

**AZLE MUNICIPAL DEVELOPMENT DISTRICT
REGULAR MEETING**

**CITY COUNCIL CHAMBERS
613 S.E. PARKWAY
AZLE, TEXAS 76020**

TUESDAY, July 10, 2018

AGENDA

**President Ray Ivey
Vice President Kevin Ingle
Secretary Joe McCormick**

**Director Jack Stevens
Director Justin Berg
Council Member Bill Jones
Council Member David McClure**

**REGULAR SESSION
CALL TO ORDER**

6:30 p.m.

Issue *Statement of Appointed Officer* and *Oath of Office* to returning board members Ray Ivey, Kevin Ingle and Councilmember David McClure.

ACTION ITEM

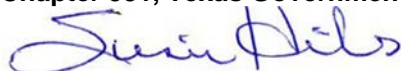
1. Consider any action on appointment of officers to the Azle Municipal Development District
Tom Muir, Executive Director
2. Consider approving the minutes of the May 8, 2018 Azle MDD regular meeting.
Tom Muir, Executive Director
3. Consider any action on the proposed FY 2018-2019 Budget.
Tom Muir, Executive Director

PRESENTATION

4. Director's Report
Karen Dickson, Economic Development Director

ADJOURNMENT

I, the undersigned authority, do hereby certify the above Agenda was posted at City Hall on July 6, 2018 at the City's official bulletin board and is readily accessible to the public at all times in accordance with V.T.C.A. Chapter 551, Texas Government Code.



Susie Hiles, Assistant to the City Manager

Date Agenda Removed from Posting

This facility is wheelchair accessible and handicapped parking spaces are available. Auxiliary aids and services are available to a person when necessary to afford an equal opportunity to participate in city functions and activities. Auxiliary aids and services or accommodations should be requested forty-eight (48) hours prior to the scheduled starting time by calling the City Secretary's Office at 817-444-7101. Complete MDD Agenda packet with background information is available for review at the City Secretary's Office and on our website www.cityofazle.org.

Municipal Development District Communication

Item # 1

Submitted By: Tom Muir, Executive Director	Date: July 6, 2018
Subject: Appointing Board officers	

Action Requested: Consider any action on appointing officers to the Azle MDD Board of Directors
--

<p>Purpose (Outline – Who, What, Where, Why & How).</p> <p>The Azle Municipal Development District Bylaws state: ARTICLE II BOARD OF DIRECTORS Section 5. Officers and Term of Office The Board of Directors shall choose from its members a President, Vice President, and Secretary. The term of office for each officer shall be one (1) year with the term of office expiring on June 30th of each year. Officers may be re-elected.</p>

Checklist of Attachments			
<input type="checkbox"/> Contract	<input type="checkbox"/> Agreement	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution
<input type="checkbox"/> Policy	<input type="checkbox"/> Applications	<input type="checkbox"/> Legal Opinion	<input type="checkbox"/> Minute Order
<input type="checkbox"/> Letter/ Memo From	<input type="checkbox"/> P&Z Minutes	<input type="checkbox"/> Council Minutes	<input type="checkbox"/> Other Minutes
<input type="checkbox"/> Applicant	<input type="checkbox"/> Checklist	<input type="checkbox"/> Federal Law	<input type="checkbox"/> Plans / Drawings
<input type="checkbox"/> Staff	<input type="checkbox"/> State Law	<input type="checkbox"/> Bid Tabulations	<input type="checkbox"/> Maps
<input type="checkbox"/> Other	<input type="checkbox"/> Attachments	<input type="checkbox"/> Notices	<input type="checkbox"/> Charter

Municipal Development District Communication

Item # 2

Submitted By: Susie Hiles, Assistant to the City Manager **Date:** July 6, 2018

Subject: Azle MDD Board Minutes.

Action Requested: Consider approving the Minutes of the May 8, 2018 Azle MDD regular meeting

Purpose (Outline – Who, What, Where, Why & How).

Procedural.

Checklist of Attachments

<input type="checkbox"/> Contract	<input type="checkbox"/> Agreement	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution
<input type="checkbox"/> Policy	<input type="checkbox"/> Applications	<input type="checkbox"/> Legal Opinion	<input type="checkbox"/> Minute Order
<input type="checkbox"/> Letter/ Memo From	<input type="checkbox"/> P&Z Minutes	<input checked="" type="checkbox"/> Board Minutes	<input type="checkbox"/> Other Minutes
<input type="checkbox"/> Applicant	<input type="checkbox"/> Checklist	<input type="checkbox"/> Federal Law	<input type="checkbox"/> Plans / Drawings
<input type="checkbox"/> Staff	<input type="checkbox"/> State Law	<input type="checkbox"/> Bid Tabulations	<input type="checkbox"/> Maps
<input type="checkbox"/> Other	<input type="checkbox"/> Attachments	<input type="checkbox"/> Notices	<input type="checkbox"/> Charter

**MINUTES
REGULAR MEETING
AZLE MUNICIPAL DEVELOPMENT DISTRICT
May 8, 2018**

DRAFT

STATE OF TEXAS §
COUNTY OF TARRANT §
CITY OF AZLE §

The Azle Municipal Development District of the City of Azle, Texas convened in Regular Session at 6:30 p.m. in the Council Chambers of City Hall, 613 Southeast Parkway, Azle, Texas, on the 8th day of May 2018 with the following members present:

Kevin Ingle	Vice President - Place 6
Joe McCormick	Secretary - Place 3
Councilman Bill Jones	Director - Place 1
Councilman David McClure	Director - Place 2
Justin Berg	Director – Place 7
Tom Muir	Executive Director/City Manager

Constituting a quorum. President Ray Ivey and Director Jack Stevens were excused from tonight’s meeting. Staff present was:

Susie Hiles	Assistant to City Manager- Scribe
-------------	-----------------------------------

The following items were considered in accordance with the official agenda posted on the 3rd day of May, 2018.

REGULAR SESSION: 6:30 p.m.
CALL TO ORDER

Vice President Ingle called the session to order at 6:36 p.m.

ACTION ITEM

1. Consider approving the Minutes of the April 10, 2018 Azle MDD regular meeting.

Director Justin Berg moved to approve the Minutes as discussed, with second by Director David McClure. The motion was unanimously approved

DISCUSSION ITEM

2. Discussion regarding FY2018-19 budget, including possible digital advertising

Vice President Ingle recognized Executive Director Tom Muir who stated this was a continuation of last month’s discussion on the fiscal year budget, specifically in regards to digital marketing. He presented information on rates for digital sign boards in the Metroplex. The Board discussed possible locations and messages and decided to include this as a line item in the proposed 2018-19 budget. Mr. Muir advised he would include the lease of a digital sign in the budget and bring back a draft budget at the July meeting for the Board to review/approve.

ADJOURNMENT

Vice President Kevin Ingle adjourned the meeting at 7:12 p.m.

PRESENTED AND APPROVED this the 10th day of July, 2018.

APPROVED:

Tom Muir, Executive Director

ATTEST:

Susie Hiles, Scribe

City Council Communication

Item # 3

Submitted By: Tom Muir, Executive Director	Date: July 6, 2018
Subject: Proposed FY 2018-19 Budget	

Action Requested: Consider any action on the proposed FY 2018-2019 budget.

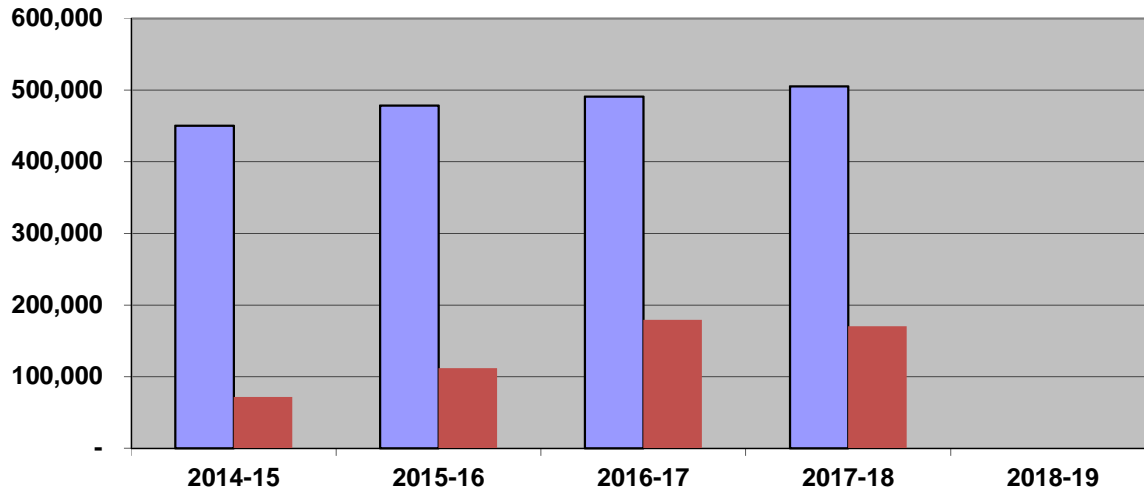
Purpose (Outline – Who, What, Where, Why & How)
<p>The Bylaws state the MDD Board must adopt a budget before presenting it to the Azle City Council for approval.</p> <p><i>Section 3. Annual Budget On or before August 1 of each year, the Board shall prepare and present a proposed budget of expected revenues and proposed expenditure for the next ensuing fiscal year to the City Council. The fiscal year of the District shall commence on October 1 of each year and end on September 30.</i></p> <p>If the Board approves this proposed budget, it will be presented to the Azle City Council prior to August 1, 2018. The City Council will consider approval of the proposed MDD budget at the same time they consider approving the City's proposed FY 2018-19 budget in September.</p>

Checklist of Attachments			
<input type="checkbox"/> Contract	<input type="checkbox"/> Agreement	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution
<input type="checkbox"/> Policy	<input type="checkbox"/> Applications	<input type="checkbox"/> Legal Opinion	<input type="checkbox"/> Minute Order
<input type="checkbox"/> Letter/Memo From	<input type="checkbox"/> P&Z Minutes	<input type="checkbox"/> Council Minutes	<input type="checkbox"/> Other Minutes
<input type="checkbox"/> Applicant	<input type="checkbox"/> Checklist	<input type="checkbox"/> Federal Law	<input type="checkbox"/> Plans / Drawings
<input type="checkbox"/> Staff	<input type="checkbox"/> State Law	<input type="checkbox"/> Bid Tabulations	<input type="checkbox"/> Maps
<input type="checkbox"/> Other	<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Notices	<input type="checkbox"/> Charter

Azle Municipal Development District Fund Budget Summary FY 2018-2019

	Actual 2014-15	Actual 2015-16	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Proposed 2018-19	Board Rec. 2018-19	Approved 2018-19
Beginning Balance	387,118	765,960	1,132,868	1,444,783	1,444,783	1,686,797	1,686,797	1,686,797
Revenue								
Sales Tax	449,503	473,584	480,981	450,000	490,000	490,000		
Interest Income	1,217	4,874	10,133	7,000	15,000	15,000		
Miscellaneous Revenue	-	467	-	-	440	-		
Total Revenue	450,720	478,924	491,114	457,000	505,440	505,000	-	-
Expenses								
Personnel Services	55,065	62,983	76,493	78,666	78,666	86,402	-	-
Supplies	913	5,049	1,988	3,434	3,434	1,734	-	-
Maintenance	-	-	-	-	-	-	-	-
Contractual Services	15,900	43,984	100,718	88,245	88,245	132,686	-	-
Capital Outlay	-	-	-	-	-	-	-	-
Total Operating Expenses	71,879	112,016	179,199	170,345	170,345	220,822	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfers	-	-	-	93,081	93,081	24,500		
Ending Balance	765,960	1,132,868	1,444,783	1,638,357	1,686,797	1,946,475	1,686,797	1,686,797

Municipal Development District Fund Revenue vs. Expenses



PURPOSE STATEMENT:

To facilitate economic development within the Tarrant County portion of the City of Azle.

GOALS AND OBJECTIVES:

Continue BRE (Business Retention & Expansion) Program
Promote properties/buildings with the highest development potential
Continue to engage in Dialogue of Introduction to Opportunities in Azle and Relationship Development with Consultants, Developers, and Brokers
Continue with outreach plan to targeted consultants, commercial brokers, and retail developers in the Dallas/Fort Worth market and set up meetings with six (6) representatives
Participate in one ICSC event
Exhibit at 3 trade shows
Continue economic development websites for Azle
Continue to work with City Staff to identify infrastructure goals for water/wastewater extensions to the most developable properties
Partner with allies in marketing opportunities
Develop an Azle Main Street Program
Participate in quality of life projects with the City.

KEY POINTS OF PROPOSED BUDGET:

Contractual Services: Increases proposed for enhanced economic development marketing efforts.

KEY INDICATORS OF PERFORMANCE:

Actual	Estimate	Projection
FY 16-17	FY 17-18	FY 18-19

BRE Visits

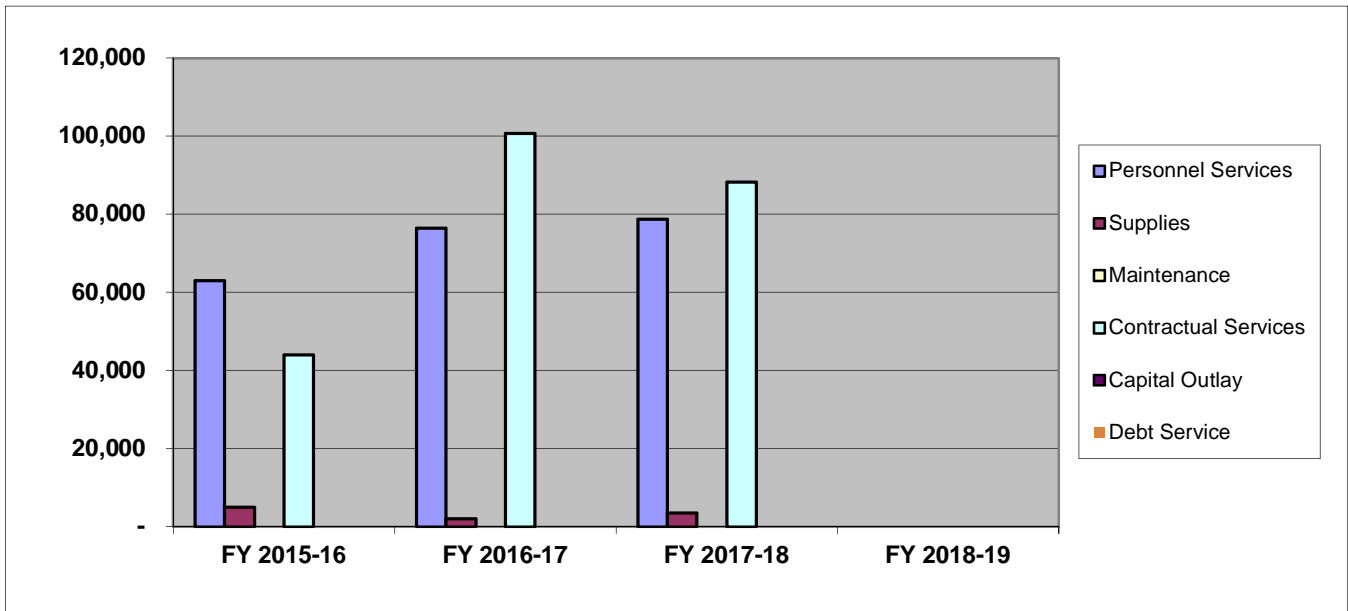
Site Selector/Developer Visits

Municipal Development District Fund

**Account
20-567**

BUDGET SUMMARY:

	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Estimated	FY 2018-19 Board Rec.	FY 2018-19 Budgeted
Personnel Services	55,065	62,983	76,493	78,666	-	-
Supplies	913	5,049	1,988	3,434	-	-
Maintenance	-	-	-	-	-	-
Contractual Services	15,900	43,984	100,718	88,245	-	-
Capital Outlay	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Total	71,879	112,016	179,199	170,345	-	-



PERSONNEL:

	Salary Range	FY 2016-17 Actual	FY 2017-18 Board Rec.	FY 2018-19 Budgeted
Economic Development Director	77,015 - 106,281	0.67	-	-
Total Personnel		0.67	0.00	0.00

MUNICIPAL DEVELOPMENT DISTRICT FUND

ACCT#	ACCOUNT DESCRIPTION	Actual FY 2014-15	Actual FY 2015-16	Actual FY 2016-17	Budgeted FY 2017-18	Estimated FY 2017-18
8002	SALARIES	42,643	45,617	57,520	59,575	59,575
8007	LONGEVITY	-	-	-	84	84
8010	INCENTIVE PROGRAM	-	448	804	800	800
8012	RETIREMENT - TMRS	4,968	5,659	7,508	7,382	7,382
8014	HEALTH & DENTAL INSURANCE	3,416	4,081	5,717	5,764	5,764
8015	DISABILITY INSURANCE	528	474	650	675	675
8016	MEDICARE	631	691	888	875	875
8020	UNEMPLOYMENT TAX	-	-	-	90	90
8022	WORKER'S COMPENSATION	282	299	190	221	221
8024	AUTO ALLOWANCE	2,597	2,288	3,216	3,200	3,200
8026	CLOTHING ALLOWANCE	-	-	-	-	-
8028	PERSONNEL RECRUITMENT	-	3,426	-	-	-
8080	PERSONNEL - OTHER	-	-	-	-	-
8000	PERSONNEL SERVICES	55,065	62,983	76,493	78,666	78,666
8102	OFFICE SUPPLIES	260	437	429	600	600
8104	NON-OFFICE SUPPLIES	253	-	-	-	-
8106	PRINTING	300	4,546	1,555	2,667	2,667
8108	POSTAGE	-	-	4	167	167
8114	MINOR EQUIPMENT	100	67	-	-	-
8180	SUPPLIES - OTHER	-	-	-	-	-
8100	SUPPLIES	913	5,049	1,988	3,434	3,434
8312	LEGAL NOTICES / ADVERT.	6,337	16,296	14,876	8,466	8,466
8314	PROFESSIONAL SERVICES	5,000	16,572	11,678	3,367	3,367
8324	TELEPHONE	456	495	561	560	560
8350	SPECIAL EVENTS	-	188	3,180	2,333	2,333
8354	TRAVEL & TRAINING	3,450	6,689	14,776	19,370	19,370
8356	DUES & SUBSCRIPTIONS	657	3,745	7,891	12,149	12,149
8362	ECONOMIC DEVELOPMENT GRANTS	-	-	47,755	42,000	42,000
8380	CONTRACTUAL SERVICES - OTHER	-	-	-	-	-
8300	CONTRACTUAL SERVICES	15,900	43,984	100,718	88,245	88,245
8580	CAPITAL OUTLAY - OTHER	-	-	-	-	-
8500	CAPITAL OUTLAY	-	-	-	-	-
	DEPT TOTAL	71,879	112,016	179,199	170,345	170,345

20-567

Proposed FY 2018-19	Board Rec. FY 2018-19	Approved FY 2018-19	ACCT#
64,834			8002
216			8007
800			8010
8,139			8012
7,298			8014
731			8015
952			8016
90			8020
142			8022
3,200			8024
-			8026
-			8028
-			8080
86,402	-	-	8000
333			8102
-			8104
1,334			8106
67			8108
-			8114
-			8180
1,734	-	-	8100
45,616			8312
3,334			8314
560			8324
3,000			8350
24,327			8354
12,516			8356
43,333			8362
-			8380
132,686	-	-	8300
-			8542
-	-	-	8500
220,822	-	-	

Municipal Development District Budget Request Form

Use this form to detail any new requested personnel, programs, capital expenditures, or individual line item increases (other than inflationary increases) to your departmental budget.

Department: Municipal Development District
Type of Budget Request: Increases to MDD Marketing Efforts

Description of Item or Program Requested:

Descriptions must include how the item or program will increase service delivery or reduce other expenditures. The description should also include consequences if the request is not approved.

Increases Marketing Budget by \$42,741 include the following: 1) Advertising to include the addition of digital billboard advertising and corrected cost of water bottle purchase for NTCAR Expo exhibit; 2) Special Events to include additional sponsorship opportunities; 3) Travel & Training to include possible Sales Tax training for 2 board members, the addition of the I-CON trade show and Women in ED Conference, and typical increased cost of conference and trade show participation; 4) Memberships include the addition of NAIOP membership; and 5) Servolution program participation costs.

Decreases in Marketing Budget by \$1,733 due to the following: 1) reduced amounts in office supplies, printing, and postage; and 2) slight reduction in Professional Services.

Consequences if Request is Denied:

The economic development department would not be able to communicate and promote the City of Azle message to as many targets. Therefore, resulting in a diluted and less effective marketing initiative. Bottom line result is fewer jobs created and slower advalorem and sales tax growth.

Line Item(s) Affected by This Request:

Account Number(s) and Corresponding Increases (Decreases):	<u>Line Item</u>	<u>\$ Amount</u>
	20 - 567 - 8102	(267)
	20 - 567 - 8106	(1,333)
	20 - 567 - 8108	(100)
	20 - 567 - 8312	37,150
	20 - 567 - 8314	(33)
	20 - 567 - 8350	667
	20 - 567 - 8354	4,957
	20 - 567 - 8356	367
	20 - 567 - 8362	1,333
	- - -	
	Total	\$ 42,741

Request Included _____ **Request Denied** _____
City Manager Comments

Dept. Code	EMPLOYEE	Position Title	Total Potential Salary	Dept Allocation	Med Hosp Tax 1.45%	Soc Sec Tax 6.2%	Unempl Ins TWC	Workers Comp Prem	Health Insurance	Dental Ins	Life Ins	TMRS 6%	Projected Disability Costs
	Dickson, Karen	Econ. Dev. Director	95,462	95,462	1,384		135	206	10,460	481	63	11,837	1,015
		Step Increase	1,740	1,740	25			4				216	18
		Market Adjustment			-			-				-	-
		Incentive Pay	1,200	1,200	17			3				149	
	MDD Share	Econ. Dev. Director	95,462	63,673	923		90	138	6,977	321	42	7,895	677
		Step Increase	1,161	1,161	17			3				144	12
		Market Adjustment	-	-	-			-				-	-
		Incentive Pay	800	800	12			2				99	
		MDD Total		65,634	952	-	90	142	6,977	321	42	8,139	689
													82,984.93
	City Share	Econ. Dev. Director	95,462	31,789	461		45	69	3,483	160	21	3,942	338
		Step Increase	579	579	8			1				72	6
		Market Adjustment	-	-	-			-				-	-
		Incentive Pay	400	400	6			1				50	
		City Total		32,768	475	-	45	71	3,483	160	21	4,063	344

5 Year Budget Projection
Municipal Development District

ACCT#	ACCOUNT DESCRIPTION	Actual FY 2014-15	Actual FY 2015-16	Actual FY 2016-17	Budgeted FY 2017-18
8002	SALARIES	42,643	45,617	57,520	59,575
8007	LONGEVITY	-	-	-	84
8010	INCENTIVE PROGRAM	-	448	804	800
8012	RETIREMENT - TMRS	4,968	5,659	7,508	7,382
8014	HEALTH & DENTAL INSURANCE	3,416	4,081	5,717	5,764
8015	DISABILITY INSURANCE	528	474	650	675
8016	MEDICARE	631	691	888	875
8020	UNEMPLOYMENT TAX	-	-	-	90
8022	WORKER'S COMPENSATION	282	299	190	221
8024	AUTO ALLOWANCE	2,597	2,288	3,216	3,200
8026	CLOTHING ALLOWANCE	-	-	-	-
8028	PERSONNEL RECRUITMENT	-	3,426	-	-
8030	APPLICANT PROCESSING	-	-	-	-
8080	PERSONNEL - OTHER	-	-	-	-
8000	PERSONNEL SERVICES	55,065	62,983	76,493	78,666
8102	OFFICE SUPPLIES	260	437	429	600
8104	NON-OFFICE SUPPLIES	253	-	-	-
8106	PRINTING	300	4,546	1,555	2,667
8108	POSTAGE	-	-	4	167
8114	MINOR EQUIPMENT	100	67	-	-
8180	SUPPLIES - OTHER	-	-	-	-
8100	SUPPLIES	913	5,049	1,988	3,434
8312	LEGAL NOTICES / ADVERT.	6,337	16,296	14,876	8,466
8314	PROFESSIONAL SERVICES	5,000	16,572	11,678	3,367
8324	TELEPHONE	456	495	561	560
8350	SPECIAL EVENTS	-	188	3,180	2,333
8354	TRAVEL & TRAINING	3,450	6,689	14,776	19,370
8356	DUES & SUBSCRIPTIONS	657	3,745	7,891	12,149
8362	ECONOMIC DEVELOPMENT	-	-	47,755	42,000
8380	CONTRACTUAL SERVICES - OTHER	-	-	-	-
8300	CONTRACTUAL SERVICES	15,900	43,984	100,718	88,245
8580	CAPITAL OUTLAY - OTHER	-	-	-	-
8599	SALES DISCOUNTS & ALLOWANCE	-	-	-	-
8500	CAPITAL OUTLAY	-	-	-	-
	DEPT TOTAL	71,879	112,016	179,199	170,345

Estimated FY 2017-18	Proposed FY 2018-19	Projected FY 2019-20	Projected FY 2020-21	Projected FY 2021-22	Projected FY 2022-23	ACCT#
59,575	64,834	59,399	83,921	85,599	87,311	8002
84	216	64	96	160	320	8007
800	800	800	800	800	800	8010
7,382	8,139	7,079	7,079	7,079	7,079	8012
5,764	7,298	6,111	6,295	6,484	6,678	8014
675	731	649	649	649	649	8015
875	952	839	839	839	839	8016
90	90	95	98	101	104	8020
221	142	267	294	323	355	8022
3,200	3,200	3,200	3,200	3,200	3,200	8024
-	-	-	-	-	-	8026
-	-	-	-	-	-	8028
-	-	-	-	-	-	8030
-	-	-	-	-	-	8080
78,666	86,402	78,503	103,271	105,234	107,335	8000
600	333	618	637	656	675	8102
-	-	-	-	-	-	8104
2,667	1,334	2,747	2,829	2,914	3,001	8106
167	67	172	177	182	188	8108
-	-	-	-	-	-	8114
-	-	-	-	-	-	8180
3,434	1,734	3,537	3,643	3,752	3,864	8100
8,466	45,616	12,300	12,350	12,400	12,450	8312
3,367	3,334	3,468	3,572	3,679	3,789	8314
560	560	577	594	612	630	8324
2,333	3,000	2,667	2,667	2,667	2,667	8350
19,370	24,327	25,000	25,050	25,100	25,150	8354
12,149	12,516	12,514	12,889	13,276	13,674	8356
42,000	43,333	43,260	44,558	45,895	47,271	8362
-	-	-	-	-	-	8380
88,245	132,686	99,786	101,680	103,629	105,631	8300
-	-	63,000	63,500	64,500	66,500	8580
-	-	-	-	-	-	8599
-	-	63,000	63,500	64,500	66,500	8500
170,345	220,822	244,826	272,094	277,115	283,330	

Five Year Explanation

All years include a 2% increase.

Propose to add an administrative assistant in FY2019-20.

Municipal Development District Communication

Item # 4

Submitted By: Karen Dickson – Economic Dev Director	Date: July 6, 2018
Subject: Director's Report	

Action Requested: Present Economic Development Director's Report

Purpose (Outline – Who, What, Where, Why & How).

Checklist of Attachments			
<input type="checkbox"/> Contract	<input type="checkbox"/> Agreement	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution
<input type="checkbox"/> Policy	<input type="checkbox"/> Applications	<input type="checkbox"/> Legal Opinion	<input type="checkbox"/> Minute Order
<input type="checkbox"/> Letter/ Memo From	<input type="checkbox"/> P&Z Minutes	<input type="checkbox"/> Board Minutes	<input type="checkbox"/> Other Minutes
<input type="checkbox"/> Applicant	<input type="checkbox"/> Checklist	<input type="checkbox"/> Federal Law	<input type="checkbox"/> Plans / Drawings
<input type="checkbox"/> Staff	<input type="checkbox"/> State Law	<input type="checkbox"/> Bid Tabulations	<input type="checkbox"/> Maps
<input type="checkbox"/> Other	<input type="checkbox"/> Attachments	<input type="checkbox"/> Notices	<input type="checkbox"/> Charter