



## **Venus Community Service Development Corporation**

Tuesday, March 10, 2026 - 6:30 PM

Special Called VCSDC Meeting  
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. Approval of meeting minutes from the regular called meeting on January 6, 2026.

3.2. Ratify the monthly report for February 2026.

**4. Discussion and Consideration Items:**

The City Council reserves the right to meet in Executive Session closed to the public at any time in the course of this meeting to discuss matters listed on the agenda, pursuant to authorization by the Texas Open Meetings Act TEXAS GOVERNMENT CODE, Chapter 551.071 (Private consultation with attorney for the city).

4.1. Discuss and consider amending the Venus Community Service Development Corporation meeting time from 6:00 pm to 6:30 pm.

4.2. Discussion regarding the content for the Venus Community Service Development Corporation web hosting and domain acquisition such as layout, structure, page flow, logo, colors, newsletter, accessibility, and email accounts.

4.3. Future Agenda Items.

**5. Adjournment:**

The VCSDC reserves the right to meet in Executive Session, closed to the public, at any time in the course of this meeting to discuss matters listed on the agenda, pursuant to authorization by the Texas Open Meetings Act, TEXAS GOVERNMENT CODE, Chapter 551.071 (Private consultation with attorney for the city). This is to certify that a copy of this Notice of Meeting was posted on the bulletin board at City Hall, 700 W. Hwy 67 Venus, Texas and at a place readily accessible to the public at all times and to the City's website [www.cityofvenus.org](http://www.cityofvenus.org), on Tuesday, March 3, 2026.

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Callie Driggars, TRMC  
City Secretary

For more information or a copy of the Open Meetings Act, please contact the Attorney General of

Texas at 1-800-252-8011. This building is wheelchair accessible. Any requests for Interpretive Services must be made 48 hours in advance of the scheduled meeting. To make arrangements, please call 972-366-3348.

Removed: \_\_\_\_\_

Time: \_\_\_\_\_

# VENUS COMMUNITY SERVICE DEVELOPMENT CORPORATION

MEETING MINUTES  
Regular VCSDC Meeting  
JANUARY 6, 2026

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

Chair, Joe Russell, called the meeting to order at 06:01 PM. Russell gave the Invocation, and Drambareanu led the Pledge of Allegiance and Pledge to the Texas Flag.

Boardmembers present: Joe Russell, Jeannie Prazak, Raymond Jackman, Katie Drambareanu, Michelle Crane and Dr. Elisabeth Livingstone arrived 6:07pm..  
Staff present: Callie Green, Melissa Westen, Scott Williams and Oscar Ortiz.

## 2. Citizen Public Comment Period:

No public speakers.

## 3. Consent Agenda:

3.1. Approval of meeting minutes for Regular called meeting on December 2, 2025.

I make a motion to approve the consent agenda.

Moved by: Jeannie Prazak

Seconded by: Raymond Jackman

**For: Unanimous. Motion carried Yes 5, No 0, Abstained 0.**

## 4. Discussion and Consideration Items:

4.1. Discuss and consider the appointment of a Vice Chair to the Venus Community Service Development Corporation.

Jeannie Prazak made a nomination for Katie Drambareanu.

Raymon Jackman made a nomination for himself.

I make a motion to nominate Katie as Vice Chair.

Moved by: Jeannie Prazak

Seconded by: Katie Drambareanu

**For: Jeannie Prazak, Katie Drambreanu and Joe Russell**

**Against: Michelle Crane and Raymong Jackman**

**Motion carried Yes 3, No 2, Abstained 0.**

4.2. Future agenda items:

J. Prazak - VCSDC meeting times changed from 6:00 pm to 6:30 pm.

**5. Executive Session:**

IN ACCORDANCE WITH TEXAS GOVERNMENT CODE, SECTION 551.001, ET SEQ. THE VENUS COMMUNITY SERVICE DEVELOPMENT CORPORATION WILL RECESS INTO EXECUTIVE SESSION (CLOSED MEETING) TO DISCUSS THE FOLLOWING: Section 551.074 (a)(1)- Personnel Matters.

5.1. Discussion regarding the employment, evaluation, reassignment, duties, discipline, resignation, or dismissal of a city officer or employee, unless such officer or employee requests a public hearing to wit: Interview for EDC Director.

The Chair recessed into Executive Session at 6:07 pm.  
The Chair reconvened into Open Session at 7:13 pm.

5.2. Any action to be taken on Executive Session

I make a motion to hire Oscar Ortiz as the Economic Development Director with a salary not to exceed \$20,000 with Council approval.

Moved by: Katie Drambareanu

Seconded by: Jeannie Prazak

**For: Unanimous. Motion carried Yes 6, No 0, Abstained 0.**

**6. Adjournment:**

Chair, Joe Russell, adjourned the meeting at 07:14 PM.

City of Venus  
 Revenue And Expense Report  
 As of February 28, 2026

3/2/2026 5:06 PM

<b>30 - VCSDC</b>	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.
<b>Revenue Summary</b>							
00-Special Rev Dept/Vcsdc	49,486.55	206,280.49	508,725.00	302,444.51	59.45%	205,105.10	464,588.11
Revenue Totals	<u>49,486.55</u>	<u>206,280.49</u>	<u>508,725.00</u>	<u>302,444.51</u>	<u>59.45%</u>	<u>205,105.10</u>	<u>464,588.11</u>
<b>Expense Summary</b>							
00-Special Rev Dept/Vcsdc	10,511.18	54,234.11	560,780.00	506,545.89	90.33%	26,477.98	118,501.97
Expense Totals	<u>10,511.18</u>	<u>54,234.11</u>	<u>560,780.00</u>	<u>506,545.89</u>	<u>90.33%</u>	<u>26,477.98</u>	<u>118,501.97</u>
Revenues Over(Under) Expenditures	<u>38,975.37</u>	<u>152,046.38</u>	<u>(52,055.00)</u>	<u>(204,101.38)</u>	<u>75.64%</u>	<u>178,627.12</u>	<u>346,086.14</u>

City of Venus  
 Revenue and Expense Report  
 As of February 28, 2026

3/2/2026 5:06 PM

<b>30 - VCSDC Department Revenue</b>	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.
<b>00-Special Rev Dept/Vcsdc</b>							
<u>Interest</u>							
00-40360 Srf/Vcsdc Interest	0.00	2,468.25	10,070.00	7,601.75	75.49%	3,459.06	8,245.22
Total Interest	0.00	2,468.25	10,070.00	7,601.75	75.49%	3,459.06	8,245.22
<u>Licenses &amp; Permits</u>							
00-40365 Sales Tax Revenues	49,486.55	203,812.24	498,655.00	294,842.76	59.13%	201,646.04	456,342.89
Total Licenses & Permits	49,486.55	203,812.24	498,655.00	294,842.76	59.13%	201,646.04	456,342.89
Total Special Rev Dept/Vcsdc	49,486.55	206,280.49	508,725.00	302,444.51	59.45%	205,105.10	464,588.11
Total Revenue	49,486.55	206,280.49	508,725.00	302,444.51	59.45%	205,105.10	464,588.11

City of Venus  
 Revenue and Expense Report  
 As of February 28, 2026

3/2/2026 5:06 PM

<b>30 - VCSDC Department Expense</b>	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.
<b>00-Special Rev Dept/Vcsdc</b>							
<u>Travel &amp; Training</u>							
00-50416 Training	0.00	0.00	10,500.00	10,500.00	100.00%	0.00	0.00
Total Travel & Training	0.00	0.00	10,500.00	10,500.00	100.00%	0.00	0.00
<u>Supplies</u>							
00-50420 Uniforms	0.00	0.00	500.00	500.00	100.00%	0.00	0.00
00-50421 Office Supplies	0.00	0.00	500.00	500.00	100.00%	0.00	0.00
00-50429 Department Supplies	0.00	506.30	2,000.00	1,493.70	74.69%	73.24	282.96
Total Supplies	0.00	506.30	3,000.00	2,493.70	83.12%	73.24	282.96
<u>Utilities</u>							
00-50430 Cell Phone & Mifi	0.00	0.00	600.00	600.00	100.00%	40.75	40.75
00-50432 Utilities	1,261.18	4,283.15	12,000.00	7,716.85	64.31%	5,533.53	12,640.31
Total Utilities	1,261.18	4,283.15	12,600.00	8,316.85	66.01%	5,574.28	12,681.06
<u>Small Equipment</u>							
00-50433 Small Equipment	0.00	0.00	2,500.00	2,500.00	100.00%	0.00	0.00
Total Small Equipment	0.00	0.00	2,500.00	2,500.00	100.00%	0.00	0.00
<u>Maintenance &amp; Repairs</u>							
00-50442 Building R&M	0.00	178.50	5,000.00	4,821.50	96.43%	226.00	3,822.98
00-50444 Economic Dev. Incentives	0.00	0.00	50,000.00	50,000.00	100.00%	0.00	0.00
Total Maintenance & Repairs	0.00	178.50	55,000.00	54,821.50	99.68%	226.00	3,822.98
<u>Contracted Services</u>							
00-50459 Audit Services	0.00	5,000.00	5,000.00	0.00	0.00%	2,666.00	4,000.00
00-50462 Legal Expenses	250.00	1,250.00	3,600.00	2,350.00	65.28%	1,000.00	2,750.00

City of Venus  
 Revenue and Expense Report  
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<b>30 - VCSDC Department Expense</b>	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.
00-50466 City Contr-Admin Costs	0.00	0.00	10,275.00	10,275.00	100.00%	0.00	9,060.00
00-50469 Liability & Property Ins	0.00	800.00	1,575.00	775.00	49.21%	672.50	1,345.00
Total Contracted Services	<u>250.00</u>	<u>7,050.00</u>	<u>20,450.00</u>	<u>13,400.00</u>	<u>65.53%</u>	<u>4,338.50</u>	<u>17,155.00</u>
<u>Departmental</u>							
00-50485 Marketing & Promotional	0.00	0.00	2,500.00	2,500.00	100.00%	0.00	71.99
00-50491 City Contr-Special Events	9,000.00	23,788.56	50,000.00	26,211.44	52.42%	16,265.96	39,782.93
00-50493 Miscellaneous	0.00	0.00	500.00	500.00	100.00%	0.00	0.00
Total Departmental	<u>9,000.00</u>	<u>23,788.56</u>	<u>53,000.00</u>	<u>29,211.44</u>	<u>55.12%</u>	<u>16,265.96</u>	<u>39,854.92</u>
<u>Capital Outlay</u>							
00-50677 Park Improvements	0.00	18,427.60	180,000.00	161,572.40	89.76%	0.00	44,705.05
Total Capital Outlay	<u>0.00</u>	<u>18,427.60</u>	<u>180,000.00</u>	<u>161,572.40</u>	<u>89.76%</u>	<u>0.00</u>	<u>44,705.05</u>
<u>Transfers</u>							
00-50720 Transfer (In) Out - Dsf	0.00	0.00	223,730.00	223,730.00	100.00%	0.00	0.00
Total Transfers	<u>0.00</u>	<u>0.00</u>	<u>223,730.00</u>	<u>223,730.00</u>	<u>100.00%</u>	<u>0.00</u>	<u>0.00</u>
Total Special Rev Dept/Vcsdc	<u>10,511.18</u>	<u>54,234.11</u>	<u>560,780.00</u>	<u>506,545.89</u>	<u>90.33%</u>	<u>26,477.98</u>	<u>118,501.97</u>
Total Expense	<u>10,511.18</u>	<u>54,234.11</u>	<u>560,780.00</u>	<u>506,545.89</u>	<u>90.33%</u>	<u>26,477.98</u>	<u>118,501.97</u>



**Venus Community Service  
Development Corporation  
(VCSDC)  
Item Report**

**March 10, 2026**  
**Oscar Ortiz, EDC director**  
**972-366-3348 ext. 206**  
[oortiz@cityofvenus.org](mailto:oortiz@cityofvenus.org)

**DISCUSSION REGARDING CONTENT FOR THE VENUS SERVICE COMMUNITY  
DEVELOPMENT CORPORATION SUCH AS LAYOUT, STRUCTURE, PAGE FLOW,  
LOGO, COLORS, NEWSLETTERS, ACCESSIBILITY, AND EMAIL ACCOUNTS**

- 1. BACKGROUND/HISTORY:** VCSDC does not have a website to retain, attract and expand for current and new businesses.
- 2. FINDINGS / CURRENT ACTIVITY:** A proposed layout for an economic development website designed to strengthen the EDC online presence, and better support community engagement efforts will be presented.
- 3. RECOMMENDATIONS:** I would appreciate your feedback on what content, features, and resources you believe should be included to best serve our stakeholders and reflect VCSDC priorities.
- 4. ATTACHMENTS: None**