

NOTICE OF REGULAR MEETING
Montgomery Economic Development Corporation
(MEDC)

NOTICE TO THE PUBLIC IS HEREBY GIVEN in accordance with the order of the Office of the Governor issued March 16, 2020, the Board of Directors of the Montgomery Economic Development Corporation will conduct its Regular Meeting scheduled for 6:00 p.m. on Monday, April 20, 2020, at City of Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas via Zoom Teleconferencing.

This meeting will be closed to in person attendance by the public. A temporary suspension of the Open Meetings Act to allow telephone or videoconference public meetings has been granted by Governor Greg Abbott. These actions are being taken to mitigate the spread of COVID-19 by avoiding meetings that bring people into a group setting and in accordance with Section 418.016 of the Texas Government Code. Videoconferencing capabilities will be utilized to allow individuals to address the City Council. Emails may also be submitted to rtramm@ci.montgomery.tx.us by 3:00 p.m. on April 20, 2020.

Members of the public are entitled to participate remotely via Zoom Teleconferencing. Citizens may join the Zoom Meeting by logging on at <https://us02web.zoom.us/j/81646432214> and using Meeting ID: 816 4643 2214. They may also join by calling (346) 248-7799 and entering the Meeting ID: 816 4643 2214. The Meeting Agenda Pack will be posted online at www.montgomerytexas.gov. The meeting will be recorded and uploaded to the City's website the following day.

Members of the public who wish to submit their written comments on a listed agenda item must submit their comments by email to rtramm@ci.montgomery.tx.us by 3:00 p.m. on April 20, 2020.

1. Call to Order
2. Open Public Comment
3. Approval of Minutes of Workshop on September 30, 2019 and Regular Meeting held on February 17, 2020.
4. Approval of Financial Reports
5. Report from Mayor Sara Countryman to MEDC Board of Directors on the current state of business in the City as a result of the COVID-19 pandemic public health disaster.
6. Discussion, consideration and possible action to consider grant program to support local businesses in City of Montgomery.
7. Update on Montgomery Mudbugs & Music Festival scheduled for May 16, 2020.
8. Discussion, consideration and possible action regarding Southern Rum Runners festival event.
9. Discussion, consideration and possible action of Future Marketing and Tourism Advertsing Options.
10. Economic Development Reports
 - a. City Development Report
 - b. City Engineer's Report

EXECUTIVE SESSION:

The MEDC Board of Directors reserves the right to discuss any of the items listed specifically under this heading or for any items listed above in executive closed session as permitted by law including if they meet the qualifications in Sections 551.071(consultation with attorney), 551.072 (deliberation regarding real property), 551.073 (deliberation regarding gifts), 551.074 (personnel matters), 551.076 (deliberation regarding security devices), and 551.087 (deliberation regarding

economic development negotiations) of Chapter 551 of the Government Code of the State of Texas. (There are no items planned at this time.)

POSSIBLE ACTION FROM EXECUTIVE SESSION:

11. Consideration and possible action on items from Executive Session, if necessary.
12. Board Inquiry
13. Adjourn



Richard Tramm, City Administrator for
Rebecca Huss, President of MEDC

I certify that the attached notice of meeting was posted on the bulletin board at the City of Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas, on the 17th day of April, 2020 at 4:00 o'clock p.m. I further certify that the following news media was notified of this meeting as stated above: The Courier

MINUTES OF BUDGET WORKSHOP
September 03, 2019
MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION

CALL TO ORDER

President Rebecca Huss called the meeting to order at 9:02 a.m.

Present: Rebecca Huss - President
 Julie Hutchinson - Treasurer
 Amy Brown – Secretary
 Cheryl Fox – Board Member

Absent: Bill Hanover – Vice-President
 Tom Cronin – Board Member
 Bob Kerr – Board Member

Also Present: Richard Tramm – City Administrator

BUDGET WORKSHOP:

- ❖ Discussion of the following items related to the Montgomery Economic Development Corporation 2019-2020 FY Proposed Operating Budget.

Mrs. Hutchinson suggested reviewing the proposed budget line by line.

- Income
 - Taxes & Franchise Fees
 - Sales Tax

Mrs. Hutchinson said the proposed budget for sales tax is \$654,000. She said the 2018-2019 estimate was almost at \$654,000. She said this figure was used to propose the 2019-2020 budget amount. Mrs. Hutchinson said this figure is a conservative amount and she expects the actual amount to be higher.
 - Interest Income

Mrs. Hutchinson said the proposed budget amount for Interest Income is lower than the estimate for the 2019-2020 fiscal year. She explained if a large expenditure arises, the money will be drawn from the TexPool account and the interest income will decrease. Mrs. Hutchinson noted the amount is still larger than the budget for 2018-2019 fiscal year.
- Expenses
 - Downtown Development Improvements

Mrs. Hutchinson noted this line item deals with physical improvements to the downtown area, not professional fees or architectural fees. She said this line item will have the same budget as last year.
 - Streets & Sidewalks

Mrs. Hutchinson said this is a new line item which was added for the 2019-2020 fiscal year. Mr. Tramm said this line item is intended to focus on items which would be an economic trigger for projects which will spur economic growth for new development. Mrs. Huss said this is a hot button issue given the discussions which have arisen at City Council. Mrs. Fox said she still has not seen any movement on repairing McCown Street. Mrs. Huss said she would love to see an extension of the brickwork on College Street down McCown Street instead of simply putting black-top on it. Mrs. Hutchinson said this line item provides a place for the EDC to spend specifically on streets and sidewalks. Mrs.

Huss said, once the Comprehensive Plan is complete, McCown Street would be an uncontroversial place to start.

- Utility Extensions

Mrs. Hutchinson said this budget was increased from \$39,200 to \$50,000. She said this is to be proactive and identify an area of land for extensions or a project for the downtown area which might need to be completed before other improvements can be made. Mr. Tramm said most people coming to the city see development on the east side, but those who are not residents of the city are coming to the downtown area. Mrs. Hutchinson said she remembered a conversation on moving the downtown utilities underground. Mrs. Huss said she believed Dave McCorquodale mentioned that possibility. Mr. Tramm said he found out last Friday that there are some limits to that proposal, especially along 149 north of 105. He said specifically, there is not enough room to place them underground in that area. Mrs. Huss asked if they could be run along Prairie Street, bypassing 149. Mr. Tramm said that is a possibility.

- Flagship Development Improvements

Mrs. Hutchinson said this was special line item for a one-time project and does not apply to the 2019-2020 budget. She said this line item will remain at zero.

- Transfer to Debt Service

Mrs. Hutchinson said this line item is still at \$40,000 per quarter, for a total of \$160,000. Mrs. Hutchinson asked if Mr. Tramm has identified the contractual agreements for the debt service transfer with MEDC as an entity. She said there is some confusion on whether it was a handshake or an actual document. Mr. Tramm said he has not found

clarification on the matter as of this date. Mrs. Hutchinson said there is a question on when the debt service expires, and how long will it need to be budgeted.

- o Sales Tax Reimbursement

Mrs. Hutchinson said this line item covers Kroger and CVS for a sales tax rebate the EDC is obliged to refund to them based on the agreements. Mr. Tramm said the \$76,900 covers what is due Kroger, but he said he does not have an amount for CVS. Mr. Tramm said he does not expect the CVS reimbursement to be substantial. Mrs. Fox asked Mr. Tramm if he is solely referring to the Kroger grocery store. Mr. Tramm said no, he is referring to the entire shopping center. Mrs. Huss said it does not include the Kroger gas station. Mrs. Hutchinson said nothing was booked in this budget line item two fiscal years ago. She said this year the EDC had a \$50,917 expense to reimburse Milestone for the Kroger sales tax reimbursement. She said the \$50,917 is going against the 2018-2019 budget, but actually represents what was owed for the prior fiscal year. Mrs. Hutchinson said she discussed with Mr. Tramm concerning booking the \$76,900 before the end of September, then start quarterly moving forward. Mrs. Hutchinson also suggested setting up a separate bank account for the sales tax rebate, so each quarter, the money can be moved into the new account in a type of escrow fund. Mrs. Hutchinson said having the money in one account may give the impression of money that could be spent, when in fact, the money is already legally obligated for a specific purpose. Mrs. Hutchinson said the new account may be an interest-bearing account where the interest would belong to the Economic Development Corporation.

- o Economic Development Grant Program

Mrs. Hutchinson said this line item was left at the 2018 – 2019 budget figure of \$15,000 with no changes expected.

- Seasonal Decorations

Mrs. Hutchinson said this line item is for the City Christmas decorations and is currently at \$7,600. Mrs. Brown questioned the wisdom of spending \$7,600 each year on new Christmas decorations since decorations from previous years are still being used. Mrs. Brown said she was in favor of spending some money on new decorations each year, but felt the budgeted amount was excessive. Mrs. Fox said the \$1,500 for Christmas lighting in the next line item is for the Civic Association's Light Up Montgomery. Mrs. Fox said the \$1,500 only pays three businesses and three residential prize money. Mrs. Hutchinson asked if the Civic Association sponsors the event. Mrs. Fox said it has in previous years, but now the Civic Association only has two members which include Mrs. Fox and Shannon Reid. Mrs. Fox said the Civic Association is in jeopardy of closing. Mrs. Huss said the Light Up Montgomery could be something which falls under the Marketing and Tourism Director's job description. Mrs. Hutchinson asked if the Christmas Lighting should be moved to the Events category. Mrs. Huss agreed and suggested changing the name. Mrs. Fox recommended renaming the category Light Up Montgomery. Mrs. Brown said the issue of the Seasonal Decorations still needs to be addressed. Mrs. Huss said the issue is also up to Mr. Tramm because of the amount of money and the use of City staff to install the decorations. Mrs. Brown said it takes the City staff a week to install and a week to remove the decorations each year, which results in two weeks of work for four employees. Mrs. Huss suggested changing the line item to zero, placing an additional \$5,000 in the Economic Development Grant program, and the City may come before the Board and request the funds for new decorations if they wish. Mrs. Hutchinson asked where to place the additional \$2,600. Mrs. Huss suggested placing it in Public Infrastructure. Mr. Tramm suggested placing the funds in Sales Tax Reimbursement to cover the CVS expenditures. The Board agreed to Mr. Tramm's suggestion. Mr. Tramm reiterated that line item 56404

(Seasonal Decorations) will be dissolved and have \$5,000 of budgeted funds moved to 56423 (Economic Development Grant Program) and the remaining \$2,600 moved to 56001.8 (Sales Tax Reimbursement). In addition, line item 56420.2 (Christmas Lighting) will be renamed Light Up Montgomery and moved to the 56434 (Events) and keeping the amount at \$1,500.

- Fernland Improvements and Memory Park Improvements

Mrs. Hutchinson explained these two items are at zero because there are no reoccurring expenses.

- Walking Tour

Mrs. Hutchinson said this line item was decreased to \$1,000 from \$6,000 due to the fact \$772 was spent in the previous year. She said the biggest expense in the past was buying the equipment, where now the expenses are simply maintenance. Mrs. Brown clarified this line item is for the Distrx walking tour.

- Removal of Blight

Mrs. Hutchinson said \$15,000 was budgeted because it is difficult to anticipate what will be needed, but money should be available to address those issues.

- Downtown Signs

Mrs. Hutchinson said this line item is at zero because it was not used during the previous year.

- Events

Mrs. Hutchinson said \$35,000 was budgeted but another \$1,500 will be added for the new Light Up Montgomery line.

- Downtown Enhancement Projects

Mrs. Hutchinson said this line item refers to professional fees for improvements to the downtown area. Mr. Tramm said part of the reason for the increase from \$20,000 to \$30,000 is due to the fact the Board has already approved for the Texas A & M expenses.

- Marketing and Tourism

Mrs. Hutchinson said the first two items are at zero because they are obsolete line items. She said Brochures and Printed Literature is being left at \$10,000 because the previous Marketing and Tourism Director had some projects started and the new director may wish to continue the projects.

- Christmas in Montgomery

Mrs. Fox asked if the Board plans on giving the Historic Society the Christmas in Montgomery parade. Mrs. Huss reminded Mrs. Fox the Historic Society used the money for activities which are not part of the EDC's approved festival guidelines. Mrs. Fox said she does remember the Historic Society was denied the grant application.

- Website Online Marketing

Mrs. Hutchinson said this line item is currently at \$3,000 because the EDC has possible social media expenses such as advertising.

- Admin Transfers to General Fund

Mrs. Hutchinson said this amount is the same as the previous budgeted amount. She said this money covers the Marketing and Tourism position, part of Mr. Tramm's compensation plus any other administration fees which may arise. Mrs. Hutchinson said the Miscellaneous Expense line item was reduced to \$500 which is inline with what is expected to be used during the year. Mrs. Hutchinson said

the Internship Program has not been used during the past two years, so this line item will be dropped off the budget.

- Consulting (Professional Services)

Mrs. Hutchinson said this line item is currently at \$10,000 which is allocated for legal expenses in case the City Attorney is needed to look at items related specifically to the EDC and not the City. Mrs. Fox asked if this item includes charges incurred by the City Engineer when the EDC asks for an in-person report. Mrs. Huss said yes.

- Travel and Training Expenses

Mrs. Hutchinson said this item is mainly for the Marketing and Tourism position if the EDC needs to reimburse the Director for mileage or training. Mrs. Brown said there is also training for the EDC Board members which is very informative.

Mrs. Hutchinson said these changes will result in a zero-balance budget.

Mr. Tramm said the sales tax consultant says the numbers for CVS are \$2,600 in sales tax paid.

Mrs. Huss thanked Mrs. Hutchinson and Mr. Tramm, saying this was the most thorough presentation of a budget she has ever seen.

Mr. Tramm said there was previous discussion on moving the Public Hearing date from September 30th, but he suggests leaving the date on September 30th due to little time to meet public posting requirements.

Mrs. Fox asked if the Board would be in favor of funding the Christmas festival for Historic Society, if they come back and asks for money in a different form. Mrs. Brown said the Historic Society said they needed the funds for buildings but asked for funds for the festival which provided scholarships. She said if the Historic Society asks for funds for buildings, that could be discussed. Mrs. Huss said this meeting is only to discuss the budget, but she feels if the Historic Society specifically asks for money for the parade

that would be a more palatable discussion. Mrs. Huss said the External Festival Guidelines have a limit on the number of years for funding, so the Historic Society may wish to revisit their long-term plan.

ADJOURNMENT

The Workshop Meeting adjourned at 9:56 p.m. All in favor.

Submitted by: _____ Date Approved: _____

Amy Brown, MEDC Secretary

Rebecca Huss, MEDC President

MINUTES OF REGULAR MEETING
FEBRUARY 17, 2020
MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION

CALL TO ORDER

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

Present: Rebecca Huss - President
 Dan Walker – Vice-President
 Julie Hutchinson - Treasurer
 Tom Cronin – Board Member
 Arnette Easley – Board Member
 Bob Kerr – Board Member

Absent: Amy Brown – Secretary

Also Present: Richard Tramm – City Administrator

OPEN PUBLIC COMMENT

No public comment.

APPROVAL OF MINUTES

Minutes of January 20, 2020 Regular Meeting –

President Huss asked for comments on the minutes as presented. Mr. Easley made a motion to accept the minutes as presented, seconded by Mr. Kerr. All in favor. (6-0)

MONTHLY FINANCIAL REPORT

Report for January, 2020

Mrs. Hutchinson reminded the Board of a previous discussion concerning a CD which matured on January 28, 2020. She stated, as directed by the Board, the CD was rolled into the TexPool account. She stated once interest rates improve, she will bring it back before the Board to discuss moving the money back into a CD.

Mrs. Hutchinson pointed out notes by Ms. Bronco concerning transferring the administration payment into the General Fund as requested by the Board, as well as the Debt Service payment. These transfers should be reflected in the February financial statement.

Mrs. Bronco's notes also state the sales tax transfer was received in February from the General Fund.

Mrs. Hutchinson said the EDC received the \$3,000 bill from the City when it paid Montgomery County United. This payment has been booked into the financial statement under Blight Removal.

Mrs. Hutchinson said all of the first quarter accruals have been made. She stated the anticipated quarterly sales tax accrual has been transferred into a separate TexPool account.

Mrs. Hutchinson noted the three Home Grant Program payments on the Cash Flow Report will be reimbursed to EDC by the City.

Mrs. Hutchinson pointed out, on the Year to Date Comparison report, the interest income is higher than budgeted due to moving the CD into the TexPool account. The interest received from the CD was \$4,125.

Mrs. Huss asked if the interest received included interest from previous years.

Mrs. Hutchinson said yes, it includes February to September of prior fiscal year accruals.

Mr. Tramm said Ms. Bronco has tendered her resignation to enter retirement. He added, as of Friday afternoon, he has an agreement for a permanent replacement. He said the person will start mid-March. Mr. Tramm said Ms. Bronco has indicated she will be available during the transition period.

Motion by M. Kerr, seconded by Mr. Easley to approve the January 2020 Financial Report as presented. All in favor. (6-0)

CONSIDERATION AND POSSIBLE ACTION

5. Update on Montgomery Mudbugs & Music Festival to be held on March 21, 2020.

Mr. Tramm said Charlie Diggs has released the entertainment list, a start time of 2:00 p.m., and ticket sales prices which are \$20 general admission at the gate and \$17 general admission in advance, and \$75 VIP admission, and \$5 for children ages twelve and under.

Mr. Tramm said he and Mr. Diggs will have another coordination meeting later in the week with the Police Department to continue discussions on the security requirements.

Mr. Tramm said the group created on FaceBook has around 3,300 people listed as interested in the event.

Mrs. Huss said that was before the announcement of the musical artists who will perform.

No action taken.

6. Discussion, consideration and possible action regarding Southern Rum Runners Mealz on Wheelz event to .be held May 9, 2020.

Mr. Tramm said he was to have a meeting with SRR two weeks ago, but they were not available to make the meeting. Mr. Tramm said his emails, phone calls and messages have not been returned and he is confidence on the completion of the agreement.

The Board directed Mr. Tramm to give another update in March.

Mr. Cronin said he would like to see a written proposal which includes anticipated revenue, anticipated contribution to Meals on Wheels, and how many booths they are anticipating.

Mrs. Huss said in the past the Board has supported festivals without that kind of information based on projections of visitors. She said that is why the Board has used the Festivals Guideline. Mrs. Huss said since the EDC is not doing the work, groups do not have to present a full business plan the way the EDC would need to have if it was paying each line item.

Mr. Cronin asked if the EDC was revenue sharing with the Montgomery Mudbugs and Music festival.

Mrs. Huss said no.

Mr. Cronin asked if the EDC was revenue sharing with SRR.

Mrs. Huss said yes, which is why the EDC needs a contract agreement to describe the details on the revenue sharing. She said the additional information is something which has not been required for previous third-party festivals in the past.

Mrs. Huss said this event is SRR's financial responsibility since they are the ones who will be burdening the risk. She said SRR needs to communicate with the EDC on if this event will go forward or not.

No action taken.

7. Consideration and possible action regarding downtown revitalization.

Mr. Tramm said Walter Peacock is expected to attend the March meeting to provide the EDC with a report. Mr. Tramm said he would like to receive any suggestions or questions the Board may have for him to forward to Mr. Peacock before the March meeting.

No action taken.

8. Introduction of Marketing and Tourism Coordinator, Frieda Joyce.

Mr. Tramm introduced Ms. Joyce. He said she comes to Montgomery from the city of Cleveland, Texas. He said her first meeting as a staff member involved discussing the 2020 calendar of events.

Ms. Joyce said she is happy to be in Montgomery.

Mr. Easley said the Montgomery Homecoming event is coming up in May and he will meet with Ms. Joyce concerning that event. Mr. Easley said it is a real festive occasion going back to the 1930s and 1940s.

No action taken.

9. Economic Development Report – Richard Tramm

a. City Administrator's Development Report

Mr. Tramm said the city will begin making contact with a number of properties and begin using the city's code enforcement to clean up some areas. He said a city staffer is going to code enforcement training the first week of March, but that session has been rescheduled.

Mr. Tramm said the Chick-fil-A opening will have an effect on traffic flow in the area when it opens but expects Chick-fil-A to handle the situation well on their property.

b. City Engineer's Report

The City Engineer's Report was presented.

BOARD INQUIRY

Mr. Kerr asked if the city receives money from the pavilion rental at Cedar Break Park.

Mrs. Huss said the city has begun to receive those funds.

Mr. Tramm said the city began receiving funds at the start of February.

Mrs. Hutchinson asked where the money had previously gone.

Mrs. Huss said to the Friends of the Park fund.

Mr. Tramm said the money in that fund has been provided to the city.

ACTION ITEMS FROM JANUARY MEETING

<i>ACTION ITEM</i>	<i>ASSIGNEE</i>	<i>RESULT</i>

ACTION ITEMS FOR FUTURE MEETINGS

<i>ACTION ITEM</i>	<i>ASSIGNEE</i>	<i>DUE DATE</i>
Update on SRR	Tramm	March
Update on code enforcement of private properties	Tramm	March

ADJOURNMENT

Motion by Mrs. Hutchinson, seconded by Mr. Easley to adjourn the meeting at 6:33 p.m. All in favor. (6-0)

Submitted by: _____ Date Approved: _____

Amy Brown, MEDC Secretary

Rebecca Huss, MEDC President

CITY OF MONTGOMERY - MEDC
 ACCOUNT BALANCES REPORT
 Through February 29, 2020 - For March 2020 Meeting

	<u>MONEY MARKET ACCOUNTS</u>	<u>INVESTMENTS</u>	<u>TOTALS</u>
<u>MEDC</u>			
CHECKING ACCOUNT #1017938	\$ 97,583.78		\$ 97,583.78
TOTAL INVESTMENTS	<u>\$ -</u>	<u>\$ 1,081,336.55</u>	<u>\$ 1,081,336.55</u>
TOTAL MIDC	<u>\$ 97,583.78</u>	<u>\$ 1,081,336.55</u>	<u>\$ 1,178,920.33</u>

INVESTMENTS

	Issue Date	Maturity Date	Interest Rate	Balance
Texpool #00005			1.68%	\$ 19,908.79
Texpool #00006			1.68%	\$ 1,061,427.76
Certificates				
 Total Investment Balance				 <u><u>\$ 1,081,336.55</u></u>

** Note:

City of Montgomery - MEDC
Cash Flow Report
As of February 29, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
		51100 · MEDC Checking			97,583.78
		Total 51100 · MEDC Checking			97,583.78
TOTAL					97,583.78

City of Montgomery - MEDC
Actual to Budget Performance
February 2020

	Feb 20	Budget	\$ Over Budget	Oct '19 - ...	YTD Bu...	\$ Over Budget	Annual B...
Income							
55000 · Taxes & Franchise Fees							
55400 · Sales Tax	89,518.42	72,000.00	17,518.42	324,386.23	266,500.00	57,886.23	654,000.00
Total 55000 · Taxes & Franchise Fees	89,518.42	72,000.00	17,518.42	324,386.23	266,500.00	57,886.23	654,000.00
55300 · Other Revenues							
55391 · Interest Income	1,373.26	840.00	533.26	10,341.10	4,160.00	6,181.10	10,000.00
Total 55300 · Other Revenues	1,373.26	840.00	533.26	10,341.10	4,160.00	6,181.10	10,000.00
Total Income	90,891.68	72,840.00	18,051.68	334,727.33	270,660.00	64,067.33	664,000.00
Expense							
56000 · Pub Infrastructure - Category I							
56000.6 · Downtown Dev Improvements	0.00	0.00	0.00	0.00	0.00	0.00	60,000.00
56000.7 · Streets & Sidewalks	0.00	0.00	0.00	0.00	19,000.00	(19,000.00)	76,000.00
56000.8 · Utility Extensions	0.00	0.00	0.00	0.00	25,000.00	(25,000.00)	50,000.00
56430 · Trsf to Debt Service	0.00	40,000.00	(40,000.00)	40,000.00	80,000.00	(40,000.00)	160,000.00
Total 56000 · Pub Infrastructure - Category I	0.00	40,000.00	(40,000.00)	40,000.00	124,000.00	(84,000.00)	346,000.00
56001 · Business Dev & Ret - Category II							
56001.8 · Sales Tax Reimbursement	0.00	0.00	0.00	19,875.00	19,875.00	0.00	79,500.00
56423 · Economic Development Grant Prog	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00
Total 56001 · Business Dev & Ret - Category II	0.00	0.00	0.00	19,875.00	19,875.00	0.00	99,500.00
56002 · Quality of Life - Category III							
56423.1 · Walking Tours	0.00	300.00	(300.00)	0.00	1,000.00	(1,000.00)	1,000.00
56429 · Removal of Blight	0.00	0.00	0.00	3,000.00	15,000.00	(12,000.00)	15,000.00
56434 · Events							
55602 · Neighborhood Water Party	0.00			38.11	0.00	38.11	0.00
55606 · Light up Montgomery	0.00	0.00	0.00	930.75	1,500.00	(569.25)	1,500.00
56434 · Events - Other	0.00	0.00	0.00	0.00	35,000.00	(35,000.00)	35,000.00
Total 56434 · Events	0.00	0.00	0.00	968.86	36,500.00	(35,531.14)	36,500.00
56439 · Downtown Enhancement Projects	0.00	2,500.00	(2,500.00)	0.00	12,500.00	(12,500.00)	30,000.00
Total 56002 · Quality of Life - Category III	0.00	2,800.00	(2,800.00)	3,968.86	65,000.00	(61,031.14)	82,500.00
56003 · Marketing & Tourism - Category IV							
56413 · Brochures/Printed Literature	0.00	833.33	(833.33)	50.00	4,166.69	(4,116.69)	10,000.00
56419 · Website	0.00	250.00	(250.00)	165.00	1,250.00	(1,085.00)	3,000.00
Total 56003 · Marketing & Tourism - Category IV	0.00	1,083.33	(1,083.33)	215.00	5,416.69	(5,201.69)	13,000.00
56004 · Administration - Category V							
56004.1 · Admin Transfers to Gen Fund	0.00	0.00	0.00	11,875.00	26,875.00	(15,000.00)	107,500.00
56004.3 · Miscellaneous Expenses	0.00	41.66	(41.66)	0.00	208.38	(208.38)	500.00
56327 · Consulting (Professional serv)	0.00	0.00	0.00	0.00	2,500.00	(2,500.00)	10,000.00
56354 · Travel & Training Expenses	0.00	0.00	0.00	500.00	2,500.00	(2,000.00)	5,000.00
Total 56004 · Administration - Category V	0.00	41.66	(41.66)	12,375.00	32,083.38	(19,708.38)	123,000.00
Total Expense	0.00	43,924.99	(43,924.99)	76,433.86	246,375.07	(169,941.21)	664,000.00
Net Income	90,891.68	28,915.01	61,976.67	258,293.47	24,284.93	234,008.54	0.00

City of Montgomery - MEDC
General Ledger
As of February 29, 2020

Type	Date	Num	Name	Memo	Debit	Credit	Balance
51100 · MEDC Checking							97,583.78
Total 51100 · MEDC Checking							97,583.78
51300 · Time Deposits-MEDC							1,072,321.92
Transfer	02/11/2020			Sales Tax Transfer 1/20	42,632.76		1,114,954.68
Check	02/11/2020	Trans		Admin Transfer 1st Qtr 2020		11,875.00	1,103,079.68
Check	02/12/2020	Trans		1st Qtr Transfer to Debt Service		40,000.00	1,063,079.68
Check	02/20/2020	Trans	City of Montgomery - General..	Transfer to General for reimbursement of Blight Removal		3,000.00	1,060,079.68
General Jour...	02/29/2020	Int		Interest on Texpool	1,348.08		1,061,427.76
Total 51300 · Time Deposits-MEDC					43,980.84	54,875.00	1,061,427.76
51301 · Texpool Reimbursement Acct							19,885.61
General Jour...	02/29/2020	Int		Interest	25.18		19,908.79
Total 51301 · Texpool Reimbursement Acct					25.18	0.00	19,908.79
51150 · Accounts Receivable Audit							138,633.36
Total 51150 · Accounts Receivable Audit							138,633.36
51171 · Due From Gen Fund							42,632.76
Transfer	02/11/2020			Sales Tax Transfer 1/20		42,632.76	0.00
Total 51171 · Due From Gen Fund					0.00	42,632.76	0.00
51174 · Due from Home Grant Funds							5,177.00
Total 51174 · Due from Home Grant Funds							5,177.00
51580 · Accrued Interest Receivable							2,780.13
Total 51580 · Accrued Interest Receivable							2,780.13
52001 · Accounts Payable Audit							-19,875.00
Total 52001 · Accounts Payable Audit							-19,875.00
52712 · Due to Gen Fund							-15,242.89
Check	02/11/2020	Trans		Admin Transfer 1st Qtr 2020	11,875.00		-3,367.89
Check	02/20/2020	Trans	City of Montgomery - General..	Transfer to General for reimbursement of Blight Removal	3,000.00		-367.89
Total 52712 · Due to Gen Fund					14,875.00	0.00	-367.89
52714 · Due to Debt Service Fund							-40,000.00
Check	02/12/2020	Trans		1st Qtr Transfer to Debt Service	40,000.00		0.00
Total 52714 · Due to Debt Service Fund					40,000.00	0.00	0.00
53900 · Unrestricted Net Assets							-1,136,492.88
Total 53900 · Unrestricted Net Assets							-1,136,492.88
55000 · Taxes & Franchise Fees							-234,867.81
55400 · Sales Tax							-234,867.81
Total 55400 · Sales Tax							-234,867.81
Total 55000 · Taxes & Franchise Fees							-234,867.81
55300 · Other Revenues							-8,967.84
55391 · Interest Income							-8,967.84
General Jour...	02/29/2020	Int		Interest		25.18	-8,993.02
General Jour...	02/29/2020	Int		Interest on Texpool		1,348.08	-10,341.10
Total 55391 · Interest Income					0.00	1,373.26	-10,341.10
Total 55300 · Other Revenues					0.00	1,373.26	-10,341.10
56000 · Pub Infrastructure - Category I							40,000.00
56430 · Tsf to Debt Service							40,000.00
Total 56430 · Tsf to Debt Service							40,000.00
Total 56000 · Pub Infrastructure - Category I							40,000.00
56001 · Business Dev & Ret -Category II							19,875.00
56001.8 · Sales Tax Reimbursement							19,875.00
Total 56001.8 · Sales Tax Reimbursement							19,875.00
Total 56001 · Business Dev & Ret -Category II							19,875.00
56002 · Quality of Life - Category III							3,968.86
56429 · Removal of Blight							3,000.00
Total 56429 · Removal of Blight							3,000.00
56434 · Events							968.86
55602 · Neighborhood Water Party							38.11
Total 55602 · Neighborhood Water Party							38.11
55606 · Light up Montgomery							930.75
Total 55606 · Light up Montgomery							930.75
Total 56434 · Events							968.86
Total 56002 · Quality of Life - Category III							3,968.86

03/10/20

City of Montgomery - MEDC
General Ledger
As of February 29, 2020

Type	Date	Num	Name	Memo	Debit	Credit	Balance
56003 · Marketing & Tourism-Category IV							215.00
56413 · Brochures/Printed Literature							50.00
Total 56413 · Brochures/Printed Literature							50.00
56419 · Website							165.00
Total 56419 · Website							165.00
Total 56003 · Marketing & Tourism-Category IV							215.00
56004 · Administration - Category V							12,375.00
56004.1 · Admin Transfers to Gen Fund							11,875.00
56354 · Travel & Training Expenses							500.00
Total 56354 · Travel & Training Expenses							500.00
Total 56004 · Administration - Category V							12,375.00
TOTAL					98,881.02	98,881.02	0.00

City of Montgomery - MEDC
Balance Sheet

	Feb 29, 20
ASSETS	
Current Assets	
Checking/Savings	
51100 · MEDC Checking	97,583.78
51300 · Time Deposits-MEDC	1,061,427.76
51301 · Texpool Reimbursement Acct	19,908.79
Total Checking/Savings	1,178,920.33
Other Current Assets	
51150 · Accounts Receivable Audit	138,633.36
51174 · Due from Home Grant Funds	5,177.00
51580 · Accrued Interest Receivable	2,780.13
Total Other Current Assets	146,590.49
Total Current Assets	1,325,510.82
TOTAL ASSETS	1,325,510.82
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
52001 · Accounts Payable Audit	19,875.00
Total Accounts Payable	19,875.00
Other Current Liabilities	
52712 · Due to Gen Fund	367.89
Total Other Current Liabilities	367.89
Total Current Liabilities	20,242.89
Total Liabilities	20,242.89
Equity	
53900 · Unrestricted Net Assets	1,136,492.88
Net Income	168,775.05
Total Equity	1,305,267.93
TOTAL LIABILITIES & EQUITY	1,325,510.82

CITY OF MONTGOMERY - MEDC
 ACCOUNT BALANCES REPORT
 Through March 31, 2020 - For April 2020 Meeting

	<u>MONEY MARKET ACCOUNTS</u>	<u>INVESTMENTS</u>	<u>TOTALS</u>
<u>MEDC</u>			
CHECKING ACCOUNT #1017938	\$ 97,583.78		\$ 97,583.78
TOTAL INVESTMENTS	\$ -	\$ 1,082,258.11	\$ 1,082,258.11
TOTAL MIDC	\$ 97,583.78	\$ 1,082,258.11	\$ 1,179,841.89

INVESTMENTS

	Issue Date	Maturity Date	Interest Rate	Balance
Texpool #00005			0.51%	\$ 19,925.81
Texpool #00006			0.51%	\$ 1,062,332.20
Certificates				
Total Investment Balance				\$ 1,082,258.01

** Note:

The Sales Tax Transfer of \$54,405.25 was received in March. All will show on the next report.

City of Montgomery - MEDC
Actual to Budget Performance

March 2020

	Mar 20	Budget	\$ Over Bud...	Oct '19 - M...	YTD Budget	\$ Over Bud...	Annual Bu...
Income							
55000 · Taxes & Franchise Fees							
55400 · Sales Tax	54,405.25	38,000.00	16,405.25	378,791.47	304,500.00	74,291.47	654,000.00
Total 55000 · Taxes & Franchise Fees	54,405.25	38,000.00	16,405.25	378,791.47	304,500.00	74,291.47	654,000.00
55300 · Other Revenues							
55391 · Interest Income	921.56	840.00	81.56	11,262.66	5,000.00	6,262.66	10,000.00
Total 55300 · Other Revenues	921.56	840.00	81.56	11,262.66	5,000.00	6,262.66	10,000.00
Total Income	55,326.81	38,840.00	16,486.81	390,054.13	309,500.00	80,554.13	664,000.00
Expense							
56000 · Pub Infrastructure - Category I							
56000.6 · Downtown Dev Improvments	0.00	30,000.00	(30,000.00)	0.00	30,000.00	(30,000.00)	60,000.00
56000.7 · Streets & Sidewalks	0.00	19,000.00	(19,000.00)	0.00	38,000.00	(38,000.00)	76,000.00
56000.8 · Utility Extensions	0.00	0.00	0.00	0.00	25,000.00	(25,000.00)	50,000.00
56430 · Tsf to Debt Service	40,000.00	0.00	40,000.00	80,000.00	80,000.00	0.00	160,000.00
Total 56000 · Pub Infrastructure - Category I	40,000.00	49,000.00	(9,000.00)	80,000.00	173,000.00	(93,000.00)	346,000.00
56001 · Business Dev & Ret -Category II							
56001.8 · Sales Tax Reimbursement	19,875.00	19,875.00	0.00	39,750.00	39,750.00	0.00	79,500.00
56423 · Economic Development Grant Prog	0.00	10,000.00	(10,000.00)	0.00	10,000.00	(10,000.00)	20,000.00
Total 56001 · Business Dev & Ret -Category II	19,875.00	29,875.00	(10,000.00)	39,750.00	49,750.00	(10,000.00)	99,500.00
56002 · Quality of Life - Category III							
56423.1 · Walking Tours	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	1,000.00
56429 · Removal of Blight	0.00	0.00	0.00	3,000.00	15,000.00	(12,000.00)	15,000.00
56434 · Events							
55602 · Neighborhood Water Party	0.00			38.11	0.00	38.11	0.00
55606 · Light up Montgomery	0.00	0.00	0.00	930.75	1,500.00	(569.25)	1,500.00
56434 · Events - Other	0.00	0.00	0.00	0.00	35,000.00	(35,000.00)	35,000.00
Total 56434 · Events	0.00	0.00	0.00	968.86	36,500.00	(35,531.14)	36,500.00
56439 · Downtown Enhancement Projects	0.00	2,500.00	(2,500.00)	0.00	15,000.00	(15,000.00)	30,000.00
Total 56002 · Quality of Life - Category III	0.00	2,500.00	(2,500.00)	3,968.86	67,500.00	(63,531.14)	82,500.00
56003 · Marketing & Tourism -Category IV							
56413 · Brochures/Printed Literature	0.00	833.33	(833.33)	50.00	5,000.02	(4,950.02)	10,000.00
56419 · Website	0.00	250.00	(250.00)	165.00	1,500.00	(1,335.00)	3,000.00
Total 56003 · Marketing & Tourism -Category IV	0.00	1,083.33	(1,083.33)	215.00	6,500.02	(6,285.02)	13,000.00
56004 · Administration - Category V							
56004.1 · Admin Transfers to Gen Fund	19,375.00	26,875.00	(7,500.00)	31,250.00	53,750.00	(22,500.00)	107,500.00
56004.3 · Miscellaneous Expenses	0.00	41.66	(41.66)	272.62	250.04	22.58	500.00
56327 · Consulting (Professional servi)	0.00	2,500.00	(2,500.00)	0.00	5,000.00	(5,000.00)	10,000.00
56354 · Travel & Training Expenses	0.00	0.00	0.00	500.00	2,500.00	(2,000.00)	5,000.00
Total 56004 · Administration - Category V	19,375.00	29,416.66	(10,041.66)	32,022.62	61,500.04	(29,477.42)	123,000.00
56340 · Office Supplies	44.98			195.83			
Total Expense	79,294.98	111,874.99	(32,580.01)	156,152.31	358,250.06	(202,097.75)	664,000.00
Net Income	(23,968.17)	(73,034.99)	49,066.82	233,901.82	(48,750.06)	282,651.88	0.00

City of Montgomery - MEDC
General Ledger
As of March 31, 2020

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill	11/20/2019	Broch...	Kevin Brennan	Use of Photo for Brochures and Literature		50.00	-2,102.08
Bill Pmt -Check	11/22/2019	1982	Kevin Brennan	Use of Photo for Brochures and Literature	50.00		-2,052.08
Bill Pmt -Check	11/22/2019	1983	Montgomery County United	VOID: Removal of Blight - Several Properties & Public Areas in Ci...	0.00		-2,052.08
Bill Pmt -Check	11/22/2019	1984	Kirk Jones	Eagle Project Expense - Grant Dev Project	2,052.08		0.00
Bill	12/07/2019	Santa ...	Gary Szafranski	Santa for Civic Club 12/7/19 (Light up Montgomery) Inv 2019-14		300.00	-300.00
Bill	12/07/2019	#19	Montgomery Original Snoballs	Seasonal Refreshments-Civic Club 12/7/19 (Light up Montgomery)...		106.00	-406.00
Bill	12/07/2019	Inv 00...	Bride & Bloom Floristry & F...	Wreaths -Civic Club 12/7/19 (Light up Montgomery) Inv 0000001		194.97	-600.97
Bill Pmt -Check	12/13/2019	1985	Bride & Bloom Floristry & F...	Wreaths -Civic Club 12/7/19 (Light up Montgomery) Inv 0000001	194.97		-406.00
Bill Pmt -Check	12/13/2019	1986	Gary Szafranski	Santa for Civic Club 12/7/19 (Light up Montgomery) Inv 2019-14	300.00		-106.00
Bill Pmt -Check	12/13/2019	1987	Montgomery Original Snoballs	Seasonal Refreshments-Civic Club 12/7/19 (Light up Montgomery)...	106.00		0.00
Bill	12/16/2019	Reimb...	Rebecca Huss	Reimbursement of Expense - Website Marketing		90.00	-90.00
Bill	12/19/2019	2018 R...	The Kroger Co.	2018-19Tax Year- MEDC Sales Tax Rebate		77,405.00	-77,495.00
Bill Pmt -Check	12/20/2019	1988	Rebecca Huss	Reimbursement of Expense - Website Marketing	90.00		-77,405.00
Bill Pmt -Check	12/20/2019	1989	The Kroger Co.	2018 Tax Year- MEDC Sales Tax Rebate	77,405.00		0.00
Bill	12/23/2019	Reimb...	Rebecca Huss	Reimbursement of Expense - Website Marketing		25.00	-25.00
Bill	01/02/2020	Inv 11...	TEDC	2020 Membership fees Inv #11674		500.00	-525.00
Bill Pmt -Check	01/03/2020	1990	Rebecca Huss	Reimbursement of Expense - Website Marketing	25.00		-500.00
Bill Pmt -Check	01/03/2020	1991	TEDC	2020 Membership fees Inv #11674	500.00		0.00
Bill	01/16/2020	GF #1...	Old Republic Title Co.	Home Program - GF# 1083758 - Leslie Holts - 905 MLK Dr.		1,259.00	-1,259.00
Bill	01/16/2020	GF #1...	Old Republic Title Co.	Home Program - GF# 1803402 - Dora Johnson - 519 Simonton		1,259.00	-2,518.00
Bill	01/16/2020	GF #1...	Old Republic Title Co.	Home Program - GF# 1803242 - Laura Stephens - 510 Lawson St.		1,259.00	-3,777.00
Bill Pmt -Check	01/17/2020	1992	Old Republic Title Co.	Home Program - GF# 1083758 - Leslie Holts - 905 MLK Dr.	1,259.00		-2,518.00
Bill Pmt -Check	01/17/2020	1993	Old Republic Title Co.	Home Program - GF# 1803402 - Dora Johnson - 519 Simonton	1,259.00		-1,259.00
Bill Pmt -Check	01/17/2020	1994	Old Republic Title Co.	Home Program - GF# 1803242 - Laura Stephens - 510 Lawson St.	1,259.00		0.00
Total 52000 - Accounts Payable					113,865.05	82,497.97	0.00
52001 - Accounts Payable Audit							-77,405.00
General Journal	10/04/2019	CB1R	The Kroger Co.	To record sales tax reimbursement calculated for 2018-2019 as exp...	77,405.00		0.00
General Journal	12/31/2019	CB	The Kroger Co.	To accrue Quarterly Transfer to Texpool Reimbursement Account ...		19,875.00	-19,875.00
General Journal	03/31/2020	CB	The Kroger Co.	To accrue Quarterly Transfer to Texpool Reimbursement Account ...		19,875.00	-39,750.00
Total 52001 - Accounts Payable Audit					77,405.00	39,750.00	-39,750.00
52710 - Due to Utility Fund							0.00
General Journal	02/21/2020	CB		To record amt due to Utility fund for Printing		119.50	-119.50
General Journal	03/31/2020	CB		To record amt due to Utility fund for Printing		44.98	-164.48
Total 52710 - Due to Utility Fund					0.00	164.48	-164.48
52712 - Due to Gen Fund							0.00
General Journal	10/30/2019	CB		To accrue Amount Charged to Card Services and paid from Gener...		343.95	-343.95
General Journal	12/31/2019	cb		To accrue Admin transfer - 1st Qtr FYE 2020 (reduced by \$15,00...		11,875.00	-12,218.95
General Journal	12/31/2019	CB	City of Montgomery - Gener...	To accrue the amount due to the City for Blight Removal Paid fro...		3,000.00	-15,218.95
General Journal	01/08/2020	CB		To accrue Amount paid from General Fund Petty Cash		23.94	-15,242.89
Check	02/11/2020	Trans		Admin Transfer 1st Qtr 2020	11,875.00		-3,367.89
Check	02/20/2020	Trans	City of Montgomery - Gener...	Transfer to General for reimbursement of Blight Removal	3,000.00		-367.89
General Journal	02/29/2020	CB		To accrue Amount Charged to Brauns and paid from General Fund		31.35	-399.24
General Journal	02/29/2020	CB		To accrue Amount Charged to Card Services and paid from Gener...		272.62	-671.86
General Journal	03/31/2020	cb		To accrue Admin transfer - 2nd Qtr FYE 2020 (reduced by \$7,50...		19,375.00	-20,046.86
Total 52712 - Due to Gen Fund					14,875.00	34,921.86	-20,046.86
52714 - Due to Debt Service Fund							0.00
General Journal	12/31/2019	cb		To accrue Admin transfer thru 12/31/19		40,000.00	-40,000.00
Check	02/12/2020	Trans		1st Qtr Transfer to Debt Service	40,000.00		0.00
General Journal	03/31/2020	cb		To accrue Admin transfer thru 03/31/20		40,000.00	-40,000.00
Total 52714 - Due to Debt Service Fund					40,000.00	80,000.00	-40,000.00
53900 - Unrestricted Net Assets							-1,136,492.88
Total 53900 - Unrestricted Net Assets							-1,136,492.88
55000 - Taxes & Franchise Fees							0.00
55400 - Sales Tax							0.00
General Journal	10/31/2019	CB		To accrue sales tax revenue rec'd 10/19		62,148.45	-62,148.45
General Journal	11/30/2019	CB		To accrue sales tax revenue rec'd 11/19		76,484.91	-138,633.36
General Journal	12/20/2019	CB		To accrue sales tax revenue rec'd 12/19		52,201.69	-190,835.05
General Journal	12/31/2019	CB2		To record overtransfer of sales tax due from General in December ...		1,400.00	-192,235.05
General Journal	01/31/2020	CB		To accrue sales tax revenue rec'd 1/20		42,632.76	-234,867.81
General Journal	02/29/2020	CB		To accrue sales tax revenue rec'd 2/20 - 25% of sales tax in GOF		89,518.41	-324,386.22
General Journal	03/31/2020	CB		To accrue sales tax revenue rec'd 3/20 - 25% of sales tax in GOF		54,405.25	-378,791.47
Total 55400 - Sales Tax					0.00	378,791.47	-378,791.47
Total 55000 - Taxes & Franchise Fees					0.00	378,791.47	-378,791.47
55300 - Other Revenues							0.00
55391 - Interest Income							0.00
Deposit	10/31/2019			Interest		1,283.17	-1,283.17
Deposit	11/30/2019			Interest		1,091.46	-2,374.63
Deposit	12/31/2019			Interest		1,174.44	-3,549.07
Deposit	01/28/2020			Interest on Maturing CD		4,125.00	-7,674.07
Deposit	01/31/2020			Interest		1,285.16	-8,959.23
General Journal	01/31/2020	Int		Interest		8.61	-8,967.84
General Journal	02/29/2020	Int		Interest		25.18	-8,993.02
General Journal	02/29/2020	Int		Interest on Texpool		1,348.08	-10,341.10

City of Montgomery - MEDC

General Ledger

As of March 31, 2020

Type	Date	Num	Name	Memo	Debit	Credit	Balance
General Journal	03/31/2020	Int		Interest		17.02	-10,358.12
General Journal	03/31/2020	Int		Interest on Texpool		904.54	-11,262.66
Total 55391 · Interest Income					0.00	11,262.66	-11,262.66
Total 55300 · Other Revenues					0.00	11,262.66	-11,262.66
56000 · Pub Infrastructure - Category I							0.00
56430 · Tsf to Debt Service							0.00
General Journal	12/31/2019	cb		To accrue Admin transfer thru 12/31/19	40,000.00		40,000.00
General Journal	03/31/2020	cb		To accrue Admin transfer thru 03/31/20	40,000.00		80,000.00
Total 56430 · Tsf to Debt Service					80,000.00	0.00	80,000.00
Total 56000 · Pub Infrastructure - Category I					80,000.00	0.00	80,000.00
56001 · Business Dev & Ret -Category II							0.00
56001.8 · Sales Tax Reimbursement							0.00
General Journal	10/04/2019	CB1R	The Kroger Co.	Reverse of GJE CB1 -- To record sales tax reimbursement calculat...		77,405.00	-77,405.00
Bill	12/19/2019	2018 R...	The Kroger Co.	2018-19 Tax Year- MEDC Sales Tax Rebate	77,405.00		0.00
General Journal	12/31/2019	CB	The Kroger Co.	To accrue Quarterly Transfer to Texpool Reimbursement Account ...	19,875.00		19,875.00
General Journal	03/31/2020	CB	The Kroger Co.	To accrue Quarterly Transfer to Texpool Reimbursement Account ...	19,875.00		39,750.00
Total 56001.8 · Sales Tax Reimbursement					117,155.00	77,405.00	39,750.00
Total 56001 · Business Dev & Ret -Category II					117,155.00	77,405.00	39,750.00
56002 · Quality of Life - Category III							0.00
56429 · Removal of Blight							0.00
Bill	11/20/2019	Blight ...	Montgomery County United	Removal of Blight - Several Properties & Public Areas in City	0.00		0.00
General Journal	12/31/2019	CB	City of Montgomery - Gener...	To accrue the amount due to the City for Blight Removal Paid fro...	3,000.00		3,000.00
Total 56429 · Removal of Blight					3,000.00	0.00	3,000.00
56434 · Events							0.00
55602 · Neighborhood Water Party							0.00
General Journal	10/30/2019	CB		To accrue Amount Charged to Card Services and paid from Gener...	14.17		14.17
General Journal	01/08/2020	CB		To accrue Amount paid from General Fund Petty Cash	23.94		38.11
Total 55602 · Neighborhood Water Party					38.11	0.00	38.11
55606 · Light up Montgomery							0.00
General Journal	10/30/2019	CB		To accrue Amount Charged to Card Services and paid from Gener...	104.95		104.95
General Journal	10/30/2019	CB		To accrue Amount Charged to Card Services and paid from Gener...	224.83		329.78
Bill	12/07/2019	Santa ...	Gary Szafranski	Santa for Civic Club 12/7/19 (Light up Montgomery) Inv 2019-14	300.00		629.78
Bill	12/07/2019	#19	Montgomery Original Snoballs	Seasonal Refreshments-Civic Club 12/7/19 (Light up Montgomery...	106.00		735.78
Bill	12/07/2019	Inv 00...	Bride & Bloom Floristry & F...	Wreaths -Civic Club 12/7/19 (Light up Montgomery) Inv 0000001	194.97		930.75
Total 55606 · Light up Montgomery					930.75	0.00	930.75
Total 56434 · Events					968.86	0.00	968.86
Total 56002 · Quality of Life - Category III					3,968.86	0.00	3,968.86
56003 · Marketing & Tourism-Category IV							0.00
56413 · Brochures/Printed Literature							0.00
Bill	11/20/2019	Broch...	Kevin Brennan	Use of Photo for Brochures and Literature	50.00		50.00
General Journal	02/29/2020	CB		To accrue Amount Charged to Card Services and paid from Gener...	272.62		322.62
Total 56413 · Brochures/Printed Literature					322.62	0.00	322.62
56419 · Website							0.00
Bill	11/07/2019	Reimb...	Rebecca Huss	Reimbursement of Expense - Facebook ad - Haved you been to M...	50.00		50.00
Bill	12/16/2019	Reimb...	Rebecca Huss	Reimbursement of Expense - Website Marketing	90.00		140.00
Bill	12/23/2019	Reimb...	Rebecca Huss	Reimbursement of Expense - Website Marketing	25.00		165.00
Total 56419 · Website					165.00	0.00	165.00
Total 56003 · Marketing & Tourism-Category IV					487.62	0.00	487.62
56004 · Administration - Category V							0.00
56004.1 · Admin Transfers to Gen Fund							0.00
General Journal	12/31/2019	cb		To accrue Admin transfer - 1st Qtr FYE 2020 (reduced by \$15,00...	11,875.00		11,875.00
General Journal	03/31/2020	cb		To accrue Admin transfer - 2nd Qtr FYE 2020 (reduced by \$7,50...	19,375.00		31,250.00
Total 56004.1 · Admin Transfers to Gen Fund					31,250.00	0.00	31,250.00
56354 · Travel & Training Expenses							0.00
Bill	01/02/2020	Inv 11...	TEDC	2020 Membership fees Inv #11674	500.00		500.00
Total 56354 · Travel & Training Expenses					500.00	0.00	500.00
Total 56004 · Administration - Category V					31,750.00	0.00	31,750.00
56340 · Office Supplies							0.00
General Journal	02/21/2020	CB		To record amt due to Utility fund for Printing	119.50		119.50
General Journal	02/29/2020	CB		To accrue Amount Charged to Brauns and paid from General Fund	31.35		150.85
General Journal	03/31/2020	CB		To record amt due to Utility fund for Printing	44.98		195.83

04/16/20

City of Montgomery - MEDC

General Ledger

As of March 31, 2020

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Total 56340 - Office Supplies					195.83	0.00	195.83
TOTAL					<u>1,231,101.29</u>	<u>1,231,101.29</u>	<u>0.00</u>

City of Montgomery - MEDC
Balance Sheet

	Mar 31, 20
ASSETS	
Current Assets	
Checking/Savings	
51100 · MEDC Checking	97,583.78
51300 · Time Deposits-MEDC	1,062,332.30
51301 · Texpool Reimbursement Acct	19,925.81
Total Checking/Savings	1,179,841.89
Other Current Assets	
51150 · Accounts Receivable Audit	138,633.36
51171 · Due From Gen Fund	143,923.66
51174 · Due from Home Grant Funds	5,177.00
51580 · Accrued Interest Receivable	2,780.13
Total Other Current Assets	290,514.15
Total Current Assets	1,470,356.04
TOTAL ASSETS	1,470,356.04
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
52001 · Accounts Payable Audit	39,750.00
Total Accounts Payable	39,750.00
Other Current Liabilities	
52710 · Due to Utility Fund	164.48
52712 · Due to Gen Fund	20,046.86
52714 · Due to Debt Service Fund	40,000.00
Total Other Current Liabilities	60,211.34
Total Current Liabilities	99,961.34
Total Liabilities	99,961.34
Equity	
53900 · Unrestricted Net Assets	1,136,492.88
Net Income	233,901.82
Total Equity	1,370,394.70
TOTAL LIABILITIES & EQUITY	1,470,356.04

Montgomery EDC
AGENDA REPORT

Meeting Date: April 20, 2020	Budgeted Amount: NA
Department:	
Prepared By: Richard Tramm	Exhibits: None
Date Prepared: April 16, 2020	

Subject

Report from Mayor Sara Countryman to MEDC Board of Directors on the current state of business in the City as a result of the COVID-19 pandemic public health disaster.


Discussion

Mayor Countryman will address the MEDC Board of Directors on the current state of businesses in the City of Montgomery.

Recommendation

Receive the report from Mayor Countryman. And discuss as necessary.

Approved By

City Administrator	Richard Tramm 	Date: April 16, 2020

Montgomery EDC
AGENDA REPORT

Meeting Date: April 20, 2020	Budgeted Amount: NA
Department:	
Prepared By: Richard Tramm	Exhibits: Recommended Grant Parameters
Date Prepared: April 17, 2020	

Subject

Discussion, consideration and possible action on grants to City of Montgomery businesses in response to the COVID-19 pandemic public health disaster.

Discussion

The economic effect of the COVID-19 pandemic public health disaster has had a significant, and largely negative, impact on most businesses within the City. It is still too early for the City to have good data on the extent of the drop

Recommendation

Please discuss and consider the grant items presented for businesses in the City of Montgomery.

Approved By

City Administrator	Richard Tramm <i>RT</i>	Date: April 17, 2020

Grant Item for Consideration:

A grant program for the MEDC to apply a grant of up to \$250 towards the City of Montgomery utility bill for businesses within the City of Montgomery.

Suggested parameters of grant:

- Applicants to show that they have been harmed by coronavirus with March/April or April/May 2020 sales more than 25% below 2019 level for same period.
- Applicant must be sales tax generating business located within within the Montgomery City limits with a utility account at that location that was not in arrears as of March 1, 2020
- Applicant must show 2019 – 2020 reporting documenting a minimum of \$12,500 reported taxable sales (and payment of those taxes due made to state of Texas) within Montgomery city taxing jurisdiction.
- Maximum grant is \$250 per applicant. Payment to be made from MEDC to the utility account of the approved applicant with only one recipient per utility account on a monthly basis up to the total of \$250.
- Determination of eligibility and compliance with the above terms to be implemented by Montgomery City Administrator.
- The applicant does not have a development reimbursement agreement with the City and/or MEDC.

Applicant will need to authorize MEDC to have access to the history and payment records of their utility account.

Notes:

This will not benefit businesses that do not have taxable sales, that have been open less than twelve months or do not have a utility account in their own name (strip centers are not normally divided into individual accounts but are usually in the name of a single developer/landlord).

Montgomery EDC
AGENDA REPORT

Meeting Date: April 20, 2020	Budgeted Amount: NA
Department:	
Prepared By: Richard Tramm	Exhibits: None
Date Prepared: April 16, 2020	

Subject
Update on Montgomery Mudbugs & Music Festival, scheduled for May 16, 2020.

Discussion
Charlie Diggs tentatively rescheduled this event for May 16, 2020, due to the current emergency situation. At this time, it is not known when public gathering restrictions will be lifted to allow such an event to take place. I have spoken with Mr. Diggs and he is planning to move forward with this event when allowed to do so.
I will provide any additional updates at the MEDC Meeting.

Recommendation
No recommended action at this time.

Approved By		
City Administrator	Richard Tramm <i>RT</i>	Date: April 16, 2020

Montgomery EDC
AGENDA REPORT

Meeting Date: April 20, 2020	Budgeted Amount: NA
Department:	
Prepared By: Richard Tramm	Exhibits: Draft Event Logo
Date Prepared: April 16, 2020	

Subject

Discussion, consideration and possible action on Southern Rum Runners (SRR) regarding festival event.

Discussion

After the February MEDC Meeting, we followed up with Southern Rum Runners and discussed options moving forward with the previously discussed event. It was discussed that it would be best to move the proposed event into October to best allow the time needed to organize, advertise and put on the best event possible. SRR plans to utilize their previous Craft Beer theming from a previous Woodforest festival that will not be returning to that area.

Recommendation

I have no recommendations at the time of this report. I will provide updated information at the meeting if anything becomes available.

Approved By

City Administrator	Richard Tramm <i>RT</i>	Date: April 16, 2020



Montgomery EDC
AGENDA REPORT

Meeting Date: April 20, 2020	Budgeted Amount: NA
Department:	
Prepared By: Richard Tramm	Exhibits: Advertising Options
Date Prepared: April 16, 2020	

Subject

Discussion, consideration and possible action on Future Marketing and Tourism Advertising Options.

Discussion

Last month we were intending to have a basic discussion on advertising to promote tourism and business in the City of Montgomery. Obviously, the business and tourism perspective has changed greatly since then. I have asked the City's Marketing and Tourism Coordinator, Frieda Joyce, to begin developing advertising options for the MEDC to consider for the marketing of the City of Montgomery.

Recommendation

Please review and discuss options for advertising to benefit business within the City of Montgomery. Ms. Joyce will start a discussion of several options for consideration at the meeting.

Approved By

City Administrator	Richard Tramm <i>R7</i>	Date: April 16, 2020

IF YOU'RE NOT ADVERTISING...YOU'RE NOT PROMOTING

Radio is an effective advertising medium because it's 100% audio-based. The advertiser's message can resonate in the consumer's ears with proper voice acting, sound design, and copy. A radio ad is cost-efficient, targeted, easy to track, and extremely effective if done right.

Radio is a much more portable medium than television and allows the listener to carry on listening while on the move.

Generally, how much does a 30 second radio ad cost in the United States? In a medium-sized market, a Top 5 radio station might charge \$100–\$250 per ad. Most radio ads are **30** seconds not 60 like TV.

Radio ads are worth it. Armed with specific data about your target market (Montgomery, Spring, Humble, Livingston, Brenham, Bryan/College Station, Madisonville, The Woodlands, Kingwood, Conroe, Cleveland, Tomball, Magnolia, Navasota, Huntsville, and Livingston, radio consumption habits, you'll be able to produce and run highly cost-effective radio ads that can help widen your reach, build your brand, and increase participation. This means that radio ads can still be **worth it** for your business/city.

1) Radio sells with immediacy.

Can there be a better time to reach customers than on their car radio while they are driving to do today's shopping? They hear our advertisement and take a detour to Montgomery!

2) Radio sells everywhere.

Radio is the only true mobile medium. In the car, at work, and at play, radio is there...the companion and the advertising force your customers take with them wherever they go.

3) Radio stars in the theater of the mind.

Want a 100-piece symphony orchestra in your ad, an elephant, a chorus, a laughing child, a love song? With word pictures and emotion-evoking sounds, radio's theatre of the mind stimulates the most emotion-filled pictures the mind can comprehend.

4) Radio escapes advertising's clutter.

Today's newspapers average 2/3 ad copy to 1/3 editorial copy. TV spends about 1/3 of its time on advertising. Today's radio, at about 10 minutes of advertising per hour, devotes less than 1/5 of its time to ads. Radio is the uncluttered medium.

5) Radio is the cost effective medium.

Newspaper rates are up (even though circulation is down). TV ad rates are up (even though viewership is down). Radio advertising costs grew less than any other major form of advertising.

6) Reach is nice, but frequency sells.

Newspaper/Magazines and TV are reach media – they reach varying numbers of people. Psychologists tell us that consumers need to be exposed to an advertising message **at least three times before it begins to penetrate**. We are looking at 30 to 50 advertisements per day. If you listen to KSTAR, how many times a day have you heard "Jim's Hardware" advertisement? Most local businesses cannot afford the necessary three-times-plus frequency that effective advertising demands – except on radio. Radio is the reach and frequency medium you can afford.

7) Radio's targeted advertising sells.

Radio's variety of formats allows you to pinpoint your advertising on the station or stations that best match your customer's interests. (KSTAR is a local station) Radio's unique targeting ability saves you money.

8) You're always on the front page with radio.

With radio advertising you are front and center in the listener's attention span when your ad is on the air. You're never buried on page 42 and you're never surrounded by your competitor's ads. With radio, you are always on the front page.

9) Radio is an active medium in an active society.

Passive forms of advertising simply list merchandise or tell you where a product is available. Radio is an active medium capable of stirring emotion, creating demand, and selling your product or service. Today's hotly competitive marketplace demands an active medium. That's radio!

Magazines

A key advantage of magazines as a print medium is the potential for high-impact messages. Full-page magazine ads rich with color and visual imagery can attract attention and enhance the visual presentation of your products. Magazines commonly use glossy finish and allow for full-color spreads.

Research shows that 84 percent of adults read magazines. Many of the niche magazines (Texas Highways, East Texan, Southern Travel, Texas Farm & Home etc....) are in print and have transitioned to digital. These type of "niche" magazines are the most effect for advertising local events.

Magazines (print) will steadily decline and need to transform to digital. But for now, these are still avenues for advertisement. People still believe if it is in print that it is an authentic source.

The above-referenced magazines all have high paid circulation and online viewers. My past experience with these magazines has proven to be a beneficial advertising avenue.

Geo-targeted Newspapers

Community newspapers are on the decline, but in smaller communities the once a week paper is still highly coveted. In most communities with a higher average age, is where you will see the desire for a paper version newspaper. Many small city newspapers are now under Houston Chronicle (HCN) ownership and have an online version.

With the newspaper you can target certain areas for your advertisement, from the Northeast, Northwest, Southwest and South. These advertisements are reaching 800,000 households per week.

HCN also offers target advertising in special editions such as the Events & Festivals edition that is released in the spring and fall. These editions are used heavily by businesses/churches/cities and any venue that is having a flea market, festival, holiday event.

Your investment can be expensive depending on the “reach” you desire, but the readership is enormous.

Tour Texas

Tour Texas is an online site that is an all-inclusive content plan. You are marketing your destination to potential Texas travelers. It provides content, referrals to your site and social media accounts, with leads from postal requests and PDF downloads.

Your images are displayed in an extensive slide show and if available will show the video of your city. Has the capability to link to your newsletter and your website. You are able to upload all of your events in a single excel file or XML feed.

It will generate leads for travel brochure requests from all over the world. It has the capability for visitors to the site to access your travel brochure themselves, which eliminates the process of you mailing them.

All requests and downloads are tracked for your reporting purposes.

This site is a great place to tell your story. I encourage all of you to google **tourtexas.com** and view the many cities in Texas that are already using this site and having excellent tourism results because of their investment in Tour Texas.

Social Media

Why do marketers love social media...it is where the people are.

People log into Facebook, Instagram, Snapchat, Pinterest and Twitter each week. Some are addictive. Average Facebook and Instagram users log in more than 6 times per day. About 25% of Snapchat users log in more than 20 times per day.

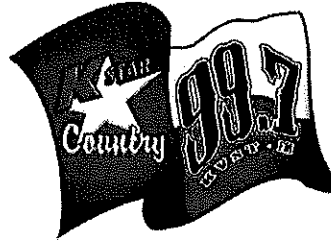
However, consumers dislike the ads for many reasons. Even though the ads perform well they are not providing users with a good experience.

Users say they're overwhelming, repetitive, and irrelevant.

Marketers can improve their ads by providing accurate information and offer a consistent message.

Even though ads are viewed as an everyday annoyance, they still are a helpful resource and are here to stay.

As a City, the most important thing for us to do is to advertise consistently for the best results. The primary factor for success is how appealing an advertising message is to the target audience.



RECOVERY

Partnership Package

KStar Country Is a Locally Family-Owned & Operated Business That Has Been Part of Your Community Since 1992. In Difficult Times When Your Business Is Down, Let KStar Help Turn Your Business Around. As Your Partner, We Have Substantially Cut Our Rates with This Package So You & Your Business Can Receive a Large Quantity of Commercials for Minimal Investment.

50 (:30) commercials

- M-Sn 6a-6a (equal distribution of days)
- Maximum of 8 spots per day
- Package valid April and/or May 2020 only

NET INVESTMENT:

Only \$10 per commercial

(Minimum purchase 50 commercials)

"Partner Up" & Get Your Business Up with KStar Country!



CITY OF MONTGOMERY

Development Report

April 2020

**By: Richard Tramm, City Administrator
Dave McCorquodale, CPM, Assistant City Administrator and
Director of Planning and Development**

This month's report finds the City in the midst of a global pandemic that is affecting every facet of our lives. With travel recommended for only essential activities and businesses deemed non-essential under orders to close, many local businesses are grappling with drastically lower sales revenue while also navigating the human cost of the Coronavirus. Residential and commercial development has held steady in the City and surrounding areas, and we are closely monitoring the situation to understand the impact on economic development within our City.

Commercial Development

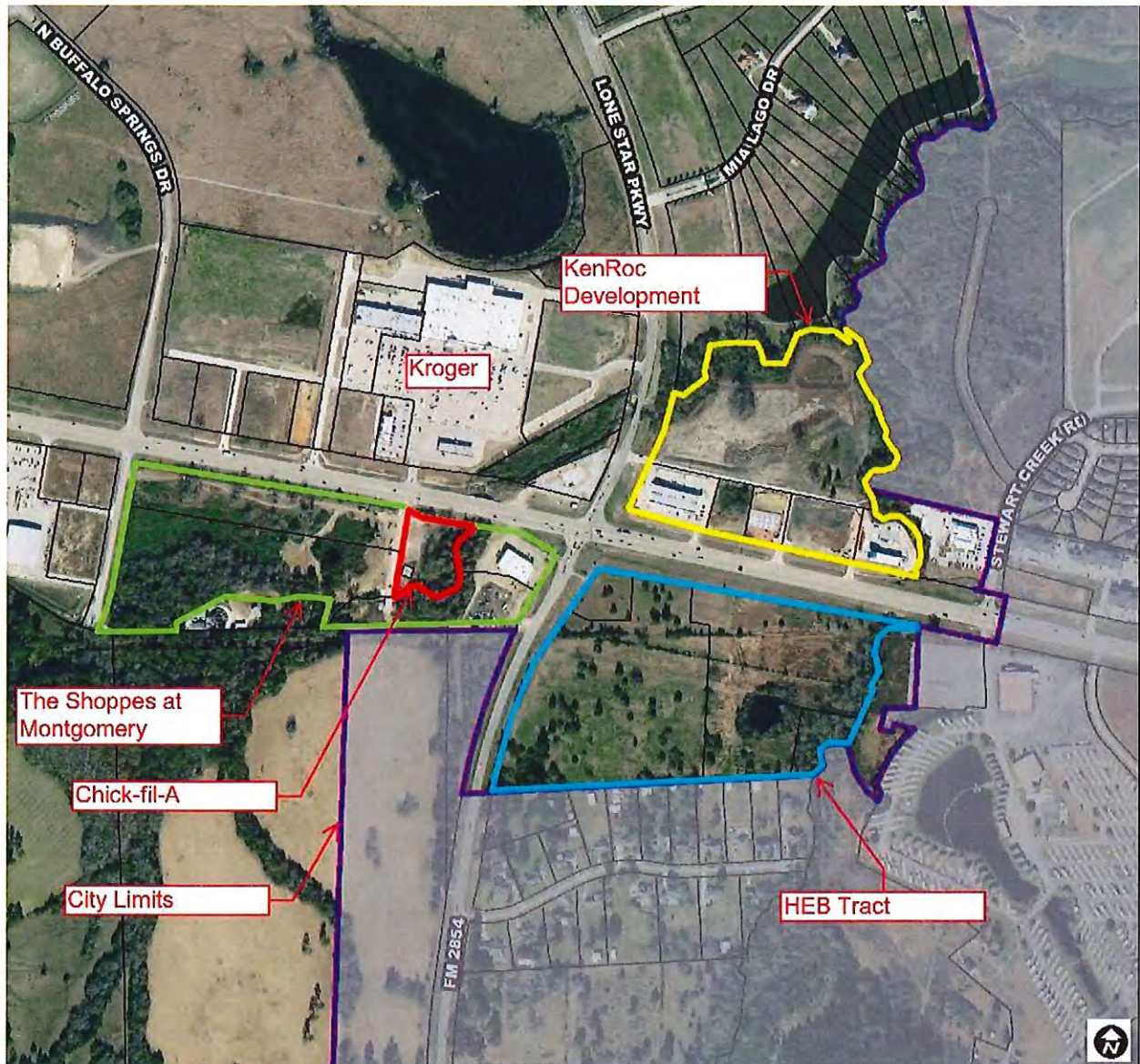
KENROC Property – This 13-acre development is along the north side of SH 105 and east of Lone Star Parkway. There are 3 pad sites with SH 105 frontage that include a 16,000 ft. building with an AT&T store that is open and an orthodontist office currently under construction. Future plans call for a 24,000 ft. building on the north side of the property. Christian Brothers Automotive is now open and Discount Tire is in preliminary design on an adjacent parcel.

Kroger Site – The site is approximately 80% built out, with 3 parcels remaining for development. Within the retail center, there are several restaurants, retail businesses, and salon/personal care establishments. Most of the locations in the main building are occupied.

West of Kroger/East of Buffalo Springs Road – This is a 16-acre site with utilities installed and ready for development. The site master plan depicts a retail center similar to the Kroger center and four pad sites closer to SH 105. The Blue Wave Express car wash is part of this development.

Central Business District – Best Donuts, located at 20998 Eva St, is nearing completion with plans to open in the next month. The contractor is working with the City on several outstanding items. Coldwell Banker has moved from Walden Road to Heritage Place near the intersection of SH 105 & FM 149. Wings Over Montgomery, designed as primarily a take-out wing restaurant, has started renovations on the building next to the First State Bank in downtown.

The Shoppes at Montgomery – This is a 26-acre property located at the southwest corner of SH 105 and FM 2854. Chick-Fil-A is currently under construction with a planned opening on May 21st. Plans have also been approved for a stand-alone Starbucks location near Chick-fil-A and construction is expected to start soon. Two retail centers are also under construction in this development.



Residential Development

The first quarter of 2020 is drawing to a close and residential construction has continued at strong pace. 17 new homes have been completed this year. Existing homesite inventory is still available, and a total of 230 homesites are part of two new subdivisions that are in the early stages of the development process.

Heritage Senior Apartments – The next phase of the apartments is nearing completion. This include approximately 80 apartments, which are complete and 6 to 8 “cottages” which are four-plex units at ground level that should be completed in the next two months.

Hills of Town Creek Subdivision – With a total of 100 single-family homesites, this subdivision is on the west side of the City. 55 homes are complete, 18 are under construction, and 27 lots are available. Preliminary plans for a new 30-lot section have been submitted for review.

Terra Vista at Waterstone – This is a 61-lot single-family subdivision north of Waterstone along FM 1097. 29 homes are complete, 11 are under construction, and 21 lots are available.

Montgomery Townhomes – Preliminary plans have been submitted to the City for a 48-unit townhome project along Plez Morgan Drive. The project is in the early stages of review with no immediate timeline for construction. More details will be provided as they become available.

City Development Activities

Texas Water Development Board Funding - The TWDB has provided funding in the amount of \$2.8 million for water and sewer work. The projects being funded include the connection of a 12-inch water line north of Clepper Street to the 12-inch line west of Cedar Brake Park (which will increase the water pressure on the western side of the city). The project design has been approved by the state and has been bid. Due to a low number of bidders, the City is currently evaluating options for rebidding the project. There are also improvements at Water Plant #3 under review that will increase water production capabilities.

Part of the Texas Water Development Board funding is to improve Lift Station #1 that feeds all the city's wastewater into the Stewart Creek Treatment Plant. Work is underway and the contractor plans to be completed in late May. The rerouting of the Lift Station #3 force main directly into Lift Station #1 will greatly increase the efficiency of the sanitary sewer system.

General Land Office Severe Flood Mitigation Grant – In May, 2017 the City learned of approximately \$22 million dollars in grant funds that had been offered to Montgomery County from the Texas General Land Office (GLO) for flood related damages since Montgomery County was one of 6 counties selected for the grant due to severe flood damage in the past two years. The City was allocated \$2.2 million of GLO funding. In late 2019, the City Council authorized the City Administrator to prepare an RFQ for an engineering firm to prepare a study of the Town Creek Watershed to identify specific recommendations for drainage improvements to alleviate flood risks. The RFQ for a qualified engineering firm went out early this year and the review process is underway. Eight firms submitted under this RFQ, and five have been selected for interviews.

Comprehensive Plan – The City, in partnership with Texas A&M's Community Resilience Collaborative and Texas SeaGrant, is developing a Comprehensive Plan that will guide the City's decision-making process by identifying a long-term vision for how the City will grow. The Plan will be based on the values and expectations of the community, and will guide public policy in areas such as transportation, utilities, land use, recreation and housing. The draft of the Comprehensive Plan should be complete in late April for review.

Downtown Walkability/Improvement Plan – This effort is to improve the streetscape and infrastructure of the downtown area, which is thought to be the heart and soul of the city. The intent is to meet with downtown property owners and businesses, city residents and other stakeholders after the City has a draft plan to review. Design concepts were developed by Texas A&M Landscape Architecture students. The MEDC held a workshop in January 2020 to review the designs. Both staff and Texas SeaGrant are going to use the discussion comments to update maps and concept drawing materials and bring those back to MEDC for further discussion and consideration. This project dovetails into the City's Comprehensive Plan update, and will pick up in earnest once that is complete.

Memory Park – The Lake Conroe Rotary Club continues to do an excellent job making improvements to the park. They contribute significant resources every year with the City funding the infrastructure expenses. The Public Works Department is currently developing an up-to-date irrigation map of the park to aid in future work.

Cedar Brake Park – While the playgrounds are closed to the public to help prevent the spread of the Coronavirus, many residents are still utilizing the park for exercise while maintaining social distancing requirements. The Public Works Department is adding parking spaces on the west side of the park along Shepperd Street and have replaced rotten wood on picnic tables throughout the park.

Baja Street Project - A Community Development Block Grant was awarded from the state for repaving Baja Street, replacing a water line and improving the drainage along Baja and Martin Luther King Jr. Drive. A \$26,000 cash match was required for the \$350,000 grant. The bid for this work was approved in October 2018. Work was stopped after problems with the original contractor and new contractor was selected for the project. The project was recently completed with a related project currently being evaluated outside the grant funding.

HOME Grant --The City Council approved an application to be made for the State of Texas HOME project in mid-2018. This will fund up to eleven new houses or major renovations to existing homes for those who qualify. The applicants must have an income below 80% of the average for the area, be the owner of the house and have a clear title to the property where the new house will be. The initial application process resulted in three city residents qualifying for new homes. The grant has no local match, and the MEDC has agreed to cover any incidental costs required by the grant. Each house includes roughly \$100,000 in total funding for administration and construction. Agreements with three residents approved under this program were signed on January 21, 2020. A fourth resident has been approved and is anticipated to close soon.

Businesses Opened in 2020

Coldwell Banker; 21105 Eva Street, Suite 110

Christian Brothers Automotive; 19920 Eva Street



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

February 19, 2020

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

Re: Engineering Report
Council Meeting: February 25, 2020
City of Montgomery

Dear Mayor and Council:

The following information summarizes our activities on your behalf since the January 28th Council Meeting:

Status of Previously Authorized Projects:

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

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

The contractor has completed the work. We are working with the Contractor, City, and GrantWorks to ensure all final punchlist items are completed and all required documentation is prepared and submitted as required by the Texas Department of Agriculture.

b) MLK Drive Water and Drainage Improvements, Phase II (CDBG)

The contractor has completed the work. We are working with the Contractor, City, and GrantWorks to ensure all final punchlist items are completed and all required documentation is prepared and submitted as required by the Texas Department of Agriculture.

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

The project is currently advertising for bids. We are scheduled to hold a pre-bid meeting on February 25th, receive and open bids on March 16th, and present a Recommendation of Award to City Council on March 24th.

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

The plans are substantially complete. We have received and addressed the comments from the Texas Water Development Board. We plan to meet with the City and TORC once their reviews are complete.

Status of Previously Authorized Projects (cont.):**e) Atkins Creek Water, Sanitary Sewer, and Storm Sewer Repairs (FEMA)**

The contractor has addressed all punchlist items identified at the final inspection held on January 14, 2020. We recommend the City accept the work, and the one-year warranty period end on January 22, 2021.

Agenda Item: Consideration and possible action regarding Certificate of Acceptance for the FEMA Atkins Creek Water, Sanitary Sewer and Storm Sewer Repairs project.

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

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

g) 18" Gravity Sanitary Sewer Extension, Phase 2

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

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

The contractor is continuing with construction of the wet well for the Lift Station No. 1 Replacement project. We received and recommended payment of Pay Estimate No. 4 in the amount of \$44,730,00 to Veritas Management Company LLC DBA Black Castle General Contractor for work completed as of January 27, 2020. As of Pay Estimate No. 4, the contract is approximately 78% complete by time and 34% complete by value. Based on the contractor's current schedule, construction will not be substantially complete until May 2020.



Lift Station No. 1 Wet Well



Lift Station No. 1 Wet Well

Status of Previously Authorized Projects (cont.):

- i) **Sanitary Sewer System Analysis and Master Plan – CP No. 10 – Lift Station No. 3 Force Main Re-Route**
As a reminder, this project is included in TWDB CWSRF loan. The design is substantially complete, has received TxDOT approval, and is being placed temporarily on hold until the Lift Station No. 1 project is complete.
- j) **GLO Projects**
The proposed work is undergoing environmental review for compliance. We are also working with GrantWorks to find a way to move forward with some of the projects until the drainage analysis is complete.

Existing and Upcoming Developments:

- a) **Feasibility Studies** – There are no ongoing feasibility studies at this time.
- b) **Plan Reviews**
 - i. **Wendy's (Haza Foods)** – We did not receive revised plans this month.
 - ii. **Louisa Lane Single Family Development** – We did not receive revised plans this month.
 - iii. **Starbucks** – We received initial plans for review on February 3rd and returned plan review comments on February 12th.
 - iv. **Heritage Parking Place Expansion** – We received plans for review on February 4th. We are waiting to return plan review comments until the comments to the development plat are addressed.
- c) **Plat Reviews**
 - i. **Heritage Place Parking Development Plat** – We received the preliminary plat on February 4th and returned comments on February 13th.
 - ii. **The Shoppes at Montgomery, Section 2 Amended Plat** – We received the amended plat for review on February 17th and returned comments on February 19th.
- d) **Ongoing Construction** – There are no ongoing construction projects by developers for public infrastructure at this time.
- e) **One-Year Warranty Inspections**
 - i. **Lake Creek Village, Section 3** – We are continuing to work with the Developer and his contractor to address the roadside ditch along Buffalo Springs Drive.
 - ii. **Villas of Mia Lago, Section 2** – It is our understanding the contractor is working to address the items identified at the one-year warranty inspection.

One-Year Warranty Inspections (cont.):

- iii. **18" Gravity Sanitary Sewer Extension, Phase I** – The one-year warranty inspection was held on January 7, 2020 and the contractor is addressing the punch list items.
- iv. **Hills of Town Creek, Section 3** – The one-year warranty inspection was held on January 7, 2020, and the contractor is currently addressing the punch list items.
- v. **Emma's Way** – The one-year warranty inspection was held on February 18, 2020 and the contractor is currently addressing the punch list items
- vi. **Town Creek Bridge Waterline** – The one-year warranty inspection was held on February 18, 2020. No punch list items were identified. We are waiting on the final close out documents to present to City Council in March.

Meetings and Ongoing Activities:

- a) **Weekly Operations Conference Call** – We continue hosting a biweekly conference call with representatives from Gulf Utility Service, Inc. and City Staff. Items of note discussed during the previous month included receiving estimates for repairs to Lift Station No. 14, updates on various warranty inspections, general updates on all active design and construction projects, and general operations of the City's water and sanitary sewer facilities.
- b) **FM 1097 & Atkins Creek (TxDOT)** – It is our understanding TxDOT has received the preliminary study results and are currently reviewing.
- c) **FM 149 & SH-105 Right Turn Lane** –TxDOT has advised they have received the appraisal and are currently reviewing. Once the review is complete, they will prepare the legal conveyance documents.
- d) **Design Manual Update** – We are preparing updates to the City's Design Manual, as authorized by City Staff, in response to recent legislation that requires all plan review comments to reference a written rule. Updates include the addition and modification of standard details and City preferences for construction to be enforced in all proposed City and private developments.
- e) **Annual Water Plant Inspection** – We are proceeding with a TCEQ Checklist inspection of the City's water plant facilities and expect to present our findings in April 2020.

Please contact me if you have any questions.

Sincerely,



Chris Roznovsky, PE
Engineer for the City



CVR/kmv

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Enclosures: Active Capital Projects Map
 Active Developments Map
 Project Schedule

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

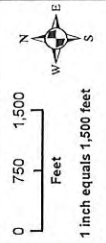


VICINITY MAP

Scale: 1 inch equals 20 miles

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

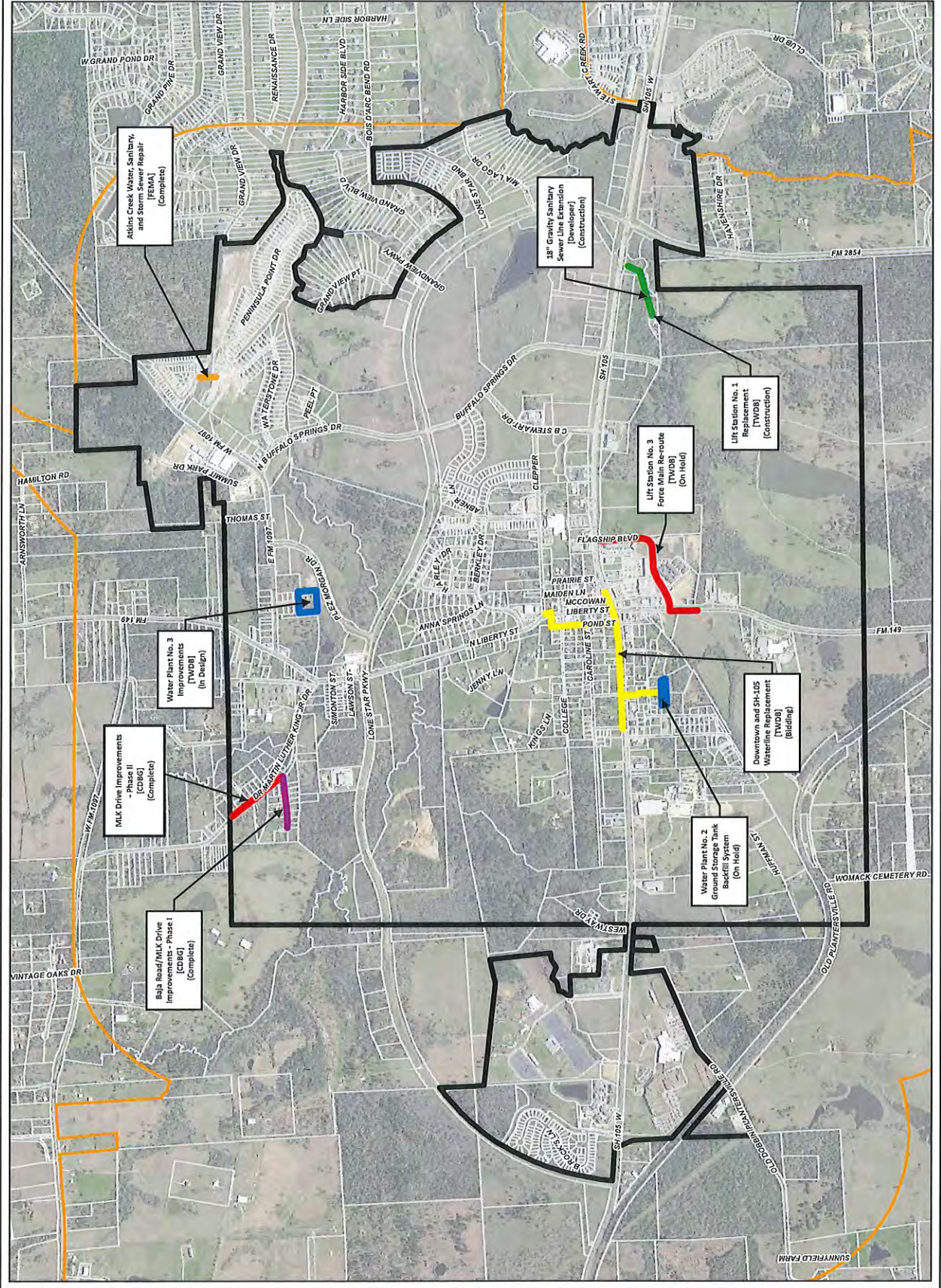
ACTIVE CAPITAL PROJECTS (FEBRUARY 2020)



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JONES CARTER
Texas Board of Professional Engineers Registration No. 1-139





LEGEND

Active Development (Phase)

- Complete/Under Warranty
- Under Construction
- In Design
- Planning/Feasibility

City Limits

- Stanley Lake MUD
- City ETJ
- City of Conroe ETJ

Floodway

- 100-year
- 500-year
- MCAD Parcels

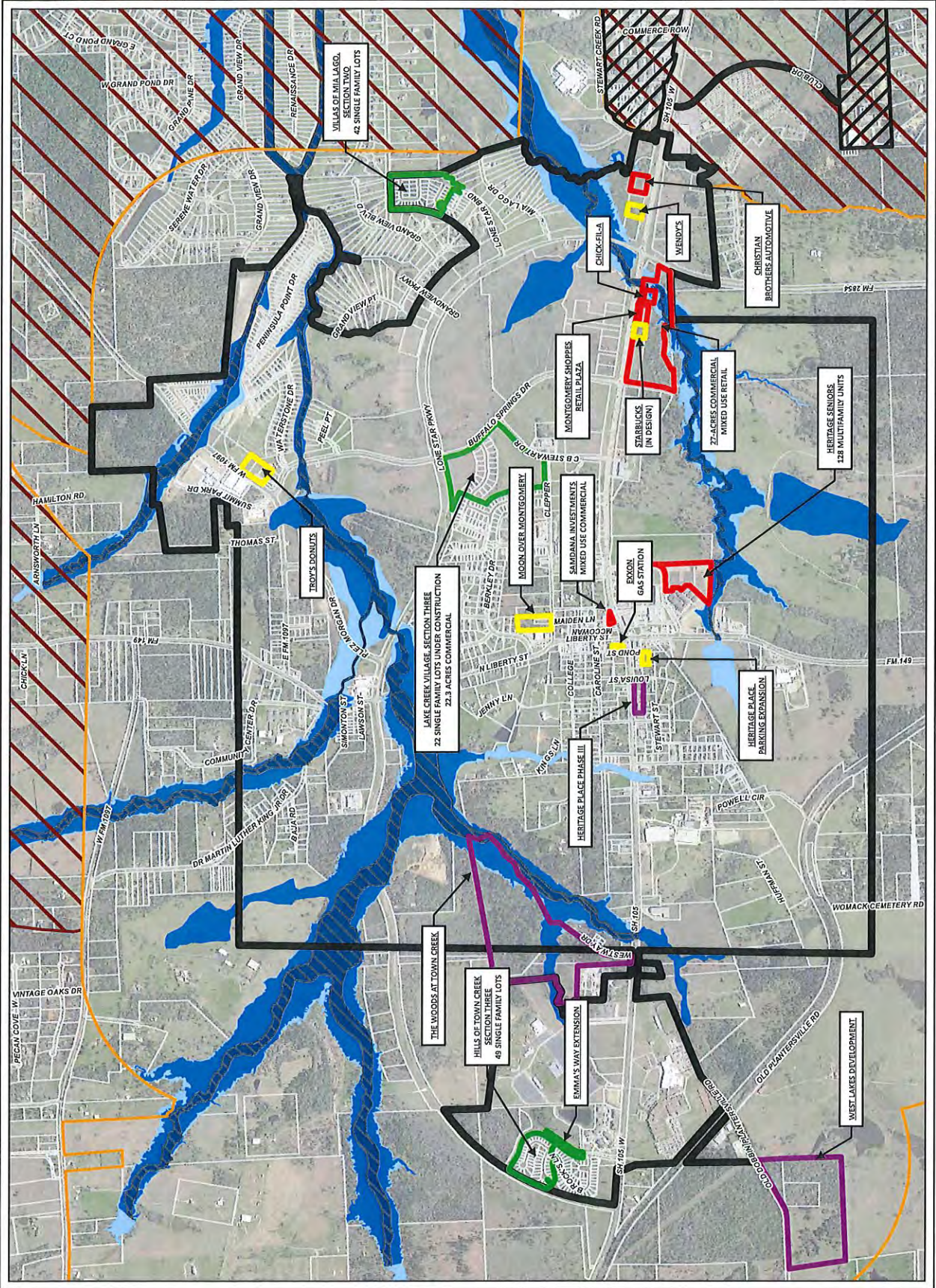
ACTIVE DEVELOPMENTS (FEBRUARY 2020)

0 750 1,500 Feet

1 inch equals 1,500 feet

JONES CARTER
Texas Board of Professional Engineers Registration No. 1-1579

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Project No: 20190201-001 (February 2020) | Project Name: Woodlands Active Developments (2/2020) | Date: 2/27/2020 | User: JMC_KP



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

March 19, 2020

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

Re: Engineering Report
Council Meeting: March 24, 2020
City of Montgomery

Dear Mayor and Council:

The following information summarizes our activities on your behalf since the February 25th Council Meeting:

Status of Previously Authorized Projects:

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

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

The contractor has completed the work. We are working with the Contractor, City, and GrantWorks to ensure all final punchlist items are completed and all required documentation is prepared and submitted as required by the Texas Department of Agriculture.

b) MLK Drive Water and Drainage Improvements, Phase II (CDBG)

The contractor has completed the work. We are working with the Contractor, City, and GrantWorks to ensure all final punchlist items are completed and all required documentation is prepared and submitted as required by the Texas Department of Agriculture.

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

We received bids at City Hall on March 16th. Only one bidder submitted a bid for this work and the bid amount was substantially higher than our estimate. We are reaching out to other contractors that indicated interest in the project to determine why they did not submit a bid. We plan to discuss our recommendation to staff on how to proceed once additional information is received.

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

The plans are substantially complete. We have received and addressed the comments from the Texas Water Development Board. We plan to meet with the City and TORC once their reviews are complete.

Status of Previously Authorized Projects (cont.):

- e) **Water Distribution System Analysis and Master Plan – CP No. 1, Water Plant No. 2 GST Backfill**
As a reminder, this project plans to be rebid with the Water Plant No. 3 Improvements project.

- f) **18" Gravity Sanitary Sewer Extension, Phase 2**

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

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

The contractor is continuing with construction of the wet well and electrical work for the Lift Station No. 1 Replacement project. We received and recommended payment of Pay Estimate No. 5 in the amount of \$67,140.00 to Veritas Management Company LLC DBA Black Castle General Contractor for work completed as of February 24, 2020. As of Pay Estimate No. 5, the contract is approximately 93% complete by time and 40% complete by value. Based on the contractor's current schedule, construction will not be substantially complete until late May 2020.



Lift Station No. 1 Wet Well



Electrical Duct Bank

- 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, has received TxDOT approval, and is being placed temporarily on hold until the Lift Station No. 1 project is complete.

- i) **GLO Projects**

The proposed work is undergoing environmental review for compliance. We are also working with GrantWorks to find a way to move forward with some of the projects until the drainage analysis is complete.

Existing and Upcoming Developments:

- a) **Feasibility Studies** – There are no ongoing feasibility studies at this time.
- b) **Plan Reviews**
 - i. **Wendy's (Haza Foods)** – We did not receive revised plans this month.
 - ii. **Louisa Lane Single Family Development** – We did not receive revised plans this month.
 - iii. **Starbucks** – We received revised plans for the development on March 3rd and returned comments to the plans on March 11th. We received further revised plans on March 18th and plan to return the plans within the next week.
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- d) **Ongoing Construction**
 - i. **Shoppes at Montgomery Public Waterline Extension** – We attended a preconstruction meeting with the developer and contractor on March 17th for the public waterline extension on the Shoppes at Montgomery property.
- e) **One-Year Warranty Inspections**
 - i. **Lake Creek Village, Section 3** – We are continuing to work with the Developer and his contractor to address the roadside ditch along Buffalo Springs Drive.
 - ii. **Villas of Mia Lago, Section 2** – It is our understanding the contractor is working to address the items identified at the one-year warranty inspection.
 - iii. **18" Gravity Sanitary Sewer Extension, Phase I** – The one-year warranty inspection was held on January 7, 2020 and the contractor has completed addressing the punchlist items and we are working on the final close out documents.

One-Year Warranty Inspections (cont.)

- iv. **Hills of Town Creek, Section 3** – The one-year warranty inspection was held on January 7, 2020, and the contractor is currently addressing the punch list items.
- v. **Emma's Way** – The one-year warranty inspection was held on February 18, 2020 and the contractor is currently addressing the punch list items.
- vi. **Shoppes at Montgomery Public Water and Sanitary Sewer Extension** – The one-year warranty inspection was held on March 17th for the public water and sanitary sewer extension adjacent to CVS. We are preparing the punchlist document to send to the contractor identifying the items to be addressed.

Meetings and Ongoing Activities:

- a) **Weekly Operations Conference Call** – We continue hosting a biweekly conference call with representatives from Gulf Utility Service, Inc. and City Staff. Items of note discussed during the previous month included receiving estimates for repairs to Lift Station No. 14, updates on various warranty inspections, general updates on all active design and construction projects, and general operations of the City's water and sanitary sewer facilities.
- b) **FM 1097 & Atkins Creek (TxDOT)** – It is our understanding TxDOT has received the preliminary study results and are currently reviewing.
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- d) **Design Manual Update** – We are preparing updates to the City's Design Manual, as authorized by City Staff, in response to recent legislation that requires all plan review comments to reference a written rule. Updates include the addition and modification of standard details and City preferences for construction to be enforced in all proposed City and private developments.
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Please contact me if you have any questions.

Sincerely,



Chris Roznovsky, PE
Engineer for the City



CVR/kmv

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Enclosures: Active Capital Projects Map
 Active Developments Map

Cc (via email): The Planning and Zoning Commission – City of Montgomery
 Mr. Richard Tramm – City of Montgomery, City Administrator
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VICINITY MAP
Scale: 1 inch equals 20 miles

LEGEND

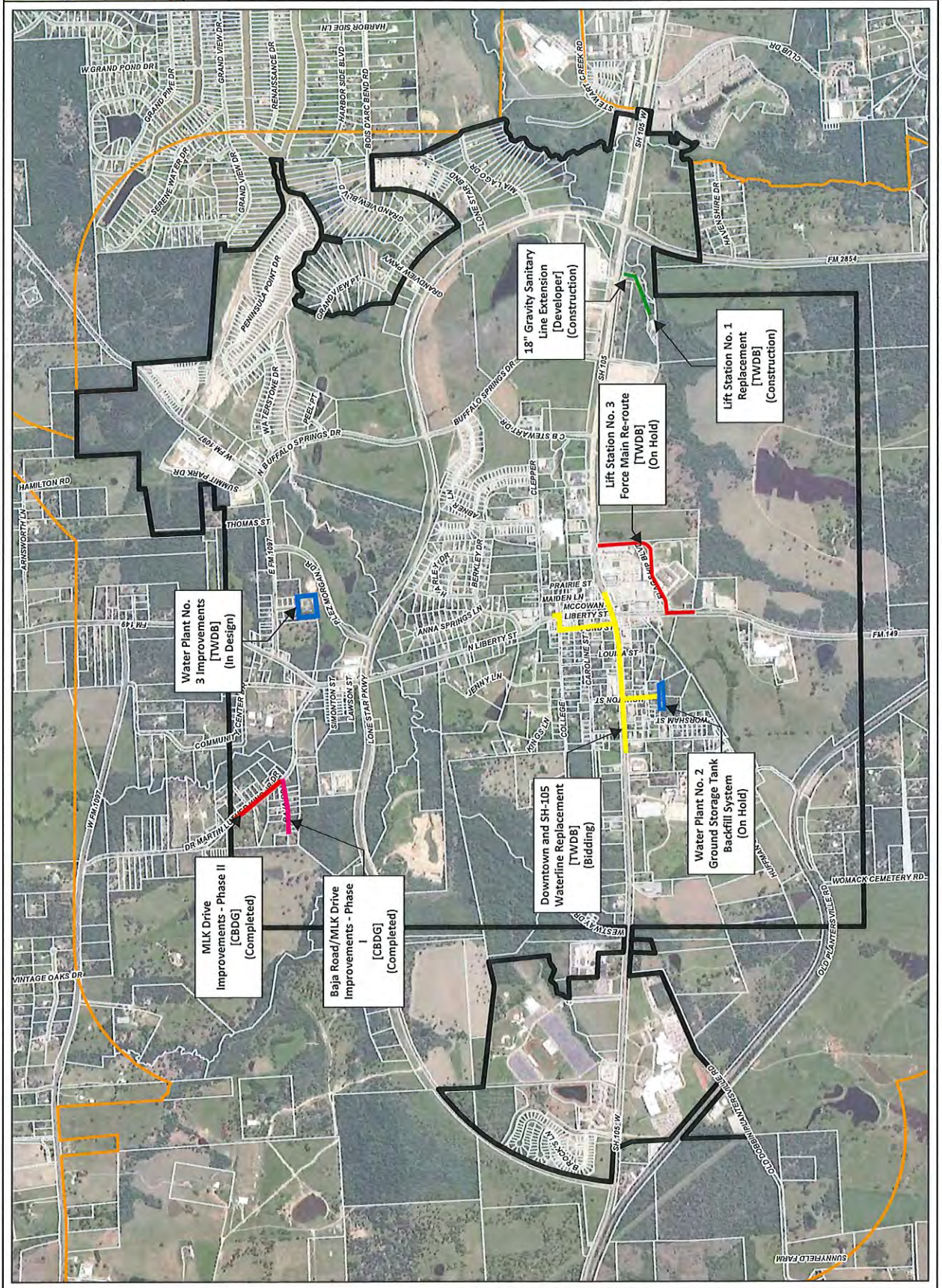
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ACTIVE CAPITAL PROJECTS
(MARCH 2020)

0 750 1,500 Feet
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JONES CARTER
Texas Board of Professional Engineers Registration No. F-139



Water Plant No. 3 Improvements [TWDB] (In Design)

18" Gravity Sanitary Line Extension [Developer] (Construction)

Lift Station No. 1 Replacement [TWDB] (Construction)

Lift Station No. 3 Force Main Re-route [TWDB] (On Hold)

Milk Drive Improvements - Phase II [CBDG] (Completed)

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Water Plant No. 2 Ground Storage Tank Backfill System (On Hold)



City of The Woodlands
Vicinity Map

VICINITY MAP

Scale: 1 inch equals 20 miles

LEGEND

- City Limits
- City ETJ
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ACTIVE DEVELOPMENTS

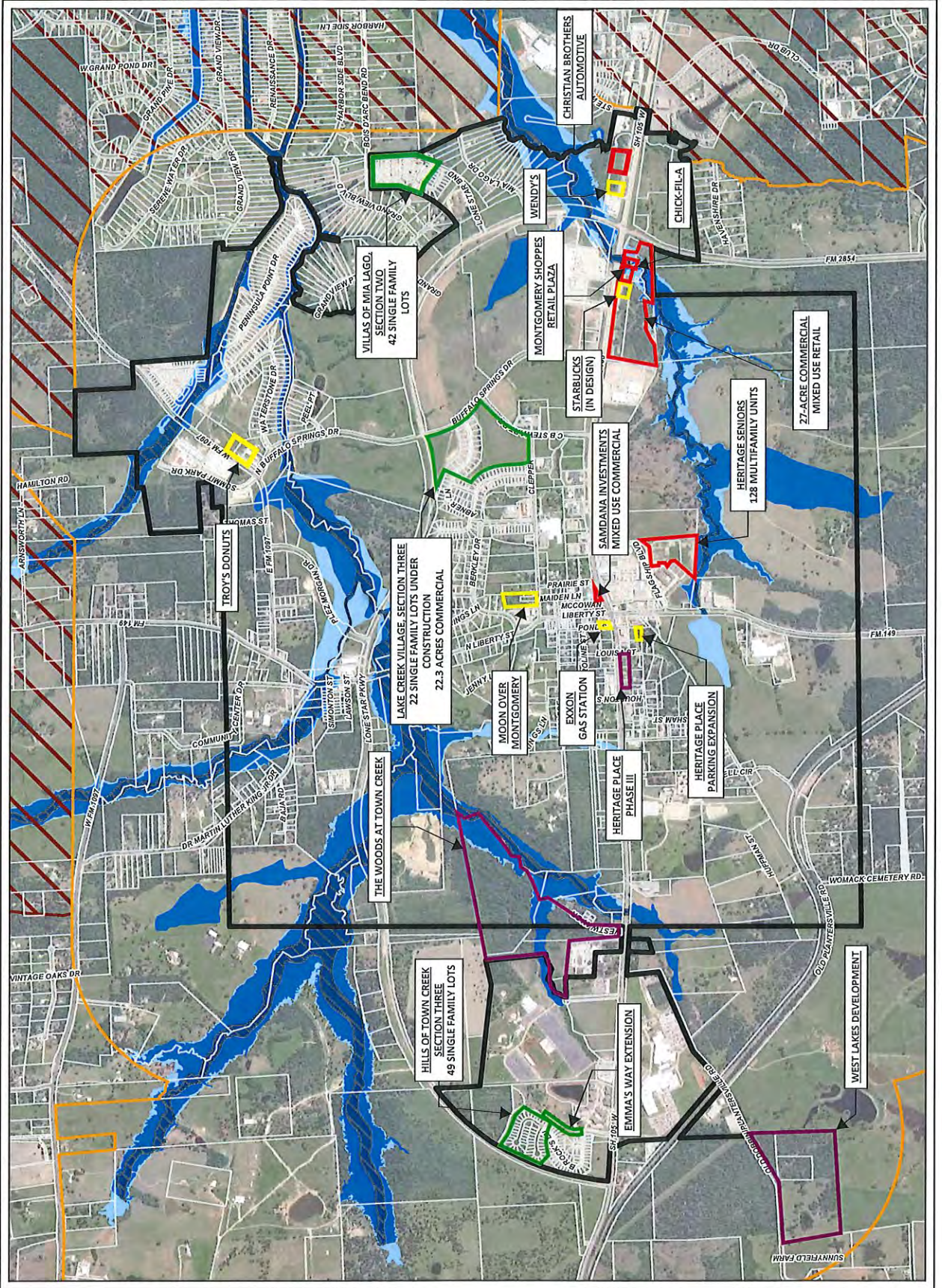
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Chris Roznovsky, PE
Engineer for the City



CVR/kmv

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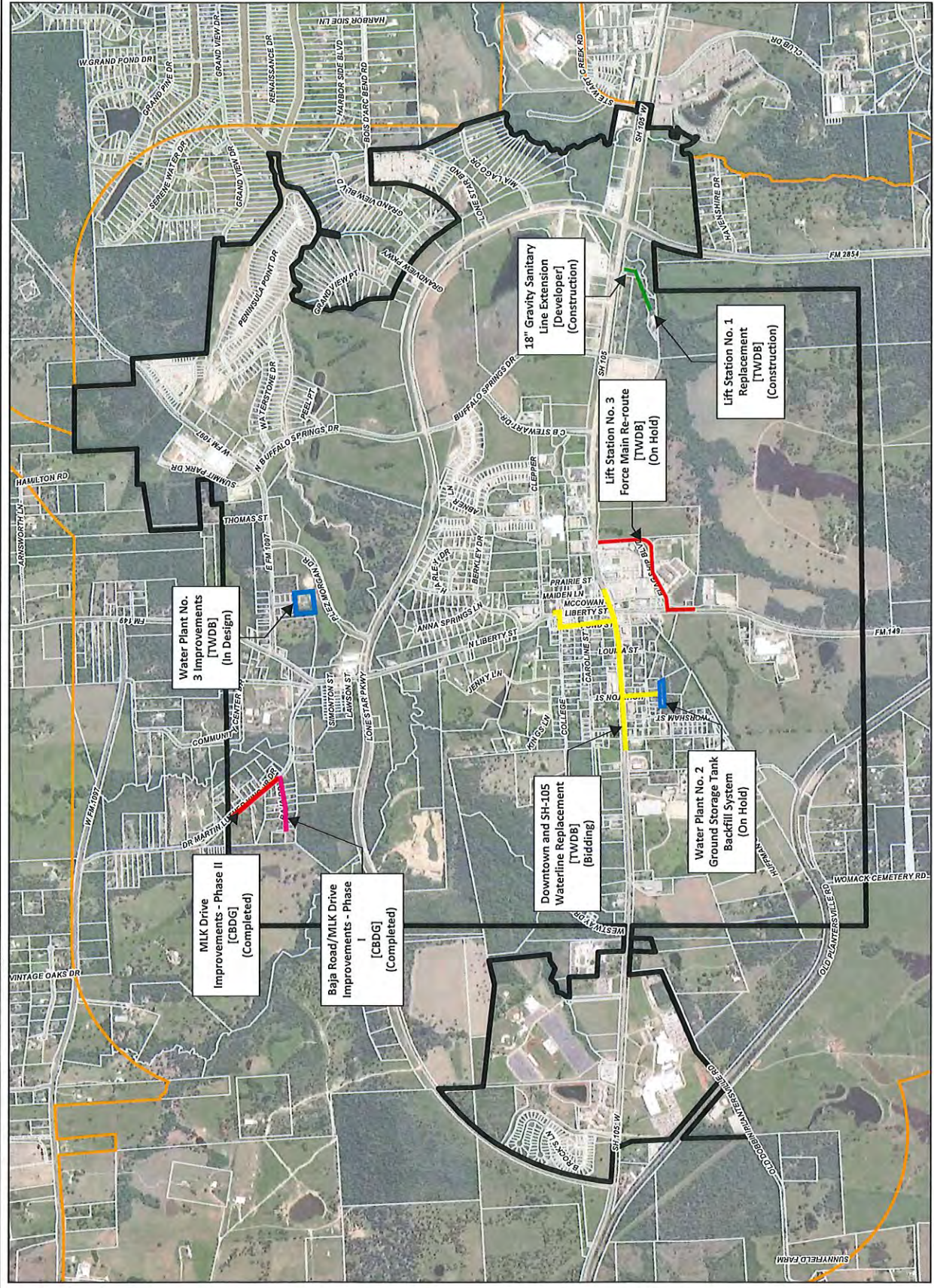
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ACTIVE CAPITAL PROJECTS (MARCH 2020)

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JONES CARTER
 Texas Board of Professional Engineers Registration No. F-139



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ACTIVE DEVELOPMENTS
(MARCH 2020)

0 750 1,500 Feet
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North Arrow

JONES CARTER
Texas Board of Professional Engineers Registration No. F-139

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