

NOTICE OF PUBLIC HEARINGS AND REGULAR MEETING

January 22, 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, January 22, 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

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:

1. **Receive Final Report** from the Planning and Zoning Commission resulting from their Public Hearings held on January 7th and 14th, 2019, regarding the proposed rezoning of the property located at the southwest corner of Old Plantersville Road and Womack Cemetery Road, Montgomery from ID-Industrial to RI-Single Family, as requested by Michael and Judith Kammerer.
2. **Convene into Public Hearing** – Regarding a request to rezone a 7.710 acre tract of land property located at tracts 23-A and 24-A in the Landrum Zacharias Survey, located at the southwest corner of Old Plantersville Road and Womack Cemetery Road, Montgomery from ID-Industrial to RI-Single Family, as requested by Michael and Judith Kammerer.

Adjourn Public Hearing.

3. **Receive Final Report** from the Planning and Zoning Commission resulting from their Public Hearings held on January 7th and 14th, 2019 regarding the proposed rezoning of the 2.187 acre tract of land and 0.475 acre tract of land located at 1062 Clepper Street, Montgomery, Texas from R1-Single Family to B-Commercial, as requested by James Ward.
4. **Convene into Public Hearing** – Regarding the proposed rezoning of the 2.187 acre tract of land and 0.475 acre tract of land located at 1062 Clepper Street, Montgomery, Texas from R1-Single Family to B-Commercial, as requested by James Ward.

Adjourn Public Hearing

Convene into Regular Meeting

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:

5. Matters related to the approval of minutes of the Regular Meeting held on January 8, 2019.
6. Consideration and possible action regarding adoption of an ENCROACHMENT AND MAINTENANCE AGREEMENT, between the CITY OF MONTGOMERY, TEXAS (CITY) and STYLECRAFT BUILDERS, INC., a Texas corporation (OWNER). Regarding certain property ("Property") located in the City of Montgomery, Texas on Scenic Hills Court, proposing to place a small retaining wall on the CITY's street right-of-way on Scenic Hills Court with the Subdivision's home owners association, the OWNER's successor and assignee, to maintain the small retaining wall at no cost to the City.
7. Consideration and possible action regarding Certificate of Acceptance for public water and public sanitary sewer infrastructure to serve the Hills of Town Creek Section III (Dev. No. 1019) including acceptance of maintenance bond.
8. Consideration and possible action regarding adoption of the Election Services Agreement by and between the City of Montgomery and Montgomery County Elections for the May 4, 2019 Election.
9. Consideration and possible action regarding adoption of the Joint Election Agreement by and between the City of Montgomery and Montgomery County Elections for the purpose of sharing jointly conducting elections to be held on May 4, 2019.
10. Consideration and possible action regarding road closures for the Antiques Festival as requested by the HMBA.

CONSIDERATION AND POSSIBLE ACTION:

11. 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. Financial Report
12. Consideration and possible action regarding adoption of the following Ordinance:
AN ORDINANCE OF THE CITY OF MONTGOMERY, TEXAS, PROVIDING FOR THE HOLDING OF A GENERAL ELECTION TO BE HELD ON MAY 4, 2019, FOR THE PURPOSE OF ELECTING THREE (3) CITY COUNCIL MEMBERS, PLACES 1, 3 AND 5; APPROVING ELECTION SERVICE AGREEMENTS WITH MONTGOMERY COUNTY, TEXAS: AND PROVIDING DETAILS RELATING TO THE HOLDING OF SUCH ELECTION.
13. Consideration and possible action regarding City Engineer services.
14. Water Plant Inspection Report by Jones and Carter Engineering.
15. Consideration and possible action regarding calling a Community Meeting on February 28, 2019 to discuss the Comprehensive Plan.

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.

- 16. 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 551.074 (personnel matters) related to Annual Review of City Administrator’s Contract; and
 - b) Section 551.074 (personnel matters) related to review of applications for the position of Police Chief.

- 17. Reconvene into Open Session.

POSSIBLE ACTION FROM EXECUTIVE SESSION:

- 18. Consideration and possible action(s) if necessary on matter(s) deliberated in Closed 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 18th day of January, 2019 at 4:00 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: January 22, 2019	Budgeted Amount: N/A
Department: Administrative	
Prepared By: Dave McCorquodale	Exhibits: Final Report on proposed rezoning from Planning and Zoning Commission
Date Prepared: January 16, 2019	

Subject

Receive the Final Report from the Planning & Zoning Commission resulting from their public hearings held on January 7th and 14th, 2019, regarding the proposed rezoning of the property located at the southwest corner of Old Plantersville Road and Womack Cemetery Road, Montgomery from ID-Industrial to R1-Single Family Residential as requested by Michael and Judith Kammerer.

Description

Attached is the Final Report with the Planning & Zoning Commissions findings and recommendation to City Council.

Recommendation

Read and consider the Report.

Approved By

Asst. to City Admin.	Dave McCorquodale 	Date: 1/16/19
City Administrator	Jack Yates 	Date: 1/16/19

PLANNING & ZONING COMMISSION FINAL REPORT OF FINDINGS AND RECOMMENDATION

TO: MONTGOMERY MAYOR AND CITY COUNCIL

FROM: PLANNING & ZONING COMMISSION

CC: JACK YATES, CITY ADMINISTRATOR

SUBJECT: FINAL REPORT CONCERNING PROPOSED RECLASSIFICATION OF A 7.710-ACRE TRACT OF LAND LOCATED IN TRACTS 23-A AND 24-A LOCATED AT THE SOUTHWEST CORNER OF OLD PLANTERSVILLE ROAD AND WOMACK CEMETERY ROAD, MONTGOMERY FROM ID-INDUSTRIAL TO R1-SNGLE FAMILY RESIDENTIAL AS REQUESTED BY MICHAEL AND JUDITH KAMMERER

Mayor and Members of City Council,

Pursuant to Sections 98-30 and 98-53 of the City of Montgomery Code of Ordinances ("the Code"), the Montgomery Planning and Zoning Commission met on January 7, 2019 and again on January 14, 2019 to consider a request from Michael and Judith Kammerer to reclassify the zoned acreage from ID-Industrial to R1-Single Family Residential. A copy of the property description is attached here as Exhibit "A."

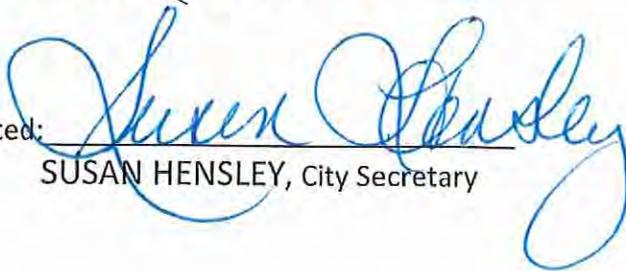
After a second duly-noticed public hearing with an opportunity for public comments concerning the requested rezoning classification, the Commission at its January 7th meeting thereby found:

- The property is currently designated with the zoning classification of ID-Industrial
- The proposed land use for the property by the property owner is consistent with the R1-Single Family Residential zoning designation.
- The commission found it is in the interest of the community to reclassify the land use zoning designation of the said tract from ID-Industrial to R1-Single Family Residential.

- By a vote of 4-0 the members present (Bill Simpson, Nelson Cox, Jeffrey Waddell, and Carol Langley; Arnette Easley was not in attendance) and following the public hearing, the Planning and Zoning Commission hereby presents this Final Report pursuant to Section 98-30 of the Code, recommending to reclassify the land use zoning designation of the said 7.710-acre tract in Tracts 23-A and 24-A located at the southwest corner of Old Plantersville Road and Womack Cemetery Road, Montgomery on the Official Zoning Map of Montgomery Texas for, and thereby subject to all the requirements of Chapter 98 of the Zoning Code and Map, City of Montgomery Code of Ordinances for that designation.

I, Nelson Cox, Chairman of the Montgomery Planning and Zoning Commission, on this 14th day of January 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: January 22, 2019	Budgeted Amount: N/A
Department: Administrative	
Prepared By: Dave McCorquodale	Exhibits: Letter of Request Map with Request Area map from Staff
Date Prepared: January 16, 2019	

Subject

Public Hearing regarding rezoning a 7.710-acre tract of land located at Tracts 23-A & 24-A located at the southwest corner of Old Plantersville Road and Womack Cemetery Road, Montgomery from ID-Industrial to R1-Single Family Residential as requested by Michael and Judith Kammerer.

Description

This public hearing is to allow members of the community to speak directly to City Council regarding the proposed rezoning of this property.

Recommendation

Listen to and consider comments received from the public.

Approved By

Asst. to City Admin.	Dave McCorquodale 	Date: 1/16/19
City Administrator	Jack Yates 	Date: 1/16/19



Red Bird Meadows Ranch

Mike and Judy Kammerer
11900 Womack Cemetery Road
Montgomery, Texas 77316

October 24, 2018

Michael J. & Judith L. Kammerer
11900 Womack Cemetery Rd.
Montgomery, TX 77316

City of Montgomery
101 Old Plantersville R.
Montgomery, TX 77316

Attn: Mr. Jack Yates – City Adm.

RE: Request for zoning revision

Dear Mayor Countryman and Council,

We, Michael J. & Judith L. Kammerer, are owners of a 404 +/- acre tract in the Landrum Zacharias Survey, A-0022, tracts 23-A and 24-A on the 2017 Montgomery County property tax statement. We wish to engage and hereby authorize our real estate agent, Webb K. Melder, to act on our behalf regarding our request to change the current zoning designation for 7.710 acres of the aforementioned 404 +/- acre tract, located at the southwest corner of Old Plantersville Rd. and Womack Cemetery Rd, (see plat exhibit) and designated as tract 24-A. Our request is for all of the land located inside the Montgomery City limits as shown on the plat exhibit and that is part of our ranch, to be revised to residential.

It is currently zoned industrial. With homes across the street and in the surrounding area, together with a residential development forecast for the future, we respectfully request the change in zoning classification from industrial to residential.

Enclosed is my check for \$500.00 for the city's zoning revision process and landowner's request fee. Thank you for your consideration.

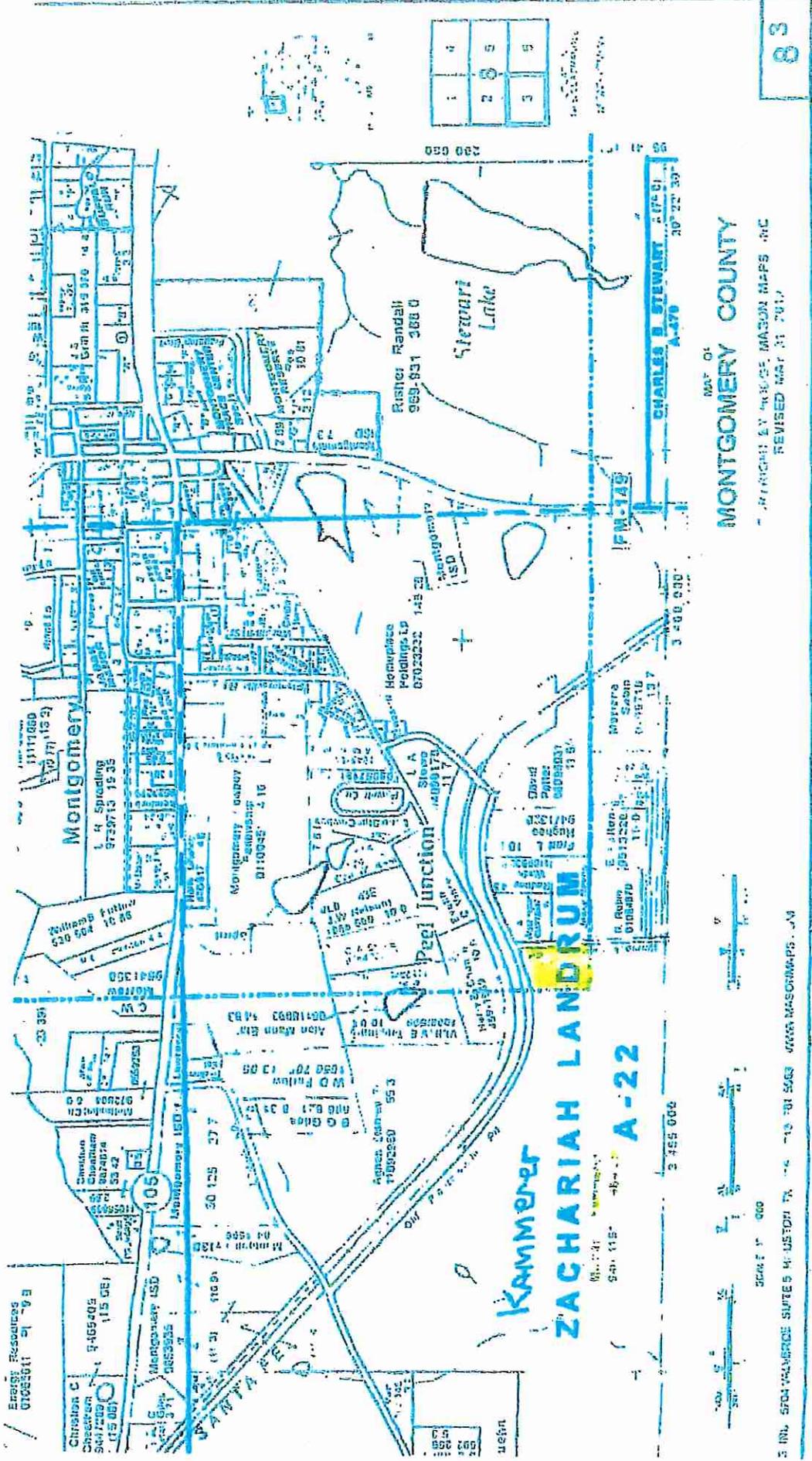
Respectfully,

Michael J. & Judith L. Kammerer

Cc: Webb K. Melder – agent
713-824-8764

PLAT EXHIBIT

7.710 +/- Acs. inside the city limits



Montgomery City Council
AGENDA REPORT

Meeting Date: January 22, 2019	Budgeted Amount: N/A
Department: Administrative	
Prepared By: Dave McCorquodale	Exhibits: Final Report on proposed rezoning from Planning and Zoning Commission
Date Prepared: January 16, 2019	

Subject

Receive the Final Report from the Planning & Zoning Commission resulting from their public hearings held on January 7th and 14th, 2019, regarding the proposed rezoning of a 2.187-acre tract and an adjoining 0.475-acre tract of land located at 1062 Clepper Street, Montgomery from R1-Single Family Residential to B-Commercial.

Description

Attached is the Final Report with the Planning & Zoning Commissions findings and recommendation to City Council.

Recommendation

Read and consider the Report.

Approved By

Asst. to City Admin.	Dave McCorquodale 	Date: 1/16/19
City Administrator	Jack Yates 	Date: 1/16/19

PLANNING & ZONING COMMISSION FINAL REPORT OF FINDINGS AND RECOMMENDATION

TO: MONTGOMERY MAYOR AND CITY COUNCIL

FROM: PLANNING & ZONING COMMISSION

CC: JACK YATES, CITY ADMINISTRATOR

SUBJECT: FINAL REPORT CONCERNING PROPOSED RECLASSIFICATION OF A 2.187-ACRE AND A 0.475-ACRE TRACT OF LAND LOCATED AT 1062 CLEPPER STREET, MONTGOMERY, FROM R1- SINGLE FAMILY RESIDENTIAL TO B-COMMERCIAL AS REQUESTED BY JAMES WARD

Mayor and Members of City Council,

Pursuant to Sections 98-30 and 98-53 of the City of Montgomery Code of Ordinances ("the Code"), the Montgomery Planning and Zoning Commission met on January 7, 2019 and again on January 14, 2019 to consider a request from James Ward to reclassify the zoned acreage from R1-Single Family Residential to B-Commercial. A copy of the property descriptions is attached here as Exhibit "A."

After a second duly-noticed public hearing with an opportunity for public comments concerning the requested rezoning classification, the Commission at its January 14th meeting thereby found:

- Natalie Champagne, an adjacent property owner at 395 Berkley, spoke about drainage concerns and stated that she did not receive a mailed notice of the zoning change. The City Secretary is following up with the postal service to inquire about the certified letter that was sent to the Champagnes.
- The properties are currently designated with the zoning classification of R1-Single Family Residential
- The proposed land use for the properties by the property owner is consistent with the B-Commercial zoning designation.
- The commission found it is in the interest of the community to reclassify the land use zoning designation of the said parcels from R1-Single Family Residential to B-Commercial.

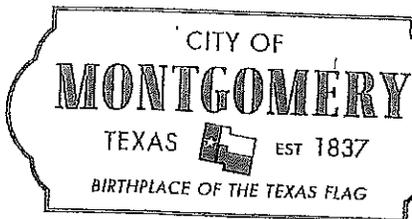
- By a vote of 3-0 the members present (Bill Simpson, Nelson Cox, and Jeffrey Waddell, with Carol Langley abstaining from voting; Arnette Easley was not in attendance) and following the public hearing, the Planning and Zoning Commission hereby presents this Final Report pursuant to Section 98-30 of the Code, recommending to reclassify the land use zoning designation of the said 7.710-acre tract in Tracts 23-A and 24-A located at the southwest corner of Old Plantersville Road and Womack Cemetery Road, Montgomery on the Official Zoning Map of Montgomery Texas for, and thereby subject to all the requirements of Chapter 98 of the Zoning Code and Map, City of Montgomery Code of Ordinances for that designation.

I, Nelson Cox, Chairman of the Montgomery Planning and Zoning Commission, on this 14th day of January 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





December 20, 2018

Brandon & Natalie Champagne

Montgomery TX 77356

Property ID# R353838

Dear Property Owner:

You are receiving this notice because you are a property owner that is local property being considered for rezoning in the City of Montgomery as follows:

- a) A request to rezone a 2.187-acre tract of land and an adjoining 0.475 acre tract of land located at 1062 Clepper Street, Montgomery, Texas from R1-Single Family Residential to B-Commercial as requested by James Ward.

Re-zoning is a part of the City Zoning Ordinance that allows a property owner to request a change from the current zoning to a highest and best use zone for the property owner. At the public hearing there will be information provided by the applicant and city staff regarding the proposed change and there will be an opportunity for questions and comments.

The Montgomery Planning and Zoning Commission is required to conduct two (2) public hearings regarding the rezoning application. The City Council is also required to receive the recommendation from the Planning and Zoning Commission prior to conducting their own public hearing. You are welcome to attend the public hearings. The public hearings scheduled are as follows:

- Planning and Zoning Commission Public Hearings: #1) January 7, 2019 at 6 p.m., and #2) January 14, 2019 at 6 p.m. at City Hall, 101 Old Plantersville Road, Montgomery, Texas 77316
- City Council Public Hearing - January 22, 2019 at 6:00 p.m. at City Hall, 101 Old Plantersville Rd., Montgomery, Texas 77316

You can also find a copy of this notice posted on the city's website www.MontgomeryTexas.gov.

Enclosed please find a map showing the 200 foot boundary, location of the property and a copy of the legal notice that was published. If you have any questions please feel free to contact the City Secretary's office at 936-597-6434.

Sincerely,

Susan Hensley

Susan Hensley
City Secretary

Certified Mail No. 7017 1450 0000 7978 0862
RETURN RECEIPT REQUESTED

Attachments (2)

PS Form 3800 April 2015 SN 7530-02-000-907 See Reverse for Instructions

City \$
Street \$
State \$
Zip \$

Montgomery, TX 77356

Brandon & Natalie Champagne

Postmark Here

Extra Services & Fees (check box and fee as appropriate)

Return Receipt (hardcopy) \$
Return Receipt (electronic) \$
Certified Mail Restricted Delivery \$
Adult Signature Required \$
Adult Signature Restricted Delivery \$

Certified Mail Fee \$

Official Mail Use

For delivery information visit our website at www.usps.com
Domestic Mail Only

CERTIFIED MAIL® RECEIPT



FAQs > (<https://www.usps.com/faqs/uspstracking-faqs.htm>)

Track Another Package +

Tracking Number: 70171450000079780862

Remove X

Your package is moving within the USPS network and is on track to be delivered to its final destination. It is currently in transit to the next facility.

In-Transit

December 24, 2018
In Transit to Next Facility

Get Updates v

Tanya Townsend @usps.gov.

• Wilganowski

*THE POST OFFICE IS TRACKING
THIS LETTER TO LOCATE.*

Feedback

Text & Email Updates v

Tracking History ^

December 24, 2018

In Transit to Next Facility

Your package is moving within the USPS network and is on track to be delivered to its final destination. It is currently in transit to the next facility.

December 20, 2018, 10:30 pm

Departed USPS Regional Facility

NORTH HOUSTON TX DISTRIBUTION CENTER

December 20, 2018, 1:13 am

Arrived at USPS Regional Facility

NORTH HOUSTON TX DISTRIBUTION CENTER

*Ms. Dice ← supervisor
Gruca - ↑ 9:37 AM*

Montgomery City Council
AGENDA REPORT

Meeting Date: January 22, 2019	Budgeted Amount: N/A
Department: Administrative	
Prepared By: Dave McCorquodale	Exhibits: Letter of Request Survey of Property Parcel map from Staff
Date Prepared: January 16, 2019	

Subject

Public Hearing regarding rezoning a 2.187-acre tract and an adjoining 0.475-acre tract of land located at 1062 Clepper Street, Montgomery from R1-Single Family Residential to B-Commercial.

Description

This public hearing is to allow members of the community to speak directly to City Council regarding the proposed rezoning of this property.

Recommendation

Listen to and consider comments received from the public.

Approved By

Asst. to City Admin.	Dave McCorquodale 	Date: 1/16/19
City Administrator	Jack Yates 	Date: 1/16/19

**JIM'S HARDWARE, INC.
14460 LIBERTY ST.
MONTGOMERY, TEXAS 77356
936-597-8922**

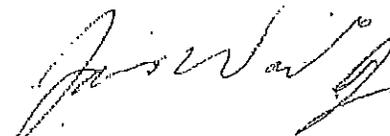
**City of Montgomery
Jack Yates
Montgomery, Texas 77356
August 31, 2018**

Dear Mr. Yates,

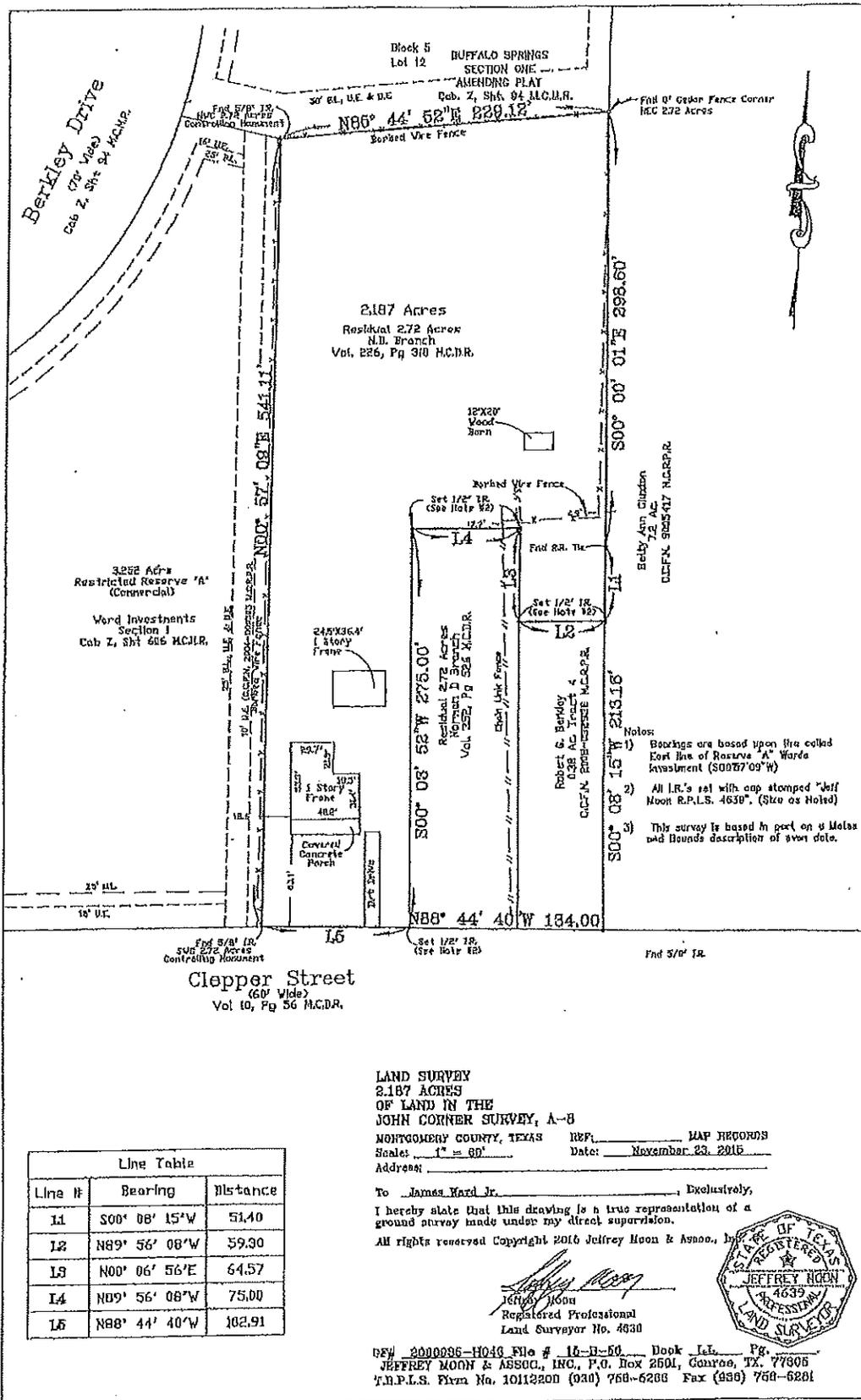
I am the owner of the attached described property. I request that the 2.187 acres of land and the 0.475 acres of land located at 1062 Clepper Street be re-zoned from R-1 Residential to B-Commercial.

Please let me know when the next Planning and Zoning meeting might be so I can discuss this property with them. If you have any other questions, please feel free to contact me.

Sincerely,


**James (Jim) Ward, Jr.
Owner
281-703-1628 OR 936-276-8000**

**Attached:
Check
Surveys and maps**



Line Table

Line #	Bearing	Distance
L1	S00° 08' 15"W	51.40
L2	N89° 56' 08"W	59.30
L3	N00° 06' 56"E	64.57
L4	N09° 56' 08"W	75.00
L5	N88° 44' 40"W	102.91

LAND SURVEY
 2.187 ACRES
 OF LAND IN THE
 JOHN CORNER SURVEY, A-8
 MONTGOMERY COUNTY, TEXAS
 Scale: 1" = 60'
 Address: _____
 REF: _____ MAP RECORDS
 Date: November 23, 2016

To James Ward Jr., Exclusively,
 I hereby state that this drawing is a true representation of a
 ground survey made under my direct supervision.
 All rights reserved Copyright 2016 Jeffrey Moon & Assoc., Inc.

Jeffrey Moon
 Jeffrey Moon
 Registered Professional
 Land Surveyor No. 4630



BY 2000096-H046 File # 16-3-50 Book 1cL Pg. _____
 JEFFREY MOON & ASSOC., INC., P.O. Box 2601, Conroe, TX. 77305
 T.R.P.L.S. Firm No. 1011200 (030) 768-6268 Fax (281) 768-6261

James Ward Jr.

Jeffrey Moon



November 23, 2015

BEING 2.187 ACRES OF LAND IN THE JOHN CORNER SURVEY, A-8, MONTGOMERY COUNTY, TEXAS, SAID 2.187 ACRES BEING OUT OF THE N.D. BRANCH 2.72 ACRE TRACT OF LAND DEED OF WHICH IS RECORDED IN VOLUME 226, PAGE 318 MONTGOMERY COUNTY DEED RECORDS, SAID 2.187 ACRES BEING DESCRIBED MORE PARTICULARLY AS FOLLOWS:

BEGINNING at a 5/8" iron rod found for the Southeast corner of Restricted Reserve "A", Ward Investment Section 1, a subdivision map recorded in Cabinet Z, Sheet 606 of the Montgomery County Map Records, the Southwest corner of the said 2.72 acre tract, in the North line of Clepper Street, (60' Vol. 10, Pg. 56, M.C.D.R.) and being the Southwest corner of the herein described tract of land;

THENCE N. 00° 57' 09" E., along the East line of said Reserve A, the West line of the 2.72 acre tract for a distance of 541.11 feet, (2.72 acre call 552.95 feet) to a 5/8" iron rod found for the Northeast corner of Reserve "A", in the South line of Lot 12, Block 5 of Buffalo Springs, Section 1, Amending Plat, a subdivision map recorded in Cabinet Z, Sheet 94 of the Montgomery County Map Records, for the Northwest corner of the 2.72 acre tract, the Northwest corner of the herein described tract of land;

THENCE N. 85° 44' 52" E., along the South line of Lot 12, the North line of the 2.72 acre tract for a distance of 229.12 feet, (call 236.11 feet) to an 8" Cedar Fence Corner found for the Southeast corner of Lot 12, the Northeast corner of the 2.72 acre tract, in the West line of Betty Ann Cluxton 7.2 acre tract of land deed of which is recorded under County Clerk File Number 8605417 of the Montgomery County Real Property Records, being the Northeast corner of the herein described tract of land;

THENCE S. 00° 00' 01" E., along Cluxton's West line, the East line of the 2.72 acre tract for a distance of 298.60 feet to a Railroad Tie for an angle point;

THENCE S. 00° 08' 15" W., continuing along said line for a distance of 51.40 feet to a 1/2" iron rod set with cap (Jeff Moon RPLS 4639) for the Northeast corner of the Robert G. Berkley 0.38 acre tract of land deed of which is recorded under County Clerk File Number 2008-032938 of the Montgomery County Real Property Records;

THENCE N. 89° 56' 08" W., along Berkley's North line for a distance of 59.30 feet to a 1/2" iron rod set with cap (Jeff Moon RPLS 4639) to the Berkley's Northwest corner, in the East line of the Norman D. Branch 0.47 acre tract of land deed of which is recorded in Volume 352, Page 526, Montgomery County Deed Records;

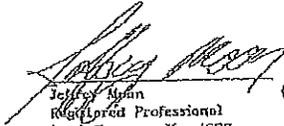
THENCE N. 00° 06' 56" E., along the above mentioned East line for a distance of 64.57 feet to a 1/2" iron rod set with cap (Jeff Moon RPLS 4639) for the Northeast corner of the 0.47 acre tract;

THENCE N. 89° 56' 08" W., along the North line of the 0.47 acre tract for a distance of 75.00 feet to a 1/2 iron rod set with cap (Jeff Moon RPLS 4639) for it's Northwest corner;

THENCE S. 00° 03' 52" W., along the West line of the 0.47 acre tract for a distance of 275.00 feet to a 1/2 iron rod set with cap (Jeff Moon RPLS 4639) for it's Southwest corner, in the North line of Clepper Street for the Southeast corner of the herein described tract;

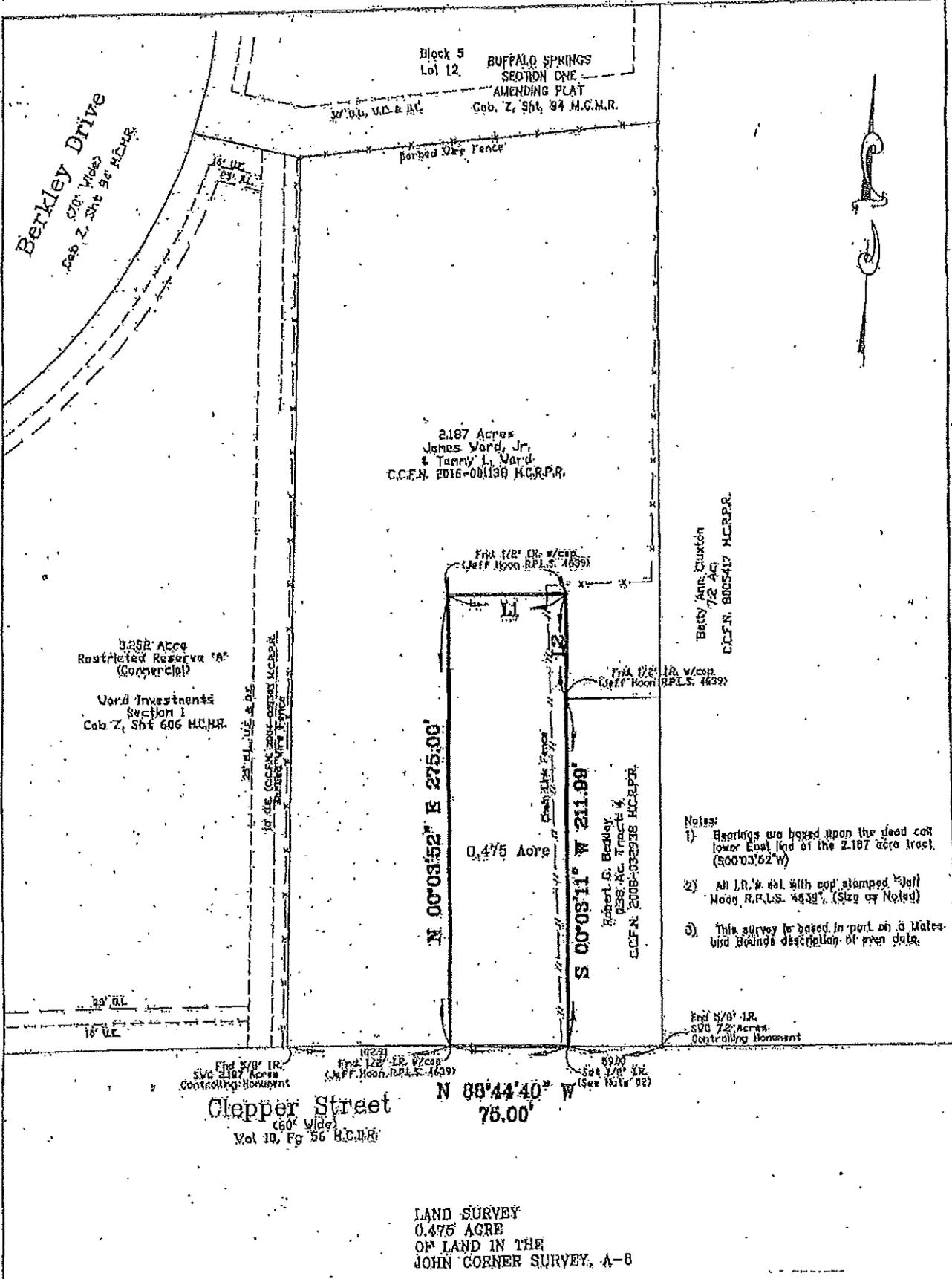
THENCE N. 88° 44' 40" W., along the North line of Clepper Street for a distance of 102.91 feet to the POINT OF BEGINNING in all containing in all 2.187 acres of land.

This description is based upon a Land Survey and drawing as prepared by Jeffrey Moon and Associates, Inc; dated November 23, 2105. Bearings are based upon the East line of Ward Investments per plat.


Jeffrey Moon
Registered Professional
Land Surveyor No. 4639



2.187 Ao M&B



Block 5 BUFFALO SPRINGS
 Lot 12 SECTION ONE
 AMENDING PLAT
 Cdb. Z, Sht. 84 M.C.M.R.

Berkley Drive
 60' Wide
 Cdb. Z, Sht. 94 M.C.M.R.

2.187 Acres
 James Ward, Jr.
 & Tammy L. Ward
 C.C.F.N. 2016-00138 M.C.R.P.R.

3.252 Acres
 Restricted Reserve 'A'
 (Commercial)

Ward Investments
 Section 1
 Cdb. Z, Sht. 606 M.C.M.R.

Betty Ann Cuxton
 72 AC
 C.C.F.N. 808-417 M.C.R.P.R.

Notes:

- 1) Hearings were held upon the deed con lower Ebal [qd] of the 2.187 acre tract. (500'03'62\"/>

Prd 5/0' IR.
 SVC 72' AC
 Controlling Monument

Prd 5/0' IR.
 SVC 2187 Acres
 Controlling Monument

Prd 122' IR. w/csp
 (Jeff Moon R.P.L.S. 4639)

Prd 1/8' IR.
 (See Note #2)

Clepper Street
 60' Wide
 Vol 10, Pg 56 M.C.M.R.

N 88°44'40\"/>
 75.00'

LAND SURVEY
 0.476 ACRE
 OF LAND IN THE
 JOHN CORNER SURVEY, A-8



July 6, 2016

BEING 0.475 ACRES OF LAND IN THE JOHN CORNER SURVEY, A-8, MONTGOMERY COUNTY, TEXAS, SAID 0.475 ACRE BEING THE RESIDUAL OF THE NORMAN D. BRANCH 2.72 ACRE TRACT OF LAND DEED OF WHICH IS RECORDED IN VOLUME 352, PAGE 526, MONTGOMERY COUNTY DEED RECORDS, SAID 0.475 ACRE BEING DESCRIBED MORE PARTICULARLY AS FOLLOWS:

BEGINNING at a ½" iron rod set in the North line of Clepper Street, (60' Vol. 10, Pg. 56, M.C.D.R.) for the Southwest corner of the Robert G. Berkley 0.38 acre tract of land deed of which is recorded under County Clerk's File Number 2008-032938, Montgomery County Real Property Records and being the Southeast corner of the herein described tract;

THENCE N. 88° 44' 40" W., along the North line of Clepper Street for a distance of 75.00 feet to a ½" iron rod found with a cap stamped " Jeff Moon RPLS 4639 " for the Southeast corner of the James Ward, Jr; 2.187 acre tract of land deed of which is recorded under County Clerk's File Number 2016-001138, Montgomery County Real Property Records, same being the Southwest corner of the herein described tract;

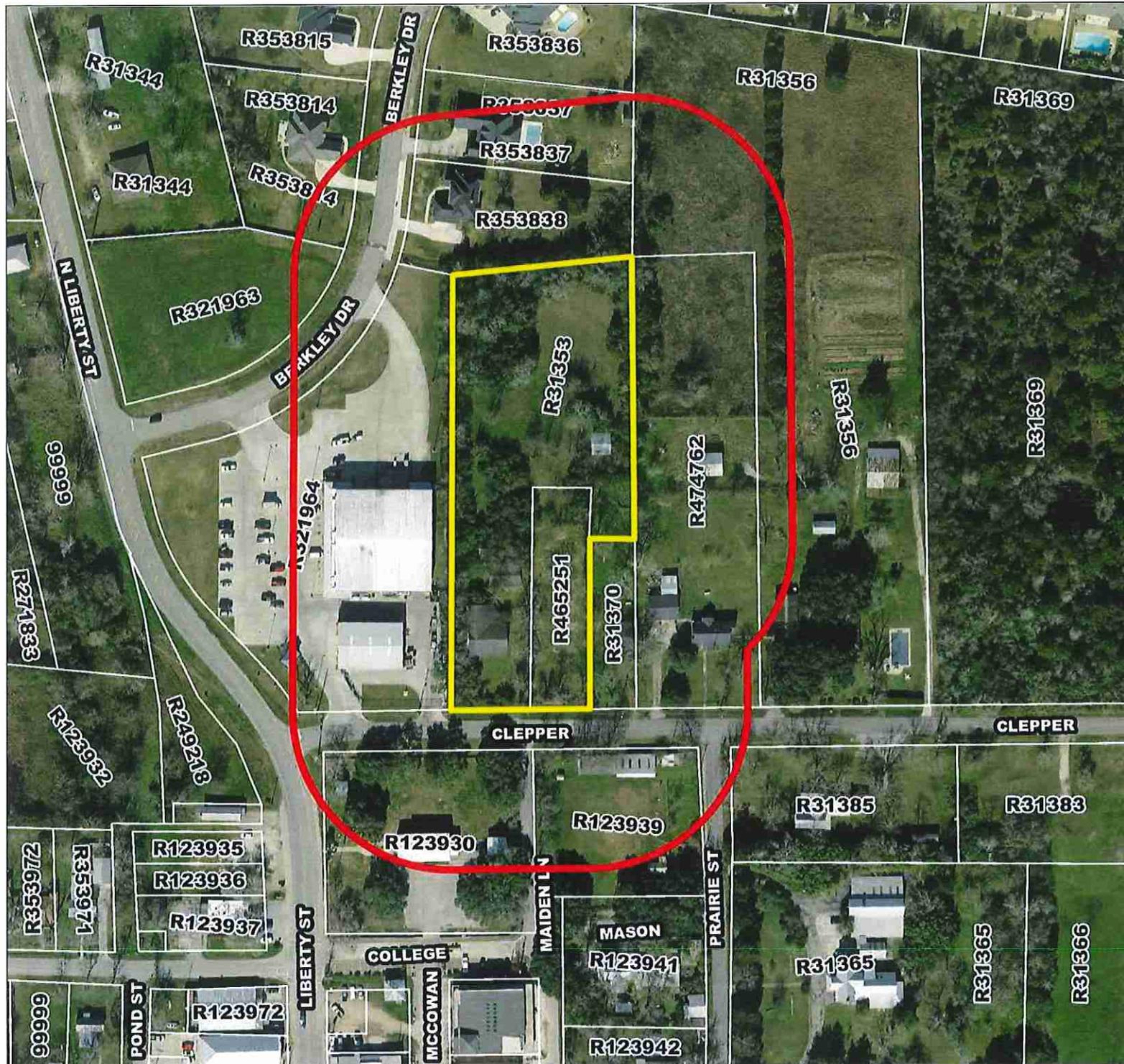
THENCE N. 00° 03' 52" E., leaving the North line of Clepper Street, along an inside line of Ward for a distance of 275.00 feet to a ½" iron rod found with a cap stamped " Jeff Moon RPLS 4639 " for an inside corner of Ward, the Northwest corner of the herein described tract;

THENCE S. 89° 56' 08" E., along a line of Ward for a distance of 75.00 feet to a ½" iron rod found with a cap stamped " Jeff Moon RPLS 4639 " for a corner of Ward, the Northeast corner of the herein described tract;

THENCE S. 00° 06' 56" W., along an inside line of Ward for a distance of 64.57 feet to a ½" iron rod set with a cap stamped " Jeff Moon RPLS 4639 " for a corner of Ward, the Berkley's Northwest corner;

THENCE S. 00° 03' 11" W., along Berkley's West line for a distance of 211.99 feet to the POINT OF BEGINNING and containing in all 0.475 acre of land.

This description is based upon a Land Survey and drawing as prepared by Jeffrey Moon and Associates, Inc., dated July 6, 2016. Bearings are based upon the deed call lower east line of the 2.187 acre tract of land, S. 00° 03' 52" W.



LEGEND

Zoning

- Corridor Enhancement
- Commercial (B)
- Institutional (I)
- Planned Development (PD)
- Residential (R1)
- Tract Boundary
- 200-ft Notification Boundary

Public Hearing Dates:

P&Z: 1/7/19 -- 6:00 PM
 1/14/19 -- 6:00 PM

City Council: 1/22/19 -- 6:00 PM



Ward Tract Rezoning

1062 Clepper Street
 North of Community Building,
 East of Jim's Hardware

1 inch equals 200 Feet

MINUTES OF REGULAR MEETING

January 8, 2019

MONTGOMERY CITY COUNCIL

CALL TO ORDER

Mayor Sara Countryman declared a quorum was present, and called the meeting to order at 6:01 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:	Jack Yates	City Administrator
	Larry Foerster	City Attorney
	Susan Hensley	City Secretary
	Chris Roznovsky	City Engineer

Mayor Countryman advised the City Attorney, Larry Foerster, would be running late this evening.

INVOCATION

T.J. Wilkerson gave the 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.

Cheryl Fox addressed City Council, advising that she was really unhappy about how visitors see the City when they first come into the City when they go by the site on SH 105, where the donut shop is going in. Mrs. Fox asked the City Council to look at the photos that she presented them and asked them to look at the photos of the property as if they were a visitor to the City. Mayor Countryman said she knows why the property is looking that way. Mrs. Fox said she knows there is always a promise that the property is going to get better; she has heard it for almost 18 months, because at that time she spoke to Mr. Muckleroy and he assured her that it was going to be taken care of. Mrs. Fox said you can see by the photos, there is a sign that says "Montgomery Barber Shop" that has been there for about a year, and there is a huge pile of brush that could be a fire hazard. Mrs. Fox asked if, on the second photo, the sign met the City's sign requirements. Mrs. Fox said she wished that City Council would take a look at this as visitors, because she has had several people who come from out of town say how absolutely terrible it looks. Mrs. Fox said she thinks that it puts a bad light on the City of Montgomery. Mrs. Fox said she knows that there are plans in the works that this will be resolved, but in other cities the City gives notice, and if it is not done in a timely manner, then the City does the work and charges the property owner.

Mr. Scott Howard advised that he wanted to wait until the Agenda item comes up to make his comments. Mayor Countryman said that would be fine.

CONSENT AGENDA:

4. Matters related to the approval of minutes for the Public Hearing and Regular Meeting held on December 11, 2018.
5. Consideration and possible action regarding completion of a one-year warranty period and release of maintenance bond for the Public Water and Sanitary Sewer Facilities for Buffalo Springs Shopping Center Phase II.
6. Consideration and possible action regarding adoption of an Escrow Agreement by and between the City of Montgomery and 1983 Land Investments, LLC regarding The Woods at Town Creek tract (Dev. No. 1815).
7. Consideration and possible action regarding authorizing Jones|Carter to prepare a Utility and Economic Feasibility Study for 1983 Land Investments, LLC regarding The Woods at Town Creek Development (Dev No. 1815).

Jon Bickford moved to accept the Consent Agenda items as presented. T.J. Wilkerson seconded the motion, the motion carried unanimously. (5-0)

CONSIDERATION AND POSSIBLE ACTION:

8. Consideration and possible action regarding scheduling a Public Hearing for rezoning of property located at 2580 Lone Star Parkway, Montgomery from “ID-Industrial” to “R-2 Multifamily” and the property located at 2560 Lone Star Parkway from “ID-Industrial” to “B-Commercial” be held on February 12 at 6:00 p.m., as requested by Larry Jacobs (both properties are located on one tract of land).

John Champagne moved to call the Public Hearing regarding the rezoning of property located 2580 Lone Star Parkway, Montgomery from “ID – Industrial” to “R – 2 Multifamily” and the property located at 2560 Lone Star Parkway from “ID- Industrial” to “B – Commercial” be held at 6:00 p.m. on February 12 at City Hall, 101 Old Plantersville Road, Montgomery. Tom Cronin seconded the motion, the motion carried unanimously. (5-0)

9. Consideration and possible action regarding appointment or reappointment of MEDC Board Members to fill the positions currently held by Rebecca Huss, Bob Kerr, Amy Brown, Randy Moravec and John Champagne.

John Champagne stated that he did not send his application in to be reconsidered for the MEDC Board, so he would like to give that opportunity to someone else.

Rebecca Huss said she would like to be reconsidered to serve on the MEDC Board if it pleases City Council.

Jon Bickford asked if they have to have two people from City Council serve on the MEDC Board. John Champagne said that is correct.

Tom Cronin said he too would like to be considered to serve on the MEDC Board, stating that he was out of the country so he was not aware of the opening.

Mayor Countryman said she also would like to be considered to serve on the MEDC Board.

John Champagne moved to consider Tom Cronin for a position on the MEDC Board.

Rebecca Huss said it is certainly possible that all three of the City Council members could serve on the Board; it does not say that they are required to only have two members of City Council, and it is always posted as a public meeting. John Champagne said unless there is no one from the public that has submitted. Rebecca Huss said no one from inside the City limits has submitted an application. Rebecca Huss said there were three other applications that were submitted who are located outside the City limits. John Champagne said he would say it would be, in his mind, advantageous for outside people to look at these things, as opposed to the majority of the City Council.

Jon Bickford said an application was received today from someone that is local. Rebecca Huss said she believed the deadline was Wednesday. John Champagne asked the City Secretary if there are allowances for this deadline after the date. The City Secretary advised they had published the deadline on the website, and said it would be up to City Council to determine allowances. Mr. Yates also stated that would be up to City Council. Rebecca Huss said she would say no because she told other people that they had missed the deadline.

Rebecca Huss said she did see what John Champagne was saying, although since Tom Cronin is new on City Council, she would submit that this is really more of a five-month term, because that position is up for re-election so it may or may not be a temporary thing, and then one of the positions should have been up last year, so they will be up for reappointment again.

Jon Bickford seconded the motion, the motion carried unanimously. (5-0)

John Champagne moved to consider Julie Hutchinson who submitted her application late for one of the positions on the MEDC Board.

Jon Bickford asked if the City told anyone else that they could not apply late. Rebecca Huss said Julie Hutchinson was the only person she told could not apply late. Rebecca Huss said her qualifications are similar to Randy Moravec's and she lives in the City limits, so she would nominate her for Randy Moravec's position. John Champagne said the motion was to allow Julie Hutchinson to apply, since her application was late.

Tom Cronin seconded the motion, the motion carried unanimously. (5-0)

Rebecca Huss moved to appoint Julie Hutchinson to fill Randy Moravec's position. Tom Cronin seconded the motion.

Discussion: John Champagne said he would like to say that Mr. Moravec brings a lot of value to the Board. John Champagne said Mr. Moravec has opinions, but he has a vast amount of experience and his fiscal prowess and PhD is pretty substantial.

The motion carried with 3-Aye votes by Rebecca Huss, T.J. Wilkerson, and Tom Cronin; and 2-Nay Votes by Jon Bickford and John Champagne. (3-2)

Jon Bickford moved to appoint Amy Brown to the MEDC Board. John Champagne seconded the motion, the motion carried unanimously. (5-0)

Jon Bickford moved to appoint Bob Kerr to the MEDC Board. John Champagne seconded the motion, the motion carried unanimously. (5-0)

John Bickford asked if there were any other applications for Rebecca Huss' position. Ms. Hensley advised the applications were not submitted by spot.

Jon Bickford moved to appoint Rebecca Huss for the last City Council position on the MEDC Board. John Champagne seconded the motion, the motion carried unanimously. (5-0)

Mr. Foerster, City Attorney arrived at the meeting.

10. Consideration and possible action regarding an Alcohol Beverage Permit Application for CVS Pharmacy #11097 located at 20125 Eva Street, Montgomery, Texas.

Mr. Yates said this is an application by CVS for a Wine and Beer Retailer Off-Premises permit. Rebecca Huss said this is the exact same type of permit that Kroger, located across the street, also possesses.

Jon Bickford moved to grant the Alcoholic Beverage Permit Application for CVS Pharmacy #11097. T. J. Wilkerson seconded the motion.

Discussion: John Champagne asked about Off-Premise Permit and what it is. Mayor Countryman said it was consumption off the premises, you can't drink on the premises.

The motion carried unanimously. (5-0)

11. Consideration and possible action regarding adoption of the following Ordinance:

AN ORDINANCE OF THE CITY COUNCIL OF MONTGOMERY, TEXAS, AUTHORIZING PARTICIPATION WITH OTHER ENTERGY SERVICE AREA CITIES IN MATTERS CONCERNING ENTERGY TEXAS, INC. AT THE PUBLIC UTILITY COMMISSION OF TEXAS IN 2019; AUTHORIZING THE HIRING OF LAWYERS AND RATE EXPERTS; AUTHORIZING THE CITY'S PARTICIPATION TO THE FULL EXTENT PERMITTED BY LAW AT THE PUBLIC UTILITY COMMISSION OF TEXAS; FINDING THAT THE MEETING COMPLIES WITH THE OPEN MEETINGS ACT; AND DECLARING AN EFFECTIVE DATE.

Mr. Yates advised this is to participate, at no cost to the City, with the Lawton Law Firm involvement in electric utility rate issues with the Public Utilities Commission ("PUC") on behalf of the City. Mr. Yates said the ordinance is required for the Lawton Law firm to represent the City of Montgomery before the PUC. Mr. Yates said the reason there is no cost to the City is because the PUC rules require utilities to pay the expenses of contesting/questioning/reviewing any electric rate issues brought before the PUC. Mr. Yates said in his last 4 ½ years the law firm has been representing the City, and said they also represent approximately 40 other cities in southeast Texas in the same manner. Mr. Yates said the City Attorney recommends passage of this ordinance.

Rebecca Huss moved to approve the Ordinance as presented. T.J. Wilkerson seconded the motion, the motion carried unanimously. (5-0)

12. Consideration and possible action regarding rescinding the Animal Control Ordinance.

Mr. Scott Howard said most people know why he is here tonight. Mr. Howard said Tom Cronin was new on City Council and welcomed him. Mr. Howard said about a year ago a guy moved in their neighborhood with 22 bird dogs and he kept them in an 800 square foot backyard. Mr. Howard said he would rather have a hog farm, because at least hogs don't bark. Mr. Howard said the stench over there during this past summer was, at times, unbearable. Mr. Howard said they battled the situation for six months; the police were called numerous times, but they were told it was not a legal matter, the State was called, but they were told it was not a State matter, it is a neighborhood,

inside the City limits City of Montgomery problem. Mr. Howard said he pursued every avenue he could to get an animal ordinance. Mr. Howard said he was not an animal hater, he just hates what is going on two doors down from his house.

Mr. Howard said Jon Bickford and Rebecca Huss have taken time out of their schedule to come and see what the problem is in person. Mr. Howard said the noise level is a factor, which has gotten better since the Animal Ordinance was adopted last month. Mr. Howard said it has gone from 27 dogs to 11 dogs, six outside dogs and five of their personal dogs inside their home.

Mr. Howard said to John Champagne that he has been the roller coaster in this endeavor. Mr. Howard said he pulled the minutes up from the meeting in November and said John Champagne was almost begging the City Attorney and City Administrator to do something to help them, whatever it was in some legal way. Mr. Howard said he understands the rights of citizens. Mr. Howard said last month John Champagne would not have anything to do with the Animal Control Ordinance. Mr. Howard said in October they were all knee deep in the Police Chief matter, so this all went to the back burner and nobody cared how bad our neighborhood was. Mr. Howard said he did not know where John Champagne stands on this matter, stating that he gets the civil liberties of these people and they have a right to have a bunch of dogs. Mr. Howard said John Champagne, in the November Meeting, said he was all about doing what is good for most of the people, and now after four or five months of waiting his turn to come up here every month to speak, they finally get an Animal Control Ordinance, which most big cities have. Mr. Howard said a lot of people put in a lot of man hours putting this Ordinance together and now we are just going to throw it out. Mr. Howard said he was all about amendment, and maybe there are some things that need to be tweaked and changed, but just to throw it out puts us back to square one. Mr. Howard said he promised he would be at City Council every meeting trying to get it back on the Agenda.

Tom Cronin asked what the new Ordinance has done to Mr. Howard's situation. Mr. Howard said it has gone from 22 dogs outside to six dogs outside and five inside. Mr. Howard said they were grandfathered because at the time the Ordinance was passed they had 11 dogs. Mr. Howard said there is no way to keep track of the dogs if they sell them; this was a dog training business.

John Champagne said this is an open forum, an opportunity for a private citizen to come and say their piece; it is not, however, an opportunity for this City Council to engage. John Champagne said there is typically a time limit on these things. John Champagne said he appreciated everything that Mr. Howard said, and said he probably could have saved Mr. Howard some time if he had

waited until after he had addressed the matter, but said he had every right to do this, which he wanted to say for the record. Mr. Howard said he appreciated John Champagne's input and said he would like to have an open forum about the matter. Mr. Howard said he would like to invite everyone to come to the property and see for themselves this is not a 10-acre pasture with six horses in it, it is an 800 square foot back yard with a pile of dogs in it, and said the stench is awful. Mr. Howard said he was prepared to go a little deeper into this, but he will see what happens. Mr. Howard said he did not know if City Council was really going to rescind this Ordinance in its entirety. Mr. Howard said that he hoped Tom Cronin in his new position, before he makes a vote he hoped he could look into the matter and see what is right for most of the people. Mr. Howard said he never hears T.J. Wilkerson say much about this matter and he did not know how he feels about it; he knew he voted no last time, but before he votes again he wished he would come and see what it is like because this is not about somebody's horses out in a pasture that may or may not be in the City limits, most of us do not care or complain about that. Mr. Howard said what is to stop the next guy and what are they going to move in with. Mr. Howard thanked City Council for their time and said he will see them next month.

John Champagne said his first reaction to this voluminous Ordinance, which is much longer than the Declaration of Independence, he has reviewed this thing three or four times and he sees great benefit to a lot of it. John Champagne said here are his concerns, and his desire was not to rescind the entire thing, and said he has been out to Mr. Howard's home, but no one was home. John Champagne said one of his biggest issues is how they are going to enforce this Ordinance. John Champagne said he walks this town a lot and he can find a dozen homes right now that are out of compliance. John Champagne asked how they implement this Ordinance, saying that is the key; do they use it as a tool or do they use it conservatively, because now they open the floodgates. John Champagne said these Ordinances come in to play because people don't know how to handle their freedom with self-restraint and respect for each other's neighbors; that is the problem so government has to step in, which is never a good thing. John Champagne said now they have government officials that are going to determine what is right and wrong and he did not like it, but this is what we got.

John Champagne asked if they had sent officers out to the location a number of times. Mr. Yates said yes over the last several months. John Champagne said he has seen the reports, and there was nothing, which is diametrically opposed to what we are hearing tonight, but they have every right because it is a subjective thing. John Champagne said his problem is his dogs bark and when they do he tries to shut them up and put them inside because he does not want to disturb his neighbors,

which is how most people are. John Champagne asked who is going to have the final word as to who is out of compliance, will it be the Director, whoever that is, and have we addressed who that is going to be. Mr. Yates said it is the Director of Public Works. John Champagne said he has got all kind of time to be enforcing this Ordinance, and the Police will be involved, he would image. Mr. Yates said it would be the Director or his designee that can enforce the Ordinance. John Champagne said the only reason he brings this up is we have limited resources. John Champagne said he feels the problem is real and he is not discounting that, it has taken an inordinate amount of time and resources to address.

John Champagne said the other thing is there is some wording that states it is a violation to keep any dog, bird or other animal that causes frequent or long, continued noise, and asked for someone to tell him what that means. John Champagne said they have to be careful when they send people out there because this thing can be a real big bat. John Champagne said the other thing is no person shall keep, use or maintain a dog outdoors on any premises unless the dog is either provided with full access to an enclosed building or access to a dog house or similar shelter at all times. John Champagne said if you go through the City, he can find six locations where that is done. John Champagne said it states that it shall be unlawful for any person to fasten, chain or restrain the dog to a house, tree and asked if they were going to get into all this now.

John Champagne said he is going to take back his desire to rescind part of this Ordinance, but when this thing rears its ugly head, and it will, just remember what was discussed here because he is all for addressing issues that need addressing, but he had a problem with being so comprehensive, so inclusive, so intrusive, and said some of this is common sense, such as rabies, animal fights, and roadside sale of animals, which he is in with all of that.

John Champagne said he officially rescinds his motion to rescind. Jon Bickford said John Champagne had asked for the item to be put on the Agenda, and now he wants to take it off. Mr. Foerster said the item on the Agenda is to consider rescinding the Animal Control Ordinance; if there is not a motion to rescind, then there is no action. Mr. Foerster said he wanted to point out, as time goes on, whether it is tonight or a later time, if there are things about this Ordinance that need to be cleaned up, which is not uncommon with any kind of Ordinance, this City Council can go back and fix the problem. John Champagne said he was fully aware of that. Mayor Countryman said if she recalled correctly, in December when this was adopted, we said if we need to change it later we can, but at least now we have a foundation, and those were the words that were used. Mayor Countryman said she thought they should all be fully aware that the Ordinance can change,

and probably will change, but they need at least something as a guideline. Mr. Foerster said they should all be alert that there might be something that they forgot about or did not address.

Mr. Foerster advised that no action was needed because there is no motion.

T.J. Wilkerson asked if this was a legitimate business that this man is running. Mr. Howard said since the passing of the Ordinance they claim that they are not doing business there anymore and they have dwindled the number of dogs from 22 to six dogs, and they say the six dogs remaining are their personal bird dogs. Mr. Howard said he has not seen any customers, and he is watching for them. Mr. Howard said he doesn't believe they are conducting business anymore; he thinks the gentleman went back to work, because he had quit his job and was working with the dogs full time. Mr. Yates said he sent a letter regarding the home occupation, and he sent the people a letter stating that they needed to stop the business. Mr. Yates said he spoke to them two weeks later and they said they had quit the business. T.J. Wilkerson said he rode through there a couple of times checking.

13. Report regarding Atkins Creek Water and Sewer Line Repair.

Mr. Roznovsky presented the report to City Council detailing how the erosion of Atkins Creek has progressed. Mr. Roznovsky said over the past three years the Creek has gone 1,700 feet back from where it was, with the first year going 600 feet and then 1,100 feet in the last two years to get to this point. Mr. Roznovsky said the big erosion happened after Hurricane Harvey that was in August 2017, which took it back approximately 600 feet just during Harvey, which is what damaged the water and sewer lines and storm lines included in the FEMA project.

Mr. Roznovsky said from December 9, 2018 to today the Creek has eroded the last 100 feet and is right at FM 1097. Mr. Roznovsky said the December 9, 2018 rain event did a good amount of damage and they lost about 200 feet during that night. Mr. Roznovsky said after the December 9, 2018 event they were watching it get closer to FM 1097 so they contacted TxDOT. Mr. Roznovsky said on December 14, 2018 TxDOT saw the issue and concerns, so they mobilized crews and on December 21, 2018 they started installing rip rap to help protect against future erosion. Mr. Roznovsky said unfortunately the rip rap was not large enough, so when the rain occurred on December 26th and 27th all of it was gone. Mr. Roznovsky said by 10 a.m. the following day it was all gone and up to FM 1097, with the waterline and gas line exposed, along with some communication lines. John Champagne asked who engineered that area. Mr. Roznovsky said no

one, it was a natural stream when the Waterstone and Terra Vista developments went in and they modified it to drop it down to the canal level. Mr. Roznovsky said after Christmas TxDOT came back when this was happening and they were able to move on site since they were there a couple days before and they already had equipment there to start repairs. Mr. Roznovsky said there was a waterline that was broken during that process, which serves all of the Terra Vista Subdivision. Mr. Roznovsky said luckily Public Works had the fore thought that they had ordered material beforehand and had it on hand, so when this happened within an hour and a half they had a waterline up and running to provide service to Terra Vista so they were only out for an hour and a half. Mr. Roznovsky said TxDOT put in a new pipe to replace the broken pipe, while TxDOT continued to stabilize the area around it so they could put it back in service. Mr. Roznovsky said since yesterday TxDOT has done a lot of stabilization around the end and the channel is much bigger. Mr. Roznovsky said TxDOT is still out on location and they have been assisting and paying for all the work that is being done.

Jon Bickford asked if TxDOT was doing this to save FM 1097. Mr. Roznovsky said that was correct. Jon Bickford asked why the developer around this was not responsible. Mr. Roznovsky said from the water line back to the street is a public easement and right-of-way; downstream of that, minus the couple of times that they cross, is all private property, so there are three parts going on TxDOT (at the street and the waterline), FEMA (City's water and sewer lines taken out during Harvey and getting back in) and long effects of erosion, which is what is still to be determined how that moves forward because it is mostly owned by three property owners.

Jon Bickford asked if one could argue that their activity has caused this. Mr. Roznovsky said that is an argument, and part of it is how the channel was dropped and there is a chance that caused it and it wasn't controlled when the erosion started and nothing was done to prevent it at that time. Jon Bickford said his question is why we are not going after the responsible party to pay for this.

Mr. Roznovsky said that FEMA has revised the schedule for the project, advising that the funds for the repair of the water and sewer lines and at the last meeting FEMA had advised they would only grant \$68,000, but they have since reversed that and are moving forward with the full scope of the project at \$405,800. Mr. Roznovsky said according to FEMA, as of today, within the next 32 days we should have the obligation of funding to be received. Jon Bickford said FEMA is going to provide \$405,800 the City. Mr. Roznovsky said it will be \$365,000 from FEMA, \$40,000 from the City and that will take care of the water and sewer lines that were exposed, will stay where they are and piers and piles go in to extend across, so they will be supported.

Rebecca Huss asked if the landowners are going to do anything to stabilize their side of the creek, because the piers might not be enough to hold. Mr. Roznovsky said the pier support is steel casing, which extends 20-30 feet into the existing banks, so it can keep on working its way back and we are protected for a while. Mr. Roznovsky said ultimately the decision has to be made on how this gets fixed, because either you bring in a lot of dirt and fill it to what it was, or if you want to lay the slopes back to where they are stable.

Mr. Roznovsky said they will have a follow up call with TxDOT on Thursday, because their original plan all along was to bring the rip rap in to stabilize the creek and then come in with a more permanent solution at the easement line. Mr. Roznovsky said one thing that they are considering, but still working out the details, is that they might be able to participate with helping stabilize the area further downstream up to a couple hundred feet from FM 1097 if they are able to get the access to it. Jon Bickford asked if in these discussions whether the property owners are plugged in. Mr. Roznovsky said they are not, the initial reach out to the property owners regarding our permit to do the work, but they never received any response and ultimately the Corp. of Engineers approved their permit, which they received last week. Jon Bickford asked to confirm that they have never received a response from the property owners. Mr. Roznovsky said they have not.

Rebecca Huss asked how far from the center of this would they need to get the appropriate slope. Mr. Roznovsky said just 200 feet; you go from existing Terra Vista Circle, from the edge of the pavement to where the fence is all the way over to the trees on the opposite side of the creek, that whole distance is about 200 feet. Mr. Roznovsky said what they will need is 75 feet outside that, which would include some of Peninsula Point Drive, which is in Waterstone Section 2, and the four lots that back up to it in Terra Vista, and a lot of other area. Rebecca Huss said back to Jon Bickford's point, this is private property and while it is theoretically the City's problem, on the other hand we are serving their property and making their property developable, so really this is a problem that they need to figure out how to solve. Mr. Roznovsky said they can at least get the TxDOT portion in the front protected so the waterline and highway are stabilized, then get the aerial crossing in so they are protected on the water and sewer utilities, then it will buy us time and something needs to be done.

Jon Bickford asked if they have a way to contact the property owners if they should reach out to them. Mr. Foerster said he thought that we need to sit down with them and get their input and engaged in this thing. Jon Bickford said they need to participate in the resolution of this. Mr.

Foerster said this is going to have an impact to their subdivision. Jon Bickford said it already has from what it sounds like. Jon Bickford said the property owners need to take ownership of this. Jon Bickford said this is the last 10 percent the City is going to pay and they need to get on this thing. Mr. Roznovsky said he was not saying that was 100 percent of what caused the erosion, but from the timeline of events after the canal was done is when the erosion started. Jon Bickford said his point is they need to put the flag up right now that says they need to get them engaged in this conversation because he does not like where this is headed.

Rebecca Huss said at the very least they should not be adding houses that could make it worse and give them less flexibility. Jon Bickford said he did not know if they should be adding houses or not; he would have to get a professional engineer to tell him that. Mr. Roznovsky said the area that Rebecca Huss is talking about is the area that is backing up to this to make sure that building permits are not issued and homes are not being built on these lots that are on the edge. Jon Bickford said he did not know if they had the authority to declare whether or not they can or cannot issue permits for that; there would have to be some kind of determination by an engineer. Jon Bickford said they would need to have an engineering firm tell them that something is at risk.

Mr. Roznovsky said there is no action, this is just a report. Jon Bickford said they do have a request, and said he thought the City Attorney needed to get into this information. Mr. Foerster asked if any of this area is deemed to be in the wetlands. Mr. Roznovsky said there is. Mr. Foerster said they need to look at that issue as well with the Corp. of Engineers. Mr. Roznovsky said the project that they have is not impacted by the wetlands, but there are areas that are defined as wetlands. Jon Bickford said he would seek to get Austin involved and get everyone down here and get this worked out. Rebecca Huss said given our previous experience with TxDOT's engineering, is their solution to this similar to Jones and Carter in terms of laying back the slope to hold it or do they have some other solution. Mr. Roznovsky said when they met, Jones and Carter provided all the drainage analysis and studies, geotechnical information that they could, so they could look at it to come up with a solution, and they said they should build a sheet piled wall right on the edge of the easement. A copy of the report is attached to the minutes.

14. Consideration and possible action regarding approval of the Certificate of Acceptance for the Buffalo Springs Drive Bridge Project.

Mr. Roznovsky reviewed the final pay estimate for the Buffalo Springs Drive Bridge Project. Mr. Roznovsky advised the total project cost was \$1,114,936; of that the City's share was \$4,304 and

the rest was paid through the CDBG Grant from the State and also through FEMA. Mr. Roznovsky said as they discussed previously, there were \$21,500 in damages that were taken off the contract because of the contractor's delay, which is factored into the total share. Mr. Roznovsky said the other item is the Certificate of Completion, so the one year warranty period begins when the project is substantially complete, which was October 31, 2018 when the road was ready to be opened.

John Champagne asked Mr. Roznovsky to confirm that all of the expenses incurred by Jones and Carter was taken out of the grants and funding from FEMA. Mr. Roznovsky said that was correct, and stated that amount is not included in this number; the engineering was paid for out of FEMA and the CDBG Grant.

Rebecca Huss asked for the outstanding balance that the General Fund account owes the Construction Fund. Mr. Yates advised it was \$280,000. Rebecca Huss said they are still waiting. Mr. Roznovsky said they received a request today from FEMA asking for us to show them on the pay estimate what items were mitigated items and what items were not, even though they paid 1-6 without that question, they are now asking about pay estimate 7. Mr. Roznovsky said they will get that information to them tomorrow. Mr. Roznovsky said essentially what is new, is the storm sewer pipe and the concrete wall versus slope paving. Rebecca Huss said since they had the worksheet, FEMA has already agreed to pay everything. Mr. Roznovsky said that is correct, the scope of what was approved is exactly the same, stating the way that FEMA breaks things down is not how the contractor looks at the project. Mr. Roznovsky said they asked FEMA if they need to write the bid items just like they have the project listed, which is specific items and actions, and they advised no, to just do it as they normally do.

Jon Bickford moved to accept and move forward with the Certificate of Acceptance for the Buffalo Springs Drive Bridge Project. Rebecca Huss seconded the motion, the motion carried unanimously. (5-0)

15. Report regarding City Staff Issues:

- a) Current procedure for hiring for all positions;
- b) Number of employees per department;
- c) Status of applications for Police Chief; and
- d) Process of hiring assistant to the current City Administrator and Succession Plan for that position.

Jon Bickford asked to propose that since these are HR issues, that they discuss this in Executive Session rather than in Open Session. Mr. Foerster said he did not believe they qualify because these are procedural issues not dealing with individual people. Mr. Foerster said if City Council was addressing issues regarding the City Administrator you could go into Executive Session for that, but the Texas Attorney General has concluded that if it is simply procedures that you are discussing, they need to be in Open Session. Mr. Foerster said if City Council is talking about individuals, such as the City Administrator, that would allow you to go into Executive Session. John Champagne said they would be talking about the City Administrator. Mr. Foerster said that would allow you to go into Executive Session for that item.

Rebecca Huss asked if they need to postpone until the next meeting to have the item posted under Executive Session. Mr. Foerster said you have an option, and the right to discuss any item listed above in Executive Session, but again the question is if you are talking about a personnel matter that would be involving an officer or employee, they can go into Executive Session to discuss that item. Mr. Foerster said they have certain items like the procedure for hiring a position and the number of employees in each department, status of applications; those things, he believes would be simply matters for open discussion. Jon Bickford said maybe "a, b and c" conduct in open discussion and "d" go into Executive Session.

John Champagne stated that Mr. Yates, in regards to the hiring procedure, you attach the job description. John Champagne said all of the hiring is done within budgetary limits, correct. Mr. Yates said that is correct.

John Champagne said he was going to ask about a specific position, asking if that was okay. Mr. Foerster said that was okay. John Champagne said the first question was the Assistant to the City Administrator, and said when this was discussed it was his intent, he thought, and the intent of this City Council for Mr. Yates to hire a Deputy City Administrator, meaning someone to fill in once Mr. Yates transitioned out. John Champagne asked if Mr. Yates did not get that. Mr. Yates said no, he did not. Mayor Countryman said she did not recall that. John Champagne said the Mayor was not here for that. Mayor Countryman said she was here. Rebecca Huss said Mr. Yates had a 1-10 list of things that he did and he was to delegate the things that were the least priority. John Champagne said this has been a good while back and has been done a number of times. Jon Bickford said he remembered the topic of discussion that they needed to start planning that way and see if they could find someone to learn from Mr. Yates. John Champagne said they discussed it a number of times. Rebecca Huss said now they are straying into the specifics of an Executive

Session discussion. Mr. Foerster said if they are just talking general terms, he thought they were okay staying in Open Session.

John Champagne said now they are going to get into when, how and the time, so now we are getting really specific in regards to Mr. Yates and asked if he was okay with that. Mayor Countryman said she thought that was an Executive Session topic, because that is a person. John Champagne asked if he could ask the City Attorney the question. Mr. Foerster said now John Champagne is veering into what could be discussed in Closed Executive Session. John Champagne said that was why he was asking. Mr. Foerster said John Champagne was targeting a City employee, the City Administrator.

John Champagne said there has been some hiring in the departments, and said Mr. Yates has listed the number of individuals that are employed in each department. John Champagne asked if Autumn was no longer here. Mr. Yates advised her first name is Leslie, and she is listed. John Champagne said they have eight individuals in Public Works, one part-time, and the Utility Development Clerk is Autumn. Mr. Yates said that was correct. Mr. Yates said there were six employees in that department when he got here four years ago, and the two additions have been talked about during budget time. Mr. Yates said while we were adding the positions, we saved money by doing our own manhole checking and work, so the Council felt they could add those positions.

John Champagne said in the Police Department, he believed the optimum number is 11. Mr. Yates said yes that is what staff has advised. John Champagne said the Police Department is at eight officers. Mr. Yates said they were at eight, but they just hired Officer Justin Ravari. John Champagne said they are in arrears three officers. Mr. Yates said that is correct. John Champagne said that leads him to the application and the invitation on the web site for Montgomery; he went to the Texas Municipal League web site and asked if the minimum requirements listed are the actual minimum requirements, not on the City's web site, because if you go to the City's web site there is a very detailed document that goes much further. Mr. Yates said the City's web site includes the job description itself and the TML site is a restatement of that information. John Champagne said it really isn't because there is no mention of having a Master Peace Officer Proficiency Certification for one of the requirements. John Champagne said the requirement is on the City's web site. Mr. Yates said the ad that is on the TML web site states to go to the City web site for the full job description. John Champagne said that he saw that, he just wanted clarification that the document on the City's web site is the controlling document. Mr. Yates said that was correct.

John Champagne said the only other thing that he has is the City Administrator and a question regarding Dave McCorquodale. Mr. Foerster said if it has to do with personnel issues it will be appropriate to go into Closed Executive Session under Section 551.074 of the Texas Local Government Code. Mayor Countryman asked if they have to place that item on the Agenda. Mr. Foerster said City Council can go into Closed Executive Session for that specific reason, but City Council will need to adjourn into Closed Executive Session at this time. Mayor Countryman asked if this action needed to be done with a motion. Mr. Foerster said under the circumstances, yes, there should be a Motion to go into Closed Executive Session to discuss the City Administrator Position with a second and a vote.

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. (There are no items at this time.)

John Champagne moved to adjourn into Closed Executive Session at 7:13 p.m., to discuss two personnel issues regarding the City Administrator and the Assistant to the City Administrator. Jon Bickford seconded the motion, the motion carried unanimously. (5-0)

Mayor Countryman reconvened the meeting at 7:50 p.m.

COUNCIL INQUIRY:

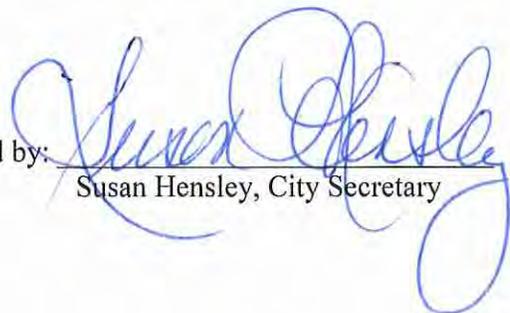
Pursuant to Texas Government Code Sect. 551.042 the Mayor and Council Members may inquire about a subject not specifically listed on this Agenda. Responses are limited to recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or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

There were no comments made.

ADJOURNMENT

Jon Bickford moved to adjourn the meeting at 7:50 p.m. Tom Cronin seconded the motion, the motion carried unanimously. (5-0)

Submitted by:



Susan Hensley, City Secretary

Date Approved: _____

Mayor Sara Countryman

Montgomery City Council
AGENDA REPORT

January 22, 2019

Meeting Date: December 11, 2018	Budgeted Amount:
Prepared By: Jack Yates City Administrator	Exhibits: Agreement Engineer's Memo
Date Prepared: December 5, 2018	

January 18, 2019

Subject

This is a proposed Retaining Wall Encroachment Agreement between the city and Stylecraft Builders, Inc. that involves a stone retaining wall within the city's existing right-of-way is in close proximity with existing public water and sewer lines.

Description

The City Engineers memo is attached. The situation is that Stylecraft constricted a stone retaining wall within the city's existing right-of-way along Scenic Hills Court in the Hills of Town Creek, Section 3 development. Because of the close proximity to existing water and sewer lines, the City Engineer recommends an encroachment agreement to allow the construction of the stone retaining wall improvement, since the retaining wall does no harm to their water and sewer lines in the agreement will release the city from all responsibilities for damages incurred to the stone retaining wall that might happen as a result of required future maintenance of the water and sewer lines.

Since the Council's last discussion the HOA has become a party to the Agreement.

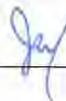
Recommendation

Approve the Retaining Wall Encroachment Agreement as presented—as a part of the Consent Item Agenda

Approved By

City Administrator

Jack Yates



Date: January 18, 2019



1675 Sawdust Road, Suite 400
The Woodlands, Texas 77380-3795
Tel: 281.363.4039
Fax: 281.363.3459
www.jonescarter.com

December 3, 2018

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

Re: Proposed Retaining Wall Encroachment Agreement
Hills of Town Creek, Section 3 (Dev. No. 1019)
The City of Montgomery

Dear Mayor and Council:

It has come to our attention that the developer of Hills of Town Creek, Section 3 has constructed a stone retaining wall within the City's existing right-of-way along Scenic Hills Court. Per the construction plans, the encroachments are proposed to be in close proximity, but not in conflict, with existing public water and sanitary sewer lines.

We recommend the City enter into an encroachment agreement with the developer, Stylecraft Builders, Inc., to allow the construction of the proposed improvements within the City's right-of-way. 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 always, should you have any questions or need additional information, please do not hesitate to contact us.

Sincerely,

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

Chris Roznovsky, PE
Engineer for the City

CVR/kmv

K:\W5841\W5841-0900-00 General Consultation\Correspondence\Letters\2018\MEMO to Council RE Hills of Town Creek Encroachment Agreement.doc

Enc: Signed Encroachment Agreement

Cc (via email): Mr. Jack Yates – City of Montgomery, City Administrator
Ms. Susan Hensley – City of Montgomery, City Secretary
Mr. Larry Foerster – Darden, Fowler & Creighton, LLP, City Attorney

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

STATE OF TEXAS

COUNTY OF MONTOMERY

ENCROACHMENT AND MAINTENANCE AGREEMENT

THIS AGREEMENT is made this 3 day of January, 2019, among the **CITY OF MONTGOMERY, TEXAS (CITY)**, **STYLECRAFT BUILDERS, INC.**, a Texas corporation (OWNER), and **THE PROPERTY OWNERS ASSOCIATION OF THE HILLS OF TOWN CREEK, INC.**, a Texas non-profit corporation (POA). CITY, OWNER and POA are collectively described in this Agreement as the "**Parties.**"

RECITALS

OWNER is the owner of certain property ("Property") located in the City of Montgomery, Texas on Emmas Way, which is being developed by OWNER as the Hills of Town Creek, Section 3, a new residential subdivision ("the Subdivision").

The Property is a 10.977-acre tract of land in the CITY, as more particularly described in the plat attached hereto as Exhibit "A."

POA is the property owners' association for property owners in the Subdivision charged with the maintenance of common area amenities in the Subdivision and the enforcement of the restrictive covenants for the Subdivision.

OWNER is proposing to place a small retaining wall on the CITY's street right-of-way on Scenic Hills Court in connection with a grade change, as described in Exhibit "B." OWNER has requested permission from CITY to install the retaining wall on the CITY street right-of-way on Scenic Hills Court.

As a condition to CITY's approval, OWNER and POA have mutually agreed that the POA will maintain the small retaining wall at no cost to CITY. This obligation to the

maintenance of the small retaining wall may be described in the Subdivision plat and restrictive covenants which shall be recorded in the Real Property Records of Montgomery County, Texas.

The Parties agree that CITY may in the future need to make major repairs to Scenic Hills Court along the retaining wall.

If future major repairs to the CITY's street are necessary, the small retaining wall may need to be disturbed in order for CITY to perform the necessary repairs.

The small retaining wall shall be the property of OWNER or its assignee POA. OWNER and POA mutually agree that CITY shall not incur the expense of maintaining the retaining wall or removing or replacing it when any repair work by CITY to Scenic Hills Court is complete.

CITY has agreed to the proposed small retaining wall described in Exhibit "B" and OWNER'S installation of the retaining wall on and along the CITY street right-of-way, subject to the above recitals and the following terms and conditions agreed by the Parties.

NOW, THEREFORE, be it mutually agreed by OWNER, POA and CITY as follows:

1. Consent to Encroachment. Subject to the above recitals and the terms of this Agreement, CITY hereby consents and authorizes OWNER and POA to enter upon the above-described CITY street right-of-way for the purpose of installing, constructing and maintaining the above-described retaining wall within the CITY street right-of-way, as described in Exhibit "B".

2. Term. This Agreement shall have an indefinite term and shall run with the Property until the Parties agree to terminate this Agreement.

3. Conditions.

- a. Prior to any construction in or along the CITY public street right-of-way, OWNER shall obtain all licenses or permits necessary to install the retaining wall.
- b. OWNER or its assignee POA shall be solely responsible for the normal maintenance of the retaining wall and shall maintain it to avoid any

damage to or interference with the CITY facilities, other public utilities or the general right of CITY to utilize the street right-of-way easement for its intended purpose. CITY shall be responsible for major repairs to Scenic Hills Court or any CITY utilities placed in the street right-of-way.

- c. CITY shall not be responsible to OWNER, POA, their successors, assigns, or any other party for damages to the retaining wall or other improvements on or along the CITY street right-of-way caused by CITY or any third party.

4. Notices. Any notice required or permitted under this Agreement shall be deemed sufficient if delivered in hand or by First Class US Mail addressed to the parties as follows:

CITY

City of Montgomery
ATTN: City Administrator
101 Old Plantersville Road
Montgomery, Texas 77356

OWNER

Stylecraft Builders, Inc.
ATTN: 4090 State Hwy 6 South
College Station TX 77845

PROPERTY OWNERS ASSOCIATION OF THE HILLS OF TOWN CREEK

BCR Realtors

ATTN:

700 University Dr. E Suite 108
College Station TX 77840

5. Indemnity. OWNER and its assignee POA shall indemnify, defend and hold harmless CITY, its elected officials, officers and employees, from any claims, suits, causes of action, costs or damages arising from the action or inaction of OWNER or its assignee POA relating to maintenance of the small retaining wall or any improvements by OWNER or POA on or along the Scenic Hills Court street right-of-way.

6. Entire Agreement. This Agreement contains the entire agreement between and among the Parties. No promise, representation, warranty or covenant not included in this Agreement has been or is relied on by any party hereto.

7. Construction and Venue. This Agreement shall be construed in accordance with the laws of the State of Texas. Exclusive venue over any claim or cause of action arising hereunder shall be in the courts of Montgomery County, Texas.

8. Agreement a Covenant Running with the Land. This Agreement shall be recorded in the Real Property Records of Montgomery County, Texas and shall be a covenant running with the Property and binding upon the OWNER and POA's successors and assigns.

CITY OF MONTGOMERY, TEXAS

By: _____
Sara Countryman, Mayor

ATTEST:

Susan Hensley City Secretary

State of Texas §
County of Montgomery §

This instrument was acknowledged before me on _____, 2019
by SARA COUNTRYMAN, mayor of and acting in behalf of the City of Montgomery,
Texas.

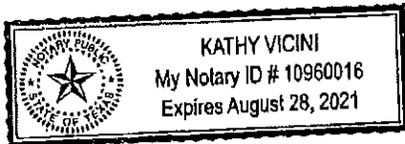
Notary Public, State of Texas

STYLECRAFT BUILDERS, INC.

By: Doug French
Name: [Signature]
Title: CEO

State of Texas §
County of Brazos §

This instrument was acknowledged before me on January 3rd,
2019 by Doug French CEO, acting under the authority of STYLECRAFT
BUILDERS, INC., a Texas corporation



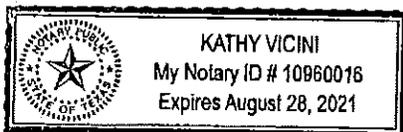
[Signature]
Notary Public, State of Texas

THE PROPERTY OWNERS ASSOCIATION OF THE HILLS OF TOWN CREEK

By: Doug French
Name: [Signature]
Title: President of the Board

State of Texas §
County of Brazos §

This instrument was acknowledged before me on January 3rd,
2019 by Doug French, Pres of the Board, acting under the authority of THE PROPERTY
OWNERS ASSOCIATION OF THE HILLS OF TOWN CREEK, INC., a Texas Non-
Profit corporation



[Signature]
Notary Public, State of Texas

After Recording Return to:

Susan Hensley City Secretary
City of Montgomery, Texas
101 Old Plantersville Road
Montgomery, Texas 77356

STATE OF TEXAS

COUNTY OF MONTGOMERY

I, the undersigned Engineer for the City of Montgomery, hereby certify that the subdivision and plat conforms to all requirements of the subdivision regulations of the City of Montgomery...

Other hereby certifies the Center line or will comply with all applicable regulations of the City of Montgomery, Texas, and that it complies with all applicable rules between the dedication, improvements, and easements required under such regulations and the projected impact of the subdivision.

When streets or alleys are dedicated for public use, such dedication shall include an easement conveying the abutment area which permits the installation, operation and maintenance of water, sewer, gas, electric, telephone, cable television or other utility facilities by the city and other utilities lawfully entitled to provide service to the abutting property.

IN WITNESS WHEREOF, I, the undersigned Engineer, have hereunto set my hand and seal of office at Montgomery, Texas, this 14th day of September, 2018.

Benjamin Rigby League, A-31

Benjamin Rigby League, A-31

STATE OF TEXAS

COUNTY OF MONTGOMERY

I, the undersigned Engineer for the City of Montgomery, hereby certify that the subdivision and plat conforms to all requirements of the subdivision regulations of the City of Montgomery...

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STATE OF TEXAS

COUNTY OF MONTGOMERY

LANDOWNER ACKNOWLEDGMENT AND SUBORDINATION STATEMENT

I, the undersigned, do hereby acknowledge and agree to subordinate my interest in the property described in the plat shown on the face hereof to the City of Montgomery, Texas, and to the public use and enjoyment of the property...

Witness my hand and seal of office at Montgomery, Texas, this 14th day of September, 2018.

STATE OF TEXAS

COUNTY OF MONTGOMERY

I, the undersigned, do hereby acknowledge and agree to subordinate my interest in the property described in the plat shown on the face hereof to the City of Montgomery, Texas, and to the public use and enjoyment of the property...

Witness my hand and seal of office at Montgomery, Texas, this 14th day of September, 2018.

STATE OF TEXAS

COUNTY OF MONTGOMERY

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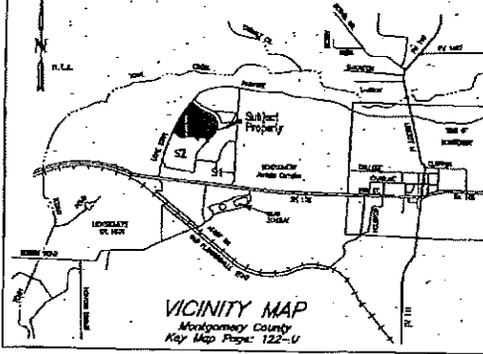
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LINE TABLE with columns: LINE, BEARING, DISTANCE. Lists 19 lines with bearings and distances.

CURVE TABLE with columns: CURVE, DELTA, RADIOS, LENGTH, TANGENT, CHORD BEG., CHORD END. Lists 25 curves with their respective data.

- GENERAL NOTES: 1. DESIGN OF SEWER SYSTEM... 2. DISTANCES ALONG CURVES... 3. UNLESS OTHERWISE SPECIFIED... 4. ACCORDING TO THE ROAD IMPROVEMENT RATE MAPS...

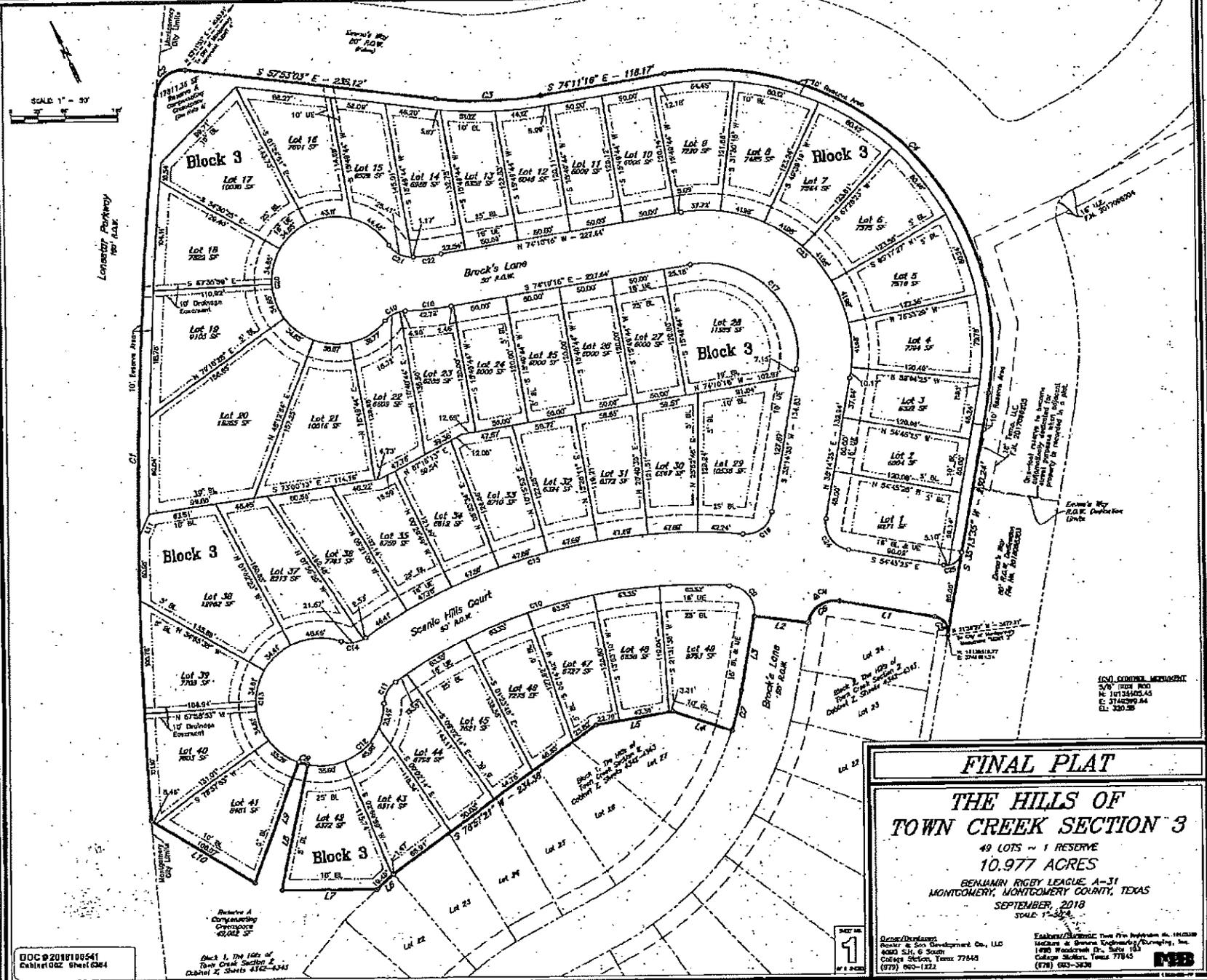
- ABBREVIATIONS: S.L. - Survey Line Sublot, B.L. - Boundary Line, D.R. - Montgomery County Deed Records, etc.

FINAL PLAT THE HILLS OF TOWN CREEK SECTION 3 49 LOTS - 1 RESERVE 10.977 ACRES. Includes contact information for Benjamin Rigby League, A-31.



DOC # 2018100541 Dallas 022 Street 5343

2



SCALE 1" = 30'

Lonsaber Parkway
10' Easement

DOC# 2018100541
Cabinet 002 Sheet 0364

Block 3, The Hills of
Town Creek Section 3
Daniel Z. Smith 4162-4343

FINAL PLAT

**THE HILLS OF
TOWN CREEK SECTION 3**

49 LOTS ~ 1 RESERVE
10.977 ACRES

BENJAMIN RIGBY LEAGUE, A-31
MONTGOMERY, MONTGOMERY COUNTY, TEXAS

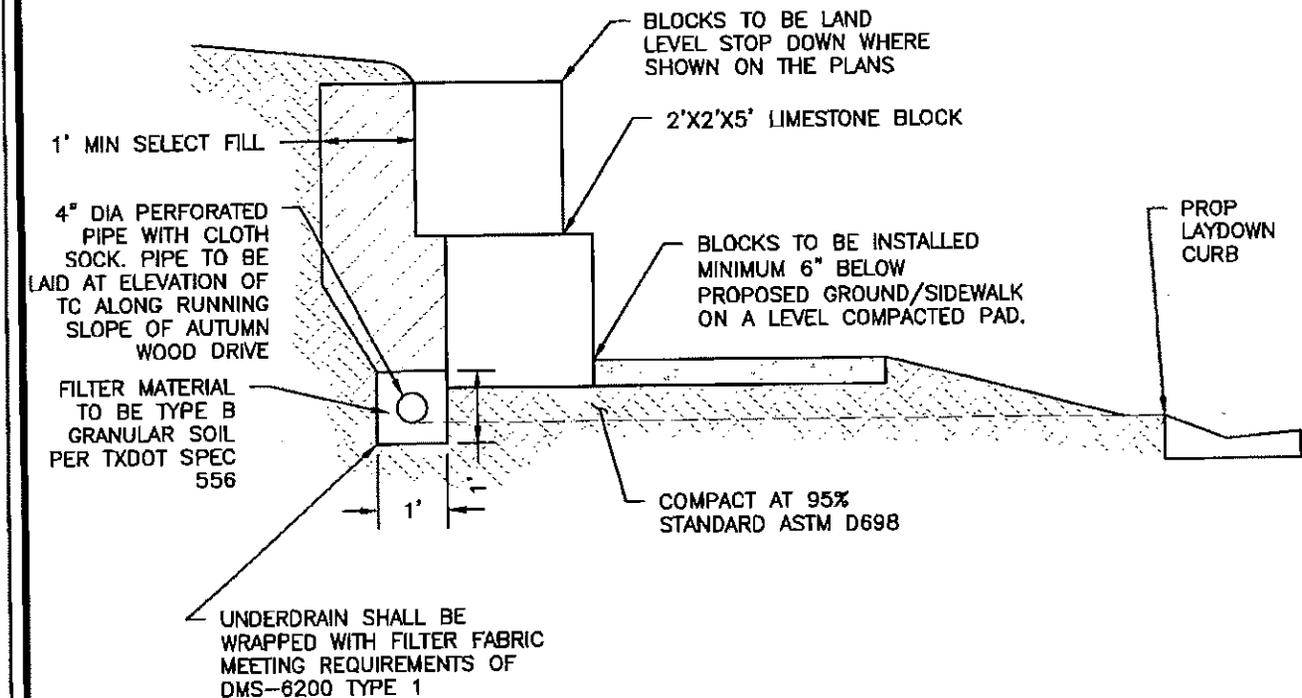
SEPTEMBER, 2018
SCALE: 1"=30'

Owner/Developer:
Ricker & Son Development Co., LLC
4000 S.W. 6 Street
College Station, Texas 77840
(979) 905-1222

Engineer/Surveyor: Tommie P. Robinson, S.E., 111220
Robinson & Son Engineering/Surveying, Inc.
1490 Woodruff Dr., Suite 101
College Station, Texas 77845
(979) 693-3639

(60) COMMON MEASURE
S 70° 02' 00" W
N 101° 34' 00" E
E 3142.99' 00"
E 320.30'

1
of 1 sheet



BLOCK WALL DETAIL
N.T.S.

L SQUARED ENGINEERING
 MUNICIPAL COMMERCIAL RESIDENTIAL
 WWW.L2ENGINEERING.COM
 FIRM REGISTRATION NUMBER 11235
 21129 E-A STREET #100
 MONTGOMERY, TEXAS 77355
 OFFICE: 935-657-6123

HILLS OF TOWN CREEK SEC 3
 RFI EXHIBIT

CLIENT INFORMATION STYLECRAFT BUILDINGS INC		PROJECT ADDRESS EMMAS WAY MONTGOMERY TEXAS	
PROJECT	10361	DATE	08/27/2018
SCALE	1" = 30'	SHEET	02

JONATHAN T. WHITE
127058
LICENSED PROFESSIONAL ENGINEER

Jonathan T. White

08/28/2018

Montgomery City Council
AGENDA REPORT

Meeting Date: January 22, 2019	Budgeted Amount:
Prepared By: Jack Yates City Administrator	Exhibits: City Engineer memo, Certificate of Substantial Completion
Date Prepared: January 18, 2019	

Subject

This is to consider approval of acceptance of Public Infrastructure and the Certificate of Substantial Completion for Hills of Town Creek, Section 3.

Description

Attached is the Engineer's memo regarding his recommendation for the city to accept the public water, sanitary sewer and paving infrastructure and to begin the one-year warranty period
There are no outstanding punchlist items.
Also attached is the Certificate of Substantial Completion which serves as the approval of the work to begin the one-year guarantee of the work on the project to begin January 22, 2019.

Recommendation

Motion to accept the water, sanitary sewer and paving infrastructure and the Certificate of Substantial Completion as presented – as a part of the Consent Item Agenda.

Approved By

City Administrator	Jack Yates 	Date: January 18, 2019
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1575 Sawdust Road, Suite 400
The Woodlands, Texas 77380
Tel: 281.363.4039
Fax: 281.363.3459
www.jonescarter.com

January 17, 2019

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

Re: Acceptance of Public Infrastructure
Hills of Town Creek, Section 3 Public Infrastructure
City of Montgomery

Dear Mayor and Council:

We have conducted a final inspection of the referenced development and find it to be substantially complete in accordance with the approved plans and specifications. The developer has provided the required maintenance bond for the infrastructure, as included with this letter. We recommend the City accept the public water, sanitary sewer, and paving infrastructure and begin the one-year warranty period, which will end on January 22, 2020.

If you have any questions or comments, 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\W5841-0900-00 General Consultation\Correspondence\Letters\2019\MEMO to Council RE Hills of Town Creek Section 3 Acceptance.doc

Enclosures:

Final Punch List – W5841-1019-00
Certificate of Substantial Completion – Jones | Carter
Maintenance Bond
Certificate of Acceptance

cc/enc (via email):

Mr. Jack Yates – City of Montgomery, City Administrator
Ms. Susan Hensley – City of Montgomery, City Secretary
Mr. Larry Foerster – Darden, Fowler & Creighton, City Attorney
Mr. Mike Muckleroy – City of Montgomery, Public Works Director

FINAL INSPECTION - PUNCH LIST

Project: Hills of Town Creek Sec. 3
 Inspection Date: 12/4/2018

J & C Job No.: W5841-1019

Contractor: <u>Spartan Direct Solutions</u>	Construction Manager: <u>Michael D. Carpenter</u>
Owner: <u>City of Montgomery/Stylecraft</u>	Field Project Representative: <u>Jim Gregg</u>
	Design Engineer: <u>L2 Engineering</u>

An Inspection was conducted at the above project by Jones & Carter, Inc. at 8:00 am on the above date.
 The following items are to be corrected or completed to comply with the Contract Documents:

Item No.	Description	Date Comp.	FPR	Sign Off
1	Gate valve at lot 45/46 needs to be realigned for access	12/10/18	MC	MC
2	Gate valve at Southeast corner of Brock's and Hillside needs to be realigned for access	12/11/18	MC	MC
3	Gate valve at Lot 37/38 needs to be replaced (leaking)	12/11/18	MC	MC
4	Readjust valve box and leads at Lot 19 to face future development	12/16/18	MC	MC
5	Replace all meter boxes with double leads to jumbo boxes throughout site	12/18/18	MC	MC
6	Meter connections at yoke need to be switched to 3/4" throughout site (adaptors not acceptable)	1/1/19	MC	MC
7	Manhole #2 needs incoming lines to be regouted	12/6/18	MC	MC
8	Manhole #8 needs silt removed at Lot 22	12/11/18	MC	MC
9	Storm Manhole at Lot 5 needs silt removed	12/10/18	MC	MC
10	All sanitary stub outs need to be installed per the plan	1/4/19	MC	MC
11	Regrade riprap at outfall on west side to lower level	12/21/18	MC	MC
12	Regrade drainage swale on West side of project between Lot 18/19 per the plans	12/11/18	MC	MC
13	Ends of pipe need to be sealed at outfall pipe at rock filter dam on West side	12/11/18	MC	MC
14	Sidewalk at Lot 36 & Lot 44 need to be raised to ensure proper drainage on both sides of street, grade should be higher than or level with inlet box	12/18/18	MC	MC
15	Remove silt from street at Lot 27/28	12/18/18	MC	MC
16	Remove all trash, materials from site	12/18/18	MC	MC
17	Establish turf per landscaping plans * Letter of Good Faith to be issued	1/11/19	CVR	CVR
18	Submit As Builts	1/10/19	CVR	CVR
19	Submit evidence that silt was removed and dowels were installed at the connection between Scenic Hills and Emma's Way in the Westbound Lane	12/21/18	MC	MC
20	Submit Maintenance Bond * Submitted 100% Bond, with copies w/ 20% w/ 20%	1/11/19	CVR	CVR

* Area was regoded for drainage.

- Attendees:
- Michael Carpenter - Jones and Carter, Inc.
 - Jim Gregg - Jones and Carter, Inc.
 - Chris Roznovsky - Jones and Carter, Inc.
 - Eric Standifer - City of Montgomery
 - Johnathan White - L2 Engineering
 - Jon Mills - Spartan Direct Solutions
 - Brandon Imhoff - Stylecraft
 - Ethan Lott - Spartan Direct Solutions

**CERTIFICATE OF SUBSTANTIAL COMPLETION FOR
CONSTRUCTION OF HILLS OF TOWN CREEK SECTION 3
CITY OF MONTGOMERY**

January 17, 2019

OWNER: The Honorable Mayor and City Council
City of Montgomery
101 Old Plantersville Road
Montgomery, TX 77316

CONTRACTOR: Spartan Direct Solutions
3400 Churchill Dr.
Nacogdoches, TX 75965

CONTRACT: Construction of Hills of Town Creek Section 3
City of Montgomery

We have observed the subject project constructed by the **CONTRACTOR** and find it to be substantially complete in accordance with the approved plans and specifications. The project was periodically observed during construction by our field project representative.

We recommend that the **OWNER** issue the **CONTRACTOR** a Certificate of Acceptance of the Work. We also recommend that the Contractor's guarantee period of 1 year begin January 22, 2019.



Sincerely,

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

Chris Roznovsky, PE
City Engineer

CVR/KMV:jmr

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cc: Mr. Jack Yates – City of Montgomery, City Administrator
Ms. Susan Hensley – City of Montgomery, City Secretary
Mr. Larry Foerster – Darden, Fowler & Creighton, LLP, City Attorney
Mr. Jonathan White, PE – L2 Engineering, Engineer
Mr. Mike Muckleroy – City of Montgomery, Public Works Director



1575 Sawdust Rd, Suite 400, The Woodlands, Texas 77380
TBPE Registration No. F-439

MAINTENANCE BOND

STATE OF TEXAS §
 § KNOW ALL PERSONS BY THESE PRESENTS:
COUNTY OF MONTGOMERY §

THAT Rainer & Son Development Company of the City of College Station, County of Brazos, and State of Texas, as PRINCIPAL, and XL Specialty Insurance Company is/are authorized under the Laws of the State of Texas to act as SURETY on bonds for PRINCIPAL, as SURETY, are held and firmly bound unto **City of Montgomery, Texas** as OWNER, in the penal sum of Six Hundred Eighty Eight Thousand Four Hundred Fifty Two and 93/100 dollars (\$688,452.93) for the payment whereof, the said PRINCIPAL and SURETY bind themselves, and their officers, directors, successors and assigns, jointly and severally, pursuant to the following:

WHEREAS, the Principal has entered into a certain written contract with the Owner, dated the 12th day of September, 2018, for construction of:

**Hills of Town Creek Subdivision Improvements
to serve
City of Montgomery, Texas**

which contract is hereby referred to and make a part hereof as fully and to the same extent as if copied at length herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH that if said PRINCIPAL shall perform regular maintenance and shall repair, replace and restore any and all defects for work provided in said Contract for a period of one (1) year from the date of acceptance of said work from defects in materials furnished by, or workmanship of the contractor or subcontractor performing the work covered by said contract, then this obligation shall be void; otherwise to remain in full force and effect;

PROVIDED, HOWEVER, that this bond is executed pursuant to the provisions of Article 5160 for Public Work of the Revised Civil Statutes of Texas as amended and all liabilities on this bond shall be determined in accordance with the provisions of said Article to the same extent as if it were copied at length herein.

Surety, for value received, stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract, or to the work performed thereunder, or the plans, specifications, or drawings accompanying the same, shall in anyway affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract, or to the work to be performed thereunder.

IN WITNESS WHEREOF, the said Principal and Surety have signed and sealed this instrument the 20th day of December, 2018.

Ranier & Son Development Company
Principal

By: [Signature]

Title: CEO

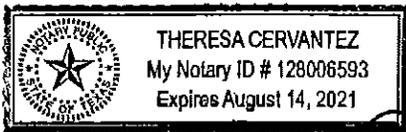
Address: 4090 State Hwy 6, South
College Station, TX 77845

XL Specialty Insurance Company
Surety

By: [Signature]

Title: James I. Moore, Attorney-in-Fact

Address: 70 Seaview Avenue
Stamford, CT 06902



(SEAL) [Signature]

(SEAL)

The name and address of the Resident Agent of Surety is:

N/A

The name, mailing address, physical address and telephone number, including the area code, of the Surety to which any notice of claim should be sent:

XL Specialty Insurance Company
70 Seaview Avenue, Stamford, CT 06902
(203) 964-5200



Power of Attorney
XL Specialty Insurance Company
XL Reinsurance America Inc.

THIS IS NOT A BOND NUMBER
LIMITED POWER OF ATTORNEY
XL 1600274

KNOW ALL MEN BY THESE PRESENTS: That XL Specialty Insurance Company, a Delaware insurance companies with offices located at 505 Eagleview Blvd., Exton, PA 19341, and XL Reinsurance America Inc., a New York insurance company with offices located at 70 Seaview Avenue, Stamford, CT 06902, do hereby nominate, constitute, and appoint:
James I. Moore, Stephen Y. Kazmer, Melissa Schmidt, Dawn L. Morgan, Kelly A. Gardner

each its true and lawful Attorney(s)-in-fact to make, execute, attest, seal and deliver for and on its behalf, as surety, and as its act and deed, where required, any and all bonds and undertakings in the nature thereof, for the penal sum of no one of which is in any event to exceed \$100,000,000.00.

Such bonds and undertakings, when duly executed by the aforesaid Attorney (s) - In - Fact shall be binding upon each said Company as fully and to the same extent as if such bonds and undertakings were signed by the President and Secretary of the Company and sealed with its corporate seal.

The Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Board of Directors of each of the Companies on the 26th day of July 2017:

RESOLVED, that Gary Kaplan, Daniel RJordan, Maria Duhart, Gregory Boal and Kevin Mirsch are hereby appointed by the Board as authorized to make, execute, seal and deliver for and on behalf of the Company, any and all bonds, undertakings, contracts or obligations in surety or co-surety with others and that the Secretary or any Assistant Secretary of the Company be and that each of them hereby is authorized to attest the execution of any such bonds, undertakings, contracts or obligations in surety or co-surety and attach thereto the corporate seal of the Company.

RESOLVED, FURTHER, that Gary Kaplan, Daniel RJordan, Maria Duhart, Gregory Boal and Kevin Mirsch each is hereby authorized to execute powers of attorney qualifying the attorney named in the given power of attorney to execute, on behalf of the Company, bonds and undertakings in surety or co-surety with others, and that the Secretary or any Assistant Secretary of the Company be, and that each of them is hereby authorized to attest the execution of any such power of attorney, and to attach thereto the corporate seal of the Company.

RESOLVED, FURTHER, that the signature of such officers named in the preceding resolutions and the corporate seal of the Company may be affixed to such powers of attorney or to any certificate relating thereto by facsimile, and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be thereafter valid and binding upon the Company with respect to any bond, undertaking, contract or obligation in surety or co-surety with others to which it is attached.

IN WITNESS WHEREOF, the XL SPECIALTY INSURANCE COMPANY has caused its corporate seal to be hereunto affixed, and these presents to be signed by its duly authorized officers this April 18th, 2018.

XL SPECIALTY INSURANCE COMPANY



by:

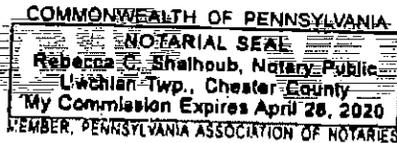
Gregory Boal, VICE PRESIDENT

STATE OF PENNSYLVANIA
COUNTY OF CHESTER

Attest:

Kevin M. Mirsch, ASSISTANT SECRETARY

On this 18th day of April, 2018, before me personally came Gregory Boal to me known, who, being duly sworn, did depose and say that he is Vice President of XL SPECIALTY INSURANCE COMPANY, described in and which executed the above instrument; that he knows the seals of said Companies, that the seals affixed to the aforesaid instrument is such corporate seals and were affixed thereto by order and authority of the Boards of Directors of said Companies; and that he executed the said instrument by like order.



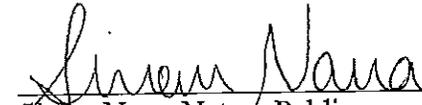
Rebecca C. Shalhoub, NOTARY PUBLIC

State of Illinois }
 } ss.
County of DuPage }

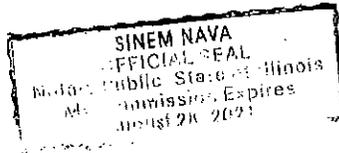
On December 20, 2018, before me, Sinem Nava, a Notary Public in and for said County and State, residing therein, duly commissioned and sworn, personally appeared James I. Moore known to me to be Attorney-in-Fact of XL Specialty Insurance Company the corporation described in and that executed the within and foregoing instrument, and known to me to be the person who executed the said instrument in behalf of the said corporation, and he duly acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year stated in this certificate above.

My Commission Expires August 28, 2021



Sinem Nava, Notary Public



Commission No. 859777

CERTIFICATE OF ACCEPTANCE

Spartan Direct Solutions
3400 Churchill Dr.
Nacogdoches, TX 75965

Re: Construction of Hills of Town Creek Section 3
City of Montgomery

Gentlemen:

This is to certify that City of Montgomery accepts the subject project on the basis of the Certificate of Substantial Completion issued by our engineers, Jones|Carter, and understands that a guarantee shall cover a period of one (1) year beginning January 22, 2019.

By: _____
Mr. Jack Yates
City Administrator, City of Montgomery

Approved by City Council on: _____

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cc: Mr. Jack Yates – City of Montgomery, City Administrator
Ms. Susan Hensley – City of Montgomery, City Secretary
Mr. Larry Foerster – Darden, Fowler and Creighton, LLP, City Attorney
Mr. Stephen Grove – Stylecraft Builders, Inc.

Montgomery City Council
AGENDA REPORT

Meeting Date: January 22, 2019	Budgeted Amount: \$12,000
Department: Administration	
Prepared By: Susan Hensley, City Secretary	Exhibits: Agreement
Date Prepared: January 16, 2019	

Subject

Adoption of the Election Services Agreement with Montgomery County Elections to conduct the May 4, 2019 City General Election.

Recommendation

Adoption of the Election Services Agreement with Montgomery County Elections.

Discussion

This Agreement covers all the services for Early Voting and Election Day, including the election equipment, election officials and training of the election officers.

Due to the length of Exhibit B, only the portion that addresses the City's Election has been attached. If anyone is interested in seeing the entire exhibit, I will have it in my office.

If the Election is uncontested, the City would be able to cancel the Election and there would be no cost to the City.

Approved By

City Secretary	Susan Hensley, City Secretary 	Date: January 16, 2019
City Administrator	Jack Yates, City Administrator 	Date: January 16, 2019

ELECTION SERVICES AGREEMENT

STATE OF TEXAS ()
COUNTY OF MONTGOMERY ()

THIS CONTRACT is made this 2nd day of January, 2019, by and between the Political Subdivision of _____ City of Montgomery _____, hereinafter called "Political Subdivision," and Montgomery County, Texas, by its County Election Officer, Suzie Harvey, hereinafter called "Contracting Officer," pursuant to Texas Election Code Section 31.092. The parties agree to hold a May 4, 2019 Joint Election with all participating Political Subdivisions in accordance with Chapter 271 of the Texas Election Code and this Agreement. This Agreement is entered into in consideration of the mutual covenants and promises hereinafter set out:

1. **RECITALS.** Contracting Officer is the Elections Administrator of Montgomery County, Texas, and is the County Officer in charge of election duties. Political Subdivision is a political entity situated wholly or partially within Montgomery County, Texas. Political Subdivision and Contracting Officer have determined that it is in the public interest of Montgomery County voters that the following contract be made and entered into for the purpose of having Contracting Officer furnish to Political Subdivision certain election services and equipment needed by Political Subdivision in connection with holding its May 4, 2019 Election. Montgomery County's certified Hart InterCivic eSlate Voting System Version 6.2.1 electronic voting equipment is to be used in the May 4, 2019 Joint Election, hereinafter called "Joint Election."
2. **DUTIES AND SERVICES OF CONTRACTING OFFICER.** Contracting Officer shall be responsible for performing the following duties and shall furnish the following services and equipment:
 - (a) Determine the number of election officials and voting equipment units needed for each polling location. Notify and coordinate presiding election judges, alternate judges, and all other election officials appointed by Montgomery County Commissioners' Court and the County Election Board or recommended by Contracting Officer, as applicable. Montgomery County or Contracting Officer, as applicable, will make emergency appointments of election officials if necessary.
 - (b) Conduct necessary training of election officials or arrange for training through a third party. Notify all early voting and election day officials of the date, time, and place thereof.
 - (c) Arrange for the use of early voting locations per the attached Exhibit A and election day polling locations per the attached Exhibit B. If the need arises for emergency replacement polling location(s), make necessary alternate arrangements and notify Political Subdivision as soon as possible.

- (d) Procure election kits and supplies and distribute to the election judges and early voting deputies. Assemble and edit lists of registered voters to be used in conducting the election in conformity with the boundaries of Political Subdivision and the election precincts established for the election. The election day list of registered voters shall be arranged in alphabetical order, as applicable to the election, in lieu of alphabetical order by political entity.
- (e) Prepare and test all electronic voting equipment, format ballot styles, record audio, oversee all equipment and voter registration database programming, assure compliance with equipment security requirements, and arrange for transport of equipment to and from polling locations.
- (f) Serve as Early Voting Clerk for the Joint Election. Process, print, mail, email, or deliver in person, as applicable, and tabulate ballots for any eligible voter who applies for a mail ballot including all eligible Federal Post Card Application voters. Supervise the conduct of early voting in person and appoint sufficient personnel to serve as deputy early voting clerks. Provide lists of early voters as provided by law through the Montgomery County Elections Public Information web access program.
- (g) Publish legal notice of the date, time, and place of the public logic and accuracy test and first test of automatic tabulating equipment. Prepare test materials and conduct internal election testing, public logic and accuracy test, and tests of tabulation equipment. Publish a notice of joint election one time in English and Spanish in Montgomery County newspaper(s).
- (h) Arrange for all personnel, equipment, and supplies needed for the early voting ballot board, signature verification committee if applicable, tabulation, and central counting station. Tabulate early voting and election day results, including paper ballots and provisional ballots. Tabulate unofficial returns and assist in preparing the tabulation for the official canvass. Provide Political Subdivision its voter history report following the election through the Montgomery County Elections Public Information web access program.
- (i) Serve as Custodian of Records for election records in Contracting Officer's custody and provide the required temporary storage and permanent storage of said election records as provided by law.
- (j) Provide information services for voters and election officers.
- (k) Maintain accurate records of all expenses incurred in connection with the responsibilities under this Agreement and provide Political Subdivision a final invoice after the conduct of the election. Provide any detailed backup to such invoice, if requested, reflecting the charges or components of the costs set forth on the invoice submitted to Political Subdivision.
- (l) Conduct a partial manual count as provided by Section 127.201 of the Texas Election Code if required for the County election or if Political Subdivision provides Contracting Officer precincts and races ordered by the Secretary of State to be manually counted.

Contracting Officer shall deliver a written report of the results of any such count to the Office of the Secretary of State in accordance with Section 127.201(e) of the Texas Election Code and to Political Subdivision in a timely manner.

(m) Place the funds paid by Political Subdivision hereunder in a "contract fund" as prescribed by Section 31.100 of the Texas Election Code.

3. DUTIES AND SERVICES OF POLITICAL SUBDIVISION. Political Subdivision shall be responsible for performing the following duties:

(a) Prepare all election orders, resolutions, notices, and other pertinent documents for adoption and execution by the appropriate Political Subdivision officer or body. Take all actions necessary for calling Political Subdivision's election which are required by the Texas Election Code and/or the Political Subdivision's governing body, charter, ordinances, or other applicable laws. Execute a Joint Election Agreement with all participating Political Subdivisions for the purpose of sharing election equipment, election officials, polling places, and costs. Serve as Custodian of Records for all election records in its possession as provided by law.

(b) Political Subdivision shall be responsible for the legal sufficiency of any order calling its election. Political Subdivision shall be responsible for all substantive and procedural legal issues governing the conduct of its election. Political Subdivision understands and agrees that Contracting Officer provides no legal advice to Political Subdivision.

(c) Adopt the County Election Precincts, consolidated County Election Precincts ordered by the Montgomery County Commissioners' Court, or precincts recommended by Contracting Officer, as applicable, for this election. Adopt all early voting dates, times, and locations on the attached Exhibit A. Adopt the election day polling locations on the attached Exhibit B at which Political Subdivision's election will be held.

(d) If required, prepare any necessary preclearance submission on all voting changes made by Political Subdivision and timely submit to the U. S. Department of Justice under the Federal Voting Rights Act of 1965, as amended.

(e) Prepare, post and publish all required election notices for Political Subdivision with the exception of the joint election notice and the notice of the public test which Contracting Officer shall publish. In addition, if polling locations for Joint Election are different than those for Political Subdivision's previous election, Political Subdivision shall post notice at the entrance to any previous polling places in its jurisdiction stating that the polling location has changed and shall provide the polling location and address for those voters for this election, pursuant to Texas Election Code Section 43.062, unless Contracting Officer has posted notice of the change at that location for Joint Election. Educate the voters in Political Subdivision as much as possible about early voting dates, times, and locations and election day polling locations.

(f) Timely confirm with Contracting Officer Political Subdivision's boundaries, County Election Precincts, and street details within those boundaries. If boundaries are not defined properly within Montgomery County Elections voter registration database, maps

and street lists with block ranges and odd/even/both indicators must be provided to Contracting Officer. Proof and approve all programming work done for the jurisdiction according to the Exhibit C Timetable.

(g) Deliver to Contracting Officer, according to the attached Exhibit C Timetable, an Entity Fact Sheet, Ballot Template with Spanish translations, candidate names or measures, and the order in which all items are to be printed on the ballot with the exact form and spelling. Provide pronunciation for difficult names or words for use on the ballot audio recording. Review ballot proofs and approve by signature within deadlines provided.

(h) Appoint Contracting Officer as Early Voting Clerk to receive applications for ballot by mail at

Suzie Harvey
Elections Administrator
P. O. Box 2646
Conroe, TX 77305-2646

All requests for early voting ballots to be voted by mail that are received by Political Subdivision must be forwarded in person or by email or fax to Contracting Officer on the day of receipt. Original applications that are received by mail and forwarded by email or fax must also be mailed to Contracting Officer for all processing.

(i) Appoint election officials as appointed by Montgomery County Commissioners' Court and the County Election Board or recommended by Contracting Officer, as applicable.

(j) If requested, assist Contracting Officer with recruiting bilingual poll workers and provide documentation of Political Subdivision's efforts if requested by the U. S. Department of Justice.

(k) If candidate information packet is provided to Political Subdivision by Contracting Officer, distribute to all candidates at time of candidate filing or in another appropriate manner.

(l) Pay additional costs incurred by Contracting Officer for any recount, election contest, newly ordered election, or a runoff election, if required, unless prohibited by law.

(m) Immediately forward to Contracting Officer any information received from the Secretary of State regarding a manual count of precincts and races or a waiver of the manual count. Contracting Officer must receive this information on the same day received by Political Subdivision because of the short deadline for Contracting Officer to begin the process.

(n) Canvass the returns and declare the election results for Political Subdivision. Political Subdivision is responsible for filing any precinct reports required by the Secretary of State unless both parties agree that Contracting Officer will submit precinct reports to the Secretary of State.

(o) Pay a deposit of 60% of its estimated cost per the Exhibit D Cost Estimate to Montgomery County Elections Administrator

P O Box 2646, Conroe, Texas 77305-2646.

Checks shall be received by Contracting Officer on or before the deadline in Exhibit C Timetable. Pay the balance for conducting said election within thirty days from the date of final invoice. All payments shall be made from current revenues available to Political Subdivision. If the amount owed for conducting the election is less than the deposit paid by Political Subdivision, Contracting Officer shall refund the overpayment in a prompt manner.

4. **COST OF SERVICES.** Political Subdivision shall share some expenses for the above services, supplies, and equipment in accordance with the attached Exhibit D Cost Estimate. This cost estimate may be amended, if necessary, after filing deadlines and election cancellations. Additional elections may reduce costs for each entity, and election cancellations may increase costs for each remaining entity. It is understood that other political entities may wish to participate in the use of the County's electronic voting equipment and polling locations, and it is agreed that Contracting Officer may enter into other contracts with entities for those purposes on terms and conditions generally similar to those set forth in this Agreement. Only the actual expenses directly attributable to this Agreement and any prorated shared expenses plus a 10% administrative fee may be charged to Political Subdivision.

5. **GENERAL CONDITIONS.**

- (a) The parties agree that the timing is critical for all duties in this Agreement. Failure to adhere to any deadline in the Exhibit C Timetable without prior agreement of Contracting Officer may result in cancellation of Contracting Officer's duties and obligations to conduct Political Subdivision's election under this Agreement or, at the discretion of Contracting Officer, a late penalty surcharge in an amount not to exceed 10% of the final election cost. Adherence to the Timetable is critical because of Montgomery County's obligation to complete all programming and testing, process, print, and mail or email, as applicable, any military and overseas ballots by state and federal deadlines, and conduct federal, state, county, and/or other contracted elections, as applicable.
- (b) In accordance with Section 31.098 of the Texas Election Code, Contracting Officer is authorized to contract with third persons for election services and supplies and hire necessary temporary personnel to perform contracted duties. Part-time and seasonal personnel will be compensated at the hourly rate set by Montgomery County.
- (c) Pursuant to Section 31.100(d) of the Texas Election Code, Contracting Officer may not be personally compensated for election services performed under this Agreement. In accordance with Section 31.100(e) of the Texas Election Code, only costs for contractual duties performed by full-time county employees outside of normal business hours will be allocated to Political Subdivision under this Agreement.
- (d) Political Subdivision acknowledges that electronic voting equipment is highly technical and it is conceivable that, despite the best effort of the parties and technical assistance, it might fail during the election. Contracting Officer will take every possible action to

remedy the situation, but Political Subdivision agrees that should such equipment fail, it will not make any claim for damages of any kind.

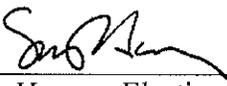
- (e) The county early voting sites as per the attached Exhibit A will be used for the Joint Election. Any eligible Montgomery County voter in the Joint Election may vote early by personal appearance at any one of the joint early voting locations in Exhibit A.
- (f) Montgomery County Elections Department is contracting with numerous political entities for the Joint Election, and the parties agree that all ballot styles will be programmed into one electronic voting system. Each voter will receive one ballot that contains all races and measures in the Joint Election for which the voter is eligible at the address and in the precinct of the voter's current registration in Montgomery County. One joint voter sign-in process consisting of a common list of Montgomery County registered voters and common signature rosters shall be used.
- (g) In accordance with Section 31.099 of the Texas Election Code, Contracting Officer shall file copies of this Agreement with the Auditor and Treasurer of Montgomery County not later than the 10th day from receipt of the fully executed Agreement by Contracting Officer.
- (h) Montgomery County is self-insured for personal liability issues. Should Political Subdivision desire insurance for injuries during this election or other liabilities, it shall make such arrangements separate from this Agreement.
- (i) In the event that the performance by Contracting Officer of any of its obligations hereunder shall be interrupted or delayed by any occurrence not occasioned by its own conduct, whether such occurrence be an act of God or the result of war, riot, civil commotion, sovereign conduct, or the act or condition of any persons not a party thereof, then it shall be excused from such performance for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof.
- (j) The parties to this Agreement agree that Political Subdivision may cancel this Agreement in the event that it has no need to participate in Joint Election. If Political Subdivision cancels its participation after the deadline in Exhibit C Timetable, a \$200 contract preparation and processing fee will be assessed to Political Subdivision in addition to any costs incurred by Contracting Officer on behalf of Political Subdivision prior to said cancellation. A 10% administrative fee will be added to all charges for services provided under this agreement, including services related to a canceled election or canceled participation for which notification is provided to Contracting Officer after the deadline in Exhibit C Timetable.
- (k) Political Subdivision has the option of extending the applicable terms of this Agreement through its runoff election, if required. Political Subdivision shall be responsible for locating acceptable runoff polling locations, although Contracting Officer may assist. Political Subdivision may reduce the number of early voting locations and/or election day polling locations in a runoff election. If Political Subdivision elects to have Contracting Officer conduct a runoff election, the date must be acceptable to Contracting Officer and shall be coordinated with other participating entities. Costs will be allocated to the

participating entities, plus a 10% administrative fee shall be charged. Political Subdivision shall be responsible for all orders, notices, and notice of election postings and publications required for its runoff, except the publication of the notice of public logic and accuracy test which Contracting Officer will publish.

The foregoing Election Services Agreement is made in Montgomery County, Texas, and is signed on the dates below.

MONTGOMERY COUNTY, TEXAS

January 2, 2019
Date Signed

By: 
Suzie Harvey, Elections Administrator
"Contracting Officer"
9159 Airport Road
Conroe, Texas 77303
Phone: (936) 539-7843 Fax: (936) 788-8340
Email: suzie.harvey@mctx.org

City of Montgomery
"Political Subdivision"

Date Signed

By: _____
Name: Sara Countryman
Title: Mayor
Address: P.O. Box 708
City, State, Zip: Montgomery, Texas 77356
Phone: (936) 597-6434 Fax: (936) 597-6437
Email: scountryman@ci.montgomery.tx.us

EXHIBIT A
MAY 4, 2019 JOINT ELECTION
EARLY VOTING POLLING LOCATIONS AND TIMES

April 22 – 27	Monday – Saturday	8:00 am – 5:00 pm
April 29 – 30	Monday – Tuesday	7:00 am – 7:00 pm

Lee G. Alworth Building
(Main Early Voting Polling Place)
207 West Phillips Street - Conroe, Texas 77301

Magnolia Community Building
422 Melton Street - Magnolia, Texas 77354

South County Community Building
2235 Lake Robbins Drive - The Woodlands, Texas 77380

North Montgomery County Community Center
600 Gerald Street - Willis, Texas 77378

East County Courthouse Annex
21130 U. S. Highway 59 South - New Caney, Texas 77357

Lone Star Community Center
2500 Lone Star Parkway - Montgomery, Texas 77356

Limited Ballots, Special Forms of Early Voting and Ballot by Mail only:
Election Central
9159 Airport Road - Conroe, Texas 77303

Montgomery County Elections
EXHIBIT B - Polling Location Information
May 4, 2019 Joint Election
For Election Day

Pct	Name of Facility	Physical Address	City	Zip
1	Willis Community Building	109 West Mink Street	Willis, TX	77378
2	To Be Determined			
3	The Woodlands High School 9th Grade Campus	10010 Branch Crossing Drive	The Woodlands, TX	77382
4	Copperwood Apartment Building	4407 South Panther Creek Drive	The Woodlands, TX	77381
5	Longstreet Community Building	20240 Bays Chapel Road	Richards, TX	77873
6	Deretchin Elementary School	11000 Merit Oaks Drive	The Woodlands, TX	77382
7	New Caney Elementary School	20501 FM 1485	New Caney, TX	77357
8	Browder Community Center	14865 County Line Road	Willis, TX	77378
9	Dobbin Community Center	695 South FM 1486	Montgomery, TX	77316
10	Washington Junior High School	507 Dr. Martin L. King, Jr. Place North	Conroe, TX	77301
11	Woodforest Church	15917 Highway 105 West	Montgomery, TX	77356
12	Security Community Building	18760 Highway 105 East	Cleveland, TX	77328
13	Decker Prairie Community Building	32434 Decker Prairie Road	Magnolia, TX	77355
14	Crippen Elementary School	18690 Cumberland Boulevard	Porter, TX	77365
15	Cornerstone Church	100 Mosswood Drive	Conroe, TX	77302
16	Splendora ISD Instructional Services	26175 FM 2090	Splendora, TX	77372
17	First Baptist Church of Groceville	19256 FM 1484	Conroe, TX	77303
18	Magnolia Community Building	422 Melton Street	Magnolia, TX	77354
19	Montgomery City Hall	101 Old Plantersville Road	Montgomery, TX	77316
20	Travis Intermediate School	1100 North Thompson Street	Conroe, TX	77301
21	Conroe High School	3200 West Davis Street	Conroe, TX	77304
22	Lake Conroe Hills Community Building	13621 Lake Breeze Lane	Willis, TX	77318
23	North Montgomery County Community Center	600 Gerald Street	Willis, TX	77378
24	Oak Ridge Sr. High School	27330 Oak Ridge School Road	Oak Ridge North, TX	77385
25	Grangerland Community Center	15636 FM 3083	Grangerland, TX	77302
26	East County Courthouse Annex	21130 Highway 59 South	New Caney, TX	77357
27	Rivershire Club House	206 Scarborough Drive	Conroe, TX	77304
28	Decker Prairie Elementary School	27427 Decker Prairie Rosehill Road	Magnolia, TX	77355
29	W Montgomery County Community Development Center	31355 Friendship Drive	Magnolia, TX	77355
30	Magnolia High School	14350 FM 1488	Magnolia, TX	77354
31	Shenandoah Municipal Complex	29955 I-45 North	Shenandoah, TX	77381
32	Wilkerson Intermediate School	12312 Sawmill Road	The Woodlands, TX	77380
33	South County Community Building	2235 Lake Robbins Drive	The Woodlands, TX	77380
34	Needham Fire Department Station 64	15341 Lake Lamond Road	Conroe, TX	77384
35	Robinson Road Community Building	27434 Robinson Road	Oak Ridge North, TX	77385
36	Allendale Baptist Church	14535 Allendale Lane	Conroe, TX	77302
37	Friendship United Methodist Church	22388 Ford Road	Porter, TX	77365
38	West Montgomery County Annex	19380 Highway 105 W., Suite 507	Montgomery, TX	77356

39	Lone Star Elementary School	16600 FM 2854	Montgomery, TX	77316
40	Cryar Intermediate School	2375 Montgomery Park Boulevard	Conroe, TX	77304
41	Splendora Junior High School	23411 FM 2090	Splendora, TX	77372
42	Moorhead Junior High School	13475 FM 1485	Conroe, TX	77306
43	Panorama Village City Hall	99 Hiwon Drive	Panorama Village, TX	77304
44	Lone Star Convention Center	9055 Airport Road	Conroe, TX	77303
45	Timber Lakes/Timber Ridge Fire Station	3434 Royal Oaks Drive	Spring, TX	77380
46	Sue Broadway Elementary School	2855 Spring Trails Bend	Spring, TX	77386
47	South Montgomery County Fire Station #4	28830 Birnham Woods Drive	Spring, TX	77386
48	Sally K. Ride Elementary School	4920 West Panther Creek Drive	The Woodlands, TX	77381
49	David Elementary School	5301 Shadowbend Place	The Woodlands, TX	77381
50	Far Hills Utility District Building	10320 Cude Cemetery Road	Willis, TX	77318
51	Central Library	104 I-45 North	Conroe, TX	77301
52	New Caney ISD Annex	22500 Eagle Drive	New Caney, TX	77357
53	Woodbranch City Hall	58 A Woodbranch Drive	New Caney, TX	77357
54	Peach Creek Baptist Church	25963 FM 1485 East	New Caney, TX	77357
55	Austin Elementary School	14796 Highway 105 East	Conroe, TX	77306
56	The Woodlands Emergency Training Center	16135 IH-45 South	The Woodlands, TX	77385
57	Calvary Road Baptist Church	12621 Calvary Road	Willis, TX	77318
58	Lone Star College System	5000 Research Forest Drive	The Woodlands, TX	77381
59	Powell Elementary School	7332 Cochrans Crossing Drive	The Woodlands, TX	77381
60	Montgomery County Juvenile Facility	200 Academy Drive	Conroe, TX	77301
61	George and Cynthia Woods Mitchell Library	8125 Ashlane Way	The Woodlands, TX	77382
62	Collins Intermediate School	6020 Shadowbend Place	The Woodlands, TX	77381
63	Montgomery ISD District Office	13159 Walden Road	Montgomery, TX	77356
64	Whispering Pines Baptist Church	15200 FM 1485	Conroe, TX	77306
65	J. L. Lyon Elementary School	27035 Nichols Sawmill Road	Magnolia, TX	77355
66	Outback Western Wear Event Hall	30405 Dobbin Huffsmith Road	Magnolia, TX	77354
67	Lamar Elementary School	1300 Many Pines Road	The Woodlands, TX	77380
68	Knights of Columbus Hall	29327 South Plum Creek Drive	Spring, TX	77386
69	Barbara Bush Elementary School	7420 Crownridge Drive	The Woodlands, TX	77382
70	The Woodlands Recreation Center	5310 Research Forest Drive	The Woodlands, TX	77381
71	Buckalew Elementary School	4909 West Alden Bridge Drive	The Woodlands, TX	77382
72	Bentwater Yacht Club	200 Bentwater Harbor Drive	Montgomery, TX	77356
73	City of Conroe, Dean Towery Service Center	401 Sgt. Ed Holcomb Boulevard South	Conroe, TX	77304
74	Smith Elementary School	28747 Hardin Store Road	Magnolia, TX	77354
75	Windsor Hills Homeowners' Association Club House	1 East Windsor Hills Circle	The Woodlands, TX	77384
76	Westwood Landowners' Association Building	406 Mackintosh Drive	Magnolia, TX	77354
77	April Sound Church	67 1/2 April Wind Drive South	Montgomery, TX	77356
78	Galatas Elementary School	9001 Cochrans Crossing Drive	The Woodlands, TX	77381
79	Glen Loch Elementary School	27505 Glen Loch Drive	The Woodlands, TX	77381
80	Imperial Oaks Neighborhood Center	31120 Imperial Oaks Boulevard	Spring, TX	77386
81	Mitchell Intermediate School	6800 Alden Bridge Drive	The Woodlands, TX	77382
82	White Oak Middle School	24161 Briar Berry Lane	Porter, TX	77365
83	Security Community Building	18760 Highway 105 East	Cleveland, TX	77328
84	South Montgomery County Fire Station #1	335 Volunteer Lane	Spring, TX	77380

May 4, 2019
Montgomery County Joint Election
Exhibit C – Timetable

The Participating Entities agree that timing is critical, and failure to adhere to this Timetable without prior agreement of Contracting Officer may result in additional charges or cancellation of Contracting Officer's duties and obligations to conduct Political Subdivision's election under this Agreement.

The dates in this Exhibit C - Timetable that pertain to deadlines provided by statute are not to be considered legal advice and are for convenience only. The office of the Texas Secretary of State provides a calendar of events with citations to the Texas Election Code and information specific to entity type at <https://www.sos.texas.gov/elections>. It is the responsibility of Participating Entity to confer with its attorney for guidance on any statutes that govern the entity and election and to comply with all requirements for orders, postings, and notices for the Political Subdivision and election.

Immediately

If your entity is not listed on Exhibit B, has "Need to Confirm Streets" indicated on Exhibit B, has annexed territory, or has made any boundary changes, you must contact Contracting Officer at Suzie.Harvey@mctx.org and Matt.Murray@mctx.org immediately. Streets and block ranges in your jurisdictional boundaries must be defined, and this process can be lengthy. An Approval Form for streets must be signed by **January 29, 2019**, in order for you to participate in the Joint Election.

January 29, 2019

Deadline to email Suzie.Harvey@mctx.org **notification of participation** in Joint Election, even if your election has not been ordered or if the election might be canceled if it is uncontested. Contracting Officer is unable to accommodate anyone who responds late. If notice is not received by this date, Political Subdivision will not be included in future correspondence regarding the Joint Election or in the Exhibit D - Cost Estimate.

Entity Fact Sheet due.

Electronic Ballot Template (without candidate names) due.* This must be emailed in a **Word** Document on our Ballot Template Form to Suzie.Harvey@mctx.org and Jason.Lay@mctx.org. Email candidate names separately, immediately following the Candidate Filing deadline. Email the order of candidates on the ballot immediately following your ballot position drawing.

*For a special election on a measure, if the ballot language for the proposition(s) has not been finalized, or if the Spanish translations have not been completed, please provide the expected number of propositions and the details of any candidate race(s) so that the information can be inserted as place holders in the election database. This will allow ballot preparation to remain on schedule.

February 15, 2019

Deadline to **order an election**, unless otherwise provided by statute. Please forward a copy of your Order of Election to Contracting Officer.

5:00 PM - Candidate Filing deadline, unless otherwise provided by statute.*

*Schedule your ballot position drawing as soon as possible, but no later than the first business day after the Candidate Withdrawal deadline, and email the order of candidates on the ballot (see entry under **February 25**).

Notice of ballot position drawing must be posted for 72 hours immediately preceding drawing.

Political subdivision other than a city: The authority conducting the ballot position drawing must mail written notice of the date, hour, and place of the drawing to candidates not later than the fourth day before the drawing.

City: On receipt of a candidate's written request accompanied by a stamped, self-addressed envelope, the authority conducting the ballot position drawing must mail written notice of the date, hour, and place of the drawing to the candidate.

5:15 PM – Deadline to notify Suzie.Harvey@mctx.org whether Political Subdivision has a **contested general election**. Political subdivision will not be included in the Joint Election if we do not receive notice.

5:15 PM – Deadline to email **candidate names** in the exact form in which they are to be printed on the ballot, as provided by the candidate on the Application for a Place on the Ballot. Corrections and changes cause delays in ballot programming.

February 19, 2019

12:00 PM – Deadline to email **phonetic pronunciation** of all candidate names that are not obvious, which will be used for the ballot audio recording.

5:00 PM – **Write-In Declaration Filing** deadline, unless otherwise provided by statute.*

5:15 PM – If a Write-In causes election to be **contested**, deadline to notify Suzie.Harvey@mctx.org.

5:15 PM – Deadline to email the names of **Write-In candidates**.

5:15 PM – If election is uncontested as of 5:00 PM on this date, Deadline to **cancel election** with Contracting Officer and incur **no fees** under this Agreement. If election is contested as of this date, but a candidate withdrawal after this date causes election to be uncontested, no charges will be assessed if Contracting Officer is notified of cancellation on the date of the withdrawal.

February 22, 2019

5:00 PM – **Candidate Withdrawal** deadline, including Write-In Candidates, unless otherwise provided by statute.

5:15 PM – Deadline to email Suzie.Harvey@mctx.org **withdrawals** or **election cancellation**.

5:15 PM – If a candidate withdrawal on this date causes election to be uncontested, Deadline to **cancel election** with Contracting Officer and incur **no fees** under this Agreement.

February 25, 2019

7:00 PM – Deadline to email **order of candidates on ballot** (please email it as soon as it is available, if sooner than the deadline).

Deadlines for ballot proofing and ballot approval will be emailed with ballot proofs. The Participating Entities must adhere to deadlines in order for our office to meet the Federal and/or State deadlines to mail or email, as applicable, any military and overseas ballots.

March 1, 2019

Deadline to receive executed **Election Services Agreement** and **Joint Election Agreement** by mail, delivery (addresses on last page), or email Suzie.Harvey@mctx.org.

March 5, 2019

Deadline to receive **copy of Order of Election**.

March 22, 2019

9:00 AM – Public Logic and Accuracy Test and First Test of Automatic Tabulating Equipment held at Election Central, 9159 Airport Road, Conroe, Texas 77303.

Deadline to receive **deposit – 60%** of estimated cost on official **Exhibit D - Cost Estimate**, payable to Montgomery County Elections Administrator (addresses on last page).

April 4, 2019

Last day to register to vote for the **May 4, 2019** Election.

10:00 AM – Deadline to receive copy of any Notice or Order which Participating Entity wishes to have Contracting Officer post at polling places being used in the election, e.g., Bond Election, Canceled Election.

The copy, including the translation in Spanish and any other required language(s), may be provided electronically to Contracting Officer at Suzie.Harvey@mctx.org.

The copy will be posted by Contracting Officer as follows:

- Early Voting Polling Places – before polls open on the first day of Early Voting
- Election Day Polling Places – before polls open on Election Day

Posting that is to be made earlier than the above schedule or at any location other than the polling places being used in the election or posting of any copy that is received later than this date is the responsibility of Participating Entity.

April 22 – 30, 2019

Early Voting period.

April 23, 2019

Last day to accept **applications for early voting ballot by mail** and Federal Post Card Applications. The Early Voting Clerk may now receive applications beginning at any time during the calendar year, but no later than this date.

Applications for ballot by mail should be sent to:

Suzie Harvey
Elections Administrator
P. O. Box 2646
Conroe, TX 77305-2646

Any applications received by Participating Entity must be delivered in person or by email or fax to Contracting Officer on the day of receipt. Original applications that are received by mail and forwarded by email or fax must also be mailed or delivered in person to Contracting Officer for all processing.

May 3, 2019

If applicable, last day to post notice at the entrance to any polling place from Political Subdivision's preceding election that is different from the polling place used for this election and provide the location of the new polling place pursuant to Texas Election Code Section 43.062.

Saturday, May 4, 2019

7:00 AM to 7:00 PM - Election Day

Regular deadline to receive early voting ballots by mail.

May 7, 2019

Last day to begin the Partial Manual Count.

May 10, 2019

Deadline to receive military ballots.

May 14 – 15, 2019

Recommended dates to schedule your canvass.

Dates set by law to conduct official local canvass of returns are May 7 – 15. However, the Early Voting Ballot Board may be processing provisional ballots and overseas mail ballots as late as May 13. Canvass reports will be emailed as soon as possible, but they might not be available until May 14.

Pursuant to Section 67.004 (a) of the Texas Election Code, two members of the canvassing authority constitute a quorum for the purposes of canvassing an election.

May 28, 2019

Last day to complete the Partial Manual Count.

June 3, 2019

Deadline to file electronic Precinct By Precinct returns with the Texas Secretary of State.

30 days from date of Final Invoice

Pay balance due for election services. Checks should be made payable to:
Montgomery County Elections Administrator.

March 5, 2021

First day that non-permanent election records* may be destroyed IF no contest or criminal investigation has arisen and IF no open records request has been filed.

*Permanent Records: (Sec. 66.001, 67.004, 67.006, Texas Election Code)

Election results in tabulated form must be preserved as a permanent record in the election register for each local canvassing authority by:

City: the city secretary

Political subdivision other than a county or city: the secretary of the governing body or, if there is no secretary, the presiding officer of the governing body

Candidate Applications must be retained by the governing body for two years after the date of the election (Sec. 141.036, Texas Election Code).

Suzie Harvey
Montgomery County Elections Administrator

Email
Suzie.Harvey@mctx.org

Mail
P. O. Box 2646
Conroe, TX 77305-2646

Delivery
9159 Airport Road
Conroe, TX 77303

EXHIBIT “D”

Note: This Exhibit will be provided by Montgomery County Elections once it has been determined how many entities will participate in the Joint Election Agreement.

Montgomery City Council
AGENDA REPORT

Meeting Date: January 22, 2019	Budgeted Amount: \$12,000
Department: Administrative	
Prepared By: Susan Hensley, City Secretary	Exhibits: Joint Election Agreement
Date Prepared: January 16, 2019	

Subject

Adoption of the Joint Election Agreement with Montgomery County Elections regarding the May 4, 2019 City General Election.

Recommendation

Adoption of the Joint Election Agreement with Montgomery County Elections.

Discussion

This Agreement provides that all the entities that are participating in the Joint Election desire to enter into a Joint Election Agreement for the purpose of sharing election equipment, election officials, precinct polling locations and electronic voting equipment.

The Cost will be provided as soon as all the participating entities have provided their notice of participation. The cost is divided among all the participating entities.

If there is an uncontested Election, the City would be able to cancel their Election, then there would not be any cost to the City.

Approved By

City Secretary	Susan Hensley, City Secretary	Date: January 16, 2019 
City Administrator	Jack Yates, City Administrator	Date: January 16, 2019 

Joint Election Agreement

Political Subdivision of City of Montgomery

WHEREAS, the undersigned Political Subdivisions (collectively referred to hereinafter as "Participating Entities") will each hold an election on May 4, 2019; and

WHEREAS, Montgomery County Elections Administrator, Suzie Harvey, as Montgomery County's Election Officer, has entered into separate Election Services Agreements with each of the undersigned Participating Entities wherein the County's Election Officer will administer elections occurring on May 4, 2019, to be held in precincts in Montgomery County, as authorized under Subchapter D of Chapter 31 of the Texas Election Code ("Election Services Agreements"); and

WHEREAS, the Participating Entities desire to enter into a Joint Election Agreement, as authorized under Chapter 271 of the Texas Election Code, for the purpose of sharing election equipment, election officials, polling places, and costs where appropriate.

NOW, THEREFORE, Participating Entities enter this Joint Election Agreement under the terms that follow:

I. Scope of Joint Election Agreement

The Participating Entities enter this Joint Election Agreement ("Agreement") for the purpose of jointly conducting elections to be held on May 4, 2019 ("Joint Election").

II. Appoint Election Officer

The Participating Entities appoint Suzie Harvey, Montgomery County Elections Administrator ("Contracting Officer"), to serve as the Election Officer to perform the duties and responsibilities of Election Officer itemized in the Election Services Agreements for the Joint Election.

III. Early Voting and Election Day

Early voting and election day voting shall be held in common precincts where appropriate, at the dates, times, and locations adopted by Montgomery County Commissioners' Court and/or authorized and ordered by the governing body of each Participating Entity.

IV. Joint Election Costs; Adjustment of Costs in the Event of Cancellation of Election; Payment

The estimated election expenses for each Participating Entity, including administrative costs and expenses for facilities, personnel, supplies, equipment, and training, are reflected in the Exhibit D - Cost Estimate incorporated into each Election Services Agreement. The Participating Entities agree that they will be responsible for and will pay from budgeted funds their share of the actual election expenses attributable to each entity according to the table incorporated into the Election Services Agreements as the Final Invoice.

V. Reasonable Cooperation

The Participating Entities agree to reasonably cooperate with each other as is necessary to carry out the terms of this Agreement.

VI. Miscellaneous Provisions

1. This Agreement becomes effective with respect to each Participating Entity upon execution by that Participating Entity. The obligations of this Agreement will continue as to each Participating Entity until each Participating Entity has made full payment of its share of election costs under this Agreement and its respective Election Services Agreement, which costs are related to the Joint Election.
2. If for any reason a Participating Entity does not participate in the Joint Election, this Joint Election Agreement shall remain in effect between all remaining Participating Entities.
3. Notices given under this Agreement must be in writing and may be effected by hand delivery, fax, email, or by certified mail to the Contracting Officer and/or the Participating Entities at the addresses listed on their respective signature blocks below.
4. This Agreement may not be amended or modified except in writing executed by the Contracting Officer and each respective Participating Entity with whom the amendment or modification has been mutually agreed.
5. The obligations under this Agreement are performable in Montgomery County, Texas.
6. Venue for any dispute arising under this Agreement shall be in Montgomery County, Texas. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and the United States of America.
7. If any provision of this Agreement is found to be invalid, illegal, or unenforceable by a court of competent jurisdiction, such invalidity, illegality, or unenforceability shall not affect the remaining provisions of this Agreement; and the Participating Entities shall perform their obligations under this Agreement as expressed in the terms and provisions of this Agreement.
8. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original for all purposes. Faxed signatures and/or electronic signatures shall have the same force and effect as an original signature.

IN TESTIMONY WHEREOF, this Agreement is executed by Montgomery County, Texas or the Contracting Officer, as applicable, and each Participating Entity on the dates indicated below.

See attached signature page(s):

January 2, 2019
Date

Signature: 
Printed name: Suzie Harvey
Title: Contracting Officer
Political Subdivision: Montgomery County, Texas
All correspondence to be directed to:
Montgomery County Elections Office
Address: P. O. Box 2646
City, State, Zip: Conroe, Texas 77305-2646
Telephone: (936) 539-7843
Fax: (936) 788-8340
Email: suzie.harvey@mctx.org

01/22/2019
Date

Signature: _____
Printed name: Sara Countryman
Title: Mayor
Political Subdivision: City of Montgomery
Address: P.O. Box 708
City, State, Zip: Montgomery, Tx 77356
Telephone: (936) 597-6434
Fax: (936) 597-6437
Email: _____

Date

Signature: _____
Printed name: _____
Title: _____
Political Subdivision: _____
Address: _____
City, State, Zip: _____
Telephone: () _____
Fax: () _____
Email: _____

Date

Signature: _____
Printed name: _____
Title: _____
Political Subdivision: _____
Address: _____
City, State, Zip: _____
Telephone: () _____
Fax: () _____
Email: _____

EXHIBIT “D”

Note: This Exhibit will be provided by Montgomery County Elections once it has been determined how many entities will participate in the Joint Election Agreement.

Montgomery City Council
AGENDA REPORT

Meeting Date: January 22, 2019	Budgeted Amount:
Prepared By: Jack Yates City Administrator	Exhibits: HMBA request letter, Map showing roads requested closed
Date Prepared: January 18, 2019	

Subject

This is to approve the road closure of College, McCown and Caroline as shown on the attached map from 7:00 a.m. Thursday morning May 2 through 6:00 p.m. Sunday, May 5, 2019.

Description

Attached is the map showing the road closures, the only difference from past years is that they are not proposing to close off John A. Butler Street.

Recommendation

Approve the road closure as requested - as a part of the Consent Item Agenda.

Approved By

City Administrator

Jack Yates



Date: January 18, 2019

Jack Yates
City of Montgomery
P.O. Box 708
Montgomery, TX 77356

Dear Council,

It is our pleasure once again to bring the Antiques Festival to Historic Downtown Montgomery. As with any festival we host, logistics of street closures are necessary.

Please see our attached map of impacted road closures for the duration of our festival.

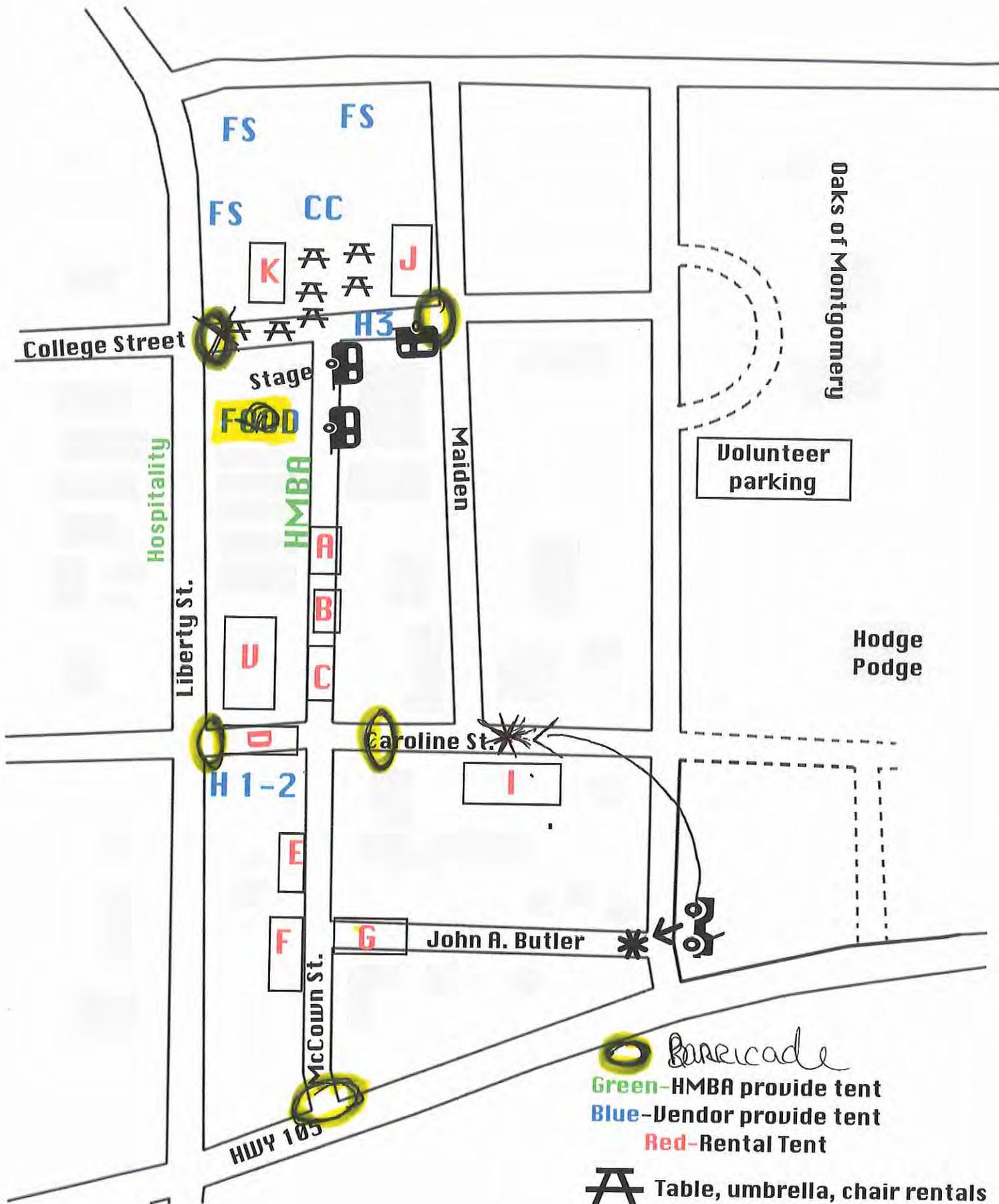
The dates of the festival are Friday, May 3, 2019, through Sunday, May 5, 2019. We will be filling the streets with tents and vendors during this festival weekend. We are asking permission to close the following streets to through traffic for that time: College, McCown, and Caroline.

To put on a festival of this magnitude, it requires an entire day of set up and unloading by our vendors. On Thursday, May 2, 2019, our tents will be going up mainly along McCown and the visitor parking lots, beginning at six o'clock in the morning, (possibly Wednesday night). We are requesting road closures to begin Thursday, May 2nd, for move-in day.

We have Property Use forms and insurance for the event as we do with all of our festivals, and we will be communicating with our downtown merchants regarding the plans for traffic flow and parking.

Thank you for your support!

Kambra Drummond
Chairman of Antique Festival



-  Barricade
- Green**-HMBA provide tent
- Blue**-Vendor provide tent
- Red**-Rental Tent
- A** Table, umbrella, chair rentals

CITY ADMINISTRATOR REPORT – JANUARY, 2019

- Met with Planning Commission at three meetings
Met with MEDC at two meetings. Assisted new Tourism/Promotions employee into work environment.
- Attended Chamber Bd. of Directors meeting/planning retreat, with HMBA re: Antiques Festival planning session

Met with city engineers, city attorney and GrantWorks representatives several times regarding; plats, system management, upcoming projects, bridge improvement funding completion , developments throughout the city, FEMA, State Dept. of Emergency Management (DEM), CDBG grant for Baja MLK area project, TORC Committee, TxDOT regarding 149 right-hand turn lane and Atkins Creek work, payment to Kroger for 380 Agreement, and billing for Escrow Accounts.

- Met with several developers during the month regarding: , property at 149 and 105, Shoppes of Montgomery, Fellowship Church and other development possibilities meetings.
- Made several decisions during month as Zoning Administrator, including signs, coordinating variance requests, code enforcement and Historic District activities.
- Assisted several citizens with City, other governmental entities, issues.
- Worked with City Council individually, the Mayor and City Staff on a variety of administrative, personnel and coordination efforts.
- I have attached : A response to the stormwater inflow cost and a report regarding Board of Adjustment participation by its members.
 - The inflow cost is based upon figures compiled by and collaborated by and with Randy Burleigh. Also attached is the daily inflow report metered at the wastewater plant.
 - The Board of Adjustment information was researched because of comments made it to December 11 Council meeting. The chart shows who the members are and their attendance records meetings. This is a report only because to appoint new members you would need to determine how to

remove existing members, and re-notify the public of the openings -- so since I was unsure the Council's desire, I could not act to put anything on the agenda for your formal action.

Also, regarding the Board of Adjustments, the city ordinance regarding the Board and how removals happen for "just cause" after formal written charges and public hearings are held.

My opinion is not to go through the listing of charges and public hearings required for removal, there are is enough attending members to have a full five-member decision - at the infrequent meetings held by the Board. An alternative could be a letter directed by the Council to be sent by me to the members of the Board of Adjustment, with the record of attendance attached, requesting better attendance to this important decision-making, quasi-judicial Board.

Cost of treatment of sewer storm water inflow

Calculation:	39,420,000 gallons	Annual Total flow at Plant without inflow -metered
	<u>8,000,000 gallons</u>	Annual inflow due to storm water- metered
	47,420,000 gallons	Total flow at sewer plant

Wastewater treatment plant cost

\$31,000	Electricity at plant
\$17,502	Electricity and repairs to lift stations
\$5,000	Chemicals used at sewer plant
<u>\$34,700</u>	2017 – 18 capital improvements at sewer plant
\$88,202	Total cost of wastewater treatment plant (Same classes of expenses as used in Jones/Carter rate study)

\$1.86	Cost to treat 1000 gallons of sewage water (\$88,202 divided by 47,420,000 gallons)
\$14,880	Annual cost to treat storm water inflow (8,000,000 x \$1.86)
\$1,240	Monthly average cost to treat storm water inflow (14,880 divided by 12 months)
\$264.76	Cost of inflow treatment for each inch of rain (\$14,880 divided by 56.2 inches of rain in 2018)

City Of Montgomery WWTP Daily Flows

WWTP FLOW	Dec-17	WWPT Jan-18	WWPT Feb-18	WWPT Mar-18	WWPT Apr-18	WWPT May-18	WWTP Jun-18	WWTP Jul-18	WWTP Aug-18	WWTP Sep-18	WWTP Oct-18	WWTP Nov-18	WWTP Dec-18
1		0.0810	0.1310	0.1630	0.1250	0.1120	0.0900	0.0930	0.1330	0.0890	0.1350	0.3570	0.1770
2		0.1250	0.1080	0.1070	0.1000	0.1490	0.1060	0.1030	0.1070	0.0910	0.1900	0.2070	0.0900
3		0.0900	0.1130	0.1400	0.1290	0.1350	0.0860	0.0870	0.0810	0.1030	0.1770	0.1690	0.1230
4		0.1110	0.1160	0.1390	0.1600	0.1170	0.0920	0.0650	0.0550	0.1810	0.0940	0.1830	0.1040
5		0.1050	0.1340	0.1440	0.1400	0.0880	0.0890	0.1510	0.1030	0.0980	0.1490	0.2850	0.1250
6		0.0800	0.1260	0.1270	0.1000	0.0880	0.0870	0.1050	0.1260	0.1510	0.0940	0.1430	0.1580
7		0.1020	0.1220	0.1060	0.1370	0.1060	0.0810	0.0860	0.0880	0.0910	0.1000	0.1430	0.1040
8		0.1360	0.1470	0.1200	0.0990	0.1200	0.1020	0.1360	0.0850	0.0850	0.1440	0.1420	0.3600
9		0.1370	0.1440	0.0830	0.1340	0.1410	0.0770	0.1220	0.1070	0.1010	0.1520	0.1650	0.3930
10		0.1270	0.1130	0.0950	0.0870	0.1010	0.0910	0.1510	0.0820	0.0950	0.3650	0.3170	0.2540
11		0.1360	0.1420	0.0950	0.1130	0.0880	0.0880	0.0900	0.1230	0.1310	0.1210	0.1500	0.1510
12		0.1830	0.1220	0.0880	0.1260	0.0940	0.0810	0.0950	0.0720	0.1350	0.1240	0.2840	0.1420
13		0.1130	0.1220	0.0780	0.0640	0.1000	0.1190	0.0710	0.1150	0.2000	0.1250	0.2110	0.1690
14		0.1000	0.1930	0.0780	0.1930	0.1060	0.0810	0.0790	0.1280	0.1030	0.0950	0.1740	0.1900
15		0.1340	0.1310	0.0740	0.1100	0.1240	0.0750	0.0910	0.1250	0.1630	0.1050	0.1320	0.1170
16		0.1415	0.1000	0.0820	0.1070	0.1150	0.0890	0.1240	0.0950	0.1110	0.3900	0.1590	0.1700
17	0.3050	0.1415	0.1180	0.0750	0.1020	0.1030	0.0740	0.0860	0.1070	0.0995	0.2670	0.0530	0.2210
18	0.1520	0.1340	0.1090	0.0880	0.1290	0.0840	0.1160	0.0950	0.1010	0.0995	0.1810	0.1980	
19	0.1940	0.1010	0.1200	0.1250	0.1280	0.1280	0.0990	0.0970	0.1030	0.1130	0.1160	0.2270	
20	0.2270	0.1350	0.1100	0.1260	0.1160	0.0880	0.2100	0.0780	0.1030	0.1230	0.3500	0.2960	
21	0.1960	0.1170	0.2030	0.1160	0.0700	0.3040	0.3780	0.1170	0.1040	0.1120	0.0870	0.1410	
22	0.1260	0.1050	0.1540	0.1070	0.2240	0.1060	0.0920	0.0750	0.1060	0.1800	0.1010	0.1300	
23	0.1030	0.1400	0.1510	0.0950	0.1420	0.1400	0.1480	0.1120	0.1320	0.2130	0.1890	0.1200	
24	0.1020	0.1330	0.1210	0.1120	0.1620	0.0930	0.0590	0.0790	0.0970	0.1080	0.1940	0.1740	
25	0.0950	0.1310	0.1310	0.0840	0.1000	0.1090	0.0900	0.1020	0.1010	0.1170	0.2170	0.1240	
26	0.0790	0.0850	0.4990	0.0960	0.1380	0.0040	0.1160	0.0750	0.0970	0.1200	0.0850	0.1400	
27	0.1540	0.1490	0.2410	0.1040	0.0910	0.1930	0.1100	0.0850	0.1120	0.2000	0.1380	0.1550	
28	0.1130	0.2020	0.1110	0.1150	0.0970	0.0960	0.0870	0.0910	0.1130	0.0740	0.1270	0.1360	
29	0.1020	0.1550		0.5730	0.0940	0.0750	0.0810	0.1000	0.1390	0.1250	0.1280	0.1140	
30	0.1110	0.1410		0.1670	0.1030	0.1030	0.0960	0.0940	0.1300	0.2780	0.1400	0.1160	
31	0.1090	0.1000		0.1620		0.0900		0.1170	0.1190		0.1400		

Avg 18th-17th
(Daily flow)

126,000 129,355 133,714 132,129 116,033 100,677 113,900 98,355 115,629 156,317 176,355 170,633

Total 18th-17th

3,906,000 4,010,000 3,744,000 4,096,000 3,481,000 3,121,000 3,417,000 3,049,000 3,584,500 4,689,500 5,467,000 5,119,000

Monthly

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Mean #

113,000 131,000 115,500 113,000 109,000 90,000 95,500 97,000 103,000 124,500 159,000 146,500

Rain days (yellow)

Schools Not in Session

Red (high flow rates)

130,758
(Yr Avg Daily flow)
3,973,667
Avg Mthly Flow
116,417
Yr Mean Avg

Section 98-29 (b) Code of Ordinances

Membership of board of adjustment; term of office; chairperson. The board of adjustment shall consist of five citizens of the city, each to be appointed or re-appointed by the mayor and confirmed by the city council, for staggered terms of two years, respectively. At least one member of the board of adjustment shall be a member of the planning and zoning commission, and his term shall expire at the same time as his term on such commission. Each member of the board of adjustment shall be removable for just cause by the city council upon written charges and after public hearings. Vacancies shall be filled by appointment by the mayor and confirmation by the city council for the unexpired term of any member whose term becomes vacant. The board of adjustment shall elect its own chairperson, who shall be a voting member and who shall serve for a period of one year, or until a successor is elected.

Board of Adjustments Meeting Attendance 2017-2018

Meeting Date	Nelson Cox	Carol Raica	Rebecca Huss	Jennifer Stewart	Tommy Hauser	John Fox	Carol Langley
						Alternate members	
November 26, 2018	X	X	X			X	
November 1, 2018	X		X				X
October 22, 2018	X	X	X			X	
August 31, 2018	X	X	X			X	
August 13, 2018	X	X			X		
January 29, 2018	X	X	X				
December 12, 2017	X	X	X		X		
November 3, 2017	X	X	X	X			

City of Montgomery – Public Works Department

November/December 2018 Monthly Report

General

- Verified sewer line placement and depth on John Butler St.
- Removed detour signs from Buffalo Springs bridge and installed “Bridge Now Open” signage
- Replaced sink faucet at City Hall
- Completed meter box assessment repairs
- Installed all Christmas decorations at City Hall, Cedar Brake Park, etc.
- Replaced broken hinges and gate hardware at Lift Station 7
- Relocated shrubs on Flagship Blvd. for better visibility when exiting Brookshire Brothers
- Entire department attended “Safety Center: Top Plays for Field Operations” class through TML in Huntsville
- Cleaned sewer easement in Lone Star Estates with flail mower to prepare for smoke testing
- Completed phase I of sanitary sewer smoke testing
- Activated and flushed water line on Buffalo Springs bridge
- Cleaned out flower bed at corner of McCown and Caroline
- Filled all facility generators with diesel fuel
- Quarterly Heavy Trash event held
- Set meter vault for Spirit of Texas bank
- Installed Texas flag benches on sidewalk at stage area
- Repaired and re-grouted several manhole lids in city
- Repaired electrical plugs on gazebo at City Hall
- On site for several final inspections with Jones|Carter
- Repaired several street sign issues
- Excavated ditch at 905 College for better drainage
- Capped off several broken sewer tap stubs in Terra Vista
- Christmas parade setup and cleanup
- Installed cash drawers at City Hall

- Replaced worn flags at City Hall
- Tagged new fire hydrants at Buffalo Springs bridge
- Repaired several potholes throughout city
- Reset leaning hydrant in Waterstone and ordered extension kit
- Honored half-staff alerts
- Daily removal of bandit signs as necessary
- Daily utility locates as necessary
- Weekly pre-trip inspection of vehicles
- Weekly conference call with engineer and utility operator
- Bi-weekly leak notifications from Beacon website
- Weekly pumping of Terra Vista manhole
- Monthly air filter and light bulb check of all facilities
- Monthly AED inspections
- Monthly cutoffs
- Monthly safety meeting with safety officer and department
- Continue performing safety inspection reports
- Monthly idle meter checklist for consumption
- Monthly weed killer list
- Monthly grease trap inspections
- 7 water taps
- 7 sewer taps
- 13 water leaks
- 2 sewer stop ups

Parks and Recreation

- Performed 6-month battery change of all irrigation systems
- Trimmed trees at Community Center
- Delivered crushed granite to Memory Park
- Repaired damaged area near pond edge at Memory Park and covered with sod grass
- Straightened handrails at Memory Park bridges
- Repaired door at Homecoming Park restrooms
- Cleaned suction pump for waterfall at Memory Park
- M/W/F cleaning of all park facilities
- Weekly cleaning of Community Center building

- Monthly check of all park facility lights
- Monthly check of all irrigation systems with repairs as needed
- Monthly wasp check at Fernland Park

The docents at Fernland Park reported a total of 1371 visitors for the two combined months and provided 77 tours also.

Report prepared by:
Mike Muckleroy
Director of Public Works
January 16, 2019

Montgomery Birthplace of the Texas Flag
TEXAS

**CITY OF MONTGOMERY
POLICE DEPARTMENT**

101 Old Plantersville Rd
Montgomery, TX 77356
Mailing Address:
P.O. Box 708
Montgomery, TX 77356

Office: (936) 597-6866
Fax: (936) 597-7893

During the month of December, The Montgomery Police Department answered 1,276 "calls for service" and or "self-initiated activity" events producing 38 reports / investigations. The reports and traffic contacts are as follows:

Narcotics

12/28 Aguirre - 100 Emma's Way
12/14 Aguirre - 22900 Eva ST
12/11 Aguirre - 22800 Eva ST
12/4 Thompson - 15600 Summit Park DR
12/4 Bauer - 15600 Summit Park DR
12/2 Aguirre - 21100 Eva ST
12/1 Aguirre- 1900 Lone Star PKWY

No DL / FMFR / Towed Vehicle

12/29 Aguirre - Eva / Louisa
12/27 Carswell - 20800 Eva ST
12/13 Carswell - 13900 Liberty ST
12/12 Carswell - 1050 Buffalo Springs DR
12/3 Hernandez - 2700 Lone Star PKWY

Warrant Arrest

12/28 Bracht - 14300 Cecala DR
12/23 Thompson - Liberty / Berkley
12/22 Carswell - 20300 Eva
12/8 Bauer - 21000 Eva

DWI

12/15 Ravari - 22400 FM 1097

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MVA

- 12/21 Carswell - 21100 Eva
- 12/20 Bracht - 300 Flagship
- 12/15 Aguirre - 1100 Lone Star PKWY
- 12/14 Bracht - 19900 Eva
- 12/10 Aguirre - 19700 Eva
- 12/8 Aguirre - 20800 Eva

Other

- 12/29 Bracht - 100 Mia Lago (Criminal Trespass)
- 12/28 Ravari - 14400 Liberty ST (Theft >=\$100<\$750)
- 12/25 Ravari - 22800 Eva (Assault Family Violence)
- 12/24 Bracht - 20900 Eva (Found Property)
- 12/23 Hernandez - 22800 Eva (Burglary of a Motor Vehicle)
- 12/23 Carswell - 20100 Eva (Credit Card Abuse)
- 12/21 Hernandez - 18400 Eva (Found Property)
- 12/16 Bracht - 1900 Lone Star PKWY (Burglary of a Business)
- 12/15 Bracht - 20200 Eva ST (Credit Card Abuse)
- 12/13 Ravari - 101 Old Plantersville (Harassment)
- 12/13 Ravari - 101 Old Plantersville (Forgery)
- 12/6 Bracht - 900 Dr Martin Luther King DR (Assault Family Violence)
- 12/2 Bauer - 20100 Eva (Theft >=\$100 <\$750)
- 12/4 Ravari - 5200 Spring Branch Cemetery RD (Assault Family Violence)
- 12/1 Aguirre - 100 Abner LN (Criminal Trespass)

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Arrests / Charges:

Misdemeanor Charges - 21

Felony Charges - 5

Traffic Enforcement

Citations Issued - 179

Warnings Issued - 167

Training and Events

On Dec. 08, The City of Montgomery had their yearly Christmas Parade. 10 City of Montgomery Officers assisted with traffic control and pedestrian safety.

On Dec. 08, The City of Montgomery Police Department partnered with the Gulf Coast Blood Center as they were taking much needed blood donations while parked in the Brookshire Brothers Parking lot.

On Dec. 11, Sgt. Bracht and Lt. Belmares met with the Watch Guard area representative for updates and user profiles. All paid officers have completed and are certified with the body worn cameras.

On Dec. 17, Officer Ravari attended an Auto Theft Investigations for the Patrol Officer. The free training was hosted by the Montgomery County Sheriff's Office.

On Dec. 23, Officer Carswell investigated a forgery involving a City of Montgomery business owner who was the victim. Later this date with the assistance of Officer Thompson the suspect was identified. On Dec. 26th Officer Carswell interviewed the suspect who gave a written and verbal confession. The suspect was charged and booked into the Montgomery County Jail once the interview was completed.

Sgt. Hernandez and Lt. Belmares as of October 2018 have attended training seminars and have been working closely with TxDot reps for grant funding for the Impaired Driving Mobility (IDM Step Grant). The grant funding will focus on 4 holidays seasons with the 1st which started during Christmas and News Years Eve time frame. On Dec. 27th 2018 the grant was approved and City of Montgomery Officers were actively working the DWI Step Program the same day. The program focuses on impaired and distracted driving to prevent crashes. The high visibility of multiple officers in the city increase driver awareness and deters crime.

Sgt. Bracht completed Teex (Texas A & M Training Extension) Training for Basic Property Technician for handling, managing and storage of evidence.



CITY OF MONTGOMERY MUNICIPAL COURT MONTHLY REPORT

DECEMBER 2018

KIMBERLY DUCKETT

COURT ADMINISTRATOR

Comparison Chart

Citations and Revenue January 2016 - Present

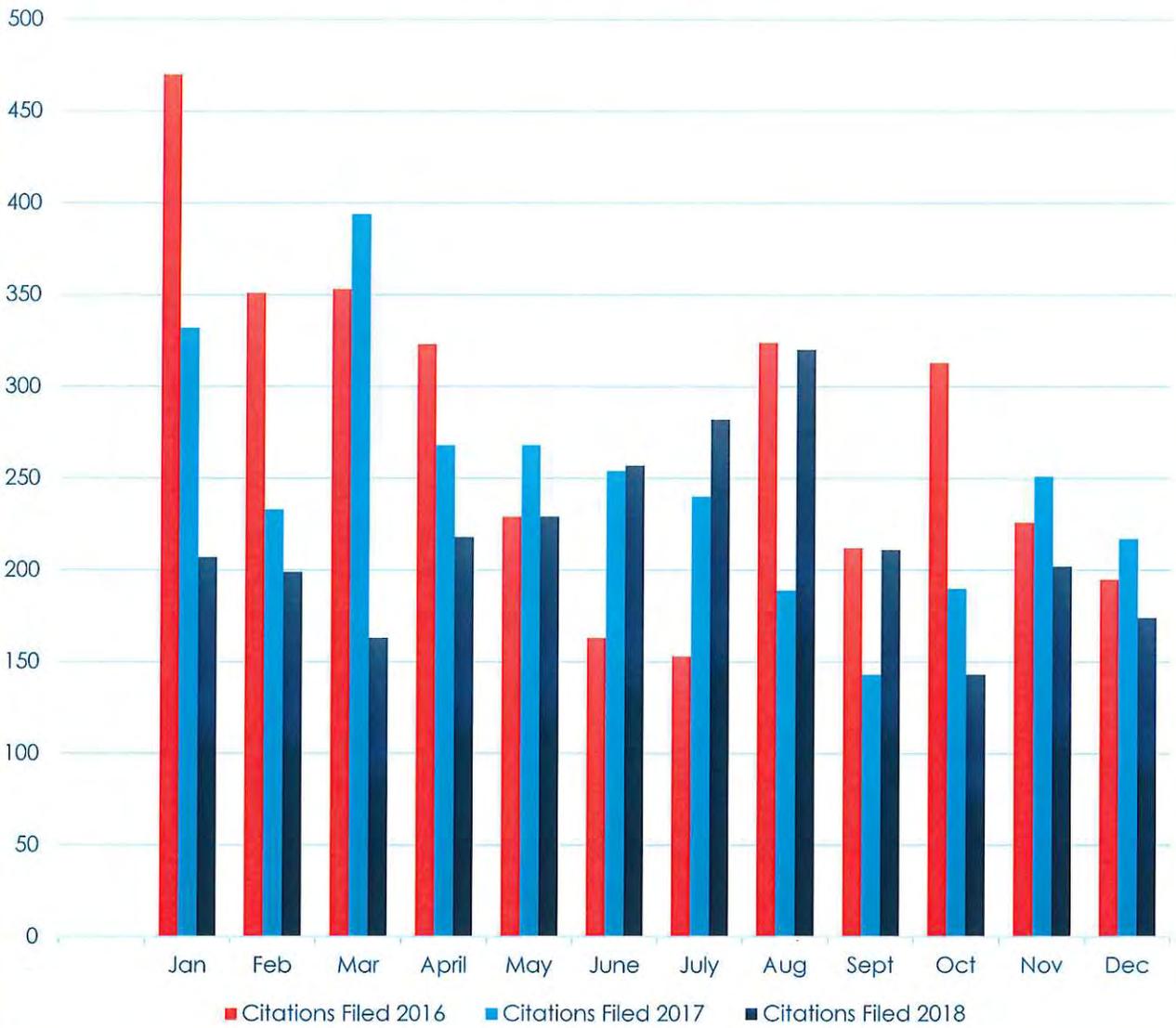
	Citations Filed		
	2016	2017	2018
<i>Jan</i>	470	332	207
<i>Feb</i>	351	233	199
<i>Mar</i>	353	394	163
<i>April</i>	323	268	218
<i>May</i>	229	268	229
<i>June</i>	163	254	257
<i>July</i>	153	240	282
<i>Aug</i>	324	189	320
<i>Sept</i>	212	143	211
<i>Oct</i>	313	190	143
<i>Nov</i>	226	251	202
<i>Dec</i>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

Totals 2164 2402 2605

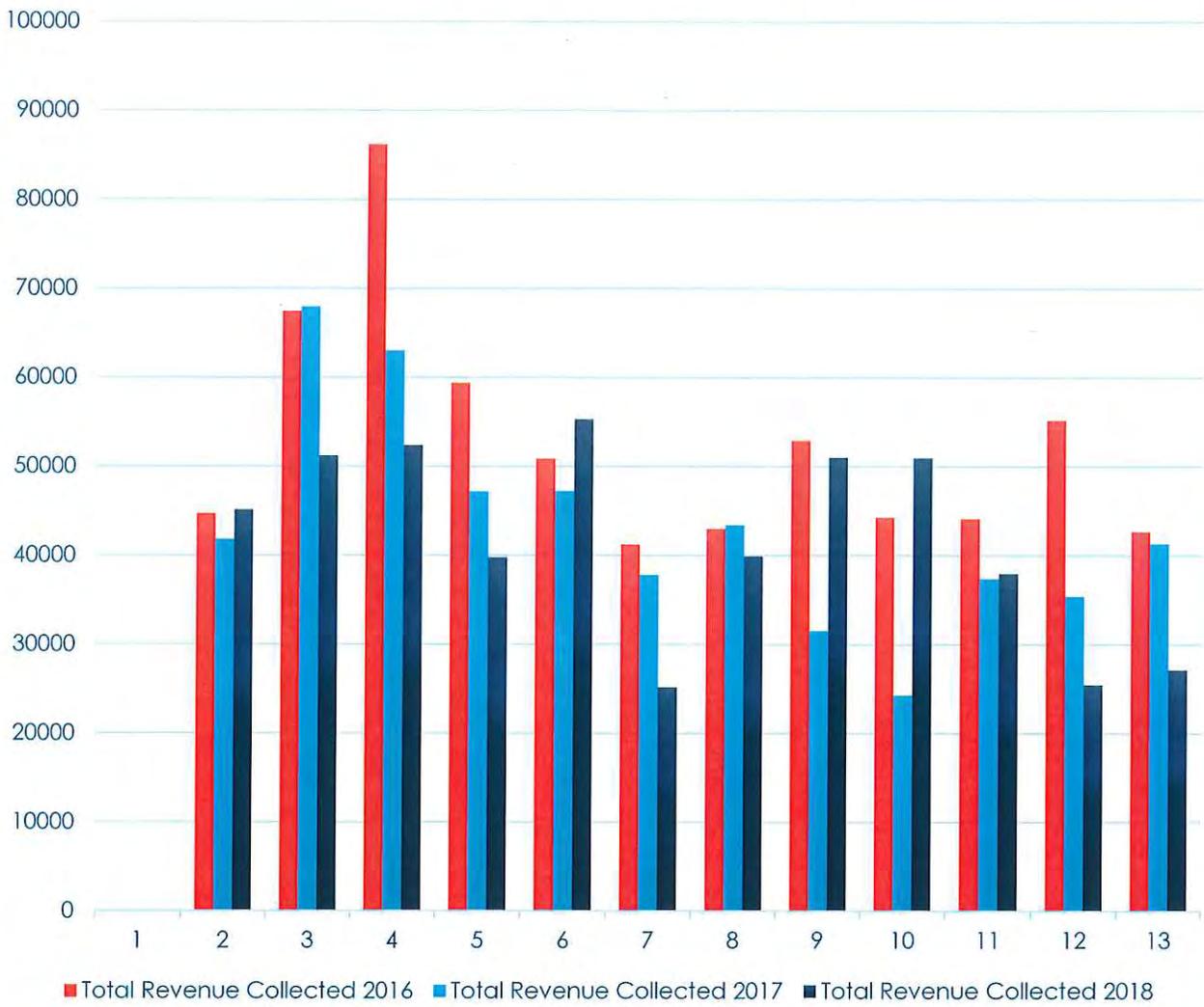
	Total Revenue Collected		
	2016	2017	2018
<i>Jan</i>	\$44,702.82	\$41,830.44	\$45,128.89
<i>Feb</i>	\$67,466.54	\$67,937.61	\$51,188.10
<i>Mar</i>	\$86,201.43	\$62,992.57	\$52,380.12
<i>April</i>	\$59,388.14	\$47,163.40	\$39,781.86
<i>May</i>	\$50,854.90	\$47,225.90	\$55,321.25
<i>June</i>	\$41,238.67	\$37,817.25	\$25,193.20
<i>July</i>	\$42,990.97	\$43,405.62	\$39,922.89
<i>Aug</i>	\$52,923.17	\$31,540.77	\$51,021.18
<i>Sept</i>	\$44,256.40	\$24,281.60	\$50,959.23
<i>Oct</i>	\$44,138.80	\$37,395.63	\$37,954.40
<i>Nov</i>	\$55,221.23	\$35,410.95	\$25,461.47
<i>Dec</i>	\$42,698.95	\$41,335.06	\$27,171.20

Totals \$632,082.02 \$518,336.80 \$501,483.79

Citations Filed



Total Revenue Collected



UTILITY REPORTS - DECEMBER 2018

TOTAL REVENUE

Utilities	\$138,440.66
Permits	\$ 16,837.70
Community Building	\$ 560.00

UTILITIES

New Water Accts.	23
Disconnected Water Accts.	13
Total Number of Active Accts.	719

PERMITS

Type	Permit Total	Revenue
Building - Residential	4	\$ 2,545.00
Building - Commercial	2	\$ 3,565.00

Photo	5	\$ 125.00
Golf Cart	0	\$ 0
Irrigation	2	\$ 191.80
Electrical	21	\$ 5,586.40
Mechanical	4	\$ 770.00
Plumbing	9	\$ 3,954.50
Sign	2	\$ 100.00
Total:	49	\$ 16,837.70

COMMUNITY BUILDING

Type of Rental	Number of Bookings	Revenue
Profit	4	\$ 560.00
Non - Profit	17	\$0.00

CITY ACCOUNT CONSUMPTION

	October	November	December
Community Building – Irrigation (01-8732-00)	5	4	7
Community Building (01-0130-00)	0	5	2
City Cemetery (01-1110-00)	0	0	0
City Welcome Sign Irrigation at HWY 105 & Prairie – Rose Garden (01-8733-00)	10	10	11
North Liberty Sewer Plant			
Cedar Break Park Irrigation (01-8736-00)	0	0	3
Cedar Break Park Restrooms (01-8735-00)	1	1	2
Ferland (01-8737-00)	4	5	0
Memory Park (01-5885-00)	116	11	10
Community Building Stage Irrigation – Rose Garden (01-6180-00)	2	2	1
City Hall & Irrigation (01-6190-00)	5	12	21
Homecoming Park Restrooms (01-8820-00)	1	0	0
Homecoming Park Drinking Ftn (01-8738-00)	0	0	0
Buffalo Springs Sewer Plant (01-8821-00)	2	1	2



City of Montgomery

Operations Report

November 2018

10/18/18-11/17/18

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

10/26/2018 – Leak reported, Damaged Force Main

Public works called in that a boring contractor working on Lose Star Parkway hit the sewer force main. Lift station 2 was isolated and monitored while our construction made repairs to the section of pipe that was damaged. Repairs are complete and lift station 2 was pumped down.

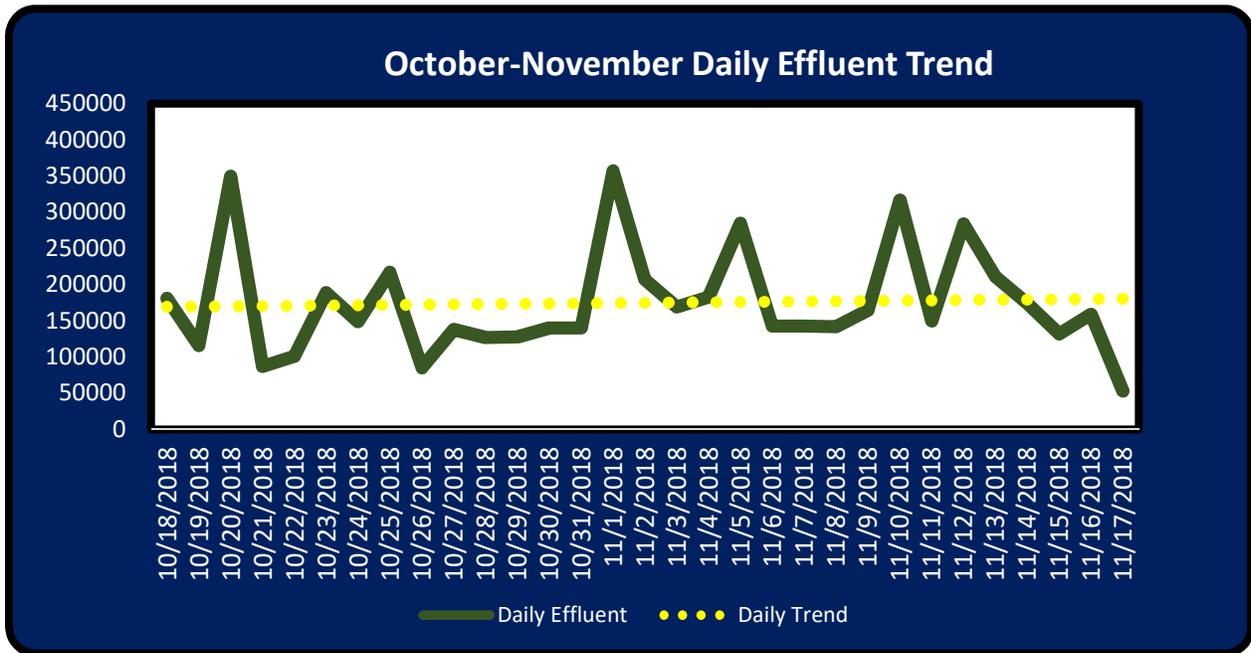
10/31 and 11/04/2018 – Lift station 2, High wet

Operator investigated issue and found lift station at high level due to heavy rain flow. Operator continued to monitor facility until levels dropped and lift station is back to normal.

11/14/2018 – WWTP, Blower surge

Operator investigated issue and found blower 3 tripped at the overload. The blower was reset, and the alarm cleared. Operator monitored facility to ensure the problem was resolved.

Wastewater Plant Flow Detail



- Flow for the month of October – November was 5,422,000 gallons
- Daily peak flow November 1, 2018 was 357,000 gallons
 - 89% of permitted value
- Average Daily Flow 174,900 gallons
 - 44% of permitted value

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	5.00	no
Average Monthly NH3	2	mg/l	0.10	no
Minimal CL2 Residual	1	mg/l	1.10	no
Max CL2 Residual	4	mg/l	3.86	no
Rainfall for the Month		7.50	inches	

There were no excursions for the month of November



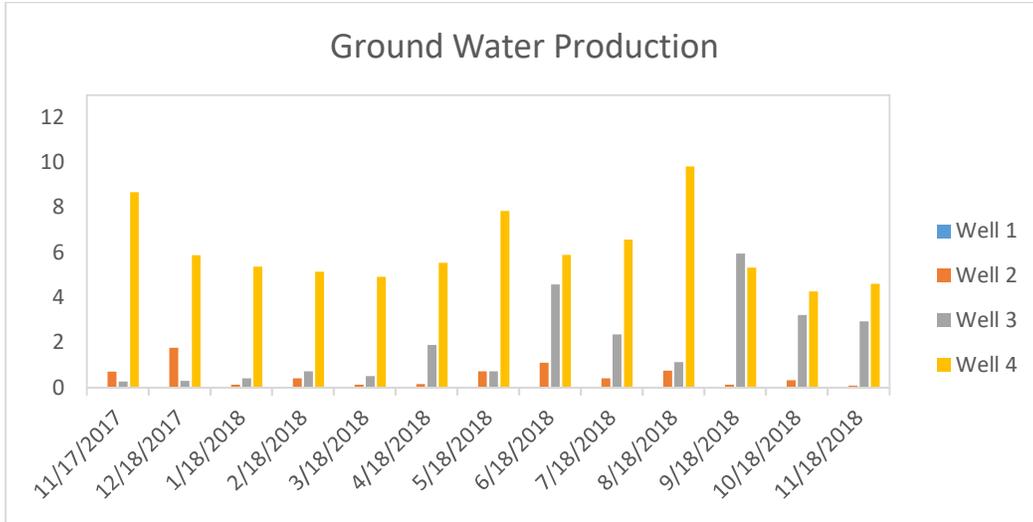
Water Report

10/18/2017-11/17/2018

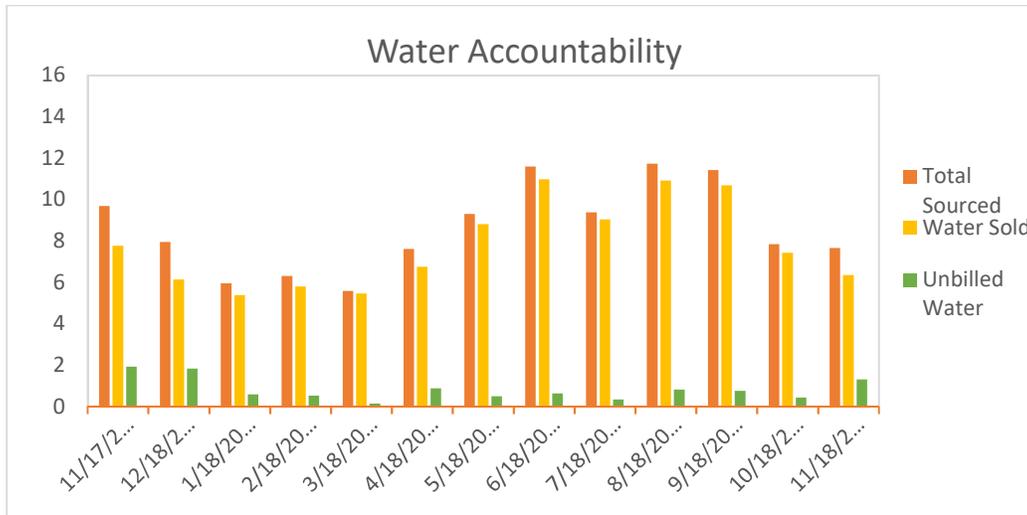
2018							
Well Name	Recorded Flow	% of Total	Rating G/Day	YTD Pumpage	YTD %	Permitted Value	Remaining Permit %
Well 2	0.091	1.19%	0.864	4.420	4.64%	47.551	39.14%
Well 3	2.946	38.52%	0.864	24.519	25.72%	47.551	39.14%
Well 4	4.610	60.29%	2.160	66.399	69.65%	75.100	11.59%
Total	7.647	100.00%	3.888	95.337	100%	122.651	
Flushing	0.778						
Subtotal	6.8690						
Sold	6.344						
% Accounted	93%						

Accountability	
Total Water Sourced	7.647
Flushing	0.778
Subtotal	6.869
Sold	6.344
Accountability %	93%

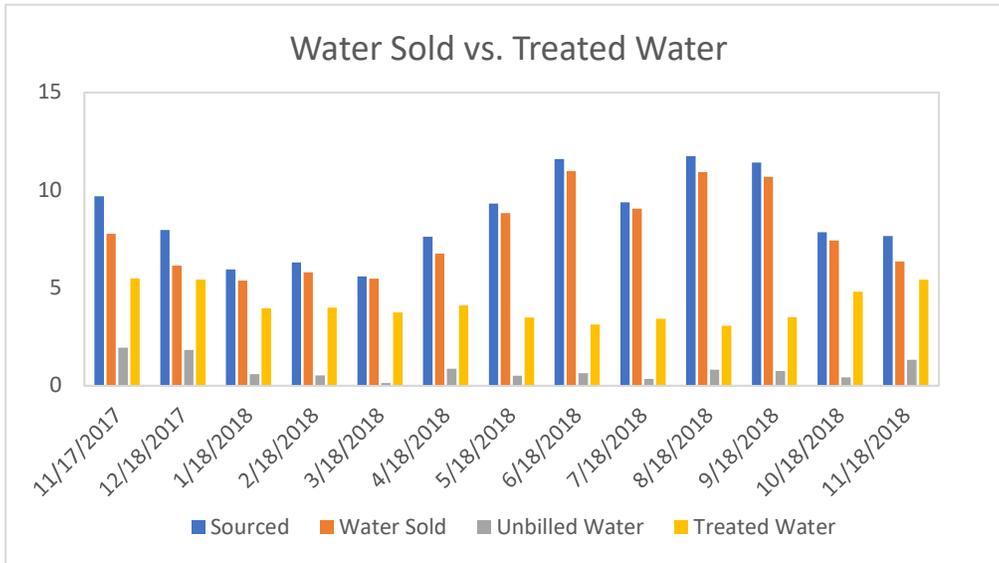
CONNECTIONS	
School	12
Commercial Inside	143
Commercial Outside	1
Residential Inside	596
Residential Outside	25
Church	13
City	15
Hydrant	6
Multifamily	11
n/a	2
Total	824



Date	Total	Well_1	Well_2	Well_3	Well_4
AVG	8.614	0.000	0.531	1.931	6.151
11/17/2017	9.688	0.000	0.718	0.283	8.687
12/18/2017	7.951	0.000	1.769	0.299	5.883
1/18/2018	5.943	0.000	0.139	0.423	5.381
2/18/2018	6.299	0.000	0.418	0.735	5.146
3/18/2018	5.584	0.000	0.138	0.515	4.931
4/18/2018	7.61	0.000	0.160	1.899	5.551
5/18/2018	9.304	0.000	0.725	0.730	7.849
6/18/2018	11.593	0.000	1.105	4.582	5.906
7/18/2018	9.37	0.000	0.425	2.361	6.584
8/18/2018	11.73	0.000	0.751	1.145	9.834
9/18/2018	11.422	0.000	0.130	5.959	5.333
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
Total	111.98	0.000	6.907	25.101	79.969



Date	Accountability	Unaccounted	Total Sourced	Water Sold	Flushing/Leaks	Unbilled Water
11/17/2017	83%	1.615	9.688	7.767	0.306	1.921
12/18/2017	79%	1.7051	7.951	6.136	0.1099	1.815
1/18/2018	93%	0.389	5.943	5.369	0.185	0.574
2/18/2018	95%	0.323	6.299	5.791	0.185	0.508
3/18/2018	101%	-0.077	5.584	5.459	0.202	0.125
4/18/2018	91%	0.709	7.61	6.75	0.151	0.86
5/18/2018	96%	0.327	9.304	8.814	0.163	0.49
6/18/2018	96%	0.458	11.593	10.976	0.159	0.617
7/18/2018	98%	0.141	9.37	9.043	0.186	0.327
8/18/2018	96%	0.422	11.73	10.922	0.386	0.808
9/18/2018	95%	0.618	11.419	10.678	0.123	0.741
10/18/2018	99%	0.0767	7.836	7.418	0.3413	0.418
11/18/2018	93%	0.525	7.647	6.344	0.778	1.303



Date	Sourced	Water Sold	Unbilled Water	Treated Water	Return %	Rain
11/17/2017	9.688	7.767	1.921	5.473	70%	4.15
12/18/2017	7.951	6.136	1.815	5.412	88%	3.74
1/18/2018	5.943	5.369	0.574	3.956	74%	2.75
2/18/2018	6.299	5.791	0.508	3.979	69%	3.5
3/18/2018	5.584	5.459	0.125	3.744	69%	3.75
4/18/2018	7.61	6.75	0.86	4.096	61%	6.75
5/18/2018	9.304	8.814	0.49	3.481	39%	2.5
6/18/2018	11.593	10.976	0.617	3.121	28%	3.25
7/18/2018	9.37	9.043	0.327	3.417	38%	7
8/18/2018	11.73	10.922	0.808	3.049	28%	2.75
9/18/2018	11.419	10.678	0.741	3.485	33%	6.31
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%	7.5



City of Montgomery

Operations Report

December 2018

11/18/18-12/17/18

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

11/22/2018 – Sewer backup, 647 Old Plantersville

Operator was called to investigate a possible sewer main backed up. A vactor truck was needed to jet the line and clear the debris. Sanitary line now flowing normally.

12/01/2018 – WWTP1, Phase failure

Upon arrival operator found phase monitor out on main disconnect and found two blown fuses. Both were replaced, and plant is back to normal operation.

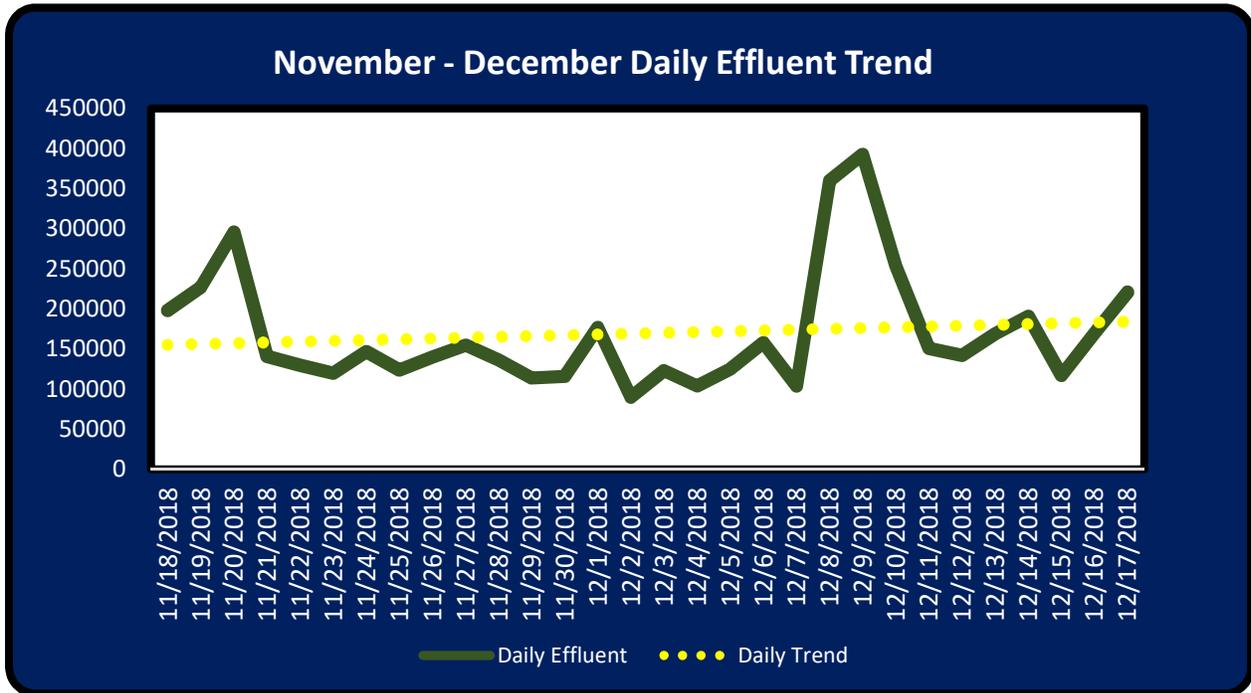
12/07/2018 – Lift station 2, High wet well

Operator investigated issue and found lift station at high level due to heavy rain flow. Operator continued to monitor facility until levels dropped and lift station is back to normal.

12/15/2018 – Water plant 3, Low water pressure

Upon arrival operator found water plant at low pressure due to a broken water main. Operator monitored facility until pressure was back to normal.

Wastewater Plant Flow Detail



- Flow for the month of November – December was 5,093,000 gallons
- Daily peak flow December 9, 2018 was 393,000 gallons
 - 98% of permitted value
- Average Daily Flow 169,800 gallons
 - 42% of permitted value

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	4.70	no
Average Monthly NH3	2	mg/l	0.19	no
Minimal CL2 Residual	1	mg/l	1.04	no
Max CL2 Residual	4	mg/l	3.97	no
Rainfall for the Month		5.60	inches	

There were no excursions for the month of December



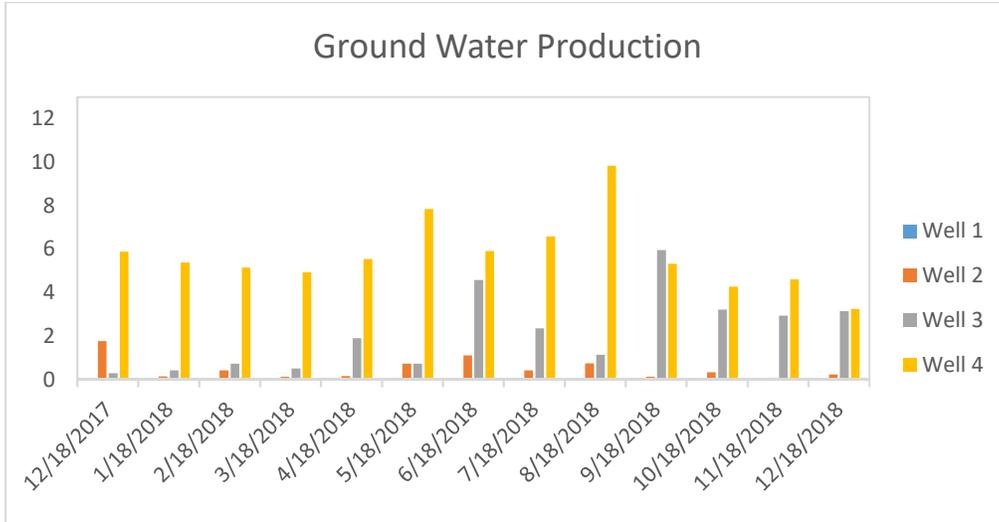
Water Report

11/18/2017-12/17/2018

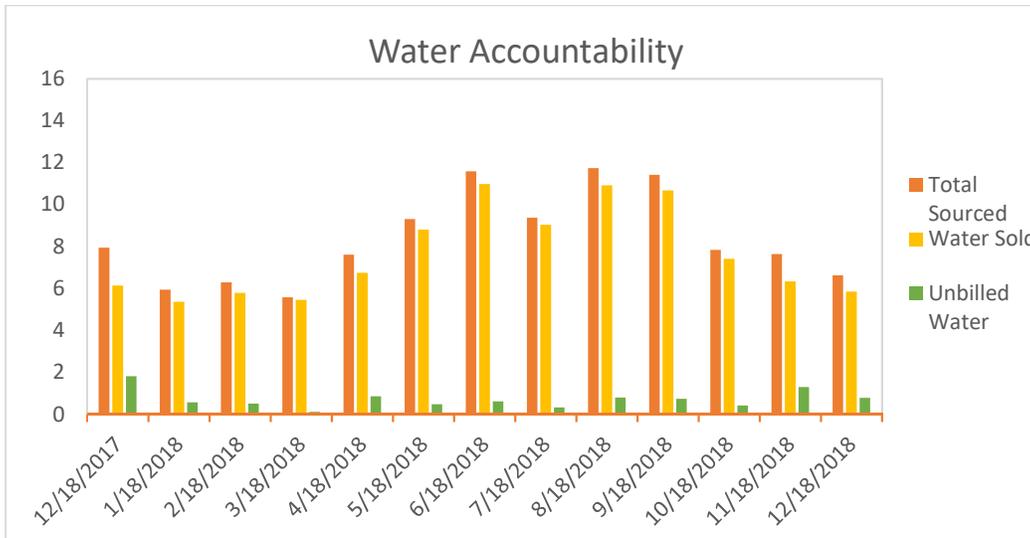
2018							
Well Name	Recorded Flow	% of Total	Rating G/Day	YTD Pumpage	YTD %	Permitted Value	Remaining Permit %
Well 2	0.233	3.51%	0.864	4.653	4.56%	47.551	32.05%
Well 3	3.140	47.37%	0.864	27.659	25.13%	47.551	32.05%
Well 4	3.256	49.12%	2.160	69.655	68.31%	75.100	7.25%
Total	6.629	100.00%	3.888	101.966	100%	122.651	
Flushing	0.725						
Subtotal	5.904						
Sold	5.847						
% Accounted	99%						

Accountability	
Total Water Sourced	6.629
Flushing	0.725
Subtotal	5.904
Sold	5.847
Accountability %	99%

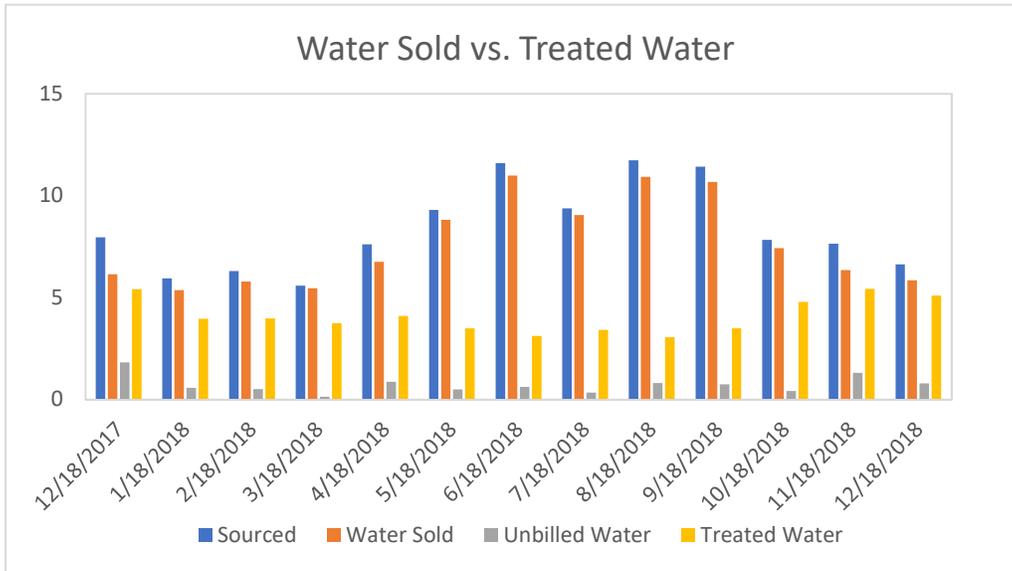
CONNECTIONS	
School	12
Commercial Inside	146
Commercial Outside	1
Residential Inside	602
Residential Outside	25
Church	13
City	15
Hydrant	6
Multifamily	11
n/a	2
Total	833



Date	Total	Well_1	Well_2	Well_3	Well_4
AVG	8.378	0.000	0.494	2.151	5.734
12/18/2017	7.951	0.000	1.769	0.299	5.883
1/18/2018	5.943	0.000	0.139	0.423	5.381
2/18/2018	6.299	0.000	0.418	0.735	5.146
3/18/2018	5.584	0.000	0.138	0.515	4.931
4/18/2018	7.61	0.000	0.160	1.899	5.551
5/18/2018	9.304	0.000	0.725	0.730	7.849
6/18/2018	11.593	0.000	1.105	4.582	5.906
7/18/2018	9.37	0.000	0.425	2.361	6.584
8/18/2018	11.73	0.000	0.751	1.145	9.834
9/18/2018	11.422	0.000	0.130	5.959	5.333
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
Total	108.92	0.000	6.422	27.958	74.538



Date	Accountability	Unaccounted	Total Sourced	Water Sold	Flushing/Leaks	Unbilled Water
12/18/2017	79%	1.7051	7.951	6.136	0.110	1.815
1/18/2018	93%	0.389	5.943	5.369	0.185	0.574
2/18/2018	95%	0.323	6.299	5.791	0.185	0.508
3/18/2018	101%	-0.077	5.584	5.459	0.202	0.125
4/18/2018	91%	0.709	7.610	6.75	0.151	0.860
5/18/2018	96%	0.327	9.304	8.814	0.163	0.490
6/18/2018	96%	0.458	11.593	10.976	0.159	0.617
7/18/2018	98%	0.141	9.370	9.043	0.186	0.327
8/18/2018	96%	0.422	11.730	10.922	0.386	0.808
9/18/2018	95%	0.621	11.422	10.678	0.123	0.744
10/18/2018	99%	0.0767	7.836	7.418	0.3413	0.418
11/18/2018	90%	0.7542	7.647	6.344	0.5488	1.303
12/18/2018	99%	0.057	6.629	5.847	0.725	0.782



Date	Sourced	Water Sold	Unbilled Water	Treated Water	Return %	Rain
12/18/2017	7.951	6.136	1.815	5.412	88%	3.74
1/18/2018	5.943	5.369	0.574	3.956	74%	2.75
2/18/2018	6.299	5.791	0.508	3.979	69%	3.50
3/18/2018	5.584	5.459	0.125	3.744	69%	3.75
4/18/2018	7.610	6.75	0.860	4.096	61%	6.75
5/18/2018	9.304	8.814	0.490	3.481	39%	2.50
6/18/2018	11.593	10.976	0.617	3.121	28%	3.25
7/18/2018	9.370	9.043	0.327	3.417	38%	7.00
8/18/2018	11.730	10.922	0.808	3.049	28%	2.75
9/18/2018	11.422	10.678	0.744	3.485	33%	6.31
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

January 17, 2019

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

Re: Engineering Report
Council Meeting: January 22, 2019
City of Montgomery

Dear Mayor and Council:

The following information summarizes our activities on your behalf since the December 11, 2018 Council Meeting:

Status of Previously Authorized Projects:

All projects discussed below are included in the enclosed master schedule and maps of active developments and capital projects.

a) Buffalo Springs Drive Bridge Repair (FEMA)

The project is complete. We submitted the Certificate of Construction completion and Pay Estimate No. 11 & Final to FEMA and GrantWorks for processing, as authorized at the January 8th Council meeting.

b) Water Distribution System Analysis and Master Plan - CP No. 2, 12-inch Waterline Across Town Creek Bridge

The contractor is substantially complete with construction and the waterline is in service. The contractor is continuing to address all punch list items.

c) Water Distribution System Analysis and Master Plan – CP No. 3 – Downtown and SH-105 Waterline Replacement

We received approval on the Engineering Feasibility Report from the TWDB on January 3rd and are finalizing the construction plans to submit for review. We submitted Outlay No. 3 on January 11th in the amount of \$45,185.50 for reimbursement, and we expect construction to begin in Spring 2019.

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

As a reminder, this project is included in the TWDB DWSRF loan. This project has been delayed due other City projects taking priority but is moving forward again. As discussed in our water plant inspection report, we have identified significant recoating items to be completed at Water Plant No. 3. We recommend including these items in the scope of the Water Plant No. 3 Improvements project. We expect to complete the design and receive all plan approvals in spring 2019.

Status of Previously Authorized Projects (cont.):**e) 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.

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

As a reminder, this project is included in the TWDB Clean Water State Revolving Fund (“CWSRF”) loan. The design is substantially complete and we are working with the TWDB for final approval. We submitted the Engineering Feasibility Report for this project to the TWDB on January 10th and are coordinating with the TWDB to receive approval.

g) 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 under final internal review before undergoing TWDB review. We expect construction to begin in Spring 2019.

h) 18” Gravity Sanitary Sewer Extension

We performed a final inspection of the project on December 12th, and it is our understanding the contractor is addressing all punch list items identified at the inspection. We received and approved Pay Estimate No. 3 in the amount of \$70,195.50 to Randy Roan Construction, Inc.

i) Baja Road Water and Drainage Improvements (CDBG)

The contractor is proceeding with construction of the waterline but is working slower than originally anticipated. We have requested an updated construction schedule from the contractor to show a realistic construction completion date. Enclosed with this report is a copy of the behind schedule letter that was sent to the Contractor on January 14th. As a reminder, the contract period of performance will end on January 29, 2019. We are coordinating with the City Administrator to discuss potential options for Phase II of the project.

j) Baja Road Rehabilitation (FEMA)

We received bids for the project on January 17th at City Hall. As a reminder, this is a re-bid of the project from the original November 29th bid date. Enclosed under separate cover is a letter to Council regarding the receipt of bids for the Baja Road Rehabilitation project. We plan to discuss the results of the bid opening as a separate agenda item.

Agenda Item – Consideration and possible action regarding award and execution of construction contracts for the Baja Road Rehabilitation project.

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

- i. As we previously discussed, the erosion of Atkins Creek has reached FM 1097 and TxDOT has mobilized to complete the emergency repairs to the erosion. We are working to schedule a meeting with TxDOT to discuss more long-term solutions to protect the City’s existing 12” waterline.
- ii. We are finalizing design of the construction plans for the project and expect to be substantially complete by the end of the month. We expect to receive allocation of funding from FEMA by the middle of February, and we are prepared to begin the bidding process upon receipt.

Status of Previously Authorized Projects (cont.):**I) GLO Projects**

We did not receive a Request for Information this month. We are continuing to coordinate with GrantWorks to determine when funds will become available.

Existing and Upcoming Developments:**a) Feasibility Studies**

- i. **Woods of Town Creek** – As a reminder, at the January 8th meeting of the City Council, we were authorized to proceed with a Utility and Economic Feasibility Study for the Woods of Town Creek Single Family Development. We plan to present our findings at the March 12th meeting of the City Council.

b) Plan Reviews

- i. **Shoppes at Montgomery, Phase II** – We did not receive revised plans this month.
- ii. **Exxon Eva Street** – We received revised plans on January 14th and plan to return comments to the plans next week. It is our understanding the City Administrator plans to meet with the developer to discuss acquiring additional right-of-way for TxDOT.
- iii. **Wendy's (Haza Foods)** – We did not receive revised plans this month.
- iv. **Living Savior Lutheran Church** – We received revised plans on December 17, 2018 and returned plan approval on January 7th.
- v. **Best Donuts (Samdana Investments)** – We did not receive revised plans this month. We are coordinating with the Developer to execute an encroachment agreement for the proposed dumpster within a proposed public storm sewer easement.

c) Plat Reviews

- i. **Samdana Investments Minor Plat** – We did not receive a revised plat this month.

d) Ongoing Construction

- i. **Hills of Town Creek, Section 3** – The contractor has sufficiently addressed all punch list items identified at the final inspection held on December 4, 2018 and we recommend acceptance of the public infrastructure.

Agenda Item – Consideration and possible action regarding the Certificate of Acceptance for public water and sanitary sewer infrastructure to serve the Hills of Town Creek, Section 3 (Dev. No. 1019) Development, including acceptance of maintenance bond.

- ii. **Emma's Way Extension** – The contractor is continuing to address all punch list items identified at the final inspection held on August 27, 2018.

Ongoing Construction (cont.):

- iii. **Shoppes at Montgomery, Phase I** – We held a final inspection of the public water and sanitary sewer infrastructure on January 9th. It is our understanding the contractor is working to address all punch list items identified at the inspection.

e) One-Year Warranty Inspections

- i. **Lift Station No. 14** – We are working with Public Works and Gulf Utilities to bring the lift station to the proper specifications with the funds deposited by the developer for the replacement pumps.
- ii. **Lake Creek Village, Section 3** – We conducted one-year warranty inspection for the public infrastructure on October 19th. It is our understanding the Developer is working to address all punch list items. According to the Developer, the remaining punch list items will be addressed pending favorable weather.

Meetings and Ongoing Activities:

- a) **Lone Star Parkway Transportation Improvement Plan (TIP)** – We are working with the H-GAC to discuss planning for the possible acceptance Lone Star Parkway by TxDOT in the future. We attended a meeting with TxDOT on November 6th to discuss including the project on TxDOT's Regional Transportation Plan before including it on the H-GAC TIP.
- b) **2018 Annual Water Plant Inspection** – Enclosed under separate cover is a copy of our Annual Water Plant Inspection Report. We coordinated with Gulf Utility and Public Works to determine the items that can be completed in-house, as noted on the report.

Agenda Item – Presentation of Water Plant Inspection Report from Jones & Carter.

- c) **FM 149 Southbound Turn Lane** – It is our understanding the City Administrator is planning to meet with the owner of the Exxon at the northwest corner of the FM 149/SH-105 intersection to discuss obtaining the additional right-of-way required to construct a southbound right turn lane.
- d) **Weekly Operations Conference Call** – We continue hosting a weekly 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.
- e) **Well Performance Summaries** – We received and reviewed the results of the water well performance test completed in November 2018. The water wells are performing as designed and no action is recommended at this time.
- f) **Plez Morgan Rehabilitation** – It is our understanding that the City received a letter from FEMA on January 15th stating the allocation of funds for the project has been denied.

Meetings and Ongoing Activities (cont.):

- g) **Sanitary Sewer Testing & Repairs** – We plan to present exhibits identifying testing and repairs that have been completed over the past two years, as well as an exhibit showing proposed future testing to take place throughout the year. We are working with Public Works to prepare a plan to continue smoke testing and repairs throughout the City, and will follow up testing with additional cleaning and televising as needed based on the results of Public Works' findings.

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 1-22-19.docx

Enclosures: Baja Road Water and Drainage Improvements – Behind Schedule Letter
Active Capital Projects Map
Active Developments Map

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



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

January 14, 2019

Boretex, LLC.
902 Nean Dr.
Austin, TX 78758

Re: Construction of Baja Road and Martin Luther King Jr. Drive
City of Montgomery
TIN No. 74-2063592

Dear Mr. Larocque,

At the Preconstruction Meeting we discussed the importance of submitting a Construction Schedule and Schedule of Values per the project specification section 01010 2.0 WORK SEQUENCE which states:

"Within 10 days from the date of the Notice to Proceed, the Contractor shall submit a construction schedule to the Engineer for approval. The schedule shall be in the form of a Gantt Chart (bar chart) and shall indicate the order in which the work is to be performed. The sequence and interdependence of all major activities must be shown."

As of the date of this letter you are over 30 days past the deadline for submission (December 9, 2018). Therefore, you are hereby directed to provide a construction schedule showing the project's legitimate completion dates (substantial and final) in addition to the Schedule of Values. Failure to provide a construction schedule within 5 calendar days may result in you being declared in default in accordance with the General Conditions of the Contract, Section 9 (b) – Termination, Delays, and Liquidated Damages. We want to remind you that the Owner has the option of withholding payment when a construction schedule has not been submitted within the specified time frame per the project specification section 01010 2.0 WORK SEQUENCE.

Furthermore, after continuing to wait for your construction schedule to be submitted approximately sixty-eight percent (68%) of your Contract Period of Performance has expired yet only approximately thirteen (13%) percent of the work has been completed. There is concern that the project will not be complete by the contract period of performance end date of January 29, 2019. You are hereby directed to provide to us in writing the recovery schedule showing how you will complete the project by its original completion date of January 29, 2019 **by January 18, 2019**. If unforeseen conditions or outside influences are preventing you from completing the project by the contracted completion date the recovery schedule is to include any request for time extension for our review. The request should detail the reasons for delay to justify processing a time extension change order. Please note the City has the right to pursue Liquidated Damages for Delays in the amount of \$250 a day for every day past the ending of the period of performance, pursuant to General Conditions of the Contract, Section 9 (b) – Termination, Delays, and Liquidated Damages.



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

As the Contractor, you are responsible for the safety of your employees, and other persons during construction operations. All work shall be done in accordance with Occupational Safety and Health Administration (OSHA). We have requested numerous times that the pot holes on the project be filled in or have a stable protective barrier placed around them to prevent accidents and you have continually failed to do so. These must be protected by **January 16, 2019 at 1:00PM** or we will have them repaired and recover cost through a deductive change order to the contract.

Your immediate attention to this situation is required. Please contact me if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Michael Carpenter', with a long horizontal stroke extending to the right.

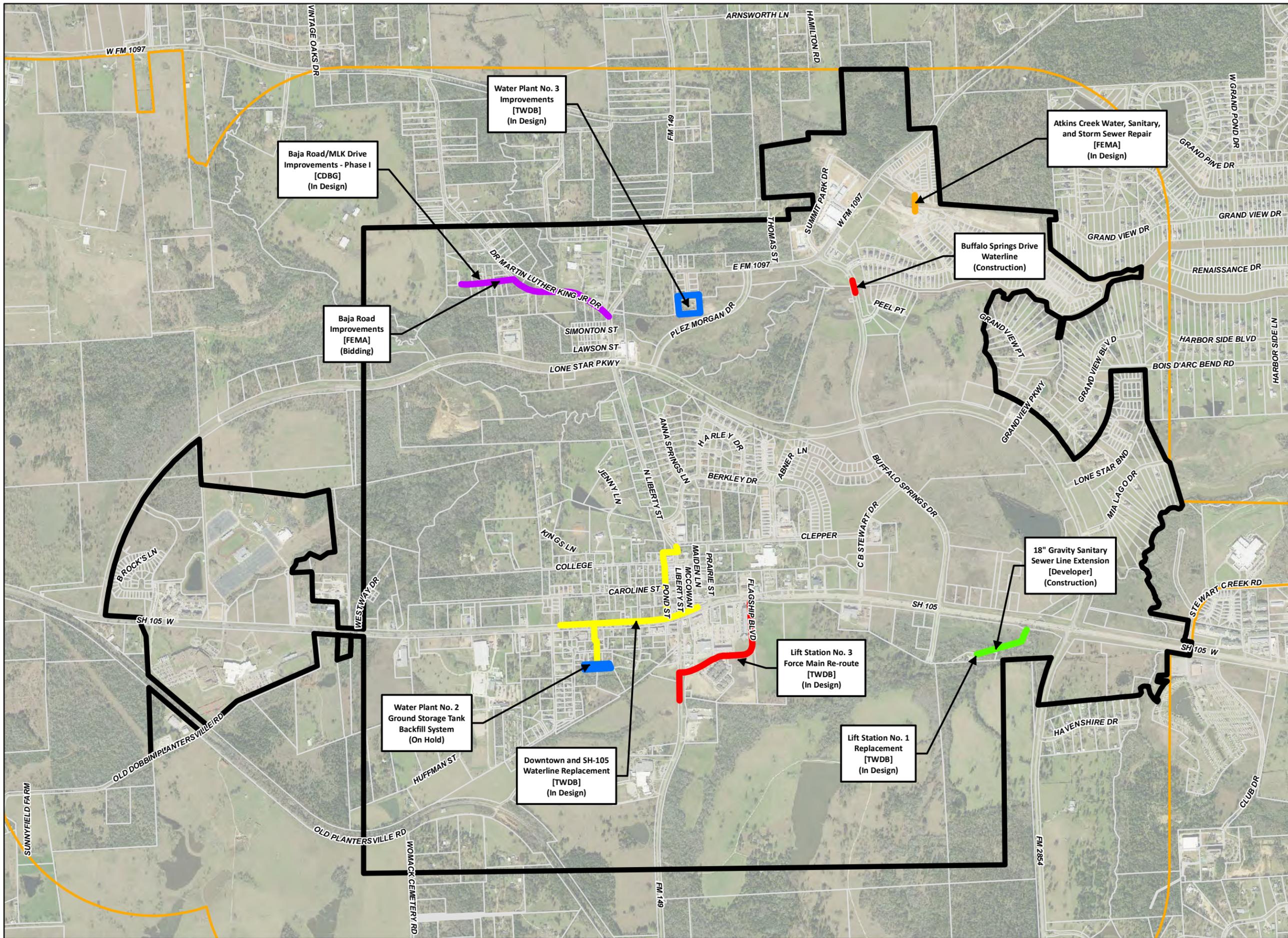
Michael Carpenter
Construction Manager

CVR/mdc

K:\W5841\W5841-0037-00 Baja Road and Martin Luther King Jr Driv\3 Construction Phase\3 Contract Documents\Working Documents

Enclosure

CC: Mr. Jack Yates – City of Montgomery, City Administrator (cc via email)
Ms. Susan Hensley – City of Montgomery, City Secretary (cc via email)
Mr. Chris Roznovsky – Jones|Carter, City Engineer (cc via email)
Ms. Rachel Nolley – GrantWorks (cc via email)
Mr. Ben Flamm – Cincinnati Insurance Company (Surety) (cc via email)



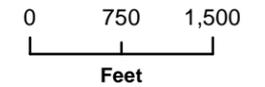
VICINITY MAP

Scale: 1 inch equals 20 miles

LEGEND

- City Limits
- City ETJ
- MCAD Parcels

ACTIVE CAPITAL PROJECTS (JANUARY 2019)

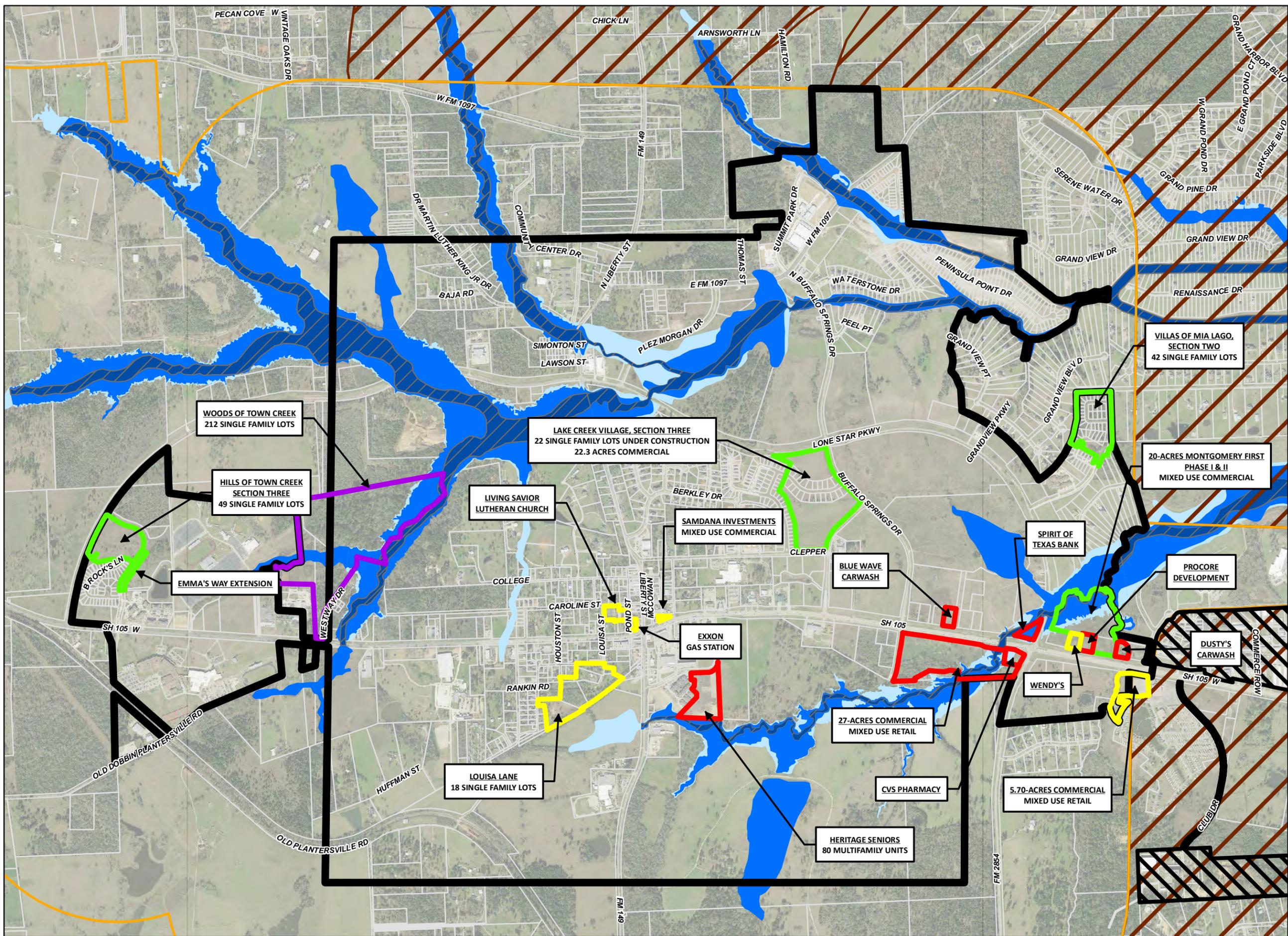


1 inch equals 1,500 feet



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.





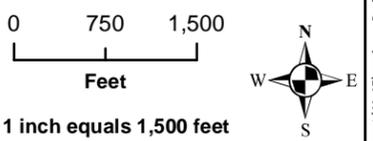
VICINITY MAP

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 (JANUARY 2019)



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CITY OF MONTGOMERY
ACCOUNT BALANCES @ 12/31/18
For Meeting of January 22, 2019

	CHECKING ACCT BALANCES	PRIOR MONTH END INVESTMENTS	TOTAL FUNDS AVAILABLE
<u>GENERAL FUNDS</u>			
OPERATING FUND #1017375	\$ 326,027.24		\$ 326,027.24
HOME GRANT FUNDS /COPS UNIVERSAL #103289	\$ 10.00		\$ 10.00
ESCROW FUND #1025873	\$ -		\$ -
PARK FUND #7014236	\$ -		\$ -
POLICE DRUG & MISC FUND #1025675	\$ 10,675.64		\$ 10,675.64
INVESTMENTS - GENERAL FUND		\$ 300,000.00	\$ 300,000.00
TEXPOOL - GENERAL FUND # 00003		\$ 88,157.33	\$ 88,157.33
TEXPOOL - RESERVE FUND # 00005		\$ -	\$ -
TOTAL GENERAL FUND	\$ 336,712.88	\$ 388,157.33	\$ 724,870.21
<u>CONSTRUCTION FUND</u>			
BUILDING FUND #1058528	\$ -		\$ -
CONSTRUCTION ACCOUNT #1058544	\$ 180,559.91 *		\$ 180,559.91
BOK Fiancial Series 2017A	\$ 1,021,257.05		\$ 1,021,257.05
BOK Fiancial Series 2017BA	\$ 1,615,509.03		\$ 1,615,509.03
TEXPOOL - CONST # 00009		\$ 300,828.41	\$ 300,828.41
INVESTMENTS - CONSTRUCTION		\$ -	\$ -
TOTAL CONSTRUCTION FUND	\$ 2,817,325.99	\$ 300,828.41	\$ 3,118,154.40
<u>DEBT SERVICE FUND</u>			
DEBT SERVICE FUND #7024730	\$ 251,589.31		\$ 251,589.31
TEXPOOL DEBT SERVICE # 00008	\$ -	\$ 24,933.43	\$ 24,933.43
TOTAL DEBT SERVICE FUND	\$ 251,589.31	\$ 24,933.43	\$ 276,522.74
<u>COURT SECURITY FUND</u> #1070580			
	\$ 3,128.80	\$ -	\$ 3,128.80
<u>COURT TECHNICAL FUND</u> #1058361			
	\$ 34,264.20	\$ -	\$ 34,264.20
<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			
	\$ 11,416.02	\$ -	\$ 11,416.02
<u>MEDC</u>			
CHECKING ACCOUNT #1017938	\$ 269,800.85		\$ 269,800.85
TEXPOOL - MEDC # 00003		\$ 240,307.70	\$ 240,307.70
INVESTMENTS - MEDC		\$ 250,000.00	\$ 250,000.00
TOTAL MEDC	\$ 269,800.85	\$ 490,307.70	\$ 760,108.55
<u>POLICE ASSET FORFEITURES</u> #1047745			
	\$ 6,221.99		\$ 6,221.99
<u>UTILITY FUND</u>			
UTILITY FUND #1017383	\$ 578,074.85		\$ 578,074.85
CUSTOMER DEPOSITS FUND #1017417	\$ -		\$ -
WATER WORKS & SAN SEWER #7013840	\$ -		\$ -
TEXPOOL - UTILITY FUND # 00002		\$ 469,896.70	\$ 469,896.70
TOTAL UTILITY FUND	\$ 578,074.85	\$ 469,896.70	\$ 1,047,971.55

<u>TOTAL ALL FUNDS</u>	<u>\$ 4,314,353.25</u>	<u>\$ 1,674,123.57</u>	<u>\$ 5,988,476.82</u>
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INVESTMENTS

TEXPOOL - GENERAL FUND	\$ 88,157.33
INVESTMENTS - GENERAL FUND	\$ 300,000.00
TEXPOOL - CONST # 00009	\$ 300,828.41
TEXPOOL - DEBT SERVICE # 00008	\$ 24,933.43
TEXPOOL - MEDC	\$ 240,307.70
INVESTMENTS - MEDC	\$ 250,000.00
TEXPOOL - UTILITY	\$ 469,896.70
TOTAL ALL INVESTMENTS	<u>\$ 1,674,123.57</u>

*Note: Due to General Fund from Construction Fund (for Bridge Repair) \$606,607.43



MUNICIPAL ACCOUNTS
& CONSULTING, L.P.

City of Montgomery

Bookkeeper's Report

December 31, 2018

City of Montgomery
Account Balances

As of December 31, 2018

Financial Institution (Acct Number)	Issue Date	Maturity Date	Interest Rate	Account Balance	Notes
Fund: Operating					
Certificates of Deposit					
TEXAS CAPITAL BANK (XXXX0242)	07/07/2018	01/02/2019	2.00 %	100,000.00	
CENTRAL BANK (XXXX0787)	08/06/2018	02/02/2019	2.22 %	100,000.00	
GREEN BANK (XXXX0365)	12/17/2018	06/17/2019	2.35 %	100,000.00	
Money Market Funds					
TEXPOOL (XXXX0003)	08/01/2005		2.28 %	88,157.33	
Checking Account(s)					
FIRST FINANCIAL BANK (XXXX7375)			0.00 %	326,027.24	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:				\$724,870.21	
Fund: Capital Projects					
Money Market Funds					
TEXPOOL (XXXX0009)	12/27/2012		2.28 %	300,828.41	
Checking Account(s)					
BOK Financial (XXXX3014)			0.00 %	1,021,257.05	BOKF, NA Escrow - Series 2017A
BOK Financial (XXXX4012)			0.00 %	1,615,509.03	BOKF, NA Escrow - Series 2017B
FIRST FINANCIAL BANK (XXXX8528)			0.00 %	0.00	Building Fund
FIRST FINANCIAL BANK (XXXX8544)			0.00 %	180,559.91	Const Ckg-W&S Proj 1058544
Totals for Capital Projects Fund:				\$3,118,154.40	
Fund: Debt Service					
Money Market Funds					
TEXPOOL (XXXX0008)	12/27/2012		2.28 %	24,933.43	
Checking Account(s)					
FIRST FINANCIAL BANK (XXXX4730)			0.00 %	251,589.31	Checking Account
Totals for Debt Service Fund:				\$276,522.74	
Fund: CT Security					
Checking Account(s)					
FIRST FINANCIAL BANK (XXXX0580)			0.00 %	3,128.80	Cash In Bank
Totals for CT Security Fund:				\$3,128.80	
Fund: CT Tech					
Checking Account(s)					
FIRST FINANCIAL BANK (XXXX8361)			0.00 %	34,264.20	Cash In Bank
Totals for CT Tech Fund:				\$34,264.20	
Fund: Grant					
Checking Account(s)					
FIRST FINANCIAL BANK (XXXX8479)			0.00 %	80.73	Grant Account

City of Montgomery
Account Balances

As of December 31, 2018

Financial Institution (Acct Number)	Issue Date	Maturity Date	Interest Rate	Account Balance	Notes
Fund: Grant					
Checking Account(s)					
FIRST FINANCIAL BANK (XXXX9104)			0.00 %	5,737.63	Checking Account
Totals for Grant Fund:				\$5,818.36	
Fund: Hotel Occupancy Tax					
Checking Account(s)					
FIRST FINANCIAL BANK (XXXX5253)			0.00 %	11,416.02	Cash In Bank
Totals for Hotel Occupancy Tax Fund:				\$11,416.02	
Fund: MEDC					
Certificates of Deposit					
BANCORPSOUTH (XXXX5334)	01/27/2018	01/27/2019	1.25 %	150,000.00	
ALLEGIANCE BANK (XXXX2047)	06/06/2018	06/06/2019	2.00 %	100,000.00	
Money Market Funds					
TEXPOOL (XXXX0006)	08/01/2005		2.28 %	240,307.70	
Checking Account(s)					
FIRST FINANCIAL BANK (XXXX7938)			0.00 %	269,800.85	MEDC Checking
Totals for MEDC Fund:				\$760,108.55	
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		2.28 %	469,896.70	
Checking Account(s)					
FIRST FINANCIAL BANK (XXXX7383)			0.00 %	578,074.85	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:				\$1,047,971.55	
Grand total for City of Montgomery:				\$5,988,476.82	

City of Montgomery - General
Cash Flow Report - Checking Account
As of December 31, 2018

Num	Name	Memo	Amount	Balance
BALANCE AS OF 12/01/2018				\$112,494.63
Receipts				
	Fema Funds		38,826.08	
	FEMA Rev-Due to Const.		7,828.48	
	Sales Tax Rev		192,957.46	
	Court Rev O/S 12/18		1,758.20	
	Court Rev 12/18		25,313.90	
	Misc Rev O/S 12/18		2,388.40	
	Misc Rev CL 12/18		22,605.85	
	Tax P & I 12/18		130.86	
	Tax Cld 12/18		212,350.05	
	Tax EOM 12/18		17,745.00	
	Tax O/S 12/18		71,920.45	
	Transfer 12/18		51,768.11	
	Interest		6.36	
Total Receipts				645,599.20
Disbursements				
28815	Office of the Attorney General	0012541428, 0013412154, 0012507796, 001207808	(2,077.84)	
28816	CHIEF	Police supplies Inv 126242	(175.19)	
28817	City of Conroe	Inv# 00604 Acct#52035 - MTG PD	(2,761.60)	
28818	Ditttert Rubber Stamp, Ltd.	Inv 254171	(4.25)	
28819	Entergy	Part Utilities per spreadsheet 11/18	(1,271.03)	
28820	Ger Nay Pest Control	Pest control INV 13131, 13132	(212.00)	
28821	Gwendolyn Shoemaker	Community Bldg Deposit refund 11/25/18	(150.00)	
28822	Headsets.com	PO#2888941	(368.23)	
28823	Helen Shepherd	Community Bldg Deposit Refund 11/23 & 11/24/	(150.00)	
28824	Innovative Outdoors	Mowing - Inv# 1906 12/18	(6,667.00)	
28825	James F. Napolitano	Reimburse of expenses -Travel & Training 10/5/18	(2,248.00)	
28826	Laurel Paving	Street repairs - Inv 1227	(750.00)	
28827	Municipal Accounts & Consulting, L.P.	Bookkeeping Inv 54795 11/18	(9,834.01)	
28829	Office Depot Business Credit	Supplies 10/31-11/27	(782.79)	
28830	Rick Hanna, CBO	17848, 17847	(5,851.75)	
28831	Robert Rosenquist	Municipal Court Judge - 11/18	(1,500.00)	
28832	Sales Revenue, Inc.	Sales Tax Tracking 12/18 Inv#2458	(1,400.00)	
28833	Sam's Club	Acct #040241083268-7, Inv 7895, 9441	(141.52)	
28834	Stowes' Wrecker & Collision	2866, 4090	(150.00)	
28835	Techline Pipe, L.P.	Work order 59423-00 - Supplies	(45.00)	
28836	The Mail Stop	Package ID 161476 & 161637	(23.35)	
28837	Thomas Lundsten	Cedar Brake Park Garden Maintenance 11/18	(65.00)	
28838	TransUnion	Acct 300819 11/1-11/30/18	(250.00)	
28839	Tyler Technologies, Inc	Monthly fee - Web Site and On Line Billing Compo	(41.00)	
28840	UniFirst Holdings, Inc.	Uniforms-Inv# 8440829996,97,30849,50,31705,06,	(205.75)	
28841	Tim Bauer	Reimbursement of Child Support over payment rei	(436.15)	
28842	Darden,Fowler & Creighton, L.L.P.	Legal Fees 11/18	(620.00)	
28843	Davis Investigation Services	Inv 99130978 - J Ravari	(25.00)	
28844	Houston Chronicle		(1,031.59)	
28845	Iron Mountain	Document Shredding AJDB049 10/24/18-11/27/1	(112.40)	
28846	Jones & Carter, Inc	Several	(9,493.00)	
28847	Montgomery Central Appraisal District	1st Qtr Fees 2019	(2,267.94)	
28848	TML-IRP	Contract# 6827 Insurance Premium Dec 2018	(4,624.49)	
28849	TransUnion	Acct 300819 10/1-10/30/18	(250.00)	

City of Montgomery - General
Cash Flow Report - Checking Account
As of December 31, 2018

Num	Name	Memo	Amount	Balance
Disbursements				
28850	ZNZ Creative Services/Hodge Podge Lodge	Inv# 1163 (2) City of Montgomery Christmas Party	(80.00)	
28851	Office of the Attorney General	0012541428, 0013412154, 0011804850, 001250779	(1,922.77)	
28852	Brenda Laughlin	Community Building Deposit Refund 12/14/18	(150.00)	
28853	Card Service Center	First Financial Credit Card Account XXXX 0869 -	(2,180.82)	
28854	City of Montgomery - Utility Fund	Water Usage @ Parks, City Hall, Com Center - 10/	(469.30)	
28855	Consolidated Communications	936-597-7893/0 \$37.61, 936-597-6434 \$777.29	(814.90)	
28856	Entergy	550001276979 \$18.69, 375003785993 \$51.71, Nov	(1,123.61)	
28857	ERS-Texas Social Security Program	Acct 9291051 Annual Admin Fee 2019	(35.00)	
28858	Gordon B. Dudley, Jr.	Prosecutor 12/13/18	(450.00)	
28859	GTIN	INV20317	(513.98)	
28860	Jim's Hardware	Acct #102 - Invoices -11/18	(445.18)	
28861	Jones & Carter, Inc	Several	(16,182.00)	
28862	LDC	CM100017 Gas 101 Plantersville 11/2-12/3/18	(242.15)	
28863	McCoy's Building Supply Corporation	Acct - 0900-98046487-001 November 2018 Invoice	(319.74)	
28864	Michael Shirley	Court Prosecutor 12/13/18	(450.00)	
28865	Northwest Pest Patrol	Acct# 32791 Mosquito fogging Nov 2018	(435.00)	
28866	O'Reilly Auto Parts	Acct# 700907 Inv 1838-455912, 1838-456143, 183	(114.73)	
28867	Personalized Communications, Inc.	Answering Service 18253-111418 (12/27-1/23/18	(54.14)	
28868	Sitek Omni Services, LLC	Inv#SOS2842 Demolition of Building @ 21049 Ev	(24,400.00)	
28869	Stowes' Wrecker & Collision	Police Inv 4095 Unit 13-04 State Inspection	(25.50)	
28870	Thomas Printing & Publishing	9760, 9768	(532.80)	
28871	UBEO of East Texas, Inc.	61731688, 61731695, 61717792	(1,665.45)	
28872	Verizon Wireless	521590387-00001	(943.44)	
28873	Weisinger Materials, Inc	Wholesale decomposed granite Inv073577	(210.00)	
28874	Daspit, Laurence F	Payroll 12/21/18	(99.27)	
28875	City of Montgomery - Utility Fund	Water Usage @ City Cemetary	(12.00)	
28876	Consolidated Communications	936-043-5910/0 12/11/18-1/10/19	(116.19)	
28877	Dockside Boat Lifts	Community Building Deposit Refund 12/19/18	(150.00)	
28878	Easley Enterprises of Texas, Inc.	City Hall General Cleaning 11/18 Inv#5578	(375.00)	
28879	GALLS, LLC	BC0729787, BC0731530, BC0733280	(567.47)	
28880	GTIN	Fee per service agreement for 12/18 INV#20337	(3,624.00)	
28881	Home Depot Credit Services	Acct # ***-4458 Inv 8010045	(21.62)	
28882	Prudence Teater	Community Building Deposit Refund 12/22/18	(150.00)	
28883	Rick Hanna, CBO	17860, 59	(4,473.50)	
28884	Texas Specialties/Lone Star Signs	Inv# 147454 cm Name Plate, Wall Plate and fram	(47.50)	
28885	TML-Multistate Intergovernmental	Health, Life & AD&D Insurance Period 2019-01	(15,358.06)	
28886	Valero Marketing & Supply Company-2	Acct 7137 8863 Nov 2018 1/2 Fuel exp- Public	(477.54)	
Adj 12/18		Return court cc item	(99.10)	
DD	Aguirre, Abel	Payroll 12/7/18	(1,971.02)	
DD	Bauer, Timothy M	Payroll 12/7/18	(1,881.88)	
DD	Belmares, Jose N.	Payroll 12/7/18	(2,763.14)	
DD	Bracht, James C.	Payroll 12/7/18	(2,429.35)	
DD	Brown, Jackson A	Payroll 12/7/18	(928.53)	
DD	Carswell, Christopher M	Payroll 12/7/18	(1,646.99)	
DD	Duckett, Kimberly T.	Payroll 12/7/18	(1,790.96)	
DD	Dupree, April J	Payroll 12/7/18	(1,292.49)	
DD	Hensley, Susan L.	Payroll 12/7/18	(2,167.67)	
DD	Hernandez, George J.	Payroll 12/7/18	(2,159.54)	
DD	Kohl, Julie J	Payroll 12/7/18	(404.73)	
DD	Kowarsch, Robert D	Payroll 12/7/18	(180.08)	
DD	McCorquodale, David D.	Payroll 12/7/18	(652.41)	
DD	Moore, Katrina E	Payroll 12/7/18	(1,461.21)	

City of Montgomery - General
Cash Flow Report - Checking Account
As of December 31, 2018

Num	Name	Memo	Amount	Balance
Disbursements				
DD	Muckleroy, Micha D.	Payroll 12/7/18	(2,270.74)	
DD	Napolitano, James F	Payroll 12/7/18	(2,792.86)	
DD	Rather, Regina S.	Payroll 12/7/18	(262.59)	
DD	Ravari, Justin R.	Payroll 12/7/18	(837.30)	
DD	Redman, Leslie A.	Payroll 12/7/18	(1,398.78)	
DD	Rosendo, Jose A	Payroll 12/7/18	(1,481.87)	
DD	Salas, Francisco A.	Payroll 12/7/18	(1,385.55)	
DD	Standifer, Eric L.	Payroll 12/7/18	(2,001.77)	
DD	Thomas, Ryan A	Payroll 12/7/18	(1,550.99)	
DD	Thompson, Kevin A.	Payroll 12/7/18	(1,534.11)	
DD	Williams, Tina M.	Payroll 12/7/18	(1,417.56)	
DD	Yates, Jack R	Payroll 12/7/18	(3,727.67)	
DD	Aguirre, Abel	Payroll 12/21/18	(1,627.51)	
DD	Bauer, Timothy M	Payroll 12/21/18	(1,412.43)	
DD	Belmares, Jose N.	Payroll 12/21/18	(2,500.30)	
DD	Bracht, James C.	Payroll 12/21/18	(2,093.77)	
DD	Brown, Jackson A	Payroll 12/21/18	(896.68)	
DD	Carswell, Christopher M	Payroll 12/21/18	(1,868.98)	
DD	Duckett, Kimberly T.	Payroll 12/21/18	(1,674.81)	
DD	Dupree, April J	Payroll 12/21/18	(1,336.58)	
DD	Hensley, Susan L	Payroll 12/21/18	(2,050.88)	
DD	Hernandez, George J.	Payroll 12/21/18	(1,501.83)	
DD	Kohl, Julie J	Payroll 12/21/18	(444.07)	
DD	Kowarsch, Robert D	Payroll 12/21/18	(272.43)	
DD	McCorquodale, David D.	Payroll 12/21/18	(586.37)	
DD	Moore, Katrina E	Payroll 12/21/18	(1,461.21)	
DD	Muckleroy, Micha D.	Payroll 12/21/18	(2,119.51)	
DD	Napolitano, James F	Payroll 12/21/18	(2,724.02)	
DD	Rather, Regina S.	Payroll 12/21/18	(669.76)	
DD	Ravari, Justin R.	Payroll 12/21/18	(1,302.36)	
DD	Redman, Leslie A.	Payroll 12/21/18	(1,373.57)	
DD	Rosendo, Jose A	Payroll 12/21/18	(1,235.20)	
DD	Salas, Francisco A.	Payroll 12/21/18	(1,427.47)	
DD	Standifer, Eric L.	Payroll 12/21/18	(1,904.48)	
DD	Thomas, Ryan A	Payroll 12/21/18	(1,531.97)	
DD	Thompson, Kevin A.	Payroll 12/21/18	(802.36)	
DD	Williams, Tina M.	Payroll 12/21/18	(1,417.56)	
DD	Yates, Jack R	Payroll 12/21/18	(3,613.97)	
DM	ETS Corporation	ETS Fees	(526.11)	
POL	EFIPS	Payroll Liabilities 12/7/18	(15,370.88)	
POL	EFIPS	Payroll Liabilities 12/21/18	(13,135.96)	
POL	EFIPS	Payroll Liabilities - 1 extra check	(16.46)	
Transfer	City of Montgomery- Capital Projects	Transfer to cover Pay Est #10 - Bridge Repair	(146,631.59)	
Transfer	City of Montgomery- Capital Projects	Transfer to proper account	(38,826.08)	
Total Disbursements			(432,066.59)	(432,066.59)
BALANCE AS OF 12/31/2018				\$326,027.24

City of Montgomery - General
Cash Flow Report - Police Drug & Misc Fund Account

As of December 31, 2018

Num	Name	Memo	Amount	Balance
BALANCE AS OF 12/01/2018				\$10,675.64
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 12/31/2018				<u><u>\$10,675.64</u></u>

City of Montgomery - General
Cash Flow Report - Home Grant / COPS Universal Account

As of December 31, 2018

Num	Name	Memo	Amount	Balance
BALANCE AS OF 12/01/2018				\$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 12/31/2018				<u><u>\$10.00</u></u>

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

December 2018

	Dec 18	Budget	\$ Over B...	Oct - De...	YTD Budg...	\$ Over B...	Annual Bu...
Ordinary Income/Expense							
Income							
14000.1 · Taxes & Franchise Fees							
14103 · Beverage Tax	0.00	1,000.00	-1,000.00	3,192.55	3,000.00	192.55	12,000.00
14111 · Franchise Tax	0.00	6,000.00	-6,000.00	2,645.11	18,000.00	-15,354.89	72,000.00
14320 · Ad Valorem Taxes							
14320.1 · PID Tax Revenue	-400.00	0.00	-400.00	-400.00	35,775.00	-36,175.00	35,775.00
14320 · Ad Valorem Taxes - Other	155,270.95	43,340.42	111,930.53	180,263.97	130,021.22	50,242.75	520,085.00
Total 14320 · Ad Valorem Taxes	154,870.95	43,340.42	111,530.53	179,863.97	165,796.22	14,067.75	555,860.00
14330 · Penalties & Interest on Adv Tax	63.99	0.00	63.99	187.85	0.00	187.85	3,000.00
14331 · Rendition Penalties	0.00	8.33	-8.33	0.00	25.03	-25.03	100.00
14600 · Sales Tax							
14600.1 · Sales Tax ILO AdValorem Tax	0.00	739,377.00	-739,377.00	0.00	739,377.00	-739,377.00	739,377.00
14600 · Sales Tax - Other	192,957.46	125,096.83	67,860.63	526,610.73	375,290.53	151,320.20	1,501,162.00
Total 14600 · Sales Tax	192,957.46	864,473.83	-671,516.37	526,610.73	1,114,667.53	-588,056.80	2,240,539.00
14000.1 · Taxes & Franchise Fees - Other	0.00			166.38			
Total 14000.1 · Taxes & Franchise Fees	347,892.40	914,822.58	-566,930.18	712,666.59	1,301,488.78	-588,822.19	2,883,499.00
14000.2 · Permits & Licenses							
14105 · Building Permits	13,667.70	16,666.67	-2,998.97	60,545.93	49,999.97	10,545.96	200,000.00
14146 · Vendor/Beverage Permits	40.00	41.67	-1.67	157.50	124.97	32.53	500.00
14611 · Sign Fee	0.00	150.00	-150.00	325.00	450.00	-125.00	1,800.00
14612 · Misc Permit Fees(plats,& Zoning	49.90	166.67	-116.77	849.90	499.97	349.93	2,000.00
14000.2 · Permits & Licenses - Other	0.00	8.33	-8.33	50.00	25.03	24.97	100.00
Total 14000.2 · Permits & Licenses	13,757.60	17,033.34	-3,275.74	61,928.33	51,099.94	10,828.39	204,400.00
14000.4 · Fees for Service							
14380 · Community Bldg Rental	260.00	458.33	-198.33	2,050.00	1,375.03	674.97	5,500.00
14381 · Kiosk Revenue	0.00	0.00	0.00	0.00	5.00	-5.00	30.00
14385 · Right of Way Use Fees	44.15	250.00	-205.85	3,226.00	750.00	2,476.00	3,000.00
Total 14000.4 · Fees for Service	304.15	708.33	-404.18	5,276.00	2,130.03	3,145.97	8,530.00
14000.5 · Court Fines & Forfeitures							
14101 · Collection Fees	255.90	2,000.00	-1,744.10	1,720.56	6,000.00	-4,279.44	24,000.00
14102 · Asset Forfeitures	0.00	0.00	0.00	0.00	0.00	0.00	400.00
14106 · Child Belt/Safety (Dedicated)	240.30	16.67	223.63	635.46	49.97	585.49	200.00
14110 · Fines	23,596.38	39,166.67	-15,570.29	83,364.01	117,499.97	-34,135.96	470,000.00
14118 · OMNI	36.00	166.67	-130.67	262.13	499.97	-237.84	2,000.00
14125 · Warrant Fees	0.00	0.00	0.00	0.00	10.00	-10.00	50.00
14126 · Judicial Efficiency (Dedicated)	85.75	125.00	-39.25	303.23	375.00	-71.77	1,500.00
14130 · Accident Reports	0.00	18.33	-18.33	0.00	55.03	-55.03	220.00
14000.5 · Court Fines & Forfeitures - Other	1,758.20			6,368.87			
Total 14000.5 · Court Fines & Forfeitures	25,972.53	41,493.34	-15,520.81	92,654.26	124,489.94	-31,835.68	498,370.00
14000.6 · Other Revenues							
15380 · Unanticipated Income	546.25	166.67	379.58	1,637.44	499.97	1,137.47	2,000.00
15391 · Interest Income	6.36	50.00	-43.64	404.04	150.00	254.04	600.00
15392 · Interest on Investments	1,167.24	458.33	708.91	1,376.82	1,375.03	1.79	5,500.00
Total 14000.6 · Other Revenues	1,719.85	675.00	1,044.85	3,418.30	2,025.00	1,393.30	8,100.00
15350 · Proceeds from sales	0.00	0.00	0.00	0.00	0.00	0.00	200.00
15393 · Police Grant Revenue	0.00	0.00	0.00	0.00	0.00	0.00	300.00
Total Income	389,646.53	974,732.59	-585,086.06	875,943.48	1,481,233.69	-605,290.21	3,603,399.00
Expense							
16000 · Personnel							
16353.1 · Health Ins.	12,205.54	10,483.50	1,722.04	41,194.92	31,450.50	9,744.42	125,802.00
16353.4 · Unemployment Ins.	262.06	403.84	-141.78	500.73	1,211.44	-710.71	4,846.00
16353.5 · Workers Comp.	2,041.09	2,371.66	-330.57	6,123.27	7,115.06	-991.79	28,460.00
16353.6 · Dental & Vision Insurance	1,124.09	1,051.57	72.52	3,194.59	3,154.87	39.72	12,619.00

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

Accrual Basis

December 2018

	Dec 18	Budget	\$ Over B...	Oct - De...	YTD Budg...	\$ Over B...	Annual Bu...
16353.7 · Life & AD&D Insurance	172.56	93.33	79.23	165.30	280.03	-114.73	1,120.00
16353.8 · Crime-Ins	32.92	0.00	32.92	98.76	0.00	98.76	0.00
16560 · Payroll Taxes	9,085.53	9,007.08	78.45	26,566.44	27,021.28	-454.84	108,085.00
16600 · Wages	109,962.72	109,859.67	103.05	327,170.74	329,578.97	-2,408.23	1,318,316.00
16600.1 · Overtime	4,415.48	2,416.67	1,998.81	9,515.69	7,249.97	2,265.72	29,000.00
16620 · Retirement Expense	6,835.18	5,348.33	1,486.85	20,111.88	16,045.03	4,066.85	64,180.00
Total 16000 · Personnel	146,137.17	141,035.65	5,101.52	434,642.32	423,107.15	11,535.17	1,692,428.00
16001 · Communications							
16338 · Advertising/Promotion							
16338.1 · Legal Notices and Pub	0.00	325.00	-325.00	1,808.98	975.00	833.98	3,900.00
16338.2 · Recording Fees	0.00	166.67	-166.67	0.00	499.97	-499.97	2,000.00
16338 · Advertising/Promotion - Other	0.00	166.67	-166.67	0.00	499.97	-499.97	2,000.00
Total 16338 · Advertising/Promotion	0.00	658.34	-658.34	1,808.98	1,974.94	-165.96	7,900.00
Total 16001 · Communications	0.00	658.34	-658.34	1,808.98	1,974.94	-165.96	7,900.00
16002 · Contract Services							
16102 · General Consultant Fees							
16102.1 · Sales Tax Tracking	0.00	1,540.00	-1,540.00	0.00	4,620.00	-4,620.00	18,480.00
16102 · General Consultant Fees - Other	3,706.00	2,666.67	1,039.33	8,959.05	7,999.97	959.08	32,000.00
Total 16102 · General Consultant Fees	3,706.00	4,206.67	-500.67	8,959.05	12,619.97	-3,660.92	50,480.00
16220 · Omni Expense	0.00	333.33	-333.33	0.00	1,000.03	-1,000.03	4,000.00
16242 · Prosecutors Fees	900.00	1,041.67	-141.67	2,700.00	3,124.97	-424.97	12,500.00
16280 · Mowing	6,667.00	10,666.67	-3,999.67	20,001.00	31,999.97	-11,998.97	128,000.00
16281 · Records Shredding	0.00	221.67	-221.67	112.40	714.97	-602.57	2,860.00
16299 · Inspections/Permits	9,004.50	9,583.33	-578.83	30,405.00	28,750.03	1,654.97	115,000.00
16310 · Judge's Fee	1,500.00	1,500.00	0.00	4,500.00	4,500.00	0.00	18,000.00
16320 · Legal	5,313.35	2,375.00	2,938.35	13,393.23	7,125.00	6,268.23	28,500.00
16321 · Audit Fees	0.00	8,000.00	-8,000.00	0.00	8,000.00	-8,000.00	22,000.00
16322 · Engineering	0.00	11,000.00	-11,000.00	12,745.00	33,000.00	-20,255.00	132,000.00
16326 · Collection Agency Fees	0.00	3,333.33	-3,333.33	2,884.27	10,000.03	-7,115.76	40,000.00
16333 · Accounting Fees	9,027.01	4,583.33	4,443.68	27,188.03	13,750.03	13,438.00	55,000.00
16335 · Repairs & Maintenance							
16332 · Downtown Repairs	0.00	83.33	-83.33	0.00	250.03	-250.03	1,000.00
16335.1 · Maintenance - Vehicles & Equip							
16334 · Gas/Oil	0.00	3,016.67	-3,016.67	5,325.36	9,049.97	-3,724.61	36,200.00
16343 · Tractor & Mower	0.00	83.33	-83.33	98.96	250.03	-151.07	1,000.00
16357 · Auto Repairs	0.00	2,083.33	-2,083.33	6,616.72	6,250.03	366.69	25,000.00
16373 · Equipment repairs	12.36	708.34	-695.98	374.48	2,124.94	-1,750.46	8,500.00
16374 · Building Repairs-City Hall/Comm	318.42	1,541.67	-1,223.25	928.34	4,624.97	-3,696.63	18,500.00
16375 · Street Repairs - Minor	0.00	2,825.00	-2,825.00	1,643.70	8,475.00	-6,831.30	33,900.00
16335.1 · Maintenance - Vehicles & Equip - Ot...	14.99	200.00	-185.01	137.77	600.00	-462.23	2,400.00
Total 16335.1 · Maintenance - Vehicles & Equip	345.77	10,458.34	-10,112.57	15,125.33	31,374.94	-16,249.61	125,500.00
16335 · Repairs & Maintenance - Other	0.00	1,541.67	-1,541.67	1,910.00	4,624.97	-2,714.97	18,500.00
Total 16335 · Repairs & Maintenance	345.77	12,083.34	-11,737.57	17,035.33	36,249.94	-19,214.61	145,000.00
16337 · Street Signs	33.94	500.00	-466.06	1,429.64	1,500.00	-70.36	6,000.00
16340 · Printing & Office supplies	914.68	650.01	264.67	1,579.74	1,949.91	-370.17	7,800.00
16342 · Computers/Website	2,019.98	2,328.33	-308.35	9,797.50	6,985.03	2,812.47	27,940.00
16350 · Postage/Delivery	500.00	475.00	25.00	967.19	1,425.00	-457.81	5,700.00
16351 · Telephone	2,592.58	1,466.67	1,125.91	7,070.63	4,399.97	2,670.66	17,600.00
16360 · Tax Assessor Fees	0.00	2,500.00	-2,500.00	2,653.94	7,500.00	-4,846.06	7,500.00
16370 · Election	0.00	0.00	0.00	0.00	0.00	0.00	12,000.00
17030 · Mobil Data Terminal	893.94	1,333.33	-439.39	1,747.75	4,000.03	-2,252.28	16,000.00
17031 · Police Officer Scheduling Serv	0.00	0.00	0.00	0.00	1,600.00	-1,600.00	1,600.00
17040 · Computer/Technology	1,812.00	1,756.25	55.75	4,757.09	5,268.75	-511.66	21,075.00
17510 · State Portion of Fines/Payouts	0.00	15,833.33	-15,833.33	0.00	47,500.03	-47,500.03	190,000.00

City of Montgomery - General Fund
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December 2018

	Dec 18	Budget	\$ Over B...	Oct - De...	YTD Budg...	\$ Over B...	Annual Bu...
Total 16002 · Contract Services	45,230.75	95,771.26	-50,540.51	169,926.79	272,963.66	-103,036.87	1,066,555.00
16003 · Supplies & Equipment							
16244 · Radio Fees	0.00	366.50	-366.50	0.00	1,099.50	-1,099.50	4,398.00
16328 · Uniforms & Safety Equip	781.97	966.66	-184.69	3,392.76	2,900.06	492.70	11,600.00
16328.1 · Protective Gear	0.00	166.67	-166.67	0.00	499.97	-499.97	2,000.00
16358 · Copier/Fax Machine Lease	1,505.85	1,716.66	-210.81	4,361.25	5,150.06	-788.81	20,600.00
16460 · Operating Supplies (Office)							
16460.1 · Streets and Drainage	21.62	306.25	-284.63	219.10	918.75	-699.65	3,675.00
16460.2 · Cedar Brake Park	0.00	291.67	-291.67	154.44	874.97	-720.53	3,500.00
16460.3 · Homecoming Park	0.00	166.67	-166.67	54.64	499.97	-445.33	2,000.00
16460.4 · Fernland Park	0.00	218.75	-218.75	63.64	656.25	-592.61	2,625.00
16460.5 · Community Building	0.00	166.67	-166.67	761.72	499.97	261.75	2,000.00
16460.6 · Tools, Etc	131.04	254.17	-123.13	155.52	762.47	-606.95	3,050.00
16460.7 · Memory Park	0.00	250.00	-250.00	328.68	750.00	-421.32	3,000.00
16460 · Operating Supplies (Office) - Other	896.16	1,895.84	-999.68	3,748.68	5,687.44	-1,938.76	22,750.00
Total 16460 · Operating Supplies (Office)	1,048.82	3,550.02	-2,501.20	5,486.42	10,649.82	-5,163.40	42,600.00
16503 · Code Enforcement Expenses	0.00	83.33	-83.33	0.00	250.03	-250.03	1,000.00
17010 · Emergency Equipment	0.00	333.33	-333.33	299.80	1,000.03	-700.23	4,000.00
17100 · Capital Purchase Furniture	0.00	458.33	-458.33	0.00	1,375.03	-1,375.03	6,700.00
16003 · Supplies & Equipment - Other	106.40	125.00	-18.60	338.90	375.00	-36.10	1,500.00
Total 16003 · Supplies & Equipment	3,443.04	7,766.50	-4,323.46	13,879.13	23,299.50	-9,420.37	94,398.00
16004 · Staff Development							
16241 · Training/Education	647.99	375.00	272.99	1,415.09	1,125.00	290.09	4,500.00
16339 · Dues & Subscriptions	200.00	461.67	-261.67	5,758.21	1,064.97	4,693.24	4,900.00
16341 · Community Relations	219.25	245.84	-26.59	1,444.25	737.44	706.81	2,950.00
16354 · Travel & Training (Travel)	890.68	2,383.34	-1,492.66	4,867.90	7,149.94	-2,282.04	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	1,957.92	3,465.85	-1,507.93	13,485.45	10,177.35	3,308.10	41,050.00
16005 · Maintenance							
16228 · Park Maint-Memory Pk	227.98	625.00	-397.02	255.96	1,875.00	-1,619.04	7,500.00
16229 · Park Maint - Fernland	20.97	333.33	-312.36	20.97	1,000.03	-979.06	4,000.00
16230 · Park Maint-Cedar Brake Park	248.99	525.00	-276.01	378.99	1,575.00	-1,196.01	6,300.00
16231 · Park Maint. - Homecoming Park	0.00	250.00	-250.00	31.99	750.00	-718.01	3,000.00
Total 16005 · Maintenance	497.94	1,733.33	-1,235.39	687.91	5,200.03	-4,512.12	20,800.00
16006 · Insurance							
16353.2 · Liability Ins.	1,822.20	1,883.33	-61.13	5,466.60	5,651.03	-184.43	22,601.00
16353.3 · Property Ins.	728.28	1,060.08	-331.80	2,184.84	3,180.28	-995.44	12,721.00
Total 16006 · Insurance	2,550.48	2,943.41	-392.93	7,651.44	8,831.31	-1,179.87	35,322.00
16007 · Utilities							
16352.0 · Electronic Sign-City	49.33	50.00	-0.67	91.05	150.00	-58.95	600.00
16352.1 · Street Lights	1,079.39	1,241.67	-162.28	2,182.18	3,724.97	-1,542.79	14,900.00
16352.2 · Downtown Utilities	27.44	100.00	-72.56	159.26	300.00	-140.74	1,200.00
16352.3 · Utilities-Cedar Brake Park	223.44	250.00	-26.56	547.90	750.00	-202.10	3,000.00
16352.4 · Utilities-Homecoming Park	159.57	114.00	45.57	447.75	339.00	108.75	1,365.00
16352.5 · Utilities-Fernland Park	403.28	408.33	-5.05	1,134.92	1,225.03	-90.11	4,900.00
16352.6 · Utilities - City Hall	1,002.13	918.75	83.38	2,223.88	2,756.25	-532.37	11,025.00
16352.8 · Utilities - Comm Center Bldg	367.44	405.00	-37.56	1,052.98	1,215.00	-162.02	4,860.00
16352.9 · Utilities-Memory Pk	72.20	1,166.67	-1,094.47	1,058.14	3,499.97	-2,441.83	14,000.00
16007 · Utilities - Other	0.00	8.33	-8.33	96.66	25.03	71.63	100.00
Total 16007 · Utilities	3,384.22	4,662.75	-1,278.53	8,994.72	13,985.25	-4,990.53	55,950.00
16008 · Capital Outlay							
17070 · Capital Outlay - Police Cars							
17070.3 · Watch Guard	0.00	4,585.42	-4,585.42	0.00	13,756.22	-13,756.22	55,025.00
17070.4 · Tsf To CPF-Vehicle Replacement	0.00	0.00	0.00	0.00	15,000.00	-15,000.00	15,000.00
Total 17070 · Capital Outlay - Police Cars	0.00	4,585.42	-4,585.42	0.00	28,756.22	-28,756.22	70,025.00

City of Montgomery - General Fund
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Accrual Basis

December 2018

	Dec 18	Budget	\$ Over B...	Oct - De...	YTD Budg...	\$ Over B...	Annual Bu...
17071 · Cap Purchase - Computers/Equip							
17071.1 · Copsync	0.00	791.67	-791.67	5,910.84	2,374.97	3,535.87	9,500.00
17071.2 · Radar	0.00	666.67	-666.67	0.00	1,999.97	-1,999.97	8,000.00
17071.4 · Laser Fish (Software Equip)	0.00	2,083.33	-2,083.33	0.00	2,450.03	-2,450.03	4,100.00
17071.6 · Investigative and Testing Equip	0.00	333.33	-333.33	15.00	1,000.03	-985.03	4,000.00
17071.7 · Ballistic Vests & Shields	0.00	0.00	0.00	50.00	3,000.00	-2,950.00	3,000.00
17071.8 · Capital Outlay Miscellaneous	0.00	2,125.00	-2,125.00	0.00	6,375.00	-6,375.00	25,500.00
17071 · Cap Purchase - Computers/Equip - Other	0.00	1,125.00	-1,125.00	2,117.89	4,875.00	-2,757.11	25,000.00
Total 17071 · Cap Purchase - Computers/Equip	0.00	7,125.00	-7,125.00	8,093.73	22,075.00	-13,981.27	79,100.00
17071.5 · Patrol Weapons	0.00	0.00	0.00	0.00	5,200.00	-5,200.00	5,200.00
17072 · Capital Outlay-PWorks Items	0.00	1,075.00	-1,075.00	10,025.62	3,225.00	6,800.62	12,900.00
17080 · Capital Outlay-Improvements	0.00	2,916.67	-2,916.67	0.00	3,749.97	-3,749.97	10,000.00
Total 16008 · Capital Outlay	0.00	15,702.09	-15,702.09	18,119.35	63,006.19	-44,886.84	177,225.00
16009 · Miscellaneous Expenses							
16590 · Misc. Expense							
16590.2 · Property 149/105	24,400.00	7,753.58	16,646.42	104,498.53	23,260.78	81,237.75	104,543.00
16590 · Misc. Expense - Other	526.11	358.33	167.78	2,164.00	1,075.03	1,088.97	4,300.00
Total 16590 · Misc. Expense	24,926.11	8,111.91	16,814.20	106,662.53	24,335.81	82,326.72	108,843.00
Total 16009 · Miscellaneous Expenses	24,926.11	8,111.91	16,814.20	106,662.53	24,335.81	82,326.72	108,843.00
16010 · Contingency	0.00	8.33	-8.33	0.00	25.03	-25.03	100.00
16356 · Contract Labor- Streets	0.00	9,808.33	-9,808.33	3,980.00	29,425.03	-25,445.03	117,700.00
16500 · Leases - Parks and Recreation							
16504 · Adams Park	0.00	0.00	0.00	0.00	4,200.00	-4,200.00	4,200.00
Total 16500 · Leases - Parks and Recreation	0.00	0.00	0.00	0.00	4,200.00	-4,200.00	4,200.00
17000 · Capital Purchase	0.00	250.00	-250.00	0.00	750.00	-750.00	3,000.00
17500 · Tax Rebatement							
17500.1 · Sales Tax Rebate	0.00	169,125.00	-169,125.00	0.00	169,125.00	-169,125.00	169,125.00
17500.2 · 380 Ad Valorem Tax Rebate	0.00	83,408.00	-83,408.00	0.00	83,408.00	-83,408.00	83,408.00
17500.3 · PID Property Tax Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	35,775.00
Total 17500 · Tax Rebatement	0.00	252,533.00	-252,533.00	0.00	252,533.00	-252,533.00	288,308.00
Total Expense	228,127.63	544,450.75	-316,323.12	779,838.62	1,133,814.25	-353,975.63	3,713,779.00
Net Ordinary Income	161,518.90	430,281.84	-268,762.94	96,104.86	347,419.44	-251,314.58	-110,380.00
Other Income/Expense							
Other Income							
14000.3 · Transfers In							
14620.2 · Admin Transfer from MEDC	0.00	26,875.00	-26,875.00	0.00	26,875.00	-26,875.00	107,500.00
14620.4 · Admin Trf from Court Security	0.00	720.00	-720.00	0.00	720.00	-720.00	2,880.00
Total 14000.3 · Transfers In	0.00	27,595.00	-27,595.00	0.00	27,595.00	-27,595.00	110,380.00
Total Other Income	0.00	27,595.00	-27,595.00	0.00	27,595.00	-27,595.00	110,380.00
Net Other Income	0.00	27,595.00	-27,595.00	0.00	27,595.00	-27,595.00	110,380.00
Net Income	161,518.90	457,876.84	-296,357.94	96,104.86	375,014.44	-278,909.58	0.00

City of Montgomery - Capital Projects
Cash Flow Report - Const CkgW&S Proj 1058544 Account
 As of December 31, 2018

Num	Name	Memo	Amount	Balance
BALANCE AS OF 12/01/2018				\$217,236.93
Receipts				
	Transfer FEMA Funds Rec'd Est 6 - Bridge		38,826.08	
	Deposit		290,000.00	
	Transfer from General Fund to cover Pay Est#10- Buffalo Sp Bridge		146,631.59	
	CDBG Funds-for Engineering Inv 270706		4,057.00	
	CDBG Fund- Bridge PE #10		34,483.80	
	CDBG Funds - for Bridge PE #9		44,051.46	
Total Receipts				558,049.93
Disbursements				
1259	Spartan Direct Solutions, LLC	Pay App#1 - Construction of Buffalo Springs Dr.	(83,140.33)	
1260	Randy Roan Construction, Inc.	Pay Request #2 & #3	(288,734.67)	
1261	Glen Fuqua, Inc	Pay App. No.10 W5841-0025-00 Buffalo Springs D	(146,631.59)	
1262	Jones & Carter, Inc.	00275342, 00275336, 00275340	(24,452.25)	
Transfer	City of Montgomery - General Fund	Reimbursement of advance for Pay Est #6 -Glen F	(51,768.11)	
Total Disbursements				(594,726.95)
BALANCE AS OF 12/31/2018				\$180,559.91

City of Montgomery - Capital Projects
Cash Flow Report - BOKF, NA Escrow Series 2017A Account
 As of December 31, 2018

Num	Name	Memo	Amount	Balance
BALANCE AS OF 12/01/2018				\$1,019,819.15
Receipts				
	Interest		1,437.90	
Total Receipts				1,437.90
Disbursements				
	No Disbursements Activity		0.00	
Total Disbursements				0.00
BALANCE AS OF 12/31/2018				<u><u>\$1,021,257.05</u></u>

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

As of December 31, 2018

Num	Name	Memo	Amount	Balance
BALANCE AS OF 12/01/2018				\$1,613,234.44
Receipts				
	Interest		2,274.59	
Total Receipts				2,274.59
Disbursements				
	No Disbursements Activity		0.00	
Total Disbursements				0.00
BALANCE AS OF 12/31/2018				<u><u>\$1,615,509.03</u></u>

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

Accrual Basis

December 2018

	Dec 18	Budget	% of B...	Oct - De...	YTD Bud...	% of ...	Annual Bu...
Ordinary Income/Expense							
Income							
43901 - Capital Proj Funding Sourc							
43901.1 - Transfer from MEDC-Hou St	0.00	0.00	0.0%	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%	0.00	0.00	0.0%	91,400.00
43947C - Tsf fr Utility - Cap Costs Proj	0.00	0.00	0.0%	0.00	0.00	0.0%	91,400.00
43947D - Revenue -Lift Sta 1 Replacement	0.00	0.00	0.0%	0.00	0.00	0.0%	91,400.00
Total 43947 - Transfer from Utility Fund	0.00	0.00	0.0%	0.00	0.00	0.0%	274,200.00
43948 - Transfer from Grant Fund	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
43949 - Transfers from General Fund							
43949.1 - Tsf fr Gen - Police Veh Replace	0.00	0.00	0.0%	0.00	0.00	0.0%	15,000.00
Total 43949 - Transfers from General Fund	0.00	0.00	0.0%	0.00	0.00	0.0%	15,000.00
43952 - Other Fund Reserves/Transfers							
43952.1 - 380 Agt-1st Hrtford-18" SS line	0.00	0.00	0.0%	0.00	437,500.00	0.0%	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	0.00	0.0%	2,306,000.00
43952 - Other Fund Reserves/Transfers - O...	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total 43952 - Other Fund Reserves/Transfers	0.00	0.00	0.0%	0.00	437,500.00	0.0%	2,743,500.00
Total 43901 - Capital Proj Funding Sourc	0.00	0.00	0.0%	0.00	437,500.00	0.0%	3,032,700.00
43956 - Proceeds - TWDB 2017 A	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
43959 - FEMA Grant Revenue							
43956.1 - FEMA DR4272- Bridge	0.00	0.00	0.0%	0.00	641,616.00	0.0%	641,616.00
43956.2 - FEMA-DR4272-Plez 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	0.0%	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 - FEMA Rev -#4332- Atkins Creek	7,828.48			7,828.48			
Total 43959 - FEMA Grant Revenue	7,828.48	0.00	100.0%	7,828.48	1,626,616.00	0.5%	1,626,616.00
43961 - Grant Funds-CDBG							
43961.1 - Bridge Repair - CDBG DR 7217037	82,592.26	0.00	100.0%	82,592.26	88,230.00	93.6%	88,230.00
43961.2 - Baja,W/S Drainag, MLK-CD7217230	0.00	0.00	0.0%	0.00	300,000.00	0.0%	300,000.00
Total 43961 - Grant Funds-CDBG	82,592.26	0.00	100.0%	82,592.26	388,230.00	21.3%	388,230.00
43964 - Proceeds-TWDB 2017 B	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
45391 - Interest Earned							
45391.1 - Interest Earned Ser 2017A	1,437.90	416.66	345.1%	4,147.94	1,250.06	331.8%	5,000.00
45391.2 - Interest Earned Ser 2017B	2,274.59	591.66	384.4%	6,561.55	1,775.06	369.7%	7,100.00
45391 - Interest Earned - Other	778.51	0.00	100.0%	2,915.42	0.00	100.0%	0.00
Total 45391 - Interest Earned	4,491.00	1,008.32	445.4%	13,624.91	3,025.12	450.4%	12,100.00
Total Income	94,911.74	1,008.32	9,412.9%	104,045.65	2,455,371.12	4.2%	5,059,646.00
Expense							
43889 - Grant Administrative Expenses							
43889.1 - Bridge-CDBG-DR #7217037	0.00	416.66	0.0%	0.00	1,250.06	0.0%	5,000.00
43889.2 - Baja Project CDBG #7217320	0.00	0.00	0.0%	0.00	0.00	0.0%	20,000.00
43889.3 - GLO - All Proj	0.00	13,650.00	0.0%	0.00	40,950.00	0.0%	163,800.00
Total 43889 - Grant Administrative Expenses	0.00	14,066.66	0.0%	0.00	42,200.06	0.0%	188,800.00
43890 - Engineering							
43890.1 - Eng-Catahoula Aquifer WW	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00

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

Accrual Basis

December 2018

	Dec 18	Budget	% of B...	Oct - De...	YTD Bud...	% of ...	Annual Bu...
43890.2 · Eng-WP #3 Improvements	0.00	9,583.33	0.0%	0.00	28,750.03	0.0%	115,000.00
43890.3 · Eng - Lift St #1 Expansion	0.00	7,500.00	0.0%	0.00	22,500.00	0.0%	90,000.00
43890.4 · Eng-Waterline replacement/HouSt	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
43890.5 · Eng-LS #3/Force Main Re-Route	0.00	1,583.33	0.0%	0.00	4,750.03	0.0%	19,000.00
43890.7 · Eng-Downtown/SH105 Imp	0.00	7,833.33	0.0%	0.00	23,500.03	0.0%	94,000.00
43890.8 · Eng-18" SS Line	0.00	4,750.00	0.0%	4,077.00	14,250.00	28.6%	57,000.00
43890.9 · Eng-Bridge Water Line	0.00	833.33	0.0%	3,494.00	2,500.03	139.8%	10,000.00
43890.A · Eng - Baja Project	0.00	3,333.33	0.0%	0.00	10,000.03	0.0%	40,000.00
43890.B · Eng-Buf Sp Brdg Emb RepFEMA	0.00	5,000.00	0.0%	0.00	15,000.00	0.0%	60,000.00
43890.C · Eng-Atkins Creek W,SS,STS Rep	0.00			16,881.25			0.00
43890.D · Eng-Buf Sp Brdg - CDBG	0.00	1,250.00	0.0%	3,500.00	3,750.00	93.3%	15,000.00
43890.E · Eng-All GLO	0.00	25,000.00	0.0%	0.00	75,000.00	0.0%	300,000.00
43890.F · Eng-Plez Morgan FEMA	0.00	4,166.66	0.0%	0.00	12,500.06	0.0%	50,000.00
43890.G · Eng-Hurricane Harvey	0.00	11,666.66	0.0%	0.00	35,000.06	0.0%	140,000.00
43890 · Engineering - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total 43890 · Engineering	0.00	82,499.97	0.0%	27,952.25	247,500.27	11.3%	990,000.00
43995 · Const Cost-Contingencies							
43995.1 · Cont's -LS#3 Force Main ReRoute	0.00	0.00	0.0%	0.00	36,000.00	0.0%	36,000.00
43995.2 · Cont's-LS#1 Replacement/Expans	0.00	0.00	0.0%	0.00	140,000.00	0.0%	140,000.00
43995.3 · Cont's-WP#3 Improvements	0.00	0.00	0.0%	0.00	154,000.00	0.0%	154,000.00
43995.4 · Cont's-Downtown/SH105 Improve	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	0.0%	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-Replacement/Expansion	0.00	47,500.00	0.0%	0.00	142,500.00	0.0%	570,000.00
44007 · LS#3 Forcemain Reroute	0.00	12,083.33	0.0%	0.00	36,250.03	0.0%	145,000.00
44008 · 18" Gravity S.S. Line Const	0.00	36,458.33	0.0%	288,734.67	109,375.03	264.0%	437,500.00
44009 · Lift St #3 Improvements-GLO	0.00	12,500.00	0.0%	0.00	37,500.00	0.0%	150,000.00
Total 44000 · Wastewater System	0.00	108,541.66	0.0%	288,734.67	325,625.06	88.7%	1,302,500.00
45000 · Water System- Capital Proj							
43975 · WP #3 Generator - GLO	0.00	40,500.00	0.0%	0.00	121,500.00	0.0%	486,000.00
43976.1 · Downtown/SH 105 Water Line Imp	0.00	41,833.33	0.0%	0.00	125,500.03	0.0%	502,000.00
43992.1 · Water Plant #3 - Improvements	0.00	36,666.66	0.0%	0.00	110,000.06	0.0%	440,000.00
43992.4 · WP#3 Improvements - Other Costs	0.00	14,583.33	0.0%	0.00	43,750.03	0.0%	175,000.00
43992.5 · CDBG - Baja	0.00	20,000.00	0.0%	0.00	60,000.00	0.0%	240,000.00
Total 45000 · Water System- Capital Proj	0.00	153,583.32	0.0%	0.00	460,750.12	0.0%	1,843,000.00
46000 · Roadway System Improvements							
46001 · Plez Morgan Street (FEMA4272)	0.00	16,666.66	0.0%	0.00	50,000.06	0.0%	200,000.00
46002 · Buf SpBrg RepFEMA4272-CD7217307	0.00	48,468.00	0.0%	210,037.77	145,404.00	144.5%	581,616.00
46003 · Downtown/SH 105 Improvements	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
46006 · Buf Sp Brdg -CDBG7307	0.00	5,685.83	0.0%	0.00	17,057.53	0.0%	68,230.00
Total 46000 · Roadway System Improvements	0.00	70,820.49	0.0%	210,037.77	212,461.59	98.9%	849,846.00
47000 · Capital Costs Projects							
47001 · Blank 7	0.00	16,666.66	0.0%	0.00	50,000.06	0.0%	200,000.00
47000 · Capital Costs Projects - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total 47000 · Capital Costs Projects	0.00	16,666.66	0.0%	0.00	50,000.06	0.0%	200,000.00
48000 · Cap Outlay-Fac, Equip, Etc							
48000.1 · Buffalo Sp Bridge Proj	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
48000.2 · Kroger Project	0.00	0.00	0.0%	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 · Utili ProjPrev Maint	0.00	4,166.66	0.0%	5,210.00	12,500.06	41.7%	50,000.00
48003 · Buf Spgs-Water Line-Util ExProj	0.00	7,250.00	0.0%	83,140.33	21,750.00	382.3%	87,000.00

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

Accrual Basis

December 2018

	Dec 18	Budget	% of B...	Oct - De...	YTD Bud...	% of ...	Annual Bu...
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	60,000.00	0.0%	240,000.00
48005.A · Baja / MLK - GLO	0.00	59,675.00	0.0%	0.00	179,025.00	0.0%	716,100.00
48005.B · Baja/MLK - FEMA	0.00	4,166.66	0.0%	0.00	12,500.06	0.0%	50,000.00
48006 · Hurricane Harvey Exp (FEMA)	0.00	24,583.33	0.0%	0.00	73,750.03	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	122,525.06	0.0%	490,100.00
Total 48000 · Cap Outlay-Fac, Equip, Etc	0.00	160,683.31	0.0%	88,350.33	497,050.21	17.8%	1,943,200.00
Total Expense	0.00	606,862.07	0.0%	615,075.02	2,291,587.37	26.8%	7,773,346.00
Net Ordinary Income	94,911.74	-605,853.75	-15.7%	-511,029.37	163,783.75	-312.0%	-2,713,700.00
Net Income	<u>94,911.74</u>	<u>-605,853.75</u>	<u>-15.7%</u>	<u>-511,029.37</u>	<u>163,783.75</u>	<u>*****</u>	<u>-2,713,700.00</u>

City of Montgomery - Debt Service
Cash Flow Report - Checking Account

As of December 31, 2018

Num	Name	Memo	Amount	Balance
BALANCE AS OF 12/01/2018				\$251,579.31
Receipts				
	Interest		10.00	
Total Receipts				10.00
Disbursements				
	No Disbursements Activity		0.00	
Total Disbursements				0.00
BALANCE AS OF 12/31/2018				<u><u>\$251,589.31</u></u>

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Accrual Basis

**City of Montgomery - Debt Service
Profit & Loss Budget Performance
December 2018**

	Dec 18	Budget	\$ Over Bu...	Oct - Dec 18	YTD Budget	\$ Over Bud...	Annual Bu...
Income							
34000 - Taxes & Franchise Fees							
34320 - Ad Valorem Taxes	0.00	40,897.58	-40,897.58	0.00	122,692.78	-122,692.78	490,771.00
34330 - Penalty & Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 34000 - Taxes & Franchise Fees	0.00	40,897.58	-40,897.58	0.00	122,692.78	-122,692.78	490,771.00
34100 - Transfers							
34301.4 - Transfers in-MEDC Fund	0.00	0.00	0.00	0.00	0.00	0.00	160,000.00
34301.5 - Transfers in - Utility Fund	0.00	38,260.00	-38,260.00	0.00	38,260.00	-38,260.00	153,040.00
Total 34100 - Transfers	0.00	38,260.00	-38,260.00	0.00	38,260.00	-38,260.00	313,040.00
35000 - Other Revenues							
35390 - Interest on Checking	0.00	5.05	-5.05	21.71	14.84	6.87	75.00
35391 - Interest on Investments	58.34	327.08	-268.74	148.47	981.28	-832.81	3,925.00
Total 35000 - Other Revenues	58.34	332.13	-273.79	170.18	996.12	-825.94	4,000.00
Total Income	58.34	79,489.71	-79,431.37	170.18	161,948.90	-161,778.72	807,811.00
Expense							
37000 - Debt Service							
37360 - Interest Payments On Note	0.00	0.00	0.00	0.00	0.00	0.00	42,566.50
37363 - Paying Agent Fees	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00
37365 - Interest 2012 Series Premium	0.00	0.00	0.00	0.00	0.00	0.00	181,803.13
37395 - Principal Note Payments	0.00	0.00	0.00	0.00	0.00	0.00	445,000.00
Total 37000 - Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	671,869.63
Total Expense	0.00	0.00	0.00	0.00	0.00	0.00	671,869.63
Net Income	58.34	79,489.71	-79,431.37	170.18	161,948.90	-161,778.72	135,941.37

City of Montgomery - Ct Security Fund
Cash Flow Report - Checking Account

As of December 31, 2018

Num	Name	Memo	Amount	Balance
BALANCE AS OF 12/01/2018				\$3,203.80
Receipts				
	No Receipts Activity		0.00	
Total Receipts			<u>0.00</u>	0.00
Disbursements				
1034	Larry Evans	Baliff Fees 12/13/18	(75.00)	
Total Disbursements			<u>(75.00)</u>	<u>(75.00)</u>
BALANCE AS OF 12/31/2018				<u><u>\$3,128.80</u></u>

City of Montgomery - Ct Tech Fund
Cash Flow Report - Checking Account

As of December 31, 2018

Num	Name	Memo	Amount	Balance
BALANCE AS OF 12/01/2018				\$34,263.93
Receipts				
	Interest		0.27	
Total Receipts			<u>0.27</u>	0.27
Disbursements				
	No Disbursements Activity		0.00	
Total Disbursements			<u>0.00</u>	0.00
BALANCE AS OF 12/31/2018				<u><u>\$34,264.20</u></u>

City of Montgomery - Grant
Cash Flow Report - Grant Account Account
 As of December 31, 2018

Num	Name	Memo	Amount	Balance
BALANCE AS OF 12/01/2018				\$80.73
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 12/31/2018				<u><u>\$80.73</u></u>

City of Montgomery - Grant
Cash Flow Report - Checking Account

As of December 31, 2018

Num	Name	Memo	Amount	Balance
BALANCE AS OF 12/01/2018				\$5,737.63
Receipts				
	No Receipts Activity		0.00	
Total Receipts				0.00
Disbursements				
	No Disbursements Activity		0.00	
Total Disbursements				0.00
BALANCE AS OF 12/31/2018				<u><u>\$5,737.63</u></u>

City of Montgomery - Hotel Occupancy Tax Fund
Cash Flow Report - Checking Account

As of December 31, 2018

Num	Name	Memo	Amount	Balance
BALANCE AS OF 12/01/2018				\$11,415.93
Receipts				
	Interest		0.09	
Total Receipts			<u>0.09</u>	0.09
Disbursements				
	No Disbursements Activity		0.00	
Total Disbursements			<u>0.00</u>	<u>0.00</u>
BALANCE AS OF 12/31/2018				<u><u>\$11,416.02</u></u>

City of Montgomery - MEDC
Cash Flow Report - MEDC Checking Account
As of December 31, 2018

Num	Name	Memo	Amount	Balance
BALANCE AS OF 12/01/2018				\$277,511.18
Receipts				
	No Receipts Activity		0.00	
Total Receipts				0.00
Disbursements				
1934	China Chapel	Blight Removal in the City	(2,037.94)	
1935	Dittert Rubber Stamp, Ltd.	2-2X8 Names Plates Inv. 254013	(19.50)	
1936	Arnette Marketing	Seasonal Decorations 2018 Inv 7502	(5,007.57)	
1937	Jim's Hardware	Christmas 2018	(203.87)	
1938	Waste Management of Texas, Inc.	30 yard roll off @ 14855 Liberty- Acct#20-90434-7	(381.45)	
1939	Miles Marks	Reimbursement of Districts	(60.00)	
Total Disbursements				<u>(7,710.33)</u>
BALANCE AS OF 12/31/2018				<u><u>\$269,800.85</u></u>

City of Montgomery - MEDC
Actual to Budget Performance
December 2018

	Dec 18	Budget	\$ Over Bu...	Oct - Dec ...	YTD Bud...	\$ Over Bu...	Annual B...
Income							
55000 · Taxes & Franchise Fees							
55400 · Sales Tax	48,239.36	47,916.67	322.69	159,457.10	143,749.97	15,707.13	575,000.00
Total 55000 · Taxes & Franchise Fees	48,239.36	47,916.67	322.69	159,457.10	143,749.97	15,707.13	575,000.00
55300 · Other Revenues							
55391 · Interest Income	465.93	266.67	199.26	1,334.53	799.97	534.56	3,200.00
Total 55300 · Other Revenues	465.93	266.67	199.26	1,334.53	799.97	534.56	3,200.00
Total Income	48,705.29	48,183.34	521.95	160,791.63	144,549.94	16,241.69	578,200.00
Expense							
56000 · Pub Infrastructure - Category I							
56000.6 · Downtown Dev Improvements	0.00	5,000.00	(5,000.00)	0.00	15,000.00	(15,000.00)	60,000.00
56000.8 · Utility Extensions	0.00	3,266.67	(3,266.67)	0.00	9,799.97	(9,799.97)	39,200.00
56430 · Tsf to Debt Service	0.00	0.00	0.00	0.00	40,000.00	(40,000.00)	160,000.00
Total 56000 · Pub Infrastructure - Category I	0.00	8,266.67	(8,266.67)	0.00	64,799.97	(64,799.97)	259,200.00
56001 · Business Dev & Ret -Category II							
56001.8 · Sales Tax Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	76,900.00
56423 · Economic Development Grant Prog	0.00	1,250.00	(1,250.00)	0.00	3,750.00	(3,750.00)	15,000.00
Total 56001 · Business Dev & Ret -Category II	0.00	1,250.00	(1,250.00)	0.00	3,750.00	(3,750.00)	91,900.00
56002 · Quality of Life - Category III							
56404 · Seasonal Decorations	5,211.44	2,533.33	2,678.11	5,211.44	7,600.00	(2,388.56)	7,600.00
56420.2 · Christmas Lighting(Civic Assn)	0.00	0.00	0.00	1,500.00	0.00	1,500.00	0.00
56423.1 · Walking Tours	60.00	0.00	60.00	60.00	0.00	60.00	6,000.00
56429 · Removal of Blight	0.00	1,250.00	(1,250.00)	3,661.83	3,750.00	(88.17)	15,000.00
56434 · Events	0.00	2,916.67	(2,916.67)	0.00	8,749.97	(8,749.97)	35,000.00
56439 · Downtown Enhancement Projects	0.00	1,666.67	(1,666.67)	0.00	4,999.97	(4,999.97)	20,000.00
Total 56002 · Quality of Life - Category III	5,271.44	8,366.67	(3,095.23)	10,433.27	25,099.94	(14,666.67)	83,600.00
56003 · Marketing & Tourism-Category IV							
56413 · Brochures/Printed Literature	0.00	833.33	(833.33)	19.50	2,500.03	(2,480.53)	10,000.00
56419 · Website	0.00	250.00	(250.00)	0.00	750.00	(750.00)	3,000.00
Total 56003 · Marketing & Tourism-Category IV	0.00	1,083.33	(1,083.33)	19.50	3,250.03	(3,230.53)	13,000.00
56004 · Administration - Category V							
56004.1 · Admin Transfers to Gen Fund	0.00	0.00	0.00	0.00	26,875.00	(26,875.00)	107,500.00
56004.3 · Miscellaneous Expenses	0.00	83.33	(83.33)	143.41	250.03	(106.62)	1,000.00
56004.5 · Internship Program	0.00	833.33	(833.33)	0.00	2,500.03	(2,500.03)	10,000.00
56327 · Consulting (Professional servi)	0.00	833.33	(833.33)	120.00	2,500.03	(2,380.03)	10,000.00
56354 · Travel & Training Expenses	0.00	166.67	(166.67)	0.00	499.97	(499.97)	2,000.00
Total 56004 · Administration - Category V	0.00	1,916.66	(1,916.66)	263.41	32,625.06	(32,361.65)	130,500.00
Total Expense	5,271.44	20,883.33	(15,611.89)	10,716.18	129,525.00	(118,808.82)	578,200.00
Net Income	43,433.85	27,300.01	16,133.84	150,075.45	15,024.94	135,050.51	0.00

City of Montgomery - Police Asset Forfeiture
Cash Flow Report - Checking Account

As of December 31, 2018

Num	Name	Memo	Amount	Balance
BALANCE AS OF 12/01/2018				\$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 12/31/2018				<u><u>\$6,221.99</u></u>

City of Montgomery - Water & Sewer
Cash Flow Report - Water & Sewer Fund Account

As of December 31, 2018

Num	Name	Memo	Amount	Balance
BALANCE AS OF 12/01/2018				\$568,215.84
Receipts				
	W/S Rev CL 12/18		113,723.48	
	W/S Rev O/S 12/18		4,980.14	
	Misc Rev 12/18		2,652.50	
	Interest		9.27	
Total Receipts				121,365.39
Disbursements				
14118	ACCURATE Meter & Backflow, LLC	Inv 29247 - Meter (6" Badger)	(17,750.00)	
14119	Consolidated Communications	936-597-4826/0 Recurring Charges 11/21-12/20/1	(38.09)	
14120	DXI Industries Inc.	INV 055020547-18 Chlorine	(219.21)	
14121	Entergy	Part Utilities Oct 2018 9/25-10/24/18	(7,344.67)	
14122	Municipal Accounts & Consulting, L.P.	Accounting Service Inv 54795 11/18	(400.00)	
14123	Networkfleet, Inc.	Customer ID# PUBL005 Inv#OSV000001599989	(75.80)	
14124	Seacoast Business Funding & Nexem Inc.	41582, 43712	(627.20)	
14125	State Comptroller	TIN 1-74-2063592-6 sales tax - Fees - 11/18	(855.11)	
14126	UniFirst Holdings, Inc.	Uniforms-Inv# 844082996,97,30849,50,31705,06,3	(205.75)	
14127	Darden, Fowler & Creighton, L.L.P.	Legal Fees 11/18	(300.00)	
14128	Seacoast Business Funding & Nexem Inc.	Bobbi Bowers Week Worked 12/9/18 - Inv 44135	(896.00)	
14129	TML - IRP	Insurance Premiums Dec 2018	(2,620.67)	
14130	Accurate Utility Supply, LLC	146520, 146550	(7,468.82)	
14131	Badger Meter	Services for 11/18 Inv#80026858	(781.42)	
14132	Card Service Center	Acct# 0869 closing date 12/7/18 due 1/1/2019	(85.00)	
14133	City of Montgomery - Utility Fund	10/17-11/17/18	(391.60)	
14134	Consolidated Communications	936-597-8846/0 \$38.22, 936-597-3353/0 \$36.97, 93	(118.70)	
14135	DataProse, Inc.	Inv#DP1803874 Acct# 1216 Billing Period 11/1-	(603.12)	
14136	DP Wiring Solutions	Deposit Refund for Lonestar Bend 10/25-11/15/1	(440.50)	
14137	Entergy	Part Utilities Nov 2018 10/22/18-11/26/18	(745.55)	
14138	Gulf Utility Service, Inc.	Operations - Inv 16723 Nov 2018	(40,076.97)	
14139	Jim's Hardware	Acct #102 -Inv# 078929, 35, 078788, 92	(125.80)	
14140	Jones & Carter, Inc	275330, 339, 335, 333, 1/2 of 343, part of 334	(11,879.75)	
14141	Kathleen Russell	Deposit Refund for 125 Waterstone Dr.	(63.00)	
14142	LDC		(978.91)	
14143	Liberty Home Builders	Deposit Refund for 435 Terra Vista Circle 10/17-1	(93.06)	
14144	McCoy's Building Supply	Acct#0900-98046487-001/ Invoice#11317405	(23.98)	
14145	Neil Technical Services, Inc	84162, 83940	(2,008.10)	
14146	Networkfleet, Inc.	Customer ID# PUBL005 Inv#OSV000001626161	(75.80)	
14147	QBS Custom Homes, Inc	Deposit refund for 569 Shepperd Street 10/17-11/	(80.62)	
14148	Stylecraft Builders	Deposit Refunds	(436.64)	
14149	Texas Excavation Safety System, Inc.	Monthly Message Fees for Nov 2018 Inv# 18-1832	(74.10)	
14150	Waste Management	Customer ID# 7-23067-13005 Inv#5593736-179	(10,681.81)	
14151	Waste Management (2)	Acct 7-23166-83000 - Inv 5591906-1792-3 12/01/	(644.14)	
14152	Coburn's Supply Co., Inc.	Inv #501788060 Supplies	(38.46)	
14153	Consolidated Communications	936-597-4774/0 Recurring Charges 12/11-1/10/1	(78.08)	
14154	DXI Industries Inc.	INV DE05009869-18 Chlorine	(100.00)	
14155	Old Iron Works, LLC	Inv#6178	(114.39)	
14156	Seacoast Business Funding & Nexem Inc.	Bobbi Bowers Week Worked 12/23/18 - Inv 44860	(896.00)	
14157	Valero Marketing and Supply Company	Acct 7137 8863 11/1-11/31/18 1/2 Fuel exp- P	(477.54)	

City of Montgomery - Water & Sewer
Cash Flow Report - Water & Sewer Fund Account
 As of December 31, 2018

Num	Name	Memo	Amount	Balance
Disbursements				
DM	ETS Corporation	ETS Fees for 12/18	(592.02)	
Total Disbursements				<u>(111,506.38)</u>
BALANCE AS OF 12/31/2018				<u><u>\$578,074.85</u></u>

City of Montgomery - Water & Sewer Fund
Actual to Budget Performance - Utility Fund
 December 2018

	Dec 18	Budget	\$ Over B...	Oct - Dec...	YTD Bu...	\$ Over Bu...	Annual Bu...
Ordinary Income/Expense							
Income							
24000 · Charges for Service							
24100 · Water Revenue	37,959.43	46,666.67	(8,707.24)	122,514.12	139,999.97	(17,485.85)	560,000.00
24118 · Surface Water Revenue	408.94	500.00	(91.06)	1,369.69	1,500.00	(130.31)	6,000.00
24119 · Application Fee	0.00	125.00	(125.00)	0.00	375.00	(375.00)	1,500.00
24120 · Disconnect Reconnect	750.00	458.33	291.67	1,950.00	1,375.03	574.97	5,500.00
24200 · Sewer Revenue	37,641.02	41,000.00	(3,358.98)	123,037.81	123,000.00	37.81	492,000.00
24310 · Tap Fees/Inspections	13,150.00	20,833.33	(7,683.33)	157,827.72	62,500.03	95,327.69	250,000.00
24319 · Grease Trap Inspections	1,200.00	1,100.00	100.00	3,600.00	3,300.00	300.00	13,200.00
24330 · Late Charges	2,031.61	1,250.00	781.61	5,432.34	3,750.00	1,682.34	15,000.00
24333 · Returned Ck Fee	0.00	16.67	(16.67)	50.00	49.97	0.03	200.00
24334 · Backflow Revenue	0.00	416.67	(416.67)	0.00	1,249.97	(1,249.97)	5,000.00
25403 · Solid Waste Revenue	10,508.83	8,708.33	1,800.50	31,159.61	26,125.03	5,034.58	104,500.00
Total 24000 · Charges for Service	103,649.83	121,075.00	(17,425.17)	446,941.29	363,225.00	83,716.29	1,452,900.00
24101 · Taxes and Franchise Fees							
24110 · Sales Tax Rev for Solid Waste	858.52	666.67	191.85	2,545.24	1,999.97	545.27	8,000.00
Total 24101 · Taxes and Franchise Fees	858.52	666.67	191.85	2,545.24	1,999.97	545.27	8,000.00
24121 · Groundwater Reduction Revenue	9,639.30	13,750.00	(4,110.70)	32,285.55	41,250.00	(8,964.45)	165,000.00
25000 · Other Revenues							
25000.1 · Impact Fees							
25000.2 · Capital Cost Fees	0.00	16,666.67	(16,666.67)	0.00	49,999.97	(49,999.97)	200,000.00
25000.1 · Impact Fees - Other	0.00	6,250.00	(6,250.00)	0.00	18,750.00	(18,750.00)	75,000.00
Total 25000.1 · Impact Fees	0.00	22,916.67	(22,916.67)	0.00	68,749.97	(68,749.97)	275,000.00
25391 · Interest Income	9.27	18.33	(9.06)	32.63	55.03	(22.40)	220.00
25392 · Interest earned on Investments	911.02	0.00	911.02	1,630.36	0.00	1,630.36	0.00
25399 · Misc Rev & ETS Rev	276.60	108.33	168.27	740.15	325.03	415.12	1,300.00
Total 25000 · Other Revenues	1,196.89	23,043.33	(21,846.44)	2,403.14	69,130.03	(66,726.89)	276,520.00
Total Income	115,344.54	158,535.00	(43,190.46)	484,175.22	475,605.00	8,570.22	1,902,420.00
Expense							
26001 · Personnel							
26353.1 · Health Ins.	0.00	2,083.33	(2,083.33)	0.00	6,250.03	(6,250.03)	25,000.00
26353.4 · Unemployment Ins	0.00	35.83	(35.83)	0.00	107.53	(107.53)	430.00
26353.5 · Workers Comp.	321.82	158.33	163.49	965.46	475.03	490.43	1,900.00
26353.6 · Dental Insurance	0.00	186.67	(186.67)	0.00	559.97	(559.97)	2,240.00
26353.7 · Life & AD&D Insurance	0.00	75.00	(75.00)	0.00	225.00	(225.00)	900.00
26353.8 · Crime Insurance	32.92			98.76			
26501 · Retirement Expense	0.00	625.00	(625.00)	0.00	1,875.00	(1,875.00)	7,500.00
26560 · Payroll Taxes	0.00	1,200.00	(1,200.00)	0.00	3,600.00	(3,600.00)	14,400.00
26600 · Wages	0.00	17,937.50	(17,937.50)	0.00	43,812.50	(43,812.50)	205,250.00
Total 26001 · Personnel	354.74	22,301.66	(21,946.92)	1,064.22	56,905.06	(55,840.84)	257,620.00
26200 · Contract Services							
26102 · General Consultant Fees	2,508.80	908.75	1,600.05	5,566.40	2,726.25	2,840.15	10,905.00
26320 · Legal Fees	340.00	1,421.08	(1,081.08)	1,340.00	4,263.28	(2,923.28)	17,053.00
26322 · Engineering	0.00	6,250.00	(6,250.00)	11,879.75	18,750.00	(6,870.25)	75,000.00
26323 · Operator	0.00	3,365.00	(3,365.00)	6,600.00	10,095.00	(3,495.00)	40,380.00
26324 · Billing and Collections	857.46	1,783.33	(925.87)	3,457.43	5,350.03	(1,892.60)	21,400.00
26328 · Testing	0.00	1,200.00	(1,200.00)	3,418.70	3,600.00	(181.30)	14,400.00
26331 · Sales Tax for Solid Waste	0.00	718.58	(718.58)	1,695.11	2,155.78	(460.67)	8,623.00
26333 · Accounting Fees	400.00	400.00	0.00	1,200.00	1,200.00	0.00	4,800.00
26336 · Sludge Hauling	7,020.00	1,604.17	5,415.83	7,020.00	4,812.47	2,207.53	19,250.00
26340 · Printing	0.00	0.00	0.00	0.00	100.00	(100.00)	100.00
26350 · Postage	0.00	308.33	(308.33)	663.12	925.03	(261.91)	3,700.00
26351 · Telephone	234.87	395.83	(160.96)	593.85	1,187.53	(593.68)	4,750.00
26370 · Tap Fees & Inspections	0.00	2,500.00	(2,500.00)	22,010.00	7,500.00	14,510.00	30,000.00
26399 · Garbage Pickup	644.14	8,916.67	(8,272.53)	22,487.92	26,749.97	(4,262.05)	107,000.00
Total 26200 · Contract Services	12,005.27	29,771.74	(17,766.47)	87,932.28	89,415.34	(1,483.06)	357,361.00
26300 · Communications							

	Dec 18	Budget	\$ Over B...	Oct - Dec...	YTD Bu...	\$ Over Bu...	Annual Bu...
26338 · Advertising/Promotion	0.00	83.33	(83.33)	0.00	250.03	(250.03)	1,000.00
Total 26300 · Communications	0.00	83.33	(83.33)	0.00	250.03	(250.03)	1,000.00
26326 · Permits & Licenses	0.00	1,616.67	(1,616.67)	15,504.06	4,849.97	10,654.09	19,400.00
26371 · Dues & Subscriptions	0.00	166.67	(166.67)	0.00	499.97	(499.97)	2,000.00
26400.1 · Supplies & Equipment							
26342 · Chemicals	219.21	1,583.33	(1,364.12)	2,568.68	4,750.03	(2,181.35)	19,000.00
26358 · Copier/Fax Machine Lease	0.00	0.00	0.00	46.50	0.00	46.50	0.00
26460 · Operating Supplies	380.47	6,333.33	(5,952.86)	30,264.49	19,000.03	11,264.46	76,000.00
26485 · Uniforms	151.02	266.67	(115.65)	510.52	799.97	(289.45)	3,200.00
27040 · ComputerTechnology Equipment	0.00	316.67	(316.67)	0.00	949.97	(949.97)	3,800.00
Total 26400.1 · Supplies & Equipment	750.70	8,500.00	(7,749.30)	33,390.19	25,500.00	7,890.19	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)	0.00	458.33	(458.33)	85.00	1,375.03	(1,290.03)	5,500.00
26355 · Employee Relations (Education)	0.00	16.67	(16.67)	143.00	49.97	93.03	200.00
Total 26500 · Staff Development	0.00	475.00	(475.00)	228.00	1,425.00	(1,197.00)	5,700.00
26600.2 · Maintenance							
26335 · Repairs & Maintenance	5,646.55	18,812.50	(13,165.95)	37,135.21	56,437.50	(19,302.29)	225,750.00
26335.1 · Vehicle Rep. & Maint.	114.39	125.00	(10.61)	341.79	375.00	(33.21)	1,500.00
26349 · Gas & Oil	0.00	516.67	(516.67)	1,088.24	1,549.97	(461.73)	6,200.00
Total 26600.2 · Maintenance	5,760.94	19,454.17	(13,693.23)	38,565.24	58,362.47	(19,797.23)	233,450.00
26700 · Insurance Expense							
26353.2 · Liability Ins.	189.80	245.42	(55.62)	569.40	736.22	(166.82)	2,945.00
26353.3 · Property Ins.	2,076.13	1,744.33	331.80	6,228.39	5,233.03	995.36	20,932.00
Total 26700 · Insurance Expense	2,265.93	1,989.75	276.18	6,797.79	5,969.25	828.54	23,877.00
26800 · Utilities Expense							
26352.1 · Utilities - Gas for Generators	73.30	83.33	(10.03)	4,478.68	250.03	4,228.65	1,000.00
26352.2 · Utilities-Water Plants	4,505.00	5,775.00	(1,270.00)	14,315.80	17,325.00	(3,009.20)	69,300.00
26352.3 · Utilities-WW Treatment Plants	1,845.37	3,375.00	(1,529.63)	6,330.37	10,125.00	(3,794.63)	40,500.00
26352.4 · Utilities - Lift Stations	1,512.49	1,183.33	329.16	3,907.55	3,550.03	357.52	14,200.00
Total 26800 · Utilities Expense	7,936.16	10,416.66	(2,480.50)	29,032.40	31,250.06	(2,217.66)	125,000.00
26900 · Capital Outlay							
26900.4 · Capital Outlay-Sewer/Plant Imp	0.00	2,916.67	(2,916.67)	0.00	8,749.97	(8,749.97)	35,000.00
Total 26900 · Capital Outlay	0.00	2,916.67	(2,916.67)	0.00	8,749.97	(8,749.97)	35,000.00
26901 · Util Projects/Prev Maint-Transf							
26901.1 · Util Proj/Prev Maint-Tsf to CPF	0.00	0.00	0.00	0.00	91,400.00	(91,400.00)	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-Transf	0.00	0.00	0.00	0.00	274,200.00	(274,200.00)	274,200.00
27000 · Miscellaneous Expenses							
26359 · Misc Expense	74.10	0.00	74.10	694.70	0.00	694.70	0.00
26361 · Bank Charges/ETS	592.02	83.33	508.69	1,676.02	250.03	1,425.99	1,000.00
Total 27000 · Miscellaneous Expenses	666.12	83.33	582.79	2,370.72	250.03	2,120.69	1,000.00
Total Expense	29,739.86	97,775.65	(68,035.79)	214,884.90	557,727.15	(342,842.25)	1,437,708.00
Net Ordinary Income	85,604.68	60,759.35	24,845.33	269,290.32	(82,122.15)	351,412.47	464,712.00
Other Income/Expense							
Other Expense							
27001 · Other Expenses							
27001.2 · Transfer to Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	153,040.00
27002 · Transfer to Construction Fund	0.00	0.00	0.00	0.00	0.00	0.00	154,800.00
Total 27001 · Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00	307,840.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00	307,840.00

	<u>Dec 18</u>	<u>Budget</u>	<u>\$ Over B...</u>	<u>Oct - Dec...</u>	<u>YTD Bu...</u>	<u>\$ Over Bu...</u>	<u>Annual Bu...</u>
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00	(307,840.00)
Net Income	<u>85,604.68</u>	<u>60,759.35</u>	<u>24,845.33</u>	<u>269,290.32</u>	<u>(82,122.15)</u>	<u>351,412.47</u>	<u>156,872.00</u>

City of Montgomery
Summary of Pledged Securities

As of December 31, 2018

Financial Institution: ALLEGIANCE BANK		
Total CDs, MM:	\$100,000.00	Collateral Security Required: No
Less FDIC coverage:	\$250,000.00	Collateral Security Agreement On File: No
Total pledged securities:	\$0.00	Investment Policy Received: Yes
Ratio of pledged securities to investments:	N/A	
Financial Institution: BANCORPSOUTH		
Total CDs, MM:	\$150,000.00	Collateral Security Required: No
Less FDIC coverage:	\$250,000.00	Collateral Security Agreement On File: No
Total pledged securities:	\$0.00	Investment Policy Received: No
Ratio of pledged securities to investments:	N/A	
Financial Institution: CENTRAL BANK		
Total CDs, MM:	\$100,000.00	Collateral Security Required: No
Less FDIC coverage:	\$250,000.00	Collateral Security Agreement On File: No
Total pledged securities:	\$0.00	Investment Policy Received: Yes
Ratio of pledged securities to investments:	N/A	
Financial Institution: FIRST FINANCIAL BANK (Depository Bank)		
Total CDs, MM, and Checking Accounts:	\$1,677,587.17	Collateral Security Required: Yes
Less FDIC coverage:	\$250,000.00	Collateral Security Agreement On File: Yes
Total pledged securities:	\$2,130,750.07	Investment Policy Received: Yes
Ratio of pledged securities to investments:	149.25 %	
Financial Institution: GREEN BANK		
Total CDs, MM:	\$100,000.00	Collateral Security Required: No
Less FDIC coverage:	\$250,000.00	Collateral Security Agreement On File: No
Total pledged securities:	\$0.00	Investment Policy Received: Yes
Ratio of pledged securities to investments:	N/A	
Financial Institution: TEXAS CAPITAL BANK		
Total CDs, MM:	\$100,000.00	Collateral Security Required: No
Less FDIC coverage:	\$250,000.00	Collateral Security Agreement On File: No
Total pledged securities:	\$0.00	Investment Policy Received: Yes
Ratio of pledged securities to investments:	N/A	
Financial Institution: TEXPOOL		
Total CDs, MM:	\$1,124,123.57	Collateral Security Required: No
Less FDIC coverage:	\$0.00	Collateral Security Agreement On File: Yes
Total pledged securities:	\$0.00	Investment Policy Received: Yes
Ratio of pledged securities to investments:	N/A	

City of Montgomery
District Debt Service Payments

01/01/2019 - 09/30/2019

Paying Agent	Series	Date Due	Date Paid	Principal	Interest	Total Due
Debt Service Payment Due 03/01/2019						
Amegy Bank of Texas	2012	03/01/2019		125,000.00	55,287.50	180,287.50
Amegy Bank of Texas	2012R	03/01/2019		105,000.00	37,109.38	142,109.38
First National Bank of Huntsville	2015R	03/01/2019		85,000.00	7,141.25	92,141.25
Bank of Texas	2017A	03/01/2019		50,000.00	4,767.25	54,767.25
Bank of Texas	2017B	03/01/2019		80,000.00	9,757.25	89,757.25
		Total Due 03/01/2019		445,000.00	114,062.63	559,062.63
Debt Service Payment Due 09/01/2019						
Amegy Bank of Texas	2012	09/01/2019		0.00	53,412.50	53,412.50
Amegy Bank of Texas	2012R	09/01/2019		0.00	35,993.75	35,993.75
First National Bank of Huntsville	2015R	09/01/2019		0.00	6,376.25	6,376.25
Bank of Texas	2017A	09/01/2019		0.00	4,767.25	4,767.25
Bank of Texas	2017B	09/01/2019		0.00	9,757.25	9,757.25
		Total Due 09/01/2019		0.00	110,307.00	110,307.00
		District Total		\$445,000.00	\$224,369.63	\$669,369.63

Montgomery City Council
AGENDA REPORT

Meeting Date: January 22, 2019	Budgeted Amount: \$12,000
Department: Administration	
Prepared By: Susan Hensley, City Secretary	Exhibits: Ordinance
Date Prepared: January 16, 2019	

Subject

Adoption of an Ordinance calling the May 4, 2019 City General Election for City Council Places 1, 3 and 5.

Recommendation

Adoption of the Ordinance calling the May 4, 2019 City General Election.

Discussion

The City Council Places that are up for Election are currently held by the following:

City Council Place 1 – Jon Bickford

City Council Place 3 – T.J. Wilkerson

City Council Place 5 – Tom Cronin

Approved By

City Secretary	Susan Hensley 	Date: January 16, 2019
City Administrator	Jack Yates 	Date: January 16, 2019

ORDINANCE NO. 2019-

AN ORDINANCE OF THE CITY OF MONTGOMERY, TEXAS, PROVIDING FOR THE HOLDING OF A GENERAL ELECTION TO BE HELD ON MAY 4, 2019, FOR THE PURPOSE OF ELECTING THREE (3) CITY COUNCIL MEMBERS, PLACES 1, 3 AND 5; APPROVING ELECTION SERVICE AGREEMENTS WITH MONTGOMERY COUNTY, TEXAS; AND PROVIDING DETAILS RELATING TO THE HOLDING OF SUCH ELECTION.

WHEREAS, the City Council for the City of Montgomery desires to call an election for May 4, 2019 in accordance with the election laws of the State of Texas; and

WHEREAS, the City Council desires to engage the services of the County Election Officer of Montgomery County to conduct the election pursuant to a *Joint Elections Agreement* and an *Election Services Agreement* with Montgomery County, Texas;

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

Section 1. In accordance with the Texas Constitution and general laws of the State of Texas, a General City Election is hereby called and ordered for the first Saturday in May, 2019, that being May 4, 2019, at which Election all qualified voters of the City may vote for the purpose of electing three (3) City Council Members, Places 1, 3 and 5, for full terms.

Section 2. The City Council hereby approves the *Joint Elections Agreement* and *Election Services Agreement* with Montgomery County, Texas, which authorizes the County Election Officer to conduct the General City Election on May 4, 2019 and early voting.

Section 3. No person's name shall be placed upon the official ballot as a candidate for any of the above mentioned positions unless such person has filed his or her sworn application, as provided by Section 141.031, Section 143.004, and Section 143.007 of the Texas Election Code, with the City Secretary at the City Hall, located at 101 Old Plantersville Road, Montgomery, Texas, 77316, adjusted for weekends and holidays no earlier than January 16, 2019 or later than five o'clock (5:00) p.m. on February 15, 2019. The City Secretary shall note on the face of each such application, the date and time of its filing. A declaration of write-in candidacy must be filed with the City Secretary, as provided by Section 146.054 of the Texas Election Code. The last day for a write-in candidate to declare candidacy with the City Secretary is Tuesday, February 19, 2019

by five o'clock (5:00) p.m. In addition, the last day for a candidate to withdraw must be received by the City Secretary by February 22, 2019 by five o'clock (5:00) p.m.

Section 4. The polls shall be open for voting from seven o'clock (7:00) a.m. until seven o'clock (7:00) p.m. at the following polling places, to be conducted by the officers appointed by the Contracting Officer as provided in the *Election Services Agreement* between the City of Montgomery, Texas and the County Election Officer of Montgomery, Texas, as follows:

For persons located in Voting Precinct 19:

Polling Place: Montgomery City Hall

Address: 101 Old Plantersville Road, Montgomery, TX 77316

For persons located in Voting Precinct 38:

Polling Place: West Montgomery County Annex

Address: 19380 Highway 105 W., Suite 507, Montgomery, TX 77356

For persons located in Voting Precinct 39:

Polling Place: Lone Star Elementary School

Address: 16600 FM 2854, Montgomery, TX 77316

Said election officers shall also serve as the early voting ballot board for such election; the Presiding Judge of such election shall also serve as the presiding officer of the early voting ballot board.

The County Election Officer for Montgomery County is authorized to change the above polling locations should there be a need to consolidate them for both early voting and for Election Day.

Section 5. In accordance with the Texas Election Code and the *Election Services Agreement*, the Contracting Officer shall serve as the regular early voting clerk to receive ballot applications by mail. All ballots by mail applications received by the City Secretary must be hand delivered or faxed to the Contracting Officer as provided in the *Election Services Agreement* on the day of receipt and the original application mailed or delivered to the Contracting Officer.

Further those persons voting early can vote in any of the designated early voting locations and at the times set out in Exhibit "A" as made a part hereof for all purposes. The early voting locations will be open from Monday, April 22, 2019 through Saturday, April 27, 2019 from 8:00 a.m. to 5:00 p.m., and Monday, April 29, 2019 and Tuesday, April 30, 2019 from 7:00 a.m. to 7:00 p.m. Ballots voted by mail shall be sent to:

Election Central

Attn: Suzie Harvey, Elections Administrator– Early Voting Clerk (Contracting Officer)

P.O. Box 2646

Conroe, Texas 77305-2646

Section 6. Voting shall be conducted by the Contracting Officer utilizing the voting machines and equipment supplied by the Contracting Officer. All expenditures necessary for conducting the election, the purchase of materials, and the employment of all election officials is hereby authorized in accordance with the Texas Election Code and in accordance with the provisions of the *Election Services Agreement* and the *Joint Services Agreement*.

Section 7. The City Secretary is hereby authorized and directed (i) to furnish all necessary election supplies to conduct such election, (ii) to post notice of the election, and (iii) to publish notice of the election, as provided by Chapter 4 and Chapter 51 of the Texas Election Code except as may be provided in the *Election Services Agreement* referred to above.

Section 8: The order in which the names of the candidates are to be printed on the ballot shall be determined by a drawing by the City Secretary, as provided by Section 52.094 of the Texas Election Code. The City Secretary shall post a notice at City Hall at least seventy-two (72) hours prior to the date on which the drawing is to be held with the time and place of the drawing, and shall also give personal notice to any candidate who makes written request for such notice and furnishes the City Secretary a self-addressed, stamped envelope. Each candidate involved in the drawing or representative designated by him/her, shall have a right to be present and observe the drawing.

Section 9. The candidates for three (3) City Council Members, Places 1, 3 and 5, receiving the highest number of votes in each of the positions to be filled shall be declared elected to such positions.

Section 10. Notice of this election shall be given in accordance with the provisions of the Texas Election Code and returns of such notice shall be made as provided for in said Code. The Mayor shall issue all necessary orders and writs for such election, and returns of such election shall be made to the City Secretary immediately after the closing of the polls.

Section 11. Said election shall be held in accordance with the Texas Election Code, as amended, except as modified by the Federal Voting Rights Act of 1965, as amended.

Section 12. The Council finds that notice of the date, place, and subject of this meeting was posted in accordance with the terms and provisions of the Texas Open Meetings Act at least 72 hours proceeding the scheduled time of this meeting.

Section 13. This Ordinance is effective immediately upon its passage.

PASSED AND APPROVED THIS 22nd DAY OF JANUARY, 2019.

Mayor Sara Countryman

ATTEST:

Susan Hensley, City Secretary

APPROVED AS TO FORM:

/s/Larry Foerster, City Attorney

EXHIBIT A
MAY 4, 2019 JOINT ELECTION
EARLY VOTING POLLING LOCATIONS AND TIMES

April 22 – 27	Monday – Saturday	8:00 am – 5:00 pm
April 29 – 30	Monday – Tuesday	7:00 am – 7:00 pm

Lee G. Alworth Building
(Main Early Voting Polling Place)
207 West Phillips Street - Conroe, Texas 77301

Magnolia Community Building
422 Melton Street - Magnolia, Texas 77354

South County Community Building
2235 Lake Robbins Drive - The Woodlands, Texas 77380

North Montgomery County Community Center
600 Gerald Street - Willis, Texas 77378

East County Courthouse Annex
21130 U. S. Highway 59 South - New Caney, Texas 77357

Lone Star Community Center
2500 Lone Star Parkway - Montgomery, Texas 77356

Limited Ballots, Special Forms of Early Voting and Ballot by Mail only:

Election Central
9159 Airport Road - Conroe, Texas 77303

Montgomery City Council
AGENDA REPORT

Meeting Date: January 22, 2019	Budgeted Amount:
Prepared By: Jack Yates City Administrator	Exhibits: City Engineer Budget 1/22/19 City Engineer Alternative papers from discussion at budget workshop, Job description for engineer.
Date Prepared: January 18, 2019	

Subject

This is to discuss alternatives regarding city cost with the proposals being to advertise for an on-staff city engineer versus other alternatives – which will include an option for a standard retainer fee per month or a standard fee per hour with an assignment of a specific engineer to come to work for the city for a specific number of hours per week with direction from the city probably at approximately 24 hours per week.

Description

Attached is a up to date City Engineer budget for a 40 hour per week Licensed Professional Engineer capable of preparing plans, inspecting work by city contractors and subdivision improvements, plus the other items on the job description. The City would still need Jones and Carter but for planning sake I think we could save approximately \$100,000 per year.

An alternative is to contract with Jones and Carter to provide a specific person at a specific rate of pay to accomplish the duties of the job description, perhaps at less than 40 hours per week. This is only recently been an option that is being explored now, with an answer/recommendation that could come before the actual hiring of the City Engineer. Meaning, we could advertise for the City Engineer employee and Chris Roznovsky and I could discuss how the per hour/assigned person to the City could work, and at what cost during the advertisement period for the City Engineer. And then I could come back to the Council with an option.

Montgomery City Council
AGENDA REPORT

Recommendation

Approve advertising for a City Engineer and direct the City Administrator to discuss with Jones and Carter the possibility of an assigned person to the City. To accomplish the duties of the City Engineer then to report back to the City Council with a recommendation.

Approved By

City Administrator

Jack Yates



Date: January 18, 2019

CITY ENGINEER BUDGET

Salary	\$95,000	
Travel	2,400	@ \$200/month
Telephone	1,200	@ \$100/month
Hlth. Ins. , Dental/Vision Life	6,625	
Soc. Sec. Medicare	7,267	
Retirement	6,649	
Moving Expense	<u>2,500</u>	
Total Salary + Benefits	<u>\$121,641</u>	

ENGINEER OFFICE SETUP

Computer w/programs	\$7,000	_____
Printer/ Printing	4,000	_____
Desk/ Furnishing	3,000	_____

Total	<u>\$35,000</u>	

CITY ENGINEER ALTERNATIVE

	<u>General</u> <u>Fund</u>	<u>Utility</u> <u>Fund</u>	<u>Capital Proj.</u> <u>Fund</u>
As Presently Budgeted:			
Administration	\$ 32,000		
Public Works	\$100,000		
Water and Sewer		\$75,00	
Non-TWRB Engineering	<u> </u>	<u> </u>	<u>\$190,000</u>
Total	\$132,000	\$75,000	\$190,000
Grand Total		\$397,000	

COST OF CITY ENGINEER – ON STAFF

Salary with benefits (at \$95,000 salary/yr.)	\$33,600	\$33,600	\$45,800
Supplies and Eqp.	\$6,000	\$6,000	\$ 8,000
Office Set – up	\$1,050	\$1,050	\$ 1,460
Utilities	\$ 900	\$ 900	\$ 1,200
Misc./Contingency	<u>\$1,200</u>	<u>\$1,200</u>	<u>\$ 1,600</u>
Total	\$42,750	\$42,750	\$54,860
Grand Total		\$140,360	

*AutoCAD
Printer Rental*

\$150,000

20 other committee

The City Engineer that would be hired would be a Civil Engineer with experience with a firm for 2 to 4 years or a retired/close to retirement experienced Engineer. The person hired would have to have a State Engineer's Seal to stamp plans, would probably not be surveyor but

*Survey;
Seal State*

would have the knowledge to work with a surveyor and be able to read and write legal descriptions, would probably not take over the escrow/development reviews now being done by Jones and Carter (at least at first). The Staff Engineer would take over plat reviews (with Jones and Carter assistance) and advise Mike Muckleroy on various other city projects, but the best use of the Staff Engineer will be on preparation of minor plans for water and sewer lines, review of escrow billings, in performing minor studies/reviews of city projects within the ability of the hired Staff Engineer. For instance, if the Staff Engineer hired could do one or more of the TWDB projects the savings could be substantial (see the \$628,000 total engineering in the Capital Projects Fund).

The above cost estimates are substantially below the approximate \$400,000 per year paid to Jones and Carter for all of the various projects and special assignments for the City. I think that we could easily cut that cost in half. From the currently budgeted amounts to the projected Staff Engineer the savings is \$256,640. If the budget/expenses increase that would be all right because that means that the engineer is doing more work, and more work that the can do, the more savings from Jones and Carter expenses.

CITY OF MONTGOMERY, TEXAS -- Job Description – Public Works and Utilities

January, 2019

Identification:

Position Title: City Engineer
Department: Public Works and Utilities
Supervises: N/A
Immediate Supervisor: City Administrator
FLSA: Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Job Description

The City Engineer reviews plans regarding subdivisions. City and other utility projects, oversees the Capital Projects of the City in a highly complex administrative and primary production manner. Works independently with little or no supervision by being prudent, well-organized with high level of integrity and ethical behavior.

Must hold Registered Professional Engineer license from the State of Texas.

ESSENTIAL FUNCTIONS AND TYPICAL TASKS:

Essential duties and responsibilities include, but not limited to the following:

- Review site development construction plans and subdivision plans for general conformance with city standards requiring knowledge of design and construction of water distribution, wastewater collection, streets, pavement, drainage, detention, non—point source pollution, floodplain management, and landscape.
- Prepares plans and specifications for projects as assigned and reviews plans and specifications prepared by other consulting engineers for projects of the City.
- Performs pre—construction meetings and periodic site visits and inspections of active construction sites.
- Coordinate with City staff, other consulting engineers and owners’ representatives during construction of private developer projects to resolve field conflicts in accordance with City policy and practice.
- Participates in pre—development, development review committee and other meetings including commenting on process, policy and submittals.
- Assist with the city acceptance of developer related infrastructure including directing technical and administrative staff in the collection of necessary paperwork, fees, “as — built” plans, etc.
- Reviews engineers estimate of probable cost and coordinates with other consulting engineers and the City staff to manage associated fiscal security.

- Prepares written and oral presentations to the Planning and Zoning Commission, City Council and other organizations.
- Provides general technical assistance to the public and city organization regarding municipal infrastructure and associated issues.
- Oversees recruitment, management and use of third-party consultants and contractors.
- Participates as needed in the City's Street maintenance program.
- Manages capital works projects.
- Participates in developing, planning and implementing department goals and objectives; administers approved policies and procedures; coordinates activities with those of other city departments and outside agencies and organizations; provide prevent professional and technical advice and assistance to the City Administrator and City Council of matters related to department functions.
- Represents city at local and regional meetings, as assigned by the City Administrator.
- Prepares grant proposals and applications on behalf of the City.
- Provides assistance to other employees of the city on application review, code enforcement, and administrative duties, as assigned by the City Administrator.
- Performs related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Work requires broad knowledge in the general professional and technical field of civil engineering.

Represents the City at various civic, community, City Council, Planning Commission and other public meetings, including making formal presentations to those same groups.

Must adapt and learn new techniques in civil engineering field to stay aware of new concepts and innovations in providing city services.

REQUIRED EDUCATION, DEGREES, CERTIFICATIONS AND/OR LICENSES

Requires a bachelor's degree in civil engineering or related field. Must be a registered Professional Engineer in the state of Texas.

Four years of progressively responsible experience including supervisory skill, project management and fiscal responsibility.

Knowledge of Microsoft Office software, and CAD drafting related software and other civil engineering related software.

Montgomery City Council
AGENDA REPORT

Meeting Date: January 22, 2019	Budgeted Amount:
Prepared By: Jack Yates City Administrator	Exhibits: Water Plant Inspection Report
Date Prepared: January 18, 2019	

Subject

This is the report of the recent inspection of the water plants of the City. the inspection, I believe, is a requirement of the Texas Commission of Environmental Quality.

Description

Attached is the Report. Note the numbers next to the pictures of the individual items, because these numbers reflect the urgency/lack of urgency of the improvements/repairs needed. Funds are available in the Water/Sewer Fund budget for the cost of the repairs.

The reason I am suggesting a report back to the Council, is just so that there is a required report back to the Council of the status of the repairs.

Recommendation

Accept the Report and direct Staff to make the repairs shown in the report and to report back on the status of the repairs at the April 23, 2019 Council meeting

Approved By

City Administrator	Jack Yates	Date: January 18, 2019
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INSPECTION
OF
WATER PLANT Nos. 2 & 3
FOR
CITY OF MONTGOMERY
MONTGOMERY COUNTY, TEXAS



JANUARY 2019
JC Job No. W5841-0002-18



January 17, 2019

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

Re: Water Plant Nos. 2 & 3 Inspections
City of Montgomery, Texas

Dear Mayor and Council:

As authorized by the City of Montgomery at the June 26, 2018 City Council Meeting, Jones|Carter, Inc. (J|C) performed a mechanical and electrical inspection of Water Plant Nos. 2 & 3. The inspection was delayed until the winter to allow for the water demand to decrease before inspecting the interior of some tank facilities. The mechanical inspection was held on November 6, 2018. The inspection attendees included Austin DeGaish (J|C), K. Grady Turner (J|C), and Anthony Freeman (Gulf Utility Service). The electrical inspection was performed on November 15, 2018. The inspection attendees included Sean Hudson (J|C), Brian Chong (J|C), and Anthony Freeman (Gulf Utility Service). The findings of the inspection are detailed in this report.

The condition and age of the booster pumps is indeterminate. We recommend removing each pump from service to perform an inspection and performance test of the pump. We recommend this be completed by pulling one pump at a time, until all pumps have been inspected, tested and repaired as necessary.

Sincerely,



K. Grady Turner III, P.E.
Mechanical Inspection



Brian Chong, P.E.
Electrical Inspection

ASD/bmm

K:\W5841\W5841-0900-00 General Consultation\Water Plant Consultation\Annual Inspection\2018\Cover Letter 20181218.docx



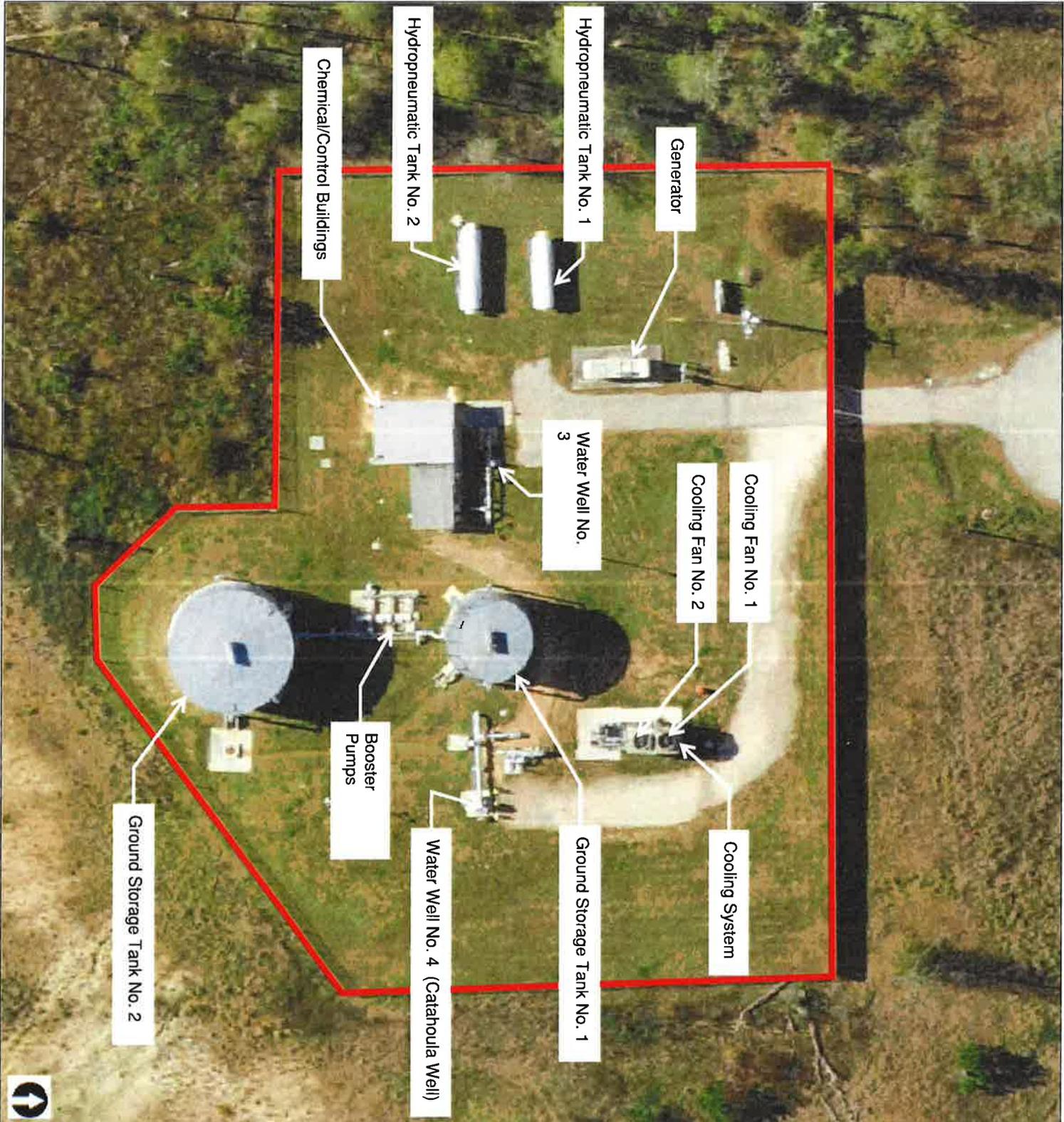
LEGEND

- Approximate Site Boundary
- GST No. 1:** 125,076-gallons Galv. Botted Steel, 29'Ø, 24'H
Constructed: 2009
Interior Coatings: 2009
Exterior Coatings: 2009
Last Interior Inspection: 2014
- HPT No. 1:** 8,000-gallons, 8'Ø, 22' L
Constructed: 2002
Interior Coatings: 2002
Exterior Coatings: 2002
Last Interior Inspection: 2014
- BP No. 1:** 500 gpm, 20 HP
BP No. 2: 250 gpm, 20 HP
BP No. 3: 250 gpm, 20 HP
- WW No. 2:** 573 GPM Vertical Turbine per G-M Services test performed in November 2018
75 HP
Constructed: 1984
Reworked: N/A

1 inch equals 50 Feet



City of Montgomery: WP No. 2



LEGEND

- Approximate Site Boundary
- Ground Storage Tank No. 1:
100,000 gallons, 26' Ø, 24' H (North)
Galv. Bolted Steel
Constructed: 2007
Interior Coatings: 2007
Exterior Coatings: 2007
Last Interior Inspection: 2016
- Ground Storage Tank No. 2:
210,000 gallons, 36' Ø, 24' H (South)
Galv. Bolted Steel
Constructed: 2014
Interior Coatings: 2014
Exterior Coatings: 2014
Last Interior Inspection: 2014
- Hydro pneumatic Tank No. 1:
5,000 gallons, 6' Ø, 23' L (South)
Constructed: 2005
Interior Coatings: N/A
Exterior Coatings: N/A
Last Interior Inspection: 2016
- Hydro pneumatic Tank No. 2:
4,500 gallons, 6' Ø, 20' L (North)
Constructed: 2000
Interior Coatings: N/A
Exterior Coatings: N/A
Last Interior Inspection: 2016
- Water Well No. 3:
548 gpm Submersible Per GM Services
test performed November 2015
60 HP
Constructed: N/A
Renworked: N/A
- Water Well No. 4:
1,422 gpm Vertical Turbine Per GM Services
test performed November 2015
250 HP
Constructed: 2014
Renworked: N/A
- Booster Pumps:
BP No. 1: Design - 500 gpm, 40 HP
BP No. 2: Design - 500 gpm, 40 HP
BP No. 3: Design - 500 gpm, 40 HP

1 inch equals 50 Feet



City of Montgomery: WP No. 3

**CLASS 3 ENGINEER'S ESTIMATE OF PROBABLE CONSTRUCTION COST
FOR CONSTRUCTION OF
2019 WATER PLANT No. 3 IMPROVEMENTS
CITY OF MONTGOMERY
January 17, 2019**

Item	Unit	Qty.	Price	Total	
<u>No. Description</u>	<u>Unit</u>	<u>Qty.</u>	<u>Price</u>	<u>Total</u>	
1. Mobilization, Bonds & Insurance	L.S.	1	\$ 2,000	\$ 2,000	
Water Plant No. 3					
2. Touch-up Coat 30 sq. ft. of Exterior of Hydropneumatic Tank No. 1	L.S.	1	\$ 5,000	\$ 5,000	(3)
3. Touch-up Coat 30 sq. ft. of Exterior of Hydropneumatic Tank No. 2	L.S.	1	5,000	5,000	(4)
4. Touch-up Coat Water Well No. 3 Piping and Equipment	L.S.	1	1,000	1,000	(5)
5. Blast Recoat Booster Pump Piping and Equipment	L.S.	1	1,000	1,000	(6)
6. Replace and Recoat Fan Nos. 1 & 2 Motor and Supports	L.S.	1	10,000	10,000	(7)
7. Miscellaneous Coatings	L.S.	1	1,000	1,000	(8)
SUBTOTAL				\$ 25,000	
Contingencies (20%)				\$ 5,000	
2 Yr Inflation @ 4%/Yr				\$ 2,000	
Engineering				\$ 6,000	(9)
TOTAL				\$ 38,000	

Notes:

- (1) This estimate represents my best judgment as a design professional familiar with the construction industry. Jones & Carter, Inc. has no control over the cost of labor, materials, or equipment; over the Contractor's methods of determining bid prices; or over competitive bidding or market conditions. Accordingly, we cannot and do not guarantee that bids will not vary from this cost estimate.
- (2) This cost estimate assumes the water treatment plant site is not located within the 1% annual chance floodplain or within existing wetlands. This estimate does not include any costs for wetland mitigation, detention basins, mitigation basins, or any other work related to compensating for wetlands or floodplain impact.
- (3) This estimated cost is for coating the exterior of Hydropneumatic Tank No. 1 at Water Plant No. 3 where recoating is needed.
- (4) This estimated cost is for coating the exterior of Hydropneumatic Tank No. 2 at Water Plant No. 3 where recoating is needed.
- (5) This estimated cost is for coating the discharge piping and equipment on Water Well No. 3 where the coating has failed or is corroding.
- (6) This estimated cost is for coating the exterior of the booster pumps, discharge piping, valves, and other equipment where the coating has failed or is corroding throughout the booster pumps at Water Plant No. 3
- (7) This estimated cost is for replacing and recoating the motor and supports in Fans Nos. 1 & 2 in the cooling tower system at Water Plant No. 3
- (8) This estimated cost is for coating the interior of the cabinet on Hydropneumatic Tank No. 1 at Water Plant No. 3, Water Well No. 4 discharge piping at Water Plant No. 3, and the cooling unit piping and equipment at Water Plant No. 3.
- (9) The engineering fee listed is in addition to the existing engineering contract for the water plant improvement project. This addition fee is for additional costs for design and inspection services related to the scope of work in this estimate. Engineering fee will not be valid if the work is bid as a separate project.



ASD/bmm

K:\W5841\W5841-0900-00 General Consultation\Water Plant Consultation\Annual Inspection\2018\Cost Estimates\Cost Estimate 20190116.xlsx



CITY OF MONTGOMERY

WATER PLANT NO. 2 INSPECTION

905 STEWART STREET
MONTGOMERY, TX 77316
NOVEMBER 6, 2018

K. GRADY TURNER III, P.E.
BRIAN CHONG, P.E.
AUSTIN DEGAISH, E.I.T.
SEAN HUDSON, E.I.T.



[Handwritten Signature]
01/17/2019

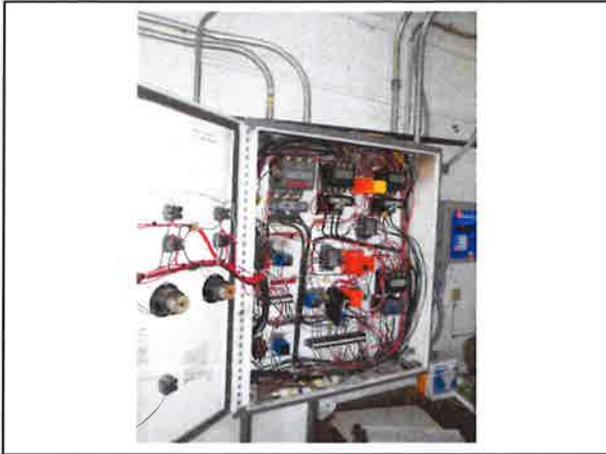


[Handwritten Signature] 1/17/19

Job No. W5841-0002-18

Control Building

The electrical equipment, controls, service enclosures, and control building are aged and deteriorating. We recommend that the City begin planning to construct a new control building.



4

Findings: The electrical panel inside the control room has loose equipment.

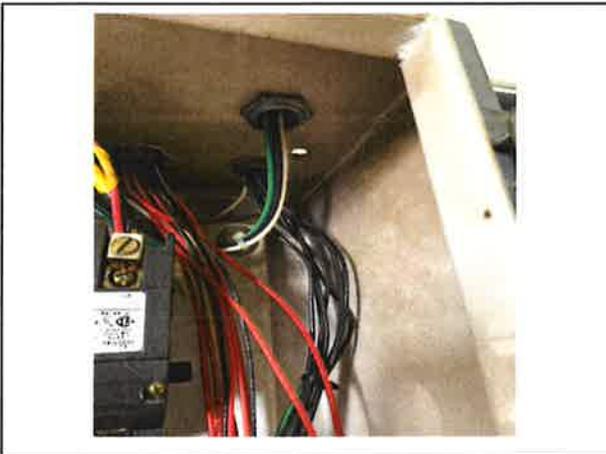
Recommendations: Organize the panel and install Panduit in the control panel.



3

Findings: The wooden awning of the building is damaged in isolated areas.

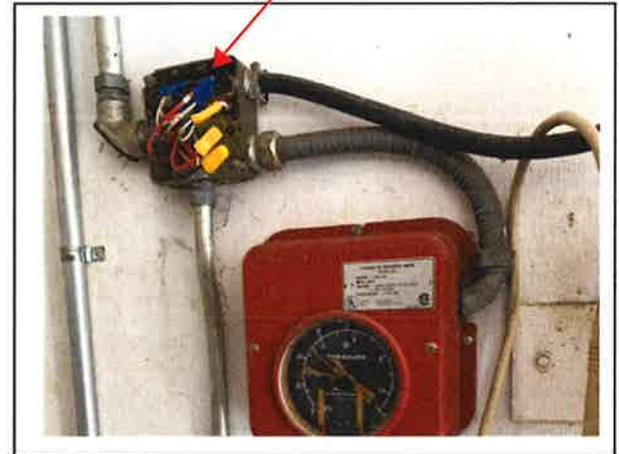
Recommendations: Replace damaged panels.



4

Findings: The control panel enclosure has open penetrations.

Recommendations: Seal all penetrations.



4

Findings: A junction box cover inside the control room is missing.

Recommendations: Provide and install a junction box cover.

Legend:

1. Immediate Repair Recommended
2. Requires Special Parts/Repair Time
3. Non-critical Repair Recommended
4. Repairs to be completed by Gulf Utility and/or Public Works

Control Building

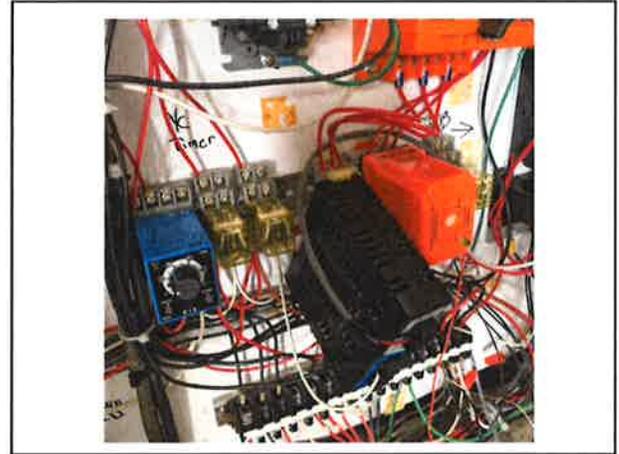
The electrical equipment, controls, service enclosures, and control building are aged and deteriorating. We recommend that the City begin planning to construct a new control building.



4

Findings: The inside of the Booster Pump No. 1 Safety Switch enclosure is dirty and corroded.

Recommendations: Replace corroded Myers hubs and wire brush and repaint corroded area.



1

Findings: The Uninterruptible Power Supply (UPS) is hanging from the conductors inside the control panel.

Recommendations: Properly support the Uninterruptible Power Supply (UPS) or attach it to the backplane.



4

Findings: Outdoor conduit from the control room is corroded and elbows are missing screws.

Recommendations: Wire brush and coat conduit, provide and install stainless steel screws for conduit elbows.



4

Findings: The well starter control enclosure display screen is not working.

Recommendations: Replace display screen.

Legend:

1. Immediate Repair Recommended
2. Requires Special Parts/Repair Time
3. Non-critical Repair Recommended
4. Repairs to be completed by Gulf Utility and/or Public Works

Control Building

The electrical equipment, controls, service enclosures, and control building are aged and deteriorating. We recommend that the City begin planning to construct a new control building.



4

Findings: The disconnect enclosure and latches are rusted and corroded.

Recommendations: Recoat the enclosure.



1

Findings: The incoming service Surge Protection Device (SPD) is no longer operational.

Recommendations: Replace the Surge Protection Device (SPD).



4

Findings: There are open penetrations into the Control Building.

Recommendations: Seal all penetrations.



3

Findings: The chlorine gas storage room is compact and leaves little room for the Operator to work. The light inside the room is not operational. The room is open to the outside temperature and the space is too tight to install a space heater.

Recommendations: In the short term, clean the room and install a new light. Some form of heating mechanism shall be installed to control the temperature of the storage area. The City should consider replacing the control building or expanding the chlorine gas storage area.

Control Building

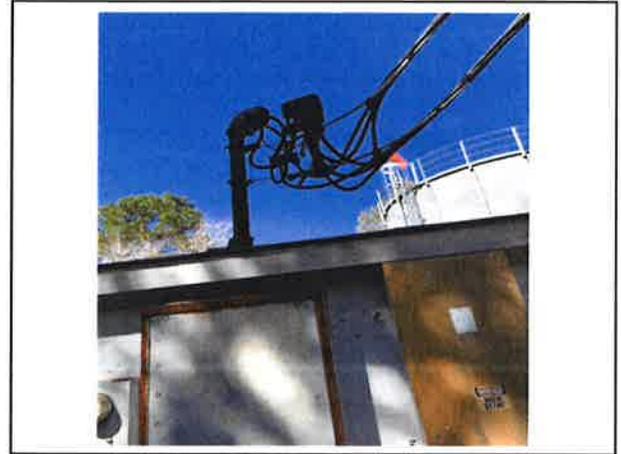
The electrical equipment, controls, service enclosures, and control building are aged and deteriorating. We recommend that the City begin planning to construct a new control building.



4

Findings: Junction box is corroded.

Recommendations: Wire brush and coat junction box.



4

Findings: The current transformer panel door is corroded.

Recommendations: Wire brush and coat current transformer panel box.

Legend:

1. Immediate Repair Recommended
2. Requires Special Parts/Repair Time
3. Non-critical Repair Recommended
4. Repairs to be completed by Gulf Utility and/or Public Works

Generator



4

Findings: There is an opening in lower part of Generator unit.

Recommendations: Place cover in area to prevent debris and water from getting into generator.



4

Findings: Water and debris is present inside the generator casing.

Recommendations: Remove the water and debris.



4

Findings: Generator enclosure is corroding.

Recommendations: Wire brush and recoat generator enclosure. Weld and repair steel where needed.

Legend:

1. Immediate Repair Recommended
2. Requires Special Parts/Repair Time
3. Non-critical Repair Recommended
4. Repairs to be completed by Gulf Utility and/or Public Works

Ground Storage Tank



Findings: Sand is accumulating inside the tank.

Recommendations: Clean the inside of the tank frequently. The interior was cleaned after the inspection and no deficiencies were found.



Findings: The tank interior has isolated areas of pitting.

Recommendations: No action necessary.



4

Findings: The water level indicator is missing the cover.

Recommendations: Replace the gauge.



4

Findings: The level probe enclosure is not secured to the tank roof, and a hole is present at the tank penetration.

Recommendations: Secure the level probe enclosure, seal any holes in the tank. .

Ground Storage Tank



4

Findings: The conduit hubs, elbows and conduit are corroded.

Recommendations: Replace conduit elbows, screws, and hubs.



4

Findings: The floodlight at the top of the tank is not operational.

Recommendations: Replace the lamp.

Legend:

1. Immediate Repair Recommended
2. Requires Special Parts/Repair Time
3. Non-critical Repair Recommended
4. Repairs to be completed by Gulf Utility and/or Public Works

Hydropneumatic Tank



4

Findings: The threaded piping at all tank couplings are corroding.

Recommendations: Remove all threaded piping, clean the couplings, and replace with new piping.

Legend:

1. Immediate Repair Recommended
2. Requires Special Parts/Repair Time
3. Non-critical Repair Recommended
4. Repairs to be completed by Gulf Utility and/or Public Works

Site



4

Findings: A large gap is present in the fence at the access gate.

Recommendations: Ensure the gate is secured with proper length chain and lock.



4

Findings: A post is separated from the barbed wire strand.

Recommendations: Reattach connective piece and pole.



4

Findings: Overgrown trees and plants are present along the fence line.

Recommendations: Trim back trees to avoid damaging fence.

- Legend:
- 1. Immediate Repair Recommended
 - 2. Requires Special Parts/Repair Time
 - 3. Non-critical Repair Recommended
 - 4. Repairs to be completed by Gulf Utility and/or Public Works

Well



4

Findings: The flexible conduit is failing.

Recommendations: Replace flexible conduit.



4

Findings: The protective coatings on the well piping is failing in isolated areas.

Recommendations: Touch-up coat the well piping.



4

Findings: The piping support is corroded and delaminating.

Recommendations: Replace the damaged pipe support.



4

Findings: The penetration into well terminal box is not sealed.

Recommendations: Seal the penetration.

Legend:

1. Immediate Repair Recommended
2. Requires Special Parts/Repair Time
3. Non-critical Repair Recommended
4. Repairs to be completed by Gulf Utility and/or Public Works

Well



4

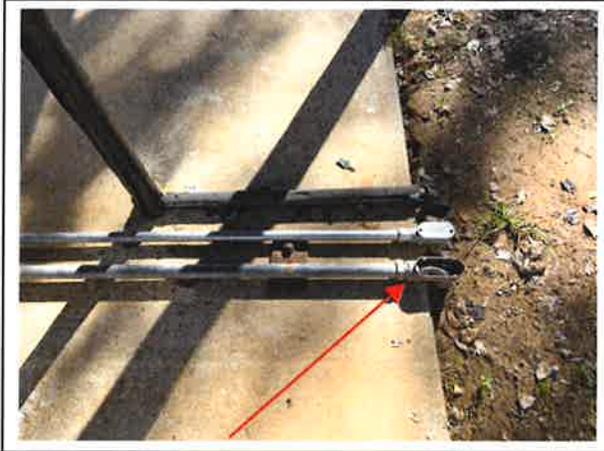
Findings: Well control enclosure door and hinges are corroded.

Recommendations: Wire brush and coat the enclosure.

Legend:

1. Immediate Repair Recommended
2. Requires Special Parts/Repair Time
3. Non-critical Repair Recommended
4. Repairs to be completed by Gulf Utility and/or Public Works

Booster Pumps



4

Findings: Conduit elbow cover missing.

Recommendations: Provide and install conduit elbow cover.



4

Findings: Conduit and hardware are corroded.

Recommendations: Replace all corroded hardware with rigid galvanized steel conduit and stainless steel hardware.



4

Findings: Motor and motor skid are corroded.

Recommendations: Recoat motor housing and motor skid.

Legend:

1. Immediate Repair Recommended
2. Requires Special Parts/Repair Time
3. Non-critical Repair Recommended
4. Repairs to be completed by Gulf Utility and/or Public Works

CITY OF MONTGOMERY

WATER PLANT NO. 3 INSPECTION

109 BUSINESS PARK DRIVE (FROM FM 1097)
MONTGOMERY, TX 77356
NOVEMBER 6, 2018

K. GRADY TURNER III, P.E.
BRIAN CHONG, P.E.
AUSTIN DEGAISH, E.I.T.
SEAN HUDSON, E.I.T.



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01/17/2019



Job No. W5841-0002-18



Booster Pumps



2

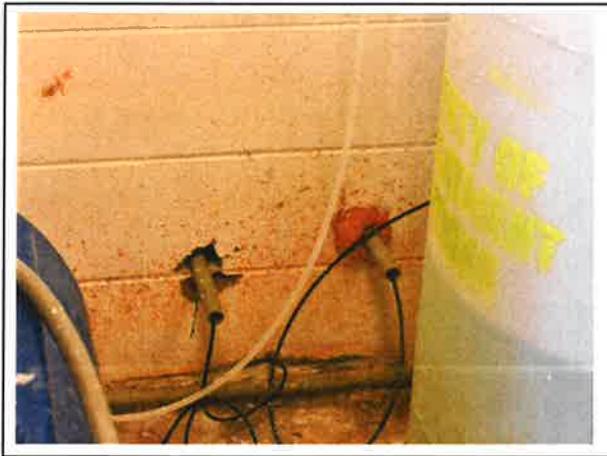
Findings: The protective coating is failing in isolated locations on the pumps, piping, and valves.

Recommendations: Recoat booster pump piping and equipment.

Legend:

1. Immediate Repair Recommended
2. Requires Special Parts/Repair Time
3. Non-critical Repair Recommended
4. Repairs to be completed by Gulf Utility and/or Public Works

Control Building



4

Findings: Holes are present in the control building walls.

Recommendations: Seal all holes in the control building wall.



4

Findings: The Cooling Tower No. 1 Fan 1 run light is out.

Recommendations: Replace the green push-to-test pilot light.



4

Findings: The GST Recirculation Pump run light is out.

Recommendations: Replace green push-to-test pilot light.



4

Findings: The Lag No. 2 Booster Pump call light is out.

Recommendations: Replace white push-to-test pilot light.

- Legend:**
1. Immediate Repair Recommended
 2. Requires Special Parts/Repair Time
 3. Non-critical Repair Recommended
 4. Repairs to be completed by Gulf Utility and/or Public Works

Control Building



4

Findings: The ceiling light in chemical room is out.

Recommendations: Replace the lamp or ballast.

Legend:

1. Immediate Repair Recommended
2. Requires Special Parts/Repair Time
3. Non-critical Repair Recommended
4. Repairs to be completed by Gulf Utility and/or Public Works

Cooling Unit



2

Findings: The protective coating on the cooling system piping is failing in isolated areas.

Recommendations: Recoat with protective coatings where needed.



4

Findings: The conduit on the Ashcroft temperature control switch is corroded.

Recommendations: Replace conduit.



2

Findings: Fan No. 1 and No. 2 frames and motor enclosures on the top of the unit are corroding and delaminating.

Recommendations: Replace and recoat equipment where needed.



4

Findings: Tower Blower 1 hardware, shock and vibration switch, and conduit hardware is corroded.

Recommendations: Replace corroded hardware, corroded conduit hubs and conduit fittings, and enclosure with stainless steel hardware.

Cooling Unit



4

Findings: Tower Blower 2 hardware, shock and vibration switch, and conduit hardware is corroded.

Recommendations: Replace corroded hardware, corroded conduit hubs and conduit fittings, and enclosure with stainless steel hardware.



4

Findings: Tower conduits and fittings along ladder are corroded.

Recommendations: Replace with stainless steel hardware.

Legend:

1. Immediate Repair Recommended
2. Requires Special Parts/Repair Time
3. Non-critical Repair Recommended
4. Repairs to be completed by Gulf Utility and/or Public Works

Ground Storage Tank No. 1

This tank is planned to be replaced as part of the Water Plant Improvements project so no repairs are recommended at this time.



Findings: The foundation is wet and stained around isolated areas of the foundation.

Recommendations: Monitor the tank foundation for leaks.



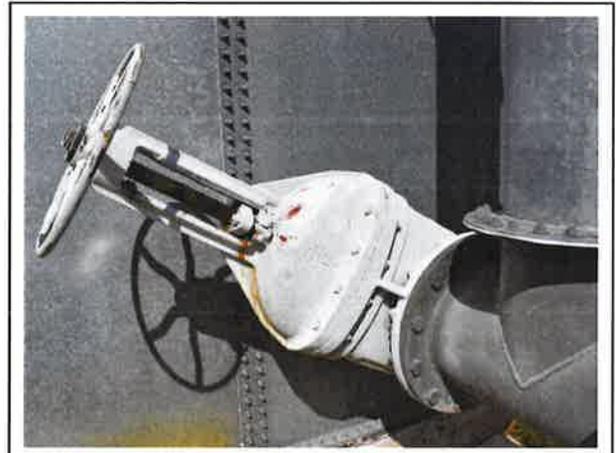
Findings: Ant beds are present at the foundation.

Recommendations: Exterminate all ants.



Findings: The protective coating on the overflow drain is failing.

Recommendations: No action necessary. See note above.



Findings: The protective coating on the gate valve is failing in isolated areas.

Recommendations: No action necessary. See note above.

Ground Storage Tank No. 1

This tank is planned to be replaced as part of the Water Plant Improvements project so no repairs are recommended at this time.



Findings: Corrosion and delamination around edges of overflow box.

Recommendations: No action necessary. See note above.



Findings: Corrosion on safety climbing feature on ladder.

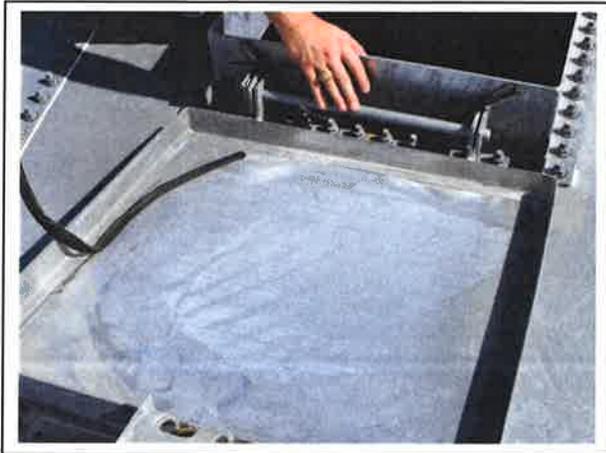
Recommendations: No action necessary. See note above.



Findings: The foundation sealant is failing in isolated areas.

Recommendations: No action necessary. See note above.

Ground Storage Tank No. 2



4

Findings: The gasket on the access hatch is missing.

Recommendations: Replace the hatch gasket.



4

Findings: Corrosion on safety climbing feature on ladder.

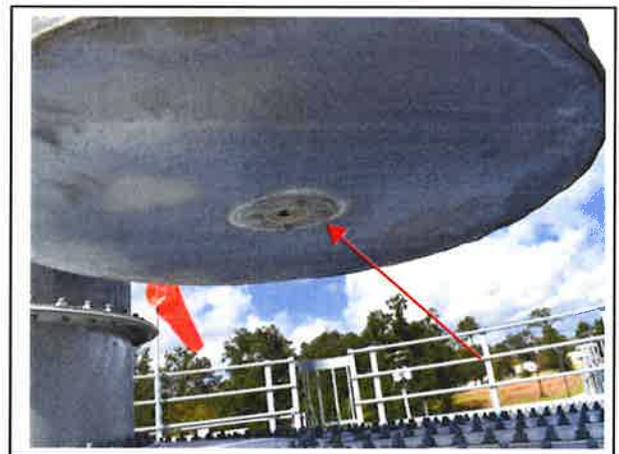
Recommendations: Recoat pole where needed.



4

Findings: GST No. 1 conduit elbow and hubs are corroded .

Recommendations: Replace with stainless steel conduit elbow and Myers hub.



4

Findings: The roof vent insect screen is damaged.

Recommendations: Replace insect screen.

Legend:

1. Immediate Repair Recommended
2. Requires Special Parts/Repair Time
3. Non-critical Repair Recommended
4. Repairs to be completed by Gulf Utility and/or Public Works

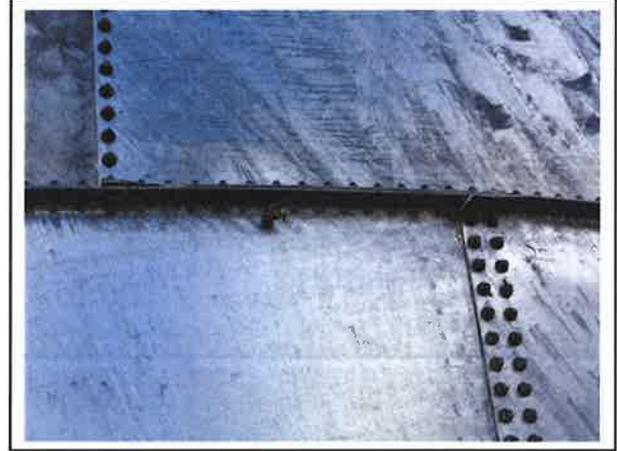
Ground Storage Tank No. 2



4

Findings: Ant beds are present at the foundation.

Recommendations: Exterminate all ants.



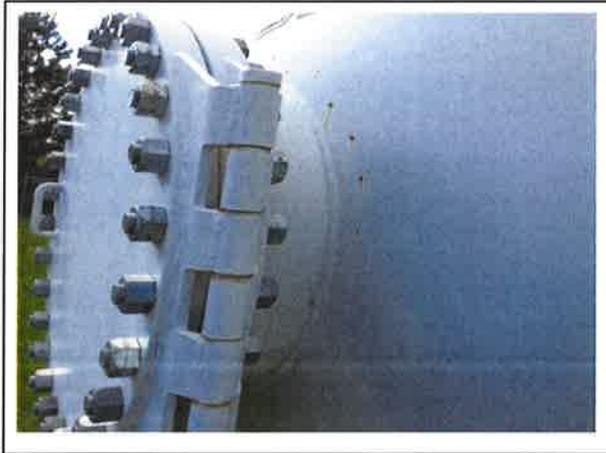
4

Findings: Wasp nests are present on the walls of the tank.

Recommendations: Exterminate all wasps.

Legend:
1. Immediate Repair Recommended
2. Requires Special Parts/Repair Time
3. Non-critical Repair Recommended
4. Repairs to be completed by Gulf Utility and/or Public Works

Hydropneumatic Tank No. 1



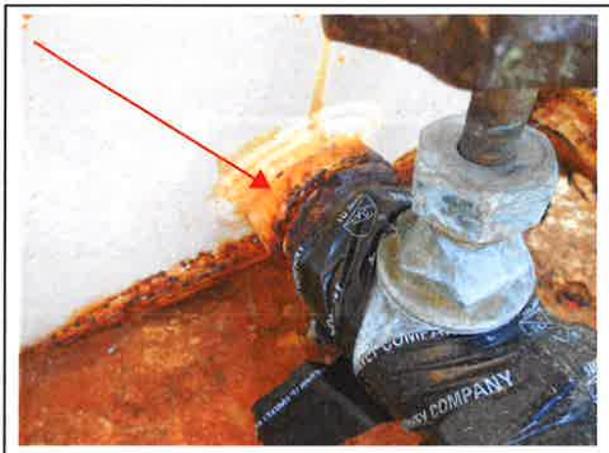
Findings: The protective coating is failing in isolated areas.

Recommendations: Touch up coat the tank exterior.



Findings: The tank cabinet and outer shell is delaminating inside the tank cabinet.

Recommendations: Recoat and repair damaged areas.



Findings: The threaded piping at all tank couplings are corroding.

Recommendations: Remove threaded piping, clean the couplings, and replace with new piping.

Legend:

1. Immediate Repair Recommended
2. Requires Special Parts/Repair Time
3. Non-critical Repair Recommended
4. Repairs to be completed by Gulf Utility and/or Public Works

Hydropneumatic Tank No. 2



2

Findings: The protective coating is failing in isolated areas.

Recommendations: Touch-up coat the tank exterior.



4

Findings: Nuts and screws on sensing line conduit are corroded.

Recommendations: Replace corroded hardware with stainless steel nuts and screws.

Legend:

1. Immediate Repair Recommended
2. Requires Special Parts/Repair Time
3. Non-critical Repair Recommended
4. Repairs to be completed by Gulf Utility and/or Public Works

Water Well No. 3



2

Findings: The protective coating on the well piping is failing in isolated areas.

Recommendations: Touch-up coat the well piping.



2

Findings: Water well discharge piping protective coating has failed.

Recommendations: Recoat pipe.



4

Findings: Myers hubs are corroded.

Recommendations: Wire brush and coat.

- Legend:**
- 1. Immediate Repair Recommended
 - 2. Requires Special Parts/Repair Time
 - 3. Non-critical Repair Recommended
 - 4. Repairs to be completed by Gulf Utility and/or Public Works

Water Well No. 4



4

Findings: The well vent insect screen is damaged.

Recommendations: Replace insect screen.



2

Findings: The protective coating on the well piping is failing in isolated areas.

Recommendations: Touch-up coat the well piping.



4

Findings: Conduit and screws connecting the pump oiler are corroded .

Recommendations: Replace screws, wire brush and recoat corroded conduit.



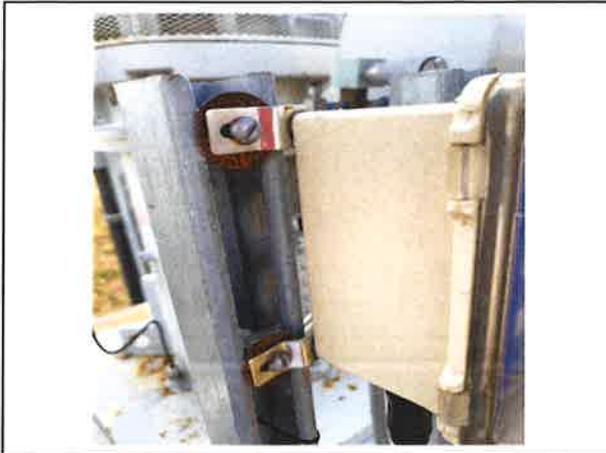
4

Findings: Myers hubs are corroded.

Recommendations: Wire brush and coat.

- Legend:
- 1. Immediate Repair Recommended
 - 2. Requires Special Parts/Repair Time
 - 3. Non-critical Repair Recommended
 - 4. Repairs to be completed by Gulf Utility and/or Public Works

Water Well No. 4



4

Findings: Washers and screws on Dynotek Pump Controller are corroded.

Recommendations: Replace springs, washers, and screws with stainless steel hardware.



4

Findings: Unistrut mounting washers and screws for the well enclosure are corroded.

Recommendations: Replace corroded washers and screws with stainless steel hardware.



4

Findings: The terminal box quarter turn screws and nuts are corroded.

Recommendations: Replace corroded nuts and quarter turn screws with stainless steel hardware.



4

Findings: Screws and holes into Surge Protection Device enclosure are stripped.

Recommendations: Replace screws with larger size.

- Legend:
- 1. Immediate Repair Recommended
 - 2. Requires Special Parts/Repair Time
 - 3. Non-critical Repair Recommended
 - 4. Repairs to be completed by Gulf Utility and/or Public Works

Generator



Findings: The conduit for generator ground is broken.

Recommendations: Replace broken conduit with 1.5" schedule 40 PVC elbow.

Legend:

1. Immediate Repair Recommended
2. Requires Special Parts/Repair Time
3. Non-critical Repair Recommended
4. Repairs to be completed by Gulf Utility and/or Public Works

Montgomery City Council
AGENDA REPORT

Meeting Date: January 22, 2019	Budgeted Amount: N/A
Department: Administrative	
Prepared By: Dave McCorquodale	Exhibits: N/A
Date Prepared: January 16, 2019	

Subject

Announcement of the Comprehensive Plan Community Meeting scheduled to be held on February 28, 2019.

Description

Walter Peacock of Texas A&M's Texas Target Communities has been working on a State of the Community Report that he will present at a community meeting. He would like to make a brief presentation to City Council and Planning & Zoning prior to the community meeting. The dates are as follows:

Planning & Zoning presentation: February 25th

City Council presentation: February 26th

State of the Community Report Community Meeting: February 28th

The target audience for the community meeting is residents and business owners. Participation of the Planning & Zoning Commission and City Council is strongly encouraged, as the meeting will include an update of Mr. Peacock's work to date as well as feedback from the community.

Recommendation

Direct staff to allow Walter Peacock of Texas A&M to hold a Community Meeting to discuss the City's Comprehensive Plan on Thursday February 28th, at 6:00 PM at City Hall.

Approved By

Asst. to City Admin.	Dave McCorquodale 	Date: 1/16/19
City Administrator	Jack Yates 	Date: 1/16/19