



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

**Tuesday, August 15, 2023
3:00 PM**

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

1. CALL TO ORDER

2. CITIZEN 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 February 6, 2023 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 FY2023-2024 annual budget. *(Staff Presenter: Martin Avila, Finance Director)*

4. 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.

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

5. ADJOURN

CERTIFICATE

I hereby certify that the above agenda was posted on this the **10th of August 2023, by 7:00 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, 2023

SUBJECT:

Consider approval of the minutes from the February 6, 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 February 6, 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
Phone: 817-426-9665

Burleson Community Service Development Corporation (4B)

February 6, 2023

DRAFT MINUTES

Item A.

Board Members Present:

Rick Green
Chris Fletcher
Victoria Johnson
Dan McClendon, President
Alexa Boedeker

Board Members Absent:

Staff Present:

Bryan Langley, City Manager
Tommy Ludwig, Deputy City Manager
Amanda Campos, City Secretary
Monica Solko, Deputy City Secretary
Matt Ribitzki, Deputy City Attorney

1. CALL TO ORDER – Time: 3:45 p.m.

2. GENERAL

A. Minutes from the December 12, 2022 Community Services Corporation (Type B) Board meeting. (*Staff Contact: Amanda Campos, City Secretary*).

Motion was made by Victoria Johnson and seconded by Rick Green to approve.

Motion passed 5-0.

B. 4B020623AmendACBurleson, Amendment to the Chapter 380 Economic Development and Performance Agreement between the City of Burleson, Burleson 4A Economic Development Corporation, Burleson Community Service Development Corporation, and AC Burleson, LLC for a family entertainment facility located at 1258 SW Alsbury Blvd. (*Staff Presenter: Alex Philips, Economic Development Director*)

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

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

Motion passed 5-0.

3. CITIZEN APPEARANCE

- No speakers.

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 Dan McClendon adjourned the meeting.

Time: 3:48 p.m.

Monica Solko
Deputy City Secretary

Community Services Corporation (Type B)

DEPARTMENT: Finance

FROM: Martin Avila, Finance Director

MEETING: August 15, 2023

SUBJECT:

Consider approval of a resolution adopting the Burleson Community Service Development Corporation FY2023-2024 annual budget. (*Staff Presenter: Martin Avila, Finance Director*)

SUMMARY:

The purpose of the resolution is to have the Board of Directors of the Burleson Community Service Development Corporation approve and adopt a FY23-24 budget.

Some key highlights in the proposed FY23-24 budget include:

- Estimated 4B sales tax revenue is \$7,594,138
- Proposed fund balance is \$4,247,975
- Total proposed budget is \$8,080,943, which includes:
 - \$2,224,218 is allocated for debt service
 - \$501,667 is allocated for economic development incentives
 - \$1,230,004 is allocated for subsidy of golf operations and debt service
 - \$3,453,234 is allocated for subsidy of Parks Performance Fund

OPTIONS:

- 1) Approve the resolution
- 2) Modify the resolution
- 3) Deny the resolution

RECOMMENDATION:

Approve the resolution

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

n/a

STAFF CONTACT:

Matt Ribitzki
Deputy City Attorney/Compliance Manager
mribitzki@burlesontx.com
817-426-9664

4B Community Development Corporation FY2023-2024 Proposed Budget

PRESENTED TO THE 4B BOARD, AUGUST 15, 2023

4B Budget Highlights

- 4B FY 2024 Proposed Budget Revenues - **\$7,724,397**
 - Sales Tax - \$7,594,138
 - Other revenues - \$130,259 (interest earning, rentals)
- 4A FY 2024 Proposed Budget Expenditures - **\$8,080,943**
 - Debt Service Payment - \$2,224,218
 - Golf Transfers - \$1,230,004
 - PPF - \$3,453,234
 - Personnel Cost - \$358,853
 - Incentives -\$501,667 (Heim, Razoo's, Alley Cats)
 - Other Operating Costs - \$312,967 (personnel development, supplies, services, administrative cost, special events)

4B Three Year Summary

Item B.

	MAJOR GOVERNMENTAL FUND 4 B SALES TAX REVENUE			
	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Beginnig fund balance/ working capital	\$ 4,941,248	\$ 5,547,016	\$ 6,656,926	\$ 4,604,521
Revenues				
Sales Tax	6,955,613	7,117,335	7,372,950	7,594,138
Investment income	32,064	70,000	82,000	90,000
Miscellaneous	-	-	40,259	40,259
Transfer In	-	-	-	-
Total revenues	6,987,677	7,187,335	7,495,209	7,724,397
Expenditures				
Personal Services	156,926	337,433	347,966	358,853
Material & Supplies	-	20,000	20,000	20,900
Purchased Services	7,376	8,500	8,500	9,225
Maintenance And Repair	318,826	-	-	-
Transfers Out				
4B Debt	1,038,183	1,390,800	1,672,631	2,224,218
General Fund- Adm.	15,450	153,109	153,109	102,250
Golf	936,630	1,104,630	1,642,575	1,230,004
PPF	2,708,504	3,130,479	3,364,037	3,453,234
Capital	-	2,057,444	2,057,444	-
Economic Incentives	-	566,667	-	501,667
Miscellaneous	-	188,361	226,912	100,000
Other Expenditures	66,207	54,440	54,440	30,592
Capital Outlay	23,897	-	-	50,000
Total expenditures	5,271,999	9,011,863	9,547,614	8,080,943
Change in fund balance	1,715,678	(1,824,528)	(2,052,405)	(356,546)
Ending fund balance/ working capital	\$ 6,656,926	\$ 3,722,488	\$ 4,604,521	\$ 4,247,975

4B Financial Forecast

	FY 22-23 Estimate	FY 23-24 Projected	FY 24-25 Projected	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected
Beginning Fund Balance	\$ 6,656,926	\$ 4,604,521	\$ 4,247,975	\$ 3,457,074	\$ 2,829,438	\$ 2,350,515
Sales Tax Revenue	\$ 7,372,950	\$ 7,594,138	\$ 7,821,962	\$ 8,056,621	\$ 8,298,320	\$ 8,547,270
Other Revenues	\$ 122,259	\$ 130,259	\$ 132,959	\$ 135,740	\$ 138,604	\$ 141,555
Total Revenues	\$ 7,495,209	\$ 7,724,397	\$ 7,954,921	\$ 8,192,361	\$ 8,436,924	\$ 8,688,824
Debt Service	\$ 1,672,631	\$ 2,224,218	\$ 3,197,350	\$ 3,478,125	\$ 3,479,650	\$ 3,602,500
Golf Course Debt	\$ 376,086	\$ 370,532	\$ 382,208	\$ -	\$ -	\$ -
Golf Transfer	\$ 1,266,489	\$ 859,472	\$ 825,556	\$ 856,102	\$ 888,015	\$ 921,354
PPF Transfer	\$ 3,364,037	\$ 3,453,234	\$ 3,515,824	\$ 3,631,713	\$ 3,761,400	\$ 3,895,798
Other Expenditures	\$ 2,868,371	\$ 1,173,487	\$ 824,885	\$ 854,057	\$ 786,783	\$ 778,270
Total Expenditures	\$ 9,547,614	\$ 8,080,943	\$ 8,745,822	\$ 8,819,997	\$ 8,915,847	\$ 9,197,922
Change in Fund Balance	\$ (2,052,405)	\$ (356,546)	\$ (790,901)	\$ (627,636)	\$ (478,923)	\$ (509,097)
Ending Fund Balance	\$ 4,604,521	\$ 4,247,975	\$ 3,457,074	\$ 2,829,438	\$ 2,350,515	\$ 1,841,418
FB % of Expenditure	48.23%	52.57%	39.53%	32.08%	26.36%	20.02%

Parks and Golf 5 year CIP FY2024-2028

Item B.

Project	FY 24	FY 25	FY 26	FY 27	FY 28	Total
Parks						
Park Refurbishments						
Bailey Lake			\$450,000.00			\$450,000.00
Bartlett				\$300,000.00		\$300,000.00
Cedar Ridge	\$280,000.00					\$280,000.00
Centennial		\$420,000.00				\$420,000.00
Chisenall					\$260,000.00	
Heberle					\$310,000.00	\$310,000.00
Meadowcrest	\$400,000.00					\$400,000.00
Mistletoe Hill			\$585,000.00			\$585,000.00
Warren		\$750,000.00		\$500,000.00		\$1,250,000.00
Sport Fields						
Bartlett Field Regrading						\$0.00
Chisenhall Field Turf and Lighting	\$525,000.00	\$500,000.00	\$500,000.00	\$500,000.00	\$500,000.00	\$2,525,000.00
Chisenhall Playground						\$0.00
Hidden Creek Softball Relocation	\$2,000,000.00					\$2,000,000.00
Trails, Parking and Infrastructure						
Bailey Lake Low Water Crossing		\$220,000.00				\$220,000.00
Oak Valley Trail-Scott Street Trailhead	\$540,000.00					\$540,000.00
Village Creek Trail Phase IV	\$685,000.00					\$685,000.00
Village Creek Trail Phase III	\$2,417,160.00					\$2,417,160.00
Signage						
Park Monument Signs	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00		\$260,000.00
City Wide Monument Signs	\$550,000.00					\$550,000.00
New Construction						
Shannon Creek Park	\$3,327,763.00					\$3,327,763.00
Community Park	\$500,000.00					\$500,000.00

Parks and Golf 5 Year CIP Plan (Continued)

Item B.

BRiCk	FY 24	FY 25	FY 26	FY 27	FY 28	Total
Replace roof		\$1,000,000.00				\$1,000,000.00
Remodel of entryway (Admin, Kiosk, Rockwall and lighting)	\$487,000.00					\$487,000.00
Addition of Dry Sauna			\$380,000.00			\$380,000.00
Replacement of indoor pool sandfilter	\$155,000.00					\$155,000.00
Replaster Indoor Pool		\$300,000.00				\$300,000.00
Desert Aire					\$250,000.00	\$250,000.00
HVAC Unit					\$500,000.00	\$500,000.00
Replacement of entry monument sign				\$35,000.00		\$35,000.00
Golf						
Tee and Wayfinding signage	\$25,000.00					\$25,000.00
Turf Improvements						
Range side (9) (shape, sod, cart path, trees)	\$45,000.00					\$45,000.00
Greens resurface (all 18) (remove and replace top 6' of material)				\$375,000.00		\$375,000.00
Ponds and Irrigation						
Pond Renovation bentonite/fountains (4,5,15)			\$85,000.00			\$85,000.00
Floating Intake Pipe Replacement		\$16,750.00				\$16,750.00
Administration						
System Wide Master Plan Update	\$100,000.00					\$100,000.00
Park Total	\$11,289,923.00	\$1,955,000.00	\$1,600,000.00	\$1,365,000.00	\$1,070,000.00	\$17,279,923.00
BRiCk Total	\$642,000.00	\$1,300,000.00	\$380,000.00	\$35,000.00	\$750,000.00	\$3,107,000.00
Golf Total	\$70,000.00	\$16,750.00	\$85,000.00	\$375,000.00	\$0.00	\$546,750.00
Admin	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00
Contingency/Escalation 5%	\$600,096.15	\$163,587.50	\$103,250.00	\$88,750.00	\$91,000.00	\$1,046,683.65
Total	\$12,702,019.15	\$3,435,337.50	\$2,168,250.00	\$1,863,750.00	\$1,911,000.00	\$22,080,356.65
Available Funding	\$204,033.00	\$105,750.00	\$160,800.00	\$409,000.00		\$879,583.00
Debt Sale	\$12,497,986.15	\$3,329,587.50	\$2,007,450.00	\$1,454,750.00	\$1,911,000.00	\$21,200,773.65
Total	\$12,702,019.15	\$3,435,337.50	\$2,168,250.00	\$1,863,750.00	\$1,911,000.00	\$22,080,356.65

Options

- Recommend approval of 4B FY 2024 proposed budget
- Not recommend approval of FY2024 proposed budget
- Staff recommends approval

QUESTIONS/COMMENTS

Burleson Community Service Development Corporation
Resolution 4B081523AnnualBudget

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 2023-2024 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, 2023, and ending September 30, 2024; 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 \$8,080,943 in Type B sales tax revenue in FY 23-24 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”

**THREE YEAR FUND SUMMARIES BY
REVENUE, EXPENDITURES AND FUND BALANCE
FY 2023-2024**

MAJOR GOVERNMENTAL FUND				
4B SALES TAX REVENUE				
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