Municipal Development District Board Meeting

Aubrey City Council Chambers
226 Countryside Dr.
Aubrey, TX 76227
November 19, 2024
5:30 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.

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.

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 can hear comments and see presentations. 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. Approve minutes of the October 21, 2024 meeting.

2. Approve Monthly Financial Report.

New Business: New items requested for consideration.

3. Consider and take action on the final draft of the Strategic Plan from Catalyst Commercial

4. Aubrey MDD Board Training

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.

5. Overview of October Staff 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:

6. 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:

    - Real Estate Broker agreement
    - Grants

    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.

    - Commercial Property

    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:

- Highway 377 Commercial
- 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.

-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
November 19, 2024

Agenda Item
Approve minutes of the October 21, 2024 meeting.

Staff Contact

Summary
The October 21, 2024 Aubrey MDD Board Meeting Minutes are attached.

Financial Summary
N/A

Staff Recommended Action
Approve

Staff Recommended Motion
N/A

Municipal Development District Board Meeting

Aubrey City Council Chambers
226 Countryside Drive
Aubrey, TX 76227
October 21, 2024
5:00 PM

Call to Order - Determine if a Quorum is Present:

President Drew called the Work Session to order at 5:02 p.m.

Present:

President - Holly Drew (Place 6)
Secretary - Mike Browning (Place 5)
Vice President Erin Bogar (Place 3)
Director Place 1 – Brooks Stoy *(arrived at 5:09 pm)*
Director Place 4 – Todd Davis
Director Place 7 - Tim Heitman

Absent: Director Place 2 – Brenda Blackburn

Staff Present:

Christine Gossett – Executive Director
Shanda Guffee – Development Services Manager
Riley Podleski – Assistant to City Manager
Charles Kreidler – City Manager
Mike English – Finance Director
Leanne Wilson – Director of Municipal Operations

Others Present:

Chris Rich - Mayor, City of Aubrey
Jason Claunch, Chris Branham and Noah Rakosky - Catalyst Consulting Group
Niyi Efuwape – Mansfield, TX

Work Session:

Consultants from the Catalyst Group made their final presentation on the Strategic Plan findings and process. Board discussion. No action taken.

Adjourn:

Vice President Bogar motioned to adjourn the Work Session 5:55 pm. Secretary Browning seconded. Motion passed 6 to 0.

Break for a 5-minutes.

Regular Session – Call to Order and Determine if a Quorum is Present:

President Drew called the Work Session to order at 6:05 p.m.

Present:

President - Holly Drew (Place 6)
Secretary - Mike Browning (Place 5)
Vice President Erin Bogar (Place 3)
Director Place 1 – Brooks Stoy
Director Place 4 – Todd Davis
Director Place 7 - Tim Heitman

Absent: Director Place 2 – Brenda Blackburn

Staff Present:

Christine Gossett – Executive Director
Shanda Guffee – Development Services Manager
Riley Podleski – Assistant to City Manager
Charles Kreidler – City Manager
Mike English – Finance Director

Others Present:
Chris Rich – Mayor, City of Aubrey
Niyi Efuwape – Mansfield, TX

Invocation & Pledge of Allegiance:

Secretary Browning led the Pledge and Invocation.

Community Announcements:

- The Aubrey Area Library will have a Trunk or Treat on October 26th from 5:00 to 6:45 pm. and a movie night at 7 pm.
- Christmas Tree Lighting on December 4, 2024

- Charles Kreidler announced the Aubrey Area Chamber will have an Open House at the on December 4, 2024 before the Christmas Tree Lighting.

Citizen Input: N/A

Consent Items:

1. Approve minutes of the September 18th, 2024, MDD Board Meeting.

2. Approve August and September 2024 Financial Report.

   Secretary Browning motioned to approve the Consent Agenda. Vice President Bogar seconded the motion. All in Favor. Motion carried 6 to 0.

New Business: New items requested for consideration.

1. Consideration and take action regarding electing a President, Vice President, and Secretary for One-Year terms of office, expiring September 30, 2025, and designating those individuals to sign for funds for banking and financial accounts.

   President Drew asked for nominations for the Office of President. Secretary Browning nominated Holly Drew for President. No other nominations received.

   Secretary Browning motioned to elect Holly Drew for President. Vice President Bogar seconded the motion. All in Favor. No opposed. Motion carried 6 to 0.

   President Drew asked for nominations for the Office of Vice President. President Drew nominated Mike Browning for Vice President. No other nominations received.

   President Drew motioned to elect Mike Browning for Vice President. Director Heitman seconded the motion. All in Favor. No opposed. Motion carried 6 to 0.

   President Drew asked for nominations for the Office of Secretary. Vice President Browning nominated Erin Bogar for Secretary. No other nominations received.

   Vice President Browning motioned to elect Erin Bogar for Secretary. President Drew seconded the motion. All in Favor. No opposed. Motion carried 6 to 0.

   President Drew asked for a motion to approve the staff recommended motion for the elected officers to sign for funds for banking and financial accounts. Secretary Bogar motioned to approve the staff recommended motion. Director Heitman seconded the motion. All in Favor. No opposed. Motion carried 6 to 0.

2. Consider and take action regarding an Administrative Services Agreement with the City of Aubrey.

Executive Director of the MDD presented the Administrative Services Agreement and answered questions from the board.

Secretary Bogar motioned to approve the Administrative Services Agreement. Director Heitman seconded the motion. All in Favor. No opposed. Motion carried 6 to 0.

3. Consider and take action on recommended Economic Development video graphic add-ons.

Staff presented options for video upgrades for graphics is video package. Board discussed. Finance Director answered questions regarding budget request.

Secretary Bogar motioned to approve the Executive Director to select the necessary add-ons for the existing economic development video contract not to exceed $7,000. Director Heitman seconded the motion. All in Favor. No opposed. Motion carried 6 to 0.

Staff Report:

Executive Director presented the September staff and social media reports, media coverage, and training.

Future Agenda Requests:

Building and Mural sub-committees; joint meeting of Council and MDD Board of Directors.

-ADJOURN-

Director Browning motioned to adjourn the meeting at 6:48 pm. Director Davis seconded the motion. All in Favor. No opposed. Motion carried 6 to 0.

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

____

Holly Drew, President

ATTEST:

____

Erin Bogar, Secretary

Municipal Development District Board Meeting
Staff Report
November 19, 2024

Agenda Item
Approve Monthly Financial Report.

Staff Contact
Mike English, Finance Director
menglish@aubreytx.gov
940-440-9343

Summary
Review of the previous month's financial statement.

Financial Summary
This is a preliminary Financial. Previous month financials are completed on or after November 16th.

Staff Recommended Action
Approve

Staff Recommended Motion
N/A

BALANCE SHEET

AS OF: OCTOBER 31ST, 2024

701-MDD

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE		
ASSETS				
======				
701-11-000-00	MDD Cash	1,077,098.80		
701-11-000-84	Claim on Cash MDD	(98,225.25)		
701-11-000-90	Investment Account	1,633,152.51		
701-11-013-37	Sales Tax Receivable	159,278.70		
701-12-015-00	Land	696,835.95		
701-12-015-10	Buildings and improvements	340,267.04		
701-12-017-00	Accumulated Depreciation	(56,103.00)		
			3,752,304.75	
	TOTAL ASSETS			3,752,304.75
				==============
LIABILITIES				
===========				
701-21-010-00	Accounts Payable Pooled	165.29		
701-21-021-10	Accrued Vacation	1,458.00		
	TOTAL LIABILITIES		1,623.29	
EQUITY				
======				
701-31-040-10	Fund Balance - MDD	2,729,881.60		
	TOTAL BEGINNING EQUITY	2,729,881.60		
	TOTAL REVENUE	104,154.75		
	TOTAL EXPENSES	41,218.55		
	TOTAL REVENUE OVER/(UNDER) EXPENSES	62,936.20		
	(WILL CLOSE TO FUND BAL.)	957,863.66		
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.		3,750,681.46	
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			3,752,304.75
				==============

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: OCTOBER 31ST, 2024

701-MDD

FINANCIAL SUMMARY % OF YEAR COMPLETED: 08.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
GENERAL REVENUE						
Taxes	975,000	91,196.91	91,196.91	0.00	883,803.09	9.35
Miscellaneous	127,020	12,957.84	12,957.84	0.00	114,062.16	10.20
TOTAL GENERAL REVENUE	1,102,020	104,154.75	104,154.75	0.00	997,865.25	9.45
TOTAL REVENUE	1,102,020	104,154.75	104,154.75	0.00	997,865.25	9.45
EXPENSE SUMMARY						
MDD						
Personnel	161,609	14,357.71	14,357.71	0.00	147,251.29	8.88
Materials & Supplies	7,000	75.24	75.24	0.00	6,924.76	1.07
Repairs & Maintenance	26,000	15,155.61	15,155.61	0.00	10,844.39	58.29
Utilities	2,445	0.00	0.00	0.00	2,445.00	0.00
Contract Services	46,500	0.00	0.00	0.00	46,500.00	0.00
Fees & Other Services	70,305	10,179.99	10,179.99	0.00	60,125.01	14.48
Miscellaneous	151,500	0.00	0.00	0.00	151,500.00	0.00
Contingency/FB	317,400	1,450.00	1,450.00	0.00	315,950.00	0.46
TOTAL MDD	782,759	41,218.55	41,218.55	0.00	741,540.45	5.27
TOTAL EXPENSES	782,759	41,218.55	41,218.55	0.00	741,540.45	5.27
REVENUE OVER/(UNDER) EXPENSES	319,261	62,936.20	62,936.20	0.00	256,324.80	19.71

701-MDD

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Taxes						
701-4000-02-4130 Sales Taxes	975,000	91,196.91	91,196.91	0.00	883,803.09	9.35
TOTAL Taxes	975,000	91,196.91	91,196.91	0.00	883,803.09	9.35
Grants						
Miscellaneous						
701-4000-09-4500 Interest Income	109,000	11,457.84	11,457.84	0.00	97,542.16	10.51
701-4000-09-4730 Property Rental Income	18,020	1,500.00	1,500.00	0.00	16,520.00	8.32
TOTAL Miscellaneous	127,020	12,957.84	12,957.84	0.00	114,062.16	10.20
Contingency/FB						
TOTAL REVENUE	1,102,020	104,154.75	104,154.75	0.00	997,865.25	9.45

701-MDD

% OF YEAR COMPLETED: 08.33

EXPENSES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
MDD						
===						
Personnel						
701-5176-01-5101 Salaries	116,900	8,084.81	8,084.81	0.00	108,815.19	6.92
701-5176-01-5106 Longevity	50	0.00	0.00	0.00	50.00	0.00
701-5176-01-5107 TMRS Contribution	12,455	554.76	554.76	0.00	11,900.24	4.45
701-5176-01-5108 Payroll Tax Expense (me	1,696	118.98	118.98	0.00	1,577.02	7.02
701-5176-01-5109 Group Health Insurance	11,878	2,372.90	2,372.90	0.00	9,505.10	19.98
701-5176-01-5110 Workmens Comp TML	230	0.00	0.00	0.00	230.00	0.00
701-5176-01-5621 Travel/training	18,400	3,226.26	3,226.26	0.00	15,173.74	17.53
TOTAL Personnel	161,609	14,357.71	14,357.71	0.00	147,251.29	8.88
Capital						
Materials & Supplies						
701-5176-03-5050 Office Supplies	2,000	75.24	75.24	0.00	1,924.76	3.76
701-5176-03-5060 Promotional Materials	5,000	0.00	0.00	0.00	5,000.00	0.00
TOTAL Materials & Supplies	7,000	75.24	75.24	0.00	6,924.76	1.07
Repairs & Maintenance						
701-5176-04-5120 Building Maintenance	26,000	15,155.61	15,155.61	0.00	10,844.39	58.29
TOTAL Repairs & Maintenance	26,000	15,155.61	15,155.61	0.00	10,844.39	58.29
Utilities						
701-5176-05-5616 Utilities - Electricity	1,850	0.00	0.00	0.00	1,850.00	0.00
701-5176-05-5618 Telephone	595	0.00	0.00	0.00	595.00	0.00
TOTAL Utilities	2,445	0.00	0.00	0.00	2,445.00	0.00
Contract Services						
701-5176-06-5620 Legal & Professional	35,000	0.00	0.00	0.00	35,000.00	0.00
701-5176-06-5764 Special Services	3,000	0.00	0.00	0.00	3,000.00	0.00
701-5176-06-7862 Maps	8,500	0.00	0.00	0.00	8,500.00	0.00
TOTAL Contract Services	46,500	0.00	0.00	0.00	46,500.00	0.00
Fees & Other Services						
701-5176-07-5150 Printing	3,000	0.00	0.00	0.00	3,000.00	0.00
701-5176-07-5190 Insurance - TML	930	0.00	0.00	0.00	930.00	0.00
701-5176-07-5260 Dues & Memberships	14,500	10,000.00	10,000.00	0.00	4,500.00	68.97
701-5176-07-5280 Copier Maintenance Cont	1,400	65.00	65.00	0.00	1,335.00	4.64
701-5176-07-5665 Technology/Promotional	23,000	114.99	114.99	0.00	22,885.01	0.50
701-5176-07-5667 Marketing and Advertisi	27,475	0.00	0.00	0.00	27,475.00	0.00
TOTAL Fees & Other Services	70,305	10,179.99	10,179.99	0.00	60,125.01	14.48
Miscellaneous						
701-5176-09-5131 Meetings Meals	1,500	0.00	0.00	0.00	1,500.00	0.00
701-5176-09-5630 Property Purchase	150,000	0.00	0.00	0.00	150,000.00	0.00
TOTAL Miscellaneous	151,500	0.00	0.00	0.00	151,500.00	0.00

701-MDD

% OF YEAR COMPLETED: 08.33

EXPENSES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Contingency/FB						
701-5176-99-4091 Administrative fee	17,400	1,450.00	1,450.00	0.00	15,950.00	8.33
701-5176-99-5700 Grant Match	150,000	0.00	0.00	0.00	150,000.00	0.00
701-5176-99-5750 Economic Incentives	150,000	0.00	0.00	0.00	150,000.00	0.00
TOTAL Contingency/FB	317,400	1,450.00	1,450.00	0.00	315,950.00	0.46
TOTAL MDD	782,759	41,218.55	41,218.55	0.00	741,540.45	5.27
TOTAL EXPENSES	782,759	41,218.55	41,218.55	0.00	741,540.45	5.27
REVENUE OVER/(UNDER) EXPENSES	319,261	62,936.20	62,936.20	0.00	256,324.80	19.71

POST	DATE	TRAN #	REFERENCE	PACKET=====DESCRIPTION=======	VEND	INV/JE #	NOTE	=====AMOUNT====	====BALANCE=
11-000-00			MDD Cash						
				B E G I N N I N G B A L A N C E					982,646.
10/01/24	10/01	B22390	Deposit 000000	02618 Transfer cash from funds to PY		JE# 005961		436.45CR	982,209
10/11/24	10/17	B22563	Deposit 000000	02662 MDD SALES TAX 2410		JE# 006003		91,196.91	1,073,406
10/17/24	10/17	B22561	Deposit 000000	02660 Transfer cash from funds to PY		JE# 006001		436.45CR	1,072,970
10/29/24	10/29	B22643	Deposit 000000	02688 Transfer cash from funds to PY		JE# 006029		436.45CR	1,072,533
10/31/24	11/04	B22677	Interest000000	02698 INTEREST INCOME		JE# 006040		4,564.91	1,077,098

============= OCTOBER ACTIVITY DB: 95,761.82 CR: 1,309.35CR 94,452.47

============= ACCOUNT TOTAL DB: 95,761.82 CR: 1,309.35CR

POST	DATE	TRAN #	REFERENCE	PACKET=====DESCRIPTION=======	VEND	INV/JE #	NOTE	=====AMOUNT====	====BALANCE=
11-000-84			Claim on Cash MDD						
				B E G I N N I N G B A L A N C E					44,142.
10/01/24	10/01	B22390	Deposit 000000	02618 Transfer cash from funds to PY		JE# 005961		436.45	43,706
10/03/24	10/03	A43593	TRANSFER	07480 701-901 A/P REIMBURSEMEN				11,437.75CR	55,143
10/04/24	10/01	P00562	TRANSFER	00281 PR 9/14/24 - 9/27/24				2,958.54CR	58,102
10/04/24	10/01	B22391	Misc 000000	02617 Self Insurance		JE# 005960		436.45CR	58,538
10/04/24	10/01	A43520	TRANSFER	07469 701-901 A/P REIMBURSEMEN				777.94CR	59,316
10/08/24	10/08	B22485	Deposit 020340	02635 Misc Deposit		JE# 005980		1,500.00	57,816
10/09/24	10/09	A43689	TRANSFER	07498 701-901 A/P REIMBURSEMEN				316.53CR	58,133
10/11/24	10/17	A43740	TRANSFER	07511 701-901 A/P REIMBURSEMEN				275.00CR	58,408
10/15/24	10/15	B22525	MDD	02647 MDD ADMIN FEE 2410		JE# 005992		1,250.00CR	59,658
10/15/24	10/21	B22574	MDD	02671 MDD ADMIN FEE 2410		JE# 006011	000192	200.00CR	59,858
10/17/24	10/17	P00564	TRANSFER	00282 PR 9/28/24 - 10/11/24				3,393.13CR	63,251
10/17/24	10/17	B22561	Deposit 000000	02660 Transfer cash from funds to PY		JE# 006001		436.45	62,814
10/17/24	10/17	A43806	TRANSFER	07515 701-901 A/P REIMBURSEMEN				76.47CR	62,891
10/18/24	10/17	B22562	Misc 000000	02658 Self Insurance		JE# 005999		436.45CR	63,327
10/18/24	10/08	A43608	TRANSFER	07490 701-901 A/P REIMBURSEMEN				93.83CR	63,421
10/18/24	10/17	A43741	TRANSFER	07511 701-901 A/P REIMBURSEMEN				576.75CR	63,998
10/18/24	10/17	A43751	TRANSFER	07514 701-901 A/P REIMBURSEMEN				2,727.19CR	66,725
10/20/24	10/08	A43629	TRANSFER	07494 701-901 A/P REIMBURSEMEN				65.00CR	66,790
10/24/24	10/24	A43884	TRANSFER	07523 701-901 A/P REIMBURSEMEN				13,146.78CR	79,937
10/29/24	10/29	B22643	Deposit 000000	02688 Transfer cash from funds to PY		JE# 006029		436.45	79,500
10/31/24	10/17	A43728	TRANSFER	07495 701-901 A/P REIMBURSEMEN				3,478.27CR	82,979
10/31/24	10/31	A44025	TRANSFER	07537 701-901 A/P REIMBURSEMEN				15,246.00CR	98,225

============= OCTOBER ACTIVITY DB: 2,809.35 CR: 56,892.08CR 54,082.73CR

============= ACCOUNT TOTAL DB: 2,809.35 CR: 56,892.08CR

POST	DATE	TRAN #	REFERENCE	PACKET=====DESCRIPTION=======	VEND	INV/JE #	NOTE	=====AMOUNT====	====BALANCE=
11-000-90			Investment Account						
				B E G I N N I N G B A L A N C E					1,626,259.
10/31/24	11/04	B22677	Interest000000	02698 INTEREST INCOME		JE# 006040		6,892.93	1,633,152

============= OCTOBER ACTIVITY DB: 6,892.93 CR: 0.00 6,892.93

============= ACCOUNT TOTAL DB: 6,892.93 CR: 0.00

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.
11-088-41			EDC cash							
					B E G I N N I N G B A L A N C E					0.
12-015-00			Land							
					B E G I N N I N G B A L A N C E					696,835.
12-015-10			Buildings and improvements							
					B E G I N N I N G B A L A N C E					340,267.
12-017-00			Accumulated Depreciation							
					B E G I N N I N G B A L A N C E					56,103.
13-000-00			Due from other funds							
					B E G I N N I N G B A L A N C E					0.
21-010-00			Accounts Payable Pooled							
					B E G I N N I N G B A L A N C E					15,388.
10/01/24	10/17	A43742	DFT: 002519	07513	HSA Contributions	0117	HSA202410011775		75.00CR	15,463
10/01/24	10/17	A43744	DFT: 002520	07513	TMRS Payable	0273	TMR202410011775		545.19CR	16,009
10/03/24	10/03	A43593	TRANSFER	07480	701-901 A/P REIMBURSEMEN				11,437.75	4,571
10/04/24	10/01	A43514	DFT: 002484	07469	Federal W/H Payable	0116	T1 202410011775		391.52CR	4,962
10/04/24	10/01	A43514	DFT: 002484	07469	Medicare Payable	0116	T4 202410011775		111.42CR	5,074
10/04/24	10/01	A43516	DFT: 002486	07469	457 Withholding	0554	ICM202410011775		275.00CR	5,349
10/04/24	10/01	A43520	TRANSFER	07469	701-901 A/P REIMBURSEMEN				777.94	4,571
10/09/24	10/09	A43689	TRANSFER	07498	701-901 A/P REIMBURSEMEN				316.53	4,254
10/10/24	10/24	A43815	CHK: 014369	07516	AUBREY CHAMBER OF COMMER	0129	4605		10,000.00CR	14,254
10/11/24	10/17	A43733	DFT: 002516	07511	457 Withholding	0554	ICM202410171776		275.00CR	14,529
10/11/24	10/17	A43740	TRANSFER	07511	701-901 A/P REIMBURSEMEN				275.00	14,254
10/17/24	10/17	A43806	TRANSFER	07515	701-901 A/P REIMBURSEMEN				76.47	14,178
10/18/24	10/08	A43605	DFT: 002499	07490	ATMOS ENERGY	0126	3064561863-2409		93.83CR	14,272
10/18/24	10/17	A43731	DFT: 002514	07511	Federal W/H Payable	0116	T1 202410171776		450.21CR	14,722
10/18/24	10/17	A43731	DFT: 002514	07511	Medicare Payable	0116	T4 202410171776		126.54CR	14,848
10/18/24	10/17	A43743	DFT: 002519	07513	HSA Contributions	0117	HSA202410171776		1,500.00CR	16,348
10/18/24	10/17	A43745	DFT: 002520	07513	TMRS Payable	0273	TMR202410171776		607.00CR	16,955
10/18/24	10/08	A43608	TRANSFER	07490	701-901 A/P REIMBURSEMEN				93.83	16,862
10/18/24	10/17	A43741	TRANSFER	07511	701-901 A/P REIMBURSEMEN				576.75	16,285
10/18/24	10/17	A43751	TRANSFER	07514	701-901 A/P REIMBURSEMEN				2,727.19	13,558
10/20/24	10/08	A43626	DFT: 002507	07494	UBEO BUSINESS SERVICES	0594	102024-1181993		65.00CR	13,623

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	NOTE	AMOUNT	BALANCE
10/20/24	10/08	A43629	TRANSFER	07494	701-901 A/P REIMBURSEMEN				65.00	13,558
10/21/24	10/31	A43970	CHK: 014426	07525	ODESSA HELM ART	1275	OCT 2024		15,000.00CR	28,558
10/24/24	10/24	A43884	TRANSFER	07523	701-901 A/P REIMBURSEMEN				13,146.78	15,411
10/31/24	10/17	A43724	DFT: 002513	07495	JPMORGAN CHASE BANK	0556	2024/09		3,478.27CR	18,889
10/31/24	10/17	A43728	TRANSFER	07495	701-901 A/P REIMBURSEMEN				3,478.27	15,411
10/31/24	10/31	A44025	TRANSFER	07537	701-901 A/P REIMBURSEMEN				15,246.00	165

============= OCTOBER ACTIVITY DB: 48,217.51 CR: 32,993.98CR 15,223.53

============= ACCOUNT TOTAL DB: 48,217.51 CR: 32,993.98CR

21-010-12 Accounts Payable -MDD

B E G I N N I N G B A L A N C E 0.

21-021-01 Payroll tax liabilities

B E G I N N I N G B A L A N C E 0.

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	NOTE	AMOUNT	BALANCE
10/04/24	10/01	P00562	FEDWH	00281	PR 9/14/24 - 9/27/24				391.52CR	391
10/04/24	10/01	P00562	MEDIC	00281	PR 9/14/24 - 9/27/24				55.71CR	447
10/04/24	10/01	A43514	DFT: 002484	07469	Federal W/H Payable	0116	T1 202410011775		391.52	55
10/04/24	10/01	A43514	DFT: 002484	07469	Medicare Payable	0116	T4 202410011775		55.71	0
10/17/24	10/17	P00564	FEDWH	00282	PR 9/28/24 - 10/11/24				450.21CR	450
10/17/24	10/17	P00564	MEDIC	00282	PR 9/28/24 - 10/11/24				63.27CR	513
10/18/24	10/17	A43731	DFT: 002514	07511	Federal W/H Payable	0116	T1 202410171776		450.21	63
10/18/24	10/17	A43731	DFT: 002514	07511	Medicare Payable	0116	T4 202410171776		63.27	0

============= OCTOBER ACTIVITY DB: 960.71 CR: 960.71CR 0.00

============= ACCOUNT TOTAL DB: 960.71 CR: 960.71CR

21-021-08 MDD HSA Bank

B E G I N N I N G B A L A N C E 0.

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	NOTE	AMOUNT	BALANCE
10/01/24	10/17	A43742	DFT: 002519	07513	HSA Contributions	0117	HSA202410011775		75.00	75
10/04/24	10/01	P00562	HSA	00281	PR 9/14/24 - 9/27/24				75.00CR	0

============= OCTOBER ACTIVITY DB: 75.00 CR: 75.00CR 0.00

============= ACCOUNT TOTAL DB: 75.00 CR: 75.00CR

21-021-09 Deferred Comp - 457

B E G I N N I N G B A L A N C E 0.

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	NOTE	AMOUNT	BALANCE
10/04/24	10/01	P00562	ICMA	00281	PR 9/14/24 - 9/27/24				275.00CR	275
10/04/24	10/01	A43516	DFT: 002486	07469	457 Withholding	0554	ICM202410011775		275.00	0
10/11/24	10/17	A43733	DFT: 002516	07511	457 Withholding	0554	ICM202410171776		275.00	275
10/17/24	10/17	P00564	ICMA	00282	PR 9/28/24 - 10/11/24				275.00CR	0

============= OCTOBER ACTIVITY DB: 550.00 CR: 550.00CR 0.00

============= ACCOUNT TOTAL DB: 550.00 CR: 550.00CR

POST	DATE	TRAN #	REFERENCE	PACKET======DESCRIPTION=======	VEND	INV/JE #	NOTE	=====AMOUNT====	====BALANCE=
21-021-10			Accrued Vacation						
				B E G I N N I N G B A L A N C E					1,458.
21-022-10			Wages Payable						
				B E G I N N I N G B A L A N C E					450.
10/01/24	10/19	B22572		02668 Reverse Accrued Wages		JE# 006009	000190	450.00	0
			=============	OCTOBER ACTIVITY DB: 450.00		CR: 0.00		450.00	
			=============	ACCOUNT TOTAL DB: 450.00		CR: 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.
10/01/24	10/17	A43744	DFT: 002520	07513 TMRS Payable	0273	TMR202410011775		282.69	282
10/04/24	10/01	P00562	TMR	00281 PR 9/14/24 - 9/27/24				282.69CR	0
10/17/24	10/17	P00564	TMR	00282 PR 9/28/24 - 10/11/24				314.74CR	314
10/18/24	10/17	A43745	DFT: 002520	07513 TMRS Payable	0273	TMR202410171776		314.74	0
			=============	OCTOBER ACTIVITY DB: 597.43		CR: 597.43CR		0.00	
			=============	ACCOUNT TOTAL DB: 597.43		CR: 597.43CR			
23-000-00			Due to other funds						
				B E G I N N I N G B A L A N C E					0.
23-100-00			Due to other funds						
				B E G I N N I N G B A L A N C E					0.
31-000-00			Fund Balance - EDC						
				B E G I N N I N G B A L A N C E					0.
31-040-10			Fund Balance - MDD						
				B E G I N N I N G B A L A N C E					2,729,881.
4000-02-4130			Sales Taxes						
				B E G I N N I N G B A L A N C E					0.
10/11/24	10/17	B22563	Deposit 000000	02662 MDD SALES TAX 2410		JE# 006003		91,196.91CR	91,196
			=============	OCTOBER ACTIVITY DB: 0.00		CR: 91,196.91CR		91,196.91CR	
			=============	ACCOUNT TOTAL DB: 0.00		CR: 91,196.91CR			

```
 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.
------------------------------------------------------------------------------------------------------------------------------------
      4000-09-4500      Interest Income
                                 B E G I N N I N G   B A L A N C E                                                             0.

10/31/24 11/04 B22677 Interest000000  02698 INTEREST INCOME              JE# 006040                        4,564.91CR      4,564
10/31/24 11/04 B22677 Interest000000  02698 INTEREST INCOME              JE# 006040                        6,892.93CR     11,457
                      =============  OCTOBER ACTIVITY   DB:          0.00   CR:      11,457.84CR        11,457.84CR

                      =============  ACCOUNT TOTAL      DB:          0.00   CR:      11,457.84CR
------------------------------------------------------------------------------------------------------------------------------------
      4000-09-4550      Proceeds for Property Purchase
                                 B E G I N N I N G   B A L A N C E                                                             0.
------------------------------------------------------------------------------------------------------------------------------------
      4000-09-4730      Property Rental Income
                                 B E G I N N I N G   B A L A N C E                                                             0.

10/08/24 10/08 B22485 Ck 83182        02635 Auto Parts Store Rent        JE# 005980                        1,500.00CR      1,500
                      =============  OCTOBER ACTIVITY   DB:          0.00   CR:       1,500.00CR         1,500.00CR

                      =============  ACCOUNT TOTAL      DB:          0.00   CR:       1,500.00CR
------------------------------------------------------------------------------------------------------------------------------------
      4000-99-4090      Unallocated Fund balance
                                 B E G I N N I N G   B A L A N C E                                                             0.
------------------------------------------------------------------------------------------------------------------------------------
DEPT: 5176     MDD

      5176-01-5101      Salaries
                                 B E G I N N I N G   B A L A N C E                                                             0.

10/01/24 10/19 B22572                 02668 Reverse Accrued Wages        JE# 006009         000190          450.00CR        450
10/04/24 10/01 P00562 PYEXP           00281 PR 9/14/24 - 9/27/24                                           4,038.46        3,588
10/17/24 10/17 P00564 PYEXP           00282 PR 9/28/24 - 10/11/24                                          4,496.35        8,084
                      =============  OCTOBER ACTIVITY   DB:      8,534.81   CR:         450.00CR         8,084.81

                      =============  ACCOUNT TOTAL      DB:      8,534.81   CR:         450.00CR
------------------------------------------------------------------------------------------------------------------------------------
      5176-01-5105      Overtime
                                 B E G I N N I N G   B A L A N C E                                                             0.
```

```
 POST     DATE TRAN #   REFERENCE    PACKET======DESCRIPTION=======  VEND  INV/JE #          NOTE  =====AMOUNT====  ====BALANCE=
-----------------------------------------------------------------------------------------------------------------------------------
      5176-01-5106      Longevity
                                 B E G I N N I N G   B A L A N C E                                                            0.
-----------------------------------------------------------------------------------------------------------------------------------
      5176-01-5107      TMRS Contribution
                                 B E G I N N I N G   B A L A N C E                                                            0.

10/01/24 10/17 A43744 DFT: 002520     07513 TMRS Payable            0273   TMR202410011775                  262.50         262
10/18/24 10/17 A43745 DFT: 002520     07513 TMRS Payable            0273   TMR202410171776                  292.26         554
                      =============  OCTOBER ACTIVITY   DB:        554.76   CR:           0.00               554.76

                      =============  ACCOUNT TOTAL      DB:        554.76   CR:           0.00
-----------------------------------------------------------------------------------------------------------------------------------
      5176-01-5108      Payroll Tax Expense (medicare)
                                 B E G I N N I N G   B A L A N C E                                                            0.

10/04/24 10/01 A43514 DFT: 002484     07469 Medicare Payable        0116   T4 202410011775                   55.71          55
10/18/24 10/17 A43731 DFT: 002514     07511 Medicare Payable        0116   T4 202410171776                   63.27         118
                      =============  OCTOBER ACTIVITY   DB:        118.98   CR:           0.00               118.98

                      =============  ACCOUNT TOTAL      DB:        118.98   CR:           0.00
-----------------------------------------------------------------------------------------------------------------------------------
      5176-01-5109      Group Health Insurance
                                 B E G I N N I N G   B A L A N C E                                                            0.

10/04/24 10/01 B22391 Self Ins        02617 Self Insurance                 JE# 005960                       436.45         436
10/18/24 10/17 A43743 DFT: 002519     07513 HSA Contributions       0117   HSA202410171776                1,500.00       1,936
10/18/24 10/17 B22562 Self Ins        02658 Self Insurance                 JE# 005999                       436.45       2,372
                      =============  OCTOBER ACTIVITY   DB:      2,372.90   CR:           0.00             2,372.90

                      =============  ACCOUNT TOTAL      DB:      2,372.90   CR:           0.00
-----------------------------------------------------------------------------------------------------------------------------------
      5176-01-5110      Workmens Comp TML
                                 B E G I N N I N G   B A L A N C E                                                            0.
-----------------------------------------------------------------------------------------------------------------------------------
      5176-01-5621      Travel/training
                                 B E G I N N I N G   B A L A N C E                                                            0.

10/31/24 10/17 A43724 DFT: 002513     07495 FRANCE MEDIA-COMM RE SEM 0556  2024/09                          195.00         195
10/31/24 10/17 A43724 DFT: 002513     07495 AUBREY CHAMBER-MEETING/L 0556  2024/09                           36.00         231
10/31/24 10/17 A43724 DFT: 002513     07495 TML-ANNUAL CONFERENCE X2 0556  2024/09                        1,000.00       1,231
10/31/24 10/17 A43724 DFT: 002513     07495 TEXAS DOWNTOWN-ANNUAL CO 0556  2024/09                          535.00       1,766
10/31/24 10/17 A43724 DFT: 002513     07495 HILTON HOTEL-TML HOTEL X 0556  2024/09                        1,460.26       3,226
                      =============  OCTOBER ACTIVITY   DB:      3,226.26   CR:           0.00             3,226.26

                      =============  ACCOUNT TOTAL      DB:      3,226.26   CR:           0.00
```

POST	DATE	TRAN #	REFERENCE	PACKET======DESCRIPTION=======	VEND	INV/JE #	NOTE	=====AMOUNT====	====BALANCE=
5176-02-5737			CDBG grant match						
				B E G I N N I N G B A L A N C E					0.
5176-03-5050			Office Supplies						
				B E G I N N I N G B A L A N C E					0.
10/31/24	10/17	A43724	DFT: 002513	07495 ODP-OFFICE SUPPLIES	0556	2024/09		48.02	48
10/31/24	10/17	A43724	DFT: 002513	07495 ODP-OFFICE SUPPLIES	0556	2024/09		27.22	75
			=============	OCTOBER ACTIVITY DB: 75.24		CR: 0.00		75.24	
			=============	ACCOUNT TOTAL DB: 75.24		CR: 0.00			
5176-03-5060			Promotional Materials						
				B E G I N N I N G B A L A N C E					0.
5176-04-5120			Building Maintenance						
				B E G I N N I N G B A L A N C E					0.
10/18/24	10/08	A43605	DFT: 002499	07490 ATMOS ENERGY	0126	3064561863-2409		93.83	93
10/21/24	10/31	A43970	CHK: 014426	07525 ODESSA HELM ART	1275	OCT 2024		15,000.00	15,093
10/31/24	10/17	A43724	DFT: 002513	07495 D&L FARM & SUPPLY-PLANTE	0556	2024/09		61.78	15,155
			=============	OCTOBER ACTIVITY DB: 15,155.61		CR: 0.00		15,155.61	
			=============	ACCOUNT TOTAL DB: 15,155.61		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.
5176-05-5618			Telephone						
				B E G I N N I N G B A L A N C E					0.
5176-05-5619			Utilities - Water/Sewer						
				B E G I N N I N G B A L A N C E					0.
5176-06-5060			Election Services						
				B E G I N N I N G B A L A N C E					0.
5176-06-5240			Drug screening/background chec						

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.
5176-06-5620		Legal & Professional						
			B E G I N N I N G B A L A N C E					0.
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.
5176-06-5764		Special Services						
			B E G I N N I N G B A L A N C E					0.
5176-06-5765		Thoroughfare PlanTraffic Count						
			B E G I N N I N G B A L A N C E					0.
5176-06-7860		Downtown Master Plan						
			B E G I N N I N G B A L A N C E					0.
5176-06-7861		Comprehensive Plan						
			B E G I N N I N G B A L A N C E					0.
5176-06-7862		Maps						
			B E G I N N I N G B A L A N C E					0.
5176-06-7863		Strategic Plan						
			B E G I N N I N G B A L A N C E					0.
5176-07-5150		Printing						
			B E G I N N I N G B A L A N C E					0.
5176-07-5190		Insurance - TML						
			B E G I N N I N G B A L A N C E					0.
5176-07-5260		Dues & Memberships						
			B E G I N N I N G B A L A N C E					0.
10/10/24	10/24 A43815	CHK: 014369	07516 AUBREY CHAMBER OF COMMER	0129	4605		10,000.00	10,000
		=============	OCTOBER ACTIVITY DB: 10,000.00		CR: 0.00		10,000.00	
		=============	ACCOUNT TOTAL DB: 10,000.00		CR: 0.00			

POST	DATE	TRAN #	REFERENCE	PACKET======DESCRIPTION=======	VEND	INV/JE #	NOTE	=====AMOUNT====	====BALANCE=
5176-07-5280			Copier Maintenance Contract						
				B E G I N N I N G B A L A N C E					0.
10/20/24	10/08	A43626	DFT: 002507	07494 UBEO - COPIERS/PRINTERS	0594	102024-1181993		65.00	65
			=============	OCTOBER ACTIVITY DB: 65.00		CR: 0.00		65.00	
			=============	ACCOUNT TOTAL DB: 65.00		CR: 0.00			
5176-07-5665			Technology/Promotional Video						
				B E G I N N I N G B A L A N C E					0.
10/31/24	10/17	A43724	DFT: 002513	07495 CANVA-TECH/PROMOTIONAL	0556	2024/09		14.99	14
10/31/24	10/17	A43724	DFT: 002513	07495 MCDORMAN SIGNS-WEBSITE	0556	2024/09		100.00	114
			=============	OCTOBER ACTIVITY DB: 114.99		CR: 0.00		114.99	
			=============	ACCOUNT TOTAL DB: 114.99		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					0.
5176-07-5763			Chamber of Commerce						
				B E G I N N I N G B A L A N C E					0.
5176-09-5131			Meetings Meals						
				B E G I N N I N G B A L A N C E					0.
5176-09-5133			Marketing & Promotions						
				B E G I N N I N G B A L A N C E					0.
5176-09-5140			Miscellaneous						
				B E G I N N I N G B A L A N C E					0.
5176-09-5630			Property Purchase						
				B E G I N N I N G B A L A N C E					0.
5176-09-5790			Keep Aubrey Beautiful						
				B E G I N N I N G B A L A N C E					0.

POST	DATE TRAN #	REFERENCE	PACKET======DESCRIPTION=======	VEND	INV/JE #	NOTE	=====AMOUNT====	====BALANCE=
5176-16-5764		Contract Labor-consultant						
			B E G I N N I N G B A L A N C E					0.
5176-99-4091		Administrative fee						
			B E G I N N I N G B A L A N C E					0.
10/15/24	10/15 B22525	MDD	02647 MDD ADMIN FEE 2410		JE# 005992		1,250.00	1,250
10/15/24	10/21 B22574	MDD	02671 MDD ADMIN FEE 2410		JE# 006011	000192	200.00	1,450
		=============	OCTOBER ACTIVITY DB: 1,450.00		CR: 0.00		1,450.00	
		=============	ACCOUNT TOTAL DB: 1,450.00		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.
5176-99-5710		Business Survival Program						
			B E G I N N I N G B A L A N C E					0.
5176-99-5750		Economic Incentives						
			B E G I N N I N G B A L A N C E					0.
5176-99-5762		Contingency						
			B E G I N N I N G B A L A N C E					0.
5176-99-5800		Municipal Projects						
			B E G I N N I N G B A L A N C E					0.
5176-99-9900		Depreciation						
			B E G I N N I N G B A L A N C E					0.

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

** REPORT TOTALS **	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	3,805,287.60	2,847,423.94CR
REPORTED ACTIVITY:	197,983.30	197,983.30CR
ENDING BALANCES:	4,003,270.90	3,045,407.24CR
TOTAL FUND ENDING BALANCE:	957,863.66	

SELECTION CRITERIA

FISCAL YEAR: Oct-2023 / Sep-2024
FUND: Include: 701
TRANSACTION DATES: 10/01/2024 THRU 10/31/2024
TRANSACTIONS: BOTH

ACCOUNT SELECTION

ACCOUNT RANGE: THRU ZZZZZZZZZZZZZZZ
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
November 19, 2024

Agenda Item
Consider and take action on the final draft of the Strategic Plan from Catalyst Commercial

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

Summary
The Strategic Plan contract with Catalyst Commercial was approved and recommended for approval by the City Council in February 2024. The City Council approved the contract for Catalyst Commercial to develop an Economic Development Strategic Plan for the Aubrey MDD in cooperation Dunaway & Associates, the consultant for the City of Aubrey's Comprehensive Plan. The Strategic Plan process started in April and, since then, Catalyst Commercial has provided the following services:

1. Market Research and Data Collection
2. Engagement and meetings with stakeholders, board members, staff and the Comprehensive Plan Steering Committee.
3. Market Assessment and Peer Community Assessment
4. SWOT Analysis
5. Workforce Analysis
6. Target Industry and Retail Analysis
7. Target Industry Profiles
8. Current Market and Opportunity Site Assessment
9. Retail Analysis
10. Strategic Recommendations, including: mission/vision, policy framework, and performance metrics

The first step for implementation of the Strategic Plan will be approving the final draft that Catalyst Commercial has presented for MDD Board review. The approved plan will also be provided to Dunaway and Associates for consideration when creating the framework for commercial property and economic development in the Aubrey Comprehensive Plan. The final plan will be presented to local stakeholders, brokers, and businesses in the community at a future date to be announced.

For the MDD, the Strategic Plan will serve as a guide for the MDD Board when making decisions and planning over the next several years, including: economic development projects in Aubrey and the ETJ; staff and board goals; future projects for development of MDD properties; programs as they relate to the MDD's role in business recruitment, retention, expansion; entrepreneurship, business development and other relevant projects. The document can also be revised, as needed, to adapt to future changes that may happen in Aubrey's growth and development.

.

Financial Summary
The Strategic Plan contract was approved at $77,000 in the 2023-24 budget. The remaining balance for services is $11,673.75 that will be paid as the services of the consulting contract are completed in the 2024-25 budget year.

Staff Recommended Action
Approve

Staff Recommended Motion
The recommended motion is to approve the plan as presented or with any requested revisions as agreed upon by the board.

Municipal Development District Board Meeting
Staff Report
November 19, 2024

Agenda Item
Aubrey MDD Board Training

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

Summary
The Aubrey MDD Board Training will cover the MDD By-Laws, financial policies, and other MDD board roles. The training will also cover the Open Meetings Act, Public Information Act, and the role and functions of a municipal development district.

Financial Summary
N/A

Staff Recommended Action

Staff Recommended Motion
N/A

Municipal Development District Board Meeting
Staff Report
November 19, 2024

Agenda Item
Overview of October Staff Report

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

Summary
The Executive Director will provide a brief update and overview of the October staff report.

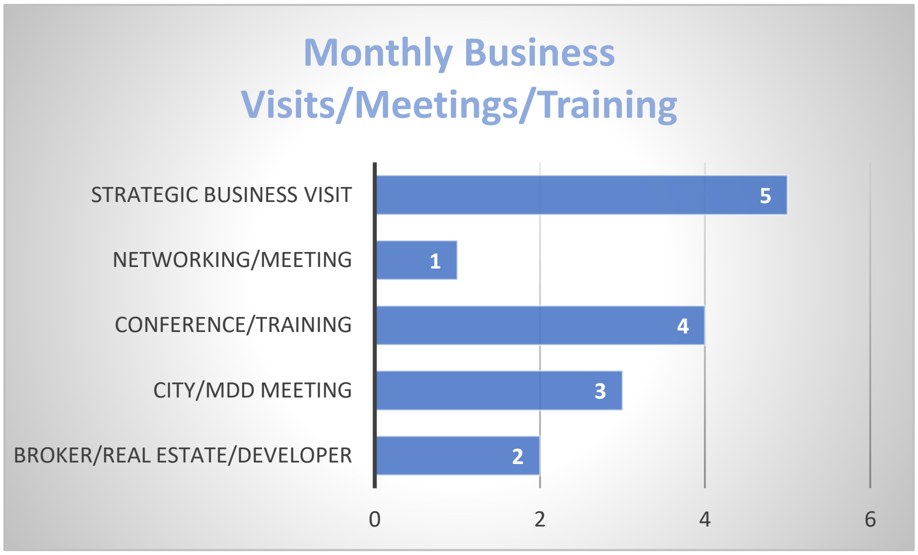
Financial Summary
N/A

Staff Recommended Action

Staff Recommended Motion
N/A

OCTOBER 2024 – STAFF REPORT
Aubrey Municipal Development District
Christine Gossett – Executive Director

Business Activity and Updates



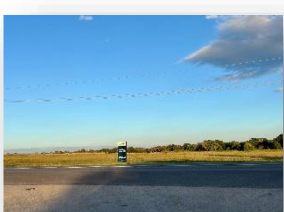
Commercial Property for Sale/Lease/Build-to-Suit*:*

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

Pre-Leasing/Retail:
Hwy. 377 SW corner at Stanley/Coming Soon

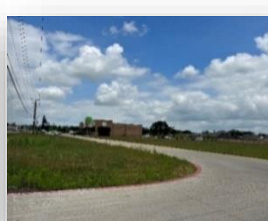
***Available for Sale:** .5 +/- Acres Pine Ridge Pavilion North - 501 Pine Ridge Ln: Office, 7,500 SF*

***Available for Sale:** Pine Ridge Pavilion South - 500 Pine Ridge Ln: 2 spaces: 1 retail; 1 restaurant.*



***Pads Available –** 9 +/- acres* N. Hwy. 377 *(between Springhill and Blackjack Rd)*

***Available:** SE Springhill and US-377 - 13 pads (1 +/- acre/pad) and one 14 +/- acre grocer anchor site*



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

Business Activity and Updates

New Business Openings/Closings:
- N/A

Marketing and New Projects

New:
- Video Project: In editing process with production company.
- TIP Grant – Second City Council reading and resolution approval for $30K grant application, 202B S. Main St.
- Aubrey Strategic Plan: Presentation of final draft received by consultants
- Mural Project: Mural artist finished project on north wall.
- Attended courses for Certified Texas Economic Development Program
- Attended 3 Annual Conventions: Texas Municipal League, Texas Economic Development Council, and Texas Downtown.

On-Going/Marketing:
- Website: Updates to content.
- Social Media/Facebook: Manage regular posts on activities, area business and local posts. October's highest performing post was the mural project on Oct. 7th with 2,542 Reach and 2,938 Impressions.
- Website Traffic: October - 34 Visitors and 45 Views; September - 68 Visitors and 102 Views.
- Data and Analytics: On-going ZacTax, social media and website stats and reports.
- Development/Commercial Real Estate: on-going meetings and calls with developers and brokers regarding potential or existing business, and commercial development projects in Aubrey.

Sales & Use-Tax Allocation:
- Payment Received in October: $91,196.91