



Community Service Development Corporation (Type B) Agenda

Monday, December 15, 2025
4:45 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 October 20, 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 corporation's operating budget (Resolution4B081825AnnualBudget) for Fiscal Year 2025-2026 for the purpose of increasing appropriations to various funds to accommodate the rolling forward of encumbrances from the prior year and various operating items in the amount of \$289,114. (*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 4th of December 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: December 15, 2025

SUBJECT:

Consider and take possible action on the minutes from the October 20, 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 October 20, 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)
OCTOBER 20, 2025
DRAFT MINUTES

Item A.

Board Members Present:

Phil Anderson
Chris Fletcher
Victoria Johnson
Dan McClendon, President
Antony Cognasi
Joy Larabell
James Luckie

Board Members Absent:

Staff Present:

Tommy Ludwig, City Manager
Harlan Jefferson, Deputy City Manager
Eric Oscarson, Deputy City Manager
Monica Solko, Deputy City Secretary
Lisandra Leal, Assistant 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: 4:47 p.m.**

2. CITIZEN APPEARANCE

- No speakers.

3. GENERAL

A. Minutes from the August 18, 2025 Community Service Development Corporation (Type B) meeting. (*Staff Contact: Monica Solko, Deputy City Secretary*)

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

Motion passed 7-0.

B. 4B102025AmendBudget, resolution amending the corporation's operating budget (Resolution 4B081825AnnualBudget) for Fiscal Year 2025-2026 and the 5-Year Capital Improvement Plan of the corporation for Fiscal Years 2026–2030. The amendment proposes an increase to the operating budget in the amount of \$2,914,620 and a reduction to the Capital Improvement Plan in the amount of \$444,087. (*Staff Contact: Kevin Hennessey, Interim Director of Finance*)

Kevin Hennessey, Interim Director of Finance, presented a resolution to the board.

Discussion included questions on the ownership of the park equipment under the new management contract, the need for a Golf Master Plan separate from the Parks Master Plan and a revision to the line item description in the 4B CIP FY26-30 from golf fence to fence and/or other improvements.

Motion was made by Dan McClendon and seconded by Chris Fletcher to approve with a revision to the line item description from golf fence to golf fence and/or other improvements in the 4B CIP.

Motion passed 7-0.

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.

- No Executive Session needed.

6. ADJOURN

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

Time: 5:06 p.m.

Monica Solko
Deputy City Secretary

Community Service Development Corporation (Type B)

DEPARTMENT: Finance


FROM: Kevin Hennessey, Interim Director of Finance

MEETING: December 15, 2025

SUBJECT:

Consider and take possible action on a resolution amending the corporation's operating budget (Resolution4B081825AnnualBudget) for Fiscal Year 2025-2026 for the purpose of increasing appropriations to various funds to accommodate the rolling forward of encumbrances from the prior year and various operating items in the amount of \$289,114. (*Staff Contact: Kevin Hennessey, Interim Director of Finance*)

STRATEGIC PRIORITY AND GOAL(S):

| Strategic Priority | Strategic Goal |
|--|--|
|  <p>High Performing City Organization Providing Exceptional, People Focused Services</p> | <p>1.2 Continue to improve the efficiency and productivity of operations</p> <p>1.3 Deliver high-quality service and communications to external and internal customers</p> |

SUMMARY:

The City of Burleson continues to utilize the purchase order and contract system to encumber funds, and at the end of September 30, 2025 the balances of open orders and contracts require an amendment to the FY 2025-2026 budget by increasing the relevant line items in the new year to shift budget authority from last fiscal year to the new fiscal year. The encumbrance roll forward is in accordance with generally accepted accounting principles. The net effect is lowering encumbrances in FY 2024-2025 and rolling forward the available funds to the current year. Capital project encumbrances are excluded from the budget amendment since capital projects have multi-year appropriations over the life of the project. The total encumbrances for all funds to be brought forward is \$178,897 and operating adjustments decreasing the budget for the Athletic Field Attendant (\$13,608), and increasing the budget for the Chisenhall payment to BYA in the amount of \$75,000.

RECOMMENDATION:

Approve the ordinance amending the City budget for Fiscal Year 2025-2026 by increasing appropriations to various funds.

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

August 18, 2025, the 4B Board approved the budget and Capital Improvement Plan

September 8, 2025, the City Council approved the second reading of the City's 2025-2026 annual budget with the five-year Capital Improvement Plan (CIP)

October 20, 2025, the 4B Board approved an amendment to the annual operating and five year Capital Improvement Plan (CIP)

REFERENCE:

CSO#5910-09-2025

FISCAL IMPACT:

| Fund | FY 2026 Total Impact |
|------------------------|----------------------|
| BCDC 4B Sales Tax SRF | \$ 1,300 |
| Parks Performance Fund | \$ 287,814 |
| Total Impact | \$ 289,114 |

STAFF CONTACT:

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



Fiscal Year 2025-2026 Mid-Year Budget Amendment

PRESENTED TO THE COMMUNITY SERVICE DEVELOPMENT CORPORATION (TYPE B) ON
DECEMBER 15, 2025

Overview

Item B.



Total Fiscal Impact of the Budget Amendment



Purpose of the Budget Amendment by Fund



Fiscal Impact of the Budget Amendment by Fund

Purpose of the Budget Amendment



Obtain authorization for changes in the accounting system in response to year-end closing



Year-end closing produced:

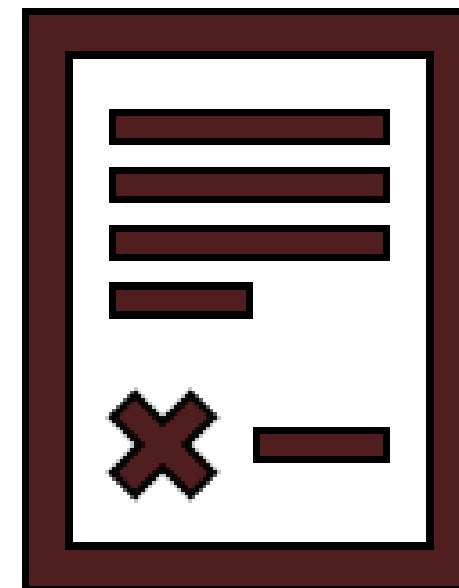
- Reduced Fiscal Year 2024-2025 expenditures
- Increased Fiscal Year 2025-2026 budget



Proposed 2026 adjustments

Accounting for Encumbrances

Encumbrances represent commitments related to contracts not yet performed, and orders not yet filled. They are used for budgetary control and expenditure management.



Fiscal Impact of the Budget Amendment

| Fund | FY 2026 Total Impact |
|------------------------|-------------------------|
| BCDC 4B Sales Tax SRF | \$ 1,300 |
| Parks Performance Fund | \$ 287,814 |
| Total Impact | <u>\$ 289,114</u> |

Breakdown

| Fund | Budget Roll | MISC Proposed Amendment | FY 2026 Total Impact |
|------------------------|-------------------|-------------------------|----------------------|
| BCDC 4B Sales Tax SRF | \$ 1,300 | \$ - | \$ 1,300 |
| Parks Performance Fund | \$ 226,422 | \$ 61,392 | \$ 287,814 |
| Total Impact | \$ 227,722 | \$ 61,392 | \$ 289,114 |

4B

| Department | Account | Vendor / Description | Proposed Amendment |
|--------------|--------------------|-------------------------------|--------------------|
| Parks | Other Improvements | Kimley-Horn Parks Master Plan | \$ 1,300 |
| Total Impact | | | \$ 1,300 |

PPF

| Department | Account | Vendor / Description | Proposed Amendment |
|---------------------|-------------------------|--|--------------------|
| Athletic Fields | Furniture & Equipment | Elliott Electric - Autonomous Mower charging station parts | \$ 355 |
| Athletic Fields | Furniture & Equipment | Professional Turf Products - Autonomous Mowers | \$ 55,680 |
| Parks | Furniture & Equipment | Josh Ivey - Top Dresser | \$ 31,450 |
| Fleets Division | Furniture & Equipment | Austin Mac Haik Ford Lincoln | \$ 54,837 |
| Parks | Furniture & Equipment | Miscellaneous Soccer Equipment | \$ 34,576 |
| Parks | Personnel | Athletic Fields Attendant * | \$ (13,608) |
| Parks | Other Professional Serv | BYA Payment – Chisenhall * | \$ 75,000 |
| Parks | Furniture & Equipment | Turk Tank | \$ 49,525 |
| Total Impact | | | \$ 287,814 |

** Request is outside of encumbrance roll request*

Recommendation / Action Requested

Approve an ordinance requesting a Mid-Year Budget Amendment to increase the appropriations in the amount of \$289,114 in various funds to accommodate operating and capital needs.

Questions / Comments

Item B.

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, on or about August 18, 2025, the Board of Directors of the Type B Corporation (“Board”) approved a budget for Fiscal Year 2025-2026 in approving Resolution 4B081825AnnualBudget and may have made additional amendments thereto (collectively with amendments, the “Budget”); and

WHEREAS, the Type B Corporation desires to amend the Budget as provided herein; and

WHEREAS, the Board finds that the Budget as amended 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 amended 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 amended Budget, and finds the amended 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

In addition to those amounts allocated in the Budget, there shall also be increased estimated appropriations in the amount of \$289,114, as set forth in Exhibit “A,” for the purpose of rolling forward of encumbrances from the prior fiscal year and various operating items.

Section 2

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

Section 3

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"

| Fund | | FY 2026 Total Impact | |
|------------------------|--|----------------------|----------------|
| BCDC 4B Sales Tax SRF | | \$ | 1,300 |
| Parks Performance Fund | | \$ | 287,814 |
| Total Impact | | \$ | 289,114 |