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Tuesday, August 15, 2023  
2:30 PM

City Hall - 141 W. Renfro  
Burleson, TX 76028

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1. **CALL TO ORDER**

2. **CITIZEN APPEARANCES**

Each person in attendance who desires to speak to the TIF#2 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 recording secretary prior to addressing the board. Each speaker will be allowed three (3) minutes.

3. **GENERAL**

A. Consider approval of the minutes from the May 15, 2023 Tax Increment Finance Reinvestment Zone #2 (TIF #2) Board meeting. (*Staff Contact; Amanda Campos, City Secretary*)

B. Consider approval of a resolution adopting the Tax Increment Finance Reinvestment Zone #2 (TIF #2) 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.

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**TIF #2**

**DEPARTMENT:** City Secretary's Office  
**FROM:** Amanda Campos, City Secretary  
**MEETING:** August 15, 2023

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**SUBJECT:**

Consider approval of the minutes from the May 15, 2023 Tax Increment Finance Reinvestment Zone #2 (TIF #2) Board meeting.

**SUMMARY:**

The Board duly and legally met on May 15, 2023 for a TIF #2 meetings.

**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](mailto:acampos@burlesontx.com)  
Phone: 817-429-9665

**MEETING OF THE BOARD OF DIRECTORS OF TAX INCREMENT FINANCE  
REINVESTMENT ZONE NUMBER TWO**

**May 15, 2023  
DRAFT MINUTES**

**BOARD MEMBER PRESENT**

Chris Fletcher  
Dan McClendon, President  
Kenny Howell

**BOARD MEMBERS ABSENT**

Jimmy Stanford

Bret Jimerson

**Staff present**

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

**1. CALL TO ORDER – 5:00 P.M.**

President Dan McClendon called the meeting order. **Time: 5:01 p.m.**

**2. CITIZEN APPEARANCE**

- No speakers.

**3. GENERAL**

**A. Minutes from the August 15, 2022 Tax Increment Finance Reinvestment Zone #2 (TIF #2). (Staff Contact: Amanda Campos, City Secretary)**

Amanda Campos, City Secretary, presented the minutes for consideration to the board.

Motion was made by Chris Fletcher and seconded by Kenny Howell to approve.

Motion passed 3-0. Jimmy Stanford and Bret Jimerson absent.

**B. TIF205152023AmendProject&FinancePlan, resolution amending the Reinvestment Zone Number Two City of Burleson, Texas, Project and Financing Plan by adopting the Renfro Street & Johnson Avenue Pedestrian Improvements, and the purchase of a real estate tract and construction of a public parking lot on the tract as additional projects. (Staff Presenter: Martin Avila, Finance Director)**

Martin Avila, Finance Director, presented the resolution to the board.

Motion was made by Kenny Howell and seconded by Chris Fletcher to approve.

Motion passed 3-0. Jimmy Stanford and Bret Jimerson absent.

- C. TIF205152023AmendBudgetFY22-23**, resolution amending the TIF #2 budget for fiscal year 2022-2023 by increasing the appropriations in the TIF #2 Fund in the amount of \$874,393 for the Renfro and Johnson Ave Pedestrian Improvement, purchase of a real estate tract for a future parking lot, and the FY23 debt service payment for the 2022 CO bonds.. (*Staff Presenter: Martin Avila, Finance Director*)

Martin Avila, Finance Director, presented the resolution to the board.

Motion was made by Kenny Howell and seconded by Chris Fletcher to approve.

Motion passed 3-0. Jimmy Stanford and Bret Jimerson absent.

- D. TIF205152023WarrenParking**, resolution supporting the City of Burleson's approval of a real estate purchase contract. (*Staff Presenter: Alex Philips, Economic Development Director*)

Alex Philips, Economic Development Director presented the resolution to the board.

Motion was made by Chris Fletcher and seconded by Kenny Howell to approve.

Motion passed 3-0. Jimmy Stanford and Bret Jimerson absent.

#### 4. **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, Texas Government Code**
- B. Discussion regarding possible purchase, exchange, lease, or value of real property pursuant to Section 551.072, Texas Government Code**
  - Discuss and receive direction on a certain parcel of real property in the district boundary of Tax Increment Reinvestment Zone Number Two, City of Burleson, Johnson County, Texas for municipal purposes where deliberation in open session would have a detrimental effect on the position of negotiations with third parties.

No need for executive session.

5. **ADJOURN**

There being no further discussion Dan McClendon adjourned the meeting.

**Time: 5:13 p.m.**

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Monica Solko  
Deputy City Secretary

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## TIF #2

**DEPARTMENT:** Finance  
**FROM:** Martin Avila, Finance Director  
**MEETING:** August 15, 2023

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**SUBJECT:**

Consider approval of a resolution adopting the Tax Increment Finance Reinvestment Zone #2 (TIF #2) 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 Tax Increment Finance Reinvestment Zone #2 and adopt a FY23-24 budget.

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

- Estimated total TIF revenue is \$1,236,589
- Proposed fund balance is \$637,160
- Total proposed budget is \$1,327,952

**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](mailto:mribitzki@burlesontx.com)  
817-426-9664



# Tax Increment Finance Reinvestment Zone Number Two (TIF 2) FY2023-2024 Proposed Budget

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*PRESENTED TO THE TIF BOARD, AUGUST 15, 2023*

# TIF 2 Budget Highlights

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- Proposed Revenue Budget - **\$1,236,589**
  - Property Tax Revenue - \$1,192,589
  - Other Revenues - \$44,000 (interest earning and rentals)
- Proposed Expenditure Budget - **\$1,327,952**
  - Personnel cost - \$340,808
    - Supports 3 full time (including two officers) and 1 part time staff
    - 3.5% merit increase (includes 3% step plan increase for officers)
  - Supplemental request for an additional part time staff - \$19,342
  - Operating cost - \$314,389 (incentives, administrative cost, maintenance & repair)
  - Debt Service payment- \$653,013

# TIF 2 Three Year Summary

Item B.

	NON- MAJOR GOVERNMENTAL FUND TIF #2 FUND			
	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
<b>Beginnig fund balance/ working capital</b>	\$ 824,283	\$ 807,995	\$ 1,009,403	\$ 728,523
<b>Revenues</b>				
TIF- Ad valorem	973,143	1,103,298	1,103,298	1,192,589
Miscellaneous	32,144	14,000	41,000	44,000
<b>Total revenues</b>	<b>1,005,287</b>	<b>1,117,298</b>	<b>1,144,298</b>	<b>1,236,589</b>
<b>Expenditures</b>				
Personnel services	115,550	322,714	321,362	360,151
Material & Supplies	20,164	5,500	12,000	16,800
Purchased services	729	13,950	1,750	-
Maintenance And Repair	116,264	125,000	125,000	79,500
Other expenditures	73,020	160,127	153,627	218,488
Capital Outlay	-	450,000	-	-
Transfers out	494,440	818,943	811,439	653,013
<b>Total expenditures</b>	<b>820,167</b>	<b>1,896,234</b>	<b>1,425,178</b>	<b>1,327,952</b>
<b>Change in fund balance</b>	185,120	(778,936)	(280,880)	(91,363)
<b>Ending fund balance/ working capital</b>	<b>\$ 1,009,403</b>	<b>\$ 29,059</b>	<b>\$ 728,523</b>	<b>\$ 637,160</b>

# TIF 2 Financial Forecast

	FY 22-23 Estimate	FY 23-24 Proposed	FY 24-25 Projected	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected
<b>Beg Fund Balance</b>	\$ 1,009,403	\$ 728,523	\$ 637,160	\$ 645,155	\$ 450,460	\$ 474,477
TIF 2 Revenues	\$ 1,144,298	\$ 1,236,589	\$ 1,410,897	\$ 1,617,052	\$ 1,854,077	\$ 2,126,603
<b>Total Revenues</b>	<b>\$ 1,144,298</b>	<b>\$ 1,236,589</b>	<b>\$ 1,410,897</b>	<b>\$ 1,617,052</b>	<b>\$ 1,854,077</b>	<b>\$ 2,126,603</b>
Operating	\$ 806,236	\$ 655,597	\$ 645,433	\$ 662,177	\$ 679,466	\$ 797,318
Debt Service	\$ 618,942	\$ 653,013	\$ 737,450	\$ 1,128,850	\$ 1,129,150	\$ 1,128,275
Proposed Supplemental	\$ -	\$ 19,342	\$ 20,019	\$ 20,720	\$ 21,445	\$ 22,088
<b>Total Expenditures</b>	<b>\$ 1,425,178</b>	<b>\$ 1,327,952</b>	<b>\$ 1,402,902</b>	<b>\$ 1,811,746</b>	<b>\$ 1,830,061</b>	<b>\$ 1,947,681</b>
Change in Fund Balance	\$ (280,880)	\$ (91,363)	\$ 7,995	\$ (194,695)	\$ 24,016	\$ 178,922
<b>Ending Fund Balance</b>	<b>\$ 728,523</b>	<b>\$ 637,160</b>	<b>\$ 645,155</b>	<b>\$ 450,460</b>	<b>\$ 474,477</b>	<b>\$ 653,398</b>
FB% to Expenditures	51.12%	47.98%	45.99%	24.86%	25.93%	33.55%

# Options

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- Recommend approval of FY2024 TIF 2 proposed budget
- Not recommend approval of FY2024 proposed budget
- Staff recommends approval

# QUESTIONS/COMMENTS

## RESOLUTION

### Board of Directors

#### Tax Increment Reinvestment Zone Number Two, City of Burleson, Texas

**WHEREAS**, in accordance with the provisions of the Tax Increment Financing Act, V.T.C.A. Tax Code, Chapter 311, the city of Burleson established “Reinvestment Zone Number Two, City of Burleson” (“TIF District”); and

**WHEREAS**, the Board of Directors (“Board”) of the TIF District 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

**WHEREAS**, the Board finds the Budget will further the purposes of the TIF District.

**NOW, THEREFORE BE IT RESOLVED THAT:**

#### Section 1

The Budget is hereby approved, subject to any subsequent modifications that may be approved by the Board during the fiscal year 2023-2024.

#### Section 2

The Chairperson of the Board is authorized to sign this Resolution of the Board’s behalf.

#### Section 3

This Resolution shall become effective from and after its date of passage in accordance with law.

**PASSED AND SO RESOLVED** by the TIF District this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_:

\_\_\_\_\_  
Chairperson of the Board  
Tax Increment Reinvestment Zone Number Two

ATTEST:

\_\_\_\_\_  
Board Secretary

EXHIBIT “A”



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

<b>NON-MAJOR GOVERNMENTAL FUND</b>				
<b>TIF #2 FUND</b>				
	<b>2021-22 ACTUAL</b>	<b>2022-23 BUDGET</b>	<b>2022-23 ESTIMATE</b>	<b>2023-24 BUDGET</b>
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<b>Change in fund balance</b>	185,120	(778,936)	(280,880)	40,005
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