



**City of Azle
Regular Agenda
Municipal Development District Board**

505 W. Main Street
Azle, Texas 76020

July 11, 2023

6:00 PM

Community Room

Pursuant to Section 551.071 of the Texas Government Code, the Board may convene into Executive Session(s) from time to time as deemed necessary during the meeting for any posted agenda item and may receive advice from its attorney as permitted by law.

REGULAR SESSION

CALL TO ORDER

ACTION ITEMS

1. Consider approving the Minutes of the June 13, 2023 Azle MDD regular meeting.
Brian Conner - Secretary
2. Consider any action on Resolution No. M2023-01 amending authorized representatives for the Municipal Development District's Texas Local Government Investment Pool (TexPool) account.
Renita Bishop, Finance Director
3. Consider any action on the proposed FY 2023-24 Budget.
Tom Muir - Executive Director

PRESENTATION

4. Economic Development Report
David Hawkins, Director of Planning and Development

ADJOURNMENT

I, the undersigned authority, do hereby certify the above Agenda was posted at City Hall on July 7, 2023, 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.

Assistant to the City Manager

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 Municipal Development District Board agenda packet is available for review at the City Secretary's Office and on our website www.cityofazle.org.



Presenter: Brian Conner, Councilmember

Agenda Item: Consider approving the Minutes of the June 13, 2023 Azle MDD regular meeting.

Background and Explanation:

Procedural

Board/Commission/Committee Recommendation:

Staff Recommendation:

Attachments:

1. Minutes 06-13-23



MINUTES
Regular
Azle Municipal Development District
Board

505 W. Main Street
Azle, Texas 76020

June 13, 2023

6:00 PM

Community Room

CALL TO ORDER

President Jack Stevens called the meeting to order at 6:00 PM.

Members Present:

Jack Stevens	President
Brian Conner	Secretary
Jack Reynolds	Director - Place 6
Randa Goode	Director Place 1
Amy Estes	Director Place 2
Stacy Peek	Director Place 3

Members Absent:

Bill Jones	Vice President
------------	----------------

Staff Present:

Tom Muir	Executive Director
David Hawkins	Director of Planning and Development
Renita Bishop	Finance Director
Susie Hiles	Assistant to the City Manager (Scribe)

ACTION ITEM

1. Consider approving the Minutes of the May 9, 2023 Azle MDD regular meeting

Secretary Brian Conner moved to approve the Minutes of the May 9, 2023 Azle MDD regular meeting as presented. Director Randa Goode seconded the motion.

Yes: (6) Jack Stevens, Brian Conner, Jack Reynolds, Randa Goode, Stacy Peek, Amy Estes
Motion passed unanimously.

PRESENTATIONS

2. Quarterly Investment Report for the Quarter ended March 31, 2023

Finance Director Renita Bishop presented the Quarterly Investment Report ending March 31, 2023, noting the book value of this quarter's investments at \$3,595,284. The average quarterly yield was 3.61% with quarterly interest earnings of \$30,114.

3. Economic Development Report

Director of Planning and Development David Hawkins presented an update on current/future projects in the city.

- Azle Retail Development - 700 Block of FM 730 N - Screening wall has been installed. City has provided punch list items to the developer.
- Stardusk Skating Rink - 346 NW Parkway - Renovation of building into a spa and salon facility. Final Plat was approved on May 11.
- Fuego Mexican Restaurant - 151 Southeast Pkwy - planning to occupy the vacant Flames BBQ building.

Façade Grants:

- Park Place Plaza – application submitted for \$5,000 to repair existing pole sign. Council approved the application on May 16, 2023.

DISCUSSION ITEM

4. Presentation of proposed FY 2023-24 budget.

Executive Director Tom Muir reviewed the proposed budget for the MDD, noting the final proposed budget will be presented to the Board at the July meeting.

ADJOURNMENT

Presented and approved on July 11, 2023

Brian Conner, Secretary

Attest:

Susie Hiles, Scribe



Presenter: Renita Bishop, Finance Director

Agenda Item: Consider any action on Resolution No. M2023-01 amending authorized representatives for the Municipal Development District's Texas Local Government Investment Pool (TexPool) account.

Background and Explanation:

The Municipal Development District currently invests funds in TexPool, a public funds investment pool. TexPool requires a resolution by the MDD Board to add any authorized representatives to the MDD's account. This amendment is to add Angelia Garrett, Assistant Finance Director, to the account. Ms. Garrett will be processing routine transfers between the MDD's depository and TexPool account. She has recently completed ten (10) hours of investment training, as required by the Public Funds Investment Act and the District's Investment Policy.

A copy of the resolution required by TexPool is attached for your review.

Board/Commission/Committee Recommendation:

N/A.

Staff Recommendation:

Approve Resolution No. M2023-01.

Attachments:

1. Resolution M2023-01

Resolution Amending
Authorized Representatives

Please complete this form to amend or designate Authorized Representatives. *This document supersedes all prior Authorized Representative forms.*

*** Required Fields****1. Resolution****WHEREAS,**

Participant Name*

Location Number*

("Participant") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool ("TexPool / Texpool Prime"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

- A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.
- B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and
- C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1.
Name Title

Phone Fax Email

Signature

2.
Name Title

Phone Fax Email

Signature

3.
Name Title

Phone Fax Email

Signature

1. Resolution (continued)

4.

Name											
Phone											

Title											
Fax											

Email																							

Signature																							
-----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. *This limited representative cannot perform transactions.* If the Participant desires to designate a representative with inquiry rights only, complete the following information.

Name											
Phone											

Title											
Fax											

Email																							

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the

--	--

 day of

--	--

,

2	0
---	---

.

Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name of Participant*

SIGNED

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Signature*

Jack Stevens																							
--------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Printed Name*

Municipal Development District President																							
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Title*

ATTEST

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Signature*

Brian Conner																							
--------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Printed Name*

Municipal Development District Secretary																							
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Title*

2. Delivery Instructions

Please return this document to **TexPool Participant Services:**

Email: texpool@dstsystems.com

Fax: 866-839-3291



Presenter: Tom Muir - Executive Director

Agenda Item: Consider any action on the proposed FY 2023-24 Budget.

Background and Explanation:

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.

The proposed budget includes additional funding for the completion of the comprehensive master plan (\$112,500) as well as a couple of GIS software subscriptions for the Director of Planning and Development and the Community and Marketing Specialist (\$890).

If the Board approves this proposed budget, it will be presented to the City Council prior to August 1, 2023. The Council will consider approval of the proposed MDD budget at the same time they consider approving the City's proposed FY 2023-24 budget in August.

Board/Commission/Committee Recommendation:

N/A.

Staff Recommendation:

Approval of the proposed FY 2023-24 budget.

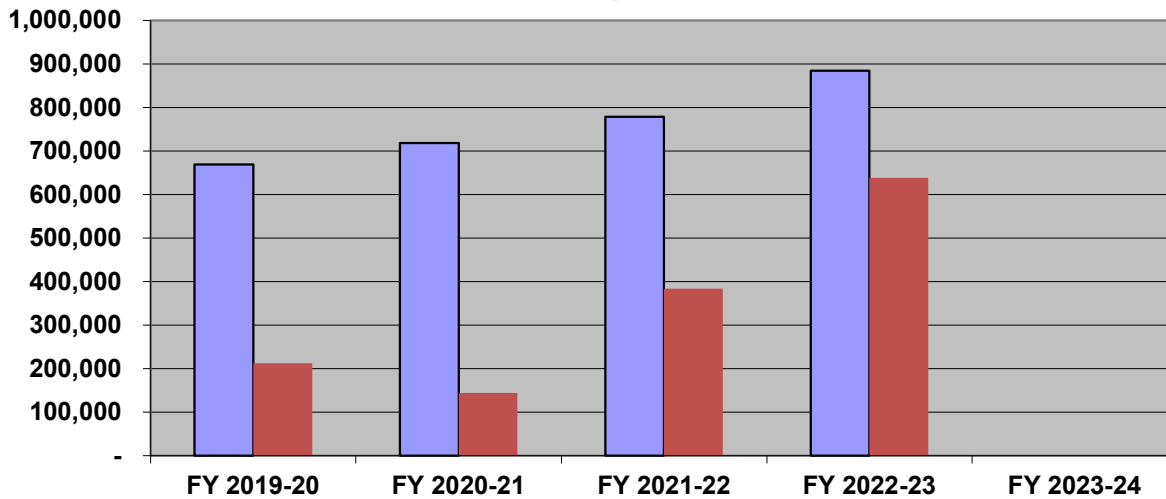
Attachments:

1. FY 2023-24 MDD Proposed Budget

Azle Municipal Development District Fund Budget Summary FY 2023-2024

	Actual FY 2019-20	Actual FY 2020-21	Actual FY 2021-22	Budget FY 2022-23	Estimated FY 2022-23	Proposed FY 2023-24	Board Rec. FY 2023-24	Approved FY 2023-24
Beginning Balance	2,068,890	2,500,774	3,050,311	3,413,405	3,413,405	3,622,566	3,622,566	3,622,566
<u>Revenue</u>								
Sales Tax	636,157	706,441	754,002	745,000	800,000	800,000		
Interest Income	33,145	11,747	21,357	10,000	85,000	85,000		
Miscellaneous Revenue	-	608	3,333	-	-	-	-	-
Total Revenue	669,302	718,796	778,693	755,000	885,000	885,000	-	-
<u>Expenses</u>								
Personnel Services	81,514	42,814	70,165	131,374	131,374	141,425	-	-
Supplies	2,556	-	-	1,271	1,271	1,271	-	-
Maintenance	-	-	-	-	-	-	-	-
Contractual Services	125,710	87,902	91,501	224,944	224,944	343,877	-	-
Capital Outlay	3,138	13,543	222,682	281,000	281,000	-	-	-
Total Operating Expenses	212,919	144,259	384,349	638,589	638,589	486,573	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfers	<u>24,500</u>	<u>25,000</u>	<u>31,250</u>	<u>37,250</u>	<u>37,250</u>	<u>40,000</u>		
Ending Balance	2,500,774	3,050,311	3,413,405	3,492,566	3,622,566	3,980,993	3,622,566	3,622,566

Municipal Development District Fund Revenue vs. Expenses



PURPOSE STATEMENT:

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

GOALS AND OBJECTIVES:

1. Continue monitoring the BRE (Business Retention & Expansion) Program
2. Develop online Business Directory (in conjunction with BRE program)
3. Promote properties/buildings with the highest development potential via AzleSites website
4. Continue to engage in dialogue of introduction to opportunities in Azle and relationship development with consultants, developers, and brokers
5. 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
6. Participate in two retail-related events in DFW area (Retail Live!)
7. Exhibit at two trade shows in DFW area (NTCAR and ICSC Red River)
8. Continue to monitor and make updates to economic development website for Azle
9. Continue to work with City Staff to identify infrastructure goals for water/wastewater extensions to the most developable properties
10. Partner with allies in marketing opportunities
11. Continue Servolution program participation
12. Continue to promote and support Façade and Signage Improvements Program to businesses
13. Continue working towards meeting objectives established in ED Action Plan and prepare for next ED Action Plan Update
14. Provide funding and support on the development of the new Azle Comprehensive Master Plan

KEY POINTS OF PROPOSED BUDGET:

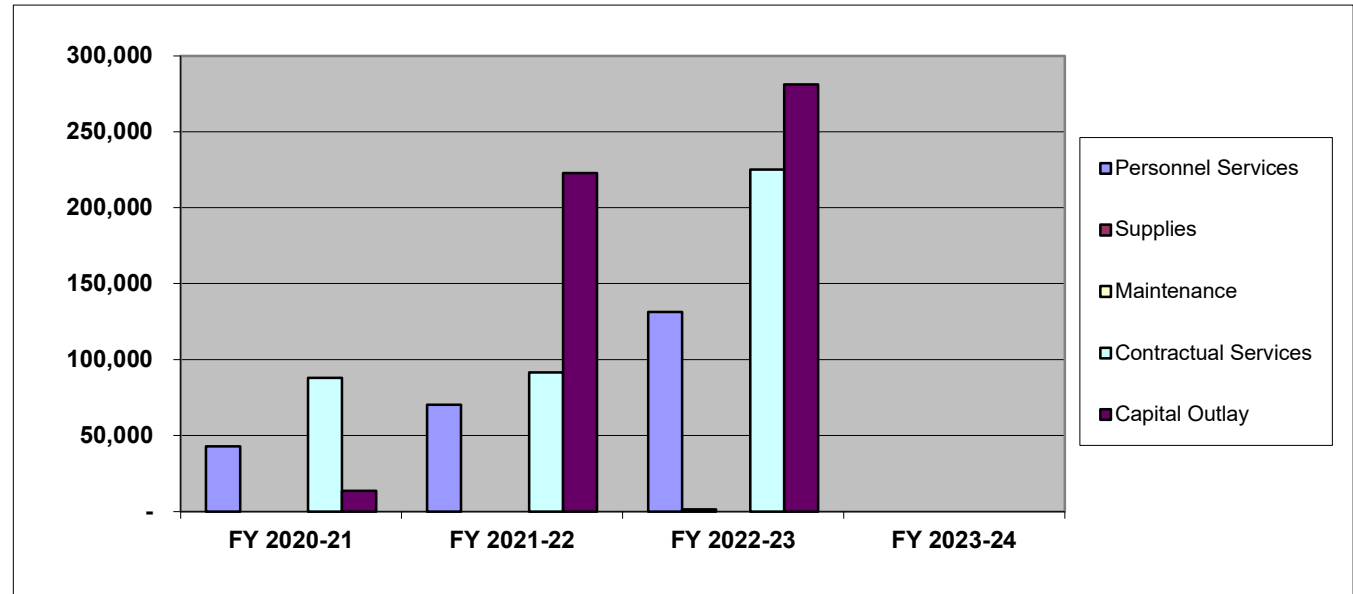
Contractual Services: Funds included for the completion of the Comprehensive Master Plan update.

KEY INDICATORS OF PERFORMANCE:

	Actual FY 21-22	Estimate FY 22-23	Projection FY 23-24
BRE Visits	8	12	20
Site Selector/Developer Visits	5	10	20
BRE Visits	10	15	30

Municipal Development District Fund**Account
20-567****BUDGET SUMMARY:**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24
	Actual	Actual	Actual	Estimated	Board Rec.	Budgeted
Personnel Services	81,514	42,814	70,165	131,374	-	-
Supplies	2,556	-	-	1,271	-	-
Maintenance	-	-	-	-	-	-
Contractual Services	125,710	87,902	91,501	224,944	-	-
Capital Outlay	3,138	13,543	222,682	281,000	-	-
Total	212,919	144,259	384,349	638,589	-	-

**PERSONNEL:**

	Salary Range	FY 2021-22	FY 2022-23	FY 2023-24
		Actual	Board Rec.	Budgeted
Director of Planning & Development	117,045	161,473	0.50	0.50
Marketing Specialist	62,071	85,632	0.00	0.67
Total Personnel			0.50	1.17
				0.00

MUNCIPAL DEVELOPMENT DISTRICT FUND

ACCT#	ACCOUNT DESCRIPTION	Actual FY 2019-20	Actual FY 2020-21	Actual FY 2021-22	Budgeted FY 2022-23	Estimated FY 2022-23
8002	SALARIES	62,843	34,056	54,861	101,421	101,421
8007	LONGEVITY	115	-	-	44	44
8010	INCENTIVE PROGRAM	708	-	-	800	800
8012	RETIREMENT - TMRS	8,794	4,041	7,423	13,481	13,481
8014	HEALTH & DENTAL INSURANCE	4,545	2,279	3,916	10,247	10,247
8015	DISABILITY INSURANCE	693	342	577	1,151	1,151
8016	MEDICARE	985	474	857	1,505	1,505
8020	UNEMPLOYMENT TAX	-	-	-	158	158
8022	WORKER'S COMPENSATION	-	61	123	167	167
8024	AUTO ALLOWANCE	2,833	1,560	2,409	2,400	2,400
8080	PERSONNEL - OTHER	-	-	-	-	-
8000	PERSONNEL SERVICES	81,514	42,814	70,165	131,374	131,374
8102	OFFICE SUPPLIES	268	-	-	200	200
8104	GENERAL SUPPLIES	2,209	-	-	-	-
8106	PRINTING	79	-	-	334	334
8108	POSTAGE	-	-	-	67	67
8114	MINOR EQUIPMENT	-	-	-	-	-
8128	COMPUTER SYSTEMS	-	-	-	670	670
8180	SUPPLIES - OTHER	-	-	-	-	-
8100	SUPPLIES	2,556	-	-	1,271	1,271
8312	LEGAL NOTICES / ADVERT.	12,328	329	-	14,000	14,000
8314	PROFESSIONAL SERVICES	2,770	3,958	6,759	138,400	138,400
8320	ENGINEERING SERVICES	-	2,979	17,344	-	-
8324	TELECOMMUNICATION	382	382	373	760	760
8350	SPECIAL EVENTS	5,835	-	-	2,667	2,667
8354	TRAVEL & TRAINING	10,015	663	697	-	-
8356	DUES & SUBSCRIPTIONS	9,974	3,302	3,517	3,517	3,517
8358	COMPUTER SYSTEMS & FEES	-	6,288	5,278	5,600	5,600
8362	ECONOMIC DEVELOPMENT GRANTS	84,407	70,000	57,533	60,000	60,000
8380	CONTRACTUAL SERVICES - OTHER	-	-	-	-	-
8300	CONTRACTUAL SERVICES	125,710	87,902	91,501	224,944	224,944
8580	CAPITAL OUTLAY - OTHER	3,138	13,543	222,682	281,000	281,000
8500	CAPITAL OUTLAY	3,138	13,543	222,682	281,000	281,000
	DEPT TOTAL	212,919	144,259	384,349	638,589	638,589

20-567

Proposed FY 2023-24	Board Rec. FY 2023-24	Approved FY 2023-24	ACCT#
105,756			8002
64			8007
800			8010
19,041			8012
10,264			8014
1,197			8015
1,568			8016
158			8020
177			8022
2,400			8024
-			8080
141,425	-	-	8000
200			8102
-			8104
334			8106
67			8108
-			8114
670			8128
-			8180
1,271	-	-	8100
14,000			8312
250,960			8314
-			8320
760			8324
2,667			8350
3,000			8354
6,890			8356
5,600			8358
60,000			8362
-			8380
343,877	-	-	8300
-			8542
-	-	-	8500
486,573	-	-	

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 7%	Projected Disability Costs
	Hawkins, David	Dir. of Planning & Dev.	121,305	121,305	1,759		135	199	8,268	505	63	21,356	1,289
		Step Increase	2,718	2,718	39			4				479	29
		Market Adjustment			-			-				-	-
		Allowances	4,800	4,800	70			8				845	
	MDD Share	Dir. of Planning & Dev.	121,305	60,653	879		68	99	4,134	253	32	10,678	645
		Step Increase	1,359	1,359	20			2				239	14
		Market Adjustment	-	-	-			-				-	-
		Allowances	2,400	2,400	35			4				423	
		MDD Total		64,412	934	-	68	106	4,134	253	32	11,340	659
	City Share	Dir. of Planning & Dev.	121,305	60,653	879		68	99	4,134	253	32	10,678	645
		Step Increase	1,359	1,359	20			2				239	14
		Market Adjustment	-	-	-			-				-	-
		Allowance	2,400	2,400	35			4				423	
		City Total		64,412	934	-	68	106	4,134	253	32	11,340	659
	Pegues, Kristen	Marketing Specialist	64,330	64,330	933		135	106	8,268	505	63	11,325	684
		Step Increase	1,890	1,890	27			3				333	20
		Market Adjustment		-	-			-				-	-
		Allowances		0	-			-				-	
	MDD Share	Marketing Specialist	64,330	43,101	625		90	71	5,540	338	42	7,588	458
		Step Increase	643	643	9			1				113	7
		Market Adjustment	-	-	-			-				-	-
		Allowances		-	-			-				-	
		MDD Total		43,744	634	-	90	72	5,540	338	42	7,701	465
	City Share	Marketing Specialist	64,330	21,229	308		45	35	2,728	167	21	3,737	226
		Step Increase	1,247	1,247	18			2				220	13
		Market Adjustment	-	-	-			-				-	-
		Allowance		-	-			-				-	
		City Total		22,476	326	-	45	37	2,728	167	21	3,957	239

5 Year Budget Projection
Municipal Development District

ACCT#	ACCOUNT DESCRIPTION	Actual FY 2019-20	Actual FY 2020-21	Actual FY 2021-22	Budgeted FY 2022-23
8002	SALARIES	62,843	34,056	54,861	101,421
8007	LONGEVITY	115	-	-	44
8010	INCENTIVE PROGRAM	708	-	-	800
8012	RETIREMENT - TMRS	8,794	4,041	7,423	13,481
8014	HEALTH & DENTAL INSURANCE	4,545	2,279	3,916	10,247
8015	DISABILITY INSURANCE	693	342	577	1,151
8016	MEDICARE	985	474	857	1,505
8020	UNEMPLOYMENT TAX	-	-	-	158
8022	WORKER'S COMPENSATION	-	61	123	167
8024	AUTO ALLOWANCE	2,833	1,560	2,409	2,400
8080	PERSONNEL - OTHER	-	-	-	-
8000	PERSONNEL SERVICES	81,514	42,814	70,165	131,374
8102	OFFICE SUPPLIES	268	-	-	200
8104	GENERAL SUPPLIES	2,209	-	-	-
8105	CLOTHING/UNIFORM	-	-	-	-
8106	PRINTING	79	-	-	334
8108	POSTAGE	-	-	-	67
8128	COMPUTER SYSTEMS	-	-	-	670
8180	SUPPLIES - OTHER	-	-	-	-
8100	SUPPLIES	2,556	-	-	1,271
8312	LEGAL NOTICES / ADVERT.	12,328	329	-	14,000
8314	PROFESSIONAL SERVICES	2,770	3,958	6,759	138,400
8320	ENGINEERING SERVICES	-	2,979	17,344	-
8324	TELECOMMUNICATION	382	382	373	760
8350	SPECIAL EVENTS	5,835	-	-	2,667
8354	TRAVEL & TRAINING	10,015	663	697	-
8356	DUES & SUBSCRIPTIONS	9,974	3,302	3,517	3,517
8358	COMPUTER SYSTEM FEES	-	6,288	5,278	5,600
8362	ECONOMIC DEVELOPMENT	84,407	70,000	57,533	60,000
8380	CONTRACTUAL SERVICES - OTHER	-	-	-	-
8300	CONTRACTUAL SERVICES	125,710	87,902	91,501	224,944
8580	CAPITAL OUTLAY - OTHER	3,138	13,543	222,682	281,000
8500	CAPITAL OUTLAY	3,138	13,543	222,682	281,000
	DEPT TOTAL	212,919	144,259	384,349	638,589

Estimated FY 2022-23	Proposed FY 2023-24	Projected FY 2024-25	Projected FY 2025-26	Projected FY 2026-27	Projected FY 2027-28	ACCT#
101,421	105,756	108,929	112,197	115,562	119,029	8002
44	64	66	68	70	72	8007
800	800	824	849	874	900	8010
13,481	19,041	19,612	20,201	20,807	21,431	8012
10,247	10,264	10,572	10,889	11,216	11,552	8014
1,151	1,197	1,233	1,270	1,308	1,347	8015
1,505	1,568	1,615	1,663	1,713	1,765	8016
158	158	163	168	173	178	8020
167	177	182	188	193	199	8022
2,400	2,400	2,472	2,546	2,623	2,701	8024
-	-	-	-	-	-	8080
131,374	141,425	145,668	150,038	154,539	159,175	8000
200	200	618	637	656	675	8102
-	-	-	-	-	-	8104
-	-	-	-	-	-	8105
334	334	500	500	500	500	8106
67	67	100	100	100	100	8108
670	670	-	-	-	-	8128
-	-	-	-	-	-	8180
1,271	1,271	1,218	1,237	1,256	1,275	8100
14,000	14,000	15,000	16,000	17,000	18,000	8312
138,400	250,960	5,000	5,000	5,000	7,000	8314
-	-	-	-	-	-	8320
760	760	760	780	780	800	8324
2,667	2,667	3,000	3,500	3,500	3,500	8350
-	3,000	4,000	5,000	5,000	5,000	8354
3,517	6,890	5,000	5,000	5,000	5,000	8356
5,600	5,600	6,000	6,000	6,000	6,000	8358
60,000	60,000	60,000	60,000	60,000	60,000	8362
-	-	-	-	-	-	8380
224,944	343,877	98,760	101,280	102,280	105,300	8300
281,000	-	-	-	-	-	8580
281,000	-	-	-	-	-	8500
638,589	486,573	245,646	252,555	258,075	265,750	

Request Title Comprehensive Master Plan

Ranking 1

Department MDD (567)

Fund MDD

Briefly describe request. Description should include how the item or program will increase service delivery or reduce other expenditures.

The cost of the Comprehensive Master Plan project (total cost = \$368,000) will be split between two (2) fiscal years. The Municipal Development District (MDD) has already budgeted \$134,000 for a portion of the costs for the new Comprehensive Master Plan for FY22-23 which began in April 2023. The remainder of the cost (\$66,000) was funded by Economic Development Dept. out of the General Fund. This request will be for MDD to cover a portion (67%) of the remainder cost of the Comp Master Plan (\$168,000) for FY23-24 which is expected to be completed in June 2024. The other portion of the cost is being funded by the Azle Economic Development Dept. (33%).

Consequences if denied.

Need to find another fund source to cover cost of Comprehensive Master plan that is 4 months underway.

Summary of Estimated Costs and Fiscal Impact

Personnel Services	\$0
Supplies, Maintenance and Services	\$112,560
Capital Outlay	\$0
Total	\$112,560
Budget Reductions	\$0
New Revenue	\$0
Net Fiscal Impact	\$112,560

☒ Approved

☐ Denied

City Manager's Comments

Budget Request Cost Estimates/Offsets

Title: Comprehensive Master Plan

Page 2

Section A: Personnel Costs If your supplemental request includes new positions and/or increased hours or pay for part-time employees, complete this section

Full -Time Positions (enter one position per line and annual salary for Step 1)

FTE	Position	Annual Salary	Incentive Pay	TMRS	Medicare	Disability	Health/ Dental	Workers' Comp	Unemployment	Total
				\$ -	\$ -	\$ -	\$-	\$ -	\$ -	\$-
				\$ -	\$ -	\$ -	\$-	\$ -	\$ -	\$-
				\$ -	\$ -	\$ -	\$-	\$ -	\$ -	\$-
TOTAL										\$0

Part-Time/Temporary (Hourly) Positions

Hourly Rate	Position	Annual Hours	Annual Amount	TMRS	FICA	Medicare	Workers' Comp	Unemployment	Total
			\$0	\$0	\$0	\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0	\$0	\$0	\$0
*Part-Time employees that work more than 1000 hours per year are subject to TMRS withholding.									TOTAL \$0

*Part-Time employees that work more than 1000 hours per year are subject to TMRS withholding.

** Part-Time/Temporary employees scheduled to work more than 29 hours per week must be provided Medical coverage and should be entered in the full-time section.

Overtime

Description	Annual Amount	TMRS	Medicare	Workers' Comp	Unemployment	Total
		\$0	\$0	\$0	\$0	\$0

Section B: Supplies, Maintenance & Services

(Fill in account and description below; do not aggregate accounts)

Acct. #	Description	Amount	One-Time or Recurring	Total
8314	Comprehensive Master Plan	\$112,560		\$112,560
				\$0
				\$0
				\$0
				\$0
Total Supplies, Maint. & Services				\$112,560

Section C: Capital Outlay (Fill in account and description below; do not aggregate accounts)

Acct. #	Description	Amount	One-Time or Recurring	Total
8508				\$0
8508				\$0
8580				\$0
Total Capital Outlay				\$0

Section D: Offsetting Budget Reductions and New Revenue

Budget Reductions/Cost Savings	Account #	Amount (enter as negative)	One-Time or Recurring

Total Budget Reductions **\$0**

New Revenue	Account #	Amount (enter as negative)	One-Time or Recurring
		\$0	

Total Revenue Offsets **\$0**

Net Fiscal Impact **\$112,560**

Request Title ESRI GIS Subscription

Ranking 2

Department MDD (567)

Fund MDD

Briefly describe request. Description should include how the item or program will increase service delivery or reduce other expenditures.

City is in process of switching from an AutoCAD-based mapping system to a GIS-based map system as part of the Comprehensive Master Plan project. In order to view and make edits to the new GIS citywide maps, a license from ESRI ArcGIS is needed which gives us the ability to collaboratively build maps and apps, perform spatial analysis, collect data, develop maps for the public and use it as a marketing tool. Portion of cost for annual license fee (\$1,330/year - Pro and Creator) to be from MDD (67%) and remainder coming from ED (33%).

Consequences if denied.

Not be able to view GIS shapefiles and make edits to maps.

Summary of Estimated Costs and Fiscal Impact

Personnel Services	\$0
Supplies, Maintenance and Services	\$890
Capital Outlay	\$0
Total	\$890
Budget Reductions	\$0
New Revenue	\$0
Net Fiscal Impact	\$890

☒ Approved

☐ Denied

City Manager's Comments

Budget Request Cost Estimates/Offsets

Title: ESRI GIS Subscription

Page 2

Section A: Personnel Costs If your supplemental request includes new positions and/or increased hours or pay for part-time employees, complete this section

Full -Time Positions (enter one position per line and annual salary for Step 1)

FTE	Position	Annual Salary	Incentive Pay	TMRS	Medicare	Disability	Health/Dental	Workers' Comp	Unemployment	Total
				\$ -	\$ -	\$ -	\$-	\$ -	\$ -	\$-
				\$ -	\$ -	\$ -	\$-	\$ -	\$ -	\$-
				\$ -	\$ -	\$ -	\$-	\$ -	\$ -	\$-
TOTAL										\$0

Part-Time/Temporary (Hourly) Positions

Hourly Rate	Position	Annual Hours	Annual Amount	TMRS	FICA	Medicare	Workers' Comp	Unemployment	Total
			\$0	\$0	\$0	\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0	\$0	\$0	\$0
*Part-Time employees that work more than 1000 hours per year are subject to TMRS withholding.									TOTAL \$0

*Part-Time employees that work more than 1000 hours per year are subject to TMRS withholding.

** Part-Time/Temporary employees scheduled to work more than 29 hours per week must be provided Medical coverage and should be entered in the full-time section.

Overtime

Description	Annual Amount	TMRS	Medicare	Workers' Comp	Unemployment	Total
		\$0	\$0	\$0	\$0	\$0

Section B: Supplies, Maintenance & Services

(Fill in account and description below; do not aggregate accounts)

Acct. #	Description	Amount	One-Time or Recurring	Total
8356	Subscription to ESRI ArcGIS	\$890	Recurring	\$890
				\$0
				\$0
				\$0
				\$0
Total Supplies, Maint. & Services				\$890

Section C: Capital Outlay (Fill in account and description below; do not aggregate accounts)

Acct. #	Description	Amount	One-Time or Recurring	Total
8508				\$0
8508				\$0
8580				\$0
Total Capital Outlay				\$0

Section D: Offsetting Budget Reductions and New Revenue

Budget Reductions/Cost Savings	Account #	Amount (enter as negative)	One-Time or Recurring

Total Budget Reductions **\$0**

New Revenue	Account #	Amount (enter as negative)	One-Time or Recurring
		\$0	

Total Revenue Offsets **\$0**

Net Fiscal Impact **\$890**



Presenter: David Hawkins, Director of Planning and Development
Agenda Item: Economic Development Report

Background and Explanation:

Board/Commission/Committee Recommendation:

Staff Recommendation:

Attachments:

None