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**Monday, August 19, 2024  
5:00 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 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 15, 2023 Tax Increment Finance Reinvestment Zone #2 (TIF #2) Board meeting.

B. Consider approval of a resolution adopting the Tax Increment Finance Reinvestment Zone #2 (TIF #2) FY 2024-2025 annual budget. (*Staff Contact: Harlan Jefferson, Deputy City Manager*)

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.

- 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**
- 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**

6. **ADJOURN**

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**CERTIFICATE**

I hereby certify that the above agenda was posted on this the 14th of August 2024, 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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**TIF #2**

**DEPARTMENT:** City Secretary's Office  
**FROM:** Amanda Campos, City Secretary  
**MEETING:** August 19, 2024

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**SUBJECT:**

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

**SUMMARY:**

The Board duly and legally met on August 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**

**August 15, 2023  
DRAFT MINUTES**

**BOARD MEMBER PRESENT**

Ronnie Johnson  
Chris Fletcher  
Dan McClendon, Chairman  
Kenny Howell

**BOARD MEMBERS ABSENT**

Bret Jimerson

**Staff present**

Tommy Ludwig, 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 – 2:30 P.M.**

Chairman Dan McClendon called the meeting order. **Time: 2:31 p.m.**

**2. CITIZEN APPEARANCE**

- No speakers.

**3. GENERAL**

**A. Minutes from the May 15, 2023 Tax Increment Finance Reinvestment Zone #2 (TIF #2). (Staff Contact: Amanda Campos, City Secretary)**

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

Motion passed 4-0. Bret Jimerson absent.

**B. TIF208152023BudgetFY23-24, resolution adopting the Tax Increment Finance Reinvestment Zone #2 (TIF #2) FY 2023-2024 annual budget). (Staff Presenter: Martin Avila, Finance Director)**

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

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

Motion passed 4-0. 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**

No need for executive session.

5. **ADJOURN**

There being no further discussion Chairman Dan McClendon adjourned the meeting. **Time: 2:36 p.m.**

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Monica Solko  
Deputy City Secretary

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**TIF #2**

**DEPARTMENT:** Finance

**FROM:** Harlan Jefferson, Deputy City Manager

**MEETING:** August 19, 2024

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**SUBJECT:**

Consider approval of a resolution adopting the Tax Increment Finance Reinvestment Zone #2 (TIF #2) FY 2024-2025 annual budget. (*Staff Contact: Harlan Jefferson, Deputy City Manager*)

**SUMMARY:**

The purpose of the resolution is to have the Board of Directors of the Tax Increment Finance Reinvestment Zone #2 approve and adopt the FY 2024-2025 budget.

Some key highlights in the proposed FY 2024-2025 budget include:

- Estimated Total TIF Revenue is \$1,362,673
- Total Proposed Budget is \$1,213,341
- Proposed Ending Fund Balance is \$889,391

**RECOMMENDATION:**

Staff recommends approval of the resolution.

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

N/A

**REFERENCE:**

N/A

**FISCAL IMPACT:**

N/A

**STAFF CONTACT:**

Harlan Jefferson  
Deputy City Manager  
[hjefferson@burlesontx.com](mailto:hjefferson@burlesontx.com)  
817-426-9651

# TIF #2 Fund Proposed Budget FY 2024-25

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*Presented to the TIF Board on August 19, 2024*



# TIF Fund 2 Financial Overview

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- The Burleson Old Town TIF started in 2005 includes 720 acres along Interstate Highway 35, including Old Town and extending east to the south of Spinks Airport and to the west to the 174 corridor
- TIF2 Fund Highlights
  - FY2025 Beginning Balance \$740,059
  - Revenues \$1,362,673
  - Expenses \$1,213,341
  - Ending Balance \$889,391

NON-MAJOR GOVERNMENTAL FUND				
TIF 2				
	2022-23 ACTUAL	2023-24 ORIGINAL BUDGET	2023-24 REVISED BUDGET	2024-25 PROPOSED BUDGET
<b>Beginning fund balance/ working capital</b>	\$ 991,516	\$ 339,811	\$ 339,811	\$ 740,059
<b>Revenues</b>				
Property Taxes	1,076,556	1,192,589	1,192,589	1,327,673
Investment Earnings	26,969	30,000	30,000	25,000
Miscellaneous	20,681	14,000	14,000	10,000
<b>Total Revenues</b>	<b>1,124,206</b>	<b>1,236,589</b>	<b>1,236,589</b>	<b>1,362,673</b>
<b>Expenditures</b>				
Salaries	92,176	116,698	94,006	37,996
Benefits	21,514	23,434	14,125	3,352
Reimb Personnel	207,519	220,019	220,019	-
Minor Furn & Equip	333	16,800	16,800	16,800
Outside Services	1,088	-	-	-
Infr Maint & Repair	86,304	78,000	110,000	110,000
Equip Maint & Repair	-	1,500	1,500	1,500
Contribution To Isf	3,187	2,217	2,217	2,280
Economic Development Incentive	-	77,879	77,879	53,045
Misc	67,067	101,900	101,900	26,900
Cost Allocation Exp	35,910	36,492	36,492	37,590
Capital Expenditures	449,374	-	-	-
Tranfers Out	811,439	653,013	653,013	923,878
<b>Total Expenditures</b>	<b>1,775,911</b>	<b>1,327,952</b>	<b>1,327,951</b>	<b>1,213,341</b>
<b>Change in fund balance</b>	<b>(\$651,705)</b>	<b>(\$91,363)</b>	<b>(\$91,362)</b>	<b>\$149,332</b>
<b>Ending fund balance/ working capital</b>	\$ 339,811	\$ 248,448	\$ 248,449	\$ 889,391

# TIF 2 Fund Financial Overview

	FY 22-23 Actual	FY 23-24 Adopted	FY 23-24 Revised	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
<b>Beg Fund Balance</b>	\$ 991,516	\$ 339,812	\$ 339,812	\$ 339,812	\$ 740,059	\$ 889,391	\$ 1,021,903	\$ 1,236,243	\$ 1,539,843
TIF 2 Revenues	\$ 1,124,206	\$ 1,236,589	\$ 1,236,589	\$ 1,251,819	\$ 1,362,673	\$ 1,400,695	\$ 1,496,581	\$ 1,599,168	\$ 1,708,922
<b>Total Revenues</b>	<b>\$ 1,124,206</b>	<b>\$ 1,236,589</b>	<b>\$ 1,236,589</b>	<b>\$ 1,251,819</b>	<b>\$ 1,362,673</b>	<b>\$ 1,400,695</b>	<b>\$ 1,496,581</b>	<b>\$ 1,599,168</b>	<b>\$ 1,708,922</b>
Operating	\$ 1,156,968	\$ 674,939	\$ 674,939	\$ 146,883	\$ 464,921	\$ 518,721	\$ 531,791	\$ 545,254	\$ 559,120
Debt Service*	\$ 618,942	\$ 575,134	\$ 575,134	\$ 654,689	\$ 695,375	\$ 694,825	\$ 694,175	\$ 692,350	\$ 690,775
Incentives (ED)	\$ -	\$ 77,879	\$ 77,879	\$ 50,000	\$ 53,045	\$ 54,636	\$ 56,275	\$ 57,964	\$ 59,703
<b>Total Expenditures</b>	<b>\$ 1,775,910</b>	<b>\$ 1,327,952</b>	<b>\$ 1,327,952</b>	<b>\$ 851,572</b>	<b>\$ 1,213,341</b>	<b>\$ 1,268,183</b>	<b>\$ 1,282,242</b>	<b>\$ 1,295,568</b>	<b>\$ 1,309,598</b>
Change in Fund Balance	\$ (651,704)	\$ (91,363)	\$ (91,363)	\$ 400,247	\$ 149,332	\$ 132,512	\$ 214,340	\$ 303,600	\$ 399,325
<b>Ending Fund Balance</b>	<b>\$ 339,812</b>	<b>\$ 248,449</b>	<b>\$ 248,449</b>	<b>\$ 740,059</b>	<b>\$ 889,391</b>	<b>\$ 1,021,903</b>	<b>\$ 1,236,243</b>	<b>\$ 1,539,843</b>	<b>\$ 1,939,168</b>
FB% to Expenditures	19.13%	18.71%	18.71%	86.91%	73.30%	80.58%	96.41%	118.85%	148.07%

# Next Steps

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- **September 3, 2024**
  - Regular City Council Meeting. Public hearing on the budget, public hearing on the tax rate, and first reading of the budget and tax rate ordinances.
- **September 9, 2024**
  - Special City Council Meeting. Final reading of the budget and tax rate ordinances.

# 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 2024-2025 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 2024-2025.

#### 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"

NON-MAJOR GOVERNMENTAL FUND				
TIF 2				
	2022-23	2023-24	2023-24	2024-25
	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	PROPOSED BUDGET
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