

JOE RUSSELL
RANDALL BUCK
RITA BISHOP
JIRA SANSOM



JAMES BURGESS
GERONIMO HERNANDEZ
PHYLLIS LEWIS

Special Called Venus Community Service Development Corporation

Monday, September 13, 2021, 6:00 PM

Venus Civic Center
210 South Walnut Street
Venus, Texas 76084
Special Agenda

Page

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

2. 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.

3. Consent agenda

3.1. Approval of meeting minutes for August 9, 2021.

I make a motion to approve the consent agenda.

4. Discuss & Consideration items

4.1. Discuss and consider the purchase and installation of shade sail/canopy for Shanna Park and or Fielder Park.

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[Sun shades.pdf](#)

I make a motion to approve the purchase and installation of shade sail/canopy for Shanna Park and Fielder Park in an amount not to exceed \$_____.

4.2. Discuss and consider approval of FY 21-22 annual budget.

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I make a motion to approve/deny the FY 21-22 budget.

5. 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; §551.074 Deliberations regarding Real Property, §551.076 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,
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.



Quote Number: Q-009483

Bill To

City of Venus

700 W. Hwy 67
Venus, Texas 76084
Tonya Roberts
Phone: 972-366-3348
troberts@cityofvenus.org

Date : 08/13/2021

Price Valid Until : 09/13/2021

Reference : Layout A2

Sales Person : Candace Buenger

Deposit : \$37,440

Ship To

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SKU	Item & Description	Qty	Regular Price	Discount	Amount
Preliminary Pricing. Cost Subject to Change Upon Completion of Formal Site Visit					
1	Pyramid Shade Structure - CUSTOM SKU : SP-CUSTOM Size: 30'x30' @ 14' Eave Height Sqft: 900 4 Post Design, 1 Top Frame Inground Mount Frame Color: Yellow Shade Fabric Color: Navy Blue	1.00 Each	8,050.00	10.00%	7,245.00
2	Assembly and Installation of Shade Structure Assembly and installation of shade structure	1.00 Each	4,830.00	0.00	4,830.00
3	Super Span Shade Structure SKU: SSS-506016 Frame Color: Yellow Shade Fabric Color: Navy Blue Super Span Shade Structure 50' x 60' @ 14' ft Eave Height 6 Post, 1 Frame/net design 3,000 Sq. Ft Surfacing: Posts Outside of Mulch Box	1.00	31,115.00	10.00%	28,003.50
4	Assembly and Installation of Shade Structure Assembly and installation of shade structure	1.00 Each	18,669.00	0.00	18,669.00

SKU	Item & Description	Qty	Regular Price	Discount	Amount
5	Rebar Cages-Large SKU : RC-L Large Rebar Cage for Shade Structure Footer	10.00 Each	248.00	10.00%	2,232.00
6	Engineered Stamped Drawings SKU : INST-03	2.00 Each	800.00	0.00	1,600.00
7	Bobcat or Equivalent Rental SKU : INST-04 Adventure Playground Systems, Inc. is not liable for damage done by normal construction operations to any existing landscape or natural grass unless it is specified and quoted as a separate line item in this proposal.	1.00 Each	850.00	0.00	850.00
8	Crane or Equivalent Rental SKU : INST-05 *Does Not Include Any Special Permitting or Operator *Crane Access to be Defined prior to confirmation *Size of crane to be determined on site visit ~ This estimate includes cost for 40Ton crane *Cost Subject to Change	1.00 Each	1,750.00	0.00	1,750.00
9	Private Line Locator Service SKU : INST-01 *Pricing subject to change	1.00 Each	450.00	0.00	450.00
10	Travel and Handling Venus, Texas 76084	1.00 Each	4,870.00	0.00	4,870.00
11	Site/Civil Plans Omission Please note this estimate has been prepared without reviewing the customer's site/civil plans entailing utility easements, building lines, property lines, storm, drainage swales, etc. The location and size of the shade /metal structure may be subject to change. Additional costs may incur.	0.00	0.00	0.00	0.00
12	Engineering & Permitting Disclaimer Please note this estimate excludes engineered stamped drawings, permitting services, and fees associated with the city/county permitting department. Adventure Playground Systems offers the services of procuring permitting of said mentioned shade structure above for additional costs such as drawing per structure, \$750 permit service fee per structure. Costs incurred by the city/county will be paid directly by the customer. Customer to provide site/civil plans entailing storm, property lines, utility easements, and building lines. A copy of the warranty deed is also required.	0.00	0.00	0.00	0.00

SKU	Item & Description	Qty	Regular Price	Discount	Amount
	Adventure Playground Systems is not held accountable for the duration each city/county takes to award or reject permitting.				
13	Wind Load Disclaimer	0.00 Each	0.00	0.00	0.00
	Please note that APS Shade Structures above are designed for Wind Loads up to 95 mph with 3-second gusts up to 110 mph. Additional charges may incur if the design must be revised to withstand higher wind loads for your respective area.				
14	Elevation/Grade Drop	0.00 Each	0.00	0.00	0.00
	This estimate does not include additional costs for any elevation/grade drop. Please specify if you have an elevation drop within the area in which the above-mentioned shade structure will be installed.				
15	This estimate does not include cutting through bedrock	0.00 Each	0.00	0.00	0.00
	This estimate does not include cutting through bedrock *Additional costs may incur as a change order to invoice if bedrock at the site of footer installation				
Sub Total					70,499.50
Shipping charge					1,500.00
Total					\$71,999.50

Customer Notes:

Sale ID #14913

Customer Notes: Please email me a quote for the items listed above for our playground structures for the City of Venus Texas

Payment Notes:

A deposit of 52% percent is due to Adventure Playground Systems, Inc. upon the signing of this proposed contract as consideration of down payment on the Invoice total. The remaining balance is due upon completion unless other specified terms are agreed to within the legal terms of a Project Contract.

Allow 2 to 3 weeks for preparation of plans, drawings, and permit submittals, if required, after acceptance of the proposal. The shipping date for manufactured products will be approximately 8 to 10 weeks after approval of submitted documentation, provided that the following conditions have been completed and approved by the customer:

1. Project product submittals reviewed, approved, and returned.
2. Color selection sheet (signed and dated)
3. Physical project address obtained
4. All contact names and phone numbers for the project

5. Exemption certificate (if applicable)
6. Deposit received per agreed payment terms

Allow adequate time for processing and procuring construction permits if required.

Allow approximately 6 to 8 weeks for installation of project completion from the date of deposit, plus additional time for permitting if required.

We strongly recommend that the required fall surfacing be installed under all play and fitness equipment. Choose a safety surface that meets the U.S. Consumer Product Safety Commission recommendations for surfacing under playgrounds.

TERMS & CONDITIONS:

1. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the contract.
2. Changes to the design, color selection, or overall equipment order are not permitted once the order has been placed, unless previously authorized in writing by Adventure Playground Systems, Inc. No returns of merchandise will be accepted unless previously authorized in writing by Adventure Playground Systems, Inc. All returns are subject to a restocking fee of 25% plus freight charges incurred for return to original shipment origination.
3. Ownership Title for all equipment is reserved by Adventure Playground Systems, Inc. until payment in full is received. The right to enter the property and repossess said equipment is hereby granted to Adventure Playground Systems, Inc. if payment is not rendered in accordance with the terms above. All payments made prior to repossession under this contract shall be forfeited to Adventure Playground Systems, Inc. as the cost incurred to procure, provide and recover the equipment. Repossession of product does not waive any damages or costs due as awarded by the courts.
4. All collections or litigation concerning this contract shall be governed by the laws of the State of Texas, with the venue in Harris County.
5. Adventure Playground Systems, Inc. warrants the merchandise on this proposal to the manufacturer's published standards as to material and workmanship. See catalog and/or attached drawings for specific layouts, warranty terms, and specifications.
6. Adventure Playground Systems, Inc. reserves the right to review the contract for final acceptance by management.
7. A service charge of 1.5% per month will be assessed on the outstanding past due balance over 45 days from the completion date.
8. Payments made to Adventure Playground Systems, Inc. by credit card will incur a processing fee of 2.5% percent of the transaction amount paid. Other forms of payment options are available without a processing fee by check, cash, cashier's check, money order, or bank wire transfer.
9. Installation services include all labor and equipment required to complete the job. Installation charges are quoted based on a worksite that is accessible by truck, with no fencing, tree, landscaping, or utility obstacles and level ground surface area (+/- 1-2% max slope). Any site work not expressly detailed in this proposal is excluded. Additional installation charges will incur for unlevel groundwork sites, removal of utilities, landscaping, existing equipment and/or abnormal substrates, (ie. rock, asphalt, landfill, etc.)
10. Price quoted includes Adventure Playground Systems, Inc. standard insurance coverages. Any charges by Adventure Playground Systems, Inc. insurance carrier or agents for adding General Contractor or Owner as additional insured, waivers of subrogation, or changes to standard coverage shall be added to contract invoice charges. No performance bond or payment bond shall be provided by Adventure Playground Systems, Inc. unless specified and quoted as a separate line item in the proposal.
11. Adventure Playground Systems, Inc. is not liable for damages to underground utilities and/or irrigation systems during installation. It is the customer's responsibility to locate all underground utilities unless it is specified and quoted as a separate line item in the proposal.
12. Adventure Playground Systems, Inc. is not liable for damage done by normal construction operations to any existing landscape or natural grass unless it is specified and quoted as a separate line item in this proposal.
13. Building permits required by local or state authorities and municipalities are not included and are the responsibility of the owner of the property unless specified and quoted as a separate line item in the proposal. If Adventure Playground Systems, Inc. is to handle required permitting, please provide our office with necessary drawings and site documentation as requested per the project details (ie. legal site plans, survey plats, deed restrictions, etc).
14. This proposal may be withdrawn by Adventure Playground Systems, Inc. if not accepted within fourteen (14) days of issuance. Pricing is subject to change.

The pricing, specifications, terms, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. If the contract is placed with an attorney for suit or collection through probate, bankruptcy, or other legal proceedings, the customer agrees to pay all expenses and reasonable attorney fees incurred. Any verbal instructions, agreements, or promises are not valid unless written and made part of this contract. I have read, understand and agree to all of the terms and conditions set forth in this proposal.

Authorized Signature: _____

Date Signed: _____

VENUS COMMUNITY SERVICES DEVELOPMENT CORPORATION (VCSDC) SUMMARY
STATEMENT OF REVENUE & EXPENDITURES
FIVE YEAR COMPARISON

	ACTUAL 2017-2018	ACTUAL 2018-2019	ACTUAL 2019-2020	PROJECTED 2020-2021	PROPOSED 2021-2022	
REVENUES						
Sales Taxes	\$ 162,145	\$ 171,274	\$ 235,603	\$ 293,992	\$ 338,090	15%
Cleaning Fees	-	-	-	-	10,000	100%
Interest	1,828	1,985	1,344	750	500	-33%
TOTAL REVENUES	163,973	173,259	236,947	294,742	348,590	18%
EXPENDITURES						
Personnel Costs	15,108	-	9,352	57,904	166,651	188%
Supplies	1,451	1,025	825	6,140	8,150	33%
Repairs & Maintenance	56,528	27,672	19,716	23,583	8,000	-66%
Contracted Services	-	-	4,203	10,430	26,994	159%
Departmental	(139)	10	-	15,250	38,795	154%
Capital Outlay	266,700	11,441	81,924	74,715	50,000	-33%
TOTAL EXPENDITURES	339,648	40,148	116,020	188,022	298,590	59%
REVENUE OVER (UNDER) EXPENDITURES	(175,675)	133,111	120,927	106,720	50,000	-53%
OTHER FINANCING SOURCES (USES)						
Transfers (To) From Other Government	-	(50,000)	63,153	(50,000)	(50,000)	0%
CHANGE IN FUND BALANCE	(175,675)	83,111	184,080	56,720	(0)	-100%
BEGINNING FUND BALANCE	230,030	54,355	137,466	321,546	378,266	18%
ENDING FUND BALANCE	\$ 54,355	\$ 137,466	\$ 321,546	\$ 378,266	\$ 378,266	0%

30-VCSDC EXPENDITURES LINE-ITEM DETAIL

EXPENDITURES		ACTUAL 2017-2018	ACTUAL 2018-2019	ACTUAL 2019-2020	PROJECTED 2020-2021	PROPOSED 2021-2022	
PERSONNEL COSTS							
ED DIRECTOR		\$ -	\$ -	\$ -	\$ -	98,188	100%
PARKS PERSONNEL		15,108	-	9,352	57,904	68,463	18%
TOTAL PERSONNEL COSTS		15,108	-	9,352	57,904	166,651	188%
SUPPLIES							
30-5-0000-0409	EMPLOYEE UNIFORMS	-	-	-	400	300	-25%
30-5-0000-0426	GAS & OIL	-	-	-	1,853	750	-60%
	OFFICE SUPPLIES	-	-	-	-	5,000	100%
30-5-0000-0429	DEPARTMENT SUPPLIES	962	1,025	812	2,500	1,500	-40%
30-5-0000-0430	CELL PHONE	-	-	-	387	600	55%
30-5-0000-0433	SMALL EQUIPMENT	489	-	13	1,000	-	-100%
TOTAL SUPPLIES		1,451	1,025	825	6,140	8,150	33%
REPAIRS & MAINTENANCE							
30-5-0000-0432	UTILITIES	10,768	10,414	9,560	13,783	5,500	-60%
30-5-0000-0440	REPAIRS & MAINTENANCE	4,837	4,372	4,334	-	-	0%
30-5-0000-0442	BUILDING R&M	1,590	2,893	2,235	2,500	2,500	0%
30-5-0000-0445	VEHICLE R&M	-	-	-	100	-	-100%
30-5-0000-0446	EQUIPMENT R&M	-	-	-	1,200	-	-100%
30-5-0000-0448	PARK MAINTENANCE	39,333	9,993	3,587	6,000	-	-100%
TOTAL REPAIRS & MAINTENANCE		56,528	27,672	19,716	23,583	8,000	-66%
CONTRACTED SERVICES							
30-5-0000-0461	AUDIT SERVICES	-	-	-	2,000	2,000	0%
30-5-0000-0462	LEGAL SERVICES	-	-	4,203	4,500	4,500	0%
	ADMINISTRATIVE COSTS	-	-	-	-	10,494	100%
30-5-0000-0465	CLEANING SERVICES	-	-	-	3,930	10,000	154%
TOTAL CONTRACTED SERVICES		-	-	4,203	10,430	26,994	159%
DEPARTMENTAL							
30-5-0000-0443	MARKETING & PROMOTIONAL	(200)	-	-	15,000	18,295	22%
	SPECIAL EVENTS	-	-	-	-	20,000	100%
30-5-0000-0486	MISCELLANEOUS	61	10	-	250	500	100%
TOTAL DEPARTMENTAL		(139)	10	-	15,250	38,795	154%
CAPITAL EXPENDITURES							
30-5-0000-0425	SPECIAL PROJECTS	153,862	9,600	-	-	50,000	100%
30-5-0000-0495	GRANT EXPENDITURES	112,838	1,841	-	-	-	0%
30-5-0000-0667	AUDIO/VISUAL SYSTEM	-	-	14,270	-	-	0%
30-5-0000-0668	KITCHEN REMODEL	-	-	11,000	-	-	0%
30-5-0000-0669	FIELDER PARK SECURITY SYSTE	-	-	-	12,892	-	-100%
30-5-0000-0670	FIELDER PARK LIGHTING	-	-	24,171	-	-	0%
30-5-0000-0671	SHANNON PARK LIGHTING	-	-	32,483	-	-	0%
30-5-0000-0672	SHADE CANOPIES	-	-	-	34,486	-	-100%
30-5-0000-0675	AUDIO/SOUND SYSTEM	-	-	-	27,337	-	-100%
TOTAL CAPITAL EXPENDITURES		266,700	11,441	81,924	74,715	50,000	-33%
TOTAL EXPENDITURES		\$ 339,648	\$ 40,148	\$ 116,020	\$ 188,022	\$ 298,590	59%

VCSDC LINE-ITEM JUSTIFICATION

30-5-0000-0400 Personnel Costs

Vendor/Contractor	Description	Amount
City of Venus	Community Development Director	\$ 98,188
City of Venus	Parks Personnel - 1.5 FTE	68,463
	Total Line Item	166,651

30-5-0000-0XXX Employee Uniforms

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

30-5-0000-0426 Gas & Oil

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

30-5-0000-XXXX Office Supplies

Vendor/Contractor	Description	Amount
Various	Laptop, Printer/Copier, Desk, Chair, Misc Office Supplies	5,000
	Total Line Item	5,000

30-5-0000-0429 Department Supplies

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

30-5-0000-XXXX Cell Phone

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

30-5-0000-0XXX Utilities

Vendor/Contractor	Description	Amount
Frontier Access	Garbage - \$xxx/month x 12 months	5,500
	Electricity - \$xxx/month x 12 months	
City of Venus	Water - \$xxx/month x 12 months	
	Total Line Item	5,500

30-5-0000-0440 Building Repairs & Maintenance

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

30-5-0000-0XXX Audit Services

Vendor/Contractor	Description	Amount
Unknown	Partial payment for annual financial statement audit	2,000
	Total Line Item	2,000

30-5-0000-0XXX Legal Services

Vendor/Contractor	Description	Amount
Michael Halla	Allocation - 1 hours per month x 12 months x \$300/hr	3,600
Midlothain Mirror	Legal notices	900
	Total Line Item	4,500

VCSDC LINE-ITEM JUSTIFICATION

30-5-0000-0XXX Administrative Services

Vendor/Contractor	Description	Amount
City of Venus	City Secretary - 8 hours/month x 12 months x \$44.79/hour	4,300
City of Venus	Finance Director - 4 hours/month x 12 months x \$64.71/hour	3,106
City of Venus	Finance Assistant - 8 hours/month x 12 months x \$32.16/hour	3,088
	Total Line Item	10,494

30-5-0000-0442 Cleaning Services

Vendor/Contractor	Description	Amount
Akins Environmental	COVID-19 sanitation services (pass-through to renters)	10,000
	Total Line Item	10,000

30-5-0000-XXX Marketing & Promotional

Vendor/Contractor	Description	Amount
Various	At discretion of Community Dev Director	18,045
	Total Line Item	18,045

Special Events

Vendor/Contractor	Description	Amount
Various	Contribution to City to fund community events	20,000
	Total Line Item	20,000

30-5-0000-0486 Miscellaneous

Vendor/Contractor	Description	Amount
Unknown	Unbudgeted items	500
	Total Line Item	500

30-5-0000-0XXX Special Projects

Vendor/Contractor	Description	Amount
Unknown	Park Improvements	50,000
	Total Line Item	50,000

Total Expenditures - VCSDC

\$ 298,340