



Community Service Development  
Corporation (Type B) Agenda

Monday, August 19, 2024  
4:30 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 approval of the minutes from the November 13, 2023 Community Services Corporation (Type B) Board meeting. *(Staff Contact: Amanda Campos, City Secretary).*

**B.** Consider approval of a resolution adopting the Burleson 4B Community Service Development Corporation FY 2024-2025 annual budget. *(Staff Contact: Harlan Jefferson, Deputy City Manager)*

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 Board 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. The Board may reconvene into open session and take action on posted items.

- A. Pending or contemplated litigation or to seek the advice of the City Attorney pursuant to Section 551.071, Texas Government Code**
- B. Discussion regarding possible purchase, exchange, lease, or value of real property pursuant to Section 551.072, Texas Government Code**
- C. Deliberation regarding commercial or financial information received from or the offer of a financial or other incentive made to a business prospect seeking to locate, stay or expand in or near the territory of the City and with which the City is conducting economic development negotiations pursuant to Section 551.087, Texas Government Code**

6. **ADJOURN**

**CERTIFICATE**

---

I hereby certify that the above agenda was posted on this the 14th of August 2024, by 5:00 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 Services Corporation (Type B)**

**DEPARTMENT:** City Secretary's Office  
**FROM:** Amanda Campos, City Secretary  
**MEETING:** August 19, 2024

---

**SUBJECT:**

Consider approval of the minutes from the November 13, 2023 Community Services Corporation (Type B) Board meeting. *(Staff Contact: Amanda Campos, City Secretary).*

**SUMMARY:**

The Burleson 4B Community Services Corporation Board duly and legally met on November 13, 2023.

**OPTIONS:**

- 1) Board may approve the minutes as presented or approve with amendments.

**RECOMMENDATION:**

Approve.

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

N/A.

**FISCAL IMPACT:**

N/A.

**STAFF CONTACT:**

Name: Amanda Campos, TRMC  
Department: City Secretary's Office  
Email: [acampos@burlesontx.com](mailto:acampos@burlesontx.com)  
Phone: 817-426-9665

**Burleson Community Service Development Corporation (4B)**  
**November 13, 2023**  
**DRAFT MINUTES**

Item A.

**Board Members Present:**

Phil Anderson  
Chris Fletcher  
Victoria Johnson  
Dan McClendon, President  
Alexa Boedeker

**Board Members Absent:**

**Staff Present:**

Tommy Ludwig, 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: 4:48 P.M.**

**2. CITIZEN APPEARANCE**

- No speakers.

**3. GENERAL**

**A. Minutes from the August 15, 2023 4B Corporation Board meeting.  
(Staff contact: Amanda Campos, City Secretary)**

Motion was made by Victoria Johnson and seconded by Alexa Boedeker to approve.

Motion passed 5-0.

**B. Resolution 4B111323ParksRecreation Capital, requesting the City Council pass an intention to reimburse resolution that includes an amount not to exceed \$2,833,601 related to the design, construction and improvements for Parks and Recreation capital projects. (Staff Presenter: John Butkus, Finance Director)**

John Butkus, Finance Director, presented a resolution to the board.

Motion was made by Chris Fletcher and seconded by Victoria Johnson to approve.

Motion passed 5-0.

**C. 4B11132023FarmLeaseBleeker, a five-year farm lease with Charles Bleeker for approximately 11.74 acres located in the H.G. Catlett**

**Survey Abstract No. 177 off S.W. Alsbury Boulevard. (Staff Contact: Justin Scharnhorst, Assistant to the City Manager)**

Justin Scharnhorst, Assistant to the City Manager, presented a lease to the board.

Motion was made by Alexa Boedeker and seconded by Chris Fletcher to approve.

Motion passed 5-0.

**D. 4B11132023Razzoo's1stamendment, a Chapter 380 Economic Development and Performance Agreement (CSO#1754-05-2021) between the City of Burleson, Burleson Community Service Development Corporation, and Razzoo's, INC. (Staff Presenter: Alex Philips, Economic Development Director)**

Alex Philips, Economic Development Director, presented an amendment agreement to the board.

Motion was made by Phil Anderson and seconded by Chris Fletcher to approve.

Motion passed 5-0.

**E. 4B11132023Heim1stamendment, an amendment of a Chapter 380 Economic Development and Performance Agreement (CSO#1653-01-2021) between the City of Burleson, Burleson Community Service Development Corporation, and Heim Burleson, LLC. (Staff Presenter: Alex Philips, Economic Development Director)**

Alex Philips, Economic Development Director, presented an amendment agreement to the board.

Motion was made by Alex Boedeker and seconded by Victoria Johnson to approve.

Motion passed 5-0.

**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, Texas Government Code
- B. Discussion regarding possible purchase, exchange, lease, or value of real property pursuant to Section 551.072, Texas Government Code
- C. Deliberation regarding commercial or financial information received from or the offer of a financial or other incentive made to a business prospect seeking to locate, stay or expand in or near the territory of the City and with which the City is conducting economic development negotiations pursuant to Section 551.087, Texas Government Code

- No Executive Session needed.

## 6. ADJOURN

There being no further discussion President Dan McClendon adjourned the meeting. **Time: 5:04 p.m.**

---

Monica Solko  
Deputy City Secretary

---

**Community Service Development Corporation (Type B)**

**DEPARTMENT:** Finance

**FROM:** Harlan Jefferson, Deputy City Manager

**MEETING:** August 19, 2024

---

**SUBJECT:**

Consider approval of a resolution adopting the Burleson 4B Community Service Development Corporation FY 2024-2025 annual budget. (*Staff Contact: Harlan Jefferson*)

**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 2024-2025 budget.

Some key highlights in the proposed FY 2024-2025 budget include:

- Beginning Fund Balance: \$5,035,601
- Revenues: \$7,815,306
- Expenses: \$8,375,605
- Ending Fund Balance: \$4,479,302
- 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:**

Harlan Jefferson  
Deputy City Manager  
[hjefferson@burlesontx.com](mailto:hjefferson@burlesontx.com)  
817-426-9651



# 4B Community Development Corporation FY 2024-2025 Proposed Budget

---

*PRESENTED TO THE 4B BOARD, AUGUST 19, 2024*

# 4B Fund Highlights

---

- 4B Fund Supports:
  - Parks Administration
  - Subsidizes Parks Performance Fund operations
  - Subsidizes Golf Fund operations
  - Parks Capital Improvement Plan
- 4B Fund Highlights
  - FY2025 Beginning Balance \$5,035,601
  - Revenues \$7,815,306
  - Expenses \$8,375,605
  - Ending Balance \$4,479,303

# 4B Recommended Supplemental Requests

4B Parks Fund		DISCRETIONARY				
DEPARTMENT	REQUEST SUMMARY	FTE	DISCRETIONARY ONE TIME	DISCRETIONARY ONGOING	Revenue/Offset	FY24-25 BUDGET
4B Parks	Trees: Installation & irrigation*			10,000		10,000
TOTAL		-	\$ -	\$ 10,000	\$ -	\$ 10,000

\*Recommended request at partial funding

# 4B Three-Year Summary

Item B.

	MAJOR GOVERNMENTAL FUND 4B SALES TAX REVENUE			
	2022-23 ACTUAL	2023-24 ORIGINAL BUDGET	2023-24 REVISED BUDGET	2024-25 PROPOSED BUDGET
<b>Beginning fund balance/ working capital</b>	\$ 6,575,122	\$ 5,340,054	\$ 5,340,054	\$ 5,035,601
<b>Revenues</b>				
Sales & Use Taxes	7,347,726	7,594,138	7,594,138	7,643,839
Investment Earnings	154,234	90,000	90,000	130,000
Miscellaneous	41,759	40,259	40,259	41,467
<b>Total Revenues</b>	<b>7,543,720</b>	<b>7,724,397</b>	<b>7,724,397</b>	<b>7,815,306</b>
<b>Expenditures</b>				
Salaries	241,864	259,020	259,020	253,462
Benefits	88,730	94,028	94,028	94,271
Personnel Developmnt	4,116	5,805	4,865	4,865
Supplies	449	900	900	900
Minor Furn & Equip	24,453	20,000	20,000	32,000
Outside Services	6,881	9,225	9,225	20,000
Infr Maint & Repair	97,704	-	-	-
Utilities	1,163	-	51,067	52,600
Contribution To Isf	54,440	30,592	30,592	36,510
Misc	148,729	100,000	168,940	143,940
Cost Allocation Exp	153,109	102,250	102,250	105,320
Capital Expenditures	-	50,000	50,000	50,000
Economic Development Incentives	-	501,667	810,000	136,150
Transfers Out				
PPF	3,145,191	3,453,234	3,453,234	3,239,948
Debt	1,672,631	2,224,218	1,797,632	3,035,774
Capital	2,057,444	-	-	-
Golf	1,081,885	1,230,004	1,230,004	1,165,865
<b>Total Expenditures</b>	<b>8,778,788</b>	<b>8,080,943</b>	<b>8,081,757</b>	<b>8,371,605</b>
<b>Change in fund balance</b>	<b>(1,235,068)</b>	<b>(356,546)</b>	<b>(357,360)</b>	<b>(556,299)</b>
<b>Ending fund balance/ working capital</b>	\$ 5,340,054	\$ 4,983,508	\$ 4,982,694	\$ 4,479,302

# 4B Financial Overview

	FY 22-23 Actual	FY 23-24 Adopted	FY 23-24 Revised	FY 23-24 Year End	FY 24-25 Proposed	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected	FY 28-29 Projected
<b>Beginning Fund Balance</b>	<b>\$ 6,575,122</b>	<b>\$ 5,340,055</b>	<b>\$ 5,340,055</b>	<b>\$ 5,340,055</b>	<b>\$ 5,035,601</b>	<b>\$ 4,479,303</b>	<b>\$ 4,059,965</b>	<b>\$ 3,770,155</b>	<b>\$ 3,271,500</b>
Sales Tax Revenue	\$ 7,347,726	\$ 7,594,138	\$ 7,594,138	\$ 7,421,203	\$ 7,643,839	\$ 7,873,155	\$ 8,109,349	\$ 8,352,630	\$ 8,603,209
Other Revenues	\$ 195,993	\$ 130,259	\$ 130,259	\$ 233,259	\$ 171,467	\$ 141,467	\$ 141,467	\$ 141,467	\$ 141,467
<b>Total Revenues</b>	<b>\$ 7,543,719</b>	<b>\$ 7,724,397</b>	<b>\$ 7,724,397</b>	<b>\$ 7,654,462</b>	<b>\$ 7,815,306</b>	<b>\$ 8,014,622</b>	<b>\$ 8,250,816</b>	<b>\$ 8,494,097</b>	<b>\$ 8,744,676</b>
Debt Service	\$ 1,672,631	\$ 2,224,218	\$ 1,797,632	\$ 1,797,632	\$ 3,035,774	\$ 3,420,808	\$ 3,343,028	\$ 3,650,574	\$ 2,886,207
Golf Transfer	\$ 1,081,885	\$ 1,230,004	\$ 1,230,004	\$ 1,300,584	\$ 1,165,865	\$ 782,220	\$ 808,395	\$ 835,705	\$ 864,205
PPF Transfer	\$ 3,145,191	\$ 3,453,234	\$ 3,453,234	\$ 3,259,813	\$ 3,239,948	\$ 3,279,244	\$ 3,392,400	\$ 3,509,690	\$ 3,631,275
Incentives (ED)	\$ -	\$ 501,667	\$ 810,000	\$ 810,000	\$ 136,150	\$ 147,603	\$ 61,756	\$ 33,765	\$ 34,778
Other Expenditures	\$ 2,879,080	\$ 671,820	\$ 790,887	\$ 790,887	\$ 793,868	\$ 804,084	\$ 935,047	\$ 963,017	\$ 991,929
<b>Total Expenditures</b>	<b>\$ 8,778,787</b>	<b>\$ 8,080,943</b>	<b>\$ 8,081,757</b>	<b>\$ 7,958,916</b>	<b>\$ 8,371,605</b>	<b>\$ 8,433,959</b>	<b>\$ 8,540,627</b>	<b>\$ 8,992,752</b>	<b>\$ 8,408,395</b>
Change in Fund Balance	<b>\$ (1,235,068)</b>	<b>\$ (356,546)</b>	<b>\$ (357,360)</b>	<b>\$ (304,454)</b>	<b>\$ (556,299)</b>	<b>\$ (419,337)</b>	<b>\$ (289,810)</b>	<b>\$ (498,655)</b>	\$ 336,281
<b>Ending Fund Balance</b>	<b>\$ 5,340,054</b>	<b>\$ 4,983,509</b>	<b>\$ 4,982,695</b>	<b>\$ 5,035,601</b>	<b>\$ 4,479,303</b>	<b>\$ 4,059,965</b>	<b>\$ 3,770,155</b>	<b>\$ 3,271,500</b>	<b>\$ 3,607,781</b>
FB % of Expenditure	60.83%	61.67%	61.65%	63.27%	53.51%	48.14%	44.14%	36.38%	42.91%

# 4A, 4B, & TIF 2 Five Year CIP Plan

Item B.

4A Projects	2025	2026	2027	2028	2029	Total
Alsbury Blvd	\$4,001,277	\$10,000,000				\$14,501,277
Lakewood Drive Extension	\$100,000	\$9,800,000				\$9,900,000
Hooper Business Park Sign		\$200,000				\$200,000
Future Project			\$10,000,000			\$10,000,000
<b>Total</b>	<b>\$4,101,277</b>	<b>\$20,000,000</b>	<b>\$10,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,100,000</b>

4B Projects	2025	2026	2027	2028	2029	Total
Bailey Lake			\$498,750			\$498,750
Bartlett				\$420,000		\$420,000
Centennial	\$525,000					\$525,000
Chisenhall					\$336,000	\$336,000
Heberle				\$336,000		\$336,000
Mistletoe Hill			\$585,000			\$585,000
Bathroom Additions		\$157,500		\$162,225		\$319,725
Chisenhall Field Turf	\$2,205,000					\$2,205,000
Adult Softball Fields			\$2,163,000			\$2,163,000
Shannon Creek Park	\$1,881,675					\$1,881,675
Community Park		\$540,750				\$540,750
BRiCk Roof Replacement					\$1,200,000	\$1,200,000
Dry Sauna		\$422,940				\$422,940
BRiCk Monument Sign			\$38,955			\$38,955
Greens Resurface at HCGC			\$417,375			\$417,375
Pond Renovation			\$94,685			\$94,685
Green Ribbon	\$90,000					\$90,000
<b>Total</b>	<b>\$4,701,675</b>	<b>\$1,121,190</b>	<b>\$3,797,765</b>	<b>\$918,225</b>	<b>\$1,536,000</b>	<b>\$12,074,855</b>

TIF 2 Projects	2025	2026	2027	2028	2029	Total
Ellison & Wilson- Sidewalk ADA	\$233,377					\$233,377
Old Town Lighting Improvements (Bransom & Bufford)	\$273,201					\$273,201
<b>Total</b>	<b>\$506,578</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$506,578</b>

# Options

---

- Recommend approval of 4B FY 2025 proposed budget
- Not recommend approval of FY 2025 proposed budget
- Staff recommends approval

# QUESTIONS/COMMENTS



Burleson Community Service Development Corporation  
**Resolution 4B081924AnnualBudget**

**WHEREAS**, the Burleson 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**, the Board of Directors (“Board”) of the Type B Corporation has reviewed the proposed budget for Fiscal Year 2024-2025 attached hereto as Exhibit A and incorporated herein by reference for all purposes (the “Budget”); 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, 2024, and ending September 30, 2025; 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 \$8,371,605 in Type B sales tax revenue in FY 24-25 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 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				
2022-23	2023-24	2023-24	2024-25	
ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	PROPOSED BUDGET	
<b>Beginning fund balance/ working capital</b>	\$ 6,575,122	\$ 5,340,054	\$ 5,340,054	\$ 5,035,601
<b>Revenues</b>				
Sales & Use Taxes	7,347,726	7,594,138	7,594,138	7,643,839
Investment Earnings	154,234	90,000	90,000	130,000
Miscellaneous	41,759	40,259	40,259	41,467
<b>Total Revenues</b>	<b>7,543,720</b>	<b>7,724,397</b>	<b>7,724,397</b>	<b>7,815,306</b>
<b>Expenditures</b>				
Salaries	241,864	259,020	259,020	253,462
Benefits	88,730	94,028	94,028	94,271
Personnel Developmnt	4,116	5,805	4,865	4,865
Supplies	449	900	900	900
Minor Furn & Equip	24,453	20,000	20,000	32,000
Outside Services	6,881	9,225	9,225	20,000
Infr Maint & Repair	97,704	-	-	-
Utilities	1,163	-	51,067	52,600
Contribution To Isf	54,440	30,592	30,592	36,510
Misc	148,728	601,667	978,940	280,090
Cost Allocation Exp	153,109	102,250	102,250	105,320
Capital Expenditures	-	50,000	50,000	50,000
Tranfers Out	7,957,151	6,907,456	6,480,870	7,441,587
<b>Total Expenditures</b>	<b>8,778,788</b>	<b>8,080,943</b>	<b>8,081,757</b>	<b>8,371,605</b>
<b>Change in fund balance</b>	<b>(1,235,068)</b>	<b>(356,546)</b>	<b>(357,360)</b>	<b>(556,299)</b>
<b>Ending fund balance/ working capital</b>	\$ 5,340,054	\$ 4,983,508	\$ 4,982,694	\$ 4,479,302