



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

**Monday, July 21, 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*)

**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 **15th of July 2025, 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.

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

**DEPARTMENT:** City Secretary's Office  
**FROM:** Monica Solko, Deputy City Secretary  
**MEETING:** July 21, 2025

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**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](mailto: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.**

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Monica Solko  
Deputy City Secretary

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

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

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**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](mailto:khennessey@burlesontx.com)  
817-426-9648

# Fiscal Year 2024-2025 Mid-Year Budget Amendment

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PRESENTED TO THE COMMUNITY SERVICE DEVELOPMENT CORPORATION (TYPE B) ON  
JULY 21, 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
<b>Total Impact</b>	<b>\$ 305,422.00</b>

# Recommendation / Action Requested

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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

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## Professional Services Agreement Phase I

- Market and Financial Feasibility Study

## Professional Services Agreement

- Chisenhall Sports Complex Management

# Parks Performance Fund

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## 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
<b>TOTAL IMPACT</b>		<b>- \$ 305,422.00</b>	

# Recommendation / Action Requested

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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
<b>TOTAL ALL FUNDS OPERATING</b>	<b>\$ 5,633,995</b>	<b>\$ 5,736,250</b>	<b>\$ 305,422</b>	<b>\$ 6,041,672</b>