

**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, June 15, 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](mailto:rtramm@ci.montgomery.tx.us) by 3:00 p.m. on June 15, 2020.

Members of the public are entitled to participate remotely via Zoom Teleconferencing. Citizens may join the Zoom Meeting by logging on <https://us02web.zoom.us/j/89595261901> and using Meeting ID: 895 9526 1901. They may also join by calling (346) 248-7799 and entering the

Meeting ID: 895 9526 1901.

The Meeting Agenda Pack will be posted online at [www.montgomerytexas.gov](http://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](mailto:rtramm@ci.montgomery.tx.us) by 3:00 p.m. on June 15, 2020.

***Notice - any person(s) using profane, abusive or threatening language may result in them being removed from the Teleconference Meeting.***

1. Call to Order
2. Open Public Comment
3. Approval of Minutes of Regular Meeting held on May 18, 2020.
4. Approval of Financial Reports
5. Discussion, consideration and possible action regarding Southern Rum Runners festival
6. Report on utility grant program to support local businesses in City of Montgomery.
7. Update on Montgomery Mudbugs & Music Festival.
8. Discuss and consider approving MEDC Funds reserved for Blight Removal for use in an additional City heavy trash pickup
9. Discuss and consider MEDC funding of painting concrete car-stops in City of Montgomery.
10. Update on Downtown Development Planning
11. Discuss and consider Social Media Marketing Planning and Development Options
  - a. Consider Options for Updated Social Media Profile Image/Logo
  - b. Consider Social Media Budget
  - c. Consider Budget for Updates to Website
12. 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.

**POSSIBLE ACTION FROM EXECUTIVE SESSION:**

13. Consideration and possible action on items from Executive Session, if necessary.
14. Board Inquiry
15. 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 11th day of June 2020 at 3:50 o'clock p.m. I further certify that the following news media was notified of this meeting as stated above: The Courier

## MINUTES OF REGULAR MEETING

May 18, 2020

### MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION

#### CALL TO ORDER

President Rebecca Huss called the Zoom Teleconference meeting to order at 6:02 p.m.

Present: Rebecca Huss - President  
Dan Walker – Vice-President  
Julie Hutchinson - Treasurer  
Amy Brown – Secretary  
Tom Cronin – Board Member

Absent: Arnette Easley – Board Member  
Bob Kerr – Board Member

Also Present: Richard Tramm – City Administrator  
Susan Hensley – City Secretary

#### OPEN PUBLIC COMMENT

No public comment.

#### APPROVAL OF MINUTES

Minutes of April 20, 2020 Regular Meeting –

President Huss asked for comments on the minutes as presented. Mrs. Hutchinson made a motion to accept the minutes as presented, seconded by Mr. Walker. All in favor. (5-0)

## MONTHLY FINANCIAL REPORT

### Report for April, 2020

Mrs. Hutchinson said she had not had an opportunity to speak with Mr. Lasky, the city's Senior Accounting Clerk, but informed the Board of Mr. Lasky's notes pertaining to the EDC's April financial report. Mr. Lasky noted the sales tax transfer of \$45,332.51 was received in April, but will show on the May financial report. Mrs. Hutchinson said since the figure appears on the April report, she believes Mr. Lasky is referring to the transfer into the Texpool account.

Mr. Lasky also noted a sales tax transfer of \$78,774.99. Mrs. Hutchinson said she spoke to Mr. Tramm, and they believe Mr. Lasky already knows the sales tax figures the EDC will receive in May and is simply passing along information. Mrs. Hutchinson said she will contact Mr. Lasky to clarify the notes.

Mrs. Hutchinson said sales tax increased about 10% from April of 2019. Mrs. Hutchinson said this April accrual actually represents sales made in February. She also said the sales tax amount for May is also increased about 10% from May of 2019. Mrs. Hutchinson said she expects to see these figure decrease beginning with the June financial reports.

Mrs. Huss said, since this is a quarterly report, this also includes the grocery stores which had an increase in purchases of taxable items beginning in March. She said these figures also include businesses such as McCoy's which has been continuously busy despite the shutdown orders.

Mrs. Hutchinson said she wanted to point out these figures are from before COVID-19 shutdowns and the Board needs to be aware the trend will not continue to move up once the June financials are released.

Mrs. Hutchinson also stated she will ask Mr. Lasky to begin including the TexPool activity on the Cash Flow Report.

Mrs. Hutchinson said \$44.98 in office supplies was booked twice and will be corrected.

Mr. Tramm noted the payment of \$222.79 was mistakenly billed as a MEDC expense instead of a city expense and will also be corrected.

Mrs. Huss said it would be nice to have an idea where the EDC stands for the rest of the year on mandatory expenditures such as debt service, General Fund transfers and sales tax accruals. She said she does not expect sales tax revenue to decrease more than 25%, but the Board should know what its mandatory expenses are in order to know the amount of funds available for spending on projects.

Mrs. Hutchinson said the Board created a very conservative budget for the current year.

Mrs. Hutchinson also asked for a timeline on the Downtown Improvement project. She said, despite the economic downturn, she still expects the MEDC to be able to significantly contribute.

Motion by Mrs. Brown, seconded by Mr. Cronin to approve the April 2020 Financial Report as presented. All in favor. (5-0)

## **CONSIDERATION AND POSSIBLE ACTION**

### **5. Report on Utility Grant Program to support local businesses in the City of Montgomery.**

Mr. Tramm said two applications have been submitted and the applicants will be notified on May 19<sup>th</sup> of their approval. Mr. Tramm said the City has received a couple more phone calls but those businesses have not, as yet, followed up with paperwork.

Mr. Tramm said either May 19<sup>th</sup> or May 20<sup>th</sup> will be the last day to apply for this billing month. He said any applications approved after those dates will be entered into the system for the next month's billing cycle.

Mr. Cronin asked how long the application process will continue.

Mr. Tramm said there was not an end date specified by the EDC and it will continue as long as the Board decides it is valid. He said a business can only apply once, but depending on the water usage of a business, the grant can last anywhere from one month to four months.

Mrs. Huss asked Mr. Tramm if he or the utility clerk has been significantly impacted by the additional work.

Mr. Tramm said he does not believe the utility clerk has spent over an hour so far, and he has probably spent the same amount of time. He said the application process is fairly simple.

Mr. Tramm said he feels the application process should remain open as long as there is an emergency situation at hand, but that is entirely up to the Board.

Mr. Cronin asked how the grant was being promoted.

Mr. Tramm said notices have been placed on the website and Facebook. He said a notice could be placed in with the next water/utility bills.

Mrs. Hutchinson suggested adding a simple reference to the grant, with the insert of the water bill, directing business accounts to the website for information.

Mr. Walker asked if the City does not have a list of business accounts.

Mrs. Huss said it does have a list, but that would not necessarily include home based businesses. She said it would also include businesses which would not qualify.

Mrs. Huss said she agreed with Mrs. Hutchinson's recommendation of adding a note in with the water bill directing businesses to the City's website.

Mr. Tramm said that certainly could be a first effort. He said if that doesn't get enough communication in response to the insert, the Board can discuss further options.

No action taken.

6. Update on the Montgomery Mudbugs & Music Festival

Mr. Tramm said he has communicated with Charlie Diggs. Mr. Tramm said Mr. Diggs has pushed back the date for the festival and plans on continuing to push back the date until such time as the State and County authorities allow the event to go forward.

Mr. Tramm said Mr. Diggs plans on holding the event one to three weeks after receiving word from the State and County authorities.

No action taken.

7. Discussion regarding Southern Rum Runners Festival event.

Mr. Tramm said SRR has been moving forward with contacting performers and vendors. He said they have had difficulty with the closures of businesses.

Mr. Tramm said he also has received contract updates from the City Attorney. Mr. Tramm said he will get in touch with SRR to discuss the revisions and schedule a time for SRR to present a presentation to the Board.

No action taken.

8. Discussion of future marketing and tourism advertising options.

Mr. Tramm said the City's entire economic situation has changed significantly. Mr. Tramm said the City has recently separated from the Marketing and Tourism Director, Freida Joyce. Mr. Tramm said the position is funded by sales tax and given the economic situation, sales tax income is expected to be significantly lower than normal.

Mr. Tramm said it is difficult to know what the future will look like for marketing and tourism. He said social media has been discussed as a primary way to focus marketing. Mr. Tramm said this will also be a very cost-effective approach.

Mr. Tramm said there may be some contracting opportunities in the future.

Mr. Tramm asked if the Board had seen the new painted car-stops completed by the Public Works Department. Mr. Cronin said he had not seen it.

Mr. Tramm displayed a picture of one of the painted car-stops. He said this was an inexpensive project. He said the design took three to four hours of staff time in the City Hall office, and an hour and a half of Public Works time to complete.

Mr. Tramm said this speaks directly to the identity of the City as the Birthplace of the Texas Flag. Mr. Tramm said he has been asked by many people to extend this project through the downtown area.

Mrs. Huss said almost 2,500 people saw the picture on Facebook.

Mr. Tramm said this is an example of a project where the public image benefits are greater than the cost expended.

Mr. Tramm said Mike Muckelroy told him the total cost, including staff time, would be approximately \$50-\$60 per car-stop. Mr. Tramm said the Public Works Department will complete more as time allows in the department's regular schedule.

Mrs. Huss said as more are painted, social media can be used to promote the project and get viewers interactive by finding the new car-stops.

Mrs. Hutchinson said scavenger hunts have shown to be popular. She said SnoBalls had a scavenger hunt and it garnered a lot of attention.

Mr. Tramm said businesses may wish to have their car-stops painted and be willing to provide incentives for prizes.

Mrs. Huss said businesses could pay for the labor to have them painted, then the City could use the car-stops as advertising.

Mrs. Huss said public art in the city should be used to entice people to come to Montgomery. She said the city can be marketed as a socially-distancing-family-friendly destination. Mrs. Huss said small children can enjoy the games, while teenagers can take InstaGram photos with the public art.

Mr. Tramm said he is open to other suggestions for public art projects.

Mrs. Huss said the owner of the Montgomery mural on 149 has been very accommodating, but it would be nice to have another one on the West side of town.

Mrs. Huss said it would be interesting to have different representations of the Texas Flag around town for people to visit and take photos. Mrs. Huss said destination art such as this could be used to draw people around the city.

Mrs. Hutchinson said she has seen that idea used successfully in several cities.

Mr. Tramm said that would be a good way to turn the City's history into a living reality.

Mrs. Brown asked if there was a plan to distribute the information on these projects.

Mrs. Huss agreed there needs to be a marketing plan in place.

Mrs. Huss said the EDC's current use of social media is "gathering eyeballs" and not much in the way of building the brand. She said the current social media presence is not being utilized to its greatest potential by using videos and InstaGram Stories.

Mrs. Huss said the social media presence is certainly better than it was two years ago when the Mayor began pushing for a social media presence. She said there definitely needs to be a cohesive plan that goes along with some of these other ideas. Mrs. Huss said that plan should be in place before the EDC unveils larger projects.

Mrs. Brown said having a plan and a successful social media presence in place will also provide an immediate audience when larger projects are announced.

Mrs. Huss said it has taken two years to get 2,800 followers on Facebook.

Mr. Walker asked if the Facebook page has been promoted in the utility bill insert. He also asked Mr. Tramm if the EDC needs to monetarily contribute to the car-stop project.

Mr. Tramm said if the MEDC wishes to commit towards the cost, he can come back in June with an estimate of what it would take to do different amounts of car-stops across the city.

Mrs. Hutchinson asked if the car-stops are able to be salvaged if they need to be moved due to the proposed Master Plan for the city.

Mr. Tramm said he would see them collected and moved so they would not be damaged.

Mrs. Huss said there is the option of having citizens sponsor a car-stop and possibly adding the person's name to it.

Mr. Cronin asked what agenda item was being discussed.

Mrs. Huss said number eight.

Mr. Cronin said the discussion is more of a workshop discussion.

Mrs. Huss said the Board is discussing marketing options.

Mrs. Brown asked if the car-stops being painted are only city owned car-stops, not car-stops in private parking lots downtown.

Mr. Tramm said the plan is to only do city property. He said if a private business approached him, he would be willing to have the conversation.

Mrs. Huss said there are many internally generated marketing ideas, but there needs to be a plan to present them on social media.

Mrs. Brown said the EDC definitely needs to get a plan. She said the EDC can't just focus on Facebook. Mrs. Brown said the Facebook page is doing great, but there are other platforms that reach a different demographic.

Mr. Walker said the big question is how to get people redirected to the website.

Mrs. Hutchinson reminded the Board of Mr. Tramm's earlier statement of getting contract labor to handle the social media platforms.

Mr. Tramm said that is one potential option.

Mrs. Huss said the website may need to be contracted out. She said, it appears, MuniCode was not entirely truthful when they explained what the existing contract included. Mrs. Huss said what the EDC wanted, sounded like a Specialty Subsite. She said, at the time MuniCode said it was included, but recently stated it is not included because it is a Specialty Subsite.



Mrs. Huss said either the existing framework does not appear to be adequate to supply a tourism-type website, or neither the City or MuniCode have the skills to make it happen.

Ms. Hensley said she will get some additional information from MuniCode and see what can be done.

Mrs. Huss asked if anyone had any other items to discuss, or anything they wished to discuss at the next meeting.

No comments by the Board.

No action was taken.

10. Economic Development Report – Richard Tramm

a. City Administrator's Development Report

Mr. Tramm noted the city's sales tax figures from May 2020, which is a quarterly report month, is 12% down from the last quarterly period. Mr. Tramm said it is also up 11% for the year-to-date for the same quarter. He said this quarterly report was only partially affected by the COVID situation. Mr. Tramm said when the city receives the April report, it will begin to show a much stronger effect.

Mr. Tramm said he originally expected a 30% impact, but he is refining that number. He said, it is difficult to narrow down a number due to the lack of solid information.

Mr. Tramm said the June report will begin to show the April activity numbers.

Mr. Cronin left the meeting at 7:02 p.m.

Report provided

b. City Engineer's Report

Report provided

**BOARD INQUIRY**

Mrs. Hutchinson asked when the Board would be getting an update on the Downtown Walkability Plan.

Mr. Tramm said he expects to have an update in June.

Mrs. Huss asked if the update could be emailed before the June meeting.

Mr. Tramm said he would try to get an update emailed.

Mrs. Huss said there are many steps to getting the project started, and every time the discussion is pushed back another month, the completion is also pushed back another month.

**ACTION ITEMS FROM APRIL 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>
<b>Plans/options for outsourcing social media</b>	Tramm	June meeting
<b>Promotional note in utility bills concerning Utility Grant Program</b>	Tramm	May utility bill
<b>Estimate cost of painting car-stops for EDC contribution</b>	Tramm	June meeting
<b>Information from MuniCode on website</b>	Hensley	

**ADJOURNMENT**

Motion by Mr. Walker, seconded by Mrs. Hutchinson to adjourn the meeting at 7:13 p.m. All in favor.  
(4-0)

Submitted by: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Amy Brown, MEDC Secretary

\_\_\_\_\_  
Rebecca Huss, MEDC President

CITY OF MONTGOMERY - MEDC  
ACCOUNT BALANCES REPORT  
Through May 31, 2020 - For June 2020 Meeting

	<u>MONEY MARKET ACCOUNTS</u>	<u>INVESTMENTS</u>	<u>TOTALS</u>
<u>MEDC</u>			
CHECKING ACCOUNT #1017938	\$ 97,502.57		\$ 97,502.57
TOTAL INVESTMENTS	\$ -	\$ 1,290,516.70	\$ 1,290,516.70
<b>TOTAL MIDC</b>	<u>\$ 97,502.57</u>	<u>\$ 1,290,516.70</u>	<u>\$ 1,388,019.27</u>

<b>INVESTMENTS</b>
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	Issue Date	Maturity Date	Interest Rate	Balance
Texpool #00005			0.21%	\$ 39,820.64
Texpool #00006			0.21%	\$ 1,250,696.06
 Certificates				
 <b>Total Investment Balance</b>				<u><u>\$ 1,290,516.70</u></u>

\*\* Note:

The Sales Tax Transfer of \$54,903.99 was received and transferred on June 10th. This will show on the next report.

City of Montgomery - MEDC

Cash Flow Report

As of May 31, 2020

Date	Num	Name	Memo	Amount	Balance
<b>51100 · MEDC Checking</b>					
05/28/2020	AL		Wire Transfer to General Fund for US Patent Trademark to Card Member Services and paid from Gene...	-225.00	97,504.78
05/28/2020	AL		Wire Transfer for Reimbursement of Expenses Paid by General Fund as of 5/7/2020	222.79	97,279.78
Total 51100 · MEDC Checking				-2.21	97,502.57
<b>TOTAL</b>				<b>-2.21</b>	<b>97,502.57</b>

City of Montgomery - MEDC  
**Cash Flow Report - Texpool**

As of May 31, 2020

Date	Num	Name	Memo	Amount	Balance
<b>51300 - Time Depositsl-MEDC</b>					1,126,532.70
05/07/2020	AL		Reimbursement of Expenses Paid by General Fund as of 5/7/2020	-222.79	1,126,309.91
05/07/2020	AL		Sales Tax Transfer 4/20 & 5/20	124,107.50	1,250,417.41
05/31/2020	Int		Interest on Texpool	278.65	1,250,696.06
Total 51300 - Time Depositsl-MEDC				124,163.36	1,250,696.06
<b>TOTAL</b>				<b>124,163.36</b>	<b>1,250,696.06</b>

City of Montgomery - MEDC  
**Cash Flow Report - Texpool Reimb**  
 As of May 31, 2020

Date	Num	Name	Memo	Amount	Balance
		51301 · Texpool Reimbursement Acct			39,811.58
05/31/2020	Int		Interest	9.06	39,820.64
		Total 51301 · Texpool Reimbursement Acct		9.06	39,820.64
<b>TOTAL</b>				<b>9.06</b>	<b>39,820.64</b>

City of Montgomery - MEDC  
Actual to Budget Performance

May 2020

	May 20	Budget	\$ Over Budget	Oct '19 - May 20	YTD Budget	\$ Over Budget	Annual Budget
<b>Income</b>							
55000 · Taxes & Franchise Fees							
55400 · Sales Tax	78,774.99	70,500.00	8,274.99	501,498.97	415,000.00	86,498.97	654,000.00
<b>Total 55000 · Taxes &amp; Franchise Fees</b>	<b>78,774.99</b>	<b>70,500.00</b>	<b>8,274.99</b>	<b>501,498.97</b>	<b>415,000.00</b>	<b>86,498.97</b>	<b>654,000.00</b>
55300 · Other Revenues							
55391 · Interest Income	287.71	840.00	(552.29)	11,969.20	6,640.00	5,329.20	10,000.00
55399 · Misc Income	0.00	0.00	0.00	1,400.00	0.00	1,400.00	0.00
<b>Total 55300 · Other Revenues</b>	<b>287.71</b>	<b>840.00</b>	<b>(552.29)</b>	<b>13,369.20</b>	<b>6,640.00</b>	<b>6,729.20</b>	<b>10,000.00</b>
<b>Total Income</b>	<b>79,062.70</b>	<b>71,340.00</b>	<b>7,722.70</b>	<b>514,868.17</b>	<b>421,640.00</b>	<b>93,228.17</b>	<b>664,000.00</b>
<b>Expense</b>							
56000 · Pub Infrastructure - Category I							
56000.6 · Downtown Dev Improvements	0.00	0.00	0.00	0.00	30,000.00	(30,000.00)	60,000.00
56000.7 · Streets & Sidewalks	0.00	0.00	0.00	0.00	38,000.00	(38,000.00)	76,000.00
56000.8 · Utility Extensions	0.00	25,000.00	(25,000.00)	0.00	50,000.00	(50,000.00)	50,000.00
56000.A · Trsf to Debt Service	0.00	0.00	0.00	80,000.00	80,000.00	0.00	160,000.00
<b>Total 56000 · Pub Infrastructure - Category I</b>	<b>0.00</b>	<b>25,000.00</b>	<b>(25,000.00)</b>	<b>80,000.00</b>	<b>198,000.00</b>	<b>(118,000.00)</b>	<b>346,000.00</b>
56001 · Business Dev & Ret -Category II							
56001.8 · Sales Tax Reimbursement	0.00	0.00	0.00	39,750.00	39,750.00	0.00	79,500.00
56001.9 · Economic Development Grant Prog	0.00	0.00	0.00	0.00	10,000.00	(10,000.00)	20,000.00
<b>Total 56001 · Business Dev &amp; Ret -Category II</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>39,750.00</b>	<b>49,750.00</b>	<b>(10,000.00)</b>	<b>99,500.00</b>
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	0.00	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
<b>Total 56434 · Events</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>968.86</b>	<b>36,500.00</b>	<b>(35,531.14)</b>	<b>36,500.00</b>
56439 · Downtown Enhancement Projects	0.00	2,500.00	(2,500.00)	0.00	20,000.00	(20,000.00)	30,000.00
<b>Total 56002 · Quality of Life - Category III</b>	<b>0.00</b>	<b>2,500.00</b>	<b>(2,500.00)</b>	<b>3,968.86</b>	<b>72,500.00</b>	<b>(68,531.14)</b>	<b>82,500.00</b>
56003 · Marketing & Tourism-Category IV							
56003.5 · Brochures/Printed Literature	225.00	833.33	(608.33)	547.62	6,666.68	(6,119.06)	10,000.00
56003.C · Website	0.00	250.00	(250.00)	165.00	2,000.00	(1,835.00)	3,000.00
<b>Total 56003 · Marketing &amp; Tourism-Category IV</b>	<b>225.00</b>	<b>1,083.33</b>	<b>(858.33)</b>	<b>712.62</b>	<b>8,666.68</b>	<b>(7,954.06)</b>	<b>13,000.00</b>
56004 · Administration - Category V							
56004.1 · Admin Transfers to Gen Fund	0.00	0.00	0.00	31,250.00	53,750.00	(22,500.00)	107,500.00
56004.3 · Miscellaneous Expenses	0.00	41.66	(41.66)	0.00	333.36	(333.36)	500.00
56004.6 · Consulting (Professional servi)	0.00	0.00	0.00	0.00	5,000.00	(5,000.00)	10,000.00
56004.7 · Travel & Training Expenses	0.00	2,500.00	(2,500.00)	579.00	5,000.00	(4,421.00)	5,000.00
<b>Total 56004 · Administration - Category V</b>	<b>0.00</b>	<b>2,541.66</b>	<b>(2,541.66)</b>	<b>31,829.00</b>	<b>64,083.36</b>	<b>(32,254.36)</b>	<b>123,000.00</b>
56340 · Office Supplies	(222.79)	0.00	(222.79)	240.81	0.00	240.81	0.00
<b>Total Expense</b>	<b>2.21</b>	<b>31,124.99</b>	<b>(31,122.78)</b>	<b>156,501.29</b>	<b>393,000.04</b>	<b>(236,498.75)</b>	<b>664,000.00</b>
<b>Net Income</b>	<b>79,060.49</b>	<b>40,215.01</b>	<b>38,845.48</b>	<b>358,366.88</b>	<b>28,639.96</b>	<b>329,726.92</b>	<b>0.00</b>



City of Montgomery - MEDC

General Ledger

As of May 31, 2020

06/08/20

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>51100 - MEDC Checking</b>							109,247.14
Bill Pmt - Check	10/11/2019	1976	Houston Chronicle	Inv# 222716136 MEDC Budget P Hearing		72.00	109,175.14
Bill Pmt - Check	10/11/2019	1977	Laurel Paving	Inv 1298 - Drainage McCown St.		8,850.00	100,325.14
Bill Pmt - Check	10/25/2019	1978	Garrett Jones	VOID: Garrett Jones, Eagle Scout Candidate - Grant Dev. Program	0.90		100,325.14
Bill Pmt - Check	10/25/2019	1979	Living Savior Lutheran Church	Application for Economic Development Grant Program		5,000.00	95,325.14
Bill Pmt - Check	10/25/2019	1980	Texas A&M University	Inv M412411 - Texas Target Communities		15,393.00	79,932.14
Bill Pmt - Check	11/08/2019	1981	Rebecca Huss	Reimbursement of Expense - Facebook ad - Haved you been to Montg...		50.00	79,882.14
Bill Pmt - Check	11/22/2019	1982	Kevin Brennan	Use of Photo for Brochures and Literature		50.00	79,832.14
Bill Pmt - Check	11/22/2019	1983	Montgomery County United	VOID: Removal of Blight - Several Properties & Public Areas in City	0.00		79,832.14
Bill Pmt - Check	11/22/2019	1984	Kirk Jones	Eagle Project Expense - Grant Dev Project		2,052.08	77,780.06
Bill Pmt - Check	12/13/2019	1985	Bride & Bloom Floristry & Farm	Wreaths -Civic Club 12/7/19 (Light up Montgomery) Inv 0000001		194.97	77,585.09
Bill Pmt - Check	12/13/2019	1986	Gary Szafranski	Santa for Civic Club 12/7/19 (Light up Montgomery) Inv 2019-14		300.00	77,285.09
Bill Pmt - Check	12/13/2019	1987	Montgomery Original Snoballs	Seasonal Refreshments-Civic Club 12/7/19 (Light up Montgomery) Inv...		106.00	77,179.09
Bill Pmt - Check	12/20/2019	1988	Rebecca Huss	Reimbursement of Expense - Website Marketing		90.00	77,089.09
Bill Pmt - Check	12/20/2019	1989	The Kroger Co.	2018 Tax Year- MEDC Sales Tax Rebate		77,405.00	-315.91
Transfer	12/20/2019			Sales Tax Transfer for 12/19	52,201.69		51,885.78
Transfer	12/23/2019	Transfer		Transfer to Checking	50,000.00		101,885.78
Bill Pmt - Check	01/03/2020	1990	Rebecca Huss	Reimbursement of Expense - Website Marketing		25.00	101,860.78
Bill Pmt - Check	01/03/2020	1991	TEDEC	2020 Membership fees Inv #11674		500.00	101,360.78
Bill Pmt - Check	01/17/2020	1992	Old Republic Title Co.	Home Program - GF# 1083758 - Leslie Holts - 905 MLK Dr.		1,259.00	100,101.78
Bill Pmt - Check	01/17/2020	1993	Old Republic Title Co.	Home Program - GF# 1803402 - Dora Johnson - 519 Simonton		1,259.00	98,842.78
Bill Pmt - Check	01/17/2020	1994	Old Republic Title Co.	Home Program - GF# 1803242 - Laura Stephens - 510 Lawson St.		1,259.00	97,583.78
Bill Pmt - Check	04/24/2020	1995	Frieda Joyce	Reimbursement - COVID-19 Webinar		79.00	97,504.78
General Journal	05/28/2020	AL		Wire Transfer to General Fund for US Patent Trademark to Card Mem...		225.00	97,279.78
General Journal	05/28/2020	AL		Wire Transfer for Reimbursement of Expenses Paid by General Fund as...	222.79		97,502.57
Total 51100 - MEDC Checking					102,424.48	144,169.05	97,502.57
<b>51300 - Time Deposits-MEDC</b>							940,379.34
Deposit	10/31/2019			Interest	1,283.17		941,662.51
Deposit	11/30/2019			Interest	1,091.46		942,753.97
Transfer	12/20/2019			Sales Tax Transfer thru 11/19	192,858.35		1,135,612.32
Transfer	12/23/2019	Transfer		Transfer to Checking		50,000.00	1,085,612.32
Deposit	12/31/2019			Interest	1,174.44		1,086,786.76
Transfer	01/22/2020	Transfer		1st Qtr Transfer to Texpool Reimbursement Account		19,875.00	1,066,911.76
Deposit	01/28/2020			Interest on Maturing CD	4,125.00		1,071,036.76
Deposit	01/31/2020			Interest	1,285.16		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 Journal	02/29/2020	Int		Interest on Texpool	1,348.08		1,061,427.76
General Journal	03/31/2020	Int		Interest on Texpool	904.54		1,062,332.30
General Journal	04/16/2020	AL		Transfer to Debt Service - 2nd Quarter Payment		40,000.00	1,022,332.30
General Journal	04/16/2020	AL		2nd Qtr Transfer to Texpool Reimbursement Account - Kroger Co.		19,875.00	1,002,457.30
General Journal	04/16/2020	AL		Sales Tax Transfer 2/20 & 3/20	143,923.66		1,146,380.96
General Journal	04/16/2020	AL		Admin Transfer 2nd Qtr 2020 & Reimb of expenses paid		20,091.84	1,126,289.12
General Journal	04/16/2020	AL		To reimburse due to Utility fund for Printing Expenses		164.48	1,126,124.64
General Journal	04/30/2020	Int		Interest on Texpool	408.06		1,126,532.70
General Journal	05/07/2020	AL		Reimbursement of Expenses Paid by General Fund as of 5/7/2020		222.79	1,126,309.91
General Journal	05/07/2020	AL		Sales Tax Transfer 4/20 & 5/20	124,107.50		1,250,417.41
General Journal	05/31/2020	Int		Interest on Texpool	278.65		1,250,696.06
Total 51300 - Time Deposits-MEDC					515,420.83	205,104.11	1,250,696.06
<b>51301 - Texpool Reimbursement Acct</b>							0.00
Transfer	01/22/2020	Transfer		1st Qtr Transfer to Texpool Reimbursement Account	19,875.00		19,875.00
General Journal	01/31/2020	Int		Interest	8.61		19,883.61
General Journal	02/29/2020	Int		Interest	25.18		19,908.79
General Journal	03/31/2020	Int		Interest	17.02		19,925.81
General Journal	04/16/2020	AL		2nd Qtr Transfer to Texpool Reimbursement Account - Kroger Co.	19,875.00		39,800.81
General Journal	04/30/2020	Int		Interest	10.77		39,811.58
General Journal	05/31/2020	Int		Interest	9.06		39,820.64
Total 51301 - Texpool Reimbursement Acct					39,820.64	0.00	39,820.64
<b>51150 - Accounts Receivable Audit</b>							138,633.36
Total 51150 - Accounts Receivable Audit							138,633.36
<b>51171 - Due From Gen Fund</b>							52,824.99
General Journal	10/31/2019	CB		To accrue sales tax revenue rec'd 10/19	62,148.45		114,973.44
General Journal	11/30/2019	CB		To accrue sales tax revenue rec'd 11/19	76,484.91		191,458.35
Transfer	12/20/2019			Sales Tax Transfer for 12/19		52,201.69	139,256.66
General Journal	12/20/2019	CB		To accrue sales tax revenue rec'd 12/19	52,201.69		191,458.35
Transfer	12/20/2019			Sales Tax Transfer thru 11/19		192,858.35	-1,400.00
General Journal	12/31/2019	CB2		To record overtransfer of sales tax due from General in September 2019	1,400.00		0.00
General Journal	01/31/2020	CB		To accrue sales tax revenue rec'd 1/20	42,632.76		42,632.76
Transfer	02/11/2020			Sales Tax Transfer 1/20		42,632.76	0.00
General Journal	02/29/2020	CB		To accrue sales tax revenue rec'd 2/20	89,518.41		89,518.41
General Journal	03/31/2020	CB		To accrue sales tax revenue rec'd 3/20	54,405.25		143,923.66
General Journal	04/16/2020	AL		Sales Tax Transfer 2/20 & 3/20		143,923.66	0.00
General Journal	04/30/2020	AL		To accrue sales tax revenue rec'd 4/20	45,332.51		45,332.51
General Journal	05/02/2020	ALR		To Reverse Amount Charged for COM Brochures to Card Member Ser...	222.79		45,555.30
General Journal	05/06/2020	AL		To accrue sales tax revenue rec'd 5/20	78,774.99		124,330.29
General Journal	05/07/2020	AL		Sales Tax Transfer 4/20 & 5/20		124,107.50	222.79
General Journal	05/28/2020	AL		Wire Transfer for Reimbursement of Expenses Paid by General Fund as...		222.79	0.00
Total 51171 - Due From Gen Fund					503,121.76	555,946.75	0.00
<b>51174 - Due from Home Grant Funds</b>							1,400.00
Bill	01/16/2020	GF #1...	Old Republic Title Co.	Home Program - GF# 1083758 - Leslie Holts - 905 MLK Dr.	1,259.00		2,659.00
Bill	01/16/2020	GF #1...	Old Republic Title Co.	Home Program - GF# 1803402 - Dora Johnson - 519 Simonton	1,259.00		3,918.00
Bill	01/16/2020	GF #1...	Old Republic Title Co.	Home Program - GF# 1803242 - Laura Stephens - 510 Lawson St.	1,259.00		5,177.00
Total 51174 - Due from Home Grant Funds					3,777.00	0.00	5,177.00
<b>51580 - Accrued Interest Receivable</b>							2,780.13

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Type	Date	Num	Name	Memo	Debit	Credit	Balance
Total 51580 - Accrued Interest Receivable							2,780.13
<b>52000 - Accounts Payable</b>							-31,367.08
Bill Pmt -Check	10/11/2019	1976	Houston Chronicle	Inv# 222716136 MEDC Budget P Hearing	72.00		-31,295.08
Bill Pmt -Check	10/11/2019	1977	Laurel Paving	Inv 1298 - Drainage McCown St.	8,850.00		-22,445.08
Bill Pmt -Check	10/25/2019	1978	Garrett Jones	VOID: Garrett Jones, Eagle Scout Candidate - Grant Dev. Program	0.00		-22,445.08
Bill Pmt -Check	10/25/2019	1979	Living Savior Lutheran Church	Application for Economic Development Grant Program	5,000.00		-17,445.08
Bill Pmt -Check	10/25/2019	1980	Texas A&M University	Inv M412411 - Texas Target Communities	15,393.00		-2,052.08
Bill	11/07/2019	Reimb ...	Rebecca Huss	Reimbursement of Expense - Facebook ad - Haved you been to Montg...		50.00	-2,102.08
Bill Pmt -Check	11/08/2019	1981	Rebecca Huss	Reimbursement of Expense - Facebook ad - Haved you been to Montg...	50.00		-2,052.08
Bill	11/20/2019	Blight ...	Montgomery County United	VOID: Removal of Blight - Several Properties & Public Areas in City	0.00		-2,052.08
Bill	11/20/2019	Brochu...	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 City	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) Inv...		106.00	-406.00
Bill	12/07/2019	Inv 000...	Bride & Bloom Floristry & Farm	Wreaths -Civic Club 12/7/19 (Light up Montgomery) Inv 0000001		194.97	-609.97
Bill Pmt -Check	12/13/2019	1985	Bride & Bloom Floristry & Farm	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) Inv...	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.	2018-19 Tax 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 116...	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
Bill	04/20/2020	11316	Frieda Joyce	Reimbursement - COVID-19 Webinar		79.00	-79.00
Bill Pmt -Check	04/24/2020	1995	Frieda Joyce	Reimbursement - COVID-19 Webinar	79.00		0.00
Total 52000 - Accounts Payable							113,944.05
<b>52001 - Accounts Payable Audit</b>							-77,405.00
General Journal	10/04/2019	CB1R	The Kroger Co.	To record sales tax reimbursement calculated for 2018-2019 as expende...	77,405.00		0.00
General Journal	12/31/2019	CB	The Kroger Co.	To accrue Quarterly Transfer to Texpool Reimbursement Account for S...		19,875.00	-19,875.00
General Journal	03/31/2020	CB	The Kroger Co.	To accrue Quarterly Transfer to Texpool Reimbursement Account for S...		19,875.00	-39,750.00
Total 52001 - Accounts Payable Audit							77,405.00
<b>52710 - Due to Utility Fund</b>							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
General Journal	04/16/2020	AL		To reimburse due to Utility fund for Printing Expenses	164.48		0.00
Total 52710 - Due to Utility Fund							164.48
<b>52712 - Due to Gen Fund</b>							0.00
General Journal	10/30/2019	CB		To accrue Amount Charged to Card Services and paid from General Fu...		343.95	-343.95
General Journal	12/31/2019	cb		To accrue Admin transfer - 1st Qtr FYE 2020 (reduced by \$15,000 - 6 ...		11,875.00	-12,218.95
General Journal	12/31/2019	CB	City of Montgomery - General ...	To accrue the amount due to the City for Blight Removal Paid from the ...		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 - General ...	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 General Fu...		272.62	-671.86
General Journal	03/31/2020	cb		To accrue Admin transfer - 2nd Qtr FYE 2020 (reduced by \$7,500 - 3 ...		19,375.00	-20,046.86
General Journal	04/01/2020	AL		To accrue Amount Charged to Office Depot and paid from General Fu...		44.98	-20,091.84
General Journal	04/16/2020	AL		Admin Transfer 2nd Qtr 2020 & Reimb of expenses paid	20,091.84		0.00
General Journal	04/22/2020	AL		To accrue Amount Charged for COM Brochures to Card Member Servi...		222.79	-222.79
General Journal	05/07/2020	AL		Reimbursement of Expenses Paid by General Fund as of 5/7/2020	222.79		0.00
General Journal	05/26/2020	AL		To accrue Amount Charged for US Patent Trademark to Card Member ...		225.00	-225.00
General Journal	05/28/2020	AL		Wire Transfer to General Fund for US Patent Trademark to Card Mem...	225.00		0.00
Total 52712 - Due to Gen Fund							35,414.63
<b>52714 - Due to Debt Service Fund</b>							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
General Journal	04/16/2020	AL		Transfer to Debt Service - 2nd Quarter Payment	40,000.00		0.00
Total 52714 - Due to Debt Service Fund							80,000.00
<b>53900 - Unrestricted Net Assets</b>							0.00
Total 53900 - Unrestricted Net Assets							-1,136,492.88
<b>55000 - Taxes &amp; Franchise Fees</b>							0.00
<b>55400 - Sales Tax</b>							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	01/31/2020	CR		To accrue sales tax revenue rec'd 1/20		42,632.76	-233,467.81
General Journal	02/29/2020	CB		To accrue sales tax revenue rec'd 2/20 - 25% of sales tax in GOF		89,518.41	-322,986.22
General Journal	03/31/2020	CB		To accrue sales tax revenue rec'd 3/20 - 25% of sales tax in GOF		54,405.25	-377,391.47
General Journal	04/30/2020	AL		To accrue sales tax revenue rec'd 4/20 - 25% of sales tax in GOF		45,332.51	-422,723.98
General Journal	05/06/2020	AL		To accrue sales tax revenue rec'd 5/20 - 25% of sales tax in GOF		78,774.99	-501,498.97
Total 55400 - Sales Tax							0.00
Total 55000 - Taxes & Franchise Fees							501,498.97
Total 55000 - Taxes & Franchise Fees							-501,498.97

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Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>55300 - Other Revenues</b>							0.00
<b>55391 - Interest Income</b>							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
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
General Journal	04/30/2020	Int		Interest		10.77	-11,273.43
General Journal	04/30/2020	Int		Interest on Texpool		408.06	-11,681.49
General Journal	05/31/2020	Int		Interest		9.06	-11,690.55
General Journal	05/31/2020	Int		Interest on Texpool		278.65	-11,969.20
Total 55391 - Interest Income					0.00	11,969.20	-11,969.20
<b>55399 - Misc Income</b>							0.00
General Journal	12/31/2019	CB2		To record overtransfer of sales tax due from General in September 2019		1,400.00	-1,400.00
Total 55399 - Misc Income					0.00	1,400.00	-1,400.00
Total 55300 - Other Revenues					0.00	13,369.20	-13,369.20
<b>56000 - Pub Infrastructure - Category I</b>							0.00
<b>56000.A - Trsf to Debt Service</b>							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 56000.A - Trsf 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
<b>56001 - Business Dev &amp; Ret - Category II</b>							0.00
<b>56001.8 - Sales Tax Reimbursement</b>							0.00
General Journal	10/04/2019	CB1R	The Kroger Co.	Reverse of GJE CB1 -- To record sales tax reimbursement calculated fo...		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 for S...	19,875.00		19,875.00
General Journal	03/31/2020	CB	The Kroger Co.	To accrue Quarterly Transfer to Texpool Reimbursement Account for S...	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
<b>56002 - Quality of Life - Category III</b>							0.00
<b>56429 - Removal of Blight</b>							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 - General ...	To accrue the amount due to the City for Blight Removal Paid from the ...	3,000.00		3,000.00
Total 56429 - Removal of Blight					3,000.00	0.00	3,000.00
<b>56434 - Events</b>							0.00
<b>55602 - Neighborhood Water Party</b>							0.00
General Journal	10/30/2019	CB		To accrue Amount Charged to Card Services and paid from General Pa...	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
<b>55606 - Light up Montgomery</b>							0.00
General Journal	10/30/2019	CB		To accrue Amount Charged to Card Services and paid from General Fa...	104.95		104.95
General Journal	10/30/2019	CB		To accrue Amount Charged to Card Services and paid from General Fa...	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) Inv...	106.00		735.78
Bill	12/07/2019	Inv 000...	Bride & Bloom Floristry & Farm	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
<b>56003 - Marketing &amp; Tourism-Category IV</b>							0.00
<b>56003.5 - Brochures/Printed Literature</b>							0.00
Bill	11/20/2019	Brochu...	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 General Fu...	272.62		322.62
Total 56003.5 - Brochures/Printed Literature					322.62	0.00	322.62
<b>56003.C - Website</b>							0.00
Bill	11/07/2019	Reimb ...	Rebecca Huss	Reimbursement of Expense - Facebook ad - Haved you been to Montg...	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 56003.C - Website					165.00	0.00	165.00
<b>56003 - Marketing &amp; Tourism-Category IV - Other</b>							0.00
General Journal	05/26/2020	Al.		To accrue Amount Charged for US Patent Trademark to Card Member ...	225.00		225.00
Total 56003 - Marketing & Tourism-Category IV - Other					225.00	0.00	225.00
Total 56003 - Marketing & Tourism-Category IV					712.62	0.00	712.62
<b>56004 - Administration - Category V</b>							0.00
<b>56004.1 - Admin Transfers to Gen Fund</b>							0.00
General Journal	12/31/2019	cb		To accrue Admin transfer - 1st Qtr FYE 2020 (reduced by \$15,000 - 6 ...	11,875.00		11,875.00
General Journal	03/31/2020	cb		To accrue Admin transfer - 2nd Qtr FYE 2020 (reduced by \$7,500 - 3 ...	19,375.00		31,250.00
Total 56004.1 - Admin Transfers to Gen Fund					31,250.00	0.00	31,250.00

City of Montgomery - MEDC

**General Ledger**

As of May 31, 2020

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>56004.7 - Travel &amp; Training Expenses</b>							
Bill	01/02/2020	Inv 116...	TEDC	2020 Membership fees Inv #11674	500.00		0.00
Bill	04/20/2020	11316	Frieda Joyce	Reimbursement - COVID-19 Webinar - Inv 11316	79.00		500.00
Total 56004.7 - Travel & Training Expenses					579.00	0.00	579.00
Total 56004 - Administration - Category V					31,829.00	0.00	31,829.00
<b>56340 - Office Supplies</b>							
General Journal	02/21/2020	CB		To record amt due to Utility fund for Printing	119.50		0.00
General Journal	02/29/2020	CB		To accrue Amount Charged to Brauns and paid from General Fund	31.35		119.50
General Journal	03/31/2020	CB		To record amt due to Utility fund for Printing	44.98		150.85
General Journal	04/01/2020	AL		To accrue Amount Charged to Office Depot and paid from General Fu...	44.98		195.83
General Journal	04/22/2020	AL		To accrue Amount Charged for COM Brochures to Card Member Servi...	222.79		240.81
General Journal	05/02/2020	ALR		To Reverse Amount Charged for COM Brochures to Card Member Ser...		222.79	463.60
Total 56340 - Office Supplies					463.60	222.79	240.81
<b>TOTAL</b>					<b>1,705,621.95</b>	<b>1,705,621.95</b>	<b>0.00</b>

City of Montgomery - MEDC  
Balance Sheet

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	<u>May 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
51100 · MEDC Checking	97,502.57
51300 · Time Deposits-MEDC	1,250,696.06
	<hr/>
51301 · Texpool Reimbursement Acct	39,820.64
	<hr/>
<b>Total Checking/Savings</b>	1,388,019.27
	<hr/>
<b>Other Current Assets</b>	
51150 · Accounts Receivable Audit	138,633.36
51174 · Due from Home Grant Funds	5,177.00
51580 · Accrued Interest Receivable	2,780.13
	<hr/>
<b>Total Other Current Assets</b>	146,590.49
	<hr/>
<b>Total Current Assets</b>	1,534,609.76
	<hr/>
<b>TOTAL ASSETS</b>	<b><u>1,534,609.76</u></b>
	<hr/>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
52001 · Accounts Payable Audit	39,750.00
	<hr/>
<b>Total Accounts Payable</b>	39,750.00
	<hr/>
<b>Total Current Liabilities</b>	39,750.00
	<hr/>
<b>Total Liabilities</b>	39,750.00
	<hr/>
<b>Equity</b>	
53900 · Unrestricted Net Assets	1,136,492.88
Net Income	358,366.88
	<hr/>
<b>Total Equity</b>	1,494,859.76
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,534,609.76</u></b>

Montgomery EDC  
**AGENDA REPORT**

<b>Meeting Date:</b> June 15, 2020	<b>Budgeted Amount:</b> NA
<b>Prepared By:</b> Richard Tramm	<b>Exhibits:</b> Draft Contract

**Subject**

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

**Discussion**


Rob Holbrook with Southern Rum Runners will be attending the teleconference meeting to discuss his plans and draft contract with the MEDC Board. The event is a craft beer festival that will benefit Montgomery County Meals on Wheels and take place in the downtown area. I have included the draft contract for this event for your review.

The City Council would need to approve a downtown street closure plan in order for the event to be conducted.

**Recommendation**

Please review and discuss the event with Mr. Holbrook and consider approval of the contract, if appropriate.

**Approved By**

City Administrator	Richard Tramm 	Date: June 11, 2020



City of Montgomery

P.O. Box 708 Montgomery, TX 77356

(936) 597-6437

### **Southern Rum Runners "Craft" Festival Contract**

This is an agreement between Southern Rum Runners LLC (SRR) and The Montgomery Economic Development Corporation (EDC), and the City of Montgomery, Texas (City) for the purpose of street closures and permission to use public areas.

The EDC and City agree to allow SRR to operate, organize, market and have use of the downtown area of Montgomery, Texas for a festival. The date of this festival shall be Saturday October 17, 2020. This agreement is for a one day/one-time festival.

#### **Location/Barricades/Setup:**

The location of the festival will include the Community Center and surrounding areas, as shown on the map attached hereto as Exhibit "A". Complete street closures are needed on McCown & College. A partial closure of Caroline will be needed to encompass the children's area. Barricades will need to be in place the prior day (October 16, 2020) by SRR with the assistance of the City of Montgomery Public Works department. Maps and outlines will be communicated between Southern Rum Runners and the public works department.

Barricades will be delivered to the festival site Friday, October 16, 2020 by an outside vendor contracted by SRR. SRR will require the streets mentioned above to be closed to traffic at 10 pm on Friday, October 16, 2020. SRR will communicate with the public works department and the MPD to successfully complete the street closures. Festival setup will begin setup on Saturday October 17, 2020 by 7 AM. Takedown and removal of barricades will be begin promptly at the end of the festival. The time allotment for this process is unknown at this time. This task will be the responsibility of SRR.



### **Payments/Refunds:**

The EDC has agreed to advance to Southern Rum Runners funds in the amount of \$7,800.00 to be used to contract security personnel and crowd control barricades. The advance date of funds must be received no later than July 31, 2020. Southern Rum Runners intent is to be able to return the EDC's \$7,800.00. Such refund will be on the following basis.

#### **Breakdown of reimbursement from SRR to EDC:**

If 1000 general admission tickets are sold, then SRR will refund 50% of the \$7,800.00.

If 1800 general admission tickets are sold, then SRR will refund 75% of the \$7,800.00.

If general admission ticket sales reach over 2,000 attendees, SRR will refund 100% of the \$7,800.00. Additionally, if general admission tickets sold reach 2,000 attendees and above, SRR will award the EDC 14% of each general admission ticket sale. (For example; If tickets are \$12 each, then 14% would be \$1.68 per ticket.)

### **Security:**

SRR will contract and work with the direction of the MPD for all security and patrol needs both at the stage for crowd control and patrolling through the festival grounds for the duration of the festival.

### **Purpose of Festival:**

SRR is also working with the Montgomery County (MC) Meals on Wheels. The theme and purpose of this festival is to benefit, raise money and bring awareness to this organization. SRR will work closely with the MC Meals on Wheels to ensure all funds are appropriately accounted and distributed as a fundraising event for their new facility's commercial grade refrigerator.

The goal of this festival is to not only benefit the MC Meals on Wheels but to also promote and attract new residents, businesses and economic development to the City of Montgomery. The EDC agrees to allow SRR to advertise the community, festival and a number of sites in the City and surrounding areas. SRR will utilize social media, radio, print and digital ads to achieve this goal. The City of Montgomery logo will be utilized on all advertising. However, it will be accompanied with the SRR logo. SRR will not allow any advertisers or sponsors of a dubious nature to be involved with the festival.





### **3<sup>rd</sup> Party Vendors:**

The EDC and the City agree to allow food trucks, vendors and other 3<sup>rd</sup> party companies to utilize the area which is outlined in Exhibit "A" (attached). The only restricted area where there are no vendors, trucks or other items allowed is where the time capsule is, located behind the Community Center.

All vendors providing a service to the public will be required to obtain and maintain the proper insurance and permits required by government agencies. "Rolling Restaurants" are not required to put down a damage deposit. However, SRR will require all vendors to have their own insurance coverage; as well as an indemnification clause in place. SRR will have a zero tolerance for dumping on site. Each food truck will be required to dispose of their waste at the appropriate dumping facilities. By the standards of our insurance policy the City of Montgomery is automatically added to the policy as a covered entity. SRR will provide the City Administrator a copy of the policy. Southern Rum Runners will assume responsibility and clean up if any 3<sup>rd</sup> party vendors dump illegally, including grease.

### **Trash Removal:**

SRR is ultimately responsible for trash clean up through a contracted waste company. SRR will have temporary waste receptacles placed throughout the festival grounds as well as workers periodically picking up and emptying the trash cans.

### **Awarding of funds raised:**

Once SRR receives final accounting record from all sales, payables, we will request a date and time for the check to be presented to Meals on Wheels. This is to be a public and publicized event that will include the City of Montgomery Mayor, Council members, Meals on Wheels board and SRR team. SRR will notify the City of Montgomery, EDC, and have ready, a check to be presented within 10 business days.



**MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION**

\_\_\_\_\_  
EDC President

\_\_\_\_\_  
Date

**SOUTHERN RUM RUNNERS LLC**

\_\_\_\_\_  
Southern Rum Runners Representative

\_\_\_\_\_  
Date

**CITY OF MONTGOMERY, TEXAS**

\_\_\_\_\_  
Mayor, City of Montgomery

\_\_\_\_\_  
Date

Montgomery EDC  
**AGENDA REPORT**

<b>Meeting Date: June 15, 2020</b>	<b>Budgeted Amount: NA</b>
<b>Prepared By: Richard Tramm</b>	<b>Exhibits: None</b>

**Subject**

Report on utility grant program to support local businesses in City of Montgomery.

**Discussion**

As of this writing, two grants have been approved and funded. We will be advertising the utility grant for businesses in the City of Montgomery in the next monthly newsletter that is preparing to go out this month.

**Recommendation**

No action recommended at this time.

**Approved By**

City Administrator

Richard Tramm *RT*

Date: June 11, 2020

Montgomery EDC  
**AGENDA REPORT**

<b>Meeting Date:</b> June 15, 2020	<b>Budgeted Amount:</b>
<b>Prepared By:</b> Richard Tramm	<b>Exhibits:</b> None

**Subject**  
Update on the Montgomery Mudbugs & Music Festival.

**Discussion**  
I have been in communication with the event promoter, Charlie Diggs, for this event. He has announced the event is being rescheduled to March 27, 2021. We have not expended any of the approved MEDC funds for the original 2020 event.

**Recommendation**  
No action required at this time.

<b>Approved By</b>	Richard Tramm <i>RT</i>	Date: June 11, 2020
City Administrator		

Montgomery EDC  
**AGENDA REPORT**

<b>Meeting Date: June 15, 2020</b>	<b>Budgeted Amount: NA</b>
<b>Prepared By: Richard Tramm</b>	<b>Exhibits: None</b>

**Subject**

Discuss and consider approving MEDC Funds reserved for Removal of Blight for use in an additional City heavy trash pickup.

**Discussion**

The City had its quarterly heavy trash drop-off at City Hall the weekend of June 6-7, 2020. The dumpsters were full by Saturday afternoon due to the high demand. According to the City's Public Works Director, at least 70% of items dropped off that were materials that were from outside of homes, so I believe the use of Blight Removal funds would be appropriate to partly fund this since these materials are coming from areas that may be in the public view of the community.

I would like the MEDC Board to consider using funds from the Removal of Blight account (Category III, Account 56429) to pay part of the costs to conduct an extra heavy trash pickup this calendar quarter. There is currently \$12,000 remaining for use in the current year budget. The estimated cost for the dumpsters to be provided and hauled away is \$975-\$1,000 for two dumpsters. The City's labor cost is approximately \$600 per day for a heavy trash weekend. In order to drop off for heavy trash pickup, people must show an ID card with a City address or a current City of Montgomery water bill in their name.

**Recommendation**

Please consider approving using MEDC funds reserved for Removal of Blight to be used for an additional City heavy trash pickup.

**Approved By**

City Administrator	Richard Tramm <i>RT</i>	Date: June 11, 2020
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Montgomery EDC  
**AGENDA REPORT**

<b>Meeting Date: June 15, 2020</b>	<b>Budgeted Amount: NA</b>
<b>Prepared By: Richard Tramm</b>	<b>Exhibits: None</b>

**Subject**

Discuss and consider MEDC funding of painting concrete car-stops in City of Montgomery.

**Discussion**

Last month we saw the image of the first of the painted concrete car-stops that City personnel had placed in the City with markings to symbolize the City's history with the Texas flag. There are approximately 90-100 more of these that belong to the City and are in City parking lots or on roadside parking. The City's Public Works Director estimates the cost to paint the remaining car-stops under City control to be in the \$50-\$55 range per unit, with most of this being labor cost. This count does not include those car-stops that are private parking lots throughout the City.

**Recommendation**

Consider approval of MEDC funding for painting concrete car-stops at additional sites within the City.

**Approved By**

City Administrator	Richard Tramm <i>RT</i>	Date: June 11, 2020
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Montgomery EDC  
**AGENDA REPORT**

<b>Meeting Date: June 15, 2020</b>	<b>Budgeted Amount: NA</b>
<b>Prepared By: Richard Tramm</b>	<b>Exhibits: None</b>

**Subject**

Update on Downtown Development Planning.

**Discussion**

Board President Huss and the City's Director of Planning and Development Dave McCorquodale participated in a conference call with Walter Peacock from Texas A&M on the Downtown Development. The main points discussed regarding the Downtown Planning include:

1. The boundary of the focus area is SH105 north to Clepper Street, & Pond St to Prairie St west to east.
2. They are looking to include angled parking on southbound 149 between College & Caroline is a key component for community benefit with local shops in the area.
3. Angled parking on 149 northbound can be added in front of Community Building.
4. McCown Street between College & Caroline is envisioned as a multi-use space that could accommodate vehicles day-to-day but also able to act as a pedestrian plaza for events of all sizes.
5. The addition of bioswales (especially along 149) could be beneficial for multiple reasons—safety for vehicle/pedestrian separation, long-term infrastructure costs by addressing drainage in a more natural way, suitability existing in current site areas, etc
6. Addition of overhead string lights adds to character, safety and available public lighting for potential nighttime activities.

More information may be provided if it becomes available prior to the meeting.

There was also discussion regarding the moving forward of the City's Comprehensive Plan. There will be a Comprehensive Plan Virtual Town Hall Meeting via teleconference on July 8, 2020 to review the updated Draft Comprehensive Plan and receive community comment and input.

**Recommendation**

No action recommended at this time.

**Approved By**

City Administrator	Richard Tramm <i>RT</i>	Date: June 11, 2020
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Montgomery EDC  
**AGENDA REPORT**

<b>Meeting Date: June 15, 2020</b>	<b>Budgeted Amount: NA</b>
<b>Prepared By: Richard Tramm</b>	<b>Exhibits: Draft Social Media Marketing Plan Overview; Samples for Social Media profile Image/Logo; Social Media Budget Comments</b>

**Subject**

Discuss and Consider Social Media Marketing Planning and Development Options.

- a. Consider Options for Updated Social Media Profile Image/Logo
- b. Consider Social Media Budget
- c. Consider Budget for Updates to Website
- d. Consider Other Social Media Options

**Discussion**

On June 5<sup>th</sup>, I had an initial social media planning meeting with MEDC President Huss and MEDC Secretary Brown, along with Mayor Countryman. During the meeting we reviewed an outline for developing a social media marketing plan and discussed several other items related to marketing the City's tourism across the internet and social media. A copy of the current draft is attached for review and comment. I will continue to develop this item in the near future.

Please see the attached choice of images for an updated social media profile image/logo. We are incorporating both the City's history with the Town Goat and the City being the Birthplace of the Texas Flag.

Please see the attached page for comments related to Social Media Budget item.

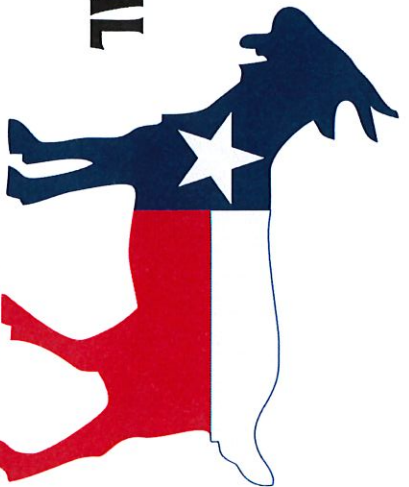
The MEDC President, Secretary and I have a meeting planned Monday morning with a website developer related to updating the website to improve its ability to show tourism-related options. We should have a better idea of the price range following that meeting.

**Recommendation**

Discuss and consider the social media profile image/logo options, social media budget, budget for updates to the website and other social media options that may be discussed.

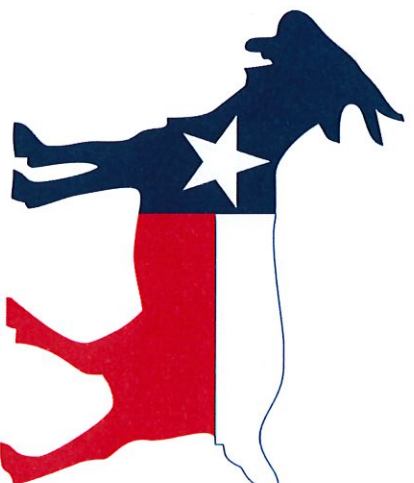
**Approved By**

City Administrator	Richard Tramm	Date: June 11, 2020
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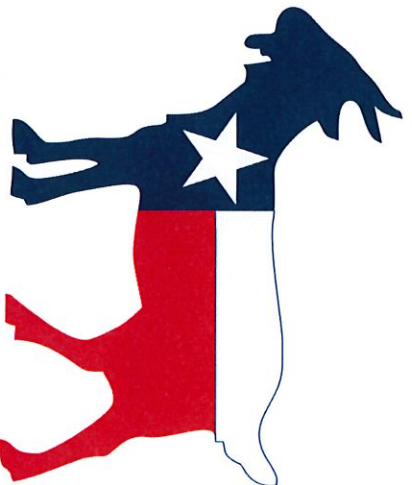
**ORIGINAL**

MONTGOMERY TEXAS



**LARGER FONT  
A BIT WIDER THAN GOAT**

MONTGOMERY TEXAS



**THICKER FONT**

MONTGOMERY TEXAS

City of Montgomery/Montgomery Economic Development  
Corporation

Social Media Marketing Plan

(DRAFT)

# 1. Social Media Plan Objectives

- a. Goals
  - i. Increase brand awareness
  - ii. Increase community engagement
  - iii. Increase web traffic
  - iv. Generate leads/sales
  - v. Distribute content
  - vi. Increase brand awareness among customers
  - vii. Support residents
  - viii. Grow local influencer connections
- b. Build a community (engage with the commenters and inviting posters) and look for people to follow the City
- c. Build Interest and Excitement for City Activities, Events and Local Businesses (aim towards supporting local businesses in general and avoid putting too much emphasis on any specific local business, except for limited special occasions)
- d. Spread Public Awareness of City's Tourism Options and Activities
- e. Identify Target Audiences (multiple options in each type)
  - i. Age
  - ii. Location (Internal vs. External)
  - iii. Income Level

iv. Interest Groups (why would they come to Montgomery)

## **2. Identify Appropriate Social Media Platforms**

- a. Desired Engagement Level (generally limited to interacting with City's posts)
- b. Types of Media Preferred (photo, video, print, audio dependent on platform and desired content)
- c. Facebook (currently used)
- d. Instagram - consider purchase and use of post scheduling software
- e. YouTube – separate channel for City's tourism
- f. TikTok – video platform, look into best uses to tie into City
- g. Old media (Radio/Newspaper) – likely limited use in current social media environment
- h. Nextdoor – neighborhood messaging platform

### **3. Review and Set the City Information and Image on Each Platform**

- a. Is information correct? Keep it current.
- b. Are images and descriptions appropriate for the platform and also for the City? Review periodically.
- c. Does the imagery being projected match the City's desired image and City identity? Review and update as necessary.
- d. Development of Identifying City Icon for Social Media Profile. Consider use of an icon that is representative of City and its history, preferably something developed specifically for City.

## 4. Setting the Message Tone and Direction of Content

- a. Tone – Plan to use a realistic “voice” in communications through social media
- b. Optimize posts to target audiences—consider what content will attract people to our material.
- c. What do people want to see?
- d. Why will people follow us?
- e. What do we do well?
- f. Types of Content
  - i. Photos
  - ii. Videos
  - iii. Polls
  - iv. Contests
  - v. Live activities
  - vi. Interviews
  - vii. Historical information
  - viii. Current event and informative updates
  - ix. Festivals
  - x. Items that define and maintain brand/play on City’s image
  - xi. Develop, use and maintain City-specific hashtags
  - xii. Public Interest Items



## 5. Creating Content

- a. Create New local content
- b. Explore available classes/workshops to improve skills and knowledge base in this area. Some of these may be free, some may have a cost but need to consider that even paid courses may have a significant value in benefits and time savings from what is learned.
  - i. Hootsuite Academy—popular platform to control multiple social media profiles, subscription based but likely worth the cost for its value.
- c. “Borrow” and repurpose content from others that is popular and similar to our needs
- d. Find and Share existing content, repost tag items that may be properly related to our needs.
- e. Inspire user developed content through contests and develop interaction with audience or inspire them to action
- f. Create and use local-specific hashtags to develop easier ways for public to search for posts related to our specific marketing targets/goals.
- g. What is the point of any specific content?  
Consider what you are trying to achieve in any specific post and shape the post towards achieving that end.

- i. Useful
- ii. Helpful
- iii. Informative
- iv. Entertaining
- v. Other

## **6. Scheduling Content**

- a. Preplan a series of scripted or outlined posts
- b. Use current events as a base for posts to keep community informed.
- c. Create a continuing series of posts (Weekly, monthly, etc...)
- d. Spontaneous Posts based on items of immediate value or seemingly random to public.
- e. Public Content and Comment Quality (Be aware that this is a City platform and public information guidelines must be considered in City's/MEDC's handling of comments.)
- f. Create an auto posting schedule for items, where appropriate.

## 7. Track Results

- a. Review analytics of audience seeing/commenting.
  - i. Facebook Blueprint to learn how to maximize results and where to target efforts
  - ii. Google Analytics – provides a method for in-depth detail about visitors to the City’s website and insights that will allow us to better tailor all aspects of our marketing efforts
- b. Read comments and learn from them, what made them popular or unpopular, successful or unsuccessful.
- c. Have a definition of what success is before evaluating.

## **8. Expanding Reach and Developing Audience**

- a. Use tracking results to improve posts
- b. Budget – use funds towards achieving the goals outlined in the plan
- c. Develop relationships with other regional social media accounts with appropriate content overlap. These kind of relationships can build both ways.
  - i. Historic Montgomery Business Association
  - ii. Montgomery Area Chamber of Commerce
  - iii. Montgomery Independent School District
  - iv. Event promoters such as Southern Rum Runners and Charlie Diggs Entertainment
  - v. Margaritaville
  - vi. Other local area Cities
  - vii. Historical Society
  - viii. Local Businesses
- d. Share good/useful content to build new relationships

## **9. Progress Towards Implementing Plan**

- a. Social Media Plan Objectives – have been slowly gaining Facebook following. Current “likes” stand at approximately 2,835.

Social media target audience is split between external and internal “customers” which can make balancing post content and style challenging.

- b. Identify Appropriate Social Media Platforms – Facebook, Instagram, Nextdoor, and YouTube are the best combination of platforms for the City at this time. They reach a variety of socioeconomic and age groups and provide the flexibility to adapt to the changing environments that we are currently experiencing.

Unlike traditional print, radio, and TV media, social media is generally able to provide clear feedback on return on investment for any ad spend. It is also much easier to reach target audiences based on interest, age, or geographic location. The slowdown in national economic activity has reduced social media ad prices, although this unlikely to continue if the economy picks up.

The big drawback to social media is that it is generally DIY. In order to successfully reach target audiences, plenty of thought, effort, and consistent delivery does need to be put into the process.

There are firms that can be hired to either consult on this process (although MEDC has had a bad experience in this area) or to take it over all together.

- c. Review and Set the City Information and Image on Each Platform – This process is relatively painless due to the recent nature of Montgomery entering the social media scene and the low number of people having been involved in the process. Generally the quality of social media activity has been quite high.

One point to keep in mind going forward is that the City and the tourism functions have separate purposes and should probably be kept separate when possible. For instance, the City has a YouTube channel for publishing City Council meetings. This is not going to be the same channel that we should be using for promoting tourism and quality of life in Montgomery!

Many cities have a particular icon that is their immediately identifiable brand. For instance, Greene has their water tower icon. Montgomery has used a round seal in the past and more recently updated it with a square-ish symbol – but neither of these is really something that can be marketed as the Montgomery logo. An icon is in the process of being developed.

- d. Setting the Message Tone and Direction of Content – Existing social media content has essentially established a precedent that seems to be working – professional but friendly.

Only about half of the ideas in the plan have been utilized, which leaves a lot of options for new and interesting content.

- e. Creating New Content – This is the most difficult aspect of any social media strategy and its implementation. It requires time and creativity and will continue to challenge whoever is in charge of this process. Thus far, we have had mixed results with this – occasionally have periods of time with lots of creativity and successful posts and then periods of time without as many posts. Followers



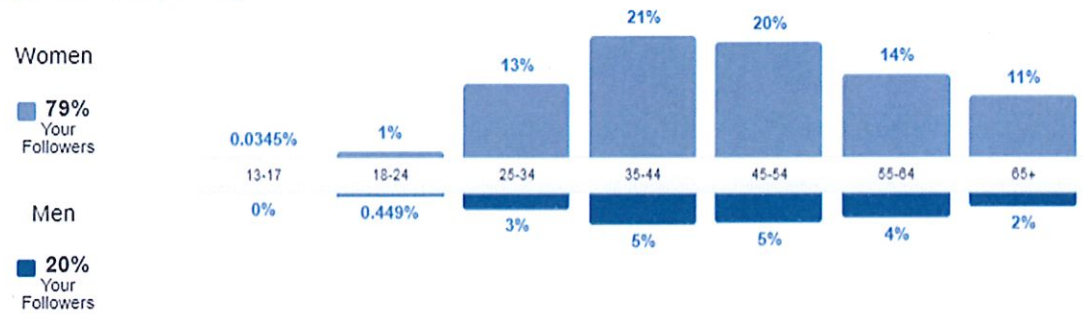
need consistent, quality posts. The lack of consistency is mostly related to the absence of a person whose job description includes social media programming.

Experimented with Public Art Walking Challenge to both gain new likes, utilize new posting formats, and engage with residents. Modest success.

- f. Scheduling Content – current performance is related to (e) above. Facebook scheduling is possible within the platform. Instagram scheduling requires a paid program. MEDC should consider budgeting for a program if it intends to have a successful Instagram strategy. Timing of posts is based on when users are looking at the platform and thus it's not practical for staff to manually post across platforms with multiple demographics.
- g. Track Results – currently we are aware of Facebook analytics and understand how well posts and ads have performed but obviously need to dive into this area more deeply to maximize the results of any money spent on ad campaigns.

h. Expanding Reach and Developing Audience – over the last year the Facebook audience has grown from approximately 700 to over 2,800 “likes”, which indicates progress but there is still room for improvement. Montgomery’s Retail Trade Area is approximately 60,000 area but yet we only have 1,200 followers from this area.

The people who follow your Page. This number is an estimate.



Country	Your Followers	City	Your Followers	Language	Your Followers
United States of America	2,887	Montgomery, TX	1,197	English (US)	2,806
United Kingdom	4	Conroe, TX	439	English (UK)	52
Philippines	1	Houston, TX	195	Spanish	29
Paraguay	1	The Woodlands, TX	174	French (France)	4
Mexico	1	Dobbin, TX	161	Indonesian	1
Pakistan	1	Magnolia, TX	91	Simplified Chinese (Chi...)	1
Saudi Arabia	1	Willis, TX	73	Spanish (Spain)	1
		Huntsville, TX	55	Portuguese (Brazil)	1

The above chart is an estimate of our FB following, but it gives a clear sense of how much more there is to do. Targeting The Woodlands through social media would be one obvious option to pursue.

There has been little funding put behind social media expansion thus far. Last year, the Texas Flag Celebration used some of its marketing budget through social media which added almost 1,000 followers between May and September 2019. This was also the period of time when the City's Instagram account was started and gained almost 500 followers.

A social media budget should include funds for boosting already successful posts, funding activities that generate buzz, and support a quality website.

Despite overall reliance on social media, it's important to have a dedicated website to project the image and information about the City's tourism activities/opportunities. MEDC's previous support of website development has not been particularly successful due to a variety of reasons. The City is using Municode for its website and believes that a specialty subsite can provide what MEDC needs for a tourism website.

Is there a need for print media/brochures to

supplement social media? MEDC should continue to have a budget line item for this option and make sure that any items that are printed are in-line with items #3 and #4. Again, consistency across platforms is an important consideration.

**10. Next Steps**

- a. MEDC set budget priorities
  - i. Website
  - ii. Social media advertising
  - iii. Social media promotional activities
  - iv. Social media training
- b. Set up Nextdoor neighborhood
- c. Set up YouTube HistoricMontgomeryTX channel
- d. Create a list of relevant #/keywords
- e. Identify strategy for making inroads into The Woodlands tourism market
- f. Develop a posting schedule for FB & IG
- g. Create first YouTube videos
- h. Implement another low/no cost engagement activity with residents
- i. Plan a larger social media activity that engages with various community stateholders

### Social Media Budget Comments

Our current social media operations are fairly limited but we have been so far able to have a bigger reach in some areas than we might have expected in this fashion. If we want to develop a more detailed and sophisticated social media marketing program, there will be a cost involved to expand our reach. Our primary social media reach at the moment is Facebook and Instagram, mostly utilizing free options but paying for selected boosting. In adding to our reach across social media platforms, we plan to expand into Nextdoor and YouTube. Nextdoor is a community-based platform that can assist in the direct delivery of messaging to residents. A dedicated Historical MontgomeryTX YouTube channel would allow us to display our own video material that is topical and promotes the City's history or tourism.

There are several areas for expense consideration in social media. Currently all social media involvement is with a limited group of people (City Administrator, Assistant City Administrator and MEDC President). It is possible we could look outside towards an individual or firm who could perform some of this work by contract. I am currently working to contact other nearby cities to see if any are engaged in this manner. If we are going to continue with internal personnel, then we should look to dedicate money towards the purchase of appropriate software and training tools to more effectively use the time of these individuals. HootSuite is a well known and respected social media management platform that could help us manage multiple social profiles across several social media platforms. There are several levels of membership and I am looking at the options that cost \$29 and \$129 per month. In order to use this most effectively, I would recommend those involved directly attend training for this software. The training is available online and ranges from \$200 and up for the courses. Another expense to consider is the costs to make videos for YouTube. While today's basic cell phones can assist with much of this, there can be lighting and sound issues that may require some additional equipment, and we might even be best off with a dedicated camera for recordings. I also expect there are other areas where some of the MEDC Directors may be more informed than I am and have input on other potential expense items.

Montgomery EDC  
**AGENDA REPORT**

In terms of funding these items, the restrictions that we have had placed upon us by the pandemic have limited the expenditures in planned training and outdoor events, areas in which we had budgeted funds that I anticipate will finish the fiscal year with significant money remaining. I would propose reallocating funds from these areas for these alternate purposes.



## Development Report June 2020

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

This month's report finds the City still navigating a global pandemic that has reshaped the way we interact with the world around us. Most businesses have reopened to clients and customers at reduced capacity. Residential homebuilding has increased over last month, and two new subdivisions are under development in the City. Commercial development continued at a steady pace this month. City staff is closely monitoring the situation to understand the implications 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 three pad sites with SH 105 frontage that includes a 16,000 sqft. building with an AT&T store and an orthodontist office. Future plans call for a 24,000 sqft. building on the north side of the property. Christian Brothers Automotive Repair has opened west of Bubble King car wash. Discount Tire is in preliminary design on an adjacent parcel.

**Kroger Site** – The project remains approximately 80% built out, with three parcels remaining for development. In the retail center, there are several restaurants, retail businesses, and salon/personal care establishments. Most retail spaces in the main building are occupied. An additional 16-acre site with utilities is available immediately west of Kroger. The site master plan depicts an anchored retail center and four pad sites closer to SH 105. Blue Wave Car Wash is part of this location.

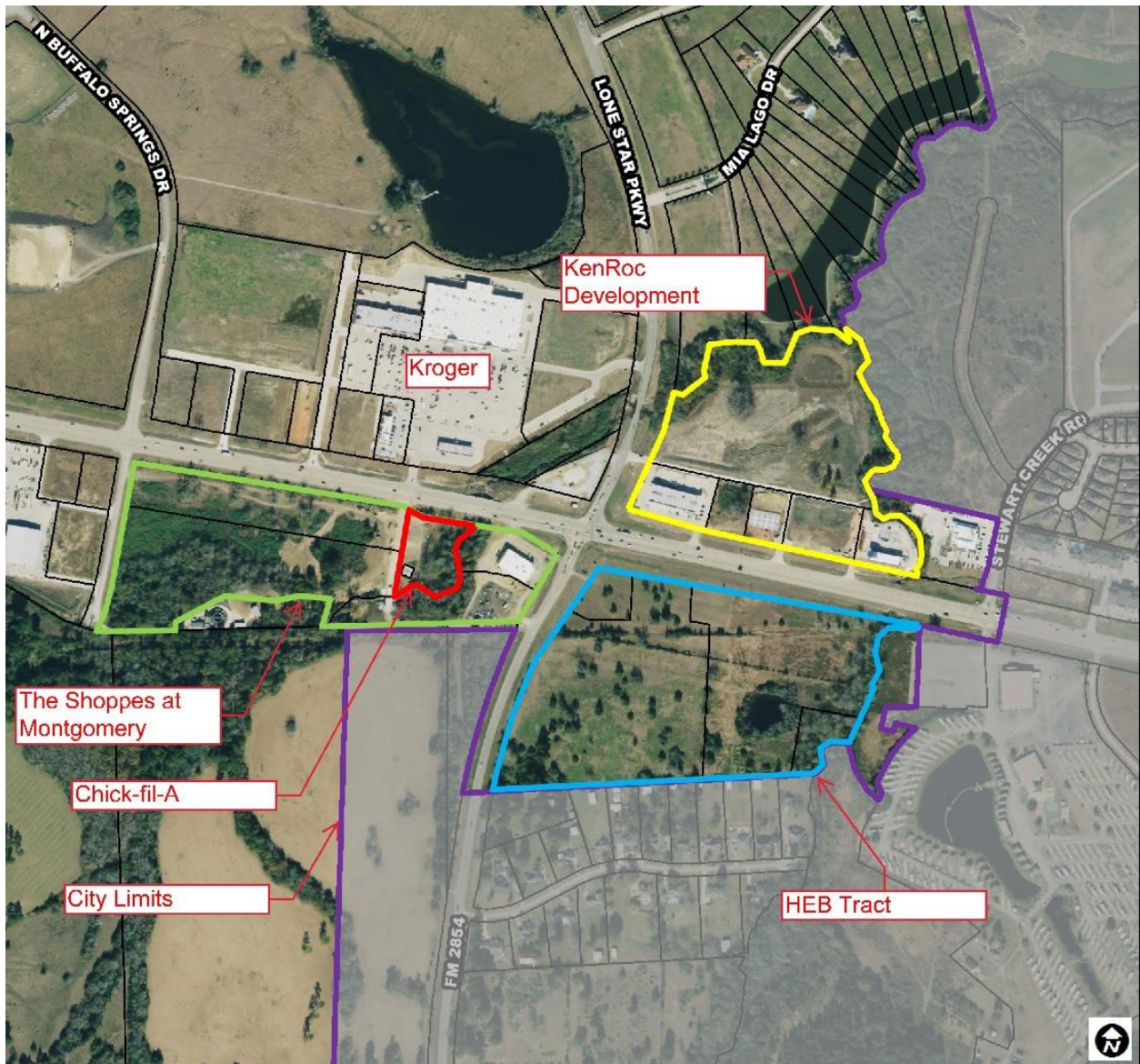
**Central Business District** – Best Donuts has opened for business across SH 105 from Brookshire Brothers. Coldwell Banker has moved from Walden Road to Heritage Place near the intersection of SH 105 & FM 149. Wings Over Montgomery, designed as primarily a take-out wing restaurant, is renovating a building along FM 149 between College & Caroline Streets.

K Innovations Station, a graphics and media business, has opened in one of the tiny homes on John A. Butler.





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 now open and has seen an amazing number of patrons in their first few weeks. Plans have also been approved for a stand-alone Starbucks location near Chick-fil-A and site work has started. Two retail centers are also under construction in this development.



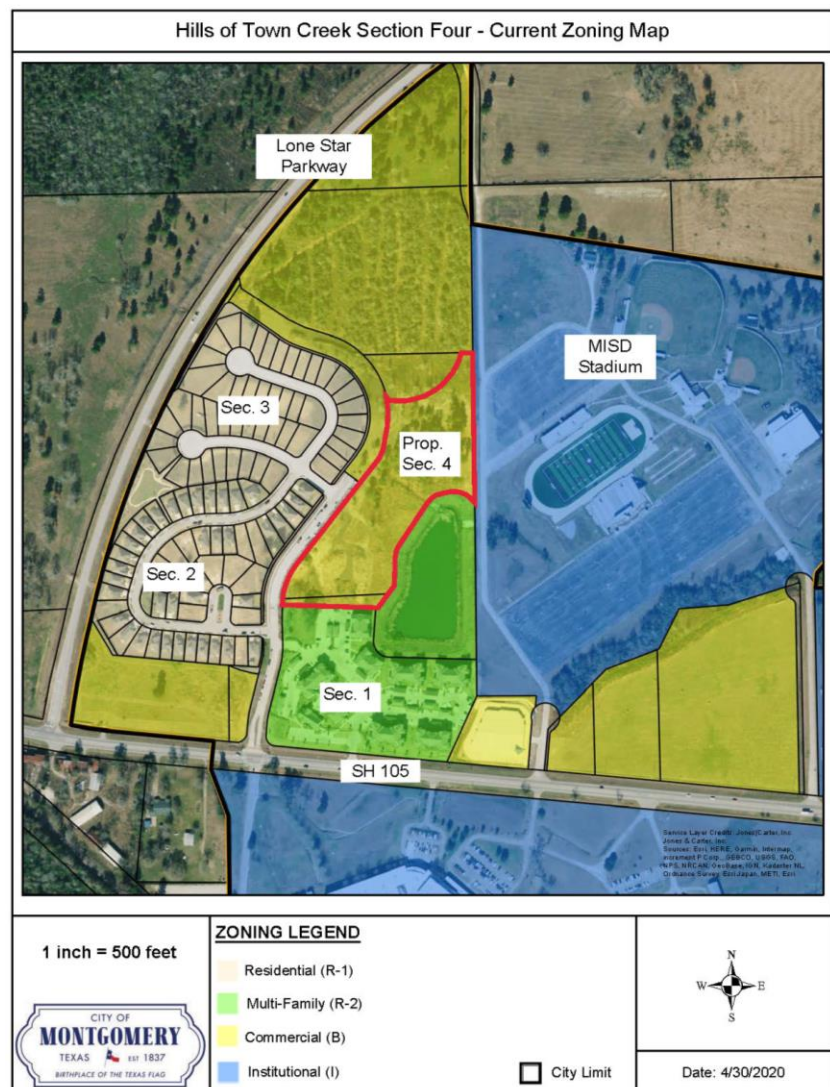
# Residential Development

27 new homes have been completed so far this year, with nine completed in the last month. Existing homesite inventory is still available, and several new residential subdivisions are in the early stages of the development process. While uncertainty exists in the market and new housing starts have slowed, low mortgage interest rates coupled with a desirable community and relatively low home prices will likely keep demand for new housing strong for the immediate future.

Heritage Senior Apartments – The final 80 apartments and 48 ground-level cottage units are all now leasing. All planned phases of this project are now complete.

## Hills of Town Creek

Subdivision – With a total of 100 single-family homesites, this subdivision immediately west of Town Creek Apartments off Emma’s Way. 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.



Town Creek Crossing – This addition to the Buffalo Springs Planned Development includes 199 residential homesites and eight commercial reserves. Planning for the subdivision is in the early stages of design. More details on the timeline for construction will be provided as they become available.



Montgomery Townhomes – Plans have been submitted to the City for a 48-unit townhome project along Plez Morgan Drive between Lone Star Parkway and FM 1097. The architectural and engineering plans are both under review. Project updates to follow as it moves along.

Terra Vista Subdivision – This is a 61-lot single-family development northeast of Waterstone on FM 1097. 30 homes are complete, 10 are under construction, and 21 lots are available.

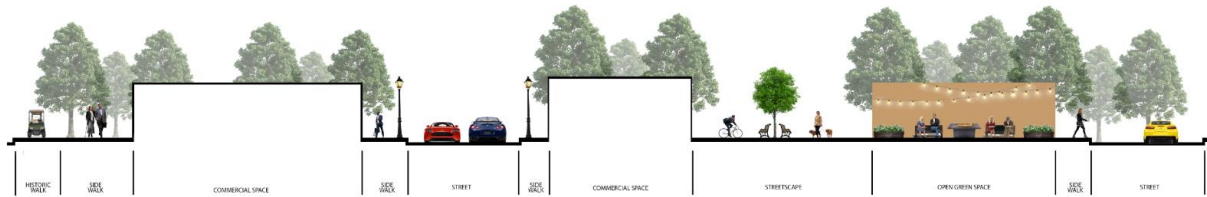
# City Development Activities

Texas Water Development Board Funding - The TWDB has provided funding in the amount of \$2.8 million for water and sewer work. Water system projects being funded include a water line replacement and improvement project in downtown and part of the Historic District neighborhood (increasing pressure on the west side of the city). The City is rebidding the project after an unsuccessful initial bid, and expects to select a contractor in mid-July. Improvements that will increase production at Water Plant #3 are also under review. Part of the Texas Water Development Board funding is also to improve key sanitary sewer infrastructure to increase efficiency and reduce operating costs.

General Land Office Severe Flood Mitigation Grant – In 2018, the City was awarded \$2.2 million from the Texas General Land Office (GLO) for flood related damages since Montgomery County was one of six counties in the state that the GLO had selected due to severe flood damage in the past two years. A study to identify opportunities and evaluate the Town Creek and Anders Branch watersheds on the north side of the City is now underway, and projects identified in the study will be implemented with a portion of the grant funds.

HOME Grant --The City Council approved an application to be made for the State of Texas HOME project in mid-2018. The applicants must have income below 80% of the average income for the area, be the owner of the house and have a clear title to the property where the new house would go. The initial application process resulted in three city residents that qualified for new houses. The grant has no local match, but the MEDC has agreed to cover any incidental costs required by the grant. Each house includes approximately \$100,000 in funding for administration and construction. Agreements with three residents approved under this program were signed on January 21, 2020. A fourth resident is anticipated to close soon.

## Downtown Improvement Plan



This effort is to improve the streetscape and pedestrian space in the downtown area. Planning is under way now, funded by the MEDC. The process will involve input from downtown property owners & businesses, city residents and key stakeholders. Design concepts were developed by Texas A&M Landscape Architecture students. Many of these concept drawings are being used to select a design firm for the project. An RFQ is being prepared as a part of that selection process.



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 incorporates the values and expectations of the community, and will guide public policy in areas such as transportation, utilities, land use, recreation and housing. The first draft of the document is under review and a *Virtual Town Hall* will be held on Wednesday July 8<sup>th</sup> to present the draft Comprehensive plan to the community for input and feedback.

# Businesses Opened in 2020

Coldwell Banker; 21105 Eva Street, Suite 110

Christian Brothers Automotive; 19920 Eva Street

Chick-fil-A; 20155 Eva Street

Best Donuts; 20998 Eva Street

Dr. Kendra Pratt, Orthodontist; 19970 Eva Street, Suite 105

K Innovations Station (graphic design & print services); 304 John A. Butler Street



1575 Sawdust Road, Suite 400  
The Woodlands, Texas 77380-3795  
Tel: 281.363.4039  
Fax: 281.363.3459  
[www.jonescarter.com](http://www.jonescarter.com)

May 20, 2020

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

Re: Engineering Report  
Council Meeting: May 26, 2020  
City of Montgomery

Dear Mayor and Council:

The following information summarizes our activities on your behalf since the April 28<sup>th</sup> 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 & Phase II (CDBG)**  
We are working with the Contractor, City, and GrantWorks to ensure all required documentation is prepared and submitted as required by the Texas Department of Agriculture to close out the project.
- b) **Water Distribution System Analysis and Master Plan – CP No. 3 – Downtown and SH-105 Waterline Replacement**  
We are advertising to re-bid the project and plan to present bids at your July 14<sup>th</sup> City Council meeting.
- c) **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 met with the City and TORC on April 9<sup>th</sup> to review and discuss their comments. We are addressing items discussed at the meeting and plan to submit final plans to the TWDB for approval this week.
- d) **18" Gravity Sanitary Sewer Extension, Phase 2**  
As a reminder, we held a final inspection on October 15<sup>th</sup>. The remaining items to be completed by the contractor are the final testing of the line which will occur once the new lift station is put into service.

**Status of Previously Authorized Projects (cont.):****e) Sanitary Sewer System Analysis and Master Plan – CP No. 3b – Lift Station No. 1 Replacement**

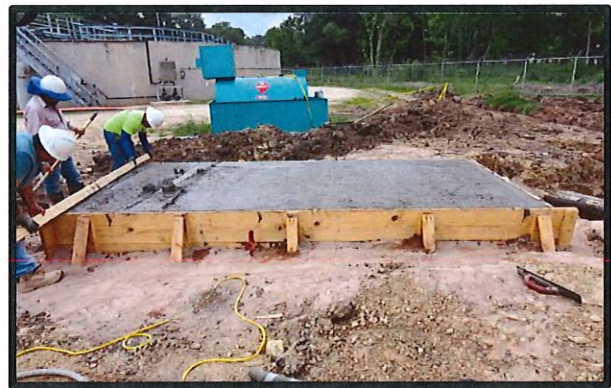
The contractor is continuing with construction of the wet well, generator foundation, and electrical work for the Lift Station No. 1 Replacement project. We received and recommended payment of Pay Estimate No. 7 in the amount of \$145,064.70 to Veritas Management Company LLC DBA Black Castle General Contractor for work completed as of April 27, 2020. As of Pay Estimate No. 7, the contract is approximately 128% complete by time and 58% complete by value. We have requested a revised schedule from the contractor to reflect an accurate completion date.



Lift Station Site



Lift Station No. 1 Wet Well



Generator Foundation

**f) 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 temporarily on hold until the Lift Station No. 1 project is complete.



**Status of Previously Authorized Projects (cont.):****g) 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. Additionally, we attended interviews with City Staff for potential firms to complete the drainage analysis.

**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. Heritage Parking Place Expansion** – We received revised plans on March 3<sup>rd</sup> and returned comments to the plans on March 11<sup>th</sup>. We received further revised plans on April 7<sup>th</sup> and expect to return plan approval once the building lines are recorded.

**iii. THPM Montgomery Townhomes** – We received plans for the development on May 13<sup>th</sup> and expect to return comments to the plans this week.

**c) Plat Reviews**

**i. Heritage Place Parking Development Plat** – We received revised plans for the plat on March 3<sup>rd</sup> and returned comments on March 11<sup>th</sup>. We expect to be able to provide plat approval once the building lines are recorded.

**ii. The Shoppes at Montgomery, Section 2 Amended Plat** – We are ready to approve the plat once the hard copy submittal is received by the City.

**iii. Depado Development Section 1 Minor Plat** – We received a revised plat on April 20<sup>th</sup> and are ready to approve the plat once the hard copy submittal is received by the City.

**iv. Eagle's Nest Minor Plat (Plez Morgan Townhomes Project)** – We received the initial plat on May 4<sup>th</sup> and returned comments on May 14<sup>th</sup>.

**d) Ongoing Construction**

**i. Shoppes at Montgomery Public Waterline Extension** – We attended a preconstruction meeting with the developer and contractor on March 17<sup>th</sup> for the public waterline extension on the Shoppes at Montgomery property. The contractor has substantially completed construction and we are coordinating the required testing.

e) **One-Year Warranty Inspections**

- i. **Lake Creek Village, Section 3** – We verified the roadside ditch was properly regraded on May 18<sup>th</sup>, and all punchlist items have been addressed from the one-year warranty inspection. We therefore recommend bonds be released.

**Agenda Item: Consideration and possible action regarding completion of a one-year warranty period for Lake Creek Village, Section 3 and release of maintenance bond.**

- 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. **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.
- iv. **Emma's Way** – The one-year warranty inspection was held on February 18, 2020 and the contractor is currently addressing the punch list items.

**Meetings and Ongoing Activities:**

- a) **Biweekly 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)** – We received the final drainage analysis from TxDOT on May 5<sup>th</sup>. Enclosed are a few exhibits from the analysis that show potential alternatives for the improvement of the channel near FM 1097. The analysis does not include any recommendations for the channel past approximately 300 feet downstream of FM 1097. We have inquired with TxDOT if they have selected an alternative and if they have an anticipated timeline for construction and we have not received a response.
- c) **FM 149 & SH-105 Right Turn Lane** –TxDOT has advised that the project is not scheduled to be let until 2025 with the previously discussed downtown FM 149 improvements however they are looking into separating the turn lane from the scope of the project to complete sooner.
- 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.

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

- e) **Water Well Performance Tests** – We received and reviewed the results of the water well performance tests completed in May 2020. The water wells are performing as designed and no action is recommended at this time.

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

Sincerely,



Chris Roznovsky, PE  
Engineer for the City

CVR/kmv

K:\W5841\W5841-0900-00 General Consultation\Meeting Files\Status Reports\2020\Engineer's Report 5-26-2020.docx'

Enclosures:

Active Capital Projects Map  
Active Developments Map  
Excerpts from TxDOT FM 1097 Drainage Analysis

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. Alan Petrov – Johnson Petrov LLP, City Attorney

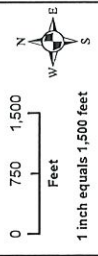


**VICINITY MAP**  
 Scale: 1 inch equals 20 miles

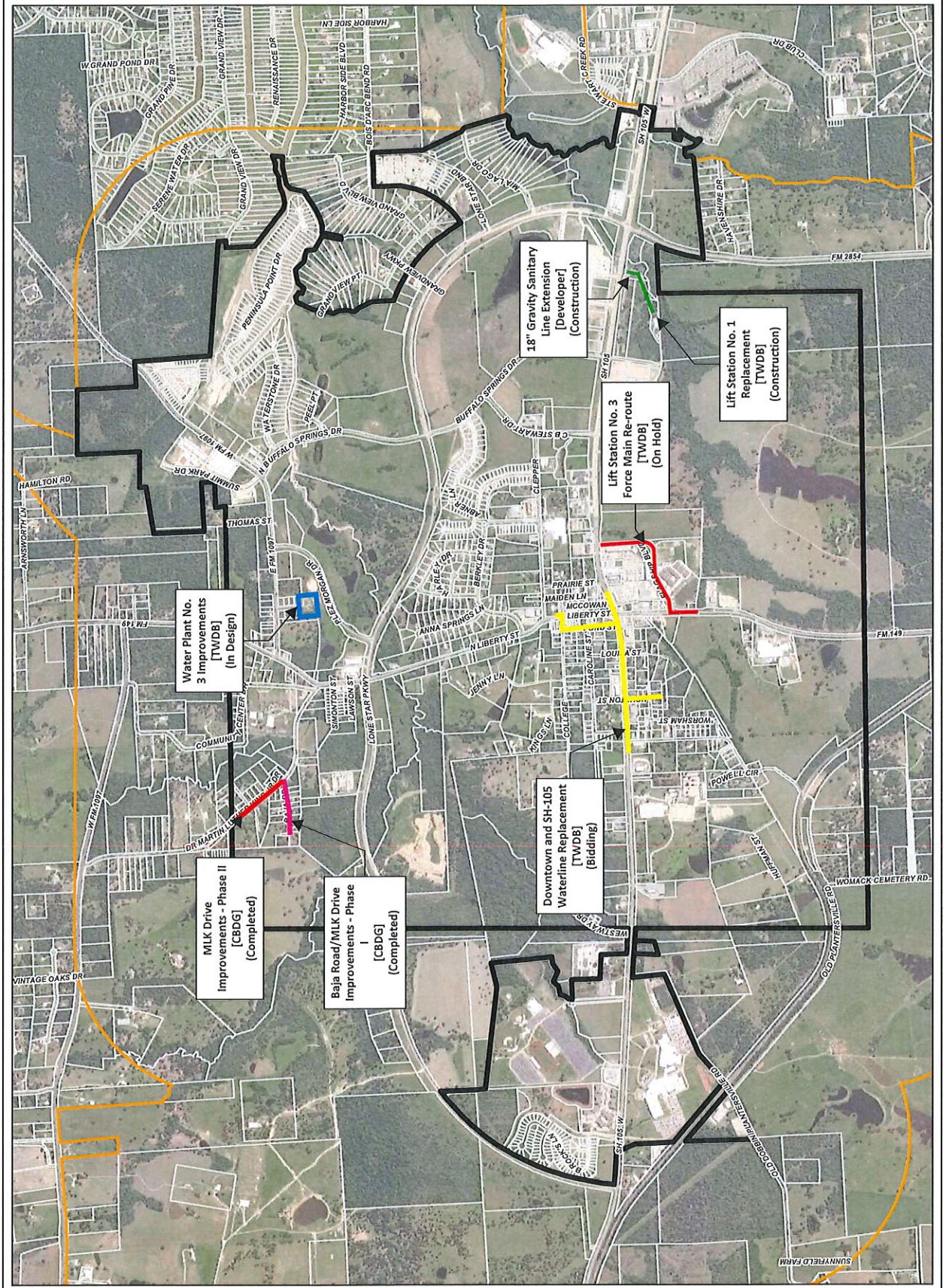
**LEGEND**

- City Limits
- City ETJ
- MCAD Parcels

**ACTIVE CAPITAL PROJECTS**  
 (MAY 2020)



Disclaimer: This product is offered for informational purposes and may not be used for legal or engineering purposes. The information is based on a survey and represents only the approximate relative location of the project. The information is not intended to be used for any other purpose. The accuracy, completeness, reliability, or validity of the information included within this exhibit.





**VICINITY MAP**  
Scale: 1 inch equals 20 miles

**LEGEND**

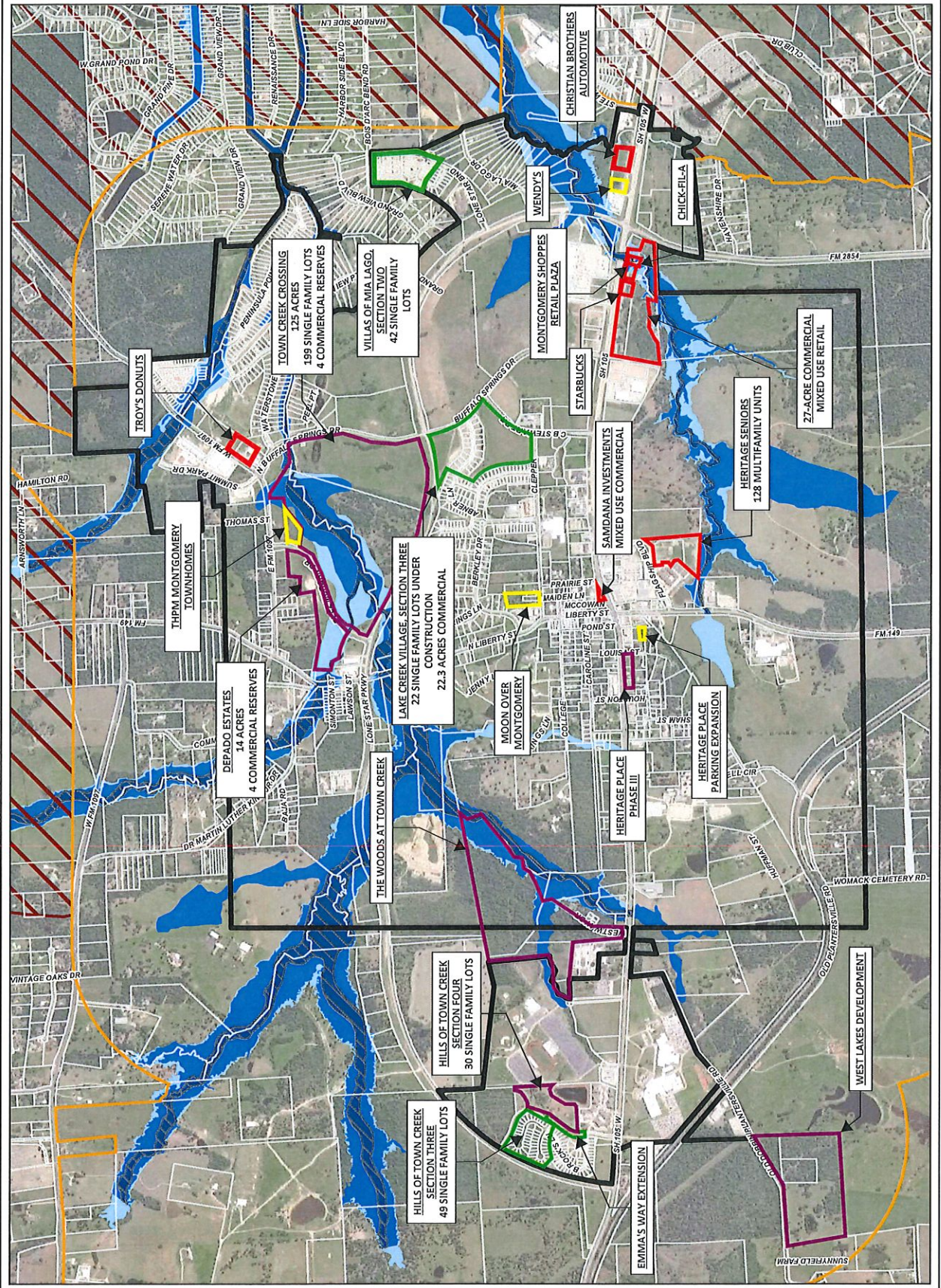
- City Limits
- City ETJ
- City of Conroe ETJ
- MCAD Parcels
- Floodway
- 100-year
- 500-year
- Complete/Under Warranty
- Under Construction
- In Design
- Planning/Feasibility

**ACTIVE DEVELOPMENTS**  
(MAY 2020)

0 750 1,500  
Feet  
1 inch equals 1,500 feet

Disclaimer: This product is offered for informational purposes and may not have been prepared for or suitable for higher engineering, survey and represent only the approximate relative location of locations to aid in locating the project. It is not intended to be used for any legal or financial purposes. Jones Carter, Inc. does not warrant the accuracy, completeness, reliability, or validity of the information included within this exhibit.

**JONES CARTER**  
Texas Board of Professional Engineers Registration No. 1-039



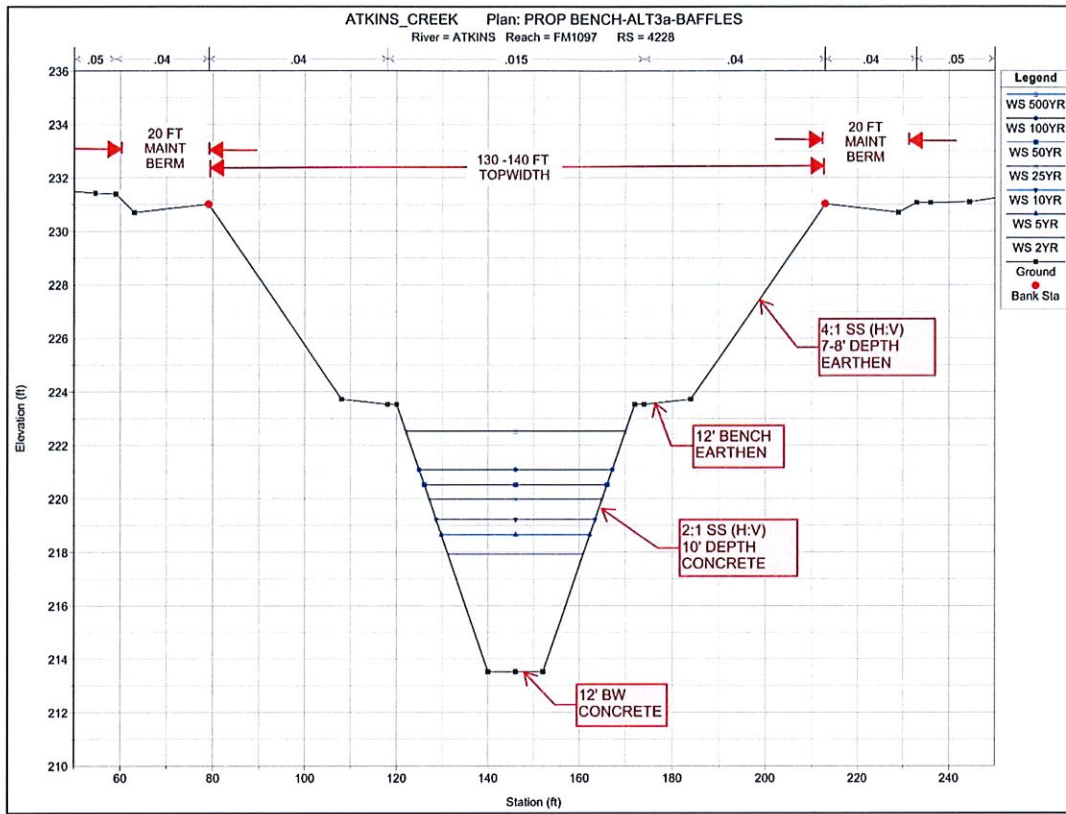


Figure 5-5. Proposed Composite Channel Section

### 5.3 Typical Design Details

The presented typical channel section configurations were confirmed with the geotechnical engineer, Geotest Engineering, Inc. for stability with regards to the soil boring test associated with this project, which is presented within “Geotechnical Investigation FM 1097 Crossing at Atkins Creek” report dated March 2020.

Channel concrete lining will utilize Harris County Flood Control District (HCFCD) based concrete-lining channel configuration standards, which are presented within TxDOT Houston District “HCFCD Concrete Channel Lining Details: HCFCD-CCLD” (STDG5BA & STD5GGB). These standards call for an 8-inch CL A Concrete with a 4-inch concrete seal slab for the channel bottom and 5-inch CL A Concrete for side slopes; see **Figure 5-6** for typical details. Weephole placement and design details are also included within the standard. It is recommended that the bottom and top slope toewalls be 3 feet for added reinforcement.

Geotextile reinforcement should be used for non-revetment (grass-lined) sections of channel banks. Channel area fill should utilize layered, compacted select fill, cement stabilized or floatable fill materials. Rock riprap (stone protection) sections should consist of a 36-inch mattress thickness for the channel bed areas and continue up the 3:1 (min) side slopes with 24-inch thickness mattress for a height of 10 feet. Toe depths shall meet TxDOT standard specifications

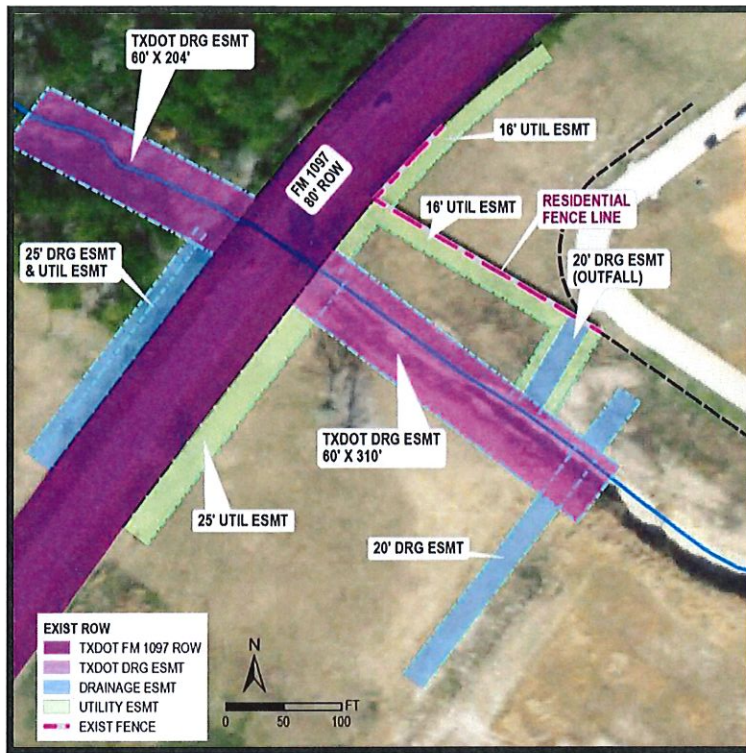


Figure 6-1. Existing Easements and TxDOT ROW

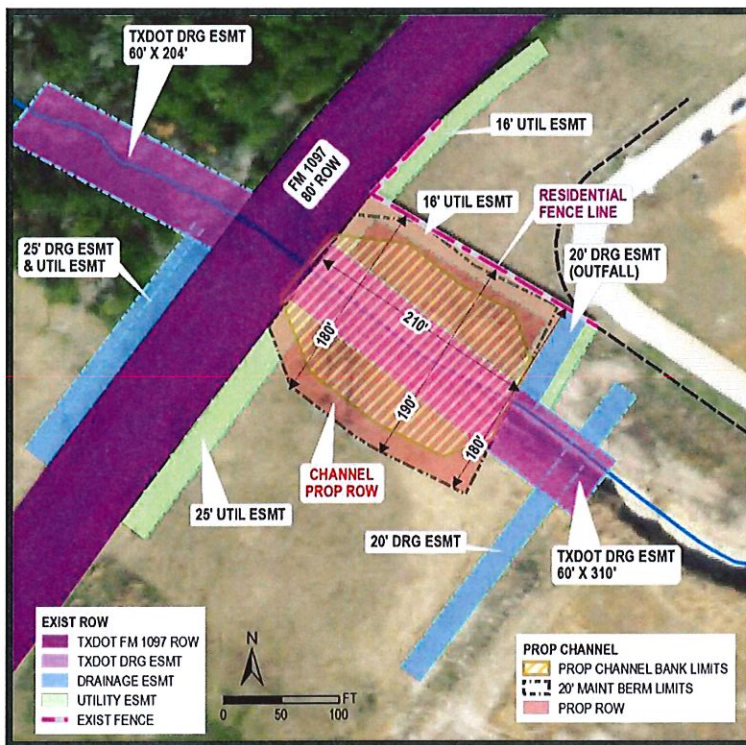
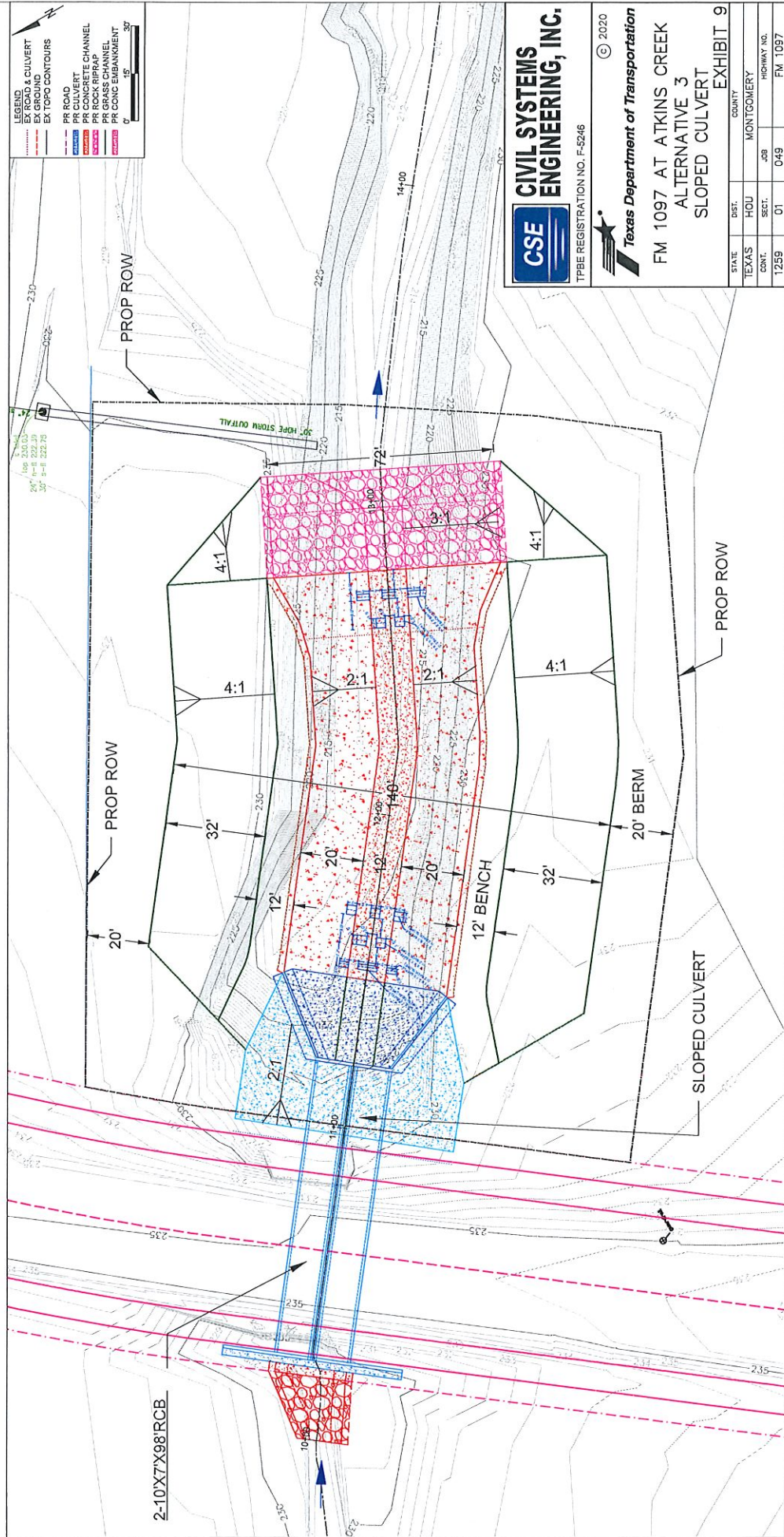
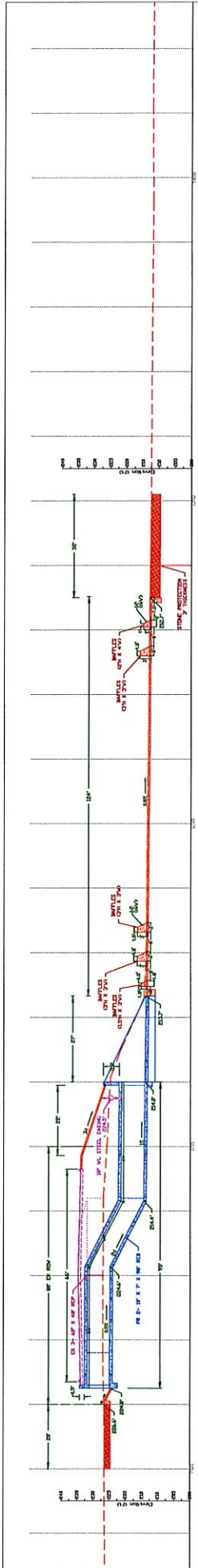


Figure 6-2. Channel Proposed ROW Overlay with Existing Easements and TxDOT ROW



**LEGEND**

- EX ROAD & CULVERT
- EX TOPO CONTOURS
- PR ROAD
- PR CONCRETE CHANNEL
- PR ROCK RIPRAP
- PR GRASS CHANNEL
- PR CONC EMBANKMENT

Scale: 0 10 20 30

**CSE CIVIL SYSTEMS ENGINEERING, INC.**

TPBE REGISTRATION NO. F-5246

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Texas Department of Transportation

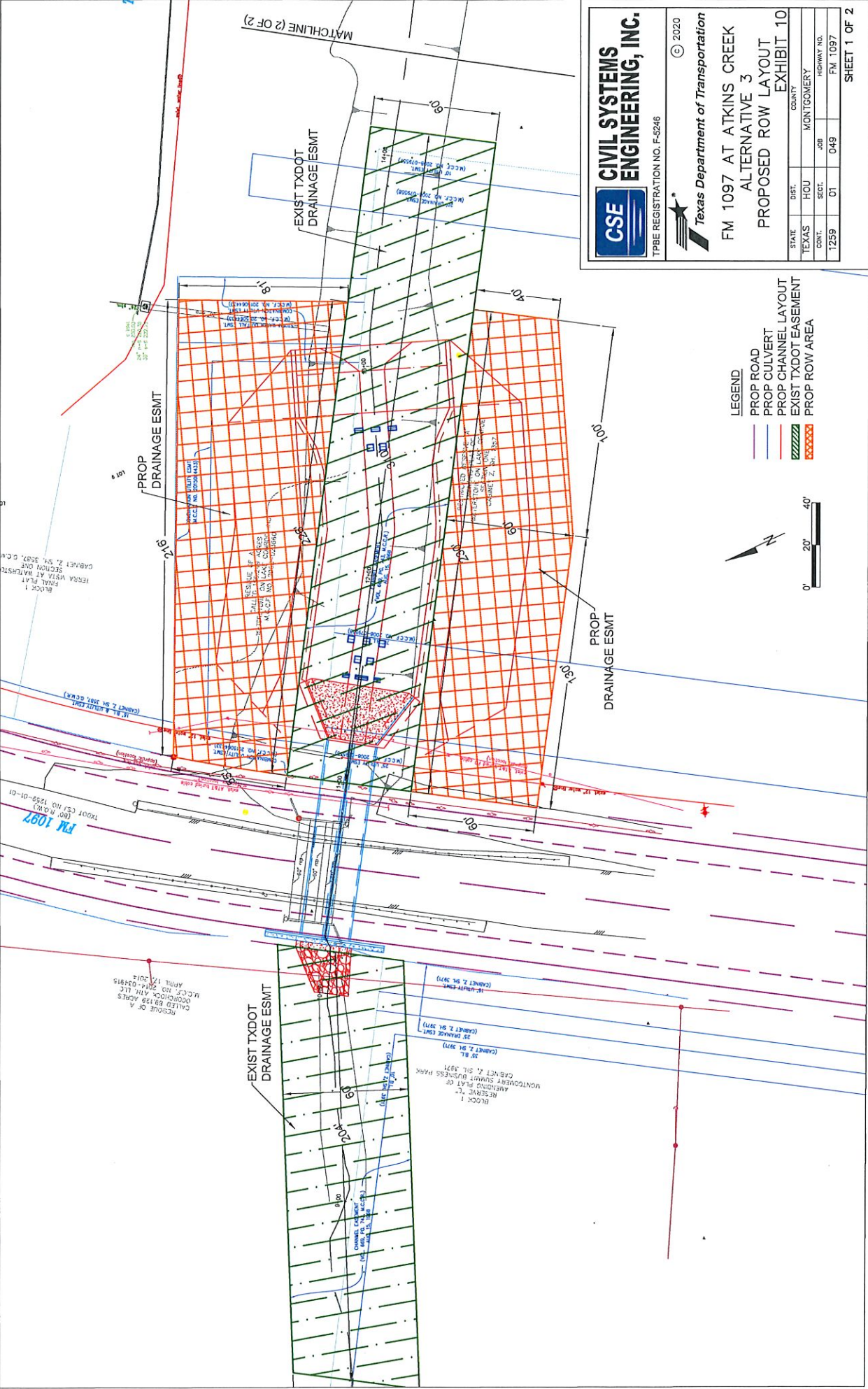
FM 1097 AT ATKINS CREEK  
ALTERNATIVE 3  
SLOPED CULVERT  
EXHIBIT 9

STATE	DIST.	COUNTY
TEXAS	HOU	MONTGOMERY

CONTRACT NO.	SECTION	HIGHWAY NO.
1259	01	049

PROJECT NO.
FM 1097







**CIVIL SYSTEMS  
ENGINEERING, INC.**

TPBE REGISTRATION NO. F-5246

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**Texas Department of Transportation**

FM 1097 AT ATKINS CREEK  
ALTERNATIVE 3  
PROPOSED ROW LAYOUT  
EXHIBIT 10

STATE	DIST.	COUNTY
TEXAS	HOU	MONTGOMERY
CONTRACT NO.	SECTION	JOB
1259	01	049
		PURCHASE NO.
		FM 1097

- LEGEND**
- PROP ROAD
  - PROP CULVERT
  - PROP CHANNEL LAYOUT
  - EXIST TXDOT EASEMENT
  - PROP ROW AREA

