also allowed.

8.2. Permitted Uses

A building, land, or premises in the SF-E District shall be used only for the following purposes:

- 8.2.1. Single family dwelling use;
- 8.2.2. Parks, playgrounds, community buildings, libraries, museums, and other public recreational facilities, police and fire stations, and similar public uses owned and/or operated by the Town or other public agency; and privately owned and maintained playgrounds and like recreation areas;
- 8.2.3. Churches and public and private schools; and
- 8.2.4. Such other uses as may be permitted with a Specific Use Permit.

8.3. Height and Area Regulations

See Appendix 1, Area, Setback, Height, and Coverage Regulations.

8.4. Solid (non-transparent) fencing and solar panels shall not be placed or erected in the front yard setback.

SECTION 9 SF – SINGLE FAMILY RESIDENTIAL:

9.1. General Purpose and Description: This SF District provides for residential use and development on lots that are at least one acre but less than two and a half acres. Uses that are incidental to the permitted uses are also allowed. Density in this district is limited to one single family dwelling unit per lot.

9.2. Permitted Uses

A building or premise in an SF-E District shall be used only for the following purposes:

- 9.2.1. Single family dwelling use;
- 9.2.2. Parks, playgrounds, community buildings, libraries, museums, and other public recreational facilities, police and fire stations, and similar public uses owned and/or operated by the Town or other public agency; and privately owned and maintained playgrounds and like recreation areas;
- 9.2.3. Churches and public and private schools; and
- 9.2.4. Such other uses as may be permitted with a Specific Use Permit.

9.3. Height and Area Regulations

See Appendix 1, Area, Setback, Height, and Coverage Regulations.

9.4. Solid (non-transparent) fencing and solar panels shall not be placed or erected in the front yard setback.

SECTION 10. B – BUSINESS – LIGHT RETAIL, AND NEIGHBORHOOD SERVICES

10.1. General Purpose and Description.

The Business District – B - is intended for neighborhood shopping facilities, and retail and/or commercial facilities of a service character for large lots with a minimum lot size of two and a half acres. The B District is established to accommodate the daily and frequent retail needs of the community as well as those that are incidental to agricultural uses. The following regulations shall apply to all uses in the district:

10.2. Permitted Uses

10.2.1. Offices such as:

- 10.2.1.1. Executive and administrative offices;
- 10.2.1.2. Business offices of a public utility, real estate, insurance, commercial or industrial establishment;
- 10.2.1.3. Medical, dental offices and clinics, legal, engineering, architectural, and similar professional offices, accounting, auditing, and bookkeeping service offices;
- 10.2.1.4. Finance agency offices and banks, including drive-through facilities;
- 10.2.1.5. Miscellaneous business services such as credit reporting agencies, stenographic services, business and management consulting services;
- 10.2.1.6. Offices of non-profit organizations;
- 10.2.1.7. Municipal and other governmental offices; and
- 10.2.1.8. Any other office in which goods or merchandise are not commercially created, displayed, stored, exchanged, or sold.

10.2.2. Retail sales and personal service shops and establishments as follows:

- 10.2.2.1. Clothing/cloth shops under 2500 square feet.
- 10.2.2.2. Feed/tack store;
- 10.2.2.3. Postal stores/service;
- 10.2.2.4. Restaurants serving food and beverages;
- 10.2.2.5 Self-storage;
- 10.2.2.5. Skin care or beauty or barber shops.

10.3. Height and Area Regulations

See Appendix 1, Area, Setback, Height, and Coverage Regulations.

10.4. Solid (non-transparent) fencing and solar panels shall not be placed or erected in the front yard setback.

SECTION 11. USE OF LAND AND BUILDINGS

No land shall hereafter be used and no building or structure shall hereafter be occupied, used, erected, altered, removed, placed, demolished, or converted which is contrary to the following table. In addition to the uses specified in each of the zoning districts, the following additional uses are allowed in the designated districts (the letter "A" indicates an allowed use, the letter "S" indicates a use allowed only by Specific Use Permit, and a blank space means that the use is prohibited):

TYPE OF USE	AR	SF-E	SF	B
Accessory building	A	A	A	A
Carport	A	A	A	A
Garage, private	A	A	A	A
Home Occupation	A	A	A	A
Manufactured Housing, HUD-Code	A	A	A	
Manufactured Homes	A	A	A	
Stable, private	A	A	A	S

SECTION 12. CLASSIFICATION OF NEW AND UNLISTED USES

12.1. Procedure For Classifying New/Unlisted Uses

It is recognized that new types of land use will develop and forms of land use not anticipated may seek to locate in the Town. To provide for such changes and contingencies, a determination as to the appropriate classification of any new or unlisted form of land use shall be made as follows:

- 12.1.1. The Town Secretary shall refer the question concerning any new and unlisted use to the Town Council as to the zoning classification(s) into which such use should be placed. The referral of the use interpretation question shall be accompanied by a statement of facts listing the nature of the use and whether it involves dwelling activity, sales, processing, type of product, storage and amount and nature thereof, enclosed or open storage, anticipated employment, transportation requirements, the amount of noise, odor, fumes, dust, toxic

material, and vibration likely to be generated and the general requirements for public utilities such as water and sanitary sewer.

- 12.1.2. The Town Council shall consider the nature and described performance of the proposed use and its compatibility with the uses permitted in the various districts, in determining the zoning district or districts within which such use should be permitted.
- 12.1.3. The Town Council makes such determination concerning the classification of such use as is determined appropriate, based upon its findings. If the proposed use is substantially similar to an existing allowed use, the Town Council's determination shall be final. If the Council determines that the proposed use is not substantially similar to an allowed use, the Town Council may amend these regulations or allow the use by SUP.

SECTION 13. NONCONFORMING USES, STRUCTURES, AND LOTS

13.1. Uses in Existence at Time of Adoption of Ordinance

A nonconforming status shall exist when a use, structure, or lot that does not conform to the regulations prescribed in the district in which such use or structure is located was in existence prior to the adoption of this ordinance or an amendment rendering the use, structure or lot nonconforming.

13.2. Expansion of Nonconformity Prohibited

No nonconforming use, structure, or lot may be expanded or increased on or beyond the lot or tract upon which such nonconforming use or structure is located as of the effective date of this ordinance.

13.3. Repairs/Normal Maintenance on Nonconforming Uses Permitted

Repairs and normal maintenance may be made to a nonconforming building or structure.

13.4. Change of Nonconforming to Conforming Use

Any nonconforming use, structure, or lot may be changed to a conforming use, structure, or lot, and once such change is made, the use, structure, or lot shall not thereafter be changed back to a nonconforming use.

13.5. Abandonment/Discontinuation of Nonconformity

Whenever a nonconforming use or structure is abandoned, all nonconforming rights shall cease, and the use of the premises or structure shall thenceforth be in conformity with this ordinance. Abandonment shall involve the intent of the user or owner to discontinue a nonconforming operation and an act of discontinuance. Discontinuance of a nonconforming use or the vacancy of a nonconforming structure for a period of at least six (6) months shall be construed as prima facie proof of intent to abandon the nonconforming use or structure. Any nonconforming use occurring within a structure that is moved from the premises shall be considered to have been abandoned. Any nonconforming structure that is damaged or destroyed by fire, flood, or other natural causes shall terminate all nonconforming rights in and to the structure if the cost to repair the damage is at least 150% of the value of the structure.

13.6. One Main Building on a Lot or Tract

In single family residential districts, a lot shall have no more than one main building per 2.5 acres of the mother tract.

SECTION 14. PLANNING AND ZONING COMMISSION/BOARD OF ADJUSTMENTS

14.1. Organization and Appointment of Planning Commission

The Town Council shall serve as the Planning and Zoning Commission until such time as a separate Commission is deemed desirable and is established by the Town Council.

14.2. Organization and Appointment of Board of Adjustment

The Town Council shall serve as the Board of Adjustment until such time as a separate Board is deemed desirable and is established by the Town Council. When presiding as a Board of Adjustment, a quorum shall be at least four (4) members of the Town Council. When presiding as a Board of Adjustment, the Town Council shall have the authority to hear and consider appeals from orders of Town officials in zoning matters, variances based on unnecessary hardship, and special exceptions where the terms of an ordinance delegate the authority to consider special exceptions.

SECTION 15. DEFINITIONS

15.1 General Rules of Construction:

The following rules of construction shall apply to the interpretation of words used in this ordinance:

- 15.1.1: words used in the present tense include the future tense;
- 15.1.2: words used in the singular number include the plural number;
- 15.1.3: words in the plural number include the singular number;
- 15.1.4: the words "building" and "structure" are synonymous;
- 15.1.5: the words "lot", "plot" and "tract" are synonymous; and

15.1.6: the word "shall" is mandatory and not discretionary.

15.2 Definitions

The following words, terms, and phrases, when used in this ordinance, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Accessory Use or Building - An accessory building or use is one which: (a) is subordinate to a main building or primary use; and (b) is located on the same lot as the main building or primary use. An accessory building is a structure that is not connected or attached to the main building by a common roof line.

Acre - An area of land consisting of 43,560 square feet. As used in these regulations, acreage is net, not gross; the area comprised by an acre of land does not include areas occupied by streets, alleys, and drainage ways.

Agrarian Driveways - Roads which allow for the accessing of non-residential portion of a property where activities are conducted, relating to or in support of farming, ranching, forestry and/or other agricultural endeavors. The surface of the driveway must be water permeable, i.e. No asphalt or concrete.

Building - Any structure built for the support, shelter, and enclosure of persons, animals, chattels, or movable property. When subdivided in a manner sufficient to prevent the spread of fire, each portion so subdivided may be deemed a separate building.

Building, Main or Primary - A building in which is conducted the principal use of the lot on which it is situated. Detached accessory buildings (not connected and sharing a common roof line) do not comprise the main or primary building.

Carport - A structure open on a minimum of two (2) sides designed or used to shelter vehicles.

Dwelling Unit - A building or portion thereof designed exclusively for residential occupancy, including dwelling units that may specifically be designated as one-family or single-family, and two-family. The phrase "dwelling unit" does not refer to buildings designed and used as hotels, boarding houses, rooming houses, multiple-family dwellings, and motels.

Driveway - A private vehicular access way interfacing with public roads, providing a connection between a public or private street, including access ways denoted as private roads, and a property. Driveways are intended for the ingress and egress of vehicles to and from the property.

Family - One or more persons related by blood, marriage, or adoption, or a group not to exceed four persons not all related by blood or marriage, adoption or guardianship, occupying a dwelling unit and living as a single housekeeping unit.

Farm, Ranch, or Orchard - An area of five (5) acres or more that is used for growing of usual farm products and/or raising of usual farm products and animals and including the necessary accessory uses for raising, treating, and storing products raised on the premises, but not including the commercial feeding of offal

or garbage to swine or other animals and not including any type of agriculture or husbandry specifically prohibited by ordinance or law. Farm, ranch, or orchard use shall not cause a hazard to health by reason of unsanitary conditions.

Garage, Private - A detached accessory building or portion of the main building designed for parking or temporary storage of automobiles of the occupants of the premises; if occupied by vehicles of others, it is a storage space.

Green Space - Land not included in individual building sites or parking lots.

Home Occupation - A gainful occupation or profession conducted by persons residing on the premises and conducted entirely within the dwelling or its accessory buildings. The use is clearly incidental and secondary to the use of the dwelling unit for residential purposes and does not change the character of the residence or adversely affect the residential character of the neighborhood.

HUD-Code Manufactured Home - means a structure constructed on or after June 15, 1976, according to the rules of the United States Department of Housing and Urban Development, built on a permanent chassis, designed for use as a dwelling with or without a permanent foundation when the structure is connected to the required utilities, transportable in one or more sections, and, in the traveling mode, at least eight body feet in width or at least 40 body feet in length, or, when erected on site, at least 320 square feet, includes the plumbing, heating, air conditioning, and electrical systems of the home, and does not include a recreational vehicle as defined by 24 C.F.R. 3282.8(g).

Lot - An undivided tract or parcel of land under one (1) ownership having frontage upon a public street or officially approved place, either occupied or to be occupied by a building or building group, together with accessory buildings, and used together with such yards and other open spaces as are required by this ordinance, which parcel of land is designated as a separate and distinct tract and is identified by a tract or lot number or symbol in a duly approved subdivision plat of record or in a survey.

Manufactured Housing and Manufactured Home - mean a HUD-code manufactured home or mobile home and collectively means and refers to both.

Mobile Home - means a structure constructed before June 15, 1976, built on a permanent chassis, designed for use as a dwelling with or without a permanent foundation when the structure is connected to the required utilities, transportable in one or more sections, and, in the traveling mode, at least eight body feet in width or at least 40 body feet in length or, when erected on site, at least 320 square feet, and includes the plumbing, heating, air conditioning, and electrical systems of the home.

Mother Tract - A contiguous expanse of land that is owned and operated as a single, unified tract. This classification allows for a holistic management approach, disregarding traditional divisions such as tax jurisdictions, county boundaries, Town limits, and Extraterritorial Jurisdiction (ETJ) limits. It treats multiple plats or parcels of land, even if they straddle different administrative or legal boundaries, as one integrated entity for purposes of development, management, and regulation.

Nonconforming Lot - A parcel of land having less area, frontage, or dimensions than required in the district in which it is located, but which existed prior to the adoption of the district regulations.

Nonconforming Structure - A structure or building having a dimension or setback than otherwise required by the regulations applicable to the district in which it is situated, but which was constructed prior to the adoption of the district regulations.

Nonconforming Use - A use of land lawfully used and occupied prior to the effective date of an ordinance or regulation that does not conform to the use regulations of the district in which it is situated.

Sign - Any device, name, number, identification, description, announcement, declaration, demonstration, flag, banner, pennant, illustration, light, or insignia, and the supporting structure of any of the same, placed upon or affixed directly or indirectly to or upon any building or outdoor structure, or erected or maintained upon a piece of land which directs attention to any object, product, service, place, activity, person, institution, organization, or business, except that holiday lights and decorations shall not be considered signs. This definition doesn't include, fire lane government required, parking, traffic, safety signs, or similar signs.

Single-Family Dwelling - A detached building designed exclusively for occupancy by one (1) family, including manufactured housing or manufactured homes.

Stable, Private - An accessory building used for quartering horses.

SECTION 17. CHANGES AND AMENDMENTS TO ALL ZONING ORDINANCES AND DISTRICTS AND ADMINISTRATIVE PROCEDURES

17.1. Declaration of Policy

The Town declares the enactment of these regulations governing the use and development of land, buildings, and structures to be a measure necessary for the orderly development of the community. Therefore, no change shall be made in these regulations or within the boundaries of the zoning districts except:

- 17.1.1. To correct any error in the regulations or map.
- 17.1.2. To recognize changed or changing conditions or circumstances in a particular locality.
- 17.1.3. To recognize changes in technology, style of living, or manner of doing business.

17.2. Authority to Amend Ordinance

The Town Council may from time to time, after public hearings required by law, amend, supplement, or change the regulations herein provided or the classification or boundaries of the zoning districts. Any amendment, supplement, or change to the text of this ordinance and/or the zoning map and any change

in the classification or boundaries of the zoning districts may be initiated by the Town Council or may be requested by the owner of the affected real property or the authorized representative of an owner of affected real property.

17.3. Changes in Zoning District Boundaries or Classifications

- 17.3.1. Upon filing an application for an amendment to the classification or boundaries of a zoning district with the Town secretary, the Town Council shall hold a public hearing on said application.
- 17.3.2. For zoning changes that seek to modify zoning district classifications or boundaries, written notice of the date, time, and location of the public hearing shall be:
 - 17.3.2.1 sent to the owner of the property or his agent and to all owners of real property lying within two hundred (200) feet of the property on which the change in classification is proposed, such notice, mailed first-class postage prepaid, to be given at least thirty (30) days before the date of such hearing; and
 - 17.3.2.2. published in the official newspaper of the Town or another newspaper of general circulation at least sixteen (16) days from the date of such publication; and
 - 17.3.2.3. posted on the Town's website continuously for at least thirty (30) days prior to the public hearing; and
 - 17.3.2.4. posted on the property by the applicant with a sign, plainly visible from the nearest public roadway, which shall state "Zoning Change Requested, for information call Town Hall" and the telephone number shall be listed. The sign shall be at least eighteen (18) by twenty-four (24) inches in size and shall be continuously posted for at least fifteen (15) days before the public hearing. However, failure of owners to receive notice of hearing, or the failure of signage to be posted, shall in no way affect the validity of the action taken.
- 17.3.3. For zoning changes that seek to amend regulations contained within this ordinance, written notice of the date, time, and location of the public hearing shall be published and posted in the manner and within the times set forth in subsections 17.3.2.2 (published in the Town's official newspaper) and 17.3.2.3 (posted on the Town's website).

Section 18. DRIVEWAYS AND ACCESS

18.1. Purpose

The purpose of this section is to regulate the location, design, and construction of driveways within the Town of Poetry, ensuring safe and efficient access to properties while preserving the character of different zoning districts.

18.2. Applicability

This section applies to all properties within the jurisdiction of the Town of Poetry, categorized under the following zoning districts:

18.2.1. Agrarian (AR):

18.2.1.1. One driveway or private road per dwelling unit.

18.2.1.2. Additional driveways for agrarian use are permitted, provided they are no closer than 500 linear feet of road frontage to any existing agrarian (non-residential) driveways. (The surface of the driveway must be water permeable, i.e. No asphalt or concrete.)

18.2.1.3. Driveways for agrarian use are defined as those connections to roads which allow for accessing the non-residential portion of a property where activities are conducted, relating to or in support of farming, ranching, forestry and/or other agricultural endeavors.

18.2.2. Single Family Estate Zone (SF-E):

18.2.2.1 One driveway or private road per dwelling unit.

18.2.2.2 One driveway for agrarian use.

18.2.3. Single Family Zone (SF):

18.2.3.1 One driveway or private road per dwelling unit of street frontage.

18.2.4. Business Zone (B):

18.2.4.1 Business driveways shall be at least thirty (30) foot wide by thirty (30) foot radius on the approach. Businesses shall have a no more than one driveway.

18.2.5. Residential Driveways

18.2.5.1. Maximum Width:

18.2.5.1.1. Residential driveways shall not exceed a maximum of twenty (20) feet in width.

18.2.6. Shared Access:

18.2.6.1 Driveways shared between two or more adjoining lots or parcels must conform to the same standards as driveways that are not shared.

18.2.7. Circular Driveways:

18.2.7.1. Circular driveways, defined as driveways serving one dwelling unit and entering and exiting the same roadway, are allowed and considered as one driveway.

18.2.7.2. Circular driveways must conform to all other specifications in this ordinance.

18.2.8 Driveway Apron

18.2.8.1 Maximum Width:

18.2.8.1.1. The apron, the flared portion of the driveway interfacing with the roadway, may be up to fifty feet wide as measured at the point of interface.

18.2.8.1.2. The flare must decrease so that the maximum allowable width of the driveway is achieved at a distance of no greater than sixty (60) feet from the interface of the driveway and road.

SECTION 19. SPECIFIC USE PERMITS

19.1. Purpose

Specific Use Permits (SUP's) are zoning classifications that may include regulations as a part of the zoning ordinance granting the SUP. The uses that normally fall into the specific use category are uses that have unique characteristics that may, depending on the location of the property, require different conditions and regulations not otherwise listed under the basic zoning districts, or uses that are not considered by this ordinance as an allowed use by right. The Town's consideration of SUP applications is discretionary, not ministerial, and may be granted or denied by the Town Council based on the best interests of the public health, safety, morals, and general welfare.

19.2. Process

An application for an SUP may only be filed by the owner of the affected property or his/her duly authorized agent. The Town may charge a fee to the applicant in an amount intended to compensate the Town for the costs of publication and administrative expenses. The Town Council shall conduct a public hearing on the application after notice of the date, time, and location is delivered, published, and posted in accordance with the notice requirements for zoning classification or district boundary changes.

19.3. Provision

If granted, the Town Council may impose reasonable conditions on the use allowed by the SUP, including but not limited to hours of operation, parking requirements, on-site signage, and limitations on the emission of noise, dust, and fumes. The specific conditions set forth in the ordinance granted by the SUP will supersede the provisions of this ordinance only when in direct conflict; otherwise, all zoning regulations under this ordinance will apply. The zoning map shall identify the properties on which a SUP has been granted.

SECTION 20. PENALTY FOR VIOLATIONS

Any person, association, or corporation violating any of the provisions of this ordinance shall upon conviction be fined a sum not to exceed two thousand dollars (\$2000.00) per day, and each day that the provisions of this ordinance are violated shall constitute a separate and distinct offense. The foregoing sanction is not exclusive and the Town may pursue any, and all other remedies associated with violations of its zoning regulations as may be allowed by law. Failure to comply with the provisions of this ordinance may result in fines, issuance of stop-work orders, or other enforcement actions as specified in Section.

SECTION 21. VALIDITY, SEVERANCE AND CONFLICT

If any section, paragraph, subdivision, clause, phrase, or provision of this ordinance shall be adjudged invalid or held unconstitutional, the same shall be severed from and shall not affect the validity of this ordinance as a whole or any part or provision hereof other than the part so determined to be invalid or unconstitutional. To the extent any provision of this ordinance conflicts with other ordinances of the Town of Poetry, the terms of this ordinance shall control.

SECTION 22. EFFECTIVE DATE

This ordinance shall be effective upon its adoption by the Town Council and the publication of its caption as the law may so require.

APPENDIX 1:

DISTRICT REGULATIONS

	AG	SF-E	SF	B-1
MAXIMUM HEIGHT (feet)	40	40	40	20
SIDE YARD WIDTH (feet)	5	5	5	5
MINIMUM REAR YARD (feet)	5	5	5	5
MINIMUM FRONT YARD (feet) {from centerline of the road}	75	75	75	55
MINIMUM LOT AREA (square feet)	217,800	108,900	43,560	108,900
MINIMUM LOT WIDTH (feet)	200	200	150	200
MINIMUM LOT DEPTH (feet)	311	311	200	311
MAXIMUM LOT COVERAGE	15%	10%	10%	10%
MINIMUM GREEN SPACE	50%	50%	50%	50%

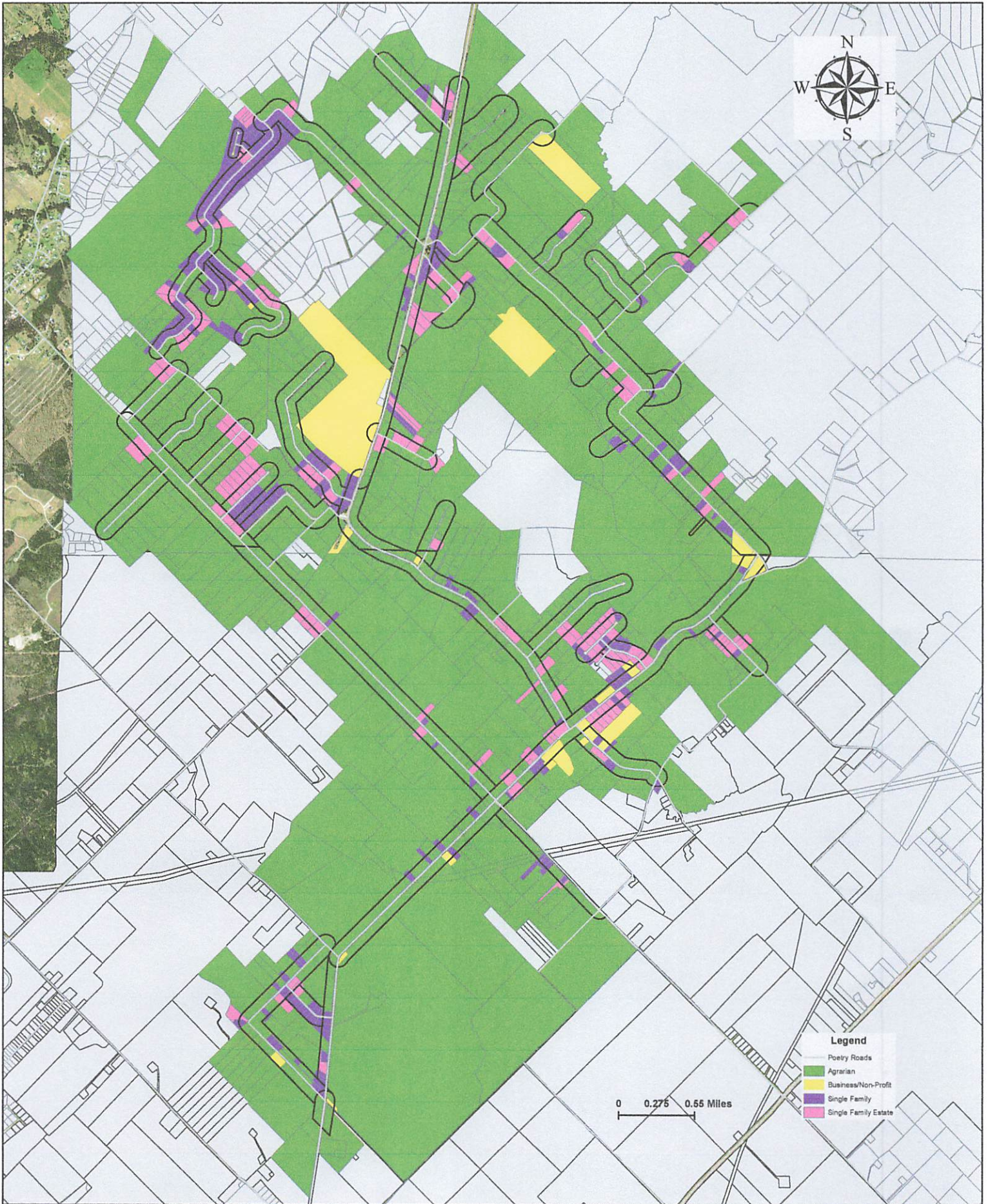
NOTES TO APPENDIX 1

- a) The minimum residential lot area for the various districts shall be in accordance with the regulations for each district, except that a lot having less area than required which was an official "lot of record" at the time of the adoption of this ordinance (a nonconforming lot) may be used for a one-family dwelling.
- b) No lot existing at the time of passage of this ordinance shall be reduced in area below the minimum requirements outlined in the respective district.
- c) The front yard setback shall be measured from the center line of the road at an existing street to the front face of the building, covered porch, covered terrace, or attached accessory buildings. Eaves and roof extensions or a porch without posts or columns may project into the required front yard for a distance not to exceed eight (8) feet and subsurface structures, platforms, or slabs may not project into the front yard to a height greater than thirty (30) inches above the average grade of the yard. On corner lots, the front yard setback shall be observed along the frontage of both intersecting streets (unless shown specifically otherwise on a final plat).
- d) The rear yard setback or depth is defined as the distance from the boundary of a lot that is most distant from or is most nearly parallel to the front lot line, and the front, rear, or side of any structure. The side yard setback or depth is the distance between the front, rear, or side of any structure and any lot line that is not the front or rear lot line. Eaves

and roof extensions or a porch without posts or columns may project into the required rear or side yard for a distance not to exceed eight (8) feet and subsurface structures, platforms, or slabs may not project into the yard to a height greater than thirty (30) inches above the average grade of the yard

- e) The height of a building is measured from the average established grade at the street line or from the average natural front yard ground level, whichever is higher, to (1) the highest point of the roof's surface, if a flat surface, (2) to the deck line of mansard roofs, or (3) to the mean height level between eaves and edge for hip and gable roofs and, in any event, excluding chimneys, cooling towers, elevator bulkheads, tanks, water towers, radio towers, ornamental cupolas, domes or spires, and parapet walls not exceeding ten (10) feet. If the street grade is not officially established, the average front yard grade shall be used for a base level.
 - f) Where the frontage on one side of a street between two (2) intersecting streets is divided by two (2) or more zoning districts, the front yard shall comply with the requirements of the most restrictive district for the entire frontage.
 - g) Single-family dwellings require building lots of two and a half (2.5) acres or more, except in the SF-Single Family Residential District.
 - h) All measurements for minimum front yard and other related measures are from the center line of the road and include both the road and the right of way.
-

Town of Poetry
Original Zoning Map
03/21/24
Exhibit B



Two Thousand and no/100 Dollars (\$2,000.00) for each offense. Each and every day such violation continues shall constitute a separate offense.

SECTION 5: This ordinance shall take effect immediately from and after its passage and the publication of its caption, as the law in such cases provides.

DULY PASSED by the Town Council of the Town of Poetry, Texas this 21ST day of March, 2024.

APPROVED:

Sara Lentewick
Mayor

ATTEST:

Theresa Schlander
Town Secretary, Deputy

APPROVED AS TO FORM:

[Signature]
Town
Attorney



TOWN OF POETRY, TEXAS

ORDINANCE NO. 2024-03-01

AN ORDINANCE OF THE TOWN OF POETRY, TEXAS, ADOPTING A COMPREHENSIVE ZONING ORDINANCE AND MAP; PROVIDING FOR A REPEALING CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE

DULY PASSED by the Town Council of the Town of Poetry, Texas this 21ST day of March, 2024.

APPROVED:

Sara Senkevich
Mayor

ATTEST:

Theresa Schlander
Town Secretary, Deputy



ORDINANCE NO.

AN ORDINANCE OF THE TOWN OFFICER OF THE TOWN OF POETRY, TEXAS, ESTABLISHING A TOWN OFFICER CODE OF ETHICS; AN ETHICS AFFIDAVIT ESTABLISHING LEGAL AND ETHICAL STANDARDS TO GUIDE THE ACTIONS OF MEMBERS OF THE POETRY TOWN OFFICER, AND TO HOLD TOWN OFFICERS ACCOUNTABLE FOR ANY VIOLATIONS OF THESE STANDARDS OF CONDUCT.

WHEREAS, the office of Town officer member is one of great trust and service to the citizens of Poetry, and thereby creates a special responsibility for each member of the Poetry Town officer; and

WHEREAS, in response to this unique challenge and responsibility, the Town officer is expected to govern the Town in a manner associated with a commitment to ethical, open, fair, efficient and effective government; and

WHEREAS, both the laws of the State of Texas and the Constitution of the United States of America address the legal obligations and responsibilities of Town Officers, it is further essential to clearly specify all legal and ethical expectations by using the added measure of a locally-adopted Town officer Code of Ethics; and

WHEREAS, the most efficient and effective manner by which to avoid ethical or legal missteps is to clearly state expectations and the most productive means by which to enforce a Code of Ethics is through voluntary compliance and self-reporting; and

WHEREAS, the Poetry Town officer finds that the adoption of this Ordinance serves a public purpose by promoting the preservation of the values and integrity of representative local government and democracy.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN OFFICER OF THE TOWN OF POETRY, TEXAS:

- Section 1. The Poetry Town officer hereby adopts the Town officer Code of Ethics attached hereto as Exhibit "A".
- Section 2. The Poetry Town officer further approves the adoption and implementation of an Ethics Affidavit which shall be required to be fully and accurately completed, executed and submitted to the Town Secretary by all persons prior to being sworn into office as a Town

Officer, said affidavit attached hereto as Exhibit "B".

Section 3. Violations of this Ordinance, the Town **officer** Code of Ethics or the Ethics Affidavit, may result in forfeiture of the office of Town Officer.

Section 4. All provisions of any ordinance in conflict with this Ordinance are hereby repealed to the extent they are in conflict; but such repeal shall not abate any pending prosecution for violation of the repealed ordinance, nor shall the repeal prevent a prosecution from being commenced for any violation if occurring prior to the repeal of the ordinance. Any remaining portions of said ordinances shall remain in full force and effect.

Section 5. Should any section, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. The Town hereby declares that it would have passed this Ordinance, and each section, paragraph, clause or phrase thereof irrespective of the fact that anyone or more sections, paragraphs, sentences, clauses and phrases be declared unconstitutional or invalid.

Section 6. A Town **Officer** is defined as the **Mayor**, every Town Councilmember, members of boards and commissions **or committees**, appointed or elected.

Section 7. This Ordinance shall be in effect immediately upon adoption.

PASSED AND **APPROVED** this. PASSED AND **ADOPTED** this.

, Mayor

, Town Secretary

EXHIBIT "A"

TOWN OFFICER CODE OF ETHICS

The office of an elected official is one of trust and service to the citizens of Poetry. This position creates a special responsibility for the Poetry Town officers. In response to this unique challenge, Officers are expected to govern this Town in a manner associated with commitment to the preservation of the values and integrity of representative local government and local democracy and dedication to the promotion of efficient and effective governing.

~~This Code of Ethics and Conduct is not intended to be nor shall it be used as a political weapon to intimidate or embarrass persons affected.~~

To further these objectives, certain ethical principles shall govern the conduct of the Mayor, every Town officer member, boards and commissions or committee, appointed or elected, who shall adhere to the following:

- 1 Dedicate themselves to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the citizens of Poetry.
- 2 Recognize that the chief function of local government at all times is to serve the best interests of the citizens of Poetry.
- 3 Be dedicated to public service by being cooperative and constructive and by making the best and most efficient use of available resources.
- 4 Refrain from any activity or action that may hinder their ability to be objective and impartial on any matter coming before the Town. Respect for the process of meetings and following the procedure and rules of order in their deliberation and decision-making.
- 5 Do not seek or accept gifts, services, special favors or things of value; believe that personal gain by use of confidential information or by misuse of public funds, property or time is dishonest. Gifts of reasonable value (\$50.00 or less per instance and no greater than \$200.00 total, annually are acceptable so long as not specifically intended to influence the Town Officer.) Gifts to the Town are acceptable so long as they are immediately transferred to the Town and disclosed to the Town.
- 6 Do not use or otherwise gain private benefit for oneself or grant any benefit to another, from the use of Town facilities, equipment, vehicles, supplies, tools, materials, or any other property or resource, including personnel, in a manner not available to other citizens of the Town.
- 7 Do not seek, use or accept town approved services in a manner or at a cost not typically available to other citizens of the Town.

- 8 Avoid the undesirable influences of family relationships or close relatives of the Town Officer, the appearance of preferential treatment related to family relationships or close relatives; and any interference with the proper administration of the affairs of the Town of Poetry.
- 9 Recognize that to hold oneself out as having more authority than legally granted, or to represent oneself as representing or speaking on behalf of the entire Town, commission or board without explicit authorization to do so, exceeds the authority of a Town Officer and risks sending inaccurate, inappropriate messages to citizens and media.
- 10 Recognize that Town Officers must act as members of a team, not as individuals. Do not instruct, threaten, cajole, intimidate or otherwise attempt to make any Council-appointed official act or not act in a certain way. In addition, consultants and contractors of the Town are responsive to the designated Town staff. Town Officers shall not be individually involved in the hiring of Town staff, consultants or contractors. Any Town Officer direction on these topics shall be handled through the regular Town officer meeting process.
- 11 Conduct business in open, well-publicized meetings in order to be directly accountable to the citizens of Poetry. It is recognized that certain exceptions are made by state law for executive sessions and any action required as a result of that type of session, will be handled later in the open session as noted on the agenda. Town Officers should not reveal discussions legally conducted in executive sessions.
- 12 If a Town Officer has a conflict of interest in a business entity or in real property, the Town Officer member shall file, before a vote or decision on any matter involving the business entity or the real property, an affidavit stating the nature and extent of the interest and shall abstain from further participation in the matter.
 - A. For purposes of this Article, the term *conflict of interest* is defined as follows:
 1. Conflicting Interest: a stake, share, equitable interest, or involvement in an undertaking in the form of any one (1) or more of the following:
 - (A) ownership of five percent (5%) or more voting shares or stock in a Business Entity;
 - (B) receipt of more than six-hundred dollars (\$600.00) in gross annual income from a Business Entity, as evidenced by a W-2, 1099, K-1, or similar tax form;
 - (C) ownership of more than six-hundred dollars (\$600.00) of the fair market value of a Business Entity;
 - (D) ownership of an interest in real property with a fair market value of more than six-hundred dollars (\$600.00);
 - (E) serves on the Board of Directors or as an Officer of a Business Entity, unless the Town Official was appointed to that position by the Town officer; and/or
 - (F) serves on the Board of Directors (i.e., governing body) or as an Officer of a nonprofit corporation or an unincorporated association, unless the Town Official was appointed to that position by the Town officer,

- B. A Town Officer is considered to have a Conflicting Interest if the Town Official's Relative has a Conflicting Interest.
 - C. The term Conflicting Interest does not include ownership of an interest in a mutual or common investment fund that holds securities or assets unless the Town Official participates in the management of the fund.
- 13 Town Officers should refrain from voting on issues that do not necessarily constitute a legal conflict but may be perceived as a conflict of interest by the public or Town Officers and should announce the potential conflict when doing so.
 - 14 Town Officers shall not engage in any dishonest or criminal act or other conduct prejudicial to the government of the Town or that reflects discredit thereon, and further, shall fully comply with all provisions of the all state laws regulating Town Officer behaviors.
 - 15 Town Officers shall not be discourteous, disrespectful or **discriminatory towards** (the treatment) of any member of the public or the Town ?. Members should refrain from any other conduct which any member knows or reasonably should know is unbecoming **of a** Town Officer, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon the Town of Poetry or its Officers.
 - 16 Town Officer shall publicly share substantive information that is relevant to a matter under consideration by the Council or boards and commissions **or committees**, which they may have received from sources outside of the public decision-making process. Members will not withhold information that is pertinent to the decision-making process.
 - 17 Town Officials shall report any conduct that the person knows to be a violation of this Article.
 - 18 It shall be a violation of this Code for a Town Official to knowingly deliberate regarding a Pending Matter for which the Town Official currently has a Conflicting Interest. Town Officials with a current Conflicting Interest in a Pending Matter must recuse themselves and abstain from Deliberations. It is an exception to this recusal requirement if the Town Official serves on a body where a majority of the members of the body is composed of persons who are likewise required to file (and who do file) disclosures on the same Pending Matter.

The Town of Poetry Code of ~~Conduct~~ **Ethics** expresses standards of ethical conduct expected for members of the Town of Poetry **Mayor**, Council, boards and commissions **or committees**, appointed or elected. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

EXHIBIT "B" ETHICS AFFIDAVIT

STATE OF TEXAS

COUNTY OF KAUFMAN/HUNT

The office of an elected official is one of trust and service to the citizens of Poetry. This position creates a special responsibility for each member of the Poetry Town officer. In response to this unique challenge and responsibility, the Town Officer is expected to govern the Town in a manner associated with a commitment to the preservation of the values and integrity of representative local government and local democracy and dedication to the promotion of open, fair, efficient and effective governance.

Therefore, I, _____ having been duly elected, or otherwise appointed, consistent with Texas state statutes, to serve as an Officer for said Town of Poetry, make this affidavit and do hereby on oath state the following:

"I have received, read and agree to abide by the Town of Poetry's Town officer Code of Ethics in all respects. I further understand my legal obligation to comply with Chapter 171 (conflict of interest), Chapter 176, (vendor conflict disclosure), and Chapter 553 (acquisition of property) of the Texas Local Government Code (Texas Municipal League summaries of which were provided to me by the Poetry Town Secretary), as well as all legal requirements contained within the Texas Open Meetings Act and the Open Records Act and state-mandated course completion thereon.

"I further affirm that I am, and shall remain throughout my term of office, in full compliance with the following (*initial each item*):

Residency requirements for the office of Poetry Town officer member

All other eligibility requirements of my office contained in state law

Requirements to declare or otherwise disclose conflicts of interest

Seeking or accepting gifts or benefits not readily available to the general public

Using information made known to me only in my position as a Town Officer, and not readily available to the general public for personal financial gain

Requirements to conduct government in an open and equitable manner

Requirements to file an affidavit prior to discussion or action concerning the acquisition of property using public funds

In addition, I commit that I shall promptly disclose to the Town Secretary, in writing, any knowledge I may have of a violation or appearance of violation of the Town ordinances, state law or the code of ethics by myself or others.

"If at any time following the taking of office I knowingly violate state laws regarding my service ~~on the~~ as a Town officer, my residency should change such that I no longer reside within the district from which I was elected, or it should be determined that my location of residency was incorrect and not within the district from which I was elected at the time of election. I understand and agree that I shall be immediately disqualified from office and will therefore voluntarily step down from my office as a Town Officer. I further agree that any violation of this affidavit shall constitute forfeiture of office. In such instance, my seat of Office shall be vacated, and no further action shall be required by the Mayor or Town officer to declare, make, or otherwise cause my position to made vacant."

Signed this ____ day of _____, 202__.

Signature of Affiant

Affiant (*printed name*)

STATE OF TEXAS

COUNTY OF KAUFMAN/HUNT

This instrument was acknowledged before me on this __ day of, 202__, by __ __ ____, a newly elected or appointed Town Officer for the Town of Poetry, Texas, a municipal corporation chartered by the State of Texas.

Notary Public, State of Texas

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City Council Standards of Conduct

CITY OF MULESHOE CITY COUNCIL STANDARDS OF CONDUCT

PREAMBLE

Every elected city office is one of trust and service to the citizens of Muleshoe. The Mayor and Councilmembers are expected to govern this city in a manner associated with preservation of the values and integrity of representative local government and principles of democracy. To further these objectives, certain principles shall govern the conduct of the Mayor and Councilmembers in his or her relations with the citizens, the city manager, city staff, and fellow elected officials.

PRINCIPAL ONE: HONOR

Be dedicated to the highest ideals of honor and integrity in all public personal relationships in order to merit the respect and confidence of the citizens of Muleshoe.

PRINCIPAL TWO: EQUALITY

Be mindful at all times that the chief function of local government is to serve the best interest of all of the people without prejudice.

PRINCIPAL THREE: OBEDIENCE

Be diligent to obey state law, city charter, and local ordinances that mandate or restrain the acts of local officials, such as nepotism and conflict of interest laws.

PRINCIPAL FOUR: INFLUENCE

Be conscientious in relations with the city manager and his/ her staff so as not to improperly influence city officials or policies, or to thwart the execution of any city ordinance, rules or regulations.

PRINCIPAL FIVE: BENEFIT

Be careful not to use the elected position or the information to which the official becomes privy for personal gain, profit, or benefit; and further, neither seek nor accept any gift or benefit that might influence, or appear to influence, an official decision or duty.

PRINCIPAL SIX: CONFIDENTIALITY

Be faithful to safeguard confidential information, including all discussions in closed meetings, realizing that in sensitive matters, mutual trust is essential to assure the free flow of ideas from city staff to elected officials and, among those officials themselves.

PRINCIPAL SEVEN: REPRESENTATION

Be sensitive to the appearance or impression that an elected official can personally intervene and provide special influence on an official decision or act of the city. Accordingly, do not personally represent any person, group or entity before any city board, commission, committee or council when there is the potential for personal gain in that matter.

PRINCIPAL EIGHT: TRANSPARENCY

Be committed to providing open, transparent, and accountable government and be diligent to not act in any way that would erode public trust.

The Mayor and Councilmembers hereby covenant to hold themselves mutually accountable to this standard of conduct by all means available to them, always remembering that it is the People who hold the ultimate right, power, and means to hold accountable their elected officials for conduct while in office.

Signed this the 19th day of June, 2023.

Colt Ellis, Mayor

Crystal Alarcon, Councilmember District One

Austin Atchley, Councilmember District Three

Lupe Mendoza, Councilmember District Two

Gary Parker, Councilmember District Four

Address

City of Muleshoe Texas
215 S. First Street
Muleshoe, TX 79347

Phone: 806-272-4528
Fax: 806-272-5260



Adopted on May 14, 2024

CODE OF CONDUCT FOR ELECTED OFFICIALS

POLICY PURPOSE

This Code of Conduct is to assure public confidence in the integrity of local government and its effective and fair operation.

POLICY STATEMENT

Preamble

In keeping with the City of Victoria's commitment to public trust, the effective functioning of democratic government therefore requires that:

- Public officials comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Public officials be independent, impartial, and fair in their judgment and actions;
- Public office be used for the public good, not for personal gain; and
- Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the City of Victoria City Council on May 14, 2024 adopted a Code of Conduct for members of the City Council to enhance public confidence in city government as its members are stewards of public trust.

1. Act in the Public Interest. Recognizing that stewardship of the public interest must be their primary concern, members will work for the greater common good of the people of Victoria and not for any private or personal gain. Additionally, they will ensure fair and equal treatment of all persons, claims and transactions coming before the City of Victoria City Council.

2. Comply with the Law. Members shall comply with the laws of the nation, the State of Texas and the City of Victoria in the performance of their public duties. These laws include but are not limited to: the United States and Texas constitutions; the City of Victoria City Charter; laws pertaining to conflicts of interest, election campaigns, financial disclosures, open processes of government, and City ordinances and policies. Members shall uphold their sworn oath of office.

3. Conduct of Members. Members are expected to refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, the staff or citizens. Members should dedicate themselves to the highest ideals of honor and integrity in all relationships.

4. Respect for Process. Members shall communicate to staff through the city manager or appropriate designees. Members shall also perform their duties in accordance with the processes and rules of order established by the City Council governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff, even when the member has voted in the minority.

5. **Conduct Business in Open.** All discussion, whether in person or electronically, of City business shall be in compliance with the Texas Open Meetings Act. Members shall conduct deliberations in open and publicized meetings in order to be transparent to the citizens of Victoria. It is recognized that certain exceptions are made by the State for closed sessions and any action as a result of that type of meeting will be addressed in the open session as noted on the agenda. Communications made during a public meeting are subject to the Texas Public Information Act.
6. **Decisions Based on Merit.** Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.
7. **Conduct of Public Meetings.** Members should prepare themselves for public issues, arrive to meetings on time, listen courteously and attentively to all public discussions before the body, and focus on the business at hand. Members shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, having side conversations, or otherwise interfering with the orderly conduct of meetings. Members shall not exit or walk around on the dais during the meeting. Standing is permitted. If a break is required, the member shall request a recess from the mayor or presiding officer.
8. **Conflict of Interest.** In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest or where they have an organizational responsibility or personal relationship which may give the appearance of a conflict of interest. Members shall avoid conflicts of interest in their personal relationships with vendors, developers, and city partners by refraining from discussing city business. In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts, and they shall abstain from participating in deliberations and decision-making where conflicts exist according to state law. If required by law, in the event of a conflict of interest, a member of the Council shall, prior to the vote or decision on the matter, file an affidavit with the City Secretary stating the nature and extent of the conflict of interest and shall abstain from participation in discussions and voting on the matter.
9. **Gifts and Favors.** Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that are not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised. Councilmembers shall maintain compliance and reporting as required of current state law regarding gifts and favors.
10. **Confidential Information.** Members shall respect the confidentiality of information concerning the property, personnel, or affairs of the City. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial, or other private interests. A member shall not intentionally or knowingly disclose any confidential information gained by reason of said official position concerning the property, operations, policies, or affairs of the city. Members shall not post or release proprietary or confidential information on social media websites, whether personal or public.
11. **Use of Public Resources.** Members shall not use public resources not available to the public in general, such as City staff time, equipment, supplies, or facilities, for private gain or personal purposes. Members shall not use city employees or borrow equipment, supplies, or facilities for personal use.

12. Representation of Private Interests. In keeping with their role as stewards of the public interest, members of Council shall not appear or speak specifically on behalf of the private interests, including both private and nonprofit entities, of third parties before the Council or any board, commission or proceeding of the City.

13. Advocacy. Members shall represent the official policies or positions of the City Council to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions whether verbally, in person, online or in writing, members shall explicitly state that they do not represent their body or the City of Victoria.

14. Policy Role of Members. Members shall respect and adhere to the council-manager structure of Victoria city government as outlined by the City of Victoria Charter. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards and commissions, and City staff. Except as provided by the City Charter, members therefore shall not interfere with the administrative functions of the City or the professional duties of City staff; nor shall they impair the ability of staff to implement Council policy decisions. Requests for information, projects or other actions of city staff shall be directed through the City Manager or his or her designees. During police incidents, members shall not knowingly interfere or make themselves present in the area or contact the Police Chief or other Police Officers or City staff with inquiries.

15. Independence of Boards and Commissions. Because of the value of the independent advice of boards and commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of board and commission proceedings. When a member of Council serves on a board or commission, the member may provide input as a board member, but shall not represent the Council as a whole unless the matter has been voted upon at a Council meeting.

16. Positive Work Place Environment. Members shall support the maintenance of a positive and constructive workplace environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction or comments to staff.

17. Personal Political Advocacy. When endorsing or opposing a City of Victoria ballot initiative or a City of Victoria candidate, members will not use their titles nor use a city meeting or city event as a forum to endorse or oppose a City of Victoria ballot initiative, or a City of Victoria candidate, except for one's self.

18. Social Media. With maintenance and use of personal web pages, blogs and social networking sites, member status as an elected/appointed official requires that content of any postings on these sites not be in violation of existing city by-laws, policies, directives, rules or regulations. If communicating and recognizing yourself as a public official on a personal social media account, then assume that it is a public record and may be subject to Open Meetings Act and Public Information Act Laws. Officials should be mindful when posting content on City related matters that could inadvertently result in violation of Open Meetings Act Law if other public officials engage on the post. If a quorum occurs, the City Manager should be notified immediately.

19. News Media Inquiries. Members shall only speak for themselves, clearly stating that it is only their opinion when speaking to the media and shall notify the City's Public Information Office or the City Manager's Office.

20. Implementation. As an expression of the standards of conduct for members expected by the City, the City of Victoria Code of Conduct is intended to be self-enforcing. It therefore is most effective when members are thoroughly familiar with it and embrace its provisions. For this reason, code of conduct standards shall be included in the regular orientations for candidates for City Council and newly elected officials. Members entering office shall sign a statement affirming they read and understood the City of Victoria Code of Conduct. The City Council shall consider updates to this Policy, as necessary.

21. Compliance and Enforcement. The City of Victoria Code of Conduct expresses standards of ethical conduct expected for members of the Victoria City Council. Members themselves have the primary responsibility to ensure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The Mayor has the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Conduct are brought to his or her attention. The Mayor Pro-Tem, when the Mayor's or chair's actions come into question, would assume the duty of intervening. The City Council may impose sanctions on members whose conduct does not comply with the City's Code of Conduct, such as a reprimand, formal censure, or loss of committee assignment, when applicable.

RESOLUTION 16-R-28

A RESOLUTION ESTABLISHING A CODE OF CONDUCT FOR ELECTED AND APPOINTED OFFICIALS.

WHEREAS, the Alvin City Council desires to establish a Code of Conduct for members of the City Council and the City's Boards and Commissions; and,

WHEREAS, the Alvin City Council desires to authorize the implementation of such policy in connection with City Council and the City's Boards and Commission of the City of Alvin.

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

Section 1. The City Council of the City of Alvin, Texas hereby adopts the following Code of Conduct.

POLICY PURPOSE

The Alvin City Council has adopted a Code of Conduct for members¹ of the City Council and the City's Boards and Commissions to assure public confidence in the integrity of local government and its effective and fair operation.

POLICY STATEMENT

Preamble

The citizens and businesses of Alvin are entitled to have fair, ethical and accountable local government, which has earned the public's full confidence in integrity. In keeping with the City of Alvin's commitment to treasuring our past while forging our future, the effective functioning of democratic government therefore requires that:

- Public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Public officials be independent, impartial and fair in their judgment and actions;
- Public office be used for the public good, not for personal gain; and
- Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Alvin City Council has adopted a Code of Conduct for members of the City Council and of the City's boards and commissions to assure public confidence in the integrity of local government and its effective and fair operation.

¹ For ease of reference in the Code of Conduct, the term "member" refers to any member of the Alvin City Council or any of the City's boards and commissions established by the City Charter, City ordinance or resolution.

1. Act in the Public Interest. Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Alvin and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Alvin City Council, boards and commissions.

2. Comply with the Law. Members shall comply with the laws of the nation, the State of Texas and the City of Alvin in the performance of their public duties. These laws include, but are not limited to: the United States and Texas constitutions; the Alvin City Charter; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, open processes of government, and City ordinances and policies.

3. Conduct of Members. The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, boards and commissions, the staff or public. Members should dedicate themselves to the highest ideals of honor and integrity in all public and personal relationships.

4. Respect for Process. Members shall perform their duties in accordance with the processes and rules of order established by the City Council and boards and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff, even when the member has voted in the minority.

5. Conduct of Public Meetings. Members shall prepare themselves for public issues, listen courteously and attentively to all public discussions before the body, and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfering with the orderly conduct of meetings.

6. Conduct Business in Open. Members shall conduct business in open and publicized meetings in order to be transparent to the citizens of Alvin. It is recognized that certain exceptions are made by the State for closed sessions and any action as a result of that type of meeting will be addressed in the open session as noted on the agenda. Communications made during a public meeting or closed session are subject to the Texas Public Information Act. Members will not use "electronic communication devices" to communicate either internally or externally during meetings.

7. Decisions Based on Merit. Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

8. Communication. Members shall publicly share substantive information that is relevant to a matter under consideration by the Council or boards and commissions, which they may have received from sources outside of the public decision-making process. Members will not withhold information that is pertinent to the decision making process.

9. Use of Electronic Devices. Members will not use electronic devices other than what is necessary for conducting business during a meeting. Members will not text, email, make phone calls, use social media, and play games during the course of a meeting. Members shall not communicate, or participate in a discussion with a quorum of the city council relative to city business via electronic mail, text or other social media tool. Use of personal emails, cell phones or computers may subject members to Public Information Act disclosure requirements.

10. Smoking or Use of Tobacco Products. Members will not smoke or use tobacco products, electronic cigarettes and/or smokeless tobacco during the course of a meeting.

11. Use of Alcohol. Members shall not be impaired due to the use of alcohol prior to or while conducting city business in a meeting.

12. Conflict of Interest. In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest or where they have an organizational responsibility or personal relationship which may give the appearance of a conflict of interest. In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts, and they shall abstain from participating in deliberations and decision-making where conflicts may exist, because these areas WILL exist. When these issues arise, it is simply imperative that we mitigate those issues appropriately.

13. Gifts and Favors. Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that are not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.

14. Confidential Information. Members shall respect the confidentiality of information concerning the property, personnel or affairs of the City. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial or other private interests. A member shall not intentionally or knowingly disclose any confidential information gained by reason of said official position concerning the property, operations, policies or affairs of the city.

15. Use of Public Resources. Members shall not use public resources not available to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.

16. Representation of Private Interests. In keeping with their role as stewards of the public interest, members of Council shall not appear or speak specifically on behalf of the private interests, including both private and nonprofit entities, of third parties before the Council or any board, commission or proceeding of the City in, nor shall members of boards or commissions appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

17. Advocacy. Members shall represent the official policies or positions of the City Council, board or commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state that they do not represent their body or the City of Alvin, nor will they allow the inference that they do.

18. Policy Role of Members. Members shall respect and adhere to the council-manager structure of Alvin city government as outlined by the Alvin City Charter. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards and commissions, and City staff. Except as provided by the City Charter, members therefore shall not interfere with the administrative functions of the City or the professional duties of City staff; nor shall they impair the ability of staff to implement Council policy decisions.

19. Independence of Boards and Commissions. Because of the value of the independent advice of boards and commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of board and commission proceedings.

20. Positive Work Place Environment. Members shall support the maintenance of a positive and constructive workplace environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction or comments to staff.

21. Political Endorsements. When publicly endorsing a candidate for any elected office, members will not use their title as a councilman, board or commission member nor use a city meeting forum to endorse a candidate. Council is prohibited from endorsing any candidate for city elections as it is deemed inappropriate.

22. Implementation. As an expression of the standards of conduct for members expected by the City, the Alvin Code of Conduct is intended to be self-enforcing. It therefore is most effective when members are thoroughly familiar with it and embrace its provisions. For this reason, code of conduct standards shall be included in the regular orientations for candidates for City Council, applicants to board and commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they read and understood the City of Alvin Code of Conduct. The City Council shall consider recommendations from boards and commissions and Council Members and update it as necessary.

23. Compliance and Enforcement. The Alvin Code of Conduct expresses standards of ethical conduct expected for members of the Alvin City Council, boards and commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chairs of boards and commissions and the Mayor have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Conduct are brought to their attention. The second in line, when the Mayor's or chair's actions come into question, would assume the duty of intervening. The City Council may impose sanctions on members whose conduct does not comply with the City's Code of Conduct, such as reprimand, formal censure, loss of seniority or committee assignment.

Section 2. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

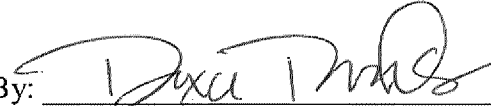
Section 3. Open Meetings. It is hereby officially found and determined that the meeting at which this resolution was passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Tex. Gov't Code.

Section 4. Effective Date. This Policy shall take effect upon the passage of this resolution.

PASSED AND APPROVED on this the 1st day of December, 2016.

ATTEST:

CITY OF ALVIN, TEXAS

By: 

Dixie Roberts, City Clerk

By: 

Paul A. Horn, Mayor

South Hook Street - Road Update



Search

Boards and Commissions

Code of Ethics

1. **Act in the Public Interest** - Recognizing that stewardship of the public interest must be their primary concern, the mayor, council and advisory board members shall work for the common good of the people of the Town of Hickory Creek and not for any private or personal interest. The council, mayor and advisory board members must endeavor to treat all members of the public and issues before them in a fair and equitable manner.
2. **Comply with the Law** - The mayor, council and advisory board members shall comply with the laws of the nation, the State of Texas and the Town in the performance of their public duties. These laws include, but are not limited to: the United States and Texas constitutions; Texas civil statutes; Texas penal laws; and the Town Ordinances and policies.
 - Elected officials and appointed officials, advisory boards and commissions must adhere to the following Texas statutes: Civil Statutes - Open Meetings Act (Texas Government. Code, Ann. Chapter 551) Public Information Act/Open Records Act (Texas Government Code. Ann. Chapter 552) Conflicts of Interest (Texas Local Government Code, Chapter 171) Official Misconduct (Texas Penal Code, Chapter 36, Chapter 39) Nepotism (Texas Revised Civil Statutes Ann., Articles 5996a and 5996b) Whistleblower Protection (Texas Revised Civil Statutes Ann., Article 6552-16a) Competitive Bidding and Procurement (Texas Local Government. Code, Chapter 252)
 - State Penal Laws - Bribery (Texas Penal Code, 36.02) Coercion of Public Servant or Voter (Texas Penal Code, §36.03) Improper Influence (Texas Penal Code §36.04) Tampering with a Witness (Texas Penal Code §36.05) Retaliation (Texas Penal Code §36.06) Gifts to Public Officials (Texas Penal Code §36.08) Offering Gift to Public Servant (Texas Penal Code §36.09) Abuse of Office (Texas Penal Code, Chapter 39) Official Misconduct (Texas Penal Code §36.02) Official Oppression

(Texas Penal Code §39.03) Misuse of Official Information (Texas Penal Code §39.06)

3. **Conduct of Members** - The mayor, council and advisory board members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the city council, boards, commissions, committees, staff or the public.
4. **Respect for Process** - The mayor, council and advisory board members duties shall be performed in accordance with the processes and rules of order established by the city council.
5. **Conduct of Public Meetings** - The mayor, council and advisory board members shall inform themselves on public issues, listen attentively to public discussions before the body and focus on the business at hand.
6. **Decisions Based on Merit** - Council and advisory board decisions shall be based upon the merits and substance of the matter at hand.
7. **Communication** - It is the responsibility of the mayor, council and advisory board members to publicly share substantive information that is relevant to a matter under consideration that they have received from sources outside of the public decision-making process with all other council and advisory board members and the public prior to taking action on the matter.
8. **Conflict of Interest** - In order to assure their independence and impartiality on behalf of the public good, the mayor, council and advisory board members are prohibited from using their official positions to influence government decisions in which they have a financial interest or where they have an organizational responsibility or a personal relationship that would represent or imply a conflict of interest under applicable state law.
9. **Grants and Favors** - The mayor, council and advisory board members shall not take advantage of services or opportunities for personal gain by virtue of their public office that are not available to the public in general. They should avoid any action that could be construed as, or create the appearance of, using public office for personal gain.
10. **Public Resources** - Public resources not available to the general public (e.g. city staff time, equipment, supplies or facilities) shall not be used by the mayor, council or advisory board members for private gain or personal purposes.
11. **Appearance of Impropriety** - When participation in action or decision-making as a public official does not implicate the specific statutory criteria for conflicts of interest; however, participation still does not “look” or “feel” right, that public official has probably encountered the appearance of impropriety. For the public to have faith and confidence

that government authority will be implemented in an even-handed and ethical manner, public officials may need to step aside even though no technical conflict exists. An example is where a long-term non-financial affiliation exists between the public official and an applicant or the applicant is related by blood or marriage to the official. For the good of the community, members who encounter the appearance of impropriety should step aside.

12. **Financial Interest in Town Contracts Prohibited** - The mayor, council and advisory board members may not receive financial benefit or other compensation as a result of any contracts or agreements negotiated between the Town and a perspective vendor or contractor.
13. **Compliance and Enforcement** - The mayor and council themselves have the primary responsibility to assure that ethical standards are understood and met and that the public can continue to have full confidence in the integrity of the Town's government. Anyone in violation of the ethics policy is subject to be removed from the board. All board members have 90 days to take the open meetings act online course from the Texas Attorney Generals office.



[Home](#) [Staff Login](#) [Accessibility](#)

1075 Ronald Reagan Avenue, Hickory Creek, TX 75065 | (940) 497-2528

EXPENSES							
Poetry Tack	Nichols, Jackson	Amazon	U Rent It	LBJ Diversified	Texas Materials		
					2/23/24	\$ 1,293.80	Not on former Mayor's Spreadsheet
					3/14/24	\$ 1,299.00	
		11/12/24 \$ 39.96			7/11/24	\$ 1,296.10	
		11/12/24 \$ 35.98			7/18/24	\$ 674.70	
		11/12/24 \$ 31.18			7/25/24	\$ 591.50	
		11/12/24 \$ 41.00			8/1/24	\$ 670.80	
					8/15/24	\$ 726.70	
					9/19/24	\$ 665.60	
11/4/24 \$ 3.00					10/31/24	\$ 1,375.40	
					11/21/24	\$ 1,476.80	
12/5/24 \$ 46.50			12/23/24 \$ 7.68		12/5/24	\$ 657.80	
1/30/25 \$ 23.95		1/6/25 \$ 82.44	12/23/24 \$ 500.00	1/2/25 \$ 893.00	1/2/25	\$ 8,879.00	
					2/13/25	\$ 1,446.20	
					2/20/25	\$ 681.80	
					3/13/25	\$ 701.40	
					3/13/25	\$ 754.60	
					3/20/25	\$ 777.00	
					4/1/25	\$ 693.00	
					4/9/25	\$ 721.00	
					4/10/25	\$ 728.00	
					6/26/25	\$ 9.84	
					7/3/25	\$ 1,475.60	
Subtotal \$ 73.45	Subtotal \$ 215.00	Subtotal \$ 230.56	Subtotal \$ 507.68	Subtotal \$ 893.00	Subtotal	\$ 27,595.64	Grand Total \$ 29,515.33

APPROVALS REGULAR AGENDA Years 2024 & 2025				
Minutes 3/27/2024	\$ 3,000.00	Volunteer		
Minutes 7/18/2024	\$ 1,400.00	Volunteer		
Minutes 10/17/2024	\$ 4,500.00	Volunteer		
Minutes 11/21/2024	\$ 10,000.00	Volunteer		
Minutes 12/19/2024	\$ 5,500.00	Volunteer		
Minutes 3/20/25	\$ 2,000.00	Volunteer		
Minutes 4/17/2025	\$ 2,500.00	Volunteer		
6/19/25 HC ESCROW	\$ 5,000.00	Volunteer	Escrow HC	
6/19/25 KC ESCROW	\$ 5,000.00	Volunteer	Escrow KC	
Approved per Minutes 2024&25 \$ 38,900.00				

Less Escrow HC and KC = Remaining Approval =	38900.00 <\$10k> = 28900.00 / Expenses 29515.33 - approval 28900.00 = <615.33>
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