

**AZLE MUNICIPAL DEVELOPMENT DISTRICT
REGULAR MEETING**

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

**TUESDAY
November 12, 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 October 8, 2013 Azle MDD regular meeting
President Ray Ivey
2. Consider any action on proposed Resolution No. M2013-04 establishing the Development Project Fund for the Azle Municipal Development District
President Ray Ivey

DISCUSSION ITEMS

3. Discuss/review travel & training policy
President Ray Ivey
4. Discuss/review Azle's Retail Analysis and Merchandising Plan
Executive Director Craig Lemin
5. Discuss/review City of Azle's water and sewer maps
Executive Director Craig Lemin
6. 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 November 8, 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.

City Council Communication

Item # 1

Submitted By: Susie Hiles, Assistant to the City Manager	Date: November 8, 2013
Subject: Azle MDD Board Minutes.	

Action Requested: Consider approval of the Minutes from the October 8, 2013 MDD Board 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 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"/> Other	<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
October 8, 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 8th day of October 2013 with the following members present:

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 6
Craig Lemin	Executive Director

Constituting a quorum. President Ray Ivey was excused from tonight's meeting. Staff present was:

Lawrence Bryant	Assistant City Manager
Susie Hiles	Assistant to City Manager
Renita Bishop	Finance Director

The following items were considered in accordance with the official agenda posted on the 4th day of October 2013.

REGULAR SESSION:
CALL TO ORDER

7:00 p.m.

Vice President Kevin Ingle called the session to order at 7:06 p.m.

ACTION ITEMS

1. Consider approving the minutes of the August 13, 2013 regular Azle MDD Board meeting

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

Director Stevens moved to approve the minutes of the August 13, 2013 regular MDD Board meeting. Director Berg seconded the motion. The motion was unanimously approved.

2. Consider any action on approving Resolution M2013-02 adopting the Azle MDD's investment policy

Vice President Ingle introduced the agenda item. Executive Director Craig Lemin introduced Azle's Finance Director Renita Bishop and Mr. Bill Koch with Valley View Consulting, the City's investment advisors. Finance Director Bishop noted Chapter 2256 of the Texas Government Code, commonly known as the Public Funds Investment Act, requires the governing body of an investing entity adopt by rule, order, ordinance, or resolution, a written investment policy regarding the investment of its funds and funds under its control. Ms. Bishop and Mr. Koch reviewed for the Board the Public Funds Investment Act requirements and the proposed investment policy, noting it is the same policy adopted by the City and the Crime Control and Prevention District. The policy designates the City of Azle Assistant City Manager and the Finance Director as the Investment Officers and the Investment Committee consists of the City Manager, Assistant City Manager and the Finance Director.

Director Chambers moved to approve Resolution M2013-02 adopting the Azle MDD's investment policy. Secretary McCormick seconded the motion. The motion was unanimously approved.

3. Consider any action on approval of TexPool Participation Agreement and Resolution M2013-03 authorizing Azle Municipal Development District's participation in TexPool and designating authorized representatives

Vice President Ingle introduced the agenda item. Finance Director Bishop and Mr. Koch provided an overview of TexPool and explained how TexPool investments work.

**MINUTES
REGULAR MEETING
AZLE MUNICIPAL DEVELOPMENT DISTRICT
October 8, 2013**

DRAFT

Director Stevens moved to approve the TexPool Participation Agreement and Resolution M2013-03 authorizing Azle Municipal Development District's participation in TexPool and designating authorized representatives. Director Berg seconded the motion. The motion was unanimously approved.

DISCUSSION ITEMS

4. Discuss/review other municipalities with Economic Development Corporations and Municipal Development Districts to see if there is a benefit to having both

Vice President Ingle introduced the agenda item. Executive Director Lemin stated this was an item discussed at the August meeting and the Board asked staff to find out if there would be any benefit of having both. Staff's research showed that some municipalities used EDC and MDD interchangeably. Only reason to establish an Economic Development Corporation is if you have a 4A or 4B corporation. Board decided no benefit to establishing an EDC; it is basically the same as an MDD.

5. Discuss/review City of Azle's travel & training policy

Vice President Ingle introduced the agenda item. Executive Director Lemin explained this was what was established for the employees in the City Personnel Policy. The Council does not have a travel & training policy any longer; it was repealed about 5 – 6 years ago. Board reviewed the policy and asked staff to provide the old council policy for their review; will bring it back at a future meeting for discussion.

6. Discuss limiting the number of Azle MDD directors that can serve on the Azle Area Chamber of Commerce EDC

Vice President Ingle introduced the agenda item. Currently, President Ivey is the only MDD member also on the Chamber EDC Board. Board discussed the item and felt having no more than two MDD Board members at one time on the Chamber EDC Board would be fine. Executive Director Lemin pointed out the Chamber EDC was instrumental in getting the MDD established and having someone on their Board would be beneficial. Their mission is consistent with the MDD's goals and gives the MDD an opportunity to get the business owner's perspective. Staff was directed to amend the MDD Bylaws to include a clause stating no more than two MDD board members could serve on the Azle Area Chamber of Commerce EDC Board at one time and bring back to the Board for approval.

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

Items discussed included the need to review the properties included in the marketing plan, working towards establishing goals & objectives, review the City's Comprehensive Plan, reviewed the city water and sewer maps and wanted them brought back for further review.

Discussed placing the following items on future agendas:

- Discuss approving resolution for project fund
- Discuss the properties highlighted in the marketing plan
- Discuss the City's Comprehensive Improvement Plan
- Review past council's travel policy
- Continue discussion regarding Azle MDD

ADJOURNMENT

Vice President Kevin Ingle adjourned the meeting at 7:57 p.m.

**MINUTES
REGULAR MEETING
AZLE MUNICIPAL DEVELOPMENT DISTRICT
October 8, 2013**

DRAFT

PRESENTED AND APPROVED this the 12th day of November 2013.

APPROVED:

Ray Ivey, President

ATTEST:

Joe McCormick, Azle MDD Secretary

City Council Communication

Item # 2

Submitted By: Ray Ivey – MDD President	Date: November 8, 2013
Subject: Resolution No. M2013-04 establishing the Development Project Fund.	

Action Requested: Consider any action on proposed Resolution No. M2013-04 establishing the Development Project Fund for the Azle Municipal Development District
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<p>Purpose (Outline – Who, What, Where, Why & How).</p> <p>At the May 11, 2013 election, Azle voters approved establishing the District and imposing a one-half of one percent sales and use tax for the purpose of financing development projects beneficial to the District.</p> <p>Local Gov't Code, Chapter 377, Sec. 377.072. DEVELOPMENT PROJECT FUND states; (a) A district shall establish by resolution a fund known as the development project fund where revenue from the tax imposed shall be deposited.</p> <p>Now the Board must pass a resolution establishing the fund.</p>
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Checklist of Attachments			
<input type="checkbox"/> Contract	<input type="checkbox"/> Agreement	<input type="checkbox"/> Ordinance	<input checked="" 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 type="checkbox"/> 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

RESOLUTION NO. M2013-04

A RESOLUTION OF THE AZLE MUNICIPAL DEVELOPMENT DISTRICT ESTABLISHING THE DEVELOPMENT PROJECT FUND AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, in May 2013, the voters of the Tarrant County side of the City of Azle, Texas (the "City") approved the creation of the Azle Municipal Development District (the "District") and the imposition of a sales and use tax at the rate of one-half of one percent for the purpose of financing development projects beneficial to the District; and

WHEREAS, Section 377.072 of the Texas Local Government Code provides that a municipal development district shall establish by resolution a fund known as the development project fund; and

WHEREAS, the Board of Directors deems it necessary and advisable to establish the development project fund.

NOW, THEREFORE, BE IT RESOLVED BY THE AZLE MUNICIPAL DEVELOPMENT DISTRICT, THAT:

SECTION 1.

The foregoing recitals are hereby found to be true and correct legislative findings of the Azle Municipal Development District and are fully incorporated into the body of this Resolution.

SECTION 2.

The Board of Directors do hereby order the establishment of the development project fund for the Azle Municipal Development District.

SECTION 3.

This Resolution shall become effective from and after its passage.

PASSED AND APPROVED by the Azle Municipal Development District this 12th day of November, 2013.

APPROVED:

Ray Ivey
President

ATTEST:

Kevin Ingle
Vice President

City Council Communication

Item # 3

Submitted By: Ray Ivey – MDD President	Date: November 8, 2013
Subject: Discuss travel policy for Board	

Action Requested: Discuss/review Azle City Council's travel & training policy
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Purpose (Outline – Who, What, Where, Why & How). Azle MDD Board would like to review the current City of Azle travel & training policy to discuss how it may apply to the Board. They reviewed the Azle employee's policy at the October 8, 2013 meeting. Now they will review the Azle City Council's travel and training policy that was repealed in 2007.
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Checklist of Attachments			
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<input checked="" 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
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<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

RESOLUTION NO. R-2004-016

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF AZLE, TEXAS, ESTABLISHING GUIDELINES FOR THE BUDGETING, ACCOUNTING, AND EXPENDITURE OF CITY FUNDS FOR CONFERENCE AND TRAINING FOR MEMBERS OF THE AZLE CITY COUNCIL.

WHEREAS, the City of Azle, Texas recognizes that certain benefits accrue to the City as a result of members of the City Council attending seminars and training courses; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Azle, Texas that:

Section 1.

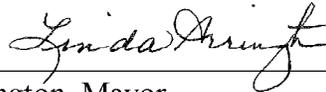
Members of the City Council are authorized to utilize budgeted funds to attend functions sponsored by the Texas Municipal League, North Central Texas Council of Governments, or other training courses, seminars, or functions that are specifically directed toward members of the City Council; subject to the guidelines listed below.

Section 2.

1. Requests will be submitted to the City Secretary to ascertain costs for enrollment, travel, accommodations, etc. This should be done in a timely manner to ensure the best reduced rates for early registration, etc. The City Secretary shall maintain a record of courses and seminars attended by each elected official with total expenditures. This record shall be attached to the member's application to attend a training course.
2. Costs per Council member shall not exceed \$750.00 per event or \$1,000.00 per fiscal year, unless approved by a majority of the City Council; and costs for Mayor shall not exceed \$750.00 per seminar or \$1,500.00 per fiscal year, unless approved by a majority of the City Council. The City Secretary will verify the availability of funds as budgeted and approved for each fiscal year.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF AZLE, TEXAS ON this the 21st day of September, 2004.

APPROVED:



Linda Arrington, Mayor

ATTEST:



Helen Daily, City Secretary

RESOLUTION NO. R-2007-11

A RESOLUTION OF THE CITY OF AZLE, TEXAS REPEALING RESOLUTION NO. 2004-016 TO RETROACTIVELY RESCIND GUIDELINES ON EXPENDITURES OF COUNCILMEMBERS FOR ATTENDING CONFERENCES AND TRAINING; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council has previously enacted Resolution No. 2004-016, which established procedures and guidelines on expenditures of Council members for attending conferences and training; and

WHEREAS, the City Council has now determined that the purposes for such guidelines are no longer valid, and that circumstances have materially changed, and that the amounts established therein are not reasonable or appropriate, and that the Council can adequately monitor such expenditures without establishing any specific guidelines;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AZLE, TEXAS:

**SECTION 1.
ORDER**

The City Council hereby orders that Resolution No. 2004-016, a copy of which is attached hereto as Exhibit A, is hereby repealed.

**SECTION 2.
NOTICE**

Upon adoption of this Resolution, the City Secretary is directed to give notice of this resolution in the manner required by law.

**SECTION 3.
AUTHORIZATION OF NECESSARY ACTIONS**

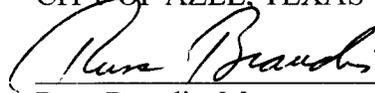
The Mayor and the City Secretary, in consultation with the City Attorney, are authorized and directed to take all actions necessary to effectuate this resolution.

**SECTION 4.
EFFECTIVE DATE**

This Resolution shall be effective upon its adoption.

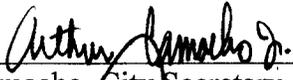
Passed and approved this 4th day of SEPTEMBER, 2007

CITY OF AZLE, TEXAS



Russ Braudis, Mayor

ATTEST:



Art Camacho, City Secretary

APPROVED AS TO FORM AND LEGALITY



Tim G. Sralla, City Attorney

City Council Communication

Item # 4

Submitted By: Craig Lemin, MDD Executive Director **Date:** November 8, 2013

Subject: Economic Development

Action Requested: Discussion regarding Azle’s Retail Analysis and Merchandising Plan

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

In February 2011, Council approved entering into an agreement with Catalyst Commercial Consultants to assist the City with commercial development, redevelopment and retail recruitment. They developed a marketing analysis and merchandising plan. The Board wishes to review/discuss the plan.

This document is a large file. Council has been provided the marketing plan on a flashdrive or the document is available on the city website under the tab *Doing Business;Economic Development*.

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"/> Proposal	<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"/> Applications	<input type="checkbox"/> Federal Law	<input checked="" type="checkbox"/> Plans/Drawings/Maps
<input type="checkbox"/> Staff	<input type="checkbox"/> Checklist	<input type="checkbox"/> Bid Tabulations	<input type="checkbox"/> Charter
<input type="checkbox"/> Other	<input type="checkbox"/> Attachments	<input type="checkbox"/> Notices	<input type="checkbox"/> State Law

City Council Communication

Item # 5

Submitted By:	Craig Lemin, MDD Executive Director	Date:	November 8, 2013
Subject:	City of Azle water and sewer maps		
Action Requested:	Discuss/review City of Azle water and sewer maps		
Purpose (Outline – Who, What, Where, Why & How)			
The Board has requested to review the City's maps with the water and sewer line locations to become better acquainted with the city's infrastructure.			
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"/> Proposal	<input type="checkbox"/> Legal Opinion	<input type="checkbox"/> Minute Order
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