

PLACE 1- JEANNIE PRAZAK
PLACE 2- PATRICIA JOHNSON
PLACE 3- BOBBY MATTHEWS,
Vice Chair
PLACE 4- CASEY TUCKER



PLACE 5- JIRA SANSOM
PLACE 6- JOE RUSSELL,
CHAIR **PLACE 7- RAY**
JACKMAN

BUDGET WORKSHOP & SPECIAL CALLED MEETING
Venus Community Service Development Corporation
Tuesday, July 30, 2024, 6:00 PM
Venus Civic Center
210 South Walnut Street
Venus, Texas 76084

Page

1. Call to Order Budget Workshop:

2. Budget Workshop:

2.1 Conduct Budget Workshop for Fiscal Year 2024-2025.

3. Adjourn Budget Workshop:

4. Call to Order Special Called Meeting, Roll Call, Invocation, Pledge of Allegiance and Pledge to the Texas Flag:

5. Public Comment Period:

Citizens may sign up before the meeting begins and will be allowed up to 4 minutes to address the Board.

6. Consent Agenda:

6.1 Approval of meeting minutes for the Venus Community Service Development Corporation on May 13, 2024.

6.2 Ratifying the expenditures for June 2024.

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[VCSDC Financials 06-30-2024.pdf](#)  [RG EXPENDITURES REPORT - Details VCSDC.pdf](#) 

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

7. Discussion and Consideration Items:

7.1 Discuss and consider approval of Fiscal Year 2024-2025 Annual Budget.

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[COV - Agenda Item Report - EDC FYE 2025 Proposed Budget.pdf](#)  [FY 24-25 EDC PROPOSED ANNUAL BUDGET.pdf](#) 

I make a motion to approve/deny the Fiscal Year 2024-2025 Annual Budget.

8. Adjourn:

In accordance with Texas Government Code, Section 551.001, et seq. the Venus Community Development Corporation may recess into Executive Session (closed meeting) at any time during this meeting to discuss matters listed on the agenda or if any of the following matters should arise during the course of the meeting §551.071. Consultations with Attorney; §551.072 Deliberations regarding Real Property, §551.074 Personnel Matters, §551.076 Deliberations regarding Security Devices, §551.087 Deliberations regarding Economic Development Negotiations.

This is to certify that a copy of this Notice of Meeting was posted on the bulletin board of City Hall, 700 W Hwy 67, Venus TX, at a place readily accessible to the general public at all times, and to the City’s website, www.cityofvenus.org, on July 25, 2024 on or before 5:30 pm.

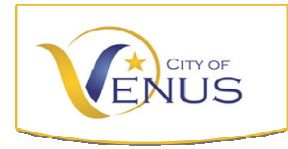
Callie Green, TRMC

City Secretary

If you plan to attend the public meeting and have a disability requiring accommodation, please make your request at least 48 hours in advance of the meeting, if possible. This building is wheelchair accessible. To make arrangements call (972) 366-3348 and leave a message if it is after hours.

Removed: _____

Time: _____



Venus Community Service Development Corporation

ASSETS

Pooled Cash	\$ 312,195
Pinnacle Bank Account	300,476
Texpool	84,548
Sales Tax Receivable	<u>70,872</u>

TOTAL ASSETS \$ 768,090

LIABILITIES

Accounts Payable	\$ 702
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TOTAL LIABILITIES \$ 702

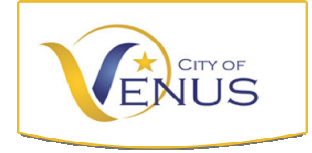
FUND BALANCES

Fund Balance - Beginning of Year	573,356
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Surplus (Deficit)	194,032
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TOTAL FUND BALANCE \$ 767,388

TOTAL LIABILITIES AND FUND BALANCE \$ 768,090



Venus Community Service Development Corporation

Revenue Summary

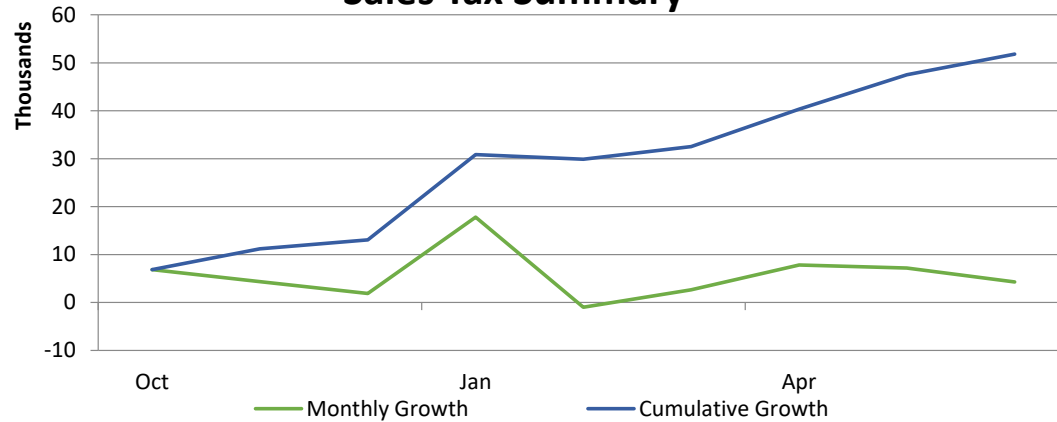
	Budget	YTD	% of Budget
Sales Tax	350,000	333,178	95%
Special events	-	851	0%
Interest Income	2,500	7,771	311%
Total Revenues	352,500	341,800	97%

Expenditure Summary

	Budget	YTD	% of Budget
Nondepartmental	514,212	147,768	29%
Total Expenses	514,212	147,768	29%

Net Surplus (deficit) (161,712) 194,032

Sales Tax Summary



STATEMENT OF EXPENDITURES - BUDGET vs. ACTUAL

AS OF: JUNE 30TH, 2024

30 -VCSDC
NON-DEPARTMENTAL

% OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES		ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BALANCE %	BUDGET CHANGE
<u>PERSONNEL</u>								
SALARIES & WAGES	5-0000-0400	119,749	119,749	5,951.08	47,780.54	71,968.46	60.10	0
SOCIAL SECURITY	5-0000-0401	4,313	4,313	422.06	3,160.52	1,152.48	26.72	0
UNEMPLOYMENT TAXES	5-0000-0402	504	504	0.00	0.00	504.00	100.00	0
MEDICARE	5-0000-0403	1,009	1,009	98.72	739.23	269.77	26.74	0
RETIREMENT (TMRS)	5-0000-0404	7,495	7,495	639.38	6,080.71	1,414.29	18.87	0
WORKERS COMP	5-0000-0406	1,703	1,703	0.00	0.00	1,703.00	100.00	0
OVERTIME	5-0000-0407	2,884	2,884	0.00	0.00	2,884.00	100.00	0
CITY CONTR - EDC PERSONNEL	5-0000-0408	0	0	823.08	1,646.16 (1,646.16)	0.00	0
HEALTH INSURANCE	5-0000-0410	17,350	17,350	1,389.11	11,149.56	6,200.44	35.74	0
HRA	5-0000-0412	<u>750</u>	<u>750</u>	<u>0.00</u>	<u>0.00</u>	<u>750.00</u>	<u>100.00</u>	<u>0</u>
SUB TOTAL PERSONNEL		155,757	155,757	9,323.43	70,556.72	85,200.28	54.70	0
<u>TRAVEL & TRAINING</u>								
<u>SUPPLIES</u>								
UNIFORMS	5-0000-0420	300	300	0.00	0.00	300.00	100.00	0
OFFICE SUPPLIES	5-0000-0421	2,500	2,500	0.00	0.00	2,500.00	100.00	0
GAS & OIL	5-0000-0426	750	750	0.00	40.00	710.00	94.67	0
DEPARTMENT SUPPLIES	5-0000-0429	1,500	1,500	0.00	1,405.27	94.73	6.32	0
CELL PHONE & MIFI	5-0000-0430	600	600	40.71	366.51	233.49	38.92	0
UTILITIES	5-0000-0432	12,000	12,000	861.20	9,667.56	2,332.44	19.44	0
SMALL EQUIPMENT	5-0000-0433	<u>2,500</u>	<u>2,500</u>	<u>0.00</u>	<u>2,843.01</u> (<u>343.01)</u>	<u>13.72-</u>	<u>0</u>
SUB TOTAL SUPPLIES		20,150	20,150	901.91	14,322.35	5,827.65	28.92	0
<u>MAINTENANCE & REPAIRS</u>								
BUILDING R&M	5-0000-0442	2,500	2,500	0.00	1,511.82	988.18	39.53	0
VEHICLE R&M	5-0000-0445	450	450	0.00	159.81	290.19	64.49	0
CONTRACTED SERVICES	5-0000-0458	45,000	45,000	0.00	0.00	45,000.00	100.00	0
AUDIT SERVICES	5-0000-0459	<u>2,000</u>	<u>2,000</u>	<u>12,500.00</u>	<u>12,500.00</u> (<u>10,500.00)</u>	<u>525.00-</u>	<u>0</u>
SUB TOTAL MAINTENANCE & REPAIRS		49,950	49,950	12,500.00	14,171.63	35,778.37	71.63	0
<u>CONTRACTED SERVICES</u>								
LEGAL EXPENSES	5-0000-0462	3,600	3,600	250.00	2,250.00	1,350.00	37.50	0
CITY CONTR-ADMIN COSTS	5-0000-0466	8,367	8,367	521.50	5,220.75	3,146.25	37.60	0
LIABILITY & PROPERTY INS	5-0000-0469	<u>1,500</u>	<u>1,500</u>	<u>0.00</u>	<u>2,172.00</u> (<u>672.00)</u>	<u>44.80-</u>	<u>0</u>
SUB TOTAL CONTRACTED SERVICES		13,467	13,467	771.50	9,642.75	3,824.25	28.40	0
<u>DEPARTMENTAL</u>								
MARKETING & PROMOTIONAL	5-0000-0485	2,500	2,500	0.00	0.00	2,500.00	100.00	0
CITY CONTR-SPECIAL EVENTS	5-0000-0491	85,000	85,000	10,999.00	34,766.36	50,233.64	59.10	0
MISCELLANEOUS	5-0000-0493	<u>500</u>	<u>500</u>	<u>0.00</u>	<u>202.68</u>	<u>297.32</u>	<u>59.46</u>	<u>0</u>
SUB TOTAL DEPARTMENTAL		88,000	88,000	10,999.00	34,969.04	53,030.96	60.26	0

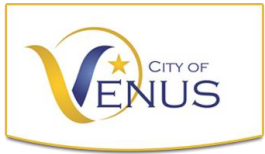
CITY OF VENUS
 STATEMENT OF EXPENDITURES - BUDGET vs. ACTUAL
 AS OF: JUNE 30TH, 2024

30 -VCSDC

NON-DEPARTMENTAL

% OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES		ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BALANCE %	BUDGET CHANGE
<u>VEHICLE LEASE</u>								
VEHICLE LEASE PAYMENTS	5-0000-0560	6,888	6,888	0.00	1,833.99	5,054.01	73.37	0
SUB TOTAL VEHICLE LEASE		6,888	6,888	0.00	1,833.99	5,054.01	73.37	0
<u>CAPITAL OUTLAY</u>								
SPECIAL PROJECTS	5-0000-0660	180,000	180,000	0.00	2,271.65	177,728.35	98.74	0
SUB TOTAL CAPITAL OUTLAY		180,000	180,000	0.00	2,271.65	177,728.35	98.74	0
<u>TRANSFERS</u>								
<hr/>								
TOTAL NON-DEPARTMENTAL		514,212	514,212	34,495.84	147,768.13	366,443.87	71.26	0
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TOTAL EXPENDITURES		514,212	514,212	34,495.84	147,768.13	366,443.87	71.26	0
		=====	=====	=====	=====	=====	=====	=====



AGENDA ITEM REPORT

MEETING DATE: July 30, 2024

MEETING TYPE: Venus Community Service Development Corp.

SUBMITTED BY: Joshua Jones, EDC Director

THROUGH: N/A

ITEM NO. 6.1

AGENDA CAPTION: Discuss and consider approval of Fiscal Year 2024-2025 Annual Budget.

MOTION LANGUAGE: *"I make a motion to approve/deny the Fiscal Year 2024-2025 Annual Budget."*

Background Information

This meeting is to discuss and consider the Proposed Annual Operating Budget for the VSCDC for the fiscal year beginning October 1, 2024, and ending September 30, 2025.

Budget Implications

The budget for fiscal year end (FYE) 2025 projects a 18% increase in revenues and proposes a 10% reduction on operating expenditures compared to the adopted budget for the previous year but retains a significant amount for possible and varying park improvements that may be submitted to the Board for consideration.

The budget also proposes to add a line item for "*Economic Development Incentives*" as "seed" money for a new grant program that will formally be presented by the EDC Director to the Board for consideration and approval before the end of the 2024 calendar year.

The budget projects an increase to the VCSDC Fund Balance at fiscal year's end.

Operational Impact

None

Legal Review

N/A

Staff Recommendation

Provide direction and/or approve.



Venus Community Services Development Corp.

PROPOSED ANNUAL BUDGET

**For the Fiscal Year
Beginning October 1, 2024
Ending September 30, 2025**

VENUS COMMUNITY SERVICES DEVELOPMENT CORP.

FY 2024-2025

PROPOSED ANNUAL BUDGET

VCSDC BOARD

JEANNIE PRAZAK BOARD MEMBER, PLACE 1
PATRICIA JOHNSON BOARD MEMBER, PLACE 2
BOBBY MATTHEWS BOARD MEMBER, PLACE 3
CASEY TUCKER BOARD MEMBER, PLACE 4
JIRA SANSOM BOARD MEMBER, PLACE 5
JOE RUSSELL (CHAIRPERSON) BOARD MEMBER, PLACE 6
RAY JACKMAN BOARD MEMBER, PLACE 7

APPOINTED OFFICIALS

JOSHUA JONES..... EDC DIRECTOR

BUDGET DOCUMENT PREPARATION

JOSHUA JONES EDC DIRECTOR

FY 2024-2025

PROPOSED ANNUAL BUDGET

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Fund Summary	1
Expenditure Budget Detail	2-3
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Support/Justification	



**VENUS COMMUNITY SERVICES DEVELOPMENT CORPORATION (VCSDC) FUND SUMMARY
STATEMENT OF REVENUES & EXPENDITURES**

DESCRIPTION	FYE 2023 Unaudited	FYE 2024 Adopted Budget	FYE 2024 Projected Actuals	FYE 2025 Proposed Budget	FYE 2024 Adopted/2025 Proposed Change
BEGINNING FUND BALANCE	\$ 440,396	631,891	631,891	862,956	37%
REVENUES & OTHER SOURCES					
REVENUES					
Sales Taxes	\$ 362,660	350,000	386,485	405,810	16%
Special Events	33	-	850	-	0%
Investment Earnings	8,302	2,500	9,325	10,070	303%
TOTAL REVENUES	\$ 370,995	352,500	396,660	415,880	18%
EXPENDITURES					
Personnel	\$ 44,138	155,757	85,430	154,365	-1%
Training & Travel	-	-	-	2,050	100%
Supplies	4,445	5,050	1,740	3,050	-40%
Utilities	12,355	12,600	12,050	12,600	0%
Small Equipment	-	2,500	2,845	2,500	0%
Repairs & Maintenance	3,587	2,950	2,010	2,950	0%
Contracted Services	15,309	60,467	24,075	18,235	-70%
Departmental	43,885	94,888	37,445	88,000	-7%
Capital Outlay	55,781	180,000	-	180,000	0%
TOTAL EXPENDITURES	\$ 179,500	514,212	165,595	463,750	-10%
OTHER FINANCING SOURCES (USES)					
Transfers (To) From Other Government	-	-	-	-	0%
ENDING FUND BALANCE	\$ 631,891	470,179	862,956	815,086	73%



VCSDC FUND
EXPENDITURES DETAIL

DESCRIPTION	FYE 2023 Unaudited	FYE 2024 Adopted Budget	FYE 2024 Projected Actuals	FYE 2025 Proposed Budget	FYE 2024 Projected/2025 Proposed Change
PERSONNEL					
Salaries & Wages	\$ 44,138	119,749	59,315	108,520	-9%
Social Security Taxes	-	4,313	3,795	6,730	56%
State Unemployment Taxes	-	504	-	750	49%
Medicare	-	1,009	890	1,575	56%
Retirement (TMRS)	-	7,495	7,300	15,195	103%
Overtime	-	2,884	-	-	-100%
Worker's Comp	-	1,703	-	1,690	-1%
Health Insurance	-	17,350	13,380	19,105	10%
HRA	-	750	750	800	7%
TOTAL PERSONNEL	\$ 44,138	155,757	85,430	154,365	-1%
TRAINING & TRAVEL	\$				
Training & Travel	-	-	-	1,500	100%
Dues & Memberships	-	-	-	550	100%
TOTAL TRAINING & TRAVEL	\$ -	-	-	2,050	100%
SUPPLIES	\$				
Uniforms	270	300	-	300	0%
Office Supplies	628	2,500	-	500	-80%
Gas & Oil	2,200	750	50	750	0%
Department Supplies	1,347	1,500	1,690	1,500	0%
TOTAL SUPPLIES	\$ 4,445	5,050	1,740	3,050	-40%
UTILITIES	\$				
Cell Phones/MIFI	488	600	445	600	0%
Utilities	11,867	12,000	11,605	12,000	0%
TOTAL UTILITIES	\$ 12,355	12,600	12,050	12,600	0%
SMALL EQUIPMENT	\$				
Small Equipment	-	2,500	2,845	2,500	0%
TOTAL SMALL EQUIPMENT	\$ -	2,500	2,845	2,500	0%
REPAIRS & MAINTENANCE					
Building Maintenance	1,782	2,500	1,815	2,500	0%
Vehicle R&M	386	450	195	450	0%
Park Maintenance	1,419	-	-	-	0%
TOTAL REPAIRS & MAINTENANCE	\$ 3,587	2,950	2,010	2,950	0%

**VCSDC FUND
EXPENDITURES DETAIL (cont.)**

CONTRACTED SERVICES					
Contracted Services	-	45,000	-	-	-100%
Audit Services	1,000	2,000	12,500	4,000	100%
Legal Services	3,000	3,600	2,700	3,600	0%
Administrative Costs	9,911	8,367	6,265	9,060	8%
Liability & Property Ins	1,398	1,500	2,610	1,575	5%
TOTAL CONTRACTED SERVICES	\$ 15,309	60,467	24,075	18,235	-70%
DEPARTMENTAL					
Marketing & Promotional	1,451	2,500	-	2,500	0%
City Contr Special Events	34,706	85,000	35,000	35,000	-59%
City Contr Land Purchase	769	-	-	-	0%
Economic Dev. Incentives	-	-	-	50,000	100%
Miscellaneous	296	500	245	500	0%
Vehicle Lease	6,663	6,888	2,200	-	-100%
TOTAL DEPARTMENTAL	\$ 43,885	94,888	37,445	88,000	-7%
CAPITAL EXPENDITURES					
Park Improvements	55,781	180,000	-	180,000	0%
TOTAL CAPITAL EXPENDITURES	\$ 55,781	180,000	-	180,000	0%
TRANSFERS					
Transfers In(Out) GF	-	-	-	-	100%
TOTAL TRANSFERS	\$ -	-	-	-	100%
TOTAL EXPENDITURES	\$ 179,500	514,212	165,595	463,750	-10%

VCSDC LINE-ITEM JUSTIFICATION

Personnel

Vendor/Contractor	Description	Amount
Contribution to City	EDC Director	\$ 51,145
Contribution to City	Parks Personnel - 1.5 FTE	103,220
	Total Line Item	154,365

Training & Travel

Vendor/Contractor	Description	Amount
TML	Annual Economic Development Conference	1,500
TEDC	TEDC Annual Dues	550
	Total Line Item	2,050

Uniforms

Vendor/Contractor	Description	Amount
N/A	City logo shirts	300
	Total Line Item	300

Office Supplies

Vendor/Contractor	Description	Amount
Various	paper, pens, folders, copies	500
	Total Line Item	500

Gas & Oil

Vendor/Contractor	Description	Amount
Various	Use of City Vehicle	750
	Total Line Item	750

Department Supplies

Vendor/Contractor	Description	Amount
Various	Toilet paper, paper towels, misc	1,500
	Total Line Item	1,500

Cell Phone & MIFI

Vendor/Contractor	Description	Amount
Various	Cell Phone - \$50/month x 12 months	600
	Total Line Item	600

Utilities

Vendor/Contractor	Description	Amount
Frontier Access	Garbage - \$1,000/month x 12 months	12,000
	Electricity - \$xxx/month x 12 months	
City of Venus	Water - \$xxx/month x 12 months	
	Total Line Item	12,000

Small Equipment

Vendor/Contractor	Description	Amount
Various	Generator for events	2,500
	Total Line Item	2,500

Building Repairs & Maintenance

Vendor/Contractor	Description	Amount
Various	Contingency for repairs at community center	2,500
	Total Line Item	2,500

VCSDC LINE-ITEM JUSTIFICATION (cont.)

Vehicle R&M

Vendor/Contractor	Description	Amount
Various	Vehicle maintenance	450
Total Line Item		450

Vehicle Lease Payment

Vendor/Contractor	Description	Amount
Fleet Enterprise	EDC Vehicle	-
Total Line Item		-

Contracted Services

Vendor/Contractor	Description	Amount
N/A	EDC Coordinator	-
Total Line Item		-

Audit Services

Vendor/Contractor	Description	Amount
PBH	Partial payment for annual financial statement audit	4,000
Total Line Item		4,000

Legal Services

Vendor/Contractor	Description	Amount
Michael Halla	Legal Counsel	3,000
Midlothian Mirror	Legal notices	600
Total Line Item		3,600

Administrative Services

Vendor/Contractor	Description	Amount
City of Venus	City Secretary - 8 hours/month x 12 months x \$45.26/hour	4,345
City of Venus	Finance Director - 4 hours/month x 12 months x \$52.94/hour	2,540
City of Venus	Finance Assistant - 8 hours/month x 12 months x \$22.62/hour	2,175
Total Line Item		9,060

Liability & Property Insurance

Vendor/Contractor	Description	Amount
TML	Liability and Property Insurance	1,575
Total Line Item		1,575

Marketing & Promotional

Vendor/Contractor	Description	Amount
Various	At discretion of EDC Director	2,500
Total Line Item		2,500

Special Events

Vendor/Contractor	Description	Amount
Various	Contribution to City to fund community events	35,000
Total Line Item		35,000

Miscellaneous

Vendor/Contractor	Description	Amount
Unknown	Contingency	500
Total Line Item		500

Special Projects

Vendor/Contractor	Description	Amount
Unknown	Park Improvements	180,000
Unknown	Economic Development Incentive - Façade Improvement Grants	50,000
Total Line Item		230,000

Total Expenditures - VCSDC

\$ 463,750