

**AZLE MUNICIPAL DEVELOPMENT DISTRICT
REGULAR MEETING**

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

TUESDAY, JULY 23, 2019

AGENDA

**Vice President Bill Jones
Secretary Jack Stevens**

**Director David McClure
Director Jeremy Moen
Director Ray Ivey
Director Jessica Brace
Director Justin Berg**

**REGULAR SESSION
CALL TO ORDER**

6:30 p.m.

ACTION ITEMS

1. Consider any action on appointing a president for the MDD Board.
Tom Muir, Executive Director
2. Consider approving the minutes of the June 11, 2019 MDD regular meeting.
Jack Stevens, Secretary
3. Consider any action on the Proposed FY2019-20 budget.
Tom Muir, Executive Director

ADJOURNMENT

I, the undersigned authority, do hereby certify the above Agenda was posted at City Hall on July 19, 2019 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 18, 2019
Subject: Appointing Board officers.	

Action Requested: Consider any action on appointing a president for the MDD Board.

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

The resignation of Kevin Ingle last March created a vacancy in the president's position on the MDD Board. However, the Board had a couple of board member openings so they chose not to fill the president's position until there was a full Board. On July 16, the Council appointed Jessica Brace to Place 6 on the Board thus filling all open positions.

The Board can now consider appointing a board member as president to complete Mr. Ingle's unexpired term.

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 19, 2019
Subject: Azle MDD Board Minutes.	

Action Requested: Consider approving the Minutes of the June 11, 2019 Azle MDD regular meeting

Purpose (Outline – Who, What, Where, Why & How). Procedural.
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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
June 11, 2019**

STATE OF TEXAS §
COUNTIES OF §
PARKER AND 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 11th day of June 2019 with the following members present:

Council Member Bill Jones	Vice President – Place 1
Jack Stevens	Secretary – Place 5
Council Member David McClure	Director – Place 2
Jeremy Moen	Director – Place 3
Ray Ivey	Director – Place 4
Justin Berg	Director – Place 7
Tom Muir	Executive Director/City Manager

Constituting a quorum

Staff Present were:

Karen Dickson
Susie Hiles

Economic Development Director
Scribe

REGULAR SESSION
CALL TO ORDER

6:30 p.m.

Vice President Jones called the meeting to order at 6:30 pm

ACTION ITEMS

1. **Consider approving the minutes of the April 9, 2019 MDD regular meeting.**
Director Berg moved to approve the minutes as presented, with second by Director Ivey. The motion passed unanimously

PRESENTATIONS

2. **Update on the Good Neighbors Program**
Executive Director Tom Muir gave an overview of how the City participates in funding the Good Neighbors Program through a 380 agreement. The City contributes \$25,000 towards administrative costs and \$35,000 towards home improvement reimbursement costs, of which the MDD funds a portion of those homes rehabbed in the Tarrant County portion of the City. Jason Malewiski, Director of Servolution/Good Neighbors, explained how the program works, how homes are chosen for inclusion in the program, and provided a breakdown of the \$25,000 administrative costs and reimbursement costs for home improvements.
3. **Director's Report.**
Economic Development Director Karen Dickson gave an update to the board members;
 - **Façade Applications that have been approved by the Development Review Committee (DRC) and will be presented to Azle City Council for approval:**
 - Herring Bank, Main Street - Power wash exterior, install landscaping, install retaining walls, and clean, reseal & stripe parking lot
 - Edwards Jones, Main Street – move an existing sign from the front to the side of the building and install a new sign in the front. DRC will recommend to council approving an amount about \$600 less than requested by Edward Jones because the signage estimate included the City's permit costs

- **Façade Application presented to DRC for review:**
 - Parkway Center, shopping center near Escondido neighborhood – repair the large sign and retrofit the light boxes underneath with LED lights. DRC spoke to them about other improvements so they are going to rework their request and resubmit.
- **Projects:**
 - Project Happy** – business is still looking for a location in the city
 - Project Contour** - There has been no progress on this project. Two property owners are still negotiating
- **Other:**
 - SportsTherapy, Burger King and QT are all moving forward with their building projects.
 - Met with property owner interested in developing a multi-tenant building (which includes a restaurant) on the property at the base of the bridge embankment at Wells Burnett Road. This will need to be rezoned.
 - Mark Dean's BBQ has gone out of business.
- **Sewer Line Extension to IMS & Allsup's (Parker County)**

Allsup's is moving forward with this project. The City can participate in cost sharing at 65% using the Impact Fee Fund. They have been talking to TxDOT about traffic impact analysis and highway access.

DISCUSSION

4. Discuss FY2019-20 budget.

Executive Director Tom Muir presented the Board with the proposed budget. EDD Dickson gave an overview of the budget noting changes from the FY2018-2019 budget:

- Increases in Professional Services to include consulting services; additional sponsorship opportunities in Special Events; and the addition of Site Location Partnership, CoStar and TxEDC in Memberships.
- Decreases in office supplies, printing, postage, and a reduction in Economic Development grants.

Board discussed pros and cons of billboard advertising as a marketing tool. Staff expressed their preference of a more direct approach to advertising i.e., face-to-face meetings, sponsorships, event attendance. Decision was to bring this item back at a future meeting to discuss further.

Mr. Muir advised he would present a draft budget at the July meeting for the Board to review/approve. Due to scheduling conflicts, Board decided to move the July meeting to July 23.

ADJOURNMENT

Vice president Jones adjourned the meeting at 7:42 pm.

Presented and approved this 23rd day of July, 2019

APPROVED

Bill Jones, Vice President

ATTEST

Jack Stevens, Secretary

Municipal Development District Communication

Item # 3

Submitted By: Tom Muir, Executive Director	Date: July 19, 2019
Subject: FY 2019-20 Budget	

Action Requested: Consider any action on the Proposed FY 2019-20 budget.

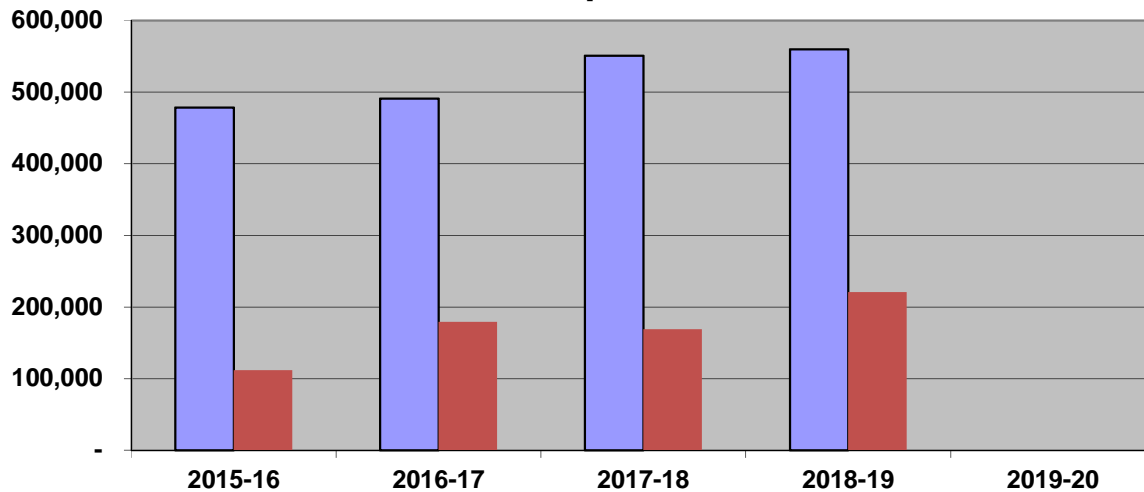
Purpose (Outline – Who, What, Where, Why & How)
<p>The Bylaws state the MDD Board must adopt a budget before presenting it to the Azle City Council for approval.</p> <p><i>Section 3. Annual Budget On or before August 1 of each year, the Board shall prepare and present a proposed budget of expected revenues 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, 2019. The City Council will consider approval of the proposed MDD budget at the same time they consider approving the City's proposed FY 2019-20 budget in September.</p>

Checklist of Attachments			
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<input type="checkbox"/> Other	<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Notices	<input type="checkbox"/> Charter
	Proposed Budget		

Azle Municipal Development District Fund Budget Summary FY 2019-2020

	Actual 2015-16	Actual 2016-17	Actual 2017-18	Budget 2018-19	Estimated 2018-19	Proposed 2019-20	Board Rec. 2019-20	Approved 2019-20
Beginning Balance	765,960	1,132,868	1,444,784	1,733,563	1,733,563	2,048,241	2,048,241	2,048,241
Revenue								
Sales Tax	473,584	480,981	526,591	490,000	520,000	500,000		
Interest Income	4,874	10,133	23,940	15,000	40,000	30,000		
Miscellaneous Revenue	467	-	442	-	-	-		
Total Revenue	478,924	491,114	550,973	505,000	560,000	530,000	-	-
Expenses								
Personnel Services	62,983	76,493	82,554	86,402	86,402	88,276	-	-
Supplies	5,049	1,988	65	1,734	1,734	1,734	-	-
Maintenance	-	-	-	-	-	-	-	-
Contractual Services	43,984	100,718	86,493	132,686	132,686	156,143	-	-
Capital Outlay	-	-	-	-	-	-	-	-
Total Operating Expenses	112,016	179,199	169,113	220,822	220,822	246,153	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfers	-	-	93,081	24,500	24,500	25,000		
Ending Balance	1,132,868	1,444,784	1,733,563	1,993,241	2,048,241	2,307,088	2,048,241	2,048,241

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:

- 1) Continue BRE (Business Retention & Expansion) Program
 - 2) Promote properties/buildings with the highest development potential
 - 3) Continue to engage in Dialogue of Introduction to Opportunities in Azle and Relationship Development with Consultants, Developers, and Brokers
 - 4) Continue with outreach plan to targeted consultants, commercial brokers, and retail developers in the DFW market and set up meetings with six (6) representatives
 - 5) Participate in two retail-related event
 - 6) Exhibit at two trade shows
 - 7) Continue economic development websites for Azle
 - 8) Continue to work with City Staff to identify infrastructure goals for water/wastewater extensions to the most developable properties
 - 9) Partner with allies in marketing opportunities
 - 10) Develop a Main Street Plan & Program
 - 11) Participate in quality of place projects with the City
 - 12) Servolution program participation
-

KEY POINTS OF PROPOSED BUDGET:

Personnel Services: Increases resulting from new salary plan adopted by the City Council.

Contractual Services: Increase to cover additional marketing opportunities.

KEY INDICATORS OF PERFORMANCE:

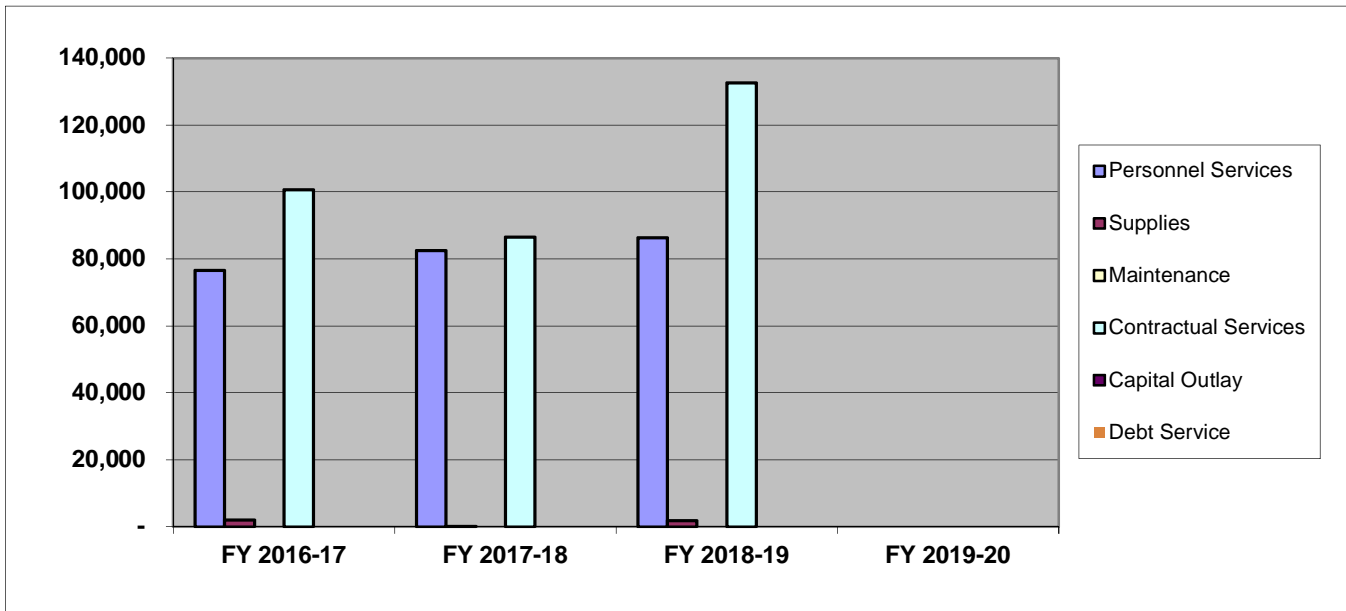
	Actual FY 17-18	Estimate FY 18-19	Projection FY 19-20
BRE Visits	10	10	10
Site Selector/Developer Visits	100	100	100
Site Visits	0	1	1
Increase average number of website visitors	6624	6650	7000
Increase average number of website page views	8,385	8,390	8,790
Update emails to Site Selectors/Developers	1	1	1

Municipal Development District Fund

**Account
20-567**

BUDGET SUMMARY:

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Estimated	FY 2019-20 Board Rec.	FY 2019-20 Budgeted
Personnel Services	62,983	76,493	82,554	86,402	-	-
Supplies	5,049	1,988	65	1,734	-	-
Maintenance	-	-	-	-	-	-
Contractual Services	43,984	100,718	86,493	132,686	-	-
Capital Outlay	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Total	112,016	179,199	169,113	220,822	-	-



PERSONNEL:

	Salary Range	FY 2017-18 Actual	FY 2018-19 Board Rec.	FY 2019-20 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 2015-16	Actual FY 2016-17	Actual FY 2017-18	Budgeted FY 2018-19	Estimated FY 2018-19
8002	SALARIES	45,617	57,520	62,131	64,834	64,834
8007	LONGEVITY	-	-	51	216	216
8010	INCENTIVE PROGRAM	448	804	804	800	800
8012	RETIREMENT - TMRS	5,659	7,508	8,151	8,139	8,139
8014	HEALTH & DENTAL INSURANCE	4,081	5,717	6,369	7,298	7,298
8015	DISABILITY INSURANCE	474	650	685	731	731
8016	MEDICARE	691	888	949	952	952
8020	UNEMPLOYMENT TAX	-	-	-	90	90
8022	WORKER'S COMPENSATION	299	190	199	142	142
8024	AUTO ALLOWANCE	2,288	3,216	3,216	3,200	3,200
8026	CLOTHING ALLOWANCE	-	-	-	-	-
8028	PERSONNEL RECRUITMENT	3,426	-	-	-	-
8080	PERSONNEL - OTHER	-	-	-	-	-
8000	PERSONNEL SERVICES	62,983	76,493	82,554	86,402	86,402
8102	OFFICE SUPPLIES	437	429	54	333	333
8104	NON-OFFICE SUPPLIES	-	-	-	-	-
8106	PRINTING	4,546	1,555	5	1,334	1,334
8108	POSTAGE	-	4	7	67	67
8114	MINOR EQUIPMENT	67	-	-	-	-
8180	SUPPLIES - OTHER	-	-	-	-	-
8100	SUPPLIES	5,049	1,988	65	1,734	1,734
8312	LEGAL NOTICES / ADVERT.	16,296	14,876	8,648	45,616	45,616
8314	PROFESSIONAL SERVICES	16,572	11,678	4,096	3,334	3,334
8324	TELEPHONE	495	561	563	560	560
8350	SPECIAL EVENTS	188	3,180	4,859	3,000	3,000
8354	TRAVEL & TRAINING	6,689	14,776	19,828	24,327	24,327
8356	DUES & SUBSCRIPTIONS	3,745	7,891	9,757	12,516	12,516
8362	ECONOMIC DEVELOPMENT GRANTS	-	47,755	38,742	43,333	43,333
8380	CONTRACTUAL SERVICES - OTHER	-	-	-	-	-
8300	CONTRACTUAL SERVICES	43,984	100,718	86,493	132,686	132,686
8580	CAPITAL OUTLAY - OTHER	-	-	-	-	-
8500	CAPITAL OUTLAY	-	-	-	-	-
	DEPT TOTAL	112,016	179,199	169,113	220,822	220,822

20-567

Proposed FY 2019-20	Board Rec. FY 2019-20	Approved FY 2019-20	ACCT#
68,095			8002
115			8007
800			8010
8,684			8012
5,332			8014
766			8015
999			8016
90			8020
195			8022
3,200			8024
-			8026
-			8028
-			8080
88,276	-	-	8000
333			8102
-			8104
1,334			8106
67			8108
-			8114
-			8180
1,734	-	-	8100
42,333			8312
9,001			8314
560			8324
6,000			8350
24,036			8354
14,213			8356
60,000			8362
-			8380
156,143	-	-	8300
-			8542
-	-	-	8500
246,153	-	-	

MDD 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: _____

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 in Marketing Budget by \$27,031 include the following: 1) Professional Services to include consulting services not previously accounted for; 2) Special Events to include additional sponsorship opportunities; 3) Memberships include the addition of Site Location Partnership, CoStar, and TxEDC membership; 4) Economic Development Grants.

Decreases in Marketing Budget by \$3,574 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 - 8312	(3,283)
	20 - 567 - 8314	5,667
	20 - 567 - 8350	3,000
	20 - 567 - 8354	(291)
	20 - 567 - 8356	1,697
	20 - 567 - 8362	16,667
	- - -	-
	- - -	-
	- - -	-
	- - -	-
	- - -	-
	Total	\$ 23,457

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	102,091	102,091	1,480		135	287	7,496	498	63	12,869	1,085
		Step Increase	2,001	1,740	25			5				219	18
		Market Adjustment			-			-				-	-
		Incentive Pay	1,200	1,200	17			3				151	
	MDD Share	Econ. Dev. Director	102,091	68,095	987		90	191	5,000	332	42	8,583	724
		Step Increase	1,335	1,335	19			4				168	14
		Market Adjustment	-	-	-			-				-	-
		Incentive Pay	800	800	12			2				101	
		MDD Total		70,229	1,018	-	90	197	5,000	332	42	8,852	738
	City Share	Econ. Dev. Director	102,091	33,996	493		45	95	2,496	166	21	4,285	361
		Step Increase	666	666	10			2				84	7
		Market Adjustment	-	-	-			-				-	-
		Incentive Pay	400	400	6			1				50	
		City Total		35,063	508	-	45	98	2,496	166	21	4,420	368