

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 June 19, 2017 at the Montgomery City Hall, 101 Old Plantersville Road, in Montgomery, Texas.

1. Call to Order
2. Public Hearing regarding MEDC budget amendments
3. Open Public Comment
4. Approval of Minutes of May 15, 2017
5. Monthly Financial Report (April, May 2017)
6. Report of Antiques Festival – HMBA Representative
7. Request of funding support for film regarding Memory Park and the City – Rotary Club of Lake Conroe – Memory Park Committee
8. Consider/take action regarding amending the MEDC budget amendment
9. Economic Development Report – Shannan Reid and Jack Yates ---TxDOT, Downtown Parking Lot, Misc. Updates
10. 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 15th day of June, 2017 at 6:40 o'clock p.m. I further certify that the following news media was notified of this meeting as stated above: The Courier

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

MONTGOMERY ECONOMIC DEVELOPMENT CORP.
STATEMENT OF INCOME, EXPENDITURES AND CHANGES IN NET ASSETS

Montgomery Economic Development Corporation				changes
Budget Amendments				
	2016-17 BUDGET	YEAR-TO DATE	AMENDMENT PROPOSED	COMMENTS
Beginning net assets (fund balance)	\$ 697,140	\$ 769,472	\$ 769,472	\$769,472 is Actual Carryover to 2016-17
Income				
Sales tax (one-half of one percent)	\$ 557,000	\$ 262,120	\$ 510,000	Not including Kroger- at all
Interest income	\$ 500	\$ 871	\$ 500	
Miscellaneous				
Total Income	\$ 557,500	\$ 262,991	\$ 510,500	
Total Appropriable Funds	\$ 1,254,640	\$ 796,555	\$ 1,279,973	
Expenditures				
Public Infrastructure (Category 1)				
Downtown Development Improvements	\$ 35,000	\$ 24,382	\$ 35,000	
Utility extensions	\$ 200,000	\$ 15,000	\$ 930,000	Includes McCoy's (\$100,000), Pizza Shack (\$75,000), (\$120,000) Heritage Medical Facility, Miniature Golf \$15,000), Other (\$20,000)
Flagship Development Improvements	\$ 10,000	\$ 9,800	\$ 10,000	
Transfer to Debt Service	\$ 127,500	\$ 63,750	\$ 127,500	
Total Infrastructure	\$ 372,500	\$ 112,932	\$ 502,500	
Business Development and Retention (Category 2)				
Sales Tax Reimbursement	\$ 67,000	\$ -	\$ -	
Economic Development Grant Program	\$ 20,000	\$ -	\$ 20,000	
Total Business Development	\$ 87,000	\$ -	\$ 87,000	
Quality of Life (Category 3)				
Seasonal Decorations	\$ 3,000	\$ 1,399	\$ 12,000	\$6,800 for 4' extension, \$2,200 decorations
Christmas Lighting, Civic Association	\$ 1,600	\$ 2,543	\$ 1,600	
Walking Tour	\$ 6,000	\$ -	\$ 9,000	Plus \$3,000 to Home Focus
Downtown Enhancement Projects	\$ 25,000	\$ -	\$ 25,000	
Removal of Blight	\$ 25,000	\$ 9,758	\$ 25,000	
Downtown signs	\$ 3,000	\$ -	\$ 1,000	
Fernland Improvements	\$ 5,000	\$ -	\$ 5,000	
Heritage Village Detention Pond Improvements	\$ 10,000	\$ 10,450	\$ 10,000	
Total Quality of Life	\$ 76,000	\$ 24,150	\$ 88,600	
Marketing and Tourism (Category 4)				
Promotional Video	\$ 1,000	\$ 1,900	\$ 1,000	
Website			\$ 5,000	Home Focus -- Experience Montgomery website
Brochures/Printed Literature	\$ 8,000	\$ 3,747	\$ 19,000	Plus \$2,000 Home Focus, \$3,000 printing
Christmas in Montgomery	\$ 5,000	\$ 5,000	\$ 5,000	
Wine and Music Festival	\$ 10,000	\$ -	\$ 10,000	
Antique Show and Festival	\$ 10,000	\$ 10,000	\$ 10,000	
Texlan Heritage Festival	\$ 8,000	\$ 8,000	\$ 8,000	
Total Marketing and Tourism	\$ 42,000	\$ 28,647	\$ 52,000	
Administration (Category 5)				
Transfers to City General Fund	\$ 37,500	\$ 18,750	\$ 37,500	
Montgomery Area Chamber of Commerce Office	\$ 32,000	\$ 17,966	\$ 32,000	
Staffing	\$ 45,000	\$ -	\$ -	
Internships			\$ 10,000	New Line Item added
Miscellaneous Expense	\$ 6,000	\$ 2,807	\$ 6,000	
Consulting (Professional Services)	\$ 15,000	\$ 1,030	\$ 93,500	Plus \$18,500 to Home Focus, others
Travel and Training	\$ 3,500	\$ 1,903	\$ 3,500	
Total Administration	\$ 139,000	\$ 42,456	\$ 122,500	
Total Expenditures	\$ 717,100	\$ 208,185	\$ 852,600	
Ending Net Assets (fund Balance)	\$ 537,540	\$ 588,370	\$ 427,373	

BUDGET AMENDMENTS

		ADJUSTMENTS TO \$45,000 "STAFFING" LINE ITEM		
NEW ADD LINE ITEM	AMOUNT	ACTIVITY	BUDGET CATEGORY	
Website - New	\$ 5,000	Building Website	Marketing/Tourism	
Walking Tour - existing	\$ 3,000	Walking Tour	Quality of Life	
Consulting - Existing	\$ 5,500	Support for Local Organizations Hosting Event	Marketing/Tourism	
Brochures/printed Literature -existing	\$ 3,000	Produce Tourist Information	Marketing/Tourism	
Brochures/printed Literature -existing	\$ 3,000	Liason Locals w/design, Printing of Marketing Materials	Marketing/Tourism	
Consultant - Existing	\$ 3,000	Devise & Plan Tours, Arrange itineraries	Administration	
Consultant - Existing	\$ 2,500	Maintain Website Monthly	Administration	
Consultant- Existing	\$ 4,000	Work w/various Districts and Retail Segments to Enhance Marketing	Administration	
Consultant- Existing	\$ 3,500	Collect /analyze Data to Direct Marketing to Target Audiences and Create Marketing Plans, Marketing Area of City	Administration	
Create New Internship Line Item	\$ 10,000		Administration	
Consultant - Existing	\$ 2,500	Assist City Adm.Ec.Dev. Director in Strategic Planning Projects, Budget Preparation	Administration	
	\$ 45,000.00			

MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION
MINUTES
May 15, 2017

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

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

Open Public Comment - There was no public comment.

Approval of Minutes of April 17, 2017 - Motion by Moravec seconded by Kerr to approve the minutes as presented with one correction of "Ford" to "Brown" in the discussion paragraph regarding the Historical Markers. All in favor.

Monthly Financial Report (April, 2017) - Motion by Moravec seconded by Fox to table the financial report as presented due to its incompleteness. All in favor.

Report regarding Home Focus Agreements for performance of various services for MEDC Activities -- Jack Yates introduced Barbie Jorge who as the owner of Home Focus is the person he is recommending as consultant for marketing and tourism efforts of the MEDC. Ms. Jorge introduced herself saying that the Home Focus Company that she owns offers a variety of services, including; graphic design, writing abilities, marketing, public relations and publication expertise.

Ms. Jorge then reviewed the two proposals that she is undertaking at Jack's direction. First, Ms. Jorge discussed the Experience Montgomery website preparation. Then she discussed the Distrix system of disseminating information about individual businesses or historic markers inside the City.

Mr. Moravec asked Ms. Jorge about her abilities and expertise in the fields that she had described. Ms. Jorge replied that marketing and promotion was the primary function of the Home Focus Company. Mrs. Fox asked Jack if Ms. Jorge would take the place of the Marketing/Tourism Assistant position previously considered by the MEDC. Jack replied yes, it is based upon the previous month discussion at the MEDC meeting regarding the wisdom of using a contractor rather than hiring an employee. There was no action taken.

Report regarding MEDC budget amendments -- Jack presented a draft budget, which is made a part of these minutes and is attached. He reviewed the budget changes item by item.

He then presented the "\$45,000 Staffing Line Item" report which is part of these minutes and attached.

There was a brief discussion regarding the proposals. There was no action taken.

Calling a public hearing for MEDC budget amendments -- Jack related to the Board the necessity for them to call a public hearing to amend the budget. Motion by Moravec, seconded by Fox to call a public hearing for the 2016-2017 MEDC budget for the next regular meeting of the MEDC, June 19, 2017 at 6:00 p.m. All in favor

Economic Development Report – Shannan Reid and Jack Yates ---TxDOT, Downtown Parking Lot, Misc. Updates –

Shannan Reid reported that she had spoken with Adam Gallant of TxDOT and that they were still stating an intention for a November bid date for FM149 road construction. Shannan also said that she had been in contact with James Rusher of TxDOT in Houston regarding contact with property owners along the right-of-way. Jack said that he thought it was TxDOT's project and that they needed to hold a public meeting regarding the project as soon as possible.

Shannan then reported that the community improvement projects funding that had been available from HGAC is no longer available for the foreseeable future. Jack said that the future for downtown funding probably would involve CDBG grants, depending on the low income area being able to include the downtown area.

Shannan briefly mentioned Michael Fortunato, who had proposed that the City could devise a plan for economic development for the City. She said Jack and she would be reviewing the proposal and would report back later.

Chris Roznovsky reported that the Pizza Shack Texas Capital Fund water and sewer project involved a change order, which would result in less payment by the MEDC toward that project. He also said that Hills of Town Creek, Section 2, and Lake Creek Village, Section 3 were both in the platting process.

Chris also reported that Lone Star Parkway bid had been received and awarded by Montgomery County and the first section of the project to be completed would be the S. Hwy. 105 to Lone Star Bend. He also reported that the Mobility Study is scheduled for presentation in June to City Council.

He then reported, in response to a question from Board member Hanover, that the Buffalo Springs Bridge was scheduled for bidding in the month of June with an award planned in early July with construction to begin in early August.

Jack Yates reported that the downtown parking area will be advertised as soon as he receives specifications from the City Engineer. Jack also reported that he had spoken with Ray Laughter regarding the south 75 feet of the proposed parking lot area regarding

the possibility of gaining a multiple year lease on the property. Jack said he thought he would hear a response from Mr. Laughter during the following week.

Adjournment -- Motion by Moravec seconded by Fox to adjourn at 7:35 p.m. All in favor

Jack Yates, Recording Secretary

NOTICE OF MEETING
Montgomery Economic Development Corporation

To: MEDC Board members
From: Jack Yates
Subject: Approval of April and May Financial Statements
Date: June 14, 2017

Based on the below e-mail messages and that I have not been able to contact Randy Moravec (he is out of the country) regarding his satisfaction with Cathy's response to his question regarding the April financials and that Randy has not responded to the May statements sent to him last week – I recommend that you table the approval of the April and May Financial Reports. I believe the Reports are correct, however there is no harm in waiting until next month for approval of the two Reports.

June 8 Cathy to Randy

Randy,

The information attached should explain -

The Balance of \$1,072.65 includes two items - 1 for an adjustments for reimbursements of supplies dated 1/8/17 & 1 for Ad Space for Lake Conroe KOA dated 2/24/17 - Paid March 3, 2017.

The Balance of \$3,746.65 reflects the addition of a payment to Lone Star Signs for work done on March 13, 2017 and paid on 4/21/17.

Please remember, when booking expenses on an accrual basis, the item is booked in the month the work was done or completed and the month it will appear on the report is the month it was paid.

June 1 Randy to Jack

As you noticed with my emails to Cathy, I have reviewed the April statements. I am somewhat disturbed that the March keychain expenditure was not reflected in the March statements and hope Cathy can explain that error. Until I get an explanation from her, I am hesitant to recommend approval of those statements. Also, my absence will keep me from being able to recommend approval of the May statements presented at the June meeting. Again, call me if you wish to discuss all of this.

May 31 Randy to Cathy Branco

Cathy,

In reviewing the April financial statements, I noticed that the YTD amount for Brochures/Printed Literature (acct #56413) of \$3,746.65 was greater than the March YTD amount of \$1,072.65, yet there was no April charge to explain the difference. The cash and accounts payable ledgers do reflect a \$2,674.00 transaction to Lone Star Signs. The April report shows the transaction was first posted on 03/16/17 to accounts payable. However, the March report does not show this transaction. Please explain how a March transaction can occur without it being reflected in the March statements.

CITY OF MONTGOMERY - MEDC
ACCOUNT BALANCES
April 30, 2017

	<u>MONEY MARKET ACCOUNTS</u>	<u>INVESTMENTS</u>	<u>TOTALS</u>
<u>MEDC</u>			
CHECKING ACCOUNT #1017938	\$ 240,746.57		\$ 240,746.57
TOTAL INVESTMENTS	\$ -	\$ 484,421.94	\$ 484,421.94
TOTAL MIDC	<u>\$ 240,746.57</u>	<u>\$ 484,421.94</u>	<u>\$ 725,168.51</u>

INVESTMENTS

	Issue Date	Maturity Date	Interest Rate	Balance
Texpool #00006			0.45%	\$ 234,421.94
Certificates				
Allegiance Bank	2/20/2017	5/21/2017	0.45%	\$ 100,000.00
Icon Bank CD #7731	1/27/2017	1/27/2018	0.90%	\$ 150,000.00
Total Investment Balance				<u>\$ 484,421.94</u>

City of Montgomery - MEDC
Cash Flow Report
 As of April 30, 2017

Date	Num	Name	Memo	Amount	Balance	
51100 · MEDC Checking					247,453.80	
04/07/2017	1802	Montgomery Area Chamber of Co...	Partnership Grant for Director Services & Office S...	-2,566.67	244,887.13	
04/21/2017	1803	Lone Star Signs/Texas Specialties	Texas Shape Key Holders - Inv 10956	-2,674.00	242,213.13	
04/21/2017	1804	Waste Management of Texas, Inc.	1412323-1792-7, 1412288-1792-2, 1411870-1792-8	-1,466.56	240,746.57	
Total 51100 · MEDC Checking					-6,707.23	240,746.57
TOTAL					-6,707.23	240,746.57

City of Montgomery - MEDC
Actual to Budget Performance

April 2017

	Apr 17	Budget	\$ Over Bud...	Oct '16 - A...	YTD Budget	\$ Over Bud...	Annual Bu...
Income							
55000 · Taxes & Franchise Fees							
55400 · Sales Tax	30,808.50	40,044.89	(9,236.39)	262,130.97	308,001.02	(45,870.05)	557,000.00
Total 55000 · Taxes & Franchise Fees	30,808.50	40,044.89	(9,236.39)	262,130.97	308,001.02	(45,870.05)	557,000.00
55300 · Other Revenues							
55391 · Interest Income	137.13	41.67	95.46	884.04	291.65	592.39	500.00
Total 55300 · Other Revenues	137.13	41.67	95.46	884.04	291.65	592.39	500.00
Total Income	30,945.63	40,086.56	(9,140.93)	263,015.01	308,292.67	(45,277.66)	557,500.00
Expense							
56000 · Pub Infrastructure - Category I							
56000.6 · DowntownDev Improvements	0.00	0.00	0.00	24,382.00	23,333.33	1,048.67	35,000.00
56000.8 · Utility Extensions	0.00	16,666.67	(16,666.67)	15,000.00	116,666.65	(101,666.65)	200,000.00
56000.9 · Flagship Dev Improvements	0.00	833.34	(833.34)	9,800.00	5,833.30	3,966.70	10,000.00
56430 · Tsf to Debt Service	0.00	0.00	0.00	63,750.00	63,750.00	0.00	127,500.00
Total 56000 · Pub Infrastructure - Category I	0.00	17,500.01	(17,500.01)	112,932.00	209,583.28	(96,651.28)	372,500.00
56001 · Business Dev & Ret -Category II							
56001.8 · Sales Tax Reimbursement	0.00	0.00	0.00	0.00	67,000.00	(67,000.00)	67,000.00
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	87,000.00	(87,000.00)	87,000.00
56002 · Quality of Life - Category III							
56404 · Seasonal Decorations	0.00	0.00	0.00	1,399.34	3,000.00	(1,600.66)	3,000.00
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	0.00	0.00	0.00	0.00	6,000.00	(6,000.00)	6,000.00
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	0.00	0.00	0.00	9,758.43	0.00	9,758.43	25,000.00
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	5,000.00	(5,000.00)	5,000.00
56439 · Downtown Enhancement Projects	0.00	2,500.00	(2,500.00)	0.00	15,000.00	(15,000.00)	25,000.00
Total 56002 · Quality of Life - Category III	0.00	2,500.00	(2,500.00)	24,151.19	41,600.00	(17,448.81)	76,600.00
56003 · Marketing & Tourism-Category IV							
56408.1 · Promotional Video	0.00	0.00	0.00	1,900.00	0.00	1,900.00	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	0.00	0.00	3,746.65	4,500.00	(753.35)	8,000.00
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	8,000.00	0.00	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
Total 56003 · Marketing & Tourism-Category IV	0.00	0.00	0.00	28,646.65	19,500.00	9,146.65	42,000.00
56004 · Administration - Category V							
56004.1 · Admin Transfers to Gen Fund	0.00	0.00	0.00	18,750.00	18,750.00	0.00	37,500.00
56004.2 · MACC Administration & Office	2,566.67	2,666.67	(100.00)	17,966.69	18,666.65	(699.96)	32,000.00
56004.3 · Miscellaneous Expenses	184.60	1,000.00	(815.40)	2,991.71	3,000.00	(8.29)	6,000.00
56004.4 · Staffing (1 Pt Time/1 Interim)	0.00	3,750.00	(3,750.00)	0.00	26,250.00	(26,250.00)	45,000.00
56327 · Consulting (Professional serv)	200.00	1,250.00	(1,050.00)	1,230.00	8,750.00	(7,520.00)	15,000.00
56354 · Travel & Training Expenses	0.00	437.50	(437.50)	1,902.04	2,187.50	(285.46)	3,500.00
Total 56004 · Administration - Category V	2,951.27	9,104.17	(6,152.90)	42,840.44	77,604.15	(34,763.71)	139,000.00
Total Expense	2,951.27	29,104.18	(26,152.91)	208,570.28	435,287.43	(226,717.15)	717,100.00
Net Income	27,994.36	10,982.38	17,011.98	54,444.73	(126,994.76)	181,439.49	(159,600.00)

CITY OF MONTGOMERY - MEDC
ACCOUNT BALANCES
May 31, 2017

	<u>MONEY MARKET ACCOUNTS</u>	<u>INVESTMENTS</u>	<u>TOTALS</u>
<u>MEDC</u>			
CHECKING ACCOUNT #1017938	\$ 310,689.31		\$ 310,689.31
TOTAL INVESTMENTS	\$ -	\$ 484,575.05	\$ 484,575.05
TOTAL MIDC	<u>\$ 310,689.31</u>	<u>\$ 484,575.05</u>	<u>\$ 795,264.36</u>

INVESTMENTS

	Issue Date	Maturity Date	Interest Rate	Balance
Texpool #00006			76.00%	\$ 234,575.05
Certificates				
Allegiance Bank	2/20/2017	5/21/2017	0.45%	\$ 100,000.00
Icon Bank CD #7731	1/27/2017	1/27/2018	0.90%	\$ 150,000.00
Total Investment Balance				<u>\$ 484,575.05</u>

City of Montgomery - MEDC

Cash Flow Report

As of May 31, 2017

Date	Num	Name	Memo	Amount	Balance
51100 · MEDC Checking					240,746.57
05/04/2017	1805	Home Focus	Historical Marker Press Release/Water Bill Inserts	-200.00	240,546.57
05/04/2017	1806	Montgomery Area Chamber of Com...	Partnership Grant for Director Services & Office S...	-2,566.67	237,979.90
05/12/2017	1807	Houston Press	Weekly Digital Advertising - 4/17	-184.60	237,795.30
05/12/2017	1808	Montgomery Area Chamber of Com...	VOID: Partnership Grant for Director Services & ...	0.00	237,795.30
05/19/2017	1809	Montgomery Area Chamber of Com...	Woodlands Chamber Magazine - 2 page spread	-1,750.00	236,045.30
05/19/2017	1810	Texian Heritage Festival	Contribution for Festival 2017	-8,000.00	228,045.30
05/24/2017	Trans...		Transfer of Sales Tax Revenue thru 3/31/17	85,807.97	313,853.27
05/24/2017	Trans...		Transfer of Sales Tax Revenue thru 5/12/17	76,497.79	390,351.06
05/24/2017	Trans...	City of Montgomery	Transfer to Home Grant Account for Pizza Shack ...	-75,000.00	315,351.06
05/26/2017	1811	Jones & Carter, Inc.	0248381, 8387	-4,661.75	310,689.31
Total 51100 · MEDC Checking				69,942.74	310,689.31
TOTAL				69,942.74	310,689.31

City of Montgomery - MEDC
Actual to Budget Performance

May 2017

	May 17	Budget	\$ Over Bu...	Oct '16 - M...	YTD Budget	\$ Over Bu...	Annual Bu...
Income							
55000 · Taxes & Franchise Fees							
55400 · Sales Tax	45,689.29	53,759.08	(8,069.79)	307,820.26	361,760.10	(53,939.84)	557,000.00
Total 55000 · Taxes & Franchise Fees	45,689.29	53,759.08	(8,069.79)	307,820.26	361,760.10	(53,939.84)	557,000.00
55300 · Other Revenues							
55391 · Interest Income	153.11	41.67	111.44	1,037.15	333.32	703.83	500.00
Total 55300 · Other Revenues	153.11	41.67	111.44	1,037.15	333.32	703.83	500.00
Total Income	45,842.40	53,800.75	(7,958.35)	308,857.41	362,093.42	(53,236.01)	557,500.00
Expense							
56000 · Pub Infrastructure - Category I							
56000.6 · DowntownDev Improvments	0.00	0.00	0.00	28,362.50	23,333.33	5,029.17	35,000.00
56000.8 · Utility Extensions	75,000.00	16,666.67	58,333.33	90,000.00	133,333.32	(43,333.32)	200,000.00
56000.9 · Flagship Dev Improvements	0.00	833.34	(833.34)	9,800.00	6,666.64	3,133.36	10,000.00
56430 · Tsf to Debt Service	0.00	0.00	0.00	63,750.00	63,750.00	0.00	127,500.00
Total 56000 · Pub Infrastructure - Category I	75,000.00	17,500.01	57,499.99	191,912.50	227,083.29	(35,170.79)	372,500.00
56001 · Business Dev & Ret -Category II							
56001.8 · Sales Tax Reimbursement	0.00	0.00	0.00	0.00	67,000.00	(67,000.00)	67,000.00
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	87,000.00	(87,000.00)	87,000.00
56002 · Quality of Life - Category III							
56404 · Seasonal Decorations	0.00	0.00	0.00	1,399.34	3,000.00	(1,600.66)	3,000.00
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	0.00	0.00	0.00	0.00	6,000.00	(6,000.00)	6,000.00
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	0.00	10,000.00	(10,000.00)	9,758.43	10,000.00	(241.57)	25,000.00
56433 · Downtown Signs	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	1,000.00
56435 · Fermland 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	17,500.00	(17,500.00)	25,000.00
Total 56002 · Quality of Life - Category III	0.00	12,500.00	(12,500.00)	24,151.19	54,100.00	(29,948.81)	76,600.00
56003 · Marketing & Tourism-Category IV							
56408.1 · Promotional Video	0.00	0.00	0.00	1,900.00	0.00	1,900.00	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	1,750.00	2,000.00	(250.00)	5,496.65	6,500.00	(1,003.35)	8,000.00
56414 · Wine & Music Fest	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
56415 · Texian/Heritage Festival	8,000.00	0.00	8,000.00	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
Total 56003 · Marketing & Tourism-Category IV	9,750.00	2,000.00	7,750.00	38,396.65	21,500.00	16,896.65	42,000.00
56004 · Administration - Category V							
56004.1 · Admin Transfers to Gen Fund	0.00	0.00	0.00	18,750.00	18,750.00	0.00	37,500.00
56004.2 · MACC Administration & Office	2,566.67	2,666.67	(100.00)	20,533.36	21,333.32	(799.96)	32,000.00
56004.3 · Miscellaneous Expenses	0.00	0.00	0.00	2,991.71	3,000.00	(8.29)	6,000.00
56004.4 · Staffing (1 Pt Time/1 Interim)	0.00	3,750.00	(3,750.00)	0.00	30,000.00	(30,000.00)	45,000.00
56327 · Consulting (Professional serv)	0.00	1,250.00	(1,250.00)	1,911.25	10,000.00	(8,088.75)	15,000.00
56354 · Travel & Training Expenses	0.00	437.50	(437.50)	1,902.04	2,625.00	(722.96)	3,500.00
Total 56004 · Administration - Category V	2,566.67	8,104.17	(5,537.50)	46,088.36	85,708.32	(39,619.96)	139,000.00
Total Expense	87,316.67	40,104.18	47,212.49	300,548.70	475,391.61	(174,842.91)	717,100.00
Net Income	(41,474.27)	13,696.57	(55,170.84)	8,308.71	(113,298.19)	121,606.90	(159,600.00)

AGENDA REPORT

Meeting Date: June 19, 2017	Budgeted Amount:
Department:	
Prepared By: Jack Yates City Administrator	Exhibits:
Date Prepared: June 14, 2017	

Subject

Report regarding Antiques Festival

Description

This will be provided by a representative of the Historic Montgomery Business Association

Recommendation

To hear and comment on the Report as appropriate

Approved By

City Administrator

Jack Yates

Date: June 14, 2017

AGENDA REPORT

Meeting Date: June 19, 2017	Budgeted Amount:
Department:	
	Exhibits: EDC Grant Application, Letter from RCLC requesting funds
Prepared By: Jack Yates City Administrator	
Date Prepared: June 14, 2017	

Subject

Request of Memory Park Committee of Rotary Club of Lake Conroe for partial financial assistance for promotional film.

Description

This is a request for \$3,000 to put toward the estimated \$6,000 total cost for a high quality promotional film regarding Memory Park with some (not sure how much) time in the film also dedicated to Fernland Park and to the City of Montgomery as a whole.

There is a line item in the MEDC budget for "Promotional Video" with a \$1,000 budget and a Spend-To-Date amount of \$1,900 that was paid to Dan Quinn for an update to the MEDC promotional video. While there is no money left in that budget line item I, personally, do not see a problem of over spending that line item by \$3,000 to assist in the proposal from the Rotary Club City and Memory Park video that is before you now as opposed to waiting until the October start of the next fiscal year's budget.

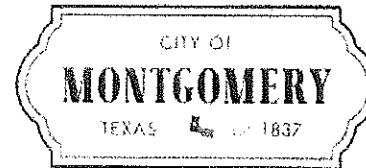
Recommendation

To award \$3,000 to Rotary Club of Lake Conroe Foundation a \$3,000 payment upon completion and acceptance by the City Administrator of a promotional video representing Memory Park and to a lesser degree Fernland Park and the City of Montgomery.

Montgomery City Council
AGENDA REPORT

Approved By		
City Administrator	Jack Yates	Date: June 14, 2017

**City of Montgomery, TX
Economic Development Corporation
Grant Application**



Company Name: Rotary Club of Lake Conroe Foundation			
Company Contact: Tony Westlake		Title: Memory Park Executive Committee Member	
Best Phone: 832-287-9765		Alt. Phone: 936-890-4758	
Email Address: twestlake@pobox.com			
Physical Address: P.O. BOX 1252		City, State, Zip: Montgomery, Texas 77356-1252	
Mailing Address (if different):		City, State, Zip:	
Applicant's years of experience in this business:		How long has his business been located in Montgomery? June, 2008	
Do you own or lease this facility? <input type="checkbox"/> OWN <input type="checkbox"/> LEASE		If leased, please provide owner information and a copy of lease agreement. Owner Name: N/A Owner Phone: N/A	
Provide a detailed description of the proposed project as "Exhibit A" attached			
What is the estimated total cost of the project? (Include supporting information, ie estimates/quotes as "Exhibit B" attached)		\$7,000.00	
How much funding are you requesting from the MEDC for this project? (Typical grants are awarded at 1/3 the total project cost or up to \$5,000)		\$3,000.00	
Are you requesting an exception for additional funding on this project? (Please provide additional supporting evidence for this request as "Exhibit C")		\$	
When will this project begin? 30 Days After Approval		What is the estimated completion date? 90 Days	
Attach all drawings of planned improvements as "Exhibit D"			
Include a description of expected commercial revitalization impact & sales tax revenue impact as "Exhibit E"			
If this project will employ Montgomery vendors, please supply details as "Exhibit F"			
Applicant's Signature: <i>[Signature]</i> Title: <i>Executive Committee Member</i> Date: <i>6/8/13</i>			
OFFICE USE:			
Date Application Received:	Date Presented to Board:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DECLINED
Performance Agreement Received:	Project Completion Date:	Funding Date:	Check Number:



Memory Park

A Project of
The Rotary Club of Lake Conroe Foundation
"Growing A Memory"
P O Box 1252, Montgomery, TX 77356

May 17, 2017

MEDC President Jones and MEDC Board Members
P.O. Box 708,
Montgomery, Texas 77356

The Rotary Club of Lake Conroe is part of a worldwide network of 34,400 clubs encompassing some 1.2 million members who are governed by 4 basic principles which state that the Object of Rotary is to encourage and foster the ideal of service above self as a basis of worthy enterprise and, in particular, to encourage and foster: 1) The development of acquaintance as an opportunity for service; 2) High ethical standards in business and professions; 3) The application of the ideal of service in each Rotarian's personal, business, and community life; 4) The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

Rotary clubs undertake domestic and international humanitarian projects, the largest at present, in conjunction with the Bill & Melinda Gates Foundation, is eradicating polio from the face of the earth; success is almost at hand.

In 2008, the Rotary Club of Lake Conroe, (RCLC) dedicated a portion of its local efforts to the design and construction of Memory Park, on donated land adjacent to Fernland Historical Park and the Charles B. Stewart Library in Montgomery. The Park was conceived as a tranquil haven for the memory of loved ones, in perpetuity, and the quiet appreciation of nature; not to mention it being an education tool covering wildlife and flora & fauna that attracts hundreds of visitors to it, and Montgomery, every month.

Memory Park's overall control was officially handed to the City of Montgomery in 2015. However, the RCLC continues to develop the Park with regards to new park gardens through private and community donations.

The Memory Park Committee of the Rotary Club of Lake Conroe, now feels it is time that the Park, Fernland and the City in general be further promoted via a short 5-7 minute film regarding the Park and all that the City offers. The purpose of the video would be to highlight and encourage visits to Memory Park as the Regional Site Park to visit, that it is. In addition, the film would very much feature the City of Montgomery, including Fernland and other historical sites, as well as future development opportunities, and will be available to the City for use on its own Web Site.

Page 2 – MEDC Board

The film would be largely a Rotary Club expense and be professionally produced, including a voice-over story and commentary. The Rotary Club of Lake Conroe is extremely proud of its development of Memory Park and the steadily increasing visitor count, including many school conducted visits; proof positive of the value the Park to the City of Montgomery.

It is our sincere hope that the Montgomery Economic Development Corporation, (MEDC) will be able to help defray up to \$3,000 of the production cost of \$6,000 plus. In return the MEDC, we believe, will see a positive increase in visits to Memory Park from within and outside the City that will definitely result in an increase of economic activity for the City of Montgomery.

Thank you for your timely consideration of this request.

Sincerely,

Rotary Club of Lake Conroe – Memory Park Executive Committee

AGENDA REPORT

Meeting Date: June 13, 2017	Budgeted Amount:
Department:	
	Exhibits: MEDC Statement of Income, Expenditures and Changes in Net Assets with Proposed Budget Changes, Pages showing changes highlighted in gray, The \$45,000 previous line item – showing split of that line item
Prepared By: Jack Yates City Administrator	
Date Prepared: June 9, 2017	

Subject

--

Description

The only change from last month's preview discussion is adding \$50,000 for downtown parking lot.
 The page with the gray highlights the proposed changes.
 The \$45,000 page shows the splitting up of the original Staffing/Intern line item.

Recommendation

To hear and comment on the Report as appropriate

Approved By

City Administrator	Jack Yates	Date: June 9, 2017
--------------------	------------	--------------------

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

	2015-16 Actual	2016-17 Original Budget	2016-17 Proposed Changes	2016-17 Amended Budget	
Beginning net assets (fund balance)	\$ 636,886	\$ 697,140	\$ 137,675	\$ 834,815	
Income					
Sales tax (one-half of one percent)	485,651	557,000	(47,000)	510,000	
Interest income	960	500	-	500	
Miscellaneous	-	-	-	-	
Total income	<u>486,611</u>	<u>557,500</u>	<u>(47,000)</u>	<u>510,500</u>	
Total Appropriable Funds	<u>1,123,497</u>	<u>1,254,640</u>	<u>90,675</u>	<u>1,345,315</u>	
Expenditures					
Public Infrastructure (Category 1)					
Downtown development improvements	-	35,000	50,000	35,000	85,000
Utility extensions	-	200,000	130,000	330,000	
Flagship development improvements	-	10,000	-	10,000	
Undesignated infrastructure projects	-	-	-	-	
Transfer to debt service	117,500	127,500	-	127,500	
Total infrastructure	<u>117,500</u>	<u>372,500</u>	<u>180,000</u>	<u>562,500</u>	592,500
Business development and retention (Category 2)					
Wine and music festival	-	-	-	-	
Antique show and festival	-	-	-	-	
Sales tax reimbursement	-	67,000	(67,000)	-	
Economic development grant program	-	20,000	-	20,000	
Total business development	<u>-</u>	<u>87,000</u>	<u>(67,000)</u>	<u>20,000</u>	
Quality of life (Category 3)					
Seasonal decorations	9,810	3,000	9,000	12,000	
Christmas lighting, civic association	1,342	1,600	-	1,600	
Walking tour	2,660	6,000	3,000	9,000	
Downtown enhancement projects	3,380	25,000	-	25,000	
Removal of blight	23,084	25,000	-	25,000	
Downtown signs	-	1,000	-	1,000	
Fernland Improvements	10,000	5,000	-	5,000	
Heritage village detention pond improvements	-	10,000	-	10,000	
Park improvements	-	-	-	-	
Total quality of life	<u>50,276</u>	<u>76,600</u>	<u>12,000</u>	<u>88,600</u>	
Marketing and tourism (Category 4)					
Promotional video	800	1,000	-	1,000	
Website	-	-	7,500	7,500	
Brochures / printed literature	4,550	8,000	5,000	13,000	
Christmas in Montgomery	5,000	5,000	-	5,000	
Wine and music festival	9,500	10,000	-	10,000	
Antique show and festival	10,000	10,000	-	10,000	
Texian heritage festival	8,000	8,000	-	8,000	
Total marketing and tourism	<u>37,850</u>	<u>42,000</u>	<u>12,500</u>	<u>54,500</u>	
Administration (Category 5)					
Transfers to city general fund	37,500	37,500	-	37,500	
Montgomery area chamber of commerce office	30,800	32,000	-	32,000	
Staffing (one part-time person; one intern)	-	45,000	(45,000)	-	
Internship program	-	-	10,000	10,000	
Miscellaneous expense	10,336	6,000	-	6,000	
Consulting (professional services)	2,370	15,000	18,500	33,500	
Travel and training	2,050	3,500	-	3,500	
Total administration	<u>83,056</u>	<u>139,000</u>	<u>(16,500)</u>	<u>122,500</u>	
Total expenditures	<u>288,682</u>	<u>717,100</u>	<u>121,000</u>	<u>708,100</u>	838,100
Net income (loss)	<u>197,929</u>	<u>(159,600)</u>	<u>168,000</u> <u>(120,000)</u>	<u>(27,600)</u>	337,600
Ending net assets (fund balance)	\$ 834,815	\$ 537,540	\$ 19,675	\$ 557,215	508,215

MONTGOMERY ECONOMIC DEVELOPMENT CORP.
STATEMENT OF INCOME, EXPENDITURES AND CHANGES IN NET ASSETS

Montgomery Economic Development Corporation		CHANGES
AMENDMENT PROPOSED	COMMENTS	
\$ 769,472	\$769,472 is Actual Carryover to 2016-17	
\$ 510,000	Not including Kroger- at all	
\$ 500		
\$ 510,500		
\$ 1,279,972		
\$ 85,000	Addition of of parking lot (\$50,000)	
\$ 330,000	Includes McCoy's (\$100,000), Pizza Shack (\$75,000), (\$120,000) Heritage Medical Facility, Miniature Golf (\$15,000), Other (\$20,000)	
\$ 10,000		
\$ 127,500		
\$ 552,500		
\$ -	Kroger reimbursemtn	
\$ 20,000		
\$ 87,000		
\$ 12,000	\$6,800 for 4' extension, \$2,200 decorations	
\$ 1,600		
\$ 9,000	Plus \$3,000 to Home Focus	
\$ 25,000		
\$ 25,000		
\$ 1,000		
\$ 5,000		
\$ 10,000		
\$ 88,600		
\$ 1,000		
\$ 7,500	Home Focus -- Experience Montgomery website	
\$ 13,000	Plus \$2,000 Home Focus, \$3,000 printing	
\$ 5,000		
\$ 10,000		
\$ 10,000		
\$ 8,000		
\$ 54,500		
\$ 37,500		
\$ 32,000		
\$ -		
\$ 10,000	New Line Item added	
\$ 6,000		
\$ 33,500	Plus \$18,500 to Home Focus, others	
\$ 3,500		
\$ 122,500		
\$ 905,100		
\$ 374,872		

\$45,000 EXISTING BUDGET			
NEW ADD LINE ITEM	AMOUNT	ACTIVITY	BUDGET CATEGORY
Website - New	\$ 7,500	Building Website	Marketing/Tourism
Walking Tour - existing	\$ 3,000	Walking Tour	Quality of Life
Consulting - Existing	\$ 5,500	Support for Local Organizations Hosting Event	Marketing/Tourism
Brochures/printed Literature -existing	\$ 3,000	Produce Tourist Information	Marketing/Tourism
Brochures/printed Literature -existing	\$ 3,000	Liason Locals w/design, Printing of Marketing Materials	Marketing/Tourism
Consultant - Existing	\$ 3,000	Devise & Plan Tours, Arrange itineraries	Administration
Consultant - Existing	\$ 2,500	Maintain Website Monthly	Administration
Consultant- Existing	\$ 1,500	Work w/various Districts and Retail Segments to Enhance Marketing	Administration
Consultant- Existing	\$ 3,500	Collect /analyze Data to Direct Marketing to Target Audiences and Create Marketing Plans, Marketing Area of City	Administration
Create New Internship Line Item	\$ 10,000	Internship Program	Administration
Consultant - Existing	\$ 2,500	Assist City Adm.Ec.Dev. Director in Strategic Planning Projects, Budget Preparation	Administration
	\$ 45,000.00		