

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 Budget Public Hearing and Regular Meeting scheduled for **6:00 p.m. on Monday, September 21, 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 September 21, 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/85174145120> and using **Meeting ID: 851 7414 5120**. They may also join by calling (346) 248-7799 and entering the **Meeting ID: 851 7414 5120**.

The Meeting Agenda Pack will be posted online at www.montgomerytexas.gov. The meeting will be recorded and uploaded to the City's website the following day. Members of the public who wish to submit their written comments on a listed agenda item must submit their comments by email to rtramm@ci.montgomery.tx.us by 3:00 p.m. on September 21, 2020. ***Notice - any person(s) using profane, abusive or threatening language may result in them being removed from the Teleconference Meeting.***

1. Call to Order
2. Open Public Comment
3. Convene into Public Hearing for the Proposed Budget for the Fiscal Year 2020-2021

Adjourn Public Hearing

Reconvene into Regular Meeting

4. Approval of Meeting Minutes for Regular Meeting held on August 17, 2020, and Budget Workshop held on August 7, 2020.
5. Approval of Financial Report
6. Consideration and Possible Action to Approve Proposed Budget for Fiscal Year 2020-2021
7. Consideration and Possible Action to Set a Review Process for SOQs received on Downtown Development Planning RFQ.

8. Consideration and Possible Action to Partner with Historic Montgomery Business Association on Use and Visibility of Social Media Icon Goat with Businesses in the Downtown Montgomery area.
9. Consideration and Possible Action on Licensing the Montgomery Goat Social Media Icon Image.
10. Consideration and Possible Action on Montgomery Economic Development Corporation providing a loan to the City of Montgomery for property acquisition.
11. Economic Development Reports:
 - a. City Development Report
 - b. City Engineer's Report

EXECUTIVE SESSION:

The MEDC Board of Directors reserves the right to discuss any of the items listed specifically under this heading or for any items listed above in executive closed session as permitted by law including if they meet the qualifications in Sections 551.071(consultation with attorney), 551.072 (deliberation regarding real property), 551.073 (deliberation regarding gifts), 551.074 (personnel matters), 551.076 (deliberation regarding security devices), and 551.087 (deliberation regarding economic development negotiations) of Chapter 551 of the Government Code of the State of Texas.

12. Adjourn into Closed Executive Session as authorized by the Texas Open Meetings Act, Chapter 551 of the Government Code, in accordance with the authority contained in the following:
 - a) Section 551.071 (consultation with attorney); and
 - b) Section 551.072 (deliberation regarding real property).

Reconvene into Open Session.

POSSIBLE ACTION FROM EXECUTIVE SESSION:

13. Consideration and possible action(s), if necessary, on matter(s) deliberated in Closed Executive Session.
14. Board Inquiry
15. Adjourn



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

I certify that the attached notice of meeting was posted on the bulletin board at the City of Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas, on the 18th day of September 2020 at 5:05 o'clock p.m. I further certify that the following news media was notified of this meeting as stated above: The Courier

Montgomery Economic Development Corporation
AGENDA REPORT

Meeting Date: September 21, 2020	Budgeted Amount: NA
Prepared By: Richard Tramm	Exhibits: Proposed Budget for FY 2020-21

Subject

Convene into Public Hearing for the Proposed Budget for the Fiscal Year 2020-2021.

Discussion

This is the opportunity to receive public comment on the proposed Budget for the Fiscal Year 2020-2021. The MEDC Board will consider action on this item later in the meeting.

Recommendation

Receive any public comments made. No action necessary for this item.

Approved By

City Administrator	Richard Tramm <i>R7</i>	Date: September 16, 2020
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MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION
Proposed Budget
2020-2021

	2019-20 Actual Budget	2019-20 Estimated Budget	2019-20 Adopted Budget	2020-21 Proposed Budget	Comments/ Changes
Income					
55000 · Taxes & Franchise Fees					
55400 · Sales Tax	\$614,385	\$750,000	\$654,000	\$675,000	
Total 55000 · Taxes & Franchise Fees	\$614,385	\$750,000	\$654,000	\$675,000	
55300 · Other Revenues					
55391 · Interest Income	\$12,205	\$13,500	\$10,000	\$4,000	
55399 · Misc. Income	\$1,400	\$1,400	\$0	\$0	
Total 55300 · Other Revenues	\$12,205	\$13,500	\$10,000	\$4,000	
Total Income	\$627,990	\$764,900	\$664,000	\$679,000	
Expense					
56000 · Pub Infrastructure - Category I					
56000.6 · Downtown Dev Improvements	\$0	\$0	\$60,000	\$112,000	
56000.7 · Streets & Sidewalks	\$0	\$0	\$76,000	\$10,000	
56000.8 · Utility Extensions	\$0	\$0	\$50,000	\$50,000	
56000.A · Tsf to Debt Service	\$120,000	\$160,000	\$160,000	\$0	
56000.B · City Capital Projects	\$0	\$0	\$0	\$160,000	
Total 56000 · Pub Infrastructure - Category I	\$120,000	\$160,000	\$346,000	\$332,000	
56001 · Business Dev & Ret -Category II					
56001.8 · Sales Tax Reimbursement	\$59,625	\$76,900	\$79,500	\$115,000	
56001.9 · Economic Development Grant Prog	\$500	\$10,800	\$20,000	\$20,000	
Total 56001 · Business Dev & Ret -Category II	\$60,125	\$87,700	\$99,500	\$135,000	
56002 · Quality of Life - Category III					
56002.1 · Walking Tours	\$0	\$0	\$1,000	\$0	
56002.2 · Removal of Blight	\$3,959	\$4,500	\$15,000	\$15,000	
56002.3 · Events	\$0	\$0	\$34,000	\$34,000	
56100.1 · Neighborhood Water Party	\$38	\$50	\$0	\$1,000	
56100.5 · Lighting Up Montgomery	\$931	\$931	\$1,500	\$2,000	
56100.6 · Southern Rum Runners	\$0	\$0	\$0	\$0	
56100.7 · Mudbugs and Music	\$0	\$0	\$0	\$0	
56100.8 · Christmas Party	\$0	\$0	\$0	\$0	
56100.9 · Contests/Prizes	\$0	\$1,000	\$1,000	\$4,000	
56002.4 · Downtown Enhancement Projects	\$0	\$0	\$30,000	\$30,000	
Total 56002 · Quality of Life - Category III	\$4,928	\$6,481	\$82,500	\$86,000	
56003 · Marketing & Tourism-Category IV					
56003.5 · Brochures/Printed Literature	\$548	\$608	\$9,000	\$4,000	
56003.C · Website	\$183	\$500	\$3,000	\$8,000	
56003.F · Social Media Advertising	\$102	\$250	\$1,000	\$3,000	
56003.G · Historical Signage	\$0	\$0	\$0	\$2,000	
Total 56003 · Marketing & Tourism-Category IV	\$833	\$1,358	\$13,000	\$17,000	
56004 · Administration - Category V					
56004.1 · Admin Transfers to Gen Fund	\$53,125	\$65,000	\$107,500	\$47,500	
56004.3 · Miscellaneous Expenses	\$0	\$0	\$500	\$500	
56004.6 · Consulting (Professional Services)	\$0	\$0	\$9,800	\$49,000	
56004.7 · Travel & Training Expenses	\$778	\$1,000	\$5,000	\$10,000	
56004.9 · Technology	\$0	\$0	\$200	\$2,000	
56004.A · Office Supplies	\$241	\$300	\$0	\$0	
Total 56004 · Administration - Category V	\$54,144	\$66,000	\$123,000	\$109,000	
Total Expense	\$240,030	\$321,539	\$664,000	\$679,000	
Net Income	\$387,960	\$443,361	\$0	\$0	

MINUTES OF BUDGET WORKSHOP

August 07, 2020

MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION

CALL TO ORDER

President Rebecca Huss called the meeting to order at 9:36 a.m.

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

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

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

BUDGET WORKSHOP:

- ❖ Discussion of the following items related to the Montgomery Economic Development Corporation 2020-2021 FY Proposed Operating Budget.

- **INCOME**

- TAXES AND FRANCHISE FEES

Mr. Tramm said sales tax number expected to be \$750,000 coming in to EDC this fiscal year. Tram looking at a conservative 10% reduction of expectation due to Covid. Dominant portion of our income is stable because it comes from Brookshire Brothers, McCoys, Kroger and Jim's Hardware. Mrs. Huss said she has a concern people could stop doing home improvement projects either due to lack of funds or preserving funds instead of spending. Mrs. Hutchinson asked about Chick-fil-A funds. Mr. Tramm said they are part of the 380 agreement. Mrs. Huss suggested 10-15% reduction of revenue expectations. Mrs. Hutchinson said we can look at August actual numbers and revisit before finalizing the budget. Mrs. Huss said August numbers should be similar to July numbers. Mr. Tramm said he would rather err on the conservative side. Mrs. Hutchinson said the EDC did the same thing last year, which was beneficial because no one expected the pandemic.

- INTEREST INCOME

Mr. Tramm said Mr. Lasky said 4 thousand was a reasonable number.

- MISCELLANEOUS INCOME

The 1400 was an audit reclassification of funds and not actual income.

- **EXPENSES**

- PUBLIC INFRASTRUCTURE

- DOWNTOWN DEVELOPMENT IMPROVEMENTS

Expected in the \$30-45,000 range. Mr. Tramm suggested entering at \$60,000. Mrs. Huss suggested entering the higher number instead of revisiting with council if more money is needed. Mrs. Hutchinson said the number can be increased at the end of the budget discussion if numbers need to be adjusted. Mrs. Brown asked if the RFQ was

expected to be \$30-45,000. Mr. Tramm said that was true. He said the RFQ is for an actual conceptual design. Mrs. Brown said if the RFQ is completed this fiscal year, money will be needed to move to the next phase. Mr. Tramm said staff is expecting to make the final decision on the RFQ in Oct, but will have the money to start the next process, because money will be spent incrementally. It was discussed that the scope of the work from the

- STREETS AND SIDEWALKS

Mr. Tramm said he was planning on putting zero in this line item. He said the comprehensive plan needs to come first. Mrs. Brown said there could be a street and sidewalk project which could not be in the downtown area and suggested putting a number in the line item. Mr. Tramm suggested \$10,000.

- UTILITY EXTENSIONS

We didn't spend anything this year but would like to put in \$50,000 for next year in case something important comes forward next year. Could also potentially be reallocated to Downtown Development Improvements if necessary. There are several key areas that have potential for MEDC to participate in, in the future – when the right project/developer comes up it will probably move quickly.

- TRANSFER TO DEBT SERVICE

Mr. Tramm has been trying to identify why MEDC has been transferring \$160,000 to the City's debt service fund. He has been told that it was part of a debt agreement but has never been able to find evidence of this arrangement either in the bond documents, in the MEDC minutes, the bond consultant, via the former City Secretary's memory, etc. This has been an appropriate use of MEDC funds, but there is not a firm requirement for this

payment and not a specific record of a vote on this (other than the ongoing MEDC budgeting process in which it has been regularly included).

Mr. Tramm is proposing to use the \$160,000 in a different manner going forward. To transfer it instead to the City's Capital Projects Fund. There are a number of projects, including a \$900,000 project to extend water capacity on the west side of town. There is another \$900,000 project that City Council is currently considering at Water Plant 3 to expand the City's water connection capacity significantly which will accommodate future growth – both of these projects would be in-line with the intended purpose of these funds. Mrs. Brown is fine with this idea but would like it not to be just transferred over but would prefer that the projects come to MEDC for approval and formal voting to ensure that the projects are, indeed, in line with the MEDC's legal expenditure authority and whether the MEDC wishes to participate or not. Zero out the Transfer to Debt Service Category for 2020/2021 and put \$160,000 into the new category

- BUSINESS DEVELOPMENT AND RETENTION

- SALES TAX REIMBURSEMENT

Includes Kroger and the businesses within the Shoppes which are on a separate timeline (includes CVS, Chick Fil A, everything in the Kroger Center). This \$115,000 is just the MEDC portion. We are on track for the current fiscal vs estimates because there is a time lag (roughly one year) between the fiscal year and the payment – so the estimates are quite accurate. For Kroger, the closing date is our fiscal year end. For The Shoppes it is either March or April, so we are essentially mid-year already for that calculation.

- ECONOMIC DEVELOPMENT GRANT PROGRAM

We had \$20,000 in the adopted budget. We have used some of it in the current year (COVID Utility Grant Program) plus two more applications that are being discussed. We have had some discussion on this earlier today and previously. In order to safeguard the use of these funds, the MEDC Board has requested that Mr. Tramm review requests for appropriateness for EDC being legally able to spend money as per the requests. Mrs. Hutchinson would like to keep the amount at \$20,000 for next year so that as we come out of COVID that we can help businesses. Mrs. Huss mentioned that it doesn't have to be used for one business, that it can be used for a broad based program like a marketing one to help all businesses.

- QUALITY OF LIFE

- WALKING TOURS

Last budget had \$1,000 for walking tours. Mrs. Brown asked the thought behind the walking tours because it has been on the budget for years. Mrs. Huss said this was set up for Distrx walking tour. She said there needs to be a different way to project it and suggested QR codes. She said it is still worthwhile. Mrs. Brown said the category is very specific and asked if it would be better to have a broader category and move it to a tourism category. Mr. Tramm said he liked the QR code based tour. Mrs. Brown said if a broader category was created, it could include a walking tour, but could be used for more projects. Mrs. Hutchinson said the quality of life category is targeted toward residents and the marketing and tourism category is geared towards visitors. She asked if the walking tour was geared toward residents or visitors. Mrs. Huss said the quality of life category is limited on how many funds may be spent, and she asked if it would be best to move the walking tour line item to marketing and tourism in order to free up money available in that category. Mr. Tramm agreed with both points. Mrs. Huss suggested renaming the line item Historical

Signage and moving it into Marketing & Tourism with a \$2,000 budget (suggested by Mr. Walker and agreed with by Mrs. Brown)

- REMOVAL OF BLIGHT

More could have been spent with more activity during the year – engagement with target areas was limited due to COVID. Mr. Tramm believes that \$15,000 is still a good number for this line item – all in the meeting agreed.

- EVENTS

Still have \$7,800 committed to SRR for current year (Mrs. Hutchinson needs to comment on whether it comes from current or next fiscal year). Same with Mudbugs festival. Mr. Tramm thinks that \$34,000 is good for the full year but just to remember that \$15,800 is already allocated to the two previous items. All agreed to stick with the \$34,000

- ❖ NEIGHBORHOOD WATER PARTY

Didn't get to do it this year, obviously, but last year's event was fun and well received. Well-worth the \$ expended. The expenses for this year were for a few pre-purchases until it was clear that it wasn't going to happen. Next year's budget needs to be a little higher at \$1,000 to cover extra inflatables. All agreed

- ❖ LIGHTING UP MONTGOMERY

City will be taking over this event over as well this year. Mr. Tramm said \$1,500 was used last year – asking for about the same this year. Mrs. Huss said that she would be more comfortable with \$2,000 because of COVID cleaning issues. Anything we do will need to be

individualized, Santa will need to be sanitized, etc. All agreed with the \$2,000 amount.

❖ CONTESTS/ACTIVITIES/PRIZES

This is a category that we just added recently. We are still gaining traction on social meeting and this is a category that will ultimately prove to be valuable. Mr. Tramm would like to have \$1,000 per quarter for a total \$4,000. The intent is to be involved with social media campaigns and get public interest and involvement. Not extravagant items, but enough to get attention and involvement – stuffed animals, mugs, t-shirts. Mrs. Hutchinson suggested partnering with local businesses to sponsor prizes. Mrs. Brown suggested that if they contributed half of the prize values that it would avoid accusations of favoritism – that way the businesses who want to participate can show interest by being actively involved.

▪ DOWNTOWN ENHANCEMENT PROJECTS

Can run hand in hand with our Downtown Development Plan but can be used for other things that may come up that are not related so it gives the EDC flexibility as well as additional funds. Mrs. Huss suggested the fixing the wall at the Community Center. Mr. Tramm said that he would like \$30,000 in this line item. All agreed.

○ MARKETING AND TOURISM

▪ BROCHURES/PRINTED LITERATURE

Mr. Tramm sees use for this category with Margaritaville, but not sure that the full \$9,000 is what we need. Mrs. Brown says that some of this could include the website – would it be better to move some amount, say \$7,000 to the website fund just in case we decide to go that

direction? Mr. Tramm says that is a good comment because he sees greater value in providing information via handheld devices and physical signage. Mrs. Hutchinson asked whether we were completely moving away from physical items? Mrs. Huss said that she feels that we still need something for people to hold in their hands but perhaps just at a few targeted locations but not widespread campaigns. Mrs. Huss suggested \$4,000 in brochures and \$8,000 in website. Mrs. Brown suggested \$2,000 in brochures. Mr. Tramm thought that with Margaritaville there would be more opportunities so he wanted to go with the higher dollar value to take advantage of options if they became available. Mrs. Huss said that we might be able to target specific audiences at Margaritaville with specific activities which would need specific printables. All agreed that \$4,000 would be the number but we wouldn't be spending it right away or on one printing of one type of brochure

- WEBSITE

\$8,000 was agreed during the previous line item, and it was noted that the specialty subsite cost from Municode was previously quoted at \$4,000 if we wanted to go in that direction

- SOCIAL MEDIA ADVERTISING

Mr. Tramm said that he was looking at this category as boosting of social media posts. Will be based on how posts self-develop. All agreed on a \$3,000 line item, which represents \$250 per month.

- ADMINISTRATION

- ADMIN TRANSFERS TO GENERAL FUND

Mr. Tramm said that it is \$47,500 annually without any MEDC employees. He believes that we can continue without an MEDC employee and contract out specific tasks for better value than having

staff do the item and not paying for the overhead. All were in agreement.

- MISCELLANEOUS EXPENSES

Mr. Tramm said that he is trying to respect that the Board dislikes miscellaneous items, but sometimes items really are miscellaneous and would like to have \$500 for this category just in case. All were in agreement.

- CONSULTING (PROFESSIONAL SERVICES)

Mr. Tramm would like to put money for 3 different types of services in this category.

- ❖ \$13,000 for posting content – someone to post and manage the social media content – IG & Facebook. This figure works out to \$250/week x 52 weeks. Roughly 10 hours per week @ \$25 per week. As a starting point that should cover us.
- ❖ We are also looking to add video content – that is also a specific skill set. City personnel could provide that service but it is time consuming and will be a higher cost – have it penciled in at \$26,000.
- ❖ Also have \$10,000 penciled in for “other” – new social media methods, special projects, etc.

All of that totals up to \$49,000. This money largely comes from personnel money that we are not using for hiring an employee this year. Mrs. Huss noted that some of the \$9,800 budgeted in prior years, was for engineering expenses for reports which were essentially duplicate reports to what was being prepared for City Council. By stopping those specially prepared reports and instead re-using the reports that are given to Council, 20% of this category was already paid for by eliminating duplicative efforts. Mrs. Hutchinson asked who would be responsible for approving the videos. Mrs. Huss said that each video could be done on spec – the

MEDC approves the content and pays the producer after each one for the approved upon price. Mr. Tramm said that it would be best to decide on the tempo of the videos and staff could approve the submission. Mrs. Huss said that MEDC Board could look at the results quarterly and decide whether they wished to continue with their investment in the videos/social media more generally. Mr. Tramm said that he wanted to be nimble enough on the administrative end to respond to what is happening “in the moment” but wanted to make sure that the MEDC Board was involved enough in the process that they felt that they had oversight. Mrs. Hutchinson asked whether this was going to be mostly Mrs. Huss and Mr. Tramm making decisions on social media and Mrs. Huss said that she was currently working for free because she was also on City Council. All were in agreement with this line item

- TRAVEL AND TRAINING EXPENSES

Mr. Tramm stated that we started the year with \$10,000 and then made some modifications. Would like to go back to \$10,000 – has expectations of social media training as well as required training that has been cancelled because of COVID. There is also training that is important for MEDC Board Members that might be available on an online format. We might need the full \$10,000 to fulfill required and necessary training. All agreed.

- TECHNOLOGY

Mr. Tramm stated that he put \$2,000 in there for other equipment needs but doesn't have anything specific in mind at this time. Mrs. Huss stated that the Board will require to make approvals of items. All were in agreement of the amount.

- OFFICE SUPPLIES

Mr. Tramm thinks that we can put 0 in this item because without a staff member any expense can be covered by the admin transfer.

Mr. Tramm states that at this point we still have a positive number of revenues over expenses and Mrs. Hutchinson states that she believes that we should be operating on a zero budget. Mrs. Huss says that she believes that we should be putting the excess funds in Public Infrastructure Category. All were in agreement. Mrs. Hutchinson suggests putting it all into the Downtown Development Improvement line item. Mrs. Brown and Mrs. Huss agreed. Mr. Tramm said that it brings the line item to \$112,000 which brings the overall budget to a balance between income and expenses. Mr. Walker agreed.

Mrs. Hutchinson asked to review the Downtown Enhancements and what that encompasses. Mr. Tramm says it could include a decorative lighting system, a certain type of paver blocks (decorative or functional), something you could pair with money from Downtown Development Improvements. He wouldn't include something structural underground. Mrs. Hutchinson asked if it could be used to paint the exterior of the public restrooms – Mr. Tramm agreed that it could be used for that purpose.

Mrs. Huss asked if we needed to have a second workshop. Mr. Tramm said that because there was such a comprehensive meeting he felt it not necessary. Mrs. Brown said that if City Council didn't approve the budget then we would need one, but otherwise not and Mr. Walker agreed. Mrs. Huss noted that there was such broad support for each line item and inclusive discussion and all agreed.

ADJOURNMENT

The Workshop Meeting adjourned at 12:19 p.m. All in favor.

Submitted by: _____ Date Approved: _____

Amy Brown, MEDC Secretary

Rebecca Huss, MEDC President

MINUTES OF REGULAR MEETING

August 17, 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
 Julie Hutchinson - Treasurer
 Amy Brown – Secretary
 Tom Cronin – Board Member
 Arnette Easley – Board Member

Absent: Bob Kerr – Board Member

Also Present: Richard Tramm – City Administrator

OPEN PUBLIC COMMENT

No public comment.

APPROVAL OF MINUTES

Minutes of July 20, 2020 Regular Meeting –

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

MONTHLY FINANCIAL REPORT

Report for July, 2020

Mrs. Hutchinson informed the Board that sales tax receipts for July 2020 are twenty-two percent higher than those received in July 2019. She said the 2020 fiscal year to date through July, shows a twenty percent increase from 2019. She said the looking forward to the August numbers, the 2020 fiscal year to date shows a fifteen percent increase from 2019.

Mr. Tramm said the August 2019 numbers included a quarterly collection and it will be interesting to see where the numbers fall once those quarterly numbers come in.

Mrs. Hutchinson asked Mr. Tramm if the Home Grants are a receivable due back from the City or from the granting agency when the work is completed. She said three are due from last fiscal year and three are due for this fiscal year.

Mr. Tramm said he is waiting on an answer to that question and will follow up. He said he believes the money is due from the granting agency, but is waiting on confirmation.

Motion by Mrs. Brown, seconded by Mr. Walker to approve the July 2020 Financial Report as presented. All in favor. (6-0)

CONSIDERATION AND POSSIBLE ACTION

5. Consideration and possible action to approve RFQ on Downtown Development Planning.

Mr. Tramm presented the RFQ for approval by the Board. He noted the updated timeline to distribute the RFQ on August 21, 2020 for two weeks. He said the RFQ will have a submittal deadline of September 21, 2020.

Mr. Tramm said this will allow the Board to hear of any responses during the September regular meeting.

Motion by Mrs. Hutchinson, seconded by Mrs. Brown to approve the RFQ on Downtown Development Planning for publication. All in favor. (6-0)

6. Consideration and possible action to approve purchase of radios for use by City personnel during festival events.

Mr. Tramm noted that this item was discussed last month and that the Board requested further information to be provided. Information including the type of battery in the radio, amount saved if extended warranty was removed (\$25 per radio), radios need to have a separate repeater than the one in the PD, company will not waive the trip charge. As a reminder, this expenditure will also need to be approved by City Council.

Mrs. Brown clarified that the warranty would be for 5 years. Mr. Tramm agreed.

Mr. Walker asked if it is a performance warranty rather than a loss warranty. Mrs. Huss said that if it is not, City property insurance would cover the radios.

Mr. Cronin asked whether the City had considered renting radios. Mr. Tramm said that it was not something that is particularly feasible.

Mrs. Hutchinson asked if it was coming out of Events line item. Mr. Tramm said that it was.

Mr. Walker stated that he felt that it was good value with the repeater and quality of radio – his main concern was accountability for the radios and getting them back after loaning them out. He supported using them for safety and organization.

Mr. Tramm informed the Board Chief Solomon was the one who identified this particular radio system as the preferred item for use and the need for communication with festival organizers and volunteers.

Mr. Easley asked about leasing vs buying. Mr. Tramm stated that we had not looked into that option but it will be more onerous for City staff. Mrs. Huss stated that she thought that light use radios should last longer than a lease term, so our best value would be have them last longer than a typical lease term.

Mrs. Brown reiterated that the radios would be kept at City Hall and would not be used without the MEDC's or City Administrator's express permission. They will be checked out. Ultimately Mr. Tramm will be responsible for them.

Mrs. Hutchinson reiterated that MEDC expected that outside festivals would be expected to put down a deposit. Mrs. Huss added possibly a rental fee as well.

Motion by Mrs. Brown, seconded by Mr. Easley to purchase radios in an amount of \$14,614.65. Motion passed by majority. (5-1) Huss, Walker, Hutchinson, Brown and Easley voting in favor of the motion; Cronin voting against the motion.

7. Consideration a possible action regarding scheduling the Public Hearing regarding the 2020-2021 Budget.

Mr. Tramm states that this is a formality item. The Board is required to schedule a public hearing. Staff recommends scheduling the hearing for 6pm on September 21, 2020. Mr. Walker asked whether it will be via Zoom – Mr. Tramm confirmed that it will be by Zoom.

Motion by Mrs. Huss, seconded by Mrs. Brown to schedule a Public Hearing on the Fiscal Year 2020-2021 MEDC Budget for 6.00pm. All in favor. (6-0)

8. Review of the Draft Proposed Budget for Fiscal Year 2020-2021.

Mr Tramm noted that MEDC hosted a workshop on August 7. The draft was attached in the Agenda Pack and will be presented to City Council at their next meeting.

Mrs. Huss asked if anyone had any questions or comments on the allocations. No questions or comments were made by any Board Members.

No other action was taken.

9. Economic Development Report – Richard Tramm

a. City Administrator’s Development Report

presented

b. City Engineer’s Report

Presented

10. Consideration and possible action to amend the current fiscal year budget to fund contest to name the Montgomery Goat.

Mr. Tramm stated the Montgomery goat posts have been among the most widely liked and shared posts. He suggested continuing this momentum by working with the school district in a goat naming contest. Mr. Tramm estimates a total budget of \$625 including prizes, advertising costs, professional services, and materials. He said he had a basic conversation with the MISD Superintendent, who is open to this idea. Mr. Tramm believes that this will bring a lot of interest to the story, the icon, and the history of Montgomery.

The professional services will be done by Mrs. Huss, who offered to step out while the rest of the item was being discussed. Mrs. Huss is also doing most of the website work, currently on a volunteer basis. Mr. Tramm believes that this is less than what the Board would pay for it to be done by another contractor. Mr. Tramm discussed the legality of spending this money on a related party with Mr. Petrov, the City Attorney, who also stated that he thought that he felt the Board would be paying a lot more if they went outside the City for this service.

Mr. Walker says that he would like to get this done before the Christmas parade. Mrs. Hutchinson stated that if the Board were to farm this project out to someone outside of the organization who started from scratch, the number of hours they would spend would be significantly higher.

Motion by Mr. Walker, seconded by Mrs. Brown to amend the current fiscal year budget for an amount not to exceed \$625 to fund the contest to name the Montgomery goat. Motion passed by majority. (4-1-1) Walker, Hutchinson, Brown and Easley voting in favor of the motion; Cronin voting against the motion; Huss abstaining from the vote.

EXECUTIVE SESSION

Board adjourned into Executive Session at 7.31 p.m.

11. Discussion related to real property deliberations and economic development negotiations.

Board returned from Executive Session and resumed the Regular Meeting at 8.09 p.m.

END OF EXECUTIVE SESSION

12. Consideration and possible action on items from Executive Session.

Motion by Mrs. Brown, seconded by Mrs. Hutchinson, to instruct the City Administrator to work with the City Attorney and City Council consistent with the advice given during the Economic Development Corporation's Executive Session. All in favor. (6-0)

BOARD INQUIRY

Mrs. Hutchinson asked to follow up on actions to clean up 149. Mr. Tramm has plans to move forward on more general Community Beautification rather than only one specific area. This includes code enforcement, but start with in-person contact to hopefully get better compliance rates. Also reaching out to community organizations like the Lions Club and churches to assist people who need the hand up.

ACTION ITEMS FROM JULY MEETING

ACTION ITEM

ASSIGNEE

RESULT

ACTION ITEMS FOR FUTURE MEETINGS

<i>ACTION ITEM</i>	<i>ASSIGNEE</i>	<i>DUE DATE</i>
Home Grant payments due update	Tramm	
RFQ response update	Tramm	
Determine the proper allocation/accounting of SRR & Mudbugs festivals for 2020/2021 budgeting	Julie Hutchinson	

ADJOURNMENT

Motion by Mrs. Brown, seconded by Mr. Cronin to adjourn the meeting at 8:19 p.m. All in favor. (6-0)

Submitted by: _____ Date Approved: _____

Amy Brown, MEDC Secretary

Rebecca Huss, MEDC President

CITY OF MONTGOMERY - MEDC
 ACCOUNT BALANCES REPORT
 Through August 31, 2020 - For September 2020 Meeting

	<u>MONEY MARKET ACCOUNTS</u>	<u>INVESTMENTS</u>	<u>TOTALS</u>
<u>MEDC</u>			
CHECKING ACCOUNT #1017938	\$ 95,807.80		\$ 95,807.80
TOTAL INVESTMENTS	<u>\$ -</u>	<u>\$ 1,435,444.30</u>	<u>\$ 1,435,444.30</u>
TOTAL MIDC	<u>\$ 95,807.80</u>	<u>\$ 1,435,444.30</u>	<u>\$ 1,531,252.10</u>

INVESTMENTS

	Issue Date	Maturity Date	Interest Rate	Balance
Texpool #00005			0.15%	\$ 59,722.48
Texpool #00006			0.15%	\$ 1,375,721.82
Certificates				
Total Investment Balance				<u><u>\$ 1,435,444.30</u></u>

** Note:

The Sales Tax Transfer of \$56,278.59 was received and transferred on September 11th. This will show on the next report.

City of Montgomery - MEDC
Cash Flow Report
As of August 31, 2020

Date	Num	Name	Memo	Amount	Balance
51100 · MEDC Checking					96,233.79
08/21/2020	2001	Rebecca Huss	Reimbursement of Expense - Website Marketing	-100.00	96,133.79
08/28/2020	AL	First Financial Bank	Reimbursement of Expenses Paid by General Fund as of 8/28/2020 - T...	-325.99	95,807.80
Total 51100 · MEDC Checking				-425.99	95,807.80
TOTAL				-425.99	95,807.80

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

Date	Num	Name	Memo	Amount	Balance
51301 · Texpool Reimbursement Acct					59,713.49
08/31/2020	Int		Interest	8.99	59,722.48
Total 51301 · Texpool Reimbursement Acct				8.99	59,722.48
TOTAL				8.99	59,722.48

City of Montgomery - MEDC
Cash Flow Report - Texpool
As of August 31, 2020

Date	Num	Name	Memo	Amount	Balance
51300 · Time Depositsl-MEDC					1,281,775.64
08/12/2020	AL		Sales Tax Transfer 8/20	93,754.78	1,375,530.42
08/31/2020	Int		Interest on Texpool	201.40	1,375,731.82
Total 51300 · Time Depositsl-MEDC				93,956.18	1,375,731.82
TOTAL				93,956.18	1,375,731.82

City of Montgomery - MEDC
Actual to Budget Performance
 August 2020

	<u>Aug 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Oct '19 - Aug 20</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Income							
55000 · Taxes & Franchise Fees							
55400 · Sales Tax	93,754.78	75,000.00	18,754.78	708,139.87	585,000.00	123,139.87	654,000.00
Total 55000 · Taxes & Franchise Fees	93,754.78	75,000.00	18,754.78	708,139.87	585,000.00	123,139.87	654,000.00
55300 · Other Revenues							
55391 · Interest Income	210.39	840.00	(629.61)	12,649.85	9,160.00	3,489.85	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	210.39	840.00	(629.61)	14,049.85	9,160.00	4,889.85	10,000.00
Total Income	93,965.17	75,840.00	18,125.17	722,189.72	594,160.00	128,029.72	664,000.00
Expense							
56000 · Pub Infrastructure - Category I							
56000.6 · Downtown Dev Improvements	0.00	0.00	0.00	0.00	60,000.00	(60,000.00)	60,000.00
56000.7 · Streets & Sidewalks	0.00	0.00	0.00	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	0.00	40,000.00	(40,000.00)	120,000.00	160,000.00	(40,000.00)	160,000.00
Total 56000 · Pub Infrastructure - Category I	0.00	40,000.00	(40,000.00)	120,000.00	327,000.00	(207,000.00)	346,000.00
56001 · Business Dev & Ret -Category II							
56001.8 · Sales Tax Reimbursement	0.00	0.00	0.00	59,625.00	59,625.00	0.00	79,500.00
56001.9 · Economic Development Grant Prog	0.00	10,000.00	(10,000.00)	500.00	20,000.00	(19,500.00)	20,000.00
Total 56001 · Business Dev & Ret -Category II	0.00	10,000.00	(10,000.00)	60,125.00	79,625.00	(19,500.00)	99,500.00
56002 · Quality of Life - Category III							
56002.1 · Walking Tours	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	1,000.00
56002.2 · Removal of Blight	0.00	0.00	0.00	3,959.08	15,000.00	(11,040.92)	15,000.00
56002.3 · Events							
56100.1 · Neighborhood Water Party	0.00	0.00	0.00	38.11	0.00	38.11	0.00
56100.5 · Light up Montgomery	0.00	0.00	0.00	930.75	1,500.00	(569.25)	1,500.00
56100.9 · Contests/Prizes	0.00	250.00	(250.00)	0.00	750.00	(750.00)	1,000.00
56002.3 · Events - Other	0.00	0.00	0.00	0.00	34,000.00	(34,000.00)	34,000.00
Total 56002.3 · Events	0.00	250.00	(250.00)	968.86	36,250.00	(35,281.14)	36,500.00
56002.4 · Downtown Enhancement Projects	0.00	2,500.00	(2,500.00)	0.00	27,500.00	(27,500.00)	30,000.00
Total 56002 · Quality of Life - Category III	0.00	2,750.00	(2,750.00)	4,927.94	79,750.00	(74,822.06)	82,500.00
56003 · Marketing & Tourism-Category IV							
56003.5 · Brochures/Printed Literature	0.00	583.33	(583.33)	547.62	8,416.67	(7,869.05)	9,000.00
56003.C · Website	0.00	250.00	(250.00)	182.90	2,750.00	(2,567.10)	3,000.00
56003.F · Social Media Advertising	100.00	250.00	(150.00)	201.75	750.00	(548.25)	1,000.00
Total 56003 · Marketing & Tourism-Category IV	100.00	1,083.33	(983.33)	932.27	11,916.67	(10,984.40)	13,000.00
56004 · Administration - Category V							
56004.1 · Admin Transfers to Gen Fund	0.00	0.00	0.00	53,125.00	80,625.00	(27,500.00)	107,500.00

City of Montgomery - MEDC
Actual to Budget Performance
 August 2020

	<u>Aug 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Oct '19 - Aug 20</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
56004.3 · Miscellaneous Expenses	0.00	41.66	(41.66)	0.00	458.34	(458.34)	500.00
56004.6 · Consulting (Professional servi)	370.97	0.00	370.97	370.97	7,300.00	(6,929.03)	9,800.00
56004.7 · Travel & Training Expenses	0.00	0.00	0.00	778.00	5,000.00	(4,222.00)	5,000.00
56004.9 · Technology	0.00	0.00	0.00	0.00	200.00	(200.00)	200.00
56004.A · Office Supplies	(44.98)	0.00	(44.98)	195.83	0.00	195.83	0.00
Total 56004 · Administration - Category V	<u>325.99</u>	<u>41.66</u>	<u>284.33</u>	<u>54,469.80</u>	<u>93,583.34</u>	<u>(39,113.54)</u>	<u>123,000.00</u>
Total Expense	<u>425.99</u>	<u>53,874.99</u>	<u>(53,449.00)</u>	<u>240,455.01</u>	<u>591,875.01</u>	<u>(351,420.00)</u>	<u>664,000.00</u>
Net Income	<u>93,539.18</u>	<u>21,965.01</u>	<u>71,574.17</u>	<u>481,734.71</u>	<u>2,284.99</u>	<u>479,449.72</u>	<u>0.00</u>

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

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 - Grant Dev. Program	0.00		100,325.14
Bill Pmt -Check	10/25/2019	1979	Living Savior Lutheran Church	Application for Economic Development Grant Program		5,000.00	95,325.14
Bill Pmt -Check	10/25/2019	1980	Texas A&M University	Inv M412411 - Texas Target Communities		15,393.00	79,932.14
Bill Pmt -Check	11/08/2019	1981	Rebecca Huss	Reimbursement of Expense - Facebook ad - Haved you been to M...		50.00	79,882.14
Bill Pmt -Check	11/22/2019	1982	Kevin Brennan	Use of Photo for Brochures and Literature		50.00	79,832.14
Bill Pmt -Check	11/22/2019	1983	Montgomery County United	VOID: Removal of Blight - Several Properties & Public Areas in City	0.00		79,832.14
Bill Pmt -Check	11/22/2019	1984	Kirk Jones	Eagle Project Expense - Grant Dev Project		2,052.08	77,780.06
Bill Pmt -Check	12/13/2019	1985	Bride & Bloom Floristry & Farm	Wreaths -Civic Club 12/7/19 (Light up Montgomery) Inv 0000001		194.97	77,585.09
Bill Pmt -Check	12/13/2019	1986	Gary Szafranski	Santa for Civic Club 12/7/19 (Light up Montgomery) Inv 2019-14		300.00	77,285.09
Bill Pmt -Check	12/13/2019	1987	Montgomery Original Snoballs	Seasonal Refreshments-Civic Club 12/7/19 (Light up Montgomery...		106.00	77,179.09
Bill Pmt -Check	12/20/2019	1988	Rebecca Huss	Reimbursement of Expense - Website Marketing		90.00	77,089.09
Bill Pmt -Check	12/20/2019	1989	The Kroger Co.	2018 Tax Year- MEDC Sales Tax Rebate		77,405.00	-315.91
Transfer	12/20/2019			Sales Tax Transfer for 12/19	52,201.69		51,885.78
Transfer	12/23/2019	Transfer		Transfer to Checking	50,000.00		101,885.78
Bill Pmt -Check	01/03/2020	1990	Rebecca Huss	Reimbursement of Expense - Website Marketing		25.00	101,860.78
Bill Pmt -Check	01/03/2020	1991	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 - 905 MLK Dr.		1,259.00	100,101.78
Bill Pmt -Check	01/17/2020	1993	Old Republic Title Co.	Home Program - GF# 1803402 - Dora Johnson - 519 Simonton		1,259.00	98,842.78
Bill Pmt -Check	01/17/2020	1994	Old Republic Title Co.	Home Program - GF# 1803242 - Laura Stephens - 510 Lawson St.		1,259.00	97,583.78
Bill Pmt -Check	04/24/2020	1995	Frieda Joyce	Reimbursement - COVID-19 Webinar		79.00	97,504.78
General Journal	05/28/2020	AL		Wire Transfer to General Fund for US Patent Trademark to Card ...		225.00	97,279.78
General Journal	05/28/2020	AL		Wire Transfer for Reimbursement of Expenses Paid by General Fu...	222.79		97,502.57
Bill Pmt -Check	06/12/2020	1996	Optiquet Internet Services Inc.	Remote Application - Freida Joyce (Home Remote)		8.95	97,493.62
Bill Pmt -Check	07/02/2020	1997	Rebecca Huss	Reimbursement of Expense - Website Marketing		26.75	97,466.87
Bill Pmt -Check	07/10/2020	1998	Rebecca Huss	Reimbursement of Expense - Website Marketing / Training		224.00	97,242.87
Bill Pmt -Check	07/31/2020	1999	Rebecca Huss	Reimbursement of Expense - Website Marketing		50.00	97,192.87
Bill Pmt -Check	07/31/2020	2000	Waste Management of Texas, Inc. 2	CustomerID#23-62833-73000 Inv 1436345-1792-2 Blight removal		959.08	96,233.79
Bill Pmt -Check	08/21/2020	2001	Rebecca Huss	Reimbursement of Expense - Website Marketing		100.00	96,133.79
General Journal	08/28/2020	AL	First Financial Bank	Reimbursement of Expenses Paid by General Fund as of 8/28/202...		325.99	95,807.80
Total 51100 · MEDC Checking					102,424.48	115,863.82	95,807.80
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 Account		19,875.00	1,066,911.76
Deposit	01/28/2020			Interest on Maturing CD	4,125.00		1,071,036.76
Deposit	01/31/2020			Interest	1,285.16		1,072,321.92
Transfer	02/11/2020			Sales Tax Transfer 1/20	42,632.76		1,114,954.68
Check	02/11/2020	Trans		Admin Transfer 1st Qtr 2020		11,875.00	1,103,079.68
Check	02/12/2020	Trans		1st Qtr Transfer to Debt Service		40,000.00	1,063,079.68
Check	02/20/2020	Trans	City of Montgomery - General Fund	Transfer to General for reimbursement of Blight Removal		3,000.00	1,060,079.68
General Journal	02/29/2020	Int		Interest on Texpool	1,348.08		1,061,427.76
General Journal	03/31/2020	Int		Interest on Texpool	904.54		1,062,332.30
General Journal	04/16/2020	AL		Transfer to Debt Service - 2nd Quarter Payment		40,000.00	1,022,332.30

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

Type	Date	Num	Name	Memo	Debit	Credit	Balance
General Journal	04/16/2020	AL		2nd Qtr Transfer to Texpool Reimbursement Account - Kroger Co.		19,875.00	1,002,457.30
General Journal	04/16/2020	AL		Sales Tax Transfer 2/20 & 3/20	143,923.66		1,146,380.96
General Journal	04/16/2020	AL		Admin Transfer 2nd Qtr 2020 & Reimb of expenses paid		20,091.84	1,126,289.12
General Journal	04/16/2020	AL		To reimburse due to Utility fund for Printing Expenses		164.48	1,126,124.64
General Journal	04/30/2020	Int		Interest on Texpool	408.06		1,126,532.70
General Journal	05/07/2020	AL		Reimbursement of Expenses Paid by General Fund as of 5/7/2020		222.79	1,126,309.91
General Journal	05/07/2020	AL		Sales Tax Transfer 4/20 & 5/20	124,107.50		1,250,417.41
General Journal	05/31/2020	Int		Interest on Texpool	278.65		1,250,696.06
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 Account - Kroger Co.		19,875.00	1,245,225.05
General Journal	06/30/2020	AL		Admin Transfer 3rd Qtr 2020 & Reimb of expenses paid		21,883.95	1,223,341.10
General Journal	06/30/2020	Int		Interest on Texpool	228.30		1,223,569.40
General Journal	07/08/2020	AL		Sales Tax Transfer 7/20	57,982.13		1,281,551.53
General Journal	07/31/2020	Int		Interest on Texpool	224.11		1,281,775.64
General Journal	08/12/2020	AL		Sales Tax Transfer 8/20	93,754.78		1,375,530.42
General Journal	08/31/2020	Int		Interest on Texpool	201.40		1,375,731.82
Total 51300 · Time Depositsl-MEDC					722,715.54	287,363.06	1,375,731.82
51301 · Texpool Reimbursement Acct							0.00
Transfer	01/22/2020	Transfer		1st Qtr Transfer to Texpool Reimbursement Account	19,875.00		19,875.00
General Journal	01/31/2020	Int		Interest	8.61		19,883.61
General Journal	02/29/2020	Int		Interest	25.18		19,908.79
General Journal	03/31/2020	Int		Interest	17.02		19,925.81
General Journal	04/16/2020	AL		2nd Qtr Transfer to Texpool Reimbursement Account - Kroger Co.	19,875.00		39,800.81
General Journal	04/30/2020	Int		Interest	10.77		39,811.58
General Journal	05/31/2020	Int		Interest	9.06		39,820.64
General Journal	06/30/2020	AL		3rd Qtr Transfer to Texpool Reimbursement Account - Kroger Co.	19,875.00		59,695.64
General Journal	06/30/2020	Int		Interest	7.31		59,702.95
General Journal	07/31/2020	Int		Interest	10.54		59,713.49
General Journal	08/31/2020	Int		Interest	8.99		59,722.48
Total 51301 · Texpool Reimbursement Acct					59,722.48	0.00	59,722.48
51150 · Accounts Receivable Audit							138,633.36
Total 51150 · Accounts Receivable Audit							138,633.36

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

Type	Date	Num	Name	Memo	Debit	Credit	Balance
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
Transfer	12/20/2019			Sales Tax Transfer for 12/19		52,201.69	139,256.66
General Journal	12/20/2019	CB		To accrue sales tax revenue rec'd 12/19	52,201.69		191,458.35
Transfer	12/20/2019			Sales Tax Transfer thru 11/19		192,858.35	-1,400.00
General Journal	12/31/2019	CB2		To record overtransfer of sales tax due from General in September ...	1,400.00		0.00
General Journal	01/31/2020	CB		To accrue sales tax revenue rec'd 1/20	42,632.76		42,632.76
Transfer	02/11/2020			Sales Tax Transfer 1/20		42,632.76	0.00
General Journal	02/29/2020	CB		To accrue sales tax revenue rec'd 2/20	89,518.41		89,518.41
General Journal	03/31/2020	CB		To accrue sales tax revenue rec'd 3/20	54,405.25		143,923.66
General Journal	04/16/2020	AL		Sales Tax Transfer 2/20 & 3/20		143,923.66	0.00
General Journal	04/30/2020	AL		To accrue sales tax revenue rec'd 4/20	45,332.51		45,332.51
General Journal	05/02/2020	ALR		To Reverse Amount Charged for COM Brochures to Card Membe...	222.79		45,555.30
General Journal	05/06/2020	AL		To accrue sales tax revenue rec'd 5/20	78,774.99		124,330.29
General Journal	05/07/2020	AL		Sales Tax Transfer 4/20 & 5/20		124,107.50	222.79
General Journal	05/28/2020	AL		Wire Transfer for Reimbursement of Expenses Paid by General Fu...		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
General Journal	07/08/2020	AL		Sales Tax Transfer 7/20		57,982.13	-57,982.13
General Journal	07/08/2020	AL		To accrue sales tax revenue rec'd 7/20	57,982.13		0.00
General Journal	08/12/2020	AL		Sales Tax Transfer 8/20		93,754.78	-93,754.78
General Journal	08/12/2020	AL		To accrue sales tax revenue rec'd 8/20	93,754.78		0.00
Total 51171 - Due From Gen Fund					709,762.66	762,587.65	0.00
51174 - Due from Home Grant Funds							1,400.00
Bill	01/16/2020	GF #1083758	Old Republic Title Co.	Home Program - GF# 1083758 - Leslie Holts - 905 MLK Dr.	1,259.00		2,659.00
Bill	01/16/2020	GF #1803402	Old Republic Title Co.	Home Program - GF# 1803402 - Dora Johnson - 519 Simonton	1,259.00		3,918.00
Bill	01/16/2020	GF #1803242	Old Republic Title Co.	Home Program - GF# 1803242 - Laura Stephens - 510 Lawson St.	1,259.00		5,177.00
Total 51174 - Due from Home Grant Funds					3,777.00	0.00	5,177.00
51580 - Accrued Interest Receivable							2,780.13
Total 51580 - Accrued Interest Receivable							2,780.13

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

Type	Date	Num	Name	Memo	Debit	Credit	Balance
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 - Grant Dev. Program	0.00		-22,445.08
Bill Pmt -Check	10/25/2019	1979	Living Savior Lutheran Church	Application for Economic Development Grant Program	5,000.00		-17,445.08
Bill Pmt -Check	10/25/2019	1980	Texas A&M University	Inv M412411 - Texas Target Communities	15,393.00		-2,052.08
Bill	11/07/2019	Reimb of Exp	Rebecca Huss	Reimbursement of Expense - Facebook ad - Haved you been to M...		50.00	-2,102.08
Bill Pmt -Check	11/08/2019	1981	Rebecca Huss	Reimbursement of Expense - Facebook ad - Haved you been to M...	50.00		-2,052.08
Bill	11/20/2019	Blight Removal	Montgomery County United	VOID: Removal of Blight - Several Properties & Public Areas in City	0.00		-2,052.08
Bill	11/20/2019	Brochures & Lit	Kevin Brennan	Use of Photo for Brochures and Literature		50.00	-2,102.08
Bill Pmt -Check	11/22/2019	1982	Kevin Brennan	Use of Photo for Brochures and Literature	50.00		-2,052.08
Bill Pmt -Check	11/22/2019	1983	Montgomery County United	VOID: Removal of Blight - Several Properties & Public Areas in City	0.00		-2,052.08
Bill Pmt -Check	11/22/2019	1984	Kirk Jones	Eagle Project Expense - Grant Dev Project	2,052.08		0.00
Bill	12/07/2019	Santa #2019-14	Gary Szafranski	Santa for Civic Club 12/7/19 (Light up Montgomery) Inv 2019-14		300.00	-300.00
Bill	12/07/2019	#19	Montgomery Original Snoballs	Seasonal Refreshments-Civic Club 12/7/19 (Light up Montgomery...		106.00	-406.00
Bill	12/07/2019	Inv 000001	Bride & Bloom Floristry & Farm	Wreaths -Civic Club 12/7/19 (Light up Montgomery) Inv 0000001		194.97	-600.97
Bill Pmt -Check	12/13/2019	1985	Bride & Bloom Floristry & Farm	Wreaths -Civic Club 12/7/19 (Light up Montgomery) Inv 0000001	194.97		-406.00
Bill Pmt -Check	12/13/2019	1986	Gary Szafranski	Santa for Civic Club 12/7/19 (Light up Montgomery) Inv 2019-14	300.00		-106.00
Bill Pmt -Check	12/13/2019	1987	Montgomery Original Snoballs	Seasonal Refreshments-Civic Club 12/7/19 (Light up Montgomery...	106.00		0.00
Bill	12/16/2019	Reimb of Exp	Rebecca Huss	Reimbursement of Expense - Website Marketing		90.00	-90.00
Bill	12/19/2019	2018 Rebate	The Kroger Co.	2018-19Tax Year- MEDC Sales Tax Rebate		77,405.00	-77,495.00
Bill Pmt -Check	12/20/2019	1988	Rebecca Huss	Reimbursement of Expense - Website Marketing	90.00		-77,405.00
Bill Pmt -Check	12/20/2019	1989	The Kroger Co.	2018 Tax Year- MEDC Sales Tax Rebate	77,405.00		0.00
Bill	12/23/2019	Reimb of Exp	Rebecca Huss	Reimbursement of Expense - Website Marketing		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 Marketing	25.00		-500.00
Bill Pmt -Check	01/03/2020	1991	TEDC	2020 Membership fees Inv #11674	500.00		0.00
Bill	01/16/2020	GF #1083758	Old Republic Title Co.	Home Program - GF# 1083758 - Leslie Holts - 905 MLK Dr.		1,259.00	-1,259.00
Bill	01/16/2020	GF #1803402	Old Republic Title Co.	Home Program - GF# 1803402 - Dora Johnson - 519 Simonton		1,259.00	-2,518.00
Bill	01/16/2020	GF #1803242	Old Republic Title Co.	Home Program - GF# 1803242 - Laura Stephens - 510 Lawson St.		1,259.00	-3,777.00
Bill Pmt -Check	01/17/2020	1992	Old Republic Title Co.	Home Program - GF# 1083758 - Leslie Holts - 905 MLK Dr.	1,259.00		-1,2518.00
Bill Pmt -Check	01/17/2020	1993	Old Republic Title Co.	Home Program - GF# 1803402 - Dora Johnson - 519 Simonton	1,259.00		-1,259.00
Bill Pmt -Check	01/17/2020	1994	Old Republic Title Co.	Home Program - GF# 1803242 - Laura Stephens - 510 Lawson St.	1,259.00		0.00
Bill	04/20/2020	11316	Frieda Joyce	Reimbursement - COVID-19 Webinar		79.00	-79.00
Bill Pmt -Check	04/24/2020	1995	Frieda Joyce	Reimbursement - COVID-19 Webinar	79.00		0.00
Bill	06/01/2020	74154	Optiquet Internet Services Inc.	Remote Application - Freida Joyce (Home Remote)		8.95	-8.95
Bill Pmt -Check	06/12/2020	1996	Optiquet Internet Services Inc.	Remote Application - Freida Joyce (Home Remote)	8.95		0.00
Bill	06/30/2020	Reimb of Exp	Rebecca Huss	Reimbursement of Expense - Website Marketing		26.75	-26.75
Bill Pmt -Check	07/02/2020	1997	Rebecca Huss	Reimbursement of Expense - Website Marketing	26.75		0.00
Bill	07/02/2020	Reimb of Exp	Rebecca Huss	Reimbursement of Expense - Website Marketing		25.00	-25.00
Bill	07/08/2020	Reimb of Exp	Rebecca Huss	Reimbursement of Expense - Social Marketing Training & Certifica...		199.00	-224.00
Bill Pmt -Check	07/10/2020	1998	Rebecca Huss	Reimbursement of Expense - Website Marketing / Training	224.00		0.00
Bill	07/28/2020	Reimb of Exp	Rebecca Huss	Reimbursement of Expense - Website Marketing		50.00	-50.00
Bill	07/31/2020	1436345-1792-2	Waste Management of Texas, Inc. 2	CustomerID#23-62833-73000 Inv 1436345-1792-2 Blight removal		959.08	-1,009.08
Bill Pmt -Check	07/31/2020	1999	Rebecca Huss	Reimbursement of Expense - Website Marketing	50.00		-959.08
Bill Pmt -Check	07/31/2020	2000	Waste Management of Texas, Inc. 2	CustomerID#23-62833-73000 Inv 1436345-1792-2 Blight removal	959.08		0.00
Bill	08/16/2020	Reimb of Exp	Rebecca Huss	Reimbursement of Expense - Website Marketing		100.00	-100.00
Bill Pmt -Check	08/21/2020	2001	Rebecca Huss	Reimbursement of Expense - Website Marketing	100.00		0.00
Total 52000 - Accounts Payable					115,312.83	83,945.75	0.00

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Type	Date	Num	Name	Memo	Debit	Credit	Balance
52001 · Accounts Payable Audit							
General Journal	10/04/2019	CB1R	The Kroger Co.	To record sales tax reimbursement calculated for 2018-2019 as exp...	77,405.00		-77,405.00
General Journal	12/31/2019	CB	The Kroger Co.	To accrue Quarterly Transfer to Texpool Reimbursement Account ...		19,875.00	-19,875.00
General Journal	03/31/2020	CB	The Kroger Co.	To accrue Quarterly Transfer to Texpool Reimbursement Account ...		19,875.00	-39,750.00
General Journal	06/30/2020	AL	The Kroger Co.	To accrue Quarterly Transfer to Texpool Reimbursement Account ...		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							
General Journal	02/21/2020	CB		To record amt due to Utility fund for Printing		119.50	-119.50
General Journal	03/31/2020	CB		To record amt due to Utility fund for Printing		44.98	-164.48
General Journal	04/16/2020	AL		To reimburse due to Utility fund for Printing Expenses	164.48		0.00
General Journal	06/23/2020	AL		To accrue Amount Charged for Utility Grants and paid from Utilit...		250.00	-250.00
General Journal	06/23/2020	AL		To accrue Amount Charged for Utility Grants and paid from Utilit...		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							
General Journal	10/30/2019	CB		To accrue Amount Charged to Card Services and paid from Gener...		343.95	-343.95
General Journal	12/31/2019	cb		To accrue Admin transfer - 1st Qtr FYE 2020 (reduced by \$15,00...		11,875.00	-12,218.95
General Journal	12/31/2019	CB	City of Montgomery - General Fund	To accrue the amount due to the City for Blight Removal Paid fro...		3,000.00	-15,218.95
General Journal	01/08/2020	CB		To accrue Amount paid from General Fund Petty Cash		23.94	-15,242.89
Check	02/11/2020	Trans		Admin Transfer 1st Qtr 2020	11,875.00		-3,367.89
Check	02/20/2020	Trans	City of Montgomery - General Fund	Transfer to General for reimbursement of Blight Removal	3,000.00		-367.89
General Journal	02/29/2020	CB		To accrue Amount Charged to Brauns and paid from General Fund		31.35	-399.24
General Journal	02/29/2020	CB		To accrue Amount Charged to Card Services and paid from Gener...		272.62	-671.86
General Journal	03/31/2020	cb		To accrue Admin transfer - 2nd Qtr FYE 2020 (reduced by \$7,50...		19,375.00	-20,046.86
General Journal	04/01/2020	AL		To accrue Amount Charged to Office Depot and paid from Gener...		44.98	-20,091.84
General Journal	04/16/2020	AL		Admin Transfer 2nd Qtr 2020 & Reimb of expenses paid	20,091.84		0.00
General Journal	04/22/2020	AL		To accrue Amount Charged for COM Brochures to Card Member ...		222.79	-222.79
General Journal	05/07/2020	AL		Reimbursement of Expenses Paid by General Fund as of 5/7/2020	222.79		0.00
General Journal	05/26/2020	AL		To accrue Amount Charged for US Patent Trademark to Card Me...		225.00	-225.00
General Journal	05/28/2020	AL		Wire Transfer to General Fund for US Patent Trademark to Card ...	225.00		0.00
General Journal	06/23/2020	AL		To Accrue amount for Remote Access (Frieda) to Card Member Se...		8.95	-8.95
General Journal	06/30/2020	AL		To accrue Admin transfer - 3rd Qtr FYE 2020 (reduced by \$7,500...		21,875.00	-21,883.95
General Journal	06/30/2020	AL		Admin Transfer 3rd Qtr 2020 & Reimb of expenses paid	21,883.95		0.00
General Journal	08/26/2020	AL		Amount due from MEDC for Hootsuite - This is deducting an ove...		325.99	-325.99
General Journal	08/28/2020	AL	First Financial Bank	Reimbursement of Expenses Paid by General Fund as of 8/28/202...	325.99		0.00
Total 52712 · Due to Gen Fund					57,624.57	57,624.57	0.00
52714 · Due to Debt Service Fund							
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

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Type	Date	Num	Name	Memo	Debit	Credit	Balance
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% of sales tax in GOF	89,518.41		-322,986.22
General Journal	03/31/2020	CB		To accrue sales tax revenue rec'd 3/20 - 25% of sales tax in GOF	54,405.25		-377,391.47
General Journal	04/30/2020	AL		To accrue sales tax revenue rec'd 4/20 - 25% of sales tax in GOF	45,332.51		-422,723.98
General Journal	05/06/2020	AL		To accrue sales tax revenue rec'd 5/20 - 25% of sales tax in GOF	78,774.99		-501,498.97
General Journal	06/10/2020	AL		To accrue sales tax revenue rec'd 6/20 - 25% of sales tax in GOF	54,903.99		-556,402.96
General Journal	07/08/2020	AL		To accrue sales tax revenue rec'd 7/20 - 25% of sales tax in GOF	57,982.13		-614,385.09
General Journal	08/12/2020	AL		To accrue sales tax revenue rec'd 8/20 - 25% of sales tax in GOF	93,754.78		-708,139.87
Total 55400 · Sales Tax					0.00	708,139.87	-708,139.87
Total 55000 · Taxes & Franchise Fees					0.00	708,139.87	-708,139.87
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	228.50		-12,204.81
General Journal	07/31/2020	Int		Interest	10.54		-12,215.35
General Journal	07/31/2020	Int		Interest on Texpool	224.11		-12,439.46
General Journal	08/31/2020	Int		Interest	8.99		-12,448.45
General Journal	08/31/2020	Int		Interest on Texpool	201.40		-12,649.85
Total 55391 · Interest Income					0.00	12,649.85	-12,649.85
55399 · Misc Income							0.00
General Journal	12/31/2019	CB2		To record overtransfer of sales tax due from General in September ...		1,400.00	-1,400.00
Total 55399 · Misc Income					0.00	1,400.00	-1,400.00
Total 55300 · Other Revenues					0.00	14,049.85	-14,049.85

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Type	Date	Num	Name	Memo	Debit	Credit	Balance
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 reimbursement calculate...		77,405.00	-77,405.00
Bill	12/19/2019	2018 Rebate	The Kroger Co.	2018-19 Tax Year- MEDC Sales Tax Rebate	77,405.00		0.00
General Journal	12/31/2019	CB	The Kroger Co.	To accrue Quarterly Transfer to Texpool Reimbursement Account ...	19,875.00		19,875.00
General Journal	03/31/2020	CB	The Kroger Co.	To accrue Quarterly Transfer to Texpool Reimbursement Account ...	19,875.00		39,750.00
General Journal	06/30/2020	AL	The Kroger Co.	To accrue Quarterly Transfer to Texpool Reimbursement Account ...	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 and paid from Utilit...	250.00		250.00
General Journal	06/23/2020	AL		To accrue Amount Charged for Utility Grants and paid from Utilit...	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
56002.2 · Removal of Blight							0.00
Bill	11/20/2019	Blight Removal	Montgomery County United	Removal of Blight - Several Properties & Public Areas in City	0.00		0.00
General Journal	12/31/2019	CB	City of Montgomery - General Fund	To accrue the amount due to the City for Blight Removal Paid fro...	3,000.00		3,000.00
Bill	07/31/2020	1436345-1792-2	Waste Management of Texas, Inc. 2	CustomerID#23-62833-73000 Inv 1436345-1792-2 Blight removal	959.08		3,959.08
Total 56002.2 · Removal of Blight					3,959.08	0.00	3,959.08
56002.3 · Events							0.00
56100.1 · Neighborhood Water Party							0.00
General Journal	10/30/2019	CB		To accrue Amount Charged to Card Services and paid from Gener...	14.17		14.17
General Journal	01/08/2020	CB		To accrue Amount paid from General Fund Petty Cash	23.94		38.11
Total 56100.1 · Neighborhood Water Party					38.11	0.00	38.11

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Type	Date	Num	Name	Memo	Debit	Credit	Balance
56100.5 · Light up Montgomery							0.00
General Journal	10/30/2019	CB		To accrue Amount Charged to Card Services and paid from Gener...	104.95		104.95
General Journal	10/30/2019	CB		To accrue Amount Charged to Card Services and paid from Gener...	224.83		329.78
Bill	12/07/2019	Santa #2019-14	Gary Szafranski	Santa for Civic Club 12/7/19 (Light up Montgomery) Inv 2019-14	300.00		629.78
Bill	12/07/2019	#19	Montgomery Original Snoballs	Seasonal Refreshments-Civic Club 12/7/19 (Light up Montgomery...	106.00		735.78
Bill	12/07/2019	Inv 000001	Bride & Bloom Floristry & Farm	Wreaths -Civic Club 12/7/19 (Light up Montgomery) Inv 0000001	194.97		930.75
Total 56100.5 · Light up Montgomery					930.75	0.00	930.75
Total 56002.3 · Events					968.86	0.00	968.86
Total 56002 · Quality of Life - Category III					4,927.94	0.00	4,927.94
56003 · Marketing & Tourism-Category IV							0.00
56003.5 · Brochures/Printed Literature							0.00
Bill	11/20/2019	Brochures & Lit	Kevin Brennan	Use of Photo for Brochures and Literature	50.00		50.00
General Journal	02/29/2020	CB		To accrue Amount Charged to Card Services and paid from Gener...	272.62		322.62
General Journal	05/26/2020	AL		To accrue Amount Charged for US Patent Trademark to Card Me...	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 of Exp	Rebecca Huss	Reimbursement of Expense - Facebook ad - Haved you been to M...	50.00		50.00
Bill	12/16/2019	Reimb of Exp	Rebecca Huss	Reimbursement of Expense - Website Marketing	90.00		140.00
Bill	12/23/2019	Reimb of Exp	Rebecca Huss	Reimbursement of Expense - Website Marketing	25.00		165.00
Bill	06/01/2020	74154	Optiquet Internet Services Inc.	Remote Application - Freida Joyce (Home Remote)	8.95		173.95
General Journal	06/23/2020	AL		To Accrue amount for Remote Access (Frieda) to Card Member Se...	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 of Exp	Rebecca Huss	Reimbursement of Expense - Website Marketing	26.75		26.75
Bill	07/02/2020	Reimb of Exp	Rebecca Huss	Reimbursement of Expense - Website Marketing	25.00		51.75
Bill	07/28/2020	Reimb of Exp	Rebecca Huss	Reimbursement of Expense - Website Marketing	50.00		101.75
Bill	08/16/2020	Reimb of Exp	Rebecca Huss	Reimbursement of Expense - Website Marketing	100.00		201.75
Total 56003.F · Social Media Advertising					201.75	0.00	201.75
Total 56003 · Marketing & Tourism-Category IV					932.27	0.00	932.27
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 (reduced by \$15,00...	11,875.00		11,875.00
General Journal	03/31/2020	cb		To accrue Admin transfer - 2nd Qtr FYE 2020 (reduced by \$7,50...	19,375.00		31,250.00
General Journal	06/30/2020	AL		To accrue Admin transfer - 3rd Qtr FYE 2020 (reduced by \$7,500...	21,875.00		53,125.00
Total 56004.1 · Admin Transfers to Gen Fund					53,125.00	0.00	53,125.00
56004.6 · Consulting (Professional servi)							0.00
General Journal	08/26/2020	AL		Amount due from MEDC for Hootsuite	370.97		370.97
Total 56004.6 · Consulting (Professional servi)					370.97	0.00	370.97

09/14/20

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Type	Date	Num	Name	Memo	Debit	Credit	Balance
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 11316	79.00		579.00
Bill	07/08/2020	Reimb of Exp	Rebecca Huss	Reimbursement of Expense - Social Marketing Training & Certifica...	199.00		778.00
Total 56004.7 - Travel & Training Expenses					778.00	0.00	778.00
56004.A - Office Supplies							0.00
General Journal	02/21/2020	CB		To record amt due to Utility fund for Printing	119.50		119.50
General Journal	02/29/2020	CB		To accrue Amount Charged to Brauns and paid from General Fund	31.35		150.85
General Journal	03/31/2020	CB		To record amt due to Utility fund for Printing	44.98		195.83
General Journal	04/01/2020	AL		To accrue Amount Charged to Office Depot and paid from Gener...	44.98		240.81
General Journal	04/22/2020	AL		To accrue Amount Charged for COM Brochures to Card Member ...	222.79		463.60
General Journal	05/02/2020	ALR		To Reverse Amount Charged for COM Brochures to Card Membe...		222.79	240.81
General Journal	08/26/2020	AL		Duplication error - Too much was transferred back into Utility Fun...		44.98	195.83
Total 56004.A - Office Supplies					463.60	267.77	195.83
Total 56004 - Administration - Category V					54,737.57	267.77	54,469.80
TOTAL					2,287,536.82	2,287,536.82	0.00

City of Montgomery - MEDC
Balance Sheet

	<u>Aug 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
51100 · MEDC Checking	95,807.80
51300 · Time Deposits-MEDC	1,375,731.82
51301 · Texpool Reimbursement Acct	59,722.48
Total Checking/Savings	<u>1,531,262.10</u>
Other Current Assets	
51150 · Accounts Receivable Audit	138,633.36
51174 · Due from Home Grant Funds	5,177.00
51580 · Accrued Interest Receivable	2,780.13
Total Other Current Assets	<u>146,590.49</u>
Total Current Assets	<u>1,677,852.59</u>
TOTAL ASSETS	<u><u>1,677,852.59</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
52001 · Accounts Payable Audit	59,625.00
Total Accounts Payable	<u>59,625.00</u>
Total Current Liabilities	<u>59,625.00</u>
Total Liabilities	59,625.00
Equity	
53900 · Unrestricted Net Assets	1,136,492.88
Net Income	481,734.71
Total Equity	<u>1,618,227.59</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,677,852.59</u></u>

Montgomery Economic Development Corporation
AGENDA REPORT

Meeting Date: September 21, 2020	Budgeted Amount: NA
Prepared By: Richard Tramm	Exhibits: Proposed Budget for FY 2020-21

Subject

Consideration and Possible Action to Approve Proposed Budget for Fiscal Year 2020-2021

Discussion

The MEDC held a Budget Workshop on August 7, 2020, during which each category of revenue and expenditures was discussed and organized into a Draft Budget. That Draft Budget was reviewed by the MEDC Board of Directors on August 17, 2020. The Montgomery City Council then reviewed and approved the MEDC Draft Budget on August 25, 2020. The Budget Public Hearing was earlier on the agenda for this meeting. Finally, the Draft Budget is presented to the MEDC Board of Directors for consideration to approve.

Recommendation

Consider approval of the MEDC Draft Budget for the Fiscal Year 2020-2021.

Approved By

City Administrator	Richard Tramm 	Date: September 16, 2020
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MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION
Proposed Budget
2020-2021

	2019-20 Actual Budget	2019-20 Estimated Budget	2019-20 Adopted Budget	2020-21 Proposed Budget	Comments/ Changes
Income					
55000 · Taxes & Franchise Fees					
55400 · Sales Tax	\$614,385	\$750,000	\$654,000	\$675,000	
Total 55000 · Taxes & Franchise Fees	\$614,385	\$750,000	\$654,000	\$675,000	
55300 · Other Revenues					
55391 · Interest Income	\$12,205	\$13,500	\$10,000	\$4,000	
55399 · Misc. Income	\$1,400	\$1,400	\$0	\$0	
Total 55300 · Other Revenues	\$12,205	\$13,500	\$10,000	\$4,000	
Total Income	\$627,990	\$764,900	\$664,000	\$679,000	
Expense					
56000 · Pub Infrastructure - Category I					
56000.6 · Downtown Dev Improvements	\$0	\$0	\$60,000	\$112,000	
56000.7 · Streets & Sidewalks	\$0	\$0	\$76,000	\$10,000	
56000.8 · Utility Extensions	\$0	\$0	\$50,000	\$50,000	
56000.A · Tsf to Debt Service	\$120,000	\$160,000	\$160,000	\$0	
56000.B · City Capital Projects	\$0	\$0	\$0	\$160,000	
Total 56000 · Pub Infrastructure - Category I	\$120,000	\$160,000	\$346,000	\$332,000	
56001 · Business Dev & Ret -Category II					
56001.8 · Sales Tax Reimbursement	\$59,625	\$76,900	\$79,500	\$115,000	
56001.9 · Economic Development Grant Prog	\$500	\$10,800	\$20,000	\$20,000	
Total 56001 · Business Dev & Ret -Category II	\$60,125	\$87,700	\$99,500	\$135,000	
56002 · Quality of Life - Category III					
56002.1 · Walking Tours	\$0	\$0	\$1,000	\$0	
56002.2 · Removal of Blight	\$3,959	\$4,500	\$15,000	\$15,000	
56002.3 · Events	\$0	\$0	\$34,000	\$34,000	
56100.1 · Neighborhood Water Party	\$38	\$50	\$0	\$1,000	
56100.5 · Lighting Up Montgomery	\$931	\$931	\$1,500	\$2,000	
56100.6 · Southern Rum Runners	\$0	\$0	\$0	\$0	
56100.7 · Mudbugs and Music	\$0	\$0	\$0	\$0	
56100.8 · Christmas Party	\$0	\$0	\$0	\$0	
56100.9 · Contests/Prizes	\$0	\$1,000	\$1,000	\$4,000	
56002.4 · Downtown Enhancement Projects	\$0	\$0	\$30,000	\$30,000	
Total 56002 · Quality of Life - Category III	\$4,928	\$6,481	\$82,500	\$86,000	
56003 · Marketing & Tourism-Category IV					
56003.5 · Brochures/Printed Literature	\$548	\$608	\$9,000	\$4,000	
56003.C · Website	\$183	\$500	\$3,000	\$8,000	
56003.F · Social Media Advertising	\$102	\$250	\$1,000	\$3,000	
56003.G · Historical Signage	\$0	\$0	\$0	\$2,000	
Total 56003 · Marketing & Tourism-Category IV	\$833	\$1,358	\$13,000	\$17,000	
56004 · Administration - Category V					
56004.1 · Admin Transfers to Gen Fund	\$53,125	\$65,000	\$107,500	\$47,500	
56004.3 · Miscellaneous Expenses	\$0	\$0	\$500	\$500	
56004.6 · Consulting (Professional Services)	\$0	\$0	\$9,800	\$49,000	
56004.7 · Travel & Training Expenses	\$778	\$1,000	\$5,000	\$10,000	
56004.9 · Technology	\$0	\$0	\$200	\$2,000	
56004.A · Office Supplies	\$241	\$300	\$0	\$0	
Total 56004 · Administration - Category V	\$54,144	\$66,000	\$123,000	\$109,000	
Total Expense	\$240,030	\$321,539	\$664,000	\$679,000	
Net Income	\$387,960	\$443,361	\$0	\$0	

Montgomery Economic Development Corporation
AGENDA REPORT

Meeting Date: September 21, 2020	Budgeted Amount: N/A
Prepared By: Dave McCorquodale	Exhibits: Downtown Design RFQ

Subject

Consideration and possible action to set a review process for SOQ's received from the Downtown Design RFQ.

Description

Staff recommends the MEDC discuss and determine a process to review the SOQ submittals for the Downtown Design Project. Key components of the review process are:

- Initial review and ranking of SOQ's (typically by committee; MEDC selects members)
Staff recommends City Administrator, Asst. City Admin., Public Works Director, and up to two MEDC members)
- SOQ review criteria is based on RFQ (pg. 9 of RFQ)
- Committee reviews SOQ's and conducts interviews of short-listed firms
- MEDC provided with review summary and committee's ranking of firms
- Final firm selection by MEDC (could include firms available for Q&A with MEDC)
- City Administrator negotiates contract with selected firm for MEDC & CC approval

Proposed timeline:

September 21 – Determine Review Process (SOQ's due 9/21 at 2:00 pm)

Committee review & interviews firms

October 19 – MEDC selects firm

Administrator negotiates contract with selected firm

November 16 – MEDC considers and approves negotiated contract

December 8 – City Council approves expenditure and contract is executed

Recommendation

Determine a review process and committee (if applicable) for Downtown Design RFQ.

Approved By

Asst. City Administrator	Dave McCorquodale <i>DM</i>	Date: 9/16/20
City Administrator	Richard Tramm <i>RT</i>	Date: 9/16/20

Request for Qualifications for Downtown Design & Streetscape Improvements

RFQ# 2020-004



RESPONSES DUE:

MONDAY SEPTEMBER 21, 2020

2:00 p.m. CST

Montgomery Economic Development Corporation

101 Old Plantersville Road Montgomery, Texas 77316

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FORM: VENDOR INFORMATION FORM

FORM: HOUSE BILL 89 VERIFICATION FORM (Texas Government Code Chapter 2270)

REQUEST FOR QUALIFICATIONS TIMELINE

EVENT	DATE
Issuance of RFQ	August 21, 2020
Notice Published	August 21, 2020 and August 28, 2020

Submittal Deadline: 2:00 p.m. September 21, 2020

RECEIPT OF STATEMENTS OF QUALIFICATIONS

If the Respondent is interested in being considered as the qualified professional design consulting firm for the Montgomery Economic Development Corporation, SOQ's must be received in the office of the City Secretary on or before 2:00 p.m., September 21, 2020 at Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas, 77316. Ten (10) printed copies and one (1) digital copy (on a flash drive or CD) of the SOQ must be clearly marked on the face of the shipping material "DOWNTOWN DESIGN RFQ". No electronic submission will be accepted, and no submittals will be accepted following the deadline. The MEDC reserves the right to negotiate with any and all individuals and firms that submit proposals per Chapter 2254 of the Texas Local Government Code. The MEDC reserves the right to refuse any or all of the submittals.

POINT OF CONTACT

Respondents shall restrict all contact and questions regarding this RFQ to the individual named below:

City of Montgomery, Texas
Attn: Mr. Dave McCorquodale, Assistant City Administrator
101 Old Plantersville Road
Montgomery, Texas 77316
Phone: 936-597-3235
Email: dmccorquodale@ci.montgomery.tx.us

I. GENERAL INFORMATION

A. INTENT

The Montgomery Economic Development Corporation ("MEDC") seeks Statements of Qualifications from qualified, multi-disciplinary professionals in the fields of urban planning, landscape architecture, and civil engineering to prepare a design solution to improve the public spaces in Historic Downtown Montgomery, unify the downtown district through common design details and elements, and provide phasing solutions for implementation.

B. SOQ MODIFICATIONS

Any Respondent may modify their SOQ by sealed written communication to the City Secretary, 101 Old Plantersville Road, Montgomery, TX, 77316, at any time, provided such communication is received prior to the SOQ submittal deadline.

C. SCHEDULE CHANGES AND OTHER ADDENDA

The City and MEDC shall not provide an interpretation of the meaning of plans, specifications, or other RFQ documents to any Respondent orally. Such communication must be submitted to the City in writing 24 hours prior to the submittal deadline. Requests for clarifications may be sent by ordinary mail addressed to Assistant City Administrator, 101 Old Plantersville Road, Montgomery, TX, 77316 or by email to dmccorquodale@ci.montgomery.tx.us. Failure to receive any such addenda or interpretation shall not relieve Respondent from any obligation of the submitted SOQ.

D. METHOD OF AWARD

The successful Respondent will be selected in accordance with the Professional Services Procurement Act, Section 2254.004, Texas Code: In procuring professional services, a government entity shall:

- a) First select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and
- b) Attempt to negotiate with that provider a contract at a fair and reasonable price.

Information included within the SOQ may be used to evaluate your firm as part of any criteria regardless of where that information is found within the SOQ. Information obtained from the SOQ and from any other relevant source may be used in the evaluation and selection process.

E. CONDITIONS OF WORK

Each Respondent must inform himself of the conditions relating to the services of the contract and the employment of labor therein. Failure to do so will not relieve a successful Respondent of its obligation to furnish all services and labor necessary to carry out the provisions of the contract.

F. LAWS AND REGULATIONS

The Respondent's attention is directed to the fact that all applicable state and federal laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over such services shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though therein written out in full.

G. CONFLICT OF INTEREST

Prospective design firm will acknowledge any business relationship with any city official or family member of a city official as described in Chapter 176 of the Texas Government Code. In the event of such a relationship, the “Conflicts of Interest Questionnaire” (Form CIQ) prepared by the Texas Ethics Commission (TEC) should be completed and submitted. Form CIQ is available at the TEC website:

<https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf>

H. COMPLIANCE WITH HB 89:

Respondent agrees per HB 89 to not boycott Israel at any time while providing products or services to the City of Montgomery or the MEDC.

Yes, we agree **No, we do not agree** **N/A**

I. COMPLIANCE WITH SB 252

Respondent agrees per SB 252 to not do business with Iran, Sudan or a foreign terrorist organization while providing products or services to the City of Montgomery or the MEDC.

Yes, we agree **No, we do not agree**

J. DISCLOSURE OF INTERESTED PARTIES

Pursuant to Section 2252 of the Texas Government Code, as of January 1, 2016, most business entities entering into a contract with a local government that requires approval of the governing body must submit a Disclosure of Interested Parties (Form 1295) to the local government prior to execution of the Contract. The Texas Ethics Commission (TEC) has created a website application for business entities to submit the required information, and requires that the form be filed electronically. Prior to a Contract being submitted to City Council, the successful Respondent must complete Form 1295 on the TEC website, with a hard copy submitted to the City. This form is not required unless there is a Contract between the City and the vendor and should NOT be included in the SOQ.

K. NON-TRANSFERABLE AGREEMENT

The successful Respondent shall not assign, transfer, whether by assignment or novation, any of its rights, duties, benefits, obligations, liabilities, or responsibilities under the Contract resulting from this RFQ without the written consent of the MEDC Administrator who is hereby authorized to give such consent by the MEDC Board of Directors; provided, however, that assignments to banks or other financial institutions may be made without consent of the MEDC. Furthermore, in the event of a merger, consolidation or transfer of all or substantially all of the assets of successful Respondent, the surviving or resulting corporation or transferee of assets shall be bound by and shall have the benefit of the provisions of the Contract only with consent of the MEDC Administrator. No assignment or novation of the Contract shall be

valid unless the assignment or novation expressly provides that the assignment of any of the Contractor's rights or benefits under the Contract is subject to a prior lien for labor performed, services rendered, and materials, tools, and equipment supplied for the performance of the work under Contract in favor of all persons, firms, or corporations rendering such labor or services supplying such materials, tools, or equipment.

L. INSURANCE

By signing and submitting an RFQ under this solicitation, the Respondent certifies that if awarded a contract, it will have the following insurance coverages at the time work commences:

1. Worker's Compensation – statutory requirements.
2. Broad Form Comprehensive General Liability - \$1,000,000 Combined Single Limit Coverage.
3. Automobile Liability - \$500,000 Combined Single Limit.
4. Professional Liability / Errors & Omissions Coverage.

M. TERM, RENEWAL, AND TERMINATION

The successful Respondent shall perform in accordance with the terms and conditions of the resulting Contract. Charges of poor performance shall be documented by the MEDC and submitted to the successful Respondent for corrective action. If continued poor performance is communicated, this will be deemed as a breach of these specifications and shall be cause for immediate termination of the Contract.

Both parties reserve the right to terminate the Contract for any reason by notifying the other party in writing thirty (30) days prior to the date of termination.

N. RATE OF PAY

All salaries to be paid as a result of the Contract awarded from this RFQ shall be in compliance with all existing and future national, state, and local laws, ordinances, and regulations which in any manner affect the fulfillment of the Contract and compliance with the same. The actual salaries shall be paid at the discretion of the Contractor.

O. INVOICE AND PAYMENT

Contractor shall include Project number on the corresponding invoice. Pursuant to the Prompt Payment Act, the MEDC shall pay for services within thirty (30) days of receipt of invoices and acceptance of all work. Acceptance by the MEDC shall constitute all services required being received to the MEDC's satisfaction.

P. LOBBYING AND CONTACT

Respondents are prohibited from contacting any City employee (other than the individual named above), the Mayor, any City Council member or MEDC Director for the purpose of lobbying or discussing the request. All requests for information shall be made to the assigned

point of contact. Failure to comply with this clause shall be grounds for rejection of the Firm's SOQ as non-compliant.

Q. INDEPENDENT CONTRACTOR

The Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, is and shall be deemed an independent contractor(s), responsible for its respective acts or omissions, and that the MEDC shall in no way be responsible for the Respondent's actions, and none of the parties hereto will have the authority to bind the others or to hold out to third parties that have such authority.

II. SCOPE OF SERVICES

A. PROJECT SPECIFICS

Project area: Historic Downtown Montgomery is a roughly 10-block area north of the State Highway 105 and FM 149 intersection. The Project area is bound by the following streets: State Highway 105 to the south, Berkley to the north, Pond Street to the west, and Prairie Street to the east. Both sides of the street ROW on these bounding streets may be considered to be part of the Project area.

Project context: The City of Montgomery is a 4.4-square mile incorporated area on the western edge of Lake Conroe along the SH 105 corridor. Although the City is home to about 1,800 residents, around 50,000 people get their mail with a Montgomery mailing address and feel connected to the City, its history, and its future. The historic downtown, part of the City's Historic Preservation Overlay District, is made up of several blocks with retail storefronts, restaurants, and professional offices. FM 149 runs north-south through downtown as Liberty Street. TxDOT is planning improvements to the road and part of a successful design solution will be to coordinate with TxDOT to incorporate the City's design priorities with the agency's plans. TxDOT estimates to begin the road improvement project in 2024.

Project Scope: The selected Respondent will work with the MEDC, City, and community to develop a design solution for historic downtown that includes:

- a) Streetscape improvements that may include paving designs and details to enhance pedestrian safety and create identity for the historic downtown.
- b) Pedestrian space improvements to include sidewalks and other City-controlled properties.
- c) Develop thematic elements that provide a visual identity for the historic downtown.
- d) Identify and propose solutions for green infrastructure projects in the historic downtown that enhance pedestrian space and reduce the amount of stormwater entering the City's storm sewer system.
- e) Assist City in planning for infrastructure upgrades in Project area as phases of construction to include water, wastewater, electric, and telecommunications.

- f) Provide coordination with TxDOT to ensure cohesion between City and TxDOT priorities with the intent to influence the final design to accommodate pedestrian activity in the historic district.

The City is nearing completion of a Comprehensive Plan update (original adopted in mid-1990's) in partnership with TAMU's Texas SeaGrant program. The historic downtown revitalization is one of the goals of the Comprehensive Plan.

Additionally, the MEDC worked with TAMU's Texas Target Communities program on a collection of design projects from 3rd and 4th year Landscape Architecture students. The designs which focused on the downtown area provided concepts for the MEDC to use in articulating a vision for downtown. The successful Respondent will find the MEDC further along in considering design alternatives than typical at this stage of the process.

Deliverables for the Project should include an Executive Summary, a Master Plan of the Project area showing proposed improvements (both public and private), a detailed Pedestrian Circulation plan with a hierarchy of spaces, Parking plan identifying public and private parking, (along with any proposed parking), Design drawings and renderings that explain the proposed design. Estimated Project costs and phasing options for the Project shall also be part of the Project Deliverables. The Project deliverables are to be in hard copy and electronic format.

The intent of the Project is to develop an overall design with documents that are ready to be developed into Construction Documents. Construction Documents are outside the scope of this Project, though the selected Respondent should be aware of the practicality of constructing any proposed design elements.

B. INSTRUCTIONS FOR RESPONDING

SOQ's should contain the following information:

- a) Cover letter. The cover letter should be signed by a member of the Respondent's firm empowered to commit the firm to a contractual arrangement with the MEDC. The cover letter should also identify the firm submitting the SOQ and any sub-consultants that may be proposed. The cover letter should outline your understanding of the Project and serve as the firm's Statement of Project Understanding.
- b) Description of Respondent's firm. Firm history, number of employees, areas of practice, and other information useful to the decision-making process.
- c) Resumes of key personnel assigned to the Project team. Include level of experience and Project team role.
- d) Work approach and timeframe. Provide a detailed description of the work you propose to fulfill the requirements of this request for proposal. For each task, describe the activity, the intended result, any work or activity you assume will be conducted by the MEDC and an anticipated timeframe for completion.
- e) Provide a list of current and/or past projects similar in scope to the proposed project and who on the Project team was associated with that project. Particular attention

should be given to providing before and after photos of projects, and an explanation of what role the firm played in the project.

- f) Describe any contracts for services awarded to the Respondent's firm(s) that have been canceled or terminated for unsatisfactory performance. Provide a contact name and information. Describe any legal proceedings involving the Respondent's firm(s) related to any municipal client or project that was unresolved or active January 1, 2015 to present.

C. EVALUATION OF SOQ'S

The MEDC will evaluate all submitted proposals based on the responsiveness of the work approach proposed, the qualifications of the staff that will work with the City, and the overall qualifications of the firm. Specifically, the MEDC will evaluate the proposals on the following criteria:

- a) Respondent's Ability. The ability of the Respondent to provide quality professional design services per the Scope of Services.
- b) Respondent's Experience. The Respondent's experience with and expertise in historic downtown revitalization and urban design.
- c) Primary Experience. The experience and qualifications of the Respondent's staff that will have primary contact with the MEDC and City staff.
- d) Timeliness. The Respondent's commitment to delivering work on time and within budget.
- e) Avoidance. The Respondent's demonstrated avoidance of personal and organizational conflicts of interest regarding matters of litigation or otherwise.
- f) Commitment. The extent of involvement by the Respondent's key qualified personnel and the likelihood that key personnel will develop long-term planning knowledge that will integrate with the City's planned phases of project construction.
- g) References. The extent to which previous clients have found the Respondent's services acceptable. Provide a list of previous client names and contact information. List the individual within the Respondent's firm with whom client have contact.
- h) Familiarity and experience with surrounding cities and counties, relevant state and county agencies, and regional growth patterns and those impact the City of Montgomery.

The MEDC may schedule oral interviews with some or all of the Respondents and, in that event, the outcome of such interviews may influence the evaluation of SOQ's.

Montgomery Economic Development Corporation
AGENDA REPORT

Meeting Date: September 21, 2020	Budgeted Amount: NA
Prepared By: Richard Tramm	Exhibits: None

Subject

Consideration and possible action to partner with The Historic Montgomery Business Association on use and visibility of Social Media Goat Icon with businesses in the Downtown Montgomery area.

Discussion

There is an opportunity for the City/MEDC to partner with the HMBA in getting greater visibility for the new social media icon. HMBA approached the MEDC President seeking to work together on utilizing the goat icon, who in turn asked staff to work on details to present to the MEDC Board.

Staff proposes City staff produce twelve (12) additional goat cutouts which would be distributed by the HMBA to businesses within the Downtown Montgomery area. These would be produced in groups of three (3) cutouts at a time as they are needed. Staff would develop an application form which would specify the goat's display location(s), design concept and acknowledge the goat cutouts remain the property of the City with the City having final approval of design and use.

The estimated cost to produce the cutouts, which the MEDC would cover, is \$1,200.00 (\$240 for plywood and \$960 for staff labor).

The businesses receiving the goats would paint/decorate the goats in unique ways to be displayed at their businesses, providing increased public visibility for the City's historical ties to the goat story and the goat icon. One of the long-term uses for these goats would be to have them available to be displayed visually at festivals within the City as photo spots, conversation pieces and to help increase the visual identity of the goat with the City.

Recommendation

Consider approving the use of up to \$1,200 in MEDC funds and utilizing unspent funds from Category III Events-Other (Account 56002.3) from the current fiscal year.

Approved By

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

Meeting Date: September 21, 2020	Budgeted Amount: NA
Prepared By: Richard Tramm	Exhibits: None

Subject

Consideration and Possible Action on Licensing the Montgomery Goat Social Media Icon Image

Discussion

Since we have started using the Montgomery Goat Social Media Icon image internally on a limited basis on shirts and masks, there have been requests for Goat Icon merchandise. I wanted to bring this up a discussion point to see if the MEDC would want to direct staff to explore the moving forward in this way.

Recommendation

Discuss the item and give direction to move forward, if desired.

Approved By

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

Meeting Date: September 21, 2020	Budgeted Amount: NA
Prepared By: Richard Tramm	Exhibits: None

Subject

Consideration and possible action for the Montgomery Economic Development Corporation (MEDC) to authorize a loan to the City of Montgomery for property acquisition.

Discussion

The City is considering the purchase of property in the near future. The MEDC loaning the money to the City would be beneficial to both entities. An exhibit for this item should be available to send to MEDC Board members prior to the Board Meeting.

Recommendation

Consider approval of loaning funds from the Montgomery Economic Development Corporation to the City of Montgomery for the City to use in property acquisition.

Approved By

City Administrator	Richard Tramm <i>RT</i>	Date: September 18, 2020
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City Administrator's Report – September 22, 2020 City Council Meeting

Between an active hurricane season and the COVID-19 pandemic, we have a lot of things to keep watch over that are out of the ordinary in the City. Fortunately, we became out of the direct strike area of the recent hurricane (although the “brown out” power outages that followed were attributable to the storm) and the COVID-19 case count for Montgomery County seems to have levelled off again. We will continue to monitor ongoing situations and be ready to adapt our operations as needed as we continue our daily mission to serve the public.

While City Council, Planning and Zoning Commission and Montgomery Economic Development Corporation meetings are being conducted in an online format to make the meetings as accessible as possible, all City offices remain open during regularly scheduled hours. For members of the general public not wanting to come to City Hall related to their services, we are prepared to handle their communications with us through other forms such as telephone and email. City Hall has continued to put out an update letter to the community each week as the pandemic has moved forward. These reports have included data about the COVID-19 cases and responses in Montgomery County, as well as specific updates regarding the City.

The City meetings that I have attended over the last month include City Council Meetings on August 25th, September 8th and 15th, as well as the MEDC Meeting of September 21st. I have also attended meetings with the Montgomery Area Chamber of Commerce and the new Montgomery Independent School District Superintendent, as well as numerous staff meetings. During the meetings of this past month the City's annual Budget and Ad Valorem Tax Rate setting were completed. I also had a meeting with Tachus Internet on September 2nd and should be following up with them in the near future.

The work on the four Home Grant homes is continuing. Three of the four appear to be in the final stages of construction while the fourth is early in construction. This particular program does not have additional funds available at this time but we are taking a waiting list of potentially qualifying names if funds become available again in the future.

This month's reports show the utility accounts on the aging report tracking as expected with the removal of the older unpaid accounts. Accounts with old balances that are in payment plans are no longer shown as being in arrears based on the way the billing software handles the payment arrangements. The accounts in the 120+ day category are all from the current fiscal year and should be reviewed semiannually or annually to avoid returning to the backlog that previously existed. We have also updated the City Water Consumption charts so those accounts with much higher consumption do not skew the graph.

We have placed the advertising for City Engineering in the newspaper and on the City website. This was previously authorized by City Council. In addition, we have started advertising for the next terms on the Planning and Zoning Commission (two terms expire next month). The notice on the Planning and Zoning Commission items was placed into the water bill inserts that were sent in September and will be placed on the City's electronic sign.

I will be out of City Hall from September 21st through October 2nd for personal business and vacation. During this period, I will be generally available by phone and email if I am needed by City Staff.

Please feel free to contact me directly if you have any questions about these items. I look forward to seeing each of you at the upcoming meeting. If you have specific questions on items within the reports, please feel free to contact me or the appropriate department head prior to the meeting. Also, please let me know if you will be unable to attend the meeting.

Respectfully submitted,

Richard Tramm
City Administrator



Development Report September 2020

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

This month's report finds the City still navigating the effects of COVID-19 and cautiously watching the declining infection rate in the county. Most businesses have reopened to clients and customers at reduced capacity. Residential homebuilding is steady relative to previous months with two new subdivisions 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

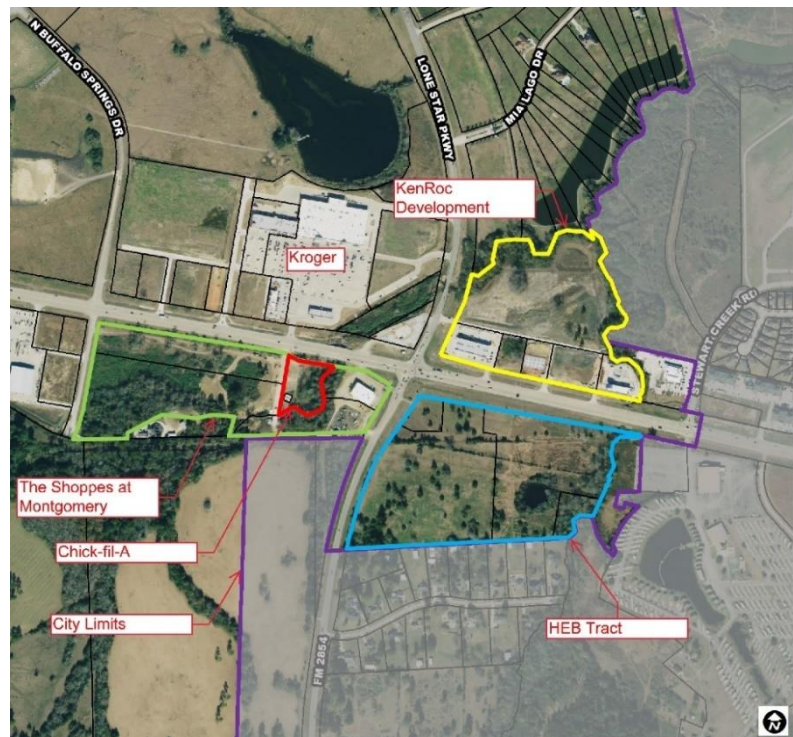
KENROC Property – This 13-acre development is on the north side of SH 105 and east of Lone Star Pkwy. A 16,000 sqft commercial building is along SH 105, with a future Phase 2 to the north. No activity to report this month.

Kroger Site –Roughly 80% built out; three parcels remaining for development. An additional 16-acre site with utilities is available west of Kroger. No activity to report this month.

Central Business District – No activity to report this month.

Shoppes at Montgomery –

This 26-acre property is located at the southwest corner of SH 105 and FM 2854. Starbucks and two retail centers are also under construction that will include **Chipotle**, **Ruthie Grace Boutique**, and **HotWorx fitness studio**. More businesses will be added to this list as they are known.

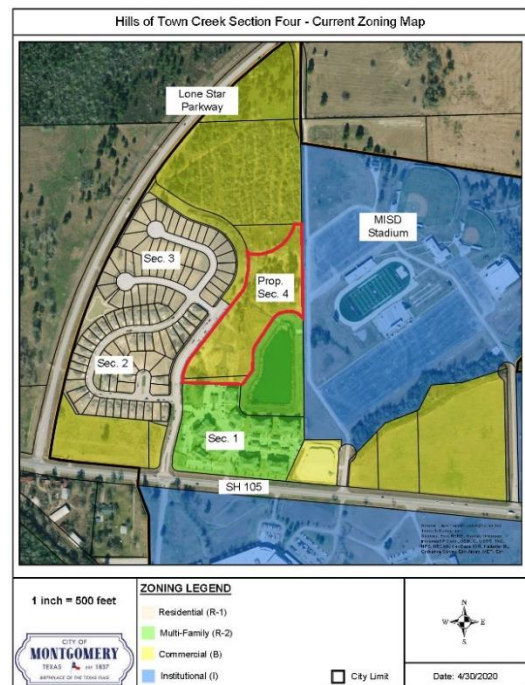


Residential Development

Existing homesite inventory is available, and several new residential subdivisions are under development. 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.

- 51 new homes have been completed in 2020 (6.4 homes/month, on par with prior years)
- 11 completed in August
- 11 new single-family home permits issued in August

Hills of Town Creek Subdivision – With a total of 100 single-family homesites, this subdivision is immediately west of Town Creek Apartments along Emma’s Way. 60 homes are complete, 18 are under construction, and 22 lots are available. Plans for a new 30-lot section are under review.



Montgomery Townhomes –Plans have been approved for a 48-unit townhome project along Plez Morgan Drive and site construction is began in early September.

Terra Vista Subdivision – This is a 61-lot single-family development northeast of Waterstone on FM 1097. 39 homes are complete, 6 are under construction, and 16 lots are available.

Town Creek Crossing –

This addition to the Buffalo Springs Planned Development includes 199 residential homesites and eight commercial reserves. Land planning and civil engineering work are underway. More details on the timeline for construction will be provided as they become 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 (pending site equipment inspections).
- Lift Station #1 (complete and operational).
- 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. Applicants must have an income lower than 80% of the average income for the area, be the owner of the existing house and have a clear title to the property. Four city residents qualified for the program. Three of the homes are nearing completion and one is starting construction.

Comprehensive Plan – The City held a Virtual Town Hall on July 8th to review the draft of the Comprehensive Plan developed by TAMU’s Community Resilience Collaborative and Texas SeaGrant. The City held a series of five community meetings during 2019 to get input from residents and businesses. 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 October for review.

Downtown Improvement Plan

This MEDC-funded project is to improve the streetscape and pedestrian space in the downtown area. Design concepts were developed by TAMU Landscape Architecture students that will be used by a professional firm in the final design work. The MEDC advertised the project in late August and anticipates selecting a design firm in October.



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

Top Fuel Nutrition; 20821 Eva Street Ste. L



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Fax: 281.363.3459
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August 19, 2020

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

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

Dear Mayor and Council:

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

Status of Previously Authorized Projects:

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

- a) **Baja Road Water and Drainage Improvements, Phase I & 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**
As a reminder, the project was awarded to Nerie Construction, LLC in the amount of \$913,338.00 at your July 14th City Council meeting. We are preparing the contracts to be sent to the Texas Water Development Board (“TWDB”) for final review and approval prior to City execution.
- c) **Water Distribution System Analysis and Master Plan – CP No. 9 - Water Plant No. 3 Improvements**
We received bids for the project on August 5th and plan to present the bids at your August 25th 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 met with the design team at BGE, Inc. on August 13th to discuss the progress of the drainage analysis to date. 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, including coordination with Entergy for power connection, and is proceeding with final pipe coating for the Lift Station No. 1 Replacement project. We did not receive a pay estimate this month.



Generator



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. **THPM Montgomery Townhomes** – We received revised plans for the development on July 31st and returned comments to the plans on August 10th.
 - ii. **AutoZone** – We received plans for the development on July 30th and returned comments to the plans on August 10th.
 - iii. **Hills of Town Creek, Section 4** – We received revised plans on August 18th and plan to return comments within 2 weeks of receipt.
 - iv. **Moon Over Montgomery** – We received plans for the development on July 16th and returned comments to the plans on July 30th.
- c) **Plat Reviews**
 - i. **Heritage Place Parking Development Plat** – The building lines were recorded with Montgomery County and we 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** – We held a final inspection on July 24th. It is our understanding the contractor is addressing the items identified at the 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. We received a request for plans in the project vicinity and provided all requested information.
- c) **FM 149 & SH-105 Right Turn Lane** –TxDOT has advised that the project is not scheduled to be let until 2025 with the previously discussed downtown FM 149 improvements however they are looking into separating the turn lane from the scope of the project to complete sooner.
- d) **Design Manual Update** – We are preparing updates to the City's Design Manual, as authorized by City Staff, in response to recent legislation that requires all plan review comments to reference a written rule. Updates include the addition and modification of standard details and City preferences for construction to be enforced in all proposed City and private developments.

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

Sincerely,



Chris Roznovsky, PE
Engineer for the City

CVR/kmv

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Enclosures: Active Capital Projects Map
 Active Developments Map

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

