

Municipal Development District Board Meeting

Aubrey Municipal Development Building
205 S. Main St.
Aubrey, TX 76227
May 16, 2024
6:00 PM



**(Notice of Potential Quorum for City Council, Planning and Zoning Commission, Board of Adjustment, Library Board, and Parks and Recreation Board - even though a quorum of the members of these boards may or may not be present, no official action will be taken by their members.)*

Notice Regarding Remote Participation of Board Members

Pursuant to Section 551.127, Texas Government Code, one or more Board Members may attend this meeting remotely using videoconferencing technology. A quorum of the Board will be physically present at the location provided above. The video and audio feed of the videoconferencing equipment can be viewed and heard by the public by accessing Zoom utilizing the Public Participation link identified below.

Notice Regarding Public Participation

Individuals may attend the meeting in person at the above address, or access the meeting via videoconference, or telephone conference call.

Join the Zoom Meeting by clicking on the following link:

<https://us06web.zoom.us/j/4819280108?pwd=dnNwbU51MmhjOHJKL3kzcGJ4MTN4UT09&omn=86988549853>

Meeting ID: 481 928 0108

Passcode: 868932

To join the meeting by phone, dial 1 (346) 248-7799 and use the Meeting ID and password above.

Call to Order - Determine if a Quorum is Present:

1. Call to Order - Determine if Quorum is Present
 - a. Work Session - Presentation and discussion regarding Strategic Plan
2. Adjourn 6:45 p.m.

Invocation & Pledge of Allegiance: Pledge of Allegiance to the Texas Flag - "Honor the Texas flag; I pledge allegiance to thee, Texas, one state, under God, one, and indivisible."

Community Announcements: Items of community interest may include recognizing Citizens and Staff for outstanding contributions to the community, a reminder about an upcoming event that is organized or sponsored by the governing body, and announcements of an imminent threat to public safety that has arisen after the posting of this agenda.

Citizen Input: Any person may address the Board. If your comments are concerning an agenda item, you may wait until the discussion on that item if you prefer. Once recognized by the chairperson, please step forward to the speaker's podium, state your name and address and speak directly into the microphone so that people in the room and those attending remotely can hear comments and see presentations. To request to speak via videoconference, click on "Participants" at the bottom of the screen, and click "Raise Hand." The chairperson will acknowledge your request and allow you to speak. Citizen comments are limited to three (3) minutes per individual unless additional time is otherwise required by law. No discussion or action may be taken at this meeting on any item not listed on the agenda, other than to make statements of factual information or recite existing policy in response to a citizen's inquiry.

Consent Items: Items placed on the Consent Agenda are considered routine in nature and non-controversial. The Consent Agenda can be acted upon in one motion. Items may be removed from the Consent Agenda by the request of Council, board members or staff. Consideration and action on the following:

1. Minutes of the MDD Board Meeting April 9th, 2024 and Special Meeting April 25th, 2024
2. Approve Monthly Financial Report for March 2024
3. Aubrey TIP Grant Policy and Application
4. Neon Cloud Video Proposal

New Business: New items previously requested by Board Members, City Staff, or citizens for consideration and/or action by the Board.

1. Consider and approve a resolution authorizing the formation of a Construction Sub-Committee.

2. Consider and approve a resolution authorizing the formation of a Mural Selection Sub-Committee.
3. Consider and discuss the preliminary 2024-25 fiscal year budget.

Staff Report Review staff activity report and updates from the Director on any development and business activity in Aubrey and/or upcoming meetings, training/conferences/event updates.

1. April Staff Report
2. 916 US Hwy 377 Property Lease/Update
3. Façade Grant

Future Agenda Requests: Council or Board Members, City Staff, and Citizens may request items to be included on future agendas. Discussion is limited to what the request is for, and if and when the item can be put on a future agenda.

*****EXECUTIVE SESSION***** In accordance with Texas Government Code, Section 551.001, et seq., the Board will recess into Executive Session (closed meeting) to discuss the following:

1. Section 551.071 - Consultation with Attorney. The Aubrey Municipal Development District reserves the right to adjourn into closed session at any time during the course of this meeting to consult with its attorney regarding any of the matters listed on this document. The Aubrey Municipal Development District may conduct a private consultation with the City Attorney to seek advice about pending or contemplated litigation, a settlement offer, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State of Bar of Texas clearly conflicts with the provisions of Chapter 551, including the following items:
 - Sign Policy
 - Downtown Development Projects
2. Section 551.072 –Real Property. Deliberate the purchase, exchange, lease, or value of real property, if deliberation in an open meeting would have a detrimental effect on the position of the government body in negotiations with a third person.
3. Section 551.087 - Deliberation regarding Economic Development Negotiations. The Aubrey Municipal Development District may convene in executive session to discuss or deliberate regarding commercial or financial information that the Board has received from a business prospect that the Board seeks to have locate, stay, or expand in or near the Board and with which the Board is conducting economic development negotiations; or to deliberate the offer of a financial or other incentive to a business prospect described above, including the following items:

- Downtown Development Projects

Motion to Recess into Executive Session.

Reconvene into Open Session: In accordance with Texas Government Code, Chapter 551, the Board will reconvene into Regular Session to consider and take appropriate action, if any, regarding any items discussed in Executive Session.

1. Take any action deemed necessary as result of the Executive Session.

-ADJOURN-

I, Jenny Hicks, City Secretary, certify that this Notice of Meeting was posted, per the Open Meetings Act, on the official bulletin board at the City Hall of the City of Aubrey, Texas and on the City's website at www.aubreytx.gov in accordance with Chapter 551, Texas Government Code, and shall remain posted until the meeting is adjourned.

I certify that the attached notice and agenda of items to be considered by the Aubrey Municipal Development District, Texas was removed by me from the official bulletin board of the City of Aubrey, Texas, 107 South Main St, Aubrey, Texas on the _____ day of _____, 2024.

(The Municipal Development District reserves the right to adjourn into closed session at any time during the course of this meeting to consult with its attorney regarding any of the matters listed on this document, as authorized by Texas Government Code Section 551.071 Consultation with Attorney.)

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at (940) 440-9343 for further information.

Municipal Development District Meeting

Meeting and Workshop
Aubrey Municipal Development Building
205 S. Main St
Aubrey, TX 76227
April 9, 2024
6:00 PM



Called meeting to order –

President Drew called the meeting to order at 5:30 p.m.

Present:

President – Holly Drew (Place 6)

Vice President – Erin Bogar (Place 3)

Secretary – Mike Browning (Place 5)

Director Place 2 – Jesse Auer

Director Place 4 – Mark Arbenowske

Director Place 7 – Tim Heitman

Others Present:

Charles Kreidler, City Manager

Christine Gossett, Executive Director

Alicia Kreh, Attorney/TOASE – via Zoom

Darrell Taylor, Project Advocates – via Zoom

Chris Branham – Catalyst Group

Jason Claunch – Catalyst Group - via Zoom

Presentation and Discussion with Catalyst Group, Jason and Chris, for the Strategic Plan.

Director Place 1 - Viki Dunn arrived at 5:42 p.m.

Closed Work Session at 6:13 pm

Call Regular Session to Order:

President Drew called the regular meeting to order at 6:13 p.m.

President – Holly Drew (Place 6)

Vice President – Erin Bogar (Place 3)

Secretary – Mike Browning (Place 5)

Director Place 1 - Viki Dunn

Director Place 2 – Jesse Auer

Director Place 4 – Mark Arbenowske

Director Place 7 – Tim Heitman

Others Present:

Charles Kreidler, City Manager

Christine Gossett, Executive Director

Alicia Kreh, Attorney/TOASE – via Zoom

Darrell Taylor, Project Advocates – via Zoom

Jim Sabonis, Hilltop Securities – via Zoom

Tarsha Polk Hearn, The Marketing Lady, LLC – Aubrey area citizen

Invocation & Pledge of Allegiance:

Secretary Browning led the invocation and the pledge.

Community Announcements

Charles Kreidler reminded everyone of the upcoming Concerts in the Park starting April 27th, weather permitting, and runs through June this summer.

Citizen Input:

None.

Consent Items:

1. Minutes of the following Board of Directors Meeting(s):
 - a. March 7, 2024, Regular Meeting
2. Monthly Financial Report
 - a. March 2024 – not available by meeting date
3. Aubrey Area Chamber of Commerce Lease

Director Dunn motioned to approve the Consent Items including the Consent Agenda. Director Arbenowske seconded the motion. Motion carried 7 to 0.

Staff Report:

Vice President Bogar requested to move Staff Report to be given after Item #5.

New Business:

1. Discuss and consider financing options for the purchase of property located at 916 US 377, Aubrey, Texas 76227 and Highmeadow Rd. for \$830,000.

Presentation by Jim Sabonis with Hilltop Securities. Discussion only. No action taken.

2. Consider and approve a resolution authorizing the purchase of property at 916 US 377, Aubrey, Texas 76227

and Highmeadow Rd. for \$830,000 and recommending the Aubrey City Council approve the purchase of 916 US 377, Aubrey, Texas 76227.

Vice President Bogar motioned to approve a resolution authorizing the purchase of property at 916 US 377, Aubrey, Texas 76227 and Highmeadow Rd. for \$830,000 and recommending the Aubrey City Council approve the purchase of 916 US 377 in Aubrey.

Director Dunn seconded the motion. Motioned carried 7 to 0.

3. Consideration and approve updates to the Aubrey MDD Targeted Improvement Grant program.

Discussion only. Directions were received to come back to the next meeting with an updated grant policy and application. No action taken.

4. Consider and approve a print ad in the Lakeside City Lifestyle magazine.

Secretary Browning motioned to approve staff placing a half-page ad in Lakeside City Lifestyle, 3 times this summer at the discretion of the Executive Director on the timing and ad content, as long as the content is driving traffic to visit the MDD website.

Director Arbenowske seconded the motion. Motion carried 5 to 0.

5. Consideration and review of Mural Submissions.

Discussion only. No action taken.

Staff Report:

Executive Director Gossett presented the March Staff Report with a social media activity report, updates on Aubrey area business visits, new business openings, and business closings.

6. Work Session discussion, including, but are not limited to:

- a. Goals and Objectives for the MDD Board
- b. Staff Expectations and Direction
- c. Economic Development Incentives
- d. Executive Director Training Opportunities and Planning
- e. Board Member Training Opportunities

No Discussion. No action taken.

Future Agenda Requests:

2023-24 Budget updates; Broker Tour; Grant; Mural Submissions Update

*****EXECUTIVE SESSION*****

Following Board Discussion, Director Dunn motioned to close the Open Session and go into Executive Session at 9:16 pm. regarding Section 551.071 – Consultation with Attorney, Section 551.072 - Real Property, Section 551.087 - Economic Development Negotiations, and Section 551.074 - Deliberation regarding Personnel Matters.

Director Arbenowske seconded the motion. Motion carried 7 to 0.

Vice President Bogar left during Executive Session at 9:25 p.m.

President Drew left during Executive Session at 9:25 p.m.

Following board discussion, Director Dunn motioned to close the Executive Session and reconvene the Open Session at 9:48 pm. Director Arbenowske seconded the motion. Motion carried 6 to 0.

President Drew returned after Executive Session at 9:48 p.m.

Reconvened into Open Session

ADJOURN

Director Dunn motioned to adjourn the meeting at 9:49 pm. Director Auer seconded the motion. Motion carried 6 to 0.

PASSED and APPROVED by the Aubrey Municipal Development District this __ day of _____, 2024.

Holly Drew, President

Mike Browning, Secretary

Municipal Development District Board



Municipal Development District Board Meeting
Minutes
Aubrey Municipal Development Building
205 S. Main St.
Aubrey, TX 76227
April 25, 2024
5:30 PM

Call to Order - Determine if a Quorum is Present:

The meeting was called to order at 05:31 PM

Present: Jesse Auer, Erin Bogar, Mike Browning, Holly Drew, Tim Heitman, Mark Arbenowske

Absent: Viki Dunn

Staff: Executive Director, Christine Gossett

Invocation & Pledge of Allegiance: Pledge of Allegiance to the Texas Flag - "Honor the Texas flag; I pledge allegiance to thee, Texas, one state, under God, one, and indivisible."

Secretary Browning offered the Invocation and led the Pledge of Allegiance.

New Business: New items requested for consideration.

1. Consideration and action on amending the Fiscal Year 2023-2024 Budget to balance revenue surplus and expense surplus for the MDD Budget; and providing an effective date.

MDD Board Director Jesse Auer made a motion to Approve as presented. MDD Vice President Erin Bogar seconded. Motion Passed (6:0). None opposed.

Future Agenda Requests: Council or Board Members, City Staff, and Citizens may request items to be included on future agendas. Discussion is limited to what the request is for, and if and when the item can be put on a future agenda.

Lease for new building.

-ADJOURN-

MDD Board Director Erin Bogar made a motion to Adjourn at 5:44 p.m. MDD Board Director Mike Browning seconded. Motion Passed (6:0). None opposed.

PASSED and APPROVED by the Aubrey Municipal Development District this __ day of _____, 2024.

Holly Drew, President

ATTEST:

Mike Browning, Secretary

BALANCE SHEET

AS OF: MARCH 31ST, 2024

701-MDD

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
701-11-000-00	MDD Cash	598,058.57	
701-11-000-84	Claim on Cash MDD	(115,082.46)	
701-11-000-90	Investment Account	2,416,924.60	
701-11-013-37	Sales Tax Receivable	159,278.70	
701-12-015-00	Land	20,500.00	
701-12-015-10	Buildings and improvements	171,183.05	
701-12-017-00	Accumulated Depreciation	(43,317.00)	
		<u>3,207,545.46</u>	
TOTAL ASSETS			3,207,545.46
			=====
LIABILITIES			
=====			
701-21-010-00	Accounts Payable Pooled	<u>235.07</u>	
TOTAL LIABILITIES			<u>235.07</u>
EQUITY			
=====			
701-31-040-10	Fund Balance - MDD	<u>2,735,356.60</u>	
TOTAL BEGINNING EQUITY		2,735,356.60	
TOTAL REVENUE		584,999.36	
TOTAL EXPENSES		<u>113,045.57</u>	
TOTAL REVENUE OVER/ (UNDER) EXPENSES		471,953.79	
TOTAL EQUITY & REV. OVER/ (UNDER) EXP.		<u>3,207,310.39</u>	
TOTAL LIABILITIES, EQUITY & REV.OVER/ (UNDER) EXP.			3,207,545.46
			=====

11-000-00		MDD Cash							
		B E G I N N I N G B A L A N C E							520,099.05
3/08/24	3/13	B20814	Deposit 000000	02264	AUBREY MDD TX COMPTROLLER TAX	JE# 005565		75,679.33CR	444,419.72
3/08/24	3/28	B20918	Deposit 000000	02293	SALES TAX	JE# 005597	000090	75,679.33	520,099.05
3/08/24	3/28	B20918	Deposit 000000	02293	SALES TAX	JE# 005597	000090	75,679.33	595,778.38
3/20/24	3/20	B20864	Deposit 000000	02276	Transfer cash from funds to PY	JE# 005577		336.45CR	595,441.93
3/31/24	4/09	B21021	Interest000000	02322	INTEREST INCOME	JE# 005627		2,616.64	598,058.57
		===== MARCH ACTIVITY DB: 153,975.30 CR: 76,015.78CR							77,959.52
		===== ACCOUNT TOTAL DB: 153,975.30 CR: 76,015.78CR							

11-000-84		Claim on Cash MDD							
		B E G I N N I N G B A L A N C E							107,694.69CR
3/07/24	3/07	B20755		02236	MDD ADMIN FEE	JE# 005532		1,250.00	106,444.69CR
3/07/24	4/03	B20980		02310	MDD ADMIN FEE 2403	JE# 005616	000095	2,500.00CR	108,944.69CR
3/07/24	3/07	A40220	TRANSFER	07081	701-901 A/P REIMBURSEMEN			349.00CR	109,293.69CR
3/14/24	3/14	A40315	TRANSFER	07093	701-901 A/P REIMBURSEMEN			68.03CR	109,361.72CR
3/19/24	3/19	A40334	TRANSFER	07099	701-901 A/P REIMBURSEMEN			291.65CR	109,653.37CR
3/19/24	3/19	A40345	TRANSFER	07103	701-901 A/P REIMBURSEMEN			631.28CR	110,284.65CR
3/20/24	3/20	B20864	Deposit 000000	02276	Transfer cash from funds to PY	JE# 005577		336.45	109,948.20CR
3/20/24	3/20	A40411	TRANSFER	07104	701-901 A/P REIMBURSEMEN			400.00CR	110,348.20CR
3/22/24	3/19	P00532	TRANSFER	00267	PR 3/2/24 - 3/15/24			3,067.94CR	113,416.14CR
3/22/24	3/20	B20865	Misc 000000	02274	Self Insurance	JE# 005575		336.45CR	113,752.59CR
3/22/24	3/19	A40335	TRANSFER	07099	701-901 A/P REIMBURSEMEN			50.00CR	113,802.59CR
3/31/24	3/14	A40320	TRANSFER	07083	701-901 A/P REIMBURSEMEN			1,279.87CR	115,082.46CR
		===== MARCH ACTIVITY DB: 1,586.45 CR: 8,974.22CR							7,387.77CR
		===== ACCOUNT TOTAL DB: 1,586.45 CR: 8,974.22CR							

11-000-90		Investment Account							
		B E G I N N I N G B A L A N C E							2,405,741.33
3/31/24	4/09	B21021	Interest000000	02322	INTEREST INCOME	JE# 005627		11,183.27	2,416,924.60
		===== MARCH ACTIVITY DB: 11,183.27 CR: 0.00							11,183.27
		===== ACCOUNT TOTAL DB: 11,183.27 CR: 0.00							

11-013-37		Sales Tax Receivable							
		B E G I N N I N G B A L A N C E							159,278.70

FUND : 701-MDD

TRANSACTION DATE: 3/01/2024 THRU 3/31/2024

DEPT : N/A

ACCOUNTS: ALL

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
11-088-41			EDC cash							
				B E G I N N I N G	B A L A N C E					0.00

12-015-00			Land							
				B E G I N N I N G	B A L A N C E					20,500.00

12-015-10			Buildings and improvements							
				B E G I N N I N G	B A L A N C E					171,183.05

12-017-00			Accumulated Depreciation							
				B E G I N N I N G	B A L A N C E					43,317.00CR

13-000-00			Due from other funds							
				B E G I N N I N G	B A L A N C E					0.00

21-010-00			Accounts Payable Pooled							
				B E G I N N I N G	B A L A N C E					0.00
3/01/24	3/07	A40147	CHK: 013275	07066	INTEGRITY FACILITY SOLUT	0187	618010		349.00CR	349.00CR
3/01/24	3/14	A40247	CHK: 013313	07082	VERIZON WIRELESS	0277	9958047538		68.03CR	417.03CR
3/07/24	3/07	A40220	TRANSFER	07081	701-901 A/P REIMBURSEMEN				349.00	68.03CR
3/14/24	3/14	A40315	TRANSFER	07093	701-901 A/P REIMBURSEMEN				68.03	0.00
3/19/24	3/19	A40325	DFT: 002273	07099	Federal W/H Payable	0116	T1 202403191649		197.89CR	197.89CR
3/19/24	3/19	A40325	DFT: 002273	07099	Medicare Payable	0116	T4 202403191649		93.76CR	291.65CR
3/19/24	3/19	A40334	TRANSFER	07099	701-901 A/P REIMBURSEMEN				291.65	0.00
3/19/24	3/19	A40345	TRANSFER	07103	701-901 A/P REIMBURSEMEN				631.28	631.28
3/20/24	3/20	A40378	CHK: 013333	07097	TMH PRODUCTIONS LLC	1123	01262024		400.00CR	231.28
3/20/24	3/20	A40411	TRANSFER	07104	701-901 A/P REIMBURSEMEN				400.00	631.28
3/22/24	3/19	A40327	DFT: 002275	07099	457 Withholding	0554	ICM202403191649		50.00CR	581.28
3/22/24	3/19	A40337	DFT: 002276	07101	HSA Contributions	0117	HSA202403191649		125.00CR	456.28
3/22/24	3/19	A40339	DFT: 002277	07101	TMRS Payable	0273	TMR202403191649		506.28CR	50.00CR
3/22/24	3/19	A40335	TRANSFER	07099	701-901 A/P REIMBURSEMEN				50.00	0.00
3/31/24	3/14	A40316	DFT: 002270	07083	JPMORGAN CHASE BANK	0556	2024/02		1,279.87CR	1,279.87CR
3/31/24	4/18	A40842	CHK: 013456	07151	ATMOS ENERGY	0126	40140961922403		85.07CR	1,364.94CR
3/31/24	4/18	A40870	CHK: 013454	07151	AM PLUMBING	0876	43169396		150.00CR	1,514.94CR
3/31/24	3/14	A40320	TRANSFER	07083	701-901 A/P REIMBURSEMEN				1,279.87	235.07CR
			=====	MARCH ACTIVITY	DB:	3,069.83	CR:	3,304.90CR	235.07CR	
			=====	ACCOUNT TOTAL	DB:	3,069.83	CR:	3,304.90CR		

21-010-12			Accounts Payable -MDD							

FUND : 701-MDD

TRANSACTION DATE: 3/01/2024 THRU 3/31/2024

DEPT : N/A

ACCOUNTS: ALL

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
B E G I N N I N G B A L A N C E										0.00

21-021-01	Payroll tax liabilities									
B E G I N N I N G B A L A N C E										0.00
3/19/24	3/19	A40325	DFT: 002273	07099	Federal W/H Payable	0116	T1 202403191649		197.89	197.89
3/19/24	3/19	A40325	DFT: 002273	07099	Medicare Payable	0116	T4 202403191649		46.88	244.77
3/22/24	3/19	P00532	FEDWH	00267	PR 3/2/24 - 3/15/24				197.89CR	46.88
3/22/24	3/19	P00532	MEDIC	00267	PR 3/2/24 - 3/15/24				46.88CR	0.00
===== MARCH ACTIVITY DB: 244.77 CR: 244.77CR										0.00
===== ACCOUNT TOTAL DB: 244.77 CR: 244.77CR										

21-021-08	MDD HSA Bank									
B E G I N N I N G B A L A N C E										0.00
3/22/24	3/19	P00532	HSA	00267	PR 3/2/24 - 3/15/24				125.00CR	125.00CR
3/22/24	3/19	A40337	DFT: 002276	07101	HSA Contributions	0117	HSA202403191649		125.00	0.00
===== MARCH ACTIVITY DB: 125.00 CR: 125.00CR										0.00
===== ACCOUNT TOTAL DB: 125.00 CR: 125.00CR										

21-021-09	Deferred Comp - 457									
B E G I N N I N G B A L A N C E										0.00
3/22/24	3/19	P00532	ICMA	00267	PR 3/2/24 - 3/15/24				50.00CR	50.00CR
3/22/24	3/19	A40327	DFT: 002275	07099	457 Withholding	0554	ICM202403191649		50.00	0.00
===== MARCH ACTIVITY DB: 50.00 CR: 50.00CR										0.00
===== ACCOUNT TOTAL DB: 50.00 CR: 50.00CR										

21-022-10	Wages Payable									
B E G I N N I N G B A L A N C E										0.00

21-023-00	MDD Fund TMRS due to state									
B E G I N N I N G B A L A N C E										0.00
3/22/24	3/19	P00532	TMR	00267	PR 3/2/24 - 3/15/24				262.52CR	262.52CR
3/22/24	3/19	A40339	DFT: 002277	07101	TMRS Payable	0273	TMR202403191649		262.52	0.00
===== MARCH ACTIVITY DB: 262.52 CR: 262.52CR										0.00
===== ACCOUNT TOTAL DB: 262.52 CR: 262.52CR										

FUND : 701-MDD

TRANSACTION DATE: 3/01/2024 THRU 3/31/2024

DEPT : N/A

ACCOUNTS: ALL

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====

23-000-00			Due to other funds							
				B E G I N N I N G	B A L A N C E					0.00

23-100-00			Due to other funds							
				B E G I N N I N G	B A L A N C E					0.00

31-000-00			Fund Balance - EDC							
				B E G I N N I N G	B A L A N C E					0.00

31-040-10			Fund Balance - MDD							
				B E G I N N I N G	B A L A N C E					2,735,356.60CR

4000-02-4130			Sales Taxes							
				B E G I N N I N G	B A L A N C E					434,059.97CR

3/08/24	3/13	B20814	Deposit 000000	02264	AUBREY MDD TX COMPTROLLER TAX		JE# 005565		75,679.33	358,380.64CR
3/08/24	3/28	B20918	Deposit 000000	02293	SALES TAX		JE# 005597	000090	75,679.33CR	434,059.97CR
3/08/24	3/28	B20918	Deposit 000000	02293	SALES TAX		JE# 005597	000090	75,679.33CR	509,739.30CR
			=====	MARCH ACTIVITY	DB:	75,679.33	CR:	151,358.66CR	75,679.33CR	
			=====	ACCOUNT TOTAL	DB:	75,679.33	CR:	151,358.66CR		

4000-03-4737			TCF - business expension							
				B E G I N N I N G	B A L A N C E					0.00

4000-09-4500			Interest Income							
				B E G I N N I N G	B A L A N C E					61,460.15CR

3/31/24	4/09	B21021	Interest000000	02322	INTEREST INCOME		JE# 005627		2,616.64CR	64,076.79CR
3/31/24	4/09	B21021	Interest000000	02322	INTEREST INCOME		JE# 005627		11,183.27CR	75,260.06CR
			=====	MARCH ACTIVITY	DB:	0.00	CR:	13,799.91CR	13,799.91CR	
			=====	ACCOUNT TOTAL	DB:	0.00	CR:	13,799.91CR		

4000-09-4550			Proceeds for Property Purchase							
				B E G I N N I N G	B A L A N C E					0.00

4000-09-4730			Property Rental Income							

FUND : 701-MDD

TRANSACTION DATE: 3/01/2024 THRU 3/31/2024

DEPT : N/A

ACCOUNTS: ALL

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
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B E G I N N I N G B A L A N C E									0.00
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4000-99-4090	Unallocated Fund balance								
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B E G I N N I N G B A L A N C E									0.00
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DEPT: 5176 MDD

5176-01-5101	Salaries								
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B E G I N N I N G B A L A N C E									38,686.66
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3/22/24	3/19	P00532	PYEXP	00267	PR 3/2/24 - 3/15/24				3,750.23	42,436.89
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=====	MARCH ACTIVITY	DB:	3,750.23	CR:	0.00			3,750.23	
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=====	ACCOUNT TOTAL	DB:	3,750.23	CR:	0.00				
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5176-01-5105	Overtime								
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B E G I N N I N G B A L A N C E									0.00
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5176-01-5106	Longevity								
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B E G I N N I N G B A L A N C E									0.00
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5176-01-5107	TMRS Contribution								
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B E G I N N I N G B A L A N C E									2,514.63
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3/22/24	3/19	A40339	DFT: 002277	07101	TMRS Payable	0273	TMR202403191649		243.76	2,758.39
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=====	MARCH ACTIVITY	DB:	243.76	CR:	0.00			243.76	
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=====	ACCOUNT TOTAL	DB:	243.76	CR:	0.00				
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5176-01-5108	Payroll Tax Expense (medicare)								
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B E G I N N I N G B A L A N C E									544.69
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3/19/24	3/19	A40325	DFT: 002273	07099	Medicare Payable	0116	T4 202403191649		46.88	591.57
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=====	MARCH ACTIVITY	DB:	46.88	CR:	0.00			46.88	
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=====	ACCOUNT TOTAL	DB:	46.88	CR:	0.00				
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5176-01-5109	Group Health Insurance								
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B E G I N N I N G B A L A N C E									4,864.50
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3/22/24	3/20	B20865	Self Ins	02274	Self Insurance		JE# 005575		336.45	5,200.95
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=====	MARCH ACTIVITY	DB:	336.45	CR:	0.00			336.45	
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=====	ACCOUNT TOTAL	DB:	336.45	CR:	0.00				
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FUND : 701-MDD

TRANSACTION DATE: 3/01/2024 THRU 3/31/2024

DEPT : 5176 MDD

ACCOUNTS: ALL

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
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5176-01-5110			Workmens Comp TML							
			B E G I N N I N G		B A L A N C E					92.69

5176-01-5621			Travel/training							
			B E G I N N I N G		B A L A N C E					6,419.40

5176-02-5737			CDBG grant match							
			B E G I N N I N G		B A L A N C E					0.00

5176-03-5050			Office Supplies							
			B E G I N N I N G		B A L A N C E					2,017.30

3/31/24	3/14	A40316	DFT: 002270	07083	AMAZON-CHAIR-CHRISTINE	0556	2024/02		169.99	2,187.29
			=====		MARCH ACTIVITY	DB:	169.99	CR:	0.00	169.99
			=====		ACCOUNT TOTAL	DB:	169.99	CR:	0.00	

5176-03-5060			Promotional Materials							
			B E G I N N I N G		B A L A N C E					2,529.57

3/31/24	3/14	A40316	DFT: 002270	07083	FAST SIGNS-BANNER FOR BO	0556	2024/02		425.55	2,955.12
			=====		MARCH ACTIVITY	DB:	425.55	CR:	0.00	425.55
			=====		ACCOUNT TOTAL	DB:	425.55	CR:	0.00	

5176-04-5120			Building Maintenance							
			B E G I N N I N G		B A L A N C E					8,476.46

3/01/24	3/07	A40147	CHK: 013275	07066	INTEGRITY FACILITY SOLUT	0187	618010		349.00	8,825.46
3/31/24	4/18	A40842	CHK: 013456	07151	ATMOS ENERGY	0126	40140961922403		85.07	8,910.53
3/31/24	4/18	A40870	CHK: 013454	07151	AM PLUMBING	0876	43169396		150.00	9,060.53
			=====		MARCH ACTIVITY	DB:	584.07	CR:	0.00	584.07
			=====		ACCOUNT TOTAL	DB:	584.07	CR:	0.00	

5176-05-5616			Utilities - Electricity							
			B E G I N N I N G		B A L A N C E					0.00

5176-05-5618			Telephone							
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FUND : 701-MDD

TRANSACTION DATE: 3/01/2024 THRU 3/31/2024

DEPT : 5176 MDD

ACCOUNTS: ALL

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
					B E G I N N I N G					244.81
3/01/24	3/14	A40247	CHK: 013313	07082	VERIZON WIRELESS	0277	9958047538		68.03	312.84
			=====		MARCH ACTIVITY	DB:	68.03	CR: 0.00	68.03	
			=====		ACCOUNT TOTAL	DB:	68.03	CR: 0.00		

5176-05-5619			Utilities - Water/Sewer							
					B E G I N N I N G					0.00

5176-06-5060			Election Services							
					B E G I N N I N G					0.00

5176-06-5240			Drug screening/background chec							
					B E G I N N I N G					0.00

5176-06-5620			Legal & Professional							
					B E G I N N I N G					3,476.40

5176-06-5724			Water/Sewer Impact Fee Study							
					B E G I N N I N G					0.00

5176-06-5764			Special Services							
					B E G I N N I N G					0.00

5176-06-5765			Thoroughfare PlanTraffic Count							
					B E G I N N I N G					0.00

5176-06-7860			Downtown Master Plan							
					B E G I N N I N G					0.00

5176-06-7861			Comprehensive Plan							
					B E G I N N I N G					0.00

5176-06-7862			Maps							
					B E G I N N I N G					351.36

FUND : 701-MDD

TRANSACTION DATE: 3/01/2024 THRU 3/31/2024

DEPT : 5176 MDD

ACCOUNTS: ALL

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
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5176-06-7863			Strategic Plan							
			B E G I N N I N G		B A L A N C E					0.00

5176-07-5190			Insurance - TML							
			B E G I N N I N G		B A L A N C E					403.73

5176-07-5260			Dues & Memberships							
			B E G I N N I N G		B A L A N C E					10,125.00

5176-07-5665			Technology/Promotional Video							
			B E G I N N I N G		B A L A N C E					16,354.98

3/20/24	3/20	A40378	CHK: 013333	07097	TMH PRODUCTIONS LLC	1123	01262024		400.00	16,754.98
3/31/24	3/14	A40316	DFT: 002270	07083	GODADDY-MDD DOMAIN HOST	0556	2024/02		44.34	16,799.32
3/31/24	3/14	A40316	DFT: 002270	07083	MCDORMAN-WEBSITE MANAGEM	0556	2024/02		525.00	17,324.32
3/31/24	3/14	A40316	DFT: 002270	07083	CANVA-PROMOTIONAL	0556	2024/02		14.99	17,339.31
3/31/24	3/14	A40316	DFT: 002270	07083	MCDORMAN-WEBSITE MANAGEM	0556	2024/02		100.00	17,439.31
			=====	MARCH ACTIVITY	DB:	1,084.33	CR:	0.00	1,084.33	
			=====	ACCOUNT TOTAL	DB:	1,084.33	CR:	0.00		

5176-07-5667			Marketing and Advertising							
			B E G I N N I N G		B A L A N C E					1,734.10

5176-07-5763			Chamber of Commerce							
			B E G I N N I N G		B A L A N C E					0.00

5176-09-5140			Miscellaneous							
			B E G I N N I N G		B A L A N C E					0.00

5176-09-5630			Property Purchase							
			B E G I N N I N G		B A L A N C E					0.00

5176-09-5790			Keep Aubrey Beautiful							
			B E G I N N I N G		B A L A N C E					0.00

5176-16-5764			Contract Labor-consultant							
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BEGINNINGBALANCE0.00

5176-99-4091Administrative fee

BEGINNINGBALANCE6,250.00

3/07/24 3/07 B2075502236 MDD ADMIN FEEJE# 0055321,250.00CR5,000.00

3/07/24 4/03 B2098002310 MDD ADMIN FEE 2403JE# 0056160000951,250.006,250.00

3/07/24 4/03 B2098002310 MDD ADMIN FEE 2403JE# 0056160000951,250.007,500.00

===== MARCH ACTIVITY DB: 2,500.00 CR: 1,250.00CR 1,250.00

===== ACCOUNT TOTAL DB: 2,500.00 CR: 1,250.00CR

5176-99-5700Grant Match

BEGINNINGBALANCE0.00

5176-99-5710Business Survival Program

BEGINNINGBALANCE0.00

5176-99-5750Economic Incentives

BEGINNINGBALANCE0.00

5176-99-5762Contingency

BEGINNINGBALANCE0.00

5176-99-5800Municipal Projects

BEGINNINGBALANCE0.00

5176-99-9900Depreciation

BEGINNINGBALANCE0.00

*****000 ERRORS IN THIS REPORT!*****

** REPORT TOTALS **

--- DEBITS ---

--- CREDITS ---

BEGINNING BALANCES:3,381,888.413,381,888.41CR

REPORTED ACTIVITY:255,385.76255,385.76CR

ENDING BALANCES:3,637,274.173,637,274.17CR

TOTAL FUND ENDING BALANCE:0.00

SELECTION CRITERIA

FISCAL YEAR: Oct-2023 / Sep-2024
FUND: Include: 701
TRANSACTION DATES: 3/01/2024 THRU 3/31/2024
TRANSACTIONS: BOTH

ACCOUNT SELECTION

ACCOUNT RANGE: THRU ZZZZZZZZZZZZZZ
DEPARTMENT RANGE: - THRU -
ACTIVE FUNDS ONLY: NO
ACTIVE ACCOUNT ONLY: NO
INCLUDE RESTRICTED ACCOUNTS: NO
DIGIT SELECTION:

PRINT OPTIONS DETAIL

OMIT ACCOUNTS WITH NO ACTIVITY: NO
PRINT ENCUMBRANCES: NO
PRINT VENDOR NAME: NO
PRINT PROJECTS: NO
PRINT JOURNAL ENTRY NOTES: NO
PRINT MONTHLY TOTALS: YES
PRINT GRAND TOTALS: NO
PRINT: INVOICE #
PAGE BREAK BY: NONE

*** END OF REPORT ***

CITY OF AUBREY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2024

701-MDD

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
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REVENUE SUMMARY

GENERAL REVENUE

Taxes	800,000	75,679.33	509,739.30	0.00	290,260.70	63.72
Miscellaneous	<u>60,010</u>	<u>13,799.91</u>	<u>75,260.06</u>	<u>0.00</u>	(15,250.06)	<u>125.41</u>
TOTAL GENERAL REVENUE	<u>860,010</u>	<u>89,479.24</u>	<u>584,999.36</u>	<u>0.00</u>	<u>275,010.64</u>	<u>68.02</u>
 TOTAL REVENUE	 860,010	 89,479.24	 584,999.36	 0.00	 275,010.64	 68.02
	=====	=====	=====	=====	=====	=====

EXPENSE SUMMARY

MDD

Personnel	138,465	4,377.32	57,499.89	0.00	80,965.11	41.53
Materials & Supplies	8,500	595.54	5,142.41	0.00	3,357.59	60.50
Repairs & Maintenance	20,000	584.07	9,060.53	0.00	10,939.47	45.30
Utilities	595	68.03	312.84	0.00	282.16	52.58
Contract Services	148,200	0.00	3,827.76	0.00	144,372.24	2.58
Fees & Other Services	51,850	1,084.33	29,702.14	0.00	22,147.86	57.28
Contingency/FB	<u>215,000</u>	<u>1,250.00</u>	<u>7,500.00</u>	<u>0.00</u>	<u>207,500.00</u>	<u>3.49</u>
TOTAL MDD	<u>582,610</u>	<u>7,959.29</u>	<u>113,045.57</u>	<u>0.00</u>	<u>469,564.43</u>	<u>19.40</u>
 TOTAL EXPENSES	 582,610	 7,959.29	 113,045.57	 0.00	 469,564.43	 19.40
	=====	=====	=====	=====	=====	=====

REVENUE OVER/ (UNDER) EXPENSES	277,400	81,519.95	471,953.79	0.00	(194,553.79)	170.13
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CITY OF AUBREY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2024

701-MDD

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>Taxes</u>						
701-4000-02-4130 Sales Taxes	800,000	75,679.33	509,739.30	0.00	290,260.70	63.72
TOTAL Taxes	800,000	75,679.33	509,739.30	0.00	290,260.70	63.72
<u>Grants</u>						
<u>Miscellaneous</u>						
701-4000-09-4500 Interest Income	60,000	13,799.91	75,260.06	0.00 (	15,260.06)	125.43
701-4000-09-4730 Property Rental Income	10	0.00	0.00	0.00	10.00	0.00
TOTAL Miscellaneous	60,010	13,799.91	75,260.06	0.00 (	15,250.06)	125.41
<u>Contingency/FB</u>						
TOTAL REVENUE	860,010	89,479.24	584,999.36	0.00	275,010.64	68.02

CITY OF AUBREY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2024

701-MDD

% OF YEAR COMPLETED: 50.00

EXPENSES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
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MDD

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Personnel

701-5176-01-5101 Salaries	105,000	3,750.23	42,436.89	0.00	62,563.11	40.42
701-5176-01-5106 Longevity	50	0.00	0.00	0.00	50.00	0.00
701-5176-01-5107 TMRS Contribution	6,828	243.76	2,758.39	0.00	4,069.61	40.40
701-5176-01-5108 Payroll Tax Expense (me	1,523	46.88	591.57	0.00	931.43	38.84
701-5176-01-5109 Group Health Insurance	9,864	336.45	5,200.95	0.00	4,663.05	52.73
701-5176-01-5110 Workmens Comp TML	200	0.00	92.69	0.00	107.31	46.35
701-5176-01-5621 Travel/training	15,000	0.00	6,419.40	0.00	8,580.60	42.80
TOTAL Personnel	138,465	4,377.32	57,499.89	0.00	80,965.11	41.53

Capital

Materials & Supplies

701-5176-03-5050 Office Supplies	3,500	169.99	2,187.29	0.00	1,312.71	62.49
701-5176-03-5060 Promotional Materials	5,000	425.55	2,955.12	0.00	2,044.88	59.10
TOTAL Materials & Supplies	8,500	595.54	5,142.41	0.00	3,357.59	60.50

Repairs & Maintenance

701-5176-04-5120 Building Maintenance	20,000	584.07	9,060.53	0.00	10,939.47	45.30
TOTAL Repairs & Maintenance	20,000	584.07	9,060.53	0.00	10,939.47	45.30

Utilities

701-5176-05-5618 Telephone	595	68.03	312.84	0.00	282.16	52.58
TOTAL Utilities	595	68.03	312.84	0.00	282.16	52.58

Contract Services

701-5176-06-5240 Drug screening/backgrou	200	0.00	0.00	0.00	200.00	0.00
701-5176-06-5620 Legal & Professional	40,000	0.00	3,476.40	0.00	36,523.60	8.69
701-5176-06-5764 Special Services	3,000	0.00	0.00	0.00	3,000.00	0.00
701-5176-06-7862 Maps	5,000	0.00	351.36	0.00	4,648.64	7.03
701-5176-06-7863 Strategic Plan	100,000	0.00	0.00	0.00	100,000.00	0.00
TOTAL Contract Services	148,200	0.00	3,827.76	0.00	144,372.24	2.58

Fees & Other Services

701-5176-07-5190 Insurance - TML	850	0.00	403.73	0.00	446.27	47.50
701-5176-07-5260 Dues & Memberships	13,000	0.00	10,125.00	0.00	2,875.00	77.88
701-5176-07-5665 Technology/Promotional	25,000	1,084.33	17,439.31	0.00	7,560.69	69.76
701-5176-07-5667 Marketing and Advertisi	13,000	0.00	1,734.10	0.00	11,265.90	13.34
TOTAL Fees & Other Services	51,850	1,084.33	29,702.14	0.00	22,147.86	57.28

Miscellaneous

Contingency/FB

701-5176-99-4091 Administrative fee	15,000	1,250.00	7,500.00	0.00	7,500.00	50.00
701-5176-99-5700 Grant Match	50,000	0.00	0.00	0.00	50,000.00	0.00

CITY OF AUBREY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2024

701-MDD

% OF YEAR COMPLETED: 50.00

EXPENSES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
701-5176-99-5750 Economic Incentives	150,000	0.00	0.00	0.00	150,000.00	0.00
TOTAL Contingency/FB	215,000	1,250.00	7,500.00	0.00	207,500.00	3.49
TOTAL MDD	582,610	7,959.29	113,045.57	0.00	469,564.43	19.40
TOTAL EXPENSES	582,610	7,959.29	113,045.57	0.00	469,564.43	19.40
REVENUE OVER/ (UNDER) EXPENSES	277,400	81,519.95	471,953.79	0.00 (	194,553.79)	170.13

**Agenda Item Cover Sheet
Aubrey Municipal Development District
Board of Directors Meeting
May 16, 2024**



CONSENT ITEM # 3

Consideration and approve updates to the Aubrey MDD Targeted Improvement Policy Grant.

EXECUTIVE SUMMARY

The MDD Targeted Improvement Policy Grant and application updates were made based on discussion from the April 9, 2024 meeting. The grant updates include a 50/50 match of a maximum \$30,000 and a \$1,500 minimum for building interior and exterior improvements. The grant updates allow for building improvements in the following areas with some eligible/ineligible types of improvements for landscaping, outdoor seating, signage, and some utility and equipment upgrades/improvements. There is also a formal evaluation system that would be used by the board in the review process.

ALTERNATIVES

N/A

FINANCIAL CONSIDERATIONS

There is \$150,000 budgeted in incentives and grants in the 2023-24 fiscal year. To date, no grants have been given in 2022-23 or 2023-24 fiscal year.

STAFF RECOMMENDATION

Staff recommends approving the updates made to the grant and application.



Application for Targeted Improvement Program Grant Aubrey Municipal Development District/City of Aubrey

PROPERTY OWNER INFORMATION					
Name					Date
Property Address			Suite #		
City	State		ZIP		
Phone	E-mail and/or Fax				
If property owner mailing address is different, list here:					
Are you the Business Owner? ☐ Yes ☐ No If not, please list the Business Owner contact information below.					
Name/Business			Date		
Business Address			Suite #		
City	State		ZIP		
Phone	E-mail and/or Fax				
PROJECT REPRESENTATIVE CONTACT and PROJECT INFORMATION					
Project Representative Firm					
Mailing Address			Suite #		City/Zip
Business in City Limits or ETJ?	Yes ☐	No ☐	Building Sq. Footage & Lot Size:		
Property in Good-Standing with Taxes and Liens?	Yes ☐	No ☐	Projected Start Date:		
			Projected End Date:		
Estimated Cost of Improvements <i>(Attach detailed line-item cost estimate, including items eligible for grant; overall project budget and schedule)</i>		\$ _____ Estimated Total Costs \$ _____ Grant Amount Request			
ATTACHMENTS					
Check all the items that are attached and see Page 3 of the application to check the eligible items list:					
☐	Total Project Cost & Budget with Construction Schedule	Remit application with the detailed description of the project and how it will accomplish the program goals, attachments and other documentation supporting request, to: City of Aubrey - Municipal Development District 205 S. Main St Aubrey, TX 76227 Or via email to cgossett@aubreytx.gov Questions regarding the application or program, contact: MDD Executive Director, 940-440-9343, Ext. 110; Cell 940-765-1215			
☐	Detailed Project Description				
☐	Project Plat or Legal and/or Photos or Drawings				
☐	Copy of Lease <i>(if not prop. owner)</i>				
☐	Written Approval of Grant Application from prop. owner				

Section 7	Applicant / Owner Certifications: In accordance with Resolution 14-24 adopting the Property Improvement Program Incentives Policy, the undersigned do hereby certify the following:
A	Section 7.1 - Application Accuracy: The information provided in the Application, and all that may have been affixed thereto, is true and correct, and that the Board may rely on all of the information therein contained, and all that may have been affixed thereto, as being true and correct.
B	Section 7.2 - Compliance: I (we) certify that I am (we are) solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinance and other applicable regulations. Neither approval of an Application nor payment of a Property Enhancement Improvement Grant upon completion of the project shall constitute approval of the project by any City department, Board Member or Staff or a waiver by the City of any safety regulation, building code, ordinance or other applicable regulation.
C	Section 7.3 - Insurance: I (we) certify that I (we) maintain sufficient insurance coverage for property damage and personal injury liability relating to the project.
D	Section 7.4 - Maintenance: I (we) certify that the Enhancements, once approved by the City shall be maintained for a period of three (3) years from the date of payment. No changes shall be made without prior written approval from the Board.
E	Section 7.5 - Discretionary Rights: I (we) certify that I (we) acknowledge that the Board has the absolute right of discretion in deciding whether or not to approve a PEIP Grant relative to the Application, whether or not such discretion is deemed arbitrary or without basis in fact, including the right to approve or disapprove a Grant on terms and conditions that are contrary to the guidelines of this Policy.
F	Section 7.6 - Policy Promotion: I (we) authorize the Board to use an approved project to promote the merits of this Policy, including but not limited to displaying a sign at the Property or Business during and within thirty (30) days after construction, and using photographs and descriptions of the project in distribution material, press releases, social media and on the Board's website.

Indemnification: The Applicant shall certify that they are solely responsible for overseeing the work, and will not seek to hold the City, and/or their agents, employees, officers, and/or directors liable for any property damage, personal injury, or other loss related in any way to this Policy, and by submission of an Application, agrees to indemnify the City, and / or their agents, employees, officers, and / or directors from any claims or damages resulting from the project, including reasonable attorney fees.

Signature of Property Owner: _____ Date: _____

Signature of Business Owner: _____ Date: _____
(if different from Property Owner)

The AMDD reserves the right to approve or deny any application for Grant funding for any reason. Further, the AMDD reserves the right to request the applicant to modify the proposed project to better accommodate the existing or desired design aesthetic of the area in which the proposed project lies.

An application exceeding \$10,000 may be subject to hearings and approval by the Aubrey City Council, in accordance with Section 505.158 of the Texas Local Government Code.

Section 3	Eligible Properties & Businesses					
	Improvements	Check if Qualified	Any Other Comments:			
A	<u>Location:</u> (Section 3.1.1)					
B	<u>Type/Ownership & Approval:</u> (Sections 3.1.2 and 3.1.6; <u>Business Tenants:</u> Sections 3.2. 3.2.2 and 3.2.3)					
C	<u>In Good Standing:</u> (Sections 3.1.3 to 3.1.8)					
Section 4	Eligible IMPROVEMENTS					
	Improvements	Total Cost	Policy Max 50%	Policy Min/Max \$1,500 - \$30,000	Amount Requested	Amount Approved
A	<u>Façade:</u> (Section 4.3) •	\$		\$	\$	\$
B	<u>Interior Renovation:</u> (Section 4.4) •	\$		\$	\$	\$
C	<u>Landscaping:</u> (Section 4.5) •	\$		\$	\$	\$
D	<u>Exterior Lighting:</u> (Section 4.6) •	\$		\$	\$	\$
E	<u>Parking / Driveways:</u> (Section 4.7) •	\$		\$	\$	\$
F	<u>Pedestrian Amenities:</u> (Section 4.8) •	\$		\$	\$	\$
G	<u>Signage:</u> (Section 4.9) •	\$		\$	\$	\$
H	<u>Utilities:</u> (Section 4.10) •	\$		\$	\$	\$
I	<u>Code Compliance:</u> (Section 4.11) •	\$		\$	\$	\$
J	<u>Demolition:</u> (Section 4.12) •	\$		\$	\$	\$
K	(Max. Grant Per Policy = \$30,000) TOTAL PROPERTY IMPROVEMENT GRANT APPROVED:					
L	Are there other Non-Grant Improvements planned? If so, please describe:					

1. Cost overruns will not be considered for matching funds.
2. All projects must comply with all federal, state, and local laws and regulations, including but not limited to building codes, permitting, and inspections when applicable.
3. Any materials submitted to the AMDD may become public information. Please do not include information that is considered proprietary or sensitive.
4. The AMDD reserves the right to use any materials submitted to the AMDD as part of this application process for its own internal or external purposes.
5. Any Improvement(s) not identified as eligible below. A potential applicant may discuss an improvement not identified in the policy with Staff to ascertain whether or not the enhancement meets the purpose and intent of this Policy. If so, an amendment to this Policy may be placed before the AMDD Board to determine the merits of including a new eligible enhancement.

Targeted Improvement Incentives Program

Aubrey, Texas

Aubrey, Texas
Resolution 14-24
Targeted Improvement Incentives Policy
Aubrey Municipal Development District Performance-Based Matching Grant Policy
(Updated and Approved __/__/__)

WHEREAS, the City Council of the City of Aubrey, Texas (“City”) desires to implement a Targeted Improvement Grant program to encourage the development, retention, or expansion of business enterprises in the City and extra-territorial jurisdiction (ETJ); and

WHEREAS, Chapter 380 of the Texas Local Government Code authorizes municipalities to establish and provide for the administration of programs that promote economic development and stimulate business and commercial activity in the City and its ETJ; and

WHEREAS, the City’s Municipal Development District on May 16, 2024 considered and recommended the City Council approve this Targeted Improvement Incentives Policy (“Policy”); and

WHEREAS, the City Council on May 23, 2024 considered and approved Resolution 14-24 approving the Policy.

BE IT KNOWN THAT, the terms and conditions of the Policy, having been reviewed by the Council and found to be acceptable and in the best interest of the City and its citizens and businesses, are hereby approved.

Section 1.
Introduction & Goals

This Policy is a matching grant program that reimburses commercial property owners or business operators for a Targeted Improvements Grant and Eligible Improvements, set forth in Section 4 below, made to their property. The purpose of the Targeted Improvement Commercial Facilities Grant Program (“Grant”) of the Aubrey Municipal Development District (“AMDD”) is to encourage private sector investment of interior and exterior commercial facilities, located in the City and its ETJ, by partnering with the AMDD. This partnership seeks to revitalize the City’s commercial corridors through restoration and rehabilitation of commercial building facades and interiors. As an economic incentive, AMDD has designed the following Grant for façade and/or interior commercial facilities improvement cost matching.

The goals of this Policy are to:

- 1.1. Improve the commercial viability and sustainability of commercial properties in the City and ETJ;
- 1.2. Improve the physical appearance of businesses to and visibly enhance the City & ETJ commercial corridors and complement existing businesses;
- 1.3. Increase the marketability and occupancy rate of commercial buildings hindered by an outdated appearance, safety equipment, electrical, plumbing, or utility facilities; and structural safety.
- 1.4. Increase the safety, ADA compliance and public access of a commercial area and stimulate more public interaction; and
- 1.5. Provide incentives in areas and to businesses most likely to stimulate increased revenues, facilitate other business development, create jobs, and/or accommodate demand for leasable space currently available in the City and ETJ.

Section 2.
Definitions

The following definitions shall apply to the terms used in this Policy:

Agreement shall mean: a written performance agreement between the Board / City and the Applicant.

Applicant: shall mean the property owner or business occupant signing the Application for a Targeted Improvement Grant.

Application: shall mean the Application for Targeted Improvement Grant as maintained by Staff.

Board: shall mean the Board of Directors of the Aubrey Municipal Development District.

City: shall mean the City of Aubrey, Texas.

City Council: shall mean the City Council of the City.

Code Violations: shall mean any violation of the City's code of ordinances.

Construction Costs: shall mean the cost of permits, fees, construction materials, and installation labor. All other associated costs are deemed excluded, including, but not exclusively, the following costs: design, construction document preparation, bidding, sweat equity and construction financing.

Aubrey Municipal Development District (AMDD): shall mean the Aubrey Municipal Development District.

Eligible Improvements: shall mean the Enhancements identified as eligible in Section 4 herein.

Improvements: shall be as defined in Section 4 herein.

Façade: shall mean the exterior of a building, including signs affixed to the building or a frame/base on the property.

Notice to Proceed: shall mean a written notice authorizing the Applicant to begin construction as approved.

Policy: shall mean this Targeted Improvement Incentives Policy (TIP).

Property: Shall mean the physical lot and / or building to which Enhancements are being made.

Staff: shall mean the Executive Director of the AMDD or their designee.

Targeted Improvement Grant: shall mean the financial support to make designated Improvements to the Property as approved, and sometimes referred to as "Grant."

Section 3.

Eligibility

The following properties and businesses are eligible to receive Grants.

- 3.1. Properties: Only properties meeting the following requirements at the time an Application is submitted shall be eligible to receive Grants as outlined by this Policy:
 - 3.1.1. Within the City or ETJ: Property must be located within the City municipal boundaries or ETJ boundaries.
 - 3.1.2. Commercial Properties: Property must be zoned for uses other than residential uses and the current use of the Property may not be residential.
 - 3.1.3. Tax-Paying Entity: Property must be subject to the City's and/or ETJ ad valorem property tax.
 - 3.1.4. Financial Standing: Property shall be in good standing as it relates to taxes or any monies due to the City, Denton County or the AMDD.
 - 3.1.5. Liens: Property shall be in good standing as it relates to any liens held by the City or Denton County.

- 3.1.6. Ownership: Property owners must provide sufficient proof of ownership. Tenants must provide authorization from the Property owner for any proposed Improvements.
- 3.1.7. Code Violations: Any Code Violations may prohibit eligibility but will be considered on a case-by-case basis.
- 3.1.8. Frequency: Property must not have received a Grant for the same category of Improvement (e.g. Façade, Landscaping, Equipment) in a 24- month period.
- 3.2. Businesses: Only businesses meeting the following requirements shall be eligible to receive benefits outlined by this Policy:
 - 3.2.1. Financial Standing: The business shall be in good standing as it relates to taxes or any monies due to the City.
 - 3.2.2. Tax-Paying Entity: The business must be a tax-paying entity.
 - 3.2.3. Property Owner Approval: Businesses, if not the owner of the property to be occupied, must provide a copy of their lease agreement and support of the Application from the Property owner prior to approval of the Application.

Section 4. **Improvements**

- 4.1. Aspirations: As with any policy or regulation, it is difficult to precisely regulate factors that are not easily defined. With that in mind, the following are to be considered aspirations for contemplated Improvements:
 - Improvements should be compatible with the character and architecture of the individual building and those in within its proximity;
 - Where appropriate, Improvements may act as a catalyst to create a unique environment;
 - Improvements should make the Property more inviting to the public; and
 - Improvements should be functional as well as visually appealing.
- 4.2. General Improvement Eligibility: Property Improvements shall be deemed as eligible or ineligible for the benefits of this Policy as defined below. In general, the following Improvements, though not exclusively, are ineligible for all Grants:
 - Any Improvements that do not comply with existing ordinances of the City or County if business is in the ETJ;
 - Any Improvements made prior to the Notice to Proceed;
 - Sweat equity or “in-kind” services;
 - New construction that is not specifically listed in this Policy as an Eligible Improvement;
 - Any Improvements to eliminate Code Violations of a Property or Business;
 - Fees for designing, engineering, surveying, legal services, financing, etc.; or
 - Any Improvement(s) not identified as eligible below. A potential applicant may discuss an improvement not identified below with Staff to ascertain whether or not the enhancement meets the purpose and intent of this Policy. If so, an amendment to this Policy may be placed before the AMDD Board to determine the merits of including a new eligible enhancement.
- 4.3. Façade Improvements: The following are Eligible Improvements except as noted otherwise:
 - 4.3.1. Façade Materials: Replacing deteriorated or unsafe façade materials with brick, stone, tile, wood, or siding meeting the City’s architectural standards. Removal of “slip” coverings of prior façade materials and re-establishment of historic façade details. Repointing of mortared

- joints, and replacement or repair of damaged masonry.
- 4.3.2. Cleaning: Pressure washing or sand blasting existing facades, cleaning of tiles.
- 4.3.3. Painting: Scraping, priming and otherwise preparing the surface of and painting existing buildings. The Grant shall not cover the painting of new buildings.
- 4.3.4. Windows and Doors: Replacement of or improvements to existing windows or doors that are visible from a public street. Replacement of broken glass panes. For historic buildings, new windows and doors matching replaced windows or doors. The Grant shall not cover the purchase, replacement, or installation of burglar bars.
- 4.3.5. Awnings and Canopies: Replacement of or improvements to existing awnings or canopies, or new awnings or canopies.
- 4.3.6. Historical Restoration: Restoration of architectural details of historic significance and / or removal of elements covering such details.
- 4.3.7. Roof Repair: Replacement or repair of all or portions of the roof.
- 4.3.8. Gutters and Downspouts: Replacement or repair of existing gutters and / or downspouts.
- 4.4. Interior Renovation: The following are Eligible Improvements except as noted otherwise:
 - 4.4.1. Renovations: Renovations that enhance the commercial usability, including, but not limited to, adding or removing interior walls, finish and trim, carpentry, flooring, lighting, fixtures, and improving consumer use and safety of the building, including grease traps, HVAC, fire suppression systems, vent-a-hood, and upgrades to energy efficient lighting, electrical or plumbing fixtures. Any fixtures and appliances provided in the grant must stay with the building.
 - 4.4.2. Ineligible: Though not an all-inclusive list, the following are specifically not eligible: painting, wallpaper, aesthetic treatments, and aesthetic fixtures for lighting.
- 4.5. Landscaping: The following are Eligible Improvements except as noted otherwise:
 - 4.5.1. Edging and Trim: Providing a perimeter to shrub beds with materials deemed to be of a long life, e.g. brick, stone, concrete, steel and/or planters affixed to the property.
 - 4.5.2. Irrigation: Automatic irrigation system complying with all City code requirements. Irrigation may be required with any other Landscaping Improvement to provide proper care and maintenance for plants, trees, shrubs in front or back side of the property if visible to the public.
 - 4.5.3. Fencing: Replacement of fencing or installation of new fencing that is visually appealing.
 - 4.5.4. Ineligible: Though not an all-inclusive list, the following are specifically not eligible: landscape pruning, mowing and / or maintenance.
- 4.6. Exterior Lighting: The following are Eligible Improvements:
 - 4.6.1. Pedestrian: Increases in lighting in pedestrian areas on or adjacent to the Property, (e.g. sidewalks and parking lots).
 - 4.6.2. Accents: Lighting that accentuates features of the building or Property creating a pleasant ambience on the Property.
 - 4.6.3. Signage: Lighting that illuminates signage identifying the business.
- 4.7. Parking and Driveways: The following are Eligible Improvements except as noted otherwise:
 - 4.7.1. Reconstruction: Removal of existing pavement, gravel, curbing, drives, accessibility ramps, etc. and replacement with reconstruction meeting City requirements.
 - 4.7.2. Resurfacing: Re-topping parking areas per city code.

- 4.7.3. Restriping: Repainting of parking stall stripes and / or fire lane graphics meeting the City's requirements.
- 4.7.4. Ineligible: Though not an all-inclusive list, the following are specifically not eligible: Installation, repair or replacement of any surface that is not allowed by the City's code of ordinances.
- 4.8. Pedestrian Amenities: The following are Eligible Improvements:
 - 4.8.1. Paving: Paving of a unique nature in areas that allow customers to congregate and/or paving that is a safety improvement.
 - 4.8.2. Seating Areas: Provisions for seating in areas where customers may congregate before, during or after supporting the business if the seating will become a permanent feature of the Property.
 - 4.8.3. Shade: Provisions for shading pedestrian areas to include permanent or temporary canopies, awnings, or similar shade structures affixed to the building.
 - 4.8.4. Music: Provisions for permanent installation of fixtures to accommodate providing music in areas where customers congregate.
 - 4.8.5. Play Equipment: Recreational equipment intended for the entertainment of children when placed on private property in close proximity to the primary building.
- 4.9. Signage: The following are Eligible Improvements.
 - 4.9.1. Replacing Signs: The replacement of signs that do not conform to current City requirements is a priority for the City. To that extent, the Policy allows for replacing existing signs, with new signage that complies with all City requirements and is affixed to the building or property.
 - 4.9.2. New Signs: New sign cans, bases, lettering or frames if affixed to the building or property for existing or new businesses.
- 4.10. Utilities: The following are Eligible Improvements:
 - 4.10.1. Franchise Utilities: The upgrading or installation of new franchise utilities (e.g. electric, phone, and internet) that increase the commercial capacity or functionality of a building. Grant funds shall not be used to cover utility bill payments.
 - 4.10.2. Public Utilities: The upgrading or installation of new public utilities (e.g. water, sanitary sewer, and gas) that increase the commercial capacity or functionality of a building.
 - 4.10.3. Private Utilities: The upgrading or installation of new private utilities (e.g. septic systems) that increase the commercial capacity or functionality of a building.
 - 4.10.4. Placement Underground: The placement of existing or new utilities underground.
- 4.11. Code Compliance: The following are Eligible Improvements:
 - 4.11.1. Public Accessibility: Reconstruction or new construction to comply with public accessibility requirements.
 - 4.11.2. Fire Suppression Systems: Replacement, upgrade, or installation of fire suppression systems in compliance with current codes.
- 4.12. Demolition: The costs of demolishing and removing existing structures on a Property may be considered for Property Enhancements.
- 4.13. Participation Limitations: The potential matching Grant for each type of Enhancement would be a 50/50 match of the total cost of the Improvement project up to \$30,000 total. The Applicant is responsible for the remaining costs of the Improvement(s) and must complete the full Improvement(s) to be eligible for the matching Grant. If an Improvement Project exceeds the allowed maximum match for improvements, the applicant may make a request for the AMDD Board to consider the project

outside the Grant Policy. No Property or business may receive more than thirty thousand dollars (\$30,000) in Grants during a 24-month period.

Section 5.

Administrative Procedures

Following are the Administrative Procedures regarding Grant Applications:

- 5.1. Pre-Submittal: All Applicants are encouraged to meet with Staff prior to preparation of an Application. Applicants should contact the following to set up a meeting.

Executive Director
Aubrey Municipal Development District
Address: 205 S. Main Street, Aubrey, TX 76227
PH: (940) 765-1215

- 5.2. Application: The submittal of an Application is required prior to any evaluation of the request for Targeted Improvement Grants. The Application shall be on a form prepared by Staff, which is available on the Aubrey MDD's website or by request.

- 5.2.1. Required Information: The following shall be included with the Application:

- A. Proof of ownership or if the Applicant is not the Property owner;
 - i. Written approval of the Application from the owner; and
 - ii. Copy of the signed lease agreement
- B. Photographs of the existing Property;
- C. Drawings, renderings, and plans of the proposed Enhancements;
- D. Written description of the Enhancements including building materials and color schemes to be used;
- E. Construction cost estimates from at least two (2) different contractors or two (2) different bids from professional installers, as appropriate for the proposed Improvement; and
- F. Proof of insurance on the Property.

- 5.2.2. Amendments: Staff may amend the form of the Application as needed to more efficiently evaluate the merits of requested Enhancements.

- 5.3. Review & Evaluation: Following are criteria to review and evaluate the Application:

- 5.3.1. Review Criteria:

- A. Completeness of Application: Completeness of the Application; including all required attachments;
- B. Impact: An estimation of the impact that the Enhancements might have, particularly as a catalyst for continued private investment;
- C. Non-funded Improvements: Whether the improvements associated with the Grant are part of a larger effort to enhance the Property; and
- D. Elimination of a Non-Conformity: Whether the Enhancements eliminate a legal non-conforming aspect of the Property.

- 5.3.2. Staff Evaluation and Recommendation: The coordinating Staff member shall evaluate the Application and shall prepare a recommendation to forward to the board for final review with a scoring system.

- A. Site Visit: Prior to formal evaluation of the Application, the Applicant shall allow Staff the opportunity to visit the Property to verify its status prior to any Improvements Grant approval.
- 5.4. Approval: The Board shall make the final decision regarding the merits of the Application and the appropriate Targeted Improvement Grant to be given, if any. Upon approval of a Targeted Improvement Grant, the Board shall enter into an Agreement with the Applicant on a form approved by the AMDD Attorney. The Agreement, at a minimum, must contain the following:
 - 5.4.1. Improvements: List the specifications of the proposed Enhancements on the Property.
 - 5.4.2. Access: Provide the City and Staff access to the Property to ensure that the Enhancements or repairs are made according to the specifications and conditions in the Agreement.
 - 5.4.3. Grant: Provide for the procedures of the TIP Grant payment.
 - 5.4.4. Recapture Provisions: Provide for the repayment of a Grant if the Applicant or the condition of the Property do not fulfill all obligations required under the Agreement. The City or AMDD may take any remedy necessary to recover the funds, including filing a lien on the Property.
- 5.5. Available Funds. Approval of Grant Applications shall be dependent upon if funds are available as pre-approved by the Council for the funding period and not to exceed thirty thousand dollar (\$30,000) per Grant. If approval of the Application requires funds not pre-approved by the Council, the Board will prepare a recommendation to forward to the Council for final approval.
- 5.6. City Council Approval. Application approval shall comply with Chapter 505 of the Texas Local Government Code.
- 5.7. Pre-Construction Meeting: If the TIP Grant is approved as noted above, and if deemed necessary by Staff, the Applicant must attend a pre-construction meeting with Staff to coordinate any required permits, execute Grant documents, and resolve any questions either party might have.
- 5.8. Notice to Proceed: Upon approval as noted above, Staff shall prepare and issue a written Notice to Proceed authorizing the Applicant to begin work on the Enhancements. The Notice to Proceed shall in no event be regarded as the issuance or approval of a building permit or any other construction permits.
 - 5.8.1. Required: All Grant documents, including the Agreement with the Board, must be executed and all required permits must be received prior to issuance of the Notice to Proceed.
 - 5.8.2. Beginning of Work: All work must begin within sixty (60) days of the issuance of the Notice to Proceed.
 - 5.8.3. Completion of Work: All work for approved projects must be complete within six months of the Notice to Proceed unless an Applicant's written request for extension is granted in writing by the Board.
- 5.9. Construction: All construction shall be in accordance with all requirements for permitting and inspection required by the City.
- 5.10. Verification: Upon completion and approval of the work by the City, Staff shall verify that the work has been performed as authorized in the approval action.
 - 5.10.1. Documentation: The Applicant shall provide Staff with documentation necessary to determine the Construction Costs of the Enhancements as approved, e.g. copies of paid contractor invoices, receipts or processed checks. Construction Costs not supported by adequate documentation shall not be eligible for reimbursement.
- 5.11. Payment: Upon verification of compliance with the approval action, Staff shall cause a check to be issued to the Applicant in the approved amount.
 - 5.11.1. Cost Overruns: Any costs above and beyond the amounts approved shall be the responsibility of the Applicant.

Section 6.
Applicant / Owner Certifications

The Application shall include the following certifications which shall be affirmed by the Applicant by signing the Application.

- 6.1. Application Accuracy: The information provided in the Application, and all that may have been affixed thereto, is true and correct, and the Board may rely on all of the information therein contained, and all that may have been affixed thereto, as being true and correct.
- 6.2. Compliance: I (we) certify that I am (we are) solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinance and other applicable regulations. Neither approval of an Application, nor payment of a Targeted Improvement Grant upon completion of the project, shall neither constitute approval of the project by any City department, Board member or staff member, or a waiver by the City of any safety regulation, building code, ordinance or other applicable regulation.
- 6.3. Insurance: I (we) certify that I (we) maintain sufficient insurance coverage for property damage and personal injury liability relating to the project.
- 6.4. Maintenance: I (we) certify that the Improvements, once approved by the AMDD or City shall be maintained for a period of three (3) years from the date of payment. No changes shall be made without prior written approval from the Board. Failure to maintain or abandonment of the Improvements shall entitle the AMDD to a refund of the Grant awarded.
- 6.5. Discretionary Rights: I (we) certify that I (we) acknowledge that the Board has the absolute right of discretion in deciding whether or not to approve a Targeted Improvement Grant relative to the Application, whether or not such discretion is deemed arbitrary or without basis in fact, including the right to approve or disapprove a Grant on terms and conditions that are contrary to the guidelines of this Policy.
- 6.6. Policy Promotion: I (we) authorize the Board to use an approved project to promote the merits of this Policy, including but not limited to displaying a sign at the Property or business during and within thirty (30) days after construction, and using photographs and descriptions of the project in distribution material, press releases, social media and on the AMDD's website.
- 6.7. Indemnification: I (we) certify that I am (we are) solely responsible for overseeing the work, and will not seek to hold the City, the Board, and their agents, employees, officers, and directors liable for any property damage, personal injury, or other loss related in any way to this Policy, and by submission of an Application, agree to indemnify the City, the Board and their agents, employees, officers, and directors from any claims or damages resulting from the project, including reasonable attorney fees.

Section 7.
General Provisions

- 7.1. Termination: The City has the right to terminate any Agreement under this Policy for any reason.
- 7.2. Changes During Construction: If an Applicant seeks to change the scope of their project after a Grant has been approved, the Applicant shall meet with Staff to discuss the desired change. Staff has the authorization to approve minor modifications during construction. Any other desired modification shall be placed before the approving body for reconsideration.
- 7.3. Flexibility: The terms and conditions of this Policy are a guideline for the Board and / or City Council during their deliberation and evaluation. The Board reserves the right to modify the terms and conditions herein at any time, including for any pending application, and may approve a Grant on terms and conditions contrary to the guidelines set forth in this Policy.
- 7.4. Section or Other Headings: Section or other headings contained in this Policy are for reference purposes only and shall not affect in any way the meaning or interpretation of this Policy.

- 7.5. Severability: In the event that any provision of this Policy is determined to be illegal, invalid, or unenforceable, then, and in that event, it is the intention that the remainder of this Policy shall not be affected thereby.

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**Agenda Item Cover Sheet
Aubrey Municipal Development District
Board of Directors Meeting
May 16, 2024**



CONSENT ITEM # 4

Consideration and approve Proposal for an Economic Development Promotional Video.

EXECUTIVE SUMMARY

The MDD has budgeted for Marketing and Promotions, including digital media. The MDD website does not have a promotional video to highlight Aubrey's Economic Development assets, including land, location, growth areas for commercial, housing/residential growth, school growth or other positive community assets.

Neon Cloud is a company that produced videos specifically for Economic Development organizations and samples of other community videos were provided in their proposal. The proposal offer includes numerous features that will provide a finished 2-3 minute video that can be placed on the MDD website and used in other ways digitally to promote Aubrey as a location for new or expanding businesses.

ALTERNATIVES

N/A

FINANCIAL CONSIDERATIONS

There are budget funds in Marketing and Promotions that we can use to spend on this video project to promote Aubrey's Economic Development opportunities and future growth. The offer on the company proposal is good through this month.

STAFF RECOMMENDATION

The board received the proposal and sample video links for consideration. If the proposal is approved now it will allow the MDD Executive Director to start working with the company to get footage as soon as possible for locations that will be featured in the video.

**Agenda Item Cover Sheet
Aubrey Municipal Development District
Board of Directors Meeting
May 16, 2024**



NEW BUSINESS ITEM # 1

Consideration and approve resolution authorizing the formation of a Construction Sub-Committee.

EXECUTIVE SUMMARY

In order to allow focused input for special projects and include board members with some interest and/or expertise in special projects, this resolution allows for the formation of a sub-committee for Construction. The sub-committee would not make final decisions, but recommendations to the Board for approval. The sub-committee would be less than a quorum of the Board and meetings/discussions would be for special projects, such as improvements or “place-making” projects on MDD property.

ALTERNATIVES

N/A

FINANCIAL CONSIDERATIONS

N/A

STAFF RECOMMENDATION

Staff recommends the board consider the formation of 3 or less board members for a Construction Sub-Committee for staffing outside of board meetings and participation in special project planning.

RESOLUTION NO. _____

A RESOLUTION OF THE AUBREY MUNICIPAL DEVELOPMENT DISTRICT, CREATING A CONSTRUCTION AND BUILDING SUBCOMMITTEE, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Aubrey Municipal Development District (“AMDD”) is a political subdivision of the State of Texas and the City of Aubrey, Texas (the “City”), created in accordance with Chapter 377 of the Texas Local Government Code, as amended (the “Act”); and

WHEREAS, the AMDD is in possession of a vacant lot located at 205 Main Street, Aubrey, Texas; and

WHEREAS, the AMDD Board of Directors (“Board”) desires to create a Construction and Building Subcommittee (“Committee”) for a place-making project; and

WHEREAS, place-making projects capitalize on a local community's assets, inspiration, and potential, and results in the creation of quality public spaces that contribute to people's health, happiness, and wellbeing; and

WHEREAS, the Board desires that the Committee also provide recommendations to the Board on future construction and commercial development on AMDD owned properties.

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

SECTION 1.

- (a) There is hereby established a Construction and Grant Review Subcommittee of the Board to serve as a temporary advisory committee to the Board.
- (b) The Committee may provide recommendations to the Board on the following matters:
 - 1. Place-making project for 205 Main Street;
 - 2. Future AMDD construction projects; and
 - 3. Improvement projects and commercial development, including designs, costs, and development ideas, on AMDD owned properties.
- (c) The Committee shall consist of the following three (3) Board members:
 - 1. _____
 - 2. _____
 - 3. _____

- (d) The Committee shall hold special meetings as necessary to perform its duties and responsibilities.
- (e) A majority of members shall constitute a quorum.
- (f) The Texas Open Meeting Act shall not apply to meetings of the Committee.

SECTION 2.

The Committee serves at the discretion of the Board, and the Board may terminate the Committee at its discretion.

SECTION 3.

This Resolution shall be in full force and effect from and after its date of passage and it is so resolved.

PASSED AND APPROVED by the Board of Directors of the Aubrey Municipal Development District, this 16th day of May, 2024.

Holly Drew, President

ATTEST:

Christine Gossett, Executive Director

**Agenda Item Cover Sheet
Aubrey Municipal Development District
Board of Directors Meeting
May 16, 2024**



NEW BUSINESS ITEM # 2

Consideration and approve resolution authorizing the formation of a Mural Selection Sub-Committee.

EXECUTIVE SUMMARY

In order to have focused input and confidentiality for initial review of mural project submissions, this resolution allows for the formation of a sub-committee for selecting mural artist finalists. The sub-committee would not make final decisions, but recommendations to the Board for approval. The sub-committee would be less than a quorum of the Board and meetings/discussions would be for mural project on MDD property.

ALTERNATIVES

N/A

FINANCIAL CONSIDERATIONS

N/A

STAFF RECOMMENDATION

Staff recommends the board consider the formation of 3 or less board members for a Mural Selection Sub-Committee for staffing outside of board meetings and participation in finalists selection.

RESOLUTION NO. _____

A RESOLUTION OF THE AUBREY MUNICIPAL DEVELOPMENT DISTRICT, CREATING A MURAL REVIEW SUBCOMMITTEE, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Aubrey Municipal Development District (“AMDD”) is a political subdivision of the State of Texas and the City of Aubrey, Texas (the “City”), created in accordance with Chapter 377 of the Texas Local Government Code, as amended (the “Act”); and

WHEREAS, the AMDD issued a request for proposals (“RFP”) for mural designs on the AMDD building; and

WHEREAS, the RFP indicated mural concepts would be kept confidential to protect the proprietary interests of the submitting artists; and

WHEREAS, the AMDD Board of Directors (“Board”) finds it necessary to create a subcommittee to review mural submissions and present the suggested artist and mural design to the Board;

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

SECTION 1.

- (a) There is hereby established a Mural Review Subcommittee (the “Committee”) of the Board to serve as a temporary advisory board to the Board, which shall review mural submissions and present a recommendation to the Board for approval.
- (b) The Committee shall consist of the following three (3) Board members:
 - 1. _____
 - 2. _____
 - 3. _____
- (c) The Committee shall hold special meetings as necessary to perform its duties and responsibilities.
- (d) A majority of members shall constitute a quorum.
- (e) The Texas Open Meeting Act shall not apply to meetings of the Committee.

SECTION 2.

The Committee shall terminate immediately upon approval of a mural design by the Board.

SECTION 3.

This Resolution shall be in full force and effect from and after its date of passage and it is so resolved.

PASSED AND APPROVED by the Board of Directors of the Aubrey Municipal Development District, this 16th day of May, 2024.

Holly Drew, President

ATTEST:

Christine Gossett, Executive Director



APRIL 2024 – STAFF Report

Aubrey Municipal Development District

Christine Gossett – Executive Director

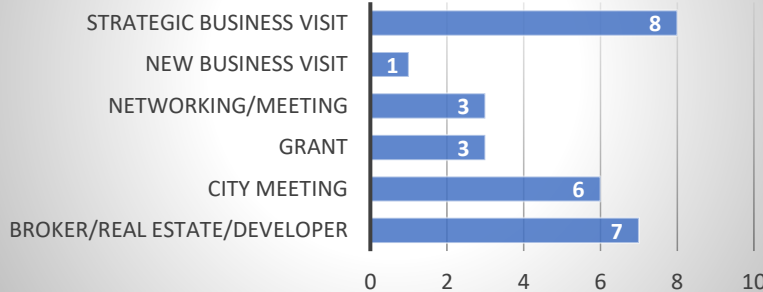


Business Activity and Updates

Development, Retention/Expansion, Training, Networking

Business Contacts

April 2024



Commercial Property for Sale/Lease/Build-to-Suit Updates/April:



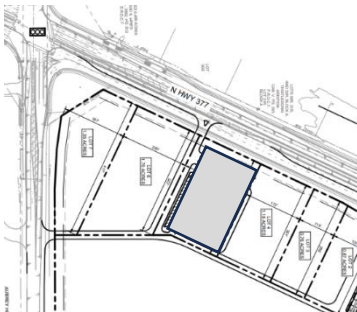
Available: Aubrey Creek
Retail – 1001 US-377: retail
space (+/- 2000 SF), 2 pad
sites available (+/- 9,000 SF)



Available for sale or lease:
Former restaurant - 204-208
Main St: 5,130 total SF
(2,088 & 2,610 each)



Available/Coming Soon:
Pine Ridge North - 501 Pine
Ridge: 2 pad sites: 1 retail;
1 restaurant.



Coming Soon: Commercial – Springhill at
US-377. Preliminary concept: 5 available
pad sites: ranging +/- .75 acres +/-1.7
acres. Concept only. Subject to change.



Available/Coming Soon:
216 S. Main Street: +/-1,323
SF (2 space for retail, salon,
office, other

Business Activity and Updates

New Business Openings:

- Holland Holistic, 100 US Hwy 377

Business Closings:

- N/A

Marketing and New Projects

New:

- Added *WPStatistics* to MDD website – a tracker to measure visitor traffic. (*Stat reports will start in May report.*)
- Created PowerPoint Presentation on MDD for education/outreach presentations.
- Created ad for new print publication, *Lake City Lifestyle*, in the June issue.
- Collected more business photos from Tim Heitman for Aubrey image library.

On-Going Marketing:

- Maps and Website: Updates to Aubrey Story Map, ETJ/Planned Developments map, and MDD website.
- Social media/Facebook: Manage regular posts on activities, area business and local posts.
- April highest post was April 22 with Reach/Engagement: 2,605/185
- Data and Analytics: Regular review of data and trends in Placer AI and ZacTax. Data is updated and used for demographic reports and sales and sales tax activity in Aubrey's trade area.