

JOE RUSSELL
RANDALL BUCK
LINDA HARRIS
SHELLEY CLOWER



JAMES BURGESS
GERONIMO HERNANDEZ
VACANT

Venus Community Service Development Corporation

Monday, December 14, 2020, 6:00 PM

Venus Civic Center
210 South Walnut Street
Venus, Texas 76084
SPECIAL CALLED AGENDA

In order to advance the public health goal of limiting face-to-face interaction (also called “social distancing”) to slow the spread of the Coronavirus (COVID-19) **although citizens will be allowed to attend the meeting in person, keeping social distancing in mind is required and wearing a facial mask is required.**

Page

1. Call to Order, Roll Call, Invocation, Pledge of Allegiance

2. Consent Agenda

- 2.1. Approval of meeting minutes of November 9, 2020. 4 - 5

[Venus Community Service Development Corporation - November 9, 2020 - Minutes - Pdf](#)

I make a motion to approve consent agenda as presented.

3. Public Comment Period

Citizens may sign up before the meeting begins and will be allowed up to 5 minutes to address the Board.

4. Staff presentation

- 4.1. Presentation of FY 19-20 VCSDC Final Budget & Actual Report 6 - 7

[1-FY 19-20 VCSDC Final Budget & Actual \(Unaudited\).pdf](#)

5. Public Hearing

- 5.1. Conduct Public Hearing to consider the use of existing funds to perform improvements and provide equipment to Shanna Park and/or Fielder Park, specifically shade sails/canopy.

Staff Summary

8 - 11

On the direction of the VCSDC, staff has solicited estimates for a shade sail/canopy for Shanna Park.

[SUPERSPAN01.jpg](#) 

[Playground canopy Shanna.jpg](#) 

[Shade Canopy Quote.pdf](#) 

Open Public Hearing

Close Public Hearing

- 5.2. Consider, deliberate and act upon adopting Resolution 4-2020-12 to purchase shade sail/canopy for Shanna Park and/or Fielder Park. 12 - 13

[1-Resolution 4-2020-12 Shade Canopies.pdf](#) 

I make a motion to approve Resolution 4-2020-12 as presented.

- 5.3. Consider, deliberate and act upon amending the VCSDC FY 20-21 Budget. 14 - 18

[1-Agenda Item Report - FY 20-21 VCSDC Budget Amendment.pdf](#) 

[2-Resolution 5-2020-12 FY 20-21 VCSDC Budget Revision.pdf](#) 

I make a motion to approve Resolution 5-2020-12 amending the VCSDC FY 20-21 Budget as presented.

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 §551.072 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 or before 5 : 00 P.M. on Friday, December 11, 2020.

Callie Green,
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. To make arrangements call (972) 366-3348 and leave a message if it is after hours. Thank you.



Venus Community Service Development Corporation Minutes

Monday, November 9, 2020 at 6:00 PM

Venus Civic Center

1. Call to Order, Roll Call, Invocation, Pledge of Allegiance

Chair, Russell called the meeting to order at 6:14 P.M. Invocation by Chair, Russell and Pledge of Allegiance lead by Member Harris.

Members present: Joe Russell, Linda Harris, Shelley Clower, Robert McCurdy. James Burgess arrived @ 6:22 P.M. and Geronimo Hernandez arrived @ 6:25 P.M.

Members absent: Randall Buck

2. Consent

All matters listed under consent agenda have been previously discussed, require little or no deliberation, or are routine by the Type B Corporation. If discussion is desired, then an item will be removed from the consent agenda and considered separately. Otherwise, approval of the consent agenda authorizes the City Administrator to implement each item in accordance with staff's recommendation.

2.1. Approval of meeting minutes for Venus Community Service Development Corporation regular meeting on August 10, 2020.

Member Harris made a motion to approve the consent agenda as presented. Seconded by member Clower. For: Unanimous. Motion carried. 4-0-0.

3. Public Comment Period

Citizens may sign up before the meeting begins and will be allowed up to 5 minutes to address the Board. No personal attacks on any appointed official or city employee will be allowed.

No public comments.

4. Items for Discussion/Consideration

4.1. Consider, discuss and act upon a review of VCSDC-funded projects completed or still in progress.

City Administrator, Andy Wolfe presented.

4.2. Consider, discuss and act upon a review of the status of the city's residential and commercial development projects in progress.

Assistant City Administrator, Darrell Cook presented.

4.3. Consider, discuss and act upon future projects to further develop and/or promote the city.

Discussion only.

Members would like a special called meeting on December 14, 2020 @ 6:30 P.M. Would like to pursue seeing how far \$35,000 for shade canopies will go for ball fields. Starting with Shauna Park and then Fielder Park.

5. Adjourn

Chair Russell adjourned the meeting at 6:47 P.M.

Chair

City Secretary

VENUS COMMUNITY SERVICE DEVELOPMENT CORPORATION
FINAL BUDGET & ACTUAL
TWELVE MONTHS ENDED SEPTEMBER 30, 2020

						VARIANCE
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL BUDGET BASIS	YEAR-END ACCRUALS	ACTUAL GAAP BASIS	FAVORABLE (UNFAVORABLE)
REVENUES:						
Sales Taxes	\$ 193,791	\$ 196,892	\$ 219,812	\$ 15,790	\$ 235,602	\$ 38,710
Interest Income	500	1,350	1,344	-	1,344	(6)
TOTAL REVENUES	194,291	198,242	221,156	15,790	236,946	38,704
EXPENDITURES:						
Personnel Costs	-	6,920	9,205	147	9,352	(2,432)
Material and Supplies	22,368	15,000	10,541	-	10,541	4,459
Repairs and Maintenance	39,000	17,500	5,822	-	5,822	11,678
Contracted Services	-	-	4,047	-	4,047	(4,047)
Departmental	1,000	250	-	-	-	250
Capital Outlay	131,000	131,000	86,257	-	86,257	44,743
TOTAL EXPENDITURES	193,368	170,670	115,872	147	116,019	54,651
REVENUE OVER (UNDER) EXPENDITURES	923	27,572	105,284	15,643	120,927	93,355
OTHER FINANCING SOURCES (USES) Transfer (To) From Other Funds	(50,000)	29,224	29,130	-	29,130	(94)
CHANGE IN FUND BALANCE	(49,077)	56,796	134,414	15,643	150,057	93,261
BEGINNING FUND BALANCE	126,892	126,892	126,892	34,024	160,916	34,024
ENDING FUND BALANCE	\$ 77,815	\$ 183,688	\$ 261,306	\$ 49,667	\$ 310,973	\$ 127,285

Capital Outlay Details:

	Budget	Actual	Variance
Audio/Visual System-Civic Center	\$ 15,000	14,270	730
Kitchen Remodel-Civic Center	15,000	15,333	(333)
Fielder Park Security System	16,000	-	16,000
Fielder Park Lighting	24,171	24,171	-
Shanna Park/Civic Center Lighting	32,483	32,483	-
Fielder Park Entrance	28,346	-	28,346
Total Capital Outlay	\$ 131,000	\$ 86,257	44,743

VENUS COMMUNITY SERVICES DEVELOPMENT CORPORATION
STATEMENT OF REVENUES & EXPENDITURES
THREE-YEAR COMPARISON

	ACTUAL	ACTUAL	(Unaudited) ACTUAL
	2017-2018	2018-2019	2019-2020
REVENUES			
30-4-0000-0365 SALES TAX REVENUE	\$ 159,013	\$ 205,298	\$ 235,602
30-4-0000-0360 INTEREST INCOME	1,828	1,985	1,344
TOTAL REVENUES	\$ 160,841	\$ 207,283	\$ 236,946
EXPENDITURES			
PERSONNEL COSTS			
30-5-0000-0400 SALARIES AND WAGES	\$ 15,108	\$ -	\$ 8,663
30-5-0000-0401 FEDERAL PAYROLL TAXES	582	-	651
30-5-0000-0402 STATE UNEMPLOYMENT TAXES	2	-	38
30-5-0000-0404 TMRS RETIREMENT	1,496	-	-
30-5-0000-0410 HEALTH INSURANCE	3,089	-	-
TOTAL PERSONNEL COSTS	20,277	-	9,352
SUPPLIES			
30-5-0000-0429 SUPPLIES	962	1,025	812
30-5-0000-0432 UTILITIES	10,768	10,414	9,560
30-5-0000-0433 SMALL EQUIPMENT	489	-	13
30-5-0000-0440 LEGAL NOTICES	-	-	156
TOTAL SUPPLIES	12,219	11,439	10,541
REPAIRS & MAINTENANCE			
30-5-0000-0440 BUILDING R&M	4,837	4,372	2,235
30-5-0000-0442 CLEANING SERVICES	1,590	2,893	-
30-5-0000-0485 PARK MAINTENANCE	39,333	9,993	3,587
TOTAL REPAIRS & MAINTENANCE	45,760	17,258	5,822
CONTRACTED SERVICES			
30-5-0000-0462 LEGAL FEES	-	-	4,047
TOTAL CONTRACTED SERVICES	-	-	4,047
DEPARTMENTAL			
30-5-0000-0443 ECONOMIC DEVELOPMENT	(200)	-	-
30-5-0000-0486 MISCELLANEOUS	61	10	-
TOTAL DEPARTMENTAL	(139)	10	-
CAPITAL EXPENDITURES			
30-5-0000-0425 SPECIAL PROJECTS	153,862	9,600	-
30-5-0000-0495 GRANT EXPENDITURES	112,838	9,897	-
30-5-0000-0667 CAP OUT-AUDIO/VISUAL SYSTEM	-	-	14,270
30-5-0000-0668 CAP OUT-KITCHEN REMODEL	-	-	15,333
30-5-0000-0669 CAP OUT-FIELDER PARK SECURITY SYSTEM	-	-	-
30-5-0000-0670 CAP OUT-FIELDER PARK LIGHTING	-	-	24,171
30-5-0000-0671 CAP OUT-SHANNA PARK LIGHTING	-	-	32,483
30-5-0000-0672 CAP OUT-FIELDER PARK ENTRANCE	-	-	-
TOTAL CAPITAL EXPENDITURES	266,700	19,497	86,257
TOTAL EXPENDITURES	\$ 344,817	\$ 48,204	\$ 116,019
REVENUE OVER (UNDER) EXPENDITURES	\$ (183,976)	\$ 159,079	\$ 120,927
OTHER FINANCING SOURCES (USES)			
30-5-0000-0710 TRANSFERS TO GENERAL FUND	-	(50,000)	-
30-5-0000-0740 TRANSFERS FROM GRANT FUND	-	-	29,130
CHANGE IN FUND BALANCE	\$ (183,976)	\$ 109,079	\$ 150,057
BEGINNING FUND BALANCE (As previously reported)	235,813	51,837	126,892
PRIOR PERIOD ADJUSTMENT	-	-	34,024
ENDING FUND BALANCE	\$ 51,837	\$ 160,916	\$ 310,973





ORDER DETAILS

Product	Total
Rectangle Hip Roof Shade Structure × 1 - Length: 30' - Width: 34' - Eave Height: 14' - Frame Color: Yellow - Shade Fabric Color: Navy Blue	\$7,006.00
Subtotal:	\$32,375.00
Total:	\$32,375.00
Note:	Please email me a quote for the items listed above for our playground structures for the City of Venus Texas

Product	Total
Super Span Shade Structure × 1	
• Length: 50'	
• Width: 60'	
• Eave Height: 16'	\$25,369.00
• Frame Color: Yellow	
• Shade Fabric Color: Navy Blue	
Subtotal:	\$32,375.00
Total:	\$32,375.00
Note:	Please email me a quote for the items listed above for our playground structures for the City of Venus Texas

[Order again →](#)

BILLING ADDRESS

Andy Wolfe
City of Venus Texas
700 W US HWY 67
Venus, TX 76084
📞 9723663348
✉ awolfe@cityofvenus.org

RESOLUTION NO. 4-2020-12

A RESOLUTION OF THE VENUS COMMUNITY SERVICE DEVELOPMENT CORPORATION DECLARING IMPROVEMENTS AND PROVISION OF EQUIPMENT TO SHANNA PARK AND/OR FIELDER PARK AS A PROJECT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Venus Community Service Development Corporation (the “VCSDC”) is a Type B Economic Development Corporation, created under the Texas Local Government Code Chapters 501, 502 and 505; and

WHEREAS, the Board of Directors of the VCSDC is authorized under the Texas Local Government Code Section 505.152 to undertake projects for the purposes of improvements and provision of equipment found to be required or suitable for public park purposes and events; and

WHEREAS, the Board of Directors of the VCSDC hereby finds and determines that the VCSDC should undertake a project for the improvement and provision of equipment to Shanna Park and/or Fielder Park, specifically the provision of shade canopies (the “**Project**”), and

WHEREAS, the specific cost of the Project shall be defined at a later date, in line with the amount budgeted for this Project by the VCSDC; and

WHEREAS, prior to undertaking such a project, in accordance with the Texas Local Government Code Section 505.159, the Board of Directors is required to hold a public hearing on the VCSDC’s proposed project, which public hearing was held on the date of adoption of this Resolution prior to its adoption.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE VENUS COMMUNITY SERVICE DEVELOPMENT CORPORATION THAT:

SECTION 1: Findings Incorporated. The recitals contained in the preamble above are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as part of the judgment and findings of the VCSDC.

SECTION 2: Project Approved. The Board of Directors hereby approves the Project as a development project of the VCSDC, with the amount of participation to coincide with that budgeted by the VCSDC.

SECTION 3: Effective Date. This Resolution shall be in force and effect immediately upon final passage.

PASSED AND APPROVED on this the 14th day of December, 2020.

**VENUS COMMUNITY SERVICE
DEVELOPMENT CORPORATION**

Joe Russell, President

ATTEST:

City Secretary



VCSDC Agenda Item Report
December 14, 2020
Cheryl Estes, CPA, Finance Director
972-366-3348 ext 208
cestes@cityofvenus.org

**DISCUSS AND CONSIDER APPROVAL OF RESOLUTION NO. 5-2020-12 TO AMEND
THE FY 20-21 VCSDC BUDGET**

1. BACKGROUND/HISTORY:

Per Section VII-B of the City of Venus' Financial Management Policies, "*all appropriations lapse at fiscal year end. Encumbrances shall be rolled to the next fiscal year and added to the current year's budgeted appropriations.*"

On July 8, 2020, the VCSDC board amended the FY 19-20 budget to include capital projects totaling \$131,000 as follows:

Capital Projects	Amount	Status
Lighting Shanna Park/Civic Center	\$ 32,483	Completed in FY 19-20
Kitchen Remodel	15,000	Completed in FY 19-20
Fielder Park Security System	16,000	Not completed until FY 20-21
Audio/Video Civic Center	15,000	Completed in FY 19-20
Lighting Fielder Park	24,171	Completed in FY 19-20
Fielder Park Entrance/Columns	28,346	Project on hold
Total Capital Projects	<u>\$131,000</u>	

On July 21, 2020, the VCSDC board approved the FY 20-21 budget to include one capital project – Fielder Park baseball field improvements totaling \$34,486.

2. FINDINGS / CURRENT ACTIVITY:

The VCSDC board adopted a resolution (previous agenda item) to eliminate the baseball field renovations and replace with park shade canopies. Both projects are budgeted at the same cost; therefore, no monetary revision to the budget is necessary.

However, a project budgeted in the FY 19-20 budget (Fielder Park security system) was not completed and paid until November (FY 20-21 budget). A budget revision is necessary to move the budgeted item from the FY 19-20 budget to the FY 20-21 budget (encumbrance roll).

3. RECOMMENDATIONS

City management and staff recommend amending the FY 20-21 VCSDC budget as attached.

4. ATTACHMENTS:

Resolution No. 5-2020-12

FY 20-21 VCSDC Budget (as amended)

RESOLUTION NO. 5-2020-12

A RESOLUTION OF THE VENUS COMMUNITY SERVICE DEVELOPMENT CORPORATION AMENDING THE FISCAL YEAR 2020-2021 BUDGET TO APPROPRIATE FUNDS FOR THE PURCHASE OF SHADE SAILS AT SHANNA PARK AND/OR FIELDER PARK; MOVING BUDGETED ITEMS FROM THE FISCAL YEAR 2019-2020 BUDGET TO THE FISCAL YEAR 2020-2021 BUDGET BASED UPON THE COMPLETION DATE OF THE BUDGETED ITEM; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Venus Community Service Development Corporation (the “VCSDC”) is a Type B Economic Development Corporation, created under the Texas Local Government Code Chapters 501, 502 and 505; and

WHEREAS, at a general meeting of the VCSDC held on December 14, 2020, a general discussion was held to amend the budget for Fiscal Year 2020-2021; and

WHEREAS, a budget amendment is required to appropriate funds for the purchase of shade sails at Shanna Park and/or Fielder Park; and

WHEREAS, it is proposed that the VCSDC approve funding in the amount of \$34,486.00 for the purchase of said shade sails; and

WHEREAS, a budget amendment is also required to move budget items from the fiscal year 2019-2020 budget to the fiscal year 2020-2021 budget due to the fact that the budgeted item was not completed and paid for until the 2020-2021 fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE VENUS COMMUNITY SERVICE DEVELOPMENT CORPORATION THAT:

SECTION 1: Findings Incorporated. The recitals contained in the preamble above are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as part of the judgment and findings of the VCSDC.

SECTION 2: Budget Amendment. The budget for Fiscal Year 2020-2021 of the VCSDC is hereby amended as reflected in the attached Exhibit A.

SECTION 3: Effective Date. This Resolution shall be in force and effect immediately upon final passage.

PASSED AND APPROVED on this the 14th day of December, 2020.

**VENUS COMMUNITY SERVICE
DEVELOPMENT CORPORATION**

Joe Russell, President

ATTEST:

City Secretary

EXHIBIT A

**VENUS COMMUNITY SERVICES DEVELOPMENT CORPORATION
FY 20-21 BUDGET AMENDMENT**

	ORIGINAL BUDGET 2020-2021	AMEND 2020-2021	REVISED BUDGET 2020-2021
REVENUES			
30-4-0000-0365 SALES TAX REVENUE	\$ 206,736	\$ -	\$ 206,736
30-4-0000-0360 INTEREST INCOME	500	-	500
TOTAL REVENUES	<u>\$ 207,236</u>	<u>\$ -</u>	<u>\$ 207,236</u>
EXPENDITURES			
PERSONNEL COSTS			
30-5-0000-0400 SALARIES AND WAGES	\$ 47,946	\$ -	\$ 47,946
30-5-0000-0401 FEDERAL PAYROLL TAXES	6,066	-	6,066
30-5-0000-0402 STATE UNEMPLOYMENT TAXES	288	-	288
30-5-0000-0404 TMRS RETIREMENT	4,042	-	4,042
30-5-0000-0410 HEALTH INSURANCE	17,658	-	17,658
TOTAL PERSONNEL COSTS	<u>76,000</u>	<u>-</u>	<u>76,000</u>
SUPPLIES			
30-5-0000-0429 SUPPLIES	5,000	-	5,000
30-5-0000-0432 UTILITIES	11,000	-	11,000
30-5-0000-0433 SMALL EQUIPMENT	2,000	-	2,000
TOTAL SUPPLIES	<u>18,000</u>	<u>-</u>	<u>18,000</u>
REPAIRS & MAINTENANCE			
30-5-0000-0440 BUILDING R&M	6,000	-	6,000
30-5-0000-0442 CLEANING SERVICES	3,500	-	3,500
30-5-0000-0485 PARK MAINTENANCE	10,000	-	10,000
TOTAL REPAIRS & MAINTENANCE	<u>19,500</u>	<u>-</u>	<u>19,500</u>
CONTRACTED SERVICES			
30-5-0000-0461 AUDIT SERVICES	2,000	-	2,000
TOTAL CONTRACTED SERVICES	<u>2,000</u>	<u>-</u>	<u>2,000</u>
DEPARTMENTAL			
30-5-0000-0443 MARKETING & PROMOTIONAL	15,000	-	15,000
30-5-0000-0486 MISCELLANEOUS	250	-	250
TOTAL DEPARTMENTAL	<u>15,250</u>	<u>-</u>	<u>15,250</u>
30-5-0000-0669 CAP OUT-FIELDER PARK SECURITY SYSTEM	-	16,000	16,000
30-5-0000-0673 CAP OUT-FIELDER PARK BASEBALL IMPR	34,486	(34,486)	-
30-5-0000-0674 CAP OUT-PARK SHADE CANOPIES	-	34,486	34,486
TOTAL CAPITAL EXPENDITURES	<u>34,486</u>	<u>16,000</u>	<u>50,486</u>
TOTAL EXPENDITURES	<u>\$ 165,236</u>	<u>\$ 16,000</u>	<u>\$ 181,236</u>
REVENUE OVER (UNDER) EXPENDITURES	\$ 42,000	\$ (16,000)	\$ 26,000
OTHER FINANCING SOURCES (USES)			
TRANSFERS TO GENERAL FUND	(50,000)	-	(50,000)
CHANGE IN FUND BALANCE	\$ (8,000)	\$ (16,000)	\$ (24,000)
BEGINNING FUND BALANCE	183,688	16,000	199,688
ENDING FUND BALANCE	<u>\$ 175,688</u>	<u>\$ -</u>	<u>\$ 175,688</u>