



Community Service Development
Corporation (Type B) Agenda

Monday, November 18, 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 August 19, 2024 Community Services Corporation (Type B) Board meeting. *(Staff Contact: Monica Solko, Deputy City Secretary).*

B. Consider approval of an amendment to Resolution 4B081924AnnualBudget by amending the Capital Improvement Plan (Staff Contact: Gloria Platt, 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 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.

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

Discussion regarding possible purchase, exchange, lease, or value of real property pursuant to Section 551.072, Texas Government Code

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 **13th of November 2024**, 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 Services Corporation (Type B)

DEPARTMENT: City Secretary's Office
FROM: Monica Solko, Deputy City Secretary
MEETING: November 18, 2024

SUBJECT:

Consider approval of the minutes from the August 19, 2024 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 August 19, 2024.

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:

Monica Solko, TRMC
Deputy City Secretary
msolko@burlesontx.com
817-426-9682

BURLESON COMMUNITY SERVICE DEVELOPMENT CORPORATION (4B)
AUGUST 19, 2024
DRAFT MINUTES

Item A.

Board Members Present:

Phil Anderson
Chris Fletcher
Victoria Johnson
Dan McClendon, President

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: 4:30 p.m.

President Dan McClendon called the meeting to order. **Time: 4:32 P.M.**

2. CITIZEN APPEARANCE

- No speakers.

3. GENERAL

A. Minutes from the November 13, 2023 Community Services Corporation (Type B) Board meeting. (Staff Contact: Amanda Campos, City Secretary).

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

Motion passed 4-0.

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

Harlan Jefferson, Deputy City Manager, presented a resolution to the board.

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

Motion passed 4-0.

4. 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.
- 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.

5. ADJOURN

There being no further discussion President Dan McClendon adjourned the meeting. **Time: 4:40 p.m.**

Monica Solko
Deputy City Secretary

Community Service Development Corporation (Type B)

DEPARTMENT: Finance Department
FROM: Gloria Platt, Director of Finance
MEETING: November 18, 2024

SUBJECT:

Consider approval of an amendment to Resolution 4B081924AnnualBudget by amending the Capital Improvement Plan (Staff Contact: Gloria Platt, Director of Finance)

SUMMARY:

The 4B Corporation approved their annual budget on August 19, 2024 via Resolution 4B081924AnnualBudget. On September 9, 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). The approved budget includes the City's capital improvement plan. Since adopting the budget, staff has prepared recommended updates to the 4B Corporation CIP for Board approval.

Advancing the Adult Softball Fields from FY2024 to FY2025 and moving the Community Park from FY2026 to FY2025.

RECOMMENDATION:

Staff recommends approval of a resolution amending the five-year Capital Improvement Plan.

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

On September 9, 2024, the Council approved the final reading of the City's FY 2024-2025 annual budget and CIP.

REFERENCE:

N/A

FISCAL IMPACT:

NA

STAFF CONTACT:

Gloria Platt
Director of Finance
gplatt@burlesontx.com
817-426-9883



FY 2024-2025 CIP Amendment

PRESENTED TO THE BOARD ON
NOVEMBER 18, 2024

CIP Proposed Update

At the September 9, 2024, Council meeting, the Council approved the FY2024-2025 Annual Budget and Capital Improvement Plan.

Staff has identified and recommended updates to the CIP to complete recommended projects in FY2024-2025

CIP Proposed Adjustments

- INCREASE OF \$2,703,750 TO 4B PROJECTS TO MOVE THE ADULT SOFTBALL FIELDS UP FROM FY2027 TO FY2025, AND TO MOVE THE COMMUNITY PARK PROJECT UP FROM FY2026 TO FY2025

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			\$2,163,000
Shannon Creek Park	\$1,881,675					\$1,881,675
Community Park	\$540,750	\$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
Total	\$7,405,425	\$580,440	\$1,634,765	\$918,225	\$1,536,000	\$12,074,855

4B Financial Overview FY 24-25 Budget

	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
Beginning Fund Balance	\$ 5,340,055	\$ 5,035,601	\$ 4,489,593	\$ 3,864,030	\$ 3,412,159	\$ 2,921,704
Sales Tax Revenue	\$ 7,421,203	\$ 7,643,839	\$ 7,873,155	\$ 8,109,349	\$ 8,352,630	\$ 8,603,209
Other Revenue	\$ 233,259	\$ 171,467	\$ 141,467	\$ 141,467	\$ 141,467	\$ 141,467
Total Revenues	\$ 7,654,462	\$ 7,815,306	\$ 8,014,622	\$ 8,250,816	\$ 8,494,097	\$ 8,744,676
Debt Service	\$ 1,797,632	\$ 3,025,483	\$ 3,627,034	\$ 3,505,119	\$ 3,642,375	\$ 2,874,383
Golf Transfer	\$ 1,300,584	\$ 1,165,865	\$ 782,220	\$ 808,395	\$ 835,705	\$ 864,205
PPF Transfer	\$ 3,259,813	\$ 3,239,948	\$ 3,279,244	\$ 3,392,400	\$ 3,509,690	\$ 3,631,275
Incentives (ED)	\$ 810,000	\$ 136,150	\$ 147,603	\$ 61,756	\$ 33,765	\$ 34,778
Other Expenditures	\$ 790,887	\$ 793,868	\$ 804,084	\$ 935,017	\$ 963,017	\$ 991,929
Total Expenditures	\$ 7,958,916	\$ 8,361,314	\$ 8,640,185	\$ 8,702,687	\$ 8,984,552	\$ 8,396,570
Change in Fund Balance	\$ (304,454)	\$ (546,008)	\$ (625,563)	\$ (451,871)	\$ (490,455)	\$ 348,106
Ending Fund Balance	\$ 5,035,601	\$ 4,489,593	\$ 3,864,030	\$ 3,412,159	\$ 2,921,704	\$ 3,269,810
FB % of Expenditures	63.27%	53.69%	44.72%	39.21%	32.52%	38.94%

QUESTIONS/COMMENTS

Options



Approve as presented or
with modifications



Deny request

Burleson Community Service Development Corporation
Resolution

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, on August 19, 2024, the Board of Directors (“Board”) of the Type B Corporation approved the budget for Fiscal Year 2024-2025 (the “Budget”) including the 5-year Capital Improvement Plan (CIP); and

WHEREAS, the Board desires to amend the 5-year Capital Improvement Plan (CIP) of the 4B Corporation for Fiscal Year 2024-2025, and finds the amendments to the CIP 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 Capital Improvement Plan as attached in Exhibit “A”. Accordingly, this resolution shall take effect immediately after such ratification.

Section 2

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

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 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 Chisenhall		\$157,500		\$162,225		\$319,725
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
Total	\$7,405,425	\$580,440	\$1,634,765	\$918,225	\$1,536,000	\$12,074,855