



**Community Services Corporation
(Type B) Agenda**

**Monday, August 15, 2022
4:00 PM**

**City Hall - 141 W. Renfro
Burleson, TX 76028**

1. **Call to Order**
2. **Citizen Appearances**
3. **General**
 - A. Consider approval of the minutes from the April 4, 2022 Community Services Corporation (Type B) Board meeting. *(Staff Contact: Amanda Campos, City Secretary)*
 - B. Consider approval of a resolution adopting the Burleson Community Service Development Corporation FY2022-2023 annual budget. *(Staff Presenter: Martin Avila, Finance Director)*
4. **Board Requests for Future Agenda Items or Reports**
5. **RECESS INTO EXECUTIVE SESSION**

Pursuant to Section 551.071, Texas Government Code, the Board reserves the right to convene in 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
6. **Adjourn**

CERTIFICATE

I hereby certify that the above agenda was posted on this the **10th of August 2022, 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 15, 2022

SUBJECT:

Consider approval of the minutes from the April 4, 2022 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 April 4, 2022.

OPTIONS:

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

RECOMMENDATION:

Approval

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
Phone: 817-429-9665

ROLL CALL

Board Members Present:

Rick Green
Chris Fletcher
Victoria Johnson
Dan McClendon
Shannan Sutter

Board Members Absent:

Alexa Boedeker
Joseph Young

Staff

Bryan Langley, City Manager
Amanda Campos, City Secretary
Monica Solko, Deputy City Secretary
Alex Phillips, Director of Economic Development
Matt Ribitzki, Deputy City Attorney

1. CALL TO ORDER – Time: 5:00 p.m.

2. RECESS INTO EXECUTIVE SESSION

Pursuant to Section 551.071, Texas Government Code, the 4A Board reserves the right to convene in 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**
- B. Discussion Regarding Possible Purchase, Exchange, Lease, or Value of Real Property Pursuant to Section 551.072**
- 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**

Motion made by Rick Green and Shannan Sutter to convene into executive session. **Time: 5:01 p.m.**

Motion passed 5-2, Alexa Boedeker and Joseph Young absent.

Motion made by Rick Green and Shannan Sutter to reconvene into open session. **Time: 5:07 p.m.**

Motion passed 5-2, Alexa Boedeker and Joseph Young absent.

3. GENERAL

Item A.

- A. Approve minutes from the October 18, 2021 and December 13, 2021 Burleson 4B Community Service Development Corp. Type B meetings. (Staff Contact: Amanda Campos, City Secretary)**

Motion made by Chris Fletcher and Shannon Sutter to approve.

Motion passed 5-2, Alexa Boedeker and Joseph Young absent.

- B. Hold a public hearing and consider approval of a resolution adopting the redevelopment and improvement of 135 West Ellison Street and the construction and operation of a restaurant (Heim Burleson, LLC) as a project under the Texas Development Corporation Act. (Staff Presenter: Alex Philips, Economic Development Director).**

Alex Phillips, Director of Economic Development, presented to the board the resolution.

President Dan McClendon opened the public hearing. **Time: 5:10 p.m.**

No speakers.

President Dan McClendon closed the public hearing. **Time: 5:10 p.m.**

Motion made by Victoria and Chris Fletcher to approve.

Motion passed 5-2, Alexa Boedeker and Joseph Young absent.

- C. Hold a public hearing and consider approval of a resolution adopting the redevelopment and improvement of 135 West Ellison Street and the construction and operation of a restaurant (Razzoo's, Inc.) as a project under the Texas Development Corporation Act. (Staff Presenter: Alex Philips, Economic Development Director)**

Alex Phillips, Director of Economic Development, presented to the board the resolution.

President Dan McClendon opened the public hearing. **Time: 5:10 p.m.**

No speakers.

President Dan McClendon closed the public hearing. **Time: 5:10 p.m.**

Motion made by Rick Green and Shannan Sutter to approve.

Motion passed 5-2, Alexa Boedeker and Joseph Young absent.

ADJOURNMENT

Item A.

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

Time: 5:11 p.m.

Monica Solko
Deputy City Secretary

Community Services Corporation (Type B)

DEPARTMENT: Finance

FROM: Martin Avila

MEETING: August 15, 2022

SUBJECT:

Consider approval of a resolution adopting the Burleson Community Service Development Corporation FY2022-2023 annual budget. *(Staff Presenter: Martin Avila, Finance Director)*

SUMMARY:

Present to the Board the FY2022-2023 TIF #2 proposed budget

Some key highlights in the proposed budget:

FY 2022-2023 proposed budget is \$9,011,863
Proposed FY2023 4B sales tax revenue is \$7,117,335
Proposed FY2023 fund balance is \$3,722,488

The proposed budget includes:

- \$1,390,800 allocated for debt service
- \$376,086 allocated for golf debt service
- \$566,667 for economic development incentives
- \$2,018,400 for Parks Service Center expansion
- \$3,130,479 subsidy PPF operations
- \$728,544 subsidy Golf operations

FY2023 Capital Program - \$16,889,432

OPTIONS:

N/A

RECOMMENDATION:

Staff recommends approval of a resolution on the 4B Community Services Development Corporation Fund FY2022-2023 proposed budget.

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

N/A

FISCAL IMPACT:

No fiscal impact

STAFF CONTACT:

Martin, Avila
Finance Director
mavila@burlesontx.com
817-426-9651

4B Fund Proposed Budget FY 2022-23

PRESENTED TO THE 4B BOARD OF DIRECTORS

AUGUST 4, 2022

4B Community Development Corp

FY 2022-2023 proposed budget is \$9,011,863

Proposed FY 23 4B sales tax revenue is \$7,117,335

Proposed FY 23 fund balance is \$3,722,488

The proposed budget includes:

- \$1,390,800 allocated for debt service
- \$376,086 allocated for golf debt service
- \$566,667 for economic development incentives
- \$2,018,400 for Parks Service Center expansion
- \$3,130,479 subsidy PPF operations
- \$728,544 subsidy Golf operations

4B Financial Overview

	FY 21-22 Budget	FY 21-22 Estimate	FY 22-23 Projected	FY 23-24 Projected	FY 24-25 Projected	FY 25-26 Projected	FY 26-27 Projected
Beginning Fund Balance	\$ 4,158,317	\$ 4,941,248	\$ 5,547,016	\$ 3,722,488	\$ 3,482,143	\$ 2,834,054	\$ 2,559,393
Sales Tax Revenue	\$ 6,128,500	\$ 6,910,034	\$ 7,117,335	\$ 7,330,855	\$ 7,550,781	\$ 7,777,304	\$ 8,010,623
Other Revenues	\$ 15,000	\$ 15,000	\$ 70,000	\$ 80,000	\$ 75,000	\$ 75,000	\$ 75,000
Total Revenues	\$ 6,143,500	\$ 6,925,034	\$ 7,187,335	\$ 7,410,855	\$ 7,625,781	\$ 7,852,304	\$ 8,085,623
Debt Service	\$ 1,393,675	\$ 1,393,675	\$ 1,390,800	\$ 2,782,888	\$ 3,177,475	\$ 3,325,075	\$ 3,261,100
Golf Course Debt	\$ 371,403	\$ 371,403	\$ 376,086	\$ 370,532	\$ 382,208	\$ -	\$ -
Golf Transfer	\$ 846,315	\$ 802,823	\$ 728,544	\$ 775,539	\$ 956,067	\$ 941,357	\$ 1,218,578
PPF Transfer	\$ 2,715,418	\$ 2,706,031	\$ 3,130,479	\$ 2,823,352	\$ 2,782,940	\$ 2,847,712	\$ 3,212,834
Other Expenditures	\$ 1,082,288	\$ 1,045,334	\$ 3,385,954	\$ 898,889	\$ 975,179	\$ 1,012,822	\$ 1,016,048
Total Expenditures	\$ 6,409,099	\$ 6,319,266	\$ 9,011,863	\$ 7,651,200	\$ 8,273,869	\$ 8,126,965	\$ 8,708,560
Change in Fund Balance	\$ (265,599)	\$ 605,768	\$ (1,824,528)	\$ (240,345)	\$ (648,088)	\$ (274,661)	\$ (622,937)
Ending Fund Balance	\$ 3,892,718	\$ 5,547,016	\$ 3,722,488	\$ 3,482,143	\$ 2,834,054	\$ 2,559,393	\$ 1,936,457
FB % of Expenditure	60.74%	87.78%	41.31%	45.51%	34.25%	31.49%	22.24%

	MAJOR GOVERNMENTAL FUND			
	4 B SALES TAX REVENUE			
	2020-21 ACTUAL	2021-22 BUDGET	2021-22 ESTIMATE	2022-23 BUDGET
Beginnig fund balance/ working capital	\$ 4,606,639	\$ 4,158,317	\$ 4,941,248	\$ 5,547,016
Revenues				
Sales Tax	6,157,778	6,128,500	6,910,034	7,117,335
Interest	795	15,000	15,000	70,000
Total revenues	6,158,573	6,143,500	6,925,034	7,187,335
Expenditures				
Personal Services	-	193,403	156,449	337,433
Material & Supplies	-	3,900	3,900	20,000
Purchased Services	6,746	3,500	3,500	8,500
Maintenance And Repair	376,336	292,325	277,328	-
4B Debt	1,844,545	1,393,675	1,393,675	1,390,800
General Fund- Adm.	10,000	15,450	15,450	153,109
Golf	909,702	1,217,718	1,174,226	1,104,630
PPF	2,676,635	2,715,418	2,706,031	3,130,479
Economic Incentives	-	412,500	412,500	566,667
Other Expenditures	-	176,207	176,207	281,845
Capital Outlay	-	-	-	2,018,400
Total expenditures	5,823,964	6,424,096	6,319,266	9,011,863
Change in fund balance	334,609	(280,596)	605,768	(1,824,528)
Ending fund balance/ working capital	\$ 4,941,248	\$ 3,877,721	\$ 5,547,016	\$ 3,722,488

Capital Improvement Program FY2023-2027

The 4B Fund currently projects approximately \$25.1 million in new debt issuances over the next five years in support of the Five-Year Parks CIP projects.

Parks and Golf 5-Year CIP Plan

Item B.

Project	FY 23	FY 24	FY 25	FY 26	FY 27	Total
Parks						
Park Refurbishments						
Bartlett Playground					300,000	300,000
Cedar Ridge		200,000				200,000
Cindy Park						0
Elk Ridge	220,000					220,000
Heberle					235,000	235,000
Meadow Crest				220,000		220,000
Mistletoe		300,000				300,000
Oak Valley	500,000					500,000
Wakefield	200,000					200,000
Warren					500,000	500,000
Sport Fields						
Bartlett Field Regrading	1,500,000					1,500,000
Chisenhall Field Turf and Lighting	500,000	500,000	500,000	500,000	500,000	2,500,000
Hidden Creek Softball Relocation	250,000	2,000,000				2,250,000
Trails, Parking and Infrastructure						
Bailey Lake Low Water Crossing			220,000			220,000
Chisenhall and Bailey Lake Parking	2,001,000					2,001,000
Oak Valley Trail-Scott Street Trailhead		500,000				500,000
Village Creek Trail Phase IV		685,000				685,000
Village Creek Trail Phase III	2,417,160					2,417,160
Signage						
Park Monument Signs	65,000	65,000	65,000	65,000	65,000	325,000
City Wide Monument Signs	200,000	200,000				400,000
New Construction						
Shannon Creek Park	3,327,763					3,327,763
Community Park	4,000,000	500,000				4,500,000
Unplanned Park Improvements	50,000	50,000	50,000	50,000	50,000	250,000

Parks and Golf 5-Year CIP Plan (Continued) Item B.

BRiCK						
Upgrade A/C Control system and ventilation	500,000					500,000
Replace roof			1,000,000			1,000,000
Retiling of pool part room and family changing areas	62,000					62,000
Addition of Dry Sauna				380,000		380,000
Replacement of entry monument sign					35,000	35,000
Remodel of entryway (Admin, Kiosk, Rockwall and lighting)	125,000					125,000
Golf						
Monument Sign	28,750					28,750
Tee and Wayfinding signage		25,000				25,000
Bunkers						
Bunkers (1,16,17,18)	89,500					89,500
Bunkers (11,5,6,7,9)		97,750				97,750
Bunkers (2,3,4)			44,000			44,000
Bunkers (10,12)				30,800		30,800
Bunkers (13,14)					34,000	34,000
Tree Work						
Tree Removal and Limb up (Creek, 4,14)	49,000					49,000
Tree Removal and Limb up (7,9,10)				45,000		45,000
Tree Removal and Limb up (1,18)			45,000			45,000
Turf Improvements						
Range side (9) (shape, sod, cart path, trees)		45,000				45,000
Greens resurface (all 18) (remove and replace top 6' of material)					375,000	375,000
Ponds and Irrigation						
Pond Renovation bentonite/fountains (4,5,15)				85,000		85,000
Floating Intake Pipe Replacement			16,750			16,750
Park Total	15,230,923	5,000,000	835,000	835,000	1,650,000	23,550,923
BRiCK Total	687,000	0	1,000,000	380,000	35,000	2,102,000
Golf Total	167,250	167,750	105,750	160,800	409,000	1,010,550
Contingency/Escalation 5%	804,259	258,388	97,038	68,790	104,700	1,333,174
Total	16,889,432	5,426,138	2,037,788	1,444,590	2,198,700	27,996,647
Available Funding	1,975,000	204,033	105,750	160,800	409,000	2,854,583
Debt Sale	14,914,432	5,222,105	1,932,038	1,283,790	1,789,700	25,142,064
Total	16,889,432	5,426,138	2,037,788	1,444,590	2,198,700	27,996,647

Next Steps

September 6

Regular City Council meeting. Public hearing on the budget and tax rate and first reading of the budget and tax rate ordinances.

September 12

Special City Council meeting. Final reading of the ordinances to approve the budget and tax rate.

Questions/Comments

Burleson Community Service Development Corporation
Resolution 4B081522AnnualBudget

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 2022-2023 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, 2022, and ending September 30, 2023; 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 \$9,011,863 in Type B sales tax revenue in FY 22-23 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”

4B Community Development Corp

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