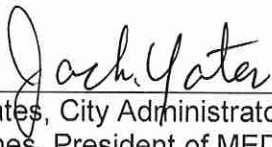


NOTICE OF MEETING
Montgomery Economic Development Corporation
(MEDC)

Notice is hereby given that the Board of Directors of the Montgomery Economic Development Corporation will hold a regular meeting at 6:00 p.m. on August 21, 2017 at the Montgomery City Hall, 101 Old Plantersville Road, in Montgomery, Texas.

1. Call to Order
2. Public Hearing on 2017-2018 MEDC Budget
3. Open Public Comment
4. Approval of Minutes of July 17, 2017
5. Monthly Financial Report (July, 2017)
6. Discuss/take action regarding request for funds for Cub Scout/HMBA Patriotic Flag and Banner Display in Downtown Area – Rebecca Huss
7. Discuss/take action regarding MEDC 2017-2018 Budget
8. Economic Development Report – Jack Yates ---TxDOT Downtown Parking Lot Project, Internship Program Guidelines, Home Focus Report on Projects, Misc. Updates
9. Adjournment



Jack Yates, City Administrator for
Kirk Jones, 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 18th day of August, 2017 at 5:15 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

AGENDA REPORT

Meeting Date: August 21, 2017	Budgeted Amount:
Department:	
Prepared By: Jack Yates City Administrator	Exhibits: Budget with notes of Explanation on each line Item in the budget
Date Prepared: August 17, 2017	

Subject

Public Hearing on 2017-2018 MEDC Budget

Description

The notes and budget seem self-explanatory.
This is an opportunity for the public to make comment. The MEDC Board can discuss when the item is on the action part of the agenda.

Recommendation

This is for public input only. Listen to any public comment and consider for your action on the agenda.

Approved By

City Administrator	Jack Yates	Date: August 17, 2017
--------------------	------------	-----------------------

PROPOSED 2017-2018 BUDGET

Montgomery Economic Development Corporation
Statement of Income, Expenditures, and Changes in Net Assets

	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated	2017-18 Proposed Budget
Beginning net assets (fund balance)	\$ 636,886	\$ 834,815	\$ 834,820	\$ 648,220
Income				
Sales tax (one-half of one percent)	485,651	510,000	480,000	530,000
Interest income	960	500	1,250	950
Miscellaneous	-	-	-	-
Total income	486,611	510,500	481,250	530,950
Total Apprable Funds	1,123,497	1,345,315	1,316,070	1,179,170
Expenditures				
Public Infrastructure (Category 1)				
Downtown development improvements	-	35,000	35,000	55,000
Utility extensions	-	330,000	310,000	180,000
Flagship development improvements	-	10,000	9,800	8,000
Transfer to debt service	117,500	127,500	127,500	160,000
Total infrastructure	117,500	502,500	482,300	403,000
Business development and retention (Category 2)				
Sales tax reimbursement	-	-	-	35,000
Economic development grant program	-	20,000	-	20,000
Total business development	-	20,000	-	55,000
Quality of life (Category 3)				
Seasonal decorations	9,810	12,000	10,500	6,000
Christmas lighting, civic association	1,342	1,600	1,600	1,600
Walking tour	2,660	9,000	8,300	4,000
Downtown enhancement projects	3,380	25,000	-	20,000
Removal of blight	23,084	25,000	9,800	15,000
Downtown signs	-	1,000	-	1,000
Ferland improvements	10,000	5,000	4,500	4,000
Heritage village detention pond improvements	-	10,000	10,450	-
Park improvements	-	-	-	-
Total quality of life	50,276	88,600	45,150	51,600
Marketing and tourism (Category 4)				
Promotional video	800	1,000	1,900	1,500
Website	-	7,500	5,500	2,000
Brochures / printed literature	4,550	13,000	5,700	5,000
Christmas in Montgomery	5,000	5,000	5,000	5,000
Wine and music festival	9,500	10,000	10,000	10,000
Antique show and festival	10,000	10,000	10,000	10,000
Texian heritage festival	8,000	8,000	16,000	8,000
Total marketing and tourism	37,850	54,500	54,100	41,500
Administration (Category 5)				
Transfers to city general fund	37,500	37,500	37,500	37,500
Montgomery area chamber of commerce office	30,800	32,000	32,000	32,000
Internship program	-	10,000	1,000	10,000
Miscellaneous expense	10,336	6,000	4,000	6,000
Consulting (professional services)	2,370	33,500	9,500	10,000
Travel and training	2,050	3,500	2,300	2,800
Total administration	83,056	122,500	86,300	98,300
Total expenditures	288,682	788,100	667,850	649,400
Net Income (loss)	197,929	(277,600)	(186,600)	(118,450)
Ending net assets (fund balance)	\$ 834,815	\$ 557,215	\$ 648,220	\$ 529,770

MEDC BUDGET - DETAILS

Attached is the Proposed MEDC 2017 Budget. Below is an explanation of each line item intention- I say intention because, please remember that the budget is more than just figures, it is the intended actions of the MEDC from October 1st, 2017 to September, 2018.

Not all of these intentions will happen during the upcoming year and there, almost certainly, will be new actions that you will decide to undertake during the upcoming fiscal year.

All of this is to say that the budget is as much a goals policy as a financial plan that can be amended during the year.

You may note that the budget has a planned surplus of expenditures over revenue. That will be the case if every dollar is expended during the year, which is not likely. The MEDC has a current balance of approximately \$795,000 and the projected use of \$74,950 (the amount expenditures are over revenues for next year) would come off that number..

Revenues

-Sales Tax – Sales tax for the city overall is expected to increase. I allowed \$35,000 of sales tax to be attributed to Kroger, and that figured is also in the expenditures under “Sales Tax Reimbursement”

-Interest Income – this is interest income from the balance in MEDC funds

Expenses state law states what can come from each category

Category I ---

-Downtown Improvements – The thought is that the \$35,000 will be used for some lighting and/or general improvements toward the streetscape plan. This could also be used for planning purposes also. This line item also includes Clepper

Sidewalks—This has been an often thought of idea, but never in a budget, to place sidewalks on Clepper Street to connect downtown area to the Fernland Park and to parking areas for special downtown events.

-Utility Extensions – This is proposed to be \$180,000 with nothing specific intended, but with the thought that there will probably be one or more projects in the year that the Board agrees to support.

-Flagship Boulevard improvements-this involves landscaping on the north side of Flagship Boulevard, to screen the back of the shopping center from the apartments and otherwise beautify Flagship Boulevard. This \$8,000 will complete the project Areas four and five of the overall plan.

-Transfer to debt service. Increase from \$117,500 in the past to \$160,000 due to the TWDB borrowing by the city for water and sewer needs.

Category II

- Sales Tax reimbursement – this is the reimbursement of the sales tax received from the Kroger Shopping Area included in the 380 Agreement.-Economic Development Grant Program – This is where a grant is made to a historic area business or home to make an improvement to their façade, structure or public use aspect of their building. The grant maximum is \$5,000 and are individually applied for and awarded by the MEDC Board.

Category III

-Seasonal Decorations – The thought is to add various lighting and improvements to Cedar Brake park enough to make it a destination for the area during the holiday season. City Secretary and Cheryl Fox (representing the Civic Association) will make a specific proposal to the MEDC

-Christmas Lighting – this helps the Civic Association with funding for their lighting of Cedar Brake Park and downtown during the holidays.

-Walking tour- The Distrix system may have some expense to get started, first year expenses that will be needed. Cost of Distrix markers on historical markers is estimated at approximately \$1,000 per year.

-Removal of Blight - This is for removal of old houses/structures having to do with the appearance of the city. The city is starting a process on four such structures and the \$15,000 will go toward those removal expenses.

-Downtown Signs – This is for the upkeep of the new electric sign at the corner of 149 and 105.

-Fernland Restoration – This will contribute toward the restoration of the Park’s inventory of buildings and artifacts of Fernland Park.

Category IV

-Promotional Video –This is for Shannan Reid to work with the producer of the MEDC community video to update the video.

-Brochures Printed Literature - This involves an advertisement in a Woodlands Chamber publication and other brochures and mail outs during the upcoming year.

-Christmas in Montgomery -- the MEDC for several years has contributed to this local event that brings in persons for the event that generally “sells” Montgomery to visitors and locals alike.

-Wine and Music Festival- the MEDC for several years has contributed to this local event that brings in persons for the event that generally “sells” Montgomery to visitors and locals alike.

-Antique Show and Festival-- the MEDC for several years has contributed to this local event that brings in persons for the event that generally “sells” Montgomery to visitors and locals alike.

-Texian Heritage Festival -- the MEDC for several years has contributed to this local event that brings in persons for the event that generally “sells” Montgomery to visitors and locals alike.

Category V

-Admin. Transfer to General Fund – This is what MEDC pays for City support of MEDC, meaning the financial record keeping, my time and overall city support of MEDC economic development matters.

-MACC Administration and Office – This is payment to the Montgomery Area Chamber of Commerce for Shannan's Reid's time and office spent on economic development through the Chamber.

-Internship program- a cooperative program with local businesses wherein the local business pays half the paid to the intern and MEDC matches up to \$3,000.

- Miscellaneous Expenses - Just as it reads, minor expenses of the MEDC that do not seem to fit into any specific line item budgeted. A drone purchase is proposed.

- General consulting (Accounting , Eng., Legal) – This is in case there is some specific engineering or legal work or advice needed for the MEDC due to looking at some specific issue, plus it could pay for the economic development analysis programs that MEDC has done on two recent occasions to analyze requested infrastructure contributions to a specific business.

- Travel and Training Expenses -- Travel for MEDC members or staff to various trainings, seminars, etc.

MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION
MINUTES
July 17, 2017

Present were: Kirk Jones, Amy Brown, Bill Hanover, Cheryl Fox. John Champagne and Randy Moravec. Bob Kerr was absent. Also present were, Chris Roznovsky, Katherine Ferry and Jack Yates

Call to Order - President Jones called the meeting to order at 6:00 p.m.

Open Public Comment – Beth Gault was present and asked how golf carts were going to be able to get Kroger's. Mr. Yates responded that Lone Star Parkway would have a wider shoulder after its construction. Pres. Jones said perhaps the developer West of Kroger's could place a pass-through from Buffalo Springs to Gardner Street.

Approval of Minutes of June 19, and June 29, 2017 - Motion by Fox seconded by Champagne to approve the minutes of June 19 as corrected and June 29 as presented. All in favor.

Monthly Financial Report (April, May, June 2017) - Mr. Moravec discussed the issue of timing of entry into the accounts of payments made in the months following the initial purchase. Motion by Moravec seconded by Hanover to approve the April and May financial reports. All in favor.

Mr. Moravec noted in the June report that the investments were shown twice and that a correction was needed. Motion by Moravec seconded by Hanover to approve the June financial report. All in favor

Request for funds for Fall Festival and Haunted House Event – Charla Landrum - Ms. Landrum said she was the President of the Montgomery Belles. Ms. Landrum said she was requesting \$2500 to increase advertising, time of the event and to expand to more community participation. Mr. Champagne asked about the attendance of the event and Ms. Landrum replied 800 to 900 people with a net of approximately \$11,000 this past year. Specifically, Ms. Landrum is requesting MEDC funds to pay for additional lighting, promotional activities and turning the event into an expanded Fall Festival. Mr. Moravec asked if the downtown businesses had been approached about this idea. Mary Kaough, was present and said that she represented the HMBA as a board member and that the HMBA was in favor of the event. Mr. Champagne asked for financial report if the event received MEDC funding. Mrs. Fox said funding would result in an improvement to the Belles and to the community.

Motion by Fox seconded by Hanover to fund the \$2500 is requested. Mr. Jones, Champagne, Hanover and Fox voted yes, and Moravec and Brown voted no. Motion passed.

Request for Funds for Cub Scout/HMBA Patriotic Flag and Banner Display in Downtown area – Rebecca Huss - Ms. Huss was present and said she was the director of Cub Scout Pack 907. She said the HMBA is the sponsor of the Pack and that the Pack wants to support HMBA by placing flags and bunting on businesses throughout the downtown area. The Cub Scouts would do the work and flag and bunting replacement costs and future maintenance would be borne by the business owners. Mary Kaough, of the HMBA, said that the HMBA supported the idea. Ms. Huss said that 29 Texas and USA flags and 13 buntings were planned. The expectation for placing the flags is late July this year.

Motion by Champagne seconded by Brown to approve one half of the requested amount of \$9500 to the HMBA and Pack 907 as a grant project. All in favor.

Presentation of Draft MEDC 2017-2018 Budget -- Jack Yates gave a line item by line and review of what the budget included (attached to minutes). Ms. Brown asked about the wisdom of continuing to fund the Wine Festival due to its self-supporting funds that it raises. The Board discussed and directed Jack Yates to have the Wine Festival, Texian Heritage and Christmas in Montgomery to present their financial information to the Board. Antiques Festival is not asked to present since they reported at the previous MEDC meeting. No action taken.

Discuss/Take action Regarding Calling a Public Hearing on 2017-2018 Budget -- Motion by Champagne seconded by Brown to call a public hearing for August 21, 2017 to consider the 2017-2018 MEDC budget. All in favor.

Downtown Parking Lot Project -- Jack Yates presented that he had three quotes on the paving of the parking lot. One quote was for \$37000, one for \$43,000 and one for \$73,000. Chris Roznovsky said that all three were based upon the same specifications. Jack said he was requesting approval up to \$38,000 for the paving of the parking area.

Motion by Moravec seconded by Fox to approve up to \$38,000 for the paving contract. All in favor.

Economic Development Report – Jack Yates reported that he was still trying to work with TxDOT for a local meeting. Jack then reported that Home Focus had submitted the text for the historic markers for the Distrix program and that he had Barbie Jorge together with Shawna Reilly to support the Sip and Stroll event.

Chris Roznovsky reported that the 105 water line in front of Heritage Medical Center was to start tomorrow. Chris also reported that Houston Street plans for the new paving was being reviewed.

Adjournment -- Motion by Fox seconded by Moravec to adjourn at 7:44 PM. All in favor.

Jack Yates, Recording Secretary



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

July 2017 MEDC Financial Statements

1 message

Moravec, Randy <rmoravec@ci.montgomery.tx.us>
To: Jack Yates <jyates@ci.montgomery.tx.us>

Fri, Aug 18, 2017 at 10:16 AM

Jack,

Since I will not be in attendance at the August 21st meeting, I wanted to convey to the Board that I recommend acceptance of the July MEDC financial statements with the following qualifications:

- 1) The July report did not include accrual of sales tax. This will be corrected with the August report.
- 2) The \$69,987.50 "transfer" was associated with the SH105/Caroline Water Line Project and should have been charged to the Utility Extensions account. This will be corrected with the August statement.
- 3) Year-to-date expenditures through July total \$433,218.28. YTD expenditures through June totaled \$348,499.85. The difference is \$84,718.43. However, July's monthly expenditures totaled \$84,287.68. The variance is likely due to Cathy Branco, the city's bookkeeper, backdating a transaction. Ms. Branco will research the issue and identify for me the transaction(s) responsible for the variance.

Please let me know if you have any questions concerning this matter.

Best regards,
Randy

This item is included in attached report

This was due to backdating a transaction - included in the attached report

Branco, Cathy

11:03 AM
(1 hour
ago)

to Randy, me

Jack,

I believe I have taken care of all the Items requested as follows:

I have accrued the sales tax for July.

I have re-coded the \$69,987.50 reimbursement to the Utility Fund for the SH105 and Caroline Water Line Project, to Account 56000.8.

There was no sales tax billed on the invoice for Flags so no tax was paid to Ms. Huss. As a matter of fact, the original amount of the invoice was \$4,514.76 and she reduced the amount billed by \$1,080.84. (for US Flag + Pole + Shipping + Bunting + Shipping) which she covered herself.

The difference in monthly expenditures between June and July that Randy noted was \$430.75. This is a check (#1819 dated 8/4/17) written to the Houston Press for weekly digital advertising for the month of May for \$230.75 and the month of June for \$200.00. The invoices were sent to you by Shannan Reid, which were printed and given to me for payment the week of August 4th. Since the invoices were for the month of May and June, the billing dates in our system were also May and June. The Check to the Houston Press will show up on the MEDC report for August.

Hopefully this has answered all of the questions, I will be producing a corrected report for your disbursement.

Have a Blessed Day,

Catherine A. Branco
Financial Consultant
City of Montgomery

CITY OF MONTGOMERY - MEDC
ACCOUNT BALANCES
July 31, 2017

	<u>MONEY MARKET ACCOUNTS</u>	<u>INVESTMENTS</u>	<u>TOTALS</u>
<u>MEDC</u>			
CHECKING ACCOUNT #1017938	\$ 217,161.40		\$ 217,161.40
TOTAL INVESTMENTS	\$ -	\$ 484,938.75	\$ 484,938.75
TOTAL MIDC	<u>\$ 217,161.40</u>	<u>\$ 484,938.75</u>	<u>\$ 702,100.15</u>

INVESTMENTS

	Issue Date	Maturity Date	Interest Rate	Balance
Texpool #00006			0.88%	\$ 234,938.75
Certificates				
Allegiance Bank	5/21/2017	12/17/2017	0.55%	\$ 100,000.00
Icon Bank CD #7731	1/27/2017	1/27/2018	0.90%	\$ 150,000.00
Total Investment Balance				<u>\$ 484,938.75</u>

City of Montgomery - MEDC

Cash Flow Report

As of July 31, 2017

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
51100 · MEDC Checking					310,689.31
07/07/2017	1812	Jones & Carter, Inc.	Proj W5841-0027-00 - Heritage Place Medical & Houston St ...	-7,042.00	303,647.31
07/07/2017	1813	Montgomery Area Chamber of Co...	June and July Inv 237, 970	-5,133.34	298,513.97
07/12/2017	1814	Waste Management of Texas, Inc.	Waste Bin Acct 18-52247-93700 Inv 1413870-1792-6	-92.48	298,421.49
07/26/2017	Trans...	City Capital Projects	Admin Transfer- for S105 & Caroline Water Line Project	-69,987.50	228,433.99
07/28/2017	1815	Home Focus	Web Design -Inv 1676, Historical Marker Scripts Inv 1707	-4,000.00	224,433.99
07/28/2017	1816	Rebecca Huss	Partial Reimbursement of Expense - Flags Express Inv 134581	-3,433.92	221,000.07
07/28/2017	1817	Shannan Reid	Expenses Reimbursement - 7/16-21/17 Community Develop...	-1,272.00	219,728.07
07/28/2017	1818	Montgomery Area Chamber of Co...	Partnership Grant for Director Services & Office Space Inv 9...	-2,566.67	217,161.40
Total 51100 · MEDC Checking				-93,527.91	217,161.40
TOTAL				-93,527.91	217,161.40

City of Montgomery - MEDC
Actual to Budget Performance
 July 2017

	Jul 17	Budget	\$ Over Bu...	Oct '16 - J...	YTD Budget	\$ Over Bu...	Annual Bu...
Income							
55000 · Taxes & Franchise Fees							
55400 · Sales Tax	0.00	36,824.78	(36,824.78)	346,154.39	431,641.49	(85,487.10)	510,000.00
Total 55000 · Taxes & Franchise Fees	0.00	36,824.78	(36,824.78)	346,154.39	431,641.49	(85,487.10)	510,000.00
55300 · Other Revenues							
55391 · Interest Income	193.68	41.67	152.01	1,400.85	416.66	984.19	500.00
Total 55300 · Other Revenues	193.68	41.67	152.01	1,400.85	416.66	984.19	500.00
Total Income	193.68	36,866.45	(36,672.77)	347,555.24	432,058.15	(84,502.91)	510,500.00
Expense							
53942 · Transfers Out							
53944 · Transfer to Capital Projects	69,987.50			69,987.50			
Total 53942 · Transfers Out	69,987.50			69,987.50	0.00	69,987.50	0.00
56000 · Pub Infrastructure - Category I							
56000.6 · DowntownDev Improvments	3,433.92	0.00	3,433.92	38,838.42	73,333.33	(34,494.91)	85,000.00
56000.8 · Utility Extensions	0.00	49,166.67	(49,166.67)	90,000.00	231,666.66	(141,666.66)	330,000.00
56000.9 · Flagship Dev Improvements	0.00	833.34	(833.34)	9,800.00	8,333.32	1,466.68	10,000.00
56430 · Tsf to Debt Service	0.00	0.00	0.00	92,625.00	95,625.00	(3,000.00)	127,500.00
Total 56000 · Pub Infrastructure - Category I	3,433.92	50,000.01	(46,566.09)	231,263.42	408,958.31	(177,694.89)	552,500.00
56001 · Business Dev & Ret -Category II							
56423 · Economic Development Grant Prog	0.00	0.00	0.00	0.00	20,000.00	(20,000.00)	20,000.00
Total 56001 · Business Dev & Ret -Category II	0.00	0.00	0.00	0.00	20,000.00	(20,000.00)	20,000.00
56002 · Quality of Life - Category III							
56404 · Seasonal Decorations	0.00	0.00	0.00	1,399.34	12,000.00	(10,600.66)	12,000.00
56420.2 · Christmas Lighting(Civic Assn)	0.00	0.00	0.00	2,543.42	1,600.00	943.42	1,600.00
56423.1 · Walking Tours	500.00	0.00	500.00	500.00	9,000.00	(8,500.00)	9,000.00
56424.1 · Heritage Village Det. Pond Imp	0.00	0.00	0.00	10,450.00	10,000.00	450.00	10,000.00
56429 · Removal of Blight	460.92	0.00	460.92	10,311.83	10,000.00	311.83	25,000.00
56433 · Downtown Signs	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	1,000.00
56435 · Fernald Improvements	0.00	0.00	0.00	0.00	5,000.00	(5,000.00)	5,000.00
56439 · Downtown Enhancement Projects	0.00	2,500.00	(2,500.00)	0.00	22,500.00	(22,500.00)	25,000.00
Total 56002 · Quality of Life - Category III	960.92	2,500.00	(1,539.08)	25,204.59	71,100.00	(45,895.41)	88,600.00
56003 · Marketing & Tourism-Category IV							
56408.1 · Promotional Video	0.00	500.00	(500.00)	1,900.00	500.00	1,400.00	1,000.00
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	1,500.00	(1,500.00)	5,496.65	13,000.00	(7,503.35)	13,000.00
56414 · Wine & Music Fest	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
56415 · Texian/Heritage Festival	0.00	0.00	0.00	16,000.00	0.00	16,000.00	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	3,500.00	0.00	3,500.00	3,500.00	7,500.00	(4,000.00)	7,500.00
Total 56003 · Marketing & Tourism-Category IV	3,500.00	2,000.00	1,500.00	41,896.65	36,000.00	5,896.65	54,500.00
56004 · Administration - Category V							
56004.1 · Admin Transfers to Gen Fund	0.00	0.00	0.00	28,125.00	28,125.00	0.00	37,500.00
56004.2 · MACC Administration & Office	5,133.34	2,666.67	2,466.67	28,233.37	26,666.66	1,566.71	32,000.00
56004.3 · Miscellaneous Expenses	0.00	0.00	0.00	3,422.46	4,000.00	(577.54)	6,000.00
56004.5 · Internship Program	0.00	0.00	0.00	0.00	10,000.00	(10,000.00)	10,000.00
56327 · Consulting (Professional servi)	0.00	5,875.00	(5,875.00)	1,911.25	21,750.00	(19,838.75)	33,500.00
56354 · Travel & Training Expenses	1,272.00	437.50	834.50	3,174.04	3,062.50	111.54	3,500.00
Total 56004 · Administration - Category V	6,405.34	8,979.17	(2,573.83)	64,866.12	93,604.16	(28,738.04)	122,500.00
Total Expense	84,287.68	63,479.18	20,808.50	433,218.28	629,662.47	(196,444.19)	838,100.00
Net Income	(84,094.00)	(26,612.73)	(57,481.27)	(85,663.04)	(197,604.32)	111,941.28	(327,600.00)

AGENDA REPORT

Meeting Date: August 21, 2017	Budgeted Amount:
Department:	
Prepared By: Jack Yates City Administrator	Exhibits: E-mail from Rebecca Huss
Date Prepared: August 17, 2017	

Subject

An updated request from Rebecca Huss regarding flags downtown.

Description

Last month you approved up to one-half of the \$9,700 request with the statement that if it went well that you would consider doing more in the next year's budget. The program is going so well as explained in Mrs. Huss' e-mail that she is requesting the remainder of the funding now.

Recommendation

THE MEDC has funds available, if this is a project that you like, the funds are there, without having to wait until next fiscal year.

Approved By

City Administrator	Jack Yates	Date: August 17, 2017
--------------------	------------	-----------------------



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

MEDC Back up info for August 21 meeting

1 message

Rebecca Huss <rkhuss@gmail.com>

Wed, Aug 16, 2017 at 7:26 PM

To: "Yates, Jack" <jyates@ci.montgomery.tx.us>, Susan Hensley <shensley@ci.montgomery.tx.us>

Hi Jack -

Sorry for the delay. I wanted to get a couple of photos to share with you.

Last week, Kirk and I spoke after City Council and he said that he thought I should come back to MEDC to get the rest of the flag money during this fiscal year. He believes (and I agree) that the flags are nice but the impact would be even greater with the full complement of flags.

HMBA decided to go with Texas flags only, although 9 businesses also ordered US flags. We were able to negotiate a reduced shipping cost and a few other discounts, lowering our overall price to \$3,433.92 rather than the approved price of just under \$4,700.

Attached, you will find an updated spreadsheet of the flag project. As you can see, there is a request for an additional 9 Texas flags, 28 American flags, 3 buntings, and the associated poles for the flags. This increased number reflects buildings such as Westmont that we were not sure could have a flag installed as well as structures such as the gazebo that we had an unplanned installation on.

While I have not updated the spreadsheet to reflect the estimated cost, the total of the two projects will be less than the original \$9,380 requested. The purchase will also be made prior to September 30 and thus fall into the current fiscal year.

Attached, please find the updated spreadsheet and some photos.

Thanks
Becky

Cub Scout 907/HMBA Joint Project

Unified, patriotic decorations for downtown, historic Montgomery

Since it's re-constitution last year, HMBA has planned to promote aesthetic improvements to the historic downtown area. Ideas have included lighting, planters, and benches. However, since the TxDOT project has continued to be delayed and modified, it has been difficult to plan any projects with permanent/difficult to move assets. This flag project will provide for a pleasingly visual experience to visitors and residents as well as emphasizing Montgomery's historical link to the Texas flag.

This project was approved by HMBA on Thursday July 13 and includes a mix of Texas flags, US flags, and bunting.

The proposed project area includes the 3 buildings along Hwy 105, all of the buildings along 149 up to Burger Fresh, as well as along Maiden and business Caroline. Businesses are included regardless of their membership in HMBA.

Once this project is approved for funding by MEDC, official approval will be obtained from all landowners (many of the businesses represented in HMBA are not the owners of their building). It is intended that the Cub Scouts will schedule a work day the weekend of July 29/30 to complete the project.

The flags, bunting, and flag poles are all made in Butler, WI. They are of excellent quality and will be available for MEDC to inspect.

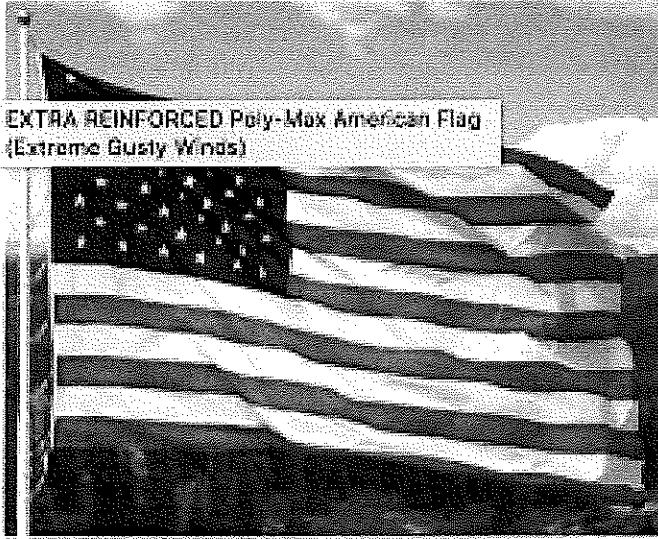
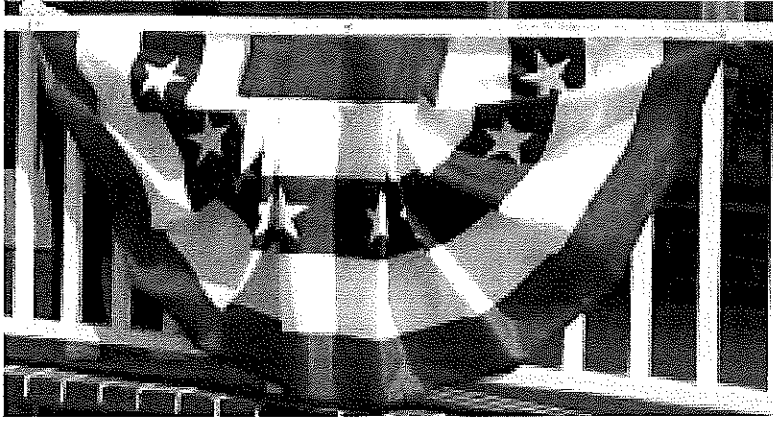
We are requesting an amount up to \$9,500. As you can see from the spreadsheet below, this number is based on the number of flags (and holders) and bunting and actual shipping costs. We will also need to buy some hardware for the bunting installation.

Please let me know if you need any additional information.

Thank you

	Texas Flag	American Flag	Placed Burial
 Hwy 149 			
Grumpy Dog/Peterson Hill	1	1	
Southern Books	1	1	
Consolidated	1	1	
Nat Hill Bank/Montrose			4
Early Grace	1	1	2
Newspaper	1	1	
Pete	1	1	
Montgomery Imporium	1	1	
Small Town Super	1	1	
Liberty Bell	1	1	
Westward			
Kangaroo Danglew	1	1	
Cook & Co	1	1	
Jacobs	1	1	
Burger King?			
 John A Butler 			
Metal Building (grocery, AT&T, water/elec)			
Bank of America	1	1	
Computer	1	1	
Visual	1	1	
Recreation Parks	1	1	
McMurry	1	1	
 Hwy 105 			
Market Grace	1	1	
Building 1	1	1	
Building 2	1	1	
 Menden 			
Garrett House	1	1	
Bank of Early Grace			2
Bank of Small Town Super			1
Bank of Cashew	1	1	
Bank of Jacobs			
Montgomery Healthhouse	1	1	
Shaw's Building			1
Market and Building	1	1	2
Whitney/Banks Building	1	1	2
 Prairie/Caroline 			
Local Music	1	1	
Rapper Club	1	1	
The Annex	1	1	
Totals	29	29	19
Price each	\$ 54.95	\$ 59.80	\$ 85.00
Flag holders	\$ 76.50	\$ 76.50	
Totals	\$ 1,811.85	\$ 1,962.70	716.98
Shipping	\$ 600.00		
Grand Total	\$ 2,411.85		





4 attachments

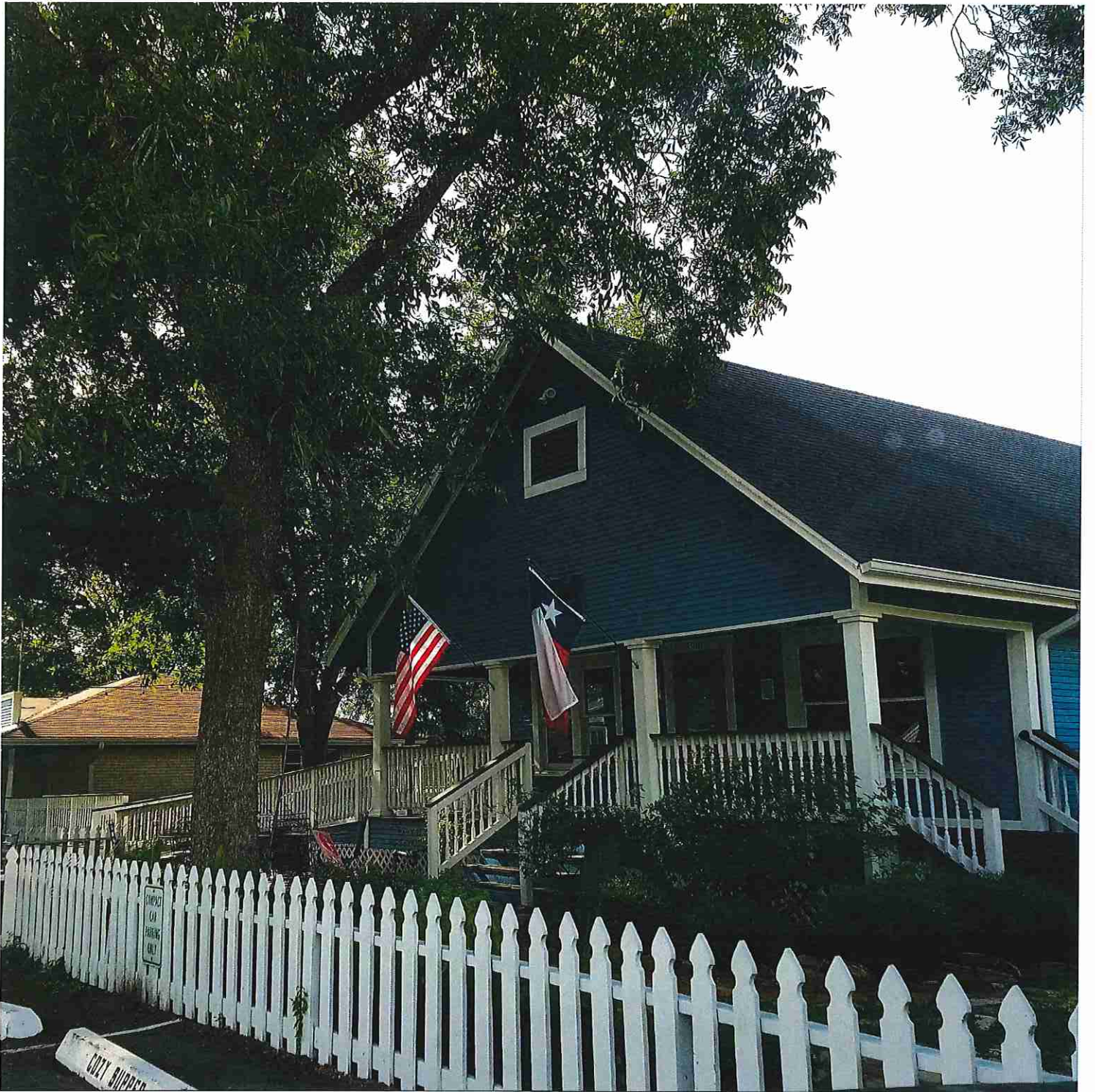


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Montgomery EDC Sponsored Internship Program

Project Summary: The MEDC Sponsored Internship Program (SIP) is intended to match local talent with willing interns [students and young adults, ages 17-24] in the Montgomery Area, with a focus on creating opportunities for long term or future employment back in the community upon graduation of high school, college, or the SIP program.

Partners Involved: Montgomery Economic Development Corporation (MEDC), Montgomery Area Chamber of Commerce (MACC), local business owners (potential Employers), and an educational consultant for workshop training and facilitating as needed.

Project Rationale: The City of Montgomery is seeking opportunities to do the following:

1. Retain promising young professionals and craftspeople within the community, to take meaningful jobs and contribute to the local economic base.
2. Provide substantive vocational and professional education to young adults including leadership and management level exposure.
3. Provide leadership training to youth, so that they may become mentors for other young people coming after them.
4. Raise the skill level, and thus the income-earning and creative potential, of the younger workforce.

Selection Process:

1. Potential intern candidates will submit an application*, basic resume and 2 letters of recommendation to City Administrator.
2. Potential Employers will submit an application* to City Administrator.
3. Compatible intern candidates will be submitted to Employer for interviews into the program.
4. Once intern has been placed, a timeline for the SIP program will be confirmed with City Administrator and work will begin.

**See attachments*

Montgomery Office of Economic Development
PO Box 708
Montgomery, TX 77356
(936) 597-5004
MontgomeryTX.EDC@gmail.com
MontgomeryTexas.gov



BIRTHPLACE OF THE TEXAS FLAG



Project Scope:

1. **WORK TIME:** Internships will be the equivalent of 18 hours per week for a span of 21 weeks with a business located inside the city limits of Montgomery.
2. **ON THE JOB LEADERSHIP EXPERIENCE:** The Employer must provide a meaningful work experience including exposure to leadership, entrepreneurship, and management in addition to regular job responsibilities.
3. **LEADERSHIP TRAINING:** The internship will include mandatory attendance to 3 leadership workshops provided by MEDC or MACC during the 21 weeks including such topics as Civic and Professional Leadership, Success in the Workplace, and Furthering Your Education.
4. **COMPENSATION:** Employer will commit to pay intern a minimum of \$12/hour during the 21 week period.
5. **SPONSORSHIP:** MEDC will contribute up to \$2500 toward the pay of the intern during the 21 week period. Payment will be in the form of reimbursement upon receipt of proof that the program was completed sufficiently.
6. **CONTINUATION:** At the end of 21 weeks, it is the goal to see a relationship cultivated and future employment maintained. That will be up to the Employer and the Intern. The MEDC SIP will be concluded with the evaluation process and the sponsorship will be provided to the Employer upon completion.
7. **PROOF OF COMPLETION:** A simple letter from the Employer to the City Administrator stating the following:
 - a. Attendance records for 21 week period at 18 hours/week equivalent
 - b. Attendance records for 3 leadership workshops
 - c. Employer evaluation of the program and intern
 - d. Intern evaluation of the program and the employer

Overall Project Evaluation: Success of this program will be based on a variety of metrics both qualitative and quantitative.

1. Apprentice and employer progress reports and self-assessment.
2. Apprentices connected with part-time and full-time employment in the city of Montgomery.
3. Ability to effectively complete the program requirements.

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Intern Application

Name: _____ Age: _____
Best Phone: _____ Current Grade: _____
Email: _____
Address: _____
Valid TDL: _____

School Experience:

Intended Field of Study/Employment: _____
Coursework/Training Completed: _____
Skills + Mastery Level: _____

Work Experience:

Employer: _____ From _____ To _____
Contact: _____ Best Phone: _____
Email: _____
Responsibilities: _____

What do you hope to gain from this internship program: _____

Do you have any other schedule commitments that would hinder your completion of 18 hrs/week for the minimum 21 week program? _____

Why should you be considered for the MEDC Sponsored Internship Program? _____

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Employer Application

Company Name: _____

Name: _____ Best Phone: _____

Email: _____

Address: _____

What will be the Intern's regular responsibilities during the program? _____

What significant leadership experiences are you prepared to incorporate into the internship program?

Will you be available to attend the 3 Leadership Training events along with your intern? _____

Will you be prepared to allow those training to be included in paid time as part of the program?

Are you willing to consider long term employment as a result of a successful internship? _____

Why should you be considered as a host Employee for the MEDC Sponsored Internship Program?

**I acknowledge the expectations of the MEDC SIP Program as stated and will commit to the Employer requirements of this agreement upon being selected.*

Signature

Date

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