



Community Service Development Corporation (Type B) Agenda

Monday, August 18, 2025
4:15 PM

City Hall - 141 W. Renfro
Burleson, TX 76028

1. CALL TO ORDER

2. CITIZENS APPEARANCES

Each person in attendance who desires to speak to the Board on an item NOT posted on the agenda, shall speak during this section. A speaker card must be filled out and turned in to the City Secretary prior to addressing the Board. Each speaker will be allowed three minutes to speak.

Each person in attendance who desires to speak on an item posted on the agenda shall speak when the item is called forward for consideration.

3. GENERAL

A. Consider and take possible action on the minutes from the June 16, 2025 Community Services Corporation (Type B) Board meeting. (*Staff Contact: Monica Solko, Deputy City Secretary*)

B. Consider and take possible action on a resolution amending the approved budget for Fiscal Year 2024-2025 (Resolution #4B06162025AmendAnnualBudget) . (*Staff Contact: Kevin Hennessey, Interim Director of Finance*)

C. Consider approval of a resolution adopting the Burleson 4B Community Service Development Corporation FY 2025-2026 annual budget. (*Staff Contact: Kevin Hennessey, Interim Director of Finance*)

4. BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS

5. RECESS INTO EXECUTIVE SESSION

In accordance with Chapter 551 of the Texas Government Code, the Community Service Development Corporation may convene in Executive Session in the City Council Workroom in City Hall to conduct a closed meeting to discuss any item listed on this Agenda.

Pending or contemplated litigation or to seek the advice of the City Attorney pursuant to Section 551.071, Texas Government Code

6. ADJOURN

CERTIFICATE

I hereby certify that the above agenda was posted on this the 12th of August 2025, by 6:00 p.m., on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.



Amanda Campos

City Secretary

ACCESSIBILITY STATEMENT

The Burleson City Hall is wheelchair accessible. The entry ramp is located in the front of the building, accessible from Warren St. Accessible parking spaces are also available in the Warren St. parking lot. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the A.D.A. Coordinator at 817-426-9600, or TDD 1-800-735-2989.

Community Service Development Corporation (Type B)

DEPARTMENT: City Secretary's Office

FROM: Monica Solko, Deputy City Secretary

MEETING: August 18, 2025

SUBJECT:

Consider and take possible action on the minutes from the June 16, 2025 Community Services Corporation (Type B) Board meeting. *(Staff Contact: Monica Solko, Deputy City Secretary)*

SUMMARY:

The Burleson 4B Community Services Corporation Board duly and legally met on June 16, 2025.

RECOMMENDATION:

Board may approve the minutes as presented or approve with amendments.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

N/A

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Monica Solko, TRMCA
Deputy City Secretary
msolko@burlesontx.com
817-426-9682

BURLESON COMMUNITY SERVICE DEVELOPMENT CORPORATION (4B)

JUNE 16, 2025
DRAFT MINUTES

Item A.

Board Members Present:

Phil Anderson
Chris Fletcher

Dan McClendon, President

Joy Larabell
James Luckie

Board Members Absent:

Victoria Johnson

Brooke Clifton

Staff Present:

Tommy Ludwig, City Manager
Harlan Jefferson, Deputy City Manager
Eric Oscarson, Deputy City Manager
Amanda Campos, City Secretary
Monica Solko, Deputy City Secretary
Matt Ribitzki, Deputy City Attorney

1. CALL TO ORDER – Time: 4:45 p.m.

President Dan McClendon called the meeting to order. **Time: 4:50 p.m.**

2. CITIZEN APPEARANCE

- No speakers.

3. GENERAL

A. Minutes from the April 21, 2025 Community Service Development Corporation (Type B) meeting. (Staff Contact: Lisandra Leal, Assistant City Secretary)

Motion was made by Chris Fletcher and seconded by James Luckie to approve.

Motion passed 5-0, with Victoria Johnson and Brooke Clifton, absent.

B. 4B06162025AmendAnnualBudget, resolution amending Resolution 4B111182024AmendAnnualBudget by amending the Capital Improvement Plan. (Staff Contact: Eric Oscarson, Deputy City Manager)

Erica Oscarson, Deputy City Manager, presented a resolution to the board.

Motion was made by James Luckie and seconded by Phil Anderson to approve.

Motion passed 5-0, with Victoria Johnson and Brooke Clifton absent.

Item A.

4. BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS

- None.

5. RECESS INTO EXECUTIVE SESSION

Pursuant to Section 551.071, Texas Government Code, the Board reserves the right to convene into Executive Session(s), from time to time as deemed necessary during this meeting for any posted agenda item, to receive advice from its attorney as permitted by law.

A. Pending or Contemplated Litigation or to Seek the Advice of the City Attorney Pursuant to Section 551.071.

- No Executive Session needed.

6. ADJOURN

There being no further discussion President Dan McClendon adjourned the meeting.

Time: 5:00 p.m.

Monica Solko
Deputy City Secretary

Community Service Development Corporation (Type B)

DEPARTMENT: Finance Department
FROM: Kevin Hennessey, Interim Director of Finance
MEETING: July 21, 2025

SUBJECT:

Consider and take possible action on a resolution amending the approved budget for Fiscal Year 2024-2025 (Resolution #4B06162025AmendAnnualBudget) . (*Staff Contact: Kevin Hennessey, Interim Director of Finance*)

SUMMARY:

The 4B Corporation approved their annual budget on August 19, 2024 via Resolution 4B081924AnnualBudget. On September 3, 2024, the Council ratified the 4B budget and approved the final reading of the City's FY 2024-2025 annual budget and capital improvement plan (CIP). Since adopting the budget, staff has prepared recommended updates to the budget for Board approval.

RECOMMENDATION:

Staff recommends approval of a resolution amending the budget.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

The 4B Corporation approved their annual budget on August 19, 2024 via Resolution 4A081924AnnualBudget.

On September 3, 2024, the Council approved the final reading of the City's FY 2024-2025 annual budget.

On November 18, 2024, the Council approved an amendment to the City's FY 2024-2025 annual budget.

REFERENCE:

Resolution 4B06162025AmendAnnualBudget

FISCAL IMPACT:

Fund	Fiscal Year 2024-2025 Total Impact	
Park Performance Fund	\$	305,422.00
Total Impact	\$	305,422.00

STAFF CONTACT:

Kevin Hennessey
Interim Director of Finance
khennessey@burlesontx.com
817-426-9648

Fiscal Year 2024-2025 Mid-Year Budget Amendment

PRESENTED TO THE COMMUNITY SERVICE DEVELOPMENT CORPORATION (TYPE B) ON
AUGUST 18, 2025

Overview



Fiscal Impact of the Budget Amendment



Purpose of the Budget Amendment

Fiscal Impact of the Budget Amendment

Fund	FY 2025 Total Impact
Parks Performance Fund	\$ 305,422.00
Total Impact	\$ 305,422.00

Recommendation / Action Requested

Approve a resolution requesting a Mid-Year Budget Amendment to increase the appropriations in the amount of \$305,422 in the Parks Performance Fund to accommodate operating and capital needs.

Parks Performance Fund

Professional Services Agreement Phase I

- Market and Financial Feasibility Study

Professional Services Agreement

- Chisenhall Sports Complex Management

Parks Performance Fund

Autonomous Mower (2 units)

- Equipment for transition of Bartlett Soccer Complex

Maintenance Cart

- Equipment for transition of Bartlett Soccer Complex

Turf Tank

- Equipment for transition of Bartlett Soccer Complex

Top Dressing Equipment

- Equipment for transition of Bartlett Soccer Complex

Staff Truck

- Equipment for transition of Bartlett Soccer Complex

Parks Performance Fund

Department	Account	Proposed Amendment	Description
Parks	Other Outside Services	\$ 34,000.00	Market and Financial Feasibility Study
Parks	Other Outside Services	\$ 45,000.00	Chisenhall Sports Complex Management
Parks	Minor Apparatus	\$ 66,005.00	Autonomous Mower (2 units)
Parks	Minor Apparatus	\$ 8,590.00	Maintenance Cart
Parks	Minor Apparatus	\$ 59,225.00	Turf Tank
Parks	Minor Apparatus	\$ 31,450.00	Top Dressing Equipment
Parks	Minor Apparatus	\$ 61,152.00	Staff Truck
TOTAL IMPACT		- \$ 305,422.00	

Recommendation / Action Requested

Approve an resolution requesting a Mid-Year Budget Amendment to increase the appropriations in the amount of \$305,422 in the Parks Performance fund to accommodate operating and capital needs.

Questions / Comments

Item B.

**Burleson 4B Community Service Development Corporation
RESOLUTION**

WHEREAS, the Burleson 4B Community Service Development Corporation, known as the “Type B Corporation”, incorporated and certified in June 1993, under the authorization of the Development Corporation Act of 1979; and

WHEREAS, on August 19, 2024, the Board of Directors (“Board”) of the Type B Corporation approved the budget for Fiscal Year 2024-2025 (the “Budget”) 4B081924AnnualBudget including the 5-year Capital Improvement Plan (CIP); and

WHEREAS, on November 18, 2024, the Board adopted Resolution 4B11182024AmendAnnualBudget to amend the City’s Fiscal Year 2025-2029 Capital Improvement Plan; and

WHEREAS, on June 16, 2025, the Board adopted Resolution 4B06162025AmendAnnualBudget to amend the City’s Fiscal Year 2025-2029 Capital Improvement Plan; and

WHEREAS, the Board desires to amend the annual budget of the 4B Community Service Development Corporation for Fiscal Year 2024-2025, and finds the amendment will further the purposes of the Type B Corporation.

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

Section 1.

The Type B Corporation approves the amendments to the annual budget for fiscal year 2024-2025 attached as Exhibit A, attached hereto and incorporated herein by reference for all purposes.

Section 2.

The Type B Corporation respectfully requests that the City Council ratify this resolution.

PASSED, APPROVED, AND DULY RESOLVED by the Board, on the _____ day of
SIGNED: _____, 2025. ATTEST:

President of Type B Corporation

Secretary of the Type B Corporation

Attachments: Exhibit A

EXHIBIT A
Increase Appropriations in Funds

Item B.

FUND	ORIGINAL BUDGET	REVISED BUDGET	AMENDMENT	AMENDED BUDGET
PARK PERFORMANCE FUND	\$ 5,633,995	\$ 5,736,250	\$ 305,422	\$ 6,041,672
TOTAL ALL FUNDS OPERATING	\$ 5,633,995	\$ 5,736,250	\$ 305,422	\$ 6,041,672

Community Service Development Corporation (Type B)

DEPARTMENT: Finance

FROM: Kevin Hennessey, Interim Director of Finance

MEETING: August 18, 2025

SUBJECT:

Consider approval of a resolution adopting the Burleson 4B Community Service Development Corporation FY 2025-2026 annual budget. *(Staff Contact: Kevin Hennessey, Interim Director of Finance)*

SUMMARY:

The purpose of the resolution is to have the Board of Directors of the Burleson 4B Community Service Development Corporation approve and adopt the FY 2025-2026 budget.

Some key highlights in the proposed FY 2025-2026 budget include:

- Beginning Fund Balance: \$5,768,762
- Revenues: \$8,157,339
- Expenses: \$9,152,049
- Ending Fund Balance: \$4,774,052
- Fund Supports:
 - Parks Administration
 - Subsidizes Parks Performance Fund Operations
 - Subsidizes Golf Operations
 - Parks Capital Improvement Program

RECOMMENDATION:

Staff recommends approval of the resolution.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

N/A

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Kevin Hennessey
Interim Director of Finance
khennessey@burlesontx.com
817-426-9651

4B Community Development Corporation FY 2025-2026 Proposed Budget

PRESENTED TO THE 4B BOARD, AUGUST 18, 2025

4B Fund Highlights

- 4B Fund Supports:
 - Parks Administration
 - Subsidizes Parks Performance Fund operations
 - Subsidizes Golf Fund operations
 - Parks Capital Improvement Plan
- 4B Fund Highlights
 - FY2026 Beginning Balance \$5,768,762
 - Revenues \$8,157,339
 - Expenses \$9,152,049
 - Ending Balance \$4,774,052

4B Recommended Supplemental Requests

4B Parks Fund		DISCRETIONARY				
DEPARTMENT	REQUEST SUMMARY	FTE	DISCRETIONARY ONE TIME	DISCRETIONARY ONGOING	Revenue/Offset	FY25-26 BUDGET
4B Parks	Icy breeze misters		1,000			1,000
4B Parks	Canopies Special Events		1,000			1,000
TOTAL		-	\$ 2,000		\$ \$ -	\$ 2,000

*

4B Three-Year Summary

Item C.

MAJOR GOVERNMENTAL FUND					
4B SALES TAX REVENUE					
	2023-24 ACTUAL	2024-25 ORIGINAL BUDGET	2024-25 REVISED BUDGET	2024-25 ESTIMATE	2025-26 PROPOSED BUDGET
Beginning fund balance/ working capital	\$ 5,340,055	\$ 5,035,601	\$ 5,035,601	\$ 5,084,986	\$ 5,768,762
Revenues					
Sales & Use Taxes	7,462,408	7,643,839	7,643,839	7,760,905	7,993,732
Investment Earnings	211,004	130,000	130,000	120,000	117,600
Miscellaneous	28,490	41,467	41,467	44,667	46,007
Total Revenues	7,701,902	7,815,306	7,815,306	7,925,572	8,157,339
Expenditures					
Salaries	257,234	253,462	253,462	253,323	259,665
Benefits	109,964	94,271	94,271	106,114	110,683
Personnel Developmnt	2,913	4,865	4,865	4,865	4,865
Supplies	-	900	3,400	2,500	4,500
Minor Furn & Equip	18,786	32,000	32,000	32,000	32,900
Outside Services	25,388	20,000	20,517	20,517	30,000
Infr Maint & Repair	-	-	-	-	-
Utilities	23,502	52,600	52,600	52,600	52,600
Contribution To Isf	30,592	36,510	36,510	36,510	5,402
Misc	180,473	143,940	140,923	140,923	141,440
Cost Allocation Exp	102,250	105,320	105,320	105,320	105,320
Capital Expenditures	-	50,000	70,148	70,148	50,000
Eco Dev Incentive	725,000	136,150	136,150	23,289	39,203
Tranfers Out	6,480,870	7,451,587	7,451,587	6,393,686	8,315,470
Total Expenditures	7,956,972	8,381,605	8,401,753	7,241,795	9,152,049
Change in fund balance	(255,069)	(566,299)	(586,447)	683,777	(994,710)
Ending fund balance/ working capital	\$ 5,084,986	\$ 4,469,302	\$ 4,449,154	\$ 5,768,762	\$ 4,774,052

4B Financial Overview

	FY 23-24 Actual	FY 24-25 Adopted	FY 24-25 Revised	FY 24-25 Year- End Est	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected	FY 28-29 Projected	FY 29-30 Projected
Beginning Fund Balance	\$ 5,340,055	\$ 5,035,601	\$ 5,035,601	\$ 5,084,986	\$ 5,768,762	\$ 4,774,052	\$ 4,415,635	\$ 3,997,825	\$ 4,284,874
Revenue									
Sales & Use Taxes	7,462,408	7,643,839	7,643,839	7,760,905	7,993,732	8,233,544	8,480,550	8,734,967	8,997,016
Other Revenue	239,494	171,467	171,467	164,667	163,607	141,467	124,073	124,032	124,065
Total Revenue	7,701,902	7,815,306	7,815,306	7,925,572	8,157,339	8,375,011	8,604,623	8,858,999	9,121,081
Expenditures									
Personnel	367,198	347,733	347,733	359,437	370,348	381,140	394,887	409,162	423,987
Base Expenses	383,904	446,135	466,283	465,383	425,027	382,054	389,301	396,777	404,492
Incentives (ED)	725,000	136,150	136,150	23,289	39,203	40,379	49,925	60,333	62,143
Existing Debt Service	1,797,632	3,035,774	3,035,774	3,025,483	3,034,600	2,866,250	2,872,725	2,031,275	2,032,800
Future Debt Service	-	-	-	-	606,478	703,444	817,382	1,006,763	1,302,419
Golf Transfer	1,230,004	1,165,865	1,165,865	942,810	1,155,874	1,041,899	1,074,682	1,109,188	1,145,510
PPF Transfer	3,453,234	3,249,948	3,249,948	2,425,393	3,518,518	3,318,263	3,423,531	3,558,451	3,673,243
One-Time Supplementals					2,000				
Total Expenditures	7,956,972	8,381,605	8,401,753	7,241,795	9,152,049	8,733,429	9,022,433	8,571,949	9,044,594
Change in Fund Balance	\$ (255,069)	\$ (566,299)	\$ (586,447)	\$ 683,777	\$ (994,710)	\$ (358,418)	\$ (417,810)	\$ 287,049	\$ 76,486
Ending Fund Balance	\$ 5,084,986	\$ 4,469,302	\$ 4,449,154	\$ 5,768,762	\$ 4,774,052	\$ 4,415,635	\$ 3,997,825	\$ 4,284,874	\$ 4,361,360
FB % of Expenditure	63.91%	53.32%	52.96%	79.66%	52.16%	50.56%	44.31%	49.99%	48.22%

4B CIP FY26-30

4B Projects Name	Prior Allocations	2026	2027	2028	2029	2030	Total Per Project (FY26-30)
Warren Park-Study		\$75,075					\$75,075
Mistletoe Hill - Bathroom Addition			\$163,375				\$163,375
Green Ribbon	\$90,000	\$120,750					\$120,750
BRiCk - Dry Sauna		\$444,087					\$444,087
Russell Farm - Domestic Water		\$21,000					\$21,000
Russell Farm - Bathroom at Chesapeake Building		\$75,448					\$75,448
Russell Farm - Master Plan		\$32,051					\$32,051
Golf - Fence		\$262,500					\$262,500
Golf - Additional Well		\$183,750					\$183,750
Bailey Lake - New Playground			\$523,687				\$523,687
Mistletoe Hill			\$614,250				\$614,250
Golf - Pond Renovation			\$99,419				\$99,419
New Community Park - Playground				\$787,500			\$787,500
Bartlett - Playground Replacement				\$441,000			\$441,000
Heberle - Park Improvements				\$352,800			\$352,800
Elk Ridge Park - Bathroom Addition				\$170,336			\$170,336
Golf - Greens Resurface				\$460,156			\$460,156
Chisenhall - Playground Replacement					\$546,000		\$546,000
Warren Park - Park Improvements					\$1,312,500		\$1,312,500
Bailey Lake - Low Water Crossing					\$231,000		\$231,000
BRiCk Roof Replacement					\$1,260,000		\$1,260,000
Claudia's Playground - Bathroom Addition						\$180,556	\$180,556
Total	\$90,000	\$1,214,661	\$1,400,731	\$2,211,792	\$3,349,500	\$180,556	\$8,357,240

Options

- Recommend approval of 4B FY 2026 proposed budget
- Not recommend approval of FY 2026 proposed budget
- Staff recommends approval

QUESTIONS/COMMENTS

Burleson Community Service Development Corporation
Resolution 4B081825AnnualBudget

WHEREAS, the Burleson Community Service Development Corporation, known as the “Type B Corporation”, was incorporated and certified in June 1993 under the authorization of the Development Corporation Act of 1979; and

WHEREAS, the Board of Directors of the Type B Corporation (“Board”) has reviewed the proposed budget for Fiscal Year 2025-2026 attached hereto as Exhibit A and incorporated herein by reference for all purposes (the “Budget”); and

WHEREAS, the Board finds that the Budget sets forth the use of tax proceeds for the upcoming fiscal year, which includes promotional expenses, administrative expenses and other expenses that are incident to placing projects of the Type B Corporation into operation, costs of projects of the Type B Corporation, including payments of bonds or other obligations, and maintenance and operating expenses of projects of the Type B Corporation previously approved at an election; and

WHEREAS, the Board finds that the use of the tax proceeds as described in the Budget meets the requirements of Sections 501.152 and 505.103 and Subchapter G of Chapter 505 of the Texas Local Government Code, specifically Sections 505.302 and 505.303; and

WHEREAS, the Board desires to approve the Budget, and finds the Budget will further the purposes of the Type B Corporation.

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

Section 1

The Budget attached hereto and incorporated herein for all purposes is adopted for the Fiscal Year beginning October 1, 2025, and ending September 30, 2026; and there is hereby appropriated from the funds indicated such projects, operations, activities, purchases, and other expenditures as proposed in the Budget.

Section 2

As described in the attached Budget, the Type B Corporation authorizes the transfer or expenditure of \$9,152,049 in Type B sales tax revenue in FY 2025-2026 for the following purposes set forth in the Budget.

Section 3

The Type B Corporation respectfully requests that the City Council ratify this resolution.

Section 4

The Secretary of the Type B Corporation is hereby directed to publish notice of this action following ratification by the City Council as required by law.

Passed and Approved and **SO RESOLVED** this ____ day of _____, 20____.

Signed:

Attest:

President of Type B Corporation

Secretary of the Type B Corporation

Exhibit "A"

MAJOR GOVERNMENTAL FUND					
4B SALES TAX REVENUE					
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Minor Furn & Equip	18,786	32,000	32,000	32,000	32,900
Outside Services	25,388	20,000	20,517	20,517	30,000
Infr Maint & Repair	-	-	-	-	-
Utilities	23,502	52,600	52,600	52,600	52,600
Contribution To Isf	30,592	36,510	36,510	36,510	5,402
Misc	180,473	143,940	140,923	140,923	141,440
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