

NOTICE OF PUBLIC HEARINGS and REGULAR MEETING

December 10, 2019

MONTGOMERY CITY COUNCIL

STATE OF TEXAS

AGENDA

COUNTY OF MONTGOMERY

CITY OF MONTGOMERY

NOTICE IS HEREBY GIVEN that Public Hearings and Regular Meeting of the Montgomery City Council will be held on Tuesday, December 10, 2019 at 6:00 p.m. at the City of Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas for the purpose of considering the following:

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE TO FLAGS

CONSIDERATION AND POSSIBLE ACTION:

1. **Receive the Final Report** from the Planning and Zoning Commission regarding a request from Larry and Beverley Jacobs for a Special Use Permit for the property located at 1062 Clepper Street, Montgomery, Texas 77356 for a short-term cottage rental project.

PUBLIC HEARING(S):

Convene into Public Hearings for the purpose of giving all interested persons the right to appear and be heard regarding the following:

2. **Public Hearing:** Regarding a request from Larry and Beverley Jacobs for a Special Use Permit for the property located at 1062 Clepper Street, Montgomery, Texas 77356 for a short-term cottage rental project.

Adjourn Public Hearing

3. **Public Hearing:** By the City of Montgomery City Council, acting as the Board of Adjustment, regarding a side building line variance of nine (9) feet and a rear building line variance of four (4) feet for the property located at 607 Worsham Street, as submitted by owners Dan and Christine Walker

Adjourn Public Hearing

Reconvene into Regular Session

VISITOR/CITIZENS FORUM:

Any citizen with business not scheduled on the agenda may speak to the City Council. Prior to speaking, each speaker must be recognized by the Mayor. Council may not discuss or take any action on an item, but may place the issue on a future agenda. The number of speakers along with the time allowed per speaker may be limited.

CONSENT AGENDA:

4. Matters related to the approval of minutes of the Workshop Meetings held on August 20, 2019, and August 22, 2019, and Regular Meeting held on November 12, 2019.

5. Consideration and possible action regarding renewal of the COBRA Continuation of Coverage Administrative Agreement by and between the City of Montgomery and TML Health Benefits Pool.
6. Consideration and possible action regarding adoption of an Escrow Agreement by and between the City of Montgomery and Troy's Donuts.
7. Consideration and possible action regarding adoption of an Escrow Agreement by and between the City of Montgomery and Larry and Beverley Jacobs for Moon over Montgomery.
8. Consideration and possible action regarding authorizing Jones and Carter to prepare a Utility and Economic Feasibility Study for Larry and Beverley Jacobs for Moon over Montgomery.
9. Consideration and possible action regarding completion of a one-year warranty period and release of Maintenance Bond for the Montgomery First Phase II and III Public Infrastructure.

CONSIDERATION AND POSSIBLE ACTION:

10. Consideration and possible action on Department Reports.
 - A. Administrator's Report
 - B. Public Works Report
 - C. Police Department Report
 - D. Court Department Report
 - E. Utility/Development Report
 - F. Water Report
 - G. Engineer's Report
 - H. Finance Report
11. Consideration and possible action regarding adoption of the following Ordinance:
AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF MONTGOMERY, TEXAS AMENDING THE CITY CODE OF ORDINANCES BY AMENDING CHAPTER 98, "ZONING," GRANTING A SPECIAL USE PERMIT TO LARRY AND BEVERLEY JACOBS FOR THE USE OF THE PROPERTY LOCATED AT I062 CLEPPER STREET, MONTGOMERY, TEXAS 77356, FOR SHORT-TERM RENTAL COTTAGES; ESTABLISHING CERTAIN TERMS, CONDITIONS, AND LIMITATIONS; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE UPON PASSAGE.
12. Consideration and possible action by City Council, acting as the Board of Adjustment, regarding a side building line variance of nine (9) feet and a rear building line variance of four (4) feet for the property located at 607 Worsham Street, as submitted by owners Dan and Christine Walker.
13. Consideration and possible action regarding the annual renewal of Cedar Crest Mobile Home Park application, as submitted by Marcy Bennett.
14. Consideration and possible action regarding approval of updated fee schedule for rental of Community Center and Park Pavilions.
15. Consideration and possible action regarding two (2) variance requests to Section 78-88 of the Code of Ordinances to allow flag lots and 31-foot minimum lot widths instead of the required 75-foot for Gulf Coast Estates Section 2 located at the end of Baja Street, as submitted by Walker Montgomery CDC.
16. Consideration and possible action regarding scheduling a Public Hearing for replat of Gulf Coast Estates Section 2, located at the end of Baja Street, as submitted by Walker Montgomery CDC.

EXECUTIVE SESSION:

The City Council reserves the right to discuss any of the items listed specifically under this heading or for any items listed above in executive closed session as permitted by law including if they meet the qualifications in Sections 551.071(consultation with attorney), 551.072 (deliberation regarding real property), 551.073 (deliberation regarding gifts), 551.074 (personnel matters), 551.076 (deliberation regarding security devices), and 551.087 (deliberation regarding economic development negotiations) of Chapter 551 of the Government Code of the State of Texas.

- 17. Adjourn into Closed Executive Session as authorized by the Texas Open Meetings Act, Chapter 551 of the Government Code, in accordance with the authority contained in the following:
 - a) Section 551.071 – Consultation with Attorney; and
 - b) Section 551.072 – Deliberation regarding Real Property.

- 18. Reconvene into Open Session.

POSSIBLE ACTION FROM EXECUTIVE SESSION:

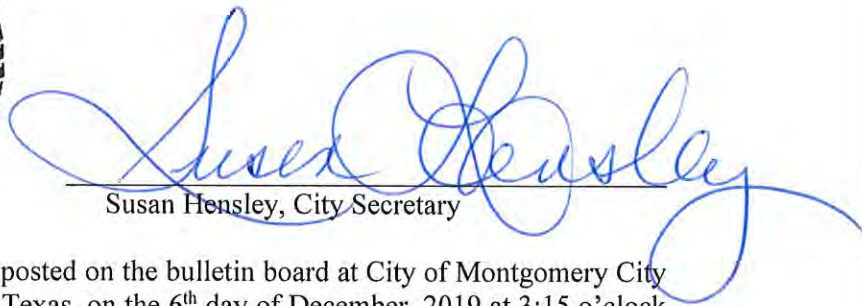
- 19. Consideration and possible action regarding item(s) listed under Executive Session.

COUNCIL INQUIRY:

Pursuant to Texas Government Code Sect. 551.042 the Mayor and Council Members may inquire about a subject not specifically listed on this Agenda. Responses are limited to recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place on the agenda of a future meeting.

ADJOURNMENT




Susan Hensley, City Secretary

I certify that the attached notice of meeting was posted on the bulletin board at City of Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas, on the 6th day of December, 2019 at 3:15 o'clock p.m. I further certify that the following news media was notified of this meeting as stated above: The Courier

This facility is wheelchair accessible and accessible parking spaces are available. Please contact the City Secretary's office at 936-597-6434 for further information or for special accommodations.

Montgomery City Council
AGENDA REPORT

| | |
|--|--|
| Meeting Date: December 10, 2019 | Budgeted Amount: N/A |
| Department: Administrative | |
| Prepared By: Dave McCorquodale | Exhibits: Final Report from P&Z |
| Date Prepared: December 5, 2019 | |

Subject

Receive the Final Report from the Planning & Zoning Commission regarding a request from Larry and Beverley Jacobs for a Special Use Permit for the property located at 1062 Clepper Street, Montgomery, Texas 77356 for a short-term cottage rental project.

Description

The Final Report is attached for your review.

Recommendation

Receive the Final Report.

Approved By

| | | |
|----------------------|-----------------------------|---------------|
| Asst. to City Admin. | Dave McCorquodale <i>DL</i> | Date: 12/5/19 |
| City Administrator | Richard Tramm <i>R7</i> | Date: 12/5/19 |

PLANNING & ZONING COMMISSION REPORT OF FINDINGS AND RECOMMENDATION

TO: MONTGOMERY MAYOR AND CITY COUNCIL

FROM: PLANNING & ZONING COMMISSION

CC: RICHARD TRAMM, CITY ADMINISTRATOR

SUBJECT: REPORT CONCERNING A PROPOSED SPECIAL USE PERMIT FOR A SHORT-TERM RENTAL COTTAGE PROJECT LOCATED AT 1062 CLEPPER STREET, MONTGOMERY, TEXAS 77356 FOR LARRY AND BEVERLEY JACOBS

Mayor and Members of City Council,

Pursuant to Sections 98-27(a) of the City of Montgomery Code of Ordinances ("the Code"), the Montgomery Planning and Zoning Commission met on October 28, 2019 to consider a request from Larry and Beverley Jacobs for a Special Use Permit to operate a short-term rental cottage business located at 1062 Clepper Street, Montgomery, Texas.

After study, the Commission at its October 28th meeting thereby found:

- The property is currently designated with the zoning classification of R1-Single Family Residential.
- The proposed business requires a Special Use Permit granted by City Council to operate in the R1-Single Family Residential zoning district.
- The Commission considered the location of the property during the study, noting it adjoins downtown. Commercial property abuts the western property line, the city-owned Community Building lies to the south, and single-family residential properties abut the east and northern edges of the property.
- The property is approximately 2.5-acres and the project plans call for 14 cottages ranging from approximately 350 sqft to 600 sqft.

By unanimous vote of 5-0, the Planning and Zoning Commission hereby presents this Report pursuant to Section 98-27(a) of the Code, recommending the approval of the Special Use Permit with the following conditions:

- The Special Use Permit shall run with the Property and be binding on all future heirs, successors, and subsequent owners of the property.
- Provide for a maximum rental timeframe of two weeks for any renter.
- Require the structures to not be on permanent foundations.
- Require the property to maintain a rear vegetative buffer of 25 feet.
- Each unit shall be equipped with a smoke detector that meets applicable fire regulations.
- One fire extinguisher which meets applicable fire regulations as to size and quality will be prominently and accessibly placed in each unit.
- Adequate parking of 1.25 spaces per unit shall be provided.
- Require an annual certificate of occupancy inspection for each cottage or a similar provision that would ensure fire safety requirements are in place.

I, Nelson Cox, Chairman of the Montgomery Planning and Zoning Commission, on this 6TH day of December 2019, certify the above Final Report to be true and correct to the best of my knowledge.

Signed: Nelson Cox
NELSON COX, Chair

Attested: Susan Hensley
SUSAN HENSLEY, City Secretary



Montgomery City Council
AGENDA REPORT

| | |
|--|-----------------------------|
| Meeting Date: December 10, 2019 | Budgeted Amount: N/A |
| Department: Administrative | |
| Prepared By: Dave McCorquodale | Exhibits: N/A |
| Date Prepared: December 5, 2019 | |

Subject

Public Hearing regarding a request from Larry and Beverley Jacobs for a Special Use Permit for the property located at 1062 Clepper Street, Montgomery, Texas 77356 for a short-term cottage rental project.

Description

This Public Hearing is to receive and consider public comments regarding the proposed Special Use Permit. A subsequent agenda item will be for consideration and possible action on the Special Use Permit.

Recommendation

N/A

Approved By

| | | |
|----------------------|-----------------------------|---------------|
| Asst. to City Admin. | Dave McCorquodale <i>DM</i> | Date: 12/5/19 |
| City Administrator | Richard Tramm <i>RT</i> | Date: 12/5/19 |

Montgomery City Council
AGENDA REPORT

| | |
|--|-----------------------------|
| Meeting Date: December 10, 2019 | Budgeted Amount: N/A |
| Department: Administrative | |
| Prepared By: Dave McCorquodale | Exhibits: N/A |
| Date Prepared: December 5, 2019 | |

Subject

Public Hearing by the City of Montgomery City Council, acting as the Board of Adjustment, regarding a side building line variance of nine (9) feet and a rear building line variance of four (4) feet for the property located at 607 Worsham Street, as submitted by owners Dan and Christine Walker.

Description

This Public Hearing is to receive and consider public comments regarding the requested variance to Sections 98-122 (2) & (3) pertaining to side and rear building lines.

Recommendation

N/A

Approved By

| | | |
|----------------------|-----------------------------|---------------|
| Asst. to City Admin. | Dave McCorquodale <i>DM</i> | Date: 12/5/19 |
| City Administrator | Richard Tramm <i>RT</i> | Date: 12/5/19 |

MINUTES OF BUDGET WORKSHOP MEETING

August 20, 2019

MONTGOMERY CITY COUNCIL

CALL TO ORDER

Mayor Sara Countryman called the Workshop Meeting to order at 6:00 p.m.

| | | |
|----------|---------------------|----------|
| Present: | Sara Countryman | Mayor |
| | Jon Bickford | Place #1 |
| | John Champagne, Jr. | Place #2 |
| | T.J. Wilkerson | Place #3 |
| | Rebecca Huss | Place #4 |
| | Tom Cronin | Place #5 |

Absent:

| | | |
|---------------|------------------|--------------------------|
| Also Present: | Richard Tramm | City Administrator |
| | Susan Hensley | City Secretary |
| | Kimberly Duckett | Court Administrator |
| | Anthony Solomon | Police Chief |
| | Mike Muckleroy | Director of Public Works |
| | Cathy Branco | Financial Consultant |

BUDGET WORKSHOP:

BUDGET WORKSHOP:

- ❖ Discussion of the following items related to the City of Montgomery 2019-2020 FY Proposed

Operating Budget:

- Summary

Richard Tramm presented a summary of the revenue for a \$.4000/per \$100 tax rate, which is \$.1888 for debt service that comes to \$513,808.67, \$.2112 for maintenance and operations that comes \$574,769.02. Mr. Tramm advised those numbers were worked on in conjunction with the Montgomery County Tax Office.

Mr. Tramm advised in the last several months sales tax revenue has taken a sharp upward turn. Mr. Tramm said he just confirmed today the City received in excess of \$100,000 of money from Pizza Shack that had been directed to Willis instead of Montgomery. Rebecca Huss asked who found that information. Mr. Tramm said it was through the tax person, but we had to bring it to their attention, so they did not discover it, we did. Mr. Tramm said this has made him question whether there is a better way to track the sales tax and if it is something the City might consider doing in-house versus paying a consultant. Rebecca Huss said those figures had been certified by the Tax Office, so those numbers are set and 15-20% of the budget is settled. Mr. Tramm said that it was pending their ability to collect the taxes.

Mr. Tramm advised the last three months of sales tax was up and the lowest was up 24% above the year before comparison. Mr. Tramm said 10 of the 11 previous months have been above the same month for the previous year, and some by double digits. Mr. Tramm said the last month of sales tax that was just reported, which was also a quarterly report, was just under \$400,000. Rebecca Huss said the actual number is \$1.5 versus an estimate of \$1.2 for sales tax. Mr. Tramm said there is still one more month of sales tax collection.

John Champagne said the City missed the budget by 10% on revenue, so if this is the case, we are over and in a deficit of \$110,000. Mrs. Branco said the City budget will be about \$400,000 over what they have, just with the sales tax. Rebecca Huss said the process is very difficult because they are working with three different sets of numbers. Mr. Tramm said he would make sure the numbers are updated regularly. John Champagne said the 2019 estimate is showing revenue of \$3,386,475 and asked what they are adjusting that figure to. John Champagne said when they compare the 2020 budget, they always compare it with the 2019 budget as opposed to actual. Mr. Tramm said it would be better compared to actual numbers. Rebecca Huss said she agreed 100% because what they have spent seems the best figure to go with. Rebecca Huss said the revenue is about \$400,000 above what the previous estimate for 2019 is, which is closer to the budget revenue estimate. John Champagne asked if they were going with \$4 million in revenue. Rebecca Huss said they were back to \$3.7 million in revenue. Mrs. Branco said in the future is City Council saying they would rather not see the budget compared to the previous budget. Rebecca Huss said they would like her to switch the estimate and budget columns, and they should still see what they have budgeted for the current year. Mr. Tramm said the second and third columns need to be switched.

Rebecca Huss said Kroger had its first full year in the last fiscal year, so it is not a surprise that the last fiscal year was such a strong year on revenue growth. Rebecca Huss said the City also paid it out in expenses because we owed 75% of that money back to Kroger per the agreement.

Mrs. Branco asked about the \$739,000 in sales tax in lieu of ad valorem taxes, where it is being shown as revenue and said she did not know where that was coming from. Rebecca Huss said that it is supposed to be the extra .5% sales tax for the City for property tax reduction.

Mr. Tramm noted corrections to the budget figures as follows for the proposed budget:

Page 7,

Health Insurance – should be \$34,000

Dental Insurance – should be \$3,025

Life & Disability – should be \$250

Payroll Taxes - should be \$31,500

Retirement – should be \$22,700

John Champagne asked about wages and asked if the current figure was correct. Mr. Tramm said that was correct. John Champagne said they showed an 8.2% change when in all actuality it is a 16% change. Mr. Tramm said the biggest drive of that item was getting a financial person on staff, plus there is an increase in salary for the City Administrator from last year. John Champagne said he did not see the funds for the financial person. Mrs. Branco said they had \$45,000 for expenses. Mr. Tramm said that position is also factored into the insurance. Mr. Tramm said the City currently also has the outgoing and current City Administrator on the insurance at the end of the year. John Champagne asked if they had a candidate earmarked for finance. Mr. Tramm said the position is being advertised and there are several applications. John Champagne asked what the proposed salary would be. Mr. Tramm said it would depend partly on qualifications, but it was between \$45,000 and \$55,000, with a little flexibility to go up with the right person. Mr. Tramm said Mr. Yates advised him that they split the financial personnel costs 50/50 between the administration and the utility fund. Rebecca Huss said this is the first time they have heard this and asked if this was a fair representation of the amount of time that should be allocated for each. Mr. Tramm said Mrs. Branco could answer that question. Mrs.

Branco advised she spends about 50/50 between utility and general fund and said utility has been a great deal of her time over the past few years. Rebecca Huss stated the money that comes through the front window paying for utilities is an expense that goes to the water and sewer fund, not one that goes toward the utility department, which is parks and recreation and streets. Mrs. Branco said her way of thinking is that the utility fund (water & sewer fund) should share in the cost. Rebecca Huss said she agreed, she was saying the streets were different than the water meters and billing, and if that is what is taking up most of your time, then we are not accounting for it properly in this budget. Mrs. Branco said it does not take her that much time anymore. Rebecca Huss said in this budget they have 50/50 between the general fund and the water and sewer fund. Rebecca Huss asked if it was split between the water and sewer fund or the utility fund. Mr. Tramm said it was the water and sewer fund. Mrs. Branco said most of the invoices that she prepares and accounts for are half and half.

Mr. Tramm said continued with the proposed budget corrections:

Page 11, Health Insurance – should be \$81,000

Dental Insurance – should be \$7,260

Life & Disability – should be \$600

Payroll Taxes – should be \$71,700

Retirement – should be \$51,600

Overtime and Wages - \$841,929

Page 15, Health Insurance – should be \$20,300

Dental Insurance – should be \$2,000

Life & Disability – should be \$150

Payroll Taxes – should be \$12,450

Retirement – should be \$9,000

Page 19, Health Insurance – should be \$34,000

Dental Insurance – should be \$3,025

Life & Disability – should be \$248

Payroll Taxes – should be \$15,750

Retirement – should be \$11,400

Rebecca Huss questioned why the payroll taxes on page 19 went down from the previous year. Mrs. Branco advised the payroll for this year is already up to \$213,000 for year-to-day. Mr. Muckleroy said he did not know where such a high figure came from for wages, and he was wondering if Mr. Yates pulled a portion of his salary out of Public Works. Mrs. Branco said yes Mr. Yates was paid out of that account and the general fund. Mr. Muckleroy said he did not calculate the department wages, stating Mr. Yates always did those calculations. Mrs. Branco said there were five of the workers in general fund and two, Mr. Muckleroy and the permit clerk out of the utility fund.

Page 21 - Street Lights – should be \$13,500

Page 25 – two revenue errors

Water Fees – should be \$675,000

Tap Fees and Inspections – should be \$455,000

Rebecca Huss asked if the sewer fee stayed at \$507,000 if the water fee is \$675,000, because the relationship between water and sewer seems to be splitting, and they are no longer the same relationship as in past years. Mr. Tramm said his expectation was they are remaining the same. Mr. Tramm said his understanding in talking to Mr. Yates is that this was going to be the third year of three consecutive years of rate increases, but he has recently been told that the three consecutive years have been done. Rebecca Huss said there was a little bit of catchup they had talked about, but nobody had serious enthusiasm for doing.

John Champagne asked, based on his experience, what did Mr. Tramm feel the ratio tends to be. Mr. Tramm said he thought they generally needed to be calculated individually and there does not have to be a ratio. John Champagne asked if there was an absolute trend that Mr. Tramm could factor in to water and sewer. Mr. Tramm said wastewater tends to be two to three times as expensive as water due to the treatment, but those depend less on direct comparison and more on the actual factors of the expenses due to construction or maintenance of the facilities. John Champagne said they are going to have to figure something out versus throwing darts in the dark because the ratio is not consistent with previous years. Rebecca Huss said in the very least if they go from \$560,000 to \$675,000 and the sewer revenue only goes from \$492,000 to \$507,000, that seems like a lot of losses

per flush. Mr. Tramm said he would take a closer look at that category tomorrow and get back to City Council at the Thursday Workshop.

Mayor Countryman said the 2018 Solid Waste Fees, the 2018 actuals, the budget was \$104,000 and we are at \$135,000, and they only went up \$3,500 and asked why we would not add the \$20,000 increase. Rebecca Huss said that was trash and would be the number of homes or businesses and might not be a very big number. Mayor Countryman said the permits are trending upward, so she would think that would not just be a slight increase of \$3,000. John Champagne asked how hard that would be to estimate. Rebecca Huss said the question would be whether it came off expense, because it should be net, and as far as she knew it was a pass-through. Mr. Tramm said looking at the actual numbers for the revenue of solid waste, 25403, the year to date revenue on that item is \$114,000, not \$135,000 as shown in the estimated category. Rebecca Huss said Garbage is \$113,000 proposed for 2020, so they should really have it at \$114,000 so that it will be a wash because they do not make money on that. Mr. Tramm asked Mrs. Branco if there would be another month for those figures. Mrs. Branco said the solid waste revenue is only through July, so they have two more months. Rebecca Huss said whatever figure they choose then it should match on the bottom so that it is a wash. Rebecca Huss said garbage on page 28 should be changed to \$138,500 to match the other page.

Page 27 – Health Insurance – should be \$13,500

Dental Insurance – should be \$1,200

Life & Disability – should be \$100

Payroll Taxes – should be \$29,800

Retirement – should be \$21,500

John Champagne asked about the wages. Mr. Tramm said the wages of \$350,000, which include the other half of the bookkeeping position, and a potential project manager position. Mr. Tramm said there is potential consideration, not necessarily hiring someone full-time for that position, but looking at contracting that out. Mr. Tramm said if they want to go to funding that position, that would take over some of the inspections that are currently going to the engineer. Mr. Tramm said they could try and bring in someone who would be more directly representing the City for the City. Mayor Countryman asked what the current Building Inspector charges for inspections. Mr. Tramm said it varies by type of inspection, between \$50 and \$200. Rebecca Huss said she feels they get good value from Rick Hanna and he does something very specific. Rebecca Huss said it would be interesting if they

could find someone to do the lower cost, high value things the engineers do. John Champagne asked for examples. Rebecca Huss said they attend meetings where they represent the City, where they don't need a professional engineer to attend. Mr. Tramm said when the engineering work is in progress the engineering firm has an inspector go out, it is not always the engineer, where instead of paying \$150 we could be paying \$65 per hour to someone who is experienced and knows what they are looking for and would represent the City, without it being a staff member. Mr. Tramm said if it is someone on contract, then they would not have the insurance and all the benefits to pay. Mr. Tramm said he wanted to get the feel from City Council as to whether they would be supportive of this position being contracted out. John Champagne said he is always about contracting over staff. Mr. Tramm said if the contract position did not work out, you can stop the contract, it is not like you must get rid of an employee.

Mr. Tramm advised the Municipal Accounts numbers are on page 28, which has \$45,000 for accounting fees in the general fund and \$45,000 in the utility fund. Mr. Tramm said when they hire someone in finance it will offset the hours for Municipal Accounts, and maybe other options after that.

Page 29 – Property Insurance should be - \$28,000

Page 30 - Capital Outlay Sewer Treatment Plant Improvements should be - \$50,000

Rebecca Huss stated there was no transfer out for debt service in the Water and Sewer Fund (27001.2) this year. Mr. Tramm said that was an issue they had at the last moment when they communicated with the Tax Assessor's Office. Mr. Tramm said by putting that in there it threw off the tax calculations and that number had to be applied against the debt service before the calculations for property tax. Mr. Tramm said it changed the effective tax rate down far enough that it changed the rollback rate below the current effective tax rate. Mr. Tramm said if the City wants, later they could choose to apply the funds to debt service and they can do that, but by putting it into the budget that way it threw all the calculations off. Mr. Tramm said the tax laws are changing and next year if you go up more than 3.5 percent, you automatically trigger an election and the current rate for that is 8 percent.

- General Fund Revenue
- General Fund Expenses
 - Administration

- Police Department - Police Chief Solomon presented his proposed budget to City Council.

Rebecca Huss asked what type of plan the department must get for a 75% reduction in the telephone rates. Chief Solomon said first they looked at those phone rates, and for about seven months they were using both AT&T and Verizon, which doubled their bill. Mayor Countryman said the previous Chief never turned off the original service when they switched to AT&T. Chief Solomon said they were using air cards in the cars and so everything was being charged on the bills, which was doubled. Chief Solomon said he did not know why the City was providing every officer a telephone and said when an officer comes to work for the City, they understand they are on duty 24-7 and they must answer their phones. Chief Solomon said if they are going to have the supervisors' phone because they get more calls than the officers, they can either give them a stipend or they can keep their phones, but they don't need phones for everyone. Chief Solomon said they have been putting in \$3,300 for a phone bill that has been going over \$10,000, not just this year but probably last year. Chief Solomon said they should be able to keep the phone bill under \$10,000. Chief Solomon said they have one company AT&T and the air cards in the cars are constantly running. Chief Solomon said there are two things, the phones and the mobile data terminals (MDT's). Chief Solomon said the MDT's are at \$13,000 with about two months remaining, but the phones will have to be increased from the \$3,000 because it had hit \$6,800 for 2018. Mayor Countryman asked if the MDT number would have to be increased if there are more officers added. Chief Solomon said it would not for what they are going to because it is one charge per officer, but the phones would need to be increased another \$3,000 for a total of \$6,000.

John Champagne asked about the Sergeant Investigator position, and whether it would be in addition to the two Sergeants they currently have. Chief Solomon said that was correct. John Champagne said he did not see anything about a Lieutenant and where his duties fell in an investigation or managing the patrol officers. Chief Solomon said the Lieutenant will manage both the divisions, Patrol Sergeants and the Sergeant Investigator because the Investigative Sergeant will also be used as the patrol division. Chief Solomon said with the increase in incidents, they need someone that can focus on investigations and they plan on splitting those times with the investigators and the patrol sergeants. Chief Solomon said since he has been here, he has never seen a full Sergeant that has been here past midnight because they normally go home at that time,

and they should have a Sergeant here at least until 2 a.m., and he will split with the other Sergeant. Chief Solomon said there have been several cases recently that have taken a lot of items, and he has also proposed for another patrol officer so they will have two officers on each shift along with those supervisors. John Champagne asked if the Lieutenant would be supervising the supervisors. Chief Solomon said that was correct, they are assigning projects that should have been done long ago and the Lieutenant needs to be overseeing those things. Chief Solomon said they have also proposed for the part-time warrants officer to be at 32-hours instead of 18-hours, which will help them get training. Chief Solomon said what he is hearing a lot of is the lack of training, which the officers are having trouble getting off duty to get the training, so they can bring in an inside trainer, which this in house person is certified in training, and works for us part-time. Chief Solomon said they will increase his hours from 18-hours to 32-hours, and he will take care of the training. Chief Solomon said they have already set up a shooting drill with the school and other agencies that will take place on December 23, 2019. Chief Solomon said the Lieutenant will need to have an eye on all those activities. John Champagne asked about the warrant officer, stating he is seeing the proposed revenue flat to negative and they are going to increase our cost for less revenue. Mrs. Duckett, Court Administrator, advised the warrant officer would be divided between the Court and Police Department. John Champagne asked if they were going to use the warrant officer for the street. Chief Solomon and Mrs. Duckett advised he would not be used for street duty. Mrs. Duckett said she had discussed this information with the Chief, and for the training purposes, his salary would be divided between the two departments, but his first call of duty will be to the Court and warrant. John Champagne said he understood, but looking at the information, the City will be paying more for less. Rebecca Huss said for 20 hours the Court pays and then 12 hours the Police Department will pay. Chief Solomon said they are taking the warrant officer to 32 hours, which would be four days per week. Rebecca Huss asked who would be paying for which hours. Chief Solomon said the Court has been paying for 18 hours, and the Police Department would pay for the balance. Chief Solomon said the warrant officer will also be used by the Police Department as their training coordinator, he will be the in-house trainer. Chief Solomon said the officer was certified and they have an MOU with the City of Tomball that will give our officers a range to go to where they can do their practice, and they are changing up their firearms for the officers too. Rebecca Huss asked the Chief if he was paying for the extra 14 hours a week for the training. Chief Solomon said he would be paying for the other hours. John Champagne

said that makes a lot of sense to him. John Champagne said it would help him, personally, to have a description of what these people will be doing. Chief Solomon advised he had provided the information in his letter. Rebecca Huss said her question was they are looking at a deficit budget, and a big expansion in over expenditures of which personnel are a big part of, and while on paper and explanation wise it definitely makes sense, the question is if the City is not raising taxes and they are not going to have a deficit budget, something has to give. Chief Solomon said they looked at the information and he had a conversation with the City Administrator, and one of those things is they are looking for the investigative officer and said they need both officers. Chief Solomon said they can hold off hiring at least one of those positions until January 2020.

John Champagne asked if the proposed organizational modification will give the officer more time to be on the street in the event of a DUI and asked if the supervisor can fill in if the officer must transport the prisoner to Conroe. Chief Solomon said those are the type of things they look at because it takes an officer going to Conroe to book a prisoner about an hour and a half and it leaves the street bare, so with them bringing in the other officer, they will have an officer and with them changing the schedule of the Sergeants, they will also have a Sergeant on duty. Chief Solomon said that will make sure the City is not uncovered at any point.

Mayor Countryman asked about the computer web site item listed, which last year was \$25,000 and this year it is \$16,342. Chief Solomon said he reduced that item down to \$10,000 because they already are redoing the web site. Chief Solomon said there was a lot of redundancy in the previous year's budget. Mayor Countryman asked why Copsync, last year was \$6,800 and this year it is \$7,800 and then they are going to \$14,393. Chief Solomon said Copsync was purchased in 2014 and a year after that Copsync went bankrupt and was bought by another company that has not done anything with Copsync. Chief Solomon said Copsync was purchased as a reporting system and said it is not and was never meant to be a reporting system, it was meant to be a data system where you received information. Chief Solomon said they did not get the RMS System for the reports. Colagic purchased Copsync and they have a reporting program they are going to split up over three years for \$14,093 a year for a total of \$44,000. Chief Solomon said they will be adding a new system onto what they have. Chief Solomon said the new system will also download when an officer writes

a citation in the car, it will automatically download to the Court. Chief Solomon said the system should have been doing that all along, but someone requested that the system not do that, which he was not sure why they did that at a cost to the City. Rebecca Huss said Mrs. Duckett will have less work because they will not have to data entry everything because it will automatically go into the two locations. Mayor Countryman said they potentially will see more revenue coming in because every ticket will be accounted for and have a dollar amount. Chief Solomon said the Court will not have to manually type in the information, it will automatically download the information into Incode.

Rebecca Huss asked about item 17071.8 miscellaneous. Chief Solomon said he had asked the same question, and said he understood that it has been used over the years for any projects that came up during the year. Chief Solomon said he thought that everything was put into the budget that they would need and said the only thing that he thought it could help them with was the anticipation of not having enough room with hiring new people because they are running out of room. Chief Solomon said they took that amount down from \$25,000 to \$12,000 because last year they budgeted that for the property room. Mr. Muckleroy said that figure included the air conditioner for the server room. Chief Solomon said he kept it on \$12,000 just in case. Mrs. Branco said if they don't need capital outlay miscellaneous, he might want to put it under contingencies they could use in the same way.

John Champagne stated he was seeing a 43% increase in wages at \$246,000 and then he was also seeing a 76% increase in capital expenditures. Chief Solomon said when they are looking at the wages, they did not have a Chief of Police for about four or five months, they were also down three officers, two were hired before he was hired, and they held off on one officer. Chief Solomon said they had about four positions that were not covered, and those four positions would have come to approximately \$63,000. Chief Solomon said when you add that figure it would have gone over the \$708,000. John Champagne asked if to get the salaries up, whether it would be worth having the department use less expensive vehicles. Chief Solomon said he sent out a bid to look at the Ford Explorer versus the Tahoes they currently use, the Ford Explorers came back at \$47,000, with the equipment they currently use, and the Tahoe comes in at \$41,000 with the same equipment. Chief Solomon said in the past they would order the vehicle with no equipment for \$37,000 and then they spent another \$17,000 to get

it equipped. Chief Solomon said the figure of \$82,200 is with the vehicles ready to go except for the decals on the outside of the car. Chief Solomon said the Tahoes came in lower. Chief Solomon said they still have another vehicle to replace. Chief Solomon said they have had three vehicles crashed into. Rebecca Huss asked why they are not showing up in the year to date expenses. Ms. Hensley advised they have received the insurance funds, but they have not paid for the replacement vehicles yet. Chief Solomon said they have ordered two of the vehicles, which have arrived in Houston. Rebecca Huss said if the vehicle has been ordered prior to the end of the year they should be shown in the 2018-2019 budget. John Champagne asked how much the insurance pays toward the vehicle. Ms. Hensley advised the vehicles that were paid out were different age vehicles, one vehicle was \$14,500, \$15,400 and the last one was approximately \$13,000. Rebecca Huss said the three replacement and one new vehicle need to be ordered before the end of the fiscal year. Mr. Tramm asked for clarification that they need to get ready for City Council to approve one replacement vehicle, which the insurance check has been received and one additional vehicle. Rebecca Huss said no she was talking about the three vehicles that have already been approved by City Council and are in service but are being replaced, but the fourth vehicle, which has been budgeted for the 2019-2020 budget. Mr. Tramm confirmed that City Council wanted to purchase the new vehicle from the proposed 2019-2020 budget, to be purchased out of the 2018-2019 budget. Mayor Countryman said then they could put another new vehicle purchase in the 2019-2020 budget.

John Champagne asked about page 11, Item 16357 – Auto Repairs and asked if they had \$2,423 in auto repairs for the police. Mrs. Branco said that was not correct. Mr. Tramm said the figure is currently \$7,200. John Champagne said they will have a new fleet and asked if they were going to go from \$7,200 to \$15,000. Mrs. Branco advised the money from the vehicles has been coded to repairs. Rebecca Huss said if the insurance money has been coded to repairs then it should be corrected to go against the purchase of the new vehicles. Chief Solomon said he would stagger the two new hires during the year. Mr. Tramm said after the first of the new year they would advertise for the positions. Rebecca Huss said she would rather see the patrol officer first, because that is the position the citizens feel they need. Chief Solomon said they had one other position to fill this year.

Mayor Countryman asked why the cost for Watch Guard went down on page 15 from \$55,025 to \$42,500. Chief Solomon said each year it looks like they have put in

\$55,000, and as best as he could tell they were using those funds for a camera system, radar system, and body cams. Chief Solomon said they currently have GTIN looking at the body cams, because they need the body cams since they have a body cam policy that will require them to have body cams. Chief Solomon said they took the numbers and instead of \$55,000 they took the numbers they need to purchase the equipment, which came to \$37,000, so they put \$42,000 in the budget.

Mayor Countryman asked when the Chief anticipated getting the body cams. Chief Solomon said the body cams are enroute now. Chief Solomon said they have new Motorola radios for the number of new people, which came to about \$15,000, which is included in this part of the budget. Chief Solomon said they had funds from last year's budget that they used to purchase the body cams and two camera systems.

Rebecca Huss said she felt like she needed to look at the revised numbers to get a clear picture of the proposed budget.

Court - Mrs. Kimberly Duckett, Court Administrator presented her proposed budget to City Council. Mrs. Duckett said she thought that she was on budget. Mrs. Duckett said she had discussed with the City Administrator about an extra person to help the Court. Mrs. Duckett said the Court numbers been a little bit down because some of the high-ticket writers are working more time in the office on cases. Mrs. Duckett said she went down in some sections of her budget but increased postage due to the warrant officer sending out more notices.

Mayor Countryman asked about the collection agent item in the budget for \$40,000 and asked what that included. Mrs. Duckett said they use Purdue Brandon as a third party. Mayor Countryman said if they have used \$8,900 this year, why are we still budgeting \$40,000. Mrs. Duckett said in the past that is what they did, sending more to the collection agency during that time frame, but since she has the warrant officer he is actively working, and they do collections as well. Mrs. Duckett said they send the information quarterly instead of monthly. Mrs. Duckett said the State of Texas requires them to send more letters to delinquent people to try and get them to pay. Rebecca Huss asked if they could control that cost, so if they set a budget of \$20,000 and when they got to \$20,000, they could be done. Mrs. Duckett said they could but said it would be hard to arrange that because they have more volume in different

months. Rebecca Huss asked if the warrant officer had worked the entire 2018-2019 year. Mrs. Duckett said no he did not. Rebecca Huss said in general her thought would be no to an extra person unless they hit a predetermined trigger of business because she did not want to hire somebody because there is room in the budget. John Champagne asked if they could contract someone to train and work on an hourly basis. Mrs. Duckett said the warrant officer does not work the window. John Champagne asked how the warrant officer is being paid. Mrs. Duckett said he was being paid hourly as a part-time employee. Rebecca Huss said her preference moving forward would be fine with leaving the number in, but it is also our duty to the taxpayers to be prudent with their funds. Mr. Tramm said regarding the staffing he wanted to be clear that he understood what was being stated, that they were going to leave the funds in the budget. Rebecca Huss said that was correct the funds would stay in, but the staffing would not happen unless there is an actual determined workload trigger. Mr. Tramm said when the workload requires staffing, he will address it at that time. John Champagne asked if they were talking about the warrant officer. Rebecca Huss said no she was addressing the additional staff for the window because the warrant officer works 20 hours a week regardless of the window. Mrs. Duckett said if she could not get a full-time person, she would prefer a part-time person. Rebecca Huss said not just because it is in the budget, but if there is an actual need for the position. Mr. Tramm said it would not be just someone to sit there, but when they have enough people coming in, they would need the person. Mrs. Duckett said with the increase to the Police Department, their Department functioned before as a full department. Mrs. Duckett said there is constant work to be done.

Mrs. Duckett said she did ask for additional funds for a jury import system, but she spoke to Tyler Technologies, and the system they have can be used to pull the jury list and will save them about \$3,000. Mrs. Duckett said there are a lot of things they are not using in Incode that they should be using, which will help them be a lot more efficient.

- Public Works – Mr. Mike Muckleroy, Director of Public Works presented his proposed budget to City Council. Tom Cronin asked if they had ever considered increasing the rate to rent the Community Building because looking at the numbers, what they spend is a lot because they spend a lot more on utilities, supplies and maintenance repair. Mr. Tramm said he wanted to discuss that with City Council. Mr. Tramm said while there

is a rental fee for the Community Center there has been a policy of certain non-profit groups using the facility at no cost, so he wanted to know if that was something City Council wanted to continue doing. Tom Cronin said he thought they should cover some of the costs. Mr. Tramm said even if someone is utilizing it at no cost, the City still has expenses. John Champagne said being in the hole on all these cost points, Fernland, Memory Park and the Community Center adds up, and he feels they should cover your costs. John Champagne asked how much the City was losing on the rentals. Tom Cronin said they budget \$6,000 in revenue and it costs about \$12,000-\$14,000. John Champagne said that would be someone's raise. Tom Cronin said it could be equipment for the Police Department or any department. Mr. Muckleroy said the general discussion regarding the Community Center happened about two and half years ago and said they came up with a proposed rate structure that was very simple, took it to Mr. Yates and they also proposed a \$25 non-profit rental fee. Mr. Muckleroy said what Mr. Yates took to City Council was completely different from what they had put together, which was what was approved, and they followed. Mr. Muckleroy said he was never a fan of giving the Community Center away to people that come in weekly and never clean up after themselves and said he did not agree with free rental. Rebecca Huss said she would not be opposed to a \$25 fee stating she felt it was something that would at least cover the utilities. Mr. Muckleroy said they have a couple of people that use the facility weekly for bible study and said he has never been a fan of free use. Mr. Tramm said when those groups use the facility somebody else that might pay can't use the facility. Mr. Muckleroy said they had a meeting a couple of weeks ago to get a plan together to take to Mr. Tramm and this subject was covered and they want to get something going on the nonprofit rental and change the rate structure to simplify it. John Champagne said he was all about bible studies and said if they went to a restaurant it would cost \$4 per person, which is \$160. Mr. Muckleroy discussed the biggest need for the City Park and said they needed to have a Park Board formed. John Champagne said Cedar Brake Park needs to be just like Homecoming Park and handled by the City. John Champagne said the management of Cedar Brake Park needs to be changed to the City.

Mr. Muckleroy outlined his information as follows:

Page 19 – Mr. Muckleroy said he was putting in for one additional person to be hired mid-year out of the water and sewer fund. John Champagne asked how many people Mr. Muckleroy has on his staff and how many vehicles. Mr. Muckleroy advised he has five employees and four trucks. Mr. Muckleroy said this will allow them to have

one person by themselves, with two two-man crews and a foreman. Mr. Muckleroy said he has a truck; the foreman has a truck and the two crews have a truck. John Champagne said they want another truck for one of the crews and then they will convert one of the trucks into the one-person truck, with a utility bed on the back. Mr. Muckleroy said they purchased a truck last year with a utility bed, which has worked out well and keeps everything on the truck ready to go and they don't have to make multiple trips to the yard or water well to get things.

John Champagne asked where he could find the engineering costs, because he saw it in general fund, and asked if the engineering costs listed here is Jones & Carter. Mr. Muckleroy said yes. Mr. Muckleroy said the number was provided by Mr. Yates for engineering. John Champagne asked what the plan was to reduce the engineering costs. Mr. Muckleroy said Mr. Yates' plan last year was to hire an in-house engineer. Mr. Tramm said there might be opportunities in the water and sewer fund category where they talked about a project manager position that might be able to help, and said he has not explored the options specifically for this category, but he thought if they had that person they could use them for multiple purposes. Rebecca Huss said for Inspections/Permits she had a problem with the numbers because there is a revenue portion of it that shows up in Page 4, Section 2, under the building permit line, and said the estimate of \$325,000 is for this year and if you go to Page 19, the \$231,000 gives a margin of about 30% and the estimate of \$275,000 for the budget and the cost of \$128,000 gives a margin of 50%, so she did not think they had discussed making a lot more money off of the inspector coming out and doing inspections. Rebecca Huss said the Inspections/Permits number on Page 19 needs to be \$192,500 because it is an outsourced business. Mr. Tramm advised the amount would be changed.

Rebecca Huss asked that next year they have a google spreadsheet, even if it is locked so they will know the cumulative totals of the changes. Rebecca Huss said it would be a lot easier to see where we stand on the budget.

Tom Cronin asked if the City has an exclusive contract for engineering with Jones and Carter. Rebecca Huss said they have a contract for City Engineer, Bill Kotlan and said an option they should consider when they have big projects is the City should either be value engineering them or going out for RFQ's. Rebecca Huss said the smaller projects no, but yes for the bigger projects. Mayor Countryman asked whether bigger would

mean dollar amount or what would that mean. Mr. Tramm said with engineers that would be a dollar amount. Rebecca Huss said Bill Kotlan said the value engineering thing costs \$10,000 to \$12,000, so the cost of the project would have to be fairly significant in order to make the needle move on the benefit of value engineering. John Champagne said he would just like to see three proposals. Mr. Tramm said engineering services are professional services, you can't request proposals, you must request qualifications for the job. Rebecca Huss asked if they must tell you how much it will cost to complete a project. Mr. Tramm said yes, but there is a different legal standard.

Rebecca Huss said there are streets listed on two different line items on Page 19, Item 16375 Street Repairs, and said she liked the Preventative Maintenance on Streets, and on Page 21 they also have Contract-Labor Streets. Mr. Muckleroy said the Street Repairs Item 16375 has always been used as what his department is doing in-house for materials and labor. Mr. Muckleroy said Item 16002 Contract-Labor Streets is used for contractors. Tom Cronin said Item 16375 is used for in-house labor and asked if there was another Item when they use the County. Mr. Muckleroy said that would come out of Item 16356-Contract-Street Labor, which is the item they use for the County, or when they are doing the parking lots, etc. John Champagne asked if it was an understatement to say in the City of Montgomery, they have earmarked for repairs \$70,000 for streets. Mr. Muckleroy said that was correct. John Champagne asked if Mr. Muckleroy thought that the amount was a little light because he did. John Champagne said one of the things that he is going to adamantly ask for is capital expenditures for streets and street repairs. John Champagne said the tar they have used to do repairs has done some good, but there are some places where the streets are sinking. Mr. Muckleroy said there are some places where the streets are beyond the tar repairs. Mr. Muckleroy said they survey the streets prior to crack sealing, not City-wide, but a section at a time and the next section will be the Caroline and College Street area. Rebecca Huss said she thought they were doing a City-wide survey of the streets. Mr. Muckleroy said he had put in a call to try and get an electronic survey of the streets done, and he did not have a good response. John Champagne asked Mr. Muckleroy if he felt he could evaluate the streets. Mr. Muckleroy said they could evaluate the streets by looking at them, he wanted to have a company come in and drive the streets with special equipment that would scan them and grade them on their quality. John Champagne asked if that was in the budget. Mr. Muckleroy said it was not. John Champagne said the streets need to be looked at and it needs to be part of this budget

because it is out of hand. John Champagne said he spoke to someone with Montgomery County that worked on Mason Street and he knew what he was talking about and asked if we have accessed their expertise to evaluate streets and asked who they use to get that done. Mr. Muckleroy said he did not know who they used. Mr. Muckleroy said when they come out and look at a job for the City, they come out and inspect it themselves. John Champagne asked if the City could not access that expertise. Mr. Muckleroy said that was possible and was a good point.

Mayor Countryman asked about the maintenance for Memory Park and Cedar Brake Park on page 20. Mr. Muckleroy said he put an additional \$15,000 in Memory Park to do some sidewalks in that Park because they still have one main area that when it rains, it is on enough of an incline that they are doing granite repairs. Mr. Muckleroy said they eliminated that problem in Fernland Park a year and a half ago and they now have zero maintenance on the sidewalks. Mr. Muckleroy said he would like to do this one area which includes the Butterfly Garden back down to the other section that they have already concreted towards the crosswalk on the creek. Mr. Muckleroy said he wants to start where you come from Fernland, the concrete makes the corner and go up to the Butterfly Garden and extend about 30 feet past that area. Mr. Muckleroy said he felt that would get them to the point where everything is flat enough that they won't be doing maintenance over there. Mr. Muckleroy said it was an additional \$15,000 for that project alone.

John Champagne asked where the water cost was in maintenance for Memory Park. Mr. Muckleroy said it was not in maintenance, it is in utilities. Mr. Muckleroy said he felt they had made a major dent in the problem at Memory Park. Mr. Muckleroy said they were still working on replacing the two-wire system. Mr. Muckleroy said they had a contractor come out and tell them where the sprinkler heads needed to be placed and they made a dramatic decrease in the water. Mr. Muckleroy said they have also had Margie Barrow, Rotary Member and Master Gardener, walk the Park and make suggestions. Ms. Barrow wanted to up the time by a full day on the watering because there were a couple of areas that were not getting water, and he said he told her no and said they need to evaluate the system. Mr. Muckleroy said with the re-evaluation they lowered a run cycle from 470 minutes to 401 minutes, and some others that were running 30 minutes were reduced to 10 minutes. Mr. Muckleroy said in the last week the run times have been running about 7,500 gallons per run, and last year they were

running between 12,000-15,000 gallons per run at four days a week instead of three days a week like they are now, so they have made a major dent in the problem and should lower the water bill significantly. Mr. Muckleroy said if the two-inch line busts as it did two months ago, and they had 99,000 gallons lost with one leak overnight, they can catch it the next day.

John Champagne asked how they measure the water used to fill the pond. Mr. Muckleroy said as of right now they have not used water to fill the pond for over a year. Mr. Muckleroy said the pond is low right now and he is hoping that he does not receive a call to add water to the pond because that is the agreement they have with them. Mr. Muckleroy advised they have a meter on the pond with a curb stop and lock. Mr. Muckleroy said he added \$5,000 each to Cedar Brake Park and Homecoming Park for replacement of the doors on the restrooms, which are rusting out.

John Champagne asked if they were going to get an MEDC Budget. Mr. Tramm said he was working with Julie Hutchinson, MEDC Treasurer, and they are setting up a draft MEDC Budget. Mr. Tramm said he has set a date to meet with Ms. Hutchinson to work on the draft budget, and now he will schedule an MEDC Budget Workshop and then it will be sent to City Council for approval. John Champagne said there was a lot of money in MEDC for streets and sidewalks.

Mr. Tramm said staff will work on the changes to the Proposed Budget and then it will be sent out to City Council.

- Debt Service Fund
- Water & Sewer Fund

Rebecca Huss asked if they could get more detail on the assumptions because she felt like she needed more of Randy Burleigh's information on what assumptions have gone into the water/sewer revenue in terms of increases and what that does to bills at each level. Rebecca Huss said it might help to have an interactive map they can put up on the screen. Mr. Tramm asked to confirm that the City had increased the water rates for the last three years as part of a three-year plan and asked if there was a desire to look at another rate increase or should they take a year off. Mayor Countryman said she felt they should take a year off because she has already been receiving calls. Mr. Tramm said when he gave City Council the updated number that was \$100,000 off that factored in a \$28,300 rate increase, which

he will back out of the budget. Mr. Tramm said if they are leaving the rate the same, he can adjust that number and it will go down by \$28,500, then the assumptions are just based on population growth and current rates. Rebecca Huss said she thought there was still some room in the three year assumption for residential water rates, she thought they moved the water rates for the top tier up to the original target and they left the lowest level alone, which was the original intent. Mr. Tramm said at this point it might be better to leave that alone because they can always consider that later.

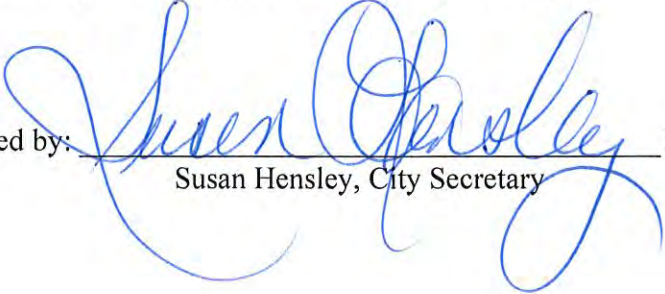
John Champagne asked if there was an economy of scale with water and sewer like everything else. Mr. Tramm said yes, if they consider the wastewater treatment plant, it is handling 40% of its capacity, you will have minimal costs as that grows to 60-70%, operations costs will increase as you start approaching 75%, and once you hit 75% you are required to be in planning for either expansion or your next phase. Mr. Tramm said anytime you are sitting between 25% and 60-70% you limit costs, while you are increasing that amount of flow, but you are getting the revenue for every new person you add on. John Champagne said his point was when he looks at larger municipalities and their rates are lower, so there must be an economy of scale. Mr. Tramm said there definitely is and where he was before they had almost 6,000 retail and another couple thousand wholesale connections, and they had the lowest rates around because they had six large treatment facilities for drinking water, but they did not have to operate all at the same time. Rebecca Huss said Jones and Carter told the City their estimated was 1,250 but if they got a giant sewage treatment plant it could be 850, which is a big difference per thousand. Mr. Tramm said there is also capital costs to get there, you build a larger wastewater facility, while the percentages still apply you have a much greater volume of what those gallons are and the number of people you can put on them.

- Special Funds
 - Capital Projects Fund
 - Court Security Fund
 - Court Technology Fund
 - Hotel Occupancy Tax Fund
 - Police Assets and Forfeitures
 - Montgomery Economic Development Corporation

❖ Discussion 2019 Tax Rate

ADJOURNMENT

Mayor Countryman adjourned the Workshop at 8:35 p.m.

Submitted by:  Date Approved: _____
Susan Hensley, City Secretary

Mayor Sara Countryman

MINUTES OF BUDGET WORKSHOP MEETING

August 22, 2019

MONTGOMERY CITY COUNCIL

CALL TO ORDER

The Workshop Meeting convened at 6:00 p.m.

Present: Sara Countryman Mayor
John Champagne, Jr. Place #2
Rebecca Huss Place #4
Tom Cronin Place #5

Absent: Jon Bickford Place #1
T.J. Wilkerson Place #3

Also Present: Richard Tramm City Administrator
Susan Hensley City Secretary
Kimberly Duckett Court Administrator
Anthony Solomon Chief of Police
Mike Muckleroy Public Works Manager
Cathy Branco Financial Consultant

BUDGET WORKSHOP:

- ❖ Discussion of the following items related to the City of Montgomery 2019-2020 FY Proposed Operating Budget:

Mr. Tramm advised City Council had received the updates from the Tuesday, August 20, 2019 Workshop Meeting, but said they noticed there were six categories they had not changed correctly, and those corrections were provided this evening.

Mr. Tramm said he could review the adjustments made to the Proposed Budget line by line if Council chose to do so. John Champagne asked if they were substantial line items. Mr. Tramm said four of them were within a couple thousand dollars at most, and one was a \$30,000 change. Mr. Tramm said the \$30,000 was in the Capital Outlay Sewer Treatment Plant Improvements,

where it was \$80,000 (Page 30) and they lowered it to \$50,000 and said the change did not get carried over from Tuesday. Mr. Tramm advised all the personnel portions where the health insurance is covered, they had planned on a three percent increase for costs, so that was already factored in. Mr. Tramm said they are looking at two or three different options for the health insurance plan, one being the three percent increase on the same plan, and there is also a plan where the deductible goes down by \$500, which is about a seven percent increase. Mr. Tramm said they have different changes to the dependent coverage, which the City does not pay toward dependent coverage. Mr. Tramm said they will be having a staff meeting in the next week to get with staff to see how those changes on either one of those plans might interact with their family coverage. Mr. Tramm said they don't want to put the employees in the position where they are not aware of the changes and don't want to put an employee in the position where they might have difficulty affording the insurance change. Mr. Tramm said with just the change in personnel they would have enough money in the budget to cover the difference between the three and seven percent for City coverage.

Mr. Tramm reviewed the Texas Municipal Retirement System information for different cities in Montgomery County in comparison with the City of Montgomery. Mr. Tramm said the City of Montgomery has fewer options than the other cities and said when you hire someone from another City they look very closely at the retirement options, and if you are a step below it becomes difficult to lure good employees who come from another municipality. Mr. Tramm said the City is meeting the same matching and percentages, we are not covering the cost of living for retirement down the road. Rebecca Huss said the cost of living adjustments kills people's pension funds. John Champagne said Mr. Tramm was saying the retirement benefits provide coverage for a certain period of time. Mr. Tramm said for employees it takes 5 years of employment to vest, and then there is a 20-year or age 60 requirement for retirement with TMRS. Mr. Tramm said at the point the employee hits retirement, within their plan, there is a payment schedule that carries out continuously for life. Mr. Tramm said if you are in a plan without cost of living adjustments the retirement amount stays level and is eaten up by the cost of inflation. Mr. Tramm said he was not asking for anything that would require additional spending tonight or any approval, because this is a Workshop, what he is looking for is to see if there is an openness for consideration that if they work with TMRS and get some values that would be assigned with dollar amounts then bring them to City Council at a later date for consideration. Rebecca Huss asked if TMRS has a 401K type option, because in Wisconsin they have the happiest retirement system that is premised on the idea that people get paid with a base amount, but the rest of it fluctuates based on market performance, which helps the State balance what it is that all the universities pay into it. Rebecca Huss said they

were solvent and the whole state is solvent. Rebecca Huss said their payments don't get eaten up by inflation if you live another 40 years after you retire. Rebecca Huss said that cities historically have been unwilling to put aside the money that is required to fund the longevity and inflation issue. Rebecca Huss asked if the City could get into a double plan so they pay the 401K and TMRS, so they would have two plans. Mr. Tramm said he would investigate that information and said he would doubt the City would be tied exclusively to TMRS and only that. Mr. Tramm said he has worked at other places where he had a 401K and he still has his funds there. Ms. Hensley advised that any changes to TMRS must be brought to City Council and adopted by Ordinance. Rebecca Huss said there are way too many unknowns. John Champagne said the rates for private industry of a large group were very low, but the rates for a small group were higher. Ms. Hensley said she would get an answer from TMRS regarding the rate breakdown. Mr. Tramm said the cost of living is just one option, stating there were other elements listed, such as supplement death benefits. John Champagne said he thought it was worth looking into. Rebecca Huss said it was a benefit that she did not mind providing, but they need to find a way to properly account for it and know exactly what it is going to cost the City so every year forward it is in the budget and they don't have a surprise number. Mr. Tramm said he just wanted to hear there was at least enough interest to explore and nail down costs. Rebecca Huss said for her it is a 401K matching program. Mr. Tramm said he would investigate that option. Rebecca Huss said annuities are not a fabulous deal because you have to decide before you retire whether it is you and your partner and if the employee dies within a certain period of time then there is no money left, whereas with a 401K if you amass \$500,000 then you can leave that money to your family and if they pass away after a year, then they leave it to their beneficiaries.

Mr. Tramm pointed out on page 25 and 28, where tap fees and inspections figure (page 25) of \$455,000, which is the revenue the City is collecting as first time new accounts are coming in for new accounts and services and on page 28, the category for taps and inspections for the inspections they are doing on the same category. Mr. Muckleroy said the only thing that he codes to this is what they pay Gulf Utility to do taps for the City. Mr. Tramm said he has heard of the use of the term impact fee, but he did not see where that is separated out, so he must assume that it is part of the revenue that is being collected there. Rebecca Huss said they have an impact fee on page 25, but they have never actually collected anything since everyone that has been building has been outside the impact fee area. Mr. Tramm said the point he was making is there is a large difference between what they are receiving and what they are spending, and said he thought they needed to find a way to set some of that money aside for a longer-term. Mr. Tramm said when they have an upcoming expansion or a new sewer plant down the road, and several years down the road

potentially an elevated storage tank, and at some point, they will have water well expenditures, whether they need a new well or another well goes out. Mr. Tramm said where he came from in the last year, from what they collected impact fees in previous years, they were able to drill a new water well and erect a half-million gallon elevated storage tank that was paid for in cash from years of money that was set aside for those purposes. Mr. Tramm said he felt they need to dedicate some of that money to meet that difference because even though these new customers are not being charged impact fees, they are still taking up the demand of the system that has already been paid for. Rebecca Huss asked if there was room in the funds as it stands to do that. Mr. Tramm said he believed there is because if you look at the beginning and ending balance on page 24, they have about \$200,000 difference between the beginning balance and ending balance. Mr. Tramm said this is just for the water/sewer fund, which is kept separate from the other funds. Rebecca Huss said she would like to do that and said it was a great proposal. Mr. Tramm said if something comes up in the shorter term you have that money set aside and it could go to your debt service, and if you need money on the longer term you might have the cash to pay for a project along the way. Mr. Tramm said the point is the funds need to be segregate going forward. Tom Cronin asked if they need an escrow account. Mr. Tramm said it can be kept in the same banking accounts and done by a bookkeeping line item, or you can put it in a separate banking account. Rebecca Huss said she would like to make it clear that is what the funds are for. Mr. Tramm said he would probably put the funds in the TexPool account, so you get more interest and it is also just a little bit harder to get to. Rebecca Huss said they have talked about doing this for years. John Champagne asked if Mr. Tramm was proposing \$200,000. Mr. Tramm said he was proposing the difference between the beginning and ending balance, which is \$212,000. Mr. Tramm said if they come across something else they need to allocate, they can deduct from that amount, and whether it is \$175,000 or \$200,000, the point is they are setting aside a very significant amount.

- Summary
- General Fund Revenue

Mr. Tramm said they did redo some of the sales tax assumptions when they updated all the numbers for the actual estimates, and he brought them forward for 2020 to equal the year 2019 ending sales tax. Mr. Tramm said he wanted to keep a conservative assumption and he fully expects they will be higher, but he did not want to be in the position of promising more than they could deliver. Mr. Tramm said if he is wrong, they end up with additional revenue because of growth, but if he is wrong, we end up committing to expenses they suddenly can't afford. Tom Cronin said he agreed with Mr. Tramm. Mr. Tramm said if the

businesses that are planning to open suddenly don't and they open later, the City has not overextended themselves.

Mr. Tramm said it might be possible to dedicate these funds for streets and sidewalks and that kind of project. John Champagne said he was thinking there are some places they could go for streets and sidewalks. Mr. Tramm said the good thing about development and growth in the area is it brings in more revenue, the bad thing about it is they must front-load the work before that comes in. Mr. Tramm said the City is in the phase of having to prepare for the growth and the money comes in later. Mr. Tramm said, fortunately, the boost of sales tax revenue gives the City the chance to start to get a head start without looking like they are going to have to go out and borrow money to keep up. Mr. Tramm said he feels it puts the City in a pretty good position.

John Champagne asked if Mr. Tramm was looking at the Lone Star Groundwater Conservation District rates. Mr. Tramm said in a couple of months he planned on evaluating that information. Mr. Tramm said for the time being the rates will stay where they are and said that is something the City needs to continuously evaluate a couple of times a year. Mr. Tramm said, fortunately, there are people in the community that want to look at that information and said he finds the detail they put into that information is very helpful. John Champagne said that was not a mandate from City Council to have that help. Mr. Tramm said he understood that and said he felt it was a great tool to have.

Tom Cronin asked if the TORC Committee was getting a lot of pushback from the engineers when they ask for information and asked if Mr. Tramm could be a better buffer for that information. Mr. Tramm said he thought he could, stating he has been working on that and the TORC Committee has gotten all the information that he was aware they were asking for.

John Champagne asked about the revenue that Mr. Tramm adjusted. Mr. Tramm said on page 4, for Ad Valorem Tax, Item 14320, it stated those taxes were set at the rate with the property values in conjunction with the Tax Assessor's Office, so those were not figures the City came up with. Mr. Tramm said under the sales tax Item 14600, if you look at the 2019 estimate, which is based on the actual numbers collected projected for the remaining portion of the year, you can see what 2019 was budgeted for and there was a jump above the budget, based on growth. Mr. Tramm said for the 2020 projected budget he took the

2019-year end estimates and put that there for a good conservative starting point. Mr. Tramm said he thought the number would be higher, but he would rather plan for that. John Champagne said that fit the mentality that has existed here for at least the last 10 years.

Tom Cronin asked if sign fees were one time or an annual fee. Mr. Tramm said he believed they were one-time fees. John Champagne asked about the revenue for parks. Mr. Tramm said in the case of Fernland, they do have the occasional photography permit that shows up under permit fees. Mr. Tramm said those are \$25 permit fees. John Champagne said they are supposed to be \$250. Mr. Tramm said he has approved one photography permit since he has been with the City. John Champagne asked if the City was going to pull in the rental of Cedar Brake into the City. Mr. Tramm said yes, he was working on that.

Tom Cronin asked if money had been put into the budget for the replacement of trees at Cedar Brake Park. Tom Cronin said he walks the Park and he can see all the trees that have fallen. Mr. Muckleroy said that would fall under general maintenance and he did not feel that they needed to add extra funds. John Champagne asked if they would replace them with 50-gallon trees. Mr. Muckleroy said the ones they replaced two years ago were 10-15-gallon trees and they have only lost one out of all of them. Mr. Muckleroy said none of the trees they replaced were Cedar trees, which is what they decided when they replaced the trees. John Champagne asked why they did not use Cedar trees. Mr. Muckleroy said he, Mr. Yates and Sonya Clover decided not to go with Cedar trees. Mr. Muckleroy said if they want to put in an extra \$1,000 in Cedar Brake Park and dedicate it to trees, that would be good. Mr. Tramm said they could have a hurricane roll through later this year and it could take out more trees. Mr. Tramm said they have lost two trees at Cedar Brake Park. John Champagne asked if \$1,000 would get them 10-15 trees. Mr. Muckleroy said it would get them 10 trees. Mr. Tramm said they might want some extra funds so they could buy a slightly larger tree, so they are not all small trees. Mr. Muckleroy said the line item -16230 is General Maintenance, under Public Works and they are changing the amount to \$13,000.

John Champagne asked about Memory Park maintenance and said they were going up to \$21,500. Mr. Muckleroy said that included a one-time \$15,000 to do additional sidewalks at the Park and get rid of the last section of granite. Mr. Muckleroy said he was figuring a

little high to be safe, and he is hoping he can talk Ingram to donate some of the concrete, that figure could come down.

Mr. Muckleroy said on page 21, Item-16352.9 Memory Park Utilities the utilities are solely water, there are no other paid utilities over there. Mr. Muckleroy said the reason it is down to \$5,600 estimated for 2019 is that the irrigation system was down for several months and they had major issues. Mr. Muckleroy said it includes a complete rewire that they are slowly working on and said not to expect that it will stay at \$5,600 stating the year before it was \$10,400. Mr. Muckleroy said he would like to do \$9,000 for 2020 because he feels with the improvements they have done he can come in under the \$10,400. Mr. Muckleroy said they will kill the sprinkler system in the wintertime, which was one of the suggestions that Mel's Sprinklers made, saying not to rely on the solar brain for the winter. Mr. Muckleroy said they have also been working on run times for the sprinkler with one of the Rotary members who is a Master Gardener. Mr. Muckleroy said they are trying to find the perfect balance for the sprinkler system and increase the efficiency.

- General Fund Expenses

- Administration
- Police Department

Mr. Tramm advised one of the changes they made to the Police budget was for the Police vehicle that was discussed and said since there are funds in the current fiscal year that are unexpended, they will be bringing the purchase of the police vehicle for approval. Mr. Tramm said the vehicle that was in the budget for the current fiscal year that has not been purchased, they will be bringing it to City Council for action at the next meeting, not counting the wrecked vehicle. Mr. Tramm said they took one of the two that was to be purchased next year out so they can purchase it out of this year's current budget.

Rebecca Huss asked if they should put the pending purchase in the 2019 estimate budget. Mr. Tramm said he felt they should put it into the estimated ending budget for 2019 because it is an expenditure they can estimate.

Rebecca Huss said on page 14, Item - 17071.8 Capital Outlay Miscellaneous, she thought they were cutting out the miscellaneous capital outlay. Chief Solomon said he wanted the amount lowered to \$12,000 from \$25,000. Mr. Tramm asked what that

category was used for. Chief Solomon said last year when he came in, he was advised they had \$13,000 allocated to redo the Property Room, and he had no idea where the rest of the money went because he was told that was what was left. Mr. Muckleroy said a portion of the money went to the air conditioner for the server room, and then \$10,000 for barriers, which he thought Mr. Yates had switched it over to Public Works because he thought it was more of a Public Works item. Mr. Tramm said he must have because it shows an estimated amount of \$10,500, so the barriers must not have been included. Chief Solomon said they have no room in their department and they must make some room possibly with cubicles until they can get more room.

Rebecca Huss left the meeting at 6:50 p.m.

John Champagne asked if the Police Chief felt the space would be more effective if the department was configured another way. Chief Solomon said they have moved a lot of things out of the Patrol Room because it had files and a lot of other things in that area. Chief Solomon said one of the things they are looking at doing is in the area where the safe is located, they could move that out and put a cubicle in that area to give them more space.

Chief Solomon advised they were going to put racks in all the patrol vehicles and have long guns and shot guns in the vehicles because it takes too long to pull them out of the trunk of the vehicle.

- Court – there were no changes that were made to the Court's proposed budget.

- Public Works

Mr. Muckleroy reviewed the following changes:

Page 19 - Item 16374-Building Repairs for City Hall and the Community Center would be \$18,500. John Champagne asked if the changes had been made to revenue for the Community Center. Mr. Tramm said he would get back with City Council on some proposals, so they don't know exactly how that will change revenue. Mr. Muckleroy said it had been brought to City Council originally regarding the fees for the Community Center two years ago. Mr. Tramm said since the fees were set by City Council, he can't make the changes unilaterally. John Champagne said the proposed change could be noted in the proposed budget. Mr. Tramm said yes it could. Mrs.

Branco advised the Community Center revenue is Item 14380 – Community Building Rental. Mr. Tramm said they could add funds to that item. Mr. Muckleroy said he did not have a dollar amount. John Champagne asked why it was assumed that all non-profit groups got the Community Center for no cost if the organization is not located in the City. Mr. Muckleroy said it was not his decision. Mr. Tramm said he was looking at changing that information. Mr. Muckleroy said when they did the original proposal three years ago, the rates that are in place are not what they took to Mr. Yates. John Champagne said they must start somewhere, and they are going to change this information.

Tom Cronin asked Mr. Muckleroy how long his crew takes to clean the Community Center. Mr. Muckleroy said they go in there three days a week, Monday, Wednesday and Friday. Mr. Muckleroy said the normal run is 30 minutes, but once a week they physically clean the building. Rebecca Huss said they need to put a number in the revenue line item and then discuss the ordinance later. Mr. Muckleroy said Item 16374 is also City Hall and said most of it is City Hall. Rebecca Huss said Item 14380-Community Building Rental could be raised to \$8,000. Mr. Tramm said that would be a good number.

Mr. Muckleroy advised the next Item 16375-Street Repairs he wanted to reduce that number down to \$20,000, being there is a line item on page 21 that he had not seen before, Item 17081-Drainage Improvements, which he would like to add \$10,000, to cover culverts and other repairs they need to make, giving them \$30,000 between the two items. Mr. Muckleroy said at the end of the year they will get a better handle on what they spend on drainage. John Champagne asked what Mr. Muckleroy was basing the \$30,000 on. Mr. Muckleroy said it was based on what they are wanting to get done. Mr. Muckleroy said what was in the current budget was \$33,900 and they spent around \$10,000 because they were not able to get to the projects. Mr. Muckleroy said some of this amount was to redo the asphalt for Cedar Brake Park to add parking. John Champagne asked if the Park would fall under street repairs. Mr. Muckleroy said that was where he was told to put it. John Champagne said that was not right and is a misallocation of funds. Mr. Tramm said that was one of the reasons they were trying to take some of it and put it in drainage, trying to make it clearer on what is going on. John Champagne said he would propose another \$30,000 go to street repairs for this

year. Mr. Muckleroy said they have another item that will cover that. Mr. Muckleroy stated Item 17081- Drainage Improvements would have \$10,000.

Mr. Muckleroy said Item 16356 - Contract Labor Streets was a fund that was used for multiple things and Mr. Yates liked to put anything related to streets, drainage, sidewalks and anything like that would be coded to that. Mr. Muckleroy said after talking with Mr. Tramm earlier, they had \$282,000 on surplus and said they would like to have Item 16356-Contract Labor Streets at \$150,000. Mr. Muckleroy said they looked at the streets and said they have a list, figuring \$100,000 per mile, and they have a mile and a half of streets they can do for that amount. John Champagne asked if this would include any additional sidewalks or anything like that. Mr. Muckleroy said they were going to get away from this item being the catch-all fund. Mr. Tramm said they need to try and make it clearer. Mr. Tramm said he can't do it for this budget, but as he is going through the process, he is setting some priorities for next year of how to get an earlier start to make some of these things clearer. Rebecca Huss said they need more specific line items to show exactly what they are spending money on. John Champagne said there is no reason why City Council can't receive this budget periodically in electronic format so it can be manipulated by the individual looking at it so they can view more of the information.

John Champagne asked if there was anything set aside for capital improvements or capital expenditures for streets and/or sidewalks in the Capital Projects Fund. Mr. Tramm said he did not think so at this point, but one of his questions was going to be is it better to put the expenditure here in Public Works or is it better to transfer it to Capital Projects Fund. Mr. Tramm said his question was if there was a preference on how to do it or should they hold those to a different definition.

Mr. Muckleroy said those were all the changes for Public Works.

- Debt Service Fund
- Water & Sewer Fund

Mr. Tramm said the Water & Sewer fund has about \$213,000 unallocated funds. Mr. Muckleroy said they can always go up on Maintenance and Repairs. John Champagne said Item – 26335 - Maintenance and Repairs was at \$225,750. Mr. Muckleroy said Item - 26901 - Utilities Project Preventative Maintenance was another item they could go up on,

which is currently at \$108,590. Mr. Muckleroy said they were not able to do the full preventative maintenance plan last year that he had hoped they would be able to do. Mr. Muckleroy said this year they could go full out with the manhole inspections, fire hydrant maintenance and all those things that have not been done. Mr. Tramm said the balance of the funds available, \$213,772 in that fund would be added to that category, Item 26901-Utilities Project Maintenance- Other.

- Special Funds

- Capital Projects Fund

- Mr. Tramm said they still have some funds available that they can put into streets and asked if they put it there for contract labor for streets or set it aside in Capital Projects Fund under roadway projects. John Champagne asked that the line item be identified as General City Infrastructure. Mr. Tramm said Item 46000 – Capital Projects Fund on page 32. John Champagne said he wanted sidewalks included in the line item. Mr. Tramm said they would transfer from General Fund to Capital Projects Fund \$175,000 to the line Item 46000.1 – Streets/Sidewalks. Mr. Tramm said there were a couple hundred dollars left in that item and they can either put it into this line item or put it into the parks.

Tom Cronin asked Mr. Muckleroy if his crew picked up the four truck tires that were in the ditch on Old Plantersville Road by the high school. Mr. Muckleroy said he had not heard about the tires and said that location was in the County so they might have picked them up.

John Champagne asked how much was left over from the funds being put into streets and sidewalks. Mr. Tramm said it was \$979.00. John Champagne asked where we were with the video recording and online streaming of the City Council Meetings. Mr. Tramm said he will have Mr. McCorquodale bring the information back to City Council as a project item. Mr. Tramm asked if they can make an amendment to the Budget if necessary. Mr. Tramm said they will put the \$979.00 under Item 16374 City Hall Maintenance.

John Champagne asked if there was another Workshop Meeting planned. Mr. Tramm said he was going to meet with Jon Bickford and T.J. Wilkerson to go over the information with them.

Mr. Tramm said the General Fund budget has been zeroed out.

- Court Security Fund
- Court Technology Fund
- Hotel Occupancy Tax Fund
- Police Assets and Forfeitures
- Montgomery Economic Development Corporation

❖ Discussion 2019 Tax Rate

ADJOURNMENT

The Workshop Meeting adjourned at 7:46 p.m.

Submitted by:  Date Approved: _____

Susan Hensley, City Secretary

Mayor Sara Countryman

MINUTES OF REGULAR MEETING

November 12, 2019

MONTGOMERY CITY COUNCIL

CALL TO ORDER

Mayor Sara Countryman declared a quorum was present and called the meeting to order at 6:00 p.m.

Present: Sara Countryman Mayor
Jon Bickford City Council Place # 1
John Champagne, Jr. City Council Place # 2
T.J. Wilkerson City Council Place # 3
Rebecca Huss City Council Place # 4
Tom Cronin City Council Place # 5

Absent:

Also Present: Richard Tramm City Administrator
Larry Foerster City Attorney
Susan Hensley City Secretary

INVOCATION

PLEDGE OF ALLEGIANCE TO FLAGS

VISITOR/CITIZENS FORUM:

Any citizen with business not scheduled on the agenda may speak to the City Council. Prior to speaking, each speaker must be recognized by the Mayor. Council may not discuss or take any action on an item but may place the issue on a future agenda. The number of speakers along with the time allowed per speaker may be limited.

There were no citizen comments.

CONSENT AGENDA:

1. Matters related to the approval of minutes of the Regular Meeting held on October 8, 2019.
2. Consideration and possible action regarding adoption of the following Resolution:
A RESOLUTION BY THE CITY COUNCIL OF CITY OF MONTGOMERY DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS AND DOCUMENTS FOR REQUESTING FUNDS PERTAINING TO THE COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY PROGRAM (CDBG-DR) CONTRACT NUMBER 19-076-017-B366.
3. Consideration and possible action regarding adoption of the following Resolution:
A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF MONTGOMERY ADOPTING REQUIRED CDBG-DR CIVIL RIGHTS POLICIES.
4. Consideration and possible action regarding adoption of the following Proclamation:
A PROCLAMATION BY THE CITY COUNCIL OF THE CITY OF MONTGOMERY PROCLAIMING APRIL AS FAIR HOUSING MONTH.
5. Consideration and possible action regarding approval of a second Encroachment Agreement for Chick-fil-A to allow a retaining wall, paving and a monument sign to encroach into a utility easement.
6. Consideration and possible action regarding authorizing the absence of City Council Members John Champagne, Jr. and Jon Bickford.

Rebecca Huss stated no action was necessary for Item 6. No action was taken with the presence of both Jon Bickford and John Champagne, Jr.

Rebecca Huss discussed Item 5, stating she had an issue last time they had an Encroachment Agreement and asked where the actual written engineer's comment on this easement request was, stating this one has a wall which the other Agreements only had pavement. Rebecca Huss said this wall, apparently, is up to six feet tall plus an additional four feet of concrete, plus three feet of footings, which is presumably not an insignificant amount of weight, which depending on where it is relative to the sanitary sewer could put pressure on the sewer and possibly crack it. Rebecca Huss said if the City had to do some construction and they had to remove part of the wall, that would be more expensive than concrete and asphalt and she did not know what would happen if they took down the middle part of the wall, and whether that would destabilize

everything, which would add a lot more cost and structural issues to the whole project. Rebecca Huss said she would like to see the Encroachment Agreement (a) talk about what happens if this wall damages the City's sanitary sewer should it be over the sanitary sewer and they have to build something to protect the sanitary sewer from the weight of the structure; and (b) that it also addresses the fact should the City have to reconstruct and it causes damage to some other part when they deconstruct the wall, that will also be included in what is not the City's responsibility. Rebecca Huss said she would like to have the engineer's opinion on this as well, which is not in this document.

John Champagne said when he read the document all the repairs that may or may not have to be done as a result of encroaching on the easement is their responsibility, not the City's. John Champagne said he also wanted to assume all the things that Rebecca Huss brought up were at least looked at and investigated by the people we have hired to do these things. Rebecca Huss said she would like to hope so, but she would like the engineer's report with an engineer's signature and insurance attached to it. Rebecca Huss said the collateral damage that could be caused by deconstructing part of this wall causes her to worry. Jon Bickford asked if they got confirmation of who was responsible for any damage caused by the sign from Chick-fil-A. Rebecca Huss said she thought an expansion to the agreement versus what a normal Encroachment Agreement is for a nice flat parking lot would be fine with her. Rebecca Huss said she also wanted the City Engineers to look at it because she would rather not have a sewage issue because depending on where it is, that could be a lot of the City's sanitary sewer running by there. Mr. Roznovsky, City Engineer, said it is, and when they looked at the information they do not believe there is any issue because of the depth of the line that is located there and there is so much space above the line that all the pressure is dispersed. Mr. Roznovsky said if it is a new line it is imbedded in cement stabilized sand to distribute any forces above, and because of that they do not feel it is an issue. Rebecca Huss asked about Mr. Roznovsky's letter. Mr. Roznovsky said he did not have a letter to go with the item. Rebecca Huss said she would like a letter stating how they feel about the agreement.

John Champagne said he would ask that they approve the Consent Agenda including what Rebecca Huss has asked for. Rebecca Huss asked if that would include the letter from Jones and Carter saying it is safe. John Champagne said yes but let's let Chick-fil-A move on. Rebecca Huss asked if there would be no additional acknowledgment in the agreement saying

that if they must take down their wall it could cause additional damage. John Champagne said that was already in the agreement and they are responsible no matter what happens they have encroached, and they are responsible for any repairs that must be done. Rebecca Huss asked what would happen if something happens outside the easement area when the six-foot wall comes down. Jon Bickford said that would no longer be any business of the City. Rebecca Huss said she would like the agreement to say that. Jon Bickford said they can't because how could they declare what somebody should do on somebody else's property. Rebecca Huss said she was saying if there is damage caused because the City must do repairs, and we took down the wall. Jon Bickford said if it is in the easement the City is not responsible. Rebecca Huss said it could be collateral damage caused outside the easement. John Champagne said the City is not going to pay for damages on their property caused by them. Rebecca Huss said she would just like the agreement to be clear. Rebecca Huss said they could just include a paragraph that includes additional assurances that the City is not responsible. John Champagne said it is more than implied in what he read.

Jon Bickford asked Mr. Foerster for his opinion. Mr. Foerster said Rebecca Huss had a good point of concern about the retaining wall and said he had not considered that, but the engineers have, and they are satisfied that won't impact the utilities. Mr. Foerster said they have an obligation under the Encroachment Agreement, and this is similar to other agreements they have drafted, that if the City has to go in there and repair or do anything to their utilities the City has no obligation to repair a retaining wall or any other structure, paving, signage or canopy and the City is indemnified. Mr. Foerster said the agreement does not contemplate anything that might fall outside the easement, but this is their property and it is the City's easement on their property, so the City is protecting our water and sewer utilities. Mr. Foerster said getting back to Rebecca Huss' point, obviously, there would be a concern about any structure that would be above the water and sewer lines and the engineers are satisfied the wall will not affect the water and sewer lines that are already in place. Mr. Foerster said he was comfortable with the language in the Encroachment Agreement. Jon Bickford said he felt like what was captured in the agreement would prevent the City from having any liability. Rebecca Huss said she hoped so, and she hoped the six-foot wall was not holding up their building and then we take down the wall and the corner of the building erodes. Jon Bickford said he did not think that was the case.

John Champagne asked if Rebecca Huss wanted a letter. Rebecca Huss said she wanted a letter from Jones and Carter saying they looked at this and the structure is not going to damage our sanitary sewer if it is built as planned and we are going to be inspecting it so that it will be built as planned. John Champagne said he was personally okay with that, but not to hold up the Consent Agenda or impede or slow down what is going on with Chick-fil-A.

Rebecca Huss moved to approve Items 1 through 4 as presented, and Item 5 with the inclusion of a note from Jones and Carter stating their comfort with the wall structure in the easement as planned by Chick-fil-A and that it will not impede on the functionality of the City's sanitary sewer. Jon Bickford seconded the motion, the motion carried unanimously. (5-0)

CONSIDERATION AND POSSIBLE ACTION:

7. Consideration and possible action on Department Reports:

- A. Administrator's Report – Mr. Tramm reported the updated pricing on the Crane Cabin had been received and they will be proceeding with the work at a lower price than was approved by City Council. Mr. Tramm said the repairs were not able to be scheduled until January or February, but they are looking at being well ahead of the schedule. Mr. Tramm advised staff was already working with the Auditors getting records ready for the audit, with the onsite Audit to begin January 6, 2020. Mr. Tramm said most of the audit work is done electronically offsite.

Mr. Tramm advised staff was continuing to work on the Home Grants and making progress on the applications.

- B. Public Works Report – Mr. Mike Muckleroy, Director of Public Works, presented his report to City Council. Mr. Muckleroy advised the drainage project was completed on McCown Street, which was funded by the MEDC, and noted the project seems to be working well. Mr. Muckleroy said they have one slight improvement they need to make on the far south end, and it will create more useful space for festivals and such.

Mr. Muckleroy talked about the water loss, stating his Department went out on Friday, October 25, 2019, and started looking for the water leak again and at the last minute one of his crew located a leak at Kroger, just below where the new flagpole went in.

Mr. Muckleroy said there is a section of 12-inch line there that was covered up with grass and he walked it twice and just happened to hear the water bubbling out of the ground. Mr. Muckleroy said he isolated the leak and since they isolated it the numbers have steadily dropped, and they are down to 19,000 gallons a day. Mr. Muckleroy said back in June they were averaging about 55,000 gallons a day, which was the difference between production and water sold. Mr. Muckleroy said they were doing better now than what they were in June before the problem started.

John Champagne asked if Mr. Muckleroy estimated the leak was causing an amount of 35,000 gallons per day. Mr. Muckleroy said that was correct and said it came up to roughly 125 gallons per minute and said they took photos of the leak, stating it was hard to judge just by looking. Mr. Muckleroy said they were confident when they found the leak and have been confident by watching the numbers since then and it has definitely suggested that they were right. Rebecca Huss asked if the employee was walking the property. Mr. Muckleroy said yes. Mr. Muckleroy said there are certain points in the City where you know that if there is a water line leaking it is going to end up in the creek "a" and another section is going to end up in creek "b". Mr. Muckleroy said they had looked at all that area before and the only thing they ever found flowing was the creek behind Kroger, but that is where the sewer plant flows in, so they thought that flow was coming from the sewer plant. Mr. Muckleroy said in between that section is where the water was bubbling up in the grass and rolling down. Mr. Muckleroy said what they are going to do because the hydrant that is down in the grass is never going to be used so they are going to pull it out and reuse it somewhere else and cap that off so they never have to worry about it happening again. Mayor Countryman said great job and said that employee should be the Grand Marshal of the Parade. Mr. Muckleroy said the employee was treated to the VIP lunch at Ransom's that day. Mayor Countryman asked if they had canvassed the City before that time. Mr. Muckleroy said yes. Mayor Countryman thanked Mr. Muckleroy for being diligent and finding the leak. Mr. Muckleroy said his guys had been looking for the leak but when the water did not surface in any of the creeks, you begin to think there is something else going on, so they gave it one more effort. Mr. Muckleroy said he sent a message out the night before and told each of the crews that whoever found the leak the other crew had to buy lunch. Mr. Muckleroy said he was very proud of his guys and said they did a good

job. Rebecca Huss said it was nice they care so much to work that hard to do something that obviously we care a lot about, but it is nice that they do too.

John Champagne said that Memory Park said the freeboard, which is the board that is free from contact with the normal level of the water, on the bulkhead is eight to ten inches maybe when the pond is full. John Champagne asked if they added four inches to the spill off section, they could raise the total level of that pond another four inches, which would give them more water. John Champagne said it would not take much to do that. Mr. Muckleroy said that was correct. John Champagne asked if Mr. Muckleroy could consider doing that and to ask the people that work on the pond whether they could get more water in that pond, which might not be a bad thing. Mr. Muckleroy said the pond got very low for a while. John Champagne said the other thing that he wanted to mention was the Simonton House needs to be painted again. Rebecca Huss asked if that was done last year. John Champagne said it was about three years ago, stating the paint should last more than three years. Mr. Muckleroy said he would look at the building. Jon Bickford said they also need to look at the back of City Hall regarding the paint. Mr. Muckleroy said he would check it out. John Champagne said it will be cheaper to paint the Simonton House than to pull off and replace rotten boards. Jon Bickford said they did that before when they let the Simonton House sit with the boards exposed for six months or a year because they were going to get volunteers to help paint.

- C. Police Department Report – Police Chief Anthony Solomon presented his report to City Council. Chief Solomon said he has taxed each one of his Sergeants with starting some traffic initiatives. Chief Solomon said he has received several calls about different traffic areas, so they are starting to do traffic initiatives. Chief Solomon said they started a traffic initiative on Friday between City Hall and the Valero where the speed limit is 35 miles per hour. Chief Solomon said in a two-and-a-half-hour period, for the last three days, the average speed that they stopped someone was 51 miles per hour. Chief Solomon said they have made 22 stops at this location and they are going to be doing this all over the City in different locations looking for different traffic conditions and try and get people to slow down, including FM 1097 and FM 149.

Chief Solomon said the Police Department has obtained some new equipment, which was not purchased, but it is coming from the 10-33 Program. Chief Solomon said they have received to-date about \$400,000 worth of equipment that has cost them \$3,000 to get the equipment here. Chief Solomon said a lot of that equipment is being set up for emergency management and they will be sending officers for training to operate the equipment. John Champagne asked if they were all vehicles. Chief Solomon said they have one generator, which will be able to run the entire Community Center in case of an emergency as a possible shelter. Chief Solomon said they are trying to get things that they can use, which will probably be stored at the old sewer plant.

Mayor Countryman asked about the Christmas Parade route, stating that she understood the Parade was starting at Brookshire Bros. and where it is ending, but there are residents that live on the north side of SH 105 that want to drive their golf cart to get in line at Brookshire Bros, and asked if there will be an officer to allow them to cross the road to participate in the parade. Chief Solomon said there will be two officers there on FM 149 to direct them. Chief Solomon said he went out with Mr. Muckleroy and the Sergeant and they got everything set for those areas. Mayor Countryman asked if those residents in Buffalo Springs when they want to cross to get to the parade is there a place they should go to cross. Chief Solomon said the intersection of FM 149 and SH 105 is the best place for them to cross to get in line for the parade. Jon Bickford asked if the officers will be around because otherwise, it is illegal to cross at that location. Chief Solomon said that was correct, because it is not an intersection with curb-to-curb, but since this is a special occasion and they will get TxDOT approval, so they will be closing SH 105 for the parade. John Champagne said he looked at the map of the parade route and asked if they are going to have a sign diverting traffic to Lone Star Parkway. Chief Solomon said they are getting message boards and they will be put out three days before the parade starts giving people a message prior to the parade and then on the day of the parade the message boards will state the detour and they will have an officer at that location. Jon Bickford stated that they won't have any line up in Buffalo Springs.

- D. Court Department Report – Mrs. Kimberly Duckett, Court Administrator, presented her report to City Council. Mrs. Duckett stated the numbers for September 2019, citations were at 196 and the amount collected was \$35,212.57, warrants collected was

\$4,143.37. Mrs. Duckett said they have been doing a lot of purging of old warrants, which are from officers that are deceased or no longer with the agency, so they have been working with the prosecutor to go through the older warrants so they can get a fresh start for 2020. Mayor Countryman asked how many of the citations are being paid online versus coming in to pay. Mrs. Duckett said they receive quite a bit of the payments online and said they just recently changed over their system to Open Edge, so everything is going to be converted to the new system. Mrs. Duckett said they have a lot of payments made online. Mrs. Duckett said the people paying online do pay a small fee to pay online, but they take a lot of payments over the phone as well because there is no charge to pay over the phone. Mayor Countryman confirmed that feature has been helpful. Mrs. Duckett said it had been helpful.

John Champagne asked Mrs. Duckett if she anticipated coming in about \$100,000 less than last year. Mrs. Duckett said that is what it looks like. Mrs. Duckett said with the turnover and things that occurred during the year, they did have a slow down in citations, but it is not all about the collections, which takes a big hit on the court and the warrants. Mrs. Duckett said with the purge of the system it will not be money collected it will be dismissals.

- E. Utility/Development Report - Mr. Tramm presented the report to City Council. Mr. Tramm said the total collection for utilities was over \$300,000 and stated it was important to note that they did several backflow installations that were approximately \$50,000. Mr. Tramm said the backflow installations included a primary part of that cost was backflow installation at the schools, so those were larger devices that had a higher price level.

Mr. Tramm stated on page 3 of the report the telephone call log still shows over 1,850 calls coming through the utility office. Mr. Tramm said they think the system may be incorrectly logging all the calls going through to that point. Mr. Tramm said the original number of 2,182 in August was because several of the calls were being routed incorrectly through the front office before they were being sent to the proper extension. Mr. Tramm said they will be following up on this information and hope to have an answer before next month's meeting. Mr. Tramm said if you do the math on that

number of calls and you stand in the front office, the phone is not ringing that frequently. Mr. Tramm said he was not saying they don't have a lot of calls and conducting business, but he does not see 1,900 calls coming through just that location. Mr. Tramm said he feels that number is still off. Jon Bickford asked if he thought they might be counting received and routing calls. Mr. Tramm said the phone in the front office he believed was considered the primary phone system, so it might just be pinging that and recording the call going through there.

Mr. Tramm commented on the water consumption at Memory Park and said that number with some of the rain recently they have gotten more water in there. Mr. Muckleroy said all irrigation is off for the winter.

- F. Water Report – Mr. Michael Williams, Vice President of Operations with Gulf Utility Service, Inc., presented his report to City Council. Mr. Williams stated they had four district alerts during September, with the first two being power failures, the third one was a genset failure that was also attributed to a power failure, and the last one was an issue they had with the bypass pump at the sewer treatment plant, which they were able to get back up and running before any excursion could occur. John Champagne asked if the power surges were separate from the surges they were dealing with last year at the well. Mr. Williams said yes, these surges are instantaneous, not ongoing over long periods of time. Mr. Williams said when they got out there with the genset issue, the water was already off and it was pumping back down. Mr. Williams said he believed that was due to an imbalance and they have not seen any strong imbalances like that this year.

Mr. Williams said the wastewater detail for the month had 4,244,000 gallons and the peak flow was August 28, 2019, at 194,000 gallons and the daily average flow was 136,900 gallons. Jon Bickford asked if it looked like the daily trend line was going down. Mr. Williams said yes, the daily trend line was trending down toward the end of the two-month period and stated that it was dry during that time. Mr. Williams advised they had the meter calibrated two months ago. Jon Bickford asked to confirm that from the numbers it shows they are still getting influx from rain. Mr. Williams said it is trending downward and said in August they did have a spike of rain at the end of the month and then they had some at the end of September. Mr. Muckleroy said on the 11th of the month they had a contractor have an issue with a bypass valve.

Mr. Williams said the effluent details show there were no excursions for the month of September with the reported seven inches of rain. Mr. Williams said the last time he spoke about a new weather station that would notify Public Works if it did go out and they have identified a new weather station and they are putting it on order. Mr. Williams said they will have a tablet in their office that will let them know when they have lost communication or battery. Mr. Williams said this will be solar-powered and only has a battery backup if there is not enough sunlight.

Mr. Williams said they had a total water source of 19,286,000 gallons, flushing of 513,000 gallons and sold 16,753,000 gallons. Mr. Williams said the accountability brought up to 90% but he found out after the fact, there was a lot of utility back billing on this, which is what reflected the higher percentage. Mr. Williams said on Mr. Burleigh's report that he gave, if you back out the utility billing it was roughly the same accountability. Mr. Williams said the bank was back billed and several other accounts. Rebecca Huss said it was still terrible so it will be possibly two months before they see a clear improvement from the water leak find. Mr. Williams said this is a half month after they had the probes replaced. Mr. Williams said they did see water on the ground, but they could not tell how much. Mr. Williams said, as he suspected, once the water hit the probe and the corroded area, it did not shut the well off until it got to a good piece of metal so it would overflow until it brought the level up, which is why they probably never saw an overflow of the plant while they were there. Mr. Williams said upon his inspection and looking further into the matter, he noticed the dampness in the ditch but no standing water in the ditch.

Mr. Williams stated this month they had 25% of water returned to the sewer plant from water sold. Mr. Williams said they had a TCEQ inspection at the water plants that went exceptionally well and said they only asked for two items, a secondary container on the polyphosphate tanks, which they obtained. Mr. Williams said they also wanted to see construction documents from Well 2, which predate him and Jones and Carter, so they are still looking for those documents. Rebecca Huss asked when Well 2 was constructed. Mr. Williams said they were still trying to figure that out, but Mrs. Vu said the well was drilled in 1984.

Mayor Countryman said today they are at 90% accountability and Mr. Williams is anticipating that number to be lower because of the billing issues, but then they should see it back up in the 95-96% range when everything gets done. Mr. Williams said he has already put his next report together and it is essentially lower, but the January report will show an increase and then from the next report on will show the real number. Mayor Countryman asked if they think there is an issue outside of the leak Public Works found. Mr. Williams said with the pictures he saw of the leak and the substantial amount of water; he did not have anything else that would conclude that they had any other leaks in the City, but they are always keeping their eyes open.

- G. Engineer's Report – Mr. Chris Roznovsky, City Engineer, presented his report to City Council. Mr. Roznovsky stated all the waterline for phases 1 and 2 for Baja Road is complete and in service and everyone is being served from the new line. Mr. Roznovsky said the contractor has a second crew out there this week working on the culverts and ditches and slope paving and should be completed very soon weather dependent.

Mr. Roznovsky advised a time extension had been submitted with the grant because if everything was not 100% complete by November 30, 2019, there is a chance the City would lose the \$350,000 grant funding. Mr. Roznovsky said they do believe the contract will be complete but not being able to control the weather and things like that, submitting the extension reduces that risk. Mr. Roznovsky said the downside of submitting an extension is that could affect scoring on future grant applications. Mayor Countryman asked how long the extension period was. Mr. Roznovsky said the extension is for three months and said the contractor is still on the same timeline, the extension is just for the City's grant time with the State. Rebecca Huss said the grant time is the original time even including the first contractors. Mr. Roznovsky said the original date was November 30, 2019, and the City lost six months going through the previous contractor issues, which was the justification to the State. Mayor Countryman asked to confirm the grant would be extended through February 2020. Mr. Roznovsky said that was correct, adding they do not expect to use that time, they want to get it all done and give the City some leeway to complete the paperwork.

Mr. Roznovsky reported that the contractor for Atkins Creek mobilized on October 14, 2019 and has all the piles installed so they are moving along. Mr. Roznovsky advised the Lift Station No. 1 replacement earlier today they finished pouring the last concrete cap to go on top of the Lift Station and when that sets, they will go back and do the final backfill that will be complete. Mr. Roznovsky said they are behind schedule and were supposed to be done on October 9, 2019, but working through issues they finally got the contract complete. Mr. Roznovsky said they have been sending emails to all the parties involved to advise them of the status. Mayor Countryman asked what held the contract up. Mr. Roznovsky said at the end of September 2019 the contractor had 90 percent of the project completed, which is what they showed in their report, but they did not have the lab out there to do the testing as he was backfilling, so they required additional testing and documentation of what was done to ensure that it was not going to cause future issues. Mr. Roznovsky said the other thing was that the concrete cap the contractor poured was supposed to be a 3-inch cap, as provided in the specifications, but as additional insurance they made the contractor put in a 6-inch reinforced cap on top of it. Mr. Roznovsky said all the results they received back from the lab they were comfortable with the fill that was done, and then as additional, they had the additional concrete placed on top. Mr. Roznovsky said this will be located in the back corner of the parking lot so they will have the six-inch concrete cap and then about seven or eight feet of compacted fill and their parking lot. Mr. Roznovsky said the 18-inch sewer line is essentially complete and they are coordinating the final testing.

Jon Bickford said before they move on from Baja Road, he asked if they are on temporary hold while the funding sources are evaluated. Mr. Roznovsky said they are going to meet with the City on Friday with staff and go over a couple of options they have discussed with additional contractors and they are going to get updated pricing and send out the Bid Package again and get the pricing in or see if they can use the County Commissioners crew to do the work. Jon Bickford asked if they ran out of work, but still had more work to do. Mr. Roznovsky said this was back in March and was related to the 2015 flooding events where FEMA had provided \$26,000 to do repairs to the road. Mr. Roznovsky said when the project was bid that \$26,000 did not cover it and this was bid last January and had to be completed after Baja Road Phase I

and II were done, and now that they are wrapping up those projects they can move forward with that piece. Jon Bickford asked if they knew how much was left to do and how much more money is needed. Mr. Roznovsky said it was bid last time and they came in around \$75,000 and in talking to the contractors today they are still in that price range if not a little higher.

Mayor Countryman acknowledged concerns of resident Mrs. Sneed regarding the Baja project and advised that she would have Mr. Roznovsky provide answers.

Mr. Roznovsky said the Chick-fil-A project plans were conditionally approved last week, subject to the Encroachment Agreement. Mr. Roznovsky said the developers on Louisa Lane are no longer interested in pursuing the land swap that had been previously discussed a year ago and they are going in a different direction with the development.

Mr. Roznovsky said the TxDOT study was still online to be completed in January 2020 with their long-term plan, and the turn lanes for the northbound side, TxDOT is preparing an appraisal and the conveyance documents.

- H. Financial Report and Quarterly Investment Report – Mr. Tramm presented the reports to City Council. Mr. Tramm said they have opened a separate account with TexPool for money that the City is obligated to payout so they can segregate those funds for items such as, sales tax reimbursement for 380 Agreements.

Mr. Tramm advised, on Page 10 of the Financial Report, under 14600 – Sales Tax, the City received an excessively high amount of money from sales tax to the point that we recognized it. Mr. Tramm said the City received approximately \$600,000 and had the sales tax consultant investigate the information and there was almost \$400,000 paid by a provider that does not have a location in the City. Mr. Tramm said they still can't get the State to say that it is not the City's money. Jon Bickford said two years later the State will come back and want the money. Mr. Tramm said that is why they are setting that money aside. Mr. Tramm said he wanted to advise City Council why they are moving the \$400,000 into TexPool. Jon Bickford asked about any interest accrued on those funds and whether the City would have to return the interest on those funds. Mr. Tramm said he was not entirely clear on that, but it was his understanding in the past it

has not been asked to return interest earned. Mr. Tramm said that by putting those sales tax funds in the separate TexPool account it is also segregating from the City's main accounts so nobody can accidentally spend the funds and then the State comes back looking for the funds. Mr. Tramm said even with two percent interest on \$400,000 will add up.

Mr. Tramm said on page 12 of the report he stated that was the money where they have written the checks for the Crane Cabin, part of the money has been paid for materials and the rest of the money is being held until the work is complete.

Mr. Tramm noted the Quarterly Investment Report has been presented at the end of the Financial Report.

Tom Cronin asked about Juan Suasso who was paid \$23,000 and \$375. Mr. Tramm said that it was related to the storage room in the Police Department. Tom Cronin asked what the threshold of the cap is when they must bid an item out because there were three expenditures to that vendor, and he was wondering if they can do that. Mr. Tramm advised the limit is \$50,000 for bids. Jon Bickford asked if that was part of the assessment of the evidence room. Chief Solomon said yes it was part of the audit assessment to expand the evidence room and storage.

Rebecca Huss moved to accept the Departmental Reports as presented. Tom Cronin seconded the motion, the motion carried unanimously. (5-0)

8. Consideration and possible action regarding adoption of the following Resolution:
RESOLUTION CASTING VOTE(S) FOR CANDIDATE(S) FOR THE ELECTION OF THE MONTGOMERY CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS.

Mr. Tramm presented the information to City Council advising the City gets up to four votes that they can either apply to solely one candidate or split them up. Mr. Tramm said only one of the candidates has experience with a City, so unless someone has a recommendation for someone else, he would recommend casting all the votes for Ron Raymaker, who is on the Shenandoah City Council.

Tom Cronin said he went through everything and he would recommend they go with Bonar Luzey, II, Bruce Tough, Barry Blanton and Guy Hancock. Tom Cronin said he liked Guy

Hancock because he was very involved with charitable things and that Board is made up of a bunch of people that have served a long time.

Rebecca Huss said she thought they should stick with their votes going to one person because otherwise it gets too scattered and they won't get anything of what we want. Rebecca Huss said she agreed that getting somebody with City experience with more of a City perspective, so she preferred going with Mr. Tramm's recommendation. Rebecca Huss said there are a lot of other entities that vote for this, so if they just have one vote for each person, then she did not feel their vote would matter, but four votes for one person would matter.

John Champagne asked Mr. Tramm if he was familiar with Ron Raymaker. Mr. Tramm said he was not familiar with any of them, but he spoke to the City Administrator with Shenandoah and he has been trying to get nominated for this position for several years, so it is not something that he is brand new to. John Champagne said his question would be why he wants to be on the Board. Mr. Tramm said he wants to be involved in the process and he feels that the City's perspective is not well represented on the Board. John Champagne asked what about the homeowner's perspective. Mr. Tramm said he did not disagree with that, but the homeowners do not get a vote. John Champagne said they represent the homeowners. Mr. Tramm said the reason he made the recommendation was solely because there is no one else there from a City perspective.

Rebecca Huss said she would be okay going with someone else, but she would like to place all the votes with one person. John Champagne said he could see that.

Jon Bickford said what Mr. Tramm brings up is interesting because there is a lot of experience, and the cities do need to be represented. Tom Cronin said he would recommend Guy Hancock because he is not really active and he has charities that he is involved with, he is in the HVAC business and he gives a lot of time and support to veteran organizations and he likes that perspective.

Mayor Countryman asked how much time a person would spend working on this Board. Mr. Foerster said he would assume they meet one time a month, and they might be involved with some of the appellate process in the summer. Mr. Foerster said Mr. Hancock also served as the President of the Fire District for many years.

After discussion, Tom Cronin moved to adopt the Resolution casting all four (4) votes for candidate Guy Hancock for the election of the Montgomery Central Appraisal District Board of Directors. John Champagne seconded the motion, the motion carried unanimously. (5-0)

9. Consideration and possible action to call a Public Hearing to be conducted by City Council, acting as the Zoning Board of Adjustment, regarding a side building line variance of nine (9) feet and a rear building line variance of four (4) feet for the property located at 607 Worsham Street, as submitted by owners Dan and Christine Walker.

Mr. Tramm advised this item was on the agenda because a couple of months ago City Council chose to take on the actions of the Board of Adjustment. Mr. Tramm said this item is regarding a temporary structure being put on the property and being placed over two of the building lines, in the rear and side of the property, which would require a variance. Mr. Tramm stated this was not looking for a decision tonight but need City Council to call the Public Hearing so they can notify the surrounding residents within the perimeter to the property.

Rebecca Huss asked if they need to appoint City Council as the Board of Adjustment and unappoint the current Board of Adjustment members. Mayor Countryman advised that had already been done.

John Champagne moved to call the Zoning Board of Adjustment Public Hearing to be held on December 10, 2019, at 6:00 p.m. at City Hall. Rebecca Huss seconded the motion, the motion carried unanimously. (5-0)

10. Consideration and possible action to call a Public Hearing regarding a Special Use Permit for a short-term cottage rental project located at 1062 Clepper Street as submitted by owners Larry and Beverley Jacobs.

Mr. Tramm advised on September 24, 2019, City Council conducted an informal process during the Council Meeting, when Mr. Jacobs was present to discuss the project. Mr. Tramm advised the information was referred to the Planning and Zoning Commission and is now prepared to come back to City Council. Mr. Tramm said they need City Council to call a Public

Hearing preferably on December 10, 2019, so they can hear the report from the Planning and Zoning Commission and City Council can move forward.

Jon Bickford moved to call the Public Hearing to be held on December 10, 2019, at 6:00 p.m. to be held at City Hall regarding a Special Use Permit for a short-term cottage rental project located at 1062 Clepper Street, as submitted by owners Larry and Beverley Jacobs. Tom Cronin seconded the motion, the motion carried unanimously. (5-0)

11. Consideration and possible action regarding acceptance of College Street Right-of-Way donation letter agreement as submitted by Troy K. and Lisa D. Walker.

Mr. Tramm said this is a portion of College Street that the City thought was a City street, but it was a portion of someone's private property. Mr. Tramm said the City was already prepared to maintain the property and the owner would like to get the property out of his name because the property is a street and donate the property to the City. Mr. Tramm said the owner does want to place a couple of conditions on the property, such as access to his fence from the right-of-way and the City would place culverts at entrances and will not require a permit, and all existing driveways and entrances be grandfathered and allowed to remain as they are. Mr. Tramm said he went to the location and said he did not see any reason why any of those would have to be adjusted in his opinion.

Jon Bickford moved to accept the College Street Right-of-Way Donation Letter Agreement as submitted by Troy K. and Lisa D. Walker, based on Mr. Tramm's information. Tom Cronin seconded the motion, the motion carried unanimously. (5-0)

12. Consideration and possible action regarding solicitation of bids for the City Mowing Contract.

Mr. Muckleroy advised it has been three years since they went out for bid on the Mowing Contract on December 1, 2019. Mr. Muckleroy said they have a couple of areas that have been added over the years including Lone Star Bend and the Hills of Town Creek area. Mr. Muckleroy said he would like to clean all the information up and get a new bid on everything, and he would also like to split the bids and separate out the amenities they call grounds maintenance items, such as the parks, City Hall and the Community Center. Mr. Muckleroy

said he wanted to separate those out and give a smaller company a chance to come in and bid and he felt they could get a little more attention to detail at the parks. Mr. Muckleroy said he felt that it was time they went out for bids to see what they can get.

John Champagne moved to authorize the solicitation of the Mowing Contract bids immediately. Rebecca Huss seconded the motion, the motion carried unanimously. (5-0)

Rebecca Huss asked Mr. Muckleroy if he was prepared to get the bids. Mr. Muckleroy said he was ready with the materials.

13. Consideration and possible action regarding renaming Wade Street.

Mr. Tramm advised this item dates back to 2016 when the City acquired the land under Wade Street. Mr. Tramm said he understood there was some discussion about the potential of the renaming of the street. Mr. Tramm said in reviewing the minutes from that time, City Council did not originally take action, which means he can't rename the streets on his own it requires City Council action.

Rebecca Huss said it was her understanding that was what the younger Mr. Washington asked for as part of the transaction and City Council was amenable to it during that time.

Rebecca Huss moved to rename Wade Street to L.A. Washington Street forthwith. Jon Bickford seconded the motion.

Discussion: Mr. Foerster said he had no objection to changing the street name but asked if there were any people on that street that would be affected by this name change. Rebecca Huss said the other Mr. Washington, through the City's dilly-dallying, we managed to wait until he passed away before we got around to renaming the street. Rebecca Huss said no, there is no one who lives on the street any longer. Mr. Foerster said that was his only question. Rebecca Huss said Mr. Washington would have been quite happy had the City named the street L.A. Washington Street earlier.

The motion carried unanimously. (5-0)

Mr. Tramm advised he would see that staff gets all the necessary work done regarding renaming the street.

14. Consideration and possible action to authorize City Administrator to issue Requests for Qualifications and/or solicit bids for the following:

- A. Bond Financial Advisor;
- B. Water and Wastewater Operations Company;
- C. City Attorney;
- D. Auditor;
- E. Master Drainage Study of Town Creek Watershed;
- F. IT Provider;
- G. Financial Consultant; and
- H. City Engineer

Mr. Tramm said the reason this is on the agenda is that he wanted to have a conversation with City Council regarding every consultant the City has. Mr. Tramm said he has been with the City four months and said he has learned a lot and is sure that he will continue to learn a lot for quite a while. Mr. Tramm said each of these consultants provides services to the City and said he wants to know how City Council feels with regards to each of these consultants. Mr. Tramm said it has been some time for all these consultants and said he wanted to make sure City Council was comfortable with them or do they feel we need to look at different options.

Mr. Tramm said during his career he came from the contracting side, he did not always from the government side, he provided the services. Mr. Tramm said it is a very important relationship to have, and said when you have a good relationship with consultants they are not just doing the job for you, they are anticipating your needs and they know how to expect how you will respond. Mr. Tramm said there is a lot of give and take in a relationship with a consultant. Mr. Tramm said where you have a good solid relationship with a consultant, he would congratulate you for having that because that is where you want to be, but not every consultant relationship is like that. Mr. Tramm said over time we know inflation tends to creep up and a contract has an automatic five percent raise every year, those costs creep up. Mr. Tramm said he felt it was healthy every couple of years to go back and look at the

consultants. Mr. Tramm said he was not saying throw all these consultants out, he is just coming to City Council to ask if there are any that they feel we need to look at and consider alternatives or you are unhappy with, or even if you are happy with them and we need to take a closer look at the services those are the things that in his position as advising City Council he feels they should be looking at more than just maintaining with anyone. Mr. Tramm said he was thinking it is part of a bigger process to be looking at all these consultants.

Mr. Tramm said he did have one exception, under IT Provider, they did receive a notice of cancellation of the contract with the current IT Provider. Mr. Tramm said he was not entirely clear why they chose to cancel the contract. Mr. Tramm said staff has already started the process of collecting contacts on that service.

John Champagne said, in his mind, this is why City Council hired Mr. Tramm to evaluate not only the vendors but the employees and the entire process of the City.

John Champagne moved to consider taking action to authorize the City Administrator to issue requests for qualifications or to solicit bids for the following:

- A. Bond Financial Advisor;
- B. Water and Wastewater Operations Company;
- C. City Attorney;
- D. Auditor;
- E. Master Drainage Study of Town Creek Watershed;
- F. IT Provider;
- G. Financial Consultant; and
- H. City Engineer

Tom Cronin seconded the motion.

Discussion: Jon Bickford said he thought they should look at this being an automatic process to be done every three years for all our consultants. John Champagne said he was amenable to that. Mr. Tramm said he would not have an objection to that. Mr. Tramm said he had a conversation with the City Attorney, and he advised that another District out there does this process every three years. Mr. Tramm said he felt that it was something they could bring up

every three years. Jon Bickford said some of the contracts might be one year and some might be three, but he felt they should have a policy. Mr. Tramm said they could come up with a policy and he felt it was part of government evaluating itself. John Champagne said City Council is evaluated every two years. Mr. Tramm said he is evaluated at least every year. Rebecca Huss said some of this needs to be prioritized a little bit more quickly than others. Mr. Tramm said he certainly could not bring it all to City Council at once, he would need to move methodically.

Rebecca Huss said the Master Drainage Study is now six weeks behind because they talked about it at the beginning of October and obviously the second week of October they got the lovely missive from Jones and Carter extorting the City for \$10,000 if we went with another engineering firm, which she thought was an interesting comment given the issue of looking at all of our services. Rebecca Huss said the engineering firm is the City Engineer and the professional and ethical obligations are to the City and its taxpayers, not to Jones and Carter. Rebecca Huss said when you are working per hour that is how long it takes to review something. Jon Bickford asked if this was part of the motion. Rebecca Huss said it is part of the discussion. Mr. Tramm said with regards to the Master Drainage Study, that is the one item that is being worked on because he anticipated it would be a likely one because of previous discussion and will be the very first RFQ. Rebecca Huss said to her the letter from Jones and Carter brings up an issue if they go forward with another engineer at what point are we going to look at that and who is looking at what and double-checking what. Rebecca Huss said obviously Jones and Carter is the Engineer of Record on the GLO Project for which the Drainage Study is being done, but she feels this letter is done to try and keep a stranglehold on the millions of dollars of projects that the City has, which is not the job of the City's Engineer. Rebecca Huss said a lot of this needs to happen very expeditiously. Rebecca Huss told Mr. Tramm to prioritize, but it all needs to be done posthaste.

John Champagne said he appreciates Rebecca Huss' opinion, but he was not sure her interpretation of the possible motivation of the City Engineer was correct. John Champagne said he just wanted to say that, stating he was not going to argue about it. Rebecca Huss said she hopes it is not, asking if John Champagne remembers how much it cost to do the other bid drainage study. John Champagne again said he just wanted to make his statement and he did not want to discuss it. Rebecca Huss said she hoped not, but it was a breach of trust.

The motion carried unanimously. (5-0)

EXECUTIVE SESSION:

The City Council reserves the right to discuss any of the items listed specifically under this heading or for any items listed above in executive closed session as permitted by law including if they meet the qualifications in Sections 551.071(consultation with attorney), 551.072 (deliberation regarding real property), 551.073 (deliberation regarding gifts), 551.074 (personnel matters), 551.076 (deliberation regarding security devices), and 551.087 (deliberation regarding economic development negotiations) of Chapter 551 of the Government Code of the State of Texas.

15. Adjourn into Closed Executive Session as authorized by the Texas Open Meetings Act, Chapter 551 of the Government Code, in accordance with the authority contained in the following:
 - a) Section 551.071 – Consultation with City Attorney, including pending claims and contracts; and
 - b) Section 551-074 – Personnel Matters – Police Lieutenant Leave Benefits

Mayor Countryman adjourned into Closed Executive Session at 7:27 p.m.

Tom Cronin left the meeting at 7:50 p.m.

16. Reconvene into Open Session.

Mayor Countryman reconvened the Regular Open Session at 8:00 p.m.

POSSIBLE ACTION FROM EXECUTIVE SESSION:

17. Consideration and possible action regarding item(s) listed under Executive Session.

Jon Bickford moved that after consultation with the City Attorney that City Council agree to move forward with the supplement to the lease agreement between the City of Montgomery, Texas and Tom Cronin.

John Champagne asked if Rebecca Huss would second the motion. Rebecca Huss stated she was against the action. John Champagne asked why. Rebecca Huss asked if he wanted her to say it out loud. John Champagne said Rebecca Huss just went in there and said that is what she wanted. Rebecca Huss said she stated this was the Supplemental Lease Agreement. Rebecca Huss said she thought it was improper for a sitting City Councilperson to get benefits from the City, but she still thinks it is better than a bad deal, which is what it was. John Champagne asked that they vote. Rebecca Huss said that is why they do not need her.

John Champagne seconded the motion, the motion carried with 3-Aye votes and 1-Nay vote by Rebecca Huss. (3-1)

Jon Bickford moved to extend the City benefits for 90-days for Lieutenant Belmares. Rebecca Huss seconded the motion, the motion carried unanimously. (4-0)

COUNCIL INQUIRY:

Pursuant to Texas Government Code Sect. 551.042 the Mayor and Council Members may inquire about a subject not specifically listed on this Agenda. Responses are limited to recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place on the agenda of a future meeting.

No comments were made.

ADJOURNMENT

John Champagne moved to adjourn the meeting at 8:02 p.m. Rebecca Huss seconded the motion, the motion carried unanimously. (4-0)

Submitted by:  Date Approved: _____
Susan Hensley, City Secretary

Mayor Sara Countryman

Montgomery City Council
AGENDA REPORT

| | | | |
|-----------------------|-------------------------------|-------------------------|--|
| Meeting Date: | December 10, 2019 | Budgeted Amount: | |
| Department: | Administration | | |
| Prepared By: | Susan Hensley, City Secretary | Exhibits: | TMLIEBP COBRA Administrative Services Contract |
| Date Prepared: | December 5, 2019 | | |

Subject

Annual Renewal of the TMLIEBP COBRA Administrative Services Contract



Recommendation

Renew Contract for TMLIEBP to provide COBRA Administrative Services.

Discussion

TMLIEBP provides the administrative services for Continuation of Coverage for medical benefits when an employee leaves the City. They administer all the duties related to COBRA. The City pays a one-time set-up fee of \$50.00 and a \$0.50 per participant per month that enrolls in COBRA Continuation of Coverage.

Approved By

| | | |
|---------------------------|--|------------------------|
| City Secretary | Susan Hensley, City Secretary & Director of Administrative Services  | Date: December 5, 2019 |
| City Administrator | Richard Tramm, City Administrator  | Date: December 5, 2019 |

TML Health Benefits Pool

COBRA Continuation of Coverage Administrative Agreement

City of Montgomery

WHEREAS, the undersigned Employer is an Employer Member of the TML MultiState Intergovernmental Employee Benefits Pool doing business as TML Health Benefits Pool (TML Health), hereinafter referred to as the “Pool”;

WHEREAS, the undersigned Employer sponsors an employee benefit plan;

WHEREAS, the undersigned Employer is responsible for the administration of its employee benefit plan as the Plan Administrator; and

WHEREAS, the undersigned Employer wants the Pool to assist the Employer in complying with the requirements of Continuation of Coverage as required by Federal law.

NOW THEREFORE, in consideration of the promises, mutual covenants and agreements contained herein, the undersigned Employer and the Pool agree as follows:

I. Effective Date

As of the first day of December, 2019, the Pool will commence COBRA Continuation of Coverage administration for the undersigned Employer for all qualifying events occurring thereafter and during the term of this agreement.

II. Employer Duties

1. The undersigned Employer will notify the Pool’s Billing/Eligibility Representative assigned to the Employer via Email, Fax, or Telephone (with a written follow up) within one (1) business day of a qualifying event, as defined by the COBRA Continuation of Coverage statute and its amendments, or a termination for gross misconduct of a Covered Employee for which the Employer has knowledge. Examples of qualifying events include termination; lump sum or severance settlement; resignation; death; retirement if the employee does not enroll for retiree coverage when offered under the Employer’s benefit plan; reduction in hours [including reduction to zero (0) hours], call to duty for military service and absence from work for an injury or illness after all earned sick leave, vacation leave and FMLA has been exhausted.
2. The undersigned Employer will distribute Attachment “A”, which advises each Covered Individual of their rights and responsibilities under COBRA Continuation of Coverage. The Employer will certify through a letter to the Pool that Attachment “A” was distributed to all Covered Individuals as of the date the Pool commenced COBRA Continuation of Coverage Administration.

3. The undersigned Employer will distribute Attachment "A" to all employees who become covered by the Employer's benefit plan after the date the Pool commenced COBRA Continuation of Coverage administration and include verification of the distribution with the enrollment card when it is submitted to the Pool.
4. The undersigned Employer will notify the Pool via Email, FAX or Telephone (with a written follow-up) within one (1) business day of gaining knowledge that a Covered Individual has legally separated, divorced or is no longer eligible for coverage, i.e., the Covered employee or dependent is involuntarily dropped from coverage.
5. The undersigned Employer will notify the Pool at least ten (10) business days prior to any open enrollment period. The notice to the Pool will include the dates of the open enrollment.
6. The undersigned Employer will immediately notify the Pool of any suspected claim, demand or suit arising from the administration of COBRA Continuation of Coverage.
7. To the extent allowed by law, the undersigned Employer will indemnify and hold harmless the Pool and its officers, agents, employees and representatives from all suits, actions, losses, damages (including punitive damages), claims or liability of any type, including without limiting the generality of the foregoing all expenses of litigation, court costs, and attorney's fees, resulting from the failure of the undersigned Employer to give any notice required by this Agreement. The foregoing reimbursement obligation shall specifically include any medical claim costs incurred by the Pool because of the failure of the Employer to give any notice of an employee termination or other qualifying event.
8. The undersigned Employer will fund this obligation out of current revenues in the year the obligation is incurred.
9. The Employer must make a determination of whether an Employee was terminated because of gross misconduct no later than (a) the forty-fifth (45th) day following the termination; or (b) the date a COBRA election notice is mailed to the Employee, whichever is earlier. Any determination of gross misconduct shall be based only on events prior to the termination of employment.

III. Pool Duties

1. The Pool will monitor changes in COBRA Continuation of Coverage requirements and court decisions interpreting COBRA Continuation of Coverage.
2. The Pool will provide coverage election notices within fourteen (14) days of the receipt of notices of qualifying events sent by the Employer.
3. The Pool will provide the appropriate notification letters to the employee or their dependent(s) as required by COBRA Continuation of Coverage statutes. These letters may include any or all of the following:
 - a. benefit availability - initial notice, enrollment card and cost;
 - b. confirmation of enrollment and payment coupons;
 - c. notice of termination letters:
 - i. Failure to reply
 - ii. Failure to make initial payment

- iii. Failure to make regular payment
 - iv. End of eligibility (no longer qualified)
 - v. End of eligibility period;
 - d. open enrollment;
 - e. contribution change and revised payment coupons;
 - f. conversion to an individual policy;
 - g. Medicare eligibility; or
 - h. verification of incapacitated child status;
4. The Pool will provide the COBRA Continuation of Coverage participants with ID cards, a benefit booklet, and other materials as the need may arise.
 5. The Pool will maintain records that all required notifications were sent and copies are available to the Employer upon request.
 6. The Pool will collect the required contributions at the maximum amount allowed by law.
 7. The Pool will send the COBRA Continuation of Coverage election notice(s) within fourteen (14) days of receipt of a notice of a qualifying event described above in section II.1. Once the election notice is mailed the qualifying beneficiary has sixty (60) days to elect COBRA Continuation of Coverage. If the qualified beneficiary elects COBRA Continuation of Coverage the qualified beneficiary has forty-five (45) days from election to make the first payment. If partial payments are made and the payment deficiency is insignificant, Pool contacts the qualified beneficiary for full payment. The qualified beneficiary has thirty (30) days from deficiency notification to make payment. A payment will be considered an insignificant deficiency only if it is the lesser of \$50 or 10% of amount due.
 8. The Pool will periodically provide the Employer, for their review, with the text of the letter and notices to be used in administering this Agreement. The Pool maintains final authority over the text of these letters and notices. The Pool reserves unto itself the right to modify the letters and notices as may be required pursuant to the COBRA Continuation of Coverage statute, any applicable case law and to promote the efficient administration of the Agreement.
 9. To the extent allowed by law, the Pool will indemnify, defend, reimburse, and hold harmless the Employer and its employees from any and all liabilities, claims, demands, or suits arising from or related to the provision of COBRA Continuation of Coverage administrative services unless those liabilities, claims, demands, or suits arise out of the Employer's failure to give any notice as required in II, 1, 2, 3, 4, 5 and 6 of this Agreement. This notice is required by the agreement or by law. The Pool, upon notice by the Employer will immediately investigate, handle, respond to and defend any such claims, demands or suits at the Employer's sole expense. If the liability, claim, demand or suit is based on negligence this contract of indemnity shall apply and the negligence of the Employer and the Pool will be on a percentage basis as in a pure comparative negligence situation under the law.
 10. The Pool's responsibilities under this contract are strictly limited to COBRA Continuation of Coverage that the Employer is required to provide under Federal law, and does not include any responsibility for other benefits such as group life insurance or disability.

IV. Notice

Any notice to be given under this Agreement, other than those in section II.1-5 of this Agreement, shall be deemed given and received on the first to occur of the following: (a) actual receipt by the party to be notified; or (b) five days after deposit of such notice in the US Mail system if sent by Certified Mail, Return Receipt Requested, postage prepaid, and addressed to the party to be notified at the address of such party set forth below or as designated from time to time in writing by giving not less than ten days in advance notice to the other party. The initial addresses for the Pool and Employer shall be as follows:

| <u>Address of Pool</u> | <u>Address of Employer</u> |
|---------------------------------|----------------------------|
| Executive Director | City of Montgomery |
| TML Health | Attn: City Secretary |
| Texas Municipal Center | P.O. Box 708 |
| 1821 Rutherford Lane, Suite 300 | Montgomery, Texas 77356 |
| Austin, Texas 78754-5151 | |

V. Compensation

1. The Employer will pay the Pool a one-time \$50.00 set up fee and a \$0.50 Per Participant Per Month fee for each participating participant per month that enrolls in COBRA Continuation of Coverage.
2. Other special services which may be requested by the Employer but are not contained in this Agreement will be billed at a mutually agreeable hourly rate.

VI. Miscellaneous Provisions

1. This Agreement represents the complete understanding of the parties and may not be modified or amended without the written agreement of both parties.
2. The parties agree that venue for any dispute arising under the terms and conditions of this Agreement shall be in Austin, Travis County, Texas.
3. In performing the administrative services under this Agreement, the Pool may rely without qualification on the information provided by the Employer.
4. The Pool agrees to take over the remaining COBRA Continuation of Coverage administration for any of the Employer's current COBRA Continuation of Coverage participants, without Employer compensation, so long as the Employer furnishes the information necessary to effectuate the transfer.
5. This Agreement is entire as to all of the performance to be rendered under it. If any term or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provision of this Agreement shall be void and of no force and effect.

6. It is understood by the Parties that the Pool will charge the COBRA Continuation of Coverage participant the administration fee allowed by the COBRA Continuation of Coverage statute.

VII. Duration of Agreement and Termination

1. Term of this initial Agreement shall be from its effective date through November 30, 2020, at 11:59pm. The Employer may annually renew the Agreement for the subsequent twelve (12) month period by executing and returning the Pool's rerate notice ("Notice of Renewal") and benefit selection for each year. The Additional Contract Documents referenced in Section VIII may be amended by Notice of Renewal for each renewal Plan Year or by Notice of Mid-Year Plan Amendments. In the event any such Additional Contract Document is amended, said amended document will be attached to this Agreement and incorporated by reference to said document.
2. Either party may terminate this Agreement at any time by giving the other party written notice at least thirty (30) days prior to the specified date.
3. This Agreement terminates, without further notice, on the date the undersigned Employer is no longer an Employer of the Pool.
4. All records pertaining to Employer's employees in possession of the Pool relating to COBRA Continuation of Coverage administration at termination of the Agreement will be transferred to the Employer within forty-five (45) business days.
5. Should this Agreement terminate for any reason it does not relieve either party of their duties nor obligations during the period when this Agreement was in full force and effect.

VIII. Additional Contract Documents

The following attachments are additional contract documents:

1. Attachment A – COBRA Continuation of Coverage Rights Notice
2. *[Add Attachment Documents for Optional Services Selected]*

[REMAINDER OF THIS PAGE INTENTIONAL LEFT BLANK]

This Agreement is entered into for the Employer under authorization of _____, at a duly called meeting held on _____ by:

| | |
|-----------------------------|-----------------------|
| _____ | City of Montgomery |
| (Signature) | (Employer/Group Name) |
| _____ | _____ |
| (Authorized Official Title) | (Date) |

This Agreement Entered Into and Accepted By:

TML HEALTH

BY: _____ at Austin, Texas _____
TITLE: Jennifer Hoff, Executive Director (Date)

APPROVED AS TO FORM:

BY: _____
Leah Simon, General Counsel

Attachment A

COBRA Continuation of Coverage (COC) Rights

Introduction

You're getting this notice because you have recently gained coverage under a group health plan (the Plan). This notice has important information about your right to COBRA Continuation of Coverage (COC), which is a temporary extension of coverage under the Plan. **This notice explains COBRA Continuation of Coverage, when it may become available to you and your family and what you need to do to protect the right to receive it.** When you become eligible for COBRA Continuation of Coverage, you may also become eligible for other coverage options that may cost less than COBRA Continuation of Coverage.

The right to COBRA Continuation of Coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA Continuation of Coverage can become available to you and other members of your family when your group health coverage would otherwise end. For more information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Description or contact the Plan Administrator, TML Health, 1821 Rutherford Lane, Suite 300, Austin, Texas 78754 or by telephone (800) 282-5385.

You may have other options available to you when you lose group health coverage

For example, you may be eligible to buy an individual plan through the Health Insurance Marketplace. By enrolling in coverage through the Marketplace, you may qualify for lower costs on your monthly premiums and lower out of pocket costs. Additionally, you may qualify for a 30-day special enrollment period for another group health plan for which you are eligible (such as a spouse's plan), even if that plan generally doesn't accept late enrollees.

What is COBRA Continuation of Coverage?

COBRA Continuation of Coverage is a continuation of Plan coverage when it would otherwise end because of a life event. This is also called a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA Continuation of Coverage must be offered to each person who is a "qualified beneficiary." You, your spouse and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA Continuation of Coverage may be required to pay for coverage depending on the policy of your Employer.

If you're an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of either one of the following qualifying events:

1. Your hours of employment are reduced; or
2. Your employment ends for any reason other than your gross misconduct.

If you're the spouse of the employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of any of the following qualifying events:

1. Your spouse dies;
2. Your spouse's hours of employment are reduced;

3. Your spouse's employment ends for any reason other than his or her gross misconduct;
4. Your spouse becomes entitled to Medicare benefits (under Part A, Part B and/or Part C); or
5. You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because of any of the following qualifying events:

1. The parent-employee dies;
2. The parent-employee's hours of employment are reduced;
3. The parent-employee's employment ends for any reason other than his or her gross misconduct;
4. The parent-employee becomes entitled to Medicare benefits (Part A, Part B and/or Part C);
5. The parents become divorced or legally separated; or
6. The child stops being eligible for coverage under the Plan as a "dependent child."

Sometimes, filing a proceeding in bankruptcy under Title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to your Employer, and that bankruptcy results in the loss of coverage for any retired employee covered under the Plan, the retired employee will become a qualified beneficiary. The retired employee's spouse, surviving spouse and dependent children will also become qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

When is COBRA Continuation of Coverage available?

The Plan will offer COBRA Continuation of Coverage to qualified beneficiaries only after the Plan Administrator, TML Health has been notified that a qualifying event has occurred. The Employer must notify TML Health of the following qualifying events:

1. The end of employment or reduction of hours of employment;
2. Death of the employee;
3. Commencement of a proceeding in bankruptcy with respect to the employer; or
4. The employee's becoming entitled to Medicare benefits (under Part A, Part B and/or Part C).

You must give notice of some Qualifying Events

For all other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator, TML Health within sixty (60) days after the qualifying event occurs. You must provide notice to: TML Health, 1821 Rutherford Lane, Suite 300, Austin, Texas 78754 or by telephone (800) 282-5385.

How is COBRA Continuation of Coverage provided?

Once TML Health receives notice that a qualifying event has occurred, COBRA Continuation of Coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA Continuation of Coverage. Covered employees may elect COBRA Continuation of Coverage on behalf of their spouses, and parents may elect COBRA Continuation of Coverage on behalf of their children.

COBRA Continuation of Coverage is a temporary continuation of coverage that generally lasts for 18 months due to employment termination or reduction in hours of work. Certain qualifying events, or a second qualifying event during the initial period of coverage, may permit a beneficiary to receive a maximum of 36 months of coverage. There are also ways in which this 18-month period of COBRA continuation coverage can be extended:

Disability extension of 18-month period of COBRA continuation coverage

If you or anyone in your family covered under the Plan is determined by Social Security to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to get up to an additional 11 months of COBRA continuation coverage, for a maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of COBRA continuation coverage.

Second qualifying event extension of 18-month period of continuation of coverage

If your family experiences another qualifying event during the 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage for a maximum of 36 months, if the Plan is properly notified about the second qualifying event. This extension may be available to the spouse and any dependent children getting COBRA continuation coverage if the employee or former employee dies; becomes entitled to Medicare benefits (under Part A, Part B, or both); gets divorced or legally separated; or if the dependent child stops being eligible under the Plan as a dependent child. This extension is only available if the second qualifying event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

Active Duty Reservists extension of COBRA Continuation of Coverage

If covered by the Plan as an employee at the time of call to active duty, active duty reservists or guard members and their covered dependents can maintain eligibility on the Plan for up to twenty-four (24) months as prescribed by and subject to the terms and conditions of the Uniformed Services Employment and Reemployment Rights Act (USERRA). The date on which the person's absence begins is the qualifying event for COBRA Continuation of Coverage (COC) to be offered to the reservist or guard member.

If a fire fighter or police officer is called to active duty for any period, the Employer must continue to maintain any health, dental, or life coverage received on the date the fire fighter or police officer was called to active military duty until the Employer receives written instructions from the fire fighter or police officer to change or discontinue the coverage. Such instruction shall be provided no later than sixty (60) days following the Qualifying Event.

If no such instruction is given, then coverage will terminate on the sixty-first (61st) day, which shall then become the Qualifying Event for COBRA Continuation of Coverage purposes. Eligibility will meet or exceed requirements of USERRA and/or regulatory compliance.

In administering this coverage, TML Health will follow the time guidelines of COBRA Continuation of Coverage under 42 U.S.C.A.300bb-1 *et seq.* To qualify for this coverage, the employee must give written notice to the Employer within sixty (60) days of the qualifying event. The Employer member must notify TML Health that an employee has been called to active duty and submit a copy of the Employer member's active reservist policy to TML Health.

Are there other coverage options besides COBRA Continuation of Coverage?

Yes. Instead of enrolling in COBRA Continuation of Coverage, there may be other coverage options for you and your family through the Health Insurance Marketplace, Medicaid or other group health plan coverage options (such as a spouse's plan) through what is called a "special enrollment period." Some of these options may cost less than COBRA Continuation of Coverage. You can learn more about many of these options at <http://www.healthcare.gov>.

If you have questions

Questions concerning your Plan or your COBRA Continuation of Coverage rights should be addressed to the contact or contacts identified below. State and local government employees seeking more information about their rights under COBRA Continuation of Coverage, the Patient Protection and Affordable Care Act, and other laws affecting group health plans, can contact the U.S. Department of Health and Human Services' Centers for Medicare and Medicaid Services at:

- https://www.cms.gov/CCIIO/Programs-and-Initiatives/Other-Insurance-Protections/cobra_fact_sheet.html; or
- <https://www.cms.gov/CCIIO/Resources/Forms-Reports-and-Other-Resources/index.html#COBRA>
- <http://www.healthcare.gov>

Keep Your Plan Informed of Address Changes

In order to protect your family's rights, you should keep TML Health informed of any changes in addresses of family members. You should also keep a copy, for your records, of any notices you send to your Employer and TML Health.

Plan contact Information

TML Health
Texas Municipal Center
1821 Rutherford Ln., Suite 300
Austin, Texas 78754

Montgomery City Council
AGENDA REPORT

| | |
|--|-----------------------------------|
| Meeting Date: December 10, 2019 | Budgeted Amount: N/A |
| Department: Administrative | |
| Prepared By: Dave McCorquodale | Exhibits: Escrow Agreement |
| Date Prepared: December 5, 2019 | |

Subject

Consideration and possible action regarding adoption of an Escrow Agreement by and between the City of Montgomery and Troy's Donuts.



Description

Attached is the Escrow Agreement for review. The developer has deposited the required funds with the City. The site is a parcel adjacent to the convenience store at the intersection of FM 1097 and Buffalo Springs Drive and part of the Waterstone on Lake Conroe Section 1 Subdivision. The escrow agreement will cover the cost of reviewing development plans for the parcel.

Recommendation

Adopt the Escrow Agreement as presented.

Approved By

| | | |
|----------------------|---|---------------|
| Asst. to City Admin. | Dave McCorquodale  | Date: 12/5/19 |
| City Administrator | Richard Tramm  | Date: 12/5/19 |

ESCROW AGREEMENT

BY AND BETWEEN

THE CITY OF MONTGOMERY, TEXAS,

AND

Troy Tep

Dev. No. 1906

THE STATE OF TEXAS ⤵

COUNTY OF MONTGOMERY ⤵

This Escrow Agreement, is made and entered into as of the 18th day November, 2019 by and between the CITY OF MONTGOMERY, TEXAS, a body politic, and a municipal corporation created and operating under the general laws of the State of Texas (hereinafter called the "City"), and Troy Tep, (hereinafter called the "Developer").

RECITALS

WHEREAS, the Developer desires to acquire and develop all or part of a 1.06-acre tract, being a portion of Reserve A3, Waterstone on Lake Conroe Sec. 1, sometimes referred to as the Troy's Donuts Tract, and being more particularly described in Exhibit "A" attached hereto and incorporated herein by reference for all purposes.

WHEREAS, the City policy requires the Developer to establish an Escrow Fund with the City to reimburse the City for engineering costs, legal fees, consulting fees and administrative expenses incurred for plan reviews, developer coordination, construction management, inspection services to be provided for during the construction phase, and one-year warranty services.

AGREEMENT

ARTICLE I

SERVICES REQUIRED

Section 1.01 The development of the Troy's Donuts Tract will require the City to utilize its own personnel, its professionals and consultants; and the Escrow Fund will be used to reimburse the City its costs associated with these services.

Section 1.02 In the event other contract services are required related to the development from third parties, payment for such services will be made by the City and reimbursed by the Developer or paid directly by the Developer as the parties may agree.

ARTICLE II

FINANCING AND SERVICES

Section 2.01 All estimated costs and professional fees needed by City shall be financed by Developer. Developer agrees to advance funds to City for the purpose of funding such costs as herein set out:

| | |
|----------------|---------|
| Administrative | \$1,000 |
| City Engineer | \$2,500 |
| Legal | \$1,000 |
| <hr/> | |
| TOTAL | \$4,500 |

Section 2.02 Developer agrees to submit payment of the Escrow Fund no later than ten (10) days after the execution of this Escrow Agreement. No work will begin by or on behalf of the City until funds have been received.

Section 2.03 The total amount shown above for the Escrow Fund is intended to be a "Not to Exceed" amount unless extenuating, unexpected fees are needed. Examples of extenuating

circumstances created by the developer that may cause additional fees include, but are not limited to, greater than three plan reviews or drainage analysis reviews; revisions to approved plans; extraordinary number of comments on plans; additional meetings at the request of the developer; variance requests; encroachment agreement requests; construction delays and/or issues; failure to coordinate construction with City; failed testing during construction; failing to address punch list items; and/or excessive warranty repair items. If extenuating circumstances arise, the Developer will be informed, in writing by the City, of the additional deposit amount and explanation of extenuating circumstance. The Developer agrees to tender additional sums within 10 days of receipt of request to cover such costs and expenses. If additional funds are not deposited within 10 days all work by or on behalf of the City will stop until funds are deposited. Any funds which may remain after the completion of the development described in this Escrow Agreement will be refunded to Developer.

ARTICLE III,

MISCELLANEOUS

Section 3.01 City reserves the right to enter into additional contracts with other persons, corporations, or political subdivisions of the State of Texas; provided, however, that City covenants and agrees that it will not so contract with others to an extent as to impair City's ability to perform fully and punctually its obligations under this Escrow Agreement.

Section 3.02 If either party is rendered unable, wholly or in part, by *force majeure* to carry out any of its obligations under this Escrow Agreement, then the obligations of such party, to the extent affected by such *force majeure* and to the extent that due diligence is being used to resume performance at the earliest practicable time, shall be suspended during the continuance of

any inability so caused to the extent provided but for no longer period. As soon as reasonably possible after the occurrence of the *force majeure* relied upon, the party whose contractual obligations are affected thereby shall give notice and full particulars of such *force majeure* relied upon to the other party. Such cause, as far as possible, shall be remedied with all reasonable diligence. The term "*force majeure*," as used herein, shall include without limitation of the generality thereof, acts of God, strikes, lockouts, or other industrial disturbances, acts of the public enemy, orders of any kind of the government of the United States or the State of Texas or any civil or military authority, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, hurricanes, storms, floods, washouts, droughts, arrests, restraint of government and people, civil disturbances, explosions, breakage, or accidents to machinery, which are not within the control of the party claiming such inability, which such party could not have avoided by the exercise of due diligence and care.

Section 3.03 This Escrow Agreement is subject to all rules, regulations and laws which may be applicable by the United States, the State of Texas or any regulatory agency having jurisdiction.

Section 3.04 No waiver or waivers of any breach or default (or any breaches or defaults) by either party hereto of any term, covenant, condition, or liability hereunder, or of performance by the other party of any duty or obligation hereunder, shall be deemed or construed to be a waiver of subsequent breaches or defaults of any kind, under any circumstance.

Section 3.05 Any notice, communication, request, reply or advice (hereafter referred to as "notice") herein provided or permitted to be given, made, or accepted by either party to the other (except bills) must be in writing and may be given or be served by depositing the same in the

United States mail postpaid and registered or certified and addressed to the party to be notified, with return receipt requested, or by delivering the same to an officer of such party. Notice deposited in the mail in the manner herein above described shall be conclusively deemed to be effective, unless otherwise stated in this Escrow Agreement, from and after the expiration of seven (7) days after it is so deposited. Notice given in any other manner shall be effective only when received by the party to be notified. For the purpose of notice, the addresses of the parties shall, until changed as hereinafter provided, be as follows:

| | |
|-----------------|--|
| If to City, to: | City Administrator City of Montgomery 101 Old Plantersville Rd. Montgomery, Texas 77356 |
|-----------------|--|

| | |
|----------------------|--|
| If to Developer, to: | Troy Tep 111 Anna Springs Lane Montgomery, Texas 77356 |
|----------------------|--|

The parties shall have the right from time to time and at any time to change their respective addresses, and each shall have the right to specify as its address any other address by at least fifteen (15) days written notice to the other party.

Section 3.06 This Escrow Agreement shall be subject to change or modification only in writing and with the mutual consent of the governing body of City and the management of Developer.

Section 3.07 This Escrow Agreement shall bind and benefit City and its legal successors and Developer and its legal successors but shall not otherwise be assignable, in whole or in part, by either party except as specifically provided herein between the parties or by supplemental agreement.

Section 3.08 This Escrow Agreement shall be for the sole and exclusive benefit of City and Developer and is not for the benefit of any third party. Nothing herein shall be construed to confer standing to sue upon any party who did not otherwise have such standing.

Section 3.09 The provisions of this Escrow Agreement are severable, and if any provision or part of this Escrow Agreement or the application thereof to any person or circumstances shall ever be held by any court of competent jurisdiction to be invalid or unconstitutional for any reason, the remainder of this Escrow Agreement and the application of such provision or part of this Escrow Agreement to other person circumstances shall not be affected thereby.

Section 3.10 This Escrow Agreement and any amendments thereto, constitute all the agreements between the parties relative to the subject matter thereof, and may be executed in multiple counterparts, each of which when so executed shall be deemed to be an original.

Section 3.11 This Agreement shall be governed by, construed and enforced in accordance with, and subject to, the laws of the State of Texas without regard to the principles of conflict of laws. This Agreement is performable in Montgomery County, Texas.

IN WITNESS WHEREOF, the parties hereto have executed this Escrow Agreement in three (3) copies, each of which shall be deemed to be an original, as of the date and year first written in this Escrow Agreement.

CITY OF MONTGOMERY, TEXAS

By: _____
Sara Countryman, Mayor

ATTEST:

By: _____
Susan Hensley, City Secretary

Troy Tep
Developer

By:  _____
Signature

Title: Developer/owner

STATE OF TEXAS {

COUNTY OF MONTGOMERY {

BEFORE ME, the undersigned authority, on this day personally appeared Sara Countryman, Mayor of the City of Montgomery, Texas, a corporation, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, in the capacity therein stated and as the act and deed of said corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the _____ day of _____, 2019.

Notary Public, State of Texas

THE STATE OF TEXAS {

COUNTY OF Montgomery {

BEFORE ME, the undersigned, a Notary Public in and for the State of Texas, on this day personally appeared Troy Tep, Developer/owner of Troy's Donuts, a Limited Liability Company, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed and in the capacity therein stated and as the act and deed of said organization.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the 18 day of November, 2019.

Michele Hassell
Notary Public, State of Texas



Prohibition on Boycotting Israel Verification

This Verification is hereby incorporated into the terms of the contract by and between
 [Owner] and [Contractor] entered into this the _____ day of _____,
_____.

1. [Contractor] , in conjunction with the execution of the above referenced contract and in accordance with Chapter 2270 of the Texas Government Code, effective September 1, 2017, does hereby agree, confirm, and verify that it:
 - A. Does not Boycott Israel; and
 - B. Will not Boycott Israel during the term of the contract.

"Boycott Israel" has the meaning given to it in Chapter 808 of Subtitle A, Title 8 of the Texas Government Code. As of the effective date of the statute, the term means "refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes."

2. Contractor hereby acknowledges and agrees that this verification is a material term of the contract and Owner is expressly relying on this verification in agreeing to enter into the contract with Contractor.
3. **TO THE MAXIMUM EXTENT PERMITTED BY LAW, CONTRACTOR AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS OWNER FROM ALL CLAIMS, CAUSES OF ACTION, LEGAL PROCEEDINGS, DAMAGES, COSTS, FEES AND EXPENSES ARISING OUT OF OR RELATED TO AN ACTUAL OR ALLEGED MISREPRESENTATION BY CONTRACTOR PROVIDED HEREUNDER.**

[Signatures on Following Page]

Prohibition on Boycotting Israel Verification[Continued]

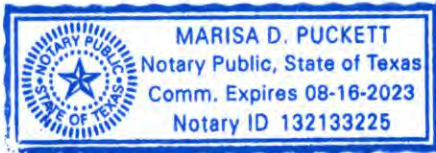
Bart Huffer
Contractor

State of Texas
County of Montgomery

Before me, a notary public, on this day personally appeared Bart Huffer, known to me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that the statements therein contained in Paragraph 1A and B are true and correct.

(Personalized Seal)

Marisa D. Puckett
Notary Public's Signature



Receipt and incorporation into the above referenced contract hereby agreed to and acknowledged by:

Owner

**VENDOR CONTRACTS APPROVED BY CITY COUNCIL
AND/OR IN EXCESS OF ONE MILLION DOLLARS**

Effective January 1, 2016 there is now a requirement for *Certificates of Interested Persons* (Form 1295) to be filed with the city secretaries and they in turn electronically file notice with the Texas Ethics Commission (TEC).

The TEC website is <https://www.ethics.state.tx.us/tec/1295-Info.htm>

Summary of new law:

1. All contracts that must be approved by the city council must be given a contract tracking number.
2. Vendors or business entities (but not other governmental entities) must be given the Form 1295 and directed to fill it out.
3. The Form 1295 must be signed by an authorized person from the business entity.
4. The Form 1295 must be submitted to the city secretary.
5. The city secretary must in turn electronically file the notice of the Form 1295 to the Texas Ethics Commission at its website:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

6. The city secretary must electronically file all such forms within 30 days of the contract approval.
7. Form 1295 will be executed by the Vendor and filed with the City Secretary prior to the Contract being executed.

Vendor Training and Registration

Form 1295:

Step One - Set up Account

For a video detailing how you register your company for the first time with the Texas Ethics Commission go to:

<https://www.ethics.state.tx.us/filinginfo/videos/Form1295/FirstLogin-Business/Form1295Login-Business.html>

Step Two - Create Certificate Form 1295

For a video detailing how to create a Form 1295, following registration go to:

<https://www.ethics.state.tx.us/filinginfo/videos/Form1295/CreateCertificate/CreateCertificate.html>

To complete your Form 1295 you will need to obtain a Contract Tracking Number from the City of Montgomery City Secretary at (936) 597-3288 or via email at shensley@ci.montgomery.tx.us.

You will print out your completed Certificate – Form 1295 and have it signed. The Form 1295 will then be submitted to the City of Montgomery City Secretary for acknowledgment of the Certificate.

Exhibit "A" Attachment

Being 1.060 acres (46,182 square feet) of land out of Restricted Reserve "A", Amending Plat of Waterstone On Lake Conroe, a subdivision of 49,2085 acres, situated in the John Corner Survey, Abstract Number 8 and the Owen Shannon Survey, Abstract Number 36, in Montgomery County, Texas with the plat thereof recorded in Cabinet Z, Sheet 1356 of the Map Records of Montgomery County, Texas; said 1.060 acres being more particularly described by metes and bounds as follows with all bearings referenced to the Southeast line of Reserve "A" as found monumented on the ground:

BEGINNING at a 5/8 Inch Iron rod, found for the Southeasterly corner of the herein described tract, at the Northeasterly corner of the Winjeet Development, Inc., 1.15 acres recorded under Clerk's File Number 2009-082477 of the Real Property Records of Montgomery County, Texas, being in the Southeasterly line of Restricted Reserve "A" and Northwesterly line of Restricted Reserve "B";

THENCE North 53°51'57" West, a distance of 288.12 feet severing Reserve "A" along the Northeasterly line of the Winjeet Development, Inc. tract, to a 5/8 Inch iron rod, found for the Southwesterly corner of the herein described tract in the Southeasterly line of State F. M. Highway 1097, an 80 foot wide right-of-way;

THENCE North 34°19'56" East, a distance of 160.08 feet along State F. M. Highway 1097 and the Northwesterly line of Reserve "A", to a 5/8 Inch iron rod with a survey cap marked "Glezman, RPLS 4627", set for the Northwesterly corner of the herein described tract;

THENCE South 53°51'57" East, a distance of 291.15 feet, severing Reserve "A" to a 5/8 Inch Iron rod with survey cap, set for the Northeasterly corner of the herein described tract, in the common line of Reserve "A" and Reserve "B";

THENCE South 36°08'03" West, a distance of 160.00 feet along the common line of Reserve "A" and Reserve "B", back to the Point of Beginning and containing 1.060 acres of land.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Huffco Services, Inc.
 Conroe, TX United States

Certificate Number:
 2019-563782

Date Filed:
 11/20/2019

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

City of Montgomery

Date Acknowledged:

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

1906
 Troy's Donuts

| 4 | Name of Interested Party | City, State, Country (place of business) | Nature of interest (check applicable) | |
|---|--------------------------|--|---------------------------------------|--------------|
| | | | Controlling | Intermediary |
| | Huffaker, Bart | Conroe, TX United States | X | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is Bart Huffaker, and my date of birth is 12-14-1960.

My address is 10647 KALEO WAY, conroe, TX, 77304, USA.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in montgomery County, State of Texas, on the 20 day of NOV, 20 19.
(month) (year)


 Signature of authorized agent of contracting business entity
(Declarant)

Montgomery City Council
AGENDA REPORT

| | |
|--|-----------------------------------|
| Meeting Date: December 10, 2019 | Budgeted Amount: N/A |
| Department: Administrative | |
| Prepared By: Dave McCorquodale | Exhibits: Escrow Agreement |
| Date Prepared: December 5, 2019 | |

Subject

Consideration and possible action regarding adoption of an Escrow Agreement by and between the City of Montgomery and Larry and Beverley Jacobs for Moon Over Montgomery.

Description

Attached is the Escrow Agreement for review. Staff will secure signatures and the escrow deposit before authorizing any work to be done on the project.

Recommendation

Adopt the Escrow Agreement conditional on the owner signing the agreement and funding the escrow account.

Approved By

| | | |
|----------------------|-----------------------------|---------------|
| Asst. to City Admin. | Dave McCorquodale <i>DM</i> | Date: 12/5/19 |
| City Administrator | Richard Tramm <i>RT</i> | Date: 12/5/19 |

ESCROW AGREEMENT
BY AND BETWEEN
THE CITY OF MONTGOMERY, TEXAS,
AND

Larry D. Jacobs & Beverly S. Jacobs

Dev. No. 1907

THE STATE OF TEXAS ⊃

COUNTY OF MONTGOMERY ⊃

This Escrow Agreement, is made and entered into as of the _____ day _____, 20__ by and between the CITY OF MONTGOMERY, TEXAS, a body politic, and a municipal corporation created and operating under the general laws of the State of Texas (hereinafter called the "City"), and Larry D. Jacobs & Beverly S. Jacobs, (hereinafter called the "Developer").

RECITALS

WHEREAS, the Developer desires to acquire and develop all or part of a 2.2-acre tract of land out of the John Corner Survey, Abstract 8, Montgomery County, Texas, sometimes referred to as the Moon Over Montgomery Tract, and being more particularly described in Exhibit "A" attached hereto and incorporated herein by reference for all purposes.

WHEREAS, the City policy requires the Developer to establish an Escrow Fund with the City to reimburse the City for engineering costs, legal fees, consulting fees and administrative expenses incurred for feasibility study, plan reviews, developer coordination, construction management, inspection services to be provided for during the construction phase, and one-year

warranty services.

AGREEMENT

ARTICLE I

SERVICES REQUIRED

Section 1.01 The development of the Moon Over Montgomery Tract will require the City to utilize its own personnel, its professionals and consultants; and the Escrow Fund will be used to reimburse the City its costs associated with these services.

Section 1.02 In the event other contract services are required related to the development from third parties, payment for such services will be made by the City and reimbursed by the Developer or paid directly by the Developer as the parties may agree.

ARTICLE II

FINANCING AND SERVICES

Section 2.01 All estimated costs and professional fees needed by City shall be financed by Developer. Developer agrees to advance funds to City for the purpose of funding the required Utility and Economic Feasibility Study (“Study”) in the amount of \$5,000.

Section 2.02 Developer agrees to submit payment of the funds for the Utility and Economic Feasibility Study to City no later than ten (10) days after the execution of this Escrow Agreement. No work will begin on the Study until funds have been received and the Study has been authorized by City Council.

Section 2.03 As part of the Study, the estimated additional Escrow Amount will be determined for plan reviews, developer coordination, construction coordination, construction

inspection, warranty services, legal expenses, and administrative costs. Developer agrees to submit payment of the Escrow Amount to City no later than thirty (30) days after the acceptance of the Study by City Council. No work outside of the Study will be performed by or on behalf of the City until the Escrow Amount has been deposited.

Section 2.04 The total amount shown above for the Utility and Economic Feasibility Study and the Escrow Amount determined in the Study is intended to be a "Not to Exceed" amount unless extenuating, unexpected fees are needed. Examples of extenuating circumstances created by the developer that may cause additional fees include, but are not limited to, greater than three plan reviews or drainage analysis reviews; revisions to approved plans; extraordinary number of comments on plans; additional meetings at the request of the developer; variance requests; encroachment agreement requests; construction delays and/or issues; failure to coordinate construction with City; failed testing during construction; failing to address punch list items; and/or excessive warranty repair items. If extenuating circumstances arise, the Developer will be informed, in writing by the City, of the additional deposit amount and explanation of extenuating circumstance. The Developer agrees to tender additional sums within 10 days of receipt of request to cover such costs and expenses. If additional funds are not deposited within 10 days all work by or on behalf of the City will stop until funds are deposited. Any funds which may remain after the completion of the development described in this Escrow Agreement will be refunded to Developer.

ARTICLE III,
MISCELLANEOUS

Section 3.01 City reserves the right to enter into additional contracts with other persons, corporations, or political subdivisions of the State of Texas; provided, however, that City covenants and agrees that it will not so contract with others to an extent as to impair City's ability to perform fully and punctually its obligations under this Escrow Agreement.

Section 3.02 If either party is rendered unable, wholly or in part, by *force majeure* to carry out any of its obligations under this Escrow Agreement, then the obligations of such party, to the extent affected by such *force majeure* and to the extent that due diligence is being used to resume performance at the earliest practicable time, shall be suspended during the continuance of any inability so caused to the extent provided but for no longer period. As soon as reasonably possible after the occurrence of the *force majeure* relied upon, the party whose contractual obligations are affected thereby shall give notice and full particulars of such *force majeure* relied upon to the other party. Such cause, as far as possible, shall be remedied with all reasonable diligence. The term "*force majeure*," as used herein, shall include without limitation of the generality thereof, acts of God, strikes, lockouts, or other industrial disturbances, acts of the public enemy, orders of any kind of the government of the United States or the State of Texas or any civil or military authority, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, hurricanes, storms, floods, washouts, droughts, arrests, restraint of government and people, civil disturbances, explosions, breakage, or accidents to machinery, which are not within the control of the party claiming such inability, which such party could not have avoided by the exercise of due

diligence and care.

Section 3.03 This Escrow Agreement is subject to all rules, regulations and laws which may be applicable by the United States, the State of Texas or any regulatory agency having jurisdiction.

Section 3.04 No waiver or waivers of any breach or default (or any breaches or defaults) by either party hereto of any term, covenant, condition, or liability hereunder, or of performance by the other party of any duty or obligation hereunder, shall be deemed or construed to be a waiver of subsequent breaches or defaults of any kind, under any circumstance.

Section 3.05 Any notice, communication, request, reply or advice (hereafter referred to as "notice") herein provided or permitted to be given, made, or accepted by either party to the other (except bills) must be in writing and may be given or be served by depositing the same in the United States mail postpaid and registered or certified and addressed to the party to be notified, with return receipt requested, or by delivering the same to an officer of such party. Notice deposited in the mail in the manner herein above described shall be conclusively deemed to be effective, unless otherwise stated in this Escrow Agreement, from and after the expiration of seven (7) days after it is so deposited. Notice given in any other manner shall be effective only when received by the party to be notified. For the purpose of notice, the addresses of the parties shall, until changed as hereinafter provided, be as follows:

| | |
|----------------------|--|
| If to City, to: | City Administrator City of Montgomery 101 Old Plantersville Rd. Montgomery, Texas 77356 |
| If to Developer, to: | Larry D. & Beverly S. Jacobs 14372 Liberty St. Montgomery, Texas 77356 |

The parties shall have the right from time to time and at any time to change their respective addresses, and each shall have the right to specify as its address any other address by at least fifteen (15) days written notice to the other party.

Section 3.06 This Escrow Agreement shall be subject to change or modification only in writing and with the mutual consent of the governing body of City and the management of Developer.

Section 3.07 This Escrow Agreement shall bind and benefit City and its legal successors and Developer and its legal successors but shall not otherwise be assignable, in whole or in part, by either party except as specifically provided herein between the parties or by supplemental agreement.

Section 3.08 This Escrow Agreement shall be for the sole and exclusive benefit of City and Developer and is not for the benefit of any third party. Nothing herein shall be construed to confer standing to sue upon any party who did not otherwise have such standing.

Section 3.09 The provisions of this Escrow Agreement are severable, and if any provision or part of this Escrow Agreement or the application thereof to any person or circumstances shall ever be held by any court of competent jurisdiction to be invalid or unconstitutional for any reason, the remainder of this Escrow Agreement and the application of such provision or part of this Escrow Agreement to other person circumstances shall not be affected thereby.

Section 3.10 This Escrow Agreement and any amendments thereto, constitute all the agreements between the parties relative to the subject matter thereof, and may be executed in multiple counterparts, each of which when so executed shall be deemed to be an original.

Section 3.11 This Agreement shall be governed by, construed and enforced in accordance with, and subject to, the laws of the State of Texas without regard to the principles of conflict of laws. This Agreement is performable in Montgomery County, Texas.

IN WITNESS WHEREOF, the parties hereto have executed this Escrow Agreement in three (3) copies, each of which shall be deemed to be an original, as of the date and year first written in this Escrow Agreement.

CITY OF MONTGOMERY, TEXAS

By: _____
Sara Countryman, Mayor

ATTEST:

By: _____
Susan Hensley, City Secretary

Developer

By: _____
Signature

Title: _____

STATE OF TEXAS {

COUNTY OF MONTGOMERY {

BEFORE ME, the undersigned authority, on this day personally appeared Sara Countryman, Mayor of the City of Montgomery, Texas, a corporation, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, in the capacity therein stated and as the act and deed of said corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the ____ day of _____, 20__.

Notary Public, State of Texas

THE STATE OF TEXAS {

COUNTY OF _____ {

BEFORE ME, the undersigned, a Notary Public in and for the State of Texas, on this day personally appeared _____, _____ of _____, a _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed and in the capacity therein stated and as the act and deed of said organization.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the ____ day of _____, 20__.

Notary Public, State of Texas

Prohibition on Boycotting Israel Verification

This Verification is hereby incorporated into the terms of the contract by and between _____ **[Owner]** and _____ **[Contractor]** entered into this the _____ day of _____, _____.

1. _____ **[Contractor]**, in conjunction with the execution of the above referenced contract and in accordance with Chapter 2270 of the Texas Government Code, effective September 1, 2017, does hereby agree, confirm, and verify that it:
 - A. Does not Boycott Israel; and
 - B. Will not Boycott Israel during the term of the contract.

"Boycott Israel" has the meaning given to it in Chapter 808 of Subtitle A, Title 8 of the Texas Government Code. As of the effective date of the statute, the term means "refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes."

2. Contractor hereby acknowledges and agrees that this verification is a material term of the contract and Owner is expressly relying on this verification in agreeing to enter into the contract with Contractor.
3. **TO THE MAXIMUM EXTENT PERMITTED BY LAW, CONTRACTOR AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS OWNER FROM ALL CLAIMS, CAUSES OF ACTION, LEGAL PROCEEDINGS, DAMAGES, COSTS, FEES AND EXPENSES ARISING OUT OF OR RELATED TO AN ACTUAL OR ALLEGED MISREPRESENTATION BY CONTRACTOR PROVIDED HEREUNDER.**

[Signatures on Following Page]

Prohibition on Boycotting Israel Verification[Continued]

Contractor

State of Texas
County of _____

Before me, a notary public, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that the statements therein contained in Paragraph 1A and B are true and correct.

(Personalized Seal)

Notary Public's Signature

Receipt and incorporation into the above referenced contract hereby agreed to and acknowledged by:

Owner

**VENDOR CONTRACTS APPROVED BY CITY COUNCIL
AND/OR IN EXCESS OF ONE MILLION DOLLARS**

Effective January 1, 2016 there is now a requirement for Certificates of Interested Persons (Form 1295) to be filed with the city secretaries and they in turn electronically file notice with the Texas Ethics Commission (TEC).

The TEC website is <https://www.ethics.state.tx.us/tec/1295-Info.htm>

Summary of new law:

1. All contracts that must be approved by the city council must be given a contract tracking number.
2. Vendors or business entities (but not other governmental entities) must be given the Form 1295 and directed to fill it out.
3. The Form 1295 must be signed by an authorized person from the business entity.
4. The Form 1295 must be submitted to the city secretary.
5. The city secretary must in turn electronically file the notice of the Form 1295 to the Texas Ethics Commission at its website:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm
6. The city secretary must electronically file all such forms within 30 days of the contract approval.
7. Form 1295 will be executed by the Vendor and filed with the City Secretary prior to the Contract being executed.

Vendor Training and Registration

Form 1295:

Step One - Set up Account

For a video detailing how you register your company for the first time with the Texas Ethics Commission go to:

<https://www.ethics.state.tx.us/filinginfo/videos/Form1295/FirstLogin-Business/Form1295Login-Business.html>

Step Two - Create Certificate Form 1295

For a video detailing how to create a Form 1295, following registration go to:

<https://www.ethics.state.tx.us/filinginfo/videos/Form1295/CreateCertificate/CreateCertificate.html>

To complete your Form 1295 you will need to obtain a Contract Tracking Number from the City of Montgomery City Secretary at (936) 597-3288 or via email at shensley@ci.montgomery.tx.us.

You will print out your completed Certificate – Form 1295 and have it signed. The Form 1295 will then be submitted to the City of Montgomery City Secretary for acknowledgment of the Certificate.

Montgomery City Council
AGENDA REPORT

| | |
|--|-----------------------------|
| Meeting Date: December 10, 2019 | Budgeted Amount: N/A |
| Department: Administrative | |
| Prepared By: Dave McCorquodale | Exhibits: N/A |
| Date Prepared: December 5, 2019 | |

Subject

Consideration and possible action regarding authorizing Jones and Carter to prepare a Utility and Economic Feasibility Study for Larry and Beverley Jacobs for Moon Over Montgomery.

Description

The Utility and Economic Feasibility Study will determine the utility demand and economic impact of the proposed development.

Recommendation

Authorize Jones and Carter to prepare a Utility and Economic Feasibility Study for Moon Over Montgomery conditional on the Escrow Agreement being signed and the Escrow Account being funded.

Approved By

| | | |
|----------------------|-----------------------------|---------------|
| Asst. to City Admin. | Dave McCorquodale <i>DM</i> | Date: 12/5/19 |
| City Administrator | Richard Tramm <i>RT</i> | Date: 12/5/19 |

Montgomery City Council
AGENDA REPORT

| | |
|--|--|
| Meeting Date: December 10, 2019 | Budgeted Amount: N/A |
| Department: Administrative | |
| Prepared By: Dave McCorquodale | Exhibits: Engineer's Memo and Inspection Punch List |
| Date Prepared: December 5, 2019 | |

Subject

Consideration and possible action regarding completion of a one-year warranty period and release of Maintenance Bond for the Montgomery First Phase II and III Public Infrastructure.

Description

Attached is the memo and inspection for review. As you will notice in the inspection report, one minor item was noted in the punch list and corrected on site by the contractor during the inspection.

Recommendation

Move to end the one-year warranty period and release the Maintenance Bond for the Montgomery First Phase II and III Public Infrastructure.

Approved By

| | | |
|----------------------|-----------------------------|---------------|
| Asst. to City Admin. | Dave McCorquodale <i>DM</i> | Date: 12/5/19 |
| City Administrator | Richard Tramm <i>RT</i> | Date: 12/5/19 |



1575 Sawdust Road, Suite 400
The Woodlands, Texas 77380
Tel: 281.363.4039
Fax: 281.363.3459
www.jonescarter.com

December 4, 2019

The Honorable Mayor and City Council
City of Montgomery
101 Old Plantersville Road
Montgomery, Texas 77316

Re: One Year Warranty Completion
Construction of Montgomery First Phase II and III Public Infrastructure
City of Montgomery

Dear Mayor and Council:

We completed the one-year warranty inspection of the work completed for Construction of Montgomery First Phase II and III Public Infrastructure on September 27, 2019 in the presence of Mr. Michael Carpenter – Jones|Carter, Mr. Jim Gregg – Jones|Carter, and Mr. Eric Standifer – City of Montgomery, Mr. Matt Marcus – Symmetry Development, and Mr. Beau Roan – Randy Roan Construction. All punch list items identified at the inspection were sufficiently addressed onsite on September 27, 2019, and the work completed is in compliance with all City ordinances and standards, unless previously authorized by variance.

Based on the completion of all punch list items identified at the one-year warranty inspection and payment in full of all escrow expenses, we recommend the release of all warranty and maintenance bonds issued for the project.

Should you have any questions or need any additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads 'Chris Roznovsky'.

Chris Roznovsky, PE
Engineer for the City

CVR/kmv

K:\W5841\W5841-1017-00 KenRoc Development\3 Construction Phase\One Year Warranty\One Year Warranty Letter.docx

Enclosure: Montgomery First Phase II and III Public Infrastructure – Inspection Punch List
cc (via email): Mr. Richard Tramm – City of Montgomery, City Administrator
Ms. Susan Hensley – City of Montgomery, City Secretary
Mr. Larry Foerster – Darden, Fowler & Creighton, LLP, City Attorney
Mr. Russell Roan – Randy Roan Construction
Mr. Matt Marcus – Symmetry Development



City Administrator's Report – October/November 2019

In following up on the Crane Cabin repair at Fernland, there was a delay in completing the work due to a mismatch of the logs that were delivered to the project site. New logs are being secured and expected to arrive December 9 or 10. We are still well ahead on the original completion timetable that would have been in place with the original contractor that was considered.

The City meetings that I have attended over the last month included the November 12th City Council Meeting, the November 18th MEDC Meeting and the Downtown development Presentation on December 4th. The regularly scheduled Planning and Zoning Commission for November 25th was rescheduled for December 2nd. Other meetings I've attended included a variety of meetings with local residents, business owners/operators, developers, consultants and staff.

This month's business includes rental rates of the Community Building downtown and reservations of the city parks, which has been previously mentioned. We are continuing to make slow, but steady, progress to move forward with work in the Home Grant program. We expect to be able to complete the file of an additional resident by the end of the month.

MMG, the contractor working to complete the Community Development Block Grant project for Baja and MLK is nearing completion for Phase II of the project work. The RFQ for the GLO Grant Project should be ready to send out shortly. I have been contacted by several engineering firms that are looking forward to the opportunity to submit project qualifications to the City.

Staff from Public Works, Police Department and Administration have been involved in coordinating with several of the upcoming Christmas activities including Light Up Montgomery and the Christmas Parade. While there have been a variety of coordination issues arise in the planning of these, which is not uncommon, City staff has been working hard to keep these items to a minimum while attempting to address concerns of event leaders, business owners, residents and public safety interests.

As the fiscal year has come to a close, we have started preliminary work to prepare for the upcoming audit process. I am looking forward to going through this audit as my first with the City. Staff has been in contact with the auditor for preliminary conversations on documents to be provided and scheduling.

At the November 12th City Council Meeting it was requested to receive a written recommendation letter supporting the construction work related to the Chick-fil-A Encroachment Agreement from the City Engineer. We received that letter on November 13th. I have included a copy of that letter along with this report for your review.

I prepare an updated City Development Status Report for the Montgomery Economic Development Corporation each month. I am also including a copy of the most recent of these reports for your review this month.

Please feel free to contact me directly if you have any questions on these items. I look forward to seeing each of you at the upcoming meeting.

Respectfully submitted,

Richard Tramm
City Administrator



1575 Sawdust Road, Suite 400
The Woodlands, Texas 77380-3795
Tel: 281.363.4039
Fax: 281.363.3459
www.jonescarter.com

November 12, 2019

The Honorable Mayor and City Council
City of Montgomery
101 Old Plantersville Road
Montgomery, Texas 77316

Re: Proposed Surface Parking, Retaining Wall, & Sign Encroachment Agreement
The Shoppes at Montgomery – Chick-fil-A (Dev. No. 1018)
The City of Montgomery

Dear Mayor and Council:

It has come to our attention that the developer of the proposed Chick-fil-A at 20155 Eva Street intends to construct surface parking, a retaining wall, and a sign within the City's existing easement. Per the construction plans, the encroachments are proposed to be in close proximity, but not in conflict, with existing public sanitary sewer lines. We offer no objections to the encroachments, as proposed.

We recommend the City enter into an encroachment agreement with the developer, Chick-fil-A, Inc., to allow the construction of the improvements within the City's utility easement. This agreement will release the City from all responsibility for damages incurred to the improvements as a result of required maintenance and repairs to the public utilities.

As a reminder, the City previously entered into an encroachment agreement with the developer to allow the construction of a canopy and paving to be constructed within the City's utility easement. The currently proposed agreement would be in addition to the previous agreement.

As always, should you have any questions or need additional information, please do not hesitate to contact us.

Sincerely,

A handwritten signature in blue ink that reads 'Chris Roznovsky'.

Chris Roznovsky, PE
Engineer for the City

CVR/kmv

K:\W5841\W5841-0900-00 General Consultation\Correspondence\Letters\2019\MEMO to Council RE Chick-fil-A Retaining Wall & Sign Encroachment Agreement.doc

Enc: N/A

Cc (via email): Mr. Richard Tramm – City of Montgomery, City Administrator
Mr. Dave McCorquodale – City of Montgomery, Assistant to the City Administrator
Ms. Susan Hensley – City of Montgomery, City Secretary
Mr. Larry Foerster – Darden, Fowler & Creighton, LLP, City Attorney



CITY OF MONTGOMERY

Development Report

November, 2019

By: Richard Tramm, City Administrator

Maps showing locations of many of the items in the report are included following the written report descriptions.

Commercial Development

KENROCK Property – This is an approximately 13-acre development that is immediately west of Pizza Shack and east of the property currently being developed on the northeast corner of Highway 105 and Lone Star Parkway.

The Plat for this project has three pad sites on the Highway 105 frontage side and also planned to include a 16,000 ft. building and a 24,000 ft. building on the north side of this property.

The interior part of construction in the middle part of this tract will be a stand-alone retail strip center. Construction on the AT&T store located in the strip center appears mostly completed, however we have no projected opening date at this time. On the west side of this development will be a Wendy's Restaurant, for which plans have been submitted and are under review.

This property will have two accesses off Highway 105 and they will also share access to Lone Star Parkway.

Christian Brothers Automotive Repair has started construction. It will be west of Bubble King car wash. This will be their 14th location in the Houston area.

Southeast Corner of Highway 105 and FM 2854 – HEB representatives met with the city engineers and the previous City Administrator around two years ago and told moving forward towards construction was likely around two years away. I have no additional information at this time.

Kroger Site - Burger King restaurant is in front of the Kroger Center. The other businesses in the retail center next to Kroger are Great Clips, Halo Coiffure, Malibu Nails and Spa, Massage Envy, Everbright Dental, Taste of China restaurant, Stoney's Liquor, and Chronic Tacos. Most of the locations in the main building are currently occupied at this time.

West of Kroger/East of Buffalo Springs Road - The developers have put their interior water and sewer and other interior property utilities into place. The master site plan shows a strip center similar to the Kroger strip center and three pad sites closer to SH 105. The Blue Wave Car Wash is part of this location and recently opened for business.

Southwest Corner of FM 2854 and State Highway 105- This is a 26-acre property being developed in part due to a development agreement with the City Council. The CVS drugstore is now open. Chick-Fil-A is planned for immediately west of CVS and their construction plans have been approved by the City. A starting date for construction is currently unknown.

Corner of Hwy 105 and FM 149 – The Grand Opening of Remax was held 09/06/2019. Best Donuts located at 20998 Eva has started construction.

401 College Street – The Meating Place BBQ is located in Suite 170. They opened September 2019.

14343 Liberty Street – H-Wines, a local winery, is open in the First State Bank Building.

Residential Development

Heritage Senior Apartments – The next phase of the apartments is now under construction. These include approximately 80 apartments and 6 to 8 “cottages” which are four-plex units at ground level.

Hills of Town Creek Section Three – This is a 48-lot addition immediately west of Town Creek Apartments off Emma’s Way. This development is currently under construction.

Terra Vista Subdivision – This is a new 36-lot development immediately north east of Summit Business Park on FM 1097. There are now 23 completed and 12 under construction.

City Development Activities

Expansion of Sewer Plant Area – The Sewer Master Plan that was completed in March 2016 presented a scenario where the Town Creek Sewer Treatment Plant could be put back into operation. The City plans to keep that option open until the decision needs to be made in the future. The need for moving forward in development planning of additional treatment capacity is projected to be several years away, allowing time to make a decision about whether or not to expand the Stewart Creek Plant or bring the Town Creek Plant back into operation. A decision will likely be made based upon the actual conditions of future sewer treatment capacity needs when it becomes necessary to move forward with the planning. Part of the Texas Water Development Board funding is to improve Lift Station #1 that now feeds all the city's wastewater into the Stewart Creek Sewer Treatment Plant.

The sewer plant has a current permitted capacity of 400,000 gallons per day with a current flow rate of approximately 135,000 gallons per day. However, state regulations dictate that we need to be in the planning/designing stage at 75% of capacity and in construction at 90% of capacity. The addition of approximately 75 houses per year plus the current commercial development has the City monitoring the growth in wastewater flows to project future expansion needs.

Texas Water Development Board – Funding - The TWDB has provided funding in the amount of 2.8 million dollars for water and sewer work. The projects being funded for water system needs include connection of a 12-inch line north of Clepper Street to the 12- inch line immediately west of Cedar Brake Park (which should help the water pressure on the western side of the city by increasing water distribution capacity in the water distribution system). There are also improvements at Water Plant #3 that will increase water production capabilities. The Lift Station #1 relocation project that was mentioned in the (Southwest corner of FM 2854 and Hwy 105) section is underway. The rerouting of Lift Station #3 force main will eliminate additional pumping by routing the flow directly to Lift Station #1.

General Land Office Severe Flood Mitigation Grant – In May, 2017 the City learned of approximately \$22 million dollars in grant funds that had been offered to Montgomery County from the Texas General Land Office (GLO) for flood related

damages since Montgomery County was one of six counties in the state that the GLO had selected due to severe flood damage in the past two years. Based on a calculation of need, the City was allocated \$2.2 million of the GLO funding. The kickoff meeting was held in August 2019 and the project elements are currently undergoing environmental review. On November 12, 2019, the City Council authorized the City Administrator to prepare an RFQ for an engineering firm to prepare a study of the watershed to identify specific recommendations for the expenditure of the project funds.

Downtown Walkability/Improvement Plan – This will be an effort to plan for sidewalks, drainage, parking and landscaping with the ornamental lights and overall making it easier to park and get around downtown. Downtown is thought to be the heart and soul of the city and what will keep the historical Montgomery atmosphere after much of the new development happens throughout the City. The plan is under way now, funded by the Montgomery Economic Development Corporation. The intention is to meet with the downtown property owners, the general public and others to decide on a street by street detailed plan of action after the City has a draft plan to review. Design concepts are being developed by Texas A&M Landscape Architecture students.

Comprehensive Plan – The City, in partnership with Texas A&M's Community Resilience Collaborative, is developing a Comprehensive Plan that will guide the City's decision-making process by identifying a long-term vision for how the City will grow. The Comprehensive Plan articulates goals and objectives to achieve that vision. The Plan will be based on the values and expectations of the community, and will guide public policy in areas such as transportation, utilities, land use, recreation and housing. Planning for the next meeting is currently underway with an anticipated date in early February. Look for an announcement in your water bill and on the City's website and social media pages for details.

Texas Target Communities Design Project – Landscape Architecture students from Texas A&M will be presenting design projects from their work in the Texas Target Communities Program. The students have spent the fall semester working on design projects with the following areas of focus:

- Downtown Revitalization
- Historical Preservation and Tourism
- Ecological Connectivity
- Walkability and Active Living
- New Residential Typologies

The presentation will be held at the Lone Star Community Center located at 2500 Lone Star Parkway, Montgomery, Texas, 77356 on Wednesday, December 4th from 5:30 p.m. to 7:30 p.m.

Memory Park – The Lake Conroe Rotary Club continues to do an excellent job with making improvements, maintaining and essentially managing the Park. They continue to put tens of thousands of dollars into the park every year with the City funding the primary park infrastructure expenses.

Cedar Brake Park – The City is considering the additional of additional benches at the park.

Rezoning of Property inside the City – The rezoning items considered last summer completed the most recent zoning effort. There are no current plans related to rezoning underway at this time.

Baja Street Project - A Community Development Block Grant was awarded from the state for repaving of Baja Street, replacing a water line and improving the drainage along Baja and Martin Luther King Jr. Drive. A \$26,000 cash match was required for the \$350,000 grant. The bid for this work was approved in October 2018. Work was stopped after problems with the original project contractor and their work performed. After an extended period working to restart the project, the City has been able to move forward with a new contractor in place. Phase I is now well into construction activity. The City was able to identify additional work in this area from cost savings realized in the project and has added additional work beyond the original project parameters for a second phase. A meeting was held in the affected community to provide updates on the project to local residents soon after the

construction resumed. The project is expected to be complete by the end of November.

Blight Removal in the Northwest Area -- Nine structures have been torn down and removed over the last three years. All of these were with the permission of the owner and demolition costs were paid for by the Montgomery Economic Development Corporation.

HOME Grant --The City Council, at its May 9th 2018 meeting approved for an application to be made for the State of Texas HOME project. This will fund up to eleven new replacement houses or major renovation for those who qualify. The qualifications are: have income below 80% of the average income for the area, be the owner of the house and have a clear title to the property where the new house would go. Preliminary review of the applications has determined that three persons have qualified for new houses so far. The grant has no local match, but MEDC has agreed to front any incidental costs required by the grant. Actual starting of the building is waiting upon the completion of additional applications that are in process so the Contractor can work on multiple sites during the same period in order to work more cost effectively. City staff has requested updates on these files recently and is working to provided additional data where it is needed. Each house involves approximately \$100,000 in funding for administration, cost of legal work, site preparation and construction of the house.

Businesses Opened in 2019

CVS Pharmacy; 20125 Eva Street

Bubble King Car Wash; 19868 Eva Street

Massage Envy; 20212 Eva Street, Ste. 250 (Kroger Shopping Center)

BlueWave Express Car Wash; 20210 Eva Street

Montgomery Spa & Nail; 20821 Eva Street, Ste. G (Brookshire's Center)

Spring Fitness; 15618 Summit Park Drive, Ste. 802 (Summit Business Park)

RE/MAX Distinction; 21012 Eva Street

Chronic Tacos; 20212 Eva Street, Ste. 200 (Kroger Shopping Center)

Spirit of Texas Bank; 165 Lone Star Parkway

Alamo Title; 165 Lone Star Parkway Ste. 200

Edward Jones; 165 Lone Star Parkway Ste. 110

Digital Hearing Solutions; 165 Lone Star Parkway Ste. 220

Starr Cabinets and Countertops; 13944 Liberty Street

Freedom Insurance; 14030 Liberty Street

Heritage Insurance Services; 305 Caroline Street

Life Giving Life: The Recovery Project; 14740 Liberty Street

Revive Facial; 305 Prairie Street

Wine & Design; 202 McCown Street

Urban Trenz; 312 John A. Butler Street

One Property Group; 302 John A. Butler Street

H-Wines; 14343 Liberty Street

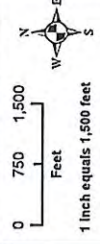
The Meating Place BBQ; 401 College Street



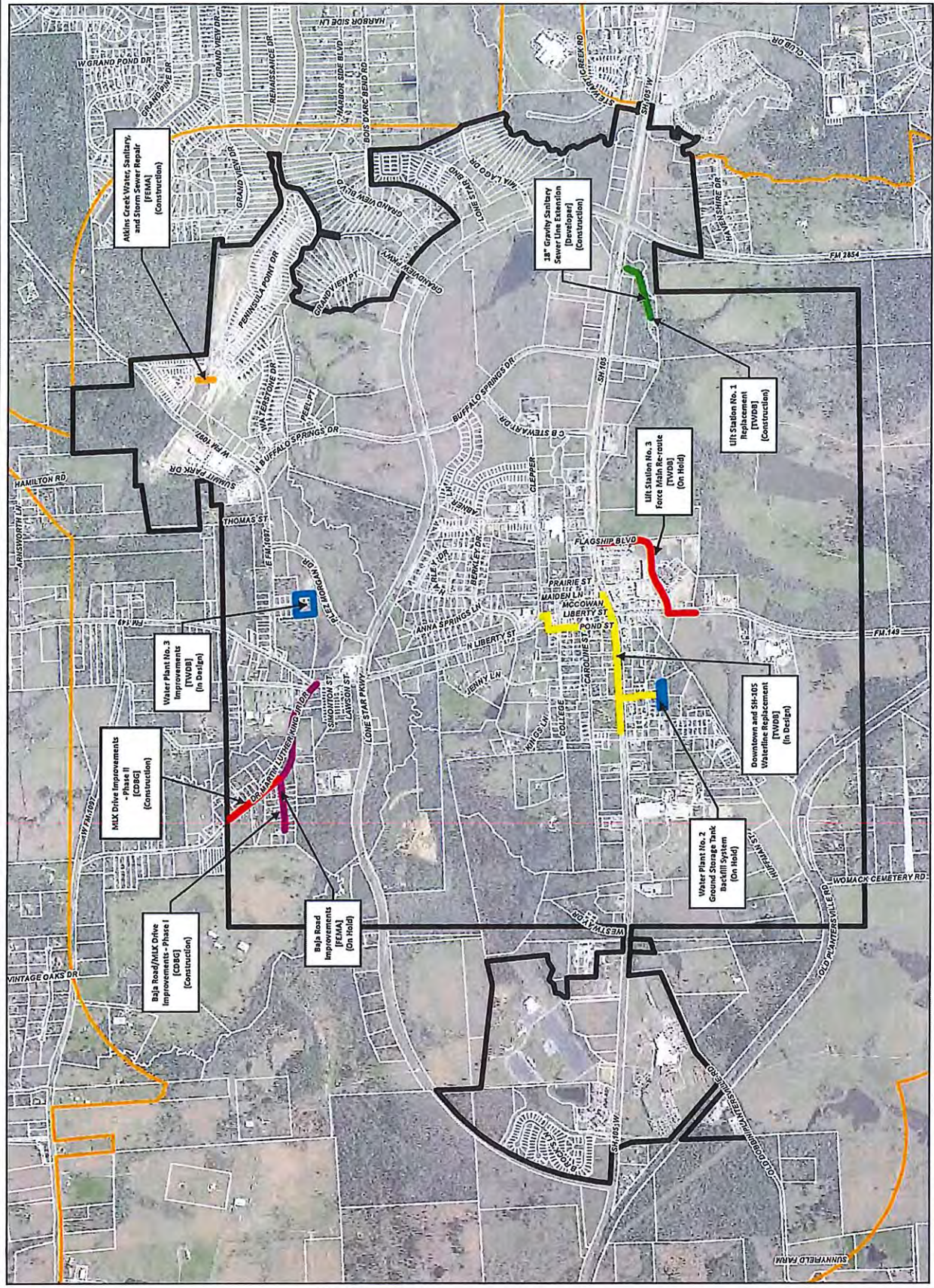
VICINITY MAP
Scale: 1 inch equals 20 miles

- LEGEND**
- City Limits
 - City ETJ
 - MCAD Parcels

ACTIVE CAPITAL PROJECTS
(OCTOBER 2019)



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VICINITY MAP
Scale: 1 inch equals 20 miles

LEGEND

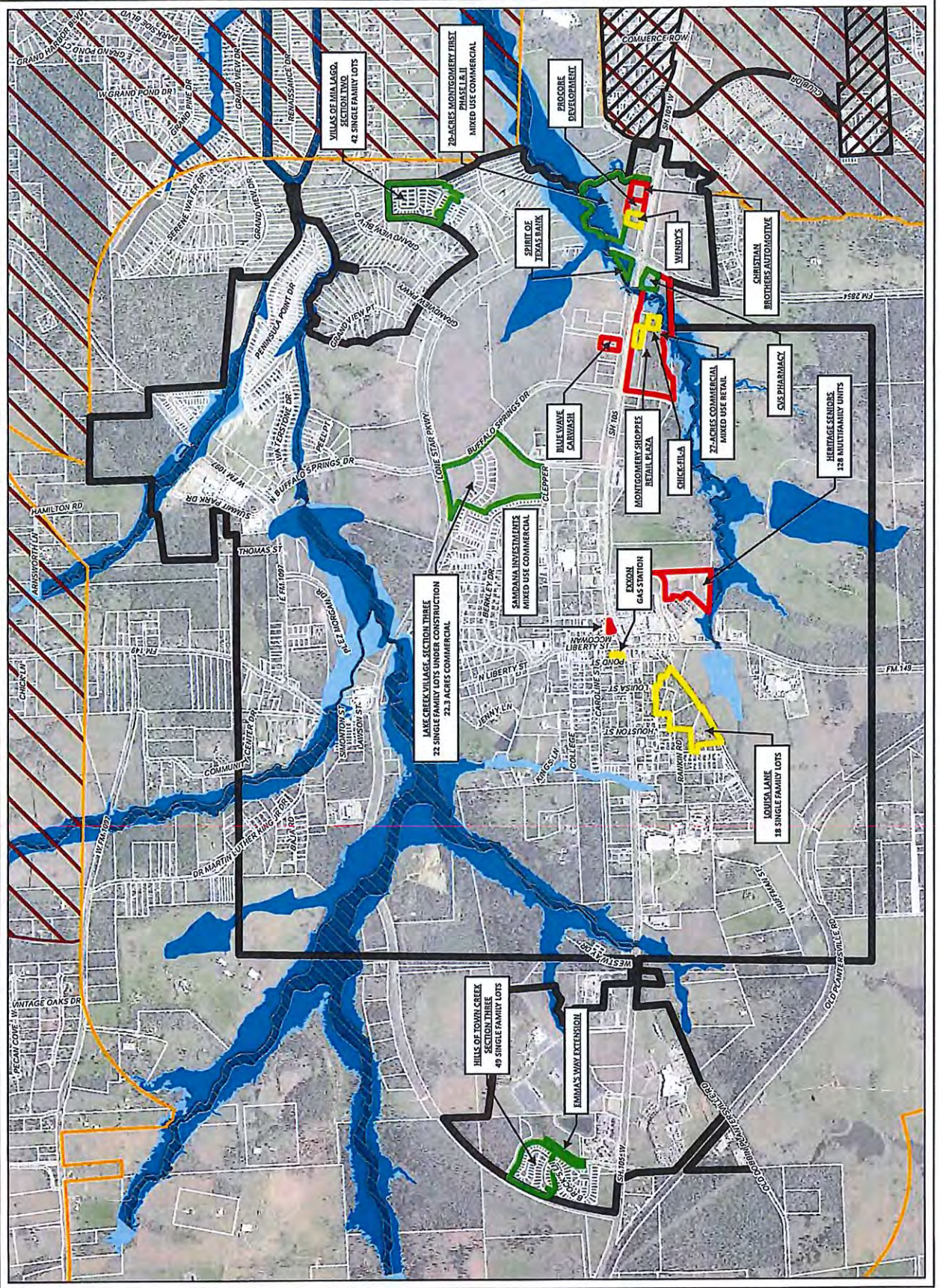
| Active Development (Phase) | |
|--|-------------------------|
| █ | Complete/Under Warranty |
| █ | Under Construction |
| █ | In Design |
| █ | Planning/Feasibility |
| █ | City Limits |
| █ | Stanley Lake MUD |
| █ | City ETJ |
| █ | City of Centre ETJ |
| █ | Floodway |
| █ | 100-year |
| █ | 500-year |
| █ | MCAD Parcels |

ACTIVE DEVELOPMENTS (OCTOBER 2019)

0 750 1,500 Feet
1 inch equals 1,500 feet

JONES CARTER
Trust Board of Professional Engineers Exempted 1479

This project is shown for informational purposes and is not intended to be used for any other purpose. It does not represent an offer of insurance, investment, or any other financial product. The information is provided for informational purposes only and is not intended to be used for any other purpose. The information is provided for informational purposes only and is not intended to be used for any other purpose.





Public Works Department
PO Box 708
Montgomery, TX 77356
Main: 936-597-6434 Fax: 936-597-6437

Monthly Report for October 2019

Water

- Located a leak that was the source of water accountability issue.
- Raised valve boxes in Terra Vista that were covered from home construction.
- Assisted 2 customers with irrigation control settings.
- Activated/deactivated 13 water accounts.
- Completed monthly nonpayment cutoffs and reactivates after payments were made.
- Completed monthly leak notification door hangers.
- Completed monthly check of idle meter list for consumption. No issues were found.
- Completed 4 work orders for endpoint maintenance issues.
- Completed 7 work orders for water leaks.
- Completed 20 work orders for miscellaneous water issues.
- Completed 2 work orders for water taps.

Wastewater

- Regouted several manhole lids throughout the city.
- Several repairs completed from smoke testing.
- Continued pumping the manhole in Terra Vista three times a week as repairs are being made.
- Completed 2 work orders for sewer taps.
- Completed 0 work orders for sewer-stop up.

Streets/Drainage/ROW

- Repaired 4 potholes.
- Cleared ROW on Simonton and MLK.
- Repaired storm drain on John A. Butler Dr.
- Removed dead pine tree on MLK.
- Completed 0 work orders for streetlight request.
- Completed 9 work orders for Street ROW – Ditch/Drainage.
- Completed daily utility locates as necessary.
- Completed daily removal of bandit signs as necessary
- Completed monthly weed killer list.

Building/Facility/Vehicle/Equipment Maintenance

- Repaired toilet flange in Community Center.
- Applied water sealant on new goat well wood.
- Replaced broken window blinds on court window.
- Installed wiring for credit card machines on utility and court sides.
- Adjusted brakes on dump trailer PW-1502.
- Sharpened and greased flail mower.
- Completed monthly light bulb check at all facilities.
- Completed monthly check of AED's at City Hall and in crew trucks.
- Delivered cases of water to City Hall as requested.
- Honored half-staff alerts.
- Completed weekly cleaning of Community Center.
- Completed weekly pre trip inspections of crew trucks.
- Completed monthly check of all irrigation systems and made repairs as necessary.
- Completed 8 work orders for street sign issues.
- Completed 24 work orders for general-City Hall maintenance.

Parks/Recreation

- Painted sewer pipes under Hulon House.
- Repaired sagging porch on Jardine Cabin.
- Delivered trailer and hauled away debris for Rotary Club at Memory Park.
- Flail mowed asphalt pathway in Memory Park.
- Completed 32 work orders for maintenance-parks issues.
- Purchased and delivered items requested by Fernland docents.
- M/W/F cleaning of all restrooms and grounds.
- Fernland docents reported 580 visitors and provided 49 tours for the month.

General

-
- Completed 17 work orders for maintenance-garbage issues.
- Completed 13 work orders for maintenance-general issues.
- Completed monthly safety meeting with department and safety officer.
- Attended monthly meeting with Head Park Docent at Fernland Park.
- Attended bi-weekly conference calls with utility operator and engineer.
- Attended Leadership Montgomery County "Retreat" and "Serving Our Community" sessions.
- Attended community meeting to discuss MLK waterline project.
- Attended meeting about Eagle Scout project.
- Attended meeting with Girl Scout troop leader about library box at Cedar Brake Park.
- Met with TXDOT onsite to discuss drainage improvements on FM 149.
- Met Entergy Lighting Coordinator to discuss lighting options on MLK.
- Attended general discussion meetings with City Administrator and City Engineer.

Report prepared by:
Mike Muckleroy
Director of Public Works
December 2, 2019



Montgomery Police Department
Chief Anthony Solomon

Activity Report

January 1, 2019 - December 2, 2019

Patrol Division

| | | |
|-------------------|---|------|
| Calls for Service | - | 1526 |
| Total Reports | - | 342 |
| Citations Issued | - | 2184 |
| Warnings Issued | - | 3360 |
| Arrests | - | 117 |
| Accidents | - | 73 |

Investigation Division

Total number of assigned cases to C.I.D. for the year: 49

Goals, Objectives, and Initiatives

The law enforcement profession is fluid and as Police leaders, coming into a new organization we must be able to assess the needs of the department then forecast emerging trends that will allow us to plan strategically for the future of the department. Over the years this has become increasingly difficult as the economy becomes more unpredictable.

Smaller agencies often face an uphill battle due to limited resources and competitive grant opportunities that sometimes require an unattainable match.

However, as an agency, we still take pride in providing the same quality of service to our communities, even when sometimes we have to do more with less. So that's why planning for any law enforcement agency serves as a document that provides the vision and goals for the organization and gives them a clear roadmap to follow.

Mission Statement

The Montgomery Police Department is dedicated to forging a partnership with the community we serve. It is the mission of the Montgomery Police Department to effectively and efficiently provide for the protection of lives and property, preserve the public peace, and provide needed community services with the highest level of professionalism and ethical standards.

We exist to add to the quality of life of this community.

Our Core Values:

- A - Accountability - Responsible for all our decisions and actions.
- S - Stewardship - Dedicated to the responsible use of resources
- P - Professionalism - Maintain public confidence, trust, and pride. We will be truthful and trustworthy at all times.
- I - Integrity - Doing the right things, for the right reasons, all of the time
- R - Respect - Treat all with courtesy, compassion, fairness, and dignity.
- E - Excellence - Committed to the highest ethical and legal standards in everything we do.

Three-year plans, Goals, and Objectives

- Initiated any changes in forms that would simplify the duties of all officers and supervisors.
- Work on increasing manpower and patrol coverage for the city
- Work towards making the FTO program a viable training tool for new officers. Using the knowledge we have gained from the past training, we have begun to develop programs that will better serve the PPO and better prepare him or her for the task ahead.
- Continue to find ways to improve training and information pass on during roll call in order to get the maximum assurance that all information is getting to each officer and CID.
- Implementation of mid-year performance meeting with each supervisor, and making this a process and tool by which the Supervisors can learn and grow.

Future Initiatives

- Continue to try to create and motivate a healthy environment that involves employees participating in their development and finding solutions to both internal and external conditions.
- Find new ways to promote crime prevention by getting all department personal involved.
- Maintain and gather contact information on both new and old businesses in Montgomery.
- Minimize complaints through implementation, training. (policy)
- Establish more accountable for shift sergeants when it comes to the work habits of their shifts Knowing the strengths and weaknesses of each person.
- Continue efforts and programs to reduce accidents and property crimes through the development and utilization of the problem-oriented Policing Strategies.
- Work towards becoming as effective, thorough, and accurate as possible to help make this department, when it comes to efficiency, not just one of the best in this county, but in Texas.



Montgomery Police Department
Chief Anthony Solomon

Activity Report

October 1, 2019 – October 31, 2019

Patrol Division

| | | |
|-------------------|---|-----|
| Calls for Service | - | 144 |
| Total Reports | - | 25 |
| Citations Issued | - | 107 |
| Warnings Issued | - | 227 |
| Arrests | - | 6 |
| Accidents | - | 8 |

Personnel/Training

Officer Bauer has completed his crime prevention training and now waiting to take a series of certification tests

Officer Lozano completed firearms instructors training.

Investigation Division

Total number of assigned cases to C.I.D. for the month: 2

Breakdown by Offense Category

| | |
|--|---|
| Possession of Controlled Substance/Marijuana | 3 |
| Simple Assault | 1 |
| Burglary of Motor Vehicle | 1 |
| DWI | 1 |
| Forgery | 1 |
| Reckless Driving | 1 |

Major Incidents

The city's crime mapping is up, the mapping will allow you to see what incidents are taking place and where. You can find the link on the Police Department's Website and Social Media. It will also allow you to look at what's taking place in Conroe and in the county.

Upcoming Events

The Police Department is currently preparing and working with groups around town to plan and secure this year's holiday events.

Traffic and safety Initiatives

The police department has been utilizing the speed trailer, which is being deployed at random times Bessie Price and MLK.

We have also started other traffic initiatives around town to combat the growing traffic and the complaints we are receiving.

Municipal Court-Fiscal Year Report

September 2018-October 2019

Kimberly Duckett
Court Administrator



Fiscal Year 2018-2019

| | 2018 | 2019 |
|--------------|-------------|-------------|
| Oct | \$37,954.40 | |
| Nov | \$30,792.97 | |
| Dec | \$27,171.20 | |
| Jan | | \$36,756.35 |
| Feb | | \$33,590.10 |
| March | | \$47,500.00 |
| April | | \$40,450.17 |
| May | | \$29,687.31 |
| June | | \$30,546.14 |
| July | | \$35,339.40 |
| Aug | | \$40,020.15 |
| Sept | | \$35,212.57 |

\$95,918.57 \$329,102.19

Total
\$425,020.76

Municipal Court-Monthly Report

October 2019

Kimberly Duckett
Court Administrator



Comparison Chart

Citations and Revenue January 2016 - Present

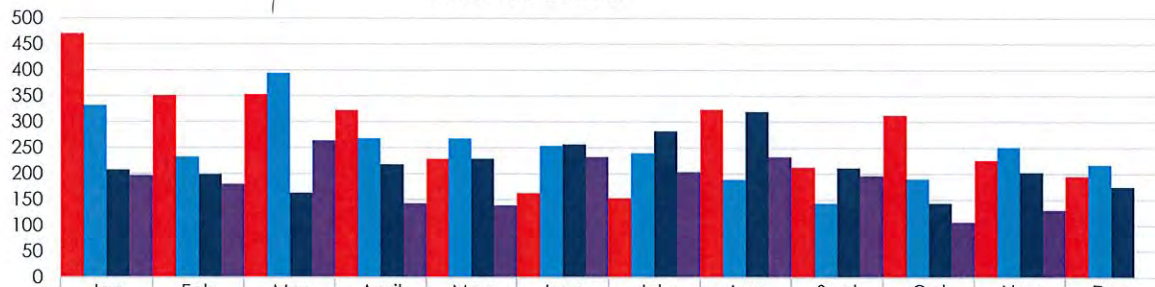
| | Citations Filed | | | |
|--------------|------------------------|-------------|-------------|-------------|
| | 2016 | 2017 | 2018 | 2019 |
| <i>Jan</i> | 470 | 332 | 207 | 197 |
| <i>Feb</i> | 351 | 233 | 199 | 180 |
| <i>Mar</i> | 353 | 394 | 163 | 264 |
| <i>April</i> | 323 | 268 | 218 | 143 |
| <i>May</i> | 229 | 268 | 229 | 139 |
| <i>June</i> | 163 | 254 | 257 | 233 |
| <i>July</i> | 153 | 240 | 282 | 203 |
| <i>Aug</i> | 324 | 189 | 320 | 233 |
| <i>Sept</i> | 212 | 143 | 211 | 196 |
| <i>Oct</i> | 313 | 190 | 143 | 107 |
| <i>Nov</i> | 226 | 251 | 202 | 130 |
| <i>Dec</i> | 195 | 217 | 174 | |

Totals 2164 2402 2605 2025

| | Total Revenue Collected | | | |
|--------------|--------------------------------|-------------|-------------|-------------|
| | 2016 | 2017 | 2018 | 2019 |
| <i>Jan</i> | \$44,702.82 | \$41,830.44 | \$45,128.89 | \$36,756.35 |
| <i>Feb</i> | \$67,466.54 | \$67,937.61 | \$51,188.10 | \$33,590.10 |
| <i>Mar</i> | \$86,201.43 | \$62,992.57 | \$52,380.12 | \$47,500.50 |
| <i>April</i> | \$59,388.14 | \$47,163.40 | \$39,781.86 | \$40,450.17 |
| <i>May</i> | \$50,854.90 | \$47,225.90 | \$55,321.25 | \$29,687.31 |
| <i>June</i> | \$41,238.67 | \$37,817.25 | \$25,193.20 | \$30,546.14 |
| <i>July</i> | \$42,990.97 | \$43,405.62 | \$39,922.89 | \$35,339.40 |
| <i>Aug</i> | \$52,923.17 | \$31,540.77 | \$51,021.18 | \$40,020.15 |
| <i>Sept</i> | \$44,256.40 | \$24,281.60 | \$50,959.23 | \$35,212.57 |
| <i>Oct</i> | \$44,138.80 | \$37,395.63 | \$37,954.40 | \$25,875.30 |
| <i>Nov</i> | \$55,221.23 | \$35,410.95 | \$30,792.97 | \$22,745.80 |
| <i>Dec</i> | \$42,698.95 | \$41,335.06 | \$27,171.20 | |

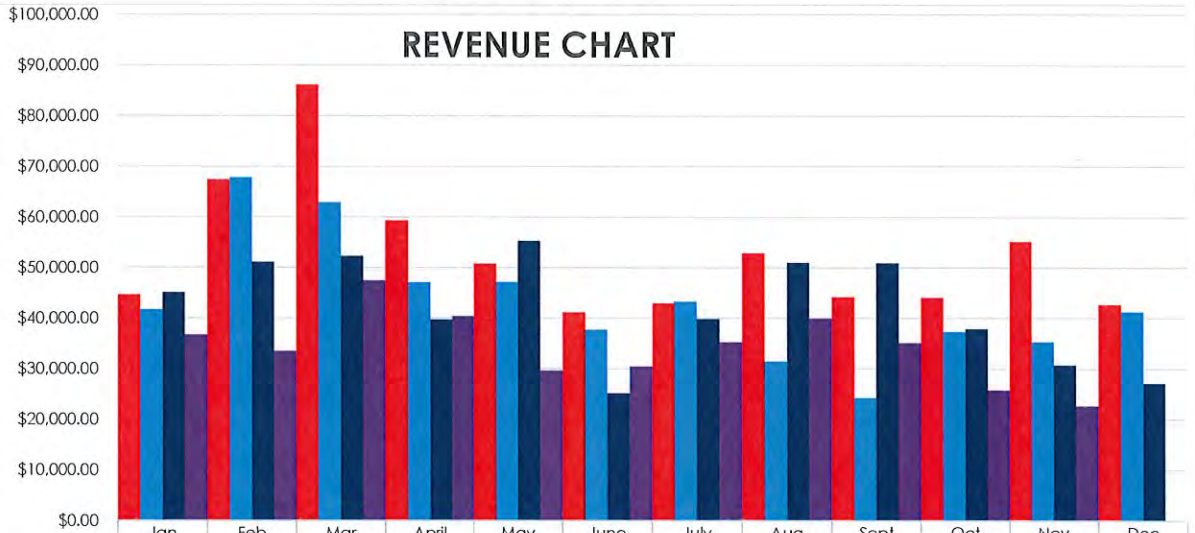
Totals \$632,082.02 \$518,336.80 \$506,815.29 \$377,723.79

CITATIONS



| | Jan | Feb | Mar | April | May | June | July | Aug | Sept | Oct | Nov | Dec |
|------------------------|-----|-----|-----|-------|-----|------|------|-----|------|-----|-----|-----|
| ■ Citations Filed 2016 | 470 | 351 | 353 | 323 | 229 | 163 | 153 | 324 | 212 | 313 | 226 | 195 |
| ■ Citations Filed 2017 | 332 | 233 | 394 | 268 | 268 | 254 | 240 | 189 | 143 | 190 | 251 | 217 |
| ■ Citations Filed 2018 | 207 | 199 | 163 | 218 | 229 | 257 | 282 | 320 | 211 | 143 | 202 | 174 |
| ■ Citations Filed 2019 | 197 | 180 | 264 | 143 | 139 | 233 | 203 | 233 | 196 | 107 | 130 | |

REVENUE CHART



| | Jan | Feb | Mar | April | May | June | July | Aug | Sept | Oct | Nov | Dec |
|------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Total Revenue Collected 2016 | \$44,702.82 | \$67,466.54 | \$86,201.43 | \$59,388.14 | \$50,854.90 | \$41,238.67 | \$42,990.97 | \$52,923.17 | \$44,256.40 | \$44,138.80 | \$55,221.23 | \$42,698.95 |
| Total Revenue Collected 2017 | \$41,830.44 | \$67,937.61 | \$62,992.57 | \$47,163.40 | \$47,225.90 | \$37,817.25 | \$43,405.62 | \$31,540.77 | \$24,281.60 | \$37,395.63 | \$35,410.95 | \$41,335.06 |
| Total Revenue Collected 2018 | \$45,128.89 | \$51,188.10 | \$52,380.12 | \$39,781.86 | \$55,321.25 | \$25,193.20 | \$39,922.89 | \$51,021.18 | \$50,959.23 | \$37,954.40 | \$30,792.97 | \$27,171.20 |
| Total Revenue Collected 2019 | \$36,756.35 | \$33,590.10 | \$47,500.50 | \$40,450.17 | \$29,687.31 | \$30,546.14 | \$35,339.40 | \$40,020.15 | \$35,212.57 | \$25,875.30 | \$22,745.80 | |

Warrants Division Monthly Report

Month: OCTOBER Year: 2019

Number of warrants addressed: 410

Number of warrants cleared: 308

Total revenue collected: \$ 3551.60

Number of arrests: 17

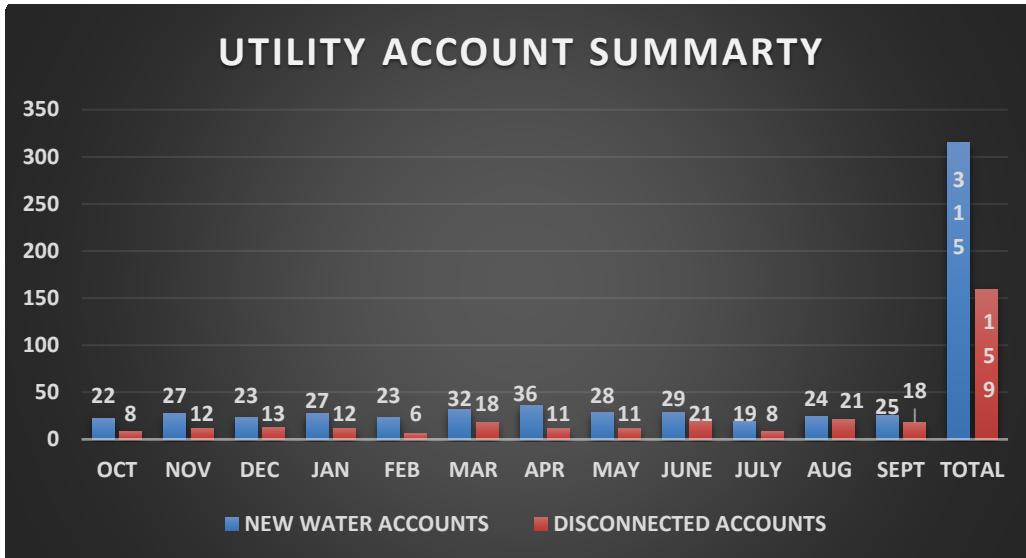
City of Montgomery

Utilities & Permits

Yearly Report

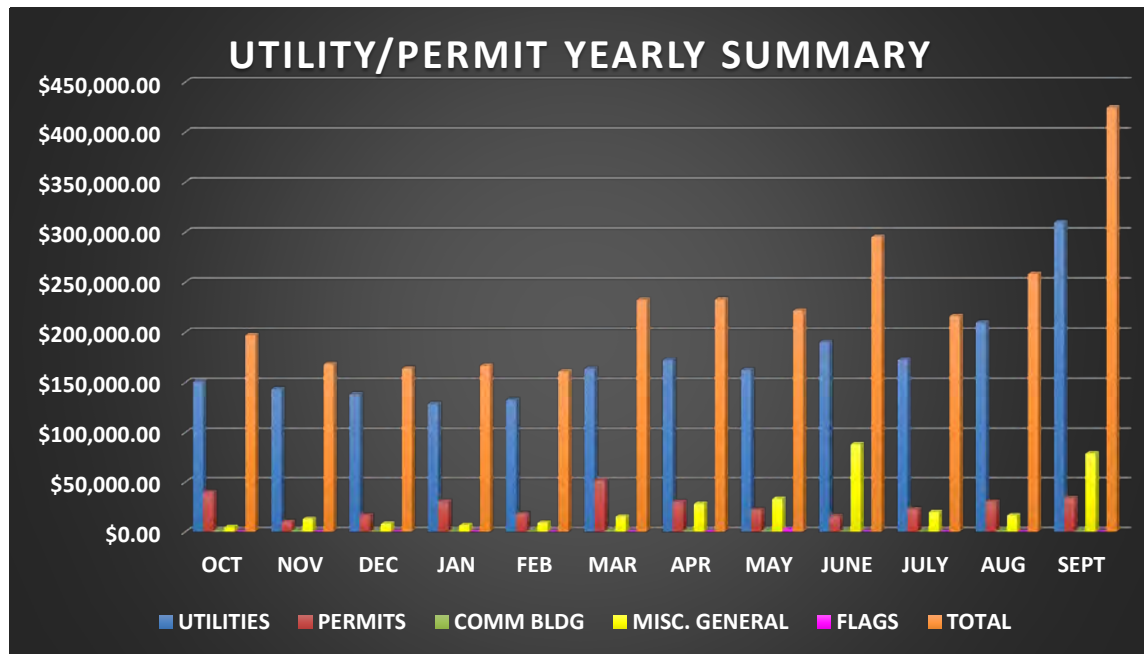
October 1, 2018 - September 30, 2019

| | NEW WATER ACCOUNTS | DISCONNECTED ACCOUNTS | TOTAL REVOLVING ACCOUNTS |
|--------------|--------------------|-----------------------|--------------------------|
| OCT | 22 | 8 | 709 |
| NOV | 27 | 12 | 718 |
| DEC | 23 | 13 | 719 |
| JAN | 27 | 12 | 729 |
| FEB | 23 | 6 | 738 |
| MAR | 32 | 18 | 742 |
| APR | 36 | 11 | 762 |
| MAY | 28 | 11 | 775 |
| JUNE | 29 | 21 | 777 |
| JULY | 19 | 8 | 785 |
| AUG | 24 | 21 | 784 |
| SEPT | 25 | 18 | 790 |
| TOTAL | 315 | 159 | 156 |



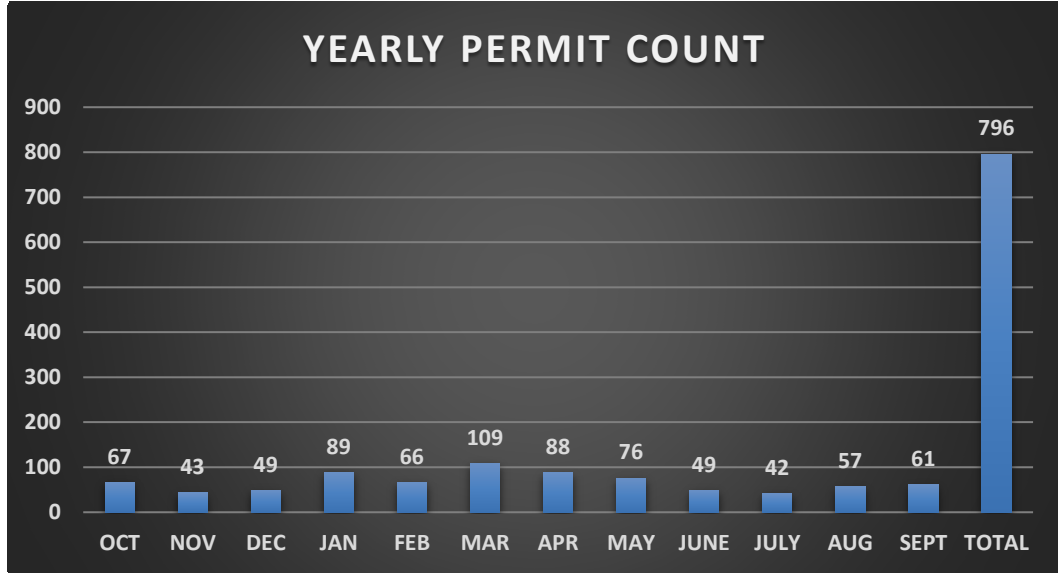
YEARLY REPORT OCTOBER 2018 - SEPTEMBER 2019

| | UTILITIES | PERMITS | COMM BLDG | MISC. GENERAL | FLAGS | TOTAL |
|--------------|----------------|--------------|-------------|---------------|------------|-----------------------|
| OCT | \$150,982.53 | \$40,111.60 | \$1,375.00 | \$5,051.80 | \$0.00 | \$197,520.93 |
| NOV | \$143,639.09 | \$10,359.70 | \$1,335.00 | \$13,233.43 | \$0.00 | \$168,567.22 |
| DEC | \$138,440.66 | \$16,837.70 | \$560.00 | \$8,454.05 | \$0.00 | \$164,292.41 |
| JAN | \$128,872.63 | \$30,706.70 | \$645.00 | \$6,850.62 | \$0.00 | \$167,074.95 |
| FEB | \$132,788.69 | \$18,424.79 | \$730.00 | \$9,321.36 | \$0.00 | \$161,264.84 |
| MAR | \$163,924.92 | \$51,962.20 | \$1,160.00 | \$15,702.14 | \$0.00 | \$232,749.26 |
| APR | \$172,663.81 | \$30,292.30 | \$1,265.00 | \$28,637.50 | \$365.00 | \$233,223.61 |
| MAY | \$162,572.74 | \$22,232.00 | \$1,080.00 | \$33,548.92 | \$2,535.00 | \$221,968.66 |
| JUNE | \$190,597.56 | \$16,027.60 | \$665.00 | \$88,388.48 | \$83.00 | \$295,761.64 |
| JULY | \$172,777.28 | \$22,899.50 | \$600.00 | \$20,213.18 | \$38.00 | \$216,527.96 |
| AUG | \$210,136.21 | \$30,577.00 | \$1,200.00 | \$16,813.41 | \$28.00 | \$258,754.62 |
| SEPT | \$310,454.00 | \$34,328.00 | \$900.00 | \$79,091.03 | \$15.00 | \$424,788.03 |
| TOTAL | \$2,077,850.12 | \$324,759.09 | \$11,515.00 | \$325,305.92 | \$3,064.00 | \$2,742,494.13 |

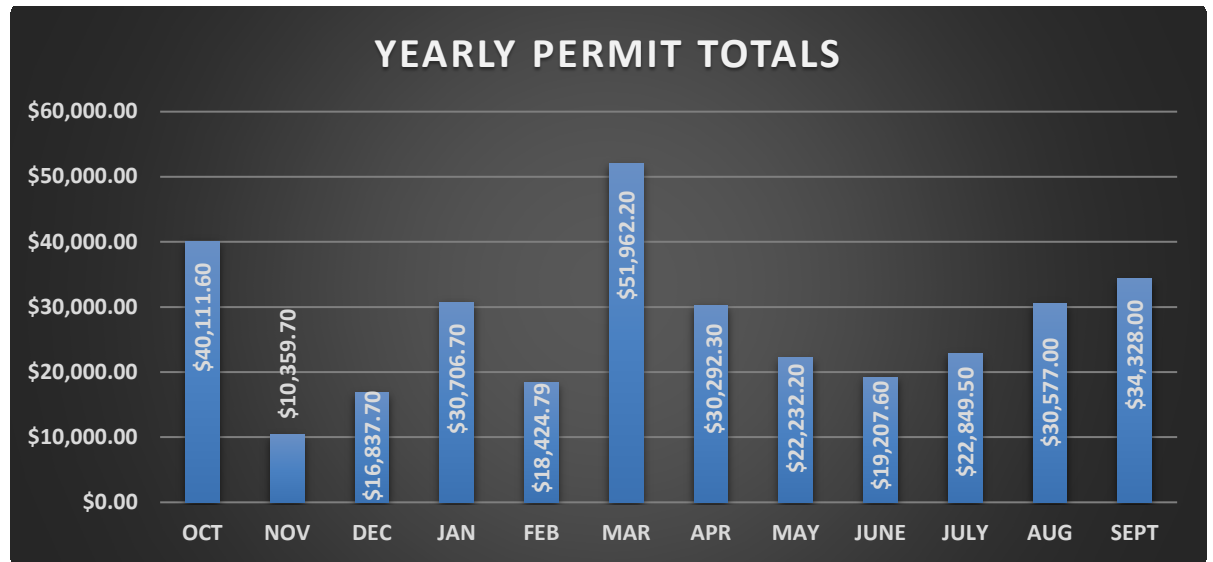


PERMIT SUMMARY

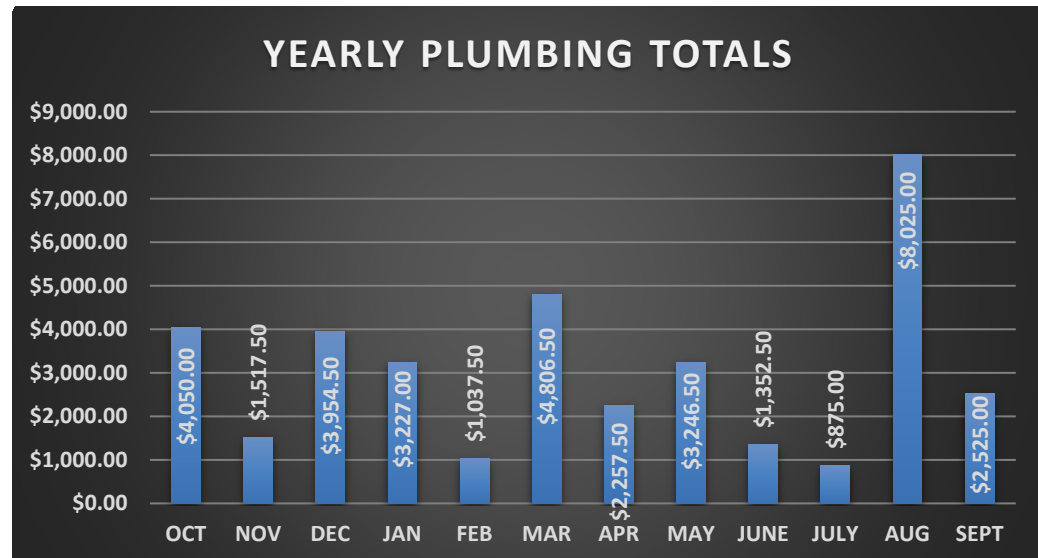
| | |
|--------------|------------|
| OCT | 67 |
| NOV | 43 |
| DEC | 49 |
| JAN | 89 |
| FEB | 66 |
| MAR | 109 |
| APR | 88 |
| MAY | 76 |
| JUNE | 49 |
| JULY | 42 |
| AUG | 57 |
| SEPT | 61 |
| TOTAL | 796 |



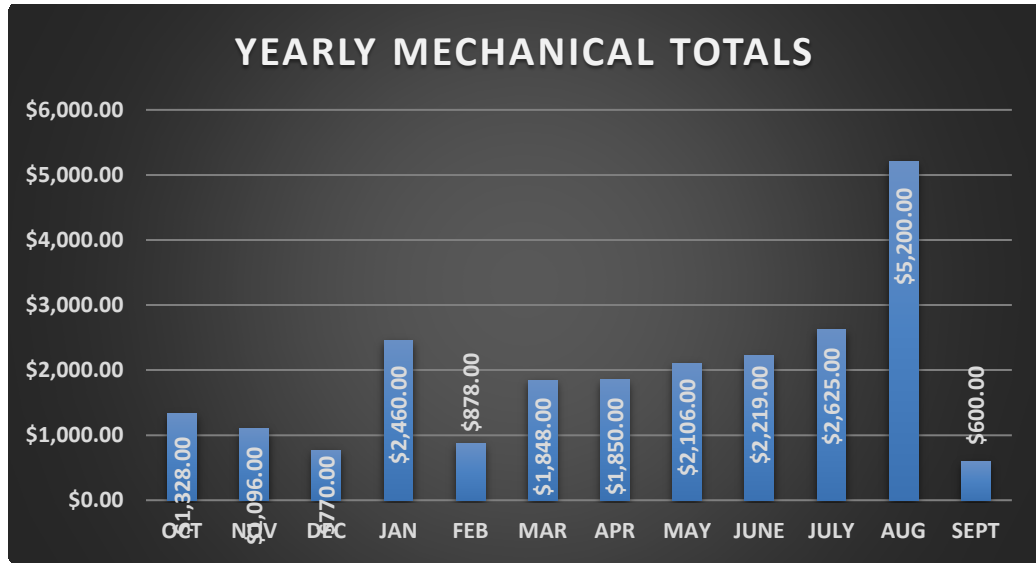
| | |
|--------------|---------------------|
| OCT | \$40,111.60 |
| NOV | \$10,359.70 |
| DEC | \$16,837.70 |
| JAN | \$30,706.70 |
| FEB | \$18,424.79 |
| MAR | \$51,962.20 |
| APR | \$30,292.30 |
| MAY | \$22,232.20 |
| JUNE | \$19,207.60 |
| JULY | \$22,849.50 |
| AUG | \$30,577.00 |
| SEPT | \$34,328.00 |
| TOTAL | \$327,889.29 |



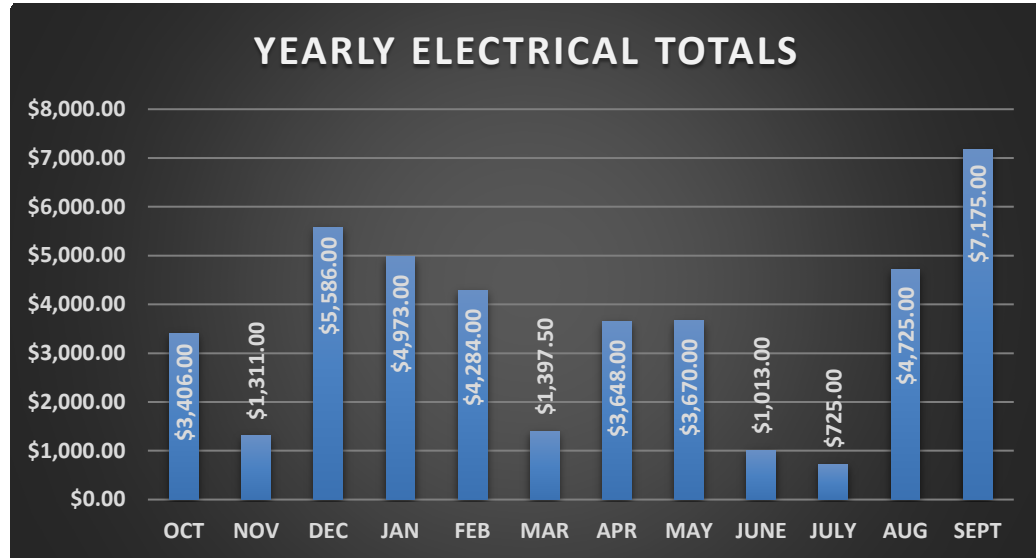
| | |
|--------------|--------------------|
| OCT | \$4,050.00 |
| NOV | \$1,517.50 |
| DEC | \$3,954.50 |
| JAN | \$3,227.00 |
| FEB | \$1,037.50 |
| MAR | \$4,806.50 |
| APR | \$2,257.50 |
| MAY | \$3,246.50 |
| JUNE | \$1,352.50 |
| JULY | \$875.00 |
| AUG | \$8,025.00 |
| SEPT | \$2,525.00 |
| TOTAL | \$36,874.50 |



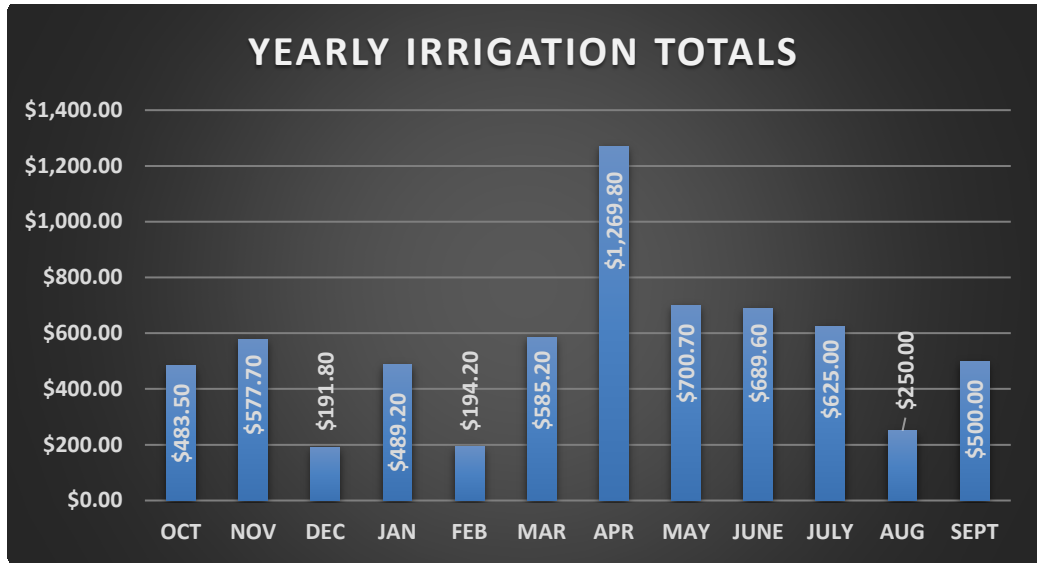
| | |
|--------------|--------------------|
| OCT | \$1,328.00 |
| NOV | \$1,096.00 |
| DEC | \$770.00 |
| JAN | \$2,460.00 |
| FEB | \$878.00 |
| MAR | \$1,848.00 |
| APR | \$1,850.00 |
| MAY | \$2,106.00 |
| JUNE | \$2,219.00 |
| JULY | \$2,625.00 |
| AUG | \$5,200.00 |
| SEPT | \$600.00 |
| TOTAL | \$22,980.00 |



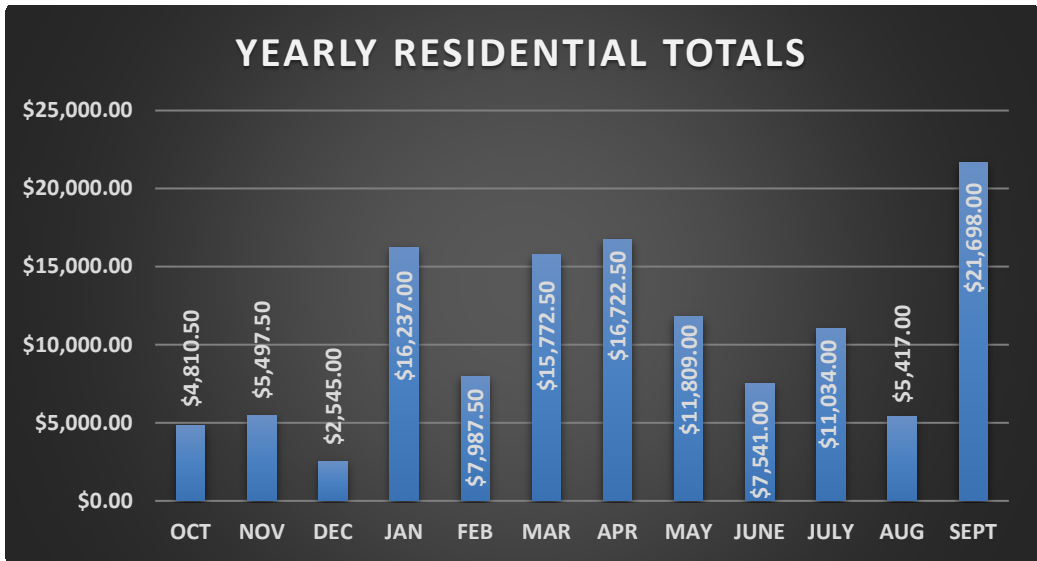
| | |
|--------------|--------------------|
| OCT | \$3,406.00 |
| NOV | \$1,311.00 |
| DEC | \$5,586.00 |
| JAN | \$4,973.00 |
| FEB | \$4,284.00 |
| MAR | \$1,397.50 |
| APR | \$3,648.00 |
| MAY | \$3,670.00 |
| JUNE | \$1,013.00 |
| JULY | \$725.00 |
| AUG | \$4,725.00 |
| SEPT | \$7,175.00 |
| TOTAL | \$41,913.50 |



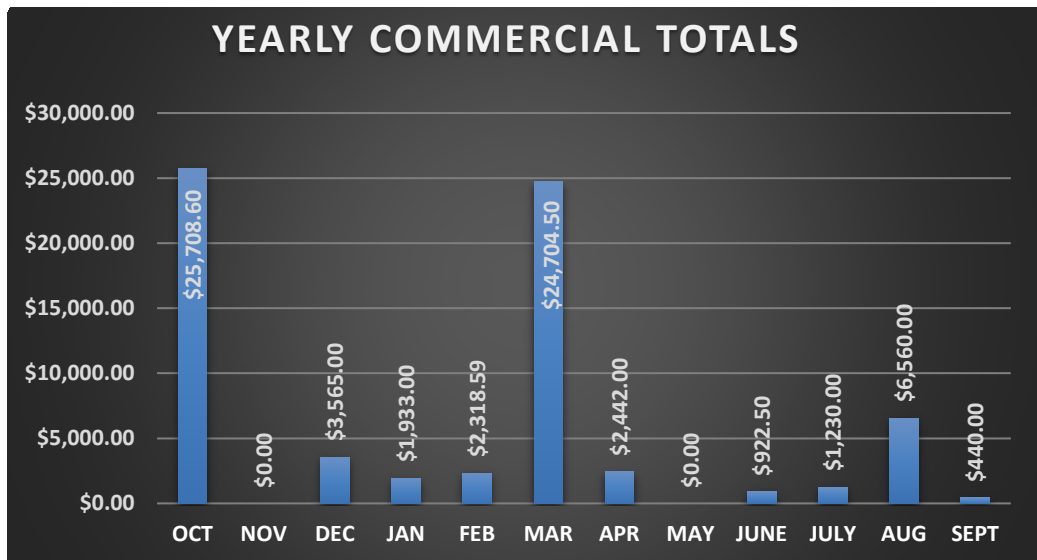
| | |
|--------------|-------------------|
| OCT | \$483.50 |
| NOV | \$577.70 |
| DEC | \$191.80 |
| JAN | \$489.20 |
| FEB | \$194.20 |
| MAR | \$585.20 |
| APR | \$1,269.80 |
| MAY | \$700.70 |
| JUNE | \$689.60 |
| JULY | \$625.00 |
| AUG | \$250.00 |
| SEPT | \$500.00 |
| TOTAL | \$6,556.70 |



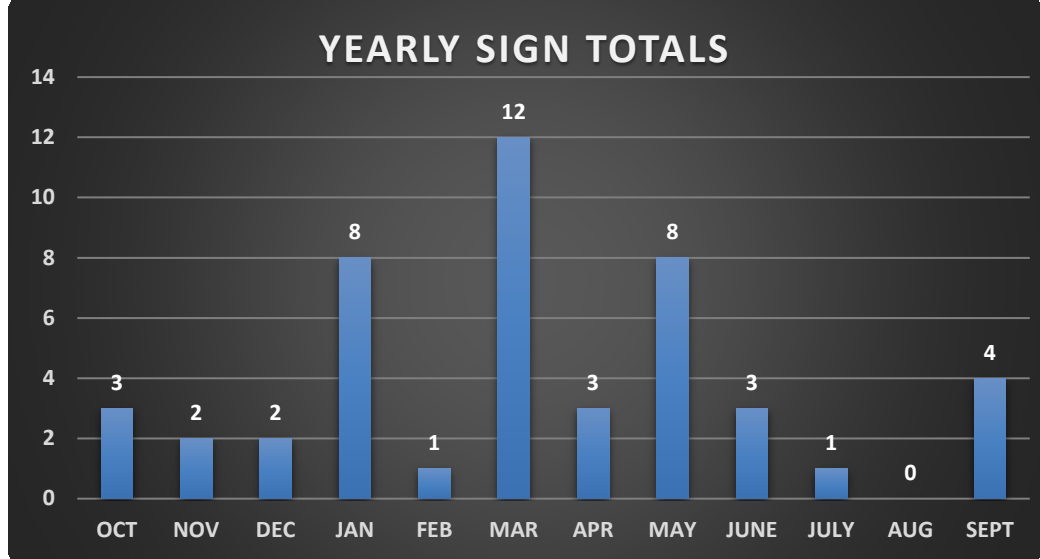
| | |
|--------------|---------------------|
| OCT | \$4,810.50 |
| NOV | \$5,497.50 |
| DEC | \$2,545.00 |
| JAN | \$16,237.00 |
| FEB | \$7,987.50 |
| MAR | \$15,772.50 |
| APR | \$16,722.50 |
| MAY | \$11,809.00 |
| JUNE | \$7,541.00 |
| JULY | \$11,034.00 |
| AUG | \$5,417.00 |
| SEPT | \$21,698.00 |
| TOTAL | \$127,071.50 |



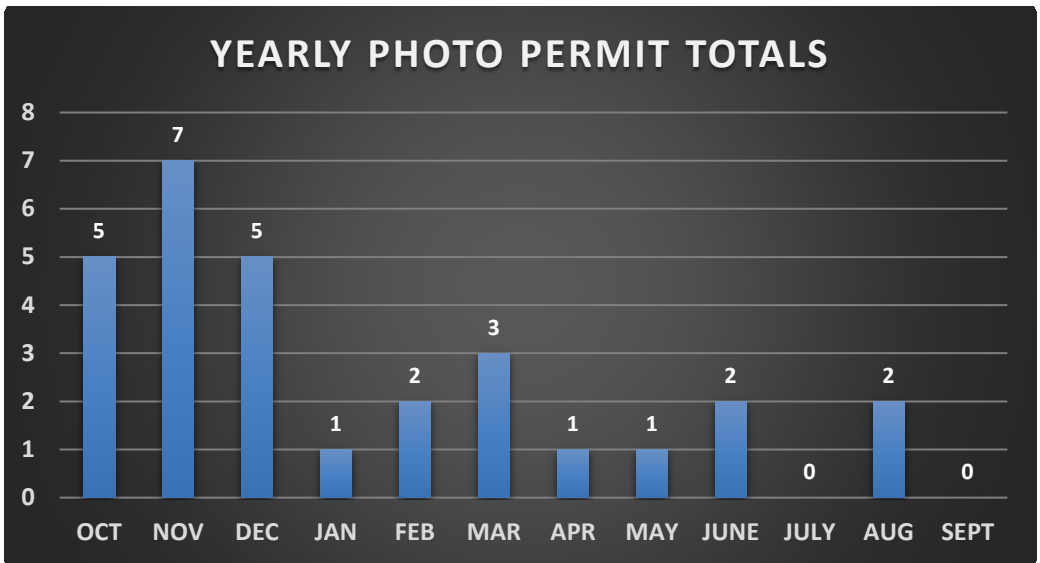
| | |
|--------------|--------------------|
| OCT | \$25,708.60 |
| NOV | \$0.00 |
| DEC | \$3,565.00 |
| JAN | \$1,933.00 |
| FEB | \$2,318.59 |
| MAR | \$24,704.50 |
| APR | \$2,442.00 |
| MAY | \$0.00 |
| JUNE | \$922.50 |
| JULY | \$1,230.00 |
| AUG | \$6,560.00 |
| SEPT | \$440.00 |
| TOTAL | \$69,824.19 |



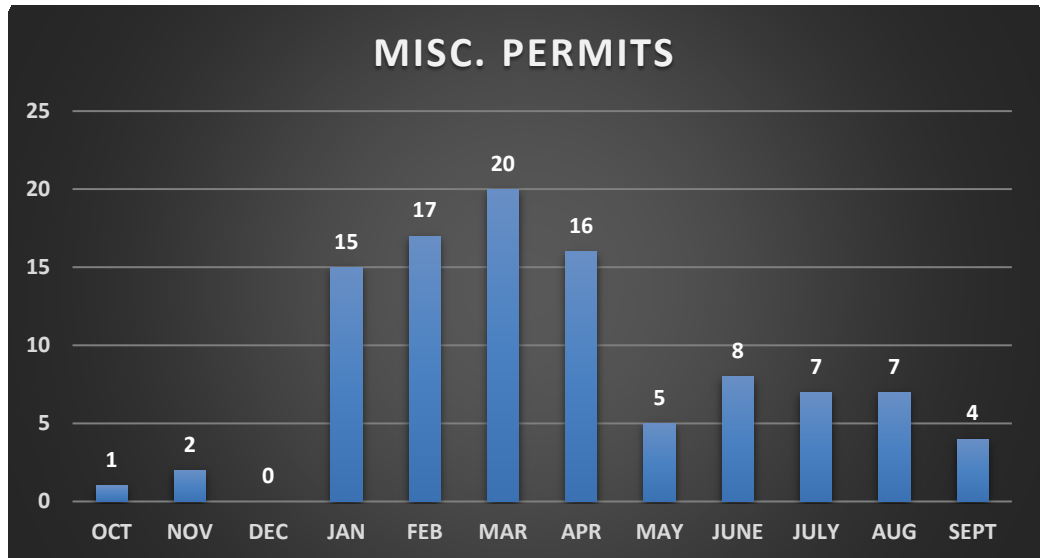
| | |
|--------------|-----------|
| OCT | 3 |
| NOV | 2 |
| DEC | 2 |
| JAN | 8 |
| FEB | 1 |
| MAR | 12 |
| APR | 3 |
| MAY | 8 |
| JUNE | 3 |
| JULY | 1 |
| AUG | 0 |
| SEPT | 4 |
| TOTAL | 47 |



| | |
|--------------|-----------|
| OCT | 5 |
| NOV | 7 |
| DEC | 5 |
| JAN | 1 |
| FEB | 2 |
| MAR | 3 |
| APR | 1 |
| MAY | 1 |
| JUNE | 2 |
| JULY | 0 |
| AUG | 2 |
| SEPT | 0 |
| TOTAL | 29 |

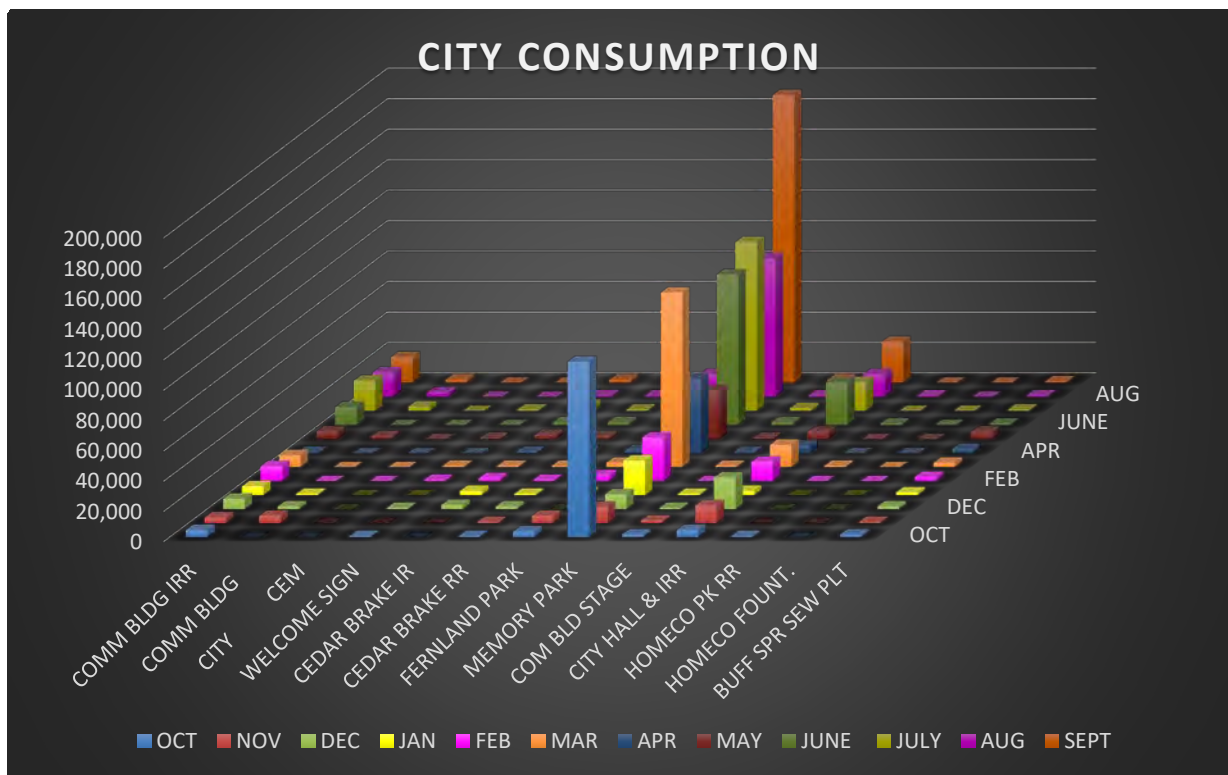


| | |
|--------------|------------|
| OCT | 1 |
| NOV | 2 |
| DEC | 0 |
| JAN | 15 |
| FEB | 17 |
| MAR | 20 |
| APR | 16 |
| MAY | 5 |
| JUNE | 8 |
| JULY | 7 |
| AUG | 7 |
| SEPT | 4 |
| TOTAL | 102 |

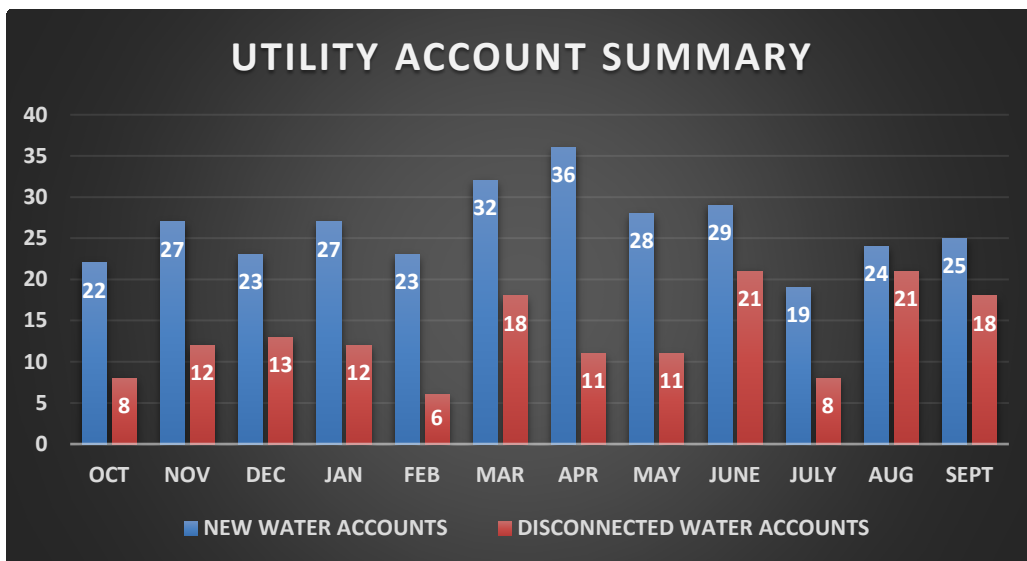


CITY WATER CONSUMPTION

| | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | JULY | AUG | SEPT |
|------------------|---------|--------|--------|--------|--------|---------|--------|--------|--------|---------|--------|---------|
| COMM BLDG IRR | 5,000 | 4,000 | 7,000 | 6,000 | 10,000 | 8,000 | 1,000 | 5,000 | 12,000 | 20,000 | 16,000 | 17,000 |
| COMM BLDG | 0 | 5,000 | 2,000 | 1,000 | 0 | 0 | 0 | 2,000 | 0 | 3,000 | 3,000 | 2,000 |
| CITY CEM | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| WELCOME SIGN | 1,000 | 0 | 1,000 | 0 | 1,000 | 1,000 | 0 | 1,000 | 0 | 1,000 | 0 | 0 |
| CEDAR BRAKE IR | 0 | 0 | 3,000 | 3,000 | 2,000 | 1,000 | 1,000 | 3,000 | 2,000 | 4,000 | 1,000 | 2,000 |
| CEDAR BRAKE RR | 1,000 | 1,000 | 2,000 | 1,000 | 1,000 | 1,000 | 2,000 | 2,000 | 2,000 | 1,000 | 1,000 | 1,000 |
| FERNLAND PARK | 4,000 | 5,000 | 0 | 2,000 | 4,000 | 3,000 | 2,000 | 1,000 | 5,000 | 4,000 | 15,000 | 8,000 |
| MEMORY PARK | 116,000 | 11,000 | 10,000 | 23,000 | 29,000 | 115,000 | 49,000 | 32,000 | 99,000 | 111,000 | 91,000 | 189,000 |
| COM BLD STAGE | 2,000 | 2,000 | 1,000 | 1,000 | 0 | 1,000 | 1,000 | 1,000 | 2,000 | 2,000 | 1,000 | 2,000 |
| CITY HALL & IRR | 5,000 | 12,000 | 21,000 | 3,000 | 13,000 | 15,000 | 5,000 | 5,000 | 28,000 | 19,000 | 15,000 | 27,000 |
| HOMEKO PK RR | 1,000 | 0 | 0 | 0 | 0 | 1,000 | 0 | 0 | 1,000 | 0 | 1,000 | 0 |
| HOMEKO FOUNT. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| BUFF SPR SEW PLT | 2,000 | 1,000 | 2,000 | 2,000 | 3,000 | 3,000 | 3,000 | 5,000 | 1,000 | 1,000 | 1,000 | 1,000 |



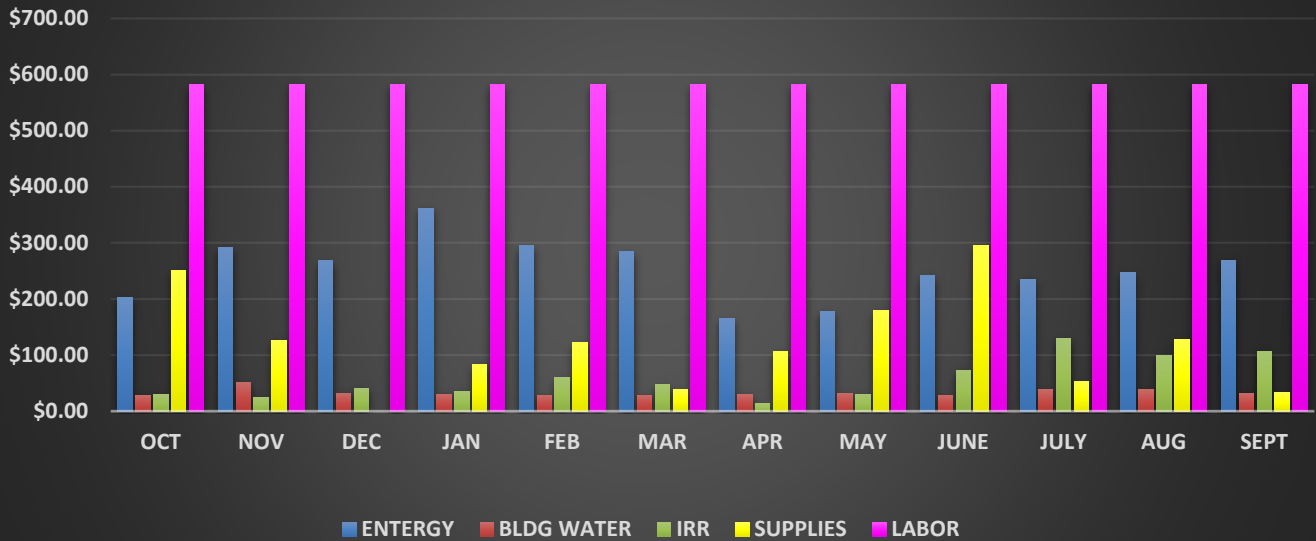
| | NEW WATER ACCOUNTS | DISCONNECTED WATER ACCOUNTS | TOTAL REVOLVING ACCOUNTS |
|------|-------------------------------|--|-------------------------------------|
| OCT | 22 | 8 | 709 |
| NOV | 27 | 12 | 718 |
| DEC | 23 | 13 | 719 |
| JAN | 27 | 12 | 729 |
| FEB | 23 | 6 | 738 |
| MAR | 32 | 18 | 742 |
| APR | 36 | 11 | 762 |
| MAY | 28 | 11 | 775 |
| JUNE | 29 | 21 | 777 |
| JULY | 19 | 8 | 785 |
| AUG | 24 | 21 | 784 |
| SEPT | 25 | 18 | 790 |



COMMUNITY BUILDING FISCAL YEAR COSTS

| | ENTERGY | BLDG WATER | IRR | SUPPLIES | LABOR | TOTAL |
|--------------|-------------------|-----------------|-----------------|-------------------|-------------------|--------------------|
| OCT | \$202.66 | \$28.50 | \$30.10 | \$250.94 | \$582.08 | \$1,094.28 |
| NOV | \$290.92 | \$51.60 | \$24.88 | \$126.23 | \$582.08 | \$1,075.71 |
| DEC | \$267.74 | \$31.94 | \$41.04 | \$0.00 | \$582.08 | \$922.80 |
| JAN | \$362.12 | \$30.22 | \$35.32 | \$83.35 | \$582.08 | \$1,093.09 |
| FEB | \$294.78 | \$28.50 | \$59.20 | \$122.12 | \$582.08 | \$1,086.68 |
| MAR | \$284.33 | \$28.50 | \$46.76 | \$38.84 | \$582.08 | \$980.51 |
| APR | \$164.43 | \$30.22 | \$13.72 | \$106.92 | \$582.08 | \$897.37 |
| MAY | \$176.96 | \$31.94 | \$30.10 | \$178.76 | \$582.08 | \$999.84 |
| JUNE | \$241.74 | \$28.50 | \$72.64 | \$294.72 | \$582.08 | \$1,219.68 |
| JULY | \$235.02 | \$39.16 | \$128.90 | \$52.73 | \$582.08 | \$1,037.89 |
| AUG | \$246.80 | \$39.16 | \$100.02 | \$128.38 | \$582.08 | \$1,096.44 |
| SEPT | \$269.21 | \$31.94 | \$107.24 | \$33.27 | \$582.08 | \$1,023.74 |
| TOTAL | \$3,036.71 | \$400.18 | \$689.92 | \$1,416.26 | \$6,984.96 | \$12,528.03 |

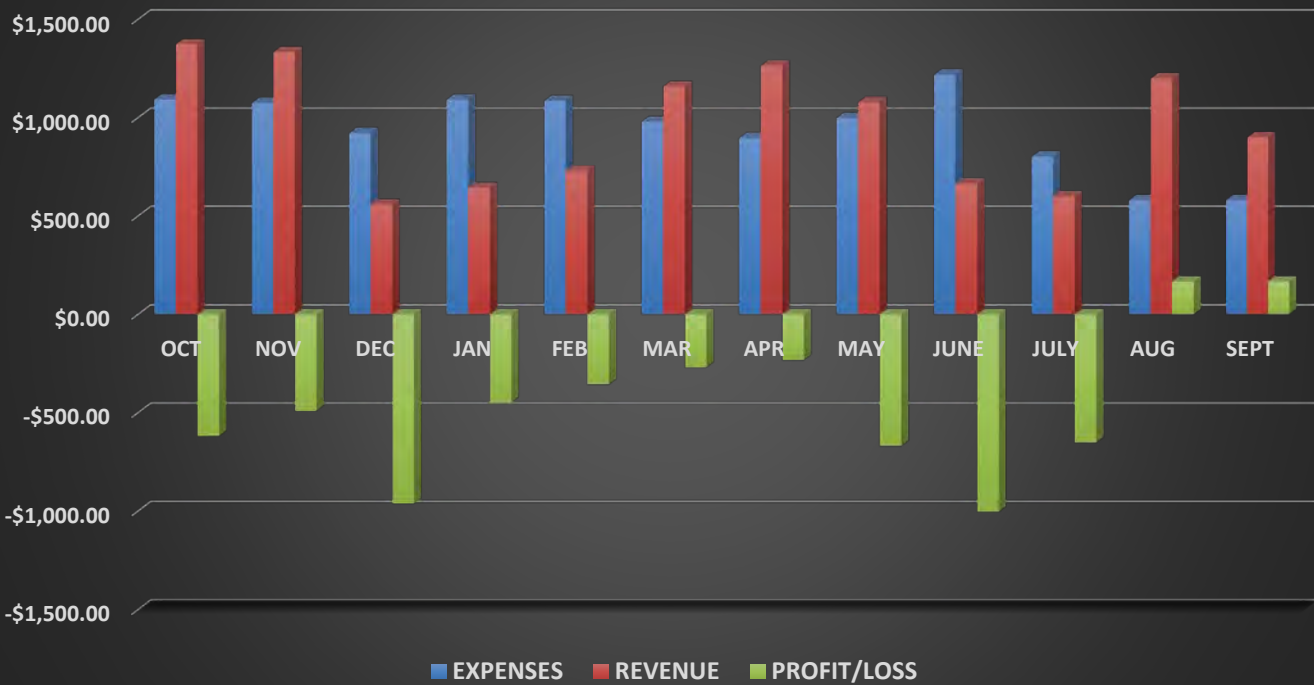
COMMUNITY BUILDING OPERATING COSTS



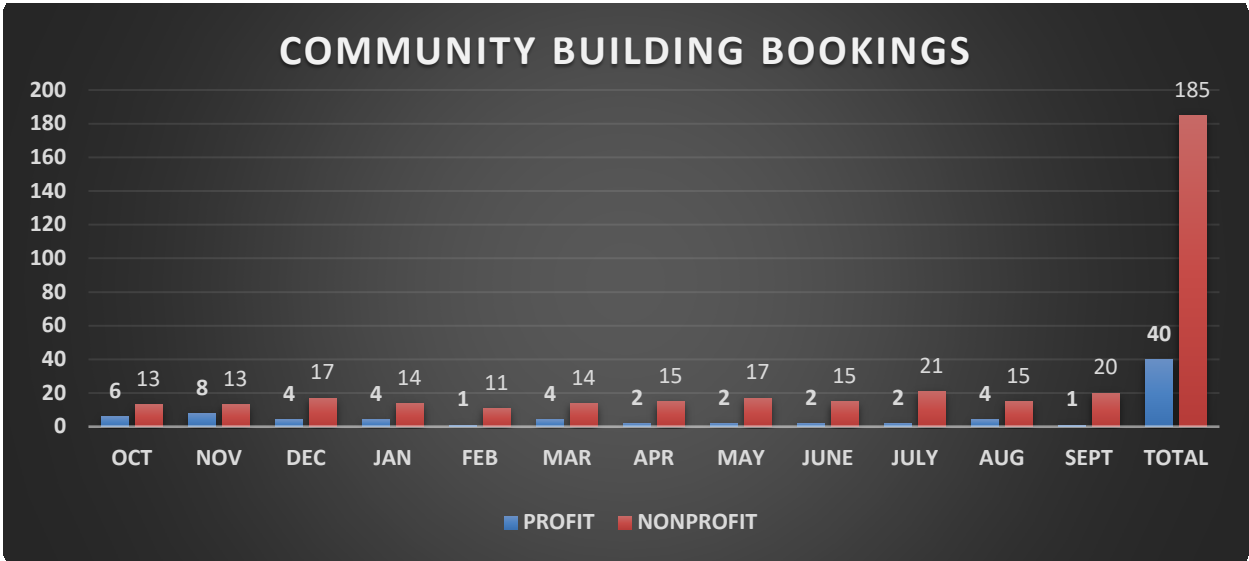
COMMUNITY BUILDING FISCAL COST ANALYSIS

| | EXPENSES | REVENUE | DEPOSIT REFUNDS | PROFIT/LOSS |
|-------|------------|-------------|-----------------|-------------|
| OCT | \$1,094.28 | \$1,375.00 | \$900.00 | -\$619.28 |
| NOV | \$1,075.71 | \$1,335.00 | \$750.00 | -\$490.71 |
| DEC | \$922.80 | \$560.00 | \$600.00 | -\$962.80 |
| JAN | \$1,093.09 | \$645.00 | \$0.00 | -\$448.09 |
| FEB | \$1,086.68 | \$730.00 | \$0.00 | -\$356.68 |
| MAR | \$980.51 | \$1,160.00 | \$450.00 | -\$270.51 |
| APR | \$897.37 | \$1,265.00 | \$600.00 | -\$232.37 |
| MAY | \$999.84 | \$1,080.00 | \$750.00 | -\$669.84 |
| JUNE | \$1,219.68 | \$665.00 | \$450.00 | -\$1,004.68 |
| JULY | \$802.87 | \$600.00 | \$450.00 | -\$652.87 |
| AUG | \$582.08 | \$1,200.00 | \$450.00 | \$167.92 |
| SEPT | \$582.08 | \$900.00 | \$150.00 | \$167.92 |
| TOTAL | 11,336.99 | \$11,515.00 | \$5,550.00 | -\$5,371.99 |

COMMUNITY BUILDING COST ANALYSIS



| | | |
|--------------|-----------|------------|
| OCT | 6 | 13 |
| NOV | 8 | 13 |
| DEC | 4 | 17 |
| JAN | 4 | 14 |
| FEB | 1 | 11 |
| MAR | 4 | 14 |
| APR | 2 | 15 |
| MAY | 2 | 17 |
| JUNE | 2 | 15 |
| JULY | 2 | 21 |
| AUG | 4 | 15 |
| SEPT | 1 | 20 |
| TOTAL | 40 | 185 |



UTILITY/GENERAL FUND REPORT – OCTOBER 2019

TOTAL REVENUE

| | |
|----------------------|---------------------|
| Utilities | \$199,851.07 |
| Permits | \$20,791.00 |
| Community Building | \$1,140.00 |
| Flags Sold | \$9.00 |
| Misc. General Fund | \$9,945.65 |
| Monthly Total | \$231,736.72 |

UTILITIES

| | |
|-------------------------------|-----|
| New Water Accts. | 21 |
| Disconnected Water Accts. | 15 |
| Total Number of Active Accts. | 795 |

ARREARS

| | 60 Days | 90 Days | 120+ Days 2007-Sept 1, 2018 |
|---------------------------|------------|----------|--------------------------------|
| Number of Accounts | 12 | 11 | 190 |
| Amount | \$1,067.56 | \$814.32 | \$42,555.79 |
| Total | | | \$44,437.67 |

PERMITS

| Type | Permit Total | Revenue |
|----------------------|--------------|--------------------|
| Building-Commercial | 5 | \$11,708.00 |
| Building-Residential | 2 | \$2,993.00 |
| Plumbing | 9 | \$2,475.00 |
| Irrigation | 5 | \$625.00 |
| Mechanical | 3 | \$600.00 |
| Electrical | 4 | \$1,175.00 |
| Sign | 3 | \$150.00 |
| Pool | 1 | \$650.00 |
| Fernland Tour | 1 | \$30.00 |
| Photography | 5 | \$125.00 |
| Occupancy | 1 | \$175.00 |
| Golf Cart | 1 | \$25.00 |
| Vendor | 3 | \$60.00 |
| TOTAL | 43 | \$20,791.00 |

COMMUNITY BUILDING

| Type of Rental | Number of Bookings | Revenue |
|----------------|--------------------|------------|
| Profit | 3 | \$1,140.00 |
| Non - Profit | 17 | \$0 |

CITY ACCOUNT CONSUMPTION

| | AUGUST | SEPTEMBER | OCTOBER |
|--|--------|-----------|---------|
| Community Building – Irrigation (01-8732-00) | 16,000 | 17,000 | 14,000 |
| Community Building (01-0130-00) | 3,000 | 2,000 | 0 |
| City Cemetery (01-1110-00) | 0 | 0 | 0 |
| City Welcome Sign Irrigation at HWY 105 & Prairie – Rose Garden (01-8733-00) | 0 | 0 | 0 |
| Cedar Break Park Irrigation (01-8736-00) | 1,000 | 2,000 | 2,000 |
| Cedar Break Park Restrooms (01-8735-00) | 1,000 | 1,000 | 1,000 |
| Fernland (01-8737-00) | 15,000 | 8,000 | 1,000 |
| Memory Park (01-5885-00) | 91,000 | 189,000 | 130,000 |
| Community Building Stage Irrigation Rose Garden (01-6180-00) | 1,000 | 2,000 | 2,000 |
| City Hall & Irrigation (01-6190-00) | 15,000 | 27,000 | 23,000 |
| Homecoming Park Restrooms (01-8820-00) | 1,000 | 0 | 0 |
| Homecoming Park Drinking Ftn (01-8738-00) | 0 | 0 | 0 |
| Buffalo Springs Sewer Plant (01-8821-00) | 1,000 | 1,000 | 2,000 |



City of Montgomery

Operations Report

October 2019

09/18/19-10/17/19

TAP

INTO

TECHNOLOGY

Dear City of Montgomery Council Members:

We are pleased to provide you with the monthly operations report. This report summarizes the major events that occurred during the operating month. Our mission, as always, is to assist the district in providing safe and reliable water to the residents.

The water plants, wastewater plant and drinking water quality is checked on a daily basis. Wastewater collection system lift stations are checked three times a week. Alarms are monitored, and our staff is on 24-hour call. Our construction crews are minutes away from the City.

Our operators collect and enter all facility data into Kardia. Our operators note any issues or problems that are observed during the day. Mission Control is instantly aware of the issue and immediately begins the resolution process. This approach benefits our clients because decisions can be made based on relevant data.

All the district's data can be accessed on-line. The data is username and password protected. The data is integrated with Kardia and updated daily. District alerts that are generated by Kardia can be sent to board designated recipients. GUS appreciates the trust and confidence that the board has in our team. We work diligently to provide our clients with accurate and useful information.

Michael Williams



Vice President of Operations
Gulf Utility Service

District Alerts

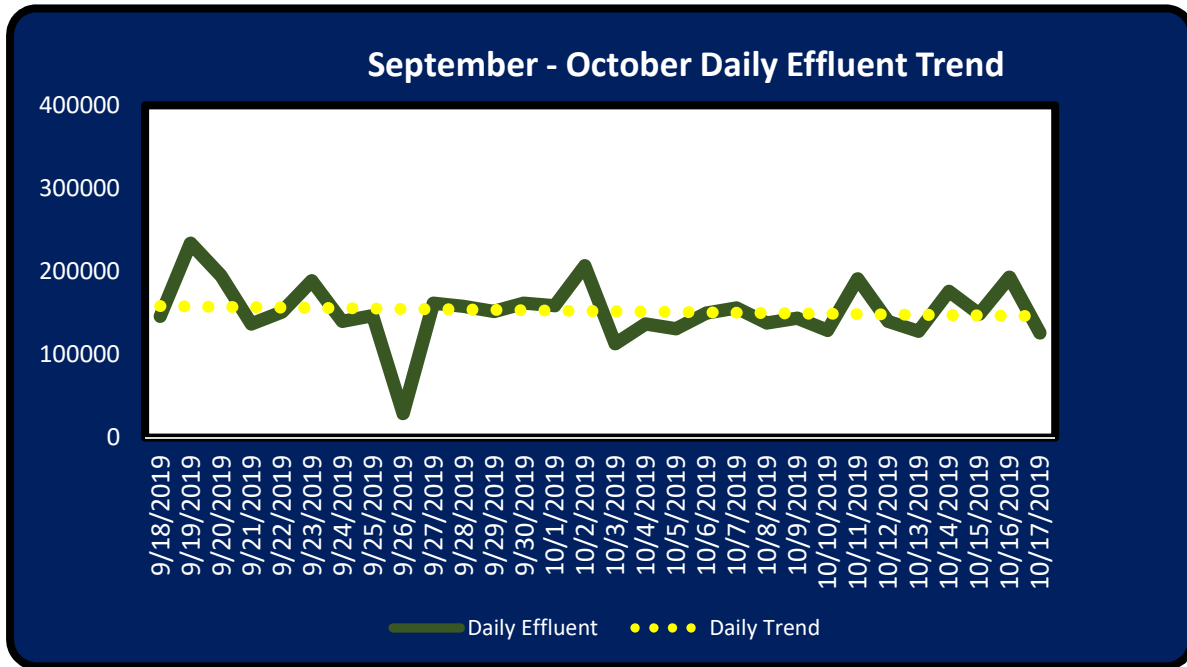
09/18/2019 - Lift Station 2 & 8 - Power failure

Upon arrival operator found facility with power, alarm due to electrical company changing out power pole in the area.

09/18/2019 – Water Plant 3 – Genset failure

Upon arrival operator found genset alarm off. Operator tested equipment and reset alarm till facility was running normal.

Wastewater Plant Flow Detail



- Bypass pump went down on 9/26 for approximately 12 hours
- Flow for the month of September – October was 4,569,000 gallons
- Daily peak flow September 19, 2019 was 234,000 gallons
- Average Daily Flow 152,300 gallons


Discharge Limitations

- Daily Average Flow 400,000 gallons (0.4 MGD)
- 2-Hour Peak Flow 833 gpm
- CBOD daily average 10 mg/l
- Total Suspended Solids (TSS) 15 mg/l
- Ammonium Nitrogen (NH3) 2 mg/l
- Chlorine Residual >1.0 mg/l < 4.0 mg/l
- The current permit expires 06/01/2022

Effluent

TSS, DO, E.Coli, NH3N, PH sample results were all comfortable within the parameters set by the State of Texas.

Buffalo Springs WWTP Effluent Monitoring Report

| Effluent Permitted Values | Parameter | | Measured | Excursion |
|---------------------------|---|------|----------|-----------|
| Average Monthly T.S.S. | 15 | mg/l | 4.50 | no |
| Average Monthly NH3 | 2 | mg/l | 0.21 | no |
| Minimal CL2 Residual | 1 | mg/l | 1.02 | no |
| Max CL2 Residual | 4 | mg/l | 3.93 | no |
| Rainfall for the Month |  | 6.10 | inches | |

There were no excursions for the month of October



Water Report

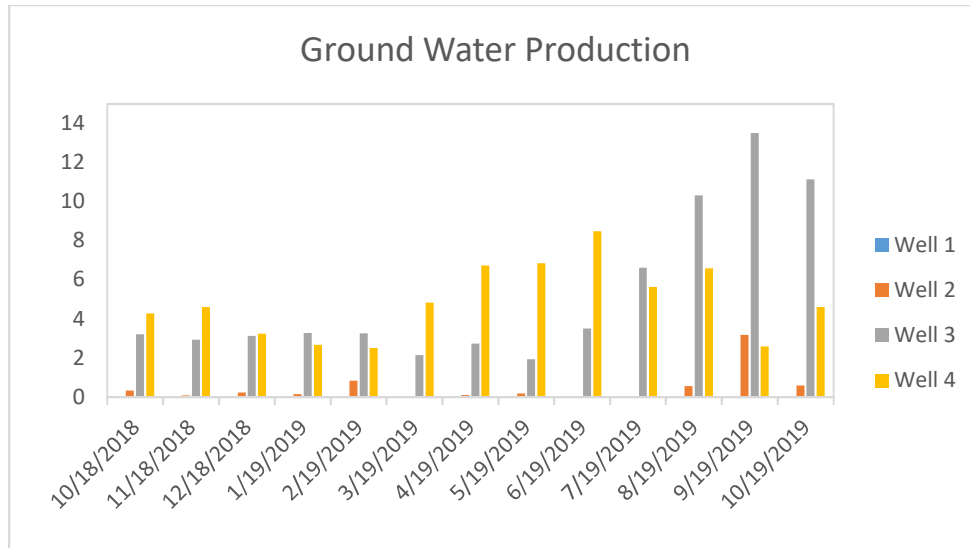
09/18/2019-10/17/2019

| 2019 | | | | | | | |
|-------------|-------------------|------------|----------------|-----------------|--------|-----------------|--------------------|
| Well Name | Recorded Flow MGD | % of Total | Rating MGD/Day | YTD Pumpage MGD | YTD % | Permitted Value | Remaining Permit % |
| Well 2 | 0.594 | 3.64% | 0.864 | 5.693 | 4.92% | 92.930 | 30.93% |
| Well 3 | 11.142 | 68.20% | 0.864 | 58.495 | 50.54% | | |
| Well 4 | 4.602 | 28.17% | 2.160 | 51.548 | 44.54% | 90.000 | 42.72% |
| Total | 16.338 | 100.00% | 3.888 | 115.736 | 100% | 122.651 | |
| Flushing | 0.415 | | | | | | |
| Subtotal | 15.923 | | | | | | |
| Sold | 11.231 | | | | | | |
| % Accounted | 71% | | | | | | |

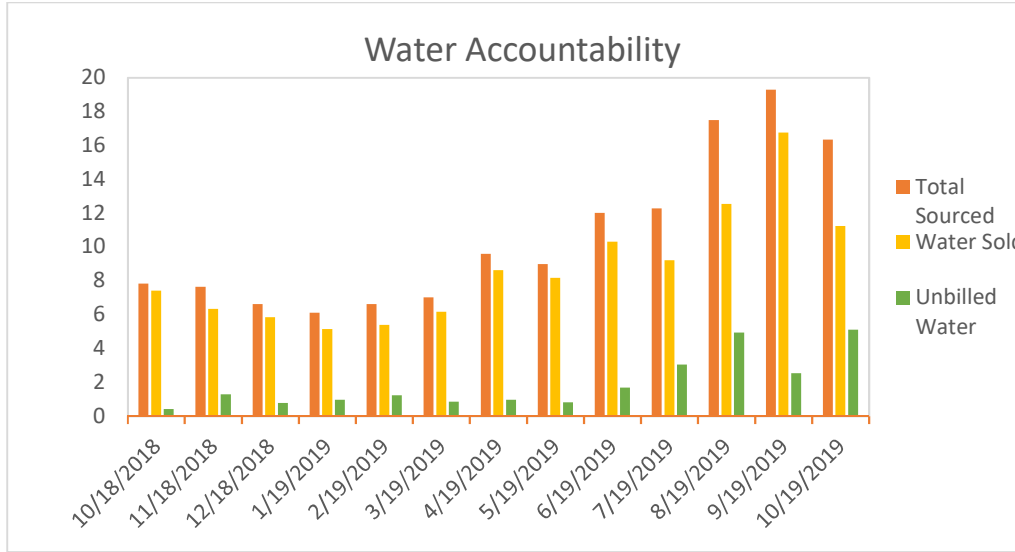
- Well 2&3 permit was prepaid up to 47.551 Million gallons
- Leaking fire hydrant was found on 10/25

| Accountability | |
|---------------------|--------|
| Total Water Sourced | 16.338 |
| Flushing | 0.415 |
| Subtotal | 15.923 |
| Sold | 11.231 |
| Accountability % | 71% |

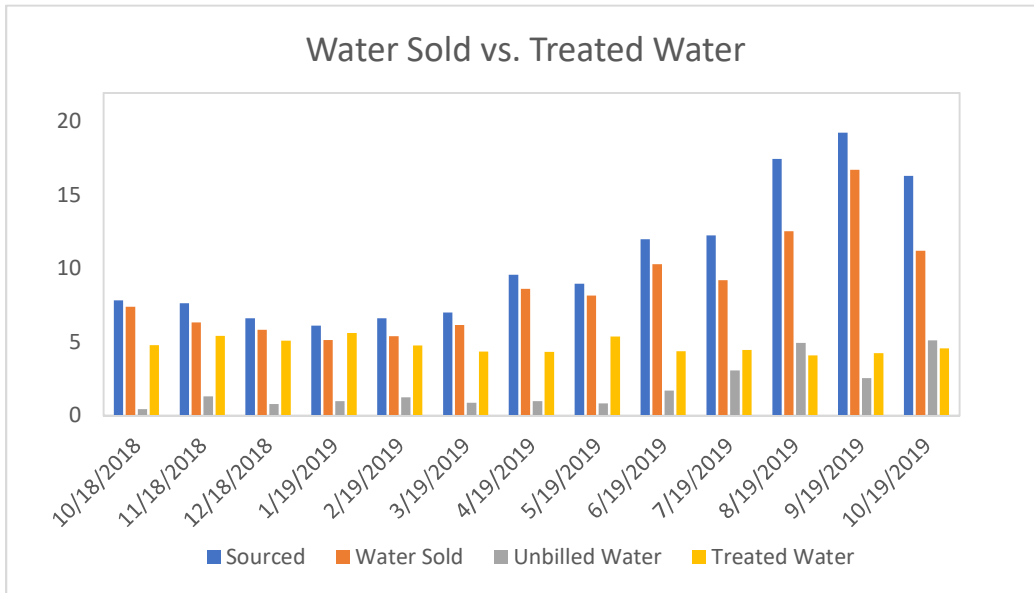
| CONNECTIONS | |
|---------------------|------------|
| School | 12 |
| Commercial Inside | 153 |
| Commercial Outside | 1 |
| Residential Inside | 670 |
| Residential Outside | 27 |
| Church | 13 |
| City | 15 |
| Hydrant | 7 |
| Multifamily | 11 |
| n/a | 2 |
| Total | 911 |



| Date | Total | Well_1 | Well_2 | Well_3 | Well_4 |
|------------|--------|--------|--------|--------|--------|
| AVG | 10.6 | 0.000 | 0.489 | 5.216 | 4.899 |
| 10/18/2018 | 7.836 | 0.000 | 0.338 | 3.224 | 4.274 |
| 11/18/2018 | 7.647 | 0.000 | 0.091 | 2.946 | 4.610 |
| 12/18/2018 | 6.629 | 0.000 | 0.233 | 3.140 | 3.256 |
| 1/19/2019 | 6.12 | 0.000 | 0.154 | 3.283 | 2.683 |
| 2/19/2019 | 6.631 | 0.000 | 0.847 | 3.265 | 2.519 |
| 3/19/2019 | 7.016 | 0.000 | 0.026 | 2.153 | 4.837 |
| 4/19/2019 | 9.597 | 0.000 | 0.114 | 2.749 | 6.734 |
| 5/19/2019 | 8.984 | 0.000 | 0.183 | 1.947 | 6.854 |
| 6/19/2019 | 12.002 | 0.000 | 0.000 | 3.514 | 8.488 |
| 7/19/2019 | 12.276 | 0.000 | 0.013 | 6.618 | 5.645 |
| 8/19/2019 | 17.486 | 0.000 | 0.571 | 10.319 | 6.596 |
| 9/19/2019 | 19.286 | 0.000 | 3.191 | 13.505 | 2.59 |
| 10/19/2019 | 16.338 | 0.000 | 0.594 | 11.142 | 4.602 |
| Total | 137.85 | 0.000 | 6.355 | 67.805 | 63.688 |



| Date | Accountability | Unaccounted | Total Sourced | Water Sold | Flushing/Leaks | Unbilled Water |
|------------|----------------|-------------|---------------|------------|----------------|----------------|
| 10/18/2018 | 99% | 0.0767 | 7.836 | 7.418 | 0.3413 | 0.418 |
| 11/18/2018 | 93% | 0.515 | 7.647 | 6.344 | 0.788 | 1.303 |
| 12/18/2018 | 99% | 0.057 | 6.629 | 5.847 | 0.725 | 0.782 |
| 1/19/2019 | 94% | 0.365 | 6.120 | 5.148 | 0.607 | 0.972 |
| 2/19/2019 | 96% | 0.278 | 6.631 | 5.39 | 0.963 | 1.241 |
| 3/19/2019 | 95% | 0.385 | 7.016 | 6.162 | 0.469 | 0.854 |
| 4/19/2019 | 95% | 0.481 | 9.597 | 8.633 | 0.483 | 0.964 |
| 5/19/2019 | 96% | 0.396 | 8.984 | 8.167 | 0.421 | 0.817 |
| 6/19/2019 | 89% | 1.359 | 12.002 | 10.311 | 0.332 | 1.691 |
| 7/19/2019 | 82% | 2.1925 | 12.276 | 9.218 | 0.8655 | 3.058 |
| 8/19/2019 | 81% | 3.34 | 17.486 | 12.548 | 1.598 | 4.938 |
| 9/19/2019 | 90% | 2.02 | 19.286 | 16.753 | 0.513 | 2.533 |
| 10/19/2019 | 71% | 4.692 | 16.338 | 11.231 | 0.415 | 5.107 |



| Date | Sourced | Water Sold | Unbilled Water | Treated Water | Return % | Rain |
|------------|---------|------------|----------------|---------------|----------|-------|
| 10/18/2018 | 7.836 | 7.418 | 0.418 | 4.789 | 65% | 12.75 |
| 11/18/2018 | 7.647 | 6.344 | 1.303 | 5.422 | 85% | 7.50 |
| 12/18/2018 | 6.629 | 5.847 | 0.782 | 5.093 | 87% | 5.60 |
| 1/19/2019 | 6.120 | 5.148 | 0.972 | 5.610 | 109% | 8.75 |
| 2/19/2019 | 6.631 | 5.39 | 1.241 | 4.766 | 88% | 3.25 |
| 3/19/2019 | 7.016 | 6.162 | 0.854 | 4.343 | 70% | 1.96 |
| 4/19/2019 | 9.597 | 8.633 | 0.964 | 4.330 | 50% | 1.20 |
| 5/19/2019 | 8.984 | 8.167 | 0.817 | 5.370 | 66% | 7.50 |
| 6/19/2019 | 12.002 | 10.311 | 1.691 | 4.382 | 42% | 4.35 |
| 7/19/2019 | 12.276 | 9.218 | 3.058 | 4.464 | 48% | 4.85 |
| 8/19/2019 | 17.486 | 12.548 | 4.938 | 4.101 | 33% | 0.50 |
| 9/19/2019 | 19.286 | 16.753 | 2.533 | 4.244 | 25% | 0.70 |
| 10/19/2019 | 16.338 | 11.231 | 5.107 | 4.569 | 41% | 6.10 |

December 5, 2019

The Honorable Mayor and City Council
City of Montgomery
101 Old Plantersville Road
Montgomery, Texas 77316

Re: Engineering Report
Council Meeting: December 10, 2019
City of Montgomery

Dear Mayor and Council:

The following information summarizes our activities on your behalf since the November 12, 2019 Council Meeting:

Status of Previously Authorized Projects:

All projects discussed below are shown on the enclosed maps of active developments and capital projects.

a) Baja Road Water and Drainage Improvements, Phase I (CDBG)

The contractor has substantially completed the improvements along both Martin Luther King Jr. Drive and Baja Road, and a final inspection is scheduled to be held on December 10th. We received and recommended payment of Pay Estimate No. 2 in the amount of \$58,030.20 to MMG Contractors, LLC.



Roadside ditch along MLK Drive



Driveway repair along Baja Road

Status of Previously Authorized Projects (cont.):**b) MLK Drive Water and Drainage Improvements, Phase II (CDBG)**

The contractor has substantially completed the improvements along Martin Luther King Jr. Drive, and a final inspection is scheduled to be held on December 10th. We received and recommended payment of Pay Estimate No. 2 in the amount of \$44,165.55 to MMG Contractors, LLC.



New culvert & driveway repair along MLK Drive



Ditch regrading & new culvert along MLK Drive

c) Atkins Creek Water, Sanitary Sewer, and Storm Sewer Repairs (FEMA)

The contractor poured the concrete caps on top of the piles, extended casing, and has installed the proposed waterline and sanitary sewer line within the steel casings. The contractor plans to install additional rip rap and slope stabilization once the waterline and sanitary sewer line construction is complete. We received and recommended payment of Pay Estimate No. 1 in the amount of \$132,961.82 to Solid Bridge Construction, LLC.



Pile caps complete and in place



Waterline installed in casing across piles

Status of Previously Authorized Projects (cont.):
d) Water Distribution System Analysis and Master Plan – CP No. 3 – Downtown and SH-105 Waterline Replacement

We plan to submit signed and sealed plans and specifications to the Texas Water Development Board next week for final approval before beginning the bidding process. We are planning to bid the project at the beginning of the new year.

e) Water Distribution System Analysis and Master Plan – CP No. 9 - Water Plant No. 3 Improvements

We are currently addressing comments identified during our internal review of the preliminary plans and specifications and plan to schedule a meeting with the TORC prior to the end of the year to discuss upon completion of our modifications.

f) Water Distribution System Analysis and Master Plan – CP No. 1, Water Plant No. 2 GST Backfill

As a reminder, this project will be rebid with the Water Plant No. 3 Improvements project.

g) Sanitary Sewer System Analysis and Master Plan – CP No. 3b – Lift Station No. 1 Replacement

The contractor completed the concrete cap and backfill of the former Lift Station No. 1 site, and demolition is complete. Testing results and all required documentation has been provided to the neighboring site developer to allow for their development to proceed. The contractor is preparing rebar and form work at the proposed lift station site and plans to pour the first section of concrete next week. We received and recommended payment of Pay Estimate No. 1 in the amount of \$99,954.00 to Veritas Management Company LLC DBA Black Castle General Contractor on November 11, 2019. We also received and recommended payment of Pay Estimate No. 2 in the amount of \$81,189.00 for work completed through November 25, 2019. As of Pay Estimate No. 2, the contract is approximately 43% complete by time and 18% complete by value.



Lift Station No. 1, demolished and backfilled



Rebar for new Lift Station No. 1

Status of Previously Authorized Projects (cont.):**h) 18" Gravity Sanitary Sewer Extension, Phase 2**

As a reminder, we held a final inspection on October 15th. We are coordinating between the lift station contractor and this contractor to complete the final testing to close out the project.

i) Baja Road Rehabilitation (FEMA)

We are working with City staff to obtain pricing and schedules from Montgomery County Precinct No. 1 to complete the work. We concurrently plan to publicly bid the project to allow the City to pick the most advantageous path to complete the work.

j) Sanitary Sewer System Analysis and Master Plan – CP No. 10 – Lift Station No. 3 Force Main Re-Route

As a reminder, this project is included in TWDB CWSRF loan. The design is substantially complete, has received TxDOT approval, and is being placed temporarily on hold until the Lift Station No. 1 project is complete.

k) GLO Projects

We are coordinating with GrantWorks regarding an initial underbrush cleanup of Ander's Branch in anticipation of survey crews for the drainage improvements project. The proposed work is undergoing environmental review for compliance.

Existing and Upcoming Developments:

a) Feasibility Studies – There are no currently ongoing feasibility studies at this time.

b) Plan Reviews

i. Exxon Eva Street – We did not receive revised plans this month.

ii. Wendy's (Haza Foods) – We did not receive revised plans this month.

iii. Louisa Lane Single Family Development – We did not receive revised plans this month.

iv. Best Donuts (Samdana) – We received revised plans for the development on November 12th and returned comments to the plans on November 26th. We received additional revised plans on December 4th and plan to return comments or plan approval next week.

c) Plat Reviews – There are no ongoing plat reviews at this time.

d) Ongoing Construction – There are no ongoing construction projects for public infrastructure at this time.

e) One-Year Warranty Inspections

i. Lake Creek Village, Section 3 – We were informed by the developer that all punch list items have been addressed. After an onsite inspection we confirmed there are a few punch list items to be addressed and are working with the developer to have them completed.

One-Year Warranty Inspections (cont.):

- ii. **Villas of Mia Lago, Section 2** – It is our understanding the contractor is working to address the items identified at the one-year warranty inspection.
- iii. **Buffalo Springs Drive Bridge Repair** – We performed a one-year warranty inspection on November 6th. It is our understanding the contractor is nearing completion of all punch list items and we plan to present close-out documents at the January 14th City Council meeting.
- iv. **18" Gravity Sanitary Sewer Extension, Phase I** – The one-year warranty period for this project is scheduled to end on December 12, 2019. We are working with the contractor to schedule a one-year warranty inspection this month.
- v. **Hills of Town Creek, Section 3** – The one-year warranty period for this project is scheduled to end on January 22, 2020. We are working with the contractor to schedule a one-year warranty inspection in early January 2020.
- vi. **Montgomery First (KenRoc) Phase II and III Public Infrastructure** – We performed a one-year warranty inspection on September 27th, and all items have been addressed. It is our understanding the developer has submitted an additional escrow deposit for their account, and we recommend bonds be released.

Agenda Item: Consideration and possible action regarding releasing the Maintenance Bond for the Montgomery First Phase II and III Public Infrastructure Development.

Meetings and Ongoing Activities:

- a) **Weekly Operations Conference Call** – We continue hosting a biweekly conference call with representatives from Gulf Utility Service, Inc. and City Staff. Items of note discussed during the previous month included receiving estimates for repairs to Lift Station No. 14, updates on various warranty inspections, general updates on all active design and construction projects, and general operations of the City's water and sanitary sewer facilities.
- b) **Dobbin-Plantersville Water Supply Corporation** – We are continuing to coordinate with the Dobbin-Plantersville Water Supply Corporation ("DP") engineers to prepare a scope and cost estimate for the proposed emergency waterline interconnect.
- c) **FM 1097 & Atkins Creek (TxDOT)** – It is our understanding TxDOT is looking into improvements to be completed at Atkins Creek in conjunction with planned improvements to FM 1097. We provided the drainage study we performed as part of the Atkins Creek Water, Sanitary Sewer, and Storm Sewer Repairs project to aid in their study, which is expected to be complete in January 2020.
- d) **FM 149 & SH-105 Right Turn Lane** – We provided a revised legal description and exhibit to TxDOT on August 6th for the dedication of a northbound right turn lane at the intersection of FM 149 and SH-105. TxDOT has advised they are preparing an appraisal and the legal conveyance documents and will provide all documentation to the City for review once complete.

Meetings and Ongoing Activities (cont.):

- e) **Design Manual Update** – We are preparing updates to the City’s Design Manual, as authorized by City Staff, in response to recent legislation that requires all plan review comments to reference a written rule. Updates include the addition and modification of standard details and City preferences for construction to be enforced in all proposed City and private developments.
- f) **Plan Review Process** – We attended a meeting with City Staff and the City building code inspector on November 12th to discuss the current plan review process for all aspects of a development, and how it can be improved in the future to comply with recent legislation and improve communication with the developers.
- g) **Water Well Performance Summaries** – We received and reviewed the results of the water well performance tests completed in November 2019. The water wells are performing as designed and no action is recommended at this time.

Please contact Katherine Vu or me if you have any questions.

Sincerely,



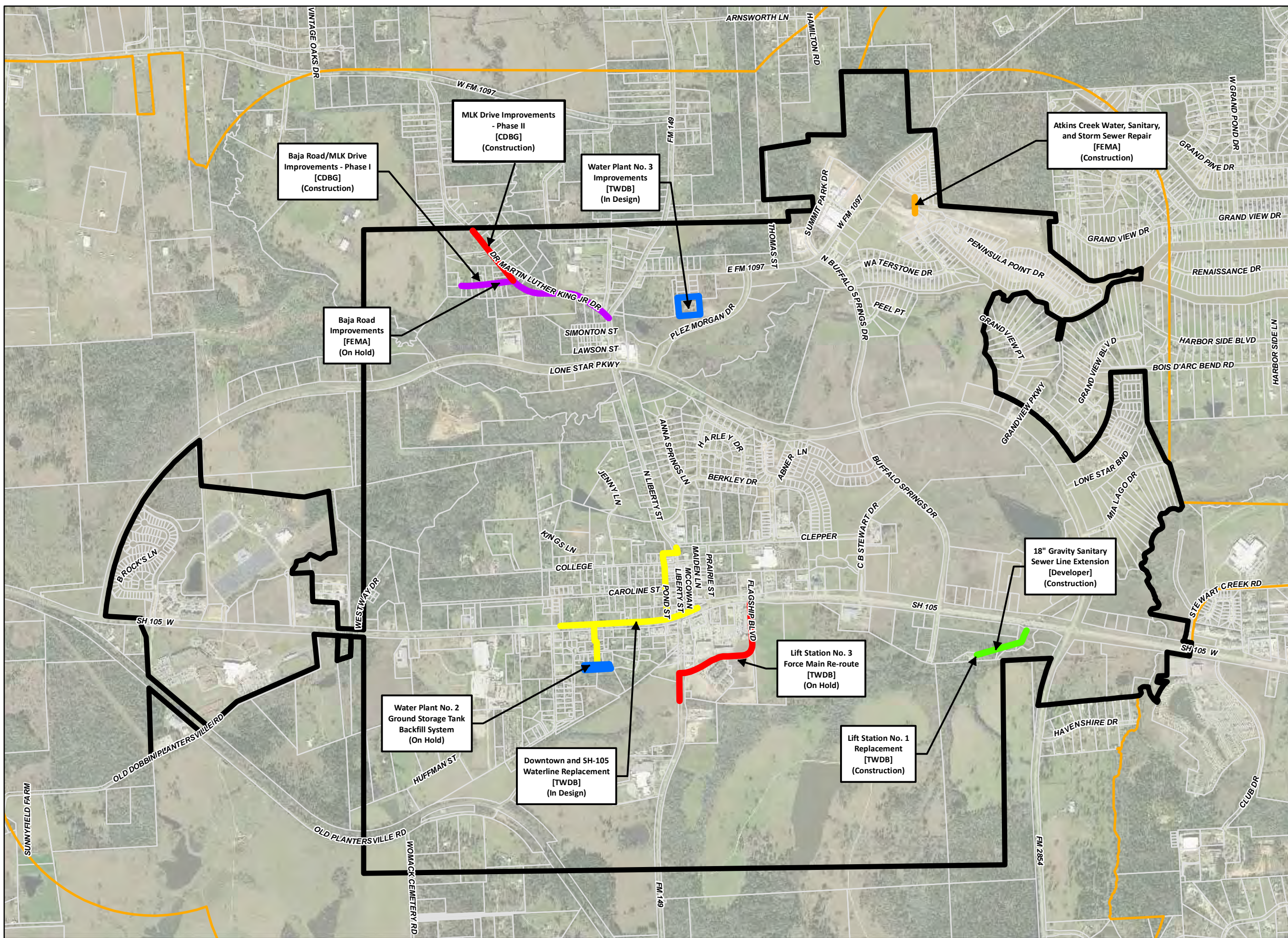
Chris Roznovsky, PE
Engineer for the City

CVR/kmv

K:\W5841\W5841-0900-00 General Consultation\Meeting Files\Status Reports\2019\Engineer's Report 12-10-19.docx

Enclosures: Active Capital Projects Map
Active Developments Map
Project Schedule




Cc (via email): The Planning and Zoning Commission – City of Montgomery
Mr. Richard Tramm – City of Montgomery, City Administrator
Ms. Susan Hensley – City of Montgomery, City Secretary
Mr. Larry Foerster – Darden, Fowler & Creighton, LLP, City Attorney



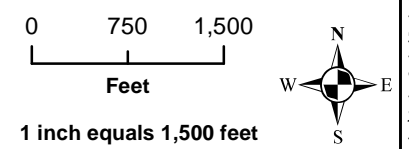
VICINITY MAP

Scale: 1 inch equals 20 miles

LEGEND

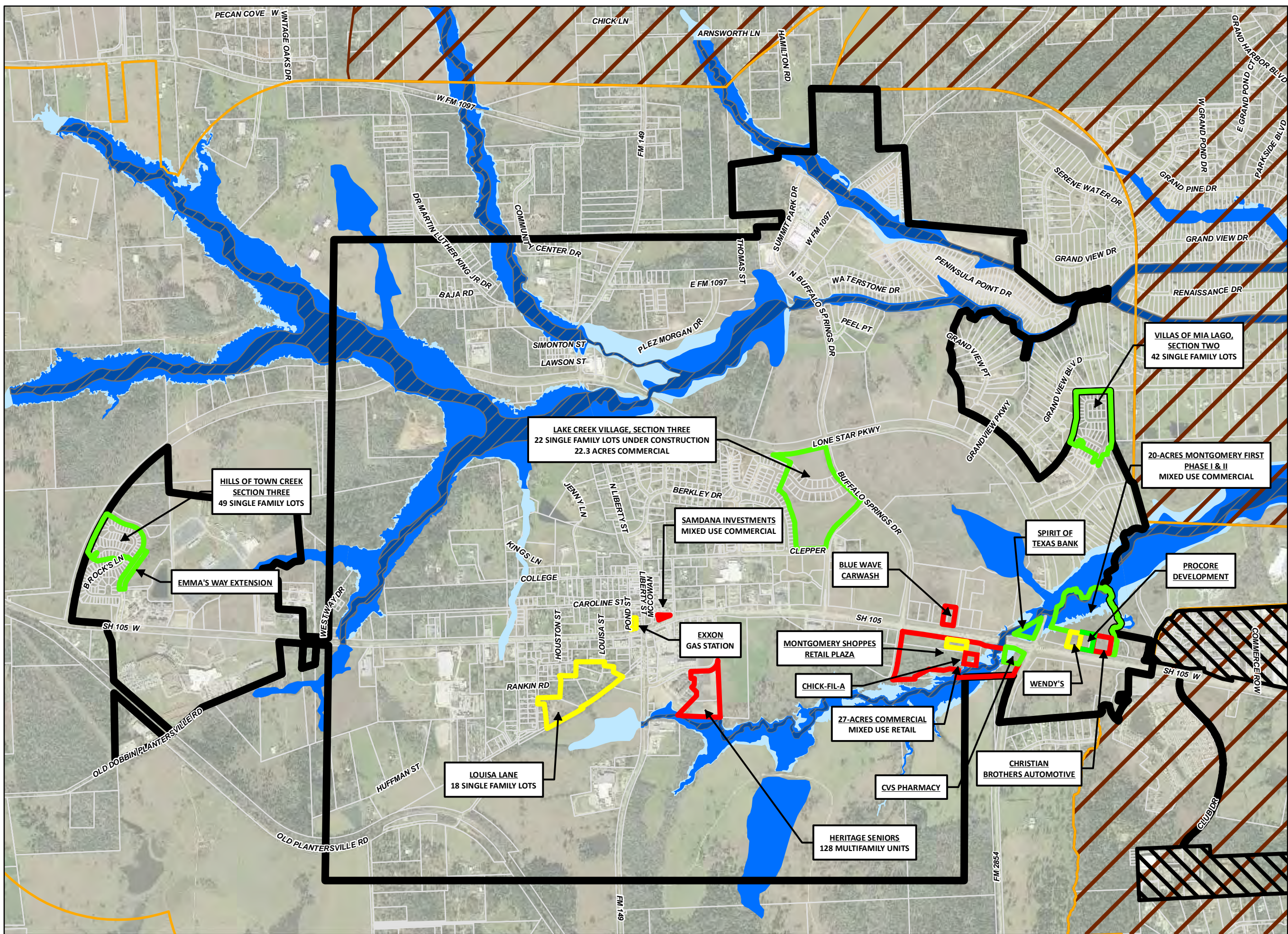
-  City Limits
-  City ETJ
-  MCAD Parcels

ACTIVE CAPITAL PROJECTS (DECEMBER 2019)



Disclaimer: This product is offered for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property, governmental and/or political boundaries or related facilities to said boundary. No express warranties are made by Jones|Carter, Inc. concerning the accuracy, completeness, reliability, or usability of the information included within this exhibit.





VICINITY MAP

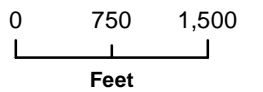
Scale: 1 inch equals 20 miles

LEGEND

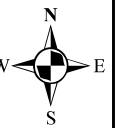
Active Development (Phase)

- Complete/Under Warranty
- Under Construction
- In Design
- Planning/Feasibility
- City Limits
- Stanley Lake MUD
- City ETJ
- City of Conroe ETJ
- Floodway
- 100-year
- 500-year
- MCAD Parcels

ACTIVE DEVELOPMENTS (DECEMBER 2019)



1 inch equals 1,500 feet



Disclaimer: This product is offered for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property, governmental and/or political boundaries or related facilities to said boundary. No express warranties are made by Jones|Carter, Inc. concerning the accuracy, completeness, reliability, or usability of the information included within this exhibit.



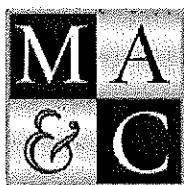
CITY OF MONTGOMERY
ACCOUNT BALANCES @9/30/19
For Meeting of December 10, 2019 - for October 31, 2019 Information

| | <u>CHECKING ACCT BALANCES</u> | <u>PRIOR MONTH END INVESTMENTS</u> | <u>TOTAL FUNDS AVAILABLE</u> |
|---|-----------------------------------|--|----------------------------------|
| <u>GENERAL FUNDS</u> | | | |
| OPERATING FUND #1017375 | \$ 772,838.26 | | \$ 772,838.26 |
| HOME GRANT FUNDS /COPS UNIVERSAL #1032895 | \$ 10.00 | | \$ 10.00 |
| ESCROW FUND #1025873 | \$ - | | \$ - |
| PARK FUND #7014236 | \$ - | | \$ - |
| POLICE DRUG & MISC FUND #1025675 | \$ 10,675.64 | | \$ 10,675.64 |
| INVESTMENTS - GENERAL FUND | | \$ 200,000.00 | \$ 200,000.00 |
| TEXPOOL - GENERAL FUND # 00003 | | \$ 625,162.21 | \$ 625,162.21 |
| TEXPOOL - RESERVE FUND # 00005 | | \$ - | \$ - |
| TOTAL GENERAL FUND | \$ 783,523.90 | \$ 825,162.21 | \$ 1,608,686.11 |
| <u>CONSTRUCTION FUND</u> | | | |
| BUILDING FUND #1058528 | \$ - | | \$ - |
| CONSTRUCTION ACCOUNT #1058544 | \$ 228,964.90 | | \$ 228,964.90 |
| BOK Fncial Series 2017A | \$ 957,143.83 | | \$ 957,143.83 |
| BOK Fncial Series 2017BA | \$ 1,572,250.86 | | \$ 1,572,250.86 |
| TEXPOOL - CONST # 00009 | | \$ 255,640.08 | \$ 255,640.08 |
| INVESTMENTS - CONSTRUCTION | | \$ - | \$ - |
| TOTAL CONSTRUCTION FUND | \$ 2,758,359.59 | \$ 255,640.08 | \$ 3,013,999.67 |
| <u>DEBT SERVICE FUND</u> | | | |
| DEBT SERVICE FUND #7024730 | \$ 122,274.17 | | \$ 122,274.17 |
| TEXPOOL DEBT SERVICE # 00008 | \$ - | \$ 297,537.36 | \$ 297,537.36 |
| TOTAL DEBT SERVICE FUND | \$ 122,274.17 | \$ 297,537.36 | \$ 419,811.53 |
| <u>COURT SECURITY FUND</u> #1070580 | \$ 5,587.03 | \$ - | \$ 5,587.03 |
| <u>COURT TECHNICAL FUND</u> #1058361 | \$ 36,285.50 | \$ - | \$ 36,285.50 |
| <u>GRANT FUND</u> | | | |
| HOME GRANT ACCOUNT #1059104 | \$ 5,737.63 | | \$ 5,737.63 |
| GRANT ACCOUNT #1048479 | \$ 80.73 | | \$ 80.73 |
| TOTAL GRANT FUND | \$ 5,818.36 | \$ - | \$ 5,818.36 |
| <u>HOTEL OCCUPANCY TAX FUND</u> #1025253 | \$ 13,577.48 | \$ - | \$ 13,577.48 |
| <u>MEDC</u> | | | |
| CHECKING ACCOUNT #1017938 | \$ 79,932.14 | | \$ 79,932.14 |
| TEXPOOL - MEDC # 00003 | | \$ 790,379.34 | \$ 790,379.34 |
| INVESTMENTS - MEDC | | \$ 150,000.00 | \$ 150,000.00 |
| TOTAL MEDC | \$ 79,932.14 | \$ 940,379.34 | \$ 1,020,311.48 |
| <u>POLICE ASSET FORFEITURES</u> #1047745 | \$ 6,221.99 | | \$ 6,221.99 |
| <u>UTILITY FUND</u> | | | |
| UTILITY FUND #1017383 | \$ 708,890.90 | | \$ 708,890.90 |
| CUSTOMER DEPOSITS FUND #1017417 | \$ - | | \$ - |
| WATER WORKS & SAN SEWER #7013840 | \$ - | | \$ - |
| TEXPOOL - UTILITY FUND # 00002 | | \$ 777,436.26 | \$ 777,436.26 |
| TOTAL UTILITY FUND | \$ 708,890.90 | \$ 777,436.26 | \$ 1,486,327.16 |
| <u>TOTAL ALL FUNDS</u> | \$ 4,520,471.06 | \$ 3,096,155.25 | \$ 7,616,626.31 |

INVESTMENTS

| | | |
|--------------------------------|-----------|---------------------|
| TEXPOOL - GENERAL FUND | \$ | 625,162.21 |
| INVESTMENTS - GENERAL FUND | \$ | 200,000.00 |
| TEXPOOL - CONST # 00009 | \$ | 255,640.08 |
| TEXPOOL - DEBT SERVICE # 00008 | \$ | 297,537.36 |
| TEXPOOL - MEDC | \$ | 790,379.34 |
| INVESTMENTS - MEDC | \$ | 150,000.00 |
| TEXPOOL - UTILITY | \$ | 777,436.26 |
| TOTAL ALL INVESTMENTS | \$ | 3,096,155.25 |

*Notes:



MUNICIPAL ACCOUNTS
& CONSULTING, L.P.

City of Montgomery

Bookkeeper's Report

October 31, 2019

City of Montgomery
Account Balances

As of October 31, 2019

| Financial Institution (Acct Number) | Issue Date | Maturity Date | Interest Rate | Account Balance | Notes |
|--|---------------|------------------|------------------|-----------------------|--------------------------------|
| Fund: Operating | | | | | |
| Certificates of Deposit | | | | | |
| TEXAS CAPITAL BANK (XXXX0242) | 07/03/2019 | 12/30/2019 | 2.50 % | 100,000.00 | |
| THIRD COAST BANK, SSB (XXXX7256) | 08/05/2019 | 02/01/2020 | 2.40 % | 100,000.00 | |
| Money Market Funds | | | | | |
| TEXPOOL (XXXX0003) | 08/01/2005 | | 1.91 % | 625,162.21 | |
| Checking Account(s) | | | | | |
| FIRST FINANCIAL BANK (XXXX7375) | | | 0.00 % | 772,838.26 | Checking Account |
| FIRST FINANCIAL BANK (XXXX5675) | | | 0.00 % | 10,675.64 | Police Drug & Misc Fund |
| FIRST FINANCIAL BANK (XXXX5873) | | | 0.00 % | 0.00 | Escrow |
| FIRST FINANCIAL BANK (XXXX2895) | | | 0.00 % | 10.00 | Home Grant / COPS Universal |
| FIRST FINANCIAL BANK (XXXX4236) | | | 0.00 % | 0.00 | Park |
| Totals for Operating Fund: | | | | \$1,608,686.11 | |
| Fund: Capital Projects | | | | | |
| Money Market Funds | | | | | |
| TEXPOOL (XXXX0009) | 12/27/2012 | | 1.91 % | 255,640.08 | |
| Checking Account(s) | | | | | |
| BOK Financial (XXXX3014) | | | 0.00 % | 957,143.83 | BOKF, NA Escrow - Series 2017A |
| BOK Financial (XXXX4012) | | | 0.00 % | 1,572,250.86 | BOKF, NA Escrow - Series 2017B |
| FIRST FINANCIAL BANK (XXXX8528) | | | 0.00 % | 0.00 | Building Fund |
| FIRST FINANCIAL BANK (XXXX8544) | | | 0.00 % | 228,964.90 | Const Ckg-W&S Proj 1058544 |
| Totals for Capital Projects Fund: | | | | \$3,013,999.67 | |
| Fund: Debt Service | | | | | |
| Money Market Funds | | | | | |
| TEXPOOL (XXXX0008) | 12/27/2012 | | 1.91 % | 297,537.36 | |
| Checking Account(s) | | | | | |
| FIRST FINANCIAL BANK (XXXX4730) | | | 0.00 % | 122,274.17 | Checking Account |
| Totals for Debt Service Fund: | | | | \$419,811.53 | |
| Fund: CT Security | | | | | |
| Checking Account(s) | | | | | |
| FIRST FINANCIAL BANK (XXXX0580) | | | 0.00 % | 5,587.03 | Cash In Bank |
| Totals for CT Security Fund: | | | | \$5,587.03 | |
| Fund: CT Tech | | | | | |
| Checking Account(s) | | | | | |
| FIRST FINANCIAL BANK (XXXX8361) | | | 0.00 % | 36,285.50 | Cash In Bank |
| Totals for CT Tech Fund: | | | | \$36,285.50 | |
| Fund: Grant | | | | | |
| Checking Account(s) | | | | | |
| FIRST FINANCIAL BANK (XXXX8479) | | | 0.00 % | 80.73 | Grant Account |
| FIRST FINANCIAL BANK (XXXX9104) | | | 0.00 % | 5,737.63 | Checking Account |
| Totals for Grant Fund: | | | | \$5,818.36 | |

City of Montgomery
Account Balances

As of October 31, 2019

| Financial Institution (Acct Number) | Issue Date | Maturity Date | Interest Rate | Account Balance | Notes |
|---|---------------|------------------|------------------|-----------------------|-----------------------|
| Fund: Hotel Occupancy Tax | | | | | |
| Checking Account(s) | | | | | |
| FIRST FINANCIAL BANK (XXXX5253) | | | 0.00 % | 13,577.48 | Cash In Bank |
| Totals for Hotel Occupancy Tax Fund: | | | | \$13,577.48 | |
| Fund: MEDC | | | | | |
| Certificates of Deposit | | | | | |
| BANCORPSOUTH (XXXX4045) | 01/27/2019 | 01/28/2020 | 2.75 % | 150,000.00 | |
| Money Market Funds | | | | | |
| TEXPOOL (XXXX0006) | 08/01/2005 | | 1.91 % | 790,379.34 | |
| Checking Account(s) | | | | | |
| FIRST FINANCIAL BANK (XXXX7938) | | | 0.00 % | 79,932.14 | MEDC Checking |
| Totals for MEDC Fund: | | | | \$1,020,311.48 | |
| Fund: Policy Asset Forfeiture | | | | | |
| Checking Account(s) | | | | | |
| FIRST FINANCIAL BANK (XXXX7745) | | | 0.00 % | 6,221.99 | Cash In Bank |
| Totals for Policy Asset Forfeiture Fund: | | | | \$6,221.99 | |
| Fund: Utility | | | | | |
| Money Market Funds | | | | | |
| TEXPOOL (XXXX0002) | 08/01/2005 | | 1.91 % | 777,436.26 | |
| Checking Account(s) | | | | | |
| FIRST FINANCIAL BANK (XXXX7383) | | | 0.00 % | 708,890.90 | Water & Sewer Fund |
| FIRST FINANCIAL BANK (XXXX7417) | | | 0.00 % | 0.00 | Customer Deposit Acct |
| FIRST FINANCIAL BANK (XXXX3840) | | | 0.00 % | 0.00 | Water Works |
| Totals for Utility Fund: | | | | \$1,486,327.16 | |
| Grand total for City of Montgomery: | | | | \$7,616,626.31 | |

City of Montgomery - General
Cash Flow Report - Checking Account
As of October 31, 2019

| Num | Name | Memo | Amount | Balance |
|---------------------------------|---|--|-------------------|---------------------|
| BALANCE AS OF 10/01/2019 | | | | \$781,348.07 |
| Receipts | | | | |
| | Sales Tax Revenue 10/11/19 | | 248,593.82 | |
| | Beverage Tax Revenue 10/18/19 | | 9,685.93 | |
| | Tax Revenue 10/19 | | 4,060.01 | |
| | Tax OS10/19 | | 3,095.46 | |
| | Tax Rev EOM 10/19 | | 2,692.41 | |
| | Court Revenue CL 10/31/19 | | 29,329.50 | |
| | Court Rev OS 10/31/19 | | 768.00 | |
| | Misc Revenue CL 10/19 | | 26,826.40 | |
| | Court Rev CL Bank / Not report 10/31/19 | | 242.00 | |
| | Miscellaneous Revenue OS 10/19 | | 3,058.00 | |
| | Tax P&I CL 10/19 | | 87.78 | |
| | Interest | | 37.57 | |
| Total Receipts | | | 328,476.88 | |
| Disbursements | | | | |
| 29486 | Sales Revenue, Inc. | VOID: Sales Tax Tracking Inv 2873 August 2019 - | 0.00 | |
| 29691 | Linda Sneed | Replacement of 3 sections of wood fence - Material | (411.76) | |
| 29692 | Crown Paper and Chemical | Supplies #126602 | (106.15) | |
| 29693 | GTIN | Complete Care Managed Services Agreement INV | (2,760.58) | |
| 29694 | Jones & Carter, Inc | Inv 287465, 287667, 289590, 289596, 289597, 2895 | (9,320.00) | |
| 29695 | Purchase Power | Acct-8000-9090-1015-0170 -Postage Refill thru 9/1 | (500.00) | |
| 29696 | Rick Hanna, CBO | Inv 18180, 18181 | (5,697.98) | |
| 29697 | Sales Revenue, Inc. | Sales Tax Tracking Inv 2977 10/19 | (1,400.00) | |
| 29698 | Sam's Club | Acct #040241083268-7 Inv 009342 | (132.54) | |
| 29699 | TML-Health | Health, Life & AD&D Insurance Period 2019-10 | (18,629.95) | |
| 29700 | Wicked T's & Embroidery | 30 Richardson Hats Inv 1105 | (375.00) | |
| 29701 | Daspit, Laurence F | Payroll 10/11/19 | (168.54) | |
| 29702 | Alliance Realty Advisors | Inv 19R07017 - Appraisal Rept - Dora Johnson, 5 | (450.00) | |
| 29703 | Cheatham Management, LLC | 2018 Tax Revenue Reimbursement per Spreadsheet | (9,901.46) | |
| 29704 | City of Montgomery - Utility Fund | /Water Usage @ Parks, City Hall, Com Center - Au | (2,182.53) | |
| 29705 | Custom Products Corporation | Street Signs - Inv 326120 | (410.59) | |
| 29706 | Entergy | Utilities per spreadsheet 9/19 | (619.86) | |
| 29707 | Ewing Irrigation Products, Inc. | Memory Park - Inv 8365972 | (62.22) | |
| 29708 | Gordon B. Dudley, Jr. | Prosecutor 9/26 09:00 and 18:00 | (900.00) | |
| 29709 | Houston Chronicle | INV 222716137 Ad # 200319 - Ordinances | (75.60) | |
| 29710 | Innovative Outdoors | Maintenance Service-Lone Star Parkway & Emma's | (898.74) | |
| 29711 | Jones & Carter, Inc | Inv 287663, 289593 | (150.00) | |
| 29712 | Kimberly Duckett | Reimbursement of Expense - Self Defense Training | (1,504.65) | |
| 29713 | Kristen Goode | Reimbursement for expenses - 10/7-8/2019 - Reco | (151.76) | |
| 29714 | Michael Shirley | Court Prosecutor 9/26/19 | (450.00) | |
| 29715 | Montgomery Independent School District | Inv 149-19C - 1/2 Appraisal fee for land in John C | (1,250.00) | |
| 29716 | Municipal Accounts & Consulting, L.P. | Bookkeeping- Part Inv 59703 9/19 | (7,766.03) | |
| 29717 | Odom Trailer Mfg. Co., Inc. | Inv 19004226 Ramp Slide Attachment Rod | (79.96) | |
| 29718 | Overland Surveyors Consortium, Inc. | Survey for 519 Simonton St. - Inv 1906016273 | (388.00) | |
| 29719 | Robert Rosenquist | VOID: Municipal Court Judge - 9/19 - Never recei | 0.00 | |
| 29720 | Tammy J. McRae | Amount needed to cover Offset refunds during Sep | (664.81) | |
| 29721 | Texas Specialties/Lone Star Signs | Inv 29062 - Sign2418-4-2 | (135.00) | |
| 29722 | Tim Bauer | Reimbursement of travel expense - Sept 23-27, 201 | (275.00) | |
| 29723 | TransUnion | Acct 300819 thru 9/30/19 | (229.00) | |
| 29724 | UniFirst Holdings, Inc. | Acct#1446218-Inv# 8440869805,70700,71584,724 | (417.92) | |

City of Montgomery - General
Cash Flow Report - Checking Account
As of October 31, 2019

| Num | Name | Memo | Amount | Balance |
|----------------------|-------------------------------------|---|-------------|---------|
| Disbursements | | | | |
| 29725 | Waller County Asphalt | Inv 17514 | (464.40) | |
| 29726 | State Comptroller | Tax# 1-74-2063592-6 Child Safety Seat / Belt Viol | (117.90) | |
| 29727 | State Comptroller | State Criminal Costs and Fees Qtr Ending 9/30/19 | (37,115.08) | |
| 29728 | GTIN | Complete Care Managed Services Agreement INV | (2,132.63) | |
| 29729 | Allen's Safe and Lock, LLC | Inv 54491 - Police | (134.90) | |
| 29730 | City of Conroe | Acct#52035 - Fleet Service Maintenance Inv 01017 | (253.40) | |
| 29731 | Consolidated Communications | 936-597-6434 Telephone Service 9/1-9/30/19 | (1,102.19) | |
| 29732 | Darden,Fowler & Creighton, L.L.P. | Legal Fees 9/19 | (3,780.00) | |
| 29733 | Easley Enterprises of Texas, Inc. | City Hall General Clearing 9/19 | (375.00) | |
| 29734 | Entergy | Utilities per spreadsheet 9/19 | (1,842.48) | |
| 29735 | Ewing Irrigation Products, Inc. | Memory Park - Inv 8403446 | (366.18) | |
| 29736 | GALLS, LLC | Police Supplies - Inv#013503777 | (6.99) | |
| 29737 | GT Distributors, Inc | INV 0727981 - Police | (4,912.08) | |
| 29738 | GTIN | Inv# 20690 - Police Ticket - Watchguard Body C | (881.25) | |
| 29739 | Innovative Outdoors | Mowing - Inv# 2587 | (6,667.00) | |
| 29740 | Jim's Hardware | Acct #102 -Several Invoices 9/1-9/30/19 | (867.25) | |
| 29741 | LDC | CM100017 Gas 101 Plantersville 9/19 | (30.23) | |
| 29742 | McCoy's Building Supply Corporation | Acct - 0900-98046487-001 Invoices 9/19 | (546.03) | |
| 29743 | Michael Shirley | Court Prosecutor 10/10/19 | (450.00) | |
| 29744 | Municipal Code Corp. | Annual code of Ordinance - Internet fee #0033383 | (950.00) | |
| 29745 | Northwest Pest Patrol | Acct-32791-Mosquito fogging / Inv#336748,749,7 | (580.00) | |
| 29746 | Nova HealthCare Centers | Pre Employment Drug Screen Inv 000001435561 | (78.73) | |
| 29747 | O'Reilly Auto Parts | Acct #102 - Invoices 1838131859, 2438,5446,544 | (149.40) | |
| 29748 | Office Depot Business Credit | Supplies 8/1-8/31/19 | (543.04) | |
| 29749 | P2 Concepts | Officer Training 12/20-12/23/19 | (2,430.00) | |
| 29750 | Red Wing Shoes | Inv COM-01 Ticket 45136 | (151.81) | |
| 29751 | Stowes' Wrecker & Collision | #5429, 5349 | (145.50) | |
| 29752 | Swank Motion Pictures Inc. | Inv DB 2755144 Kung Fu Panda 9/28/19 | (300.00) | |
| 29753 | Texas Specialties/Lone Star Signs | Uniforms Inv 29090 | (290.92) | |
| 29754 | Thomas Printing & Publishing | Police - Business Cards Inv 10312 | (119.75) | |
| 29755 | UBEO, LLC | Cust #MC50 - Overage 9/1-9/30/19 Inv 891737 | (767.52) | |
| 29756 | Valero Marketing & Supply Company | Acct #6224 9487 - Fuel thru 9/13/19 (police) | (2,912.46) | |
| 29757 | Verizon Wireless | 521590387-00001 | (49.95) | |
| 29758 | Watch Guard Video | Inv ACCORD0022966A - Police | (5,000.00) | |
| 29759 | Z's Mobile Installation | Inv 1277 - Install Watch Guard 4RE, Upgrade | (1,250.00) | |
| 29760 | Ewing Irrigation Products, Inc. | Memory Park - Inv 8403447, 8417398 | (209.89) | |
| 29761 | UBEO LLC, | Acct No. 124715 Inv #65389932 10/19 | (2,015.00) | |
| 29762 | Valero Marketing & Supply Company | Acct #6224 9487 - Fuel thru 10/13/19 (police) | (2,531.77) | |
| 29763 | Watch Guard Video | Inv BCAMORDO8772a - Police | (1,515.00) | |
| 29764 | Valero Marketing & Supply Company-2 | Acct 7137 8863 Fuel exp- Public Works Dept- thr | (1,025.38) | |
| 29765 | Darden,Fowler & Creighton, L.L.P. | Legal Fees 8/19 | (3,333.72) | |
| 29766 | Chuck Fields | Repairs to Fernland Log Cabin - Deposit for job | (4,593.00) | |
| 29767 | Chuck Fields | Repairs to Fernland Log Cabin - Balance upon com | (3,000.00) | |
| 29768 | Overland Surveyors Consortium, Inc. | Survey for 510 Lawson St - Inv 1910017445 | (388.00) | |
| 29769 | Belmares, Jose N. | Vacation cashed with approval | (2,494.92) | |
| 29770 | Daspit, Laurence F | Payroll 10/25/19 | (147.76) | |
| 29771 | Allen's Safe and Lock, LLC | Inv 54606 | (159.10) | |
| 29772 | AT&T Mobility | Inv 15481441, 15364483 | (2,890.92) | |
| 29773 | Consolidated Communications | 936-043-5910/0 10/11-11/10/19 | (121.81) | |
| 29774 | Ewing Irrigation Products, Inc. | Memory Park - Inv 8519177 | (652.80) | |
| 29775 | GALLS, LLC | Inv 13848449,13808538, 13808579, BC0933056 | (1,352.81) | |
| 29776 | GT Distributors, Inc | INV 731852 - Police | (3,690.66) | |

City of Montgomery - General
Cash Flow Report - Checking Account
As of October 31, 2019

| Num | Name | Memo | Amount | Balance |
|----------------------|--|---|-------------|---------|
| Disbursements | | | | |
| 29777 | GTIN | Inv 20709, 20710 | (4,929.21) | |
| 29778 | Jones & Carter, Inc | Inv 202600,607,606,605,604,603,602,592,691, 1/2 1 | (14,833.75) | |
| 29779 | Lindsey Mongold | Community Bldg Deposit refund | (150.00) | |
| 29780 | Pathmark Traffic Products of Texas, Inc. | Street sign - Inv 4051 | (375.25) | |
| 29781 | Patrick Gregory | Window Tint - Police | (275.00) | |
| 29782 | Personalized Communications, Inc. | Answering Service Inv#18253-101619 | (35.34) | |
| 29783 | Pitney Bowes Global Financial Svcs, LLC | Lease Acct 0018228782 Contract 0040683680 Inv 3 | (428.46) | |
| 29784 | Rick Hanna, CBO | Municipal Inspections Inv 18204 | (3,950.00) | |
| 29785 | Rugged Notebooks | Getac's S410 Notebooks and Docking Stations IN | (3,726.00) | |
| 29786 | Tim Bauer | Reimbursement of travel expense - Oct 21-25, 2019 | (275.00) | |
| 29787 | TML-IRP | Contract# 6827 Insurance Premium October 2019 | (4,975.39) | |
| 29788 | Tracker Products LLC | Annual-"Cloud Based" CAL License Site 5c914578 | (3,700.00) | |
| 29789 | Vulcan Materials Company | Inv# 61991222 | (49.56) | |
| 29790 | Montgomery County Clerk's Office | Recording fees 3/28/18-3/18/19 | (1,414.00) | |
| Auto Dft | Office of the Attorney General | 0012055266, 0012541428, 0013412154, 001382311 | (2,545.64) | |
| Auto Dft | Office of the Attorney General | 0012055266, 0012541428, 0013412154, 001382311 | (2,545.63) | |
| DD | Aguirre, Abel | Payroll 10/11/19 | (1,585.62) | |
| DD | Bauer, Timothy M | Payroll 10/11/19 | (2,138.21) | |
| DD | Belmares, Jose N. | Payroll 10/11/19 | (626.29) | |
| DD | Blackburn, Dustin A | Payroll 10/11/19 | (1,864.19) | |
| DD | Bracht, James C. | Payroll 10/11/19 | (2,009.89) | |
| DD | Brown, Jackson A | Payroll 10/11/19 | (1,059.43) | |
| DD | Carswell, Christopher M | Payroll 10/11/19 | (1,564.24) | |
| DD | Cooley, Diana M | Payroll 10/11/19 | (1,319.74) | |
| DD | Duckett, Kimberly T. | Payroll 10/11/19 | (1,676.81) | |
| DD | Goode, Kristen N | Payroll 10/11/19 | (1,407.64) | |
| DD | Hensley, Susan L | Payroll 10/11/19 | (2,055.04) | |
| DD | Hernandez, George J. | Payroll 10/11/19 | (1,463.94) | |
| DD | Kohl, Julie J | Payroll 10/11/19 | (304.75) | |
| DD | Kowarsch, Robert D | Payroll 10/11/19 | (212.41) | |
| DD | Lozano, Daniel T | Payroll 10/11/19 | (850.72) | |
| DD | McCorquodale, David D. | Payroll 10/11/19 | (1,287.82) | |
| DD | McRae, Jacob I | Payroll 10/11/19 | (1,284.76) | |
| DD | Muckleroy, Micha D. | Payroll 10/11/19 | (2,121.61) | |
| DD | Paulton, Lawrence R | Payroll 10/11/19 | (696.04) | |
| DD | Ravari, Justin R. | Payroll 10/11/19 | (1,211.24) | |
| DD | Redman, Leslie A. | Payroll 10/11/19 | (1,352.44) | |
| DD | Salas, Francisco A. | Payroll 10/11/19 | (1,363.69) | |
| DD | Standifer, Eric L. | Payroll 10/11/19 | (1,726.65) | |
| DD | Thomas, Ryan A | Payroll 10/11/19 | (1,630.75) | |
| DD | Thompson, Kevin A. | Payroll 10/11/19 | (837.59) | |
| DD | Tramm, Richard J | Payroll 10/11/19 | (4,239.41) | |
| DD | Yates, Jack R | Payroll 10/11/19 | (1,636.23) | |
| DD | Reed, Christy M | Payroll 10/11/19 | (937.41) | |
| DD | Solomon, Anthony D | Payroll 10/11/19 | (2,517.11) | |
| DD | Aguirre, Abel | Payroll 10/25/19 | (1,618.04) | |
| DD | Bauer, Timothy M | Payroll 10/25/19 | (1,474.42) | |
| DD | Belmares, Jose N. | Payroll 10/25/19 | (626.29) | |
| DD | Blackburn, Dustin A | Payroll 10/25/19 | (1,557.49) | |
| DD | Bracht, James C. | Payroll 10/25/19 | (2,009.88) | |
| DD | Brown, Jackson A | Payroll 10/25/19 | (999.62) | |
| DD | Carswell, Christopher M | Payroll 10/25/19 | (1,440.57) | |

City of Montgomery - General
Cash Flow Report - Checking Account
As of October 31, 2019

| Num | Name | Memo | Amount | Balance |
|---------------------------------|---------------------------------------|------------------------------|-------------|----------------------------|
| Disbursements | | | | |
| DD | Cooley, Diana M | Payroll 10/25/19 | (1,319.74) | |
| DD | Duckett, Kimberly T. | Payroll 10/25/19 | (1,676.81) | |
| DD | Goode, Kristen N | Payroll 10/25/19 | (1,331.22) | |
| DD | Hensley, Susan L | Payroll 10/25/19 | (2,055.04) | |
| DD | Hernandez, George J. | Payroll 10/25/19 | (1,371.67) | |
| DD | Kohl, Julie J | Payroll 10/25/19 | (213.33) | |
| DD | Kowarsch, Robert D | Payroll 10/25/19 | (226.26) | |
| DD | Lozano, Daniel T | Payroll 10/25/19 | (1,261.02) | |
| DD | McCorquodale, David D. | Payroll 10/25/19 | (1,243.12) | |
| DD | McRae, Jacob I | Payroll 10/25/19 | (1,177.03) | |
| DD | Muckleroy, Micha D. | Payroll 10/25/19 | (2,121.63) | |
| DD | Paulton, Lawrence R | Payroll 10/25/19 | (703.37) | |
| DD | Ravari, Justin R. | Payroll 10/25/19 | (1,211.25) | |
| DD | Redman, Leslie A. | Payroll 10/25/19 | (1,141.23) | |
| DD | Reed, Christy M | Payroll 10/25/19 | (948.28) | |
| DD | Salas, Francisco A. | Payroll 10/25/19 | (1,374.45) | |
| DD | Solomon, Anthony D | Payroll 10/25/19 | (2,517.11) | |
| DD | Standifer, Eric L. | Payroll 10/25/19 | (1,877.17) | |
| DD | Thomas, Ryan A | Payroll 10/25/19 | (1,625.27) | |
| DD | Thompson, Kevin A. | Payroll 10/25/19 | (837.59) | |
| DD | Tramm, Richard J | Payroll 10/25/19 | (4,239.41) | |
| DD | Yates, Jack R | Payroll 10/25/19 | (1,924.63) | |
| DD | Rains, Eva S. | Payroll 10/25/19 | (55.41) | |
| DM | J.R. Moore Jr. Tax Assessor/Collector | Tax Assessor Fees 10/19 | (477.22) | |
| DM | ETS Corporation | Merch Service Fees 9/19 | (553.73) | |
| POL | EFTPS | Payroll Liabilities 10/11/19 | (14,944.20) | |
| POL | Texas Workforce Commission | 99-881774-9 | (43.03) | |
| pol | EFTPS | Payroll Liabilities 10/25/19 | (15,248.02) | |
| Total Disbursements | | | | <u>(336,986.69)</u> |
| BALANCE AS OF 10/31/2019 | | | | <u><u>\$772,838.26</u></u> |

City of Montgomery - General
Cash Flow Report - Police Drug & Misc Fund Account
 As of October 31, 2019

| Num | Name | Memo | Amount | Balance |
|----------------------------|---------------------------|------|--------|-------------|
| BALANCE AS OF 10/01/2019 | | | | \$10,675.64 |
| Receipts | | | | |
| | No Receipts Activity | | 0.00 | |
| Total Receipts | | | | 0.00 |
| Disbursements | | | | |
| | No Disbursements Activity | | 0.00 | |
| Total Disbursements | | | | 0.00 |
| BALANCE AS OF 10/31/2019 | | | | \$10,675.64 |

City of Montgomery - General
Cash Flow Report - Home Grant / COPS Universal Account
 As of October 31, 2019

| Num | Name | Memo | Amount | Balance |
|----------------------------|---------------------------|------|-------------|-----------------------|
| BALANCE AS OF 10/01/2019 | | | | \$10.00 |
| Receipts | | | | |
| | No Receipts Activity | | 0.00 | |
| Total Receipts | | | <u>0.00</u> | 0.00 |
| Disbursements | | | | |
| | No Disbursements Activity | | 0.00 | |
| Total Disbursements | | | <u>0.00</u> | <u>0.00</u> |
| BALANCE AS OF 10/31/2019 | | | | <u><u>\$10.00</u></u> |

City of Montgomery - General Fund
Profit & Loss Budget Performance-All
September 2019

| | Sep 19 | Budget | \$ Over B... | Oct '18 - S... | YTD Bud... | \$ Over B... | Annual B... |
|--|-------------------|-------------------|-------------------|---------------------|---------------------|--------------------|---------------------|
| Ordinary Income/Expense | | | | | | | |
| Income | | | | | | | |
| 14000.1 · Taxes & Franchise Fees | | | | | | | |
| 14103 · Beverage Tax | 0.00 | 1,000.00 | -1,000.00 | 15,714.35 | 12,000.00 | 3,714.35 | 12,000.00 |
| 14111 · Franchise Tax | 72,970.47 | 6,000.00 | 66,970.47 | 92,228.16 | 72,000.00 | 20,228.16 | 72,000.00 |
| 14320 · Ad Valorem Taxes | | | | | | | |
| 14320.1 · PID Tax Revenue | 0.00 | 0.00 | 0.00 | 35,375.46 | 35,775.00 | -399.54 | 35,775.00 |
| 14320 · Ad Valorem Taxes - Other | -357.73 | 43,340.42 | -43,698.15 | 518,239.75 | 520,085.00 | -1,845.25 | 520,085.00 |
| Total 14320 · Ad Valorem Taxes | -357.73 | 43,340.42 | -43,698.15 | 553,615.21 | 555,860.00 | -2,244.79 | 555,860.00 |
| 14330 · Penalties & Interest on Adv Tax | 50.40 | 428.57 | -378.17 | 8,809.96 | 3,000.00 | 5,809.96 | 3,000.00 |
| 14331 · Rendition Penalties | 0.00 | 8.33 | -8.33 | 0.00 | 100.00 | -100.00 | 100.00 |
| 14600 · Sales Tax | | | | | | | |
| 14600.1 · Sales Tax ILO AdValorem Tax | 0.00 | 0.00 | 0.00 | 0.00 | 739,377.00 | -739,377.00 | 739,377.00 |
| 14600 · Sales Tax - Other | 152,823.58 | 125,096.83 | 27,726.75 | 1,989,648.10 | 1,501,162.00 | 488,486.10 | 1,501,162.00 |
| Total 14600 · Sales Tax | 152,823.58 | 125,096.83 | 27,726.75 | 1,989,648.10 | 2,240,539.00 | -250,890.90 | 2,240,539.00 |
| Total 14000.1 · Taxes & Franchise Fees | 225,486.72 | 175,874.15 | 49,612.57 | 2,660,015.78 | 2,883,499.00 | -223,483.22 | 2,883,499.00 |
| 14000.2 · Permits & Licenses | | | | | | | |
| 14105 · Building Permits/MEP | 22,726.00 | 16,666.67 | 6,059.33 | 318,574.97 | 200,000.00 | 118,574.97 | 200,000.00 |
| 14146 · Vendor/Beverage Permits | 40.00 | 41.67 | -1.67 | 822.50 | 500.00 | 322.50 | 500.00 |
| 14611 · Sign Fee | 200.00 | 150.00 | 50.00 | 2,275.35 | 1,800.00 | 475.35 | 1,800.00 |
| 14612 · Misc Permlt Fees(plats,& Zoning | 1,201.89 | 166.67 | 1,035.22 | 7,177.29 | 2,000.00 | 5,177.29 | 2,000.00 |
| 14000.2 · Permits & Licenses - Other | 0.00 | 8.33 | -8.33 | 50.00 | 100.00 | -50.00 | 100.00 |
| Total 14000.2 · Permits & Licenses | 24,167.89 | 17,033.34 | 7,134.55 | 328,900.11 | 204,400.00 | 124,500.11 | 204,400.00 |
| 14000.4 · Fees for Service | | | | | | | |
| 14380 · Community Bldg Rental | 0.00 | 458.33 | -458.33 | 5,515.00 | 5,500.00 | 15.00 | 5,500.00 |
| 14381 · Kiosk Revenue | 0.00 | 0.00 | 0.00 | 0.00 | 30.00 | -30.00 | 30.00 |
| 14385 · Right of Way Use Fees | 0.00 | 250.00 | -250.00 | 7,218.79 | 3,000.00 | 4,218.79 | 3,000.00 |
| Total 14000.4 · Fees for Service | 0.00 | 708.33 | -708.33 | 12,733.79 | 8,530.00 | 4,203.79 | 8,530.00 |
| 14000.5 · Court Fines & Forfeitures | | | | | | | |
| 14101 · Collection Fees | 1,226.72 | 2,000.00 | -773.28 | 9,886.73 | 24,000.00 | -14,113.27 | 24,000.00 |
| 14102 · Asset Forfeitures | 0.00 | 0.00 | 0.00 | 1,564.61 | 400.00 | 1,164.61 | 400.00 |
| 14106 · Chld Belt/Safety (Dedicated) | 125.00 | 16.67 | 108.33 | 1,105.80 | 200.00 | 905.80 | 200.00 |
| 14108 · Court Fees | 0.00 | | | 28.56 | | | |
| 14110 · Fines | 32,276.05 | 39,166.67 | -6,890.62 | 397,092.98 | 470,000.00 | -72,907.02 | 470,000.00 |
| 14118 · OMNI | 73.69 | 166.67 | -92.98 | 1,341.62 | 2,000.00 | -658.38 | 2,000.00 |
| 14125 · Warrant Fees | 0.00 | 0.00 | 0.00 | 0.00 | 50.00 | -50.00 | 50.00 |
| 14126 · Judicial Efficiency (Dedicated) | 104.15 | 125.00 | -20.85 | 1,237.58 | 1,500.00 | -262.42 | 1,500.00 |
| 14130 · Accident Reports | 0.00 | 18.33 | -18.33 | 191.07 | 220.00 | -28.93 | 220.00 |
| Total 14000.5 · Court Fines & Forfeitures | 33,805.61 | 41,493.34 | -7,687.73 | 412,448.95 | 498,370.00 | -85,921.05 | 498,370.00 |
| 14000.6 · Other Revenues | | | | | | | |
| 14001 · Grant Funds Revenue | 0.00 | | | 1,683.84 | | | |
| 14002 · Park Revenue | 450.00 | | | 450.00 | | | |
| 15380 · Unanticipated Income | 1,368.20 | 166.67 | 1,201.53 | 7,141.30 | 2,000.00 | 5,141.30 | 2,000.00 |
| 15391 · Interest Income | 31.23 | 50.00 | -18.77 | 217.27 | 600.00 | -382.73 | 600.00 |
| 15392 · Interest on Investments | -1,183.48 | 458.33 | -1,641.81 | 16,531.59 | 5,500.00 | 11,031.59 | 5,500.00 |
| 14000.6 · Other Revenues - Other | 17.04 | | | 17.04 | | | |
| Total 14000.6 · Other Revenues | 682.99 | 675.00 | 7.99 | 26,041.04 | 8,100.00 | 17,941.04 | 8,100.00 |
| 14132 · Grant Rev-DWI Step Revenue | 0.00 | | | 2,083.35 | | | |
| 15350 · Proceeds from sales | 0.00 | 0.00 | 0.00 | 4,250.38 | 200.00 | 4,050.38 | 200.00 |
| 15351 · Proceeds Insurance Reimbursemen | 1,170.33 | | | 53,621.03 | | | |
| 15360 · MIDC Contributions | 0.00 | | | 6,300.00 | | | |
| 15393 · Grant Revenue - Police | 0.00 | 0.00 | 0.00 | 0.00 | 300.00 | -300.00 | 300.00 |
| Total Income | 285,313.54 | 235,784.16 | 49,529.38 | 3,506,394.43 | 3,603,399.00 | -97,004.57 | 3,603,399.00 |
| Expense | | | | | | | |
| 16000 · Personnel | | | | | | | |

City of Montgomery - General Fund
Profit & Loss Budget Performance-All
September 2019

| | Sep 19 | Budget | \$ Over B... | Oct '18 - S... | YTD Bud... | \$ Over B... | Annual B... |
|---|-------------------|-------------------|------------------|---------------------|---------------------|-------------------|---------------------|
| 16353.1 · Health Ins. | -3,247.36 | 10,483.50 | -13,730.86 | 129,921.41 | 125,802.00 | 4,119.41 | 125,802.00 |
| 16353.4 · Unemployment Ins. | 2.52 | 403.84 | -401.32 | 473.70 | 4,846.00 | -4,372.30 | 4,846.00 |
| 16353.5 · Workers Comp. | 2,041.09 | 2,371.66 | -330.57 | 24,858.11 | 28,460.00 | -3,601.89 | 28,460.00 |
| 16353.6 · Dental & Vision Insurance | -88.98 | 1,051.57 | -1,140.55 | 10,846.80 | 12,619.00 | -1,772.20 | 12,619.00 |
| 16353.7 · Life & AD&D Insurance | -867.47 | 93.33 | -960.80 | -22.54 | 1,120.00 | -1,142.54 | 1,120.00 |
| 16353.8 · Crime-Ins | 32.92 | 0.00 | 32.92 | 460.82 | 0.00 | 460.82 | 0.00 |
| 16560 · Payroll Taxes | 8,844.12 | 9,007.08 | -162.96 | 114,797.77 | 108,085.00 | 6,712.77 | 108,085.00 |
| 16600 · Wages | 143,497.22 | 109,859.67 | 33,637.55 | 1,323,674.96 | 1,318,316.00 | 5,358.96 | 1,318,316.00 |
| 16600.1 · Overtime | 2,594.85 | 2,416.67 | 178.18 | 53,767.25 | 29,000.00 | 24,767.25 | 29,000.00 |
| 16620 · Retirement Expense | 4,819.97 | 5,348.33 | -528.36 | 79,361.22 | 64,180.00 | 15,181.22 | 64,180.00 |
| Total 16000 · Personnel | 157,628.88 | 141,035.65 | 16,593.23 | 1,738,139.50 | 1,692,428.00 | 45,711.50 | 1,692,428.00 |
| 16001 · Communications | | | | | | | |
| 16338 · Advertising/Promotion | | | | | | | |
| 16338.1 · Legal Notices and Pub | 75.60 | 325.00 | -249.40 | 10,253.52 | 3,900.00 | 6,353.52 | 3,900.00 |
| 16338.2 · Recording Fees | 1,083.00 | 166.67 | 916.33 | 1,083.00 | 2,000.00 | -917.00 | 2,000.00 |
| 16338 · Advertising/Promotion - Other | 0.00 | 166.67 | -166.67 | 0.00 | 2,000.00 | -2,000.00 | 2,000.00 |
| Total 16338 · Advertising/Promotion | 1,158.60 | 658.34 | 500.26 | 11,336.52 | 7,900.00 | 3,436.52 | 7,900.00 |
| Total 16001 · Communications | 1,158.60 | 658.34 | 500.26 | 11,336.52 | 7,900.00 | 3,436.52 | 7,900.00 |
| 16002 · Contract Services | | | | | | | |
| 16102 · General Consultant Fees | | | | | | | |
| 16102.1 · Sales Tax Tracking | 1,400.00 | 1,540.00 | -140.00 | 15,400.00 | 18,480.00 | -3,080.00 | 18,480.00 |
| 16102 · General Consultant Fees - Other | 1,078.40 | 2,666.67 | -1,588.27 | 37,612.96 | 32,000.00 | 5,612.96 | 32,000.00 |
| Total 16102 · General Consultant Fees | 2,478.40 | 4,206.67 | -1,728.27 | 53,012.96 | 50,480.00 | 2,532.96 | 50,480.00 |
| 16220 · Omni Expense | 564.00 | 333.33 | 230.67 | 1,980.00 | 4,000.00 | -2,020.00 | 4,000.00 |
| 16242 · Prosecutors Fees | 2,250.00 | 1,041.67 | 1,208.33 | 12,150.00 | 12,500.00 | -350.00 | 12,500.00 |
| 16280 · Mowing | 7,337.00 | 10,666.67 | -3,329.67 | 92,273.96 | 128,000.00 | -35,726.04 | 128,000.00 |
| 16281 · Records Shredding | 0.00 | 221.67 | -221.67 | 452.54 | 2,860.00 | -2,407.46 | 2,860.00 |
| 16299 · Inspections/Permits/Backflow Ex | 11,820.67 | 9,583.33 | 2,237.34 | 243,127.20 | 115,000.00 | 128,127.20 | 115,000.00 |
| 16310 · Judge's Fee | 1,500.00 | 1,500.00 | 0.00 | 18,000.00 | 18,000.00 | 0.00 | 18,000.00 |
| 16320 · Legal | 3,340.00 | 2,375.00 | 965.00 | 37,598.57 | 28,500.00 | 9,098.57 | 28,500.00 |
| 16321 · Audit Fees | 0.00 | 0.00 | 0.00 | 29,633.50 | 22,000.00 | 7,633.50 | 22,000.00 |
| 16322 · Engineering | 12,051.75 | 11,000.00 | 1,051.75 | 112,775.72 | 132,000.00 | -19,224.28 | 132,000.00 |
| 16326 · Collection Agency Fees | 0.00 | 3,333.33 | -3,333.33 | 9,934.97 | 40,000.00 | -30,065.03 | 40,000.00 |
| 16333 · Accounting Fees | 7,766.03 | 4,583.33 | 3,182.70 | 96,578.28 | 55,000.00 | 41,578.28 | 55,000.00 |
| 16335 · Repairs & Maintenance | | | | | | | |
| 16332 · Downtown Repairs | 0.00 | 83.33 | -83.33 | 326.98 | 1,000.00 | -673.02 | 1,000.00 |
| 16335.1 · Maintenance - Vehicles & Equip | | | | | | | |
| 16334 · Gas/Oil | 3,473.13 | 3,016.67 | 456.46 | 33,877.57 | 36,200.00 | -2,322.43 | 36,200.00 |
| 16343 · Tractor & Mower | -18.56 | 83.33 | -101.89 | 981.44 | 1,000.00 | -18.56 | 1,000.00 |
| 16357 · Auto Repairs | 287.64 | 2,083.33 | -1,795.69 | 25,863.31 | 25,000.00 | 863.31 | 25,000.00 |
| 16373 · Equipment repairs | 389.27 | 708.34 | -319.07 | 6,736.82 | 8,500.00 | -1,763.18 | 8,500.00 |
| 16374 · Building Repairs-City Hall/Comm | 897.35 | 1,541.67 | -644.32 | 15,022.03 | 18,500.00 | -3,477.97 | 18,500.00 |
| 16375 · Street Repairs - Minor | 0.00 | 2,825.00 | -2,825.00 | 7,375.04 | 33,900.00 | -26,524.96 | 33,900.00 |
| 16335.1 · Maintenance - Vehicles & Equip - O... | 185.75 | 200.00 | -14.25 | 392.31 | 2,400.00 | -2,007.69 | 2,400.00 |
| Total 16335.1 · Maintenance - Vehicles & Equip | 5,214.58 | 10,458.34 | -5,243.76 | 90,248.52 | 125,500.00 | -35,251.48 | 125,500.00 |
| 16376 · Building Maintenance | | | | | | | |
| 16376.1 · .1 Blight Removal | 0.00 | | | 1,400.00 | | | |
| Total 16376 · Building Maintenance | 0.00 | | | 1,400.00 | | | |
| 16335 · Repairs & Maintenance - Other | 1,680.45 | 1,541.67 | 138.78 | 11,528.57 | 18,500.00 | -6,971.43 | 18,500.00 |
| Total 16335 · Repairs & Maintenance | 6,895.03 | 12,083.34 | -5,188.31 | 103,504.07 | 145,000.00 | -41,495.93 | 145,000.00 |
| 16337 · Street Signs | 464.53 | 500.00 | -35.47 | 3,712.15 | 6,000.00 | -2,287.85 | 6,000.00 |
| 16340 · Printing & Office supplies | 263.28 | 650.01 | -386.73 | 6,388.57 | 7,800.00 | -1,411.43 | 7,800.00 |
| 16342 · Computers/Website | 555.00 | 2,328.33 | -1,773.33 | 28,024.50 | 27,940.00 | 84.50 | 27,940.00 |
| 16350 · Postage/Delivery | 928.46 | 475.00 | 453.46 | 6,501.76 | 5,700.00 | 801.76 | 5,700.00 |

City of Montgomery - General Fund
Profit & Loss Budget Performance-All
September 2019

| | Sep 19 | Budget | \$ Over B... | Oct '18 - S... | YTD Bud... | \$ Over B... | Annual B... |
|--|-------------------|------------------|------------------|---------------------|---------------------|-------------------|---------------------|
| 16351 · Telephone | 2,610.13 | 1,466.67 | 1,143.46 | 32,552.53 | 17,600.00 | 14,952.53 | 17,600.00 |
| 16360 · Tax Assessor Fees | 2,126.57 | 0.00 | 2,126.57 | 9,316.39 | 7,500.00 | 1,816.39 | 7,500.00 |
| 16370 · Election | 0.00 | 0.00 | 0.00 | 6,339.00 | 12,000.00 | -5,661.00 | 12,000.00 |
| 17030 · Mobil Data Terminal | 2,890.92 | 1,333.33 | 1,557.59 | 16,421.96 | 16,000.00 | 421.96 | 16,000.00 |
| 17031 · Police Officer Scheduling Serv | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | -100.00 | 100.00 |
| 17040 · Computer/Technology | 1,911.18 | 1,756.25 | 154.93 | 23,132.84 | 21,075.00 | 2,057.84 | 21,075.00 |
| 17510 · State Portion of Fines/Payouts | 37,232.98 | 15,833.33 | 21,399.65 | 146,334.32 | 190,000.00 | -43,665.68 | 190,000.00 |
| 16002 · Contract Services - Other | 0.00 | 0.00 | 0.00 | 1,150.00 | 0.00 | 1,150.00 | 0.00 |
| Total 16002 · Contract Services | 104,985.93 | 85,271.26 | 19,714.67 | 1,090,895.79 | 1,065,055.00 | 25,840.79 | 1,065,055.00 |
| 16003 · Supplies & Equipment | | | | | | | |
| 16244 · Radio Fees | 0.00 | 366.50 | -366.50 | 283.50 | 4,398.00 | -4,114.50 | 4,398.00 |
| 16328 · Uniforms & Safety Equip | 2,287.97 | 966.66 | 1,321.31 | 13,971.77 | 11,600.00 | 2,371.77 | 11,600.00 |
| 16328.1 · Protective Gear | 0.00 | 166.67 | -166.67 | 2,047.71 | 2,000.00 | 47.71 | 2,000.00 |
| 16358 · Copier/Fax Machine Lease | 2,782.52 | 1,716.66 | 1,065.86 | 20,546.25 | 20,600.00 | -53.75 | 20,600.00 |
| 16460 · Operating Supplies (Office) | | | | | | | |
| 16460.1 · Streets and Drainage | 0.00 | 306.25 | -306.25 | 3,474.03 | 3,675.00 | -200.97 | 3,675.00 |
| 16460.2 · Cedar Brake Park | 21.23 | 291.67 | -270.44 | 2,938.91 | 3,500.00 | -561.09 | 3,500.00 |
| 16460.3 · Homecoming Park | 21.23 | 166.67 | -145.44 | 1,093.65 | 2,000.00 | -906.35 | 2,000.00 |
| 16460.4 · Fernland Park | 21.23 | 218.75 | -197.52 | 2,636.16 | 2,625.00 | 11.16 | 2,625.00 |
| 16460.5 · Community Building | 174.72 | 166.67 | 8.05 | 2,685.20 | 2,000.00 | 685.20 | 2,000.00 |
| 16460.6 · Tools, Etc | 83.76 | 254.17 | -170.41 | 2,403.72 | 3,050.00 | -646.28 | 3,050.00 |
| 16460.7 · Memory Park | 659.52 | 250.00 | 409.52 | 2,513.68 | 3,000.00 | -486.32 | 3,000.00 |
| 16460 · Operating Supplies (Office) - Other | 1,873.74 | 1,895.84 | -22.10 | 23,864.07 | 22,750.00 | 1,114.07 | 22,750.00 |
| Total 16460 · Operating Supplies (Office) | 2,855.43 | 3,550.02 | -694.59 | 41,609.42 | 42,600.00 | -990.58 | 42,600.00 |
| 16503 · Code Enforcement Expenses | 0.00 | 83.33 | -83.33 | 0.00 | 1,000.00 | -1,000.00 | 1,000.00 |
| 17010 · Emergency Equipment | 32.95 | 333.33 | -300.38 | 752.65 | 4,000.00 | -3,247.35 | 4,000.00 |
| 17100 · Capital Purchase Furniture | 0.00 | 458.33 | -458.33 | 589.02 | 6,700.00 | -6,110.98 | 6,700.00 |
| 16003 · Supplies & Equipment - Other | 0.00 | 125.00 | -125.00 | 870.90 | 1,500.00 | -629.10 | 1,500.00 |
| Total 16003 · Supplies & Equipment | 7,958.87 | 7,766.50 | 192.37 | 80,671.22 | 94,398.00 | -13,726.78 | 94,398.00 |
| 16004 · Staff Development | | | | | | | |
| 16241 · Training/Education | 0.00 | 375.00 | -375.00 | 4,616.99 | 4,500.00 | 116.99 | 4,500.00 |
| 16339 · Dues & Subscriptions | 0.00 | 141.67 | -141.67 | 14,054.55 | 4,900.00 | 9,154.55 | 4,900.00 |
| 16341 · Community Relations | 15.00 | 245.84 | -230.84 | 6,050.75 | 2,950.00 | 3,100.75 | 2,950.00 |
| 16354 · Travel & Training (Travel) | 2,479.46 | 2,383.34 | 96.12 | 27,316.22 | 28,600.00 | -1,283.78 | 28,600.00 |
| 16004 · Staff Development - Other | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | -100.00 | 100.00 |
| Total 16004 · Staff Development | 2,494.46 | 3,145.85 | -651.39 | 52,038.51 | 41,050.00 | 10,988.51 | 41,050.00 |
| 16005 · Maintenance | | | | | | | |
| 16228 · Park Maint-Memory Pk | 251.06 | 625.00 | -373.94 | 5,238.86 | 7,500.00 | -2,261.14 | 7,500.00 |
| 16229 · Park Maint - Fernland | 7,993.00 | 333.33 | 7,659.67 | 17,568.32 | 4,000.00 | 13,568.32 | 4,000.00 |
| 16230 · Park Maint-Cedar Brake Park | 18.93 | 525.00 | -506.07 | 3,149.38 | 6,300.00 | -3,150.62 | 6,300.00 |
| 16231 · Park Maint. - Homecoming Park | 33.98 | 250.00 | -216.02 | 3,081.18 | 3,000.00 | 81.18 | 3,000.00 |
| Total 16005 · Maintenance | 8,296.97 | 1,733.33 | 6,563.64 | 29,037.74 | 20,800.00 | 8,237.74 | 20,800.00 |
| 16006 · Insurance | | | | | | | |
| 16353.2 · Liability Ins. | 1,822.20 | 1,883.33 | -61.13 | 25,013.68 | 22,601.00 | 2,412.68 | 22,601.00 |
| 16353.3 · Property Ins. | 728.28 | 1,060.08 | -331.80 | 9,865.50 | 12,721.00 | -2,855.50 | 12,721.00 |
| Total 16006 · Insurance | 2,550.48 | 2,943.41 | -392.93 | 34,879.18 | 35,322.00 | -442.82 | 35,322.00 |
| 16007 · Utilities | | | | | | | |
| 16352.0 · Electronic Sign-City | 64.17 | 50.00 | 14.17 | 599.02 | 600.00 | -0.98 | 600.00 |
| 16352.1 · Street Lights | 1,019.43 | 1,241.67 | -222.24 | 12,440.33 | 14,900.00 | -2,459.67 | 14,900.00 |
| 16352.2 · Downtown Utilities | 120.95 | 100.00 | 20.95 | 1,121.86 | 1,200.00 | -78.14 | 1,200.00 |
| 16352.3 · Utilities-Cedar Brake Park | 170.22 | 250.00 | -79.78 | 2,119.43 | 3,000.00 | -880.57 | 3,000.00 |
| 16352.4 · Utilities-Homecoming Park | 104.59 | 114.00 | -9.41 | 1,320.50 | 1,365.00 | -44.50 | 1,365.00 |
| 16352.5 · Utilities-Fernland Park | 403.49 | 408.33 | -4.84 | 4,672.44 | 4,900.00 | -227.56 | 4,900.00 |
| 16352.6 · Utilities - City Hall | 997.57 | 918.75 | 78.82 | 9,449.43 | 11,025.00 | -1,575.57 | 11,025.00 |
| 16352.8 · Utilities - Comm Center Bldg | 424.24 | 405.00 | 19.24 | 4,441.74 | 4,860.00 | -418.26 | 4,860.00 |
| 16352.9 · Utilities-Memory Pk | 1,488.83 | 1,166.67 | 322.16 | 6,782.50 | 14,000.00 | -7,217.50 | 14,000.00 |
| 16007 · Utilities - Other | 0.00 | 8.33 | -8.33 | 96.66 | 100.00 | -3.34 | 100.00 |

City of Montgomery - General Fund
Profit & Loss Budget Performance-All
September 2019

| | Sep 19 | Budget | \$ Over B... | Oct '18 - S... | YTD Bud... | \$ Over B... | Annual B... |
|---|------------|------------|--------------|----------------|--------------|--------------|--------------|
| Total 16007 · Utilities | 4,793.49 | 4,662.75 | 130.74 | 43,043.91 | 55,950.00 | -12,906.09 | 55,950.00 |
| 16008 · Capital Outlay | | | | | | | |
| 16590.2 · Property 149/105 | 0.00 | 7,753.58 | -7,753.58 | 107,565.33 | 104,543.00 | 3,022.33 | 104,543.00 |
| 17070 · Capital Outlay - Police Cars | | | | | | | |
| 17070.1 · Emergency Lights, Decals | 1,000.00 | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| 17070.3 · Watch Guard | 27,485.00 | 4,585.42 | 22,899.58 | 50,995.05 | 55,025.00 | -4,029.95 | 55,025.00 |
| 17070.4 · Tsf To CPF-Vehicle Replacement | 15,000.00 | 0.00 | 15,000.00 | 15,000.00 | 15,000.00 | 0.00 | 15,000.00 |
| 17070 · Capital Outlay - Police Cars - Other | 0.00 | 0.00 | 0.00 | 79,030.00 | 0.00 | 79,030.00 | 0.00 |
| Total 17070 · Capital Outlay - Police Cars | 43,485.00 | 4,585.42 | 38,899.58 | 146,025.05 | 70,025.00 | 76,000.05 | 70,025.00 |
| 17071 · Cap Purchase - Computers/Equip | | | | | | | |
| 17071.1 · Copsync | 5,900.00 | 791.67 | 5,108.33 | 13,010.84 | 9,500.00 | 3,510.84 | 9,500.00 |
| 17071.2 · Radar | 3,575.00 | 666.67 | 2,908.33 | 7,439.00 | 8,000.00 | -561.00 | 8,000.00 |
| 17071.4 · Laser Fish (Software Equip) | 0.00 | 183.33 | -183.33 | 3,445.87 | 4,100.00 | -654.13 | 4,100.00 |
| 17071.6 · Investigative and Testing Equip | 0.00 | 333.33 | -333.33 | 1,134.80 | 4,000.00 | -2,865.20 | 4,000.00 |
| 17071.7 · Ballistic Vests & Shields | 0.00 | 0.00 | 0.00 | 5,104.38 | 4,500.00 | 604.38 | 4,500.00 |
| 17071.8 · Capital Outlay Miscellaneous | 13,900.00 | 2,125.00 | 11,775.00 | 24,041.04 | 25,500.00 | -1,458.96 | 25,500.00 |
| 17071 · Cap Purchase - Computers/Equip - Other | 2,156.63 | 1,125.00 | 1,031.63 | 19,715.76 | 25,000.00 | -5,284.24 | 25,000.00 |
| Total 17071 · Cap Purchase - Computers/Equip | 25,531.63 | 5,225.00 | 20,306.63 | 73,891.69 | 80,600.00 | -6,708.31 | 80,600.00 |
| 17071.5 · Patrol Weapons | 4,912.08 | 0.00 | 4,912.08 | 8,085.08 | 5,200.00 | 2,885.08 | 5,200.00 |
| 17072 · Capital Outlay-PWorks Items | 0.00 | 1,075.00 | -1,075.00 | 12,114.93 | 12,900.00 | -785.07 | 12,900.00 |
| 17080 · Capital Outlay-Improvements | 0.00 | 416.67 | -416.67 | 1,988.44 | 10,000.00 | -8,011.56 | 10,000.00 |
| Total 16008 · Capital Outlay | 73,928.71 | 19,055.67 | 54,873.04 | 349,670.52 | 283,268.00 | 66,402.52 | 283,268.00 |
| 16009 · Miscellaneous Expenses | | | | | | | |
| 16590 · Misc. Expense | | | | | | | |
| 16590.1 · 175th Birthday | 0.00 | | | 21.00 | | | |
| 16590.3 · National Night Out | 865.00 | | | 865.00 | | | |
| 16590 · Misc. Expense - Other | 10,819.67 | 358.33 | 10,461.34 | 21,037.81 | 4,300.00 | 16,737.81 | 4,300.00 |
| Total 16590 · Misc. Expense | 11,684.67 | 358.33 | 11,326.34 | 21,923.81 | 4,300.00 | 17,623.81 | 4,300.00 |
| 16009 · Miscellaneous Expenses - Other | 0.00 | | | 2.50 | | | |
| Total 16009 · Miscellaneous Expenses | 11,684.67 | 358.33 | 11,326.34 | 21,926.31 | 4,300.00 | 17,626.31 | 4,300.00 |
| 16010 · Contingency | 0.00 | 8.33 | -8.33 | 0.00 | 100.00 | -100.00 | 100.00 |
| 16356 · Contract Labor- Streets | 1,925.00 | 9,808.33 | -7,883.33 | 35,975.90 | 117,700.00 | -81,724.10 | 117,700.00 |
| 16500 · Leases - Parks and Recreation | | | | | | | |
| 16504 · Adams Park | 0.00 | 0.00 | 0.00 | 5,695.89 | 4,200.00 | 1,495.89 | 4,200.00 |
| Total 16500 · Leases - Parks and Recreation | 0.00 | 0.00 | 0.00 | 5,695.89 | 4,200.00 | 1,495.89 | 4,200.00 |
| 17000 · Capital Purchase | 0.00 | 250.00 | -250.00 | 0.00 | 3,000.00 | -3,000.00 | 3,000.00 |
| 17500 · Tax Rebatement | | | | | | | |
| 17500.1 · Sales Tax Rebate | 0.00 | 0.00 | 0.00 | 104,218.00 | 169,125.00 | -64,907.00 | 169,125.00 |
| 17500.2 · 380 Ad Valorem Tax Rebate | 0.00 | 0.00 | 0.00 | 0.00 | 83,408.00 | -83,408.00 | 83,408.00 |
| 17500.3 · PID Property Tax Reimbursement | 0.00 | 0.00 | 0.00 | 35,375.46 | 35,775.00 | -399.54 | 35,775.00 |
| Total 17500 · Tax Rebatement | 0.00 | 0.00 | 0.00 | 139,593.46 | 288,308.00 | -148,714.54 | 288,308.00 |
| Total Expense | 377,406.06 | 276,697.75 | 100,708.31 | 3,632,904.45 | 3,713,779.00 | -80,874.55 | 3,713,779.00 |
| Net Ordinary Income | -92,092.52 | -40,913.59 | -51,178.93 | -126,510.02 | -110,380.00 | -16,130.02 | -110,380.00 |
| Other Income/Expense | | | | | | | |
| Other Income | | | | | | | |
| 14000.3 · Transfers In | | | | | | | |
| 14620.2 · Admin Transfer from MEDC | 9,375.00 | 26,875.00 | -17,500.00 | 85,000.00 | 107,500.00 | -22,500.00 | 107,500.00 |
| 14620.4 · Admin Trf from Court Security | 720.00 | 720.00 | 0.00 | 2,880.00 | 2,880.00 | 0.00 | 2,880.00 |
| Total 14000.3 · Transfers In | 10,095.00 | 27,595.00 | -17,500.00 | 87,880.00 | 110,380.00 | -22,500.00 | 110,380.00 |
| Total Other Income | 10,095.00 | 27,595.00 | -17,500.00 | 87,880.00 | 110,380.00 | -22,500.00 | 110,380.00 |

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City of Montgomery - General Fund
Profit & Loss Budget Performance-All

Accrual Basis

September 2019

| | <u>Sep 19</u> | <u>Budget</u> | <u>\$ Over B...</u> | <u>Oct '18 - S...</u> | <u>YTD Bud...</u> | <u>\$ Over B...</u> | <u>Annual B...</u> |
|------------------|-------------------|-------------------|---------------------|-----------------------|-------------------|---------------------|--------------------|
| Net Other Income | 10,095.00 | 27,595.00 | -17,500.00 | 87,880.00 | 110,380.00 | -22,500.00 | 110,380.00 |
| Net Income | <u>-81,997.52</u> | <u>-13,318.59</u> | <u>-68,678.93</u> | <u>-38,630.02</u> | <u>0.00</u> | <u>-38,630.02</u> | <u>0.00</u> |

City of Montgomery - Capital Projects
Cash Flow Report - Const CkgW&S Proj 1058544 Account
As of October 31, 2019

| Num | Name | Memo | Amount | Balance |
|---------------------------------|----------------------|--|--------------|---------------------|
| BALANCE AS OF 10/01/2019 | | | | \$406,845.48 |
| Receipts | | | | |
| | No Receipts Activity | | 0.00 | |
| Total Receipts | | | | 0.00 |
| Disbursements | | | | |
| 1293 | Jones & Carter, Inc. | Proj 5841-0029-00 Lift Station #3 Force Main Rero | (15,536.25) | |
| 1294 | Jones & Carter, Inc. | W5841-0037-01 Baja Rd & MLK Dr TxCDBG Ad | (11,655.00) | |
| 1295 | DL Glover, Inc. | Pay Est #1 - Const of 18 Inch Gravity S.S. Line Ex | (127,891.84) | |
| 1296 | Jones & Carter, Inc. | Inv 291307, 292596 18" Gravity SS Line | (10,629.25) | |
| 1297 | Jones & Carter, Inc. | W5841-0037-01 Baja Rd and MLK Dr TxCDBG | (3,453.75) | |
| 1298 | Jones & Carter, Inc. | Inv 287661, 289591 - FEMA - Atkins Creek | (8,714.49) | |
| Total Disbursements | | | | (177,880.58) |
| BALANCE AS OF 10/31/2019 | | | | \$228,964.90 |

City of Montgomery - Capital Projects
Cash Flow Report - BOKF, NA Escrow Series 2017A Account
As of October 31, 2019

| Num | Name | Memo | Amount | Balance |
|----------------------------|---------------------------|------|-----------------|----------------------------|
| BALANCE AS OF 10/01/2019 | | | | \$955,933.78 |
| Receipts | | | | |
| | Interest | | 1,210.05 | |
| Total Receipts | | | <u>1,210.05</u> | 1,210.05 |
| Disbursements | | | | |
| | No Disbursements Activity | | 0.00 | |
| Total Disbursements | | | <u>0.00</u> | <u>0.00</u> |
| BALANCE AS OF 10/31/2019 | | | | <u><u>\$957,143.83</u></u> |

City of Montgomery - Capital Projects
Cash Flow Report - BOKF, NA Escrow Series 2017B Account
 As of October 31, 2019

| Num | Name | Memo | Amount | Balance |
|----------------------------|---------------------------|------|-----------------|------------------------------|
| BALANCE AS OF 10/01/2019 | | | | \$1,570,263.17 |
| Receipts | | | | |
| | Interest | | 1,987.69 | |
| Total Receipts | | | <u>1,987.69</u> | 1,987.69 |
| Disbursements | | | | |
| | No Disbursements Activity | | 0.00 | |
| Total Disbursements | | | <u>0.00</u> | <u>0.00</u> |
| BALANCE AS OF 10/31/2019 | | | | <u><u>\$1,572,250.86</u></u> |

**City of Montgomery - Capital Projects Acct
Profit & Loss Budget Performance**

Accrual Basis

September 2019

| | Sep 19 | Budget | % of Bud... | Oct '18 - S... | YTD Budget | % of Bud... | Annual Bu... |
|--|-------------------|------------------|------------------|-------------------|---------------------|---------------|---------------------|
| Ordinary Income/Expense | | | | | | | |
| Income | | | | | | | |
| 43901 · Capital Proj Funding Sourc | | | | | | | |
| 43901.1 · Transfer from MEDC-Hou St | 0.00 | | | 0.00 | 0.00 | 0.0% | 0.00 |
| 43901.2 · Trns from General-Hou St. | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 | 0.0% | 0.00 |
| 43947 · Transfer from Utility Fund | | | | | | | |
| 43947A · Tsf from Utility - Capital | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 | 0.0% | 0.00 |
| 43947B · Tsf from Utility - Maint | 0.00 | 0.00 | 0.0% | 77,400.00 | 91,400.00 | 84.7% | 91,400.00 |
| 43947C · Tsf fr Utility - Cap Costs Proj | 0.00 | 0.00 | 0.0% | 77,400.00 | 91,400.00 | 84.7% | 91,400.00 |
| 43947D · Revenue -Lift Sta 1 Replacement | 0.00 | 0.00 | 0.0% | 0.00 | 91,400.00 | 0.0% | 91,400.00 |
| Total 43947 · Transfer from Utility Fund | 0.00 | 0.00 | 0.0% | 154,800.00 | 274,200.00 | 56.5% | 274,200.00 |
| 43948 · Transfer from Grant Fund | 0.00 | | | 0.00 | 0.00 | 0.0% | 0.00 |
| 43949 · Transfers from General Fund | | | | | | | |
| 43949.1 · Tsf fr Gen - Police Veh Replace | 15,000.00 | 0.00 | 100.0% | 15,000.00 | 15,000.00 | 100.0% | 15,000.00 |
| 43949.2 · Tsf from Gen-Streets/Sidewalk | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 | 0.0% | 0.00 |
| Total 43949 · Transfers from General Fund | 15,000.00 | 0.00 | 100.0% | 15,000.00 | 15,000.00 | 100.0% | 15,000.00 |
| 43952 · Other Fund Reserves/Transfers | | | | | | | |
| 43952.1 · 380 Agt-1st Hrtford-18" SS line | 0.00 | 0.00 | 0.0% | 169,582.40 | 437,500.00 | 38.8% | 437,500.00 |
| 43952.2 · Util Ext Proj-Waterstone on LC | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 | 0.0% | 0.00 |
| 43952.3 · Proceeds GLO | 0.00 | 0.00 | 0.0% | 0.00 | 2,306,000.00 | 0.0% | 2,306,000.00 |
| 43952 · Other Fund Reserves/Transfers - Other | 0.00 | | | 0.00 | 0.00 | 0.0% | 0.00 |
| Total 43952 · Other Fund Reserves/Transfers | 0.00 | 0.00 | 0.0% | 169,582.40 | 2,743,500.00 | 6.2% | 2,743,500.00 |
| Total 43901 · Capital Proj Funding Sourc | 15,000.00 | 0.00 | 100.0% | 339,382.40 | 3,032,700.00 | 11.2% | 3,032,700.00 |
| 43956 · Proceeds - TWDB 2017 A | 0.00 | | | 0.00 | 0.00 | 0.0% | 0.00 |
| 43959 · FEMA Grant Revenue | | | | | | | |
| 43956.1 · FEMA DR4272- Bridge | 0.00 | 0.00 | 0.0% | 157,528.32 | 641,616.00 | 24.6% | 641,616.00 |
| 43956.2 · FEMA-DR4272-Plz Morgan St | 0.00 | 0.00 | 0.0% | 0.00 | 250,000.00 | 0.0% | 250,000.00 |
| 43956.3 · Impact Fees (from Customers) | 0.00 | | | 0.00 | 0.00 | 0.0% | 0.00 |
| 43956.4 · FEMA -DR4332-Hurricane Harvey | 0.00 | 0.00 | 0.0% | 0.00 | 435,000.00 | 0.0% | 435,000.00 |
| 43956.5 · FEMA - Baja Proj | 0.00 | 0.00 | 0.0% | 0.00 | 300,000.00 | 0.0% | 300,000.00 |
| 43956.6 · DR#4332- Atkins Creek F#4281 | 0.00 | | | 7,828.48 | | | |
| Total 43959 · FEMA Grant Revenue | 0.00 | 0.00 | 0.0% | 165,356.80 | 1,626,616.00 | 10.2% | 1,626,616.00 |
| 43961 · Grant Funds-CDBG | | | | | | | |
| 43961.1 · Bridge Repair - CDBG DR 7217037 | 0.00 | 0.00 | 0.0% | 59,819.30 | 88,230.00 | 67.8% | 88,230.00 |
| 43961.2 · Baja,W/S Drainag, MLK-CD7217320 | 0.00 | 0.00 | 0.0% | 33,992.00 | 300,000.00 | 11.3% | 300,000.00 |
| Total 43961 · Grant Funds-CDBG | 0.00 | 0.00 | 0.0% | 93,811.30 | 388,230.00 | 24.2% | 388,230.00 |
| 43963 · Insurance Proceeds | | | | | | | |
| 43963.1 · Baja/MLK Dr Ph #1-Surety Fmt | 126,384.73 | | | 126,384.73 | | | |
| Total 43963 · Insurance Proceeds | 126,384.73 | | | 126,384.73 | | | |
| 43964 · Proceeds-TWDB 2017 B | 0.00 | | | 0.00 | 0.00 | 0.0% | 0.00 |
| 45391 · Interest Earned | | | | | | | |
| 45391.1 · Interest Earned Ser 2017A | 1,338.61 | 416.66 | 321.3% | 18,085.92 | 5,000.00 | 361.7% | 5,000.00 |
| 45391.2 · Interest Earned Ser 2017B | 2,198.86 | 591.66 | 371.6% | 28,400.08 | 7,100.00 | 400.0% | 7,100.00 |
| 45391 · Interest Earned - Other | 453.81 | 0.00 | 100.0% | 7,727.09 | 0.00 | 100.0% | 0.00 |
| Total 45391 · Interest Earned | 3,991.28 | 1,008.32 | 395.8% | 54,213.09 | 12,100.00 | 448.0% | 12,100.00 |
| Total Income | 145,376.01 | 1,008.32 | 14,417.6% | 779,148.32 | 5,059,646.00 | 15.4% | 5,059,646.00 |
| Expense | | | | | | | |
| 43889 · Grant Administrative Expenses | | | | | | | |
| 43889.1 · Bridge-CDBG-DR #7217037 | 0.00 | 416.66 | 0.0% | 3,500.00 | 5,000.00 | 70.0% | 5,000.00 |
| 43889.2 · Baja Project CDBG #7217320 | 0.00 | 10,025.00 | 0.0% | 6,650.00 | 20,000.00 | 33.3% | 20,000.00 |
| 43889.3 · GLO - All Proj | 0.00 | 13,650.00 | 0.0% | 0.00 | 163,800.00 | 0.0% | 163,800.00 |
| Total 43889 · Grant Administrative Expenses | 0.00 | 24,091.66 | 0.0% | 10,150.00 | 188,800.00 | 5.4% | 188,800.00 |
| 43890 · Engineering | | | | | | | |
| 43890.1 · Catahoula Aquifer WW | 0.00 | | | 0.00 | 0.00 | 0.0% | 0.00 |
| 43890.2 · WP #3 Improvements-TWDB | 2,773.30 | 9,583.33 | 28.9% | 40,147.03 | 115,000.00 | 34.9% | 115,000.00 |
| 43890.3 · Lift St #1 Expansion-TWDB | 32,101.80 | 7,500.00 | 428.0% | 45,997.45 | 90,000.00 | 51.1% | 90,000.00 |

City of Montgomery - Capital Projects Acct
Profit & Loss Budget Performance

Accrual Basis

September 2019

| | Sep 19 | Budget | % of Bud... | Oct '18 - S... | YTD Budget | % of Bud... | Annual Bu... |
|--|-------------------|-------------------|-----------------|-------------------|---------------------|---------------|---------------------|
| 43890.4 · Waterline replacement/HouSt | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 | 0.0% | 0.00 |
| 43890.5 · LS#3/Force Main Re-Rte-TWDB | 0.00 | 1,583.33 | 0.0% | 0.00 | 19,000.00 | 0.0% | 19,000.00 |
| 43890.7 · Downtown/SH105 Imp-TWDB | 390.00 | 7,833.33 | 5.0% | 8,611.50 | 94,000.00 | 9.2% | 94,000.00 |
| 43890.8 · 18" SS Line | 7,120.50 | 4,750.00 | 149.9% | 45,180.23 | 57,000.00 | 79.3% | 57,000.00 |
| 43890.9 · Bridge Water Line | 0.00 | 833.33 | 0.0% | 8,780.50 | 10,000.00 | 87.8% | 10,000.00 |
| 43890.A · Baja Project - CDBG 0037-00 | | | | | | | |
| 43890A · Baja Rd/MLK Dr CDBG-Add'l-01 | 3,453.75 | | | 16,218.75 | | | |
| 43890B · MLK Dr-Wtrln Rep& D PhII Survey | 7,000.00 | | | 7,000.00 | | | |
| 43890C · MLK Dr-Wtrln Rep/Dr Imp Ph II | 18,500.00 | | | 18,500.00 | | | |
| 43890.A · Baja Project - CDBG 0037-00 - Other | 5,665.63 | 3,333.33 | 170.0% | 14,951.00 | 40,000.00 | 37.4% | 40,000.00 |
| Total 43890.A · Baja Project - CDBG 0037-00 | 34,619.38 | 3,333.33 | 1,038.6% | 56,669.75 | 40,000.00 | 141.7% | 40,000.00 |
| 43890.B · Buff Sp Brdg Emb Rep - FEMA | 0.00 | 5,000.00 | 0.0% | 13,736.25 | 60,000.00 | 22.9% | 60,000.00 |
| 43890.C · Atkins Ck W,SS,STS Rep-FEMA4281 | 0.00 | 0.00 | 0.0% | 68,647.61 | 0.00 | 100.0% | 0.00 |
| 43890.D · Buff Sp Brdg - CDBG | 0.00 | 1,250.00 | 0.0% | 0.00 | 15,000.00 | 0.0% | 15,000.00 |
| 43890.E · Eng-All GLO | 0.00 | 25,000.00 | 0.0% | 0.00 | 300,000.00 | 0.0% | 300,000.00 |
| 43890.F · Plez Morgan FEMA | 0.00 | 4,166.66 | 0.0% | 0.00 | 50,000.00 | 0.0% | 50,000.00 |
| 43890.G · Hurricane Harvey - FEMA | 0.00 | 11,666.66 | 0.0% | 0.00 | 140,000.00 | 0.0% | 140,000.00 |
| 43890 · Engineering - Other | 0.00 | | | 0.00 | 0.00 | 0.0% | 0.00 |
| Total 43890 · Engineering | 77,004.98 | 82,499.97 | 93.3% | 287,770.32 | 990,000.00 | 29.1% | 990,000.00 |
| 43995 · Const Cost-Contingencies | | | | | | | |
| 43995.1 · LS#3 Force Main ReRoute- TWDB | 0.00 | 0.00 | 0.0% | 0.00 | 36,000.00 | 0.0% | 36,000.00 |
| 43995.2 · LS#1 Replacement/Expans - TWDB | 0.00 | 0.00 | 0.0% | 0.00 | 140,000.00 | 0.0% | 140,000.00 |
| 43995.3 · WP#3 Improvements- TWDB | 0.00 | 0.00 | 0.0% | 0.00 | 154,000.00 | 0.0% | 154,000.00 |
| 43995.4 · Downtown/SH105 Improve - TWDB | 0.00 | 0.00 | 0.0% | 0.00 | 126,000.00 | 0.0% | 126,000.00 |
| 43995 · Const Cost-Contingencies - Other | 0.00 | | | 0.00 | 0.00 | 0.0% | 0.00 |
| Total 43995 · Const Cost-Contingencies | 0.00 | 0.00 | 0.0% | 0.00 | 456,000.00 | 0.0% | 456,000.00 |
| 44000 · Wastewater System | | | | | | | |
| 44006 · LS #1-Replmnt/Expans-TWDB | 0.00 | 47,500.00 | 0.0% | 0.00 | 570,000.00 | 0.0% | 570,000.00 |
| 44007 · LS#3 Porcelain Reroute-TWDB | 0.00 | 12,083.33 | 0.0% | 0.00 | 145,000.00 | 0.0% | 145,000.00 |
| 44008 · 18" Gravity S.S. Line Const | 142,102.05 | 36,458.33 | 389.8% | 469,270.85 | 437,500.00 | 107.3% | 437,500.00 |
| 44009 · Lift St #3 Improvements-GLO | 0.00 | 12,500.00 | 0.0% | 0.00 | 150,000.00 | 0.0% | 150,000.00 |
| Total 44000 · Wastewater System | 142,102.05 | 108,541.66 | 130.9% | 469,270.85 | 1,302,500.00 | 36.0% | 1,302,500.00 |
| 45000 · Water System- Capital Proj | | | | | | | |
| 43975 · WP #3 Generator - GLO | 0.00 | 40,500.00 | 0.0% | 0.00 | 486,000.00 | 0.0% | 486,000.00 |
| 43976.1 · Downtown/SH 105 W Ln Imp-TWDB | 0.00 | 41,833.33 | 0.0% | 0.00 | 502,000.00 | 0.0% | 502,000.00 |
| 43992.1 · Water Plant #3 - Imp-TWDB | 0.00 | 36,666.66 | 0.0% | 0.00 | 440,000.00 | 0.0% | 440,000.00 |
| 43992.4 · WP#3 Imp - Other Costs-TWDB | 0.00 | 14,583.33 | 0.0% | 0.00 | 175,000.00 | 0.0% | 175,000.00 |
| 43992.5 · CDBG - Baja | 0.00 | 20,000.00 | 0.0% | 27,342.00 | 240,000.00 | 11.4% | 240,000.00 |
| Total 45000 · Water System- Capital Proj | 0.00 | 153,583.32 | 0.0% | 27,342.00 | 1,843,000.00 | 1.5% | 1,843,000.00 |
| 46000 · Roadway System Improvements | | | | | | | |
| 46001 · Plez Morgan Street- (FEMA4272) | 0.00 | 16,666.66 | 0.0% | 0.00 | 200,000.00 | 0.0% | 200,000.00 |
| 46002 · Buf SpBrg RepFEMA4272-CD7217307 | 0.00 | 48,468.00 | 0.0% | 161,663.85 | 581,616.00 | 27.8% | 581,616.00 |
| 46003 · Downtown/SH 105 Improvements | 0.00 | | | 0.00 | 0.00 | 0.0% | 0.00 |
| 46006 · Buf Sp Brdg -CDBG7307 | 0.00 | 5,685.83 | 0.0% | 0.00 | 68,230.00 | 0.0% | 68,230.00 |
| 46007 · Streets/Sidewalks | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 | 0.0% | 0.00 |
| Total 46000 · Roadway System Improvements | 0.00 | 70,820.49 | 0.0% | 161,663.85 | 849,846.00 | 19.0% | 849,846.00 |
| 47000 · Capital Costs Projects | | | | | | | |
| 47001 · Blank 7 | 0.00 | 16,666.66 | 0.0% | 0.00 | 200,000.00 | 0.0% | 200,000.00 |
| 47000 · Capital Costs Projects - Other | 0.00 | | | 0.00 | 0.00 | 0.0% | 0.00 |
| Total 47000 · Capital Costs Projects | 0.00 | 16,666.66 | 0.0% | 0.00 | 200,000.00 | 0.0% | 200,000.00 |
| 48000 · Cap Outlay-Fac, Equip, Etc | | | | | | | |
| 48000.1 · Buffalo Sp Bridge Proj | 0.00 | | | 0.00 | 0.00 | 0.0% | 0.00 |
| 48000.2 · Kroger Project | 0.00 | | | 0.00 | 0.00 | 0.0% | 0.00 |
| 48000.3 · Houston Street Rehab | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 | 0.0% | 0.00 |
| 48001 · GRP Capital Projects | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 | 0.0% | 0.00 |
| 48002 · Util ProjPrev Maint | 0.00 | 4,166.66 | 0.0% | 18,779.50 | 50,000.00 | 37.6% | 50,000.00 |
| 48003 · Buf Spgs-Water Line-Util ExProj | 0.00 | 7,250.00 | 0.0% | 92,378.15 | 87,000.00 | 106.2% | 87,000.00 |
| 48004 · Police Vehicle Replacement | 0.00 | 0.00 | 0.0% | 0.00 | 15,000.00 | 0.0% | 15,000.00 |
| 48005 · Baja/MLK Wtr & Drg Imp-TXCDBG | 0.00 | 20,000.00 | 0.0% | 0.00 | 240,000.00 | 0.0% | 240,000.00 |

**City of Montgomery - Capital Projects Acct
Profit & Loss Budget Performance**

Accrual Basis

September 2019

| | Sep 19 | Budget | % of Bud... | Oct '18 - S... | YTD Budget | % of Bud... | Annual Bu... |
|---|-------------------|--------------------|--------------|---------------------|----------------------|--------------|----------------------|
| 48005.A · Baja / MLK - GLO | 0.00 | 59,675.00 | 0.0% | 0.00 | 716,100.00 | 0.0% | 716,100.00 |
| 48005.B · Baja/MLK - FEMA | 0.00 | 4,166.66 | 0.0% | 0.00 | 50,000.00 | 0.0% | 50,000.00 |
| 48006 · Hurricane Harvey Exp (FEMA) | 0.00 | 24,583.33 | 0.0% | 0.00 | 295,000.00 | 0.0% | 295,000.00 |
| 48007 · Impact Fee-WL Ext-Pkwy/Buf Sp | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 | 0.0% | 0.00 |
| 48008 · Andres Branch - GLO | 0.00 | 40,841.66 | 0.0% | 0.00 | 490,100.00 | 0.0% | 490,100.00 |
| Total 48000 · Cap Outlay-Fac, Equip, Etc | 0.00 | 160,683.31 | 0.0% | 111,157.65 | 1,943,200.00 | 5.7% | 1,943,200.00 |
| Total Expense | 219,107.03 | 616,887.07 | 35.5% | 1,067,354.67 | 7,773,346.00 | 13.7% | 7,773,346.00 |
| Net Ordinary Income | -73,731.02 | -615,878.75 | 12.0% | -288,206.35 | -2,713,700.00 | 10.6% | -2,713,700.00 |
| Net Income | -73,731.02 | -615,878.75 | 12.0% | -288,206.35 | -2,713,700.00 | 10.6% | -2,713,700.00 |

City of Montgomery - Debt Service
Cash Flow Report - Checking Account
 As of October 31, 2019

| Num | Name | Memo | Amount | Balance |
|----------------------------|---------------------------|------|-------------|----------------------------|
| BALANCE AS OF 10/01/2019 | | | | \$122,268.98 |
| Receipts | | | | |
| | Interest | | 5.19 | |
| Total Receipts | | | <u>5.19</u> | 5.19 |
| Disbursements | | | | |
| | No Disbursements Activity | | 0.00 | |
| Total Disbursements | | | <u>0.00</u> | <u>0.00</u> |
| BALANCE AS OF 10/31/2019 | | | | <u><u>\$122,274.17</u></u> |

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**City of Montgomery - Debt Service
Profit & Loss Budget Performance
September 2019**

12/05/19

Accrual Basis

| | Sep 19 | Budget | \$ Over Bud... | Oct '18 - S... | YTD Budget | \$ Over Bu... | Annual Bu... |
|---|------------------|-------------------|--------------------|-------------------|-------------------|------------------|-------------------|
| Income | | | | | | | |
| 34000 · Taxes & Franchise Fees | | | | | | | |
| 34320 · Ad Valorem Taxes | 51.46 | 40,897.58 | -40,846.12 | 494,204.95 | 490,771.00 | 3,433.95 | 490,771.00 |
| 34330 · Penalty & Interest | 48.23 | 0.00 | 48.23 | 4,665.80 | 0.00 | 4,665.80 | 0.00 |
| Total 34000 · Taxes & Franchise Fees | 99.69 | 40,897.58 | -40,797.89 | 499,070.75 | 490,771.00 | 8,299.75 | 490,771.00 |
| 34100 · Transfers | | | | | | | |
| 34301.4 · Transfers In-MEDC Fund | 40,000.00 | 80,000.00 | -40,000.00 | 160,000.00 | 160,000.00 | 0.00 | 160,000.00 |
| 34301.5 · Transfers In - Utility Fund | 0.00 | 76,520.00 | -76,520.00 | 153,040.00 | 153,040.00 | 0.00 | 153,040.00 |
| Total 34100 · Transfers | 40,000.00 | 156,520.00 | -116,520.00 | 313,040.00 | 313,040.00 | 0.00 | 313,040.00 |
| 35000 · Other Revenues | | | | | | | |
| 35390 · Interest on Checking | 6.38 | 7.60 | -1.22 | 206.43 | 75.00 | 131.43 | 75.00 |
| 35391 · Interest on Investments | 528.20 | 327.08 | 201.12 | 2,244.90 | 3,925.00 | -1,680.10 | 3,925.00 |
| Total 35000 · Other Revenues | 634.58 | 334.68 | 199.90 | 2,451.33 | 4,000.00 | -1,548.67 | 4,000.00 |
| Total Income | 40,634.27 | 197,752.26 | -157,117.99 | 814,562.08 | 807,811.00 | 6,751.08 | 807,811.00 |
| Expense | | | | | | | |
| 37000 · Debt Service | | | | | | | |
| 37380 · Interest Payments On Note | 0.00 | 0.00 | 0.00 | 42,566.50 | 42,566.50 | 0.00 | 42,566.50 |
| 37383 · Paying Agent Fees | 250.00 | 625.00 | -375.00 | 1,480.00 | 2,500.00 | -1,020.00 | 2,500.00 |
| 37365 · Interest 2012 Series Premium | 0.00 | 0.00 | 0.00 | 181,803.13 | 181,803.13 | 0.00 | 181,803.13 |
| 37395 · Principal Note Payments | 0.00 | 0.00 | 0.00 | 445,000.00 | 445,000.00 | 0.00 | 445,000.00 |
| Total 37000 · Debt Service | 250.00 | 625.00 | -375.00 | 670,849.63 | 671,869.63 | -1,020.00 | 671,869.63 |
| Total Expense | 250.00 | 625.00 | -375.00 | 670,849.63 | 671,869.63 | -1,020.00 | 671,869.63 |
| Net Income | 40,384.27 | 197,127.26 | -156,742.99 | 143,712.45 | 135,941.37 | 7,771.08 | 135,941.37 |

City of Montgomery - Ct Security Fund
Cash Flow Report - Checking Account
 As of October 31, 2019

| Num | Name | Memo | Amount | Balance |
|----------------------------|---------------------------|------|--------|-------------------|
| BALANCE AS OF 10/01/2019 | | | | \$5,587.03 |
| Receipts | | | | |
| | No Receipts Activity | | 0.00 | |
| Total Receipts | | | | 0.00 |
| Disbursements | | | | |
| | No Disbursements Activity | | 0.00 | |
| Total Disbursements | | | | 0.00 |
| BALANCE AS OF 10/31/2019 | | | | <u>\$5,587.03</u> |

**City of Montgomery - Ct Security Fund
Profit & Loss Budget Performance**

Accrual Basis

September 2019

| | Sep 19 | Budget | \$ Ove... | Oct '18 ... | YTD B... | \$ Over ... | Annual ... |
|--|--------|--------|-----------|-------------|-----------|-------------|------------|
| Ordinary Income/Expense | | | | | | | |
| Income | | | | | | | |
| 84110 · Court Fines & Forfeitures | | | | | | | |
| 84110.1 · Court Security Fees | 496.69 | 541.66 | -44.97 | 5,972.26 | 6,500.00 | -527.74 | 6,500.00 |
| Total 84110 · Court Fines & Forfeitures | 496.69 | 541.66 | -44.97 | 5,972.26 | 6,500.00 | -527.74 | 6,500.00 |
| 84120 · Other Revenues | | | | | | | |
| 84120.1 · Interest Income | 0.00 | 0.41 | -0.41 | 0.00 | 5.00 | -5.00 | 5.00 |
| Total 84120 · Other Revenues | 0.00 | 0.41 | -0.41 | 0.00 | 5.00 | -5.00 | 5.00 |
| Total Income | 496.69 | 542.07 | -45.38 | 5,972.26 | 6,505.00 | -532.74 | 6,505.00 |
| Expense | | | | | | | |
| 86000 · Contracted Services | | | | | | | |
| 86442 · Security Services | 0.00 | 50.00 | -50.00 | 1,200.00 | 600.00 | 600.00 | 600.00 |
| Total 86000 · Contracted Services | 0.00 | 50.00 | -50.00 | 1,200.00 | 600.00 | 600.00 | 600.00 |
| 86005 · Miscellaneous Expenses | 0.00 | 166.66 | -166.66 | 0.00 | 2,000.00 | -2,000.00 | 2,000.00 |
| Total Expense | 0.00 | 216.66 | -216.66 | 1,200.00 | 2,600.00 | -1,400.00 | 2,600.00 |
| Net Ordinary Income | 496.69 | 325.41 | 171.28 | 4,772.26 | 3,905.00 | 867.26 | 3,905.00 |
| Other Income/Expense | | | | | | | |
| Other Expense | | | | | | | |
| 86560 · Interfund Transfers | | | | | | | |
| 86551 · Baliff Transfer to General Fund | 0.00 | 0.00 | 0.00 | 3,900.00 | 3,900.00 | 0.00 | 3,900.00 |
| Total 86560 · Interfund Transfers | 0.00 | 0.00 | 0.00 | 3,900.00 | 3,900.00 | 0.00 | 3,900.00 |
| Total Other Expense | 0.00 | 0.00 | 0.00 | 3,900.00 | 3,900.00 | 0.00 | 3,900.00 |
| Net Other Income | 0.00 | 0.00 | 0.00 | -3,900.00 | -3,900.00 | 0.00 | -3,900.00 |
| Net Income | 496.69 | 325.41 | 171.28 | 872.26 | 5.00 | 867.26 | 5.00 |

City of Montgomery - Ct Tech Fund
Cash Flow Report - Checking Account
 As of October 31, 2019

| Num | Name | Memo | Amount | Balance |
|---------------------------------|---------------------------|------|-------------|----------------------------------|
| BALANCE AS OF 10/01/2019 | | | | \$36,284.58 |
| Receipts | | | | |
| | Interest | | 0.92 | |
| Total Receipts | | | <u>0.92</u> | 0.92 |
| Disbursements | | | | |
| | No Disbursements Activity | | 0.00 | |
| Total Disbursements | | | <u>0.00</u> | <u>0.00</u> |
| BALANCE AS OF 10/31/2019 | | | | <u><u>\$36,285.50</u></u> |

**City of Montgomery - Ct Tech Fund
Actual to Budget Performance
September 2019**

Accrual Basis

| | <u>Sep 19</u> | <u>Budget</u> | <u>\$ Ove...</u> | <u>Oct '18...</u> | <u>YTD Bu...</u> | <u>\$ Over ...</u> | <u>Annual ...</u> |
|--|---------------|---------------|------------------|-------------------|------------------|--------------------|-------------------|
| Ordinary Income/Expense | | | | | | | |
| Income | | | | | | | |
| 74100 · Court Fines and Forfeitures | | | | | | | |
| 74110 · Court Technology Fees | 670.27 | 833.33 | -163.06 | 8,006.09 | 10,000.00 | -1,993.91 | 10,000.00 |
| Total 74100 · Court Fines and Forfeitures | 670.27 | 833.33 | -163.06 | 8,006.09 | 10,000.00 | -1,993.91 | 10,000.00 |
| 74200 · Other Revenues | | | | | | | |
| 74291 · Interest Income | 0.82 | 0.16 | 0.66 | 8.25 | 2.00 | 6.25 | 2.00 |
| Total 74200 · Other Revenues | 0.82 | 0.16 | 0.68 | 8.25 | 2.00 | 6.25 | 2.00 |
| Total Income | 671.09 | 833.49 | -162.40 | 8,014.34 | 10,002.00 | -1,987.66 | 10,002.00 |
| Expense | | | | | | | |
| 76100 · Communications | | | | | | | |
| 76120 · Postage | 0.00 | | | 6.15 | | | |
| Total 76100 · Communications | 0.00 | | | 6.15 | | | |
| 76200 · Contract Services | | | | | | | |
| 76362 · Computer/Website Services | 0.00 | 166.66 | -166.66 | 1,754.90 | 2,000.00 | -245.10 | 2,000.00 |
| Total 76200 · Contract Services | 0.00 | 166.66 | -166.66 | 1,754.90 | 2,000.00 | -245.10 | 2,000.00 |
| 76300 · Supplies & Equipment | | | | | | | |
| 76361 · Computer/Technology Equipment | 0.00 | | | 4,232.38 | | | |
| 76300 · Supplies & Equipment - Other | 0.00 | | | 18.27 | | | |
| Total 76300 · Supplies & Equipment | 0.00 | | | 4,250.65 | | | |
| 76400 · Staff Development | | | | | | | |
| 76439 · Dues & Subscriptions | 0.00 | | | 327.99 | | | |
| Total 76400 · Staff Development | 0.00 | | | 327.99 | | | |
| Total Expense | 0.00 | 166.66 | -166.66 | 6,339.69 | 2,000.00 | 4,339.69 | 2,000.00 |
| Net Ordinary Income | 671.09 | 666.83 | 4.26 | 1,674.65 | 8,002.00 | -6,327.35 | 8,002.00 |
| Net Income | 671.09 | 666.83 | 4.26 | 1,674.65 | 8,002.00 | -6,327.35 | 8,002.00 |

City of Montgomery - Grant
Cash Flow Report - Grant Account Account
 As of October 31, 2019

| Num | Name | Memo | Amount | Balance |
|---------------------------------|---------------------------|------|-------------|------------------------------|
| BALANCE AS OF 10/01/2019 | | | | \$80.73 |
| Receipts | | | | |
| | No Receipts Activity | | <u>0.00</u> | |
| Total Receipts | | | | 0.00 |
| Disbursements | | | | |
| | No Disbursements Activity | | <u>0.00</u> | |
| Total Disbursements | | | | <u>0.00</u> |
| BALANCE AS OF 10/31/2019 | | | | <u><u>\$80.73</u></u> |

City of Montgomery - Grant
Cash Flow Report - Checking Account
 As of October 31, 2019

| Num | Name | Memo | Amount | Balance |
|---------------------------------|---------------------------|------|-------------|---------------------------------|
| BALANCE AS OF 10/01/2019 | | | | \$5,737.63 |
| Receipts | | | | |
| | No Receipts Activity | | <u>0.00</u> | |
| Total Receipts | | | | 0.00 |
| Disbursements | | | | |
| | No Disbursements Activity | | <u>0.00</u> | |
| Total Disbursements | | | | <u>0.00</u> |
| BALANCE AS OF 10/31/2019 | | | | <u><u>\$5,737.63</u></u> |

City of Montgomery - Hotel Occupancy Tax Fund
Cash Flow Report - Checking Account
 As of October 31, 2019

| Num | Name | Memo | Amount | Balance |
|---------------------------------|---------------------------|------|---------------|----------------------------------|
| BALANCE AS OF 10/01/2019 | | | | \$13,116.94 |
| Receipts | | | | |
| | Hotel Revenue 10/19 | | 460.20 | |
| | Interest | | 0.34 | |
| Total Receipts | | | <u>460.54</u> | 460.54 |
| Disbursements | | | | |
| | No Disbursements Activity | | 0.00 | |
| Total Disbursements | | | <u>0.00</u> | <u>0.00</u> |
| BALANCE AS OF 10/31/2019 | | | | <u><u>\$13,577.48</u></u> |

**City of Montgomery - Hotel Occupancy Tax Fund
Profit & Loss Budget Performance**

Accrual Basis

September 2019

| | <u>Sep 19</u> | <u>Budget</u> | <u>\$ Ove...</u> | <u>Oct '1...</u> | <u>YTD B...</u> | <u>\$ Over ...</u> | <u>Annual...</u> |
|---|--------------------|-----------------------|----------------------|------------------------|-------------------------|------------------------|-------------------------|
| Income | | | | | | | |
| 44300 · Taxes & Franchise Fees | | | | | | | |
| 44330 · Hotel Occupancy Taxes | 0.00 | 83.33 | -83.33 | 2,092.80 | 1,000.00 | 1,092.80 | 1,000.00 |
| Total 44300 · Taxes & Franchise Fees | <u>0.00</u> | <u>83.33</u> | <u>-83.33</u> | <u>2,092.80</u> | <u>1,000.00</u> | <u>1,092.80</u> | <u>1,000.00</u> |
| 44400 · Other Revenues | | | | | | | |
| 44360 · Interest Earned On Checking | 0.00 | 0.58 | -0.58 | 0.00 | 7.00 | -7.00 | 7.00 |
| 44490 · Interest Income | 0.30 | | | 2.91 | | | |
| Total 44400 · Other Revenues | <u>0.30</u> | <u>0.58</u> | <u>-0.28</u> | <u>2.91</u> | <u>7.00</u> | <u>-4.09</u> | <u>7.00</u> |
| Total Income | <u>0.30</u> | <u>83.91</u> | <u>-83.61</u> | <u>2,095.71</u> | <u>1,007.00</u> | <u>1,088.71</u> | <u>1,007.00</u> |
| Expense | | | | | | | |
| 46600 · Miscellaneous Expenses | 0.00 | 333.33 | -333.33 | 0.00 | 4,000.00 | -4,000.00 | 4,000.00 |
| Total Expense | <u>0.00</u> | <u>333.33</u> | <u>-333.33</u> | <u>0.00</u> | <u>4,000.00</u> | <u>-4,000.00</u> | <u>4,000.00</u> |
| Net Income | <u><u>0.30</u></u> | <u><u>-249.42</u></u> | <u><u>249.72</u></u> | <u><u>2,095.71</u></u> | <u><u>-2,993.00</u></u> | <u><u>5,088.71</u></u> | <u><u>-2,993.00</u></u> |

City of Montgomery - MEDC
Cash Flow Report - MEDC Checking Account
As of October 31, 2019

| Num | Name | Memo | Amount | Balance |
|---------------------------------|-------------------------------|--|-------------|---------------------|
| BALANCE AS OF 10/01/2019 | | | | \$109,247.14 |
| Receipts | | | | |
| | No Receipts Activity | | 0.00 | |
| Total Receipts | | | | 0.00 |
| Disbursements | | | | |
| 1976 | Houston Chronicle | Inv# 222716136 MEDC Budget P Hearing | (72.00) | |
| 1977 | Laurel Paving | Inv 1298 - Drainage McCown St. | (8,850.00) | |
| 1978 | Garrett Jones | VOID: Garrett Jones, Eagle Scout Candidate - Gra | 0.00 | |
| 1979 | Living Savior Lutheran Church | Application for Economic Development Grant Pro | (5,000.00) | |
| 1980 | Texas A&M University | Inv M412411 - Texas Target Communities | (15,393.00) | |
| Total Disbursements | | | | (29,315.00) |
| BALANCE AS OF 10/31/2019 | | | | \$79,932.14 |

City of Montgomery - MEDC
Actual to Budget Performance
September 2019

| | Sep 19 | Budget | \$ Over Bu... | Oct '18 - ... | YTD Bu... | \$ Over Bu... | Annual B... |
|--|--------------------|------------------|--------------------|-------------------|-------------------|---------------------|-------------------|
| Income | | | | | | | |
| 55000 · Taxes & Franchise Fees | | | | | | | |
| 55400 · Sales Tax | 50,941.19 | 47,916.67 | 3,024.52 | 663,215.99 | 575,000.00 | 88,215.99 | 575,000.00 |
| Total 55000 · Taxes & Franchise Fees | 50,941.19 | 47,916.67 | 3,024.52 | 663,215.99 | 575,000.00 | 88,215.99 | 575,000.00 |
| 55300 · Other Revenues | | | | | | | |
| 55391 · Interest Income | 4,156.98 | 266.67 | 3,890.31 | 15,820.97 | 3,200.00 | 12,620.97 | 3,200.00 |
| 55399 · Misc Income | 10.61 | | | 10.61 | | | |
| Total 55300 · Other Revenues | 4,167.59 | 266.67 | 3,900.92 | 15,831.58 | 3,200.00 | 12,631.58 | 3,200.00 |
| 55600 · Events Revenue | 0.00 | | | 150.00 | | | |
| Total Income | 55,108.78 | 48,183.34 | 6,925.44 | 679,197.57 | 578,200.00 | 100,997.57 | 578,200.00 |
| Expense | | | | | | | |
| 56000 · Pub Infrastructure - Category I | | | | | | | |
| 56000.6 · Downtown Dev Improvements | 15,393.00 | 5,000.00 | 10,393.00 | 15,393.00 | 60,000.00 | (44,607.00) | 60,000.00 |
| 56000.8 · Utility Extensions | 8,850.00 | 3,266.67 | 5,583.33 | 8,850.00 | 39,200.00 | (30,350.00) | 39,200.00 |
| 56430 · Tsf to Debt Service | 0.00 | 0.00 | 0.00 | 160,000.00 | 160,000.00 | 0.00 | 160,000.00 |
| Total 56000 · Pub Infrastructure - Category I | 24,243.00 | 8,266.67 | 15,976.33 | 184,243.00 | 259,200.00 | (74,957.00) | 259,200.00 |
| 56001 · Business Dev & Ret -Category II | | | | | | | |
| 56001.8 · Sales Tax Reimbursement | 76,900.00 | 0.00 | 76,900.00 | 127,817.00 | 76,900.00 | 50,917.00 | 76,900.00 |
| 56423 · Economic Development Grant Prog | 5,000.00 | 1,250.00 | 3,750.00 | 9,200.00 | 15,000.00 | (5,800.00) | 15,000.00 |
| Total 56001 · Business Dev & Ret -Category II | 81,900.00 | 1,250.00 | 80,650.00 | 137,017.00 | 91,900.00 | 45,117.00 | 91,900.00 |
| 56002 · Quality of Life - Category III | | | | | | | |
| 56404 · Seasonal Decorations | 0.00 | 0.00 | 0.00 | 7,600.00 | 7,600.00 | 0.00 | 7,600.00 |
| 56420.2 · Christmas Lighting(Civic Assn) | 0.00 | | | 1,500.00 | 0.00 | 1,500.00 | 0.00 |
| 56420.3 · Fernland Improvements | 0.00 | 0.00 | 0.00 | 6,300.00 | 6,300.00 | 0.00 | 6,300.00 |
| 56420.4 · Memory Park Improvements | 0.00 | 0.00 | 0.00 | 9,985.25 | 10,000.00 | (14.75) | 10,000.00 |
| 56423.1 · Walking Tours | 0.00 | 0.00 | 0.00 | 771.59 | 6,000.00 | (5,228.41) | 6,000.00 |
| 56429 · Removal of Blight | 0.00 | 0.00 | 0.00 | 3,661.83 | 8,700.00 | (5,038.17) | 8,700.00 |
| 56434 · Events | | | | | | | |
| 55602 · Neighborhood Water Party | 0.00 | 0.00 | 0.00 | 770.12 | 700.00 | 70.12 | 700.00 |
| 55603 · Texas Flag Celebration | 0.00 | 0.00 | 0.00 | 2,014.31 | 4,000.00 | (1,985.69) | 4,000.00 |
| 55604 · Fly the Texas Flag | 0.00 | 0.00 | 0.00 | 0.00 | 300.00 | (300.00) | 300.00 |
| 55605 · Antiques Show & Fest | 0.00 | 0.00 | 0.00 | 9,900.00 | 9,900.00 | 0.00 | 9,900.00 |
| 56434A · Lone Star Flag Fest | | | | | | | |
| 56434.1 · Marketing/signage/logo | 0.00 | | | 49.00 | | | |
| 56434A · Lone Star Flag Fest - Other | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | (1,000.00) | 1,000.00 |
| Total 56434A · Lone Star Flag Fest | 0.00 | 0.00 | 0.00 | 49.00 | 1,000.00 | (951.00) | 1,000.00 |
| 56434 · Events - Other | 0.00 | 0.00 | 0.00 | 49.00 | 9,100.00 | (9,051.00) | 9,100.00 |
| Total 56434 · Events | 0.00 | 0.00 | 0.00 | 12,782.43 | 25,000.00 | (12,217.57) | 25,000.00 |
| 56439 · Downtown Enhancement Projects | 0.00 | 1,666.67 | (1,666.67) | 0.00 | 20,000.00 | (20,000.00) | 20,000.00 |
| Total 56002 · Quality of Life - Category III | 0.00 | 1,666.67 | (1,666.67) | 42,601.10 | 83,600.00 | (40,998.90) | 83,600.00 |
| 56003 · Marketing & Tourism-Category IV | | | | | | | |
| 56413 · Brochures/Printed Literature | 0.00 | 833.33 | (833.33) | 19.50 | 10,000.00 | (9,980.50) | 10,000.00 |
| 56419 · Website | 0.00 | 250.00 | (250.00) | 750.00 | 3,000.00 | (2,250.00) | 3,000.00 |
| Total 56003 · Marketing & Tourism-Category IV | 0.00 | 1,083.33 | (1,083.33) | 769.50 | 13,000.00 | (12,230.50) | 13,000.00 |
| 56004 · Administration - Category V | | | | | | | |
| 56004.1 · Admin Transfers to Gen Fund | (2,500.00) | 0.00 | (2,500.00) | 85,000.00 | 107,500.00 | (22,500.00) | 107,500.00 |
| 56004.3 · Miscellaneous Expenses | 72.00 | 83.33 | (11.33) | 516.65 | 1,000.00 | (483.35) | 1,000.00 |
| 56004.5 · Internship Program | 0.00 | 833.33 | (833.33) | 0.00 | 10,000.00 | (10,000.00) | 10,000.00 |
| 56327 · Consulting (Professional serv) | 0.00 | 833.33 | (833.33) | 1,130.00 | 10,000.00 | (8,870.00) | 10,000.00 |
| 56354 · Travel & Training Expenses | 0.00 | 166.67 | (166.67) | 247.80 | 2,000.00 | (1,752.20) | 2,000.00 |
| Total 56004 · Administration - Category V | (2,428.00) | 1,916.66 | (4,344.66) | 86,894.45 | 130,500.00 | (43,605.55) | 130,500.00 |
| Total Expense | 103,715.00 | 14,183.33 | 89,531.67 | 451,525.05 | 578,200.00 | (126,674.95) | 578,200.00 |
| Net Income | (48,606.22) | 34,000.01 | (82,606.23) | 227,672.52 | 0.00 | 227,672.52 | 0.00 |

City of Montgomery - Police Asset Forfeiture
Cash Flow Report - Checking Account
 As of October 31, 2019

| Num | Name | Memo | Amount | Balance |
|----------------------------|---------------------------|------|--------|-------------------|
| BALANCE AS OF 10/01/2019 | | | | \$6,221.99 |
| Receipts | | | | |
| | No Receipts Activity | | 0.00 | |
| Total Receipts | | | | 0.00 |
| Disbursements | | | | |
| | No Disbursements Activity | | 0.00 | |
| Total Disbursements | | | | 0.00 |
| BALANCE AS OF 10/31/2019 | | | | <u>\$6,221.99</u> |

**City of Montgomery - Police Asset Forfeiture
Profit & Loss Budget Performance
September 2019**

Accrual Basis

| | <u>Sep 19</u> | <u>Budget</u> | <u>\$ Over ...</u> | <u>Oct '18 ...</u> | <u>YTD Bu...</u> | <u>\$ Over ...</u> | <u>Annual ...</u> |
|---|---------------|---------------|--------------------|--------------------|------------------|--------------------|-------------------|
| Ordinary Income/Expense | | | | | | | |
| Income | | | | | | | |
| 74000 · Police Asset Forfeitures | | | | | | | |
| 74102 · Asset Forfeitures | 0.00 | 8.33 | -8.33 | 0.00 | 100.00 | -100.00 | 100.00 |
| Total 74000 · Police Asset Forfeitures | 0.00 | 8.33 | -8.33 | 0.00 | 100.00 | -100.00 | 100.00 |
| Total Income | 0.00 | 8.33 | -8.33 | 0.00 | 100.00 | -100.00 | 100.00 |
| Net Ordinary Income | 0.00 | 8.33 | -8.33 | 0.00 | 100.00 | -100.00 | 100.00 |
| Net Income | <u>0.00</u> | <u>8.33</u> | <u>-8.33</u> | <u>0.00</u> | <u>100.00</u> | <u>-100.00</u> | <u>100.00</u> |

City of Montgomery - Water & Sewer
Cash Flow Report - Water & Sewer Fund Account
As of October 31, 2019

| Num | Name | Memo | Amount | Balance |
|---------------------------------|---------------------------------------|---|-------------|---------------------|
| BALANCE AS OF 10/01/2019 | | | | \$480,330.48 |
| Receipts | | | | |
| | A/R W&S Rev CL 10/19 | | 298,537.21 | |
| | A/R W&S Rev OS 10/19 | | 5,832.40 | |
| | Fees Rev OS 10/19 | | 16.25 | |
| | Customer Deposits & Fees CL 10/19 | | 3,410.00 | |
| | Interest | | 28.29 | |
| Total Receipts | | | | 307,824.15 |
| Disbursements | | | | |
| 14592 | Badger Meter | Services for 9/19 #80038508 | (883.77) | |
| 14593 | Chandra Nuno | Deposit Refund 28 Powell Circle | (24.29) | |
| 14594 | DataProse, Inc. | Inv 3P45227, 45228 | (338.88) | |
| 14595 | Dustin & Lisa Devries | Deposit Refund 19019 Miner Lane | (164.73) | |
| 14596 | Jana Smith | Deposit Refund 144 Waterstone Dr. | (7.75) | |
| 14597 | Jennifer L. Odom-Ainsworth | Deposit Refund 708 College | (41.07) | |
| 14598 | Liberty Home Builders | Deposit Refund for 482 Terra Vista Circle & 320 T | (108.58) | |
| 14599 | MJ Sheridan of Texas | Deposit Refund Terra Vista | (348.60) | |
| 14600 | Neil Technical Services, Inc | Inv 89802, 89982 | (790.00) | |
| 14601 | Nexem Staffing, Inc. | Hailey Ciulla Inv #59704 9/23-9/29/19 | (453.60) | |
| 14602 | Petz | Deposit Refund 14343 Liberty | (160.28) | |
| 14603 | Solomon Electric, Inc. | Shop - 265 S. Buffalo Springs Inv 19438 | (564.00) | |
| 14604 | Star Hand Car Wash, Inc | Pkg #2 Car Wash - Public Works Vehicles - Inv 15 | (320.00) | |
| 14605 | Stylecraft Builders | Deposit Refund 278 Brocks Lane | (85.84) | |
| 14606 | Wayne Baker | Deposit Refund Martin Luther King | (472.78) | |
| 14607 | Amazon Capital Services | Acct# AQYR2GQY5HCIZ # 19F1-XFDD-39K | (58.43) | |
| 14608 | City of Montgomery - Utility Fund | | (42.72) | |
| 14609 | Coburn's Supply Co., Inc. | Inv 502614915 | (66.63) | |
| 14610 | Consolidated Communications | 936-597-4826/0 Recurring Charges 9/21-10/20/1 | (40.26) | |
| 14611 | Entergy | Part Utilities-per spreadsheet 9/19 | (177.64) | |
| 14612 | Municipal Accounts & Consulting, L.P. | Accounting Service Inv # 59703 - 9/30/19 | (400.00) | |
| 14613 | Neil Technical Services, Inc | #88895, 89744 | (2,514.55) | |
| 14614 | Nexem Staffing, Inc. | Hailey Ciulla Inv #59766 - 9/30-10/4/19 | (806.40) | |
| 14615 | Thomas Printing & Publishing | Full Color Maps - Water Plans and Sewer Plans 24x | (100.00) | |
| 14616 | Consolidated Communications | 936-597-3353/0 10/19 | (39.18) | |
| 14617 | Consolidated Communications | 936-597-7657 - Lift Station #2 10/19 | (53.95) | |
| 14618 | Consolidated Communications | 936-597-8846/0 - Stewart Creek WWTP 10/19 | (40.33) | |
| 14619 | DXI Industries Inc. | Chlorine WP#3 055017344-19 | (324.82) | |
| 14620 | Entergy | Part Utilities per spreadsheet 9/19 | (7,696.32) | |
| 14621 | LDC | CM100268 Hwy 105 West (GAS) UTILITIES Lift | (26.95) | |
| 14622 | LDC | CM100264 149 South (GAS) UTILITIES Lift Stati | (20.40) | |
| 14623 | Neil Technical Services, Inc | WP #3 - Inv 88337-2 Colling Tower Pump Repair | (2,380.00) | |
| 14624 | Nexem Staffing, Inc. | Hailey Ciulla Inv #60135 10/7-10/13/19 | (904.40) | |
| 14625 | State Comptroller | TIN 1-74-2063592-6 Sales Tax - Fees - 9/19 | (1,025.27) | |
| 14626 | Texas Excavation Safety System, Inc. | Monthly Message Fees for 9/19 Inv#19-17528 | (49.40) | |
| 14627 | Waste Management | Customer ID# 7-23067-13005 inv 5653253-1792- | (10,681.81) | |
| 14628 | Accurate Utility Supply, LLC | Meter Expense Inv #152858 | (1,879.43) | |
| 14629 | Consolidated Communications | 936-597-4774/0 Recurring Charges 10/11-11/10/ | (41.75) | |
| 14630 | DataProse, Inc. | Acct# 1216 Inv#DP1903228 Billing Period 9/1- | (655.24) | |
| 14631 | DSHS Central Lab MC2004 | Acct CEN CD2782_092019 PWS ID #1700022 | (466.63) | |
| 14632 | DXI Industries Inc. | Chlorine WP#3 DE05008255-19 | (100.00) | |
| 14633 | Gulf Utility Service, Inc. | Operations - Inv 17316 9/19 | (26,464.96) | |

City of Montgomery - Water & Sewer
Cash Flow Report - Water & Sewer Fund Account
As of October 31, 2019

| Num | Name | Memo | Amount | Balance |
|---------------------------------|--------------------------------------|--|--------------------|----------------------------|
| Disbursements | | | | |
| 14634 | Jones & Carter, Inc | Inv 262590, 593, 1/2 Inv 292601 | (9,795.00) | |
| 14635 | Neil Technical Services, Inc | WPlant #3 - iNV89934 - Installed Customer Suppli | (2,643.60) | |
| 14636 | Nexem Staffing, Inc. | Hailey Ciulla Inv #60436 10/14-10/20/19 | (896.00) | |
| 14637 | Texas Excavation Safety System, Inc. | Monthly Message Fees for 5/19 Inv#19-10188 | (83.60) | |
| 14638 | TML - IRP | Insurance Premiums October 2019 | (2,910.48) | |
| 14639 | Tyler Technologies | 025-274222, 273433 | (136.00) | |
| 14640 | Verizon Connect NWF, Inc | Monthly Service - Inv OSV000001892083 | (58.74) | |
| DM | ETS Corporation | Merch Serv Fees and Auth.Net Fees 10/19 | (918.67) | |
| Total Disbursements | | | <u>(79,263.73)</u> | <u>(79,263.73)</u> |
| BALANCE AS OF 10/31/2019 | | | | <u><u>\$708,890.90</u></u> |

City of Montgomery - Water & Sewer Fund
Actual to Budget Performance - Utility Fund
September 2019

| | Sep 19 | Budget | \$ Over B... | Oct '18 - S... | YTD Bud... | \$ Over Bu... | Annual Bu... |
|---|-------------------|-------------------|--------------------|---------------------|---------------------|---------------------|---------------------|
| Ordinary Income/Expense | | | | | | | |
| Income | | | | | | | |
| 24000 · Charges for Service | | | | | | | |
| 24100 · Water Revenue | 98,140.02 | 46,666.67 | 51,473.35 | 637,786.73 | 560,000.00 | 77,786.73 | 560,000.00 |
| 24118 · Surface Water Revenue | 1,137.78 | 500.00 | 637.78 | 7,090.37 | 6,000.00 | 1,090.37 | 6,000.00 |
| 24119 · Application Fee | 0.00 | 125.00 | (125.00) | 0.00 | 1,500.00 | (1,500.00) | 1,500.00 |
| 24120 · Disconnect Reconnect | 1,050.00 | 458.33 | 591.67 | 10,650.00 | 5,500.00 | 5,150.00 | 5,500.00 |
| 24200 · Sewer Revenue | 79,725.56 | 41,000.00 | 38,725.56 | 591,562.66 | 492,000.00 | 99,562.66 | 492,000.00 |
| 24310 · Tap Fees/Inspections | 31,580.00 | 20,833.33 | 10,746.67 | 428,282.72 | 250,000.00 | 178,282.72 | 250,000.00 |
| 24319 · Grease Trap Inspections | 1,450.00 | 1,100.00 | 350.00 | 16,000.00 | 13,200.00 | 2,800.00 | 13,200.00 |
| 24330 · Late Charges | 1,946.31 | 1,250.00 | 696.31 | 21,411.09 | 15,000.00 | 6,411.09 | 15,000.00 |
| 24333 · Returned Ck Fee | 0.00 | 16.67 | (16.67) | 200.00 | 200.00 | 0.00 | 200.00 |
| 24334 · Backflow Device | 49,483.73 | 416.67 | 49,067.06 | 49,483.73 | 5,000.00 | 44,483.73 | 5,000.00 |
| 25403 · Solid Waste Revenue | 12,490.08 | 8,708.33 | 3,781.75 | 138,848.31 | 104,500.00 | 34,348.31 | 104,500.00 |
| Total 24000 · Charges for Service | 277,003.48 | 121,075.00 | 155,928.48 | 1,901,315.61 | 1,452,900.00 | 448,415.61 | 1,452,900.00 |
| 24101 · Taxes and Franchise Fees | | | | | | | |
| 24110 · Sales Tax Rev for Solid Waste | 1,020.76 | 666.67 | 354.09 | 11,342.30 | 8,000.00 | 3,342.30 | 8,000.00 |
| Total 24101 · Taxes and Franchise Fees | 1,020.76 | 666.67 | 354.09 | 11,342.30 | 8,000.00 | 3,342.30 | 8,000.00 |
| 24121 · Groundwater Reduction Revenue | 26,819.10 | 13,750.00 | 13,069.10 | 167,156.55 | 165,000.00 | 2,156.55 | 165,000.00 |
| 25000 · Other Revenues | | | | | | | |
| 25000.1 · Impact Fees | | | | | | | |
| 25000.2 · Impact Fees - Capital Cost | 0.00 | 16,666.67 | (16,666.67) | 0.00 | 200,000.00 | (200,000.00) | 200,000.00 |
| 25000.1 · Impact Fees - Other | 0.00 | 6,250.00 | (6,250.00) | 0.00 | 75,000.00 | (75,000.00) | 75,000.00 |
| Total 25000.1 · Impact Fees | 0.00 | 22,916.67 | (22,916.67) | 0.00 | 275,000.00 | (275,000.00) | 275,000.00 |
| 25391 · Interest Income | 18.00 | 18.33 | (0.33) | 198.96 | 220.00 | (21.04) | 220.00 |
| 25392 · Interest earned on Investments | 1,379.99 | 0.00 | 1,379.99 | 11,408.07 | 0.00 | 11,408.07 | 0.00 |
| 25399 · Misc Rev & ETS Rev | (588.75) | 108.33 | (697.08) | 2,263.40 | 1,300.00 | 963.40 | 1,300.00 |
| Total 25000 · Other Revenues | 809.24 | 23,043.33 | (22,234.09) | 13,870.43 | 276,520.00 | (262,649.57) | 276,520.00 |
| Total Income | 305,652.58 | 158,535.00 | 147,117.58 | 2,093,684.89 | 1,902,420.00 | 191,264.89 | 1,902,420.00 |
| Expense | | | | | | | |
| 26001 · Personnel | | | | | | | |
| 26353.1 · Health Ins. | 1,094.76 | 2,083.33 | (988.57) | 13,032.80 | 25,000.00 | (11,967.20) | 25,000.00 |
| 26353.4 · Unemployment Ins | 0.00 | 35.83 | (35.83) | 314.64 | 430.00 | (115.36) | 430.00 |
| 26353.5 · Workers Comp. | 321.82 | 158.33 | 163.49 | 3,601.91 | 1,900.00 | 1,701.91 | 1,900.00 |
| 26353.6 · Dental Insurance | 100.80 | 186.67 | (85.87) | 1,230.56 | 2,240.00 | (1,009.44) | 2,240.00 |
| 26353.7 · Life & AD&D Insurance | 55.53 | 75.00 | (19.47) | 660.64 | 900.00 | (239.36) | 900.00 |
| 26353.8 · Crime Insurance | 32.93 | | | 395.10 | | | |
| 26501 · Retirement Expense | 540.58 | 625.00 | (84.42) | 7,017.10 | 7,500.00 | (482.90) | 7,500.00 |
| 26560 · Payroll Taxes | 674.63 | 1,200.00 | (525.37) | 8,769.00 | 14,400.00 | (5,631.00) | 14,400.00 |
| 26600 · Wages | 1,229.58 | 17,937.50 | (16,707.92) | 107,037.79 | 205,250.00 | (98,212.21) | 205,250.00 |
| Total 26001 · Personnel | 4,050.63 | 22,301.66 | (18,251.03) | 142,059.54 | 257,620.00 | (115,560.46) | 257,620.00 |
| 26200 · Contract Services | | | | | | | |
| 26102 · General Consultant Fees | 1,797.60 | 908.75 | 888.85 | 22,207.81 | 10,905.00 | 11,302.81 | 10,905.00 |
| 26320 · Legal Fees | 440.00 | 1,421.08 | (981.08) | 13,700.00 | 17,053.00 | (3,353.00) | 17,053.00 |
| 26322 · Engineering | 9,795.00 | 6,250.00 | 3,545.00 | 117,513.78 | 75,000.00 | 42,513.78 | 75,000.00 |
| 26323 · Operator | 3,300.00 | 3,365.00 | (65.00) | 39,600.00 | 40,380.00 | (780.00) | 40,380.00 |
| 26324 · Billing and Collections | 1,423.29 | 1,783.33 | (360.04) | 21,740.64 | 21,400.00 | 340.64 | 21,400.00 |
| 26328 · Testing | 1,822.63 | 1,200.00 | 622.63 | 14,633.41 | 14,400.00 | 233.41 | 14,400.00 |
| 26331 · Sales Tax for Solid Waste | 1,025.27 | 718.58 | 306.69 | 11,397.70 | 8,623.00 | 2,774.70 | 8,623.00 |
| 26333 · Accounting Fees | 400.00 | 400.00 | 0.00 | 16,798.62 | 4,800.00 | 11,998.62 | 4,800.00 |
| 26336 · Sludge Hauling | 0.00 | 1,604.17 | (1,604.17) | 22,870.00 | 19,250.00 | 3,620.00 | 19,250.00 |
| 26340 · Printing | 0.00 | 0.00 | 0.00 | 259.30 | 100.00 | 159.30 | 100.00 |
| 26350 · Postage | 380.16 | 308.33 | 71.83 | 4,938.06 | 3,700.00 | 1,238.06 | 3,700.00 |
| 26351 · Telephone | 269.79 | 395.83 | (126.04) | 4,289.06 | 4,750.00 | (460.94) | 4,750.00 |
| 26370 · Tap Fees & Inspections | 1,440.00 | 2,500.00 | (1,060.00) | 44,754.00 | 30,000.00 | 14,754.00 | 30,000.00 |
| 26399 · Garbage Pickup | 10,681.81 | 8,916.67 | 1,765.14 | 136,376.85 | 107,000.00 | 29,376.85 | 107,000.00 |
| Total 26200 · Contract Services | 32,775.55 | 29,771.74 | 3,003.81 | 471,079.23 | 357,361.00 | 113,718.23 | 357,361.00 |
| 26300 · Communications | | | | | | | |

| | Sep 19 | Budget | \$ Over B... | Oct '18 - S... | YTD Bud... | \$ Over Bu... | Annual Bu... |
|---|-------------------|------------------|-------------------|---------------------|---------------------|---------------------|---------------------|
| 26338 · Advertising/Promotion | 0.00 | 83.33 | (83.33) | 2,253.52 | 1,000.00 | 1,253.52 | 1,000.00 |
| Total 26300 · Communications | 0.00 | 83.33 | (83.33) | 2,253.52 | 1,000.00 | 1,253.52 | 1,000.00 |
| 26326 · Permits & Licenses | 0.00 | 1,616.67 | (1,616.67) | 15,453.96 | 19,400.00 | (3,946.04) | 19,400.00 |
| 26371 · Dues & Subscriptions | 0.00 | 166.67 | (166.67) | 403.00 | 2,000.00 | (1,597.00) | 2,000.00 |
| 26400.1 · Supplies & Equipment | | | | | | | |
| 26342 · Chemicals | 424.82 | 1,583.33 | (1,158.51) | 24,744.57 | 19,000.00 | 5,744.57 | 19,000.00 |
| 26358 · Copier/Fax Machine Lease | 0.00 | 0.00 | 0.00 | 152.90 | 0.00 | 152.90 | 0.00 |
| 26460 · Operating Supplies | 2,350.58 | 6,333.33 | (3,982.75) | 63,980.36 | 76,000.00 | (12,019.64) | 76,000.00 |
| 26485 · Uniforms | 396.46 | 266.67 | 129.79 | 2,592.24 | 3,200.00 | (607.76) | 3,200.00 |
| 27040 · Computer Technology Equipment | 0.00 | 316.67 | (316.67) | 5,783.05 | 3,800.00 | 1,983.05 | 3,800.00 |
| 26400.1 · Supplies & Equipment - Other | 0.00 | 0.00 | 0.00 | 212.43 | 0.00 | 212.43 | 0.00 |
| Total 26400.1 · Supplies & Equipment | 3,171.86 | 8,500.00 | (5,328.14) | 97,465.55 | 102,000.00 | (4,534.45) | 102,000.00 |
| 26401 · Groundwater Reduction Expenses | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | (100.00) | 100.00 |
| 26500 · Staff Development | | | | | | | |
| 26354 · Travel & Training (Travel) | 60.00 | 458.33 | (398.33) | 1,677.00 | 5,500.00 | (3,823.00) | 5,500.00 |
| 26355 · Employee Relations (Education) | 0.00 | 16.67 | (16.67) | 706.79 | 200.00 | 506.79 | 200.00 |
| Total 26500 · Staff Development | 60.00 | 475.00 | (415.00) | 2,383.79 | 5,700.00 | (3,316.21) | 5,700.00 |
| 26600.2 · Maintenance | | | | | | | |
| 26335 · Repairs & Maintenance | 32,616.45 | 18,812.50 | 13,803.95 | 268,233.75 | 225,750.00 | 42,483.75 | 225,750.00 |
| 26335.1 · Vehicle Rep. & Maint. | 378.74 | 125.00 | 253.74 | 1,610.41 | 1,500.00 | 110.41 | 1,500.00 |
| 26349 · Gas & Oil | 512.69 | 516.67 | (3.98) | 6,061.30 | 6,200.00 | (138.70) | 6,200.00 |
| Total 26600.2 · Maintenance | 33,507.88 | 19,454.17 | 14,053.71 | 275,905.46 | 233,450.00 | 42,455.46 | 233,450.00 |
| 26601 · Compensated Benefits | 6,581.89 | | | 6,581.89 | | | |
| 26700 · Insurance Expense | | | | | | | |
| 26353.2 · Liability Ins. | 189.80 | 245.42 | (55.62) | 2,277.60 | 2,945.00 | (667.40) | 2,945.00 |
| 26353.3 · Property Ins. | 2,076.12 | 1,744.33 | 331.79 | 25,080.51 | 20,932.00 | 4,148.51 | 20,932.00 |
| Total 26700 · Insurance Expense | 2,265.92 | 1,989.75 | 276.17 | 27,358.11 | 23,877.00 | 3,481.11 | 23,877.00 |
| 26800 · Utilities Expense | | | | | | | |
| 26352.1 · Utilities - Gas for Generators | 47.35 | 83.33 | (35.98) | 2,574.67 | 1,000.00 | 1,574.67 | 1,000.00 |
| 26352.2 · Utilities-Water Plants | 4,040.86 | 5,775.00 | (1,734.14) | 56,387.92 | 69,300.00 | (12,912.08) | 69,300.00 |
| 26352.3 · Utilities-WW Treatment Plants | 1,852.14 | 3,375.00 | (1,522.86) | 25,173.87 | 40,500.00 | (15,326.13) | 40,500.00 |
| 26352.4 · Utilities - Lift Stations | 2,117.77 | 1,183.33 | 934.44 | 15,827.03 | 14,200.00 | 1,627.03 | 14,200.00 |
| Total 26800 · Utilities Expense | 8,058.12 | 10,416.66 | (2,358.54) | 99,963.49 | 125,000.00 | (25,036.51) | 125,000.00 |
| 26900 · Capital Outlay | | | | | | | |
| 26900.4 · Capital Outlay-Sewer/Plant Imp | 564.00 | 2,916.67 | (2,352.67) | 8,785.03 | 35,000.00 | (26,214.97) | 35,000.00 |
| Total 26900 · Capital Outlay | 564.00 | 2,916.67 | (2,352.67) | 8,785.03 | 35,000.00 | (26,214.97) | 35,000.00 |
| 26901 · Util Projects/Prev Maint | | | | | | | |
| 26901.1 · Util Proj/Prev Maint-Tsf to CPF | 0.00 | 0.00 | 0.00 | 12,131.20 | 91,400.00 | (79,268.80) | 91,400.00 |
| 26901.2 · Capital Costs-Tsf to CPF | 0.00 | 0.00 | 0.00 | 0.00 | 91,400.00 | (91,400.00) | 91,400.00 |
| 26901.3 · Impact Fees - Tsf to CPF | 0.00 | 0.00 | 0.00 | 0.00 | 91,400.00 | (91,400.00) | 91,400.00 |
| Total 26901 · Util Projects/Prev Maint | 0.00 | 0.00 | 0.00 | 12,131.20 | 274,200.00 | (262,068.80) | 274,200.00 |
| 27000 · Miscellaneous Expenses | | | | | | | |
| 26359 · Misc Expense | 0.00 | | | 107.64 | 0.00 | 107.64 | 0.00 |
| 26361 · Bank Charges/ETS | 608.94 | 83.33 | 525.61 | 7,626.47 | 1,000.00 | 6,626.47 | 1,000.00 |
| 27000 · Miscellaneous Expenses - Other | 0.00 | | | 57.95 | | | |
| Total 27000 · Miscellaneous Expenses | 608.94 | 83.33 | 525.61 | 7,792.06 | 1,000.00 | 6,792.06 | 1,000.00 |
| Total Expense | 91,644.79 | 97,775.65 | (6,130.86) | 1,169,615.83 | 1,437,708.00 | (268,092.17) | 1,437,708.00 |
| Net Ordinary Income | 214,007.79 | 60,759.35 | 153,248.44 | 924,069.06 | 464,712.00 | 459,357.06 | 464,712.00 |
| Other Income/Expense | | | | | | | |
| Other Expense | | | | | | | |
| 27001 · Other Expenses | | | | | | | |
| 27001.2 · Transfer to Debt Service | 0.00 | 0.00 | 0.00 | 153,040.00 | 153,040.00 | 0.00 | 153,040.00 |
| 27002 · Transfer to Construction Fund | 0.00 | 0.00 | 0.00 | 154,800.00 | 154,800.00 | 0.00 | 154,800.00 |
| Total 27001 · Other Expenses | 0.00 | 0.00 | 0.00 | 307,840.00 | 307,840.00 | 0.00 | 307,840.00 |

| | <u>Sep 19</u> | <u>Budget</u> | <u>\$ Over B...</u> | <u>Oct '18 - S...</u> | <u>YTD Bud...</u> | <u>\$ Over Bu...</u> | <u>Annual Bu...</u> |
|---------------------|-------------------|------------------|---------------------|-----------------------|-------------------|----------------------|---------------------|
| Total Other Expense | 0.00 | 0.00 | 0.00 | 307,840.00 | 307,840.00 | 0.00 | 307,840.00 |
| Net Other Income | 0.00 | 0.00 | 0.00 | (307,840.00) | (307,840.00) | 0.00 | (307,840.00) |
| Net Income | <u>214,007.79</u> | <u>60,759.35</u> | <u>153,248.44</u> | <u>616,229.06</u> | <u>156,872.00</u> | <u>459,357.06</u> | <u>156,872.00</u> |

City of Montgomery
District Debt Service Payments
 10/01/2019 - 09/30/2020

| Paying Agent | Series | Date Due | Date Paid | Principal | Interest | Total Due |
|--|--------|------------|-----------|---------------------|---------------------|---------------------|
| Debt Service Payment Due 03/01/2020 | | | | | | |
| Amegy Bank of Texas | 2012 | 03/01/2020 | | 130,000.00 | 53,412.50 | 183,412.50 |
| Amegy Bank of Texas | 2012R | 03/01/2020 | | 110,000.00 | 35,993.75 | 145,993.75 |
| First National Bank of Huntsville | 2015R | 03/01/2020 | | 85,000.00 | 6,376.25 | 91,376.25 |
| Bank of Texas | 2017A | 03/01/2020 | | 50,000.00 | 4,767.25 | 54,767.25 |
| Bank of Texas | 2017B | 03/01/2020 | | 80,000.00 | 9,757.25 | 89,757.25 |
| Total Due 03/01/2020 | | | | 455,000.00 | 110,307.00 | 565,307.00 |
| Debt Service Payment Due 09/01/2020 | | | | | | |
| Amegy Bank of Texas | 2012 | 09/01/2020 | | 0.00 | 51,462.50 | 51,462.50 |
| Amegy Bank of Texas | 2012R | 09/01/2020 | | 0.00 | 34,756.25 | 34,756.25 |
| First National Bank of Huntsville | 2015R | 09/01/2020 | | 0.00 | 5,526.25 | 5,526.25 |
| Bank of Texas | 2017A | 09/01/2020 | | 0.00 | 4,767.25 | 4,767.25 |
| Bank of Texas | 2017B | 09/01/2020 | | 0.00 | 9,753.25 | 9,753.25 |
| Total Due 09/01/2020 | | | | 0.00 | 106,265.50 | 106,265.50 |
| District Total | | | | \$455,000.00 | \$216,572.50 | \$671,572.50 |

Montgomery City Council
AGENDA REPORT

| | |
|--|--|
| Meeting Date: December 10, 2019 | Budgeted Amount: N/A |
| Department: Administrative | |
| Prepared By: Dave McCorquodale | Exhibits: SUP Ordinance, P&Z Final Report |
| Date Prepared: December 5, 2019 | |

Subject

Consideration and possible action regarding adoption of an Ordinance for a Special Use Permit to Larry and Beverley Jacobs for the property located at 1062 Clepper Street, Montgomery, Texas 77356 for a short-term cottage rental project.

Description

The proposed Ordinance is attached for review. P&Z's Final Report is included as well.

Recommendation

Consider the proposed Ordinance and act as you deem appropriate.

Approved By

| | | |
|----------------------|-----------------------------|---------------|
| Asst. to City Admin. | Dave McCorquodale <i>DM</i> | Date: 12/5/19 |
| City Administrator | Richard Tramm <i>RT</i> | Date: 12/5/19 |

Motion was made by _____, seconded by _____, and passed by a vote of ___ to ___, that the following Ordinance be passed:

ORDINANCE NO. _____

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF MONTGOMERY, TEXAS AMENDING THE CITY CODE OF ORDINANCES BY AMENDING CHAPTER 98, "ZONING," GRANTING A SPECIAL USE PERMIT TO LARRY AND BEVERLEY JACOBS FOR THE USE OF THE PROPERTY LOCATED AT 1062 CLEPPER STREET, MONTGOMERY, TEXAS 77356, FOR SHORT-TERM RENTAL COTTAGES; ESTABLISHING CERTAIN TERMS, CONDITIONS, AND LIMITATIONS; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE UPON PASSAGE.

WHEREAS, the City of Montgomery has received a request from Larry and Beverley Jacobs (collectively, the "Applicants" or the "Owner") for a special use permit pursuant to Section 98-27 of the Code of Ordinances of the City of Montgomery, Texas, authorizing the use of real property at 1062 Clepper Street, Montgomery, Texas 77356 (the "Property") to operate a short-term rental cottages business; and

WHEREAS, the Property is in the Zoning District "R-1" single-family residential district; and

WHEREAS, the City licenses and regulates Bed and Breakfast Establishments, as that term is defined in City Ordinance No. 2007-12, dated February 13, 2007, found in Article VI, Chapter 98 of the Code of Ordinances; and

WHEREAS, the matter was referred to the City of Montgomery Planning & Zoning Commission for consideration and report; and the Planning & Zoning Commission, after due notice, did consider and make a report to the City Council on the request for the special use permit, as provided by Section 98-27 (a) of the Code of Ordinances; and

WHEREAS, the City Secretary caused to be issued and published the notice of public hearing required by the City of Montgomery Zoning Ordinance and applicable laws of the State of Texas; and

WHEREAS, the City Council, pursuant to such notice, held its public hearing and heard all persons wishing to be heard both for and against the proposed special use permit, on the 10th day of December 2019; and

WHEREAS, the City Council, after determining that all legal requirements of notice and hearing have been met, is of the opinion and finds that the requested special use of the Property is authorized by Section 98-27 of the Code of Ordinances; and

WHEREAS, the City Council further finds that the granting of a special use permit to the Applicants, Larry and Beverley Jacobs, will not have an adverse effect on the City's comprehensive plan or on the character and development of the neighborhood in which the Property is situated, so long as the City imposes appropriate conditions and safeguards;

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONTGOMERY, MONTGOMERY COUNTY, TEXAS THAT:

Section 1. Grant of Permit. A special use permit is hereby granted to Larry and Beverley Jacobs to use the Property located at 1062 Clepper Street, Montgomery, Texas 77356 for a short-term rental cottages business. The special use permit is granted upon and subject to the terms, provisions, and limitations specified in Section 2.

Section. 2. Terms, Provisions, and Limitations. The special use permit, as herein granted, is expressly subject to the Applicants following the special conditions, terms, provisions and limitations of this Ordinance.

- a) Upon approval by the City Council, this Property is subject to the outlined terms, covenants, conditions and restrictions as provided for in this permit. This permit shall run with the title to the Property for the use described and shall be binding on any and all heirs, personal representatives, successors, and subsequent owners of the Property or any portion thereof.
- b) The Owner of the Property will faithfully pay to the City the required Hotel Occupancy Taxes owed to the City in accordance with the applicable city ordinance.
- c) This special use permit does not waive, amend, abrogate or affect any law, rule or regulation, including any ordinance of the City of Montgomery. The Owner of the Property shall comply with all ordinances of the City of Montgomery.
- d) In the event of a violation by the Owner of the Property of the terms and provisions of this special use permit and the continuation of such violation after ten (10) days written notice from the City to the Owner of the Property, at the option of City Council, this permit shall be revoked and shall be of no further force or effect. Such revocation will be effective immediately upon action by City Council.
- e) This special use permit is granted for a term of one (1) year from the effective date of this Ordinance. Subject to all provisions of this document, at the end of such one (1) year

period, this special use permit will annually automatically renew for additional one-year terms so long as the Owner of the Property continuously operates the business as described in compliance with this ordinance and other city ordinances, without the necessity of further action by City Council.

- f) If the Owner of the Property ceases to continuously operate a business on the Property consistent with what is authorized by this special use permit for a period exceeding one (1) year, this permit will be considered null and void without the necessity of further action by City Council. Future or renewed operations of this type after a period of non-activity exceeding one (1) year will be subject to the applicable City ordinances governing this type of use at the time of re-application.
- g) The maximum rental time allowed for a cottage rental by a tenant is two (2) weeks.
- h) The rental cottage structures will be built on non-permanent foundations which allow for moving the structures if the property use changes.
- i) The Owner of the Property shall maintain a vegetative buffer along the north end of the Property of not less than twenty-five (25) feet suitable for providing a visual screen.
- j) Each rental cottage shall be equipped with a smoke detector that meets applicable fire regulations.
- k) One fire extinguisher which meets applicable fire regulations as to size and quality will be prominently and accessibly placed in each rental cottage.
- l) Adequate paved parking of 1.25 spaces per rental cottage shall be provided on site.
- m) The Owner of the Property shall apply for and maintain an annual operating license equivalent to a Bed & Breakfast License including, but not limited to, an annual certificate of occupancy inspection to ensure fire safety requirements are in place for each rental cottage. Food preparation training required as part of the Bed & Breakfast licensing process shall not be required.
- n) The Owner of the Property will notify the City in writing within 10 days in the event the Owner either sells the Property or stops using it as a short-term rental cottage business.

Section 3. Savings Clause.

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional, void, or invalid, the validity of the remaining portion of this Ordinance shall not be affected hereby, it being the intention of the City Council of the City of Montgomery in adopting and of the Mayor in approving this Ordinance, that no portion hereof or provisions or regulation contained herein shall become inoperative or fail by reason of any unconstitutionality or invalidity of any other

portion, provision or regulation.

Section 4. Effective Date.

The effective date of this Ordinance shall be upon its passage.

PASSED AND APPROVED this _____ day of _____ 2019

Sara Countryman, Mayor

ATTEST:

Susan Hensley, City Secretary

APPROVED AS TO FORM:

Larry L. Foerster, City Attorney

PLANNING & ZONING COMMISSION REPORT OF FINDINGS AND RECOMMENDATION

TO: MONTGOMERY MAYOR AND CITY COUNCIL

FROM: PLANNING & ZONING COMMISSION

CC: RICHARD TRAMM, CITY ADMINISTRATOR

SUBJECT: REPORT CONCERNING A PROPOSED SPECIAL USE PERMIT FOR A SHORT-TERM RENTAL COTTAGE PROJECT LOCATED AT 1062 CLEPPER STREET, MONTGOMERY, TEXAS 77356 FOR LARRY AND BEVERLEY JACOBS

Mayor and Members of City Council,

Pursuant to Sections 98-27(a) of the City of Montgomery Code of Ordinances ("the Code"), the Montgomery Planning and Zoning Commission met on October 28, 2019 to consider a request from Larry and Beverley Jacobs for a Special Use Permit to operate a short-term rental cottage business located at 1062 Clepper Street, Montgomery, Texas.

After study, the Commission at its October 28th meeting thereby found:

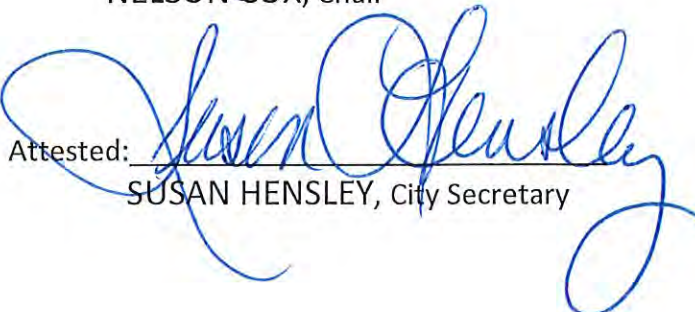
- The property is currently designated with the zoning classification of R1-Single Family Residential.
- The proposed business requires a Special Use Permit granted by City Council to operate in the R1-Single Family Residential zoning district.
- The Commission considered the location of the property during the study, noting it adjoins downtown. Commercial property abuts the western property line, the city-owned Community Building lies to the south, and single-family residential properties abut the east and northern edges of the property.
- The property is approximately 2.5-acres and the project plans call for 14 cottages ranging from approximately 350 sqft to 600 sqft.

By unanimous vote of 5-0, the Planning and Zoning Commission hereby presents this Report pursuant to Section 98-27(a) of the Code, recommending the approval of the Special Use Permit with the following conditions:

- The Special Use Permit shall run with the Property and be binding on all future heirs, successors, and subsequent owners of the property.
- Provide for a maximum rental timeframe of two weeks for any renter.
- Require the structures to not be on permanent foundations.
- Require the property to maintain a rear vegetative buffer of 25 feet.
- Each unit shall be equipped with a smoke detector that meets applicable fire regulations.
- One fire extinguisher which meets applicable fire regulations as to size and quality will be prominently and accessibly placed in each unit.
- Adequate parking of 1.25 spaces per unit shall be provided.
- Require an annual certificate of occupancy inspection for each cottage or a similar provision that would ensure fire safety requirements are in place.

I, Nelson Cox, Chairman of the Montgomery Planning and Zoning Commission, on this 6TH day of December 2019, certify the above Final Report to be true and correct to the best of my knowledge.

Signed: 
NELSON COX, Chair

Attested: 
SUSAN HENSLEY, City Secretary



Montgomery City Council
AGENDA REPORT

| | |
|--|--|
| Meeting Date: December 10, 2019 | Budgeted Amount: N/A |
| Department: Administrative | |
| Prepared By: Dave McCorquodale | Exhibits: Variance Application, Property Survey, Zoning Ordinance Section 98-122, Site Photos |
| Date Prepared: December 5, 2019 | |

Subject

Consideration and possible action by City Council, acting as the Board of Adjustment, regarding a side building line variance of nine (9) feet and a rear building line variance of four (4) feet for the property located at 607 Worsham Street, as submitted by owners Dan and Christine Walker.

Description

The variance request is for the portable building placed over the side building line and an attached wood deck located over the rear building line and utility easement. Surrounding property owners were notified via Certified Mail.

Ms. Harriette Cummings at 605 Old Plantersville Road spoke with staff to state she was not able to attend the Public Hearing, though she wanted to convey that she was happy with the Zoning Ordinance as written and she felt it was the property owner's responsibility to research the building requirements before placing the building on the property.

Recommendation

Consider the request and any Public Hearing comments, along with the included information and act as you see fit.

Approved By

| | | |
|----------------------|-----------------------------|---------------|
| Asst. to City Admin. | Dave McCorquodale <i>DM</i> | Date: 12/5/19 |
| City Administrator | Richard Tramm | Date: 12/5/19 |



Variance Request Application

City of Montgomery
101 Old Plantersville Road
Montgomery, Texas 77316
(936) 597-6434

Upon completion return application to shensley@ci.montgomery.tx.us

Contact Information

Property Owner(s): DAN + CHRISTINE WALKER

Address: 607 WORSHAM ST. MONTGOMERY TX Zip Code: 77316

Email Address: DRDEWSOLD@GMAIL.COM Phone: 281-932-4117

Applicants: DAN + CHRISTINE WALKER

Address: 607 WORSHAM ST. MONTGOMERY TX 77316

Email Address: DRDEWSOLD@GMAIL.COM Phone: 281-932-4117

Parcel Information

Property Identification Number (MCAD R#): _____

Legal Description: LOT 9 STERLING HEIGHTS

Street Address or Location: 607 WORSHAM ST. MONTGOMERY TX 77316

Acreage: 10,800 Present Zoning: _____ Present Land Use: RESIDENCE

Variance Request

Applicant is requesting a variance from the following:

City of Montgomery Ordinance No.: 2014-03 Section(s): 98-122 (2+3)

Ordinance wording as stated in Section (98-122):

SIDE YARD NOT LESS THAN 10 FEET

REAR YARD NOT LESS THAN 10 FEET

Detail the variance request by comparing what the ordinance states to what the applicant is requesting:

REQUEST TO ENCR OACH 9' IN TO SIDE YARD SET BACK.

REQUEST TO ENCR OACH 6' IN TO REAR YARD SET BACK WITH WOOD DECK. (PORTABLE BUILDING DOES NOT ENCR OACH REAR EASEMENT)

Signatures

Owner(s) of record for the above described parcel:

Signature: [Signature] Date: 10-25-19

Signature: [Signature] Date: 10-25-19

Signature: _____ Date: _____

Note: Signatures are required for all owners of record for the property proposed for variance. Attach additional signatures on a separate sheet of paper.

Additional Information

The following information must also be submitted:

Cover letter on company letterhead stating what is being asked.

A site plan.

All applicable fees and payments.

The application from must be signed by the owner/applicant. If the applicant is not the owner, written authorization from the owner authorizing the applicant to submit the variance request shall be submitted.

| | |
|---|--|
| <p>Date Received <i>Office Use</i></p> | |
|---|--|

Sec. 98-122. - Area regulations.

- (a) *Size of yards.* Size of yards in District R-1 shall be as follows:
- (1) *Front yard.* There shall be a front yard having a depth of not less than 25 feet from the property line, except that, where lots face on a major street, the front building line shall be 35 feet from the property line.
 - (2) *Side yard on main thoroughfare.* There shall be a side yard on each side of the lot having a width of not less than ten feet. A side yard adjacent to a side street shall not be less than 15 feet from the property line to the building line, except, where the lots side on a major street, the building line shall be not less than 25 feet from the side street property line.
 - (3) *Rear yard.* There shall be a rear yard having a depth of not less than ten feet from the property line.
- (b) *Size of lots.* Size of lots shall be approved by the city council on the basis of the district in which they live.
- (1) *Lot area.* No building shall be constructed on or moved onto any lot of less than 9,000 square feet.
 - (2) *Lot width.* The width of the lot shall not be less than 75 feet. Radial lots shall have a minimum width of 75 feet at and for a distance of 30 feet behind the building line.
 - (3) *Lot depth.* The average depth of the lot shall not be less than 120 feet.
 - (4) *Corner lots.* Corner lots with a width of less than 90 feet are to be at least five feet wider than average of the interior lots in the block. Corner lots with a width of less than 90 feet adjacent to a major thoroughfare are to be at least 15 feet wider than the average of interior lots in the block.
 - (5) *Lots on cul-de-sacs.* Lots on cul-de-sacs shall be 9,000 square feet, with the width and depth to be determined by the development of the cul-de-sac.
 - (6) *Existing substandard lots.* Where a lot having less area, width or depth than required in this section existed upon the effective date of the ordinance from which this chapter is derived, the regulations in this section shall not prohibit the lot owner from erecting a single-family dwelling thereon or moving a single-family dwelling onto the property.

(Ord. No. 2014-03, § 1, 5-20-2014)



Montgomery City Council
AGENDA REPORT

| | |
|--|---|
| Meeting Date: December 10, 2019 | Budgeted Amount: N/A |
| Department: Administrative | |
| Prepared By: Richard Tramm | Exhibits: Application Form Inspection Report |
| Date Prepared: December 4, 2019 | |

Subject

Annual renewal of Mobile Home Park Application for Cedar Crest Mobile Home Park.

Description

It is time for the annual renewal of their application. A copy of their application paperwork and city inspection report are attached for your review.

In addition, the City is two months into the billing under the terms of the Master Meter Agreement for Cedar Crest Mobile Home Park. We are planning to meet with Ms. Bennett next month to discuss potential changes to the Master Meter Agreement terms comply with the City's billing procedures.

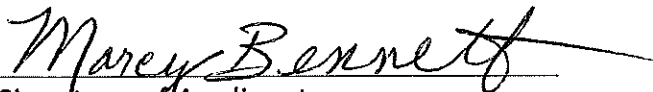
Recommendation

I recommend temporary approval of the Mobile Home Park renewal for a 90-day period while City staff discusses the Master Meter Agreement with Ms. Bennett.

Approved By

| | | |
|--------------------|-------------------------|---------------|
| | | |
| City Administrator | Richard Tramm <i>RT</i> | Date: 12/4/19 |

4. A current, accurate copy of the HUD-Code Manufactured Home Park Register, as required by Section 4(D) and as described in Section 8(O) of Montgomery City Ordinance 1999-4 shall be attached to this application form.
5. A permit fee in the amount of Fifty Dollars (\$50.00) shall accompany submission of this application to the City of Montgomery.
6. Renewal of License applications must be completed and submitted to the City of Montgomery on or before December 1st of the year preceding the calendar year for which license renewal is being requested.
7. A transfer of License application must be submitted to the City of Montgomery within fifteen (15) days of the said Park having transferred ownership to the new owner. Approved applications are valid only for the remainder of the calendar year.
8. This application shall be considered by the City Council of the City of Montgomery at its next eligible meeting.
9. If this application is on behalf of a corporation or limited liability company the application must be signed by an authorized partner or officer. In the case of a corporation, a copy of the corporate board authorization and a copy of a "Certificate in Good Standing" from the Secretary of State (or its equivalent) of the state in which the corporation is registered must be attached to this application.



Signature of Applicant

10-30-19
Date of Application

Marcy Bennett

Printed Name of Applicant



CITY OF MONTGOMERY
 P.O. BOX 708 MONTGOMERY, TEXAS 77356
 Telephone: (409) 597-6434 / 597-6866

Affidavit of Application

I do hereby affirm and certify that the information contained in the attached HUD-Code Manufactured Homes Park Application, dated 10-30-19, is accurate and truthful to the best of my knowledge.

Marcy Bennett
 Signature

10-30-19
 Date

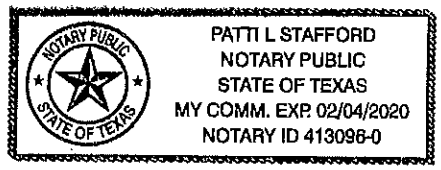
Marcy Bennett
 Printed Name

State of Texas
 County of Montgomery

This instrument was acknowledged before me on Oct. 30th 2019 by Marcella Bennett.

Notary Seal:

Patti L Stafford
 Notary Public Signature



Cedar Crest Mobile Home Park Renewal Inspection

Date of Inspection: December 4, 2019

Inspected By: Mike Muckleroy

Entrance Signs and Street Signs: The entry area and street signs appeared neat and in good condition.

Appearance/Condition of Streets and Driveways Inside Park: The streets have been repaved since last year and are in a much-improved condition.

Appearance of Yards and Open Areas Inside Park: The area appeared generally well maintained and was free of loose trash and debris.

Appearance of Individual Homes Inside Park: The individual homes appear generally good from the outside view. Units# 10, 25 and 28 have minor skirting issues.

Code Violations/Issues Inside the Park: None were observed.

Police Calls/Issues Inside the Park: The Police Department calls to this area are generally in line with the calls throughout most of the City.

Inspection Determination: Recommendation is to approve renewal with owner addressing the skirting issues to Units# 10, 25 and 28 in the next 90 days.

Montgomery City Council
AGENDA REPORT

| | |
|--|---|
| Meeting Date: December 10, 2019 | Budgeted Amount: N/A |
| Department: Administrative | |
| Prepared By: Richard Tramm | Exhibits: Application Form Inspection Report |
| Date Prepared: December 5, 2019 | |

Subject

Consideration and possible action regarding updated fee schedule for rental of Community Center and Park Pavilions.

Description

I had previously discussed with Council that staff was reviewing the rental fees and costs associated with the Community Center and Parks. Attached is the updated City Reservation Request Form that details the updated fees recommended by staff.

Recommendation

Recommendation is to approve the updated fees as presented on the attached City Reservation Request Form.

Approved By

| | | |
|--------------------|-------------------------|---------------|
| | | |
| City Administrator | Richard Tramm <i>RT</i> | Date: 12/5/19 |



The City of Montgomery
101 Old Plantersville Road
Montgomery, Texas 77316
936-597-6434

City Reservation Request Form

Cedar Brake Park Pavilion

21358 Eva Street
Montgomery, TX 77316
Hours of Operation-8am-10pm

Reservations for Pavilion Only
(park still open to public)
Reservation Fee \$50.00
Date Requested: _____

Memory Park

202 Bessie Price Owen Drive
Montgomery, TX 77356
Hours of Operation-daylight to dusk
Reservations for deck only.
(park still open to public)

Reservation Fee \$50.00
Date Requested: _____

*** NO ALCOHOL ALLOWED IN ANY CITY PARK**

Name: _____

Address: _____

Signature: _____

Deposit Fee: _____

Date Paid: _____

Employee Initials: _____

Community Building

14420 Liberty Street
Montgomery, TX 77356
Hours of Operation-6am-12am

Deposit **\$150.00**
Rental **\$125.00** per time block
Rental **\$250.00** all day
Community organizational
group fee (pending City Administrators
approval) **\$50.00** per block
\$100.00 all day

6am-12pm 12pm-6pm
 6pm-12am all day
Date Requested: _____
Alcohol YES NO

Homecoming Park & Pavilion

720 Community Center Drive
Montgomery Tx. 77356
Hours of Operation-8am-10pm
Reservation for Pavilion Only (park open to public)
Reservation Fee: \$50.00
Date Requested: _____

Phone: _____

Today's Date: _____

D.L.# _____

Rental Fee: _____

Reservation Fee: _____

Date Paid: _____

Montgomery City Council
AGENDA REPORT

| | |
|--|---|
| Meeting Date: December 10, 2019 | Budgeted Amount: N/A |
| Department: Administrative | |
| Prepared By: Dave McCorquodale | Exhibits: Variance Request Forms and Developer's Engineering Letter, Existing plat, proposed plat boundary drawing, P&Z Recommendation |
| Date Prepared: December 5, 2019 | |

Subject

Consideration and possible action regarding two (2) variance requests to Section 78-88 of the Code of Ordinances to allow flag lots and 31-foot minimum lot widths instead of the required 75 feet for Gulf Coast Estates Section 2 located at the end of Baja Street as submitted by Walker Montgomery CDC.

Description

The developer presented an overview of this item earlier this fall, explaining their request. See attached information for details.

Recommendation

Consider the variance requests and act as you deem appropriate.

Approved By

| | | |
|----------------------|-----------------------------|---------------|
| Asst. to City Admin. | Dave McCorquodale <i>DM</i> | Date: 12/5/19 |
| City Administrator | Richard Tramm <i>RT</i> | Date: 12/5/19 |



Variance Request Application

City of Montgomery
101 Old Plantersville Road
Montgomery, Texas 77316
(936) 597-6434

Upon completion return application to shensley@ci.montgomery.tx.us

Contact Information

Property Owner(s): WALKER - MONTGOMERY CDC

Address: 143 FOREST SERVICE ROAD 223 NEW WAVERLY TX Zip Code: 77358-3945

Email Address: DONNA.GLASS@GCTCW.ORG Phone: 936-344-7264

Applicants: WALKER - MONTGOMERY CDC DONNA GLASS

Address: 143 FOREST SERVICE ROAD 223 NEW WAVERLY TX 77358-3945

Email Address: DONNA.GLASS@GCTCW.ORG Phone: 936-344-7264

Parcel Information

Property Identification Number (MCAD R#): 5556-02-00100

Legal Description: S555602- GULF COAST ESTATES 02, BLOCKS 1, LOT 1

Street Address or Location: 1129, 1127, 1115 BANA RD. MONTGOMERY TX 77356

Acreage: 1.57 Present Zoning: RESIDENTIAL (R1) Present Land Use: N/A

Variance Request

Applicant is requesting a variance from the following:

City of Montgomery Ordinance No.: 2011-09 Section(s): 7B-8B-LOTS

Ordinance wording as stated in Section ():

C) MINIMUM WIDTH. MINIMUM WIDTH IS 75 FEET

Detail the variance request by comparing what the ordinance states to what the applicant is requesting:

IN AN ATTEMPT TO GAIN ANOTHER LOT, WE REQUEST THE
ALLOWANCE OF TWO 31' ACCESS WIDTHS

Signatures

Owner(s) of record for the above described parcel:

Signature: [Signature] Date: 8/21/19

Signature: _____ Date: _____

Signature: _____ Date: _____

Note: Signatures are required for all owners of record for the property proposed for variance. Attach additional signatures on a separate sheet of paper.

Additional Information

The following information must also be submitted:

Cover letter on company letterhead stating what is being asked.

A site plan.

All applicable fees and payments.

The application form must be signed by the owner/applicant. If the applicant is not the owner, written authorization from the owner authorizing the applicant to submit the variance request shall be submitted.

| | |
|---|-------------------------------|
| <p>Date Received <i>Office Use</i></p> | <p><u>August 21, 2019</u></p> |
|---|-------------------------------|



Variance Request Application

City of Montgomery
101 Old Plantersville Road
Montgomery, Texas 77316
(936) 597-6434

Upon completion return application to shensley@ci.montgomery.tx.us

Contact Information

Property Owner(s): WALKER-MONTGOMERY CDC
Address: 143 FOREST SERVICE ROAD 223 NEW WAVERLY TX Zip Code: 77358-3945
Email Address: DONNA.GLASS@GCTCW.ORG Phone: 936-344-7264
Applicants: WALKER-MONTGOMERY CDC DONNA GLASS
Address: 143 FOREST SERVICE ROAD 223 NEW WAVERLY TX 77358-3945
Email Address: DONNA.GLASS@GCTCW.ORG Phone: 936-344-7264

Parcel Information

Property Identification Number (MCAD R#): 5556-02-00100
Legal Description: S 555602 GULF COAST ESTATES 02, BLOCKS 1, LOT 1
Street Address or Location: 1139, 1127, 1115 BAJA RD. MONTGOMERY TX 77356
Acreage: 1.57 Present Zoning: RESIDENTIAL (R1) Present Land Use: N/A

Variance Request

Applicant is requesting a variance from the following:

City of Montgomery Ordinance No.: 2011-09 Section(s): 7B-88-LOTS

Ordinance wording as stated in Section ():

G) FLAG LOTS. FLAG LOTS MAY NOT BE USED UNDER ANY CIRCUMSTANCES.

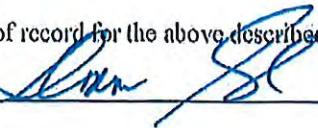
Detail the variance request by comparing what the ordinance states to what the applicant is requesting:

IN AN ATTEMPT TO GAIN ANOTHER LOT AN EXISTING LOT HAS BEEN SPLIT IN TWO. HOWEVER DUE TO ACCESS SPACE THE ONLY WAY TO DO THIS IS VIA A FLAG LOT.

Signatures

Owner(s) of record for the above described parcel:

Signature: _____



Date: _____

8/21/19

Signature: _____

Date: _____

Signature: _____

Date: _____

Note: Signatures are required for all owners of record for the property proposed for variances. Attach additional signatures on a separate sheet of paper.

Additional Information

The following information must also be submitted:

Cover letter on company letterhead stating what is being asked.

A site plan.

All applicable fees and payments.

The application form must be signed by the owner/applicant. If the applicant is not the owner, written authorization from the owner authorizing the applicant to submit the variance request shall be submitted.

Date Received

Office Use

August 21, 2019



Spear Point Engineering, LLC

TBPE Firm No. 18904
14088 County Line Road
Willis, TX 77378
www.SPETexas.com

August 20, 2019

City of Montgomery Planning and Zoning Commission
101 Old Plantersville Rd
P.O. Box 708
Montgomery, TX 77356

RE: Variance Requests – Flag Lot and Minimum Lot Width
Walker-Montgomery Community Development Corporation

Dear Directors,

On behalf of our client, Walker-Montgomery Community Development Corporation (the “Walker-Montgomery CDC”), we submit the attached information to support the above referenced variance requests.

Walker-Montgomery CDC is a private, nonprofit, community-based organization responsible for creating affordable housing for low income families. They work with the Gulf Coast Trades Center to help teach underprivileged youth skills and trades associated with home building.

Walker-Montgomery CDC requests two (2) variances for their future development off Baja Road. Currently, the land is platted into three (3) lots (see attached Plat). Walker-Montgomery CDC would like to replat the land with four (4) lots. The replat would require two (2) variances; (1) a variance from the City’s restriction of flag lots, (2) a variance from the minimum per lot street frontage. The attached Exhibit A depicts both variances requested.

Granting these variances will allow Walker-Montgomery CDC to develop an additional Lot, adding needed improved residential development off of Baja Road, and will also provide additional learning opportunities for “at risk” youth attending the Gulf Coast Trades Center.

Please let me know if you have any questions or need additional information. Feel free to contact me at (832) 797-9910 or by email at darrin@spetexas.com.

Sincerely,


Darrin M. Fentress, P.E.
Senior Project Manager

Attachments

Cc: Ms. Donna Glass

Walker-Montgomery CDC

PLANNING & ZONING COMMISSION REPORT OF FINDINGS AND RECOMMENDATION

TO: MONTGOMERY MAYOR AND CITY COUNCIL

FROM: PLANNING & ZONING COMMISSION

CC: RICHARD TRAMM, CITY ADMINISTRATOR

SUBJECT: REPORT CONCERNING A RECOMMENDATION FOR TWO VARIANCE REQUESTS TO SECTION 78-88 OF THE CODE OF ORDINANCES TO ALLOW FLAG LOTS AND 31-FOOT MINIMUM LOT WIDTHS INSTEAD OF THE REQUIRED 75 FEET FOR A REPLAT OF GULF COAST ESTATES SECTION 2.

Mayor and Members of City Council,

Pursuant to Section 78-27 of the City of Montgomery Code of Ordinances (“the Code”), the Montgomery Planning and Zoning Commission met on September 23, 2019 to consider a request from Walker Montgomery CDC for two variances related to a replat of Gulf Coast Estates, Section 2, a single-family residential subdivision located at the end of Baja Street in Montgomery, Texas.

After study, the Commission at its September 23rd meeting thereby found:

- The property is currently designated with the zoning classification of R1-Single Family Residential.
- The existing plat is comprised of three residential lots—two lots roughly 0.5-acres in size and one lot roughly 1-acre in size.
- Granting the requested variances will allow for a replat of the subdivision to contain four total lots roughly 0.5-acres in size each.
- The unique relationship of the property to the end of Baja Street is the reason for the request and granting the variances will allow for development consistent with good engineering and planning practices.

By unanimous vote of 5-0, the Planning and Zoning Commission hereby presents this Report pursuant to Section 78-27 of the Code, recommending approval of the variances.

I, Nelson Cox, Chairman of the Montgomery Planning and Zoning Commission, on this 6th day of December 2019, certify the above Final Report to be true and correct to the best of my knowledge.

Signed: Nelson Cox
NELSON COX, Chair

Attested: Susan Hensley
SUSAN HENSLEY, City Secretary



Montgomery City Council
AGENDA REPORT

| | |
|--|-----------------------------|
| Meeting Date: December 10, 2019 | Budgeted Amount: N/A |
| Department: Administrative | |
| Prepared By: Dave McCorquodale | Exhibits: N/A |
| Date Prepared: December 5, 2019 | |

Subject

Consideration and possible action regarding scheduling a Public Hearing for replat of Gulf Coast Estates Section Two located at the end of Baja Street as submitted by Walker Montgomery CDC.

Description

If City Council approves the previous variance request for this subdivision, the next step is to call a Public Hearing to hear comments on the replat. State law requires single-family residential replat requests involving variances to have a Public Hearing before being acted upon.

Recommendation

Call a Public Hearing for January 28th, 2019 at 6:00 p.m.

Approved By

| | | |
|----------------------|-----------------------------|---------------|
| Asst. to City Admin. | Dave McCorquodale <i>DM</i> | Date: 12/5/19 |
| City Administrator | Richard Tramm <i>RT</i> | Date: 12/5/19 |