

Municipal Development District Board Meeting

Aubrey Municipal Development Building
205 S. Main St.
Aubrey, TX 76227
June 11, 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 Zoom Meeting

<https://us06web.zoom.us/j/4819280108?pwd=dnNwbU51MmhjOHJKL3kzcGJ4MTN4UT09&omn=86486969932>

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:

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.

1. Upcoming events in Aubrey include the Summer Music Series in Veteran's Park on June 15th from 5:30 pm to 9 pm featuring Texas Harmony, Payton Howie, and Clay Hollis.

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 May 16, 2024 meeting.
2. Approve Monthly Financial Report.
3. Facade Grant Update

New Business: New items requested for consideration.

1. Consider and approve a resolution authorizing the formation of a Construction and Building Sub-Committee.
2. Receive update and recommendations from Mural Selection Sub-Committee and consider selecting an artist for mural project and authorizing the Executive Director to enter an agreement with selected artist.
3. Consider and approve update to the Proposed 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. May Monthly Report

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. a.) 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:
 1. Commercial Development Projects
 2. Park Art
- b.) 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.
- c.) 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:
 1. Downtown Development

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.

-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 Board Meeting
Staff Report
June 11, 2024

Agenda Item

Minutes of the May 16, 2024 meeting.

Staff Contact

Christine Gossett, MDD Executive Director
cgossett@aubreytx.gov
940-440-9343

Summary

Financial Summary

Staff Recommended Motion

Approve

Conditions

N/A

Municipal Development District Meeting

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



Work Session – Call to Order

Called the work session to order at 6:00 pm.

Present:

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

Absent: Director Place 7 – Tim Heitman

Others Present: Charles Kreidler – City Manager, Christine Gossett – Executive Director, Chris Branham – Catalyst Group

Presentation by Catalyst Group and discussion for the Strategic Plan.

Adjourned Work Session at 6:49 pm

Regular Session – Call to Order

Called to order regular session of the Aubrey Municipal Development District Board Meeting on May 16, 2024 at the Aubrey MDD Building at 6:55 pm

Present:

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

Absent: Director Place 7 – Tim Heitman

Others Present: Charles Kreidler – City Manager, Christine Gossett – Executive Director

Invocation & Pledge of Allegiance led by: Secretary, Mike Browning

Community Announcements: Director Auer announced the concert on May 17th in Veteran’s Park featuring Jaret Reddick.

Citizen Input: None

Consent Items:

Director Auer requested to remove Items 1,3 and 4 from the Consent Agenda.

Viki Dunn motioned to approve Item 2 on the Consent Agenda.

Secretary Browning seconded the motion. Motion carried 6 to 0.

Director Auer requested correction on April Board of Director Minutes and April 25th Special Meeting Minutes. Director Dunn motioned to approve Item 1/Minutes with corrections. Vice President Bogar seconded. Motion carried 6 to 0.

Director Auer requested edits to Item 3/Grant Policy. Secretary Browning motioned to approve the TIP Grant Policy and Application with edits as discussed. Vice President Bogar seconded. Motion carried 5 to 1.

Discussion on Item 4/Video. Vice President Bogar motioned to approve the video contract contingent on a cap of travel costs not exceeding 10 percent of contract cost and billed separately, and also contingent on filming this footage at an approved time by the MDD.

Director Arbenowske seconded the motion. Motion carried 6 to 0.

New Business:

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

This item was tabled.

2. Consider and Approve a resolution authorizing the formation of a Mural Selection Sub-Committee.

Director Dunn motioned to approve the resolution of the formation of Mural Sub-Committee to be comprised of members Jesse Auer, Tim Heitman and Mike Browning.

Director Arbenowske Seconded. Motion carried 6 to 0.

3. Consider and discuss the preliminary 2024-25 fiscal year budget.

Director Dunn motioned to approve the preliminary proposed 2024-25 fiscal year budget with the amendment to the salary.

Secretary Browning seconded. Motion carried 6 to 0.

Staff Report: Executive Director presented the Staff Report. Page 2 of 3

Future Agenda Requests: Marketing and Social Media Policy; Magazine Ads; Lease for Hwy 377; Construction Sub-Committee; Performance Review.

EXECUTIVE SESSION

Following board discussion, Director Dunn motioned to close the Open Session and go into Executive Session at 9:12 pm.

Director Arbenowske seconded the motion. Motion carried 6 to 0.

Executive Session: Section 551.071 – Consultation with Attorney, Section 551.072 - Real Property, Section 551.087 - Economic Development Negotiations

Following board discussion, Director Dunn motioned to close the Executive Session at 9:42 pm

Director Arbenowske seconded the motion. Motion carried 6 to 0.

Reconvened into Open Session

Director Dunn motioned to reconvene into Open Session at 9:43 pm.

Director Auer seconded the motion. Motion carried 6 to 0.

Future agenda requests: RFQ and Sign Policy

ADJOURN

Director Dunn motioned to adjourn the meeting at 9:44 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 Meeting
Staff Report
June 11, 2024

Agenda Item

Approve Monthly Financial Report.

Staff Contact

Christine Gossett, MDD Executive Director
cgossett@aubreytx.gov
940-440-9343

Summary

The financial reports include the Detailed Financial, Revenue & Expense, and Balance Sheet for April 2024.

Financial Summary

Staff Recommended Motion

Approve

Conditions

N/A

CITY OF AUBREY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

701-MDD

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

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

GENERAL REVENUE

Taxes	940,000	78,915.96	588,655.26	0.00	351,344.74	62.62
Miscellaneous	<u>145,010</u>	<u>13,664.51</u>	<u>88,924.57</u>	<u>0.00</u>	<u>56,085.43</u>	<u>61.32</u>
TOTAL GENERAL REVENUE	<u>1,085,010</u>	<u>92,580.47</u>	<u>677,579.83</u>	<u>0.00</u>	<u>407,430.17</u>	<u>62.45</u>
 TOTAL REVENUE	 1,085,010	 92,580.47	 677,579.83	 0.00	 407,430.17	 62.45
	=====	=====	=====	=====	=====	=====

EXPENSE SUMMARY

MDD

Personnel	138,465	11,784.60	69,284.49	0.00	69,180.51	50.04
Materials & Supplies	8,500	249.31	5,391.72	0.00	3,108.28	63.43
Repairs & Maintenance	20,000	1,602.92	10,663.45	0.00	9,336.55	53.32
Utilities	595	132.67	445.51	0.00	149.49	74.88
Contract Services	148,200	2,991.20	6,818.96	0.00	141,381.04	4.60
Fees & Other Services	51,850	964.25	30,666.39	0.00	21,183.61	59.14
Contingency/FB	<u>215,000</u>	<u>1,250.00</u>	<u>8,750.00</u>	<u>0.00</u>	<u>206,250.00</u>	<u>4.07</u>
TOTAL MDD	<u>582,610</u>	<u>18,974.95</u>	<u>132,020.52</u>	<u>0.00</u>	<u>450,589.48</u>	<u>22.66</u>
 TOTAL EXPENSES	 582,610	 18,974.95	 132,020.52	 0.00	 450,589.48	 22.66
	=====	=====	=====	=====	=====	=====
 REVENUE OVER/ (UNDER) EXPENSES	 502,400	 73,605.52	 545,559.31	 0.00 (	 43,159.31)	 108.59

CITY OF AUBREY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

701-MDD

% OF YEAR COMPLETED: 58.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>Taxes</u>						
701-4000-02-4130 Sales Taxes	940,000	78,915.96	588,655.26	0.00	351,344.74	62.62
TOTAL Taxes	940,000	78,915.96	588,655.26	0.00	351,344.74	62.62
<u>Grants</u>						
<u>Miscellaneous</u>						
701-4000-09-4500 Interest Income	145,000	13,664.51	88,924.57	0.00	56,075.43	61.33
701-4000-09-4730 Property Rental Income	10	0.00	0.00	0.00	10.00	0.00
TOTAL Miscellaneous	145,010	13,664.51	88,924.57	0.00	56,085.43	61.32
<u>Contingency/FB</u>						
TOTAL REVENUE	1,085,010	92,580.47	677,579.83	0.00	407,430.17	62.45

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: APRIL 30TH, 2024

701-MDD

% OF YEAR COMPLETED: 58.33

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	8,076.92	50,513.81	0.00	54,486.19	48.11
701-5176-01-5106 Longevity	50	0.00	0.00	0.00	50.00	0.00
701-5176-01-5107 TMRS Contribution	6,828	525.00	3,283.39	0.00	3,544.61	48.09
701-5176-01-5108 Payroll Tax Expense (me	1,523	146.43	738.00	0.00	785.00	48.46
701-5176-01-5109 Group Health Insurance	9,864	1,452.90	6,653.85	0.00	3,210.15	67.46
701-5176-01-5110 Workmens Comp TML	200	46.33	139.02	0.00	60.98	69.51
701-5176-01-5621 Travel/training	15,000	1,537.02	7,956.42	0.00	7,043.58	53.04
TOTAL Personnel	138,465	11,784.60	69,284.49	0.00	69,180.51	50.04

CapitalMaterials & Supplies

701-5176-03-5050 Office Supplies	3,500	145.93	2,333.22	0.00	1,166.78	66.66
701-5176-03-5060 Promotional Materials	5,000	103.38	3,058.50	0.00	1,941.50	61.17
TOTAL Materials & Supplies	8,500	249.31	5,391.72	0.00	3,108.28	63.43

Repairs & Maintenance

701-5176-04-5120 Building Maintenance	20,000	1,602.92	10,663.45	0.00	9,336.55	53.32
TOTAL Repairs & Maintenance	20,000	1,602.92	10,663.45	0.00	9,336.55	53.32

Utilities

701-5176-05-5618 Telephone	595	132.67	445.51	0.00	149.49	74.88
TOTAL Utilities	595	132.67	445.51	0.00	149.49	74.88

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	2,991.20	6,467.60	0.00	33,532.40	16.17
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	2,991.20	6,818.96	0.00	141,381.04	4.60

Fees & Other Services

701-5176-07-5190 Insurance - TML	850	208.64	612.37	0.00	237.63	72.04
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	555.61	17,994.92	0.00	7,005.08	71.98
701-5176-07-5667 Marketing and Advertisi	13,000	200.00	1,934.10	0.00	11,065.90	14.88
TOTAL Fees & Other Services	51,850	964.25	30,666.39	0.00	21,183.61	59.14

MiscellaneousContingency/FB

701-5176-99-4091 Administrative fee	15,000	1,250.00	8,750.00	0.00	6,250.00	58.33
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: APRIL 30TH, 2024

701-MDD

% OF YEAR COMPLETED: 58.33

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	8,750.00	0.00	206,250.00	4.07
TOTAL MDD	582,610	18,974.95	132,020.52	0.00	450,589.48	22.66
TOTAL EXPENSES	582,610	18,974.95	132,020.52	0.00	450,589.48	22.66
REVENUE OVER/ (UNDER) EXPENSES	502,400	73,605.52	545,559.31	0.00 (	43,159.31)	108.59

BALANCE SHEET

AS OF: APRIL 30TH, 2024

701-MDD

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
701-11-000-00	MDD Cash	678,749.41	
701-11-000-84	Claim on Cash MDD	(133,171.22)	
701-11-000-90	Investment Account	2,427,759.88	
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>3,280,982.82</u>	
TOTAL ASSETS			3,280,982.82
			=====
LIABILITIES			
=====			
701-21-010-00	Accounts Payable Pooled	339.75	
701-21-021-01	Payroll tax liabilities	(272.84)	
TOTAL LIABILITIES			<u>66.91</u>
EQUITY			
=====			
701-31-040-10	Fund Balance - MDD	<u>2,735,356.60</u>	
TOTAL BEGINNING EQUITY		2,735,356.60	
TOTAL REVENUE		677,579.83	
TOTAL EXPENSES		<u>132,020.52</u>	
TOTAL REVENUE OVER/ (UNDER) EXPENSES		545,559.31	
TOTAL EQUITY & REV. OVER/ (UNDER) EXP.		<u>3,280,915.91</u>	
TOTAL LIABILITIES, EQUITY & REV.OVER/ (UNDER) EXP.			3,280,982.82
			=====

FUND : 701-MDD

TRANSACTION DATE: 4/01/2024 THRU 4/30/2024

DEPT : N/A

ACCOUNTS: ALL

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
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11-000-00

MDD Cash

B E G I N N I N G B A L A N C E

598,058.57

4/02/24	4/02	B20961	Deposit 000000	02300	Transfer cash from funds to PY	JE# 005606			351.45CR	597,707.12
4/16/24	4/16	B21080	Deposit 000000	02342		JE# 005648			78,915.96	676,623.08
4/16/24	4/16	B21094	Deposit 000000	02344	Transfer cash from funds to PY	JE# 005650			351.45CR	676,271.63
4/30/24	4/30	B21180	Deposit 000000	02364	Transfer cash from funds to PY	JE# 005671			351.45CR	675,920.18
4/30/24	5/06	B21222	Interest000000	02373	INTEREST INCOME	JE# 005680			2,829.23	678,749.41
			=====	APRIL ACTIVITY	DB:	81,745.19	CR:	1,054.35CR	80,690.84	
			=====	ACCOUNT TOTAL	DB:	81,745.19	CR:	1,054.35CR		

11-000-84

Claim on Cash MDD

B E G I N N I N G B A L A N C E

115,082.46CR

4/02/24	4/02	B20961	Deposit 000000	02300	Transfer cash from funds to PY	JE# 005606			351.45	114,731.01CR
4/02/24	4/02	A40586	TRANSFER	07125	701-901 A/P REIMBURSEMEN				293.68CR	115,024.69CR
4/03/24	4/03	B20981		02311	MDD ADMIN FEE 2404	JE# 005617			1,250.00CR	116,274.69CR
4/04/24	4/04	A40689	TRANSFER	07135	701-901 A/P REIMBURSEMEN				1,216.97CR	117,491.66CR
4/05/24	4/02	P00534	TRANSFER	00268	PR 3/16/24 - 3/29/24				3,271.91CR	120,763.57CR
4/05/24	4/02	B20962	Misc 000000	02299	Self Insurance	JE# 005605			351.45CR	121,115.02CR
4/05/24	4/02	A40587	TRANSFER	07125	701-901 A/P REIMBURSEMEN				50.00CR	121,165.02CR
4/11/24	4/11	A40786	TRANSFER	07148	701-901 A/P REIMBURSEMEN				3,256.01CR	124,421.03CR
4/16/24	4/16	B21094	Deposit 000000	02344	Transfer cash from funds to PY	JE# 005650			351.45	124,069.58CR
4/16/24	4/16	A40807	TRANSFER	07158	701-901 A/P REIMBURSEMEN				293.68CR	124,363.26CR
4/16/24	4/16	A40818	TRANSFER	07161	701-901 A/P REIMBURSEMEN				2,215.38CR	126,578.64CR
4/18/24	4/18	A40984	TRANSFER	07167	701-901 A/P REIMBURSEMEN				428.78CR	127,007.42CR
4/19/24	4/16	P00536	TRANSFER	00269	PR 3/30/24 - 4/12/24				3,271.91CR	130,279.33CR
4/19/24	4/16	B21095	Misc 000000	02343	Self Insurance	JE# 005649			351.45CR	130,630.78CR
4/19/24	4/16	A40808	TRANSFER	07158	701-901 A/P REIMBURSEMEN				50.00CR	130,680.78CR
4/30/24	4/30	B21180	Deposit 000000	02364	Transfer cash from funds to PY	JE# 005671			351.45	130,329.33CR
4/30/24	4/17	A40824	TRANSFER	07140	701-901 A/P REIMBURSEMEN				2,517.26CR	132,846.59CR
4/30/24	4/30	A41068	TRANSFER	07177	701-901 A/P REIMBURSEMEN				324.63CR	133,171.22CR
			=====	APRIL ACTIVITY	DB:	1,054.35	CR:	19,143.11CR	18,088.76CR	
			=====	ACCOUNT TOTAL	DB:	1,054.35	CR:	19,143.11CR		

11-000-90

Investment Account

B E G I N N I N G B A L A N C E

2,416,924.60

4/30/24	5/06	B21222	Interest000000	02373	INTEREST INCOME	JE# 005680			10,835.28	2,427,759.88
			=====	APRIL ACTIVITY	DB:	10,835.28	CR:	0.00	10,835.28	
			=====	ACCOUNT TOTAL	DB:	10,835.28	CR:	0.00		

FUND : 701-MDD

TRANSACTION DATE: 4/01/2024 THRU 4/30/2024

DEPT : N/A

ACCOUNTS: ALL

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

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

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					235.07CR

4/01/24	4/04	A40615	CHK: 013398	07124	DENTON TROPHY HOUSE	0160	42636		11.00CR	246.07CR
4/01/24	4/04	A40621	CHK: 013403	07124	INTEGRITY FACILITY SOLUT	0187	618596		349.00CR	595.07CR
4/01/24	4/04	A40626	CHK: 013417	07124	TML-IRP	0272	Q2 2024		254.97CR	850.04CR
4/01/24	4/04	A40640	CHK: 013415	07124	TERRY POESCHL ELECTRIC,	1203	5327		602.00CR	1,452.04CR
4/01/24	4/11	A40719	CHK: 013448	07136	VERIZON WIRELESS	0277	9960544111		64.81CR	1,516.85CR
4/01/24	4/11	A40729	CHK: 013445	07136	TAYLOR, OLSON, ADKINS, S	0775	STATEMENT NO. 20		2,991.20CR	4,508.05CR
4/01/24	4/11	A40747	CHK: 013444	07136	TAMMI PAUL PHOTOGRAPHY	1207	0000013		200.00CR	4,708.05CR
4/01/24	4/18	A40890	CHK: 013476	07151	REIMBURSEMENT	1	202403		193.71CR	4,901.76CR
4/02/24	4/02	A40577	DFT: 002287	07125	Federal W/H Payable	0116	T1 202404021665		199.04CR	5,100.80CR
4/02/24	4/02	A40577	DFT: 002287	07125	Medicare Payable	0116	T4 202404021665		94.64CR	5,195.44CR
4/02/24	4/02	A40586	TRANSFER	07125	701-901 A/P REIMBURSEMEN				293.68	4,901.76CR
4/04/24	4/04	A40689	TRANSFER	07135	701-901 A/P REIMBURSEMEN				1,216.97	3,684.79CR
4/05/24	4/02	A40579	DFT: 002289	07125	457 Withholding	0554	ICM202404021665		50.00CR	3,734.79CR
4/05/24	4/16	A40809	DFT: 002309	07160	HSA Contributions	0117	HSA202404021665		187.50CR	3,922.29CR
4/05/24	4/16	A40811	DFT: 002310	07160	TMRs Payable	0273	TMR202404021665		545.19CR	4,467.48CR
4/05/24	4/02	A40587	TRANSFER	07125	701-901 A/P REIMBURSEMEN				50.00	4,417.48CR
4/11/24	4/11	A40786	TRANSFER	07148	701-901 A/P REIMBURSEMEN				3,256.01	1,161.47CR
4/16/24	4/16	A40798	DFT: 002306	07158	Federal W/H Payable	0116	T1 202404161666		199.04CR	1,360.51CR
4/16/24	4/16	A40798	DFT: 002306	07158	Medicare Payable	0116	T4 202404161666		94.64CR	1,455.15CR
4/16/24	4/16	A40807	TRANSFER	07158	701-901 A/P REIMBURSEMEN				293.68	1,161.47CR
4/16/24	4/16	A40818	TRANSFER	07161	701-901 A/P REIMBURSEMEN				2,215.38	1,053.91

5-31-2024 8:54 AM				D E T A I L L I S T I N G				PAGE: 3			
FUND : 701-MDD				TRANSACTION DATE: 4/01/2024 THRU 4/30/2024							
DEPT : N/A				ACCOUNTS: ALL							
POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====	
4/18/24	4/18	A40984	TRANSFER	07167	701-901 A/P REIMBURSEMEN				428.78	1,482.69	
4/19/24	4/16	A40800	DFT: 002308	07158	457 Withholding	0554	ICM202404161666		50.00CR	1,432.69	
4/19/24	4/16	A40810	DFT: 002309	07160	HSA Contributions	0117	HSA202404161666		937.50CR	495.19	
4/19/24	4/16	A40812	DFT: 002310	07160	TMRS Payable	0273	TMR202404161666		545.19CR	50.00CR	
4/19/24	4/16	A40808	TRANSFER	07158	701-901 A/P REIMBURSEMEN				50.00	0.00	
4/30/24	4/17	A40820	DFT: 002311	07140	JPMORGAN CHASE BANK	0556	2024/03		2,517.26CR	2,517.26CR	
4/30/24	4/30	A41059	DFT: 002317	07177	Federal W/H Payable	0116	T1 202404301675		221.05CR	2,738.31CR	
4/30/24	4/30	A41059	DFT: 002317	07177	Medicare Payable	0116	T4 202404301675		103.58CR	2,841.89CR	
4/30/24	5/14	A41297	CHK: 013585	07201	ATMOS ENERGY	0126	3064561863-2404		271.89CR	3,113.78CR	
4/30/24	5/14	A41298	CHK: 013613	07201	VERIZON WIRELESS	0277	9963036789		67.86CR	3,181.64CR	
4/30/24	4/17	A40824	TRANSFER	07140	701-901 A/P REIMBURSEMEN				2,517.26	664.38CR	
4/30/24	4/30	A41068	TRANSFER	07177	701-901 A/P REIMBURSEMEN				324.63	339.75CR	
			=====	APRIL ACTIVITY	DB:	10,646.39	CR:	10,751.07CR	104.68CR		
			=====	ACCOUNT TOTAL	DB:	10,646.39	CR:	10,751.07CR			

21-010-12		Accounts Payable -MDD									
			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	
4/02/24	4/02	A40577	DFT: 002287	07125	Federal W/H Payable	0116	T1 202404021665		199.04	199.04	
4/02/24	4/02	A40577	DFT: 002287	07125	Medicare Payable	0116	T4 202404021665		47.32	246.36	
4/05/24	4/02	P00534	FEDWH	00268	PR 3/16/24 - 3/29/24				199.04CR	47.32	
4/05/24	4/02	P00534	MEDIC	00268	PR 3/16/24 - 3/29/24				47.32CR	0.00	
4/16/24	4/16	A40798	DFT: 002306	07158	Federal W/H Payable	0116	T1 202404161666		199.04	199.04	
4/16/24	4/16	A40798	DFT: 002306	07158	Medicare Payable	0116	T4 202404161666		47.32	246.36	
4/19/24	4/16	P00536	FEDWH	00269	PR 3/30/24 - 4/12/24				199.04CR	47.32	
4/19/24	4/16	P00536	MEDIC	00269	PR 3/30/24 - 4/12/24				47.32CR	0.00	
4/30/24	4/30	A41059	DFT: 002317	07177	Federal W/H Payable	0116	T1 202404301675		221.05	221.05	
4/30/24	4/30	A41059	DFT: 002317	07177	Medicare Payable	0116	T4 202404301675		51.79	272.84	
			=====	APRIL ACTIVITY	DB:	765.56	CR:	492.72CR	272.84		
			=====	ACCOUNT TOTAL	DB:	765.56	CR:	492.72CR			

21-021-08		MDD HSA Bank									
			B E G I N N I N G B A L A N C E							0.00	
4/05/24	4/02	P00534	HSA	00268	PR 3/16/24 - 3/29/24				187.50CR	187.50CR	
4/05/24	4/16	A40809	DFT: 002309	07160	HSA Contributions	0117	HSA202404021665		187.50	0.00	
4/19/24	4/16	P00536	HSA	00269	PR 3/30/24 - 4/12/24				187.50CR	187.50CR	
4/19/24	4/16	A40810	DFT: 002309	07160	HSA Contributions	0117	HSA202404161666		187.50	0.00	
			=====	APRIL ACTIVITY	DB:	375.00	CR:	375.00CR	0.00		
			=====	ACCOUNT TOTAL	DB:	375.00	CR:	375.00CR			

FUND : 701-MDD

TRANSACTION DATE: 4/01/2024 THRU 4/30/2024

DEPT : N/A

ACCOUNTS: ALL

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

	21-021-09		Deferred Comp - 457							
				B E G I N N I N G	B A L A N C E					0.00
4/05/24	4/02	P00534	ICMA	00268	PR 3/16/24 - 3/29/24				50.00CR	50.00CR
4/05/24	4/02	A40579	DFT: 002289	07125	457 Withholding	0554	ICM202404021665		50.00	0.00
4/19/24	4/16	P00536	ICMA	00269	PR 3/30/24 - 4/12/24				50.00CR	50.00CR
4/19/24	4/16	A40800	DFT: 002308	07158	457 Withholding	0554	ICM202404161666		50.00	0.00
			=====	APRIL ACTIVITY	DB:	100.00	CR:	100.00CR	0.00	
			=====	ACCOUNT TOTAL	DB:	100.00	CR:	100.00CR		

	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
4/05/24	4/02	P00534	TMR	00268	PR 3/16/24 - 3/29/24				282.69CR	282.69CR
4/05/24	4/16	A40811	DFT: 002310	07160	TMRS Payable	0273	TMR202404021665		282.69	0.00
4/19/24	4/16	P00536	TMR	00269	PR 3/30/24 - 4/12/24				282.69CR	282.69CR
4/19/24	4/16	A40812	DFT: 002310	07160	TMRS Payable	0273	TMR202404161666		282.69	0.00
			=====	APRIL ACTIVITY	DB:	565.38	CR:	565.38CR	0.00	
			=====	ACCOUNT TOTAL	DB:	565.38	CR:	565.38CR		

	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					509,739.30CR
4/16/24	4/16	B21080	Deposit 000000	02342	MDD SALES TAX		JE# 005648		78,915.96CR	588,655.26CR
			=====	APRIL ACTIVITY	DB:	0.00	CR:	78,915.96CR	78,915.96CR	
			=====	ACCOUNT TOTAL	DB:	0.00	CR:	78,915.96CR		

FUND : 701-MDD

TRANSACTION DATE: 4/01/2024 THRU 4/30/2024

DEPT : N/A

ACCOUNTS: ALL

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
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					75,260.06CR
4/30/24	5/06	B21222	Interest000000	02373	INTEREST INCOME		JE# 005680		2,829.23CR	78,089.29CR
4/30/24	5/06	B21222	Interest000000	02373	INTEREST INCOME		JE# 005680		10,835.28CR	88,924.57CR
			=====	APRIL ACTIVITY	DB:	0.00	CR:	13,664.51CR	13,664.51CR	
			=====	ACCOUNT TOTAL	DB:	0.00	CR:	13,664.51CR		
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							
			B E G I N N I N G		B A L A N C E					0.00
4000-99-4090			Unallocated Fund balance							
			B E G I N N I N G		B A L A N C E					0.00
DEPT: 5176 MDD										
5176-01-5101			Salaries							
			B E G I N N I N G		B A L A N C E					42,436.89
4/05/24	4/02	P00534	PYEXP	00268	PR 3/16/24 - 3/29/24				4,038.46	46,475.35
4/19/24	4/16	P00536	PYEXP	00269	PR 3/30/24 - 4/12/24				4,038.46	50,513.81
			=====	APRIL ACTIVITY	DB:	8,076.92	CR:	0.00	8,076.92	
			=====	ACCOUNT TOTAL	DB:	8,076.92	CR:	0.00		
5176-01-5105			Overtime							
			B E G I N N I N G		B A L A N C E					0.00
5176-01-5106			Longevity							
			B E G I N N I N G		B A L A N C E					0.00

FUND : 701-MDD

TRANSACTION DATE: 4/01/2024 THRU 4/30/2024

DEPT : 5176 MDD

ACCOUNTS: ALL

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
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5176-01-5107 TMRS Contribution

B E G I N N I N G B A L A N C E

2,758.39

4/05/24	4/16	A40811	DFT: 002310	07160	TMRS Payable	0273	TMR202404021665		262.50	3,020.89
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4/19/24	4/16	A40812	DFT: 002310	07160	TMRS Payable	0273	TMR202404161666		262.50	3,283.39
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=====			APRIL ACTIVITY	DB:	525.00	CR:	0.00		525.00	
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=====			ACCOUNT TOTAL	DB:	525.00	CR:	0.00			
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5176-01-5108 Payroll Tax Expense (medicare)

B E G I N N I N G B A L A N C E

591.57

4/02/24	4/02	A40577	DFT: 002287	07125	Medicare Payable	0116	T4 202404021665		47.32	638.89
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4/16/24	4/16	A40798	DFT: 002306	07158	Medicare Payable	0116	T4 202404161666		47.32	686.21
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4/30/24	4/30	A41059	DFT: 002317	07177	Medicare Payable	0116	T4 202404301675		51.79	738.00
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=====			APRIL ACTIVITY	DB:	146.43	CR:	0.00		146.43	
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=====			ACCOUNT TOTAL	DB:	146.43	CR:	0.00			
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5176-01-5109 Group Health Insurance

B E G I N N I N G B A L A N C E

5,200.95

4/05/24	4/02	B20962	Self Ins	02299	Self Insurance		JE# 005605		351.45	5,552.40
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4/19/24	4/16	A40810	DFT: 002309	07160	HSA Contributions	0117	HSA202404161666		750.00	6,302.40
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4/19/24	4/16	B21095	Self Ins	02343	Self Insurance		JE# 005649		351.45	6,653.85
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=====			APRIL ACTIVITY	DB:	1,452.90	CR:	0.00		1,452.90	
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=====			ACCOUNT TOTAL	DB:	1,452.90	CR:	0.00			
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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

4/01/24	4/04	A40626	CHK: 013417	07124	TML-IRP	0272	Q2 2024		46.33	139.02
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=====			APRIL ACTIVITY	DB:	46.33	CR:	0.00		46.33	
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=====			ACCOUNT TOTAL	DB:	46.33	CR:	0.00			
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5176-01-5621 Travel/training

B E G I N N I N G B A L A N C E

6,419.40

4/30/24	4/17	A40820	DFT: 002311	07140	TEDC-WEBINAR REG.	0556	2024/03		79.00	6,498.40
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4/30/24	4/17	A40820	DFT: 002311	07140	TEDC-MID YEAR CONFERENCE	0556	2024/03		475.00	6,973.40
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4/30/24	4/17	A40820	DFT: 002311	07140	TML-SMALL TOWNS CONF.	0556	2024/03		235.00	7,208.40
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4/30/24	4/17	A40820	DFT: 002311	07140	TML-3 BOARD MEMBERS-SMAL	0556	2024/03		705.00	7,913.40
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4/30/24	4/17	A40820	DFT: 002311	07140	UBER-TRAINING	0556	2024/03		16.39	7,929.79
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5-31-2024 8:54 AM				D E T A I L L I S T I N G				PAGE: 7			
FUND : 701-MDD				TRANSACTION DATE: 4/01/2024 THRU 4/30/2024							
DEPT : 5176 MDD				ACCOUNTS: ALL							
POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====	
4/30/24	4/17	A40820	DFT: 002311	07140	PRAIRIE HOUSE-MEETING	0556	2024/03		26.63	7,956.42	
			=====	APRIL ACTIVITY	DB:	1,537.02	CR:	0.00	1,537.02		
			=====	ACCOUNT TOTAL	DB:	1,537.02	CR:	0.00			

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								2,187.29
4/01/24	4/04	A40615	CHK: 013398	07124	DENTON TROPHY HOUSE	0160	42636		11.00	2,198.29	
4/30/24	4/17	A40820	DFT: 002311	07140	IMPRESS GRAPHICS-BUSINES	0556	2024/03		134.93	2,333.22	
			=====	APRIL ACTIVITY	DB:	145.93	CR:	0.00	145.93		
			=====	ACCOUNT TOTAL	DB:	145.93	CR:	0.00			

5176-03-5060			Promotional Materials								
			B E G I N N I N G B A L A N C E								2,955.12
4/30/24	4/17	A40820	DFT: 002311	07140	IMPRESS GRAPHICS-PROMO M	0556	2024/03		103.38	3,058.50	
			=====	APRIL ACTIVITY	DB:	103.38	CR:	0.00	103.38		
			=====	ACCOUNT TOTAL	DB:	103.38	CR:	0.00			

5176-04-5120			Building Maintenance								
			B E G I N N I N G B A L A N C E								9,060.53
4/01/24	4/04	A40621	CHK: 013403	07124	INTEGRITY FACILITY SOLUT	0187	618596		349.00	9,409.53	
4/01/24	4/04	A40640	CHK: 013415	07124	TERRY POESCHL ELECTRIC,	1203	5327		602.00	10,011.53	
4/01/24	4/18	A40890	CHK: 013476	07151	EXPENSE REIMBURSEMENT	1	202403		193.71	10,205.24	
4/30/24	4/17	A40820	DFT: 002311	07140	WALMART-PLANTS	0556	2024/03		60.90	10,266.14	
4/30/24	4/17	A40820	DFT: 002311	07140	D&L FARM-FLOWERS	0556	2024/03		75.92	10,342.06	
4/30/24	4/17	A40820	DFT: 002311	07140	LEWIS NEWSPAPERS-PP POST	0556	2024/03		49.50	10,391.56	
4/30/24	5/14	A41297	CHK: 013585	07201	ATMOS ENERGY	0126	3064561863-2404		271.89	10,663.45	
			=====	APRIL ACTIVITY	DB:	1,602.92	CR:	0.00	1,602.92		
			=====	ACCOUNT TOTAL	DB:	1,602.92	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

FUND : 701-MDD

TRANSACTION DATE: 4/01/2024 THRU 4/30/2024

DEPT : 5176 MDD

ACCOUNTS: ALL

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
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5176-05-5618 Telephone

B E G I N N I N G B A L A N C E

312.84

4/01/24	4/11	A40719	CHK: 013448	07136	VERIZON WIRELESS	0277	9960544111		64.81	377.65
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4/30/24	5/14	A41298	CHK: 013613	07201	VERIZON WIRELESS	0277	9963036789		67.86	445.51
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=====			APRIL ACTIVITY	DB:	132.67	CR:	0.00		132.67	
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=====			ACCOUNT TOTAL	DB:	132.67	CR:	0.00			
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5176-05-5619 Utilities - Water/Sewer

B E G I N N I N G B A L A N C E

0.00

5176-06-5060 Election Services

B E G I N N I N G B A L A N C E

0.00

5176-06-5240 Drug screening/background chec

B E G I N N I N G B A L A N C E

0.00

5176-06-5620 Legal & Professional

B E G I N N I N G B A L A N C E

3,476.40

4/01/24	4/11	A40729	CHK: 013445	07136	TAYLOR, OLSON, ADKINS, S 0775	STATEMENT NO. 20			2,991.20	6,467.60
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=====			APRIL ACTIVITY	DB:	2,991.20	CR:	0.00		2,991.20	
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=====			ACCOUNT TOTAL	DB:	2,991.20	CR:	0.00			
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5176-06-5724 Water/Sewer Impact Fee Study

B E G I N N I N G B A L A N C E

0.00

5176-06-5764 Special Services

B E G I N N I N G B A L A N C E

0.00

5176-06-5765 Thoroughfare PlanTraffic Count

B E G I N N I N G B A L A N C E

0.00

5176-06-7860 Downtown Master Plan

B E G I N N I N G B A L A N C E

0.00

FUND : 701-MDD

TRANSACTION DATE: 4/01/2024 THRU 4/30/2024

DEPT : 5176 MDD

ACCOUNTS: ALL

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
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5176-06-7861			Comprehensive Plan							
			B E G I N N I N G		B A L A N C E					0.00

5176-06-7862			Maps							
			B E G I N N I N G		B A L A N C E					351.36

5176-06-7863			Strategic Plan							
			B E G I N N I N G		B A L A N C E					0.00

5176-07-5150			Printing							
			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

4/01/24	4/04	A40626	CHK: 013417	07124	TML-IRP	0272	Q2 2024		208.64	612.37
			=====	APRIL ACTIVITY	DB:	208.64	CR:	0.00	208.64	
			=====	ACCOUNT TOTAL	DB:	208.64	CR:	0.00		

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

5176-07-5280			Copier Maintenance Contract							
			B E G I N N I N G		B A L A N C E					0.00

5176-07-5665			Technology/Promotional Video							
			B E G I N N I N G		B A L A N C E					17,439.31

4/30/24	4/17	A40820	DFT: 002311	07140	GODADDY-MDD DOMAIN HOST	0556	2024/03		440.62	17,879.93
4/30/24	4/17	A40820	DFT: 002311	07140	CANVA-TECH/PROMOTIONAL	0556	2024/03		14.99	17,894.92
4/30/24	4/17	A40820	DFT: 002311	07140	MCDORMAN SIGNS-WEBSITE M	0556	2024/03		100.00	17,994.92
			=====	APRIL ACTIVITY	DB:	555.61	CR:	0.00	555.61	
			=====	ACCOUNT TOTAL	DB:	555.61	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

4/01/24	4/11	A40747	CHK: 013444	07136	TAMMI PAUL PHOTOGRAPHY	1207	0000013		200.00	1,934.10
			=====	APRIL ACTIVITY	DB:	200.00	CR:	0.00	200.00	
			=====	ACCOUNT TOTAL	DB:	200.00	CR:	0.00		

FUND : 701-MDD

TRANSACTION DATE: 4/01/2024 THRU 4/30/2024

DEPT : 5176 MDD

ACCOUNTS: ALL

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
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5176-07-5763			Chamber of Commerce							
			B E G I N N I N G		B A L A N C E					0.00

5176-09-5131			Meetings Meals							
			B E G I N N I N G		B A L A N C E					0.00

5176-09-5133			Marketing & Promotions							
			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							
			B E G I N N I N G		B A L A N C E					0.00

5176-99-4091			Administrative fee							
			B E G I N N I N G		B A L A N C E					7,500.00

4/03/24	4/03	B20981		02311 MDD ADMIN FEE 2404		JE# 005617			1,250.00	8,750.00
			=====	APRIL ACTIVITY	DB:	1,250.00	CR:	0.00	1,250.00	
			=====	ACCOUNT TOTAL	DB:	1,250.00	CR:	0.00		

5176-99-5700			Grant Match							
			B E G I N N I N G		B A L A N C E					0.00

5176-99-5710			Business Survival Program							
			B E G I N N I N G		B A L A N C E					0.00

5176-99-5750			Economic Incentives							
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FUND : 701-MDD

TRANSACTION DATE: 4/01/2024 THRU 4/30/2024

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 B A L A N C E 0.00

5176-99-5762 Contingency

B E G I N N I N G B A L A N C E 0.00

5176-99-5800 Municipal Projects

B E G I N N I N G B A L A N C E 0.00

5176-99-9900 Depreciation

B E G I N N I N G B A L A N C E 0.00

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

** REPORT TOTALS **	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	3,478,990.49	3,478,990.49CR
REPORTED ACTIVITY:	125,062.10	125,062.10CR
ENDING BALANCES:	3,604,052.59	3,604,052.59CR
TOTAL FUND ENDING BALANCE:	0.00	

SELECTION CRITERIA

FISCAL YEAR: Oct-2023 / Sep-2024
FUND: Include: 701
TRANSACTION DATES: 4/01/2024 THRU 4/30/2024
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 ***



Municipal Development District Board Meeting
Staff Report
June 11, 2024

Agenda Item

Facade Grant Update

Staff Contact

Christine Gossett, MDD Executive Director
cgossett@aubreytx.gov
940-440-9343

Summary

This is an update to the Facade Grant which includes the eligible items for facade improvements based on approved items on the updated and approved Targeted Improvement Policy Grant. The grant match for the Facade Grant remains the same, which is \$1,000 minimum and \$7,500 maximum match.

Financial Summary

Staff Recommended Motion

Approve

Conditions

N/A

RESOLUTION NO. 15-24

A RESOLUTION OF THE AUBREY MUNICIPAL DEVELOPMENT DISTRICT, AMENDING THE FAÇADE IMPROVEMENT GRANT POLICY; 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 Board of Directors (“Board”) previously approved the AMDD Façade Improvement Grant Policy; and

WHEREAS, the Board desires to amend the Façade Improvement Grant to provide more detailed description of the grant application and review process and to define eligible improvements under the Façade Improvement Grant; and

WHEREAS, the Board believes the amended policy will enhance efficiency in the review of Façade Improvement Grant applications and also provide to the community regarding eligible projects.

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

SECTION 1.

All the above premises are true and correct legislative and factual findings of the AMDD Board, and they are hereby approved, ratified, and incorporated into the body of this Resolution as if copied in their entirety.

SECTION 2.

The Board hereby approves the Façade Improvement Grant Policy and Façade Improvement Grant Application, attached hereto as Exhibits “A” and “B.”

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 11th day of June, 2024.

Holly Drew, President

ATTEST:

Christine Gossett, Executive Director



FACADE IMPROVEMENT PROGRAM



Facade Improvement of Commercial Facilities Grant Program

Aubrey Performance-Based Matching Grant Policy

Section 1 **Program Objective**

The purpose of the Façade Improvement of Commercial Facilities Grant Program is to encourage private sector investment by partnering with the public sector. This partnership seeks to revitalize our commercial corridors through restoration and rehabilitation of commercial building facades. As an economic incentive, Aubrey Municipal Development District has designed the following façade reimbursement grant program.

Section 2 **General Information**

- 2.1. The Grant program is a single payment reimbursement to Grant recipients. The reimbursement is made after the recipient provides documentary evidence of the expenditures.
- 2.2. Improvements made as a part of a Façade Improvement Grant may not be claimed as part of any other incentive program.
- 2.3. Grants are available on a 1-to-1 matching basis for projects ranging from \$1,000 to \$7,500 per grant. In other words, the grant will match dollar-for-dollar what you spend on improvements to façade of your commercial building up to \$7,500 (or a total cost of \$15,000 for both parties).

<u>Private Investment</u>	<u>Public Investment</u>	<u>Project Total</u>
\$1,000	\$1,000 (min)	\$2,000
\$7,500	\$7,500 (max)	\$15,000

- 2.4. Grant funds may be used for exterior work on storefronts and highly visible side and rear facades located in the commercial corridors. (Hwy 377, FM 428)
- 2.5. Grant funds are available throughout the year, on a first-come, first-served basis for qualified and awarded projects until funds are depleted.
- 2.6. Submitted project applications will be reviewed by Staff and approved by the Aubrey Municipal Development District Board before any eligible work may begin. If awarded a Façade Improvement Grant, any deviation from the approved Grant may result in the total or partial withdrawal of the Grant.
- 2.7. Whether to award a Grant is at the sole discretion of the Aubrey Municipal Development Board. Listing of Eligible Improvements does not obligate the Board to approve Grant funding for any Eligible Improvement.

NOTE: Cost overruns will not be considered for matching funds.

Section 3. **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 Facade Improvement Grant.

Application: shall mean the Application for Facade 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 Improvements identified as eligible in Section 5 herein and subject to approval by the Board in reviewing an Application.

Improvements: shall be as defined in Section 5 herein.

Facade: 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 Facade Improvement Grant Policy (FIP).

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

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

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

Section 4. Eligibility

The following properties and businesses are eligible to receive Grants.

4.1. 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:

4.1.1. Within the City or ETJ: Property must be located within the City municipal boundaries or ETJ boundaries.

4.1.2. Commercial Properties: Property must be zoned for uses other than residential uses and the current use of the Property may not be residential.

4.1.3. Tax-Paying Entity: Property must be subject to the City's and/or ETJ ad valorem property tax.

4.1.4. 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.

4.1.5. Liens: Property shall be in good standing as it relates to any liens held by the City or Denton County.

4.1.6. Ownership: Property owners must provide sufficient proof of ownership. Tenants must provide authorization from the Property owner for any proposed Improvements.

4.1.7. Code Violations: Any Code Violations may prohibit eligibility, but will be considered on a case-by-case basis.

4.1.8. Frequency: Property must not have received a Grant for the same category of Improvement (e.g., Façade, Landscaping, Equipment) in a 24- month period.

4.2. Businesses: Only businesses meeting the following requirements shall be eligible to receive benefits outlined by this Policy:

4.2.1. Financial Standing: The business shall be in good standing as it relates to taxes or any monies due to the City.

4.2.2. Tax-Paying Entity: The business must be a tax-paying entity.

- 4.2.3. 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 5. **Improvements**

- 5.1. 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 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.
- 5.2. 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 the 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, except as deemed appropriate by the Board on a case-by-case basis;;
 - 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 Improvement 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 Improvement.
- 5.3. Facade Improvements: The following are Eligible Improvements except as noted otherwise:
- 5.3.1. Facade Materials: Replacing deteriorated or unsafe facade materials with brick, stone, tile, wood, or siding meeting the City’s architectural standards. Removal of “slip” coverings of prior facade materials and re-establishment of historic facade details. Repointing of mortared joints, and replacement or repair of damaged masonry.
- 5.3.2. Cleaning: Pressure washing or sand blasting existing facades, cleaning of tiles.
- 5.3.3. Painting: Scraping, priming and otherwise preparing the surface of and painting existing buildings. The Grant shall not cover the painting of new buildings.
- 5.3.4. 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.
- 5.3.5. Awnings and Canopies: Replacement of or improvements to existing awnings or canopies, or new awnings or canopies affixed to the building Facade.
- 5.3.6. Historical Restoration: Restoration of architectural details of historic significance and/or removal of elements covering such details.
- 5.3.7. Roof Repair: Replacement or repair of all or portions of the roof.
- 5.3.8. Gutters and Downspouts: Replacement or repair of existing gutters and/or downspouts.
- 5.3.9. Demolition: The costs of demolishing and removing existing structures on a Property may be considered for Property Improvements.
- 5.4. Landscaping: The following are Eligible Improvements except as noted otherwise:
- 5.4.1. 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 building Façade.

- 5.4.2. Ineligible: Though not an all-inclusive list, the following are specifically not eligible: landscape pruning, mowing, maintenance and/or any project not directly affixed to the building Façade.
- 5.5. Exterior Lighting: The following are Eligible Improvements:
 - 5.5.1. Accents: Lighting affixed to the building Façade that accentuates features of the building or Property creating a pleasant ambience on the Property.
 - 5.5.2. Signage: Lighting affixed to the building Facade that illuminates signage identifying the business.
- 5.6. Signage: Any FIP grant for signage must be related to signage affixed to the building Façade. The following are Eligible Improvements.
 - 5.6.1. Replacing Signs: The replacement of signs that do not conform to current City requirements is a priority for the City. To that extent, the Grant Policy allows for replacing existing signs, with new signage that complies with all City requirements and is affixed to the building.
 - 5.6.2. New Signs: New sign cans, bases, lettering or frames if affixed to the building for existing or new businesses.
- 5.7. Participation Limitations: The potential matching Grant for each type of Improvement would be a 50/50 match of the total cost of the Improvement project up to \$7,500 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 seven thousand five hundred dollars (\$7,500) in Grants during a 24-month period.

Section 6.

Administrative Procedures

Following are the Administrative Procedures regarding Grant Applications:

- 6.1. 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

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

6.2.1. 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 Improvements;
- D. Written description of the Improvements, 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.

6.2.2. Amendments: Staff may amend the form of the Application as needed to more efficiently evaluate the merits of requested Improvements.

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

6.3.1. Review Criteria:

- A. Completeness of Application: Completeness of the Application, including all required attachments;

- B. Impact: An estimation of the impact that the Improvements 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 Improvements eliminate a legal non-conforming aspect of the Property.
- 6.3.2. 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.
- 6.4. Approval: The Board shall make the final decision regarding the merits of the Application and the appropriate Façade Improvement Grant to be given, if any. Upon approval of a Façade 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:
- 6.4.1. Improvements: List the specifications of the proposed Improvements on the Property.
 - 6.4.2. Access: Provide the City and Staff access to the Property to ensure that the Improvements or repairs are made according to the specifications and conditions in the Agreement.
 - 6.4.3. Grant: Provide for the procedures of the FIP Grant payment.
 - 6.4.4. 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.
- 6.5. 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 seven thousand five hundred dollars (\$7,500) 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.
- 6.6. City Council Approval. Application approval shall comply with Chapter 505 of the Texas Local Government Code.
- 6.7. Pre-Construction Meeting: If the FIP 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.
- 6.8. 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 Improvements. The Notice to Proceed shall in no event be regarded as the issuance or approval of a building permit or any other construction permits.
- 6.8.1. 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.
 - 6.8.2. Beginning of Work: All work must begin within sixty (60) days of the issuance of the Notice to Proceed.
 - 6.8.3. Completion of Work: All work for approved projects must be complete within six (6) months of the Notice to Proceed unless an Applicant's written request for extension is granted in writing by the Board.
- 6.9. Construction: All construction shall be in accordance with all requirements for permitting and inspection required by the City.
- 6.10. 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.
- 6.10.1. Documentation: The Applicant shall provide Staff with documentation necessary to determine the Construction Costs of the Improvements 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.
- 6.11. Payment: Upon verification of compliance with the approval action, Staff shall cause a check to be issued to the Applicant in the approved amount.
- 6.11.1. Cost Overruns: Any costs above and beyond the amounts approved shall be the responsibility of the Applicant.

Section 7.
Applicant / Owner Certifications

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

- 7.1. 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.
- 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 Façade 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.
- 7.3. Insurance: I (we) certify that I (we) maintain sufficient insurance coverage for property damage and personal injury liability relating to the project.
- 7.4. 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.
- 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 Facade 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.
- 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 AMDD's website.
- 7.7. 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 8.
General Provisions

- 8.1. Termination: The City has the right to terminate any Agreement under this Policy for any reason.
- 8.2. 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.
- 8.3. 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.
- 8.4. 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.
- 8.5. 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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Application for Facade 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?	City ☐ ETJ ☐			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 the Façade Improvement Grant Policy, the undersigned to 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 Improvements, 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 Façade 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.
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. Though the Policy includes examples of Eligible Improvements, the Board is not obligated to provide funding for all or any Eligible Improvement(s). 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 \$7,500 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 4.1)		

B	<u>Type/Ownership & Approval:</u> (Sections 4.1.2 and 4.1.6. <u>Business Tenants:</u> Sections 4.2, 4.2.2 and 4.2.3)					
C	<u>In Good Standing:</u> (Sections 4.1.3 to 4.1.8)					
Section 4 Eligible IMPROVEMENTS						
	Improvements	Total Cost	Policy Max 50%	Policy Min/Max \$1,500 - \$30,000	Amount Requested	Amount Approved
A	<u>Facade:</u> (Refer to FIP Policy Section 5.3) •	\$		\$	\$	\$
C	<u>Landscaping:</u> (Section 5.4) •	\$		\$	\$	\$
D	<u>Exterior Lighting:</u> (Section 5.5) •	\$		\$	\$	\$
G	<u>Signage:</u> (Section 5.6) •	\$		\$	\$	\$
I	<u>Code Compliance:</u> (Section 4.1.7) •	\$		\$	\$	\$
J	<u>Demolition:</u> (Section 5.3.9) •	\$		\$	\$	\$
K	(Max. Grant Per Policy = \$7,500) TOTAL FACADE IMPROVEMENT GRANT REQUEST:					
L	<u>Are there other Non-Grant Improvements planned? If so, please describe:</u>					

Please Note:

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 Improvements not identified as eligible. A potential applicant may discuss an improvement not identified in the Eligible Improvements with Staff to ascertain whether or not the improvement 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 improvement.



**Municipal Development District Board Meeting
Staff Report
June 11, 2024**

Agenda Item

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

Staff Contact

Christine Gossett, MDD Executive Director
cgossett@aubreytx.gov
940-440-9343

Summary

This resolution will create a sub-committee of the board to consist of no more than 3 board members to review, discuss and propose recommendations to the Board on future construction and commercial development on AMDD owned properties. Staff recommends a motion to approve a Resolution to create a Construction and Building Sub-Committee for review of construction and commercial developments of AMDD owned properties.

Financial Summary

Staff Recommended Motion

Approve

Conditions

N/A

RESOLUTION NO. 15-24

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 Building 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 11th day of June, 2024.

Holly Drew, President

ATTEST:

Christine Gossett, Executive Director



Municipal Development District Board Meeting
Staff Report
June 11, 2024

Agenda Item

Receive update and recommendations from Mural Selection Sub-Committee and consider selecting an artist for mural project and authorizing the Executive Director to enter an agreement with selected artist.

Staff Contact

Christine Gossett, MDD Executive Director
cgossett@aubreytx.gov
940-440-9343

Summary

The Mural Sub-Committee has reviewed the submissions received for the MDD building mural project and will present their update and any recommendations.

Financial Summary

Staff Recommended Motion

Conditions

N/A



Municipal Development District Board Meeting
Staff Report
June 11, 2024

Agenda Item

Consider and approve update to the Proposed 2024-25 Fiscal Year Budget

Staff Contact

Christine Gossett, MDD Executive Director
cgossett@aubreytx.gov
940-440-9343

Summary

This budget update for the Proposed 2024-25 MDD Budget for the MDD includes a new expense for Administrative Fees to cover the cost for holding meetings in the new Council Chambers and the annual fee for Swagit. Staff recommends a motion to approve the annual fee and Administrative Fees update to the Proposed 2024-25 MDD Budget.

Financial Summary

Staff Recommended Motion

Approve

Conditions

N/A



Municipal Development District Board Meeting
Staff Report
June 11, 2024

Agenda Item
May Monthly Report

Staff Contact
Christine Gossett, MDD Executive Director
cgossett@aubreytx.gov
940-440-9343

Summary
Staff is submitting monthly staff report for May and will provide updates on projects.

Financial Summary

Staff Recommended Motion

Conditions
N/A



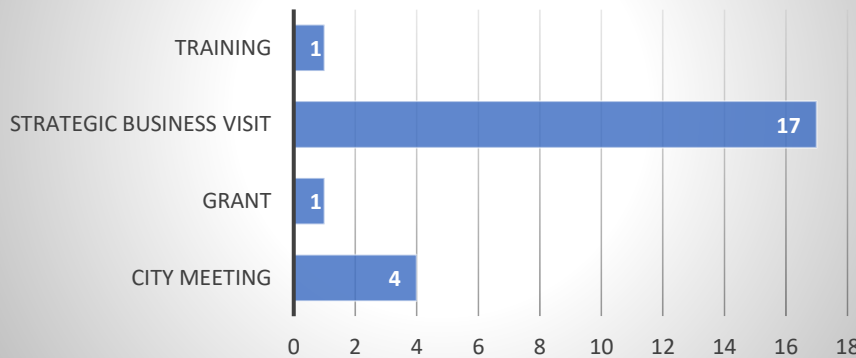
MAY 2024 – STAFF Report Aubrey Municipal Development District *Christine Gossett – Executive Director*



Business Activity and Updates

Development, Retention/Expansion, Training, Networking

Count of Business Contact Made by Type of Contact



Business Activity and Updates

New Business Openings:

- Caliber Collision, 8600 US-377
- Catered Roots, 258 S. US-377
- Rally Alley, 903 S. Hwy. 377
- The Scratch Pad, 207 Rockhill Rd.

Business Closings:

- N/A

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



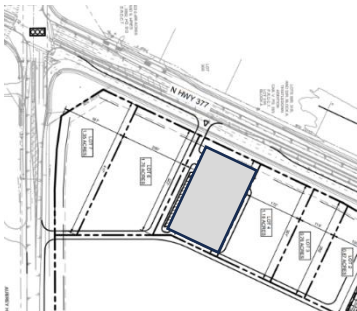
Available: Aubrey Creek
Retail – 1001 US-377: retail
space (+/- 2000 SF), 2 pad
sites available (+/- 9,000 SF)



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

Marketing and New Projects

New:

- Prepared budget proposal for 2024-25 Fiscal Year.
- Reviewed and received board approval on new video proposal.
- Updated and approved Targeted Improvement Grant.
- Submitted ad for new print publication, *Lake City Lifestyle*, in the June issue.

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. May's highest post was May 31st with Reach/Engagement: 340/118
- 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.