

Municipal Development District Board Meeting

Aubrey City Council Chambers
226 Countryside Dr.
Aubrey, TX 76227
March 17, 2025
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.

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 February 11, 2025 meeting.
2. Approve January 2025 Financial Report.
3. Approve Sign Improvement Grant Policy

New Business: New items requested for consideration.

4. Consider and take action on a Project Plan for future opportunistic projects of the Aubrey MDD.

Staff Report Reivew of staff activity and updates from the Director

5. February 2025 Staff Report and updates on past, current and upcoming projects and events.

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. To conduct a private consultation with the Aubrey Municipal Development District Attorney on any legally posted agenda item, when the Board seeks the advice of its attorney 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 Bar of Texas clearly conflicts with the provisions of Chapter 551, to include:
 - Grand Prairie v. State
- b.) Section 551.087 - Economic Development Negotiations. To discuss or deliberate regarding commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the territory of the City and with which the City is conducting economic development negotiations; and/or to deliberate the offer of a financial or other incentive to the business prospect:
 - Sign Grant
 - Project J 377
 - ETJ Commercial

c.) 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.

- ETJ Commercial
- 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 _____, 2025.

(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
March 17, 2025

Agenda Item

Approve minutes of the February 11, 2025 meeting.

Staff Contact

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

Summary

The February 11, 2025 minutes from the Aubrey Municipal Development District Board Meeting are attached for your review and consideration for approval.

Financial Summary

N/A

Staff Recommended Action

Approve

Staff Recommended Motion

Approve the minutes of the February 11, 2025 Joint Council Work Session and MDD Board Meeting (with any corrections if needed).

Municipal Development Board Meeting

Aubrey Community Center
226 Countryside Dr.
Aubrey, TX 76227
February 11, 2025
6:00 PM



Call to Order - Determine if a Quorum is Present:

President Drew called the meeting to order at 6:01 p.m.

Present:

President - Holly Drew (Place 6)
Vice President - Mike Browning (Place 5)
Director Place 1 – Brook Stoy
Director Place 2 – Brenda Blackburn
Director Place 4 – Todd Davis
Director Place 7 - Tim Heitman

Absent:

Secretary - Erin Bogar (Place 3)

Staff Present:

Christine Gossett – Executive Director MDD; Charles Kreidler – City Manager; Leanne Wilson – Executive Director Operations City of Aubrey; Baily Thompson – Assistant to City Manager; Anabelle Ackling, Attorney – TOASE; Rodney Cagle – City of Aubrey Parks Coordinator

Invocation & Pledge of Allegiance:

Vice President Browning led the Invocation and Pledge of Allegiance.

Community Announcements:

President Drew announced that the Aubrey Education Foundation was holding its Gala on April 5, 2025 and tickets and sponsorships were still available.

Citizen Input: None

Consent Items:

1. Approve minutes of the January 14, 2025 meeting.

2. Approve December 2024 Monthly Financial Report.

President Drew called for a motion to approve the consent agenda.

Director Heitman motioned to approve the Consent Agenda. Director Stoy seconded the motion.

All in favor. Motioned carried 6 to 0.

New Business: New items requested for consideration.

3. Receive a presentation and update on Aubrey Development District from Executive Director of Operations, Leanne Wilson, including but not limited to Downtown and Parks and Recreation projects.

Wilson presented updates on the park improvements at Highmeadow Park, updates to the parks in downtown Aubrey, new parks being planned, and downtown streetscape improvements and upcoming phases.

No action taken. Discussion only.

4. Consider and take action on a Professional Services Agreement with Catalyst Commercial for services as needed for economic analysis and development projects.

President Drew called for a motion on the Professional Services Agreement as presented or with any changes.

Director Stoy motioned to approve the agreement. Director Davis seconded.

5 in Favor and 1 Opposed (VP Browning). Motion carried 5 to 1.

Staff Report: Review of staff activity report and updates from Executive Director

5. January 2025 Staff Report and updates for the board on upcoming activities, past events, and project statuses.

Gossett gave an overview of the January staff activity report and updates on projects including video, site selection map, and Spring development and broker tour.

Future Agenda Requests: Video Project; website platform update.

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

Motion to Recess into Executive Session.

President Drew called for a motion to convene into executive session.

Director Davis motioned to convene into Executive Session at 6:40 p.m.

Browning seconded the motion. All in Favor. Motion carried 6 to 0.

Reconvene into Open Session:

Vice President Browning motioned to reconvene into open session at 8:02 p.m.

Director Davis seconded the motion.

All in Favor. Motion carried 6 to 0.

-ADJOURN-

Director Davis motioned to adjourn at 8:02 p.m. Director Stoy seconded the motion.

All in Favor. Motion carried 6 to 0.

PASSED and APPROVED by the Aubrey Municipal Development District of the City of Aubrey, Texas this __ day of _____, 2025.

Holly Drew, President

ATTEST:

Erin Bogar, Secretary



Municipal Development District Board Meeting
Staff Report
March 17, 2025

Agenda Item

Approve January 2025 Financial Report.

Staff Contact

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

Summary

The January 2025 Monthly Financial summary and details have been provided for review and consideration.

Financial Summary

N/A

Staff Recommended Action

Approve

Staff Recommended Motion

Approve the January 2025 Financial Report as presented.

BALANCE SHEET

AS OF: JANUARY 31ST, 2025

701-MDD

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
701-11-000-00	MDD Cash	1,217,990.45	
701-11-000-84	Claim on Cash MDD	(29,470.82)	
701-11-000-90	Investment Account	1,652,514.95	
701-11-013-37	Sales Tax Receivable	187,664.42	
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)	
		<u>4,009,698.99</u>	
TOTAL ASSETS			4,009,698.99
			=====
LIABILITIES			
=====			
701-21-010-00	Accounts Payable Pooled	24,465.60	
701-21-021-10	Accrued Vacation	<u>1,458.00</u>	
TOTAL LIABILITIES			<u>25,923.60</u>
EQUITY			
=====			
701-31-040-10	Fund Balance - MDD	<u>3,711,760.29</u>	
TOTAL BEGINNING EQUITY			3,711,760.29
TOTAL REVENUE		432,759.50	
TOTAL EXPENSES		<u>160,744.40</u>	
TOTAL REVENUE OVER/ (UNDER) EXPENSES		272,015.10	
TOTAL EQUITY & REV. OVER/ (UNDER) EXP.		<u>3,983,775.39</u>	
TOTAL LIABILITIES, EQUITY & REV.OVER/ (UNDER) EXP.			4,009,698.99
			=====

FUND : 701-MDD

TRANSACTION DATE: 1/01/2025 THRU 1/31/2025

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

1,278,171.02

1/08/25	1/08	B23369	Deposit 000000	02883	Transfer cash from funds to PY		JE# 006267		536.45CR	1,277,634.57
1/08/25	1/08	B23371	Deposit 123124	02884	Claim on Cash Transfer MDD		JE# 006268	000306	161,011.96CR	1,116,622.61
1/10/25	1/15	B23459	Deposit 000000	02899	MDD SALES TAX JAN 2025		JE# 006283		97,165.19	1,213,787.80
1/21/25	1/21	B23494	Deposit 000000	02904	Transfer cash from funds to PY		JE# 006288		536.45CR	1,213,251.35
1/31/25	2/05	B23599	Interest000000	02927	INTEREST INCOME		JE# 006313		4,739.10	1,217,990.45
			=====	JANUARY ACTIVITY	DB:	101,904.29	CR:	162,084.86CR	60,180.57CR	
			=====	ACCOUNT TOTAL	DB:	101,904.29	CR:	162,084.86CR		

11-000-84

Claim on Cash MDD

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

161,011.96CR

1/02/25	1/02	A45079	TRANSFER	07672	701-901 A/P REIMBURSEMEN				10,022.75CR	171,034.71CR
1/07/25	1/08	B23373	Deposit 000000	02886	MISC DEPOSIT		JE# 006270		1,500.00	169,534.71CR
1/08/25	1/08	B23369	Deposit 000000	02883	Transfer cash from funds to PY		JE# 006267		536.45	168,998.26CR
1/08/25	1/08	B23371	Deposit 123124	02884	Claim on Cash Transfer MDD		JE# 006268	000306	161,011.96	7,986.30CR
1/08/25	1/08	A45182	TRANSFER	07684	701-901 A/P REIMBURSEMEN				3,893.39CR	11,879.69CR
1/10/25	1/08	P00584	TRANSFER	00292	PR 12/21/24 - 01/03/25				3,309.33CR	15,189.02CR
1/10/25	1/08	B23370	Misc 000000	02882	Self Insurance		JE# 006266		536.45CR	15,725.47CR
1/10/25	1/08	A45106	TRANSFER	07680	701-901 A/P REIMBURSEMEN				935.55CR	16,661.02CR
1/13/25	1/13	B23387	MDD	02892	MDD FEE		JE# 006276		1,450.00CR	18,111.02CR
1/20/25	1/14	A45211	TRANSFER	07690	701-901 A/P REIMBURSEMEN				65.00CR	18,176.02CR
1/21/25	1/21	B23494	Deposit 000000	02904	Transfer cash from funds to PY		JE# 006288		536.45	17,639.57CR
1/22/25	1/14	A45197	TRANSFER	07695	701-901 A/P REIMBURSEMEN				142.40CR	17,781.97CR
1/23/25	1/23	A45447	TRANSFER	07718	701-901 A/P REIMBURSEMEN				4,737.20CR	22,519.17CR
1/24/25	1/21	P00586	TRANSFER	00293	PR 01/04/25 - 01/17/25				3,309.33CR	25,828.50CR
1/24/25	1/21	B23495	Misc 000000	02903	Self Insurance		JE# 006287		536.45CR	26,364.95CR
1/24/25	1/21	A45360	TRANSFER	07710	701-901 A/P REIMBURSEMEN				935.55CR	27,300.50CR
1/30/25	1/30	A45523	TRANSFER	07724	701-901 A/P REIMBURSEMEN				2,170.32CR	29,470.82CR
			=====	JANUARY ACTIVITY	DB:	163,584.86	CR:	32,043.72CR	131,541.14	
			=====	ACCOUNT TOTAL	DB:	163,584.86	CR:	32,043.72CR		

11-000-90

Investment Account

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

1,646,169.76

1/31/25	2/05	B23599	Interest000000	02927	INTEREST INCOME		JE# 006313		6,345.19	1,652,514.95
			=====	JANUARY ACTIVITY	DB:	6,345.19	CR:	0.00	6,345.19	
			=====	ACCOUNT TOTAL	DB:	6,345.19	CR:	0.00		

FUND : 701-MDD

TRANSACTION DATE: 1/01/2025 THRU 1/31/2025

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					187,664.42
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					696,835.95
12-015-10			Buildings and improvements							
			B E G I N N I N G		B A L A N C E					340,267.04
12-017-00			Accumulated Depreciation							
			B E G I N N I N G		B A L A N C E					56,103.00CR
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					12,639.58CR
1/01/25	1/02	A45027	CHK: 014722	07660	INTEGRITY FACILITY SOLUT	0187	623698		349.00CR	12,988.58CR
1/01/25	1/08	A45113	CHK: 014758	07673	LOCAL CIRCUIT	0209	5480		374.00CR	13,362.58CR
1/01/25	1/08	A45115	CHK: 014771	07673	TML-IRP	0272	Q1 2025		553.56CR	13,916.14CR
1/02/25	2/13	A45711	CHK: 014950	07742	VERIZON WIRELESS	0277	6104959831		45.60CR	13,961.74CR
1/02/25	1/02	A45079	TRANSFER	07672	701-901 A/P REIMBURSEMEN			10,022.75		3,938.99CR
1/08/25	1/08	A45182	TRANSFER	07684	701-901 A/P REIMBURSEMEN			3,893.39		45.60CR
1/10/25	1/08	A45100	DFT: 002622	07680	Federal W/H Payable	0116	T1 202501081822		434.01CR	479.61CR
1/10/25	1/08	A45100	DFT: 002622	07680	Medicare Payable	0116	T4 202501081822		126.54CR	606.15CR
1/10/25	1/08	A45102	DFT: 002624	07680	457 Withholding	0554	ICM202501081822		375.00CR	981.15CR
1/10/25	1/21	A45363	DFT: 002654	07712	TMRS Payable	0273	TMR202501081822		793.60CR	1,774.75CR
1/10/25	1/08	A45106	TRANSFER	07680	701-901 A/P REIMBURSEMEN			935.55		839.20CR
1/13/25	1/30	A45466	CHK: 014864	07719	TAYLOR, OLSON, ADKINS, S	0775	STATEMENT NO. 29		2,170.32CR	3,009.52CR
1/20/25	1/14	A45207	DFT: 002637	07690	INVOICE 38329333	0594	012025-1181993		65.00CR	3,074.52CR
1/20/25	1/23	A45379	CHK: 014835	07709	PIERCE CUSTOM CONSTRUCTI	0408	1003		3,150.00CR	6,224.52CR
1/20/25	1/14	A45211	TRANSFER	07690	701-901 A/P REIMBURSEMEN			65.00		6,159.52CR
1/22/25	1/14	A45193	DFT: 002632	07695	209 S MAIN ST	0126	3064561863-2412		142.40CR	6,301.92CR
1/22/25	1/14	A45197	TRANSFER	07695	701-901 A/P REIMBURSEMEN			142.40		6,159.52CR
1/23/25	1/23	A45447	TRANSFER	07718	701-901 A/P REIMBURSEMEN			4,737.20		1,422.32CR
1/24/25	1/21	A45354	DFT: 002648	07710	Federal W/H Payable	0116	T1 202501211823		434.01CR	1,856.33CR
1/24/25	1/21	A45354	DFT: 002648	07710	Medicare Payable	0116	T4 202501211823		126.54CR	1,982.87CR
1/24/25	1/21	A45356	DFT: 002650	07710	457 Withholding	0554	ICM202501211823		375.00CR	2,357.87CR

FUND : 701-MDD

TRANSACTION DATE: 1/01/2025 THRU 1/31/2025

DEPT : N/A

ACCOUNTS: ALL

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
1/24/25	1/21	A45364	DFT: 002654	07712	TMRS Payable	0273	TMR202501211823		793.60CR	3,151.47CR
1/24/25	2/27	A45950	CHK: 014995	07768	NEON CLOUD PRODUCTIONS,	1266	INV-000727		5,620.00CR	8,771.47CR
1/24/25	1/21	A45360	TRANSFER	07710	701-901 A/P REIMBURSEMEN				935.55	7,835.92CR
1/29/25	2/06	A45611	CHK: 014906	07726	NEON CLOUD PRODUCTIONS,	1266	INV-000693		4,800.00CR	12,635.92CR
1/30/25	1/30	A45523	TRANSFER	07724	701-901 A/P REIMBURSEMEN				2,170.32	10,465.60CR
1/31/25	2/27	A45925	CHK: 015004	07768	VIEWPRO	0912	AubreyMDD202501		14,000.00CR	24,465.60CR
			=====	JANUARY ACTIVITY	DB:	22,902.16	CR:	34,728.18CR	11,826.02CR	
			=====	ACCOUNT TOTAL	DB:	22,902.16	CR:	34,728.18CR		

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

1/10/25	1/08	P00584	FEDWH	00292	PR 12/21/24 - 01/03/25				434.01CR	434.01CR
1/10/25	1/08	P00584	MEDIC	00292	PR 12/21/24 - 01/03/25				63.27CR	497.28CR
1/10/25	1/08	A45100	DFT: 002622	07680	Federal W/H Payable	0116	T1 202501081822		434.01	63.27CR
1/10/25	1/08	A45100	DFT: 002622	07680	Medicare Payable	0116	T4 202501081822		63.27	0.00
1/24/25	1/21	P00586	FEDWH	00293	PR 01/04/25 - 01/17/25				434.01CR	434.01CR
1/24/25	1/21	P00586	MEDIC	00293	PR 01/04/25 - 01/17/25				63.27CR	497.28CR
1/24/25	1/21	A45354	DFT: 002648	07710	Federal W/H Payable	0116	T1 202501211823		434.01	63.27CR
1/24/25	1/21	A45354	DFT: 002648	07710	Medicare Payable	0116	T4 202501211823		63.27	0.00
			=====	JANUARY ACTIVITY	DB:	994.56	CR:	994.56CR	0.00	
			=====	ACCOUNT TOTAL	DB:	994.56	CR:	994.56CR		

21-021-08

MDD HSA Bank

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

0.00

21-021-09

Deferred Comp - 457

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

0.00

1/10/25	1/08	P00584	ICMA	00292	PR 12/21/24 - 01/03/25				375.00CR	375.00CR
1/10/25	1/08	A45102	DFT: 002624	07680	457 Withholding	0554	ICM202501081822		375.00	0.00
1/24/25	1/21	P00586	ICMA	00293	PR 01/04/25 - 01/17/25				375.00CR	375.00CR
1/24/25	1/21	A45356	DFT: 002650	07710	457 Withholding	0554	ICM202501211823		375.00	0.00
			=====	JANUARY ACTIVITY	DB:	750.00	CR:	750.00CR	0.00	
			=====	ACCOUNT TOTAL	DB:	750.00	CR:	750.00CR		

FUND : 701-MDD

TRANSACTION DATE: 1/01/2025 THRU 1/31/2025

DEPT : N/A

ACCOUNTS: ALL

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					1,458.00CR

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
1/10/25	1/08	P00584	TMR		00292 PR 12/21/24 - 01/03/25				314.74CR	314.74CR
1/10/25	1/21	A45363	DFT: 002654		07712 TMRS Payable	0273	TMR202501081822		314.74	0.00
1/24/25	1/21	P00586	TMR		00293 PR 01/04/25 - 01/17/25				314.74CR	314.74CR
1/24/25	1/21	A45364	DFT: 002654		07712 TMRS Payable	0273	TMR202501211823		314.74	0.00
			=====	JANUARY ACTIVITY	DB:	629.48	CR:	629.48CR	0.00	
			=====	ACCOUNT TOTAL	DB:	629.48	CR:	629.48CR		

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					3,711,760.29CR

4000-02-4130			Sales Taxes							
				B E G I N N I N G	B A L A N C E					284,421.93CR
1/10/25	1/15	B23459	Deposit 000000		02899 MDD SALES TAX JAN 2025		JE# 006283		97,165.19CR	381,587.12CR
			=====	JANUARY ACTIVITY	DB:	0.00	CR:	97,165.19CR	97,165.19CR	
			=====	ACCOUNT TOTAL	DB:	0.00	CR:	97,165.19CR		

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

FUND : 701-MDD

TRANSACTION DATE: 1/01/2025 THRU 1/31/2025

DEPT : N/A

ACCOUNTS: ALL

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

	4000-09-4500		Interest Income							
				B E G I N N I N G	B A L A N C E					34,068.09CR
1/31/25	2/05	B23599	Interest000000	02927	INTEREST INCOME		JE# 006313		4,739.10CR	38,807.19CR
1/31/25	2/05	B23599	Interest000000	02927	INTEREST INCOME		JE# 006313		6,345.19CR	45,152.38CR
			=====	JANUARY ACTIVITY	DB:	0.00	CR:	11,084.29CR	11,084.29CR	
			=====	ACCOUNT TOTAL	DB:	0.00	CR:	11,084.29CR		

	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					4,520.00CR
1/07/25	1/08	B23373	87599	02886	DRIVEN DIST - AUTO PARTS RENT		JE# 006270		1,500.00CR	6,020.00CR
			=====	JANUARY 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					0.00

DEPT: 5176 MDD										
	5176-01-5101		Salaries							
				B E G I N N I N G	B A L A N C E					30,566.56
1/10/25	1/08	P00584	PYEXP	00292	PR 12/21/24 - 01/03/25				4,496.35	35,062.91
1/24/25	1/21	P00586	PYEXP	00293	PR 01/04/25 - 01/17/25				4,496.35	39,559.26
			=====	JANUARY ACTIVITY	DB:	8,992.70	CR:	0.00	8,992.70	
			=====	ACCOUNT TOTAL	DB:	8,992.70	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					50.00

FUND : 701-MDD

TRANSACTION DATE: 1/01/2025 THRU 1/31/2025

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

2,019.31

1/10/25	1/21	A45363	DFT: 002654	07712	TMRS Payable	0273	TMR202501081822		478.86	2,498.17
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1/24/25	1/21	A45364	DFT: 002654	07712	TMRS Payable	0273	TMR202501211823		478.86	2,977.03
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=====			JANUARY ACTIVITY	DB:	957.72	CR:	0.00		957.72	
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=====			ACCOUNT TOTAL	DB:	957.72	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

436.05

1/10/25	1/08	A45100	DFT: 002622	07680	Medicare Payable	0116	T4 202501081822		63.27	499.32
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1/24/25	1/21	A45354	DFT: 002648	07710	Medicare Payable	0116	T4 202501211823		63.27	562.59
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=====			JANUARY ACTIVITY	DB:	126.54	CR:	0.00		126.54	
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=====			ACCOUNT TOTAL	DB:	126.54	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

4,555.15

1/10/25	1/08	B23370	Self Ins	02882	Self Insurance		JE# 006266		536.45	5,091.60
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1/24/25	1/21	B23495	Self Ins	02903	Self Insurance		JE# 006287		536.45	5,628.05
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=====			JANUARY ACTIVITY	DB:	1,072.90	CR:	0.00		1,072.90	
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=====			ACCOUNT TOTAL	DB:	1,072.90	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

43.77

1/01/25	1/08	A45115	CHK: 014771	07673	TML-IRP	0272	Q1 2025		75.19	118.96
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=====			JANUARY ACTIVITY	DB:	75.19	CR:	0.00		75.19	
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=====			ACCOUNT TOTAL	DB:	75.19	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

8,444.49

5176-02-5737 CDBG grant match

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

0.00

FUND : 701-MDD

TRANSACTION DATE: 1/01/2025 THRU 1/31/2025

DEPT : 5176 MDD

ACCOUNTS: ALL

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
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5176-03-5050			Office Supplies							
			B E G I N N I N G		B A L A N C E					232.79

5176-03-5060			Promotional Materials							
			B E G I N N I N G		B A L A N C E					66.00

5176-04-5120			Building Maintenance							
			B E G I N N I N G		B A L A N C E					17,542.92

1/01/25	1/02	A45027	CHK: 014722	07660	INTEGRITY FACILITY SOLUT	0187	623698		349.00	17,891.92
1/20/25	1/23	A45379	CHK: 014835	07709	PIERCE CUSTOM CONSTRUCTI	0408	1003		3,150.00	21,041.92
1/22/25	1/14	A45193	DFT: 002632	07695	209 S MAIN ST	0126	3064561863-2412		142.40	21,184.32
			=====	JANUARY ACTIVITY	DB:	3,641.40	CR:	0.00	3,641.40	
			=====	ACCOUNT TOTAL	DB:	3,641.40	CR:	0.00		

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

5176-05-5618			Telephone							
			B E G I N N I N G		B A L A N C E					149.32

1/02/25	2/13	A45711	CHK: 014950	07742	VERIZON WIRELESS	0277	6104959831		45.60	194.92
			=====	JANUARY ACTIVITY	DB:	45.60	CR:	0.00	45.60	
			=====	ACCOUNT TOTAL	DB:	45.60	CR:	0.00		

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					6,207.48

1/13/25	1/30	A45466	CHK: 014864	07719	TAYLOR, OLSON, ADKINS, S	0775	STATEMENT NO. 29		2,170.32	8,377.80
			=====	JANUARY ACTIVITY	DB:	2,170.32	CR:	0.00	2,170.32	
			=====	ACCOUNT TOTAL	DB:	2,170.32	CR:	0.00		

FUND : 701-MDD

TRANSACTION DATE: 1/01/2025 THRU 1/31/2025

DEPT : 5176 MDD

ACCOUNTS: ALL

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

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					0.00

1/31/25	2/27	A45925	CHK: 015004	07768	VIEWPRO	0912	AubreyMDD202501		5,000.00	5,000.00
			=====	JANUARY	ACTIVITY	DB:	5,000.00	CR:	0.00	5,000.00
			=====	ACCOUNT	TOTAL	DB:	5,000.00	CR:	0.00	

5176-06-7863			Strategic Plan							
			B E G I N N I N G		B A L A N C E					9,673.75

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					272.77

1/01/25	1/08	A45115	CHK: 014771	07673	TML-IRP	0272	Q1 2025		478.37	751.14
			=====	JANUARY	ACTIVITY	DB:	478.37	CR:	0.00	478.37
			=====	ACCOUNT	TOTAL	DB:	478.37	CR:	0.00	

FUND : 701-MDD

TRANSACTION DATE: 1/01/2025 THRU 1/31/2025

DEPT : 5176 MDD

ACCOUNTS: ALL

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
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5176-07-5260			Dues & Memberships							
			B E G I N N I N G		B A L A N C E					11,500.00

5176-07-5280			Copier Maintenance Contract							
			B E G I N N I N G		B A L A N C E					195.00

1/20/25	1/14	A45207	DFT: 002637	07690	UBEO - COPIERS/PRINTERS	0594	012025-1181993		65.00	260.00
			=====	JANUARY	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					15,073.26

1/01/25	1/08	A45113	CHK: 014758	07673	LOCAL CIRCUIT	0209	5480		374.00	15,447.26
1/24/25	2/27	A45950	CHK: 014995	07768	NEON CLOUD PRODUCTIONS,	1266	INV-000727		5,620.00	21,067.26
1/29/25	2/06	A45611	CHK: 014906	07726	NEON CLOUD PRODUCTIONS,	1266	INV-000693		4,800.00	25,867.26
1/31/25	2/27	A45925	CHK: 015004	07768	VIEWPRO	0912	AubreyMDD202501		9,000.00	34,867.26
			=====	JANUARY	ACTIVITY	DB:	19,794.00	CR:	0.00	19,794.00
			=====	ACCOUNT	TOTAL	DB:	19,794.00	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					2,401.00

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					238.83

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					2,856.21

FUND : 701-MDD

TRANSACTION DATE: 1/01/2025 THRU 1/31/2025

DEPT : 5176 MDD

ACCOUNTS: ALL

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
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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					4,350.00

1/13/25	1/13	B23387	MDD		02892 MDD FEE		JE# 006276		1,450.00	5,800.00
			=====	JANUARY 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					0.00

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							
			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

FUND : 701-MDD

TRANSACTION DATE: 1/01/2025 THRU 1/31/2025

DEPT : 5176 MDD

ACCOUNTS: ALL

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

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000 ERRORS IN THIS REPORT!

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** REPORT TOTALS **	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	4,265,982.85	4,265,982.85CR
REPORTED ACTIVITY:	340,980.28	340,980.28CR
ENDING BALANCES:	4,606,963.13	4,606,963.13CR
TOTAL FUND ENDING BALANCE:	0.00	

SELECTION CRITERIA

FISCAL YEAR: Oct-2024 / Sep-2025
FUND: Include: 701
TRANSACTION DATES: 1/01/2025 THRU 1/31/2025
TRANSACTIONS: BOTH

ACCOUNT SELECTION

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

PRINT OPTIONS DETAIL

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

*** END OF REPORT ***

CITY OF AUBREY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2025

701-MDD

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

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

GENERAL REVENUE

Taxes	975,000	97,165.19	381,587.12	0.00	593,412.88	39.14
Miscellaneous	<u>127,020</u>	<u>12,584.29</u>	<u>51,172.38</u>	<u>0.00</u>	<u>75,847.62</u>	<u>40.29</u>
TOTAL GENERAL REVENUE	<u>1,102,020</u>	<u>109,749.48</u>	<u>432,759.50</u>	<u>0.00</u>	<u>669,260.50</u>	<u>39.27</u>
TOTAL REVENUE	<u>1,102,020</u>	<u>109,749.48</u>	<u>432,759.50</u>	<u>0.00</u>	<u>669,260.50</u>	<u>39.27</u>
	=====	=====	=====	=====	=====	=====

EXPENSE SUMMARY

MDD

Personnel	161,609	11,225.05	57,340.38	0.00	104,268.62	35.48
Materials & Supplies	7,000	0.00	298.79	0.00	6,701.21	4.27
Repairs & Maintenance	26,000	3,641.40	21,184.32	0.00	4,815.68	81.48
Utilities	2,445	45.60	194.92	0.00	2,250.08	7.97
Contract Services	46,500	7,170.32	23,051.55	0.00	23,448.45	49.57
Fees & Other Services	70,305	20,337.37	49,779.40	0.00	20,525.60	70.80
Miscellaneous	151,500	0.00	3,095.04	0.00	148,404.96	2.04
Contingency/FB	<u>317,400</u>	<u>1,450.00</u>	<u>5,800.00</u>	<u>0.00</u>	<u>311,600.00</u>	<u>1.83</u>
TOTAL MDD	<u>782,759</u>	<u>43,869.74</u>	<u>160,744.40</u>	<u>0.00</u>	<u>622,014.60</u>	<u>20.54</u>
TOTAL EXPENSES	<u>782,759</u>	<u>43,869.74</u>	<u>160,744.40</u>	<u>0.00</u>	<u>622,014.60</u>	<u>20.54</u>
	=====	=====	=====	=====	=====	=====

REVENUE OVER/ (UNDER) EXPENSES	319,261	65,879.74	272,015.10	0.00	47,245.90	85.20
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CITY OF AUBREY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2025

701-MDD

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>Taxes</u>						
701-4000-02-4130 Sales Taxes	975,000	97,165.19	381,587.12	0.00	593,412.88	39.14
TOTAL Taxes	975,000	97,165.19	381,587.12	0.00	593,412.88	39.14
 <u>Grants</u>						
<u>Miscellaneous</u>						
701-4000-09-4500 Interest Income	109,000	11,084.29	45,152.38	0.00	63,847.62	41.42
701-4000-09-4730 Property Rental Income	18,020	1,500.00	6,020.00	0.00	12,000.00	33.41
TOTAL Miscellaneous	127,020	12,584.29	51,172.38	0.00	75,847.62	40.29
 <u>Contingency/FB</u>						
TOTAL REVENUE	1,102,020	109,749.48	432,759.50	0.00	669,260.50	39.27

CITY OF AUBREY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2025

701-MDD

% OF YEAR COMPLETED: 33.33

EXPENSES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
MDD						
===						
<u>Personnel</u>						
701-5176-01-5101 Salaries	116,900	8,992.70	39,559.26	0.00	77,340.74	33.84
701-5176-01-5106 Longevity	50	0.00	50.00	0.00	0.00	100.00
701-5176-01-5107 TMRS Contribution	12,455	957.72	2,977.03	0.00	9,477.97	23.90
701-5176-01-5108 Payroll Tax Expense (me	1,696	126.54	562.59	0.00	1,133.41	33.17
701-5176-01-5109 Group Health Insurance	11,878	1,072.90	5,628.05	0.00	6,249.95	47.38
701-5176-01-5110 Workmens Comp TML	230	75.19	118.96	0.00	111.04	51.72
701-5176-01-5621 Travel/training	18,400	0.00	8,444.49	0.00	9,955.51	45.89
TOTAL Personnel	161,609	11,225.05	57,340.38	0.00	104,268.62	35.48
<u>Capital</u>						
<u>Materials & Supplies</u>						
701-5176-03-5050 Office Supplies	2,000	0.00	232.79	0.00	1,767.21	11.64
701-5176-03-5060 Promotional Materials	5,000	0.00	66.00	0.00	4,934.00	1.32
TOTAL Materials & Supplies	7,000	0.00	298.79	0.00	6,701.21	4.27
<u>Repairs & Maintenance</u>						
701-5176-04-5120 Building Maintenance	26,000	3,641.40	21,184.32	0.00	4,815.68	81.48
TOTAL Repairs & Maintenance	26,000	3,641.40	21,184.32	0.00	4,815.68	81.48
<u>Utilities</u>						
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	45.60	194.92	0.00	400.08	32.76
TOTAL Utilities	2,445	45.60	194.92	0.00	2,250.08	7.97
<u>Contract Services</u>						
701-5176-06-5620 Legal & Professional	35,000	2,170.32	8,377.80	0.00	26,622.20	23.94
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	5,000.00	5,000.00	0.00	3,500.00	58.82
701-5176-06-7863 Strategic Plan	0	0.00	9,673.75	0.00	(9,673.75)	0.00
TOTAL Contract Services	46,500	7,170.32	23,051.55	0.00	23,448.45	49.57
<u>Fees & Other Services</u>						
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	478.37	751.14	0.00	178.86	80.77
701-5176-07-5260 Dues & Memberships	14,500	0.00	11,500.00	0.00	3,000.00	79.31
701-5176-07-5280 Copier Maintenance Cont	1,400	65.00	260.00	0.00	1,140.00	18.57
701-5176-07-5665 Technology/Promotional	23,000	19,794.00	34,867.26	0.00	(11,867.26)	151.60
701-5176-07-5667 Marketing and Advertisi	27,475	0.00	2,401.00	0.00	25,074.00	8.74
TOTAL Fees & Other Services	70,305	20,337.37	49,779.40	0.00	20,525.60	70.80
<u>Miscellaneous</u>						
701-5176-09-5131 Meetings Meals	1,500	0.00	238.83	0.00	1,261.17	15.92
701-5176-09-5630 Property Purchase	150,000	0.00	2,856.21	0.00	147,143.79	1.90
TOTAL Miscellaneous	151,500	0.00	3,095.04	0.00	148,404.96	2.04

CITY OF AUBREY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2025

701-MDD

% OF YEAR COMPLETED: 33.33

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	5,800.00	0.00	11,600.00	33.33
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	<u>150,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>150,000.00</u>	<u>0.00</u>
TOTAL Contingency/FB	317,400	1,450.00	5,800.00	0.00	311,600.00	1.83
TOTAL MDD	782,759	43,869.74	160,744.40	0.00	622,014.60	20.54
TOTAL EXPENSES	782,759	43,869.74	160,744.40	0.00	622,014.60	20.54
REVENUE OVER/ (UNDER) EXPENSES	319,261	65,879.74	272,015.10	0.00	47,245.90	85.20



Municipal Development District Board Meeting
Staff Report
March 17, 2025

Agenda Item

Approve Sign Improvement Grant Policy

Staff Contact

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

Summary

The Aubrey MDD funds are used to improve business districts and develop business in the Aubrey City Limits and ETJ. The grant program focuses on assisting businesses with eligible costs for various building, property and infrastructure-related projects that will improve the property and the district. The Sign Improvement Grant Policy would focus on matching funds of up to \$10,000 for sign projects only. Sign projects must meet the current Sign Ordinance requirements.

The Board recognizes that changing infrastructure within the City may result in the needed removal or relocation of existing commercial signage. The Board desires to partner with these business owners to offset the costs of replacement. As an economic incentive, AMDD has designed the following Grant for commercial signage as a cost-matching grant. The goals of this policy are to:

- Improve the visibility of commercial properties in the City and ETJ
 - Improve the physical appearance of commercial signage and visibly enhance the City & ETJ commercial corridors
-

Financial Summary

The Sign Improvement Grant Policy would match up to \$10,000 per business for a sign project.

Staff Recommended Action

Approve

Staff Recommended Motion

Staff recommends approving the Sign Improvement Grant Policy as presented.

SIGN IMPROVEMENT GRANT POLICY

Aubrey, Texas

**Aubrey, Texas
Resolution
995-26**

*Sign Improvement Grant Policy
Aubrey Municipal Development District Performance-Based Matching Grant Policy
(Approved 03/___/2025)*

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

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

WHEREAS, the City’s Municipal Development District Board on March , 2025 considered and approved this Targeted Improvement Incentives Policy (“Policy”);

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

**Section 1.
Introduction & Goals**

This Policy is a matching grant program that reimburses commercial property owners or business operators for eligible improvements to business signage, set forth in Section 4 below, made to their property. It is within the scope of a municipal development district’s statutory authority to consider requests for assistance from a business within the district’s boundaries for signage improvements to their building or property. T

The Aubrey Municipal Development District (“AMDD”) desires to make available to businesses within the AMDD boundaries an opportunity to apply for a signage grant according to criteria established and enforced by the Board. The program seeks to encourage private sector investment in the signage for commercial facilities, located in the City and its ETJ, by partnering with the AMDD. Additionally, the Board recognizes that changing infrastructure within the City may result in the needed removal or relocation of existing commercial signage. The Board desires to partner with these business owners to offset the costs of replacement. As an economic incentive, AMDD has designed the following Grant for commercial signage as a cost-matching grant.

The goals of this Policy are to:

- 1.1. Improve the visibility of commercial properties in the City and ETJ; and
- 1.2. Improve the physical appearance of commercial signage and visibly enhance the City & ETJ commercial corridors.

**Section 2.
Definitions**

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

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

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

Application: shall mean the Application for Sign 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 4 herein and subject to approval by the Board in reviewing an Application.

Improvements: shall be as defined in Section 4 herein.

Notice to Proceed: shall mean a written notice issued by the AMDD authorizing the Applicant to begin construction or installation, as approved.

Policy: shall mean this Sign Improvement Grant Policy).

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

Signs: shall mean signs affixed to the building or a frame/base on the property, as permitted by the City's Code of Ordinances.

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

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

Section 3. **Eligibility**

The following properties and businesses are eligible to receive Grants.

3.1. Properties: Only properties meeting the following requirements at the time an Application is submitted shall be eligible to receive Grants as outlined by this Policy:

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

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

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

- 3.1.4. Financial Standing: Property shall be in good standing as it relates to taxes or any monies due to the City, Denton County, or the AMDD.
- 3.1.5. Liens: Property shall be in good standing as it relates to any liens held by the City or Denton County.
- 3.1.6. Ownership: Property owners must provide sufficient proof of ownership. Tenants must provide authorization from the Property owner for any proposed Improvements.
- 3.1.7. Code Violations: Any Code Violations may prohibit eligibility but will be considered on a case-by-case basis.
- 3.1.8. Frequency: Property must not have received a Sign Improvement Grant or Targeted Improvement Grant for a sign replacement or improvement in a 36- month period.
- 3.2. Businesses: Only businesses meeting the following requirements shall be eligible to receive benefits outlined by this Policy:
 - 3.2.1. Financial Standing: The business shall be in good standing as it relates to taxes or any monies due to the City, Denton County, or the AMDD.
 - 3.2.2. Tax-Paying Entity: The business must be a tax-paying entity.
 - 3.2.3. Property Owner Approval: Businesses, if not the owner of the Property, must provide a copy of their lease agreement and support of the Application from the Property owner prior to approval of the Application.
 - 3.2.4. Ineligible Businesses: Non-profits, government offices, residences, home businesses, and sexually-oriented businesses.

Section 4. **Improvements**

- 4.1. Aspirations: As with any policy or regulation, it is difficult to precisely regulate factors that are not easily defined. With that in mind, the following are to be considered aspirations for contemplated Improvements:
 - Improvements should be compatible with the character and architecture of the individual building and those in within its proximity;
 - Where appropriate, Improvements may act as a catalyst to create a unique environment;
 - Improvements should make the Property more inviting to the public; and
 - Improvements should be functional as well as visually appealing.
- 4.2. General Improvement Eligibility: Property Improvements shall be deemed as eligible or ineligible for the benefits of this Policy as defined below. In general, the following Improvements, though not exclusively, are ineligible for all Grants:
 - Any Improvements that do not comply with existing ordinances of the City or County if business is in the ETJ.
 - Any Improvements made prior to the Notice to Proceed;

- Sweat equity or “in-kind” services;
- 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 Board to determine the merits of including a new eligible Improvement.

4.3. Sign Improvements: The following are Eligible Improvements except as noted otherwise:

- 4.3.1. Visually appealing and appropriate signage that is in compliance with the City’s Code of Ordinances, including monument signage and other signage as specified in the City’s Code of Ordinances.
- 4.3.2. Replacing Signs: The replacement of signs that do not conform to current City requirements is a priority for the City. To that extent, the Policy allows for replacing existing signs, with new signage that complies with all City requirements and is affixed to the building or property.
- 4.3.3. New Signs: New sign cans, bases, lettering, or frames if affixed to the building or property for existing or new businesses.

4.4. Demolition: The costs of demolishing and removing existing monument signs on a Property may be considered for Property Improvements.

4.5. 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 \$10,000 total. The Applicant is responsible for the remaining costs of the Improvement(s) and must complete the full Improvement(s) to be eligible for the matching Grant. If an Improvement Project exceeds the allowed maximum match for improvements, the applicant may make a request for the Board to consider the project outside the Grant Policy. No Property or business may receive more than ten thousand dollars (\$10,000) in Grants during a 24-month period.

Section 5.

Administrative Procedures

Following are the Administrative Procedures regarding Grant Applications:

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

Executive Director

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

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

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

- A. Proof of ownership or if the Applicant is not the Property owner;

- i. Written approval of the Application from the owner; and
- ii. Copy of the signed lease agreement
- B. Photographs of the existing signage;
- C. Drawings, renderings, and plans of the proposed Improvements;
- D. Written description of the Improvements including signage materials and color schemes to be used;
- E. Construction cost estimates from at least two (2) different contractors or two (2) different bids from professional installers, as appropriate for the proposed Improvement; and
- F. Proof of insurance on the Property.

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

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

5.3.1. Review Criteria:

- A. Completeness of Application: Completeness of the Application; including all required attachments;
- B. Impact: An estimation of the impact that the Improvements might have in enhancing the aesthetic appeal in its surrounding area;
- 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.

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

- A. Site Visit: Prior to formal evaluation of the Application, the Applicant shall allow Staff the opportunity to visit the Property to verify its status prior to any Improvements Grant approval.

5.4. Approval: The Board shall make the final decision regarding the merits of the Application and the appropriate Sign Improvement Grant to be given, if any. Upon approval of a Sign Improvement Grant, the Board shall enter into an Agreement with the Applicant on a form approved by the AMDD Attorney. The Agreement, at a minimum, must contain the following:

5.4.1. Improvements: List the specifications of the proposed Improvements on the Property.

5.4.2. 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.

5.4.3. Grant: Provide for the procedures of the Sign Grant payment.

- 5.4.4. Recapture Provisions: Provide for the repayment of a Grant if the Applicant or the condition of the Property do not fulfill all obligations required under the Agreement. The City or AMDD may take any remedy necessary to recover the funds, including filing a lien on the Property.
- 5.4.5. Tax Paying entity: Provide assertion from Applicant, that the Applicant will not take any action that would result in the property no longer collecting sales tax owed to the City of Aubrey and/or the Aubrey Municipal Development District, if Applicant takes such action the Applicant must repay the City any funds received under this Sign Improvement Grant.
- 5.5. Available Funds. Approval of Grant Applications shall be dependent upon if funds are available as pre-approved by the Council for the funding period and not to exceed ten thousand dollars (\$10,000) per Grant. If approval of the Application requires funds not pre-approved by the Council, the Board will prepare a recommendation to forward to the Council for final approval.
- 5.6. City Council Approval. Application approval shall comply with Chapter 505 of the Texas Local Government Code.
- 5.7. Pre-Construction Meeting: If the Sign Improvement Grant is approved as noted above, and if deemed necessary by Staff, the Applicant must attend a pre-construction meeting with Staff to coordinate any required permits, execute Grant documents, and resolve any questions either party might have.
- 5.8. Notice to Proceed: Upon approval as noted above, Staff shall prepare and issue a written Notice to Proceed authorizing the Applicant to begin work on the 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.
 - 5.8.1. Required: All Grant documents, including the Agreement with the Board, must be executed and all required permits must be received prior to issuance of the Notice to Proceed.
 - 5.8.2. Beginning of Work: All work must begin within sixty (60) days of the issuance of the Notice to Proceed.
 - 5.8.3. Completion of Work: All work for approved projects must be complete within six (6) months of the Notice to Proceed unless an Applicant's written request for extension is granted in writing by the Board.
- 5.9. Construction: All construction shall be in accordance with all requirements for permitting and inspection required by the City.
- 5.10. Verification: Upon completion and approval of the work by the City, Staff shall verify that the work has been performed as authorized in the approval action.
 - 5.10.1. Documentation: The Applicant shall provide Staff with documentation necessary to determine the Construction Costs of the 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.
- 5.11. Payment: Upon verification of compliance with the approval action, Staff shall cause a check to be issued to the Applicant in the approved amount.
 - 5.11.1. Cost Overruns: Any costs above and beyond the amounts approved shall be the responsibility of the Applicant.

Section 6.

Applicant / Owner Certifications

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

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

Section 7. **General Provisions**

- 7.1. Termination: The City has the right to terminate any agreement under this Policy for any reason.
- 7.2. Changes During Construction: If an Applicant seeks to change the scope of their project after a Grant has been approved, the Applicant shall meet with Staff to discuss the desired change. Staff has the authorization to approve minor modifications during construction. Any other desired modification shall be placed before the approving body for reconsideration.

- 7.3. Flexibility: The terms and conditions of this Policy are a guideline for the Board and / or City Council during their deliberation and evaluation. The Board reserves the right to modify the terms and conditions herein at any time, including for any pending application, and may approve a Grant on terms and conditions contrary to the guidelines set forth in this Policy.
- 7.4. Section or Other Headings: Section or other headings contained in this Policy are for reference purposes only and shall not affect in any way the meaning or interpretation of this Policy.
- 7.5. Severability: In the event that any provision of this Policy is determined to be illegal, invalid, or unenforceable, then, and in that event, it is the intention that the remainder of this Policy shall not be affected thereby.

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Municipal Development District Board Meeting
Staff Report
March 17, 2025

Agenda Item

Consider and take action on a Project Plan for future opportunistic projects of the Aubrey MDD.

Staff Contact

Mike English, Finance Director, Christine Gossett, MDD Executive Director
menglish@aubreytx.gov, cgossett@aubreytx.gov
940-440-9343, 940-440-9343

Summary

The Aubrey MDD Board Economic Development Strategic Plan, which was approved November 19, 2024, is a 5-year plan with several goals to attract, retain, and develop businesses, as well as develop and enhance new and existing commercial districts and properties. These major goals will require the MDD to purchase land, property, enter public/private partnerships, and build or improve existing MDD properties. These areas include:

- Purchase and/or renovate buildings in the historic downtown district to sell, lease, or operate as restaurant, spa, boutique hotel, or general retail. Purchase property for the improvement and development of downtown to retain and recruit restaurant, general retail, entertainment, offices and tourism development facilities (approximately 3+/- acres to promote new or expanded business development);

- Extension of infrastructure improvements or to expand commercial development in the City or ETJ for commercial business to use as an industrial facility, promote or expand business development, retain or attract primary jobs in the area;

Purchase land and property in the ETJ to an industrial facility, promote or expand business development, retain or attract primary jobs in the area (approximately 5 to 20+/- acres);

- Commercial Development enhancements/improvements in the City for use as an industrial facility, promote or expand commercial business development, and/or retain or attract primary jobs in the area;

- New Construction, Development, or Improvements on existing MDD property

The board will need an estimated \$5 million to execute the above plan as the appropriate properties and opportunities present themselves in Aubrey. The types of acquisitions and improvements outlined above will provide the necessary tools and leverage needed for accomplishing the goals outlined in the Strategic Plan.

Mike English, City of Aubrey Director of Finance, will present information to consider and the current status and available funds in the Aubrey MDD accounts for the board to consider borrowing up to \$5 million to have available for funding the Project Plan.

Financial Summary

The potential projects and real property purchases for future business development could be up to \$5 million maximum depending on individual project costs. To ensure cash availability to execute purchases of these future investment opportunities, the MDD will need to borrow funds. These debt obligations will require the MDD to meet the resulting debt service obligations. We anticipate using projected surplus funds which are expected to be generated from excess of Sales Tax Revenues exceeding expected costs to meet debt service obligations in the future. The fiscal year 2024-2025 MDD budget reflects a surplus of \$319,261. Additionally, the budget includes \$450,000 of discretionary one-time expenses (\$150,000 each for: 1. Property Purchase, 2. Grant Match, and 3. Economic Incentives). The combined total of \$769,261 (\$319,261 + \$450,000) is available for funding debt service obligations. Additionally, the existing retained surplus funds generated in prior years are also available for MDD projects and debt service requirements.

Staff Recommended Action**Staff Recommended Motion**

Make a motion approving the Project Plan and directing staff to begin the process necessary for funding approval and the options to obtain the funds.



Municipal Development District Board Meeting
Staff Report
March 17, 2025

Agenda Item

February 2025 Staff Report and updates on past, current and upcoming projects and events.

Staff Contact

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

Summary

Receive an update from the Executive Director on video, website, broker/development tour, grant recipient projects, building maintenance, and upcoming events and training.

Financial Summary

N/A

Staff Recommended Action

Staff Recommended Motion

N/A



FEBRUARY 2025 – STAFF REPORT

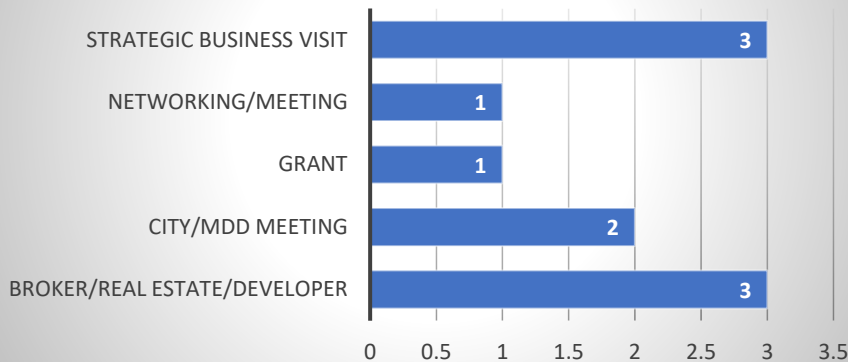
Aubrey Municipal Development District

Christine Gossett – Executive Director



Business Activity and Updates

Monthly Business Visits/Meetings/Trainings



Business Activity and Updates

- No new business openings or closings in the month of February.

Project Updates:

- Video – First draft received at end of February. Final editing in progress.
- Site Selection GIS Map Page: staff conducting updates and additions, as needed, for existing businesses and commercial sites available in Aubrey City Limits and ETJ.
- Grant Applicants: City Council approved Resolution for grant at 930 S. Hwy. 377 for \$11,491.39.

Marketing:

- Website - Updates to pages and business directory as needed.
- Social Media/Facebook - Manage regular posts on activities, area business and local posts. February's highest performing post was about Catered Roots open house on 2/17/25 with 2,212 Views; 850 Reach; 474 Engagement.
- Website Statistics: February '25 - 227 Visitors and 390 Views; January '25 - 188 Visitors and 398 Views; December '24 - 118 Visitors and 211 Views.
- Development/Commercial Real Estate - On-going meetings and calls with developers, brokers, prospects.

Sales & Use-Tax Allocation:

- Payment received in February 2025: \$429,642.03 (Gross collections derived from audit payments - \$323,687.61)
- Payment received month prior: \$97,165.19.

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

Combined commercial land for sale/lease 60 +/- acres and combined 14,600 +/- sq ft commercial space available for sale/lease. See Aubrey MDD Real Estate/Sites web page for details:

Real Estate & Maps – Aubrey Municipal Development District

