

JOE RUSSELL,Chair
PATRICIA JOHNSON
DOMINGO RODRIGUEZ
CASEY TUCKER



MICHELLE HAMM
JIRA SANSOM
BOBBY MATTHEWS,
Vice Chair

Special Called Venus Community Service Development Corporation

Tuesday, March 5, 2024, 6:00 PM

City Hall Conference Room

700 W. US HWY 67

Venus, Texas 76084

Page

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

2. Public Comment Period:

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

3. Introduction of New Member:

3.1. Welcome new Board Member, Jira Sansom.

4. Consent Agenda:

4.1. Approval of meeting minutes for the Venus Community Service Development Corporation on January 16, 2024. 3 - 5

[Special Called Venus Community Service Development Corporation - Jan 16 2024 - Minutes - Html](#)

4.2. Ratifying the expenditures for February 2024. 6 - 9

[4B REVENUE & EXPENSE REPORT.pdf](#)

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

5. Discussion and Consideration items:

5.1. Discuss and consider the Economic Development Corporation vehicle.

I make a motion to approve/deny_____.

- 5.2. Discuss and consider 4th of July event.
I make a motion to approve/deny_____.
- 5.3. Discussion regarding EDC opportunities and training.

6. 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** , not less than 72 hours prior to the meeting.

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: _____



Special Called Venus Community Service Development Corporation - Minutes

Tuesday, January 16, 2024 at 6:00 PM

Venus Civic Center

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

Chair Russell called the meeting to order at 6:00 PM, Russell gave the Invocation and Hamm lead the Pledge of Allegiance and Pledge to the Texas Flag.

Board members present: Joe Russell, Patricia Johnson, Domingo Rodriguez, Casey Tucker, Michelle Hamm.

Board members absent: Bobby Matthews and one vacancy.

Staff present: James Groom, Callie Green, and Melissa Westen.

2. **Public Comment Period:**

No public comments.

3. **Consent Agenda:**

3.1 Approval of meeting minutes for the Venus Community Service Development Corporation on December 5, 2023.
[SPECIAL CALLED Venus Community Service Development Corporation - Dec 05 2023 - Minutes - Html](#)

[SPECIAL CALLED Venus Community Service Development Corporation - Dec 05 2023 - Minutes - Html](#)

[SPECIAL CALLED Venus Community Service Development Corporation - Dec 05 2023 - Minutes - Html](#)

3.2 Ratifying the payments for December 2023.

[VCSDC Financials December 31, 2023.pdf](#)

[RG REVENUE & EXPENSE REPORT - VCSDC.pdf](#)

I make a motion to approve the consent agenda.

Moved by: Casey Tucker

Seconded by: Domingo Rodriguez

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

4. Discussion and Consideration items:

- 4.1 Discuss and consider a community garden and other possible project's for the Venus Community Service Development Corporation.

[4B Community Garden Proposal.pdf](#) 

Discussion only. A community garden was discussed. James Groom recommended to look into Shanna Park location rather than the vacant property on Venus La Rue due to parking and underground lines. Mrs. Hamm mentioned that she has 16 stacking pallets that can be used for the garden. Other discussions included a wildflower Meadow on vacant property on Venus La Rue with possible pilot program. Lady Bird Johnson seed program was introduced by Mrs. Hamm and the program gives wildflower seeds. Another topic was a Monarch butterfly garden. Direction was given to staff and will bring back findings at the special called meeting February 6, 2024.

Board agreed to move the 4th of July event to June 29th and would like to see a start time later in the day. A drone show was mentioned and will be looking into this option as well.

- 4.2 Discuss and consider the direction for the Venus Community Service Development Corporation vehicle.

Discussion only. Staff were directed to bring back options for possible take-over of vehicle for city use or temporary use by city until an EDC Director is hired.

5. Adjourn:

Chair Russell adjourned the meeting at 7:13 PM.

Chair

City Secretary

Draft

CITY OF VENUS
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: FEBRUARY 29TH, 2024

30 -VCSDC
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
INTEREST	352,500.00	0.00	148,453.72	42.11	204,046.28
MISC. REV.	0.00	0.00	0.00	0.00	0.00
TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	<u>352,500.00</u>	<u>0.00</u>	<u>148,453.72</u>	<u>42.11</u>	<u>204,046.28</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	<u>514,212.00</u>	<u>11,328.85</u>	<u>71,233.99</u>	<u>13.85</u>	<u>442,978.01</u>
TOTAL EXPENDITURES	<u>514,212.00</u>	<u>11,328.85</u>	<u>71,233.99</u>	<u>13.85</u>	<u>442,978.01</u>
REVENUES OVER/(UNDER) EXPENDITURES	(161,712.00)	(11,328.85)	77,219.73		(238,931.73)

CITY OF VENUS
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: FEBRUARY 29TH, 2024

30 -VCSDC

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>INTEREST</u>					
30-4-0000-0360 SRF/VCSDC INTEREST	2,500.00	0.00	3,494.02	139.76 (994.02)
30-4-0000-0365 SALES TAX REVENUES	350,000.00	0.00	144,108.91	41.17	205,891.09
30-4-0000-0366 SPECIAL EVENTS	<u>0.00</u>	<u>0.00</u>	<u>850.79</u>	<u>0.00</u> (<u>850.79)</u>
TOTAL INTEREST	352,500.00	0.00	148,453.72	42.11	204,046.28
<u>MISC. REV.</u>					
30-4-0000-0375 CLEANING FEES (PASS-THRO	0.00	0.00	0.00	0.00	0.00
30-4-0000-0378 AUDIT ADJUSTMENTS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL MISC. REV.	0.00	0.00	0.00	0.00	0.00
<u>TRANSFERS</u>					
30-4-0000-0390 SRF/VCSDC FUND BALANCE F	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	<u>352,500.00</u>	<u>0.00</u>	<u>148,453.72</u>	<u>42.11</u>	<u>204,046.28</u>

CITY OF VENUS
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: FEBRUARY 29TH, 2024

30 -VCSDC
 NON-DEPARTMENTAL

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
PERSONNEL					
30-5-0000-0400 SALARIES & WAGES	119,749.00	5,237.58	26,445.44	22.08	93,303.56
30-5-0000-0401 SOCIAL SECURITY	4,313.00	333.38	1,568.28	36.36	2,744.72
30-5-0000-0402 UNEMPLOYMENT TAXES	504.00	0.00	0.00	0.00	504.00
30-5-0000-0403 MEDICARE	1,009.00	77.98	366.83	36.36	642.17
30-5-0000-0404 RETIREMENT (TMRS)	7,495.00	568.50	3,488.26	46.54	4,006.74
30-5-0000-0406 WORKERS COMP	1,703.00	0.00	0.00	0.00	1,703.00
30-5-0000-0407 OVERTIME	2,884.00	0.00	0.00	0.00	2,884.00
30-5-0000-0408 CITY CONTR - EDC PERSONN	0.00	0.00	0.00	0.00	0.00
30-5-0000-0410 HEALTH INSURANCE	17,350.00	1,389.11	6,941.47	40.01	10,408.53
30-5-0000-0411 CITY CONTR-PARK PERSONNE	0.00	0.00	0.00	0.00	0.00
30-5-0000-0412 HRA	750.00	0.00	0.00	0.00	750.00
TOTAL PERSONNEL	155,757.00	7,606.55	38,810.28	24.92	116,946.72
TRAVEL & TRAINING					
30-5-0000-0416 TRAINING	0.00	0.00	0.00	0.00	0.00
30-5-0000-0418 DUES & MEMBERSHIPS	0.00	0.00	0.00	0.00	0.00
TOTAL TRAVEL & TRAINING	0.00	0.00	0.00	0.00	0.00
SUPPLIES					
30-5-0000-0420 UNIFORMS	300.00	0.00	0.00	0.00	300.00
30-5-0000-0421 OFFICE SUPPLIES	2,500.00	0.00	0.00	0.00	2,500.00
30-5-0000-0425 VCSDC SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00
30-5-0000-0426 GAS & OIL	750.00	0.00	40.00	5.33	710.00
30-5-0000-0429 DEPARTMENT SUPPLIES	1,500.00	749.96	1,405.27	93.68	94.73
30-5-0000-0430 CELL PHONE & MIFI	600.00	0.00	162.90	27.15	437.10
30-5-0000-0432 UTILITIES	12,000.00	1,583.56	5,562.01	46.35	6,437.99
30-5-0000-0433 SMALL EQUIPMENT	2,500.00	0.00	783.02	31.32	1,716.98
30-5-0000-0438 LEGAL NOTICES	0.00	0.00	0.00	0.00	0.00
TOTAL SUPPLIES	20,150.00	2,333.52	7,953.20	39.47	12,196.80
MAINTENANCE & REPAIRS					
30-5-0000-0442 BUILDING R&M	2,500.00	0.00	1,303.82	52.15	1,196.18
30-5-0000-0443 MARKETING & PROMOTIONAL	0.00	0.00	0.00	0.00	0.00
30-5-0000-0445 VEHICLE R&M	450.00	53.27	159.81	35.51	290.19
30-5-0000-0446 EQUIPMENT R&M	0.00	0.00	0.00	0.00	0.00
30-5-0000-0448 PARK MAINTENANCE	0.00	0.00	0.00	0.00	0.00
30-5-0000-0458 CONTRACTED SERVICES	45,000.00	0.00	0.00	0.00	45,000.00
30-5-0000-0459 AUDIT SERVICES	2,000.00	0.00	0.00	0.00	2,000.00
TOTAL MAINTENANCE & REPAIRS	49,950.00	53.27	1,463.63	2.93	48,486.37
CONTRACTED SERVICES					
30-5-0000-0461 ANNUAL AUDIT	0.00	0.00	0.00	0.00	0.00
30-5-0000-0462 LEGAL EXPENSES	3,600.00	0.00	1,000.00	27.78	2,600.00

CITY OF VENUS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 29TH, 2024

30 -VCSDC
NON-DEPARTMENTAL

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
30-5-0000-0465 CLEANING SERVICES	0.00	0.00	0.00	0.00	0.00
30-5-0000-0466 CITY CONTR-ADMIN COSTS	8,367.00	521.50	3,134.75	37.47	5,232.25
30-5-0000-0467 VCSDC CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
30-5-0000-0469 LIABILITY & PROPERTY INS	1,500.00	0.00	1,448.00	96.53	52.00
TOTAL CONTRACTED SERVICES	13,467.00	521.50	5,582.75	41.46	7,884.25
DEPARTMENTAL					
30-5-0000-0471 VCSDC BOND INDEBTEDNESS	0.00	0.00	0.00	0.00	0.00
30-5-0000-0480 VCSDC CASH RESERVES	0.00	0.00	0.00	0.00	0.00
30-5-0000-0485 MARKETING & PROMOTIONAL	2,500.00	0.00	0.00	0.00	2,500.00
30-5-0000-0486 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
30-5-0000-0491 CITY CONTR-SPECIAL EVENT	85,000.00	0.00	15,387.46	18.10	69,612.54
30-5-0000-0492 CITY CONTR-LAND PURCHASE	0.00	0.00	0.00	0.00	0.00
30-5-0000-0493 MISCELLANEOUS	500.00	202.68	202.68	40.54	297.32
30-5-0000-0495 PARK GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00
TOTAL DEPARTMENTAL	88,000.00	202.68	15,590.14	17.72	72,409.86
VEHICLE LEASE					
30-5-0000-0560 VEHICLE LEASE PAYMENTS	6,888.00	611.33	1,833.99	26.63	5,054.01
30-5-0000-0561 VEHICLE MAKE READY	0.00	0.00	0.00	0.00	0.00
30-5-0000-0562 VEHICLE MAINT PLAN	0.00	0.00	0.00	0.00	0.00
TOTAL VEHICLE LEASE	6,888.00	611.33	1,833.99	26.63	5,054.01
CAPITAL OUTLAY					
30-5-0000-0660 SPECIAL PROJECTS	180,000.00	0.00	0.00	0.00	180,000.00
30-5-0000-0667 CAP OUT-AUDIO/VISUAL SYS	0.00	0.00	0.00	0.00	0.00
30-5-0000-0668 CAP OUT-KITCHEN REMODEL	0.00	0.00	0.00	0.00	0.00
30-5-0000-0669 FIELDER PARK SECURITY SY	0.00	0.00	0.00	0.00	0.00
30-5-0000-0670 CAP OUT-FIELDER PARK LIG	0.00	0.00	0.00	0.00	0.00
30-5-0000-0671 CAP OUT-SHANNA PARK LIGH	0.00	0.00	0.00	0.00	0.00
30-5-0000-0672 CAP OUT-FIELDER PARK ENT	0.00	0.00	0.00	0.00	0.00
30-5-0000-0673 CAP OUT-BASEBALL FIELD I	0.00	0.00	0.00	0.00	0.00
30-5-0000-0674 PARKS SHADE CANOPIES	0.00	0.00	0.00	0.00	0.00
30-5-0000-0675 AUDIO SYSTEM	0.00	0.00	0.00	0.00	0.00
30-5-0000-0676 LAND PURCHASE	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	180,000.00	0.00	0.00	0.00	180,000.00
TRANSFERS					
30-5-0000-0720 TRANSFER (IN) OUT - DSF	0.00	0.00	0.00	0.00	0.00
30-5-0000-0740 TRANSFERS (IN) OUT - GRA	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	514,212.00	11,328.85	71,233.99	13.85	442,978.01
EXPENDITURES	514,212.00	11,328.85	71,233.99	13.85	442,978.01
UES OVER/(UNDER) EXPENDITURES	(161,712.00)	(11,328.85)	77,219.73	(238,931.73)	

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