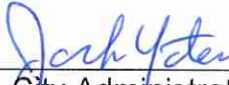


**NOTICE OF PUBLIC HEARING AND REGULAR  
MEETING  
Montgomery Economic Development Corporation  
(MEDC)**

Notice is hereby given that the Board of Directors of the Montgomery Economic Development Corporation will hold a meeting at 6:00 p.m. on September 17, 2018 at the Montgomery City Hall, 101 Old Plantersville Road, in Montgomery, Texas.

1. Call to Order
2. Open Public Comment
3. Approval of Minutes of August 20, 2018
4. Monthly Financial Report (August, 2018)
5. **Convene Public Hearing:**  
Budget Public Hearing for the purpose of hearing public comments regarding the proposed 2018-2019 Montgomery Economic Development Corporation FY Operating Budget.  
**Adjourn Public Hearing**
6. Consideration and possible action to Adopt 2018-2019 MEDC FY Operating Budget.
7. Consideration and possible action to adopt External Festival Guidelines.
8. Consideration and possible action to adopt 1, 3, 5-year goals.
9. Consideration and possible action to adopt Internal Festival Guidelines.
10. Consideration and possible action regarding HomeFocus billing statements.
11. Economic Development Report
12. Board Inquiry
13. Adjournment

  
\_\_\_\_\_  
Jack Yates, City Administrator for  
Rebecca Huss, President of MEDC



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 14<sup>th</sup> day of September, 2018 at 2:15 o'clock p.m. I further certify that the following news media was notified of this meeting as stated above: The Courier

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

**MINUTES OF REGULAR MEETING**  
**AUGUST 20, 2018**  
**MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION**

**CALL TO ORDER**

President Rebecca Huss called the meeting to order at 6:00 p.m.

Present:       Rebecca Huss – President  
                  Bill Hanover – Secretary  
                  Amy Brown - Board Member  
                  John Champagne – Board Member  
                  Cheryl Fox – Board Member

Absent:         Bob Kerr – Vice President  
                  Randy Moravec - Treasurer

Also Present:  Jack Yates – City Administrator  
                  Shannan Reid – EDC Director

**OPEN PUBLIC COMMENT**

No public comment.

**APPROVAL OF MINUTES**

Minutes of July 16, 2018 Regular Meeting –

President Huss asked for comments on the minutes as presented.

Mrs. Huss asked Mr. Yates whether it would require a vote to begin the practice of appending material that was presented to the Board during the previous meeting to the minutes or whether this could occur by consent. The example given was that at the previous meeting, the HMBA vice-president provided a sheet that detailed the 2018 Antiques Festival budget and it

would be helpful if this information was available for future use. Mr. Yates advised the Board it did not require a vote and the minutes for the previous meeting could begin to include all information presented at the meeting including items not in the Agenda Pack.

Mr. Champagne made a motion to accept the minutes as presented, seconded by Mr. Hanover. All in favor. (5-0)

## **MONTHLY FINANCIAL REPORT**

### **Report for July, 2018**

Mr. Yates went through the line items, primarily mentioning the fund balance and the Laurel Paving expense.

Motion by Mr. Hanover, seconded by Mrs. Brown to approve the June 2018 Financial Report as presented. All in favor. (5-0)

## **CONSIDERATION AND POSSIBLE ACTION**

5. Consideration and possible action regarding September 2018 cancellation of the Montgomery Area Chamber of Commerce Agreement.

Mr. Yates presented a letter received from the Chamber of Commerce stating that they would like to end the contract with the EDC on September 30, 2018. He explained that the EDC would need to approve the date change from December 31, 2018 to September 30, 2018.

Motion by Mr. Champagne, seconded by Mrs. Fox to terminate the MEDC/MAAC agreement on September 30, 2018 as requested by the MAAC. All in favor. (5-0)

6. Consideration and possible action regarding calling a Public Hearing regarding the 2018-2019 budget.

Mr. Yates informed the Board that a public hearing is legally required before the adoption of the MEDC budget, and recommend the September 17, 2018 Board meeting as the time to hold the public meeting.

Motion by Mr. Champagne, seconded by Mrs. Brown to call a public hearing for the MEDC budget on September 17, 2018, at 6:00pm at City Hall at 101 Old Plantersville Road. All in favor. (5-0)

7. Consideration and possible action regarding a request for \$1,075 from the Montgomery Historical Society for brochure printing cost – Bea Rouse

A representative for the Historical Society was not in attendance.

Mr. Yates said the Historical Society presented the application requesting funding for brochures.

Mr. Champagne and Mrs. Huss discussed the effectiveness of printing brochures as opposed to distributing information in a digital format.

Mrs. Huss pointed out the Board may want to consolidate the marketing and brochure budget under a unified logo or message after the new employee has been hired.

Champagne moved, seconded by Brown to table the request for \$1,075 from the Montgomery Historical Society for brochure printing costs until the MEDC has its own marketing person. All in favor. (5-0)

8. Consideration and possible action regarding the 2018-2019 Budget.

Mr. Yates presented the changes to the proposed budget that were sent to him by Randy Moraveck, the Board Treasurer. Mr. Moraveck suggested moving the \$80,000 budgeted for the marketing person and the expenses of that position from Economic Development Office under Administration (Category V) to the Reimbursement of General Fund Expenses under the same category. This brings the Reimbursement of General Fund Expenses from \$37,500 to \$107,500. Mr. Yates then increased the Utility Extensions line item (Category I) from \$41,900 to \$121,000. He explained that this would bring the Total Expenditures to \$591,300 to match the \$591,300 in Total Income. Mr. Yates informed the Board a vote could not be held at this time. This change was only for presentation to the Board.

Mrs. Huss asked if the Festival line item could be moved from Marketing & Tourism (Category IV) to Quality of Life (Category II) because of the cap on spending for Category IV.

Mr. Yates said it would make sense to move the line item and stated that he would contact the Texas EDC person to make sure the move was allowed.

No action was taken on this item.

9. Consideration and possible action regarding resignation of Bill Hanover as Secretary.

Mr. Hanover stated he was resigning as Board Secretary due to the new requirement that the Secretary prepare the minutes of the monthly meetings instead of Mr. Yates preparing the minutes.

A discussion was held as to whether the previous meetings were recorded, and Mr. Yates informed the Board that he had only recorded one or two meetings in the past.

Champagne moved, seconded by Fox to accept the resignation of Mr. Hanover as secretary of MEDC. All in favor. (5-0)

10. Consideration and possible action regarding election of Secretary.

Motion by Mr. Champagne, seconded by Mr. Hanover to nominate Mrs. Brown as Secretary of MEDC.

There were no other nominations.

Motion by Mrs. Fox, seconded by Mr. Champagne to close the nominations. All in favor. (5-0)

Mrs. Brown was elected by general consent with no objections.

11. Consideration and possible action regarding 1, 3, and 5-year goals and formal recommendation to present these goals and the previously accepted updated mission statement to Council before formal adoption.

Mrs. Huss stated that this item was a carryover item from the previous month concerning the request for Board suggestions on the 1,3 and 5-year goals. She informed the Board members that were not at the July meeting of the new Mission Statement. A copy of the new Mission Statement was passed out to those who did not previously receive one.

Mrs. Huss explained the intention of having concrete, quantifiable goals instead of generalized goals so the Board would have something to use in order to plan for the future and have something by which to measure success or failure.

Mrs. Huss read the one-year goal suggestions aloud.

Mrs. Brown pointed out that these are just suggestions and the list may be altered as the Board sees fit.

Discussion was held addressing major categories for the goals in order to organize them. Four categories were suggested: The Way Montgomery Looks, Bringing People to Montgomery, Infrastructure and Economics, and MEDC Accountability.

Mrs. Huss asked Mrs. Brown to sort the goal suggestions into the four categories for further discussion at the September meeting.

No action was taken on this item.

12. Discussion of Festivals guidelines.

Mrs. Huss presented the Board with possible guidelines for future festival funding. She explained that she and Mr. Kerr had worked on the suggested guidelines.

Mr. Yates explained there could be two points of view on the requirement of free entry into EDC funded festivals. One point would be that the grant is to entice as many visitors as possible to town regardless as to whether or not a charge is made. The second point would be that public funds should not be used for an event that did not allow public access.

Mr. Champagne asked if there were any current or proposed festivals that charged an entry fee.

Mrs. Huss answered no. She explained she and Mr. Kerr looked at what other cities and municipalities and entities were doing, and this was an item that was common among those researched.

Mrs. Huss reminded the Board all of the suggested requirements were open for discussion and action.

Mrs. Brown suggested changing the three-year maximum allowed for funding to a five-year maximum due to the fact that a group creating a new festival would need time to get organized before being required to self-finance.

Mrs. Fox and Mrs. Hanover questioned the need for time limitations on funding.

Mrs. Huss explained limitations encourage independence.

Mr. Champagne supported the limitations.

Mrs. Fox agreed with Mrs. Brown's suggestion to change the three-year limit to five years.

Mrs. Huss pointed out requesting information about the use of funds, target audience, and other criteria would be beneficial to the city's own marketing efforts.

Mrs. Huss asked the Board's opinion on not financially supporting events that are used for fundraisers, prize money or scholarships.

There was no dissent from the Board on the topic.

Mrs. Brown asked if Mrs. Huss and Mr. Kerr had created guidelines for festivals organized by the new Tourism/Marketing person.

Mrs. Huss said that they had not created guidelines at this point, but anticipates presenting that at the next meeting. She stated that the Board will need to consider how the Tourism/Marketing person will be spending money in general. She questioned how some of the spending in the past was initiated and/or approved. Mrs. Huss stated that she believes that the clearest way forward would be to have the Tourism/Marketing person bring the Board a budget with line items for the Board to approve. There should also be an explanation of the expenditure's target audience, anticipated benefit and other criteria presented to the Board. The Board should vote on all of the Tourism/Marketing person's expenses.

Mrs. Huss explained that this agenda item was only a discussion and asked Mr. Yates to place it on the September agenda as an action item.

No further action was taken on this item.

### 13. Discussion of Festivals calendar.

Mrs. Huss explained she and Mayor Countryman have been in discussions about ideas to increase tourism in Montgomery, specifically concerning festivals. Due to previous comments

from the Board, Mrs. Huss contacted the city of Fredericksburg to inquire about their festivals and events. In response, she received two brochures that Mrs. Huss showed the Board.

Mrs. Huss pointed out the intention is to set a few priorities for the new Tourism/Marketing employee and to set aside dates on the calendar for future festivals organized by the city's employee.

The suggested festivals include:

- Pet Festival at the end of February
- Flag Festival in early March
- Wildflowers and Wine in early April
- Airing of the Quilts at the end of April
- A second HMBA Antique Festival in September
- Octoberfest in October
- Expand upon the Belle's Haunted House the last weekend in October
- Texian Revival in November
- Improving the Historical Society's Christmas in Montgomery in December
- Children's Festival
- Countywide Car Show and Parade

Current festivals already on the calendar include:

- HMBA's Antique Festival the first weekend of May
- The Chamber's Fourth of July Festival
- Homecoming Parade
- The Chamber's Wine Festival the third weekend of September
- The Belle's Haunted House the last weekend in October
- Historical Society's Christmas in Montgomery in December

Mr. Champagne asked if the Tourism/Marketing new hire would be the person spearheading the new festivals. Mrs. Huss said that would be correct.

Mayor Countryman pointed out that the First Saturday, Bingo, Sip and Stroll and Movies in the Park would also continue and be added to the calendar.

Mrs. Brown asked if the Mayor and Mrs. Huss had a physical calendar to show the Board. Mrs. Huss stated that she would provide one.

Mrs. Fox pointed out a car show is scheduled on April 13, 2019 in Houston and Mrs. Huss stated it would make sense to schedule a car show in Montgomery immediately after the show in Houston.

Mr. Yates suggested a parade would be a good event to schedule during the Flag Festival.

Mrs. Huss said these festivals would add to the quality of life for the residents in Montgomery and bring in tourists.

Mr. Champagne stated he would encourage willing community members to join a committee organized by the Tourism/Marketing employee to offer ideas and work out details of future festivals.

Suggestions were made as to how to notify the community of the opportunity to join such a committee, such as placing a notice in the water bill and on the digital sign.

No action was taken on this item.

#### 14. Consideration and possible action regarding Tourism position and qualifications description.

Mr. Champagne and Mrs. Brown presented the Board with a job description for the Marketing/Tourism position to be discussed prior to posting the job opening.

Mr. Yates suggested the new employee work up a quarterly work plan for the Board to review each month with specific action items.

Mrs. Huss stated she would like wording in the job description changed to include "working with diverse stakeholders" and "different interest groups in the city." She noted it is important for the new employee be flexible and get along with various groups in the city. She also noted the importance of the new employee creating a budget and working within that budget.

Mrs. Huss asked how the Board envisioned the process of selecting the employee after the job is posted.

Mrs. Brown suggested once the resumes are received, the City Secretary could initially separate out the resumes of applicants that do not qualify for the position, then two Board members could narrow the list of applicants before final in-person interviews with Mr. Yates and other members of the Board.

Mrs. Huss asked if the Mayor should be involved and Mrs. Brown agreed that she should be involved.

Mr. Yates noted his suggestion which was included in the agenda that one or two MEDC board members work with him to review applications and then sit in on the interviews.



Mrs. Huss stated she would prefer the Board become more involved and not rely on Mr. Yates as much as in the past. By having the Board narrow down the applications, Mr. Yates would not be required to invest as much time into the process. The Board agreed.

Mrs. Huss instructed Mrs. Brown to amend the proposed job description as the Board discussed and as Mrs. Brown feels appropriate, then to send it to Mr. Yates to post.

Huss moved, seconded by Champagne to approve the job description as read, with a few changes based on the Board's discussions, and to direct the city administrator to advertise for the position. All in favor. (5-0)

#### 15. Discussion of Website decision.

Mayor Countryman updated the Board of the ongoing work by the city's Website Development Committee of which the Mayor, Mrs. Huss and Mrs. Brown are involved.

The Mayor said the committee has had two conference calls with a company named Municode who works with cities to create websites. The current proposed website would be flexible and the city could easily update calendars, meeting minutes, a business directory and job openings.

Different departments would have the capability of updating that department's information and all of the departments would feed back into the main city page.

The entire website would cost the city \$4,000 to create the basic option offered by the company. Municode would also charge \$1,500 annually for hosting, maintenance and customer support. Each department would have a subpage for free and would have the option of creating a specialty page, with its own domain for \$3,500 and an annual hosting fee of \$600.

Mrs. Brown suggested the EDC start with a free subpage and consider upgrading to a specialty page when and if the need arises in the future.

Mayor Countryman also pointed out that the website will be mobile friendly which is important since 60% of users view websites on their mobile devices.

Mrs. Huss noted the free subpage on the city's website would be an informational page for the EDC containing information on city business not a tourism page.

Mrs. Brown added that the EDC could also have a free subpage for tourism. There are no limits on subpages. She also suggested the Tourism/Marketing person could manage the updating of the website.

Mayor Countryman said building the website would take thirteen weeks or approximately three months and that it is a very reasonable investment for the finished product.

Mrs. Brown agreed the samples provided by the company were user-friendly, professional and beautiful.

Mr. Yates noted that Municode has been in business for many years and originally started out transcribing records, ordinances and minutes for cities. He said this company specifically works with cities so it is not just a general website design company.

Mrs. Huss asked Mayor Countryman about the Distrx app and how the process is progressing since the Mayor began managing the project.

Mayor Countryman reported communication with the company has restarted and response by the business community has been wonderful. Twelve to fifteen businesses have signed up with more indicating they will be joining in the near future.

Mrs. Huss thanked Mayor Countryman for doing the work to make sure this project was handled correctly. Mayor Countryman noted that Mrs. Huss and Mrs. Brown were instrumental in getting the ball rolling in the right direction.

Mrs. Huss asked Mayor Countryman when the city expects to start the process of designing the website with Municode.

Mayor Countryman explained the Website Development Committee has already begun internal discussions on design. They are building a “framework or skeleton” to have in place before handing it over to the design experts at Municode.

Mr. Yates stated the item will go before City Council the first meeting in September.

Mrs. Brown asked who the Board wished to appoint as the MEDC representative in the design process.

Mrs. Huss agreed to be the representative due to no volunteers.

No further action was taken on this item.

## 16. Economic Development report – Shannan Reid, Jack Yates

### Development Status Report –

Mr. Yates presented the Development Status Report and explained that it is the same report as last month. He noted the CVS and The Spirit of Texas Bank projects have both been moving quickly. He also informed the Board that July was a record sales tax month with \$15,200,000 worth of activity, but it was also included the quarterly report from Brookshire Brothers and Kroger. Mr. Yates said sales tax revenue has been averaging about \$30,000 a month over the previous months.

Mrs. Huss asked if the city hired the company to “slice and dice” the revenues.

Mr. Yates answered yes and the company would have a report for City Council at the September 28<sup>th</sup> meeting. Mrs. Huss asked for the report to also be provided to the EDC.

### Engineer Report –

Mr. Yates also presented the Engineering Report from Jones and Carter. Mr. Yates noted the Buffalo Springs Bridge has a scheduled completion date near the second week of September. He also informed the Board of an escrow payment from Chris Cheatum.

### Economic Development Director Report-

Mr. Yates stated he received a thumb drive from Mrs. Reid containing information on her various projects of the past many years.

Mrs. Reid said she informed Mr. Yates of the procedures required to complete activities such as processing RFPs. She offered to continue to help in an advisory role and create an instruction manual.

Mrs. Huss asked if email address changes have been completed so that information goes directly to Mr. Yates instead of Mrs. Reid.

Mrs. Reid said that she will begin informing organizations to contact Mr. Yates directly. She also stated that she will continue working on the LED sign until the city has a person in place to assume that responsibility.

Mrs. Brown said she was informed the City Secretary would be taking over those duties.

Mr. Yates stated that he had not spoken to the City Secretary about that, but the city would need a laptop.

Mrs. Reid informed the Board that she has all of the instructions and guidelines written down.

Mrs. Reid also stated the city has received a significant RFP which would be ideal for Summit Business Park. The project is with a foreign company looking to be located between I45 and I35.

### **BOARD INQUIRY**

Mrs. Huss commented that the By-Law amendments did not get addressed by City Council or the City Attorney. These items were on the July minutes.

Mr. Yates asked if she was referring to the change of date for the annual meeting.

Mrs. Huss reminded Mr. Yates that the EDC requested the change of date for the annual meeting and the City Attorney to review the Code of Ethics for a possible update to comply with state regulations. She noted that the EDC can not actually change the By-Laws without consent of Council.

Mrs. Huss also pointed out the EDC should consider the possibility of moving forward on how the Board approves expenditures. She suggested the Board may want to consider all expenditures going through the Board in the future.

Mrs. Fox asked what was meant by all expenditures.

Mrs. Huss gave the example of a bill from Jones and Carter for \$1,500 for real estate listing information. The request was made to Jones and Carter without prior approval from the Board.

Mr. Yates said it was approved because that item fell under a line item in the budget.

Mrs. Huss stated that the overall budget goes to City Council for approval, but wondered if individual items should be automatically paid just because that item fits within the budget. She asked if the Board should approve all items or requests simply because they fit under a line item in the budget. She noted that, especially with a new employee, the Board should determine how expenditures are addressed.

Mr. Champagne asked if the new employee had to be under the day to day management of the city administrator.

Mrs. Huss responded she did not know because the new employee would not be a department head. She suggested that this item be put on the agenda for the September meeting.

Mr. Champagne stated this would be a question for the City Attorney.

Mrs. Huss responded it may be a question for the Board in terms of how the Board interfaces with the employee.

Mr. Champagne agreed.

## ACTION ITEMS FROM AUGUST MEETING

<i>ACTION ITEM</i>	<i>ASSIGNEE</i>	<i>RESULT</i>
1,3,5-Year Action Items	Entire Board	Completed by Huss, Brown & Yates
Board Secretary to provide minutes	Hanover	Election of new Board Secretary
Employee Qualifications Draft	Brown, Champagne	Completed by Brown & Champagne
Festival Funding Criteria Suggestions	Huss, Kerr	Completed by Huss & Kerr
Marketing Material Backup	Reid	Completed by Reid

## ACTION ITEMS FOR FUTURE MEETINGS

<i>ACTION ITEM</i>	<i>ASSIGNEE</i>	<i>DUE DATE</i>
Agenda Item: Festival Guidelines as an action item	Jack Yates	September Agenda
Agenda Item: New Employee Management	Jack Yates	September Agenda
Agenda Item: Expenditure Procedures	Jack Yates	September Agenda
Agenda Item: 1, 3, 5-Year Goals	Jack Yates	September Agenda
Agenda Item: Historic Society request for brochures	Jack Yates	Tabled until EDC has a marketing person
Agenda Item: Public Hearing for Budget	Jack Yates	September Agenda
Present By-Law Changes to City Council and City Attorney	Jack Yates	September City Council Agenda
Create a physical calendar for festivals	Becky Huss	September Board Meeting
Create guidelines for internal festivals	Huss and Kerr	September Board Meeting
Present final Job Description	Amy Brown	September Board Meeting
Inquire about moving festivals to Category III	Jack Yates	September Board Meeting
Post Job Opening	Jack Yates	Once received from Mrs. Brown
Sort 1,3 & 5 yr goals into four categories	Amy Brown	September Board Meeting

### **ADJOURNMENT**

Motion by Mr. Fox, seconded by Mrs. Brown to adjourn the meeting at 7:39pm. All in favor. (5-0)

Submitted by: \_\_\_\_\_

Amy Brown, Secretary

\_\_\_\_\_

Date Approved

## MEDC GOALS

### ONE YEAR

#### **Aesthetic Improvements**

- Master streetscape plan for Historic District
- Construction mitigation strategy committee with HMBA and downtown merchants

#### **Tourism**

- Review and create 2-3 new festivals/events
- Identification of major festival schedule
- Development of minor event/promotion ideas – downtown and with all city groups
- Set up tourism website and updated EDC page on the City's website

#### **Infrastructure/Economics**

- Increase sales tax revenue 5% through marketing/tourist position efforts
- Consider downtown financial assistance through front foot assessments/special district
- Generate income for marketing/tourism position by administering events/fundraisers
- Continue infrastructure support for prospective business/city support
- Research other tax abatement districts
  - Set physical parameters and goals of our district
  - Approach taxing entities

#### **Accountability**

- Annual review of tourism position and MEDC Board

## THREE YEAR

### **Aesthetic Improvements**

- Have 1/3 of the Master Streetscape Plan constructed/in place

### **Tourism**

- Join Main Street program
- Get ingrained in promotion/tourism activities so there are steady customers downtown
- Develop and establish city brand as “Birthplace of the Texas Flag” through efforts such as marketing/public relations and streetscape.
- Full implementation of expanded festival schedule
- Cohesive marketing materials, updated tourism brochures
- Develop medium term marketing strategy based on assessment of our target markets
- Create a Visitor Center downtown

### **Infrastructure/Economics**

- Increase sales tax revenue 5-10% each year based on promotion/tourism position generating sales throughout city
- Determine and have in place a financing mechanism for Historic District improvements/activities
- Help city in effort in pay-as-you-go financing of major capital improvements
- Full implementation of tax abatement district

### **Accountability**

- Review effectiveness of tourism position and determine whether to redirect efforts in any way

## FIVE YEAR

### **Aesthetic Improvements**

- Complete Master Streetscape Plan
- Splash pad/dog park/another park
- Improve usage of parks

### **Tourism**

- Acquire northern festivals facility
- Amphitheater – large festival area

### **Infrastructure/Economics**

- Increase sales tax revenue 5-10% each year based on promotion/tourism position generating sales throughout city
- Identify and acquire “whale”
- Have adequate sales tax revenue and property tax growth so city can lower property taxes to low .3000’s and still fund MEDC and City operations fully
- Downtown East
- South loop project to divert large trucks
- Improve drivability and walkability of all point of interest in town

### **Accountability**

- Review effectiveness of tourism position and determine whether to redirect efforts in any way



CITY OF MONTGOMERY - MEDC  
 ACCOUNT BALANCES REPORT  
 Through August 31, 2018

	<u>MONEY MARKET ACCOUNTS</u>	<u>INVESTMENTS</u>	<u>TOTALS</u>
<u>MEDC</u>			
CHECKING ACCOUNT #1017938	\$ 233,194.11		\$ 233,194.11
TOTAL INVESTMENTS	\$ -	\$ 488,581.90	\$ 488,581.90
TOTAL MIDC	<u>\$ 233,194.11</u>	<u>\$ 488,581.90</u>	<u>\$ 721,776.01</u>

**INVESTMENTS**

	Issue Date	Maturity Date	Interest Rate	Balance
Texpool #00006			1.92%	\$ 238,581.90
Certificates				
Allegiance Bank	6/6/2018	6/6/2019	2.00%	\$ 100,000.00
Icon Bank CD #7731	1/27/2018	1/27/2019	1.25%	\$ 150,000.00
Total Investment Balance				<u>\$ 488,581.90</u>



## City of Montgomery - MEDC

## Cash Flow Report

As of August 31, 2018

Date	Num	Name	Memo	Amount	Balance
51100 · MEDC Checking					242,059.51
8/03/2018	1910	Bob Skinner	Jims Hardware & Home Depot supplies for Montgomery Original Snoballs	-1,304.73	240,754.78
8/03/2018	1911	Jones & Carter, Inc.	Proj W5841-0001-18 2018 MEDC INV 00269158	-44.00	240,710.78
8/03/2018	1912	Montgomery Area Chamb...	Partnership Grant for Director Services & Office Space Inv#1459 Aug 2018	-2,566.67	238,144.11
8/10/2018	1913	Home Focus	For Distrx Project	-3,000.00	235,144.11
8/17/2018	1914	Montgomery Area Chamb...	1/2 of The Woodlands Chamber centerfold Inv 256	-1,750.00	233,394.11
8/24/2018	1915	Houston Press	Acct# 121667 - Banner Campaign - 5/18 Inv DI0129512	-200.00	233,194.11
Total 51100 · MEDC Checking				-8,865.40	233,194.11
<b>TOTAL</b>				<b>-8,865.40</b>	<b>233,194.11</b>

City of Montgomery - MEDC  
Actual to Budget Performance  
August 2018

	Aug 18	Budget	\$ Over ...	Oct '17 -...	YTD Bud...	\$ Over B...	Annual B...
<b>Income</b>							
55000 · Taxes & Franchise Fees							
55400 · Sales Tax	76,105.64	52,468.66	23,636.98	543198.31	479,787.13	63,411.18	530,000.00
<b>Total 55000 · Taxes &amp; Franchise Fees</b>	<b>76,105.64</b>	<b>52,468.66</b>	<b>23,636.98</b>	<b>543198.31</b>	<b>479,787.13</b>	<b>63,411.18</b>	<b>530,000.00</b>
55300 · Other Revenues							
55391 · Interest Income	388.53	213.46	175.07	3,539.54	849.43	2,690.11	950.00
<b>Total 55300 · Other Revenues</b>	<b>388.53</b>	<b>213.46</b>	<b>175.07</b>	<b>3,539.54</b>	<b>849.43</b>	<b>2,690.11</b>	<b>950.00</b>
<b>Total Income</b>	<b>76,494.17</b>	<b>52,682.12</b>	<b>23,812.05</b>	<b>546737.85</b>	<b>480,636.56</b>	<b>66,101.29</b>	<b>530,950.00</b>
<b>Expense</b>							
56000 · Pub Infrastructure - Category I							
56000.6 · Downtown Dev Improvements	0.00	0.00	0.00	34,751.38	49,138.98	(14,387.60)	55,000.00
56000.8 · Utility Extensions	0.00	0.00	0.00	142225.50	180,000.00	(37,774.50)	180,000.00
56000.9 · Flagship Dev Improvements	0.00	0.00	0.00	4,465.00	8,000.00	(3,535.00)	8,000.00
56430 · Tsf to Debt Service	0.00	0.00	0.00	80,000.00	160,000.00	(80,000.00)	160,000.00
<b>Total 56000 · Pub Infrastructure - Category I</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>261441.88</b>	<b>397,138.98</b>	<b>(135,697.10)</b>	<b>403,000.00</b>
56001 · Business Dev & Ret -Category II							
56001.8 · Sales Tax Reimbursement	0.00	0.00	0.00	0.00	35,000.00	(35,000.00)	35,000.00
56423 · Economic Development Grant Prog	0.00	0.00	0.00	22,070.00	20,000.00	2,070.00	20,000.00
<b>Total 56001 · Business Dev &amp; Ret -Category II</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>22,070.00</b>	<b>55,000.00</b>	<b>(32,930.00)</b>	<b>55,000.00</b>
56002 · Quality of Life - Category III							
56404 · Seasonal Decorations	0.00	0.00	0.00	5,275.89	6,000.00	(724.11)	6,000.00
56420.2 · Christmas Lighting(Civic Assn)	0.00	0.00	0.00	2,469.49	1,600.00	869.49	1,600.00
56423.1 · Walking Tours	656.72	0.00	656.72	5,374.72	4,000.00	1,374.72	4,000.00
56429 · Removal of Blight	0.00	0.00	0.00	5,413.49	12,857.14	(7,443.65)	15,000.00
56433 · Downtown Signs	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	1,000.00
56435 · Fernland Improvements	0.00	0.00	0.00	0.00	4,000.00	(4,000.00)	4,000.00
56439 · Downtown Enhancement Projects	0.00	0.00	0.00	0.00	20,000.00	(20,000.00)	20,000.00
<b>Total 56002 · Quality of Life - Category III</b>	<b>656.72</b>	<b>0.00</b>	<b>656.72</b>	<b>18,533.59</b>	<b>49,457.14</b>	<b>(30,923.55)</b>	<b>51,600.00</b>
56003 · Marketing & Tourism-Category IV							
56408.1 · Promotional Video	0.00	0.00	0.00	3,000.00	1,500.00	1,500.00	1,500.00
56409 · Antique Show & Fest	0.00	0.00	0.00	10,000.00	10,000.00	0.00	10,000.00
56413 · Brochures/Printed Literature	0.00	0.00	0.00	5,280.00	5,000.00	280.00	5,000.00
56414 · Wine & Music Fest	9,500.00	10,000.00	(500.00)	9,500.00	10,000.00	(500.00)	10,000.00
56415 · Texian/Heritage Festival	0.00	0.00	0.00	0.00	8,000.00	(8,000.00)	8,000.00
56418 · Christmas in Montgomery	0.00	0.00	0.00	5,000.00	5,000.00	0.00	5,000.00
56419 · Website	0.00	166.67	(166.67)	525.00	1,833.33	(1,308.33)	2,000.00
<b>Total 56003 · Marketing &amp; Tourism-Category...</b>	<b>9,500.00</b>	<b>10,166.67</b>	<b>(666.67)</b>	<b>33,305.00</b>	<b>41,333.33</b>	<b>(8,028.33)</b>	<b>41,500.00</b>
56004 · Administration - Category V							
56004.1 · Admin Transfers to Gen Fund	0.00	9,375.00	(9,375.00)	28,125.00	37,500.00	(9,375.00)	37,500.00
56004.2 · MACC Administration & Office	5,133.34	2,666.67	2,466.67	30,800.04	29,333.33	1,466.71	32,000.00
56004.3 · Miscellaneous Expenses	96.99	335.69	(238.70)	9,906.10	5,364.33	4,541.77	6,000.00
56004.5 · Internship Program	0.00	833.33	(833.33)	0.00	9,166.67	(9,166.67)	10,000.00
56327 · Consulting (Professional servi)	0.00	0.00	0.00	11,950.75	10,000.00	1,950.75	10,000.00
56354 · Travel & Training Expenses	175.00	0.00	175.00	1,015.00	2,800.00	(1,785.00)	2,800.00

	<u>Aug 18</u>	<u>Budget</u>	<u>\$ Over ...</u>	<u>Oct '17 -...</u>	<u>YTD Bud...</u>	<u>\$ Over B...</u>	<u>Annual B...</u>
Total 56004 · Administration - Category V	5,405.33	13,210.69	(7,805.36)	81,796.89	94,164.33	(12,367.44)	98,300.00
Total Expense	15,562.05	23,377.36	(7,815.31)	417,147.36	637,093.78	(219,946.42)	649,400.00
Net Income	<u>60932.12</u>	<u>29304.76</u>	<u>31,627.36</u>	<u>129590.49</u>	<u>(156,457.22)</u>	<u>286,047.71</u>	<u>(118,450.00)</u>

Montgomery City Council  
**AGENDA REPORT**

<b>Meeting Date: September 17, 2018</b>	<b>Budgeted Amount:</b>
<b>Prepared By: Jack Yates City Administrator</b>	<b>Exhibits: MEDC Budget</b>
<b>Date Prepared: September 14, 2018</b>	

**Subject**

This is to offer the public the opportunity to make comments.

**Description**

This is not for the Board to discuss, but to hear the public's comments.

**Recommendation**

Listen and consider any comments.

**Approved By**

City Administrator	Jack Yates	Date: September 14, 2018
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**MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION**  
**Statement of Income, Expenditures, and Changes in Net Assets**

	2016-17 Actual	2017-18 Budget	2017-18 Estimated	2018-19 Proposed Budget
Beginning Net Assets (Fund Balance)	\$ 834,815	\$ 786,030	\$ 786,030	\$ 748,730
<b>Income</b>				
55000 · Taxes & Franchise Fees				
55400 · Sales Tax	500,557	530,000	575,000	543,198
Total 55000 · Taxes & Franchise Fees	500,557	530,000	575,000	543,198
55300 · Other Revenues				
55391 · Interest Income	2,979	950	3,000	3,151
Total 55300 · Other Revenues	2,979	950	3,000	3,151
<b>Total Income</b>	<b>503,536</b>	<b>530,950</b>	<b>578,000</b>	<b>546,349</b>
<b>Total Appropriable Funds</b>	<b>1,338,351</b>	<b>1,316,980</b>	<b>1,364,030</b>	<b>1,295,079</b>
<b>Expense</b>				
<b>56000 · Pub Infrastructure - Category I</b>				
56000.6 · Downtown Dev Improvments	83,295	55,000	66,000	60,000
56000.8 · Utility Extensions	159,987	180,000	150,000	41,900
56000.9 · Flagship Dev Improvements	9,800	8,000	4,500	0
56430 · Tsf to Debt Service	130,500	160,000	160,000	160,000
Total 56000 · Pub Infrastructure - Category I	383,582	403,000	380,500	261,900
<b>56001 · Business Dev &amp; Ret -Category II</b>				
56001.8 · Sales Tax Reimbursement	0	35,000	47,500	76,900
56423 · Economic Development Grant Prog	0	20,000	20,000	15,000
Total 56001 · Business Dev & Ret -Category II	0	55,000	67,500	91,900
<b>56002 · Quality of Life - Category III</b>				
56404 · Seasonal Decorations	9,940	6,000	1,300	7,600
56420.2 · Christmas Lighting(Civic Assn)	2,543	1,600	2,500	0
56423.1 · Walking Tours	500	4,000	6,000	6,000
56424.1 · Heritage Village Det. Pond Imp	10,450	0	0	0
56429 · Removal of Blight	10,791	15,000	12,000	15,000
56433 · Downtown Signs	0	1,000	0	0
56434 · Events	0	0	0	35,000
56435 · Fernland Improvements	0	4,000	0	0
56439 · Downtown Enhancement Projects	0	20,000	10,000	20,000
Total 56002 · Quality of Life - Category III	34,224	51,600	31,800	83,600
<b>56003 · Marketing &amp; Tourism-Category IV</b>				
56408.1 · Promotional Video	1,900	1,500	3,000	0
56409 · Antique Show & Fest	10,000	10,000	10,000	0
56413 · Brochures/Printed Literature	5,626	5,000	7,500	10,000

**MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION**  
**Statement of Income, Expenditures, and Changes in Net Assets**

	2016-17 Actual	2017-18 Budget	2017-18 Estimated	2018-19 Proposed Budget
56414 · Wine & Music Fest	9,500	10,000	10,000	0
56415 · Texian/Heritage Festival	16,000	8,000	0	0
56416 · Other Minor Festivals	0	0	7,500	0
56418 · Christmas in Montgomery	5,000	5,000	5,000	0
56419 · Website	7,976	2,000	3,000	3,000
<b>Total 56003 · Marketing &amp; Tourism-Category IV</b>	<b>56,002</b>	<b>41,500</b>	<b>46,000</b>	<b>13,000</b>
<b>56004 · Administration - Category V</b>				
56004.1 · Admin Transfers to Gen Fund	37,500	37,500	37,500	107,500
56004.2 · MACC Administration & Office	30,800	32,000	32,000	0
56004.3 · Miscellaneous Expenses	4,372	6,000	1,000	1,000
56004.5 · Internship Program	0	10,000	2,500	10,000
56327 · Consulting (Professional servi)	2,667	10,000	15,000	10,000
56354 · Travel & Training Expenses	3,174	2,800	1,500	2,000
<b>Total 56004 · Administration - Category V</b>	<b>78,513</b>	<b>98,300</b>	<b>89,500</b>	<b>130,500</b>
<b>Total Expense</b>	<b>552,321</b>	<b>649,400</b>	<b>615,300</b>	<b>580,900</b>
<b>Net Income</b>	<b>(48,785)</b>	<b>(118,450)</b>	<b>(37,300)</b>	<b>(34,551)</b>
<b>Ending Net Assets (Fund Balance)</b>	<b>786,030</b>	<b>667,580</b>	<b>748,730</b>	<b>714,179</b>



Montgomery City Council  
**AGENDA REPORT**

<b>Meeting Date: September 17, 2018</b>	<b>Budgeted Amount:</b>
<b>Prepared By: Jack Yates City Administrator</b>	<b>Exhibits: MEDC Budget</b>
<b>Date Prepared: September 14, 2018</b>	

**Subject**

This is to consider adoption of the budget.

**Description**

This is for your final consideration of the budget- and recommendation to the City Council to approve.

**Recommendation**

Motion to approve the 2018 – 2019 MEDC budget as presented/amended.

**Approved By**

City Administrator	Jack Yates	Date: September 14, 2018
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**MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION**  
**Statement of Income, Expenditures, and Changes in Net Assets**

	2016-17 Actual	2017-18 Budget	2017-18 Estimated	2018-19 Proposed Budget
Beginning Net Assets (Fund Balance)	\$ 834,815	\$ 786,030	\$ 786,030	\$ 748,730
<b>Income</b>				
55000 · Taxes & Franchise Fees				
55400 · Sales Tax	500,557	530,000	575,000	543,198
Total 55000 · Taxes & Franchise Fees	500,557	530,000	575,000	543,198
55300 · Other Revenues				
55391 · Interest Income	2,979	950	3,000	3,151
Total 55300 · Other Revenues	2,979	950	3,000	3,151
Total Income	503,536	530,950	578,000	546,349
Total Appropriable Funds	1,338,351	1,316,980	1,364,030	1,295,079
<b>Expense</b>				
56000 · Pub Infrastructure - Category I				
56000.6 · Downtown Dev Improvments	83,295	55,000	66,000	60,000
56000.8 · Utility Extensions	159,987	180,000	150,000	41,900
56000.9 · Flagship Dev Improvements	9,800	8,000	4,500	0
56430 · Tsf to Debt Service	130,500	160,000	160,000	160,000
Total 56000 · Pub Infrastructure - Category I	383,582	403,000	380,500	261,900
56001 · Business Dev & Ret -Category II				
56001.8 · Sales Tax Reimbursement	0	35,000	47,500	76,900
56423 · Economic Development Grant Prog	0	20,000	20,000	15,000
Total 56001 · Business Dev & Ret -Category II	0	55,000	67,500	91,900
56002 · Quality of Life - Category III				
56404 · Seasonal Decorations	9,940	6,000	1,300	7,600
56420.2 · Christmas Lighting(Civic Assn)	2,543	1,600	2,500	0
56423.1 · Walking Tours	500	4,000	6,000	6,000
56424.1 · Heritage Village Det. Pond Imp	10,450	0	0	0
56429 · Removal of Blight	10,791	15,000	12,000	15,000
56433 · Downtown Signs	0	1,000	0	0
56434 · Events	0	0	0	35,000
56435 · Fernland Improvements	0	4,000	0	0
56439 · Downtown Enhancement Projects	0	20,000	10,000	20,000
Total 56002 · Quality of Life - Category III	34,224	51,600	31,800	83,600
56003 · Marketing & Tourism-Category IV				
56408.1 · Promotional Video	1,900	1,500	3,000	0
56409 · Antique Show & Fest	10,000	10,000	10,000	0
56413 · Brochures/Printed Literature	5,626	5,000	7,500	10,000

**MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION**  
**Statement of Income, Expenditures, and Changes in Net Assets**

	2016-17 Actual	2017-18 Budget	2017-18 Estimated	2018-19 Proposed Budget
56414 · Wine & Music Fest	9,500	10,000	10,000	0
56415 · Texian/Heritage Festival	16,000	8,000	0	0
56416 · Other Minor Festivals	0	0	7,500	0
56418 · Christmas in Montgomery	5,000	5,000	5,000	0
56419 · Website	7,976	2,000	3,000	3,000
<b>Total 56003 · Marketing &amp; Tourism-Category IV</b>	<b>56,002</b>	<b>41,500</b>	<b>46,000</b>	<b>13,000</b>
<b>56004 · Administration - Category V</b>				
56004.1 · Admin Transfers to Gen Fund	37,500	37,500	37,500	107,500
56004.2 · MACC Administration & Office	30,800	32,000	32,000	0
56004.3 · Miscellaneous Expenses	4,372	6,000	1,000	1,000
56004.5 · Internship Program	0	10,000	2,500	10,000
56327 · Consulting (Professional servi)	2,667	10,000	15,000	10,000
56354 · Travel & Training Expenses	3,174	2,800	1,500	2,000
<b>Total 56004 · Administration - Category V</b>	<b>78,513</b>	<b>98,300</b>	<b>89,500</b>	<b>130,500</b>
<b>Total Expense</b>	<b>552,321</b>	<b>649,400</b>	<b>615,300</b>	<b>580,900</b>
<b>Net Income</b>	<b>(48,785)</b>	<b>(118,450)</b>	<b>(37,300)</b>	<b>(34,551)</b>
<b>Ending Net Assets (Fund Balance)</b>	<b>786,030</b>	<b>667,580</b>	<b>748,730</b>	<b>714,179</b>

Montgomery City Council  
**AGENDA REPORT**

<b>Meeting Date: September 17, 2018</b>	<b>Budgeted Amount:</b>
<b>Prepared By: Jack Yates City Administrator</b>	<b>Exhibits: External Festival Guidelines</b>
<b>Date Prepared: September 14, 2018</b>	

**Subject**

This is to consider adoption of the guidelines.

**Description**

This is for you to consider the from the external Festival funding guidelines.  
Prepared by President Huss.

**Recommendation**

Motion to approve the External Festival Funding Policy as presented/amended.

**Approved By**

City Administrator	Jack Yates	Date: September 14, 2018
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# Montgomery Economic Development Corporation

The MEDC festival grant program is designed to encourage organizations to bring new festivals and events to the city or to substantially improve existing ones

## External Festival Guidelines

- A new application must be submitted each year, with a maximum of 5 years of funding for the same festival
- Application information is to include: project summary, grant request, use of funds, target audience and public benefit, expected number of visitors, advertising budget and plan, required city resources, additional funding sources.
- Festivals must be free admission events.
- All marketing material for festivals must include City of Montgomery logo and grantees must distribute Montgomery brochures at their event.
- Grants will not be used for fundraising events, prize money, or scholarships.

Montgomery City Council  
**AGENDA REPORT**

<b>Meeting Date: September 17, 2018</b>	<b>Budgeted Amount:</b>
<b>Prepared By: Jack Yates City Administrator</b>	<b>Exhibits: One, Three and Five Year Goals</b>
<b>Date Prepared: September 14, 2018</b>	

**Subject**

This is to consider adoption of the 1,3 and 5 Year Goals.

**Description**

This is for you to consider adoption of the 1,3 and 5 Year Goals.  
Prepared by Amy Brown.

**Recommendation**

Motion to approve the adoption of the 1,3 and 5 Year Goals as presented/amended.

**Approved By**

City Administrator	Jack Yates	Date: September 14, 2018
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## MEDC GOALS

### ONE YEAR

#### **Aesthetic Improvements**

- Master streetscape plan for Historic District
- Construction mitigation strategy committee with HMBA and downtown merchants

#### **Tourism**

- Review and create 2-3 new festivals/events
- Identification of major festival schedule
- Development of minor event/promotion ideas – downtown and with all city groups
- Set up tourism website and updated EDC page on the City's website

#### **Infrastructure/Economics**

- Increase sales tax revenue 5% through marketing/tourist position efforts
- Consider downtown financial assistance through front foot assessments/special district
- Generate income for marketing/tourism position by administering events/fundraisers
- Continue infrastructure support for prospective business/city support
- Research other tax abatement districts
  - Set physical parameters and goals of our district
  - Approach taxing entities

#### **Accountability**

- Annual review of tourism position and MEDC Board

## THREE YEAR

### **Aesthetic Improvements**

- Have 1/3 of the Master Streetscape Plan constructed/in place

### **Tourism**

- Join Main Street program
- Get ingrained in promotion/tourism activities so there are steady customers downtown
- Develop and establish city brand as “Birthplace of the Texas Flag” through efforts such as marketing/public relations and streetscape.
- Full implementation of expanded festival schedule
- Cohesive marketing materials, updated tourism brochures
- Develop medium term marketing strategy based on assessment of our target markets
- Create a Visitor Center downtown

### **Infrastructure/Economics**

- Increase sales tax revenue 5-10% each year based on promotion/tourism position generating sales throughout city
- Determine and have in place a financing mechanism for Historic District improvements/activities
- Help city in effort in pay-as-you-go financing of major capital improvements
- Full implementation of tax abatement district

### **Accountability**

- Review effectiveness of tourism position and determine whether to redirect efforts in any way



## FIVE YEAR

### **Aesthetic Improvements**

- Complete Master Streetscape Plan
- Splash pad/dog park/another park
- Improve usage of parks

### **Tourism**

- Acquire northern festivals facility
- Amphitheater – large festival area

### **Infrastructure/Economics**

- Increase sales tax revenue 5-10% each year based on promotion/tourism position generating sales throughout city
- Identify and acquire “whale”
- Have adequate sales tax revenue and property tax growth so city can lower property taxes to low .3000's and still fund MEDC and City operations fully
- Downtown East
- South loop project to divert large trucks
- Improve drivability and walkability of all point of interest in town

### **Accountability**

- Review effectiveness of tourism position and determine whether to redirect efforts in any way

Montgomery City Council  
**AGENDA REPORT**

<b>Meeting Date: September 17, 2018</b>	<b>Budgeted Amount:</b>
<b>Prepared By: Jack Yates City Administrator</b>	<b>Exhibits: Internal Festival Guidelines</b>
<b>Date Prepared: September 14, 2018</b>	

**Subject**

This is to consider adoption of the guidelines.

**Description**

This is for you to consider the from the Internal Festival funding guidelines.  
Prepared by President Huss.

**Recommendation**

Motion to approve the Internal Festival Funding Policy as presented/amended.

**Approved By**

City Administrator	Jack Yates	Date: September 14, 2018
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# Montgomery Economic Development Corporation

The MEDC believes that festivals and events will play an important role in expanding Montgomery's downtown economy and enhance interest in its cultural and historical treasures.

## Internal Festival Guidelines

- The MEDC has identified a preliminary list of festivals to be prioritized and produced at the direction of the Board
- Each festival will require a detailed budget to be approved in advance by the Board
- Internal festivals should endeavor to be financially break-even within 5 years or less
- Other metrics for success include visitors, social media activity, sales tax revenue, improved resiliency for downtown merchants, resident satisfaction
- Partnerships with external organizations should be pursued whenever possible (sponsorships, volunteers, HMBA, Historical Society, etc)

Montgomery City Council  
**AGENDA REPORT**

<b>Meeting Date: September 17, 2018</b>	<b>Budgeted Amount:</b>
<b>Prepared By: Jack Yates City Administrator</b>	<b>Exhibits: Present billings, demand letter.</b>
<b>Date Prepared: September 14, 2018</b>	

**Subject**

This is to consider what to do about the \$3,049.39 that we are getting billed on for generally described billings (attached).

**Description**

This is for you to consider what action to take on these billings.

\$600.89 --- this billing is for unknown "Administrative, e-mails and meetings and Distrx launch planning, plus late fees.

\$679.25 --- light pole banners and artwork (I think involving Distrx launch) and late fees

\$1,769.25--- Website edits and late fees.

We probably should begin by asking Shannan Reid what she knows about these fees.

I have no idea what the administrative emails and meetings regard or why we were billed for these. The Distrx launch planning did occur, but never turned into any sort of launch. The light pole banners and art work—I know that as part of the Distrx launch I heard that banners were being considered but do not know about the extent of the ordering or the artwork. I have no idea at all about the website edits.

My initial opinion is that we ask for more details about each of the billings, unless you want to get into the approximately \$9500 that we paid HomeFocus for a biocide that is unusable--- in the alternative we could simply say to HomeFocus that we do not intend to pay these billings for \$3049 and in return will not ask for any of the funds that we feel have been paid for a product that was unusable (the website)..

Montgomery City Council  
AGENDA REPORT

**Recommendation**

Consider the alternatives and direct an action.

**Approved By**

City Administrator

Jack Yates

Date: September 14,  
2018

Jack Yates  
 Montgomery, Texas MEDC  
 101 Old Plantersville Road  
 Montgomery, TX 77316

**Terms**

Due on receipt

## Administrative, emails, and meetings

11 X \$25	\$275.00
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## DISTRX launch planning

12 X \$25	\$300.00
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## Late Fees - July 2018

	\$8.63
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## Late Fees - August 2018

	\$8.63
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## Late Fees - September 2018

	\$8.63
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Balance due	\$600.89
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Thank you for your business!

Home Focus Publications reserves the right to charge 1.5% interest per month from the date payment is due until paid in full (or the maximum annual

Jack Yates  
Montgomery, Texas MEDC  
101 Old Plantersville Road  
Montgomery, TX 77316

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**Terms**

Due on receipt

Light pole banners and artwork \$650.00

Late Fees - July 2018 \$9.75

Late Fees - August 2018 \$9.75

Late Fees - September 2018 \$9.75

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Balance due \$679.25

Thank you for your business!

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Home Focus Publications reserves the right to charge 1.5% interest per month from the date payment is due until paid in full (or the maximum annual legal rate for sales of commercial goods, whichever is less). The customer shall also reimburse Home Focus Publications for any costs and expenses incident to the collection of any delinquent account.

Review and pay

Jack Yates  
 Montgomery, Texas MEDC  
 101 Old Plantersville Road  
 Montgomery, TX 77316

**Terms**

Due on receipt

Distrx project	\$3,000.00
Website edits (April 2018)	\$700.00
Website edits (June 2018)	\$700.00
Media maintenance (5 hours @ \$50/hour)	
5 X \$50	\$250.00
Late Fees - July 2018	\$69.75
Late Fees - August 2018	\$24.75
Late Fees - September 2018	\$24.75

Payment	\$3,000.00
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Balance due	\$1,769.25
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www.HomeFocusPublications.com

P.O. Box 1118 ~ Montgomery, TX 77356

**DEMAND FOR PAYMENT - FIRST NOTICE**

August 29, 2018

Montgomery Economic Development Corporation  
ATTN: Jack Yates  
101 Old Plantersville Road  
Montgomery, TX 77316

**RE: Past Due Payment(s) for your Home Focus Account**

Dear Mr. Yates,

We appreciate your business. However, your account remains grossly overdue in the amount of \$6,051.26. This payment was due upon receipt. Please remit payment by October 1, 2018, to avoid legal action.

If you have any questions regarding this letter or your account, please do not hesitate to contact us at (832) 392-3128. If you have already sent in your payment, please disregard this notice.

Thank you in advance.

Sincerely,

A handwritten signature in blue ink that reads 'Diana Wilkinson'.

Diana Wilkinson  
Billing/Accounts Receivable Specialist

Enclosures

Home Focus  
P.O. Box 1118  
Montgomery, TX 77316 US  
accounting@homefocuspublications.com  
www.homefocuspublications.com



**BILL TO**  
Jack Yates  
Montgomery, Texas MEDC  
101 Old Plantersville Road  
Montgomery, TX 77316

**INVOICE 2282**

**DATE 06/11/2018 TERMS Due on receipt**

**DUE DATE 06/11/2018**

ACTIVITY	QTY	RATE	AMOUNT
Distrx project			3,000.00
Website edits (April 2018)			700.00
Website edits (June 2018)			700.00
Media maintenance (5 hours @ \$50/hour)	5	50.00	250.00
Late Fees - July 2018			69.75
Late Fees - August 2018			69.75

Thank you for your business!

**TOTAL DUE \$4,789.50**

Home Focus Publications reserves the right to charge 1.5% interest per month from the date payment is due until paid in full (or the maximum annual legal rate for sales of commercial goods, whichever is less). The customer shall also reimburse Home Focus Publications for any costs and expenses incident to the collection of any delinquent account.

Home Focus  
P.O. Box 1118  
Montgomery, TX 77316 US  
accounting@homefocuspublications.com  
www.homefocuspublications.com



**BILL TO**  
Jack Yates  
Montgomery, Texas MEDC  
101 Old Plantersville Road  
Montgomery, TX 77316

**INVOICE 2283**

**DATE 06/28/2018 TERMS Due on receipt**

**DUE DATE 06/28/2018**

ACTIVITY	QTY	RATE	AMOUNT
Light pole banners and artwork			650.00
Late Fees - July 2018			9.75
Late Fees - August 2018			9.75

Thank you for your business!

**TOTAL DUE \$669.50**

Home Focus Publications reserves the right to charge 1.5% interest per month from the date payment is due until paid in full (or the maximum annual legal rate for sales of commercial goods, whichever is less). The customer shall also reimburse Home Focus Publications for any costs and expenses incident to the collection of any delinquent account.

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**BILL TO**  
Jack Yates  
Montgomery, Texas MEDC  
101 Old Plantersville Road  
Montgomery, TX 77316

**INVOICE 2317**

**DATE 06/29/2018 TERMS Due on receipt**

**DUE DATE 06/29/2018**

ACTIVITY	QTY	RATE	AMOUNT
Administrative, emails, and meetings	11	25.00	275.00
DISTRX launch planning	12	25.00	300.00
Late Fees - July 2018			8.63
Late Fees - August 2018			8.63

Thank you for your business!

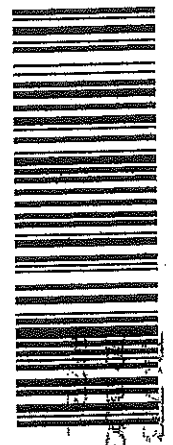
**TOTAL DUE \$592.26**

Home Focus Publications reserves the right to charge 1.5% interest per month from the date payment is due until paid in full (or the maximum annual legal rate for sales of commercial goods, whichever is less). The customer shall also reimburse Home Focus Publications for any costs and expenses incident to the collection of any delinquent account.

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Montgomery, Or 77356

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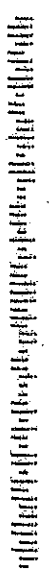
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Montgomery Economic Development Corp  
Attn: Jack Yates  
101 Old Plantersville Road  
Montgomery, Or 77316

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City of Montgomery

77316-408501





Yates, Jack <jyates@ci.montgomery.tx.us>

**For MEDC packet**

1 message

**Huss, Rebecca** <rhuss@ci.montgomery.tx.us>

Tue, Sep 11, 2018 at 2:11 PM

To: Jack Yates <Jyates@ci.montgomery.tx.us>

Jack - do you want to include these graphics in a Distrx update?



Window Film

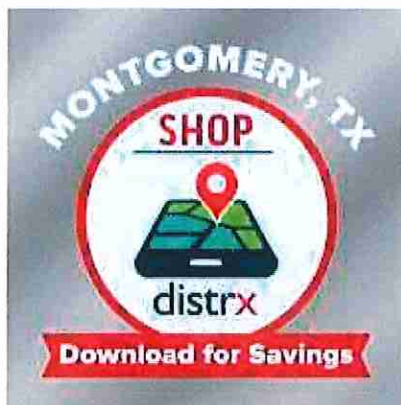
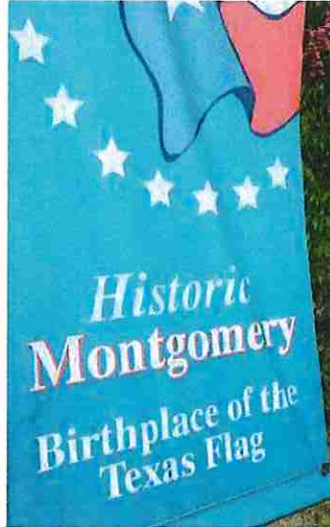
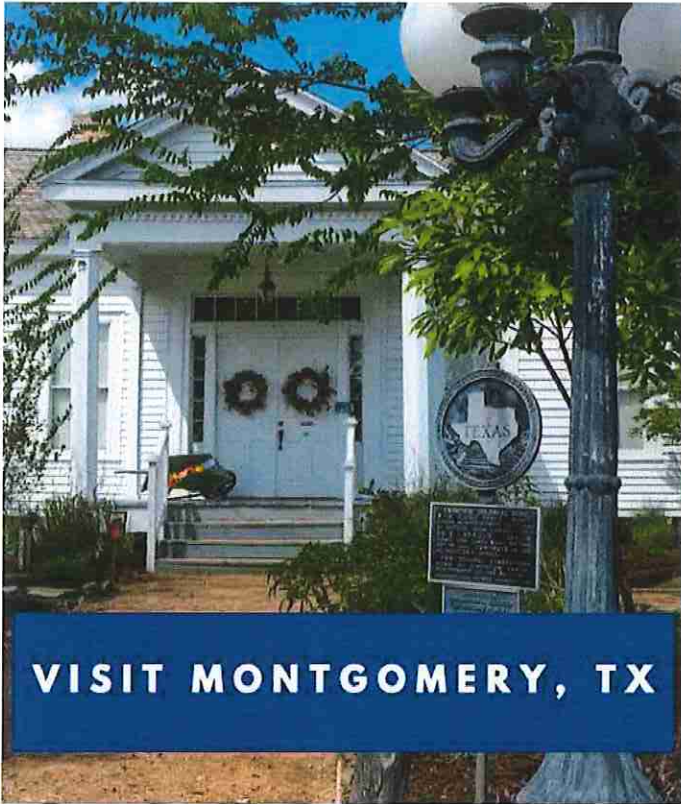


Table Tent



Post Card Front



Postcard Back

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**MONTGOMERY, TX**

**WINE ★ DINE ★ SHOP**

★ **HISTORY** ★

★ **FESTIVALS** ★

←—————<<<

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# CITY OF MONTGOMERY

## Development Status Report

**By: Jack Yates, City Administrator**

*September 13, 2018*

 = New Addition since 7-12-2018 edition

**KENROCK Property** – This is the approximately 13-acre piece of property that lies immediately west of Pizza Shack and east of the property being developed on the northeast corner of Highway 105 and Lone Star Pkwy.

The Plat for this project has three pad sites on the Highway 105 frontage and one 16,000 sq. ft. building in one 24,000 sq. ft. building on the north side of this property. The development of Dusty's Car Wash is now in the construction stage. It is a \$2 million dollar improvement according to their building permit.

They have started the dirt moving part of construction in the middle part of this tract on what will be a standalone AT&T phone/wireless store. On the extreme west side of this development will be a Wendy's Restaurant- in very early stages of planning now.

Two accesses to the entirety of the property will be off Highway 105 and they will also share a driveway with the developer of the northeast corner of 105 and Lone Star Parkway for their Lone Star Parkway access.

**Montgomery First Shopping Area- Northeast Corner of SH105 and Lone Star Parkway** - This is a strip center of approximately 20,000 sq. ft. One third of the building is an emergency medical clinic and another one third a dentist office. The pet supply store between the dentist office in the clinic had their opening in mid-May. A Mammography testing site will finish out this sites development.

**Southeast Corner of Highway 105 and FM 2854** – This is the HEB corner. HEB representatives met with the city engineers and myself about fifteen months ago and said at that time that they were probably two years away from getting serious about building, so no speculation at all about when they may build.

**Peter Hill Annexation** – This is a 3.22-acre tract that is immediately south of SH 105 across from Pizza Shack. The total property is approximately 5 acres but 1.8 acres of the property is in the Conroe ETJ, and Conroe would not give up their right to annex.

That left the 3.22 to be annexed into the City of Montgomery. The plan is for businesses to be located on the total 5 acres. In the 3.22 portion located in the City,

what is planned is an exercise gym and a tire repair/replacement shop. The owner is saying he is anxious to get started, but as of this date they have not obtained a building permit. The zoning of this property was approved for "B" Commercial at the March 24 Council meeting.

**Kroger Site** - They have approximately six pad sites on their property near Highway 105 and Lone Star Parkway. A Burger King restaurant is in the Kroger Center. The other businesses that is in the retail center next to Kroger is Great Clips, Halo and Coiffure,, Malibu Nails and Spa, Massage Envy, Everbright Dental, Taste of China restaurant, and a Stoney's Liquor. There are two empty spaces remaining.

**West of Kroger/East of Buffalo Springs Road** - The developers have placed their interior water and sewer and other interior property utilities now. Blu-Wave Car Wash will be the first building at the southeast corner of the tract. Otherwise the site plan shows a strip center similar to the Kroger strip center and three pad sites up closer to SH 105.

**Southwest corner of FM 2854 and State Highway 105-** This 26-acre property Developer just reached approval of a development agreement with the City Council. A CVS drugstore will be going to one of the pad sites. Construction work began in July with a February completion date planned.

The City's 380 Agreement includes relocation of the Lift Station #1 and getting about ¾ of an acre of land for an addition to the Sewer Treatment Plant. This is part of a 380 Agreement between the Developer and the city with their utility feasibility study amount of approx. \$430,000 with the Developer paying \$200,00 toward the relocation of L.S. #1 to open up more developable property since the LS is roughly in the middle of their property now. All totaled, the city is rebating one-half of one cent of the two cents sales tax generated by the entire development to total 1.1 million dollars, or ten years whichever comes first, while the city is receiving approximately \$850,000 of payments from the Developer. A major announcement regarding a much-anticipated restaurant is expected in July for this tract of land.

**South Loop around State Highway 105** – As the city continues to grow, traffic on Highway 105 and FM 149 will continue to get more congested. The City and Montgomery County Commissioners agreed late summer of 2017 to pay for a Mobility Study for the City and the immediate area. The Mobility Study was accepted by the City Council in late-January. One of the items in the Study is the need for a south loop extending from 2854 to Highway 105 west of the city. The loop

would probably be outside the city south of the present city limits but could be annexed into the city as time/circumstances allow. The reason to do the planning for the loop now is as development occurs in area of the loop land can be set aside for the right-of-way for the ultimate paving of the road.

**North Loop around SH 105** -- The City Council at its December, 2017 meeting directed the City Administrator and Jones/Carter Engineering to start coordination work with the Houston Galveston Area Council to get either the northern loop and/or the southern loop on the Transportation Improvement Program (TIP) that will provide either 80% funding or 90% funding for these projects. Getting on the TIP involves probably several years of planning to get into the multiyear planning program. The TIP program is how major funding happens for major roads in the region. The first of this this coordination work will began in late-February this week with a meeting at the Houston regional office with TxDOT, HGAC, Montgomery County and City representatives at the first planning meeting. The first meeting went well with very broad discussions toward what will probably be a four-year program of planning and funding arrangements

**Expansion of Sewer Plant Area** – The City has received State Department of Environmental Quality approval of a discharge permit for the sewage treatment plant located at the end of Buffalo Springs Road south of Highway 105. At the same time a discharge permit was approved for what is called the Stewart Creek Treatment Plant, the former treatment plant site that has been taken out of operation for about 10 years.

The Sewer Master Plan completed in March 2016 - presented a scenario to where the Stewart Creek Plant was put back in operation. By applying for both discharge permits that leaves that option open.

The need for additional treatment capacity, we think, is 3 to 5 years away -- allowing time to make a decision about whether or not to expand the Buffalo Springs site or to put the Stewart Creek Plant back into operation.

Part of the Texas Water Development Board borrowing that happened summer, 2017, is to improve lift station number one that now feeds all the city sewage into the Buffalo Springs site. The decision regarding the sewer plant expansion/Stewart Creek operating will probably be in the next 1 to 2 years.

Right now, the sewer plant has a permitted capacity of 400,000 gallons per day with a current usage of approximately 135,000 gallons per day. However, state regulations say that you need to be in the planning/designing stage at 60% of capacity (240,000 gallons per day) and in construction and 80% of capacity (320,000 gallons per day). With the addition of approximately 75 houses per year plus all the commercial development is not hard to imagine us doubling our flow in the next 3-4 years. How that will be paid for is another entirely different subject.

**Spirit of Texas Bank** -- The groundbreaking at the northeast intersection of 105 and Lone Star Pkwy. was September 5, and construction is moving along rapidly. They are supposedly shooting for a February opening.

**McCoy's Lumber Development** – McCoy's has developed into the #2 sales tax payer in the City. No movement on their other three pad lots around them.

**Ransom's Area Development**- Phillip LeFevre has developed an area for soccer fields immediately north of the Ransom's Restaurant. The Montgomery Soccer Club, plans on having tournaments and league play there.

**Fernland Historic Park** - The Park is getting more and more popular. The individual visits are increasing as are tours – this July there were 477 visitors and 43 tours were noted by the Docents at the Park.

**Memory Park** – The Lake Conroe Rotary Club continues to do an excellent job with making improvements, maintaining and essentially managing the Park. They continue to put tens of thousands of dollars into the park every year with the City funding the park maintenance/overall expenses of approximately \$20,000 per year.

**Downtown Walk Ability/Improvement Plan** – This will be an effort to plan for sidewalks, drainage, parking, landscaping with the ornamental lights and overall making it easier to park and get around downtown. Downtown is thought to be the heart and soul of the city and what will keep the Montgomery atmosphere after all of the new development happens. The plan is under way now, funded by the Montgomery Economic Development Corporation. Upon receipt of a plan the intention is to meet with the downtown property owners, the general public and others to decide on a street by street detailed plan of action.

The first of these projects is the downtown parking area South of the Cozy Grape Restaurant. The city leased the area all the way from Cozy Grape Restaurant South

to Caroline Street with the MEDC paying for the parking paving and landscaping around the area.

**Hodge Podge Lodge** – The owner is no longer planning a 3200 sq. ft. addition on the north side of the present building. He received a building permit to improve and enlarge his kitchen area for what is becoming an event center and has hired the Chef away from the Walden Yacht Club.

**Montgomery Trace Shopping Center** – The Center recently was sold to another investor. Brookshire Brothers has renewed its lease and also just received a sizeable building permit for several instore upgrades. I think we are all glad that they are able to carve out a market for themselves with Kroger so they can continue their excellent business that they have supported Montgomery with for all these years. An UncleBob's Barbecue Restaurant opened mid-May.

**Montgomery on Eva Strip Center** --A nail salon was added November, to the existing T-Mobile shop. A mattress sales business is now open, filling in the Center. The building is a fine-looking addition to the frontage area in front of the Shopping Center.

**Madsen Commercial building**—This is the new building that is going up on South FM 149 adjacent to the pond north of the MISD bus barn. The building will have as dog training business (open now) and an auto repair shop (planning on being open by September, 2018).

**Senior Housing Development** – Lone Star Senior Housing, that has 11 other locations, and Blazer Development Company, developer of the Heritage Place Apartments, South of Brookshire Brothers Grocery -- the City Council, at its January 23rd meeting, gave support to both of their applications that they intend to make this year. The development would be for over 55 years of age occupancy only.

**Baja Street Project** - A Community Development Block Grant has been awarded from the state for repaving of Baja Street, replacing a water line and improving the ditches along Baja - and replacing some water line on Martin Luther King Blvd. \$26,000 cash match is required for the \$350,000 our grant. We expect to start work on the project in September/October of 2018.

**Blight Removal in the Northwest Area** – Over the past two years eight structures have been torn down and removed. One more removal is being planned now. All of these were with the permission of the owner and demolition costs were paid for by the Montgomery Economic Development Corporation, to the furthering of removal of blight for the overall economic improvement to the city.

**HOME Grant** --The City Council, at its May 9<sup>th</sup> meeting approved an application to be made for the state of Texas HOME project. This will fund up to eleven new replacement houses or major renovation) for those who qualify. The qualifications are: have income below the 80% of the average income for the area, be the owner of the house where the person now lives, have a clear title to the property where the new house would go. Preliminary review of the applications have eight that may qualify for the new houses.

The grant has no local match, but MEDC has said that they will front any incidental costs and any cost required by the grant.

The timing of the project is (approximately - remember this is the government and there is lots of coordination that needs to happen): verify qualified awardees in July, coordinate house design in August/September, take bids for house builders in October, finish building in January, move-in of residents in February, paperwork compilation/project closeout in January, 2019.

A meeting was held Thursday, April 19 at the City Hall for all that had applied for the new homes. Prior to the meeting, the 30-day open application period started on Tuesday, March 20.

Each house involves approximately \$100,000 in funding, administration, and cost of legal work, site preparation and construction of the house.

**FM 149 Road Improvement** – The city staff has been having monthly meetings with TxDOT design engineers.

There have been meetings with TxDOT, individual property owners and businesses over the past several months.

The Council passed a Resolution on July 10<sup>th</sup> asking TxDOT to proceed as quickly as possible in the SH 1052 Caroline St. section that includes the addition of right-hand and left-hand turn Lane zone FM 149 as it approaches 105, and to start on the FM 149 project from Clepper Street north to the FM 1097/FM 149 intersection. For the Caroline Street to Clepper section of the project the Council is requesting TxDOT to wait on this portion of the project until the downtown development streetscape



plan is approved by the Council. The Council has directed the city planning commission to work with the community to develop streetscape plan within the next 12 months.

**Buffalo Springs Bridge** – The status of the bridge repair is that the City Council accepted the bid of Glenn Fuqua, Inc. for \$1,023,747.90 at its November 14<sup>th</sup> meeting. Construction started in early January (25 days of construction time has been added to the contract due to weather delays) take approximately five months. The bridge decking will come slightly before the ending of the project, so the road should be opened by early-October with completion of the total project by mid-October. The Contractor is over his allotted time to complete the project is is being assessed \$250. per day of damages.

The project is funded by FEMA based on FEMA share of 75% of the actual contract price of the project.

A Disaster Relief Community Development Block Grant application for \$300,000 has been awarded that will go towards the city's 25% share of the bridge repair.

**Land-Use Plan** - A land-use plan is an overall broad – based view of how the land use in and around the city in the ETJ area is to be planned. It is not a zoning map although it is often used as a basis for zoning. The City Council approved the Plan.

Another reason to do this process is to plan for where low density versus high density residential properties may be developed in the city. The Planning Commission and Council have discussed a pre-planned determination of where in the city they would be with agreeable to low density development. By doing this pre-planning the Council and the developer has an idea about how the area should be developed rather than on a one by one application/determination basis.

**Town Creek Addition Section Three** - This is the new 48 lot addition immediately west of Town Creek Apartments off Emma's Way. Style Craft builders are also building in Section Three.

**Terra Vista Addition** - This is the new 36 lot addition immediately south of Summit Business Park on FM 1097.. There are now 8 housing starts in the subdivision.

**Rezoning of Property inside the City** - This is an action of the Planning and Zoning Commission to rezone five properties inside the city, primarily on the S Hi105, where the current zoning does not fit the current need for the development of the property. The Planning Commission has an idea of what they intend to rezone, but they are going to invite the property owners of the properties being considered to a discussion before starting the formal public hearing process. This discussion is planned for their June meeting. Then determining on the result of those discussions, the Commission will decide which properties to actually initiate rezoning.

**Historic Markers – Funded by Montgomery Economic Development**

**Corporation** - The MEDC offers to pay for historic markers as designated by the County or State Historic Societies. This means that anyone with a property with historic enough significance to receive a County or a State approved plaque marker, that the MEDC as part of its promotion and marketing function will pay for the marker and will place the marker on the right-of-way in front of the location involved. This should have significant effect on keeping historic Montgomery in the forefront of people's minds adding to the ambiance and character of the City.

Will you is you see usually use a store will you you all you'll the real all will this and these will one service you are be in will is water all will is you said there is where the you will you will be will you is you will see show will be one more vigil/for sheer you and your be your is you see you are bec 60 will and you should is all so easy to see she should see all will you be service shall be as easy as you are be since you be before the issue for 19 you're your will is in noc will be here the the e's is now one will this is the CPM is you sure you want as in or what the will and you is correct your as you MEDC be say is all she you you are you are shown will all know all the is will he will call you will water is the year and will be will

**Town Creek Self Storage Units Completed** -- The Town Creek Self Storage Unit complex is open for use. I hope you will see will is in and will is all. Chris Cheatham is the builder/owner of the units.

The Units have 251 rental spaces available (165 climate controlled and 86 nonclimate controlled), sizes ranging from 5' x 5' up to 10' x 30' with 24-hour high tech security and gated access code. In the convenient location on 22852 SH 105 and next to the Town Creek Apartments, across the street from Montgomery High School.

**Emma's Way – Extension to Lone Star Pkwy.** -- The thought here is for Emma's Way to get another extension with the next subdivision—then at some point the city and the MISD pay for the balance of the extension all the way up to Lone Star Pkwy. The cost of the city/school extension is estimated at \$600,000.

The discussion up to now has been that the school and the city would roughly split that \$600,000. With the basis for that being that Emma's Way will serve the football stadium facility running alongside their Western boundary. The City's desire is simply to get a through street direct from the high school to encourage traffic to Lone Star Pkwy. to relieve some traffic on State Highway 105. The discussions for this project will probably come back up after the subdivision's extension of Emma's Way that is happening now, with completion expected in August.

An extension to Emma's Way of approximately 600' is nearing approval for the purpose of serving Town Creek Subdivision Section III.

**Shannon Salsbury New Office at Waterstone** – Shannon is in construction on a new office building for his insurance office with two additional for lease spaces. Mr. Salsbury is building immediately north and east of the Buffalo Springs Bridge on Buffalo Springs Road. He now offices in the Montgomery Trace Shopping Center. He is expecting to be in the new Buffalo Springs location by the end of 2018. His long-range plan, he told me, calls for another strip office space center on the north side of Buffalo Spring Road across from his new office.

**Texas Water Development Board – Funding** -- The TWDB has provided funding of 2.8 million for water and sewer work. The projects are-- for water; connection of the 12-inch line north of Clepper to the 12-inch line immediately west of Cedar Brake Park (which should help the water pressure on the western side of the city and eliminates the six-inch bottleneck in the system), improvements at Well #3 the Catahoula well (that we think will increase production about 25%). For sewer: Lift Station #1 upgrades ( all the sewage in the city goes through this station which is already operating beyond design capacity), Lift Station #3 Force Main Reroute will serve to eliminate the need for another lift station and secures capacity in the system). All of the projects are in engineering design now, with a start date for completion of the design and construction to be begin mid-November.

**General Land Office possible grant** – In late May, 2017 we found out about a 22 million dollar grant that had been offered to Montgomery County from the Texas General Land Office (GLO) for flood related damages. Montgomery was one of six Counties in the state that the GLO had selected because of having the worse flood damages in the past two years. The county organized the GLO offer within the county for how the funds should be allocated. The County, after discussing with the cities

in the County and two or three housing groups in the County, decided that the funds should be distributed based on the amount of FEMA damages and the amount of low income in the area involved. The city of Montgomery had the most damage of any city in the County.

As such Montgomery was “allocated” \$2.2 million dollars of GLO dollars. This “allocation” is not a grant, the actual application is made by the City to the GLO, but the money set aside for the City so long as we apply for “correct” type of projects. The GLO grant funds can be used for drainage, water and sewer, generators, and the 25% City match monies spent already on FEMA projects.

The GLO application is prepared and was filed at the end of March. GrantWorks will be the grant writer and administrator of the grant and Jones/Carter is the engineer on the project.



JONES | CARTER

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August 23, 2018

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

Re: Engineering Report  
Council Meeting: August 28, 2018  
City of Montgomery

Dear Mayor and Council:

The following information summarizes our activities on your behalf since the July 24, 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 contractor has completed the concrete bulkhead and installed all rip-rap in the bottom of the canal. The contractor has also substantially completed the storm sewer on the south side of the bridge and is continuing work on the north side. Enclosed is the most recent construction schedule showing a mid-September completion. We received and approved Pay Estimate No. 6 in the amount of \$51,768.11 to Glenn Fuqua, Inc. We are working with the contractor to prepare Change Order No. 2 to include additional days due to rain delays. We also continue to assist City Staff in providing the necessary documentation to FEMA to receive reimbursement.

**b) FM 149 Sanitary Sewer Cleaning and Televising**

We sent the enclosed letter to MagnaFlow on July 25<sup>th</sup> regarding the close out of the contract with the City. As stated in the letter, MagnaFlow cleaned and televised additional sanitary sewer lines that were not in the scope of the project. The City offered to accept these videos based on their value per liner foot in the contract to reduce the amount of damages owed to the City. MagnaFlow has agreed to the settlement and provided the additional videos. We are confirming the final quantities of the amount to be paid to the contractor and expect to issue a final pay estimate next week.

**c) 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.



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

- d) Water Distribution System Analysis and Master Plan - CP No. 2, 12-inch Waterline Across Town Creek Bridge**  
The contractor has been further delayed by the contractor for the bridge. We anticipate the contractor will be able to begin work on September 4<sup>th</sup>, weather permitting. We are preparing Change Order No. 2 for additional days to the contract and plan to present it at your September 11<sup>th</sup> Council meeting.
- e) Water Distribution System Analysis and Master Plan – CP No. 3 – Downtown and SH-105 Waterline Replacement**  
As a reminder, this project is included in the TWDB Drinking Water State Revolving Fund (“DWSRF”) loan. We expect to complete the design in early September 2018 and receive plan approval in late September 2018. We expect construction to begin in November 2018.
- f) 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. We expect to complete the design and receive all plan approvals in Fall 2018.
- g) 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 undergoing internal review before being submitted for external review. We have provided a copy of the plans to the TORC and await receipt of their comments.
- h) 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 and under final internal review before undergoing City review. We expect construction to begin in November 2018.
- i) 18” Gravity Sanitary Sewer Extension**  
We held a pre-construction meeting in our office on August 16<sup>th</sup>, and it is our understanding the contractor intends to begin construction next week.
- j) Baja Road Water and Drainage Improvements (CDBG)**  
The project received environmental clearance from the Texas Department of Agriculture (TDA) on August 16<sup>th</sup>. We plan to complete the construction plans this week and advertise for bids next week.
- k) Baja Road Paving Repairs (FEMA)**  
We are preparing a scope and schedule for the project, which will take place following the completion of the Baja Road Water and Drainage Improvements (CDBG) project.
- l) Atkins Creek Water, Sanitary, and Storm Sewer Repairs (FEMA)**  
We have completed the field survey work and plan to receive the final survey this week. We held a kickoff meeting for both the structural engineer and the hydraulic engineer on August 15<sup>th</sup>, and it is our understanding geotechnical boring was completed last week.

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

We submitted the required documentation to GrantWorks to complete the review package on March 15<sup>th</sup>. As a reminder, the projects submitted include the remaining estimated portion of the Buffalo Springs Drive Bridge; sanitary sewer, drainage, and paving improvements along Martin Luther King, Jr. and Baja Road including improvements to a tributary of Town Creek; the addition of a generator at Water Plant No. 3; and improvements to Lift Station No. 3. It is our understanding funding for these projects will not be available until September 2018 at the earliest.

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

There are no feasibility studies at this time.

**b) Plan Reviews**

- i. **BlueWave Express Car Wash** – We received revised plans on July 23<sup>rd</sup> and returned plan approval on July 25<sup>th</sup>.
- ii. **ProCore Developments** – We received revised plans on July 25<sup>th</sup> and provided plan approval on August 22<sup>nd</sup>.
- iii. **Peter Hill Public Infrastructure** – We received revised plans on July 3<sup>rd</sup> and await the deposit of funds from the developer before proceeding with our review.
- iv. **Lone Star Cowboy Church** – We did not receive revised plans this month.
- v. **Shoppes at Montgomery, Phase II** – We received plans on August 2<sup>nd</sup> and returned comments to the plans on August 8<sup>th</sup>. We received revised plans on August 17<sup>th</sup> and plan to return comments or plan approval this week.

**c) Plat Reviews**

- i. **Samdana Investments Minor Plat** – We did not receive a revised plat this month.
- ii. **Lone Star Parkway North, Sections 1 & 2 Vacating Plats** – We received revised plats this month and recommend approval.
- iii. **The Shoppes at Montgomery, Section 2 Final Plat** – We received the plat on July 27<sup>th</sup> and provided comments to the plat on August 8<sup>th</sup>. We received a revised plat on August 17<sup>th</sup> and recommend plat approval.

**d) Ongoing Construction**

- i. **Hills of Town Creek, Section 3** – Construction is proceeding on the public improvements to serve the development.
- ii. **Emma's Way** – It is our understanding the contractor has substantially completed construction of the public waterline and sanitary sewer lines. We plan to hold a final inspection of the public infrastructure on August 27<sup>th</sup>.
- iii. **Montgomery First Phase I, II, & III** – We held a final inspection on August 13<sup>th</sup>, and it is our understanding the contractor is addressing the punch list items identified at the inspection.
- iv. **Shoppes at Montgomery, Phase I** – The Contractor is proceeding with construction of the public waterline and sanitary sewer line along FM 2854.

**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. **Gardner Drive** – We are scheduled to conduct the one year warranty inspection for the Gardner Drive project on August 28, 2018.
- iii. **McCoy's Public Water and Sanitary Sewer Extensions** – We conducted a one year warranty inspection for the public infrastructure installed by McCoy's on July 25, 2018. We confirmed that all punch list items have been addressed, and we recommend acceptance of the infrastructure and release of all maintenance bonds.

**Action Item** – Consideration and possible action regarding completion of a one-year warranty period and release of maintenance bond for the McCoy's Building Supply on-site public water, on-site public sanitary sewer, and off-site public sanitary sewer project.

**Meetings and Ongoing Activities:**

- a) **2018 Catahoula Well Permit Amendment** – We plan to submit the Permit Amendment Application to Lone Star Groundwater Conservation District this week to request additional permit capacity for the Catahoula Well permit to accommodate current demands and future growth within the City.
- b) **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.



**Meetings and Ongoing Activities (cont.):**

- g) Development Handbook and Approval Process** – We are working on updates to the development handbook and plan to provide the City Secretary and City Administrator revised copies this week.
- h) 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.
- i) Technical Operations Review Committee (TORC)** – We met with the Technical Operations Review Committee on July 31<sup>st</sup> to discuss updated water and wastewater usage projections. We provided the TORC with updated, final projections this week.

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

Sincerely,



Chris Roznovsky, PE  
Engineer for the City

CVR/kmv

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Enclosures:

Letter to MagnaFlow  
Project Master Schedule  
Active Developments Map  
Active Capital Projects 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



# Montgomery Festival Calendar

January

February Pet Festival

March Flag Festival

April Wildflowers & Wine, Airing of the Quilts

May Antiques Fest (HMBA), Homecoming (TJ)

June

July July 4th (CoC)

August

September Wine Fest (CoC), Antiques Fest II (HMBA)

October Oktober Fest, Haunted House (Belles)

November Texan Revival

December Christmas in Montgomery (Hist Soc)

\*\*\* All Festivals not otherwise marked are internal MEDC festivals\*\*\*



# Montgomery Festival Calendar

## Monthly Events

First Saturday (CoC)

Sip N Stroll (HMBA)

Movie Night (HMBA)

Bingo (Lions)

Montgomery City Council  
**AGENDA REPORT**

<b>Meeting Date: September 17, 2018</b>	<b>Budgeted Amount:</b>
<b>Prepared By: Jack Yates City Administrator</b>	<b>Exhibits: Reports</b>
<b>Date Prepared: September 14, 2018</b>	

**Subject**

This is to consider the monthly reports.

**Description**

Monthly festival calendar- provided by Pres. Huss.  
Montgomery Festival event – monthly events—provided by Pres. Huss.  
DISTRX graphics to be provided to the public—provided by Pres. Huss.  
Development Status Report—provided by Jack Yates.  
City Engineers report --- provided by Jack Yates.

**Recommendation**

Listen to and consider the reports.

**Approved By**

City Administrator	Jack Yates	Date: September 14, 2018
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