

**AZLE MUNICIPAL DEVELOPMENT DISTRICT
REGULAR MEETING**

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

TUESDAY, July 11, 2017

AGENDA

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

**Director Jack Stevens
Director Justin Berg
Council Member Bill Jones
Council Member David McClure**

**REGULAR SESSION
CALL TO ORDER**

6:30 p.m.

Issue *Statement of Appointed Officer* and *Oath of Office* to returning board members Joe McCormick, Jack Stevens, Justin Berg and new board member Councilman Bill Jones

ACTION ITEMS

1. Consider any action on appointment of officers to the Azle Municipal Development District
Tom Muir, Executive Director
2. Consider approving the Minutes of the May 9, 2017 Azle MDD regular meeting
Tom Muir, Executive Director
3. Consider any action on providing for amendments to the FY 2016-2017 MDD Budget
Tom Muir, Executive Director
4. Consider any action on the proposed FY 2017-2018 MDD Budget
Tom Muir, Executive Director

PRESENTATION

5. Monthly report
Karen Dickson, Economic Development Director

DISCUSSION ITEMS

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

ADJOURNMENT

I, the undersigned authority, do hereby certify the above Agenda was posted at City Hall on July 7, 2017 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: Ray Ivey – MDD President	Date: July 6, 2017
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 6, 2017

Subject: Azle MDD Board Minutes.

Action Requested: Consider approving the Minutes of the May 9, 2017 Azle MDD regular 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
<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
May 9, 2017**

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 6:30 p.m. in the Council Chambers of City Hall, 613 Southeast Parkway, Azle, Texas, on the 9th day of May 2017 with the following members present:

Kevin Ingle	Vice President - Place 6
Joe McCormick	Secretary - Place 3
Councilman Paul Crabtree	Director - Place 1
Councilman David McClure	Director - Place 2
Jack Stevens	Director - Place 5
Justin Berg	Director - Place 7
Tom Muir	Executive Director/City Manager

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

Karen Dickson	Economic Development Director
Renita Bishop	Finance Director
Susie Hiles	Assistant to City Manager- Scribe

The following items were considered in accordance with the official agenda posted on the 5th day of May 2017.

REGULAR SESSION:
CALL TO ORDER

6:30 p.m.

Vice President Kevin Ingle called the session to order at 6:33 p.m.

PRESENTATION

1. Presentation of the MDD's Quarterly Investment Report for Quarter ended March 31, 2017

Finance Director Renita Bishop presented the Quarterly Investment Report to the Board noting the value of this Quarter's investment at \$1,222,916, with \$774,251 of that amount being in depository banks and investment pools; the remaining balance of \$448,665 being in Certificates of Deposits. The average quarterly yield was 0.75% with quarterly interest earnings of \$1,529 and fiscal year to date interest earnings of \$2,793. Ms. Bishop reported one of the certificates of deposit will mature in August.

2. Monthly Report on Economic Development

EDD Dickson reported:

- she represented Azle at a booth at the Society of Commercial Realtors Commercial Trade Expo on April 20 in Ft. Worth. This was the first ever Tarrant based Expo featuring local EDC's and major developers from the North Texas area. She received lots of interest and has been following up on these inquiries. We will be exhibiting at the same type of event in Dallas on September 7. Azle currently does not have a tradeshow set up, so will be working towards acquiring this. Ms Dickson is working with Eisenberg, who helped create the economic development website, to create a display. This will be included in next year's budget. Estimated cost for the Dallas event - booth rental, design/development of 3 banners, promotional materials and giveaways is \$6,000, which will be paid from this year's budget.
- she has submitted award applications to IEDC and SEDC for website award. Judging will happen in June.

Projects:

- Flying Wrench Garage applied and was approved by Council for a sign grant in the amount of \$1924.26

**MINUTES
REGULAR MEETING
AZLE MUNICIPAL DEVELOPMENT DISTRICT
May 9, 2017**

DRAFT

- Several inquiries regarding the Façade and Sign Improvement Grant; two significant applications should be coming through.
- More residential developers asking questions and performing due diligence

ACTION ITEMS

3. Consider approving the Minutes of the March 14, 2017 Azle MDD regular meeting.

Director Jack Stevens moved to approve the Minutes as discussed, with second by Director Justin Berg. The motion was unanimously approved.

DISCUSSION ITEMS

4. Discussion regarding upcoming FY2017-18 budget process.

Vice President Ingle recognized City Manager Tom Muir who stated staff was working on the fiscal year budget and wanted to get input from the Board on what they would like included. MDD fund balance, at the end of this fiscal year, is projected to be about \$1.2 million; estimated projection for fund balance at the end of FY 2017-2018 to be \$1.5 million.

The Board and staff discussed various items of interest and decided the main item of interest was to set aside a percentage of the MDD annual budget income towards “quality of place” purposes - projects that enhance quality of life – not maintenance projects. (Board to compile a short list of qualifying projects.) Decision was to budget 5% of current fund balance for “seed” money and budget 5% of annual revenues going forward. Board was also in favor of continuing to set aside funds to support the efforts of the Economic Development Department in selling Azle.

Mr. Muir stated staff would present the proposed MDD budget at the July 11 meeting and hold a public hearing before presenting it to Council for final approval.

5. Discussion regarding Azle Municipal Development District plans/procedures/policies as well as funding opportunity options.

No items were discussed.

ADJOURNMENT

Vice President Kevin Ingle adjourned the meeting at 7:45 p.m.

PRESENTED AND APPROVED this the 13th day of June, 2017.

APPROVED:

Ray Ivey, President

ATTEST:

Joe McCormick, Secretary

City Council Communication

Item # 3

Submitted By: Tom Muir, Executive Director	Date: July 11, 2017
Subject: FY 2016-17 Budget	

Action Requested: Consider any action on proposed amendments to the FY 2016-17 annual budget

Purpose (Outline – Who, What, Where, Why & How)
<p>The Board is requested to consider proposed amendments to the FY 2016-17 budget reflecting changes in projected revenues and expenditures/expenses. Explanations are included where changes are made in the respective budgets.</p> <p>Total revenue is projected to be \$21,500 more than originally budgeted – projected increase in actual tax collections and interest earnings. Total expenditures increased \$25,000 over the original budget due to Servolution and the Good Neighbor’s Program annual administrative support grant.</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 checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Notices	<input type="checkbox"/> Charter

**Azle Municipal Development District Fund
Budget Summary
FY 2016-2017**

	Budget 2016-17	Estimated 2016-17
Beginning Balance	1,132,868	1,132,868
Revenue		
Sales Tax	440,000	457,000
Interest Income	2,500	7,000
Total Revenue	442,500	464,000
Expenses		
Personnel Services	75,767	75,767
Supplies	3,434	3,434
Maintenance	-	-
Contractual Services	88,055	113,055
Capital Outlay	-	-
Total Operating Expenses	167,256	192,256
 Debt Service	 -	 -
 Ending Balance	 1,408,112	 1,404,612

Sales Tax: Increase to reflect projected increase in actual tax collections.

Interest Income: Increase to reflect higher yields.

MUNICIPAL DEVELOPMENT DISTRICT FUND

20-567

ACCT#	ACCOUNT DESCRIPTION	Budgeted 2016-17	Estimated 2016-17	ACCT#
8002	SALARIES	57,121	57,121	8002
8007	LONGEVITY	-	-	8007
8010	INCENTIVE PROGRAM	800	800	8010
8012	TMR-C	7,082	7,082	8012
8014	HEALTH & DENTAL INSURANCE	5,764	5,764	8014
8015	DISABILITY INSURANCE	649	649	8015
8016	MEDICARE	840	840	8016
8020	UNEMPLOYMENT TAX	90	90	8020
8022	WORKER'S COMPENSATION	221	221	8022
8024	AUTO ALLOWANCE	3,200	3,200	8024
8026	CLOTHING ALLOWANCE	-	-	8026
8028	PERSONNEL RECRUITMENT	-	-	8028
8030	APPLICANT PROCESSING	-	-	8030
8080	PERSONNEL - OTHER	-	-	8080
8000	PERSONNEL SERVICES	75,767	75,767	8000
8102	OFFICE SUPPLIES	600	600	8102
8104	NON-OFFICE SUPPLIES	-	-	8104
8106	PRINTING	2,667	2,667	8106
8108	POSTAGE	167	167	8108
8114	MINOR EQUIPMENT	-	-	8114
8180	SUPPLIES - OTHER	-	-	8180
8100	SUPPLIES	3,434	3,434	8100
8312	LEGAL NOTICES / ADVERT.	14,333	14,333	8312
8314	PROFESSIONAL SERVICES	6,667	6,667	8314
8324	TELEPHONE	560	560	8324
8350	SPECIAL EVENTS	2,333	2,333	8350
8354	TRAVEL & TRAINING	17,629	17,629	8354
8356	DUES & SUBSCRIPTIONS	4,533	4,533	8356
8362	ECONOMIC DEVELOPMENT	42,000	67,000	8362
8380	CONTRACTUAL SERVICES - OTHER	-	-	8380
8300	CONTRACTUAL SERVICES	88,055	113,055	8300
8580	CAPITAL OUTLAY - OTHER	-	-	8542
8500	CAPITAL OUTLAY	-	-	8500
	DEPT TOTAL	167,256	192,256	

Economic Development:
 Increase for Servolution
 Good Neighbor's program
 annual administrative
 support grant.

City Council Communication

Item # 4

Submitted By: Tom Muir, Executive Director	Date: July 11, 2017
Subject: Proposed FY 2017-18 Budget	

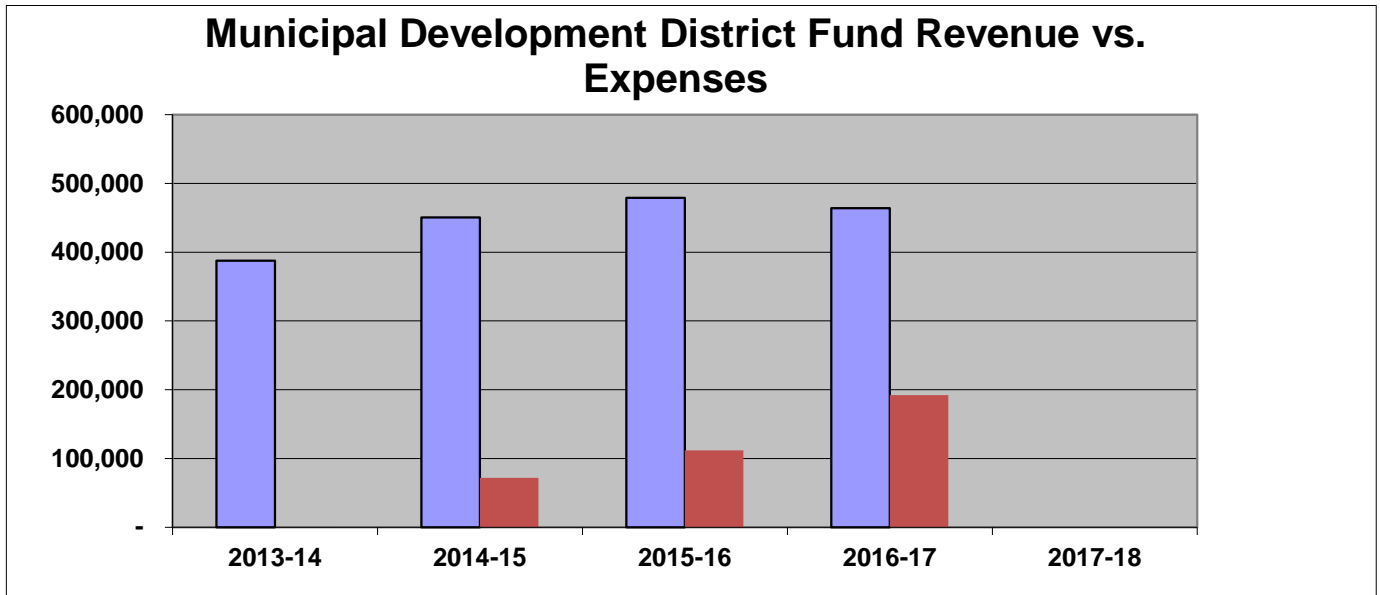
Action Requested: Consider any action on the proposed FY 2017-18 budget.

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 on July 18, 2017. The City Council will consider approval of the proposed MDD budget at the same time they consider approving the City's proposed FY 2017-18 budget in September.</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
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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 checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Notices	<input type="checkbox"/> Charter

Azle Municipal Development District Fund Budget Summary FY 2017-2018

	Actual 2013-14	Actual 2014-15	Actual 2015-16	Budget 2016-17	Estimated 2016-17	Proposed 2017-18	Board Rec. 2017-18	Approved 2017-18
Beginning Balance	-	387,118	765,960	1,132,868	1,132,868	1,404,612	1,404,612	1,404,612
Revenue								
Sales Tax	387,528	449,503	473,584	440,000	457,000	450,000		
Interest Income	40	1,217	4,874	2,500	7,000	7,000		
Miscellaneous Revenue	-	-	467	-	-	-	-	-
Total Revenue	387,568	450,720	478,924	442,500	464,000	457,000	-	-
Expenses								
Personnel Services	-	55,065	62,983	75,767	75,767	78,666	-	-
Supplies	-	913	5,049	3,434	3,434	3,434	-	-
Maintenance	-	-	-	-	-	-	-	-
Contractual Services	450	15,900	43,984	88,055	113,055	88,245	-	-
Capital Outlay	-	-	-	-	-	-	-	-
Total Operating Expenses	450	71,879	112,016	167,256	192,256	170,345	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	93,081	-	-
Ending Balance	387,118	765,960	1,132,868	1,408,112	1,404,612	1,598,186	1,404,612	1,404,612



PURPOSE STATEMENT:

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

GOALS AND OBJECTIVES:

Continue BRE (Business Retention & Expansion) Program
Promote properties/buildings with the highest development potential
Continue to engage in Dialogue of Introduction to Opportunities in Azle and Relationship Development with Consultants, Developers, and Brokers
Continue with outreach plan to targeted consultants, commercial brokers, and retail developers in the Dallas/Fort Worth market and set up meetings with six (6) representatives
Participate in one ICSC event
Exhibit at 3 trade shows
Continue economic development websites for Azle
Continue to work with City Staff to identify infrastructure goals for water/wastewater extensions to the most developable properties
Partner with allies in marketing opportunities
Develop an Azle Main Street Program
Participate in quality of life projects with the City.

KEY POINTS OF PROPOSED BUDGET:

Personnel services include step pay plan increase and increased benefit costs.
Transfer funds for future projects to enhance the quality of life.

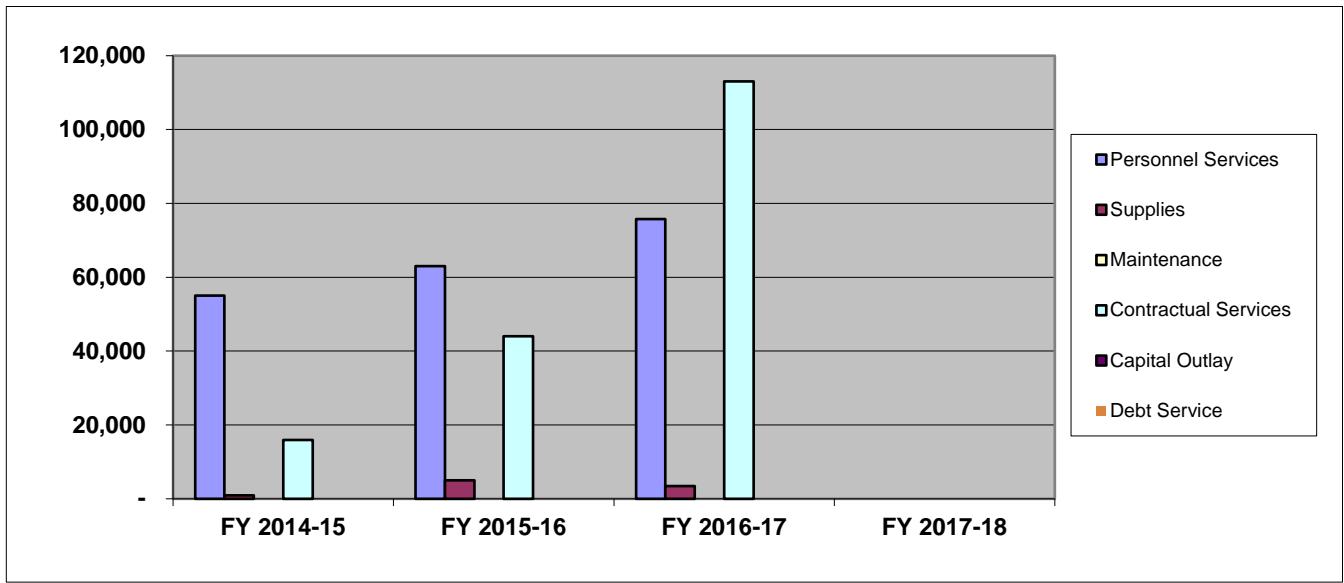
KEY INDICATORS OF PERFORMANCE:

	Actual	Estimate	Projection
	FY 15-16	FY 16-17	FY 17-18
BRE Visits	14	15	15
Site Selector/Developer Visits	2	10	15

Municipal Development District Fund

**Account
20-567**

BUDGET SUMMARY:	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2017-18
	Actual	Actual	Actual	Estimated	Board Rec.	Budgeted
Personnel Services	-	55,065	62,983	75,767	-	-
Supplies	-	913	5,049	3,434	-	-
Maintenance	-	-	-	-	-	-
Contractual Services	450	15,900	43,984	113,055	-	-
Capital Outlay	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Total	450	71,879	112,016	192,256	-	-



PERSONNEL:	Salary Range	FY 2016-17	FY 2017-18	FY 2017-18
		Actual	Board Rec.	Budgeted
Economic Development Director	73,348 - 101,221	0.67	0.67	0.67
Total Personnel		0.67	0.67	0.67

MUNICIPAL DEVELOPMENT DISTRICT FUND

ACCT#	ACCOUNT DESCRIPTION	Actual FY 2013-14	Actual FY 2014-15	Actual FY 2015-16	Budgeted FY 2016-17	Estimated FY 2016-17
8002	SALARIES	-	42,643	45,617	57,121	57,121
8007	LONGEVITY	-	-	-	-	-
8010	INCENTIVE PROGRAM	-	-	448	800	800
8012	RETIREMENT - TMRS	-	4,968	5,659	7,082	7,082
8014	HEALTH & DENTAL INSURANCE	-	3,416	4,081	5,764	5,764
8015	DISABILITY INSURANCE	-	528	474	649	649
8016	MEDICARE	-	631	691	840	840
8020	UNEMPLOYMENT TAX	-	-	-	90	90
8022	WORKER'S COMPENSATION	-	282	299	221	221
8024	AUTO ALLOWANCE	-	2,597	2,288	3,200	3,200
8026	CLOTHING ALLOWANCE	-	-	-	-	-
8028	PERSONNEL RECRUITMENT	-	-	3,426	-	-
8030	APPLICANT PROCESSING	-	-	-	-	-
8080	PERSONNEL - OTHER	-	-	-	-	-
8000	PERSONNEL SERVICES	-	55,065	62,983	75,767	75,767
8102	OFFICE SUPPLIES	-	260	437	600	600
8104	NON-OFFICE SUPPLIES	-	253	-	-	-
8106	PRINTING	-	300	4,546	2,667	2,667
8108	POSTAGE	-	-	-	167	167
8114	MINOR EQUIPMENT	-	100	67	-	-
8180	SUPPLIES - OTHER	-	-	-	-	-
8100	SUPPLIES	-	913	5,049	3,434	3,434
8312	LEGAL NOTICES / ADVERT.	-	6,337	16,296	14,333	14,333
8314	PROFESSIONAL SERVICES	-	5,000	16,572	6,667	6,667
8324	TELEPHONE	-	456	495	560	560
8350	SPECIAL EVENTS	-	-	188	2,333	2,333
8354	TRAVEL & TRAINING	450	3,450	6,689	17,629	17,629
8356	DUES & SUBSCRIPTIONS	-	657	3,745	4,533	4,533
8362	ECONOMIC DEVELOPMENT	-	-	-	42,000	67,000
8380	CONTRACTUAL SERVICES - OTHER	-	-	-	-	-
8300	CONTRACTUAL SERVICES	450	15,900	43,984	88,055	113,055
8580	CAPITAL OUTLAY - OTHER	-	-	-	-	-
8500	CAPITAL OUTLAY	-	-	-	-	-
	DEPT TOTAL	450	71,879	112,016	167,256	192,256

20-567

Proposed FY 2017-18	Board Rec. FY 2017-18	Approved FY 2017-18	ACCT#
59,575			8002
84			8007
800			8010
7,382			8012
5,764			8014
675			8015
875			8016
90			8020
221			8022
3,200			8024
-			8026
-			8028
-			8030
-			8080
78,666	-	-	8000
600			8102
-			8104
2,667			8106
167			8108
-			8114
-			8180
3,434	-	-	8100
8,466			8312
3,367			8314
560			8324
2,333			8350
19,370			8354
12,149			8356
42,000			8362
-			8380
88,245	-	-	8300
			8542
-	-	-	8500
170,345	-	-	

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	87,720	87,720	1,272		135	335	9,439	433	63	10,726	932
		Step Increase	1,598	1,598	23			6				195	17
		Cost of Living Increase			-			-				-	-
		Incentive Pay	1,200	1,200	17			5				147	
	MDD Share	Econ. Dev. Director	87,720	58,509	848		90	223	5,475	289	42	7,154	622
			1,066	1,066	15			4				130	11
			-	-	-			-				-	-
		MDD Total	800	800	12		90	3	5,475	289	42	98	633
				60,375	875	-		230				7,382	75,392.47
	City Share	Econ. Dev. Director	87,720	29,211	424		45	111	2,733	144	21	3,572	310
			532	532	8			2				65	6
			-	-	-			-				-	-
		City Total	400	400	6		45	2	2,733	144	21	49	316
				30,143	437	-		115				3,686	



Priority Level 1

City of Azle 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: Quality of Life Projects Funding

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.

At their meeting on May 9, the Board decided that the main item of interest was to set aside funds in the MDD budget for "quality of place purposes". These funds will be used for projects that enhance the quality of life. The decision was made to set aside 5% of the current fund balance and 5% of annual revenues to fund these projects. This request is for a total transfer of \$93,081 and includes \$70,231 which is 5% of the estimated 2017-2018 beginning fund balance and \$22,850 for 5% of projected revenues for 2017-2018.

Consequences if Request is Denied:

The City may not be able to fund projects that would promote economic development by encouraging residential and commercial growth.

Line Item(s) Affected by This Request:

Account Number(s) and Corresponding Increases (Decreases):	<u>Line Item</u>	<u>\$ Amount</u>
	- - -	93,081
	- - -	-
	- - -	-
	- - -	-
	- - -	-
	- - -	-
	- - -	-
	- - -	-
	Total	\$ 93,081

Request Included _____ Request Denied _____
 City Manager Comments _____



City of Azle 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: Marketing

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.

Increase Marketing Budget by \$190. Increases include the following: 1) Professional Services for the development of marketing collateral; 2) Travel & Training due to increased trade show participation; 3) Memberships include ongoing website programs and hosting and slight increase in dues.

Decrease in Marketing Budget by \$9,167 due to elimination of previously proposed print advertising and reduced 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	(5,867)
	20 - 567 - 8314	(3,300)
	20 - 567 - 8354	1,741
	20 - 567 - 8312	7,616
	- - -	-
	- - -	-
	- - -	-
	Total	\$ 190

Request Included _____ Request Denied _____

City Manager Comments

Municipal Development District Communication

Item # 5

Submitted By: Karen Dickson – Economic Dev Director	Date: July 6, 2017
Subject: EDD Monthly Report	

Action Requested: Present EDD Monthly Report

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

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"/> 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