

**AZLE MUNICIPAL DEVELOPMENT DISTRICT  
REGULAR MEETING**

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

**TUESDAY  
August 13, 2013**

**AGENDA**

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

**Jack Stevens  
Justin Berg  
Council Member Paul Crabtree  
Council Member William Chambers**

**REGULAR SESSION  
CALL TO ORDER**

**7:00 p.m.**

**ACTION ITEMS**

1. Consider approving the Minutes of the July 9, 2013 MDD Board meeting  
**Secretary Joe McCormick**
2. Consider any action on adopting the proposed FY2013-2014 MDD Budget  
**President Ray Ivey**
3. Consider any action on rescheduling or cancelling the September 10, 2013 MDD Board meeting  
**Executive Director Craig Lemin**

**DISCUSSION ITEMS**

4. Review MDD plans/procedures utilized by other cities  
**President Ray Ivey**
5. Discussion regarding Azle Municipal Development District  
**President Ray Ivey**

**ADJOURNMENT**

I, the undersigned authority, do hereby certify the above Agenda was posted at City Hall on August 9, 2013 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](http://www.cityofazle.org).

# City Council Communication

Item # 1

<b>Submitted By:</b> Susie Hiles, Assistant to the City Manager	<b>Date:</b> August 9, 2013
<b>Subject:</b> Azle MDD Board Minutes.	

<b>Action Requested:</b> Consider approval of the Minutes from the July 9, 2013 MDD Board meeting.
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<b>Purpose (Outline – Who, What, Where, Why &amp; How).</b> Procedural.
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<b>Checklist of Attachments</b>			
<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 Applicant	<input type="checkbox"/> P&Z Minutes	<input checked="" type="checkbox"/> Board Minutes	<input type="checkbox"/> Other Minutes
<input type="checkbox"/> Staff	<input type="checkbox"/> Checklist	<input type="checkbox"/> Federal Law	<input type="checkbox"/> Plans / Drawings
<input type="checkbox"/> <b>Other</b>	<input type="checkbox"/> State Law	<input type="checkbox"/> Bid Tabulations	<input type="checkbox"/> Maps
	<input type="checkbox"/> Attachments	<input type="checkbox"/> Notices	<input type="checkbox"/> Charter

**MINUTES  
REGULAR MEETING  
AZLE MUNICIPAL DEVELOPMENT DISTRICT  
JULY 9, 2013**

**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 9th day of July 2013 with the following members present:

Ray Ivey	President
Kevin Ingle	Vice President
Joe McCormick	Secretary
Council Member Paul Crabtree	Place 1
Council Member William Chambers	Place 2
Jack Stevens	Place 5
Justin Berg	Place 7

Constituting a quorum. Staff present was:

Lawrence Bryant	Assistant City Manager
Susie Hiles	Assistant to City Manager

The following items were considered in accordance with the official agenda posted on the 5th day of July 2013.

**REGULAR SESSION:**  
**CALL TO ORDER**

7:00 p.m.

Interim President Paul Crabtree called the session to order at 7:00 p.m.

**OATH OF OFFICE**

Assistant to the City Manager Susie Hiles administered the Oath of Office to newly appointed board members Ray Ivey, Jack Stevens and Justin Berg.

Susie Hiles handed out flashdrives to the new members that held information on the Bylaws, the state statute, the City's Comprehensive Plan, the Attorney General's Economic Handbook, the Parks Master Plan, the Azle Main Street Report and the Marketing Report.

**ACTION ITEMS**

**1. Consider approving the minutes of the June 25, 2013 Special MDD Board meeting**

The Board reviewed the minutes, recommending they be approved as submitted.

Director Chambers moved to approve the minutes of the June 25, 2013 Special MDD Board meeting. Director Ingle seconded the motion. The motion was unanimously approved.

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

Interim President Crabtree introduced the agenda item noting the Board decided at its first meeting, June 25, 2013, to appoint an interim president, only, in order to conduct business with the intent of appointing a full slate of officers once the full board was seated. Nominations were made to appoint Director Ray Ivey as president, Director Kevin Ingle as vice president and Director Joe McCormick as secretary.

Director Stevens moved to approve the slate of officers as presented. Director Chambers seconded the motion. The motion was unanimously approved.

**MINUTES  
REGULAR MEETING  
AZLE MUNICIPAL DEVELOPMENT DISTRICT  
JULY 9, 2013**

**DRAFT**

**3. Consider setting regular meeting day/time**

President Ivey introduced the agenda item and, after discussion, the Board chose the second Tuesday of each month at 7 pm as the regular meeting day/time for the Azle MDD.

Vice President Ingle moved to approve designating the second Tuesday of each month at 7 pm as the regular meeting day/time for the Azle MDD. Secretary McCormick seconded the motion. The motion was unanimously approved.

**DISCUSSION ITEMS**

**4. Discussion regarding Municipal Development District and overview of current development in the city.**

President Ivey asked several questions regarding personal liability and general questions about the Bylaws. Vice President Kevin Ingle asked if two MDD board members attended a council meeting, would that constitute a quorum since two council members were also on the Board, resulting in a need to post a joint meeting agenda. Staff advised they would check with the Attorney General's office.

Additional items discussed included tax collection, sales tax projections, the budget process and projects process. To assist the Board in developing MDD procedures, staff will forward a list of all cities with a MDD and any documents they have.

Director Berg asked if there was a vision for the MDD. Director Crabtree stated bring jobs and/or increase the tax base.

President Ivey suggested the ideas listed in the Chamber EDC campaign paper created for the MDD:

- a. Promoting economic programs designed to strengthen and expand the income potential of all businesses
- b. Increasing infrastructure functionality and aesthetic values of the community;
- c. Encouraging job-creating investment that insures continued economic vitality in the Azle area and attracts new business development.
- d. Helping upgrade or repair the declining infrastructure of city where it would support economic development projects.

Assistant City Manager Bryant stated staff's view on economic development is - it's something you do, not something you have. The MDD is a tool for the community to "do" economic development and some of the ways to accomplish this is to help developers with infrastructure and/or hire economic development staff. This Board will guide the process.

Discussed placing the following items on the August agenda:

- Budget
- Review other city's MDD plans/procedures
- Continue discussion regarding Azle MDD

**ADJOURNMENT**

President Ivey adjourned the meeting at 8:20 p.m.

**PRESENTED AND APPROVED this the 13th day of August 2013.**

**APPROVED:**

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**Ray Ivey, President**

**ATTEST:**

\_\_\_\_\_  
**Joe McCormick, Azle MDD Secretary**

## City Council Communication

Item #           2          

<b>Submitted By:</b> Ray Ivey, President	<b>Date:</b> August 9, 2013
<b>Subject:</b> Proposed FY2013-14 Budget	

<b>Action Requested:</b> Consider any action on adopting the proposed FY2013-2014 MDD Budget
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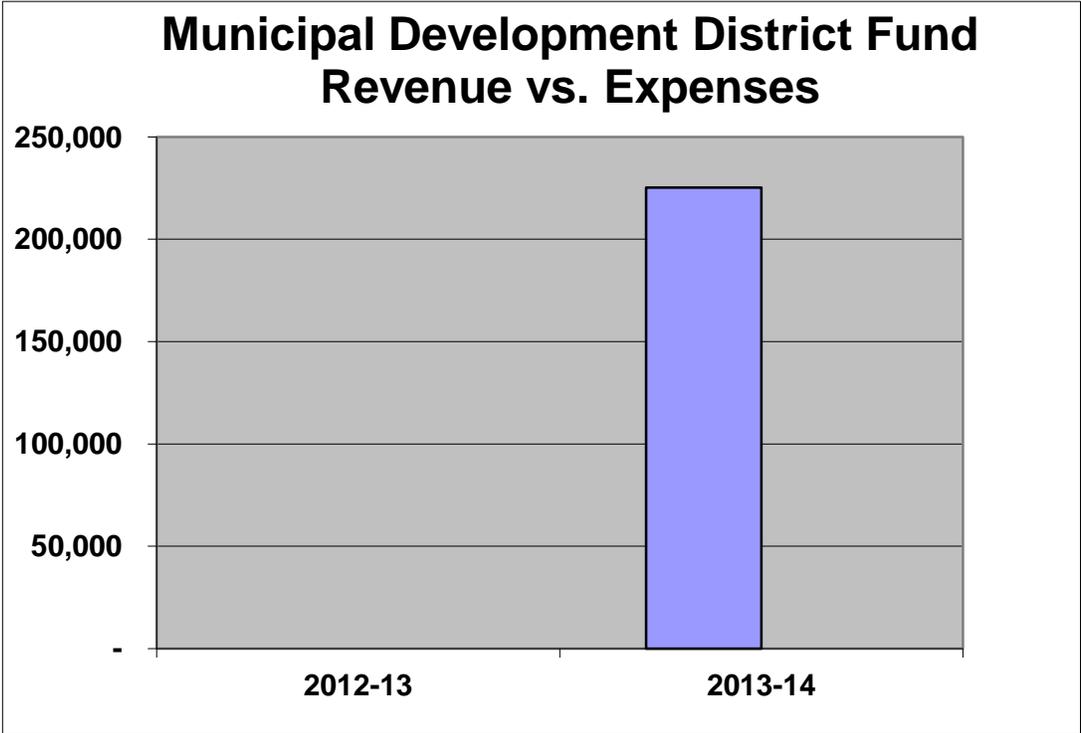
**Purpose (Outline – Who, What, Where, Why & How).**

The Bylaws state the MDD Board must adopt a budget before presenting it to the Azle City Council for approval. FY2013-14 is the first year of District operations. Revenue receipts will not begin until December 2013. As such, the proposed budget is an estimate of revenues received and no expenditures have been budgeted.

<b>Checklist of Attachments</b>				
<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	<input checked="" type="checkbox"/> Budget	<input type="checkbox"/> Board Minutes	<input type="checkbox"/> Other Minutes	
<input type="checkbox"/> From 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"/> <b>Other</b>	<input type="checkbox"/> Attachments	<input type="checkbox"/> Notices	<input type="checkbox"/> Charter	

**Azle Municipal Development District Fund  
Budget Summary  
FY 2013-2014**

	<u>Estimated 2012-13</u>	<u>Proposed 2013-14</u>	<u>Approved 2013-14</u>
<b>Beginning Balance</b>	-	-	-
<b><u>Revenue</u></b>			
<b>Sales Tax</b>		225,000	
<b>Interest Income</b>		200	
<b>Total Revenue</b>	-	225,200	-
<b><u>Expenses</u></b>			
<b>Personnel Services</b>	-	-	-
<b>Supplies</b>	-	-	-
<b>Maintenance</b>	-	-	-
<b>Contractual Services</b>	-	-	-
<b>Capital Outlay</b>	-	-	-
<b>Total Operating Expenses</b>	-	-	-
 <b>Debt Service</b>	 -	 -	 -
 <b>Ending Balance</b>	 -	 225,200	 -



**PURPOSE STATEMENT:**

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

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**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.

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**KEY POINTS OF PROPOSED BUDGET:**

FY 2013-14 is the first year of District operations. Revenue receipts will not begin until December, 2013.

As such, no expenditures have been budgeted at this time.

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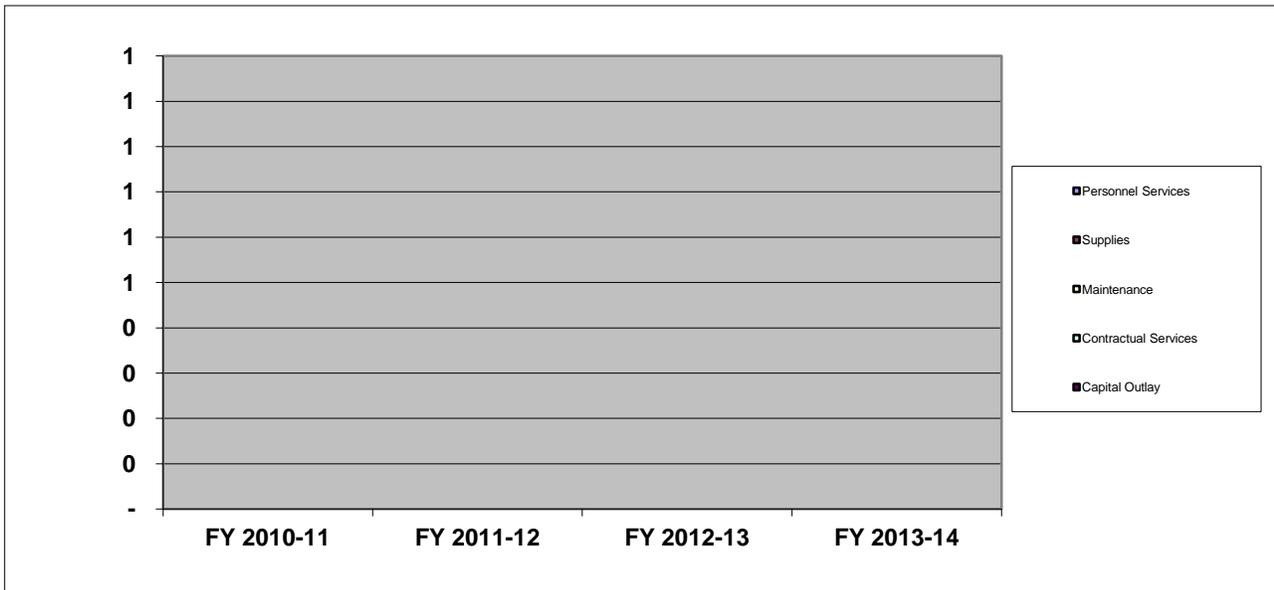
**KEY INDICATORS OF PERFORMANCE:**

<b>FY 11-12</b>	<b>FY 12-13</b>	<b>FY 13-14</b>
<b>Actual</b>	<b>Estimate</b>	<b>Projection</b>

**Municipal Development District Fund**

**ACCOUNT**

<b>BUDGET SUMMARY:</b>	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>FY 2012-13</b>	<b>FY 2013-14</b>	<b>FY 2013-14</b>	<b>FY 2013-14</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Proposed</b>	<b>CM Rec.</b>	<b>Budgeted</b>
Personnel Services	-	-	-	-	-	#REF!	-
Supplies	-	-	-	-	-	#REF!	-
Maintenance	-	-	-	-	-	#REF!	-
Contractual Services	-	-	-	-	-	#REF!	-
Capital Outlay	-	-	-	-	-	#REF!	-
Debt Service	-	-	-	-	-	#REF!	-
<b>Total</b>	-	-	-	-	-	#REF!	-



**PERSONNEL:**

<b>Salary Range</b>	<b>FY 2012-13</b>	<b>FY 2013-14</b>	<b>FY 2013-14</b>
	<b>Actual</b>	<b>Proposed</b>	<b>Approved</b>
<b>Total Personnel</b>	0.00	0.00	0.00

**MUNICIPAL DEVELOPMENT DISTRICT FUND**

<b>ACCT#</b>	<b>ACCOUNT DESCRIPTION</b>	<b>Budgeted FY 2012-13</b>	<b>Estimated FY 2012-13</b>	<b>Proposed FY 2013-14</b>	<b>Approved FY 2013-14</b>	<b>ACCT#</b>
8002	SALARIES					8002
8007	LONGEVITY					8007
8010	INCENTIVE PROGRAM					8010
8012	TMR-C					8012
8014	INSURANCE _ HEALTH					8014
8015	DISABILITY INSURANCE					8015
8016	MEDICARE					8016
8020	UNEMPLOYMENT TAX					8020
8022	WORKER'S COMPENSATION					8022
8026	CLOTHING ALLOWANCE					8026
8080	PERSONNEL - OTHER					8080
<b>8000</b>	<b>PERSONNEL SERVICES</b>	-	-	-	-	<b>8000</b>
8102	OFFICE SUPPLIES					8102
8104	NON-OFFICE SUPPLIES					8104
8106	PRINTING					8106
8108	POSTAGE					8108
8180	SUPPLIES - OTHER					8180
<b>8100</b>	<b>SUPPLIES</b>	-	-	-	-	<b>8100</b>
8302	INSURANCE - GENERAL LIAB					8302
8310	INSURANCE - PUB. OFF LIAB					8310
8312	LEGAL NOTICES / ADVERT.					8312
8314	PROFESSIONAL SERVICES					8314
8316	SPECIAL SERVICES					8316
8320	ENGINEERS					8320
8322	UTILITIES					8322
8324	TELEPHONE					8324
8344	EQUIPMENT RENTAL					8344
8346	JANITORIAL SERVICES					8346
8348	PARK COORDINATOR FEES					8348
8350	SPECIAL EVENTS					8350
8352	BOOK BINDING					8352
8354	TRAVEL & TRAINING					8354
8356	DUES & SUBSCRIPTIONS					8356
8362	ECONOMIC DEVELOPMENT					8362
8380	CONTRACTUAL SERVICES - OTHER					8380
<b>8300</b>	<b>CONTRACTUAL SERVICES</b>	-	-	-	-	<b>8300</b>
8502	LAND					8502
8530	WATER MAINS					8530
8536	SANITARY SEWERS					8536
8525	DRAINAGE					8525
8540	STORM SEWER					8540
8580	CAPITAL OUTLAY - OTHER					8542
<b>8500</b>	<b>CAPITAL OUTLAY</b>	-	-	-	-	<b>8500</b>
9002	PRINCIPAL PAYMENTS					9002
9004	INTEREST & SINKING					9004
9010	FISCAL AGENTS					9010
9012	TRANSFERS					9012
<b>9000</b>	<b>DEBT SERVICE</b>	-	-	-	-	<b>9000</b>
	<b>DEPT TOTAL</b>	-	-	-	-	

# City Council Communication

Item # 3

<b>Submitted By:</b> Craig Lemin – Executive Director	<b>Date:</b> August 9, 2013
<b>Subject:</b> September 10, 2013 meeting	

<b>Action Requested:</b> Consider any action on rescheduling or cancelling the September 10, 2013 MDD Board meeting.
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<b>Purpose (Outline – Who, What, Where, Why &amp; How).</b>  Azle City Council will be holding a special council meeting at the same time to adopt the City's FY2013-2014 budget and tax rate.
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<b>Checklist of Attachments</b>			
<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"/> <b>Other</b>	<input type="checkbox"/> Attachments	<input type="checkbox"/> Notices	<input type="checkbox"/> Charter