

**AZLE MUNICIPAL DEVELOPMENT DISTRICT
REGULAR MEETING**

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

**TUESDAY
June 10, 2014**

AGENDA

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

**Director Jack Stevens
Director Justin Berg
Council Member Paul Crabtree
Council Member David McClure**

**REGULAR SESSION
CALL TO ORDER**

7:00 p.m.

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

ACTION ITEMS

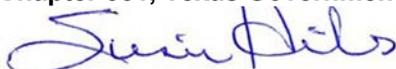
1. Consider any action on appointment of officers to the Azle Municipal Development District.
Vice President Kevin Ingle
2. Consider approving the Minutes of the May 13, 2014 Azle MDD regular meeting
Secretary Joe McCormick

DISCUSSION ITEMS

3. Discussion regarding the Strategic Plan for the Azle MDD
Vice President Kevin Ingle
4. Discuss FY2014/2015 Budget
Vice President Kevin Ingle
5. Discussion regarding Azle Municipal Development District plans/procedures/policies
Vice President Kevin Ingle

ADJOURNMENT

I, the undersigned authority, do hereby certify the above Agenda was posted at City Hall on June 6, 2014 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 hours prior to the scheduled starting time by calling the City Secretary's Office at 817-444-7101.

Complete MDD Agenda packet and background information are available for review at the City Secretary's Office and on our website www.cityofazle.org.

Municipal Development District Communication

Item # 1

Submitted By: Craig Lemin – Executive Director	Date: June 6, 2014
Subject: Appointing Board officers	

Action Requested: Consider any action on appointing officers to the Azle MDD Board of Directors
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<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:** June 6, 2014

Subject: Azle MDD Board Minutes.

Action Requested: Consider approval of the Minutes of the May 13, 2014 MDD Board 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
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**MINUTES
REGULAR MEETING
AZLE MUNICIPAL DEVELOPMENT DISTRICT
MAY 13, 2014**

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 7:00 p.m. in the Council Chambers of City Hall, 613 Southeast Parkway, Azle, Texas, on the 13th day of May 2014 with the following members present:

Ray Ivey	President – Place 4
Joe McCormick	Secretary – Place 3
Council Member Paul Crabtree	Director - Place 1
Council Member William Chambers	Director - Place 2
Jack Stevens	Director - Place 5
Justin Berg	Director - Place 7

Constituting a quorum. Vice President Kevin Ingle was absent from tonight's meeting. Staff present was:

Craig Lemin	City Manager/Executive Director
Lawrence Bryant	Assistant City Manager
Susie Hiles	Assistant to City Manager- Scribe

The following items were considered in accordance with the official agenda posted on the 9th day of May 2014.

REGULAR SESSION:
CALL TO ORDER

7:00 p.m.

President Ivey called the session to order at 7:06 p.m.

PRESENTATION

1. Presentation of the MDD's Quarterly Investment Report for Quarter ended March 31, 2014

Executive Director Lemin presented the Quarterly Investment Report to the Board noting the value of this Quarter's investment at \$115,589 with an average quarterly yield of 0.03% and quarterly interest earnings of \$1 and year-to-date earnings of \$6.

ACTION ITEMS

2. Consider approving the Minutes of the March 11, 2014 MDD Regular meeting.

Director Stevens moved to approve the March 11, 2014 MDD Minutes as presented and discussed. Director Berg seconded the motion and the vote was unanimous.

DISCUSSION ITEMS

3. Review the MDD's monthly sales tax collections

President Ivey introduced the agenda item. Executive Director Lemin presented the Comptroller's Sales and Use Tax Historical Summary to the Board, which shows sales tax collections to date at \$180,634.54.

Mr. Lemin stated, based on the collections thus far, annual sales tax collections should be approximately \$370,000.

4. Discussion regarding the Strategic Plan for the Azle MDD.

President Ivey introduced the Agenda Item and recognized Executive Director Lemin who stated now that the Board had listed their goals and priorities for the MDD's strategic plan it was time to prioritize the listed items in order of

**MINUTES
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MAY 13, 2014**

DRAFT

importance. Each board member reviewed the list and chose their top five items. This exercise created the following list of top priorities, in order of importance, the Board will use to create the Strategic Plan.

Score

- 10 New development/redevelopment of properties
- 10 Identify types of businesses desired
- 9 Investigate need for full time economic development director
- 9 Identify properties for development
- 7 Perception of Azle
- 6 Encourage cooperation of existing land owners
- 6 Improve livability/quality of life
- 5 Improve infrastructure
- 4 Increase tax base
- 1 Create marketing campaign towards targeted businesses

The Board continued discussion of these priorities and agreed to move the economic development director to the top of the list.

5. Discuss FY2014/2015 Budget

President Ivey introduced the Agenda Item. Board discussed timeline and procedures for completing the budget and decided to include the following items on a draft budget:

- Fund 2/3 cost of salary for an economic development director. City to pick up the remaining portion.
- Travel & training
- Printing/Marketing materials

Executive Director Lemin stated staff will compile a draft budget to bring back for the Board's review at the June meeting.

6. Discussion regarding Azle Municipal Development District plans/procedures/policies.

No items discussed.

ADJOURNMENT

President Ivey adjourned the meeting at 8:54 p.m.

PRESENTED AND APPROVED this the 10th day of June 2014.

APPROVED:

Kevin Ingle, Vice President

ATTEST:

Joe McCormick, Secretary

Municipal Development District Communicator

Item # 3

Submitted By: Ray Ivey, MDD President	Date: June 6, 2014
Subject: Discussion regarding the Strategic Plan	

Action Requested: Discussion regarding the Strategic Plan for the Azle MDD

Purpose (Outline – Who, What, Where, Why & How) The past few months the Directors have been compiling a list of goals/priorities to use in developing the Strategic Plan. At the May meeting, the Board created a list of their top 10 priorities from the compiled list. Continue the discussion to develop the Strategic Plan.
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Municipal Development District
Goals/Priorities
2014

Top 10 List of Priorities

1. Need for full time economic development director
2. New development/redevelopment of properties
3. Identify types of businesses desired
4. Identify properties for development
5. Perception of Azle
6. Encourage cooperation of existing land owners
7. Improve livability / quality of life
8. Improve infrastructure
9. Increase tax base
10. Create marketing campaign towards targeted businesses

11. Increase employment opportunities
12. Reduce tax burden on residents / businesses
13. Improve / expand existing businesses (retention)
14. Analyze gaps for under-represented business types (reduce retail leakage)
15. Identify competitive advantages / disadvantages of locating in Azle
16. Training / development of Board
17. Coordinate efforts with
 - TxDOT
 - AISD
 - Azle Area Chamber of Commerce EDC
 - HUD
18. Investigate grant opportunities
19. Annexation
20. Strong internet/website presence
21. Community involvement
22. Funding

Municipal Development District Communicator

Item # 4

Submitted By: Craig Lemin, Executive Director	Date: June 6, 2014
Subject: Discuss FY2014 - 2015 annual budget	

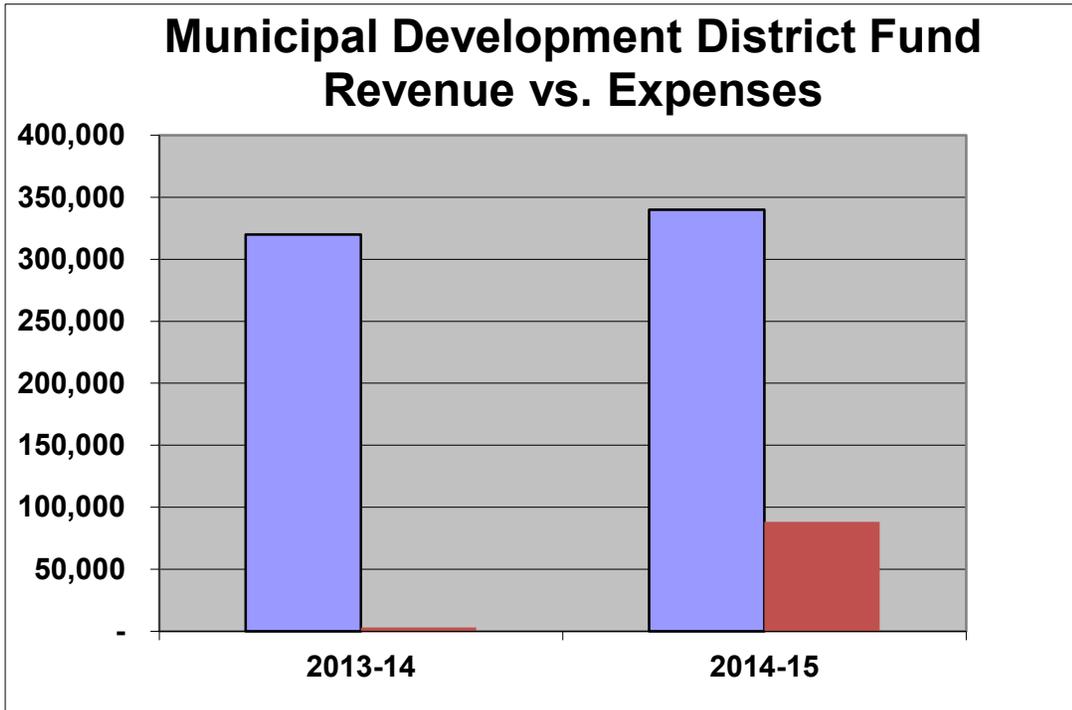
Action Requested: Discuss the FY 2014-2015 Annual Budget.
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Purpose (Outline – Who, What, Where, Why & How). Begin discussions regarding the preparation of the FY2014-2015 annual budget.
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**Azle Municipal Development District Fund
Budget Summary
FY 2014-2015**

	<u>Estimated 2013-14</u>	<u>Proposed 2014-15</u>	<u>Approved 2014-15</u>
Beginning Balance	-	317,015	-
<u>Revenue</u>			
Sales Tax	320,000	340,000	
Interest Income	15	60	
Total Revenue	320,015	340,060	-
<u>Expenses</u>			
Personnel Services	-	63,519	-
Supplies	-	6,050	-
Maintenance	-	-	-
Contractual Services	3,000	18,600	-
Capital Outlay	-	-	-
Total Operating Expenses	3,000	88,169	-
Debt Service	-	-	-
Ending Balance	317,015	568,906	-



PURPOSE STATEMENT:

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

GOALS AND OBJECTIVES:

Develop policies and procedures for the operation of the District.

Identify priorities and develop a plan for the District.

Establish a complete operating budget for FY 2014-15.

KEY POINTS OF PROPOSED BUDGET:

Fund 67% of the cost of a Economic Development Director Position. City of Azle General Fund will cover the remaining 33%.

KEY INDICATORS OF PERFORMANCE:

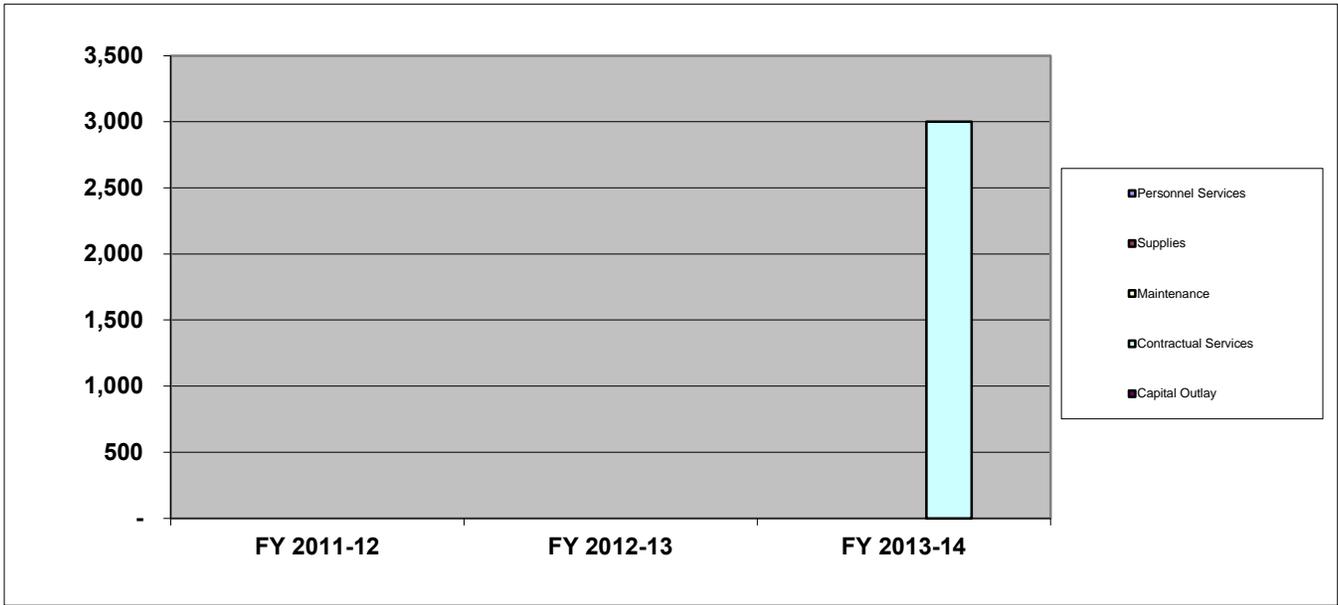
FY 12-13	FY 13-14	FY 14-15
Actual	Estimate	Projection

Municipal Development District Fund

ACCOUNT

BUDGET SUMMARY:

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Estimated	FY 2014-15 Proposed	FY 2014-15 Budgeted
Personnel Services	-	-	-	-	63,519	-
Supplies	-	-	-	-	6,050	-
Maintenance	-	-	-	-	-	-
Contractual Services	-	-	-	3,000	18,600	-
Capital Outlay	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Total	-	-	-	3,000	88,169	-



PERSONNEL:

	Salary Range	FY 2013-14 Actual	FY 2014-15 Proposed	Budgeted
Econ. Dev. Director	70,500 - 97,289	0.00	0.67	0.00
Total Personnel		0.00	0.67	0.00

MUNICIPAL DEVELOPMENT DISTRICT FUND

ACCT#	ACCOUNT DESCRIPTION	Budgeted FY 2013-14	Estimated FY 2013-14	Proposed FY 2014-15	Approved FY 2014-15	ACCT#
8002	SALARIES			47,235		8002
8007	LONGEVITY			-		8007
8010	INCENTIVE PROGRAM			-		8010
8012	TMR-C			5,457		8012
8014	INSURANCE _ HEALTH			4,591		8014
8015	DISABILITY INSURANCE			544		8015
8016	MEDICARE			685		8016
8020	UNEMPLOYMENT TAX			90		8020
8022	WORKER'S COMPENSATION			301		8022
8024	AUTO ALLOWANCE			3,216		8024
8026	CLOTHING ALLOWANCE			400		8026
8028	PERSONNEL RECRUITMENT			500		8028
8030	APPLICANT PROCESSING			500		8030
8080	PERSONNEL - OTHER					8080
8000	PERSONNEL SERVICES	-	-	63,519	-	8000
8102	OFFICE SUPPLIES			900		8102
8104	NON-OFFICE SUPPLIES			900		8104
8106	PRINTING			4,000		8106
8108	POSTAGE			250		8108
8180	SUPPLIES - OTHER					8180
8100	SUPPLIES	-	-	6,050	-	8100
8312	LEGAL NOTICES / ADVERT.			8,000		8312
8314	PROFESSIONAL SERVICES					8314
8316	SPECIAL SERVICES					8316
8324	TELEPHONE			600		8324
8352	BOOK BINDING					8352
8354	TRAVEL & TRAINING	3,000	3,000	6,000		8354
8356	DUES & SUBSCRIPTIONS			4,000		8356
8362	ECONOMIC DEVELOPMENT					8362
8380	CONTRACTUAL SERVICES - OTHER					8380
8300	CONTRACTUAL SERVICES	3,000	3,000	18,600	-	8300
8580	CAPITAL OUTLAY - OTHER					8542
8500	CAPITAL OUTLAY	-	-	-	-	8500
	DEPT TOTAL	3,000	3,000	88,169	-	

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	
1-532	MDD Share	Econ. Dev. Director	70,500	47,235	685	-	135	301	4,330	261	42	5,457	502	58,946.75
1-533	City Share	Econ. Dev. Director	70,500	23,265	337	-	135	148	2,132	128	21	2,688	247	29,101.98
TOTALS			70,500	70,500	1,022	-	270	449	6,462	389	63	8,145	749	88,048.73