



Venus Community Service Development Corporation

Tuesday, June 3, 2025 - 6:00 PM

210 S. Walnut Street
Venus, Texas 76084

AGENDA

1. **Call to Order, Roll Call, Invocation, Pledge of Allegiance, Pledge to Texas Flag:**
2. **Citizen Public Comment Period:**
3. **Consent Agenda:**
 - 3.1. Ratifying the payments of the bills for the month of April 2025.
 - 3.2. Approval of meeting minutes for regular meeting on March 4, 2025.
4. **Discussion and Consideration Items:**
 - 4.1. Discuss and consider approval of Fiscal Year 2025-2026 Annual Budget.
5. **Adjournment:**

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 in the bulletin at City Hall, 700 W. Hwy 67 Venus, Texas, and at a place readily accessible to the public at all times and to the City's website, www.cityofvenus.org, May 29, 2025, on or before 5:30 p.m.**

Callie Green, TRMC
City Secretary

For more information or a copy of the Open Meetings Act, please contact the Attorney General of Texas at 1-800-252-8011. This building is wheelchair-accessible. Any requests for Interpretive Services must be made 48 hours in advance of the scheduled meeting. To make arrangements, please call 972-366-3348.

Removed: _____

Time: _____

City of Venus
 Revenue And Expense Report
 As of April 30, 2025

5/28/2025 10:45 AM

30 - VCSDC	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Revenue Summary							
00-Special Rev Dept/Vcsdc	29,707.42	274,094.98	415,880.00	141,785.02	34.09%	254,027.96	448,338.66
Revenue Totals	<u>29,707.42</u>	<u>274,094.98</u>	<u>415,880.00</u>	<u>141,785.02</u>	<u>34.09%</u>	<u>254,027.96</u>	<u>448,338.66</u>
Expense Summary							
00-Special Rev Dept/Vcsdc	3,212.52	95,590.84	464,200.00	368,609.16	79.41%	96,077.59	186,139.25
Expense Totals	<u>3,212.52</u>	<u>95,590.84</u>	<u>464,200.00</u>	<u>368,609.16</u>	<u>79.41%</u>	<u>96,077.59</u>	<u>186,139.25</u>
Revenues Over(Under) Expenditures	<u>26,494.90</u>	<u>178,504.14</u>	<u>(48,320.00)</u>	<u>(226,824.14)</u>	<u>57.99%</u>	<u>157,950.37</u>	<u>262,199.41</u>

City of Venus
 Revenue and Expense Report
 As of April 30, 2025

5/28/2025 10:45 AM

30 - VCSDC Department Revenue	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
00-Special Rev Dept/Vcsdc							
<u>Interest</u>							
00-40360 Srf/Vcsdc Interest	624.78	4,727.83	10,070.00	5,342.17	53.05%	6,055.61	10,424.26
Total Interest	624.78	4,727.83	10,070.00	5,342.17	53.05%	6,055.61	10,424.26
<u>Licenses & Permits</u>							
00-40365 Sales Tax Revenues	29,082.64	269,367.15	405,810.00	136,442.85	33.62%	247,972.35	437,914.40
Total Licenses & Permits	29,082.64	269,367.15	405,810.00	136,442.85	33.62%	247,972.35	437,914.40
Total Special Rev Dept/Vcsdc	29,707.42	274,094.98	415,880.00	141,785.02	34.09%	254,027.96	448,338.66
Total Revenue	29,707.42	274,094.98	415,880.00	141,785.02	34.09%	254,027.96	448,338.66

City of Venus
 Revenue and Expense Report
 As of April 30, 2025

5/28/2025 10:45 AM

30 - VCSDC Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
00-Special Rev Dept/Vcsdc							
<u>Personnel</u>							
00-50400 Salaries & Wages	5,977.88	42,458.15	108,520.00	66,061.85	60.88%	36,701.46	60,689.29
00-50401 Social Security	214.48	3,130.72	6,730.00	3,599.28	53.48%	2,367.63	4,272.24
00-50402 Unemployment Taxes	94.28	94.28	750.00	655.72	87.43%	0.00	0.00
00-50403 Medicare	50.15	732.11	1,575.00	842.89	53.52%	553.78	999.26
00-50404 Retirement (Tmrs)	189.38	5,646.12	15,195.00	9,548.88	62.84%	4,890.03	7,800.70
00-50406 Workers Comp	422.50	1,267.50	1,690.00	422.50	25.00%	0.00	0.00
00-50407 Overtime	93.20	93.20	19,105.00	19,011.80	99.51%	0.00	0.00
00-50408 City Contr - Edc Personnel	0.00	9,876.96	0.00	(9,876.96)	0.00%	0.00	7,407.72
00-50410 Health Insurance	315.06	630.12	0.00	(630.12)	0.00%	8,371.34	15,276.13
00-50412 HRA	0.00	0.00	800.00	800.00	100.00%	0.00	0.00
Total Personnel	<u>7,356.93</u>	<u>63,929.16</u>	<u>154,365.00</u>	<u>90,435.84</u>	<u>58.59%</u>	<u>52,884.24</u>	<u>96,445.34</u>
<u>Travel & Training</u>							
00-50416 Training	0.00	0.00	1,500.00	1,500.00	100.00%	0.00	75.00
00-50418 Dues & Memberships	0.00	0.00	550.00	550.00	100.00%	0.00	0.00
Total Travel & Training	<u>0.00</u>	<u>0.00</u>	<u>2,050.00</u>	<u>2,050.00</u>	<u>100.00%</u>	<u>0.00</u>	<u>75.00</u>
<u>Supplies</u>							
00-50420 Uniforms	0.00	0.00	300.00	300.00	100.00%	0.00	30.90
00-50421 Office Supplies	0.00	0.00	500.00	500.00	100.00%	0.00	0.00
00-50426 Gas & Oil	0.00	0.00	750.00	750.00	100.00%	40.00	40.00
00-50429 Department Supplies	0.00	73.24	1,500.00	1,426.76	95.12%	1,405.27	1,518.11
Total Supplies	<u>0.00</u>	<u>73.24</u>	<u>3,050.00</u>	<u>2,976.76</u>	<u>97.60%</u>	<u>1,445.27</u>	<u>1,589.01</u>
<u>Utilities</u>							

City of Venus
 Revenue and Expense Report
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5/28/2025 10:45 AM

30 - VCSDC Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
00-50430 Cell Phone & Mifi	0.00	40.75	600.00	559.25	93.21%	285.09	488.67
00-50432 Utilities	836.70	7,798.35	12,000.00	4,201.65	35.01%	7,922.45	12,965.44
Total Utilities	<u>836.70</u>	<u>7,839.10</u>	<u>12,600.00</u>	<u>4,760.90</u>	<u>37.78%</u>	<u>8,207.54</u>	<u>13,454.11</u>
<u>Small Equipment</u>							
00-50433 Small Equipment	0.00	0.00	2,500.00	2,500.00	100.00%	783.02	2,843.01
Total Small Equipment	<u>0.00</u>	<u>0.00</u>	<u>2,500.00</u>	<u>2,500.00</u>	<u>100.00%</u>	<u>783.02</u>	<u>2,843.01</u>
<u>Maintenance & Repairs</u>							
00-50442 Building R&M	241.52	545.52	2,500.00	1,954.48	78.18%	1,407.82	1,869.82
00-50443 Marketing & Promotional	357.12	357.12	0.00	(357.12)	0.00%	0.00	0.00
00-50444 Economic Dev. Incentives	0.00	0.00	50,000.00	50,000.00	100.00%	0.00	0.00
00-50445 Vehicle R&M	0.00	0.00	450.00	450.00	100.00%	159.81	159.81
00-50446 Equipment R&M	0.00	0.00	450.00	450.00	100.00%	0.00	0.00
Total Maintenance & Repairs	<u>598.64</u>	<u>902.64</u>	<u>53,400.00</u>	<u>52,497.36</u>	<u>98.31%</u>	<u>1,567.63</u>	<u>2,029.63</u>
<u>Contracted Services</u>							
00-50459 Audit Services	(6,166.00)	(3,500.00)	4,000.00	7,500.00	187.50%	0.00	12,500.00
00-50462 Legal Expenses	250.00	1,500.00	3,600.00	2,100.00	58.33%	1,750.00	3,000.00
00-50466 City Contr-Admin Costs	0.00	0.00	9,060.00	9,060.00	100.00%	4,177.75	6,263.75
00-50469 Liability & Property Ins	336.25	1,008.75	1,575.00	566.25	35.95%	2,172.00	2,896.00
Total Contracted Services	<u>(5,579.75)</u>	<u>(991.25)</u>	<u>18,235.00</u>	<u>19,226.25</u>	<u>105.44%</u>	<u>8,099.75</u>	<u>24,659.75</u>
<u>Departmental</u>							
00-50485 Marketing & Promotional	0.00	71.99	2,500.00	2,428.01	97.12%	0.00	1,444.30
00-50491 City Contr-Special Events	0.00	23,765.96	35,000.00	11,234.04	32.10%	22,887.46	43,396.42
00-50493 Miscellaneous	0.00	0.00	500.00	500.00	100.00%	202.68	202.68

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Total Departmental	0.00	23,837.95	38,000.00	14,162.05	37.27%	23,090.14	45,043.40
<u>Capital Outlay</u>							
00-50677 Park Improvements	0.00	0.00	180,000.00	180,000.00	100.00%	0.00	0.00
Total Capital Outlay	0.00	0.00	180,000.00	180,000.00	100.00%	0.00	0.00
Total Special Rev Dept/Vcsdc	3,212.52	95,590.84	464,200.00	368,609.16	79.41%	96,077.59	186,139.25
Total Expense	3,212.52	95,590.84	464,200.00	368,609.16	79.41%	96,077.59	186,139.25

VENUS COMMUNITY SERVICE DEVELOPMENT CORPORATION

MEETING MINUTES

Regular Venus Community Service Development Corporation meeting
MARCH 4, 2025

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

Chair Russell called the meeting to order at 06:04 PM, Russell gave the Invocation, and Prazak lead the Pledge of Allegiance and Pledge to the Texas Flag.

Boardmembers present: Joe Russell, Jeannie Prazak, Patricia Johnson, Jira Sansom.

Boardmembers absent: Casey Tucker and Raymond Jackman.

Staff present: Josh Jones, Callie Green, Melissa Westen and Kyle Sugg.

2. **Citizen Public Comment Period:**

Patrick Torres- 100 Bulldog- Spoke regarding the Venus ISD bond election.

3. **Consent Agenda:**

3.1. Approval of meeting minutes for the Special Called Meeting of the Venus Community Service Development Corporation on December 9, 2024.

3.2. Ratifying the payments of the bills for the months of December 2024 - February 2025.

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

Moved by: Jeannie Prazak

Seconded by: Jira Sansom

For: Unanimous. Motion carried 4-0-0.

4. **Discussion and Consideration Items:**

4.1. Discuss and consider the appointment of the Vice Chair of the Venus Community Service Development Corporation for the unexpired term of the previous Vice Chair, ending December 31, 2025.

I nominate Jira Sansom as Vice Chair.

Moved by: Jeannie Prazak

Seconded by: Patricia Johnson

For: Unanimous. Motion carried 4-0-0.

4.2. Discuss annual budget preparation and planning for the 2025-2026 Fiscal Year.

Jones presented to the Board. Sansom would like to see logistics and Russell would like a sports complex and funding events.

5. Adjournment:

Chair Russell adjourned the meeting at 07:09 PM.



Venus Community Services Development Corp.

PROPOSED ANNUAL BUDGET

**For the Fiscal Year
Beginning October 1, 2025
Ending September 30, 2026**

Venus Community Services Development Corp.

FY 2024-2025

Proposed Annual Budget

VCSDC Board

JEANNIE PRAZAK BOARD MEMBER, PLACE 1
KATIE DRAMBAREANU BOARD MEMBER, PLACE 2
MICHELLE CRANDALL BOARD MEMBER, PLACE 3
VACANT 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



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

	FYE 2022 Audited	FYE 2023 Audited	FYE 2024 Unaudited	FYE 2025 Projected Actuals	FYE 2026 Proposed Budget	FYE 2025 Projected/2026 Proposed Change
BEGINNING FUND BALANCE	\$ 398,516	440,396	573,357	737,446	989,446	34%
REVENUES						
Sales Taxes	330,851	362,660	350,000	469,875	498,655	6%
Special Events	5,920	33	-	-	-	0%
Investment Earnings	790	8,304	2,500	7,095	10,070	42%
TOTAL REVENUES	337,561	370,997	352,500	476,970	508,725	7%
EXPENDITURES						
Personnel	56,161	102,675	96,520	121,540	-	-100%
Materials & Supplies	2,245	4,445	1,589	3,395	5,315	57%
Repairs & Maintenance	8,900	3,974	2,030	935	5,000	435%
Contracted Services	73,052	27,663	38,114	21,050	33,050	57%
Departmental	82,524	43,498	47,886	28,050	90,500	223%
Capital Outlay	72,799	55,781	2,272	-	180,000	100%
TOTAL EXPENDITURES	295,681	238,036	188,411	174,970	313,865	79%
OTHER FINANCING SOURCES (USES)						
Transfers (To) From Other Government	-	-	-	(50,000)	(223,730)	347%
ENDING FUND BALANCE	\$ 440,396	573,357	737,446	989,446	960,576	-3%



Annual Operating Budget

VCSDC FUND
EXPENDITURES DETAIL

	FYE 2022 Audited	FYE 2023 Audited	FYE 2024 Unaudited	FYE 2025 Projected Actuals	FYE 2026 Proposed Budget	FYE 2025 Projected/2026 Proposed Change
PERSONNEL						
Salaries & Wages	\$ 55,587	102,675	68,097	84,995	-	-100%
Social Security Taxes	-	-	4,272	4,855	-	-100%
State Unemployment Taxes	-	-	-	140	-	100%
Medicare	-	-	999	1,135	-	-100%
Retirement (TMRS)	-	-	7,801	8,470	-	-100%
Worker's Comp	-	-	-	1,900	-	100%
Overtime	-	-	-	140	-	-100%
Health Insurance	-	-	15,276	19,105	-	-100%
HRA	-	-	-	800	-	-100%
Training & Travel	574	-	75	-	-	100%
Dues & Memberships	-	-	-	-	-	100%
TOTAL PERSONNEL	56,161	102,675	96,520	121,540	-	-100%
MATERIALS & SUPPLIES						
Uniforms	-	270	31	-	500	100%
Office Supplies	1,828	628	-	-	500	100%
Gas & Oil	65	2,200	40	-	750	100%
Department Supplies	352	1,347	1,518	3,395	3,565	5%
TOTAL MATERIALS & SUPPLIES	2,245	4,445	1,589	3,395	5,315	57%
REPAIRS & MAINTENANCE						
Building Maintenance	4,405	1,782	1,870	935	5,000	435%
Vehicle R&M	-	773	160	-	-	0%
Equipment R&M	-	-	-	-	-	0%
Park Maintenance	4,495	1,419	-	-	-	0%
TOTAL REPAIRS & MAINTENANCE	8,900	3,974	2,030	935	5,000	435%
CONTRACTED SERVICES						
Cell Phones/MIFI	331	-	489	125	600	380%
Utilities	13,593	-	12,965	12,785	12,000	-6%
Contracted Services	42,101	12,354	-	-	-	0%
Audit Services	2,000	1,000	12,500	4,000	5,000	25%
Legal Services	3,600	3,000	3,000	2,625	3,600	37%
Administrative Costs	10,493	9,911	6,264	-	10,275	0%
Liability & Property Ins	934	1,398	2,896	1,515	1,575	4%
TOTAL CONTRACTED SERVICES	73,052	27,663	38,114	21,050	33,050	57%
DEPARTMENTAL						
Marketing & Promotional	4,451	1,451	1,444	200	2,500	100%
City Contr Special Events	20,000	34,706	43,396	27,850	35,000	26%
City Contr Land Purchase	50,763	769	-	-	-	100%
Economic Dev. Incentives	-	-	-	-	50,000	100%
Miscellaneous	7,310	296	203	-	500	0%
Small Equipment	-	-	2,843	-	2,500	0%
TOTAL DEPARTMENTAL	82,524	37,222	47,886	28,050	90,500	223%
DEBT SERVICE						
Vehicle Lease	-	6,276	1,834	-	-	0%
TOTAL DEBT SERVICE	-	6,276	1,834	-	-	0%
CAPITAL EXPENDITURES						
Park Improvements	72,799	55,781	2,272	-	180,000	100%
TOTAL CAPITAL EXPENDITURES	72,799	55,781	2,272	-	180,000	100%
TRANSFERS						
Transfers Out	-	-	-	50,000	223,730	347%
TOTAL TRANSFERS	-	-	-	50,000	223,730	347%
TOTAL EXPENDITURES	\$ 295,681	238,036	190,245	224,970	537,595	139%

VCSDC LINE-ITEM JUSTIFICATION

Uniforms

Vendor/Contractor	Description	Amount
Various	VCSDC logo shirts, name tags	500
Total Line Item		500

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.; 5% inflation factor	3,565
Total Line Item		3,565

Building Repairs & Maintenance

Vendor/Contractor	Description	Amount
Various	Contingency for repairs/improvements at community center	5,000
Total Line Item		5,000

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

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	5,000
Total Line Item		5,000

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 \$53.44/hour	5,130
City of Venus	Finance Director - 4 hours/month x 12 months x \$55.61/hour	2,655
City of Venus	Finance Assistant - 8 hours/month x 12 months x \$25.93/hour	2,490
Total Line Item		10,275

Liability & Property Insurance

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

Small Equipment

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

Vehicle R&M

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

Vehicle Lease Payment

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

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

Transfers In/Out

Vendor/Contractor	Description	Amount
Contribution to City	EDC Director	63,145
Contribution to City	Parks Personnel - 1.5 FTE	108,535
TML	Annual Economic Development Conference	1,500
TEDC	TEDC Annual Dues	550
General Fund - Interest & Sinking Fund	Debt Service	50,000
	Total Line Item	223,730

Total Expenditures - VCSDC**\$ 537,595**