

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, July 20, 2020**, at City of Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas via Zoom Teleconferencing.

This meeting will be closed to in person attendance by the public. A temporary suspension of the Open Meetings Act to allow telephone or videoconference public meetings has been granted by Governor Greg Abbott. These actions are being taken to mitigate the spread of COVID-19 by avoiding meetings that bring people into a group setting and in accordance with Section 418.016 of the Texas Government Code. Videoconferencing capabilities will be utilized to allow individuals to address the MEDC. Members of the public who wish to submit their written comments on a listed agenda item must submit them by Emails to rtramm@ci.montgomery.tx.us by 3:00 p.m. on July 20, 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/89568812733> and using Meeting ID: 895 6881 2733. They may also join by calling (346) 248-7799 and entering the Meeting ID: 895 6881 2733.

The Meeting Agenda Pack will be posted online at www.montgomerytexas.gov. The meeting will be recorded and uploaded to the City's website the following day.

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 June 15, 2020
4. Approval of Financial Reports
5. Update on Downtown Development Planning
6. Update on Social Media Marketing
7. Consideration and Possible Action to Approve Purchase of Radios for Use by City Personnel During Festival Events
8. Economic Development Reports
 - a. City Development Report
 - i. Development Agreement Discussion
 - b. City Engineer's Report

EXECUTIVE SESSION:

The MEDC Board of Directors reserves the right to discuss any of the items listed specifically under this heading or for any items listed above in executive closed session as permitted by law including if they meet the qualifications in Sections 551.071(consultation with attorney), 551.072 (deliberation regarding real property), 551.073 (deliberation regarding gifts), 551.074 (personnel matters), 551.076 (deliberation regarding security devices), and 551.087 (deliberation regarding economic development negotiations) of Chapter 551 of the Government Code of the State of Texas. *(There are no items at this time)*

POSSIBLE ACTION FROM EXECUTIVE SESSION:

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





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

I certify that the attached notice of meeting was posted on the bulletin board at the City of Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas, on the 17th day of July 2020 at 3:00 o'clock p.m. I further certify that the following news media was notified of this meeting as stated above: The Courier

MINUTES OF REGULAR MEETING
JUNE 15, 2020
MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION

CALL TO ORDER

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

Present: Rebecca Huss - President
 Dan Walker – Vice-President
 Amy Brown – Secretary
 Arnette Easley – Board Member

Absent: Julie Hutchinson – Treasurer
 Tom Cronin – Board Member
 Bob Kerr – Board Member

Also Present: Richard Tramm – City Administrator
 Dave McCorquodale – Assistant City Administrator
 Susan Hensley – City Secretary

OPEN PUBLIC COMMENT

No public comment.

APPROVAL OF MINUTES

Minutes of May 18, 2020 Regular Meeting –

President Huss asked for comments on the minutes as presented. Mrs. Huss made a motion to accept the minutes as presented, seconded by Mr. Easley. All in favor. (4-0)

MONTHLY FINANCIAL REPORT

Report for May, 2020

Mr. Tramm noted the sales tax transfer on June 10, 2020 which will show on the June Financial Report.

Mr. Tramm said a reimbursement of a wire transfer was received back into the General Fund.

Mrs. Huss reminded the Board of an item discussed during the May meeting concerning the total obligated expenses the MEDC has for the remainder of the fiscal year. Mrs. Huss said Mrs. Hutchinson sent an explanation, stating \$153,500 is the total amount due. This figure is comprised of \$33,750 in General & Administrative transfers for the final two quarters, \$80,000 in debt service transfers and \$39,750 in sales tax transfers. Mrs. Huss said, looking at the Year to Date amount in the budget, there will be another \$150,000 paid before the end of the fiscal year.

Mrs. Huss asked Mr. Tramm about the sales tax revenue being increased 14% over last year.

Mr. Tramm said sales tax revenue has increased 14% over the same period from last year. He said the details are not yet available to explain the increase. Mr. Tramm said the figures on the report are for businesses from the month of April, but could include businesses filing late for March which appears on the April report. He said the increase could also be due to consumers shopping online, which sends the sales tax to Montgomery. Mr. Tramm said more details should be available in the next two weeks.

Mr. Easley asked if the sales taxes have been increased since the first of the year.

Mr. Tramm said, "Generally speaking, yes." He said 2020 has been between 12.5% to 15% over 2019 figures.

Motion by Mr. Easley, seconded by Mr. Walker to approve the May 2020 Financial Report as presented. All in favor. (4-0)

CONSIDERATION AND POSSIBLE ACTION

5. Discussion, consideration and possible action regarding Southern Rum Runners festival.

Mr. Rob Holbrook and Jennifer Linker of Southern Rum Runners were in attendance to give an update on the proposed festival in Montgomery.

Mr. Tramm reminded the Board of Southern Rum Runners planned craft beer festival to benefit the Montgomery Meals on Wheels. Mr. Tramm presented the draft contract for the event to the Board for review.

Mr. Tramm reminded the Board of City Council's required approval of any street closures. He said he has the proposed street closure information, which was not included in the Board's packet of information, and presented it visually to the board.

Mr. Tramm said the City Attorney has reviewed the contract, and recommended one primary change. Mr. Tramm said the change involves making the City a party to the agreement because the City has the ultimate authority to close the roads.

Mr. Tramm said the City Attorney also wished to remind the Board it can not spend more than 10% of the revenue on a single event. Mr. Tramm verified for the City Attorney, the EDC is contributing \$7,500, which is not 10% of its total revenue.

Mrs. Huss asked if anyone with the City or the EDC had any questions for Mr. Tramm or Mr. Holbrook. She specifically asked Mr. Walker and Mr. Easley if they had any questions, since they were not on the Board when this matter was first discussed. Neither had any questions.

Mrs. Huss said she believes this is the first time the EDC has had a festival contract that laid out the responsibilities of both parties so clearly. She said this is something she would like to see repeated in the future. Mrs. Huss said a contract, such as this one, allows clarity on “what both parties bring to the table” as well as stating what the EDC and the City receives in return for participating. Mrs. Huss said she would like to use this contract as a template going forward with other events.

Mr. Holbrook said SRR has had good communication with the City during the preparation of this contract. He said he hopes this will be the beginning of a continued relationship with the City. Mr. Holbrook stated next year’s event will be easier to organize as they build on this year’s contract and event.

Mr. Holbrook said, even with the Covid-19, he still is hoping for 3,000 to 3,500 tickets sold. He said the proposed area downtown could easily hold 5,000 people.

Mrs. Huss said if 3,000 to 3,500 tickets are sold, people will be arriving and leaving throughout the event, so not all 3,500 people will be in the area at the same time. Mrs. Huss said this event is also a longer day event, so the actual number of people in the area will fluctuate throughout the day.

Mr. Holbrook said in past events, 1,500 people is the most they have had attend at one time. He said some people arrive early and some arrive later in the day.

Mr. Easley asked Mr. Holbrook if the non-profit will change each year.

Mr. Holbrook said the events will always be with a non-profit. He said this year Meals on Wheels was chosen, but a different non-profit could be chosen in future years.

Motion by Mrs. Brown, seconded by Mr. Easley to approve the updated contract with the inclusion of the City of Montgomery as a party to the contract. All in favor. (4-0)

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

Mr. Tramm stated two grants have been approved and funded, but there have been no new grant applications since the previous meeting. He said two other businesses have contacted City Hall, but have not turned in paperwork.

Mr. Tramm reminded the Board of the discussion in May of placing a notice of the utility grant program in with the utility bill. He said the notice will be included with the next utility bill.

Mr. Tramm said the City is preparing to send out written letters to businesses within the City on another matter and will include an insert on the utility grant with those letters.

No action taken on this item.

7. Update on the Montgomery Mudbugs & Music Festival.

Mr. Tramm said he has been in communication with Charlie Diggs, the promoter of the event.

Mr. Tramm said Mr. Diggs announced the event will be rescheduled for March 27, 2021.

Mr. Tramm said the EDC has not expended any funds for the original 2020 event.

Mrs. Huss asked if the event needs to be placed in the 2020-2021 budget as a specific line item since it has been approved but not spent. She expressed some concern on whether the funds could be spent next year without specifically allocating the funds and/or requiring another vote for funding.

Mrs. Brown suggested asking Mrs. Hutchinson, the EDC Treasurer, for comment at the next meeting.

Mrs. Huss said it was a procedural question.

No action taken on this item.

8. Discuss and consider approving MEDC funds reserved for blight removal for use in an additional City heavy trash pickup.

Mr. Tramm said the previous, regularly scheduled, heavy trash pickup had three dumpsters which were completely filled before the end of the first day. He said three dumpsters usually are filled over the course of two days.

Mr. Tramm said approximately seventy percent of the items in the dumpsters were outdoor, household materials. Mr. Tramm said, because of this, utilizing blight removal funds to pay for an additional heavy trash pick-up would be appropriate.

Mrs. Huss asked if "outdoor" meant brush and grass, because the Public Works employees take these items to a different location to be burned. She asked if these "outdoor items" were items such as lawn chairs.

Mr. Tramm said that was correct. He said these were items which can not be thrown away with a households normal trash.

Mr. Tramm said he heard of one person who brought in a large amount of debris at the previous heavy trash pickup day. He said he would instruct city personnel to not allow one person to monopolize the dumpsters and eliminate others from having the opportunity to use the service.

Mr. Tramm said there is twelve thousand dollars currently available in the blight removal line item of the current fiscal year budget.

Mr. Tramm said Mr. Muckleroy, the Director of Public Works, suggested two dumpsters for an additional heavy trash pickup day. Mr. Tramm said the dumpsters cost approximately five hundred dollars per dumpster. Mr. Tramm suggested the EDC pay for the cost of the two dumpsters and the City will pay for the labor cost of City employees. He said the labor cost is approximately six hundred dollars a day.

Mrs. Huss said it was a good value, even though it is not blight as the word has been previously used, it is a service which would spread the clean up of blight over the whole city.

Mr. Walker asked how the EDC would notify people since this is not a normally scheduled event.

Mr. Tramm said notices would be posted on social media, the sign board and in the insert of the next utility bill.

Mr. Tramm said he would like to schedule for July 11th, the second Saturday of the month. He said this date would give plenty of time to notify people of the event and also would be halfway between the regularly scheduled heavy trash pickup dates.

Mr. Walker asked if the City has considered sending notices to individuals who have been hesitant to remove blight from their property.

Mrs. Huss said in the past, the EDC has paid to have a dumpster delivered to a property for a weekend to aid in blight removal. Mrs. Huss said she did not remember if the individuals contacted the City or if the City contacted the individuals.

Mrs. Huss asked Mr. Tramm if the EDC could hire City personnel to collect large quantities of trash from specific, curbside locations around the city, then place the trash into the large dumpsters. Mrs. Huss asked if that was something the EDC would want to get involved with. Mrs. Huss said transportation is often a problem when hauling large items to the dumpsters.

Mr. Tramm said he had not thought of that, but would be willing to consider it.

Mrs. Brown said scheduling pickup times could cause problems as the Public Works employees may have to make more than one trip to avoid items not remaining on the curb after the event.

Mr. Easley said the problem, as he sees it, is some people do not want items removed. He said the City doesn't want to "strong-arm" anyone, but people may not part with debris on their own. Mr. Easley said some people are just hoarders and must have a reason to move the debris. He said if that means a ticket or a letter, it must be done.

Mrs. Brown said if the Board wishes to start scheduling pickup of heavy trash, it should be only offered to specific property owners. She said offering the service to the general public would be a "nightmare".

Mrs. Huss said in specific instances of extreme blight, and when those people have no transportation to remove the blight, this may be an option to consider.

Mrs. Huss asked Mr. Tramm to look into other opportunities of encouraging people to clean their properties.

Motion by Mr. Easley, seconded by Mr. Walker to move approximately one thousand dollars from Category Three, Account 56429 Blight Removal, to pay for two dumpsters to be delivered to City Hall for an interim heavy trash pickup weekend. All in favor. (4-0)

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

Mr. Tramm shared a photo of one of the car stops previously painted by the City's Public Works Department. Mr. Tramm said five car stops have been painted to honor the City's heritage as the birthplace of the Texas flag.

Mr. Tramm said there are ninety to one hundred car stops located on city property.

Mr. Tramm said the Public Works Department estimates the cost of painting each car stop to be in the fifty to fifty-five dollar range. He said this is contingent on the department being able to paint multiple car stops at one time.

Mr. Tramm reminded the Board of a discussion during the last meeting on funding the painting of the car stops on city property.

Mrs. Brown said the car stop in the picture presented is located on McCown Street. She said, since the plan is to redesign McCown Street, she is asked if the plans included car stops remaining on McCown Street.

Mr. Tramm said it depends on the final design. Mr. Tramm said painted car stops could be retrieved and moved to other locations. Mr. Tramm said the EDC could choose to paint just a few car stops either in scattered locations or in a limited area.

Mrs. Brown said the EDC shouldn't paint car stops in the areas expected to be affected by the Downtown Plan until the plan is finalized.

Mrs. Brown said at fifty dollars apiece, for one hundred car stops, the expense would be approximately five thousand dollars. She noted this cost is only for the original painting, not the upkeep of the car stops. Mrs. Brown asked if the EDC would be responsible for paying to have the car stops repainted each year. She said the car stops look pretty now, but they will not look as nice in ten to twelve months. Mrs. Brown said that would cost the EDC five thousand each year.

Mr. Tramm said there will be maintenance costs, but the City is unaware of how long the paint will last. Mr. Tramm said he believes the upkeep costs would end up being a City expense. He said the City would need to decide if they wished to take on that future liability.

Mr. Easley said the maintenance would be determined by what type of paint is used.

Mr. Tramm said the City is still experimenting in terms of speed and paint.

Mr. Easley asked if the City had a volunteer group who could paint the car stops.

Mr. Tramm said there were no volunteers at this time. He said currently City staff have been painting the car stops in between other projects. Mr. Tramm said he would be concerned with the quality of the work if done by a volunteer group.

Mrs. Brown asked if the majority of the one hundred car stops are located in the downtown area.

Mr. Tramm said that was true.

Mrs. Brown said since the majority are in the downtown area, and the downtown plans have not been finalized, it does not make sense to start painting the car stops downtown. She said it would make more sense to finalize plans, then start painting the car stops in locations that would not be affected by the plans.

Mr. Tramm said that certainly would make sense. He asked if the Board would want to fund painting some of the car stops in areas not affected or postpone discussion until the next fiscal year.

Mr. Easley said it would make sense to incorporate the car stop paintings with the downtown plan.

Mrs. Brown said she would support painting car stops at City Hall, because there are not plans to redesign that area.

Mrs. Huss said she thinks the question on weathering is an important question and should be addressed before the majority are painted. She said she also likes the "hidden nature" of the current car stops and suggested painting just a few more around town. Mrs. Huss suggested painting one at Cedar Brake Park, one at Memory Park and another one at the Community Center parking lot.

Mrs. Huss reminded the Board the two parking lots downtown are leased and not owned by the City. She said painting all of the car stops in those lots could result in a large number of car stops which will need to be rehomed when the leases expire.

Mrs. Huss said adding a few more for a decorative effect and the enjoyment of visitors searching for the car stops. She said this would also give the Public Works Department the ability to experiment on different paints and painting techniques.

Mrs. Huss suggested asking the owner or painter of the Montgomery sign what was used to seal the paint because that has lasted for many years.

Mrs. Brown said she would support painting five more car stops, but believes the Board should postpone the remaining one hundred. She said the City could test paint, techniques and sealers. Mrs. Brown said postponing would also give time to see how often the car stops would need to be repainted.

Motion by Mrs. Brown, seconded by Mr. Easley to fund the painting of up to five additional car stops, with the funds from Public Infrastructure line item 56000.7 . All in favor. (4-0)

10. Update on Downtown Development Planning

Mr. McCorquodale said he and Mr. Tramm have met with Walter Peacock from Texas A & M.

Mr. McCorquodale said Mr. Peacock has an editor working on the Comprehensive Plan, as well as a grad student who is working on the RFQ for the downtown design.

Mr. McCorquodale showed the Board a map of the proposed area to be the focus of the downtown renovation. The area covers Jim's Hardware and the Larry Jacobs property on the north side of the current downtown area.

Mr. McCorquodale said if the City wants a pedestrian friendly area, it is vital to include the areas that link the downtown businesses to a large residential area.

Mr. McCorquodale said a draft of the RFQ should be ready at the end of this week.

Mr. McCorquodale said the A & M students provided a good direction for the design work.

Mr. McCorquodale said using this plan will allow the City to focus on capital projects which will need to be included in the next fiscal budget. Mr. McCorquodale said these capital projects would include water, sewer and storm drains.

Mrs. Brown said installing drains and covering up ditches would benefit the look as well as the safety of pedestrians in the downtown area.

Mr. McCorquodale said there are areas where that could happen.

Mr. Walker said covering the ditches would certainly look better, but he questioned Mr. McCorquodale if the City would be able to preserve some of the old trees down in the area.

Mr. McCorquodale said trees would be saved when possible, but some trees are not good species, planted too closely together or obstructing the storm sewers.

Mrs. Huss said strategically planting some quality trees would be beneficial.

Mr. McCorquodale said he would keep the Board updated on any progress.

Mr. Easley asked Mr. McCorquodale for the timeline of completion of the downtown project.

Mr. McCorquodale said a realistic expectation would be two years. He said this was ballpark guess. Mr. McCorquodale said the infrastructure design would take at least nine months and would need to be completed first.

Mrs. Huss said it would be nice if Entergy could be rerouted from Highway 149 to Prairie Street.

No action taken on this item.

11. Discuss and consider Social Media Marketing Planning and Development Options.

a. Consider options for updated social media profile image/logo

Mr. Tramm showed the Board three options for a new social media image/logo featuring the historic Montgomery goat overlaid with the Texas flag. Mr. Tramm said the main area of discourse is the type of font to be used on the icon. Mr. Tramm asked for input from the EDC Board.

Mrs. Brown asked if the icon should say City of Montgomery Texas instead of Montgomery Texas.

Mrs. Huss said adding the extra wording may make the wording appear too busy.

Mrs. Brown said she liked the smaller font because the goat becomes the focal point.

Mrs. Huss asked if that was the image labeled "Original".

Mrs. Brown said yes, but she still doesn't like the font used.

Mrs. Huss said there are other fonts to choose from.

Mrs. Brown said her thought on the smaller font, is for people to instinctively associate the goat with the City of Montgomery without having to rely on the wording.

Mr. Tramm agreed saying a goat with a Texas flag would be unique to Montgomery. He said he can't think of anyone who would consider using a goat and a Texas flag together.

Mr. Tramm said the history of the goat makes it very emblematic of the City.

Mr. Walker said the EDC is using this as their branding, so until the City sells the goat as an emblem, the font should be large enough to educate nonlocals.

Mrs. Brown said this logo would be put on the Montgomery Facebook page, the Montgomery YouTube channel and other Montgomery social media, so people would already associate it with the City of Montgomery because they are on the City's platform.

Mrs. Huss said if the City made t-shirts or hats, the larger font could be used.

Mr. Tramm agreed, depending on the use of the logo, the wording and size of the font could be adjusted.

Mrs. Huss agreed with Mr. Walker on branding. She said the current seal of the City is not going to "cut it" in today's market. Mrs. Huss said the current alternative logo featuring the rectangle with rounded edges, is not something conducive to use on a t-shirt. She said this is an attempt to be more current. Mrs. Huss said everything on social media is very visual, and neither the current seal or logo suit that media.

Mrs. Huss asked Mr. Walker and Mr. Easley if this logo was something they could support. She said MEDC has been funding the social media campaigns, so this would be something the MEDC would be responsible for.

Mr. Walker said the MEDC should be funding the social media campaigns because it is for growth. Mr. Walker said he could live with the goat.

Mr. Easley said an image of C. B. Stewart holding the flag would be great. He said he is okay with the goat, but people can relate to C. B. Stewart and know what he was to Montgomery.

Mrs. Brown said the social media is trying to get an audience outside of the City of Montgomery to encourage tourism. She said, unfortunately, most Texans do not know of C. B. Stewart. Mrs. Brown said the goat is a very humorous, unusual icon. She said it is something people will not forget. Mrs. Brown said she believes it will be more attractive to a younger crowd.

Mr. Easley asked about people wanting to bring a business to Montgomery.

Mrs. Huss said in that circumstance, the City would send stationary with the serious logo on it.

Mr. Tramm said this logo is aimed at the social media market. He said that is the reason we are trying to keep it simple.

Mrs. Huss said from a tourism standpoint, being a historical town, there is a problem with putting history into today's lens. Mrs. Huss said when the goat is introduced, the story will need to be told to hopefully avoid potential controversy. She said nothing is without controversy.

Mr. Walker said when you are driving people to your social media platforms, you have about two seconds to grab their attention. He said the goat would raise questions on why the goat was chosen, which would prompt the telling of the City's history.

Mrs. Huss said there are a lot of different activities which could be centered around the goat.

Mrs. Huss asked Mr. Easley, since he has lived in the city longer than the other members of the Board, if he knows of any reason the goat would be a nonsuitable candidate.

Mr. Easley said he doesn't know of anything. He said he thinks it will be alright.

b. Consider social media budget

Mr. Tramm said options are being looked at to expand the City's social media reach. He said one of the primary items discussed is utilizing the existing social media such as Facebook and Instagram, branching out to YouTube videos, as well as using Nextdoor as a messaging option.

Mr. Tramm said one of the significant items to look at regarding social media is a software package to try to coordinate multiple platforms. He said Hootsuite is one program designed to do that. Mr. Tramm said there is a twenty-nine dollar a month option he believes will work for the EDC, at least in the near future.

Mr. Tramm said one benefit of Hootsuite is the ability to schedule posts across all platforms. He said managing each account live takes considerable time.

Mr. Tramm said there are courses to help design and work with social media platforms. He suggested setting some money aside for that training. Mr. Tramm said there are some free options available on the internet, but to get a significant benefit, the Board should consider spending for some of these courses on social media marketing. He said two hundred to two hundred fifty dollars each is a small price to pay for the value which can be received from these courses.

Mr. Tramm said because of the pandemic situation, the EDC has not spent a lot of money on training this fiscal year. He said the money is already in the budget, it is only a matter of redirecting it from its original intended training use to a new type of training. Mr. Tramm said there is currently approximately four thousand four hundred dollars in this fiscal year's budget which will go unused at this point.

Mr. Tramm said there is one course on EDC training coming up in October, which he is required to attend which costs seven hundred dollars. He said after paying for that course, about three thousand seven hundred dollars will be left in the budget for other training.

Mrs. Huss said if Mr. Tramm's training course is in October, those funds will come from the 2020-2021 fiscal year budget.

Mr. Tramm said he was taking the conservative approach. He said he can not see spending three thousand dollars in the next few months for online courses. Mr. Tramm said there are two or three people for whom he believes the courses would be valuable. He said even if in the future the Board decides to contract out the work, we would still have a better understanding of the work which needs to be done, and a better way to be able to manage that work.

Mrs. Huss said volunteers have been involved in our social media. She asked Mr. Tramm if he envisions volunteers taking some of the training as well.

Mr. Tramm said he would especially those who have already been involved with the EDC's social media because they already have the necessary background.

Mrs. Huss said, for full disclosure, that includes MEDC Board members, City Council members and Mayor. She asked Mr. Tramm if that was something that needed to be

discussed with the City Attorney, or is that something the Board needs to specifically approve.

Mr. Tramm said that is entirely up to the Board. He said, he believes that is normal in a Board environment, for Board members to attend paid training sessions. Mr. Tramm said if this was a taxed based training, he doesn't think that question would be asked. He said the money has been budgeted for training, without the specifics of what kind of training. Mr. Tramm said he doesn't believe it is necessary, but does not see the harm in the Board approving a motion to authorize the City's Administrator to initiate training activities that may include City staff, EDC and/or City Council officials.

Mrs. Huss said that would make it clear. She said, she knows Mrs. Brown went several years ago to a sales tax training, which was incredibly valuable. Mrs. Huss said that was a specific requirement, where social media training is not.

Mr. Tramm said it certainly does not hurt to be very transparent. He said, because of his inability to attend a training class, the most value he has received on economic development is Mrs. Brown loaning him her training materials from her course. Mr. Tramm said Mrs. Brown has been an important resource for him during his first year as City Administrator, because of the education she had through the one course. He said he would encourage any Board member to receive training, because it helps the entire Board and members of staff.

Mr. Tramm said in many social media environments, there is payment which can be made to boost posts. He said these boosts are basically advertising to show posts to prospective viewers. Mr. Tramm said he has seen, through City posts, a much wider circulation.

Mr. Tramm gave the Board an example of a post encouraging people to not flush flushable wipes. He said manufacturers label the wipes as flushable, but very often, these wipes clog up sewage systems which require the Public Works Department extra labor to clear the pipes by pulling up pumps. Mr. Tramm said paying for a promotion on this post could lower operating expenses for the City. He said not every post promotion would benefit a City department, but social media advertising can magnify the number

of people seeing a post. Mr. Tramm suggested some money being paid toward advertising on social media for the remainder of this fiscal year.

Mr. Tramm said there is some money left in this fiscal year's budget for advertising through printed material as well as money in the events category. He said using those funds would require Board action. Mr. Tramm said one thousand dollars should be enough to last through the end of the current fiscal year, with most of the money going unspent. He also said it will show a need for inclusion in the 2020-2021 fiscal year budget.

Mrs. Huss said there has also been discussion on contests and activities which may need a financial boost to pay for props or rewards.

Mr. Tramm said recently the EDC Facebook page has run two contests. He said the first contest centered around the painted car stops, while the current contest focuses on several labeled rocks placed around town. Mr. Tramm said the prizes given were the Texas flags which were previously purchased by MEDC.

Mr. Tramm said with both of these contests were completed very inexpensively, but to entice more people to be involved, new prizes need to be considered. He said a budget needs to be created for the prizes.

Mr. Tramm said a budget of one thousand dollars is more than he expects to be spent. He said he is willing to take suggestions from the Board. Mr. Tramm said contributions from City businesses is also an option, with the EDC paying fifty percent of the prize offered by the business.

c. Consider budget for updates to website

Mr. Tramm said there was a meeting earlier in the day with the website committee. He said the meeting was beneficial in creating some minor changes to the Tourism page on the City's website.

Mr. Tramm said in order to create major changes, the budget is going to start around four thousand dollars. He said the committee does not believe there is an urgent need to do that at this point in time.

Mrs. Brown said the four thousand is only to create the website. She said there is an additional six hundred a year to maintain the website.

Mr. Tramm said these small changes should suffice for the time being, but the subject may be revisited for the next fiscal year budget.

Mr. Tramm said while social media is the way to create contacts, the website is the hub of activity. He said the goal is to drive people to the website.

Mrs. Brown said the committee agreed the four thousand dollar update could be postponed, but she felt there was no clear plan for the immediate future.

Mr. Tramm said one thing would be to make the page more visually appealing by adding more photos as well as changing current photos. He suggested obtaining more photos by turning to City employees, EDC volunteers or running a photo contest on social media.

d. Consider other social media options

Mr. Tramm said his main focus for this section would be understanding what is needed to begin implementing the social media plans. He said smart phones are generally adequate for most basic video and photos, and City staff already has these. Mr. Tramm said the EDC could add microphones, lighting and other equipment for under one hundred fifty dollars.

He said, based on the research he has done, expensive equipment is not needed.

Mr. Tramm said small videos could be produced in a quality manner for social media.

Mr. Tramm said all of the equipment could be purchased for under two hundred dollars.

Mr. Tramm said there is always the option of contracting out to a professional. He said other cities he has reached out to are maintaining their own social media.

Motion by Mrs. Huss, seconded by Mrs. Brown to spend twenty-nine dollars per month on Hootsuite or general social media management to come from the website budget; to allow training on social media knowledge-based expansion to include City of Montgomery staff, MEDC Board, City Council members and Mayor as the City Administrator so designates them to take the training; to establish a new category called Social Media Advertising under Category Four with the line item budgeted at one thousand dollars which comes from line item 56003.5

Brochures/Printed Literature whose annual budget will decrease from ten thousand dollars to nine thousand dollars; to have a new category called Contest/Activities/Prizes with a budget of one thousand dollars as a subcategory under Events and will decrease Events Other from thirty-five thousand dollars to thirty-four thousand dollars in line item 56434; and to approve the purchase of video equipment not to exceed two hundred dollars to come from a newly created line item named Technology which will be under Administration and created with money from line item 56004.6 Consulting Professional Services decreasing that category from ten thousand dollars to nine thousand eight hundred dollars. All in favor. (4-0)

12. Economic Development Reports

a. City Administrator's Development Report

Report presented

b. City Engineer's Report

Report presented

BOARD INQUIRY

No Board inquiry.

ACTION ITEMS FROM MAY MEETING

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

ACTION ITEMS FOR FUTURE MEETINGS

<i>ACTION ITEM</i>	<i>ASSIGNEE</i>	<i>DUE DATE</i>
Update on reasons for 14% sales tax increase	Tramm	July meeting
Report on taxable construction costs	Tramm	

ADJOURNMENT

Motion by Mrs. Brown, seconded by Mr. Walker to adjourn the meeting at 8:13 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 June 30, 2020 - For July 2020 Meeting**

	<u>MONEY MARKET ACCOUNTS</u>	<u>INVESTMENTS</u>	<u>TOTALS</u>
<u>MEDC</u>			
CHECKING ACCOUNT #1017938	\$ 97,493.62		\$ 97,493.62
TOTAL INVESTMENTS	<u>\$ -</u>	<u>\$ 1,283,272.35</u>	<u>\$ 1,283,272.35</u>
TOTAL MIDC	<u>\$ 97,493.62</u>	<u>\$ 1,283,272.35</u>	<u>\$ 1,380,765.97</u>

INVESTMENTS

	Issue Date	Maturity Date	Interest Rate	Balance
Texpool #00005			0.21%	\$ 59,702.95
Texpool #00006			0.21%	\$ 1,223,569.40
 Certificates				
Total Investment Balance				<u><u>\$ 1,283,272.35</u></u>

** Note:

The Sales Tax Transfer of \$57,982.13 was received and transferred on July 8th. This will show on the next report.

City of Montgomery - MEDC
Cash Flow Report
As of June 30, 2020

Date	Num	Name	Memo	Amount	Balance
51100 · MEDC Checking					
06/12/2020	1996	Optiquest Internet Services Inc.	Remote Application - Freida Joyce (Home Remote)	-8.95	97,502.57
Total 51100 · MEDC Checking				-8.95	97,493.62
TOTAL				-8.95	97,493.62

City of Montgomery - MEDC
Cash Flow Report - Texpool Reimb
As of June 30, 2020

Date	Num	Name	Memo	Amount	Balance
		51301 · Texpool Reimbursement Acct			39,820.64
06/30/2020	AL		3rd Qtr Transfer to Texpool Reimbursement Account - Kroger Co.	19,875.00	59,695.64
06/30/2020	Int		Interest	7.31	59,702.95
		Total 51301 · Texpool Reimbursement Acct		19,882.31	59,702.95
TOTAL				<u>19,882.31</u>	<u>59,702.95</u>

City of Montgomery - MEDC
Cash Flow Report - Texpool
As of June 30, 2020

Date	Num	Name	Memo	Amount	Balance	
51300 · Time Depositsl-MEDC					1,250,696.06	
06/12/2020	AL		Sales Tax Transfer 6/20	54,903.99	1,305,600.05	
06/30/2020	AL		Transfer to Debt Service - 3rd Quarter Payment	-40,000.00	1,265,600.05	
06/30/2020	AL		Transfer to Utility Fund - Utility Grants	-250.00	1,265,350.05	
06/30/2020	AL		Transfer to Utility Fund - Utility Grants	-250.00	1,265,100.05	
06/30/2020	AL		3rd Qtr Transfer to Texpool Reimbursement Account - Kroger Co.	-19,875.00	1,245,225.05	
06/30/2020	AL		Admin Transfer 3rd Qtr 2020 & Reimb of expenses paid	-21,883.95	1,223,341.10	
06/30/2020	Int		Interest on Texpool	228.30	1,223,569.40	
Total 51300 · Time Depositsl-MEDC					-27,126.66	1,223,569.40
TOTAL					-27,126.66	1,223,569.40

City of Montgomery - MEDC
Actual to Budget Performance
June 2020

	Jun 20	Budget	\$ Over Budget	Oct '19 - Jun 20	YTD Budget	\$ Over Budget	Annual Budget
Income							
55000 · Taxes & Franchise Fees							
55400 · Sales Tax	54,903.99	48,000.00	6,903.99	556,402.96	463,000.00	93,402.96	654,000.00
Total 55000 · Taxes & Franchise Fees	54,903.99	48,000.00	6,903.99	556,402.96	463,000.00	93,402.96	654,000.00
55300 · Other Revenues							
55391 · Interest Income	235.61	840.00	(604.39)	12,204.81	7,480.00	4,724.81	10,000.00
55399 · Misc Income	0.00	0.00	0.00	1,400.00	0.00	1,400.00	0.00
Total 55300 · Other Revenues	235.61	840.00	(604.39)	13,604.81	7,480.00	6,124.81	10,000.00
Total Income	55,139.60	48,840.00	6,299.60	570,007.77	470,480.00	99,527.77	664,000.00
Expense							
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	19,000.00	(19,000.00)	0.00	57,000.00	(57,000.00)	76,000.00
56000.8 · Utility Extensions	0.00	0.00	0.00	0.00	50,000.00	(50,000.00)	50,000.00
56000.A · Tsf to Debt Service	40,000.00	40,000.00	0.00	120,000.00	120,000.00	0.00	160,000.00
Total 56000 · Pub Infrastructure - Category I	40,000.00	59,000.00	(19,000.00)	120,000.00	257,000.00	(137,000.00)	346,000.00
56001 · Business Dev & Ret -Category II							
56001.8 · Sales Tax Reimbursement	19,875.00	19,875.00	0.00	59,625.00	59,625.00	0.00	79,500.00
56001.9 · Economic Development Grant P...	500.00	0.00	500.00	500.00	10,000.00	(9,500.00)	20,000.00
Total 56001 · Business Dev & Ret -Category...	20,375.00	19,875.00	500.00	60,125.00	69,625.00	(9,500.00)	99,500.00
56002 · Quality of Life - Category III							
56423.1 · Walking Tours	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	1,000.00
56429 · Removal of Blight	0.00	0.00	0.00	3,000.00	15,000.00	(12,000.00)	15,000.00
56434 · Events							
55602 · Neighborhood Water Party	0.00	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
55607 · Contests/Activities/Prizes	0.00	250.00	(250.00)	0.00	250.00	(250.00)	1,000.00
56434 · Events - Other	0.00	0.00	0.00	0.00	34,000.00	(34,000.00)	34,000.00
Total 56434 · Events	0.00	250.00	(250.00)	968.86	35,750.00	(34,781.14)	36,500.00
56439 · Downtown Enhancement Projects	0.00	2,500.00	(2,500.00)	0.00	22,500.00	(22,500.00)	30,000.00
Total 56002 · Quality of Life - Category III	0.00	2,750.00	(2,750.00)	3,968.86	74,250.00	(70,281.14)	82,500.00
56003 · Marketing & Tourism-Category IV							
56003.5 · Brochures/Printed Literature	0.00	583.33	(583.33)	547.62	7,250.01	(6,702.39)	9,000.00
56003.C · Website	17.90	250.00	(232.10)	182.90	2,250.00	(2,067.10)	3,000.00
56003.F · Social Media Advertising	26.75	250.00	(223.25)	26.75	250.00	(223.25)	1,000.00
Total 56003 · Marketing & Tourism-Catego...	44.65	1,083.33	(1,038.68)	757.27	9,750.01	(8,992.74)	13,000.00
56004 · Administration - Category V							
56004.1 · Admin Transfers to Gen Fund	21,875.00	26,875.00	(5,000.00)	53,125.00	80,625.00	(27,500.00)	107,500.00
56004.3 · Miscellaneous Expenses	0.00	41.66	(41.66)	0.00	375.02	(375.02)	500.00
56004.6 · Consulting (Professional servi)	0.00	2,300.00	(2,300.00)	0.00	7,300.00	(7,300.00)	9,800.00
56004.7 · Travel & Training Expenses	0.00	0.00	0.00	579.00	5,000.00	(4,421.00)	5,000.00
56004.9 · Technology	0.00	0.00	0.00	0.00	0.00	0.00	200.00
Total 56004 · Administration - Category V	21,875.00	29,216.66	(7,341.66)	53,704.00	93,300.02	(39,596.02)	123,000.00
56340 · Office Supplies	0.00	0.00	0.00	240.81	0.00	240.81	0.00
Total Expense	82,294.65	111,924.99	(29,630.34)	238,795.94	503,925.03	(265,129.09)	664,000.00
Net Income	(27,155.05)	(63,084.99)	35,929.94	331,211.83	(33,445.03)	364,656.86	0.00

City of Montgomery - MEDC

General Ledger

As of June 30, 2020

07/08/20

Type	Date	Num	Name	Memo	Debit	Credit	Balance
51100 · MEDC Checking							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 - ...	0.00		100,325.14
Bill Pmt -Check	10/25/2019	1979	Living Savior Lutheran Church	Application for Economic Development Grant...		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 - ...		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 ...	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 Montg...		194.97	77,585.09
Bill Pmt -Check	12/13/2019	1986	Gary Szafranski	Santa for Civic Club 12/7/19 (Light up Montg...		300.00	77,285.09
Bill Pmt -Check	12/13/2019	1987	Montgomery Original Snoballs	Seasonal Refreshments-Civic Club 12/7/19 (Li...		106.00	77,179.09
Bill Pmt -Check	12/20/2019	1988	Rebecca Huss	Reimbursement of Expense - Website Marketi...		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 Marketi...		25.00	101,860.78
Bill Pmt -Check	01/03/2020	1991	TEDC	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 - ...		1,259.00	100,101.78
Bill Pmt -Check	01/17/2020	1993	Old Republic Title Co.	Home Program - GF# 1803402 - Dora Johnson...		1,259.00	98,842.78
Bill Pmt -Check	01/17/2020	1994	Old Republic Title Co.	Home Program - GF# 1803242 - Laura Stephe...		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 ...		225.00	97,279.78
General Journal	05/28/2020	AL		Wire Transfer for Reimbursement of Expenses...	222.79		97,502.57
Bill Pmt -Check	06/12/2020	1996	Optiquet Internet Services Inc.	Remote Application - Freida Joyce (Home Re...		8.95	97,493.62
Total 51100 · MEDC Checking					102,424.48	114,178.00	97,493.62
51300 · Time Deposits-MEDC							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 A...		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 F...	Transfer to General for reimbursement of Blig...		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 ...		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 exp...		20,091.84	1,126,289.12
General Journal	04/16/2020	AL		To reimburse due to Utility fund for Printing ...		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 ...		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
General Journal	06/12/2020	AL		Sales Tax Transfer 6/20	54,903.99		1,305,600.05
General Journal	06/30/2020	AL		Transfer to Debt Service - 3rd Quarter Payment		40,000.00	1,265,600.05
General Journal	06/30/2020	AL		Transfer to Utility Fund - Utility Grants		250.00	1,265,350.05
General Journal	06/30/2020	AL		Transfer to Utility Fund - Utility Grants		250.00	1,265,100.05
General Journal	06/30/2020	AL		3rd Qtr Transfer to Texpool Reimbursement A...		19,875.00	1,245,225.05
General Journal	06/30/2020	AL		Admin Transfer 3rd Qtr 2020 & Reimb of exp...		21,883.95	1,223,341.10
General Journal	06/30/2020	Int		Interest on Texpool	228.30		1,223,569.40
Total 51300 · Time Deposits-MEDC					570,553.12	287,363.06	1,223,569.40
51301 · Texpool Reimbursement Acct							0.00
Transfer	01/22/2020	Transfer		1st Qtr Transfer to Texpool Reimbursement A...	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 ...	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
General Journal	06/30/2020	AL		3rd Qtr Transfer to Texpool Reimbursement A...	19,875.00		59,695.64
General Journal	06/30/2020	Int		Interest	7.31		59,702.95
Total 51301 · Texpool Reimbursement Acct					59,702.95	0.00	59,702.95
51150 · Accounts Receivable Audit							138,633.36
Total 51150 · Accounts Receivable Audit							138,633.36
51171 · Due From Gen Fund							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

City of Montgomery - MEDC

07/08/20

General Ledger

As of June 30, 2020

Type	Date	Num	Name	Memo	Debit	Credit	Balance
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 G...	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 Brochu...	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...		222.79	0.00
General Journal	06/10/2020	AL		To accrue sales tax revenue rec'd 6/20	54,903.99		54,903.99
General Journal	06/12/2020	AL		Sales Tax Transfer 6/20		54,903.99	0.00
Total 51171 - Due From Gen Fund					558,025.75	610,850.74	0.00
51174 - Due from Home Grant Funds							1,400.00
Bill	01/16/2020	GF #108...	Old Republic Title Co.	Home Program - GF# 1083758 - Leslie Holts - ...	1,259.00		2,659.00
Bill	01/16/2020	GF #180...	Old Republic Title Co.	Home Program - GF# 1803402 - Dora Johnson...	1,259.00		3,918.00
Bill	01/16/2020	GF #180...	Old Republic Title Co.	Home Program - GF# 1803242 - Laura Stephe...	1,259.00		5,177.00
Total 51174 - Due from Home Grant Funds					3,777.00	0.00	5,177.00
51580 - Accrued Interest Receivable							2,780.13
Total 51580 - Accrued Interest Receivable							2,780.13
52000 - Accounts Payable							-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 - ...	0.00		-22,445.08
Bill Pmt -Check	10/25/2019	1979	Living Savior Lutheran Church	Application for Economic Development Grant...	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 o...	Rebecca Huss	Reimbursement of Expense - Facebook ad - ...		50.00	-2,102.08
Bill Pmt -Check	11/08/2019	1981	Rebecca Huss	Reimbursement of Expense - Facebook ad - ...	50.00		-2,052.08
Bill	11/20/2019	Blight R...	Montgomery County United	VOID: Removal of Blight - Several Properties ...	0.00		-2,052.08
Bill	11/20/2019	Brochur...	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 ...	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 Montg...		300.00	-300.00
Bill	12/07/2019	#19	Montgomery Original Snoballs	Seasonal Refreshments-Civic Club 12/7/19 (Li...		106.00	-406.00
Bill	12/07/2019	Inv 000001	Bride & Bloom Floristry & Farm	Wreaths -Civic Club 12/7/19 (Light up Montg...		194.97	-600.97
Bill Pmt -Check	12/13/2019	1985	Bride & Bloom Floristry & Farm	Wreaths -Civic Club 12/7/19 (Light up Montg...	194.97		-406.00
Bill Pmt -Check	12/13/2019	1986	Gary Szafranski	Santa for Civic Club 12/7/19 (Light up Montg...	300.00		-106.00
Bill Pmt -Check	12/13/2019	1987	Montgomery Original Snoballs	Seasonal Refreshments-Civic Club 12/7/19 (Li...	106.00		0.00
Bill	12/16/2019	Reimb o...	Rebecca Huss	Reimbursement of Expense - Website Marketi...		90.00	-90.00
Bill	12/19/2019	2018 Re...	The Kroger Co.	2018-19Tax Year- MEDC Sales Tax Rebate		77,405.00	-77,495.00
Bill Pmt -Check	12/20/2019	1988	Rebecca Huss	Reimbursement of Expense - Website Marketi...	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 o...	Rebecca Huss	Reimbursement of Expense - Website Marketi...		25.00	-25.00
Bill	01/02/2020	Inv 11674	TEDC	2020 Membership fees Inv #11674		500.00	-525.00
Bill Pmt -Check	01/03/2020	1990	Rebecca Huss	Reimbursement of Expense - Website Marketi...	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 #108...	Old Republic Title Co.	Home Program - GF# 1083758 - Leslie Holts - ...		1,259.00	-1,259.00
Bill	01/16/2020	GF #180...	Old Republic Title Co.	Home Program - GF# 1803402 - Dora Johnson...		1,259.00	-2,518.00
Bill	01/16/2020	GF #180...	Old Republic Title Co.	Home Program - GF# 1803242 - Laura Stephe...		1,259.00	-3,777.00
Bill Pmt -Check	01/17/2020	1992	Old Republic Title Co.	Home Program - GF# 1083758 - Leslie Holts - ...	1,259.00		-2,518.00
Bill Pmt -Check	01/17/2020	1993	Old Republic Title Co.	Home Program - GF# 1803402 - Dora Johnson...	1,259.00		-1,259.00
Bill Pmt -Check	01/17/2020	1994	Old Republic Title Co.	Home Program - GF# 1803242 - Laura Stephe...	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
Bill	06/01/2020	74154	Optiquet Internet Services Inc.	Remote Application - Freida Joyce (Home Re...		8.95	-8.95
Bill Pmt -Check	06/12/2020	1996	Optiquet Internet Services Inc.	Remote Application - Freida Joyce (Home Re...	8.95		0.00
Bill	06/30/2020	Reimb o...	Rebecca Huss	Reimbursement of Expense - Website Marketi...		26.75	-26.75
Total 52000 - Accounts Payable					113,953.00	82,612.67	-26.75
52001 - Accounts Payable Audit							-77,405.00
General Journal	10/04/2019	CB1R	The Kroger Co.	To record sales tax reimbursement calculated ...	77,405.00		0.00
General Journal	12/31/2019	CB	The Kroger Co.	To accrue Quarterly Transfer to Texpool Reim...		19,875.00	-19,875.00
General Journal	03/31/2020	CB	The Kroger Co.	To accrue Quarterly Transfer to Texpool Reim...		19,875.00	-39,750.00
General Journal	06/30/2020	AL	The Kroger Co.	To accrue Quarterly Transfer to Texpool Reim...		19,875.00	-59,625.00
Total 52001 - Accounts Payable Audit					77,405.00	59,625.00	-59,625.00
52710 - Due to Utility Fund							0.00
General Journal	02/21/2020	CB		To record amt due to Utility fund for Printing		119.50	-119.50
General Journal	03/31/2020	CB		To record amt due to Utility fund for Printing		44.98	-164.48
General Journal	04/16/2020	AL		To reimburse due to Utility fund for Printing ...	164.48		0.00
General Journal	06/23/2020	AL		To accrue Amount Charged for Utility Grants ...		250.00	-250.00

City of Montgomery - MEDC

General Ledger

As of June 30, 2020

07/08/20

Type	Date	Num	Name	Memo	Debit	Credit	Balance
General Journal	06/23/2020	AL		To accrue Amount Charged for Utility Grants ...		250.00	-500.00
General Journal	06/30/2020	AL		Transfer to Utility Fund - Utility Grants	250.00		-250.00
General Journal	06/30/2020	AL		Transfer to Utility Fund - Utility Grants	250.00		0.00
Total 52710 · Due to Utility Fund					664.48	664.48	0.00
52712 · Due to Gen Fund							0.00
General Journal	10/30/2019	CB		To accrue Amount Charged to Card Services a...		343.95	-343.95
General Journal	12/31/2019	cb		To accrue Admin transfer - 1st Qtr FYE 2020 ...		11,875.00	-12,218.95
General Journal	12/31/2019	CB	City of Montgomery - General F...	To accrue the amount due to the City for Blig...		3,000.00	-15,218.95
General Journal	01/08/2020	CB		To accrue Amount paid from General Fund P...		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 F...	Transfer to General for reimbursement of Blig...	3,000.00		-367.89
General Journal	02/29/2020	CB		To accrue Amount Charged to Brauns and pai...		31.35	-399.24
General Journal	02/29/2020	CB		To accrue Amount Charged to Card Services a...		272.62	-671.86
General Journal	03/31/2020	cb		To accrue Admin transfer - 2nd Qtr FYE 202...		19,375.00	-20,046.86
General Journal	04/01/2020	AL		To accrue Admin Charged to Office Depot a...		44.98	-20,091.84
General Journal	04/16/2020	AL		Admin Transfer 2nd Qtr 2020 & Reimb of exp...	20,091.84		0.00
General Journal	04/22/2020	AL		To accrue Amount Charged for COM Brochur...		222.79	-222.79
General Journal	05/07/2020	AL		Reimbursement of Expenses Paid by General ...	222.79		0.00
General Journal	05/26/2020	AL		To accrue Amount Charged for US Patent Tra...		225.00	-225.00
General Journal	05/28/2020	AL		Wire Transfer to General Fund for US Patent ...	225.00		0.00
General Journal	06/23/2020	AL		To Accrue amount for Remote Access (Frieda...		8.95	-8.95
General Journal	06/30/2020	AL		To accrue Admin transfer - 3rd Qtr FYE 2020...		21,875.00	-21,883.95
General Journal	06/30/2020	AL		Admin Transfer 3rd Qtr 2020 & Reimb of exp...	21,883.95		0.00
Total 52712 · Due to Gen Fund					57,298.58	57,298.58	0.00
52714 · Due to Debt Service Fund							0.00
General Journal	12/31/2019	cb		To accrue Admin transfer thru 12/31/19		40,000.00	-40,000.00
Check	02/12/2020	Trans		1st Qtr Transfer to Debt Service	40,000.00		0.00
General Journal	03/31/2020	cb		To accrue Admin transfer thru 03/31/20		40,000.00	-40,000.00
General Journal	04/16/2020	AL		Transfer to Debt Service - 2nd Quarter Payment	40,000.00		0.00
General Journal	06/30/2020	AL		Transfer to Debt Service - 3rd Quarter Payment	40,000.00		40,000.00
General Journal	06/30/2020	AL		To accrue Admin transfer thru 06/30/20		40,000.00	0.00
Total 52714 · Due to Debt Service Fund					120,000.00	120,000.00	0.00
53900 · Unrestricted Net Assets							-1,136,492.88
Total 53900 · Unrestricted Net Assets							-1,136,492.88
55000 · Taxes & Franchise Fees							0.00
55400 · Sales Tax							0.00
General Journal	10/31/2019	CB		To accrue sales tax revenue rec'd 10/19		62,148.45	-62,148.45
General Journal	11/30/2019	CB		To accrue sales tax revenue rec'd 11/19		76,484.91	-138,633.36
General Journal	12/20/2019	CB		To accrue sales tax revenue rec'd 12/19		52,201.69	-190,835.05
General Journal	01/31/2020	CB		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% o...		89,518.41	-322,986.22
General Journal	03/31/2020	CB		To accrue sales tax revenue rec'd 3/20 - 25% o...		54,405.25	-377,391.47
General Journal	04/30/2020	AL		To accrue sales tax revenue rec'd 4/20 - 25% o...		45,332.51	-422,723.98
General Journal	05/06/2020	AL		To accrue sales tax revenue rec'd 5/20 - 25% o...		78,774.99	-501,498.97
General Journal	06/10/2020	AL		To accrue sales tax revenue rec'd 6/20 - 25% o...		54,903.99	-556,402.96
Total 55400 · Sales Tax					0.00	556,402.96	-556,402.96
Total 55000 · Taxes & Franchise Fees					0.00	556,402.96	-556,402.96
55300 · Other Revenues							0.00
55391 · Interest Income							0.00
Deposit	10/31/2019			Interest		1,283.17	-1,283.17
Deposit	11/30/2019			Interest		1,091.46	-2,374.63
Deposit	12/31/2019			Interest		1,174.44	-3,549.07
Deposit	01/28/2020			Interest on Maturing CD		4,125.00	-7,674.07
Deposit	01/31/2020			Interest		1,285.16	-8,959.23
General Journal	01/31/2020	Int		Interest		8.61	-8,967.84
General Journal	02/29/2020	Int		Interest		25.18	-8,993.02
General Journal	02/29/2020	Int		Interest on Texpool		1,348.08	-10,341.10
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
General Journal	06/30/2020	Int		Interest		7.31	-11,976.51
General Journal	06/30/2020	Int		Interest on Texpool		228.30	-12,204.81
Total 55391 · Interest Income					0.00	12,204.81	-12,204.81
55399 · Misc Income							0.00
General Journal	12/31/2019	CB2		To record overtransfer of sales tax due from G...		1,400.00	-1,400.00
Total 55399 · Misc Income					0.00	1,400.00	-1,400.00

City of Montgomery - MEDC

General Ledger

As of June 30, 2020

07/08/20

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Total 55300 · Other Revenues					0.00	13,604.81	-13,604.81
56000 · Pub Infrastructure - Category I							0.00
56000.A · Tsf to Debt Service							0.00
General Journal	12/31/2019	cb		To accrue Admin transfer thru 12/31/19	40,000.00		40,000.00
General Journal	03/31/2020	cb		To accrue Admin transfer thru 03/31/20	40,000.00		80,000.00
General Journal	06/30/2020	AL		To accrue Admin transfer thru 06/30/20	40,000.00		120,000.00
Total 56000.A · Tsf to Debt Service					120,000.00	0.00	120,000.00
Total 56000 · Pub Infrastructure - Category I					120,000.00	0.00	120,000.00
56001 · Business Dev & Ret -Category II							0.00
56001.8 · Sales Tax Reimbursement							0.00
General Journal	10/04/2019	CB1R	The Kroger Co.	Reverse of GJE CB1 -- To record sales tax rei...		77,405.00	-77,405.00
Bill	12/19/2019	2018 Re...	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 Reim...	19,875.00		19,875.00
General Journal	03/31/2020	CB	The Kroger Co.	To accrue Quarterly Transfer to Texpool Reim...	19,875.00		39,750.00
General Journal	06/30/2020	AL	The Kroger Co.	To accrue Quarterly Transfer to Texpool Reim...	19,875.00		59,625.00
Total 56001.8 · Sales Tax Reimbursement					137,030.00	77,405.00	59,625.00
56001.9 · Economic Development Grant Prog							0.00
General Journal	06/23/2020	AL		To accrue Amount Charged for Utility Grants ...	250.00		250.00
General Journal	06/23/2020	AL		To accrue Amount Charged for Utility Grants ...	250.00		500.00
Total 56001.9 · Economic Development Grant Prog					500.00	0.00	500.00
Total 56001 · Business Dev & Ret -Category II					137,530.00	77,405.00	60,125.00
56002 · Quality of Life - Category III							0.00
56429 · Removal of Blight							0.00
Bill	11/20/2019	Blight R...	Montgomery County United	Removal of Blight - Several Properties & Publi...	0.00		0.00
General Journal	12/31/2019	CB	City of Montgomery - General F...	To accrue the amount due to the City for Blig...	3,000.00		3,000.00
Total 56429 · Removal of Blight					3,000.00	0.00	3,000.00
56434 · Events							0.00
55602 · Neighborhood Water Party							0.00
General Journal	10/30/2019	CB		To accrue Amount Charged to Card Services a...	14.17		14.17
General Journal	01/08/2020	CB		To accrue Amount paid from General Fund P...	23.94		38.11
Total 55602 · Neighborhood Water Party					38.11	0.00	38.11
55606 · Light up Montgomery							0.00
General Journal	10/30/2019	CB		To accrue Amount Charged to Card Services a...	104.95		104.95
General Journal	10/30/2019	CB		To accrue Amount Charged to Card Services a...	224.83		329.78
Bill	12/07/2019	Santa #...	Gary Szafranski	Santa for Civic Club 12/7/19 (Light up Montg...	300.00		629.78
Bill	12/07/2019	#19	Montgomery Original Snoballs	Seasonal Refreshments-Civic Club 12/7/19 (Li...	106.00		735.78
Bill	12/07/2019	Inv 000001	Bride & Bloom Floristry & Farm	Wreaths -Civic Club 12/7/19 (Light up Montg...	194.97		930.75
Total 55606 · Light up Montgomery					930.75	0.00	930.75
Total 56434 · Events					968.86	0.00	968.86
Total 56002 · Quality of Life - Category III					3,968.86	0.00	3,968.86
56003 · Marketing & Tourism-Category IV							0.00
56003.5 · Brochures/Printed Literature							0.00
Bill	11/20/2019	Brochur...	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 a...	272.62		322.62
General Journal	05/26/2020	AL		To accrue Amount Charged for US Patent Tra...	225.00		547.62
Total 56003.5 · Brochures/Printed Literature					547.62	0.00	547.62
56003.C · Website							0.00
Bill	11/07/2019	Reimb o...	Rebecca Huss	Reimbursement of Expense - Facebook ad - ...	50.00		50.00
Bill	12/16/2019	Reimb o...	Rebecca Huss	Reimbursement of Expense - Website Marketi...	90.00		140.00
Bill	12/23/2019	Reimb o...	Rebecca Huss	Reimbursement of Expense - Website Marketi...	25.00		165.00
Bill	06/01/2020	74154	Optiquet Internet Services Inc.	Remote Application - Freida Joyce (Home Re...	8.95		173.95
General Journal	06/23/2020	AL		To Accrue amount for Remote Access (Frieda...	8.95		182.90
Total 56003.C · Website					182.90	0.00	182.90
56003.F · Social Media Advertising							0.00
Bill	06/30/2020	Reimb o...	Rebecca Huss	Reimbursement of Expense - Website Marketi...	26.75		26.75
Total 56003.F · Social Media Advertising					26.75	0.00	26.75
Total 56003 · Marketing & Tourism-Category IV					757.27	0.00	757.27
56004 · Administration - Category V							0.00
56004.1 · Admin Transfers to Gen Fund							0.00
General Journal	12/31/2019	cb		To accrue Admin transfer - 1st Qtr FYE 2020 ...	11,875.00		11,875.00
General Journal	03/31/2020	cb		To accrue Admin transfer - 2nd Qtr FYE 202...	19,375.00		31,250.00

City of Montgomery - MEDC

07/08/20

General Ledger

As of June 30, 2020

Type	Date	Num	Name	Memo	Debit	Credit	Balance
General Journal	06/30/2020	AL		To accrue Admin transfer - 3rd Qtr FYE 2020...	21,875.00		53,125.00
Total 56004.1 · Admin Transfers to Gen Fund					53,125.00	0.00	53,125.00
56004.7 · Travel & Training Expenses							0.00
Bill	01/02/2020	Inv 11674	TEDC	2020 Membership fees Inv #11674	500.00		500.00
Bill	04/20/2020	11316	Frieda Joyce	Reimbursement - COVID-19 Webinar - Inv 113...	79.00		579.00
Total 56004.7 · Travel & Training Expenses					579.00	0.00	579.00
Total 56004 · Administration - Category V					53,704.00	0.00	53,704.00
56340 · Office Supplies							0.00
General Journal	02/21/2020	CB		To record amt due to Utility fund for Printing	119.50		119.50
General Journal	02/29/2020	CB		To accrue Amount Charged to Brauns and pai...	31.35		150.85
General Journal	03/31/2020	CB		To record amt due to Utility fund for Printing	44.98		195.83
General Journal	04/01/2020	AL		To accrue Amount Charged to Office Depot a...	44.98		240.81
General Journal	04/22/2020	AL		To accrue Amount Charged for COM Brochur...	222.79		463.60
General Journal	05/02/2020	ALR		To Reverse Amount Charged for COM Brochu...		222.79	240.81
Total 56340 · Office Supplies					463.60	222.79	240.81
TOTAL					1,980,228.09	1,980,228.09	0.00

City of Montgomery - MEDC
Balance Sheet

	<u>Jun 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
51100 · MEDC Checking	97,493.62
51300 · Time Deposits-MEDC	1,223,569.40
51301 · Texpool Reimbursement Acct	<u>59,702.95</u>
Total Checking/Savings	1,380,765.97
Other Current Assets	
51150 · Accounts Receivable Audit	138,633.36
51174 · Due from Home Grant Funds	5,177.00
51580 · Accrued Interest Receivable	<u>2,780.13</u>
Total Other Current Assets	<u>146,590.49</u>
Total Current Assets	<u>1,527,356.46</u>
TOTAL ASSETS	<u><u>1,527,356.46</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
52000 · Accounts Payable	26.75
52001 · Accounts Payable Audit	<u>59,625.00</u>
Total Accounts Payable	<u>59,651.75</u>
Total Current Liabilities	<u>59,651.75</u>
Total Liabilities	59,651.75
Equity	
53900 · Unrestricted Net Assets	1,136,492.88
Net Income	<u>331,211.83</u>
Total Equity	<u>1,467,704.71</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,527,356.46</u></u>

Montgomery Economic Development Corporation
AGENDA REPORT

Meeting Date: July 20, 2020	Budgeted Amount: N/A
Prepared By: Dave McCorquodale	Exhibits: Draft RFQ for Design Services

Subject

Update on Downtown Development Planning.

Description

A portion of the work funded by MEDC for the downtown development planning process is a draft of an RFQ that will be used to procure design services for the project. The draft is attached, and while it needs a bit of editing, it is a good start for what MEDC needs. Staff needs direction from the MEDC on the timing of releasing the RFQ (i.e. provide direction on RFQ content at this meeting and consider authorizing the City Administrator and MEDC President to agree on a final RFQ draft and publish when ready).

Recommendation

Review the draft RFQ, discuss criteria for inclusion, and consider authorizing publication when document is finalized.

Approved By

Asst. City Administrator	Dave McCorquodale - on behalf of Richard Tramm	Date: 07/17/2020
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City of Montgomery Downtown Revitalization

REQUEST FOR QUALIFICATIONS FOR DOWNTOWN DESIGN &
STREETSCAPE IMPROVEMENTS



The following document reviews various design elements for Montgomery Historic downtown which is located between McCown St and Eugenia Rd along Liberty Street. The city is looking for a firm to build and design features that are consistent with the design elements provided in this document. Proposals need to include consolidated parking, increased connectivity between amenities, and designate public green space which makes use of underutilized amenities. Address traffic by including traffic calming strategies such as adding lighting, angled parking, bike lanes, sidewalks, signage, and plant buffers slow down the constant traffic passing through the downtown. Also include business plazas that can provide various gathering venues and income sources. Proposed designs will need to preserve the history and character of Montgomery at the same time introduce better public spaces, improve walkability and improve the streetscapes.

This document includes the following:

1. Existing Site Analysis
2. Green Infrastructure Along Streets
3. Design Concepts I: Separation of Vehicular and Pedestrian Traffic
4. Design Concepts II: Using Streets as Creative Multi-use Public Spaces

★ Existing Site Analysis

The primary goal is to provide dynamic solutions that energize the downtown area and fortify the Montgomery community economically and socially. Our goals are to stimulate commercial and residential growth in Montgomery's downtown area by creating an inviting, walkable experience that allows residents and visitors to shop, relax, work and play in one central area. Focusing on pedestrian accessibility, mixed land use, and enhancing the physical appearance are key elements that will support this goal. For the RFP please focus on Historic Downtown Montgomery.

Green Space



Land Use



Circulation



Parking



Overall Analysis

Site Inventory



Land Use



Circulation



Parking



Strengths and Constraints

- Inviting small town feel
- Located in high point
- Located away from floodplains
- No set drainage system
- Short business hours

- Many vacant lots and building lots
- Lack of parks in downtown
- High cost properties
- Little diversity in downtown living options

- Lack of consistent and defined sidewalks
- Bumpy roads in large traffic volume
- Difficult wayfinding
- No traffic calming techniques
- Fragmented pedestrian access

- Plenty commercial parking
- Limited public parking
- Lack of connectivity to parking
- Few signs indicating parking
- Large impermeable surfaces

Directions

- Define drainage system
- Keep development out of flood plains
- Keep new development consistent with small town feel
- Increase commercial opportunities to extend business hours

- Utilize investment opportunities in low cost properties
- Repurpose vacant buildings
- Incorporate more green spaces in downtown
- Create diverse living options

- Reconstruct roads
- Add defined and connective sidewalks and bikeways
- Incorporate traffic calming techniques
- Use signage to improve wayfinding

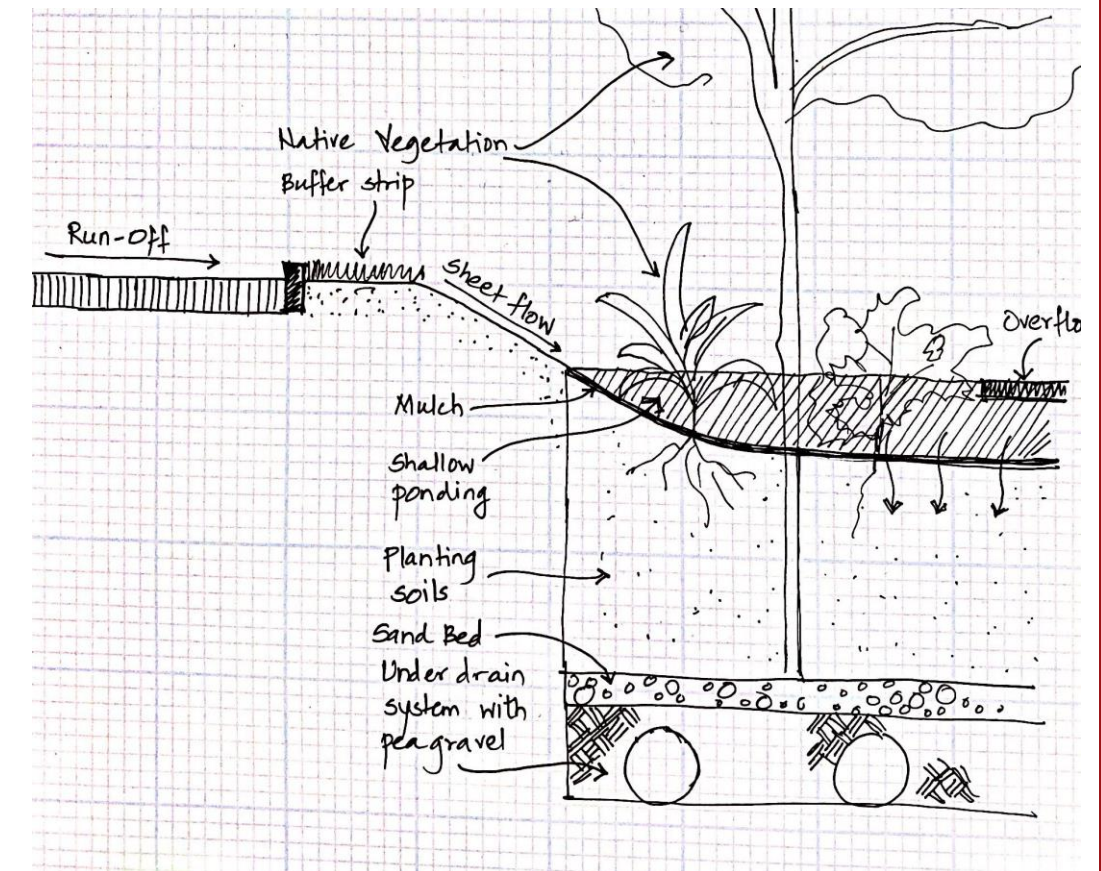
- Better linkage to parking
- Create more efficient public parking
- Reduce impermeability and improve parking design

Green Infrastructure Along Streets



One key requirement for any design proposal is the inclusion of green infrastructure.

- Bio-retention is a technique used for treating on-site storm water runoff by carefully designing landscape depressions or shallow basins.
- The key elements of a bio-retention system include buffer strips, shallow ponding, native vegetation, mulch, engineered soils and a permeable under-drain system.
- In a well-designed bio retention basin, the buffer strip reduces the run off velocity and removes suspended solids, the storm water is put to use by the evapotranspiration through the native vegetation, the shallow ponding stores the excess water that helps settle the additional particulate matter, the pollutants are filtered by the micro biological degradation in the mulch in support with the engineered soils and the underdrain system provides aeration of the soils and drainage of the pollutants removed, thus reducing soil erosion.





Design Concepts I

Street landscape areas not only provides environmental benefits but also provide increased vehicular and pedestrian safety by imparting an aesthetic character to the street. The differentiation in vehicular and pedestrian traffic by introducing native vegetation provides protection from the climate that in return attracts more users and promotes local businesses. Providing easy access to additional parking spaces also increases the use of local businesses and improves operations potential in the downtown.

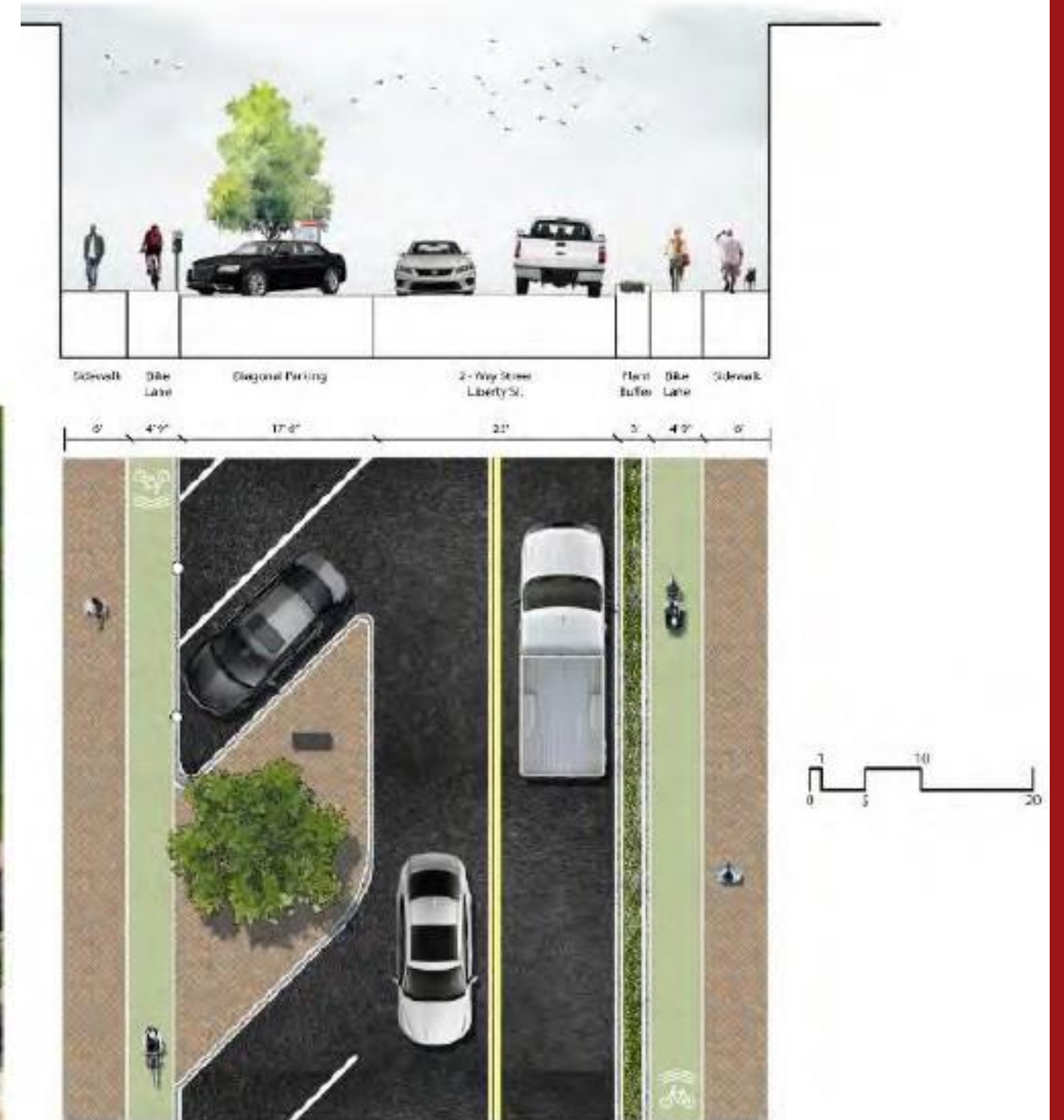
Features to include:

- Parallel parking along west side of FM 149
- Buffer zones for pedestrians
- Textured cross walks
- Bike lanes





- Planting strips between vehicular and pedestrian ways makes the streets safer and more user friendly.
- Mid-block crossings are a convenient alternative at locations such as the downtown that demand higher pedestrian volumes





Proposals also need to address a cohesive and walkable environment that is easily accessible to the historic downtown.

- McCown Street should be designed as a multi-modal street that will accommodate motor vehicles for day-to-day use but offer the community options of using it as a pedestrian plaza and night market.

Open Area Event Venue

Seating

- Options for reducing heat (i.e. shade from trees and/or structures, solar reflective pavements)

Artificial Turf Lawn and Fire Pit

- Include build designs small courtyards and pedestrian gathering areas where possible to connect retail spaces along McCown St.

- Such spaces in the downtown could also be used for activities like a children's play area, small event spaces, leisure areas or break spots.

Cross Walks

- Buffer zones and sidewalks along HWY 105 to protect pedestrian and cyclist.

Planters

- Include options to install shade and string lighting.
- The median could be a possible location for green infrastructure.
- Consider permeable paving options for this street.



Montgomery Economic Development Corporation
AGENDA REPORT

Meeting Date: July 20, 2020	Budgeted Amount: NA
Prepared By: Richard Tramm	Exhibits:

Subject

Update on Social Media Marketing

Discussion

Last month the MEDC Board reviewed the draft Social Media Marketing Plan and approved social media-related budget expenditures. Those expenditures included using social media controlling software, for which a Hootsuite account was opened and is being used to schedule and control social media posts, and for video recording equipment, for which several items were looked at with a purchase expected in the next month.

Recommendation

No recommendations at this time.

Approved By

City Administrator	Richard Tramm <i>RT</i>	Date: July 16, 2020
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Montgomery Economic Development Corporation
AGENDA REPORT

Meeting Date: July 20, 2020	Budgeted Amount: NA
Prepared By: Richard Tramm	Exhibits: Purchase Estimate for Communication Radios

Subject

Consideration and Possible Action to Approve Purchase of Radios for Use by City Personnel During Festival Events

Discussion

During the initial Christmas Parade Planning meeting, it was discussed that City personnel working to set up, monitor and clean up following the festivals would benefit with a uniform set of communication radios. Montgomery Police Chief Anthony Solomon identified the radios shown in the attachment as being the best items for this use.

As a side note to this item, expenditures of \$10,000 or more by the MEDC must also be approved by City Council.

Recommendation

Discuss and consider the purchase of the communication radios for the use by the City

Approved By

City Administrator	Richard Tramm <i>RT</i>	Date: July 16, 2020
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NORTHWEST COMMUNICATIONS, INC.
 10818 Barely Lane, Suite B
 Houston, TX 77070-5909
 Phone: 281-890-4724
 Fax: 281-894-9494
 www.nwradio.us

Estimate

Date	Estimate #
6/30/2020	18693

Customer
Montgomery Police Department 101 Old Plantersville Rd. Montgomery, TX 77356

Ship To
Montgomery Police Department 101 Old Plantersville Rd. Montgomery, TX 77356 Attn: Trent Lozano

NOT AN INVOICE

Rep
KT

Quantity	Description	Unit Price	Total Price
1	FCC Frequency Licensing Fee: FB2 Pair	650.00	650.00
12	AAH02RDH9VA1AN XPR 3500E 403-512 4W 128CH LKP DISPLAY CFS WIFI	655.25	7,863.00T
1	AAR10TCGANQ1AN Motorola SLR5700 repeater; 450 - 512 Mhz, 50w	3,128.00	3,128.00T
1	DSCP10725TUNED UHF MOBILE DUPLEXER 406-500 MHZ	391.00	391.00T
1	PMLE5031A WALL MOUNT BRACKET KIT	220.00	220.00T
100	LMR-400 Coax 3/8" Braided flexible Low Loss 50 Ohm	1.60	160.00T
1	LP-BTR-NFF Lightning Arrestor, 20-1000 MHz, Flange Mount, DC Blocked, N "F" / N "F"	84.17	84.17T
4	RFU-507-SI UHF Male Crimp- 9913, LMR400	4.62	18.48T
1	DB404-B Antenna, 450-470, 3.8/5 dB gain	610.00	610.00T
1	Installation Hardware	45.00	45.00T
1	Labor - Install	1,360.00	1,360.00T
1	Trip Charge to Customer	85.00	85.00T

Thank you for the opportunity to give you an estimate!		Subtotal	\$14,614.65
**This estimate will expire in 30 days from the date stated above.		Sales Tax (0.0%)	\$0.00
		Total	\$14,614.65

Montgomery Economic Development Corporation
AGENDA REPORT

Meeting Date: July 20, 2020	Budgeted Amount: N/A
Prepared By: Dave McCorquodale	Exhibits: City Development Report, 380 Development Agreement summary

Subject

Economic Development Reports: City Development Report and Chapter 380 Development Agreement Discussion

Description

The two reports are attached

Recommendation

Review the materials and provide feedback as needed.

Approved By

Asst. City Administrator	Dave McCorquodale - on behalf of Richard Tramm	Date: 07/17/2020
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Development Report July 2020

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

This month's report finds the City over four months into 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

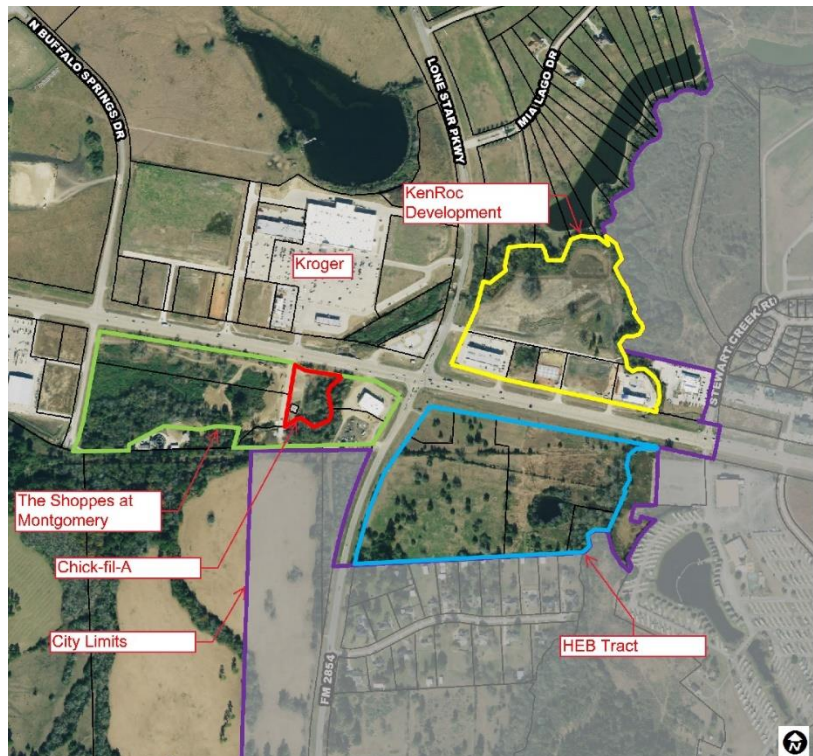
KENROC Property – This 13-acre development is on the north side of SH 105 and east of Lone Star Pkwy. A 16,000 sqft commercial building is along SH 105, and future plans call for a similar 24,000 sqft building on the north side of the property. Discount Tire is in preliminary design on one of the frontage parcels.

Kroger Site –Roughly 80% built out; three parcels remaining for development. An additional 16-acre site with utilities is available west of Kroger.

Central Business District – **Best Donuts** and **Coldwell Banker** are now open along SH105. **Wings Over Montgomery**, a new take-out wings & waffles restaurant, is renovating a building on FM 149 in downtown. **K Innovations Station**, a digital graphics business, has opened on John A. Butler. **Beauty Babes**, a makeup and hair salon, opened at 305 Prairie Street.

Shoppes at Montgomery

– This is a 26-acre property located at the southwest corner of SH 105 and FM 2854. Chick-Fil-A is open and construction is starting on a stand-alone Starbucks. Two retail centers are also under construction in this development that will add approximately 10 new businesses to the development.



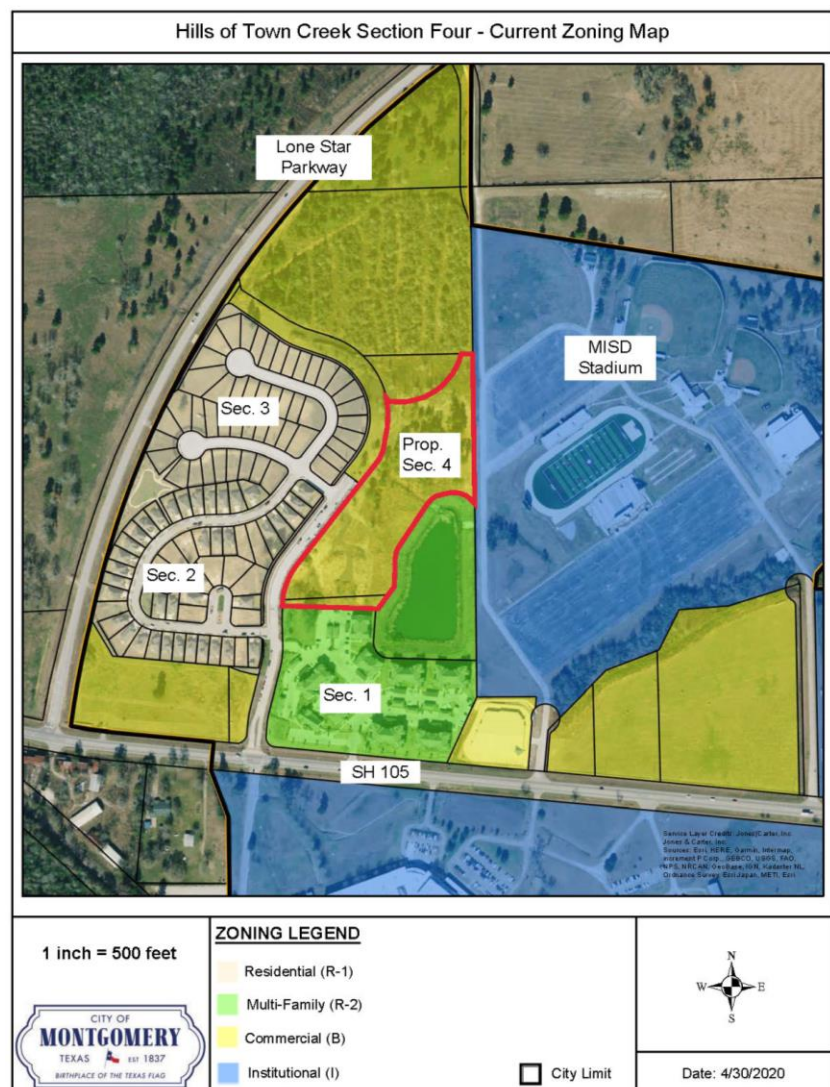
Residential Development

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, 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.

- 34 new homes have been completed in 2020 (6.8 homes/month, on par with prior years)
- 7 completed in June
- 10 new single-family home permits issued in June

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. 57 homes are complete, 16 are under construction, and 27 lots are available. Plans for a new 30-lot section are under 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. 31 homes are complete, 15 are under construction, and 15 lots are available.

City Development Activities

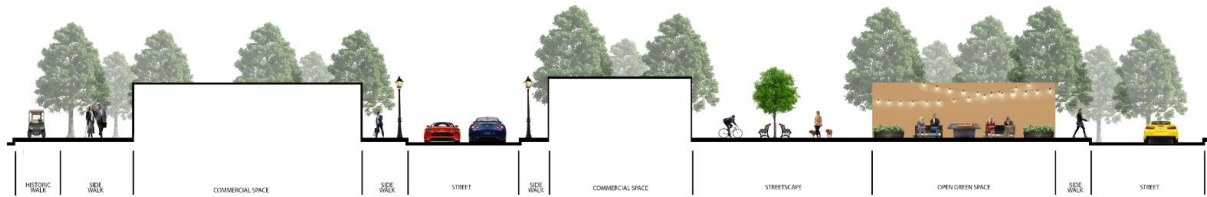
Texas Water Development Board Funding - The City is utilizing \$2.8 million in TWDB funding for water and sewer infrastructure projects that include:

- Downtown + SH105 Waterline Replacement. (City Council awarded a bid in mid-July; construction planned to start early in September 2020).
- Water Plant #3 (Project currently bidding; construction start early October 2020).
- Lift Station #1 (under construction; early August 2020 completion).
- Lift Station #3 Sanitary Force Main Reroute (design complete; process on hold pending award of above projects to determine final funding balances)

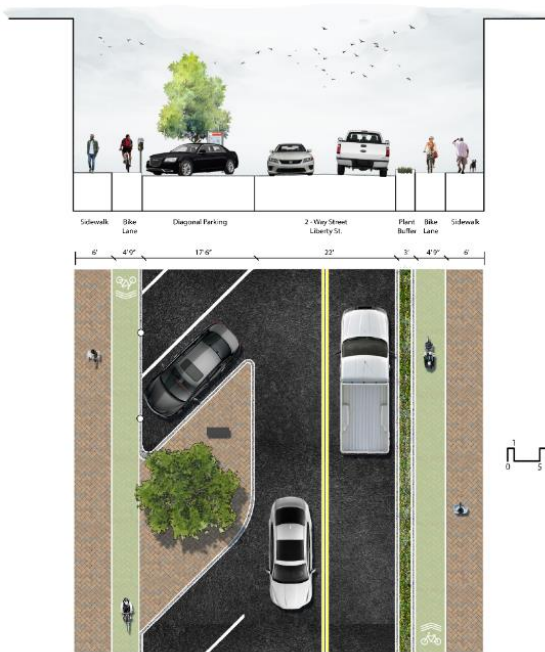
General Land Office Severe Flood Mitigation Grant – In 2018, the City was awarded \$2.2 million from the Texas General Land Office (GLO) for flood-related damages associated with 2016-2018 flooding events, which included the Memorial & Tax Day floods and Hurricane Harvey. A study of the Town Creek and 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 application process resulted in three city residents that qualified for new homes. 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 later this month.

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 community input and 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, and is expected to advertise next month.



Comprehensive Plan – The City held a Virtual Town Hall on July 8th to review the draft of the Comprehensive Plan being worked on by Texas A&M’s Community Resilience Collaborative and Texas SeaGrant. The City held a series of five community meetings during 2019 and will incorporate the values and expectations of the community. The plan will guide public policy in areas such as transportation, utilities, land use, recreation and housing. City Council will see the draft Comprehensive Plan in August for review.

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

Beauty Babes (professional makeup and hair salon with boutique); 305 Prairie Street

Chapter 380 Development Agreements

It has been a while since the City and MEDC have negotiated a 380 Development Agreement with a developer, and I wanted to provide some basic information on what these agreements are and why they might be useful.

Chapter 380 of the Local Government Code authorizes municipalities to offer incentives designed to promote economic development such as commercial and retail projects. Specifically, it provides for offering loans and grants of city funds or services at little or no cost to promote state and local economic development and to stimulate business and commercial activity. (comptroller.texas.gov)

The City of Montgomery and/or MEDC currently have three Chapter 380 Agreements in place that provide for the reimbursement or rebate of property taxes, impact fees, and/or a portion of sales tax as incentives for construction and businesses to be located within the City of Montgomery.

One item staff is currently exploring that has not been used by the City of Montgomery is the Direct Payment Permit for sales tax. Under this permit, companies that annually purchase at least \$800,000 of taxable items can obtain a permit that will allow them to pay those sales taxes directly to the Comptrollers Office at a later date, rather than the time of purchase. In their report to the Comptroller's Office, the company paying the taxes can point the sales tax for construction materials to the City where a project is located rather than the city where materials were purchased. This can effectively ensure that the City could receive the 2% tax share for the full project construction cost.

The following Chapter 380 Development Agreements are active in Montgomery:

- **Chris Cheatham for Hills of Town Creek**
 - Who: City
 - Why: Infrastructure reimbursement
 - Payments based on: Ad Valorem Tax + Impact Fees
 - Terms: 15 years / up to \$400,000
 - City Share: 16% of City's 1.5-cent allocation
 - Paid through Year #7

- **The Kroger Co.**
 - Who: City & MEDC
 - Why: Economic Development + Infrastructure
 - Payments based on: Sales Tax + Ad Valorem Tax
 - Terms: 15 years / up to \$5.6 million
 - City Share: 16% of City's 1.5-cent allocation (1/4-cent)
 - MEDC Share: 50% of EDC's 1/2-cent allocation (1/4-cent)
 - Status: Paid through Year #2

- **The Shoppes at Montgomery**
 - Who: City & MEDC
 - Why: Economic Development + Infrastructure
 - Payments based on: Sales Tax + Impact Fees
 - Terms: 10 years / up to \$1.25 million
 - City Share: 16% of City's 1.5-cent allocation
 - MEDC Share: 50% of EDC's 1/2-cent allocation
 - Status: 1st payment to be made this year

June 17, 2020

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

Re: Engineering Report
Council Meeting: June 23, 2020
City of Montgomery

Dear Mayor and Council:

The following information summarizes our activities on your behalf since the May 26th 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 14th City Council meeting.

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

We received approval from the Texas Water Development Board on June 15th, and plan to begin advertising for bid this week. We expect to present bids at the August 11th Council meeting.

d) 18" Gravity Sanitary Sewer Extension, Phase 2

As a reminder, we held a final inspection on October 15th. 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.

e) GLO Projects

There is nothing new to report this month.

f) Anders Branch Drainage Analysis

We attended a kickoff meeting with BGE, Inc. on June 16th for the analysis to begin. It is our understanding BGE, Inc. plans to have the analysis complete by the end of September.

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

The contractor is continuing with the electrical work, and completed installation of the generator and control panel for the Lift Station No. 1 Replacement project. We received and recommended payment of Pay Estimate No. 8 in the amount of \$159,931.80 to Veritas Management Company LLC DBA Black Castle General Contractor for work completed as of May 25, 2020. As of Pay Estimate No. 8, the contract is approximately 144% complete by time and 75% complete by value. The contractor submitted a revised schedule which shows completion in early August.



Control Panel



Lift Station Site

h) Sanitary Sewer System Analysis and Master Plan – CP No. 10 – Lift Station No. 3 Force Main Re-Route

As a reminder, this project is included in TWDB CWSRF loan. The design is substantially complete, has received TxDOT approval, and is temporarily on hold until the Lift Station No. 1 project is complete.

Existing and Upcoming Developments:

a) **Feasibility Studies** – There are no ongoing feasibility studies at this time.

b) Plan Reviews

- i. **Heritage Parking Place Expansion** – We received further revised plans on April 7th and expect to return plan approval once the building lines are recorded.
- ii. **THPM Montgomery Townhomes** – We received plans for the development on May 13th and returned comments to the plans on May 29th.
- iii. **AutoZone** – We received plans for the development on June 15th and plan to return comments this week.

c) Plat Reviews

- i. **Heritage Place Parking Development Plat** – We received revised plans for the plat on March 3rd and returned comments on March 11th. 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 signed the final copy of the plat and it was recorded with Montgomery County.
- iii. **Depado Development Section 1 Minor Plat** – We signed the final copy of the plat and it was recorded with Montgomery County.
- iv. **Eagle's Nest Minor Plat (Plez Morgan Townhomes Project)** – We received the revised plat on June 9th and are ready to approve the plat once the hard copy submittal is received by the City.

d) Ongoing Construction

- i. **Shoppes at Montgomery Public Waterline Extension** – The contractor completed and passed all required testing, and we are working to schedule a final inspection.

e) One-Year Warranty Inspections

- i. **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.
- ii. **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.
- iii. **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 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 are coordinating with TxDOT regarding the selected option for repairs, which is scheduled to let in January 2021 pending TxDOT's obtaining of all necessary right-of-way.
- 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.

Meetings and Ongoing Activities (cont.):

- d) **Design Manual Update** – We are preparing updates to the City’s Design Manual, as authorized by City Staff, in response to recent legislation that requires all plan review comments to reference a written rule. Updates include the addition and modification of standard details and City preferences for construction to be enforced in all proposed City and private developments.

- e) **Town Creek Crossing** – We met with City Staff and the developer on June 12th to discuss a potential waterline reroute through the development and the abandonment of Lift Station No. 8.

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 6-23-2020.docx`

Enclosures: Pay Estimate No. 8 – Lift Station No. 1 Relocation
 Active Capital Projects Map
 Active Developments Map

Cc (via email): The Planning and Zoning Commission – City of Montgomery
 Mr. Richard Tramm – City of Montgomery, City Administrator
 Ms. Susan Hensley – City of Montgomery, City Secretary
 Mr. Alan Petrov – Johnson Petrov LLP, City Attorney



6330 West Loop South, Suite 150
Bellaire, Texas 77401
Tel: 713.777.5337
Fax: 713.777.5976
www.jonescarter.com

June 2, 2020

The Honorable Mayor and City Council
City of Montgomery
101 Old Plantersville Rd.
Montgomery, TX 77316

Re: Construction of the Stewart Creek Wastewater Treatment Plant Lift Station Relocation
City of Montgomery
TIN No. 74-2063592

Dear Mayor and Council:

Enclosed is Application and Certificate for Payment No. 8 from Veritas Management Company LLC DBA Black Castle General Contractor for the referenced project. This application covers construction activities for the referenced project during the period from April 28, 2020 to May 25, 2020. The estimate is in order and we recommend payment in the amount of \$159,931.80 to Veritas Management Company LLC DBA Black Castle General Contractor.

As of May 25, 2020, the contract period of performance is 144% complete by time and 75% by total contract value. **Zero (0) calendar days** were impacted this period. During this period the contractor continued to install rebar for the lift station, pour concrete and sink the wet well, installed the manhole, install above ground pipe, valves and fitting, install site lighting, complete underground pipe and bring the generator on site.

Sincerely,

A handwritten signature in blue ink that reads 'Rebecca S. Watkins'.

Rebecca Watkins, PE

RLW/tms/lkd

K:\W5841\W5841-0036-00 Lift Station No. 1 Relocation\3 Construction Phase\Progress Payments\8

Enclosure

cc: Mr. Christopher Roznovsky, P.E. – Jones | Carter, City Engineer
Mr. Richard Tramm – City of Montgomery, City Administrator
Ms. Susan Hensley – City of Montgomery, City Secretary
Mr. Alan Petrov – Johnson Petrov, LLP, City Attorney

TO OWNER/CLIENT:

City of Montgomery
101 Old Plantersville Road
Montgomery, Texas 77316

PROJECT:

Stewart Creek Wastewater Treatment Plant Lift
Station Relocation
265 Buffalo Springs Drive
Montgomery, Texas 77356

APPLICATION NO: 8

INVOICE NO: 8

PERIOD: 04/28/20 - 05/25/20

PROJECT NO: W5841-0036-00

CONTRACT DATE: 8/28/2019

FROM CONTRACTOR:

Black Castle General Contractor
2115 Stephens Place, Suite 210
New Braunfels, Texas 78130

VIA ARCHITECT/ENGINEER:

Rebecca Watkins (Jones Carter)
2322 West Grand Parkway North, Suite 150
Katy, Texas 77449

CONTRACT FOR: Construction of Stewart Creek Wastewater Lift Station Relocation

CONTRACTOR'S APPLICATION FOR PAYMENT


Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. Original Contract Sum	\$1,094,300.00
2. Net change by change orders	\$0.00
3. Contract Sum to date (Line 1 ± 2)	\$1,094,300.00
4. Total completed and stored to date (Column G on detail sheet)	\$820,435.00
5. Retainage:	
a. 10.00% of completed work	\$82,043.50
b. 0.00% of stored material	\$0.00
Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$82,043.50
6. Total earned less retainage (Line 4 less Line 5 Total)	\$738,391.50
7. Less previous certificates for payment (Line 6 from prior certificate)	\$578,459.70
8. Current payment due:	\$159,931.80
9. Balance to finish, including retainage (Line 3 less Line 6)	\$355,908.50

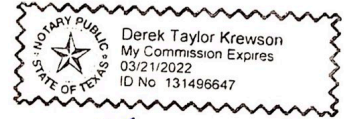
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$0.00	\$0.00
Total approved this month:	\$0.00	\$0.00
Totals:	\$0.00	\$0.00
Net change by change orders:	\$0.00	

The undersigned certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

CONTRACTOR: Black Castle General Contractor

By:  Date: 6-2-2020

State of: _____
County of: _____
Subscribed and sworn to before
me this _____ day of _____
Notary Public:
My commission expires: _____





ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect/Engineer certifies to the Owner/Client that to the best of the Architect's/Engineer's knowledge, information and belief that Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$159,931.80

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to confirm the amount certified.)

ARCHITECT/ENGINEER:

By: Rebecca L. Watkins Date: 6-2-2020

This certificate is not negotiable. The amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.
 Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 8

APPLICATION DATE:

PERIOD: 04/28/20 - 05/25/20

Contract Lines

A	B	C	D	E	F	G		H	I									
						ITEM NO.	COST CODE			DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
												FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	B1 - .	Mobilization	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%	\$0.00	\$5,000.00								
2	B2-1-1 - .	Excavation (Safety/Labor/Equipment)	\$55,000.00	\$55,000.00	\$0.00	\$0.00	\$55,000.00	100.00%	\$0.00	\$5,500.00								
3	B2-1-2 - .	Starter Ring	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.00%	\$0.00	\$600.00								
4	B2-1-3 - .	Forming	\$136,000.00	\$123,600.00	\$9,000.00	\$0.00	\$132,600.00	97.50%	\$3,400.00	\$13,260.00								
5	B2-1-4 - .	Rebar	\$85,000.00	\$80,000.00	\$2,500.00	\$0.00	\$82,500.00	97.06%	\$2,500.00	\$8,250.00								
6	B2-1-5 - .	Pour Wall	\$144,000.00	\$144,000.00	\$0.00	\$0.00	\$144,000.00	100.00%	\$0.00	\$14,400.00								
7	B2-1-6 - .	Sink Wet Well	\$50,000.00	\$45,000.00	\$5,000.00	\$0.00	\$50,000.00	100.00%	\$0.00	\$5,000.00								
8	B2-2 - .	Seal Slab	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	\$0.00	\$300.00								
9	B2-3 - .	Pour bottom	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.00%	\$0.00	\$600.00								
10	B2-4 - .	Pour Top	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$7,000.00	100.00%	\$0.00	\$700.00								
11	B2-5 - .	Backfill	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	\$0.00	\$300.00								
12	B2-6 - .	Install P/V/F	\$40,000.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00	75.00%	\$10,000.00	\$3,000.00								
13	B2-7 - .	Coat wet well	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00								
14	B2-8 - .	Install Pumps	\$70,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$70,000.00	\$0.00								
15	B2-9-1 - .	Service Entrance	\$2,600.00	\$520.00	\$0.00	\$0.00	\$520.00	20.00%	\$2,080.00	\$52.00								
16	B2-9-2 - .	Switchgear	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$25,000.00	\$0.00								
17	B2-9-3 - .	Instrumentation	\$3,100.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,100.00	\$0.00								
18	B2-9-4 - .	Controls	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,000.00	\$0.00								
19	B2-9-5 - .	Motors / Pumps	\$5,200.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,200.00	\$0.00								
20	B2-9-6 - .	Site Lighting	\$3,000.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	83.33%	\$500.00	\$250.00								
21	B2-9-7 - .	Underground Conduit	\$66,000.00	\$49,498.00	\$16,502.00	\$0.00	\$66,000.00	100.00%	\$0.00	\$6,600.00								
22	B2-9-8 - .	Wire in Underground Conduit	\$42,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$42,000.00	\$0.00								
23	B2-9-9 - .	In Slab Conduit	\$5,600.00	\$0.00	\$5,600.00	\$0.00	\$5,600.00	100.00%	\$0.00	\$560.00								
24	B2-9-10 - .	Exposed Indoor Conduit	\$5,800.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,800.00	\$0.00								
25	B2-9-11 - .	Wire in Indoor Conduit	\$2,200.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,200.00	\$0.00								
26	B2-9-12 - .	Exposed Outdoor Conduit	\$25,000.00	\$1,250.00	\$0.00	\$0.00	\$1,250.00	5.00%	\$23,750.00	\$125.00								
27	B2-9-13 - .	Wire in Outdoor Conduit	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,000.00	\$0.00								
28	B2-9-14 - .	Generator Connection	\$2,100.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,100.00	\$0.00								
29	B2-9-15 - .	Grounding	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00	\$0.00								
30	B2-10 - .	Install Manhole	\$8,000.00	\$7,200.00	\$0.00	\$0.00	\$7,200.00	90.00%	\$800.00	\$720.00								
31	B2-11 - .	Install Underground Pipe	\$5,300.00	\$1,325.00	\$0.00	\$0.00	\$1,325.00	25.00%	\$3,975.00	\$132.50								
32	B2-12 - .	Install Generator	\$90,600.00	\$0.00	\$90,600.00	\$0.00	\$90,600.00	100.00%	\$0.00	\$9,060.00								
33	B2-13 - .	Pour concrete foundations	\$10,000.00	\$0.00	\$9,000.00	\$0.00	\$9,000.00	90.00%	\$1,000.00	\$900.00								
34	B2-14 - .	Final Grading	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00								

A	B	C	D	E	F	G		H	I	
ITEM NO.	COST CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
35	B3 - .	Trench Safety System	\$600.00	\$540.00	\$0.00	\$0.00	\$540.00	90.00%	\$60.00	\$54.00
36	B4 - .	SWPPP	\$1,200.00	\$1,080.00	\$0.00	\$0.00	\$1,080.00	90.00%	\$120.00	\$108.00
37	B5 - .	Necessary modifications to complete work	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00
38	B6 - .	Construction Staking Allowance	\$7,000.00	\$5,600.00	\$0.00	\$0.00	\$5,600.00	80.00%	\$1,400.00	\$560.00
39	B7-1 - .	Install Bypass pumping	\$27,000.00	\$27,000.00	\$0.00	\$0.00	\$27,000.00	100.00%	\$0.00	\$2,700.00
40	B7-2 - .	Bypass Operation	\$2,300.00	\$1,620.00	\$0.00	\$0.00	\$1,620.00	70.43%	\$680.00	\$162.00
41	B7-3 - .	Demo Bypass System	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
42	B8 - .	Demo offsite lift station.	\$31,500.00	\$31,500.00	\$0.00	\$0.00	\$31,500.00	100.00%	\$0.00	\$3,150.00
43	B9 - .	Electric Service Allowance	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
44	B10 - .	Access platform for generator	\$9,700.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,700.00	\$0.00
TOTALS:			\$1,094,300.00	\$642,733.00	\$177,702.00	\$0.00	\$820,435.00	74.97%	\$273,865.00	\$82,043.50

Change Orders

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
45	PCCO#001 Texas Water Development Board modifications	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%	\$0.00	\$0.00
TOTALS:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00

Grand Totals

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
GRAND TOTALS:		\$1,094,300.00	\$642,733.00	\$177,702.00	\$0.00	\$820,435.00	74.97%	\$273,865.00	\$82,043.50

AFFIDAVIT OF BILLS PAID

THE STATE OF TEXAS
COUNTY OF FORT BEND

Rodney Schwarzlose Being first duly sworn, state that he is President of Black Castle GC of FORT BEND County of Texas, hereinafter call "Company", and The said Company has performed work and/or furnished to The City of Montgomery hereinafter called "Owner" pursuant to a contract, dated with Owner (hereinafter called "Contract") for the construction of:

PROJECT: Stewart Creek Lift Station
PROJECT NO: 600.001010.00

That all just and lawful invoices against the Company for Labor, materials and expendable equipment employed in the performance of the Contract and have been paid in full (with the exception of the attached invoice) prior to acceptance of payments from the Owner, and

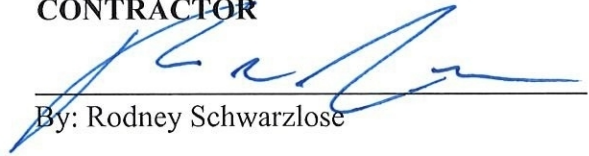
That the Company agrees to indemnify and hold the Owner and Engineers harmless from all liability arising from claims by subcontractors, materialmen and suppliers under Contract, and

That no claims have been made or filed upon the payment bond,

That the Company has not received any claims or notice of claims from the subcontractor, materialmen and suppliers.

Executed this 2 day of June, 2020.

CONTRACTOR


By: Rodney Schwarzlose

President

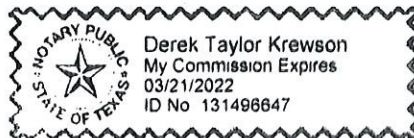
THE STATE OF TEXAS
COUNTY OF Fort Bend

BEFORE ME, The undersigned authority, on this day personally appeared Rodney Schwarzlose President of Black Castle General Contractor, a Texas Corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that the executed the same as the act and deed of such corporation, for the purpose of consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE ON THIS THE 2 day of June 2020.

MY COMMISSION EXPIRES: 03.21.2022


NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS



WAIVER AND LIEN RELEASE UPON PARTIAL PAYMENT

THE STATE OF TEXAS
COUNTY OF Fort Bend

The undersigned contracted with Black Castle General Contractor to furnish Labor, Materials and Incidental Items in connection with certain improvements to real property located in Montgomery County, Texas, and owned by The City of Montgomery which improvements are described as follows:

Job Name: Stewart Creek Lift Station

Job Number: 11-23

In consideration of Pay Estimate No. 8 in the amount of One hundred fifty nine thousand nine hundred thirty one dollars and eighty Cents

\$ 159,931.80 other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and confessed, the undersigned does hereby waive and release any mechanic's lien or materialmen's lien or claims of lien that the undersigned has or hereafter has on the above mentioned real property on account of any labor performed or materials furnished or to be furnished or labor performed and materials furnished by the undersigned pursuant to the above mentioned contract or any constitutional lien that the undersigned may have.

Undersigned hereby guarantees that all bills for labor performed and/or materials furnished in the erection and construction of such improvements on the Property have been fully paid (with the exception of the attached invoice) and satisfied and Undersigned does further guarantee that if for any reason a lien or liens are filed for material or labor against said Property arising out of any bills for material or labor in connection with the erection or construction of said improvements therein, Undersigned will obtain a settlement of such lien or liens and a proper release thereof shall be obtained.

Executed this 2 day of June, 2020.

(Contractor)

[Signature]
By : Rodney Schwarzlose

Title President

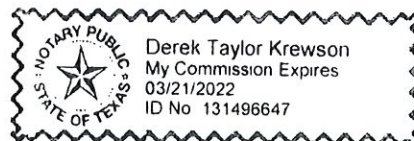
THE STATE OF TEXAS
COUNTY OF Fort Bend

BEFORE ME, The undersigned authority, on this day personally appeared Rodney Schwarzlose, then president of Black Castle General Contractor, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same as the act and deed of such corporation, for the purpose of consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE ON THIS THE 2 day of June, 2020.

MY COMMISSION EXPIRES: 03.21.2022

[Signature]
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS





Date: 6/3/2020

PROJECT: 11-23 – Stewart Creek

ENGINEER: Jones|Carter

Record of Rain Days

BCGC has documented four (6) calendar days of rain for the Stewart Creek Project.

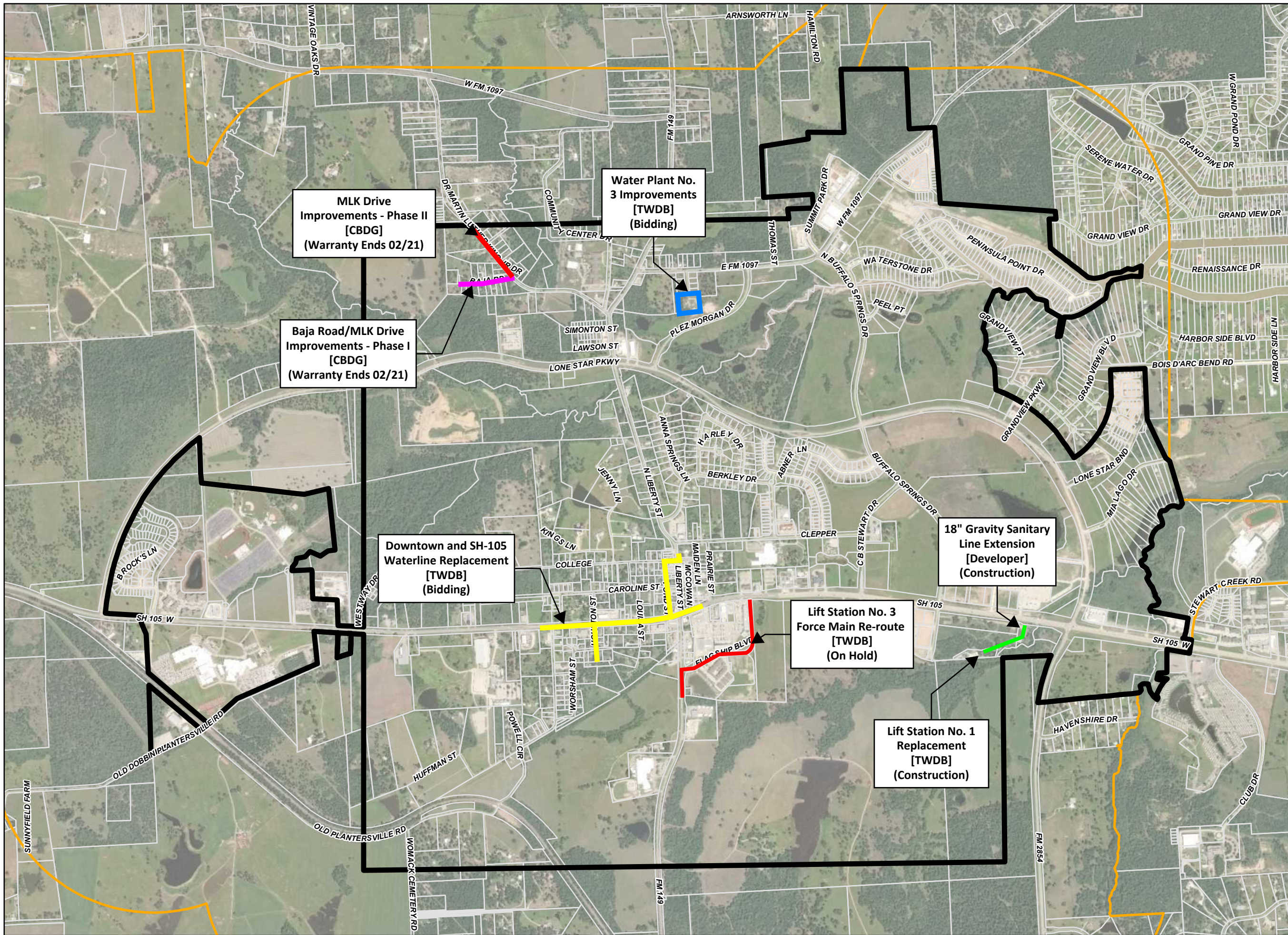
Reading Date From	Reading Date To	Rain
5/25/2020 0:00	5/26/2020 0:00	0
5/24/2020 0:00	5/25/2020 0:00	3.44
5/23/2020 0:00	5/24/2020 0:00	0
5/22/2020 0:00	5/23/2020 0:00	0
5/21/2020 0:00	5/22/2020 0:00	0
5/20/2020 0:00	5/21/2020 0:00	0
5/19/2020 0:00	5/20/2020 0:00	0
5/18/2020 0:00	5/19/2020 0:00	0
5/17/2020 0:00	5/18/2020 0:00	0.04
5/16/2020 0:00	5/17/2020 0:00	1.12
5/15/2020 0:00	5/16/2020 0:00	0.08
5/14/2020 0:00	5/15/2020 0:00	0
5/13/2020 0:00	5/14/2020 0:00	0
5/12/2020 0:00	5/13/2020 0:00	0.52
5/11/2020 0:00	5/12/2020 0:00	0
5/10/2020 0:00	5/11/2020 0:00	0
5/9/2020 0:00	5/10/2020 0:00	0
5/8/2020 0:00	5/9/2020 0:00	0
5/7/2020 0:00	5/8/2020 0:00	0
5/6/2020 0:00	5/7/2020 0:00	0.08
5/5/2020 0:00	5/6/2020 0:00	0
5/4/2020 0:00	5/5/2020 0:00	0
5/3/2020 0:00	5/4/2020 0:00	0
5/2/2020 0:00	5/3/2020 0:00	0
5/1/2020 0:00	5/2/2020 0:00	0
4/30/2020 0:00	5/1/2020 0:00	0
4/29/2020 0:00	4/30/2020 0:00	1.32
4/28/2020 0:00	4/29/2020 0:00	0.2
4/27/2020 0:00	4/28/2020 0:00	0
4/26/2020 0:00	4/27/2020 0:00	0



Note: Even if work is performed on rain days, progress is delayed due to stop works, dewatering and/or muddy conditions not to mention the muddy conditions days after.

Clinton P. Eddy II

Project Manager



VICINITY MAP

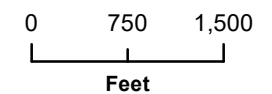
Scale: 1 inch equals 20 miles

LEGEND

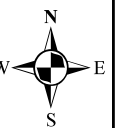
- City Limits
- City ETJ
- MCAD Parcels

ACTIVE CAPITAL PROJECTS

(JUNE 2020)

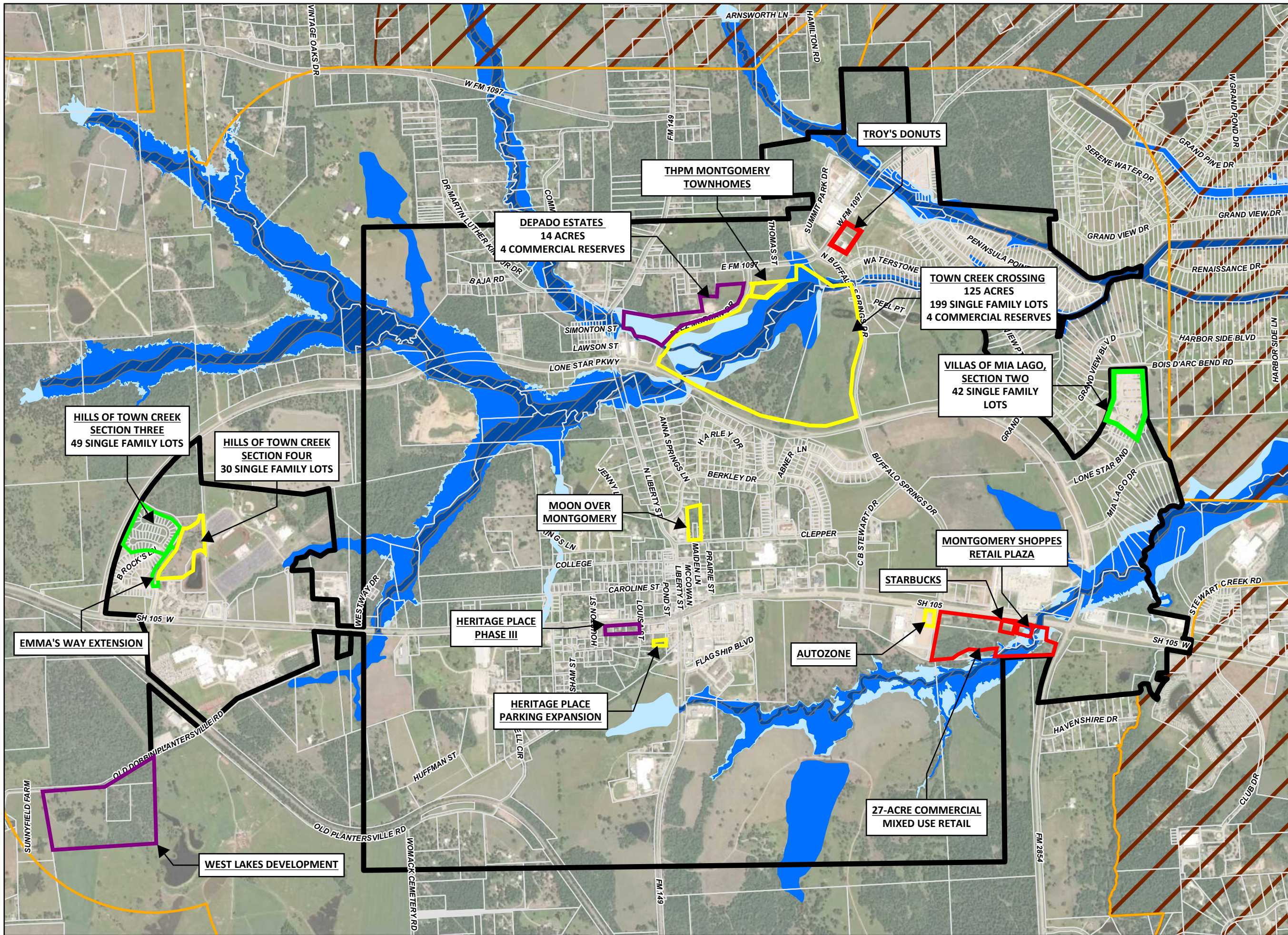


1 inch equals 1,500 feet



Disclaimer: This product is offered for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property, governmental and/or political boundaries or related facilities to said boundary. No express warranties are made by Jones & Carter, Inc. concerning the accuracy, completeness, reliability, or usability of the information included within this exhibit.





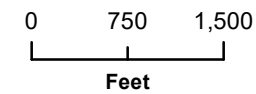
VICINITY MAP

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 (JUNE 2020)



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