

**AZLE MUNICIPAL DEVELOPMENT DISTRICT
REGULAR MEETING**

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

**TUESDAY
July 8, 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 member Ray Ivey

ACTION ITEMS

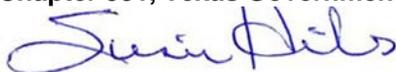
1. Consider any action on appointment of officers to the Azle Municipal Development District.
President Ray Ivey
2. Consider approving the Minutes of the June 10, 2014 Azle MDD regular meeting
Secretary Joe McCormick
3. Consider any action on the proposed FY2014/2015 Budget
President Ray Ivey

DISCUSSION ITEMS

4. Discussion regarding the Strategic Plan for the Azle MDD
President Ray Ivey
5. Discussion regarding Azle Municipal Development District plans/procedures/policies
President Ray Ivey

ADJOURNMENT

I, the undersigned authority, do hereby certify the above Agenda was posted at City Hall on July 3, 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: July 3, 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:** July 3, 2014

Subject: Azle MDD Board Minutes.

Action Requested: Consider approval of the Minutes of the June 10, 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
June 10, 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 10th day of June 2014 with the following members present:

Kevin Ingle	Vice President – Place 6
Joe McCormick	Secretary – Place 3
Council Member Paul Crabtree	Director - Place 1
Council Member David McClure	Director - Place 2
Jack Stevens	Director - Place 5

Constituting a quorum. President Ray Ivey, Director Justin Berg and Executive Director Lemin were absent from tonight's meeting. Staff present was:

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 6th day of June 2014.

REGULAR SESSION:
CALL TO ORDER

7:00 p.m.

Vice President Ingle called the session to order at 7:11 p.m.

Statement of Appointed Officer and Oath of Office were administered to returning board member Kevin Ingle and new member, Councilman David McClure. President Ray Ivey was absent from the meeting so *Statement of Appointed Officer and Oath of Office* will be administered to him at the July meeting.

ACTION ITEMS

1. Consider any action on appointment of officers to the Azle Municipal Development District.

The Board postponed action on this item until the July meeting since Ray Ivey and Justin Berg were absent.

2. Consider approving the Minutes of the May 13, 2014 MDD Regular meeting.

Director Stevens moved to approve the May 13, 2014 MDD Minutes as presented and discussed. Director Crabtree seconded the motion and the vote was unanimous.

DISCUSSION ITEMS

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

Vice President Ingle introduced the Agenda Item and list of top priorities. Board members reviewed the list and all were agreeable to the list as presented.

Since the economic development director is listed as the top priority, the Board discussed possible responsibilities and job description for this position. They also were in agreement this person would have the knowledge and skill to help them develop the Strategic Plan.

4. Discuss FY2014/2015 Budget

Vice President Ingle introduced the Agenda Item and presented the draft budget, which includes

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

**MINUTES
REGULAR MEETING
AZLE MUNICIPAL DEVELOPMENT DISTRICT
June 10, 2014**

DRAFT

- Travel & training
- Printing/Marketing materials

The Board discussed various line item amounts and Vice President Ingle wanted to ensure all expenses related to the economic development director were to be split between the MDD and the City's General Fund per the percentages stated above. The Board recommended no changes and agreed to the draft budget as submitted. Staff will bring a final budget back for the Board's approval at the July meeting.

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

No items discussed.

ADJOURNMENT

President Ivey adjourned the meeting at 7:54 p.m.

PRESENTED AND APPROVED this the 8th day of July 2014.

APPROVED:

Ray Ivey, President

ATTEST:

Joe McCormick, Secretary

Municipal Development District Communication

Item # 3

Submitted By: Ray Ivey, President	Date: July 3, 2014
Subject: Proposed FY2014-15 Budget	

Action Requested: Consider any action on the proposed FY2014-2015 MDD Budget

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

The Bylaws state the MDD Board must adopt a budget before presenting it to the Azle City Council for approval.

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.

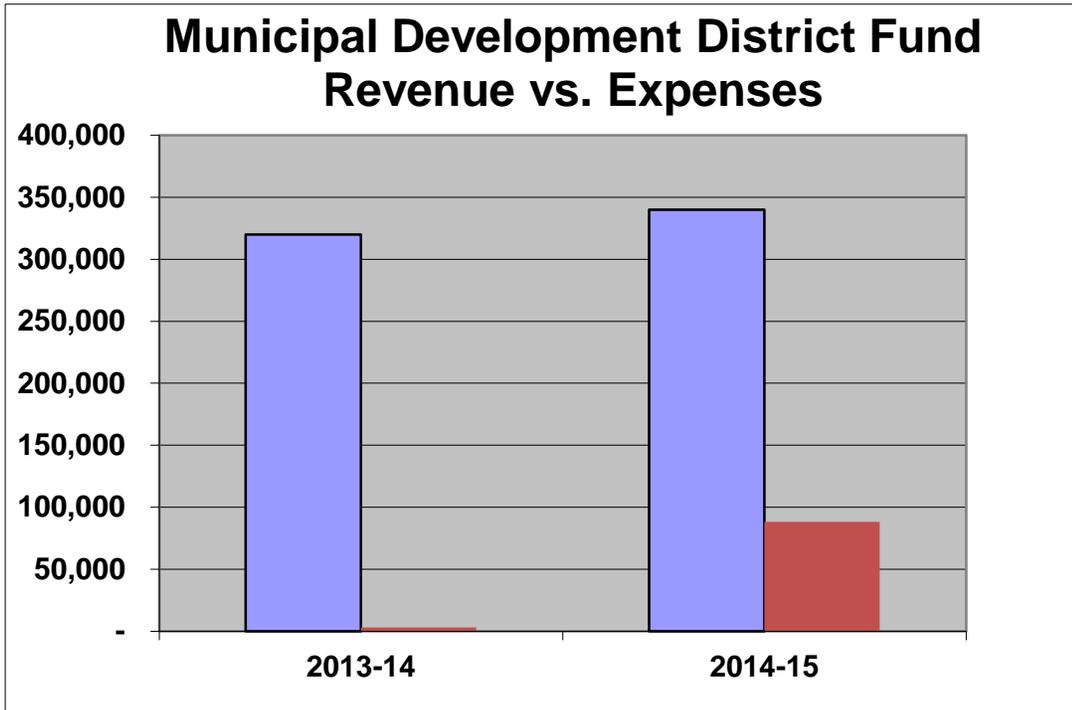
If the Board approves this proposed budget, it will be presented to the Azle City Council at the July 15 Council meeting for their approval.

Checklist of Attachments

<input type="checkbox"/> Contract	<input type="checkbox"/> Agreement	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution
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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:

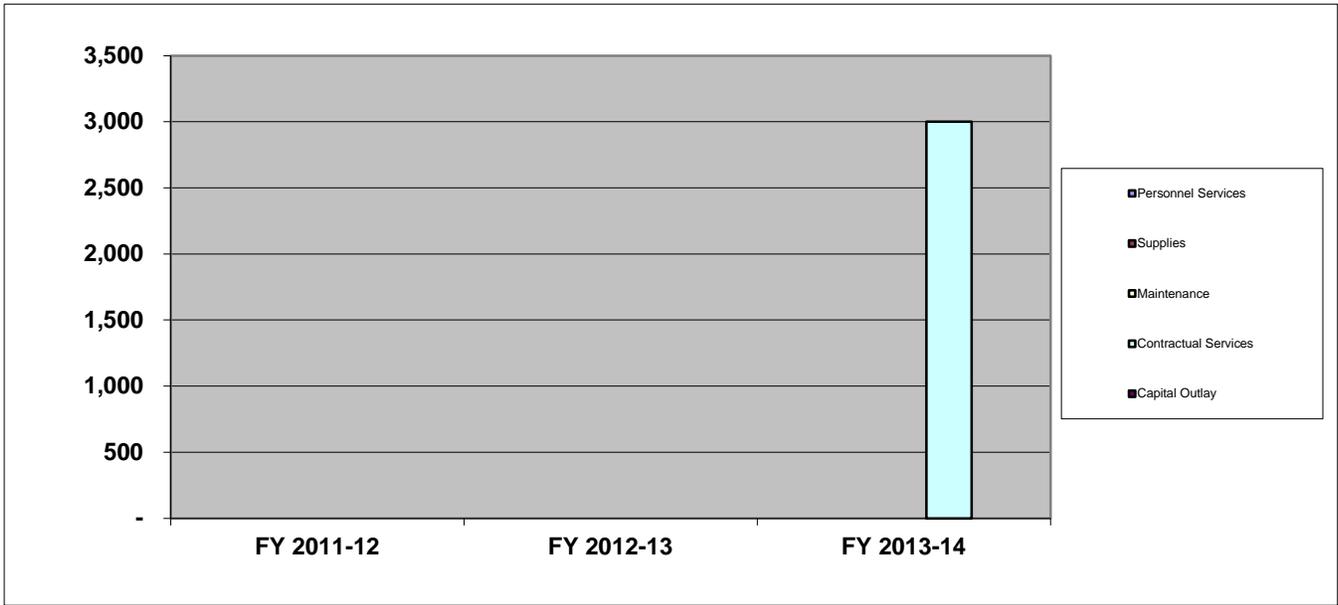
FY 12-13	FY 13-14	FY 14-15
Actual	Estimate	Projection

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

Municipal Development District Communicator

Item # 4

Submitted By: Ray Ivey, MDD President	Date: July 3, 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. Assist City in funding 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